

MINUTES**REGULAR MEETING**

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

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

President: "Good morning. The March 27, 2019 Board of Estimates meeting 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. 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. Uh -- I will entertain a Motion to approve all of the items contained on the routine agenda."

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

Comptroller: "I Second."

President: "All those in favor say AYE. All opposed, NAY. The Motion carries."

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MINUTES

THE DEPARTMENT OF FINANCE
PRESENTED THE
PRELIMINARY BUDGET RECOMMENDATIONS FOR FY 2020
TO THE BOARD OF ESTIMATES

MINUTES

Preliminary Budget Plan for 2020

President: "The first item on the non-routine agenda um -- is BBMR, will present the Fiscal Year 2020 Preliminary Budget."

Mr. Robert Cennane: "Hi. Good morning Mr. President, Madam Comptroller, members of the Board. My name is Bob Cennane and I'm here today to present the Board of Estimates with the Department of Finance's Fiscal 2020 Preliminary Budget Plan. So, first just a quick overview on the numbers. The -- the recom-- recommended budget for this year is \$3.5 billion. That's a 1.4% increase versus last year's budget. It includes \$2.9 billion for operating expenses and \$634 million dollars for capital investment. Uh -- Just for context, the City's uh -- fiscal situation has improved considerably since the Great Recession. Uh -- on the revenue side, our income tax base has strengthened. We've had six straight years now of real property assessment growth and of course we've been lifted by a long national economic expansion. On the spending side, we have uh -- deployed a number of successful cost containment strategies, as well, especially on health care -- employee health care costs and on civilian pension costs especially, which has kept our budget in balance. And so, uh -- in planning the budget

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Preliminary Budget Plan for 2020 - cont'd

this year, we -- we organized the budget uh -- around the Mayor's five pillars -- her five pillars are Public Safety, Education, Quality of Life, Economic Development and Jobs, and Accountability and Transparency. So, I just wanted to share a couple highlights of what's in the Fiscal 20 budget for those items. Uh -- first on Public Safety in the Police Department budget uh -- we believe that this budget represents a key step forward and modernizing the Department. There is a total of \$11.8 million of information technology uh -- uh -- investments and \$5 million to upgrade uh - - emergency radio equipment. We're swapping out 62 sworn budgeted positions for 62 civilian positions. And we believe that this will help to improve the quality of administrative work, things like finance, information technology, and human resources; while putting sworn officers back to critical policing work that is so much needed. Uh -- we've also begun implementation of a new patrol schedule uh -- and we expect that schedule will provide more consistent coverage uh -- of police officers in our neighborhoods and also reduce our reliance on overtime. On the education side,

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Preliminary Budget Plan for 2020 - cont'd

uh -- for City schools, our total investment this year is \$375 million of support for the school system that includes operating support, capital investment and services that the City provide in and around the schools uh -- such as school health services and Crossing Guards. Uh -- the Fiscal 20 budget marks the third and final year of a really extraordinary commitment uh -- \$99 million above baseline over these three years to help bridge the schools through to the Kirwan Commission, which is in process now at the state level. On quality of life uh -- key highlight is that the budget supports HCD's community development framework. So, we have an additional \$15 million for demolition, \$5 million for the Community Capital Grant ah -- Program, which supports community basically revitali-- revitalization efforts in our neighborhoods and we also estimate that \$15 million will be deposited into the Affordable Housing Trust Fund. This is the first full year of implementation. On economic development in jobs, of course, the big push right now is to keep the Preakness in Baltimore and to that end we've added a half million dollars to BOPA to support and promote that event this year. And finally, on the accountability

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Preliminary Budget Plan for 2020 - cont'd

and transparency front we've added \$15.7 million dollars of City-wide IT investments that includes \$6 million dollars of investment to start an -- enterprise resource -- project -- ah -- planning project, which ultimately will connect our finance systems, our payroll systems, and our Human Resources systems. On the tax side this year, we're very proud to announce that we have met a critical milestone in our property tax reduction efforts. So, the base -- the general property tax rate will stay at \$2.248 dollars per hundred dollars of assessed value. But, we have uh -- continued over the years to expand what we call our Targeted Homeowner Tax Credit Program that -- that goes towards uh -- residential properties that are owner-occupied. And for those we've now met our 20 cents by 2020 goal we've actually reduced the rate by 20 cents down to \$2.048 per hundred dollars of assessed value for residential owner-occupied properties. Uh -- so, we've met that -- that key milestone. That tax credit program is now saving the average taxpayer over \$300 dollars a year on their tax bill. So, those are the key highlights. In closing, I just wanted to talk about the upcoming schedule, what folks should be prepared for.

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Preliminary Budget Plan for 2020 - cont'd

So, there will be two special sessions of the Board. The first one will be on April 9th, that's Taxpayers Night, that's an opportunity for citizens to come and chime in and -- and provide their feedback on the budget. And then the following day on April 10th, we have our formal Board of Estimates hearing for agency heads, which is an opportunity for the Board to ask more detailed questions about the impact of the budget on agency operations. Uh -- on Wednesday, May 1st, I'll be back here to present the final budget uh -- that will ask the Board to approve and then the budget gets passed over to the City Council of course for oversight and review. Uh -- for those that are looking for more details on the budget uh -- once the Board adjourns today, we will post the full budget publication online on our website, which is bbmr.baltimorecity.gov. And of course, we always encourage folks to read that and if they have any questions they can reach out to either myself or our -- our staff at BBMR if there are any questions. Uh -- that concludes my formal remarks, happy to take any further questions from the Board at this time."

President: "Okay. Thank you."

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

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

| | |
|--|------------------|
| C & W Construction Company, Inc. | \$ 1,500,000.00 |
| Carroll Tree Service, Inc. | \$ 1,500,000.00 |
| Fresh Air Concepts, LLC | \$ 2,350,000.00 |
| Jones Enterprise II, LLC | \$ 1,260,000.00 |
| KCI Construction Services, LLC d/b/a KCI Communications Infrastructure | \$ 61,680,000.00 |
| Northeast Remsco Construction, Inc. | \$381,400,000.00 |
| Steel Services, LLC | \$ 13,400,000.00 |

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:

| | |
|----------------------------------|-----------------------|
| AS Architects, Inc. | Architect |
| ATI, Inc. | Architect Engineer |
| Baker Engineering Services, Inc. | Engineer |

MINUTES

BOARDS AND COMMISSIONS

NMP Engineering Consultants, Inc.

Engineer

SP Arch, Inc.

Landscape Architect
Architect

There being no objection, the Board, UPON MOTION duly made and seconded, approved the Prequalification of Contractors and the Prequalification of Architects and Engineers for the listed firms.

MINUTES

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

1540 - 1541

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES**TRANSFERS OF FUNDS**

| <u>AMOUNT</u> | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u> |
|--|---|--|
| <u>Department of General Services</u> | | |
| 1. \$ 100,000.00 General Funds | 9916-908155-9197 Fire Academy Master Plan (Active) | 9916-906228-9197 Hanover & Ostend Fire Facilities Renovations (Active) |

This transfer will provide funds to the Department of General Services for renovations of the Hanover & Ostend Fire Facilities Building and all associated in-house costs. These renovations will include concrete slab and door replacement, locker and restroom upgrades on the 1st floor and sleep area, and kitchen and restroom renovations on the 2nd floor. Upon completion of the project, this facility will be reopened as an active fire station. It currently houses the Fire Facilities Maintenance Division.

| | | |
|---|---|---|
| 2. \$ 100,000.00 3 rd Public Bldg. Loan | 9916-904845-9194 Capital Constr. & Maintenance (Reserve) | 9916-907218-9197 2300 Maryland Ave. Cornice Replacement (Active) |
|---|---|---|

This transfer will provide funds to the Department of General Services for replacement of the roof on two City-owned buildings at 2300 Maryland Avenue and all associated in-house costs. This project will include the rehabilitation of both the cornice and gutters. The roof is in need of full replacement while the cornice and gutters are considered historic and require localized replacement in order to correct the water leakage problem.

MINUTES

TRANSFERS OF FUNDS

| <u>AMOUNT</u> | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u> |
|---|---|-----------------------------|
| <u>Department of Planning</u> | | |
| 3. \$ 500,000.00 | 9904-921021-9129 | 9904-922025-9127 |
| 1 st Community and Economic Development Loan | INSPIRE Plan Implementation (Reserve) | INSPIRE Trans- portation |

This transfer will fund walking paths to better connect residents to new 21st Century Schools (Forest Park High School, Cherry Hill Elementary/Middle School, and Arundel Elementary) and to neighborhood assets.

| | | |
|---------------------------------|---------------------------|---|
| 4. \$2,000,000.00 | 9904-920027-9129 | 9904-920059-9127 |
| Mayor & City Council Revenue | Property Acqui- sition | Department of Housing and Community Develop- ment Demolition |

This transfer of funds will allow funds from an old project that is no longer moving forward to be used to supplement the City's budget for demolition and to support increased demolition efforts related to Project CORE and other Citywide demolition efforts.

Department of Transportation

| | | |
|--------------------------|--|---|
| 5. \$ 64,108.00 | 9950-909755-9507 | 9950-901763-9506 |
| State Constr. Revenue | Annual Bridge Preservation Program | Structural Repairs on Bridges Citywide |

This transfer of funds will move the appropriation in the account for the funds received on Project TR 17007, Structural Repairs on Bridges Citywide.

MINUTES**CITY COUNCIL BILL:**

19-0324 - An Ordinance concerning Dockless Vehicles - Regulation and Taxation for the purpose of requiring permits for dockless-vehicle-for-hire providers; imposing certain data sharing requirements upon dockless-vehicle-for-hire providers; providing for the revocation of dockless-vehicle-for-hire provider permits under certain circumstances; establishing certain standards of operation; defining certain terms; imposing certain penalties; allowing for the seizure of a dockless vehicle under certain circumstances; correcting, clarifying, and conforming related provisions governing bike lanes; imposing an excise tax on dockless-vehicle-for-hire providers; generally relating to the regulation of dockless vehicles; and providing for a special effective date.

ALL REPORTS RECEIVED WERE FAVORABLE.

UPON MOTION duly made and seconded, the Board approved City Council Bill No. 19-0324 and directed that the bill be returned to the City Council with the recommendation that it also be approved by that Honorable Body. The President **ABSTAINED**.

MINUTES

Fire and Police Employees' - Subscription Agreement
Retirement System

ACTION REQUESTED OF B/E:

The Board is requested by the Board of Trustees of the Fire and Police Employees' Retirement System (F&P) to approve its Subscription Agreement for its investment in LaSalle Income & Growth Fund VIII, L.P., a Delaware limited partnership.

AMOUNT OF MONEY AND SOURCE:

\$30,000,000.00 - approximately of ERS funds

No General Fund monies are involved in this transaction.

BACKGROUND/EXPLANATION:

The F&P Board of Trustees conducted a search for a value-added real estate investment manager and, as a result of that search, selected LaSalle Investment Management, Inc. to accept an initial investment of \$30,000,000.00 to be placed with LaSalle Income & Growth Fund III, L.P. The search and selection process was conducted with the assistance and advice of the F&P System's Investment Advisor, New England Pension Consulting.

MWBOO GRANTED A WAIVER.

UPON MOTION duly made and seconded, the Board approved the Subscription Agreement as requested by the Board of Trustees of the Fire and Police Employees' Retirement System for its investment in LaSalle Income & Growth Fund VIII, L.P., a Delaware limited partnership. The Comptroller **ABSTAINED**.

MINUTES

Baltimore City Office of Information - Non-Construction
and Technology (BCIT) Consultant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Non-Construction Consultant Agreement (Agreement) with Metrix Technology Engineering, LLC (Metrix). The period of the Agreement is effective upon Board approval for one year, with an option to renew for two additional one-year periods.

AMOUNT OF MONEY AND SOURCE:

\$100,000.00 - 1001-000000-1474-165700-603026

BACKGROUND/EXPLANATION:

Metrix under the direction and supervision of Frank Johnson, Chief Digital Officer, of BCIT will perform a number of duties.

Metrix will assist all stakeholders, providers, and users to understand the IT Strategic Plan (ITSP) program mission, anticipated objectives, and support the six major tasks detailed with the Gartner Engagement Plan. Metrix will facilitate timely decision-making over items such as City policies, procedures, standards hiring, salaries and benefits, etc.

Metrix will assist with the coordination and alignment of the Baltimore Police Department (BPD) and BCIT's ITSP, assist City and BPD forces to define, identify, advertise, source, recruit, select, board, orient and retain top-notch IT talent and to fill the positions specified in the Consent Decree IT organization. Metrix will participate, as requested, in the evaluation of new technology systems that are under consideration for acquisition by the BPD in conjunction with the Consent Decree technology upgrade program.

MINUTES

BCIT - cont'd

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Non-Construction Consultant Agreement with Metrix Technology Engineering, LLC.

MINUTES

Mayor's Office of Emergency - Ratification Redistribution
Management (MOEM) of Equipment

ACTION REQUESTED OF B/E:

The Board is requested to ratify the Redistribution of Equipment from the Urban Search and Rescue (USAR) Team.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

In 2016, the City's funding through the Urban Areas Security Initiative Grant Program (UASI) was cut significantly by the federal government. All states were cut significantly. As a result, a review of projects was conducted to identify cost savings measures and the USAR warehouse was identified as an expense that could be cut if the team was disbanded. The lease for the USAR warehouse was approximately \$120,000.00 per year and it housed the equipment for the USAR Team. There were also two dedicated managers of the USAR warehouse and equipment whose positions were abolished, realizing additional cost savings. The lease was up for renewal, so the decision was made to focus efforts and funding toward other needs and the USAR Team was disbanded.

Shown below are two charts which show the changes in funding levels by grant year for the City and for the State.

CITY OF BALTIMORE TOTAL UASI GRANT ALLOCATION FY14-18

| <u>UASI GRANT PROGRAM GRANT</u> | <u>GRANT FISCAL YEAR</u> | <u>DIFFERENCE</u> | <u>% OF CHANGE</u> |
|-------------------------------------|------------------------------|-------------------|--------------------|
| \$1,559,784.13 | FY14 | | |
| \$1,580,443.95 | FY15 | \$ 20,659.82 | 13% increase |
| \$ 625,172.15 | FY16 | \$(955,271.80) | 60.5% decrease |
| \$ 558,066.13 | FY17 | \$(67,109.02) | 10.73% decrease |
| \$ 663,081.00 | FY18 | \$ 105,014.87 | 18.81% increase |

MINUTES

MOEM - cont'd

STATE OF MARYLAND TOTAL UASI GRANT ALLOCATION FY14-18

| <u>UASI GRANT PROGRAM GRANT</u> | <u>GRANT FISCAL YEAR</u> | <u>DIFFERENCE</u> | <u>% OF CHANGE</u> |
|-------------------------------------|------------------------------|-------------------|--------------------|
| \$5,500,000.00 | FY14 | | |
| \$5,500,000.00 | FY15 | | |
| \$2,962,000.00 | FY16 | (\$2,538,000.00) | 46.15% decrease |
| \$4,212,000.00 | FY17 | (\$1,250,000.00) | 42.2% increase |
| \$4,000,000.00 | FY18 | (\$ 212,000.00) | 5.04% decrease |

Because of the timing of the funding cut and the lease renewal, the former Director of MOEM, made the decision to distribute the equipment housed in the warehouse to the seven jurisdictions participating in the UASI grant program in order to maintain the regions capability in search and rescue while still realizing the cost savings. There was no way to predict that the funding level would be increased after FY16's significant cut.

The equipment was distributed, with the exception of some smaller items, in 2016. In March, 2017, the Acting Director of MOEM tasked administrative staff with learning the process to properly dispose of equipment. After working with the Surplus Office, it was determined that a request should have been made to the Board of Estimates to distribute the equipment as described in AM-306-1 and AM 306-1-1.

Ratification of the redistribution of equipment will allow the receiving jurisdictions to obtain proper title and registration paperwork for any equipment that requires it, so the equipment can be utilized in the event of an emergency. Included in this submission is a letter and the signed equipment form for Surplus from each participating jurisdiction including the City.

MINUTES

MOEM - cont'd

Beginning in September 2017, the process to follow for proper disposal of equipment was incorporated into the workflow for the agency.

UPON MOTION duly made and seconded, the Board ratified the Redistribution of Equipment from the Urban Search and Rescue Team.

MINUTES

Baltimore Police Department - Professional Services Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Professional Services Agreement with the Center for Children's Law and Policy. The period of the Professional Services Agreement is October 17, 2018 through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$49,500.00 - 1001-000000-2003-195500-603026

BACKGROUND/EXPLANATION:

On January 12, 2017, the Mayor and City Council of Baltimore City, Baltimore Police Department (BPD) and the U.S. Department of Justice entered a Consent Decree that requires BPD to adopt a number of specific reforms aimed at ensuring effective, safe, and constitutional policing.

The Center for Children's Law and Policy will provide a comprehensive assessment report to the BPD on Pre-Arrest and Arrest Diversion, Diversion Programs, DJS Intake Diversion, State's Attorney's Offices Diversion and Secure Detention Alternatives/Diversion. The Center for Children's Law and Policy will also provide quantitative and qualitative methods to assess pertinent laws, policies, and administrative protocols governing existing programs and practices.

The Professional Services Agreement is late because of the administrative process.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Baltimore Police Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Professional Services Agreement with the Center for Children's Law and Policy.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

| <u>Owner(s)</u> | <u>Property</u> | <u>Interest</u> | <u>Amount</u> |
|---|------------------|-----------------|---------------|
| <u>Department of Housing and Community Development (DHCD) - Options</u> | | | |
| 1. A&P, LLC, | 2706 Tivoly Ave. | G/R \$ 72.00 | \$ 660.00 |
| 2. Madison Bank of of Maryland, formerly known as Northeastern Bohemian Savings & Loan Association | 2712 Tivoly Ave. | G/R \$ 90.00 | \$ 825.00 |
| 3. Sambor Investments, LLC | 2719 Tivoly Ave. | G/R \$ 90.00 | \$ 825.00 |
| 4. WIMJACK, LLC | 2721 Tivoly Ave. | G/R \$ 90.00 | \$ 825.00 |
| 5. Shermar, LLC | 2731 Tivoly Ave. | G/R \$ 96.00 | \$ 880.00 |
| 6. Jesse S. Weinberg Realty, LLC | 2781 Tivoly Ave. | G/R \$ 90.00 | \$ 825.00 |
| Funds are available in account no. 9910-904326-9588-900000-704040, CHM Project. | | | |
| 7. A&P, LLC | 1601 Normal Ave. | G/R \$ 96.00 | \$ 880.00 |
| 8. Irene Epstein and Ellen E. Mogol | 1609 Normal Ave. | G/R \$ 84.00 | \$ 560.00 |

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

| <u>Owner(s)</u> | <u>Property</u> | <u>Interest</u> | <u>Amount</u> |
|--|------------------|-----------------|---------------|
| DHCD - <u>Options</u> - cont'd | | | |
| 9. 18 East Eager Street Corporation | 1611 Normal Ave. | G/R \$ 90.00 | \$ 825.00 |
| 10. The Village at Rockville, Inc. Successor in Interest to the National Lutheran Home for the Aged | 1613 Normal Ave. | G/R \$ 60.00 | \$ 400.00 |
| 11. A&P, LLC | 1615 Normal Ave. | G/R \$150.00 | \$1,375.00 |

Funds are available in account no. 9910-904177-9588-900000-704040, Gateway Park Project.

| | | | |
|------------------------------------|------------------|-----------------|-----------|
| 12. Carol K. and Jerry J. Engelman | 517 N. Mount St. | G/R \$ 60.00 | \$ 550.00 |
| 13. Irvin J. Uman | 523 N. Mount St. | G/R \$ 60.00 | \$ 400.00 |

Funds are available in account no. 9910-904177-9588-900000-704040, future Harlem Park RFP.

| | | | |
|--|----------------|-----------------|-----------|
| 14. Howard I. Zlotowitz Personal Representative of the Estate of Betty H. Zlotowitz | 503 Robert St. | G/R \$ 80.00 | \$ 733.32 |
|--|----------------|-----------------|-----------|

Funds are available in account no. 9910-904177-9588-900000-704040, General Acquisitions.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

| <u>Owner(s)</u> | <u>Property</u> | <u>Interest</u> | <u>Amount</u> |
|--|--------------------------|-----------------|---------------|
| DHCD - Options - cont'd | | | |
| 15. Second Reversionary Partnership | 4724, 4726 Delaware Ave. | G/R \$120.00 | \$ 1,100.00 |
| Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Acquisition/Project. | | | |
| 16. 2532 Druid Hill, LLC, by Sylvester Solomon, Authorized Member | 1114 Mosher St. | F/S | \$ 35,000.00 |
| 17. The Paradigm Group, LLC | 811 N. Gilmor St. | L/H | \$ 94,316.00 |
| Funds are available in account no. 9910-905640-9588-900000-704040, FY 17 CORE Demo Project. | | | |
| 18. McElderry Creek, LLC | 1118 Mosher St. | F/S | \$154,000.00 |
| Funds are available in account no. 9910-904177-9588-900000-704040, FY 17 CORE DEMO Project. | | | |
| 19. Lum Brown, Jr. (Deceased) | 2724½ Hugo Ave. | F/S | \$ 6,500.00 |
| Funds are available in account no. 9910-904326-9588-900000-704040, Fenwick/Hugo/28 th Street Project. | | | |

In the event that the option agreement/s fail 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 amounts.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

| <u>Owner(s)</u> | <u>Property</u> | <u>Interest</u> | <u>Amount</u> |
|--|-------------------|-----------------|-----------------------|
| <u>Department of Housing and Community Development - Condemnations</u> | | | |
| 20. EverBank | 2732 Fenwick Ave. | G/R | \$ 600.00 \$240.00 |
| 21. Port Street Investments, Inc. | 2734 Fenwick Ave. | G/R \$120.00 | \$ 800.00 |
| 22. Kathaleen Virginia Kennedy | 2752 Fenwick Ave. | G/R \$ 90.00 | \$ 600.00 |
| 23. Tilson Realty Inc. | 2760 Fenwick Ave. | G/R \$120.00 | \$ 800.00 |

Funds are available in account no. 9910-904326-9588-900000-704040,
Fenwick CHM Project.

| | | | |
|--|--------------------------|-----|-------------|
| 24. Anarklee, Inc. | 4623 Reisterstown Rd. | F/S | \$19,000.00 |
| 25. Devin Barne and Walkeena Robinson | 3119 Virginia Ave. | L/H | \$ 3,000.00 |

Funds are available in account no. 9910-903183-9588-90000-704040,
Park Heights Major Redevelopment Area Complete.

| | | | |
|------------------|------------------|-----|-----------|
| 26. Tony Roberts | 511 N. Mount St. | L/H | \$ 900.00 |
|------------------|------------------|-----|-----------|

Funds are available in account no. 9910-904177-9588-900000-
704040, Citywide Acquisitions.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

| <u>Owner(s)</u> | <u>Property</u> | <u>Interest</u> | <u>Amount</u> |
|--|-------------------------|-----------------|---------------|
| <u>DHCD - Condemnations</u> - cont'd | | | |
| 27. Charles W. Blunt and Madelyne A. Blunt | 50-56 S. Pulaski St. | F/S | \$10,000.00 |
| Funds are available in account no. 9904-912058-9127-900000-704040, Boyd-Booth Project. | | | |
| 28. 1 North Carey Street, LLC | 13 N. Carey St. | L/H | \$ 5,525.00 |
| 1 North Carey Street, LLC | 15 N. Carey St. | F/S | \$ 6,200.00 |

Funds are available in account no. 9910-904177-9588-900000-704040, Poppleton Project.

DHCD - Condemnation or Redemption

| | | | |
|--|-----------------|----------------|-------------|
| 29. Phillip R. Grossman and Dorothy | 618 Pitcher St. | G/R \$65.00 | \$ 1,083.33 |
|--|-----------------|----------------|-------------|

Funds are available in account no. 9910-904177-9588-900000-704040, General Acquisitions.

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

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

| <u>Owner(s)</u> | <u>Property</u> | <u>Interest</u> | <u>Amount</u> |
|---|-------------------------|-----------------|---------------|
| <u>DHCD - Payment of Court Settlement</u> | | | |
| 30. Jong Nam Kim | 900/902 E. Eager St. | F/S | \$ 7,000.00 |

On September 26, 2018, the Board approved the acquisition of the fee simple interest in 900/902 E. Eager Street for \$70,000.00. The price was determined by the higher of two appraisals. The owner agreed to settle the condemnation suit for \$77,000.00, a value of 10% above the initial amount that was placed in the Court Registry. Therefore, the Board is requested to approve an additional \$7,000.00 in settlement of this case.

Funds are available in account no. 9910-904154-9588-900000-704040, Ambrose Kennedy Park Expansion Project.

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

MINUTES

Department of Transportation - Grant of Easement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Grant of Easement with the Maryland Transit Administration.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Maryland Transit Administration will perform upgrades in and around the light rail system and has identified an area in need to be graded and have installed new (rock) gabion baskets and repair existing (rock) gabion baskets.

In order to grade, install, and repair the (rock) gabion baskets, temporary and permanent access will be needed over the Department's property, along the Jones Falls near West Cold Spring Lane.

The temporary and permanent easements have been authorized by Ordinance No. 18-120 approved March 27, 2018.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant of Easement with the Maryland Transit Administration.

MINUTES

Health Department - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize an expenditure of funds for the purchase of gift cards for youth participants.

AMOUNT OF MONEY AND SOURCE:

\$1,250.00 - 50 American Express gift cards @ \$25.00 ea.
 2,000.00 - 100 Walmart gift cards @ \$20.00 ea.
 500.00 - 50 Chipotle Mexican Grill gift cards @ \$10.00 ea.
 1,000.00 - 50 Domino's Pizza gift cards @ \$20.00 ea.
 1,250.00 - 50 Visa gift cards @ \$25.00 ea.
\$6,000.00 - 4000-483319-3160-308000-603050

BACKGROUND/EXPLANATION:

The gift cards will be distributed to youth participants in the Department's Office of Youth and Trauma Services, School-Based Violence Prevention Project, School-Based Violence Prevention project for participation in curricula sessions, after school club meetings, advisory committee meetings; and for conducting community outreach and awareness during the summer, event planning, and organization of school/communities activities.

The Office of Youth and Trauma Services School-Based Violence Prevention Program implements the City-wide strategic plan for the prevention of youth violence in four Baltimore City Public High Schools in targeted communities targeted by the city-wide strategic plan for the prevention of youth violence. The prevention strategies are designed to improve connections between student's peers, adults, and communities leading to healthier youth, safer schools, homes, and neighborhoods.

MINUTES

Health Department - cont'd

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized the expenditure of funds for the purchase of gift cards for youth participants.

MINUTESHealth Department - Agreements and Amendment to Agreements

The Board is requested to approve and authorize execution of the Agreements and Amendment to Agreements. The period of the Agreements and Amendment to Agreements is July 1, 2018 through June 30, 2019, unless otherwise indicated.

AGREEMENTS

1. **ICARRE FOUNDATION, INC.** **\$15,000.00**

Account: 4000-483319-3160-308000-603051

The School-Based Violence Prevention Program goal is to prevent incidents of teen dating violence and other forms of youth violence by addressing shared risk and protective factors among youth attending four Baltimore City public high schools in high-risk communities.

The iCARRe Foundation, Inc. will identify and designate staff to provide behavioral interventions to students attending Augusta Fells Savage Institute for Visual Arts through mentoring, hall monitoring and substance use prevention. In addition, the organization will provide after-school programming two days per week for four hours per day. The period of the agreement is effective upon Board approval through August 31, 2019.

The agreement is late because of budget reviews and revisions which delayed processing.

2. **INDEPENDENT LIVING FOUNDATION, INC. (ILF)** **\$12,500.00**

Account: 5000-569719-3023-273327-603051

ILF will be providing non-emergency transportation services that enable an eligible client to access or be retained in core medical or support services.

MINUTES

Health Department - cont'd

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

3. **KENNEDY KRIEGER INSTITUTE, INC. (KKI) \$211,894.38**

Accounts: 6000-622119-3080-294300-603051 \$157,840.38
 4000-427119-3080-294300-603051 \$ 25,089.00
 1001-000000-3080-288500-603051 \$ 28,965.00

| Number of Cases | Cost Per Case | Total |
|---|---------------|---------------------|
| 174 - Initial Case Management | \$250.00 | \$ 43,500.00 |
| 427 - Individualized Family Service Plan (annual) | \$137.50 | \$ 58,712.50 |
| 1,961 - On-going Case Management | \$75.00 | \$147,075.00 |
| Total: | | \$249,287.50 |
| Less 15% Administration Fee | | (\$37,393.12) |
| Net Reimbursement | | \$211,894.38 |

The KKI will provide health-related early intervention/case management services to eligible patients for the Baltimore Infants and Toddlers Program. The KKI will be reimbursed according to the Department's Health and Mental policies for the Medical Assistance Program.

This agreement is late because numerous budget revisions delayed processing.

MWBOO GRANTED A WAIVER.

MINUTES

Health Department - cont'd

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

Account: 4000-480619-3080-279200-603051

The BCBSC is committed to ensuring that all students graduate from high school ready for college, career training, and life success. Under this agreement, the Department will provide funding to the BCBSC to integrate the U Choose Evidence-Based Teen Pregnancy Prevention Program curricula within middle and high schools in Baltimore City and to develop and implement strategies to ensure sustainability.

The Agreement is late because of administrative delays.

MWBOO GRANTED A WAIVER.

5. **CHASE BREXTON HEALTH SERVICES, INC.** **\$ 7,500.00**

Account: 5000-569719-3023-273399-603051

Chase Brexton Health Services, Inc. will conduct Early Intervention services including the provision of targeted HIV testing and linkage to care services both onsite and off-site within communities and populations at-risk of HIV infection.

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

MINUTES

Health Department - cont'd

6. **FAMILY LEAGUE OF BALTIMORE, INC.** **\$665,000.00**

Account: 6000-626319-3080-513200-603051

The B'More for Healthy Babies Initiative (BHB) is a 10-year-plus city wide strategy launched in 2009 and co-led by the organization and the Department. The BHB brings together public agencies, health care institutions, community-based organizations and academic partners to ensure that all Baltimore's babies are born healthy weight, full-term, and ready to thrive in healthy families.

The organization will provide continued oversight of work for the BHB and support of overall BHB initiatives. The BHB's communication partners will perform marketing and communication activities with priority content areas of safe sleep, smoking cessation, and home waiting.

This agreement is late because of the delay in completion of the required documentations.

AMENDMENT TO AGREEMENTS

7. **HEALTHCARE ACCESS MARYLAND, INC.** **\$125,117.00**

Account: 4000-421019-3080-294600-603051

On August 22, 2018, the Board approved the original agreement for \$2,357,827.00 for the period July 1, 2018 through June 30, 2019.

The Department received supplemental funding to support the cost of a dedicated computer lab for consumers to use to complete the application process for health insurance. This Amendment increases the original agreement by \$125,117.00, making the total contract amount \$2,482,944.00.

MWBOO GRANTED A WAIVER.

MINUTES

Health Department - cont'd

8. HONOR AND CHERISH ASSISTED LIVING, INC. \$ 5,200.00

Account: 5000-534018-3254-767800-607001

On June 20, 2018, the Board approved the original agreement in the amount of \$7,800.00 for the period of March 1, 2018 through June 30, 2018.

On September 5, 2018, Maryland Department of Aging approved an extension of the grant period through June 30, 2019. This Amendment will increase the contract amount by \$5,200.00 making the new FY18 total contract amount \$13,000.00.

The Amendment will allow the Department to reimburse the Provider for additional services.

This Amendment to Agreement is late because of administrative delays.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

Mayor's Office of Employment Development - Provider Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Provider Agreement with Hope Health Systems, Inc. The period of the agreement is July 1, 2018 through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$60,000.00 - 4000-808219-6392-735705-603051

BACKGROUND/EXPLANATION:

Hope Health Systems, Inc. will provide an array of mental health services on site at the Workforce Reception Center for temporary cash assistance recipients who actively participate in work preparation services leading to full time unsubsidized employment. Primary services will include: counseling, (individual, group, or family) behavioral health coordination and substance abuse treatment services.

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

MBE/WBE PARTICIPATION:

Not applicable.

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 Provider Agreement with Hope Health Systems, Inc.

MINUTES

Mayor's Office of - Agreements and Amendment
Human Services

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

AGREEMENTS

1. **LINDSEY & ASSOCIATES, LLC** **\$ 8,825.00**

Account: 4000-486319-1772-516000-603051

Lindsey & Associates, LLC will perform a complete and thorough financial review of selected providers to include an examination of internal controls and fiscal procedures, with an emphasis on the Statement of Federal Expenditures, and will draft and present a detailed report including all relevant findings. The period of the agreement is March 1, 2019 through June 30, 2019.

2. **HOWARD COUNTY, MARYLAND** **\$244,945.00**

Account: 4000-490819-3573-763205-603051

Howard County Housing Commission, operating on behalf of Howard County, Maryland will use funds to provide rental assistance to low-income individuals or to families who have a family member with AIDS. The period of the agreement July 1, 2018 through June 30, 2021.

MWBOO GRANTED A WAIVER.

AMENDMENT

3. **BRIDGE HAVEN, INC.** **\$ 0.00**

Account: 1001-000000-3572-772800-603051

On November 21, 2018, the Board approved an Agreement with Bridge Haven, Inc. for the period of October 15, 2018 through March 31, 2019.

MINUTES

Mayor's Office of - cont'd
Human Services

Bridge Haven, Inc. was awarded funds to operate the Women's Overflow Winter Shelter. The project has received an unexpected additional number of clients, which require housing and placement.

This Amendment will extend the period of the agreement through June 30, 2019. This will allow for the closeout and spend down of contract funds in accordance with continued project needs.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

EXTRA WORK ORDERS

* * * * *

UPON MOTION duly made and seconded,
the Board approved the
Extra Work Orders and Transfer of Funds
listed on the following pages:

1569 - 1572

All of the EWOs had been reviewed and approved
by the
Department of Audits, CORC,
and MWBOO, unless otherwise indicated.

MINUTES

EXTRA WORK ORDERS

| <u>Contract</u> | <u>Prev. Apprvd.</u> | | <u>Time</u> | <u>%</u> |
|------------------|----------------------|-------------------|-------------|---------------|
| <u>Awd. Amt.</u> | <u>Extra Work</u> | <u>Contractor</u> | <u>Ext.</u> | <u>Compl.</u> |

Department of Public Works/Office
of Engineering and Construction

- | | | | | |
|---|--------|---------------------------|----------|-----|
| 1. EWO #004, \$0.00 - WC 1305, Ashburton Filtration Plant Standby Generator | | | | |
| \$2,482,560.00 | \$0.00 | JLN Constr. Services, LLC | 108 Days | 70% |

The Office of Engineering and Construction requests a time extension of 108 calendar days related to the temporary power system.

The changes to the temporary power system were an unforeseen condition. These changes resulted in submittal 36, to account for the new temporary power requirements. The approval of this submittal delayed the project for 108 days as per the Project Controls Review Report dated November 7, 2018, which resulted in a new calculated completion date of February 18, 2019. The Certificate of Completion form will not be completed until a scheduled time after the final payment and the final completion has been given by the Agency.

The scope of the construction project includes furnishing and installation of a standby generator at Ashburton Filtration Plant, in addition to the related site work, including concrete generator pad, electrical ductwork, and site restoration.

MBE/WBE PARTICIPATION:

The Consultant will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code and the 27% MBE and 9% WBE goals established in the original agreement.

THIS EAR WAS APPROVED BY MWBOO ON JANUARY 7, 2019.

MINUTES

EXTRA WORK ORDERS

| <u>Contract</u> | <u>Prev. Apprvd.</u> | | <u>Time</u> | <u>%</u> |
|------------------|----------------------|-------------------|-------------|---------------|
| <u>Awd. Amt.</u> | <u>Extra Work</u> | <u>Contractor</u> | <u>Ext.</u> | <u>Compl.</u> |

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

- | | | | | |
|--|---------------|--|-------------|-----|
| 2. EWO #002, \$667,841.50 - WC 1286, Guilford Avenue and Vicinity Water Main Replacements | | | | |
| \$8,779,238.95 | \$ 870,675.00 | Monumental Paving & Excavating, Inc. | 3 Months | 70% |

The Office of Engineering and Construction is requesting the approval to replace an additional 1,500 linear feet of existing cast iron water main with new ductile iron pipe under WC 1286. The additional water main has been recommended for replacement by the Office of Asset Management in order to facilitate the coordination effort between the Department of Public Works water main replacement program and the current Department of Transportation conduit and streetscape projects on Greenmount Avenue. The additional water main replacement will mitigate any conflicts, risks, and delays to the current Department of Transportation conduit and streetscape project on Greenmount Avenue from the 2900 block to the 3200 block. The priority of the coordination between the agencies is to eliminate overlapping and future restoration re-work by performing excavation, installing utilities, and restoration in one consolidated effort.

This change order will cover replacement of a 12-inch water main on Greenmount Avenue from East 32nd Street to East 29th Street. The Certificate of Completion form will not be completed until a scheduled time after final payment and final completion has been given by the Agency.

MINUTES

EXTRA WORK ORDERS

| <u>Contract</u> | <u>Prev. Apprvd.</u> | <u>Time</u> | <u>%</u> |
|------------------|----------------------|-------------------|--------------------|
| <u>Awd. Amt.</u> | <u>Extra Work</u> | <u>Contractor</u> | <u>Ext. Compl.</u> |

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

The scope of the construction project includes abandonment and/or removal of existing water mains and installation of various size new ductile iron pipes, valves, fittings, and appurtenances, replacement/installation of fire hydrants, renew and replacement of existing water services, replacement of small (residential) meter settings and meter vaults, temporary by-pass piping, sidewalk restoration, curb & gutter, and roadway paving as required.

MBE/WBE PARTICIPATION:

The Consultant will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code and the 10% MBE and 2% WBE goals established in the original agreement.

THIS EAR WAS APPROVED BY MWBOO ON JANUARY 9, 2019.

Department of Transportation

| | | | | |
|--|-------------|-----------------------|--|-----|
| 3. EWO #002, (\$4,929.17) - TR 14308, Cherry Hill Light Rail Station Area Enhancements | | | | |
| \$1,435,452.69 | \$15,820.00 | Civil Construction, - | | 100 |
| | | LLC | | |

As a result of completing the project close-out audit, this final EWO represents a net credit in the amount of (\$4,929.17).

MINUTES

EXTRA WORK ORDERS

| <u>Contract</u> | <u>Prev. Apprvd.</u> | <u>Contractor</u> | <u>Time</u> | <u>%</u> |
|------------------|----------------------|-------------------|-------------|---------------|
| <u>Awd. Amt.</u> | <u>Extra Work</u> | | <u>Ext.</u> | <u>Compl.</u> |

Department of Transportation - cont'd

This final EWO reconciles contract bid items. The reconciliation includes overrun and underrun adjustments for items used during the projects.

The Contractor met 29% of the established 28% DBE goal.

4. EWO #009, (\$9,560.57) - TR 12308, St. Paul Place & Preston Gardens

| | | | | |
|----------------|--------------|--------------------------------------|---|------|
| \$6,451,905.94 | \$138,108.68 | Monumental Paving & Excavating, Inc. | - | 100% |
|----------------|--------------|--------------------------------------|---|------|

As a result of completing the project close-out audit, this final EWO represents a net credit in the amount of (\$9,560.57). This final EWO reconciles contract bid items. The reconciliation includes overrun and underrun adjustments for items used during the projects.

The Contractor met 19.25% of the established 20% DBE goal.

MINUTESDepartment of Real Estate - Lease Renewal**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the exercise of the lease renewal option for the Lease Agreement with 1410 Management, Inc., Landlord of a portion of the property known as 1410 Bush Street, being on the first floor and consisting of approximately 1,500 square feet. The period of the lease renewal is April 1, 2019 through March 31, 2021.

AMOUNT OF MONEY AND SOURCE:

| | <u>Annually</u> | <u>Monthly Installments</u> |
|--------|-----------------|-----------------------------|
| Year 1 | \$31,772.13 | \$2,647.68 |
| Year 2 | \$32,725.29 | \$2,727.11 |

Account: 2026-000000-6311-733900-603013

BACKGROUND/EXPLANATION:

The leased premises will be used by the Mayor's Office of Employment Development (MOED) for a small-scale career center. The Board approved the Lease Agreement on April 1, 2015 for one year, commencing April 1, 2015 and terminating March 31, 2016, with the option to renew for one additional year. On March 16, 2016, the City exercised the renewal option, commencing April 1, 2016 and terminating March 31, 2017. On April 5, 2017, the Board approved an Amendment to the Lease Agreement. The lease was extended for a two-year period commencing April 1, 2017 and terminating March 31, 2019, with the option to renew for an additional two-year period. The MOED desires to exercise the renewal option of the Lease Agreement, commencing April 1, 2019 and terminating March 31, 2021. All other rentals, conditions, and provisions of the Lease Agreement dated April 1, 2015 and amended April 5, 2017 shall 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 and authorized execution of the lease renewal option for the Lease Agreement with 1410 Management, Inc., Landlord of a portion of the property known as 1410 Bush Street, being on the first floor and consisting of approximately 1,500 square feet.

MINUTES

Department of Real Estate - Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Lease Agreement with the Small Business Resource Center, Tenant, for Suite B located at 3000 Druid Park Drive, Baltimore, Maryland 21215. The period of the agreement is effective upon Board approval for three years with the option to renew for one addition 3-year renewal term.

AMOUNT OF MONEY AND SOURCE:

| <u>Annual Rent</u> | <u>Monthly Installments</u> |
|--------------------|-----------------------------|
| \$64,800.00 | \$5,400.00 |

Account: 1001-000000-1250-775601-603013

BACKGROUND/EXPLANATION:

The Tenant will use the premises for a business office, classes and to provide resources to small businesses. The Tenant will be responsible for any improvements to the premises, upon receiving landlord's approval. In addition, the Tenant as a division of the Mayor's Office will be insured under the Landlord's self-insurance program.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with the Small Business Resource Center, Tenant, for Suite B located at 3000 Druid Park Drive, Baltimore, Maryland 21215.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

1. THE FURST BROS.

| | | |
|--|--------------|---------|
| COMPANY | \$ 15,000.00 | Renewal |
| Contract No. B50005329 - Picture Framing Supplies - Baltimore Police Department - P.O. No. P542830 | | |

On February 28, 2018, the Board approved the initial award in the amount of \$31,626.00. This renewal in the amount of \$15,000.00 is for the period February 19, 2019 through February 18, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. The initial award was below the contracting threshold of \$50,000.00.

2. SIRCHIE ACQUISITION

| | | |
|--|---------|---------|
| COMPANY, LLC | \$ 0.00 | Renewal |
| Contract No. B50005179 - Forensic Supplies for Mobile Lab - Baltimore Police Department - P.O. No. P542261 | | |

On January 10, 2018, the Board approved the initial award in the amount of \$86,038.65. The award contained three 1-year renewal options. This first renewal in the amount of \$0.00 is for the period January 16, 2019 through January 15, 2020, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On August 30, 2017, MWBOO granted a waiver due to no opportunity to segment the contract.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

- | | | |
|---|---------------|---------|
| 3. MJ MANAGEMENT SERVICES, LLC | \$ 564,348.00 | Renewal |
| Contract No. B50004360 - Management Services for the Eating Together in Baltimore Program - Health Department - CARE - P.O. No. P534410 | | |

On January 27, 2016, the Board approved the initial award in the amount of \$1,977,144.00. The award contained two 1-year renewal options. This first renewal in the amount of \$564,348.00 is for the period March 1, 2019 through March 31, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On April 14, 2015, MWBOO set goals of 3% MBE and 1% WBE. MWBOO approved the request of MJ Management Services, LLC to remove Britt's Industries and Jodi M. Stapler from the above-referenced contract.

- | | | |
|---|--------------|---------|
| 4. SUBURBAN SALES AND RENTAL CENTER, INC. SNAP-ON INDUSTRIAL DIVISION OF IDSC HOLDINGS LLC FASTENAL COMPANY HILTI, INC. | \$600,000.00 | Renewal |
| Contract No. B50004414 - Hand and Power Tools and Related Hardware Items - Department of General Services - P.O. Nos. P534611, 12, 13 and 14. | | |

On February 24, 2016, the Board approved the initial award in the amount of \$500,000.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This

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

second renewal in the amount of \$500,000.00 is for the period April 1, 2019 through March 31, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On December 14, 2105, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

| | | |
|-------------|----------------------|--------------|
| 5. DEMOUSA, | \$ 150,000.00 | Increase and |
| INC. | 200,000.00 | Renewal |
| | <u>\$ 350,000.00</u> | |

Contract No. B50004582 - Services for Debris Cleanup in Middle Branch, Canton and Fells Point - Department of Public Works - Bureau of Solid Waste - P.O. No. P535768

On June 8, 2016, the Board approved the initial award in the amount of \$164,103.00. The award contained four 1-year renewal options. Two renewal options have been exercised. This increase in the amount \$150,000.00 is necessary to continue to receive services for the Casino Impact area. This third renewal in the amount of \$200,000.00 is for the period June 8, 2019 through June 7, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On March 29, 2016, it was determined that no goals would be set because of no opportunity to segment the contract.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

| | | |
|---|--------------|--------------------------|
| 6. DBT TRANSPORTATION SERVICES, LLC | \$ 22,605.00 | Ratification and Renewal |
| Contract No. 08000 - Weather Station Service - Department of Transportation - P.O. No. P541201 - Req. No. R806214 | | |

On October 6, 2017, the City Purchasing Agent approved the initial award in the amount of \$21,495.00. The award contained three 1-year renewal options. The Board is requested to approve a ratification and renewal of this sole source weather station service contract, for field maintenance services on various weather sensors around the City. These repairs are needed to keep the weather stations functioning properly. The period of the ratification is June 1, 2018 through March 26, 2019. The period of the renewal is March 27, 2019 through May 31, 2019, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement.

| | | |
|--|---------------|----------|
| 7. NATIONAL AIRWALL SYSTEMS | \$ 500,000.00 | Increase |
| Contract No. B50004505 - Periodic Maintenance of Operable Walls - Baltimore Convention Center - P.O. No. P536357 | | |

On July 22, 2016, the Board approved the initial award in the amount of \$161,165.00. The award contained two 1-year renewal options. On February 1, 2017, the Board approved an increase

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

| VENDOR | AMOUNT OF AWARD | AWARD BASIS |
|--------|-----------------|-------------|
|--------|-----------------|-------------|

Bureau of Procurement - cont'd

The vendor is the sole provider for MilliporeSigma parts and maintenance service for the systems which are currently in use at Patapsco Laboratory. The Contractor will provide parts, preventive maintenance services, inspection, and required technical support. 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. This meets the requirement for certification as a sole source procurement as these parts and service are only available from the manufacturer, and are not available from subcontractors.

- 9. CATERING BY YAFFA,
INC.
CULINARY SERVICES GROUP,
LLC
MEALS ON WHEELS OF
CENTRAL MARYLAND, INC.

\$600,000.00

Extension

Contract No. B50004113 - Eating Together in Baltimore Program - Health Department - P.O. Nos. P543163, P543176 and P543164

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

On March 14, 2018, the Board approved the initial award with for \$729,684.50 with the contract ending March 31, 2019 subsequent actions were approved. This was initially awarded as a temporary emergency contract, to be in place during the solicitation of formal bids as B50005524. All bids submitted in response to B50005524 are recommended for rejection by separate memo. An extension is being requested to continue the temporary services for the Eating Together in Baltimore Program while the City advertises a new solicitation. The new period is April 1, 2019 through September 30, 2019.

MBE/WBE PARTICIPATION:

Due to the urgent nature of these services, entered into as an emergency contract upon default of the prior provider, no MBE/WBE participation goals were formally set.

UPON MOTION duly made and seconded, the Board approved the Informal Awards, Renewals, Increases to Contracts, and Extensions. The Board further approved and authorized execution of the Agreement with EMD Millipore Corporation (item no. 8).

MINUTES

PERSONNEL MATTERS

* * * * *

The Board is requested to approve

all of the Personnel matters

listed on the following pages:

1584 - 1608

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department as to form and

legal sufficiency.

Item nos. 15 and 16 were Deferred for one week.

MINUTES**PERSONNEL**Baltimore City Circuit Court1. Create the following position:

Classification: Court Technologist

Job Code: 00867

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

Position No: To be assigned by BBMR

Costs: \$78,153.00 - 5000-540319-1100-117001-601001

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

Office of Civil Rights and Wage Enforcement2. Reclassify the following vacant position:Position No.: 46229

From: Operations Manager I

Job Code: 00090

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

To: Program Compliance Officer I

Job Code: 31501

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

Costs: (\$55,497.00) - 1001-000000-6550-424800-601001

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**Baltimore City Convention Center3. Reclassify the following filled position:Position No.: 47260

From: Accounting Operations Officer
Job Code: 07394
Grade: 931 (\$73,868.00 - 118,085.00)

To: Operations Officer IV
Job Code: 00088
Grade: 931 (\$73,868.00 - 118,085.00)

There is no cost associated with this action.

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

Department of Finance4. Classify the following new position:Position No.: 52335

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

To: Operations Officer III
Job Code: 31111
Grade: 929 (\$68,562.00 - 109,554.00)

There is no cost associated with this action.

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

MINUTES

PERSONNEL

Fire Department

5. Overlap in Employment:

Position Nos.: 13394, 13362, 13614, 13556, 45213, 13424, 13689, 13656, 45227, 13425, 13734, 47869, 13469, 13703, 47913, 13504, 13733, 13218, 13564, 13763, 13304, 13594, and 13462

Classification: EMT/Firefighter Suppression

Job Code: 41209

Grade: 311 (\$41,084.00 – \$65,652.00)

There are no costs associated with this action.

In accordance with the provisions of the Administrative Manual, Section 211-1, "Personnel – Overlap in Employment," the Board is requested to approve the overlap in employment in excess of 20 Working Days from March 20, 2019 through November 26, 2019.

Department of General Services

| | <u>Rate of Pay</u> | <u>Amount</u> |
|----------------------------|--------------------|--------------------|
| 6. FRANKLIN JENKINS | \$32.95 | \$39,540.00 |

Account: 2030-000000-1890-189300-601009

Mr. Jenkins, retiree, will continue to work as a Contract Services Specialist I. He will assist the Fleet Management Division with investigating and reporting on serious occupational injuries, conducting major investigations as a result of employee incident reports, reporting safety hazards, vehicle related safety problems or requests from

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

City agencies. Mr. Jenkins will maintain all Safety Data Sheets for all Fleet Management locations, update and maintain Chemical Information List and submit to the State, enforce safety rules and regulations within Fleet Management and keep personnel informed; inspect locations regularly for fire extinguishers, eye-wash bottles (in supply and not expired), oil drums (capped and platforms drained), debris and tripping hazards. This salary is in compliance with the AM 212-1, Part I. The period of the agreement is January 5, 2019 through January 4, 2020.

Health Department7. Reclassify the following filled position:

Position No.: 48161

From: Operations Officer IV
 Job Code: 00088
 Grade: 931 (\$73,868.00 - \$118,085.00)

To: Operations Officer V
 Job Code: 00089
 Grade: 936 (\$80,735.00 - \$129,114.00)

Cost: \$8,691.37 - 1001-000000-3001-262600-601001

8. Create the following two positions:

Classification: Community Health Educator II
 Job Code: 61252
 Grade: 085 (\$38,926.00 - \$46,904.00)
 Position Nos.: To be assigned by BBMR

Costs: \$121,255.80 - 5000-508219-3031-579200-601001

MINUTES**PERSONNEL**

Health Department - cont'd

9. Reclassify the following five vacant positions:

Position Nos.: 48111, 48112, 48113, 48114, and 48115

From: Grant Services Specialist I
 Job Code: 10215
 Grade: 913 (\$29,129.00 - \$36,412.00)

To: Grant Services Specialist III
 Job Code: 10217
 Grade: 941 (\$54,468.00 - \$93,636.00)

There are no cost associated with this action.

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

Department of Housing and Community Development

10. Create the following position:

Classification: Operations Assistant I
 Job Code: 31104
 Grade: 902 (\$42,552.00 - \$68,042.00)
 Position No: To be assigned by BBMR

Cost: \$82,538.00 - 1001-000000-1773-179500-601001

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 Human Resources11. Reclassify the following vacant position:Position No.: 50077

From: Grant Services Specialist III
Job Code: 10217
Grade: 941 (\$54,468.00 - \$93,636.00)

To: HR Policy Analyst
Job Code: 10248
Grade: 927 (\$64,505.00 - \$103,208.00)

Cost: \$12,571.00 - 1001-000000-1630-172500-601001

12. Reclassify the following vacant position:Position No.: 50446

From: Senior HR Business Consultant
Job Code: 10287
Grade: 931 (\$73,868.00 - \$118,085.00)

To: HR Generalist II
Job Code: 33677
Grade: 923 (\$60,655.00 - \$97,277.00)

Cost: \$16,940.00 - 1001-000000-1630-172500-601001

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 City Office of Information and Technology

| | <u>Rate of Pay</u> | <u>Amount</u> |
|------------------------|--------------------|--------------------|
| 13. DERICK SEMA | \$28.00 | \$78,400.00 |

Account: 2037-000000-1474-798000-601009

Mr. Sema will continue to work as a Contract Services Specialist I. He will serve as the initial point of contact for customers seeking technical assistance via phone, chat, email or in person, provide immediate on-demand technical support for VIP users, e.g. Mayor, Comptroller, President etc. relating to system performance and availability; monitors the Service desk ticket queue, resolve tickets, escalations, problems and or requests. Mr. Sema will install, configure, and maintain all PC related hardware and systems including troubleshooting and diagnoses network problems, Web browser and basic network connectivity issues, PC updates and standard software, configure laptops and desktops for various agencies depending upon their needs. He will also evaluate proposed changes, recommend changes, maintain inventory for the Refresh Program and run reports for all computers and laptops in the City. The agreement is effective upon Board approval for one year.

Board of Liquor License Commission

| | <u>Rate of Pay</u> | <u>Amount</u> |
|------------------------------|--------------------|--------------------|
| 14. MATTHEW ACHHAMMER | \$35.71 | \$50,000.00 |

Account: 1001-000000-2501-259500-601009)

Mr. Achhammer will continue to work as a Contract Services Specialist II. He will attend community, business association, and governmental meetings throughout the entire City, disseminate information from and about the agency to

MINUTES

PERSONNEL

Board of Liquor License Commission - cont'd

Rate of Pay Amount

the various stakeholders, take questions and answer questions on agency policies, projects, and programs. He will prepare documents for dissemination and all follow-up correspondence for community, business associations, and governmental meetings attended, generate reports and track attendance at community, business association and governmental meetings for reporting purposes, report and document allegations and inquiries regarding licensed establishments raised at meetings and distribute to the proper personnel within the Liquor Board. He will serve as the official agency representative on various boards, committees, or at intergovernmental agency meetings. The agreement is effective upon Board approval for one year.

Mayor's Office

- 15. Create the following position:

Classification: Operations Director I
Job Code: 00093
Grade: 967 (\$103,624.00 - \$170,834.00)
Position No: To be assigned by BBMR
Cost: \$178,397.00 - 1001-000000-1250-775500-601001

- 16. Create the following position:

Classification: Executive Director II
Job Code: 00096
Grade: 991 (\$129,426.00 - \$213,594.00)
Position No: To be assigned by BBMR
Cost: \$222,963.00 - 1001-000000-1250-795700-601001

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

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

Baltimore City Police Department17. Create the following nine positions:

Classification: Operations Assistant I
Job Code: 31104
Grade: 902 (\$42,552.00 - \$68,042.00)
Position No: To be assigned by BBMR

Costs: \$759,978.00 - 1000-000000-2042-774300-601001

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

18. Create the following three positions:

Classification: HR Generalist II
Job Code: 33677
Grade: 923 (\$60,655.00 - \$97,277.00)
Position No: To be assigned by BBMR

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

19. Create the following Position:

Classification: HR Generalist I
Job Code: 33676
Grade: 088 (\$43,855.00 - \$53,134.00)
Position No: To be assigned by BBMR

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

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

20. Create the following Position:

Classification: Operations Officer III
Job Code: 31111
Grade: 929 (\$68,562.00 - \$109,554.00)
Position No: To be assigned by BBMR

Cost: 125,949.00 - 1001-000000-2041-776601-601001

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

21. Create the following Position:

Classification: Carpenter Supervisor
Job Code: 52245
Grade: 084 (\$37,741.00 - \$45,044.00)
Position No: To be assigned by BBMR

Costs: \$59,924.00 - 1001-000000-2041-776601-601001

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

22. Create the following Position:

Classification: Store Supervisor I
Job Code: 33565
Grade: 086 (\$40,487.00 - \$48,836.00)
Position No: To be assigned by BBMR

Costs: \$63,457.00 - 1001-000000-2041-776601-601001

MINUTES

PERSONNELBaltimore City Police Department - cont'd

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

23. Create the following Position:

Classification: Carpenter I

Job Code: 52241

Grade: 426 (\$32,272.00 - \$34,578.00)

Position No: To be assigned by BBMR

Costs: \$52,889.00 - 1001-000000-2041-776601-601001

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

24. Create the following two positions:

Classification: HR Generalist II

Job Code: 33677

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

Position No: To be assigned by BBMR

Costs: \$225,928.00 - 1001-000000-2041-796100-601001

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

25. Create the following two positions:

Classification: HR Generalist I

Job Code: 33676

Grade: 088 (\$43,855.00 - \$53,134.00)

Position No: To be assigned by BBMR

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

Costs: \$67,792.00 - 1001-000000-2041-776601-601001

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

26. Create the following position:

Classification: Operations Officer V
Job Code: 31113
Grade: 936 (\$80,735.00 - \$129,114.00)
Position No: To be assigned by BBMR

Costs: \$146,363.00 - 1001-000000-2041-776601-601001

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

27. Create the following 23 positions:

Classification: Crime Lab Technician II
Job Code: 71131
Grade: 091 (\$49,651.00 - \$60,411.00)
Position No: To be assigned by BBMR

Costs: \$1,730,704.00 - 1001-000000-2024-796500-601001

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 City Police Department - cont'd28. Create the following four positions:

Classification: Crime Lab Technician Supervisor

Job Code: 71135

Grade: 907 (\$56,390.00 - \$90,307.00)

Position No: To be assigned by BBMR

Costs: \$422,948.00 - 1001-000000-2024-796500-601001

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

29. Create the following four positions:

Classification: Operations Officer III

Job Code: 31111

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

Position No: To be assigned by BBMR

Costs: \$503,796.00 - 1001-000000-2024-796500-601001

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

30. Create the following two positions:

Classification: Grant Procurement Officer

Job Code: 31754

Grade: 904 (\$47,858.00 - \$76,573.00)

Position No: To be assigned by BBMR

Costs: \$182,826.00 - 1001-000000-2041-196000-601001

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

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

31. Create the following position:

Classification: Accountant II

Job Code: 34142

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

Position No: To be assigned by BBMR

Costs: \$112,964.00 - 1001-000000-2041-195700-601001

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

32. Create the following position:

Classification: Operations Officer I

Job Code: 31109

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

Position No: To be assigned by BBMR

Costs: \$112,964.00 - 1001-000000-2041-195700-601001

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

33. Create the following position:

Classification: Operations Manager

Job Code: 31114

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

Position No: To be assigned by BBMR

Costs: \$156,480.00 - 1001-000000-2041-195700-601001

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

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

34. Create the following position:

Classification: Operations Officer IV
 Job Code: 31112
 Grade: 931 (\$73,868.00 - \$118,085.00)
 Position No.: To be determined by BBMR

Cost: \$134,850.00 - 1001-000000-2024-212600-601001

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

35. Create the following 3 positions:

Classification: Forensic Scientist IV
 Job Code: 71139
 Grade: 931 (\$73,868.00 - \$118,085.00)
 Position No.: To be determined by BBMR

Cost: \$404,550.00 - 1001-000000-2024-212600-601001

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

The above creation of the positions (item nos. 17-35) are for the civilianization and professionalism project to create civilian positions in order to put more officers on the streets.

MINUTES

PERSONNELBaltimore City Police Department - cont'd

| | <u>Hourly Rate</u> | <u>Amount</u> |
|-----------------------------|--------------------|---------------------|
| 36. JAMES E. GUNTNER | \$20.19 | \$ 42,000.00 |

Account: 1001-000000-2024-796500-603026

The period of the agreement is March 31, 2019 through March 30, 2020.

| | | |
|--------------------------------|---------|---------------------|
| 37. ROBERTO G. SANTIAGO | \$20.19 | \$ 42,000.00 |
|--------------------------------|---------|---------------------|

Account: 1001-000000-2042-198111-601009

This is the same hourly rate as in the previous contract period. The period of the agreement is May 9, 2019 through May 8, 2020.

Messrs. Guntner and Santiago, retirees, will each work as a Contract Services Specialist I. They will be responsible for the entry and accurate retention of all property retained by the Police Department and several surrounding agencies, receiving property/evidence submissions from police officers and lab personnel, and ensuring the accuracy/completeness of paperwork. In addition, Messrs. Guntner and Santiago will ensure the accuracy and completeness of all information entered into the evidence tracking system, release property to personnel for further examination/evidence for court, and update the tracking system for chain of custody, and document locations. They will also release property to the public and document the same in the tracking system, and lift and handle evidence submitted to the Evidence Control Unit.

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

| | <u>Hourly Rate</u> | <u>Amount</u> |
|-------------------------------|--------------------|---------------------|
| 38. ROBERT L. HARTLOVE | \$20.19 | \$ 42,000.00 |

Account: 1001-000000-2042-198111-601009

Mr. Hartlove, retiree, will continue to work as a Contract Services Specialist I in the Human Resources Section. He will be responsible for conducting pre-employment investigations of sworn and civilian applicants, conducting local, state, and national record and warrant checks. In addition, Mr. Hartlove will investigate references, perform neighborhood canvasses, interview applicants and gather all vital information, and summarize the investigation into a pre-employment file. He will also process background investigations for promotional candidates, including records checks, gathering recommendations, and summarizing the previous work history of the candidates. This is the same hourly rate as in the previous contract period. The period of the agreement is June 10, 2019 through June 9, 2020.

| | | |
|----------------------------|---------|---------------------|
| 39. WALTER G. HEUER | \$20.19 | \$ 42,000.00 |
|----------------------------|---------|---------------------|

Account: 1001-000000-2042-198100-601009

Mr. Heuer, retiree, will continue to work as a Contract Services Specialist I in the Uniform Crime Reporting Section. He will maintain the integrity of the Department's Uniform Crime Reports (UCR) databases, conduct daily audits of the Records Management System (RMS), and verify that information from the incident reports matches the RMS input. In addition, Mr. Heuer will complete the UCRs and Maryland State Police (MSP) reporting forms on a monthly basis, ensure staff reviews, enters the appropriate UCR codes on a quarterly basis, and maintain juvenile and adult arrests, monthly clearances, offenses and completed UCRs and MSP reports. He will also serve as custodian of historical crime offense and

MINUTES

PERSONNEL

Police Department - cont'd

| | | |
|--|--------------------|---------------|
| | <u>Hourly Rate</u> | <u>Amount</u> |
|--|--------------------|---------------|

clearance data for the Department. This is the same hourly rate as in the previous contract period. 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.

| | | | |
|-----|---------------------|---------|---------------------|
| 40. | DeROND RICKS | \$30.40 | \$ 40,851.00 |
|-----|---------------------|---------|---------------------|

Account: 5000-588519-2021-212900-601009

Mr. Ricks will continue to work as a Contract Services Specialist II. He will be responsible for financial fidelity and ensure the timely processing of accounting for the grants. This is a 2% increase in the hourly rate from the previous contract period. The increase in the hourly rate is justified considering the technical expertise required and the education, experience and skillset for this position. The period of the agreement is March 27, 2019 through March 26, 2020.

| | | | |
|-----|------------------------|---------|---------------------|
| 41. | TAROLYN THRASER | \$29.80 | \$ 62,000.00 |
|-----|------------------------|---------|---------------------|

Account: 4000-408418-2042-223700-601009

Ms. Thrasher will work as a Contract Services Specialist II in the Youth and Community Division. She will coordinate with returning citizens, during and after incarceration, to connect them with services accepted by the Courts as terms of their probation in an effort to decrease recidivism and new arrests. In addition, Ms. Thraser will work with Court personnel to determine eligibility among indicted detainees

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

and coordinate with the State's Attorney's Office, as well as Public Defenders, to enroll participants into the program. She will also conduct risk assessments, handle pre/post release case management and programming, and work with Parole and Probation supervisors. The period of the agreement is effective upon Board approval for one year.

Enoch Pratt Free Library42. Reclassify the following vacant position:Position No.: 15876

From: EDP Data Tech II
Job Code: 00683
Grade: 083 (\$36,396.00 - \$43,285.00)

To: Public Information Officer
Job Code: 07333
Grade: 088 (\$43,855.00 - \$53,134.00)

Cost: \$12,104.00 - 5000-575419-4501-339600-601001

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

Department of Public Works (DPW)43. Classify the following position:Position No.: 52324

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

MINUTES**PERSONNEL**

DPW - cont'd

To: Operations Officer III
Job Code: 31111
Grade: 929 (\$68,562.00 - \$109,554.00)

Cost: \$100,896.00 - 2071-000000-5521-392089-601001

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

44. Reclassify the following filled position:

Position No.: 22326

From: Customer Care Analyst II
Job Code: 34264
Grade: 082 (\$35,168.00 - \$41,598.00)

To: Quality Assurance Analyst
Job Code: 33810
Grade: 903 (\$45,153.00 - \$72,204.00)

Cost: \$13,092.00 - 2071-000000-5471-400500-601001

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

45. Reclassify the following filled position:

Position No.: 51079

From: HR Generalist II
Job Code: 33677
Grade: 923 (\$60,655.00 - \$97,277.00)

MINUTES**PERSONNEL**

DPW - cont'd

To: HR Business Partner
Job Code: 07371
Grade: 931 (\$73,868.00 - \$118,085.00)

Cost: \$13,285.00 - 1001-000000-1901-190400-601001

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

Department of Recreation and Parks (R&P)

46. Reclassify the following filled position:

Position No.: 24069

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

To: Operations Assistant II
Job Code: 31105
Grade: 903 (\$45,153.00 - \$72,204.00)

Cost: \$11,335.00 - 1001-000000-4711-618300-601001

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**R&P - cont'd

| | <u>Hourly Rate</u> | <u>Amount</u> |
|----------------------------------|--------------------|---------------------|
| 47. CHRISTOPHER L. BOOKER | \$34.11 | \$ 65,013.66 |

Account: 6000-680519-4792-690000-601009

Mr. Booker will work as a Contract Services Specialist II. He will provide leadership, guidance, and oversight by planning, coordinating, evaluating, and directing part-time employees that are responsible for the daily programming and building operations of the Center. Mr. Booker will coordinate and facilitate the development of new programs, work with other individuals to develop and establish new practices and procedures relative to complex and various recreational program operations, and partner with internal stakeholders to address programs issues and concerns. In addition, he will maintain open communication channels with key stakeholders, collect, compile and analyze data pertinent to ongoing recreational programs and studies, set strategic goals for the Center, and align goals with the Mayor's vision and the Department's mission, vision, values and goals. Mr. Booker will also collaborate with senior leadership on the operational budget for the Center, control and monitor the budget, approve purchase justifications/expenditures in accordance with budgetary guidelines, investigate, and resolve complaints relative to recreation program operations and special facility rentals, etc. The period of the agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**

R&P - cont'd

| | <u>Hourly Rate</u> | <u>Amount</u> |
|------------------------------|--------------------|--------------------|
| 48. MIRIAM R. STIDHAM | \$32.00 | \$ 9,600.00 |

Account: 6000-680518-4792-369900-601009

Ms. Stidham will continue to work as a Contract Services Specialist II. She will provide figure skating instructions for the Learn to Skate Program, summer camp, and in preparation for the United States Figure Skating National Proficiency testing. This is the same hourly rate as in the previous contract period. The period of the agreement is effective upon Board approval for one year.

State's Attorney's Office (SAO)49. a. Create the following position:

Classification: Operations Assistant II
 Job Code: 00080
 Grade: 903 (\$45,153.00 - \$72,204.00)
 Position No.: To be determined by BBMR

b. Create the following 7 positions:

Classification: Victim Witness Coordinator
 Job Code: 01967
 Grade: 090 (\$47,604.00 - \$57,857.00)
 Position No.: To be determined by BBMR

Costs: \$536,598.00 - 4000-406219-1156-117900-601001

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

MINUTES

PERSONNEL

SAO - cont'd

| | <u>Hourly Rate</u> | <u>Amount</u> |
|------------------------------|--------------------|---------------------|
| 50. DOUGLAS B. LUDWIG | \$37.49 | \$ 44,988.00 |

Account: 1001-000000-1150-118000-601009

Mr. Ludwig, retiree, will continue to work as a Contract Services Specialist I. He will review charging documents for all on-view arrests made by police officers, make decisions to release or charge offenders based on principles of law, and produce and provide bail recommendations to Court Commissioners for all cases involving violent felonies and firearm charges. In addition, Mr. Ludwig will screen all offenders for eligibility for Early Resolution Court, Quality Case Review dockets and, Repeat Violent Offender status, as well as follow-up with notifications of arrests to the Division of Parole and Probation, the Department of Juvenile Services, trial units of the State's Attorney's Office, and other law enforcement partners. This is a 2% increase in the hourly rate from the previous contract period. The period of the agreement is April 9, 2019 through April 8, 2020.

| | | |
|--------------------------|---------|---------------------|
| 51. KELVIN SEWELL | \$34.19 | \$ 65,189.00 |
|--------------------------|---------|---------------------|

Account: 1001-000000-1150-118000-601009

Mr. Sewell, retiree, will continue to work as a Contract Services Specialist I. He will investigate felony, homicide, and violent crime cases, locate and interview witnesses, act as a liaison with law enforcement agencies, research the whereabouts of and locate parties relevant to prosecution of cases, provide the location information to attorneys and forward it to the Warrant Apprehension Task Force so that arrests can be effected. In addition, Mr. Sewell will communicate with witnesses and victims to provide case status and trial date information, prepare subpoenas, ascertain and

MINUTES**PERSONNEL**

SAO - cont'd

Hourly Rate Amount

verify respondents' legal identity through fingerprint identification, and verify documents such as birth certificates, marriage licenses, and divorce decrees. He will also testify as to findings before the Grand jury in presentation of cases for indictment and in Circuit Court trials and document investigative activities and findings. This is a 2% increase in the hourly rate from the previous contract period. The period of the agreement is March 29, 2019 through March 28, 2020.

In March, 1999 the Board of Estimates approved a waiver of the AM 212-1 to hire retired Police Officers as Investigators for the Office of State's Attorney with no restrictions on the number of work hours and rate of pay.

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:

1610 - 1612

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

The Transfer of Funds was approved

SUBJECT to receipt of a favorable report

from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

The Comptroller **ABSTAINED** on item nos. 2 and 3.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS:Department of General Services

1. GS 15838, City Hall Elevators Renovations Nichol s Contracting, Inc. \$2,371,280.00

MWBOO SET GOALS OF 6% FOR MBE AND 3% FOR WBE.

| | | |
|---|---------------------|-------------|
| MBE: Omni Elevator Company, Inc. | \$109,079.00 | 4.6% |
| Absolute Supply & Services, LLC | <u>35,569.00</u> | <u>1.5%</u> |
| Total | \$144,648.00 | 6.1% |
| WBE: Caigeann Mechanical Co. | \$130,305.00 | 5.5% |

MWBOO FOUND VENDOR IN COMPLIANCE.Department of Public Works/Office of Engineering and Construction

2. WC 1388, Urgent Need Water Infrastructure Rehabilitation-Phase III - FY 19 Metra Industries, Inc. \$3,488,581.00

MWBOO SET GOALS OF 13% FOR MBE AND 5% FOR WBE.

| | | |
|---|---------------------|---------------|
| MBE: Economic International Construction Company, Inc. | \$332,000.00 | 9.51% |
| Manuel Luis Construction Co., Inc. | <u>122,150.00</u> | <u>3.50%</u> |
| Total | \$454,150.00 | 13.01% |
| WBE: R&R Contracting Utilities, Inc. | \$175,000.00 | 5.01% |

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS:

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

3. TRANSFER OF FUNDS

| <u>AMOUNT</u> | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u> |
|-------------------------------------|--|------------------------------------|
| \$3,240,194.03 Water Utility | 9960-909100-9558 Water Infrastruc- ture Rehab. | |
| 527,473.45 <u>County Revenue</u> | " " | |
| \$3,767,667.48 | ----- | 9960-902988-9557-6 Construction |

The transfer will cover the costs of WC-1388, Urgent Need Water Infrastructure Rehabilitation-Phase III-FY 19.

Bureau of Procurement

- 4. B50005357, Medium Bluestar Technologies, \$ 500,000.00
and High Voltage Inc.
Electrical Systems

(Dept. of General Services)

MWBOO SET GOALS OF 16% FOR MBE AND 5% FOR WBE.

MBE: A/C Power, Inc. 16%

WBE: The Allocated Formula Group 5%

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

Baltimore City Fire Department - No-Cost Time Extension

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of the No Cost/Time Grant Extension Amendment Package for the FFY15 Staffing for Adequate Fire and Emergency Response (SAFER) Grant from FEMA. The No-Cost Time Extension will extend the period of the agreement through August 4, 2019.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The original agreement was approved by the Board on September 14, 2016 for the period of February 5, 2017 through February 4, 2019. FEMA will be making the remaining funds available from the original amount of \$5,810,800.00 to BCFD per the original grant award performance period extended to August 4, 2019.

The request is late because of the administrative delays caused by the Federal Government shutdown.

MBE/WBE PARTICIPATION:

N/A

AUDITS NOTED THIS NO COST TIME EXTENSION.

UPON MOTION duly made and seconded, the Board approved acceptance of the No Cost/Time Grant Extension Amendment Package for the FFY15 Staffing for Adequate Fire and Emergency Response Grant from FEMA.

MINUTES

Department of Public Works - Addition of budget account number
to Existing Award for SC 910

ACTION REQUESTED OF B/E:

The Board is requested to approve the addition of a Department of Public Works' stormwater budget account number to an existing construction award for Sanitary Contract (SC) 910, Improvements to Sanitary Sewer Collection System in the Herring Run Sewershed Part 2 Chinquapin Run.

AMOUNT OF MONEY AND SOURCE:

Add the following account number:

9958-905709-9525-900020-706063 for Environmental Restoration (ER) No. 4021 - Chinquapin Run Stream Restoration.

No funding is needed for this request.

BACKGROUND/EXPLANATION:

On December 20, 2017, the Board approved the award of SC 910, Improvements to Sanitary Sewer Collection System in the Herring Run Sewershed Part 2 Chinquapin Run to Spiniello Companies, in the amount of \$23,553,300.00. The award was under the budget account number of 9956-905653-9551-900020-706063 - Baltimore City, \$11,305,584.00 (48%) and Baltimore County \$12,247,716.00 (52%).

In order for the Maryland Department of the Environment to correctly classify the draw downs and to pay invoices, the approved EAR for SC 910 should have included the corresponding stormwater account.

MINUTES

Department of Public Works - cont'd

This project is a joint project and all tracking of work performed and payments spent should be funded through different vehicles.

On March 13, 2019, the Board approved the transferring of \$10,000,000.00 from the SC 910 budget account number to the ER 4021 budget number.

This construction project (SC 910) was publicly advertised on May 19, 2017. The scope of work, which includes both SC 910 and ER 4021 construction activities, remains the same as it was originally advertised.

UPON MOTION duly made and seconded, the Board approved the addition of a Department of Public Works' stormwater budget account number to the existing construction award for Sanitary Contract (SC) 910, Improvements to Sanitary Sewer Collection System in the Herring Run Sewershed Part 2 Chinquapin Run.

MINUTES

Department of Public Works - Employee Expense Statement

ACTION REQUESTED OF B/E:

The Board is requested to approve an Employee Expense Statement to reimburse Mr. Ricky Bell for expenses incurred during the month of March 2018.

AMOUNT OF MONEY AND SOURCE:

\$160.00 - 2071-000000-5521-632320-603020

BACKGROUND/EXPLANATION:

Mr. Bell's expenses were for his Water treatment MCET Recertification class.

Mr. Bell exceeded the 40-work day period to submit his statement to Accounts Payable per AM 204-11.

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the Employee Expense Statement to reimburse Mr. Ricky Bell for expenses incurred during the month of March 2018.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 003, to Whitman, Requardt Associates under Project No. 1805, SC 956, On-Call Construction Management Assistance, and Inspection Services. The duration of this Task Assignment is 30 months.

AMOUNT OF MONEY AND SOURCE:

\$1,520,618.77 - 9956-908658-9551-900020-705032

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction is in need of inspection services for SC 956 Improvements to the Sanitary Sewer Collection System in the Herring Run Sewershed - Part I for the Office of Engineering & Construction.

The scope of the original agreement includes: The services to be provided include, but are not limited to assisting Construction Management Section with construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review of contract claims and supporting documents, estimating, scheduling, project engineering, constructability reviews, submittal reviews and responses, Requests For Information (RFI) reviews and responses, and construction contract administrative support on an as needed basis.

The scope of the construction project includes: Approximately 2 - 100 linear feet (LF) of Cured-In-Place Pipe (CIPP lining of existing 8"-18" sanitary sewers; Approximately 750 LF of sewer clearing and closed circuit televisions (CCTV) inspection of existing 6" to 27" sanitary sewers' Approximately 4,800 LF of replacement of existing 8" to 15" sanitary sewers by open cut

MINUTES

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

methods, approximate rehabilitation of 420 Sanitary house connections (SHCs) by various methods and by open cut; approximately rehabilitation of 140 existing sanitary sewer manholes by various methods, temporary flow bypass systems and maintenance of traffic; restoration of pavement and sidewalks and site restoration.

MBE/WBE PARTICIPATION:

The vendor will comply with Article 5, Subtitle 28 of the Baltimore City code and the MBE and WBE goals assigned to the original agreement MBE: 27% and WBE: 10%. Currently this on agreement is not in compliance because the consultant has not started billing the agency.

APPROVED BY MWBOO ON JANUARY 11, 2019

TRANSFER OF FUNDS

| <u>AMOUNT</u> | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u> |
|--|---|------------------------------------|
| \$1,642,268.27 (Wastewater Revenue Bond) | 9956-907624-9549 (Rehab Program-Herring Run) | 9956-908658-9551-5 (Inspection) |

This transfer will cover the cost of Project 1805 (SC 956) O/C Construction Management Assistance and Inspection Services Task 003.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 003, to Whitman, Requardt Associates under Project No. 1805, SC 956, On-Call Construction Management Assistance, and Inspection Services. The Transfer of Funds was

MINUTES

DPW/Office of Engineering and Construction - cont'd

approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 001 with EBA Engineering, Inc., under project No. 1267E, On-Call Water Design and Engineering Services. The period of the Task Assignment is twenty-one months.

AMOUNT OF MONEY AND SOURCE:

\$200,000.00 - 9960-926986-9557-900020-703032

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction requests approval of Task 001, to provide On-Call Water Design and Engineering Services for various water main appurtenances projects, from EBA Engineering, Inc.

The scope of the original agreement includes: On-Call consulting services for various tasks assigned by the City. The scope involves civil/environmental consulting services for various water main and appurtenances project and may include planning, design for rehabilitation and construction phase services related to evaluation, assessment inspections as well as, repairs, maintenance and new construction for the improvements of City water system.

MBE/WBE PARTICIPATION:

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

APPROVED BY MWBOO ON DECEMBER 21, 2018

MINUTES

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

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

TRANSFER OF FUNDS

| <u>AMOUNT</u> | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u> |
|--|---|--------------------------------|
| \$ 30,240.00 (County Revenue) | 9960-909100-9558 (Water Infra- Structure Rehab) | |
| 185,760.00 (Water Utility Funds) | 9960-909100-9558 (Water Infra- structure Rehab) | |
| \$216,000.00 | ----- | 9960-926986-9557-3 (Design) |

This transfer will provide funds to cover costs associated with Project 1129E, On-Call Water Design and Engineering Services, Inc.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 001 with EBA Engineering, Inc., under project No. 1267E, On-Call Water Design and Engineering Services. The Transfer of Funds was approved SUBJECT to receipt of a favorable report from the Planning Commission, the Director of

MINUTES

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

Finance having reported favorably thereon, as required by the provisions of the City Charter.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 018 to Johnson, Mirmiran & Thompson, Inc. under Project 1401, On-Call Project and Construction Management Assistance and Inspection Services. The period of the task assignment is 0 months.

AMOUNT OF MONEY AND SOURCE:

(\$94,636.90) - 9956-903654-9551-900020-705032

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction is requesting a credit for unused funds on the task. The credit will be used to fund a two-month task on a current on-going project.

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

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City code and the MBE and WBE goals assigned to the original agreement MBE: 27% and WBE: 10%. Currently, the Consultant is not in compliance because previous MBE/WBE personnel were not utilized as planned, and the previous MBE/WBE project finished earlier than planned, so funds were not used.

MINUTES

Department of Public Works - cont'd

The Consultant has a plan to use the MBE and WBE subs for the next two task. Currently the goals are:

MBE: 25.09%

WBE: 8.21%

APPROVED BY MWBOO ON FEBRUARY 5, 2019

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 018 to Johnson, Mirmiran & Thompson, Inc. under Project 1401, On-Call Project and Construction Management Assistance and Inspection Services.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with Shah & Associates, Inc. for SC 927 PAS Electrical Distribution System Reliability Improvement at the Back River Wastewater Treatment Plant. The period of the Agreement is effective upon Board approval for five years, or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$2,460,770.50 - Baltimore City
2,460,770.50 - Baltimore County
\$4,921,541.00 - 9956-917337-9551-900020-703032

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction is requesting approval to provide post award services for SC 927 - Electrical Distribution System Reliability Improvements at the Back River Wastewater Treatment Plant. The Consultant was approved by the Office of Boards and Commissions and the Architectural and Engineering Awards Commission to design the project.

The scope of the original agreement includes: Review and approve shop drawings, evaluate proposed change orders, if any, respond to the request for information, coordinate work with BGE during installation, commissioning and energization of the new third 33KV feeder to the new East 33 KV switchgear and replacement of 33 KV main oil circuit breakers with the vacuum circuit breakers, provide specialty personnel to inspect ductbank, cables, and equipment connectivity transfer of power, and shutdown, prepare engineer's operation and maintenance manuals, provide assistance to train the plant operations and maintenance personnel on the electrical, instrumentation, power monitoring, metering, and maintenance

MINUTES

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

system and facility access metering and monitoring system provided in this project, monitor onsite performance testing, attend month progress meetings, and periodic coordination meetings with ongoing projects. In addition, the consultant will conduct conditional and final acceptance inspection and prepare punch list items.

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and MBE and WBE goals assigned to this agreement are MBE: 30% and WBE: 3%.

MBE/WBE PARTICIPATION:

This agreement contains the following participation:

| | | |
|---------------------------------------|-----------------------|---------------|
| MBE: Dhillon Engineering, Inc. | \$ 201,616.00 | 4.08% |
| A.S. Architects, Inc. | 62,664.00 | 1.27% |
| Findling, Inc. | 94,010.00 | 1.91% |
| Johnson Consulting Engineers, Inc. | 114,611.00 | 2.32% |
| Shah & Associates, Inc. | <u>1,919,730.25</u> | <u>39.00%</u> |
| TOTAL | \$2,392,631.25 | 48.59% |

| | | |
|---------------------------------------|---------------|-------|
| WBE: Phoenix Engineering, Inc. | \$ 148,169.00 | 3.01% |
|---------------------------------------|---------------|-------|

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

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

TRANSFER OF FUNDS

| <u>AMOUNT</u> | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u> |
|-------------------------------|------------------------------|--------------------------------|
| \$ 2,667,035.16 | 9956-908692-9549 | |
| Wastewater | (Electrical | |
| Revenue bonds | Systems Upgrades) | |
| \$ 2,667,035.16 | 9956-908692-9549 | |
| County Revenue | (Electrical | |
| | Systems Upgrades) | |
| <u>\$ 5,334,070.32</u> | " " | 9956-917337-9551-3 (Design) |

This transfer is required to cover the cost of the design for SC 927, PAS Electrical Distribution System Reliability Improvement at the BRWWTP.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Shah & Associates, Inc. for SC 927 PAS Electrical Distribution System Reliability Improvement at the Back River Wastewater Treatment Plant. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Department of Planning - Fiscal Year 2020 - 2025 Capital Budget
and Capital Improvement Program

On March 7, 2019, the Planning Commission adopted the recommended Fiscal Year (FY) 2020 Capital Budget and FY 2020 - 2025 Capital Improvement Program.

The recommended program totals \$2.86 billion for capital projects during FY 2020 - 2025, and \$634,000,000.00 to be appropriated in July as part of the FY 2020 budget.

The Board **NOTED** receipt of the recommended FY 2020 Capital Budget and the FY 2020 - 2025 Capital Improvement Program and **REFERRED** both to the Director of Finance and the Board of Finance for review and to make a report and recommendations to the Board of Estimates.

MINUTES

PERSONNEL MATTERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

1630 - 1634

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

MINUTES

PERSONNEL

Department of Recreation and Parks

1. Adjust the salary for the following classifications effective March 27, 2019.

a. Classification: Life Guard I
Job Code: 00796
From Grade: 853 (\$21,008.00)

To Grade: 853 (\$23,920.00)

b. Classification: Life Guard II
Job Code: 00797
From Grade: 855 (\$21,008.00)

To Grade: 855 (\$26,000.00)

c. Classification: From: Swimming Pool Operator
Job Code: 00794
From Grade: 858 (\$22,464.00)

To Grade: 858 (\$28,554.00)

d. Classification: Swimming Pool Manager
Job Code: 00793
From Grade: 863 (\$27,082.00)

To Grade: 863 (\$33,849.00)

Cost: \$262,420.00 - 1001-000000-4781-371400-601063

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

2. Create the following position:

Classification: Public Works Inspector III
Job Code: 42213
Grade: 092 (\$51,800.00 - \$63,075.00)
Position No: To be assigned by BBMR

Costs: \$77,889.00 - 5000-577719-4711-361890-601001

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

3. Create the following position:

Classification: Office Support Specialist III
Job Code: 33213
Grade: 075 (\$29,638.00 - \$33,689.00)
Position No: To be assigned by BBMR

Costs: \$51,847.00 - 5000-577719-4711-361815-601001

Mayor's Office of Public Affairs

| | <u>Rate of Pay</u> | <u>Amount</u> |
|--------------------------|--------------------|---------------------|
| 4. JADE MCDONNELL | \$25.64 | \$ 40,000.00 |

Account: 1001-000000-1250-775500-601009

Ms. McDonnell will continue to work as a Contract Services Specialist II. Ms. McDonnell will plan concepts by studying relevant information and materials, illustrate concepts by designing examples of art arrangements, size, type size and

MINUTES**PERSONNEL**Mayor's Office of Public Affairs - cont'd

| | <u>Rate of Pay</u> | <u>Amount</u> |
|--|--------------------|---------------|
|--|--------------------|---------------|

style and submit them for approval. She will prepare finished art by operating necessary equipment and software, coordinate with outside agencies, art services, web designer, marketing, printers and colleagues, contribute to team efforts by accomplishing tasks as needed in a timely manner. Ms. McDonnell will communicate with clients about layout and design, create a wide range of graphics and layouts for product illustrations, company logos, and websites with software such as Photoshop, Adobe illustrator and InDesign, review final layouts and suggest improvements when necessary. The period of the agreement is effective upon Board approval for one year.

Baltimore City of Information and Technology (BCIT)

| | | | |
|----|------------------------|---------|--------------|
| 5. | PATRICIA FULLER | \$65.00 | \$ 19,500.00 |
|----|------------------------|---------|--------------|

Account: 9903-928007-9116-900000-709032

Ms. Fuller will continue to work as a Contract Services Specialist II. This position uses Drupal content management skills and expertise to conduct training for City content editors, and creates and maintains the Drupal training materials library for BCIT. The period of the agreement is effective upon Board approval for one year.

| | | | |
|----|-----------------------|---------|--------------|
| 6. | LaTASHA BRYANT | \$24.00 | \$ 67,200.00 |
| 7. | MARKESIA DAVIS | \$24.00 | \$ 67,200.00 |
| 8. | DASIA GORHAM | \$24.00 | \$ 67,200.00 |
| 9. | BRANDON SMITH | \$32.00 | \$ 89,600.00 |

MINUTES**PERSONNEL**

BCIT - cont'd

Account: 1001-000000-1474-719900-601009

The above individuals will each work as a Contract Services Specialist II. They will serve as the initial point of contact for customers seeking technical assistance via phone, chat, email or in person and provide immediate on-demand technical support for VIP users (e.g. Mayor, President, Comptroller, etc. relating to system performance and availability). They will monitor the Service Desk ticket queue, resolve tickets, escalations, problems and or requests, install, configure and maintain all PC-related hardware and systems including troubleshooting and diagnose network problems, web browser and basic network connectivity issues, PC updates, and standard software. They will configure laptops and desktops for various agencies depending upon their needs, increase memory when user is experiencing slowness, if processor can handle the increase, troubleshoot and replace video and network card, and install and test hardware and peripheral components.

In addition, they will load the appropriate software packages, networking components and office applications, provide customization and adaptation of existing programs that meet users' requirements, evaluate system potential by testing compatibility of new programs, and confirm program objectives and specifications by testing new programs. They will also compare programs with established standards and make modifications, improve existing programs by reviewing objectives and specifications, evaluate proposed changes, recommend changes, maintain inventory for the Refresh Program, and run reports for all computers and laptops in the City. Each Specialist II may work up to 2,800 hours during the period of the agreement. The period of the agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL****Baltimore Police Department (BPD) - Agreements****10. DANIEL MURPHY \$195,000.00**

Account: 1001-000000-2041-716600-601001

Mr. Murphy has been recruited to join the Baltimore Police Department to take on a leadership role to coordinate and assist with the BPD's consent decree reforms and compliance. Upon approval of this Agreement, Mr. Murphy will relocate to the City and devote his entire professional effort and time to his service in this role for the BPD. He will be a full-time, Managerial and Professional Society employee. The period of the agreement is effective on or about April 8, 2019 for five years.

11. ERIC MELANCON \$165,000.00

Account: 1001-000000-2041-716600-601001

Mr. Melancon has been recruited to join the Baltimore Police Department to serve as Chief of Staff. Upon approval of this Agreement, Mr. Melancon will relocate to Baltimore City and devote his entire professional effort and time to his service in this role for the BPD. He will be a full-time, Managerial and Professional Society employee. The period of this Agreement is effective on or about April 15, 2019 for three years.

MINUTES**TRAVEL REQUESTS**

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|-----------------------------------|--|--------------------|---------------|
| <u>Department of Public Works</u> | | | |
| 1. Troy Brogden | Water and Waste- water CFO Forum Miami, FL April 2 - 5, 2019 (Reg. Fee \$500.00) | General Funds | \$ 1,409.59 |

The registration fee in the amount of \$500.00 was prepaid on a City-issued procurement card assigned to Binta Gallman. Therefore, Troy Brogden will be disbursed \$909.59

Circuit Court for Baltimore City

| | | | |
|------------------------|---|--|-------------|
| 2. Kevin Amado, Sr. | RX Drug Abuse & Heroin Summit Atlanta, GA April 22 - 26, 2019 (Reg. Fee \$944.00) | FY 2019 Alcohol & Drug Treatment Block Grant/State Funds | \$ 2,324.71 |
|------------------------|---|--|-------------|

The airfare in the amount of \$325.96 was prepaid on a City - issued procurement card assigned to Mr. Lionel Moore. The registration fee in the amount of \$944.00 was prepaid on EA EA000322661. Therefore, Kevin Amado, Sr. will be disbursed \$1,054.75.

MINUTES**TRAVEL REQUESTS**

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|---|---|-------------------------|---------------|
| <u>Mayor's Office of Human Services</u> | | | |
| 3. Lasandra Jackson | National Human Services Data Consortium 2019 Spring Conference Nashville, TN April 15 - 18, 2019 (Reg. Fee \$425.00) | Continuum of Care Grant | \$ 1,623.66 |

The subsistence rate for this location is \$240.00. The hotel cost is \$219.00 per night, plus hotel taxes of \$35.90 per night. The Department is requesting additional subsistence in the amount of \$19.00 per day for meals and incidentals. The airfare in the amount of \$253.96 and registration fee in the amount of \$425.00 were prepaid on a City-issued procurement card assigned to Assad Assadi. Therefore, Ms. Jackson will be disbursed \$944.70.

| | | | |
|-------------------|---|-------------------------|-------------|
| 4. Kiwauna Selden | National Human Services Data Consortium 2019 Spring Conference Nashville, TN April 15 - 18, 2019 (Reg. Fee \$425.00) | Continuum of Care Grant | \$ 1,659.66 |
|-------------------|---|-------------------------|-------------|

The subsistence rate for this location is \$240.00. The hotel cost is \$219.00 per night, plus hotel taxes of \$35.90 per night. The Department is requesting additional subsistence in the amount of \$19.00 per day for meals and incidentals. The airfare cost in the amount of \$289.96 and registration fee in the amount of \$425.00 was prepaid on a City-issued procurement card assigned to Assad Assadi. Therefore, Kiwauna Selden will be disbursed \$944.70.

MINUTES**TRAVEL REQUESTS**

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|--------------------------|---|--------------------------------|---------------|
| <u>Health Department</u> | | | |
| 5. Natasha Ramberg | Aging in America Conference New Orleans, LA April 14 - 19, 2019 (Reg. Fee \$520.00) | Title III Grant Funds | \$ 2,274.89 |

The transportation cost of \$393.94 and total hotel cost of \$1,035.95 was prepaid using a City-issued credit card assigned to Malcom Green-Hayes. The registration cost of \$520.00 was prepaid using EA000320476. Therefore, the disbursement to Ms. Ramberg is \$325.00.

| | | | |
|-----------------|---|--------------------------------|-------------|
| 6. Crystal Pope | Aging in America Conference New Orleans, LA April 14 - 19, 2019 (Reg. Fee \$740.00) | Title III Grant Funds | \$ 2,620.33 |
|-----------------|---|--------------------------------|-------------|

The transportation cost of \$393.94 and total hotel cost of \$1,111.39 was prepaid using a City-issued credit card assigned to Malcom Green-Hayes. The registration cost of \$740.00 was prepaid using EA000320476. Therefore, the disbursement to Ms. Pope is \$375.00.

| | | | |
|-------------------|---|--------------------------------|-------------|
| 7. Stephanie Ross | Aging in America Conference New Orleans, LA April 14 - 19, 2019 (Reg. Fee \$835.00) | Title III Grant Funds | \$ 2,542.80 |
|-------------------|---|--------------------------------|-------------|

The transportation cost of \$361.95, total hotel cost of \$920.85 and registration cost of \$835.00 was prepaid using a City-issued credit card assigned to Malcom Green-Hayes. Therefore, the disbursement to Ms. Ross is \$425.00.

MINUTES**TRAVEL REQUESTS**

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|-----------------------------------|---|--------------------------------|---------------|
| <u>Health Department - cont'd</u> | | | |
| 8. Elouise Mayne | Aging in America Conference New Orleans, LA April 14 - 19, 2019 (Reg. Fee \$520.00) | Title III Grant Funds | \$ 2,400.33 |

The transportation cost of \$393.94 and total hotel cost of \$1,111.39 was prepaid using a City-issued credit card assigned to Malcom Green-Hayes. The registration cost of \$520.00 was prepaid using EA000320476. Therefore, the disbursement to Ms. Maybe is \$375.00.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will involve 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 Police Department

| | | | |
|------------------|--|------------------------------|------------|
| 9. Byron Conaway | FBI LEEDA Annual Executive Education Conference Virginia Beach, VA April 28 - May 2, 2019 (Reg. Fee \$350.00) | Asset Forfeiture Funds | \$1,083.04 |
|------------------|--|------------------------------|------------|

The registration cost of \$350.00 was prepaid using a City-issued credit card assigned to Tribhuvan Thacker. Therefore, the disbursement to Mr. Conaway is \$733.04.

MINUTES**TRAVEL REQUESTS**

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|-------------------------------|--|--------------------|---------------|
| <u>Department of Planning</u> | | | |
| 10. George J. LaNoue | Mid-Atlantic Greenways & Trails Summit Philadelphia, PA Apr. 6 - 7, 2019 (Reg. Fee \$75.00) | General Funds | \$ 435.14 |

The subsistence rate for this location is \$241.00. The hotel cost is \$226.00 per night, plus hotel taxes in the amount of \$37.45 per night.

The conference registration was prepaid on a City-issued procurement card assigned to Ms. Jaime Cramer. The Department is requesting additional subsistence in the amount of \$25.95 to cover the cost of meals and incidentals. Mr. LaNoue will car-pool to the event and drive his personal vehicle back to Baltimore. Therefore, Mr. LaNoue will be disbursed \$360.14.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will involve 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.

Mayor's Office of Criminal Justice

| | | | |
|----------------|--|------------------|------------|
| 11. Kenya Asli | National Grants Management Assoc. 2019 Annual Grants Training Arlington, VA Apr. 23 - 25, 2019 (Reg. Fee and Membership \$959.00) | General Funds | \$1,729.05 |
|----------------|--|------------------|------------|

MINUTES**TRAVEL REQUESTS**

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|-------------|------------------|--------------------|---------------|
|-------------|------------------|--------------------|---------------|

The subsistence rate for this location is \$327.00. The hotel cost is \$251.00 per night, plus hotel taxes in the amount of \$33.26 per night.

The hotel costs and hotel taxes were prepaid on a City-issued procurement card assigned to Ms. Renee Newton. The individual membership in the amount of \$174.00 and the registration fee in the amount of \$785.00 have been paid by EA No. 000322555. Therefore, Ms. Asli will be disbursed \$201.53.

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENTHealth Department

| | | | |
|---------------------|--|---------------------------------|-----------|
| 12. Alberta Ferrari | 2018 National Ryan White Conference on HIV Care & Treatment Nat'l Harbor, MD Dec. 11 - 13, 2018 (Reg. Fee \$0.00) | Ryan White, Part A Admin. | \$ 665.96 |
|---------------------|--|---------------------------------|-----------|

Ms. Ferrari traveled to the National Harbor, Maryland on December 11 - 13, 2018 to attend the 2018 National Ryan White Conference on HIV Care & Treatment.

The subsistence rate for this location was \$257.00 per day. The hotel rate was \$181.00 per night, plus \$32.58 per night for hotel taxes.

MINUTES

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|--------------------------|------------------|--------------------|---------------|
| <u>Health Department</u> | | | |

The hotel cost and hotel taxes were prepaid on a City-issued credit card assigned to Ms. Jennifer Martin. Ms. Ferrari personally incurred the cost of mileage, parking, and meals and incidentals. Ms. Ferrari spent less than the allowable subsistence and therefore funds were available for parking. Therefore, Ms. Ferrari will be reimbursed \$238.80.

TRAVEL REIMBURSEMENT

| | |
|-----------------|------------------------------|
| \$ 98.32 | - Mileage |
| 80.00 | - Parking |
| <u>60.48</u> | - Meals |
| \$238.80 | - Total Reimbursement |

The retroactive travel approval and reimbursement is late because of delays in the administrative review process.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|--------------------------|--|--------------------------|---------------|
| <u>Health Department</u> | | | |
| 13. Sandra Haskett | Nurse Family Partnership (NFP) 2018 Symposium Denver, CO Sept. 24 - 26, 2018 (Reg. Fee \$318.49) | MD Dept. of Health Funds | \$ 1,355.91 |

Ms. Haskett traveled to Denver, Colorado on September 24 - 26, 2018 to attend the NFP 2018 Symposium.

The subsistence rate for this location was \$249.00 per day. The hotel rate was \$175.00 per night, plus \$27.56 per night for hotel taxes.

The airfare in the amount of \$547.78, the hotel cost, hotel taxes, and registration were prepaid on a City-issued credit card assigned to Mr. Steven Radosevich. Ms. Haskett personally incurred the cost of meals and ground transportation. Therefore, Ms. Haskett will be reimbursed \$84.52.

TRAVEL REIMBURSEMENT

\$58.00 - Ground Transportation
26.52 - Meals
\$84.52 - Total Reimbursement

The retroactive travel approval and reimbursement is late because it was misplaced during the Department's administrative review and signature process.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES**RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|---|---|--------------------|---------------|
| <u>Baltimore City Office of Information & Technology (BCIT)</u> | | | |
| 14. Frank Johnson | Smart City Expo World Congress Conference Barcelona, Spain Nov. 8 - 16, 2018 (Reg. Fee \$0.00) | General Funds | \$3,605.87 |

Mr. Johnson traveled to Barcelona, Spain on November 8 - 16, 2018 to attend the Smart City Expo World Congress. Mr. Johnson traveled to Barcelona the weekend before the conference, November 8 - 11, 2018, at his own expense.

Mr. Johnson personally incurred the total costs of the conference. The sponsor of the conference, the Abell Foundation, has reimbursed Mr. Johnson \$2,656.00 of the total costs of the conference. Therefore, Mr. Johnson will be reimbursed \$949.87.

TRAVEL REIMBURSEMENT

| | |
|-------------------|---|
| \$ 3,605.87 | (Airfare, hotel, hotel taxes, ground transportation, and parking) |
| <u>(2,656.00)</u> | (Reimbursement from the Abell Foundation) |
| \$ 949.87 | Total Reimbursement |

The retroactive travel approval and reimbursement is late because of delays in the administrative process.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

TRAVEL REQUESTS

UPON MOTION duly made and seconded, the Board approved the foregoing Travel Requests and the Retroactive Travel Reimbursements.

MINUTES

PROPOSAL AND SPECIFICATION

1. Department of Public Works/Office - SC 955, Powder Mill
of Engineering and Construction Interceptor Improvements
and Stream Restoration
BIDS TO BE RECV'D: 05/01/2019
BIDS TO BE OPENED: 05/01/2019

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

MINUTES

President: "There being no more business before this Board, we will recess until bid opening at 12:00 noon. Thank you."

* * * * *

MINUTES

Comptroller: "The Board of Estimates is now in session for the receiving and opening of bids."

BIDS, PROPOSALS, AND CONTRACT AWARDS

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

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

Bureau of Procurement - B50005609, Fabrication,
Delivery and Installation of
Signage

Complete Signs
FASTSIGNS of Annapolis
Hilton Displays, LLC
Howard Industries

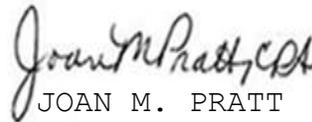
MINUTES

Bureau of Procurement - B50005693, OEM Parts and Service
for Detroit Engines

Harbor Truck Sales T/A
Baltimore Freightliner
Johnson & Towers, Inc.
Waste Equipment Sales and
Service, LLC

* * * * *

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, April 3, 2019.



JOAN M. PRATT
Secretary