

**MINUTES****REGULAR MEETING**

Honorable Brandon M. Scott, President  
Honorable Bernard C. "Jack" Young, Mayor  
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  
Matthew Garbark, Deputy Director of Public Works  
Bernice H. Taylor, Deputy Comptroller and Clerk

President: "Good morning. The June 12, 2019 meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiency of these hearings, persons who are disruptive to the hearing 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. I will direct the Board members attention to the Memorandum from my office dated June 10, 2019, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda."

MINUTES

City Solicitor: "Mr. President, I move approval of all the items on the routine agenda."

Comptroller: "I Second."

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

The Motion carries. The routine agenda items have been adopted."

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

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

Allan Myers MD, Inc. (Work Capacity Rating underwritten by Blanket Guarantee of \$828,821,930.00 from The Parent Corporation Allan Myers, Inc.)	\$828,821,930.00
Brightfields, Inc.	\$ 8,000,000.00
Harnden Group, Inc. (Work Capacity Rating underwritten by Blanket Guarantee of \$5,000,000.00 from The Parent Corporation Blooming Glen Contractors, Inc.)	\$ 5,000,000.00
Kor-Ko, LTD	\$ 1,310,000.00
M and V Contractual Services, Inc.	\$ 1,500,000.00
Rivers Construction Group, LTD	\$ 8,000,000.00
Tutor Perini Corporation	\$770,420,000.00
York Specialty, L.L.C.	\$ 1,500,000.00

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

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development (DHCD) - Options</u>			
1. Jesse S. Weinberg Realty, LLC	3213 Woodland Avenue	G/R \$96.00	\$ 880.00
2. Jeffrey Rimmel, Personal	3127 Virginia Avenue	G/R \$67.50	<b>\$ 1,126.00</b> \$ 563.00
Representative of the Estate of Jean S. Rimmel	3129 Virginia Avenue	G/R \$67.50	\$ 563.00
3. Daniel Alfonso Bueno	3135 Virginia Avenue	L/H	\$ 7,040.00
Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Major Redevelopment Project.			
4. Susan V. Kulik, Personal	127 S. Calverton Road	G/R \$54.00	\$ 360.00
Representative of the Estate of Myrle Virginia Price			

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

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development (DHCD) - Options</u>			

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

UPON MOTION duly made and seconded, the Board approved the above listed option agreements.

**MINUTES**

Department of Housing and - Transfer of Building Jurisdiction  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Transfer of Building Jurisdiction for the property known as 1401 E. Biddle Street (Block 1190, Lot 001) from the inventory of the Baltimore City Public Schools (BCPS) to the inventory of the Department of Housing and Community Development (DHCD).

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The DHCD, on behalf of the Mayor and City Council of Baltimore City, strategically acquires and manages vacant or abandoned properties, enabling these properties to be returned to productive use, thus improving Baltimore City's neighborhoods.

The BCPS no longer has an educational use for the site of the former Blueford Drew Jamison Academy - East. The BCPS has previously surplused the property to the City and wishes to transfer the building jurisdiction to the DHCD.

The Space Utilization Committee approved this transfer of jurisdiction at its meeting on May 21, 2019.

**MINUTES**

Department of Housing and - cont'd  
Community Development

UPON MOTION duly made and seconded, the Board approved the Transfer of Building Jurisdiction for the property known as 1401 E. Biddle Street (Block 1190, Lot 001) from the inventory of the Baltimore City Public Schools to the inventory of the Department of Housing and Community Development.

**MINUTES**

Department of Housing and - Transfer of Building Jurisdiction  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Transfer of Building Jurisdiction for the property known as 811 W. Lanvale Street, and also known as the Upton Mansion, (Block 0411, Lot 22) from the inventory of the Baltimore City Public Schools (BCPS) to the inventory of the Department of Housing and Community Development (DHCD).

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The DHCD, on behalf of the Mayor and City Council of Baltimore City, strategically acquires and manages vacant or abandoned properties, enabling these properties to be returned to productive use, thus improving Baltimore City's neighborhoods.

The BCPS no longer has an educational use for the former home and hospital site. The BCPS has surplusd the property and wishes to transfer the building jurisdiction to the DHCD for redevelopment.

The Space Utilization Committee approved this transfer of jurisdiction on May 21, 2019.

**MINUTES**

Department of Housing and - cont'd  
Community Development

UPON MOTION duly made and seconded, the Board approved the Transfer of Building Jurisdiction for the property known as 811 W. Lanvale Street, and also known as the Upton Mansion, (Block 0411, Lot 22) from the inventory of the Baltimore City Public Schools to the inventory of the Department of Housing and Community Development.

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with EwinCorp One, LLC, Developer, for the sale of the City-owned properties located at 1503, 1507, 1601, 1603, 1604, 1606, 1609, 1617, 1619, 1623, 1625, and 1629 Edmondson Avenue.

**AMOUNT OF MONEY AND SOURCE:**

\$ 3,000.00	-	1503 Edmondson Avenue
3,000.00	-	1507 Edmondson Avenue
3,000.00	-	1601 Edmondson Avenue
3,000.00	-	1603 Edmondson Avenue
3,000.00	-	1604 Edmondson Avenue
3,000.00	-	1606 Edmondson Avenue
3,000.00	-	1609 Edmondson Avenue
3,000.00	-	1617 Edmondson Avenue
3,000.00	-	1619 Edmondson Avenue
3,000.00	-	1623 Edmondson Avenue
3,000.00	-	1625 Edmondson Avenue
3,000.00	-	1629 Edmondson Avenue

**\$36,000.00**

**BACKGROUND/EXPLANATION:**

The project will involve the renovation of vacant buildings into single family homes. The properties are in the Harlem Park neighborhood.

**MINUTES**

Department of Housing and - cont'd  
Community Development

The authority to sell the properties comes from the Urban Renewal Plan for Harlem Park Project II, originally approved by the Mayor and City Council of Baltimore by Ordinance 419, dated July 6, 1960; and being periodically updated and approved by the Mayor and City Council of Baltimore most recently as Ordinance No. 10-264, dated March 24, 2010.

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

In accordance with the Waiver Valuation Policy, the DHCD has determined the properties be valued \$6,000.00 each. The properties are being sold for \$3,000.00 each. Sale of these properties at a price below the waiver valuation value will result in stabilization of the immediate area, aid in the elimination of blight and return the properties to the tax rolls.

**MBE/WBE PARTICIPATION:**

The Developer will purchase the properties for a price that is less than \$50,000.00 and will receive no City funds or incentives for the purchase or rehabilitation; therefore MBE/WBE is not applicable.

MINUTES

Department of Housing and - cont'd  
Community Development

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with EwinCorp One, LLC, Developer, for the sale of the City-owned properties located at 1503, 1507, 1601, 1603, 1604, 1606, 1609, 1617, 1619, 1623, 1625, and 1629 Edmondson Avenue.

**MINUTES**

Department of Housing and - Intergovernmental Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Intergovernmental Agreement with the Housing Authority of Baltimore City (HABC) for the Land Disposition of Johnston Square Project for the following vacant lots: 1022, 1024, 1026, 1028, 1030, 1034, 1036, 1038, 1040, and 1042 Homewood Avenue.

**AMOUNT OF MONEY AND SOURCE:**

\$ 1,000.00	-	1022 Homewood Avenue
1,000.00	-	1024 Homewood Avenue
1,000.00	-	1026 Homewood Avenue
1,000.00	-	1028 Homewood Avenue
1,000.00	-	1030 Homewood Avenue
1,000.00	-	1034 Homewood Avenue
1,000.00	-	1036 Homewood Avenue
1,000.00	-	1038 Homewood Avenue
1,000.00	-	1040 Homewood Avenue
1,000.00	-	1042 Homewood Avenue
<b>\$10,000.00</b>		

**BACKGROUND/EXPLANATION:**

The HABC will consolidate the 10 vacant lots along Homewood Avenue with the lot at 1032 Homewood Avenue, which is currently owned by the HABC. Once consolidated the HABC will construct a parking lot for its staff who work at 709 E. Eager Street, which is half a block to the south.

The authority to sell 1030 Homewood Avenue is within Article 13, §2-7(h) (2) (ii) (C) of the Baltimore City Code.

**MINUTES**

Department of Housing and - cont'd  
Community Development

The authority to sell 1022, 1024, 1026, 1028, 1034, 1036, 1038, 1040, and 1042 Homewood Avenue is within Article 28, §8 of the Baltimore City Code.

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

Vacant lots assessed below \$2,500.00 do not require an appraisal. The vacant lots listed above, are assessed for \$1,000.00 each.

**MBE/WBE PARTICIPATION:**

The HABC will purchase the properties for a price that is less than \$50,000.00 and will receive no City funds or incentives for the purchase or rehabilitation; therefore MBE/WBE is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Intergovernmental Agreement with the Housing Authority of Baltimore City for the Land Disposition of Johnston Square Project for the foregoing vacant lots: 1022, 1024, 1026, 1028, 1030, 1034, 1036, 1038, 1040, and 1042 Homewood Avenue.

MINUTES

EXTRA WORK ORDERS AND TRANSFER OF FUNDS

\* \* \* \* \*

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

2804 - 2805

All of the EWOs had been reviewed and approved  
by the Department of Audits, CORC,  
and MWBOO, unless otherwise indicated.  
The Transfer of Funds was approved  
SUBJECT to receipt of a favorable report  
from the Planning Commission,  
the Director of Finance having reported favorably  
thereon, as required by the provisions  
of the City Charter.

**MINUTES****EXTRA WORK ORDERS**

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

Department of Transportation

1. EWO #001, \$0.00 - TR 18001, Reconstruction of Footways Citywide  

\$ 795,250.00	-	Thomas Construction Group, LLC	101 days	65%
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This authorization provides for a 101-day non-compensable time extension due to inclement weather impact delays over the duration of the contract.

2. EWO #002, \$182,830.29 - TR 01041R, Replacement of Edmondson Avenue Bridge  

\$40,338,000.00	\$ 288,942.44	Tutor Perini Corporation	-	38.00%
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This authorization is as a result of negotiation between the Baltimore City Department of Transportation and the contractor for various items of additional work not originally included in the contract. All items were the result of field conditions encountered and subsequent direction given to the contractor. The work was performed in order to mitigate any contractor related schedule impact and to ensure public safety.

Department of General Services

3. EWO #001, \$163,431.44 - GS 15823R, Courthouse East Roof Replacement  

\$ 2,019,000.00	-	SGK Contracting, Inc.	0	90%
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During construction, it was noted that most of the existing roof pavers, which were to be reused, were broken or deteriorated.

MINUTES

EXTRA WORK ORDERS

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

The owner agency and architect determined that new and updated roof pavers, sitting on pedestals, were necessary to properly complete the roof. This change order will compensate SGK Contracting for the removal of the existing pavers, materials, and installation of the replacement pavers.

Department of Recreation & Parks

4. EWO #001, \$ 30,160.00 - RP 17806, Cahill Fitness and Wellness Center
- 
- |                 |   |                     |   |      |
|-----------------|---|---------------------|---|------|
| \$17,698,000.00 | - | Dustin Construction | - | .03% |
|                 |   | Inc.                |   |      |

This authorization is for field testing for geotech, paving, concrete and masonry. The testing is required to ensure all materials are compliant with material specifications prior to incorporation into the final project. Baltimore City Recreation & Parks Capital Development and Planning requested the extra work order. The work outlined in this extra work order is within the scope of the advertised contract.

5. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 30,000.00	9938-907049-9475 General Fund (Reserve)	9938-908049-0474 Cahill Community Center (Active)

This transfer will provide funds to cover the cost associated with change order no. 1 for Cahill Fitness and Wellness Center project RP 17806.

**MINUTES**

Department of Recreation and Parks - Modification to Deed of  
Easement and Conditional  
Security Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Modification to Deed of Easement and Conditional Security Agreement with the Maryland Historical Trust (MHT).

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Department and MHT will modify the terms of the original Deed of Easement and Condition Security Agreement executed July 10, 1992 and recorded July 29, 1992, concerning Federal Hill Park (Federal Hill).

The purpose of the Deed of Easement and Conditional Security Agreement is to promote the preservation and maintenance of the property and its historic, cultural, scenic, and aesthetic character. The Capital Development & Planning Division of the Department is currently undertaking structural repairs to the eastern slope of Federal Hill and has proposed the addition of a stair structure to that same slope.

The modification will add language "without the express written consent of the Director, no building, structure, or improvement may be constructed or erected on the Property other than those buildings, structures or improvements which are, as of the date of this Agreement, located on the Property as described and depicted in Exhibit A".

**MINUTES**

Department of Recreation and Parks - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Modification to Deed of Easement and Conditional Security Agreement with the Maryland Historical Trust.

**MINUTES**

Department of Recreation and Parks/ - Task Assignment  
Capital Development and Planning

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 027 to Rummel, Klepper & Kahl, LLP, under Project No. 1232, On-Call Engineering and Design Services for Renovation and Improvements of Various Park and Recreation Facilities. The period of the services under Task No. 027 is approximately 7 months.

**AMOUNT OF MONEY AND SOURCE:**

\$126,789.27 - 9938-917022-9474-900000-703032

**BACKGROUND/EXPLANATION:**

This Task will include Cahill Construction Management services for RP 17806.

**MBE/WBE PARTICIPATION:**

Including this Task, the Consultant has achieved 27.97% MBE and 9.08% WBE.

	<u>Commitment</u>	<u>Performed</u>
<b>MBE:</b> Sidhu Associates, Inc.	0-25%	
Navarro & Wright Consulting Engineers, Inc.	0-25%	
Spartan Engineering, LLC	<u>0-25%</u>	
(In the aggregate)	25%	\$347,414.04 (27.82%)

**MINUTES**

Department of Recreation and Parks/ - cont'd  
Capital Development and Planning

<b>WBE:</b> Carroll Engineering, Inc.	0-10%	
Axiom Engineering Design, LLC	0-10%	
CityScape Engineering	<u>0-10%</u>	
(In the aggregate)	10%	\$112,797.61 ( 9.03%)

**MWBOO FOUND VENDOR IN COMPLIANCE.**

The Prime did not meet the WBE goal. However, the Prime has been found compliant on good faith. The Prime recently added CityScape Engineering as a subcontractor in order to assist with meeting the goal. The added WBE subcontractor provides services more in line with the current scope of work.

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 027 to Rummel, Klepper & Kahl, LLP, under Project No. 1232, On-Call Engineering and Design Services for Renovation and Improvements of Various Park and Recreation Facilities.

**MINUTES**

Department of Recreation and Parks - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 003 to Floura Teeter Landscape Architects, Inc. under Project 1233, On-Call Design Services. The period of the Task Assignment is approximately 7 months.

**AMOUNT OF MONEY AND SOURCE:**

\$32,166.94 - 9938-929080-9474-900000-703032

**BACKGROUND/EXPLANATION:**

The Task will include additional design services for a Master Plan Building Concepts of Canton Waterfront Park.

**MBE/WBE PARTICIPATION:**

Including this task, the Consultant has achieved the following goals:

**MBE:** 0%

**WBE:** 8.4%

**MWBOO APPROVED THE EAR ON MAY 22, 2019.**

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

Department of Recreation and Parks - cont'd

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
<b>\$35,000.00</b>	9938-927080-9475	9938-929080-9474
1 <sup>st</sup> Parks & Public Facilities	Canton Waterfront Plan (Reserve)	Canton Waterfront Plan (Active)

The transfer will provide funds to cover the costs associated with design services under Project 1233, On-Call Design Services, Task No. 3.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 003 to Floura Teeter Landscape Architects, Inc. under Project 1233, On-Call Design Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 005 to Hazen and Sawyer PC under Project 1804, (WC 1385) On-Call Project and Construction Management Assistance and Inspection Services. The period of the task is 18 months.

**AMOUNT OF MONEY AND SOURCE:**

\$285,391.92 - Baltimore City  
46,459.15 - Baltimore County  
\$331,851.07

**BACKGROUND/EXPLANATION:**

The Office of Engineering and Construction is in need of inspection services for the ongoing work on WC 1385 Urgent Need Water Infrastructure Rehabilitation Improvements Phase I FY19.

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 reviews and responses, and construction contract administrative support.

**THE EAR WAS APPROVED BY MWBOO ON 3/12/2019.**

MINUTES

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

**MBE/WBE PARTICIPATION:**

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement. This task includes 69% of MBE work.

**MBE:** 29%

**WBE:** 10%

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$302,676.57 Revenue Bond	9960-904689-9558 Urgent Needs Water Engineering	
49,272.93 County Revenue	9960-904689-9558 Urgent Needs Water Engineering	
<hr/>		
<b>\$351,949.50</b>	-----	9960-911985-9557-5 Inspection

The transfer will cover costs of inspection for Project 1804 (WC 1385) On-Call Project and Construction Management Assistance and Inspection Services, Task 005.

**MINUTES**

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 005 to Hazen and Sawyer PC under Project 1804, (WC 1385) On-Call Project and Construction Management Assistance and Inspection Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 007 to Johnson, Mirmiran & Thompson, Inc. under Project 1802, On-Call Project and Construction Management Assistance Services (SC 845R). The period of the task assignment is 6 months.

**AMOUNT OF MONEY AND SOURCE:**

\$173,761.50 - 9956-905527-9551-900020-705032

**BACKGROUND/EXPLANATION:**

This Department is requesting Johnson, Mirmiran & Thompson, Inc. to provide construction management assistance and inspection services for the ongoing work on SC 845R, Nitrification Filters and Related Work for Enhanced Nutrient Removal (ENR) Facilities at the Patapsco Wastewater Treatment Plant.

**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:** 29%

**WBE:** 10%

**MWBOO APPROVED THE EAR ON APRIL 29, 2019.**

**MINUTES**

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

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 007 to Johnson, Mirmiran & Thompson, Inc. under Project 1802, On-Call Project and Construction Management Assistance Services (SC 845R).

**MINUTES**

Department of Public Works - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 003 to A. Morton Thomas and Associates, Inc. under Project 1236A, On-Call Storm Water Study and Engineering Design Services.

**AMOUNT OF MONEY AND SOURCE:**

(\$ 5,603.18) - 9958-906417-9525-900020-703032  
Stormwater Utility Fund - ER 4056

( 5,603.17) - 9958-910428-9525-90020-703032  
Stormwater Utility Fund - ER 4058

( 5,603.17) - 9958-911429-9525-90020-703032  
Stormwater Utility Fund - ER 4060

**(\$16,809.52)**

**BACKGROUND/EXPLANATION:**

The Department is requesting a credit in the amount of \$16,809.52 for Task No. 001, which has expired. The funds will be used to write a new Task for ER 4127 bundle, which includes specific sites within Baltimore City for potential to implement Best Management Practices to meet or exceed a total 13.8 acres of impervious area treatment goal and prepare biddable documents for each of the following projects: ER 4056 Environmental Site Design Project; ER 4058 Environmental Site Design Project; and ER 4060 Environmental Site Design Project.

**MINUTES**

Department of Public Works - cont'd

The projects are listed in the Watershed Implementation Plan for the renewal of the National Pollutant Discharge Elimination System Municipal Separate Storm Sewer Permit to the City. These projects have deadlines and stipulated penalties associated with it.

**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%

**WBE:** 10%

**MWBOO APPROVED THE EAR ON MARCH 12, 2019.**

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 003 to A. Morton Thomas and Associates, Inc. under Project 1236A, On-Call Storm Water Study and Engineering Design Services.

**MINUTES**

Department of Public Works - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 015 to Rummel, Klepper & Kahl, LLP under Project 1504, Construction Management Assistance Services (SC 934).

**AMOUNT OF MONEY AND SOURCE:**

(\$ 523,906.01) - 9956-908614-9551-900020-705032

**BACKGROUND/EXPLANATION:**

The Department was in need of inspection services for SC 934 under Task 008. However, the project was terminated and the inspection services were no longer needed. This task will credit the unused portion of Task 008, so that it can be used for future projects.

**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%

**WBE:** 10%

**MWBOO APPROVED THE EAR ON MARCH 12, 2019.**

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Department of Public Works - cont'd

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 015 to Rummel, Klepper & Kahl, LLP under Project 1504, Construction Management Assistance Services (SC 934).

**MINUTES**

Department of Public Works (DPW) - Roland Water Tower Restoration  
and License Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Roland Water Tower (Tower) Restoration and License Agreement (License Agreement) between Mayor and City Council of Baltimore City (the City), the Department of Public Works (DPW), the Department of General Services (DGS), and the Roland Park Community Foundation (RPCF). The period of the License Agreement is effective upon Board approval for ten years. After this initial term, the License Agreement will continue for two additional five-year terms, unless terminated by either party at least 180 days before the end of the current term.

**AMOUNT OF MONEY AND SOURCE:**

\$337,000.00 - 2071-000000-5521-397923-603026

**BACKGROUND/EXPLANATION:**

The Roland Park Water Tower, located at 4210 Roland Avenue (Block 3591-A, Lot 5), was constructed at the turn of the 20<sup>th</sup> Century to store potable water for distribution to higher elevations of the City east of the Jones Falls. In 1930, the Roland Park Water Tower was removed from active service in the water distribution system when the DPW switched to a reservoir storage system. The Tower was designated a Baltimore City Landmark in 2007 and is a contributory structure to the Roland Park National Register Historic District.

## MINUTES

DPW - cont'd

The DPW currently has control and jurisdiction over the Roland Park Water Tower and the Grounds, but as a result of the Tower being taken out of service, the Tower is in need of significant structural repairs to the roof, exterior walls, stairwell, and interior walls.

The DPW has identified a maximum of \$337,000.00 of Water Utility Funds that could be used for possible demolition. Rather than demolish the Tower, the DPW desires to transfer its obligation for general responsibility for the Tower and the Water Utility Funds to the DGS.

The RPCF, a nonprofit corporation established to preserve, maintain, and improve the parks, streams, squares, trees, and other green spaces in the Roland Park Community, has expressed a desire to perform stabilization and repairs to the exterior of the Tower, minimal repairs to the interior of the Tower, and in the future, develop the Grounds into a pocket park in order to preserve the Grounds for community benefit.

Per the License Agreement, the DPW will convey the Water Utility Funds to the DGS necessary to cover the cost of the design for stabilization of the Tower which includes the \$49,995.00 grant towards the construction and stabilization of the Tower, inspection during construction, and future maintenance of the Tower.

Per the License Agreement, the DGS will engage and manage a Design Consultant who will design the necessary stabilization and repairs to the roof, belvedere, and exterior skin of the Tower and certain interior repairs for the limited purpose of ascending to the roof to install and access the future exterior lighting.

**MINUTES**

DPW - cont'd

Per the License Agreement, the RPCF will provide proof of funding and enter into a funding agreement with the City for construction pursuant to the DGS design plans, construct improvements to the Water Tower structure pursuant to the DGS design plans and under the auspices of the DGS Resident Inspector, develop and maintain the Grounds at the RPCF's sole expense, and utilize the Grounds for programs and events.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Roland Water Tower Restoration and License Agreement between Mayor and City Council of Baltimore City, the Department of Public Works, the Department of General Services, and the Roland Park Community Foundation.

**MINUTES**

Baltimore Police Department - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Agreement with the Baltimore Child Abuse Center, Inc. The period of the Agreement is October 1, 2018 through September 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$133,500.00 - 4000-412719-2021-746300-603026

**BACKGROUND/EXPLANATION:**

On January 23, 2019, the Board approved a grant award for the project titled Sexual Assault Response Team (SART) and Human Trafficking.

The SART program assists in developing and implementing strategies and services specifically intended to provide assistance to victims of crime in Baltimore City. The SART will work in conjunction with the Department's Improving Criminal Justice Responses to Domestic Violence and Sexual Assault Program.

The programs will improve the Department's response to crimes of domestic and sexual violence, human trafficking, and will increase services and support to victims to address trauma and encourage healing.

The funds will provide personnel, travel, and other necessary supplies.

The agreement is late because of the administrative process.

**MINUTES**

Baltimore Police Department - 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 Agreement with the Baltimore Child Abuse Center, Inc.

**MINUTES**

Baltimore Police Department (BPD) - Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Grant Award from the Governor's Office of Crime Control and Prevention (GOCCP). The period of the Grant Award is July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$89,000.00 - 5000-504220-2013-804700-600000

**BACKGROUND/EXPLANATION:**

The BPD has received a Grant Award from the GOCCP for the BPD's Gun Violence Reduction Initiative.

The BPD's Gun Violence Reduction Program assists in developing and implementing strategies specifically intended to reduce gun related crime. The goal is to reduce firearm related crimes by supporting the Baltimore's Gun Offender Registry. This award funds positions for a Data Entry Operator and Gun Trace Analyst within the Crime Laboratory Firearms Unit of the BPD and related overtime expenses.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

BPD - cont'd

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

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

**MINUTES**

Baltimore Police Department - Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the Grant Award from the Governor's Office of Crime Control and Prevention. The period of the Grant Award was July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$50,000.00 - 5000-588020-2021-667600-600000

**BACKGROUND/EXPLANATION:**

This grant will provide funding to the Department's Domestic Violence Unit Program. The Program helps reduce the time between the issuance of ex parte, protective orders, and data entry into the Maryland Electronic Telecommunications Enforcement Resource System/National Crime Information Center. The grant will support funding for personnel.

**APPROVED FOR FUNDS BY FINANCE**

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

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

**MINUTES**

Mayor's Office of Minority & Women - Consultant Agreements  
Owned Business Development

The Board is requested to approve and authorize execution of the Consultant Agreements. The period of the Consultant Agreement is April 1, 2019 through March 31, 2020, with an option to extend the agreement under the same terms and conditions upon the annual or semi-annual renewal of the MBDA grant award.

In September 2016, the U.S. Department of Commerce - Minority Business Development Agency (MBDA) awarded a competitive grant to the City of Baltimore, Mayor's Office of Minority and Women-Owned Business Development (MWBD) to operate a MBDA Business Center in Baltimore. The full period of the grant award is September 1, 2016 through August 31, 2021.

1. **ANTHONY W. ROBINSON** **\$ 44,405.00**

Account: 4000-405519-1250-775600-404001

Mr. Robinson will serve as a Business Consultant for the Mid-Atlantic MBDA Advanced Manufacturing Project Center in Baltimore.

2. **N. SCOTT PHILLIPS LEGAL AND BUSINESS** **\$115,339.00**  
**CONSULTING SERVICES, LLC.**

Account: 4000-405519-1250-775600-404001

Mr. Phillips will serve as a Project Director for the Mid-Atlantic MBDA Advanced Manufacturing Project Center in Baltimore.

**MINUTES**

Mayor's Office of Minority & Women - cont'd  
Owned Business Development

3. **THE PROJECT RESOURCE GROUP, LLC** **\$ 28,000.00**

Account: 4000-405519-1250-775600-404001

The Project Resource Group, LLC through Ms. Christine Plater will serve as Project Administrator for the MBDA Business Center on behalf of the grant operator - the Director of the Mayor's Office of Minority and Women-Owned Business Development.

There are 41 MBDA Business Centers throughout the country, and the City of Baltimore is the only municipality awarded a grant to operate a Minority Project Center. Due to the dynamic and competitive nature of MBDA Business Centers nationwide, it has been deemed more suitable to utilize the services provided by Messrs. Robinson and Phillips and Ms. Plater as consultants rather than as employees of the City.

The agreements are late because of the administrative process.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**MINUTES**

Mayor's Office of Minority and Women-Owned Business Development - Fourth Amendment to Financial Assistance Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Fourth Amendment to the Financial Assistance Award (Fourth Amendment) from the United States Department of Commerce Minority Business Development Agency (MBDA). The Fourth Amendment extends the period of the Grant Award through March 31, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$250,000.00 - 4000-405519-1250-775600-404001

\$267,215.00 - In-Kind Services

**BACKGROUND/EXPLANATION:**

This Fourth Amendment from the MBDA is to operate the Mid-Atlantic region MBDA Advanced Manufacturing Project (AMP) Center in Baltimore.

In September 2016, the MBDA awarded the five-year, \$1,250,000.00 competitive grant to the City of Baltimore, Mayor's Office of Minority and Women-Owned Business Development (MWBD) to operate the Mid-Atlantic MBDA AMP Center in Baltimore. The period of the Grant Award is September 1, 2016 through August 31, 2021.

There are 41 MBDA Business and Project Centers throughout the country and the City of Baltimore is one of only two municipalities awarded a grant to operate a Minority Project Center.

**MINUTES**

Mayor's Office of Minority and - cont'd  
Women-Owned Business Development

On November 30, 2016, the Board approved the original Grant Award for the period of September 1, 2016 through August 31, 2017 in the amount of \$250,000.00. On December 6, 2017, the Board approved the First Amendment to the Grant Award in the amount of February 28, 2018. On April 25, 2018, the Board approved the Second Amendment to the Grant Award in the amount of \$125,000.00 for the period March 1, 2018 through August 31, 2018. On October 17, 2018, the Board approved the 3<sup>rd</sup> Amendment to the Grant Award in the amount of \$145,833.00 for the period of September 1, 2018 through March 31, 2019.

On November 30, 2016, the Board approved the in-kind recipient funds in the amount of \$267,693.00 for the period of September 1, 2016 through August 31, 2017. On December 6, 2017, the Board approved the First Amendment to the in-kind recipient services in the amount of \$133,846.00 for the period September 1, 2017 through February 28, 2018. On April 25, 2018, the Board approved the Second Amendment to the in-kind recipient services in the amount of \$133,195.00 for the period March 1, 2018 through August 31, 2018. On October 17, 2018, the Board approved the 3<sup>rd</sup> Amendment to the in-kind recipient services in the amount of \$78,077.00 for the period of September 1, 2018 through March 31, 2019.

This Fourth Amendment will increase the Grant Award in the amount \$250,000.00 for the new award period of April 1, 2019 through March 31, 2020. This Fourth Amendment will also increase the in-kind services by \$267,215.00 for the new award period of April 1, 2019 through March 31, 2020.

**MBE/WBE PARTICIPATION:**

N/A

**MINUTES**

Mayor's Office of Minority and - cont'd  
Women-Owned Business Development

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Fourth Amendment to the Financial Assistance Award from the United States Department of Commerce Minority Business Development Agency.

**MINUTES**Department of Transportation - Minor Privilege Permit Applications

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

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 1740 Patapsco Avenue	Gregory John Hogan	Two egress window wells 15 sq. ft. each
Annual Charge - \$126.00		
2. 1207 Battery Avenue	Diana McKevitt	One egress window 3'x5'
Annual Charge - \$ 63.00		
3. 35 Birckhead Street	Mamie White	Closed areaway 3'x5'
Annual Charge - \$ 63.00		
4. 112 E. Lexington Street	110 East Lexington Street Acquisition, L.L.C.	Outdoor seating 20'x4'
Annual Charge - \$337.50		

## MINUTES

Department of Transportation - cont'd

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
5. W. North Avenue & Linden Avenue, Milton Avenue & Monument St., E. Patapsco Avenue & 9 <sup>th</sup> Street Kirk Avenue & 25 <sup>th</sup> Street Caroline Street & Fayette Street Greenmount Avenue & Preston Street Caroline Street & Pratt Street Liberty Heights Avenue & Eldorado Avenue Reisterstown Rd. & Gwynns Falls Parkway Saratoga Street & Schroeder Street	Maryland Transit Administration	Ten bus shelters 13'x7'

Charge: The State is exempt from the Minor Privilege Fee.

Since no protests were received, there are no objections to approval.

There being no objection, the Board, UPON MOTION duly made and seconded, approved the Minor Privileges.

**MINUTES**

Department of Transportation - Facility Encroachment Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Facility Encroachment Agreement between the Mayor and City Council of Baltimore (City) and CSX Transportation, Inc. (CSX).

**AMOUNT OF MONEY AND SOURCE:**

\$ 0.00 - One-time Encroachment Fee  
1,500.00 - Railroad Protective Liability Insurance Fee  
2,500.00 - Application Processing Fee  
**\$4,000.00** - 9956-906647-9551-900000-709044 (One-time Fee)

**BACKGROUND/EXPLANATION:**

The City and the CSX, acting by and through the Department of Transportation (DOT), has awarded a contract to replace the Edmondson Avenue Bridge over the CSX tracks. This project is known as TR 01041R. In the design of this project, a water pipe under the bridge deck is being replaced. This Facility Encroachment Agreement will allow that work to proceed.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Facility Encroachment Agreement between the Mayor and City Council of Baltimore and CSX Transportation, Inc.

**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

\* \* \* \* \*

On the recommendations of the City agencies

hereinafter named, the Board,

UPON MOTION duly made and seconded,

awarded the formally advertised contracts

listed on the following pages:

2839 - 2848

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

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

- |    |  |                          |              |
|----|--|--------------------------|--------------|
| 1. | GS 18822, Steadman<br>Fire Station Infill<br>Slab Work Repairs | Restoration East,<br>LLC | \$ 49,900.00 |
|----|--|--------------------------|--------------|

Due to lack of funds, the Department of General Services and the Fire Department has agreed to award only Area A of the project, due to the pressing need to fix this area.

**MBE/WBE PARTICIPATION:**

MBE/WBE participation is not applicable. The bid is below the threshold of \$50,000.00 for minority participation.

Bureau of Procurement

- |    |   |  |
|----|---|--|
| 2. | B50005643, Compact<br>Track Loader with<br>Cutting Edge | <b>REJECTION:</b> The Board is requested to reject the bid received. Vendors were solicited by posting on CitiBuy, eMaryland Marketplace, and in local newspapers. One bid was received and opened on January 30, 2019. The user agency, Recreation and Parks rejected the bid due to requirement changes. It is recommended that the Board reject the sole bid received, being in the best interest of the City. New specifications have been provided. A solicitation will be issued upon Board approval of this action. |
|----|---|--|

(Dept. of General Services)

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

3. B50005651, Sprinter American Truck \$ 199,692.00  
Cargo Vans & Bus, Inc.

(Dept. of General Services, Fleet Mgmt.)

**MBE/WBE PARTICIPATION:**

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

**MWBOO GRANTED A WAIVER.**

4. B50005697, Sprinter American Truck \$ 149,769.00  
Cargo Vans & Bus, Inc.

(Dept. of Transportation)

**MBE/WBE PARTICIPATION:**

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

**MWBOO GRANTED A WAIVER.**

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Procurement

5. B50005580, Enterprise Support Staff \$30,000,000.00

Realistic Computing,  
 LLC.  
 Business Integra, Inc.  
 Array Information  
 Technology  
 OST, Inc.  
 BG Staffing, LLC d/b/a  
 Vision Technology  
 Services  
 22<sup>nd</sup> Century Technologies,  
 Inc.  
 Apex Systems, LLC.  
 Serigor, Inc.  
 Trigyn Technologies, Inc.  
 Bithgroup Technologies,  
 Inc.  
 vTech Solutions, Inc.  
 Early Morning Software,  
 Inc.  
 UVS Infotech, LLC.

(Baltimore City Office of Information & Technology)

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

Vendors will support BCIT and other city agencies with IT and other professional staff for various projects, including but not limited to Enterprise Resource Planning (ERP) implementation and support, BCIT Help Desk, database administration, network engineering, etc. The period of the award is June 13, 2019 through June 12, 2022.

The above amount is the City's estimated requirement; however, the vendors shall supply the City's entire requirement, be it more or less.

**MBE/WBE PARTICIPATION:****MWBOO SET GOALS OF 15% MBE AND 16% WBE.**REALISTIC COMPUTING, INC.

**MBE:** Global Services and Consulting, LLC 15%

**WBE:** Sigman & Summerfield Associates, Inc. 16%

**MWBOO FOUND VENDOR IN COMPLIANCE.**SERIGOR, INC.

**MBE:** CQ Solutions, Inc. 15%

**WBE:** Vision Strategic Marketing, LLC 16%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of ProcurementBUSINESS INTEGRA, INC.

<b>MBE:</b> SONA Networks, Inc.		15%
<b>WBE:</b> The Digital Architects, Inc.		8%
McEnroe Voice & Data Corporation		8%
		<b>16%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**TRIGYN TECHNOLOGIES, INC.

<b>MBE:</b> Absolute Staffing & Consulting Solutions, LLC		7%
Concept Solutions, Inc.		8%
		<b>15%</b>
<b>WBE:</b> Williams Consulting, LLC		8%
Applied Technology Service, Inc.		8%
		<b>16%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**ARRAY INFORMATION TECHNOLOGY

<b>MBE:</b> Absolute Staffing & Consulting Solutions, LLC	\$19,953,883.28	15%
Precision Management Solutions, LLC	\$19,953,883.28	15%
	<b>\$39,907,726.56</b>	<b>30%</b>
<b>WBE:</b> PROARC, Inc.	\$21,284,120.83	<b>16%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of ProcurementBITHGROUP TECHNOLOGIES, INC.

<b>MBE:</b> N. Scott Phillips Legal and Business Consulting, LLC	\$ 6,777,471.63	15%
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<b>WBE:</b> Serigor, Inc.	\$ 7,229,302.78	16%
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**MWBOO FOUND VENDOR IN COMPLIANCE.**OST, INC.

<b>MBE:</b> Emergent Strategies, Inc.	\$	5%
SONA Networks, LLC	\$	5%
Swift Staffing	\$	5%
		<u>15%</u>

<b>WBE:</b> Kennedy Personnel Services	\$	8%
Absolute Staffing & Consulting Solutions, LLC	\$	8%
		<u>16%</u>

**MWBOO FOUND VENDOR IN COMPLIANCE.**vTECH SOLUTIONS, INC.

<b>MBE:</b> Zdaas, LLC	\$ 4,886,276.91	15%
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<b>WBE:</b> Linkit, LLC.	\$ 5,212,028.71	16%
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**MWBOO FOUND VENDOR IN COMPLIANCE.**

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of ProcurementBG STAFFING, LLC DBA VISION TECHNOLOGY SERVICES

**MBE:** NTech Connect, Inc. \$ 6,650,167.68 15%

**WBE:** Applied Technology Services \$ 7,093,512.19 16%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

EARLY MORNING SOFTWARE, INC.

**MBE:** Millennium Technologies, LLC \$ 15%

**WBE:** ITnova, LLC. \$ 16%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

22<sup>nd</sup> TECHNOLOGIES, INC.

**MBE:** IP Plus Consulting, Inc. \$ 15%

**WBE:** DK Consulting, LLC \$ 16%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

UVS INFOTECH, LLC

**MBE:** DAJ Consulting, LLC \$ 7,543,804.32 15%

**WBE:** Linkit, LLC \$ 8,046,724.61 16%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Procurement

APEX SYSTEMS, LLC

**MBE:** NTech Solutions, Inc. \$ 7,161,864.49 15%

**WBE:** Applied Technology Services, Inc. \$ 7,639,322.12 16%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

- 6. B50005328, Baltimore Errands Plus, Inc. \$25,885,272.28  
 City Shuttle/Transit d/b/a RMA Worldwide  
 Services Chauffeured  
 Transportation and  
 RMA Coach, LLC

(Dept. of Transportation)

The Board is requested to approve and authorize execution of an agreement with Errands Plus Inc. t/a RMA Worldwide Chauffeured Transportation. The period of the agreement is effective upon Board approval for three years, with two one-year renewal options to be exercised at the sole discretion of the City.

Furthermore, the Board is requested to approve and authorize execution of a Lease Agreement with Errands Plus Inc. t/a RMA Worldwide Chauffeured Transportation. The period of the Lease Agreement is effective upon Board approval for three years, with two one-year renewal options to be exercised at the sole discretion of the City.

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

Vendors were solicited by posting on CitiBuy, eMaryland Marketplace, and in local newspapers. Two proposals were received and opened on March 28, 2018, from Transdev Services, Inc. (Transdev) and Errands Plus, Inc., d/b/a RMA Worldwide Chauffeured Transportation and RMA Coach, LLC (RMA). As Transdev was determined to not be a responsible proposer, the Board only opened the price proposal submitted by RMA. Award is recommended to Errands Plus, Inc., d/b/a RMA Worldwide Chauffeured Transportation and RMA Coach, LLC, who is the responsive, responsible proposer receiving the highest technical score. As part of the Agreement between the City and RMA, the City will lease the current fleet of 12 Orion buses to RMA, and has purchased six additional Nova buses, with delivery expected in fall of 2019. This recommendation for award was submitted to the Maryland Department of Transportation Maryland Transit Administration (MDOT MTA), which concurred in the award recommendation on April 10, 2019.

**DBE PARTICIPATION:**

As a federally funded project, MDOT MTA set Disadvantaged Business Enterprise (DBE) goals at 6.19%. Errands Plus, Inc., d/b/a RMA Worldwide Chauffeured Transportation and RMA Coach, LLC was found compliant by MDOT MTA on April 10, 2019, with the following DBE participation:

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Procurement

D.T.S. Transportation Worldwide, LLC	\$811,538.51	3.35%
Britt Industries, Inc.	\$423,353.75	1.75%
Integrated Designs, Inc.	\$264,391.00	1.09%

UPON MOTION duly made and seconded, the Board further approved and authorized execution of the agreement with Errands Plus Inc. t/a RMA Worldwide Chauffeured Transportation. In addition, the Board approved and authorized execution of the Lease Agreement with Errands Plus Inc. t/a RMA Worldwide Chauffeured Transportation.

## 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. SAFETY LEAGUE, INC.<br>t/a ATLANTIC TACTICAL,<br>INC.                                | \$ 0.00 | Renewal |
| Contract No. B50003446 - Monadnock Flex Cuffs - Police<br>Department - P.O. No. P527412 |         |         |

On May 28, 2014, the Board approved the initial award in the amount of \$177,000.00. The award contained five renewal options. Four renewals have been exercised. This final renewal in the amount of \$0.00 is for the period June 1, 2019 through May 31, 2020. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On April 29, 2014, MWBOO determined that no goals would be set because of no opportunity to segment the contract. There are no services provided under this contract.

**MWBOO GRANTED A WAIVER.**

- |   |              |         |
|---|--------------|---------|
| 2. ANNE CLEWELL GRAPHIC<br>DESIGN, LLC  | \$ 16,102.00 | Renewal |
| Contract No. B50004619 - Typeset City Comprehensive Annual<br>Financial Report - Department of Finance - P.O. No. P535831 |              |         |

On June 8, 2016, the City Purchasing Agent approved the initial award in the amount of \$16,102.00. The award contained four 1-year renewal options. Two renewal options have been exercised. This third renewal in the amount of \$16,102.00 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.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

MBE/WBE PARTICIPATION:

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

- |   |              |         |
|---|--------------|---------|
| 3. EARLY MORNING SOFTWARE,<br>INC.  | \$ 17,080.00 | Renewal |
| Contract No. 06000 - PRISM Hosting and Services Agreement - Mayor's Office of Employment Development - P.O. No. P533766 |              |         |

On May 30, 2014, the City Purchasing Agent approved the initial award in the amount of \$24,080.00. The award contained successive one-year renewal options. Subsequent actions have been approved. This fifth renewal in the amount of \$17,080.00 is for the continuation of hosting and support services for the PRISM Workforce Management Suite software, which is used to monitor Local Hiring compliance for the Mayor's Office of Employment Development. The period of the renewal is June 1, 2019 through May 31, 2020, with successive one-year renewal options. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

Not applicable. The award is below the MBE/WBE subcontracting threshold of \$50,000.00. The contractor Early Morning Software, Inc. is a certified MBE.

## 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

- |   |             |                             |
|---|-------------|-----------------------------|
| 4. INTERPERSONAL FREQUENCY,<br>LLC  | \$96,600.00 | Ratification<br>and Renewal |
| Contract No. B50003075 - City of Baltimore Web Site Redesign<br>and Hosting - Baltimore City Office of Information Technology<br>- P.O. No. P526271 |             |                             |

On January 15, 2014, the Board approved the initial award in the amount of \$286,467.00. The award contained four 1-year renewal options. Subsequent actions have been approved. This second renewal will allow for the continuation of hosting services, Drupal support, including enhanced security for the City of Baltimore and Baltimore City Police Department websites while the City completes the evaluation of bids and later transitions into a new contract. The period of the ratification is January 16, 2019 through June 11, 2019. The period of the renewal is June 12, 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 9, 2013, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

- |   |             |                 |
|---|-------------|-----------------|
| 5. TENNANT SALES AND SERVICE<br>COMPANY   | \$47,542.43 | Selected Source |
| Contract No. 06000 - Tennant Model T-20 Industrial Ride-On<br>Floor Scrubber - Baltimore Convention Center - Req. No. R823142 |             |                 |

The Tennant Model T-20 Industrial Ride-On Scrubber is used for cleaning 300,000 square feet of exhibit hall space, as well as

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement - cont'd

a variety of other locations throughout the Baltimore Convention Center facility. This machine is to replace an older model and will match the current inventory. The BCC is receiving a rebate on the old equipment that will be turned in to reduce the overall cost of the purchase, which would not be possible through other vendors. Tennant Sales and Service Company is the manufacturer and sole provider for Tennant equipment. This is one-time purchase.

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

**MBE/WBE PARTICIPATION:**

Not applicable. This is a one-time procurement and is below the subcontracting threshold.

- |  |                   |                    |                         |
|--|-------------------|--------------------|-------------------------|
| 6.   | GOVDEALS,<br>INC. | Revenue Generating | Cooperative<br>Contract |
| National Joint Power Alliance (NJPA) Contract No. 041316-GDI - Surplus Auction Services with Related Solutions - Bureau of Procurement - Surplus Property - Req. No. R821482 |                   |                    |                         |

On June 22, 2016, NJPA awarded RFP #041316 (Contract 041316-GDI Surplus Auction Service with Related Solutions) to GovDeals, Inc. This cooperative contract will be used for Surplus Auction Services. The contract was competitively bid by the NJPA on behalf of its member agencies which includes all government, higher education, K-12 education, not-for-profit, tribal government, and all other public agencies located in the 50 states. The period of the award is June 12, 2019 through June 22, 2020.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

7. LIFE		Cooperative
FITNESS	\$184,495.89	Contract
National Joint Power Alliance (NJPA) Contract - NJPA 120215-LFF Exercise, Fitness, and Rehabilitation Equipment with Related Accessories, Services, Installation and Supplies - Parks and Recreation - Req. No. R823490		

On January 19, 2016, the NJPA was awarded RFP 120215 (Contract #120215-LFF Exercise, Fitness, and Rehabilitation Equipment with Related Accessories, Services, Installation and Supplies) to Life Fitness. This cooperative contract will be used to purchase table games equipment, installation and services. The contract was competitively bid by the NJPA on behalf of its current and potential member agencies which includes all government, higher education, K-12 education, not-for-profit, tribal government and all other public agencies located in the 50 states.

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

**MBE/WBE PARTICIPATION:**

On June 4, 2019, it was determined that no goals would be set because of no opportunity to segment the contract. This is a commodity purchase from an authorized dealer who is required to provide associated pre-delivery inspection and warranty repairs.

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

8. WORKDAY, INC.	\$13,503,101.00	Master Subscription Agreement
City and County of Denver Contract No. TECHS-201523139 - Enterprise Resource Planning (ERP) Project Workday Software - Departments of Finance, Human Resources, Baltimore City Information Technology - P.O. No. To be determined.		

The Board is requested to approve and authorize execution of a Master Subscription Agreement with Workday, Inc. The period of the agreement is June 12, 2019 through June 11, 2024, with renewal options.

On July 31, 2015, the City and County of Denver awarded Contract TECHS-201523139 (the Contract) to Workday and Sierra-Cedar through a competitive solicitation process. The contract allows for utilization by additional government entities. On June 4, 2018, the City issued a Request for Information to three software vendors identified by the City's IT Consultant Gartner as being able to support a client such as Baltimore City: Workday, Oracle and Infor. Each product offered by these three vendors was determined to meet the City's minimum requirements. The software vendors were asked to support a recent competitively bid contract that included implementation vendors with a history of success, and was required to supply demonstrations of the product, as well as government and institutional references for both the product and the implementation team. The ERP Executive Steering Committee, comprised of representatives from Finance, Department of Human Resources, and Baltimore City Information Technology, as well as subject matter experts from each agency, conducted reference

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

calls and participated in demonstrations, and examined the joint software and implementation proposals. Workday and Sierra-Cedar provided the lowest cost proposal for the overall project.

On March 22, 2019, based on this process, the contract with Workday and Sierra-Cedar was selected by the Executive Steering Committee, as the best contracting vehicle to meet the City's needs to modernize the City's current human capital management, payroll and financials in a cloud-based system. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

Not applicable. On May 31, 2019, MWBOO approved a waiver of goals as there is no opportunity to segment the contract as these proprietary software products and services.

- |                          |                |                              |
|--------------------------|----------------|------------------------------|
| 9. SIERRA-CEDAR,<br>INC. | \$7,293,160.00 | Master Services<br>Agreement |
|--------------------------|----------------|------------------------------|
- City and County of Denver Contract No. TECHS-201523139 - Enterprises Resource Planning (ERP) Project Sierra-Cedar - Finance, Department of Human Resources, Baltimore City Information Technology - P.O. No. To be determined.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

The Board is requested to approve and authorize execution of a Master Services Agreement with Sierra-Cedar, Inc. The period of the agreement is 30 months from Board of Estimates approval.

On July 31, 2015, the City and County of Denver awarded Contract TECHS-201523139 (the Contract) to Workday and Sierra-Cedar through a competitive solicitation process. The contract allows for utilization by additional government entities. On June 4, 2018, the City issued a Request for Information to three software vendors identified by the City's IT Consultant Gartner as being able to support a client such as Baltimore City: Workday, Oracle and Infor. Each product offered by these three vendors was determined to meet the City's minimum requirements. The software vendors were asked to support a recent competitively bid contract that included implementation vendors with a history of success, and was required to supply demonstrations of the product, as well as government and institutional references for both the product and the implementation team. The ERP Executive Steering Committee, comprised of representatives from Finance, Department of Human Resources, and Baltimore City Information Technology, as well as subject matter experts from each agency, conducted reference calls and participated in demonstrations, and examined the joint software and implementation proposals. Workday and Sierra-Cedar provided the lowest cost proposal for the overall project.

On March 22, 2019, based on this process, the contract with Workday and Sierra-Cedar was selected by the Executive Steering Committee, as the best contracting vehicle to meet the City's needs to modernize the City's current human capital management, payroll and financials in a cloud-based system. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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

**MBE/WBE PARTICIPATION:**

On May 31, 2019, MWBOO set goals of 4% MBE and 3% WBE. On June 07, 2019, MWBOO found Sierra-Cedar in compliance.

<b>MBE:</b> Bith Group, Inc.	\$300,000.00	4.1%
<b>WBE:</b> The Guerra Group, LLC	\$219,000.00	3.0%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

10. **ITEM #16**

LAWMEN SUPPLY COMPANY, INC. \$ 0.00

**ITEMS #2-4, 7, 10 & 15**

HOWARD UNIFORM COMPANY 75,000.00

**ITEMS #1, 5, 8, 9, 11-14, & 16**

F & F A. JACOBS & SONS, INC. 75,000.00

<b><u>\$150,000.00</u></b>	Extension
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Contract No. B50003266 - Police Uniforms - Baltimore City Police Department - P.O. Nos. P526078, P526079 and P526080

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On January 8, 2014, the Board approved the initial award in the amount of \$670,000.00. The award contained four renewal options. Subsequent actions have been approved and all renewal options have been exercised. This extension in the amount of \$150,000.00 is necessary to continue police uniform services while a new solicitation is being drafted and awarded. The period of the extension is not included in the fifth of five original renewal terms. The period of the extension is June 1, 2019 through January 7, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

**MWBOO GRANTED A WAIVER.**

- |  |     |           |
|--|-----|-----------|
| 11. PERMA-PATCH, INC.  | N/A | Extension |
| Contract Number B50002837 - Furnish and Deliver Black Fill Mix - Department of Public Works, Bureau of Water & Wastewater - P.O. No. P523598 |     |           |

On May 08, 2013, the Board approved the initial award for the amount of \$200,000.00. On February 16, 2016, the City Purchasing Agent approved an increase for the amount of \$50,000.00. On May 11, 2016, the Board approved the first renewal for the amount of \$100,000.00. On May 31, 2017, the Board approved the second renewal for the amount of \$100,000.00. On February 13, 2019, the Board approved the third renewal at no additional cost. The Board is requested to

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

approve an extension for the period of April 24, 2019 through December 31, 2019 to provide black fill mix required for the repair of roads, streets, and sidewalks, etc. while a new solicitation is advertised.

The above amount is the City's estimated requirement; however, the Vendor shall supply the City's entire requirement, be it more or less.

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

**MBE/WBE PARTICIPATION:**

On February 22, 2013, it was determined that no goals would be set because of no opportunity to segment the contract as it is a commodity contract.

**MWBOO GRANTED A WAIVER.**

- |  |                             |           |
|--|-----------------------------|-----------|
| 12. AUSTON CONTRACTING,<br>INC.  | N/A - Revenue<br>Generating | Extension |
| Contract Number B50002856 - Scrap Metal Pick Up and Removal -<br>Department of Public Works - P.O. No. P523766 |                             |           |

**MINUTES****INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS****VENDOR** **AMOUNT OF AWARD** **AWARD BASIS**Bureau of Procurement

On July 17, 2013, the Board approved the initial award. On March 30, 2016, the Board approved the first renewal. On October 18, 2017, the Board approved the second renewal. On June 27, 2018, the Board approved an extension. The Board is requested to approve an extension to cover the period of July 01, 2019 through December 19, 2019.

The requested action is an extension of a competitively bid requirements contract. The above amount is the City's estimated requirement; however, the vendor shall supply the City's entire requirement, be it more or less.

**MBE/WBE PARTICIPATION:**

On April 25, 2013, it was determined that no goal would be set because of no opportunity to segment the contract.

**MWBOO SET MBE AND WBE GOALS AT 0%.**

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 Master Subscription Agreement with Workday, Inc. (item no. 8) and the Master Services Agreement with Sierra-Cedar, Inc. (item no. 9).

**MINUTES**

Office of the City Council - Governmental/Charitable  
Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow Mr. Zeke Cohen to solicit donations from local individuals, businesses, civic leaders, the foundation community, and the general public to fund an initiative to transform Baltimore City Recreation Centers into trauma informed and trauma resilient resource centers for young people and their families. The period of the campaign will be effective upon Board approval through March 1, 2020.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

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

## MINUTES

Office of the City Council - cont'd

Funds will be solicited for the purpose of supporting an initiative to transform Baltimore City Recreation Centers into trauma informed and trauma resilient resource centers for young people and their families. The initiative will involve providing trauma informed training and ongoing coaching to all Recreation Center staff so that they are prepared to recognize the signs and symptoms of trauma and toxic stress. The training and coaching will also provide Recreation Center staff with the skills to support students who have experienced trauma and to manage the secondary trauma that the staff experience as they support these students. Finally, the initiative will ensure that each Recreation Center has a staff member dedicated to supporting the students, families, and staff on an ongoing basis through the coordination of community resources.

This program will be a collaboration between partners in industry, non-profits, and government. The Office has been working with the Department of Recreation and Parks, the Baltimore City Health Department, the Mayor's Office of Children and Family Success, and the Mayor's Office of Criminal Justice to devise a plan for the initiative. This Office seeks to raise \$5,000,000.00 to support the initiative.

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

**MINUTES**

Office of the City Council - cont'd

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow Mr. Zeke Cohen to solicit donations from local individuals, businesses, civic leaders, the foundation community, and the general public to fund the initiative to transform Baltimore City Recreation Centers into trauma informed and trauma resilient resource centers for young people and their families. The Mayor **ABSTAINED**. The President **ABSTAINED**.

**MINUTES**

Bureau of the Budget and  
Management Research (BBMR)

- FY 2020 Budget & Property Tax  
 Surcharge Rate - Charles Village  
Benefits District

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Charles Village Community Benefits District (CVCBD) FY 2020 budget and property tax and public utility surcharge rate.

**AMOUNT OF MONEY AND SOURCE:**

The proposed FY 2020 property tax surcharge rate is \$0.125 per \$100.00 of assessable value. The surcharge rate is the same as it was for FY 2019.

**BACKGROUND AND EXPLANATION:**

The Board of Estimates has the authority to approve the annual financial plans and the surcharge tax rate for the CVCBD. The CVCBD has submitted its plan for FY 2020. Property owners in the CVCBD will pay the surcharge rate of \$0.125 per \$100.00 of the assessed value.

The FY 2020 estimated surcharge tax revenues have decreased \$6,940.00 from \$790,804.00 to \$783,944.00 compared to FY 2019. The CVCBD will augment this revenue with \$139,340.00 of contributions from the Johns Hopkins University and other tax exempt properties, and \$12,100.00 of program revenue. Under these agreements, the CVCBD will provide safety patrols, sanitation services (bulk trash removal and rat abatement), and other services.

**MINUTES**

Bureau of the Budget and - cont'd  
Management Research (BBMR)

The CVCBD has taken positive steps to achieve the benchmark of accumulating a reserve fund equal to three months of expenses. As of April 30, 2019, the organization's reserve balance increased to \$220,625.00, which represents 21.2% of the operating budget. The District expects to increase its reserve to \$250,000.00 by the end of FY 2020 through additional revenue generating sanitation service contracts. The Department of Finance encourages the District to work toward building a reserve fund at a minimum of 25.0% of its annual budget (or approximately three months of the annual operating budget).

**THE FINANCE DEPARTMENT RECOMMENDED THAT THE BOARD OF ESTIMATES APPROVE THE CVCBD'S PROPOSED BUDGET PLAN AND SURCHARGE RATE FOR FISCAL 2020.**

MINUTES

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	<b>Charles Village Community Benefits District</b>														
2	<b>Proposed Budget FY 2019-2020</b>														
	<b>(@ 12.5 cents per \$100 assessed property value)</b>														
3	Income/Expense	FF20 Proposed Budget	Admin. Allocation	%	Sanitation Allocation	43%	Safety Allocation	50%	Outreach Allocation	2%	FF19 Budget	Variance FY20-FY19 Budgets			
4	<b>ANTICIPATED INCOME</b>														
5	Property Tax Surcharge - current year	783,944	39,197	5.0%	337,096	43.0%	391,972	50.0%	15,679	2.0%	790,804	-6,860			
6	Property Tax Surcharge - recover from prior years	85,000	4,250	5.0%	36,550	43.0%	42,500	50.0%	1,700	2.0%	50,000	35,000			
7	Exempt Property Contributions	139,340	6,967	5.0%	59,916	43.0%	69,670	50.0%	2,787	2.0%	145,340	-6,000			
8	Johas Hopkins University	68,340	3,417	5.0%	29,386	43.0%	34,170	50.0%	1,367	2.0%	68,340	0			
9	Hopkins Village - 3200 St. Paul Street	59,000	2,950	5.0%	25,370	43.0%	29,500	50.0%	1,180	2.0%	59,000	1,000			
10	All others	12,000	600	5.0%	5,160	43.0%	6,000	50.0%	240	2.0%	12,000	-7,000			
11	Grants	20,000	1,000	5.0%	8,600	43.0%	10,000	50.0%	400	2.0%	0	20,000			
12	MD DHCD TAG Grant	10,000	500	5.0%	4,300	43.0%	5,000	50.0%	200	2.0%	0	10,000			
13	Spruce-Up Grant	10,000	500	5.0%	4,300	43.0%	5,000	50.0%	200	2.0%	0	10,000			
14	Others											0			
15	Program Revenue	12,100	605	5.0%	10,648	88.0%	0	0.0%	847	7.0%	23,380	-11,280			
16	CSX - sanitation services	10,000	500	5.0%	8,800	88.0%	0	0.0%	700	7.0%	2,700	7,300			
17	Johas Hopkins University	0	0	5.0%	0	90.0%	0	0.0%	0	7.0%	18,580	-18,580			
18	City of Baltimore - Urban Forestry														
19	Miscellaneous Fee for Service (AIA, CVCA, DGCA etc)	2,100	105	5.0%	1,848	88.0%	0	0.0%	147	7.0%	2,100	0			
20	<b>Total Anticipated Income</b>	<b>1,940,384</b>	<b>52,019</b>	<b>5.0%</b>	<b>452,810</b>	<b>44%</b>	<b>514,142</b>	<b>49%</b>	<b>71,413</b>	<b>2%</b>	<b>1,009,524</b>	<b>30,860</b>			
21	<b>ANTICIPATED EXPENSES</b>														
22	<b>Personnel Expenses: Compensation</b>														
23	Salaries/wages (all F/T and P/T regular staff)	417,000	125,100	30%	275,220	66%	8,340	2%	8,340	2%	407,630	9,370			
25	Overtime	2,000	0	0%	1,860	93%	0	0%	0	0%	0				
26	Leaf Detail	5,000	250	5%	4,750	95%	0	0%	0	0%	0				
27	Off duty police														
28	Contract Labor (Police Officers & Director of Safety)	297,500	5,950	2%	0	0%	285,600	96%	0	2%	297,500	0			
29	Wolf Professional Security (patrol officers & vehicle)	221,000	4,420	2%	0	0%	212,160	96%	0	2%	221,000	0			
30	CIVWatch Monitor											0			
31	Director Safety	76,500	0	0%	0	0%	76,500	100%	0	0%	76,500	0			
32	<b>Subtotal Compensation</b>	<b>714,500</b>	<b>135,720</b>	<b>19.0%</b>	<b>281,830</b>	<b>39.4%</b>	<b>293,940</b>	<b>41.1%</b>	<b>8,340</b>	<b>1.2%</b>	<b>705,130</b>	<b>9,370</b>			
33	<b>Personnel Expenses: Benefits</b>														
34	Payroll Taxes	32,000	9,600	30.0%	21,120	66.0%	640	2.0%	640	2.0%	39,000	-7,000			
35	Workers' Comp. Insurance	15,000	1,200	8.0%	11,250	75.0%	2,250	15.0%	300	2.0%	14,500	500			
36	Payroll Service Fees	3,500	175	5.0%	2,975	85.0%	175	5.0%	175	5.0%	5,500	-2,000			
37	Health Insurance	70,000	7,000	10.0%	59,500	85.0%	0	0.0%	3,500	5.0%	66,000	4,000			
38	<b>Subtotal Benefit</b>	<b>140,500</b>	<b>17,975</b>	<b>13%</b>	<b>94,845</b>	<b>68%</b>	<b>3,065</b>	<b>2%</b>	<b>4,615</b>	<b>3%</b>	<b>125,000</b>	<b>15,500</b>			
39	<b>Subtotal Personnel</b>	<b>855,000</b>	<b>153,695</b>	<b>18%</b>	<b>376,675</b>	<b>44%</b>	<b>297,005</b>	<b>35%</b>	<b>12,955</b>	<b>2%</b>	<b>830,130</b>	<b>24,870</b>			
40	<b>Program Expenses</b>														
41	Printing/Publishing/Web	3,000	150	5.0%	1,500	50.0%	1,200	40.0%	150	5.0%	3,000	0			
42	Supplies	30,000	2,490	8.3%	22,620	75.4%	4,350	14.5%	540	1.8%	30,000	0			
43	Uniforms	12,000	600	5.0%	11,400	95.0%	0	0.0%	0	0.0%	11,000	1,000			
44	Contracts	14,000	700	5%	13,020	93%	0	0.0%	280	2%	15,000	-2,000			
45	Rat Abatement Project - pest control contractor	14,000	700	5.0%	13,020	93%	0	0.0%	280	2%	15,000	-3,000			
46	Auto Insurance	10,750	215	2.0%	10,535	98%	0	0.0%	0	0%	10,500	250			
47	Vehicle Op. (fuel, maint., etc)	14,000	0	0.0%	14,000	100%	0	0.0%	0	0%	15,000	-2,000			
48	<b>Subtotal Program</b>	<b>83,750</b>	<b>4,855</b>	<b>5.8%</b>	<b>73,075</b>	<b>87%</b>	<b>5,550</b>	<b>7%</b>	<b>1,250</b>	<b>1%</b>	<b>84,500</b>	<b>-750</b>			
49	<b>Facility Expenses</b>														
50	Equipment/Furniture	4,000	200	5%	2,000	50%	1,600	40%	200	5%	4,094	-94			
51	Depreciation	16,300	815	5.0%	13,855	85.0%	815	5.0%	815	5.0%	17,200	4,100			
52	Janitorial/Cleaning	500	42	8.3%	217	43.4%	233	46.5%	9	1.8%	500	0			
53	Maintenance/Additions	1,000	83	8.3%	434	43.4%	465	46.5%	18	1.8%	500	500			
54	Rent	34,034	2,825	8.3%	14,771	43.4%	15,826	46.5%	613	1.8%	36,000	-1,966			
55	Telephone	5,000	415	8.3%	2,170	43.4%	2,325	46.5%	90	1.8%	5,000	0			
56	Utilities	4,500	374	8.3%	1,953	43.4%	2,093	46.5%	81	1.8%	4,500	0			
57	<b>Subtotal Facilities</b>	<b>65,334</b>	<b>4,759</b>	<b>7%</b>	<b>33,400</b>	<b>51%</b>	<b>20,942</b>	<b>32%</b>	<b>811</b>	<b>1%</b>	<b>62,794</b>	<b>2,540</b>			
58	<b>Overhead Expenses</b>														
59	Accounting/Legal	14,500	1,204	8.3%	6,293	43.4%	6,743	46.5%	261	1.8%	14,000	500			
60	Advertising	1,200	100	8.3%	521	43.4%	558	46.5%	22	1.8%	1,200	0			
61	Board Meeting expenses	1,000	50	5.0%	400	40.0%	500	50.0%	50	5.0%	0				
62	Public Meeting expenses	300	42	8.3%	217	43.4%	233	46.5%	9	1.8%	0				
63	Bank Charges	800	66	8.3%	347	43.4%	372	46.5%	14	1.8%	800	0			
64	Computer Support	6,000	498	8.3%	2,604	43.4%	2,790	46.5%	108	1.8%	6,600	-600			
65	D and O Insurance	2,900	241	8.3%	1,259	43.4%	1,349	46.5%	52	1.8%	2,900	0			
66	Rental Equipment	200	17	8.3%	87	43.4%	93	46.5%	4	1.8%	0				
67	Dues and Subscriptions	800	50	6.3%	260	32.5%	279	34.9%	11	1.4%	0				
68	Professional Development	1,500	125	8.3%	651	43.4%	698	46.5%	27	1.8%	0				
69	Property and Liability Ins.	6,600	548	8.3%	2,864	43.4%	3,069	46.5%	119	1.8%	5,600	1,000			
70	Postage	900	42	4.7%	217	24.2%	233	26.0%	9	1.0%	1,000	500			
71	<b>Subtotal Overhead</b>	<b>36,300</b>	<b>2,980</b>	<b>8%</b>	<b>15,720</b>	<b>43%</b>	<b>16,915</b>	<b>47%</b>	<b>685</b>	<b>2%</b>	<b>32,100</b>	<b>4,200</b>			
72	<b>Total Anticipated Expenses</b>	<b>1,040,384</b>	<b>166,283</b>	<b>16.0%</b>	<b>498,870</b>	<b>48.0%</b>	<b>340,410</b>	<b>32.7%</b>	<b>15,701</b>	<b>1.5%</b>	<b>1,009,524</b>	<b>30,860</b>			

**MINUTES**

BBMR - cont'd

UPON MOTION duly made and seconded, the Board approved the Charles Village Community Benefits District FY 2020 budget and property tax and public utility surcharge rate. The Mayor

**ABSTAINED.**

**MINUTES**

Bureau of the Budget and  
Management Research (BBMR)

- FY 2020 Budget and Property Tax  
and Public Utility Surcharge  
Rates Midtown Community  
Benefits District

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Midtown Community Benefits District (MCBD) FY 2020 budget and property tax and public utility surcharge rate.

**AMOUNT OF MONEY AND SOURCE:**

The proposed FY 2020 property tax surcharge rate is \$0.132 per \$100.00 of assessable value. The surcharge rate is the same as it was for FY 2019.

**BACKGROUND/EXPLANATION:**

The Board of Estimates has the authority to approve the annual financial plans and the surcharge tax rate for the MCBD. Property owners in the MCBD will pay the same surcharge rate on their property taxes in FY 2020 as in FY 2019. The rate is set at \$0.132 per \$100.00 of assessable value.

The FY 2020 estimated surcharge tax revenue has increased 5.8% from \$1,293,973.00 in FY 2019 to \$1,373,625.00 in the FY 2020 proposed budget. The budget includes a \$34,341.00 allowance for over-estimated surcharge tax revenue, resulting in a net projection of \$1,339,284.00. The MCBD will augment this revenue with \$77,640.00 in private contributions. As of May 29<sup>th</sup>, the MCBD is on track to end FY 2019 with \$105,000.00 in total cash reserves, which is 7.6% of MCBD's FY 2020 operating expenses. The Department of Finance encourages the MCBD to build a reserve fund balance of 25% of operating expenses.

**MINUTES**

BBMR - cont'd

The MCB D provides the Bolton Hill, Charles North, Madison Park, and Mount Vernon neighborhoods with enhanced cleaning, safety, and maintenance services, including: bulk trash removal, public trash can emptying, sidewalk cleaning, and park cleaning and greening.

**THE DEPARTMENT OF FINANCE RECOMMENDED THAT THE BOARD APPROVE THE DISTRICT'S PROPOSED BUDGET PLAN AND SURCHARGE TAX RATE FOR FY 2020.**

**MBE/WBE PARTICIPATION:**

N/A

MINUTES

MIDTOWN COMMUNITY BENEFITS DISTRICT  
Proposed FY2020 Budget Summary

Projected Income		FY2020 Total	FY2019 Total
Property Tax Surcharge		1,373,625	1,293,973
Allowance for over-estimated surtax 2.5%		(\$34,341)	(\$32,369)
Net Income		\$ 1,339,284	\$ 1,261,604
Contributions		\$ 40,000	\$ 40,000
Parking & Storage (in-kind)		\$ 17,340	\$ 17,340
Interest Earned		\$ 300	\$ 300
Service Fees		\$ 20,000	\$ 18,000
Total Income		\$ 1,416,924	\$ 1,337,264

Projected Expenses	Program Services	Support Services		FY2020 Total	FY2019 Total
Category Allocation	Public Space	Management/General		\$ 1,416,924	\$ 1,337,264
Accounting	8,320	2,080		10,400	10,400
Advertising	640	160		800	800
Audit	8,640	2,160		10,800	10,000
Bank service charges	640	160		800	600
Bookkeeping	16,000	4,000		20,000	
Computer expenses	5,800	1,400		7,000	2,200
Consultants	16,000	4,000		20,000	3,000
Depreciation	50,140	2,740		52,880	45,100
Dues & Subscriptions	2,200	550		2,750	400
Employee benefits	78,380	18,998		97,378	94,401
Equipment rental	1,500	0		1,500	356
Fuel Expense	22,000	0		22,000	24,000
Fundraising Expense	400	100		500	2,500
Insurance - general liability	80,077	0		80,077	68,500
Insurance - workers comp	40,375	2,125		42,500	45,700
Interest paid	4,240	1,060		5,300	5,300
Leased Equipment	2,688	672		3,360	5,700
Legal fees	2,000	500		2,500	500
Licenses & Permits	650	0		650	650
Meals	1,600	400		2,000	1,000
Meetings & Conferences	2,000	500		2,500	1,800
Miscellaneous	160	40		200	200
Newsletter	480	120		600	600
Occupancy (rent/storage)	45,474	11,360		56,834	55,260
Office expenses	2,800	700		3,500	3,200
Parking & Storage (in-kind)	17,340	0		17,340	17,340
Payroll Service	8,800	2,200		11,000	10,000
Postage	1,600	400		2,000	3,700
Printing	1,600	400		2,000	4,500
Program Expense - Clean/Green	25,000	0		25,000	18,600
Program Expense - Outreach	0	0		0	2,700
Program Expense - Safety	0	0		0	3,300
Program Expense - temporary labor	0	0		0	5,000
Repair & maintenance - equipment	26,500	0		26,500	26,500
Repair & maintenance - facilities	0	500		500	500
Repair & maintenance - vehicles	20,000	0		20,000	15,000
Salaries	596,933	149,500		746,433	707,000
Simple IRA	3,000	7,000		10,000	5,000
Small equipment	3,500	0		3,500	5,000
Telephone & DSL	3,800	900		4,500	4,500
Telecommunications system	20,000	0		20,000	18,100
Taxes - other	2,560	640		3,200	3,200
Taxes - payroll	90,738	14,261		105,000	63,830
Training	2,400	600		3,000	1,500
Travel	1,600	400		2,000	500
Uniforms	7,500	0		7,500	17,000
Estimated Surplus	0	0		0	22,633
Total Expenses	1,185,888	231,235		\$ 1,416,924	\$ 1,337,264
FY2020 % of total budget	84%	16%			

**MINUTES**

BBMR - cont'd

UPON MOTION duly made and seconded, the Board approved the Midtown Community Benefits District FY 2020 budget and property tax and public utility surcharge rate.

**MINUTES**

Bureau of the Budget and Management Research (BBMR)	- FY 2020 Budget and Property Tax Surcharge Rate - Waterfront Management District
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**ACTION REQUESTED OF B/E:**

The Board is requested to approve the FY 2020 budget and property tax and public utility surcharge rate for the Waterfront Management District (District).

**AMOUNT OF MONEY AND SOURCE:**

The proposed FY 2020 property tax surcharge rate is \$0.17 per \$100.00 of assessable value. The surcharge rate is the same the prior year.

**BACKGROUND/EXPLANATION:**

The Board has the authority to approve the annual financial plans and surcharge tax rate for the Waterfront Management District. The District has submitted its plan for Fiscal Year 2020. Property owners in the District will pay the same surcharge rate on their property taxes in Fiscal 2020 as in Fiscal 2019. The rate is set at \$0.17 per \$100.00 of assessable value. Surcharge revenues increased by 29.0% from Fiscal 2018 due to the expansion into Fells Point and the opening of a new apartment complex at Harbor Point. At the current rate revenues are projected to increase 4.0% or \$136,590,000.00 from \$3,104,498.00 in Fiscal 2019 to \$3,241,088 in Fiscal 2020.

Revenue from surcharge tax collections represents 79.0% of the District's total \$4,121,724.00 budget. The General Fund contribution of \$434,775.00 represents 10.5% of the District's total budget. The District will also receive \$445,861.00, or 10.8% in other revenue.

## MINUTES

BBMR - cont'd

The District performs safety hospitality services, landscaping, cleaning, creation of family friendly events, marketing the waterfront to local residents, and more recently, creating new attractions and adding amenities to existing park areas.

As of April 30, 2019, the Waterfront Management District held \$894,693.00 in reserves which is equal to approximately 22.4% of its operating expenses. The Department of Finance encourages the District to work toward building a reserve fund at a minimum of 25.0% of its annual budget (or approximately three months of annual operating budget).

The Department of Finance recommends that the Board of Estimates approve the District's proposed budget and surcharge tax rate.

The District has continued to provide services of significant value to the City and citizens of Baltimore, including: performing safety and hospitality services; landscaping; cleaning; creation of family friendly events; marketing the waterfront to local residents; and more recently, creating new attractions and adding amenities to existing Park areas. All services provided are intended to attract and retain local families to the area.

**THE DEPARTMENT OF FINANCE RECOMMENDED THAT THE BOARD APPROVE THE PROPOSED BUDGET PLAN AND SURCHARGE TAX RATE FOR FY 2020.**

MINUTES

Waterfront Partnership -FY20 Recommended Budget

	07/01/2018-06/30/2019	07/01/2019-06/30/2020		
	FY19 Budget	FY20 Budget	% Change	
Revenue and support				
Private taxable property owners	3,104,498	3,241,088	4%	
Baltimore City contract	425,000	434,775	2%	10.55%
Nonprofit property owners	90,847	90,847	0%	
Corporate partners	133,500	133,500	0%	
Transportation	22,500	0	-100%	
Sponsorship - Events & Park Prog.	61,000	80,760	32%	
Event coordination fee	25,675	11,675	-55%	
Event Tickets	16,750	21,850	30%	
Contract service fees	83,785	85,029	1%	
Interest income	22,200	22,200	0%	445,861
Total Revenue and support	3,985,755	4,121,724	3%	
Expenses				
Hospitality and Safety	1,325,617	1,366,685	3%	
Exterior Janitorial	1,149,227	1,167,134	2%	
Landscaping	465,954	435,368	-7%	
Marketing	219,299	225,301	3%	
Park Programming & Events	267,469	273,198	2%	
Federal Hill Park	57,493	58,068	1%	
Healthy Harbor	161,226	165,486	3%	
Transportation	9,400	0	-100%	
Waterwheel	14,000	0	-100%	
Administration	283,321	287,538	1%	
Fundraising	37,700	137,709	265%	
Total Expenses	3,990,706	4,116,488	3%	
Change in Net Assets before non-operating expenses	(4,951)	5,236		
Non-operating expenses				
Waterwheel Depreciation	70,100	70,100	0%	
Harris Creek WW Depreciation	51,240	51,240	0%	
Total Non-operating expenses	121,340	121,340	0%	
Change in Net Assets	(126,291)	(116,104)		

**MINUTES**

BBMR - cont'd

UPON MOTION duly made and seconded, the Board approved the FY 2020 budget and property tax and public utility surcharge rate for the Waterfront Management District.

**MINUTES**

Bureau of the Budget & Management Research (BBMR) - FY 2020 Budget and Property  
 Tax Surcharge Rate Public  
 Utilities Surcharge Rate  
Downtown Management Authority

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the FY 2020 budget and property tax and public utility surcharge rate for the Downtown Management Authority (DMA).

**AMOUNT OF MONEY AND SOURCE:**

The proposed FY 2019 property tax surcharge rate of \$22.39 cents per \$100.00 of assessed value.

**BACKGROUND AND EXPLANATION:**

The Board has the authority to approve the annual financial plans and surcharge tax rates for the Downtown Management Authority (DMA). The DMA's proposed Fiscal 2020 budget maintains the surcharge rate for taxable commercial properties located within DMA' boundaries at 22.39 cents per \$100.00 of assessed value.

The DMA is also authorized to impose a surcharge on public utilities. For public utilities, the proposal rate will be maintained at 55.97 cents per \$100.00 of assessed value, which is 2.5 times the real property taxes set by Maryland Code 6-302. For the State Office of Assessment, the rate will be maintained at 23.39 cents per \$100.00.

Based on the Fiscal 2020 projected assessable values, the proposed rates will generate \$9,683,048.00 in total revenue which is an increase of \$506,967.00 or 5.23% above the Fiscal 2019 amount of \$9,176,081.00. Of this amount \$8,518,946.00 is projected to come from property surcharge revenue, which increased by 7.1% over Fiscal 2019 \$7,956,307.00. DMA cites the following property

## MINUTES

BBMR - cont'd

renovations and construction as the source of new surcharge revenue: 225 N. Calvert Street Apartments, 414 Light Street and 1 Light Street. These same three properties provided only partial year increases for Fiscal 2019 revenues.

The proposed Fiscal 2020 Budget's total revenues also include \$1,164,102.00 in budgeted revenue from other sources, including: \$40,000.00 from individual State agencies; \$364,140.00 from DPW contracts with Downtown Partnership; an estimated \$118,700.00 in contributions from non-governmental tax exempt property owners; \$50,000.00 from late payment fees; \$332,462.00 from Center Plaza, \$12,800.00 from Parks Activation; \$38,000.00 from interest income; \$5,000.00 in miscellaneous income, \$11,000.00 from supplemental services and \$192,000.00 from service contracts including Lane, One South Street, Fallsway, University of Maryland Medical Center and UMB Biopark.

Per the June 2018 audit report, DMA held \$1,033,664.00 in the Management Restricted Operating Reserve fund. The reserve balance stated in the audit report represented a total value of 10.6% of the DMA's annual budget. The Department of Finance encourages DMA to work toward building a reserve fund at a minimum of at least 25% of its annual budget which equals to approximately three months of the annual operating budget. The projected reserve for FY2020 after special projects will be 16.17% that equates to approximately 2 months reserve.

**THE DEPARTMENT OF FINANCE RECOMMENDED APPROVAL OF THE PROPOSED BUDGET PLAN AND SURCHARGE TAX RATE.**

MINUTES

Downtown Management Authority for Baltimore City  
Fiscal Year 2020  
Proposed Budget

Revenues	Budget	Proj. Results	Budget	FY'20 Budget to Proj Rats		Notes
	Fiscal Yr. 2019	Fiscal Yr. 2019	Fiscal Yr. 2020	Dollar	Percent	
Property Surcharges	\$ 7,487,239	\$ 7,956,307	\$ 8,518,946	\$ 562,639	7%	(1)
DPW Grant	364,140	364,140	364,140	-		
Tax-Exempt properties	119,200	118,700	119,700	-		
State Agency contributions	40,000	40,000	40,000	-		
Interest	11,000	38,000	38,000	-		
Center Plaza Contract Services	323,198	323,198	332,462	9,264		
Late Payment Fees	40,000	71,774	50,000	(21,774)		
Parks Activation	12,667	7,717	12,800	5,083		
Miscellaneous Income	-	5,000	5,000	-		
Contract Services	381,662	240,245	182,000	(48,245)		(2)
Supplemental Services-General	11,000	11,000	11,000	-		
<b>TOTAL REVENUE</b>	<b>\$ 8,800,100</b>	<b>\$ 9,176,081</b>	<b>\$ 9,683,048</b>	<b>\$ 506,967</b>	<b>6%</b>	

Summary of Expenses, % of FY '20 budget:

Hospitality & Safety	28.00%	\$ 2,955,228	\$ 2,558,410	\$ 2,710,611	\$ (172,401)	
Public Space Maintenance	26.07%	2,306,673	2,391,111	2,523,547	(132,636)	
Capital Improvements	3.12%	283,340	282,146	301,765	(18,617)	
Communications & Marketing	7.35%	544,846	546,310	711,601	(165,291)	
Parks & Programming	14.25%	1,273,884	1,172,042	1,350,011	(207,968)	
Administration	13.47%	1,100,376	1,540,896	1,304,166	(163,770)	
Special Projects	7.75%	610,345	1,090,345	750,747	300,598	
<b>TOTAL EXPENSES</b>	<b>100.00%</b>	<b>\$ 8,699,106</b>	<b>\$ 9,130,763</b>	<b>\$ 9,683,048</b>	<b>\$ (652,285)</b>	<b>-6%</b>
<b>NET</b>		<b>\$ 0</b>	<b>\$ 45,318</b>	<b>\$ 0</b>	<b>(45,318)</b>	

NOTES:

- (1) Property Surcharge - FY 20 budget reflects an increase as a result of three properties that had renovations or new construction for a full year. They were 225 N. Calvert Street apartments, 414 Light Street and 1 Light Street. These same three properties provided partial year increases for FY19.
- (2) Contract Services - FY20 budget and FY 19 projected results reflect change in contract services for UMMC, UM BioPark, and termination of services for Fallway and Wilcox Lane.

MINUTES

Downtown Management Authority for Baltimore City  
Fiscal Year 2020  
Proposed Budget

Expenses	Budget			FY'20 Budget to Proj Rails Variance		Notes
	Fiscal Yr. 2019	Proj Results Fiscal Yr. 2019	Budget Fiscal Yr. 2020	Dollar	Percent	
<b>Hospitality &amp; Safety</b>						
Salary, Taxes, Benefits	\$ 1,458,128	\$ 1,427,770	\$ 1,670,342	\$ (242,572)		(3)
Workman's Comp Insurance	67,228	66,268	48,774	19,495		(4)
Retirement Fund Contribution	17,834	20,071	18,834	1,237		
Training	14,850	11,326	16,850	(5,524)		
Equipment/Furniture & Fixtures	3,500	1,478	3,500	(2,024)		
Peace Ambassador - Program	5,500	120	-	120		(5)
Peace Ambassador - Personnel	81,291	22,166	-	22,166		(5)
Private Security	462,514	495,067	457,140	37,927		(6)
Police OT	237,402	181,481	181,481	-		(7)
Public Safety Coalition - Program	7,450	7,000	7,000	-		
Printing/Postage	100	14	50	(36)		
Program Supplies	1,100	1,100	1,100	-		
Telephone	2,852	2,802	2,802	-		
Uniforms	13,500	8,258	15,000	(6,744)		
Vehicle Expenses	6,941	4,086	6,941	(2,855)		
Recruitment	4,000	1,502	3,000	(1,498)		
Travel	2,000	4,432	3,000	1,432		
Overhead	286,341	283,462	277,288	6,154		(8)
<b>Total Hospitality &amp; Safety</b>	<b>\$ 2,668,228</b>	<b>\$ 2,638,410</b>	<b>\$ 2,718,811</b>	<b>\$ (172,401)</b>	<b>-7%</b>	

Notes:

- (3) Salary, Taxes and Benefits - FY20 Budget includes a full year of starting salaries for Downtown Baltimore Guides at \$10.00 an hour, a potential annual salary increase, and a 5% annual increase in benefits. Chief of Staff for Safety and Maintenance programs and Quartermaster/Operations Manager hired in FY 19 split with Clean team. Budgeted for 25 DBG's and 2.5 Supervisors/Managers for a total of 27.5 employees.
- (4) Workman's Compensation Insurance - Policy renewed April 2019 with reduced experience factor resulting in overall savings.
- (5) Peace Ambassador Program - Ended in FY 19
- (6) Private Security - Wolf Security and Pcharge providing security presence in afternoon and evening hours.
- (7) Police OT - Two Baltimore City off duty Police officers provide evening coverage.
- (8) Overhead - Across all departments, split by full time equivalent. FY 20 includes new cost for Document Software, Compensation study, Billing updates, time and attendance module within ADP payroll system and wireless phone/tablets for Operation teams with GPS.

MINUTES

Downtown Management Authority for Baltimore City  
Fiscal Year 2020  
Proposed Budget

Expenses	FY20 Budget to Proj Rslts			Variance		Notes
	Budget	Proj Results	Budget	Dollar	Percent	
	Fiscal Yr. 2019	Fiscal Yr. 2019	Fiscal Yr. 2020			
<b>Public Space Maintenance</b>						
Salary, Taxes, Benefits	\$ 1,748,415	\$ 1,836,707	\$ 1,830,387	\$ (63,680)		(8)
Workman's Comp Insurance	84,948	84,146	83,990	20,156		(10)
Retirement Fund Contribution	18,888	19,056	21,820	(2,865)		
Homeless Outreach	5,000	5,000	5,000	-		
Training	13,470	9,470	13,470	(4,000)		
Equipment/Furniture & Fixtures	3,000	800	3,000	(2,500)		
Program Supplies	80,000	30,000	60,000	(30,000)		(11)
Telephone	2,846	2,615	2,648	(31)		
Uniforms	13,400	7,083	13,400	(6,347)		
Mechanical Sweepers	7,500	17,185	17,100	85		
Vehicle Expenses	72,000	106,573	64,000	41,573		(11)
Recruitment	4,130	1,300	2,065	(1,065)		
Overhead	275,527	272,866	325,989	(54,183)		(8)
<b>Total Public Space Maintenance</b>	<b>\$ 2,308,975</b>	<b>\$ 2,391,111</b>	<b>\$ 2,623,947</b>	<b>\$ (132,836)</b>	<b>-6%</b>	

Notes:

- (8) Salary, Taxes and Benefits - FY20 Budget includes a full year of starting salaries for Clean Street Ambassadors at \$15.00 an hour, a potential annual salary increase, and a 6% annual increase in benefits. Chief of Staff for Safety and Maintenance programs and Quartermaster/Operations Manager hired in FY 19 split with Safety. Budgeted for 25 CSAs and 2.5 Supervisors/Managers for a total of 27.5 employees. FY 19 Projection includes additional expense for CSA positions above 25 budgeted positions.
- (10) Workman's Compensation Insurance - Policy renewed April 2019 with reduced experience factor resulting in overall savings.
- (11) Vehicle Expense - FY 19 included costly repairs to PacMac compactor and Melroe Sweeper machine, covered by cost savings in other categories.
- (8) Overhead - Across all departments, split by full time equivalent. FY 20 includes new cost for Document Software, Compensation study, Building repairs, time and attendance module with AOP payroll system and wireless phones/tablets for Operation teams with GPS.

MINUTES

Downtown Management Authority for Baltimore City  
Fiscal Year 2020  
Proposed Budget

Expenses	Budget			FY'20 Budget to Proj Ralts Variance		Notes
	Fiscal Yr. 2019	Proj Results Fiscal Yr. 2019	Budget Fiscal Yr. 2020	Dollar	Percent	
<b>Cap/Mal Improvements</b>						
Salary, Taxes, Benefits	\$ 254,481	\$ 252,791	\$ 284,647	(11,856)		
Workman's Comp Insurance	794	1,193	2,302	(1,109)		
Retirement Fund Contribution	8,561	9,240	8,983	277		
Capital Repairs	-	-	5,000	(5,000)		(12)
Telephone	1,200	1,200	1,440	(240)		
Vehicle Expense	100	100	100	-		
Training	1,000	1,000	1,000	-		
Overhead	16,812	16,624	18,313	(1,689)		
<b>Total Capital Improvements</b>	<b>\$ 283,348</b>	<b>\$ 282,148</b>	<b>\$ 301,765</b>	<b>\$ (19,617)</b>	<b>-7%</b>	

Notes:  
(12) Capital Repairs - Miscellaneous repairs previously covered by Special Projects.

MINUTES

Downtown Management Authority for Baltimore City  
Fiscal Year 2020  
Proposed Budget

Expenses	Budget			FY'20 Budget to Proj Rslts Variance		Notes
	Fiscal Yr. 2019	Proj Results Fiscal Yr. 2019	Budget Fiscal Yr. 2020	Dollar	Percent	
<b>Communications &amp; Marketing</b>						
<b>Communications</b>						
Salary, Taxes, Benefits	\$ 174,384	\$ 173,691	\$ 181,335	\$ (7,344)		
Workman's Comp Insurance	536	540	555	(25)		
Retirement Fund Contribution	5,855	5,847	5,894	(47)		
Awards/Promotions/Sponsorships	4,000	4,000	4,000	-		
Communications Supplies	1,000	1,000	1,000	-		
Overhead	12,710	12,568	13,231	(663)		
<b>Subtotal Communications</b>	<b>198,525</b>	<b>187,946</b>	<b>206,025</b>	<b>(8,079)</b>		
<b>Marketing</b>						
Salary, Taxes, Benefits	\$ 152,263	\$ 153,515	\$ 156,762	\$ (5,267)		
Workman's Comp Insurance	457	515	458	57		
Retirement Fund Contribution	1,848	2,735	2,458	237		
Consumer, Bus. Retention & Attraction Marketing	128,500	128,900	128,900	-		
DMA Marketing	40,642	40,142	150,000	(149,858)		(13)
Website - Maintenance, and Hosting	1,000	1,229	1,500	(271)		
Program Supplies	1,000	954	1,000	(36)		
Photography	7,000	7,295	7,000	296		
Travel	500	500	1,000	(500)		
Overhead	12,710	12,568	14,456	(1,890)		
	346,321	348,364	505,676	(157,212)		
<b>Total Communications</b>	<b>\$ 544,846</b>	<b>\$ 546,310</b>	<b>\$ 711,601</b>	<b>\$ (166,291)</b>	<b>-30%</b>	

Notes:  
(13) DMA Marketing - Increase promotions of Downtown and DMA initiatives.

MINUTES

Downtown Management Authority for Baltimore City  
Fiscal Year 2020  
Proposed Budget

Expenses	FY20 Budget to Proj Rats			Variance		Notes
	Budget Fiscal Yr. 2019	Proj Results Fiscal Yr. 2019	Budget Fiscal Yr. 2020	Dollar	Percent	
<b>Parks &amp; Programming</b>						
Salary, Taxes, Benefits	\$ 818,028	\$ 704,304	\$ 878,054	\$ (173,280)		(14)
Workman's Comp Insurance	18,436	17,625	10,723	6,895		
Retirement Fund Contribution	6,625	8,235	10,415	(2,180)		
Program Supplies	21,500	20,793	20,000	703		
Telephone	3,420	3,420	4,080	(660)		
Equipment	5,000	4,914	5,000	(86)		
Park Activities & Amenities	35,000	39,495	35,000	(1,505)		
Park Utilities	1,200	1,200	1,200	-		
Holiday Lighting	39,025	42,491	55,000	(12,509)		(15)
Landscaping	37,000	37,028	37,000	28		
Training	2,500	1,030	2,000	(970)		
Vehicle	11,011	15,322	14,300	1,022		
Uniforms	2,600	2,405	2,750	(344)		
Rodent Control	6,000	7,975	6,500	(625)		
Travel	3,000	2,006	1,500	1,498		
Center Plaza Activities & Amenities	138,138	146,584	147,795	(2,238)		
Overhead	124,588	123,243	146,685	(23,442)		(8)
<b>Total Parks &amp; Programming</b>	<b>\$ 1,273,964</b>	<b>\$ 1,172,642</b>	<b>\$ 1,360,011</b>	<b>\$ (207,969)</b>	<b>-16%</b>	

NOTES:

- (14) Salary, Taxes and Benefits - FY20 Budget includes a full year of starting salaries for Park Stewards at \$19.00 an hour, a potential annual salary increase, and a 5% annual increase in benefits. FY 20 budget includes 12 Park Stewards including Lead and Manager positions. FY 19 resulted in savings by using some seasonal employees.
- (15) Holiday Lighting - FY 20 includes additional cost of new lighting.
- (8) Overhead - Across all departments, split by full time equivalent. FY 20 includes new cost for Document Software, Compensation study, Building repairs, time and attendance module within ADP payroll system and wireless phone/tablets for Operation teams with GPS.

MINUTES

Downtown Management Authority for Baltimore City  
Fiscal Year 2020  
Proposed Budget

Expenses	FY'20 Budget to Proj Rslts			Variance		Notes
	Budget Fiscal Yr. 2019	Proj Results Fiscal Yr. 2019	Budget Fiscal Yr. 2020	Dollar	Percent	
<b>Administration</b>						
Salary, Taxes, Benefits	\$ 920,182	\$ 912,690	\$ 1,058,303	\$ (145,613)		(16)
Workman's Comp Insurance	3,167	2,789	1,874	614		
Retirement Fund Contribution	26,621	23,433	22,756	677		
Training & Development	345	345	343	2		
Equipment/Furniture & Fixtures	4,107	4,107	3,206	901		
Human Resources	5,033	4,928	5,039	(111)		
Insurance	5,814	5,814	8,207	(2,393)		
Maintenance/Repair	4,630	4,630	4,738	(109)		
Office Expenses	7,187	5,554	6,381	(877)		
Professional Fees	5,723	6,139	6,585	(426)		
Printing/Postage	590	585	679	89		
Rent/Utilities/Loan - Interest	36,239	34,393	26,385	(1,412)		
Telephone/Fax	4,157	4,995	8,423	(4,428)		
Travel	992	1,882	1,717	165		
Miscellaneous	940	949	944	5		
Increase reserve for fund balance	-	50,000	50,000	-		(17)
Gain/Loss on Sale of Fixed Assets	-	(7,050)	-	(7,050)		
Loan Management Fee - principal	84,203	83,814	87,688	(6,091)		
<b>Total Administration</b>	<b>\$ 1,109,376</b>	<b>\$ 1,140,396</b>	<b>\$ 1,364,166</b>	<b>\$ (183,770)</b>	<b>-14%</b>	
<b>Special Projects</b>	<b>\$ 610,345</b>	<b>\$ 1,060,345</b>	<b>\$ 750,747</b>	<b>\$ 309,598</b>		(18)
<b>Total Expenses</b>	<b>\$ 8,800,100</b>	<b>\$ 9,130,783</b>	<b>\$ 9,683,048</b>	<b>\$ (682,285)</b>		
<b>Revenues</b>	<b>\$ 8,800,100</b>	<b>\$ 9,176,881</b>	<b>\$ 9,683,048</b>	<b>\$ 506,987</b>		
<b>Change in Net Assets</b>	<b>\$ 0</b>	<b>\$ 45,218</b>	<b>\$ 0</b>	<b>\$ (45,318)</b>		
<b>Non-cash / Depreciation</b>	<b>\$ 166,000</b>	<b>\$ 94,679</b>	<b>\$ 133,366</b>	<b>\$ 38,687</b>		
<b>Capital Budget funded from existing fund balance:</b>						
Preston Gardens Storage Container			\$ 25,000			
Contact Relationship Management Software			100,000			
Computer Hardware - 10 E. Lombard			3,000			
Create new godowntownbaltimore.com and baltimoresite.rantaweeek.com websites			100,000			
<b>Total</b>			<b>\$ 228,000</b>			

NOTES:

- (16) Salary, Taxes and Benefits - FY20 Budget includes a potential annual salary increase, and a 3% annual increase in benefits.
- (17) Increase reserve for fund balance - To increase reserve to 2 months of reserve for operating expenses less special projects.
- (18) Special Projects - Increase for public space improvement plans.

**MINUTES**

BBMR - cont'd

UPON MOTION duly made and seconded, the Board approved the FY 2020 budget and property tax and public utility surcharge rate for the Downtown Management Authority.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Law Department</u>			
1. Andre Davis	International Municipal Lawyers Association Minneapolis, MN June 13 - 15, 2019 (Reg. Fee \$150.00)	General Fund	\$ 968.45

The hotel cost of \$129.00 per night, plus taxes of \$18.74 per night and registration fee of \$150.00 were prepaid on a City-issued procurement card assigned to Tonya L. Allen. Therefore, Mr. Davis will be disbursed \$522.96.

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

Mayor's Office (Minority and Women-Owned Business Development)

2. Reginald L. Mack	Minority Business Development Agency National Stake- holder Summit Detroit, MI June 17 - 19, 2019 (Reg. Fee \$0.00)	General Funds	\$ 681.26
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**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office (Minority and Women-Owned Business Development)</u>			

The subsistence rate for this location is \$187.00 per night. The cost of the hotel is \$131.00 per night, plus hotel taxes of \$19.65 per night.

The airfare in the amount of \$207.96 and the hotel costs were prepaid on a City-issued credit card assigned to Mr. Hosea Chew. Therefore, Mr. Mack will be disbursed \$172.00.

Department of Planning

3. Sarah Buzogany	Milan Food Matters Study Tour Milan, Italy June 16 - 21, 2019 (Reg. Fee \$0.00)	General Funds	\$ 60.00
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The City of Milan will pay the cost of airfare, hotel accommodations and meals during the Tour. Ground transportation will not be covered.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request, if the trip will require travel outside the continental United States regardless of the source of funds, cost of trip, or length of absence. The Board of Estimates must also take action on a Travel Requests if the City representative's absence involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of Civil Rights and Wage Enforcement</u>			
4. Danielle Crawley Lauren Jackson	Equal Employment Opportunity Commission - Fair Employment Practice Agency National Annual Training San Diego, CA June 17 - 23, 2019 (Reg. Fee \$0.00)	General Funds	\$1,800.29

Ms. Jackson will share the hotel room with Ms. Crawley. Therefore, she is not requesting subsistence for hotel accommodations.

The hotel cost of \$522.00, hotel tax of \$66.39, airfare in the amount of \$471.60 for Ms. Crawley and \$524.30 for Ms. Jackson were prepaid on a City-issued procurement card assigned to Darnell Ingram. Therefore, Ms. Crawler will be disbursed \$108.00. Ms. Jackson will be disbursed \$108.00.

Ms. Crawley and Ms. Jackson will be staying after the conference from June 21 - 23 at their own expense.

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

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Recreation &amp; Parks</u>			
5. Ajeenah Green	Society of Human Resources Management (SHRM) Conference 2019 Las Vegas, NV June 21-26, 2019 (Reg. Fee \$1,490.00)	General Funds	\$ 1,179.74

The subsistence rate for this area is \$163.00 per day. The hotel rate is \$129.00 per night, plus a tax of 13.38%, and a \$35.00 per night resort fee. The Department is requesting additional subsistence in the amount of \$18.00 for the cost of meals and incidental expenses.

The conference registration for Ms. Green was paid by the Garrett Fund. The flight costs in the amount of \$455.96 was paid using a City credit card assigned to Mr. Kenn King. Therefore, Ms. Green will be disbursed \$723.78.

6. Deepti Modha	Society of Human Resources Management (SHRM) Conference 2019 Las Vegas, NV June 23-30, 2019 (Reg. Fee \$1,490.00) ea.	General Funds	\$1,191.74
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The subsistence rate for this area is \$163.00 per day. The hotel rate is \$129.00 per night, plus a tax of 13.38%, and a \$35.00 per night resort fee. The Department is requesting additional subsistence in the amount of \$18.00 for the cost of meals and incidental expenses.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Recreation &amp; Parks - cont'd</u>			

The conference registration for Ms. Modha was paid by the Garrett Fund. The flight costs in the amount of \$467.96 was paid using a City credit card assigned to Mr. Kenn King. Therefore, Ms. Modha will be disbursed \$723.78.

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

UPON MOTION duly made and seconded, the Board approved the foregoing Travel Requests. The City Solicitor **ABSTAINED** on item no. 1.

MINUTES

President: "As there is no more business before the Board, we will recess until bid opening at twelve noon. Thank you."

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**MINUTES**

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

**BIDS, PROPOSALS, AND CONTRACT AWARDS**

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

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

Department of Transportation - TR 14302, Greenmount Avenue Streetscape from 29<sup>th</sup> Street to 43<sup>rd</sup> Street

J. Villa Construction, Inc.  
P. Flanigan & Sons Inc.  
Civil Construction, LLC

## MINUTES

Department of Public Works - WC 1402, Urgent Need Water  
Infrastructure Rehabilitation  
and Improvements - Phase-I FY 20

Spiniello Companies  
Robert E. Harrington for RE Harrington  
Plumbing & Heating, Co., Inc.  
Anchor Construction Corporation  
Metra Industries  
J. Fletcher Creamer & Son, Inc.

Department of General Services - GS 17811, Northeastern District  
Police Station Improvements and  
Roof Replacement

Ruff Roofing and Sheet Metal, Inc.

Bureau of Procurement - B50005629, Dental Health Main-  
tenance Organization (DHMO) and  
Dental Preferred Provider  
Organization Model (DPPO) Plans

MetLife  
Aetna Dental Tx  
CareFirst BlueCross BlueShield  
United Concordia Dental

Bureau of Procurement - B50005653, Life and Accidental  
Death & Dismemberment Insurance  
for Employees and Retirees

MetLife  
Standard Insurance Company  
Securian Financial

MINUTES

Bureau of Procurement

- B50005778, Portable Dance Floor  
for Baltimore Convention Center

Women's Home Preservation LLC  
MityLite, Inc.

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There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, June 19, 2019.



JOAN M. PRATT  
Secretary