

MINUTES**REGULAR MEETING**

Honorable Bernard C. "Jack" Young, President
Honorable Catherine E. Pugh, Mayor - **ABSENT**
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
Peter Hammen, Chief of Operations

Pursuant to Article VI, Section 1(c) of the revised City Charter effective July 1, 1996, the Honorable Mayor, Catherine E. Pugh, in her absence during the meeting, designated Mr. Peter Hammen, Chief of Operations for the Mayor's Office to represent the Mayor and exercise her power at this Board meeting.

* * * * *

President: "Good -- is this on? Good morning. The January 24, 2018, 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

MINUTES

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 would direct the Board members attention to the memorandum from my office dated January 22, 2018, 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: "Mr. President, I move the Board's approval of all the routine matters as revised."

Comptroller: "Second."

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

* * * * *

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

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

Hirsch Electric, LLC	\$	8,000,000.00
Milani Construction, LLC	\$	8,000,000.00
Partition Plus, Inc.	\$	26,230,000.00
Phillips Way, Inc.	\$	8,000,000.00
Stella May Contracting, Inc.	\$	8,000,000.00
The Lane Construction Corporation	\$	2,886,470,000.00

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:

EA Engineering, Science and Technology, Inc. PBC	Engineer
T.Y. LIN International	Engineer

There being no objections, the Board, UPON MOTION duly made and seconded, approved the prequalification of contractors and architects and engineers for the listed firms.

MINUTES

Parking Authority of - Parking Facility Rate Adjustment
Baltimore City (PABC)

ACTION REQUESTED OF B/E:

The Board is requested to approve an adjustment to the transient rate at the City-owned Fleet and Eden Garage that is managed by the PABC. The Parking Facility Rate Adjustment is effective upon Board approval.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The PABC is charged with managing the City of Baltimore's parking assets. Proper stewardship of those assets requires that the PABC realize the best possible return on the City's parking investments.

Pursuant to Article 31, §13(f)(2) of the Baltimore City Code, subject to the approval of the Board of Estimates, the PABC may set the rates for any parking project. The PABC believes that a rate adjustment at this parking facility is warranted at this time.

To bring the transient rate charged at Fleet and Eden Garage in line with its surrounding facilities, the PABC staff developed the rate adjustment recommendation submitted hereto. This rate adjustment was unanimously approved by the PABC Board of Directors.

Fleet and Eden Garage Transient Rate Adjustments			
Rate to be Adjusted	Current Rate	Proposed Rate	Date of Last Adjustment
5 - 12 Hour Rate	\$14.00	\$15.00	May 2017
13 - 24 Hour Rate	\$15.00	\$16.00	March 2017
Evening/Weekend Rate	\$3.00	\$4.00	Never Adjusted

APPROVED FOR FUNDS BY FINANCE

MINUTES

PABC - cont'd

UPON MOTION duly made and seconded, the Board approved the adjustment to the transient rate at the City-owned Fleet and Eden Garage that is managed by the PABC.

MINUTES

Parking Authority of - Parking Facility Rate Adjustment
Baltimore City (PABC)

ACTION REQUESTED OF B/E:

The Board is requested to approve an adjustment to the transient rate at the City-owned Penn Station Garage that is managed by the PABC. The Parking Facility Rate Adjustment is effective upon Board approval.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The PABC is charged with managing the City of Baltimore's parking assets. Proper stewardship of those assets requires that the PABC realize the best possible return on the City's parking investments.

Pursuant to Article 31, §13(f)(2) of the Baltimore City Code, subject to the approval of the Board of Estimates, the PABC may set the rates for any parking project. The PABC believes that a rate adjustment at this parking facility is warranted at this time.

To bring the transient rate charged at Penn Station Garage in line with its surrounding facilities, the PABC staff developed the rate adjustment recommendation submitted hereto. This rate adjustment was unanimously approved by the PABC Board of Directors.

Penn Station Garage Transient Rate Adjustment			
Rate to be Adjusted	Current Rate	Proposed Rate	Date of Last Adjustment
4 - 8 Hour Rate	\$14.00	\$15.00	Never Adjusted

APPROVED FOR FUNDS BY FINANCE

MINUTES

PABC - cont'd

UPON MOTION duly made and seconded, the Board approved the adjustment to the transient rate at the City-owned Penn Station Garage that is managed by the PABC.

MINUTES

Department of Finance - Parking Fines Amnesty

ACTION REQUESTED OF B/E:

The Board is requested to approve a Parking Fines Amnesty pursuant to Baltimore City Code, Art. 31, §36-23 (a).

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Director of Finance proposes to offer a two-day Parking Fines Amnesty on February 1, 2018 and February 2, 2018, for the abatement of penalties associate with unpaid parking citations. The City's last Parking Fines Amnesty was in 2003 and resulted in payments of about \$3,600,000.00. It is estimated that more than 500,000 parking citations owed by approximately 320,000 motorists, would be eligible for amnesty.

To qualify for the abatement, the full original fine amount would have to be paid. It is estimated that the total original fines amounts for all the eligible motorists to be \$26,000,000.00. The Amnesty would waive all accumulated monthly penalty charges and the City's \$25.00 flag fee. Fees assessed for bad checks, towing, booting and lot storage of impounded vehicles, State flag fees, and court costs would not be waived. Motorists would be able to pay online, by telephone, by mail or in-person at the Wolman Building.

UPON MOTION duly made and seconded, the Board approved the Parking Fines Amnesty pursuant to Baltimore City Code, Art. 31, §36-23 (a).

MINUTES

Space Utilization Committee - Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Lease Agreement with Carl T. Julio and Edward V. Julio, Lessee, for the rental of property known as rear of 5412 Seminary Avenue, located in Baltimore County, consisting of approximately .515 acres, including a fence, 1 story stucco building, concrete pad and flower beds. The period of the Lease Agreement is December 1, 2017 through November 30, 2022, with an option to renew for one additional 5 year period.

AMOUNT OF MONEY AND SOURCE:

Annually

\$3,182.70 - year 1
\$3,278.18 - year 2
\$3,376.52 - year 3
\$3,477.82 - year 4
\$3,583.15 - year 5

BACKGROUND/EXPLANATION:

The leased premises will be used as a landscaped yard being the rear of the residence known as 5412 Seminary Avenue. The Lessee will be responsible for utilities, cutting grass, keeping the area free of debris, maintenance, and repairs. The property will be accepted "as is" with taxes and liability insurance.

The Space Utilization Committee approved this Lease Agreement on December 12, 2017.

MINUTES

Space Utilization Committee - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with Carl T. Julio and Edward V. Julio, Lessee, for the rental of property known as rear of 5412 Seminary Avenue, located in Baltimore County, consisting of approximately .515 acres, including a fence, 1 story stucco building, concrete pad and flower beds.

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

The Board is requested to approve and authorize execution of the Amendment to Lease Agreement with the Baltimore City Health Department, Tenant, for additional space at the property known as 3000 Druid Park Drive, being on the 2nd floor, consisting of approximately 477 sq. ft., known as Suite 2A.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$19,190.64	\$ 2,398.83 - 12/01/17 - 7/31/18
\$29,937.33	\$ 2,494.78 - 08/01/18 - 7/31/19
\$31,134.81	\$31,134.81 - 08/01/19 - 7/31/20

Account: 1001-000000-3023-274000-603013

BACKGROUND/EXPLANATION:

On July 29, 2015, the Board approved the original Lease Agreement for the period of August 1, 2015 through July 31, 2020, with the option to renew for an additional 5 year period.

This amendment will increase the original lease agreement space by 477 sq. ft. on the 2nd floor and terminate the use of storage space at 3002 Druid Park Drive. The City will make improvements to the additional 477 sq. ft. at no cost to the Tenant. All other rentals, provisions, condition, and terms of the original lease agreement dated July 29, 2015 will remain in full force and effect.

MINUTESSpace Utilization Committee - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to Lease Agreement with the Baltimore City Health Department, Tenant, for additional space at the property known as 3000 Druid Park Drive, being on the 2nd floor, consisting of approximately 477 sq. ft., known as Suite 2A.

MINUTES

Department of Real Estate - Assignment of Tax Sale Certificate

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of a Tax Sale Certificate to Druid Laurens, LLC for an amount that is less than the lien amount for the property located at 513 Laurens Street (Block 339, Lot 29).

AMOUNT OF MONEY AND SOURCE:

<u>PROPERTY ADDRESS</u>	<u>ASSESSED VALUE</u>	<u>FLAT TAXES & WATER</u>	<u>TOTAL LIENS</u>	<u>RECOMMENDED PURCHASE PRICE</u>
513 Laurens Street	\$3,000.00	\$5,723.65	\$12,031.27	\$5,723.65

BACKGROUND/EXPLANATION:

The City acquired the Tax Sale Certificate for 513 Laurens Street (Block 339, Lot 29), May 16, 2016, in the total amount of \$12,031.27.

Druid Laurens, LLC has offered to purchase the Tax Sale Certificate for 513 Laurens Street, in the total amount of \$5,723.65, file a petition to foreclose, acquire title to the property, and return it to productive use. The purchase price of \$5,723.65 will cover the flat taxes and water bills.

UPON MOTION duly made and seconded, the Board approved the assignment of a Tax Sale Certificate to Druid Laurens, LLC for an amount that is less than the lien amount for the property located at 513 Laurens Street (Block 339, Lot 29).

MINUTES

Department of Real Estate - Assignment of Tax Sale Certificate

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of a Tax Sale Certificate to MC2427, LLC for an amount that is less than the lien amount for the property located at Block 3453, Lot 31.

AMOUNT OF MONEY AND SOURCE:

<u>PROPERTY ADDRESS</u>	<u>ASSESSED VALUE</u>	<u>FLAT TAXES & WATER</u>	<u>TOTAL LIENS</u>	<u>RECOMMENDED PURCHASE PRICE</u>
Block 3453 Lot 31	\$8,100.00	\$2,706.07	\$10,747.06	\$8,100.00

BACKGROUND/EXPLANATION:

The City acquired the Tax Sale Certificate for Block 3453, Lot 31, May 16, 2016, in the total amount of \$10,747.06.

MC2427, LLC has offered to purchase the Tax Sale Certificate for Block 3453, Lot 31 in the total amount of \$8,100.00, file a petition to foreclose, acquire title to the property, and return it to productive use. The purchase price of \$8,100.00 will cover the assessed value.

UPON MOTION duly made and seconded, the Board approved the assignment of a Tax Sale Certificate to MC2427, LLC for an amount that is less than the lien amount for the property located at Block 3453, Lot 31.

MINUTES

PERSONNEL MATTERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

281 - 300

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

MINUTES**PERSONNEL**Civil Rights and Wage Commission1. Reclassify the following position:Position No.: 10104

From: Secretary III
Functional Title: Same
Job Code: 33233
Grade: 084 (\$37,001.00 - \$44,161.00)

To: Operations Specialist I to the CRB
Job Code: 31107
Grade: 906 (\$50,694.00 - \$80,988.00)

Costs: \$16,222.00 - 1001-000000-1561-171500-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Fire Department2. Reclassify the following position:Position No.: 13886

From: Marine Pilot
Job Code: 41263
Grade: 319 (\$47,778.00 - \$73,373.00)

To: Marine Pilot ALS
Job Code: 41262
Grade: 369 (\$49,534.00 - \$75,130.00)

There are no costs associated with this action.

MINUTES**PERSONNEL**Fire Department - cont'd

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

3. Reclassify the following filled position:

Position No.: 32935

From: Battalion Fire Chief Suppression
Job Code: 41214
Grade: 344 (\$79,528.00 - \$99,360.00)

To: Battalion Fire Chief, ALS Suppression
Job Code: 41282
Grade: 381 (\$81,339.00 - \$101,216.00)

There are no costs associated with this action.

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

4. Reclassify the following positions:

a. Position No.: 13306

From: EMT Firefighter Suppression
Job Code: 41209
Grade: 311 (\$40,278.00 - \$64,365.00)

To: Fire Emergency Vehicle Driver Suppression
ALS
Job Code: 41277
Grade: 354 (\$42,491.00 - \$67,631.00)

MINUTES**PERSONNEL**

Fire Department - cont'd

b. Position No.: 13471

From: Firefighter Suppression
Job Code: 41211
Grade: 334 (\$39,703.00 - \$64,365.00)

To: Fire Emergency Vehicle Driver Suppression
ALS
Job Code: 41277
Grade: 354 (\$42,491.00 - \$67,631.00)

Savings: \$9,754.00 - 1001-000000-2121-226400-601061

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

5. Reclassify the following vacant position:

Position No.: 34822

From: Secretary II
Job Code: 33232
Grade: 078 (\$30,871.00 - \$35,600.00)

To: Paralegal
Job Code: 84241
Grade: 090 (\$46,670.00 - \$56,723.00)

Costs: \$27,633.00 - 1001-000000-2101-225000-601061

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

MINUTES

PERSONNELFire Department - cont'd6. Change Budget Account Numbers:a. Position No.: 12590

Classification: Battalion Fire Chief, ALS Suppression

Job Code: 41282

Grade: 381 (\$81,339.00 - \$101,216.00)

From: 1001-000000-2112-226000-601061

To: 1001-000000-2121-226400-601061

b. Position No.: 13933

Classification: Fire Captain Special Operations

Job Code: 41275

Grade: 342 (\$63,455.00 - \$78,267.00)

From: 1001-000000-2133-228200-601061

To: 1001-000000-2112-226000-601061

c. Position No.: 32760

Classification: Fire Emergency Vehicle Driver Suppression

ALS

Job Code: 41277

Grade: 354 (\$42,491.00 - \$67,631.00)

From: 1001-000000-2112-226000-601061

To: 1001-000000-2121-226300-601061

d. Position No.: 12780

Classification: Fire Lieutenant Suppression ALS

Job Code: 41278

Grade: 374 (\$64,135.00 - \$77,904.00)

MINUTES**PERSONNEL**

Fire Department - cont'd

From: 1001-000000-2121-226300-601061
To: 1001-000000-2121-226400-601061

e. Position No.: 13932

Classification: Fire Captain Suppression
Job Code: 41213
Grade: 341 (\$69,861.00 - \$86,169.00)

From: 1001-000000-2133-228200-601061
To: 1001-000000-2121-226400-601061

There are no costs associated with this action.

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Fire and Police Employees' Retirement System

7. Reclassify the following filled position:

Position No.: 50235

From: Information Technology Manager
Job Code: 10249
Grade: 936 (\$79,152.00 - \$126,582.00)

To: Agency IT Manager II
Job Code: 10263
Grade: 942 (\$88,842.00 - \$146,472.00)

Costs: \$2,580.00 - 6000-604118-1540-171400-601001

MINUTES**PERSONNEL**Fire and Police Employees' Retirement System - cont'd

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Department of General Services8. Reclassify the following vacant position:

Position No.: 1899-48602

From: Vehicle Damage Investigator
Job Code: 32221
Grade: 923 (\$59,466.00 - \$95,370.00)

To: Procurement Officer II
Job Code: 33586
Grade: 923 (\$59,466.00 - \$95,370.00)

There are no costs associated with this action.

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

9. Reclassify the following vacant position:

Position No.: 19688

From: Accountant Supervisor
Job Code: 34145
Grade: 927 (\$63,240.00 - \$101,184.00)

To: Fiscal Supervisor
Job Code: 34425
Grade: 927 (\$63,240.00 - \$101,184.00)

MINUTES**PERSONNEL**Department of General Services - cont'd

There are no costs associated with this action.

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Health Department10. Create the following position:

Classification: Program Coordinator
Job Code: 31192
Grade: 923 (\$59,466.00 - \$95,370.00)
Position No.: To be assigned by BBMR

Cost: \$85,732.27 - 4000-483517-3080-294600-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

11. Create the following three positions:

Classification: Community Health Educator II
Job Code: 61252
Grade: 085 (\$38,163.00 - \$45,985.00)
Position Nos.: To be assigned by BBMR

Cost: \$178,986.00 - 4000-484817-3023-513200-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

MINUTES**PERSONNEL**Health Department - cont'd12. Create the following two positions:

Classification: Community Health Educator III
Job Code: 61253
Grade: 088 (\$42,996.00 - \$52,092.00)
Position Nos.: To be assigned by BBMR

Cost: \$131,582.00 - 6000-617917-3150-762100-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

13. Create the following three positions:

Classification: Community Health Educator III
Job Code: 61253
Grade: 088 (\$38,163.00 - \$45,985.00)
Position Nos.: To be assigned by BBMR

Cost: \$197,373.00 - 4000-484817-3023-513200-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Department of Housing and Community Development14. Reclassify the following two vacant positions:

Position Nos.: 2602-48486 and 48338

From: Permits and Records Technician I
Job Code: 33294
Grade: 080 (\$32,400.00 - \$38,114.00)

MINUTES

PERSONNEL

Department of Housing and Community Development - cont'd

To: Permits and Records Technician II
Job Code: 33295
Grade: 083 (\$35,683.00 - \$42,436.00)

Costs: \$8,561.17 - 1001-000000-2602-261000-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

15. Classify the following new position:

Position No.: 5832-49889

From: New Position
Job Code: 90000
Grade: 900 (\$1.00 - \$204,000.00)

To: Program Analyst
Job Code: 31511
Grade: 927 (\$63,240.00 - \$101,184.00)

Cost: \$96,366.85 - 1001-000000-5832-179300-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Department of Human Resources

	<u>Rate of Pay</u>	<u>Amount</u>
16. KARIMA CARRINGTON	\$35.00	\$54,600.00

Account: 1001-000000-1602-725700-603026

Ms. Carrington will continue to work as a Contract Services

MINUTES**PERSONNEL**Department of Human Resources - cont'd

Specialist II (Program Coordinator/Tobacco Cessation Program Coordinator). Her duties will include, but are not limited to coordinating all tobacco inquiries for Human Resources and Key Stakeholders, serve as the tobacco cessation main point of contact for the tobacco cessation campaign, collaborate with partners to build and develop a plan for the introduction and sustainment of tobacco screening, brief intervention, and referral treatment, and develop policy briefs. She will also conduct policy research on tobacco cessation and tobacco-free health care facilities and interact with staff, city agencies, and external partners on findings. The period of the agreement is effective upon Board approval for one year.

17. Reclassify the following filled position:

Position No.: 50390

From: HR Policy Analyst
 Job Code: 10248
 Grade: 927 (\$63,240.00 - \$101,184.00))

To: Operations Officer III
 Job Code: 00087
 Grade: 929 (\$67,218.00 - \$107,406.00)

Cost: \$6,970.00 - 1001-000000-1601-172500-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

18. Reclassify the following two vacant positionsa. Position No.: 49073

From: Principal Program Assessment Analyst
 Job Code: 10140
 Grade: 929 (\$67,218.00 - \$107,406.00)

MINUTES**PERSONNEL**

Dept. of Human Resources - cont'd

To: Operations Officer III
Job Code: 00087
Grade: 929 (\$67,218.00 - \$107,406.00)

b. Position No.: 51144

From: Senior Principal Program Assessment
Analyst
Job Code: 10183
Grade: 927 (\$63,240.00 - \$101,184.00)

To: Compensation Analyst II
Job Code: 33623
Grade: 927 (\$63,240.00 - \$101,184.00)

Cost: There are no costs associated with these actions.

19. Create the following non-civil classification:

Classification: Senior Human Resource Business Consultant
Job Code: 10287
Grade: 931 (\$72,420.00 - \$115,770.00)

Costs: To be determined.

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Office of the Mayor

20. Reclassify the following vacant position:

Position No.: 46846

From: Operations Officer I
Job Code: 00085
Grade: 923 (\$59,466.00 - \$95,370.00)

MINUTES**PERSONNEL**Office of the Mayor - cont'd

To: Operations Manager I
 Director of Logistics
 Job Code: 00090
 Grade: 939 (\$83,742.00 - \$138,006.00)

Costs: \$ 122,424.00 - 10001-000000-1250-775500-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Mayor's Office of Criminal Justice

21. **CHERYLE FRALING** \$20.00 **\$5,400.00**

Account: 4000-401418-2254-785400-600000

Ms. Fraling will continue to work as a Contract Services Specialist II (Visitation Center Monitor/Visitation Center Monitor). She will observe visitation sessions between visiting parents and children, for several families simultaneously; intervene as necessary during visits or exchanges to address any concerns that arise with parents and/or children; keep accurate and complete records of any safety concerns or potential problems that come up during a visitation session; meet parents and/or children before and after visits to check in with them and refers them to needed services or programs; maintain clear and consistent communication with the on-site supervisor, on-site police, other monitors, and volunteers whether by phone, email or in person; coordinate the safety of visits by being available to accompany individuals wherever needed in and around the building; maintain client files; maintain personal timesheets and invoices; discuss case progress and concerns with

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

supervisors as well as attend occasional meetings about case status and other center operational issues; and comply with all Visitation Center policies and procedures, including confidentiality and safety mandated reporting procedures.

This is a 33% increase in the hourly rate from the previous contract period. The rate increase for contractual employees of the Visitation Center is justified for the following reasons. The positions are grant funded and the grant afforded the flexibility to increase the salary. The contractual employees have not received a raise since they were hired in 2012-2013. The current rate of pay is below industry standards. Since 2012, contractual employees have earned between \$15.00 - \$26.00 per hour (based on job function), with a promise to increase wages in order to align with industry standards commensurate with their education and experience. This new award (2017-FJ-AX-0017) will allow for each contractual employee to receive a \$5.00 per hour raise.

Mayor's Office of Information Technology22. Reclassify the following four vacant positions:

Position Nos.: 1472-50712, 51141, 51142, and 51143

From: GIS Analyst
Job Code: 33187
Grade: 927 (\$63,240.00 - \$101,184.00)

To: IT Specialist II MOIT
Job Code: 33109
Grade: 927 (\$63,240.00 - \$101,184.00)

There are no costs associated with this action.

MINUTES**PERSONNEL**Mayor's Office of Information Technology - cont'd

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

	<u>Hourly Rate</u>	
23. SEAN McKENZIE	\$25.00	\$52,000.00
24. RICARDO ROBINSON	\$34.00	\$70,720.00
Account: 2037-000000-1474-165700-601009		
25. DANTEH SEMA	\$30.00	\$62,400.00

Account: 1001-000000-1474-719900-601009

Messer, McKenzie, Sema, and Robinson each will work as a Contract Services Specialist II (IT Associate/IT Support Desk Associate). They will install and test hardware and peripheral components; load appropriate software packages such as operating systems, networking components and office applications; provide customization and adaptation of existing programs that meet user's requirements; evaluate system potential by testing compatibility of new programs with existing programs; confirm program objectives and specifications by testing new programs; compare programs with established standards and make modifications; improve existing programs by reviewing objectives and specifications; evaluate proposed changes; recommend changes; make modifications; resolve problems and/or requests; install, configure and maintain all PC related hardware and systems including troubleshooting and diagnosing network problems; PC updates and standard software, troubleshoot Web browsers and basic network connectivity; configure laptops and desktops for various agencies depending on their needs; increasing memory when user is experiencing slowness

MINUTES**PERSONNEL**Mayor's Office of Information Technology - cont'd

if processor can handle the increase; trouble shoots and replaces video and Network Cards; monitors Service Desk ticket queue, resolves tickets and resolves escalations; provides on-demand support for end user issues relating to system performance and availability and maintains inventory for refresh program and run reports for the computers and laptops in the environment for the City.

Department of Planning

26. **ANDREW COOK** \$33.00 **\$44,550.00**

Mr. Cook will continue to work as a Contract Services Specialist II (City Planner II/Environmental Planner). Mr. Cook will oversee the continuation of the Industrial Sewing Training Program in order to support workforce training needs of textile and soft goods manufacturers in the Made In Baltimore (MIB) network; manage production of the MIB Video Series by working with a video production contractor to script, schedule, and film a short video series profiling MIB businesses; develop further retail opportunities for MIB businesses through building on the work of MIB pop-up shops, develop retail opportunities by establishing a long-term MIB retail location, and work with Baltimore area retailers to stock more locally made products; develop MIB promotional materials for distribution to higher-ed students and manage MIB social media and website content to be implemented a MIB apprenticeship program in FY 2018.

Cost: \$12,550.00 - 4000-404818-1875-187400-601009
 32,000.00 - 1001-000000-1875-187400-601009
\$44,550.00

MINUTES

PERSONNEL

Department of Planning - cont'd

27. Classify the following vacant position:

From: New Position
Job Code: 90000
Grade: 900 (\$1.00 - \$204,000.00)
Position No.: 50394

To: Operations Manager II
Chief, Administrative Officer
Job Code: 31115
Grade: 942 (\$88,842.00 - \$146,472.00)

Cost: \$ 127,694.00 - 1001-000000-5131-385800-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Department of Recreation and Parks

	<u>Rate of Pay</u>	<u>Amount</u>
28. SHAUN PRESTON	\$35.12	\$68,234.80

Account: 1001-000000-4783-363600-601009

Mr. Preston will work as a Contract Services Specialist II (Superintendent of Operations/Yard Master/Recycling Coordinator). This is a 2% increase in the hourly rate from the previous contract period. His duties will include, but are not limited to overseeing the urban forestry wood waste recycling program, promoting, and marketing the program to maximize participation. Mr. Preston will also administer and manage recycling contracts, operate heavy vehicles and

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

	<u>Rate of Pay</u>	<u>Amount</u>
equipment, work with Baltimore Gas and Electric on land swap agreements, and create contact lists. The period of the agreement is effective upon Board approval for one year.		
29. WANDA JOHNSON	\$15.30	\$18,360.00

Account: 1001-000000-4803-746800-601009

Ms. Johnson, retiree, will work as a Contract Services Specialist I (Recreation Leader II/Recreation Center Aide). This is a 2% increase in the hourly rate from the previous contract period. Her duties will include, but are not limited to planning, organizing, and participating in the evaluation of center-wide recreational activities on a seasonal basis, meeting with community groups to answer inquiries, discuss interests, and gain support for activities and disciplining and counseling center participants. Ms. Johnson will also complete and maintain attendance records, participate with the Center Director in the assignment, review, and evaluation of programs and offerings at the center, plan district and City-wide events, design flyers and posters to publicize center events and order supplies and equipment. The period of the agreement is effective upon Board approval for one year.

30. NATHAN R. RANDOLPH	\$36.69	\$69,359.34
-------------------------------	---------	--------------------

Account: 1001-000000-4783-583800-601009

Mr. Randolph will work as a Contract Services Specialist II (GIS Analyst/GIS Specialist). This is a 2% increase in the hourly rate from the previous contract period. His duties will

MINUTES**PERSONNEL**Department of Recreation and Parks - cont'dRate of PayAmount

include, but are not limited to participating in the planning and design process of the Forestry tree inventory GIS database structure, serving as expert and point of contact for CityWorks software and ArcGIS, leading ongoing training efforts and ensuring that data is properly entered. He will also produce reports and maps of tree inventory, perform related analysis and distributing data, collect GIS and other data using mobile devices and professional GPS units, map forestry projects, invasive management and prioritization, reforestation and management of the current tree canopy. The period of the agreement is effective upon Board approval for one year.

31. **KATHRYN S. MANCHER** \$30.00 **\$23,400.00**

Account: 1001-000000-4711-362100-601009

Ms. Mancher will work as a Contract Services Specialist II (Graphic Artist II/Creative Consultant). Her duties will include, but are not limited to developing graphic language, choosing colors and typefaces, designs icons, and other supporting graphics, creating complementary systems for Recreation and Parks sub-brands, creating a brand guide, print and digital guide; designs the summer guide. She will also create templates for agency fliers, postcards, social posts, business cards, brochures, letterhead/stationary, and email communications. The period of the agreement is effective upon Board approval for one year.

Sheriff's Office

32. **TERRELL BOSTON-SMITH** \$40.00 **\$85,000.00**

Account: 1001-000000-1181-138800-601001

Mr. Boston-Smith will work as a Contract Services Specialist

MINUTES**PERSONNEL**Sheriff's Office - cont'd

II (Public Relations Officer/Intergovernmental Relations and Social Media Management). His duties will include but are not limited reviewing and drafting legislative responses, preparing reports and documents, conducting meetings with sheriff commanders, entering data onto sheriff social media websites, monitoring sheriff's social media, representing the Sheriff's Office on sheriff specific legislative mattering involving the General Assembly and the City of Baltimore. The period of the agreement is effective upon Board approval for one year.

Department of Transportation33. Reclassify the following filled position:

Position No.: 2301-35687

From: Operations Officer III
 Job Code: 00087
 Grade: 929 (\$67,218.00 - \$107,406.00)

To: Operations Manager I
 Job Code: 00090
 Grade: 939 (\$83,742.00 - \$138,006.00)

Costs: \$7,865.55 - 1001-000000-2301-249300-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

34. Reclassify the following filled position:

Position No.: 20426

From: Construction Project Supervisor II
 Job Code: 42222
 Grade: 927 (\$63,240.00 - \$101,184.00)

PERSONNEL

MINUTES

Department of Transportation - cont'd

To: Operation Officer IV
Job Code: 31112
Grade: 931 (\$72,420.00 - \$115,770.00)

Costs: \$14,220.00 - 1001-000000-1562-171500-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

35. Reclassify the following filled position:

Position No.: 5033-20481

From: Office Supervisor
Job Code: 33215
Grade: 084 (\$37,001.00 - \$44,161.00)

To: Public Relations Officer
Job Code: 33413
Grade: 923 (\$59,466.00 - \$95,370.00)

Costs: \$39,339.00 - 1001-000000-2301-749600-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

MINUTES

OPTIONS/CONDEMNATIONS/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. Theo C. Rodgers, Personal Representative of the Estate of William L. Adams	630 N. Carey St.	G/R \$100.00	\$ 833.00
2. Helena Coley and Lewis Coley, Jr. Deceased	1823 N. Chester St.	F/S	\$22,000.00
3. Alvin Harris, Personal Representative of the Estate of Ruth Ann Wilson	1733 N. Monford Ave.	L/H	\$12,700.00
Funds are available in account no. 9910-906126-9588-900000-704040, FY 17 CORE Demo Project.			
4. E. Kingdon Hurlock, Jr. Personal Representative of the Estate of Lucile Hurlock	1079 W. Fayette St.	G/R \$75.00	\$ 500.00
Funds are available in City Bond Funds, account no. 9910- 914135-9588-900000-704040, Poppleton Project.			
5. Marc Medin, Personal Representative of the Estate of Delores Medin-Knitz	1604 Holbrook St.	G/R \$72.00	\$ 480.00

MINUTES

OPTIONS/CONDEMNATIONS/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development - Options</u>			
6. Deborah R. Mondell, Personal Representative of the Estate of Priscilla Demb	1624 Holbrook St.	G/R \$90.00	\$ 600.00

Funds are available in City Bond Funds, account no. 9910-907079-9588-900000-704040, Block 1112 Site Assembly Project.

In the event that the option agreement fail/s 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.

DHCD - Condemnation

7. Mattie Sykes	908 E. Eager St.	L/H	\$20,640.00
-----------------	------------------	-----	-------------

Funds are available in City Bond Funds, account no. 9910-906126-9588-900000-704040, FY 17 CORE Demo Project. This is a part of the Ambrose Kennedy Park Expansion Project in Johnston Square.

The fair market value was substantiated in appraisal made by independent appraisers contracted by the City. This will permit the City to have title to, and if necessary immediate possession of this property in conformity with the requirements of the applicable law.

DHCD - Condemnations or Redemptions/Extinguishments

8. Carole R. Mitnick	319 N. Carrollton Ave.	G/R \$100.00	\$ 833.00
-------------------------	---------------------------	-----------------	-----------

MINUTES

OPTIONS/CONDEMNATIONS/QUICK-TAKES:

	<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations or Redemptions/Extinguishments</u>				
9.	Edythe G. Mervis	1109 W. Mulberry St.	G/R \$48.00	\$ 320.00
10.	Nina Williams Walker	1111 W. Mulberry St.	G/R \$48.00	\$ 320.00
11.	James Caulk and Mabel Caulk	1117 W. Mulberry St.	G/R \$60.00	\$ 400.00
12.	Unknown	328 N. Schroeder St.	G/R \$32.25	\$ 215.00

Funds are available in City Bonds Funds, account no. 9910-908044-9588-900000-704040, Poppleton Project, Phase 4 (for items 8-12).

The Board is requested to approve acquisition of the ground rent interests 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 these properties.

Law Department - Payments of Settlements

13.	Charles Muskin, Trustee (prior owner)	1209 W. Fayette St.	G/R \$68.25	\$ 45.50
-----	---	---------------------	----------------	----------

On December 7, 2016, the Board approved acquisition by condemnation of the ground rent interest in the property located at 1209 W. Fayette Street in the amount of \$455.00 based upon the higher of two independent appraisal reports. The Ground Rent holder filed an Answer contesting the fair market value and the parties agreed to a settlement in the amount of \$500.50, a 10% administrative increase. Therefore, the Board is requested to approve the additional funds in the amount of \$45.50.

MINUTES

OPTIONS/CONDEMNATIONS/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Law Department - Payments of Settlements - cont'd</u>			
14. Art Management, LLC (prior owner)	1042 W. Saratoga St.	L/H	\$32,150.00

On October 12, 2016, the Board approved acquisition by condemnation of the leasehold interest in the property located at 1042 W. Saratoga Street in the amount of \$6,850.00 based upon the higher of two independent appraisal reports. The property owners filed an Answer contesting the fair market value and supplied an appraisal report valuing the property at \$113,000.00. The parties agreed to a settlement amount of \$39,000.00. Therefore, the Board is requested to approve the additional \$32,150.00.

Funds will be drawn from account no. 9910-914135-9588-900000-7040470.

UPON MOTION duly made and seconded, the Board approved and authorized the foregoing Options, Condemnations, Quick-takes, Condemnations or Redemptions/Extinguishments, and Payments of Settlements.

MINUTES

Health Department - Agreements

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

1. **THE JOHNS HOPKINS UNIVERSITY (JHU) \$ 81,637.00**

Account: 5000-505418-3070-268400-603051

The JHU's School of Medicine provides clinical services and oversight of clinical operations at the Department's STD/HIV Clinics. For this project, the Department's STD/HIV clinics will implement a graduated program of buprenorphine treatment by identifying HIV and Hepatitis C (HCV) continuity patients who would benefit from buprenorphine treatment. The period of the Agreement is July 1, 2017 through June 30, 2018.

The Agreement is late because budget revisions delayed processing.

MWBOO GRANTED A WAIVER.

2. **THE JOHNS HOPKINS UNIVERSITY (JHU) \$186,278.00**

Account: 4000-484718-3023-718000-603051

The JHU's Harriet Lane Clinic (HLC) is a primary care community-based clinic on the City's eastside that has been serving children, youth, and their families since 1912. The HLC will be one of the primary providers for Pre-exposure Prophylaxis (PrEP) to young Men who have Sex with Men and the Transgender Persons community. The HLC will participate with the REACH Institute in providing training on best practices for providing PrEP, and hire peer navigators to assist clients in accessing PrEP, when appropriate, and ensuring the obstacles to care are overcome. The HLC will participate in quarterly meetings that elucidate best practices and ensure dissemination of best practices among the members of the

MINUTES

Health Department - cont'd

collaborative. The period of the Agreement is September 30, 2017 through September 29, 2018.

The Agreement is late because of delays at the administrative level.

MWBOO GRANTED A WAIVER.

3. **THE JOHNS HOPKINS UNIVERSITY (JHU)** **\$132,100.00**

Account: 4000-484818-3023-718000-603051

The JHU's Harriet Lane Clinic will hire peer navigators to assist Men Who Have Sex with Men of Color at Risk for and Living with HIV Infection with accessing prevention and care services, including pre-exposure prophylaxis, non-occupational post-exposure prophylaxis, antiretroviral therapy, and screening and referral to support services. The period of the Agreement is September 30, 2017 through September 29, 2018.

The Agreement is late because revisions delayed processing.

MWBOO GRANTED A WAIVER.

4. **THE JOHNS HOPKINS UNIVERSITY (JHU)** **\$ 39,989.00**

Account: 4000-484718-3023-718001-603051

The JHU's Center for Child and Community Health Research (CCHR) will use surveillance data sources to identify diagnosed persons with HIV out-of-care to engage/re-engage in-care to improve clinical outcomes in Men Who Have Sex with Men and transgender populations. The JHU's CCHR is responsible for evaluation development, evaluation implementation, and day-to-day management of the evaluation. The period of the Agreement is September 30, 2017 through September 29, 2018.

The Agreement is late because of delays at the administrative level.

MINUTES

Health Department - cont'd

5. **THE JOHNS HOPKINS UNIVERSITY (JHU)** **\$17,000.00**

Account: 5000-522318-3030-271500-603051

The STD/HIV Prevention Training Center at the JHU's School of Medicine will provide technical support, education, and training to the Department and other community health practitioners in public or private practice in Maryland. The STD/HIV Prevention Training Center also provides prevention counseling to individuals at risk for sexually transmitted infections. The period of the Agreement is July 1, 2017 through June 30, 2018.

The Agreement is late because of delays at the administrative level.

6. **AIDS INTERFAITH RESIDENTIAL SERVICES, INC.** **\$98,404.00**

Account: 5000-569718-3023-273303-603051

AIDS Interfaith Residential Services, Inc. will provide Psychosocial support services to assist eligible people living with HIV to address behavioral and physical health concerns. The services may include bereavement counseling, child abuse and neglect counseling, HIV support groups, nutrition counseling provided by a non-registered dietitian, and pastoral care/counseling services. The period of the Agreement is July 1, 2017 through June 30, 2018.

The Agreement is late because the Maryland Department of Health's Prevention and Health Promotion Administration programmatically manages Ryan White Part B HIV/AIDS State Special services. The Providers are asked to submit a budget, budget narrative, and scope of services. The Department thoroughly reviews the entire package before preparing a

MINUTESHealth Department - cont'd

contract and submitting it to the Board. These budgets are many times revised because of inadequate information from the Providers. This review is required to comply with grant requirements.

MWBOO GRANTED A WAIVER.7. **COPPIN STATE UNIVERSITY (CSU) \$27,000.00**

Account: 4000-494418-3080-292300-603051

The CSU's School of Social Work will implement a health education curriculum titled "CARESS Project" for adolescents ages 18-24. The goals of this program are to increase awareness of Sexually Transmitted Infections (STIs), Sexually Transmitted Disease (STD), and unplanned pregnancy within this population. This will also decrease the potential for risk-taking behaviors often associated with STIs, STDs and unplanned pregnancy. The CSU will select peer educators to implement goals associated with this project, including providing educational settings on campus for students and parents. The period of the Agreement is July 1, 2017, through June 30, 2018.

The Agreement is late because revisions delayed processing.

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

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

ABSTAINED on item nos. 1-5.

MINUTES

Health Department - Ratification of Grant Adjustment Notice

ACTION REQUESTED OF B/E:

The Board is requested to ratify a Grant Adjustment Notice (GAN) from the U.S. Department of Justice (DOJ), Office of Justice Programs, Juvenile Justice and Delinquency Prevention for the Baltimore City Health Department's National Forum on Youth Violence Prevention Expansion Project. The GAN will provide a no-cost time extension of the Cooperative Agreements and the grant awards through September 30, 2018.

AMOUNT OF MONEY AND SOURCE:

No additional funding is associated with this action.

BACKGROUND/EXPLANATION:

On December 17, 2014, the Board approved a Cooperative Agreement and Grant Award from the DOJ, in the amount of \$20,000.00 for the period of October 1, 2014 to September 30, 2015.

On November 18, 2015, the Board approved the FY15 State and Community Development Invited Award and Cooperative Agreement from the DOJ in the amount of \$278,000.00 for the period of October 1, 2014 through September 30, 2016.

On November 23, 2016, the Board approved the Cooperative Agreement and Grant Award from the DOJ, in the amount of \$258,000.00 for the period October 1, 2014 through September 30, 2017.

Due to program administrative delays, the Department was unable to fully expend the grant funds and requested a no-cost time extension. On November 14, 2017, the DOJ approved a no-cost time extension of grant funding through September 30, 2018.

MINUTES

Health Department - cont'd

This GAN provides a no-cost extension through September 30, 2018, which will allow the Department to complete program services for Youth Violence Prevention Expansion Projects.

The GAN is late because the DOJ no longer provides formal approval letters for no-cost time extensions. After numerous requests, the Department received approval from the DOJ confirming the no-cost extension.

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE NO-COST TIME EXTENSION.

UPON MOTION duly made and seconded, the Board ratified the Grant Adjustment Notice from the U.S. Department of Justice, Office of Justice Programs, Juvenile Justice and Delinquency Prevention for the Baltimore City Health Department's National Forum on Youth Violence Prevention Expansion Project.

MINUTES

Health Department - Ratification of the No-Cost Time Extension

ACTION REQUESTED OF B/E:

The Board is requested to ratify the No-Cost Time Extension for the Grant Award from the Henry and Ruth Blaustein Rosenberg Foundation. This No-Cost Time Extension will extend the period of the Grant Award through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On October 7, 2015, the Board approved the original grant award in the amount of \$20,000.00 for the period of July 1, 2015 through June 30, 2016.

On October 26, 2017, the Grantor approved a no-cost time extension. This extension will extend the period of the grant award and agreement through June 30, 2019, allowing for the continuation of Teen Pregnancy Prevention Initiative activities.

The No-Cost Time Extension is late because of delays in the administrative review process.

APPROVED FOR FUNDS BY FINANCE**AUDITS NOTED THE NO-COST TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board ratified the No-Cost Time Extension for the Grant Award from the Henry and Ruth Blaustein Rosenberg Foundation.

MINUTES

Health Department - Ratification of the No-Cost Time Extension

ACTION REQUESTED OF B/E:

The Board is requested to ratify the No-Cost Time Extension for the Grant Award and Agreement from the David and Barbara B. Hirschhorn Foundation, Inc. This No-Cost Time Extension will extend the period of the Grant Award through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On November 18, 2015, the Board approved the original grant award and agreement in the amount of \$30,000.00 for the period of July 1, 2015 through June 30, 2016.

On October 25, 2017, the Grantor approved a no-cost time extension. This extension will extend the period of the grant award and agreement through June 30, 2019, allowing for the continuation of Teen Pregnancy Prevention Initiative activities.

The No-Cost Time Extension is late because of delays in the administrative review process.

APPROVED FOR FUNDS BY FINANCE**AUDITS NOTED THE NO-COST TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board ratified the No-Cost Time Extension for the Grant Award and Agreement from the David and Barbara B. Hirschhorn Foundation, Inc.

MINUTES

Department of Housing and - Community Development Block
Community Development Grant Agreements

The Board is requested to approve and authorize execution of the following Community Development Block Grant Agreements (CDBG).

1. **HABITAT FOR HUMANITY OF THE CHESAPEAKE, INC.** **\$240,000.00**

Account: 2089-208918-5930-431662-603051

The organization will complete the rehabilitation, sale and settlement of 14 vacant properties for first-time, owner-occupancy by low-and moderate-income households with the Woodbourne-McCabe and Sandtown-Winchester areas. The CDBG funds will subsidize the organization's operating costs. The period of the agreement is July 1, 2017 through June 30, 2018.

FOR FY 2018, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$13,890.00, AS FOLLOWS:

MBE: \$3,750.30

WBE: \$1,389.00

2. **GARWYN OAKS/NORTHWEST HOUSING RESOURCE CENTER, INC.** **\$ 60,000.00**

Accounts: 2089-208918-5930-437781-603051	\$15,000.00
2089-208918-5930-437791-603051	\$35,000.00
2089-208918-5930-437783-603051	\$10,000.00

The organization will provide housing counseling and activities to attract and retain homeowners in the Garwyn Oaks area by promoting the community as a viable place to live. The CDBG funds will subsidize the organization's operating costs. The period of the agreement is August 1, 2017 through July 31, 2018.

FOR FY 2018, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$28,000.00, AS FOLLOWS:

MBE: \$7,560.00

WBE: \$2,800.00

MINUTES

DHCD - cont'd

3. **TRF DEVELOPMENT PARTNERS, INC.** **\$50,000.00**

Account: 2089-208918-5930-431162-603051

The organization will rehabilitate 32 properties within the East Baltimore Neighborhoods of Johnston Square and Oliver/Preston Place. The completion of these homes will create rental units for low and moderate income households at affordable rents. The CDBG funds will be used to subsidize the agency's staff cost associated with the rehabilitation. The period of the agreement is July 1, 2017 through June 30, 2018.

FOR FY 2018, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$254,735.00, AS FOLLOWS:

MBE: \$68,778.45

WBE: \$25,473.50

On June 28, 2017, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2017 Annual Action Plan for the following formula programs:

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

MINUTES

DHCD - cont'd

The DHCD began negotiating and processing the CDBG agreements effective July 1, 2017 and beyond, as outlined in the Plan, pending approval of the Resolution. Consequently, these agreements were delayed due to final negotiations and processing.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

Department of Housing and - Lien Release
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve the release of liens, plus all accrued interest and/or penalties on the vacant property located at 2401 Annapolis Road for the Buyer/Transferee, S.G. Group, LLC/G. Gar Roberts, Authorized member.

AMOUNT OF MONEY AND SOURCE:

\$23,498.42, plus all accrued interest and/or penalties

BACKGROUND/EXPLANATION:

Pursuant to the Annotated Code of Maryland, Tax Property 14-806, the Board has the authority to release liens against real property under certain circumstances. In this case, the property in question complies with all requirements under the lien release law:

- the property is a vacant building,
- the liens in the amount of \$28,498.42 exceed the appraised value of the property in the amount of \$5,000.00, and
- the property will be returned to productive use within a reasonable time, thus eliminating blighting conditions, and returned to the tax rolls of Baltimore City.

The Buyer/Transferee will rehabilitate the building for use as a residential single family home, which will be sold to a homeowner at market rate. The release of liens on the property will make it financially feasible for redevelopment and prevent tax abandonment. The Buyer/Transferee will be using private funds.

Prior to settlement, the Buyer/Transferee will pay the City \$5,000.00, which is the assessed value of the property. The flat tax and water charge is \$2,152.26. The Buyer/Transferee pays the

MINUTES

DHCD - cont'd

flat tax and water or assessed value, whichever is higher. The Buyer/Transferee will pay the assessed value of \$5,000.00 to the City. The amount paid will be applied to satisfy the water bill, real estate taxes, and flat tax first, then any other liens that have accrued prior to the date of this lien release.

Any additional property tax assessments, water charges, and liens that accrue from the date of this lien release will be the responsibility of the transferee to pay prior to settlement. Failure to record the deed and pay the purchase price listed in the Agreement of Sale in the amount of \$5,000.00, within 120 days from the date of approval by the Board, will void this release.

MBE/WBE PARTICIPATION:

The Buyer/Transferee will purchase this property for an amount that is less than \$50,000.00 and will receive no City funds or incentives for the purchase or construction; therefore, MBE/WBE is not applicable.

UPON MOTION duly made and seconded, the Board approved the release of liens, plus all accrued interest and/or penalties on the vacant property located at 2401 Annapolis Road for the Buyer/Transferee, S.G. Group, LLC/G. Gar Roberts, Authorized member.

MINUTES

Department of Housing and - Memorandum of Understanding
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Memorandum of Understanding (MOU) with the University of Maryland, Baltimore (UMB). The period of the MOU is January 1, 2018 through December 31, 2018.

AMOUNT OF MONEY AND SOURCE:

\$1,500,000.00	-	9910-906159-9588
232,500.00	-	9910-905290-9588
\$1,732,500.00		

BACKGROUND/EXPLANATION:

The City's Department of Housing and Community Development, through its Office of Homeownership, runs the Live Near Your Work homeownership incentive program. This partnership between participating employers and the City of Baltimore is designed to encourage homeownership near place of employment. The City matches participating employers' contributions from \$1,000.00 to \$2,500.00. Over 80 employers are currently enrolled in the program.

The UMB will become a participating employer, offering their employees an incentive up to \$16,000.00 to purchase a home in any of the following neighborhoods of West Baltimore: Franklin Square, Union Square, Mount Clare, Poppleton, Hollins Market, Pigtown/Washington Village, and Barre Circle ("Eligible Neighborhoods"). The City will match UMB's contribution of \$16,000.00 by providing \$2,500.00 of City Capital Improvement Program (CIP) funds to the buyer for the purchase of a property in an Eligible Neighborhood. This partnership will provide an employee of UMB with a total of \$18,500.00 to use toward down payment and settlement expenses.

MINUTES

Department of Housing and - cont'd
Community Development

The UMB has allocated \$1,500,000.00 to fund its UMB Live Near Your Work Program to be used to provide eligible home buyers with financial assistance for down payments and settlement expenses to purchase a home residence in the Eligible Neighborhoods. The UMB and the City intend to work collaboratively to revitalize West Baltimore to promote home ownership in the Eligible Neighborhoods by leveraging UMB's Program funds, City funds and the City's administrative resources.

The UMB will provide the City with an initial deposit of \$500,000.00 to distribute on the UMB's behalf to Eligible Buyers that are employees of the UMB. If the UMB's account balance drops below \$100,000.00 as a result of Program disbursements, the City will notify UMB in accordance with the Notice provisions of the need for an additional deposit. In that event, the UMB will provide an additional \$500,000.00 within 21 business days to be deposited to the account (subject to the maximum commitment of UMB under the MOU and availability of funds).

Under the MOU, the UMB will be responsible for verifying that the home buyer and the home being purchased meet the eligibility requirements for the Program Grant. The City of Baltimore Office of Homeownership will be assisting the UMB with this program by processing the \$16,000.00 incentive for the UMB and providing the check to the buyer and title company, along with the City's \$2,500.00 check at the time of settlement.

The City will be responsible for:

- a) ensuring that the Eligible Buyer's Program application is completed and processed,
- b) providing documentation showing that the Eligible Buyer obtained from his or her mortgage lender a final mortgage approval to purchase the home,
- c) producing a check referencing "University of Maryland, Baltimore Live Near Your Work" in the amount of the Program Grant, made jointly payable to the Eligible Buyer and the title company conducting the settlement on the home,

MINUTES

Department of Housing and - cont'd
Community Development

- d) notifying the Eligible Buyer, the UMB, the title company, and the mortgage lender that the check is available to be sent to or picked up by the title company,
- e) ensuring: (1) that the check is duly received by the title company conducting the settlement on the home and utilized for down payment or settlement expenses on the home: (2) that the proper documents, including the Deed of Trust (in the form required by the UMB), are executed and recorded in the Land Records for Baltimore City by the title company; and (3) that the proper Program documents are executed, recorded, and returned to UMB for its records, and
- f) retrieving the Program Grant funds and crediting the full amount to the UMB's account upon receipt of repayment from the Eligible Buyer and/or title company, in the event that the settlement does not occur.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with the University of Maryland, Baltimore.

MINUTES

Mayor's Office of Employment Development - Data Sharing Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Data Sharing Agreement with the Maryland Department of Labor Licensing and Regulation, Division of Unemployment Insurance (DLLR/DUI). The period of the agreement is effective upon Board approval through June 30, 2018.

AMOUNT AND SOURCE OF FUNDS:

N/A

BACKGROUND/EXPLANATION:

The purpose of this Agreement is for DLLR/DUI to collect and maintain wage and other Unemployment Insurance (UI) data that pertains to the administration of the UI program, which data is confidential and for the exclusive use of DLLR/DUI in the administration of the UI program. These efforts will be used to establish performance accountability measures to assess effectiveness in achieving positive outcomes for individuals served by these core programs.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Data Sharing Agreement with the Maryland Department of Labor Licensing and Regulation, Division of Unemployment Insurance.

MINUTES

Office of the Mayor - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement between the Mayor's Office of Criminal Justice and the House of Ruth Maryland, Inc. (House of Ruth). The period of the Agreement is effective upon Board approval through September 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$194,189.00 - 4000-401418-2254-785400-600000

BACKGROUND/EXPLANATION:

On October 11, 2017, the Board approved acceptance of a Grant Award for the "Baltimore City Visitation Center Continuation and Civil Legal Services Expansion Project." The purpose of this grant is to address the persistent problem of domestic violence and child abuse in the metropolitan area.

The funds will be used for the continuation of a fully functional Supervised Visitation Center and legal services. These services will be provided by the House of Ruth. Specifically, the House of Ruth of Maryland, Inc. will help victims of domestic violence permanently establish safe and violence-free lives through the provision of legal representation in contested custody and divorce cases.

The Agreement is late due to the federal administrative process.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement between the Mayor's Office of Criminal Justice and the House of Ruth Maryland, Inc.

MINUTES**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

* * * * *

On the recommendations of the City agencies
hereinafter named, the Board,
UPON MOTION duly made and seconded,
awarded the formally advertised contract
listed on the following page:

324

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

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

- | | | |
|--|---------------------------------|---------------|
| 1. B50005184, Trucks
with a Conventional
Cab & Chassis, Steel
Dump Body, Hoist &
Lift Gate | Beltway Inter-
national, LLC | \$ 377,469.00 |
|--|---------------------------------|---------------|

(Department of General Services)

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
---------------	------------------------	--------------------

Bureau of Procurement

- | | | |
|---|----------------|---------|
| 1. MARYLAND INDUSTRIAL TRUCKS INCORPORATED | \$1,200,000.00 | Renewal |
| Contract No. 06000 - O.E.M. Parts and Service for Elgin Sweepers and Vactor Sewer Vacuum Trucks - Department of General Services, Fleet Management - P.O. No. P526070 | | |

On January 8, 2014, the Board approved the initial award in the amount of \$4,000,000.00. The award contained two renewal options. Subsequent actions have been approved. This final renewal in the amount of \$1,200,000.00 is for the period February 1, 2018 through January 31, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On July 8, 2013, MWBOO determined that no goals would be set because of no opportunity to segment the contract. Diagnostic analysis, industry standard parts required for the repairs, and parts and repairs under warranty are the responsibility of the prime contractor, and must be provided by manufacturer authorized and certified mechanics. Segmentation is not feasible under this contract.

MWBOO GRANTED A WAIVER.

- | | | |
|--|---------------|---------|
| 2. GOEL SERVICES, INC.
COLOSSAL CONTRACTORS, INC.
JLN CONSTRUCTION SERVICES,
LLC | \$ 150,000.00 | Renewal |
| Contract No. B50003223 - Building Façade Improvements - Department of Housing and Community Development - P.O. Nos. P526238, P526239 and P530199 | | |

On February 4, 2014, the Board approved the initial award in the amount of \$450,000.00. The award contained two renewal

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
---------------	------------------------	--------------------

Bureau of Procurement

the amount of \$2,500,000.00. The award contained two 2-year renewal options. Print jobs are bid among the vendors on the contract. This first renewal is for the period December 10, 2017 through December 9, 2019, with one 2-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On October 2, 2014, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

- | | | |
|--|----------------|----------|
| 4. PREMIER STAFFING SOURCE,
INC. | \$4,000,000.00 | Increase |
| Contract No. B50004094 - Providing Temporary Administrative Personnel Services - Citywide - P.O. No. P534205 | | |

On November 18, 2015, the Board approved the initial award in the amount of \$4,000,000.00. An increase in the amount of \$4,000,000.00 is necessary to continue providing city agencies with temporary personnel. This increase will make the award amount \$8,000,000.00. The contract expires on January 31, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On July 22, 2015, MWBOO set goals of 10% MBE and 5% WBE. On November 16, 2017, Premier Staffing Source, Inc. was found in non-compliance. The vendor has agreed to meet the goals, therefore, the Board is requested to allow the vendor to come into compliance within 10 days.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
---------------	------------------------	--------------------

Bureau of Procurement

- | | | |
|---|--------------|----------|
| 6. FINCH SERVICES,
INCORPORATED | \$ 34,164.14 | Sole Bid |
| Solicitation No. B50005229 - John Deere XUV S4 - Department of
General Services, Fleet Management - Req. No. R776828 | | |

Vendors were solicited by posting on CitiBuy. On December 8, 2017, the sole bid received was opened. Award is recommended to the responsible and responsive bidder. The award is for the period January 24, 2018 through January 23, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

7. FIRST CALL
BALTIMORE POWERSPORTS, INC.
t/a HARLEY-DAVIDSON OF
BALTIMORE

SECOND CALL

OLD GLORY HARLEY DAVIDSON	\$ 0.00	Extension
Contract No. B50004808 - Harley Davidson - O.E.M. Parts and Service - Department of General Services - Fleet Management - P.O. No. P537904		

On December 7, 2016, the Board approved the initial award in the amount of \$48,000.00. On June 14, 2017, the Board approved an increase in the amount of \$38,000.00. Solicitation No. B50005235 was advertised but no bids were received. An extension is necessary to continue repair services for various City agencies while a new solicitation B50005298 is awarded.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
---------------	------------------------	--------------------

Bureau of Procurement

The award expires on January 19, 2018. The extension is for the period January 20, 2018 through March 31, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. Initial award was below MBE/WBE subcontracting threshold of \$50,000.00. This is an authorized dealer who is required to provide warranty parts.

8. MOBILE DREDGING & VIDEO

PIPE, INC.	\$ 75,000.00	Extension
------------	--------------	-----------

Contract No. B50002730 - Industrial Cleaning Services - Public Works & Transportation - P.O. No. P522651

On January 23, 2013, the Board approved the initial award in the amount of \$221,550.00. The award contained two renewal options. On November 23, 2015, the City Purchasing Agent approved an increase in the amount of \$72,000.00. Both renewal options have been exercised. An extension is necessary to allow time to complete the solicitation process for a new contract. The period of the extension is January 23, 2018 through June 1, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

MWBOO set goals of 10% MBE and 0% WBE. On December 29, 2017, Mobile Dredging & Video Pipe, Inc. was found in compliance.

	<u>Commitment</u>	<u>Performed</u>
MBE: JJ Adams Fuel Oil Co., LLC	10%	\$11,378.53 10.3%

WBE: N/A

MWBOO FOUND VENDOR IN COMPLIANCE.

To The City Of Baltimore Board of Estimates:

My name is Robert Kutner and I represent Bigbelly Solar Inc., a Boston, MA based Smart-City applications company. Bigbelly has worked with the City of Baltimore since 2007 and currently have over 120 smart waste & recycling stations in the City. We are formally protesting "Solicitation Number - B50005128 – Solar Trash Compacting Stations and Companion Recycling Stations" on the following grounds:

Fundamental Harms to Bigbelly & Market:

1. Ecube Labs Co – The South Korean based Waste Management company is willfully infringing on Bigbelly's intellectual property. [Patents 7,124,680 and 7,481,159] outlines Bigbelly's proprietary technology for energy management. This technology enables solar powered compactors to operate 24 hours a day, 7 days a week and 365 days in the year. Without the use of our technology, solar-powered compactors will not operate year round. Northern latitudes, urban canyons where direct sunlight is not available, and snow fall will all pose challenges to operating uptime. The award of this bid to Ecube harms Bigbelly since Ecube unfairly benefits from our research and development and Bigbelly will lose sales and profits because of their unfair business practices. It is important to note that an infringement lawsuit is pending.
2. Ecube Labs Co does not comply with self-certifying safety directives (such as CE marking) that mandate that no single fault could result in a hazardous situation. Public space waste bins are for use by anyone, which necessitates they include industry standard safety measures. Of key concern is access to the compaction mechanism, which has the capability to cause loss of limb or severe bodily harm – a significant liability to the City of Baltimore. A failure of Ecube's CPU or waste entry sensor or motor circuit could result in the compaction mechanism continuing to operate when a person's hand or arm is located in the waste deposit area. Also, due to the fundamental design of the Ecube compactor, the compaction mechanism can be operated when the front door is open, exposing the collection crews and public (if door is left open) to bodily harm risk if any of the above issues occur. Bigbelly employs the requisite dual safety measures and CPU fault tolerance used by public accessible equipment, such as elevators. Bigbelly complies with the CE safety directives and is proud of our safety record: over 40,000 components deployed - zero safety incidents. We believe the market for solar-powered compactors, and Bigbelly's business, stand to be negatively harmed and impacted by equipment in the field that does not comply with "no single fault" or "CPU fault tolerant" safety standards that could result in injury. Both Bigbelly and the City of Baltimore stand to be harmed by the strong potential for negative public reaction and associated liability from inadequate safety protocols and workmanship. It should also be noted that the City of Baltimore would be the first significant US deployment for Ecube Labs Co, furthering our concern for their lack of industry accepted safety standards.

3. The City of Baltimore worked in partnership with Bigbelly to assess their needs and develop a comprehensive plan and map of the deployment areas in an effort to frame the best solution for the city. This information was then made public to our competition and was included in the IFB posting. By making this information public, the city allowed our competition to underbid having not spent any time, money, or effort in educating or providing a solution to the city. This has directly harmed Bigbelly and created an unfair bidding opportunity.

IFB response omissions and inconsistencies:

1. ECube Labs Co was not wholly responsive and responsible in their bid based on the requirements on page B-1 "Prepare and submit one complete "original", and three complete "duplicates" which shall include all of the forms and/or information identified in section B." Omitted were:
 - a. **Bid document affidavit signature page was not signed or submitted. This is a required bid document binding ECube Labs to their submission.**
 - b. **Certificate of Good Standing in Maryland** - They included California and Canada but not Maryland
 - c. **Certificate of Good Standing for Contractors**
 - d. **MBE & WBE Forms** – They did not include any MBE & WBE Forms. Without these forms, they aren't meeting the requirement and do not have proof of an agreement with either of the subcontractors they list in their cover letter.
 - i. MBE and WBE Commitment Form
 - ii. MBE and WBE Statement of Intent Form
 - iii. MBE and WBE Participation Affidavit
 - e. Addendum No. 1 – Issued Sept. 29, 2017 was not signed and included with response.
2. **Creative Proposal** - E-cube took "creative" liberties with their proposal. In both cases, they are not meeting the exact specification. Given that this was an IFB not an RFP, vendors are not permitted to include anything in their proposal that is outside of the spec.
 - f. **Wheeled Carts (Lift Bins)** – In their cover letter, E-Cube is trying to position their Wheeled Carts as a better option than a standard waste bin and this is a deviation from the product spec in the IFB. If the spec included wheeled bins, we would have quoted it as well. We too offer wheeled bins but remained responsive to the IFB spec.
 - g. **CleanCAP** – E-Cube is proposing giving the City **three free CleanCaps for every single station purchased**. The Spec doesn't include a sensor only solution

requirement. The spec didn't call for pucks, so a winning bid that includes free pucks should be considered unfair.

- h. **Remote Lock** – Selling their remote lock option in cover letter “for times when Homeland Security wants the bins secured for public events”.
- i. **Predictive Analytics** – Selling their predictive capability in the cover letter.

Sincerely,



1/16/18

Robert Kutner
Vice President

Bigbelly Solar Inc.
150 A Street Suite 103
Needham, MA 02494

rkutner@bigbelly.com
617-340-6478

January 22, 2018

To the City of Baltimore Board of Estimate,

In response to Big Belly's protest lodged at last week's Board of Estimates meeting, Ecube Labs would like to make the following statement as the awardee of the tender.

Please note that we will only be addressing item 1 in the protest as all other points are either based on incorrect information or have already been evaluated by the Bureau of Procurement.

Ecube Labs has had several law firms review the issue of patent infringement and they have all unanimously concluded that our products do not infringe upon any valid claim of BigBelly patents 7,124,680 or 7,481,159.

Our US lawyers at Nixon Peabody have drafted and issued a legal opinion that clearly and unequivocally states that, after exhaustive review of the product, its technical documents, firmware, and other information, in their professional legal opinion Ecube Labs would have no liability to BigBelly under patents 7,124,680 and 7,481,159.

Big Belly's request to the Board neglected to mention that Ecube Labs has a pending infringement lawsuit against Big Belly. As a result of Big Belly's infringement allegations and subsequent legal action against Ecube, it also came to light that they infringe upon our patent 9,821,955. We have filed a counterclaim on the grounds of their infringement of our patented technology, seeking an injunction to stop Big Belly from making or selling any products in the United States covered by our patent.

Finally, Ecube Labs reiterates that the ongoing legal action between Big Belly Solar and ourselves would have no bearing whatsoever on our ability to deliver as outlined in our bid proposal. The City of Baltimore is fully indemnified of any and all potential liability arising from current or future litigation (as required by the tender).

Ecube Labs Co.

Signature:  _____

Name: Sunbeom Sean Gwon

Title: CEO

Date: January 22nd, 2018

FROM	NAME & TITLE	Erin Sher Smyth, CPPO, City Purchasing Agent 	CITY OF BALTIMORE MEMO	
	AGENCY NAME & ADDRESS	Bureau of Purchases (410) 396-5700 7 E. Redwood Street, 10 th Floor		
	SUBJECT	Response to Protest filed by Bigbelly Solar, Inc.		

TO Honorable President and Members
of the Board of Estimates

DATE January 22, 2018

Dear President and Members:

The Bureau of Procurement has submitted to the Board of Estimates a recommendation of award of Solicitation B50005128 to Ecube Labs Co. as the lowest priced responsive and responsible bidder of a pre-qualified product. The next lowest bidder, Bigbelly Solar Inc. has submitted a protest to the Board of Estimates. The Bureau of Procurement disagrees with the statements made in the protest and responds to each point in the protest as follows:

A.

1. The City is unable to determine disputes between vendors regarding intellectual property infringement claims. In the event a vendor files a claim for infringement against a current contractor, regarding the products utilized by the City, and receives a judgement or injunction that impacts the City's use of those products, or names the City as a party, the terms and conditions of the solicitation require the awarded contractor to indemnify and defend the City. At this point, the City cannot modify its award recommendation based on a claim of infringement, to which Ecube has filed a counterclaim, neither of which has been decided by the courts.

2. Ecube Labs has provided CE certification regarding the safety of its products. Bigbelly's statement regarding the specifications of the products offered by vendors are subjective, and are at odds with the City's pre-qualification determination in advance of the solicitation process, and the CE certificate submitted by Ecube, indicating that that Ecube's products were acceptable, and meet safety certifications.

3. Bigbelly has previously claimed that it is a sole source of solar compacting trashcans, claiming that no other vendor was able to provide similar equipment. The City disagreed, and received three bids for similar solar compacting trashcans, which will result in a savings of almost 4 million dollars. Such efforts to circumvent the competitive procurement process may result in the disqualification of the vendor, but cannot result in a disqualification of the other bidders without that advantage. The City will make its own location selections, and is required to provide all bidders with the same information. Bigbelly is urging the City to use basic location information as its own confidential information, which it is not.

B.

1. Bigbelly's claims of missing documents are false. Those documents were submitted by Ecube and were reviewed for responsiveness and MWBOO reviewed them for compliance. Addendum No. 1 was not included, though as it was only to change the location of the non-mandatory pre-bid conference, failure to include it is not material.

2. Ecube submitted a responsive bid. Offering add-on items is not prohibited, as long as the base price is sufficient clear to compare with the other vendors' base prices. No other factors were considered in the award other than the total price of the required items.

We respectfully request that the Board of Estimates deny the protest and award the contract as recommended.

ESS

MINUTES

President: "The first item on the non-routine agenda can be found on Page 60 item 9, Bureau of Procurement, Solicitation No. B50005128, Solar Trash Compacting Stations and Companion Recycling Stations. Will the parties please come forward? Good morning."

Ms. Erin Sher Smyth: "Good morning. Erin Sher Smyth, Department of Finance, Bureau of Procurement. Good morning Madam Comptroller, Council President, Honorable members of the Board. The Bureau of Procurement disagrees with the statements and the protest submitted by Bigbelly, and ah -- requests that the Board deny the protest and award as recommended to Ecube Labs. Ah -- the ah -- recommended awardee is here as well to address any concerns that you have and I would just like to point out that other than the very first point in the protest, all of the other statements are actually not true. Ah -- all of the documents we requested were included in the bid. Ah -- and most particularly the CE certification which was required was submitted with the bid. The -- I have a copy for you if you would like to see it. Um -- and additional I'd like to point out that the recommended awardee, Ecube, as this would be their first East Coast presence, does plan

MINUTES

to open a facility in Baltimore to assist in the ah -- long term installation and maintenance as this is a three -- ah project."

Mr. Kutner: "Goo -- Good morning and thank you ah -- for having me here. I'm --"

Director of Public Works: "State your name."

Mr. Kutner: "I'm Rob Kutner, I represent ah -- Bigbelly. I'm the senior Vice President. Um -- it's our belief that ah -- Ecube Labs is an infringing company and product and achieved the lowest bid in this by leveraging Bigbelly's years of research uh -- and our IP. There is a pending lawsuit that was filed in July of last year. That -- that is a pending lawsuit. Um -- more pertinent here is that we believe that this is an inferior product and that the IP that we are suing um -- is very important to the ability for these compactors to perform in Baltimore. We believe there will be significant energy management, durability, and safety issues that will pop up in an environment like Baltimore and based on our findings, up to 60% of the locations will not be operational

MINUTES

um -- in the City of Baltimore. Ah -- I -- I approach the Board mainly as a consultant and an industry leader here. Ah - Bigbelly's provided a number of U.S. references. Ecube was not able to produce any U.S. references as they do not have a significant presence and this would be the most significant deployment ah -- in their North American operation. Ah -- we felt this was important as we are US-based and industry leader in this area. Ah -- I'd love to answer any questions, if I could."

President: "Um -- so you're saying you're US-based and they're not US-based?"

Mr. Kutner: "That's correct."

City Purchasing Agent: "The -- they are based in Boston. However, um -- Ecube will open up a facility in Baltimore as they don't have an east coast presence."

Mr. Kutner: "This is a South Korean-based company. They produce all of their products and parts in South Korea. We produce everything in Detroit, Michigan. We are a Boston-based company and have been for the last 14 years."

MINUTES

President: "Okay. So, the -- they're looking to open up a company in Baltimore?"

City Purchasing Agent: "So, they have a west coast facility um - - as well as they're opening a facility in Baltimore for their east coast operations. They are a growing company um -- yes Bigbelly may be the industry leader, but there are other technologies coming up and this would save us \$4,000,000.00 over the life of the three-phase project, which is significant."

President: "Right, and -- and most of the things that are being manufactured will be manufactured in the US?"

City Purchasing Agent: "Ah -- I don't believe it's a manufacturing facility, but we can um -- ask the vendor to comment on that, if you'd like."

President: "I'd like to ask that --"

City Purchasing Agent: "Introduce yourself."

President: "-- for him to answer that question."

Mr. Son: "Uh -- my name is Michael Son. I'm the CFO for Ecube Labs. Ah -- we do manufacture in South Korea. Um -- we have an office presence in Los Angeles and we do work with major

MINUTES

metropolitan cities in the U.S. as well. Um -- so for this project as um -- for the sole project itself, our intention is to open a um -- operations here in Baltimore where we can have full control and full um -- training and technical training and ah -- and ah -- employment, as well, here in Baltimore."

President: "Okay, so -- so everything will be manufactured in South Korea?"

Mr. Son: "Yes."

Comptroller: "Is it possible to manufacture -- how -- how big is your operation? How complex is it?"

Mr. Son: "We are still growing and the whole -- and the intention is for the demand to grow for us to start manufac -- start a manufacturing facility here in the US, as well."

Mr. Kutner: "I would -- I would again point out that Bigbelly provided three major references, the City of Philadelphia, the City of Atlanta, and the City of New York, could provide thousands of others in the U.S. Ecube Labs provided references for Ghent, Belgium, and Seoul, South Korea. Um -- I don't know if any of those references were actually contacted."

MINUTES

City Purchasing Agent: "So, they were all very positive and they are also major cities. Ghent is the second largest city in Belgium and ah -- Seoul as you know is ah -- the capital of Korea."

President: "So, how many um -- workers will be um -- employed on this contract?"

Mr. Son: "We are partnering with local ah -- local partners here with that ah -- satisfied the -- the -- the minority as well as the women ah -- business. Uh -- we are partnering up with Job -- with Green Job Works, as well as um --"

Comptroller: "Peer Consultants."

Mr. Son: "Peer Consultants."

Mr. Kutner: "We also filled uh -- filled the requirement for the local MBE and WBE. But, as I mentioned we also have a manufacturing facility in Detroit, Michigan, and Boston, and Baltimore-based employees that would be affected by the decision of the Board here."

City Purchasing Agent: "I would just like to comment that it was not required that they be manufactured in the United States or that they be a US-based company. That was not required in the solicitation."

MINUTES

President: "I would definitely prefer a US -- a US-based manufacturer over having it in some other country."

Comptroller: "How soon will you open up an office in Baltimore City?"

Mr. Son: "Um -- within this month."

City Purchasing Agent: "It is a tight ah -- timeline that we've requested that they meet."

President: "Any more questions? I'll entertain a Motion."

City Solicitor: "Mr. President ah -- I would move that the bid protest be rejected as not sound, and that the award be made in accordance with Procurement's recommendation."

Comptroller: "Second."

President: "All those in favor say AYE. All those opposed NAY. Please NOTE Council President as a **NO** Vote."

Mr. Kutner: "Thank you for your time."

City Purchasing Agent: "Thank you."

* * * * *

UPON MOTION duly made and seconded, the Board approved the foregoing Informal Awards and Increases and Extensions to Contracts. The President voted **NO** on item no. 9 (B50005128 - Solar Trash Compacting Stations and Companion Recycling Stations).

MINUTES

Baltimore Development - Funding and Repayment, Subordination
Corporation Agreement, Intercreditor Agreement,
and Resolution

ACTION REQUESTED BY B/E:

The Board is requested to approve: (a) City funding of a \$500,000.00 loan to Union Craft Brewing Company, LLC, (Union) for the relocation of its manufacturing facility from 1700 Union Ave. to 1700 West 41st Street, (b) the Resolution in support of the Maryland Economic Development Assistance Authority Fund (MEDAAF) loan application to the Maryland Department of Commerce submitted by BDC, which is required by the State, and (c) authorize the Director of Finance to execute any and all documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law.

AMOUNT OF MONEY AND SOURCE:

\$500,000.00 - 9910-923100-9601-900000-709099

BACKGROUND/EXPLANATION:

Union was founded in the fall of 2011 by Kevin Blodger, Adam Benesch and Jon Zerivitz, and brewing operations officially began in the spring of 2012 with the installation of a 20 barrel brew house and the initial launch of Duckpin Pale Ale & the German-style Bait Aitbier.

Situated along the Jones Falls River, in the historic Woodberry neighborhood of Baltimore, the Union Craft Brewery has been brewing beer for the last five years. With reverence for tradition and place, they brew beers that unite old and new ideas, the science, and craft of brewing, and boldness and balance of flavor.

Today, the company brews 10,000 barrels of more than 40 varieties of craft beer, with an ever-increasing focus on supporting the community that supports the brewery. Through raising money for local non-profits, working with new and up and coming businesses

MINUTES

BDC - cont'd

via collaborations, and introducing the community members to local art and music, Union routinely uses the brewery as a community gathering center rather than just a manufacturing space.

Union currently has 21 employees with 58 % being city residents. Its beers are distributed across every county in Maryland, Washington DC and Northern Virginia.

Financial Assistance:

BDC is recommending financial assistance in the form of a conditional loan in an amount of \$500,000.00 to Union for specialized brewing equipment. \$250,000.00 of the \$500,000.00 proposed loan will amortize at 3.0% fixed over 15 years from the date of closing. The loan will be structured with interest only payments monthly for the first 24 months, followed by monthly principal and interest payments for 156 months. The remaining \$250,000.00 will be deferred until December 31, 2024. If the Company has a total of 115 Employees at the Project Site on December 31, 2024, \$250,000.00 will be forgiven. Any number less than 115 Employees at the Project Site as of December 31, 2024, will require the company to pay a pro rata share of \$2,173 per employee, under the number of 115. The funds would be remitted to BDC by June 30, 2025.

MBE/WBE PARTICIPATION:

N/A

THE DIRECTOR OF FINANCE RECOMMENDED APPROVAL.

MINUTES**RESOLUTION**

WHEREAS, Union Craft Brewing Company, LLC (the "Company"), (the "Borrower") has submitted an application to receive a loan from the **DEPARTMENT OF COMMERCE** of the State of Maryland (the "Department") from the **MARYLAND ECONOMIC DEVELOPMENT ASSISTANCE AUTHORITY and FUND** ("MEDAAF") in an amount up to \$300,000.00 (the "Commerce Loan"), to use such funds for the purpose of expansion of its current operations by relocating its beverage manufacturing facility to 1700 West 41st Street, Baltimore, MD 21211 in Baltimore City (the "Project").

WHEREAS, the Commerce Loan will be used in accordance with Maryland law relating to MEDAAF, namely, Economic Development Article, Sections 5-301 through 5-349, Annotated Code of Maryland, for the purposes set forth in the application described above; and

WHEREAS, The Mayor and City Council of Baltimore will make a loan to the Borrower in the amount of \$500,000.00 (the "City Loan") for the Project.

WHEREAS, the City has determined that it is in the best interests of the citizens of Baltimore City, Maryland that the City: (i) Endorse the Department's Loan to the Borrower for the Project, and (ii) Make the City Loan to the Borrower for the Project.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF BALTIMORE THAT:

1. The Mayor and City Council of Baltimore endorse the Commerce Loan to the Borrower.
2. The Mayor and City Council of Baltimore make the City Loan to the Borrower.
3. This Resolution will be effective upon its adoption in accordance with applicable law.

MINUTES

BDC - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$500,000.00	9910-901860-9600	9910-923100-9601
1 st Community & Economic Development Fund	Constr. Reserve Industrial & Commercial Financing	Industrial & Commercial & Commercial Financing

This transfer will provide loan funds to Union Craft Brewing Company, LLC for the relocation of its manufacturing facility from 1700 Union Avenue to 1700 W. 41st Street.

UPON MOTION duly made and seconded, the Board approved: (a) City funding of a \$500,000.00 loan to Union Craft Brewing Company, LLC, for the relocation of its manufacturing facility from 1700 Union Ave. to 1700 West 41st Street, (b) the Resolution in support of the Maryland Economic Development Assistance Authority Fund loan application to the Maryland Department of Commerce submitted by BDC, which is required by the State, and (c) authorized the Director of Finance to execute any and all documents to effectuate this transaction subject to review and approval for form and legal

MINUTES

BDC - cont'd

sufficiency by the Department of Law. The Transfer of Funds was approved, **SUBJECT** to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Department of Public Works - Right-of-Entry Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Right-of-Entry Agreement with Gilman School, Inc. The period of the agreement is one year from the actual physical entry onto the property.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The City is proposing a stream restoration project, Project No. ER-4036R. As part of this project, construction access to the Upper Stoney Run Stream will be needed through a portion of the property owned by Gilman School, Inc., located at 5309-5407 Roland Avenue and 501-517 West Northern Parkway.

The agreement will allow the City's contractor to perform repair improvements to existing stream structures.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Right-of-Entry Agreement with Gilman School, Inc.

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. Milton Weisenburg for expenses incurred during the month of October 2017.

AMOUNT OF MONEY AND SOURCE:

\$50.00 - 2071-000000-5521-630200-603020

BACKGROUND/EXPLANATION:

Mr. Weisenburg's paperwork was not submitted because the Department inadvertently omitted forwarding his license along with his expense statement in a timely manner.

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.

The Department apologizes for the lateness.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the Employee Expense Statement to reimburse Mr. Milton Weisenburg for expenses incurred during the month of October 2017.

MINUTES

Department of Public Works/Office of Engineering and Construction - Amendment No. 2 to Agreement for Project No. 1185.6 (WC 1314 & WC 1315)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 2 to Agreement with Transviron, Inc., under Project No. 1185.6 (WC 1314 & 1315), Small Water Main Replacement and Rehabilitation Design at Various Locations FY 2014. The Amendment No. 2 extends the period of the original Agreement for three months through March 19, 2018.

AMOUNT OF MONEY AND SOURCE:

\$0.00

BACKGROUND/EXPLANATION:

The scope of the original Agreement consisted of providing engineering services necessary for the development of the contract documents for the replacement and rehabilitation of small diameter water distribution mains and appurtenances in areas identified by the City.

The Office of Engineering and Construction is requesting a time extension for Amendment No. 2 to Agreement for three months through March 19, 2018 in order to complete the design and prepare the bid-ready documents due to revision of the shutoff plans. The Amendment No. 1 to Agreement expired on December 18, 2017.

MBE/WBE PARTICIPATION:

The Vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE goals of 26.95% and the WBE goals of 10% assigned to the original agreement.

MINUTES

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

This Amendment No. 2 to Agreement contains participation goals of 0% for MBE and 0% for WBE.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 2 to Agreement with Transviron, Inc., under Project No. 1185.6 (WC 1314 & 1315), Small Water Main Replacement and Rehabilitation Design at Various Locations FY 2014.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Full Release of Retainage Agreement with R.E. Harrington Plumbing & Heating Co., Inc.

AMOUNT OF MONEY AND SOURCE:

\$95,897.54 - 9960-908604-9557-000000-200001

BACKGROUND/EXPLANATION:

As of August 4, 2017, R.E. Harrington Plumbing & Heating Co., Inc. completed 100% of all work for WC 1346, Elm Ave Emergency Joint Repair for 48" Water Main. The contractor has requested a full release of retainage in the amount of \$95,897.54. Currently, the City is holding \$95,897.54 in retainage for the referenced project and the contractor is requesting to reduce the amount of retainage to \$0.00.

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 Full Release of Retainage Agreement with R.E. Harrington Plumbing & Heating Co., Inc.

MINUTES

Department of Public Works/Office - Amendment No. 8 to Agreement
of Engineering and Construction for Project No. 111

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 8 to Agreement with KCI Technologies, Inc., under Project No. 1118, Improvements to the Wastewater Collections System for Consent Decree Wet Weather Compliance.

AMOUNT OF MONEY AND SOURCE:

\$994,707.77 - 2070-000000-5501-600300-603026

BACKGROUND/EXPLANATION:

The scope of the original agreement under Project No. 1118, which was awarded to KCI Technologies, Inc., was to provide engineering services related to project management, GIS & Data Management and Reporting, and implementation of Operational Dashboard, etc., among other tasks. Numerous preventive maintenance programs designed to eliminate sanitary sewer overflows have been developed and implemented under this project (e.g. root control, FOG abatement, food service establishment inspections, and Closed Circuit Television analysis/root cause analysis). As the PM programs have matured, the focus has shifted from understanding the system needs to managing the work and the associated data.

The Office of Asset Management/Information Technology Division is requesting approval of Amendment No. 8, under Project No. 1118, for the increased amount of \$994,707.77, to continue to provide services related to the DPW's network and system administration support. KCI Technologies, Inc. will develop and implement an interface between the City's new 311 vendor solution and Cityworks to seamlessly sync information in either system, application/system development and maintenance services to support Geographic Information System, DPW's desktop, mobile, and web

MINUTES

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

applications, data migration, and interface development tasks in support of customer information system implementation for County water accounts. In addition, the DPW will provide documentation of all application and software developed and/or administered by KCI Technologies, Inc., as well as schedule knowledge transfer work sessions for the City staff.

MBE/WBE PARTICIPATION:

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

This Amendment No. 8 to Agreement contains the following participation:

MBE: ECO Integration, Inc.	\$268,803.63	27.0%
WBE: Ross Technical Service, Inc.	\$117,810.11	11.8%

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 8 to Agreement with KCI Technologies, Inc., under Project No. 1118, Improvements to the Wastewater Collections System for Consent Decree Wet Weather Compliance.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement with Hill International, Inc., under Project No. 961, Urgent Needs Construction Project Management and Inspection Services. The period of the Agreement is effective upon Board approval for 18 months or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$244,021.81 - 9956-903554-9551-900020-703032

BACKGROUND/EXPLANATION:

Under the terms of this Agreement, the Patapsco Enhanced Nutrient Removal Projects (ENR Projects) SC 845R and 852R are subject to a Consent Decree Order from the Maryland Department of the Environment, which required the projects to be completed by December 31, 2015.

The projects have been delayed by disputes with the existing contractor which prompted the Emergency Declaration of July 6, 2016. The result of that approval was the establishment of an Emergency Construction Services Agreement with Whiting Turner Contracting, Inc., under SC 961, which was approved by the Board of Estimates on May 31, 2017. The Certified Welding Inspector, who has been conducting the inspections of the welding since November of 2014, is from the On-Call Contract 1404 and Task Order No. 6, which expired November 23, 2017. Losing the current inspector would jeopardize the City's ability to continue to employ consistent and defensible inspections of the welding rework. The DPW has determined that the importance of the welding rework is paramount to the new ENR Facility's service life.

MINUTES

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

The welds being replaced have been determined to have a substandard service life of only two - five years. Therefore, it is imperative that the City retain the services of the current consulting company in order to maintain continuity of the welding inspections.

Hill International, Inc. is the consulting company who provided the current Certified Welding Inspector through November 23, 2017. Pursuant to Article VI, Section 11 (e) (i) of the Baltimore City Charter, it is hereby certified that expiration of Contract 1404 without recourse for a follow-on task jeopardizes the City's liability to correct the deficient welds in a manner that is technically correct and defensible at a later time. In addition, given the nature of the ongoing Emergency Construction Services Agreement under SC 961, there is insufficient time to procure the necessary inspections through the normal competitive bidding process. This has created a situation where no advantage will result in seeking, nor is it practicable to obtain competitive bids for the Consultant Inspection Services.

MBE/WBE PARTICIPATION:

The Vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE goals of 0% and the WBE goals of 0% assigned to this Agreement.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Hill International, Inc., under Project No. 961, Urgent Needs Construction Project Management and Inspection Services.

MINUTES

Employees' Retirement - Investment Management Agreement
System (ERS)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Investment Management Agreement acting as fiduciaries for the Retiree Benefit Trust of the City of Baltimore (the OPEB Trust) with Earnest Partners, LLC.

AMOUNT OF MONEY AND SOURCE:

\$20,000,000.00 - OPEB Trust Assets

Annual fees will be approximately \$116,000.00.

No General Fund monies are involved in this transaction.

BACKGROUND/EXPLANATION:

The ERS Board of Trustees conducted a search for a large-cap international equities manager for the OPEB, and as a result of that search, interviewed four finalists. Following those interviews the Board unanimously selected Earnest Partners, LLC. The search and selection was conducted with the assistance and advice of the OPEB Trust's investment advisor, Marquette Associates.

MWBOO GRANTED A WAIVER.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Investment Management Agreement Partners, LLC. The President voted **NO**. The Comptroller **ABSTAINED**.

MINUTES

BBMR - cont'd

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 acceptance of the Grant Award from the Governor's Office of Crime Control and Prevention. The Board also approved the Appropriation Adjustment Order No. 45 to transfer unallocated State grant funds within the Baltimore City Police Department from Service 621: Administration, to Service 623: Crime Investigation.

MINUTES

Mayor's Office of Human Services - Provider Agreements

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

1. **NEW VISION HOUSE OF HOPE, INC.** **\$ 72,981.50**

Account: 4000-480018-3572-333633-603051

New Vision House of Hope, Inc. will utilize the funds to operate a women's overflow shelter for 60 women per night. The funds will be utilized to cover personnel costs, rent, food, utilities, client transportation costs, and operating costs. The period of the agreement is July 1, 2017 through June 30, 2018.

The agreement is late because of a delay in budget negotiations with New Vision House of Hope, Inc.

MWBOO GRANTED A WAIVER.

2. **LOVING ARMS, INC.** **\$ 64,427.00**

Account: 4000-407118-5940-760700-603051

Loving Arms, Inc. will utilize the funds to operate an emergency shelter for 80 homeless youth in their residential program and provide case management services to an additional 40 youth in the non-residential program. The period of the agreement is July 1, 2017 through June 30, 2019.

The agreement is late because of a delay in budget negotiations with Loving Arms, Inc.

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**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Public Works</u>			
1. Rudolph Chow	NACWA 2018 Winter Conference Napa Valley, CA Feb. 5 - 9, 2018 (Reg. Fee \$925.00)	General Fund	\$2,485.82

The registration cost of \$925.00 was prepaid using a City-issued procurement card assigned to Ms. Binta Gallman. Therefore, the disbursement to Mr. Chow is \$1,560.82.

2. Prajwol Bhattarai	2018 Cityworks Conference Salt Lake City, UT May 8 - 11, 2018	General Fund	\$1,195.07
----------------------	---	--------------	------------

The subsistence rate for this location is \$183.00 per night. The hotel costs is \$155.00 per night plus hotels taxes \$20.03 per night. The Department is requesting an additional \$12.00 per day for meals and incidentals. The airfare in the amount of \$489.98 was prepaid using a City-issued procurement card assigned to Ms. Binta Gallman. Therefore, the disbursement to Prajwol Bhattarai is \$705.09.

Baltimore City Council

3. Sharon Middleton	ICSC Recon 2018 Las Vegas, NV May 19 - 24, 2018 (Reg. Fee \$640.00)	Elected Official Expense Account	\$3,271.36
---------------------	--	----------------------------------	------------

The subsistence rate for this location is \$170.00 per night. The cost of the hotel is \$299.00 per night plus taxes of \$44.68 per night, and the resort fee of \$35.00 per night.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Council - cont'd</u>			

The Office of the President of City Council is requesting additional subsistence of \$129.00 per day to cover the cost of the hotel and \$40.00 per day for meals and incidentals. The registration fee of \$640.00 was prepaid using a City-issued procurement card assigned to Mr. Hosea Chew. Therefore, the disbursement to Ms. Middleton is \$2,631.36.

Baltimore Police Department

4. Anim Paltoo	Global Forensic Training Cellebrite Certified Operator (CCO) Parsippany, NJ Feb. 25 - Mar. 2, 2018 (Reg. Fee \$3,850.00)	Asset Forfeiture Fund	\$4,262.55
----------------	---	-----------------------------	------------

The registration fee of \$3,850.00 will be paid by a City-issued procurement card assigned to Tribhuvan Thacker. Therefore, the disbursement to Anim Paltoo is \$412.55.

5. Byron Conaway	FBI-LEEDA - Executive Leadership Institute Alexandria, VA Jan 29 - Feb. 4, 2018 (Reg. Fee \$650.00)	Asset Forfeiture Fund	\$1,807.14
------------------	--	-----------------------------	------------

The registration cost of \$650.00 was prepaid using a City-issued procurement card assigned to Tribhuvan Thacker. Therefore, the disbursement to Mr. Conway is \$1,157.14.

MINUTES**RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>Department of Transportation</u>			
6. Laetitia Griffin	Federal Transit Administration FY18 Triennial Review and FY18 Procurement System Review Workshop Philadelphia, PA Nov. 26 - Dec. 1, 2017 (Reg. Fee \$0.00)	General Funds	\$ 963.35

The subsistence rate for this location is \$249.00 per night. The cost of the hotel was \$104.60 per night plus hotel taxes of \$47.51 per night.

Ms. Griffin personally incurred the costs of the hotel, hotel taxes, mileage, tolls, parking, and meals and incidentals. Therefore, Ms. Griffin requests reimbursement in the amount of \$963.35.

TRAVEL REIMBURSEMENT

\$418.40 - Hotel (@ \$104.60 x 4)
 190.04 - Hotel Taxes (@ \$47.51 x 4)
 109.14 - Mileage (\$0.535 x 102 x 2)
 16.00 - Tolls
 60.00 - Parking
 169.77 - Meals and incidentals
\$963.35 - Total Reimbursement

The travel reimbursement request is late because the travel approval process took longer than anticipated.

MINUTES

Travel Requests and Retroactive Travel - cont'd
Approval/Reimbursement

UPON MOTION duly made and seconded, approved the foregoing travel requests and the retroactive travel approval and reimbursement. The President **ABSTAINED** on item no. 3. The Director of Public Works **ABSTAINED** on item no. 1.

MINUTES

Mayor's Office of Human Services - Community Services
Block Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Community Services Block Grant (CSBG) Agreement with the Maryland State Department of Housing and Community Development. The period of the CSBG Agreement is December 20, 2017 through September 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$2,444,613.00

BACKGROUND/EXPLANATION:

This CSBG Agreement constitutes a Notice of Grant Award from the Maryland State Department of Housing and Community Development.

The grant will provide funding for services to low-income and elderly residents, including assistance with employment, educational services, housing, and nutrition.

The CSBG Agreement is late because of a delay in obtaining the grant award from the Maryland State Department of Housing and Community Development.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

DHCD - cont'd

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

MINUTES

Bureau of the Budget and Management Research (BBMR) - Grant Award/Grant Agreement and Appropriation Adjustment Order No. 55

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Grant Award and authorize execution of the Grant Agreement with the Bloomberg Family Foundation. The period of the Grant Award is effective upon Board approval through December 31, 2019.

The Board is further requested to approve the Appropriation Adjustment Order No. 55 to transfer Grant Funds within the Mayor's Office of Criminal Justice for \$2,000,000.00 in unallocated grant funds from Service 617: Victim Services and Service 758: Coordination of Public Safety Strategy, to Service 757: CitiWatch.

AMOUNT OF MONEY AND SOURCE:

\$1,250,000.00 - From: 4000-400018-2252
Service 758: Coordination of Public Safety Strategy

To: 6000-607118-2251
Service 757: CitiWatch

\$ 500,000.00 - From: 6000-600018-2254
Service 617: Victim Service

To: 6000-607118-2251
Service 757: CitiWatch

\$ 250,000.00 - From: 4000-400018-2254
617: Victim Service

To: 6000-607118-2251
Service 757: CitiWatch

In Fiscal 2018 only \$2,000,000.00 requires an appropriation adjustment order.

MINUTES

BBMR - cont'd

BACKGROUND/EXPLANATION:

The full amount of the grant is \$5,000,000.00. In Fiscal 2018 only \$2,000,000.00 is being repurposed through an Appropriation Adjustment Order to align with anticipated spending. The budget will be appropriated in Fiscal 2019 to accommodate the balance of spending from the grant in the amount of \$3,000,000.00.

The Bloomberg Family Foundation wishes to make a \$5,000,000.00 grant to the Mayor's Office of Criminal Justice to support violence reduction strategies. The City will significantly expand technologies used by the Baltimore Police Department to address, prevent, and solve crimes, particularly those involving gun violence. The technologies will bolster Baltimore's CitiWatch program, expand license plate readers, and increase areas of the city in which technology will detect gunshots and alert the BPD in real-time. These new investments are in technologies that have demonstrated an impact on reducing crime, in Baltimore and cities around the country. In order to maximize impact, the new technology will be targeted to areas with documented violent crime where there are clear gaps in technology coverage. Specifically, 60 additional CCTV cameras will be installed on light poles, 25 additional mobile license plate readers will be installed on patrol cars, and 10 additional square-miles of gunshot detection coverage will be deployed. Additional work may include system updates to enable field reporting from laptops and/or real-time alerting of 911 dispatch data to patrol officers in the field.

MBE/WBE PARTICIPATION:

These are private grant funds being provided to the City. As such, MBE/WBE participation is not applicable.

APPROVED FOR FUNDS BY FINANCE

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 Grant Award and authorized execution of the Grant Agreement with the Bloomberg Family Foundation. The Board also approved the Appropriation Adjustment Order No. 55 to transfer Grant Funds within the Mayor's Office of Criminal Justice for \$2,000,000.00 in unallocated grant funds from Service 617: Victim Services and Service 758: Coordination of Public Safety Strategy, to Service 757: CitiWatch.

MINUTES**PROPOSAL AND SPECIFICATIONS**

1. Department of Public Works/Office - SC 927, Electrical
of Engineering and Construction Distribution System
Reliability Improvements at
the Back River Wastewater
Treatment Plant
BIDS TO BE RECV'D: 03/28/2018
BIDS TO BE OPENED: 03/28/2018

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

* * * * *

MINUTES

President: "There being no more business before this Board, we will recess until bid opening at 12 noon."

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 the **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 Transportation - TR 12311R, Replacement
of Three Bridges over
MD 295; Waterview Ave.
Bridge, Annapolis Rd. Bridge,
and Maisel St. Pedestrian
Bridge; Corridor Wide Guide
Sign Replacement - Bush St.
to City-County Line

Concrete General, Inc.
Corman Construction, Inc.
Wagman Heavy Civil, Inc.
The Lane Construction Corporation
Cianbro Corporation

MINUTES

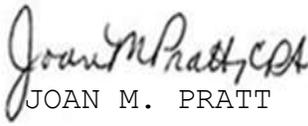
Bureau of Purchases

- B50005154, Citywide
Violation Towing Services

Ted's Towing Service, Inc.
Mel's Towing & Service Center, Inc.
Auto Barn, Inc.
Jim Elliott's Towing
McDel Enterprises, Inc.

* * * * *

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, January 31, 2018.


JOAN M. PRATT
Secretary