

MINUTES**REGULAR MEETING**

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

President: "Good morning. The Au -- August 29, 2018 meeting of the Board of Estimates is now called to order. In the interest of promoting order in the efficiencies of these hearings, persons who are disruptive to the hearing will be asked to leave the hearing room immediately. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the 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 27, 2018 identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda."

MINUTES

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

Comptroller: "Second."

President: "All of those in favor say Aye. All of those opposed, Nay. The Motion carries. The routine agenda has been adopted."

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MINUTES

Law Department - Settlement Agreement and Release

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Settlement Agreement and Release of the claim brought by the Insurance Company of Greater New York (Claimant), against the Mayor and City Council of Baltimore.

AMOUNT OF MONEY AND SOURCE:

\$55,119.61 - 2044-000000-1450-703800-603070

BACKGROUND/EXPLANATION:

The Claimant alleges that it's insured sustained damages due to a sinkhole.

On April 23, 2016, a sinkhole opened in the 100 block of W. Centre Street. As a result of the sinkhole, the Claimant's insured sustained damage to the real property located at 111 W. Centre Street. The Claimant covered the loss as it was required to do under the contract of insurance.

In order to resolve this claim economically and to avoid the expense, time, and uncertainty of further protracted litigation, the parties have agreed to a payment of \$55,119.61, for complete settlement of the claim, including attorney's fees.

Based on a review by the Settlement Committee of the Law Department, this recommendation to approve the settlement is made to the Board of Estimates to avoid a potential lawsuit and adverse jury verdict.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement and Release of the claim brought by the Insurance Company of Greater New York.

MINUTES

Law Department - Settlement Agreement and Release

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Settlement Agreement and Release of the claim brought by Southern Management Corporation, managing agent for Gallery Towers Limited Partnership (Claimant), against the Mayor and City Council of Baltimore.

AMOUNT OF MONEY AND SOURCE:

\$33,960.00 - 2044-000000-1450-703800-603070

BACKGROUND/EXPLANATION:

The Claimant alleges that it sustained damages due to a sinkhole.

On April 23, 2016, a sinkhole opened in the 100 block of W. Centre Street. As a result of the sinkhole, Claimant sustained damage to its real property. Additionally, as a result of subsequent emergency repairs to the sinkhole, Claimant lost the full use of its property.

To resolve this claim economically and to avoid the expense, time, and uncertainty of further protracted litigation, the parties have agreed to a payment of \$33,960.00, for complete settlement of the claim, including attorney's fees.

Based on a review by the Settlement Committee of the Law Department, a recommendation to approve the settlement is made to the Board of Estimates to avoid a potential lawsuit and adverse jury verdict.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Law Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement and Release of the claim brought by Southern Management Corporation, managing agent for Gallery Towers Limited Partnership.

MINUTES

Department of Law - Settlement Agreement and Release

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Settlement Agreement and Release as a result of the action brought by Tiesha Brooks on behalf of Purnell Summerville, III, (a minor) Plaintiffs against the City.

AMOUNT OF MONEY AND SOURCE:

\$30,000.00 - 2036-000000-1752-175200-603070

BACKGROUND/EXPLANATION:

The Plaintiffs allege that Officer Nicholas Lancetta was negligent in his operation of a police vehicle, causing injury to the Plaintiff.

On May 14, 2015, at about 4:00 pm, Officer Lancetta was driving southbound on Falls Road responding to a call of a car break-in in progress. As he approached the intersection of Cox Street, the minor Plaintiff entered the roadway and was struck by Officer Lancetta's vehicle, which was travelling approximately 30 to 40 mph. The minor Plaintiff sustained serious and critical injuries, including a traumatic brain injury and a broken right leg. Officer Lancetta is immune from liability because he was operating the vehicle while performing an emergency service. The Plaintiffs contend that Officer Lancetta was negligent and proximately caused the minor Plaintiffs injuries.

To resolve this case economically and to avoid the expense, time, and uncertainties of further protracted litigation, the parties have settled the matter for a total sum of \$30,000.00. Based on a review of the facts and legal issues specific to this case, the Settlement Committee of the Law Department recommends that the Board of Estimates approve the settlement.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Department of Law - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement and Release as a result of the action brought by Tiesha Brooks on behalf of Purnell Summerville, III, Plaintiffs against the City.

MINUTES

Law Department - Settlement Agreement and Release

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Settlement Agreement and Release to settle all outstanding disputes related to W.M. Schlosser Company, Inc.'s (Contractor) request for excess funds for SWC No. 7762R, Rehabilitation and Replacement of the Highlandtown Stormwater Pump Station (Contract).

AMOUNT OF MONEY AND SOURCE:

\$100,000.00 - 9958-905708-9520-900020-709044
8,430.00 - 9958-905708-9520-000000-200001
\$108,430.00

BACKGROUND/EXPLANATION:

The City and the Contractor executed SWC No. 7762R, rehabilitation and replacement of the Highlandtown Stormwater Pump Station to repair, restore, and improve the Highlandtown Stormwater Pump Station located at the intersection of Eastern Avenue and South Haven Street.

Certain disputes arose related to the Contract, namely, delays to the construction that the Contractor claimed were due to unforeseen conditions. As a result of the unforeseen conditions, the Contractor claims the actual work performed was materially different in scale, type, and duration than that indicated in the scope of work contained in the Contract.

In order to resolve this claim economically and to avoid the expense, time, and uncertainty of protracted litigation, the parties have agreed to a payment of \$100,000.00 for complete settlement of the requests for excess funds. In addition, the Contractor requests a full release of the retainage, in the amount of \$8,430.00 currently being held by the City on the Contract. In return, the Contractor has agreed to dismiss against the City, and its employees, agents and representatives, all claims related to the Contract.

MINUTES

Law Department - cont'd

The matter has been reviewed and recommendation is made to the Board of Estimates that settlement of this matter be approved in the amount requested.

APPROVED FOR FUNDS BY FINANCE**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
\$120,000.00	9958-926001-9522	9958-905708-9520-9
Motor Vehicle	Unallotted	Other
Fund Revenue		

This transfer will cover legal settlement costs of SWC 7762R, Highlandtown Stormwater Pump Station.

UPON MOTION duly made and second, the Board approved and authorized execution of the Settlement Agreement and Release to settle all outstanding disputes related to W.M. Schlosser Company, Inc.'s request for excess funds for SWC No. 7762R, Rehabilitation and Replacement of the Highlandtown Stormwater Pump Station. The Transfer of Funds as approved SUBJECT to receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the City Charter. The President voted **NO**.

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:

JRCRUZ Corp.	\$199,310,000.00
Letke Security Contractors, Inc.	\$ 1,050,000.00
Mahogany, Inc.	\$ 5,210,000.00
Oak Grove Builders, LLC	\$ 1,540,000.00
Reich Construction, LLC	\$ 1,140,000.00

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:

Brudis & Associates Inc.	Engineer
CPJ & Associates, Inc.	Landscape Architect Land Survey Engineer
Daft-McCune-Walker, Inc.	Landscape Architect Engineer Land Survey
Daniel Consultants, Inc.	Engineer
Findling, Inc.	Engineer
HBK Engineering, LLC	Engineer
Koffel Associates, Inc.	Engineer

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

Michael Baker International Inc.	Engineer Architect Landscape Architect Land Survey
OLBN, Inc.	Architect
Toole Design Group, LLC	Engineer Landscape Architect
Water Resources Management Associates, Inc.	Engineer

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

MINUTES

Mayor's Office of Human Services - Contractual Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Contractual Agreement with Behavioral Health System Baltimore, Inc. The period of the Agreement is July 1, 2018 through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$104,640.00 - 4000-486319-1772-516000-603051

BACKGROUND/EXPLANATION:

Behavioral Health System Baltimore, Inc. will use funds to provide mental health services in conjunction with the federal regulations governing the City's Head Start programs.

The Agreement is late because of budget negotiations.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Contractual Agreement with Behavioral Health System Baltimore, Inc.

MINUTES

Mayor's Office of Employment Development - Inter-Governmental Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Inter-Governmental Agreement between the Maryland State Department of Human Services/Baltimore City Department of Social Services and the Mayor's Office of Employment Development. The period of the Inter-Governmental Agreement is July 1, 2018 through August 31, 2018.

AMOUNT OF MONEY AND SOURCE:

\$2,000,000.00 - 4000-809619-6397-456000-404001

BACKGROUND/EXPLANATION:

The purpose of this Agreement is to provide funding for the 2018 Youth Works Summer Jobs Program. This program will provide summer employment and training opportunities to eligible Baltimore City residents between the ages of 14 and 21. These opportunities will include work experiences with the private sector, non-profit, and City and State government employers through Baltimore.

The Agreement was delayed because of the additional time needed to reach a comprehensive understanding between the parties.

MBE/WBE PARTICIPATION:

N/A - MOED is the Award recipient and MBE does not apply

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Mayor's Office of Employment Development - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Inter-Governmental Agreement between the Maryland State Department of Human Services/Baltimore City Department of Social Services and the Mayor's Office of Employment Development.

MINUTES

PERSONNEL MATTERS

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UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

3732 - 3758

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

The President **ABSTAINED** on item no. 1

The Comptroller **ABSTAINED** on item no. 33.

MINUTES**PERSONNEL**Office of the City Council

	<u>Hourly Rate</u>	<u>Amount</u>
1. MICHAEL L. SWIFT	\$ 90.00	\$ 6,750.00

Account: 1001-000000-1000-104800-601009

Mr. Swift, will continue to work as a Contract Services Specialist II. His duties will include, but are not limited to attending City Council meetings and providing technical support to the President of City Council. He will also provide advice on parliamentary procedures, review and comment on questions of parliamentary procedures, educate the President and City Council on parliamentary procedures and provide analysis of the City Council Rules and Robert's Rules of Order newly revised. The agreement is effective upon Board approval for one year.

Office of Civil Rights and Wage Enforcement2. Reclassify the following filled position:

Position No.: 6560-49659

From: Program Compliance Officer I
Job Code: 30501
Grade: 087 (\$42,131.00 - \$50,927.00)

To: Program Compliance Officer II
Job Code: 31502
Grade: 927 (\$64,505.00 - \$103,208.00)

Cost: \$26,211.00 - 1001-000000-6560-424800-601001

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

MINUTES**PERSONNEL**Department of Audits

	<u>Hourly Rate</u>	<u>Amount</u>
3. BENJAMIN F. MONDELL	\$40.80	\$ 48,960.00

Account: 1001-000000-1310-157800-601009

Mr. Mondell, retiree, will continue to work as a Contract Services Specialist I. His duties will include, but are not limited to assisting in reviewing, evaluating, and recommending items for Board of Estimates' approval. He will also provide staff training and will assist management with quality control. This is a 2% increase in the hourly rate from the previous contract period and is in compliance with the AM 212-1, Part I. The agreement is effective August 30, 2018 through August 29, 2019.

Department of Finance4. Classify the following new position:

Position No.: 52362

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

To: Principal Program Assessment Analyst
Job Code: 10140
Grade: 929 (\$68,562.00 - \$109,554.00)

Cost: \$70,000.00 - 1001-000000-7100-691400-601001

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

MINUTES

PERSONNELDepartment of Finance5. Reclassify the following vacant positions:Position No.: 47257

- a. From: Systems Analyst
 Job Code: 33151
 Grade: 927 (\$64,505.00 - \$103,208.00)
- To: Minority and Small Business Purchasing
 Coordinator
 Job Code: 33593
 Grade: 923 (\$60,655.00 - \$97,277.00)

Position No.: 35635

- b. From: Real Estate Agent I
 Job Code: 33711
 Grade: 089 (\$45,660.00 - \$55,436.00)
- To: Contract Administrator II
 Job Code: 72412
 Grade: 089 (\$45,660.00 - \$55,436.00)

Position No.: 14484

- c. From: Accountant II
 Job Code: 34142
 Grade: 923 (\$60,655.00 - \$97,277.00)
- To: Operations Officer IV
 Job Code: 31112
 Grade: 931 (73,868.00 - \$118,085.00)

Cost: \$76,136.00 - 1001-000000-1441-161800-601001

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

MINUTES**PERSONNEL**Baltimore City Fire Department

	<u>Hourly Rate</u>	<u>Amount</u>
6. ANDREA SMITH	\$10.10	\$ 2,500.00

Account: 1001-000000-3191-308700-601009

Ms. Smith, will continue to work as a Contract Services Specialist II. Her duties will include, but are not limited to participating in and providing clinical expertise for the development of the Department's Alternative Destination Pilot Program. She will also provide patient care for the Department's EMS operational program and attend meetings and participate in legal matters. This is a 1% increase in the hourly rate from the previous contract period. The agreement is effective upon Board approval for one year.

Fire and Police Retirement System7. Reclassify the following filled position:

Position No.: 1540-35170

From: General Counsel
Job Code: 10077
Grade: 936 (\$79,152.00 - \$126,582.00)

To: Operations Manager II
Job Code: 00091
Grade: 942 (\$88,842.00 - \$146,472.00)

Cost: \$16,248.00 - 6000-604119-1540-171400-601001

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

MINUTES**PERSONNEL**Department of General Services

	<u>Hourly Rate</u>	<u>Amount</u>
8. BRIAN MORGAN	\$20.00	\$ 38,000.00

Account: 1001-000000-7340-721700-601009

Mr. Morgan, will continue to work as a Contract Services Specialist II. His duties will include, but are not limited to preparing financial statements including the following: budget account creations; edits, and entries, edits timesheets, journal entries, and fund balances. Mr. Morgan will also review bookkeeping and accounting procedures, recommend modifications, research journal entries received from City agencies to be tracked, sorted and filed; create, manage and maintain Excel database to perform lookups of budget account numbers. He will also assist with any issues that arise from incorrect budget account numbers, liaison with contractors and vendors to ensure invoices match rate of pay, work with internal Department staff to ensure vendors are paid correctly and on time; and process requests from project managers and contract maintenance section which feed through the Internal Service Fund system. The agreement is effective upon Board approval for one year.

9. DAVID MARTIN	\$33.66	\$ 63,954.00
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Account: 2030-000000-1890-189300-601009

Mr. Martin, will continue to work as a Contract Services Specialist II. His duties will include, but are not limited to utilizing a wide variety of database applications/ analytical tools including MathLab, SQL, SAS, R, and Python; developing metrics and evaluating financial and operational performance within the Fleet Management Division in support of the Gainsharing initiative. Mr. Martin will also extract and summarize financial, operational, and other relevant

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

	<u>Hourly Rate</u>	<u>Amount</u>
<p>data; utilize a hypothesis-driven problem solving approach to design, construct, and rapidly test/iterate exploratory analyses that will reveal insight and opportunities for the Office of Fiscal and Strategic Management. He will further create advanced analytical models that will lead to actionable insights that allow the Office of Fiscal and Strategic Management to make more informed business decisions, create advanced analytical models, uncover historical data trends and apply them to future projections; and collaborate with IT partners to deploy efficient, automated solutions that address business and operational needs. This is a 2% increase in the hourly rate from the previous contract period. The agreement is effective upon Board approval for one year.</p>		
10. MELANIE SHIMANO	\$35.79	\$ 68,001.00
Account: 1001-000000-1981-194700-601009		

Ms. Shimano, will continue to work as a Contract Services Specialist II. Her duties will include, but are not limited to assisting the agency Business Process Improvement Office in the observation of service delivery operations and take responsibility for documenting workflows and processes necessary to develop complete user stories and user story maps, and designs. She will implement and maintain workflow in the Department's workflow management system to support the agencies 'paperless in 4 years' plan which includes building, testing, documenting, monitoring, evaluating and training processes necessary to automate workflows for administrative and analytical tasks across the agency. Ms. Shimano will

MINUTES**PERSONNEL**Department of General Services - cont'dHourly RateAmount

conduct proactive discovery, investigations and interviews to establish staff process needs, perform monitoring of and oversee quality assurance for projects developed as part of business process improvements; research and investigate new or improved business and management practices for application to programs or operations including: providing assistance in resolving operational issues related to the scope of work identified in this contract, and identifying issues or conducting research to find alternative solutions, make recommendations and participate in the implementation of those recommendations. The agreement is effective upon Board approval for one year.

11. Classify the following vacant position:Position No.: 1981-48948

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

To: Operations Officer I
 Job Code: 31109
 Grade: 923 (\$60,655.00 - \$97,277.00)

Cost: \$37,103.00 - 1001-000000-1981-194700-601001

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

MINUTES

Health Department12. Approve new hourly rates for temporary classifications:

Classification	Code	Grade		Hiring	Full Performance	Experienced	Senior
Licensed Practical Nurse	10223	34	From	\$18.88	\$19.55	\$21.55	N/A
			To	\$19.25	\$19.94	\$21.98	N/A
Community Health Nurse I	10224	35	From	\$27.25	\$30.67	\$31.44	\$32.22
			To	\$27.80	\$31.28	\$32.07	\$32.86
Community Health Nurse II	10225	36	From	\$32.09	\$35.08	\$35.94	\$36.85
			To	\$32.73	\$35.78	\$36.66	\$37.59
School Health Aide	10221	32	From	\$14.47	\$14.73	\$15.43	N/A
			To	\$14.76	\$15.02	\$15.74	N/A
Medical Office Assistant	10272	33	From	\$15.55	\$15.93	\$17.63	\$17.91
			To	\$15.86	\$16.25	\$17.95	\$18.27
Hearing and Vision Tester	10251	38	From	\$13.68	\$13.85	\$14.27	N/A
			To	\$13.95	\$14.13	\$14.56	N/A
Nurse Practitioner	10226	37	From	\$36.74	\$40.00	\$41.01	\$42.03
			To	\$37.47	\$40.80	\$41.83	\$42.87
Community Health Nurse Trainee	10228	30	From	\$24.35	\$26.71	\$27.38	\$28.06
			To	\$24.84	\$27.24	\$27.93	\$28.62

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

The position in these classifications perform temporary summer work for the Health Department in schools. This change will maintain these classifications with compatible 10-month regular classification, which received salary adjustments effective July 1, 2018.

Cost: \$6,932.80 - 6000-624919-3100-295900-601001

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

	<u>Hourly Rate</u>	<u>Amount</u>
13. SHANETTA SLAYTON	\$19.40	\$ 33,523.20

Account: 5000-535419-3044-768000-601009

Ms. Slayton, will continue to work as a Contract Services Specialist II. Her duties will include, but are not limited to verifying all eligibility requirements during initial enrollment, reviewing Adult Evaluation Review Services assessments and confirming financial and age eligibility, and developing a care plan to initiate gap filling services and other needed resources. She will also track and monitor service deliveries, monitor clients via home visits and telephone contacts, record activities in the Advance Information Management Services database, maintain client records with documentation of all contacts and forms and perform reassessments every six months or as needed. The agreement is effective upon Board approval through June 30, 2019.

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

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Baltimore City Office of Information Technology (BCIT)</u>		
14. YADAV ROKA	\$42.00	\$ 92,400.00

Account: 1001-000000-1474-165700-601009

Mr. Roka, will work as a Contract Services Specialist II. His duties will include, but are not limited to identifying needed Customer Relationship Management (CRM) system changes, manage and communicate CRM system changes, gather feedback and requirements from end users and modify CRM system to increase benefits and usability, manage change control process, and support change contract committee.

Mr. Roka will also manage all CRM system processes, including interfaces, integrations and new releases; manage all CRM environments, user licensing and software upgrades, ensures CRM system's technical and user manuals are accurate and up-to-date, prepare reports, including operational data and briefings to management and stakeholders; maintain systems, security and integrity; maintain CRM system securing including sharing roles and security levels, grant, remove and maintain user licenses and report on user license status. The period of the agreement is effective upon Board approval for one-year.

MINUTES**PERSONNEL**Department of Law15. Classify the following position:Position No.: 52382

Classification: New Position

Job Code: 90000

From Grade: 900 (\$1.00 - \$204,000.00)

To: Operations Assistant I

Job Code: 00078

Grade: 902 (\$42,552.00 - \$68,042.00)

Cost Savings: \$9,667.00) - 2043-000000-1531-169900-601001

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

	<u>Hourly Rate</u>	<u>Amount</u>
16. JOHN P. MACHEN	\$78.75	\$136,158.75
Accounts: 1001-000000-8620-175200-601009		\$ 34,039.69
6000-694007-5850-418600-601009		\$102,119.06

Mr. Machen, will continue to work as a Contract Services Specialist II. He will draft and review documents for the Baltimore Development Corporation and other City departments and agencies. This is the same hourly rate as in the previous contract period. The period of the agreement is September 28, 2018 through September 27, 2019.

MINUTES**PERSONNEL**Office of the Inspector General17. Classify the following position:

Position No.: 52365

Classification: New Position

Job Code: 90000

Grade: 900 (\$1.00 - \$204,000.00)

To: Operations Officer IV

Job Code: 00088

Grade: 931 (\$73,868.00 - \$118,085.00)

Cost: \$0.00 - 1001-000000-2255-772500-601001

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

Enoch Pratt Free Library18. Reclassify the following filled position:

From: Printer Library

Job Code: 00608

Grade: 083 (\$36,397.00 - \$43,285.00)

To: Graphic Artist I

Job Code: 01964

Grade: 087 (\$42,131.00 - \$50,928.00)

Cost: \$5,735.00 - 1001-000000-4501-338900-601001

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

MINUTES**PERSONNEL**

Enoch Pratt Free Library - cont'd

19. Create the following four positions:

- a. Classification: Library Associate II
Job Code: 00654
Grade: 085 (\$38,926.00 - \$46,905.00)
Job No.: To be assigned by BBMR

- b. Classification: Librarian Supervisor II
Job Code: 00659
Grade: 929 (\$68,562.00 - \$109,554.00)
Job No.: To be assigned by BBMR

- c. Classification: Librarian II
Job Code: 00657
Grade: 090 (\$47,604.00 - \$57,857.00)
Job No.: To be assigned by BBMR

- d. Classification: Office Assistant II
Job Code: 00707
Grade: 075 (\$29,638.00 - \$33,690.00)
Job No.: To be assigned by BBMR

Cost: \$250,000.00 - 1001-000000-4501-349900-601001

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

MINUTES**PERSONNEL**

Enoch Pratt Free Library - cont'd

20. Reclassify the following filled position:

Position No. 15593

From: HR Generalist I
Job Code: 00680
Grade: 088 (\$43,855.00 - \$53,134.00)

To: HR Generalist II
Job Code: 07395
Grade: 923 (\$60,655.00 - \$97,277.00)

Cost: \$6,100.00 - 1001-000000-4501-338700-601001

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

Mayor's Office of Employment Development (MOED)

21. Classify the following new position:

Position No. 52362

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

To: Professional Services
Job Code: 01225
Grade: 923 (\$60,655.00 - \$97,277.00)

Cost: \$59,000.00 - 1001-000000-6301-454211-601001

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

MINUTES**PERSONNEL**Mayor's Office of Emergency Management (MOEM)

	<u>Hourly Rate</u>	<u>Amount</u>
22. MARK FOX	\$26.92	\$ 56,000.00

Account: 4000-481216-2023-212609-601009

Mr. Fox will continue to work as a Contract Services Specialist II. His duties will include but are not limited to, assisting the Director of Planning on major planning projects such as GIS mapping, social media program and public information dissemination, upgrading of MOEM and its Emergency Operations Centers' Technological needs. This is a 2% increase in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one-year.

23. CHAYA DEITSCH	\$28.85	\$ 60,000.00
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Account: 4000-482016-2023-212609-601009

Ms. Deitsch will continue to work as a Contract Services Specialist II. Her duties will include but are not limited to assisting the Deputy Director of Operations on logistics operations during Emergency Operations Center activations, other events, and daily management of logistics for the Mayor's Office of Emergency Management. The period of the agreement is effective upon Board approval for one-year.

MINUTES**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>MOEM</u> - cont'd		
24. ELISE MAJOR WHITEFORD	\$29.96	\$ 56,000.00

Account: 4000-482016-2023-212609-601009

Ms. Whiteford will continue to work as a Contract Services Specialist II. Her duties will include but are not limited to assisting the Director of Operations on operational matters the operations during Emergency Operations Center activations, creating and updating the Standard Operating Procedures and assist with crafting special trainings and exercises for the Office of Emergency Management. This is a 6% increase in the hourly rate from the previous contract. The period of the agreement is effective upon Board approval for one-year.

Mayor's Office of Human Services

25. Reclassify the following filled position:

Position No. 14605

From: Executive Director I
Job Code: 90095
Grade: 990 (\$122,039.00 - \$201,317.00)

To: Executive Director II
Job Code: 00096
Grade: 991 (\$129,426.00 - \$213,594.00)

Costs: \$13,849.00 - 1001-000000-3571-327200-601001

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

MINUTES**PERSONNEL**

Mayor's Office of Human Services - cont'd

26. Create the following two positions:

Classification: Operations Specialist I
Job Code: 00083
Grade: 906 (\$51,708.00 - \$82,608.00)
Position No.: To be determined by BBMR

Cost: \$175,806.00 - 2026-000000-3574-797800-607001

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

27. Reclassify the following vacant position:

Position No. 50551

Classification: Executive Assistant
Job Code: 10083
Grade: 904 (\$47,858.00 - \$76,573.00)

To: Operations Specialist I
Job Code: 00083
Grade: 906 (\$51,708.00 - \$82,608.00)

Costs: \$16,040.00 - 1001-000000-5940-788800-601001

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

MINUTES**PERSONNEL**Police Department

	<u>Hourly Rate</u>	<u>Amount</u>
28. PATRICIA N. COCHRANE	\$20.19	\$ 42,000.00

The period of the agreement is November 21, 2018 through November 20, 2019.

29. SHEREE D. PETERSON	\$20.19	\$ 42,000.00
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The period of the agreement is November 23, 2018 through November 22, 2019.

Account: 1001-000000-2042-198100-601009

Mses. Cochrane and Peterson, retirees, will each continue to work as a Contract Service Specialist I. They will review original National Crime Information Center (NCIC) entries, police reports, and supporting documents. Mses. Cochrane and Peterson will contact victims, complainants, and the Courts for follow-up information, access local, State and Federal databases for additional information, update records on local databases and the NCIC to reflect changes, and prepare police supplemental reports.

30. JOHN R. DOLLY, JR.	\$20.19	\$ 42,000.00
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Account: 1001-000000-2042-198100-601009

Mr. Dolly, retiree, will continue to work as a Contract Services Specialist I. He will transfer all of the evidence requested to be analyzed by the Firearms Examination Unit, assure the safe condition of firearms, and complete the inventory of every firearm received into the lab. Mr. Dolly will also perform functions imperative to the daily operations of the Firearms Examination Unit. The period of the agreement is November 21, 2018 through November 20, 2019.

MINUTES**PERSONNEL**Police Department

	<u>Hourly Rate</u>	<u>Amount</u>
31. DUANE A. JEFFERSON	\$20.19	\$ 42,000.00

Account: 1001-000000-2042-198100-601009

Mr. Jefferson, retiree, will continue to work as a Contract Services Specialist I. He will explain the requirements to registrants of the Sex Offender Registry Unit, obtain statements signed by the registrants acknowledging receipt of the requirements, and photograph the registrants at least every six-months. In addition, Mr. Jefferson will obtain and enter a DNA sample at the initial registration of the registrant into the Maryland State Police Crime Laboratory, and submit a copy of all correspondence to the Department of Public Safety and Correctional Services within three days of registration. The period of the agreement is November 23, 2018 through November 22, 2019.

32. DOROTHIA PARKER-JOHNSON	\$20.19	\$ 42,000.00
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Account: 1001-000000-2042-198100-601009

Ms. Parker-Johnson, retiree, will continue to work as a Contract Services Specialist I. She will ensure officers are notified to appear in court, ensure the accuracy and completeness of all paperwork, enter information into the Failure to Appear (FTA) system, and retrieve Police Department documents including operation and analysis reports for the State's Attorney. In addition, Ms. Parker-Johnson will advise the State's Attorney regarding officers' vacations, details, medical or military status; acquire court documents and undeliverable summonses from

MINUTES

PERSONNEL

Police Department

Hourly Rate

Amount

Court buildings, and maintain the files of undeliverable summonses to assist with possible FTA investigations. She will also contact officers requested by the State's Attorney, as well as provide contact phone numbers to the State's Attorney, and assist the State's Attorney with any officer contact problems. The period of the agreement is September 28, 2018 through September 27, 2019.

33. **DAVID W. NEVERDON** \$20.19 **\$ 42,000.00**

Account: 1001-000000-2042-198100-601009

Mr. Neverdon, retiree, will continue to work as a Contract Services Specialist I. He will receive property and evidence submissions from police officers and laboratory personnel, ensure the accuracy and completeness of all associated paperwork, and ensure the information is entered into the evidence tracking system. In addition, Mr. Neverdon will release property for examination or as evidence for court, update the computer with appropriate changes of location of the property for chain of custody and documentation of location, release property to the public, and document the same in the computer, and he will lift and handle evidence submitted to the Evidence Control Unit. The period of the agreement is November 26, 2018 through November 25, 2019.

34. **JAMES L. PRICE** \$20.19 **\$ 42,000.00**

Account: 1001-000000-2042-198100-601009

Mr. Price, retiree, will continue to work as a Contract Services Specialist I. He will review police reports submitted online by the public to ensure that the reports are consistent with uniform crime reporting and departmental standards and correspond with the public to ensure proper submitting of online police reports. In addition, Mr. Price will process arrest and court disposition supplements, coordinate with the Evidence

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

	<u>Hourly Rate</u>	<u>Amount</u>
Control Unit regarding disposal of evidence upon conclusion of criminal cases, and assist with various data entry tasks. The period of the agreement is November 21, 2018 through November 20, 2019.		
35. ESSEX R. WEAVER	\$20.19	\$ 42,000.00

Account: 1001-000000-2042-198100-601009

Mr. Weaver, retiree, will continue to work as a Contract Services Specialist I. He will be responsible for all of the non-Controlled Dangerous Substances, money, and gun property. In addition, Mr. Weaver will inventory new property, store and document the location of the property, purge old property, and fill in at the receiving counter, when needed. The period of the agreement is November 23, 2018 through November 22, 2019.

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

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

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

Departments hire retirees at a rate commensurate with the job responsibilities, skills, and institutional knowledge that a retiree brings to the position.

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

36. Approval of 60-day Out-of-Title Part II Extension:

Classification: Research Analyst II
Job Code: 34512
Grade: 927 (\$64,505.00 - \$103,208.00)
Position No.: 50468

OOT Classification: Research Analyst Supervisor
Job Code: 34514
Grade: 931 (\$73,868.00 - \$118,085.00)

Effective date of requested extension: July 29, 2018

The Police Department requested an extension of the Out-of-Title pay for Ms. Kai Ji, Research Analyst II. Ms. Ji was approved to perform the duties of the Research Analyst Supervisor for the initial 120-day period effective March 28, 2018.

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

Changes within the Watch Center delayed the filling of the vacant position. The Police Department is in the promotional selection process and expects to fill the vacancy shortly.

Therefore, pursuant to the provisions of the Administrative Manual, Section 214-I, "Personnel - Out-of-Title," approval is requested.

Department of Public Works37. Reclassify the following filled position:

Position No.: 20006

From: Contract Administrator II
Job Code: 74212
Grade: 089 (\$45,660.00 - \$55,436.00)

To: Operations Officer I
Job Code: 31109
Grade: 923 (\$60,655.00 - \$97,277.00)

Cost: \$7,937.00 - 1001-000000-1901-190800-601001

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

38. Reclassify the following filled position:

Position No.: 23647

From: Operations Research Analyst
Job Code: 31314
Grade: 923 (\$60,655.00 - \$97,277.00)

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

MINUTES**PERSONNEL**Department of Public Works - cont'd

Cost: \$17,326.00 - 2071-000000-5521-608600-601001

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

39. Reclassify the following filled position:

Position No.: 40404

From: Store Keeper I
Job Code: 33561
Grade: 077 (\$30,795.00 - \$35,298.00)

To: Operations Assistant III
Job Code: 31106
Grade: 904 (\$47,858.00 - \$76,573.00)

Cost: \$16,875.00 - 2070-000000-5501-39300-601001

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

MINUTES**PERSONNEL**Office of the State's Attorney (OSA)

	<u>Hourly Rate</u>	<u>Amount</u>
40. LAURZETTE WILLIAMS	\$21.93	\$ 27,369.00

Account: 1001-000000-1150-118000-601009

Ms. Williams, retiree, will continue to work as a Contract Services Specialist I. Her duties will include assisting the State's Attorney's office with case preparation and data entry into judicial databases; and preparing case folders and legal documents such as petitions, indictments, discoveries, subpoenas and writs.

41. PATRICIA A. SYDNOR	\$20.96	\$ 39,966.00
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Account: 1001-000000-1150-118000-601009

Ms. Sydnor, will work as a Contract Services Specialist II. Her duties will include receiving incoming phone calls and assist visitors doing business with the State's Attorney's Office, and receives and verifies Motions and other legal documents for routing to the appropriate Assistant State's Attorney.

42. ROBERT W. BITTINGER	\$33.85	\$ 64,548.00
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Account: 1001-000000-1150-118000-601009

Mr. Bittinger, retiree, will continue to work as a Contract Services Specialist I. His duties include serving as a liaison with the Police Department Chemistry Laboratory; ordering the analysis of drugs, obtaining lab reports, ascertaining the correct names and /or dates of birth of juveniles being prosecuted in Juvenile Court, locates witnesses and interviewing victims and witnesses.

MINUTES**PERSONNEL**OSA - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
43. YOLANDA V. ROBINSON	\$28.29	\$ 53,949.00

Account: 1001-000000-1150-118000-601009

Ms. Robinson, retiree, will continue to work as a Contract Services Specialist I. Her duties will include assisting the Assistant States Attorney's in the movement of cases, inputting of charges; finalizing of charging documents; finding open warrants and communicating with Public Safety staff and members of the Baltimore City Police Department.

44. MICHAEL A. TOWNSEND	\$28.29	\$53,949.00
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Account: 1001-000000-1150-118000-601009

Mr. Townsend, retiree, will continue to work as a Contract Services Specialist I. His duties will include assisting the Assistant States Attorney's Office in expediting cases through Central Booking; assists the Assistant State's Attorney in the movement of cases, inputting of charges; finalizing of charging documents; finding open warrants and communicating with Public Safety staff and members of the Baltimore City Police Department.

On March 3, 1999 the Board of Estimates approved a waiver of the AM 212-1 to allow the hiring of retired Police Officers as Investigators for the Office of the State's Attorney with no restrictions on the number of work hours and rate of pay. The Department of Human Resources recommends granting this employment contract renewal.

MINUTES**PERSONNEL**Department of Transportation45. Overlap in Employment in Excess of 20 days

Classification: Public Relations Supervisor

Job Code: 33415

Grade: 931 (\$73,868.00 - \$118,085.00)

Position No.: 47026

There are no costs associated with this action.

Due to the need to quickly fill this position to support the Communications Office, the Department of Transportation has requested approval for Overlap in Employment in excess of twenty working days. The employee currently in the position above is transitioning out through retirement.

In accordance with the provisions of the Administrative Manual, Section 211-1, "Personnel - Overlap in Employment," approval is requested.

MINUTES

Baltimore Development Corporation - Second Amendment of Land
Land Disposition and Lease
Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Second Amendment of Land Disposition Agreement and Lease Agreement with Veolia Energy Baltimore Cooling, LLP, Developer. The Second Amendment to Land Disposition Agreement and Lease Agreement will extend the period of the Land Disposition Agreement and Lease Agreement through December 31, 2041.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On March 28, 2001 the City and the Developer entered into a Land Disposition and Lease Agreement (LDLA) whereby the City leased to the Developer the property known as 503, 505, and 507/509 East Baltimore Street and a portion of 4/6 South Frederick Street (collectively, the "Property") for the construction of a chilled water facility and offices. The City has retained a portion of 4 South Frederick Street for its own use. The LDLA was subsequently amended on March 6, 2002 after the completion of construction on the project.

The Second Amendment to the LDLA will reinstate certain easements between the City- and Developer-managed portions of the Property to allow the Developer to construct additional office space within the Property. In addition, the Amendment: 1) reinstates an option to an additional unused portion of the 4/6 South Frederick Street building, 2) extends the initial lease term until December 31, 2041, and 3) revises the rent calculation exhibits to account for overpayment of rent since 2009 and the addition of the option parcel.

MINUTES

Baltimore Development Corporation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Second Amendment of Land Disposition Agreement and Lease Agreement with Veolia Energy Baltimore Cooling, LLP, Developer.

MINUTES

Health Department - Two-Month Advance of Funding

The Board is requested to approve a two-month advance of funds for the following programs for the below-listed organizations of the funding provided by the Department of Health and Mental Hygiene for FY 2019 under the FY 2019 Unified Funding Document Grant Award.

On July 25, 2018, the Board approved the FY 2019 Unified Funding Document in the amount of \$54,196,304.00. The period of the funding is July 1, 2018 through June 30, 2019.

The two-month advance provides for the continuation of program services while the scope of work and budgets are being reviewed and approved for the FY 2019 program year.

1. **BALTIMORE HEALTHY START, INC.** **\$ 56,266.67**

Accounts: 5000-530019-3080-595800-603051	\$ 6,177.67
4000-498819-3080-284000-603051	\$ 50,089.00

Baltimore Healthy Start, Inc. is requesting a two-month advance of funds on the full amount of the contract, which is \$337,600.00. The funds are available to operate the Babies Born Healthy Initiative/Healthy Families America Expansion services.

Baltimore Healthy Start, Inc. agrees that all expenditures are to be made in accordance with the terms and conditions of the funding source. Any funds advanced to Baltimore Healthy Start, Inc. prior to the execution of agreements are subject to the terms and conditions of the agreement.

2. **BALTIMORE HEALTHY START, INC.** **\$ 6,666.67**

Account: 4000-499619-3080-294213-603051

Baltimore Healthy Start, Inc. is requesting a two-month advance of funds on the full amount of the contract, which is \$40,000.00. The funds are available to operate Child Health Systems Improvement services.

MINUTES

Health Department - cont'd

Baltimore Healthy Start, Inc. agrees that all expenditures are to be made in accordance with the terms and conditions of the funding source. Any funds advanced to Baltimore Healthy Start, prior to the execution of agreements are subject to the terms and conditions of the agreement.

3. **HEALTHCARE ACCESS MARYLAND, INC.** **\$ 6,277.50**

Account: 5000-530019-3080-595800-603051

Healthcare Access Maryland, Inc. is requesting a two-month advance of funds on the full amount of the contract, which is \$37,655.00. The funds are available to operate the Babies Born Healthy Initiative services.

Healthcare Access Maryland, Inc. agrees that all expenditures are to be made in accordance with the terms and conditions of the funding source. Any funds advanced to Healthcare Access Maryland, Inc. prior to the execution of agreements are subject to the terms and conditions of the agreement.

4. **HEALTHCARE ACCESS MARYLAND, INC.** **\$ 10,000.00**

Account: 4000-499919-3080-294200-603051

Healthcare Access Maryland, Inc. is requesting a two-month advance of funds on the full amount of the contract, which is \$60,000.00. The funds are available to operate Surveillance and Quality Improvement program services.

Healthcare Access Maryland, Inc. agrees that all expenditures are to be made in accordance with the terms and conditions of the funding source. Any funds advanced to Healthcare Access Maryland, Inc. prior to the execution of agreements are subject to the terms and conditions of the agreement.

MINUTES

Health Department - cont'd

5. **HEALTHCARE ACCESS MARYLAND, INC.** **\$ 67,665.50**

Accounts:	4000-499619-3080-294213-603051	\$ 51,833.33
	4000-498819-3080-284000-603051	\$ 15,832.17

Healthcare Access Maryland, Inc. is requesting a two-month advance of funds on the full amount of the contract, which is \$405,993.00. The funds are available to operate Child Health Systems Improvement and Healthy Families America Expansion program services.

Healthcare Access Maryland, Inc. agrees that all expenditures are to be made in accordance with the terms and conditions of the funding source. Any funds advanced to Healthcare Access Maryland, Inc. prior to the execution of agreements are subject to the terms and conditions of the agreement.

6. **HEALTHCARE ACCESS MARYLAND, INC.** **\$157,808.50**

Accounts: 4000-421319-3080-595500-603051

Healthcare Access Maryland, Inc. is requesting a two-month advance of funds on the full amount of the contract, which is \$946,851.00. The funds are available to operate Supplemental Administrative Care Coordination services.

Healthcare Access Maryland, Inc. agrees that all expenditures are to be made in accordance with the terms and conditions of the funding source. Any funds advanced to Healthcare Access Maryland, Inc. prior to the execution of agreements are subject to the terms and conditions of the agreement.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved the two-month advance of funds for the foregoing programs for the above-listed organizations of the funding provided by the Department of Health and Mental Hygiene for FY 2019 under the FY 2019 Unified Funding Document Grant Award.

MINUTES

Health Department - Employee Expense Statement

ACTION REQUESTED OF B/E:

The Board is requested to approve the Employee Expense Statement to authorize the reimbursement to Mr. McCay Moiforay for mileage expenses on his Employee Expense Statement.

AMOUNT OF MONEY AND SOURCE:

\$128.90 - 1001-000000-3001-568000-603001

BACKGROUND/EXPLANATION:

Mr. Moiforay attended the National Alliance of State and Territorial AIDS Directors (NASAD) 2017 National Hepatitis Technical Assistance Meeting in Washington, DC on November 28-30, 2017 as a presenter.

Because he submitted incomplete documentation, he did not submit the appropriate travel documents on time, but requested reimbursement for his mileage expenses. That request wasn't processed. His expense statement is now outside of the guidelines set forth by AM 240-11.

The Administrative Manual, in Section 240-11, states that an Employee Expense Statement must be received by the Bureau of Accounting and Payroll Services within 40 work days after the last calendar day of the month in which the expenses were incurred.

The Employee Expense Statement is late due to delays at the administrative level.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved the Employee Expense Statement and authorized the reimbursement to Mr. McCay Moiforay for mileage expenses on his Employee Expense Statement.

MINUTES

Health Department - Ratification of the Amendment to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify the Amendment to Agreement with Baltimore Medical System, Inc. The period of the Amendment to Agreement was July 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$11,459.00 - 4000-498818-3080-284000-603051

BACKGROUND/EXPLANATION:

On August 30, 2017, the Board approved the original agreement in the amount of \$87,262.00 for the period of July 1, 2017 through June 30, 2018.

The Department increased the agreement by \$11,459.00 for additional services, making the total amount \$98,721.00.

The Amendment to Agreement is late because budget revisions delayed processing.

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

UPON MOTION duly made and seconded, the Board ratified the Amendment to Agreement with Baltimore Medical System, Inc.

MINUTES

Health Department - Second Amendment to Licensing
Services Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Second Amendment to Licensing Services Agreement (Second Amendment) with Baltimore Animal Rescue and Care Shelter, Inc. (BARCS). The Second Amendment will extend the period of the agreement through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On April 3, 2013, the Board approved the original agreement with BARCS for the period of July 1, 2012 through June 30, 2017. The agreement allowed BARCS to retain the fees it collected each year for dog and cat licensing as payment for services it provides in accordance with the Animal Shelter Operating Agreement.

On July 26, 2017, the Board approved the First Amendment to the agreement which extended the Licensing Agreement through June 30, 2018.

This Second Amendment will extend the period of the agreement through June 30, 2019 to allow for the continuation of services while the City finalizes the agreements related to BARCS operating the City's animal shelter and finalizes the logistics of relocating the Animal Shelter.

The Second Amendment is late because of administrative delays.

MINUTES

Health Department - cont'd

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Second Amendment to Licensing Services Agreement with Baltimore Animal Rescue and Care Shelter, Inc.

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

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development (DHCD) - Option</u>			
1. Frank F. Lusby, III, Trustee	2233 Henneman Avenue	G/R \$30.00	\$ 250.00

Funds are available in account no. 9910-908636-9588-900000-704040, FY 16 Whole Block Demolition Site.

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.

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

MINUTES

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

3772 - 3774

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES**TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development</u>		
1. \$ 49,392.00	9910-903963-9587	9910-918171-9588
Pimlico Local	Park Heights	Park Heights
Impact Aid - VLT	Corridor Greening	Corridor Greening

This transfer of funds will provide funds to green and maintain City-owned vacant lots from 3100 - 5400 Park Heights Avenue. The greening will include the installation of twelve, 12' x 3' raised beds, 12 art fence panels, and maintenance of the garden beds and the lots. The greening, with the artistic beds and garden beds, will be used to deter dumping, define the perimeter of a lot, and add aesthetic interest to the Park Heights Corridor.

2. \$ 750,000.00	9910-949002-9587	9910-905176-9588
2 nd Community & Economic Dev. Bonds	Urgent Needs - Stabilization Program	Urgent Needs Stabilize - Demo

This transfer will provide appropriation to support the Citywide Urgent Needs Stabilization program.

Department of Transportation

3. \$6,000,000.00	9950-944002-9507	9950-917039-9527
Other	Construc. Reserve Reserve for Closeouts	Fixtures for Street Lights

This transfer will fund the costs for procurement of fixtures to convert the street lighting to LED lights related to project, Fixtures for Street Lights.

MINUTES**TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks</u>		
4. \$ 270,000.00	9938-923101-9475	9938-924101-9474
2 nd Parks & Public Facilities	Park Facility Assessment and ADA Audit (Reserve)	Park facility Assessment and ADA Audit (Active)

This transfer will provide funds to cover the costs for a complete physical needs assessment, energy, and ADA audits for Recreation and Parks' Facilities Citywide, utilizing the Housing Authority of Baltimore City Contract No. B-1787-15/HAE-2745 with EMG.

Enoch Pratt Free Library

5. \$2,500,000.00	9936-917037-9458	9936-919037-9457
6 th Public Bldg. Loan	Hampden Library Renovation	Hampden Library Renovation
400,000.00	9936-917037-9458	9936-919037-9457
<u>State Revenue</u>	Hampden Library Renovation	Hampden Library Renovation
\$2,900,000.00		

The Hampden Library which opened for service in July 1900, is in need of renovation to maximize use of the 5,451 square foot facility, one of the smallest in the library system. The current basement of the building is not accessible to the public, thus all public services are limited to the first floor. The City hopes to add an accessible public meeting room in the basement along with a restroom. The remainder of the basement will be modified for staff use which will

MINUTES

TRANSFERS OF FUNDSAMOUNTFROM ACCOUNT/STO ACCOUNT/S

Enoch Pratt Free Library - cont'd

increase space availability on the first floor for materials and services. This project will protect the City's investment in collections, furnishings, and equipment.

This transfer of funds will provide funds for the award of a contract to begin construction for this project which will improve services in the Hampden community.

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. 236 S. High Street	AKA Acquisition, LLC	One set of steps 11'11.5" x 4'
\$ 210.90 - Flat Charge		
2. 3500 Bank Street	Brian Hall	Single face electric Sign 12 sq. ft.
\$ 210.90 - Flat Charge		
3. 3200 Saint Paul Street k/a 3224 Saint Paul Street	The Johns Hopkins University	19 single face electric signs 18 @ 7" x 7" and one @ 12'7"3/4"x3.6"
\$4,007.10 - Flat Charge		
4. Ward-13 Section 02 Block 3590 Lot 148C	Skyview Homeowners Association, Inc.	One set of stairs 27' x 6 ½'
\$ 210.90 - Flat Charge		

There being no objections, the Board, UPON MOTION duly made and seconded, approved the foregoing Minor Privilege Permits.

The President **ABSTAINED** on item no. 3.

MINUTES

Department of Transportation - Partial Release of Retainage

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement for the Partial Release of Retainage to Highlander Contractor Co., LLC.

AMOUNT OF MONEY AND SOURCE:

\$466,226.00 - 9962-909063-9562-000000-200001

BACKGROUND/EXPLANATION:

The Department requests a partial Release of Retainage for Highlander Contractors Co., LLC for TR 14009, Conduit System Reconstruction of Various Locations Citywide (JOC). All work on Contract No. TR 14009, is substantially completed and all punch list items are complete. The City is holding \$468,226.00 in retainage. The Contractor requested a Partial Release in the amount of \$466,226.00. The remaining \$2,000.00 is sufficient to protect the interests of the City. Pursuant to Section 10.04-81 of Specifications, a Conditional Inspection for Contract No. TR 14009 Conduit System Reconstruction @ Various Locations Citywide (JOC) was held on January 4, 2018.

MWBOO HAS APPROVED THE RELEASE.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement for the Partial Release of Retainage to Highlander Contractor Co., LLC.

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 for the Domestic Violence Unit Program grant Award #DVUP-2019-0006. The period of the agreement is July 1, 2018 through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$55,604.00 - 5000-588019-2013-212900-607004

BACKGROUND/EXPLANATION:

The Baltimore Police Department's (BPD) Domestic Violence Ex Parte/Protective Order Entry Service Program helps reduce existing gaps in services and meets court mandates for timely entry of ex parte/protective orders. The program is designed to increase the efficiency of ex parte/protective order data entry service, and reduce the high occurrence of domestic violence. This program assists all victims of domestic violence in Baltimore City who have sought an ex parte/protective order. This program funds the salary for one contractual administrative assistant who performs data entry and coordinates the overall operation of the program, and overtime support for civilian workers within the unit to assist with the workload of ex parte/protective order data entry service to improve BPD's rate of service.

This 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 approved and authorized acceptance of the Grant Award from the Governor's Office of Crime Control and Prevention for the Domestic Violence Unit Program grant Award #DVUP-2019-0006.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

On the recommendations of the City agencies
hereinafter named, the Board,

UPON MOTION duly made and seconded,
awarded the formally advertised contracts
listed on the following pages:

3780 - 3782

to the low bidders meeting the specifications,
or rejected bids on those as indicated
for the reasons stated.

The Transfers of Funds were approved
SUBJECT to receipt of favorable reports
from the Planning Commission,
the Director of Finance having reported favorably
thereon, as required by the provisions
of the City Charter.

The Comptroller **ABSTAINED** on item nos. 1, 5 & 6

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Procurement

- | | | | |
|----|---|-----------------------|---------------|
| 1. | B50005353, Testing and
Repair of Backflow
Preventer Devices | J.F. Fischer,
Inc. | \$ 150,000.00 |
|----|---|-----------------------|---------------|

MWBOO SET GOALS OF 8% FOR MBE AND 0% FOR WBE.

MBE:	Horton Mechanical Contractors, Inc.	\$12,620.00	8%
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MWBOO FOUND VENDOR IN COMPLIANCE.

- | | | | |
|----|---|---------------------------------|---------------|
| 2. | B50005473, Thermoplastic
Pre-Melting Kettle
Trailer | The Sherwin
Williams Company | \$ 114,256.10 |
|----|---|---------------------------------|---------------|

MWBOO GRANTED A WAIVER.Department of Public Works

- | | | | |
|----|---|------------------------------------|----------------|
| 3. | WC 1370, AMI/R Metering
Infrastructure Repair
And Replacement, Various
Location (3" Larger
Water Service) | J. Fletcher Creamer
& Son, Inc. | \$4,701,870.00 |
|----|---|------------------------------------|----------------|

MWBOO SET GOALS OF 22% FOR MBE AND 11% FOR WBE.

MBE:	S&J Services, Inc.	\$1,040,000.00	22.12%
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WBE:	R&R Contracting Utilities, Inc.	\$ 518,000.00	11.01%
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MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Public Works - cont'd

TRANSFER OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
4.	\$5,078,019.60	9960-906133-9558	9960-902598-9557-06
	Water Revenue	Constr. Res. -	Construction
	Bond	Meter Replacement	

This transfer will cover the cost of WC 1370 AMI/R Metering Infrastructure Repair and Replacement, Various Locations (3" Larger Water Services).

5.	WC 1371, AMI/R Metering Infrastructure Repair and Replacement, Various Location (3" Larger Water Service)	Metra Industries, Inc.	\$2,212,400.00
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MWBOO SET GOALS OF 21% FOR MBE AND 10% FOR WBE.

MBE:	Economic International Construction Co., Inc.	\$398,300.00	18.00%
	AB Trucking & Contracting, LLC	<u>66,375.00</u>	<u>3.00%</u>
		\$464,675.00	21.00%
WBE:	R&R Contracting Utilities, Inc.	\$221,250.00	10.00

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Department of Public Works - cont'd**TRANSFER OF FUNDS**

	<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
6.	\$2,389,392.00	9960-906133-9558	9960-902590-9557-06
	Water Revenue	Constr. Res. -	Construction
	Bond	Meter Replacement	

This transfer will cover cost of WC 1371 AMI/R Metering Infrastructure Repair and Replacement, Various Locations (3" Larger Water Services).

MINUTES

Department of Transportation - Developer's Agreement No. 1568

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Developer's Agreement No. 1568 with Walbrook Mill Apartments, LLC, developer.

AMOUNT OF MONEY AND SOURCE:

\$177,110.00

BACKGROUND/EXPLANATION:

Walbrook Mill Apartments, LLC, would like to install new water, sanitary sewer, conduit, roadway sidewalk, and street lighting to its proposed new building located at 2636 West North Avenue, Baltimore, MD 21216. This agreement will allow the organization to do its own installation in accordance with Baltimore City standards.

A performance bond in the amount of \$177,110.00 has been issued to Walbrook Mill Apartments, LLC, which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

This item is not the result of City procurement and the above named entity is responsible for all cost, MBE/WBE goals do not apply.

UPON MOTION duly made and seconded, the Board approved and authorized execution of Developer's Agreement No. 1568 with Walbrook Mill Apartments, LLC. The Comptroller **ABSTAINED**.

MINUTES

Office of the States Attorney - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Memorandum of Understanding with the Baltimore City State's Attorney Office and the State of Maryland, Department of Public Safety and Correctional Services (DPSCS). The period of the agreement is July 1, 2018 through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$194,500.00 - 4000-403719-1150-118100-601001

BACKGROUND/EXPLANATION:

The DPSCS will reimburse the Office of the State's Attorney for the salary and benefits of two paralegals and one law clerk that will work with prosecutors in the Baltimore City Drug Treatment Court initiative.

This request is being submitted late because we recently received the grant award from the State.

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 Baltimore City State's Attorney Office and the State of Maryland, Department of Public Safety and Correctional Services.

MINUTES

Mayor's Office of Minority and Women-Owned Business Development - Transfer of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve the transfer of funds to the Baltimore City Foundation, Inc. (BCF) in support of the Baltimore Main Streets Coordinating Program (the Program).

AMOUNT OF MONEY AND SOURCE:

\$225,000.00	- FROM:	1001-000000-1250-775600-603051
7,700.00		1001-000000-1250-775600-603022
\$232,700.00	TO:	221-00 MOWBD-Baltimore Main Street

BACKGROUND/EXPLANATION:

The Mayor's Office of Minority and Women-Owned Business Development (MWBD) requests approval to transfer funds from the City's General Fund to BCF on behalf of the Program. This funding is to support transactions related to the operations of the Program.

The Baltimore Development Corporation previously administered the Program, but as of July 1, 2017, the MWBD became the administrator of the Program. As part of the transition to the MWBD, the BCF was selected to serve as the fiscal agent for the Program.

The funds will be dispersed by the BCF to provide:

- i. each designated 501 (c)3 organization, on a quarterly basis, following the receipt and review of a quarterly reports which details Baltimore Main Streets related work performed by the organization, for the period which commenced on July 1, 2018 and ends on June 30, 2019,

MINUTES

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

- ii. payment towards any dues and/or miscellaneous fees associated with being a member of the National Main Streets Program, and
- iii. staffing, web-hosting, Main Street District training and technical assistance services.

The funding was previously transferred to the BCF, as fiscal agent for the Program, for Fiscal Year 2018. The MWBD now wishes to transfer funds to the BCF to serve as fiscal agent for the Program for Fiscal Year 2019.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the transfer of funds to the Baltimore City Foundation, Inc. in support of the Baltimore Main Streets Coordinating Program.

MINUTES

Parking Authority of - Expenditure of Funds
Baltimore City

ACTION REQUESTED OF B/E:

The Board is requested to approve the Expenditure of Funds to pay Otis United Technologies for elevator repairs to three elevators inside the Arena Garage. The Expenditure of Funds is effective upon Board approval for eight weeks.

AMOUNT OF MONEY AND SOURCE:

\$31,778.95 - 2075-000000-2321-252800-609033

BACKGROUND/EXPLANATION:

The Arena Garage, located at 99 S. Howard Street, requires replacement of the hoist ropes in three of the four elevators serving the Garage. The three elevators failed the Annual Safety Inspection, conducted by the Maryland State Department of Labor, Licensing, & Regulation. The failure occurred due to the aging condition of the hoist ropes, which were installed thirty years ago during the 1987 construction of the Garage.

The repairs will be performed by Otis United Technologies (Otis) at a cost of \$31,778.95. Since the elevators are the original 1987 OTIS elevators, and the PABC through its garage operator (IMPARK) maintains a service and maintenance contract with Otis, PABC has not solicited other bids for this work.

The period of Expenditure of Funds is eight weeks; four weeks for scheduling and procurement, two weeks to complete the work, and two weeks for other contingencies. To meet customer needs, only one elevator will be taken offline at a time. The PABC believes that the Otis proposal represents the best value to the PABC and the City in completing this urgent life safety repair work.

MINUTES

Parking Authority of Baltimore City - cont'd

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the Expenditure of Funds to pay Otis United Technologies for elevator repairs to three elevators inside the Arena Garage.

MINUTES

Department of General Services - Interim Report on Fire Station
Engine 46

ACTION REQUESTED OF B/E:

The Department of General Services hereby complies with the requirements of Baltimore City Charter, Article VI § 11 (e)(ii) to report on procurement activities for emergency situations. The urgency to act for the public welfare-public safety and the on-going nature of the events described below have been the reasons for the delay in issuing this report. A contract with the firm selected for this work will be brought to this Board individually.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On or about July 25, 2018, there was discovered at the Engine 46/Truck 27/EMS 4 fire station located at 5500 Reisterstown Road, a "cave-in" of the interior ceiling of the station. This cave-in was the result of a severely leaking roof and was leading to suspected mold growth in one of the wall cavities of the station. As a result of the water infiltration and suspected mold growth, all fire department personnel were relocated to other stations. Some of the fire equipment was also relocated to other stations in the event it is needed should an emergency response situation arise.

The Department immediately took action to procure contractor(s) to address the leaking roof and investigate the suspected mold growth and coordinate a plan for replacement of the leaking roof. Due to the nature and gravity of the incident, notices were provided via email to the Director of Finance on July 31, 2018 and August 1, 2018 that DGS would need to obtain the goods and/or services that were not within the scope of any existing contract and requested that emergency procurement be approved to allow for replacement of the roof. On August 1, 2018, the Director of Finance provided written formal approval authorizing the Department to obtain through emergency procurement the required goods and/or services.

MINUTESDepartment of General Services - cont'd

Since that time, the DGS solicited several contractors known to have the required capabilities to perform the work required to replace the roof. Two of the firms could not commence work until at least after Labor Day (September 3, 2018). Ruff Roofers, Inc. agreed to undertake the roof replacement and a Notice to Proceed (NTP) with the work issued on August 14, 2018.

The Department is negotiating formal emergency procurement contracts with Ruff Roofers, Inc., which the Department will present to the Board for approval as soon as reviews by various City agencies are completed. At the time of the NTP, the total cost of the roof replacement and repairs was estimated at \$296,125.00.

MWBOO GRANTED A WAIVER.

UPON MOTION duly made and seconded, the Board approved the Department of General Services hereby complies with the requirements of Baltimore City Charter, Article VI §11 (e) (ii) to report on procurement activities for emergency situations. The urgency to act for the public welfare-public safety and the on-going nature of the events described below have been the reasons for the delay in issuing this report. A contract with the firm selected for this work will be brought to this Board individually.

MINUTES

Department of Finance/Office - FY 2019 Renewal for
Risk Management (ORM) Flood Coverage

The Board is requested to authorize and approve the renewal of flood coverage for 800 E. Lombard Street. This policy is written through American Bankers Insurance and renews on September 2, 2018.

AMOUNT AND SOURCE OF FUNDS:

\$9,780.00 - 2043-000000-1450-162900-603014

BACKGROUND/EXPLANATION:

On September 13, 2003, heavy rain from Hurricane Isabel caused flooding and inundated 800 E. Lombard Street with 3' of flood water. A claim was made with FEMA. Public Assistance reimbursement was obtained. Distribution of FEMA Public Assistance is contingent upon securing and maintaining flood coverage.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board authorized and approved the renewal of flood coverage for 800 E. Lombard Street.

MINUTES

Department of Planning - No-Cost Time Extension Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the No-Cost Time Extension Agreement (Agreement) with the Maryland Historical Trust (MHT). The period of the Agreement is September 29, 2018 through December 31, 2018.

AMOUNT OF MONEY AND SOURCE:

\$0.00 - 5000-503318-1875-187400-405001

BACKGROUND/EXPLANATION:

On July 20, 2016 the Board approved a \$30,390.00, grant agreement with the Maryland Historic Trust (MHT) for the period of June 20, 2016 through September 29, 2017. Funding from the Maryland Historical Trust (MHT) grant is being utilized to implement specific elements:

1. Complete preliminary best practices research and conduct an assessment of historic and cultural resources to identify high priority historic areas and buildings that are most significantly impacted by natural hazards and climate change.
2. Develop a tangible resiliency toolkit for historic buildings based on building type and vulnerabilities to natural hazards. The guidelines will help to craft new CHAP Design Guidelines. A development document will also be created to guide specific preservation and conservation efforts for historic structures vulnerable to flooding events.

This no-cost one-year time extension has been authorized by the MHT, and there are no proposed changes to the grant deliverables or the budget. The extension will give the team additional time to complete the resiliency toolkit and participate in the update

MINUTES

Department of Planning - cont'd

of the City's disaster preparedness plan update process. The no-cost time extension was for the period of September 27, 2017 through September 29, 2018. Due to unforeseen circumstances all materials were not submitted to the MHT at that time.

This no-cost time extension will extend the period through December 31, 2018, and will allow additional time to complete and update the City's disaster preparedness plan update process.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTES THE NO-COST TIME EXTENSION

UPON MOTION duly made and seconded, the Board approved and authorized execution of the No-Cost Time Extension Agreement with the Maryland Historical Trust.

MINUTES

Department of Planning - No-Cost Extension

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a No-Cost Extension to a grant from the Baltimore Educational Research Consortium of the Johns Hopkins University's School of Education to allow the City to receive sub-awarded funds. The original term of this grant will expire on August 30, 2018. The period of the extension is August 31, 2018 through February 28, 2019.

AMOUNT OF MONEY AND SOURCE:

\$0.00 - 6000-607518-1873-187400-603050

BACKGROUND/EXPLANATION:

The Baltimore Educational Research Consortium (BERC) of Johns Hopkins University's School of Education was awarded a grant titled The School and Housing Market Relationship in an Era of Choice funded by the 21st Century Cities Initiative Seed Grant request for applications program in the amount of \$40,000.00. The research project is to conduct a longitudinal analysis of school choice and enrollment patterns and neighborhood level housing market data. The Department worked with BERC researchers to write the grant proposal and received \$12,500.00 (approved April 2018) to support the project by providing data and support efforts to conduct geo-spatial analysis of housing markets relate and reenrollment data; maintaining such data including database development and maintenance as needed, and providing additional analysis and visualizations. Funds are being utilized to fund salary for Department Staff, including contractual positions, engaging in these activities, the acquisition of needed software or licenses, and limited meeting or printing costs associated with conducting the project. Approval of this extension will allow the Department to continue to support these services until the analysis is complete.

MINUTES

Department of Planning - cont'd

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE NO-COST TIME EXTENSION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the No-Cost Extension to the grant from the Baltimore Educational Research Consortium of the Johns Hopkins University's School of Education to allow the City to receive sub-awarded funds. The President **ABSTAINED**.

MINUTES

Office of the City Council - Governmental/Charitable
Solicitation Application

ACTION REQUESTED OF B/E:

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow Ms. Nia Govan to solicit donations from small businesses and community stakeholders to benefit the Walter P. Carter Recreation Center. The period of the campaign will be effective upon Board approval through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

As a member of the Community Recreation Council organization, Ms. Govan is expected to support the community's fundraising efforts through a variety of endeavors during the 2018-2019 year. Proceeds from fundraising efforts help support recreational activities and the recreation center. Local small businesses and community stakeholders will be solicited directly by Ms. Govan. Solicitations will be made in person, by telephone, and in writing.

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

The mission of the Community Recreation Council organization is to assist with programming and fundraising for the recreation center.

MINUTESOffice of the City Council - cont'd

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

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow Ms. Nia Govan to solicit donations from small businesses and community stakeholders to benefit the Walter P. Carter Recreation Center. The President **ABSTAINED**.

MINUTES

Office of the City Council - Governmental/Charitable
Solicitation Application

ACTION REQUESTED OF B/E:

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow Ms. Nia Govan to solicit donations from small businesses and community stakeholders to benefit the volunteer community organization, Wilson Park Northern Neighborhood Association. The period of the campaign will be effective upon Board approval through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

As President of the organization, Ms. Govan is expected to support Wilson Park Northern Neighborhood Association's fundraising efforts through a variety of endeavors during the 2018-2019 year. Proceeds from fundraising efforts help support various community building initiatives, such as National Night Out, clean ups, prayer walks, outdoor (park) and indoor recreational activities. Local small businesses and community stakeholders will be solicited directly by Ms. Govan. Solicitations will be made in person, by telephone, and in writing.

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

MINUTESOffice of the City Council - cont'd

The mission of Wilson Park Northern Neighborhood Association is to improve the quality of life for its residents. Currently, Wilson Park Northern Neighborhood Association hosts monthly public community meetings and organizes various community building events.

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

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow Ms. Nia Govan to solicit donations from small businesses and community stakeholders to benefit the volunteer community organization, Wilson Park Northern Neighborhood Association. The President

ABSTAINED.

MINUTES

Department of Recreation and Parks - Capital Projects
Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Grant Agreement with the Maryland Board of Public Works to receive a total of \$400,000.00 in Capital Project Funds to assist with the design and construction of the project titled: Baltimore Recreation Centers Renovation.

AMOUNT OF MONEY AND SOURCE:

\$400,000.00 - 9938-910104-9474

BACKGROUND/EXPLANATION:

In June 2018, Baltimore City received a State Capital Project Grant to aid in funding the design and construction of Baltimore Recreation Centers Renovation. Executing this Grant agreement will allow Baltimore City Department of Recreation & Parks to begin design work and allow for the construction of the project. The Enabling Act's authorization automatically terminates for any grant funds that are unexpended or unencumbered by 6/1/2025, or if no part of the project is under contract by June 1, 2025.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Agreement with the Maryland Board of Public Works to receive a total of \$400,000.00 in Capital Project Funds to assist with the design and construction of the project titled: Baltimore Recreation Centers Renovation.

MINUTES

Mayor's Office of Immigrant Affairs - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the agreement with Strong City Baltimore, Inc. through Baltimore Corps Fellowship to hire a Special Assistant to address the need of Baltimore's Foreign Born population. The period of the agreement is September 6, 2018 through September 6, 2019.

AMOUNT OF MONEY AND SOURCE:

\$ 35,000.00	- 1001-000000-1250-775700-603026	
19,800.00	- 1001-000000-1250-775700-603026	(Baltimore City Foundation)
\$ 54,800.00		

BACKGROUND/EXPLANATION:

Strong City Baltimore, Inc. through the Baltimore Corps, a fellowship for professionals, will provide the services of a Special Assistant to the Mayor's Office of Immigrant Affairs (MIMA). The Special Assistant will be under the supervision of the director of MIMA and will provide support to standardize the city's language access program while developing a community outreach strategy to better reach and serve Limited English Proficient (LEP) constituents.

The Special Assistant will be responsible for conducting an assessment of Baltimore City's Foreign Born community networks to increase outreach to-hard-to-serve populations often related to language barriers. In addition, the Assistant will provide support to coordinate and standardize a process to improve and enhance language access polices across city agencies.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Mayor's Office of Immigrant Affairs - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with Strong City Baltimore, Inc. through Baltimore Corps Fellowship to hire a Special Assistant to address the need of Baltimore's Foreign Born population.

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. MCLEAN CONTACTING

<u>COMPANY</u>	<u>\$</u>	<u>0.00</u>	<u>Renewal</u>
Contract No. B50004126 - Structural Maintenance and Dredging of Inner Harbor - Department of Transportation - P.O. No. P532947			

On September 23, 2015, the Board approved the initial award in the amount of \$629,580.00. The award contained two 1-year renewal options. This first renewal in the amount of \$0.00 is for the period August 16, 2018 through August 15, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On May 20, 2015, it was determined that goals would be set as MBE 8% and WBE 3%. On August 6, 2018, MWBOO found vendor in compliance.

	<u>Commitment</u>	<u>Performed</u>	
MBE: G.E. Frisco Company, Inc.	8.3%	\$0	0.00%
WBE: A2Z Environmental Group, LLC	3.3%	\$0	0.00%

There was no work performed on this contract.

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

- | | | |
|--------------------------------|--------------|---------|
| 2. <u>PHYSIO-CONTROL, INC.</u> | \$450,000.00 | Renewal |
|--------------------------------|--------------|---------|
- Contract No. 08000 - LifePak 15 Monitor/Defibrillator - Fire Department - P.O. No. P529044

On September 24, 2014, the Board approved the initial award in the amount of \$231,873.60. The award contained three 2-year renewal options. Subsequent actions have been approved and one renewal option has been exercised. This second renewal in the amount of \$450,000.00 is for the period October 1, 2018 through September 30, 2020, with one 2-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

- | | | |
|---|---------|---------|
| 3. <u>GARDEN STATE HIGHWAY PRODUCTS, INC.</u> | \$ 0.00 | Renewal |
|---|---------|---------|
- Contract No. B50005049 - Aluminum Sheets - Department of Transportation - P.O. No. P541919

On August 9, 2017, the Board approved the initial award in the amount of \$59,878.00. The award contained four 1-year renewal options. This first renewal in the amount of \$0.00 is for the period August 9, 2018 through August 8, 2019, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

On May 31, 2017, MWBOO it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

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| 4. <u>ITRON, INC.</u> | <u>\$400,000.00</u> | <u>Renewal</u> |
| Contract No. 08000 - ERT Equipment Accessories and Repair Parts - Department of Public Works - Water and Wastewater - Revenue Measuring and Billing - P.O. No. P532591 | | |

On August 19, 2015, the Board approved the initial award in the amount of \$400,000.00. The award contained two 1-year renewal options. This first renewal in the amount of \$400,000.00 is for the period September 1, 2018 through August 31, 2019 with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

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| 5. <u>THEMIS SOLUTIONS, INC.</u> | <u>\$ 38,919.60</u> | <u>Renewal</u> |
| Contract No. 06000 - CLIO Subscription Licenses - Law Department - P.O. No. P531659 | | |

On June 17, 2015, the Board approved the initial award in the amount of \$43,272.00. The award contained four 1-year renewal options. Two renewal options have been exercised. This third renewal in the amount of \$38,919.50 will provide for the

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

continuation of the CLIO case management system to meet the Law Department's operational needs for management, retention and organization of its litigation files. The renewal is for the period June 17, 2018 through June 16, 2019, with one 1-year renewal option remaining.

MBE/WBE PARTICIPATION:

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

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| 6. <u>NICUSA, INC.</u> | <u>\$ 15,000.00</u> | <u>Renewal</u> |
| Contract No. 08000 - Maryland Motor Vehicle Administration Records - Department of Transportation, Finance Department - P.O. No. P525696 | | |

On November 27, 2013, the Board approved the initial award in the amount of \$50,914.81. The award contained annual renewal options subject to agreement by the parties. Four renewal options have been approved. The City is required to obtain the Maryland Motor Vehicle Administration Records from NICUSA, Inc. per the agreement between the State and the vendor. This fifth renewal of an annually renewed service contract is for the period July 1, 2018 through June 30, 2019, with additional annual renewals subject to agreement by the parties. The above amount is the City's estimated requirement.

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

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. This meets the requirement for certification of a sole source procurement.

7. LORENZ LAWN & LANDSCAPE
 INC. t/a LORENZ INC. \$1,500,000.00 Renewal
 Contract No. B50004509 - Supply & Deliver Spring & Fall Tree
 Planting & Maintenance - Department of Recreation and Parks -
 P.O. No. P535434

On May 4, 2016, the Board approved the initial award in the amount of \$275,810.00. The award contained four 1-year renewal options. Subsequent actions have been approved. The vendor is responsible for planting spring and fall trees in designated areas throughout Baltimore City for the Department of Recreation and Parks Forestry Section. This second renewal in the amount of \$1,500,000.00 is for the period May 4, 2018 through May 3, 2019, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On March 15, 2016, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO SET GOALS OF 0% MBE AND 0% WBE.

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

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| 8. GRAPHIC COMPUTER SOLUTIONS,
INC. t/a JUDICIAL DIALOG
SYSTEMS | \$ 12,500.00 | Renewal |
| Contract No. 08000 - Judicial Dialog v-Paper Software
Maintenance and Support - State's Attorney's Office - P.O.
No. P533057 | | |

On March 17, 2015, the City Purchasing Agent approved the initial award in the amount of \$12,500.00. The award contained four renewal options. Three renewal options have been exercised. This final renewal in the amount of \$12,500.00 is for the period October 1, 2018 through September 30, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

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|--|--------------|---------|
| 9. DUNBAR ARMORED d/b/a
DUNBAR ARMORED, INC. | \$ 20,000.00 | Renewal |
| Contract No. B50003386 - Armored Transport Services -
Department of Finance, Transportation, etc. - P.O. No.
P528141 | | |

On July 23, 2014, the Board approved the initial award in the amount of \$41,255.59. Subsequent actions have been approved. This third and final renewal in the amount of \$60,000.00 is for the period August 1, 2018 through July 31, 2019.

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 April 17, 2014, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO SET GOALS OF 0% MBE AND 0% WBE.

- | | | |
|--|--------------|---------|
| 10. PLAYGROUND SPECIALISTS,
INC. | \$200,000.00 | Renewal |
| Contract No. B50004884 - Playground and Athletic Court Resurfacing Repairs - Department of Recreation and Parks - P.O. No. P540345 | | |

On July 19, 2017, the Board approved the initial award in the amount of \$200,000.00. The award contained five 1-year renewal options. This first renewal in the amount of \$200,000.00 is for the period July 12, 2018 through July 11, 2019, with four 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On January 31, 2017, MWBOO set goals of 5% MBE and 2% WBE. On July 10, 2018 MWBOO found vendor in compliance.

	<u>Commitment</u>	<u>Performed</u>
MBE: Grass Roots Landscaping, Co. LLC	5%	\$0.00 0.00%

WBE: Waived.

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

11. TANGO HEALTH, INC.	\$230,000.00	Renewal
Contract No. 06000 - ACA (Affordable Care Act) Compliance and IRS Reporting - Department of Human Resources - P.O. No. P532543		

On August 26, 2015, the Board approved the initial award in the amount of \$275,000.00. The award contained six 1-year renewal options. Two renewal options have been exercised.

The Patient Protection and Affordable Act (ACA, P.L. 111-148, as amended) is a Federal law that requires the City to offer health and prescription drug coverage to its full-time eligible employees, i.e. those employees working 30 or more hours per week/per month or the City would incur certain penalties, as defined under IRS Code Section 4980H(a) or (b).

The vendor provides services to ensure the City's continued compliance with the ACA through continued monitoring of the City's approximately 15,000 employees, ongoing determinations regarding employee eligibility in accordance with the evolving ACA legal landscape, and preparation of required and necessary IRS reports consistent with current and future regulatory requirements. The above amount is the City's estimated requirement.

This third renewal in the amount of \$230,000.00 is for the period August 26, 2018 through August 25, 2019, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

On August 3, 2015, MWBOO granted a waiver because of no opportunity to segment the contract. The software is hosted by the vendor, Tango Health, and all data transmission is done remotely.

MWBOO GRANTED A WAIVER.

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|---|--------------|----------|
| 12. LAWMAN SUPPLY COMPANY
OF NEW JERSEY, INC. | \$500,000.00 | Increase |
| Contract No. B50002320 - Personal Ballistic Soft Body Armor
for the Police Department - Baltimore City Police Department
- P.O. No. P520659 | | |

On April 18, 2012, the Board approved the initial award in the amount of \$1,430,791.40. The award contained two renewal options. Subsequent actions have been approved and both renewal options have been exercised. This increase in the amount of \$500,000.00 is necessary to purchase additional armor for Classes 18-03 and 18-04, replace expiring armor, and to provide funding for the remainder of the contract term. This increase will make the award amount \$2,432,791.40 and is for the period August 15, 2017 through August 14, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On May 23, 2011, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

13. MARTIN'S INC.	\$585,000.00	Increase
Contract No. B50004928 - Summer Food Service Program - Department of Housing and Community Development - P.O. No. P539660		

On May 31, 2017, the Board approved the initial award in the amount of \$1,364,800.00. The award contained four renewal options. This increase in the amount of \$584,000.00 is necessary to cover the remainder of the summer. This increase will make the award amount \$3,349,800.00. The contract expires on May 31, 2019, with three renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On March 3, 2017, MWBOO set goals of 14% MBE and 9% WBE. On April 23, 2018, Martin's Inc. was found in compliance.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Class Act Café' and Catering,	14%	\$284,041.53	22.10% Inc.
WBE: Shalom Catering Corporation	9%	\$170,513.36	13.27%
M R Enterprises, Inc.		<u>28,906.36</u>	2.25%*
		\$199,419.72	

*Maximum expenditure by a supplier has been achieved.

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Procurement

14. NO OPPORTUNITY WASTED, LLC \$924,750.00 Increase
 Contract No. B50004606 - Janitorial Services for Service Area
 D - Department of General Services - P.O. No. P537826

On November 2, 2016, the Board approved the initial award in the amount of \$739,980.00. On July 24, 2018, the City Purchasing Agent approved an increase in the amount of \$5,000.00. Due to the addition of several new locations and to continue all services through the remaining contract term, an increase in the amount of \$924,750.00 is necessary. This increase will make the award amount \$1,669,730.00. The contract expires on November 30, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

The initial award goals were 20% MBE and 10% WBE. On August 16, 2018, MWBOO found vendor in non-compliance. The Board is requested to allow the vendor ten days to come into compliance.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Clean and Clean Services, LLC	20%	0	0%
WBE: Affordable Carpet Cleaning Corporation	10%	0	0%

The Prime Contractor did not meet the MBE or WBE goals for this contract.

MWBOO FOUND VENDOR IN NON-COMPLIANCE.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

15. POTTERS INDUSTRIES, INC.	\$49,000.00	Low Bid
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Contract No. B50005500 - Supply Glass Beads - Department of Transportation - Req. No. R797743

Vendors were solicited by posting on CitiBuy. On July 27, 2018, four bids were received and opened. Award is recommended to the lowest responsive and responsible bidder. The period of the award is September 1, 2018 through August 31, 2019, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

16. NATIONAL ENVIRONMENTAL, INC.	\$49,000.00	Low Bid
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Contract No. B50005490 - Supply RPR Supplies to BDC Lab - Health Department - Req. No. R790938

Vendors were solicited by posting on CitiBuy. On July 16, 2018, four bids were received and opened. Award is recommended to the lowest responsive and responsible bidder. The period of the award is September 1, 2018 through August 31, 2019, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

17. LYTX, INC.	\$187,465.00	Sole Source
Contract No. 08000 - Maintenance, Service, Repairs, Supplies, and Equipment for the Drive Cam System - Baltimore City Fire Department - Req. Nos. R799310 and R799313		

LytX Inc. is the sole authorized vendor to offer event-based vehicle camera monitoring along with the maintenance and support service and extended GSA pricing to the City. The vendor also provides the maintenance, equipment, supplies, repairs, and support of the products, which must be compatible with currently, installed equipment at the Fire Department. The period covered is July 1, 2018 through June 30, 2021.

The above amount is the City's estimated requirement. However, the vendor will supply the City's entire requirement, be it more or less.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking nor would it be practicable to obtain competitive bids. Therefore, pursuant to Article VI, Section 11(e)(i) of the City Charter 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 these commodities are only available from the distributor, and are not available from subcontractors.

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

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| 18. CLAMPETT INDUSTRIES, LLC | | Cooperative |
| d/b/a EMG | \$100,000.00 | Contract |
| Housing Authority of Baltimore City Contract Number B-1787-15/IIAE-2745 – Professional Services to Update and Complete Physical Needs Assessment and Energy Audits - Department of Recreation and Parks - Req. No. R796553 | | |

Physical Needs Assessment and Energy Audits services will be purchased from the competitively bid, consulting services Contract No. B-1 787-1 5/HAE-2745 between the Housing Authority of Baltimore City and Clampett Industries, d/b/a/EMG. This requirements contract is essential for implementing and updating, as necessary, a comprehensive green physical needs assessments and an energy audit in a form and manner prescribed by the Department of Recreation and Parks that incorporates the life-cycle repair and replacement costs of project systems and components for a 20-year period, for each facility in Recreation and Parks inventory for long range capital planning. The period of the contract is August 22, 2018 through September 14, 2019 with one, 1-year renewal option remaining.

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

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

MBE: Mimar Architects & Engineering	\$7,500.00	15%
WBE: Carroll Engineering, Inc.	\$2,500.00	5%

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Procurement

19. IEH AUTO PARTS, LLC t/a AUTO PLUS AUTO PARTS	\$0.00	Assignment and Assumption Agreement
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Contract Number B50001427 - Aftermarket Parts and Supplies for Cars and Light Trucks - Department of General Services, Fleet Management - P.O. Nos.: Multiple

The Board is requested to approve and authorize execution of an Assignment and Assumption Agreement with IEH Auto Parts, LLC t/a Auto Plus Auto Parts. The contract expires on November 30, 2018.

On June 30, 2010, the Board approved the initial award of Contract No. B50001427 to UNI-Select USA, Inc. Subsequent actions have been approved.

On June 1, 2015, IEH Auto Parts, LLC t/a Auto Plus Auto Parts acquired the rights, title, and interest in UNI-Select USA, Inc. and is requesting an assignment of Contract Number B50001427 to IEH Auto Parts, LLC t/a Auto Plus Auto Parts.

MBE/WBE PARTICIPATION:

On March 19, 2010, 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

h. GREENWOOD TOWING, INC.

i. MCDEL ENTERPRISES, INC.

\$1,000,000.00

Extension

Contract No. B50002251 - Citywide Police Requested Towing Services - Department of Transportation - Baltimore Police Department etc. - P.O. Nos. various

On August 15, 2012, the Board approved the initial award in the amount of \$1,800,000.00. Subsequent actions have been approved. An extension is being requested to continue towing services for various City agencies, to allow the City to complete a revision of the towing regulations and requirements before posting a new solicitation. The contract expires on August 31, 2018. The period of the extension is September 1, 2018 through February 29, 2019.

MBE/WBE PARTICIPATION:

MWBOO set goals of 10% MBE and 3% WBE. Lilith, Inc. t/a Jim Elliott's Towing, and Universal Towing, LLC were found compliant on July 25, 2018. Greenwood Towing, Inc. and McDel's Enterprises, LLC were found non-compliant on July 25, 2018. Frankford Towing Services, LLC, Frankford Towing Associates, LLC and Frankford Towing, Inc. were found compliant on July 30, 2018. Ted's Towing Services, Inc., and Mel's Towing & Service Center, Inc. were found compliant on July 31, 2018, and Frankford Towing, LLC was found non-compliant on August 2, 2018.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONSVENDOR AMOUNT OF AWARD AWARD BASISBureau of Procurementa. Ted's Towing Service, Inc.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Chaudhry Towing Company, Inc.	10%	\$2,973.00	12.6%
JJ Adams Fuel and Oil Company, LLC		\$ 682.10	3.2%

	<u>Commitment</u>	<u>Performed</u>	
WBE: CC Press.Net, Inc.	3%	\$ 750.40	3.2%

MWBOO FOUND VENDOR IN COMPLIANCE.b. Mel's Towing & Service Center, Inc.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Chaudhry Towing Company, Inc.	10%	\$2,000.00	16.6%
JJ Adams Fuel and Oil Company, LLC		\$ 457.10	3.8%
WBE: CC Press.Net, Inc.	3%	\$ 396.50	3.3%

MWBOO FOUND VENDOR IN COMPLIANCE.c. Frankford Towing Associates, LLC

	<u>Commitment</u>	<u>Performed</u>	
MBE: Chaudhry Towing Company, Inc.	10%	\$12,720.00	8.8%

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS	
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Bureau of Procurement

	<u>Commitment</u>	<u>Performed</u>	
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WBE: CC Press.Net, Inc.	3%	\$ 4,481.10	3.1%
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MWBOO FOUND VENDOR IN COMPLIANCE.

d. Lilith, In. t/a Jim Elliot's Towing

	<u>Commitment</u>	<u>Performed</u>	
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MBE: McDel's Enterprises, Inc.	10%	\$6,980.00	10.7%
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WBE: Doug's Auto Parts	3%	\$2,290.00	3.5%
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MWBOO FOUND VENDOR IN COMPLIANCE.

e. Frankford Towing Service, LLC

	<u>Commitment</u>	<u>Performed</u>	
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MBE: Chaudhry Towing Company, Inc.	10%	\$4,620.00	9.6%
JJ Adams Fuel and Oil Company, LLC		\$1,491.88	3.1%

WBE: CC Press.Net, Inc.	3%	\$1,603.64	3.4%
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MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONSVENDOR AMOUNT OF AWARD AWARD BASISBureau of Procurementf. Frankford Towing, LLC

	<u>Commitment</u>	<u>Performed</u>	
MBE: Chaudhry Towing Company, Inc.	10%	\$44,317.00	9.7%
JJ Adams Fuel and Oil Company, LLC		\$14,093.32	3.1%
WBE: CC Press.Net, Inc.	3%	\$ 9,202.40	0.021%

The Contractor did not meet the WBE goal.

MWBOO FOUND VENDOR IN NON-COMPLIANCE.g. Frankford Towing, Inc.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Chaudhry Towing Company, Inc.	10%	\$5,070.70	9.1%
JJ Adams Fuel and Oil Company, LLC		\$1,686.99	3.0%
WBE: CC Press.Net, Inc.	3%	\$1,704.20	3.1%

MWBOO FOUND VENDOR IN COMPLIANCE.h. Greenwood Towing, Inc.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Hopkins Fuel	10%	\$13,764.70	10.3%

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONSVENDOR AMOUNT OF AWARD AWARD BASISBureau of Procurement

WBE: Viking Chemicals, Inc.	3%	\$ 480.66	0.04%
Maryland Reprographics		\$ 3,998.50	3.0%

The Prime did not meet the WBE goal.

MWBOO FOUND VENDOR IN NON-COMPLIANCE.i. McDel's Enterprises, LLC

	<u>Commitment</u>	<u>Performed</u>	
MBE: Apex Petroleum	10%	\$94,317.47	29.6%
WBE: Litcher Group LLC	3%	\$ 9,500.00	0.03%

The Contractor did not meet the WBE goal.

MWBOO FOUND VENDOR IN NON-COMPLIANCE.

UPON MOTION duly made and seconded, the Board approved the foregoing Informal Award, and Increases and Extensions to Contracts. The Board also approved and authorized execution of the Assignment and Assumption Agreement with IEH Auto Parts, LLC t/a Auto Plus Auto Parts (item No. 19), and the Second Amendment to Agreement with Transdev Services, Inc. (item No. 20.).

MINUTES

Department of Housing and - FY 2017 Choice Neighborhoods
Community Development (DHCD) Implementation Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the FY 2017 Choice Neighborhood Implementation Grant Agreement. The period of the agreement is July 6, 2018 through September 30, 2025.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

In November 2017, the City and the Housing Authority of Baltimore City (HABC) were co-applicants to the Department of Housing and Urban Development for the \$30,000,000.00 Choice Neighborhoods Grant for the Perkins-Somerset-Oldtown Choice Neighborhoods Initiative. The proposed transformation would redevelop 629 units of public housing at the Perkins Homes and former Somerset Homes site as well as new educational and community facilities, recreational centers, open space, commercial and retail, and mixed-income housing. The HABC was the applicant and the City was the co-applicant.

On November 8, 2017, the Board approved the Choice Neighborhoods application. On July 6, 2018, HUD notified the HABC that they were the recipients of a \$30,000,000.00 Choice Neighborhoods Grant Award.

The Board is now requested to approve a Grant Agreement between HUD, HABC and the City. The Grant Agreement details eligible services, schedules, reporting requirements and funding requests. Grant funds will be made available to the HABC as the Grantee. The HABC's Board of Commissioners will approve the Executive Director's ability to execute the Agreement at their August 31, 2018 meeting.

MINUTES

DHCD - cont'd

The Grant Agreement is late because although the award was made in July, Grant Agreements were not provided until August.

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the FY 2017 Choice Neighborhood Implementation Grant Agreement. The President **ABSTAINED**.

MINUTES

Department of Housing and - Grant Agreement
Community Development (DHCD)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Grant Agreement with the Maryland Department of Housing and Community Development. The period of the Grant Agreement is July 1, 2018 through June 30, 2021.

AMOUNT OF MONEY AND SOURCE:

\$4,725,000.00 - 5000-594419-5971-787800-603051

BACKGROUND/EXPLANATION:

The State of Maryland Department of Housing and Community Development has designated the City as a principal partner in the EmPOWER Energy Efficiency program governed by the Maryland Public Service Commission.

EmPOWER Energy Efficiency program funding provides energy conservation services and weatherization to low-income families at or below 200% of poverty within the City of Baltimore. City staff conducts energy audits of homes to be served, and contractors working for the City provide the energy home improvements - insulation, air sealing, heating system maintenance, and appliance replacement.

As of 2018, the City has weatherized over 10,000 housing units since 2009 utilizing EmPOWER, Department of Energy, and Customer Investment Funds.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Agreement with the Maryland Department of Housing and Community Development.

MINUTES

Department of Housing and - First Amendment to
Community Development Subgrantee Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify the First Amendment to Subgrantee Agreement (First Amendment) with the Maryland Department of Housing and Community Development. The First Amendment will extend the period of the Subgrantee Agreement through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$106,315.00 - 5000-585018-5971-439500-603051

BACKGROUND/EXPLANATION:

On March 22, 2017 the Board approved a grant agreement with the Maryland Department of Housing and Community Development. Under the agreement the State would provide the City with \$250,000.00 to provide weatherization services, heating system repair and health and safety measures. The grant was fully executed on April 25, 2017 and the period of the grant was through June 30, 2018.

The State of Maryland Department of Housing and Community Development has designated the City as a principal partner in the State's weatherization program. The Maryland Strategic Energy Investment Fund (SEIF) funding provides energy conservation services and weatherization to low-income families at or below 200% of poverty within the City. The City staff conducts energy audits of homes to be served, and contractors working for the City provide the energy home improvements - insulation, air sealing, heating system maintenance, and appliance replacement.

The Maryland Department of Housing and Community Development receives SEIF funds from the Maryland Department of Human Resources, and under this First Amendment is providing the City of Baltimore with additional funding of \$106,315.00 to provide weatherization services, heating system repair and health and safety measures.

MINUTES

Department of Housing and - cont'd
Community Development

The period of the Subgrantee Agreement is extended to June 30, 2019.

The First Amendment to Subgrantee Agreement is late because of the administrative process.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board ratified the First Amendment to Subgrantee Agreement with the Maryland Department of Housing and Community Development.

MINUTES

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

The Board is requested to approve and authorize execution of the Community Development Block Grant Agreements. The period of the agreements is January 1, 2018 through December 31, 2018.

1. **BON SECOURS OF MARYLAND FOUNDATION, INC.** **\$180,000.00**

Account: 2089-208918-5930-530403-603051	\$118,623.00
2089-208918-5930-530434-603051	\$ 61,377.00

The purpose of this CDBG Agreement is to provide CDBG funding to implement a Clean and Green Program and a community greening strategy by converting blighted vacant lots in low- and moderate - income areas of Southwest Baltimore into green open spaces and side yards. This program will also provide employment training to area residents to develop the necessary job skills in order to become gainfully employed in the green industries. The subgrantee will engage the Community Law Center to gain access to privately-owned lots using the Self-Help Nuisance Abatement process.

MWBOO GRANTED A WAIVER.

2. **BALTIMORE OFFICE OF PROMOTION & THE** **\$ 99,025.00**
 ARTS, INC. (BOPA)

Accounts: 9990-915333-9593-900003-706047	\$10,969.00
2089-208917-5930-716103-603051	\$21,756.00
2089-208918-5930-716103-603051	\$66,300.00

Under the terms of this CDBG Agreement, the funds will be used to subsidize Baltimore Community Arts Program (BCAP). BCAP works with artists and neighborhood groups to abate graffiti, revitalize blighted areas, beautify the streetscape and

MINUTES

Department of Housing and - cont'd
Community Development

employ local artists. The art forms are created by professional artists in collaboration with neighborhood residents in a variety of mediums and placed on properties located in low- and moderate -income neighborhoods that are primarily residential. Five murals will be produced under this Agreement. Also, a mural entitled Equilibrium produced under a previous BOPA Agreement will be installed.

THE TRANSFER OF FUNDS IN THE AMOUNT OF \$10,969.00 WAS APPROVED BY THE BOARD OF ESTIMATES ON AUGUST 8, 2018.

MWBOO GRANTED A WAIVER.

On June 28, 2017, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2018 Annual Action Plan for the following formula programs:

1. Community Development Block Grant (CDBG)
2. HOME Investment Partnership Act (HOME)
3. Emergency Shelter Grant Entitlement (ESG)
4. Housing Opportunity for People 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 agreements were delayed due to final negotiations and processing.

MINUTES

Department of Housing and - cont'd
Community Development

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.

MINUTES

Department of Housing and - Loan Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve the Home Investment Partnerships Program Loan in an amount not to exceed \$1,000,000.00, (the Home Loan) to Walbrook Mill Apartments LLC. Proceeds of the HOME Loan will be used to support a portion of the hard construction costs and the new construction 65 rental units of which 58 units (the Affordable Units) will be affordable and seven units will be market rate units to be known as the Walbrook Mill Apartments.

The Board is also requested to authorize the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law.

AMOUNT OF MONEY AND SOURCE:

<u>Source of Funds</u>		<u>Uses of Funds</u>	
Capital One		Construction	
permanent loan	\$ 1,790,000.00	Costs (includes	
MD/CDA Rental		contingency)	\$14,266,509.00
Housing Program	1,940,000.00	Fees Related to	
HOME LOAN	1,000,000.00	Construction	1,699,661.00
LIHTC Equity	14,773,523.00	Financing Costs	1,065,098.00
Deferred Fee	276,802.00	Developer Fee	2,113,167.00
		Guarantees and	
		Reserves	336,290.00
		Acquisition	
		Costs	100,000.00
		Syndication	
		Related Costs	199,600.00
<u>TOTAL SOURCES</u>	\$19,780,325.00	<u>TOTAL USES</u>	\$19,780,325.00

(All amounts are approximate)

MINUTES

Department of Housing and - cont'd
Community Development

BACKGROUND/EXPLANATION:

Osprey Property Company LLC (Osprey Property Company) is a for-profit real estate developer specializing in affordable housing and commercial development projects. The company has a 30-year history of successfully completing development projects throughout the Mid-Atlantic region, including Baltimore.

The subject of this request, 2636 Walbrook Avenue, is located in the Panway/Braddish neighborhoods of West Baltimore and is adjacent to Coppin State University. The neighborhood has suffered from abandonment for half a century and remains in a community distressed by poverty, high unemployment, substandard housing, drug addiction and violence. Between 2000 and 2014, the census estimates that the neighborhood lost approximately 30% of its population while the number of vacant dwellings more than doubled.

The Walbrook Mill Apartments is the proposed new construction of affordable housing as part of a mixed-use development that will consist of 65 rental units of which 58 units (the Affordable Units) will be affordable and seven units will be market rate units. Of the 58 affordable units, ten units will be reserved for tenants with incomes at 30% of the Area Median Income (the AMI) adjusted for family size, eight units will be reserved for tenants with incomes at 40% of AMI and 40 units will be reserved for tenants with incomes at 50% OF AMI. The unit mix will include a multipurpose room, laundry facilities, on-site management office, fitness center and tenant storage.

MINUTES

Department of Housing and - cont'd
Community Development

site will offer a total of approximately 10,365 square feet of ground floor retail/commercial space in a single four-story mixed-use building. The site is currently improved with a former lumber yard known as Walbrook Lumber and vacant commercial storage buildings that are to be demolished prior to the commencement of construction. The redevelopment of this site is a key to the redevelopment along the North Avenue corridor.

The project will have ten Section 811 units that are covered by a Section 811 Rental Assistance Contract administered by the State of Maryland's Department of Housing and Community Development for a period of 20 years. In addition, one three-bedroom unit will be covered under a 15 year Housing Assistance Payment contract (HAP Contract) administered by the Housing Authority of Baltimore City as a long-term affordable unit for persons with disabilities.

The development will be constructed on a site owned by Walbrook Core LLC (the Owner). Walbrook Mill Apartments LLC (the Borrower) will have a leasehold interest in the site through a ground lease with a 99-year term (the Ground Lease). The Ground lease will require a one-time upfront payment of \$100,000.00 by the Borrower.

The HOME Loan will be used solely to finance a portion of the hard construction costs of the Affordable Units.

An appraisal was prepared on July 23, 2018, by Novogradac and Company. The future prospective value of the stabilized project, assuming affordable rents, was determined to be \$2,800,00.00 (the prospective leasehold value of the project's value with the benefit of a brownfield's tax credit and taking into account the master lease structure). The prospective leased fee value of the project at stabilization assuming no affordable housing restrictions was determined to be \$8,100,000.00. The appraised

MINUTES

Department of Housing and - cont'd
Community Development

value is below the total cost of the project. This is common in transactions involving LIHTC and affordable housing. The LIHTC provides equity, which achieved its return through a federal tax credit rather than through the value of the property. Without the value of the LIHTC financing, projects with restricted rents could not be financed. Since the reduced rents decrease the appraised value, the combined debt is well under the appraised value, leaving only the equity exposed, which is, as noted above relying on tax incentives rather than the property. The Department is comfortable recommending the HOME Loan under these circumstances.

The appraisal has been submitted to the Real Estate Department.

PARTICIPATING PARTIES:**A. DEVELOPER**

The Borrower (Walbrook Mill Apartments LLC, an affiliate of Osprey Property Company), will own the project. The Coppin Heights Community Development Corporation is the nonprofit partner of Osprey Property Company in the project and will assist the property manager in providing appropriate resident services, support Osprey Property Company to secure local development approvals, and help Osprey Property Company identify capital sources for the project. Osprey Property Company will guarantee construction completion and will also act as the Administrative Member of the Borrower.

B. GENERAL CONTRACTOR/ARCHITECT

Commercial Construction Inc. will act as the general contractor and post a 100% Payment and Performance Bond. Cho Benn Holback will provide architectural services.

MINUTES

Department of Housing and - cont'd
Community Development

C. PARTICIPATING LENDERS**CAPITAL ONE BANK - 1ST lien permanent loan + 3rd Lien construction bridge loan**

Capital One Bank will make a construction loan in the approximate amount of \$12,700,000.00 (the CONA Loan). The CONA Loan will be comprised of a permanent loan in the approximate amount of \$1,790,000.00 (the CONA Permanent Loan) and a bridge loan in the approximate amount of \$11,800,000.00 (the CONA Bridge Loan).

The CONA Permanent Loan will have a construction period of 24 months before any allowable extensions. During this period, the interest rate on the CONA Permanent Loan will be approximately 2.50% over the one-month LIBOR. Following the construction loan period, the CONA Permanent Loan will be funded with two tranches. Tranche A totaling \$1,650,000.00 will have a fixed interest rate which is currently estimated to be approximately six percent, have a term of 15 years, and will be amortized over 30 years following construction completion. Tranche B will total \$140,000.00 and will be amortized over ten years with a ten year term at an estimates fixed interest rate of six percent.

The CONA Bridge Loan will have a term of 24 months from the date of loan closing (plus any applicable extensions), will have an approximately 250 basis points over the one-month LIBOR, and will require monthly interest payments. The CONA Bridge Loan is expected to be repaid from installments of tax credit equity.

MINUTES

Department of Housing and - cont'd
Community Development

MD CDA RHP LOAN - 2nd Lien construction /2nd Lien permanent loan

MD CDA will make a loan from its Rental Housing Program in an amount up to \$1,940,000.00 (the RHP Loan) to fund permitted development costs. No interest will be charged on the RHP Loan during the construction period of 24 months, which will include up to three months for cost certification. The RHP Loan will have a permanent loan period of 40 years following completion of construction during which time principal and contingent interest will be due and payable in accordance with the CDA program requirements and applicable loan documents.

BALTIMORE CITY HOME LOAN 4TH lien construction/3rd lien permanent loan

The HOME Loan will be in the approximate amount of \$1,000,000.00 and will have the same construction loan period as the RHP Loan. Following construction completion, the HOME Loan will have a 40 year permanent loan period (the HOME Permanent Loan Period). The interest rate on the HOME loan will be zero percent (0.0%). No payments on the HOME Loan will be required during construction, but during the HOME Permanent Loan Period, principal and contingent interest will be due and payable in accordance with the CDA program requirements and applicable loan documents. The outstanding principal balance and any deferred and accrued interest is due and payable on the last day of the HOME Permanent Loan Period. The HOME Loan will be long-term subordinate debt.

MINUTES

Department of Housing and - cont'd
Community Development

OTHER FINANCING:

The project will also benefit from a grant to Neighborhood Housing Services from MD DHCD's Project C.O.R.E. Program in the amount of \$3,000,000.00 which grant was in term loaned to the Owner, and which is currently secured by a mortgage but such mortgage will be released when the tax credit extended use agreement is recorded against the fee interest on the property.

MBE/WBE PARTICIPATION:

Article 5, Subtitle 28 of the Baltimore City Code of the Minority and Women's Business Opportunity is fully applicable and no request for a waiver has been made.

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$1,000,000.00	9910-923006-9609	9910-904580-9610
Federal Home FY 2018	Home FY 2018 (Reserve)	Walbrook Mill Apartments

This transfer will provide Federal HOME funds to Walbrook Mill Apartment LLC to support a portion of the construction costs of Walbrook Mill Apartments.

UPON MOTION duly made and seconded, the Board approved the Home Investment Partnerships Program Loan in an amount not to exceed \$1,000,000.00, to Walbrook Mill Apartments LLC. The Board

MINUTES

Department of Housing and - cont'd
Community Development

also authorized the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law. The transfer of funds was approved SUBJECT to receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the Provisions of the City Charter. The Comptroller **ABSTAINED**.

MINUTES

Bureau of the Budget and Management Research - Grant Award and Appropriation Adjustment Order No. 6

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of a Grant Award from the Maryland Department of Health (MDH), Behavioral Health Administration to the Health Department and an intradepartmental transfer from Service 715: Administration-Health Department to Service 307: Substance Abuse and Mental Health-Health Department. The period of the Grant Award is July 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$65,000.00 - From: 4000-400019
 Service 715: Administration-Health
 Department
 To: 4000-400019
 Service 307: Substance Abuse and Mental
 Health-Health Department

BACKGROUND/EXPLANATION:

Acceptance of the supplemental funding and corresponding appropriation adjustment order will allow the Department to continue programs and services to prevent new cases of opioid addiction and misuses and expand access to treatment and recovery services.

The grant award is late because of the administrative process.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Bureau of the Budget and - cont'd
Management Research

UPON MOTION duly made and seconded, the Board **DEFERRED** the request to approve acceptance of the Grant Award and Appropriation Adjustment Order No. 6 from the Maryland Department of Health until September 12, 2018.

MINUTES

Bureau of the Budget and
Management Research

- Grant Award and Appropriation
Adjustment Order No. 7

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of a Grant Award from the Maryland Department of Health (MDH), Behavioral Health Administration to the Health Department and an intradepartmental transfer from Service 715: Administration-Health Department to Service 307: Substance Abuse and Mental Health-Health Department. The period of the Grant Award is July 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$550,000.00 - From: 5000-500019
Service 715: Administration-Health
Department
To: 5000-500019
Service 307: Substance Abuse and Mental
Health-Health Department

BACKGROUND/EXPLANATION:

Acceptance of the supplemental funding and corresponding appropriation adjustment order will allow the Department to continue programs and services to prevent new cases of opioid addiction and misuses and expand access to treatment and recovery services.

The grant award is late because of the administrative process.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board **DEFERRED** the request to approve acceptance of the Grant Award and Appropriation Adjustment Order No. 7 from the Maryland Department of Health until September 12, 2018.

MINUTES

Bureau of the Budget and - Grant Award and Appropriation
Management Research (BBMR) Adjustment Order No. 8

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of a Grant Award to the Baltimore City Health Department from the Maryland Department of Health, Behavioral Health Administration. The period of the Grant Award is July 1, 2017 through June 30, 2018.

The Board is further requested to approve Appropriation Adjustment Order (AAO) No. 8 to transfer funds within the Baltimore City Health Department from Service 715 (Administration) to Service 307 (Substance Abuse and Mental Health).

AMOUNT OF MONEY AND SOURCE:

\$250,000.00 - From: 5000-500019 (Service 715)
Unallocated State Funds

To: 5000-505418 (Service 307)
Substance Abuse and Mental Health

BACKGROUND/EXPLANATION:

The Maryland Department Institute for Emergency Medical Services Systems has granted permission to local Emergency Medical Services (EMS) agencies to create naloxone "Leave Behind" programs, in which the EMS provider distributes naloxone kits to family members, friends, and others at the scene of an overdose.

The Board approved the Health Department's acceptance of supplemental funding on May 17, 2018. This request is for the AAO.

This request for acceptance of the Grant Award and the approval of the AAO are late because of delays in the administrative process.

MINUTES

BBMR - cont'd

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved acceptance of the Grant Award to the Baltimore City Health Department from the Maryland Department of Health, Behavioral Health Administration. The Board further approved Appropriation Adjustment Order No. 8 to transfer funds within the Baltimore City Health Department from Service 715 (Administration) to Service 307 (Substance Abuse and Mental Health).

MINUTES

Bureau of the Budget and - Grant Award and Appropriation
Management Research Adjustment Order No. 9

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Grant Award to the Baltimore City Police Department, Service 624, Target Violent Criminals, from the Governor's Office of Crime Control and Prevention. The period of the Grant Award is July 1, 2018 through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$68,700.00 - From: 5000-500019-2041
 Unallocated State funds
 Service 621: Administration and
 Information Technology

 To: 5000-504319-2013
 Service 624: Target Violent Criminals
 Police Department

BACKGROUND/EXPLANATION:

The Baltimore Police Department's Heroin Coordinator project provides support to facilitate the entering of heroin opioid incident and case data into the HIDTA Case Explorer system. The Coordinator also performs data extractions from cellular phones related to heroin and opioid incidents and cases in conjunction with the Washington/Baltimore HIDTA Office. The grant funds provide salary support, equipment, and training.

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

MINUTES

BBMR - 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 approved and authorized acceptance of the Grant Award to the Baltimore City Police Department, Service 624, Target Violent Criminals, from the Governor's Office of Crime Control and Prevention.

MINUTES

Bureau of the Budget and - Grant Award and Appropriation
Management Research Adjustment Order No. 11

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Grant Award to the State's Attorney's Office (SAO), Service 115, Prosecution of Criminals from the State of Maryland, Governor's Office of Crime Control and Prevention (GOCCP). The period of the Grant Award is July 1, 2018 through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$102,115.00 - The appropriation will be placed in a State detailed fund number 504819.

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

BACKGROUND/EXPLANATION:

The GOCCP has awarded these funds to the SAO to support the Gun Violence Reduction Initiative program. The funding will support the salary of one cross-designated Assistant State's Attorney to the U.S. Attorney's Office assigned to handle the prosecution of gun cases as part of the Citywide effort to reduce gun violence.

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

MBE/WBE PARTICIPATION:

N/A

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 and authorized acceptance of the Grant Award to the State's Attorney's Office Service 115, Prosecution of Criminals from the State of Maryland, Governor's Office of Crime Control and Prevention.

MINUTES

Department of Public Works/Office - Amendment No. 1 for
of Engineering and Construction Project Number 1206 Water
 Facilities Rehabilitation
Program Management Services

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the Amendment No. 1 with Johnson, Mirmiran & Thompson, Inc. under Project 1206, Water Facilities Rehabilitation Program Management Service. This is the 1st amendment that will increase the duration time of the contact by one year for a total contract duration time of four year. The current expiration date is October 7, 2018 and the new expiration date is October 7, 2019. This amendment is within the original scope of work and was requested by the Agency.

AMOUNT OF MONEY AND SOURCE:

\$ 700,000.00	-	9960-904743-9557-900020-703032
700,000.00	-	9956-907689-9551-900020-703032
<u>200,000.00</u>	-	2070-000000-5601-398500-603018
\$1,600,000.00		

BACKGROUND/EXPLANATION:

This Amendment No. 1 with Johnson,, Mirmiran & Thompson, Inc. under Proj. 1206- Water Facilities Rehabilitation Program Management Services will allow the team to continue providing engineering personnel to support the overall Program Management Services for the Water Facilities Section. This amendment is for a time extension of one year and increase of \$1,600,000.00.

The scope of the original agreement includes assisting engineering personnel to support the overall Program Management Services for the Water Facilities Section. The engineering personnel may be involved in study/design document review, miscellaneous technical services, or other assignments as

MINUTES

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

directed by the Water Facilities Engineering Section. The consultant will provide services related to the projects identified in the attached spreadsheet, which may be modified at the discretion of the City in response to FY 2019 and/or FY 2020 requirements. The Consultant was approved by the Office of Boards and Commissions and the Architectural and Engineering Awards Commission to provide management assistance to the Office of Engineering & Construction Facilities Section.

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE/WBE goals assigned to the original agreement MBE: 20.00% WBE: 14.00%.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized the Amendment No. 1 with Johnson, Mirmiran & Thompson, Inc. under Project 1206, Water Facilities Rehabilitation Program Management Service.

MINUTES

Department of Public Works/ - Amendment No. 4 for Project 1145-
Office of Engineering Utility Cost of Service, Rate,
And Financial Consulting Services

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the ratification of the agreement, for Proj. 1145-Utility Cost of Service, Rate, and Financial Consulting Services with Raftelis Financial Consultants, Inc. This ratification will also be labeled as Amendment No. 4 that will increase the duration time of the contract by 18 months for a total contract time of 7.5 years. The agreement expired on December 20, 2017 and with the approval of this request, the new expiration date will be June 21, 2019.

AMOUNT OF MONEY AND SOURCE:

\$297,500.00 - 2070-000000-5541-399301-603026
297,500.00 - 2071-000000-5541-398600-603026
\$595,000.00

BACKGROUND/EXPLANATION:

The Office of Fiscal Management is requesting for this contract to be ratified through the approval of Amendment No. 4. The consultant will continue to perform the services as previously approved under the previously approved contracts and amendments. The original contract was approved on June 19, 2013, amendment No. 2 was approved on May 14, 2014 which extended the expiration date until December 20, 2016, and amendment No. 3 was approved on April 26, 2017 and extended the expiration date until December 20, 2017. Under Amendment No. 4, the consultant will continue to provide services for the agency such as post go-live support for UMAX, Department of Public Works (DPW) bond issuance and ordinary rate setting, wholesale contracting, financial planning items, and onsite support for Department of Public Works Fiscal Management Office.

MINUTES

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

The Agency apologizes for the delay of processing this request. Although the contract expired in December 2017, the agency's negotiations started prior to the expiration date of the contract. The agency also needs more time under this contract to ensure that agency has the adequate service coverage while the process of drafting a new contract is on-going. The agency's schedule includes for the replacement contract to be submitted for approval by the Board of Estimates prior to the ending of this contract.

The scope of the original agreement, includes performing utility cost of service, rate and financial consulting services for the office of Engineering & Construction, reviewing and updating the Water Cost Allocation Model used to determine the cost of providing water to Baltimore County, assisting with the interjurisdictional cost sharing issues, developing cost of service and rate recommendations, and providing debt issuance support.

MBE/WBE PARTICIPATION:

The Vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE/WBE goals assigned to the original agreement MBE: 10.8% WBE: 25.3%. The current MBE/WBE status of the Agreement is in compliance with the goals set by MWBOO.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

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

UPON MOTION duly made and seconded, the Board ratified the agreement, for Project 1145-Utility Cost of Service, Rate, and Financial Consulting Services with Raftelis Financial Consultants, Inc.

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 - 4" Fire Hose to Atlantic Emergency Solutions, Inc. This was a one-time procurement.

AMOUNT OF MONEY AND SOURCE:

\$297,208.80 - 5000-512218-2142-229400-606004
1001-000000-2142-229600-605007

BACKGROUND/EXPLANATION:

This requested action is a report on an emergency procurement for the Fire Department. On June 1, 2018, during regularly scheduled annual hose testing, multiple sections of the current supply hose were found to be defective. This is the large hose that brings the water from the hydrant to an engine company that effectively supplies the fire attack lines to suppress a fire.

The hose is constructed with a polyester outer jacket and a thermo-polyurethane inner jacket that are joined together through a lamination process. The detected defect in the hose involved the failure of the lamination causing the inner jacket to freely travel through the inside of the hose causing water flow obstruction. This significantly can reduce water flow to the fire ground causing an immediate risk to citizen and firefighter safety. Due to the safety issue, the Fire Department is requesting permission to purchase 840 sections of Mercedes brand hose at \$353.82 per section as a replacement of the defective hose in order to equip all of our first-line fire engines.

Atlantic Emergency Solutions provided a quote and price that meets or exceeds the required water flow rate and offered a two-

MINUTESBureau of Procurement - cont'd

year unconditional warranty and a 10-year warranty against any defects. The plan is to pay for up to \$216,000.00 of the purchase out of the FY18 Amoss grant funds, 50% of which is General Fund projected match (Requisition Number R798347). The remainder would be purchased under the FY19 Amoss Grant/General Funds match.

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

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the report on the emergency procurement of Contract No. 06000 - 4" Fire Hose to Atlantic Emergency Solutions, Inc.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the President</u>			
1. Carolyn Mozell	2018 City Summit Los Angeles, CA Nov. 6 - 11, 2018 (Reg. Fee \$0.00)	General Funds	\$2,293.83

The subsistence rate for this location is \$237.00 per night. The hotel cost is \$289.00 per night, plus hotel taxes of \$45.37 per night. The registration fee was waived for cohorts. The Office of the President is requesting additional subsistence in the amount of \$52.00 per day for hotel costs and \$40.00 per day for meals and incidentals. The hotel cost in the amount of \$1,671.87 and airfare in the amount of \$421.96 were prepaid using a City-issued procurement card assigned to Hosea Chew. Therefore, Mrs. Mozell will be disbursed \$200.00.

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.

Fire and Police Employees' Retirement System

2. Robert Haukdal	National Conference on Public Employees' Retirement System Las Vegas, NV Oct. 28 - 30, 2018 (Reg. Fee \$700.00)	Special Funds Fire & Police	\$1,664.41
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MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Fire and Police Employees' Retirement System - cont'd</u>			

The subsistence rate for this location is \$170.00 per night. The hotel cost is \$189.00 per night, plus hotel taxes of \$63.84 per night. The Department is requesting additional subsistence in the amount of \$19.00 per night for hotel costs and \$40.00 per day for meals and incidentals. The registration fee in the amount of \$700.00 was prepaid by the Fire and Police Employees' Retirement System. Therefore, Mr. Haukdal will be disbursed \$964.64.

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.

Department of Finance/Bureau of Risk Management

3. Donna C. Briscoe	2018 Worker's Com- pensation Educational Conference Ocean City, MD Sept. 23 - 26, 2018 (Reg. Fee \$225.00)	Internal Service Fund	\$1,071.03
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The subsistence rate for this location is \$172.00 per night. The cost of the hotel is \$179.55 per night, plus a hotel tax of \$24.24 per night.

The registration fee in the amount of \$225.00 was prepaid by EA No. 000314761. The Department is requesting additional subsistence in the amount of \$7.55 per day for the hotel and \$40.00 per day for meals and incidentals. Therefore, the disbursement to Ms. Briscoe is \$846.03.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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Department of Finance/Bureau of Risk Management - cont'd

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.

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|----|--------------------|---|-----------------------------|------------|
| 4. | Rashard A. Barkley | 2018 Mid-Atlantic
ADA Update Conf.
Leesburg, VA
Sept. 4 - 6, 2018
(Reg. Fee \$459.00) | Internal
Service
Fund | \$1,217.58 |
|----|--------------------|---|-----------------------------|------------|

The subsistence rate for this location is \$319.00 per night. The cost of the hotel is \$264.00 per night, plus a hotel tax of \$31.68 per night.

The registration fee in the amount of \$459.00 was prepaid by EA No. 000314109. Therefore, the disbursement to Mr. Barkley is \$758.58.

Baltimore City Health Department

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|----|--|--|---------------------------------|------------|
| 5. | Nzinga Conaway
Beverly Phil
Mark Mason
Aisha Wright | 23 rd International
Summit on Violence
Abuse and Trauma
San Diego, CA
Sept. 5 - 9, 2018
(Reg. Fee \$530.45
Reg. Fee \$478.95) | Victim
of Crime
Act Funds | \$7,612.66 |
|----|--|--|---------------------------------|------------|

The subsistence rate for this location is \$217.00 per night. The hotel cost is \$169.00 per night plus taxes of \$86.38 per

MINUTES**TRAVEL REQUESTS**

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

night. The registration fee in the amount of \$530.45 for Nzinga Conaway was prepaid on a City-issued procurement card assigned to Steven Radosevich. The registration fee in the amount of \$478.95 for Beverly Phil, Mark Mason and Aisha Wright each was prepaid on a City-issued procurement card assigned to Steven Radosevich. Therefore the amount to be disbursed to each attendee is \$252.00.

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.

Department of Housing and Community Development

6. Michael G. Miller	Community Housing Partners - Energy Solutions Research And Training Christiansburg, VA Sept. 3 - 7, 2018 (Reg. Fee \$2,000.00)	US Dept. of Energy; State Empower	\$3,062.52
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The registration cost of \$2,000.00 was prepaid using a City-issued procurement card assigned to Alice Kennedy. Therefore the disbursement to Mr. Miller is \$1,062.52

Department of Transportation

7. Muhammed Khalid	NACTO Designing Cities 2018 Conference Los Angeles, CA Sept. 30 - Oct. 4, 2018 (Reg. Fee \$595.00)	General Funds	\$2,503.53
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MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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Department of Transportation - cont'd

The subsistence rate for this location is \$237.00 per night. The cost of the hotel is \$263.20 per night for September 30, 2018 and October 1, 2018 and \$287.20 per night for October 2 - 3, 2018, plus hotel taxes in the amount of \$43.1925 per night.

The registration fee in the amount of \$595.00 was prepaid by EA No. 000313721. The Department is requesting additional subsistence in the amount of \$26.20 per day for September 30, 2018 and October 1, 2018 and \$50.20 per day for October 2 - 3, 2018 to cover the costs of the hotel and \$20.00 per day for meals and incidentals. Therefore, the disbursement to Mr. Khalid is \$1,908.53.

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.

Baltimore Police Department

8. Robert Himes	Simunition FX Scenario Instructor And Safety Certification Course Cincinnati, OH Sept. 17 - 20, 2018 (Reg. Fee \$620.00)	Asset Forfeiture Fund	\$1,292.56
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The registration cost of \$620.00 was prepaid using a City-issued procurement card assigned to Tribhuvan Thacker. Therefore the disbursement to Mr. Himes is \$672.56.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Police Department - cont'd</u>			
9. Bryant D. Moore	DUCA - Drug Unit Commander's Academy Quantico, VA Sept. 23 - Oct. 6, 2018 (Reg. Fee \$0.00)	DEA/ HIDTA Funding	\$ 0.00

The Drug Enforcement Agency and the High Intensity Drug Trafficking Area will pay the cost of registration, airfare, ground transportation, hotel accommodations, and meals during the forum. City funds will not be expended.

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.

10. Shannon Sullivan	APD Facilitator	General	\$35,843.78
Natalie Ring	Training and	Fund -	
Marc Partee	Curriculum	DOJ	
Valencia Carter	Development	Consent	
Robert Corso	for Consent Decree	Decree	
Tarsha Taru	Sept. 9 - 20, 2018		
John Baber	(Reg. Fee \$0.00)		

The subsistence rate for this location is \$237.00 per night. The cost of the hotel for each attendee is \$287.04 per night for September 9 - 10, 2018 and September 14 - 19, 2018, and \$459.84 per night for September 11 - 13, 2018. The hotel tax is \$576.74 for eleven nights for each attendee.

MINUTES

TRAVEL REQUESTS

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

Ms. Sullivan personally incurred the cost of the airfare in the amount of \$367.96 per person, for the six other attendees and herself. She will be reimbursed by Expenditure Authorization in the amount of \$2,575.72, upon Board approval.

The total hotel fees for all attendees will be paid on a City-issued credit card assigned to Mr. Tribhuvan Thacker, upon Board approval. The Department is requesting additional subsistence in the amount of \$50.04 per night for September 9 - 10, 2018 and September 14 - 19, 2018, and \$222.84 per night for September 11 - 13, 2018 to cover the costs of the hotel and \$40.00 per day for meals and incidentals for each attendee. Therefore, each attendee will be disbursed \$500.00.

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.

The Board, UPON MOTION duly made and seconded, approved the foregoing Travel Requests. The President **ABSTAINED** on item no. 1. The Comptroller **ABSTAINED** on item no. 2.

MINUTES**PROPOSALS AND SPECIFICATIONS**

1. Department of General Services - GS 18801, Fire Department Training Academy Repairs
BIDS TO BE RECV'D: 10/17/2018
BIDS TO BE OPENED: 10/17/2018

2. Department of Transportation - TR 00073, Reconstruction of Hawkins Point Road Bridge and Roadway Improvements from West of Chemical Road to East of Ross Avenue
BIDS TO BE RECV'D: 11/07/2018
BIDS TO BE OPENED: 11/07/2018

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.

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 the opening of bids."

BIDS, PROPOSALS, AND CONTRACT AWARDS

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

Department of Public Works

- SC 940, Hydraulic Improvements
to the High Level Sewershed
Collection System
BIDS TO BE RECV'D: 09/12/2018
BIDS TO BE OPENED: 09/12/2018

Department of Transportation

- TR 10309R, Inner Harbor Water
Taxi Terminal
BIDS TO BE RECV'D: 10/10/2018
BIDS TO BE OPENED: 10/10/2018

MINUTES

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

Bureau of Procurement - B50005516, OEM Parts & Services
2018 Dodge Ram 55004 x 4

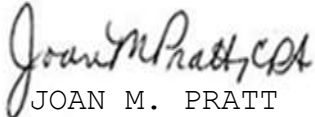
NO BIDS WERE RECEIVED.

Bureau of Procurement - B50005520, General Charter Bus
Transportation

Woodlawn Motor Coach
Belaire Limousine, Inc.
American Limousines, Inc.
Academy Express, LLC
Sivels Transportation, Inc.

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There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, September 12, 2018.


JOAN M. PRATT
Secretary