

MINUTES

REGULAR MEETING

Honorable Bernard C. "Jack" Young, President
Honorable Catherine E. Pugh, Mayor
Honorable Joan M. Pratt, Comptroller and Secretary - **ABSENT**
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

In the absence of Ms. Joan M. Pratt, Comptroller and Secretary, Ms. Bernice H. Taylor, Deputy Comptroller and Clerk, sat and acted on her behalf.

President: "Good morning. The August 13, 2018 meeting of the Board of Estimates is now -- the 13th? Today is what?"

Deputy Comptroller and Clerk, acting on behalf of the Honorable

Comptroller: "The 15th."

President: "The 15th? Good morning. The August 15th meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiencies of these hearings, persons who are disruptive to the hearing will be asked to leave the hearing room immediately."

MINUTES

Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing. I will direct the Board Members attention to the memorandum from my office dated August 13th 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."

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

Director of Public Works: "Second."

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

A-Plus Contracting, LLC	\$ 850,000.00
Balfour Beatty Infrastructure, Inc.	\$628,490,000.00
C.A.C. Industries, Inc.	\$556,040,000.00
W.M. Schlosser Company, Inc.	\$320,000,000.00

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:

Burdette, Koehler, Murphy & Associates, Inc.	Engineer
Chesapeake Environmental Management, Inc.	Land Survey Engineer
CV, Inc.	Landscape Architect Engineer Land Survey
Forella Group, LLC	Architect
MK Consulting Engineers, LLC	Engineer Landscape Architect
Moffatt & Nichol	Engineer

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

O'Connell & Lawrence, Inc.	Engineer
Sabra & Associates, Inc.	Engineer
Sheladia Associates, Inc.	Engineer Architect
The Wilson T. Ballard Company	Engineer
WATEK Engineering Corporation	Engineer

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

MINUTES

Department of Human Resources - TRANSFER OF LIFE-TO-DATE
SICK LEAVE

The Board is requested to approve the transfer of LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Ms. Katrina Tindall.

The transfer of sick leave days is necessary in order for the designated employee to remain in pay status with continued health coverage. The City employees have asked permission to donate the sick leave days that will be transferred from their LIFE-TO-DATE sick leave balances as follows:

<u>Donors</u>	<u>Days</u>
Linda Latimer	5
La'Tonya Bryant	5
Sheri Artz	5
Michael Alexander	5
Che' Evans	5
Sandra Curtis	<u>5</u>
Total	30

Ms. Tindall is not a member of a union sick leave bank and is not eligible for membership in a union sick leave bank. All of her leave has been used. This transfer will allow Ms. Tindall to remain in pay status.

THE LABOR COMMISSIONER RECOMMENDED APPROVAL.

UPON MOTION duly made and seconded, the Board approved the transfer of LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Ms. Katrina Tindall.

MINUTES

Department of Human Resources - TRANSFER OF LIFE-TO-DATE
SICK LEAVE

The Board is requested to approve the transfer of LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Ms. Annette Williams.

The transfer of sick leave days is necessary in order for the designated employee to remain in pay status with continued health coverage. The City employees have asked permission to donate the sick leave days that will be transferred from their LIFE-TO-DATE sick leave balances as follows:

<u>Donors</u>	<u>Days</u>
Brandi Richmond	5
Jacia Smith	5
Dana Wicks	5
Olufonso Onamade	4
Patricia Williams	5
Rose Heard	3
LaTonya Bryant	<u>3</u>
Total	30

Ms. Williams is not a member of a union sick leave bank and is not eligible for membership in a union sick leave bank. All of her leave has been used. This transfer will allow Ms. Williams to remain in pay status.

THE LABOR COMMISSIONER RECOMMENDED APPROVAL.

UPON MOTION duly made and seconded, the Board approved the transfer of LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Ms. Annette Williams.

MINUTES

Office of the Labor Commissioner - Side Letter Agreement

ACTION REQUESTED OF B/E:

The Board is requested to **NOTE** the Side Letter Agreement with the Managerial and Professional Society of Baltimore, Inc. (MAPS).

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Side Letter Agreement modifies the language in Article 7, Health and Welfare Benefits of the FY 2018-2019 Memorandum of Understanding between the City of Baltimore and MAPS. Specifically, the physical fitness/wellness reimbursement will also include hearing aids as approved by the Employee Benefits Division of the Department of Human Resources.

UPON MOTION duly made and seconded, the Board **NOTED** the Side Letter Agreement with the Managerial and Professional Society of Baltimore, Inc.

MINUTES

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

3473 - 3475

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES**TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
Department of Public Works/Office of Engineering and Construction Management		
1. \$ 32,199.38 MVR Funds	9958-906994-9526 Powder Mill Run Stream Restoration	9958-905994-9525-3 Design & Study
This transfer will cover costs of Project 1236R, On-Call Stormwater Management Study and Engineering Design Services.		
2. \$ 50,000.00 Water Revenue	9960-909100-9558 Water Infrastructure Rehabilitation	9960-926986-9557-3 Design & Studies
The transfer will cover the costs of advertising WC 1386 Urgent Need Water Infrastructure Rehabilitation and Improvements, Phase II - FY19.		
3. \$155,000.00 Storm Water Revenue Bonds	9958-930012-9522 Colgate Creek Pumping Station	9958-918018-9520-9 Other
The transfer will cover costs of Colgate Creek Pumping Station. The project account has insufficient funding to pay for an Expense Authorization.		
4. \$ 97,200.00 Revenue Bonds	9958-904099-9522 Small Storm Drains & Inlet Rep.	9958-925007-9520-3 Design & Study
The transfer will cover Right-of-Way/Right-of-Entry compensation and other fees for Project SDC 7769, North Point Road Improvement.		

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
Department of Public Works/Office of Engineering and Construction - cont'd		
5. \$175,245.71	9958-914406-9526	
Revenue	Impervious Removal/	
Bonds	Greening	
\$ 72,107.34	-----	9958-908421-9525-3
50,000.00	-----	Design and Study
<u>53,138.37</u>	-----	9958-906441-9525-3
		Design and Study
		9958-907442-9525-3
		Design and Study
\$175,245.71		

The transfer will cover the costs of ER-4125, Impervious Area removal at Various Locations.

Baltimore City Information Technology (BCIT)

6. \$233,859.27	9903-935013-9117	9903-929009-9116
General	Backup/Recovery	Data Backup
Funds	System	System
	Reserve	

BCIT is requesting the transfer of capital funds from the Backup/Recovery system reserve account to the Data backup system account. This transfer will allow the BCIT to modernize and advance portals and options for communication services inside and outside the Baltimore City government.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of General Services</u>		
7. \$250,000.00	9916-915202-9194	9916-914402-9197
1 st Parks & Public Facilities Loan	Eastern District Police New Roof/ Bathroom Upgrades Reserve	Southern Police District Roof Replacement Active
300,000.00	9916-915202-9194	" "
2 nd Parks & Public Facilities Loan	Eastern District Police New Roof/ Bathroom Upgrades Reserve	
400,000.00	9916-905001-9194	" "
<u>Other Funds</u>	Construction Reserve	
\$950,000.00		

The existing roof at the Southern Police District Station has surpassed its useful life span and must be replaced.

MINUTES

Police Department - Ratify Subrecipient Grant Agreement Notice

ACTION REQUESTED OF B/E:

The Board is requested to ratify the Subrecipient Grant Agreement with the Maryland Emergency Management Agency (MEMA). The Subrecipient Grant Agreement extended the period of the award through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$0.00

BACKGROUND/EXPLANATION:

On February 10, 2016, the Board approved and accepted an increase of grant funding to \$607,624.00 from MEMA for the FY 2015 State Homeland Security Grant Program, Award #EMW-2015-SS-00077. The 2015 State Homeland Security Grant Program supported the development and sustainment of core capabilities to fulfill the goal of National Preparedness. The funding was used for costs related to planning, organization, equipment, and training and exercise needs associated with acts of terrorism and other catastrophic events.

On July 26, 2017, the Board approved and accepted a decrease of funding to \$592,624.00. The period for this award was September 1, 2015 through May 31, 2018.

The Subrecipient Grant Agreement extended the performance period to June 30, 2018.

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

MINUTES

Police Department - cont'd

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board ratified the Subrecipient Grant Agreement with the Maryland Emergency Management Agency.

MINUTES

Police Department - Grant Award

ACTION REQUESTED OF B/E:

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

AMOUNT OF MONEY AND SOURCE:

\$174,911.00 - 5000-588219-2013-688600-600000

BACKGROUND/EXPLANATION:

The Baltimore Police Department's (BPD) "Sex Offender Compliance and Enforcement" grant (Award# SOCM-2019-0007) program monitors the compliance of local sex offenders who are mandated to register, and/or re-register with the Maryland Sex Offender Registry.

The funding for the BPD Sex Offender Registry Unit will provide support staff to work in an overtime capacity. It also allows the BPD to acquire essential equipment to prevent the future victimization of children.

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

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Police Department - cont'd

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

MINUTES

Mayor's Office of Immigrant Affairs - Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Grant Agreement between the Mayor and City Council of Baltimore (City) and the Maryland State Department of Human Services, Office of Refugee and Asylees (DHS/MORA). The period of the Grant Agreement is October 1, 2018 September 30, 2019.

AMOUNT OF MONEY AND SOURCE OF FUNDS:

\$359,444.00 - 5000-535919-1250-775700-603026

BACKGROUND/EXPLANATION:

In June 2018, the Mayor's Office of Immigrant Affairs (MIMA) responded to the Request for Proposal process for the Targeted Assistance Program (TAP) FY19 issued by the DHS/MORA. As a result, the City was selected as the contractor and MIMA as the administrator. The employment and English Language training services required by the grant will be provided by the International Rescue Committee Baltimore as a subcontractor.

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

MBE/WBE PARTICIPATION:

N/A

MINUTES

Mayor's Office of Immigrant Affairs - cont'd

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Agreement between the Mayor and City Council of Baltimore and the Maryland State Department of Human Services, Office of Refugee and Asylees.

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. REBUILD METRO-1700, LLC	1412-A	\$ 37,680.00

ReBuild Metro-1700, LLC would like to install paving and other road improvements to its proposed construction located near 1700 Greenmount Avenue. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Letter of Credit in the amount of \$37,680.00 has been issued to ReBuild Metro-1700, LLC which assumes 100% of the financial responsibility.

2. EUTAW PLACE PARTNERS, LLC	1544	\$101,650.00
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Eutaw Place Partners, LLC would like to install new water, sanitary sewer, street lighting, and roadway improvements to its proposed new building located at 1517 Eutaw Place. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Letter of Credit in the amount of \$101,650.00 has been issued to Eutaw Place Partners, LLC which assumes 100% of the financial responsibility.

3. BRICKLEY ENTERPRISES, LLC	1582	\$ 56,140.00
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Brickley Enterprises, LLC would like to install new conduit to its proposed new building located at 820 South Potomac Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$56,140.00 has been issued to Brickley Enterprises, LLC which assumes 100% of the financial responsibility.

MINUTES

DOT - cont'd

	<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
4.	701 CATON, LLC,	1587	\$ 83,905.00

701 Caton, LLC would like to install new water, roadway, sidewalk and entrances to its proposed new building located at 707 South Caton Avenue. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$83,905.00 has been issued to 701 Caton Avenue, LLC which assumes 100% of the financial responsibility.

5.	WOODBOURNE CENTER, INC.	1588	\$ 21,450.00
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The Woodbourne Center, Inc. would like to install new water service to the building addressed as 1301 Woodbourne Avenue. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$21,450.00 has been issued to Woodbourne Center, Inc. which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

Irrespective to Article 5, Subtitle 28-4, these items are not the result of City procurement and the above named entities are responsible for all costs, MWDBE goals do not apply.

MINUTES

DOT - cont'd

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

MINUTESDepartment of Transportation - Minor Privilege Permit Applications

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

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 1928 Fleet Street	1928 Fleet, LLC	Bracket sign 90" x 13.75"
\$158.60 - Flat Charge		
2. 818 S. Broadway	MJ Fells Point SPE, LLC	Outdoor seating 120 sq. ft.
\$897.50 - Annual Charge		

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

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

MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 16 to Rummel, Klepper & Kahl, LLP, under Project 1217, On-Call Construction Project Management Services. The period of the Task Assignment is approximately one year.

AMOUNT OF MONEY AND SOURCE:

\$ 70,836.59 - 9950-905023-9508-900010-705032
70,828.51 - 9960-904597-9557-900000-705032
\$141,665.10

BACKGROUND/EXPLANATION:

This authorization provides for the continuation of services of Senior Construction Work Inspectors for Central Avenue Streetscape and Harbor Point Connector Bridge (Design Build) TR 12317.

MBE/WBE PARTICIPATION:

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

MBE: 27%

WBE: 10%

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

MINUTES

Department of Transportation - cont'd

APPROVED FOR FUNDS BY FINANCE

MWBOO FOUND CONSULTANT IN COMPLIANCE.

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

MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 17 to Rummel, Klepper & Kahl, LLP, under Project 1217, On-Call Construction Project Management Services. The period of the Task Assignment is approximately one year.

AMOUNT OF MONEY AND SOURCE:

\$ 54,665.00	-	9950-910313-9527-900010-705032
54,665.00	-	9950-905627-9527-900010-705032
54,665.22	-	9960-911502-9557-900000-705032
<u>109,360.00</u>	-	<u>9960-904648-9557-900000-705032</u>
\$273,355.22		

BACKGROUND/EXPLANATION:

This authorization provides for continuation of services of a Senior Construction Project Supervisor I to supervise projects for the Reconstruction and Streetscape section of the TEC Division for Projects TR 10318, EBDI Phase 2A, TR 11306, Midtown Streetscape, TR 11307, Park Circle Intersection Improvements and TR 11013R, Loch Raven Watershed Culvert Repair for a period of one year.

MBE/WBE PARTICIPATION:

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

MBE: 27%

WBE: 10%

MINUTES

DOT - cont'd

Although the Consultant has not met the required MBE goal of 27%, they achieved the goals of 22% and there remains enough capacity to meet the goal. The Consultant exceeded the WBE goal of 10%.

MWBOO FOUND CONSULTANT IN COMPLIANCE.

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

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

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development - Option</u>			
1. Shedena Prince	1701 E. 28 th Street	L/H	\$ 42,400.00

Funds are available in account no. 9910-908636-9588-900000-704040, FY 17 CORE Demo Project.

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

Dept. of Housing and Community Development - Condemnation

2. Bryan Panter	712 Mura Street	L/H	\$ 15,667.00
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Funds are available in account no. 9910-908636-9588-900000-704040, FY 17 CORE Demo Project.

UPON MOTION duly made and seconded, the Board approved the Option and the Condemnation.

MINUTES

Baltimore Development Corporation - First Amendment to Office Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the First Amendment to Office Lease Agreement with the Department of Human Resources, Tenant, for the premises containing 38,071 total rentable sq. ft., 7,670 sq. ft. on each of the 14th, 15th, 16th and 17th floors, 234 rentable sq. ft. in the main lobby area and 7,157 rentable sq. ft. on the 20th floor at 7 E. Redwood Street. The period of the First Amendment to Office Lease Agreement is August 1, 2018 through July 31, 2023.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$628,171.44	\$52,347.62 - Year 1
\$647,016.60	\$53,918.05 - Year 2
\$666,427.08	\$55,535.59 - Year 3
\$686,419.92	\$57,201.66 - Year 4
\$707,012.52	\$58,917.71 - Year 5

Account: 1001-000000-1601-172500-603013

BACKGROUND/EXPLANATION:

On January 10, 2018, the Board approved the lease agreement with the Department of Human Resources for the period of May 1, 2018 through April 30, 2023.

MINUTES

Baltimore Development Corporation - cont'd

Due to delays with the Tenant's construction buildout, the Tenant has requested an adjustment of the period of the lease to reflect August 1, 2018 to July 31, 2023.

All other terms and conditions of the original lease agreement remain unchanged.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment to Office Lease Agreement with the Department of Human Resources, Tenant, for the premises containing 38,071 total rentable sq. ft., 7,670 sq. ft. on each of the 14th, 15th, 16th and 17th floors, 234 rentable sq. ft. in the main lobby area and 7,157 rentable sq. ft. on the 20th floor at 7 E. Redwood Street.

MINUTES

Health Department - Agreements

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

1. **THE BALTIMORE CITY BOARD OF SCHOOL COMMISSIONERS (BCPSS)** **\$246,558.00**

Account Nos.: 4000-427118-3080-294300-603051	\$ 94,000.00
4000-427118-3080-294301-603051	\$143,558.00
4000-427118-3080-294302-603051	\$ 9,000.00

The BCPSS will provide services to children in the Baltimore Infants and Toddlers Program who are determined eligible for preschool special education and related services. The period of the agreement is October 1, 2017 through September 30, 2018.

The Agreement is late because the grant from the provider was approved late in the fiscal year and budget revisions delayed processing.

MWBOO GRANTED A WAIVER.

2. **HEALTH MANAGEMENT ASSOCIATES, INC.** **\$ 10,000.00**

Account: 1000-000000-3001-568000-603018

Health Management Associates, Inc. will assist the Department in identifying contractual needs for community partners to implement Accountable Health Community model screening, referrals and data sharing and assist in securing necessary contracts, data use agreements, and business agreements. The period of the Agreement is July 1, 2018 through April 30, 2019.

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

MINUTES

Health Department - cont'd

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

EXTRA WORK ORDERS AND TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders and Transfers of Funds

listed on the following pages:

3496 - 3498

All of the EWOs had been reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

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**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 (DOT)

- | | | | | |
|--|---|-------------------|-----|------|
| 1. EWO #002, (\$244,441.92) - TR 10305, Resurfacing Highways at
Various Locations Northwest Sector II | | | | |
| \$2,111,444.77 | - | M. Luis Construc- | 212 | 100% |
| | | tion Co., Inc. | | |

This authorization will pay for overrun items, deduction of amounts not paid due to underrun or not used items, and to balance out the contract.

This contract does not require MWBOO approval.

- | | | | | |
|---|--------------|--------------|-----|--------|
| 2. EWO #003, \$0.00 - TR 17006, Urgent Need Contract City-
wide II | | | | |
| \$1,196,735.50 | \$119,672.00 | P. Flanigan | 180 | 98.29% |
| | | & Sons, Inc. | | |

This authorization is requested on behalf of the DOT and provides for a 180-day non-compensable time extension. The additional time is needed to complete ongoing emergency roadway repair work on Frederick Avenue that was impacted by the recent flood. The Notice to Proceed was issued on July 10, 2017 with a completion date of July 10, 2018. The additional time will result in a new completion date of January 5, 2019. An Engineer's Certificate of Completion has not been issued.

MWBOO SET GOALS OF 22% MBE AND 9% WBE.

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

EXTRA WORK ORDER

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

DOT - cont'd

3. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 60,000.00	9950-903550-9509	9950-916005-9514-5
GF (HUR)	Construction Res.	Inspection
	Neighborhood	Resurfacing Urgent
	Street Recon-	Needs Citywide
	struction	

This transfer will cover the deficit and other costs related to Project TR 17006, Resurfacing Urgent Needs Citywide.

4. EWO #001, \$573,672.00 - TR 17007, Structural Repairs on Bridges Citywide

\$767,410.00	-	Allied Contrac-	-	65.00%
		tors, Inc.		

This authorization is requested on behalf of the DOT to resurface the existing bridge deck and approaches on the Hanover Street Bridge. An Engineer's Certificate of Completion has not been issued.

MWBOO SET GOALS OF 23% MBE AND 9% WBE.

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES**EXTRA WORK ORDER**

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

DOT - cont'd

5. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$631,039.20	9950-903315-9507	9950-901763-9506-2
MVR	Construction Res.	Contingencies
	Edmonson Ave.	Structural Repairs
	Bridge Painting	on Bridges Citywide

This transfer will fund the costs associated with Change Order No. 1 on Project TR 17007, Structural Repairs on Bridges Citywide with Allied Contractors, Inc.

MINUTES

Department of Real Estate - Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Lease Agreement with Northern Capital of New England, LLC, Landlord, for the rental of a portion of the property at 1 N. Charles Street, consisting of approximately 6,400 sq. ft., being on the 15th floor. The period of the Lease Agreement is August 1, 2018 and through August 31, 2023 with the option to renew for an additional five-year period.

AMOUNT OF MONEY AND SOURCE:

<u>Annually</u>	<u>Monthly Installments</u>
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\$112,000.00	\$9,333.33
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Account nos.:	1001-000000-8500-598900-603013 (50%)
	1001-000000-2501-259500-603013 (50%)

BACKGROUND/EXPLANATION:

The leased premises will be used for general offices by the Board of Liquor License Commissioners for Baltimore City.

The Landlord will be responsible for structural maintenance, utilities, main lobby security, janitorial services, trash removal, maintenance and repairs, fire insurance, real estate taxes and snow removal.

The City will be responsible for the payment of computer services and telephone services, security in the leased premises, if applicable and liability insurance under the City's self-insured program.

MINUTES

Department of Real Estate - cont'd

The Space Utilization Committee approved this Lease Agreement on July 24, 2018.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with Northern Capital of New England, LLC, Landlord, for the rental of a portion of the property at 1 N. Charles Street, consisting of approximately 6,400 sq. ft., being on the 15th floor.

MINUTES

Mayor's Office of Human Services - Agreements and Ratification
of Amendment

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

1. **AIDS INTERFAITH RESIDENTIAL SERVICES, INC.** **\$ 418,368.00**

Account: 4000-490819-5940-762800-603051

AIDS Interfaith Residential Services, Inc. will use funds to offset the cost of providing supportive services to individuals or to families who have a family member with AIDS. AIDS Interfaith Residential Services, Inc. will provide transportation to an average of 325 clients per day, seven days per week through their People on the Move Program. The period of the agreement is July 1, 2018 through June 30, 2019.

The agreement is late because of a delay in contract negotiations with AIDS Interfaith Residential Services, Inc.

2. **MANNA HOUSE, INC.** **\$ 93,819.00**

Account: 1001-000000-3572-778700-603051

Manna House, Inc. will use the funds to provide meals and case management to 50 homeless individuals as part of their Soup Plus Project in their day center program. The period of the agreement is July 1, 2018 through June 30, 2019.

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

MINUTES

Mayor's Office of Human Services - cont'd

3. **HISTORIC EAST BALTIMORE COMMUNITY ACTION COALITION, INC.** **\$ 125,000.00**

Account: 4000-407118-5940-760900-603051

The Historic East Baltimore Community Action Coalition, Inc. will use funds to renovate their current youth drop-in services building to include dedicated emergency overnight shelter beds for youth. Funds from this agreement will also be used to cover shelter staff personnel costs.

The agreement is late due to a delay in budget negotiations with Historic East Baltimore Community Action Coalition, Inc.

4. **DAYSRING PROGRAMS, INC.** **\$4,211,067.50**

Account: 4000-486319-1772-516000-603051

On June 27, 2018, the Board approved the advance of funds in the amount of \$842,213.50 for Dayspring Programs, Inc. This Provider Agreement is for the remaining \$4,211,067.50 of the award, making the total award amount \$5,053,281.00.

Dayspring Programs, Inc. will use the funds to operate its Head Start program for 584 eligible children in Baltimore City and will provide services for 6 hours a day, five days per week for a total of 170 days. The period of the Provider Agreement is July 1, 2018 through June 30, 2019.

MBE/WBE PARTICIPATION:

FOR FY 2018, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$191,580.00, AS FOLLOWS:

MBE: \$51,726.00

WBE: \$19,158.00

MINUTES

Mayor's Office of Human Services - cont'd

5. **UNION BAPTIST CHURCH-SCHOOL, INC.** **\$1,243,025.00**

Account: 4000-486319-1772-515600-603051

On June 27, 2018, the Board approved the advance of funds in the amount of \$248,605.00 for Union Baptist Church-School, Inc. This Provider Agreement is for the remaining \$1,243,025.00 of the award, making the total award amount \$1,491,630.00.

Union Baptist Church-School, Inc. will use the funds to operate its Head Start program for 175 eligible children in Baltimore City and will provide services for 6 hours a day, five days per week for a total of 170 days. The period of the Provider Agreement is July 1, 2018 through June 30, 2019.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

Ratification of Amendment

6. **U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)** **\$0.00**

Account: 4000-490915-3573-333600-404001

On August 7, 2014, the Mayor's Office of Human Services was awarded funds under the Housing Opportunities for Persons with AIDS (HOPWA) program operated by the HUD.

MINUTESMayor's Office of Human Services - cont'd

Through HOPWA, low-income persons living with HIV/AIDS and their families are provided with housing assistance and related supportive services to prevent clients from becoming homeless. The original period was August 7, 2014 through September 30, 2017.

This ratification will allow for the expenditure of the remaining \$1,080,688.00 in grant funds. HUD approved a no-cost extension through August 31, 2020.

The agreement is late due to a delay in receiving the amendment approval from HUD.

AUDITS NOTED THE NO-COST TIME EXTENSION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing agreements and the ratification of amendment.

MINUTESMayor's Office of Human Services - Grant Awards**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Grant Awards from the U.S. Department of Housing and Urban Development.

AMOUNT OF MONEY AND SOURCE:

\$20,122,956.00

Grant Program	Start	End	Amount
AIRS Shelter Plus Care Program	04/01/2018	03/31/2019	\$1,511,442.00
Associated Catholic Charities - Project BELIEVE - PHP	02/01/2018	01/31/2019	117,546.00
Associated Catholic Charities - Project FRESH Start	12/01/2018	11/30/2019	105,753.00
Associated Catholic Charities - REACH Combined	01/01/2019	12/31/2019	765,223.00
At Jacob's Well PHP	09/01/2018	08/31/2019	23,968.00
BMHS SRA Multi-Grant S+C	04/01/2018	03/31/2019	4,003,640.00
Dayspring Programs PHP	01/01/2019	12/31/2019	296,792.00
Dayspring Programs Tenant Based S+C	04/01/2018	03/31/2019	434,372.00
GEDCO - Supportive Housing Harford House and Micah House	06/01/2018	05/31/2019	104,006.00
Healthcare Access Maryland Rapid Re- Housing	06/01/2018	05/31/2019	635,600.00
Healthcare for the Homeless - Homeward Bound Bonus	10/01/2018	09/30/2019	1,127,045.00
Marian House - Serenity Place PHP	12/01/2018	11/30/2019	31,730.00
Marian House - TAMAR 2 PHP	03/01/2018	02/28/2019	94,319.00
Marian House PH	09/01/2018	08/31/2019	70,577.00
Marian House S+C Expansion	12/01/2018	11/30/2019	55,965.00
Marian House TAMAR S+C	08/01/2018	07/31/2019	647,559.00
MD-501 CoC Planning Application 2015	12/01/2018	11/30/2019	615,157.00
Mercy Medical Center - Coordinated Access SSO	02/01/2018	01/31/2019	341,470.00
MOHS - HMIS Project FY2017	05/01/2018	04/30/2019	362,812.00
MOHS - HMIS Project Expansion FY2017	04/01/2018	03/31/2019	130,200.00

MINUTES

Mayor's Office of Human Services - cont'd

Grant Program	Start	End	Amount
MOHS Homeward Bound PHP	10/01/2018	09/30/2019	847,688.00
PEP Samaritan Project	10/01/2018	09/30/2019	595,572.00
Project PLASE - Medically Fragile SRO	10/01/2018	09/30/2019	70,478.00
Project PLASE - Rental Assistance Program	04/01/2018	03/31/2019	1,725,140.00
Project PLASE - Scattered Site PHP	07/01/2018	06/30/2019	241,106.00
Project PLASE - Veteran PSH Project	10/01/2018	09/30/2019	1,267,062.00
St. Ambrose Housing Aid Center PHP	02/01/2018	01/31/2019	441,589.00
SVdP Home Connections II - Samaritan Project	10/01/2018	09/30/2019	525,562.00
SVdP Home Connections III	08/01/2018	07/31/2019	125,436.00
SVdP Home Connections PHP	01/01/2019	12/31/2019	485,338.00
SVdP Front Door Rapid Re-Housing	07/01/2018	06/30/2019	1,081,752.00
WHC - Scattered Site Housing S+C	05/01/2018	04/30/2019	926,423.00
Youth Empowered Society Rapid Re-Housing	09/01/2018	08/31/2019	314,634.00
		Total	\$20,122,956.00

BACKGROUND/EXPLANATION:

The Mayor's Office of Human Services, on behalf of the City submitted renewal applications for existing Continuum of Care grants in response to the 2016 Super Notice of Funding Availability (SuperNOFA).

The U.S. Department of Housing and Urban Development announced on January 11, 2018 that the renewal applications for programs listed above have been approved. Under the terms of the grant renewals, the related sub-contracts will be renewed with various organizations throughout Baltimore City that carry out Homeless Service activities. These activities include rental assistance and supportive services for the homeless population in Baltimore City.

MINUTES

Mayor's Office of Human Services - cont'd

The total of all grant awards in this announcement for the City of Baltimore is \$20,122,956.00. The grant awards have different start dates, the earliest start date being February 1, 2018, and the latest start date being January 1, 2019. Each grant has a period lasting 12 months beginning from its start date. The award amount and start and end dates for each agreement are listed above.

The grant awards are late due to HUD's delayed notification of award.

MBE/WBE PARTICIPATION:

MBE/WBE requirements will be included in the agreements with the City and the respective service providers.

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 foregoing Grant Awards from the U.S. Department of Housing and Urban Development.

MINUTES

Mayor's Office of Criminal Justice (MOCJ) - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) with the Housing Authority of Baltimore City, and the Baltimore City Police Department (BPD). The Memorandum of Understanding is effective upon Board approval through June 30, 2021, unless terminated earlier in accordance with the memorandum of understanding.

AMOUNT OF MONEY AND SOURCE:

\$400,000.00 - 1001-000000-2251-247700-600000

BACKGROUND/EXPLANATION:

The purpose of this MOU is for the CitiWatch under the direction of MOCJ and the BPD, directly and through its third-party contracts, to install, inspect, repair, maintain, replace and upgrade certain Housing Authority of Baltimore City (HABC) owned devices located on certain and related improvements owned by HABC. The City, through MOCJ and Baltimore City Information and Technology will maintain the CitiWatch System and provide HABC periodic email status reports of the working status of the devices.

This MOU will continue the prior agreement effective July 1, 2014, wherein the City and HABC entered into an Intergovernmental Agreement that provided the City would install, repair, maintain and replace HABC's closed circuit cameras or similar communication devices and any associated antennas, servers, raid, a/c components, cables and other equipment located on certain HABC developments.

MINUTES

MOCJ - cont'd

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with the Housing Authority of Baltimore City, and the Baltimore City Police Department.

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 Ohara Developments, LLC, Developer, for the sale of the City-owned property located at 515 E. 22nd Street.

AMOUNT OF MONEY AND SOURCE:

\$3,000.00 - Purchase price

BACKGROUND/EXPLANATION:

The Developer plans to purchase the vacant building located at 515 E. 22nd Street to rehabilitate as a market rate resale.

The purchase and improvements to the site will be financed through private sources. The purchase and improvements to the site will be paid to the City at the time of settlement.

The City may dispose of the property located at 515 E. 22nd Street by virtue of the following legal authorities: Article 28, Subtitle 8 of the Baltimore City Code. The property was journalized and approved for sale on December 22, 2010.

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

Pursuant to the Appraisal Policy of Baltimore City, the Waiver Valuation Process determined that the property was valued at \$6,000.00. The property is being sold for \$3,000.00.

MINUTES

Department of Housing and - cont'd
Community Development

The property will be sold below the Waiver Valuation Price for the following reasons:

- the sale will serve a specific benefit to the community,
- the sale will eliminate blight, and
- the sale will return the property to the City's tax rolls.

MBE/WBE PARTICIPATION:

The Developer will purchase this 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 Ohara Developments, LLC, Developer, for the sale of the City-owned property located at 515 E. 22nd Street.

MINUTES

Department of Housing and - Side Yard Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Side Yard Land Disposition Agreement with Ms. Judy Hunt, Purchaser, for the sale of the City-owned property located at 3537 Everhart Street.

AMOUNT OF MONEY AND SOURCE:

\$500.00 - purchase price

BACKGROUND/EXPLANATION:

The property will be sold for \$500.00, of which \$400.00 will be held in escrow by the City for the benefit of the Purchaser to be applied at settlement for closing costs, including transfer taxes, recordation fees, taxes, and associated title services.

The Purchaser will be using private funds to pay for the acquisition and maintenance of the property.

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

The City has agreed to convey the property known as 3537 Everhart Street to the adjacent property owner. As a condition of conveyance, the Purchaser has agreed to the terms of the Side Yard Land Disposition Agreement, which prohibits development of the parcel for a minimum of ten years.

MINUTES

Department of Housing and - cont'd
Community Development

The City may dispose of the property by virtue of the following legal authorities: Article 28, Subtitle 8 of the Baltimore City Code.

The property is being sold for \$500.00, as the purchaser holds title on the adjacent property as owner-occupied. The sale will serve a specific benefit to the community, will eliminate blight, and will return of the property to the City's tax rolls.

MBE/WBE PARTICIPATION:

The Developer will purchase this 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 Side Yard Land Disposition Agreement with Ms. Judy Hunt, Purchaser, for the sale of the City-owned property located at 3537 Everhart Street.

MINUTES

Department of Housing and - Termination Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve (1) a request by the State of Maryland Department of Housing and Community Development ("MD DHCD") to terminate a certain tri-party arrangement to which the City is a party and (2) with respect to future requests by MD DHCD for terminations of similar tri-party arrangements, the grant of authority to the Commissioner of the Department of Housing and Community Development to approve the termination of such arrangements subject to review and approval for form and legal sufficiency by the Department of Law.

The Board is also requested to authorize the Commissioner of the Baltimore City Department of Housing and Community Development ("City") to execute any and all documents to effectuate this termination subject to review for form and legal sufficiency by the Department of Law.

AMOUNT OF MONEY AND SOURCE:

No additional City funds are required at this time.

BACKGROUND/EXPLANATION:

The MD DHCD established its Partnership Rental Housing Program ("PRHP") to expand the supply of affordable housing for income-eligible households. In the late 1990s and early 2000s, MD DHCD funded multiple projects in the City of Baltimore using PRHP funds, including several HOPE VI transactions. At that time, projects financed through PRHP funds involved a partnership between MD DHCD and local governments and the governing statute and regulations prohibited the repayment of a PRHP loan (unless there was an event of default under the loan).

MINUTES

Department of Housing and - cont'd
Community Development

However, because these same projects were being financed by low-income housing tax credits (LIHTCs), the requirement that the PRHP loans did not have to be repaid created a tax or "basis" issue. A loan that is not payable at a fixed maturity cannot be included in basis for LIHTCs. Not including the PRHP loan in basis, reduces the amount of LIHTCs which in turn reduces the amount of equity available for the projects and creates a need to find additional capital for the projects, including potential increases in the size of the State and City gap funding. To address this issue the MD DHCD, the City, acting by and through its Department of Housing and Community Development (the "Department") and the Housing Authority of Baltimore City ("HABC"), agreed to a "tri-party" structure, whereby the MD DHCD loaned money to the owner (HABC was part of the ownership entity) and certain rights to payment of the principal and interest were "conditionally assigned" to the City. The City in turn agreed, pursuant to a master agreement with the State (the Master Agreement), that if it ever received any such repayments, the City would use such funds in accordance with the PRHP governing statute and regulations.

In the case of Heritage Crossing, the MD DHCD made a PRHP loan (the Heritage Crossing PRHP Loan) to Heritage Crossing Limited Partnership (the Borrower), a Maryland limited partnership, for the purpose of acquiring, developing and operating a housing project known as Heritage Crossing (Heritage Crossing), which was being redeveloped pursuant to the HOPE VI program. To document the above described PRHP structure, the City and the MD DHCD executed an amendment to the Master Agreement and a Conditional Assignment. The City, the MD DHCD, and the Borrower also executed a tri-party agreement.

MINUTES

Department of Housing and - cont'd
Community Development

In 2014, the State of Maryland revised the statute governing the PRHP program so that PRHP loans may be repaid to the MD DHCD. In other words, the MD DHCD can now fix a maturity date and retain all rights to the repayment of principal and interest under the applicable PRHP loan.

The MD DHCD is requesting the City to accommodate its program change by terminating the various PRHP agreements with respect to the City for the Heritage Crossing development and the Heritage Crossing PRHP Loan. By letter dated July 12, 2018 from Brien O'Toole, Deputy Director, Multifamily Housing, MD DHCD to James Majors, Director, City Office of Project Finance the City was requested to sign the submitted Termination Agreement. The City will not be adversely affected by such termination since the establishment of a maturity date and the conditional assignment of payment was a practical fiction to solve the tax credit basis issue. Because the funding of the various PRPH loans comes from state funds and since there is no tax issue to resolve, the MD DHCD requests that repayments of PRHP funds, if any, would be made directly to the MD DHCD.

There is precedent for this request since the revision of the PRHP statute. In December 2017, the Board approved a similar termination related to the Hillside Park Apartments.

The affordability requirements for the 75 rental units at Heritage Crossing will remain in place. No residents will be permanently displaced during or after the renovation of their units.

MINUTES

Department of Housing and - cont'd
Community Development

The Department also requests the Board grant authority to the Commissioner of the Department of Housing and Community Development to approve future requests to terminate such arrangements on other transactions after review and approval by the Department of Law. It is not expected that the City would be adversely affected by any such termination since the establishment of a maturity date and the conditional assignment of payment was a practical fiction to address a tax issue. Also, no funds of the City will be implicated.

THE DEPARTMENT OF FINANCE REVIEWED AND RECOMMENDED APPROVAL BY THE BOARD.

UPON MOTION duly made and seconded, the Board approved and authorized execution of (1) the request by the State of Maryland Department of Housing and Community Development to terminate the certain tri-party arrangement to which the City is a party and (2) with respect to future requests by the State of Maryland Department of Housing and Community Development for terminations of similar tri-party arrangements, the grant of authority to the Commissioner of the Department of Housing and Community Development to approve the termination of such arrangements subject to review and approval for form and legal sufficiency by the Department of Law.

MINUTES

Department of Housing and - cont'd
Community Development

The Board further authorized the Commissioner of the Baltimore City Department of Housing and Community Development to execute any and all documents to effectuate this termination subject to review for form and legal sufficiency by the Department of Law.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the leasehold interest in the property located at 614 N. Arlington Avenue, (Block 0114 Lot 049) by gift from Mr. Nathaniel Dailey, Jr. and Ms. Bernadette Green, Owners, SUBJECT to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

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

BACKGROUND/EXPLANATION:

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

The Owners have offered to donate to the City, title to the property at 614 N. Arlington Avenue. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. Accepting this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Department will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through July 6, 2018, other than water bills, which must be paid as part of the transaction, is as follows:

MINUTES

DHCD - cont'd

Tax sale Cert #293216	05/18/2015	\$9,039.96
Real Property Taxes	2018-2019	93.95
Real Property Taxes	2017-2018	95.95
Real Property Taxes	2016-2017	101.16
Real Property Taxes	2015-2016	117.72
Real Property Taxes	2014-2015	Incl. in Tax Sale
Real Property Taxes	2013-2014	Incl. in Tax Sale
Real Property Taxes	2012-2013	Incl. in Tax Sale
Real Property Taxes	2011-2012	Incl. in Tax Sale
Miscellaneous Bill	#6925124	Incl. in Tax Sale
Miscellaneous Bill	#6996268	Incl. in Tax Sale
Miscellaneous Bill	#7016769	Incl. in Tax Sale
Miscellaneous Bill	#7071459	Incl. in Tax Sale
Miscellaneous Bill	#7360407	Incl. in Tax Sale
Miscellaneous Bill	#7473713	Incl. in Tax Sale
Miscellaneous Bill	#7484306	Incl. in Tax Sale
Miscellaneous Bill	#7590557	Incl. in Tax Sale
Miscellaneous Bill	#8277758	277.31
Miscellaneous Bill	#8459638	136.41
Alley/Footway Bill	G950-504-427-10-135	Incl. in Tax Sale
Total Taxes Owed		\$ 9,862.46

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 614 N. Arlington Avenue, (Block 0114 Lot 049) by gift from Mr. Nathaniel Dailey, Jr. and Ms. Bernadette Green, Owners, SUBJECT to municipal liens, interest, and penalties, other than water bills.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the leasehold interest in the property located at 106 S. Calverton Road, (Block 0221, Lot 048) by gift from Dayle Young, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

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

BACKGROUND/EXPLANATION:

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

The Owner has offered to donate to the City, title to the property at 106 S. Calverton Road. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. Accepting this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Department will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through July 6, 2018, other than water bills, which must be paid as part of the transaction, is as follows:

MINUTES

DHCD - cont'd

Real Property Taxes	2018-2019	\$ 93.95
Miscellaneous Bill	#8597130	<u>206.51</u>
	Total Taxes Owed	\$300.46

UPON MOTION duly made and seconded, the Board approved the leasehold interest in the property located at 106 S. Calverton Road, (Block 0221, Lot 048) by gift from Dayle Young, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the leasehold interest in the property located at 1638 N. Bradford Street, (Block 1473 Lot 025) by gift from Ms. Nikki Rochester, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

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

BACKGROUND/EXPLANATION:

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

The Owner has offered to donate to the City, title to the property at 1638 N. Bradford Street. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. Accepting this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Department will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through July 6, 2018, other than water bills, which must be paid as part of the transaction, is as follows:

MINUTES

DHCD - cont'd

Real Property Taxes	2018-2019	\$ 93.95
Real Property Taxes	2017-2018	124.14
Real Property Taxes	2016-2017	365.75
Miscellaneous Bill	#7966377	165.70
Miscellaneous Bill	#8056012	169.63
Miscellaneous Bill	#8100810	286.59
Miscellaneous Bill	#8193302	158.27
Miscellaneous Bill	#8194599	245.57
Miscellaneous Bill	#8361651	<u>208.69</u>
	Total Taxes Owed	\$1,818.29

UPON MOTION duly made and seconded, the Board approved the leasehold interest in the property located at 1638 N. Bradford Street, (Block 1473 Lot 025) by gift from Ms. Nikki Rochester, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the leasehold interest in the properties located at 1811 and 1819 Vine Street (Block 0178 Lots 066 and 070) by gift from Mr. Eugene Newman, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

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

BACKGROUND/EXPLANATION:

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

The Owner has offered to donate to the City, title to the properties at 1811 and 1819 Vine Street. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. Accepting this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Department will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through July 6, 2018, other than water bills, which must be paid as part of the transaction, is as follows:

MINUTES

DHCD - cont'd

1811 Vine Street

Real Property Taxes	2018-2019	\$ 46.98
	Total Taxes Owed	\$ 46.98

1819 Vine Street

Real Property Taxes	2018-2019	\$ 46.98
	Total Taxes Owed	\$ 46.98

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the properties located at 1811 and 1819 Vine Street (Block 0178 Lots 066 and 070) by gift from Mr. Eugene Newman, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the fee simple interest in the property located at 915 Bennett Place, (Block 0129 Lot 070) by gift from Ms. Ella Dailey and Ms. Bernadette Green, Owners, SUBJECT to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

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

BACKGROUND/EXPLANATION:

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

The Owners have offered to donate to the City, title to the property at 915 Bennett Place. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. Accepting this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Department will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through July 6, 2018, other than water bills, which must be paid as part of the transaction, is as follows:

MINUTES

DHCD - cont'd

Tax sale cert #328063	5/14/2018	\$ 33,903.63
Real Property Taxes	2018-2019	93.95
Real Property Taxes	2017-2018	Inc. in TS
Real Property Taxes	2016-2017	Inc. in TS
Real Property Taxes	2015-2016	Inc. in TS
Real Property Taxes	2014-2015	Inc. in TS
Real Property Taxes	2013-2014	Inc. in TS
Real Property Taxes	2012-2013	Inc. in TS
Real Property Taxes	2011-2012	Inc. in TS
Miscellaneous Bill	# 6415723	Inc. in TS
Miscellaneous Bill	# 5453749	Inc. in TS
Miscellaneous Bill	# 6620470	Inc. in TS
Miscellaneous Bill	# 6693489	Inc. in TS
Miscellaneous Bill	# 6935407	Inc. in TS
Miscellaneous Bill	# 6951438	Inc. in TS
Miscellaneous Bill	# 6993489	Inc. in TS
Miscellaneous Bill	# 7017551	Inc. in TS
Miscellaneous Bill	# 7303721	Inc. in TS
Miscellaneous Bill	# 7434699	Inc. in TS
Miscellaneous Bill	# 7577513	Inc. in TS
Miscellaneous Bill	# 7677461	Inc. in TS
Miscellaneous Bill	# 7915184	Inc. in TS
Miscellaneous Bill	# 8063307	Inc. in TS
Miscellaneous Bill	# 8093353	Inc. in TS
Miscellaneous Bill	# 8197626	Inc. in TS
Miscellaneous Bill	# 8393076	Inc. in TS
Miscellaneous Bill	# 8435117	Inc. in TS
Property Registration	# 20015	1,747.20
Total Taxes Owed:		\$ 35,744.78

MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the acquisition of the fee simple interest in the property located at 915 Bennett Place, (Block 0129 Lot 070) by gift from Ms. Ella Dailey and Ms. Bernadette Green, Owners, SUBJECT to municipal liens, interest, and penalties, other than water bills.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the fee simple interest in the property located at 2329 Edmondson Avenue, (Block 2201 Lot 015) by gift from the Estate of Juanita Dickerson, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

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

BACKGROUND/EXPLANATION:

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

The Owner has offered to donate to the City, title to the property at 2329 Edmondson Avenue. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. Accepting this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Department will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through July 6, 2018, other than water bills, which must be paid as part of the transaction, is as follows:

MINUTES

DHCD - cont'd

Tax sale cert #308145	5/16/2016	\$76,901.45
Real Property Taxes	2018-2019	1,315.22
Real Property Taxes	2017-2018	1,565.22
Real Property Taxes	2016-2017	1,888.57
Real Property Taxes	2015-2016	Incl. in TS
Real Property Taxes	2014-2015	Incl. in TS
Real Property Taxes	2013-2014	Incl. in TS
Real Property Taxes	2012-2013	Incl. in TS
Real Property Taxes	2011-2012	Incl. in TS
Miscellaneous Bill	# 7893290	Incl. in TS
Miscellaneous Bill	# 8039653	253.02
Miscellaneous Bill	# 8044000	281.87
Miscellaneous Bill	# 8361883	264.69
Environmental Bill	# 4726329	Incl. in TS
Environmental Bill	# 4726337	Incl. in TS
Environmental Bill	# 4726345	Incl. in TS
Environmental Bill	# 4767828	Incl. in TS
Environmental Bill	# 4767836	Incl. in TS
Environmental Bill	# 5069810	Incl. in TS
Environmental Bill	# 5069828	Incl. in TS
Environmental Bill	# 5069836	Incl. in TS
Environmental Bill	# 5069844	Incl. in TS
Environmental Bill	# 53103669	Incl. in TS
Environmental Bill	# 53139457	Incl. in TS
Environmental Bill	# 53149977	Incl. in TS
Environmental Bill	# 53454005	Incl. in TS
Environmental Bill	# 54201587	Incl. in TS
Total Taxes Owed:		\$ 82,470.04

MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the fee simple interest in the property located at 2329 Edmondson Avenue, (Block 2201 Lot 015) by gift from the Estate of Juanita Dickerson, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the fee simple interest in the property located at 1105 N. Milton Avenue, (Block 1556 Lot 003) and 1201 N. Milton Avenue (Block 1558 Lot 007) by gift from Mr. David Kuperhand, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

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

BACKGROUND/EXPLANATION:

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

The Owner has offered to donate to the City, title to the properties at 1105 N. Milton Avenue and 1201 N. Milton Avenue. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. Accepting this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Department will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through July 6, 2018, other than water bills, which must be paid as part of the transaction, is as follows:

MINUTES

DHCD - cont'd

1105 N. MILTON AVENUE

Tax sale cert #311156	5/16/2016	\$	1,261.16
Real Property Taxes	2018-2019		133.10
Real Property Taxes	2017-2018		122.26
Real Property Taxes	2016-2017		101.16
Real Property Taxes	2015-2016		Incl. in TS
Miscellaneous Bill	# 7785215		Incl. in TS
Miscellaneous Bill	# 7786916		Incl. in TS
Miscellaneous Bill	# 7814171		Incl. in TS
Miscellaneous Bill	# 7823958		Incl. in TS
Miscellaneous Bill	# 7941610		Incl. in TS
Miscellaneous Bill	# 8029720		275.54
Miscellaneous Bill	# 8034811		249.07
Miscellaneous Bill	# 8063786		159.91
Miscellaneous Bill	# 8072225		290.29
Miscellaneous Bill	# 8175028		152.32
Miscellaneous Bill	# 8176869		248.47
Miscellaneous Bill	# 8197147		169.32
Miscellaneous Bill	# 8209421		161.16
Miscellaneous Bill	# 8233348		225.15
Miscellaneous Bill	# 8321572		255.59
Miscellaneous Bill	# 8325623		149.68
Miscellaneous Bill	# 8488223		232.39
Miscellaneous Bill	# 8517609		209.91
Miscellaneous Bill	# 8557928		209.04
Miscellaneous Bill	# 8576019		233.61
Environmental Bill	# 53866927		Incl. in TS
Environmental Bill	# 53866935		Incl. in TS
Property Registration	# 414327		756.00
Total Taxes Owed:		\$	5,595.13

MINUTES

DHCD - cont'd

1201 N. MILTON AVENUE

Tax sale cert #311165	5/16/2016	\$	2,751.17
Real Property Taxes	2018-2019		101.77
Real Property Taxes	2017-2018		103.44
Real Property Taxes	2016-2017		101.16
Real Property Taxes	2015-2016	Incl. in TS	
Miscellaneous Bill	# 7652035	Incl. in TS	
Miscellaneous Bill	# 7775463	Incl. in TS	
Miscellaneous Bill	# 7815020	Incl. in TS	
Miscellaneous Bill	# 7968993	Incl. in TS	
Miscellaneous Bill	# 8019200		220.00
Miscellaneous Bill	# 8073108		269.86
Miscellaneous Bill	# 8128134		254.27
Miscellaneous Bill	# 8208665		250.80
Miscellaneous Bill	# 8220436		226.68
Miscellaneous Bill	# 8358046		248.59
Miscellaneous Bill	# 8444929		255.39
Miscellaneous Bill	# 8488751		207.87
Miscellaneous Bill	# 8552366		205.90
Environmental Bill	# 54073499	Incl. in TS	
Property Registration	# 414327		555.12
Total Taxes Owed:		\$	5,752.02
Total Taxes Owed:		\$	11,347.15

MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the fee simple interest in the property located at 1105 N. Milton Avenue, (Block 1556 Lot 003) and 1201 N. Milton Avenue (Block 1558 Lot 007) by gift from Mr. David Kuperhand, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

MINUTES

Department of Housing and - Community Development Block
Community Development (DHCD) Grant Agreements

The Board is requested to approve and authorize execution of the various Community Development Block Grant (CDBG) Agreements.

1. **RESERVOIR HILL IMPROVEMENT COUNCIL, \$ 60,000.00**
 INC.

Accounts: 2089-208918-5930-428091-603051	\$ 20,000.00
2089-208918-5930-428083-603051	\$ 16,000.00
2089-208918-5930-428026-603051	\$ 9,000.00
2089-208918-5930-428081-603051	\$ 15,000.00

Under the terms of this CDBG Agreement, the organization will provide information to residents regarding local community development activities, provide housing counseling assistance, organize neighborhood cleanups, and conduct crime awareness activities. The funds will subsidize the organization's staff and operating costs. The period of the CDBG Agreement is November 1, 2017 through October 31, 2018.

FOR FY 2018, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$11,000.00, AS FOLLOWS:

MBE: \$2,970.00
WBE: \$1,100.00

2. **PARKS AND PEOPLE FOUNDATION, INC. \$ 80,000.00**

Account: 2089-208918-5930-714934-603051

Under the terms of this CDBG Agreement, the CDBG funds will be used to subsidize the Build Resources and Nurturing Community Health and Environmental Stewardship (BRANCHES) after-school and summer green job training education and

MINUTES

DHCD - cont'd

employment program. The BRANCHES program will provide youth 14 - 21 years of age with after-school green career exploration and educational workshops, field trips, on-the-job training in the areas of landscaping, storm-water management and erosion control, urban and community gardening, tree planting, and other skills to address the environmental and social needs of the community. The period of the CDBG Agreement is February 1, 2018 through January 31, 2019.

MWBOO GRANTED A WAIVER.

3. **THE FAMILY TREE, INC. \$ 34,845.00**

Accounts: 2089-208918-5930-666826-603051

Under the terms of this CDBG Agreement, the CDBG funds will be used to support the organization's Family Clearinghouse Parenting for Success Initiative in order to provide a triage model of support services along a continuum of need to low to moderate-income families to prevent child abuse and neglect within Baltimore City. The organization will continuously monitor service utilization, service quality, and program effectiveness. In addition, the funds will be used to subsidize the organization's operating costs. The period of the CDBG Agreement is January 1, 2018 through December 31, 2018.

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:

MINUTES

DHCD - cont'd

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

The DHCD began negotiating and processing the CDBG agreements effective July 1, 2017 and beyond, as outlined in the Plan, pending approval of the Resolution. Consequently, the CDBG 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 foregoing Community Development Block Grant Agreements. The Mayor **ABSTAINED** on item no. 2.

MINUTES

Parking Authority of - Tenth Amendment to Agreement for
Baltimore City Pay-and-Display Parking Stations and
Ratification of Renewals

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Tenth Amendment to Agreement for Pay-and-Display Parking Stations (Tenth Amendment) with CALE America, Inc. Further, the Board is requested to ratify the two one-year renewals exercised on July 14, 2016 and May 30, 2017.

AMOUNT OF MONEY AND SOURCE:

No additional purchase at this time

BACKGROUND/EXPLANATION:

The original agreement approved by the Board on July 19, 2006 allowed for the purchase of 375 meters. The agreement has been amended seven times previously with approval from the Board, to increase the number of meters that may be purchased as follows: On October 17, 2007, to purchase 120 meters (495 total), July 30, 2008 to purchase 200 meters (695 total), April 8, 2009 to purchase 25 meters (720 total), August 25, 2010 to purchase 75 meters (795 total), April 25, 2012 to purchase 75 meters (870 total), October 3, 2012 to purchase 30 meters (900 total), and on July 23, 2014 to purchase 30 meters (930 total).

An amendment approved by the Board on February 17, 2010 allowed for upgrading the method of credit card processing at selected meters. The agreement was assigned by CALE Parking Systems USA Inc. to CALE America, Inc. with approval from the Board, on February 15, 2012.

MINUTES

Parking Authority of - cont'd
Baltimore City

An amendment approved by the Board on December 16, 2015 upgraded meter communications and allowed for two additional one-year extensions. PABC exercised the two one-year extensions and was unaware that Board of Estimates approval was required, so the PABC is now requesting ratification.

The City has purchased 930 Multi-Space Parking Meters from CALE over the past 12 years and has realized the following benefits:

- Expanded payment options - EZ Park meters not only accept coins for payment of parking charges, but they offer the convenience of accepting credit cards for payment as well. Currently, about 55% of revenues collected at EZ Park meters are through credit card transactions, and parking patrons appreciate the payment option.
- Additional Parking Spaces - Because conventional meters must be spaced to accommodate the longest cars, they are separated by more space than necessary for small cars. At unmarked curbs, smaller cars can fit into spaces too small for longer cars, and about 10 to 15 percent more cars can typically fit into the available curb space.
- Enhanced streetscapes - One EZ Park meter can replace up to 15 (or more) single-space meters, and EZ Park meters do not require marking individual curb spaces on the street. EZ Park meters thus reduce street clutter by removing unnecessary hardware and signs.

MINUTES

Parking Authority of - cont'd
Baltimore City

- Wireless communications - Each of the EZ Park meters communicate continuously in real-time with central computers at Parking Authority offices providing current parking data at our fingertips. EZ Park meters also let us know when they are in need of repair or supplies, and when cash needs to be collected.
- Pricing and duration flexibility - EZ Park meters have the ability to charge different prices by time of day or day of the week, thus responding to variations in parking demand. Price schedules can be remotely reconfigured in any neighborhood through wireless technology.
- Proof of payment provided - the receipt that is printed by EZ Park meters is proof of payment for the parker's business and tax records. Also, parkers who wish to appeal a ticket from parking enforcement will have evidence of payment.
- Reduced meter downtime - EZ Park meters automatically report mechanical failures wirelessly to a central computer. Rapid service response can then make it likely that meters are up and running when motorists try to pay for parking.
- Economical - One EZ Park meter can cost less to purchase and maintain than the eight to fifteen (or more) individual single-space meters that one EZ Park meter replaces. Payment by credit and debit cards, and the fact that the EZ Park meters will send a wireless alert when cash needs to be collected, reduces the cost of collecting, transferring and counting coins.

MINUTES

Parking Authority of - cont'd
Baltimore City

- Superior data collection – EZ Park meters produce records of parking occupancy on each block by time of day, day of the week, for particular months, and for particular seasons. The information can then be utilized to analyze usage patterns and set prices to manage the parking supply.
- Increased revenue controls – EZ Park meters automatically record how much money is collected from the various payment options. Each meter keeps a running tally of the day's receipts, and that tally is sent wirelessly to the central computer. This allows auditors to detect any discrepancies when the revenue is collected and counted.

The CALE meters are meeting expectations and the Parking Authority believes continuing the Agreement to allow for additional purchases as needed, will be beneficial to the City of Baltimore. Therefore, the Parking Authority respectfully requests the approval of this Tenth Amendment. This Tenth Amendment will allow for three additional 1-year options to extend the agreement.

Therefore, PABC respectfully requests approval of this Tenth Amendment to the Agreement for Pay-and-Display Parking Stations.

MBE/WBE PARTICIPATION:

	<u>Commitment</u>	<u>Performed</u>
MBE: Pioneer Contracting Co., Inc.	17%	\$90,600.00 (39%)
WBE: Eddie Brown & Associates, Inc.	9%	\$74,499.64 (32%)

MINUTES

Parking Authority of - cont'd
Baltimore City

MWBOO FOUND VENDOR IN COMPLIANCE.

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 Tenth Amendment to Agreement for Pay-and-Display Parking Stations with CALE America, Inc. The Board further ratified the two one-year renewals exercised on July 14, 2016 and May 30, 2017.

MINUTES

Department of Recreation and Parks - Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Grant Agreement with Parks and People Foundation, Inc. (PPF). The period of the Grant Agreement is January 1, 2018 through August 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$10,380.00 - 5000-577717-4781-363900-607001

BACKGROUND/EXPLANATION:

In existence since 1989, the Urban Resources Initiative (URI) program is a collaboration between the City, the PPF and several universities. The City will provide funding in the form of a grant to PPF to pay for satisfactory performance of the services outlined in the agreement. The URI program identifies well-qualified graduate and under-graduate college interns to perform internships in natural resource management and other academic fields that support a wide range of recreational and environmental projects. The grant enables the PPF to recruit, orient, and assign interns and to also contract with staff to oversee the program.

The Grant Agreement is late because of program planning and the administrative review process.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Department of Recreation and Parks - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Agreement with Parks and People Foundation, Inc. The Mayor **ABSTAINED**.

MINUTES

Department of Recreation - First Amendment to the Maryland
and Parks Capital Projects Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the First Amendment to the Maryland Capital Projects Grant Agreement (First Amendment) with the Board of Public Works (grantor) and the Board of Directors of the Cylburn Arboretum Association, Inc. (CAA - grantee). The period of the First Amendment is effective upon Board approval through June 1, 2020.

AMOUNT OF MONEY AND SOURCE:

N/A - The City will not receive or expend any funds under this First Amendment to the Maryland Capital Projects Grant Agreement.

BACKGROUND/EXPLANATION:

This First Amendment is due to legislation adopted by the General Assembly that modifies the Enabling Act DGS Item G131, Chapter 27, Acts of 2016 to extend the certification to June 1, 2020.

This First Amendment affects the payment procedures indicated in the Maryland Capital Projects: Information for State of Maryland Capital Grant Recipients [<http://dgs.maryland.gov/Pages/Grants/index.aspx>], as referenced in paragraph 8. - Payment Procedure. - of the Agreement. The Agreement has been submitted attached which was initially approved by the Board on February 14, 2018, and executed by the parties acknowledged the City's acceptance of the Maryland Capital Projects Grant awarded to the CAA, Inc. The Agreement provided for the renovations to the property known as the Carriage House at Cylburn Arboretum, located at 4915 Greenspring Avenue.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Department of Recreation - cont'd
and Parks

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment to the Maryland Capital Projects Grant Agreement with the Board of Public Works and the Board of Directors of the Cylburn Arboretum Association, Inc.

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

- | | | |
|--|---------|---------|
| 1. CHESAPEAKE FIRE AND
RESCUE EQUIPMENT, INC. | \$ 0.00 | Renewal |
| Contract No. 08000 - Maintenance & Repair of Holmatro Tools -
Baltimore City Fire Department - P.O. No. P540278 | | |

On July 19, 2017, the Board approved the initial award in the amount of \$118,500.00. The award contained four 1-year renewal options. This first renewal in the amount of \$0.00 is for the period July 24, 2018 through July 23, 2019, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On May 26, 2017, it was determined that no goals would be set because of no opportunity to segment the contract. There are no MBE/WBE's certified to provide these services.

MWBOO GRANTED A WAIVER.

- | | | |
|--|---------------|---------|
| 2. STANLEY SECURITY SOLUTIONS,
INC. | \$ 117,940.00 | Renewal |
| Contract No. B50005007 - Preventive Maintenance on Stanley
Doors - Convention Center - P.O. No. P539672 | | |

On May 31, 2017, the City Purchasing Agent approved the initial award in the amount of \$17,160.00. The award contained two 1-year renewal options. On October 30, 2017, the City Purchasing Agent approved an increase in the amount of \$7,000.00. This first renewal in the amount of \$17,940.00 is for the period May 26, 2018 through May 25, 2019, with one 1-year renewal option remaining.

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 was below the MBE/WBE subcontracting threshold of \$50,000.00.

3. P. FLANIGAN & SONS,
INCORPORATED \$3,200,000.00 Renewal
 Contract No. B50004177 - Paving Materials - Hot and Cold Patch
 - Departments of Transportation and Public Works - P.O. No.
 P532590

On August 26, 2015, the Board approved the initial award in the amount of \$6,756,750.00. The award contained two 1-year renewal options. On January 10, 2018, the Board approved an increase in the amount of \$2,000,000.00. This first renewal in the amount of \$3,200,000.00 is for the period August 26, 2018 through August 25, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On March 3, 2015, it was determined that no goals would be set because there was no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

4. ATLANTIC TACTICAL, INC. \$ 700,000.00 Renewal
 Contract No. B50004126 - Ammunition for Police and Sheriff's
 Departments - Various - P.O. No. 532457

On August 12, 2015, the Board approved the initial award in the amount of \$350,000.00. The award contained two 1-year

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

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

renewal options. Subsequent actions have been approved. This first renewal in the amount of \$700,000.00 is for the period August 11, 2018 through August 10, 2020, with one 2-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On June 18, 2015, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

- | | | |
|--|--------------|---------|
| 5. C.N. ROBINSON LIGHTING
SUPPLY COMPANY | \$150,000.00 | Renewal |
| BRPC Contract No. 15-021 Lamps and Ballasts, Large and Specialty - Citywide - P.O. No. P531583 | | |

On June 3, 2015, the Board approved the initial award in the amount of \$300,000.00. The award contained four 1-year renewal options. Two renewal options have been exercised. This third renewal in the amount of \$150,000.00 is for the period July 1, 2018 through April 30, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

MWBOO GRANTED A WAIVER.

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

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

MBE/WBE PARTICIPATION:

On January 26, 2016, it was determined that no goals would be set because of no opportunity to segment the contract. The initial award was below the MBE/WBE subcontracting threshold of \$50,000.00.

8. PVS CHEMICAL SOLUTIONS, INC.	\$244,094.00 <u>400,000.00</u>	Increase and Renewal
	<u>\$644,094.00</u>	

Contract No. B50005114 - Liquid Sodium Bisulfide for Wastewater Treatment Plants - Department of Public Works - Wastewater Facilities - P.O. No. P541298

On October 11, 2017, the Board approved the initial award in the amount of \$200,000.00. The award contained four 1-year renewal options. On July 26, 2018, the City Purchasing Agent approved an increase in the amount of \$50,000.00. This increase in the amount of \$244,094.00 is needed to cover the cost of additional chemicals due to recent storm related incidents. This first renewal in the amount of \$400,000.00 is for the period October 15, 2018 through October 14, 2019, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On August 14, 2017, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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 procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as sole source procurement as this vendor is the only supplier in the Water Testing Market.

11. CCG SYSTEMS, INC.	Faster Software Maintenance & Support Agreement	\$ 56,977.80
Contract No. 08000 - FASTER Software, Maintenance and Support - Department of General Services - Fleet Management - Req. No. R801123		

The Board is requested to approve and authorize execution of the Faster Software Maintenance and Support Agreement with CCG Systems, Inc. The period of the agreement is March 1, 2018 through February 28, 2019.

The vendor is the sole source of the FASTER system and products which is currently installed software at the Department of General Services - Fleet Management. 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

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 procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

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

12. BIO-RAD LABORATORIES, INC.		Reagent Rental Agreement Plan
	\$714,911.54	

Contract No. 08000 - Bio-Rad Laboratories - Department of Health - Req. No. R796859

The Board is requested to approve and authorize execution of an Agreement with Bio-Rad Laboratories, Inc. The period of the agreement is effective upon Board approval and terminate three years following the go-live date.

The vendor is the sole manufacturer of BioPlex and the distributor of the Multi-Plex test kits that are compatible with the BioPlex system. Bio-Rad Laboratories is replacing the old equipment, Evolis, to ensure the Baltimore City Health Department lab is adherent to the new CDC recommendations for Syphilis and HIV testing protocols. 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

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 procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

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

- | | | |
|--|--------------|--------------|
| 13. DAVIS LOGIC INC., t/a | | Increase and |
| ALL HANDS CONSULTING | \$ 22,500.00 | Extension |
| Contract No. 06000 - THIRA Consulting - Threat & Hazard Identification and Risk Assessment for FEMA Requirements - Baltimore City Fire Department - P.O. No. P542053 | | |

On December 20, 2017, the Board approved the initial award in the amount of \$45,000.00. This increase will allow All Hands Consulting to handle the Threat & Hazard Identification and Risk Assessment process for the Baltimore Urban Area Security Initiative and Urban Area Working Group as well as remain the Program Manager through the end of the year. The contract expires on August 31, 2018. The period of the extension is September 1, 2018 through December 31, 2018. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

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

14. ZAYO GROUP, LLC.	\$ 60,535.86 31,800.00 <u>\$ 92,335.86</u>	Ratification and Renewal
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Contract No. 06000 - Ethernet Internet Connection - Baltimore City Office of Information Technology - P.O. No. P532452

On February 8, 2012, the Board approved the initial award in the amount of \$171,000.00. The award three 1-year renewal options. Subsequent actions have been approved. Due to an administrative error, the third renewal option was not exercised prior to the start of the renewal period. This renewal in the amount of \$31,800.00 is necessary for the continuity of internet connectivity for the City's network for the duration of the renewal period while a new replacement contract is negotiated with the vendor. The period of the ratification is February 8, 2018 through August 14, 2018. The period of the renewal is August 15, 2018 through February 7, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. On January 27, 2012, the MWBOO determined that no goals would be set because of no opportunity to segment

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

the contract. This is a purchase of internet connectivity from an internet services provider, which is best compatible with the City's existing fiber network.

MWBOO GRANTED A WAIVER.

UPON MOTION duly made and seconded, the Board approved the foregoing Informal Awards, Renewals, Increases to Contracts, and Extensions. The Board further approved and authorized execution of the Faster Software Maintenance and Support Agreement with CCG Systems, Inc. (item no. 11) and the Reagent Rental Agreement Plan with Bio-Rad Laboratories, Inc. (item no. 12).

MINUTES

Bureau of Procurement - Report of an Emergency Procurement

ACTION REQUESTED OF B/E:

The Board is requested to approve the report on an emergency procurement of Contract No. 06000 - Emergency Pumping of Oil Contaminated Water to ACE Environmental Services, LLC. This was a one-time procurement.

AMOUNT OF MONEY AND SOURCE:

\$60,200.00 - 1001-000000-2142-229500-603026

BACKGROUND/EXPLANATION:

This requested action is a report on an emergency procurement for the Fire Department. On April 5, 2018, the Fire Department received a call regarding water leaking into the sub-basement of the Steadman Fire Station. It was discovered that water coming into the station was flowing into the large sump pump vault, which was contaminated with oil. Due to the contamination, the sump pumps could not be turned on, as the water would be discharged into the Harbor.

Due to the safety issue, the Fire Department had to find a Contractor who was qualified to pump and haul hazardous waste. After contacting several vendors, ACE Environmental Services, LLC was found to be qualified and had the necessary permit to haul hazardous waste. The Contractor was able to fix the leak the same day avoiding any further safety concerns.

Pursuant to Article VI, Section 11(e) (ii) of the City Charter, the Director of Finance approved the procurement of these emergency services.

MBE/WBE PARTICIPATION:

N/A

MINUTES

Bureau of Procurement - cont'd

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the report on an emergency procurement of Contract No. 06000 - Emergency Pumping of Oil Contaminated Water to ACE Environmental Services, LLC.

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. 12 to Louis Berger Water Services, Inc. under Project 1405, On-Call Construction Project Management Services. The period of the Task Assignment is approximately four months.

AMOUNT OF MONEY AND SOURCE:

\$363,266.89 - 9956-904564-9551-900010-705022

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction is in need of continued assistance from Louis Berger Water Services, Inc. to provide on-site inspection services on SC 877, Enhanced Nutrient Removal Process at the Back River Wastewater Treatment Plant for the Department of Public Works/Office of Engineering and Construction.

The scope of the original agreement includes, but is not limited to assisting the Construction Management Division with construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review and processing of contractor's application for payment, attendance at progress meetings, preparation of record drawings, review of contract claims and supports, estimating, scheduling, project and engineering, constructability reviews, construction contract administration, and MBE/WBE and wage regulation compliance reporting.

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 assigned in the original agreement.

MBE: 27%

WBE: 10%

Currently, this On-Call Agreement is in compliance with the goals set by MWBOO. Current goals are: MBE 31% and WBE 10%.

MWBOO FOUND CONSULTANT IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 12 to Louis Berger Water Services, Inc. under Project 1405, On-Call Construction Project Management 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. 15 to Hazen & Sawyer PC, under Project 1502, WC 1353, WC 1183, WC 1356 On-Call Project and Construction Project Management Assistance Services. The original agreement will expire on December 8, 2019. The Task Assignment is to credit the accounts.

AMOUNT OF MONEY AND SOURCE:

(\$120,000.00) - 9960-907636-9557-900020-705032 - WC 1352
 (139,635.00) - 9960-901916-9557-900020-705032 - WC 1183
 (87,732.00) - 9960-906600-9557-900020-705032 - WC 1356
(\$347,367.00)

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction was in need of inspection services for the on-going work on WC 1353, WC 1183 and WC 1356. The projects have not used all of the funds assigned to the various tasks and the Department wishes to credit the funds to the projects. The credit requested will facilitate future work, which is within the original scope of the agreement.

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

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 assigned in the original agreement.

MBE: 27%

WBE: 10%

Currently, this On-Call Agreement is not in compliance because the Consultant is crediting the tasks that are not being utilized and the Department will be writing tasks that are to utilize the MBE/WBE funds to bring the Consultant into MWBOO compliance. Current goals are: MBE 29% and WBE 0%.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 15 to Hazen & Sawyer PC, under Project 1502, WC 1353, WC 1183, WC 1356 On-Call Project and Construction Project Management Assistance Services.

MINUTES

Department of Public Works/Office of Engineering and Construction - Amendment No. 3 to the Agreement for Project No. 1200, Development and Staffing of Planning and Project Control Office for Department of Public Works (Amendment No. 3)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 3 with Johnson, Mirmiran and Thompson, Inc. under Project 1200, Development and Staffing of Planning and Project Control Office for Department of Public Works. Amendment No. 3 extends the period of the agreement through November 17, 2019.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Consultant will continue to provide services under Project 1200 to provide construction management and project control services to address various planning, scheduling, document management invoicing, project controls, project training, etc.

This is the third amendment and will increase the duration time of the contract by one year for a total contract duration of five years.

MBE/WBE PARTICIPATION:

The Consultant will continue to comply with Article 5, subtitle 28 of the Baltimore City Code and the MBE 10% and WBE 3% goals assigned to the original agreement.

AUDITS NOTED THE NO-COST TIME EXTENSION.

MINUTES

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 3 with Johnson, Mirmiran and Thompson, Inc. under Project 1200, Development and Staffing of Planning and Project Control Office for Department of Public Works.

MINUTES

Department of Public Works/Office of Engineering and Construction - Amendment No. 1 to the Agreement for Project 1227J On-Call Stormwater Study and Engineering Design Services (Amendment No. 1)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 1 with Johnson, Mirmiran and Thompson, Inc. under Project 1227J, on-call services for On-Call Stormwater Study and Engineering Design Services. Amendment No. 1 extends the period of the agreement through October 14, 2019, with the option of one 1-year extension.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On October 14, 2015, the Board approved, the agreement with Johnson, Mirmiran and Thompson, Inc. for On-Call Stormwater Study and Engineering Design Services for three years with an upset limit of \$1,000,000.00. The City will exercise its option to renew one of the two year renewals, and extend the period of the agreement for one year.

The Consultant will continue to provide the same services as stated on the original terms and conditions.

MBE/WBE PARTICIPATION:

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

MINUTES

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

AUDITS NOTED THE NO-COST TIME EXTENSION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 1 with Johnson, Mirmiran and Thompson, Inc. under Project 1227J, on-call services for On-Call Stormwater Study and Engineering Design Services.

MINUTES

Office of Engineering - Agreement for WC 1267E On-Call Water
and Construction Design and Engineering Services

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement with EBA Engineering, Inc. under WC 1267E. The period of the Agreement is effective upon Board approval for two years.

AMOUNT OF MONEY AND SOURCE:

\$1,000,000.00 - Upset limit

BACKGROUND/EXPLANATION:

EBA Engineering, Inc. will perform on-call consulting services for various tasks assigned by the City on an as needed basis. The scope involves providing on-call water engineering, repairs, maintenance and new construction for the continued improvements of the City's water system. The cost of services rendered will be based on not-to-be exceeded negotiated price for each task assigned.

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 agreement.

MWBOO SET GOALS OF 27% FOR MBE AND 10% FOR WBE.

MBE: C.C. Johnson & Malhotra, P.C.	\$100,000.00	10%
AB Consultants, Inc.	100,000.00	10%
Tech International Corp.	70,000.00	7%
	<u>\$270,000.00</u>	<u>27%</u>
WBE: Daft-McCune-Walker, Inc.	\$100,000.00	10%

MINUTES

Office of Engineering and - cont'd
Construction

MWBOO FOUND VENDOR IN COMPLIANCE.

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 EBA Engineering, Inc. under WC 1267E.

MINUTES

Department of Public Works - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) with the Maryland Department of Transportation Port Administration (MPA). The period of the MOU is effective upon Board approval for three months or until all approved dredged material has been delivered to the Landfill.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

Pursuant to a Maryland Refuse Disposal Permit No. 2014-WMF-0325 the Quarantine Road Landfill (Landfill) must place a uniform compacted layer of clean earth at least six inches in depth or an approved cover material, over exposed solid waste by the end of each day's operation (Daily Cover).

In addition to permit compliance, Daily Cover prevents dust and odor problems, transmittal of vector-borne disease and illegal scavenging. Currently, the Landfill has a limited stockpile for Daily Cover operations. Through this MOU, the MPA will resupply the Landfill's Daily Cover stockpile with dredged material transported from the Cox Creek Dredged Materials Containment Facility to the Quarantine Road Municipal Landfill. The MPA will transport the dredged material during City work hours at no cost or liability to the Landfill.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with the Maryland Department of Transportation Port Administration.

MINUTES

Department of Finance, Bureau - Professional Service Agreement
of Risk Management

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Professional Services Agreement with Willis of Maryland, Inc. The period of the Professional Services Agreement is August 4, 2018 through August 3, 2021.

AMOUNT OF MONEY AND SOURCE:

\$1,266,000.00 - 2043-000000-1531-169900-603026

BACKGROUND/EXPLANATION:

The Insurance Broker of Record provides marketing and placement of the City of Baltimore's insurance policies with various Property and casualty insurance companies as well as Risk Management Consulting services.

This service was advertised through the formal RFP process in 2002 with two responders and again in 2008 with two responders, one of which was found to be non-responsive. Risk Management expected the same outcome if services were placed out for bid again. The Bureau of Risk Management has a 15-year relationship with Willis of Maryland. They understand the City's exposure and are aware of our challenges, which is essential for placement of insurance.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Professional Services Agreement with Willis of Maryland, Inc.

MINUTES

Department of Finance, - All Sports Interscholastic Renewal
Office of Risk Management Accident and All Sport Activity
Insurance Policy

ACTION REQUESTED OF B/E:

The Board is requested to approve the renewal of the All Sports Interscholastic Accident and All Sports Activity Insurance Policy for the Baltimore City Public School System for the 2018-2019 school years. The policy renews on August 15, 2018.

AMOUNT OF MONEY AND SOURCE:

\$73,022.00 - 2043-000000-1450-162900-603014

BACKGROUND/EXPLANATION:

The policy provides accident injury coverage to all students participating in any sponsored interscholastic sports activity, further reducing the School Systems exposures. Insurance markets for this exposure are limited. The policy renewed with the incumbent carriers, Markel Insurance and US Fire.

MBE/WBE PARTICIPATION:

There are no MBE/WBE goals for the purchase of this insurance policy.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the renewal of the All Sports Interscholastic Accident and All Sports Activity Insurance Policy for the Baltimore City Public School System for the 2018-2019 school years.

MINUTES

Department of Finance, - FY19 Flood Coverage for 2609 Lehay
Office of Risk Management Street

ACTION REQUESTED OF B/E:

The Board is requested to approve the renewal of Flood Coverage for 2609 Lehay Street. The policy renews on August 27, 2018.

AMOUNT OF MONEY AND SOURCE:

\$14,566.00 - 2043-000000-1450-162900-603014

BACKGROUND/EXPLANATION:

On September 13, 2003, heavy rain from Hurricane Isabel caused flooding and inundated the Fire Boat Station at 2609 Lehay Street with 3' of flood water. A claim was made with FEMA. Public Assistance reimbursement was obtained. The distribution of FEMA Public Assistance is contingent upon securing and maintaining flood coverage.

MBE/WBE PARTICIPATION:

There are no MBE/WBE goals for the purchase of this insurance policy.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the renewal of Flood Coverage for 2609 Lehay Street.

MINUTES

RECOMMENDATION FOR CONTRACT AWARD

* * * * *

On the recommendations of the City agency
hereinafter named, the Board,
UPON MOTION duly made and seconded,
awarded the formally advertised contract
listed on the following page:

3577

to the low bidder meeting the specifications.

MINUTES

RECOMMENDATION FOR CONTRACT AWARDS/REJECTIONS

Department of Public Works

- 1. WC 1360, Repaving Monumental Paving \$3,949,857.90
 Utility Cuts and & Excavating, Inc.
 Sidewalk Restoration
 at Various Locations

MWBOO SET GOALS OF 14% FOR MBE AND 2% FOR WBE.

MBE: T.E. Jeff, Inc. \$553,000.00 14%

WBE: American Tennis Courts, Inc. \$ 79,000.00 2%

MWBOO FOUND VENDOR IN COMPLIANCE

MINUTES

Bureau of the Budget and - cont'd
Management Research

APPROVED FOR FUNDS BY FINANCE

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

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

The Board further approved the Appropriation Adjustment Order No. 1 to transfer unallocated State grant funds within the Baltimore City Police Department from Service 621: Administration, to Service 623: Crime Investigation.

MINUTES

Bureau of the Budget and - Grant Award and Appropriation
Management Research Adjustment Order No. 3

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Grant Award from the U.S. Department of Justice (DOJ), Bureau of Justice Assistance to the Mayor's Office of Criminal Justice (MOCJ), Service 618: Neighborhood Safety and Engagement. The period of the Grant Award is October 1, 2016 through September 3, 2020.

AMOUNT OF MONEY AND SOURCE:

\$749,624.00 - The appropriation will be placed in a Federal Fund, detailed fund number 421819.

No appropriation adjustment action is required by the Board of Estimates.

BACKGROUND/EXPLANATION:

The source of funds will come from the DOJ's Bureau of Justice Assistance.

The City will utilize Justice Assistance Grant 13 funding to continue supporting crime reduction and prevention strategies. Additionally, the grant funding will further enable law enforcement and public safety professionals to reduce violent crime while continuing the commitment to community-based crime prevention programs.

The MOCJ has identified the following partners that will be beneficiaries of this award: the Baltimore Police Department, the State's Attorney's Office, the Circuit Court for Baltimore City, and the Department of Housing and Community Development.

MINUTES

BBMR - cont'd

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

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Grant Award from the U.S. Department of Justice, Bureau of Justice Assistance to the Mayor's Office of Criminal Justice, Service 618: Neighborhood Safety and Engagement.

MINUTES

Bureau of the Budget and - Appropriation Adjustment
Management Research Order No. 5

ACTION REQUESTED OF B/E:

The Board is requested to approve the Appropriation Adjustment Order No. 5 to authorize the internal transfer of General Funds from Services 648, Community Recreation Centers to the Department of Recreation and Parks Capital Construction Reserve, Parks within the Department of Recreation and Parks.

AMOUNT OF MONEY AND SOURCE:

\$1,000,000.00 - From: 1001-000000-4803-776800-609004
Service 648: Community Recreation Centers

To: 9938-919015-9475-000000-490351
Department of Recreation and Parks Center
Expansion/Construction Capital Reserve

BACKGROUND/EXPLANATION:

In fiscal year 2018, funds were set aside for future Department of Recreation and Parks capital projects. This transfer isolates this money, preserving it for future projects. This is an annual contribution to a capital reserve that builds up funds incrementally for recreation center expansion in the future.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Bureau of the Budget and - cont'd
Management Research

UPON MOTION duly made and seconded, the Board approved the Appropriation Adjustment Order No. 5 to authorize the internal transfer of General Funds from Services 648, Community Recreation Centers to the Department of Recreation and Parks Capital Construction Reserve, Parks within the Department of Recreation and Parks.

MINUTES

Department of Finance - Correction to Approved Policies
(EEOC-Related Policies)

ACTION REQUESTED OF B/E:

The Board is requested to approve the correction to Administrative Manual (AM) Policies that have either been reviewed or determined by the Equal Employment Opportunity Commission (EEOC). The personnel actions are effective upon Board approval.

AMOUNT OF MONEY AND SOURCE:

There are no costs associated with these actions.

BACKGROUND/EXPLANATION:

The Department acknowledges that the correct Authority language approved by the Board of Estimates on December 13, 2017 is as follows: "This Policy was issued pursuant to AM 002-1 and 002-1-2 Administrative Manual wherein the Department of Human Resources recommended changes to the Administrative Manual to the Board of Estimates for approval." On July 18, 2018, the policies outlined below were submitted for approval inadvertently with the wrong Authority section. The Department requests the Board's approval of the correction to the Authority Section. The correction will be included in the version of the policies that will be published.

Recent EEOC litigation requires the inclusion of policies related to religious accommodations in the workplace. In an effort to comply with EEOC recommendations, the following policies are resubmitted for Board of Estimates' approval. The resubmission includes the approved authority language referenced above.

MINUTES

Dept. of Finance - cont'd

AM 207-3 Religious Accommodation

AM 207-3-1 Religious Accommodation Form

AM 207-3-2 Religious Accommodation: Sample Approval Letter

AM 207-3-3 Religious Accommodation: Sample Denial Letter

- *AM 207-3, AM 207-3-1, AM 207-3-2, and AM 207-3-3* are new EEOC-mandated policies that govern how agencies interact with employees when there is a request made for a religious accommodation in the workplace.

Therefore, the Department of Human Resources respectfully requests your Honorable Board's approval of the new AM Policies.

UPON MOTION duly made and seconded, the Board approved the correction to Administrative Manual Policies that have either been reviewed or determined by the Equal Employment Opportunity Commission.

MINUTES

Department of Finance - Corrections to Approved Policies
(Editorial Changes)

ACTION REQUESTED OF B/E:

The Board is requested to approve edits to nine recently revised Administrative Manual ("AM") Policies and a request to abolish a policy as further outlined.

AMOUNT OF MONEY AND SOURCE:

There are no costs associated with these actions.

BACKGROUND/EXPLANATION:

On December 13, 2017, the Department of Human Resources ("DHR") received approval for thirty-four AM policies. After further review, including feedback from City Agencies, editorial changes are required to certain policies. Editorial changes include the correction of signature blocks, renumbering polices, reintroducing policies that are still in use, and recommending for abolishment polices that are procedurally outdated due to approval of DHR's most recent submission. Additionally, at the time the policies were approved, the language that was approved by the Board and relating to the authority was as follows: This Policy was issued pursuant to AM 002-1 and 002-1-2 Administrative Manual wherein the Department of Human Resources recommended changes to the Administrative Manual to the Board of Estimates for approval.

On July 18, 2018, the policies outlined below were submitted for approval inadvertently with the wrong Authority section. The correct Authority as stated above will be included in the version of the policies to be published. Below is a list of resubmitted policies that are presented for Board approval.

MINUTES

Department of Finance - cont'd

AM 219-1-1 Tuition and Educational Assistance Request Form

- *AM 219-1-1* is a Policy approved by the BOE on December 13, 2017, that employees fill out when requesting tuition assistance. The Policy requires two editorial changes. First, the second Signatory on third page should read "Agency HR Signature" instead of "Agency Head." Second the last signatory on the third page should read "Agency Head" instead of "Immediate Supervisor Signature".

AM 203-4 Permission Time for Cancer Screening**AM 203-4-1 City of Baltimore Cancer Screening Program**

- *AM 203-4* and *AM 203-4-1* are Policies that govern an employee's ability to receive permission time for cancer screening during City work hours. The Policies became ineffective during the renumbering of the AM 200 series. The Policies are being resubmitted in its Original format with its original numbering in the AM series.

AM 203-5 Reasonable Accommodations**AM 203-5-1 Reasonable Accommodations Request Form**

- *AM 203-4* and *AM 203-4-1* are Policies approved by the BOE on December 13, 2017, that were incorrectly numbered in the restructuring of the AM 200 series. As a result, *AM 203-4 Permission Time for Cancer Screening* and *AM 203-4-1 Cancer Screening Program* became ineffective. The Policies are renumbered to reflect the new numbering system in the AM 200 series.

MINUTES

Department of Finance - cont'd

AM 204-18 Equal Employment Opportunity

- *AM 204-18* is a Policy that replaced *AM 226-1*, *AM 226-1-1*, and *AM 226-1-2* in 2013. To reintroduce the latter Policies in the AM, *AM 204-18* requires a change in the effective date section. The Policy is being resubmitted in its original format with the only change being the effective date information.

AM 226-1 Sexual Harassment**AM 226-1-1 Procedure for Agency Internal Complaint****AM 226-1-2 Procedure for Outside Agency Complaint**

- *AM 226-1*, *AM 226-1-1*, and *AM 226-1-2* are Policies that were originally mandated through a Baltimore City Court order providing procedures for employees to Report instances of sexual harassment in the workplace. The Policies were replaced with *AM 204-18 Equal Employment Opportunity* in 2013, however, the Policies were not supposed to be removed from the AM 200 series. The Policies are in its original format and numbering in the AM 200 series.

As the Department goes about the process of reviewing, revising and establishing new policies, it becomes necessary to eliminate old and out dated policies. The following policies have been recommended for abolishment:

AM 219-2-1 Processing Repayment of Tuition Reimbursement

- *AM 219-2-1* is recommended for abolishment because the procedures outlined in this Policy does not accurately reflect the current policies approved on December 13, 2017, regarding tuition assistance for City employees. This Policy should have been abolished in our first set of policies submitted to the BOE.

MINUTES

Department of Finance - cont'd

Therefore, the Department of Human Resources respectfully request the Board's approval of the revised/resubmitted AM policies recommended for abolishment. These personnel actions will become effective upon your approval.

UPON MOTION duly made and seconded, the Board approved edits to nine recently revised Administrative Manual Policies and the request to abolish the foregoing policy as previously outlined.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Police Department</u>			
1. Brian Rice	IBIS Correlation Training Huntsville, AL Aug. 20 - 30, 2018 (Reg. Fee \$0.00)	Asset Forfeiture Fund	\$2,514.27

The airfare costs of \$476.60 was prepaid using a City-issued procurement card assigned to Tribhuvan Thacker.

Mr. Rice will require a rental car to travel from his hotel to the training area, which is roughly a 6-mile distance. The cost of the rental vehicle is \$408.53. Pursuant to AM-240-8 if official City business at the event site will require extensive inspection trips, tours, or other unusual but necessary land travel, the Board must approve funds for such expenses in advance of the trip.

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

The Department request additional subsistence of \$50.00 to cover the cost of checked baggage.

Therefore, the disbursement to Mr. Rice is \$1,987.67.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Police Department</u> - cont'd			
2. Richard Remy	17 th Annual AFQAM Training Conference Providence, AL Oct. 8 - 12, 2018 (Reg. Fee \$250.00)	Asset Forfeiture Fund	\$1,437.40

The airfare costs of \$210.96 and registration fee of \$250.00 were prepaid using a City-issued procurement card assigned to Tribhuvan Thacker.

Therefore, the disbursement to Mr. Remy is \$976.44.

3. Gary Bennett	TASER Master Instructor School Mesa Phoenix, AZ Oct. 28 - Nov. 3, 2018 (Reg. Fee. \$975.00)	Asset Forfeiture Fund	\$2,644.72
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The subsistence rate for this location is \$183.00 per day. The hotel cost is \$99.00 per night, plus hotel taxes in the amount of \$13.96 per night.

The airfare in the amount of \$427.96 and the registration fee in the amount of \$975.00 was prepaid on a City-issued credit card assigned to Mr. Tribhuvan Thacker. Therefore, Mr. Bennett will be disbursed \$1,241.76.

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

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Office of Information Technology</u>			
4. Shonte Eldridge Lindsay Wines	Smart Cities Week Washington, DC Oct. 2 - 4, 2018 (Reg. Fee \$405.00 ea.)	General Funds	\$1,133.94
<p>The registration fee in the amount of \$405.00 for each attendee was prepaid on a City-issued procurement card assigned to Ms. Charmane Baker. The BCIT is only requesting subsistence in the amount of \$40.00 per day for each attendee for meals and incidentals. Therefore, the disbursement to each attendee is \$161.97.</p>			
<u>Department of General Services</u>			
5. Robert Holste	26 th National Tanks Conference & Exposition 2018 Louisville, KY Sept. 10 - 13, 2018 (Reg. Fee \$125.00)	Internal Service Funds	\$1,375.35
<u>Office of the Inspector General</u>			
6. Michelle Phillips Fleet Bowman	Essentials of Inspector General Investigations Brunswick, GA Aug. 20 - Sept. 1, 2018 (Reg. Fee \$3,490.44 ea.)	General Funds	\$7,614.80

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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Office of the Inspector General - cont'd

The registration fee in the amount of \$3,490.44 for each attendee will be paid on a City-issued Procurement Card assigned to Ms. Isabel M. Cumming. Therefore, the disbursement to each attendee is \$30.00 each.

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

RETROACTIVE TRAVEL APPROVALMayor's Office of Human Services

7. Danielle Meister	Built for Zero Conference and Learning Session Detroit, MI June 24 - 27, 2018 (Reg. Fee \$0.00)	Grant Funds	\$1,492.28
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On June 24 - 27, 2018, Ms. Meister traveled to Detroit, Michigan to attend the Built for Zero Conference and Learning Session. The allowed subsistence rate for this location is \$180.00 per day.

The hotel rate was \$255.60 for June 24, 2018. The occupancy and state room taxes were \$38.34 per night.

MINUTES**RETROACTIVE TRAVEL APPROVAL**Mayor's Office of Human Services - cont'd

The hotel rate was \$390.60 for June 25, 2018. The occupancy and state room taxes were \$58.59 per night.

The hotel rate was \$390.60 for June 26, 2018. The occupancy and state room taxes were \$58.59 per night.

The Department request additional subsistence of \$75.60 for June 24, 2018, \$210.60 for June 25, 2018, and \$210.60 for June 26, 2018 to cover the cost of the hotel.

The airfare cost of \$299.96 was prepaid using a City-issued procurement card assigned to Assad Assadi.

Therefore, the reimbursement to Ms. Meister is \$1,192.32.

This request is late because of an attempt to locate lower airfare. The Department requests retroactive travel approval. The requested travel reimbursement is as follows:

TRAVEL REIMBURSEMENT

\$	540.00	- Subsistence
	496.80	- Hotel
	<u>155.52</u>	- Hotel Tax
	\$1,192.32	

Mayor's Office of Human Services (MOHS)

8.	Sharon Neely	Built for Zero Conference & Learning Session Detroit, MI Jun. 24 - 27, 2018 (Reg. Fee \$0.00)	Continuum of Care Grant	\$1,492.28
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MINUTES**RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>MOHS</u> - cont'd			

Ms. Neely traveled to Detroit, Michigan on June 24 - 27, 2018 for the Built for Zero Conference & Learning Session Conference.

The subsistence rate for this location was \$180.00 per day. The hotel rate for June 24, 2018 was \$255.60 per night, for June 25 - 26, 2018 the hotel was \$390.60 per night plus a total of \$155.52 for hotel taxes.

The airfare in the amount of \$299.96 was prepaid on a City-issued credit card assigned to Assad Assadi. Ms. Neely personally incurred the total costs of the hotel and the hotel taxes. Therefore, Ms. Neely will be reimbursed \$1,192.32.

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

TRAVEL REIMBURSEMENT

\$1,036.80	- Hotel (@ \$255.60 + \$390.60 + \$390.60)
<u>155.52</u>	- Hotel Taxes (@ \$1036.80 x 15%)
\$1,192.32	- Total Reimbursement

MINUTES**RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>MOHS</u> - cont'd			

The retroactive travel approval and reimbursement is late because of delays at the administrative level.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

Baltimore City Council

9. Leon Pinkett	Places for Bikes Conference 2018 Indianapolis, IN April 30 - May 3, 2018	Elected \$ Official Expense	380.65
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Mr. Pinkett traveled to Indianapolis, IN on April 30 - May 3, 2018 for the Place for Bikes Conference 2018.

The subsistence rate for this location is \$173.00 per night. The cost of the hotel was \$169.00 per night. The hotel tax was \$28.73 per night. The conference host paid \$500.00 towards the cost of the hotel.

The airfare cost in the amount of \$266.60 and hotel cost in the amount of \$507.00, plus hotel taxes of \$86.19 were prepaid on a City-issued procurement card assigned to Hosea Chew.

MINUTES**RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Council - cont'd</u>			

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

TRAVEL REIMBURSEMENT

\$ 20.86 - Meals and Incidentals
\$ 20.86 - Reimbursement

The retroactive travel approval is late because approval of the reimbursement from Places for Bikes was not granted in time for Board approval prior to travel.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

10. Leon Pinkett	Trail Nation Summit Milwaukee, WI Jun. 5 - 7, 2018 (Reg. Fee \$0.00)	Elected Official Expense Account	\$ 296.96
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Mr. Pinkett traveled to Milwaukee, Wisconsin on June 5 - 7, 2018 for the Trail Nation Summit.

MINUTES**RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Council - cont'd</u>			

The subsistence rate for this location was \$184.00 per day. The hotel rate was \$129.00 per night, plus \$19.48 per night for hotel taxes.

The airfare in the amount of \$369.60 was prepaid on a City-issued credit card assigned to Mr. Hosea Chew. As Mr. Pinkett was a panelist, the airfare was reimbursed to the City by the sponsor, Rails to Trails Conservatory. The costs incurred was for the hotel and the hotel taxes. Therefore, the total reimbursement is \$296.96.

TRAVEL REIMBURSEMENT+

\$258.00	- Hotel (@ \$129.00 x 2)
<u>38.96</u>	- Hotel Taxes (@ \$19.48 x 2)
\$296.96	- Total Reimbursement

The retroactive travel approval and reimbursement is late because the reimbursement amount was not clearly explained by the sponsor in time for submission to the Board for pre-approval.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

UPON MOTION duly made and seconded, the Board approved the foregoing Travel Requests, the Retroactive Travel Requests, and the Travel Reimbursements. The President **ABSTAINED** on item nos. 9 and 10.

MINUTES

PROPOSALS AND SPECIFICATIONS

1. Department of Public Works/
Department of Recreation & Parks - RP 17822, Renovations to
Bocek Park Field House
BIDS TO BE RECV'D: 10/3/2018
BIDS TO BE OPENED: 10/3/2018

2. Department of Public Works/
Department of Recreation & Parks - RP 17808R, Lakeland Recreation
Center Window Replacements
BIDS TO BE RECV'D: 10/10/2018
BIDS TO BE OPENED: 10/10/2018

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

MINUTES

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

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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 agency issued an addendum extending the date for receipt and opening of bids on the following contract. There were no objections.

Department of Public Works - WC 1363, Allendale
Neighborhood & Vicinity
Water Main Rehabilitation
BIDS TO BE RECV'D: 08/22/2018
BIDS TO BE OPENED: 08/22/2018

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

Department of Transportation - TR 18014, Conduit System
Reconstruction at Various
Locations Citywide (JOC)

Highlander Contracting Co., LLC.
Spiniello
Anchor Construction Corporation

MINUTES

Department of Public Works/ - RP 17823, Catherine/ABC Park
Department of Recreation & Parks Improvements

P. Flanigan and Sons, Inc.
Allied Contractors, Inc.
DSM Properties, LLC
Mid-Atlantic General Contractors, Inc.
Bensky Construction Co., LLC

Bureau of Procurement - B50005487, OEM and Aftermarket
Parts and Service for Marine
and Maritime Equipment

Anchor Bay East Marina

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There being no objections, the Board, UPON MOTION duly made
and seconded, adjourned until its next regularly scheduled meeting
on Wednesday, August 22, 2018.


JOAN M. PRATT
Secretary