

**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  
Dana P. Moore, Deputy City Solicitor  
Bernice H. Taylor, Deputy Comptroller and Clerk - **ABSENT**

President: "Good morning. The January 23, 2019 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 hearings will be asked to leave the hearing room immediately. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing. I will direct the Board Members attention to the Memorandum from my office dated January 22, 2019 identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy [sic] Comptroller. I will entertain a motion to approve all of the items contained on the routine agenda."

## MINUTES

City Solicitor: "Mr. President, I move approval."

Comptroller: "I second."

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

\* \* \* \* \*

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

In accordance with the Rules for Prequalification of Contractors, as amended by the Board on October 31, 1991, the following contractors are recommended:

Afram, Inc.	\$1,500,000.00
CJ's Trucking, Inc.	\$1,500,000.00
Diversified Site Works, LLC	\$1,500,000.00
Fells Point Cleaning Service LLC	\$1,500,000.00
Terra Site Constructors, LLC	\$1,500,000.00
UNIQUE LLC	\$1,500,000.00

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:

Arcadis, U.S., Inc.	Engineer
EA Engineering, Science and Technology, Inc., PBC	Engineer
Gannett Fleming, Inc.	Engineer
Helios Electric, LLC	Engineer
Whitman, Requardt and Associates, LLP	Engineer Landscape Architect Architect Land Survey Property Line Survey

**MINUTES****BOARDS AND COMMISSIONS** - cont'd

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 - Option Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an Option Agreement with Baltimore County for the fee simple acquisition of properties known as 15 Beaver Run Lane and 10919 York Rd., Baltimore County, subject to declaration of covenants as required by the Federal Emergency Management Agency Regional Administrator (FEMA) and any requirements or covenants required by FEMA.

**AMOUNT OF MONEY AND SOURCE:**

\$1.00

**BACKGROUND/EXPLANATION:**

The properties will become part of the Loch Raven Watershed, which provides a wooded buffer for the Loch Raven Reservoir. This is a raw water source for Baltimore City's potable water system. The protected watershed is an important means of protecting water quality for the City's water supply.

UPON MOTION duly made and seconded, the Board approved the Option Agreement with Baltimore County for the fee simple acquisition of properties known as 15 Beaver Run Lane and 10919 York Rd., Baltimore County, subject to declaration of covenants as required by the Federal Emergency Management Agency Regional Administrator (FEMA) and any requirements or covenants required by FEMA.

**MINUTES**

Department of Real Estate - Lease Agreement Renewal

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal of the Lease Agreement with Precision Pipeline Solutions, LLC, Tenant for the rental of the property known as ES S. Hanover Street 113'2 W. Wells Street (Block 1036, Lot 9/11), containing 0.294 acres. The period of the renewal is January 1, 2019 through December 31, 2019.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$15,913.50	\$1,326.13

On March 14, 2018, the Board approved the Lease Agreement for one year, commencing January 1, 2018 and terminating December 31, 2018, with the right to renew for one 1 -year term. Precision Pipeline Solutions, LLC, has exercised its renewal option. The annual rental will be as stated above. All other rental terms, conditions, and provisions will remain in full force and effect.

UPON MOTION duly made and seconded, the Board approved the renewal of the Lease Agreement with Precision Pipeline Solutions, LLC, Tenant for the rental of the property known as ES S. Hanover Street 113'2 W. Wells Street (Block 1036, Lot 9/11), containing 0.294 acres.

**MINUTES**

Department of Real Estate - Lease Agreement Renewal

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal of the Lease Agreement by and between the Cherry Hill Town Center, Inc., Landlord, and the Mayor and City Council of Baltimore, Tenant, for the rental of a portion of the property known as 606 Cherry Hill Road, Baltimore Maryland, being on the second floor and consisting of approximately 5,000 square feet. The period of renewal is December 1, 2018 through November 30, 2023.

**AMOUNT OF MONEY AND SOURCE:**

	<u>Annually</u>	<u>Monthly</u>
Year 1	\$67,500.00	\$5,625.00
Year 2	\$67,500.00	\$5,625.00
Year 3	\$77,500.00	\$6,458.33
Year 4	\$77,500.00	\$6,458.33
Year 5	\$77,500.00	\$6,458.33

Account: 5000-586219-1191-594600-60313

On July 2, 2014, the Board approved the Lease Agreement with Cherry Hill Town Center, Inc., Landlord, and the Mayor and City Council of Baltimore, Tenant. The Agreement was for five years, commencing December 1, 2013, and terminating November 30, 2018, with the option to renew for an additional five-year period. The Leased Premises will be used by the Mayor's Office of Human Services for a Community Action Center Office.

The Mayor and City Council of Baltimore has exercised its renewal option, commencing December 1, 2018 and terminating November 30, 2023. All other rentals, conditions, and provisions of the Lease Agreement dated July 2, 2014 will remain in full force and effect.

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Department of Real Estate - cont'd

UPON MOTION duly made and seconded, the Board approved the renewal of the Lease Agreement by and between the Cherry Hill Town Center, Inc., Landlord, and the Mayor and City Council of Baltimore, Tenant, for the rental of a portion of the property known as 606 Cherry Hill Road, Baltimore Maryland, being on the second floor and consisting of approximately 5,000 square feet.

**MINUTES**

Department of Real Estate - Renewal of Sublease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the renewal of the Sublease Agreement with Total Health Care, Subtenant, for the property known as 1515 W. North Avenue consisting of approximately 4,000 sq. ft. The period of the renewal is December 1, 2018 through November 30, 2021.

**AMOUNT OF MONEY AND SOURCE:**

\$1.00 per year if demanded.

**BACKGROUND/EXPLANATION:**

On March 30, 2016, the Board approved the Sublease Agreement for the period of December 1, 2015 through November 30, 2018 with the option for the Subtenant to renew for one three-year period.

The Subtenant is exercising its renewal option.

The premises will continue to be used for the operation of a Men's Health Center providing primary health care for non-insured and under-insured men.

All other terms and conditions of the Sublease Agreement remain in full force and effect.

The agreement is late because of administrative delays.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the renewal of the Sublease Agreement with Total Health Care, Subtenant, for the property known as 1515 W. North Avenue consisting of approximately 4,000 sq. ft.

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

319 - 321

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>Enoch Pratt Free Library</u>		
1. \$600,000.00	9936-902024-9458	9936-919037-9457
State Rev.	Central Library Renovation	Hampden Library Renovation

This transfer will use funds for the Hampden Library and allow for the awarding of a contract to begin construction for this project, which will improve services in the Hampden community.

The Hampden Library opened for service in July 1900 and is in need of renovation to maximize use of the 5,451 sq. ft. facility, one of the smallest in the library system.

Department of Recreation and Parks

2. \$ 50,000.00	9938-907078-9475	
2 <sup>nd</sup> Parks and Public Facilities	Federal Hill Slope Stabilization (Reserve)	
118,000.00	" "	
Casino Area LIA		
150,000.00		
State (Program <u>Open Space</u> )		
<b>\$318,000.00</b>	-----	9938-908078-9474 Federal Hill Slope Stabilization (Active)

**MINUTES****TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
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This transfer will provide funds to cover the costs associated with emergency repair of the east slope of Federal Hill Park.

Department of General Services

3.	<b>\$800,000.00</b>	9916-903237-9194	9916-918337-9197
	2 <sup>nd</sup> Parks and	Pinderhughes	Pinderhughes
	Public Facilities	School Renovations	School Renovations
	Loan	(Reserve)	(Active)

This transfer will provide funds to the Department for the renovations at the former Pinderhughes School and all associated in-house costs.

Department of Housing and Community Development

4.	<b>\$200,000.00</b>	9997-909985-9587	9997-903870-9593
	Comm. Dev. Block	Housing	Arundel Community
	Grant 42	Development	Development
		(Reserve)	Services

This transfer will provide funding to rehabilitate housing occupied by income eligible homeowners in the Brooklyn/Curtis Bay neighborhood of Baltimore City that are in need of major interior and exterior renovations and systems upgrades.

Department of Transportation

5.	<b>\$ 15,000.00</b>	9950-905754-9507	9950-906773-9506
	State Constr.	Constr. Res. -	Structural Repairs
	Rev.	Annual Urgent	on Bridges Citywide
		Needs Bridge	
		Repair	

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation - cont'd</u>		
<p>This transfer will cover the costs of prints and preliminary expenses and other related costs necessary to advertise Project TR 19009, Structural Repairs on Bridges Citywide.</p>		
6. <b>\$ 15,000.00</b>	9950-903315-9507	9950-916045-9508
MVR	Constr. Res. -	Materials Testing
	Edmonson Avenue	Citywide FY19
	Bridge Painting	

This transfer will cover the costs of prints and preliminary expenses and other related costs necessary to advertise Project TR 19016, Material Testing Citywide.

**MINUTES**

Environmental Control Board - Transfer of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Transfer of Funds to the Baltimore City Foundation to be dedicated to the Care-A-Lot Program under BMORE Beautiful.

**AMOUNT OF MONEY AND SOURCE:**

\$30,000.00 - 1001-000000-1170-769300-603050

**BACKGROUND/EXPLANATION:**

The Environmental Control Board requests approval to transfer funds to the Baltimore City Foundation for the Care-A-Lot program, under BMORE Beautiful, in order to provide grants to Baltimore City neighborhoods and youth participants working to maintain identified vacant lots within their community.

The funds will be dispersed to participating community organizations and youth participants based on invoiced maintenance visits and work completed.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the Transfer of Funds to the Baltimore City Foundation to be dedicated to the Care-A-Lot Program under BMORE Beautiful.

**MINUTES**

Office of the City Council - Governmental/Charitable  
Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow Mr. Zeke Cohen and staff to continue to solicit donations for a Baltimore Corps Fellow for the First District City Council office. The period of the campaign will be effective upon Board approval through December 31, 2019.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

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

Baltimore Corps' mission is to enlist talent to advance social impact in Baltimore and to build a movement for equity. Baltimore Corps' Fellow Program effectively develops, connects, and retains talented professionals in the social impact sector in Baltimore City. Mr. Cohen's office provides a strategic and diverse platform for these talented individuals to work directly with local leaders in addressing the challenges and fostering valuable relationships. This funding will explicitly continue to fund two Baltimore Corps Fellows for the First District City Council Office. There is a need in City Government to enlist these talents into its offices to promote a more equitable Baltimore.

## MINUTES

Office of the City Council - cont'd

Going into its third year, Mr. Cohen has partnered with Baltimore Corps since coming into office in 2016 to effectively confront critical issues impacting our city. The Baltimore Corps Fellows continue to coordinate Baltimore Rising, a civic engagement and democracy building initiative. They have successfully managed and facilitated Baltimore Rising's 3<sup>rd</sup> Cohort and selected individuals for the 4<sup>th</sup> Cohort that will begin February 2019. This past April, 13 individuals successfully completed the program and are now actively organizing around issues concerning voter-turnout, legislation around transparency, and hosting community gatherings to bring awareness to several social justice issues. Fellows are working with other organizations in Baltimore to partner on similar issues and broaden the impact Baltimore Rising is having on other organizations. Our Baltimore Corps Fellows continue to lead on this tremendous work.

Additionally, the office's Fellow helped coordinate a summer youth workforce development program under Mr. Cohen's office called "This Is Working." The Fellow worked alongside the Mayor's Office of Employment Development to coordinate 20 work sites for 22 youth in Southeast Baltimore as well as Friday workshops, field trips, and provided support as a supervisor for the youths and job sites.

Recently, one of the office's Baltimore Corps Fellows organized a mural project in O'Donnell Heights by working with the new community association and two local community schools to create a mural painting to beautify their community. This project took months to secure a grant from the Baltimore City Foundation and work alongside the students, the artist, and the partners to ensure that the community was completely involved in this process. The unveiling of the mural project was held on October 12, 2018. An article cited this mural as "a sign of unity against violence." Fellows in the office continue to build relationships with the O'Donnell Heights community.

**MINUTES**Office of the City Council - cont'd

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

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow Mr. Zeke Cohen and staff to continue to solicit donations for a Baltimore Corps Fellow for the First District City Council office. The President

**ABSTAINED.**

**MINUTES**

Office of the City Council - Governmental/Charitable  
Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow Mr. Zeke Cohen to solicit donations to continue the literacy program entitled 'Baltimore Reads'. The period of the campaign will be effective upon Board approval through June 4, 2019.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

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

Baltimore Reads is an event designed to convene students, families and the general community for a day of reading in Library Square Park on May 4, 2019. Funds raised will be used to pay for activities, refreshments, and in-kind donations such as food and books will be solicited to give to students who attend the event. Students will have the opportunity to rotate between different reading stations and engage in literacy exploration. Activities will be offered in both English and Spanish to create an inclusive environment for all Baltimore residents.

**MINUTES**Office of the City Council - cont'd

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

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow Mr. Zeke Cohen to solicit donations to continue the literacy program entitled 'Baltimore Reads'. The President **ABSTAINED**.

**MINUTES**

Office of the City Council - Governmental/Charitable  
Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow Mr. Zeke Cohen to solicit donations to expand the Law Enforcement Assisted Diversion (LEAD) program into South and Southeast Baltimore. The period of the campaign will be effective upon Board approval through December 31, 2019.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

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

LEAD is a program in which individuals charged with low-level drug and prostitution charges are diverted away from incarceration to social services and treatment programs. This approach has been demonstrated to reduce recidivism rates and takes a public health approach to these particular offenses. LEAD is a partnership between the Baltimore Police Department, the Office of the State's Attorney, Behavioral Health Systems Baltimore and Open Society Institute-Baltimore aimed at improving public health and public safety by applying a harm reduction approach to low-level drug and

**MINUTES**Office of the City Council - cont'd

prostitution charges. LEAD provides intensive case management in which individuals gain access to a variety of support services.

According to the LEAD Program Evaluation written by the University of Washington LEAD Evaluation Team, LEAD has proven to be successful in reducing criminal-recidivism rates by 60% for people experiencing homelessness, low-level drug offenses, and prostitution/sex work. Those who participated in LEAD had a 58% lower likelihood of being arrested again. Mr. Cohen, in collaboration with various stakeholders, would like to expand LEAD into South and Southeast Baltimore where our communities have experienced high levels of heroin use, sex trafficking, sex work, and other forms of substance abuse. As an innovative approach combining aspects of law enforcement, public health, and harm reduction, LEAD presents itself as an effective alternative to addressing the challenges our communities face.

The money raised for this expansion would be used to fund operating costs, vehicles, mileage, staff training, hiring 4-5 Case Managers, housing assistance, utilities, food, clothing, and public transportation. The cost for this program is \$1 million for both South and Southeast Baltimore.

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

**MINUTES**

Office of the City Council - cont'd

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow Mr. Zeke Cohen to solicit donations to expand the Law Enforcement Assisted Diversion program into South and Southeast Baltimore. The President

**ABSTAINED.**

**MINUTES**

Office of the City Council - Governmental/Charitable  
Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow Mr. Zeke Cohen's staff to fund a year-long youth jobs initiative. The period of the campaign will be effective upon Board approval through September 1, 2019.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

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

Funds would be solicited for the purposes of supporting a year-round youth jobs program. Such a program was called for by the Baltimore City Council on December 6, 2018 with the passage of Resolution 18-0121. The program would recruit students from Baltimore City High Schools, provide them with basic job and professionalism training, and place them in jobs. Students would work no more than 12 hours each week through the school year and full-time over the summer. Efforts will be made to match students in jobs related to their interests, goals, and/or their work in a career and technical education (CTE) track through Baltimore City Public Schools.

## MINUTES

Office of the City Council - cont'd

This program will be a collaboration between partners in industry, non-profits, and government. We have been working with Baltimore City Public Schools, the Mayor's Office of Employment Development, and several non-governmental partners to develop a network that could support youth employment. We seek to raise \$3 million to support a pilot program. The funds will be used to finance the recruitment, training, placement, and support of students and employers.

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

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow Mr. Zeke Cohen's staff to fund a year-long youth jobs initiative. The President

**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. 24 to Rummel, Klepper & Kahl, LLP, under Project No. 1232, On-Call Design Services. The period of the task assignment is approximately 12 months.

**AMOUNT OF MONEY AND SOURCE:**

\$36,571.45 - 9938-918034-9474-900000-703032

**BACKGROUND/EXPLANATION:**

This task will include Engineering Services for Herring Run Stream Bank Stabilization.

**MBE/WBE PARTICIPATION:**

Including this task, the Consultant has achieved:

**MBE:** 33.51%

**WBE:** 4.91%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

Department of Recreation and Parks - cont'd

**TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT</u></b>	<b><u>TO ACCOUNT</u></b>
<b>\$36,000.00</b>	9938-916034-9475	9938-918034-9474
General Fund	Herring Run Trail Enhancements (Reserve)	Herring Run Trail Enhancements (Active)

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1232, Task No. 24, to Rummel, Klepper & Kahl, LLP.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 24 to Rummel, Klepper & Kahl, LLP, under Project No. 1232, 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 General Services - On-Call Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution an agreement with Gipe Associates, Inc. under Project No. 1808, On-Call Mechanical Electrical Plumbing Design Services. The period of the On-Call Consultant Agreement is effective upon Board approval for four years.

**AMOUNT OF MONEY AND SOURCE:**

\$2,000,000.00 - Upset Limit

**BACKGROUND/EXPLANATION:**

Various City agencies on a continuing basis, require mechanical/electrical/plumbing services to modify, upgrade, or repair their facilities. Typically, the work involved is limited in scope and/or an urgent nature, which in either case should not be postponed until the customary engineering selection process can be executed. Under this agreement, the calls for these services will be made as needs are identified. The costs of services rendered will be negotiated as a not-to exceed price for each task assigned. Fees will be based on actual payroll rates. The payroll rate and the multiplier have been reviewed by the Department of Audits. The initial contract duration will be four years. However, projects started within the initial four-year period may continue beyond the four-year time frame until completion. The total fee for this On-Call Consultant Agreement will not exceed \$2,000,000.00 without a formal amendment.

The Consultant was selected pursuant to the Architect and Engineering Awards Commission (AEAC) procedures.

**MINUTES**

Department of General Services - cont'd

**MBE/WBE PARTICIPATION:**

<b>MBE:</b> KPN Architects, LLC.	\$0-460,000.00	0-23%
Columbia Engineering, Inc.	\$0-460,000.00	0-23%
	(In the aggregate)	
<b>WBE:</b> Carroll Engineering, Inc.	\$0-260,000.00	0-13%
MK Consulting Engineers, LLC.	\$0-260,000.00	0-13%
	(In the aggregate)	

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**AUDITS NOTED THE ON-CALL AGREEMENT AND WILL REVIEW TASK ASSIGNMENTS.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with Gipe Associates, Inc. under Project No. 1808, On-Call Mechanical Electrical Plumbing Design Services.

MINUTES

PERSONNEL MATTERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

338 - 351

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.

The President **ABSTAINED** on item no. 10.

The President voted **NO** on item no. 18

a, b, c, d and e.

**MINUTES****PERSONNEL**Office of Civil Right & Wage Enforcement

	<u>Rate of Pay</u>	<u>Amount</u>
1. <b>CLARINE L. HENDERSON</b>	\$20.00	<b>\$18,720.00</b>
2. <b>TIFFANY J. JONES</b>	\$20.00	<b>\$18,720.00</b>

Account: 1001-000000-1562-171500-601009

These individuals will work as Contract Services Specialists II. Their duties will include but are not limited to conducting field/on-site investigations to determine the nature and scope of complaints, interviewing and take statements from complainants, witness and law enforcement officials to ascertain the facts and corroborating evidence in the complainant's case, researching appropriate records and documents to ascertain the facts and corroborating evidence in the case, preparing detailed written reports on case findings and evidence detailing the nature and extent of the complaint and updating and maintaining case management records in order to report on the status of assigned investigations. The period of the agreement is effective upon Board approval for one year.

Health Department3. Reclassify the following vacant position:

From: Office Supervisor  
 Job Code: 33215  
 Grade: 084 (\$37,741.00 - \$45,044.00)  
 Position No.: 14632

To: Fiscal Officer  
 Job Code: 34424  
 Grade: 923 (\$60,655.00 - \$97,277.00)

MINUTES

PERSONNEL

Health Department - cont'd

Costs: \$28,912.89 - 1001-000000-3001-262400-601001

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

4. Create the following two positions:

Classification: Community Coordinator  
Job Code: 81442  
Grade: 090 (\$47,604.00 - \$57,857.00)  
Position Nos.: To be assigned by BBMR

Costs: \$143,082.00 - 5000-584419-3160-792200-601001

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

	<u>Rate of Pay</u>	<u>Amount</u>
5. <b>BRANDON BULL</b>	\$22.00	<b>\$20,900.00</b>

Account: 4000-4833319-3160-308000-601009

Mr. Bull will work as a Contract Services Specialist II. He will be responsible for implementing the after-school and summer Student's Against Violence Club. His duties will also include, organizing and executing an internship and mentorship program, coordinating outreach activities for Summer Youth interns, working with Baltimore City Public Schools and the Health Department to coordinate youth development activities with other programs, participating in weekly staff meetings and ensure that youth participants observe safe operating practices. The period of the agreement is effective upon Board approval through June 30, 2019.

**MINUTES****PERSONNEL**Department of Housing and Community Development6. Create the following two positions:

Classification: Operations Manager I

Job Code: 00090

Grade: 939 (\$85,417.00 - \$140,766.00)

Position Nos.: To be assigned by BBMR

Cost: \$156,809.00 - 1001-000000-1773-800900-601001

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

7. Reclassify the following vacant position:Position No. 51102

From: Code Enforcement Investigator I

Job Code: 42931

Grade: 087 (\$42,131.00 - \$50,927.00)

To: Code Enforcement Investigator II

Job Code: 42933

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

Cost: \$17,213.00 - 1001-000000-5832-594900-601001

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 Housing and Community Development - cont'd

8. Reclassify a filled position:

Position No. 33455

Classification: Office Support Specialist III  
Job Code: 33213  
Grade: 078 (\$31,488.00 - \$36,312.00)  
Position No.: 33455

To: Special Assistant  
Job Code: 10063  
Grade: 089 (\$45,660.00 - \$55,436.00)

Cost: \$16,194.00 - 1001-000000-2602-260700-601001

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 Emergency Management (MOEM)

	<u>Rate of Pay</u>	<u>Amount</u>
9. <b>NEAL P. GARITH</b>	\$30.90	<b>\$64,272.00</b>

Account: 4000-482016-2023-212605-601009

Mr. Garith will continue to work as a Contract Services Specialist II. He will be responsible for writing and revising emergency management policies and procedures, assisting with Urban Area Security Initiative regional planning efforts on Recovery and Evacuation, and coordinating emergency preparedness projects in collaboration with other agencies. He will also develop and implement public outreach and communication strategies, write action reports and improvement plans for major incident and special events. The period of the agreement is effective upon Board approval for one year.

**MINUTES****PERSONNEL**Mayor's Office of Emergency Management - cont'd

10. **ANTHONY R. SMITH** \$50.48 **\$105,000.00**

Account: 1001-000000-2131-228200-601009

Mr. Smith, retiree, will work as a Contract Services Specialist I. He will be responsible for overseeing emergencies, special events planning, training, exercises and logistics operations to Baltimore City stakeholders. The period of the agreement is effective upon Board approval for one year. The MOEM is requesting a waiver of AM 212-1, Part I pertaining to the number of hours worked and hourly rate.

Enoch Pratt Free Library11. Create the following new Non-Civil Service Classification:

a. Classification: Public Relations Supervisor  
 Job Code: 01982  
 Grade: 931 (\$73,868.00 - \$118,085.00)

Reclassify the following filled position:

Position No.: 46992

b. Classification: Public Relations Officer  
 Job Code: 01961  
 Grade: 923 (\$60,655.00 - \$97,277.00)

To: Public Relations Supervisor  
 Job Code: 01982  
 Grade: 931 (\$73,868.00 - \$118,085.00)

Cost: \$8,500.00 - 6000-674619-4501-338600-601001

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

**MINUTES****PERSONNEL**Baltimore Police Department**12. CYNTHIA L. MCCREA \$42,000.00**

Account: 1001-000000-2042-198100-601009

Ms. McCrea, retiree, will work as a Contract Services Specialist I. Her duties will include, but are not limited to maintaining the communications call-in system, assisting in medical file room maintenance, conducting drug urinalysis notifications and tracking. She will also perform data entry for employee incident forms, create new medical folders for members, organize and communicate with Interdynamics, Key Risk, Fire & Police Pension System and private attorneys and disseminate mail for Medical Section. The period of the agreement is May 14, 2019 through May 13, 2020.

**13. RENA R. RODGERS \$42,000.00**

Account: 1001-000000-2042-198100-601009

Ms. Rodgers, retiree, will work as a Contract Services Specialist I. Her duties will include, but are not limited to inspecting recruitment reports and documents for compliance with departmental procedures, entering applicant information into Lotus Notes, maintaining the recruitment database, and maintaining and providing statistical data and reports to supervisors. She will also conduct local, state, and federal criminal records checks, assist in streamlining recruitment procedures and providing prompt, safe, and effective ways to assist the Department's candidates during the application process. The period of the agreement is January 27, 2019 through January 26, 2020.

**14. LAVINIA M. TAYLOR \$42,000.00**

Account: 1001-000000-2042-198100-601009

Ms. Taylor, retiree, will work as a Contract Services Specialist I assigned to the Public Training Academy. Her

**MINUTES****PERSONNEL****Baltimore Police Department - cont'd**

duties will include, but are not limited to scheduling the members of the Police Department for all range related training, ensuring all members meet their annual qualifications requirements by tracking pertinent information recorded in the database. She will also communicate effectively with command staff in reference to training obligations within their assigned units, answer phones, and range related emails. The period of the agreement is March 22, 2019 through May 21, 2020.

15. **PATRICIA A.D. DAVIS** **\$42,000.00**

Account: 1001-000000-2042-198100-601009

Ms. Davis, retiree, will work as a Contract Services Specialist I assigned to the Evidence Control Unit. Her duties will include, but are not limited to being responsible for completion of the Evidence Control Unit administrative paperwork, filing copies of the paperwork from all departmental submissions, and distributing Return to Claimant letters for individuals to claim their property. She will also file all property disposition forms for the Evidence Control Unit and serve as a substitute for the short-staffed evidence control counter. The period of the agreement is May 22, 2019 through May 21, 2020.

16. **DARRICK J. LEE** **\$42,000.00**

Account: 1001-000000-2042-198111-601009

Mr. Lee, retiree, will work as a Contract Services Specialist I assigned to the Information Technology Section. His duties will include, but are not limited to assisting with IT based training and serving as a mobile communication technician to assist with the increased usage of technological devices agency wide. The period of the agreement is June 10, 2019 through June 9, 2020.

**MINUTES****PERSONNEL**Baltimore Police Department - cont'd17. **SHARON M. MARKOV****\$42,000.00**

Account: 1001-000000-2042-198100-601009

Ms. Markov, retiree, will work as a Contract Services Specialist I assigned to the Validations Unit. Her duties will include, but are not limited to reviewing original National Crime Information Center (NCIC) entries, reports and supporting documents, contacting victims, complainants, or courts for follow-up information. She will also access local, state and federal databases for additional information, update records on local databases and the NCIC to reflect relevant changes, prepare police supplemental reports and assist Crime Lab for NCIC hit confirmations on recovered guns. The period of the agreement is May 22, 2019 through May 21, 2020.

On January 3, 1996, the Board approved a waiver to the Administrative Manual Policy 212-1, Part I, which allowed the Department to hire retirees.

18. Adjust the salary grade for the following classifications:

## a. Classification: Police Captain

Job Code: 10277

From Grade: 83P (\$120,773.00 FLAT)

To Grade: 83P (\$124,396.00 FLAT)

## b. Classification: Police Colonel

Job Code: 10280

From Grade: 86P (\$142,421.00 FLAT)

To Grade: 86P (\$146,694.00 FLAT)

## c. Classification: Police Lieutenant Colonel

Job Code: 10279

From Grade: 85P (\$134,446.00 FLAT)

To Grade: 85P (\$138,479.00 FLAT)

**MINUTES****PERSONNEL**Baltimore Police Department - cont'd

d. Classification: Police Major

Job Code: 10278

From Grade: 84P (\$127,609.00 FLAT)

To Grade: 84P (\$131,438.00 FLAT)

e. Classification: Deputy Police Commissioner\*

Job Code: 10281

Grade: 88P (\$180,000.00 FLAT)

Cost: \$103,500.00 - 1001-000000-2042-198101-601062

\*There are no adjustments made and/or needed to the Deputy Police Commissioner classification at this time. The Board approved the salary upgrade to \$180,000.00 for this classification on February 28, 2018. This rate is over the 40% fixed percentage agreement that was initially approved by Board.

On March 18, 2015, the Board approved an established fixed salary relationship between the Police Lieutenant classification and the Baltimore Police Department's (BPD) senior sworn command ranks. Under this fixed relationship each of the following classifications will be paid a fixed percentage above the maximum seniority salary of the Police Lieutenant: Police Captain, 6%; Police Major 12%; Police Lieutenant Colonel, 18%; Police Colonel, 25%; and the Deputy Police Commissioner at 40%. Fraternal Order of Police salaries for the sworn referenced command staff require adjustment to maintain the fixed salary relationship effective January 1, 2019.

Department of Recreation and Parks19. Reclassify the following filled non-civil position:

Position No.: 24068

From: Office Support Specialist III

Job Code: 33213

Grade: 078 (\$31,488.00 - \$36,312.00)

**MINUTES****PERSONNEL**

Department of Recreation and Parks - cont'd

To: Permits and Records Technician II  
Job Code: 33295  
Grade: 083 (\$36,396.00 - \$43,285.00)

Cost: \$6,292.00 - 6000-680418-4731-677600-601001

20. Reclassify the following filled non-civil position:

Position No.: 49441

From: Office Support Specialist III  
Job Code: 33213  
Grade: 078 (\$31,488.00 - \$36,312.00)

To: Permits and Records Supervisor  
Job Code: 33293  
Grade: 087 (\$42,131.00 - \$50,927.00)

Cost: \$12,641.00 - 6000-680418-4731-677600-601001

21. Create the following position:

Classification: GIS Analyst  
Job Code: 31187  
Grade: 927 (\$68,505.00 - \$103,208.00)  
Position No.: To be assigned by BBMR

Cost: \$94,178.00 - 1001-000000-4783-363600-603026

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

**MINUTES****PERSONNEL**

Department of Recreation and Parks - cont'd

22. Create the following position:

Classification: GIS Analyst

Job Code: 31187

Grade: 927 (\$68,505.00 - \$103,208.00)

Position No.: To be assigned by BBMR

Cost: \$94,178.00 - 1001-000000-4783-363600-603026

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

	<u>Hourly Rate</u>	<u>Amount</u>
23. <b>TIA N. NEWTON</b>	\$28.00	<b>\$ 53,368.00</b>

Account: 1001-000000-4803-371400-601009

Ms. Newton, will work as a Contract Services Specialist II. She will be responsible for identifying creative guidelines for sub-brands and creating targets, multi-touch marketing pieces for their audience; working with the Baltimore City Office of Information Technology and internal stakeholders to plan and implement a complete overhaul for the Departments website reflective of 2019 rebrand; creating integrated marketing campaigns' to boost revenue and drive brand awareness amongst prospective and current customers' analyzing and reporting on activity of strategic campaigns to determine the campaigns' effectiveness; analyzing and reporting on activity of social media networks, as well as the Department's website; and presenting analytics to superiors, meeting with Department managers to determine best practices, researching ways to automate and streamline process, and working jointly with the Department's Chief of Marketing to implement a brand strategy for AFRAM 2019, etc. The period of the agreement is effective upon Board approval for one year.

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

24. **WANDA JOHNSON** \$15.30 **\$18,360.00**

Account: 1001-000000-4803-746800-601009

Ms. Johnson, retiree, will continue to work as a Contract Services Specialist I at the Herring Run Recreation Center (Center). She will plan, organize and participate in the evaluation of Center-wide recreational activities on a seasonal basis; meet with community groups to answer inquiries, discuss interest, and gain support for activities; counsel center participants; complete and maintains attendance records; participate with the Center Director in the assignment, review and evaluation of programs and offerings at the Center, plan district and City-wide events; design flyers and posters to publicize Center events and order supplies and equipment. The period of the agreement is effective January 27, 2019 through January 26, 2020.

25. **COURTNEY EVANDER** \$32.00 **\$ 8,360.00**

Mr. Evander will continue to work as a Contract Services Specialist II. He will provide figure Skating instructions for the Learn to Skate Program, summer camp program participants, teach basic skills necessary to compete in the US Figure Skating National Proficiency Test in addition to providing skating instruction for the Adult Skating Seminar. The period of the agreement is effective upon Board approval for one year.

26. Create the following position:

Classification: Urban Forester

Job Code: 71411

Grade: 090 (\$47,604.00 - \$57,857.00)

Position No.: To be assigned by BBMR

Cost: \$72,509.00 - 1001-000000-4783-363600-603026

**MINUTES****PERSONNEL**

Department of Recreation and Parks - cont'd

27. Create the following position:

Classification: Urban Forester

Job Code: 71411

Grade: 090 (\$47,604.00 - \$57,857.00)

Position No.: To be assigned by BBMR

Cost: \$72,509.00 - 1001-000000-4783-583800-601009

28. Create the following position:

Classification: Urban Forester

Job Code: 71411

Grade: 090 (\$47,604.00 - \$57,857.00)

Position No.: To be assigned by BBMR

Cost: \$72,509.00 - 1001-000000-4783-583800-601009

29. Create the following position:

Classification: Contract Administrator II

Job Code: 72412

Grade: 089 (\$45,660.00 - \$55,436.00)

Position No.: To be assigned by BBMR

Cost: \$70,071.00 - 1001-000000-4783-363600-603026

30. Create the following position:

Classification: Construction Building Inspector II

Job Code: 42262

Grade: 091 (\$49,651.00 - \$60,411.00)

Position No.: To be assigned by BBMR

Cost: \$75,134.00 - 5000-577719-4711-361800-601001

**MINUTES****PERSONNEL**Department of Recreation and Parks - cont'd31. Create the following position:

Classification: Contract Administrator II

Job Code: 72412

Grade: 089 (\$45,660.00 - \$55,436.00)

Position No.: To be assigned by BBMR

Cost: \$70,071.00 - 5000-577719-4711-361800-601001

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

Department of Transportation32. Reclassify the following vacant position:Position No.: 46876

From: Operations Manager II

Job Code: 00091

Grade: 942 (\$90,619.00 - \$149,401.00)

To: Operations Director I

Job Code: 00093

Grade: 967 (\$103,624.00 - \$170,834.00)

Cost: \$16,110.00 - 1001-000000-2301-248700-601001

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

**MINUTES**

Mayor's Office of Human Services - Provider Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Provider Agreement with St. Vincent de Paul of Baltimore, Inc. (SVDP). The period of the Provider Agreement is July 1, 2018 through February 29, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$450,000.00 - 4000-407119-3571-761000-603051

**BACKGROUND/EXPLANATION:**

0

The SVDP administers the Front Door (FD) program which serves 110 families. Eighty of these families are served directly by the SVDP and 30 families are served by the House of Ruth Maryland through a partnership funded by a Continuum of Care grant. The FD program will provide tenant-based rapid re-housing services, utilizing scattered-site units throughout Baltimore City, to families in Baltimore City shelters and homeless services programs. The FD program is prepared to take all referrals through Coordinated Access, when available.

The FD program will provide intensive case management, housing support, workforce development services, and one-time client assistance to remove barriers to housing and rental assistance through a model of progressive engagement.

The Provider Agreement is late because of a delay in receiving the project budget from the SVDP.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**

Mayor's Office of Human Services - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Provider Agreement with St. Vincent de Paul of Baltimore, Inc.

**MINUTES**

Circuit Court for Baltimore City - Sub-Vendor Contract

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Sub-Vendor Contract with Behavioral Health System Baltimore, Inc. for the Forensic Alternative Services Team (F.A.S.T). The period of the agreement is July 1, 2018 through June 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$633,027.00 - 4000-400519-1100-576600-404001

**BACKGROUND/EXPLANATION:**

This program is funded by the Department of Health and Mental Hygiene. This program provides mental health evaluation of seriously mentally ill citizens in Baltimore, who have been arrested for minor crimes and either placed in the Baltimore City Detention Center or the Central Booking Facility. When indicated, the program arranges with the court to have the defendant transferred to either a mental health facility as an inpatient or directed to an appropriate outpatient facility. Follow-up over a six-month period by the program is mandatory.

As in prior years, the program will continue to divert this population from incarceration and the criminal justice system to appropriate mental health treatment resources. By providing such services, the population of mentally ill that are incarcerated has decreased. In addition, approximately 72% of the individuals evaluated and placed through the Program do not return to the criminal justice system within two years. This program clearly is a positive contribution to the reduction of trial dockets within the courts and is a humane placement solution for the mentally ill.

In addition to the original FAST program, this contract is also funding portions of the Circuit Court Mental Health Court docket, which is an alternative to incarceration and community linkage

**MINUTES**

Circuit Court for Baltimore City - cont'd

program for Circuit Court Mental Health parole and probationers with mental health issues.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Sub-Vendor Contract with Behavioral Health System Baltimore, Inc. for the Forensic Alternative Services Team.

**MINUTES**

Circuit Court for Baltimore City - Cooperative Reimbursement Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Cooperative Reimbursement Agreement with the State of Maryland, Department of Human Services, Child Support Enforcement Administration (DHS/CSEA). The period of the agreement is October 1, 2018 through September 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$254,214.00 - 4000-401519-1100-116800-404001

**BACKGROUND/EXPLANATION:**

The agreement will provide funding for operations costs and salary /OPC expenditures for the Domestic Relations Magistrates Program on a 34% (local share) to 66% (Federal participation) basis. Prior to Fiscal Year 1998, Baltimore City provided all funding for child support and custody enforcement, as required under spousal support obligations under this program.

For the reasons stated above, the Circuit Court requests the Board of Estimates approval of the Cooperative Reimbursement Agreement with the DHS/CSEA.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Cooperative Reimbursement Agreement with the State of Maryland, Department of Human Services, Child Support Enforcement Administration.

**MINUTES**

Department of Transportation - Amendment No. 2 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Amendment No. 2 to Agreement with Sabra, Wang & Associates, under Project No. 1209, On-Call Traffic Engineering Services. The Amendment No. 2 will extend the period of the agreement for two years through January 13, 2021.

**AMOUNT OF MONEY AND SOURCE:**

\$1,000,000.00 - Increase in upset fee

**BACKGROUND/EXPLANATION:**

On January 14, 2015, the Board approved the Agreement in the amount of \$1,500,000.00 with Sabra Wang & Associates, for a period of three year to assist the Department's Planning Division in managing various planning and engineering services. The scope of services include, but is not limited to traffic impact studies for economic development projects including recommendations for traffic mitigation under adverse conditions; designing traffic control devices including signals, vehicle detection equipment, signs, pavement markings, and traffic calming installations; technical reports, cost estimates and contract documents. With the increase, the total upset limit with be \$3,500,000.00.

**MBE/WBE PARTICIPATION:**

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

**AUDITS NOTED THE INCREASE IN THE UPSET LIMIT AND THE TIME EXTENSION, AND WILL REVIEW TASK ASSIGNMENTS.**

**MINUTES**

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved the Amendment No. 2 to Agreement with Sabra, Wang & Associates, under Project No. 1209, On-Call Traffic Engineering Services.

**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.	<b>JOHNS HOPKINS UNIVERSITY</b>	<b>1501</b>	<b>\$5,707,061.00</b>

Johns Hopkins University would like to install roadway and streetscape, lighting and landscape improvements in the vicinity of the University located at 3400 North Charles 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 \$5,707,061.00 has been issued to Johns Hopkins University LLC, which assumes 100% of the financial responsibility.

2.	<b>ALTA BREWERS HILL, LLC</b>	<b>1574</b>	<b>\$ 27,657.00</b>
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Alta Brewers Hill, LLC would like to install new water service to its proposed new building located in the vicinity of 1211 South Eaton 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 \$27,657.00 has been issued to Alta Brewers Hill, LLC which assumes 100% of the financial responsibility.

**MBE/WBE PARTICIPATION:**

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

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

The President **ABSTAINED** on item no. 1.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 18 to Rummel, Klepper & Kahl, LLP, Consultant, under Project 1217, On-Call Construction Project Management Services. The period of the Task Assignment is approximately six months.

**AMOUNT OF MONEY AND SOURCE:**

\$151,630.80 - 9950-910313-9527-900010-705032  
73,454.95 - 9960-911502-9557-900020-705032  
10,000.00 - 9950-912042-9512-900010-705032  
\$235,085.75

**BACKGROUND/EXPLANATION:**

This authorization provides for Construction Inspection and Project Management Services for various capital projects. The scope of services is in connection with TR 11306 - Midtown Streetscape/Traffic Improvements, TR 13310 - Geometric Safety Improvements, Phase II and Contract 1217 - On-Call Construction Project Management Services.

**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. At this time the Consultant has not met the MBE goal of 29.00%. However, they have met 25.00% MBE and have enough capacity to meet the remaining MBE goal. The Consultant has exceeded the WBE goal of 10.00% with an achieved goal of 16.00%.

**MBE:** 29.00%

**WBE:** 10.00%

**MINUTES**

Department of Transportation - cont'd

**APPROVED BY MWBOO ON 11/29/2018.**

**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. 18 to Rummel, Klepper & Kahl, LLP, Consultant, under Project 1217, On-Call Construction Project Management Services.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 19 to Rummel, Klepper & Kahl, LLP, Consultant, under Project 1217, On-Call Construction Management Services. The period of the Task Assignment is approximately three months.

**AMOUNT OF MONEY AND SOURCE:**

\$112,530.00 - 9950-914065-9508-900020-705032

**BACKGROUND/EXPLANATION:**

This authorization provides for staffing for the Harford Road Bridge necessary to furnish construction management services and inspection services during the transition of Contract 1288 approval.

**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. At this time the Consultant has not met the MBE goal of 29.00%. However, they have met 23.00% MBE. The Consultant has exceeded the WBE goal of 10.00% with an achieved goal of 14.00%.

**MBE:** 29.00%

**WBE:** 10.00%

**APPROVED BY MWBOO ON 12/12/2018.**

**MINUTES**

Department of Transportation - cont'd

**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. 19 to Rummel, Klepper & Kahl, LLP, Consultant, under Project 1217, On-Call Construction Management Services.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 27 to Johnson, Mirmiran & Thompson, Inc., Consultant, under Project 1217, On-Call Construction Project Management Services. The period of the Task Assignment is approximately 7.5 months.

**AMOUNT OF MONEY AND SOURCE:**

\$168,619.29 - 9962-9906072-9562-900000-705032

**BACKGROUND/EXPLANATION:**

This authorization provides for staffing the Department of Transportation Conduit Division with a Construction/Project Manager to provide change order management, claims analysis and other construction management support services.

**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.

At this time the Consultant has not met the MBE goal of 27%. However, they met 24% MBE and have enough capacity to meet the remaining goal. The Consultant has exceeded the 10% WBE goal, they achieved a goal of 11%.

**MBE:** 27.00%

**WBE:** 10.00%

**APPROVED BY MWBOO ON 9/24/2018.**

**MINUTES**

Department of Transportation - cont'd

**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. 27 to Johnson, Mirmiran & Thompson, Inc., Consultant, under Project 1217, On-Call Construction Project Management Services.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 28 to Johnson, Mirmiran & Thompson, Inc. Consultant, under Project 1217, On-Call Construction Project Management Services. The period of the Task Assignment is approximately three months.

**AMOUNT OF MONEY AND SOURCE:**

\$300,000.00 - 9950-901882-9508-900010-705032  
45,687.13 - 9962-919021-9562-900000-705032  
**\$345,687.13**

**BACKGROUND/EXPLANATION:**

This authorization provides staffing for Contract TR 12311R Replacement of Three Bridges over MD 295, Waterview Avenue Bridge, Annapolis Road Bridge and Maisel Street Pedestrian Bridge, Corridor-Wide Guide Sign Replacement: Bush Street to City-County line. The staffing is necessary to furnish construction management services and inspection services during the transition of Contract NO. 1288 - Bridge Construction Management Services.

**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.

Although the Consultant has not met the MBE goal of 27%, they achieved of 23% MBE and there remains enough capacity to meet the goal. The Consultant has exceeded the 10% WBE goal. The Consultant achieved a goal of 11%.

**MBE:** 27.00%

**WBE:** 10.00%

**MINUTES**

Department of Transportation - cont'd

**APPROVED BY MWBOO ON 12/11/2018.**

**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. 28 to Johnson, Mirmiran & Thompson, Inc. Consultant, under Project 1217, On-Call Construction Project Management Services.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 3 to Wallace, Montgomery & Associates, Consultant, under Project 1257, On-Call Conduit Infrastructure Design Services. The period of the Task Assignment is approximately 12 months.

**AMOUNT OF MONEY AND SOURCE:**

\$200,886.35 - 9962-906072-9562-900000-705032

**BACKGROUND/EXPLANATION:**

This authorization provides for staff support for review of contracts, closures, and data discrepancies. This task also provides part-time supplemental support and to be immediately responsive and mobilized for services in a reasonably and timely manner as requested by the project manager for emergency needs and/or field representation. Assistance for this task will include, but is not limited to; review minor privileges for proposed placement of chairs, potted plants, trash cans, dumpsters or tree planting, review for closing alleys or streets that will not allow for conduit maintenance to repair any conduit system and plans for any land disturbances around existing conduit system.

**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%

**MINUTES**

Department of Transportation - cont'd

**APPROVED BY MWBOO ON 8/31/2018.**

**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. 3 to Wallace, Montgomery & Associates, Consultant, under Project 1257, On-Call Conduit Infrastructure Design Services.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development (DHCD) - Options</u>			
1. Eutaw Place LLC	2205 Henneman Avenue	G/R \$66.00	\$ 605.00
Funds are available in account no. 9910-904177-9588-900000-704040, Hoen Parking Project.			
2. The Village at Rockville, Inc., formerly known as The National Lutheran Home for the Aged	326 S. Franklinton Road	G/R \$50.00	\$ 417.00
3. Art Properties, Inc.	326 S. Franklinton Road	L/H	\$24,841.00
Funds are available in account no. 9910-905640-9588-900000-704040, FY14 Whole Block Demo Project.			
4. Ilene H. Tilson, now known as Ilene H. Powers	2701 Tivoly Avenue	G/R \$120.00	\$ 1,100.00
5. New Freedom Corporation	2753 Tivoly Avenue	G/R \$90.00	\$ 825.00
Funds are available in account no. 9910-904326-9588-900000-704040, CHM Project.			
6. Eutaw Place LLC	137 S. Calverton	G/R \$50.00	\$ 459.00

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

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development (DHCD) - Options</u>			
7. Jeb Stuart Fries and Mary B. Buonanno	2123 Boyd Street	G/R \$160.00	\$ 1,333.33

Funds will be transferred prior to settlement into account no. 9904-912058-9127-900000-704040, Rachel Wilson Park Project.

In the event that the option agreement/s fail/s and settlement cannot be achieved, the Department requests the Board's approval to purchase the interest in the above property/ies by condemnation proceedings for an amount equal to or lesser than the option amount/s.

Department of Housing and Community Development - Condemnations

8. Carter & Suggs, Inc.	2107 Boyd Street	L/H	\$ 2,218.00
9. Tangie Jacks	2109 Boyd Street	L/H	\$ 2,245.00
10. Tangie Jacks	2111 Boyd Street	L/H	\$ 2,058.00
11. Frank Johnson	2113 Boyd Street	L/H	\$ 1,978.00
12. Hy-Bob Company, Inc.	2117 Boyd Street	G/R \$60.00	\$ 400.00
13. Madison & Morgan, LLC	2121 Boyd Street	F/S	\$ 5,720.00
14. SC B&B #2LTD	2123 Boyd Street	L/H	\$ 4,933.00
15. Mack Properties, Inc.	127 S. Calverton Road	L/H	\$ 3,140.00

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations</u>			
16. Myrle E. Wakeman (aka Virginia Price)	127 S. Calverton Road	G/R \$54.00	\$ 360.00
17. Bernhard Brown and Eleanor Brown	133 S. Calverton Road	G/R \$90.00	\$ 600.00
18. Ronnie Marc Goldberg, et al.	135 S. Calverton Road	G/R \$50.00	\$ 333.00
19. Chidozie Onyekonwu	137 S. Calverton Road	L/H	\$ 2,767.00

Funds are available in 9904-912058-9127-900000-704040, Boyd-Booth Project.

20. Archer Smith, Harry Smith, and Mable Smith	1607 Normal Avenue	L/H	\$ 3,440.00
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Funds are available in City Funds, account no. 9910-904177-9588-900000-704040, Gateway Park Project.

21. George Emanuel Townsend, III	1611 Normal Avenue	L/H	\$ 3,400.00
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Funds are available in City Funds, account no. 9910-904177-9588-900000-704040, Gateway Park Project.

DHCD - Condemnations or Redemptions

22. The Savings Bank of Baltimore	1607 Normal Avenue	G/R \$84.00	\$ 560.00
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Funds are available in Community Development Block Grant Funds, account no. 9910-904177-9588-900000-704040, Gateway Project.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations or Redemptions - cont'd</u>			
23. Annye L. Hammond	2204 Druid Hill Avenue	G/R \$100.00	\$ 833.33

Funds will be transferred prior to acquisition into account no. 9910-905640-9588-900000-704040, FY17 Whole Block Demolition.

The Board is requested to approve acquisition of the ground rent interest (item nos. 22 - 23) by condemnation, or in the alternative may, SUBJECT to the prior approval of the Board, make application to the Maryland Department of Assessments and Taxation to redeem or extinguish the ground rent interest for these properties.

DHCD - Rescission of Condemnation/Approval of Option

24. Alvin Pomerantz, Trustee U/D Alvin Pomerantz dated May 27, 1988	1004 Sarah Ann Street	G/R \$18.00	\$ 165.00
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Funds are available in account no. 9910-914135-9588-900000-704040, Poppleton Project, Phase 4.

On July 25, 2018, the Board approved the acquisition of the \$120.00 ground rent interest, by condemnation, in the property located at 1004 Sarah Ann Street. Since the original Board approval the owner has negotiated an agreeable sale price for 1004 Sarah Ann Street and would like to proceed with a voluntary settlement. Therefore, the Board is requested to rescind the prior condemnation approval and approve the option agreement for 1004 Sarah Ann Street in the amount of \$165.00.

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

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Rescission of Condemnation/Approval of Option</u>			
<p>In the event that the option agreement fails and settlement cannot be achieved, the Department requests the Board's approval to purchase the interest in the above property by condemnation proceedings for an amount equal to or lesser than the option amount.</p>			
<u>Law Department - Payment of Settlement</u>			
25. Robert H. Paul	1132 W. Saratoga	F/S Street	\$ 3,700.00

Funds will be drawn from account no. 9910-908044-9588-900000-704040, Poppleton Project Area.

On October 24, 2018, the City filed a condemnation action to acquire the Fee Simple interest in the real property located at 1132 W. Saratoga Street, Baltimore, Maryland in the amount of \$37,000.00, based upon the higher of two independent appraisal reports. The parties agreed to a settlement amount of \$40,700.00, a 10% administrative increase. Thus, the Board is requested to approve an additional \$3,700.00 (\$40,700.00 less the previous approval amount of \$37,000.00).

UPON MOTION duly made and seconded, the Board approved the foregoing Options, Condemnations, Condemnations or Redemptions, Rescission of Condemnation/Approval of Option, and Payment of Settlement.

**MINUTES**

Parking Authority of Baltimore - Seventh Amendment to Parking  
Baltimore City (PABC) Facility Operations and  
Management Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Seventh Amendment to Parking Facility Operations and Management Agreement (Amendment) with Chesapeake Parking Associates, a general partnership between Central Parking System of Maryland Inc. and Banks Contracting Company Inc. (Chesapeake) for the Lexington Street Garage. The Amendment will extend the period of the agreement through May 31, 2019.

**AMOUNT OF MONEY AND SOURCE:**

<u>Seventh</u>	<u>Original &amp;</u>	<u>Account Number</u>
<u>Amendment</u>	<u>Amendments</u>	
\$119,114.00	\$1,454,183.00	2075-000000-2321-408300-603016 Maintenance and Repair
18,000.00	267,000.00	2075-000000-2321-408300-603026 Management and Incentive
<u>5,000.00</u>	<u>4,244.00</u>	2075-000000-2321-408300-603038 Security
<b>\$142,114.00</b>	<b>\$1,725,427.00</b>	

Therefore this Amendment reflects a total Agreement amount of \$1,867,541.00 during the life of the Agreement.

**BACKGROUND/EXPLANATION:**

The original agreement was for a seventeen-month period and has been amended six times previously to extend the period with approval from the Board. The sixth amendment extended the period of the agreement through November 30, 2018.

Under the original agreement, compensation to Chesapeake was based on a monthly base management fee and a calculation for the incentive fee, with reimbursement for approved operating expenses at the parking facility.

**MINUTES**

PABC - cont'd

This Amendment requires additional funding to pay for anticipated operating expenses and to compensate Chesapeake during the extended term upon the original compensation structure.

The Bureau of Procurement was delayed in issuing an RFP for the operation of this garage. The RFP has been issued and proposals were received on November 21, 2018.

This Seventh Amendment will allow for proposals to be reviewed and the eventual contract awarded.

Chesapeake has provided adequate management services.

This Seventh Amendment is late because of delays from Chesapeake in getting the Amendment signed and returned to the PABC.

**MBE/WBE PARTICIPATION:**

<b>MBE:</b> Tote-It, Inc.	10.00%	\$2,340.00	(1.95%)
Sign-a-Rama	7.00%	0.00	(0.00%)
	<b>17.00%</b>	<b>\$2,340.00</b>	<b>(1.95%)</b>
 <b>WBE:</b> Fitch Dustdown	6.75%	\$ 0.00	(0.00%)
Sue Ann's Office	2.25%	2,340.00	(2.08%)
Supply, Inc.			
	<b>9.00%</b>	<b>\$2,340.00</b>	<b>(2.08%)</b>

Per the contracting agency, the MBE and WBE goal were not met due to structural issues at the garage and a mild winter which caused underutilization of vendors.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**

PABC - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Seventh Amendment to Parking Facility Operations and Management Agreement with Chesapeake Parking Associates, a general partnership between Central Parking System of Maryland Inc. and Banks Contracting Company Inc. for the Lexington Street Garage. The Comptroller **ABSTAINED**.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve adjustments to the monthly rate at the City-owned Fayette 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 monthly rate charged at the Fayette 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.

**MINUTES**

PABC - cont'd

Fayette Street Garage Monthly Rate Adjustments			
Rate to be Adjusted	Current Rate	Proposed Rate	Date of Last Adjustment
Monthly Market	\$50.00	\$55.00	October 2017
Reserve Monthly	\$70.00	\$80.00	October 2017

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the adjustments to the monthly rate at the City-owned Fayette Street 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 monthly rate at the City-owned Wall 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 monthly rate charged at the Wall 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.

**MINUTES**PABC - cont'd

Wall Street Garage Monthly Rate Adjustments			
Rate to be Adjusted	Current Rate	Proposed Rate	Date of Last Adjustment
Monthly Market Rate	\$160.00	\$170.00	Never

**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 Wall Street Garage that is managed by the PABC.

## MINUTES

Health Department - Notices of Awards and Agreements

The Board is requested to approve and authorize execution of the various Notices of Awards (NOAs) and Agreements. The period of the agreement is January 1, 2019 through December 31, 2019 unless otherwise indicated.

1. **DEPARTMENT OF HEALTH AND HUMAN SERVICES**                   **\$ 196,706.00**  
**CENTERS FOR DISEASE CONTROL AND PREVENTION**

Account: 4000-422119-3030-271400-404001

This NOA will allow the Department's Tuberculosis (TB) Prevention Program to utilize the funds to support the City's TB control efforts, to provide medical care and treatment for active and latent TB patients, and to conduct contact investigations. Funds are used for staff, radiology services, and clinician salaries.

The NOA is late because of a delay in the administrative process.

2. **DEPARTMENT OF HEALTH AND HUMAN SERVICES**                   **\$1,066,274.00**  
**CENTERS FOR DISEASE CONTROL AND PREVENTION**

Account: 4000-422519-3030-271500-404001

This NOA provides funding to support STD prevention, screening and treatment services. The Department will utilize the funds to support STD surveillance, respond to STD-related outbreaks, identify persons with STDs and link them and their partners to care and to treatment through targeted disease investigation and intervention.

The NOA is late because of administrative delays.

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

3. **UNIVERSITY OF MARYLAND, BALTIMORE (UMB)**                   **\$ 36,000.00**

Account: 1001-000000-3030-271500-401260

## MINUTES

Health Department - cont'd

UMB is conducting a public health study involving Chlamydia and Gonorrhea (CT/NG) testing of participants who provide urine samples (the STING Study). The UMB needs a laboratory to test the urine samples. The Department as consultant under this agreement will provide laboratory testing services for the UMB. The UMB will pay the Department a flat testing rate of \$30.00 per sample for both CT/NG samples. The period of the agreement is September 1, 2018 through August 31, 2019.

4. **COMMUNITIES UNITED, INC.** **\$ 97,695.00**

Account: 4000-483519-3080-294600-603051

The purpose of the ReCAST West Baltimore Project is to reduce the impact of trauma and build resilience in the Central West Baltimore Communities so that young people can complete school and engage in the workforce

Communities United, Inc., through this agreement, will provide community organizing and outreach services to support the needs assessment, strategic planning, coalition building, and resource coordination to the ReCAST communities.

These services will ensure alignment with community needs and that services available are known and taken advantage of by residents throughout the community. The period of the agreement is October, 1, 2018 through September 30, 2019.

The 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.**

**MINUTES**

Health Department - cont'd

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

**MINUTES**

Department of Housing and Community Development (DHCD) - Ratification of Reimbursement

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify the reimbursement and approve payment to TRF Development Partners-Baltimore, LLC (TRF DP) for past due invoices for services rendered from July 11, 2016 through August 22, 2018 in the Greenmount West Community.

**AMOUNT OF MONEY AND SOURCE:**

The expenditures are itemized as follows:

<b>Vendor</b>	<b>Date</b>	<b>Amount</b>
Whiteford, Taylor & Preston, L.L.P.	7/11/16	\$ 1,190.00
Whiteford, Taylor & Preston, L.L.P.	10/5/16	945.00
Whiteford, Taylor & Preston, L.L.P.	11/7/16	1,785.00
Whiteford, Taylor & Preston, L.L.P.	12/6/16	2,093.92
Whiteford, Taylor & Preston, L.L.P.	5/4/17	1,973.16
Whiteford, Taylor & Preston, L.L.P.	6/19/17	1,442.50
Whiteford, Taylor & Preston, L.L.P.	2/13/17	560.90
Whiteford, Taylor & Preston, L.L.P.	3/3/17	560.90
Whiteford, Taylor & Preston, L.L.P.	7/10/17	1,679.00
Whiteford, Taylor & Preston, L.L.P.	9/15/17	1,241.00
Whiteford, Taylor & Preston, L.L.P.	10/3/17	1,606.00
Whiteford, Taylor & Preston, L.L.P.	11/7/17	511.00
Whiteford, Taylor & Preston, L.L.P.	1/18/18	3,699.56
Whiteford, Taylor & Preston, L.L.P.	4/19/18	2,789.43
Whiteford, Taylor & Preston, L.L.P.	5/15/18	5,689.15
ARC Environmental, LLC	1/18/18	918.75
ARC Environmental, LLC	7/18/18	480.00
ARC Environmental, LLC	8/22/18	1,320.00
<b>TOTAL</b>		<b>\$30,485.27</b>

Account - 9910-902487-9588-900000-704040

**MINUTES**

DHCD - cont'd

**BACKGROUND/EXPLANATION:**

On June 17, 2009, the Board approved the sale and Land Disposition Agreement (LDA) of the vacant, undeveloped site, located at 1500 Greenmount Avenue in the Greenmount West Community, to TRF DP, Jubilee Baltimore Inc., and Homes for America Inc. The project consisted of ten newly constructed townhomes and one multifamily building with 70 rental units.

As part of the LDA, Article 10 states that, "All Environmental Costs incurred after the Settlement Date shall be paid by the City to the Developer within 30 days following the submission to the City of evidence that said costs have been incurred."

In accordance with the LDA and to facilitate the furtherance of the project, TRF DP spent \$30,485.27 of its private funds for the environmental remediation of Lots 57 through 64 in Block 1120 and 424 thru 438 East Oliver Street. The breakdown of the costs is shown above.

The invoices are late because of delays in the administrative review.

**MBE/WBE PARTICIPATION:**

N/A

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

UPON MOTION duly made and seconded, the Board ratified the reimbursement and approved payment to TRF Development Partners-Baltimore, LLC for past due invoices for services rendered from July 11, 2016 through August 22, 2018 in the Greenmount West Community.

**MINUTES**

Department of Housing and  
Community Development

- Community Development  
Grant Agreements

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of three Community Development Grant Agreements (Agreement) with Bon Secours Foundation of Maryland, Inc., Loyola University of Maryland, Inc., and Central Baltimore Partnership, Inc. The Community Development Grant Agreements are effective upon Board approval for one year. The completion date for the work may be extended with the prior written consent of the City and subject to such conditions as the City may impose.

**AMOUNT OF MONEY AND SOURCE:**

Applicant	Project	Description	Amount Awarded
Bon Secours Foundation of Maryland, Inc.	Southwest Baltimore Block Beautification Project - Phase II	Signage, landscaping, and community engagement materials associated with neighborhood-led beautification effort.	\$54,000
Loyola University Maryland, Inc.	B'More Birds York Road Mural Placemaking Initiative	Artist fees, community engagement materials, and supplies for the installation of six large-scale murals to extend the B'More Birds: York Road Mural Initiative murals to extend the B'More Birds: York Road Mural Initiative	\$49,500

## MINUTES

Department of Housing and - cont'd  
Community Development

Central Baltimore Partnership, Inc.	Connecting Anchor Institutions with Creative Place-making at Penn Station.	Creation of university transit hub at Penn Station thru design and installation of a shuttle stop, temporary "parklet" concept, pedestrian /commuter improvements, a mural along the Charles Street Bridge, and visual programming to connect UB, MICA, JHU, Penn Station and Station North.	\$ 71,500
<b>Total: \$175,000</b>			

Account: 9914-919018-9586-900000-704047

**BACKGROUND/EXPLANATION:**

Bon Secours Foundation of Maryland, Inc., Central Baltimore Partnership, Inc. and Loyola University Maryland, Inc. will support community engagement and neighborhood-level economic development activities in several Baltimore City communities surrounding the campuses of higher education and medical systems.

Baltimore City higher-education and medical systems, or "anchor institutions" are actively engaged in neighborhood partnerships with their surrounding communities and the City to advance mutual interests in neighborhood-level economic development throughout the City. Examples of successful community partnerships include, but are not limited to, the York Road Initiative (YRI) neighboring Loyola University Maryland and Notre Dame of Maryland University,

## MINUTES

Department of Housing and - cont'd  
Community Development

the Homewood Community Partners Initiative (HCPI) in Central Baltimore, and continued commitments from Bon Secours Baltimore Health System as participants of the Southwest Partnership (SWP) and Operation Reach Out Southwest (ORSW).

Past examples of anchor-institution community development place-making grants supported by the Department have included improvements to community gathering space at Coppin State University along North Avenue, improvements to lighting and signage in business districts in Old Goucher and Charles North, the incorporation of local workforce development initiatives into neighborhood beautification efforts in southwest Baltimore, and community greening in Mid-town Belvedere.

To leverage the implementation of community vision plans and anchor-driven investments, the Department issued a Notice of Funding Availability (NOFA) to anchor institutions in 2016 to solicit capital and community-led projects. These projects will enhance the quality of life in residential communities and promote a growing small business climate in the City neighborhoods through the improvement of properties, open spaces, commercial corridors, and support transformational neighborhood-level real estate development projects and transportation infrastructure throughout the City.

A transfer of funds in the amount of \$340,616.00 was approved by the Board on March 7, 2018 for the purpose of enabling these three community projects and other anchor-related projects to continue.

The transfer included a remaining balance of \$40,616.00 of General Fund Revenue from prior community development grants in Fiscal Year 2015 and \$300,000.00 in general obligation bond funds from Fiscal Years 2016 and 2017. This Agreement amount of \$175,000.00 includes the remaining \$40,616.00 carried over from Fiscal Year 2015 and \$134,384.00 of the \$150,000.00 in available Fiscal Year 2016 funds offered in the 2016 Notice of Funding Availability. The remaining anchor institution initiative funds for Fiscal Year 2016

**MINUTES**

Department of Housing and - cont'd  
Community Development

of \$15,626.00 will be spent on future anchor-related projects. The Fiscal Year 2017 anchor institution initiative funds are intended for future anchor institution-related projects.

The Grant Agreement with Loyola University of Maryland is less than \$50,000.00.

**MWBOO GRANTED A WAIVER FOR THE CENTRAL BALTIMORE PARTNERSHIP, INC. AND BON SECOURS FOUNDATION OF MARYLAND, INC.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Community Development Grant Agreements with Bon Secours Foundation of Maryland, Inc., Loyola University of Maryland, Inc. and Central Baltimore Partnership, Inc.

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Spikes Industries, LLC, Developer, for the sale of the City-owned properties located at 2126, 2128 and 2130 Mura Street.

**AMOUNT OF MONEY AND SOURCE:**

\$	700.00	-	2126 Mura Street
	700.00	-	2128 Mura Street
	700.00	-	2130 Mura Street
	<u>\$2,100.00</u>		

**BACKGROUND/EXPLANATION:**

The Developer will purchase the vacant lots for the purpose of safe green space for youth and seniors in conjunction with COR Health Institute and its youth programs. This will include meditation, gardening education, community events and healthy living. The purchase and improvements to the site will be financed through private resources.

Provisions of Article 2, Section 15 of the Baltimore City Charter 2010 Edition (the Charter Provision); Article 48, Subtitle 8 of the Baltimore City Code; and Article 13, Section 2-7(h) of the Baltimore City Code - 2010 Edition (the City Code) authorize the City to sell the properties.

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

Not applicable. The lots at 2126, 2128 and 2130 Mura Street were valued at \$700.00 each, with a total value of \$2,100.00 based on the Waiver Valuation and will be sold for \$2,100.00.

**MINUTES**

Department of Housing and - cont'd  
Community Development

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Spikes Industries, LLC, Developer, for the sale of the City-owned properties located at 2126, 2128 and 2130 Mura Street.

**MINUTES**

Mayor's Office of Employee Development - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the agreement with Maryland New Directions Inc. The period of the agreement is October 1, 2018 through September 30, 2019 with an option to renew the agreement for one additional 1-year term.

**AMOUNT OF MONEY AND SOURCE:**

**\$120,000.00** - 4000-806418-6313-688505-603051  
4000-806419-6313-688505-603051

The purpose of this agreement is to secure the services of the Provider to design and deliver innovative programming and comprehensive services resulting in academic achievement and employment success for twenty Baltimore City residents. Maryland New Directions, Inc. will increase employment and education prospects for participants through their award winning Career Focus job readiness program; the Maritime Transportation, Distributions and Logistics Training program; and the Commercial Transportation Careers Training program.

The agreement is late because time was necessary to reach a comprehensive understanding between the parties.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with Maryland New Directions Inc.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONSVENDOR AMOUNT OF AWARD AWARD BASISBureau of Procurement

- |    |   |                     |                |
|----|---|---------------------|----------------|
| 1. | <u>ENGEL X FEDERAL LLC</u>  | <u>\$ 59,952.00</u> | <u>Renewal</u> |
|    | Contract No. P-063 - Consulting Services for the Electricity, Natural Gas and Energy - Baltimore City Department of Public Works - P.O. No. P521423 |                     |                |

On December 15, 2011, the Board approved the initial award in the amount of \$57,204.00. The award contained nine 1-year renewal options. Renewal nos. 1 - 6 have been approved. This seventh renewal in the amount of \$59,952.00 is for the period December 21, 2018 through December 20, 2019, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

Not applicable. At the time of the original award submitted by the using agency directly to the Board for this Cooperative Contract, MBE and WBE goals were not required for the agreement.

- |    |   |                |                |
|----|---|----------------|----------------|
| 2. | <u>FERGUSON ENTERPRISES, INC.</u>   | <u>\$ 0.00</u> | <u>Renewal</u> |
|    | Contract No. B50004438 - Various Type K - Copper Tubing - Department of Public Works, Water and Wastewater - P.O. No. P534353 |                |                |

On February 3, 2016, the Board approved the initial award in the amount of \$200,000.00. The award contained four 1-year renewal options. Two renewal options have been approved. This third renewal in the amount of \$0.00 is for the period February 20, 2019 through February 19, 2020, 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 December 7, 2015, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

3. a. NORTHEAST ENERGY SERVICES  
LLC
- b. CIVIC WORKS, INC.
- c. AMERICAN ENERGY SOLUTIONS,  
INC.
- d. ACCURATE INSULATION LLC
- e. HAWKEYE CONSTRUCTION,  
L.L.C.

\$5,000,000.00

Renewal

Contract No. B50004279 - Residential Energy Conservation Program - Department of Housing and Community Development - P.O. Nos. P534165, P34166, P543167, P534168 and P534169

On January 13, 2016, the Board approved the initial award in the amount of \$5,000,000.00. The award contained two 1-year renewal options. Two increases have been approved. This first renewal in the amount of \$5,000,000.00 is for the period January 1, 2019 through December 31, 2019, with one 1-year renewal option remaining.

**MBE/WBE PARTICIPATION:**

MWBOO set goals of 27% MBE and 4% WBE. On November 20, 2018, MWBOO found Northeast Energy Services, LLC in compliance. On December 24, 2018, MWBOO found Civic Works, Inc. in compliance. American Energy Solutions, Inc. was found in compliance on November 29, 2018. On December 24, 2018, MWBOO found Accurate Insulation LLC and Hawkeye Construction, LLC in non-compliance.





## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONSVENDOR AMOUNT OF AWARD AWARD BASISBureau of Procurement - cont'de. Hawkeye Construction, L.L.C.

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> TRA Preventive Maintenance, LLC	13%	\$ 17,905.09	7.8%
Atlantic Environmental Solutions, LLC*	0%	\$ 0.00	0.0%
<b>WBE:</b> MDV Interactive, Inc.**	4%	\$ 0.00	0.0%

The Vendor did not meet the MBE and WBE goals for this contract.

\*Atlantic Environmental Solutions, LLC was not approved by MWBOO as an MBE on this contract, therefore, no credit was given for utilization.

\*\* MDV Interactive, Inc. was not approved by MWBOO as a WBE on this contract, therefore, no credit was given for utilization. Additionally, the MDV Interactive, Inc. (MDV) WBE certification expired on November 1, 2018. MDV is no longer a certified MBE with Baltimore City.

**MWBOO FOUND VENDOR IN NON-COMPLIANCE.**

4. AL PACKER WHITE MARSH  
MARSH FORD, LLC \$1,000,000.00 Increase  
 Contract No. B50003447 - O.E.M. Parts and Service for Ford Vehicles - Department of General Services - Fleet Management - P.O. No. P527249

On May 7, 2014, the Board approved the initial award in the amount of \$4,000,000.00, with two renewals. Both renewals were approved. This increase in the amount of \$1,000,000.00

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

is necessary to continue to provide OEM Parts and Service for Ford Vehicles to the Department of General Services - Fleet Management through the end of the current contract term. The contract expires on June 30, 2019. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On January 24, 2014, MWBOO determined that no goals would be set because of no opportunity to segment the contract. This contract is for the Original Equipment Manufacturer parts for maintenance and repair of Ford vehicles within the City's fleet.

**MWBOO GRANTED A WAIVER.**

- |  |                     |                  |
|--|---------------------|------------------|
| 5. <u>SERVIT, INC.</u>   | <u>\$ 40,178.00</u> | <u>Agreement</u> |
| Contract No. 08000 - IBM Managed Offsite High Availability & Disaster Recovery Services - Circuit Court of Baltimore City - Req. No. R809067 |                     |                  |

The Board is requested to approve and authorize execution of an Agreement with ServIT, Inc. The period of the agreement is July 1, 2018 through June 30, 2019, with two 1-year renewal options remaining.

ServIT, Inc. remotely monitors the Circuit Court Juvenile Justice Center eQuest Case Management System which resides on an IBM (AS/400) Mid-Frame Server. ServIT, Inc. has the proprietary software application which provides monitoring and management of both the primary and backup system I services that are already established. 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>
---------------	------------------------	--------------------

Bureau of Procurement - cont'd

**MBE/WBE PARTICIPATION:**

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

- |  |              |                 |
|--|--------------|-----------------|
| 6. HUNTER SERVICE SOLUTIONS  | \$ 50,000.00 | Selected Source |
| Contract No. 06000 - Parts and On-Site Service for Hunter Tire Equipment - Department of General Services, Fleet Management - Req. No. R813316 |              |                 |

Hunter Service Solutions is the manufacturer of equipment and performs on-site diagnostics and repair service and the only vendor in Maryland that can provide these services. The period of the award is March 14, 2019 through March 13, 2022, with no renewal options. 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. The initial award is below the MBE/WBE subcontracting threshold.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

- |   |         |           |
|---|---------|-----------|
| 7. BRUNSWICK BOWLING PRODUCTS, LLC  | \$ 0.00 | Agreement |
| Contract No. 06000 - Shake and Bake Bowling Alley Rebuild - Recreation and Parks - P.O. No. P546252 |         |           |

The Board is requested to approve and authorize execution of an Agreement with Brunswick Bowling Products, LLC. The period of the agreement is effective upon Board approval through March 21, 2019.

On December 19, 2018, the Board approved a one-time award in the amount of \$1,154,900.00 for the rebuild project under Contract No. 06000 - Shake and Bake Bowling Alley Rebuild.

MBE/WBE PARTICIPATION:

N/A

- |   |                   |           |
|---|-------------------|-----------|
| 8. <u>ITEM NO. 16</u>   |                   |           |
| LAWMAN SUPPLY COMPANY, INC.   | \$ 0.00           |           |
| <u>ITEMS 2-4, 7, 10 &amp; 15</u>  |                   |           |
| HOWARD UNIFORM COMPANY  | 150,000.00        |           |
| <u>ITEMS 1,5,8,9, 11-14 &amp; 16</u>  |                   |           |
| F & F AND A. JACOBS & SONS, INC.  | <u>150,000.00</u> |           |
|   | \$300,000.00      | Extension |
| Contract No. B50003266 - Police Uniforms - Police Department - P.O. Nos. P526078, P526079 and P526080 |                   |           |

**MINUTES****INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS**

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

On January 8, 2014, the Board approved the initial award in the amount of \$670,000.00. The award contained five renewal options. Four renewal options have been exercised. The Police Department has requested not to exercise the final renewal option on the current contract. This extension is necessary to continue police uniform services while a new solicitation B50005656 is awarded. Bids are due on March 20, 2019. The contract expires on January 7, 2019. The period of the extension is January 8, 2019 through May 31, 2019. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On September 27, 2013, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

UPON MOTION duly made and seconded, the Board approved the foregoing Informal Awards, Renewals, Increases to Contracts and Extensions. The Board further approved and authorized execution of the Agreement with Servit, Inc., (item no. 5) and the Agreement with Brunswick Bowling Products, LLC (item no. 7).

**MINUTES**

Bureau of the Budget and                    - Grant Award and Appropriation  
Management Research (BBMR)            Adjustment Order (AAO) No. 44

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a Victims of Crime Act Grant Award from the Governor's Office of Crime Control and Prevention for the Sexual Assault Response Team and Human Trafficking project. The period of the grant award is October 1, 2018 through September 30, 2019.

The Board is further requested to approve the AAO No. 44 special unallocated grant fund transfer within the Police Department from Service 621: Administration and Information Technology to Service 623: Crime Investigation.

**AMOUNT OF MONEY AND SOURCE:**

\$ 918,181.00 - From: 6000-600019-2041 (Service 621)  
Administration and Information Technology  
(Unallocated account)

To: 4000-412719-2021 (Service 623)  
Crime Investigation  
(Detailed grant account)

229,546.00 - 1001-000000-2021-213000-601062 (Cash match)  
**\$1,147,727.00**

**BACKGROUND/EXPLANATION:**

The Baltimore Police Department's SART (Sexual Assault Response Team) and Human Trafficking program assist in developing and implementing strategies and services specifically intended to provide assistance to victims of crime in Baltimore City. This program is combined with the Department's Improving Criminal Justice Responses to Domestic Violence and Sexual Assault Program. Both programs improve the Department's response to crimes of

## MINUTES

BBMR - cont'd

domestic violence, sexual violence and human trafficking and increase services and support for victims to address trauma and encourage healing. The program funds will provide personnel, travel, contractual, and other services.

This grant amount was not specifically budgeted for in the Fiscal 2019 budget, therefore, an AAO transfer from an unallocated account to this detailed grant account is required to enable acceptance of the grant.

This request is late because the Notice of the Award was recently received and because of delays in the administrative process.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Victims of Crime Act Grant Award from the Governor's Office of Crime Control and Prevention for the Sexual Assault Response Team and Human Trafficking project. The Board further approved the AAO No. 44 special unallocated grant fund transfer within the Police Department from Service 621: Administration and Information Technology to Service 623: Crime Investigation.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

On the recommendations of the City agencies

hereinafter named, the Board,

UPON MOTION duly made and seconded,

awarded the formally advertised contracts

listed on the following pages:

406 - 407

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Procurement

- |    |   |                            |                |
|----|---|----------------------------|----------------|
| 1. | B50005604, Elevator<br>Inspection, Repair,<br>and Maintenance<br>Services | Action Elevator<br>Company | \$3,000,000.00 |
|----|---|----------------------------|----------------|

GC Jones Elevator  
Company Inc.

(Dept. of General Services)

**MWBOO SET GOALS OF 12% FOR MBE AND 0% FOR WBE.**

Action Elevator Company

<b>MBE:</b>	Omni Elevator Company, Inc.	12%
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**WBE:** N/A

GC Jones Elevator Company

<b>MBE:</b>	Admiral Elevator Company, Inc.	12%
-------------	-----------------------------------	-----

**WBE:** N/A

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Department of General Services

- |    |   |                           |              |
|----|---|---------------------------|--------------|
| 2. | GS 18801, Fire<br>Department<br>Training Academy<br>Repairs | Trionfo Builders,<br>Inc. | \$ 85,000.00 |
|----|---|---------------------------|--------------|

**MWBOO SET GOALS OF 28% FOR MBE AND 10% FOR WBE.**

<b>MBE:</b>	Master Builders Construction Company, Inc.	\$24,650.00	29%
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<b>WBE:</b>	Eastwood Painting & Contracting Inc.	\$ 8,500.00	10%
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**MWBOO FOUND VENDOR IN COMPLIANCE.**

**MINUTES**

Office of Council President - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Expenditure of Funds to reimburse Mr. Bill Henry.

**AMOUNT OF MONEY AND SOURCE:**

\$796.00 - 1001-000000-1000-106600-603033

**BACKGROUND/EXPLANATION:**

In September of 2018, the former Councilman Kenneth N. Harris, Sr. was honored with a naming ceremony at the Leith Walk Recreation Center. In 2010, legislation was passed to rename this recreation center after Councilman Harris.

The ceremony date was scheduled for September 18, 2018 a date that was available for the Harris Family and City-wide elected and former elected colleagues of Councilman Harris. Unfortunately, the quote for the sign's fabrication and erection was not received by the Department of Recreation and Parks within a reasonable time to process using the City's procurement process.

Image 360, the vendor, contracted to fabricate the sign, could not begin production until receipt of the deposit of \$796.00. Mr. Henry paid the deposit of \$796.00.

The balance of \$1,592.00 is currently being processed using the City's CitiBuy System.

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

UPON MOTION duly made and seconded, the Board approved the Expenditure of Funds to reimburse Mr. Bill Henry. The President

**ABSTAINED.**

**MINUTES**

Bureau of the Budget and  
Management Research (BBMR)

- Grant Award and Supplemental  
 Operating Appropriation/  
 Appropriation Adjustment  
Order (AAO) No. 35

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a \$9,180,112.00 Grant Award from the Governor's Office of Crime Control and Prevention for the Crime Reduction project. The period of the award is July 1, 2018 through June 30, 2019.

The Board is further requested to approve a State Fund Operating Supplemental Appropriation of \$2,214,357.00/ AAO No. 35 in Police, Service 632: Records Management.

**AMOUNT OF MONEY AND SOURCE:**

\$3,162,438.00 - 5000-511219-2042-196700-601062  
 1,057,582.00 - 5000-511519-2042-774300-601062  
 2,602,556.00 - 5000-511519-2013-198400-601062  
     143,179.00 - 5000-511519-2016-197500-601062  
2,214,357.00 - 5000-511519-2041-606500-603026 (supplemental  
 appropriation)  
**\$9,180,112.00**

**BACKGROUND/EXPLANATION:**

The Crime Reduction Grant (total award of \$9,180,112.00) will be used to assist the Baltimore Police Department in its continued pursuit to strengthen communities and eliminate violent crime. The program will deploy police officers to walk foot patrols throughout communities to bolster public trust, work together with community advocates, resolve neighborhood problems, and improve public safety.

The Baltimore Police Department anticipated receiving this grant funding to support police officers and detectives in Fiscal 2019, and accordingly budgeted \$6,965,755.00 in Service 622: Police Patrol, Service 624: Target Violent Criminals, and Service 637: Special Operations.

**MINUTES**

BBMR - cont'd

The Department did not anticipate also receiving \$2,214,357.00 of grant funding to support information technology upgrades. Therefore, the Board is requested to approve a supplemental appropriation for the amount of \$2,214,357.00.

Upgrading information technology is a critical step in modernizing the Department and meeting requirements of the Consent Decree with the U.S. Department of Justice.

This request is late because the award documents were recently received.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Grant Award from the Governor's Office of Crime Control and Prevention for the Crime Reduction project. The Board further approved the State Fund Operating Supplemental Appropriation of AAO No. 35 in Police, Service 632: Records Management.

## MINUTES

Department of Audits - Audit Reports

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

1. Baltimore City Department of Law Biennial Performance Audit Report Fiscal Years Ended June 30, 2017 and 2016.

President: "The first item on the non-routine agenda can be found on page 89 item one. Baltimore City Department of Law Biennial Performance Audit Report, Fiscal Year Ending June 30, 2017 and 16. Will the parties please come forward? We're going to do all -- we're going to do both of those together and we'll do the third one by itself."

City Auditor: "Okay. Good morning members of the Board, Audrey Askew, City Auditor. Finding Number One for Department of Law, Controversies. Number of lawsuits handled: the Baltimore City Law Department's Fiscal Year 2017 and Fiscal Year 2016, actual performance measure data for the number of lawsuits handled did not agree to the supporting documents provided by the Law Department. However the inaccurate reporting did not change the fact that the Baltimore City Law Department did not meet its target for Fiscal Year 2016. But they did meet their target for Fiscal Year 2017."

## MINUTES

Deputy City Solicitor: "Good morning, my name is Dana Peterson Moore, I'm the Deputy City Solicitor for the Law Department. I -- I assumed that role in November 2017. Uh -- the Law Department agrees with this finding, but also adds that we are extremely proud that we did not meet the target of lawsuits filed. Uh -- we hope to never meet that target. We hope to always miss that target by a factor of 100. The fewer lawsuits that are filed against the City, the better it is for the City of Baltimore. That helps preserve our revenue and our financial strength."

City Auditor: "Finding Number Two, the Law Department did not meet as Fiscal Year 2016 performance measure target -- target for the number of lawsuits handled. And as stated I agree uh -- with Ms. Moore that uh -- we recommend that the performance measure within the budget book be adjusted to reflect an attribute that is within the control of the Law Department."

Deputy City Solicitor: "Right and I -- I don't want to repeat myself but again it's always great when we don't meet that target. And we don't meet that target because the Law Department under the leadership of City Solicitor, Andre Davis, and his predecessors has lawyers that are very strong and we fight for the City. So,

## MINUTES

attorneys and plaintiffs are -- are figuring out maybe it's not such a great thing to file lawsuits against the City of Baltimore, so, we're very proud of that. We do agree that there should be a different uh -- word target -- target does not explain at all what we do and how we do what we do. So, we will work with BBMR and Department of Audits to find a better measure."

City Auditor: "Findings Three, Four, and Five relate to the Minority and Women's Business Opportunity Office, the number of applications approved. I'll read them in succession, Finding Three, Law Department's Minority and Women's Business Opportunity Office, uh -- Fiscal Year 2017 Actual Performance Measure Data, for the number of applications approved, did not agree to the supporting list of Fiscal Year 2017 new application approvals uh -- provided by the Minority and Women's Business Opportunity Office. In addition, after reviewing the list of Fiscal Year 2017 new applications approvals, we found the following errors: one firm had duplicate certifications and another firm had an incorrect certification date. This last certification is part of the Fiscal Year 2018 new applications approved. However, the inaccurate reporting did not change the fact that the Minority and Women's

## MINUTES

Business Opportunity Office met its target for Fiscal Year 2017. But, they did not meet its Fiscal Year 2016 target for the number of applications approved. In addition, we noted that the Fiscal Year 2017 target wasn't consistently reported in Fiscal Year 2019 and '18 budget books for the number of applications approved and for that Finding Number Five um -- we're stating that that would not be um -- on the Law Department, that will be BBMR."

Deputy City Solicitor: "So, with respect to -- the Minority and Women's Business Opportunity Office, they actually changed the way that they counted applications and we are now um -- we have injected some consistency on how applications, new applications, and renewals are counted. We've also established um -- a more robust data keeping and recording process. So you will um -- actually -- we really appreciated the work that was done with respect to this um -- it gave us an opportunity to have a greater scope of what is happening um -- within that Office. Uh -- I think going forward you're going to see a lot more data being produced out of MWBOO. But you're also going to see a lot more collaboration with our agencies, uh -- with um -- other agencies that are doing

## MINUTES

similar work to MWBOO and I think that's going to be a lot happier and more robust for the City of Baltimore. So, we're thankful for these findings."

City Auditor: "Last Finding, Finding Six: Fiscal Year 2017 and Fiscal Year 2016, list of waivers requested, not provided. Although the Law Department's MWBOO maintains files which contain copies of all waiver requests; Fiscal Year 2017 and '16 lists of waiver requests were not provided for our audit testing. Uh -- they do not maintain a list of waiver requests and approvals."

Deputy City Solicitor: "Uh -- that's one finding that I was disappointed to read. Uh -- there's a sort of a symbiotic but independent relationship between the Law Department and MWBOO. And what we've done uh -- to address that, we've immediately started uh -- counting uh -- not just the number of waiver requests that we get, but we have data that shows who the request is from, why the request is made, how the request was handled. Our Acting Chief is uh -- understanding that waiver requests have to be responded to not just acknowledged, but responded to within 72 hours uh -- and there will be -- there is now an ongoing log of every aspect of waiver requests. And they get hundreds. Some for very benign reasons, some for important reasons. So, we're keeping track of it

## MINUTES

all and we -- you'll -- you'll see that."

President: "Who is the Acting Chief? I would love to know that. Because I --"

Deputy City Solicitor: "Oh the Acting Chief --"

President: "-- don't know who's the Acting Chief."

Deputy City Solicitor: "We apologize for that --"

President: "It would be nice if I had known that."

Deputy City Solicitor: "All right. The Acting Chief is Ms. Tamara Y. Brown. Um -- she has uh -- been working in the Law Department -- MWBOO Office for -- I guess since May 2018 and my apologies ah -- for that; I will take full responsibility for your not knowing that. We did do a press release and that happened at the end of the year, right at the beginning of the year. So, uh -- our plan is to make sure that she meets everyone uh -- that she and now everyone has an opportunity to see her. But uh -- we'll make sure that she meets every agency head and she's been working pretty diligently since uh -- taking that responsibility in January."

President: "Well, I think uh -- the Law Department should of least had her to meet the President of the Board of Estimates."

## MINUTES

Deputy City Solicitor: "And we will do that if -- if --"

President: "Okay."

Deputy City Solicitor: "Mr. President if you have some --"

President: "I'm just speaking for me. Okay."

Deputy City Solicitor: "Right, well noted. If you have some time today I will personally --"

President: "I don't have no time today."

Deputy City Solicitor: "All right you will --"

President: "You continue."

City Auditor: "Okay."

Deputy City Solicitor: "Let us know when you do and we'll make sure that happens."

City Auditor: "The next finding relates to uh -- BAPS."

Deputy City Solicitor: "Uh --, Oh well let me just say, with respect to the uh -- the Performance Audit. There is an error that -- that is important that it be corrected. On page 13 at the note, it says, 'that the Law Department does not handle police misconduct lawsuits brought against the Baltimore City Police Officers, that is not correct. The Law Department, to be very, very, clear, represents the Baltimore City Law Department in all respects. We

## MINUTES

um -- found this error. We attempted to get it corrected. We sent corrective language. It was adopted in part. We asked for uh -- substantiation that it had been corrected. That didn't happen. So, now I would ask that in all of your -- your filings and before this is recorded officially, it should read, please, that page 13, 'the Litigation Division of the Law Department does not handle police misconduct', and so on. Those cases are handled by Police Legal Affairs, which is a division of the Law Department, and --"  
Comptroller: "So, instead of the Law Department, you want it to say that the Litigation Division --"

Deputy City Solicitor: "Yeah. It should read, 'the Litigation Division of the Law Department' --"

Comptroller: "-- of the Law Department."

Deputy City Solicitor: "-- does not handle. And the rest of that sentence is fine. And then it goes on to say 'those cases are handled by the Police Legal Affairs Practice Group of the Law Department. So, that's an important um -- change that needs to be made. Okay. So, thank you very much."

President: "Is that it?"

City Auditor: "That's it."

## MINUTES

President: "Those two audits have been NOTED."

City Auditor: "That's one audit."

President: "We did 89 and one and two."

City Auditor: "That was one. Two relates to uh -- BAPS. That's the financial."

President: "So, we did um -- the perform -- the perform -- the Performance Audit and we did the Financial Audit, correct?"

City Auditor: "Just the performance -- at that --"

President: "Okay. Alright"

\* \* \* \* \*

## MINUTES

Department of Audits - cont'd

2. Baltimore City Law Department Biennial Financial Audit Fiscal Years Ended June 30, 2017 and 2016.

City Auditor: "For the Financial Audit: Finding One Significant Deficiency Over Aged Accounting Balances. During our audit we noted other grant revenue totaling \$1.056 million in expenditures, totaling \$1.066 million that were carried forward from Fiscal Year 2015 through 2017 without activity. Further review disclosed that the respective fund was closed from a budgetary standpoint in Fiscal Year '15. However, the accounts and balances were not appropriately closed in the General Ledger and cleared against the General Fund. We recommend that the other grant accounts be closed and that the residual amount be cleared against the General Fund."

Director of Finance: "Good morning Mr. President, Mayor Pugh Comptroller Pratt, Honorable members of the Board. I'm Henry Raymond, Director of Finance. The Department of Finance concurs with the finding. In this case the grantee did not close out the grant account at the conclusion of the grant term. The Department of Finance will write off the remaining \$10,000.00 balance and close the account."

MINUTES

President: "Is that it?"

City Auditor: "For that one, yes."

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

\* \* \* \* \*

## MINUTES

Department of Audits - cont'd

3. Baltimore City Department of Planning Biennial Financial Audit Fiscal Years Ended June 30, 2017 and 2016.

President: "The next um -- item on the non-routine agenda can be found on page 89 item three, Baltimore City Department of Planning Biennial Financial Audit Fiscal Years ending June 30, 2017 and 2016. Will the parties please come forward?"

Director of Finance: "Yeah, I'm representing the Planning Department."

City Auditor: "Okay. Finding Number One, Significant Deficiency Opening Grant Balances, with a Statement of Revenues, Expenditures and Changes in Grant Cash Balance. During our audit, we performed an analysis of grants accounts for federal, state and other grants within the above-named report. We determined that BAPS continue to show inaccurate balances on the books of the Department of Planning. These balances were recorded on the books for past periods dating from 2003 through 2012 and never cleared nor corrected. Our audit noted a net revenue in excess of expenditures for Fiscal Years 2003 through 2012, total \$232,000.00, which was a surplus, which continued to appear on the books of the City

## MINUTES

throughout our audit period. As a result of communicating with BAPS about a surplus identified on the books, BAPS prepared journal entries to write off approximately a \$115,000.00 of that surplus. However the remaining \$117,000.00 balance carried forward into the 1.2 million dollar surplus total in the Fiscal Year 2016 opening balance. Uncorrected items within an agency of this size significantly impacts the statements. Additionally, a surplus identified on a statement related to grants gives the appearance of honest unspent funding that should be returned to Federal, State and/or other or and/or private grant sources."

Director of Finance: "The Department of Finance disagrees with the Auditor's finding uh -- we do not agree with the conclusion that the surplus balance gives the appearance of amounts due to Federal, State or private sources."

City Auditor: "Okay and I just want to state something after that -- typically don't do this, uh -- but BAPS -- the Director of Finance is aware that Department of Audits did contact American Institute of Certified Public Accountants. We were informed that this is in -- actually incorrect. In addition, we did contact the other firm that BAPS contacted related to these issues, and again

## MINUTES

they agreed with that issue. We had findings for the grants in prior year 2016 on the CAFR and the Single Audit. So, the Department of Audit's stand by their position -- our position that this is a significant deficiency related to grants."

Director of Finance: "The Department of Finance disagrees with the Auditor's updated response. In this particular case, the grant account surplus represents the Department of Planning's portion of the Maryland Public Service Commission Customer Investment Fund. The awards from the Customer Investment Fund do not expire, nor do they require returning the funds and there is no such repayment requirement as may be the case with a typical Federal or State grant. So, while the position is that it gives the appearance, that is not accurate in this particular instance because the funds that were awarded to Planning do not require being returned. And I concur that uh -- these were booked as uh -- federal funds when in fact it is a state grant."

President: "Okay. Well I'm hoping that we can agree to disagree. And that we can work together to fix whatever, you know, issues that the Auditors have in reference to um -- all this that was just told before the Board."

## MINUTES

Director of Finance: "Agreed."

City Auditor: "Finding Number Two: Significant Deficiency Grant Management. As a Condition of Constellation Energies Groups -- Energy Groups Merger with Exelon Corporation, the Planning Department was awarded \$13.7 million of the \$52.9 million customer investment fund issued to the City of Baltimore through Maryland Public Service Commission for the coordinating resources to effectively align and transform energy services program. To carry out the objectives of the program, an agreement was established with the Baltimore Community Foundation, Inc. to provide services under Program 1875 over a 42-month period. During our audit, we noted that the grant carried an annual deficit of approximately \$2,000,000.00 for Fiscal Year 2017 and 2016, which resulted in resources that were not available to provide City services. Further review disclosed that a deficit of \$618,000.00 remains on the account to date. We recommend that grant reconciliations be completed timely to minimize the use of City resources. Also the sixteen eight hundred -- \$618,000.00 account deficit from two -- from January 2018 should be cleared."

## MINUTES

Director of Finance: "The agency concurs with the Finding. The Finance Department will work with the agency to assist them in reconciling their accounts."

President: "Okay. The um -- audit has been NOTED."

\* \* \* \* \*

**MINUTES****TRAVEL REQUESTS**Office of the President

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
1. Bernard C. "Jack" Young	NACo Legislative Conference Washington, DC Mar. 02 - 06, 2019 (Reg. Fee \$490.00)	Elected Official Expense Account	\$1,950.48

The subsistence rate for this location is \$327.00. The hotel rate is \$255.00 per night, plus hotel taxes in the amount of \$38.1225 per night.

The hotel costs and the registration fee in the amount of \$490.00 were prepaid on a City-issued procurement card assigned to Mr. Hosea Chew. Therefore, Mr. Young will be disbursed \$288.00.

2. Kenneth Parker	NACo Legislative Conference Washington, DC Mar. 02 - 06, 2019 (Reg. Fee \$490.00)	General Funds	\$1,950.48
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The subsistence rate for this location is \$327.00. The hotel rate is \$255.00 per night, plus hotel taxes in the amount of \$38.1225 per night.

The hotel costs and the registration fee in the amount of \$490.00 were prepaid on a City-issued procurement card assigned to Mr. Hosea Chew. Mr. Parker will drive City Council President Young in his City-issued vehicle. Therefore, Mr. Parker will be disbursed \$288.00.

## MINUTES

TRAVEL REQUESTSOffice of the President

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
3. Michael Huber	NACo Legislative Conference Washington, DC Mar. 02 - 06, 2019 (Reg. Fee \$490.00)	General Funds	\$1,950.48

The subsistence rate for this location is \$327.00. The hotel rate is \$255.00 per night, plus hotel taxes in the amount of \$38.1225 per night.

The hotel costs and the registration fee in the amount of \$490.00 were prepaid on a City-issued procurement card assigned to Mr. Hosea Chew. Therefore, Mr. Huber will be disbursed \$288.00.

4. Lester Davis	NACo Legislative Conference Washington, DC Mar. 02 - 06, 2019 (Reg. Fee \$490.00)	General Funds	\$1,950.48
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The Department is requesting only the cost The subsistence rate for this location is \$327.00. The hotel rate is \$255.00 per night, plus hotel taxes in the amount of \$38.1225 per night.

The hotel costs and the registration fee in the amount of \$490.00 were prepaid on a City-issued procurement card assigned to Mr. Hosea Chew. Therefore, Mr. Davis will be disbursed \$288.00.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the City Council</u>			
5. Sharon Middleton	NACo Legislative Conference Washington, DC Mar. 02 - 06, 2019 (Reg. Fee \$490.00)	Elected Official Expense Account	\$1,984.12

The subsistence rate for this location is \$327.00. The hotel cost is \$255.00 per night, plus hotel taxes in the amount of \$38.1225 per night.

The hotel costs and the registration fee in the amount of \$490.00 were prepaid on a City-issued procurement card assigned to Mr. Hosea Chew. Therefore, Ms. Middleton will be disbursed \$321.64.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

Baltimore City Office of Information Technology

6. Theodore Washington	Dell Technologies World Conference 2019 Las Vegas, NV April 28 - May 3, 2019 (Reg. Fee \$2,095.00)	General Funds	\$3,291.71
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The Department is requesting only the cost of the hotel which is \$77.00 and \$40.00 for meals and incidentals which is less than \$163.00, the allowed subsistence rate.

The transportation cost of \$301.78, the hotel costs of 634.93 and registration costs of \$2,095.00 were prepaid using a City-issued credit card assigned to Ms. Charmane Baker. Therefore, the disbursement to Mr. Washington is \$260.00.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office of Criminal Justice</u>			
7. Thomas Stack	Greater New Orleans Human Trafficking Task Force New Orleans, LA Feb. 13 - 15, 2019 (Reg. Fee \$0.00)	Grant Funds	\$ 836.74

The transportation cost of \$273.96 and the hotel cost of \$259.58 were prepaid using a City-issued credit card assigned to Ms. Renee Newton. Therefore, the disbursement to Mr. Stack is \$303.20.

Department of Recreation and Parks

8. Williams Spraggins Mark Cason Steven Blackwell Matt Otremba	Parks & Recreation Maintenance Management School Wheeling, WV Jan. 27 - Feb. 1, 2019 (Reg. Fee \$0.00 ea.) (Tuition \$570.00 ea.)	General Funds	\$4,859.28
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The subsistence rate for this location is \$179.00 per night. The cost of the hotel is \$1,174.82 per person. The Department is requesting additional subsistence of \$40.00 for meals and incidentals for 1/27/2019 only. All other meals are included in the housing costs. The attendees will travel using a city vehicle. The hotel costs for each attendee in the amount of \$1,174.82 and tuition costs for each attendee in the amount of \$570.00 were prepaid using a City-issued procurement card assigned to Mr. Kenn King. Therefore, the disbursement to each attendee is \$40.00.

## MINUTES

RETROACTIVE TRAVEL REQUESTS & REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Recreation and Parks</u>			
Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.			
<u>Office of the President</u>			
9. Bernard C. "Jack" Young	Police Commissioner's Background Investigation Team Interviews Fort Worth, TX Dec. 9 - 11, 2018	Elected Official Account	\$ 732.20

The Board is requested to retroactively approve a travel request for Mr. Young, Council President, who traveled to Ft. Worth, Texas with other elected officials and staff to gather background information for the January 1, 2019 report on the Mayor's nominee for Police Commissioner.

This travel request is late because there was not enough time to submit the request for Board approval following the Mayor's announcement of her candidate for Police Commissioner and the time required by law to confirm the appointment.

The hotel rate was \$129.00 per night plus taxes of \$22.31 per day. The hotel room in the amount of \$258.00, flight in the amount of \$381.60, and meals in the amount of \$47.98 were paid using Hosea T. Chew's City-issued Credit card. The Board is requested to approve a reimbursement in the amount of \$29.86 for meals that were not pre-paid.

## MINUTES

RETROACTIVE TRAVEL REQUESTS & REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the President</u>			
10. Sharon Middleton	Police Commissioner's Background Investiga- tion Team Interviews Fort Worth, TX Dec. 9 - 11, 2018	Elected Official Account	\$ 639.77

The Board is requested to retroactively approve a travel request for Ms. Middleton Young. Ms. Middleton traveled to Ft. Worth, Texas with other elected officials and staff to gather background information for the January 1, 2019 report on the Mayor's nominee for Police Commissioner.

This travel request is late because there was not enough time to submit the request for Board approval following the Mayor's announcement of her candidate for Police Commissioner and the time required by law to confirm the appointment.

The hotel rate was \$129.00 per night plus taxes of \$22.31 per day. The hotel room in the amount of \$258.00, flight in the amount of \$204.80, and meals in the amount of \$67.35 were paid using Hosea T. Chew's City-issued Credit card. Ms. Middleton is seeking reimbursement for a Southwest Air flight change in the amount of \$38.00, a shuttle in the amount of \$65.00 and meals and incidental expenses in the amount of \$53.22 that were not pre-paid. Therefore, the Board is requested to approve a reimbursement for the total amount of \$156.22.

## MINUTES

RETROACTIVE TRAVEL REQUESTS & REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the President</u>			
11. Robert Stokes	Police Commissioner's Background Investiga- tion Team Interviews Fort Worth, TX Dec. 9 - 11, 2018	Elected Official Account	\$ 727.24

The Board is requested to retroactively approve a travel request for Mr. Robert Stokes. Mr. Stokes traveled to Ft. Worth, Texas with other elected officials and staff to gather background information for the January 1, 2019 report on the Mayor's nominee for Police Commissioner.

This travel request is late because there was not enough time to submit the request for Board approval following the Mayor's announcement of her candidate for Police Commissioner and the time required by law to confirm the appointment.

The hotel rate was \$129.00 per night plus taxes of \$22.31 per day. The hotel room in the amount of \$258.00, flight in the amount of \$381.60, and meals in the amount of \$43.02 were paid using Hosea T. Chew's City-issued Credit card. The Board is requested to approve a reimbursement in the amount of \$25.98 for meals that were not pre-paid.

**MINUTES****RETROACTIVE TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the President</u>			
12. Brandon Scott	Police Commissioner's Background Investiga- tion Team Interviews Fort Worth, TX Dec. 9 - 11, 2018	Elected Official Account	\$ 754.60

The Board is requested to retroactively approve a travel request for Mr. Scott. Mr. Scott traveled to Ft. Worth, Texas with other elected officials and staff to gather background information for the January 1, 2019 report on the Mayor's nominee for Police Commissioner.

This travel request is late because there was not enough time to submit the request for Board approval following the Mayor's announcement of her candidate for Police Commissioner and the time required by law to confirm the appointment.

The hotel rate was \$129.00 per night plus taxes of \$22.31 per day. The hotel room in the amount of \$258.00, flight in the amount of \$381.60, and meals in the amount of \$43.02 were paid using Hosea T. Chew's City-issued Credit card. Mr. Scott is not seeking reimbursement.



**MINUTES****RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**Office of the President

14. Lester Davis	Background Investi- gation Trip for Baltimore City Police Commissioner Fort Worth, TX Dec. 09 - 11, 2018 (Reg. Fee \$0.00)	General Funds \$1,104.26
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Mr. Davis traveled to Ft. Worth, Texas with elected officials and staff to gather background information for the January 1, 2019 report on the Mayor's nominee for Police Commissioner.

The subsistence rate for this location is \$225.00 was per day. The hotel rate was \$129.00 per day, plus hotel taxes of \$22.31 per day. The hotel costs, airfare in the amount of \$381.60, and some meals were paid using the City-issued credit card assigned to Mr. Hosea T. Chew.

Due to the location of the meetings, and the number of participants, a passenger van was rented. Mr. Davis personally incurred the costs of the van rental and parking.

Pursuant to AM-240-8 if official City business at the event site will require extensive inspection trips, tours, or other unusual but necessary land travel, the Board must approve funds for such expenses in advance of the trip.

**TRAVEL REIMBURSEMENT**

\$ 82.95 - Meals and Incidentals
320.12 - Van Rental/fuel, parking (\$259.20 + \$60.62)
<b>\$ 403.07 - Total</b>

This request is late because there was not enough time to submit for approval following the Mayor's announcement of her candidate and the time required by law to confirm.

**MINUTES****RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**

UPON MOTION duly made and seconded, the Board approved the Travel Requests and the Retroactive Travel Approvals/Travel Reimbursements. The President **ABSTAINED** on item nos. 1, 2, 5, 9, 10, 11, 12, 13, and 14.

## MINUTES

President: "Uh -- there being no more business before this Board we will recess until bid opening at 12 noon. Thank you."

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**MINUTES**

Comptroller: "Good afternoon. The Board is now in session for the rec -- 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 Comptroller announced that **NO ADDENDA WERE RECEIVED** extending the dates for receipt and opening of bids on the following contracts. 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 19011, Resurfacing Highways  
at Various Locations Northeast  
Sector I

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Manuel Luis Construction Co., Inc.  
P. Flanigan & Sons, Inc.  
Machado Construction Co., Inc.  
Gray & Son Inc.  
ECM Corporation

## MINUTES

Department of Transportation - TR 19012, Resurfacing Highways  
at Various Locations Northwest  
Sector II

Manuel Luis Construction Co., Inc.  
P. Flanigan & Sons, Inc.  
Machado Construction Co., Inc.  
ECM Corporation

Department of Transportation - TR 19013, Resurfacing Highways  
at Various Locations Southwest  
Sector III

Manuel Luis Construction Co., Inc.  
P. Flanigan & Sons, Inc.  
Machado Construction Co., Inc.

Department of Transportation - TR 19014, Resurfacing Highways  
at Various Locations Southwest  
Sector IV

Manuel Luis Construction Co., Inc.  
P. Flanigan & Sons, Inc.  
Machado Construction Co., Inc.  
Gray & Son Inc.

Department of Recreation & Parks - RP 18816, Little Italy Bocce  
Court Improvements

Allied Contractors, Inc.  
C + N Associates, LLC  
P. Flanigan & Sons, Inc.  
DSM Properties, LLC

## MINUTES

Bureau of Procurement

- B50005562, Website Hosting Management and Maintenance Support (Technical Opening)

Mindgrub Technologies, LLC  
 Insight Global Technology, LLC  
 Canton Group  
 Interpersonal Frequency  
 Infojini, Inc.  
 Digicon Corporation

Bureau of Procurement

- B50005625, 30 Passenger Bus

Colonial Equipment Company  
 Rohrer Enterprises, Inc.  
 DBA/Rohrer Bus Sales

Bureau of Procurement

- B50005627, Chemical Root Application and CCTV Inspections for Sanitary Sewer Systems

Duke's Root Controls, Inc.

Bureau of Procurement

- B50005620, Upgrade, Update, Maintenance & Repair for AMAG ID Security

Communications Electronics Systems, LLC  
 Vision Technologies, Inc.

Bureau of Procurement

- B50005637, Broom Bear Sweeper

Maryland Industrial Trucks, Inc.  
 Valley Supply + Equipment

## MINUTES

Bureau of Procurement- B50005638, Trail Sweeper

Storey &amp; Sonz\*

\*UPON FURTHER MOTION, the Board declared the bid of Storey & Sonz **NON-RESPONSIVE** due to Storey & Sonz failure to submit a complete original bid and a duplicate bid and the company did not submit a bid guarantee as required by the bid submission instructions.

Bureau of Procurement - B50005635, Whirlwind Sweeper

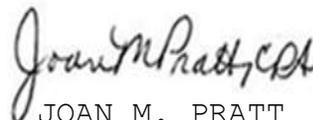
Maryland Industrial Trucks, Inc.  
Tennant Sales and Service Company  
The Peterbilt Store-Baltimore\*\*  
Valley Supply + Equipment\*\*\*

\*\* UPON FURTHER MOTION, the Board declared the bid of The Peterbilt Store-Baltimore **NON-RESPONSIVE** due to failure to submit a valid bid security with the bid as mandated by the solicitation instructions.

\*\*\*UPON FURTHER MOTION, the Board declared the bid of Valley Supply + Equipment is considered **NON-RESPONSIVE** due to Valley Supply + Equipment failure to proffer a bid guarantee as mandated by the solicitation instructions.

\* \* \* \* \*

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, January 30, 2019.



JOAN M. PRATT  
Secretary