

## MINUTES

REGULAR MEETING

Honorable Brandon M. Scott, President  
Honorable Bernard C. "Jack" Young, Mayor  
Honorable Joan M. Pratt, Comptroller and Secretary  
Rudolph S. Chow, Director of Public Works  
Andre M. Davis, City Solicitor  
Dana P. Moore, Deputy City Solicitor  
Matthew W. Garbark, Deputy Director of Public Works  
Bernice H. Taylor, Deputy Comptroller and Clerk - **ABSENT**

President: "Good morning. The May 29 meeting of 20 -- May 29, 2019 meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiency of these hearings, persons who are disruptive to the hearing will be asked to leave the hearing room. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting, failure to comply may result in a charge of trespassing. I would direct the Board members attention to the memorandum from my office dated May 28, 2019, identifying matters to be considered as routine agenda items together with any Corrections in additions that have been noted by the Comptroller. I will entertain a motion to approve all the items contained on the routine agenda."

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

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Comptroller: "I second."

President: "All those in favor say Aye. All opposed Nay. The motion carries. The routine agenda items have been adopted"

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

In accordance with the Rules for Prequalification of Contractors, as amended by the Board on October 30, 1991, the following contractors are recommended:

Abel Recon, LLC	\$	15,830,000.00
Alliance Exterior Construction, Inc.	\$	8,000,000.00
Berkel & Company Contractors, Inc.	\$	789,090,000.00
Brewer & Company of West Virginia, Inc.	\$	1,500,000.00
Cianbro Corporation	\$	356,530,000.00
Corbett Technology Solutions, Inc.	\$	121,260,000.00
Corrpro Companies, Inc.	\$	1,500,000.00
Cuddy & Associates, LLC	\$	8,000,000.00
Deca, Inc.	\$	8,000,000.00
Eney's Electric, LLC	\$	1,500,000.00
Engineered Construction Products, LTD	\$	8,000,000.00
Enterprise Electric Company	\$	150,680.000.00
Eureka Concrete Construction, Inc.	\$	1,500,000.00
Industrial Engineering Company, Inc.	\$	1,500,000.00
Kinsley Construction, Inc.	\$	721,780,000.00
Motorola Solutions, Inc.	\$	15,360,000,000.00
National Bridge, LLC	\$	1,500,000.00
Synder Environmental Services, Inc.	\$	26,030,000.00

**MINUTES****BOARDS AND COMMISSIONS** - cont'd2. 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:

AECOM Technical Services, Inc.	Landscape Architect Engineer
BVF Engineering, Inc.	Engineer
C.C. Johnson & Malhotra, P.C.	Architect, Engineer, Land Survey
Development Facilitators, Inc.	Engineer Land Survey Construction Management
EXP U.S. Services Inc.	Engineer
GHD Inc.	Architect Engineer
HDR Engineering, Inc.	Architect Engineer
Hord Coplan Macht, Inc.	Architect Engineer
STV, Incorporated	Engineer Construction Management
Sidhu Associates, Inc.	Engineer

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

There being no objections, the Board, UPON MOTION duly made and seconded, approved the Prequalification of Contractors and Architects and Engineers for the above listed firms.

## MINUTES

Mayor's Office of Human Services - Provider Agreements

The Board is requested to approve and authorize execution of the various Provider Agreements. The period of the agreement is July 1, 2018 through June 30, 2019, unless otherwise indicated.

1. **AIDS INTERFAITH RESIDENTIAL SERVICES, INC.** **\$376,441.00**

Account: 5000-569819-5940-762500-603051

Aids Interfaith Residential Services, Inc. will utilize the funds to provide Home and Community-Based Health Services to ten home-bound clients living with HIV/AIDS. Services will include, appropriate mental health, developmental and rehabilitation services, day treatment or other partial hospitalization services, home health aide services and personal care services in the home.

**MWBOO GRANTED A WAIVER.**

2. **ANNE ARUNDEL COMMUNITY DEVELOPMENT SERVICES, INC.** **\$ 46,200.00**

Account: 5000-569819-3573-763203-603051

Anne Arundel Community Development Services, Inc. will utilize the funds to provide a range of client-centered non-medical case management activities focused on guidance and assistance in accessing medical, social, community, legal, financial, public and private programs, and other needed services.

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

3. **PROJECT PLASE, INC.** **\$233,422.50**

Account: 4000-407018-3573-758900-603051

Project PLASE, Inc. will utilize the funds to provide supportive services to 103 clients in their permanent supportive housing program. Case managers are able to provide flexible support

**MINUTES**

Mayor's Office of Human Services - cont'd

and assistance, linkages to services, mentoring, care, and daily living skills, The housing options offered by the program are scattered sites, including apartments, single room occupancies, and houses in diverse Baltimore City neighborhood based locations. The period of the agreement is July 1, 2019 through June 30, 2020.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

## MINUTES

Baltimore City Health Department - Transfer of Life-to-Date Sick Leave

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

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

<u>Donors</u>	<u>Days</u>
Mary Whitlock	1
Aasya Amatus-Salaam	1
Leslie Thompson	3
Susan Mankarious	2
Niaeshia Reed	2
Rhonda Dorsey	1
Pamela Whittle	5
Margaret Singleton	1
Antonio Walker	1
Erica Mitchell	5
Karen Williams	1
Paulette Williams	1
Pamela Oguagha	2
Rosalind Franklin	4
<b>Total</b>	<b>30</b>

Ms. Lynch is not a member of a union sick leave bank and is not eligible for membership in a union sick leave bank. All of her leave has been used. Ms. Lynch is expected to return to work by August 6, 2019. This will allow Ms. Lynch to remain in pay status.

**THE LABOR COMMISSIONER RECOMMENDED APPROVAL.**



**MINUTES**

Baltimore City Health Department - cont'd

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

## MINUTES

Health Department - Notices of Grant Awards

The Board is requested to approve and authorize acceptance of the various Grant Awards.

1. **CORPORATION FOR NATIONAL AND COMMUNITY SERVICE** **\$ 95,737.00**

Account: 4000-423419-3110-569000-404001

The FY19 Notice of Grant Award is for the Retired and Senior Volunteer Program. The period of the Grant award is July 1, 2018 through June 30, 2019.

2. **MARYLAND DEPARTMENT OF AGING** **\$197,736.00**

Account: 5000-508019-3024-268400-405001

The funds are to be used for Older American Acts Title III-B, III-C1, III-D, III-E, and Title VII programs only. This NGA also provides funds for coordinated and accessible services for seniors in Baltimore City.

By acceptance of this grant, the Department agrees to abide by the Older Americans Act, as amended, and all applicable Federal and State policies, rules, and procedures.

3. **DEPARTMENT OF HEALTH AND HUMAN SERVICES, CENTER FOR DISEASE CONTROL AND PREVENTION** **\$713,311.00**

Account: 4000-403320-3001-599000-404001

The purpose of this grant is to allow the Health Department to identify and address health-related social needs of Baltimore City Medicaid and Medicare beneficiaries. The Health Department in partnership with Maryland Medicaid,

**MINUTES**

Health Department - cont'd

Baltimore City health systems and federally qualified health centers, Healthcare Access Maryland, and community-based stakeholders will design, implement, and evaluate an Accountable Health Communities model that creates clinical-community linkages to impact total healthcare costs, reduce utilization, and improve health outcomes for this vulnerable population.

The NGA's are late because of administrative delays.

**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 above-listed Grant Awards.

**MINUTES**Health Department - Ratification of Agreements

The Board is requested to ratify the various agreements.

1. **THE JOHNS HOPKINS UNIVERSITY/CENTER** **\$513,761.00**  
**FOR CHILD AND COMMUNITY HEALTH**  
**RESEARCH (JHH)/CCHR)**

Account: 4000-422518-3030-271500-603051

The JHH/CCHR provided surveillance and data management and laboratory services for the Department's STD/HIV Prevention activities. The period of the agreement was January 1, 2018 through December 31, 2018.

The agreement is late because of administrative delays.

**MWBOO GRANTED A WAIVER.**

2. **PUBLIC ALLIES, INC.** **\$ 13,500.00**

Account: 1001-000000-3041-274500-603051

Public Allies, Inc. provided the services of an AmeriCorp Public Ally Volunteer (Volunteer) to work with the Department's Office of Chronic Disease Prevention. The Volunteer assisted with developing the Billion Step Challenge Train the Trainer Program, developed and managed the Workplace Wellness mini-challenges, and recruited members of the community and City agencies as partners. The period of the agreement was October 18, 2017 through July 18, 2018.

The agreement is late because of administrative delays.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**

Health Department - cont'd

UPON MOTION duly made and seconded, the Board ratified the above-listed agreements. The Mayor **ABSTAINED** on item no. 1.

## MINUTES

Health Department - Agreements

The Board is requested to approve and authorize execution of the following agreements. The period of the agreement is July 1, 2018 through June 30, 2019.

1. **THE JOHNS HOPKINS UNIVERSITY** **\$ 14,100.00**

Account: 4000-499619-3080-294200-603051

The Johns Hopkins Bloomberg School of Public Health will provide a Preventive Medicine Fellow to work with and receive mentoring from the Department's Senior Medical Advisor for Division of Maternal and Child Health (MCH). Responsibilities may include conducting a special project relating to a current issue for MCH, such as a program evaluation, needs assessment, data collection/interpretation project, or implementation of a new strategy.

2. **THE JOHNS HOPKINS UNIVERSITY** **\$ 10,000.00**

Account: 4000-480619-3080-279200-603051

The Johns Hopkins University (JHU), School of Medicine administers the Norma Rales Health Center at KIPP Baltimore. The JHU provides school-based health services for the charter elementary/middle school. The Norma Rales Health Center will work with the Department to implement the Seventeen Days curriculum within its setting. This curriculum is designed to educate young women about contraception and sexually transmitted diseases. The period of the agreement is January 1 2019 through June 30, 2019.

3. **THE JOHNS HOPKINS UNIVERSITY** **\$ 473,476.00**

Account: 4000-422519-3030-271500-603051

The Johns Hopkins University, Center for Child and Community Research, will provide staff to oversee the implementation, evaluation, analysis and reporting of the Department's STD/HIV Prevention activities to the Centers for Disease Control.

## MINUTES

Health Department - cont'd

STD/HIV Prevention activities are conducted in a way that produces results that include teaching/monitoring and evaluating of staff who provides outreach case management and care linkage services. The period of the agreement is January 1, 2019 through December 31, 2019.

**MWBOO GRANTED A WAVIER.**

4. **THE JOHNS HOPKINS UNIVERSITY** **\$ 3,226.00**

Account: 4000-427719-3023-599617-603051

The organization will provide one-time or short-time payments to assist the Ryan White eligible clients with an emergency need for paying for medication. Emergency financial assistance payments will be made directory to an agency or through a vouchers program. The period of the agreement is March 1, 2019 through February 29, 2020.

5. **CHASE BREXTON HEALTH SERVICES, INC.** **\$ 92,690.00**

Account: 4000-499019-3023-513200-603051

Chase Brexton Health Services will provide HIV testing, counseling, linkage to care for newly diagnosed, and people living with HIV, and referrals for partner services. The organization will actively re-engage previously diagnosed patients who are currently not in medical care and provide testing for other sexually transmitted diseases including but not limited to: Gonorrhea, Chlamydia, ad Syphilis, as well as Hepatitis C. The period of the agreement is January 1, 2019 through December 31, 2019.

**MWBOO GRANTED A WAIVER.**

The agreement is late because of administrative delays.

**MINUTES**

Health Department - cont'd

6. **THE T.I.M.E. ORGANIZATION INC.** **\$ 60,000.00**

Account: 4000-429519-3160-308600-603051

The organization will work with referral agencies including law enforcement to identify children and youth at risk of developing an opioid disorder or engaging in violence due to traumatic experience related to the opioid epidemic.

The agreement is late because of administrative delays.

**AMENDMENT TO AGREEMENT**

7. **HOME OF TENDER CARE, LLC.** **\$ 3,020.00**

Account: 5000-534019-3254-767800-607001

On November 7, 2018, the Board approved the original agreement in the amount of \$15,600.00 for the period of July 1, 2018 through June 30, 2019.

The Department is increasing the agreement by \$3,020.00 for additional services. This makes the total agreement amount \$18,620.00. The period of the agreement remains unchanged.

This Amendment is late because of administrative delays.

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

Account: 5000-533320-3254-316200-603051

The League for People with Disabilities, Inc., will provide adult medical day care services to ill, frail or disabled early persons who are eligible to receive Office of Health Services (OHS) grant funding from the City.



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Health Department - cont'd

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

The League for People with Disabilities, Inc., will develop an appropriate care plan to each recipient in accordance with policies as specified in COMAR 10.12.04, Day Care for the Elderly and Medically Handicapped Adults, and COMAR 10.09.07, Medical Care Program. The period of the agreement is July 1, 2019 through June 30, 2020.

9. **THE JOHNS HOPKINS UNIVERSITY** **\$ 21,414.56**

Account: 6000-613019-3080-275200-603020

The Johns Hopkins Bloomberg School of Public Health, Center for Communication Programs will continue collaboration with the B'more for Healthy Babies' Family Planning Initiative to conduct a qualitative research study on unmet needs among women 24 years of age.

The agreement is late because of administrative delays.

10. **ROSEMARIE MANOR, LLC** **(\$ 19,350.00)**

Account: 5000-534019-3254-767800-607001

The original agreement was approved on August 22, 2018 in the amount of \$171,600.00. The Department is requesting a decrease in funding in the amount of \$19,350.00 making the new FY19 total amount \$152,250.00.

The Board approval of this request will allow the Department to disburse State Subsidized Assisted Housing funds for low income residents at Rosemarie Manor, LLC located at the following facilities: 3809 Belle Avenue, and 3310 Alto Road.

## MINUTES

Health Department - cont'd

These facilities are enrolled in the Senior Assisted Living Group Home Subsidy Program and provide subsidized senior assisted housing services for individuals age 62 and over, who have temporary or periodic difficulties with the activities of daily living. The Senior Assisted Housing residents receive shelter, meals, housekeeping, personal care services, and 24-hour on-site supervision. The period of the agreement is July 1, 2018 through June 30, 2019.

The agreement is late because of administrative delays.

11. **DIAMOND CONSULTANTS, LLC** **\$ 15,000.00**

Account: 6000-630719-3080-295900-603020

The Diamond Consultants, LLC will perform services in the area of Professional Development and Training that will help employees learn specific knowledge or skills to improve performance in their current roles.

There will also be ongoing training and development programs to allow the partners/employees to find and address any weaknesses they may have as well as help them to be more-rounded and better skilled. The period of the agreement is April 15, 2019 through September 30, 2019.

The agreement is late because of the need for an approved budget account number.

12. **CLARITY SERVICE GROUP LLC A/K/A** **\$437,480.00**  
**PENNHURST GROUP, LLC**

Account:	4000-427119-3080-294300-603051	\$ 44,753.00
	4000-406819-3080-288500-603051	\$165,000.00
	1001-000000-3080-288500-603051	\$227,727.00

Clarity Service Group, LLC will work with the Department's Baltimore Infants & Toddlers Program (BITP) to provide direct early intervention services according to the child's individual Family Services Plan. These services may include

## MINUTES

Health Department - cont'd

special instruction, occupational therapy, physical therapy and speech-language pathology. Clarity Service Group, LLC, will also provide staff with BITP's eligibility Evaluation and Determination sites. The period of the agreement is October 1, 2018 through June 30, 2019.

The agreement is late because of the delay in receiving documentation from the sub-grantee.

**MWBOO GRANTED A WAIVER.****13. HOUSE OF VICTORY HOME CARE INC. (\$ 3,900.00)**

Account: 5000-534019-3254-767800-607001

The original agreement was approved on December 19, 2018 in the amount of \$23,400.00. The BCHD is requesting a decrease in funding in the amount of \$3,900.00 making the new FY19 total amount \$19,500.00.

The Board approval will allow BCHD to disburse State Subsidized Assisted Housing funds to low income residents at House of Victory Home Care, Inc.

This facility is enrolled in the Senior Assisted Living Group Home Subsidy Program, and will provide subsidized senior assisted housing services for individuals age 62 and over, who have temporary or periodic difficulties with the activities of daily living. The senior assisted residents receive shelter, meals, housekeeping, personal care services, and 24-hour on-site supervision.

The agreement is late because of administrative delays.

**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 and authorized execution of the above-listed agreements. The Mayor **ABSTAINED** on item nos. 1, 2, 3, 4, and 9.

MINUTES

PERSONNEL MATTERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

2483 - 2513

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department.

The Mayor **ABSTAINED** on item no. 23.

**MINUTES****PERSONNEL**Baltimore City Information Technology (BCIT)1. Reclassify the following filled position:Position No.: 12326

From: Project Manager - BCIT  
From: Project Manager - BCIT  
Job Code: 33114  
Grade: 939 (\$85,417.00 - \$140,766.00)

To: IT Project Manager  
Job Code: 10187  
Grade: 939 (\$85,417.00 - \$140,766.00)

Cost: \$0.00

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

Board of Municipal and Zoning Appeals2. Reclassify the following filled position:Position No.: 45894

From: Office Support Specialist III  
Job Code: 33213  
Grade: 078 (\$31,488.00 - \$36,312.00)

To: Legal Assistant I  
Job Code: 32932  
Grade: 084 (\$37,741.00 - \$45,044.00)

Cost: \$61,607.00 - 1001-000000-1850-187000-601001

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**The Baltimore Convention Center3. Upgrade the following classification:Position No.: N/A

From: Operations Crew Leader  
Job Code: 07384  
Grade: 426 (\$32,272.00 - \$34,578.00)

To: Operations Crew Leader  
Job Code: 07384  
Grade: 432 (\$37,110.00 - \$41,500.00)

Cost: \$16,356.00 - 1001-000000-5311-391300-601001

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

Employees' Retirement System4. Reclassify the following filled position:Position No.: 15569

From: General Counsel  
Job Code: 10077  
Grade: 936 (\$80,735.00 - \$129,114.00)

To: Operations Manager II  
Job Code: 00091  
Grade: 942 (\$90,619.00 - \$149,401.00)

Cost: \$24,843.00 - 6000-604020-1520-168600-601001

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**Baltimore City Fire Department

	<u>Hourly Rate</u>	<u>Amount</u>
5. <b>JASON CASEY</b>	\$29.19	<b>\$ 8,700.80</b>

Account: 1001-000000-2112-226000-601009

Mr. Casey will work as a Contract Services Specialist II. His duties will include but are not limited to providing classroom instruction to the High School Fire/Rescue Program in the subject area of Emergency Medical Technician to prepare them for the certification examination. He will also be responsible for conducting student assessments and testing, providing additional training and material to assure student success, applying principles and techniques of training and developing, implementing, interpreting and recommending changes in the training program. The period of the agreement is June 18, 2019 through August 31, 2019.

Department of General Services

6.     Reclassify the following filled position:

Position No.: 20881

From: Operations Manager I  
Job Code: 00090  
Grade: 939 (\$85,417.00 - \$140,766.00)

To: Operations Manager II  
Job Code: 00091  
Grade: 942 (\$90,619.00 - \$149,041.00)

Cost: \$13,814.00 - 2029-000000-1982-192500-601001

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 - cont'd

7. Reclassify the following filled position:

Position No.: 20403

From: Operations Manager I  
Job Code: 00090  
Grade: 939 (\$85,417.00 - \$140,766.00)

To: Operations Manager II  
Job Code: 00091  
Grade: 942 (\$90,619.00 - \$149,041.00)

Cost: \$13,746.00 - 1001-000000-7340-721700-601001

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>
8. <b>JANICE BROWN-HYATT</b>	\$23.11	<b>\$13,866.00</b>

Account: 1001-000000-1981-718100-601009

Ms. Brown-Hyatt, retiree, will continue to work as a Contract Services Specialist I. Her duties will include but are not limited to conducting site surveys, reviewing blueprints and floor plans pertaining to the installation of communication equipment and delivery of timely services, serve as liaison to the Office of the Comptroller, Department of Communication Services, Municipal Telephone Exchange regarding work site relocations, repairs, installations and all routine agency transactions involving the Municipal Telephone System. She also initiates, documents and sustains cost containment measures and invoice review targeting overcharges or expenditures inappropriately assigned to the Department. The period of the agreement is effective upon Board approval for six months.

**MINUTES****PERSONNEL**Health Department9. Create the following three positions:

Classification: Accountant II

Job Code: 34142

Grade: 923 (\$60,655.00 - \$97,277.00)

Position Nos.: To be assigned by BBMR

Cost: \$264,379.62 - 5000-569719-3023-273300-601001

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

10. Create the following position:

Classification: Social Services Coordinator

Job Code: 81171

Grade: 084 (\$37,741.00 - \$45,044.00)

Position No.: To be assigned by BBMR

Cost: \$59,097.59 - 4000-427119-3080-294300-601001

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

11. Reclassify the following vacant position:Position No.: 42167

From: Fiscal Supervisor

Job Code: 34425

Grade: 927 (\$64,505.00 - \$103,208.00)

To: Operations Officer II

Job Code: 31110

Grade: 927 (\$64,505.00 - \$103,208.00)

Cost: There are no costs associated with this action.

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

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>
12. <b>PAULINE HOULIARAS</b>	\$25.00	<b>\$ 1,750.00</b>
13. <b>JOHN FRANK</b>	\$25.00	<b>\$ 1,750.00</b>
14. <b>MARY SUE WELCOME</b>	\$25.00	<b>\$ 1,750.00</b>
15. <b>JOY I. FREEDMAN</b>	\$25.00	<b>\$ 2,000.00</b>

These individuals will continue to work as a Contract Services Specialist II's. They will serve on the Animal Hearing Panel. Their duties will include but are not limited to providing notices of hearings in writing to the aggrieved party, any interested party and the Office at least five days before the hearing, attend meetings as scheduled by the Chairperson of the panel and conduct hearings to assure procedural due process in accordance with Panel Hearing Procedure Regulations and obtains all relevant evidence pertaining to the issues in question and limit the evidence to that which has bearings on the issue involved at the hearings.

16. <b>RUTH CANAN</b>	\$75.00	<b>\$10,000.00</b>
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Ms. Canan will continue to work as a Contract Services Specialist II in Environmental Health. She will work as a Hearing Officer to provide resolution of disputes arising as a result of licensing, regulation, and enforcement of certain activities administered by the Department's Environmental Section, in accordance with the Baltimore City Code and/or Rules and Regulations promulgated there under by the City.

Account: 1001-000000-2401-258300-601009

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

The period of the agreement is July 1, 2019 through June 30, 2020. These are the same hourly rates as in the previous contract periods.

Department of Human Resources17. Create the following two classifications:

Classification: Summer Temporary Intern

Job Code: 01227

Grade: 977 (\$21,008.00 - \$40,248.00)

Classification: Community Education and Engagement  
Coordinator

Job Code: 01228

Grade: 977 (\$21,008.00 - \$40,248.00)

Cost: There are no costs associated with this action.

Department of Housing and Community Development18. Reclassify a filled position:

Position No.: 15205

From: Office Supervisor

Job Code: 33215

Grade: 084 (\$37,741.00 - \$45,044.00)

To: Operations Officer I

Job Code: 31109

Grade: 923 (\$60,655.00 - \$97,277.00)

Cost: \$18,825.53 - 1001-000000-2602-261000-601001

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 Housing and Community Development - cont'd

19. Create the following two positions:

Classification: Program Coordinator  
Job Code: 10240  
Grade: 923 (\$60,655.00 - \$97,277.00)  
Position Nos.: To be assigned by BBMR

Costs: \$238,478.69 - 2055-000000-5823-159401-601001

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

20. Create the following two positions:

Classification: Program Compliance Officer II  
Job Code: 00417  
Grade: 927 (\$64,505.00 - \$103,208.00)  
Position Nos.: To be assigned by BBMR

Costs: \$269,632.09 - 2055-000000-5823-159401-601001

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

Department of Law

	<u>Hourly Rate</u>	<u>Amount</u>
21. <b>MICHAEL COMEAU</b>	\$59.45	<b>\$55,000.00</b>

Account: 2036-000000-1752-175200-601009

Mr. Comeau will continue to work as a Contract Services Specialist II. His duties will include but are not limited

MINUTES

PERSONNEL

Department of Law - cont'd

to assisting the City Solicitor and Deputy Solicitor in advising and representing the Mayor and City Council as counsel before the Worker's Compensation Commission and state courts in compensation claims. This is the same hourly rate as in the previous contract. The period the agreement is effective upon Board approval for one year.

22. Reclassify the following vacant position:

Position No.: 15569

From: Program Compliance Officer II  
Job Code: 00417  
Grade: 927 (\$64,505.00 - \$103,208.00)

To: Operations Officer II  
Job Code: 00086  
Grade: 927 (\$64,505.00 - \$103,208.00)

Cost: There are no costs associated with this action.

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

	<u>Hourly Rate</u>	<u>Amount</u>
23. <b>ALLYSE DEPENBROCK</b>	\$56.94	<b>\$82,000.00</b>

Account: 1001-000000-1250-731700-601009

Ms. Depenbrock will work as a Contract Services Specialist II. Her duties will include but are not limited to serving as a temporary point of contact for City executives and top business leaders from consulting, technology, finance and real estate; and work with various stakeholders in order to communicate project goals, convene and run regularly team

**MINUTES****PERSONNEL**Mayor's Office - cont'dHourly RateAmount

meetings, identify potential project delays, and proactively problem solve. She will also manage teams of loaned professionals, including scoping and shaping the effort, enforcing deadlines, advising on communication style, or actually stepping in to assist with analysis, contributes to building the Civic Innovators program and its citywide impact through coaching, publishing, and engaging new partners, which may include building the brands, identifying ways to market it and leverage corporate participation to strengthen the reputation and reach of the program. The period of the agreement is effective upon Board approval for nine months.

Mayor's Office of Emergency Management (MOEM)

24. **CHRISTOPHER HILES** \$39.75 **\$82,680.00**

Account: 1001-000000-2131-228200-601009

Mr. Hiles will continue to work as Contract Services Specialist II. He will manage the blackboard implementation and management program, execute multi-year exercise schedules, manage the office-wide training calendar, and recruit MOEM members to participate in the exercises. Mr. Hiles will also provide or coordinate regularly scheduled trainings, serve as a representative on training and exercise planning committees, and suggest and provide content for potential Memoranda of Understanding and Memoranda of Agreement based on training and exercise needs. In addition, he will train and exercise for the Emergency Specialist Program with the Associate Planner of Operations and work with team members to develop the individualized calendar, and work with regional members of the Baltimore Urban Areas Security Initiative. This is a 4% increase in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.

**MINUTES****PERSONNEL**MOEM - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
25. <b>MEGHAN HARDY</b>	\$25.50	<b>\$53,040.00</b>

Account: 4000-482016-2023-212601-601009

Ms. Hardy will continue to work as Contract Services Specialist II. She will provide administrative and clerical support for MOEM staff, attend events, meetings, Homeland Security Preparedness Committee meetings and take minutes, prepare agendas and sign-in sheets, and send out reminders and calendar requests. Ms. Hardy will also print hand-outs in preparation for the meetings, maintain distribution lists, maintain the electronic filing system for all documents, schedule future meetings, and prepare the agendas with input from the Director and two Deputy Directors. In addition, she will be responsible for agency timesheet submissions and reserve the conference call line for calls, etc. 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.

Department of Planning26. Reclassify the following vacant position:Position No.: 50758

From: Classification: Agency IT Specialist III  
Job Code: 33149  
Grade: 929 (\$68,562.00 - \$109,554.00)

To: Classification: GIS Analyst  
Job Code: 33187  
Grade: 927 (\$64,505.00 - \$103,208.00)



## MINUTES

PERSONNELDepartment of Planning - cont'dHourly RateAmount

Cost Savings: (\$6,648.00) - 1001-000000-1873-187409-601001

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

Police Department

27.	<b>CYNTHIA L. PHILLIPS- MOORE</b>	\$20.19	<b>\$42,000.00</b>
28.	<b>VANERA L. WILLIAMS</b>	\$20.19	<b>\$42,000.00</b>

Account: 1000-000000-2044-219600-601009

Mses. Phillips-Moore and Williams, retirees, will each continue to work as Contract Services Specialist I in the Records and Research Section. They will be responsible for reviewing, approving and/or rejecting police reports based on FBI uniformed crime reporting standards and communicating with the Police Department members regarding police report submissions. In addition, Mses. Phillips-Moore and Williams will provide reports to Command Staff regarding the on-line reporting system and perform audits of report entries for both workflow and quality compliance purposes. The period of the agreement is June 9, 2019 through June 8, 2020.

29.	<b>TIESHA J. SCRIVNER</b>	\$21.63	<b>\$45,000.00</b>
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Account: 5000-588518-2021-212900-601009

Ms. Scrivner will continue to work as a Contract Services Specialist II in the Family Crimes Unit. She will provide crisis counseling, safety, and resource identification to adult victims of domestic violence, assist victims by

MINUTES

PERSONNEL

Police Department - cont'd

Hourly Rate

Amount

obtaining protective orders, accompany detectives to homes of victims, assist victims with proceeding through the Court system, and maintain information in the domestic violence database. Ms. Scrivner will serve as a liaison between victims and law enforcement, conduct telephone communications with victims of misdemeanor domestic violence cases that have been referred to the Family Crimes Unit, and assist victims in obtaining emergency shelter and housing. In addition, she will provide community outreach by speaking to local agencies about domestic violence and the services provided, speak with juvenile offenders on how to identify healthy versus non-healthy relationships and the cycle of domestic violence, list and update shelter names for domestic violence victims. This is the same hourly rate as in the previous contract period. The period of the agreement is September 26, 2019 through September 25, 2020.

30. **CHARLENE WATKINS** \$20.19 **\$42,000.00**

Account: 1001-000000-2042-198100-601009

Ms. Watkins, retiree, will continue to work as a Contract Services Specialist I in the Human Resources Section. She will conduct final processing and orientation for new sworn members, fingerprint applicants, schedule testing appointments, complete and review legal documents, review benefits with sworn new hires, provide housing assistance to out-of-state applicants, and assist with special projects as assigned by the Director. This is the same hourly rate as in the previous contract period. The period of the agreement is September 26, 2019 through September 25, 2020.

MINUTES

PERSONNEL

Police Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
31. <b>DAVID M. WERNER</b>	\$20.19	<b>\$42,000.00</b>

Account: 1001-000000-2042-198100-601009

Mr. Werner, retiree, will continue to work as a Contract Services Specialist I in Central Records. He will review National Crime Information Center (NCIC) entries, police reports and supporting documents, contact the victim(s), complainant, Court, and any other appropriate source or individual for follow-up information. Mr. Werner will also update records on local databases and the NCIC to reflect changes, and prepare supplemental reports. This is the same hourly rate as in the previous contract period. The period of the agreement is August 28, 2019 through August 27, 2020.

32. <b>JOSEPH I. McMAHON, JR.</b>	\$20.19	<b>\$42,000.00</b>
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Account: 1001-000000-2042-198100-601009

Mr. McMahon, Jr., retiree, will continue to work as a Contract Services Specialist I in the Evidence Control Unit. He will handle all of the non-controlled dangerous substances, money and gun property recently submitted to the unit, inventory new property, and store and properly record property location. Mr. McMahon, Jr. will also purge numerous amounts of property no longer needed for prosecution purposes, record and properly dispose of property, and serve as a receiving counter replacement. This is the same hourly rate as in the previous contract period. The period of the agreement is September 28, 2019 through September 27, 2020.

## MINUTES

PERSONNELPolice Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
33. <b>CLARISSA E. FIELDS</b>	\$20.19	<b>\$42,000.00</b>

The period of the agreement is September 24, 2019 through September 23, 2020.

34. <b>DOROTHIA PARKER-JOHNSON</b>	\$20.19	<b>\$42,000.00</b>
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The period of the agreement is September 28, 2019 through September 27, 2020.

Account: 1001-000000-2042-198100-601009

Mses. Fields and Parker-Johnson, retirees, will each continue to work as a Contract Services Specialist I in the Court Liaison Unit. They will ensure that officers are notified to appear in court, ensure the accuracy and completeness of all paperwork, enter information in the Failure to Appear (FTA) system, and retrieve Police Department documents, including operation and analysis reports for the State's Attorney's Office (SAO). In addition, Mses. Fields and Parker-Johnson will advise the SAO of officers' vacation, details, medical, military, or FLMA status, acquire court documents and undeliverable summonses from court buildings, and maintain files of undeliverable summonses to assist with possible FTA investigations. They will also provide contact phone numbers to the SAO and assist the SAO with any officer contact problem. This is the same hourly rate as in the previous contract period.

35. <b>DOUGLAS W. KERR</b>	\$20.19	<b>\$42,000.00</b>
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Account: 1001-000000-2042-198100-601009

Mr. Kerr, retiree, will continue to work as a Contract Services Specialist I in the Asset Management Section. He

MINUTES

PERSONNEL

Police Department - cont'd

Hourly Rate

Amount

will be responsible for the inventory and accountability of all departmental equipment, maintain the work order system, coordinate the building maintenance, inventory control, material requisition, and solid waste disposal and facility reservations. In addition, Mr. Kerr will label all non-expendable property and enter same into the database. This is the same hourly rate as in the previous contract period. The period of the agreement is August 28, 2019 through August 27, 2020.

36. **THERESA A. ANDERSON** \$20.19 **\$42,000.00**

The period of the agreement is September 28, 2019 through September 27, 2020.

37. **ANIBAL D. FERNANDEZ** \$20.19 **\$42,000.00**

The period of the agreement is August 20, 2019 through August 19, 2020.

Account: 1001-000000-2042-198100-601009

Ms. Anderson and Mr. Fernandez, retirees, will each continue to work as a Contract Services Specialist I in the Evidence Control Unit (ECU). They will be responsible for the entry and accurate retention of all property retained by the Department and several surrounding agencies and the receipt of property and evidence submissions from police officers and lab personnel. Ms. Anderson and Mr. Fernandez will ensure the accuracy and completeness of paperwork and enter it into the evidence tracking system, release property to personnel for further examination or as evidence for court, and update the evidence tracking system with appropriate changes of location of the property for chain of custody and

## MINUTES

PERSONNELPolice Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
documentation of location. In addition, they will release property to the public and document the same in the evidence tracking system, and lift and handle evidence submitted to the ECU. This is the same hourly rate as in the previous contract period.		

38. <b>LAWRENCE A. BANKS, SR.</b>	\$20.19	<b>\$42,000.00</b>
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Account: 1001-000000-2042-198100-601009

Mr. Banks, retiree, will continue to work as a Contract Services Specialist I in the Human Resources Section. He will conduct pre-employment investigations of sworn and civilian applicants, conduct local, state, and national record and warrant checks, investigate references, and perform neighborhoods canvasses. Mr. Banks will interview applicants and gather all vital information, summarize investigations into a pre-employment file, conduct background investigation processing for promotional candidates including records checks, gather recommendations, and summarize previous work history. This is the same hourly rate as in the previous contract period. The period of the agreement is July 21, 2019 through July 20, 2020.

39. <b>ALBERT M. DIGGS</b>	\$20.19	<b>\$42,000.00</b>
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The period of the agreement is August 28, 2019 through August 27, 2020.

40. <b>JOSEPH B. JOHNSON</b>	\$20.19	<b>\$42,000.00</b>
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The period of the agreement is June 9, 2019 through June 8, 2020.

MINUTES

PERSONNEL

Police Department - cont'd

Hourly Rate

Amount

Account: 1001-000000-2042-198100-601009

Messrs. Diggs and Johnson, retirees, will each continue to work as a Contract Services Specialist I in the Overtime/Secondary Employment Unit. They will coordinate, schedule, and oversee the billing associated with multiple vendors including Major League Baseball (Orioles), Marriott Inner Harbor, Marriott Hotel Waterfront, Marshall's Department Stores, Shopper's Food Markets, Quarantine Landfill, and Target Department Stores. In addition, Messrs. Diggs and Johnson will ensure proper staffing for City-wide events and prepare all invoices and billing necessary to secure accurate and timely agency reimbursement of costs and expenditures associated with the hours worked by the Baltimore Police Department members within a secondary employment capacity. This is the same hourly rate as in the previous contract period.

41. **FRED D. WRIGHT** \$20.19 **\$42,000.00**

Account: 1001-000000-2042-198100-601009

Mr. Wright, retiree, will continue to work as a Contract Services Specialist I in the Forensics Services Division. He will process investigative notices from the Maryland State Police Lab and the Convicted Offender Labs which participate in the National DNA Index System, perform DNA case tracking data entries, and serve as a liaison for the Criminal Investigation Division and Laboratory Section. In addition, Mr. Wright will provide lectures for Police Officer Trainee classes on the crime lab and the Combined DNA Index System

## MINUTES

PERSONNELPolice Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
and process all Maryland Public Information Act requests for the Laboratory Section. This is the same hourly rate as in the previous contract period. The period of the agreement is July 14, 2019 through July 13, 2020.		
42. <b>SHONDA D. WILLIAMS</b>	\$20.19	<b>\$42,000.00</b>
Account: 1001-000000-2042-198100-601009		
Ms. Williams, retiree, will continue to work as a Contract Services Specialist I in the Records Management Section. She will approve Part One offense reports in the InPursuit database system, verify the information from the Part One offense report to ensure the data coincides with the InPursuit database, input and/or update data in the InPursuit database and places the approval after the information is verified. This is the same hourly rate as in the previous contract period. The period of the agreement is July 14, 2019 through July 13, 2020.		
43. <b>KATHY L. KLINE</b>	\$20.19	<b>\$42,000.00</b>
The period of the agreement is August 28, 2019 through August 27, 2020.		
44. <b>LOUIS A. TOMASCHKO, JR.</b>	\$20.19	<b>\$42,000.00</b>
The period of the agreement is June 9, 2019 through June 8, 2020.		
45. <b>JEFFREY L. MELLOTT</b>	\$20.19	<b>\$42,000.00</b>
The period of the agreement is June 9, 2019 through June 8, 2020.		



**MINUTES****PERSONNEL**Police Department - cont'dHourly RateAmount

Account: 1001-000000-2042-198100-601009

Ms. Kline, Messrs. Tomaschho and Mellott, retirees, will each continue to work as Contract Services Specialist I in the Internal Affairs Division. They will handle the initial intake of complaints to the Internal Affairs Division from Department members and/or citizens regarding police misconduct concerns, conduct preliminary investigations of complaints from City Hall and the Office of the Police Commissioner, and conduct administrative investigations for assigned cases. Ms. Kline, Messrs. Tomaschho and Mellott will interview and obtain written statements from complainants, civilian witnesses, and sworn officers, gather case evidence including crime scene photos, body worn camera footage, roll books, Evidence Control Unit submissions and video surveillance, and conduct investigation Internet searches including Facebook, Instagram, and Internet histories. They will draft correspondence to complainants, witnesses and attorneys, attend administrative suspension hearings, receive all requests from Legal Affairs, the State's Attorney's Office, the U.S. Attorney's Office for Professional Responsibility cases, document and report Maryland Public Information Act requests, court orders, grand jury subpoenas, and discovery requests. This is the same hourly rate as in the previous contract period.

46. **DAVID A. HARE, JR.**                      \$20.19                      **\$42,000.00**

Account: 1001-000000-2042-198100-601009

Mr. Hare, retiree, will continue to work as a Contract Services I in the Body Worn Camera Unit. He will create electronic case folders of arrest and traffic violations made by Baltimore Police Department members to prepare as evidence for criminal prosecution, review body worn camera footage for policy compliance, and categorize body worn camera videos.

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

In addition, Mr. Hare will respond to Maryland Public Information Act requests, respond to the State's Attorney's Office for missing and required videos for criminal and civil cases, submit audit reports of body worn camera footage review to supervisory staff, report potential misconduct to supervisory staff from body worn camera footage for further review, and maintain statistics on job performance. This is the same hourly rate as in the previous contract period. The period of the agreement is September 26, 2019 through September 25, 2020.

On January 3, 1996, the Board approved a waiver to Administrative Manual Policy 212-1, Part I, which allowed the Police Department to hire retired police officers on a contractual basis.

Department of Public Works47. Reclassify the following 2 vacant positions:

Position Nos.: 21629, 23043

From: Accounting Assistant II  
 Job Code: 34132  
 Grade: 078 (\$31,488.00 - \$36,312.00)

To: Purchasing Assistant  
 Job Code: 33501  
 Grade: 081 (\$34,039.00 - \$40,327.00)

Cost: \$6,702.00 - 1001-000000-1901-190500-601001  
 1001-000000-5501-597300-601001

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

## MINUTES

48. Reclassify the following 2 vacant positions:

Position Nos.: 23871 and 33710

From: Pollution Control Analyst II  
Job Code: 71212  
Grade: 089 (\$46,660.00 - \$55,436.00)

To: Pollution Control Analyst III  
Job Code: 71213  
Grade: 093 (\$54,044.00 - \$65,897.00)

Cost: \$15,896.00 - 2070-000000-5581-399700-601001

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

49. Reclassify the following vacant position:

Position No.: 22693

From: Utility Meter Technician II  
Job Code: 34313  
Grade: 082 (\$35,168.00 - \$41,598.00)

To: Training Assistant  
Job Code: 33673  
Grade: 081 (\$34,039.00 - \$40,327.00)

Cost Savings: \$1,483.00 - 2071-000000-5471-609200-601001

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 Public Works - cont'd

50. Abolish the following two vacant positions:

Position Nos.: 24001, 24013

Classification: Utility Meter Technician III  
Job Code: 34312  
Grade: 083 (\$36,396.00 - \$43,285.00)

Create the following position:

Classification: Training Officer  
Job Code: 33672  
Grade: 927 (\$64,505.00 - \$103,208.00)  
Position No.: To be assigned by BBMR

Cost Savings: \$29,758.00 - 2070-000000-5471-609100-601001  
2071-000000-5471-609200-601001

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

51. Reclassify the following filled position:

Position No.: 23504

From: Operations Engineer  
Job Code: 72193  
Grade: 929 (\$68,562.00 - \$109,554.00)

To: Operations Officer IV  
Job Code: 31112  
Grade: 931 (\$73,868.00 - \$118,075.00)

Cost: \$6,970.00 - 1001-000000-1901-191300-601001

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 Public Works - cont'd

52. Reclassify the following filled three positions:

Position Nos.: 23173, 22318, 32548

From: Office Support Specialist II  
Job Code: 33212  
Grade: 075 (\$29,638.00 - \$33,689.00)

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

From: Laborer Hourly  
Job Code: 52931  
Grade: 482 (\$31,256.00 - \$32,293.00)

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

Cost: \$59,016.00 - 2070-000000-5501-396800-601001  
2071-000000-5601-613800-601001  
2070-000000-5501-396900-601001

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

53. Reclassify the following filled position:

Position No.: 20454

From: Safety Enforcement Officer II  
Job Code: 33624  
Grade: 088 (\$43,855.00 - \$53,134.00)

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

To: Safety Enforcement Officer III  
 Job Code: 33643  
 Grade: 090 (\$47,604.00 - \$57,857.00)

Cost: \$6,110.00 - 1001-000000-1901-191300-601001

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

54. Reclassify the following filled position:

Position No.: 36027

From: Office Support Specialist II  
 Job Code: 33212  
 Grade: 075 (\$29,638.00 - \$33,689.00)

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

Cost: \$23,044.00 - 1001-000000-1901-191300-601001

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

55. Overlap in Employment in excess of 20 working days  
(June 15, 2019 through July 12, 2019:

Position No.: 23887

Classification: HR Generalist II  
 Job Code: 33677  
 Grade: 923 (\$60,655.00 - \$97,277.00)

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 Public Works - cont'd

56. Reclassify the following filled two positions:

Position Nos.: 47934, 15381

From: Recycling Coordinator  
 Job Code: 53855  
 Grade: 927 (\$64,505.00 - \$103,208.00)

To: Program Analyst  
 Job Code: 31511  
 Grade: 927 (\$64,505.00 - \$103,208.00)

From: Laborer Hourly  
 Job Code: 52931  
 Grade: 482 (\$31,256.00 - \$32,293.00)

To: Program Analyst  
 Job Code: 31511  
 Grade: 927 (\$64,505.00 - \$103,208.00)

Cost: \$42,314.00 - 1001-000000-5154-388100-601001  
 1001-000000-5153-387800-601001

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

57. Reclassify the following filled position:

Position No.: 19978

From: Secretary to Member B/E  
 Job Code: 10001  
 Grade: 088 (\$43,855.00 - \$53,134.00)

MINUTES

PERSONNEL

Department of Public Works - cont'd

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

Cost: \$34,650.00 - 2071-000000-5531-398600-601001

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

Department of Recreation & Parks

	<u>Hourly Rate</u>	<u>Amount</u>
58. <b>NICOLE K. MCDANIELS</b>	\$28.56	<b>\$54,435.56</b>

Account: 5000-57718-4781-363900-601009

Mrs. Daniels will continue to work as a Contract Service Specialist II. Her duties will include planning, developing and implementing in-service training programs for park maintenance staff; coordinating trainings with subject matter experts; updating the Park Maintenance Technician Handbook; collaborating with the Department of Natural Resources, Maryland Park Service to create, develop and implement green jobs training programs for youth; developing educational activities and design work assignments; supervising team leaders and overseeing programs developing and overseeing collaboration with various supplemental workforce groups including and design the CJC, ROCA and Green Cadets; writing proposals; coordinating work assignments; and supervising work projects. The period of the renewal is June 27, 2019 through June 26, 2020.



MINUTES

PERSONNEL

Department of Recreation & Parks

59. Adjust the salary for the following classification, effective July 1, 2018:

Classification: Sheriff  
Job Code: 01410  
Grade: 86E (\$138,006.00)  
To: 86E (\$140,766.00)

Cost: \$3,671.00 - 1001-000000-1182-138800-601001

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

Baltimore City State's Attorney Office

	<u>Hourly Rate</u>	<u>Amount</u>
60. <b>ELAINE JENKINS</b>	\$20.41	<b>\$38,915.00</b>

Account: 5000-580119-1156-117900-601009

Mrs. Jenkins will work as a Contract Service Specialist II. Her duties will include preparing outreach trial and disposition letters in homicide cases; answering telephones and completing intakes for counseling in the absence of the bereavement advocate; organizing the quarterly newsletter for the Family Bereavement Center; ordering supplies and court materials for the center; assisting the homicide advocate in developing the family meeting spreadsheet and maintaining the calendar for scheduled family meetings; assisting with fundraising efforts. The period of the contract is June 3, 2019 through June 2, 2020.

**MINUTES****PERSONNEL**Baltimore City State's Attorney Office - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
61. <b>PATRICK SHORT</b>	\$20.41	<b>\$38,926.00</b>

Account: 1001-000000-1150-118000-601009

Mr. Short will work as a Contract Service Specialist II. His duties will include reviewing cases involving the Gun Trace Task Force; reviewing police reports, charges, and case details; collecting documents for review by Assistant State's Attorneys to determine if the conviction was tainted and using various software programs (JIS, LIMS, Arrestviewer) to gather documents for case review. The period of the contract is June 3, 2019 through December 2, 2019.

62. <b>BARBARA J. DAILEY</b>	\$20.06	<b>\$38,248.00</b>
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Account: 1001-000000-1150-118000-601009

Mr. Short will work as a Contract Service Specialist II. Her duties will include answering telephones and assisting victims, witnesses law enforcement agencies and the general public entering the State's Attorney's Office; querying various judicial system and in-house databases for case status, court dates, location, charging numbers, and related information; communicating daily both in person and orally with the Baltimore Police Department, Assistant State's Attorneys, and Circuit Court employees; providing office support work involving legal documents and processes. The Department of Human Resources recommends granting this employment contract. The period of the contract is June 3, 2019 through June 2, 2020.

**MINUTES****PERSONNEL**Department of Transportation63. Classify the following vacant position:Position No.: 51449

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

To: Operations Officer V  
Job Code: 31113  
Grade: 936 (\$80,735.00 - \$129,114.00)

Cost: \$39,269.89 - 2024-000000-5480-782700-601001

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

64. Classify the following vacant position:Position No.: 51448

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

To: Office Support Specialist II  
Job Code: 33212  
Grade: 075 (\$29,637.00 - \$33,689.00)

Cost: \$19,947.87 - 2024-000000-5480-782700-601001

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 Transportation - cont'd

65. Classify the following vacant position:  
Position No.: 51489

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

To: Operations Officer V  
Job Code: 31112  
Grade: 936 (\$73,868.00 - \$118,085.00)

Cost: \$39,269.89 - 2024-000000-5480-782700-601001

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

MINUTES

EXTRA WORK ORDERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

listed on the following pages:

2515 - 2518

All of the EWOs have been reviewed and approved

by the Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

The Transfer of Funds was approved SUBJECT

to receipt of a favorable report from the

Planning Commission, the Director of Finance

having reported favorably thereon, as required

by the Provisions of the City Charter.

MINUTES

EXTRA WORK ORDERS

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

Department of Transportation/  
DOT - Recreation and Parks

- |    |   |               |                                 |                   |
|----|---|---------------|---------------------------------|-------------------|
| 1. | <u>EWO #002, \$0.00 - TR 11319, Jones Falls Trail - Phase V</u> |               |                                 |                   |
|    | <u>\$9,442,752.00</u>   | <u>\$0.00</u> | <u>Allied Contractors, Inc.</u> | <u>139 days -</u> |

This authorization provides for a 139-day non-compensable CCD time extension due to the recent unusually severe weather related impacts on the projects. The lost days were either impacted by rain, snow, or ice events since the beginning of the contract. Weather related data was compared against inspector and superintendent daily reports. Inclement weather days in excess of the State Highway Administration weather related working day chart were reviewed. Weather data and documentation of record-breaking precipitation from reporting authorities such as NOAA and local news outlets were reviewed. Additionally, impacts to the project schedule caused by the aftermath of any such weather event were reviewed. Such impacts would be the delayed start of scheduled activities, incomplete activities, storm or flooding cleanup and/or activities to restore areas back to their working conditions, and/inability to perform weather sensitive activities.

The Department of Recreation and Parks has performed a review of this 139-day non-compensable time extension request and finds it reasonable and acceptable due to schedule impacts caused by the unusually severe and record setting weather events.

MINUTES

EXTRA WORK ORDERS

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

Department of Transportation/ - cont'd  
DOT - Recreation and Parks

The Notice to Proceed was issued on June 1, 2017 with a completion date of March 1, 2019. The additional days will extend the completion date to July 18, 2019. An Engineer's Certificate of Completion of Work has not been issued.

The contract has a DBE goal of 28%.

Department of Transportation/  
DOT - Contract Administration

- |    |   |             |                   |      |     |
|----|---|-------------|-------------------|------|-----|
| 2. | <u>EWO #002, \$0.00 - TR 18004, Reconstruction of Alleys Citywide</u> |             |                   |      |     |
|    | \$785,995.00  | \$99,900.00 | P & J Contracting | 90   | 51% |
|    |   |             | Co., LLC          | days |     |

This authorization is requested on behalf of the Contractor and provides for a 90-day non-compensable time extension. The Board previously approved one time extension for a total of 45 days, which included a completion date of April 25, 2019. The additional time is needed to complete the work required under this contract. The delay is due to inclement weather impacts over the duration of the contract. The additional time will result in a new completion date of July 24, 2019. An Engineer's Certificate of Completion of Work has not been issued.

**MWBOO SET GOALS OF 25% FOR MBE AND 13% FOR WBE.**

**MWBOO APPROVED THIS EAR ON APRIL 12, 2019.**

MINUTES

EXTRA WORK ORDERS

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

Department of Transportation/ - cont'd  
Engineering and Construction

3. EWO #001, \$595,375.00 - TR 18008, Resurfacing Highways at Various Locations Southwest Sector III				
\$2,272,905.50	\$0.00	Manuel Luis Construction, Company, Inc.	150 days	99%

This authorization provides for a 150-day compensable time extension to address the resurfacing and associated landscaping on Frederick Avenue between Overbrook Road and South Augusta Avenue. Funds are being provided by the Maryland Department of Transportation State Highway Administration. The original contract expires on October 1, 2019 and the additional time will result in a new completion date of February 27, 2020. The work under this change order has not been completed.

An Engineer's Certificate of Completion of Work has not been issued.

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

**MWBOO APPROVED THIS EAR ON MARCH 5, 2019.**

TRANSFER OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
4.	\$600,000.00	9950-909111-9509	9950-904873-9514
	GF (HUR)	Constr. Res. Frederick Ave. Resurf./Landscape	Resurfacing High- ways SW III



MINUTES

**EXTRA WORK ORDERS**

<u>Contract</u>	<u>Prev. Apprvd.</u>	<u>Time</u>	<u>%</u>
<u>Awd. Amt.</u>	<u>Extra Work</u>	<u>Contractor</u>	<u>Ext. Compl.</u>
Department of Transportation/ - cont'd			
<u>DOT - Engineering and Construction</u>			

This transfer will fund the costs associated with Change Order No. 1 on Project No. TR 18008, Resurfacing Highways at Various Locations Southwest Sector III with M. Luis Construction Co., Inc.

- 5. EWO #001, \$365,561.94 - Project 889, Replacement of the Edmondson Avenue Bridge over Gwynns Falls and CSXT Railroad  

\$1,736,789.83	\$0.00	Stantec Consulting	-	-
		Inc.		

The authorization provides for continued services needed for the replacement of the Edmondson Avenue Bridge over Gwynns Falls and the CSXT. The scope of services includes, but is not limited to progress meetings, review and responses to request for information, review of shop drawings and submittals, material sampling and testing in accordance with the Maryland State Highway Administration's policies and procedures, and coordination with all involved businesses, BGE, Verizon, and the CSX Railroad.

These services have been essential to monitoring and completing the replacement of this bridge in an efficient and cost effective manner.

**DBE PARTICIPATION:**

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

The DBE goal was 23.00%. The Consultant achieved a goal of 30%.

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

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

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 1616 Thames Street	1616, LLC	Outdoor seating 20' x 4'
Annual Charge: \$337.50		
2. 2706 Pulaski Hwy.	Casa Baltimore Neighborhood Center LLC	One Marquee 261.6 sq. ft.
Annual Charge: \$909.72		
3. 413 S. High Street	Arete 413, LLC	One awning w/signage 21' x 4', one double face electric sign 3' x 4'
Flat Charge: \$740.10		

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

**MINUTES**

Department of Transportation/Office - Task Assignment  
of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 4 to STV, Inc. Project No. 1257, On-Call Conduit Infrastructure Design Services. The period of Task No. 4 is approximately 10 months.

**AMOUNT OF MONEY AND SOURCE:**

\$283,216.35 - 2024-000000-5480-395700-603026

**BACKGROUND/EXPLANATION:**

This authorization provides for engineering and architectural support for the new Inverness Conduit Yard 1<sup>st</sup> floor building renovations.

**THE EAR WAS APPROVED BY MWBOO ON 4/16/2019.**

**MBE/WBE PARTICIPATION:**

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

**MBE: 27%**

**WBE: 10%**

The Consultant has not met the MBE goal of 27%, they achieved a goal of 11% and there remains enough capacity to meet the goal. The Consultant has not met the WBE goal of 10%, however, they achieved a goal of 4% and there remains enough capacity to meet the goal.

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

**MINUTES**

Department of Transportation/Office - cont'd  
of Engineering and Construction

UPON MOTION duly made and seconded, the Board approved assignment of Task No. 4 to STV, Inc. Project No. 1257, On-Call Conduit Infrastructure Design Services.

**MINUTES**

Department of Transportation/Office - Task Assignment  
of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 4 to WSP USA (formerly Parsons Brinckerhoff, Inc.) Project No. 1225, On-Call Consultant Services for Resurfacing and Reconstruction. The period of Task No. 4 is approximately 8 months.

**AMOUNT OF MONEY AND SOURCE:**

\$129,982.07 - 9950-901069-9512-900020-703032

**BACKGROUND/EXPLANATION:**

This authorization provides for pavement marking design services for the 2018 and 2019 resurfacing program for the Baltimore City Department of Transportation. The scope of work will include, but is not limited to field review, coordination for each project description, QA/QC reviews and Department of Transportation review and comment.

**THE EAR WAS APPROVED BY MWBOO ON 3/26/2019.**

**MBE/WBE PARTICIPATION:**

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

**MBE:** 27%

**WBE:** 10%

The Consultant has achieved 31.00% of the MBE goals and 14.00% of the WBE goals at this time.

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

**MINUTES**

Department of Transportation/Office - cont'd  
of Engineering and Construction

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 4 to WSP USA (formerly Parsons Brinckerhoff, Inc.) Project No. 1225, On-Call Consultant Services for Resurfacing and Reconstruction.

**MINUTES**

Department of Transportation/Office - Task Assignment  
of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 25 to A. Morton Thomas and Associates, Inc., Project No. 1217, On-Call Construction Project Management Services. The period of Task No. 25 is approximately 12 months.

**AMOUNT OF MONEY AND SOURCE:**

\$195,711.89 - 9950-902315-9506-900010-705032

**BACKGROUND/EXPLANATION:**

This authorization will accommodate the Baltimore City review and approval process and will result in obtain approval prior to the current contract expiration of March 31, 2020. This task is to continue service of a Senior Construction Inspector.

**THE EAR WAS APPROVED BY MWBOO ON 3/26/2019.**

**MBE/WBE PARTICIPATION:**

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

**MBE:** 27%

**WBE:** 10%

The Consultant has achieved 22.00% of the MBE goals and 10.00% of the WBE goals at this time and has enough capacity to meet the remaining goals.

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

**MINUTES**

Department of Transportation/Office - cont'd  
of Engineering and Construction

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 25 to A. Morton Thomas and Associates, Inc., Project No. 1217, On-Call Construction Project Management Services.



**MINUTES**

Department of Transportation/ - Task Assignment  
DOT Traffic Engineering

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 22 to Sabra and Associates, Inc., Project No. 1183, Traffic Signals and ITS Traffic Engineering, On-Call Consulting Services. The period of Task No. 22 is approximately ten months.

**AMOUNT OF MONEY AND SOURCE:**

\$292,153.28 - 9950-901069-9512-900020-703032

**BACKGROUND/EXPLANATION:**

This authorization provides for on-site design review, and program management services. The scope of services includes projects impacting Traffic Signal/ITS devices originating from BDOT's Transportation Engineering and Construction Division, Transportation Planning Division, and MDOT projects within the City limits, and also for program management of Traffic Division CIP projects.

**DBE PARTICIPATION:**

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

**DBE:** 25%

The Consultant has not met the DBE goals of 25%, they achieved a goal of 7% and there remains enough capacity to meet the goal.

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

**MINUTES**

Department of Transportation/ - cont'd  
DOT Traffic Engineering

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 22 to Sabra and Associates, Inc., Project No. 1183, Traffic Signals and ITS Traffic Engineering, On-Call Consulting Services.

**MINUTES**

Department of Transportation/Office - Task Assignment  
of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 5 to Gannett Fleming, Inc., Project No. 1135, On-Call Design Services for Federal Aid Bridges within the City of Baltimore. The period of Task No. 3 is approximately 14 months.

**AMOUNT OF MONEY AND SOURCE:**

\$185,136.90 - 9950-909769-9506-900010-703032

**BACKGROUND/EXPLANATION:**

This authorization provides for engineering services in connection with the Remington Avenue Bridge Replacement. The scope of services includes, but is not limited to modification to environmental documentation, bridge inspection, bridge rehabilitation, and new overflow tunnel design.

**DBE PARTICIPATION:**

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

**DBE:** 25%

The Consultant has exceeded the DBE goal of 25%, they achieved a goal of 27%.

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

MINUTES

Department of Transportation - cont'd

**TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT'S</u></b>
\$139,328.32 GF (HUR)	9950-903315-9507 Construction Reserve Edmondson Avenue Bridge Painting	
64,322.27 FED	9950-908769-9507 Remington Avenue Bridge Over Stoney Run	
<b><u>\$203,650.59</u></b>	-----	9950-909769-9506-3 Remington Avenue Bridge over Stoney Run Design

This transfer will fund the costs associated with Task No. 5 on Project 1135, On-Call Design Services for Federal Aid Bridges within the City of Baltimore with Gannett Fleming, Inc.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 5 to Gannett Fleming, Inc., Project No. 1135, On-Call Design Services for Federal Aid Bridges within the City of Baltimore. 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.

**MINUTES**

Department of Transportation - Developer's Agreement No. 1609

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Developer's Agreement No. 1609 with WZ, LLC.

**AMOUNT OF MONEY AND SOURCE:**

A Performance Bond in the amount of \$10,053.50 has been issued to WZ, LLC, which assumes 100% of the financial responsibility.

**BACKGROUND/EXPLANATION:**

WZ, LLC would like to install new water service to its proposed new construction located in the 2200 block of Kirk Avenue. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

**MBE/WBE PARTICIPATION:**

As this item is not the result of City procurement, WZ, LLC is responsible for all cost. Therefore, Article 5, Subtitle 28-4, MBE/DBE goals are not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Developer's Agreement No. 1609 with WZ, LLC.

**MINUTES**

Department of Transportation - Amendment No. 1 to Pilot Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 1 to the Pilot Agreement with Skinny Labs, Inc. d/b/a Spin. The Amendment No. 1 extends the period of the PILOT Agreement through December 31, 2019 or until the date when the rules and regulations governing operations by Dockless Businesses in the City (Dockless Vehicle Law) will be in place and effective, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On February 27, 2019, the Board approved the original PILOT Agreement with Skinny Labs, Inc. d/b/a Spin for the deployment of a limited number of dockless, personal use bicycles or motorized scooters within the City of Baltimore and for the temporary permitted use of the public right-of-way for the operation of a dockless vehicle program. The period of the original PILOT Agreement was effective upon Board approval through April 30, 2019.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 1 to the Pilot Agreement with Skinny Labs, Inc. d/b/a Spin.

**MINUTES**

Department of Transportation - Amendment No. 2 to  
Pilot Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 2 to the PILOT Agreement with Bird Rides, Inc. The Amendment No. 2 extends the period of the PILOT Agreement through December 31, 2019 or until the date when the rules and regulations governing operations by Dockless Businesses in the City (Dockless Vehicle Law) will be in place and effective, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On August 22, 2018, the Board approved the original Pilot Agreement with Bird Rides, Inc., for the deployment of a limited number of dockless, personal use bicycles or motorized scooters within the City of Baltimore and for the temporary permitted use of the public right-of-way for the operation of a dockless vehicle program. The period of the original Pilot Agreement was August 15, 2018 through February 28, 2019.

On February 27, 2019, the Board approved Amendment No. 1 with Dockless Businesses to extend the period of the PILOT Agreement through April 30, 2019.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 2 to the PILOT Agreement with Bird Rides, Inc.

**MINUTES**

Department of Transportation - Amendment No. 3 to Pilot Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 3 to the Pilot Agreement with Neutron Holdings, Inc. d/b/a Lime and LimeBike. The Amendment No. 3 extends the period of the PILOT Agreement through December 31, 2019 or until the date when the rules and regulations governing operations by Dockless Businesses in the City (Dockless Vehicle Law) will be in place and effective, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On August 22, 2018, the Board approved the original Pilot Agreement with Lime for the deployment of a limited number of dockless, personal use bicycles or motorized scooters within the City of Baltimore and for the temporary permitted use of the public right-of-way for the operation of a dockless vehicle program. The period of the original Pilot Agreement was August 15, 2018 through February 28, 2019.

On October 17, 2018, the Board approved Amendment No. 1 with Lime to establish the fees to be paid by Lime to the City for Dockless Bikes, as defined in the original agreement.

On March 13, 2019, the Board approved Amendment No. 2 to extend the period of the PILOT Agreement through April 30, 2019.



**MINUTES**

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 3 to the Pilot Agreement with Neutron Holdings, Inc. d/b/a Lime and LimeBike.

**MINUTES**

Department of Transportation - Traffic Mitigation Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Traffic Mitigation Agreement with 520 S. Caroline, LLC., (Developer). The Agreement will commence upon Board approval and termination will be deemed in writing by the Department of Transportation.

**AMOUNT OF MONEY AND SOURCE:**

\$16,812.44 - 9950-917089-9512-000000-490375

**BACKGROUND/EXPLANATION:**

Baltimore City Ordinance 11-259, was approved on May 9, 2012. It was determined that a Traffic Mitigation Fee was required for the Development.

The Developer proposes to perform the Scope of work for 520 South Caroline Street, (Development) constructing multi-family housing with 30 dwelling units and 1000 square feet of commercial space for a total of 31,000 square feet. The Developer agrees to make a one-time contribution in the amount of \$16,812.44 to fund the City's multimodal transportation improvements in the Development's vicinity to the extent practicable.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Traffic Mitigation Agreement with 520 S. Caroline, LLC.

**MINUTES**

Department of Transportation - Traffic Mitigation Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Traffic Mitigation Agreement with Roland Park Place Inc., (Developer). This Agreement will commence upon Board approval and termination will be deemed in writing by the Department of Transportation.

**AMOUNT OF MONEY AND SOURCE:**

N/A

The Developer agrees to install bus stop amenities at the existing MTA bus stop on the east side of the entrance to the development as shown on the location map (EXHIBIT A) at the sole cost of the owner. The upgrade is to include a waiting area, bench, and trash receptacle.

**BACKGROUND/EXPLANATION:**

The Developer proposes to perform the Scope of work for Roland Park Retirement Center Phase 2 at 830 West 40<sup>th</sup> Street, constructing the following: 60 independent living units for the elderly, (165,810 SF) and related site work.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Traffic Mitigation Agreement with Roland Park Place Inc.

**MINUTES**

Department of Transportation - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The is Board requested to approve a Memorandum of Understanding (MOU) between the Mayor and City Council acting through the Department of Transportation and Johns Hopkins University (Owner) in connection with landscaping and hardscaping. The period of the MOU is effective upon Board approval and will remain in effect for ten years with a 10 year renewal option unless terminated earlier in accordance with this agreement.

**AMOUNT OF MONEY AND SOURCE:**

N/A

The purpose of the MOU is to establish a framework for the Owner to maintain landscaping and hardscaping in the right-of-way for Charles Village Street and Streetscape Improvements. The right-of-way consists of St. Paul Street bound by University Parkway the north and 31<sup>st</sup>. Street on the south, and 33<sup>rd</sup> Street bound by Charles Street on the west and Hargrove Street on the east, all at its sole cost and subsequently for the owner to perform ongoing maintenance of all aspects of the Project during the term of the agreement.

The MOU will commence upon Board approval and remain in effect for ten years with a 10 year renewal option unless terminated earlier in accordance with this agreement.

**MBE/WBE/DBE PARTICIPATION:**

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

**MINUTES**

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved the Memorandum of Understanding between the Mayor and City Council acting through the Department of Transportation and Johns Hopkins University in connection with landscaping and hardscaping. The Mayor **ABSTAINED**.

**MINUTES**

Department of Transportation - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Memorandum of Understanding with the Department and Weller Development Company, LLC (Developer) in connection with a Storm Water Management (SWM) Master Plan for the Port Covington Development. The period of the MOU will commence immediately upon approval by the Board and remain in effect for a period of twenty-five years, commencing after the completion of the first SWM facility to be installed in the right-of-way renewable at the request of either the Developer or the City for an additional twenty-five years unless terminated earlier in accordance with this MOU.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The purpose of the MOU is to establish framework for the Developer to maintain Storm Water Management (SWM) facilities in the right-of-way for the Project Site at the Developer's sole cost and subsequently for the Developer to perform inspection and ongoing maintenance of all aspects of the SWM facilities in the right-of-way in accordance with the terms of this MOU.

The Developer will inspect and maintain all facilities beginning with the first SWM facility installed in the right-of-way per the approved plans, inspection, and maintenance schedule.

**MBE/WBE/DBE PARTICIPATION:**

N/A

**MINUTES**

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved the Memorandum of Understanding with the Department and Weller Development Company, LLC in connection with a Storm Water Management Master Plan for the Port Covington Development.

**MINUTES**

Department of Transportation - Amendment No. 2 to the Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an On-Call Traffic Engineering Services with WSP USA, Inc. (formerly known as Parsons Brinckerhoff, Inc.). Upon Board approval this agreement will be extended to May 12, 2021.

**AMOUNT OF MONEY AND SOURCE:**

\$1,000,000.00 - increase in upset limit

**BACKGROUND/EXPLANATION:**

On May 13, 2015 the Board approved the agreement in the amount of \$1,500 .00 with WSP USA, Inc., for a period of three years to assist the Department of Planning Division in managing various tasks. The scope of services includes, but are not limited to traffic mitigation under adverse conditions, designing traffic control devices including signals, vehicle detection equipment, signs, pavements markings, and traffic calming installations. On June 6, 2018, the Board approved Amendment No. 1 for a one year time extension and an increase to the upset limit by \$1,000,000.00 for continued design services for various projects. The Department is now requesting an additional two year time extension and an increase to the upset limit by \$1,000.000.00 to continue critical bicycle infrastructure planning and design services for various tasks. This increase will make the upset limit \$3,500,000.00.

**MBE/WBE PARTICIPATION:**

The Consultant will comply with Article No. 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goal in established in the original agreement.

**MBE:** 27.00%

**WBE:** 10.00%



**MINUTES**

Department of Transportation - cont'd

**MWBOO FOUND VENDOR IN COMPLIANCE**

**AUDITS NOTED THE INCREASE IN THE UPSET LIMIT AND TIME EXTENSION AND ON-CALL AGREEMENT AND WILL REVIEW TASK ASSIGNMENTS.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the On-Call Traffic Engineering Services with WSP USA, Inc. (formerly known as Parsons Brinckerhoff, Inc.). The President voted **NO**.

**MINUTES**

Department of Real Estate - First Renewal

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal option of the lease agreement by and between the Mayor and City Council, Landlord, and Dayspring Programs, Inc. Tenant, for the rental of property known as 5427 Belair Road consisting of approximately 7,472 square feet. The period of the renewal option is July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

Annual Rent

\$1.00, if demanded

**BACKGROUND/EXPLANATION:**

The Board approved the Lease Agreement on September 23, 2015 and approved an amendment to the Lease Agreement on July 28, 2017. The amendment extended the lease term to four years commencing July 1, 2015 terminating June 30, 2019 and added the option to renew for three one-year terms. Additionally, the amendment assigned responsibility to the Lessee for all maintenance and repairs including minor improvements, capital improvements, structural defects interior and exterior building maintenance including roof, walls, gutters, downspouts, foundation, ventilating and heating systems, and all waters, electrical and plumbing supply lines.

Dayspring Programs, Inc. is exercising their first renewal option commencing July 1, 2019 and terminating June 30, 2020.

The leased premises will continue to be used for Dayspring Head Start operations, providing education, health, social services, and parent-community involvement opportunities to low income, 3-5 year old children and their families.

## MINUTES

Department of Real Estate - cont'd

All other terms and conditions of the Lease Agreement dated September 23, 2015 and amended June 28, 2017 remain in full force and effect.

UPON MOTION duly made and seconded, the Board approved the renewal option of the lease agreement by and between the Mayor and City Council, Landlord, and Dayspring Programs, Inc. Tenant, for the rental of property known as 5427 Belair Road consisting of approximately 7,472 square feet.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Full Release of Retainage Agreement with SAK Construction, LLC.

**AMOUNT OF MONEY AND SOURCE:**

\$329,534.00 - 9956-903654-9551-000000-200001

**BACKGROUND/EXPLANATION:**

As of December 15, 2017, SAK Construction, LLC. completed 100% of all work for SC 937, Improvements to Sanitary Sewers in Hra07a and along Chesterfield Avenue in Herring Run Sewershed. The Contractor has requested a Full Release of Retainage in the amount of \$329,534.00. Currently, the City is holding \$329,534.00 in retainage for the referenced project and the contractor is requesting to reduce the amount of retainage to \$0.00. The warranty period for this contract ended December 16, 2018.

**MWBOO APPROVED THE RELEASE OF RETAINAGE.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Full Release of Retainage Agreement with SAK Construction, LLC.

**MINUTES**

Parking Authority of Baltimore City - Amendment to the Card Services Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Amendment to the Card Services Agreement with Global Payments Direct, Inc. The Amendment to the Card Services Agreement will extend the term of the Card Services Agreement for one year from July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

Facility	Account Number	Amount
Arena	2075-000000-2321-407200-603016	\$ 86,541.00
Baltimore	2075-000000-2321-407700-603016	\$ 60,334.00
Caroline	2075-000000-2321-408200-603016	\$ 31,696.00
Fleet & Eden	2075-000000-2321-408300-603016	\$ 50,794.00
Franklin	2075-000000-2321-407400-603016	\$ 33,812.00
Fayette	2075-000000-2321-408700-603016	\$ 4,694.00
Lexington	2075-000000-2321-407500-603016	\$ 31,027.00
Little Italy	2075-000000-2321-407900-603016	\$ 35,680.00
Marina	2076-000000-2321-253800-603016	\$ 29,879.00
Market Center	2075-000000-2321-407100-603016	\$ 14,563.00
Penn Station	2075-000000-2321-407600-603016	\$ 134,826.00
St. Paul	2075-000000-2321-408100-603016	\$ 53,202.00
West	2076-000000-2321-254000-603016	\$ 49,622.00
PABC Admin	2076-000000-2321-253300-607001	\$ 36,340.00
Meter Account	2076-000000-2321-252800-607001	\$ 2,293,771.00
Total		\$ 2,946,781.00

**MINUTES**

Parking Authority of Baltimore City - cont'd

**BACKGROUND/EXPLANATION:**

On July 14, 2010 the Board of Estimates approved the Agreement for seven years ending on June 30, 2017, and on June 21, 2017 the Board approved a one-year extension through June 30, 2018.

The Board again approved a one-year extension on June 13, 2018. This Agreement provides credit card processing services for all of the PABC's revenue collecting functions. The Parking Authority accepts credit card payments at parking garages, at parking meters, at the PABC walk-in office, and at the Residential Permit Parking website (together "PABC Programs"). Accepting credit card payments has facilitated many of the revenue controls implemented by the PABC while providing convenience to customers of the PABC/City's various programs.

In 2003, the PABC began installing parking access and revenue control equipment in City-owned off-street parking facilities (completed in 2006) to: provide better cash management; allow for credit card acceptance; and to make overall operations more efficient. In 2003, The Parking Authority began accepting credit card payments online and at the PABC office for Residential Parking Permits. Beginning in 2004, the PABC began upgrading the City's on-street parking meters to, among other things, allow for credit card acceptance. Much of the success of the PABC's revenue collection duties can be attributed to credit card acceptance.

The number and value of credit card transactions has more than doubled over the past several years and will continue to grow as additional meters and programs are added to the PABC's services. The increased volume of transactions has correspondingly increased credit card fees substantially. The PABC currently averages 338,370 transactions per month, generating approximately \$1,833,511 in credit card sales per month for all PABC Programs, with associated credit card processing fees averaging \$238,970 per month. The Parking Authority processed these transactions using multiple credit card processors at multiple points of sale with varying associated fees, prior to this Agreement with Global. The PABC has realized substantial savings in consolidating credit card processing with Global.

**MINUTES**

Parking Authority of Baltimore City - cont'd

The Card Services Agreement will continue to:

- provide debit and credit card processing services, along with other related merchant services to multiple PABC Programs with varying requirements;
- secure economies of scale to improve pricing;
- ensure timely and reliable authorization of credit/debit transactions;
- provide reporting products that meet the requirements of individual PABC Programs and PABC;
- consolidates processing
- establish a single point of contact for coordination of all activities, including adding new PABC Programs, problem resolution (settlement, billing, reporting, etc.), adapting to and incorporating new technologies, etc.

The PABC has realized hundreds of thousands in savings annually as a result of consolidation of merchant services under this Agreement. The PABC issued a Request for Proposals (RFP) on May 15, 2019 that will attempt to further reduce merchant service fees in the future. The result of that RFP will be coming to the Board of Estimates in the next year. Therefore, the PABC requests approval from the Board of Estimates of this extension of the Agreement.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Parking Authority of Baltimore City - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to the Card Services Agreement with Global Payments Direct, Inc.



**MINUTES**

Parking Authority of Baltimore City - Parking Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Parking Agreement with Camden Apartments Realty LLC, to provide parking for Camden Court Apartment residents. The period of the agreement is effective upon the date that Camden Apartments Realty LLC acquires title to Camden Court through September 30, 2057.

**AMOUNT OF MONEY AND SOURCE:**

Camden Apartments Realty LLC will pay the City through the PABC, the market rate (with discounts for quantity) for up to 110 parking passes to the Arena Garage.

**BACKGROUND/EXPLANATION:**

Camden Court Apartments, located at the northwest corner of Howard and Lombard Streets, is being sold by the original developer, QDC-Baltimore LLC to Camden Apartments Realty LLC. The Board approved a Parking Agreement with QDC on February 14, 2007 that this Agreement is superseding. This Agreement will provide parking for Camden Court Apartments at market rate through September 30, 2057. The Arena Garage will provide the spaces, though the PABC has discretion in relocating the spaces to other City-owned garages if needed.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Parking Agreement with Camden Apartments Realty LLC, to provide parking for Camden Court Apartment residents.

**MINUTES**

State's Attorney's Office (SAO) - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) with Behavioral Health System Baltimore, Inc. (BHSB). The period of the MOU is March 1, 2019 through June 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00 - 5000-502919-1150-118100-601001

**BACKGROUND/EXPLANATION:**

The BHSB was awarded a grant from the Governor's Office of Crime Control and Prevention (GOCCP) for FY 2019 entitled Law Enforcement Assisted Diversion and agreed to provide the SAO with a total of \$89,131.00 of the award to support an Assistant State's Attorney under the program.

The original MOU was approved by the Board on October 17, 2018 for the period June 1, 2018 through February 28, 2019 in the amount of \$35,558.00 from the GOCCP funds, received by the BHSB and \$53,573.00 to come from their FY 2019 funding.

The purpose of this MOU is for the expectations of both parties to be set forth in writing and approved by the Board.

This request is late because the MOU was recently completed.

**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 Memorandum of Understanding with Behavioral Health System Baltimore, Inc.

**MINUTES**

State's Attorney's Office (SAO) - Ratification of Grant  
Adjustment Notices

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify Grant Adjustment Notices (GANs) Nos. 1, 2, 3, 4, and 5 from the State of Maryland, Governor's Office of Crime Control and Prevention (GOCCP). The ratification will extend the period of GAN No. 5 through September 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$1,311.90 - 4000-405818-1150-118000-404001

**BACKGROUND/EXPLANATION:**

On November 23, 2016, the Board approved acceptance of the award from the GOCCP for the grant entitled Project Safe Neighborhoods in the amount of \$190,350.00 for the period October 1, 2016 through June 30, 2018.

On April 11, 2018, GAN No. 1 increased the funding by \$1,311.90 for training travel expenses, making the total grant award \$191,661.90.

On May 28, 2018, GAN No. 2 changed the project Director's name from Ms. Shelley Spruill to Ms. Lisa Smith.

On July 2, 2018, GAN No. 3 added two internal Department of Justice conditions to the grant.

On July 12, 2018, GAN No. 4 extended the period of the grant award through September 30, 2018.

On July 23, 2018, GAN No. 5 extended the period of the grant award through September 30, 2019.

**MINUTES**

SAO - cont'd

This request is late because of administrative delays.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board ratified Grant Adjustment Notices Nos. 1, 2, 3, 4, and 5 from the State of Maryland, Governor's Office of Crime Control and Prevention.

**MINUTES**

State's Attorney's Office (SAO) - Ratification of Grant  
Adjustment Notices

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify Grant Adjustment Notices (GANs) Nos. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, and 11 from the State of Maryland, Governor's Office of Crime Control and Prevention (GOCCP). The ratification of GAN No. 4 extended the period of the grant award through September 30, 2019 and GAN No. 10 extended the period of the grant award through January 31, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$24,900.19 - 5000-583717-1150-118000-405001

**BACKGROUND/EXPLANATION:**

On January 25, 2017, the Board approved acceptance of the award from the GOCCP for the grant entitled Baltimore City Improving Criminal Justice Responses to Domestic Violence & Sexual Assault in the amount of \$163,337.00 for the period October 1, 2016 through June 30, 2018.

On May 15, 2017, GAN No. 1 changed the GOCCP Fiscal Specialist from Ms. Tiffany Maclin to Ms. Felicia Bailey.

On May 22, 2017, GAN No. 2 increased the budget to \$212,700.00 by adding \$49,363.00 for training travel expenses, equipment, and law manuals.

On December 18, 2017, under GAN No. 3, all GOCCP partners' budgets were decreased by 5% (\$10,736.56) since Maryland State was not in compliance with HIV testing provisions. This resulted in a new budget of \$201,963.44.

On January 31, 2018, GAN No. 4 extended the period of the grant award through September 30, 2018.

**MINUTES**

SAO - cont'd

On March 1, 2018, GAN No. 5 reallocated salary savings for training travel.

On April 18, 2018, GAN No. 6 reallocated additional funds for training travel.

On June 4, 2018, GAN No. 7 changed the project Director's name from Ms. Shelley Spruill to Ms. Lisa Smith.

On September 18, 2018, GAN No. 8 changed the project Director's name from Ms. Lisa Smith to Ms. Jennefer Haslam.

On October 9, 2018, GAN No. 9 changed the project Director's name from Ms. Jennefer Haslam to Ms. Ciara Huff.

On December 6, 2018, GAN No. 10 extended the period of the grant award through January 31, 2019.

On December 30, 2018, GAN No. 11 reallocated salary savings and de-obligated \$13,726.25 of the award, changing the award amount to \$188,237.19.

The ratification of GAN No. 4 extended the period of the grant award through September 30, 2018 and GAN No. 10 extended the period of the grant award through January 31, 2019. The ratification of the increase of the award in GAN No. 2 and decrease in the award in GAN Nos. 3 and 11 resulted in an increase of \$24,900.19 to the original award amount of \$163,337.00.

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

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

SAO - cont'd

UPON MOTION duly made and seconded, the Board ratified Grant Adjustment Notices Nos. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, and 11 from the State of Maryland, Governor's Office of Crime Control and Prevention.

**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:

2558 - 2564

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

The Board **DEFERRED** item no. 2 for one week.



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

- |    |   |                  |                |
|----|---|------------------|----------------|
| 1. | B50005418, 45 Foot<br>Bucket Truck & 47<br>Foot Digger Derrick<br>Truck | Altec Industries | \$1,194,567.00 |
|----|---|------------------|----------------|

(Dept. of General Services)

The amount of \$1,194,567.00 is for the purchase of three 45 Foot Bucket Trucks and three 47 Foot Digger Derrick Trucks that will be financed through the City's master lease program administered by the Bureau of Treasury Management.

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

**MWBOO GRANTED A WAIVER.**

- |    |   |  |          |
|----|---|--|----------|
| 2. | B50005554, Management<br>of Parking Garages<br>Group IV | SP Plus Corporation<br>d/b/a SP+ Municipal<br>Services | \$ 36.00 |
|----|---|--|----------|

(Parking Authority of Baltimore City)

Vendors were solicited through CitiBuy, eMaryland Marketplace and local newspapers. Eight proposals were received with one proposal deemed non-responsive. Parking Systems of America did not follow the solicitation submission instructions as outlined in Section B7, which requested a Certificate of Good Standing for Contractors and Subcontractors. Most importantly, Parking Systems of America price was found unfair and unreasonable. Their price proposal was based on total cost rather than administrative fees, which yielded a price grossly over budget. Therefore, award is recommended to SP Plus Corporation as the most responsive and responsible proposer with the highest total score.

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Procurement

**MWBO SET MBE GOAL AT 10% AND WBE GOAL AT 4%.**

MBE: Coleman Security Services, LLC	\$172,215.91	29%
WBE: R1b Contract Services, LLC	\$ 17,815.44	3%
Sue Ann's Office Supply, Inc.	5,938.92	1%
	<u>\$ 23,753.92</u>	<u>4%</u>

**MWBO FOUND VENDOR IN COMPLIANCE.**

**A PROTEST WAS RECEIVED FROM DANAS ENTERPRISE, INC.**

**A PROTEST WAS RECEIVED FROM IMPARK AND DANAS PARKING, A JOINT VENTURE.**

P. 8747



May 27, 2019

Danas Enterprise Inc.  
218 East Lexington Street, Ste 602  
Baltimore, MD 21202

Honorable Members of Baltimore City Board of Estimates  
100 Holiday Street, Suite 204  
Baltimore, Maryland 21202

Honorable Bernard C. "Jack" Young, Mayor  
Honorable Joan Pratt, Comptroller  
Honorable Brandon M. Scott, City Council President  
Mr. Andre M. Davis, City Solicitor  
Mr. Rudolph S. Chow, P.E., Director of Public Works

c/o Harriett Taylor, Secretary/Deputy Comptroller

Re: Bid Protest/Appeal for B50005554 - Management of Parking Garages Group IV

Dear Board Members:

This letter serves as Danas Enterprise Inc's bid protest as to B50005554- Management of Parking Garages Group IV. It has come to our attention that the Baltimore City Bureau of Purchases is recommending awarding the above contract award to another organization The potential awardee.

The Danas organization is submitting this letter to protest the bid as nonresponsive. According to the RFP, bids which are submitted with the price of less than one dollar (\$1.00) will be deemed nonresponsive. Predatory pricing is illegal which is setting prices low in an attempt to eliminate the competition. We are requesting the Board of Estimates members defer this matter indefinitely while the Parking Authority of Baltimore City (PABC), CityBuy ( City purchasing), and Bureau of Purchases review of the procurement process carefully.

Shown below are the following sections of the Request for Proposal (RFP).

**SW3 - Method of Award**

1. A bid is submitted with the Price less than one dollar (**\$1.00**) will be deemed nonresponsive. (Page 4)
2. Paragraph E5 on page 7 states "All Bids that are submitted shall not have a price less than **\$1.00**. Prices less than \$1.00 shall be deemed non-responsive."

The proposed bidder submitted less than a one-dollar management fee for each of the garages as shown below and attached in Exhibit A, The potential awardee' bidder management fee proposal.

- A. Lexington Street Garage 33 cents
- B. Arena Garage 34 cents
- C. Baltimore Street Garage 33 cents

The potential awardee offered a total monthly management fee of 33 pennies for Baltimore Street Garage, 33 pennies for Lexington Garage and 34 pennies for Arena Garage which are three premium garages with more than 2,057 Parking spaces and more than five million dollars \$5,000,000.00 revenue. This type of abnormal pricing based on unreasonable management cost analysis is completely unfeasible and grounds for predatory pricing.

3. The contract addendum shown on page 3 of 10 states Quote should ONLY be on the management of all services? "As this is a fully reimbursable contract, your Quote would be for any profit and administrative fees by you that are not reimbursed"

Management fees at a minimum include:

Off-site Supervision	Bookkeeping and Accounting	Human Resources Support for new employees
Background Checks	Random Drug Testing	Employee Training
Marketing/Advertising		

In 2017, as shown in Exhibit 2, Management and Incentive Fees paid by the City, alone the monthly management fee for the same garages were over 3,438 % times The potential awardee proposal and their 3-year management fee at \$36.00 versus the current management fee worth \$193,389.34.

4. Paragraph 6E on page 6.  
Price Scoring will be as follows.

- A. "The Committee will determine if the price is considered fair and reasonable."

As shown in Parking Today's article, *Results of Competing on Management Fees*, low management fees often negatively affect the performance and quality of services. During our past 25 years of managing garages, our stellar performance and commitment to optimizing safety and customer have been our utmost priority.

By accepting this abnormally low bid, the CityBuy ( City purchasing ) is dictating that management companies bid for garages at a rate at which it is impossible to run a garage, let alone make a profit. \$1.00 a month per garage with more than 2,057 spaces is unreasonable. Additionally, accepting these low bids will require businesses to spend money to obtain the contract; however necessary operations will exceed traditional reimbursement. Lastly, these types of bids is also a tsunami for small, local parking companies as it will not only destroy them, it will also wipe them out from the City and low management fee often negatively affects the performance of the operation.

For all the reasons mentioned above Danas strongly recommend that CitiBuy (city Purchasing) rejects the potential awardee proposal and allow for the consideration of a more carefully constructed bid.

Please contact me at 410.685.7275 to discuss this matter.

*Moges Abebe*  
Sincerely,

Moges Abebe  
Danas Enterprise Inc.  
Vice-President

- 3 Encls: 1) Exhibit A: Management Fee Proposal
- 2) 2016-2018 Management & Incentive Feeds Paid by the City
  - 3) ParkingToday.com, *Results of Competing on Management Fees, 5/27/2019*

**Group IV**

	<b>Facility</b>	<b>Monthly Management Fee Proposed</b>
1	Arena Garage	\$.34
	Lexington Street	\$.33
2	Baltimore Street	\$.33
5	<b>Group IV – Total Monthly Management Fees</b>	<b>\$1.00</b>
6	<b>Total Contract Fee = x 12 months x 3years</b>	<b>\$36.00</b>

**Groups IV - Total Contract Management Fees = \$ 36.00**

TERM: NET 30 DAYS

Payment Discount Offered (check below):

2% - 20 Days, Net 30

F.O.B.: DESTINATION

(Affix  
Corporate  
Seal Here)



November 12, 2018

Signature of Authorized Representative (Sign in blue ink only)

Date

Senior Vice President

Title

**2016 Management and Incentive Fees Paid by the City**

	Garage Name	Monthly Management Fees	yearly Management Fees	Incentive Fees	Total
1	Baltimore Street Garage	\$1,639.00	\$19,668.00	\$0.00	\$19,668.00
2	Arena Garage	\$300.00	\$3,600.00	\$0.00	\$3,600.00
3	Lexington Street Garage	\$1,500.00	\$18,000.00	\$0.00	\$18,000.00
	<b>Total 1 Year Contract</b>		<b>\$41,268.00</b>	<b>\$0.00</b>	<b>\$41,268.00</b>

**2017 Management and Incentive Fees Paid by the City**

	Garage Name	Monthly Management Fees	yearly Management Fees	Incentive Fees	Total
1	Baltimore Street Garage	\$1,639.00	\$19,668.00	\$5,035.00	\$24,703.00
2	Arena Garage	\$300.00	\$3,600.00	\$0.00	\$3,600.00
3	Lexington Street Garage	\$1,500.00	\$18,000.00	\$12,744.34	\$30,744.34
	<b>Total 1 Year Contract</b>	<b>3439</b>	<b>\$41,268.00</b>	<b>\$17,779.34</b>	<b>\$59,047.34</b>

**2018 Management and Incentive Fees Paid by the City**

	Garage Name	Monthly Management Fees	yearly Management Fees	Incentive Fees	Total
1	Baltimore Street Garage	\$1,639.00	\$19,668.00	\$10,016.00	\$29,684.00
2	Arena Garage	\$300.00	\$3,600.00	\$0.00	\$3,600.00
3	Lexington Street Garage	\$1,500.00	\$18,000.00	\$41,790.00	\$59,790.00
	<b>Total 1 Year Contract</b>		<b>\$41,268.00</b>	<b>\$51,806.00</b>	<b>\$93,074.00</b>

<b>3 Years Contract Total</b>		<b>\$123,804.00</b>	<b>\$69,585.34</b>	<b>\$193,389.34</b>
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**Will City Purchasing Accept the Following Bid ?**

	Garage Name	Monthly Management Fees	Management Fees	NO Incentive fee will be Paid Per RFP	Total
1	Baltimore Street Garage	\$0.33	\$3.96	\$0.00	\$3.96
2	Arena Garage	\$0.34	\$4.08	\$0.00	\$4.08
3	Lexington Street Garage	\$0.33	\$3.96	\$0.00	\$3.96
	<b>Total 1 Year Contract</b>	<b>\$1.00</b>	<b>\$12.00</b>	<b>\$0.00</b>	<b>\$12.00</b>

<b>3 Years Contract Total</b>	<b>\$3.00</b>	<b>\$36.00</b>	<b>\$0.00</b>	<b>\$36.00</b>
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## Results of Competing on Management Fees

The positive aspect of the change to competition on management fees was that owners often paid less for what was identified as "Parking Management Fees." The negative aspect was that parking operators ran management fees "into the ditch," bidding increasingly low fees to get the business. The difficulties with these low management fees include the following:

Often the low management fees are accompanied by higher insurance rates, benefit rates, and other costs. These higher costs often are not allocated as labeled, since the excess amounts go to the operator in lieu of higher management fees. For instance, the cost of unemployment compensation or liability insurance may not be appropriate for a specific garage location, but is averaged across the entire company or is a percentage of the entire cost paid by the company. What is not actually spent on specific operations becomes, by default, part of the management fee. The larger the operation, the more profitable these hidden charges become to the operator.

Another example is that payroll processing costs and earned paid time off may not be calculated just for the on-site staff at a facility. The costs might also include accrued paid time off of an employee who was transferred to a new facility, and the new facility is charged when the time is taken. Other activities that may become cost items are human resources processing of new employees, background and drug testing, driver's license record review, and initial training. How those costs are attributed to a specific facility is a difficult issue to analyze.

If the management fee is low, operating companies often do not devote a significant amount of off-site management to overseeing the on-site manager, the budget, compliance with the contract, or operations. Since operations in any city depend primarily on the quality, experience, ethics, and work habits of the on-site manager, strong oversight by representatives of the company is essential to the client receiving proper on-site management. When the management fee is low, the company may not devote resources to monitoring and mentoring of the on-site manager to achieve a high quality of service.

These characteristics associated with low management fees often negatively affect the performance of the operator, and thus the incentive fees may not be gained either – depending upon how they are calculated.

The truth of the matter is best expressed by the old saying, "You get what you pay for." When bids or RFPs are judged primarily by which operator proposes the lower management fee, the owner is more likely to receive lower quality performance. Operating parking garages and lots depends upon, at a minimum:

a quality on-site manager that will remain for the length of the contract, or at least for a minimum number of required years;

good standard operating procedures for each management and operating position;

an appropriate strategy for ensuring compliance with the management agreement;

excellent reporting on transactions, trends in occupancy and use, revenues, expenses, and ideas for optimizing revenue and customer service;

a suitable plan for oversight/evaluation of employee performance;

strong internal financial analysis and controls, in addition to the owner's financial oversight;

a desire to exceed expectations by the on-site manager; and







**impark**

May 28, 2019

Honorable Members of the Baltimore City Board of Estimates -

RE: Parking Authority of Baltimore City Recommendation of Contract Award for Management of the Arena Garage, Baltimore Street Garage, and Lexington Garage

**RFP- B50005554 AWARD PROTEST**

Dear Board Members:

I represent the joint venture of Impark and Danas Parking, an offeror who submitted a proposal to manage the above referenced parking facilities, pursuant to RFP – B50005554. It has come to our attention that the Parking Authority of Baltimore City is recommending an award of a management contract to an offeror that does not qualify under the requirements of the issued RFP. Therefore, Impark/Danas is submitting this letter of protest and is respectfully requesting the members of the Board of estimates defer this matter indefinitely while the PABC and Bureau of Purchase review of this procurement process.

Our protest is based on the following sections of the RFP.

**Bid Qualification Requirements**

Page 47 “Section A. All Proposers must be registered in CitiBuy and must download the solicitation, before bidding. This is to ensure that proposers receive all subsequent information and addenda related to this solicitation.”

Page 2 “Important notice to Vendors, Regarding Registration as Requirement for Proposing: To be added to the Bidder list you must register in CitiBuy and then download the solicitation. Bids/ Proposal submitted who are not on the official bidder list will be returned as non-responsive.”



## impark

The proposed awardee *did not* acknowledge the bid and *was not* added to the bidder list. Attached you will find the attached bidders/ solicitation holder list for This Bid (RFP-B50005554) Baltimore City Purchasing (CitiBuy) Site.

Per the aforementioned requirement this would qualify them as unresponsive, and per the clearly stated requirements, should disqualify them from any rights to being awarded RFP – B50005554 (Management of Parking Garages Group IV)

### Best Interest of City

We believe that in this case selection of the lowest bidder is not in the best interest of the City of Baltimore. The proposed awardee will be tasked for managing millions of dollars for the City, priced at a cost that clearly will not provide them any incentive to do so on a consistent basis during the three year term of this contract.

The quoted fee of the proposed awardee totaled \$36 over the entire three years term, or 33 cents per garage per month over the three year period.

The RFP also states –

#### **SW3. METHOD OF AWARD:**

A. Award, if made, will be made to the responsive and responsible Proposer meeting the specifications, terms and conditions and that receives the highest combined evaluation score for Technical Scoring and Price Scoring, as determined by the Evaluation Committee (Committee) and approved by the Board of Estimates. Bids that are submitted with a price of less than one dollar (\$1.00) will be deemed non-responsive.

Although the requirement doesn't state what period of time the minimum fee structure falls within, monthly or annually, it clearly was put in place and is intended to protect the City of Baltimore from proposals that reasonable people would understand as "too good to be true", and therefore should be scrutinized as likely to create future potential issues.

We respectfully request that the Board of Estimates reject the PABC's award recommendation. Thank you for your consideration.

Sincerely,

Christopher Johnson  
Executive Vice President

## SECTION B - BID DOCUMENTS:

(NOTE: For your proposal to be responsive you must submit all of the documents contained in this section.)

### B1. PROPOSERS MUST BE REGISTERED:

**A.** All Proposers must be registered in CitiBuy and must download the solicitation, before bidding. This is to ensure that proposers receive all subsequent information and addenda related to this solicitation.

**B.** To register go to [www.baltimorecitiBUY.org](http://www.baltimorecitiBUY.org) and click on the "Register" link above the log in box.

### B2. PROPOSER REQUIRED RESPONSE:

**B.** Each Proposer shall provide and submit all of the forms and/or information stated and required in Section 'B' and the Submission Instructions.

**C.** This is a One-Step Solicitation/Offer process. You will find an envelope/package label following this section. Each Proposer shall prepare its Bid to include all of the forms and/or required information as set forth in Section 'B' of this Part 1 and shall assemble the Proposer response in the prescribed manner and required format as set forth in Section 'B'. Proposers are also instructed to adhere to all instructions found in the Submission Instructions in Part 2.

**D.** Prepare and submit One (1) complete "Original", and Seven (7) complete "Duplicates" which shall include all of the forms and/or information identified in Section 'B'.

### B3. ONE ORIGINAL (SUBMIT ALL PAGES IN SECTION B.) and SEVEN (7) DUPLICATES:

**A.** Be sure the original is clearly marked as "Original". Be sure the original is signed in blue ink (or some color other than black). Be sure all duplicate copies are clearly marked as "Duplicate."

**B. ADDENDA.** Attach signed copies of all Addenda received in connection with this solicitation.

### B4. GENERAL SUBMISSION COMMENTS:

**A.** The "original" bid shall be typed or printed in ink using the set of documents included in this Solicitation package. "Duplicate" copies must be photo-copied by the Proposer.

**B. Exceptions, Modifications, Alterations and Deviations:** Do not insert or include any exception, modification, alteration or deviation not approved in writing by the City Purchasing Agent per instructions elsewhere in this solicitation.

**C.** Failure to fully complete and submit any of the solicitation documents or other requests for information per the above instructions will be grounds for rejection of your proposal at the sole discretion of the City.

**D.** If your complete response to any specific question or other specific request for information is not found where it is expected to be found, per the Solicitation's format instructions, it will be considered as missing and therefore non-responsive

**E.** Failure to provide complete and concise responses to all questions and other requests for information according to the format as stipulated and required herein shall risk making your proposal

**Important Notice to Vendors**

**Regarding Registration as a Requirement for  
Proposing**

- Anyone wishing to submit a bid or proposal must first be on the official bidder list for this solicitation. This is to ensure that bidders receive all subsequent information and addenda related to this solicitation.
- To be added to the bidder list you must be registered in CitiBuy and then download the solicitation.
- To register go to [www.baltimorecitiBUY.org](http://www.baltimorecitiBUY.org) and click on the "Register" link above the log in box.
- *Bids / Proposals submitted by vendors who are not on the official bidder list will be returned as non-responsive.*

Solicitation Holder List - B50005554 = Is a List of vendors who have acknowledge  
The bid

**Solicitation Name:** Management Parking Garages - Group IV **Buyer:** Will Glasmyer  
**Solicitation #:** B50005554 **Opening Date** 11/21/2018 11:00:00 AM

Date Acknowledged	Contact Name, Company Name, Address, Phone & Fax	File Sent	File Downloaded
09/25/2018	<p>Contact Person: Carol Porter   Broadway Services, Inc. 3709 E. Monument Street Baltimore, MD, 21205 Phone: (410)979-2456 Fax: (410)563-6955 Email address: cporter@broadwayservices.com</p>		<p>Arena Garage FY 2019 Budget(10/24/2018) B50005554 Management Parking Garages Group IV Addendum 1.pdf(11/13/2018) B50005554 Management Parking Garages Group IV Addendum 2.pdf(11/13/2018) B50005554 Management Parking Garages Group IV Scope and Bid Docs Pt-1.pdf(10/24/2018) B50005554 Management Parking Garages Group IV Terms and Conditions Pt-2.pdf(10/24/2018) Baltimore Street Garage FY 2019 Budget(11/12/2018) Lexington Street Garage FY 2019 Budget(10/24/2018) Security Arena 2018 Police Schedule.pdf(11/12/2018)</p>
11/19/2018	<p>Contact Person: Andrew Fickinger   The Sherwin-Williams Company d/ba Duron Paints and Wallcoverings 3348 So. Central Ave. Baltimore, MD, 21202 Phone: (443)250-7029 Fax: (410)563-2810 Email address: swrep6381@sherwin.com</p>		
09/27/2018	<p>Contact Person: Henok Tesfaye   U Street Parking Inc. 1112 U Street NW Suite 1110 Washington D.C., DC, 20009 Phone: (202)265-0010 Fax: (202)265-5007 Email address: henok@ustreetparking.com</p>		<p>Arena Garage FY 2019 Budget(10/24/2018) B50005554 Management Parking Garages Group IV Addendum 2.pdf(11/12/2018) B50005554 Management Parking Garages Group IV Scope and Bid Docs Pt-1.pdf(10/12/2018) Baltimore Street Garage FY 2019 Budget(10/24/2018) Lexington Street Garage FY 2019 Budget(10/24/2018) Revenue Expense Arena 2016-2018.pdf(11/12/2018) Revenue Expense Baltimore 2016-2018.pdf(11/12/2018) Revenue Expense Lexington 2016-2018.pdf(11/12/2018) Security Arena 2018 Police Schedule.pdf(11/12/2018) Security Baltimore 2018 Police Schedule.pdf(11/12/2018) Work Employee Schedule Lexington St. August 2018.pdf(11/12/2018) Work Employee Schedule Arena August 2018.pdf(11/12/2018) Work Employee Schedule Baltimore Street Garage August 2018.pdf(11/12/2018)</p>
11/02/2018	<p>Contact Person: Tim Hoppenrath   Impark 510 Walnut Street Suite 420</p>		<p>Arena Garage FY 2019 Budget(11/20/2018) B50005554 Management Parking Garages Group IV Addendum 1.pdf(11/20/2018) B50005554 Management Parking Garages Group IV Addendum 2.pdf(11/20/2018) B50005554 Management Parking Garages Group IV Scope and Bid Docs Pt-</p>

	Philadelphia, PA, 19106								
	Phone:	(240)495-2778	Fax:	(215)829-8211					1.pdf(11/20/2018)
	Email address:	thoppenrath@impark.com							B50005554 Management Parking Garages Group IV Terms and Conditions Pt-2.pdf(11/20/2018)
									Baltimore Street Garage FY 2019 Budget(11/20/2018)
									Lexington Street Garage FY 2019 Budget(11/20/2018)
									Revenue Expense Arena 2016-2018.pdf(11/20/2018)
									Revenue Expense Baltimore 2016-2018.pdf(11/20/2018)
									Revenue Expense Lexington 2016-2018.pdf(11/20/2018)
									Security Arena 2018 Police Schedule.pdf(11/20/2018)
									Security Baltimore 2018 Police Schedule.pdf(11/20/2018)
									Work Employee Schedule Lexington St. August 2018.pdf(11/20/2018)
									Work Employee Schedule Arena August 2018.pdf(11/20/2018)
									Work Employee Schedule Baltimore Street Garage August 2018.pdf(11/20/2018)
10/15/2018	Contact Person:	Alan Kraemer   ABM Parking Services							B50005554 Management Parking Garages Group IV Scope and Bid Docs Pt-1.pdf(10/15/2018)
		1459 Hamilton Avenue							B50005554 Management Parking Garages Group IV Terms and Conditions Pt-2.pdf(10/15/2018)
		Cleveland, OH, 44114							
	Phone:	(412)802-5683	Fax:	(412)261-9913					
	Email address:	alan.kraemer@abm.com							
10/27/2018	Contact Person:	Diana Turcotte   ABM Parking Services							Arena Garage FY 2019 Budget(10/27/2018)
		1459 Hamilton Avenue							B50005554 Management Parking Garages Group IV Addendum 1.pdf(11/13/2018)
		Cleveland, OH, 44114							B50005554 Management Parking Garages Group IV Addendum 2.pdf(11/13/2018)
	Phone:	(312)541-6313	Fax:	(412)261-9913					B50005554 Management Parking Garages Group IV Scope and Bid Docs Pt-1.pdf(10/27/2018)
	Email address:	diana.turcotte@abm.com							B50005554 Management Parking Garages Group IV Terms and Conditions Pt-2.pdf(10/27/2018)
									Baltimore Street Garage FY 2019 Budget(10/27/2018)
									Lexington Street Garage FY 2019 Budget(10/27/2018)
									Revenue Expense Arena 2016-2018.pdf(11/13/2018)
									Revenue Expense Baltimore 2016-2018.pdf(11/13/2018)
									Revenue Expense Lexington 2016-2018.pdf(11/13/2018)
									Security Arena 2018 Police Schedule.pdf(11/13/2018)
									Security Baltimore 2018 Police Schedule.pdf(11/13/2018)
									Work Employee Schedule Lexington St. August 2018.pdf(11/13/2018)
									Work Employee Schedule Arena August 2018.pdf(11/13/2018)
									Work Employee Schedule Baltimore Street Garage August 2018.pdf(11/13/2018)
10/25/2018	Contact Person:	Karen Wilkes   All Mines, LLC							Arena Garage FY 2019 Budget(10/25/2018)
		10821 Red Run Blvd #1473							B50005554 Management Parking Garages Group IV Scope and Bid Docs Pt-1.pdf(10/25/2018)
		Owings Mills, MD, 21117							B50005554 Management Parking Garages Group IV Terms and Conditions Pt-2.pdf(10/25/2018)
	Phone:	(410)417-7118	Fax:	(410)510-1295					Baltimore Street Garage FY 2019 Budget(10/25/2018)
	Email address:	allminesnow@gmail.com							Lexington Street Garage FY 2019 Budget(10/25/2018)
11/16/2018	Contact Person:	Kelly Johnson   RFX ANALYST INC							
		8 The Green							
		Suite #5875							
		Dover, DE, 19901							
	Phone:	(302)244-5650	Fax:						
	Email address:	kfp@rfxanalyst.com							
10/15/2018	Contact Person:	Jim Rogers   Parking Systems of America							B50005554 Management Parking Garages Group IV Addendum 1.pdf(11/19/2018)
									B50005554 Management Parking Garages Group IV Addendum 2.pdf(11/19/2018)

4011 Commerce St  
Dallas, TX, 75226  
Phone: (469)802-2216 Fax: (214)874-0469  
Email address: jimrogers@belclaire.com

11/17/2018 Contact Person: Sebsibe Gebremariam | Impark / Danas parking llc  
218 East Lexington Street  
Suite 602  
Baltimore, MD, 21202  
Phone: (410)685-7275 Fax: (410)685-7276  
Email address: sabby@danasparking.net

B50005554 Management Parking Garages Group IV Scope and Bid Docs Pt-1.pdf(11/19/2018)  
B50005554 Management Parking Garages Group IV Terms and Conditions Pt-2.pdf(11/19/2018)  
Revenue Expense Arena 2016-2018.pdf(11/19/2018)  
Revenue Expense Baltimore 2016-2018.pdf(11/19/2018)  
Revenue Expense Lexington 2016-2018.pdf(11/19/2018)  
Work Employee Schedule Lexington St. August 2018.pdf(11/19/2018)

Arena Garage FY 2019 Budget(11/17/2018)  
B50005554 Management Parking Garages Group IV Addendum 1.pdf(11/17/2018)  
B50005554 Management Parking Garages Group IV Addendum 2.pdf(11/17/2018)  
B50005554 Management Parking Garages Group IV Scope and Bid Docs Pt-1.pdf(11/17/2018)  
B50005554 Management Parking Garages Group IV Terms and Conditions Pt-2.pdf(11/17/2018)  
Baltimore Street Garage FY 2019 Budget(11/17/2018)  
Lexington Street Garage FY 2019 Budget(11/17/2018)  
Revenue Expense Arena 2016-2018.pdf(11/17/2018)  
Revenue Expense Baltimore 2016-2018.pdf(11/17/2018)  
Revenue Expense Lexington 2016-2018.pdf(11/17/2018)  
Security Arena 2018 Police Schedule.pdf(11/20/2018)  
Security Baltimore 2018 Police Schedule.pdf(11/20/2018)  
Work Employee Schedule Lexington St. August 2018.pdf(11/20/2018)  
Work Employee Schedule Arena August 2018.pdf(11/20/2018)  
Work Employee Schedule Baltimore Street Garage August 2018.pdf(11/20/2018)

Cancel



## Acknowledge Receipt and View Solicitation

<b>Bid #</b>	950025554
<b>Bid Description</b>	Management Parking Garages - Group IV

To acknowledge a bid, you must complete the following information. If you do not want to acknowledge the bid click No and the bid will be displayed. Do you want to continue?

[Proceed](#)

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## MINUTES

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

Department of Transportation - TR 00073, Reconstruction Hawkins Point Rd. Bridge over CSXT and Roadway Improvements from West of Chemical Rd to Ross Avenue

Allan Myers  
Corman Kokosing  
Anchor Construction Company

Department of Procurement - B50005554, Management of Parking Garages Group IV

American Building Maintenance ✓  
Broadway Services, Inc. ✓  
SP Plus Corporation d/b/a  
SP+ Municipal Services  
Mid Atlantic Parking Services, Inc.  
Imperial Parking LLC ✓  
TAG & PARKING  
PMS Parking, Inc.  
Parking Systems of America ✓

Department of Procurement - B50005563, GC-MS Equipment Maintenance, Repair and Diagnostic Services

Agilent Technologies  
Full Spectrum Analytics, Inc.  
Specialty Underwriters LLC  
Electronic Risk Consultant  
Compco Analytical, Inc.  
The Remi Group, LLC

## MINUTES

President: "The first item on the non-routine agenda can be found on pages 81 through 82 item 2, Recommendations for Contract Awards/Rejections: item 2, Management of Parking Garages Group IV. Will the parties please come forward. Ma'am?"

Erin Sher Smyth, City Purchasing Agent: "Good morning, Mayor Young, Honorable Comptroller and Honorable members of the Board. Erin Sher Smyth, City Purchased Agent for a Department of Finance, Bureau of Procurement. We have received a -- excuse me a protest from Impark and from Danas. However uh -- the protest from Danas um -- they are not a bidder on this and I'm not sure if the Board would like to um -- he -- hear the protest -- from Danas --"

President: "We will."

City Purchasing Agent: "Oh -- I just wanted to check, thank you. So the -- the gist of the argument in this protest is that uh -- the recommended awardee, SP Plus was not on the bidders list and therefore didn't comply with the submission instructions. However, there's two problems with that argument. One is they were actually on the bidders list. They received all of the documents, including all the addenda and then the second issue is that we have actually never thrown out a bid for failure to be on the bidders list. That is to protect the bidders to make sure they have all of the

## MINUTES

documents. And in this case they were on the bidders list and they did receive all of the documents. And the other issue is the -- the question about the price. The documents very clearly noted that and price submitted below one dollar would be considered unreasonable and therefore the opposite clearly is true; anything a dollar and over would be considered reasonable. We were very clear about that and this price was considered reasonable and this vendor received the highest overall score as required by the solicitation."

President: "Thank you. Gentlemen we just want to say before you go for the record that's you are not a bidder on this process and this is something we're doing -- hearing you out for a one-time thing, okay. Yeah, go ahead."

Martin Mwangi: Good morning, Honorable members. My name is Martin Mwangi on behalf of Impark Danas. We actually part of the -- of the bid process, we did comply with uh -- what the requirements of this bid. I just wanted to make that uh -- for the record. Uh -- Honorable Members we are protesting the award of the RFP B50005554, due to the following. The proposed awardee did not acknowledge the bid and was not added to the bidder list, as far as the uh -- information that we have provided with the protest. Uh -- we also

## MINUTES

believe that the case -- a selection of the lowest bidder is not to the best interest of -- of the City of Baltimore. Uh -- the proposed awardee will be tasked to managing millions of dollars to the City -- on behalf of the City -- priced at a cost that clearly will not provide them with an incentive to do so on a consistent basis during the three term of this contract. Uh -- If you look at the requirem -- requirements of the price uh -- it's a bit vague and therefore it -- it does not clearly uh -- uh -- state uh -- if the entire award of the bid was going to be more than one dollar or was it an individual uh -- parking facility. Uh -- if you look at the requirement of the -- of the bid you will see also that they are -- they have provided -- although it was provided three different uh -- uh -- budgets uh -- for these facilities. Meaning that they were being treated as individual locations. According to the information or the bid from SP Plus uh -- they provided, I believe it was almost uh -- I think it was 33 cents, per garage, per month for three years. And therefore our protest is also based on uh -- that they did not comply uh -- because they obviously bid or their bid was based on less than one dollar per facility. Thank you."

## MINUTES

President: "Ms. Sher, um -- just for -- clarifying the question. One is this a time-sensitive issue."

City Purchasing Agent: "I believe it is time sensitive um -- I can let Mr. Little speak to that. However this will reflect a considerable savings for the City to award it now and additionally, there are no open issues that I am aware of that we would need to consider. But I will let Mr. Little speak."

President: "Mr. Little, tell us why this is a time-sensitive issue."

Peter Little, Parking Authority: "Uh -- the contract on two of the garages actually ends at the end of this month uh -- we were going to extend for another month uh -- those two facilities uh -- in order to award this contract. So, yes it is."

President: "Thank you. Board members hearing the information and hearing that the contractors isn't up until the end of the month I would like to make a motion to defer this one, one week."

City Solicitor: I second the motion."

President: "All in favor say aye. Those opposed nay. We're going to defer this item for one week. Thank you."

\* \* \* \* \*

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

3. B50005619, City of Baltimore "City" and Housing Authority of Baltimore City "HABC" Disparity Study

**REJECTION:** The technical evaluation criteria was not clear and concise. The solicitation stated that the technical criteria had a numerical value of 1000 points. However, it did not allocate points to each category to clarify importance of each section. This information is necessary to proposers as it identifies the importance of each category by the amount of points allotted per section. Therefore, the Board is requested to reject all proposals to allow an opportunity for the Department to rewrite an improved solicitation that may enhance competition and also clarify the weight of the technical evaluation categories to the vendors.

**MINUTES**

Baltimore Development Corporation - Land Disposition Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with 417 N. Howard Properties, LLC, (Developer) for the property located at 417 N. Howard Street.

**AMOUNT OF MONEY AND SOURCE:**

\$1.00 to be paid in cash at settlement.

**BACKGROUND/EXPLANATION:**

On June 28, 2017, the City entered a Land Disposition Agreement with Current Forever Space LLC for the properties located at 417 and 419-421 N. Howard Street (the "Current Gallery Project"). After completing due diligence on 417 N. Howard Street, it was determined that the cost of improvements was higher than anticipated. The current Gallery Project is being amended to remove 417 N. Howard Street from the project scope.

On October 4, 2017, the City entered a separate Land Disposition Agreement with Howard Row LLC for the development of a mixed-use project at 407-415 N. Howard Street (the "Howard Row Project"). The development will include 39 market-rate apartments and five retail storefronts. Development of this project has proceeded in accordance with the LDA, and the project is expected to open beginning in June 2019. With the abandonment of 417 N. Howard Street as part of the Current Gallery Project, the Developer expressed a willingness to add the property to the Howard Row Project, expanding the retail and residential square footage of the Project.

**STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE PRICE DETERMINED BY THE APPRAISAL:**

The property was valued pursuant to the Appraisal Policy of Baltimore City through an appraisal. The appraisal was conducted by Valbridge Property Advisors on April 12, 2016, and estimated

**MINUTES**

BDC - cont'd

an As-Is market value for 417 N. Howard Street of \$44,300.00. The purchase price for the property \$1.00. The property is being sold to the Developer below the appraised value for the following reasons:

- The initial appraisal assumes a stabilization cost of \$230,700.00 to bring the property to shell condition. The Housing Authority of Baltimore City's Office of Construction Services assumes that it will cost at least \$1,300,000.00 to bring the property into stable shell condition;
- The project has an economic benefit that will return the property to the tax rolls and add multiple new businesses, residents, and jobs to the neighborhood.

The Board is requested to waive its twelve-month appraisal requirement, and to consider the purchase price of this property as equal to appraised value.

**MBE/WBE PARTICIPATION:**

The Developer has signed a commitment to comply.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with 417 N. Howard Properties, LLC, for the property located at 417 N. Howard Street.



**MINUTES**

Baltimore Development Corporation - First Amendment to Land  
Disposition Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of First Amendment to Land Disposition Agreement with Current Forever Space LLC, for the Sale of the City-owned property located at 417 and 419-421 N. Howard Street.

**AMOUNT OF MONEY AND SOURCE:**

\$50,000.00 - Purchase Price

**BACKGROUND/EXPLANATION:**

On June 28, 2017, the City entered a Land Disposition Agreement with the Developer for the properties located at 417 and 419-421 N. Howard Street. The Developer currently rents the space at 419-421 N. Howard Street from the City for use as a Gallery and Studio space. Per the terms of the original LDA, the Developer would undertake improvements to the 419-421 N. Howard Street property, while also expanding their activities by developing a ground level beer garden and live entertainment space at 417 N. Howard Street. As the Developer conducted their due diligence on 417 N. Howard Street it was discovered that the projected cost to stabilize and improve the existing structure was far higher than originally estimated. Therefore, the Developer and the City have agreed to scale down the project and remove 417 N. Howard Street from the project scope, retaining only the 419-421 N. Howard Street component. The Developer will still implement stabilization and facility improvements at 419-421 N. Howard Street.

**MBE/WBE PARTICIPATION:**

The Developer has signed a commitment to comply.

**MINUTES**

Baltimore Development Corporation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment to Land Disposition Agreement with Current Forever Space LLC, for the Sale of the City-owned property located at 417 and 419-421 N. Howard Street.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

- |   |         |         |
|---|---------|---------|
| 1. CUMMINS COOLING PRODUCTS, INC.   | \$ 0.00 | Renewal |
| Contract No. B50004552 - Aftermarket Body and Fender Parts - Department of General Services - Fleet Management - P.O. No. P536184 |         |         |

On July 13, 2016, the Board approved the initial award in the amount of \$100,000.00. The award contained two 1-year renewal options. This first renewal in the amount of \$0.00 is for the period August 1, 2019 through July 31, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On March 16, 2016, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

- |   |              |         |
|---|--------------|---------|
| 2. RESOURCE INFORMATION AND CONTROL CORPORATION   | \$ 11,958.74 | Renewal |
| Contract No. 08000 - Annual Maintenance ConCentrics Software - Baltimore Convention Center - P.O. No. P530727 |              |         |

On May 4, 2015, the City Purchasing Agent approved the initial award in the amount of \$9,103.56. The award contained four renewal options. Three renewals have been exercised. This final renewal in the amount of \$11,958.74 is for the period May 1, 2019 through April 30, 2020. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

Not applicable. The initial award was below the 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>
---------------	------------------------	--------------------

Bureau of Procurement - cont'd

- |   |              |         |
|---|--------------|---------|
| 3. WEST COAST ESCALATOR<br>CLEANING, INC.   | \$ 25,300.00 | Renewal |
| Contract No. B50005013 - Escalator Cleaning - Baltimore<br>Convention Center - P.O. No. P540134 |              |         |

On July 12, 2017, the Board approved the initial award in the amount of \$25,300.00. The award contained four 1-year renewal options. On July 18, 2018, the Board approved the first renewal in the amount of \$25,300.00. This second renewal in the amount of \$25,300.00 is for the period July 12, 2019 through July 11, 2020, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

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

- |  |              |         |
|--|--------------|---------|
| 4. MOHAWK CRYO, LLC  | \$500,000.00 | Renewal |
| Contract No. B50004560 - Technical Services for Liquid Oxygen<br>Plants at Patapsco Wastewater Treatment Plant (PWWTTP) -<br>Department of Public Works - Bureau of Water and Wastewater -<br>P.O. No. P535853 |              |         |

On June 1, 2016, the Board approved the initial award in the amount of \$1,000,000.00. The award contained two 1-year renewal options. On November 14, 2018, the Board approved an increase in the amount of \$300,000.00. This first renewal in the amount of \$500,000.00 is for the period June 1, 2019 through May 31, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement. This contract is for the Department of Public Works, Waste, and Wastewater to utilize technical services at the PWWTTP.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

It is critical that the plants have adequate technical coverage to keep both Liquid Oxygen plants running and supplying oxygen to the reactor deck for NPDES permit.

**MBE/WBE PARTICIPATION:**

On March 18, 2016, it was determined that no goals would be set because of no opportunity to segment the contract.

- |   |         |         |
|---|---------|---------|
| 5. ABC RADIATOR & WELDING CORPORATION   | \$ 0.00 | Renewal |
| Contract No. B50004548 - Automotive Air Conditioning System Repairs - Department of General Services, Fleet Management - P.O. No. P532057 |         |         |

On June 8, 2016, the Board approved the initial award in the amount of \$200,000.00. The award contained two 1-year renewal options. This first renewal in the amount of \$0.00 is for the period June 8, 2019 through June 7, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

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

- |  |                |         |
|--|----------------|---------|
| 6. DIGITECH COMPUTER, INC.   | \$1,800,000.00 | Renewal |
| Contract No. B50002151 - EMS Billing Services - Baltimore City Fire Department - P.O. No. 519894 |                |         |

On April 4, 2012, the Board approved the initial award in the amount of \$5,000,000.00. The award contained five renewal options. Four renewals have been exercised. This final renewal in the amount of \$1,800,000.00 is for the period March 28, 2019 through March 27, 2020. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR    AMOUNT OF AWARD    AWARD BASIS

Bureau of Procurement - cont'd

MBE/WBE PARTICIPATION:

On June 15, 2011, MWBOO set goals of 15% MBE and 5% WBE. On May 6, 2019, Digitech Computer, Inc. was found in compliance.

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> 1 <sup>st</sup> Choice Staffing, LLC	15%	\$323,476.00	25.86%
<b>WBE:</b> Mary Kraft Staffing & Associates, Inc.	5%	\$116,680.00	9.32%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

- 7. 3M COMPANY  
ORAFOL AMERICAS, INC.

	<u>\$ 84,196.70</u>	<u>Renewal</u>
--	---------------------	----------------

Contract No. B50005244 - Reflective Sign Sheeting - Department of Transportation P.O. Nos. P544517 and P544518

On July 18, 2018, the Board approved the initial award in the amount of \$131,854.75. The award contained two 1-year renewal options. This first renewal in the amount of \$84,196.70 is for the continuation of Maryland State Highway Administration approved Traffic Control Retroreflective Sign Sheeting for the Department of Transportation. The renewal is for the period July 18, 2019 through July 17, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On December 6, 2017, MWBOO 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 - cont'd

8. DBT TRANSPORTATION SERVICES, LLC	\$ 22,605.00	Renewal
Contract No. 08000 - Weather Station Service - Department of Transportation - P.O. No. 547625		

On October 6, 2017, the City Purchasing Agent approved the initial award in the amount of \$21,495.00. The award contained four 1-year renewal options. On March 27, 2019, the Board approved the first renewal in the amount of \$22,605.00. This second renewal in the amount of \$22,605.00 will allow the vendor to continue to provide field service maintenance on various weather sensors around the City. These services are needed to keep the weather stations functioning properly. The period of the renewal is June 1, 2019 through May 31, 2020, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

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

**MBE/WBE PARTICIPATION:**

Not applicable. This meets the requirement for certification as a sole source procurement. These commodities are only available from the vendor, and are not available from subcontractors. On December 6, 2017, MWBOO 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

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Procurement - cont'd

- 9. P2 CLEANING SERVICES, LLC  
EVERGREEN LANDSCAPE &  
DESIGN CORPORATION

\$1,940,000.00 Renewal

Contract No. B50004830 - Mowing & Debris Removal for Vacant Lots & Abandoned Properties II - Department of Public Works - Bureau of Solid Waste - P.O. Nos. P539348 and P545367

On April 26, 2017, the Board approved the initial award in the amount of \$1,366,120.00. The award contained four 1-year renewal options. On September 26, 2018, the Board approved and additional award and increase in the amount of \$400,000.00. This first renewal in the amount of \$1,940,000.00 is for the period April 26, 2019 through April 25, 2020, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On October 20, 2016, MWBOO set goals of 27% MBE and 9% WBE. On May 3, 2019, P2 Cleaning Services, LLC was found in compliance. On May 3, 2019, Evergreen Landscape & Design Corporation was found in compliance.

P2 Cleaning Services, LLC

Commitment Performed

<b>MBE:</b> Sparks Quality Fence Company	13.5%	\$ 0.00	0.00%
P2 Cleaning Services, LLC	13.5%	\$385,505.00	94.41%*



MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

**WBE:** Tote-It Incorporated 9%

\* Indicates self-performance for which 50% of work performed is credited. The contractor failed to utilize Sparks Quality Fence Company, and failed to meet the WBE goal.

**MWBOO FOUND VENDOR IN NON-COMPLIANCE.**

Evergreen Landscape & Design Corp.

		<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> Grass Roots Landscaping	27%	\$126,514.17		9.78%
<b>WBE:</b> Upper Management, LLC	9%	\$ 46,972.00		3.63%

**ON MARCH 20, 2019 MWBOO FOUND VENDOR IN NON-COMPLIANCE.**

**ON MAY 3, 2019, MWBOO FOUND VENDOR IN COMPLIANCE.**

On May 31, 2019 MWBOO found vendor in compliance after communicating with the vendor and its sub.

## MINUTES

President: "Yes sir, Mr. Mayor?"

Mayor: "Yeah um -- I would like to go to page 91. I know this wasn't on the agenda [non-routine agenda], but um -- what I'm looking at on page 91 um -- MWBOO set goals of 27% MBE and 9% WBE and um -- they're not in compliance. So, can someone come up and speak to that? Page 91 the P2 Cleaning Service, LLC. Because I don't know how this got by me."

City Purchasing Agent: "So my records show they were in compliance."

Mayor: "Well according to what I have here Sparks Quality Fence is 13.5, P2 Cleaning is 13.5. The goals for MBE was set at 27% MBE and 9% WEB -- WBE. So the WBE -- I mean the MBE has not been met. It's 13.5%, so I want this um - deferred. Somebody is going to have to come here we are not going to do it right here, but it needs to be pulled and it needs to be deferred for a week."

City Purchasing Agent: "Okay we can clarify the actual compliance."

President: "The motion, Mr. Mayor?"

Mayor: "I guess I'll make the motion."

## MINUTES

\*City Solicitor: "I -- I -- I'll move Mr. President that the Board's prior approval on the routine amend -- routine agenda be revised um -- by unanimous agreement to defer the matter to which ref -- reference was just be made on page 91 --"

Comptroller: "Second."

City Solicitor: "-- for one week."

Comptroller: "Second."

President: "All in favor say aye. Those opposed nay. Thank you."

\* \* \* \* \*

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\*Clerks Note: The approval on the routine agenda of the renewal of B50004830, Mowing & Debris Removal for Vacant Lots & Abandoned Properties II was rescinded, and the item was deferred for 1 week (Page 91 of the Agenda).

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
Bureau of Procurement - cont'd		
10. SB & COMPANY,	\$ 403,000.00	Increase
LLC	<u>700,000.00</u>	and Renewal
	<u>\$1,103,000.00</u>	

Contract No. B50004496 - Audit Financial Statements - Department of Finance - P.O. No. P535850

On June 15, 2016, the Board approved the initial award in the amount of \$297,660.00. The award contained two 1-year renewal options. This first renewal in the amount of \$700,000.00 will allow for the continued Comprehensive Annual Financial Report (CAFR) and A-133 Single Audit for the City. This increase in the amount of \$403,000.00 is necessary to complete the Fiscal Year 2018 Comprehensive Annual Financial Report (CAFR) for the City by June 30, 2019, as required by law. The period of the renewal is June 15, 2019 through June 14, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On January 12, 2016, MWBOO set goals of 10% MBE and 5% WBE. On May 16, 2019, SB and Company, LLC were found in compliance.

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> Abrams, Foster Nole & Williams, PA	10%	\$12,750.00	1.8%
<b>WBE:</b> King, King & Associates, PA	5%	\$27,962.00	4.0%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

Per the Department of Finance, the urgent nature of the work during the review period did not allow the Prime to utilize the MBE subs for the commitment amount.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- |   |                |          |
|---|----------------|----------|
| 11. FULL CIRCLE SOLUTIONS,<br>INC.  | \$1,539,552.00 | Increase |
| Contract No. 06000 - Technical Support and System Administration for Consolidated Collection Systems - Department of Finance - P.O. No. P533669 |                |          |

On December 19, 2012, the Board approved the initial award in the amount of \$1,949,040.00. The award contained five 1-year renewal options. Subsequent actions have been approved and two renewals have been exercised. On March 21, 2018, the Board approved an extension for two years, but funding was only requested for one year. An increase is necessary to provide funding for the next year of the current term and for additional business analysts. The contract expires on March 18, 2020, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On November 30, 2012, it was determined that no goals would be set because of no opportunity to segment the contract. Full Circle Solutions, Inc. is a City certified MBE vendor.

MWBOO FOUND VENDOR IN COMPLIANCE.

- |  |                |                                 |
|--|----------------|---------------------------------|
| 12. ROCA BALTIMORE,<br>LLC   | \$2,318,784.00 | First Amendment<br>and Increase |
| Contract No. 06000 - Park-Roca Employees - Citywide - P.O. No. P546684 |                |                                 |

The Board is requested to approve and authorize execution of the First Amendment to Agreement with Roca Baltimore, LLC. The contract expires on September 30, 2019 with an additional one-year renewal options upon mutual agreement of parties.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On January 16, 2019, the Board approved the initial award in the amount of \$176,999.00. The Mayor's Office of Criminal Justice and Roca Baltimore, LLC collaborated to identify work crew opportunities to employ high risk individuals with transitional jobs. The Board is requested to approve the First Amendment to Agreement to allow additional City agencies to request services from contractor on an as-needed basis, as well as extend the duration of the agreement and increase the total compensation available to contractor under this agreement. The First Amendment will extend the period through July 31, 2022 and increase the total contract value to \$2,495,783.00. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On November 1, 2018, the Board approved a waiver request because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

- |   |                      |                    |
|---|----------------------|--------------------|
| 13. <u>SLEC INC.</u>  | <u>\$ 300,000.00</u> | <u>Sole Source</u> |
| Contract No. 08000 - O.E.M. Parts and Service for Sefac Mobile Lifts - Department of General Services - Fleet Management - Req. No. R820078 |                      |                    |

The vendor is the sole source provider of OEM replacement parts for the City's Sefac mobile vehicles lifts used by the City's Fleet Management. The period of the award is July 1, 2019 through June 30, 2022. The above amount is the City's estimated requirement.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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

**MBE/WBE PARTICIPATION:**

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

## 14. MARCON ENGINEERING

SERVICES, INC.	\$1,000,000.00	Extension
Contract No. B50003483 - Marine Skimmers Maintenance, Service and Repair Parts - Department of General Services - Fleet Management - P.O. No. P527694		

On June 18, 2014, the Board approved the initial award in the amount of \$1,500,000.00. The award contained two renewal options. Subsequent actions have been approved and both renewals have been exercised. An extension is necessary to continue receiving parts and services for Marine Skimmers during the solicitation process. The contract expires on June 30, 2019. The period of the extension is July 1, 2019 through December 6, 2019. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On March 26, 2014 MWBOO determined that no goals would be set because of no opportunity to segment the contract. This contract is for Original Equipment Manufacturer (OEM) parts for maintenance and repair marine skimmer.

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

15. CUMMINS COOLING PRODUCTS,  
INC. d/b/a CUMMINS RADIATOR  
COMPANY \$ 0.00 Extension  
Contract No. B50003396 - Automotive Radiators and Heaters -  
Department of General Services - Fleet Management - P.O. No.  
P526900

On April 2, 2014, the Board approved the initial award in the amount of \$800,000.00. The award contained two renewal options. An extension is necessary to continue receiving Automotive Radiators and Heaters during the solicitation process. The contract expires on May 31, 2019. The period of the extension is May 30, 2019 through September 30, 2019. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On February 5, 2014, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

16. WORCHESTER EISENBRANDT,  
INCORPORATED \$ 34,500.00 Selected Source  
Contract Number 06000 - Monolithic Stone Steps Restoration -  
Department of General Services - Req. No. R819827

The Board is recommended to approve an award for the restoration of misaligned monolithic stone steps. These steps are attached to the historic Clarence Mitchell Courthouse in Downtown Baltimore. The selected vendor is an experienced historic property renovation and restoration firm within the local area. This is a one-time purchase.



MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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

**MBE/WBE PARTICIPATION:**

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

17. MARTY'S AUTO PAINT

SUPPLY, INC.	N/A	Extension
Contract Number 06000 - Automotive Paint and Supplies - Department of General Services, Fleet Management - P.O. No. 527667		

On June 11, 2014, the Board approved the initial award for the amount of \$200,000.00. On May 31, 2017, the Board approved the first renewal at no cost. On June 06, 2018, the Board approved the final renewal in the amount of \$0.00. The Board is requested to approve an extension to cover the period of July 01, 2019 through September 06, 2019. An extension is being requested to continue receiving automotive paint and supplies during the solicitation process.

**MWBOO GRANTED A WAIVER.**

18. DLT SOLUTIONS,  
LLC

\$449,549.27	Cooperative Contract
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Maricopa County Cooperative Contract Number 180233-001 -  
Oracle Products and Services - Department of Transportation -  
Req. No. R825129

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

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

On December 18, 2018, Maricopa County awarded a Cooperative Contract, as the lead government agency for Omnia Partners (formerly US Communities), a cooperative procurement organization. Through a cooperative solicitation process, the City is a member of the cooperative procurement organization and may utilize its contracts for various procurements as needed.

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

**MBE/WBE PARTICIPATION:**

MBE/WBE participation is not applicable. The Oracle products are exclusively available through authorized partners of the software manufacturer, Oracle Corporation.

19. <u>FRANK QUINN COMPANY</u>	<u>\$ 25,000.00</u>	<u>Extension</u>
Contract Number B50003514 - Truck Mounted Generators - Department of General Services, Fleet Management - P.O. No. P527375		

On June 05, 2014, the City Purchasing Agent approved the initial award for the amount of \$22,000.00. On December 16, 2015, the Board approved an increase for the amount of \$48,000.00. On May 03, 2017, the Board approved the first renewal for the amount of \$28,000.00. On May 02, 2018, the Board approved the final renewal for the amount of \$20,000.00.

## 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 - cont'd

The Board is requested to approve an extension, during the solicitation process, for the amount of \$25,000.00 to cover the period from June 05, 2019 through October 05, 2019.

MBE/WBE PARTICIPATION:

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

20. HUSKY ENVELOPE PRODUCTS, INC.	\$ 50,000.00	Renewal
Contract Number B50003259 - Water Bill Envelopes - Department of Public Works - P.O. No. P52687		

On April 02, 2014, the Board approved the initial award for the amount of \$50,045.00. On November 12, 2014 the Board approved an increase for the amount of \$15,865.00. On March 04, 2015, the Board approved the first renewal for the amount of \$66,090.00. On February 24, 2016, the Board approved the second renewal for the amount of \$66,090.00. On April 06, 2016, the Board approved an increase for the amount of \$132,000.00. On March 01, 2017, the Board approved the third renewal for the amount of \$66,090.00. On April 04, 2018, the Board approved the fourth renewal for the amount of \$100,000.00. The Board is requested to approve an extension for the amount of \$50,000.00 to cover the period of May 01, 2019 through October 31, 2019. An extension is being requested to continue the supply of water bill envelopes during the solicitation process.

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

UPON MOTION duly made and seconded, the Board approved the foregoing Informal Award, and Increases and Extensions to Contracts. The Board further approved and authorized execution of the First Amendment and Increase with Roca Baltimore, LLC (item no. 12). The Board **DEFERRED** item no. 9 for one week.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development (DHCD) - Options</u>			
1. William D. O'Neal, Sr. and Celesting O'Neal	3101 Virginia Avenue	F/S	\$56,000.00
2. Mary Reed	3107 Virginia Avenue	L/H	\$38,875.00
3. John Malachi and Dora J. Malachi	3109 Virginia Avenue	L/H	\$ 5,555.00
4. Ronald Brooks and Sheila Brooks	3113 Virginia Avenue	F/S	\$31,000.00
5. Lighthouse Ground Rents, LLC	3121 Virginia Avenue	G/R \$96.00	\$ 800.00
6. Divine Chiangeh	3125 Virginia Avenue	F/S	\$ 8,800.00
7. Vernon Andra Bellamy, Personal Representative of the estate of Lonnie Bellamy, Sr.	3131 Virginia Avenue	F/S	\$27,800.00
8. Jesse S. Weinberg Realty, LLC	4705 Homer Avenue	G/R \$66.00	\$ 605.00
9. Ground Rents, LLC	4650 Park Heights Avenue	G/R \$90.00	\$ 825.00

Funds are available in account 9910-903183-9588-900000-704040,  
Park Heights Major Redevelopment Project.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Options - cont'd</u>			
10. I. Sally Axelrad	431 E. 23 <sup>rd</sup> Street	G/R \$72.88	\$668.00
11. Shermar, LLC	422 E. 22½ Street	G/R \$27.00	\$248.00
12. Shermer, LLC	424 E. 22½ Street	G/R \$27.00	\$248.00
13. AN Ground Rents, LLC	428 E. 22½ Street	G/R \$30.00	\$275.00
14. AN Ground Rents, LLC	430 E. 22½ Street	G/R \$30.00	\$275.00
Funds are available in account 9910-907079-9588-900000-74040, Barclay Project.			
15. Morents, LLC	2708 Fenwick Avenue	G/R \$84.00	\$770.00
16. M & E Investments, LLC	2720 Fenwick Avenue	G/R \$90.00	\$825.00
17. Paul Wye Nochumowitz and Amy, Sue Nochumowitz	2722 Fenwick Avenue	G/R \$90.00	\$825.00
18. Marwood, LLC	2726 Fenwick Avenue	G/R \$96.00	\$880.00

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
DHCD - <u>Options</u> - cont'd			
19. Tridack, LLC	2728 Fenwick Avenue	G/R \$90.00	\$ 825.00
20. Sambor Invest- ments	2730 Fenwick Avenue	G/R \$96.00	\$ 880.00
21. Morents, LLC	2732 Fenwick Avenue \$240.00	Sub-G/R	\$1,400.00
22. A&P, LLC	2736 Fenwick Avenue	G/R \$90.00	\$ 825.00
23. Ilene H. Powers	2738 Fenwick Avenue	G/R \$90.00	\$ 825.00
24. Ground Rents, LLC	2742 Fenwick Avenue	G/R \$90.00	\$ 825.00

Funds are available in account 9901-904326-9588-900000-704040,  
Fenwick CHM Project.

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

Department of Housing and Community Development - Condemnations

25. Patrani Vega and Raywan Lila	3121 Virginia Avenue	L/H	\$23,200.00
26. Greg O. Brown	3129 Virginia Avenue	L/H	\$ 5,550.00
27. Housing Assist- ance Corporation	3302 Virginia Avenue	G/R \$65.00	\$ 434.00

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations - cont'd</u>			
28. Jeffrey Levitt and Karol Levitt Avenue and M. Levitt and Nettie Levitt	4656 Park Heights	G/R	\$ 600.00

29. Mary M. Thomas	3215 Woodland Avenue	G/R	\$ 600.00
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Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Major Redevelopment Area Complete.

30. S. Goldberg Properties, LLC	530 N. Mount Street	G/R \$56.00	\$ 373.00
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Funds are available in account no. 9910-904177-9588-900000-704040, Citywide Acquisitions.

31. Jimton Property Management, LLC	602 Pitcher Street	F/S	\$ 4,000.00
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Funds are available in account no. 9910-904177-9588-900000-704040, Dollar General Store Project.

32. Penrose and Beatrice Burton	1116 W. Saratoga Street	F/S	\$ 850.00
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Funds are available in account no. 9910-914135-9588-900000-704040, Poppleton Project, Phase 4.

33. Annette Ellinghaus, Life Tenant with Powers (C. Bernard Ellinghaus, Remainderman)	2712 Fenwick Avenue	G/R	\$ 600.00
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Funds are available in account no. 9910-904326-9588-900000-704040, Fenwick CHM Project.



## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD Condemnations or Redemptions</u>			
34. Charlotte H. Ufford and Jane G. Hartwell	404 E. 22½ Street	G/R \$30.00	\$ 200.00
35. Unknown	412 E. 22½ Street	G/R \$27.00	\$ 180.00
36. Charlotte M. Hartwell	414 E. 22½ Street	G/R \$27.00	\$ 180.00
37. John F. Monmonier and Mary Elizabeth Monmonier	416 E. 22½ Street	G/R \$27.00	\$ 180.00
38. John F. Monmonier and Mary Elizabeth Monmonier	420 E. 22½ Street	G/R \$27.00	\$ 180.00
39. Esther M. Nimocks	426 E. 22½ Street	G/R \$30.00	\$ 200.00

Funds are available in City Bond Funds, account no. 9910-907079  
900000-704040, Barclay Project.

40. S. Goldberg Properties, LLC	2235 Hennenan Avenue	G/R \$30.00	\$ 500.00
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Funds are available in account no. 9910-905640-9588-900000-  
704040, FY16 Whole Block Demo Project.

41. Franklin Wilson, Executor of John Loane	536 N. Mount Street	G/R \$55.00	\$ 916.00
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Funds are available in account no. 9910-904177-9588-900000-  
704040.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD Condemnations or Redemptions - cont'd</u>			
42. Mary F. McIntyre	3407 Woodland Avenue	G/R \$130.00	\$ 433.00

Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Major Redevelopment Project.

43. Estate of Anna Cullen	3107 Virginia Avenue	G/R \$135.00	\$1,125.00
44. Estate of Sopie Belkowitz	4806 Homer Avenue	G/R \$90.00	\$ 600.00
45. Rose Berman	4732 Park Heights Avenue	G/R \$90.00	\$ 600.00

Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Major Redevelopment Project.

DHCD Condemnations or Extinguishments

46. Margaret D. Yeatman	2029 E. Biddle Street	G/R \$30.00	\$ 280.00
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Funds are available in account no. 9910-907079-9588-900000-704040, Hoen Parking Project.

47. Unknown	451 Pitman Place	G/R \$42.00	\$ 280.00
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Funds are available in account no. 9901-907079-9588-900000-704040, Tax Sale Ground Rents Project.

The Board is requested to approve acquisition of the ground rent interests by condemnation, or in the alternative may, SUBJECT to the prior approval of the Board, make application to the Maryland Department of Assessments and Taxation to redeem or extinguish the ground rent interests for these properties.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
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DHCD - Condemnations - cont'd

The Board is requested to approve acquisition of the ground rent interest by condemnation, or in the alternative may, SUBJECT to the prior approval of the Board, make application to the Maryland Department of Assessments and Taxation to redeem or extinguish the ground rent interest for these properties.

DHCD - Rescission of Condemnation/Approval of Option

48. SC B&B #2 Ltd	2123 Boyd Street	L/H	\$1,433.00
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Funds will be transferred prior to condemnation into account no. 9904-912058-9127-900000-704040, Boyd-Booth Project.

On January 23, 2019, the Board approved the acquisition of the \$4,933.00 leasehold interest, by condemnation, in the property located at 2123 Boyd Street. Unfortunately, an error was made during the inspection and the wrong property was appraised. Therefore, the Board is requested to rescind the prior condemnation approval and approve the option agreement for 2123 Boyd Street in the amount of \$1,433.00.

49. Alice Hill Hines	2792½ Tivoly Avenue	G/R \$90.00	\$ 825.00
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Funds are available in account 9910-904326-9588-900000-704040, CHM Project.

On November 3, 2010, the Board approved the acquisition of the \$90.00 ground rent interest, by condemnation, in the property located at 2792½ Tivoly Avenue for the amount of \$825.00. Since the original Board approval, the owner has agreed to the sale price and would like to proceed with a voluntary settlement. Therefore, the Board is requested to rescind the prior condemnation approval and approve the option agreement for 2792½ Tivoly Avenue in the amount of \$825.00.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Rescission of Condemnation/Approval of Option - cont'd</u>			
50. Stephen Dukhi Yoo and Han Sup Yoo	900 N. Gilmor Street	F/S	\$26,400.00

Funds are available in account no. 9910-905640-9588-900000-704040, FY 17 CORE Demo Project.

On January 9, 2019, the Board approved the acquisition of the \$24,000.00 fee simple interest, by condemnation, in the property located at 900 N. Gilmor Street. Since the original Board approval, the owners have agreed to accept the offer price plus an additional 10% and would like to proceed with a voluntary settlement. Therefore, the Board is requested to rescind the prior condemnation approval and approve the option agreement for 900 N. Gilmor Street in the amount of \$26,400.00.

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

UPON MOTION duly made and seconded, the Board approved and authorized the above-listed Options, Condemnations, Condemnations or Redemptions, Condemnation or Extinguishments, and Rescission of Condemnation/Approval of Option.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the fee simple interest in the property located at 2111 Christian Street, Block 0697, Lot 043 by gift from Brij and Usha Sharma Owners, SUBJECT to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

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

**BACKGROUND/EXPLANATION:**

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

The Owners have offered to donate to the City, title to the property at 2111 Christian Street. With the Board's approval, the City will receive clear and marketable title to the properties, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the properties subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through March 19, 2019, other than water bills, are as follows:

## MINUTES

DHCD - cont'd

211 Christian Street

Tax Sale	329332	\$ 846.36
Real Property Tax	2018-2019	103.60
Miscellaneous	8206732	Included in Tax Sale
Miscellaneous	8389751	Included in Tax Sale
Miscellaneous	8461204	Included in Tax Sale
Miscellaneous	8601049	174.40
Miscellaneous	8660896	188.10
Environmental	55067987	Included in Tax Sale
Registration	417032	135.20
<b>Total Taxes Owed</b>		<b>\$ 1,447.66</b>

UPON MOTION duly made and seconded, the Board approved the acquisition of the fee simple interest in the property located at 2111 Christian Street, Block 0697, Lot 043 by gift from Brij and Usha Sharma Owners, SUBJECT to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the fee simple interest in the property located at 765 N. Grantley Street, Block 2504, Lot 082, by gift from First National Bank of Pennsylvania, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

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

**BACKGROUND/EXPLANATION:**

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

The Owner has offered to donate to the City, title to the property located at 765 Grantley Street. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the property subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through February 18, 2019, other than water bills, are as follows:

## MINUTES

DHCD - cont'd

765 Grantley Street

Real Property Tax	2018-2019	\$ 0.00
Miscellaneous	8655870	124.54
Miscellaneous	8718280	152.25
Registration	099761	31.20
<b>Total Taxes Owed</b>		<b>\$ 307.99</b>

UPON MOTION duly made and seconded, the Board approved the acquisition of the fee simple interest in the property located at 765 N. Grantley Street, Block 2504, Lot 082, by gift from First National Bank of Pennsylvania, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.



**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the leasehold interest in the property located at 1836 N. Collington Avenue, Block 1450, Lot 062 by gift from Tyrone Garnett, Sr. Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

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

**BACKGROUND/EXPLANATION:**

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

The Owner has offered to donate to the City, title to the property at 1836 N. Collington Avenue. With the Board's approval, the City will receive clear and marketable title to the properties, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the properties subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through May 20, 2019, other than water bills, are as follows:

## MINUTES

DHCD - cont'd

1836 N. Collington Avenue

Real Property Tax	2018-2019	\$ 109.46
Miscellaneous	8278855	168.98
Miscellaneous	8492415	153.54
Miscellaneous	8519696	192.47
Miscellaneous	8528671	149.68
Miscellaneous	8542029	147.72
Miscellaneous	8620999	137.12
Environmental Fine	55068597	1,500.00
Property Registration	001141	319.80
<b>Total Taxes Owed</b>		<b>\$ 2,878.77</b>

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 1836 N. Collington Avenue, Block 1450, Lot 062 by gift from Tyrone Garnett, Sr. Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the fee simple interest in the property located at 1713 Vine Street, Block 0179, Lot 070 by gift from Pattiann A. Chaplain, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

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

**BACKGROUND/EXPLANATION:**

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

The Owner has offered to donate to the City, title to the property at 1713 Vine Street. With the Board's approval, the City will receive clear and marketable title to the properties, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the properties subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through April 9, 2019, other than water bills, are as follows:

## MINUTES

DHCD - cont'd

1713 Vine Street

Real Property Tax	2018-2019	\$ 116.26
Miscellaneous	8712143	100.64
Miscellaneous	875880	309.58
Miscellaneous	8768210	120.47
Property Registration	033032	140.40
<b>Total Taxes Owed</b>		<b>\$ 787.35</b>

UPON MOTION duly made and seconded, the Board approved the acquisition of the fee simple interest in the property located at 1713 Vine Street, Block 0179, Lot 070 by gift from Pattiann A. Chaplain, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the leasehold interest in the property located at 2448 Francis Street, Block 3407, Lot 025 by gift from Benny K. Yu, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

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

**BACKGROUND/EXPLANATION:**

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

The Owner have offered to donate to the City, title to the property at 2448 Francis Street. With the Board's approval, the City will receive clear and marketable title to the properties, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the properties subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through March 12, 2019, other than water bills, are as follows:

## MINUTES

DHCD - cont'd

2448 Francis Street

Real Property Tax	2018-2019	\$ 0.00
Clean	99130090	0.00
Violations	0565732	0.00
<b>Total Taxes Owed</b>		<b>\$ 0.00</b>

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 2448 Francis Street, Block 3407, Lot 025 by gift from Benny K. Yu, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the leasehold interest in the property located at 1905 N. Pulaski Street, Block 3206, Lot 022 by gift from The Admon Group, LLC Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

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

**BACKGROUND/EXPLANATION:**

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

The Admon Group, LLC has offered to donate to the City, title to the property at 1905 N. Pulaski Street. With the Board's approval, the City will receive clear and marketable title to the properties, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the properties subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through April 1, 2019, other than water bills, are as follows:

## MINUTES

DHCD - cont'd

1905 N. Pulaski Street

Real Property Tax	2018-2019	\$ 365.26
Real Property Tax	2017-2018	58.22
Tax Sale	2016-2017	51.37
Personal Property Bill	2016-2017	7.60
Miscellaneous	8038481	184.00
Miscellaneous	8043580	136.77
Miscellaneous	8092504	177.58
Miscellaneous	8110447	136.28
Miscellaneous	8115271	220.90
Miscellaneous	8178956	127.87
Miscellaneous	8386864	286.60
Miscellaneous	8459752	238.49
Miscellaneous	8659039	167.20
Miscellaneous	8705022	128.09
Miscellaneous	091694	521.80
<b>Total Taxes Owed</b>		<b>\$ 2,808.03</b>

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 1905 N. Pulaski Street, Block 3206, Lot 022 by gift from The Admon Group, LLC Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.



**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the fee simple interest in the property located at 219 S. Pulaski Street, Block 0258, Lot 030 by gift from Dayton Buchanan, Dale New and Brandon Glaviano, Owners, SUBJECT to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

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

**BACKGROUND/EXPLANATION:**

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

Dayton Buchanan, Dale New and Brandon Glaviano have offered to donate to the City, title to the property at 219 S. Pulaski Street. With the Board's approval, the City will receive clear and marketable title to the properties, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the properties subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through April 1, 2019, other than water bills, are as follows:

## MINUTES

DHCD - cont'd

219 S. Pulaski Street

Real Property Tax	2018-2919	\$ 103.60
Real Property Tax	2017-2018	94.26
Real Property Tax	2016-2017	40.00
Miscellaneous Bills	8044570	136.77
Miscellaneous	8224925	222.44
Miscellaneous	7227472	128.89
Miscellaneous	8327314	250.86
Miscellaneous	8476871	237.64
Miscellaneous	8491268	108.67
Miscellaneous	8664260	167.20
Property Registration	081607	439.40
Tax Sale	323887	758.14
<b>Total Taxes Owed</b>		<b>\$ 2,687.87</b>

UPON MOTION duly made and seconded, the Board approved the acquisition of the fee simple interest in the property located at 219 S. Pulaski Street, Block 0258, Lot 030 by gift from Dayton Buchanan, Dale New and Brandon Glaviano, Owners, SUBJECT to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the leasehold interest in the property located at 427 S. Pulaski Street, Block 0698, Lot 050 by gift from Dayton Buchanan, Dale New and Brandon Glaviano, Owners, SUBJECT to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

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

**BACKGROUND/EXPLANATION:**

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

Dayton Buchanan, Dale New and Brandon Glaviano have offered to donate to the City, title to the property at 427 S. Pulaski Street. With the Board's approval, the City will receive clear and marketable title to the properties, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the properties subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through April 1, 2019, other than water bills, are as follows:

## MINUTES

DHCD - cont'd

427 S. Pulaski Street

Real Property Tax	2018-2919	\$ 155.45
Real Property Tax	2017-2018	482.81
Real Property Tax	2016-2017	40.00
Miscellaneous Bills	8168916	255.15
Miscellaneous Bills	8206443	223.77
Miscellaneous Bills	8212029	150.98
Miscellaneous Bills	8242893	142.02
Miscellaneous Bills	8245268	218.29
Miscellaneous Bills	8304636	229.86
Miscellaneous Bills	8369605	258.52
Miscellaneous Bills	8502197	128.89
Miscellaneous Bills	8618258	196.20
Miscellaneous Bills	8664278	188.10
Miscellaneous Bills	8717894	182.70
Property Registration	082077	439.40
Tax Sale	335627	<u>2,650.98</u>
<b>Total Taxes Owed</b>		<b>\$ 5,943.12</b>

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 427 S. Pulaski Street, Block 0698, Lot 050 by gift from Dayton Buchanan, Dale New and Brandon Glaviano, Owners, SUBJECT to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the fee simple interest in Descriptive Block 4130, Lot 018B by gift from Alfred Napper, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

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

**BACKGROUND/EXPLANATION:**

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

Alfred Napper has offered to donate to the City, title to the property at Descriptive Block 4130, Lot 018B. With the Board's approval, the City will receive clear and marketable title to the properties, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the properties subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through February 22, 2019, other than water bills, are as follows:

## MINUTES

DHCD - cont'd

Descriptive Block 4130

Tax Sale	327090	\$57,173.49
Real Property Tax	2018-2019	26.36
Real Property Tax	2016-2017	Included in Tax Sale
Real Property Tax	2016-2017	Included in Tax Sale
Real Property Tax	2015-2016	Included in Tax Sale
Real Property Tax	2014-2015	Included in Tax Sale
Real Property Tax	2013-2014	Included in Tax Sale
Real Property Tax	2012-2013	Included in Tax Sale
Miscellaneous	6605505	Included in Tax Sale
Miscellaneous	6692628	Included in Tax Sale
Miscellaneous	6948988	Included in Tax Sale
Miscellaneous	6977524	Included in Tax Sale
Miscellaneous	6994545	Included in Tax Sale
Miscellaneous	7036098	Included in Tax Sale
Miscellaneous	7087026	Included in Tax Sale
Miscellaneous	7087489	Included in Tax Sale
Miscellaneous	7449788	Included in Tax Sale
Miscellaneous	7472939	Included in Tax Sale
Miscellaneous	7483100	Included in Tax Sale
Miscellaneous	7676240	Included in Tax Sale
Miscellaneous	7692262	Included in Tax Sale
Miscellaneous	7752199	Included in Tax Sale
Miscellaneous	7814288	Included in Tax Sale
Miscellaneous	8083917	Included in Tax Sale
Miscellaneous	8249740	Included in Tax Sale
Miscellaneous	8576597	223.92
Miscellaneous	8755126	234.97
Registration	101541	702.70
<b>Total Taxes Owed</b>		<b>\$58,361.44</b>

UPON MOTION duly made and seconded, the Board approved the acquisition of the fee simple interest in Descriptive Block 4130, Lot 018B by gift from Alfred Napper, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the fee simple interest in the property located at 2613 Puget Street, Block 7479, Lot 025 by gift from Bruce and Marilyn Hinton, Owners, SUBJECT to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

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

**BACKGROUND/EXPLANATION:**

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

Bruce and Marilyn Hinton have offered to donate to the City, title to the property at 2613 Puget Street, Block 7479, Lot 025. With the Board's approval, the City will receive clear and marketable title to the properties, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the properties subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through February 18, 2019, other than water bills, are as follows:

## MINUTES

DHCD - cont'd

2613 Puget Street

Tax Sale	335564	\$22,406.81
Real Property Tax	2018-2019	326.41
Real Property Tax	2017-2018	Included in Tax Sale
Real Property Tax	2016-2017	Included in Tax Sale
Real Property Tax	2015-2016	Included in Tax Sale
Real Property Tax	2014-2015	Included in Tax Sale
Real Property Tax	2013-2014	Included in Tax Sale
Real Property Tax	2012-2013	Included in Tax Sale
Real Property Tax	2011-2013	Included in Tax Sale
Real Property Tax	2010-2011	Included in Tax Sale
Real Property Tax	2009-2010	Included in Tax Sale
Real Property Tax	2008-2009	Included in Tax Sale
Real Property Tax	2007-2008	Included in Tax Sale
Real Property Tax	2006-2007	Included in Tax Sale
Real Property Tax	2005-2006	Included in Tax Sale
Miscellaneous	5852322	Included in Tax Sale
Miscellaneous	6315931	Included in Tax Sale
Miscellaneous	6345193	Included in Tax Sale
Miscellaneous	6662969	Included in Tax Sale
Miscellaneous	6690721	Included in Tax Sale
Miscellaneous	6753909	Included in Tax Sale
Miscellaneous	6929939	Included in Tax Sale
Miscellaneous	7281470	Included in Tax Sale
Miscellaneous	7711088	Included in Tax Sale
Miscellaneous	8051732	Included in Tax Sale
Miscellaneous	8106189	Included in Tax Sale
Miscellaneous	8118507	Included in Tax Sale
Miscellaneous	8179921	Included in Tax Sale
Miscellaneous	8239840	Included in Tax Sale
Miscellaneous	8343626	Included in Tax Sale
Miscellaneous	8398372	Included in Tax Sale
Environmental	04371183	Included in Tax Sale
Environmental	50056787	Included in Tax Sale
Environmental	54970256	Included in Tax Sale
<b>Total Taxes Owed</b>		<b>\$22,733.22</b>



**MINUTES**

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved acquisition of the fee simple interest in the property located at 2613 Puget Street, Block 7479, Lot 025 by gift from Bruce and Marilyn Hinton, Owners, SUBJECT to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the leasehold interest in the property located at 805 N. Gilmore Street, Block 0087, Lot 022 by gift from Gloria Mixon, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

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

**BACKGROUND/EXPLANATION:**

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

Gloria Mixon has offered to donate to the City, title to the property at 805 N. Gilmore Street, Block 0087, Lot 022. With the Board's approval, the City will receive clear and marketable title to the properties, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the properties subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through March 11, 2019, other than water bills, are as follows:

## MINUTES

DHCD - cont'd

805 N. Gilmor Street

Tax Sale	309134	\$ 9,452.32
Real Property Tax	2018-2019	101.76
Real Property Tax	2017-2018	Included in Tax Sale
Real Property Tax	2016-2017	Included in Tax Sale
Real Property Tax	2015-2016	Included in Tax Sale
Real Property Tax	2014-2015	Included in Tax Sale
Real Property Tax	2013-2014	Included in Tax Sale
Real Property Tax	2012-2013	Included in Tax Sale
Real Property Tax	2011-2012	Included in Tax Sale
Miscellaneous	7611692	Included in Tax Sale
Miscellaneous	7626757	Included in Tax Sale
Miscellaneous	7638109	Included in Tax Sale
Miscellaneous	7692981	Included in Tax Sale
Miscellaneous	7732522	Included in Tax Sale
Miscellaneous	7937832	319.33
Miscellaneous	8437410	220.16
Miscellaneous	8477648	309.92
Miscellaneous	8699010	162.40
Miscellaneous	8737199	124.35
Miscellaneous	6153225	Included in Tax Sale
Miscellaneous	6172092	Included in Tax Sale
Miscellaneous	6270391	Included in Tax Sale
Miscellaneous	6287023	Included in Tax Sale
Miscellaneous	6342059	Included in Tax Sale
Miscellaneous	6387039	Included in Tax Sale
Miscellaneous	6658918	Included in Tax Sale
Miscellaneous	6763684	Included in Tax Sale
Miscellaneous	6873533	Included in Tax Sale
Miscellaneous	6904866	Included in Tax Sale
Miscellaneous	6921357	Included in Tax Sale
Miscellaneous	7113640	Included in Tax Sale
Miscellaneous	7286552	Included in Tax Sale
Miscellaneous	7457112	Included in Tax Sale
Miscellaneous	7481633	Included in Tax Sale
Miscellaneous	7611692	Included in Tax Sale
Miscellaneous	53665022	Included in Tax Sale
<b>Total Taxes Owed</b>		<b>\$10,690.12</b>

**MINUTES**

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 805 N. Gilmor Street, Block 0087, Lot 022 by gift from Gloria Mixon, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

Department of Housing and - Land Management  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution to dispose of Mayor and City Council owned property located at 4826, 4830, 4834 Pimlico Road through the conventional market using a standard sales contract after establishing a mutually agree upon sales price.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

**DEFERRED**

DHCD on behalf of the Mayor and City Council of Baltimore City has piloted an initiative on the 4800 block of Pimlico where it completed a full renovation of three buildings in support of the new 21<sup>st</sup> century school across the street, Pimlico Elementary and Middle School. With the renovations complete, the Department is requesting to participate in the private market by being given the authority to negotiate and execute sales contracts presented by prospective purchasers of 4826, 4830 and 4834 Pimlico Road. This authority will enable us to close in a timely fashion.

The purchase price of the property will be the fair market value as determined by what the buyer's lender has committed to lend based on the lender's independent appraisal.

The sales price for the properties will be financed through private sources.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board **DEFERRED** the Land Management for one week.

**MINUTES**

Department of Housing and Community Development (DHCD) - Amendment to HOME Loan

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Amendment to HOME Loan to 1234 McElderry LLC; the amendment will (i) as explained below, reduce the number of HOME assisted units for the project, and (ii) make a minor correction to the terms of one of the subordinate loans.

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

**AMOUNT OF FUNDS AND SOURCE:**

No additional funds are required.

**BACKGROUND/EXPLANATION:**

Mission First Housing Development Corporation ("MFHDC"), in conjunction with The Henson Development Company, Inc. ("THDC"), is expecting to construct a four-story mixed-use building containing 104 units and first floor retail (collectively, "1234 McElderry Apartments") on the site of the former public housing development known as "Somerset Homes"), which is currently vacant and owned by the Housing Authority of Baltimore City ("HABC").

On April 17, 2019 (copy attached) (the "April 17, 2019 Approval"), the Board approved a HOME loan in an amount not to exceed \$1,500,000.00 (the "HOME Loan") to 1234 McElderry LLC, a joint venture consisting of MFHDC and THDC. As previously approved, the proceeds of the HOME Loan were intended to be used to support a portion of the new construction of eighty-four (84) rental units (the "Original Affordable Units"), within a larger development consisting of one hundred and four (104) mixed-income, rental units and retail space on the first floor, and with respect to the Original Affordable Units, fifty (50) units were to be at or below 30% area median income, adjusted for family size ("AMI") and the remaining thirty-four (34) units were to be at or below 80% AMI.

## MINUTES

DHCD - cont'd

While conducting due diligence for the HOME Loan closing, it was discovered that while the HOME program does allow tenants to be at 80% or below AMI, the maximum rents allowed by the HOME program are insufficient to support these 80% AMI units. Therefore, in order to make the cash flows work, the developer has requested, and DHCD has agreed, to reduce total number of HOME units from 84 units to 73 units (the "New Affordable Units"). The per unit HOME subsidy has now increased from \$17,857.00 per unit to \$20,547.00 per unit, which still remains within range of the Department's internal subsidy cap of \$30,000.00 per unit.

The revised income-targeting breakdown of the New Affordable Units is as follows:

60% AMI Units (High Home)	23
50% AMI Units	<u>50</u>
Total:	73

With respect to the 31 units of the development that are not HOME units, 20 will remain market-rate while the other 11 units will be restricted to households earning 80% or less AMI.

In addition to this change, one of the subordinate loans described in the April 17, 2019 Approval, was a loan of \$400,000.00 from MFHDC. This loan was described as unsecured but after underwriting, MFHDC has requested that this loan be secured by a deed of trust. This change will not have any material effect on the City's position, as it is deeply subordinate to the HOME Loan.

All other terms and conditions of the Board's April 17, 2019, remain in effect.

**THE DIRECTOR OF FINANCE HAS REVIEWED AND RECOMMENDED APPROVAL.**

**MINUTES**

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved the Amendment to HOME Loan to 1234 McElderry LLC; the amendment will (i) as explained herein, reduce the number of HOME assisted units for the project, and (ii) make a minor correction to the terms of one of the subordinate loans. The Board further authorized the Commissioner of the Department of Housing and Community Development to execute any and all legal documents to effectuate this transaction subject to review for form and legal sufficiency by the Department of Law.



**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with North Bethel Row, LLC (Developer) for the sale of the City-owned property located in the Oliver Neighborhood at 1600, 1602, 1604, 1606, and 1608 Llewelyn Avenue,

**AMOUNT OF MONEY AND SOURCE:**

The purchase price for the individual lots will be for the total amount of \$2,500.00 (\$500.00 each). The project will be paid for with private funds.

**BACKGROUND/EXPLANATION:**

The Developer wants to purchase 1600, 1602, 1604, 1606 and 1608 Llewelyn Avenue to construct off-street parking for the future homeowners of the houses North Bethel Row, LLC, proposes to build in the 1400 block of N. Bethel Street.

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

Pursuant to the Appraisal Policy of Baltimore City, vacant properties assess at \$2,500.00 and below by SDAT, do not have to be appraised for value. Each lot is assessed at \$500.00 and will be sold for \$500.00 each, for the total amount of \$2,500.00

The properties/lots will be sold to North Bethel Row, LLC for \$2,500.00 (\$500.00 each), which is the assessed value for each property/lot, because of the following reasons:

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

**MINUTES**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with North Bethel Row, LLC for the sale of the City-owned property located in the Oliver Neighborhood at 1600, 1602, 1604, 1606, and 1608 Llewelyn Avenue,

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with POSITIVE YOUTH EXPRESSIONS, Inc. (Developer) for the sale of the City-owned property located in the Mosher neighborhood at 1004 and 1006 N. Dukeland Street.

**AMOUNT OF MONEY AND SOURCE:**

The City will convey all of its rights, title, and interest in 1004 and 1006 N. Dukeland Street to POSITIVE YOUTH EXPRESSIONS, INC., for the price of \$2,000.00, (\$1,000.00 each) which will be paid to the City of Baltimore at the time of settlement. The Developer will be using private funds.

**BACKGROUND/EXPLANATION:**

The project will involve the demolition on the 2 vacant buildings and turning the lots into green-space and community playground associated with a larger project of a Child Care and Community Center.

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

In accordance with the Waiver Valuation Process, DHCD has determined the properties located at 1004 and 1006 N. Dukeland Street, to be valued at Three Thousand Dollars (\$3,000.00 each) and will be sold for Two Thousand Dollars (\$2,000.00), that is \$1,000.00 each. Sale of these vacant properties at a price below the waiver valuation value will be a specific benefit to the immediate community, eliminate blight and the properties will be returned to productive use, economic & community development.

**MINUTES**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with POSITIVE YOUTH EXPRESSIONS, Inc. for the sale of the City-owned property located in the Mosher neighborhood at 1004 and 1006 N. Dukeland Street.

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with SA RA Development, LLC. (Developer) for the sale of the City-owned property located in the Harlem Park neighborhood at 1726 W. Franklin Street.

**AMOUNT OF MONEY AND SOURCE:**

\$1.00 - Purchase Price

**BACKGROUND/EXPLANATION:**

The City will convey all of its rights, title, and interest in 1726 W. Franklin Street to SA RA Development LLC., for the price of \$1,000.00, which will be paid to the City of Baltimore at the time of settlement.

The project will involve the new construction of a single family home on a vacant lot, for re-sale.

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

In accordance with the waiver valuation policy, DHCD has determined the properties located at 1726 W. Franklin Street, to be valued at One Thousand, Five Hundred and Eighty Dollars (\$1,580.00). The property is being sold for One Thousand Dollars (\$1,000.00). Sale of these vacant property at a price below the waiver valuation value will be a specific benefit to the block and community, aid in the elimination of blight on the block, create jobs during reconstruction and the return of property to the tax rolls.

**MBE/WBE PARTICIPATION:**

The Developer will purchase the properties for a price that is less than \$50,000.00 and will receive no City funds or incentives

**MINUTES**

DHCD - cont'd

for the purchase or rehabilitation, therefore, MBE/WBE is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with SA RA Development, LLC. for the sale of the City-owned property located in the Harlem Park neighborhood at 1726 W. Franklin Street.

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Land Disposition Agreement with EwinCorp One, LLC (Developer) for the sale of City-owned property in the Franklin Square neighborhood located at 1611 and 1615 W. Baltimore Street.

**AMOUNT OF MONEY AND SOURCE:**

The City will convey all of its rights, title, and interest in W. Baltimore Street to EwinCorp One, LLC, for the price of \$20,000.00, which will be paid to the City of Baltimore at the time of settlement.

The Developer will be using private funds.

**BACKGROUND/EXPLANATION:**

The project will involve the complete renovation of 2 vacant buildings into their primary corporate offices for EwinCorp One, LLC. The properties are in the Franklin Square neighborhood.

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

In accordance with the City's appraisal policy, an appraisal dated March 19, 2019 has determined the property located at 1611 and 1615 W. Baltimore Street to be valued at \$43,000.00. The properties will be sold to the Developer for \$20,000.00 due to the following factors that are present (1) stabilization of the immediate area (2) the elimination of blight and (3) the generation of real estate and other taxes.

**MBE/WBE PARTICIPATION:**

The Developer will purchase the property for a price that is less

**MINUTES**

DHCD - cont'd

than \$50,000.00 and will receive no City funds or incentives for the purchase or rehabilitation, therefore no MBE/WBE is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with EwinCorp One, LLC for the sale of City-owned property in the Franklin Square neighborhood located at 1611 and 1615 W. Baltimore Street.



**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Black Women Build-Baltimore, Inc., Developer, for the sale of the City-owned properties located at 1901, 1903, 1905 and 1911 Etting Street.

**AMOUNT OF MONEY AND SOURCE:**

\$1,000.00 - 1901 Etting Street  
 1,000.00 - 1903 Etting Street  
 1,000.00 - 1905 Etting Street  
 2,000.00 - 1911 Etting Street  
**\$5,000.00**

**BACKGROUND/EXPLANATION:**

The project will involve converting the vacant buildings into single family affordable housing.

The purchase of the site will be financed through private funds.

**STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE APPRAISED MARKET VALUE:**

The properties located at 1901, 1903, and 1905 Etting Street were appraised for \$2,000.00 each, but will be sold to 1,000.00 each and 1911 Etting was appraised for 4,000.00 will be sold at \$2,000.00, which is below the appraised value, because of the following reasons:

- the sale and rehabilitation will promote a specific benefit to the immediate community,
- the sale and rehabilitation will help to eliminate blight from the neighborhood, and

**MINUTES**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

- the sale and rehabilitation will promote economic development through the placement of the subject properties on the City's tax rolls.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Black Women Build-Baltimore, Inc., Developer, for the sale of the City-owned properties located at 1901, 1903, 1905 and 1911 Etting Street.

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Christopher Clark and Shannon Clark, Developers, for the sale of the City-owned property located at 1131 Bond Street.

**AMOUNT OF MONEY AND SOURCE:**

\$5,000.00

**BACKGROUND/EXPLANATION:**

The property is a vacant, partially boarded two-story row-house in need of renovation. The Developers plan to use it as their secondary residence.

The City is authorized to dispose of the property y Article 28, Subtitle 8 of the Baltimore City Code. It was approved for sale on June 11, 2015.

**STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE APPRAISED MARKET VALUE:**

The property located at 1131 N. Bond Street was appraised for 10,000.00 will be sold at \$5,000.00, which is below the appraised value, because of the following reasons:

- the sale and rehabilitation will promote a specific benefit to the immediate community,
- the sale and rehabilitation will help to eliminate blight from the neighborhood, and

**MINUTES**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

- the sale and rehabilitation will promote economic development through the placement of the subject properties on the City's tax rolls.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Christopher Clark and Shannon Clark, Developers, for the sale of the City-owned property located at 1131 Bond Street.

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Steven C. Whalen, Developer, for the sale of the City-owned property located at 6 N. Stricker Street.

**AMOUNT OF MONEY AND SOURCE:**

\$7,000.00

**BACKGROUND/EXPLANATION:**

The City will convey all its rights, title and interest to 6 N. Stricker Street to Steven C. Whalen, for the price of \$7,000.00, which will be paid to the City of Baltimore at the time of settlement.

The Developer will purchase the vacant building to renovate and live in the property. The purchase and improvements to the site will be financed through private sources.

The authority to sell the property comes from the Franklin Square Urban Renewal Plan, approved by Ordinance 831 dated July 19, 1978 as amended by Ordinance No. 15-355, dated May 14, 2015.

**STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE APPRAISED MARKET VALUE:**

The property located at 6 N. Stricker Street was appraised for 8,938.00 will be sold at \$7,000.00, which is below the appraised value, because of the following reasons:

- the sale and rehabilitation will promote a specific benefit to the immediate community,
- the sale and rehabilitation will help to eliminate blight from the neighborhood, and

**MINUTES**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

- the sale and rehabilitation will promote economic development through the placement of the subject properties on the City's tax rolls.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Steven C. Whalen, Developer, for the sale of the City-owned property located at 6 N. Stricker Street.

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Creative Renovation 2, LLC, Developer, for the sale of the City-owned properties located at 4000 and 4002 Springdale Avenue.

**AMOUNT OF MONEY AND SOURCE:**

\$ 8,000.00 - 4000 Springdale Avenue  
8,000.00 - 4002 Springdale Avenue  
**\$16,000.00** - Purchase Price, payable at settlement

**BACKGROUND/EXPLANATION:**

The City will convey all its rights, title, and interest in 4000 and 4002 Springdale Avenue to Creative Renovation 2, LLC.

The Developer plans to purchase the vacant lots located at 4000 and 4002 Springdale Avenue to be improved by new construction single family homes and sold as a market rate resale. The Developer will use private funds.

The City is authorized to dispose of the properties located at 4000 and 4002 Springdale Avenue by virtue of Article II, Section 15 of the Baltimore City Charter and Article 28, Subtitle 8 of the Baltimore City Code. The properties were journalized and approved for sale on May 26, 2010 and August 17, 2011.

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

The properties were valued pursuant to the Appraisal Policy of Baltimore City through the Waiver Valuation Process. The Waiver Valuation Value for 4000 and 4002 Springdale Avenue was \$11,000.00 each and the purchase price is \$8,000.00 each.

**MINUTES**

DHCD - cont'd

The properties are being sold to Creative Renovation 2, LLC below the price determined by the Waiver Valuation Value as follows:

- the renovation will be to the specific benefit to the immediate community,
- will help eliminate blight from the neighborhood, and
- the sale will return the properties to the tax rolls.

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Creative Renovation 2, LLC, Developer, for the sale of the City-owned properties located at 4000 and 4002 Springdale Avenue.



**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Land Disposition Agreement with Four Black Cats, LLC (Developer) for the sale of the City-owned property located at 2416 Francis Street.

**AMOUNT OF MONEY AND SOURCE:**

\$5,000.00 - Purchase Price

**BACKGROUND/EXPLANATION:**

The Developer wishes to purchase the vacant building located at 2416 Francis Street for the purpose of rehabilitation and rental of the property. The purchase and improvements to the site will be financed through private sources.

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

In accordance with the City's appraisal policy, the waiver valuation determined the property located at 2416 Francis Street to be priced at \$10,000.00, the vacant building is being sold for \$5,000.00. The rationale for the conveyance is the sale will serve a specific benefit to the immediate community, the elimination of blight, and return the property to the tax rolls.

**MBE/WBE PARTICIPATION:**

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

**MINUTES**

Department of Housing and - cont'd  
Community Development

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Four Black Cats, LLC for the sale of the City-owned property located at 2416 Francis Street.

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Land Disposition Agreement with CIVIC WORKS, INC. (Developer) for the sale of City-owned property in the Coldstream Homestead Montebello Neighborhood located at 1749 Gorsuch Avenue (Block 4123 Lot 022).

**AMOUNT OF MONEY AND SOURCE:**

The City will convey all of its rights, title, and interest in 1749 Gorsuch Avenue to CIVIC WORKS, INC., for the price of \$75,000.00. At the settlement, the Developer will execute a purchase money mortgage in the amount of Seventy-Five thousand dollars (\$75,000.00) which will be released after the DHCD verification of the expenditure of at least \$200,000.00 of the approved State funds. The Developer has agreed to use restrictions ensuring continued use of the facility for five years of workforce development and other permitted uses. The Developer will be using a combination of public and private funds.

**BACKGROUND/EXPLANATION:**

The project will involve the complete rehabilitation of a vacant building, converting it into a Workforce Development Job Training Center, which will be used in part to manufacture tiny homes.

The City is authorized to dispose of the Property by virtue of Article II, Section 15 of the Baltimore City Charter and Ordinance 14-233 approved on June 9 2014.

**MINUTES**

DHCD - cont'd

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

In accordance with the City's appraisal policy of Baltimore City the property located at 1749 Gorsuch Avenue was appraised for \$75,000.00 and will be sold for \$75,000.00.

**MBE/WBE PARTICIPATION:**

MBE/WBE participation is required for this project. The Developer signed the Commitment to Comply with the Minority and Women's Business Enterprise Program of the City of Baltimore.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with CIVIC WORKS, INC. for the sale of City-owned property in the Coldstream Homestead Montebello Neighborhood located at 1749 Gorsuch Avenue (Block 4123 Lot 022).

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Side Yard Land Disposition Agreement with Mr. Edward Glass, Developer, for the sale of the City-owned property located at 600 Scott Street.

**AMOUNT OF MONEY AND SOURCE:**

\$500.00 - Purchase Price

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

**BACKGROUND/EXPLANATION:**

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

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

The City has agreed to convey the property known as 600 Scott Street to the adjacent owner-occupied property. As a condition of the conveyance, Mr. Glass has agreed to the terms of the Side Yard Land Disposition Agreement, which prohibits development of the parcel for a minimum of ten years.

**MINUTES**

DHCD - cont'd

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

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

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The property is being sold for \$500.00, AS THE Developer holds title to the adjacent property as owner-occupied. The rationale for the conveyance is as follows:

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

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Side Yard Land Disposition Agreement with Mr. Edward Glass, Developer, for the sale of the City-owned property located at 600 Scott Street.

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Ms. Paula Clinton, Developer, for the sale of the City-owned properties located at 1130 and 1132 Myrtle Avenue (Block 0430, Lots 069, 070).

**AMOUNT OF MONEY AND SOURCE:**

\$3,000.00 - 1130 Myrtle Avenue  
4,000.00 - 1132 Myrtle Avenue  
**\$7,000.00** - Purchase Price, payable at settlement

**BACKGROUND/EXPLANATION:**

The City will convey all its rights, title, and interest in 1130 and 1132 Myrtle Avenue to Ms. Clinton.

The Developer wishes to purchase the vacant lots located at 1130 and 1132 Myrtle Avenue for the purpose of residential rehabilitation. The purchase and improvements to the site will be financed through private sources.

The authority to sell the properties located at 1130 and 1132 Myrtle Avenue is given under Article II, Section 15 of the Baltimore City Charter and Article 13, §2-7 of the Baltimore City Code.

The properties were valued pursuant to the Appraisal Policy of Baltimore City through the Waiver Valuation Process. The Department determined that the property located at 1130 Myrtle Avenue to be valued at \$3,000.00 and it will be sold for \$3,000.00 and 1132 Myrtle Avenue to be valued at \$4,000.00 and it will be sold for \$4,000.00.

**MINUTES**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Ms. Paula Clinton, Developer, for the sale of the City-owned properties located at 1130 and 1132 Myrtle Avenue (Block 0430, Lots 069, 070).



**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the fee simple interest in the property located at 1641 N. Wolfe Street, by gift, from Tracey A. Thomas and Mecca A. Musari, owners, SUBJECT to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

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

**BACKGROUND/EXPLANATION:**

Tracey A. Thomas and Mecca A. Musari are donating the vacant dwelling to the Mayor and City Council as a contribution to the Broadway East Community. The property is in an area where extensive rehabilitation work has occurred and accepting it as a gift will save acquisition expense and time.

Pursuant to the provisions of Article 13, 2-7 of the Baltimore City Code (2000 Edition) and subject to the prior approval of the Board, the Department may acquire, for and on behalf of the Mayor and City Council of Baltimore, by gift, any single-family or multiple-family dwelling unit or other structure or lot within the City for development and redevelopment. The Commissioner of the DHCD has made a determination with regard to this property and it will be redeveloped.

## MINUTES

DHCD - cont'd

Also requested is approval to acquire the property, SUBJECT to all open municipal liens, interests and penalties that may accrue through May 18, 2019, prior to recording the deed except for water.

Listed below is the open municipal lien accrued through May 18, 2019.

Real Property Taxes 2018/2019	\$93.95
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<b>Total Outstanding Liens</b>	<b>\$93.95</b>
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UPON MOTION duly made and seconded, the Board approved the acquisition of the fee simple interest in the property located at 1641 N. Wolfe Street, by gift, from Tracey A. Thomas and Mecca A. Musari, owners, SUBJECT to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

Fire and Police Employee's - Subscription Agreement  
Retirement System

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Subscription Agreement by the Board of Trustees of the Fire and Police Employee's Retirement System (F&P) for its investment in the Varde Fund XIII, L.P., a Cayman Islands Exempted Limited Partnership.

**AMOUNT OF MONEY AND SOURCE:**

\$10,000,000.00 - Fire and Police Employee's Retirement System.

No General funds monies are involved in this transaction. All funds and expenses will be expended.

**BACKGROUND AND EXPLANATION:**

The F&P Board or Trustees conducted a search for a global credit investment manager and, as a result of that search, selected Varde Partners, Inc. to accept an initial investment of \$10,000,000.00 to be placed with The Varde Fund XDIII, L.P. Varde Partners, Inc. will be managing an initial investment of \$10,000,000.00 Varde Partners, Inc. will be managing an initial investment of \$10 million of Fire and Police Employee's Retirement System funds in the Varde Fund XIII, L.O., a global credit investment fund to be placed with the Varde Fund XIII, L.O., a global credit investment fund.

The search and selection process was conducted with the assistance and advice of the F&P System's investment advisor, New England Pension Consulting.

**MWBOO GRANTED A WAIVER.**

**MINUTES**

Fire and Police Employee's - cont'd  
Retirement System

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Subscription Agreement by the Board of Trustees of the Fire and Police Employee's Retirement System for its investment in the Varde Fund XIII, L.P., a Cayman Islands Exempted Limited Partnership. The Comptroller **ABSTAINED**.

**MINUTES****CITY COUNCIL BILL**

19-0326 Sale of Property - Air Rights Area Over a Portion of the Public Right of Way of the 4100 Block of Hillen Road for the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all its interest in the air rights over a portion of the public right of way of the 4100 Block of Hillen Road and no longer needed for public use; and providing for a special effective date.

**ALL REPORTS RECEIVED WERE FAVORABLE.**

UPON MOTION duly made and seconded, the Board approved City Council Bill No. 19-0326 and directed that the bill be returned to the City Council with the recommendation that it also be approved by that Honorable Body. The President **ABSTAINED**. The Mayor **ABSTAINED**.

**MINUTES**

Department of Recreation and Parks - Transfer of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a transfer of funds to the Baltimore City Foundation.

**AMOUNT OF MONEY AND SOURCE:**

\$100,000.00 - 2028-000000-4803-776800-600005

**BACKGROUND/EXPLANATION:**

The transfer of funds will be used to assist with various expenses for the African American Festival (AFRAM) which will be held in Druid Hill Park on August 10 - 11, 2019.

The transfer of funds to the Baltimore City Foundation will be used to support the costs for services, equipment rentals, talent booking, and other expenses related to hosting the AFRAM festival for 2019.

The Department is requesting permission to allow the transferred funds to be deposited directly in the Baltimore City Foundation's account and draw down as needed.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the transfer of funds to the Baltimore City Foundation.

**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 of a lawsuit with Ms. Sheila Wiley v. the Mayor and City Council, arising out of a personal injury accident that occurred at 1376 Pentwood Road, Baltimore, Maryland on or about May 5, 2015.

**AMOUNT OF MONEY AND SOURCE:**

\$85,000.00 - 2071-000000-5531-398600-603070

**BACKGROUND/EXPLANATION:**

The Plaintiff, Sheila Wiley alleges that on or about May 5, 2015, she stepped on a water meter cover which flipped and caused her serious injuries, including a broken right tibia. She was 58 years old at the time and contends that she has permanent injuries.

Based on a review by the Settlement Committee of the Law Department of the legal and factual issues specific to this case, the Law Department recommends that the Board approve the settlement in the amount of \$85,000.00.

**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 lawsuit with Ms. Sheila Wiley v. the Mayor and City Council, arising out of a personal injury accident that occurred at 1376 Pentwood Road, Baltimore, Maryland on or about May 5, 2015.

**MINUTES**

Department of Finance - Targeted Homeowners Tax Credit Fiscal  
Year 2020

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**ACTION REQUESTED OF B/E:**

The Board is requested to authorize the Department to set up the Fiscal Year 2020 Targeted Homeowners Tax Credit rate at \$2.048 per \$100.00 of improved assessed value pursuant to Article 28 § 10-16 of the Baltimore City Code. The Targeted Homeowners Tax Credit is limited to the City tax liability, excluding Special Benefit districts.

**AMOUNT OF MONEY AND SOURCE:**

The Targeted Homeowners Tax Credit will result in a reduction of an estimated \$35,885,725.00 from the City's property tax collection.

**BACKGROUND/EXPLANATION:**

The Targeted Homeowners Tax Credit is available to all owner occupied homes in Baltimore City that qualify for the Homestead Exemption under the Property Tax Article §9-105 of the State Code. The tax credit is calculated by multiplying the Targeted Homeowners Tax Credit rate by the eligible property's improved assessment. The credit when taken singularly or with other credits will be limited to the City tax liability and will not cause a refund to any tax paper.

UPON MOTION duly made and seconded, the Board authorized the Department to set up the Fiscal Year 2020 Targeted Homeowners Tax Credit rate at \$2.048 per \$100.00 of improved assessed value pursuant to Article 28 § 10-16 of the Baltimore City Code.



**MINUTES**

Department of Human Resources - Group Sales Agreement for  
Battalion Fire Chief  
Promotional Assessment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Group Sales Agreement with Red Lion Hotels Corporation d/b/a Hotel Red RL Baltimore Inner Harbor for the Battalion Fire Chief Promotional Assessment process. The period of the Group Sales Agreement is May 20, 2019 through May 23, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$13,306.15 - 1001-000000-1603-172500-603206

**BACKGROUND/EXPLANATION:**

The Battalion Fire Chief (EMS) promotional assessment occurs once every two years. The assessment includes written and oral exam components and is scheduled to take place May 20 - 23, 2019. Fourteen rooms will be necessary to administer the assessment. Eight rooms will be necessary for the examiners' overnight accommodations. Six rooms will be rented for administration of the exam. The rooms will be utilized for candidates to prepare responses to interview questions and to conduct panel interviews.

The examiners will arrive in Baltimore on Monday, May 20, 2019. The written component will be administered on May 20, 2019 at the Department of Human Resources. Examiner training will be conducted on Tuesday, May 21, 2019 and the Oral component will be administered Wednesday, May 22, 2019. The examiners will depart the hotel the morning of Thursday, May 23, 2019 due to the length of testing on Wednesday and the distance back to their respective jurisdictions.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

## MINUTES

Department of Human Resources - cont'd

**Detailed Breakdown of Expenses**

\$1,600.00	Ancillary expenses – 8 Examiners x \$200.00 Each for (reimbursement of travel expenses, luggage fees, cab/shuttle fees, to and from the airport, parking)
\$3,252.15	Hotel RL: Overnight Guestrooms May 20 - 23 8 Guest Suites x 3 nights @ \$99.00 net rate = \$2,376.00 (\$2,376.00 x 9.5% occupancy tax) = \$225.72  Assessment Rooms May 22 6 rooms x 1 day @ \$99.00 net rate = \$594.00 (\$594.00 x 9.5% occupancy tax) = \$56.43
\$270.00	Coffee Service & Light Snacks Tues. May 21 (Training Day) 15 attendees x \$15 per person x 1 day = \$225 \$225.00 x 20% = \$45.00 service fee Coffee Service Beverage/Snack Break Wed. May 22nd 10 attendees @ complimentary
\$ 480.00	Hotel RL: Self-Parking May 20 - May 23 8 cars x 3 nights @ \$20 per day \$480.00
\$6,000.00	Examiners' Airfare (Roundtrip): Eight (8) examiners traveling from various locations @ \$750.00
\$1,704.00	Per Diem Meal Allowance Per Diem Rate-\$71.00 per day x 3 days=\$213.00 8 Examiners - \$213.00 x 8

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Group Sales Agreement with Red Lion Hotels Corporation d/b/a Hotel Red RL Baltimore Inner Harbor for the Battalion Fire Chief Promotional Assessment process.

**MINUTES**

Department of Human Resources - Group Sales Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Group Sales Agreement with OTO Development LLC dba Hampton Inn & Suites Baltimore Inner Harbor for the Fire Captain and Fire Lieutenant Oral Promotional Examinations. The period of the Group Sales Agreement is June 02, 2019 through June 08, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$72,604.81 - 1001-000000-1603-172500-603206

**BACKGROUND/EXPLANATION:**

The Fire Captain and Fire Lieutenant examinations are presently scheduled to occur once every two years. The examinations include written and oral components and are scheduled to take place June 1, and June 3, through June 7 respectively. Thirty-eight rooms will be necessary to administer the exam.

Twenty - six rooms will be rented for overnight accommodations for the Twenty - four examiners and two assessment administrators.

Twelve rooms will be rented for administration of the examinations. The rooms will be utilized as candidate interview preparation rooms, for candidates to prepare responses to interview questions and to conduct panel interviews. The number of candidates who will be scheduled for the oral component of the examinations will not be available until after the candidates report for the multiple choice examinations on June 1, 2019. The multiple choice examinations will be administered at the Frank J. Trenner Baltimore Fire Training Academy. To ensure adequate accommodations are available, rooms must be secured well in advance.

**MINUTES**

Department of Human Resources - cont'd

Most examiners will arrive in Baltimore on Sunday, June 2, 2019. It is anticipated that the oral examination processes will begin on Monday, June 3, 2019 with training/orientation and run through Friday, June 7, 2019. Some examiners will depart the hotel the morning of Saturday, June 8, 2019 due to the length of testing on Friday and the distance back to their respective jurisdictions.

Due to the early start and long working hours, (between 6:30 AM and 7:30 PM or later each day) a beverage break will be made available to the examiners each morning. The estimated costs for hotel parking for the examiners and Test Monitors at the hotel is also included as some examiners will have vehicles. Audio visual equipment which is required for training at the hotel is also included.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

## MINUTES

Department of Human Resources - cont'd

**Detailed Breakdown of Expenses**

\$ 4,800.00	Ancillary Expenses: 24 Examiners x \$200.00 Each for (reimbursement of travel expenses, luggage fees, cab/train/shuttle fees, to and from the airport, parking)
\$18,619.38	Hampton Inn & Suites Downtown Baltimore Inner Harbor: June 3 - June 7 Oral Examinations Overnight Guestrooms June 2 - June 8 26 rooms x 6 nights x \$109.00 net rate = \$17,004.00 \$17,004.00 x 9.5% occupancy tax = \$1,615.38
\$ 5,729.04	Examination Rooms Tues. June 4 - Fri. June 7 12 rooms x 4 days x \$109.00 net rate = \$5,232.00 \$5,232.00 x 9.5% occupancy tax = \$497.04
\$ 7,140.00	Valet Sun. June 2 - Sat. June 8 34 cars x 6 nights x \$35 per day = \$7,140.00
\$ 3,965.00	Training/Registration Room Mon. June 3 - Fri. June 7th (Mon. 6/3 = 30 ppl)/(Tues. 6/4 - Fri. 6/7=up to 30 ppl @ a time) \$650.00 rental x 1 day x 5 days = \$3,250.00 \$3,250.00 + 22% service fee = \$715.00
\$ 1,090.62	Hospitality Suite/Break Room Tues. June 4 - Fri. June 7 30 ppl \$249.00 rental x 4 days = \$996.00 \$996 + 9.5% occupancy tax = \$94.62
\$ 217.22	Coffee Service & Light Snacks (training day) Mon. June 3 30 attendees x \$5.95 per person x 1 day + 22% = \$217.77
\$ 871.00	Coffee Service Beverage/Snack Break Tues. June 4 - Fri. June 7 30 attendees x \$5.95 per person x 4 days x 30 ppl + 22% = \$871.00
\$ 244.00	Audio Visual (training day) Mon. June 3 Screen & Projector Rental: \$200.00 x 1 day + 22% = \$244.00
\$18,000.00	Examiners' Airfare (roundtrip): 24 examiners traveling from various locations @ \$750
\$11,928.00	Per Diem Meal Allowance Per Diem rate - \$71.00 per day x 7 days = \$497.00 24 Examiners - \$497 x 24

**MINUTES**

Department of Human Resources - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Group Sales Agreement with OTO Development LLC dba Hampton Inn & Suites Baltimore Inner Harbor for the Fire Captain and Fire Lieutenant Oral Promotional Examinations.

**MINUTES**

Mayor's Office of Criminal Justice - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Agreement with Bon Secours of Maryland Foundation, Inc. (Bon Secours) for the Safe Street Site Implementation. The Agreement will be effective upon Board approval and will terminate on June 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$118,800.00 - 5000-511019-2255-702300-603051

**BACKGROUND/EXPLANATION:**

On December 12, 2018, the Board approved and authorized acceptance of a grant award from the Governor's Office of Crime Control and Prevention (GOCCP) to fund one year of the Safe Streets Baltimore program expansion from four communities to ten. The expansion into six new communities will require training of all new and existing personnel at all the sites to ensure conformity with the Cure Violence model on which Safe Streets is based. As such, it is the only training and technical assistance provider available.

The funds will support travel, lodging, salaries, and training materials for Cure Violence staff to facilitate the training and provide support to Safe Streets site as they implement the mode. The model focuses on eradicating violence by: 1) identifying and detecting potential shooting events, 2) identifying and detecting individuals and groups at highest risk of involvement of shootings or killing, 3) interrupting potential violence by mediating conflicts and preventing retaliation, 4) changing behaviors and norms of those at highest risk of involvement of shooting or killing, and 5) using data to inform daily efforts and make necessary changes to interruption strategies.

The agreement is late because of the administrative process.

## MINUTES

MOCJ - cont'd

**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 Agreement with Bon Secours of Maryland Foundation, Inc. for the Safe Street Site Implementation.



**MINUTES**

Mayor's Office of Criminal Justice - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Agreement with Sinai Hospital of Baltimore, Inc. for the Safe Streets Site Implementation. The agreement will be effective upon Board approval and will terminate on June 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$129,837.00 - 5000-511019-2255-702300-603051

**BACKGROUND/EXPLANATION:**

On December 12, 2018, the Board approved and authorized acceptance of a grant award from the Governor's Office of Crime Control and Prevention (GOCCP) to fund one year of the Safe Streets Baltimore program expansion from four communities to ten. Sinai Hospital of Baltimore, Inc. (Sinai) was selected as a vendor to operate one of the six new expansion areas in the Park Heights Community.

Since the initial award, Sinai has been actively establishing the Safe Streets Baltimore office in Park Heights. The funds will support hiring seven personnel to eradicate violence by implementing the Cure Violence model. All staff, equipment, supplies, furniture, etc. required to establish the site has been identified and awaits approval of this contract.

The General Assembly passed a bill in 2018 to provide Baltimore City with state funding to support the Safe Streets Program implementation. Through the Governor's Office of Crime Control and Prevention MOCJ will receive \$3.6 million on July 1, 2019 for the six additional staff streets sites. Approval of this Agreement will allow Sinai to hire and train staff, secure community space, and begin the process of implementing the model.

The agreement is late because of the vendor's administrative process.

**MINUTES**

MOCJ - cont'd

**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 Agreement with Sinai Hospital of Baltimore, Inc. for the Safe Streets Site Implementation.

**MINUTES**

Mayor's Office of Criminal Justice - Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Agreement with Public Health Institute of Metropolitan Chicago for the Safe Streets Baltimore program. The period of the agreement is April 1, 2019 through June 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$79,045.07 - 5000-511019-2255-702300-603051

**BACKGROUND/EXPLANATION:**

On December 12, 2018, the Board approved and authorized acceptance of a grant award from the Governor's Office of Crime Control and Prevention (GOCCP) to fund one year of the Safe Streets Baltimore program expansion from four communities to ten. The expansion into six new communities will require training of all new and existing personnel at all the sites to ensure conformity with the Cure Violence model on which Safe Streets is based. As such, it is the only training and technical assistance provider available.

The funds will support travel, lodging, salaries, and training materials for Cure Violence staff to facilitate the training and provide support to Safe Streets site as they implement the mode. The model focuses on eradicating violence by: 1) identifying and detecting potential shooting events, 2) identifying and detecting individuals and groups at highest risk of involvement of shootings or killing, 3) interrupting potential violence by mediating conflicts and preventing retaliation, 4) changing behaviors and norms of those at highest risk of involvement of shooting or killing, and 5) using data to inform daily efforts and make necessary changes to interruption strategies.

The agreement is late because of the administrative process.

**MINUTES**

Mayor Office of Criminal Justice - cont'd

**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 Agreement with Public Health Institute of Metropolitan Chicago for the Safe Streets Baltimore program.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Council</u>			
1. Eric Costello	MML Summer Conference Ocean City, MD June 23 - 26, 2019 (Reg. Fee \$525.00)	Execu- tive Official Expense Account	\$1,242.40

The subsistence rate for this location is \$172.00 per night. The cost of the hotel is \$179.00 per night, plus hotel taxes of \$18.80 per night. The Department is requesting additional subsistence of \$7.00 per day to cover hotel costs and \$40.00 per day for meals and incidentals. The hotel cost of \$179.00 per night and registration fee of \$525.00 were prepaid on a City-issued procurement card assigned to Mr. Hosea Chew. Therefore, Mr. Costello will be disbursed \$124.00.

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

Baltimore Police Department

2. Misty Goines Darrilyn Tyson	Crimes Against Children Conference Dallas, TX Aug. 11 - 15, 2019 (Reg. Fee \$530.00 each)	SORU Fund	\$3,121.32
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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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Baltimore Police Department - cont'd

The subsistence rate for this location is \$215.00 per night. The cost of the hotel is \$199.00 per night plus hotel taxes of \$29.85 per night.

Ms. Tyson will share the hotel room with Ms. Goines. Therefore, she is not requesting subsistence for hotel accommodations. The airfare cost of \$352.96 for each attendee and registration fee of \$530.00 for each attendee were prepaid on a City-issued procurement card assigned to Tribhuvan Thacker. The hotel cost was prepaid on Ms. Goines personal credit card. The Department is requesting additional subsistence of \$24.00 per day for meals and incidentals for Ms. Goines. Therefore, Ms. Goines will be disbursed \$1,135.40 and Ms. Tyson will be disbursed \$220.00.

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

3. Brian Rice	IACP 2019 Drugs, Alcohol, and Impaired Driving Conference Los Angeles, CA Aug. 9 - 12, 2019 (Reg. Fee \$400.00)	Asset Fore- feiture fund	\$1,675.64
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The airfare cost of \$382.60 and hotel cost of \$635.04 were prepaid on a City-issued procurement card assigned to Tribhuvan Thacker. Therefore, Mr. Rice will be disbursed \$258.00.

**MINUTES****TRAVEL REQUESTS**

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

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

4. Ethan Conway	104 <sup>th</sup> International Forensic Educational Conference Reno, NV Aug. 11 - 17, 2019 (Reg. Fee \$395.00)	Asset Fore- feiture	\$2,778.16
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The airfare cost of \$749.00 and registration fee of \$395.00 were prepaid on a City-issued procurement card assigned to Mr. Tribhuvan Thacker. The hotel cost of \$1,178.16 was prepaid on Mr. Conway's personal credit card. Therefore, Mr. Conway will be disbursed \$1,634.16.

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

5. Sharissa Smith	Physical Surveillance Training Ashburn, VA Jun. 2 - 7, 2019 (Reg. Fee \$0.00)	Asset Forefei- ture Funds	\$1,395.99
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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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Baltimore Police Department - cont'd

The subsistence rate for this location is \$168.00 per night. The cost of the hotel is \$131.32 for June 2, 2019, \$219.52 for June 3, 2019, \$263.62 for June 4, 2019, \$263.62 for June 5, 2019, and \$180.32 for June 6, 2019, plus total hotel taxes in the amount of \$137.59.

The Department requests additional subsistence in the amount of \$51.52 for June 3, 2019, \$95.62 June 4, 2019, \$95.62 June 5, 2019, and \$12.32 for June 6, 2019 to cover the cost of the hotel. The Department requests additional subsistence in the amount of \$3.32 for June 2, 2019 and \$40.00 per day for June 3 - 6, 2019 to cover the cost of meals and incidentals.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it 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.

6. Byron Conway	Visit to Mexico with DEA/Baltimore Delegation Mexico City, Mexico June 10-14, 2019 (Reg. Fee \$0.00)	N/A	\$0.00
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The cost of this travel is covered by the International Narcotics and Law Enforcement Office.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will require travel outside the continental United States regardless of source of funds, cost of trip, or length of absence.



**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore Police Department - cont'd</u>			
7. Randy Pope	Annual Ravens Challenge Butlerville, IN June 05-14, 2019 (Reg. Fee \$0.00)	N/A	\$0.00

All costs for this travel are covered by the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF).

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

**RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**Board of Liquor License Commissioners

8. Douglas Paige	Central Intercollegiate Athletic Association Men's and Women's Basketball Tournament 2019 Charlotte, NC March 1 - 3, 2019 (Reg. Fee \$0.00)	General Funds	\$888.37
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Mr. Paige traveled to Charlotte, North Carolina with elected officials and staff to gather background information for Central Intercollegiate Athletic Association Men's and Women's Basketball Tournament 2019. The event will be coming to Baltimore and will require the issuance of a liquor license.

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

Board of Liquor License Commissioners - cont'd

The subsistence rate for this location is \$186.00 was per day. The hotel rate was \$239.00 per day, plus hotel taxes of \$17.33 per day and occupancy fee of \$19.12 per day.

The Board of Liquor License Commissioners requests the Board approval of additional subsistence in the amount of \$53.00 per day to cover the hotel cost.

**TRAVEL REIMBURSEMENT**

\$478.00	- Hotel
72.90	- Tax and Fees
<u>337.47</u>	- Transportation
<b><u>\$888.37</u></b>	

This request is late because the Board of Liquor License Commissioners did not have the hotel information until after the event occurred.

The Board approved the above-listed Travel Request and Retroactive Travel Reimbursements. The President **ABSTAINED** on item no. 1.

**MINUTES****ACKNOWLEDGMENT**

President: "Before we end I want to give a special and great and hearty thanks to the staff at the Comptroller's Office who spent the weekend uh -- typing on typewriters the agendas for the Board of Estimates. So, I just think that we have to appreciate them from their work (applause) in the City's efforts of turning back the clock.

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**MINUTES**

President: "As there is no business before the Board we will recess until bid opening at 12:00 noon. Thank you."

\* \* \* \* \*

**MINUTES**

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

**BIDS, PROPOSALS, AND CONTRACT AWARDS**

Prior to the reading of bids received today and the opening of bids scheduled for today, the Clerk announced that the following agencies had issued addendum extending the dates for receipt and opening of bids.

Bureau of Procurement - B50005629, Dental Maintenance Organization (DHMO) and Dental Preferred Provider  
**BIDS TO BE RECV'D: 06/05/2019**  
**BIDS TO BE OPENED: 06/05/2019**

Bureau of Procurement - B50005731, Recycling of Milled Asphalt  
**BIDS TO BE RECV'D: 06/19/2019**  
**BIDS TO BE OPENED: 06/19/2019**

Bureau of Procurement - B50005778, Portable Dance Floor  
**BIDS TO BE RECV'D: 06/12/2019**  
**BIDS TO BE OPENED: 06/12/2019**

Bureau of Procurement - B50005781, Tractor with Front End Loader  
**BIDS TO BE RECV'D: 06/19/2019**  
**BIDS TO BE OPENED: 06/19/2019**

MINUTES

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

Department of Transportation - TR 19006, Urgent Need Contract  
Citywide

P. Flanigan & Sons, Inc.  
M. Luis Construction Company, Inc.  
ECM Corporation

Bureau of Procurement - B50005744, OEM Parts and Service  
for Toro Equipment

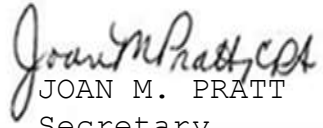
Gambrillis Equipment  
Turf Equipment and Supply  
Security Equipment Co.

Bureau of Procurement - B50005777, OEM Parts and Service  
for New Holland Construction and  
Grounds Maintenance Equipment

Security Equipment Co.

\* \* \* \* \*

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, June 5, 2019.

  
JOAN M. PRATT  
Secretary