

**MINUTES****REGULAR MEETING**

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

President: "Good morning. The April 25, 2018 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 is -- who are disruptive to the hearing will be asked to leave the hearing room immediately. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the hearing -- of the meeting. Failure to comply may result in a charge of trespassing. I will direct the Board Members to attention to the memorandum from my office dated April 23, 2018 identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I would entertain a Motion to approve all the items contained on the routine agenda."

MINUTES

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

Comptroller: "Second."

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

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

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

Metal Building Erectors, LLC	\$ 380,000.00
Mid-Atlantic Utilities, Inc.	\$8,000,000.00
The Berg Corporation	\$8,000,000.00

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:

Gipe Associates, Inc.	Engineer
JRS Architects, Inc.	Architect
Mercado Consultants, Inc.	Engineer Property Line Survey Land Survey
Skarda and Associates, Inc.	Engineer
Transviron, Inc.	Engineer

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

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

The Board is requested to approve and authorize execution of a Lease Agreement with the Bar Association of Baltimore City, Tenant, for the rental of a portion of the property known as 111 N. Calvert Street, consisting of 1,825 sq. ft. being on the 6th floor. The period of the Lease Agreement is January 1, 2018 through December 31, 2022, with the option to renew for two additional five-year periods.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installments</u>
Year 1 \$11,447.68	\$ 953.97
Year 2 \$11,791.11	\$ 982.60
Year 3 \$12,144.84	\$1,012.07
Year 4 \$12,509.19	\$1,042.43
Year 5 \$12,884.46	\$1,073.71

**BACKGROUND/EXPLANATION:**

The rent for the renewal term will be at a negotiated rent and will not be less than the rent in Year 5.

The demised premises will be used as office space. The Landlord will be responsible for structural defects, maintaining the exterior of the building, utilities, snow removal, pest control, painting the premises during the first year, and replacing the carpet during the first year.

The Tenant accepts the property "as is". The Tenant will be responsible for trash removal, janitorial services, liability insurance, and all costs associated with the telephone and computers. The Tenant is required to maintain the premises in good order and repair.

**MINUTES**Space Utilization Committee - cont'd

The Space Utilization Committee approved this Lease Agreement on April 10, 2018.

The Lease Agreement is late because of delays in the administrative review process.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with the Bar Association of Baltimore City, Tenant, for the rental of a portion of the property known as 111 N. Calvert Street, consisting of 1,825 sq. ft. being on the 6th floor.

**MINUTES**

Department of Recreation and Parks - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 15 to GWWO, Inc. under Project No. 1234, On-Call Design Services. The period of the task assignment is approximately one year.

**AMOUNT OF MONEY AND SOURCE:**

\$5,271.02 - 9938-915051-9474-900000-703032

**BACKGROUND/EXPLANATION:**

This task will include stormwater management expeditor service for the Winans Meadow Nature Center.

**MBE/WBE PARTICIPATION:**

Including this task, the Consultant has achieved:

**MBE:** 16.93%

**WBE:** 18.85%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

Department of Recreation and Parks - cont'd

**TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT</u></b>	<b><u>TO ACCOUNT</u></b>
<b>\$6,000.00</b>	9938-913051-9475	9938-915051-9474
State (Program	Winans Meadow	Winans Meadow
Open Space)	Nature Center	Nature Center
	Center (Reserve)	Center (Active)

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1234, Task #15, to GWWO, Inc.

UPON MOTION duly made and seconded, the Board approved Task No 15 to GWWO, Inc. under Project No. 1234, On-Call Design Services. The Transfer of Funds was approved, **SUBJECT** to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Mayor's Office of Employment - First Amendment to Individual  
Development Training Account Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the First Amendment to the Individual Training Account Agreement with All State Career, Inc.

**AMOUNT OF MONEY AND SOURCE:**

\$23,365.00 - (7/1/2017 - 6/30/2018)  
 4000-807517-6312-467253-603051  
 4000-806518-6312-467253-603051  
 4000-806717-6312-467253-603051  
 4000-806718-6312-467253-603051  
 2026-000000-6311-734100-603051

**BACKGROUND/EXPLANATION:**

On November 8, 2017, the Board approved the original agreement with All State Career, Inc. in the amount of \$57,000.00 to provide training in those areas specified on the Maryland Higher Education Commission list of approved Training Providers.

This First Amendment to the Individual Training Account Agreement increases the funding in the amount of \$23,365.00 for the period March 1, 2018 through June 30, 2018, making the total contract award \$80,365.00. All other terms and conditions of the original agreement remain unchanged.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**



## MINUTES

Mayor's Office of Employment - cont'd  
Development

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment to the Individual Training Account Agreement with All State Career, Inc.

**MINUTES**

Mayor's Office of Employment - First Amendment to Individual  
Development Training Account Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the First Amendment to the Individual Training Account Agreement with Maryland Center for Adult Training, Inc.

**AMOUNT OF MONEY AND SOURCE:**

\$ 8,849.00 - (7/1/2017 - 6/30/2018)  
 4000-807517-6312-467253-603051  
 4000-806518-6312-467253-603051  
 4000-806717-6312-467253-603051  
 4000-806718-6312-467253-603051  
 2026-000000-6311-734100-603051

**BACKGROUND/EXPLANATION:**

On November 8, 2017, the Board approved the original agreement with Maryland Center for Adult Training, Inc. in the amount of \$19,800.00 to provide training in those areas specified on the Maryland Higher Education Commission list of approved Training Providers.

This First Amendment to the Individual Training Account Agreement increases the funding in the amount of \$8,849.00 for the period March 1, 2018 through June 30, 2018, making the total contract award \$28,649.00. All other terms and conditions of the original agreement remain unchanged.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**

Mayor's Office of Employment - cont'd  
Development

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment to the Individual Training Account Agreement with Maryland Center for Adult Training, Inc. The Mayor **ABSTAINED**.

**MINUTES**

Mayor's Office of Employment - Individual Training  
Development Account Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Individual Training Account Agreement with the Virginia L. Grant Foundation, Inc. The period of the agreement is April 30, 2018 through June 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$15,000.00 - 4000-807517-6312-467253-603051  
 4000-807518-6312-467253-603051  
 4000-806717-6312-467253-603051  
 4000-806718-6312-467253-603051

**BACKGROUND/EXPLANATION:**

The money will be drawn from four different accounts: FY17/FY18 Workforce Innovation and Opportunities Act (WIOA) Adult and FY17/FY18 WIOA Dislocated Worker. The accounts and amounts cannot be determined until the participants are registered.

Virginia L. Grant Foundation, Inc. will provide training in areas specified on the Department of Labor, Licensing and Regulation (DLLR) list of approved Training Providers.

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

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**

Mayor's Office of Employment - cont'd  
Development

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Individual Training Account Agreement with the Virginia L. Grant Foundation, Inc.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 011 to Hazen and Sawyer PC, under Project No. 1502, SC 892R, On-Call Project and Construction Management Assistance Services. The period of the services under Task No. 011 is approximately 16 months.

**AMOUNT OF MONEY AND SOURCE:**

\$176,726.00 - 9956-907542-9551-900020-705032

**BACKGROUND/EXPLANATION:**

The Office of Engineering and Construction is in need of inspection services for the ongoing work on SC 892R, Structural Rehabilitation Chlorine Contact Chambers at Patapsco Wastewater Treatment Plant. This work was requested in the original agreement.

The scope of the original agreement includes assisting the Construction Management Section with construction monitoring and inspection, preparation of daily reports and maintenance of records. Services also include attendance at meetings, various reviews, scheduling project engineering, and construction project administrative support.

The scope of the construction project includes, structural repair and rehabilitation of the four chlorine contact chambers, weir walls, effluent channel and other structural elements located within the chambers. The repair and rehabilitation will consist of sealing the cracks and spalls on the concrete surface, removal and replacement of the deteriorated or missing expansion joint material in all the basin walls with specified chemical resistant expansion joint material and coating of all the walls and floor slabs by chemical resistant epoxy coatings. In addition, the work includes partial demolition and disposal of all the masonry baffle walls in the chambers and other miscellaneous works.

**MINUTES**

DPW/Office of Engineering and Constr. - cont'd

**MBE/WBE PARTICIPATION:**

The Consultant will comply with Article 5, subtitle 28 of the Baltimore City Code and the MBE 27% and WBE 10% goals assigned to the original agreement. The Consultant is currently in compliance with using MBE subs but is in non-compliance regarding WBE status. The current participation is MBE 29% and WBE 0%. As of today, no payments have been submitted for WBE participation.

**MBE:** 32.81%

**WBE:** 19.97%

**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. 011 to Hazen and Sawyer PC, under Project No. 1502, SC 892R, On-Call Project and Construction Management Assistance Services.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 012 to Hazen and Sawyer PC, under Project No. 1502, SC 919, On-Call Project and Construction Management Assistance Services. The period of the services under Task No. 012 is approximately 10 months.

**AMOUNT OF MONEY AND SOURCE:**

\$309,324.09 - 9956-908614-9551-900020-705032

**BACKGROUND/EXPLANATION:**

The Office of Engineering and Construction is in need of inspection services for the ongoing work on SC 919, Improvements to Sanitary Sewers in the Outfall Sewershed. The work requested is within the original scope of the agreement.

The scope of the original agreement includes assisting the construction management section with construction monitoring and inspection, preparation of daily reports and maintenance of records. Services also include attendance at meetings, various reviews, scheduling project engineering, and construction project administrative support.

The scope of the construction project includes, approximately 107,000 linear feet of cured-in-place lining. Approximately 6,000 linear feet of sewer cleaning, and 3,000 linear feet of sewer cleaning and closed circuit television inspection. Approximately 4,000 linear feet of replacement of sanitary sewers by open cut method. Approximately 1,900 each of rehabilitation of sewer house connections by various methods and approximately 500 each of replacement of sewer house connections by open cut. Approximately 50 vertical linear feet of replacement of existing sanitary sewer manholes with new sanitary sewer manholes. Approximately 250 vertical linear feet of installation of new sanitary sewer manholes.



**MINUTES**

DPW/Office of Engineering and Constr. - cont'd

**MBE/WBE PARTICIPATION:**

**MBE:** 27%

**WBE:** 10%

The Consultant will comply with Article 5, subtitle 28 of the Baltimore City Code and the MBE 27% and WBE 10% goals assigned to the original agreement. The current participation is 29% MBE and 0% WBE. The agency has not received billing for WBE participation.

**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. 012 to Hazen and Sawyer PC, under Project No. 1502, SC 919, On-Call Project and Construction Management Assistance Services.

**MINUTES**

Department of Public Works/Office of Engineering and Construction - Amendment No. 3 for Project 1207, Owner Project Alternative Delivery Advisory Services for the City's Capital Programs

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 3 for Project 1207, Owner Project Alternative Delivery Advisory Services for the City's Capital Programs with KPMG Corporate Finance, LLC. (Amendment No. 3). This Amendment No. 3 will extend the agreement through June 15, 2019.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On June 17, 2015, the Board approved an agreement with KPMG Corporate Finance, LLC to provide support services for projects in the Department for a period of two years through June 17, 2017.

On May 4, 2016, the Board approved amendment no. 1 increasing the amount by \$982,637.50.

On March 17, 2017, the Board approved amendment no. 2 to extend the period of the agreement through June 16, 2018.

This Amendment No. 3 will extend the period of the agreement through June 15, 2019 for a total of four years.

The KPMG Corporate Finance, LLC will provide the Department support services for projects in the Department's Capital Improvements Program. Individual tasks will be written under this agreement, each at its own defined scope and cost.

**MINUTES**

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

**MBE/WBE PARTICIPATION:**

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

**MBE: 10%**

**WBE: 5%**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS NOTED THE TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 3 for Project 1207, Owner Project Alternative Delivery Advisory Services for the City's Capital Programs with KPMG Corporate Finance, LLC.

**MINUTES**

Department of Public Works/Office - Full Release of Retainage  
of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Full Release of Retainage with Inland Waters Pollution Control, Inc.

**AMOUNT OF MONEY AND SOURCE:**

\$559,879.79 - 9956-906652-9551-000000-200001

**BACKGROUND/EXPLANATION:**

As of November 13, 2017, Inland Waters Pollution Control, Inc. completed 100% of all work for SC 909, Improvements to Sanitary Sewers in Eastern Portion of Herring Run Sewershed. The Contractor has requested a full release of retainage in the amount of \$559,879.79. Currently, the City is holding \$559,879.79 in retainage for the referenced project and the contractor is requesting to reduce the amount of retainage to \$0.00.

**MWBOO APPROVED THE RELEASES OF RETAINAGE.**

**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 with Inland Waters Pollution Control, Inc.

**MINUTES**

Department of Public Works/Office - Amendment No. 1 to Agreement  
of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement with EMA, Inc. for WC 1223, Post Award Services Advanced Metering Infrastructure & Water Meter System Installation.

**AMOUNT OF MONEY AND SOURCE:**

\$1,742,056.12 - 9956-905647-9557-900020-703032

**BACKGROUND/EXPLANATION:**

The Office of Customer Support and Services is requesting EMA, Inc. to extend duties in the original contract because of the delay in the completion of the City and County meter installations. Additionally, the EMA, Inc. is requested to take on additional duties and responsibilities to support the Department's meter installation project. Due to a delay in bringing up the County accounts in the new billing system, the EMA, Inc. is needed to maintain the Transaction Center longer than anticipated. The EMA, Inc. is also needed to provide additional support related to water meter shut offs, assist the Department in developing a preventative maintenance program for the Advanced Metering Infrastructures (AMI) Network, assist the Department with monitoring and troubleshooting network device issues and problems, and assist the Department in developing procedures to use Cityworks as the meter and Encoder Receiver Transmitter (ERT) inventory tracking system. They will also assist the Department in developing any interfaces related to inventory tracking, assist the Department in developing process and procedures related to the technical maintenance of the meter reading system Multi-Vendor Reading System (MV-RS), and perform actual meter and transmitter installations.

The original scope of the agreement provided assistance with the Advanced Metering Infrastructure (AMI)/Automated Meter Reading (AMR) program to ensure that the program moved forward efficiently and expeditiously in order to meet the successful completion of key milestones. This included project review, budgeting, schedule

**MINUTES**

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

oversight, quality assurance oversight, fixed area network (FAN) site approvals, request for information and change order review, hardware/software implementation coordination; security exposure and vulnerability identification and testing. The scope also included interface coordination between the City, the installation contractor, and other involved vendors; interface oversight between Automated Meter Infrastructure/Reading (AMI/R) systems, existing billing system, and new billing system, AMI/R training plan development, coordination, and oversight, business process documentation, customer outreach support; information flow process development, record documentation; and operation and maintenance documentation review.

**MBE/WBE PARTICIPATION:**

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

**MBE: 10%**

**WBE: 5%**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 1 to Agreement with EMA, Inc. for WC 1223, Post Award Services Advanced Metering Infrastructure & Water Meter System Installation.

**MINUTES**

Department of Public Works/Office - Amendment No. 1 to Agreement  
of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement with EMA, Inc., (Amendment No. 1) under WC 1248, PAS Water Billing Customer Information System (CIS) Selection and Implementation. The Amendment No. 1 will extend the period of the agreement through March 5, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$1,619,704.04 - 9960-904640-9557-900020-703032

**BACKGROUND/EXPLANATION:**

The Office of Customer Support and Services is requesting EMA, Inc. to continue services identified in the original contract due to the delayed implementation of bringing Baltimore County accounts into the new billing system. As these efforts progress, EMA, Inc. will provide testing oversight and project management assistance. Additionally, EMA, Inc. is needed for additional efforts in business process redesign in the meter to cash cycle as a result of the new systems, issues management, and operational reporting to ensure key performance indicators are being tracked and correctly measured.

Under the original agreement the Office of Customer Support & Services required EMA, Inc. services in the following areas related to the implementation of the new water billing system: organize and mobilize for implementation support, project administration, operational change management, communications planning, implementation support; quality assurance, support for on-boarding new staff, prepare for on-site vendor activities, fit analysis (discovery) and configuration, data clean-up and conversion, interface development, and vendor deliverables review. They will also develop reports/metrics assistance, testing oversight, scope of projects and new business process design, training oversight,

**MINUTES**

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

managing mock go-lives, system go-live preparation and cut-over assistance; system acceptance review; county cut-over assistance, system stability and sustainability, organization analysis/support, continuous improvement roadmap, transitioning duties to Baltimore, and project close-out activities.

**MBE/WBE PARTICIPATION:**

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

**MWBOO SET GOALS OF 15% MBE 5% WBE.**

This Amendment No. 1 contains the following participation:

<b>WBE:</b> Serigor, Inc.	\$274,544.00	16.95%
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**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 execution of the Amendment No. 1 to Agreement with EMA, Inc., under WC 1248, PAS Water Billing Customer Information System Selection and Implementation.



**MINUTES**

Department of Transportation/ - Task Assignment  
Office of Eng. & Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 13 to STV, Inc., under Project No. 1183, Traffic Signal & ITS and Traffic Engineering, On-Call Consulting Services. The period of the services under Task No. 13 is approximately 12 months.

**AMOUNT OF MONEY AND SOURCE:**

\$83,114.59 - 9950-906102-9512-900020-703032

**BACKGROUND/EXPLANATION:**

This authorization provides for preparation of the design for Tench Tilghman Elementary/Middle and Westport Academy Elementary/Middle, of the approved infrastructure improvements as part of the Safe Routes to School Grant Year 'G' project.

The scope of services includes 81 ADA ramps, 12,500 feet of crosswalk, 505 feet of stop lines, 46 school signs, 2 bike racks, 2 flashing beacons, 260 square feet of sidewalk, and 40 APS/CPS.

**DBE PARTICIPATION:**

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

**DBE:** 26%

The Consultant has met 18% of the DBE goal and has the capacity to meet the DBE requirement.

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

**MINUTES**

Department of Transportation/ - cont'd  
Office of Eng. & Construction

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 13 to STV, Inc., under Project No. 1183, Traffic Signal & ITS and Traffic Engineering, On-Call Consulting Services.

**MINUTES**

Department of Transportation/ - Task Assignment  
Office of Eng. & Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 14 to STV, Inc., under Project No. 1183, Traffic Signal & ITS and Traffic Engineering, On-Call Consulting Services. The period of the services under Task No. 14 is approximately 12 months.

**AMOUNT OF MONEY AND SOURCE:**

\$67,773.15 - 9950-906102-9512-900020-703032

**BACKGROUND/EXPLANATION:**

This authorization provides for preparation of the contract bid documents for the approved infrastructure improvements for Hilton Elementary and the incorporation of design from other consultants, as part of the Safe Routes to School Grant Year 'G' project.

**DBE PARTICIPATION:**

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

**DBE:** 25%

The Consultant has met 18% of the DBE goal and has the capacity to meet the remaining DBE goal.

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

**MINUTES**

Department of Transportation - cont'd

**TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
<b>\$173,521.00</b>	9950-901069-9512	9950-906102-9512-3
HUR	Neighborhood Traffic Calming	Design State Route- School - G

This transfer will fund the costs associated with Task Nos. 13 and 14, under Project No. 1183, TR 18302, Traffic Signal & ITS and Traffic Engineering, On-Call Engineering On-Call Consulting Services with STV, Inc.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 14 to STV, Inc., under Project No. 1183, Traffic Signal & ITS and Traffic Engineering, On-Call Consulting Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Department of Transportation/ - Task Assignment  
Office of Eng. & Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 008 to STV, Inc., under Project No. 1191, On-Call Consultant Services for Federal Aid Resurfacing and Reconstruction Projects. The period of the services under Task No. 008 is approximately 24 months.

**AMOUNT OF MONEY AND SOURCE:**

\$ 11,891.65 - 9962-909073-9562-900000-705032  
9,018.56 - 9960-911502-9557-900000-705032  
90,186.03 - 9950-902323-9527-900010-705032  
**\$111,096.24**

**BACKGROUND/EXPLANATION:**

This authorization provides for post award services for TR 11318, Key Highway at Light Street Intersection Improvements. The scope of services includes response to construction contractor requests for information, shop drawing review, potential redline/greenline revision, progress meetings and site visits.

**DBE PARTICIPATION:**

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

**DBE: 25%**

The Consultant has exceeded the DBE goals of 25%. The achieved DBE goal is 26%.

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

**MINUTES**

Department of Transportation/ - cont'd  
Office of Eng. & Construction

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 008 to STV, Inc., under Project No. 1191, On-Call Consultant Services for Federal Aid Resurfacing and Reconstruction Projects.

**MINUTES**

Department of Transportation/ - Task Assignment  
Department of Planning

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 003 to Rummel, Klepper & Kahl, LLP, under Project No. 1208, On-Call Transportation Planning/Policy/Feasibility Studies. The period of the services under Task No. 003 is approximately 6 months.

**AMOUNT OF MONEY AND SOURCE:**

\$ 99,027.39 - 9962-904056-9562-900000-703032  
 100,000.00 - 9950-902315-9506-900020-703032  
100,000.00 - 9950-905023-9508-900020-705032  
**\$299,027.39**

**BACKGROUND/EXPLANATION:**

This authorization provides for baseline data collection for the Department of Transportation's plan and stakeholder engagement. The scope of work includes, but is not limited to organizing meetings, background materials, presentations, outreach quality assistance/quality control for all deliverables related to the project, compiling plan documents, developing data record format, geocode recommendations and Phase II internal and external outreach.

**MBE/WBE PARTICIPATION:**

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

**MBE:** 23.00%

**WBE:** 10.00%

**MINUTES**

Department of Transportation/ - cont'd  
Department of Planning

The Consultant has met 0.21% MBE and 0.00% WBE, however, they have the capacity to meet the remaining goals.

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 003 to Rummel, Klepper & Kahl, LLP, under Project No. 1208, On-Call Transportation Planning/Policy/Feasibility Studies.



**MINUTES**Department of Transportation (DOT) - Developers' Agreements

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

	<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
1.	<b>HOWARD BANK</b>	<b>1559</b>	<b>\$120,742.00</b>
	Howard Bank would like to install Streetscape improvements to its proposed new building located at 3301 Boston Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.		
	An irrevocable Letter of Credit in the amount of \$120,742.00 has been issued to Howard Bank, which assumes 100% of the financial responsibility.		
2.	<b>AVALON HARBOR EAST LLC.</b>	<b>1542</b>	<b>\$390,159.00</b>
	Avalon Harbor East, LLC would like to install a new water service, sanitary sewer, storm drain, conduit, and road improvements to its proposed new building located at 555 President Street, Baltimore, MD 21202. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards		
	A Performance Bond in the amount of \$390,159.00 has been issued to Avalon Harbor East, LLC who assumes 100% of the financial responsibility.		

**MBE/WBE PARTICIPATION:**

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

**MINUTES**

DOT - cont'd

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

**MINUTES**

Department of Transportation - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) with Frankford Improvement Association, Inc., Owner.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The MOU establishes the framework for the Owner to maintain the community sign and landscaped areas surrounding the community sign within the right-of-way for the Frankford Improvement Association, Inc. at the median corner of Parkside Drive and Sinclair Lane, all at its sole cost and subsequently for the owner to perform ongoing maintenance of all aspects of the project during the term of the MOU.

**MBE/WBE PARTICIPATION:**

Not a competitive procurement. The Owner is paying for all costs.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with Frankford Improvement Association, Inc.

**MINUTES**

Department of Transportation - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a Memorandum of Understanding (MOU) with the Department of Transportation and the Frankford Improvement Association, Inc., Owner.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The attached MOU establishes the framework for the Owner to maintain the community sign and landscape areas surrounding the community sign within the right-of-way for the Frankford Improvement Association, Inc. at the northwest corner of Parkside Drive and Belair Road, all at its sole cost and subsequently for the owner to perform ongoing maintenance of all aspects of the project during the term of the MOU.

**MBE/WBE PARTICIPATION:**

Not a competitive procurement. The Owner is paying for all costs.

UPON MOTION duly made and seconded, the Board approved the Memorandum of Understanding with the Department of Transportation and the Frankford Improvement Association, Inc.

**MINUTES**

Department of Transportation - Right-of-Entry Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Right-of-Entry Agreement with Todd A. Evans and Lisa E. Cimino.

**AMOUNT OF MONEY AND SOURCE**

The Right-of-Entry is being granted at no cost to the City

**BACKGROUND/EXPLANATION:**

The Department of Public Works, would like to relocate existing meters which will require the installation of new water supply services on property owned by Todd A. Evans and Lisa E. Cimino located at 3614 and 3624 Clipper Road (Block 3398, Lots 6, 6A, 7). The meter relocation is being performed in connection with Public Works Water Contract WC 1293.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Right-of-Entry Agreement with Todd A. Evans and Lisa E. Cimino.

MINUTES

Department of Transportation - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize an expenditure of funds to pay Sabra, Wang & Associates, Inc. for services rendered under Contract No. TR 14018, Material Testing 2014, Various Projects Citywide.

**AMOUNT OF MONEY AND SOURCE:**

\$11,655.00 - 9950-907536-9508-900020-702064

**BACKGROUND/EXPLANATION:**

On May 14, 2014, the Board awarded Contract No. TR 14018, Material Testing 2014, Various Projects Citywide. The completion date was December 12, 2016.

During the closing out review, it was discovered that various items were not paid to the Contractor. The Department is requesting additional funding to pay for the work performed.

**MBE/WBE PARTICIPATION:**

The Contractor has demonstrated a Good Faith Effort towards meeting the established MBE goal of 15% and the WBE goal of 5% for this contract.

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$13,403.25 GF (HUR)	9950-903550-9509 Constr. Res. Neighborhood Street Reconstruction	9950-907536-9508-2 Contingencies Material Testing

**MINUTES**Department of Transportation

This transfer will fund the costs associated with Change Order No. 6, under Project No. TR 14018, Material Testing 2014, Various Projects Citywide with Sabra, Wang & Associates, Inc.

UPON MOTION duly made and seconded, the Board approved and authorized the expenditure of funds to pay Sabra, Wang & Associates, Inc. for services rendered under Contract No. TR 14018, Material Testing 2014, Various Projects Citywide. 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

PERSONNEL MATTERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

1626 - 1650

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

Item nos. 23, 25, 26, 27, 29, 30 and 31

were **DEFERRED** for 2 weeks.

**A PROTEST WAS RECEIVED FROM THE CITY UNION OF BALTIMORE LOCAL  
800, AFI, AFL-CIO FOR ITEM NOS. 23, 25, 26, 27, 29, 30 AND 31.**





# ***City Union of Baltimore***

**Local 800, AFT, AFL-CIO**

**President**

*Antoinette Ryan-Johnson*

**Executive Vice President**

*Donna Price*

**Treasurer**

**Secretary**

*Gaye Mattison*

**Executive Board**

*Olivia Baker*

*Tara Belisle*

*Craig Ewell*

*Pauline Fayall*

*Jackie Payne El*

*Herman Stevenson*

*Sadakia Thomas-Caldarazzo*

April 23, 2018

Board of Estimates  
Attn: Clerk, Room 204 City Hall  
100 N. Holliday Street  
Baltimore, MD 21202

**RE: PROTEST TO PROPOSED ACTION BY THE BOARD OF ESTIMATES**

Honorable Members of the Board:

As President of the City Union of Baltimore, I am submitting this Notice of Protest to the Board of Estimates on behalf of all members of the City Union of Baltimore, and more specifically on behalf of all members of the City Union of Baltimore holding the following positions:

Office Support Specialist II/Contract Services Specialist I (See Agenda, p. 43, item 23 Patricia Davis). (BPD, ECU)

Police Information Technician (See, Agenda p. 44, item 25, Sharon Markov; See also, p. 45, item 27, Celio Oliveras). (BPD, Records Management Section)

Medical Office Assistant (See, Agenda p. 44, item 26, Cynthia McCrea) (BPD, HR Medical Section)

Training Assistant (See, Agenda p. 46, item 29, Lavinia Davis). (BPD, Police Training Academy).

Police Report Reviewer (See, Agenda p. 46, item 30, Walter Heuer). (BPD, UCR)

Storekeeper II (See, Agenda p. 47, item 31, Roberto Santiago). (BPD, ECU)

At it's meeting scheduled for April 25, 2018, the Board will have before it the issue of whether to approve the Police Department's recommendation to employ on a one-year temporary basis, certain *retired* Baltimore Police Department employees to perform work normally performed by bargaining unit members of the City Union of

***"Strength in Unity"***

2117 North Howard Street \* Baltimore, Maryland 21218-5063 \* 410.962.1492 \* [www.cub-aft.org](http://www.cub-aft.org)

Baltimore, Local 800, AFT, AFL-CIO (“CUB”). Separately, a class action grievance will be prepared and filed in the event the Board of Estimates approves such recommendations because the recommended actions are in direct violation of the Memorandum of Understanding (“MOU”) between the Mayor and City Council and the City Union presently in effect.

Specifically, the MOU provides, in part:

**Temporary Employees.** “No temporary employee shall be retained by the Employer for more than six (6) months. At such time the temporary employee shall be hired into a bargaining unit position or terminated from employment. It is understood that this provision shall not be construed as a vehicle for the Employer to establish a “temporary to permanent” hiring strategy for all positions. Instead, it is intended to minimize the current practice of long term utilization of temporary workers.” (See Exhibit 1, attached).

In the Board of Estimates summary, it is confirmed that all of the above listed temporary contracts being presented (except possibly Santiago) are designed and intended to *continue* existing contracts with such retired Police Officers beyond expiration of their current term. Consequently, retention of such *temporary contract employees* clearly violates the six (6) month contractual limitation to which the Labor Commissioner on behalf of the Mayor and City Council is signatory. (See, Exhibit 2, attached).

Moreover, the MOU between the parties also provides:

**Contracting Out.** “Notwithstanding the provisions of Article 39 [sic], in FY 2017, 2018, and 2019 Memorandum of Understanding (MOU), if the City is considering a subcontract that will result in the loss of unit jobs, it will give the Union the opportunity to meet and discuss whether such work can be effectively and efficiently performed by unit employees.” (See, Exhibit 3, attached).

The staffing levels in each bargaining unit position listed above has been reduced and filled by the *temporary contract employees* identified above. Due to the lengthy process involved in filling vacancies through Civil Service, the City Union agreed to work with

the Employer by agreeing to terms permitting the Employer to hire *temporary employees* for the six (6) month period frequently required to fill vacancies on a permanent basis.

The recommendation of the Police Department to continue with the above listed contracts is an *inefficient* waste of taxpayer funds. To illustrate:

The Police Department position of Office Support Specialist II is a City Union bargaining unit position Pay Grade 75. Pay Grade 75 has a salary range starting at \$29,638 with a maximum salary of \$33,689. (See, Exhibit 4, Pay Grade Scale for FY July 1, 2018 - June 30, 2019, attached. The recommended salary for the *temporary contract employee* being considered by the Board of Estimates for this position is \$42,000. This recommended salary that the Board of Estimates is being asked to approve, is \$12,362 above the starting salary for the *bargaining unit position* of Office Support Specialist II.

Similarly, the Medical Office Assistant position is a City Union bargaining unit position Pay Grade 78. Pay Grade 78 has a salary range starting at \$31,488 with a maximum salary of \$36,312. (See, Exhibit 4, Pay Grade Scale for FY July 1, 2018 - June 30, 2019, attached). The recommended salary for the *temporary contract employee* being considered by the Board of Estimates for this position is \$42,000. This recommended salary that the Board of Estimates is being asked to approve, is \$10,512 above the starting salary for the *bargaining unit position* of Medical Office Assistant.

The Police Information Technicians (2 requests) are also CUB bargaining unit positions Pay Grade 80. Pay Grade 80 has a salary range starting at \$33,048 with a maximum salary of \$38,876. (See, Exhibit 4, Pay Grade Scale for FY July 1, 2018 - June 30, 2019, attached). The recommended salary for the *temporary contract employees* being considered by the Board of Estimates for this position is \$42,000. This recommended salary that the Board of Estimates is being asked to approve, is \$8,952

above the starting salary for the *bargaining unit position* of Police information Technician.

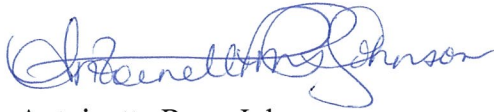
The Training Assistant position and the Police Report Reviewer position is also a CUB bargaining unit position Pay Grade 81. Pay Grade 81 has a salary range starting at \$34,039 with a maximum salary of \$40,327. (See, Exhibit 4, Pay Grade Scale for FY July 1, 2018 - June 30, 2019, attached). The recommended salary for the *temporary contract employee* being considered by the Board of Estimates for this position is \$42,000. This recommended salary that the Board of Estimates is being asked to approve, is \$7,961 above the starting salary for the *bargaining unit position* of Training Assistant.

At minimum, the City Union of Baltimore requests that items 23, 25, 26, 29, 30 and 31 on the Board of Estimates Agenda for April 25, 2018 be denied and that the Police Department be directed to confer with the Department of Human Resources to promptly develop and implement a strategy to expedite the recruitment and hiring of regular full time bargaining unit employees to fill the positions described above.

Approval of the continuation of such *temporary contract employees* constitutes a flagrant violation of the Memorandum of Understanding between the Mayor and City Council of Baltimore and the City Union of Baltimore. If necessary, a grievance protesting such action will be filed with the Labor Commissioner in this regard, and if necessary, such grievance will be pressed to an independent Arbitrator to resolve the issues under *Protest* herein.

In light of the above, the City Union of Baltimore, on behalf of all of its members, including those who have been displaced by the continuation of these *temporary employee contracts*, respectfully requests this Honorable Board to *REJECT* the recommendations made by the Department and direct the Department of Human Resources to replace these *temporary contract employees* with regular full time bargaining unit employees.

Respectfully submitted,



Antoinette Ryan Johnson  
President, City Union of Baltimore

Cc: Jermaine Jones, President, Metropolitan Baltimore Council, AFL-CIO  
Daniel S. O'Connor, Esquire  
Deborah Moore-Carter, Labor Commissioner  
Mary Talley, Director of Human Resources

**EXHIBIT #1**

CITY OF BALTIMORE

CATHERINE E. PUGLIE, Mayor



OFFICE OF THE LABOR COMMISSIONER

DEBORAH F. MOORE-CARTER, SPHR, SHRM SUP  
Labor Commissioner  
417 E. Fayette Street, Suite 1405  
Baltimore, Maryland 21202  
410-396-4365

**ADDENDUM F: TEMPORARY EMPLOYEES**

September 15, 2017

Antoinette Ryan-Johnson, President  
City Union of Baltimore  
2117 N. Howard Street  
Baltimore, Maryland 21218

**RE: Temporary Employees**

Dear Ms. Ryan-Johnson:

No temporary employee shall be retained by the Employer for more than six (6) months. At such time, the temporary employee shall be hired into a bargaining unit position or terminated from employment. It is understood that this provision shall not be construed as a vehicle for the Employer to establish a "temporary to permanent" hiring strategy for all positions. Instead, it is intended to minimize the current practice of long term utilization of temporary workers.

Sincerely,

Deborah F. Moore-Carter  
Labor Commissioner

Please accept this Side Letter as compliance with our understanding.

  
Antoinette Ryan Johnson, President/Date

DFMC:bmrr

cc: Quinton M. Herbert, Deputy Labor Commissioner  
Yvette Brown, Labor Relations Specialist

**EXHIBIT #2**



**MEMORANDUM OF UNDERSTANDING  
FISCAL YEARS 2017-2019**

**Between the**

**\* \* \* \***


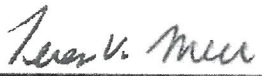
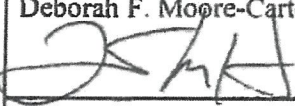


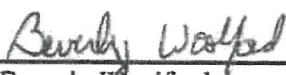


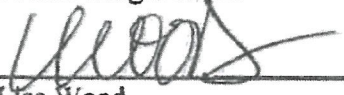
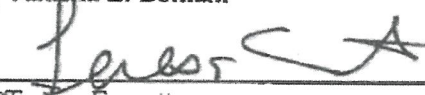
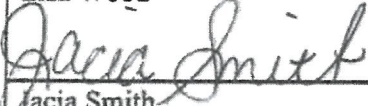

**CITY UNION OF BALTIMORE  
LOCAL 800, AFT, AFL-CIO**



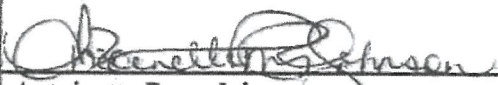
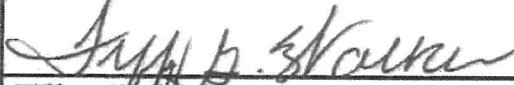

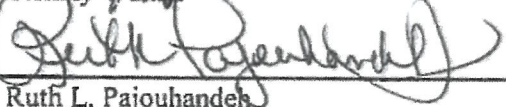
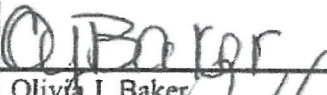
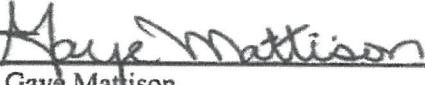
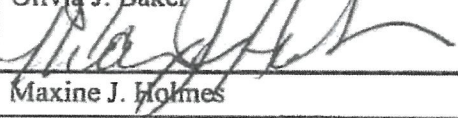
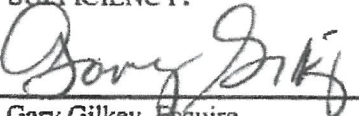

**MAYOR AND CITY COUNCIL OF BALTIMORE  
MASTER CUB AGREEMENT PART A  
UNIT I  
(Non-Supervisory)**

This Memorandum of Understanding is signed on the 18<sup>th</sup> day of Sept, 2017,  
in Baltimore, Maryland.

**MAYOR AND CITY COUNCIL OF BALTIMORE:**

 Deborah F. Moore-Carter	 Teresa V. Meli
 Quinton M. Herbert	 Kathy L. Litz
 Yvette Brown	 Beverly Woolford
 Felicia Knight-Davis	 Tanisha E. Bomani
 Lisa Wood	 Teresa Everett
 Jacia Smith	 Catherine Burns

**CITY UNION OF BALTIMORE:**

 Antoinette Ryan-Johnson	 Tiffany Walker
 James Anthony, Sr.	 Ruth L. Pajouhandeh
 Olivia J. Baker	 Gaye Mattison
 Maxine J. Holmes	
APPROVED AS TO FORM AND LEGAL SUFFICIENCY:  Gary Gilkey, Esquire Chief, Labor and Employment	NOTED BY THE BOARD OF ESTIMATES:  Bernard Jung Clerk
Date 9/18/17	Date SEP 27 2017

Page 43 of the Memorandum of Understanding (FY 2017-2019) by and between the City of Baltimore and the City Union of Baltimore.

**EXHIBIT #3**

CITY OF BALTIMORE

CATHERINE F. PUGH, Mayor



OFFICE OF THE LABOR COMMISSIONER

DEBORAH F. MOORE-CARTER, SPHR, SHRM-SCP  
Labor Commissioner  
417 E. Fayette Street, Suite 1405  
Baltimore, Maryland 21202  
410-396-4365

**ADDENDUM D: CONTRACTING OUT**

September 15, 2017

Antoinette Ryan-Johnson, President  
City Union of Baltimore  
2117 N. Howard Street  
Baltimore, Maryland 21218

***RE: Contracting Out***

Dear Ms. Ryan-Johnson:

Notwithstanding the provisions of Article 39, in FY 2017, 2018, and 2019 Memorandum of Understanding (MOU), if the City is considering a subcontract that will result in the loss of unit jobs, it will give the Union the opportunity to meet and discuss whether such work can be effectively and efficiently performed by unit employees.

Sincerely,

Deborah F. Moore-Carter  
Labor Commissioner

Please accept this Side Letter as compliance with our understanding.

  
\_\_\_\_\_  
Antoinette Ryan Johnson, President/Date

DFMC:bmrr

cc: Quinton M. Herbert, Deputy Labor Commissioner  
Yvette Brown, Labor Relations Specialist

**EXHIBIT #4**

FY 2019 (July 1, 2018-June 30, 2019)

GRADE	HIRING LEVEL	FULL PERF. LEVEL	EXPERIENCED LEVEL	SENIOR LEVEL	3%	2%
					Long. (1-5)	Long. 6
050	\$26,443	\$27,093	\$29,981	\$30,450	\$914	\$609
052	\$32,478	\$33,934	\$38,476	\$39,103	\$1,173	\$782
060	\$10,054	\$10,181	\$10,814	\$10,974	\$329	\$219
061	\$24,618	\$24,997	\$26,762	\$27,173	\$815	\$543
062	\$24,886	\$25,274	\$27,076	\$27,486	\$825	\$550
063	\$25,162	\$25,572	\$27,394	\$27,817	\$835	\$556
064	\$25,464	\$25,867	\$27,720	\$28,143	\$844	\$563
065	\$25,753	\$26,183	\$28,080	\$28,511	\$855	\$570
066	\$26,065	\$26,493	\$28,438	\$28,877	\$866	\$578
067	\$26,380	\$26,837	\$28,823	\$29,269	\$878	\$585
068	\$26,717	\$27,185	\$29,231	\$29,682	\$890	\$594
069	\$27,068	\$27,557	\$29,661	\$30,121	\$904	\$602
070	\$27,436	\$27,948	\$30,125	\$30,590	\$918	\$612
071	\$27,826	\$28,365	\$30,628	\$31,105	\$933	\$622
072	\$28,240	\$28,808	\$31,192	\$31,675	\$950	\$633
073	\$28,681	\$29,270	\$31,795	\$32,287	\$969	\$646
074	\$29,141	\$29,770	\$32,451	\$32,953	\$989	\$659
075	\$29,638	\$30,316	\$33,171	\$33,689	\$1,011	\$674
076	\$30,181	\$30,934	\$33,828	\$34,359	\$1,031	\$687
077	\$30,795	\$31,627	\$34,755	\$35,298	\$1,059	\$706
078	\$31,488	\$32,270	\$35,750	\$36,312	\$1,089	\$726
079	\$32,131	\$33,199	\$36,913	\$37,512	\$1,125	\$750
080	\$33,048	\$34,192	\$38,254	\$38,876	\$1,166	\$778
081	\$34,039	\$35,329	\$39,681	\$40,327	\$1,210	\$807
082	\$35,168	\$36,561	\$40,933	\$41,598	\$1,248	\$832
083	\$36,396	\$37,918	\$42,588	\$43,285	\$1,299	\$866
084	\$37,741	\$39,101	\$44,323	\$45,044	\$1,351	\$901
085	\$38,926	\$40,677	\$46,150	\$46,904	\$1,407	\$938
086	\$40,487	\$42,328	\$48,045	\$48,836	\$1,465	\$977
087	\$42,131	\$44,061	\$50,104	\$50,927	\$1,528	\$1,019
088	\$43,855	\$45,873	\$52,268	\$53,134	\$1,594	\$1,063
089	\$45,660	\$47,828	\$54,542	\$55,436	\$1,663	\$1,109
090	\$47,604	\$49,884	\$56,919	\$57,857	\$1,736	\$1,157
091	\$49,651	\$52,044	\$59,429	\$60,411	\$1,812	\$1,208
092	\$51,800	\$54,300	\$62,053	\$63,075	\$1,892	\$1,262
093	\$54,044	\$56,688	\$64,823	\$65,897	\$1,977	\$1,318
094	\$56,421	\$59,179	\$67,714	\$68,833	\$2,065	\$1,377
095	\$58,900	\$61,809	\$70,667	\$71,837	\$2,155	\$1,437
096	\$61,517	\$64,543	\$73,865	\$75,095	\$2,253	\$1,502
097	\$64,239	\$67,411	\$77,168	\$78,449	\$2,353	\$1,569
098	\$67,090	\$70,403	\$80,633	\$81,976	\$2,459	\$1,640
099	\$70,069	\$73,543	\$84,255	\$85,661	\$2,570	\$1,713

**MINUTES****PERSONNEL**Office of Civil Rights and Wage Commission1. Create the following new Non-Civil Service Classification:

Classification: Civilian Review Board Investigator Supervisor  
 Job Code: 10133  
 Grade: 929 (\$67,218.00 - \$107,406.00)

There are no cost associated with this action at this time

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 Board2. Reclassify the following filled position:

From: Assistant to the Executive Director ECB  
 Job Code: 10123  
 Grade: 923 (\$59,466.00 - \$95,370.00)  
 Position No.: 1170-45369

To: Operations Officer III  
 Job Code: 00087  
 Grade: 929 (\$67,218.00 - \$107,406.00)

Cost: \$10,200.00 - 1001-000000-1170-138600-601001

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

Department of Finance3. Reclassify the following vacant position:

From: Property Disposal Assistant  
 Job Code: 33541

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

Grade: 084 (\$37,001.00 - \$44,161.00)  
Position No.: 12210

To: Program Coordinator  
Job Code: 31192  
Grade: 923 (\$59,466.00 - \$95,370.00)  
Position No.: 12210

Cost: \$10,976.00 - 6000-606018-1442-161800-601001

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

4. Reclassify the following filled position:

From: Contract Administrator II  
Job Code: 72412  
Grade: 089 (\$44,764.00 - \$54,349.00)  
Position No.: 12108

To: Management Support Technician  
Job Code: 31172  
Grade: 903 (\$44,268.00 - \$70,788.00)

Cost: \$7,853.00 - 1001-000000-1441-161800-601001

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

5. Reclassify the following filled position:

From: Accountant II  
Job Code: 34142  
Grade: 923 (\$59,466.00 - \$95,370.00)  
Position No.: 12261



MINUTES

PERSONNEL

Department of Finance - cont'd

To: Program Coordinator  
Job Code: 31192  
Grade: 923 (\$59,466.00 - \$95,370.00)

There are no cost associated with this action at this time.

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

6. Reclassify the following vacant position:

From: Data Entry Operator III  
Job Code: 33113  
Grade: 081 (\$33,372.00 - \$39,536.00)  
Position No.: 12372

To: Operations Manager II  
Job Code: 31115  
Grade: 942 (\$88,842.00 - \$146,472.00)

Cost: \$90,000.00 - 1001-000000-1423-160800-601001

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

Department of General Services

7. **MAHWISH MATIH** \$26.83 **\$50,977.00**

Account: 1001-000000-1981-718100-601009

Ms. Matih will continue to work as a Contract Service Specialist II (Administrative Analyst II/Administrative Analyst II). Ms. Matih will meet with Agency managers and IT

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

<u>Hourly Rate</u>	<u>Amount</u>
<p>Supervisor to determine workflow, systems, and programmatic needs; plan design and implement new systems based on information from managers; build new designs/improvements to existing Archibus and other systems. She will recommend new system improvements to meet Agency needs, build cost analyses and develops financial control systems for software and business processes; manage and maintain software systems to ensure compliance and accommodate future needs. Ms. Matih will create and analyze work order (WO) reports to ensure that existing systems meet specifications and/or demand for new processes; utilize data to modify and enhance current WO system; conducts trainings on new system and/or processes to internal and external customers to ensure compliance and ease transition. This is a 2% increase in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.</p>	

Health Department

8.	<b>ROSZETTA RYAN</b>	\$20.00	<b>\$540.00</b>
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Ms. Ryan will work as a Contract Service Specialist II (CARE Aide/Aquatic Aerobics Instructor).

9.	<b>ROGER RYAN</b>	\$20.00	<b>\$540.00</b>
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Mr. Ryan will work as a Contract Service Specialist II (CARE Aide/Strength Trainor Instructor).

Account: 5000-535718-3024-750200-601009

These individuals will coordinate and teach strength training using weights and elastic tubing as well as stretching and relaxing muscular range of movements, and hand and finger coordination. They will also coordinating classroom set-up and maintaining a roster of class participation and attendance. The period of the agreement is effective upon Board approval through June 30, 2018.

**MINUTES****PERSONNEL**

Health Department - cont'd

10. Reclassify the following vacant position:

From: Office Support Specialist III  
Job Code: 33213  
Grade: 078 (30,871.00 - \$35,600.00)  
Position No.: 42935

To: Purchasing Assistant  
Job Code: 33501  
Grade: 081 (\$33,372.00 - \$39,536.00)

Cost: \$3,155.76 - 1001-000000-3030-271200-601001

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

11. Reclassify the following vacant position:

From: Community Health Nurse II  
Job Code: 62212  
Grade: 542 (\$61,473.00 - \$70,070.00)  
Position No.: 14435

To: Public Health Representative  
Job Code: 42561  
Grade: 087 (\$41,305.00 - \$49,919.00)

Savings: (\$25,447.98) - 1001-000000-3150-307700-601001

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

**MINUTES****PERSONNEL**Department of Law12. Reclassify the following vacant position:

From: Assistant Chief EOC  
Job Code: 10040  
Grade: 936 (\$79,152.00 - \$126,582.00)  
Position No.: 15566

To: Assistant Solicitor  
Job Code: 10198  
Grade: 929 (\$67,218.00 - \$107,406.00)

Savings: (\$25,534.00) - 1001-000000-1761-175200-601001

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

13. Reclassify the following vacant position:

From: Office Supervisor  
Job Code: 33215  
Grade: 084 (\$37,001.00 - \$44,161.00)  
Position No.: 33482

To: Paralegal  
Job Code: 84241  
Grade: 090 (\$46,670.00 - \$56,723.00)

Savings: (\$5,776.00) - 1001-000000-8620-175200-601001

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

MINUTES

PERSONNEL

Department of Law - cont'd

14. Reclassify the following vacant position:

From: Claims Investigator  
Job Code: 32211  
Grade: 923 (\$59,466.00 - \$95,370.00)  
Position No.: 15455

To: Paralegal  
Job Code: 84241  
Grade: 090 (\$45,755.00 - \$54,709.00)

Savings: (\$43,696.00) - 2036-000000-1752-75200-601001

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

15. Reclassify the following filled position:

From: Operations Officer IV  
Job Code: 31112  
Grade: 931 (\$72,420.00 - \$115,770.00)  
Position No.: 15569

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

Savings: (\$15,736.00) - 1001-000000-1761-175200-601001

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

**MINUTES****PERSONNEL**

Office of the Inspector General (OIG)

16. Reclassify the following filled position:

From: Operations Officer II  
Job Code: 00086  
Grade: 927 (\$63,240.00 - \$101,184.00)  
Position No.: 16040

To: Operations Officer V  
Job Code: 00089  
Grade: 936 (\$79,152.00 - \$126,582.00)

Cost: \$53,154.00 - 1001-000000-1081-109300-601001

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

17. Reclassify following filled position:

Position No.: 49445

From: Lead OIG Agent  
Job Code: 10211  
Grade: 929 (\$67,218.00 - \$107,406.00)

To: Operations Officer III  
Job Code: 00087  
Grade: 929 (\$67,218.00 - \$107,406.00)

There are no costs associated with this item.

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

**MINUTES****PERSONNEL**Mayor's Office on Criminal Justice

	<u>Hourly Rate</u>	<u>Amount</u>
18. <b>WENDY LEE</b>	\$35.00	<b>\$ 26,250.00</b>

Account: 4000-401418-2254-785400-600000

Ms. Lee will work as a Contract Services Specialist II (Visitation Center Program Director). She will oversee the operation of the Visitation Center, prepare documents, spaces and staff for shifts, and communicate with on-site security, monitors, and volunteers. Ms. Lee will check-in with clients over the phone in preparation for visitations/exchanges during shifts to ensure safe service provision, supervise part-time staff during shifts and outside hours, including making decisions during shifts based on safety and client needs, and perform client intakes. She will also create client service agreements, create and maintain files and records of client contacts and any safety concerns that come up during a visitation or exchange, and coordinates with staff security throughout the week and during shifts. In addition, Ms. Lee will hire staff and compose staff contracts, create and conduct training, track staff invoices, create staff and client schedules, track and implement budgeting plans, facilitate quarterly meetings, and consult partners regarding policies to collaborate when troubleshooting issues, etc. The period of the agreement is effective upon Board approval for five months.

Mayor's Office of Human Services19. Reclassify following filled position:

Position No.: 48519

From: Community Outreach Coordinator  
 Job Code: 00137  
 Grade: 095 (\$57,745.00 - \$70,429.00)

MINUTES

PERSONNEL

Mayor's Office of Human Services - cont'd

To: Operations Specialist II  
Job Code: 00084  
Grade: 907 (\$55,284.00 - \$88,536.00)

Cost: \$28,104.00 - 1001-000000-3574-327200-601001

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

Department of Planning

20. Reclassify following vacant position:

Position Nos.: 1877-47314

From: Operations Officer II  
Job Code: 31110  
Grade: 927 (\$63,240.00 - \$101,184.00)

To: HR Generalist II  
Job Code: 33677  
Grade: 923 (\$59,466.00 - \$95,370.00)

Savings: (\$4,406.00) - 1001-000000-1877-187400-601001

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

	<u>Hourly Rate</u>	<u>Amount</u>
21. <b>DENZEL MITCHELL</b>	\$30.00	<b>\$ 37,980.00</b>

Account: 1001-000000-1875-187400-601009

Mr. Mitchell will work as a Contract Services Specialist II (City Planner I/Greening Community Outreach Organizer). He



**MINUTES****PERSONNEL**Department of Planning - cont'dHourly RateAmount

will provide assistance, support, and resources to build capacity in community groups working to improve vacant lots in Baltimore City. Mr. Mitchell will recruit, engage, and train community volunteers to plant and care for trees, provide administrative and technical support for the Baltimore Green Network (BGN) greening team programs, and convene a group of organizational and City agency stakeholders to secure and improve access to resources for community-based vacant lot improvement efforts. In addition, he will ensure data collection, report, track, and perform program-related administrative, technical, and evaluative tasks. 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.

22. Reclassify following filled position:Position Nos.: 1873-50758

From: Agency IT Specialist II  
 Job Code: 33148  
 Grade: 927 (\$63,240.00 - \$101,184.00)

To: Agency IT Specialist III  
 Job Code: 33149  
 Grade: 929 (\$67,218.00 - \$107,406.00)

Costs: \$8,099.00 - 1001-000000-1873-187400-601001

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

## MINUTES

PERSONNELPolice Department

	<u>Hourly Rate</u>	<u>Amount</u>
23. <b>PATRICIA A.D. DAVIS</b>	\$20.19	<b>\$ 42,000.00</b>

Account: 1001-000000-2042-198100-601009

Ms. Davis, retiree, will continue to work as a (Office Support Specialist II/Contract Services Specialist I) in the Evidence Control Unit. She will be responsible for the accurate completion of the Evidence Control Unit (ECU) administrative paperwork, filing copies of the paperwork from all departmental submissions, and distributing Return to Claimant letters for individuals to claim their property. Ms. Davis will also file all property disposition forms for the ECU and serve as a substitute for the short-staffed evidence control counter. The period of the agreement is May 22, 2018 through May 21, 2019.

24. <b>REBECCA HERRINGTON</b>	\$20.19	<b>\$ 42,000.00</b>
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Account: 1001-000000-2042-198100-601009

Ms. Herrington, retiree, will continue to work as a (Recruitment and Talent Acquisition Specialist III/Contract Services Specialist I) in the Recruitment and Applicant Investigation Unit. She will recruit qualified applications for the role of Police Officer Trainee, schedule testing appointments, and participate in cross-country travel for the purpose of partaking in recruitment events. In addition, Ms. Herrington will administer the Civil Service exam and build relationships with colleges, state and local organizations, and other viable sources of qualified candidates. The period of the agreement is June 27, 2018 through June 26, 2019.

## MINUTES

PERSONNELPolice Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
25. <b>SHARON M. MARKOV</b>	\$20.19	<b>\$ 42,000.00</b>

Account: 1001-000000-2042-198100-601009

Ms. Markov, retiree, will continue to work as a (Police Information Technician/Contract Services Specialist I) in the Validations Unit. She will review original National Crime Information Center (NCIC) entries, reports and supporting documents, contact victims, complainants, or courts for follow-up information, and access Local, State and Federal databases for additional information. In addition, Ms. Markov will update records on local databases and the NCIC to reflect relevant changes, prepare police supplemental reports, and assist the Crime Lab for the NCIC hit confirmations on recovered guns. The period of the agreement is May 22, 2018 through May 21, 2019.

26. <b>CYNTHIA L. MCCREA</b>	\$20.19	<b>\$ 42,000.00</b>
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Account: 1001-000000-2042-198100-601009

Ms. McCrea, retiree, will continue to work as a Contract Services Specialist I (Medical Office Assistant/Contract Service Specialist I) in the Human Resources, Medical Section. She will maintain the communications call-in system, assist in medical file room maintenance, conduct drug urinalysis notifications and tracking, perform data entry for employee incident forms, and disseminate mail for the medical section. In addition, Ms. McCrea will create new medical folders for members and organize and communicate with Interdynamics, Key Risk, the Fire & Police Pension System, and private attorneys. The period of the agreement is May 14, 2018 through May 13, 2019.

## MINUTES

PERSONNELPolice Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
27. <b>CELIO OLIVERAS, JR.</b>	\$20.19	<b>\$ 42,000.00</b>

Account: 1001-000000-2042-198100-601009

Mr. Oliveras, Jr., retiree, will continue to work as a (Police Information Technician/Contract Services Specialist I) in the Records Management Section. He will review original National Crime Information Center (NCIC) entries, warrants and supporting documents and contact individuals or sources for follow-up information. In addition, Mr. Oliveras, Jr. will access Local, State, and Federal databases for additional information, update records on local databases and the NCIC to reflect changes, and prepare police supplement reports. The period of the agreement is May 22, 2018 through May 21, 2019.

28. <b>KIMBERLY A. PARKS</b>	\$20.19	<b>\$ 42,000.00</b>
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Account: 1001-000000-2042-198100-601009

Ms. Parks, retiree, will work as a (Civilian Review Board Investigator/Contract Services Specialist I) in the Internal Affairs Section. She will handle initial intake of complaints to Internal Affairs from both the Police Department members and citizens regarding matters of police misconduct, conduct preliminary investigations of complaints received from elected Officials and the Police Commissioner's Office, and review new case entries from the Policy Compliance Section. In addition, Ms. Parks will assign a case number for tracking and forward it for investigation and interview and obtain written statements from complainants, civilian witnesses, and sworn officers. She will also gather evidence related to cases, conduct internet searches for information related to investigations, draft correspondence to complainants, witnesses and attorneys, and write complete and comprehensive investigative reports summarizing the investigations. The period of the agreement is May 14, 2018 through May 13, 2019.

## MINUTES

PERSONNELPolice Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
29. <b>LAVINIA M. DAVIS</b>	\$20.19	<b>\$ 42,000.00</b>

Account: 1001-000000-2042-198100-601009

Ms. Davis, retiree, will continue to work as a (Training Assistant/Contract Services Specialist I) in the Police Training Academy. She will schedule the members of the Police Department for all range-related training, ensure all members meet their annual qualification requirements by tracking pertinent information recorded in the database, communicate with Command Staff in reference to training obligations within their assigned units, answer phones, and range-related emails. The period of the agreement is May 22, 2018 through May 21, 2019.

30. <b>WALTER G. HEUER</b>	\$20.19	<b>\$ 42,000.00</b>
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Account: 1001-000000-2042-198100-601009

Mr. Heuer, retiree, will continue to work as a (Police Report Reviewer/Contract Services Specialist I) in the Uniform Crime Reporting Section. He will maintain the integrity of the Department's Uniform Crime Reports (UCR) databases, conduct daily audits of the Records Management System (RMS), and verify that information from the incident reports matches the RMS input. In addition, Mr. Heuer will complete the UCRs and Maryland State Police (MSP) reporting forms on a monthly basis, ensure staff review enters the appropriate UCR codes on a quarterly basis, and maintain juvenile and adult arrests, monthly clearances, offenses and completed UCRs and MSP reports. He will also serve as custodian of historical crime offense and clearance data for the Department. The period of the agreement is May 22, 2018 through May 21, 2019.

## MINUTES

PERSONNELPolice Department - cont'dHourly RateAmount

These are increases of 40% in the hourly rate from the previous contract periods of \$14.42 per hour to \$20.19 per hour. The hourly rate of \$14.42 per hour had remained static for many years and had not increased with the cost of living or with the continued dedication and performance of retired police officers. The Baltimore Police Department lags behind surrounding jurisdictions in pay for retired officers. Baltimore County hires retirees at \$24.00 per hour, as well as other Police Departments hire retirees at a rate commensurate with the job responsibilities, skills and institutional knowledge that a retiree brings to the position.

The Consent Decree will require the Department to hire individuals from many contractual positions to ensure implementation and compliance. These positions will require varying skill sets that were not required before. Therefore, needing a higher salary to attract and maintain skilled staff. The increase in pay from \$14.42 per hour to \$20.19 is essential to maintain key retired officers in essential positions, such as the above-listed retirees, as well as providing an appropriate hire rate for newly placed retired officers.

31. **ROBERTO G. SANTIAGO** \$20.19 **\$ 42,000.00**

Account: 1001-000000-2042-198111-601009

Mr. Santiago, retiree, will work as a (Storekeeper II/Contract Services Specialist I) in the Evidence Control Unit. He will be responsible for entry and accurate retention of all property that is retained by the Department and several surrounding agencies, receiving property and evidence submissions from police officers and lab personnel, and ensuring the accuracy and completeness of paperwork, and entering it into the evidence tracking system. In addition, Mr. Santiago will release property to personnel for further

MINUTES

PERSONNEL

Police Department - cont'd

Hourly Rate

Amount

examination and evidence for court, update the evidence tracking system for chain of custody and document location, release property to the public and document the same in the evidence tracking system, and lift and handle the evidence submitted. The period of the agreement is April 29, 2018 through April 28, 2019.

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

32. **MAGGIE J. CROOK** \$21.63 \$ 45,000.00

Account: 1001-000000-2041-744200-601009

Ms. Crook will work as a Video Specialist. She will create electronic case folders of arrest and traffic violations made by the Baltimore Police Department members to prepare as evidence for criminal prosecution, review body worn camera footage for policy compliance, and categorize body worn camera videos. In addition, Ms. Crook will respond to requests from both the State's Attorney's Office, as well as the Maryland Public Information Act, and submit audit reports of body worn camera footage reviews to supervisory staff. She will also report potential misconduct to supervisory staff from body worn camera footage for further review and maintain job performance statistics. The period of the agreement is effective upon Board approval for one year.

**MINUTES****PERSONNEL**Police Department - cont'd33. a. Abolish the following vacant position:Position No.: 50461

Classification: Research Analyst II

Job Code: 34512

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

b. Create the following position:

Classification: Research Analyst Supervisor

Job Code: 34514

Grade: 931 (\$72,420.00 - \$115,770.00)

Position No.: To be determined by BBMR

Cost: \$20,243.00 1001-000000-2023-744600-601001

The Baltimore Police Department has requested to create this position within its Open Source Unit. The position will be responsible for providing leadership to a minimum of three analysts, engaging in the collection, compilation of data, statistics, and monitoring of open source media. This position will also manage the use of open source intelligence to determine enforcement, officer safety, and coordination throughout the Police Department.

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

Enoch Pratt Free Library34. a. Title change to the following classification:

From: Library Custodial Worker II

Job Code: 00614

Grade: 073 (\$28,119.00 - \$31,654.00)



**MINUTES****PERSONNEL**Enoch Pratt Free Library - cont'd

To: Library Custodial Worker  
 Job Code: 00614  
 Grade: 073 (\$28,119.00 - \$31,654.00)

b. Create the following four positions:

Classification: Library Custodial Worker  
 Job Code: 00614  
 Grade: 073 (\$28,119.00 - \$31,654.00)  
 Position Nos.: To Be Determined by BBMR

Cost: \$134,500.00 - 5000-504618-4501-797000-601001  
 - 1001-000000-4501-628600-601001

35. Reclassify the following 13 filled and 2 vacant positions:

Position Nos.: 15975, 15905, 15907, 15908, 15909, 15910,  
 32870, 46267, 46268, 15074, 47906, 15672,  
 15673, 47084, 47085

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From: Custodial Worker I  
 Job Code: 00619  
 Grade: 070 (\$26,899.00 - \$29,991.00)

To: Library Custodial Worker  
 Job Code: 00614  
 Grade: 073 (\$28,119.00 - \$31,654.00)

Cost Savings: \$24,450.00 - 1001-000000-4501-350000-601001  
 1001-000000-4501-628600-601001  
 5000-575418-4501-350000-601001

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

## MINUTES

PERSONNELDepartment of Public Works36. Abolish the following vacant position:

- a. Classification: Accounting Assistant III  
Job Code: 34133  
Grade: 084 (\$37,001.00 - \$44,161.00)  
Position No.: 48371

Create the following position:

- b. Classification: Accountant I  
Job Code: 34141  
Grade: 088 (\$42,996.00 - \$52,092.00)  
Position No.: To be assigned by BBMR

Cost: \$7,875.00 - 1001-000000-1901-190500-601001

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

37. Abolish the following vacant position:

- a. Classification: Public Works Inspector II  
Job Code: 42212  
Grade: 087 (\$41,305.00 - \$49,929.00)  
Position No.: 23593

Create the following position:

- b. Classification: Contract Administrator I  
Job Code: 72411  
Grade: 085 (\$38,163.00 - \$45,985.00)  
Position No.: To be assigned by BBMR

Savings: \$4,544.00 - 1001-000000-1901-190900-601001

MINUTES

PERSONNEL

Department of Public Works - 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.

Dept. of Recreation and Parks

	<u>Hourly Rate</u>	<u>Amount</u>
38. <b>GERALD L. SMITH</b>	\$13.00	<b>\$24,809.20</b>

Account: 6000-680818-4782-717200-601009

Mr. Smith will work as a Contract Service Specialist II (Custodial Worker I/Visitor and Facility Services Coordinator). His duties will include but are not limited to locking and unlocking facilities and arming and disarming alarms upon opening and closing. He will close greenhouse facilities and exterior vents and provide supplemental heating support, patrols ground during hours of operation and guide and directs visitors, removes trash and recyclables from exterior receptacles and collects and disposes of cigarette butts and other debris, and assures cleanliness and neatness of restrooms. The period of the agreement is effective upon Board approval for one year.

39. <b>EDDIE LEE BLAND, JR.</b>	\$13.00	<b>\$24,809.20</b>
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Account: 6000-680818-4782-717300-601009

Mr. Bland will work as a Contract Service Specialist II (Horticultural Assistant/City Farms Associate). His duties will include but are not limited to the maintenance and repair of City farm infrastructure (i.e. carpentry, water line installation and winterization, observing and securing City gardens), horticulture care of farm facilities, (invasive weed and rodent integrated pest management, managing plot

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

	<u>Hourly Rate</u>	<u>Amount</u>
<p>usability and equipment, weed control, cardboard/install mulch, erosion prevention) customer service to patrons, timely delivery and removal of materials. He will also respond to gardener inquiries/concerns, operation support for division (landscape maintenance of median strips, City Hall, green roofs, Cylburn and Conservatory grounds). The period of the agreement is effective upon Board approval for one year.</p>		
40. <b>NANCY JARVIS</b>	\$32.00	<b>\$ 8,320.00</b>
41. <b>MARGARET GOLDSBOROUGH</b>	\$32.00	<b>\$ 8,320.00</b>
42. <b>GABRIELLE H. BULMASH</b>	\$32.00	<b>\$ 8,320.00</b>
43. <b>JENNIFER KNIGHTON</b>	\$32.00	<b>\$ 10,240.00</b>
44. <b>JEFFREY F. NOLT</b>	\$40.00	<b>\$ 20,800.00</b>

Mr. Nolt will also serve as Artistic Director of the Youth and Adult Performance Troupe.

Account: 6000-6808187-4792-717200-601009

The above-listed individuals (item nos. 40-43) will each continue to work as a Contract Services Specialists II (Ice Skating Coach). Their duties will include, but will not be limited to providing instruction in figure skating skills for participants in the "Learn to Skate" and summer camp programs. The program will include skills that are the basis for the U.S. Figure Skating National Proficiency Tests and evaluation of student performance to determine mastery of specific skills and advancement to the next level. These individuals will also assist students in planning an individual presentation program set to music, provide skating instructions to members of the Youth and Adult Performance Troupe, and provide skating instructions to all levels of the Adult Skating Seminar. The period of the agreement is effective upon Board approval for one year.

**MINUTES****PERSONNEL**Department of Transportation

	<u>Hourly Rate</u>	<u>Amount</u>
45. <b>RICHARD CHEN</b>	\$48.00 per hour	<b>\$31,727.52</b>

Account: 1001-000000-5033-384400-601009

Mr. Chen, retiree, will continue to work as a Contract Services Specialist I (Bridge Project Engineer/Special Bridge Engineer). His duties will include, but are not limited to reviewing, commenting, and approving the Developer's Agreements distributed by the Department of Public Works; reviewing, commenting and approving the Department of Transportation and the Department of Public Work's Contracts; reviewing, commenting, and approving the draft letters prepared for the Division Chief, the Director, and the Mayor. In addition, Mr. Chen will review, comment, and approve contract documents prepared by the consultants; work with the Law Department on issues pertaining to ownership of City bridges and other contested matters, and work with Construction Management for issues related to project construction. He will also review, comment and approve the consultants' cost proposal and sign off on the consultants' invoices, as well as work with Bridge Maintenance for emergency repairs; prepares CIPs for bridge projects and attend meetings with the State Highway Administration for all of the Federal-Aid Bridge Projects. 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.

The Department is requesting a waiver of the Administrative Manual 212-1, Part 1, to exceed the hourly rate according to the retiree's contractual agreement.

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

	<u>Hourly Rate</u>	<u>Amount</u>
46. <b>KATELYN MCCAULEY</b>	\$32.25	<b>\$67,080.00</b>

Account: 2076-000000-2351-256200-601009

Ms. McCauley, will continue to work as a Contract Service Specialist II (Legislative Policy Analyst/Legislative Affairs Liaison). She will be responsible for formulating and implementing legislative policies, practices and procedures and establishing long-term goals for the Department. She will conduct studies of major or controversial local, state and Federal legislation as it pertains to the DOT, analyze and recommend legislative action on proposed bills in line with the goal and mission of the Department, attend and lead legislative and operational meetings to discuss pending legislative proposals and solicit reactions to determine those proposals' political, operational and fiscal impacts, represent the Department at other legislative, operational and community meetings, forums and conferences, related to the work of the Department; monitor bills at the local and state levels through all levels of the legislative process as well as acting as a liaison between the Department and officials. This is a 3% increase in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.

Mayor's Office of Emergency Management

47. <b>CHRISTOPHER HILES</b>	\$38.22	<b>\$79,500.00</b>
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Account: 1001-000000-2131-228200-601009

Mr. Hiles, retiree, will work as Contract Services Specialist II (Training Officer/Training and Exercise Section Chief). His duties will include, but are not limited to administering the elected official's preparedness program implementation, blackboards implementation/management, execute multi-year

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

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

exercise schedule, manage office-wide training calendar, recruit members to participate in exercises. Mr. Hiles will also provide or coordinate regularly scheduled trainings, serve as representative on training and exercise planning committees, works with regional members on the Baltimore Urban Areas Security Initiative (UASI), suggests and provides content for potential MOUs and MOAs based on training and exercise needs, train and exercise for the Emergency Specialist Program with Associate Planner of Operations and works with team members to develop individualized training calendar. The period of the agreement is effective upon Board approval for one year.

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:

1652 - 1654

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 Public Works/  
Department of Recreation and Parks

1. RP 17817, Skatepark of DSM Properties, \$265,470.00  
 Baltimore - Phase III LLC  
 (DPW/Rec. & Parks)

**MWBOO SET GOALS OF 17% MBE 4% WBE.**

<b>MBE:</b> Priority Construction Corporation	\$35,415.00	13.34%
Best Fence Company	<u>9,720.00</u>	<u>3.66%</u>
	<b>\$45,135.00</b>	<b>17.00%</b>
<b>WBE:</b> Empire Landscaping, LLC	\$ 7,935.00	2.98%
DSM Properties, LLC dba	<u>2,683.80</u>	<u>1.01%</u>
DSM Contracting*	<b>\$10,618.80</b>	<b>3.99%</b>

\*Indicates Self-Performance

**MWBOO FOUND VENDOR IN COMPLIANCE.**

Department of Recreation and Parks

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
2. \$113,000.00	9938-907082-9475	
1 <sup>st</sup> Parks & Public Facilities	Roosevelt Park Site Improvements (Reserve)	
46,000.00	9938-906075-9475	
1 <sup>st</sup> Parks & Public Facilities	Park Building Renovations (Reserve)	
<u>\$159,000.00</u>	-----	9938-908082-9474 Roosevelt Park Site Improvements (Active)

MINUTES

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Department of Public Works/  
Department of Recreation and Parks

This transfer will provide funds to cover the costs associated with the award of Skatepark of Baltimore Phase III, Contract No. RP 17817 to DSM Properties, LLC.

- 3. RP 14810, Clifton Tennis Courts & Parking Improvements

Allied Contractors, Inc. \$1,748,200.00

(DPW/Rec. & Parks)

**MWBOO SET GOALS OF 15% MBE AND 3% WBE.**

<b>MBE:</b> Priority Construction Corporation	\$162,072.00	9.27%
JM Murphy Enterprises, Inc.	<u>101,000.00</u>	<u>5.77%</u>
	<b>\$263,072.00</b>	<b>15.04%</b>

<b>WBE:</b> American Tennis Courts, Inc.	\$ 70,060.00	4.00%
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**MWBOO FOUND VENDOR IN COMPLIANCE.**

The first bidder was found in non-compliance by MWBOO. The second bidder was above the Engineer estimates.

Department of Recreation and Parks

**TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
4. \$265,000.00 General Fund HUR	9938-909018-9475 Clifton Park Roadway Improvements (Reserve)	

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Recreation and Parks - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
250,000.00	9938-914074-9475	
160,000.00	9938-914074-9475	
1 <sup>st</sup> Parks & Public Facilities	Clifton Park Roadway Improvements (Reserve)	
2 <sup>nd</sup> Parks & Public Facilities	Clifton Park Roadway Improvements (Reserve)	
643,000.00	9938-914074-9475	
General Fund HUR	Clifton Park Roadway Improvements (Reserve)	
430,000.00	9938-917027-9475	
State (Program <u>Open Space)</u>	Clifton/Wegworth Park Courts (Reserve)	
<b>\$1,748,000.00</b>	-----	9938-919027-9474 Clifton/Wegworth Park Courts (Active)

This transfer will provide funds to cover costs associated with the award of RP 14810, Clifton Tennis Courts and Pavement Improvements.

**MINUTES**

Department of General Services - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Agreement with Gant Brunnett Architects to provide On-Call Architectural Design Services, under Project No. 1802. The period of the agreement is effective upon Board approval is effective upon Board approval for a period of four years or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$2,000,000.00 - Upset limit

**BACKGROUND/EXPLANATION:**

Various City agencies, on a continuing basis, require architectural design services to modify, upgrade, or repair their facilities. Typically the work is limited in scope and/or of an urgent nature, which in either case should not be postponed until the customary architectural selection process can be executed. Under this agreement, the call for these services will be made as needs are identified.

The costs of services rendered will be negotiated as a not-to-exceed price for each task assigned. Fees will be based on actual payroll rates. The payroll rate and multiplier have been reviewed by the Department of Audits. The initial contract duration will be four years, however project started within the initial four year period may continue beyond the four-year time frame until completion. The total fee for this Consultant agreement shall not exceed \$2,000,000.00 without a formal amendment. The Consultant was selected pursuant to the Architect and Engineering Awards Commission procedures.

**MWBOO SET GOALS OF 18% MBE AND 10% WBE.**

MINUTES

Department of General Services - cont'd

<b>MBE:</b> Johnson Consulting Engineers, Inc.	\$100,000.00 - \$360,000.00	5-18%
Daniel Consultants, Inc.	<u>0.00 - \$360,000.00</u>	<u>0-18%</u>
	<b>\$360,000.00</b>	

18%

(in the aggregate)

<b>WBE:</b> Carroll Engineering, Inc.	\$0.00 - \$200,000.00	0-10%
A Squared Plus Engineering Support Group, LLC	0.00 - \$200,000.00	0-10%
Floura Teeter Landscape Architects, Inc.	<u>0.00 - \$200,000.00</u>	<u>0-10%</u>
	<b>\$200,000.00</b>	<b>10%</b>

(in the aggregate)

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Gant Brunnett Architects to provide On-Call Architectural Design Services, under Project No. 1802.

MINUTES

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

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

- 1.    **GREEN & HEALTHY HOMES INITIATIVE, INC.**                    **\$185,400.00**  
      **(GHHI)**

Account: 2089-208918-5930-436763-603051

Under this agreement, the GHHI is dedicated to preventing childhood lead poisoning through advocacy, outreach and education. Working in partnership with the community, the GHHI is committed to ensuring that all children grow up in affordable, lead-safe housing and that community-based solutions for lead-safe housing are implemented which will result in healthier children and healthier communities. The GHHI, through its Safe at Home, Green and Healthy Homes Program, will implement a comprehensive approach to reduce childhood lead poisoning. The period of the agreement is September 1, 2017 and ending August 31, 2018.

**MBE/WBE PARTICIPATION:**

**FOR FY 2018, THE MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$57,789.16, AS FOLLOWS:**

**MBE: \$15,603.07**

**WBE: \$ 5,778.91**

- 2.    **PEOPLE'S HOMESTEADING GROUP, INCORPORATED**                    **\$100,000.00**  
      **(PHG)**

Accounts: 2089-208918-5930-512662-603051	\$ 82,000.00
2089-208918-5930-512683-603051	\$ 12,000.00
2089-208918-5930-512681-603051	\$ 6,000.00

**MINUTES**

DHCD - cont'd

The Agreement will provide Community Development Block Grant funding to subsidize the PHG's operating costs associated with the rehabilitation of the vacant properties for sale to low- and moderate- income households. The PHG will conduct public meetings and community outreach to deliver specific neighborhood information that will directly support the housing development projects within the Greenmount-Barclay-Midway areas. The period of the agreement is July 1, 2017 through June 30, 2018.

**MWBOO GRANTED A WAIVER.**

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 2017 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.

**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 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 Mixtura Latina LLC, Developer, for the sale of the City-owned property located at 1606 Cypress Street.

**AMOUNT OF MONEY AND SOURCE:**

\$3,350.00 - Purchase price

**BACKGROUND/EXPLANATION:**

The project will consist of the rehabilitation of one vacant property. Once rehabilitated, the property will be resold to homeowners. The project will be privately financed.

The property at 1606 Cypress Street was approved for sale on October 27, 2014. The authority to sell 1606 Cypress Street property is within Article 13, § 2-7 (h) (2) of the Baltimore City Code.

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

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The property was priced via Waiver Valuation Process in accordance with Baltimore City's Appraisal Policy. The property at 1606 Cypress Street was priced at \$6,700.00 and will be sold for \$3,350.00 for the following reasons:

- the sale will help to promote a specific benefit to the immediate community,
- the sale and rehabilitation will help to eliminate blight from the neighborhood, and
- the sale and rehabilitation will promote economic development through the placement of the subject property on the City's tax rolls.



**MINUTES**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

The Developer will purchase the property 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 Mixtura Latina LLC, Developer, for the sale of the City-owned property located at 1606 Cypress Street.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the First Amendment to Land Disposition Agreement with Row Homes, LLC, Developer, for the sale of the City-owned properties located at 1745 N. Bond Street and 2318 Mosher Street.

**AMOUNT OF MONEY AND SOURCE:**

\$1,000.00 - 1745 N. Bond Street  
 4,500.00 - 2318 Mosher Street  
**\$5,500.00**

**BACKGROUND/EXPLANATION:**

The purchase price set forth in the Land Disposition Agreement requires amendment because the improvements located at 1745 N. Bond Street were demolished and the price of the property at 2318 Mosher Street was stated incorrectly.

The project will consist of the rehabilitation of one vacant property and new construction on a vacant lot. Once rehabilitated, the properties will be single family rental units or resold.

The 1745 N. Bond Street property was journalized and approved for sale on December 6, 2012.

The authority to sell 2318 Mosher Street property is within Article 13, § 2-7 (h) (2) of the Baltimore City Code.

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

The property at 2318 Mosher Street was priced at \$6,100.00 and will be sold for \$4,500.00 and 1745 N. Bond Street was priced at \$1,200.00 and will be sold for \$1,000.00.

## MINUTES

Department of Housing and - cont'd  
Community Development

The properties are being sold to Row Homes, LLC below the price determined by the Waiver Valuation Process because of the following reasons:

- the sale will help to promote a specific benefit to the immediate community,
- the sale will continue the elimination of blight on the block, and
- the sale and rehabilitation will promote economic development thorough the placement of the subject properties on the City's tax rolls.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment to Land Disposition Agreement with Row Homes, LLC, Developer, for the sale of the City-owned properties located at 1745 N. Bond Street and 2318 Mosher Street.

**MINUTES**

Department of Housing and           - First Amendment to Land  
Community Development (DHCD)    Disposition Agreement

**ACTION REQUESTED OF B/E:**

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

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The City has conveyed all of its right, title, and interest in 2101 E. Biddle Street to 2101 East Biddle, LLC for \$200,000.00, which was paid with a \$20,000.00 down payment and a \$180,000.00 Purchase Money Deed of Trust dated December 28, 2017 and recorded among the Land Records of Baltimore City in Liber MB 19797, Folio 210. This Purchase Money Deed of Trust is intended to be released upon closing of the construction financing and in its place, the Developer will sign the new Note referenced below, which will contain a Confessed Judgment provision. As such, no new money will be required for this item.

The project will still be funded with Historic Tax Credits and other public and private funds. The first change in the LDA Amendment is to provide a Grant Agreement, which will be submitted to the Board in a separate memo, to complete the Environmental Remediation.

The second change in the LDA Amendment clarifies that the Right of Reversion does not apply if the Developer does not pay municipal liens or charges. Instead, the City's remedy will lie within the normal confines of the law, including the annual tax sale, as it does with all taxpayers.

## MINUTES

DHCD - cont'd

The third change in the LDA Amendment is to provide for the possible release of the Purchase Money Deed of Trust and to replace it with a new Note, also for \$180,000.00, which will contain a Confessed Judgment provision.

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

The authority to sell 2101 E. Biddle Street was within the Middle East Urban Renewal Plan. In selling the property, the City received a \$180,000.00 Purchase Money Deed of Trust from the Developer, but the Developer's construction financing partners have asked for this Deed of Trust to be replaced. With the Board's approval, the City will accommodate the Developer's request, but also retain security for repayment of the \$180,000.00 Note by having the Developer agree to the Confessed Judgment provisions in a new Note.

Additionally, the Developer's construction financing investors requested clarification that the City would not revert title if the Developer became delinquent on its taxes and other municipal charges. The City is satisfied that if the Board approves the change to the reverter language in the LDA, then existing law, including the Tax Sale code, gives the City an adequate remedy.

On April 26, 2017, the Board approved the Grant Agreement in the amount of \$500,000.00, which terminated on October 25, 2017, to fund the costs associated with Environmental Remediation and Stabilization. Under the terms of the original Land Disposition Agreement, the City is obligated to provide a clean site and assume the costs for necessary work.

**MINUTES**

DHCD - cont'd

The Environmental Protection Agency (EPA) has determined that additional remediation is necessary. The remaining work is estimated to cost \$530,184.00. The DHCD is making funds available through a new Grant Agreement so that the required remediation can proceed.

**MBE/WBE PARTICIPATION:**

The Developer will continue to comply with all MBE/WBE requirements established in the original Land Disposition Agreement.

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

**MINUTES**

Department of Housing and - Grant Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Grant Agreement with Strong City Baltimore, Inc. (Strong City). The period of the Grant Agreement is effective upon Board approval for one year with a 90-day extension.

**AMOUNT OF MONEY AND SOURCE:**

\$325,184.00 - 1001-000000-5824-408900-603051  
205,000.00 - 9910-906169-9588-900000-704047  
**\$530,184.00**

**BACKGROUND/EXPLANATION:**

In 2014, the Department of Housing and Community Development (DHCD) awarded the redevelopment rights to the former Hoen Lithograph Building (the property) located at 2101 East Biddle Street to City Life Historic Properties. Cross Street Partners was later added as a Developer and Strong City Baltimore, the Grantee, was added to the project to assist in raising funds.

On April 13, 2017, the Board approved a Land Disposition Agreement to convey the property to 2101 East Biddle Street LLC, City Life Community Builders LTD, and Strong City 2101 East Biddle LLC. On December 28, 2017, the property was sold. 2101 East Biddle LLC is the project's Developer.

On April 26, 2017, the Board approved a Grant Agreement with Strong City Baltimore in the amount of \$500,000.00 that terminated on October 25, 2017, to fund costs associated with environmental remediation and stabilization. Under the terms of the Land Disposition Agreement, the City is obligated to provide a clean site and assume costs for the necessary work. The Environmental Protection Agency has determined that additional remediation is necessary. The Developer who now has site control is responsible for undertaking work, which is estimated to cost \$530,184.00. The DHCD is making funds available through this Grant Agreement so that the required remediation can proceed.

**MINUTES**

DHCD - cont'd

Strong City will loan the grant funds to the Developer under the terms of a separately executed Loan Agreement. In the event Strong City receives repayment from the Loan, the Grant Agreement requires that these funds be spent on programs and services that directly benefit the surrounding neighborhood and that the City is provided with an annual report documenting the amount of repayment received and neighborhood activities that are funded.

**MBE/WBE PARTICIPATION:**

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

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**



**MINUTES**DHCD - cont'd**TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
<b>\$205,000.00</b>	9910-909120-9588	9910-906169-9588
M&CC Real Property Funds	HOEN Building	HOEN Environmental Remediation

These appropriations are being moved to the HOEN Building project to cover the upcoming costs of environmental remediation associated with the project.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Agreement with Strong City Baltimore, Inc. 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**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Amendment to Financial Assistance Grant 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 Amendment to the Financial Assistance Grant Award is March 1, 2018 through August 31, 2018.

**AMOUNT OF MONEY AND SOURCE:**

<u>Budget Account Number</u>	<u>Original Amount Plus First Amendment</u>	<u>Second Amendment</u>
4000-405518-1250-775600-404001 City General Funds	\$375,000.00	\$125,000.00
1001-000000-1250-775600-601001 In-Kind Services	\$401,439.00	\$133,195.00

**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, 2017 in the amount of \$250,000.00. On November 30, 2017, the Board approved the first amendment to the grant award in the amount of \$125,000.00 for the period September 1, 2017 through February 28, 2018, making the total award \$375,000.00.

**MINUTES**

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

The Board also approved the in-kind recipient funds in the amount of \$267,693.00 for the period of September 1, 2016 through August 31, 2017. On November 30, 2017, the Board approved the first amendment to the in-kind recipient funds in the amount of \$133,846.00 for the period September 1, 2017 through February 28, 2018, making the total in-kind recipient funds \$401,439.00.

This second amendment increases the grant award by \$125,000.00 and the in-kind recipient funds by \$133,195.00 for the period March 1, 2018 through August 31, 2018.

This action is in support of the second year of the grant, which has been funded by MBDA for six months (March 1, 2018 through August 31, 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 Amendment to the Financial Assistance Grant 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 Grant 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. The period of the Consultant Agreement is March 1, 2018 through August 31, 2018, with an option to extend the agreement under the same terms and conditions.

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 administration 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 agreements are late because of delays in 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

EXTRA WORK ORDERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

listed on the following page:

1674 - 1676

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

Department of Transportation

1. EWO #001, \$0.00 - TR 17015, Resurfacing Highways at Various Locations NE Sector I  

\$2,538,225.00	\$0.00	P. Flanigan & Sons, Inc.	180	82%
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This authorization is requested on behalf of the DOT's Engineering and Construction Division to provide for a 180-day non-compensable time extension. The extra time is needed to complete ongoing work which consists of asphalt placement, pavement markings, 7-inch and 9-inch concrete placement, sidewalk, and ADA ramp repairs, which will be completed in the spring.

The Notice to proceed was effective August 15, 2017, with 240 days, with a completion date of April 12, 2018. The additional 180 days will result in a new completion date of October 8, 2018. The work requested under this Change Order has not been completed. An Engineer's Certificate of Completion of Work has not been issued.

This contract has an MBE goal of 22% and a WBE goal of 8%.

2. EWO #001, \$0.00 - TR 17016, Resurfacing Highways at Various Locations Northwest Sector II  

\$2,418,887.60	\$0.00	P. Flanigan & Sons, Inc.	180	82%
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This authorization is requested on behalf of the DOT's Engineering and Construction Division to provide for a 180-day non-compensable time extension.

MINUTES

EXTRA WORK ORDERS

Contract Awd. Amt.	Prev. Apprvd. Extra Work	Contractor	Time Ext.	% Compl.
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Department of Transportation

The extra time is needed to complete ongoing work which consists of asphalt placement, pavement markings, 7-inch and 9-inch concrete placement, sidewalk, and ADA ramp repairs, which will be completed in the spring.

The Notice to proceed was effective August 15, 2017, with 240 days, with a completion date of April 12, 2018. The additional 180 days will result in a new completion date of October 8, 2018. The work requested under this Change Order has not been completed. An Engineer's Certificate of Completion of Work has not been issued.

This contract has an MBE goal of 21% and a WBE goal of 8%.

- 3. EWO #001, \$0.00 - TR 17017, Resurfacing Highways at Various Locations Southwest Sector III
- |                |        |                          |     |     |
|----------------|--------|--------------------------|-----|-----|
| \$2,279,560.30 | \$0.00 | Machado Construction Co. | 180 | 82% |
|----------------|--------|--------------------------|-----|-----|

This authorization is requested on behalf of the DOT's Engineering and Construction Division to provide for a 180-day non-compensable time extension.

The extra time is needed to complete ongoing work which consists of asphalt placement, pavement markings, 7-inch and 9-inch concrete placement, sidewalk, and ADA ramp repairs, which will be completed in the spring.

The Notice to proceed was effective August 15, 2017, with 240, days with a completion date of April 12, 2018.



MINUTES

EXTRA WORK ORDERS

Contract Awd. Amt.	Prev. Apprvd. Extra Work	Contractor	Time Ext.	% Compl.
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Department of Transportation

The additional 180 days will result in a new completion date of October 8, 2018. The work requested under this Change Order has not been completed. An Engineer's Certificate of Completion of Work has not been issued.

This contract has an MBE goal of 22% and a WBE goal of 8%.

- |    |   |        |                          |         |
|----|---|--------|--------------------------|---------|
| 4. | EWO #001, \$0.00 - TR 17018 Resurfacing Highways at Various Locations Southeast Sector IV |        |                          |         |
|    | \$2,570,833.50  | \$0.00 | P. Flanigan & Sons, Inc. | 180 82% |

This authorization is requested on behalf of the DOT's Engineering and Construction Division to provide for a 180-day non-compensable time extension.

The extra time is needed to complete ongoing work which consists of asphalt placement, pavement markings, 7-inch and 9-inch concrete placement, sidewalk, and ADA ramp repairs, which will be completed in the spring.

The Notice to proceed was effective August 15, 2017, with 240, days with a completion date of April 12, 2018. The additional 180 days will result in a new completion date of October 8, 2018. The work requested under this Change Order has not been completed. An Engineer's Certificate of Completion of Work has not been issued.

This contract has an MBE goal of 20% and a WBE goal of 8%.

**MINUTES**Mayor's Office of Human Services - Agreements

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

1. **MARIAN HOUSE, INC.** **\$282,953.96**

Account: 4000-407017-3571-758351-603051

Marian House, Inc. will provide rental assistance to 18 formerly homeless households. The period of the agreement is April 1, 2018 through March 31, 2019.

**MWBOO GRANTED A WAIVER.**

2. **MARIAN HOUSE, INC.** **\$ 90,886.00**

Account: 4000-407017-3571-758341-603051

Marian House, Inc. will provide support services including case management and substance abuse treatment to 24 homeless households. Marian House, Inc. will also use the funds to cover utility costs related to the housing of the clients. The period of the agreement is March 1, 2018 through February 28, 2019.

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

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**MINUTES**

Department of Finance - Payment in Lieu of Taxes Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution by the Director of Finance, the Payment in Lieu of Taxes (PILOT) Agreement for the Housing Authority of Baltimore City with Heritage Crossing II Limited Partnership or its subsidiaries (the Owners).

**AMOUNT OF MONEY AND SOURCE:**

No City funds are requested at this time, and the PILOT will have no impact on City revenue for the reasons discussed below.

**BACKGROUND/EXPLANATION:**

On June 21, 2017, the Board approved the original PILOT Agreement, which provides policy parameters for all properties owned by the Housing Authority of Baltimore (HABC) that are converting to the Rental Assistance Demonstration program.

The HABC is a public corporation of the State of Maryland, separate from the City of Baltimore and established to serve the City.

The HABC operates 8,250 public housing units available to the City's most vulnerable low-income residents. The U.S. Congress passed the Rental Assistance Demonstration program (RAD) in order to address the shortfall of capital funds for public housing units. The federal Department of Housing and Urban Development (HUD) approved the HABC's RAD application. RAD allows the HABC to convert its current public housing subsidy to a Project Based Housing Choice Voucher, the effect of which is to allow the HABC to attract new capital in the form of federal, State, and private funds, for the repair and maintenance of properties in its inventory.

## MINUTES

Department of Finance - cont'd

The PILOT calls for a payment of ten percent of the shelter rents collected by HABC, which is ten percent of the revenue collected directly from tenants. Due to the financing structure that will be necessary to support the rehabilitation work in the RAD properties, the HABC will ground lease the land under the buildings and sell its ownership interest in the buildings to a new owner entity. The HABC will have an ownership interest in the new owner entity. In order to maintain the existing property tax status, the HABC has requested and the Finance Department supports a new PILOT agreement for the subject properties. The owner will be made up of entities controlled by a partnership between the HABC and the development partners indicated below, and will be eligible to receive a PILOT under Section 12-104 of the Housing and Community Development Article of the Annotated Code of the State of Maryland.

The PILOT is necessary to preserve the property's present tax levels, which is in turn necessary to raise sufficient capital for rehabilitation. Without the PILOT this property would not be financeable and would not be able to take advantage of the RAD program. Furthermore, HABC would not be able to secure the significant capital resources necessary to complete the full modernization and updates to these buildings.

Financing is being secured through the State of Maryland. The State and HUD must complete their reviews before the transaction can close. An executed PILOT is a necessary part of completing that review.

The RAD property and HABC development partner information is as follows:

**Project**

<u>Name</u>	<u>Units</u>	<u>Developer</u>	<u>Address</u>
Heritage Crossing	75	Heritage Crossing II Limited Partnership (owner); Enterprise Homes, Inc. (managing member)	875 Hollins Street, Suite 202, Baltimore, MD 21201

## MINUTES

Department of Finance - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution by the Director of Finance, the Payment in Lieu of Taxes Agreement for the Housing Authority of Baltimore City with Heritage Crossing II Limited Partnership or its subsidiaries.

**MINUTES**

Health Department - Revised Notice of Award and Cooperative Agreement

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**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Revised Notice of Award (NOA) and Cooperative Agreement from the Department of Health and Human Services, Centers for Disease Control and Prevention. The period of the NOA and Cooperative Agreement is January 1, 2018 through December 31, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$301,954.00 - 4000-422518-3030-271500-404001

**BACKGROUND/EXPLANATION:**

On January 17, 2018, the Board accepted the NOA and Cooperative Agreement in the amount of \$340,884.00 the revised NOA and Cooperative Agreement provides additional funding in the amount of \$301,954.00, making the total amount \$642,838.00.

The NOA and Cooperative Agreement are late because of a delay in the administrative review process.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Revised Notice of Award and Cooperative Agreement from the Department of Health and Human Services, Centers for Disease Control and Prevention.

**MINUTES**

Health Department - Ratification of Amendment No. 1 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify the Amendment No. 1 to Agreement (Amendment No. 1) with the Council of State and Territorial Epidemiologists (CSTE). The Amendment No. 1 will extend the period of the amendment through June 1, 2018.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On September 27, 2017, the Board approved the original agreement in the amount of \$50,000.00 for the period of September 1, 2017 through March 2, 2018.

Due to administrative changes, the project was not completed during the period of the agreement. The CSTE is extending the grant period through June 1, 2018. This will allow the Department enough time to complete its deliverables.

All other terms and conditions of the agreement will remain the same.

The amendment is late because it was recently completed on April 5, 2018.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**

Health Department - cont'd

UPON MOTION duly made and seconded, the Board ratified Amendment No. 1 to Agreement with the Council of State and Territorial Epidemiologists.



**MINUTES**

Health Department - Ratification Acceptance of the  
Second Notice of Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify the acceptance of the Second Notice of Grant Award (Second NGA) from the Maryland Department of Aging (MDoA). The grant period was October 1, 2016 through September 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

477,243.00	-	4000-433517-3024-268400-404001
634,927.00	-	4000-432917-3255-761200-404001
328,642.00	-	4000-434317-3255-761600-404001
16,621.00	-	4000-436217-3255-761800-404001
212,819.00	-	4000-436117-3255-761700-404001
4,932.00	-	4000-433917-3044-761500-404001
17,136.00	-	4000-433917-3044-761500-404001
131,630.00	-	6000-633517-3255-771700-406001
<b>\$1,823,950.00</b>		

**BACKGROUND/EXPLANATION:**

On March 21, 2018, the Board approved the original NGA in the amount of \$361,667.00 for the period of October 1, 2016 through September 30, 2017. This Second NGA will increase the amount by \$1,823,950.00, making the total amount \$2,185,617.00.

This grant is contingent upon approval of the FY17 Federal Appropriation of funds for the Administration of the Older Americans Act. By accepting these grants, the grantee agrees to abide by the terms of the following documents, including amendments thereto: its approved Area Plan; grant applications(s); grant agreement(s); aging program directives; and all applicable federal and state laws, regulations, policies, and procedures.

**MINUTES**

Health Department - cont'd

This Second NGA is late due to the administrative process.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board ratified the acceptance of the Second Notice of Grant Award from the Maryland Department of Aging.

**MINUTES**Health Department - Agreements and Amendment to Agreement

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

AGREEMENTS

1. **THE JOHNS HOPKINS UNIVERSITY** **\$148,629.00**  
**(JHU)**

Account: 4000-406317-3030-271500-603051

The Johns Hopkins University, Center for Child and Community Health Research (CCCHR) provides technical guidance and evaluation of the CARs project. The CCCHR also convenes meetings, represents the project at meetings with the Centers for Disease Control (CDC), and works in partnership with the Baltimore City Health Department to accomplish the project objectives. The JHU's CCCHR will provide the services of a Project Director, Co-Investigator, Data Manager, Research Assistant and Youth Advisory Board member in the completion of the CAR's project. The period of the agreement is September 30, 2017 through September 29, 2018.

The agreement is late because of a delay in finalizing the budget.

**MWBOO GRANTED A WAIVER.**

2. **WOODBOURNE WOODS, INC.** **\$ 12,480.00**

Account: 4000-432918-3255-761200-604014

Woodbourne Woods, Inc. will provide nutritional meal services for elderly residents at the Woodbourne Woods Apartment located at 1650 Woodbourne Avenue. Woodbourne Woods, Inc. will serve 15 seniors, per day, Monday, Tuesday, and Friday for dinnertime meals at a cost of \$4.00 per meal for 52 weeks.

All meals will be reviewed by a licensed dietitian or licensed nutritionist and/or the Maryland Department on Aging, allowing periodic menu conferences between a representative

## MINUTES

Health Department - cont'd

of Woodbourne Woods, Inc. and the Department as requested by either party. The period of the agreement is October 1, 2017 through September 30, 2018.

The agreement is late because of a delay in finalizing the budget.

**3. N.M. CARROLL MANOR, INC. \$ 49,275.00**

Account: 4000-432918-3255-761200-604014

The organization will provide Title III C-1 Congregate Housing Meal Services. Under this agreement, the organization will serve 30 seniors at \$4.50 per meal/day. The facility is located at 701 N. Arlington Avenue, Baltimore, MD 21217.

All meals will be reviewed by a licensed dietitian or licensed nutritionist and/or the Maryland Department on Aging, allowing periodic menu conferences between a representative of the organization and the Department as requested by either party. The period of the Agreement is October 1, 2017 through September 30, 2018.

The Agreement is late because it was recently completed by the Department.

**4. THE UNIVERSITY OF MARYLAND, BALTIMORE \$159,764.00**

Account: 4000-408018-3571-758341-603051

The University of Maryland, Baltimore will provide training to the Department's School Based Health Center nursing staff on the use of telemedicine technology. The organization will also provide acute medical care to children who are enrolled in the identified School Based Health Center. The period of the agreement is October 1, 2017 through September 30, 2018.

The agreement is late because of the budget process.

**MWBOO GRANTED A WAIVER.**

**MINUTES**

Health Department - cont'd

AMENDMENT TO AGREEMENT

**5. HEALTHY TEEN NETWORK, INC.**

**\$5,100.00**

Account: 4000-494418-3080-292300-603051

On October 4, 2017, the Board approved the original agreement with Healthy Teen Network, Inc. in the amount of \$30,000.00 for the period of July 1, 2017 through June 30, 2018.

This amendment will increase the funds by \$5,100.00, making the new total \$35,100.00.

The amendment is late because of the administrative review 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 Agreements and the Amendment to Agreement. The President **ABSTAINED** on item no. 1.

MINUTES

Bureau of the Budget and <u>Management Research (BBMR)</u>	- Grant Award and Appropriation <u>Adjustment Order No. 64</u>
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**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of a Grant Award from the Governor's Office of Crime Control and Prevention (GOCCP). The period of the Grant Award is October 1, 2017 through September 30, 2018.

The Board is further requested to approve the Appropriation Adjustment Order to transfer Federal Funds within the Health Department from Service 715: Administration to Service 316: Youth Violence Prevention.

**AMOUNT OF MONEY AND SOURCE:**

\$148,730.00 - From: 4000-400018-3001-568000-603050  
Service 715 - Administration

To: 4000-483618-3160-799000-603051  
Service 316 - Youth Violence Prevention

**BACKGROUND/EXPLANATION:**

The Grant Award will support the Safe Streets program violence prevention activities at the Family Health Centers of Baltimore - Cherry Hill and Living Classrooms Foundation-McElderry Park sites.

This request is late because of delays in the administrative process.

**MBE/WBE PARTICIPATION:**

N/A

**MINUTES**

BBMR - cont'd

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved acceptance of the Grant Award from the Governor's Office of Crime Control and Prevention. The Board further approved the Appropriation Adjustment Order No. 64 to transfer Federal Funds within the Health Department from Service 715: Administration, to Service 316: Youth Violence Prevention.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

## 1. POWER AND TELEPHONE

SUPPLY COMPANY	\$ 50,000.00	Renewal
Contract No. 06000 - Traffic Signal Cables - Department of Transportation - Safety Division - P.O. No. P535136		

On March 2, 2016, the Board approved the initial award in the amount of \$177,284.85. The award contained three 1-year renewal options. This first renewal in the amount of \$50,000.00 is for the period March 2, 2018 through March 1, 2019, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On November 5, 2015, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

A.S.B.	\$ 9,018.00	Renewal
Contract No. B50004554 - Perform Janitorial Service at 2700 N. Charles Street, Suite 201 - Department of Housing and Community Development - Home Energy - P.O. No. P535294		

On April 25, 2016, the City Purchasing Agent approved the initial award in the amount of \$9,018.00. The award contained three 1-year renewal options. On April 18, 2017, the City Purchasing Agent approved the first renewal in the amount of \$9,018.00. This second renewal in the amount of \$9,018.00 is for the period May 1, 2018 through April 30, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.



MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

**MBE/WBE PARTICIPATION:**

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

- |   |                       |                |
|---|-----------------------|----------------|
| 3. <u>DIGITECH COMPUTER, INC.</u>   | <u>\$1,880,791.70</u> | <u>Renewal</u> |
| <u>Contract No. B50002151 - EMS Billing Service - Baltimore City Fire Department - P.O. No. P519894</u> |                       |                |

On April 4, 2012, the Board approved the initial award in the amount of \$5,000,000.00. The award contained five 1-year renewal options. Three renewal options have been exercised. This fourth renewal in the amount of \$1,880,791.70 is for the period March 28, 2018 through March 27, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

**MWBOO SET GOALS OF 15% MBE AND 5% WBE.**

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> 1 <sup>st</sup> Choice Staffing, LLC	15%	\$440,522.00	25.6%
<b>WBE:</b> Mary Kraft Staffing & Associates, Inc.	5%	\$ 97,592.00	6.1%

**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 Procurement

- |  |              |         |
|--|--------------|---------|
| 4. AUSTON TRANSFER &<br>PROCESSING, LLC  | \$ 60,000.00 | Renewal |
| Contract No. B50004534 - Scrap Tire Collection, Disposal and Recycling Service - Department of Public Works - Solid Waste - P.O. No. P535433 |              |         |

On May 4, 2016, the Board approved the initial award in the amount of \$67,500.00. The award contained four 1-year renewal options. On April 12, 2017, the Board approved the first renewal in the amount of \$60,000.00. This second renewal in the amount of \$60,000.00 is for the period May 6, 2018 through May 5, 2019, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

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

**MWBOO GRANTED A WAIVER.**

- |   |              |         |
|---|--------------|---------|
| 5. FERGUSON ENTERPRISES, INC.<br>d/b/a FERGUSON WATERWORKS<br>L/B WATER SERVICE, INC.<br>CORE & MAIN LP               | \$700,000.00 | Renewal |
| Contract No. B50004973 - Iron and Pipe Fittings - Department of Public Works - P.O. Nos. P540113, P540114 and P540115 |              |         |

On May 17, 2017, the Board approved the initial award in the amount of \$300,000.00. The award contained three 1-year renewal options. This first renewal in the amount of \$700,000.00 is for the period May 17, 2018 through May 16, 2019, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

**MBE/WBE PARTICIPATION:**

Segmentation is not feasible as the requirement is for commodities only. No services are provided.

**MWBOO GRANTED A WAIVER.**

6. CITIZENS PHARMACY SERVICES,  
INC.  
BOUND TREE MEDICAL, LLC

\$ 0.00	Renewal
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Contract No. B50004394 - Pharmaceuticals for the Baltimore City Fire Department - Baltimore City Fire Department - P.O. No. P535141 and P535140

On March 30, 2016, the Board approved the initial award in the amount of \$4,821,118.00. The award contained three 1-year renewal options. This first renewal in the amount of \$0.00 is for the period May 1, 2018 through April 30, 2019, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On October 28, 2015, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

7. ADT LLC  
STANLEY SECURITY SOLUTIONS,  
INC.

\$3,000,000.00	Renewal
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Contract No. B50003927 - Maintenance, Repair and Installation Services for Electronic Security Systems - Departments of General Services, Public Works, Baltimore City Fire Department and others - P.O. Nos. P542890 and P530583

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR                                AMOUNT OF AWARD                                AWARD BASIS

Bureau of Procurement

On March 25, 2015, the Board approved the initial award in the amount of \$1,000,000.00. The award contained one renewal option. Subsequent actions have been approved. This sole renewal in the amount of \$3,000,000.00 is for the period April 1, 2018 through March 31, 2020.

**MBE/WBE PARTICIPATION:**

**MWBOO SET GOALS OF 13% MBE AND 3% WBE.**

Protection 1 Security Solutions (Now ADT LLC)

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> Plexus Installations, Inc.	10%	\$ 84,873.04	11.4%
Entry Control Systems, Inc.	<u>3%</u>	<u>19,851.00</u>	<u>2.7%</u>
	<b>13%</b>	<b>\$104,724.04</b>	<b>14.1%</b>
<b>WBE:</b> SCD Information Technology	3%	\$ 22,453.00	3%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

Stanley Security Solutions

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> Plexus Installations, Inc.	16%	\$ 0.00	

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

<b>WBE:</b> Techmark Corporation	3%	\$ 0.00
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**MWBOO FOUND VENDOR IN NON-COMPLIANCE.**

The Board is requested to allow the vendor ten days to come into compliance.

- |   |                     |                |
|---|---------------------|----------------|
| 8. <u>ECCO VIA, INC.</u>  | <u>\$ 93,600.00</u> | <u>Renewal</u> |
| Contract No. B50002737 - Homeless Management Information System - Mayor's Office of Human Services - P.O. No. P523147 |                     |                |

On April 24, 2013, the Board approved the initial award in the amount of \$215,000.00. The award contained five 1-year renewal options. Subsequent actions have been approved. This fourth renewal in the amount of \$93,600.00 is for the period April 10, 2018 through April 9, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On November 29, 2012, MWBOO determined that no goals would be set because of no opportunity to segment the contract. This was a competitively bid solicitation for proprietary software and implementation services.

**MWBOO GRANTED A WAIVER.**

- |   |                     |   |
|---|---------------------|---|
| 9. <u>WM RECYCLE AMERICA, LLC</u>   | <u>\$700,000.00</u> | <u>First Amendment to Agreement and Renewal</u> |
| Contract No. B50004514 - Single Stream Recycling - Department of Public Works, Bureau of Solid Waste - P.O. No. P535575 |                     |   |

The Board is requested to approve and authorize execution of the First Amendment to Agreement with WM Recycle America, LLC.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On May 18, 2016, the Board approved the initial award in the amount of \$904,560.00. The award contained three 1-year renewal options. On May 31, 2017, the Board approved the first renewal in the amount of \$900,000.00.

This First Amendment to Agreement will allow for the Contractor to temporarily accept the entire volume of residential, commercial, and municipal Single Stream Recycling (SSR) loads at their facility located at 6401 Quad Avenue, Baltimore, Maryland, 21205, (the Quad Facility) for further processing. This is necessary as the City is temporarily unable to accept the City's SSR for processing at the City's Northwest Transfer Station, as contemplated per original agreement, due to construction. This second renewal is for the period June 1, 2018 through May 31, 2019, with two 1-year renewal options remaining.

MBE/WBE PARTICIPATION:

On December 1, 2015, it was determined that no goals would be set because of no opportunity to segment the contract. There is only one certified MBE/WBE recycling vendor and the work must be segmented. The Department of Public Works collects the recyclable materials and delivers them to the vendor's facility.

**MWBOO GRANTED A WAIVER.**

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

10. KEY RISK MANAGEMENT

SERVICES, LLC	\$5,000,000.00	Renewal
Contract No. B50003192 - Workers Compensation Claims Administration - Department of Finance - Risk Management - P.O. No. P526712		

On March 26, 2014, the Board approved the initial award in the amount of \$13,614,900.00. The award contained two renewal options. On March 15, 2017, the Board approved the first renewal in the amount of \$4,800,000.00. This final renewal in the amount of \$5,000,000.00 is for the period April 1, 2018 through March 31, 2020. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On February 7, 2012, MWBOO set goals of 17% MBE and 10% WBE. Key Risk Management Services, LLC was found in compliance.

<b>MBE:</b> Claims Assist, LLC	1%	\$ 206,390.00	
1.8%			
SPRC, LLC	13%	2,747,267.00	
23.7%			
Sutherland Data Products,	1%	101,523.00	
0.9%			
Ltd.			
Tyson Investigative Services	2%	130,701.00	
1.1%			
Inc.			
	<b>17%</b>	<b>\$3,185,881.00</b>	<b>_____</b>
<b>27.5%</b>			

<b>WBE:</b> All Pro Placement Service, Inc.	2%	\$ 799,863.00	6.9%
Comprehensive Investigations, Inc.	2%	387,619.00	3.3%
Expert Medical Opinions	3%	417,780.00	3.6%
Mary Kraft & Associates, Inc.	2%	568,659.00	4.9%

MINUTES

Restore Rehabilitation, LLC	<u>1%</u>	<u>295,817.00</u>	<u>2.6%</u>
	<b>10%</b>	<b>\$2,469,738.00</b>	<b>21.3%</b>

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 Procurement

- |   |              |                             |
|---|--------------|-----------------------------|
| 11. INTERPERSONAL<br>FREQUENCY, LLC   | \$100,000.00 | Ratification<br>and Renewal |
| Contract No. B50003075 - City of Baltimore Web Site Redesign<br>and Hosting - BCIT - P.O. No. P526271 |              |                             |

On January 15, 2014, the Board approved the initial award in the amount of \$286,367.00. The award contained four 1-year renewal options. Subsequent actions have been approved.

Due to an administrative error, the contract was not renewed prior to the start of the contract option period. This renewal will allow for the continuation of hosting services, Drupal support, including enhanced security for the City of Baltimore and City Police Department websites. The BCIT desires to rebid the contract during the renewal term. The first renewal is for the period January 15, 2018 through January 15, 2019, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On August 9, 2013, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

- |  |              |          |
|--|--------------|----------|
| 12. IDEALEASE OF BALTIMORE   | \$130,000.00 | Increase |
| Contract No. B50004905 - Rental of Two Tandem Axle Tractors<br>with Wet Lines - Department of General Services, Fleet<br>Management - P.O. No. P538826 |              |          |

On March 8, 2017, the initial award was approved by the Board in the amount of \$44,624.00. On December 20, 2017, the Board approved an increase in the amount of \$66,000.00. The Board is

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

requested to approve an increase in the amount of \$130,000.00. With this increase the total amount is \$260,624.00. This increase is necessary to allow Fleet Management to continue renting these tractors currently in use. The tractors are required to supplement the tractors in the City's inventory, used in the new small hauler Northwest Transfer Station dumping program implemented in April 2017.

MBE/WBE PARTICIPATION:

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

- 13. THE BALTIMORE AUTO  
SUPPLY COMPANY  
IEH AUTO PARTS LLC  
CRW PARTS, INC.  
QUALITY AUTOMOTIVE  
WAREHOUSE, INC.  
NORRIS PA, LLC d/b/a  
PAPA AUTO PARTS  
SALVO AUTO PARTS, INC.  
PARTS AUTHORITY SOUTHERN,  
LLC  
ROK BROTHERS, INC.  
FLEETPRIDE, INC.

\$800,000.00	Increase
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Contract No. B50001427 - Aftermarket Parts and Supplies for Cars and Light Trucks - Department of General Services, Fleet Management - P.O. Multiple

On June 30, 2010, the Board approved the initial award in the amount of \$1,800,000.00. The award contained two renewal options. Additional funds are required for the upcoming spring and summer months as the Department of General Services Fleet has increased breakdowns and major repairs during this period.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

This increase in the amount of \$800,000.00 will make the award amount \$8,616,000.00. The contract expires on November 30, 2018.

**MBE/WBE PARTICIPATION:**

On March 19, 2010, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

- |  |              |             |
|--|--------------|-------------|
| 14. WITMER PUBLIC SAFETY<br>GROUP, INC.  | \$ 49,950.00 | Sole Source |
| Contract No. 08000 - LP15 Mounts - Baltimore Fire Department<br>- Req. No. R789978 |              |             |

The vendor is the manufacturer's sole authorized dealer to sell the special Mercedes Hose products, which must be compatible with the equipment currently in use in the Fire Department.

**MBE/WBE PARTICIPATION:**

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

- |                                     |                            |                              |
|-------------------------------------|----------------------------|------------------------------|
| 15. JAY'S RESTAURANT<br>GROUP, INC. | \$ 70,434.00<br>80,000.00  | Ratification<br>and Increase |
|                                     | <b><u>\$150,434.00</u></b> |                              |

Contract No. B50005230 - Supply Foods during Inclement Weather  
- Department of Transportation - P.O. No. P542348

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

On January 17, 2018, the Board approved the initial award in the amount of \$48,500.00. The amount requested is to allow for payment to the vendor for foods provided to agency personnel that worked during days of inclement weather and to provide additional monies for food required for future inclement weather conditions during the period necessary to conduct a new competitive bid. The contract expires on January 16, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On August 9, 2013, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

## 16. COLUMBIA

TELECOMMUNICATIONS		Cooperative
CORPORATION	\$175,000.00	Contract

Anne Arundel County Purchasing Division Contract Number 17-036 - Engineering Services for County Telecommunications - BCIT - Req. No. R792836

Vendors were solicited by the Anne Arundel County Purchasing Division via posting on eMaryland Marketplace and Anne Arundel County Purchasing Division websites. One bid proposal was received and selected. This contract is for engineering consulting, review, inspections, testing, assessment and related engineering services for broadband networks. The primary deliverable under this contract will be the Baltimore

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

<b><u>VENDOR</u></b>	<b><u>AMOUNT OF AWARD</u></b>	<b><u>AWARD BASIS</u></b>
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Bureau of Procurement

City Fiber and Broadband Strategy and Implementation Plan. The period of the award is April 25, 2018 through May 31, 2018, with four 1-year renewals at the City's discretion.

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 March 28, 2018, MWBOO determined that no goals would be set because of no opportunity to segment the contract. MBE/WBE businesses were encouraged to bid as the awarded prime contractor, which is solely responsible for the specific labor categories.

**MWBOO GRANTED A WAIVER.**

17. MOBOTREX, INC.	\$ 50,000.00	Assignment and Increase
<u>Contract No. 08000 - Traffic Signal Components - RGA, LLC - Department of Transportation - P.O. No. P540009</u>		

The Board is requested to approve and authorize execution of an Assignment Agreement with Mobotrex, Inc.

On June 28, 2017, the Board approved an award of Contract No. 08000 to RGA, LLC. Mobotrex, Inc. has acquired the rights, title and interest in RGA, LLC and is requesting the assignment

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

of Contract No. 08000 to Mobotrex, Inc. The increase in the amount of \$50,000.00 is necessary to fund the remaining term of the contract. The contract expires on June 30, 2019, with three 1-year renewal options.

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement as these commodities are only available from the distributor, and are not available from subcontractors.

UPON MOTION duly made and seconded, the Board approved the foregoing informal awards, renewals, increases to contract and extensions. The Board also approved and authorized execution of the First Amendment to Agreement and Renewal with WM Recycle America, LLC (item no. 9) and the Assignment Agreement with Mobotrex, Inc. (item no. 17). Witmer Public Safety Group, Inc. (item no. 14) was **WITHDRAWN**.

**MINUTES**

Office of the City Council - Governmental/Charitable  
Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a Governmental/Charitable Application for submission to the Board of Ethics of Baltimore City to allow Councilwoman Mary Pat Clarke to solicit donations for Baltimore's CollegeBound Foundation.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

Given the Mayor's tuition-free benefits for BCPS graduates at Baltimore City Community College (BCCC) and Coppin State University's responsive two-year tuition-free "bonus" to graduates of this BCCC program, CollegeBound is working to reach out to the many BCPS high school students who lack the concentrated and hands-on "college prep" counselors of the 18 participating CollegeBound high schools. The goal is to raise the \$1.3 million a year for four years to reach a total of 33 BCPS high schools students. The four-year goal is to provide consistent "college prep" counseling for 9<sup>th</sup> through 12<sup>th</sup> grade cohorts in all 33 participating high schools.

The campaign's goal is to raise funds to increase the current number of high schools within the Baltimore City Public Schools (BCPS) which are served by full time and half-time CollegeBound counselors (called CAPS) from the current 18 high schools to a total of 33.

Donations will be solicited from local and State government, individuals, businesses, business organizations, foundations, and the general population as part of the fundraising campaign by Baltimore's CollegeBound Foundation.

## MINUTES

Office of the City Council - cont'd

The CollegBound Foundation is a 501 (c) (3) non-profit organization established 30 years ago by the then Mayor Kurt L. Schmoke, Baltimoreans United in Leadership Development (BUILD), and the Greater Baltimore Committee (GBC) for the mission of orienting, preparing and supporting BCPS high school students seeking college admissions, striving to "stay the course" through graduation, and advancing to careers such academic accomplishments make achievable.

The school system contributes about \$1 million a year in school-by-school support through Fair Student Funding (FSF) as designated by each participating principal, an amount subsidized by CollegeBound through private sector funding. The private sector, including colleges and universities, also contributes about \$3 million a year for scholarship and fees for participating CollegBound students as well as for "retention" counselors at five colleges and universities.

A potential donor list will be comprised of individuals and corporate entities that contribute to the economic, social, and cultural vitality of Baltimore City. Most of these will not be controlled donors. However, those potential donors who are controlled donors with respect to the City Council or the Board of Estimates will not be targeted or singled out in any way and will be solicited, if at all, in the same manner as the other potential donors. Councilwoman Clarke will personally avoid any direct targeting or singling out in any way of such controlled donors except (if allowed by the Ethic Board) as one of many signers of mass general solicitations to a diverse universe of potential donors.

Baltimore City Code Article 8, Section 6-26, prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations that are for the benefit of an official governmental program or activity, or a City-endorsed charitable function or activity.



**MINUTES**

Office of the City Council - cont'd

Ethics Regulation 96.26B sets out the standards for approval, which includes the requirement that the program, function, or activity to be benefited and the proposed solicitation campaign must be endorsed by the Board of Estimates or its designee.

UPON MOTION duly made and seconded, the Board endorsed a Governmental/Charitable Application for submission to the Board of Ethics of Baltimore City to allow Councilwoman Mary Pat Clarke to solicit donations for Baltimore's CollegeBound Foundation. The President **ABSTAINED**.

## MINUTES

Department of Audits - Audit Report

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

1. Maryland 9-1-1 Emergency System Program of Baltimore City, Maryland Actual Receipts and Expenditures Report Fiscal Year Ended June 30, 2016.

President: "The first item on the non-routine agenda can be found on page 110, Department of Audits, Audit Report, Maryland 9-1-1 Emergency System. Will the parties please come forward? Madam Mayor."

Comptroller: "Audrey, you have one for Harriette? Harriette -- Harriette."

President: "Madam Mayor, here."

Comptroller: "Tell him to pass one down."

Clerk: "I'm okay."

President: "Pass what down?"

Director of Public Works: "You have this?"

President: "Okay."

Acting City Auditor: "Good Morning members of the Board. My name is Audrey Askew, Acting City Auditor. This Audit today is the 9-1-1 Audit for the Baltimore City Fire Department Fiscal Year 2016."

## MINUTES

The audit was of the uh -- Actual Receipts and Expenditure Summary report - reports. So, if you can re -- return to that document -- it's a separate document that I handed out. It's the summary report. Total revenue on the report um -- was \$3,300,000.00, \$3,396,950.00 uh -- dollars. Majority of the revenue received from -- were received -- was received from the State of Maryland, the 9-1-1 Trust Fund. The total amount received from them was 2.999 - - \$2 million dollars -- almost \$3,000,000.00. Total expenditures um -- for operations was \$6,593,472.00. Majority of those expenditures related to the revenue um -- I'm sorry, the salaries and overtime and that was \$5,500,000.00. Revenue received from the State it was -- is not designed to cover all of the expenditures; it's to help supplement the expenditures, just to note that, and that's the summary of the report. We had one finding, it was Finding Number One; Error and Discrepancies Within the 9-1-1 State -- Statement of Actual Receipts and Expenditures Report. We thought -- we found that there were no written policies and procedures to guide personnel in preparing the 9-1-1 Statement of Actual Receipts and Expenditures Report, further NOTED as the

## MINUTES

report. The total expenditures included in the initial report provided to the Department of Audits included salaries, overtime, and fringe benefits of approximately 2.9 million dollars for Dispatchers, which should not have been included in the report. As a result, the Baltimore City Fire Department subsequently revised the report. The State report also included expenditures related to Dispatchers. The preliminary report also omitted receipts of approximately \$92,000.00 from the Maryland 9-1-1 Emergency Number System's Board. The final report was subsequently adjusted. We noted a number of discrepancies between the initial report and the final report occurred because responsibility for preparing the report changed over the past few years. It went from the Police Department, to the Mayor's office of information Technology, to Baltimore City Fire Department. Please note the 9-1-1 service was originally included in MOIT's Mayor's office of Information Technology's 2016 budget, but subsequently transferred to Baltimore City Fire Department's budget in 2017. We recommend that written policies and procedures be established to guide applicable personnel responsible for preparing the 9-1-1 Report, and to ensure

## MINUTES

that all receipts and allowable expenditures are reported especially when transactions continue to be recorded in account numbers previously used."

President: "Is that it?"

Acting City Auditor: "Yes."

President: "Okay. Um -- I -- I have a question -- um it don't have to do with the money cause I think 9-1-1 need to get all the money they can so that our citizens can be safe. I know most of you um -- heard about what happened in um -- what town -- Cincinnati? Where um -- a call um -- wasn't properly, you know, dispatched. Um -- we still getting um -- I'm still getting calls from residents who saying that they are on hold um -- past seven to eight minutes. I gave it to Roman. We have to fix this guys. I mean really, we have to fix this. So, um -- and we probably be calling you guys in for a hearing cause um -- you know, we don't want nothing to happen to one of our citizens and then the Mayor and I and the Comptroller uh -- news people be all around us. This is a serious problem and it was a fire. So, and it happened on a Saturday down in Locust Point. I was at a meeting and got pulled up about that. So, we got to get 9-1-1 straight guys. Any -- any other questions?"

## MINUTES

Mr. Jim Fisher: "I'm sorry. Jim Fisher from Fire Department. Is there a question that you need to have answered?"

President: "Yeah. Uh -- is there a problem with 9-1-1? That's -- that's the question."

Mr. Scott Brillman: "Ther -- there is not a problem."

Comptroller: "State your name."

Mr. Brillman: "Hello Sir. Uh -- Captain Scott Brillman Baltimore City Fire Department. I'm the acting 9-1-1 Director."

President: "Okay. Well, tell me why it takes seven minutes for a phone call to be answered in an emergency?"

Mr. Brillman: "Uh -- we would have to look up that particular case."

President: "I gave it to Roman. So, um -- we got to do better".

Mr. Brillman: "Yeah. Our call answering times um -- on a year -- on a yearly basis is 6 seconds and um -- when there's a high call volume -- if there is a fire there could be 30 people calling in at once. So, a few people are going to get a recording til that operator can get to those folks."

MINUTES

President: "Okay, well I like to see that information."

Mr. Brillman: "Okay. No problem, Sir."

President: "Thank you."

Mr. Brillman: "Yeah."

President: "There be no more business -- please um -- **NOTE** that the audit has been **NOTED**."

\* \* \* \* \*

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office of Human Services</u>			
1. Terry Hickey	2 <sup>nd</sup> Annual National Symposium on Solutions to End Youth Homelessness New York City, NY April 29 - May 1, 2018 (Reg. Fee \$205.89)	General Funds	\$1,132.17

The registration fee of \$205.89 and transportation costs of \$133.00 were prepaid using a City-issued procurement card assigned to Assad Assadi. Therefore the disbursement to Mr. Hickey is \$793.28.

Department of Public Works/Office of Fiscal Management

2. Troy Brogden	2018 AWWA Annual Conference and Exposition Las Vegas, NV June 10 - 14, 2018 (Reg. Fee \$1,160.00)	General Funds	\$2,586.18
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The registration fee in the amount of \$1,160.00 was prepaid by a City-issued procurement card assigned to Ms. Binta Gallman. Therefore, Mr. Brogden will be disbursed \$1,426.18.



**MINUTES****RETROACTIVE TRAVEL APPROVAL**Mayor's Office of Minority and Women-Owned Business Development

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
3. Paul Taylor	2017 National Minority Supplier Development Council (NMSDC) Conference Detroit, MI Oct. 20 - 25, 2017 (Reg. Fee \$950.00)	General Funds	\$1,491.24

Mr. Taylor traveled to Detroit, Michigan on October 22 - 24, 2017 to attend the 2017 NMSDC Conference.

The subsistence rate for this location was \$176.00 per day. The hotel rate was \$126.00 per night plus taxes of \$17.64 per night. The airfare in the amount of \$193.96, the hotel, the hotel taxes, and the registration fee were prepaid on a City-issued credit card assigned to Ms. Renee Newton. Mr. Taylor personally incurred the cost of the ground transportation. Therefore, Mr. Taylor will be reimbursed \$60.00.

**TRAVEL REIMBURSEMENT**

\$60.00 - Ground Transportation

This request is late because the staff did not understand the timeframe of travel policies.

**MINUTES**Mayor's Office**RETROACTIVE TRAVEL APPROVAL**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
4. Reginald Mack	Minority Business Development Agency 2017 National Training Conference Detroit, MI Oct. 17 - 21, 2017 (Reg. Fee \$0.00)		\$103.99

On October 17 - 21, 2017, Mr. Mack traveled to Detroit, MI to attend the Minority Business Development Agency 2017 National Training Conference. The allowed subsistence rate for this location is \$176.00 per day. The hotel rate was \$126.00 per night. The taxes were \$17.64 per night. The transportation costs of \$303.96, hotel costs of \$504.00 and taxes of \$70.56 were prepaid using a City-issued procurement card assigned to Ms. Renee Newton.

This request is late because staff was unaware of travel policies. The Department requests retroactive travel approval. The requested travel reimbursement is as follows:

**TRAVEL REIMBURSEMENT**

\$ 43.99 - Food
<u>60.00 - Parking</u>
<b>\$103.99</b>

**MINUTES**

Mayor's Office - cont'd

**RETROACTIVE TRAVEL APPROVAL**

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

MINUTES

PROPOSAL AND SPECIFICATION

- 1. Department of Transportation TR 18010 Urgent Need Contract  
Citywide  
**BIDS TO BE RECV'D: 05/16/2018**  
**BIDS TO BE OPENED: 05/16/2018**

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

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

\* \* \* \* \*

**MINUTES**

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

**BIDS, PROPOSALS, AND CONTRACT AWARDS**

Prior to the reading of bids received today and the opening of bids scheduled for today, the Clerk announced that the following agencies had issued Addenda extending the dates for receipt and opening of bids on the following contracts. There were no objections.

Department of Public Works/Office of Engineering and Construction - SDC 7788, Seamon Avenue Drain and Step Pool Storm Conveyance  
**BIDS TO BE RECV'D: 05/02/2018**  
**BIDS TO BE OPENED: 05/02/2018**

Department of Public Works/Office of Engineering and Construction - WC 1360, Repaving Utility Cuts and Sidewalk Restoration at Various Locations  
**BIDS TO BE RECV'D: 05/02/2018**  
**BIDS TO BE OPENED: 05/02/2018**

Bureau of Procurement - B50005313, Front Load Packer  
**BIDS TO BE RECV'D: 05/09/2018**  
**BIDS TO BE OPENED: 05/09/2018**

## MINUTES

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 Public Works - SC 927, Electrical Distribution System Reliability Improvements at the Back River Wastewater Treatment Plant

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The Whiting-Turner Contracting Company  
W.M. Schlosser Co., Inc.

Bureau of Procurement - B50005364, Centrex Installation and Maintenance Services

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Verizon Enterprise Solutions

Bureau of Procurement - B50005360, Underground Utility Locating Services

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Pro Comm. Engineering & Locating Services, LLC  
One Call Concepts Locating Services, Inc.  
Pinpoint Underground LLC  
Subsurface Utility LLC

Bureau of Procurement - B50005352, Various Oils and Lubricants

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Chesapeake Petroleum & Supply Inc.  
The Baltimore Auto Supply Company  
PPC Lubricants, Inc.  
Tilley Chemical Co., Inc.  
Petrochoice, LLC

MINUTES

Bureau of Procurement

- B50005327, Charm TV Livestream Expansion (TECHNICAL OPENING)

NO BIDS RECEIVED

Bureau of Procurement

- B50005324, Mobile and Portable Security Barriers

NO BIDS RECEIVED

Bureau of Procurement

- B50005285, Automotive Transmission Repair Service

Glen Burnie Transmission  
 Holabird Enterprises of MD t/a  
 Trans-Tech Transmission Center

\* \* \* \* \*

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, May 2, 2018.



JOAN M. PRATT  
 Secretary