

MINUTES**REGULAR MEETING**

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

President: "Good morning. Good morning. The December 19th, meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiencies of these hearings, persons who are disruptive to the hearing will be asked to leave the hearing room immediately. Meetings of the Board -- of Estimates are open to the public for the duration of the meeting. The hearing room must be -- vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing. I would direct the Board members attention to the memorandum from my office dated December 17, 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: "Move approval of the routine agenda items."

Comptroller: "I second --."

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

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MINUTES

Labor Commissioner - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to **NOTE** receipt of the Memorandum of Understanding (MOU) for FY 2019 - 2021 between the City of Baltimore and the Baltimore City Police Department and the:

- Baltimore City Lodge No. 3, Fraternal Order of Police, Inc. Unit I - Police Officers, Police Agents and Flight Officers
- Baltimore City Lodge No. 3, Fraternal Order of Police, Inc. Unit II - Police Sergeants and Police Lieutenants

AMOUNT OF MONEY AND SOURCE:

Wage increases for employees covered by the MOU are included in the budget for the Baltimore City Police Department.

BACKGROUND/EXPLANATION:

In accordance with the Municipal Employees Relations Ordinance (MERO), negotiations were conducted and concluded with the Fraternal Order of Police, Unit I and Unit II for Fiscal Years 2019-2021. The results of the negotiations have been reduced to writing in the form of the submitted Memorandum of Understanding.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board **NOTED** receipt of the Memorandum of Understanding for FY 2019 - 2021 between the City of Baltimore and the Baltimore City Police Department, and the: a.) Baltimore City Lodge No. 3, Fraternal Order of Police, Inc. Unit

MINUTES

Labor Commissioner - cont'd

I - Police Officers, Police Agents and Flight Officers and b.) the Baltimore City Lodge No. 3, Fraternal Order of Police, Inc. Unit II - Police Sergeants and Police Lieutenants.

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:

Atlantida Builders, Inc.	\$1,500,000.00
DACCO SCI, INC.	\$ 920,000.00
United Constructors Group, LLC	\$1,330,000.00

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:

Rummel, Klepper & Kahl, LLP.	Engineer Landscape Architect Land Survey
Whitney Bailey Cox and Magnani, LLC.	Land Survey Landscape Architect Architect 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

Department of Real Estate - Agreement of Sale

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement of Sale with Paquin-Stith Community Development Company, LLC, Purchaser, for the property known as 2200 Sinclair Lane (Block 4199, Lot 002A).

AMOUNT OF MONEY AND SOURCE:

\$250,000.00 - Purchase price - a good faith deposition of \$5,000.00 to be paid within two days of the Board's approval.

\$250,000.00 - Purchase Money Mortgage.

BACKGROUND/EXPLANATION:

The property has been vacant for several years and has been heavily vandalized. The Developer proposes to renovate the existing building. The building consists of approximately 58,240 square feet and will be used as a Charter School and provide space for up to 350 students in grades five through eight.

On April 10, 2018, at the request of the Department of Transportation, the Space Utilization Committee declared the property surplus and assigned it to the Department of Real Estate for disposition.

The authority to sell this property by City Council Ordinance No. 18-192 was approved on November 9, 2018. The purchase price will be secured by a Purchase Money Mortgage. The Purchase Money Mortgage of \$250,000.00 will be forgiven upon the issuance of a Certificate of Completion.

MINUTES

Department of Real Estate - cont'd

STATEMENT OF PURPOSE AND RATIONALE FOR SALE:

The property is the former Lawrence G. Paquin School and was appraised on March 14, 2018. The fair market appraised value of this property is \$1,160,000.00.

The property has been vacant for several years and has been vandalized to the point that the renovation costs are greater than the fair market value. Therefore, the Department of Real Estate recommends the sale of this property for less than the appraised value.

MBE/WBE PARTICIPATION:

The Developer has signed the Commitment Comply with the Minority and Women's Business Enterprise Program of Baltimore City.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement of Sale with Paquin-Stith Community Development Company, LLC, Purchaser, for the property known as 2200 Sinclair Lane (Block 4199, Lot 002A).

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

The Board is requested to approve and authorize execution of a Lease Agreement with Park Heights Community Health Alliance, Inc., Landlord, for the rental of the property known as 4151 Park Heights Avenue, being rooms 219, 220, and 221 consisting of approximately 1,232 square feet of space. The period of the Lease Agreement is October 1, 2018 through September 30, 2019 with the option to renew for one year period.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$18,000.00	\$1,500.00

BACKGROUND/EXPLANATION:

The property will be used for office space for the Mayor's Office of African American Male Engagement (MOAMME). The Landlord will pay the gas, electricity, water, heating and air conditioning bills for the property. The Landlord will maintain the common areas and will be responsible for repairs to common systems, including but not limited to heating, cooling, bathroom and plumbing systems. The Landlord will make all necessary repairs to exterior walls, roof, gutter, downspouts, glass and windows, and elevator. The Tenant agrees to keep the leased premises in good order and condition. The Tenant will be responsible for hiring and paying a maintenance/janitorial crew to clean and maintain the leased premises.

The Space Utilization Committee approved this Lease Agreement at its meeting on December 4, 2018.

The agreement is late because of the administrative review process.

MINUTESSpace Utilization Committee - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with Park Heights Community Health Alliance, Inc., Landlord, for the rental of the property known as 4151 Park Heights Avenue, being rooms 219, 220, and 221 consisting of approximately 1,232 square feet of space. The Comptroller **ABSTAINED**.

MINUTES

Space Utilization Committee - Communications License Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Communications License Agreement with T-Mobile Northeast LLC, Licensee, for the rental of a portion of the garage roof space located at 221 North Paca Street. The period of the Communications License Agreement is for five years, beginning upon the completion of the installation of transmission and equipment lines with the option to renew for an additional five-year period.

AMOUNT OF MONEY AND SOURCE:Annual

\$40,000.00 - Year 2019

\$41,600.00 - Year 2020

\$43,264.00 - Year 2021

\$44,994.56 - Year 2022

\$46,794.34 - Year 2023

BACKGROUND/EXPLANATION:

The premises will be used for cellular telephone communication. The City will be responsible for the maintenance of its building.

The Licensee will be responsible for liability insurance, utilities, maintenance of its area and repairs to their equipment and compliance with all FCC and FAA rules and regulations.

The Parking Authority of Baltimore City has reviewed the plans for installation and maintenance of this equipment, and they have approved those plans.

The Board of Municipal and Zoning Appeals approved the use of the premises on April 18, 2018.

MINUTESSpace Utilization Committee - cont'd

The Space Utilization Committee approved this Communication License Agreement on December 4, 2018.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Communications License Agreement with T-Mobile Northeast LLC, Licensee, for the rental of a portion of the garage roof space located at 221 North Paca Street.

MINUTES

TRANSFERS OF FUNDS

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UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

5206 - 5207

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks</u>		
1. \$38,000.00	9938-910061-9475	9938-911061-9474
1 st Public &	FY 16 Baltimore	FY 16 Baltimore
Parks Facilities	Playground Program	Playground Program
	(Reserve)	(Active)

This transfer will provide funds to cover the costs associated with the construction of concrete pads for Riverside Park Exercise Equipment.

2. \$45,000.00	9938-910083-9475	9938-911083-9474
1 st Parks &	FY 17 Historic	FY 17 Historic
Public Facilities	Park Facilities	Park Facilities
	Renovations	Renovations
	(Reserve)	(Active)

This transfer will provide funds to cover the costs for mold and asbestos abatement for Cylburn Carriage House.

Department of General Services

3. \$122,000.00	9916-901513-9194	9916-909720-9197
General Funds	City Hall Exterior	City Hall Elevator
	Surface Replacement	Upgrade
	(Reserve)	(Active)
160,000.00	9916-901615-9194	9916-909720-9197
2 nd Public	City Hall -	City Hall Elevator
<u>Building</u>	Electrical	Upgrade
	Systems Upgrade	(Active)
	(Reserve)	
\$282,000.00		

MINUTES**TRANSFERS OF FUNDS****AMOUNT****FROM ACCOUNT/S****TO ACCOUNT/S**Department of General Services - cont'd

This transfer will provide funds to the Department to replace the elevators in City Hall. The elevators have a high priority status for the importance of service provided to both the public and other City agencies. The current elevators have exceeded their useful life and need to be replaced.

MINUTESEmployees' Retirement System - Investment Management Agreement**ACTION REQUESTED OF B/E:**

The Board is requested by the Board of Trustees of the Employees' Retirement System (ERS) to approve the Investment Management Agreement with RhumbLine Advisors Limited Partnership (RhumbLine).

The ERS also requests authority to approve subsequent agreements related to the Investment Management Agreement.

AMOUNT OF MONEY AND SOURCE:

\$50,000,000.00 - approximately of ERS funds

No General Funds are involved in this transaction.

BACKGROUND/EXPLANATION:

The ERS conducted a search for a mid-cap growth equity manager and, as a result of that search, selected RhumbLine Mid-cap Growth Index Fund (Fund). The search and selection process was conducted with the assistance and advice of the ERS' investment advisor, Marquette Associates, Inc. The ERS approves the Investment Management Agreement and other agreements/materials distributed in connection with the Investment Management Agreement. The ERS may need to approve subsequent agreements related to the Investment Management Agreement for additional allocations to the Fund.

MWBOO GRANTED A WAIVER.

UPON MOTION duly made and seconded, the Board as requested by the Board of Trustees approved the Employees' Retirement System to approve the Investment Management Agreement with RhumbLine Advisors Limited Partnership. The Board further authorized and

MINUTES

Employees' Retirement System - cont'd

approved ERS to approve subsequent agreements related to the Investment Management Agreement. The President voted **NO**. The Comptroller **ABSTAINED**.

MINUTESEmployees' Retirement System - Investment Management Agreement**ACTION REQUESTED OF B/E:**

The Board is requested by the Board of Trustees of the Employees' Retirement System (ERS) to approve the Investment Management Agreement with D.F. Dent and Company, Inc.

The ERS also requests authority to approve subsequent agreements related to the Investment Management Agreement.

AMOUNT OF MONEY AND SOURCE:

\$50,000,000.00 - approximately of ERS funds

No General Funds are involved in this transaction.

BACKGROUND/EXPLANATION:

The ERS conducted a search for a mid-cap growth equity manager and, as a result of that search, selected D.F. Dent's mid-cap growth investment program. The search and selection process was conducted with the assistance and advice of the ERS' investment advisor, Marquette Associates, Inc. The ERS approves the Investment Management Agreement and other agreements/materials distributed in connection with the Investment Management Agreement. The ERS may need to approve subsequent agreements related to the Investment Management Agreement for additional allocations to the Fund.

MWBOO GRANTED A WAIVER.

UPON MOTION duly made and seconded, the Board as requested by the Board of Trustees approved the Employees' Retirement System to approve the Investment Management Agreement with D.F. Dent and

MINUTES

Employees' Retirement System - cont'd

Company, Inc. The Board further authorized and approved ERS to approve subsequent agreements related to the Investment Management Agreement. The President voted **NO**. The Comptroller **ABSTAINED**.

MINUTESEmployees' Retirement System - Subscription Agreement**ACTION REQUESTED OF B/E:**

The Board is requested by the Board of Trustees of the Employees' Retirement System (ERS) to approve the Subscription Agreement with RLJ Equity Partners Fund II, L.P., managed by RLJ Equity Partners, LLC.

The ERS also requests authority to approve subsequent agreements related to the Subscription Agreement.

AMOUNT OF MONEY AND SOURCE:

\$20,000,000.00 - approximately of ERS funds

No General Funds are involved in this transaction.

BACKGROUND/EXPLANATION:

ERS conducted a search for a private equity investment manager and, as a result of that search, selected RLJ Equity Partners, LLC. The search and selection process was conducted with the assistance and advice of the ERS' investment advisor, Pension Consulting Alliance, LLC. The ERS may need to approve subsequent agreements related to the Investment Management Agreement for additional allocations to the Fund.

MWBOO GRANTED A WAIVER.

UPON MOTION duly made and seconded, the Board, as requested by the Board of Trustees Employees' Retirement System, approved the Subscription Agreement with RLJ Equity Partners Fund II, L.P.,

MINUTESEmployees' Retirement System - cont'd

managed by RLJ Equity Partners, LLC. The Board further authorized the ERS to approve subsequent agreements related to the Subscription Agreement. The President voted **NO**. The Comptroller **ABSTAINED**.

MINUTES

Department of Recreation and Parks - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 11 to Mahan Rykiel Associates, Inc., under Project 1233, On-Call Design Services. The period of the task assignment is approximately 24 months.

AMOUNT OF MONEY AND SOURCE:

\$29,329.01 - 9938-911083-9474-000000-703032

BACKGROUND/EXPLANATION:

This task will include miscellaneous structural design services for various Recreation and Parks Capital Projects.

MBE/WBE PARTICIPATION:

Including this task, the Consultant achieved the following percentages:

MBE: 15.38%

WBE: 18.18%

MWBOO FOUND VENDOR IN COMPLIANCE.

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

MINUTES

Department of Recreation and Parks - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$30,000.00	9938-910083-9475	9938-911083-9474
1 st Parks & Public Facilities	FY17 Historic Park Facility Renovations (Reserve)	FY17 Historic Park Facility Renovations (Active)

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1233, Task No. 11, assigned to Mahan Rykiel Associates, Inc.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 11 to Mahan Rykiel Associates, Inc., under Project 1233, On-Call Design Services. The Transfer of Funds was approved SUBJECT to receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter.

MINUTES

Department of Recreation and Parks - Removal Contract

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Removal Contract with Verizon - MD, Inc. (Verizon) and authorize an expenditure of funds to pay for removal of 7 poles along Kelly Avenue.

AMOUNT OF MONEY AND SOURCE:

\$6,045.00 - 9938-907740-9474-900000-707063 (MVR)

BACKGROUND/EXPLANATION:

On March 1, 2017, the Board awarded TR 11319, Jones Falls Trail - Phase V, to Allied Contractors, Inc. The purpose of this contract is for the removal of poles to provide clearance for improvements for project TR 11319. The work performed consisted of the removal of 7 poles (P2-P8) along Kelly Avenue. Verizon estimates the total cost of the work performed to be \$6,045.00.

MBE/WBE PARTICIPATION:

DBE Goal: 28%

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 Removal Contract with Verizon - MD, Inc. and authorized the expenditure of funds to pay for removal of 7 poles along Kelly Avenue.

MINUTES

Department of Recreation and Parks - Transfer of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve the transfer of funds to the Baltimore City Foundation, Inc. for the Mayor's Office of Employment Development's Summer Youth Works Program.

AMOUNT OF MONEY AND SOURCE:

\$265,856.50 - 2028-000000-4803-776800-600004

BACKGROUND/EXPLANATION:

This transfer of funds is from the Table Games Revenue to the Baltimore City Foundation, Inc. for the Mayor's Office of Employment Development's Summer Youth Works Program for FY 2019. Last summer the Department provided 190 jobs for Baltimore's youth and it fulfilled its commitment to the Summer Youth Program.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the transfer of funds to the Baltimore City Foundation, Inc. for the Mayor's Office of Employment Development's Summer Youth Works Program.

MINUTES

Department of Transportation (DOT) - Developers' Agreements

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

	<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
1.	2101 EAST BIDDLE STREET LLC	1493	\$165,140.00

2101 East Biddle, LLC, would like to install new water, storm drain, sanitary sewer, conduit, and roadway improvements to its proposed new building located at 2101 East Biddle 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 \$165,140.00 has been issued to 2101 East Biddle Street, LLC which assumes 100% of the financial responsibility.

2.	REDEEMED CHRISTIAN CHURCH OF GOD, HOUSE OF PRAISE BALTIMORE	1546	\$ 41,239.00
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The Redeemed Christian Church of God, House of Praise Baltimore desires to upgrade the existing water and sanitary sewer services to construct a building addition located at 6101 Moravia Park Drive. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

An Irrevocable Letter of Credit in the amount of \$41,239.00 has been issued to The Redeemed Christian Church of God, House of Praise Baltimore which assumes 100% of the financial responsibility.

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

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. 3202 Spaulding Avenue	Ronald D. Billy	One canopy 32' x 10'
\$672.00 - Annual Charge		
2. 716 S. Broadway	JSP Partners,	Outdoor seating LLC 36 sq. ft.
\$337.50 - Annual Charge		
3. 633 Aisquith Street	Monument Street Apartment, LLC	Extend existing planter wall and fence 58.4 sq. ft.
\$223.13 - Annual Charge		
4. 301 E. Fort Avenue	Kid Rocket, LLC	Fire lift access safety ramp 70' x 4' on Fort Avenue 22' x 4' on Battery Avenue
\$ 70.30 - Flat Charge		

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

MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 19 to Sabra & Associates, Inc., Consultant, under Project 1183, Traffic Signal & ITS and Traffic Engineering, On-Call Consultant Services. The period of the Task Assignment is 6 months.

AMOUNT OF MONEY AND SOURCE:

\$189,574.27 - 9950-901069-9512-900020-703032

BACKGROUND/EXPLANATION:

This authorization provides for the design upgrade for replacement of area communication cabinets to accommodate fiber-optic and copper communication cables; along with the design backbone/trunk fiber-optic cable in the existing conduit system. The scope also includes, obtaining permits, signature/approvals, coordinating with various agencies within the Baltimore City Department of Transportation, the State Highway Administration and the Federal Highway Administration.

DBE PARTICIPATION:

The Consultant will comply with Title 49 of the Federal Regulations parts 26 (49CFR26) and the DBE goal established in the original agreement.

DBE: 25%

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 19 to Sabra & Associates, Inc., Consultant, under Project 1183, Traffic Signal & ITS and Traffic Engineering, On-Call Consultant Services.

MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 04 to WSP USA (formerly Parsons Brinckerhoff, Inc.) Consultant, under Project 1209, On-Call Traffic Engineering Services. The period of the Task Assignment is 12 months.

AMOUNT OF MONEY AND SOURCE:

\$338,165.27 - 9950-901069-9512-900020-703032

BACKGROUND/EXPLANATION:

This authorization provides for systems engineering support, needs/requirement definition documents, development of traffic signal controller, Advance Transportation Management System (ATMS), upgrade and bid evaluation/recommendations support to the Baltimore City Department of Transportation. The scope of work will include but is not limited to an evaluation and assessment of the existing city-wide signal infrastructure, develop requirements, develop, signal controller specification and ATMS, Request for Proposal, advertisement and demonstration evaluation for Baltimore City Traffic Signal and ITS Section.

MBE/WBE PARTICIPATION:

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

MBE: 27.00%

WBE: 10.00%

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 04 to WSP USA (formerly Parsons Brinckerhoff, Inc.) Consultant, under Project 1209, On-Call Traffic Engineering Services.

MINUTES

PERSONNEL MATTERS

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The Board is requested to approve

all of the Personnel matters

listed on the following pages:

5225 - 5245

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.

Item no. 2 was **DEFERRED** for two weeks.

MINUTES**PERSONNEL**Office of Civil Rights and Wage Enforcement1. a. Abolish the following vacant position:Position No.: 52591

Classification: Program Compliance Assistant Supervisor

Job Code: 31502

Grade: 085 (\$38,926.00 - \$46,904.00)

b. Create the following position:

Classification: Program Compliance Officer II

Job Code: 31505

Grade: 927 (\$64,505.00 - \$103,208.00)

Position No.: 52591

Cost: \$32,795.00 - 1001-000000-6560-796700-601001

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

Employees' Retirement System2. Reclassify the following vacant position:Position No.: 48275

From: Analyst/Programmer II

Job Code: 33144

Grade: 092 (\$51,800.00 - \$63,075.00)

DEFERRED

MINUTES

PERSONNEL

Employees' Retirement System - cont'd

To: Agency IT Specialist I
Job Code: 33147

Grade: 923 (\$60,655.00 - \$97,277.00)

Cost: \$27,698.00 - 6000-604019-1520-168600-601001

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

Fire and Police Retirement Systems

3. Create the following position:

Classification: Medical Claims Processor I
Job Code: 33241

Grade: 084 (\$37,741.00 - \$45,044.00)

Position No.: To be determined by BBMR

Cost: \$10,762.00 - 6000-604119-1540-171400-601001

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

Department of General Services

	<u>Hourly Rate</u>	<u>Amount</u>
4. DERRICK MCCORVEY	\$24.03	\$45,657.00

Account: 1001-000000-1981-777500-601009

Mr. McCorvey will work as a Contract Services Specialist II. His duties will include but are not limited to formulating,

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

	<u>Hourly Rate</u>	<u>Amount</u>
collecting, and analyzing expenditures of City-owned buildings. He will also consult with contractors, engineers, architects, and construction project supervisors to ascertain cost estimates for purchasing/acquiring property and proposed renovation costs. Mr. McCorvey will negotiate, prepare, and draft real estate agreements for City and State agencies.		

He will coordinate for the Inter-agency Energy Measures Committee, which is attempting to save the City money through increasing buildings' efficiency. He will also input real estate and space consolidation data into the Archibus System to ensure accuracy of square footage, building plans and specifications, and emergency exits. He will also assess facility conditions to ascertain maintenance needs and enter work requests into the Archibus System for repairs/maintenance. The period of the agreement is effective upon Board approval for one year.

5.	SAMARA SINGLETARY	\$17.85	\$33,915.00
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Ms. Singletary will work as a Contract Services Specialist II. Her duties will include but are not limited to assisting in the hiring process, including setting up interviews, scheduling interviews, tallying interview scores, contacting candidates, setting up candidates for physicals and processing background checks. She will also track and update Department of Transportation cards, driver's licenses, and City driving permits, set up Department of Transportation physicals and driver training classes for new and current employees. She will help conduct Exit Interviews and process termination checklist forms for submission to Central Payroll, create and maintain personnel files and supervisor files, collect pertinent documents from files for grievances, unemployment hearings, and salary studies, and prepare and

MINUTES**PERSONNEL**Department of General Services - cont'dHourly RateAmount

conduct New Employee Orientation on a bi-weekly basis. Ms. Singletary will also assist with special projects and investigations and compile interview notes for review by the HR Business Partner. The period of the agreement is effective upon Board approval for one year.

Health Department

6. **VA' SAMA WILLIAMS** \$17.00 \$15,912.00

Ms. Williams will work as a Contract Services Specialist II. Her duties will include but are not limited to responding to internal and external Human Resources (HR) related inquiries or requests and provide assistance, redirecting HR related calls and/or distribute correspondence to the appropriate person of the team, maintain records of personnel related data in both paper and the database. She will also ensure that all employment requirements are met, act as a liaison with other departments or functions, support the recruitment/hiring process, schedule meetings, HR events and maintain the team's agenda, coordinate training sessions and seminars, and maintain reporting metric database. Ms. Williams will perform orientations, onboarding and updating records, produce and submit reports on general HR activity. The agreement is effective upon Board approval through June 30, 2019.

7. Create the following position:

Classification: Purchasing Assistant

Job Code: 33501

Grade: 081 (\$34,039.00 - \$40,327.00)

Position No.: To be determined by BBMR

Cost: \$54,426.00 - 1001-000000-3001-262300-601001

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

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

8. Reclassify the following vacant position:

Position No.: 14187

From: Secretary III
Job Code: 33233
Grade: 084 (\$37,741.00 - \$45,044.00)

To: Accounting Assistant III
Job Code: 34133
Grade: 084 (\$37,741.00 - \$45,044.00)

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 200-4.

Department of Human Resources9. Reclassify the following vacant position:

Position No.: 10038

From: Operations Manager III
Job Code: 00092
Grade: 960 (\$96,133.00 - \$158,557.00)

To: Operations Director I
Job Code: 00093
Grade: 967 (\$103,624.00 - \$170,834.00)

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

Cost: \$12,060.00 - 1001-000000-1603-172500-601001

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

10. Reclassify the following vacant position:

Position No.: 10001

From: Operations Director II
Job Code: 00094
Grade: 969 (\$113,196.00 - \$186,856.00)

To: Operations Director I
Job Code: 00093
Grade: 967 (\$103,624.00 - \$170,834.00)

Cost Savings: \$15,613.00 - 1001-000000-1603-172500-601001

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

Baltimore City Office of Information and Technology

	<u>Hourly Rate</u>	<u>Amount</u>
11. ERNESTO STEWART	\$32.00	\$86,400.00
12. JAMAHL SMITH	\$24.00	\$69,120.00

Messrs. Stewart and Smith will work as a Contract Services Specialist II. Their duties will include but are not limited to installing and testing hardware and peripheral components, loading appropriate software packages, providing

MINUTES**PERSONNEL**Baltimore City Office of Information and TechnologyHourly RateAmount

customization and adaptation of existing programs that meet user's requirements. They will evaluate and confirm the compatibility of new operating systems and programs by testing existing programs/systems, evaluate and confirm specifications against established standards, recommend changes, and make modifications. They will install, configure, and maintain all PC related hardware and systems including troubleshooting and diagnosing network problems, configure laptops and desktops for various agencies depending on their needs, and provide on-demand support for end user issues relating to system performance and availability. The agreement is effective upon Board approval for one year.

13. **DANTEH SEMA** \$32.00 \$92,160.00

Mr. Sema will work as a Contract Services Specialist II. His duties will include but are not limited to providing on demand support for end-user issues (including VIP users, e.g. Comptroller, Mayor, etc.) related to system performance and availability; monitors Service Desk ticket queue, resolves tickets and escalations, resolving problems and/or requests, installing and testing hardware and peripheral components, loads appropriate software packages (e.g. operating systems, networking components and office application). He will install, configure and maintain all PC-related hardware and software 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 upon their needs, increase memory when users experience slowness, provide customization and adaptation of existing programs that meet user's requirements. Mr. Sema will evaluate and confirm compatibility of new operating systems

MINUTES**PERSONNEL**Baltimore City Office of Information and TechnologyHourly RateAmount

and programs by testing existing programs/systems against new programs/systems, evaluate and confirm specifications against established standards, recommend changes and make modifications, troubleshoot and diagnose network problems, PC updates and standard software, browsers and basic network connectivity. The agreement is effective upon Board approval for one year.

Department of Law

14. Reclassify the following vacant position:

Position No.: 10038

From: Operations Officer I
 Job Code: 00085
 Grade: 923 (\$60,655.00 - \$97,277.00)

To: OIG Agent
 Job Code: 10210
 Grade: 927 (\$64,505.00 - \$103,208.00)

Cost Savings: \$21,670.00 - 1001-000000-1081-109300-601001

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

15. Reclassify the following vacant position:

Position No.: 15482

From: Assistant Solicitor
 Job Code: 10198
 Grade: 929 (\$68,562.00 - \$109,554.00)

MINUTES**PERSONNEL**Department of Law - cont'd

To: Chief Solicitor
Job Code: 10199
Grade: 936 (\$80,735.00 - \$129,114.00)

Cost: \$15,597.00 - 1001-000000-1763-175200-601001

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

Mayor's Office of Employment Development16. Reclassify the following filled position:

Position No.: 52512

From: Operation Officer I
Job Code: 00085
Grade: 923 (\$60,655.00 - \$97,277.00)
Position No.: 52512

To: Professional Services
Job Code: 01225
Grade: 923 (\$60,655.00 - \$97,277.00)

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 200-4.

MINUTES**PERSONNEL**Mayor's Office of Human Services17. Create the following position:

Classification: HR Generalist II

Job Code: 33677

Grade: 923 (\$60,655.00 - \$97,277.00)

Position No.: To be determined by BBMR

Cost: \$78,858.00 - 5000-586219-1191-594700-601001

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

18. Create the following position:

Classification: Program Compliance Supervisor

Job Code: 00418

Grade: 931 (\$73,868.00 - \$118,085.00)

Position No.: To be determined by BBMR

Cost: \$104,955.00 - 4000-490919-3571-267800-601001

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

19. Reclassify the following filled position:Position No: 44648

From: Human Services Manager

Job Code: 84325

Grade: 923 (\$60,655.00 - \$97,277.00)

MINUTES**PERSONNEL**Mayor's Office of Human Services - cont'd

To: Operations Officer I
 Job Code: 31109
 Grade: 923 (\$60,655.00 - \$97,277.00)

There are no costs associated with this action.

Department of Planning

	<u>Hourly Rate</u>	<u>Amount</u>
20. AVA I. RICHARDSON	\$33.28	\$63,457.00

Account: 6000-608319-1875-187400-601009

Ms. Richardson will work as a Contract Services Specialist II with the Office of Sustainability and the Natural Resources Defense Council to create a work plan using strategies from the Rescue and Recycling Landscape Assessments as well as a narrative describing the needs and vision of the city related to food waste prevention, food recovery and recycling of food waste. Ms. Richardson will implement the work plan by engaging stakeholders from schools, businesses, city agencies, and residents to build community support from existing and new partners and identify funding possibilities. The agreement is effective upon Board approval for one year.

21. PRUDENCE JOHNSON	\$23.00	\$21,942.00
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Account: 1001-000000-1877-187400-601001

Ms. Johnson will work as a Contract Services Specialist II. This position will coordinate and schedule meetings, assemble meeting materials and prepare agendas, make travel arrangements, complete accounts payable and receivable functions, prepare periodic financial reports, oversee the

MINUTES**PERSONNEL**Department of Planning - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
approval process of contracts and grant agreements, assist visitors and answer telephone lines, assign permits, lead the removal of surplus property and work with the City's Office of Information Technology to resolve IT problems and activities. The agreement is effective upon Board approval for six-months.		

Department of Recreation and Parks

22. CHARLES GREENSFELDER	\$25.00	\$25,000.00
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Account: 6000-680519-4792-369500-601009

Mr. Greensfelder will work as a Contract Services Specialist II for City-owned Ice Rinks. This position performs quality control checks and develops preventive methods for maintaining the ice, provides janitorial services, trains coworkers on how to operate and maintain equipment, and assists the facility manager with overall supervision and promotion of the ice rink and its programs. The period of the agreement is effective upon Board approval for one year.

23. ASHLEY A. JONES	\$25.00	\$47,650.00
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Account: 5000-577719-4781-361835-601009

Ms. Jones will work as a Contract Services Specialist II. This position is responsible for continuous improvement of

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

	<u>Hourly Rate</u>	<u>Amount</u>
the Department's playground safety program; managing the Playground Maintenance Program which includes performing regular safety audits and repairs of playground equipment; scheduling and tracking playground repairs and related costs; maintain records of City playground inventory and providing workforces training in playground equipment repairs. The agreement is effective upon Board approval for one year.		

24. ALISON LYNCH	\$27.81	\$53,005.86
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Account: 1000-000000-4711-362100-601009

Ms. Lynch will work as a Contract Services Special II. This Position posts updates, news and announcements to Facebook, Twitter, Instagram, and LinkedIn accounts following the Department's brand standards and guidelines. She will also perform research to find articles, stories, resources, or other content relevant to the customer base and post it to LinkedIn, Twitter, Instagram, Facebook, and YouTube pages that invites conversation and interaction, and update LinkedIn, Twitter, Instagram, Facebook and YouTube accounts with current and relevant photos, video, or other content from the Department's activities and events. In addition, she will analyze and report on activity of social media networks as well as the official Department's website and recommend change/edits to superiors. Other duties include meeting with Department managers to determine best practices, researching ways to automate and streamline processes, creating and implementing the Department's Social Content Strategy, growing the Departments' online social networks by increasing followers and interactions, improving the Department's reach through analytic research, responding to posts or comments to

MINUTES**PERSONNEL**Department of Recreation and Parks - cont'd27. Create the following position:

Classification: Program Coordinator

Job Code: 31192

Grade: 923 (\$60,655.00 - \$97,277.00)

Position No.: To be assigned by BBMR

Cost: \$89,242.00 - 1001-000000-4803-372000-607007

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

28. Create the following two positions:

Classification: Liaison Officer II

Job Code: 31422

Grade: 093 (\$54,044.00 - \$65,897.00)

Position No.: To be assigned by BBMR

Cost: \$161,532.00 - 1001-000000-4803-372000-607007

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

29. Create the following position:

Classification: Recycling Coordinator

Job Code: 53855

Grade: 927 (\$64,505.00 - \$103,208.00)

Position No.: To be assigned by BBMR

Cost: \$94,178.00 - 1001-000000-4783-796600-607015

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

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

30. Create the following position:

Classification: Environmental Policy Analyst
Job Code: 31137
Grade: 927 (\$68,505.00 - \$103,208.00)
Position No.: To be assigned by BBMR

Cost: \$94,178.00 - 1001-000000-4783-583800-601009

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

31. Create the following position:

Classification: Recreation Center Director II
Job Code: 83212
Grade: 084 (\$37,741.00 - \$45,044.00)
Position No.: To be assigned by BBMR

Cost: \$64,546.00 - 1001-000000-4803-371531-601001

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

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

	<u>Rate of Pay</u>	<u>Amount</u>
32. TAYLOR B. BRANN	\$26.75	\$50,985.50

Account: 1001-000000-4783-583800-601009

Ms. Brann will continue to work as a Contract Services Specialist II. She will conduct forest inspection and quality assurance re-inspections, documenting contract performance and formulate recommendations. She will also attend meetings on behalf of the Division, train volunteers on forest stewardship programs, and advise employees on forest conservation and invasive species control best practices. The period of the agreement is effective upon Board approval for one year.

33. SHAUN PRESTON	\$36.51	\$69,588.06
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Account: 1001-000000-4783-796600-601009

Mr. Preston will continue to work as a Contract Services Specialist II. He will oversee the urban forestry wood waste recycling program, promote and market the program to maximize participation, administer and manage recycling contracts, operate heavy equipment vehicles and work with BGE on land swap agreements and create contact lists. This is a 2% increase from the previous contract period. The period of the agreement is effective upon Board approval for one year.

34. NATHAN RANDOLPH	\$37.11	\$70,731.66
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Account: 1001-000000-4783-363600-601009

Mr. Randolph will continue to work as a Contract Services Specialist II. He will participate in the planning and design process of the forestry tree inventory GIS database structure, and serve as an expert and point of contact for

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

	<u>Rate of Pay</u>	<u>Amount</u>
<p>CityWorks software and ArcGIS. He will lead ongoing training efforts and ensure that data is properly entered. He will also produce reports and maps of tree inventory, perform related analysis and distribute data, collect GIS and other data using mobile devices and professional GPS units, maps forestry projects, invasive management and prioritize reforestation and management of the current tree canopy. This is a 2% increase from the previous contract period. The period of the agreement is effective upon Board approval for one year.</p>		
35. MALLORY RICHARDS	\$32.00	\$ 4,992.00
Account: 6000-680519-4792-369500-601009		
<p>Ms. Richards will continue to work as a Contract Services Specialist II. She will plan, organize and instruct the ice skating program, maintain records and prepare reports and create events to showcase participants' achievements. The period of the agreement is effective upon Board approval for one year.</p>		
36. KATHLEEN A. SACK	\$32.00	\$16,640.00
Account: 6000-680518-4792-369900-601009		
<p>Ms. Sack will work as a Contract Services Specialist II. This position will provide figure skating instructions for the Learn to Skate Program, summer camp and in preparation for the US Figure Skating National Proficiency test. The Department of Human Resources recommends granting this employment contract.</p>		

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

	<u>Rate of Pay</u>	<u>Amount</u>
37. JOANN OH	\$32.00	\$16,640.00

Account: 6000-680518-4792-369900-601009

Ms. Oh will work as a Contract Services Specialist II. This position will provide figure skating instructions for the Learn to Skate Program, summer camp and in preparation for the US Figure Skating National Proficiency test. The Department of Human Resources recommends granting this employment contract.

38. AMANDA G. KOCH	\$32.00	\$16,640.00
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Account: 6000-680518-4792-369900-601009

Ms. Koch will work as a Contract Services Specialist II. This position will provide figure skating instructions for the Learn to Skate Program, summer camp and in preparation for the US Figure Skating National Proficiency test. The Department of Human Resources recommends granting this employment contract.

39. Reclassify the following filled position:

From: Recreation Program Assistant
 Job Code: 83120
 Grade: 084 (\$37,741.00 - \$45,044.00)
 Position No.: 50032

To: Operations Specialist I
 Job Code: 31107
 Grade: 906 (\$51,708.00 - \$82,608.00)

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

Cost: \$8,544.00 - 1001-000000-4805-371400-601001

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

State's Attorney's Office40. Create the following Non-Civil Service position:

Classification: Agency IT Specialist III

Job Code: 10260

Grade: 929 (\$68,562.00 - \$109,554.00)

Position No.: To be assigned by BBMR

Cost: \$96,028.00 - 5000-510619-1150-118000-601001

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

41. Create the following Non-Civil Service position:

Classification: Agency IT Specialist I

Job Code: 10258

Grade: 923 (\$60,655.00 - \$97,277.00)

Position No.: To be assigned by BBMR

Cost: \$77,306.00 - 5000-510619-1150-118000-601001

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

MINUTES**PERSONNEL**State's Attorney's Office - cont'd

	<u>Rate of Pay</u>	<u>Amount</u>
42. KIRA BARAN	\$20.41	\$38,926.00

Account: 1001-000000-1150-118000-601009

Ms. Baran will work as a Contract Services Specialist II. She will review cases involving the Gun Trace Task Force, review police reports, charges and case details, collect documents for review by Assistant State's Attorneys to determine if the conviction was tainted and use various software programs (JIS, LIMS, Arrest viewer) to gather documents for case reviews. The period of the agreement is effective upon Board approval for six months.

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 pages:

5247 - 5250

to the low bidder meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

The Transfer of Funds was approved

SUBJECT to receipt of a favorable report

from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Public Works/Office
of Construction and Engineering

- | | | | |
|----|--|--------------------------|-----------------|
| 1. | SC 921, Improvements
to the Gwynns Falls
Sewershed Collection
System - Area B
Baltimore City | Metra Industries
Inc. | \$10,839,582.00 |
|----|--|--------------------------|-----------------|

MBE/WBE PARTICIPATION:

Metra Industries, Inc. has complied with the requirements of the Maryland Department of the Environment's Disadvantage Business Enterprise (DBE) Program. As part of their bid, Metra Industries, Inc. has committed to utilize the following DBE goals:

DBE/MBE:	S&J Service, Inc.	\$ 700,000.00	6.46%
	EICCI, Inc.	252,000.00	2.32%
		<u>\$ 952,000.00</u>	<u>8.78%</u>
DBE/WBE:	Fallsway Construction	\$ 550,000.00	5.07%
	Empire Landscaping	150,000.00	1.38%
	R&R Contracting Utilities	1,584,333.12	14.62%
	Advantage Manhole	450,000.00	4.15%
		<u>\$2,734,333.12</u>	<u>25.23%</u>

2. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 1,754,864.56	9956-907622-9549	
Wastewater Revenue Bonds	Sewer System Rehab Gwynns Falls	
1,497,613.00	" " "	
State Water Quality Revenue		

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

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

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
8,454,271.00	" " "	
State Revenue		
<u>\$11,706,748.56</u>	-----	9956-908661-9551-6 Construction

The transfer of funds will cover the costs of SC 921, Improvements to the Gwynns Falls Collection System-Area B, Baltimore City.

Bureau of Procurement

- 3. B50005414, Maintenance \$ 4,000,000.00
 Repair and Installation Rolling Doors, Inc.
 Services for Various
 Overhead Doors Baltimore Precision
 Door, Inc.

 Overhead Door Co. of
 Baltimore, Inc.

 All About Doors

(DGS, DPW, DOT, BCFD, etc.)

MBE/WBE PARTICIPATION:

On November 30, 2018, MWBOO approved a pre-solicitation waiver request. Small businesses were encouraged to bid as the prime contractor, as the scope of work is limited, and the services are emergency in nature. Historically, subcontractor participation has been difficult to achieve on emergency service contracts.

MWBOO GRANTED A WAIVER.

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

- | | | | | |
|----|------------------------------------|---------------------------|----|------------|
| 4. | B50005499, 37-Foot
Bucket Truck | Altec Industries,
Inc. | \$ | 112,403.00 |
|----|------------------------------------|---------------------------|----|------------|

(Dept. of General Services,
Fleet Management)

MBE/WBE PARTICIPATION:

On April 12, 2018 MWBOO determined no goals would be set because of no opportunity to segment the contract. This is a commodity purchase from an authorized dealer who is required to provide associated pre-delivery inspection and warranty repairs.

MWBOO GRANTED A WAIVER.

- | | | | | |
|----|------------------------|--------------------------------------|----|------------|
| 5. | B50005536, Lawn Mowers | Turf Equipment and
Supply Company | \$ | 268,270.74 |
|----|------------------------|--------------------------------------|----|------------|

(Dept. of General Services,
Fleet Management)

MBE/WBE PARTICIPATION:

On May 15, 2017, it was determined that no goals would be set because of no opportunity to segment the contract. This is a commodity purchases from an authorized dealer who is required to provide associated pre-delivery inspection and warranty repairs.

MWBOO GRANTED A WAIVER.

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

- | | | | | |
|----|---|--------------------------------|----|------|
| 6. | B50005258, Master Lease Agreement Program | Grant Capital Management, Inc. | \$ | 0.00 |
|----|---|--------------------------------|----|------|

Vendors were solicited by posting on CitiBuy, e-Maryland Marketplace and local newspapers. Two proposals were received on April 4, 2018 and the price proposal for Grant Capital Management, Inc. was opened on October 13, 2018. On June 6, 2018, the Law Department determined Banc of America Public Capital Corporation's proposal to be non-responsive due to the vendor's submission of conditions that attempted to make material changes to the terms and conditions of the RFP.

Award is recommended to the sole responsive, responsible proposal meeting the minimum required score. This award establishes a Master Lease Agreement with Grant Capital Management, Inc. for financing of capital procurements whereby funds are authorized by the Board of Estimates at the time an agency requests to utilize the program. Interest rates are governed by a discount off the internationally accepted ICE Swap.

(Dept. of Finance)

MBE/WBE PARTICIPATION:

On September 28, 2017, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

MINUTES

Mayor's Office of Human Services - Ratification of Amendment
No. 2 to Agreement and First
Amendment to Interagency
Agreement, and Agreements

The Board is requested to ratify Amendment No. 2 to Agreement and approve and authorize execution of the First Amendment to Interagency Agreement, and Agreements.

RATIFICATION OF AMENDMENT NO. 2

1. **THE BALTIMORE STATION, INC.** **\$182,778.72**

Account: 1001-000000-3572-781800-603051

On October 4, 2017, the Board approved the Agreement with The Baltimore Station, Inc. in the amount of \$1,073,100.00 to operate a men's emergency overnight overflow shelter to provide shelter and support services for up to 124 homeless men each night.

On August 8, 2018, the Board ratified Amendment No. 1 to increase the funding by \$375,482.23 and extend the agreement through August 31, 2018 to cover operating expenses while a RFP was conducted to select a replacement provider.

The Board is requested to ratify Amendment No. 2 which increased the funding by \$182,778.72 and extended the agreement through September 30, 2018 to cover one additional month of operating expenses as the project transitioned between operators. This makes the total agreement amount \$1,631,360.95.

The Amendment No. 2 is late because of a delay at the administrative level.

MINUTES

MOHS - cont'd

AMENDMENT TO INTERAGENCY AGREEMENT

2. **MARYLAND DEPARTMENT OF HEALTH** **\$367,162.00**

Account: 1001-000000-3572-772800-603051

On July 25, 2018, the Board approved the Interagency Agreement with the Maryland Department of Health (MDH) for the "Assistance in Community Integration Services" Pilot Program, under which the MOHS will provide 100 medically vulnerable homeless individuals with supportive services after they move into permanent housing. As a requirement of funding, the MOHS will transfer to the MDH, in advance, its 50% matching obligation of the total project cost using local, non-federal funds.

Upon receipt of the MOHS' matching obligation, the MDH will draw down matching federal funds and will transfer back to the MOHS the combined non-federal funds and its corresponding federal match. Due to an oversight, acceptance of the MOHS' matching obligation and receipt of funding for the initial period of the Agreement, January 1, 2018 to June 30, 2018, was excluded from the approved memo. Therefore, the State required \$22,425.00 matching obligation for the same period is included in this memo with the grant award increase of \$344,737.00 totaling \$367,162.00.

This Amendment to Interagency Agreement will increase the award by \$344,737.00 and extend the grant period through June 30, 2019.

The Amendment to Interagency Agreement is late because of a delay at the administrative level.

MINUTESMOHS - cont'dAGREEMENTS**3. ASSOCIATED CATHOLIC CHARITIES, INC. \$102,551.50**

Account: 4000-407017-3571-757200-603051

Under the terms of this Continuum of Care Program Agreement, the Associated Catholic Charities, Inc. will provide permanent housing and supportive services to 12 clients as a part of its Project Fresh Start. The funds will be used to cover case management personnel costs and client housing costs. The period of the Continuum of Care Program Agreement is December 1, 2018 through November 30, 2019.

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

4. ASSOCIATED CATHOLIC CHARITIES, INC. \$ 45,093.38

Account: 1001-000000-3572-772800-603051

Under the terms of this Provider Agreement, the Associated Catholic Charities, Inc. will use the funds to cover the personnel costs of Winter Shelter Coordinators to help direct clients between partner homeless agencies providing emergency overnight shelter beds to homeless individuals and families on nights that the temperature falls below 32 degrees Fahrenheit. The funds will be used to cover personnel costs, utilities, shelter operating costs, and food for clients. The period of the Provider Agreement is October 15, 2018 through March 15, 2019.

The Provider Agreement is late because of a delay at the administrative level.

MWBOO GRANTED A WAIVER.

MINUTES

MOHS - cont'd

5. **THE MARYLAND CENTER FOR VETERANS EDUCATION AND TRAINING, INC.** **\$193,589.68**

Account: 1001-000000-3572-772800-603051

Under the terms of this Provider Agreement, The Maryland Center for Veterans Education and Training, Inc. will use the funds to provide 60 emergency overnight shelter beds for homeless men and women on nights that the temperature falls below 32 degrees Fahrenheit. The funds will be dispersed on a per diem basis and will be used to cover personnel costs, utilities, shelter operating costs, and food for clients. The period of the Provider Agreement is October 15, 2018 through March 15, 2019.

The Provider Agreement is late because of a delay at the administrative level.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board ratified Amendment No. 2 to Agreement and approved and authorized execution of the First Amendment to Interagency Agreement, and Agreements.

MINUTES

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

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

1. **ROBERTA'S HOUSE, INC.** **\$100,000.00**

Account: 2089-208919-5930-736126-603051

Roberta's House, Inc. will utilize the funds to provide grief counseling and bereavement support services, free of charge to low- and moderate-income youth and their families who have experienced acute emotional distress related to a death and/or traumatic loss. The period of the agreement is July 1, 2018 through June 30, 2019.

FOR FY 2019, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$128,000.00 AS FOLLOWS:

MBE: \$34,560.00

WBE: \$12,800.00

2. **FRANCISCAN CENTER, INC.** **\$ 65,185.00**

Account: 9998-908722-9593-900000-706047

Franciscan Center, Inc. will utilize the funds to procure a contract to complete the roof replacement at their building located at 101 W. 23rd Street. The poor condition of the roof over their main building and food pantry has caused water to infiltrate the building causing mold and other interior damage. The period of the agreement is effective upon Board approval for three months.

FOR FY 2019, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$0.00.

MBE: \$0.00

WBE: \$0.00

MWBOO GRANTED A WAIVER.

MINUTES

Department of Housing and - cont'd
Community Development

On August 8, 2018, 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 2018 Annual Action Plan for the following formula programs:

1. Community Development Block Grant (CDBG)
2. HOME Investment Partnership Act (HOME)
3. Emergency Shelter Grant Entitlement (ESG)
4. Housing Opportunity for People with AIDS (HOPWA)

The Department began negotiating and processing the CDBG agreements effective July 1, 2018 and beyond, as outlined in the Plan, pending approval of the Resolution. Consequently, the 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 above-listed Community Development Block Grant Agreements. The Comptroller **ABSTAINED** on item No. 1.

MINUTES

Department of Housing and - Loan Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Loan Agreement with the Neighborhood Impact Investment Fund, Inc. (NIIF). The Loan Agreement is effective upon Board approval through December 31, 2048.

AMOUNT OF MONEY AND SOURCE:

\$51,700,000.00 - 9910-908221-9588

BACKGROUND/EXPLANATION:

On June 16, 2018, the Board approved a Lease with the Maryland Economic Development Corporation (MEDCO) relating to the Marriott Garage, the Redwood Garage, and the Water Street Garage (together, the "Parking Facilities"). Under the terms of the Lease, MEDCO provided the City \$54,314,393.62 as an Initial Rental Installment payment (the "Parking Facilities Proceeds").

The Parking Facilities Proceeds were appropriated in the City of Baltimore Fiscal Year 2019 Budget under capital program 588-050, the Community Enterprise Program. The Community Enterprise Program seeks to create a new financing program to catalyze creating a public-private investment fund to provide capital to support real estate and business development in underinvested neighborhoods aligned with the City's goals and strategic community development efforts.

Under the auspices of the Community Enterprise Program, the NIIF, a Maryland nonstock corporation was formed on November 27, 2018. NIIF was created for the following purposes: (i) to act as a neighborhood investment fund to invest in development and redevelopment within areas of Baltimore City that are distressed and suffer from community deterioration and a lack of private investment as depicted on the Eligible Impact Investment Neighborhoods map included in the Loan Agreement as Exhibit A, (ii) to leverage capital investments to the NIIF in order to provide capital or credit-enhancement to businesses and projects

MINUTES

Department of Housing and - cont'd
Community Development

in distressed communities in Baltimore City and catalyze new development, industry, and inclusive economic opportunities to meet core community needs, such as housing, employment, community facilities, services and wealth-building opportunities, and (iii) to reduce the burdens of Baltimore City utilizing capital in efficient ways to combat community deterioration and economic blight, and strategically encourage and empower private investment for the purpose of community reinvestment.

The term of the Loan Agreement is 30 years at 0% interest. The balance of the Parking Facilities Proceeds will support additional efforts under the Community Enterprise Program, including the Community Catalyst Grants program launched in July 2018 and expenses related to the creation of NIIF.

The Loan Agreement includes the following key Borrower provisions and covenants:

- NIIF is required to furnish an Annual Report to the City which will include annual audited statements consisting of 1) a balance sheet, income statement and statement of cash flows; 2) a list of outstanding project investments made by NIIF; 3) a description of the economic and community benefits as result of NIIF's investments; and 4) a description of any losses or material events of default.
- NIIF must deploy at least \$20,000,000.00 as investments or credit enhancement for investments by June 30, 2024 in the Eligible Impact Investment Neighborhoods. In addition, on each five-year anniversary, NIIF will report to the City the deployment amount for the immediately preceding five-year period, which will have equaled at least \$20,000,000.00 in new deployment for such five-year period.
- NIIF is required to host an annual public meeting to permit investors and citizens an opportunity to review NIIF's investment activity.

MINUTES

Department of Housing and - cont'd
Community Development

- NIIF agrees to adopt a Diversity, Equity, and Inclusion Policy to support the growth of local, minority, and women-owned businesses and to promote the hiring of Baltimore City residents.
- NIIF will maintain in good standing its existence as a Maryland nonstock corporation.
- NIIF will be limited in its ability to amend its charter document and bylaws, including its ability to change its corporate purposes from those described above within Baltimore City.

NIIF intends to utilize the loan proceeds for the following permitted uses under the terms of the Loan Agreement:

- To advance community and economic development efforts in economically disinvested or distressed areas of Baltimore City, defined as Eligible Impact Investment Neighborhoods.
- To finance property acquisition, property improvements, equipment purchases, business operations and reserve funds within the Eligible Impact Investment Neighborhoods.
- To invest directly in property ownership or businesses operating within or expanding into Eligible Impact Investment Neighborhoods.
- To lend and/or invest directly, through joint venture, or to a sub-borrower in Eligible Impact Investment Neighborhoods.
- To issue guaranties and credit enhancements for investments being made by other parties in Eligible Impact Investment Neighborhoods.

MINUTES

Department of Housing and - cont'd
Community Development

- To be held by NIIF to satisfy liquid covenants and establish reserves.
- To invest reserves in permitted investment instruments.
- To satisfy any operating costs of NIIF not otherwise covered from its revenues.

THE TRANSFER OF FUNDS IN THE AMOUNT OF \$54,314,393.62 WAS APPROVED BY THE BOARD OF ESTIMATES ON DECEMBER 12, 2018.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Loan Agreement with the Neighborhood Impact Investment Fund, Inc.

* * * * *

Mayor: "Can I -- I just want to say one thing -- and uh -- we uh -- today approved on the routine agenda the 52 million dollar Neighborhood Investment Fund. But, I want to take a moment to thank the President of the City Council because before I came here there was a discussion about not selling our garages and so Mr. President, I just wanted to thank you."

President: "Thank you."

MINUTES

Department of Housing and - Lien Release
Community Development (DHCD)

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 25 N. Port Street (Block 1725, Lot 078), for the transferee, MLMLG Company, LLC, Michael Knoepfle, authorized member.

AMOUNT OF MONEY AND SOURCE:

\$99,836.68 plus all accrued interest and/or penalties

BACKGROUND/EXPLANATION:

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

The property is a vacant lot and the liens of \$99,836.68 exceed its assessed value of \$12,000.00. The buyer/developer/The MLMLG Company, LLC, Michael Knoepfle, authorized member, will build a new single family home for sale to a home-owner at market rate. The property will be returned to productive use within a reasonable time, thus eliminate blighting conditions and returning it to the Tax rolls of Baltimore City. The release of liens on the property will make it financially feasible for redevelopment and prevent tax abandonment. The developer will be using private funds.

At the settlement, the transferee will pay the City \$32,515.00 which is the contract sales price (net realty fee of \$2,845.00). This amount exceeds the combination of the flat tax and water charges (\$5,513.38) and is higher than the assessed value (\$12,000.00) of the property. The amount paid will be applied to

MINUTES

DHCD - cont'd

satisfy the water bill, real estate taxes and flat tax first, then any other liens, including a Purchase Money Mortgage, 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 \$32,515.00, within 120 days from the date of approval by the Board, will void this release.

MBE/WBE PARTICIPATION:

The Developer will purchase this property for a price that is less than \$50,000.00 and will receive no City funds of 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 25 N. Port Street (Block 1725, Lot 078), for the transferee, MLMLG Company, LLC, Michael Knoepfle, authorized member.

MINUTES

Department of Housing and - Lien Release
Community Development (DHCD)

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 27 N. Port Street (Block 1725, Lot 077), for the transferee, MLMLG Company, LLC, Michael Knoepfle, authorized member.

AMOUNT OF MONEY AND SOURCE:

\$39,013.74 plus all accrued interest and/or penalties

BACKGROUND/EXPLANATION:

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

The property is a vacant lot and the liens of \$74,377.05 exceed its assessed value of \$12,000.00. The buyer /developer/The MLMLG Company, LLC, Michael Knoepfle, authorized member, will build a new single family home for sale to a home-owner at market rate. The property will be returned to productive use within a reasonable time, thus eliminate blighting conditions and returning it to the Tax rolls of Baltimore City. The release of liens on the property will make it financially feasible for redevelopment and prevent tax abandonment. The developer will be using private funds.

At the settlement, the transferee will pay the City \$32,515.00 which is the contract sales price (net realty fee of \$2,845.00). This amount exceeds the combination of the flat tax and water charges (\$2,848.31) and is higher than the assessed value (\$12,000.00) of the property. The amount paid will be applied to

MINUTES

DHCD - cont'd

satisfy the water bill, real estate taxes and flat tax first, then any other liens, including a Purchase Money Mortgage, 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 \$32,515.00, within 120 days from the date of approval by the Board, will void this release.

MBE/WBE PARTICIPATION:

The Developer will purchase this property for a price that is less than \$50,000.00 and will receive no City funds of 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 27 N. Port Street (Block 1725, Lot 077), for the transferee, MLMLG Company, LLC, Michael Knoepfle, authorized member.

MINUTES

Department of Housing and - Third Amendment to Land
Community Development Disposition Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Third Amendment to Land Disposition Agreement (LDA) with 2101 East Biddle, LLC, Developer.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The City entered into a Land Disposition Agreement dated April 26, 2017 with 2101 East Biddle, LLC, for the sale of 2101 E. Biddle Street. The property was deeded to the Developer on August 17, 2017 and recorded among the Land Records of Baltimore City in Liber MB 19797, folio 205.

The authority to sell 2101 E. Biddle Street was within, the Middle East Urban Renewal Plan. In selling the property, the City received an \$180,000.00 Purchase Money Deed of Trust from the Developer. The Third Amendment to LDA will facilitate the Developer's ability to procure construction financing. The City will accommodate the Developer's request, and help the Developer expedite project development.

The City has conveyed all of its right, title, and interest in 2101 E. Biddle Street to the Developer for \$200,000.00, which was paid with a \$20,000.00 down payment and a \$180,000.00 Purchase Money Deed of Trust dated December 28, 2017 and recorded along the Land Records of Baltimore City in Liber MB 19797, folio 210. The subordination of the City's Purchase Money Deed of Trust, which is still intended to be released upon closing of the construction financing in favor of a new confessed judgment note, was approved under the Second Amendment to Land Disposition Agreement.

The project will still be funded with Historic Tax Credits and other public and private funds. Point one in this Third Amendment

MINUTES

Department of Housing and - cont'd
Community Development

to Land Disposition Agreement revises the definition of "Completion of Rehabilitation" and clarifies when the Developer may request a Certificate of Completion. Point Two in this Third Amendment to Land Disposition Agreement provides for the Department to execute an Estoppel Certificate and Mortgagee's Rights Agreement that characterizes the parties' state of compliance with the LDA, provides assurances to the construction lenders that the City approves of the construction loans, and provides that further changes to the LDA will not be made without notice to, and approval from, the construction lenders.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Third Amendment to Land Disposition Agreement with 2101 East Biddle, LLC, Developer.

MINUTES

Mayor's Office of Employment - Grant Award Agreements,
Development (MOED) Ratification of Grant Award
 Agreement, a First Amendment
 to a Provider Agreement and
Modification to Grant Awards

The Board is requested to approve and authorize execution of the Grant Award Agreements, First Amendment to a Provider Agreement, Modification to Grant Awards, and to ratify a Grant Agreement.

GRANT AWARD AGREEMENTS

1. **MARYLAND STATE DEPARTMENT OF LABOR, LICENSING AND REGULATION** **\$2,882,660.00**

Accounts: 4000-807519-6312-456000-404001	\$1,855,429.00
4000-806719-6312-456000-404001	\$1,027,231.00

Under the terms of this Grant Award Agreement, the MOED will work with core partners to deliver basic career services to ex-offenders, low-income individuals, veterans, individuals with disabilities, and eligible participants with barriers to employment. The services include an assessment of job readiness skills, referrals to collaborating organizations for support services, career counseling, job search assistance, and training. The period of the Grant Award Agreement is October 1, 2018 through June 30, 2020.

The Grant Award Agreement is late because additional time was needed to reach a comprehensive understanding between the parties.

2. **MARYLAND STATE DEPARTMENT OF LABOR, LICENSING AND REGULATION** **\$ 200,000.00**

Account: 4000-429219-6312-456000-404001

Under the terms of this Grant Award Agreement, the MOED will serve 34 dislocated workers, new entrants to the workforce,

MINUTES

MOED - cont'd

or incumbent workers (currently employed or underemployed) who have voluntarily disclosed a history of opioid use or reside in a community hard-hit by the opioid crisis. The MOED will provide workforce related services to include job readiness, life management skills, career planning, coaching, and job matching services. The period of the Grant Award Agreement is December 1, 2018 through March 31, 2020.

3. **MARYLAND STATE DEPARTMENT OF LABOR, LICENSING AND REGULATION** **\$2,857,872.00**

Accounts: 4000-807519-6312-456000-404001	\$ 349,524.00
4000-806419-6312-456000-404001	\$2,291,397.00
4000-806719-6312-456000-404001	\$ 216,951.00

Under the terms of this Grant Award Agreement, the MOED will work with core partners to deliver basic career services to (in and out-of-school) youth, ex-offenders, low-income individuals, veterans, individuals with disabilities, and eligible participants with barriers to employment. The services include an assessment of job readiness skills, referrals to collaborating organizations for support services, career counseling, job search assistance, and training. The period of the Grant Award Agreement is July 1, 2018 through June 30, 2020.

The Grant Award Agreement is late because additional time was needed to reach a comprehensive understanding between the parties.

4. **CITIES FOR FINANCIAL EMPOWERMENT (CFE) FUND AND THE CASH CAMPAIGN OF MARYLAND** **\$ 20,000.00**

Account: 6000-608619-6397-483200-406001

MINUTES

MOED - cont'd

This ratification to the Grant Award Agreement will allow the CFE to provide work to support municipal engagement to improve the financial stability of low and moderate-income households by embedding financial empowerment strategies into local government infrastructure, also referenced as the Purposes.

The MOED and the Cash Campaign of Maryland have agreed to use the funds provided by this Grant Award Agreement to support the Purposes by managing the implementation and operation of the activities for Summer Jobs Connect. The CFE disbursed \$12,000.00 directly to the MOED and \$8,000.00 to the Cash Campaign of Maryland. The period of the Grant Award Agreement was November 1, 2017 through October 31, 2018.

The Grant Award Agreement is late because additional time was necessary to reach a comprehensive understanding between the parties.

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

FIRST AMENDMENT TO PROVIDER AGREEMENT

5. **ALL-STATE CAREER, INC.** \$ 0.00

Account: 4000-809918-6312-467253-603051

On July 11, 2018, the Board approved the original Agreement with All-State Career, Inc. in the amount of \$31,030.00 for the period of March 1, 2018 through September 30, 2018. The Agreement authorized All-State Career, Inc. to provide highway or capital transit credentialed transportation construction-related training with a defined curriculum designed for hard-to serve, low-skill, unemployed or underemployed Baltimore City residents.

All-State Career, Inc. will leverage the resources of workforce development partners to ensure trainees have access

MINUTES

MOED - cont'd

to a wide range of supportive services with the goal of improving overall job readiness.

This no-cost First Amendment to Agreement will extend the period of the Agreement through December 31, 2018.

AUDITS NOTED THE NO-COST TIME EXTENSION.

MODIFICATION TO GRANT AWARDS

6. **MARYLAND STATE DEPARTMENT OF LABOR, LICENSING AND REGULATION (DLLR)** **\$ 14,087.00**

Accounts: 4000-807518-6312-456000-404001	\$	9,184.00
4000-806718-6312-456000-404001	\$	4,903.00

On December 20, 2017, the Board accepted grant funds from DLLR in the amount of \$2,804,505.00. The period of the grant award was through June 30, 2019.

This modification will allow for additional funds in the amount of \$9,184.00 for the Adult portion and \$4,903.00 for the Dislocated Worker portion of the grant award making a total of \$14,087.00 in additional funds. This will make the total grant award \$2,818,592.00.

7. **MARYLAND STATE DEPARTMENT OF LABOR, LICENSING AND REGULATION (DLLR)** **\$ 13,483.00**

Accounts: 4000-807518-6312-456000-404001	\$	1,336.00
4000-806418-6313-456000-404001	\$	11,230.00
4000-806718-6312-456000-404001	\$	917.00

On November 15, 2017, the Board accepted grant funds from DLLR in the amount of \$2,632,788.00. The period of the grant award is through June 30, 2019.

This modification will allow for additional funds in the amount of \$1,336.00 for the Adult portion, \$11,230.00 for the

MINUTES

MOED - cont'd

Youth portion and \$917.00 for the Dislocated Worker portion of the grant award, making a total of \$13,483.00 in additional funds. This will make the total grant award \$2,646,271.00.

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

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the above-listed Grant Award Agreements, First Amendment to a Provider Agreement, Modification to Grant Awards, and ratified the Grant Agreement.

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 monthly 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 transient rate charged at the Little Italy 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.

Little Italy Garage Monthly Rate Adjustment			
Rate to be Adjusted	Current Rate	Proposed Rate	Date of Last Adjustment
Monthly Market Rate	\$135.00	\$140.00	November 2017

MINUTES

PABC - cont'd

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the adjustment to the monthly rate at the City-owned Little Italy 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 rates at the City-owned St. Paul 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 transient rates charged at the St. Paul Street 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.

St. Paul Street Garage Transient Rate Adjustments			
Rate to be Adjusted	Current Rate	Proposed Rate	Date of Last Adjustment
Up to 12 hours	\$14.00	\$15.00	May 2005
Up to 24 hours	\$16.00	\$17.00	May 2005

MINUTES

PABC - cont'd

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the adjustment to the transient rates at the City-owned St. Paul Street Garage that is managed by the PABC.

MINUTES

Department of Transportation - Correction to the Award

ACTION REQUESTED OF B/E:

The Board is requested to approve the Correction to the Award for Contract No. TR 16020, Comprehensive Conduit Facilities Management Services.

The Board is also requested to approve funding for years two and three of the award for Contract No. TR 16020, Comprehensive Conduit Facilities Management Services.

AMOUNT OF MONEY AND SOURCE:

\$24,000,000.00 - 9962-906072-9562-900000-706063

BACKGROUND/EXPLANATION:

On August 10, 2016, the Board approved the award of TR 16020, Comprehensive Conduit Facilities Management Services for the total amount of \$26,108,286.00. The award was presented incorrectly. The amount presented was for the first year of a five-year contract, and not the entire contract value.

This modification represents funding for years two and three of the contract period. It is the Department's intent to request incremental funding, annually, until the contract expiration date of February 20, 2022.

The modification will align the current amount listed and approved in the Expenditure Authorization Request with the actual amount awarded pursuant to the contract. This modification will enable the Department to continue its efforts to revitalize the City's conduit system - a vital and important piece of City infrastructure that is integral to several current and future City programs.

The funding source for the contract is the City's Conduit Enterprise Fund, which is funded through revenues from conduit lease payments received by occupants of the City's conduit system.

MINUTES

Department of Transportation - cont'd

Those funds may only be utilized for conduit-related maintenance and repair.

MBE/WBE PARTICIPATION:

KCI-CG Tri-Venture has the following goals:

Professional Service:

MBE: 27%

WBE: 10%

Construction:

MBE: 27%

WBE: 7%

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$14,400,000.00	9962-932007-9563	
Other	Constr. Res. -	
	Conduit Constr.	
9,000,000.00	9962-937004-9563	
Other	Conduit New Constr.	
1,800,000.00	6630-937006-9563	
Other	Reconstr. Manholes	
	- Various	
\$25,200,000.00		
\$24,000,000.00	-----	9962-906072-9562-6
		Structural
		Improvements
1,200,000.00	-----	9962-906072-9562-5
		Structural
		Improvements
\$25,200,000.00		

MINUTESDepartment of Transportation - cont'd

This transfer will fund the costs for the second and third year of a five-year contract for TR 16020, Comprehensive Conduit Facilities Management Services.

UPON MOTION duly made and seconded, the Board approved the Correction to the Award for Contract No. TR 16020, Comprehensive Conduit Facilities Management Services. The Board further approved funding for years two and three of the award for Contract No. TR 16020, Comprehensive Conduit Facilities Management Services. The Transfer of Funds was approved SUBJECT to receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the Provisions of the City Charter.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 024 to Rummel, Klepper & Kahl, LLP under Project 1402, Construction Management Assistance Services Inspection Services. The period of the task assignment is 0 months.

AMOUNT OF MONEY AND SOURCE:

(\$20,265.14) - 9956-903554-9551-900020-705032

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction is requesting to credit the services to support the completion of the Patapsco Enhanced Nutrient Removal (ENR) Projects under S.C. 961 Emergency Construction services for the Enhanced Nutrient Removal Projects at Patapsco Wastewater Treatment Plant; which is subject to a December 31, 2016 Consent Decree deadline imposed by the Maryland department of the environment.

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

MBE/WBE PARTICIPATION:

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

MINUTES

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

The current goals are MBE: 30% and WBE: 10%.

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. 024 to Rummel, Klepper & Kahl, LLP under Project 1402, Construction Management Assistance Services Inspection Services.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 006 to Whitman, Requardt & Associates, LLP, under Project No. 1227W, On-Call Stormwater Study and Engineering Design Services. The period of the Task Assignment is approximately two years.

AMOUNT OF MONEY AND SOURCE:

\$99,752.91 - 9958-907102-9520-900020-703032

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction is requesting approval of Task 006, to Whitman, Requardt & Associates, LLP to continue to provide the City of Baltimore, engineering services for immediate response and investigation of various, to-be-determined, storm drain locations. These engineering services to improve the storm drain system include hydrologic and hydraulic analysis, structural integrity assessment of the storm drains, design service including preparation of sketches, plans, specifications and cost estimates in accordance with all applicable City Standards. This task will also provide some construction services including, review of Request For Information (RFI's) change orders, submittals site visits, inspections and progress meetings etc. Although, the expiration date was October 14, 2018, the Board approved an amendment to the contract under Project 1227W to extend the period through September 9, 2017.

The scope of the original agreement includes: field investigations of storm drain system, sanitary sewer connections, record drawings, Geographic Information Systems (GIS) data, sketches, plans, computations and cost estimates, drainage, structural, geotechnical utility, traffic engineering services, design drawings for concepts, alternates analysis, and final designs as requested.

The scope of the construction project includes: Closed Circuit

MINUTES

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

Television (CCTV) inspection including videotaping before and after improvements. Construction of storm drains, manholes, inlets, and any other storm drain appurtenance of various lengths, diameters, depths and materials (brick and/or precast). Cleaning and repairing storm drain pipes, as well as, damaged storm drain structures, construction of sidewalks, curb and gutter and asphalt and concrete paving associated with the storm drain and structure construction.

MBE/WBE PARTICIPATION:

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

MWBOO FOUND VENDOR IN COMPLIANCE.

AUDITS REVIEWED THE SUBMITTED DOCUMENTATION 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>
\$517,733.14	9958-904099-9522	9958-907102-9520-3
Revenue	(Rehab Program-	Design & Study
Bonds	Herring Run)	

This transfer will cover the costs under Project No. 1227W, On-Call Stormwater Study and Engineering Design Services, Task No. 006.

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 Whitman, Requardt & Associates, LLP, under Project No. 1227W, On-Call Stormwater Study and Engineering Design Services. The Transfer of Funds was approved SUBJECT to receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the Provisions of the City Charter.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 011 to Whitman, Requardt & Associates, LLP, Consultant, under Project 1505, (SC 963) On-Call Project and Construction Management Assistance Services. The period of the Task Assignment is 12 months.

AMOUNT OF MONEY AND SOURCE:

\$162,270.09 - 9956-902576-9551-900020-703032

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction is in need of Inspection Services for the on-going work on SC 963, Improvements to the Sanitary Sewers in the southwest area of Baltimore City and Maiden Choice pressure sewer and Uplands Sewer replacement. The work requested is within the scope of the agreement.

The Scope of the original agreement includes assisting construction management section with construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review of contract claims and support, estimating, scheduling, project engineering, constructability reviews, submittal reviews and responses, Request for Information (RFI) reviews and responses, and construction contract administrative support.

MBE/WBE PARTICIPATION:

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

MINUTES

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

is in compliance with the goals set by MWBOO. The current goals are:

MBE: 30%

WBE: 15%

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>
\$175,251.70	9956-903569-9549	9956-902576-9551-3
Revenue Bond	Sanitary Sewer Replace/Rehab.	Design & Study

This transfer will cover costs of Project No. 1505 (SC-963) On-Call Project and Construction Management Assistance Services Task No. 011.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 011 to Whitman, Requardt & Associates, LLP, Consultant, under Project 1505, (SC 963) On-Call Project and Construction Management Assistance Services. The Transfer of Funds was approved SUBJECT to receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the Provisions of the City Charter.

MINUTES

Office of Civil Rights - Living Wage Recommendation
and Wage Enforcement for FY 2020

The Wage Commission in accordance with Article 5, Subtitle 26, Baltimore City Code (Living Wage Law), is required each year to recommend to the Board of Estimates by December 15th, a revised Living Wage Rate for the City of Baltimore service contracts.

The Wage Commission reviewed the yearly revision of the U.S. Bureau of Census Poverty threshold. After careful consideration of the Bureau's poverty level for a family of four currently set at \$24,563.00, and other wage data, the Commission is recommending to the Board that the Living Wage be increased from the current hourly rate of \$11.81 to \$12.06. This pay rate will apply to City of Baltimore service contracts as recommended by the City Purchasing Agent and designated by the Board of Estimates.

Methodology for calculation:

\$25,094.00 divided by 2,080 (a 40-hour week x 52 weeks) = \$12.06 per hour.

UPON MOTION duly made and seconded, the Board approved the revised Living Wage Rate for the City of Baltimore service contracts in accordance with Article 5, Subtitle 26, Baltimore City Code for the City of Baltimore service contracts.

MINUTESWage Commission - Prevailing Wage Rate Recommendation 2019**ACTION REQUESTED OF B/E:**

The Board is requested to approve the recommended Prevailing Wage Rates in accordance with Article 5, Subtitle 25, Baltimore City Code, to be paid to laborers, mechanics, and apprentices on all Prevailing Wage projects awarded by the Board of Estimates. It is recommended that the rates become effective for contracts that are advertised on or after December 31, 2018.

BACKGROUND/EXPLANATION:

The Wage Commission requested evidence from contracting associations, unions, related trade groups on work both public and private, in order to establish rates to be recommended to the Board of Estimates.

The submitted recommended Prevailing Wage rates represent a total increase of 0.01% for Classes 1, 2, 3 and 5 (\$22.63 is the aggregate dollar amount increase for the four classes listed below.)

Class 1	Building Construction	0.01%
Class 2	Highways	0.00%
Class 3	Utility	0.00%
Class 5	Purchases, etc.	0.00%

0.01% Increase

Classification 4 applies to federally funded Housing and Urban Development projects and has no impact on the City's general funds. For this reason, the Wage Commission adopted the United States Department of Labor's wage rates for this category.

MINUTESWage Commission - cont'd

UPON MOTION duly made and seconded, the Board approved the recommended Prevailing Wage Rates in accordance with Article 5, Subtitle 25, Baltimore City Code, to be paid to laborers, mechanics, and apprentices on all Prevailing Wage projects awarded by the Board of Estimates.

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

- | | | |
|--|----------------|---------|
| 1. ATLANTIC EMERGENCY SOLUTIONS INC. | \$2,500,000.00 | Renewal |
| Contract No. 08000 - O.E.M. Parts and Service for Pierce Fire Apparatus - Department of General Service - P.O. No. P534307 | | |

On January 20, 2016, the Board approved the initial award in the amount of \$2,500,000.00. The award contained two 1-year renewal options. This first renewal in the amount of \$2,500,000.00 is for the period January 20, 2019 through January 2020, with one 1-year renewal option 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 the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

Not applicable. Refer to the above certification.

- | | | |
|---|--------------|---------|
| 2. E.J. WARD, INC. | \$ 25,000.00 | Renewal |
| Contract No. 08000 - E.J. Ward Fuel Control System Equipment Maintenance Agreement - Department of General Services - Fleet Management - P.O. No. P532264 | | |

On February 1, 2017, the Board approved the initial award in the amount of \$165,514.00. The award contained two renewal options. On December 20, 2017, the Board approved the first renewal. This final renewal in the amount of \$25,000.00 is for the period February 1, 2019 through January 31, 2020. 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 - cont'd

MBE/WBE PARTICIPATION:

Not applicable. This is sole source procurement.

- | | | |
|---|----------------|----------------|
| 3. <u>SAFEWARE, INC.</u> | <u>\$ 0.00</u> | <u>Renewal</u> |
| Contract No. B50004385 - White Nomex Turnout Coats - Fire Department - P.O. No. P534041 | | |

On December 24, 2015, the Board approved the initial award in the amount of \$48,151.50. The award contained three 1-year renewal options. Two renewal options have been exercised. This final renewal in the amount of \$0.00 is for the period December 24, 2018 through December 23, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. The initial award was below the MBE/WBE subcontracting threshold of \$50,000.00.

- | | | |
|---|----------------------|----------------|
| 4. <u>FIRELINE CORPORATION</u> | <u>\$ 200,000.00</u> | <u>Renewal</u> |
| Contract No. B50004301 - Repairs and Maintenance of Electronic Fire Alarm Systems - Department of General Services - P.O. No. P533698 | | |

On November 18, 2015, the Board approved the initial award in the amount of \$300,000.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This second renewal in the amount of \$200,000.00 is for the period November 17, 2018 through November 23, 2019, with one 1-year renewal option remaining. 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 - cont'd

MBE/WBE PARTICIPATION:

On September 10, 2015, MWBOO determined that no goals would be set because of no opportunity to segment the contract. Each call is a unique, self-contained service, and is of short duration usually performed by a single technician. Fireline Corporation is a City-certified WBE.

MWBOO GRANTED A WAIVER.

- | | | |
|---|---------------|---------|
| 5. CARMEUSE LIME
& STONE, INC. | \$ 500,000.00 | Renewal |
| Contract No. B50003774 - Quick Lime for Water Treatment -
Department of Public Works - Water and Wastewater-Water
Analyzer's Office | | |

On November 19, 2014, the Board approved the initial award in the amount of \$500,000.00. The award contained four renewal options. Three renewal options have been exercised. This final renewal in the amount of \$500,000.00 is for the period January 1, 2019 through December 31, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On September 23, 2014, it was determined that no goals would be set because there is no opportunity to segment the contract.

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 - cont'd

- | | | |
|---|---------|---------|
| 6. MUNICIPAL EMERGENCY SERVICES,
INC. | \$ 0.00 | Renewal |
| Contract No. B50004326 - Turnout Gloves - Fire Department -
P.O. No. P534042 | | |

On December 16, 2015, the Board approved the initial award in the amount of \$83,148.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This second renewal in the amount of \$0.00 is for the period December 21, 2018 through December 20, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On September 14, 2015, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

- | | | |
|---|---------|---------|
| 7. OFFICIAL PAYMENTS CORPORATION | \$ 0.00 | Renewal |
| Contract No. 06000 - Payment Gateway Services - Department of
Finance - P.O. No. P528600 | | |

On August 27, 2014, the Board approved the initial award in the amount of \$1,152,000.00. The award contained four 2-year renewal options. This first renewal in the amount of \$0.00 is for the period October 1, 2018 through September 30, 2020, with three 2-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On August 13, 2014, it was determined that no goals would be set because of no opportunity to segment the contract.

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 - cont'd

MBE/WBE PARTICIPATION:

Not applicable. The Accela Right-of-Way software is exclusively available from the vendor.

- | | | |
|--|--------------|-------|
| 11. KORN KERRY HAY GROUP | \$ 32,000.00 | Award |
| Contract No. 06000 - Actuarial Valuation Services for Post-Employment Benefits - Finance Department - Req. No. R803013 | | |

The requested action is for approval to fund payment of Actuarial Valuation Services for Post-Employment Benefits as required to begin the process for the City Annual Financial Reports. A new contract will be solicited for next year's services prior to June 2019. This is one-time award.

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

MBE/WBE PARTICIPATION:

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

- | | | |
|--|--------------|----------|
| 12. HOLABIRD DEVELOPMENT CORPORATION T/A PORT CITY EQUIPMENT | \$ 54,600.00 | Increase |
| Contract No. B50005541 - Zero Turn Riding Lawn Mowers with Accessories - Department of General Services - P.O. No. P545997 | | |

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 - cont'd

On November 14, 2018, the Board approved the initial award in the amount of \$54,600.00. This increase in the amount of \$54,600.00 is necessary to purchase additional Zero Turn Riding Lawn Mowers with accessories which were ordered by the Department of General Services and delivered. This increase will make the award amount \$109,200.00. The contract expires on November 19, 2019.

MBE/WBE PARTICIPATION:

On April 12, 2018, it was determined that no goals would be set because of no opportunity to segment the contract. This is a commodity purchase from an authorized dealer who is required to provide associated pre-delivery inspection and warranty repairs.

MWBOO GRANTED A WAIVER.

- | | | |
|---|--------------|----------|
| 13. JOSEPH HEIL COMPANY, INC. | \$750,000.00 | Increase |
| Contract No. B50004741 - Drain Cleaning Services - Department of General Services, Department of Public Works and others - P.O. No. P537436 | | |

On November 2, 2016, the Board approved the initial award in the amount of \$500,000.00. The award contained two 1-year renewal options. On April 12, 2018, the Board approved an increase in the amount of \$500,000.00. This increase in the amount of \$750,000.00 is necessary to provide sufficient funding services covered by the contract for the remainder of the current term. This increase will make the award amount \$1,750,000.00. The contract expires on November 19, 2019 with two 1-year renewal options remaining. 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 - cont'd

MBE/WBE PARTICIPATION:

On August 26, 2016, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

14. BALTIMORE POWERSPORTS, INC.

t/a HARLEY/DAVIDSON OF

BALTIMORE	\$101,400.00	Increase
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Contract No. B50005339 - Harley-Davidson FLHTP Electra Glide Police Motorcycles - Department of General Services, Fleet Management - Req. No. P543472

The amount of \$101,400.00 will be financed through the City's Master Lease Program administered by the Bureau of Treasury Management.

On April 18, 2018, the Board approved the initial award in the amount of \$135,200.00. This increase in the amount of \$101,400.00 is necessary to allow for the purchase of six additional Harley-Davidson FLHTP Electra Glide Police Motorcycles to replace older units in the City's fleet as part of Fleet Management's planned replacement program. This increase will make the award amount \$236,600.00. The contract expires on April 17, 2019.

MBE/WBE PARTICIPATION:

On September 27, 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 vehicle dealer who is required to provide associated pre-delivery inspection and warranty repairs.

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 - cont'd

15. <u>CHESAPEAKE SYSTEMS, INC.</u>	\$ 64,400.00	Increase
Contract No. 08000 - Media Asset Management (MAM) System Maintenance and Support - Mayor's Office of Cable and Communications - P.O. No. P532674		

On September 29, 2015, the Board approved the initial award in the amount of \$20,800.00. The award contained two renewal options. Subsequent actions have been approved. This increase in the amount of \$64,400.00 is necessary to provide funds for hardware purchases, manufacturer (Quantum) hardware support and to provide annual maintenance and services needed to ensure functional integrity and storage capacity of the MAM system. This a proprietary software and support exclusively available from the vendor. This increase will make the award amount \$261,315.00. The contract expires on June 30, 2019, with four 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. The initial award was below the subcontracting threshold.

16. FIRST CALL

HOLABIRD DEVELOPMENT CORPORATION
t/a PORT CITY EQUIPMENT CO.

SECOND CALL

PORT CITY EQUIPMENT CO.

	\$299,000.00	Increase
Contract No. B50004770 - O.E.M. and Aftermarket Parts and Repair for Lawn Mowers and Landscape Equipment - Department of General Services - P.O. Nos. P538037 and P538038		

On December 21, 2016, the Board approved the initial award in the amount of \$299,500.00. The award contained two 1-year

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement - cont'd

renewal options. This increase in the amount of \$299,000.00 will allow the Department of General Services to continue with repairs on lawn equipment for next year's grass season. This increase will make the award amount \$598,500.00. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On September 1, 2016, it was determined that no goals would be set because of no opportunity to segment the contract. This is a purchase of commodities from the manufacturer who is required to provide associated pre-delivery inspection and warranty repairs.

MWBOO GRANTED A WAIVER.

17. SHI INTERNATIONAL

CORPORATION	\$2,000,000.00	Increase
Contract No. 060B2490024 - Microsoft Software & Services		
Large Account Reseller Contract - BCIT, DHCD, BCRP, and various agencies - Req. No. 525454		

On November 06, 2013, the Board approved the initial award for the amount of \$10,264,697.91. On July 23, 2014, the Board approved Amendment I for the amount of \$1,430,726.90. On August 19, 2015, the Board approved Amendment II for the amount of \$19,703.36. On November 02, 2015, the City Purchasing Agent approved the first increase for the amount of \$46,590.21. On May 18, 2016, the Board approved the second increase for the amount of \$3,000,000.00.

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 - cont'd

The Board is requested to approve an increase, which will provide Microsoft Software licenses and renewals for the City through the remainder of the Enrollment Agreement in the amount of \$2,000,000.00. This increase will make the total contract amount \$16,761,718.38.

MWBOO GRANTED A WAIVER.

18. WASTE EQUIPMENT SALES
AND SERVICE, LLC
MARYLAND INDUSTRIAL
TRUCKS, INCORPORATED
CORRELLI INCORPORATED
JOHNSON & TOWERS, INC.
THE AUTO BARN, INC.

\$6,000,000.00

Increase

Contract No. B50005269 - Aftermarket Parts and Service for Heavy Trucks and Equipment - Dept. of General Services, Fleet Management - P.O. No. P543902 through P543906

On May 18, 2018, the Board approved the initial award for the amount of \$2,500,000.00. The Board is requested to approve an increase for the amount of \$6,000,000.00. The increase will make the total contract amount \$8,500,000.00.

MBE/WBE PARTICIPATION:

This is a commodity purchase from an authorized dealer who is required to provide associated pre-delivery inspection and warranty repairs.

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 - cont'd

19. JUSTICE TRAX	\$ 60,938.00	Sole Source
Contract No. 08000 - Justice Trax LIMS plus DBA - Baltimore Police Department - Req. No. R812204		

The vendor is the manufacturer's sole authorized source of these products, which must be compatible with currently installed document management software already installed for police use. Justice Trax LIMS plus DNA is a browser-based, standalone sample automation software for DNA sample batching and tracking, consolidating DNA analysis documentation and workflow processes into a centralized system. This eliminated paper documentation and repetitiveness, time intense processes otherwise needed for DNA sample batch processing, which supports quality assurance compliance and efficiency goals within the DNA analysis section. This is funded in full by Grant 16-010 Capacity Enhancement and Backlog Reduction.

It is hereby certified that the above procurement is of such a nature neither that no advantage will result in seeking nor would it be practicable to obtain competitive bids. Therefore, pursuant to Article VI, Section 11 (e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

MBE/WBE participation is not applicable. This award meets the requirement for certification as a sole source procurement as these commodities are only available from the distributor, and are not available from subcontractors.

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

The vendor is the developer and sole authorized source of Judicial Dialog System perpetual licenses which must be compatible with the licenses that are currently in use at the State's Attorney Office. This is a purchase of 70 additional licenses.

It is hereby certified that the above procurement is of such a nature neither that no advantage will result in seeking nor would it be practicable to obtain competitive bids. Therefore, pursuant to Article VI, Section 11(e)(i) of the City Charter, the procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

MBE/WBE participation is not applicable. The vendor is the developer and sole authorized source of Judicial Dialog System perpetual licenses which must be compatible with the licenses that are currently in use at the State's Attorney Office. This is a purchase of 70 additional licenses.

22. BRUNSWICK BOWLING
 PRODUCTS, LLC \$1,154,900.00 Selected Source
 Contract No. 06000 - Shake and Bake Bowling Alley Rebuild -
 Recreation & Parks - Req. No. R808081

This is a one-time award to rebuild the bowling alley at the Shake and Bake Family Fun Center. Due to insufficient time available for a formal solicitation process, on October 31, 2018 a notice of intent to waive formal competition was posted on Citibuy, noting that Brunswick Bowling Products, LLC

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

(Brunswick) and Qubica AMF Worldwide LLC (AMF) are the only two vendors that meet the mandatory requirements of the contract. The notice closed on November 07, 2018 without any response negating that claim. Brunswick and AMF were evaluated based on an in-person presentation and best and final offer pricing. Brunswick Bowling Products, LLC received the highest total score and is therefore recommended for award.

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 formal competitive bids. Therefore, pursuant to Article VI, Section 11(e) (i) of the City Charter, the procurement of the goods, equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

MBE/WBE participation is not applicable. On November 30, 2018, it was determined that no goals would be set because of no opportunity to segment the contract.

23. ARUNDEL SERVICES, INC.

d/b/a ACTION ELEVATOR

COMPANY	\$ 96,000.00	Selected Source
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Contract No. 05000 - Urgent Repair of Freight Elevator-
Ashburton - DPW, Water & Wastewater - Ashburton - Req. No.
R810181

In order to comply with Federal, State and Local regulations and to address repeated failed elevator inspections by DLLR an award is recommended to award Action Elevator Company as an urgent selected source as the freight elevator needs to be put back in service as soon as possible to meet operation needs.

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

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

MWBOO GRANTED A WAIVER.

24. A.S.B.	\$ 44,250.00	Low Bid
Contract No. B50005572 - Snow and Ice Removal Services-Enoch Pratt Free Libraries - Enoch Pratt Free Library - Req. No. R806398		

Vendors were solicited by posting on CitiBuy. Two bids were received and opened on November 27, 2018. Award is recommended to the low responsive, responsible, bidder. The above amount is the City's estimated requirement; however, the vendor will supply the City's entire requirement, be it more or less.

MBE/WBE PARTICIPATION:

MBE/WBE is not applicable. The requested award amount is below the MBE/WBE subcontracting threshold of \$50,000.00.

25. THE DAVEY TREE EXPERT COMPANY	\$ 31,250.00	First Amendment to the Agreement
Contract No. B50004535 - Tree Inventory - Department of Recreation and Parks - P.O. No. R537266		

The Board is requested to approve and authorize execution the First Amendment to the Agreement with The Davey Tree Expert Company.

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

On October 12, 2016, the Board approved the initial award for the amount of \$502,500.00. The Board is requested to approve the First Amendment to the Agreement for the amount of \$31,250.00 to allow the agency to obtain an additional deliverable under the contract. The Davey Tree Expert Company will provide a data management plan, utilizing the data collected for the Tree Inventory.

MBE/WBE PARTICIPATION:

MWBOO SET MBE AND WBE GOALS AT 0%.

26. <u>ALTEC INDUSTRIES</u>	<u>N/A</u>	<u>Extension</u>
Contract No. 06000 - OEM Parts and Service for Altec Bucket Trucks - Dept. of General Services, Fleet Management - P.O. No. P526180		

On January 14, 2014, the Board approved the initial award for the amount of \$300,000.00. On November 02, 2016, the Board approved the first renewal at no additional costs. On October 18, 2017, the Board approved the final renewal at no additional costs.

The Board is requested to approve an extension to continue OEM parts & service for Altec Bucket Trucks to Fleet Management while a new agreement is being negotiated at no additional costs. The period of the extension is November 30, 2018 through April 01, 2019.

MBE/WBE PARTICIPATION:

MWBOO/WBE participation is not applicable. This is a sole source contract.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

27. <u>ABACUS CORPORATION</u>	<u>\$2,275,000.00</u>	<u>Extension</u>
Contract No. B50004963 - Unarmed Uniformed Security Guard Services - Citywide - P.O. No. P539839		

On June 21, 2017, the Board approved the initial award for the amount of \$4,000,000.00. On August 29, 2017, the City Purchasing Agent approved an increase for the amount of \$50,000.00. On January 10, 2018, the Board approved an increase for the amount of \$225,000.00. On June 27, 2018 the Board approved the first renewal for the amount of \$2,275,000.00. The Board is requested to approve an extension for the amount of \$2,275,000.00.

MBE/WBE PARTICIPATION:

	<u>Commitment</u>	<u>Performed</u>	
MBE: Aasim Security, Inc.	11%	\$752,770.00	(21.2%)

WBE: N/A

MWBOO FOUND VENDOR IN COMPLIANCE.

28. <u>MINNESOTA LIFE</u>		
<u>INSURANCE COMPANY</u>	<u>\$7,400,000.00</u>	<u>Extension</u>
Contract No. B50001893 - Life and Accidental Death and Dismemberment Insurance - Department of Human Resources - Req. No. N/A		

On August 10, 2011, the Board approved an initial award. Subsequent actions were approved. The Board is requested to approve an extension to continue providing services for City employees during calendar year 2019 while the solicitation is advertised. A new contract will be awarded during that time, for services during calendar year 2020. These extensions were

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

with Graphic Computer Solutions, Inc. t/a Judicial Dialog Systems (item no. 21) and the First Amendment to Agreement with The Davey Tree Expert Company (item no. 25).

MINUTES

Law Department - Opinions - Requests for Refunds
of Real Property Taxes

The Board is requested to approve a refund of real property taxes for the following claimants:

It is the opinion of the Law Department that the claimants have met the qualifications for a real property tax exemption for disabled veterans, and that the claimants are eligible to receive a refund of taxes paid because the claimants were honorably discharged from the armed services, declared by the Veteran's Administration to have a permanent 100% service connected disability, and resided in a single family dwelling during the period in question. It has been determined that the claimants are entitled to a refund of real property taxes, which were paid as follows:

<u>Claimant</u>	<u>Property</u>	<u>Taxable Year</u>	<u>Amount</u>
1. MICHAEL GREEN	1103 W. Lan- vale Street	2016/2017	\$ 1,131.13
		2015/2016	1,136.92
		2014/2015	<u>1,146.44</u>
		Total Refund	\$ 3,414.49
2. DWAYNE WHITE	2074 Rockrose Avenue	2017/2018	\$ 163.38
		Total Refund	\$ 163.38
3. DEBOWRAH YISRAEL	4002 Hamilton Avenue	2017/2018	\$ 3,159.21
		2016/2017	<u>1,121.85</u>
		Total Refund	\$ 4,281.06

UPON MOTION duly made and seconded, the Board approved the refund of real property taxes for the above-listed claimants.

MINUTES

Office of the Mayor - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Memorandum of Understanding with MasterCard International Inc. (MasterCard). The period of the MOU is October 25, 2018 through October 24, 2019, upon the parties' execution of a definitive agreement, or upon termination pursuant to the terms of the MOU, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

While not legally binding, this MOU affirms the mutual intent for both parties to develop a public-private partnership. The MOU contemplates that the City has been selected as a founding member and will take part in MasterCard's City Possible program public-private partnership model pioneered by MasterCard to promote through leadership, co-development, prototyping, and scaling of solutions using emerging technologies, as part of this program. MasterCard will work with the Technology and Entrepreneurship Center at Harvard University (TECH) and city leaders from around the world to foster a regular learning exchange and identify common challenges that can be best addressed through collaboration. Other founding cities include Athens, Greece; Aurora, Illinois; Dubai, United Arab Emirates; Dublin, Ireland; Helsinki, Finland; Honolulu, Hawaii; Kansas City, Missouri; Melbourne, Australia; Prague, Czech Republic; San Diego, California; and Altamonte Springs, Florida; as well as the Greater Sydney, Australia communities of Campbell town, Canterbury Banks town, Liverpool and Wollondilly.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with MasterCard International Inc.

MINUTES

Health Department - Notification of Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Notification of Grant Award (NGA) from the Maryland Department of Aging (MDoA) for the Baltimore City Senior Centers named on the NGA. The period of the NGA is July 1, 2018 through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

Grant Award: \$138,468.00

\$ 12,500.00 - 5000-535719-3024-768905-603051
Action-in-Maturity, Inc.

3,000.00 - 5000-535719-3024-768900-603051
Dept. of Recreation & Parks (Cherry Hill)

11,509.00 - 5000-535719-3024-768914-603051
Edward A. Myerberg Senior Center, Inc.

12,458.00 - 5000-535719-3024-768903-603051
Forest Park Senior Center, Inc.

19,644.00 - 5000-535719-3024-768906-603051
Govans Ecumenical Development Corp
(Harford Senior Center)

5,000.00 - 5000-535719-3024-768904-603051
Govans Center for Retired Persons, Inc.
(Senior Network Center)

6,062.00 - 5000-535719-3024-768909-603051
Greenmount Senior Center

MINUTES

Health Department - cont'd

8,282.00 - 5000-535719-3024-768200-603051
Hatton Senior Center, Inc.

6,100.00 - 5000-535719-3024-768400-603051
John Booth Senior Center, Inc.

9,600.00 - 5000-535719-3024-750200-603051
Oliver Senior Center, Inc.

13,857.00 - 5000-535719-3024-768600-603051
Sandtown-Winchester Senior Center. Inc.

13,100.00 - 5000-535719-3024-768700-603051
Waxter Senior Center, Inc.

10,000.00 - 5000-535719-3024-768919-60351
Wayland Village Center, Inc.

7,356.00 - 5000-535719-3024-768800-603051
Zeta Senior Center, Inc.

\$ 138,468.00 - Total

BACKGROUND/EXPLANATION:

The approval of this NGA will allow the Department to accept and utilize funds received from MDoA for the above listed Seniors Centers activities and services for Senior Center participants.

The NGA is late because it was recently received from the MDoA.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved acceptance of the Notification of Grant Award from the Maryland Department of Aging for the Baltimore City Senior Centers named on the NGA.

MINUTES

Health Department - Agreements

The Board is requested to approve and authorize execution of the various agreements. The period of the agreements is July 1, 2018 through December 31, 2018, unless otherwise indicated.

1. **INDEPENDENT MARYLANDERS ACHIEVING** **\$ 7,000.00**
GROWTH THROUGH EMPOWERMENT, INC. (IMAGE)

Account: 6000-613319-3044-273300-603051

The Department receives funding from the Maryland Department of Aging for the development of an Aging and Disability Resource Center (ADRC) through the Area Agencies on Aging (AAA) Money Follows the Person (MFP) program. The Department engages IMAGE to perform services in the area of MFP options, counseling for nursing home residents that want to explore the option to return to the community. The provider will provide Options Counseling and Medicaid application assistance to all referred individuals between the ages of 18-49 who are referred to the MFP/AAA by DHMH or its designees. For individuals aged 50-64, the options counseling will be provided through a collaboration between AAA and the Provider.

2. **INDEPENDENT MARYLANDERS ACHIEVING** **\$ 37,302.72**
GROWTH THROUGH EMPOWERMENT, INC. (IMAGE)

Account: 6000-613319-3044-273300-603051

The Department receives funding from the Maryland Department of Aging (MDoA) for the development of an Aging and Disability Resource Center (ARDC) through the Area Agencies on Aging (AAA), Maryland Access Point (MAP) program. The Department engages IMAGE to perform services in the area of MAP Enhancement for nursing home residents that want to explore the option to return to the community. The Provider will provide Options Counseling and Medicaid application assistance to all referred individuals between the ages of

MINUTES

Health Department - cont'd

18-49 who are referred to the MAP/AAA by DHMH or its designees. The period of the agreement is July 1, 2018 through June 30, 2019.

The agreements are being submitted at this time because they were misplaced by the Department.

3. **UNIVERSITY OF MARYLAND, BALTIMORE** **\$ 35,600.00**

Account: 5000-520119-3080-288900-603051

The University of Maryland, Baltimore, Adolescent and Young Adult Center will provide the following: Clinical Services for Title X Family Planning to include clinical reproductive health care services which allow the client to choose from a broad range of contraceptive options, culturally competent counseling and education for each individual, preconception health care fertility regulation, basic infertility counseling and referrals.

The agreement is late because of a delay at the administrative level.

4. **NURSE-FAMILY PARTNER SHIP** **\$ 23,045.00**

Account: 4000-499619-3080-294213-603051

The agreement is for a Nurse Home Visiting Model. The Nurse-Family Partnership is an evidenced based program developed on the basis of a randomized controlled trial research to yield certain benefits for low-income, first-time mothers and their children. The period of the agreement is July 1, 2018 through June 30, 2019.

The agreement is presented at this time because the Department was waiting for signatures.

MINUTES

Health Department - cont'd

5. **THE JOHNS HOPKINS UNIVERSITY,** **\$ 174,900.00**
BLOOMBERG SCHOOL OF PUBLIC HEALTH

Account: 4000-480619-3080-279200-603051

The Johns Hopkins University, Center for Adolescent Health (JHU CAH) is a center for Disease Control Prevention Research Centers Program. The JHU CAH has worked in partnership with community agencies in Baltimore to understand and reduce adolescent risk behaviors such as tobacco and alcohol use, violence and early sexual activity. The purpose of JHU CAH's work on the U Choose project is to design and conduct an evaluation guided by the principals of implementation science. The JHU CAH will identify key successes, challenges and lessons learned and complete an implementation study report. The period of the agreement is July 1, 2018 through June 30, 2019.

MWBOO GRANTED A WAIVER.

6. **THE JOHNS HOPKINS UNIVERSITY,** **\$ 40,000.00**
BLOOMBERG SCHOOL OF PUBLIC HEALTH

Account: 4000-480619-3080-279200-603051

The Johns Hopkins Bloomberg School of Public Health will implement the U Choose Communications strategy for the Department's Office of Adolescent & Reproductive Health. The funds will be utilized to develop a communication and dissemination strategy for youth, stakeholders, and communities and create materials and talking points that describe the benefits and values of the evidence-based programs. In addition, the organization will develop recruitment and referral materials and new information pieces as needed. The period of the agreement is July 1, 2018 through June 30, 2019.

The agreements are late because of delays in the administrative review process.

MINUTES

Health Department - cont'd

- | | | |
|----|----------------------------------|--------------|
| 7. | HOUSE OF VICTORY HOME CARE, INC. | \$ 23,400.00 |
| 8. | COZY COVE HOME CARE, LLC | \$ 15,600.00 |

Account: 5000-534019-3254-767800-607001

- | | | |
|----|---|--------------|
| 9. | HEAVENLY GRACE ASSISTANT LIVING
FACILITY, INC. | \$ 46,800.00 |
|----|---|--------------|

Account: 5000-534019-3254-767802-607001

The Department will disburse State Subsidized Assisted Housing Funds to low-income residents at the organizations facilities.

These facilities are enrolled in the Senior Assisted Living Group Home Subsidy Program, and will provide subsidized senior assisted housing services for individuals age 62 and over, who have temporary or periodic difficulties with the activities of daily living. The senior assisted residents receive shelter, meals, housekeeping, personal care services, and 24-hour on-site supervision. The period of the agreement is July 1, 2018 through June 30, 2019.

This agreements are late because the Department was waiting on information and signatures from the providers.

- | | | |
|-----|-------------------------------|--------------|
| 10. | PARK WEST HEALTH SYSTEM, INC. | \$278,222.00 |
|-----|-------------------------------|--------------|

Account: 5000-569719-3023-273354-603051

Park West Health System, Inc. will provide Outpatient Ambulatory Health Services, as well as diagnostic and therapeutic services provided directly by a licensed health care provider with experience in treatment of patients with HIV disease. The period of the agreement is July 1, 2018 through June 30, 2019.

MWBOO GRANTED A WAIVER.

MINUTES

Health Department - cont'd

11. **CHASE BREXTON HEALTH SERVICES, INC.** **\$230,222.00**

Account: 5000-569719-3023-273315-603051

Chase Brexton Health Services, Inc. will provide a range of client-centered Medical Case Management activities focused on improving health outcomes in support of the HIV care continuum. The period of the agreement is July 1, 2018 through June 30, 2019.

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

12. **PARK WEST HEALTH SYSTEM, INC.** **\$ 58,400.00**

Account: 5000-56917-3023-273353-603051

Park West Health System, Inc. will provide outpatient mental health (psychological and psychiatric) screening, assessment, diagnosis, treatment, and counseling services with clients living with HIV. The period of the agreement is July 1, 2018 through June 30, 2019.

13. **CHASE BREXTON HEALTH SERVICES, INC.** **\$187,703.00**

Account: 5000-569719-3023-273316-603051

Chase Brexton Health Services, Inc. will provide outpatient mental health (psychological and psychiatric) screening,

MINUTESHealth Department - cont'd

assessment, diagnosis, treatment, and counseling services with clients living with HIV. Mental Health Services are based on a treatment plan and provided by a mental health professional licensed or authorized within the state to render such services. The period of the agreement is July 1, 2018 through June 30, 2019.

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

Account: 5000-569719-3023-273303-603051

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, 2018 through June 30, 2019.

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing agreements. The President **ABSTAINED** on item Nos. 5 and 6. The Comptroller **ABSTAINED** on item no. 9.

MINUTES

Health Department - Renewal of Agreements

The Board is requested to approve and authorize the exercise of the renewal option of the agreements with the below listed providers. The period of the renewal is July 1, 2018 through June 30, 2019.

1. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$ 25,029.00**

On December 20, 2017, the Board approved the original agreement in the amount of \$25,029.90 for the period July 1, 2017 through June 30, 2018. During the renewal period, Associated Catholic Charities, Inc. will provide services not to exceed 630 days per year for all combined recipients.

Account: 5000-53319-3254-295900-603051

2. **PAYNE MEMORIAL OUTREACH, INC.** **\$ 16,448.00**

On January 17, 2018, the Board approved the original agreement in the amount of \$16,448.22 for the period July 1, 2017 through June 30, 2018. During the renewal period, Payne Memorial Outreach, Inc. will provide services not to exceed 414 days per year for all combined recipients.

3. **AAA MANAGEMENT, LLC.** **\$ 30,730.75**

On November 15, 2017, the Board approved the original agreement in the amount of \$30,790.75 for the period July 1, 2017 through June 30, 2018. During the renewal period, AAA Management, LLC will provide services not to exceed 775 days per year for all combined recipients.

4. **THE LEAGUE FOR PEOPLE WITH DISABILITIES, INC.** **\$ 16,805.79**

On December 6, 2017, the Board approved the original agreement in the amount of \$16,805.79 for the period July 1, 2017 through June 30, 2018. During the renewal period, The League for People with Disabilities, Inc. will provide services not to exceed 423 days per year for all combined recipients.

MINUTES

Health Department - cont'd

5. **TODAY'S CARE & FAMILY, INC.** **\$ 47,676.00**

On December 20, 2017, the Board approved the original agreement in the amount of \$47,676.00 for the period July 1, 2017 through June 30, 2018. During the renewal period, Today's Care & Family, Inc. will provide services not to exceed 1,200 days per year for all combined recipients.

Account: 5000-533319-3254-316200-603051

These renewals will allow the organizations to continue to provide adult medical day care services to ill, frail or disabled elderly persons who are eligible to receive Office of Health Services grant funding from the City. The City will pay the providers a set rate of \$39.73. This rate includes transportation services provided to the recipient.

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 renewal option of the agreements with the above-listed providers.

MINUTES

Baltimore City Department of Health (BCHD) - Follow-up Report

On August 22, 2018, the Board of Estimates **NOTED** the Performance Audit Report, Baltimore City Health Department for Fiscal Years Ended June 30, 2017 and 2016.

The Board requested the BCHD to report in 90 days on the status of its corrective action plans. The BCHD will present the report to the Board on December 19, 2018.

President: "The first item on the non-routine agenda can be found on page 116 item number one, Baltimore City Department of Health Follow-up Report. Will the parties please come forward."

Ms. Mary Beth Haller: "Good morning, Madam Mayor, Council President Young and other members of the Board. I'm Mary Beth Haller, um -- Interim Commissioner for Baltimore City Health Department and I appreciate the uh -- opportunity today to give you an update on where we are with the audit findings with -- with regard to um -- the 2016, 2017 Performance Audit. With regard to the Substance Abuse and Mental Health Service 307, Naloxone Program uh -- there were issues with inaccurate data pr -- preparation some cases uh -- that could present potential data integrity issues. In order to avoid further instances and provide more complete information regarding opioid education and naloxone distribution, we have incorporated a number of data validation measures into a review of

MINUTES

the report, including locking various formulas in Microsoft Excel; worksheets that are reported to the State. These measures will reduce the likelihood of formula errors within our data sets as they are reported to the State. With regard to Service 717, Environmental Inspection Services, the Biennial Audit found that we were not meeting our annual performance targets as set by the State of Maryland. Despite limited personnel available, BCHD has initiated a process of streamlining the inspection process by exploring a refresh of our technological solutions related to environmental inspection services. We're currently formulating an RFP which will solicit bids to allow for uh -- uh -- a better completion of mobile -- mobile completion of inspection reports. The new inspection technology has the potential of reducing inspection times, thereby freeing up the capacity to increase the volume. Although the solicitation for new technology is in the planning phases, the team will continue to protect the public health by providing thorough and timely inspections with the current resources that are available. With regard to the finding regarding the stockroom storeroom policies and procedures, the

MINUTES

Biennial Audit found numerous weaknesses. Notably, the audit observed that we did not have written policies available to monitor, control, and report on inventory. The audit report also observed incomplete inventory tracking. BCHD has initiated the process of establishing policies that outline procedures for tracking inventory. We have segmented our inventory into multiple categories and we are currently prioritizing our policies and procedures for outreach and promotion -- with promotional materials. We have created an outreach material inventory and tracking policy which was included with the report um -- update to um -- Audits um -- which covers outreach materials and promotional items. In addition to that new policy, BCHD's Office of Materials Management has initiated a process of centralizing the physical location and inventory to create a storeroom located at BCHD headquarters. The storeroom will initially house outreach and promotional items and will eventually expand to additional materials and supplies wherever feasible."

Comptroller: "I think its NOTED."

President: "Thank you. Uh -- the report has been NOTED. Thank you."

Ms. Haller: "Thank you, Council President."

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MINUTES

Mayor's Office of Cable - Amendment to Agreement
and Communications

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment to Agreement with Systems One Holdings, LLC d/b/a/ Team People, Contractor.

AMOUNT OF MONEY AND SOURCE:

\$20,260.67 - 1001-000000-5721-401300-603026

BACKGROUND/EXPLANATION:

On October 12, 2017 the City entered into an agreement with the Contractor for period of October 12, 2017 through October 11, 2019. The Contractor would provide video freelance personnel to support a number of agency projects that were requested.

This amendment will increase the existing purchase order by \$20,260.67 in compensation for work performed by the Contractor under the original agreement.

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 Amendment to Agreement with Systems One Holdings, LLC d/b/a/ Team People, Contractor.

MINUTES

Office of the State's Attorney - Grant Award
for Baltimore City

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of the Grant Award from the State of Maryland - Governor's Office of Crime Control and Prevention. The period of the Grant Award is October 1, 2018 through September 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$1,748,005.00 - 4000-406219-1156-117900-601001 - grant award
\$ 458,959.00 - 1001-000000-1156-117900-601001 - in-kind match

BACKGROUND/EXPLANATION:

The grant will assist in developing and implementing strategies specifically intended to provide assistance to victims of crime in Baltimore. The Victims/Witness unit serves the victims and witnesses of all crimes that occur in Baltimore City.

The trained therapist and advocates in the Victim/Witness Unit provide court support and accompaniment, individual and group counseling, relocation assistance, restitution assistance and liaison services with prosecutors, public defenders, and law enforcement personnel. Funds will provide personnel, operating, and other expenses.

The grant is late because it was recently received from the grantor.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Office of the State's Attorney - cont'd
for Baltimore City

UPON MOTION duly made and seconded, the Board approved acceptance of the Grant Award from the State of Maryland - Governor's Office of Crime Control and Prevention.

MINUTES

Department of Finance - Correction to Administrative
Manual Policy 219-1-1

ACTION REQUESTED OF B/E:

The Board is requested to approve a Correction to Administrative Manual Policy (AM) 219-1-1. The Correction to Administrative Manual Policy 219-1-1 is effective upon Board approval.

AMOUNT OF MONEY AND SOURCE:

There are no costs associated with these actions.

BACKGROUND/EXPLANATION:

On July 25, 2018, the Department of Human Resources ("DHR") received approval for 48 policies in the AM. After further review, including feedback from City Agencies, an editorial change is required to AM 219-1-1. This policy, as referred to below, was approved with reference to a draft policy. This editorial change will effectively remove reference to that draft policy. Below is the revised policy that is presented for Board approval.

AM 211-2-1 New Employee Checklist Form

- AM 219-1-1 is a Policy approved by the Board on July 25, 2018, that employees fill out when onboarding with the City. The Policy requires one editorial change. The referenced draft policy, "Nepotism and Consensual Relationships," should be removed from the list of referenced policies that employees have to review prior to commencement of work with the City.

MINUTES

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AM 211-2-1

*m**New Employee Checklist Form***Section I: Checklist of Relevant Policies and Procedures**

The following items and/or documents listed below are to be reviewed with all new employees during the first three (3) days of employment with the City. Provide a copy of all policies discussed and of all signed documents at the time of review. Retain copies of signed documents in the employee's personnel file.

I. General Information

- € Welcome/Introduction to Agency Staff
- € Agency Tour – Schedule date/time
- € Work Hours
- € Building/Work Location Rules & Regulations
- € Employment Eligibility Verification Form (I-9) – within 3 days
- € W-4 forms
- € Dress Code
- € Emergency Contact Information Form
- € Secondary Employment with the City
- € Benefits
- € Leave Policies
- € Leave Request and Postings
- € Cancer Screening & Permission Leave
- € Mandatory Sign-Off Forms for equipment (i.e., cell phone, laptop, etc.)
- € City-Issued Property (i.e., ID, keys, computers, etc.)
- € Required Training (i.e., HRIS, CitiBuy, e-Time, driving, etc.)
- € Ethics Obligations (as applicable)
 - File entry financial disclosure statement within 30 days;
 - Attend ethics training course and file a conflicts affidavit within 6 months
- € Health Insurance Exchange Notice
- € Voicemail
- € Keycard/Key Sign-Off Sheet
- € Expenditure Protocols
- € Payroll Information
 - FLSA Exempt v. Non-Exempt Status
- € Confidentiality Statement (HIPAA, if applicable)
- € Notification of New Employee Orientation
- € City Photo ID
- € Union Membership
- € Overview of the Administrative Manual, Personnel Manual, and Civil Service Rules
- € Probationary Employee Status (if applicable)
- € Safety Requirements/Recommendations
- € Essential or Non-Essential Status
- € Parking (if applicable)
- € Receipt of Strike Information

II. POLICIES

- € Attendance Standards
- € Sexual Harassment
- € Electronic Communications
- € Workplace Violence
- € Business Continuity
- € Seat Belt
- € Substance Abuse
- € Arrest
- € Overtime/Comp Time
- € Cell Phone
- € Telework
- € ~~Nepotism & Consensual Relationships~~

MINUTES



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AM 211-2-1

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New Employee Checklist Form

€ Inclement Weather

€ Agency-Specific Policies

Section II: Acknowledgement of Policies and Procedures

I acknowledge that I have received the policies and procedures listed above in *Section I* and signed all relevant documents. I also acknowledge that I have been provided a copy of the policies and procedures, as well as a signed copy of all documents.

Employee's Name

Date

Employee's Signature

Date

Agency HR Practitioner's Name

Date

Agency HR Practitioner's Signature

Date

MINUTES

*a*

AM 211-2-1

*m**New Employee Checklist Form*

Section I: Checklist of Relevant Policies and Procedures

The following items and/or documents listed below are to be reviewed with all new employees during the first three (3) days of employment with the City. Provide a copy of all policies discussed and of all signed documents at the time of review. Retain copies of signed documents in the employee's personnel file.

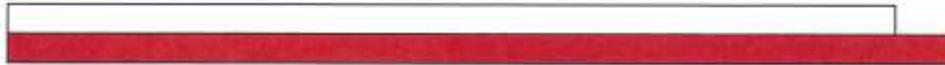
I. General Information

- | | |
|--|--|
| <ul style="list-style-type: none"> € Welcome/Introduction to Agency Staff € Agency Tour – Schedule date/time € Work Hours € Building/Work Location Rules & Regulations € Employment Eligibility Verification Form (I-9) – within 3 days € W-4 forms € Dress Code € Emergency Contact Information Form € Secondary Employment with the City € Benefits € Leave Policies € Leave Request and Postings € Cancer Screening & Permission Leave € Mandatory Sign-Off Forms for equipment (i.e., cell phone, laptop, etc.) € City-Issued Property (i.e., ID, keys, computers, etc.) € Required Training (i.e., HRIS, CitiBuy, e-Time, driving, etc.) € Ethics Obligations (as applicable) <ul style="list-style-type: none"> o File entry financial disclosure statement within 30 days; o Attend ethics training course and file a conflicts affidavit within 6 months | <ul style="list-style-type: none"> € Health Insurance Exchange Notice € Voicemail € Keycard/Key Sign-Off Sheet € Expenditure Protocols € Payroll Information <ul style="list-style-type: none"> o FLSA Exempt v. Non-Exempt Status € Confidentiality Statement (HIPAA, if applicable) € Notification of New Employee Orientation € City Photo ID € Union Membership € Overview of the Administrative Manual, Personnel Manual, and Civil Service Rules € Probationary Employee Status (if applicable) € Safety Requirements/Recommendations € Essential or Non-Essential Status € Parking (if applicable) € Receipt of Strike Information |
|--|--|

II. POLICIES

- | | |
|--|---|
| <ul style="list-style-type: none"> € Attendance Standards € Sexual Harassment € Electronic Communications € Workplace Violence € Business Continuity € Seat Belt | <ul style="list-style-type: none"> € Substance Abuse € Arrest € Overtime/Comp Time € Cell Phone € Telework € Agency-Specific Policies |
|--|---|

MINUTES



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AM 211-2-1

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New Employee Checklist Form

€ Inclement Weather

Section II: Acknowledgement of Policies and Procedures

I acknowledge that I have received the policies and procedures listed above in *Section I* and signed all relevant documents. I also acknowledge that I have been provided a copy of the policies and procedures, as well as a signed copy of all documents.

Employee's Name

Date

Employee's Signature

Date

Agency HR Practitioner's Name

Date

Agency HR Practitioner's Signature

Date

MINUTES

Department of Finance - cont'd

UPON MOTION duly made and seconded, the Board approved the Correction to Administrative Manual Policy 219-1-1.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the President</u>			
1. Bernard "Jack" Young	Charting the Course MACo Winter Conference Cambridge, MD Jan. 2 - 4, 2018 (Reg. Fee \$290.00)	Elected Official Expense	\$ 740.08
<p>The subsistence rate for this location is \$179.00 per night. The cost of the hotel is \$141.00 per night, plus hotel taxes of \$19.04 per night. The Department is requesting additional subsistence of \$2.00 per day for meals and incidentals. The registration fee of \$290.00, and hotel cost of \$282.00 were prepaid on a City-issued procurement card assigned to Mr. Hosea Chew. Therefore, Mr. Young will be disbursed \$130.00.</p>			
2. Carolyn Mozell Michael Huber	Charting the Course MACo Winter Conference Cambridge, MD Jan. 2 - 4, 2018 (Reg. Fee \$290.00 ea.)	General Funds	\$1,570.92
<p>The subsistence rate for this location is \$179.00 per night. The cost of the hotel is \$141.00 per night, plus hotel taxes of \$19.04 per night. The Department is requesting additional subsistence of \$2.00 per day for each attendee for meals and incidentals. The registration fee of \$290.00, and hotel cost of \$282.00 were prepaid on a City-issued procurement card assigned to Mr. Hosea Chew. Therefore, Ms. Mozell and Mr. Huber will be disbursed \$175.38 each.</p>			

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the President</u>			
3. Kenneth Parker	Charting the Course MACo Winter Conference Cambridge, MD Jan. 2 - 4, 2019 (Reg. Fee \$290.00)	General Funds	\$ 690.08

The subsistence rate for this location is \$179.00 per night. The cost of the hotel is \$141.00 per night plus taxes of \$19.04 per night. The registration cost of \$290.00 and the hotel cost of \$282.00 per night was prepaid using a City-issued credit card assigned to Mr. Hosea Chew. The Department is requesting additional subsistence of \$2.00 per day for meals and incidentals. Therefore, Mr. Parker will be disbursed \$80.00.

Baltimore City Council

4. Sharon Middleton	Charting the Course MACo Winter Conference Cambridge, MD Jan. 2 - 4, 2019 (Reg. Fee \$290.00)	General Funds	\$ 785.46
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The subsistence rate for this location is \$179.00 per night. The cost of the hotel is \$141.00 per night plus taxes of \$19.04 per night. The Department is requesting additional subsistence of \$2.00 per day for meals and incidentals. Ms. Middleton personally incurred the registration cost of \$290.00 and the first night hotel stay in the amount of \$141.00. Therefore, Ms. Middleton will be disbursed \$625.42.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Fire and Police Employees' Retirement System (F&P)</u>			
5. Joan Pratt	Koried Plan Sponsor Educational Institute Conference Key West, FL Jan. 15 - 18, 2019 (Reg. Fee \$395.00)	Special Funds Fire & Police	\$2,242.49

The subsistence rate for this location is \$297.00 per night. The cost of the hotel is \$349.00 per night, plus a hotel tax of \$43.63 per day.

F&P is requesting additional subsistence in the amount of \$52.00 per day for the hotel and \$40.00 per day for meals and incidentals.

Baltimore City Sherriff's Office

6. Eness Brown	CVSA II Advanced Examiner Certifi- cation Conference Orlando, FL Jan 06 - 11, 2019 (Reg. Fee \$570.00)	General Funds	\$2,151.24
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The subsistence rate for this location is \$218.00 per night. The cost of the hotel is \$153.00 per night, plus a hotel tax of \$20.655 per day.

The airfare, in the amount of \$327.96, was prepaid by a City-issued credit card assigned to Ms. Edna Taylor. The registration fee in the amount of \$570.00 was prepaid by Expenditure Authorization No. EA 000315931. Therefore, Ms. Brown will be disbursed \$1,253.28.

MINUTES**RETROACTIVE TRAVEL APPROVAL**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Information and Technology</u>			
7. Frank Johnson	Metropolitan Information Exchange Conference Sept. 23 - 27, 2018 Scottsdale, AZ (Reg. Fee \$0.00)	General Funds	\$1,193.60

On September 23 - 27, 2018, Mr. Johnson traveled to Scottsdale, AZ to attend the Metropolitan Information Exchange Conference. Metropolitan Information Exchange covered the cost of the hotel accommodations during the conference. The airfare cost in the amount of \$1,193.60 was prepaid using a City-issue credit card assigned to Ms. Charmane Baker.

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENTBaltimore City Fire Department

8. Blair Skinner	Advanced PIO Conference Carson City, NV Oct. 15 - 19, 2018 (Reg. Fee \$0.00)	General Funds	\$2,173.82
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Ms. Skinner, Baltimore City Fire Department Public Information Officer (PIO), was invited to attend the Advanced PIO Conference in Las Vegas, Nevada on October 15 - 19, 2018 that was organized by FEMA. The Board approved this travel request on October 3, 2018 in the amount of \$1,695.06.

The subsistence rate for this location was \$144.00 per day. The airfare in the amount of \$425.40 was prepaid on a City issued credit card assigned to Mr. James M. Fisher.

MINUTES**RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT****Baltimore City Fire Department - cont'd**

On September 18, 2018, Ms. Skinner was informed that the conference had been moved to Carson City, Nevada, and she booked a room on September 19, 2018. Her flight had to be changed, however, according to Ms. Darlene Loff, State of Nevada, Department of Public Safety, by this time hotels in Carson City were at maximum capacity. Therefore, Ms. Skinner had to book a room in Reno, Nevada. According to Mr. Phil Politano, Training Specialist - Course Manager, Federal Emergency Management Institute, there were no arrangements made for transportation between hotels and the new training location 28.3 miles away. Because of this glaring oversight on the part of the hosting agency, Ms. Skinner personally incurred the costs of ground transportation.

TRAVEL REIMBURSEMENT

\$478.76 - Ground Transportation (10/15/2018 - 10/19/2018)

Total Reimbursement

UPON MOTION duly made and seconded, the Board approved the Travel Requests and the Retroactive Travel Approval/Reimbursement. The President **ABSTAINED** on item nos. 1, 2, 3 and 4. The Comptroller **ABSTAINED** on item No. 5.

MINUTES

Department of Audits - Audit Reports

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

1. City of Baltimore Department of Transportation Performance Audit of Automated Traffic Violation Enforcement System for the period July 1, 2017 through April 30, 2018.

President: "The second item on the non-routine agenda can be found on page 129, item number two uh -- Baltimore City Department of Transportation Performance Audit of Automated Traffic Violation Enforcement System for the period July 1, 2017 through April 30, 2018. Will the parties please come forward."

City Auditor: "Good morning members of the Board."

President: "Good morning."

City Auditor: "Audrey Askew, City Auditor. I want to give you um -- first a brief update on the violations summary. This is not a finding just information. The red-light camera um -- they had violations -- fines collected from July 1, 2017 through April 30, 2018. They've collected \$4,827,141.00 in that period. For the speed camera violations, the fines collected for the same period came to -- amounted to \$7,127,096.00. Finding Number One: Red Light Camera Revenue Report. Red Light Camera Revenue reported as collected by the ATVES in its monthly review report for the period August 1,

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2017 through April 30, 2018 did not agree with the Red Light Camera revenues support -- revenue -- revenue recorded in the Department of Transportation accounting records. You want to respond?"

Director of Transportation: "Good morning, Board. My name is Michelle Pourciau, I'm Director of the Department of Transportation. As you can see I'm having trouble with my voice and so Charles Turner, who uh -- is the Director of the ATVES Program will speak on behalf of the Department."

President: "Okay."

Mr. Charles Turner: "Good morning Chairman, good morning Board."

Comptroller: "State your name."

Mr. Turner: "Charles Anthony Turner, I'm the new Director for the ATVES Program."

City Auditor: "Well, let me go to Finding Number tw -- two because Finding One -- Findings One and Two are the same um -- for Speed Camera Revenue report. We also noted that there was a difference in the amount reported."

Mr. Turner: "Yes, the report she's referring to is an internal report that I report to the Director. Um -- the discrepancy was

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due to -- we're using a BCIT report and we're going to annotate that report moving forward that that's the source of that particular information and the actual revenue should be coming from the Baltimore City Office of Finance, as she stated, for that period and that will take care of Finding Number One and Two."

City Auditor: "Okay. For Finding Number 3: Speed Camera Val -- Validity of Violation; the Department of Audits noted an authorized reviewer approver of the Speed Camera Citation signed off as the reviewer approval for second and third reviews. Part of the Department of Transportation ATVES process, a three-step review is performed on each violation. First the vendor reviews the violation, next is the Department of Transportation staff member or police officer will complete the second review. The final review is performed by a police officer who will sign off on -- on violation. This officer must not be the same individual from the second review."

Mr. Turner: "We accept that finding uh -- Board and we have put into place to make sure that the person that does a quality

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assurance review or an officer who does the Quality Assurance review cannot also do the final review."

Mayor: "Okay."

City Auditor: "Finding -- Finding Number 4: Vehicles Flagged for Non-Payment of Fines. Uh -- the Department of Audits performed a testing of red light and speed camera violations three of the not -- 248 citations tested for the red light camera violations and seven of the 330 citations tested for speed cameras were not paid and the violators tags were not flagged with the Maryland -- with the Maryland Motor Vehicle Administration."

Mr. Turner: "That finding um -- Board is uh -- managed under the Bureau of Revenue Collections not ATVES."

President: "Okay."

City Auditor: "Finding Number 5; Speed Camera Erroneous Violations Report. ATVES did not maintain error reports for the period of August 1, 2017 through April 30, 2018, detailing erroneous violations submitted by the speed camera vendor, American Traffic, Solutions Inc."

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Mr. Turner: "Um -- we don't accept that particular finding um -- for the Board -- Board ATVES does track these on a daily, monthly, and quarterly basis. In the time frame that's being reviewed, it was below the threshold of 5% at 2.9%."

City Auditor: "Then we want to note that the Department of Audits was not able to determine the operating efficiency of the speed cameras. The contract agreement with MRA Digital, LLC provided for annual cal -- annual calibration checks for speed cameras beginning July 2017. The first calibration occurred July 2018 and was outside of our audit period July 1, 2017 through April 30, 2018. So, again we were not able to perform that portion of the testing. Thank you."

President: "You concur with that?"

Mr. Turner: "Thank you."

Director of Transportation: "There's a testing period associated with the program, so the audit just ended before that could be done."

President: "Okay. Alright. Um -- the audit has been NOTED."

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MINUTES

Department of Audits - cont'd

2. Baltimore City Department of Recreation and Parks Biennial Performance Audit Report Fiscal Years Ended June 30, 2017 and 2016.

President: "The third item on the non-routine agenda can be found on page 129 item 3, Baltimore City Department of Recreation and Parks Biennial Performance Audit Report, Fiscal Year ending June 30, 2017 and 2016. Will the parties please come forward?"

City Auditor: "Good morning.

Director of Baltimore City Dept. of Rec. & Parks: "Good morning."

City Auditor: "First Finding: Lack of Internal Controls for Document Retention, this is the Aquatics. Total number of visitors to outdoor pools, Baltimore City Department of Recreation and Parks uh -- they do not have any document -- they did not have any documentation to support how actual attendance for the pools were calculated for the performance measure. Total number of visitors to outdoor pools in Fiscal Years 2017 and 16. In addition, Rec. and Parks provided a very little number of -- very limited number of the daily cash collection reports used to account for cash collections from admissions to the pools."

Director of Baltimore City Dept. of Rec. & Parks: "Good morning, Board members. Reginald Moore, Executive Director of Baltimore City Rec. and Park. Uh -- couple things I want to note here.

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This was in our June 30th, prior to my arrival, but since I've been here one of the things we've done is we uh -- community pools are now free. So, that's no longer something we have to track and what we did this year, we implemented a wristband system so we can count. I have a more accurate account of control and what we're looking to go forward is we would like to go cashless. Uh -- similar to what you see with the parking meters uh -- when you -- you grab a ticket. That is our goal what we're exploring now, its -- its hopeful we can implement that this spring. That way there will be no counting of cash at our pools. But that's something -- we do acknowledge the finding -- but this is what we're doing going forward."

President: "Thank you."

City Auditor: "Finding Number 2: Failure to Meet Targets in Fiscal Year 17 and 16. Rec. and Parks did not meet its targets for the total number of visitors to outdoor pools during the Fiscal Year 17 and 16. Actual amounts were inconsistently reported in the City's budget books, more specifics are in the audit report. But, you can respond if you want, but this is a finding that we've NOTED and BBMR has already taken responsibility for this particular finding. But, if you want to respond you can."

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Director of Baltimore City Dept. of Rec. & Parks: "I just want to say um -- Ms. Askew is accurate that we've sat down with CitiStat Smart as well as BBMR to identify some of our targets to make sure they're more closely related to where we're going as an agency and correcting those."

City Auditor: "Finding Number Three Incorrect Reporting of Fiscal Year 2016 Target, this is for Recreation for Seniors. Total attendance at senior recreation programming events. The Fiscal Year 2016 target amount for the total attendance at senior recreation programming events was incorrectly reported in the Fiscal Year 2016 budget book as 40,000. The correct target amount for Fiscal Year 2016 was confirmed to be 6,000 by the Baltimore City Department of Recreation and Parks Budget Analyst. The correct target amount for fiscal year 2016 was accurate -- accurately reported in the Fiscal Years 2017 and 18 budget book."

Director of Baltimore City Dept. of Rec. & Parks: "Baltimore City Rec and Parks accepts that finding."

City Auditor: "Finding Four: Frequency and Timeframes for Grass Cutting. Rec and Parks did not have adequate documentation to show verification of the frequency of grass cutting in Fiscal -- Fiscal years 17 and 16 so -- to support the daily grass cutting reported

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by an independent contractor. The independent contractor provides a daily sheet detailing the completed properties, which had their grass cut on a daily -- given day. At the end of a two-week cycle, the independent contractor submits an invoice of the properties for which the grass had been cut."

Director of Baltimore City Dept. of Rec. & Parks: "Rec. and Parks accept -- accepts that finding and what we've established - and now have a quality control uh -- contract employee that works directly for us that's going out monitoring making sure that the contractors are cutting the grass and confirmed those -- and if there's a problem, they're contacting those -- our Lorenz contractor and having them come back out to address that."

City Auditor: "Last Finding -- Finding 5: Stock Rooms Lack of Documentation. Rec. and Parks, Druid Hill Park facility -- District facility did not maintain any records of its inventory. In addition, the three remaining facilities that we selected for review maintained an inventory of items contained in the stock rooms. However, only the Middle Branch Water Resource Center provided a dollar value of its inventory."

Director of Baltimore City Department of Rec. & Parks: "And uh -- Board if I -- I'm going to yield to Kenn, Kenn King he's our Fiscal Chief and he's going to address that finding."

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President: "Thank you."

Mr. Kenn King: "Thank You. Chief of Fiscal Services. With regards to -- to inventory, it's a long story uh -- whereby we were told --"

President: "Make it short though."

Mr. King.: "Okay. I'm not going to go into all this."

Comptroller: "Make it short."

Mr. King: "Sure, basically -- basically we do operate on a just-in-time inventory system whereby we purchase the items when we need them. We try not to have too many items in storage for a number of reasons; risks, obsolescence and so forth. So, what we're going to do is -- is insist that where these items are stored in small quantities, we're going to ask - we're going to require that these items are checked regularly and we're also going to make sure that a price is associated with each item so that we can determine the value. But going forward, we -- we will have a better system in place to account for all inventory, even in small quantities at all of our -- our facilities."

President: "Okay. Thank you."

Mr. King: "Is that short enough?"

President: "Please note that the audit has been NOTED."

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Department of Audits - cont'd

3. Maryland 9-1-1 Emergency System Program of Baltimore City, Maryland, Actual Receipts, and Expenditures Report Fiscal Years Ended June 30, 2017.

President: "The um -- fourth item on the non-routine agenda can be found on page 129, item four uh -- Maryland 9-1-1 Emergency System Program for Baltimore City. Uh -- will the parties please come forward."

City Auditor: "Good morning."

Mr. Frank Narvell, Fire Department: "Good morning."

City Auditor: "This is a short one. The Department of Audits was able to successfully review, support uh -- and agreed the revenue and expenses, as identified in the report. We found no issues and no exceptions to this audit."

President: "Thank you. The audit has been NOTED."

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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 and monthly rates at the City-owned Penn Station Garage that is managed by the PABC. The Parking Facility Rate Adjustments are 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 rate adjustments at this parking facility are warranted at this time.

To bring the transient and monthly rates charged at the Penn Station Garage in line with its surrounding facilities, the PABC staff developed the rate adjustment recommendations submitted hereto. The rate adjustments were 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
Up to 1 hour	\$ 4.00	\$ 5.00	December 2007
Up to 2 hours	\$ 8.00	\$ 9.00	December 2007
Up to 24 hours	\$22.00	\$23.00	September 2017

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PABC - cont'd

Penn Station Garage Monthly Rate Adjustment			
Rate to be Adjusted	Current Rate	Proposed Rate	Date of Last Adjustment
Monthly Market Rate	\$220.00	\$225.00	March 2015

APPROVED FOR FUNDS BY FINANCE

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

MINUTES**PROPOSALS AND SPECIFICATIONS**

1. Department of Recreation & Parks - RP 18816, Little Italy Bocce Court Improvements
BIDS TO BE RECV'D: 1/23/2019
BIDS TO BE OPENED: 1/23/2019

2. Department of General Services - GS 15804, Police Headquarters Services Fire Alarm System Replacement
BIDS TO BE RECV'D: 1/30/2019
BIDS TO BE OPENED: 1/30/2019

3. Department of General Services - GS 15837, Hanover & Ostend Fire Facilities, Former Truck 6, Renovations
BIDS TO BE RECV'D: 1/30/2019
BIDS TO BE OPENED: 1/30/2019

4. Department of Public Works/Office of Engineering and Construction - SC 941 Sewer Collection System Improvements in the Jones Falls Sewershed
BIDS TO BE RECV'D: 2/06/2019
BIDS TO BE OPENED: 2/06/2019

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

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President: "There being no more business before the Board, we will recess until bid opening at twelve noon. Uh -- the Board will also be recess uh -- December 26th and January 2, 2019. Uh - we will recon -- reconvene January 9, 2019. Have a happy holiday. Thank you. Happy holidays everyone. Anybody else have anything else to say? Happy holiday."

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MINUTES

CLERK: "The Board 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. 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 19001, Reconstruction of Footways Citywide

Santos Construction Company, Inc.
J. Villa Construction, Inc.
Manuel Luis Construction Co., Inc.
Priority Construction Corporation
ECM Corporation

Department of Transportation - TR 19002, Reconstruction of Footways Citywide

Santos Construction Company, Inc.
J. Villa Construction, Inc.
Manuel Luis Construction Co., Inc.
Brooks Contracting, Inc.
C&N Associates, LLC
ECM Corporation
Priority Construction Corporation

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Department of Transportation - TR 19003, Inspire Schools
Sidewalk Reconstruction

Santos Construction Company, Inc.
J. Villa Construction, Inc.
Manuel Luis Construction Co., Inc.
Anchor Construction Corporation
C&N Associates, LLC
Priority Construction Corporation
ECM Corporation

Department of Transportation - TR 19004, Reconstruction of
Alleys Citywide

Santos Construction Company, Inc.
J. Villa Construction, Inc.
Anchor Construction Corporation
Priority Construction Corporation
ECM Corporation

Department of Transportation - TR 19008, Reconstruction of
Footways Citywide

Santos Construction Company, Inc.
J. Villa Construction, Inc.
Manuel Luis Construction Co., Inc.
Anchor Construction Corporation
Priority Construction Corporation
ECM Corporation

Department of Transportation - TR 16302, North Avenue &
Pennsylvania Avenue
Intersection Improvements

P. Flanigan & Sons, Inc.
Manuel Luis Construction Co., Inc.
Monumental Paving & Excavating, Inc.
Civil Construction LLC

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Department of Public Works

- WC 1365, Berea Neighborhood
and Vicinity Water Main
Rehabilitation

Spiniello Infrastructure Worldwide
J. Fletcher Creamer & Son Inc.
Metra Industries
Robert E. Harrington Plumbing
& Heating Co., Inc.
Civil Construction, LLC

Department of Public Works

- WC 1199, Ashburton Pumping
Station Improvements

Allan Myers MD, Inc.
Oscar Renda Contracting, Inc.
Ulliman Schutte Construction, LLC
Corman Kokosing Construction Company
W.M. Schlosser Co. Inc.
Kiewit Infrastructure South Co.

Department of Public Works

- SC 949, Stony Run Waste-
water Pumping Station Upgrade

American Contracting & Environmental
Services, Inc.
W.M. Schlosser Co. Inc.

Department of General Services

- GS 16824, Hampden Library
Renovation

Mid-Atlantic General Contractors, Inc.
Trionfo Builders Inc.

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Bureau of Procurement

- B50005596, Storm Drain Inlet
Cleaning

Mobile Dredging & Video Pipe, Inc.
Savin Engineers, P.C.
Pipe and Plant Solutions, Inc.
Monumental Paving & Excavating, Inc.
Anchor Construction Corporation

Bureau of Procurement

- B50005601, Supply
Instrumentation Parts &
Equipment

North East Technical Sales

Bureau of Procurement

- B50005604, Elevator
Inspection, Repair and
Maintenance Services

Action Elevator Company
GC Jones Elevator Co., Inc.

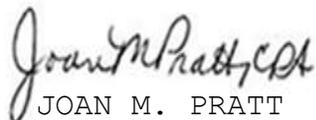
Bureau of Procurement

- B50005612, Aluminum Sulfate

Chemtrade Chemical US, LLC
USALCO, LLC
Coyne Chemical - NO BID

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There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, January 9, 2019.


JOAN M. PRATT
Secretary