

**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

President: "Good morning. The July 10, 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 will direct the Board members attention to the Memorandum from my office dated July 08, 2019, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda."

MINUTES

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

Comptroller: "Second."

President: "All those in favor say AYE. All opposed, say 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 November 21, 2016, the following contractors are recommended:

Apex Companies, LLC	\$ 312,470,000.00
Benfield Electric Co., Inc.	\$ 8,000,000.00
Bowings & Huber, LLC d/b/a BoMark Electric Company	\$ 8,000,000.00
B.S. Environmental, Inc.	\$ 1,500,000.00
Delaine Contractors, Inc.	\$ 1,500,000.00
Kiewit Infrastructure Co.	\$3,599,460,000.00
Lee Foundation Co., Inc.	\$ 4,270,000.00
Pessoa Construction Company	\$ 8,000,000.00
Roofing and Sustainable Systems, Inc. d/b/a RSSI Roofing Company	\$ 8,000,000.00
Worcester Eisenbrandt, Inc.	\$ 8,000,000.00
Young's Floor Service and Remodeling Co., Inc.	\$ 1,270,000.00

2. Prequalification of Architects and Engineers

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

Alvi Associates, Inc.	Engineer
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**MINUTES****BOARDS AND COMMISSIONS** - cont'd

CDM Smith, Inc. Engineer

Century Engineering, Inc.

Landscape Architect  
Land Survey

Connor Support Services, LLC

Construction Management

Core Studio Design, LLC

Landscape Architect

Foundation Test Group, Inc.

Engineer

KLT Group, LLC

Engineer

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

**MINUTES**

Parking Authority of - Parking Facilities Maintenance Agreement  
Baltimore City (PABC)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Parking Facilities Maintenance Agreement with Corporate Maintenance Group, LLC (CMG). The period of the agreement is effective for five years upon Board approval.

**AMOUNT OF MONEY AND SOURCE:**

\$208,080.00	2076-000000-2321-254200-603026
	Maintenance Fee (per year)
\$ 22,800.00	2076-000000-2321-254200-603026
	Farmer's Market Cleanings (40/yr.)
<u>\$ 75,000.00</u>	2076-000000-2321-254200-603026
	Snow Removal*
<b>\$305,880.00</b>	

\*Snow Removal - this is an estimate - actual dollar amount required for snow removal will be determined by the amount of snowfall.

**BACKGROUND/EXPLANATION:**

The PABC was given the duties of management, maintenance, and control of the City's parking lots through a Memorandum of Understanding approved on July 23, 2003 by the Board.

There are 23 parking lots that will be maintained by CMG under this agreement. The services that CMG will perform include emptying trash receptacles, power sweeping, trimming vegetation, and clearing snow and ice. The CMG will also clean the Farmer's Market lot, prior to the market opening each Sunday from April through December.

**MINUTES**

PABC - cont'd

The PABC issued an RFP for the maintenance of the 23 parking facilities and received responses from two firms. The proposals were reviewed by a panel consisting of: John Genda, PABC, Assistant Manager of Off-Street Parking - Lots; Sam Hanson, Coordinator of the Farmer's Market, Baltimore Office of Promotion and the Arts; and Johnny Williams, Baltimore Public Market Corporation.

The panel found that CMG's proposal represented the best value to the PABC and recommended award of the contract to CMG. The PABC's Board of Directors concurred with the recommendation and approved negotiation of a contract with CMG.

**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 Parking Facilities Maintenance Agreement with Corporate Maintenance Group, LLC.

**MINUTES**

Baltimore Development Corporation - Audited Financial Statements  
for years ended December 31,  
2018 and 2017

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**ACTION REQUESTED OF B/E:**

The Board is requested to **NOTE** the Audited Financial Statements of the Baltimore Hotel Corporation (BHC) for the years ended December 31, 2018 and 2017, pursuant to Baltimore City Ordinance 05-128.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On January 11, 2006, the Board approved and authorized the appropriation of \$305,000,000.00 in tax-exempt revenue bonds for the development and construction of a 757-room Convention Center Hotel, known as The Hilton Baltimore, which is owned by the BHC, a non-profit corporation and operated by the Hilton Hotels Corporation (Hilton).

The BHC was formed to assist the City of Baltimore in accomplishing an essential governmental function of enhancing economic development within the City by promoting and expanding the use of the Baltimore Convention Center. The hotel promotes the health, safety, and general welfare of the residents of the City, increases commerce and industry, enhances economic development within the City, and advances the efficiency of citizens.

The audit was performed by the accounting firm of CliftonLarson Allen LLP and was prepared in accordance with auditing standards generally accepted in the United States of America.

**MINUTES**

Baltimore Development Corporation - cont'd

On June 21, 2019 the BHC Board of Directors voted unanimously to accept the December 31, 2018 Audited Financial Statements as submitted.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board **NOTED** the Audited Financial Statements of the Baltimore Hotel Corporation for the years ended December 31, 2018 and 2017, pursuant to Baltimore City Ordinance 05-128.



**MINUTES**

Retiree Benefits Trust - Subscription Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested by the Board of Trustees of the Employees' Retirement System (ERS) of the City of Baltimore to approve a Subscription Agreement for the Retiree Benefits Trust's (OPEB) investment in Vivo Capital Fund IX, L.P.

**AMOUNT OF MONEY AND SOURCE:**

\$4,000,000.00 - approximately of Retiree Benefits Trust funds.  
No General Fund monies are involved in this transaction.

**BACKGROUND/EXPLANATION:**

The ERS Board of Trustees conducted a search for an alternative investment manager on behalf of OPEB and, as result of that search, selected Vivo Capital LLC, a private equity manager specializing in Healthcare services, to accept an initial OPEB investment of \$4 million to be placed with Vivo Capital Fund IX, L.P. The search and selection process was conducted with the assistance and advice of ERS's investment advisor, Meketa Investment Group, Inc.

**MWBOO GRANTED A WAIVER ON JUNE 26, 2019.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the request by the Board of Trustees of the Employees' Retirement System of the City of Baltimore to approve its Subscription Agreement for the Retiree Benefits Trust's investment in Vivo Capital Fund IX, L.P. The Comptroller

**ABSTAINED.**

**MINUTES**Employees' Retirement System - Subscription Agreement**ACTION REQUESTED OF B/E:**

The Board is requested by the Board of Trustees of the Employees' Retirement System (ERS) to approve and authorize execution of a Subscription Agreement with Vivo Capital Fund IX, L.P.

**AMOUNT OF MONEY AND SOURCE:**

\$20,000,000.00 - approximately of ERS funds

No General Fund monies are involved in this transaction.

**BACKGROUND/EXPLANATION:**

The ERS Board of Trustees conducted a search for an alternative investment manager and as a result of that search, selected Vivo Capital LLC, a private equity manager specializing in healthcare services, to accept an initial investment of \$20 million to be placed with Vivo Capital Fund IX, L.P. The search and selection process was conducted with the assistance and advice of ERS' alternative investment advisor, Meketa Investment Group, Inc.

**MWBOO GRANTED A WAIVER ON JUNE 26, 2019.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the request by the Board of Trustees of the Employees' Retirement System to approve and authorize execution of its Subscription Agreement with Vivo Capital Fund IX, L.P. The Comptroller **ABSTAINED**.

**MINUTES**

Department of Communication Services - Service Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the extension of the Service Agreement with Verizon Business Network Services, Inc. on behalf of Verizon Maryland LLC. The period of the extension is July 2, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$100,000.00 - estimated monthly charges (bill to agencies)  
Account no. 2039-000000-1330-158400-603084

**BACKGROUND/EXPLANATION:**

On June 27, 2018, the Board approved the procurement of telecommunication services under the Maryland State Contract Number 060B3490013 - Local Telecommunications Services, solicited by the Maryland State Department of Information Technology (DoIT).

DoIT has amended the Maryland State Contract Number 060B3490013 to extend the service period from July 2, 2019 through June 30, 2020 and the City may also choose to extend the service period to remain coterminous with the Maryland State Contract Number 060B3490013.

The Department therefore wishes to extend the agreement through June 30, 2020 and continue to benefit from the favorable rates negotiated by the State.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized the extension of the Service Agreement with Verizon Business Network Services, Inc. on behalf of Verizon Maryland LLC.

**MINUTES**

Baltimore Police Department - Service Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Service Agreement with Mercy Medical Center Inc. The period of the agreement is October 1, 2018 through September 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$86,436.00 - 4000-412719-2021-746300-603026

**BACKGROUND/EXPLANATION:**

On January 23, 2019 the Board approved acceptance of the Victim Assistance Formula Grant awarded to the Department from the Governor's Office of Crime Control and Prevention (GOCCP) in the amount of \$918,181.00, with a cash match of \$229,546.00, for a total of \$1,147,727.00. Mercy Medical Center Inc., will run a program aimed at providing coordination for the Baltimore Sexual Assault Response Team (SART), which will provide the creation of a Baltimore Human Trafficking Taskforce and provide services and outreach to victims of sexual assault and trafficking. The budget to run the program is \$106,660.00; Mercy Medical Center Inc. will provide a cash match of \$20,224.00.

The agreement is late because of the administrative process.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Service Agreement with Mercy Medical Center Inc.

## MINUTES

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

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

1. **THE WOMEN'S HOUSING COALITION, INC. \$ 60,000.00**  
**(WHC)**

Account: 2089-208919-5930-437923-603051

Under this agreement, the funds will be utilized to subsidize the operating costs of the WHC. The WHC will provide permanent housing, case management and other support services to low-to moderate-income persons and their children. The WHC serves formerly homeless women, age 18 and older, a majority of which suffer from chronic disabilities.

**FOR FY 2019, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$15,935.90.**

**MBE:** \$11,628.90

**WBE:** \$ 4,307.00

2. **LEGAL AID BUREAU, INC. \$ 75,000.00**

Account: 2089-208919-5930-242029-603051

The Legal Aid Bureau, Inc. will utilize the funds to provide legal services and representation for low-income renters. Services will be provided at various Enoch Pratt Free libraries in Baltimore City.

**FOR FY 2019, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$10,503.00.**

## MINUTES

DHCD - cont'd

**MBE:** \$2,835.81

**WBE:** \$1,050.30

3. **CIVIC WORKS, INC.** **\$155,300.00**

Accounts: 2089-208919-5930-425003-603051	\$ 98,800.00
2089-208919-5930-425034-603051	\$ 45,000.00
2089-208919-5930-425081-603051	\$ 11,500.00

Civic Works, Inc. will utilize the funds to subsidize the operating costs of its community lot and construction apprentice programs. Corps members will receive landscape training while converting vacant lots in low- and moderate-income areas into viable parks and gardens. Members of the Construction Apprentice Program will learn basic housing rehabilitation skills under the on-going direction and supervision of Habitat for Humanity of the Chesapeake's (HFHC) Construction Manager while rehabbing properties owned by the HFHC. The period of the agreement is October 1, 2018 through September 30, 2019.

**FOR FY 2019, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$400,342.00.**

**MBE:** \$108,092.34

**WBE:** \$ 40,034.20

## MINUTES

DHCD - cont'd

4. **THE VILLAGE LEARNING PLACE, INC.** **\$ 49,000.00**

Account: 2089-208919-5930-429330-603051

The Village Learning Place, Inc. will utilize the funds to subsidize the operating expenses of the Village Learning Place literacy outreach and Let's Invest in Neighborhood Kids (LINK) Initiative. The LINK program will provide free, educational after-school and summer programs for low- to moderate-income youth in the City, primarily of the Greater Charles Village/Barclay area.

On August 8, 2018, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2018 Annual Action Plan for the Following formula programs:

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

Upon approval of the Resolution, the DHCD's Contracts Section began negotiating and processing the CDBG Agreements as outlined in the plan effective July 1, 2018 and beyond. Consequently, these agreements were delayed due to final negotiations and processing.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Community Development Block Grant Agreements.

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Valley View Holdings, LLC, Developer, for the sale of the City-owned property located at 822 Richwood Avenue.

**AMOUNT OF MONEY AND SOURCE:**

\$20,000.00

**BACKGROUND/EXPLANATION:**

The project will involve the complete rehabilitation of the vacant building into a single-family home, which will be rented to a tenant at either subsidized or market rate depending on market conditions.

The authority to sell the property, is given under Baltimore City Code, Article 13 § 2-7(h) of the Baltimore City Code.

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

In accordance with the Waiver Valuation Process, DHCD has determined the property located at 822 Richwood Avenue, to be valued at \$26,000.00 and will be sold for \$20,000.00.

Sale of this vacant property at a price below the waiver valuation value will be a specific benefit to the immediate community, eliminate blight and the property will be returned to the tax rolls.



**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 Valley View Holdings, LLC, Developer, for the sale of the City-owned property located at 822 Richwood Avenue.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
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Department of Housing and Community Development - Options

1. Turf, LLC	4660 Park Heights Avenue	G/R \$ 90.00	\$ 825.00
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Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Major Redevelopment Area Complete Project.

2. Carl Halpern Cohen and David J. Feldman	4722 Delaware Avenue	G/R \$108.00	\$ 720.00
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Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Acquisition/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.

DHCD - Condemnations

3. Immanuel Evangelical Lutheran Congregation	4718 Delaware Avenue	G/R \$ 90.00	\$ 600.00
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4. Charlotte Lieberman (1/2 interest), Benjamin Goldberg (1/4 interest), and Aaron Goldberg (1/4 interest)	3132 Virginia Avenue	G/R \$120.00	\$ 800.00
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## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations</u> - cont'd			
5. Charlotte Lieberman (1/2 interest), Benjamin Goldberg (1/4 interest), and Aaron Goldberg (1/4 interest)	3134 Virginia Avenue	G/R \$90.00	\$ 600.00

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

UPON MOTION duly made and seconded, the Board approved the  
foregoing options and condemnations.

## MINUTES

Health Department - Agreements

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

1. **NEW OPPORTUNITIES FOR WOMEN, INC.** **\$ 61,905.00**

Account: 4000-499019-3023-513200-603051

New Opportunities for Women, Inc. will utilize the funds to provide HIV testing and prevention education services to youth between the ages of 13 and 24 and develop sustainable relationships with at least two Baltimore City schools or colleges to provide prevention education. The period of the agreement is January 1, 2019 through December 31, 2019.

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

**MWBOO GRANTED A WAIVER ON APRIL 27, 2019.**

2. **THE UNITED WAY OF CENTRAL MARYLAND, INC.** **\$ 150,000.00**

Account: 5000-511819-3080-294500-603051

The United Way of Central Maryland, Inc. Benjamin Franklin Center (Ben Center) for Community Schools is committed to increasing rates of attendance, boosting student achievement and engaging families and community stakeholders in both the success of the school and the community. For the Map to Success: Supporting Expectant and Parenting Teen project, the Ben Center will utilize the funds to provide or refer parenting youth to evidence-based case management, group-based interventions, and related social-support programs. The agreement is late because of administrative delays.

**MWBOO GRANTED A WAIVER ON FEBRUARY 27, 2019.**

## MINUTES

Health Department - cont'd

3. **BALTIMORE ANIMAL RESCUE AND CARE SHELTER,       \$1,260,836.00**  
**INC. (BARCS)**

Account: 1001-000000-2401-271300-603051

BARCS will utilize the funds to operate the Animal Shelter seven days per week. It will provide humane care to animals, administer the application process for Licenses within Baltimore City, and collect applicable fees. The organization will coordinate with the Bureau of Animal Control for its enforcement of animal control and protection laws within Baltimore City. BARCS and the Director of the Office of Animal Control will meet as needed to discuss any open issues and work together to resolve any disputes. The period of the agreement is July 1, 2019 through June 30, 2020, with the option to extend the period of the agreement for nine 1-year periods, under the same terms and conditions.

**MWBOO GRANTED A WAIVER ON MAY 29, 2019.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**MINUTES**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, 2019 through September 30, 2019.

1. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$991,035.00**

Account: 1001-000000-3572-779200-603051

Associated Catholic Charities, Inc. will utilize the funds to operate an emergency shelter for approximately 275 individuals experiencing homelessness. Services will be provided through the Weinberg Housing and Resource Center.

**MWBOO GRANTED A WAIVER ON JUNE 13, 2019.**

2. **BRIDGE HAVEN, INC.** **\$137,222.75**

Account: 1001-000000-3572-781800-603051

Bridge Haven, Inc. will utilize the funds to provide overnight shelter for up to 78 homeless women per night. Clients will receive case management services, including but not limited to assistance with completing coordinated access intake forms and connecting clients to mainstream community benefits and resources.

**MWBOO GRANTED A WAIVER ON JUNE 10, 2019.**

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

The Board is requested to approve and authorize execution of the following Consultant Agreements. The period of the agreement is July 1, 2019 through June 30, 2020.

- |    |                               |                     |
|----|-------------------------------|---------------------|
| 1. | <b>MARY GISRIEL HENN</b>      | <b>\$ 60,000.00</b> |
| 2. | <b>TAWANDA GREENE-ROLLINS</b> | <b>\$ 80,000.00</b> |

Account: 1001-000000-1772-512700-603051

Ms. Henn and Ms. Greene-Rollins will work as Consultants for the Baltimore City Head Start Program. They will perform classroom observations, provide technical assistance, make evaluations and develop performance assessments, and develop training modules according to the Head Start Program needs.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**MINUTES**Mayor's Office of Human Services (MOHS) - Grant Award Agreements

The Board is requested to approve and authorize acceptance of the various Grant Award Agreements. The period of the Grant Agreement is July 1, 2019 through June 30, 2021.

1. **EMERGENCY SOLUTIONS GRANT (ESG)** **\$1,817,160.00**

Account: 4000-407119-3571-760000-404001

The MOHS will utilize the funds from the Emergency Solutions Grant (ESG) to provide service to homeless individuals and families with housing assistance and/or related supportive services to prevent clients from becoming homeless and move towards independent living.

2. **HOUSING OPPORTUNITY FOR PERSONS WITH AIDS GRANT (HOPWA)** **\$8,380,304.00**

Account: 4000-490819-3571-762400-404001

The MOHS will utilize the funds from the Housing Opportunity for Persons with AIDS program to provide service to low income persons living with HIV/AIDS and their families to provide housing assistance and related supportive services to prevent clients from becoming homeless.

**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 approved and authorized acceptance of the above-listed Grant Award Agreements.



**MINUTES**

Space Utilization Committee - Transfer of Jurisdiction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the transfer of jurisdiction for the property known as 424 S. Pulaski Street, (Block 697, Lot 001), from the inventory of the Baltimore City Public Schools (BCPS) to the inventory of the Department of General Services.

**BACKGROUND/EXPLANATION:**

The BCPS no longer has an educational use for the site of the former Samuel F B Morse Elementary School. The BCPS previously surplused the property to the City and wishes to transfer the building jurisdiction to the Department of General Services as the Responsible Agency and the Department of Real Estate as the Reporting Agency.

The Space Utilization Committee approved this transfer of jurisdiction on May 21, 2019.

UPON MOTION duly made and seconded, the Board **DEFERRED** the transfer of jurisdiction for the property known as 424 S. Pulaski Street until July 31, 2019.

**MINUTES**

Space Utilization Committee - Transfer of Jurisdiction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the transfer of jurisdiction for the property known as 801 Braddish Avenue, (Block 2373, Lot 001), from the inventory of the Baltimore City Public Schools (BCPS) to the inventory of the Department of General Services.

**BACKGROUND/EXPLANATION:**

The BCPS no longer has an educational use for the site of the former Lafayette Elementary School. The BCPS previously surplused the property to the City and wishes to transfer the building jurisdiction to the Department of General Services as the Responsible Agency and the Department of Real Estate as the Reporting Agency.

The Space Utilization Committee approved this transfer of jurisdiction on May 21, 2019.

UPON MOTION duly made and seconded, the Board **DEFERRED** the transfer of jurisdiction for the property known as 801 Braddish Avenue until July 31, 2019.

**MINUTES**

Space Utilization Committee - Transfer of Jurisdiction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the transfer of jurisdiction for the property known as 5001 Arbutus Avenue, aka 5001 Reisterstown Road (Block 4596, Lot 001), from the inventory of the Baltimore City Public Schools (BCPS) to the inventory of the Department of General Services.

**BACKGROUND/EXPLANATION:**

The BCPS no longer has an educational use for the site of the former Langston Hughes Elementary School. BCPS previously surplused the property to the City and wishes to transfer the building jurisdiction to the Department of General Services as the Responsible Agency and the Department of Real Estate as the Reporting Agency.

The Space Utilization Committee approved this transfer of jurisdiction on May 21, 2019.

UPON MOTION duly made and seconded, the Board **DEFERRED** the transfer of jurisdiction for the property known as 5001 Arbutus Avenue, aka 5001 Reisterstown Road until July 31, 2019.

**MINUTES**

Space Utilization Committee - Transfer of Jurisdiction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the transfer of jurisdiction for the property known as 4300 Sidehill Avenue, (Block 7981, Lot 001), from the inventory of the Baltimore City Public Schools (BCPS) to the inventory of the Department of General Services.

**BACKGROUND/EXPLANATION:**

The BCPS no longer has an educational use for the site of the former Rognel Heights Elementary School. The BCPS previously surplused the property to the City and wishes to transfer the building jurisdiction to the Department of General Services as the Responsible Agency and the Department of Real Estate as the Reporting Agency.

The Space Utilization Committee approved this transfer of jurisdiction on May 21, 2019.

UPON MOTION duly made and seconded, the Board **DEFERRED** the transfer of jurisdiction for the property known as 4300 Sidehill Avenue until July 31, 2019.

**MINUTES**

Space Utilization Committee - Transfer of Jurisdiction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the transfer of jurisdiction for the property known as 2235 N. Fulton Avenue, (Block 3409, Lot 001), from the inventory of the Baltimore City Public Schools (BCPS) to the inventory of the Department of General Services.

**BACKGROUND/EXPLANATION:**

The BCPS no longer has an educational use for the site of the former Westside Elementary School. BCPS previously surplused the property to the City and wishes to transfer the building jurisdiction to the Department of General Services as the Responsible Agency and the Department of Real Estate as the Reporting Agency.

The Space Utilization Committee approved this transfer of jurisdiction on May 21, 2019.

UPON MOTION duly made and seconded, the Board **DEFERRED** the property known as 2235 N. Fulton Avenue item until July 31, 2019.

**MINUTES**

Department of Real Estate - Expenditure Authorization

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize payment by Expenditure Authorization for the Mayor's Office of Human Services to continue to pay monthly rental fees to Connexion Point Church, Inc. The period of the monthly payment is May 1, 2019 through August 31, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$375.00 - 5000-586217-1191-594700-603013  
(monthly)

**BACKGROUND/EXPLANATION:**

A Lease Agreement with Connexion Point Church, Inc., Landlord and the City for the rental of a portion of the property known as 3816 Edmondson Avenue, expired April 30, 2019.

It is being requested that the Board approve monthly payments of the Mayor's Office of Human Services rental fees by Expenditure Authorization from May 1, 2019 to August 31, 2019.

The Landlord and the City have been negotiating a new lease agreement for the Tenant's Community Action Partnership to remain at the site.

The Mayor's Office of Human Services will continue to pay rent until a lease agreement has been approved by the Board.

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Department of Real Estate - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized payment by Expenditure Authorization for the Mayor's Office of Human Services to continue to pay monthly rental fees to Connexion Point Church, Inc.

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

The Board is requested to approve and authorize execution of the renewal of the Interdepartmental Lease Agreement by and between the Department of General Services, Landlord, and Mr. William B. Henry II, Tenant, for the rental of approximately 1,505 square feet of space located at 5225 York Road in Baltimore Maryland. The period of the agreement is July 1, 2019 through June 30, 2020, with the option to renew for three additional 1-year periods.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$19,227.02	\$1,602.25

Account: 1001-000000-1000-106600-603096

**BACKGROUND/EXPLANATION:**

The Tenant will be using the leased premises as office space. The Landlord will maintain the interior and exterior building. Additionally, the Landlord will furnish janitorial services and pest control.

**APPROVED FOR FUNDS BY FINANCE**



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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the renewal of the Interdepartmental Lease Agreement by and between the Department of General Services, Landlord, and Mr. William B. Henry II, Tenant, for the rental of approximately 1,505 square feet of space located at 5225 York Road in Baltimore Maryland. The Mayor **ABSTAINED**. The President **ABSTAINED**.

**MINUTES**

Space Utilization Committee - Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Lease Agreement between the Mayor and City Council of Baltimore, Landlord, and Friends of Patterson Park, Inc., Tenant, for the rental of the property known as the Patterson Park White House, a designated historic site, located at 27 S. Patterson Park Avenue, in Baltimore City. The period of the agreement is effective upon Board approval for five years with an option to renew for one 5-year period. If the Tenant completes building repairs, the renewal option will be extended to two 5-year periods.

**AMOUNT OF MONEY AND SOURCE:**

Annual Rent

\$1.00 if demanded

**BACKGROUND/EXPLANATION:**

The leased premises will be used for office space for the Friends of Patterson Park, Inc., an independent non-profit organization. The Tenant works in partnership with the Baltimore City Department of Recreation and Parks to maintain and promote a positive park image and develop programs that bring the community into the park.

The Landlord will maintain the exterior of the building and provide snow and debris removal of common areas outside of the building. The Tenant will be responsible for routine maintenance and repairs and any minor improvements. In addition, the Tenant will maintain the necessary licenses to operate a non-profit corporation in the State of Maryland.

## MINUTES

Space Utilization Committee - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement between the Mayor and City Council of Baltimore, Landlord, and Friends of Patterson Park, Inc., Tenant, for the rental of the property known as the Patterson Park White House, a designated historic site, located at 27 S. Patterson Park Avenue, in Baltimore City.

**MINUTES**

Department of Real Estate - Membership Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a month-to-month Membership Agreement between Function Coworking, Inc. and Mr. Ryan Dorsey, Member, acting by and through the Mayor and City Council.

**AMOUNT OF MONEY AND SOURCE:**

\$150.00 - Monthly Membership Fee

1001-000000-1000-106500-603013

**BACKGROUND/EXPLANATION:**

4709 Harford Road is an 11,550 sq. ft. building providing co-working space consisting of 15 offices, a conference room, reception area, kitchenette and meeting room. Function Coworking, Inc. provides all Members reception services during business hours, fiber optic internet access, desks, and access to a shared kitchen. Members enter into a month-to-month Membership Agreement, which provides membership levels and costs designed to fit the Member's need for office/meeting space. The Membership Agreement may be cancelled at any time by providing 30 day's written notification.

Mr. Dorsey has elected a membership level that provides office space for 6 days per month and includes conference room space for 2 hours per month as well as 100 pages of printing, scanning, copying and faxing.

The co-working space will be used by Mr. Dorsey to provide a local location for meeting and addressing individual constituent concerns as well as a community meeting space.

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Department of Real Estate - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the month-to-month Membership Agreement between Function Coworking, Inc. and Mr. Ryan Dorsey, Member, acting by and through the Mayor and City Council. The Mayor **ABSTAINED**. The President **ABSTAINED**.

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

3169 - 3170

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

## MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Planning</u>		
1. <b>\$100,000.00</b>	9904-902152-9129	9904-901152-9127
2 <sup>nd</sup> Comm. & Eco.	Baltimore City	Baltimore City
Dev. Loan	Heritage Area	Heritage Area
	(Reserve)	(Active)

This transfer will fund the Heritage Area's Small Cap Grant Program that makes small, but strategic capital grants to improve, protect and restore historic and cultural sites within the Baltimore National Heritage Area. Small Cap Grants required the grantee match fund 1:1 with other investments. To date, the program has leveraged approximately \$13.00 for every \$1.00 of Small Cap funds distributed.

2. \$152,500.00	9904-907052-9523	
General Funds	Baltimore Public	
	Markets Improv.	
340,000.00	9904-905795-9129	
Mayor and City	Capital Project	
<u>Council Revenue</u>	Priorities	
<b>\$492,500.00</b>	-----	9904-911056-9524
		Broadway Market
		Improvements

This transfer will make funds available to pay expenses associated with upgrades to the Broadway Market.

**MINUTES****TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation</u>		
3. <b>\$ 22,575.00</b>	9910-918053-9600	9910-922053-9601
1 <sup>st</sup> Comm. & Eco.	Constr. Res.	Inner Harbor
Dev. Bonds	(Inner Harbor	Infrastructure
	Infrastructure)	

This transfer will provide for the Department of Transportation in conjunction with McLean Contracting Company to remove and replace broken timber pile in M/V Raven Berth on the northeastern-most Inner Harbor Finger Piers.



**MINUTES**

Fire Department - Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a Grant Award from the Maryland Community Health Resources Commission. The period of the Grant Award is May 1, 2019 through April 30, 2021.

**AMOUNT OF MONEY AND SOURCE:**

\$600,000.00 - 5000-512719-3191-308700-405001

**BACKGROUND/EXPLANATION:**

The Grant Award will provide the Department with the ability to expand the Transitional Health Support Program by maximizing the Emergency Medical System's resources, reducing hospital readmission and improving the quality of health in West Baltimore.

This request is late because of delays related to the ransomware attack, which limited computer access and the ability to obtain new account numbers.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Grant Award from the Maryland Community Health Resources Commission.

**MINUTES**

Fire Department - Payment of Back Wages

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the payment of back wages for Mr. Anthony G. McLeod, Jr. for the period December 28, 2018 through February 11, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$10,029.09 - 1001-000000-2121-226400-601061

**BACKGROUND/EXPLANATION:**

Mr. McLeod was suspended without pay. After an investigation, it was determined that he was to be restored to duty and made whole. Mr. McLeod is to be reimbursed for wages lost from the period December 28, 2018 through February 11, 2019.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the payment of back wages for Mr. Anthony G. McLeod, Jr. for the period December 28, 2018 through February 11, 2019.

**MINUTES**

Department of Finance - Revised FY 2020 Targeted  
Homeowners Tax Credit

**ACTION REQUESTED OF B/E:**

The Board is requested to authorize a correction by the Department of Finance to set up the Fiscal 2020 Targeted Homeowners Tax Credit rate at \$0.284 per \$100 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 \$35,855,725.00 from the City's property tax collection.

**BACKGROUND/EXPLANATION:**

On May 29, 2019, the Board of Estimates approved the Fiscal 2020 Targeted Tax Credit rate at \$2.048. The Department of Finance incorrectly specified this amount as the Targeted Homeowners Tax Credit rate on the memo submitted to the Board of Estimates on May 29, 2019, this amount represents the average effective rate for taxpayers who are eligible to receive the Credit.

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 Credit amount is calculated by multiplying the Targeted Homeowners Tax Credit rate by the eligible property's improved assessment.

**MINUTES**

Dept. of Finance - cont'd

This correction presents no operational impact. The correct Targeted Homeowners Tax Credit rate has been communicated to Baltimore City Information Technology, which will move forward with uploading all rates into the billing system as planned. This will be accurately communicated to taxpayers when bills are mailed starting July 1, 2019.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board authorized the correction by the Department of Finance to set up the Fiscal 2020 Targeted Homeowners Tax Credit rate at \$0.284 per \$100 of improved assessed value pursuant to Article 28 § 10-16 of the Baltimore City Code.

**MINUTES**

Department of Recreation and Parks - Donation Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the execution of the Donation Agreement with the University of Maryland Medical Center, LLC (UMMC). The period of the Donation Agreement is effective upon Board approval will end upon final acceptance of the project by the City.

**AMOUNT OF MONEY AND SOURCE:**

No City funds will be used in association with this agreement.

**BACKGROUND/EXPLANATION:**

The UMMC is the academic flagship of the University of Maryland Medical System. Its mission is to provide health care services on its two campuses for the Baltimore community. The UMMC raised funds to renovate Harlem Park Community Center, which has been closed since 2011 and which will now be open for public recreational activities, health, and wellness programming in the community.

This project will cost \$183,880.78 and will be performed by multiple contractors including Red Ink, Inc., Sherwin Williams, Carpet Works, Advanced Air Analysis, Fireline Corporation, Communications Electronics, Inc., Precision Plastics and Green Way Lighting, LLC., each with their own scope of work, insurance and budget.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**

Department of Recreation and Parks - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Donation Agreement with the University of Maryland Medical Center, LLC.

**MINUTES**

Department of Recreation and Parks - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Memorandum of Understanding (MOU) with The Family League of Baltimore City, Inc. The period of the MOU is June 1, 2019 through December 31, 2019, unless terminated sooner in accordance with the MOU.

**AMOUNT OF MONEY AND SOURCE:**

\$107,091.80 - 1001-000000-4803-372000-601002

**BACKGROUND/EXPLANATION:**

Baltimore Summer Skill Builders (Skill Builders) Program is a hybrid life skills training and work experience program, which benefits 120 Baltimore City youth (Youth Workers).

The MOU outlines the roles and responsibilities between the two parties during the Skill Builders Program. The Department agrees to provide site locations, training support, staff hiring and onboarding, and supervision for this year's Skill Builders Program.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with The Family League of Baltimore City, Inc.

**MINUTES**

Department of Recreation and Parks - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 30 to Rummel, Klepper & Kahl, LLP for Project No. 1232, On-Call Design Services. The period of the Task Assignment is approximately 6 months.

**AMOUNT OF MONEY AND SOURCE:**

\$22,678.26 - 9938-908784-9474-900000-703032

**BACKGROUND/EXPLANATION:**

This task will include topographic services for Cherry Hill/Reedbird Park.

**MBE/WBE PARTICIPATION:**

Including this task, the Consultant has achieved the following percentages: MBE: 28.90% WBE: 8.72%.

<b>MBE:</b> Sidhu Associates, Inc.	0-25%		
Navarro & Wright Consulting Engineering, LLC	0-25%		
Spartan Engineering, LLC	0-25%		
(In the aggregate)	<b>25%</b>	\$373,984.60	(28.90%)
<b>WBE:</b> Carroll Engineering, Inc.	0-10%		
Axiom Engineering Design, LLC.	0-10%		
(In the aggregate)	<b>10%</b>	\$112,797.61	( 8.72%)

**MWBOO FOUND THE CONTRACTOR IN COMPLIANCE ON JUNE 20, 2019.**



**MINUTES**

Department of Recreation and Parks - cont'd

**APPROVED FOR FUNDS BY FINANCE**

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

**TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT</u></b>	<b><u>TO ACCOUNT</u></b>
<b>\$15,000.00</b>	9938-906784-9475	9938-908784-9474
Rec. & Parks	Cherry Hill	Cherry Hill
25 <sup>th</sup> Series	Recreation	Recreation
	Center (Reserve)	Center
		(Active)

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1232, Task #30, to Rummel, Klepper & Kahl, LLP.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 30 to Rummel, Klepper & Kahl, LLP for Project No. 1232, On-Call Design Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Department of Recreation and Parks - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 29 to Rummel, Klepper & Kahl, LLP Project No. 1232, On-Call Design Services. The period of the Task Assignment is approximately 5 months.

**AMOUNT OF MONEY AND SOURCE:**

\$17,440.66 - 9938-908049-9474-900000-703032

**BACKGROUND/EXPLANATION:**

This task will include Construction Management Services for the Cahill Fitness and Wellness Center.

**MBE/WBE PARTICIPATION:**

Including this task, the Consultant has achieved the following percentages: MBE: 27.68% WBE: 8.87%.

<b>MBE:</b>	Sidhu Associates, Inc.	0-25%	
	Navarro & Wright Consulting Engineering, LLC	0-25%	
	Spartan Engineering, LLC	0-25%	
	(In the aggregate)	<b>25%</b>	\$373,984.60 (28.90%)
<b>WBE:</b>	Carroll Engineering, Inc.	0-10%	
	Axiom Engineering Design, LLC.	0-10%	
	(In the aggregate)	<b>10%</b>	\$112,797.61 (8.72%)

**MWBOO FOUND THE CONTRACTOR IN COMPLIANCE ON JUNE 20, 2019.**

**MINUTES**

Department of Recreation and Parks - cont'd

**APPROVED FOR FUNDS BY FINANCE**

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

**TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT</u></b>	<b><u>TO ACCOUNT</u></b>
<b>\$10,000.00</b>	9938-907049-9475	9938-908049-9474
General Funds	Cahill Community (Reserve)	Center (Active)

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1233, Task #29, to Rummel, Klepper & Kahl, LLP.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 29 to Rummel, Klepper & Kahl, LLP Project No. 1232, On-Call Design Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Office of the City Council - Governmental/Charitable  
Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow Mr. Zeke Cohen and staff to solicit donations for a Leadership for Educational Equity Public Policy Fellow for the First District City Council office. The period of the campaign is effective upon Board approval through June 27, 2020.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

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

Leadership for Educational Equity's mission is to end the injustice of educational inequity by inspiring and supporting a diverse set of leaders with classroom experience to engage civically and politically. Leadership for Educational Equity's Public Policy Fellowship Program is a full-time program where a diverse group of exceptional Leadership for Educational Equity members work in policy roles for government entities and learn from policy and elected leaders.

## MINUTES

Office of the City Council - cont'd

Mr. Cohen's office provides a strategic and diverse platform for these talented individuals to work directly with local leaders in developing and advancing policy initiatives and fostering valuable relationships. This funding will explicitly fund one Public Policy Fellow for the First District City Council office. There is a need in the City Government to enlist such individuals into this office to promote a more equitable Baltimore.

Mr. Cohen chairs the Education and Youth Committee of the Baltimore City Council and serves on the Public Safety, Executive Appointments, and Housing and Urban Affairs Committees. Mr. Cohen's office believes policy development should be guided by and carried out in partnership with the communities we serve. Since entering office, Mr. Cohen has sought to further increase the relevancy of the Education and Youth Committee by collaborating closely with youth and education advocates and using the committee as a platform for advocacy campaigns. Through these collaborations, students' access to public transportation was protected from cuts and desperately needed funds were put into our public schools and after-school programs in the City's 2017-18 budget.

A Public Policy Fellow would provide the office with greater capacity to research and propose local policy solutions that could increase youth access to yearlong employment, expand trauma-informed and restorative practices in all public facilities serving youth, and enhance protections for transgender students. The Fellow would be an essential resource for Mr. Cohen's office to work and collaborate with various community stakeholders to expand opportunities for Baltimore's youth.

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

**MINUTES**

Office of the City Council - cont'd

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

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow Mr. Zeke Cohen and staff to solicit donations for a Leadership for Educational Equity Public Policy Fellow for the First District City Council office. The Mayor **ABSTAINED**. The President **ABSTAINED**.

**MINUTES**

Office of the City Council - Governmental/Charitable  
Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City for Mr. Kristerfer Burnett to solicit donations to benefit Local Progress. The campaign is effective upon Board approval through December 31, 2019.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

Local Progress is a national network for progressive elected officials from cities and counties around the country, including over 900 members from 46 states. Hand-in-hand with community-based organizations and unions committed to advancing a social justice agenda, the elected officials and staff of Local Progress are building the network to facilitate a genuine "inside/outside" strategy to reforming municipal policy and politics.

Recently, Mr. Burnett was elected by his peers within Local Progress to serve on the National Executive Board. As part of his responsibilities, he will be required to fundraise on behalf of Local Progress, to support the organizations events. Founded in late 2012, and staffed out of the Center for Popular Democracy, Local Progress has built a powerful network of more than 900 local elected officials in 46 states who are committed to reclaiming the power that cities and counties have, and advancing their shared

## MINUTES

Office of the City Council - cont'd

vision of shared economic prosperity, equal justice under law, livable and sustainable communities and good government that serves the public interest. The network includes the progressive champion mayors of large cities like Newark, New Orleans, New York, Pittsburgh, and Philadelphia and the leading progressive councilmembers from cities as diverse as Austin, Baltimore, Dallas, Chicago, Denver, Miami, Nashville, Philadelphia, and San Diego.

The network also includes district attorneys, county commissioners, and elected officials representing small cities, rural towns, and school districts. Local Progress has three goals: 1) To replicate the best policy and governance practices across cities. This is done by sharing innovative ideas throughout the network, helping legislators and advocates tailor them to their legal and political environment, and together, designing strategies to win policy reforms. 2) To engage in strategic leadership development of elected officials. We work to build the substantive skill sets, strategic vision, and coalitions and networks needed to empower members to advance a progressive municipal agenda in their cities. We support their growth as they govern successfully and advance in their careers to higher levels of elected office. 3) To connect elected officials across cities to work collectively to impact state and federal policy. By coordinating campaigns trans-locally, we can influence state and federal policy and build a national movement of elected officials working in deep collaboration with progressive movement organizations.

Use of funds will include, but not be limited to payment for items related to program and event planning costs, trainings, conferences, supplies, printing, marketing materials, equipment and any other items related to the planning and implementation of the events and activities.



## MINUTES

Office of the City Council - cont'd

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

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

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City for Mr. Kristerfer Burnett to solicit donations to benefit Local Progress. The Mayor **ABSTAINED**. The President **ABSTAINED**.

**MINUTES**

Department of Public Works - Modification No. 2 to Department of Natural Resources Chesapeake and Coastal Service Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Modification No. 2 to the Department of Natural Resources (DNR), Chesapeake and Coastal Service Memorandum of Understanding (MOU). Modification No. 2 extends the period of the MOU through December 31, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00 - 9958-911429-9525-900020-703032

**BACKGROUND/EXPLANATION:**

On October 4, 2017, the Board approved the original MOU for the period October 1, 2017 through December 31, 2018 in the amount of \$200,000.00 to install at least three green infrastructure projects in the Cherry Hill neighborhood.

On January 30, 2019, the Board approved Modification No. 1 to the MOU to provide a no-cost time extension through June 30, 2019 and to modify the Scope of Work in the amount of \$0.00.

The purpose of Modification No. 2 to the MOU is to provide a no-cost time extension through December 31, 2019 and to modify the Scope of Work. Cherry Hill has been experiencing flooding problems during heavy rains for over a decade. The City is addressing these problems and increasing the neighborhood's resiliency.

The funding provided by this grant will increase the impact of this project by supporting green infrastructure projects that will

**MINUTES**

DPW - cont'd

help to address both water quality and water quantity issues within the neighborhood. The requirement for a feasibility analysis by the Maryland Department of the Environment SRF to establish those practices to move forward to construction made it necessary to extend the original timeline for this project. Additional unforeseen delays were experienced due to the approval of City agency reviews of facility locations taking longer than anticipated. No work may be initiated under this Modification No. 2 until it has been fully executed by all parties.

**MBE/WBE PARTICIPATION:**

N/A

**AUDITS NOTED THE NO-COST TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of Modification No. 2 to the Department of Natural Resources, Chesapeake and Coastal Service Memorandum of Understanding.

**MINUTES**

Department of Public Works - Single Bond for Drain  
Layers No. 9271131

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the Single Bond for Drain Layers No. 9271131 for the firm, Comer Construction, Inc. The period of the bond will continue until either the firm or the surety gives notice of its termination.

**AMOUNT OF MONEY AND SOURCE:**

\$10,000.00 - Bond No. 9271131

**BACKGROUND/EXPLANATION:**

The firm, Comer Construction, Inc. periodically obtains permits from the City to excavate in streets, alleys, lanes, footways, thoroughfares, highways, and City of Baltimore rights-of-way for which they are obligated to provide a bond. The firm desires to provide one bond to cover all permits that may be issued instead of being obligated to provide a separate bond for each case.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved acceptance of the Single Bond for Drain Layers No. 9271131 for the firm, Comer Construction, Inc.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 002 with AECOM Technical Services, Inc. under Project 1803, On-Call Project and Construction Management. The period of the Task Assignment is 18 months.

**AMOUNT OF MONEY AND SOURCE:**

\$403,660.51 - 9960-926986-9557-900020-705032

**BACKGROUND/EXPLANATION:**

The Office of Engineering and Construction is in need of inspection services for W.C. 1386 Urgent Need Water Infrastructure Rehabilitation, Phase II, FY 19.

The scope of the original agreement includes, urgent need water main repairs and replacement as necessary, including, but not limited to, replacement/installation of various size new ductile iron pipe, valves fittings, and appurtenances replacement/installation of fire hydrants, small meter settings and meter vaults.

**MBE/WBE PARTICIPATION:**

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to the original agreement MBE 29% and WBE 10%. This On-Call agreement is a new agreement and the Consultant has no approved tasks. This Task Assignment includes 66% of MBE participation.

**THE EAR WAS APPROVED BY MWBOO ON MARCH 12, 2019.**

**MINUTES**

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

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

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$401,539.61 (Water Utility Funds)	9960-909100-9558 (Water Infra- structure Rehab)	
<u>65,366.91</u>	9960-909100-9558 (Water Infra- structure Rehab)	
<b>\$466,906.52</b>	-----	9960-926986-9557-5 (Inspection)

This transfer will cover costs of Project No. 1803 (WC-1386) On-Call Project and Construction Management Task 002.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 002 with AECOM Technical Services, Inc. under Project 1803, On-Call Project and Construction Management. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 004 with Whitman, Requardt & Associates, LLP under Project 1254W, On-Call Environmental Services in accordance with their proposal dated January 17 2018. The original contract will expire on January 16, 2021. The period of the Task Assignment is 18 months.

**AMOUNT OF MONEY AND SOURCE:**

\$296,374.51 - 9960-922984-9557-9000020-703032

**BACKGROUND/EXPLANATION:**

The Office of Engineering and Construction is requesting approval of Task 004 under Project. 1254W, On-Call Environmental Engineering Services. The Filter control panels at Montebello Filtration Plants 1 and 2 are in critical condition, and any resulting failure would render the filters inoperable and impact the Plant's ability to produce drinking water.

The scope of the work includes the necessary efforts by Whitman, Requardt & Associates, LLP to perform field investigations of the existing control systems, electrical power and structure to verify existing conditions. The Consultant will develop electrical, instrumentation and structural drawings and specifications, and provide engineering assistance to the City during the advertisement and bid period.

**MBE/WBE PARTICIPATION:**

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to the original agreement MBE 27% and WBE 10%. The Consultant will meet the overall goals using subsequent tasks under the On-Call agreement. Current goals are:

**MINUTES**

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

**MBE:** 27%

**WBE:** 10%

**THE EAR WAS APPROVED BY MWBOO ON MARCH 29, 2019.**

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

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$224,450.68 (Revenue Bond)	9960-936001-9558 (Construction Reserve)	
<u>149,633.79</u> (County Revenue)	9960-936001-9558 (Construction Reserve)	
<b>\$374,084.47</b>	-----	9960-922984-9557-3 (Design)

This transfer will cover costs of Project No. 1254W, On-Call Environmental Engineering Services Task 004.



**MINUTES**

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 004 with Whitman, Requardt & Associates, LLP under Project 1254W, On-Call Environmental Services in accordance with their proposal dated January 17 2018. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

## MINUTES

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

1. A TASTE OF HEAVEN  
 CATERERS, LLC \$ 24,000.00 Renewal  
 Contract No. B50005506 - Catering Service - Health Department  
 P.O. No. P545166

On August 30, 2018, the City Purchasing Agent approved the initial award in the amount of \$24,000.00. The award contained two 1-year renewal options. This first renewal is for the period September 10, 2019 through September 9, 2020, with one 1-year renewal option remaining. 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.

2. COURTSMART DIGITAL  
 SYSTEMS, INC. \$ 45,103.00 Renewal  
 Contract No. 08000 - Maintenance Support - Circuit Court for  
 Baltimore City - P.O. No. P541879

On November 22, 2017, the Board approved the initial award in the amount of \$235,893.60. The award contained four 1-year renewal options. On August 22, 2018, the Board approved the first renewal in the amount of \$45,103.00. This second renewal is for the period August 1, 2019 through July 31, 2020, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

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

## 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

3. <u>PROMEGA CORPORATION</u>	\$ 0.00	Renewal
Contract No. 08000 - DNA Consumables and Kits - Police Department - P.O. No. P545856		

On November 7, 2018, the Board approved the initial award in the amount of \$411,771.00. The award contained two 1-year renewal options. This first renewal in the amount of \$0.00 is for the period November 7, 2019 through November 6, 2020, with one 1-year renewal option 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 the goods, equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

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

4. <u>TANGO HEALTH, INC.</u>	\$230,000.00	Renewal
Contract No. 06000 - Affordable Care Act (ACA) - Department of Human Resources - P.O. No. P532543		

On August 26, 2015, the Board approved the initial award in the amount of \$275,000.00. The award contained five 1-year renewal options. Subsequent actions have been approved and three renewals have been exercised. The Patient Protection

## 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

and Affordable Care Act ("ACA". P.L. 11-148, as amended) is a Federal law that requires the City to offer health and prescription drug coverage to its full-time eligible employees. The Vendor provides services to ensure the City's continued compliance with the ACA through continued monitoring of the City's approximately 15,000 employees, ongoing determinations regarding employee eligibility in accordance with the evolving ACA legal landscape, and preparation of required and necessary IRS reports consistent with current and future regulatory requirements. This fourth renewal is for the period August 26, 2019 through August 25, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

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

**MWBOO GRANTED A WAIVER ON AUGUST 3, 2015.**

## 5. CORE &amp; MAIN LP

FERGUSON ENTERPRISES, INC.

d/b/a FERGUSON WATERWORKS

L/B WATER SERVICE INC.

\$1,500,000.00

Increase

Contract No. B50004958 - Fire Hydrants and Replacement Parts  
 - Department of Public Works, Bureau of Water and Wastewater  
 - P.O. Nos. P539633, P539634 and P539635

## 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 May 17, 2017, the Board approved the initial award in the amount of \$3,000,000.00. This increase in the amount of \$1,500,000.00 is necessary to allow the vendor to continue to supply parts and repairs. This increase will make the award amount \$4,500,000.00. The contract expires on May 17, 2020. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On March 17, 2017, it was determined that no goals would be set because of no opportunity to segment the contract. This contract is for the purchase of commodities. No services are being provided under this contract.

**MWBOO GRANTED A WAIVER ON MARCH 13, 2017.**

6. DMT SOLUTIONS GLOBAL  
CORPORATION t/a  
BLUECREST \$ 45,193.00 Agreement
- 
- Contract No. 08000 - Upgrade of Olympus II Sorter - Municipal Post Office - Req. No. R621943

The Board is requested to approve and authorize execution of an Agreement with DMT Solutions Global Corporation t/a Bluecrest. The period of the agreement is July 10, 2019 through July 9, 2020, with three 1-year renewal options at the sole discretion of the City.

The Vendor is the sole source provider of the existing postal sorter equipment. The additional equipment and upgrade will allow the Municipal Post Office to handle the increase in volume for sorting the City's mail. 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 the goods, equipment and/or service is recommended.

**MBE/WBE PARTICIPATION:**

Not applicable. This meets the requirement for certification as a sole source procurement as these parts and service are only available from the vendor and are not available from subcontractors.

- |   |              |                 |
|---|--------------|-----------------|
| 7. RIMAGE CORPORATION   | \$ 35,749.24 | Selected Source |
| Contract No. 06000 - Rimage Video Duplication Machine -<br>Police Department - Req. No. R818290 |              |                 |

This machine is used for duplication of videos for court requests and FOIA requests. This system is currently used by the Police Department and is a replacement unit using the same supplies, software and network. The period of the award is July 10, 2019 through July 9, 2021. The above amount is the City's estimated requirement.

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

**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 - cont'd

**MBE/WBE PARTICIPATION:**

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

- |  |                       |                |
|--|-----------------------|----------------|
| 8. <u>ABACUS CORPORATION</u>   | <u>\$4,825,000.00</u> | <u>Renewal</u> |
| <u>Contract Number B50004963 - Unarmed Uniformed Security Guard Services - Citywide - P.O. No. P539839</u> |                       |                |

On June 21, 2017, the Board approved an initial award in the amount of \$4,000,000.00. On August 29, 2017, the City Purchasing Agent approved an increase in the amount of \$50,000.00. On January 10, 2018, the Board approved an increase in the amount of \$225,000.00. On June 27, 2018, the Board approved the first renewal in the amount of \$2,275,000.00. On December 19, 2018, the Board approved the second extension of the first renewal in the amount of \$2,275,000.00. The Board is requested to approve the second of five renewal options. This renewal is to continue the security services for various City facilities. The period of the renewal is July 1, 2019 through June 30, 2020, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On March 20, 2017, MWBOO set goals of 11% MBE and 2% WBE. On December 8, 2017, MWBOO approved a waiver of the WBE goals.

## 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

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> Aasim Security Agency, Inc.	11%	\$762,296.30	17.9%

**WBE:** N/A

**MWBOO FOUND VENDOR IN COMPLIANCE ON JUNE 20, 2019.**

UPON MOTION duly made and seconded, the Board approved the Informal Awards, Renewals, Increases to Contracts and Extensions. The Board further approved and authorized execution of the Agreement with DMT Solutions Global Corporation t/a Bluecrest (item no. 6).



**MINUTES**

Department of Transportation - Amendment No. 3 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Amendment No. 3 to Agreement, under Project No. 1225, On-Call Design Consultant Services for Resurfacing and Reconstruction Projects with STV Incorporated to allow for a 1-year time extension through June 16, 2020.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION;**

On June 17, 2015, the Board approved the agreement in the amount of \$1,000,000.000 with STV Incorporated, for a period of 2-years to assist the Transportation, Engineering & Construction Division in providing various On-Call engineering services for the proposed improvement to the City's system of Streets and Highways.

On July 19, 2017, the Board approved Amendment No. 1 to allow for a one-year time extension to complete numerous ongoing services ranging from roadway design, storm water management, expedited review, construction phase review survey and other support services needed for the ongoing task.

On June 13, 2018, the Board approved Amendment No. 2 to allow for a one-year time extension to continue design services of in design projects and the assigned task. The Department is now requesting a one-year time extension to continue the existing task and projects under Amendment No. 3. The Board approval will result with an expiration of June 16, 2020.

**MINUTES**

Department of Transportation - cont'd

**MBE/WBE PARTICIPATION:**

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

**MBE:** 27%

**WBE:** 10%

**AUDITS NOTED THE TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 3 to Agreement, under Project No. 1225, On-Call Design Consultant Services for Resurfacing and Reconstruction Projects with STV Incorporated to allow for a 1-year time extension through June 16, 2020.

**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. 9 N. Howard Street	9 N. Howard Street, LLC	Single face electric sign 26 sq. ft.
		\$546.00 - Flat Charge
2. 701 S. Eden Street	701 South Eden Street, LLC	One double face electric sign 61 sq. ft., six awnings on S. Eden Street: one @16 sq. ft., two @ 14 sq. ft., one @ 18 sq. ft., one @ 13 sq. ft., one @ 17 sq. ft. six awnings on Lancaster Street: one @ 18 sq. ft., one @ 14 sq. ft., one @ 17 sq. ft., one @ 18 sq. ft., one @ 15 sq. ft., and one @ 16 sq. ft.
		\$3,811.80 - Flat Charge

## MINUTES

Department of Transportation - cont'd

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
3. 1107 Greenmount Avenue	Greenmount LIHTC, LLC	One set steps 16.5' x 4.5'
\$210.90 - Flat Charge		

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

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

**MINUTES**

Mayor's Office of Employment Development - Notice of Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a Notice of Grant Award (NGA) from the State of Maryland, Department of Labor, Licensing, and Regulation (DLLR). The period of the Grant Award is April 1, 2019 through December 31, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$284,706.00 - 5000-512619-6312-456000-405001

**BACKGROUND/EXPLANATION:**

Under the terms of this NGA, the Department will administer a highway or capital transit related training and workplace life skills program for low-skilled, unemployed, or under-employed Baltimore City residents. The training program will consist of hands on, project-based highway and capital construction related occupational training, job readiness and comprehensive case management and employment services.

The NGA is late because notification of the award was recently received and additional time was necessary for the Grants Management Office to provide the revenue account number.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

Mayor's Office of Employment Development - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Notice of Grant Award from the State of Maryland, Department of Labor, Licensing, and Regulation.

## MINUTES

Mayor's Office of Employment Development - Agreements

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

1. **HISTORIC EAST BALTIMORE COMMUNITY ACTION COALITION, INC. (HEBCAC)** **\$600,000.00**

Account: 1001-000000-6331-475905-603051

Under the terms of this Agreement, HEBCAC will provide comprehensive integrated services for at least 350 out-of-school youth, 18 - 24 years of age, living in Baltimore City. The services include, but are not limited to basic literacy, Pre-GED, GED prep, job readiness preparation, career skills training, employment connections, case management, and recreational and cultural activities. The period of the Agreement is July 1, 2019 through June 30, 2020.

**MBE/WBE PARTICIPATION:**

N/A

**AUDITS REVIEWED AND HAD NO OBJECTION.**

2. **MARYLAND STATE DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES (DPSCS), DIVISION OF PAROLE AND PROBATION** **\$500,000.00**

Account: 5000-504820-6396-483200-405001

Under the terms of this Inter-Governmental Agreement, MOED will receive grant funds from the DPSCS for the Baltimore City Re-Entry Center, an innovative program that offers comprehensive services essential to successful ex-offender re-entry.

**MINUTES**

MOED - cont'd

These grant funds will support services provided at the Re-entry Center or through its referral network that include linkages to housing, securing State issued identification cards, assistance with addressing child support arrear-ages, occupational skills training, education, and job placement. The period of the Inter-Governmental Agreement is July 1, 2019 through June 30, 2020.

**MBE/WBE PARTICIPATION:**

N/A

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

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



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:

3212 - 3222

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

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

The President **ABSTAINED** on item no. 5.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation

- |  |                                       |               |
|--|---------------------------------------|---------------|
| 1. TR 19016, Material & Compliance Testing | Hillis-Carnes Engineering Association | \$ 174,700.00 |
|--|---------------------------------------|---------------|

MBE/WBE PARTICIPATION:

**MWBOO SET GOALS AT 11% MBE AND 13% WBE**

- |                                  |             |     |
|----------------------------------|-------------|-----|
| MBE: Kim Engineering, Inc.       | \$19,217.00 | 11% |
| WBE: Foundation Test Group, Inc. | \$22,711.00 | 13% |

**MWBOO FOUND VENDOR IN COMPLIANCE ON MAY 8, 2019.**

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
2. \$185,000.00 GF (HUR)	9950-916029-9509 Constr. Res. Materials & Compliance Testing	
174,700.00	-----	9950-916045-9508-6 Structural & Improvements
<u>10,300.00</u>	-----	9950-916045-9508-5 Inspection Material Testing Citywide FY19
<b>\$185,000.00</b>		

**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Department of Transportation - cont'd

This transfer will fund the costs associated with TR 19016, Material & Compliance Testing.

Department of Recreation and Parks

- |    |   |                        |                |
|----|---|------------------------|----------------|
| 3. | RP 19804, Mt. Pleasant<br>Ice Arena Renovations | C&N Associates,<br>LLC | \$1,250,000.00 |
|----|---|------------------------|----------------|

**MBE/WBE PARTICIPATION:****MWBOO SET GOALS AT 21% MBE AND 8% WBE**

<b>MBE:</b>	*C&N Associates, LLC	\$131,250.00	10.50%
	First Potomac Environmental	<u>131,250.00</u>	<u>10.50%</u>
		<b>\$262,500.00</b>	<b>21.00%</b>
<b>WBE:</b>	Shumba Floors	\$100,000.00	8%

\* Indicates Self-Performance

**MWBOO FOUND VENDOR IN COMPLIANCE ON JUNE 10, 2019.**

**TRANSFER OF FUNDS**

	<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
4.	\$275,000.00	9938-916022-9475	9938-917022-9474
	General Fund	Comm. Center Master Plan and Implementation (Reserve)	Comm. Center Master Plan and Implementation (Active)

This transfer will provide funds to cover the costs associated with RP 19804, Mt. Pleasant Ice Arena Improvements.



Kim A. Trueheart

July 9, 2019

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

Dear Ms. Taylor:

Herein is my written protest on behalf of the underserved and disparately treated citizens of the Baltimore City who appear to be victims of a lack of vision, poor fiscal planning and management and failure to capitalize on strategic investment opportunities in our youth by the Mayor of Baltimore City and the various Departments and Agencies under the mayor's leadership and direction.

The following details are provided to initiate this action as required by the Board of Estimates:

1. Whom you represent: Self as Director of the Liberty Village Project of Baltimore City.
2. What the issues are:
  - a. Page 72, Item 5. Bureau of Procurement B50005716, Mowing, Maintenance & Landscaping Services, Lorenz for Department of Public Works, if approved:
    - i. Fails to provide youth workforce development opportunities for Squeegee Kids, YouthWorks participants, disengaged youth and returning citizens;
    - ii. Fails to acknowledge and facilitate taxpayer funded, low-skill level jobs that can and should be targeted to employ persistently and chronically unemployed and underemployed city residents, when feasible;
3. How the protestant will be harmed by the proposed Board of Estimates' action: The expenditures approved by this board if strategically organized, could lead the City in transforming our workforce. Specifically, by reducing the taxpayer burden of unemployed and underemployed residents, which are at their highest levels in decades. Retarding these burdens could be of significant savings to taxpayers like myself.
4. The remedy I seek and respectfully request is that this action be delayed until:
  - a. The contract value is reduced by \$50,000.00 and reallocated to fund a pilot workforce development program that funds low-skilled youth (ages 16 to 24) to perform select functions outlined in this procurement;
  - b. The Mayor and City Council immediately enact legislation to establish a pilot workforce development program for low-skilled city residents that provides training, equipment, uniforms and salaries for Mowing, Maintenance and Landscaping of City-owned properties.

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on July 10, 2019.

If you have any questions regarding this request, please telephone me at (443) 255-9413.

Sincerely, Kim Trueheart, Citizen & Resident

5519 Belleville Ave  
Baltimore, MD 21207

**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Bureau of Procurement - B50005716 - cont'd

President: "The first item on the non-routine agenda can be found on page 72 - 73, no. 5, Mowing, Maintenance, and Landscaping Services for the Department of Public Works. Will the parties please come forward? Ma'am."

City Purchasing Agent: "Good morning Mr. President, Madam Comptroller, Mayor Young, Honorable members of the Board, Erin Sher Smyth, City Purchasing Agent for the Department of Finance, Bureau of Procurement. I have reviewed the correspondence from Ms. Trueheart and her request cannot be considered as a protest as Ms. Trueheart is not recommending an award to a competing vendor, but is recommending specific programs. But, the Mayor's Office of Employment Development has many employment programs including those for City youth and returning citizens. Any enhancements or additions to those programs should be thoughtfully planned for maximum success. The Mayor's Office of Employment Development has stated that they fully appreciate the importance of helping Baltimore youth enter the workforce and advance their skills. The City's Summer Jobs Program is one of the largest in the nation supporting over 8,000 young adults. The City is also in its second year of implementing Grads to Careers that provides free job

**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Bureau of Procurement - B50005716 - cont'd

training programs in one of eight programs for graduating high school seniors who aren't going to college. The City also operates youth opportunity centers, which offers a career pathway to several hundred young adults who are not in school or working. Finally, and perhaps most relevant, the Mayor's Office of Employment Development has partnered with DPW in the Y-H-2-0 Program that has helped young adults under the age of 24 obtain the skills for a career in the water industry. The Mayor's Office of Employment Development has stated that they welcome the opportunity to discuss these programs and consider oth -- other opportunities. The recommended Vendor is fully compliant with MBE/WBE goals, filled out all Employment -- Employ Baltimore forms and offered the lowest price. Therefore, I request that Ms. Trueheart's correspondence be forwarded to the responsible agency, Executive Director, Jason Perkins Cohen for review and the award be approved as recommended."

President: "Thank you. Ms. Trueheart."

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Procurement - B50005716 - cont'd

Ms. Kim Trueheart: "Good morning."

President: "Good morning."

Ms. Trueheart: "Um --"

Comptroller: "State your name, Ms. Trueheart."

Ms. Trueheart: "My name is Kim Trueheart and I'm protesting this chiefly as a citizen, taxpayer, and youth advocate. I fully agree with the statements made by Ms. Sher. Uh -- the City does have a lot of existing programs. However comma, we have a group of young people who are not being served by those programs and they include the squeegee kids, they include um -- I -- it came to my attention recently there's about 67 returning felons who are between the ages of 16 and 24 in this City who are so desperate for jobs and we've provided no pathway for those felons. It's -- it's uh -- unfortunate that we have felons at that age. But, we do and I think an opportunity uh -- exists in low-skilled kind of programs and uh -- work for that kind of person in this City and I don't



## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Procurement - B50005716 - cont'd

know that we have any programs that's going to touch the lives of those squeegee kids, these returning felons, and another set of chronically, persistently unemployed citizens in that age group, and I've offered uh -- based on receiving some information from the Comptroller's Office -- this is a list of 2,500 vacant properties owned by Baltimore City which need maintenance. And I think that this group of citizens, if we train them, we equip them, we put them in the right kind of clothing, that they can go out and they can maintain, mow these vacant properties -- 2,500. I don't know that this particular contract addresses those 2,500 properties, but that's a -- an additional question that I have. Uh -- I've costed out what a green crew would -- would take -- uh to equip them, to pay them salaries for a five-week period uh -- to train them and its approximately \$20,000.00 per crew of six young people and a supervisor to go around to these vacant properties that are owned by City uh -- and maintain them. Cut them, clean them, do whatever is appropriate. Just coming here today, I passed over 15 vacant --"

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Procurement - B50005716 - cont'd

President: "Ms. Trueheart, I'm going to ask you to wrap it up."

Ms. Trueheart: "I don't know that those properties were owned by the City, but nonetheless, they contribute to the blight. Uh -- I ask that the recommendation from Ms. Sher be taken seriously. I'd like to participate in whatever conversations take place."

City Purchasing Agent: "-- And I'd like to just clarify that the grass cutting in this contract is purely at the reservoirs and pumping stations. We do have a separate contract for the vacant lot cleaning and mowing and I do believe that Solid Waste is actively working with ROCA who has programs for um -- the - the exact youth that um -- Ms. Trueheart is talking about, and I'm sure that that can be discussed as well."

President: "And thank you. And I'd -- thank you Ms. Trueheart and I thank you for pointing out those points. They are very valid. We know that ah -- we have a lot of vacant lots in the City and we have lot of young people looking for work, and I think that you

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Procurement - B50005716 - cont'd

both bring up very valid points. But I want to hear more discussion about this. Ah -- so I would ask that we defer this item. I make a Motion that we defer this one week."

City Purchasing Agent: "So, I request that this item specifically be approved as in this is purely just for reservoir and pumping stations. However, it's the -- the other um -- contracts that really have the room for this type of program."

President: "I still make a Motion to see if this item can be deferred one week."

City Solicitor: "There's no second."

President: "Alright. I entertain a Motion."

City Solicitor: "Mr. President, this is not a proper protest. But, the Board has the discretion to treat it as same. Ah -- in that light ah -- I move that the protest be rejected but that Ms. Sher's recommendation be adopted and that the Secretary to the Board be instructed to transmit Ms. Trueheart's letter to the

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Procurement - B50005716 - cont'd

Director of the Mayor's Office of Employment for further action."

President: "Second?"

Comptroller: "Second."

President: "All those in favor say AYE. Those opposed say NAY.

Please note that the President Abstains. Ah -- the Motion carries."

City Purchasing Agent: "Thank you."

Mayor: "Can I have a word?"

President: "Oh yes, Mr. Mayor."

Mayor: "Thank you. Uh -- I just want uh -- Ms. Trueheart to know that I have instructed uh -- most of the agency that have contracts that can uh -- have youth added on it uh -- that we do such and uh -- Tisha Ed -- Edwards is charged with that and I think I spoke to you about that. Okay. Thank you."

President: "Thank you Mr. Mayor."

\* \* \* \* \*

**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Department of Transportation

6. TR 19006, Urgent Need  
Contract Citywide

**REJECTION:** The Board is requested to reject the bids received. Vendors were solicited by posting on CitiBuy, eMaryland Marketplace, and in local newspapers. Three bids were received on May 29, 2019. Bids ranged from a low of \$1,620,777.71 to a high of \$2,210,331.00. The bids submitted exceeded the Department's expected budget. It is recommended that the Board reject the bids received as being in the best interest of the City. The Department will re-advertise the project at a later date.

**MINUTES**

Office of the Mayor - Transfer of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize a Transfer of Funds from the General Fund to the Baltimore City Foundation for the 2019 African American Heritage Festival (AFRAM).

**AMOUNT OF MONEY AND SOURCE:**

FROM:

1001-000000-1220-709700-607001 - \$285,869.00

TO:

Baltimore City Foundation - \$285,869.00

**BACKGROUND/EXPLANATION:**

AFRAM celebrates African American culture with art, musical performances, vendors, and more. This community event is sponsored by the Office of the Mayor as well as private sponsors. To ensure that private sponsors can support this event, the Mayor's Office will be using the Baltimore City Foundation to hold the funds.

This transfer of \$285,869.00 is the City's portion of the cost of AFRAM.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized the Transfer of Funds from the General Fund to the Baltimore City Foundation for the 2019 African American Heritage Festival.

**MINUTES**

Office of the Mayor - Guidance on the Resolution of the Board  
Estimates Relating to Non-Competitive  
Procurements Dated March 20, 2019

**ACTION REQUESTED BY B/E:**

The Board is requested to approve the Guidance Memorandum pertaining to implementation of the Resolution of the Board of Estimates Relating to Non-Competitive Procurements dated March 20, 2019 (Resolution).

**AMOUNT OF MONEY AND SOURCE:**

There are no direct costs associated with this action.

**BACKGROUND/EXPLANATION:**

On March 20, 2019, the Board approved the Resolution, which has an effective date of July 1, 2019. The Resolution includes definitions for both "non-competitive procurement" and "emergency procurement". Specifically, the definitions of both terms are as follows:

"Emergency Procurement" means a procurement in response to a dangerous condition of such a nature that public welfare would be adversely affected by awaiting the approval of the Board of Estimates.

"Non-Competitive Procurement" means a procurement of such a nature that no advantage will result in seeking, nor would it be practicable to obtain, competitive responses, or when the need for supplies, materials, equipment, services, or public works is of an emergency nature.

## MINUTES

Office of the Mayor - cont'd

Non-competitive procurement is an official term for "sole source" or "selected source" procurements. Such procurements are often necessary to provide City services; however, they do inherently limit competition. The Board approved the Resolution as a way to better understand the reasoning and conditions for not competitively bidding certain contracts.

As the definition above states, there are three conditions for a non-competitive procurement. It need only meet one of the conditions. They are:

1. There will be no advantage in seeking competitive responses;
2. It would not be practicable to obtain competitive responses; or
3. The procurement is of an emergency nature (note this is not the same as an emergency procurement).

**EFFECTIVE JULY 1, 2019,** for all non-competitive procurements (i.e. sole or selected source procurements) that are not emergency procurements as defined above, when recommending award to the Board, agencies must include a written rationale for non-competitive procurement within the Board memorandum describing how the procurement meets one or more of the conditions for non-competitive procurements.

The rationale should be in a separate paragraph within the memorandum and be easily discernable from other text. The rationale must include the following:

1. An explanation of which the conditions apply; and
2. specific facts that support the conditions.



**MINUTES**

Office of the Mayor - cont'd

By March 1, 2020, an Evaluation Committee, the membership of which is listed in the Resolution, will meet and submit a report to the Board evaluating this process.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved the Guidance Memorandum pertaining to implementation of the Resolution of the Board of Estimates Relating to Non-Competitive Procurements dated March 20, 2019.

**MINUTES**

Office of the Mayor - Guidance on the Resolution of the Board  
Estimates Relating to Non-Architectural or  
Engineering Professional Services Dated  
March 20, 2019

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**ACTION REQUESTED BY B/E:**

The Board is requested to approve this Guidance Memorandum pertaining to implementation of the Resolution of the Board of Estimates Relating to Non-Architectural or Engineering Professional Services dated March 20, 2019 (Resolution).

The Board is also requested to approve and authorize the initial list of the de facto professional services to be automatically considered professional in nature.

**AMOUNT OF MONEY AND SOURCE:**

There are no direct costs associated with this action.

**BACKGROUND/EXPLANATION:**

On March 20, 2019, the Board approved the Resolution which has an effective date of July 1, 2019. The Resolution details the manner in which professional services are procured that are not architectural or engineering ("A & E"). Procurement of A & E professional services is covered by another resolution.

This Resolution includes a definition of "professional services." Specifically, it states:

1. Professional services are services that are predominately mental or intellectual, rather than physical or manual, and require the application of special knowledge, technical skill, and the experience that comes from instruction, training and the exercise of mental facilities.

## MINUTES

Office of the Mayor - cont'd

2. Professional services include services of attorneys, physicians, architects, engineers, consultants, and other recognized professional individuals, associations, corporations, and groups whose services are customarily negotiated instead of competitively procured because of the individuality of those services and level of expertise involved.

Professional services are unique among the services procured by the City. Such services are more intellectual or mental such as services for legal counsel or medical services, to name two examples. The fee for such services is generally negotiated and, therefore, does not go through a competitive bidding process. Competitively bidding such services is always encouraged, but is not required, as the level of knowledge and expertise may not be reflected in a competitive price. That being said, because professional services are not required to be competitively procured, the Board passed this Resolution to provide greater accountability to ensure that such services are truly professional in nature.

**EFFECTIVE JULY 1, 2019,** for all non-architectural or engineering professional services contracts subject to Board approval, agencies must obtain concurrence from both the Director of Finance (or designee) and a designee from the Comptroller's Office that the service is professional in nature. If either the Comptroller's designee or the Director of Finance (or designee) does not concur, the item will be presented to a Professional Services Review Committee ("Committee"). This Committee shall be comprised of representatives of the members of the Board who are not otherwise authorized to serve on the Board as designates.' The Committee will decide by majority vote whether the contract should move forward as a professional service.

## MINUTES

Office of the Mayor - cont'd

Functionally, there should be no major change or delay in the submission process for Board items. The agency must submit the request for concurrence that the service is professional in nature simultaneously to the Department of Finance and the Comptroller's designee no later than the Monday preceding the Board of Estimates agenda submission deadline. Concurrence from the Department of

Finance and the Comptroller's designee may be in any reasonable form such as an email, memorandum, or signed statement attesting to the Director's or Comptroller's designee concurrence. A statement of such concurrence with support (i.e. memorandum, email, etc.) should be submitted with the item for placement on the Board's agenda.

It is at the discretion of the agency to determine how much information should be submitted to justify the procurement moving forward as a professional service. Some contracts may be self-explanatory while others may need additional detail. Given that many professional services will be accepted as prima facie, the Committee shall maintain and periodically update a list of services that will be considered de facto professional. This de facto list is attached for approval by the Board. For services that fall on this list, no concurrence per this guidance is required, as these services would be automatically considered professional in nature. The Board memorandum need only reference the service and indicate the reference code and state what the service is.

Emergency procurements are not covered by this guidance. For urgently needed procurements, electronic or telephonic determinations by the Committee are authorized. The designee of the Mayor shall coordinate the Committee by: scheduling meetings, creating agenda, and recording actions taken by the Committee.

**MINUTES**

Office of the Mayor - cont'd

Any decision of the Committee may be overturned or reviewed by the Board.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved the Guidance Memorandum pertaining to implementation of the Resolution of the Board of Estimates Relating to Non-Architectural or Engineering Professional Services dated March 20, 2019.

MINUTES

PERSONNEL MATTERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following page:

3232

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

**MINUTES****PERSONNEL**Police Department

	<u>Hourly Rate</u>	<u>Amount</u>
1. <b>KATRINA E. BAYTON</b>	\$20.19	<b>\$42,000.00</b>
2. <b>CORNELIUS J. HAIRSTON III</b>	\$20.19	<b>\$42,000.00</b>

Account: 1001-000000-2042-198100-601009

Ms. Bayton and Mr. Hairston will each work as a Contract Services Specialist II assigned to the Recruitment Unit. Their duties will include but are not limited to inspecting recruitment reports and documents for compliance with departmental procedures, entering and maintaining the recruitment databases, ensuring correct and prompt service to both recruitment and background investigations, maintaining data and compiling reports for Recruitment supervisors' streamlining procedures to increase the efficiency and effectiveness of the Recruitment Section and conducting correspondence follow-up with applicants. The period of the agreement is effective upon Board approval for one year.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			
1. Raguel Broy	Office of Victims of Crime Supporting Male Survivors of Violence Cross Site Visit Richmond, CA July 14 - 17, 2019 (Reg. Fee \$0.00)	Dept. of Justice Office for Victims of Crime: Supporting Male Survivors of Violence Baltimore	\$1,544.38

The subsistence rate for this location is \$224.00 per night. The cost of the hotel is \$175.00 per night plus total hotel taxes of \$73.50, resort fee of \$0.34 per night, tourism fee of \$1.50 per night and occupancy taxes of \$17.13 per night.

The airfare in the amount of \$681.97, hotel costs of \$525.00 and hotel taxes, occupancy taxes, tourism fees and resort fees of \$130.41 were prepaid on a City-issued credit card assigned to Mr. Malcolm Green-Haynes. Therefore, Raguel Broy will be disbursed \$207.00.

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.



**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Police Department</u>			
2. Bryan Bowen	31 <sup>st</sup> Annual Crimes Against Children Conference Dallas, TX Aug. 11 - 15, 2019 (Reg. Fee \$530.00)	Sex Offense Reimburse- ment Unit	\$1,865.92

The subsistence rate for this locations is \$215.00 per night. The cost of the hotel is \$149.00 per night, plus hotel taxes of \$22.74 per night.

The airfare cost of \$324.96 and registration fee of \$530.00 were prepaid on a City-issued procurement card assigned to Mr. Tribhuvan Thacker. Therefore, the Bryan Bowen will be disbursed \$1,010.96.

3. Shawntad Randall Antwon Foster Dominique Wig- gins	31 <sup>st</sup> Annual Crimes Against Children Conference Dallas, TX Aug. 11 - 15, 2019 (Reg. Fee \$530.00 ea.)	Sex Offense Reimburse- ment Unit	\$5,794.08
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The subsistence rate for this locations is \$215.00 per night for each attendee. The cost of the hotel is \$149.00 per night, plus total hotel taxes of \$89.40 for each attendee.

The airfare cost of \$391.96 for each attendee and registration fee of \$530.00 for each attendee were prepaid on a City-issued procurement card assigned to Mr. Tribhuvan Thacker.

**MINUTES****TRAVEL REQUESTS**

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

Therefore, the disbursement to each attendee is \$1,009.40

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.

4. Andrew Davis	Law Enforcement Advanced Driver Instructor Training Program Glynco, GA July 28 - Aug. 10, 2019 (Reg. Fee \$3,140.00)	Asset Forfeiture Fund	\$5,283.42
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The subsistence rate for this location is \$149.00 per night. The hotel cost is \$87.63 for 7/28/2019 - 8/1/2019, \$96.84 for 8/1/2019, \$94.85 for 8/2/2019 - 8/4/2019, \$87.53 for 8/4/2019 - 8/8/2019, \$96.84 for 8/9/2019 and \$94.85 for 8/9/2019, plus total hotel taxes of \$206.42.

The registration fee of \$3,140.00 was prepaid on a City-issued procurement card assigned to Mr. Tribhuvan Thacker. Therefore, Mr. Davis will be disbursed \$2,143.42.

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.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Police Department</u> - cont'd			
5. Ted Friel	OTOA Basic SWAT Operator Training Course Circleville, OH Jul. 14 - 20, 2019 (Reg. Fee: \$500.00)	N/A	\$ 0.00

Mr. Friel will travel to Circleville, Ohio on July 14 - 20, 2019 to attend the OTOA Basic SWAT Operator Training Course at no cost to the Police Department. Mr. Friel has paid all expenses related to this training course, which include the course registration in the amount of \$500.00 and hotel costs.

He will be using a departmental vehicle for his transportation. Mr. Friel is not requesting reimbursement for any expenses.

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 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. Amelia Faelyn	International Crime Scene Investigators Association 2019 CSI Conference Naperville, IL Sept. 9 - 12, 2019 (Reg. Fee: \$350.00)	Asset Forfeiture Funds	\$1,263.28
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The subsistence rate for this location is \$174.00 per night. The cost of the hotel is \$146.88 per night, plus hotel taxes of \$16.89 per day.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Police Department - cont'd</u>			
<p>The airfare in the amount of \$241.97 and the registration fee in the amount of \$350.00 were prepaid on a City-issued credit card assigned to Mr. Tribhuvan Thacker. The Department is requesting additional subsistence in the amount of \$12.88 per day for meals and incidentals. Therefore, Ms. Faelyn will be disbursed \$671.31.</p>			
<u>Employees' Retirement System (ERS)</u>			
7. Stacy Brown	2019 National Association of Government Archives and Records Administrators (NAGARA) Conference Saint Paul, MN Jul. 17 - 21, 2019 (Reg. Fee: \$488.00)	Special Funds - ERS	\$1,755.95

The subsistence rate for this location is \$227.00 per night. The cost of the hotel is \$169.00 per night, plus hotel taxes of \$23.45 per night. Ms. Brown will remain at the hotel on July 20, 2019 at her own expense, departing on July 21, 2019.

The registration fee in the amount of \$488.00 was paid directly to NAGARA by the ERS.

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.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the State's Attorney for Baltimore City</u>			
8. Gregg Solomon	National Association of Drug Professionals Rise 2019 July 14 - 17, 2019 National Harbor, MD (Reg. Fee \$745.00)	Drug treatment Court	\$1,839.16

The subsistence rate for this location is \$255.00 per night.

The cost of the hotel for July 14, 2019 is \$219.00, plus occupancy tax of \$39.52. The Department is requesting additional subsistence of \$4.00 to cover the cost of meals and incidentals.

The cost of the hotel for July 15, 2019 is \$259.00, plus occupancy tax of \$39.52. The Department is requesting additional subsistence on July 15, 2019 of \$4.00 to cover the cost of the hotel and \$40.00 for meals and incidentals.

The cost of the hotel for July 16, 2019 is \$319.00, plus occupancy tax of \$39.52. The Department is requesting additional subsistence for July 16, 2019 of \$64.00 to cover the cost of the hotel and \$40.00 for meals and incidentals.

The hotel cost of \$797.00 and total hotel tax of \$118.58 were prepaid using a City-issued credit card assigned to Robin Haskins. The registration fee of \$745.00 was prepaid using a City-issued credit card assigned to Ms. Timi Roberts. Therefore, the disbursement to Ms. Solomon is \$178.58.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Public Works</u>			
9. Rudolph Chow	National Association of Clean Water Agencies, Utility Leadership Conference July 16 - 19, 2019 Minneapolis, MN (Reg. Fee \$950.00)	General Fund	\$1,918.15

The subsistence rate for this location is \$227.00 per night. The cost of the hotel for July 16, 2019 is \$296.94, plus occupancy tax of \$29.13. The Department is requesting additional subsistence on July 16, 2019 of \$69.94 to cover the cost of the hotel and \$40.00 for meals and incidentals.

The cost of the hotel for July 17, 2019 is \$146.02, plus occupancy tax of \$29.13. The airfare cost is 285.96, including early bird fees of \$20.00, each way.

The registration fee of \$950.00 was prepaid using a City-issued credit card assigned to Binta Gallaman. Therefore, the disbursement to Mr. Chow is \$968.15.

Circuit Court for Baltimore City

10. Lionel Moore	2019 National Association for Court Management Annual Meeting Las Vegas, NV July 19 - 24, 2019 (Reg. Fee: \$925.00)	General Fund	\$2,684.58
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**MINUTES****TRAVEL REQUESTS**

The subsistence rate for this location is \$163.00 per night. The cost of the hotel is \$263.00 for July 20, 2019, \$165.00 per day for July 21 - 23, 2019, plus hotel taxes of \$13.38 per day, a resort fee of \$34.00 per day, and a State tax of \$4.55 per day. Mr. Moore's stay at the hotel on July 19, 2019 will be at his own expense.

The airfare in the amount of \$531.96, the hotel costs in the amount of \$758.00, the hotel taxes in the amount of \$255.62, and the registration fee in the amount of \$925.00 were prepaid on a City-issued credit card assigned to Mr. Moore. The Department is requesting additional subsistence in the amount of \$100.00 for the hotel on July 20, 2019, \$2.00 per day for the hotel for July 21 - 23, 2019, and \$40.00 per day for meals and incidentals. Therefore, Mr. Moore will be disbursed \$220.00.

UPON MOTION duly made and seconded, the Board approved the foregoing Travel Requests. The Comptroller **ABSTAINED** on item no. 7. The Director of the Department of Public Works **ABSTAINED** on item no. 9.

MINUTES

President: "As there is no more business before the Board, we will recess until bid opening at 12 noon. Thank you."

\* \* \* \* \*



**MINUTES**

Comptroller: "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 Comptroller announced that **THERE WERE NO ADDENDA RECEIVED** extending the dates for receipt and opening of bids. There were no objections.

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

Bureau of Procurement

- B50005574, Corporate Purchasing  
Card Services

**TECHNICAL OPENING**

Wells Fargo Bank  
M&T Bank  
Bank of America Merrill Lynch  
J.P. Morgan

**MINUTES**

Bureau of Procurement - B50005782, Crack Ceiling  
Trailer/Melter Applicator

Chesapeake Supply and Equipment Company

Bureau of Procurement - B50005791, OEM Parts and  
Service for Quinn Generators &  
Electrical Equipment

**NO BIDS RECEIVED**

Bureau of Procurement - B50005805, OEM Parts and Service  
for New Way Trucks

Maryland Industrial Trucks  
Waste Equipment Sale and Service, LLC

Bureau of Procurement - B50005813, OEM Parts and Service  
for Cummins Engines

Beltway International LLC  
Harbor Truck Sales & Service  
Cummins Sales & Service\*  
d/b/a Cummings Sales and Service  
The Peterbilt Store-Baltimore

\*UPON FURTHER MOTION duly made and seconded, the Board declared the bid of Cummins, Inc. d/b/a Cummins Sales and Service, **IRREGULAR** due to the company's failure to submit a clear price.

MINUTES

\* \* \* \* \*

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, July 17, 2019.



JOAN M. PRATT  
Secretary