

MINUTES**REGULAR MEETING**

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

President: "Good morning. The December 6, 2016 meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiencies of these hearings, persons who are disruptive to the hearing will be asked to leave the hearing room immediately. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the con -- conclusion of the hearing. Failure to comply may result in a charge of trespassing. I will direct the Board members attention to the memorandum from my office dated December 4, 2017, 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

Interim City Solicitor: "Mr. uhh -- President I so MOVE."

Comptroller: "Second."

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

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MINUTES

Parking Authority of Baltimore - Amendments to Parking
Baltimore City (PABC) Facility Operations and
Management Agreements

The Board is requested to approve and authorize execution of the various Amendments to Parking Facility Operations and Management Agreements.

The amendments require additional funding to pay for anticipated operating expenses and to compensate the Operators during the extended term upon the original compensation structure.

<u>Operator</u>	<u>Facility</u>
1. CHESAPEAKE PARKING ASSOCIATES, a general partnership between Central Parking System of Maryland, Inc. and Banks Contracting Company, Inc.	Water Street Garage
<u>Fifth</u>	<u>Original and</u>
<u>Amendment</u>	<u>Amendments</u>
	<u>Account Number</u>
\$473,480.00	\$2,548,173.00
	2075-000000-2321-407300-603016
	Maintenance and Repair
42,000.00	269,500.00
	2075-000000-2321-407300-603026
	Mgmt. and Incentive
<u>267,347.00</u>	<u>1,773,088.00</u>
	2075-000000-2321-407300-603038
	Security
\$ 782,827.00	\$4,590,761.00

MINUTES

PABC - cont'd

The original agreement was for the period July 11, 2011 through November 30, 2012. The first amendment extended the period through November 30, 2014. The second amendment extended the period through December 30, 2015. The third amendment extended the period through December 30, 2016. The fourth amendment extended the period through November 30, 2017. This Fifth Amendment will extend the period through November 30, 2018 and will make the total amount \$5,373,588.00.

MBE/WBE PARTICIPATION:

MWBOO SET GOALS OF 17% MBE AND 9% WBE.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Watkins Security	17%	\$116,692.00	50.3%
WBE: Sue-Ann's Office Supply, Inc.		\$ 1,583.00	0.68%
Tote-It, Inc.		2,170.00	0.94%
Fitch Dustdown, Inc.		2,074.00	0.89%
Sign-A-Rama	9%	1,658.00	0.72%
		<u>\$ 7,485.00</u>	<u>3.2%</u>

MWBOO FOUND VENDOR IN COMPLIANCE.

- | <u>Operator</u> | <u>Facility</u> |
|---|-------------------------|
| 2. CHESAPEAKE PARKING ASSOCIATES,
a general partnership between
Central Parking System of Maryland,
Inc. and Banks Contracting Company,
Inc. | Lexington Street Garage |

MINUTES

PABC - cont'd

<u>Sixth Amendment</u>	<u>Original and Amendments</u>	<u>Account Number</u>
\$236,266.00	\$1,217,917.00	2075-000000-2321-408300-603016 Maintenance and Repair
36,000.00	231,000.00	2075-000000-2321-408300-603026 Mgmt. and Incentive
4,244.00		2075-000000-2321-408300-603038 Security
<u>\$276,510.00</u>	<u>\$1,448,917.00</u>	

The original agreement was for the period July 11, 2011 through November 30, 2012. The first amendment extended the period through November 30, 2013. The second amendment extended the period through December 31, 2014. The third amendment extended the period through November 30, 2015. The fourth amendment extended the period through November 30, 2016. The Fifth Amendment extended the period through November 30, 2017. This Sixth Amendment will extend the period through November 30, 2018, and will make the total amount \$1,725,427.00.

MBE/WBE PARTICIPATION:

MWBOO SET GOALS OF 17% MBE AND 9% WBE.

	<u>Commitment</u>	<u>Performed</u>
MBE: Grady Environmental	\$ 9,999.00	18.1%
Sign-A-Rama	753.00	1.4%
	17%	<u>\$10,752.00</u> <u>19.5%</u>
WBE: Tote-It-Inc.	\$ 1,675.00	3.0%
Sue-Ann's Office		
Supply, Inc.	2,298.00	4.2%
Fitch Dustdown, Inc.	1,252.00	2.3%
	9%	<u>\$ 5,225.00</u> <u>9.5%</u>

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

PABC - cont'd

<u>Operator</u>		<u>Facility</u>
3. IMPARK/DANAS PARKING LLC		Baltimore Street Garage
<u>Fifth Amendment</u>	<u>Original and Amendments</u>	<u>Account Number</u>
\$433,017.00	\$2,326,530.00	2075-000000-2321-407700-603026 Maintenance and Repair
39,336.00	252,406.00	2075-000000-2321-407700-603016 Mgmt. and Incentive
<u>108,212.00</u>	<u>702,600.00</u>	2075-000000-2321-407700-603038 Security
\$580,565.00	\$3,281,536.00	

The original agreement was for the period July 1, 2011 through November 30, 2012. The first amendment extended the period through November 30, 2014. The second amendment extended the period through November 30, 2015. The third amendment extends the period through November 30, 2016. The fourth amendment extended the period through November 30, 2017. This Fifth Amendment will extend the period through November 30, 2018, and will make the total amount \$3,862,101.00.

MBE/WBE PARTICIPATION:

MWBOO SET GOALS OF 17% MBE AND 9% WBE.

	<u>Commitment</u>	<u>Performed</u>
MBE: Xecutive Security		\$22,071.00 26.1%
Coleman Security Services		29,463.00 34.9%
	17%	<u>\$51,534.00</u> <u>61.1%</u>

MINUTES

PABC - cont'd

	<u>Commitment</u>	<u>Performed</u>	
WBE: AJ Stationers, Inc.	\$ 4,469.00	5.3%	
CMS, LLC	4,648.00	5.5%	
RLB Contract Services, LLC	1,474.00	1.7%	
	9%	<u>\$10,591.00</u>	<u>12.5%</u>

MWBOO FOUND VENDOR IN COMPLIANCE.

The PABC through the Bureau of Purchases solicited proposals for the management of all the City's parking facilities. The method of solicitation was recently amended and the new process resulted in a successful procurement. The PABC requires the amendments to extend the term at the facilities to allow for solicitation using the amended process that provides preference to small local businesses.

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 various Amendments to Parking Facility Operations and Management Agreements.

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:

A & A Construction and Utilities, Inc.	\$ 1,500,000.00
AES Electrical dba Freestate Electrical Construction Co.	\$122,880,000.00
BLD Services, LLC	\$ 8,000,000.00
Chevy Chase Contractors, Inc.	\$ 8,000,000.00
Concrete General, Inc.	\$ 89,280,000.00
McLean Contracting Company	\$153,680,000.00
Northeast Remsco Construction, Inc.	\$144,400,000.00
R.E. Harrington Plumbing & Heating Company, Inc.	\$ 49,620,000.00
Technopref Industries, Inc.	\$ 70,000,000.00
Tito Contractors, Inc.	\$ 15,780,000.00

2. Prequalification of Architects and Engineers

In accordance with the Resolution Relating to Architectural and Engineering Services, as amended by the Board on June 29, 1994, the Office of Boards and Commissions recommends the approval of the prequalification for the following firms:

AS Architects, Inc.	Architect
ATI, Inc.	Architect
Brian Dietz, Inc.	Land Survey
EMA, Inc.	Engineer
KPN Architects, LLC	Architect
Penza Bailey Architects	Architect

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

Reviera Enterprises, Inc. T/A REI/Drayco	Engineer
Techno Consult, Inc.	Engineer
The Robert B. Balter Company	Engineer
Tibiri Energy Group, LLC	Engineer

There being no objections, the Board, UPON MOTION duly made and seconded, approved the prequalification of contractors and architects and engineers for the foregoing firms.

MINUTES

PERSONNEL MATTERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

5095 - 5115

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

MINUTES**PERSONNEL**Office of Civil Rights & Wage Commission1. Upgrade the following classification:

From: Civilian Review Board Investigator
Job Code: 10132
Grade: 906 (\$50,694.00 - \$80,988.00)
Position Nos.: 51618, 46295, 51620

To: Civilian Review Board Investigator
Job Code: 10132
Grade: 923 (\$59,466.00 - \$95,370.00)

Cost: \$322,358.00 - 1001-000000-1562-171500-601001

2. Reclassify the following filled civil service position:

From: Office Manager
Job Code: 34600
Grade: 906 (\$50,694.00 - \$80,988.00)
Position No.: 10099

To: Operations Specialist II
Job Code: 31108
Grade: 907 (\$55,284.00 - \$88,536.00)

Cost: \$102,134.00 - 1001-000000-1561-171500-601001

3. Reclassify the following filled position:

From: Operations Officer III
Functional: Deputy Director
Job Code: 00087
Grade: 929 (\$67,218.00 - \$107,406.00)
Position No.: 51691

MINUTES**PERSONNEL**Office of Civil Rights & Wage Commission - cont'd

To: Operations Officer IV
 Job Code: 00088
 Grade: 931 (\$72,420.00 - \$115,770.00)

Cost: \$139,563.00 - 1001-000000-1562-171500-601001

4. Reclassify the following filled position:

From: Public Information Officer I
 Job Code: 33411
 Grade: 085 (\$37,415.00 - \$45,083.00)
 Position No.: 51619

To: Public Information Officer II
 Job Code: 33412
 Grade: 089 (\$43,887.00 - \$53,284.00)

Cost: \$81,219.00 - 1001-000000-1562-171500-601001

These positions (item nos. 1-4) are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Circuit Court5. Create the following position:

Classification: Program Coordinator
 Job Code: 10240
 Grade: 923 (\$59,466.00 - \$95,370.00)
 Position No.: To Be Determined by BBMR

Cost: 103,472.00 - 5001-540318-1100-109400-601001

MINUTES**PERSONNEL**Office of Civil Rights - cont'd

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Baltimore Convention Center6. Reclassify the following filled position:

From: Public Information Officer
 Job Code: 07333
 Grade: 088 (\$42,996.00 - \$52,092.00)
 Position No.: 42438

To: Public Relations Officer
 Job Code: 07333
 Grade: 923 (\$59,466.00 - \$95,370.00)

Cost: \$6,957.69 - 1001-000000-5311-391400-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Environmental Control Board

	<u>Rate of Pay</u>	<u>Amount</u>
7. DEBYN W. PURDIE	\$90.00	\$76,950.00
8. LAYLA SAID	\$90.00	\$76,950.00

Account: 1001-000000-1170-138600-601009

Mses. Purdie and Said will work as a Contract Services Specialist II (Hearing Officer). Their duties will include, but are not limited to conducting hearings to make preliminary determinations

MINUTES**PERSONNEL**Environmental Control Board - cont'd

as to whether citations issued by City Enforcement Officers comply with the Code, the Environmental Control Board rules, and relevant court decisions. The hearings will be conducted under oath, requiring testimony, and the presentation of evidence by City Enforcement Officers and other witnesses, as requested. The Hearing Officers will enter findings into the database during the course of the hearings or immediately thereafter. If a finding cannot be immediately made, the Hearing Officer will provide a written finding within 30 days of the completion of the hearing. They will also complete and provide a Disposition Sheet to the respondent and issuing agency when requested. In addition, the Hearing Officers will ensure that the recording equipment is operating prior to each hearing, review written requests from the public, and provide a written response. The period of the agreement is December 6, 2017 through December 5, 2018.

Baltimore City Fire Department9. Reclassify the following filled position:

From: Battalion Fire Chief
Job Code: 41236
Grade: 343 (\$72,234.00 - \$90,249.00)
Position No.: 12624

To: Battalion Fire Chief Suppression
Job Code: 41214
Grade: 344 (\$79,528.00 - \$99,360.00)

Costs: \$13,605.00 - 1001-000000-2121-226400-601061

10. a. Create the following new classification:

Classification: Fire Codes Plans Manager
Job Code: 41302
Grade: 923 (\$59,466.00 - \$95,370.00)

MINUTES

PERSONNEL

Baltimore City Fire Department - cont'd

b. Create the following position:

Classification: Fire Codes Plans Manager
Job Code: 41302
Grade: 923 (\$59,466.00 - \$95,370.00)
Position No.: To Be Determined by BBMR

Cost: \$29,349.00 - 1001-000000-2132-228200-601061

11. a. Create the following new classification:

Classification: Fire Respiratory Technician
Job Code: 41266
Grade: 325 (\$44,269.00 - \$67,984.00)

b. Reclassify the following vacant position:

From: Fire Respiratory Technician ALS
Job Code: 41267
Grade: 368 (\$45,895.00 - \$69,653.00)
Position No.: 47239

To: Fire Respiratory Technician
Job Code: 41266
Grade: 325 (\$44,269.00 - \$67,984.00)

Cost: \$2,492.00 - 1001-000000-2112-226000-601061

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

	<u>Rate of Pay</u>	<u>Amount</u>
12. KEITH SWINDLE	\$30.06	\$50,000.00

Account: 1001-000000-3191-308700-601009

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

	<u>Rate of Pay</u>	<u>Amount</u>
<p>Mr. Swindle will work as a Contract Services Specialist II (Quality Assurance Analyst/Improvement Specialist). His duties will include, but are not limited to reviewing electronic Patient Care Reports for quality and completion, providing appropriate feedback to improve provider's reports, report protocol violations, poor patient care, and areas of concern to QA Officer. Mr. Swindle will also assist the QA Captain with patient care data interpretation and analysis for overall system improvement, assist in the implementation of the EMS quality assurance plan and keep abreast of current Maryland Medical Protocols and Basic and Advanced Life Support. The period of the agreement is effective upon Board approval for one year.</p>		
13. NEAL P. GARITH	\$30.29	\$63,003.20

Account: 4000-481216-2023-212609-601009

Mr. Garith will work as a Contract Services Specialist II (Management Support Technician/Regional Program Management Specialist). His duties will include, but are not limited to writing and revising emergency management policies and procedures, assisting with Urban Area Security Initiative regional planning efforts on Recovery and Evacuation, and coordinate emergency preparedness projects in collaboration with other agencies. He will also develop and implement public outreach and communication strategies, write action reports and improvement plan for major incident and special events. The period of the agreement is effective upon Board approval for one year.

MINUTES

PERSONNEL

Health Department

14. Reclassify the following two filled positions:

From: Office Support Specialist III
Job Code: 33213
Grade: 078 (\$30,265.00 - \$34,902.00)
Position Nos.: 14248, 14845

To: Permits and Records Technician I
Job Code: 33294
Grade: 080 (\$31,765.00 - \$37,367.00)

Cost: \$2,714.88 - 1001-000000-3021-268400-601001

This position is to be considered a Position of Trust, in accordance with the Administrative Manual Section 237-1.

	<u>Hourly Rate</u>	<u>Amount</u>
15. PATRICIA HARPER	\$10.00	\$ 8,600.00

Account: 4000-432918-3255-761200-601009

Ms. Harper will work as a Contract Services Specialist II, (Program Assistant/Program Specialist). She will monitor all aspects of the Eating Together in Baltimore nutrition program. She will assist with registrations, attendance monitoring, and customer service while working closely with other staff and the program administrator to ensure quality control and service delivery. The period of the agreement is effective upon Board approval through September 30, 2018.

Department of Housing and Community Development

16. Reclassify the following vacant position:

From: Engineer Associate II
Job Code: 72212

MINUTES**PERSONNEL**DHCD - cont'd

Grade: 089 (\$43,887.00 - \$53,284.00)
 Position No.: 2602-26974

To: Engineer I
 Job Code: 72111
 Grade: 927 (\$63,240.00 - \$101,184.00)

Cost: \$26,888.66 - 1001-000000-2602-261000-601001

This position is to be considered a Position of Trust, in accordance with the Administrative Manual Section 237-1.

Law Department17. Reclassify the following filled position:

From: Accounting Assistant II
 Job Code: 34132
 Grade: 078 (\$30,265.00 - \$34,902.00)
 Position No.: 1751-15551

To: Accountant I
 Job Code: 34141
 Grade: 088 (\$42,153.00 - \$51,070.00)

Cost: \$14,462.00 - 1001-000000-1751-175200-601001

This position is to be considered a Position of Trust, in accordance with the Administrative Manual Section 237-1.

Liquor Board18. Create the following position:

Classification: Liquor Board Inspector III
 Job Code: 42944
 Grade: 088 (\$42,153.00 - \$51,070.00)
 Position No.: To be determined by BBMR

MINUTES**PERSONNEL**Liquor Board - cont'd

Cost: \$66,617.62 - 1001-000000-2501-259500-601001

This position is to be considered a Position of Trust, in accordance with the Administrative Manual Section 237-1.

Mayor's Office of Employment Development19. Create the following position:

Classification: Manager Level

Job Code: 01226

Grade: 927 (\$63,240.00 - \$101,184.00)

Position No.: To be determined by BBMR

Cost: \$48,750.00 - 1001-000000-6311-469115-601001

This position is to be considered a Position of Trust, in accordance with the Administrative Manual Section 237-1.

20. Create the following position:

Classification: Human Services

Job Code: 01223

Grade: 918 (\$33,928.00 - \$59,116.00)

Position No.: To be determined by BBMR

Cost: \$46,522.00 - 1001-000000-6311-469115-601001

This position is to be considered a Position of Trust, in accordance with the Administrative Manual Section 237-1.

21. Create the following position:

Classification: Human Services

Job Code: 01223

Grade: 918 (\$33,928.00 - \$59,116.00)

Position No.: To be determined by BBMR

MINUTES**PERSONNEL**MOED - cont'd

Cost: \$34,892.00 - 1001-000000-6311-469115-601001

This position is to be considered a Position of Trust, in accordance with the Administrative Manual Section 237-1.

22. Create the following position:

Classification: Facilities/Office Services II

Job Code: 01222

Grade: 916 (\$32,027.00 - \$57,863.00)

Position No.: To be determined by BBMR

Cost: \$27,375.00 - 1001-000000-6311-469115-601001

This position is to be considered a Position of Trust, in accordance with the Administrative Manual Section 237-1.

Mayor's Office on Criminal Justice

	<u>Hourly Rate</u>	<u>Amount</u>
23. CHRISTINA TERRANOVA	\$50.00	\$ 2,500.00

Account: 4000-401418-2254-785400-600000

Ms. Terranova will work as a Contract Services Specialist II (Fiscal Supervisor/Grant Reporting Specialist). She will be responsible for completing all necessary documentation and reporting for the final grant report for the United States Department of Justice, Office of Violence Against Women, Justice for Families Program. The period of the agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**Mayor's Office on Criminal Justice - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
24. CHRISTINA TERRANOVA	\$30.00	\$16,500.00
25. ANN TINDALL	\$30.00	\$ 4,200.00
26. WANDA CARTER	\$30.00	\$ 4,200.00
27. ERIN CUNNINGHAM	\$31.00	\$11,625.00

Account: 4000-401418-2254-785400-600000

The above-listed contractual employees (item no. 24 - 27) will work as a Contract Services Specialist II (Social Services Supervisor/Visitation Center Supervisor). Each Visitation Supervisor will oversee the operation of the Visitation Center, prepare documents, spaces and staff for shifts, check in with clients over the telephone in preparation for visitation/exchanges during shifts to ensure safe service provision, supervise part-time staff during shifts and outside hours, perform client intakes, create client service agreements, create and maintain files and records of clients' contacts and any safety concerns that come up during a visitation or exchange, create staff and client schedules, track and implement budgeting plans and facilitate quarter meeting, etc.

The contract provides a 20% increase in the hourly rate for Ms. Terranova, Ms. Tindall, Ms. Carter, and a 19% increase for Ms. Cunningham. The rate increase for contractual employees of the Visitation Center is justified for the following reasons: The positions are grant funded and the grant afforded the flexibility to increase the salary. The contractual employees have not received a raise since they were hired in 2012-2013. The current rate of pay is below industry standards. Since 2012, contractual employees have earned between \$15.00-\$26.00/per hour based on job function, with a promise to increase wages in order to align with industry standards commensurate to their education and experience. This new award (2017-FJ-AX-0017) will allow for each contractual employees to receive a \$5.00 per hour raise. The period of the agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**Mayor's Office on Criminal Justice - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
28. DARNELL PENN	\$20.00	\$ 5,400.00
29. WANDA ASHLEY	\$20.00	\$ 4,500.00
30. WANDA CARTER	\$20.00	\$ 5,100.00
31. ANN TINDALL	\$20.00	\$ 5,100.00
32. ANN MYERS	\$20.00	\$ 4,000.00

Account: 4000-401418-2254-785400-600000

The above-listed contractual employees (item no. 28 - 32) will work as a Contract Services Specialist II (Social Services Coordinator/Visitation Center Monitor). Each Visitation Monitor will observe visitation sessions between visiting parents and children for several families simultaneously, intervene as necessary during visits or exchanges to address any concerns that arise with parents and/or children, keep accurate and complete records of any safety concerns or potential problems that may come up during a visitation session. The Visitation Monitor will meet parents and/or children before and after visits to check in with them and refer them to needed services or programs, maintain clear and consistent communication with the on-site supervisor, on-site police, other monitors, and volunteers by telephone, email or in person. These employees will be responsible for coordinating the safety of visits by being available to accompany individuals where needed in and around the building. They will maintain client files, personnel timesheets, and invoices, discuss case progress and concerns with supervisors as well as attend occasional meeting about case status, and other center operational issues. They will comply with all Visitation Center policies and procedures, including confidentiality, safety, mandated reporting procedures, and administrative and operational duties, as needed.

MINUTES**PERSONNEL**Mayor's Office on Criminal Justice - cont'd

The contract provides a 33% increase in the hourly rate. The rate increase for contractual employees of the Visitation Center is justified for the following reasons: The positions are grant funded and the grant afforded the flexibility to increase the salary. The contractual employees have not received a raise since they were hired in 2012-2013. The current rate of pay is below industry standards. Since 2012, contractual employees have earned between \$15.00-\$26.00/per hour based on job function, with a promise to increase wages in order to align with industry standards commensurate to their education and experience. This new award (2017-FJ-AX-0017) will allow for each contractual employees to receive a \$5.00 per hour raise. The period of the agreement is effective upon Board approval for one year.

Police Department33. Reclassify the following two filled position:

From: Media Producer Director I
Job Code: 83342
Grade: 090 (\$45,755.00 - \$55,610.00)
Position No.: 50579

To: Media Producer Director II
Job Code: 83343
Grade: 923 (\$59,466.00 - \$95,370.00)

Cost: \$16,062.00 - 1001-000000-2041-196500-601001

This position is to be considered a Position of Trust, in accordance with the Administrative Manual Section 237-1.

MINUTES

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Police Department - cont'd

34.a. Abolish two vacant positions:

Classification: Motor Pool Supervisor
Job Code: 54445
Grade: 084 (\$36,275.00 - \$43,295.00)
Position No.: 19567

Classification: Motor Pool Worker II
Job Code: 54442
Grade: 427 (\$30,781.00 - \$33,231.00)
Position No.: 19599

b. Create the following position:

Classification: Operations Officer I
Functional Title: Facilities Manager
Job Code: 00085
Grade: 923 (\$59,466.00 - \$95,370.00)
Position No.: To be determined by BBMR

There is no cost associated this this action.

This position is to be considered a Position of Trust, in accordance with the Administrative Manual Section 237-1.

	<u>Hourly Rate</u>	<u>Amount</u>
35. HARRY G. HARCUM	\$14.42	\$30,000.00

Account: 1001-000000-2010-197600-601009

Mr. Harcum, retiree, will continue to work as a Storekeeper II/Contract Services Specialist I (Evidence Control Unit). He will be responsible for the entry and accurate retention of all property retained by the Department and several surrounding agencies, receiving property/evidence submissions from police officers and lab personnel, ensuring accuracy and completeness of paperwork, ensuring accuracy and completeness of all

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

<u>Hourly Rate</u>	<u>Amount</u>
<p>information entered into the evidence tracking system, releasing property to personnel for further examination and evidence for court, updating tracking system for chain of custody and document locations, releasing property to the public and documenting same in the tracking system and lifting and handling evidence submitted to Evidence Control Unit. The period of the Agreement is March 28, 2018 through March 27, 2019.</p>	

On January 3, 1996, the Board approved a waiver of Administrative Manual Policy 212-1, which allowed the Police Department to hire retired police officers on a contractual basis. The contractual employee performs a variety of tasks, previously performed by full-time duty police officers, which are supportive in nature. This will allow the Department to assign active police officers to crime fighting duties.

This retiree will received no benefits other than Workmen's Compensation and F.I.C.A.

Department of Public Works - Amendment to Employment Contract

36. BRENT CLEMMENS	\$35.89	\$ 7,735.00
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Account: 1001-000000-2010-197600-601009

On August 23, 2017, the Board approved the original agreement, in the not to exceed amount of \$58,051.11, for one year. However on October 6, 2017, the Department requested a correction to the original agreement in order to increase the hourly rate from \$31.67 per hour not to exceed \$58,051.11 to \$35.89 per hour not to exceed \$65,786.73. This increase will reflect a 13.35% increase retroactive beginning August 23, 2017 through August 22, 2018.

MINUTES

PERSONNEL

Department of Public Works - cont'd

Mr. Clemmens will continue to work as a Contract Services Specialist II (Utility Policy Analyst). Mr. Clemmens provides integrated full-time legal involvement in the day-to-day operations and regulatory compliance issues of the Department, assist in exercising sound regulatory practices and responses avoiding penalties and other adverse consequences. All other terms and conditions of the agreement will remain unchanged.

Department of Recreation and Parks

37. Reclassify the following vacant position:

From: Fiscal Technician
Job Code: 34421
Grade: 088 (\$42,153.00 - \$51,070.00)
Position No.: 47365

To: Accountant II
Job Code: 34142
Grade: 923 (\$59,466.00 - \$95,370.00)

Cost: \$23,866.00 - 1001-000000-4711-618200-605003

This position is to be considered a Position of Trust, in accordance with the Administrative Manual Section 237-1.

	<u>Hourly Rate</u>	<u>Amount</u>
38. IJEOMA S. NWATU	\$32.64	\$50,918.40

Account: 1001-000000-4711-362100-601009

Ijeoma S. Nwatu will continue to work as a Contract Services

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

	<u>Hourly Rate</u>	<u>Amount</u>
Specialist II (Information Technology Specialist/Digital Media Specialist). She will compose content for multiple platforms, including blogs, promotional material, websites, articles, Twitter and Facebook; stays abreast of social media enhancements, develops and updates social media guides; facilitates and monitors social media conversations; gathers information and analyzes the success of social media platforms capturing photographs and videos, and maintains a full understanding of agency policies and initiatives. This is a 2% increase in the hourly rate from the previous contract period. The period of the agreement is December 21, 2017 through December 20, 2018.		
39. LAWRENCE A. WYNTER	\$26.23	\$49,994.38

Account: 1001-000000-4783-363600-603026

Mr. Wynter will work as a Contract Services Specialist II (Urban Forester). This position performs on-site inspection of trees, documenting City tree maintenance contractors' performance, and billing; represents Forestry Division in ensuring International Society of Arboriculture's best management practices for pruning, planting, root zone protection, cabling and lighting protections, and representing the Arborist at various meetings. In addition, he provides occasional assistance for Baltimore's Proactive Pruning Project and inspection and work direction to crews during times of emergency call-back and/or standby basis. The period of the agreement is effective upon Board approval for one year.

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

	<u>Hourly Rate</u>	<u>Amount</u>
40. ANGELITA P. SCALES	\$18.26	\$34,803.56

Account: 1001-000000-4783-583800-601009

Ms. Scales will continue to work as a Contract Services Specialist II (Office Support Specialist III). She will input, track, and monitor invoices of contracted and in-house tree maintenance work, provide extensive customer services, and perform general but critical office management duties. This is a 2% increase in the hourly rate from the previous contract period. The period of the agreement is December 21, 2017 through December 20, 2018.

Office of the State's Attorney for Baltimore City

41. ALEXANDER K. RODRIQUEZ	\$28.60	\$54,520.00
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Account: 1001-000000-1150-118000-601009

Mr. Rodriquez will work as a Contract Services Specialist II (Paralegal/Paralegal). He will assist in investigating and prosecuting cases involving police misconduct and public fraud, work with the Police Department's Office of Legal Affairs on discovery issues involving officer credibility, and conduct legal research to locate case law documents, statutes, and related citations and legislation. Mr. Rodriquez will also review defendant's current and prior charge history, pending cases, criminal history, convictions, incidents, and participate in attorney interviews of victims and witnesses. In addition, he will track and organize materials and generate files containing materials generated by the Courts, the Police Department and the State's Attorney's Office for attorneys. The period of the agreement is December 7, 2017 through December 6, 2018.

MINUTES**PERSONNEL**

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

42. Reclassify the following vacant position:

Position No.: 46246

From: Public Relations Officer
 Job Code: 01961
 Grade: 923 (\$59,466.00 - \$95,370.00)

To: Executive Assistant
 Job Code: 10083
 Grade: 904 (\$46,920.00 - \$75,072.00)

Cost: \$0.00 - 1001-000000-1150-117900-601001

Department of Transportation

	<u>Hourly Rate</u>	<u>Amount</u>
43. JEANNE ROBINSON	\$45.85	\$ 55,020.00

Account: 1001-000000-2391-251900-601009

Ms. Robinson, retiree, will continue to work as a Contract Services Specialist I (Operations Research Analyst/Special Transportation Engineer Analyst). She will provide traffic incident data analysis for the Automated Traffic Violation Enforcement System [ATVES] Program and perform data analysis and management of data related to vehicular, pedestrian, and bicyclist accidents in preparation for intersection and corridor improvements and safety studies. Ms. Robinson will also prepare and present transportation-related data in usable formats for utilization by management for decision making and develop data driver improvements. In addition, she will use these developed lines of analysis to advise decision

MINUTES**PERSONNEL**Dept. of Transportation - cont'd

makers regarding opportunities to improve the quality and effectiveness of municipal services and perform other related duties as requested by the Chief of the ATVES. This is the same hourly rate as in the previous contract period. The period of the agreement is effective upon Board approval for one year.

This salary is in compliance with AM 212-1, Part I.

44. Reclassify the following vacant position:

Position No.: 2301-20588

From: Administrative Analyst I
Job Code: 31311
Grade: 087 (\$40,495.00 - \$48,950.00)

To: Program Compliance Officer II
Job Code: 31502
Grade: 927 (\$63,240.00 - \$101,184.00)

Cost: \$31,648.50 - 1001-000000-2301-249300-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

45. Reclassify the following vacant position:

Position No.: 5011-21396

From: Laborer
Job Code: 52931
Grade: 482 (\$29,453.00 - \$30,430.00)

MINUTES

PERSONNEL

Dept. of Transportation - cont'd

To: Program Compliance Assistant
Job Code: 31500
Grade: 080 (\$31,765.00 - \$37,761.00)

Cost: \$2,533.50 - 1001-000000-2301-249300-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

MINUTES

Department of Real Estate - Agreement of Sale

ACTION REQUESTED OF B/E:

The Board is requested to approve an Agreement of Sale with Mr. Ryan J. Diener, Purchaser, for the sale of 1420, 1422, 1424, and 1426 N. Parrish Street (Block 0034, Lots 118, 119, 120, and 121, respectively).

AMOUNT OF MONEY AND SOURCE:

\$1,000.00 - 1420 N. Parrish Street
1,000.00 - 1422 N. Parrish Street
1,000.00 - 1424 N. Parrish Street
1,000.00 - 1426 N. Parrish Street
\$4,000.00 - Purchase Price

BACKGROUND/EXPLANATION:

The authority to sell these properties is included in Baltimore City Code Article 28 § 8-3 which provides the City Comptroller authority to sell properties acquired by tax sale at either private or public sale. Pursuant to Baltimore City Code Article 28 § 8-3, the properties were duly published in the City Council Journal on August 14, 2017.

The properties are known as 1420, 1422, 1424 and 1426 N. Parrish Street (Block 0034, Lots 118, 119, 120, and 121 respectively). Each parcel contains approximately 660 sq. ft. The properties are adjacent to the Purchaser's residence and the Purchaser will continue to maintain the properties as open space.

UPON MOTION duly made and seconded, the Board approved the Agreement of Sale with Mr. Ryan J. Diener, Purchaser, for the sale of 1420, 1422, 1424, and 1426 N. Parrish Street (Block 0034, Lots 118, 119, 120, and 121, respectively).

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

The Board is requested to approve and authorize execution of the Lease Agreement with Habakkuk Outreach Ministry, Inc., Tenant, for the rental of a portion of the property known as 1510 W. Lafayette Avenue, being on the 2nd Level - Courtyard side, consisting of approximately 2,862 square feet. The period of the lease agreement is October 16, 2017 through October 15, 2019, with an option to renew to be negotiated 90 days prior to the expiration of the Lease Agreement.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$10,800.00	\$900.00

BACKGROUND/EXPLANATION:

The Leased Premises will be used as a Day Care Center. Utilities are negotiated based on current market rates. The City will be responsible for maintaining equipment such as plumbing, air conditioning, and heating, pest control, trash, snow, ice, debris, and paying utilities.

The Tenant will pay for janitorial services to the Leased Premises, telephone and computer services, and secure all Day Care licensing and liability insurance. In addition, Tenant is responsible for utilities usage in the leased premises, and manned security for hours outside the leased premises normal operation hours of 7:30 a.m. to 6:30 p.m.

The Lease Agreement is late due to the administration process.

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

MINUTESSpace Utilization Committee - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with Habakkuk Outreach Ministry, Inc., Tenant, for the rental of a portion of the property known as 1510 W. Lafayette Avenue, being on the 2nd Level - Courtyard side, consisting of approximately 2,862 square feet.

MINUTES

Space Utilization Committee - 4th Amendment to Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a 4th Amendment to Lease Agreement with Edmondson Village, LLC, Landlord, for the rental of a part of the property known as 4400 Edmondson Avenue, consisting of approximately 2,537 square feet and known as Suite 4538. The 4th Amendment will extend the period of the lease through October 31, 2019.

AMOUNT OF MONEY AND SOURCE:

<u>Annual rent</u>	<u>Monthly Installments</u>
\$38,055.00	\$3,171.25

Account: 4000-423218-3080-294100-603013

BACKGROUND/EXPLANATION:

The Leased Premises will be used for offices by the Baltimore City Health Department's Women, Infants and Children's Program.

On April 22, 2009, the Board approved the Original Lease Agreement for three years, commencing November 30, 2008 to October 31, 2011, with the option to renew for an additional two year period. On October 26, 2011, the Board approved the renewal option.

On December 21, 2011, the Board approved an Amendment to Lease Agreement to reflect a reduction in rental from January 1, 2012 through October 31, 2013. On October 30, 2013, the Board approved a 2nd Amendment to Lease Agreement to extend the lease for an additional two year period, from November 1, 2013 through October 31, 2015. On October 21, 2015, the Board approved the 3rd Amendment to Lease Agreement to extend the lease for an additional two-year period from November 1, 2015 through October 31, 2017.

MINUTESSpace Utilization Committee - cont'd

This 4th Amendment to Lease Agreement will extend the lease for an additional two-year period from November 1, 2017 through October 31, 2019. All other rentals, conditions, and provisions of Lease Agreement dated April 22, 2009, amended December 21, 2011, October 30, 2013 and October 21, 2015 will remain in full force and effect.

The Space Utilization Committee approved the 4th Amendment to Lease Agreement at its meeting on October 31, 2017.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the 4th Amendment to Lease Agreement with Edmondson Village, LLC, Landlord, for the rental of a part of the property known as 4400 Edmondson Avenue, consisting of approximately 2,537 square feet and known as Suite 4538.

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

The Board is requested to approve and authorize execution of a Lease Agreement with Rosser, LLC, Landlord, for the rental of a portion of the building at 201 E. Baltimore Street known as 1 Calvert Plaza, consisting of approximately 8,113 square feet, being on the 11th floor. The period of the Lease Agreement is October 1, 2017 through September 30, 2022, with the option to renew for an additional five year term at a negotiated rental rate.

AMOUNT OF MONEY AND SOURCE:

<u>Year</u>	<u>Annual rent</u>	<u>Monthly Installment</u>
1-5	\$158,203.50	\$13,183.63 Monthly

Account: 2039-000000-1330-158400-603013

BACKGROUND/EXPLANATION:

The Leased Premises will be used for offices of the Municipal Telephone Exchange.

The Landlord will maintain all systems (heating, air conditioning, ventilating, elevators, electrical and plumbing) in good order and to make repairs thereto, provide heating and air conditioning services with the changing of air filters for the systems, responsible for utilities, which will include water, electrical and plumbing supply lines. The Landlord will supply electricity for office use and will replace light bulbs and tubes when required, provide janitorial and trash services, maintain automatic sprinkler system, provide security at the front door of the building, and be responsible for snow removal. The Landlord will make improvements to the Leased Premises (paint, carpet main hallway, clean wallpaper, create conference room and cubicles, and upgrades to improve the effective use of the premises). All improvements will be at Landlord's expense.

MINUTESSpace Utilization Committee - cont'd

The Tenant will be responsible for the payment of computer and telephone services and cable services, if applicable, be responsible for the installation and monitoring costs associated with the security system to the Premises, if applicable.

The Space Utilization Committee approved this Lease Agreement on October 31, 2017.

This Lease Agreement is late because negotiations required more time than anticipated in obtaining the required signatures from Landlord.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with Rosser, LLC, Landlord, for the rental of a portion of the building at 201 E. Baltimore Street known as 1 Calvert Plaza, consisting of approximately 8,113 square feet, being on the 11th floor.

MINUTES

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

5124 - 5125

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES**TRANSFERS OF FUNDS**

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>			
1.	\$ 15,000.00 FED	9950-914051-9509 Construction Reserve - Fed Routes Recon- struction SW	9950-907760-9514 Franklin-MLK- Edmondson

This transfer will cover the costs of prints and preliminary expenses and other related costs necessary to advertise project TR 16303 Franklin-MLK-Edmondson.

2.	\$ 22,767.75 FED	9950-904087-9509 Construction Reserve - Harford Road Bridge over Herring Run	9950-904097-9508 Harford Road Bridge over Herring Run
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This transfer will cover the deficit and fund the costs for printing and advertising for project TR 03319, Harford Road Bridge over Herring Run.

Department of General Services

3.	\$ 75,000.00 3 rd Public Building Loan	9916-904845-9194 Capital Construc- tion & Maintenance (Reserve)	9916-903386-9197 Peale Museum Renovations - (Active)
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This transfer will provide funds to the Department of General Services for the roof replacement and exterior restoration at the Peale Museum and all associated in-house costs.

MINUTES**TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development</u>		
4. \$ 50,000.00	9910-995001-9587	9910-903283-9588
31 st Community	Unallocated Reserve	Emergency Housing
Development	(Reserve)	
Bonds		

This transfer will provide funding for emergency housing costs associated with citizens displaced by fire, flooding, or other hardships.

MINUTES

Department of Law - Settlement Agreement and Release

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Settlement Agreement and Release for the settlement of a lawsuit against the City and one of its employees filed by Alexa N. Arthur, arising out of a motor vehicle accident that occurred at O'Donnell and Baylis Streets on May 6, 2017.

AMOUNT OF MONEY AND SOURCE:

\$35,000.00 - 2036-000000-1752-175200-603070

BACKGROUND/EXPLANATION:

Plaintiff, Alexa N. Arthur, alleges that on May 6, 2016, she was operating her 2008 Nissan Altima westbound on O'Donnell Street approaching its intersection with Baylis Street in Baltimore when a City pickup truck failed to yield the right of way and collided with her car. Plaintiff's vehicle airbag inflated. The City's pickup truck overturned. Both vehicles were totaled. Plaintiff was transported to the hospital in a City medic unit, as were three City employees.

Plaintiff suffered serious bodily injuries, including injuries to her head, neck, upper back, lower back, left shoulder, both knees, hips, and right thumb. She suffered headaches, confusion, and anxiety. She was required to have CT scans, an MRI, and physical therapy. She had lost wages. Her medical bills totaled approximately \$11,000.00 and her lost wages approximately \$1,500.00.

Based on a review by the Settlement Committee of the Law Department of the legal and factual issues specific to this case, it is recommended that the Board of Estimates approve the settlement in the amount of \$35,000.00.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Department of Law - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement and Release for the settlement of a lawsuit against the City and one of its employees filed by Alexa N. Arthur, arising out of a motor vehicle accident that occurred at O'Donnell and Baylis Streets on May 6, 2017.

MINUTES

Department of Law - Order

ACTION REQUESTED OF B/E:

The Board is requested to approve the Order for the payment of a portion of the judgment (based on a jury verdict) in the total amount of \$147,100.00 (which does not include the jury's additional award of \$40,000.00 in punitive damages). The Plaintiffs are Mr. Leo Joseph Green and Mr. James Green. Defendants are Police Officers Nicholas Chapman, Daraine Harris, Brian Loiero, Marcus Smothers, and Nathan Ulmer. The claims were for battery, false arrest, false imprisonment, malicious prosecution and state constitutional violations.

AMOUNT OF MONEY AND SOURCE:

\$147,100.00 - 1001-000000-2041-716700-603070

BACKGROUND/EXPLANATION:

On June 13, 2013, in the 6000 block of Moravia Road, Mr. Leo Green was driving a white Acura with an inoperable brake light. Mr. James Green, his brother, was a passenger in the vehicle. A traffic stop was initiated by Officers Loiero, Harris and Smothers, who were patrolling the area in an unmarked vehicle. Those officers were later joined by Officers Ulmer and Chapman. These five officers comprised the Operations Unit of the Northeast District. The initial conversation with Mr. Leo Green (i.e., request for license and registration) was unremarkable. Mr. James Green became agitated, however, and demanded that the officers justify their stop of the vehicle. Verbal jousting ensued between Mr. James Green and Officer Smothers.

Suspecting something was amiss, Officer Loiero asked Mr. Leo Green for his consent to a vehicle search. Mr. Leo Green declined to give consent. Officer Loiero summoned a K9 unit to the scene to perform a vehicle sniff. Upon arrival of the K9 unit, the Greens were instructed to get out of the vehicle. Initially, they refused

MINUTES

Department of Law - cont'd

to do so but then complied. As Officer Smothers performed a pat down of Mr. James Green, he swatted the officer's arm. Officer Smothers then elected to place Mr. James Green under arrest. Eventually, in an effort to control Mr. James Green as he resisted, Sgt. Harris tased Mr. James Green, who then complied with the arrest procedure. Mr. Leo Green, who had been relatively compliant up to that point attempted to physically intercede in his brother's arrest. He was physically restrained and then arrested as well. Both men were transported to the Northeast District for further processing. Mr. James Green was charged with second degree assault, and Mr. Leo Green was charged with obstructing and hindering. Both spent a night in jail and were released on their own recognizance the following day. Subsequently, they appeared in District Court on the charges and performed community service as a part of the disposition of the charges.

In their ensuing lawsuit against the officers, the Greens claimed, among other things, that the officers were verbally abusive and employed excessive force. Mr. Leo Green claimed that he never physically intervened in his brother's arrest. At trial, they introduced the testimony of, among others, their elderly father and aunt, who testified that they overheard (via cellphone) the officers cursing and threatening the plaintiffs.

A jury in the Circuit Court for Baltimore City found in favor of the Greens and against the officers on August 29, 2017, returning a verdict for \$147,100.00 in economic and noneconomic damages, as well as \$40,000.00 in punitive damages. The jury found that each of the five officers involved acted with "actual malice." In the opinion of experienced counsel for the officers, the jury having found the facts favorably for the Greens, no appeal of the judgment has been noted.

MINUTES

Department of Law - cont'd

The City of Baltimore is not liable for punitive damages. Md. Code Ann. Courts & Judicial Proceedings Section 5-303(c). The Law Department is not requesting payment of, and is not seeking approval to pay, the punitive damages portion of the judgment.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the Order for the payment of a portion of the judgment (based on a jury verdict) in the total amount of \$147,100.00 (which does not include the jury's additional award of \$40,000.00 in punitive damages).

MINUTES

EXTRA WORK ORDERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

listed on the following page:

5132 - 5135

All of the EWOs had been reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

MINUTES**EXTRA WORK ORDERS**

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

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

- | | | | |
|----|---|---------------------|---------|
| 1. | EWO #001, \$26,078.88 - W.C. 1342, AMI/R Urgent Need Metering Infrastructure Repair & Replacement, Various Locations
Various Locations | | |
| | \$5,853,375.00 - | Spiniello Companies | - 72.60 |

The DPW/OE&C is currently requesting an increase of \$26,078.88 to the upset limit on WC 1342, in order to cover additional restoration work that was required. Unforeseen urgent need AMI/R emergency work was required to be performed during the life of the project which depleted the original funds on the contract. This work was required in response to 311 complaints as a result of leaking or broken service lines from previously installed meters. These additional locations required restoration. The balance of the contract which remained was insufficient to cover the total restoration amount that resulted from the emergency work. As a result, additional funding is needed to cover the cost of the completed work.

The scope of the construction project includes: WC 1342, an Urgent Needs contract to perform various work at the existing small (up to 2-inches water service) water meter locations in support of the AMI/R System Contractor during implementation of AMI/R Project No. WC 1223 on an as-needed basis. The Certificate of Completion form will not be completed until a scheduled time after final payment and final completion has been given by the Agency. The scope of work consists of: 1) Remove dirt/trash/debris from existing meter

MINUTES**EXTRA WORK ORDERS**

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

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

vaults, 2) Replace/install small meter vaults and meter settings, 3) Renew/replacement of existing water supply services, 4) Remove and replace top slab for small sectional vaults; finish and install/replace small sectional vault, 5) Install 1-1/2" outlet valve at existing meter setting, 6) Prepare as required and repave, utility cuts performed by others, with bituminous concrete or Portland cement concrete, 7) Milling and resurfacing of roadways, 8) installation of pavement markings, 9) Replacement or restoration of various size and types of concrete and masonry sidewalks, 10) Replacement of concrete curb, and combination curb and gutter, 11) Restoration of granite curbs, 12) Furnishing and installation of unit pavers, and 13) Seeding, mulching and sodding of the disturbed areas.

MBE/WBE PARTICIPATION:

The vendor will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code. The goals of this project are 15% MBE and 5% WBE.

2. EWO# 005, \$50,072.00 - W.C. 1183, Replacement of Loch Raven
Dam Environmental Operation Facility
\$9,900,000.00 \$39,800.63 American Contract- - 20
ing & Environmental
Services, Inc.

MINUTES**EXTRA WORK ORDERS**DPW/OE&C - cont'd

The DPW/OE&C needs the contractor to repair the 10-foot main that was punctured during the construction of the storm drain system on Loch Raven Drive. The contractor is required to install a new storm drain system at the site in accordance with the contract documents. During excavating and demolition of the old storm drain inlet structure where the new system was to be installed, the contractor encountered a block of reinforced concrete below the inlet. The contractor assumed that the concrete was the base of the existing inlet and continued demolition until they hit and damaged the 10-foot diameter steel pipe. It was later determined that the inlet structure and the concrete encasing the water main was one structure. The exact location and the elevation of the water main were unknown, and Miss Utility markings referred the area of construction as Clear/No Conflicts. Efforts to drain the main were unsuccessful, as the water is leaking from the Sluice Gates on the Dam and the drain pipe is not big enough to drain the incoming flow. The Loch Raven Dam does not have a provision of Stop Logs to stop the water. So, additional funds are required to repair the live main and also to maintain trench box and steel plates on the street. The Certificate of Completion form will not be completed until a scheduled time after final payment and final completion has been given by the Agency.

The scope of the construction project includes: The Office of Engineering Construction is constructing an administrative building and storage buildings to replace the existing Loch Raven Watershed Environmental operation facility. The work to be done under this contract consists of the following: demolition of existing buildings, utilities and other site structures; construction of a one-story office building with housing quarters, multiple equipment maintenance and storage

MINUTES**EXTRA WORK ORDERS**

DPW/OE&C - cont'd

buildings, material storage building, fuel storage and dispensing, restroom facilities. Site utilities and storm-water facilities to include: well pumping and treatment facilities, water service and storm drain piping, stormwater management, and on-site sewage disposal systems, site grading, retaining wall construction, landscape and forest conservation planting.

MBE/WBE PARTICIPATION:

The vendor will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code. The goals of this project are 27.4% MBE and 5.1% WBE.

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. Lighthouse Ground Rents, LLC	604 Pitcher Street	G/R \$84.00	\$ 560.00
Funds are available in account 9910-908044-9588-900000-704040, General Acquisitions			
2. Eutaw Place, LLC	610 Pitcher Street	G/R \$65.00	\$ 433.00
Funds are available in account 9910-908044-9588-900000-704040, General Acquisitions			
3. Amy Sue Nochumowitz, Trustee to Jayne Hope Nochumowitz	1215 W. Saratoga Street	G/R \$120.00	\$ 1,100.00
Funds are available in account 9910-914135-9588-900000-704040, Poppleton Project.			
4. Yeworkwuha Dejene	1814 W. Saratoga Street	L/H	\$28,000.00
Funds are available in account 9910-906126-9588-900000-704040, FY17 CORE Demo Project.			
5. Gary W. Bishop	1816 W. Saratoga Street	L/H	\$26,800.00
Funds are available in account 9910-906126-9588-900000-704040, FY17 CORE Demo Project.			

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Options</u>			
6. Turf, LLC	317 N. Monroe Street	G/R \$65.00	\$ 596.00
Funds are available in account 9910-906126-9588-900000-704040, FY17 CORE Demo Project.			
7. Ira Merin	2117 Booth Street	Sub-G/R \$69.00	\$ 275.00
Funds are available in account 9910-906126-9588-900000-704040, FY17 CORE Demo Project.			
8. MWK, Trust, dated September 28, 1993	3113 W. Garrison Ave.	G/R \$75.00	\$ 688.00
Funds are available in account 9910-906126-9588-900000-704040, FY17 CORE Demo Project.			
9. Marjorie C. Braverman	1411 N. Chester Street	G/R \$66.00	\$ 605.00
Funds are available in account 9910-906126-9588-900000-704040, FY17 CORE Demo Project.			
10. PFGR, LLC	1733 N. Montford Avenue	G/R	\$ 880.00
Funds are available in account 9910-906126-9588-900000-704040, FY17 CORE Demo Project.			

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>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.			
<u>DHCD - Rescission and Approval</u>			
11. Paul W. Nochu- mowitz and Amy S. Nochumowitz	2037 E. Biddle Street	Sub-G/R \$90.00	\$ 440.00

On September 13, 2017, the Board approved the acquisition of the \$90.00 sub-ground rent interest, by condemnation, in the property located at 2037 E. Biddle Street for \$320.00. Since the original Board approval, the owners, Paul W. Nochumowitz and Amy S. Nochumowitz have negotiated a sale price and would like to proceed with voluntary settlement.

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

Funds are available in account 9910-908636-9588-900000-704040, Hoen Parking Project.

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

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnation</u>			
12.Ella D. Jones	223 N. Carrollton Avenue	F/S	\$12,000.00

Funds are available in City Bond Funds, account 9910-914135-9588-900000-704040, Poppleton Project.

Department of Law - Payment of Settlement

13.Steven and Gayle Vanderhorst (Prior Owner)	2708 Fenwick Avenue	L/H	\$ 2,426.00
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On May 10, 2017, the Board approved the acquisition of the Leasehold interest by condemnation, in the property located at 2708 Fenwick Avenue for \$14,440.00, based upon the higher of two independent appraisal reports. The property owner and the mortgage lender filed an Answer refusing the City's offer. The property owner made a counter-offer of \$17,866.00. The parties agreed to settle the case for \$16,866.00, an additional \$2,436.00. Therefore, the Board is requested to approve an additional \$2,426.00.

Funds will be drawn from account 9910-904326-9588-900000-704040, in the Fenwick - Coldstream Homestead Montebello Project Area.

UPON MOTION duly made and seconded, the Board approved the foregoing Options, Rescission and Approval, Condemnation, and Payment of Settlement.

MINUTES

Department of Transportation - Amendment No. 1 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment No. 1 to the Agreement with Rummel, Klepper & Kahl, LLP, under Project No. 1271, On-Call Construction Project Management Services. The Amendment No. 1 to Agreement will increase the upset limit to \$3,000,000.00 and extend the period of the Agreement through March 31, 2019.

AMOUNT OF MONEY AND SOURCE:

\$1,000,000.00 - upset fee

BACKGROUND/EXPLANATION:

On April 1, 2015, the Board approved the original agreement for three years in the amount of \$2,000,000.00 with Rummel, Klepper & Kahl, LLP, which provided for engineering design services in connection with projects included in the Capital Improvement Plan and other transportation infrastructure related projects.

This amendment will extend the period of the agreement for one year and will increase the upset limit by \$1,000,000.00 to fully complete extra work and efficiently staff these projects to meet Federal Highway Administration, State Highway Administration and Baltimore City standards and guidelines. This increase will make the upset limit \$3,000,000.00.

MBE/WBE PARTICIPATION:

Rummel, Klepper & Kahl, LLP will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement.

MBE: 29%

WBE: 10%

MINUTES

Department of Transportation - cont'd

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 1 to the Agreement with Rummel, Klepper & Kahl, LLP, under Project No. 1271, On-Call Construction Project Management Services.

MINUTES

Department of Transportation - Amendment No. 1 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment No. 1 to the Agreement with Whitman, Requardt & Associates, LLP, under Project No. 1271, On-Call Construction Project Management Services. The Amendment No. 1 to Agreement will increase the upset limit to \$3,000,000.00 and extend the period of the Agreement through March 31, 2019.

AMOUNT OF MONEY AND SOURCE:

\$1,000,000.00 - upset fee

BACKGROUND/EXPLANATION:

On April 1, 2015, the Board approved the original agreement for three years in the amount of \$2,000,000.00 with Whitman, Requardt & Associates, LLP, which provided for engineering design services in connection with projects included in the Capital Improvement Plan and other transportation infrastructure related projects.

This amendment will extend the period of the agreement for one year and will increase the upset limit by \$1,000,000.00 to complete extra work and efficiently staff these projects to meet Federal Highway Administration, State Highway Administration and Baltimore City standards and guidelines. This increase will make the upset limit \$3,000,000.00.

MBE/WBE PARTICIPATION:

Whitman, Requardt & Associates, LLP will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement.

MBE: 29%

WBE: 10%

MINUTES

Department of Transportation - cont'd

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 1 to the Agreement with Whitman, Requardt & Associates, LLP, under Project No. 1271, On-Call Construction Project Management Services.

MINUTES

Department of Transportation - Minor Privilege Permit Applications

The Board is requested to approve the following applications for Minor Privilege Permits. 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.	801 S. Broadway	Fener, LLC	Outdoor seating 20' x 4'
	\$ 337.50 - Annual Charge		
2.	1517 Eutaw Place	Eutaw Place Partners, LLC	Three canopies, one 21' x 5', 10' x 3'6", and 10' x 2'6"
	\$244.40 - Annual Charge		
3.	1301 W. Baltimore Street, LLC	1301 W. Baltimore Street	Three awnings, one @ 26' x 3', and two Awnings @ 8' x 3'
	\$632.70 - Flat Charge		
4.	2437 Eastern Avenue	Barbara J. Maloni	A-Frame sign 3' x 2'
	\$ 52.80 - Flat Charge		

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

MINUTES

Department of Transportation - Conduit Lease Agreement

ACTION REQUESTED OF THE B/E:

The Board is requested to approve and authorize execution of a Conduit Lease Agreement with AiNET Corporation, Lessee. The period of the Lease Agreement is effective upon Board approval for one year, with automatic renewals for additional one-year periods.

AMOUNT OF MONEY AND SOURCE:

\$2,598.00 - 2024-000000-5480-259401-401980

BACKGROUND/EXPLANATION:

AiNET Corporation is a new user and this is the Lessee's first request to lease conduit space in the City's Conduit System. The Lessee's linear installation is anticipated to be approximately 1,299 linear feet, which will be billed at \$2.00 per linear foot, totaling \$2,598.00. The Lessee will be billed semi-annually at a cost of \$1,299.00.

MBE/WBE/DBE PARTICIPATION:

Irrespective to Article 5, Subtitle 28-4, this item is not the result of City procurement and the above named entity is responsible for all costs. Therefore MWDBE goals do not apply.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Conduit Lease Agreement with AiNET Corporation, Lessee.

MINUTES

Mayor's Office of Human Services - Provider Agreements

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

1. **HELPING UP MISSION, INC.** **\$532,002.00**

Account: 1001-000000-3572-772800-603051

Helping Up Mission, Inc. will use funds to operate the "Bridge Housing" transitional housing shelter project for up to 55 homeless men and women who were previously part of the Pinderhughes shelter project cohort. The funds will be used to cover rent, personnel, facility repairs, furnishings, and shelter supply expenses. The period of the agreement is September 9, 2017 through August 31, 2018.

MWBOO GRANTED A WAIVER.

2. **HEALTH CARE FOR THE HOMELESS, INC.** **\$785,661.00**

Account: 4000-407018-3573-757900-603051

Health Care for the Homeless, Inc. will utilize the funds to cover personnel costs for case management services and rental assistance for 52 formerly homeless individuals living in their permanent supportive housing program. The period of the agreement is October 1, 2017 through September 30, 2018.

MWBOO GRANTED A WAVIER

The agreements are late because of a delay at the administrative level.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Mayor's Office of Human Services - cont'd

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

MINUTES

Mayor's Office of Human Services - Amendment to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve an Amendment to the Agreement with Healthcare Access Maryland, Inc. The Amendment extends the Agreement through August 31, 2018.

AMOUNT AND SOURCE OF FUNDS:

\$0.00 - 4000-480016-3571-333610-603051

BACKGROUND/EXPLANATION:

On July 19, 2017, the Board of Estimates approved the Agreement between the City and Healthcare Access Maryland, Inc. to provide short and medium-term rental assistance to a minimum of 50 formerly homeless, low-income individuals and families as part of Healthcare Access Maryland's rapid rehousing project. The Agreement's period of performance was originally set to begin on June 1, 2017 and end on May 31, 2018. An unexpected delay in processing the grant agreement at the U.S. Department of Housing and Urban Development required a three-month delay in project operations.

The Mayor's Office of Human Services requests that the Board approve this no-cost amendment to the Agreement's period of performance by amending the period of performance to span September 1, 2017 to August 31, 2018 to reflect the federal grant agreement.

MBE/WBE GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Mayor's Office of Human Services - cont'd

UPON MOTION duly made and seconded, the Board approved the Amendment to the Agreement with Healthcare Access Maryland, Inc.

MINUTES

Baltimore Development - Funding and Repayment Agreement
Corporation

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Funding and Repayment Agreement with W. R. Grace & Co. ("WRG or the Company") for the purchase of training equipment, (b) the submitted resolution in support of the Maryland Economic Development Assistance Authority and Fund (MEDAAF) loan application to the Maryland Department of Commerce submitted WRG; and, (c) the execution by the Mayor or Director of Finance of any ancillary documents, letters or certificates that do not change the substance of the terms of the documents.

AMOUNT OF MONEY AND SOURCE:

\$100,000.00 - 9910-923100-9601-900000-709099

BACKGROUND/EXPLANATION:

In an effort to address the potential attrition of qualified employees in its workforce over the next 7 - 10 years, the Company, has developed a comprehensive training program capable of building the skillsets of both current and incumbent employees. Costs associated with the project are anticipated to be approximately \$500,000.00, which includes \$300,000.00 for the cost of the "Bayport Technical Process Training" equipment for the hands on part of the training program, and \$200,000.00 for the training curriculum.

The Bayport Technical Process Trainer is a one of a kind piece of equipment that will enable participants to experience "real world" operating equipment in a training setting. The project will benefit not only WRG, but also other employers (Solvay, USALCO, PQ Corporation and Maryland Chemical) in the Curtis Bay area. The Company has formed a Partnership with the other employers to make up the Curtis Bay Industrial Training Partnership (the "Partnership").

MINUTES

Baltimore Development - cont'd
Corporation

It is anticipated that up to 100 full time employees of the manufacturing employers in the Partnership will be trained annually in the Curtis Bay area of Baltimore City.

The BDC is proposing the following financial assistance to the Partnership: a convertible loan that is the lesser of \$100,000.00 or 33% of the total purchase price of the equipment for ten years, that will be forgiven and converted to a grant if the Partnership trains a minimum of 50 individuals annually of which a minimum of 25% are Baltimore City residents. The Company will be required to send annual reports to BDC for verification by March 1st of the following year identifying trained personnel. If in any year the Partnership is unable to meet the 25% minimum of Baltimore City residents that had training as described above, WRG will be required to repay \$10,000.00 no later than May 1st in the following year. In the event that the performance criteria are met, \$10,000.00 of the outstanding principal will be forgiven annually.

The economic benefits of this project are significant and include:

- building the collective skillsets of both current or incumbent Workers;
- opportunity for Job Placement and Advancement;
- an innovative and unique approach to delivering customized manufacturing training;
- all companies in the Partnership have operations in Baltimore City; and,
- the State of Maryland through the Department of Commerce is participating at the same financial level as the city.

MINUTES

Baltimore Development - cont'd
Corporation

THE DIRECTOR OF FINANCE RECOMMENDS APPROVAL.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized the Funding and Repayment Agreement with W. R. Grace & Co. ("WRG or the Company") for the purchase of training equipment, (b) the submitted resolution in support of the Maryland Economic Development Assistance Authority and Fund loan application to the Maryland Department of Commerce submitted WRG; and, (c) the execution by the Mayor or Director of Finance of any ancillary documents, letters or certificates that do not change the substance of the terms of the documents.

MINUTES

CITY OF BALTIMORE RESOLUTION

Resolution of the Board of Estimates of the Mayor and City Council of Baltimore approving the request for the lesser of, a \$100,000 or 33% conditional loan to W.R. Grace & Company (the "Company") to assist with its initiative to establish a comprehensive training program capable of building the skillsets of both current and incumbent employees through a partnership with other manufacturers in Baltimore City, Maryland.

WHEREAS, W. R. Grace has submitted an application dated October 20, 2017 to receive funds from the DEPARTMENT OF COMMERCE of the State of Maryland (the "Department") from the MARYLAND ECONOMIC DEVELOPMENT ASSISTANCE AND FUND ("MEDAAF") in the amount of \$100,000 (the "State Conditional Grant"), to be used for the training program.

WHEREAS, the training program by the Company is critical to the success of the City's economic development initiatives.

WHEREAS, the training by the Company will bring vitality to the City's economy.

WHEREAS, The Mayor and City Council of Baltimore will make a conditional loan to the Borrower in the amount of up to the lesser of \$100,000 or 33% (the "City Loan") for the Project.

WHEREAS, BDC and the City agree that the Department Conditional Grant shall be used in accordance with Maryland law relating to MEDAAF, namely, Economic Development Article, Sections 5-301 through 5-349, inclusive, (the "Act") and the applicable regulations, for the purposes set forth in the application described above; and

WHEREAS, the City has determined that it is in the best interests of the citizens of Baltimore City, Maryland that the City: (i) Endorse the Department's Conditional Grant to the Borrower for the Project, and (ii) Make the City Conditional Loan to the Borrower for the Project.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF BALTIMORE THAT:

1. The Mayor and City Council of Baltimore endorse the Department Conditional Grant to the Borrower.
2. The Mayor and City Council of Baltimore make the City Conditional Loan to the Borrower.
3. This Resolution shall be effective upon its adoption in accordance with applicable law.

[Signatures appear on the following page]

MINUTES

ATTEST:

MAYOR AND CITY COUNCIL OF
BALTIMORE

CUSTODIAN OF THE CITY SEAL

By: _____
Name: Henry J. Raymond
Title: Director of Finance

CITY OF BALTIMORE DEVELOPMENT
CORPORATION

By: _____
Name: Jeffrey P. Pillas
Title: Vice President

APPROVED BY THE BOARD OF ESTIMATES

CLERK

DATE

Approved as to form and legal sufficiency this 8th day of November, 2017.


John P. Machen
Special Chief Solicitor

MINUTES

Department of Housing and - Agreements
Community Development

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

1. **LIVE BALTIMORE HOME CENTER, INC. (LBHC) \$570,267.00**

Accounts: 1001-000000-8151-700300-603050	\$ 85,517.00
1001-000000-8151-700300-603051	\$484,750.00

Funds will be provided to the LBHC to implement programs that will market Baltimore City by promoting the benefits of Baltimore City living to current residents and potential City residents. The LBHC has satisfactorily carried out marketing efforts under a previous agreement and desires to continue its marketing and promotional efforts. The period of the agreement was July 1, 2017 through June 30, 2018.

MBE/WBE PARTICIPATION:

FOR FY 2018, THE MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$52,355.00, AS FOLLOWS:

MBE: \$14,135.85

WBE: \$ 5,235.50

2. **DRUID HEIGHTS COMMUNITY DEVELOPMENT CORPORATION \$375,000.00**

Accounts: 2089-208918-5930-430609-603051	\$ 34,500.00
2089-208918-5930-430662-603051	\$ 40,000.00
2089-208918-5930-430630-603051	\$ 50,000.00
2089-208918-5930-430634-603051	\$ 42,000.00
2089-208918-5930-430653-603051	\$ 40,000.00
2089-208918-5930-430681-603051	\$ 40,000.00
2089-208918-5930-430683-603051	\$ 48,000.00
2089-208918-5930-430691-603051	\$ 80,500.00

MINUTES

Department of Housing and - cont'd
Community Development

This agreement will provide Community Development Block Grant funds to subsidize the Department's operating costs. The Department will carry-out a variety of public and youth services, rehabilitate and construct affordable housing for owner-occupancy by low- and moderate-income households and will develop a vacant lot as a community pocket park (Gold Street Community Park). The period of the agreement is September 1, 2017 through August 31, 2018.

MBE/WBE PARTICIPATION:

FOR FY 2018, THE MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$16,500.00, AS FOLLOWS:

MBE: \$4,455.00

WBE: \$1,650.00

On June 28, 2017, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2016 Annual Action Plan for the following formula programs:

1. Community Development Block Grant (CDBG)
2. HOME
3. Emergency Solutions Grant (ESG)
4. Housing Opportunities for Persons with AIDS (HOPWA)

Upon approval of the resolution, the DHCD's Contracts Section began negotiating and processing the CDBG Agreements as outlined in the Plan effective July 1, 2017 and beyond. Consequently, these Agreements were delayed due to final negotiations and processing.

MINUTES

Department of Housing and - cont'd
Community Development

3. **REINVESTMENT FUND, INC.** **\$80,474.00**

Account: 2089-208915-1773-596500-603018

The Reinvestment Fund, Inc. is nationally recognized for its research and housing related policy analysis particularly as it relates to foreclosure, residential market characterization and program evaluation. The Reinvestment Fund, Inc. will update the City's Market Value Analysis (MVA) and provide additional data overlays. The Reinvestment Fund, Inc. completed previous MVA's for the City in 2005, 2008, 2011 and 2014. The MVA is updated on a triennial basis to compare market changes over time, analyze the health of Baltimore's neighborhoods, and evaluate the impact of public investment and community and housing development activities on the City's real estate market. The Minority and Women's Business requirements are waived under Subtitle 28-64(b). The agreement is effective upon Board approval for one year.

MBE/WBE PARTICIPATION:

Minority and Women's Business requirements are waived under Subtitle 28-64(b).

AUDITS REVIEWED AND HAD NO OBJECTION.

APPROVED FOR FUNDS BY FINANCE

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

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 2200 East Biddle Street, LLC Developer, for the sale of the City-owned property located at 2215, 2217, 2223, 2237, 2241, 2247, and 2251 E. Biddle Street.

AMOUNT OF MONEY AND SOURCE:

\$1,000.00 - 2215 E. Biddle Street
 1,000.00 - 2217 E. Biddle Street
 1,000.00 - 2223 E. Biddle Street
 1,000.00 - 2237 E. Biddle Street
 1,000.00 - 2241 E. Biddle Street
 1,000.00 - 2247 E. Biddle Street
 1,000.00 - 2251 E. Biddle Street
\$7,000.00 - Total

BACKGROUND/EXPLANATION:

The Developer will purchase the vacant buildings known as 2215, 2217, 2223, 2237, 2241, 2247 and 2251 E. Biddle Street for rehabilitation as market-rate, owner occupied for-sale units. The purchase price and improvements to the sites will be funded through public and private funds.

The authority to sell these properties is within Article 28, § 8 of the Baltimore City Code.

STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE WAIVER VALUATION PRICE:

The properties were valued pursuant to the Appraisal Policy of Baltimore City through the Waiver Valuation Process. The Waiver Valuation price is \$3,200.00 per property and the purchase price is \$1,000.00 per property.

MINUTES

DHCD - cont'd

The properties are being sold to 2200 East Biddle Street, LLC below the price determined by the Waiver Valuation Value because of the following reasons:

- the renovation will be to the specific benefit to the immediate community,
- eliminate blight from the block and neighborhood
- return the vacant properties to the tax roll, and
- the condition of the properties will require extensive and immediate remediation.

MBE/WBE PARTICIPATION:

The Developer will purchase the properties for a price that is less than \$50,000.00 with both public and private funds and has agreed to comply with Article 5, Subtitle 28 of the Baltimore City Code.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with 2200 East Biddle Street, LLC Developer, for the sale of the City-owned property located at 2215, 2217, 2223, 2237, 2241, 2247, and 2251 E. Biddle Street.

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 Row Homes, LLC, Developer, for the sale of the City-owned properties located at 2026, 2029, 2030, 2035, 2036, 2038, 2040 and 2048 E. Preston Street.

AMOUNT OF MONEY AND SOURCE:

\$ 1,500.00	-	2026 E. Preston Street
1,500.00	-	2029 E. Preston Street
1,500.00	-	2030 E. Preston Street
1,500.00	-	2035 E. Preston Street
1,500.00	-	2036 E. Preston Street
1,500.00	-	2038 E. Preston Street
1,500.00	-	2040 E. Preston Street
1,500.00	-	2048 E. Preston Street
\$12,000.00	-	Total

BACKGROUND/EXPLANATION:

The project will involve the rehabilitation of existing buildings to single family homes for re-sale. The properties are in the Broadway East neighborhood.

The authority to sell the two properties located at 2036 and 2038 E. Preston Street is given under Baltimore City Code, Article 13 § 2-7 (h). That property located at 2029 E. Preston Street was journalized and approved for sale on October 11, 2017. The authority to sell the 5 properties located at 2026, 2030, 2035, 2040 and 2048 E. Preston Street comes from the Broadway East Urban Renewal Plan, approved by the City by Ordinance No. 14-392, dated October 6, 2014.

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

In accordance with the waiver valuation process, the Department has determined the six properties located at 2026, 2029, 2035, 2036, 2038 and 2048 E. Preston Street to be valued at \$3,500.00

MINUTES

DHCD - cont'd

each and the two properties located at 2030 and 2040 E. Preston Street to be valued at \$2,500.00 each.

The property is being sold to Row Homes, LLC below the price determined by the Waiver Valuation Value because of the following reasons:

- the elimination of blight of an entire block,
- creation of jobs during construction, and
- return of 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.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Row Homes, LLC, Developer, for the sale of the City-owned properties located at 2026, 2029, 2030, 2035, 2036, 2038, 2040 and 2048 E. Preston Street.

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 a Land Disposition Agreement with Baltimore Green Space: A Land Trust for Community-Managed Open Spaces, for the sale of 623 Homestead Street (Block 4075, Lot 008).

AMOUNT OF MONEY AND SOURCE:

\$1.00 - Purchase Price

BACKGROUND/EXPLANATION:

The DHCD Land Resources Division, strategically acquires and manages vacant or abandoned properties, ultimately enabling these properties to be returned to productive use and improve neighborhoods in Baltimore City. In an effort to further the Mayor's Cleaner Greener initiative, as well as the new Sustainability Plan, which calls on the City to "develop and support a land trust to help communities retain control of appropriate open space upon their commitment to maintain the space," the Department is seeking approval for the transfer of the Mayor and City Council-owned lots within the community managed open space known as the Homestead Harvest located at 623 Homestead Street. These lots have been used by the Better Waverly community for the past 14 years as a community garden.

The transfer of the above mentioned lots into a land trust represents a cost-effective way to provide neighborhoods with amenities such as community gardens and other beautification and recreational spaces. Through their own labor and investments, as well as outside funding, residents increase property values while creating social and environmental benefits.

MINUTES

DHCD - cont'd

By virtue of the power conferred the Director of the DHCD by Article 13 §2-7 of the Baltimore City Charter, which authorizes the City to dispose of the Property (herein defined) all the terms and conditions of this Land Disposition Agreement were approved.

STATEMENT OF PURPOSE AND RATIONALE FOR SALE DETERMINED BELOW THE ASSESSED VALUE:

The assessed value of the lot is \$5,700.00. Sale of the property to a land trust, whose sole purpose is to ensure the preservation of the community managed open space, below the assessed value is reflective of the City's understanding that community managed open spaces serve a specific benefit to the immediate community by elimination of blight and by providing the neighborhoods with amenities such as community gardens and other beautification and recreational spaces.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, this item was **WITHDRAWN**.

MINUTES

Department of Housing and - Acquisition by Gift
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve acquisition by gift of the leasehold/fee simple interest in the below-listed ten properties by gift from Habitat for Humanity of the Chesapeake, Inc. **SUBJECT** to municipal liens, interest, and penalties that may accrue, other than water bills:

	<u>Address</u>	<u>Block/Lot</u>	<u>Interest</u>
1.	1613 N. CALHOUN ST	0300C007	Leasehold
2.	1615 N. CALHOUN ST	0300C008	Fee Simple
3.	1617 N. CALHOUN ST	0300C009	Leasehold
4.	1619 N. CALHOUN ST	0300C010	Leasehold
5.	1621 N. CALHOUN ST	0300C011	Leasehold
6.	1623 N. CALHOUN ST	0300C012	Leasehold
7.	1625 N. CALHOUN ST	0300C013	Leasehold
8.	1627 N. CALHOUN ST	0300C014	Leasehold
9.	1629 N. CALHOUN ST	0300C015	Leasehold
10.	1631 N. CALHOUN ST	0300C016	Leasehold

AMOUNT OF MONEY AND SOURCE:

Habitat for Humanity of the Chesapeake, Inc. agrees to pay all title fees, settlement costs, and open water bills. No City funds will be expended.

BACKGROUND/EXPLANATION:

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

MINUTES

DHCD - cont'd

The Owner has offered to donate to the City, title to ten properties located in Sandtown-Winchester and Woodbourne-McCabe. With the Board's approval, the City will receive clear and marketable title to the properties, subject to municipal liens, other than water bills. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The DHCD will acquire the properties subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording of the deed. Habitat for Humanity of the Chesapeake, Inc. will pay open water bills. A list of all open municipal liens, other than water bills, accrued through August 31, 2017 follows:

1.	<u>1613 N. Calhoun St.</u>		
<u>Bill</u>	<u>Date</u>	<u>Amount</u>	<u>Interest, Penalties, and Fees</u>
Real Property Tax	2017-2018	\$70.80	
	Total Liens	\$70.80	

2.	<u>1615 N. Calhoun St.</u>		
<u>Bill</u>	<u>Date</u>	<u>Amount</u>	<u>Interest, Penalties, and Fees</u>
Real Property Tax	2017-2018	\$23.60	
Real Property Tax	2015-2016	<u>23.60</u>	\$ 10.58
Tax Sale	10/21/2015		<u>99,090.06</u>
Sub-Totals		\$47.20	\$99,100.64
	Total Liens	\$99,147.84	

MINUTES

DHCD - cont'd

3. 1617 N. Calhoun St.

<u>Bill</u>	<u>Date</u>	<u>Amount</u>	<u>Interest, Penalties, and Fees</u>
Real Property Tax	2017-2018	\$23.60	
Real Property Tax	2015-2016	<u>23.60</u>	\$10.58
Sub-Totals		\$47.20	\$10.58
		Total Liens	\$57.78

4. 1619 N. Calhoun St.

<u>Bill</u>	<u>Date</u>	<u>Amount</u>	<u>Interest, Penalties, and Fees</u>
Real Property Tax	2017-2018	\$23.60	
Real Property Tax	2016-2017	23.60	\$ 5.06
Real Property Tax	2015-2016	<u>23.60</u>	<u>10.58</u>
Sub-Totals		\$70.80	\$15.64
		Total Liens	\$86.44

5. 1621 N. Calhoun St.

<u>Bill</u>	<u>Date</u>	<u>Amount</u>	<u>Interest, Penalties, and Fees</u>
Real Property Tax	2017-2018	\$23.60	
Real Property Tax	2016-2017	23.60	\$ 5.06
Real Property Tax	2015-2016	<u>23.60</u>	\$ 10.58
Tax Sale	10/21/2015		<u>17,514.06</u>
Sub-Totals		\$70.80	\$17,529.70
		Total Liens	\$17,600.50

MINUTES

DHCD - cont'd

6. 1623 N. Calhoun St.

<u>Bill</u>	<u>Date</u>	<u>Amount</u>	<u>Interest, Penalties, and Fees</u>
Real Property Tax	2017-2018	\$23.60	
Real Property Tax	2016-2017	23.60	\$ 5.06
Real Property Tax	2015-2016	<u>23.60</u>	<u>10.58</u>
Sub-Totals		\$70.80	15.64
		Total Liens	\$86.44

7. 1625 N. Calhoun St.

<u>Bill</u>	<u>Date</u>	<u>Amount</u>	<u>Interest, Penalties, and Fees</u>
Real Property Tax	2017-2018	\$23.60	
Real Property Tax	2016-2017	23.60	\$ 5.06
Real Property Tax	2015-2016	<u>23.60</u>	<u>10.58</u>
Tax Sale	10/21/2015		<u>69,770.95</u>
Sub-Totals		\$70.80	\$69,786.59
		Total Liens	\$69,857.39

8. 1627 N. Calhoun St.

<u>Bill</u>	<u>Date</u>	<u>Amount</u>	<u>Interest, Penalties, and Fees</u>
Real Property Tax	2017-2018	\$23.60	
		Total Liens	\$23.60

MINUTES

DHCD - cont'd

9. 1629 N. Calhoun St.

<u>Bill</u>	<u>Date</u>	<u>Amount</u>	<u>Interest, Penalties, and Fees</u>
Real Property Tax	2017-2018	\$23.60	
Real Property Tax	2016-2017	23.60	\$ 5.06
Real Property Tax	2015-2016	<u>23.60</u>	10.58
Tax Sale	10/21/2015		<u>46,610.30</u>
Sub-Totals		\$70.80	\$46,625.94
Total Liens			\$46,696.74

10. 1631 N. Calhoun St.

<u>Bill</u>	<u>Date</u>	<u>Amount</u>	<u>Interest, Penalties, and Fees</u>
Real Property Tax	2017-2018	\$23.60	
Real Property Tax	2016-2017	23.60	\$ 5.06
Real Property Tax	2015-2016	<u>23.60</u>	10.58
Tax Sale	10/21/2015		<u>86,390.90</u>
Sub-Totals		\$70.80	\$86,406.54
Total Liens			\$86,477.34

MBE/WBE PARTICIPATION:

N/A

MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved the acquisition by gift of the leasehold/fee simple interest in the above listed ten properties by gift from Habitat for Humanity of the Chesapeake, Inc. **SUBJECT** to municipal liens, interest, and penalties that may accrue, other than water bills.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the leasehold interest in the property located at 2718 Wilkens Avenue, Block 2137, Lot 023 by gift from Mr. Richard Pasko, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

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

BACKGROUND/EXPLANATION:

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

Mr. Pasko, has offered to donate to the City, title to the property at 2718 Wilkens Avenue. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. Accepting this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Department will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through October 12, 2017, other than water bills which must be paid as part of the transaction is as follows:

MINUTES

DHCD - cont'd

Tax Cert #314536	Date: 5/16/16	\$ 3,670.00
Real Property Tax	2017-2018	72.18
Real Property Tax	2016-2017	88.74
Miscellaneous Bill	8047219	280.04
Miscellaneous Bill	8202509	243.24
Miscellaneous Bill	8357832	214.92
Miscellaneous Bill	8360166	148.85
Environmental Citation	54607478	1,500.00
Property Reg.	415653	<u>296.00</u>
Total Taxes Owed:		\$6,514.37

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 2718 Wilkens Avenue, Block 2137, Lot 023 by gift from Mr. Richard Pasko, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the leasehold interest in the property located at 4111 Fairview Avenue, Block 2748C, Lot 005 by gift from Dennis Figueroa, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

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

BACKGROUND/EXPLANATION:

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

Mr. Figueroa has offered to donate to the City, title to the property at 4111 Fairview Avenue. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. Accepting this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Department will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through December 15, 2017, other than water bills which must be paid as part of the transaction is as follows:

MINUTES

DHCD - cont'd

Real Property Tax	2017-2018	\$2,374.81
Miscellaneous Bill	8247926	129.56
Environmental Fine	54745195	1,000.00
Environmental Fine	54796834	1,900.00
Property Registration	B1031732	<u>132.60</u>
Total Taxes Owed:		\$5,536.97

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 4111 Fairview Avenue, Block 2748C, Lot 005 by gift from Dennis Figueroa, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the leasehold interest in the property located at 3111 Virginia Avenue, Block 4626A, Lot 060 by gift from Mr. Gregory Ogbue, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

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

BACKGROUND/EXPLANATION:

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

Mr. Ogbue has offered to donate to the City, title to the property at 3111 Virginia Avenue. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. Accepting this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Department will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through October 31, 2017, other than water bills which must be paid as part of the transaction is as follows:

MINUTES

DHCD - cont'd

Tax Sale Certificate			
303212	05/18/2015	\$	456.03
Real Property Tax	2017-2018		360.91
Real Property Tax	2016-2017		443.83
Real Property Tax	2015-2016		526.75
Miscellaneous	7350424		135.44
Miscellaneous	8167470		362.02
Miscellaneous	8378929		218.31
Registration	419374		<u>717.60</u>
	Total Taxes Owed:		\$3,220.89

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 3111 Virginia Avenue, Block 4626A, Lot 060 by gift from Mr. Gregory Ogbue, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the fee simple interest in the property located at 2874 Harford Road, Block 3937, Lot 004 by gift from Najam Ejaz Qurashi, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

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

BACKGROUND/EXPLANATION:

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

Najam Ejaz Qurashi has offered to donate to the City, title to the property at 2874 Harford Road. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. Accepting this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Department will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through October 11, 2017, other than water bills which must be paid as part of the transaction is as follows:

MINUTES

DHCD - cont'd

Real Property Tax

Miscellaneous

WO#U24104/Cleaning	\$	223.77
Emergency Demo		2,564.50
Environmental		
Citation/#54069877		886.83
Property		
Registration		
#422235		<u>491.40</u>
Total Taxes Owed:	\$	4,166.50

UPON MOTION duly made and seconded, the Board approved the acquisition of the fee simple interest in the property located at 2874 Harford Road, Block 3937, Lot 004 by gift from Najam Ejaz Qurashi, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

MINUTES

Department of Housing and - Contract of Sale
Community Development (DHCD)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Contract of Sale to purchase the fee simple interest in 837 Edmondson Avenue from the Housing Authority of Baltimore City (HABC).

The Board is also requested to approve the acquisition of this property SUBJECT to municipal liens in the amount of \$0.00 and all other municipal liens, interest and penalties, other than water bills, that may accrue.

AMOUNT OF MONEY AND SOURCE:

\$100.00 - 9910-908044-9588-900000-704040

BACKGROUND/EXPLANATION:

This Contract of Sale between the HABC and the Mayor and City Council of Baltimore (City) by and through the DHCD will enable the City to acquire the fee simple interest in the vacant lot, located at 837 Edmondson Avenue, for dedication to the abutting alley bed.

Pursuant to the provisions of Article 13, §2-7 of the Baltimore City Code and subject to the prior approval of the Board of Estimates, the DHCD may acquire, for and on behalf of the City of Baltimore, any single-family or multiple-family dwelling unit or other structure or lot within the City, for development and redevelopment. The Commissioner of the DHCD has made the required determination with regard to this property and this property will be redeveloped into the existing alley bed.

The Board of Commissioners of the HABC and the U.S. Department of Housing and Urban Development have approved the disposition in accordance with 24 CFR, Part 970.

MINUTES

DHCD - cont'd

The DHCD is also requesting approval to acquire this property SUBJECT to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens other than water bills, accrued through December 15, 2017, follows. The HABC is exempt from Real Estate Taxes, therefore no taxes are included in these figures. The water bills will be paid and are not listed.

<u>Property</u>	<u>Bill No.</u>	<u>Bill Date</u>	<u>Balance</u>
837 Edmondson Avenue			\$0.00
		Total	\$0.00

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Contract of Sale to purchase the fee simple interest in 837 Edmondson Avenue from the Housing Authority of Baltimore City. The Board also approved the acquisition of this property SUBJECT to municipal liens in the amount of \$0.00 and all other municipal liens, interest and penalties, other than water bills, that may accrue.

MINUTES

Department of Recreation and Parks - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 11 to GWWO, Inc. under Project 1234, On-Call Architectural Design Services. The period of the task assignment is effective upon Board approval for 18 months.

AMOUNT OF MONEY AND SOURCE:

\$609,394.51 - 9938-908779-9474-900000-703032

BACKGROUND/EXPLANATION:

This task will include construction document design services for the Druid Hill Park Aquatic Center.

MBE/WBE PARTICIPATION:

MBE: 16.04%

WBE: 18.50%

APPROVED FOR FUNDS BY FINANCE

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$250,000.00	9938-907779-9475	
State (Program Open Space)	Druid Hill Pool and Bathhouse Renovation (Reserve)	

MINUTES

Department of Recreation and Parks - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
350,000.00 Rec. & Parks <u>27th Series</u>	9938-907779-9475 Druid Hill Pool and Bathhouse Renovation (Reserve)	
\$600,000.00	-----	9938-908779-9474 Druid Hill Pool and Bathhouse Renovation (Active)

The transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1234, Task No. 11 to GWWO, Inc.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 11 to GWWO, Inc. under Project 1234, On-Call Architectural 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**CITY COUNCIL BILL:**

17 - 0166 - An Ordinance concerning York Road Retail Business District - License Fees - Reversion to Annual Collection for the purpose of changing the semiannual license fee collection period for the York Road Retail Business District to conform with the annual collection period applicable to all other Retail Business Districts; clarifying and conforming related provisions; providing for a special effective date; and generally relating to the operations of Retail Business Districts.

THE DEPARTMENT OF PLANNING HAS NO OBJECTION AND DEFERS TO THE DEPARTMENT OF FINANCE.

ALL REPORTS RECEIVED WERE FAVORABLE.

UPON MOTION duly made and seconded, the Board approved the foregoing Bill Nos. 17-0166 and directed that the Bills be returned to the City Council with the recommendation that they also be approved by that Honorable Body. The President **ABSTAINED.**

MINUTESHealth Department - Renewal of Agreements, Agreements
and an Amendment to Agreement

The Board is requested to approve the renewal of agreements, approve, and authorize execution of the various agreements and an Amendment to Agreement.

RENEWALS OF AGREEMENTS

1. **CHASE BREXTON HEALTH SERVICES, INC.** **\$236,483.00**

Account: 4000-484718-3023-718000-603051

On April 5, 2017, the Board approved the original agreement in the amount of \$315,311.00 for the period of September 30, 2016 through September 29, 2017. The agreement contained one 1-year renewal option. This renewal of the agreement will allow Chase Brexton Health Services, Inc. to continue to assist HIV-positive and HIV-negative clients with accessing HIV prevention and care services. These services include HIV testing, pre-exposure prophylaxis, non-occupational post-exposure prophylaxis, anti-retroviral therapy, screening, and referral to support services. The period of the renewal is September 30, 2017 through September 29, 2018.

2. **UNIVERSITY OF MARYLAND, BALTIMORE** **\$299,218.00**

Account: 4000-484818-3023-718000-603051

On February 15, 2017, the Board approved the original agreement in the amount of \$112,850.00 for the period of September 29, 2016 through September 29, 2017. The agreement contained one 1-year renewal option.

This renewal of the agreement will allow the University of Maryland, Baltimore to continue to assist HIV persons through the JACQUES Initiative. The JACQUES Initiative will engage HIV-positive and HIV-negative clients in HIV prevention and care services including HIV testing, pre-exposure

MINUTESHealth Department - cont'd

prophylaxis, antiretroviral therapy management, along with screening and supportive services. The period of the renewal is September 30, 2017 through September 29, 2018.

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

MWBOO GRANTED A WAIVER.AGREEMENTS

- | | |
|-----------------------------|--------------|
| 3. COZY COVE HOME CARE, LLC | \$ 15,600.00 |
| 4. HOME OF TENDER CARE, LLC | \$ 15,600.00 |

Account: 5000-534018-3254-767800-607001

Under the terms of this Senior Assisted Living Group Home Subsidy Program Provider Service Agreement, the Department will disburse State Subsidized Assisted Housing funds to low-income residents at Cozy Cove Home Care, LLC, located at 718 N. Augusta Avenue and Home of Tender Care, LLC, located at 5315 Norwood Avenue.

The above-listed facilities are enrolled in the Senior Assisted Living Group Home Subsidy Program, and will provide subsidized senior assisted housing services for individuals 62 years of age and over, who have temporary or periodic difficulties with the activities of daily living. The senior assisted residents receive shelter, meals, housekeeping, personal care services, and 24-hour on-site supervision. The period of the agreement is July 1, 2017 through June 30, 2018.

The agreements are late because the Department was waiting for information and signatures from the Providers.

MINUTES

Health Department - cont'd

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

Account: 4000-433318-3254-316200-603051

Under the terms of this agreement, The League for People with Disabilities, Inc., will provide adult medical day care services to ill, frail or disabled elderly persons who are eligible to receive Office of Health Services grant funding from the City.

The City will pay the Provider the set rate of \$39.73 per day of service provided to an individual recipient, not to exceed 423 days of service provided to recipients per year, for all combined. This rate includes transportation services for the recipient.

The League for People with Disabilities, Inc., will develop an appropriate care plan for each recipient, in accordance with policies as specified in COMAR 10.12.04, Day Care for the Elderly and Medically Handicapped Adults, and COMAR 10.09.07, Medical Care Program. The period of the agreement is July 1, 2017 through June 30, 2018.

This agreement is late because the Department was awaiting for grant information and signatures from The League for People with Disabilities, Inc.

6. **FRANK CURRIERO** (\$100.00/hr.) **\$ 35,000.00**

Account: 6000-602218-3030-776200-603018

Under the terms of this agreement, Mr. Curriero, Consultant, will develop a statistical model to identify and predict spikes in non-fatal overdose deaths and provide notification to the rapid response network when spikes occur. The

MINUTES

Health Department - cont'd

consultant will also investigate the association between 911 calls, non-fatal EMS overdoses, and fatal overdoses. The period of the agreement is September 1, 2017 through March 2, 2018.

The agreement is late because the agreement with the Council of State and Territorial Epidemiologist for Surveillance of Opioid Overdose and Notification - Project SOON, which provided funding for this project, was approved on September 27, 2017.

7. **THE JOHNS HOPKINS UNIVERSITY (JHU)** **\$ 8,195.00**

Account: 5000-569718-3023-273332-603051

Under the terms of this agreement, the JHU's OB/GYN Services - HIV Women's Program - Food Bank will purchase grocery store gift cards for women who are pregnant and receiving services through the Johns Hopkins Halo Program to improve nutrition during pregnancy. The period of the agreement is July 1, 2017 through June 30, 2018.

This agreement is late because the Maryland Department of Health's Prevention and Health Promotion Administration programmatically manages HIV/AIDS State Special services. The Providers are asked to submit a budget, a budget narrative, and scope of services. The Department thoroughly reviews the entire package before preparing a contract and submitting it to the Board of Estimates for approval. These budgets are many times revised because of inadequate information from the Providers. This review is required to comply with grant requirements.

8. **BEHAVIORAL HEALTH SYSTEMS OF BALTIMORE (BHSB)** **\$134,589.00**

Account: 5000-567318-3070-287900-405001

The BHSB in collaboration with the Health Department, Field Health Services Division, provides delivery of methadone to

MINUTESHealth Department - cont'd

Opioid Treatment Program (OTP) consumers who are unable to get to their home OTP due to medical fragility, or participation in inpatient substance use disorder treatment. This service provides patients at Opioid Maintenance Treatment (OPT) clinics the opportunity to eliminate disruption to the recovery process while increasing access to integrated health services.

Glenwood Life Counseling Center will dispense methadone in locked boxes for delivery to Methadone Home Delivery consumers. The Department's Field Health Services staff will transport the methadone from Glenwood Life Counseling Center to the following locations, as appropriate: Consumers' homes, Medical Facilities (i.e., nursing home or rehabilitation facility) and inpatient substance use disorder treatment facilities. The period of the agreement is July 1, 2017 through June 30, 2018.

This agreement is late because revisions delayed processing.

MBE/WBE PARTICIPATION:

N/A

9. **JOHNS HOPKINS UNIVERSITY, \$80,200.00**
SCHOOL OF MEDICINE (JHU-SOM)

Account: 1001-000000-3100-295900-603051

The JHU's SOM will provide physician services for the School Health Program. These services will include on-site consultation at a minimum of ten hours per week to conduct patient evaluation at the following group of School-Based Health Centers: Augusta Fells Savage Institute No. 430, Reach School Middle/High No. 341, and Digital Harbor High School No. 416, City Springs Elementary/Middle No. 08, and William S. Baer School No. 301. The period of the agreement is July 1, 2017 through June 30, 2018.

MINUTESHealth Department - cont'd

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

MWBOO GRANTED A WAIVER.

10. **SOLID ROCK HEALTH EDUCATORS, LLC** **\$ 50,000.00**

Account: 4000-425518-3110-306700-603018

The organization will perform Adult Evaluation and Review (AERS) program services. The AERS is a Maryland Medicaid Program, it provides comprehensive evaluations for aged and functionally disabled adults who need long term care and are not at risk for institutionalization.

The organization will perform on-site face-to-face evaluations of clients in the community, enter all information regarding the InterRAI Home Care Assessment and Plan of Services into Long Term Services and Support Maryland Tracking System for submission to DHMH, and submit all evaluations and completed DHMH forms to the Department's AERS program staff. The organization will be paid \$80.00 per completed evaluation. The period of the agreement is July 1, 2017 through June 30, 2018.

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

MWBOO GRANTED A WAIVER.AMENDMENT TO AGREEMENT

11. **HEALTHCARE ACCESS MARYLAND, INC.** **\$274,660.00**
MARYLAND CHILDREN'S HEALTH PROGRAM
ELIGIBILITY DETERMINATION PROGRAM

Account: 4000-421018-3080-294600-603051

MINUTESHealth Department - cont'd

On August 23, 2017, the Board approved the original Agreement in the amount of \$2,083,969.00 for the period July 1, 2017, through June 30, 2018. This Amendment to Agreement provides supplemental funds in the amount of \$274,660.00 for additional services, which makes the total agreement amount \$2,358,629.00.

This Amendment to Agreement is late because of budget revisions that delayed processing.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the renewal of the above listed agreements, approved and authorized execution of the various agreements, and an Amendment to Agreement.

MINUTES

Health Department - Provider Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Provider Agreement with the American Health Association (AHA) and the American Association of Retired People (AARP) Foundation. The period grant is July 1, 2017 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$375,000.00. - 6000-605118-3001-568000-406001

(not-to-exceed \$125,000.00/per year)

BACKGROUND/EXPLANATION:

Under the terms of this Provider Agreement the City will receive grant funding from the AHA and AARP Foundation to expand the Virtual Supermarket Sites BCHD will transform low-income seniors' food environments through grocery delivery to senior buildings through the Baltimarket program.

The BCHD will add five new Virtual Supermarket sites to nine current sites for a total of 14 sites, and obtain over 600 cumulative and unique Virtual Supermarket customers, a majority being older adults. The BCHD will also identify and manage Virtual Supermarket sites and provide technical assistance to Healthy Stores corner store partners.

The Agreement is presented at this time because BCHD just received the signed grant agreement.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

MINUTES

Health Department - 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 execution of the Provider Agreement with the American Health Association and the American Association of Retired People Foundation.

MINUTES

Department of Public Works - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve an expenditure of funds to pay the Association of Metropolitan Water Agencies (AMWA) for Baltimore City's membership dues for the period January 1, 2018 through December 31, 2018.

AMOUNT OF MONEY AND SOURCE:

\$14,909.00 - 2071-000000-5541-398600-603022

BACKGROUND/EXPLANATION:

The AMWA is an organization of the largest publicly-owned drinking water systems in the United States.

The association represents the interests of these water systems by working with Congress and Federal agencies to ensure Federal laws and regulations protect public health and are cost-effective. In the realm of utility management, the AMWA provides programs, publications, and services to help water suppliers be more effective, efficient, and successful.

The AMWA dues are based on the populations served. As the Baltimore City Water Utility serves a population of approximately 1,000,800, the dues are \$14,909.00 and covers January 1, 2018 through December 31, 2018. The only named member and contact person for this membership is Mr. Rudolph S. Chow, Director of the Department of Public Works. However, the membership does cover the entire Department of Public Works.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Department of Public Works - cont'd

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to pay the Association of Metropolitan Water Agencies for Baltimore City's membership dues for the period January 1, 2018 through December 31, 2018.

MINUTES

Department of Public Works/ - Full Release of Retainage
Office of Eng. & Constr. Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Full Release of Retainage Agreement to Monumental Paving & Excavating, Inc. for WC 1242, Brown Pond Dam Breach.

AMOUNT OF MONEY AND SOURCE:

\$22,329.55 - 9960-907140-9557-900020-200001

BACKGROUND/EXPLANATION:

Monumental Paving & Excavating, Inc., as of November 22, 2016, has completed 100% of all work for WC 1242, Brown Pond Dam Breach. The Contractor has requested a Full Release of Retainage for \$22,329.55. Currently, the City is holding \$22,329.55 in retainage for the referenced project and the Contractor is requesting to reduce the retainage to \$0.00.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Full Release of Retainage Agreement to Monumental Paving & Excavating, Inc. for WC 1242, Brown Pond Dam Breach.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 008 to Hazen & Sawyer PC, under Project No. 1502, (W.C. 1353), On-Call Project and Construction Management Assistance Services. The period of the services under Task No. 008 is approximately six months.

AMOUNT OF MONEY AND SOURCE:

\$356,692.78 - 9960-907636-9557-900020-705032

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction is in need of inspection services for the on-going work on WC 1353 - AMI/R, Urgent Need Metering Infrastructure Repair & Replacement - various Locations (Up to 2" Water Service). The work requested is within the original scope of the agreement. The original contract will expire on December 8, 2019.

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

MINUTES

DPW - cont'd

MBE/WBE PARTICIPATION:

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

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 008 to Hazen & Sawyer PC, under Project No. 1502, On-Call Project and Construction Management Assistance Services.

MINUTES

Bureau of the Budget - Transfer/Appropriation
Management Research Adjustment Order No. 37

ACTION REQUESTED OF B/E:

The Board is requested to approve Appropriation Adjustment Order No. 37 - grant fund transfer within the Health Department for \$3,000.00 in Special funds from Service 715: Health Administration, to Service 315: Emergency Services-Health.

AMOUNT OF MONEY AND SOURCE:

\$3,000.00 - From: 6000-600018-3001-568000-603050
Service 715: Health Administration

To: 6000-603718-3150-295900-603051
Service 315: Emergency Services-Health

BACKGROUND/EXPLANATION:

On October 25, 2017, the Board approved acceptance of the award from the Johns Hopkins School of Nursing for Academic/Practice Partnership to impact Population Health in Chronic Disease and Emergency Response, in the amount of \$3,000.00.

This grant will be used to develop a one hour education module to address the 9/11 air pollution disaster event with a population health focus.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

MINUTES

Bureau of the Budget - cont'd
Management Research

UPON MOTION duly made and seconded, the Board approved Appropriation Adjustment Order No. 37 - grant fund transfer within the Health Department for \$3,000.00 in Special funds from Service 715: Health Administration, to Service 315: Emergency Services-Health.

MINUTES

Bureau of the Budget - Grant Award/Appropriation
Management Research Adjustment Order No. 38

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the License Plate Reader Expansion Phase II grant award from the Governor's Office of Crime Control and Prevention to the Baltimore Police Department, Service 621: Administration. The period of the Grant Award is October 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$196,750.00 - 5000-507618-2041-123456-123456.

No appropriation adjustment action is required.

BACKGROUND/EXPLANATION:

The appropriation will be placed in State detailed fund number 507618.

The Baltimore Police Department's License Plate Reader Expansion Phase II program helps the Department capture real-time data on the movement and modes of transportation utilized by criminals within the City of Baltimore. The program provides accumulation of data on criminal movements which can be accessed by various law enforcement agencies. Grant funds provide equipment.

This grant award is late because of the delay in receipt of the grant award documents.

MBE/WBE PARTICIPATION:

N/A

MINUTES

Bureau of the Budget - cont'd
Management Research

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the License Plate Reader Expansion Phase II grant award from the Governor's Office of Crime Control and Prevention to the Baltimore Police Department, Service 621: Administration.

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 Purchases

- | | | |
|--|---------|---------|
| 1. B.A.F.S., INC. d/b/a
THE MILL OF BEL AIR | \$ 0.00 | Renewal |
| Contract No. B50004444 - Horse Feed, Bedding and Mineral Blocks
- Police Department - Mounted Unit - P.O. Box No. P534149 | | |

On January 13, 2015, the Board approved the initial award in the amount of \$27,000.00. The award contained three 1-year renewal options. On November 2, 2016, the Board approved the first renewal in the amount of \$27,000.00. This second renewal in the amount of \$0.00 is for the period January 13, 2018 through January 12, 2019, with one 1-year renewal option remaining.

MBE/WBE PARTICIPATION:

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

- | | | |
|--|--------------|---------|
| 2. WERT BOOKBINDING & SONS,
INC. | \$ 23,500.00 | Renewal |
| Contract No. B50003866 - Book Binding Service - Enoch Pratt
Free Library - P.O. No. P529820 | | |

On January 5, 2015, the City Purchasing Agent approved the initial award in the amount of \$25,000.00. The award contained three renewal options. Two renewal options have been exercised. This final renewal in the amount of \$23,500.00 is for the period February 1, 2018 through January 31, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- | | | |
|--|--------------|---------|
| 3. CARMEUSE LIME & STONE,
INC. | \$500,000.00 | Renewal |
| Contract No. B50003774 - Quick Lime for Water Treatment -
Department of Public Works - Water and Wastewater - P.O. No.
P529525 | | |

On November 19, 2014, the Board approved the initial award in the amount of \$500,000.00. The award contained four 1-year renewal options. Two renewal options have been exercised. This third renewal in the amount of \$500,000.00 is for the period January 1, 2018 through December 31, 2018, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

MWBOO GRANTED A WAIVER.

- | | | |
|---|--------------|---------|
| 4. THE GOOD SHEPHERD
SEPTIC SERVICE, INC. | \$ 60,000.00 | Renewal |
| Contract No. B50003835 - Septic Tank Pumping & Disposal
Services - Department of Public Works, Bureau of Solid Waste
- P.O. No. P529406 | | |

On December 10, 2014, the Board approved the initial award in the amount of \$60,000.00. The award contained three renewal options. Two renewal options have been exercised. This final renewal in the amount of \$60,000.00 is for the period January 1, 2018 through December 31, 2018. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

On October 1, 2014, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

- | | | |
|---|--------------|---------|
| 5. MUNICIPAL EMERGENCY SERVICES,
INC. | \$ 75,000.00 | Renewal |
| Contract No. B50004326 - Turnout Gloves - Fire Department -
P.O. No. P534042 | | |

On December 16, 2015, the Board approved the initial award in the amount of \$83,148.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This first renewal in the amount of \$75,000.00 is for the period December 21, 2017 through December 20, 2018, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

MWBOO GRANTED A WAIVER.

- | | | |
|---|--------------|---------|
| 6. KIDSMART SOFTWARE COMPANY | \$ 44,556.00 | Renewal |
| Contract No. 08000 - Kidsmart Software Upgrade, Licenses,
Support and Hosting Service - Mayor's Office of Employment
Development - Req. No. R779666 | | |

On December 7, 2016, the Board approved the initial award in the amount of \$62,414.35. The award contained four 1-year

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

renewal options. Kidsmart Software Company is the sole provider of proprietary software, license, upgrade and support services that is used by Case Managers for various programs throughout the Mayor's Office of Employment Development. This renewal is for the continuation of annual licensing and software support for authorized users of the vendor's software. This first renewal in the amount of \$44,556.00 is for the period December 1, 2017 through November 30, 2018, with three 1-year renewal options remaining.

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:

Not applicable. The software and support is only available from the vendor.

7. JESCO, INC.

ALBAN TRACTOR CO., INC.

POTTS & CALLAHAN, INC.	\$ 0.00	Renewal
Contract No. B50003788 - Heavy Equipment and Operator Rental Services - Department of Public Works - Bureau of Solid Waste - P.O. Nos. P529888, P529889 and P529890		

On December 14, 2014, the Board approved the initial award in the amount of \$1,500,000.00. The award contained three 1-year renewal options. This first renewal in the amount of \$0.00 is

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 Purchases

for the period December 17, 2017 through December 16, 2018, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On October 1, 2014, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

8. DELTA DENTAL OF	\$1,100,000.00	DHMO Plan
PENNSYLVANIA	4,500,000.00	DPPO Plan
	<u>\$5,600,000.00</u>	Renewal

Contract No. B50002905 - Dental Health Maintenance Organization (DHMO) and Dental Preferred Provider Organization (DPPO) Plans - Department of Human Resources - P.O. No. N/A

On September 25, 2013, the Board approved the initial award in the amount of \$13,525,949.00. The award contained two renewal options. On August 31, 2016, the Board approved the first renewal in the amount of \$5,400,000.00. The proposed renewal was approved by the City Health Insurance Committee on July 26, 2017. This final renewal in the amount of \$5,600,000.00 is for the period January 1, 2018 through December 31, 2018.

MBE/WBE PARTICIPATION:

On March 26, 2013, MWBOO set goals of 10% MBE and 5% WBE. Delta Dental of Pennsylvania was found in non-compliance on October 13, 2017. The vendor will be required to submit a plan to come into compliance within ten days.

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 Purchases

MBE/WBE PARTICIPATION:

On August 19, 2014, it was determined that no goals would be set because of no opportunity to segment the contract. There are no certified MBE/WBEs to provide the parts and service required under this contract.

MWBOO GRANTED A WAIVER.

- | | | |
|------------------------------------|--|--------------------|
| 10. <u>TRAFFICWARE GROUP, INC.</u> | <u>\$ 73,700.00</u> | <u>Sole Source</u> |
| Solicitation No. 08000 | - Equipment for Signalized Intersections - Department of Transportation - Req. No. R781567 | |

Trafficware Group, Inc. is the manufacturer and distributor of the product compatible with the City's existing traffic and pedestrian signals equipment. The above amount is the City's estimated requirement.

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

- | | | |
|-------------------------------|--|----------------|
| 11. <u>UPTOWN PRESS, INC.</u> | <u>\$ 49,875.00</u> | <u>Low Bid</u> |
| Solicitation No. 07000 | - Print/Send Parking Ticket Notifications - Department of Finance - Req. No. R782083 | |

Vendors were solicited by email to eight local vendors including seven MBE/WBE certified vendors for printing and sending parking ticket notifications for the scheduled parking amnesty program on February 2nd and 3rd 2018. The sole bid received was opened on November 16, 2017. Price is deemed fair and reasonable.

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 Purchases

MBE/WBE PARTICIPATION:

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

12. ENVIRONMENTAL RECOVERY

CORPORATION OF MARYLAND	\$150,000.00	Extension
Contract No. B50003833 - Rental and Services of Portable Chemical Toilets - Department of Recreation and Parks, etc. - P.O. No. P529852		

On December 24, 2014, the Board approved the initial award in the amount of \$133,260.00. Subsequent actions have been approved. An extension is necessary to continue rental and services for the Department of Recreation and Parks and other agencies while a new solicitation B50005225 is being prepared for bidding, reviewing and awarding. Bids are due on February 28, 2018. The period of the award is December 24, 2017 through April 30, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On October 22, 2014, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

13. THOMAS REUTERS	\$ 53,763.00	Ratification
- WEST	55,746.00	and Extension
	<u>\$109,509.00</u>	

Contract No. B50002166 - Investigative Resource Software for Law Enforcement for the Police Department - Police Department - P.O. No. P519868

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 Purchases

On March 21, 2012, the Board approved the initial award in the amount of \$257,220.00. The award contained two renewal options. Both renewal options have been exercised and subsequent actions have been approved. Clear software is used by the Baltimore Police Department for access to real time information searches which requires maintenance and support. A ratification is necessary due to spending resulting from continued use of the software after the contract end date. An extension is necessary in order to continue the use of the software as required by the Police Department and to allow time to complete specifications and advertisement of Solicitation No. B50005228 for the requirement going forward. The period of the ratification is March 21, 2017 through December 6, 2017. The period of the extension is December 7, 2017 through March 31, 2018. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

On October 18, 2011, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- 14. LILITH, INC. d/b/a
 JIM ELLIOTT'S TOWING
 MCDEL'S ENTERPRISES, INC.

\$ 0.00	Extension
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Contract No. B50002397 - Citywide Violation Towing Services - Department of Transportation - P.O. Nos. P523420 and P522180

On November 21, 2012, the Board approved the initial award in the amount of \$498,000.00. The award contained two renewal options. Both renewals have been exercised and subsequent actions have been approved. An extension is necessary to allow the City to complete the bidding and award process for the new bid, B50005154, which will open on January 10, 2018. The extension is for the period December 1, 2017 through March 30, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

MWBOO set goals of 10% MBE and 3% WBE. Lilith, Inc. d/b/a Jim Elliott's Towing and McDel's Enterprises, Inc. were found in compliance on October 19, 2017 and November 5, 2017 respectively.

Lilith, Inc. d/b/a Jim Elliott's Towing

	<u>Commitment</u>	<u>Performed</u>	
MBE: McDel's Enterprises, Inc.	10%	\$10,400.00	11.3%
WBE: Doug's Auto Recycling, Inc.	2.75%	\$ 2,890.00	3.1%
The Baltimore Auto Supply	0.25%	298.55	0.3%
Co.	3.00%	<u>\$ 3,188.55</u>	<u>3.4%</u>

MWBOO FOUND VENDOR IN COMPLIANCE.

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 Purchases

McDel's Enterprises, Inc.

	<u>Commitment</u>	<u>Performed</u>	
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MBE: Apex Petroleum Corporation	10%	\$85,689.57	21.7%
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WBE: Cherry Hill Fabrication, Inc.	3%	\$12,101.20	3.1%
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MWBOO FOUND VENDOR IN COMPLIANCE.

15. LION TOTAL CARE, INC.	\$1,500,000.00	Cooperative Contract
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Baltimore County Contract No. 1540 - Firefighter Gear Repair and Cleaning - Baltimore Fire Department - Req. No. R771832

This contract is necessary for the Baltimore City Fire Department to meet the NFPA standard 1851 requirements, for required cleaning and maintenance of the protective turnout gear worn by firefighters. The cleaning and maintenance of each piece of protective turnout gear is required every six months to reduce the risk of burn injuries and also to help avoid prolonged exposure to the carcinogens left on the gear after fire operations.

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

MBE/WBE PARTICIPATION:

On September 29, 2017, Lion Total Care, Inc. proffered MBE/WBE goals of 1% MBE and 1% WBE. Lion Total Care, Inc. was found in compliance on November 2, 2017.

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 PurchasesLion Total Care, Inc.

MBE: Sue Ann's Office Supply, Inc.	\$18,064.00	1%
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WBE: The Fitch Dustdown Company	\$18,064.00	1%
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MWBOO FOUND VENDOR IN COMPLIANCE.

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

MINUTES

Office of the Labor Commissioner - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to **NOTE** the Memorandum of Understanding with The American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO, Council 67 and Local 44 for FY 2017-2019.

AMOUNT OF MONEY AND SOURCE:

The negotiated wage increases have been budgeted.

BACKGROUND/EXPLANATION:

In accordance with the Municipal Employees Relations Ordinance, the Office of the Labor Commissioner has concluded the negotiations with AFSCME AFL-CIO, Local 44. The results of these negotiations have been reduced to writing for Fiscal Years 2017-2019.

UPON MOTION duly made and seconded, the Board **NOTED** the Memorandum of Understanding with The American Federation of State, County and Municipal Employees, AFL-CIO, Council 67 and Local 44 for FY 2017-2019.

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:

5215 - 5218

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

The Transfers of Funds were approved

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

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

1. GS 16815, Mitchell Thomas Construction \$480,000.00
 Courthouse Jury Group, LLC
 Assembly Room
 320 Renovations

MBE: Metal Men, LLC \$153,600.00 32%

WBE: Franqui Enterprises, LLC \$ 28,800.00 6%

MWBOO FOUND VENDOR IN COMPLIANCE.

Department of Public Works

2. SC 967, Urgent Needs R.E. Harrington \$3,560,865.00
 Improvements to Plumbing & Heating
 Baltimore City Co., Inc.
 Sanitary Sewers in
 Various Locations -
 Part A

MBE: C.C.T.V Master, LLC \$ 89,021.63 2.50
 P&P Sewer Techs, Inc. 142,434.60 4.00
 R.E. Harrington Plumbing* 1,246,302.75 35.00
 & Heating Co., Inc. **\$1,477,758.98 41.50%**

WBE: K.L. Phillips Trucking, LLC \$ 71,217.30 2.00%
 R&R Contracting Utilities, 71,217.30 2.00
 Inc. **\$ 142,434.60 4.00%**

MWBOO FOUND VENDOR IN COMPLIANCE.

*Indicates self-performance.

MINUTES

Department of Public Works - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
3. \$4,788,247.00	9956-903569-9549	
Wastewater	Construction Reserve	
Utility Funds	On-Call Sanitary	
\$ 356,865.00	-----	9956-903579-9551-2 Extra Work
356,865.00	-----	9956-903579-9551-3 Design
300,000.00	-----	9956-903579-9551-5 Inspection
3,560,865.00	-----	9956-903579-9551-6 Construction
<u>213,652.00</u>	-----	9956-903579-9551-9 Administration
\$4,788,247.00		

The funds will cover the costs of SC 967, Urgent Needs Improvements to Sanitary Sewers in Various Locations - Part A.

Bureau of Procurement

4. B50005139, Flatbed Trailers The Hitch Man, Inc. \$56,740.00
- (Dept. of General Services,
Fleet Management)

MINUTES

Bureau of Procurement - cont'd

MBE/WBE PARTICIPATION:

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

- | | | | |
|----|---|-----------------------------------|---------------|
| 5. | B50005141, One-Ton
Crew Cab Utility
Body Pickup Trucks
With Cranes | Century Ford of Mt.
Airy, Inc. | \$ 255,856.00 |
|----|---|-----------------------------------|---------------|

(Dept. of General Services,
Fleet Management)

MBE/WBE PARTICIPATION:

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

- | | | | |
|----|---|----------------------------|----------------|
| 6. | B50005165, Caterpillar
O.E.M. Parts and
Service | Alban Tractor Co.,
Inc. | \$1,500,000.00 |
|----|---|----------------------------|----------------|

(Dept. of General Services,
Fleet Management)

MBE/WBE PARTICIPATION:

On July 25, 2017, MWBOO issued a waiver based on no MBE/WBE certified providers to supply O.E.M. parts and factory authorized service.

MWBOO GRANTED A WAIVER.

MINUTESDepartment of Transportation - cont'd

7. TR 13301, Installation of I-83 Median Gate North of Cold Spring Lane and Bridge Joint Repairs
- REJECTION** - On August 23, 2017, the Board opened two bids ranging in the amounts of \$5,990,610.12 to \$9,543,350.00 for the subject project. Subsequent review of bid documents revealed the bidder greatly exceeded the agency's budget. It is recommended that the Board reject all bids, in the best interest of the City so that this requirement may be re-solicited with the additional requirements.

MINUTES

Parking Authority of Baltimore - Ratification of the Fourth
Baltimore City (PABC) Amendments to Parking
Facility Operations
and Management Agreements

The Board is requested to ratify the Fourth Amendments to the Parking Facility Operation and Management Agreements.

Under the terms of the original agreement, compensation was based on a monthly base management fee and a calculation for the incentive fee, with reimbursement for approved operating expenses at the parking facilities. The amendments require additional funding to pay for anticipated operating expenses and to compensate the Operators during the extended term upon the original compensation structure.

<u>Operator</u>	<u>Facility</u>
1. PMS PARKING, INC. (PMS)	Little Italy Garage
Fourth <u>Amendment</u>	Original and 3 Amendments <u>Account Number</u>
\$ 43,970.00	\$ 747,819.00 2075-000000-2321-407900-603016 Maintenance and Repair
8,744.00	166,136.00 2075-000000-2321-407900-603026 Mgmt. and Incentive
<u>1,000.00</u>	<u>19,000.00</u> 2075-000000-2321-407900-603038 Security
\$ 53,714.00	\$ 932,955.00

The original agreement was for the period July 1, 2014 through June 30, 2015. The first amendment extended the period through June 30, 2016. The second amendment extended the period through June 30, 2017. The third amendment extended the period through August 31, 2017. The fourth amendment extended the period through October 31, 2017 and made the total amount \$986,669.00.

MINUTES

PABC - cont'd

PMS has provided adequate management services. The Fourth Amendment to the Parking Facility Operation and Management Agreements is late because the Bureau of Purchases was delayed in obtaining the new award.

MBE/WBE PARTICIPATION:

MWBOO SET GOALS OF 17% MBE AND 9% WBE.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Admiral Elevator Company		\$ 3,410.00	8.6%
Watkins Security Agency, Inc.		2,414.00	6.1%
T.E. Jeff, Inc.		775.00	1.9%
Total	17%	\$ 6,599.00	16.6%
WBE: Sue-Ann's Office Supply, Inc.		\$ 1,157.00	2.9%
Copy Cat Printing		413.00	1%
Fireline Corp.		769.00	1.9%
CMS, LLC		645.00	1.6%
Total	9%	\$ 2,984.00	7.4%

MWBOO FOUND VENDOR IN COMPLIANCE.

<u>Operator</u>	<u>Facility</u>
2. LANDMARK PARKING, INC. (LANDMARK)	Fleet and Eden Garage
<u>Fourth Amendment</u>	<u>Original and 3 Amendments</u> <u>Account Number</u>
\$ 63,932.00	\$ 850,787.00 2075-000000-2321-408300-603016 Maintenance and Repair

MINUTES

PABC - cont'd

12,000.00	228,000.00	2075-000000-2321-408300-603026
		Mgmt. and Incentive
<u>5,000.00</u>	<u>18,000.00</u>	2075-000000-2321-408300-603038
		Security
\$ 80,932.00	\$1,096,787.00	

The original agreement was for the period July 1, 2014 through June 30, 2015. The first amendment extended the period through June 30, 2016. The second amendment extended the period through June 30, 2017. The third amendment extended the period through August 31, 2017. The fourth amendment extended the period through October 31, 2017 and made the total amount \$1,177,719.00.

Landmark has provided adequate management services. The Fourth Amendment to the Parking Facility Operation and Management Agreement is late because the Bureau of Purchases was delayed in obtaining the new award.

MBE/WBE PARTICIPATION:

MWBOO SET GOALS OF 17% MBE AND 9% WBE.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Evergreen Land-scaping		\$ 500.00	2.3%
Coleman Security Services, LLC	17%	<u>3,381.00</u>	<u>15.2%</u>
		\$ 3,881.00	17.5%
	<u>Commitment</u>	<u>Performed</u>	
WBE: Sue-Ann's Office Supply, Inc.		\$ 4,729.00	21.3%
Sign Solutions, Inc.		<u>953.00</u>	<u>4.3%</u>
	9%	\$ 5,682.00	25.6%

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

PABC - cont'd

<u>Operator</u>		<u>Facility</u>
3. PMS PARKING, INC.		Caroline Street Garage
<u>Fourth Amendment</u>	<u>Original and Amendments</u>	<u>Account Number</u>
\$ 43,823.00	\$706,520.00	2075-000000-2321-408200-603016 Maintenance and Repair
10,812.00	205,428.00	2075-000000-2321-408200-603026 Management & Incentive
<u>5,000.00</u>	<u>27,000.00</u>	2075-000000-2321-408200-603038
\$ 59,635.00	\$938,948.00	Security

The original agreement was for the period July 1, 2014 to June 30, 2015. The first amendment extended the period through June 30, 2016. The second amendment extended the period for 12 months through June 30, 2017. The third amendment extended the period through August 31, 2017.

This fourth amendment extended the term of the original agreement for two additional months, until the commencement date of November 1, 2017 of the new agreement for operation of this facility. This Fourth Amendment will make the total amount \$998,583.00. The Board awarded the new agreement on October 4, 2017.

The amendment is late because the Bureau of Purchases was delayed in obtaining a new award.

MBE/WBE PARTICIPATION:

MWBOO SET GOALS OF 17% MBE AND 9% WBE.

MINUTES

PABC - cont'd

	<u>Commitment</u>	<u>Performed</u>	
MBE: Admiral Elevator Company		\$ 2,467.00	8.8%
Watkins Security Agency, Inc.		1,629.00	5.8%
T.E. Jeff		475.00	1.7%
	17%	<u>\$ 4,571.00</u>	<u>16.3%</u>
WBE: Sue-Ann's Office Supply		\$ 1,325.00	4.7%
Copy Cat Printing		1,010.00	3.6%
Fireline Corp.		409.00	1.4%
CMS, LLC		535.00	1.9%
	9%	<u>\$3,279.00</u>	<u>11.6%</u>

MWBOO FOUND VENDOR IN COMPLIANCE.

<u>Operator</u>	<u>Facility</u>
4. PMS PARKING INC. AND LAZ PARKING MID-ATLANTIC LLC (PMS/LAZ)	Franklin Street Garage
<u>Fourth Amendment</u>	<u>Original and Amendments</u>
\$ 37,327.00	\$657,495.00
6,000.00	114,000.00
00.00	27,000.00
<u>\$ 43,327.00</u>	<u>\$798,495.00</u>
	<u>Account Number</u>
	2075-000000-2321-407400-603016 Maintenance and Repair
	2075-000000-2321-407400-603026 Management & Incentive
	2075-000000-2321-407400-603038 Security

The original agreement was for the period July 1, 2014 to June 30, 2015. The first amendment extended the period through

MINUTES

PABC - cont'd

June 30, 2016. The second amendment extended the period for 12 months through June 30, 2017. The third amendment extended the period through August 31, 2017. This Fourth Amendment will extend the period through October 31, 2017, and will make the total amount \$841,822.00.

The Parking Authority requests this fourth amendment to extend the term of the original agreement for two additional months, until the commencement date of November 1, 2017 of the new agreement for operation of this facility that was awarded by the Board of Estimates on October 4, 2017.

The amendment is late because the Bureau of Purchases was delayed in obtaining a new award.

MBE/WBE PARTICIPATION:

MWBOO SET GOALS OF 17% MBE AND 9% WBE.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Admiral Elevator Company		\$5,052.00	25%
Watkins Security Agency, Inc.	17%	<u>3,622.00</u>	<u>18%</u>
		\$8,674.00	43%
WBE: Sue-Ann's Office Supply		\$ 749.87	3.7%
Copy Cat Printing		37.00	0.2%
Fireline Corp.		360.00	1.8%
CMS, LLC		<u>642.00</u>	<u>3.2%</u>
	9%	\$1,788.87	8.9%

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

PABC - cont'd

<u>Operator</u>		<u>Facility</u>
5. PMS PARKING INC. and LAZ PARKING MID-ATLANTIC LLC		St. Paul Street Garage
	Original Agreement + <u>3 Amendments</u>	<u>Account Number</u>
Fourth <u>Amendment</u>		
\$ 42,330.00	\$ 823,395.00	2075-000000-2321-408100-603016 Maintenance & Repair
14,036.00	266,666.00	2075-000000-2321-408100-603026 Management & Incentive
<u>0.00</u>	<u>27,000.00</u>	2075-000000-2321-408100-603038 Security
\$ 56,366.00	\$1,117,061.00	

On July 1, 2014 the Board approved the original agreement for the period July 1, 2014 through June 30, 2015. On November 4, 2015, the Board approved the first amendment extending the term through June 30, 2016. On July 13, 2016, the Board approved the second amendment for the period July 1, 2016 through June 30, 2017. On August 9, 2017, the Board approved the third amendment for an additional two months through August 31, 2017. This Fourth Amendment will extend the period of the agreement for an additional two months and will make the total amount \$1,173,427.00.

The Parking Authority requests this fourth amendment to extend the term of the original agreement for two additional months, until the commencement date November 1, 2017 of the new agreement for operation of this facility that was awarded by the Board on October 4, 2017.

The amendment is late because the Bureau of Purchases was delayed in obtaining a new award.

MINUTES

PABC - cont'd

MBE/WBE PARTICIPATION:

	<u>Commitment</u>	<u>Performed</u>
MBE: Admiral Elevator Co.		\$14,623.00 35.2%
Watkins Security Agency, Inc.		3,366.00 8.1%
T.E. Jeff, Inc.		525.00 1.3%
REFE, LLC		<u>1,500.00 3.6%</u>
	17%	<u>\$20,014.00 48.2%</u>
 WBE: Sue-Ann's Office Supply		\$ 1,517.00 3.6%
CMS, LLC		<u>1,490.00 3.6%</u>
	9%	<u>\$ 3,007.00 7.2%</u>

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board ratified the Fourth Amendments to the Parking Facility Operation and Management Agreements.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve an adjustment to the monthly rate at the City-owned Caroline Street Garage that is managed by the PABC. The Parking Facility Rate Adjustment is effective upon Board approval.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The PABC is charged with managing the City of Baltimore's parking assets. Proper stewardship of those assets requires that the PABC realize the best possible return on the City's parking investments.

Pursuant to Article 31, §13(f)(2) of the Baltimore City Code, subject to the approval of the Board of Estimates, the PABC may set the rates for any parking project. The PABC believes that a rate adjustment at this parking facility is warranted at this time.

To bring the monthly rate charged at Caroline Street Garage in line with its surrounding facilities, the PABC staff developed the rate adjustment recommendation submitted hereto. This rate adjustment was unanimously approved by the PABC Board of Directors.

Caroline Street Garage Monthly Rate Adjustment			
Rate to be Adjusted	Current Rate	Proposed Rate	Date of Last Adjustment
Monthly Rate	\$135.00	\$140.00	August 2016

APPROVED FOR FUNDS BY FINANCE

MINUTES

PABC - cont'd

UPON MOTION duly made and seconded, the Board approved the adjustment to the monthly rate at the City-owned Caroline Street Garage that is managed by the PABC.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Amendment to Financial Assistance Award from the U.S. Department of Commerce Minority Business Development Agency (MBDA) to operate the Mid-Atlantic Region MBDA Advanced Manufacturing Project (AMP) Center in Baltimore. The period of the award is September 1, 2017 through February 28, 2018.

AMOUNT OF MONEY AND SOURCE:

<u>Budget Account Number</u>	<u>Original Amount</u>	<u>Amended Amount</u>
4000-405518-1250-775600-404001 City General Funds	\$250,000.00	\$125,000.00
1001-000000-1250-775600-601001 In-Kind Services	\$267,693.00	\$133,846.00

BACKGROUND/EXPLANATION:

In September 2016, the U.S. Department of Commerce MBDA awarded a five-year, \$1,250,000.00 competitive grant to the City to operate the Mid-Atlantic MBDA Advanced Manufacturing Project Center in Baltimore for the period of September 1, 2016 through August 31, 2021.

On November 30, 2016, the Board of Estimates approved the original grant award for the period of September 1, 2016 through August 31, 2018 in the amount of \$250,000.00 and \$267,693.00 that came from in-kind recipient matching funds.

This action is in support of the second year of the grant, which has been funded by MBDA for six months (September 1, 2017 through

MINUTES

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

February 28, 2018). Subject to Board approval, the parties may extend the period of this Agreement under the same terms and conditions upon the annual or semi-annual renewal of the MBDA grant award

This award is late because of the administrative review process.

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 Amendment to Financial Assistance Award from the U.S. Department of Commerce Minority Business Development Agency to operate the Mid-Atlantic Region MBDA Advanced Manufacturing Project Center in Baltimore.

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.

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** **\$22,202.50**

Account: 4000-405518-1250-775600-404001

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 CONSULTING SERVICES, LLC.** **\$49,593.50**

Account: 4000-405518-1250-775600-404001

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

Messrs. Robinson and Phillips are identified as Key Personnel in the U.S. Department of Commerce MBDA grant.

3. **THE PROJECT RESOURCE GROUP, LLC** **\$14,000.00**

Account: 4000-405518-1250-775600-404001

The Project Resource Group, LLC through Ms. Christine Plater

MINUTES

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

will provide project administrator support for the 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 period of the Consultant Agreement is September 1, 2017 through February 28, 2018, with an option to extend the agreement under the same terms and conditions.

The agreements are late due to 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 Immigrant and - Subgrant Agreement
Multicultural Affairs (MIMA)

ACTION REQUESTED OF THE B/E:

The Board is requested to approve and authorize execution of a Subgrant Agreement with the International Rescue Committee, Inc. (IRC). The period of the Subgrant Agreement is October 1, 2017 through September 30, 2018.

AMOUNT AND SOURCE OF FUNDS:

\$333,978.00 - 5000-535918-1250-775700-603026

BACKGROUND/EXPLANATION:

In September 2017, MIMA responded to the RFP process for the Targeted Assistance Program (TAP) FY18, issued by the Department of Human Services, Office of Refugee and Asylees (DHS/MORA). As a result, the City was selected as the Contractor and MIMA as the Administrator. The employment and English Language training services required by the grant will be provided in Baltimore by the IRC, as a Subcontractor.

The funds for the Subgrant Agreement originate from the Federal Office of Refugee Resettlement. The TAP employment program is designed to enable employable Refugees in the Baltimore Metropolitan Region to achieve economic self-sufficiency as soon as possible through job development and placement, removal of employment barriers, participation in Vocational Training, case management, and follow-up after job placement.

The Subgrant Agreement is late because the final agreement by the DHS/MORA was provided to MIMA on October 30, 2017 and the process was delayed because of multiple revisions to the grant agreement.

MINUTES

MIMA - 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 Subgrant Agreement with the International Rescue Committee, Inc.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Planning</u>			
1. Amy Gilder-Busatti	Dialogues for Change 3.0 Charlotte, NC Dec. 10 - 13, 2017 (Reg. Fee \$0.00)	N/A	\$0.00

The German Marshall Fund (German Marshall Fund) of the United States has invited Ms. Gilder-Busatti to participate in the fourth workshop of the Dialogues for Change 3.0. All travel expenses will be paid by the German Marshall Fund. No City funds will be expended.

Fire and Police Employees' Retirement System

2. Joan M. Pratt	Koried Conference Plan Sponsor Educational Institute Key West, FL Jan. 17 - 20, 2018 (Reg. 195.00)	Special Funds - Fire and Police	\$1,957.49
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RETROACTIVE TRAVEL REQUESTSOffice of the City Council President

3. Ezekiel "Zeke" Cohen	2017 Local Progress Conference Austin, TX July 28 - 29, 2017	Center for Popular Democracy	\$0.00
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MINUTES**RETROACTIVE TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the City Council President - cont'd</u>			
4. Kristerfer Burnett	2017 Local Progress Conference Austin, TX July 28 - 29, 2017	Center for Popular Democracy	\$0.00

Messrs. Cohen and Burnett attended the conference on City related issues. The purpose of the conference was to provide elected officials across the United States with the opportunity to participate in trainings and to discuss, create, and share public policy strategies.

Mr. Cohen's airfare cost in the amount of \$457.97 and 50% of his lodging were paid by the Center for Popular Democracy. Mr. Burnett's airfare cost of \$200.00 and \$228.00 for lodging were paid as part of their financial assistance package.

Messrs. Cohen and Burnett are not seeking reimbursement for the remaining portion of the subsistence. Therefore, no City funds will be expended.

The requests are late because Messrs. Cohen and Burnett were unaware that travel that has been sponsored/paid for by another entity requires approval by the Board of Estimates.

RETROACTIVE TRAVEL REQUESTS

5. Rebecca Tabb	2017 National Bar Association Conference Toronto, Ontario, Canada Jul. 29 - Aug. 4, 2017 (Reg. Fee \$450.00)	General Fund	\$1,204.75
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MINUTES**RETROACTIVE TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the City Council President - cont'd</u>			

The hotel rate was \$94.50/night and taxes \$15.11/per night for five days. The rate was in Canadian dollars and once converted, there was a difference of \$111.39 and the attendee was charged \$13.10 for international conversion fee. The flight was \$279.42 and the international conversion fee was \$25.57. The registration fee was \$450.00 USD with no fees because it was paid to the National Bar Association. All costs were paid by attendee. Therefore, the attendee will be reimbursed as follows:

TRAVEL REIMBURSEMENT

Airfare (Canada)	\$ 279.42
Flight International Fee	38.67
Hotel (\$94.50 x 5 days)	472.50
Hotel tax (\$15.11 x 5 days)	75.55
Currency Rate Difference	(111.39)
Hotel International Fee	13.10
Registration Fee	450.00
	<u>\$1,204.75</u>

Pursuant to AM 240-3, the Board of Estimates must approve all International Travel and AM 240-1 requires this approval regardless of the source of funds used to pay for the travel. The representative must propose a reasonable subsistence amount which must be approved by the Board. The proposed subsistence rate is \$109.61 per day.

MINUTES**TRAVEL REIMBURSEMENT**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Travel Request, Retroactive Travel Request and Travel Reimbursement. The President **ABSTAINED** on item nos. 3, 4, and 5. The Comptroller **ABSTAINED** on item no. 2.

MINUTES

Mayor's Office of Health, Human Services, - Agreement
Education, and Youth (MOHHSEY)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with The Family League of Baltimore City, Inc. (Family League). The period of the Agreement is July 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$1,012,057.00 - 1001-000000-3850-630500-607001

BACKGROUND/EXPLANATION:

The Family League is the City of Baltimore's Local Management Board. It is a quasi-governmental nonprofit organization that works with a range of partners to develop and implement initiatives that improve the well-being of Baltimore's children, youth, and families. The Family League's work touches the lives of tens of thousands of Baltimore families each year.

This Agreement will grant funds to the Family League to support prenatal home visiting programs for pregnant women and women with young children at various locations in Baltimore City. The funds will also support the implementation of a prenatal health literacy program designed to educate women about pregnancy, build health literacy skills, increase self-efficacy, and provide social support.

The Family League's sub-grantees are affiliated with the B'More for Healthy Babies Initiative (BHB) of the Baltimore City Health Department and will implement the Healthy Families America program, an evidence-based home visiting model. The intended outcomes under this Agreement are (1) a reduction in poor birth outcomes of low-birthweight and premature birth, and (2) a reduction in the number of infant deaths due to unsafe sleep practices.

MINUTES

MOHHSEY - cont'd

Funds will be made available to the Family League as follows: the first grant installment will be in the amount of \$253,014.25 and will be paid to the Family League after the agreement has been approved by the Board of Estimates; and \$253,014.25 will be paid quarterly for the next three quarters of the period of the agreement.

The agreement is late because additional time was needed to negotiate and finalize the subcontractor budgets.

MBE/WBE PARTICIPATION:

N/A

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 Family League of Baltimore City, Inc.

MINUTES**PROPOSALS AND SPECIFICATIONS**

1. Department of Public Works/Office -SC 926, Electrical Distribution Physical Security Upgrades & On-Site Power Generation at the Patapsco Waste Water Treatment Plant
BIDS TO BE RECV'D: 01/31/2018
BIDS TO BE OPENED: 01/31/2018

2. Department of Public Works/Office- of Engineering and Construction - WC 1369, Water Infrastructure Replacement and Rehabilitation at Various Locations
BIDS TO BE RECV'D: 12/20/2017
BIDS TO BE OPENED: 12/20/2017

3. Department of General Services - GS 16805, Marriott Garage Repairs
BIDS TO BE RECV'D: 01/17/2018
BIDS TO BE OPENED: 01/17/2018

4. Department of Transportation - TR 03319, Replacement of Bridge No. BC3212 Harford Road over Herring Run
BIDS TO BE RECV'D: 02/28/2018
BIDS TO BE OPENED: 02/28/2018

MINUTES**PROPOSALS AND SPECIFICATIONS** - cont'd

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

MINUTES**ACKNOWLEDGMENT**

President: "Before we close I'd like to recognize umm -- Glen Middleton from AFSCME and Local uhh -- 44 and thank you for getting your umm -- contract done. Congratulations. There being no more business before the Board we will recess until bid opening at twelve noon. Thank you."

* * * * *

MINUTES

Clerk: "Good afternoon. The Board of Estimates is 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 the following agencies had issued an Addendum extending the dates for receipt and opening of bids on the following contract. There were no objections.

Department of Public Works - SC 965 Improvements to
Sanitary in the North East
Area of Baltimore City
BIDS TO BE RECV'D: 12/20/2017
BIDS TO BE OPENED: 12/20/2017

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 10309, Inner Harbor Water
Taxi Terminal

Mid-Atlantic General Contractors, Inc.

MINUTES

Department of Public Works

- SC 965, Improvement to of
Engineering and Construction
Sanitary Sewers in the North
East Area of Baltimore City
-

NO BIDS RECEIVEDBureau of Purchases

- B50005179, Forensic Supplies for
Mobile Crime Lab
-

Safariland, LLC
Sirchie
Tri-Tech Forensics Inc.
Evident, Inc.

Bureau of Purchases

- B50005181, Point of Sale
(Cashiering) System
-

N. Harris Computer Corporation
(System Innovators)
CORE Business Technologies
Can/Am Technologies, Inc.

Bureau of Purchases

- B50005182, Hook Lift Roll Off
Trucks
-

Baltimore Truck Center, Inc.
Waste Equipment Sales & Service, LLC
Harbor Truck Sales & Service, Inc.
Beltway International LLC.

MINUTES

Bureau of Purchases

- B50005188, Brass Fittings

Ferguson Enterprises d/b/a Ferguson Waterworks"
Core & Main LP
LB Water

Bureau of Purchases

- B50005190, Furnish and Deliver
One Laboratory Trailer

Midway Trailers Inc.

MINUTES

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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, December 13, 2017.



JOAN M. PRATT
Secretary