

MINUTES**REGULAR MEETING**

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

President: "The February 7, 2018 meeting of the Board of Estimates is now called to order. In the interest of promoting the efficiencies of these hearing persons who are disruptive to the hearing will be asked to leave the hearing room immediately. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing. I would direct the Boards um -- member's attention to the memorandum for my office dated February 5, 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."

MINUTES

City Solicitor: "Uh -- Mr. President, I move the Board's approval of the routine items."

Comptroller: "Second."

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

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

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

Asbestos Specialists, Inc.	\$ 8,000,000.00
Boulevard Contractors Corp.	\$ 1,270,000.00
Carter Paving & Excavating, Inc. d/b/a Carter Site Services	\$ 8,000,000.00
Civil Construction, LLC	\$53,220,000.00
DRM Associates, Inc.	\$ 1,500,000.00
E2CR, Inc.	\$ 1,500,000.00
The Six M Company, Inc.	\$60,070,000.00

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:

Precision Systems, Inc.	Engineer
Spartan Engineering, LLC	Engineer
The Adams Design Group, LLC	Architect

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 Adjustments
Baltimore City (PABC)

ACTION REQUESTED OF B/E:

The Board is requested to approve an adjustment to the transient rate at the City-owned Baltimore Street 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 transit rates charged at Baltimore Street Garage in line with its surrounding facilities, the PABC staff developed the rate adjustment recommendation submitted hereto. These rates adjustments were unanimously approved by the PABC Board of Directors.

Baltimore Street Garage Transient Rate Adjustments			
Rate to be Adjusted	Current Rate	Proposed Rate	Date of Last Adjustment
Up to 1-hour rate	\$8.00	\$9.00	January 2017
Up to 2-hour rate	\$13.00	\$14.00	January 2017

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 Baltimore Street Garage that is managed by the PABC.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve an adjustment to the transient rate at the City-owned Little Italy 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 transit rates charged at Little Italy Garage in line with its surrounding facilities, the PABC staff developed the rate adjustment recommendation submitted hereto. These rate adjustments were unanimously approved by the PABC Board of Directors.

Little Italy Garage Transient Rate Adjustments			
Rate to be Adjusted	Current Rate	Proposed Rate	Date of Last Adjustment
Up to 1-hour rate	\$7.00	\$8.00	March 2017
Up to 2-3 hour rate	\$9.00	\$10.00	March 2017
Up to 4-5 hour rate	\$11.00	\$12.00	March 2017
Up to 6-12 hour rate	\$15.00	\$16.00	March 2017
Up to 12-24 hour rate	\$17.00	\$18.00	March 2017
Evenings & Weekend rate	\$4.00	\$5.00	February 2014

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 Little Italy Garage that is managed by the PABC.

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

The Board is requested to approve and authorize execution of the Lease Agreement with ABA Health Services, Inc., Tenant, for the rental of a portion of the property known as the Lower Park Heights Multipurpose Center, located at 3939 Reisterstown Road – 1st floor, consisting of approximately 4,453 square feet of space. The period of the Lease Agreement is May 1, 2017 and through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Rate</u>
\$39,489.62	\$3,290.80

BACKGROUND/EXPLANATION:

The leased premises will be used as office space for administrative use and counseling services. The Tenant will be responsible for liability insurance, maintenance and janitorial services of the leased premises, and telephone services of the leased premises.

The Landlord will be responsible for the parking area, exterior of the building, all interior common areas, all equipment and systems serving the building, trash and snow removal of the building, and paying for utilities such as water, gas, and electric.

The renewal period, if exercised, will be negotiated 90 days prior to the lease expiration provided the Tenant is not in default.

The Space Utilization Committee approved this lease agreement on October 17, 2017.

The Lease Agreement is late because the Tenant was unable to sign because of travel outside of the country.

MINUTES

Space Utilization Committee - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with ABA Health Services, Inc., Tenant, for the rental of a portion of the property known as the Lower Park Heights Multipurpose Center, located at 3939 Reisterstown Road - 1st floor, consisting of approximately 4,453 square feet of space.

MINUTES

Department of Real Estate - Deed

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Deed with The Maryland Institute, to convey a certain parcel of land known as the former bed of West Trenton Street, extending from Shirk Alley westerly 135 feet, more or less, towards Falls Road, and no longer needed for public use.

AMOUNT OF MONEY AND SOURCE:

\$1,000.00

BACKGROUND/EXPLANATION:

On December 23, 2013, the City entered into a closing agreement with The Maryland Institute, which would like to acquire a certain parcel of land known as the former bed of West Trenton Street, extending from Shirk Alley 135 feet, more or less, toward Falls Road. This proposed street closing is part of the site assembly for the Maryland Institute College of Art (MICA) campus. MICA owns the properties abutting this portion of Trenton Street and would incorporate it into future campus expansion.

The street closing process is intricate and involves public notice and other procedures before the Deed can be prepared for submission to the Board for approval.

The sale was authorized by means of Sales Ordinance No. 17-024 approved on June 13, 2017.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Deed with The Maryland Institute, to convey a certain parcel of land known as the former bed of West Trenton Street, extending from Shirk Alley westerly 135 feet, more or less, towards Falls Road, and no longer needed for public use.

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. NCM Realty, LLC	636 N. Carey St.	F/S	\$148,500.00
2. Ground Rents, LLC	2620 Loyola Northway	G/R \$90.00	\$ 825.00
3. A & L, LLC	1302 Mosher St.	G/R \$60.00	\$ 550.00
4. Tridack, LLC	1310 Mosher St.	G/R \$60.00	\$ 550.00

Funds are available in account 9910-906126-9588-900000-704040, FY 17 CORE Demo Project.

5. Granite 15, LLC	2724 Fenwick Ave.	F/S	\$ 17,500.00
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Funds are available in account 9910-904326-9588-900000-704040, Fenwick CHM Project.

6. Chesapeake Bank of Maryland (once known as Druid Hill Federal Savings and Loan)	1634 Holbrook St.	G/R \$90.00	\$ 600.00
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Funds are available in account 9910-907079-9588-900000-704040, Block 1112 Site Assembly Project.

7. Judith I. Rosen- berg	317 N. Carrollton Ave.	G/R \$100.00	\$ 667.00
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Funds are available in account 9910-908044-9588-900000-704040, Poppleton Project, Phase 4.

MINUTES

OPTIONS/CONDEMNATIONS/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Options - cont'd</u>			
8. Lightfoot Ground Rents, LLC	1032 W. Saratoga St.	G/R \$ 25.00	\$ 167.00
9. Lightfoot Ground Rents, LLC	1034 W. Saratoga St.	G/R \$25.00	\$ 167.00
10. Lightfoot Ground Rents, LLC	1036 W. Saratoga St.	G/R \$25.00	\$ 167.00
11. Lightfoot Ground Rents, LLC	1038 W. Saratoga St.	G/R \$25.00	\$ 167.00
12. Lightfoot Ground Rents, LLC	1040 W. Saratoga St.	G/R \$25.00	\$ 167.00
13. Lightfoot Ground Rents, LLC	1024 W. Saratoga St.	G/R \$30.00	\$ 200.00
14. Lightfoot Ground Rents, LLC	1030 W. Saratoga St.	G/R \$25.00	\$ 167.00
15. Lightfoot Ground Rents, LLC	1113 W. Mulberry St.	G/R \$48.00	\$ 320.00

Funds are available in account 9910-908044-9588-900000-704040, Poppleton Project, Phase 4.

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.

MINUTES

OPTIONS/CONDEMNATIONS/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations</u>			
16. Douglas Properties LLC	2201 Booth St.	F/S	\$ 25,000.00
17. Capital Asset Special, Inc.	510 Gold St.	G/R \$60.00	\$ 500.00
18. Benelo International, LLC	510 Gold St.	L/H	\$ 26,500.00
19. Lawrence Ngashu	317 N. Monroe St.	L/H	\$ 14,458.00
20. Midstar23 Investments, LLC	1336 Mosher St.	L/H	\$ 28,000.00
21. Jeb Stuart Fries	712 Mura St.	G/R \$160.00	\$ 1,333.33
22. Regina Taper	2512 Salem St.	L/H	\$ 21,650.00

Funds are available in account 9910-906126-9588-900000-704040, FY CORE Demo Project.

23. Annie M. Johnson	3128 Woodland Ave.	F/S	\$ 7,000.00
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Funds are available in account 9910-906126-9588-900000-704040, Park Heights Project.

The fair market values were substantiated in appraisals made by independent appraisers contracted by the City. This will permit the City to have title to, and if necessary immediate possession of these properties in conformity with the requirements of the applicable law.

MINUTES**OPTIONS/CONDEMNATIONS/QUICK-TAKES:**

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnation or Redemption</u>			
24. Wells Fargo Bank, National Assn. as successor in interest to The Savings Bank of Baltimore	2319 Harford Rd.	G/R \$72.00	\$ 480.00

Funds are available in account 9910-908044-9588-900000-704040, Gateway Park Project.

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

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

MINUTES

Employees' Retirement System (ERS) - Subscription Agreement

ACTION REQUESTED OF B/E:

The Board is requested by the Board of Trustees of the ERS to approve and authorize execution of a Subscription Agreement for its participation in the ISQ Global Infrastructure Fund II (USTE), L.P., managed by I Squared Fund II Manager, L.P.

AMOUNT OF MONEY AND SOURCE:

\$15,000,000.00 - approximately of ERS funds
\$ 240,000.00 - annual fees

No General Fund monies are involved in this transaction.

BACKGROUND/EXPLANATION:

All funds and expenses will be expended from the ERS. I Squared Fund II Manager, L.P. will be investing \$15,000,000.00 of ERS assets in the ISQ Global Infrastructure Fund II (USTE), L.P., a commingled fund investing in global infrastructure projects. The annual fees will be \$240,000.00.

The ERS Board of Trustees conducted a search for a global infrastructure manager and, as a result of that search, the Board unanimously selected I Squared Fund II Manager, L.P. The search and selection process was conducted with the assistance and advice of the ERS's investment advisor, Pension Consulting Alliance.

MWBOO GRANTED A WAIVER.

UPON MOTION duly made and seconded, the Board, as requested by the Board of Trustees of the ERS, approved and authorized execution of the Subscription Agreement for its participation in the ISQ Global Infrastructure Fund II, L.P., managed by I Squared Fund II Manager, L.P. The Comptroller **ABSTAINED**.

MINUTES

Retiree Benefit Trust/Employees' - Subscription Agreement
Retirement System

ACTION REQUESTED OF B/E:

The Board is requested by the Board of Trustees of the Employees' Retirement System, acting as fiduciaries for the Retiree Benefit Trust of the City of Baltimore (OPEB Trust) to approve and authorize execution of a Subscription Agreement for its participation in the ISQ Global Infrastructure Fund II (USTE), L.P., managed by I Squared Fund II Manager, L.P.

AMOUNT OF MONEY AND SOURCE:

\$5,000,000.00 - approximately of OPEB Trust funds
\$ 80,000.00 - annual fees

No General Fund monies are involved in this transaction.

BACKGROUND/EXPLANATION:

All funds and expenses will be expended from the OPEB Trust. I Squared Fund II Manager, L.P. will be investing \$5,000,000.00 of OPEB Trust assets in the ISQ Global Infrastructure Fund II (USTE), L.P., a commingled fund investing in global infrastructure projects. The annual fees will be \$80,000.00.

The ERS Board of Trustees conducted a search for a global infrastructure manager and, as a result of that search, the Board unanimously selected I Squared Fund II Manager, L.P. The search and selection process was conducted with the assistance and advice of the OPEB Trust's investment advisor, Pension Consulting Alliance.

MWBOO GRANTED A WAIVER.

MINUTES

Retiree Benefit Trust/Employees' - cont'd
Retirement System

UPON MOTION duly made and seconded, the Board, as requested by the Board of Trustees of the Employees' Retirement System, acting as fiduciaries for the Retiree Benefit Trust of the City of Baltimore, approved and authorized execution of the Subscription Agreement for its participation in the ISQ Global Infrastructure Fund II, L.P., managed by I Squared Fund II Manager, L.P. The Comptroller **ABSTAINED**.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the leasehold interest in the property located at 1801 Rutland Avenue, (Block 1447, Lot 001) by gift from Dominion Financial Services, LLC, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

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

BACKGROUND/EXPLANATION:

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

Dominion Financial Services, LLC has offered to donate to the City, title to the property at 1801 Rutland Avenue. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. Accepting this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Department will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through December 26, 2017, other than water bills which must be paid as part of the transaction is as follows:

MINUTES

DHCD - cont'd

Real Property Tax	2017-2018	\$ 74.94
Real Property Tax	2016-2017	102.87
Real Property Tax	2015-2016	119.43
Miscellaneous	7481559	316.23
Miscellaneous	7927668	308.66
Miscellaneous	8003121	255.10
Miscellaneous	8079741	226.51
Miscellaneous	8133175	233.97
Miscellaneous	8173486	231.07
Miscellaneous	8189409	228.17
Miscellaneous	8216954	211.07
Miscellaneous	8230302	219.47
Miscellaneous	8250292	216.57
Miscellaneous	8341786	211.86
Miscellaneous	8364895	244.90
Miscellaneous	8403446	206.33
Environmental Fine	54620810	1,500.00
Registration	076104	304.20
Personal Property	W06757439	<u>631.21</u>
	Total Taxes Owed	\$5,842.56

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 1801 Rutland Avenue, (Block 1447, Lot 001) by gift from Dominion Financial Services, LLC, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the leasehold interest in the property located at 2525 E. Hoffman Street, (Block 1521, Lot 037) by gift from Dominion Properties, LLC, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

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

BACKGROUND/EXPLANATION:

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

Dominion Financial Services, LLC has offered to donate to the City, title to the property at 2525 E. Hoffman Street. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. Accepting this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Department will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through December 26, 2017, other than water bills which must be paid as part of the transaction is as follows:

MINUTES

DHCD - cont'd

Real Property Tax	2017-2018	\$ 89.92 (paid)
Personal Property	W6757439	<u>631.24</u>
	Total Taxes Owed	\$ 631.24

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 2525 E. Hoffman Street, (Block 1521, Lot 037) by gift from Dominion Properties, LLC, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

MINUTES

Department of Audits - Audit Reports and Related Audit Digests

The Board is requested to **NOTE** receipt of the following Audit Reports and related Audit Digests.

1. Performance Audit Report Department of Finance Fiscal Years ended June 30, 2016 and 2015.

President: "The first item on the non-routine agenda can be found on Page 16, item 1, Department of Audits Performance Audit Report, Department of Finance, Fiscal Year ending June 30, 2016 and 2015. Will the parties please come forward?"

Deputy City Auditor: "Good morning, Honorable Board members. My name is Audrey Askew, Deputy City Auditor. As stated, the first um -- report will be the Department of Finance, the Biennial audits for uh -- performance. There are five Findings for the Department of Finance. I'll briefly state the highlights of each Finding and the recommendation. The first Finding -- the first two Findings relate to Procurement, Percentage of Purchase Orders issued meeting benchmark timeframes. Finding number one in fiscal year 2015, the performance measure target for the percentage of purchase orders issued meeting the benchmark -- mark timeframes ah -- was changed in the FY 2016 budget book. In finding number two, the Bureau of Purchases was unable to generate the turnaround time

MINUTES

report to support the percentage of purchase orders issued, that met benchmark timeframes for 2015. We recommend uh -- performance measures and changes be approved by the Department of Finance and Bureau of Purchases develop purchase um -- procedures to um -- monitor the -- their records. Findings three and four, Accounts Payable, Percentage of Invoices paid in twe -- uh -- in 30 days. Finding number three, BAPS did not the -- meet its FY 16 and 15 performance measure targets for the percentage of invoices paid in 30 days. We recommend training to improve the tracking ah -- of these targets -- of these measures. Finding number four, the documentation to support the actual results of 2015 for the percentage of invoices paid in 30 days did not agree with the amount reported in the City's budget book. In addition, for fiscal year 2016, the amount reported agreed to the amount reported in the budget book, but did not include the construction contracts. So for that Finding, we do recommend that the Department of Finance um -- maintain records to support the actual performance measure results. The Department of Finance did agree with the first -- concur with the first four Findings. Finding number five,

MINUTES

Operating Budget Management. Dollars saved from recommendations. The Bureau of Budget and Management Research was unable to report its fis -- fiscal years 2016 and 2015 targets of \$3 million dollars for each year for the dollars saved from recommendations. Um -- then we recommend that ah -- support for actual results be used and not estimates and again um -- the Department of Finance did not agree with this Finding."

Director of Finance: "Good morning Mayor Pugh, President Young members of the Board. I'm Henry Raymond, Director of Finance. Um -- as the Deputy a -- Deputy Auditor has indicated, ah -- the Department of Finance uh -- concurs with the first four Findings. We have implemented the corrective action plan, ah -- which Department of Audits agreed with. So those four -- the first four are complete. The fifth Finding ah -- we have also implemented the corrective action plan. The issue is for the -- the -- ah -- disagreement, Finance did not like the language that was used for the Finding. In the Finding, the language that was used was ah -- stated as that we overstated and misled information related to the measure. I found that to be slightly inflammatory.

MINUTES

Which is the reason for the disagreement, because the Finance Department, under my leadership, would never intentionally do something to overstate or mislead. Now, we admitted that the language we used was in need of revision. So, with -- with that said, ah -- all five have been implemented. We appreciate the ah -- Audit work that the -- the Department of Audits performed, and we look forward to using the audit and the corrective action plans for continuous improvement of our processes within the Finance Department."

President: "Okay. Um -- I had a question um -- on number three. Ah -- what were some of the causes of invoices not being paid in 30 days? What were some of the --"

Director of Finance: "Several factors ah -- including not receiving ah -- all of the appropriate documentation in a timely manner, whether it be from the vendors or from the agencies."

President: "Okay."

MINUTES

Director of Finance: "So, the corrective action plan um -- as the Deputy Auditor indicated is ah -- continued training of agency staff, continued training of vendors -- ah -- we did make upgrade to CityDynamics and we've created instructional videos that are on-line to assist agency staff in the correct processes."

President: "Okay. Any more questions?"

Mayor: "Yeah, especially for the um -- I mean the agency should be in compliance. But the vendors, because sometimes they use MBE's. So when they're delayed, then the MBE's are delayed and that becomes a real problem. So, we really need to make sure that we've got stringent um -- reform in that area."

Director of Finance: "Yes Ma'am."

Mayor: "Thank you."

President: "Alright. The Audit has been **NOTED.**"

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MINUTES

Department of Audits - cont'd

2. Performance Audit Report Baltimore Development Corporation
Fiscal Years ended June 30, 2016 and 2015.

President: "Ah -- the second item on the non -- non-routine agenda
can be found on page 16, item no. two, ah -- Performance Audit
Report, Baltimore Development Corporation, Fiscal Year ending June
30, 2016 and 15."

Deputy City Auditor: "Okay. Well for the um -- 2016, 2015 BD --
Baltimore Development Corporation um -- audit. We did not note any
Findings. So, um -- **NOTED.**"

Comptroller: "Okay, **NOTED.** No Findings."

President: "No Findings? So **NOTED.** Oh great."

Mayor: "Duly **NOTED.**"

Mr. William Cole: "Thank you."

President: "Thank you. The Audit has been **NOTED.**"

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MINUTES

Department of Audits - cont'd

3. Performance Audit Report Department of General Services
Fiscal Years ended June 30, 2016 and 2015.

President: "Did you steal my books?"

Mayor: "No. I've got these here."

President: "I had three books here. Oh. Um -- the third item on the non-routine agenda can be found on page 16, item no. three, Performance Audit Report, Department of General Service, Fiscal Years ending June 30, 2016 and 2015. Will the parties please come forward?"

Deputy City Auditor: "Okay. So, um -- there are two Findings for the Department of General Services. Finding number one, Percentage of construction completed within the budget. The DGS, Department of General Services, they -- they reported that -- that it did not meet its fiscal year 2016 and 15 performance measure targets for the percentage of construction completed within the budget. DGS has -- they have identified several causes with th -- um -- with why the projects are not completed with the budget, and we just recommend that DGS continue with its corrective action plan for

MINUTES

number one. Finding number two, the Percentage of Construction completed on time. DGS reported that it met -- met or exceeded its performance measure targets for fiscal years 16 and 15. However, some of its supporting documents for the sample selective testing did not include the contract number to identify the specific contract. Additionally, out of the six um - samples tested, one certificate listed the wrong contract number. We recommend that DGS include contract numbers on all of its supporting documents um -- related to specific contracts."

Director of General Services: "Ah -- we support the Findings and uh -- we're pleased to work with the Audit staff that they found some good stuff that we can definitely work on and improve with their ah -- with their assistance."

President: "Any questions? Thank you. The Audit has been **NOTED.**"

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MINUTES**PROPOSAL AND SPECIFICATIONS**

1. Department of Public Works/ -RP 17817, Skatepark of
Department of Recreation & Parks Baltimore - Phase III
BIDS TO BE RECV'D: 03/14/2018
BIDS TO BE OPENED: 03/14/2018

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

MINUTES

Office of the State's Attorney - Intergovernmental Agreement

ACTION REQUESTED BY B/E

The Board is requested to approve and authorize execution of an Intergovernmental Agreement with the State of Maryland, Department of Juvenile Services. The period of the Intergovernmental Agreement is January 1, 2018 through March 19, 2018.

AMOUNT OF MONEY AND SOURCE:

\$99,843.46 - 5000-504718-1150-118300-601001

BACKGROUND/EXPLANATION:

This Intergovernmental Agreement funds the Immediate Charging Project which allows the State's Attorney's Office to expedite the charging process at the Baltimore City Juvenile Justice Center. The primary goal is to reduce case processing time between arrest and final disposition for Baltimore City youth. The fund will be used to cover the salaries of three full-time attorneys and three part-time attorneys.

This request is late because of the length of time required to obtain approval of the agreement and receive the documents.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Intergovernmental Agreement with the State of Maryland, Department of Juvenile Services.

MINUTESDepartment of Human Resources - Consulting Agreements

The Board is requested to approve and authorize execution of the Consulting Agreements for the below listed Hearing Officers. The period of the Agreement is effective upon Board approval for one year, unless terminated sooner by one of the parties.

- | | |
|------------------------------|-------------------|
| 1. JULIE C. JANOFSKY | \$7,000.00 |
| 2. ANDREA K. THOMPSON | \$7,000.00 |

Account - 1001-000000-1603-172500-603026

The cost incurred for each hearing is charged to the appellant's agency. The Hearing Officer rates are \$230.00 for the first session, \$192.50 for each succeeding session (session lasting no more than 3 hours), and \$330 for each written report.

BACKGROUND/EXPLANATION:

The Baltimore City Charter permits an investigation for employees discharged, reduced, or suspended for more than 30 days after termination of the probationary period. The Hearing Officer presides over these investigations and submits a recommendation to the Civil Service Commissioners for approval.

The Hearing Officers will fulfill the Civil Service Commission's need relative to the appeals process for terminations, demotions, and suspensions. Ms. Janofsky and Ms. Thompson have been Hearing Officers for the Civil Service Commission since February of 2015.

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 Consulting Agreements for the above-listed Hearing Officers.

MINUTES

Mayor's Office of Criminal Justice (MOCJ) - Service Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Service Agreement with Washington/Baltimore HIDTA and Mercyhurst University. The period of the Service Agreement is January 1, 2018 through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$48,924.00 - 4000-468918-2255-785700-600000

BACKGROUND/EXPLANATION:

On January 25, 2018, the MOCJ was informed that the Executive Board of the Washington/Baltimore HIDTA and Mercyhurst University under the authority of a federal grant from the Office of National Drug Control Policy authorized grant funds in the amount of \$48,924.00.

The funds will be used to pay a portion of the salary for the MOCJ Prevention Coordinator who is responsible for 1) educating communities, city agencies, service providers, and other stakeholders on the City's strategy to reduce gun violence; 2) expanding the city's response to gun violence through strategic partnerships with providers equipped to support the "whole" person with an emphasis on workforce development, physical and behavioral health, and housing; 3) supporting ongoing assessment and evaluation of violence reduction process and impact, and developing recommendations for improvement; and 4) supporting other city-wide prevention initiatives.

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 Service Agreement with Washington/Baltimore HIDTA and Mercyhurst University.

MINUTESDepartment of Transportation - Minor Privilege Permit Applications

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

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 2437 Eastern Avenue	Barbara Maloni	Outdoor seating 20' x 4'
\$337.50 - Annual Charge		
2. 1532 Covington Street	Blueprint Development II, LLC	One set of steps 11'6" x 3'
\$ 35.20 - Flat Charge		
3. 3111 Saint Paul Street	Prosperity Trading Corp.	Awning with signage 22.25' x 4'
\$560.70 - Flat Charge		
4. 20 E. Lanvale Street	22-24 E. Lanvale, LLC	Single face electric sign 12.85 sq. ft.
\$210.90 - Flat Charge		
5. 1200 S. Haven Street	Exxon Corp. 0059	One monitoring well
\$ 70.00 - Annual Charge		

MINUTES

Department of Transportation - cont'd

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
6. 633 Aisquith Street	Housing Authority of Baltimore City	Wall/fence 112.5 sq. ft.
\$223.13 - Annual Charge		
7. 3515 E. Lombard Street	Xiu Hua Zhu	Awning 10' x 3'
\$210.90 - Flat Charge		
8. 3208 Saint Paul Street	The Johns Hopkins University	A-frame sign 24" x 36"
\$ 52.80 - Flat Charge		

UPON MOTION duly made and seconded, the Board approved the foregoing Minor Privilege Permits.

MINUTESDepartment of Transportation - Right-of-Entry Agreements

The Board is requested to approve and authorize execution of the following Right-of-Entry Agreements:

1. **BALTIMORE CITY PUBLIC SCHOOL SYSTEM** **\$ 0.00**

The Department of Public Works is proposing a Storm Water Management Project, ER-4126. As part of this project, construction access will be needed at nine school locations throughout Baltimore City. This agreement will allow the contractor to install storm water features to various school grounds. The period of the agreement is February 1, 2018 through January 31, 2019.

2. **BALTIMORE CITY PUBLIC SCHOOL SYSTEM** **\$ 0.00**

The Department of Public Works is proposing an Impervious Removal Project, ER-4125. As part of this project, construction access will be needed at 14 school locations throughout Baltimore City. This agreement will allow the contractor to remove impervious material from various school grounds and thus improve the City's water quality. The period of the agreement is February 1, 2018 through February 28, 2019.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the above-listed Right-of-Entry Agreements.

MINUTES

Department of Transportation - Developer's Agreement No. 1549

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Developer's Agreement No. 1549 with 416 Howard Street, LLC, Developer.

AMOUNT OF MONEY AND SOURCE:

\$24,787.00

BACKGROUND/EXPLANATION:

416 Howard Street, LLC would like to install a new water service and sanitary house connection to its proposed new building located at 416 North Howard Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$24,787.00 has been issued to 416 Howard Street, LLC which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

City funds will not be utilized for this project, therefore, MBE/WBE participation is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Developer's Agreement No. 1549 with 416 Howard Street, LLC, Developer.

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 M. Luis Construction Company, Inc.

AMOUNT OF MONEY AND SOURCE:

\$28,150.00 - 2071-000000-5521-608911-603026

BACKGROUND/EXPLANATION:

As of October 13, 2015, M. Luis Construction Company, Inc. completed 100% of all work for WC 1265, Sidewalk Restoration in Various Locations. The Contractor has requested a full release of retainage in the amount of \$28,150.00. Currently, the City is holding \$28,150.00 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 M. Luis Construction Company, Inc.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 006 to EMA, Inc., under Project No. 1176, (SDC 7794), On-Call Colgate Stormwater Pumping Station Upgrade. The period of Task No. 006 is approximately nine months.

AMOUNT OF MONEY AND SOURCE:

\$288,195.30 - 9958-918018-9520-900020-703026

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction requests the study and design for upgrade of the Colgate Stormwater Pumping Station. Work under this proposed task is intended to address areas of concern associated with the existing Colgate Stormwater Pumping Station including needed major improvements to the pumps, motors, discharge and suction piping and valves. This upgrade design Scope of Work will include data collection, civil, architectural, structural, mechanical, electrical, and heating, ventilation, and air conditioning, instrumentation, and control components of the station. An environmental assessment will be performed to identify hazardous materials that could be impacted by the renovation.

The scope of the original agreement includes providing the following process control and Supervisory Control and Data Acquisition (SCADA) engineering services for water and wastewater treatment process automation: preparation of studies, investigation of systems, Professional Contractors Solutions (PCS) and SCADA troubleshooting, preparation of design documents for processing, mechanical, electrical, and instrumentation systems, which integrates with the PCS, SCADA, Laboratory Information Management Systems, Maintenance Information & Management Systems,

MINUTES

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

and Geographic Information Systems. In addition, the scope of the original agreement included preparation of bid documents and cost estimates and providing post award services.

MBE/WBE PARTICIPATION:

The Vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE goals of 15% and the WBE 10% goals assigned to the original agreement.

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$350,000.00	9958-903439-9522	
26 th Rec. & Parks	Constr. Res.	
	On-Call Storm Drain	
\$288,600.63	-----	9958-918018-9520-3
		Engineering
61,399.37	-----	9958-918018-9520-9
<u>\$350,000.00</u>		Administration

This transfer will cover the costs for Project No. 1176, Task No. 6, Design of SDC 7794, Colgate Pumping Station.

MINUTES

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 006 to EMA, Inc., under Project No. 1176, On-Call Colgate Stormwater Pumping Station Upgrade. The Transfer of Funds was approved, **SUBJECT** to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement with EBA Engineering, Inc., under SC 892R, PAS Structural Rehabilitation of Chlorine Contract Chambers at Patapsco Wastewater Treatment Plant. The Agreement is effective for three years or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$168,856.77 (32%)
358,820.62 (68%)
\$527,677.39 - 9956-907542-9551-900020-703032

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction will provide post award engineering services to assist the City during the construction of the Structural Rehabilitation of Chlorine Contract Chambers At Patapsco Wastewater Treatment Plant under SC 892R. The engineering services include, review of shop drawings, responding to request for information, reviewing proposed change orders, preparing operational and maintenance manuals. They will also provide assistance to train the station personnel in the operation and maintenance of equipment and systems being furnished under the contract. In addition, the Consultant will conduct conditional acceptance, prepare punch list items and a final acceptance inspection.

MBE/WBE PARTICIPATION:

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

MINUTES

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

MWBOO SET GOALS OF 27% MBE AND 10% WBE.

MBE: Environ-Civil Engineering, Ltd. \$143,919.29 27.27%

WBE: Constellation Design Group, Inc. \$ 64,907.89 12.30%

MWBOO FOUND VENDOR IN COMPLIANCE.**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with EBA Engineering, Inc., under SC 892R, PAS Structural Rehabilitation of Chlorine Contract Chambers at Patapsco Wastewater Treatment Plant.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 009 to Hazen & Sawyer PC, under Project No. 1502, (WC 1363), On-Call Project and Construction Management Assistance Services. The period of Task No. 009 is approximately six months.

AMOUNT OF MONEY AND SOURCE:

\$134,356.00 - 9960-901749-9557-900020-706063

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction is in need of construction management assistance services from Hazen & Sawyer PC. The Senior Engineer will provide support on WC 1363, Allendale Neighborhood and Vicinity Water Main Rehabilitation. The work requested is within the original scope of the agreement. The original contract will expire on December 8, 2019.

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

MINUTES

DPW - cont'd

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 0% goals assigned to the original agreement.

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 009 to Hazen & Sawyer PC, under Project No. 1502, On-Call Project and Construction Management Assistance Services.

MINUTES

Department of Public Works/Office - Amendment No. 1 to Agreement of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment No. 1 to Agreement (Amendment) with Shah & Associates, Inc., under SC 927, Design of Electrical Distribution System Reliability Improvements, Physical Security Upgrades, and on Site Power Generation at the Back River Wastewater Treatment Plant. The amendment will extend the period of the agreement through April 9, 2019.

AMOUNT OF MONEY AND SOURCE:

\$100,000.00 (50%) - Baltimore City
100,000.00 (50%) - Baltimore County
\$200,000.00 - 9956-917337-9551-900020-703032

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction needs Shah & Associates, Inc. to continue providing Engineering Services for the integration and compatibility of the On-Site Electrical Power Generation with the Electrical System Upgrade at the Back River Wastewater Treatment Plant. This has been necessitated because the Office of Sustainable Energy (OSE) is planning to install on-site electrical power generation at the Back River Wastewater Treatment Plant. The OSE is proposing upgrading existing 3 MW Combined Heat and Power (CHP) facilities, installing new 2 MW CHP facilities; utilizing natural gas and biogas blended fuel; and installing new 4 MW CHP facilities utilizing natural gas to provide generation to the Back River Wastewater Plant and heat to the Synagro Facility. The major scope of work includes coordination with the OSE, S.C. 927 Electrical System Upgrade, ongoing construction projects, and future planned projects, technical consultation, and assistance related to electrical power generation tie-in with the existing electrical system review OSE design drawings and specifications, evaluates daily load demand and attends progress meetings.

MINUTES

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

The scope of the original agreement includes design improvements to the 33KV electrical distribution system, stand by power and power distribution system physical security upgrades. The scope of work includes load flow and short circuit analysis, evaluation of 33 KV switch failure and a third 33 KV Baltimore Gas & Electric (BGE) feeder, metering of all the substation and connection to the Supervisory Control & Data Acquisition (SCADA) energy system, replace all circuit breakers containing asbestos, lighting protection masks at all the substations, provide new redundant feeder pathways to avoid sharing of manholes/ductbanks by feeders serving the same facility, extend the 33 KV feeder from the sectionalizing switches to primary substations in redundant underground ductbank, reconnect the 33 KV distribution feeders in the plant to create an open loop configuration to provide improved reliability and service ability of the power distribution system, evaluation of centralized versus distributed power generation, provide security devices to monitor/control main and primary substations, access to the manholes, and SCADA system upgrades for any field changes. The consultant will prepare the final contract document, construction cost estimates, and provide assistance during the bidding period. The Consultant was approved by the Office of Boards and Commissions and the Architectural and Engineering Awards Commission to design this project.

MBE/WBE PARTICIPATION:

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

MBE: 27%

WBE: 10%

MINUTES

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

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 1 to Agreement with Shah & Associates, Inc., under SC 927, Design of Electrical Distribution System Reliability Improvements, Physical Security Upgrades, and on Site Power Generation at the Back River Wastewater Treatment Plant.

MINUTES

Department of Public Works/Office - Agreement for Post
of Engineering and Construction Award Services

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement with Hazen and Sawyer/AECOM A Joint Venture for WC 1211, Post Award Services for Ashburton Reservoir Zone 2 Tanks. The period of the Agreement is effective upon Board approval for 80 months or until the upset limit is reached.

AMOUNT OF MONEY AND SOURCE:

\$4,910,440.03 (58.16%) - Baltimore City
3,533,023.97 (41.84%) - Baltimore County
\$8,443,464.00 - 9960-904743-9557-900020-703032

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction needs the consultant to provide post award services for WC 1211. The project scope includes construction phase engineering and inspection assistance.

The scope of the original agreement includes construction phase engineering and inspection assistance services for the proposed improvements, which consists of two buried, 25 MG pre-stressed concrete tanks located in Hanlon Park adjacent to the existing Ashburton Reservoir at an overflow elevation of 353-feet above mean sea level; along with appurtenant piping improvements to connect the new tanks to the Ashburton Water Filtration Plant (WFP), the Ashburton Pumping Station (PS) and the interconnecting water distribution system. This project will help bring the City into compliance with EPA standards and gain the water quality benefits included with a covered water reservoir. The construction contract has a duration of 64-months. Taking into account, the 12-month contract maintenance period following construction completion and allowing for a 4-month final closeout period, the duration of the Post Award Services agreement assumes an 80-month total duration.

MINUTES

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

MBE/WBE PARTICIPATION:

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

MWBOO SET GOALS OF 10% MBE 4% WBE.

MBE: Savin Engineers, P.C.	\$530,647.00	6.28%
Findling, Inc.	127,724.00	1.51%
MA Engineering Consultants, Inc.	210,174.00	2.48%
Total:	\$868,545.00	10.27%
WBE: P.E.L.A. Design, Inc.	\$178,668.00	2.11%
Straughan Environmental, Inc.	71,054.00	0.84%
Phoenix Engineering, Inc.	113,784.00	1.34%
Total:	\$363,506.00	4.29%

MWBOO FOUND VENDOR IN COMPLIANCE.**APPROVED FOR FUNDS BY FINANCE****AUDITS REVIEWED AND FOUND THE BASIS FOR COMPENSATION CONSISTENT WITH CITY POLICY.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Hazen and Sawyer/AECOM A Joint Venture for WC 1211, Post Award Services for Ashburton Reservoir Zone 2 Tanks.

MINUTES**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

* * * * *

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

UPON MOTION duly made and seconded,

awarded the formally advertised contracts

listed on the following pages:

538 - 541

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

The Transfers of Funds were approved

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Public Works/Office of
Engineering and Construction (DPW/OE&C)

1. WC 1272, Pennington Avenue and Vicinity Water Main Replacement	Pipeway Energy Construction		\$1,750,704.05
MBE: CBY Enterprises, Inc.		\$ 87,536.00	5.00%
Nasir & Associates, LLC		87,534.00	5.00%
		<u>\$175,070.00</u>	<u>10.00%</u>
WBE: Priceless Industries, Inc.		\$ 17,507.00	.99%
Sunrise Safety Services, Inc.		17,507.00	.99%
		<u>\$ 35,014.00</u>	<u>1.98%</u>

MWBOO FOUND VENDOR IN COMPLIANCE.

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$2,454,887.00	9960-909100-9558	
Water Revenue Bonds	Constr. Reserve	
\$ 175,070.00	-----	9960-909634-9557-900020-2 Extra Work
175,070.00	-----	9960-909634-9557-900020-3 Engineering
249,000.00	-----	9960-909634-9557-900020-5 Inspection
1,750,704.05	-----	9960-909634-9557-900020-6 Construction

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

DPW/OE&C - cont'd

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>105,042.95</u>	-----	9960-909634-9557-900020-9 Administration
\$2,454,887.00		

This transfer will provide funds to cover the cost associated with the award of WC 1272, Pennington Avenue, and Vicinity Water Main Replacement.

- 3. WC 1366, Urgent Need Spiniello Companies \$6,543,300.00
Water Infrastructure
Rehabilitation
- MBE:** Machado Construction \$588,900.00 9%
Company, Inc.
- WBE:** R&R Contracting \$130,900.00 2%
Utilities, Inc.

MWBOO FOUND VENDOR IN COMPLIANCE.

4. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$7,177,640.12	9960-921032-9558	
Water Revenue	Constr. Reserve	
Bonds	Water Appurtenances	
250,000.00	9960-909100-9558	
County's	Constr. Reserve	
1,314,917.88	" "	
<u>County's</u>		
\$8,742,558.00		

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

DPW/OE&C - cont'd

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 654,330.00	-----	9960-910146-900020-2 Extra Work
654,330.00	-----	9960-910146-900020-3 Engineering
498,000.00	-----	9960-910146-900020-5 Inspection
6,543,300.00	-----	9960-910146-900020-6 Construction
<u>392,598.00</u>	-----	9960-910146-900020-9 Administration
<u>\$8,742,558.00</u>		

This transfer will provide funds to cover the cost associated with the award of WC 1366, Urgent Needs Water Infrastructure Rehabilitation.

Bureau of Procurement

- 5. B50005254, Preventa- Advance Scale of \$ 34,480.00
 tive Maintenance Maryland, L.L.C.
 for Truck Scales

- (DPW, Solid Waste)

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Procurement

6. B50005223, Light Towers and Solar Powered Arrow Boards	<u>Item No. 1</u> National Capital Industries, Inc.	\$147,016.00
	<u>Item No. 2</u> Dimensional Products, Inc.	\$ 29,736.00

(Dept. of General Services, Fleet Mgmt.)

On May 15, 2017, MWBOO determined that no goals would be set because of no opportunity to segment the contract. This is a purchase of commodities from manufacturer authorized dealers who are required to provide associated pre-delivery inspection and warranty repairs.

MWBOO GRANTED A WAIVER.

MINUTES

Mayor's Office of Human Services - Provider Agreements

The Board is requested to approve and authorize execution of the various agreements with the service providers.

1. **VOLUNTEERS OF AMERICA CHESAPEAKE, INC.** **\$439,667.42**

Account: 1001-000000-3572-772800-603051

The organization will use funds to operate the "Bridge Housing" transitional housing shelter project for up to 40 homeless men and women who were previously part of the Guilford St. homeless encampment site. Funds will be used to cover facility rent, personnel, facility repairs, utilities, furnishings, client emergency needs, food, and shelter supply expenses. The period of the Provider Agreement is January 1, 2018 through June 30, 2018.

MWBOO GRANTED A WAIVER.

2. **VOLUNTEERS OF AMERICA CHESAPEAKE, INC.** **\$266,161.50**

Account: 1001-000000-3572-772800-603051

The organization will use funds to operate a rapid rehousing project for up to 40 homeless men and women who were previously part of the Guilford St. homeless encampment site. The project will provide clients with case management services, assistance with locating and securing permanent housing units, and rental assistance. Funds will be used to cover personnel costs, program operating expenses, client rental assistance, and administrative expenses. The period of the Provider Agreement is January 1, 2018 through June 30, 2018.

MWBOO GRANTED A WAIVER.

The Provider Agreements are late because of delays in budget negotiations with Volunteers of America Chesapeake, Inc.

MINUTES

Mayor's Office of Human Services - cont'd

3. **THE FAMILY LEAGUE OF BALTIMORE CITY, INC.** **\$573,742.00**

Account: 1001-000000-4460-798400-603051

The organization will use funding to help create, monitor and evaluate innovative programs for Out of School Time programming and Community Schools initiatives in Baltimore City. Subgrantee programs include BELL, Boys and Girls Club of Metropolitan Baltimore, Inc., Koinonia Baptist Church, Smart Steps Youth Services, Inc., Child First Authority, Inc., and YMCA of Central Maryland, Inc. Funds under this agreement will also be used to support a planning grant for community schools programming at Coppin State University as well as to cover expenses for CHARM software licenses and the BERC community research program. The period of the Provider Agreement is July 1, 2017 through June 30, 2018.

The Provider Agreement is late because of the delays in receiving the project budgets from The Family League of Baltimore City, Inc.

MWBOO GRANTED A WAIVER.

4. **FUSION PARTNERSHIPS, INC.** **\$ 18,738.61**

Account: 4000-480018-3572-333654-603051

The organization will use funds to operate a day shelter and provide outreach services for homeless women in Baltimore City. The funds will be used to cover personnel costs, rent, food, utilities, and operating costs for the shelter. The period of the Provider Agreement is July 1, 2017 through June 30, 2018.

The delay in submitting the agreement is due to a delay in budget negotiations with Fusion Partnerships, Inc.

MINUTES

Mayor's Office of Human Services - cont'd

5. **THE SALVATION ARMY BALTIMORE, MARYLAND, INC.** **\$141,680.00**

Account: 5000-502818-3572-764500-603051

The Salvation Army, a Georgia Corporation for the Salvation Army, Baltimore, will use funds to provide emergency shelter bed nights for homeless families in Baltimore City. The Salvation Army will use funds to cover personnel costs, shelter operating expenses, and client costs such as transportation and food on a per night basis. The period of the Agreement is July 1, 2017 through June 30, 2018.

The delay in submitting the agreement is due to a delay in receiving the state grant award notification and a delay in budget negotiations with The Salvation Army.

MWBOO GRANTED A WAIVER.

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 with the service providers.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

for the Archibus system, which coordinates the building maintenance, renovations, and construction projects for various City facilities. The period of the ratification is November 2, 2017 through February 6, 2018. The period of the renewal is February 7, 2018 through October 31, 2019 with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

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

- 5. ACME AUTO LEASING LLC
ALL CAR LEASING, INC.
d/b/a NEXTCAR
ENTERPRISE RAC COMPANY OF
BALTIMORE, LLC

\$1,000,000.00	Increase
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Contract No. B50004568 - Provide Various Rental Vehicles - Baltimore Police Department, etc. - P.O. Nos. P536011, P536012, and P536013

On June 22, 2016, the Board approved the initial award in the amount of \$3,500,000.00. This increase in the amount of \$1,000,000.00 is necessary to fund the contract through the end of the current term to continue supplying rental vehicles to the Baltimore Police Department and other agencies. Additionally, the increase will be used by the Baltimore Police Department to pay outstanding invoices for rentals, tickets, and damages to various vehicles. The contract expires on July 1, 2018. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

On March 31, 2016, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

- | | | |
|--|--------------|---------|
| 6. SERVICE PHOTO SUPPLY,
INC. | \$141,968.70 | Low Bid |
| Solicitation No. B50005255 - Nikon Camera Equipment & Accessories - Baltimore Police Department - Req. No. R742252 | | |

Vendors were solicited by posting on CitiBuy, eMaryland Marketplace and in local newspapers. On January 17, 2018 two bids were received and opened. Award is recommended to the lowest responsive and responsible bidder. The period of the award is February 19, 2018 through February 18, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On November 2, 2017, MWBOO determined that no goals would be set because of no opportunity to segment the contract. This is a purchase of commodities from an authorized Nikon dealer who is required to provide Nikon cameras and warranty parts.

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>
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Bureau of Procurement

- | | | |
|--|--------------|-----------|
| 7. GOVERNMENTJOBS.COM, INC.
d/b/a NEOGOV | \$330,389.00 | Extension |
| Contract No. B50001787 from State of Oregon Contract No. 107-1815-09-E-Recruitment Management Systems - Department of Human Resources - Req. No. R781975 | | |

On January 19, 2011, the Board approved the initial award in the amount of \$198,100.00. The award contained four renewal options. All renewal options as well as two extensions have been approved by the Board. A two-year extension is being requested to continue the services until acquisition and implementation of a new Human Resources Information System that will include this module. The period of the extension is January 19, 2018 through January 18, 2020, with no renewal options. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On August 24, 2010, it was determined that no goals would be set because of no opportunity to segment the contract.

UPON MOTION duly made and seconded, the Board approved the foregoing Informal Awards, Renewals, Increases to Contracts and Extensions.

MINUTES

Bureau of the Budget and - Fiscal 2019 Budget Planning Calendar
Management Research

In accordance with Article VI, Section 2, of the Charter of Baltimore City (1996 Edition), the submitted schedule for preparing the Fiscal Year 2019 Budget is recommended for adoption by the Board. These dates are preliminary and subject to change.

<u>ITEM</u>	<u>DATE</u>	<u>DESCRIPTION</u>
Preliminary Budget at Board of Estimates	March 28, 2018	Transmittal of Department of Finance Recommendations to Board of Estimates
Taxpayer's Night	To Be Announced	Budget Pop-Up at 6:00 p.m. – Taxpayer's Night at 7:00 p.m. War Memorial Building
Ordinance at Board of Estimates	May 2, 2018	Board of Estimates adopts proposed Ordinance of Estimates. This includes transmittal of the Executive Summary Budget Book.
Publish Ordinance	May 3, 2018	Publication of a copy of proposed Ordinance of Estimates in two daily Baltimore newspapers.
Ordinance at City Council	May 7, 2018	Introduction of Proposed Ordinance of Estimates to City Council.
Agency Detail Book	May 7, 2018	Transmittal of the Agency Detail Budget Book to City Council.
Ordinance Passage	no later than June 24, 2018	Passage of Ordinance of Estimates for Fiscal Year ending June 30, 2019.

MINUTES

Bureau of the Budget and - cont'd
Management Research

UPON MOTION duly made and seconded, the Board Adopted the submitted schedule for preparing the Fiscal Year 2019 Budget.

MINUTES

Health Department - Agreements

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

1. **CHASE BREXTON HEALTH SERVICES, INC.** **\$210,677.00**

Account: 4000-484818-3023-718000-603051

Under the terms of this agreement, Chase Brexton Health Services, Inc. will be one of the primary providers for Pre-Exposure Prophylaxis (PrEP) targeting Men who Have Sex with Men (MSM) and the transgender community and participate with the REACH Institute in providing training on best practices for providing PrEP. The organization will hire peer navigators to assist clients in accessing PrEP, when appropriate, and ensure the obstacles to care are overcome, participate in and contribute to quarterly meetings that elucidate best practices, and ensure dissemination of best practices among the members of the collaborative. The period of the agreement is September 30, 2017 through September 29, 2018.

This agreement is late because of delays at the administrative level.

MWBOO GRANTED A WAIVER.

2. **BEHAVIORAL HEALTH SYSTEM BALTIMORE, INC. (BHSB)** **\$ 42,944.00**

Account: 1001-000000-3023-274004-603051

Under the terms of this agreement, the BHSB will provide the services of a Peer Support Specialist to work with individuals who utilize services on the Department's Needle Exchange Mobile Van. The Peer Specialist will work up to 10-15 hours a week providing education on the benefits of Substance Use Disorder treatment and general support. In addition, the Peer Specialist will assist identified consumers in the linkage to Medication Assisted Treatment, which includes retrieving

MINUTES

Health Department - cont'd

proper documentation for an intake appointment, transporting consumer to intake appointment, and addressing any other barriers to engagement in treatment. The period of the agreement is July 1, 2017 through June 30, 2018.

This agreement is late because of delays in the administrative review process.

3. **THE BALTIMORE CITY BOARD OF SCHOOL COMMISSIONERS (BALTIMORE CITY PUBLIC SCHOOLS)** **\$700,435.00**

Account: 4001-408018-3100-292900-603018

Baltimore City Public Schools (BCPS) received a Promoting Student Resilience (PSR) grant to provide trauma and trauma responsive supports to schools and local communities. The Department is a strategic partner in this grant implementation. Under the terms of this agreement, the Department will provide the services of a Program Manager, an Epidemiologist, an IT Coordinator, and a School Health Aide.

The Department's Program Manager and the BCPS's PSR implementation team will work to develop and align linkages between schools and communities to support trauma resilience training and supports. The data that is gathered and tracked will be critical to ensuring the effectiveness of interventions and strategies. The period of the agreement is October 1, 2016 through September 30, 2018.

The agreement is late because revisions and incomplete supporting documentation delayed its processing.

MINUTES

Health Department - cont'd

4. **HOPESPRINGS, INC.** **\$ 83,540.00**

Account: 4000-484818-3023-718000-603051

HopeSprings, Inc. (HopeSprings) will manage the contract with the Department to implement the Open Table project (Open Table). The Open Table project is an anti-poverty program that has been working in at least 40 cities in the United States with a variety of clients, such as homeless people, people aging out of foster care, and in Baltimore, persons with HIV. The Open Table model surrounds a single client with 12 members of a faith-based community. The client meets weekly with the Open Table team and they work together to develop a plan for the client to have the life they envision. Open Table team Members will work with the client to implement the plan. The approach has been highly successful and is highly efficient because it leverages thousands of very competent volunteer hours.

Under the terms of this agreement, HopeSprings will hire a recruiter to increase outreach to more congregations to acquire more tables, connect with enough congregations to implement ten tables (60-80 volunteers), and complete the Open Table process with Men Who have Sex with Men, or transgender clients of color. The period of the Agreement is September 30, 2017 through September 29, 2018.

This agreement is late because of delays in the administrative review process.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

Health Department - Amendment No. 3 to Notice of Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Amendment No. 3 to Notice of Grant Award (NGA) from the Corporation for National and Community Service. The Amendment No. 3 to Notice of Grant Award will extend the period through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$296,031.00 - 4000-423518-3110-569000-404001

BACKGROUND/EXPLANATION:

On August 12, 2015 the Board approved the original grant award in the amount of \$296,031.00 for the period of July 1, 2015 through June 30, 2016.

On October 12, 2016, the Board approved Amendment No. 1 in the amount of \$296,031.00 for the period of July 1, 2016 through June 30, 2017, making the new total amount \$592,062.00.

On October 4, 2017, the Board approved Amendment No. 2 for a reduction of the grant award by (\$78,407.89) for the period July 1, 2016 through June 30, 2017, making the total amount \$513,654.11.

This Amendment No. 3 to NOA will increase the amount of money by \$296,031.00, making the new total \$809,685.11 and will extend the period of the original NOA through June 30, 2018.

The Amendment No. 3 to NOA is late because of oversight and not receiving the required documentation.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Amendment No. 3 to Notice of Grant Award from the Corporation for National and Community Service.

MINUTESHealth Department - Expenditure of Funds**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the purchase of gift cards for distribution to clients that participate in program activities.

AMOUNT OF MONEY AND SOURCE:

	<u>No. of Cards/Denomination</u>	<u>Programs</u>
\$ 2,000.00 -	100 Walmart/Sam's Club gift cards @ \$20.00 ea. 5000-520118-3080-288900-604051	Healthy Teens & Young Adults
3,000.00 -	100 Target gift cards @ \$20.00 ea. 100 Target gift cards @ \$10.00 ea. 5000-520118-3080-288900-604051	" "
5,000.00 -	250 Walmart/Sam's Club gift cards @ \$20.00 ea. 6000-630718-3080-295900-604051	Making a Difference
3,000.00 -	60 Shoppers gift cards @ \$50.00 ea. 6000-630718-3080-295900-604051	Clinical Programs/ Admin.
3,000.00 -	60 Walmart/Sam's Club gift cards @ \$50.00 ea. 6000-603718-3080-295900-604051	" "
1,000.00 -	40 Shoppers gift cards @ \$25.00 ea. 4000-480618-3080-279200-604051	U Choose- Adolescents and Reproduction Health Clinic Programs
<u>1,000.00</u> -	40 Target gift cards @ \$25.00 ea. 4000-480618-3080-27900-604051	" "
\$18,000.00		

MINUTES

Health Department - cont'd

BACKGROUND/EXPLANATION:

The Adolescent & Reproductive Health program runs several successful community outreach programs through its Health Education and Outreach components. The Abstinence, Personal Responsibility and Education and Teen Pregnancy Prevention Programs are charged with decreasing the teen birth rate among teenagers in Baltimore City.

All programs are responsible for recruiting clients for the clinic and implementing two community-based programs. An estimated 1,000 adolescents and adults are expected to benefit from the clinic activities and incentives. Sam's Club/Walmart cards, Target cards and Shopper's cards will be provided to program participants based upon attendance.

The Health Department adopted a consolidated policy for the purchase, distribution, and documentation of all incentive cards. The central tenants of this policy account for: 1) a single means of procuring all incentive cards through the Board of Estimates, 2) the documentation of each incentive card and its recipient, 3) a monthly reconciliation for all purchases that account for all distributed and non-distributed cards, and 4) periodic internal reviews of programs' activity vis-à-vis the internal policy, which are to be shared with the Department of Audits.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized the purchase of gift cards for distribution to clients that participate in program activities.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Police Department</u>			
1. Rachelle Turiello	American Academy of Forensic Sciences 70 th Annual Scientific Meeting Feb. 19 - 23, 2018 (Reg. Fee \$450.00)	Asset Forfeiture Fund	\$2,049.18
<p>The airfare cost of \$400.00 and the registration fee of \$450.00 were prepaid on a City-issued procurement card assigned to Mr. Tribhuvan Thacker. Therefore, the disbursement to Ms. Turiello is \$1,199.18.</p>			
2. Byron Conaway	Mandatory Training for the Project Safe Neighborhood (PSN) Program Chicago, IL Feb. 26 - Mar. 18, 2017 (Reg. Fee \$0.00)	PSN Funds	\$1,230.82
<p>The airfare cost of \$278.96 was prepaid on City-issued procurement card assigned to Mr. Tribhuvan Thacker. The amount to be disbursed to Mr. Conaway is \$951.86.</p>			
3. Steve Hohman	International Human Trafficking Conference Toronto, Canada March 18 - 21, 2018 (Reg. Fee \$486.06)	Asset Forfeiture Fund	\$1,887.90

MINUTES**TRAVEL REQUESTS**

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

On March 18 - 21, 2018, Mr. Hohman will travel to Toronto, Canada to attend the International Human Trafficking Conference.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the trip will require travel outside the continental United States regardless of the source of funds, cost of trip, or length of absence. AM 240-5 provides the City representative must include a proposed amount for daily subsistence allowance that is both reasonable and economical. The Board of Estimates will determine the final monetary amount of the daily subsistence allowance and stipulate the rate in its approval.

The representative is requesting a daily subsistence of \$305.73. The hotel cost is \$216.73 per night and \$89.00 per day is requested for meals and incidentals, for the total cost of \$1,887.90. The airfare cost of \$424.64 was prepaid using a City-issued procurement card assigned to Mr. Tribhuvan Thacker. Therefore, the reimbursement to Mr. Hohman is \$1,463.26.

4. Stephanie Ross	Aging in America San Francisco, CA March 25 - 30, 2018 (Reg. Fee \$585.00)	Retired & Senior Volunteer Program	\$3,481.86
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The airfare cost of \$914.96 and the registration fee of \$585.00 were prepaid on a City-issued procurement card assigned to Mr. Ryan Hemminger. Therefore, the disbursement to Ms. Ross is \$1,981.90.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Police Department - cont'd</u>			
5. Nicole Belle	Shooting Recon- struction Training Course Feb. 11 - 16, 2018 Las Vegas, NV (Reg. Fee. \$595.00)	Asset Forfeiture Fund	\$2,183.00

The subsistence rate for this location is \$198.00 per day. The hotel cost is \$79.20 per night, plus a resort fee in the amount of \$170.07.

The airfare in the amount of \$368.01 and the registration fee in the amount of \$595.00 were prepaid on a City-issued credit card assigned to Mr. Tribhuvan Thacker. Ms. Belle will be disbursed \$1,220.07.

6. Shelby Litz Erika Schmidt	Shooting Recon- struction Training Course Las Vegas, NV Feb. 11 - 17, 2018 (Reg. Fee \$595.00 ea.)	Asset Forfei- ture Fund	\$3,230.19
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The subsistence rate for this location is \$198.00 per night. The hotel cost is \$554.89 for five days, plus hotel tax is \$170.07. The hotel room will be shared by both attendees and paid by Ms. Litz. The Department is requesting \$40.00 per day for Ms. Schmidt for meals and incidentals.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Police Department - cont'd</u>			
<p>The airfare cost of \$280.01 and the registration fee of \$595.00 each were prepaid for each attendee on a City-issued procurement card assigned to Mr. Tribhuvan Thacker. Therefore, the amount to be disbursed to Ms. Litz is \$875.01 and for Ms. Schmidt is \$260.00.</p>			
<u>Department of Public Works</u>			
7. Joana Pei	Sustainable Water Management Conference Seattle, WA March 24 - 28, 2018 (Reg. Fee \$775.00)	Storm-water Utility	\$2,424.44
<p>The airfare cost of \$463.98 and the registration fee of \$775.00 were prepaid on a City-issued procurement card assigned to Binta Gallman. Therefore, the disbursement to Ms. Pei is \$1,185.46.</p>			
8. Rosanna LaPlante	2018 American Society of Civil Engineers (ASCE) Region Workshop Buffalo, NY Feb. 8 - 11, 2018	ASCE Sponsor	\$ 0.00

Ms. LaPlante will represent the Maryland Section, Metro Branch at the ASCE Regions Works. The Maryland Section of ASCE will pay transportation, lodging, and meals fees.

In accordance with AM-240-3, the Board approval is required if the City representative's absence will involve one or both weekend days.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Council</u>			
9. Sharon Middleton Conference	NACo Legislative Official Washington, DC March 3 - 7, 2018 (Reg. Fee \$490.00)	Elected Expense Account	\$1,969.06
10. Lester Davis	Ready by 21 National Meeting Palm Beach, FL April 18 - 29, 2018 (Reg. Fee \$574.69)	General Funds	\$1,525.57

The subsistence rate for this location is \$254.00 per night. The hotel cost is \$242.00 per night, plus hotel taxes of \$31.46 per night. The Department is requesting additional subsistence of \$28.00 per day for meals and incidentals.

The airfare fee of \$263.96, hotel fee of \$546.92, and registration fee of \$574.69 were prepaid on a City-issued procurement card assigned to Mr. Hosea Chew. Therefore, Mr. Davis will be disbursed \$140.00.

MINUTES**RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**Mayor's Office**RETROACTIVE TRAVEL APPROVAL**

11. Tamika Gauvin	i-teams	General	\$ 502.77
	LA Convening	Funds	
	Los Angeles, CA		
	Oct. 2 - 6, 2017		
	(Reg. Fee \$0.00)		

On October 2, 2017, Ms. Gauvin traveled to Los Angeles, CA to attend the i-teams LA Convening Training sponsored by the Bloomberg Philanthropies.

Ms. Gauvin's roundtrip airfare, hotel cost, and meals for October 3 - 6, 2018 were paid by Bloomberg Philanthropies. Ms. Gauvin arrived one day early and her additional hotel cost in the amount of \$392.21 (\$339.00 hotel cost, plus hotel taxes of \$53.21) was prepaid on a City-issued procurement card assigned to Renee Newton. Ms. Gauvin personally incurred transportation cost of \$60.00 and food cost of \$50.56. Therefore, Ms. Gauvin will be reimbursed \$110.56.

The retroactive travel approval is late because the new staff did not understand the timeframe of travel policies. The office apologizes for the late submission of this request. The requested reimbursement to Ms. Gauvin is \$110.56 as follows:

TRAVEL REIMBURSEMENT

\$	50.56	- Food
	60.00	- Transportation
\$	110.56	- Total Reimbursement

MINUTES**RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT** - cont'd

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

RETROACTIVE TRAVEL APPROVAL

12. Justin Elszasz	i-team LA Convening Los Angeles, CA Oct. 1 - 7, 2017 (Reg. Fee \$0.00)	General Funds	\$ 98.39
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On October 1 - 7, 2017, Mr. Elszasz traveled to Los Angeles, CA to attend the i-team LA Convening.

The Bloomberg Philanthropies paid the cost of transportation, hotel costs, and food for the nights of October 3 - 6, 2017.

Mr. Elszasz arrived two days early in order to meet with the Los Angeles Innovation team that was working on police recruitment and hiring.

The hotel rate was \$279.00 per night. The hotel taxes were \$43.79 per night. The hotel costs for the nights of October 1 - 2, 2017 were \$645.58 and were prepaid using a City-issued procurement card assigned to Ms. Renee Newton. The Department is requesting additional subsistence of \$38.81 per day for meals and incidentals and \$59.58 to cover the cost of transportation. Therefore, the reimbursement to Mr. Elszasz is \$98.39.

This request is late because of the administrative review process. The requested travel reimbursement is as follows:

TRAVEL REIMBURSEMENT

\$38.81 - Food
<u>59.58 - Transportation</u>
\$98.39

MINUTES**RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT** - cont'd

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

RETROACTIVE TRAVEL APPROVAL

13. Dan Hymowitz	i-teams LA Convening Los Angeles, CA Oct. 1 - 6, 2017 (Reg. Fee \$0.00)	General Funds	\$ 785.58
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Mr. Hymowitz traveled to Los Angeles, California on October 1 - 6, 2017 for the i-teams LA Convening Training sponsored by Bloomberg Philanthropies.

Bloomberg Philanthropies paid for Mr. Hymowitz's roundtrip airfare, total hotel costs, and meals for October 3 - 6, 2017.

Mr. Hymowitz arrived two days earlier (October 1-2) for this travel in order to meet with the Los Angeles Innovation Team to strategize on police recruitment and hiring.

The subsistence rate for this location was \$222.00 per day. The hotel rate was \$279.00 per night, plus \$43.79 per night for hotel taxes.

The hotel costs in the total amount of \$558.00, plus taxes in the total amount of \$87.58 for October 1 - 2, 2017 were prepaid on a City-issued credit card assigned to Ms. Renee Newton. Mr. Hymowitz personally incurred the costs of meals and incidentals and transportation. Therefore, Mr. Hymowitz will be reimbursed \$140.00.

TRAVEL REIMBURSEMENT

\$ 60.00	- Transportation
80.00	- Meals
\$140.00	- Total Reimbursement

MINUTES

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT - cont'd

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

RETROACTIVE TRAVEL APPROVAL

14. Christopher Nyberg	i-Teams LA Convening Los Angeles, CA Oct. 1 - 3, 2017 (Reg. Fee \$0.00)	General Funds	\$1,423.26
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Mr. Nyberg traveled to Los Angeles, California on October 1 - 3, 2017 for the i-Teams LA Convening Training for meetings with the Los Angeles Innovation Team in order to strategize on police recruitment and hiring.

The subsistence rate for this location was \$222.00 per day. The hotel rate was \$293.02 per night, plus \$45.99 per night for hotel taxes.

The airfare in the amount of \$605.24, the hotel costs in the total amount of \$586.04, and the hotel taxes in the total amount of \$91.98 were prepaid on a City-issued credit card assigned to Ms. Renee Newton. Mr. Nyberg personally incurred the costs of meals and incidentals and transportation. Therefore, Mr. Nyberg will be reimbursed \$140.00.

TRAVEL REIMBURSEMENT

\$ 60.00	- Transportation
80.00	- Meals
\$140.00	- Total Reimbursement

The retroactive travel approvals are late because of delays in the administrative process. The Department apologizes for the late submission of these requests.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES**RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT** - cont'd

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Transportation</u>			
<u>RETROACTIVE TRAVEL APPROVAL</u>			
15. Ms. Katelyn McCauley	International Association of Emergency Managers Long Beach, CA Nov. 10 - 17, 2017 (Reg. Fee \$0.00)	General Funds	\$1,114.15

On November 10 - 17, 2017, Ms. McCauley traveled to Long Beach, CA to attend the International Association of Emergency Managers.

Ms. McCauley stayed with friends for the period of her travel. The allowed subsistence rate for this location is \$237.00 per day for a total of \$1,422.00. Therefore, the reimbursement to Ms. McCauley is \$1,114.15.

This request is late because of the administrative review process. The requested travel reimbursement is as follows:

TRAVEL REIMBURSEMENT

\$ 254.09	- Food
430.06	- Transportation
370.00	- Registration
60.00	- Parking
<u>\$1,114.15</u>	

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES**RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT** - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized the foregoing travel requests, retroactive travel approvals, and travel reimbursements. The President **ABSTAINED** on item nos. 9 and 10.

MINUTES

President: "There being no more business before this Board, the Board 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 **NO ADDENDA WERE RECEIVED** extending the dates for receipt and opening of bids.

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 Public Works - GS 16813, 2300 Maryland
Avenue Cornice Repair

Ruff Roofers, Inc.*
Contracting Specialist, Incorporated

*UPON FURTHER MOTION duly made and seconded, the Board declared the bid of Ruff Roofers, Inc. NON-RESPONSIVE due to the company's failure to submit the original contract book as required by the contract specifications.

MINUTES

Department of Public Works - SC 962R, Improvements
to Sanitary Sewers in
the South East Area

IPR Northeast LLC
Spiniello
Metra Industries
Monumental Paving & Excavating
Anchor Construction Corp.
AM Liner East Inc.

Department of Transportation - TR 18013, Reconstruction
of Footways Citywide

Santos Construction Co., Inc.
P&J Contracting Co., Inc.
Civil Construction, LLC
J. Villa Construction, Inc.
M. Luis Construction Co., Inc.
P. Flanigan & Sons, Inc.

Clerk: "Also for this bid TR 18013, I understand there's someone who wishes to address the Board. If so would you please come up and state your name please and the company that you represent. You could stand right there at that podium. Thank you."

Ms. Nambi Hawkins: "Hi, I'm Nambi Hawkins I'm with Thomas Construction Group. Um -- I was about ten minutes late getting here and was unable to submit my bid and I wanted to know if you'd be able to accept it."

MINUTES

Clerk: "Okay. Uh -- Regrettably uh -- the Board has no discretion to accept late bids by City Charter. Bids must be received by 11:00 o'clock a.m. I thank you for the work you prepared on it but we can't accept it. For future reference, so you'll know that um -- downstairs at -- at -- 10:45, there's always someone waiting right there who's available to accept bids. So, if you're running a little bit late, you can stop there."

Ms. Hawkins: "Okay."

Clerk: "Okay. Thank you so much for coming and addressing the Board. Okay."

* * * * *

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, February 14, 2018.


JOAN M. PRATT
Secretary