

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 - **ABSENT**
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 January 29, 2020, 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 hearings 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 January 27, 2020 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 routine - con -- contained on the routine agenda."

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

Comptroller: "I second."

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

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

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

American Combustion Industries, Inc.	\$ 8,000,000.00
ARC Construction Services, Inc.	\$ 1,500,000.00
Asbestos Specialists, Inc.	\$ 8,000,000.00
Aspen Building Products, Inc.	\$ 1,500,000.00
Carter Paving and Excavating, Inc.	\$ 8,000,000.00
Chevy Chase Contractors, Inc.	\$ 8,000,000.00
Civil Construction, LLC	\$ 54,790,000.00
Hirsch Electric LLC	\$ 8,000,000.00

2. Prequalification of Architects and Engineers

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

Gannett Fleming Architects, Inc.	Architect
Whitney, Bailey, Cox & Magnani, LLC	Architect Landscape Architect Engineer Land Survey

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

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Department of Audits - Audit Reports

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

1. Department of Housing and Community Development Biennial Financial Audit Report Fiscal Years Ended June 30, 2018 and 2017.

President: "The first item on the non-routine Agenda can be found on page 2. Department of Audits, item one Department of Housing and Community Development Biennial Financial Audit Fiscal Years ended June 30, 2018 and 2017. Will the party please come forward?"

Deputy City Auditor: "Good morning, Mr. President, Mr. Mayor, Madam Comptroller and the honorable members of the Board of Estimates. My name is Thandee Maung. I am the Deputy City Auditor. I am honored to be here today to present you the Audit results from the Department of Housing and Community Development, DHCD, Biennial Financial Audit. First of all, I would like to express our gratitude to everyone who participated in the audit process. The audit objective was to express opinions on the DHCD cash basis financial statements. The scope of our audit was Fiscal Years 2017 and 2018. In our opinion, as a whole, the financial statements were presented fairly. As part of our planning and performing the

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audit, we considered the design of DHCD financial controls. The purpose was to express an opinion on the financial statements, not to provide an opinion on the effectiveness of internal controls. We found a deficiency of internal control. A deficiency of internal control exist when the design or operation of a control does not allow management or employees in the course of performing their assigned functions to prevent or detect and correct misstatements on a timely basis. Our review indicated that revenue totaling approximately \$353,000.00, were incorrectly credited to a Baltimore Development Corporation, BDC, grant revenue account. These revenue should have been credited to the private grants for Employee Retirement System, ERS administration and Fire and Police ERS accounts. As a result, revenues were overstated in the BDC account and understated in the other two accounts. This was not material at the City's level; however, it was material at an agency level for effectively managing revenues and expenditures. Commitments to expend funds are based on availability of revenues. We are presume -- we are presenting the finding related to BDC is because DHCD acts as a li-- liaison between the City and BDC and

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provides limited budget, procurement, account payable, and accounting support. The causes for the overstated and understated revenue were because of three reasons. Number one, Bureau of Accounting and Payroll Services, BAPS, receives cash directly from payees. There are times, which is not uncommon that BAPS has cash receipts and does not know which agency it is for. The best uses ad hoc measures to identify the intended recipient of the cash and does not always get a clear answer. Number two, BAPS has a practice of reviewing and proving journal entries, which is uh -- preventive control before posting in the City's gen -- general ledger. However, this control is not working effectively as intended. This is because the BAPS does not have formal policies and procedures. Therefore, BAPS may not consistently review and approve the journal entries. Number three, the City does not have formal policies and procedures that require agencies to periodically, such as monthly or quarterly, review the general ledger details for errors and omissions which is ah -- detective control. So, our recommendations are the Director of Department of Finance and Commissioner of the

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DHCD work together to correct the revenue transitions posted to BDC. The director of Department of Finance develop and implement formal policies and procedures that require BAPS to effectively review and approve journal -- journal entries, agency accounting personnel periodically review the general ledger activities to identify and correct accounting errors and omissions. And the last recommendation is the Commissioner of DHCD follows these policies and procedures when implemented. This Audit included four prior findings. Recommendations for two findings have not been fully implemented yet. Ah -- as a result, we did not follow up on these recommendations. The first finding was related to inventory controls over City's properties. The agency does not have a process to ensure the completeness and accuracy of inventory, additions, and detection I mean deletions. The second finding was related to controls over check deposit process for the sale of City's properties. The agency does not have controls to ensure ah -- checks that result from the sale of city properties and the related settlements are subsequently deposited and recorded. Of the remaining two findings that we followed up, one finding was partially implemented. The finding was for a check pickup process.

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In the previous audit the same administrative staff person was able to initiate the payment process and acquire the respective check from accounts payable. The recommendation was to segregate the responsibilities for check generation and subsequent check pick-up from Accounts Payable. As a result of this audit, the agency assigned two staff to pick up checks from the AP. However, the administrative staff that initiated the payment can still acquire the checks from the agency's two Fiscal staff. Although the logbook was used to record the check pick-up from the AP, no independent person was reviewing the logbook to under-define outstanding checks. The practice of using logbooks was terminated after May 2019. However, according to the agency, they have mitigating controls, which is they keep copies of checks as well as signatures of personnel who pick up the checks. The final finding is related to payroll activities. The finding was not implemented. We continue to find insu -- insufficient documentation to support selected Bureau transactions. As a result, the agency was not able to demonstrate whether selected payroll timesheets were accurately recorded, which may result in the financial losses including inaccurate payments, accruals and

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final payouts to agency employees. Missing documentation was due to the lack of retention schedule required by the Baltimore City Code. We further recommend the Commissioner of DHCD develop and implement formal policies and procedures for payroll processing and cost retention schedules. This concludes my presentation. Thank you for your attention and I will comm -- any questions that you may have."

Director of Finance: "Ah -- Good morning President Scott, Mayor Young, Comptroller Pratt, members of the Board. I'm Henry Raymond Director of Finance. We acknowledge receipt of the Financial Audit for the City's Department of Housing and Community Development that was conducted by the Department of Audits. Ah -- the Department of Finance concurs with the finding and will implement the appropriate ah -- corrective action plan as outlined by the Department of Audits. Now my comment is related to ah -- the current year finding and Elaine Harder, the CFO for ah -- Housing and Community Development, will address ah -- the prior year findings that were just discussed."

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Ms. Elaine Harder, Chief Fiscal Officer for Housing and Community

Development: "Good morning um -- okay so um."

President: "State your name for the record."

Ms. Harder: "I'm sorry, my name is Elaine Harder. I'm the CFO for the Department of Housing and Community Development. Um -- so in working with the Department of Audits ah -- we do agree with the findings and -- and recommendations of the prior year um -- findings. For the first finding recommended to the validation of properties, we have reached out to ah -- Baltimore City Information Technology to obtain a change report that we can use to validate the information that we receive ah -- to ensure that the inventories are correct. We are waiting development of something of that, so that should take care of that finding. Ah -- the second prior year related to incoming checks for the sale of City property. We have instituted beginning in January of 2020, a report that will provide the fiscal staff at Housing ah -- a report of all properties settled so that we can reconcile that with the general ledger to make sure that all settled properties have been recorded in -- in the books as cash received. For the third prior year finding ah -- this is for checks requested by the Department of Housing we -- we did have a um -- process in place during the

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ransomware, which we improved upon and um -- have created the appropriate and required segregation of duties in which we have management level staff retrieving checks from the Fiscal offices, which appropriately seg -- segregates ah -- the responsibility of requester and receipt of City funds. For the last ah -- prior year finding, we have been developing a standard operating procedure for payroll procedures and are ah -- intending to roll that out in first quarter of 2020, which should address the prior payroll findings. Thank you very much."

President: "Thank you. Ah -- I have just one question ah -- for the second finding you talked about the new process that you guys put in place. Ah -- can you walk us through that process and how you think and then for the ah -- auditors team do they believe that -- that process will remedy the issue at hand."

Ms. Harder: "Ah -- certainly, so the finding addresses the -- the fact that at settlement the -- the program side ah -- sells the property also collects the check themselves and deposit -- deposits them with the City treasurer. Ah -- there was no ah -- formalized reconciliation process to ensure that every property that was settled resulted in a recordation in the general ledger of the

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check being deposited. So what we've established is every month we will go through the Board of Estimates ah -- and -- and -- and work with the program on -- on a list of every property that's been settled and then Fiscal, which is an independent organization from the program side, will go through the general ledger to make sure that every property that was settled resulted in a recordation in the general ledger of cash."

President: "Mr. Auditor."

City Auditor: "My name is Josh Pasch. I am the City Auditor. Um - - we did not extensively review the new procedures. The design looks solid, however we are not able to give an assessment on the effectiveness because that hasn't been in place. But we are planning to do that follow-up, but when we reviewed the design of it -- it looked like it covers all the risk."

President: "Do you, how long do you think before you'll be able to update the Board on whether you think the process ah -- a month, two months?"

Mr. Pasch: "So more than that because it just went into place because it just went into place in January of 2020, so we would need some time for it to be um - active. Typically for these

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findings we follow up when we redo the biennial every other year. Ah -- in certain circumstances with a high risk we could follow up earlier, but right now they're on schedule to do next Fiscal Year."

President: "Thank you. Thank you."

Ms. Harden: "Thank you."

President: "Thank you. The report has been **NOTED**."

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Department of Audits - cont'd

2. Baltimore City Fire Department Biennial Financial Audit Fiscal Years Ended June 30, 2018 and 2017.

President: "Ah -- the second item on the non-routine agenda can be found on page two Department of Audits, item two, Baltimore City Fire Department Biennial Financial Audit Fiscal Years ended June 30, 2018 and 2017. Will the parties please come forward?"

City Auditor: "Good morning Mr. President, Mr. Mayor, Madam Comptroller and members of the Board of Estimates, my name is Josh Pasch, I'm the City Auditor. I am here today to present the Biennial Financial Audit for the Fire Department. I would like to thank the audit team and the agencies for the coop -- cooperation and contribution to this audit. The objective of this audit was to express an opinion on the Fire Department's cash basis financial statements. The scope of the audit was Fiscal years 2017 and 2018. In our opinion, the final statements referred to above do not present fairly the financial position of the agency. The basis for this opinion is the following three material weaknesses, which I will expound upon. A material weakness is a deficiency or a

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combination of deficiencies in internal control such that there's a reasonable possibility that a material misstatement of the agency's financial statements will not be prevented or detected and corrected on a timely basis. We noted that management have made a series of journal entries that materially misstate the financial statements. We noted that revenue expenditures were materially understated. The first finding that we have that serves as the cause for this was the finding um -- the agency and Bureau of Accounting and Payroll Services understated revenues of \$19,000,000.00 and \$19,800,000.00 that were originally recorded as emergency medical service revenues under other grants were transferred to the general fund and recorded as a reduction in EMS expenditures for Fiscal years 18 and 17, respectively. The reason why this was a material exception is because on the -- on the ah -- other grants it made up over 90 percent of the revenue and so the reduction of \$19,000,000.00 made it um - insign-- insignificant. We also noted that when it was transferred from other grant revenue to the general fund it wasn't transferred to a revenue account it was a reduction, so then the EMS expenditures

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look like they're \$19,000,000.00, less than they actually are. Um -- when it comes to a change in that assets and an effect on the CAFR as a whole this does not materially affect it. However, when you're looking at the operations of the M -- EMS um -- operations you don't get an accurate picture and it's materially off. Ah -- we recommend the agency chief and Director of Department of Finance present revenues earned as revenues on the financial statements. Um -- we also noted this on the ah -- DGS. However, for DGS it wasn't a material effect on the financial statements. Our second material weakness is over the payroll timekeeping function. With -- due to the nature of the Biennial audits our scope being 2018 in 2017, we went to the payroll testing for the Comprehensive Annual Financial Report. And we utilized that testing instead of repeating -- repeating testing and in the Comprehensive Annual Financial Report there is a material weakness finding 2018-003. That can be found um -- combined with the single audit report and that shows that the condition is various departments within the City of Baltimore are responsible for proper timekeeping and storage of timekeeping information. Baltimore City does not have

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a system that ensures proper approval and storage of timekeeping information among different departments. In addition, the timekeeping system that is currently used by some departments does not have the capability to maintain timekeeping within the compliance guidelines of certain union agreements of the City. The third material weakness we have is that documentation for selective revenue transactions was missing. So when we were testing our revenue, we noted that for 2018 state grant fund we selected eight samples and six of them they were not able to provide supporting documentation for, equaling \$11,800.00. Under other private grant funds 21 of 21 every one of our sample selections was not -- they were not able provide supporting documentation totaling revenue of \$2,646,000.00. In 2017 we didn't find any um -- exceptions with the state grant funds and for the other private grant fund 6000, 26 of the 36 were not -- we were not provided supporting documentation totaling \$2,188,000.00. Um -- our recommendation is that the agency Chief and Director of Department of Finance

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develop a process for keeping adequate records over its financial transaction -- transactions in order to substantiate and validate those amounts. That concludes my presentation."

Director of Finance: "Again, good morning. I'm Henry Raymond, Director of Finance. Ah -- we acknowledged this particular audit report as well. I'm joined by the ah -- Fire Department CFO Jim Fisher. Um -- I will be addressing ah -- findings one and two. The Finance Department concurs with finding one in terms of the -- the finding and the recommendation. In the future, we shall record revenues and expenditures as recommended by the auditor. As it relates to finding two, the -- the payroll comments, the solution for this will be the implementation of a new citywide payroll system, which is due to be ah -- which has a go live date of October 2020 ah -- and that will address uh -- any and all issues related to ah -- documentation related to time keeping and payroll processes."

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Mr. James M. Fischer, Chief Finance Officer of Baltimore City Fire Department: "Good morning my name is um -- Jim Fischer I'm the CFO for Baltimore City Fire Department. So, the other documentation that they're looking for as far as revenue is concerned. Ah -- I have some concerns about myself directly because our grants are documented and - and the request for grants are documented. Um -- I will work with the auditors after this to make sure whatever documentation that they say they couldn't find we'll make sure they find. Were there any prior year?"

City Auditor: "No prior year."

Mr. Fischer: "No. Okay, they - there are no prior. So, this is all in the current t -- two years that they're talking about."

City Auditor: "Actually um -- there were a number of prior findings but um -- all of them are cleared."

Mr. Fischer: "So, and again we are working closely with um -- both Audits and Department of Finance to make sure we have the resources available to do whatever is needed and in -- in light of the audit so."

President: "Thank you. A couple of questions."

Mr. Fischer: "Sure."

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President: "So, starting with the last one, with finding three ah -- if they if you don't know what the documents are how we're going to get it to them? If you having trouble finding them and you're the fiscal person responsible for the fiscal operations."

Mr. Fischer: "So, in there the second line 21 or 21 I believe that's for EMS revenue, is that correct?"

City Auditor: "I believe so. I can go."

Mr. Fischer: "So, EMS revenue is handled by an outside ah -- vendor that's on contract with the City of Baltimore so all that documentation exists. It's a matter of tracking it and making sure that we have a clear path for the Auditors to take a look at. Specifically what they're, what they -- want they want to see uh -- in other words all the billing that goes out from the vendor comes directly into the Treasury, Treasury Management. Ah -- it doesn't come through anybody's hands in the department so."

President: "Mr. Director for you um -- are we making sure that our -- our vendors are being able to help the Auditor out and give him the documents on the appropriate time scale? Because if we're paying then, they should be giving him these documents he shouldn't have to come and ask for them consistently."

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Mr. Raymond: "I would indicate that ah -- the Auditors should make the request to the agency and the agency would follow up directly with the appropriate vendor."

President: "Mr. Auditor did you do that in this case?"

City Auditor: "Yes, all of our requests were made directly to the agency."

President: "And it's the agency that is having the problem getting -- so you guys are having a problem getting it from the vendor?"

Mr. Fischer: "No -- no -- no -- no -- problem it's - it's a matter of them tracing specifically the documentation for a deposit. That's what they're looking for."

President: "Well I mean clearly it's a problem because he doesn't have the documentation. So if there was no problem, he would have the documentation."

City Auditor: "Right. So, we requested ah -- our sample selections the agency ah -- personnel said they were not able to provide us any supporting documentation to support those numbers. Sometimes their journal entries, sometimes there's entries of revenue ah -- most of the time it's journal entries that don't have supporting documentation."

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President: "Okay, so what I'm going request is that you guys ah -
-come back to us in a month and tell us that he's gotten that or
send us email notification that he's gotten the documentation. For
the -- the first finding. Ah -- I just simply want to know how
that happened. How we you know misconstrued that big much of amount
of money because that's unacceptable."

Mr. Raymond: "Yep -- yep the issue was it was an incorrect ah --
journal entry. The impact of the journal entry ah -- that was
performed uh -- reduced revenue and also reduced expenditures. Ah
-- it was an incorrect journal entry. Ah -- we have retrained the
staff so that moving forward it doesn't happen again. So, it -- it
the City didn't lose money or anything like that, it's just the
way the transaction was recorded was not in accordance with GAAP."

President: "Madam Comptroller."

Comptroller: "Was uh -- is there an approval process before journal
entries are um - posted?"

Mr. Raymond: "Yes and we're uh - we've added some additional
controls for additional review."

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President: "Last question. Is just really something I think it's great, but I would like for you to talk about I think it's important for the public to hear ah -- because we've talked for a long time about having this new ah -- time -- time sheet thing for the City. Can you talk about how that's going to be rolled out and what that's going to mean for the City?"

Mr. Raymond: "Ah -- what we're referring to is the implementation of Workday, which is a new ah -- human capital management and financial system for the City. Ah -- we began the design of the payroll system approximately 7 months ago. Ah -- all of the agencies are actively involved, whether it's through ah -- that the individuals overseeing the timekeeping functions within each agency, so the timekeepers. Every agency has functional leads. They also have subject matter experts and the agency staff are actively involved in the design of the new system. Ah - we've gone through a process of uh -- business management analysis where we've reviewed all of the present business practices to determine the new requirements for the new system. Ah -- we're trying to ensure that we use best industry practices going forward. If that means

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ah --ceasing with certain present practices, that's what we're doing. We will roll out the new system, ah - October, which means payroll will go live in October. We're presently on schedule. As I've indicated, all agencies are involved. All agencies are receiving training. Ah - we're beginning to configure and test in -- you know in a test environment, the data, so that we can ensure that if your net pay for a paycheck is a thousand that the new system ah -- produces the same results. So, with the new system, ah -- there will be extensive uh -- data record retention, so that in ah -- terms of the time submitted, the time approved, -- ah -- all of that data will be retained so for audit purposes that the data will be readily available. So, this will be a huge step forward for the City and will eliminate a number of the ah -- types of findings that the Department of Audit has related to timekeeping iss -- timekeeping issues."

President: "Madam Comptroller."

Comptroller: "The City is in the process of doing parallel testing now?"

Mr. Raymond: "We're not doing parallel testing. We're still building out the system."

Comptroller: "Okay."

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Mr. Raymond: "The parallel testing will occur later this spring."

Comptroller: "Okay."

President: "Thank you."

Mr. Raymond: "You're welcome."

President: "The report has been **NOTED**."

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Mayor's Office of Public Affairs - Governmental/Charitable
Solicitation Application

ACTION REQUESTED OF B/E:

The Board is requested to endorse a Governmental/Charitable Solicitation Application for the submission to the Board of Ethics of Baltimore City for Mr. Denis Sgouros to solicit businesses, organizations, and donors for donations of goods and services and financial support to help pay for the event costs for the 2020 Mayor's Annual Back to School Pep Rally. The period of the campaign will be effective upon Board approval through October 31, 2020.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

The Mayor's Back to School Pep Rally will be held on August 1, 2020. This event has been held for over a decade and will feature community resources, health and wellness screenings, exhibitors, music, motivational speeches, and more to invigorate students and their parents with the tools needed to prepare for a successful school year.

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.

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Mayor's Office of Public Affairs - cont'd

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

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board endorsed a Governmental/Charitable Solicitation Application for the submission to the Board of Ethics of Baltimore City for Mr. Denis Sgouros to solicit businesses, organizations, and donors for donations of goods and services and financial support to help pay for the event costs for the 2020 Mayor's Annual Back to School Pep Rally. The Mayor **ABSTAINED**.

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Parking Authority of - Parking Facility Rate Adjustments
Baltimore City (PABC)

ACTION REQUESTED OF B/E:

The Board is requested to approve an adjustment to the transient and monthly rates at the City-owned Baltimore Street Garage that is managed by the PABC. The Parking Facility Rate Adjustment is effective upon Board approval.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The PABC is charged with managing the City of Baltimore's parking assets. Proper stewardship of those assets requires that the PABC realize the best possible return on the City's parking investments.

Pursuant to Article 31, §13(f)(2) of the Baltimore City Code, subject to the approval of the Board of Estimates, the PABC may set the rates for any parking project. The PABC believes that a rate adjustment at this parking facility is warranted at this time.

To bring the transient and monthly rates charged at Baltimore Street Garage in line with its surrounding facilities, the PABC staff developed the rate adjustment recommendation. This rate adjustment was unanimously approved by the PABC Board of Directors.

Baltimore Street Garage Transient Rate Adjustment			
Rate to be Adjusted	Current Rate	Proposed Rate	Date of Last Adjustment
Up to 1 hour	\$ 9.00	\$10.00	January 2018
Up to 2 hours	\$14.00	\$15.00	January 2018
Up to 3 hours	\$16.00	\$17.00	January 2018

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PABC - cont'd

Baltimore Street Garage Monthly Rate Adjustment			
Rate to be Adjusted	Current Rate	Proposed Rate	Date of Last Adjustment
Monthly Market Rate	\$198.00	\$200.00	September 2017
Reserved Monthly Rate	\$245.00	\$250.00	September 2017

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the adjustment to the transient and monthly rates at the City-owned Baltimore Street Garage that is managed by the PABC.

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Parking Authority of - Parking Facility Rate Adjustments
Baltimore City (PABC)

ACTION REQUESTED OF B/E:

The Board is requested to approve an adjustment to the transient and monthly rates at the City-owned Lexington Street Garage that is managed by the PABC. The Parking Facility Rate Adjustment is effective upon Board approval.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The PABC is charged with managing the City of Baltimore's parking assets. Proper stewardship of those assets requires that the PABC realize the best possible return on the City's parking investments.

Pursuant to Article 31, §13(f)(2) of the Baltimore City Code, subject to the approval of the Board of Estimates, the PABC may set the rates for any parking project. The PABC believes that a rate adjustment at this parking facility is warranted at this time.

To bring the transient and monthly rates charged at Lexington Street Garage in line with its surrounding facilities, the PABC staff developed the rate adjustment recommendation. This rate adjustment was unanimously approved by the PABC Board of Directors.

Lexington Street Garage Transient Rate Adjustment			
Rate to be Adjusted	Current Rate	Proposed Rate	Date of Last Adjustment
Up to 1 hour	\$ 8.00	\$ 9.00	January 2019
Up to 2 hours	\$11.00	\$12.00	January 2019
Up to 3 hours	\$13.00	\$14.00	January 2019
Up to 12 hours	\$18.00	\$19.00	January 2019
Up to 24 hours	\$19.00	\$20.00	January 2019

MINUTESPABC - cont'd

Lexington Street Garage Monthly Rate Adjustment			
Rate to be Adjusted	Current Rate	Proposed Rate	Date of Last Adjustment
Monthly Market	\$140.00	\$145.00	April 2019
Reserved Monthly	\$200.00	\$210.00	April 2019

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the adjustment to the transient and monthly rates at the City-owned Lexington Street Garage that is managed by the PABC.

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OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Law Department - Payment of Settlement</u>			
1. Hollis Redfern	3119 Woodland Avenue	L/H	\$ 1,250.00

Funds will be drawn from account no. 9910-903183-9588-900000-704040, located in the Park Heights Project Area.

On October 29, 2018, the City filed a condemnation action to acquire the Leasehold interest in the real property located at 3119 Woodland Avenue in the amount of \$7,000.00, based upon the higher of two independent appraisals. The Defendant contested the City's value and countered with a fair market value of \$9,000.00. The parties settled on a fair market value of \$8,250.00. Thus, the Board is requested to approve an additional \$1,250.00 (\$8,250.00 less the previous approval amount of \$7,000.00.)

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

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Baltimore Development Corporation - First Amendment to Amended and Restated Wharfage Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the First Amendment to Amended and Restated Wharfage Agreement with Spirit Cruises, LLC, Licensee for certain waterfront property and pier facilities owned by the City.

AMOUNT OF MONEY AND SOURCE:

Modify the existing annual rent and fee structure as follows:

- Increase the Base Rent per vessel from \$15,000.00 to \$17,500.00
- Increase the Utility Fee per vessel from \$1,800.00 to \$2,100.00
- Increase the Percentage Rent as follows:
 - From the effective date of the new amendment through August 24, 2022 ("Option Term Two" in the Agreement), Percentage Rent will be calculated as follows:
 - Gross Revenue from \$4-6,000,000.00 at a 6% rate
 - Gross Revenue from \$6-7,000,000.00 at a 7% rate
 - Gross Revenue over \$7,000,000.00 at an 8% rate
 - If the Licensee elects to extend the agreement for an additional term ("Option Term Three" in the Agreement) from August 25, 2022 to August 24, 2027, the Percentage Rent will be calculated as follows:
 - Gross Revenue from \$4-5,000,000.00 at a 6% rate
 - Gross Revenue from \$5-6,000,000.00 at a 7% rate
 - Gross Revenue from \$6-7,000,000.00 at a 8% rate
 - Gross Revenue over \$7,000,000.00 at a 9% rate

BACKGROUND/EXPLANATION:

The Licensee currently operates two vessels, Spirit of Baltimore and the Inner Harbor Spirit, along approximately 300 linear feet of Inner Harbor waterfront across the promenade from West Shore Park. The City first entered into the Wharfage Agreement (the "Agreement") with the Licensee's predecessor company in 1981.

MINUTES

Baltimore Development Corporation - cont'd

The Agreement has since been amended numerous times, most recently in 2010 to restate and clarify the Agreement. The Licensee recently purchased a larger vessel to replace one of their existing vessels in the Inner Harbor. This Amendment to the Agreement will increase the permitted linear footage along the promenade, while also modifying the annual rent and fee structure.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment to Amended and Restated Wharfage Agreement with Spirit Cruises, LLC, Licensee for certain waterfront property and pier facilities owned by the City.

MINUTES

Mayor's Office of Homeless Services - Provider and Consultant
Agreements

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

PROVIDER AGREEMENTS

1. **PROJECT PLASE, INC.** **\$164,250.00**

Account: 5000-502820-3572-764502-603051

The City received a Maryland State Department of Social Services grant to undertake the Emergency Shelter Program. As a sub-recipient, Project Plase, Inc. will utilize the funds to operate an emergency shelter program for ten individuals in Baltimore City experiencing homelessness. The Provider will offer services under their Day Resource Center Program.

MWBOO GRANTED A WAIVER ON DECEMBER 6, 2019.

2. **BRIDGE HAVEN, INC.** **\$ 8,198.00**

Account: 5000-502820-3572-764504-603051

The City received a Maryland State Department of Social Services grant to undertake the Emergency Shelter Program. As a sub-recipient, Bridge Haven, Inc. will utilize the funds to operate an emergency homeless overflow shelter for 78 individual women and/or families experiencing homelessness in the City of Baltimore. The Provider will offer services through their Pinderhughes Shelter Program. The period of the agreement is October 1, 2019 through June 30, 2020.

3. **HEALTH CARE FOR THE HOMELESS, INC.** **\$247,253.00**

Account: 1001-000000-3573-591400-603051

The City has allocated certain General Funds to the Mayor's Office of Homeless Services to assist Providers in the

MINUTES

Mayor's Office of Homeless Services - cont'd

provision of emergency services to the homeless population of Baltimore City. Health Care for the Homeless, Inc. will utilize the funds to provide support services to 65 individuals and/or families in Baltimore City experiencing homelessness. Services will be provided through their Supportive Housing Case Management program.

MWBOO GRANTED A WAIVER ON DECEMBER 4, 2019.

4. **THE MARYLAND CENTER FOR VETERANS EDUCATION AND TRAINING, INC. \$175,000.00**

Account: 1001-000000-3572-772800-603051

The City has allocated certain General Funds to the Mayor's Office of Homeless Services to assist Providers in the provision of emergency services to the homeless population of Baltimore City. The Maryland Center for Veterans Education and Training, Inc. will utilize the funds to operate an emergency overnight winter shelter for 60 clients experiencing homelessness in the City of Baltimore. The period of the agreement is October 15, 2019 through March 31, 2020.

MWBOO GRANTED A WAIVER ON OCTOBER 16, 2019.

5. **ST. VINCENT DE PAUL OF BALTIMORE, INC. \$ 96,000.00**

Account: 4000-407120-3571-760100-603051

The City received a U.S. Department of Housing and Urban Development grant to undertake the Emergency Solution Grant Program. As a sub-recipient, St. Vincent de Paul of Baltimore, Inc. will utilize the funds to operate a day center for 100 individuals and/or families in Baltimore City experiencing homelessness. The period of the agreement is July 1, 2019 through June 30, 2021.

MWBOO GRANTED A WAIVER ON OCTOBER 4, 2019.

MINUTES

Mayor's Office of Homeless Services - cont'd

6. **ST. VINCENT DE PAUL OF BALTIMORE, INC.** **\$141,680.00**

Account: 5000-502820-3572-764503-603051

The City received a Maryland Department of Social Services grant to undertake the Emergency Shelter Program. As a sub-recipient, St. Vincent de Paul of Baltimore, Inc. will utilize the funds to operate an emergency homeless shelter for 151 families experiencing homelessness in the City of Baltimore. Services will be provided through their Sarah's Hope Program.

MWBOO GRANTED A WAIVER ON JANUARY 22, 2020.

7. **MARIAN HOUSE, INCORPORATED** **\$ 55,654.50**

Account: 4000-407018-3573-758300-603051

The City received a U.S. Department of Housing and Urban Development grant to undertake the Continuum of Care Program. As a sub-recipient, Marian House, Incorporated will utilize the funds to provide rental assistance to four individuals and/or families experiencing homelessness in the City of Baltimore. Services will be provided under their S+C Expansion Program. The period of the agreement is December 1, 2019 through November 30, 2020.

MWBOO GRANTED A WAIVER ON AUGUST 13, 2019.

8. **HOUSE OF RUTH MARYLAND, INC.** **\$245,000.00**

Account: 5000-529120-3572-765600-603051

The City received a Maryland Department of Housing and Community Development grant to undertake the Homelessness Solutions Program. As a sub-recipient, House of Ruth Maryland, Inc. will utilize the funds to provide an emergency shelter and supportive services to 200 victims made homeless from domestic violence in the City of Baltimore.

MWBOO GRANTED A WAIVER ON OCTOBER 22, 2019.

MINUTES

Mayor's Office of Homeless Services - cont'd

9. **STRONG CITY BALTIMORE, INC.** **\$150,000.00**

Account: 5000-529120-3573-760000-603051

The City received a Maryland Department of Housing and Community Development grant to undertake the Homelessness Solutions Program. As a sub-recipient, Strong City Baltimore, Inc. will utilize the funds to operate a day center and provide supportive services to 150 youth ages 18 to 24 experiencing homelessness in the City of Baltimore. Services will be provided under their Youth Empowered Society - Drop-In Center program.

MWBOO GRANTED A WAIVER ON DECEMBER 6, 2019.

CONSULTING AGREEMENTS

10. **QUADEL CONSULTING AND TRAINING, LLC** **\$102,688.00**

Account: 4000-490820-3573-763200-603051

The City received a U.S. Department of Housing and Urban Development grant to undertake the Housing Opportunities for Persons With AIDS Program (HOPWA). The Consultant, Quadel Consulting and Training, LLC will utilize the funds to provide housing quality inspection services to rental assistance recipients of the HOPWA program.

MWBOO GRANTED A WAIVER ON SEPTEMBER 13, 2019.

11. **QUADEL CONSULTING AND TRAINING, LLC** **\$217,856.00**

Account: 4000-490820-3573-763203-603051

The City received a U.S. Department of Housing and Urban Development grant to undertake the Continuum of Care Program (CoC). The Consultant, Quadel Consulting and Training, LLC will utilize the funds to provide housing quality inspection services to rental assistance recipients of the CoC program.

MWBOO GRANTED A WAIVER ON DECEMBER 6, 2019.

MINUTES

Mayor's Office of Homeless Services - cont'd

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

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 Provider Agreements and Consultant Agreements.

MINUTES

TRANSFER OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfer of Funds

listed on the following page:

441 - 443

SUBJECT to receipt of a favorable report

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
1. \$ 50,000.00	9950-902465-9509	9950-905566-9508
State Const.	Construction	Concrete Slab
Rev. FY'20	Reserve - Curb	Improvement Citywide
Future Series	Repair Citywide	TR 20015
This transfer will cover the costs of prints and other related costs necessary to advertise TR 20015, Concrete Slab Improvement Citywide.		
2. \$ 50,000.00	9950-902465-9509	9950-903576-9508
State Const.	Construction	ADA Improvement
Rev. FY'20	Reserve - Curb	Citywide - TR 20008
Future Series	Repair Citywide	
This transfer will cover the costs of prints and other related costs necessary to advertise TR 20008, ADA Improvement Citywide.		
3. \$ 50,000.00	9950-902465-9509	9950-905572-9508
State Const.	Construction	Curb Improvement
Rev. FY'18	Reserve - Curb	Citywide - TR 19007
Series	Repair Citywide	
This transfer will cover the costs of prints and other related costs necessary to advertise TR 19007, Curb Improvement Citywide.		

MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Planning</u>		
4. \$150,000.00	9904-919038-9129	9904-904238-9127
2 nd Community and Economic Dev. Loan	Walters - 5 West Mt. Vernon Ext. (Reserve)	Walters - 5 West Mt. Vernon Ext. (Active)

Located at 5 West Mt. Vernon Place, this building is one of the jewels of Mt. Vernon Square and was the former home of the Walters family. This transfer of funds will support exterior work inclusive of window repair and replacement, roofing, flashing and gutter replacement at selected areas, masonry repair, siding replacement and repair at selected areas, as well as upgrades of the fire escape.

5. \$100,000.00	9904-907076-9129	9904-908076-9127
3 rd Community and Economic Dev. Loan	Walters Art Museum HVAC (Reserve)	Walters Art Museum HVAC (Active)

This transfer of funds will be used for capital improvements to key equipment and systems in three of the five buildings that make up the Museum's campus, including upgrades to boilers and air handlers units, and other HVAC improvements.

6. \$200,000.00	9904-921037-9129	9904-902771-9127
2 nd Community and Economic Dev. Loan	Creative Alliance - Education	Creative Alliance - Creativity Ctr.

The Creative Alliance plans to open its new Creativity Center in July 2021. This transfer of funds will be used to complete the demolition process, continue planning for construction, and the construction costs for the new center. Architectural plans, construction planning, and the licensing process have all begun.

MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Planning</u>		
7. \$ 50,000.00	9904-908223-9129	
23 rd Economic Dev. Loan	Creative Alliance I - Lobby	
50,000.00	9904-902770-9129	
1 st Cultural - Institution Loan	Creative Alliance - Patterson	
50,000.00	9904-902770-9129	
1 st Community and Economic Dev. Loan	Creative Alliance - Patterson	
\$150,000.00	-----	9904-904770-9127 Creative Alliance - Patterson

This transfer of funds will be used to replace and/or upgrade structural, mechanical, and electrical systems including three roofs on the Patterson Theater, its HVAC systems, security and communications systems, and improve the lobby areas.

MINUTES

Mayor's Office of Employment Development (MOED) - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Grant Award from the Family League of Baltimore, Inc. The period of the Grant Award is July 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$134,748.00 - 6000-608120-6331-483200-406001

BACKGROUND/EXPLANATION:

The grant will allow MOED to refer, enroll and perform intakes and assessments for the workforce readiness program for unstably housed youth. MOED will also provide intensive wraparound case management services and demonstrate the effectiveness of services offered through program evaluation and data analysis.

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

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Award from the Family League of Baltimore, Inc.

MINUTES

Mayor's Office of Employment - Modification No. 1 to
Development Subgrant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Modification No. 1 to Subgrant Agreement (Modification No. 1) with the U.S. Department of Labor and Family Health International.

AMOUNT OF MONEY AND SOURCE:

<u>Original Amount</u>	<u>Decreased Amount</u>	<u>New Total Amount</u>
\$787,500.00	(\$164,446.00)	\$623,054.00

4000-427019-6331-456000-404001

BACKGROUND/EXPLANATION:

On January 30, 2019 the Board accepted the original Grant Award from the US Department of Labor and Family Health International to deliver Workforce Services to 125 young adults.

The purpose of the Modification No. 1 is to: 1) decrease the total amount of the award; 2) increase the total obligated amount; 3) replace the program description; and 4) replace the budget.

All other terms and conditions remain unchanged and in effect.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Mayor's Office of Employment - cont'd
Development

UPON MOTION duly made and seconded, the Board approved and authorized acceptance the Modification No. 1 to Subgrant Agreement with the U.S. Department of Labor and Family Health International.

MINUTES

Mayor's Office of Employment Development - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement with Job Opportunities Task Force, Inc. The period of the agreement is September 1, 2019 through August 31, 2020.

AMOUNT OF MONEY AND SOURCE:

\$60,000.00 - 4000-427019-6331-726805-603051

BACKGROUND/EXPLANATION:

This Agreement will allow Job Opportunities Task Force, Inc. to conduct credentialed training with a defined curriculum that is designed for hard-to-serve, low-skill, unemployed or underemployed young adults between the ages of 18 and 24 years old (who have been involved with the criminal justice system) and provide employment services and job placement.

The agreement is late because of time needed for the parties to reach an understanding.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Job Opportunities Task Force, Inc.

MINUTESDepartment of Human Resources - First Amendment & Renewal
of the Consulting Agreements

The Board is requested to approve and authorize execution of the First Amendment & Renewal of the Consulting Agreements (First Amendments). The First Amendment extends the period of the agreement through January 9, 2021, with an option to renew for one additional one-year period on the same terms and conditions, to be exercised at the sole discretion of the City.

	<u>Rate of Pay</u>	<u>Amount</u>
1. JOHN WOODS	\$230.00 for the first session, \$192.50 each succeeding session (session lasting no more than 3 hours) and \$330.00 for each written report.	\$7,000.00 (not-to-exceed)
2. ALLYSON HUEY	\$230.00 for the first session, \$192.50 each succeeding session (session lasting no more than 3 hours) and \$330.00 for each written report.	\$7,000.00 (not-to-exceed)
3. SARAH MILLER-ESPINOSA (Chief Hearing Officer)	\$230.00 for the first session, \$192.50 each succeeding session (session lasting no more than 3 hours) and \$330.00 for each written report. Chief Hearing Officer Services - \$75.00/hr.	\$7,000.00 (not-to-exceed)

Account: 1001-000000-1220-147500-603026

MINUTES

Department of Human Resources - cont'd

BACKGROUND/EXPLANATION:

The Baltimore City Charter permits an investigation for employees discharged, reduced or suspended for more than 30 days after termination of the probationary period. The Hearing Officer presides over this investigation and submits a recommendation to the Civil Service Commissioners for approval. The Board of Estimates approved the original agreement on January 9, 2019 with an option to renew for 2 additional years.

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 First Amendment & Renewal of the Consulting Agreements.

MINUTES

Department of Planning - Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Grant Agreement with Park Heights Renaissance, Inc. The period of the Grant Agreement is effective upon Board approval for one year.

AMOUNT OF MONEY AND SOURCE:

\$38,373.60 - 9910-918171-9588-900000-704047

BACKGROUND/EXPLANATION:

The City of Baltimore is redeveloping 17 acres in Park Heights Major Redevelopment Area near Woodland Avenue and Park Heights Avenue. Prior to transferring the lots to the selected developer, Park Heights Renaissance, Inc. will use its "Clean and Green" team to clean and mow the lots as well as limb up the trees within the Major Redevelopment Area's Parcels B and C.

The project will support Park Heights Renaissance's efforts of training residents as part of their robust workforce development 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 Grant Agreement with Park Heights Renaissance, Inc.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

- | | | |
|--|--------------|---------|
| 1. COMMUNICATIONS ELECTRONICS
SYSTEMS, LLC | \$ 60,000.00 | Renewal |
| Contract No. B50005620 - AMAG ID Systems Upgrade, Updates, Maintenance and Repairs - Baltimore Police Department - P.O. No.: P547329 | | |

On March 13, 2019, the Board approved the initial award in the amount of \$63,561.77. The award contained two 1-year renewal options. This first renewal in the amount of \$60,000.00 is for the period March 13, 2020 through March 12, 2021, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On December 6, 2018, MWBOO determined that no goals would be set because there is no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON DECEMBER 6, 2018.

- | | | |
|---|--------------|---------|
| 2. LBS ENTERPRISES, INC.
t/a LBS CORPORATION | \$ 23,000.00 | Renewal |
| Contract No. 08000 - Bauer Air Compressor Parts and Service - Various - P.O. No.: P547745 | | |

On May 9, 2019, the City Purchasing Agent approved the initial award in the amount of \$20,000.00. The award contained two 1-year renewal options. This first renewal in the amount of \$23,000.00 is for the period April 1, 2020 through March 31, 2021, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement as these commodities are only

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

available from the distributor, and are not available from subcontractors.

- | | | |
|--|--------------|--------------------------------------|
| 3. UNIVAR SOLUTIONS
USA, INC. | \$500,000.00 | Increase and
Assignment Agreement |
| Contract No. B50003722 - Hydrofluorosilicic Acid for Water Treatment Plants - Department of Public Works, Water and Wastewater - P.O. No.: P529233 | | |

The Board is requested to approve and authorize execution of an Assignment Agreement with Univar Solutions USA, Inc. The contract expires on May 14, 2020, with no renewal options.

On October 15, 2014, the Board approved an award for Hydrofluorosilicic Acid for Water Treatment Plants to Mosaic Crop Nutrition, LLC in the amount of \$662,000.00. Subsequent actions have been approved. On February 25, 2015, the Board approved assignment of the contract to Mosaic Global Sales, LLC. Univar Solutions USA, Inc. has purchased Mosaic Global Sales, LLC's Hydrofluorosilicic Acid business and is requesting assignment of above contract.

The Board is further requested to approve an increase of \$500,000.00 for this contract.

- | | | |
|--|---------|---|
| 4. DRU ENTERPRISES,
INC. | \$ 0.00 | Non-Competitive
Procurement/Sole
Source Agreement |
| Contract No. 08000 - Audio/Video Equipment for the Mitchell Courthouse - Circuit Court - P.O. No.: P549564 | | |

This request meets the condition that there is no advantage in seeking competitive responses.

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

The Board is requested to approve and authorize execution of an Agreement with DRU Enterprises, Inc. The period of the Agreement is November 20, 2019 through November 19, 2020.

On November 20, 2019, the Board approved the initial award in the amount of \$218,527.50. 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 as these commodities are only available from the distributor, and are not available from subcontractors.

5. BENEVATE, INC.	\$ 62,609.00	Non-Competitive Procurement/Sole Source Agreement
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Contract No. 08000 - Benevate Software as a Service (SaaS) Service Agreement - Department of Housing and Community Development - Req. No.: R835444

This request meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

The Board is requested to approve and authorize execution of a SaaS Services Agreement with Benevate, Inc. The period of

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement - cont'd

the SaaS Services Agreement is one year with one year renewal options at the sole discretion of the City.

Execution of this agreement will provide Software as a Service to support facilitation, administration, and application related to the issuance of grants and loans for the Home Ownership and Housing Prevention programs.

MBE/WBE PARTICIPATION:

Not applicable. The Vendor is the sole proprietor of the software.

6.	EMOCHA MOBILE HEALTH, INC.	\$401,600.00	Non-Competitive/ Procurement/Selected Source Agreement
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Contract No. 08000 - Emocha License Agreement - Baltimore City Health Department - Req. No.: R809639

This request meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

The Board is requested to approve and authorize execution of a License Agreement with Emocha Mobile Health, Inc. The period of the License Agreement is effective upon Board approval for 60 months.

Execution of this License Agreement will provide the required patient engagement software application to improve the impact of our clinics and to consolidate applications already deployed throughout the Health Department into a single application.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

Through various grant initiatives over the past several years, the Vendor has deployed several of their unique applications throughout the Department. The Department of Health received funding as a grant from the State Health Department to work with this vendor because of their unique product. The above amount is the City's estimated requirement.

It is hereby certified that the 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, §11 (e) (i) of the City Charter, the procurement of the equipment and/or services is recommended.

MBE/WBE PARTICIPATION:

Not applicable. The proprietary software is exclusively available from the Vendor.

7. MEDWAY AIR		Non-Competitive/
AMBULANCE LLC		Procurement/
	\$200,000.00	Ratification
<u>Contract No. 06000 - Air Ambulance Services - Baltimore City Health Department - Req. No. R838286</u>		

This request meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

The Office of Field Health Service reviews medical claims submitted by various Air Medical Transportation Providers that are State-Approved Medicare/Medicaid providers. The City pays the medical claims and the State reimburses the City at 100%

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

pass through rate for performing this service on their behalf. The Baltimore City Health Department and the City of Baltimore has no contractual relationship with, and play no part in the selection of these providers. The Baltimore City Health Department merely reviews claims and acts as a conduit of grant funds as an agent of Maryland Department of Health. The period of the ratification is June 1, 2019 through June 30, 2020. The above amount is the City's estimated requirement.

It is hereby certified that the 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, §11 (e) (i) of the City Charter, the procurement of the equipment and/or services is recommended.

MBE/WBE PARTICIPATION:

MWBOO GRANTED A WAIVER ON DECEMBER 20, 2019.

8. CLEAN FUELS ASSOCIATES, INC.	\$100,000.00	Non-Competitive/ Procurement/ Extension
Contract No. B50003617 - Fuel Testing and Inspection of Fuel Facilities - Department of General Services - P.O. No.: P529175		

This request meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On October 15, 2014, the Board approved the initial award in the amount of \$260,000.00. The award contained one renewal option. On January 10, 2018, the Board exercised the sole renewal. An extension is necessary to continue fuel testing and inspection of fuel facilities for the Department of General

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement - cont'd

Services, Fleet Division while the new solicitation B50005994 is advertised and awarded. The period of the extension is December 1, 2019 through June 30, 2020.

It is hereby certified that the 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, §11 (e) (i) of the City Charter, the procurement of the equipment and/or services is recommended.

MBE/WBE PARTICIPATION:

On August 1, 2014, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON AUGUST 1, 2014.

- | | | |
|--|---------|-----------|
| 9. J.G.B. ENTERPRISES,
INC. | \$ 0.00 | Extension |
| Contract No. B50003531 - Various Hoses and Accessories -
Department of Public Works - P.O. No.: P527911 | | |

On June 25, 2014, the Board approved the initial award in the amount of \$248,656.71. The award contained two renewal options. Subsequent actions have been approved and two renewal options have been exercised. The Board approved the first extension on August 7, 2019. This second extension is necessary while a new solicitation is being prepared. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On May 1, 2014, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON MAY 1, 2014.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

UPON MOTION duly made and seconded, the Board approved the foregoing Informal Award, Renewals, and Increases and Extensions to Contracts. The Board further approved and authorized execution of the Increase and Assignment Agreement with Univar Solutions USA, Inc. (item no. 3), the Non-Competitive Procurement and Sole Source Agreement with Dru Enterprises, Inc. (item no. 4), the Non-Competitive Procurement and Sole Source Agreement with Benevate, Inc. (item no. 5), the Non-Competitive Procurement and Selected Source Agreement with Emocha Mobile Health, Inc. (item no. 6). The Non-Competitive Procurement and Ratification with Medway Air Ambulance LLC (item no. 7) was **WITHDRAWN**.

MINUTES

EXTRA WORK ORDERS AND TRANSFER OF FUNDS

* * * * *

UPON MOTION duly made and seconded,
the Board approved the
Extra Work Orders and Transfer of Funds
listed on the following pages:

460 - 463

All of the EWOs had been reviewed and approved
by the Department of Audits, CORC,
and MWBOO, unless otherwise indicated.
The Transfer of Funds was approved
SUBJECT to receipt of a favorable report
from the Planning Commission,
the Director of Finance having reported favorably
thereon, as required by the provisions
of the City Charter.

MINUTES

EXTRA WORK ORDERS

Contract Awd. Amt.	Prev. Apprvd. Extra Work	Contractor	Time Ext.	% Compl.
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Department of Transportation/DOT Engineering
and Construction Division (DOT TEC)

1. EWO #009, (\$511,038.00) - TR 08308, Reconstruct E. North Avenue from W. of Aisquith Street to E. of Washington Street

\$12,862,243.60	\$1,718,135.67	Allan Myers MD, Inc.	-	-
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As a result of completing the project close-out audit, this final EWO represents a net credit in the amount of (\$511,038.00). This final EWO reconciles contract bid items. The reconciliation includes overrun and underrun adjustments for items used during the project.

DBE PARTICIPATION:

The Contractor met 26% DBE goal. The goal was 25%.

2. EWO #005, \$78,660.00 - TR 18010, Urgent Need Contract Citywide

\$2,349,931.00	\$1,366,660.45	P. Flanigan & Sons, Inc.	-	94%
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This authorization is requested for additional quantities to existing bid items for improvements to Cherry Hill Elementary/Middle School and Arundel Elementary/Middle School walking paths in order to create a safer environment and neighborhood. The funding for this work will be provided by INSPIRE Transportation funds. The work requires curb and gutter, sidewalk, and topsoil. The scope of service includes

MINUTES

EXTRA WORK ORDERS

Contract Awd. Amt.	Prev. Apprvd. Extra Work	Contractor	Time Ext.	% Compl.
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Department of Transportation/DOT Engineering - cont'd
and Construction Division (DOT TEC)

work involving improvements on certain projects on an urgent needs basis and is not limited to only the items and locations expressed in the contract specifications. An Engineer's Certificate of Completion has not been issued.

MWBOO SET GOALS OF 19% FOR MBE AND 7% FOR WBE.

THE EAR WAS APPROVED BY MWBOO ON DECEMBER 2, 2019.

Department of Recreation and Parks/
Capital Development and Planning

3. EWO #005, \$6,308.15 - RP 17822, Renovations to Bocek Park Field House				
\$723,549.00	\$56,317.06	Bob Andrews Construction, Inc.	82	75%

This authorization request is for an 82 non-compensatory day time extension in order to extend the contract. The time will be used to complete repairs that are needed to provide domestic water service to the Bocek Park Field House. The existing 2" water service was broken underground. Baltimore City Department of Recreation and Parks (BCRP) work forces' repaired the broken service from the meter to just inside the site. Bob Andrews Construction, Inc. tied into the repair and ran approximately 100' of 2" type L copper from the shut-off valve to the mechanical room. A 2 x 1 1/2" tee ball valve and cap was

MINUTES**EXTRA WORK ORDERS**

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

Department of Recreation and Parks/
Capital Development and Planning

installed on the service in the mechanical room to allow for future installation of drinking fountains and yard hydrants in the athletic field. The new water service was pressure tested, insulated and identified. The costs were reviewed and found to be acceptable for this work. This change order was requested by the BCRP. This item is within the original scope of the advertised contract. The Notice to Proceed was effective April 15, 2019 with a completion date of October 11, 2019. There was one previous 30-day non-compensatory time extension with a completion date of November 10, 2019. The request will extend the contract to January 31, 2020.

MBE/WBE PARTICIPATION:

Bob Andrews Construction, Inc. will comply with Article 5, Subtitle 28 of the Baltimore City Code and the 19% MBE and 6% WBE goals established in the original agreement.

THE EAR WAS APPROVED BY MWBOO ON DECEMBER 27, 2019.

MINUTES

EXTRA WORK ORDERS

Contract Awd. Amt.	Prev. Apprvd. Extra Work	Contractor	Time Ext.	% Compl.
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4. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 45,000.00	9938-911079-9475	9938-912079-9474
3 rd Parks & Public Facilities	Bocek Park Athletic Center (Active)	Bocek Park Athletic Center (Reserve)

This transfer will provide funds to cover the costs associated with authorized change orders for Bocek Park Field House under Contract No. RP 17822.

MINUTES

Department of Public Works - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Memorandum of Understanding with the Chesapeake Bay Trust. The period of the Memorandum of Understanding is effective upon Board approval for 24 months.

AMOUNT OF MONEY AND SOURCE:

\$200,000.00 - 2072-000000-5181-390700-603026

BACKGROUND/EXPLANATION:

Fiscal year 2020 will be the fifth year the Department of Public Works has partnered with Chesapeake Bay Trust to provide funding to community-based education, outreach, and restoration projects that improve water quality, create greener neighborhoods and help the City meet its Municipal Separate Storm Sewer System (MS4) Permit.

The Department of Public Works will provide \$200,000.00 towards the Outreach and Restoration grant program for Baltimore City specific projects that address awareness and behavior change to reduce stormwater runoff as well as stormwater retrofit projects. Chesapeake Bay Trust will match the City's funds with no less than \$100,000.00 of its own money for a total program amount of no less than \$300,000.00. The Department of Public Works' funding source is the Watershed Protection and Restoration Fund, also known as the stormwater utility.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Department of Public Works - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with the Chesapeake Bay Trust.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Final Release of Retainage Agreement to Spiniello Companies for Water Contract No. 1355 - Urgent Need Water Infrastructure Rehabilitation.

AMOUNT OF MONEY AND SOURCE:

\$193,665.00 - 9960-906145-9557-000000-200001

BACKGROUND/EXPLANATION:

As of April 30, 2019, Spiniello Companies has completed 100% of work for WC 1355. The Contractor has requested a release of retainage for \$193,665.00. Currently, the City is holding \$193,665.00 in retainage for the referenced project and the contractor is requesting to reduce the amount of retainage to \$0.00.

MWBOO APPROVED THE FULL RELEASE OF RETAINAGE.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Final Release of Retainage Agreement to Spiniello Companies for Water Contract No. 1355 - Urgent Need Water Infrastructure Rehabilitation.

MINUTES

Department of Public Works/Office - Agreement for Project 1298
of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with Raftelis Financial Consultants, Inc., under Project No. 1298, Utility Cost of Service, Rate, and Financial Consulting Services. The period of the Agreement is effective upon Board approval for three years or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$1,500,000.00 - 2071-000000-5541-398600-603026
1,500,000.00 - 2070-000000-5541-399301-603026
\$3,000,000.00 - (not-to-exceed)

BACKGROUND/EXPLANATION:

The Office of Fiscal Management requested Raftelis Financial Consultants, Inc. to provide utility cost of service, rate, and financial consulting services for the Department of Public Works.

The scope of the original agreement includes: financial planning, water and wastewater rate comparison, high strength wastewater surcharge analysis, interjurisdictional water and wastewater dispute resolution, interjurisdictional cost sharing for new facilities, miscellaneous financial support, updating and rebuilding the existing cost allocation model, affordability programs, debt issuance support, automated meter reading feasibility, negotiating new/revised interjurisdictional cost sharing agreements, benchmarking and financial policy review, reviewing and updating of miscellaneous fees and charges, cost of service and rate study, organizational planning and assessment, and Stormwater utility miscellaneous assistance.

Payments above the not to exceed amount will not be made without amending the agreement.

MINUTES

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

MBE/WBE PARTICIPATION:

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

MBE: Peer Consultants, P.C.	\$270,000.00	9.00%
4Tenets Consulting, LLC	60,000.00	2.00%
SOA, LLC	480,000.00	16.00%
	<u>\$810,000.00</u>	<u>27.00%</u>

WBE: Nicole M. Harrell, CPA, LLC	\$300,000.00	10.00%
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THE EAR WAS APPROVED BY MWBOO ON DECEMBER 24, 2019.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Raftelis Financial Consultants, Inc., under Project No. 1298, Utility Cost of Service, Rate, and Financial Consulting Services.

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
for item no. 1 on the following page:

470 - 477

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

The Comptroller **ABSTAINED** on item nos.

2 and 3.

The Board **DEFERRED** item nos. 2

and 3 for two weeks.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSDepartment of General Services

- | | | | |
|----|---|----------------------------|----------------|
| 1. | GS 18815, City Hall
Exterior Wall Repairs,
Phase 1, 2 and
Alternate Phases | Lorton Contracting,
Co. | \$6,092,561.00 |
|----|---|----------------------------|----------------|

MWBOO GRANTED A WAIVER ON JANUARY 23, 2020.

Department of Public Works/Office
of Engineering and Construction

- | | | | |
|----|---|---------------------------|----------------|
| 2. | WC 1403, Urgent Need
Water Infrastructure
Rehabilitation and
Improvements - Phase
II - FY20 | Metra Industries,
Inc. | \$8,454,504.00 |
|----|---|---------------------------|----------------|

MWBOO SET GOALS OF 13% FOR MBE AND 5% FOR WBE.

MBE:	Economic International Construction Co., Inc.	\$ 846,000.00	10.00%
	AB Trucking & Contract- ing, LLC	<u>254,000.00</u>	<u>3.00%</u>
	Total	\$1,100,000.00	13.00%
WBE:	R&R Contracting Utilities, Inc.	\$ 423,000.00	5.00%

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

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

3. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$6,918,000.00 Revenue Bond	9960-911049-9558 Water Infra. Rehab. Urgent Need	
288,000.00 County Revenue	" "	
1,183,864.32 Revenue Bond	9960-907122-9558 WC 1388 URG Infra- structure III	
741,000.00 County Revenue	" "	
\$9,130,864.32	-----	9960-904978-9557-6 Construction

This transfer will cover the costs associated with WC 1403, Urgent Need Water Infrastructure Rehabilitation and Improvements - Phase II - FY20.

MINUTES

President: "Ah -- The third item on the non-routine agenda can be found on pages 44 to 45 items 2 & 3 Recommendations for Contract Awards and Rejection, Water Contract 1403, Urgent Need Water Infrastructure Rehabilitation Improvements Metra Industries Inc. and the transfer of funds. Will the parties please come forward. Ah -- two weeks ago I requested that this item be placed on non-routine and then it was deferred. I asked this item to be brought up because I wanted to learn more about this contract and the contractor and the contracts that it has with the City. So, thank you."

Ms. Lauren Swiecicki, Office of Engineering and Construction:

"Sure, Good morning Honorable Board of Estimates. I am Lauren Swiecicki, with the Office of Engineering Construction at the Department of Public Works. With me I am joined by Tonorah Huston-Burgee with the contract administration office and Tamara Brown with Minority and Women's Business Opportunity office. We are here to recommend award for Water Contract 1403 to Metra in the amount of \$8,454,504.00. This is an On-Call contract to address urgent needs such as water main breaks throughout the City. I can answer any operational needs for the contract and will defer to my colleagues to respond to other questions you may have."

MINUTES

President: "Thank you. Can you tell me how many consistently how many open contracts they have with the City right now, do you know?"

Ms. Swiecicki: "Four."

President: "Four. And as far as MBE and WBE's on those contracts, are the goals being met?"

Ms. Tamara Brown, Chief of the Minority and Women Business Opportunity Office: "Good morning, Tamara Brown Chief of the Minority and Women -- excuse me, Business Opportunity office. Ah -- on the four contracts we're actually starting audits on all of the contracts with the City and all of those contractors. Ah -- and so this was one of our first audits and we found that there are -- they currently have four contracts and they are not -- Metra is not meeting the goals currently on any of the current contracts, no."

President: "And do you know what the goals are and where they are currently?"

Ms. Brown: "Ah -- for SDC 777, the goals are -- I don't have the goals -- I know that they're performing on an MBE. Oh, the goal's 9.12 percent and the ah -- performance is zero. Ah -- the WBE goals

MINUTES

-- I don't have the WBE goals with me right now. But WC 1388, the MBE goal was 13.2 percent and they've achieved zero percent. 1402 the goal MBE goal is thirteen percent. It's unknown. This contract just started in January of 2020. WC 1371 the MBE goal is 21% and uh -- they've also performed at zero percent. There's -- there's some notes that I mean that there's some updates with the payments and there's some lag in some payments, but that's what that's the records that I have."

President: "When did they -- did these current contracts when did they start?"

Ms. Brown: "So, SDC 777 the contract started ah -- February 27, 2019 and the end date is February of 2021. It's -- it's anticipated date. When we did have our conciliation meeting which is where we meet with the subs and the prime, I -- I've noted that we're going to monitor this contract and this was one of the urgent needs contracts. There the issue is they're under a lot of urgent need contracts and what was articulated to me is that at times, the prime goes out there's that two-hour window where they respond and they typically are not including the sub in that. So, um -- I've recommended that we will be monitoring now going forward and -- and there's been some agreements made. I think all the subs are here today that ah--"

MINUTES

President: "Do we know, do you know from your meetings why that's happening. Because my -- my concern is -- is that you know I'm not saying anything about the company, but if we -- if they're not meeting goals and we're consistently awarding them, then what does that say about the City and about this Board?"

Ms. Brown: "So -- so what was the actual question?"

President: "Question was do we know -- you know, why they haven't been including the subs when they go out on those urgent needs."

Ms. Brown: "So -- so again, we had a conciliation meeting it -- it um -- it appears to me from my notes that they just were not including the subs in a lot of the urgent calls and so we came to the ah -- agreement or they came to an agreement that they would be -- they would give Mr. -- for ECCI they would give them a call at every -- every time the City calls for an urgent need. They need the opportunity to agree or to deny to come out during the two-hour recommended -- the two-hour window, where they have to respond to urgent needs. So that's those are the agreements that they made but all the contractors are here um -- they can speak to what the issues are."

MINUTES

President: "Well followed list last question for you. At the rate they're going there's no way they're going to meet their goals. If you're at zero and you have to get to nine this almost -- it's basically impossible for that to happen."

Ms. Brown: "Um -- let me see. Okay so on in some contracts there were some reductions by the City in goal in -- in the work and the scope. So, um -- I can't say what's possible or impossible. I just know that they're on notice, we've had our conciliation meeting, and there will be penalties going forward if they don't meet the goals."

President: "What were the reductions and do we know why?"

Ms. Brown: "Ah -- let's see, I have here. There was a reduction in was 1371 there's one of them actually reviewing the release of retainage on right now and I haven't -- I haven't signed off on it yet because they didn't meet the goals and I need to do more investigating to see if the subs could have participated more than -- than they did so um --"

President: "And there have been no waivers or anything on these right?"

MINUTES

Ms. Brown: "No I have not issued any waivers."

President: "Thank you. Members of the Board, I would like to defer this item for two weeks until we can get further information on -
- on these goals. If this if that's okay with the Board the motion to defer."

Mr. Davis: "So move."

Mr. Garbark: "Second."

President: "All in favor say aye. Those opposed say nay. Thank you that item will be deferred. Thank you very much."

* * * * *

MINUTES

PERSONNEL MATTERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

479 - 484

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

Department of Human Resources

1. AFSCME Local 44 Study Implementation:

Create the following new grades:

- 447 (\$38,044.00 - \$41,623.00)
- 448 (\$41,772.00 - \$47,871.00)
- 449 (\$48,322.00 - \$56,312.00)

Adjust the following salary range:

FROM:		TO:
Classification:	CDL Driver I	Same
Job Code:	54516	Same
Grade:	99D (\$36,739.00 - \$41,089.00)	447 (\$38,044.00 - \$41,623.00)

Upgrade the following classifications:

FROM:		TO:
Classification:	Laborer	Same
Job Code:	52941	Same
Grade:	423 (\$31,623.00 - \$33,342.00)	426 (\$33,240.00 - \$35,615.00)

FROM:		TO:
Classification:	Laborer (Hrly)	Laborer
Job Code:	52931	52941
Grade:	482 (\$32,198.00 - \$33,259.00)	426 (\$33,240.00 - \$35,615.00)

FROM:		TO:
Classification:	Laborer Crew Leader I	Same
Job Code:	52942	Same
Grade:	426 (\$33,240.00 - \$35,615.00)	431 (\$37,389.00 - \$41,512.00)

MINUTES**PERSONNEL**Department of Human Resources - cont'd

FROM:		TO:	
Classification:	Laborer Crew Leader I (Hrly)	Laborer Crew Leader I	
Job Code:	52932	52942	
Grade:	486 (\$33,426.00 - \$34,944.00)	431 (\$37,389.00 - \$41,512.00)	
FROM:		TO:	
Classification:	Laborer Crew Leader II	CDL Driver II	
Job Code:	52943	54517	
Grade:	429 (\$35,102.00 - \$38,669.00)	448 (\$41,772.00 - \$47,871.00)	
FROM:		TO:	
Classification:	Motor Vehicle Driver I	CDL Driver I	
Job Code:	54421	54516	
Grade:	427 (\$33,645.00 - \$36,323.00)	447 (\$38,044.00 - \$41,623.00)	
FROM:		TO:	
Classification:	Motor Vehicle Driver I (Hrly)	CDL Driver I	
Job Code:	54411	54516	
Grade:	487 (\$34,133.00 - \$35,672.00)	447 (\$38,044.00 - \$41,623.00)	
FROM:		TO:	
Classification:	Motor Vehicle Driver II	CDL Driver II	
Job Code:	54422	54517	
Grade:	430 (\$36,043.00 - \$40,059.00)	448 (\$41,772.00 - \$47,871.00)	
FROM:		TO:	
Classification:	Motor Vehicle Driver II (Hrly)	CDL Driver II	
Job Code:	54412	54517	
Grade:	490 (\$36,442.00 - \$38,854.00)	448 (\$41,772.00 - \$47,871.00)	
FROM:		TO:	
Classification:	Automotive Maintenance Worker	Same	
Job Code:	52193	Same	
Grade:	426 (\$33,240.00 - \$35,615.00)	428 (\$34,411.00 - \$37,427.00)	

MINUTES

PERSONNELDepartment of Human Resources - cont'd

FROM:		TO:	
Classification:	Automotive Mechanic	Same	
Job Code:	52110	Same	
Grade:	434 (\$40,823.00 - \$46,107.00)	435 (\$41,952.00 - \$47,907.00)	
FROM:		TO:	
Classification:	Automotive Lead Mechanic	Same	
Job Code:	52114	Same	
Grade:	437 (\$45,030.00 - \$51,836.00)	439 (\$48,411.00 - \$56,232.00)	
FROM:		TO:	
Classification:	Heavy Equipment Operator I	CDL Driver I	
Job Code:	54431	54516	
Grade:	429 (\$35,102.00 - \$38,669.00)	447 (\$38,044.00 - \$41,623.00)	
FROM:		TO:	
Classification:	Heavy Equipment Operator II	CDL Driver II	
Job Code:	54432	54517	
Grade:	433 (\$39,489.00 - \$44,381.00)	448 (\$41,772.00 - \$47,871.00)	
FROM:		TO:	
Classification:	Tow Truck Operator	CDL Driver I	
Job Code:	54461	54516	
Grade:	427 (\$33,645.00 - \$36,323.00)	447 (\$38,044.00 - \$41,623.00)	
FROM:		TO:	
Classification:	Tractor Trailer Driver	Same	
Job Code:	54440	Same	
Grade:	433 (\$39,489.00 - \$44,381.00)	449 (\$48,322.00 - \$56,312.00)	
FROM:		TO:	
Classification:	Solid Waste Driver	Same	
Job Code:	53812	Same	
Grade:	490 (\$36,442.00 - \$38,854.00)	447 (\$38,044.00 - \$41,623.00)	

MINUTES

PERSONNELDepartment of Human Resources - cont'd

FROM:		TO:	
Classification:	Solid Waste Worker	Same	
Job Code:	53811	Same	
Grade:	485 (\$33,197.00 - \$34,445.00)	428 (\$34,411.00 - \$37,427.00)	
FROM:		TO:	
Classification:	WW Operations Tech II Pump	Same	
Job Code:	54332	Same	
Grade:	433 (\$39,489.00 - \$44,381.00)	434 (\$40,823.00 - \$46,107.00)	
FROM:		TO:	
Classification:	WW Operations Tech II Sanitary	Same	
Job Code:	54333	Same	
Grade:	433 (\$39,489.00 - \$44,381.00)	434 (\$40,823.00 - \$46,107.00)	
FROM:		TO:	
Classification:	Water Treatment Tech II	Same	
Job Code:	54312	Same	
Grade:	433 (\$39,489.00 - \$44,381.00)	434 (\$40,823.00 - \$46,107.00)	
FROM:		TO:	
Classification:	Water Treatment Tech III	Same	
Job Code:	54313	Same	
Grade:	436 (\$43,455.00 - \$49,802.00)	437 (\$45,030.00 - \$51,836.00)	
FROM:		TO:	
Classification:	Mechanical Sweeper Operator	CDL Driver I	
Job Code:	53813	54516	
Grade:	491 (\$37,482.00 - \$40,186.00)	447 (\$38,044.00 - \$41,623.00)	
FROM:		TO:	
Classification:	Electrical Mech. St. Light II	CDL Driver II	
Job Code:	53422	54517	
Grade:	432 (\$38,223.00 - \$42,745.00)	448 (\$41,772.00 - \$47,871.00)	

MINUTES**PERSONNEL**

Department of Human Resources - cont'd

FROM:		TO:	
Classification:	Hydraulic Mechanic	CDL Driver III	
Job Code:	52134	54518	
Grade:	437 (\$45,030.00 - \$51,836.00)	449 (\$48,322.00 - \$56,312.00)	
FROM:		TO:	
Classification:	Electrical Mech St. Light I	CDL Driver I	
Job Code:	53421	54516	
Grade:	429 (\$35,102.00 - \$38,669.00)	447 (\$38,044.00 - \$41,623.00)	
FROM:		TO:	
Classification:	Electrical Mechanical	CDL Driver I	
Job Code:	52211	54516	
Grade:	429 (\$35,102.00 - \$38,669.00)	447 (\$38,044.00 - \$41,623.00)	
FROM:		TO:	
Classification:	Electrical Mechanical II	CDL Driver II	
Job Code:	52212	54517	
Grade:	432 (\$38,223.00 - \$42,745.00)	448 (\$41,772.00 - \$47,871.00)	

AMOUNT OF MONEY AND SOURCE:

The Bureau of Budget and Management Research will establish the costs after this submission is Noted by the Board of Estimates.

BACKGROUND/EXPLANATION:

The Department of Human Resources (DHR) conducted a competitive market analysis for classifications in response to an agreement between the City of Baltimore and AFSCME Local 44. The DHR was tasked with reviewing classifications for salary competitiveness and to identify any positions out-of-line with the external marketplace. The DHR confirmed that the salary planning for these classifications lagged the market, i.e., other Maryland jurisdictions.

MINUTES**PERSONNEL**Department of Human Resources - cont'd

The Department conducted a competitive market analysis for classifications in response to an agreement between the City and AFSCME Local 44. The Department was tasked with reviewing classifications for salary competitiveness and to identify any positions out-of-line with the external marketplace. The Department confirmed that the salary planning for these classifications lagged the market, i.e., other Maryland jurisdictions.

As a result of the study, the DHR recommended upgrading some of the classifications and consolidating classes that require a Commercial Driver's License to operate heavy equipment essential to the delivery of services to Baltimore City residents. The recommended changes will allow Baltimore City to competitively attract and retain talent.

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

MINUTES

Police Department - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Grant Award from the Governor's Office of Crime Control and Prevention for the "Crime Reduction" project, Award #BCPD-2020-0001. The period of the Grant Award is July 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$2,366,501.00	-	5000-511220-2041-220100-603050
2,895,597.00	-	5000-511220-2042-196700-601062
2,600,298.00	-	5000-511520-2013-198400-601062
1,031,581.00	-	5000-511520-2042-774300-603050
149,620.00	-	5000-511520-2016-197500-601062
136,515.00	-	5000-511220-2021-212600-601062
\$9,180,112.00		

BACKGROUND/EXPLANATION:

The Crime Reduction Program funds will be utilized to assist the Baltimore Police Department to continue its pursuit to strengthen communities and eliminate violent crime. The program will deploy police officers to walk foot patrol throughout communities to bolster public trust; work together with community advocates, resolve neighborhood problems, and improve public safety in Baltimore City. Additionally, the funds will be used for essential IT needs to support the ongoing crime fighting strategy.

The submission is late because of administrative delays.

MINUTES

Police Department - cont'd

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance the Grant Award from the Governor's Office of Crime Control and Prevention for the "Crime Reduction" project, Award #BCPD-2020-0001.

MINUTES

Police Department - Professional Services Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Professional Services Agreement (Agreement) with Justice & Security Strategies, Inc. The period of the Agreement is October 1, 2019 through September 30, 2022.

AMOUNT OF MONEY AND SOURCE:

\$225,000.00 - 4000-437620-2013-804700-607004

BACKGROUND/EXPLANATION:

Justice & Security Strategies, Inc. is the research partner approved in the grant award from the U.S. Department of Justice titled FY 19 Crime Gun Intelligence Center (CGIC) Program, Award #2019-DG-BX-0008. The Grant Award acceptance was submitted on December 19, 2019 and is currently being processed in conjunction with this request.

The U.S. Department of Justice awarded Baltimore Police Department (BPD) a grant to initiate the CGIC. The CGIC will be a pilot program in the Eastern District to reduce the violent crime and the use of crime guns through collaboration with the Bureau of Alcohol, Tobacco and Firearms, the U.S. Attorney's Office, the State's Attorney's Office, and the Department of Probation and Parole. Once it is up and running, the entire City will be involved. Justice & Security Strategies, Inc. will conduct an evaluation of the CGIC. Deliverables will include quarterly reports that describe accomplishments, success stories, and data analyses.

The Professional Services Agreement is late because of administrative delays.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

President: "Ah -- The fourth item on the non-routine agenda can be found on pages 55 to 56, ah -- Police Department Professional Service Agreement. Will the parties please come forward? Ah -- good morning, Mr. Chief of Staff. As I said last week everybody ah -- I will remain laser focused on reducing crime and having great public safety strategy here in Baltimore. And I believe they're focusing on illegal guns, those using them, but also those who are ah -- trafficking and selling them on the streets of Baltimore. It's very critical especially when we know they're giving guns to people that we know would be used to harm Baltimoreans. I'm thankful to Mayor Young for signing my legislation that adds those who straw purchase gun traffic or transferring guns to people illegally in Baltimore into our gun offender registry, and I wholeheartedly, I moved this item to non-routine because I believe that the ah -- crime gun intelligence model is a critical piece in the public safety strategies that reduce crime in Baltimore. Ah - - in 2017 before you got here Mr. Chief of Staff, I put in legislation requesting that the police department partner with the federal law enforcement agencies, state, and other locals to go

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toward this model because tracking down ah -- guns and people using them is critical when you're talking about reducing ah -- violence in Baltimore. So, in November as you were there I asked at a public safety hearing if we were fully operational with the CGIC model and was told yes. So, when I saw this item on the Agenda for today, I -- I was very -- very intrigued, so I thought it was very critical that we talk about this in the public fashion because we know that focusing in on guns is very critical when we're talking about saving lives in Baltimore. Especially when we know we can connect guns to multiple incidents, so thank you."

Mr. Eric Melancon, Chief of Staff Police Department: "Very good. I'm Eric Melancon, I'm the Chief of Staff for the Baltimore Police Department's Police Commissioner. Ah -- Thank You Mr. Mayor, Council President, Madam Comptroller. Ah -- I want to talk a little bit if we can about the program writ large."

President: "Please."

Mr. Melancon: "About what we've done as far as implementation and kind of what this particular item represents. So crump -- Crime Gun Intelligence Centers or CGIC as it's called are interagency collaborations that are focused on the immediate collection,

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management and analysis of crime gun evidence such as shell casings. Ah -- the idea here is to identify in real-time, shooters and weapon owners to disrupt their activity and to make sure that we're preventing future violence. So, CGICs rely on an ongoing collaboration of numbers of -- of partners including the ATF, prosecutors, ah -- and research partners. The item before you today is the research partner component. So, the grant that we received in Fiscal Year 19 of the Federal Government cycle ah -- was to initiate many of the processes that need to go into place to create a CGIC model. Those implementation has been done and as most recently as the end of last year we actually had a site visit ah -- from the Police Foundation -- National Police Foundation in their -- their National Resource and Technical Assistance Center folks. To be able to come down, to do a site assessment, which informs the research model before it is put into place. All of those pieces of the -- of the program have been put into development. And so what you see before you today is the professional services contract to bring on board, Dr. Eugenia, who actually has a lot of experience doing this exact same model from LAPD. They're bringing that focus into our Department, they're going to start in the Eastern District because they're looking at

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the -- the volume of gun violence in that area, but also to leverage the current resources for data analytics that we have there through what's called our strategic decision support centers. So, we feel like we can build upon that model and based on the site visit that we had, that seems like the first initial step before we expand that research and that model and that approach to the entirety of the City. So, I'm happy to answer any questions that you may have about this, but now that we've got that site visit out of the way and we have the resources in place and I just want to ah -- provide a bit of context for those that have this model in other jurisdictions, it could take up to two to three months to create these connections ,but given the resources that we have and the expertise that we have in our crime lab, which is outstanding, they're able to process these leads within two to three days. Which is important again to try to get in front of these instances of violence and to create the connectivity and understanding. And so what the research component does, which is this item before you today, is to make sure that we are doing something with that information informing our deployment and enforcement strategies.

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Again, in real time and to create a modeled approach that we can then leverage using this NIBIN data -- the shell casing data to inform our enforcement strategies going forward."

President: "And Thank You Mr. Chief of Staff. Just so ah -- for the general public, talk about the focus in Eastern and the strategic center and what that does and how this and also I think it's critical for the public to know how long it used to take us to turn around this stuff before two or three years ago until now where we are."

Mr. Melancon: "Yeah a big part of this is the technological advancements that we've been able to achieve when it comes to analyzing shell casing, in the NIBIN database, which is that national ah -- database for us to be able to understand essentially the fingerprint of a shell casing, to identify it as a specific bullet being used by the same gun you know in multiple instances. And so for us, it's getting in front of those shell casings it's the technology we have with ShotSpotter as well to get to the actual location of where these shell casings are falling instead of simply relying on a 9-1-1 call in the vicinity. Us being able

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to focus in and -- and get that information in place we've been able again, to be a lot more ah -- rapid in our identification of this. Again it used to take months used to take three to four months at times, but now that we have these systems in place and these best practices in place, again funded by the overall grant that we received in FY 19, which was a total of \$750,000.00. This component, the research component, is the last piece of the puzzle to be able to research the impact, figure out if we're doing it the best way, find ways to enhance our approach, and then model that approach overall. And we chose the Eastern again because of the violence -- the volume of violence of gun violence specifically that this is being used to address and so we want to start there and again build that out for the rest of the City going forward."

President: "And thank you. A couple things, one how long will the pilot run and two even within the focus of the Eastern District will we have a -- a focus ah -- will the model be focusing on even deeper right will it go we focus heavily on homicide you know information non-fatal information even carjacking or we will just leave it as broad as literally every bullet, every gun."

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Mr. Melancon: "Well the idea is to get every bullet, every gun. Anything that's related to an instance of violence for which a gun has a discharge."

President: "Right."

Mr. Melancon: "It would be difficult with carjacking if there's no discharge even armed robberies if there's no discharge. So, for us it's that focus on homicides and shootings to start with, but any instance for which a person might discharge a gun, but maybe not hit a person frankly those instances could also be linked together in instances where there could be connections made. This is very important program and just I want to make sure that we know we're all working in partnership with this. This is a critical research component and for us to be able to enhance and ensure that our enforcement and deployment strategies, which I know is a big priority for everyone here ah -- to make sure that we're doing the best with what we have and to make the most with what we're doing."

President: "Thank you. Ah -- thank you. I will entertain a motion."

Mr. Davis: "So move approval Mr. President."

MINUTES

Comptroller: "Second."

Mr. President: "All in favor say Aye Aye. All opposed say Nay. The motion carries."

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MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 16 to STV, Inc. under Project No. 1191, On-Call Design Consultant Services for Federal Aid Resurfacing and Reconstruction Projects. The Task assignment is approximately 18 months.

AMOUNT OF MONEY AND SOURCE:

\$391,904.78 - 9950-906059-9508-900010-703032

BACKGROUND/EXPLANATION:

The task provides for preliminary engineering services for TR 19306, Pennington Avenue from Birch Street to E. Ordnance Road Project.

The scope of services includes but is not limited to roadway rehabilitation, new upgrades of existing sidewalks, curbs and gutter repairs, pedestrian ramp upgrades, traffic barrier upgrades, stormwater drainage, stormwater management, signing, signalization, pedestrian lighting, roadway markings and landscape.

DBE PARTICIPATION:

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

DBE: 25%

The Consultant has exceeded the DBE goal of 25%, achieving 29% DBE.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Department of Transportation - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
\$344,875.59 FED	9950-908056-9509 Constr. Res. - Citywide Systems Preservation	
86,218.90 GF (HUR)	9950-906058-9509 Pennington/Birch to Ordnance	
\$431,094.49	-----	9950-906059-9508 Pennington/Birch/E. Ordnance

This transfer will fund the costs associated with Task No. 16 for Project No. 1191, On-Call Design Consultant Services for Federal Aid Resurfacing and Reconstruction Projects.

UPON MOTION duly made and seconded, the Board approved assignment of Task No. 16 to STV, Inc. under Project No. 1191, On-Call Design Consultant Services for Federal Aid Resurfacing and Reconstruction Projects. The Transfer of Funds was approved SUBJECT to receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter.

MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 30 to A. Morton Thomas and Associates, Inc. under Project 1217. On-Call Construction Project Management Services. The period of the task assignment is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$184,585.69 - 9950-902315-9506-900010-705032

BACKGROUND/EXPLANATION:

This authorization provides Project Management and Senior Construction Inspector Services for the Department of Transportation to assist with various inspection services as required for the Edmondson Avenue Bridge Project.

MBE/WBE PARTICIPATION:

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

MBE: 27%

WBE: 10%

The Consultant has achieved 26% MBE and a 9% WBE and there remains enough capacity to meet the goals.

THE EAR WAS APPROVED BY MWBOO ON DECEMBER 23, 2019.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved assignment of Task No. 30 to A. Morton Thomas and Associates, Inc. under Project 1217, On-Call Construction Project Management Services.

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Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 44, to Johnson, Mirmiran & Thompson, Inc. under Project No. 1217, On-Call Construction Project Management Services. The period of the task is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$353,116.93 - 9950-902315-9506-900010-705032

BACKGROUND/EXPLANATION:

This authorization provides for a Construction Management team to continue providing construction management, change management and project controls services for the Edmondson Avenue Bridge project.

MBE/WBE PARTICIPATION:

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

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

The Consultant has achieved 21% MBE and there remains enough capacity to meet the goals. The Consultant has achieved 12% WBE.

THE EAR WAS APPROVED BY MWBOO ON DECEMBER 23, 2019.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 44, to Johnson, Mirmiran & Thompson, Inc. under Project No. 1217, On-Call Construction Project Management Services.

MINUTESDepartment of Transportation - Minor Privilege Permit Applications

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

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 106-108 W. 26 th Street	Mattmillen, LLC	Two sets of steps 13' x 6' each
Flat Charge: \$70.40		
2. 121 S. Chester Street	Chester St. Properties, LLC	One set of steps 3' x 6'4"
Flat Charge: \$35.20		

UPON MOTION duly made and seconded, the Board approved the above-listed Minor Privilege Permits.

MINUTES

Fire and Police Employee's - Subscription Agreement
Retirement System (F&P)

ACTION REQUESTED OF B/E:

The Board is requested by the Board of Trustees of F&P to approve and authorize execution of the Subscription Agreement with 400 Capital Credit Opportunities Funds LP, a Delaware Limited Partnership.

AMOUNT OF MONEY AND SOURCE:

\$34,500,000.00 approximately of F&P Funds

No General Fund monies are involved in this transaction.

BACKGROUND/EXPLANATION:

The F&P Board of Trustees conducted a search for a hedge fund manager and, as a result of that search, selected 400 Capital Management LLC to accept an initial investment of \$34,500,000.00 to be placed with 400 Capital Credit Opportunities Fund LP. The search and selection process was conducted with the assistance and advice of the F&P System's investment advisor, New England Pension Consulting.

MWBOO GRANTED A WAIVER ON JANUARY 22, 2020.

UPON MOTION duly made and seconded, the Board of Trustees of F&P to approve and authorize execution of the Subscription Agreement with 400 Capital Credit Opportunities Funds LP, a Delaware Limited Partnership. The Comptroller **ABSTAINED**.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Transportation</u>			
1. Kimberly Summers	2020 Specialized Transportation Symposium Charlotte, NC Feb. 17 - 20, 2020 (Reg. Fee \$175.00)	General Funds	\$ 999.47

The subsistence rate for this location is \$185.00 per night. The hotel rate is \$129.00 per night, plus hotel taxes of \$19.67 per night. The registration fee of \$175.00 was prepaid on a City-issued procurement card assigned to Dhirendra Sinha. Ms. Summers personally incurred the airfare and hotel costs. Therefore, the disbursement to Ms. Summers is \$824.48.

2. Keina Overton	The Essentials of DBE/ACDBE Program Management + Title VI Raleigh, NC Feb. 25 - 27, 2020 (Reg. Fee \$695.00)	General Funds	\$1,563.18
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The subsistence rate for this location is \$176.00 per night. The hotel rate is \$154.00 per night, plus hotel taxes of \$20.41 per night. The Department is requesting additional subsistence of \$18.00 per day for meals and incidentals. The registration fee of \$695.00 was prepaid on a City-issued procurement card assigned to Dhirendra Sinha. Ms. Overton personally incurred the airfare and hotel costs. Therefore, the disbursement to Ms. Overton is \$868.18.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore Police Department</u>			
3. Ronald Mealey	FBI National Improvised Explosive Fundamentals Training Florence, AL Feb. 9 - 14, 2020 (Reg. Fee \$0.00)	Non-City Funds	\$ 0.00

Mr. Mealey will attend the training to meet the continuing education requirements for bomb technicians. The FBI will pay the cost of registration, airfare, ground transportation, hotel accommodations and meals during the forum. City funds will not be expended.

4. Donald Slimmer	Law Enforcement Active Shooter Emergency Response Training Anniston, AL March 1 - 7, 2020 (Reg. Fee \$0.00)	Non-City Funds	\$ 0.00
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Mr. Slimmer will attend the training in order for him to become a teacher. Federal Emergency Management Agency's, Center for Domestic Preparedness will pay the cost of airfare, ground transportation, hotel accommodations and meals during the forum. City funds will not be expended.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore Police Department - cont'd</u>			
5. Timothy Johnson	National Fire Academy - Fire Investigations Essential Course Emmittsburg, MD March 2 - 13, 2020 (Reg. Fee \$0.00)	Non-City Funds	\$ 0.00

Mr. Johnson will attend the course to further his education in conducting and supervising fire investigations. Federal Emergency Management Agency's, U.S. Fire Administration will pay the cost of airfare, ground transportation, hotel accommodations and meals during the forum. City funds will not be expended.

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

Department of Public Works

6. John Chalmers	Invitation Waste Inspiration Tour Helsingborg and Stockholm, Sweden Jan. 31 - Feb. 9, 2020 (Reg. Fee \$0.00)	General Funds	\$ 59.05
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Mr. Chalmers has been invited by the Swedish Institute, Smart City Sweden and Embassy of Sweden in Washington DC to attend and participate in the Invitation Waste Inspiration Tour in Helsingborg and Stockholm, Sweden on February 3 - 7, 2020.

MINUTES

TRAVEL REQUESTS

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

The subsistence rate for this location is \$341.00. The airfare is \$629.05.

The Swedish Institute, Smart City Sweden and Embassy of Sweden will cover up to \$600.00 to support Mr. Chalmers' airfare, and cover the costs for the local transportation, lodging, and meals. Mr. Chalmers will pay for his lodging from February 7 - 9, 2020. The Department is requesting the transportation cost of \$29.05 for the difference in the airfare and \$30.00 for ground transportation.

Pursuant to AM 240-3, the Board of Estimates must approve all International Travel and AM 240-1 requires this approval regardless of the source of funds used to pay for the travel.

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

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

Mayor's Office

7. Lester Davis	Maryland Municipal League's Fall Conference Cambridge, Maryland Oct. 13 - 15, 2019 (Reg. Fee \$600.00)	General Funds	\$1,081.12
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On October 13, 2019, Lester Davis traveled to Cambridge, Maryland to attend the Maryland Municipal League's Fall Conference. The subsistence rate for this location was \$179.00 per night. The hotel rate was \$119.00 per night,

MINUTES**RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**Mayor's Office - cont'd

plus hotel taxes of \$5.95 per night and a resort fee of \$10.00 per night. The hotel cost including taxes and fees of \$269.90 and registration fee of \$600.00 were prepaid on a City-issued procurement assigned to Hosea Chew.

This request is late because the Department was unable to submit it in advance of the Board of Estimates meeting.

TRAVEL REIMBURSEMENT

\$112.62	- Meals
<u>98.60</u>	- Mileage
\$211.22	

APPROVED FOR FUNDS BY FINANCE**AUDITS REVIEWED AND HAD NO OBJECTION.**Baltimore City Health Department

8.	Patricia Longo	2019 Routines-Based Interview Certifica- tion Institute Tuscaloosa, AL Apr. 21 - 26, 2019 (Reg. Fee \$1,000.00)	Consoli- dated Local Funds	\$2,560.41
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Ms. Longo traveled to Tuscaloosa, AL to attend the Routines-Based Interview Certification Institute Seminar on April 21 - 26, 2019. The subsistence rate for this location was \$149.00 per night. The cost of the hotel was \$119.00 per night, plus hotel taxes of \$17.85 per night. The airfare cost, hotel costs and the hotel taxes were prepaid by a City-issued credit card assigned to Mr. Malcolm Haynes-Green. The registration fee of \$1,000.00 was paid by EA 000323712.

MINUTES**RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**Baltimore City Health Department - cont'd

Pursuant to AM-240-8 if official City business at the event site will require extensive inspection, trips, tours, or other unusual but necessary land travel, the Board must approve funds for such expenses in advance of the trip.

A rental car was needed to transport Ms. Longo from the Birmingham-Shuttlesworth (Alabama) airport to the Hampton Inn in Tuscaloosa, Alabama, a distance of 62 miles. Transportation was also needed for daily travel to and from the hotel to the training which was held at the University of Alabama, a distance of three miles. This was the only and most economical way of daily travel to and from the training.

The cost of the rental car was \$306.35 and was paid for by Ms. Longo. Ms. Longo paid \$139.81 for meals. Therefore, the reimbursement to Ms. Longo is \$446.16.

The travel request is late because of administrative delays.

TRAVEL REIMBURSEMENT

\$139.81	- Meals
<u>306.35</u>	- Rental Car
\$446.16	

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENTBaltimore City Office of Information and Technology

9.	Brittany Grant	Workday HCM Training New York, NY Oct. 7 - 11, 2019 (Reg. Fee \$0.00)	Capital Funds	\$117.39
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On Oct. 7 - 11, 2019, Ms. Grant traveled to New York, NY to attend the Workday HCM Training. The allowed subsistence rate for this location was \$364.00 per day.

The hotel rate for the nights of October 6 - 7, 2019 was \$229.00. The taxes for the nights of October 6 - 7, 2019 were \$20.32 for the New York City hotel occupation tax, \$13.45 for the New York State hotel occupancy tax, \$1.50 for the New York State Hotel Unit Fee, and \$2.00 for the New York City Javits Fee.

The hotel rate for the nights of October 8 - 9, 2019 was \$295.00. The taxes for the nights of October 8 - 9, 2019 were \$26.18 for the New York City hotel occupation tax, \$17.33 for the New York State hotel occupancy tax, \$1.50 for the New York State Hotel Unit Fee, and \$2.00 for the New York City Javits Fee.

The hotel rate for the nights of October 10, 2019 was \$259.00. The taxes for the nights of October 10, 2019 were \$22.99 for the New York City hotel occupation tax, \$15.22 for the New York State hotel occupancy tax, \$1.50 for the New York State Hotel Unit Fee, and \$2.00 New York City Javits Fee.

The train cost of \$240.00, hotel cost of \$1,307.00 and hotel tax of \$210.27 were prepaid using a City-issued credit card assigned to Charmane Baker.

This request is late because of the administrative process.

MINUTES**RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**Baltimore City Office of Information and Technology - cont'd**TRAVEL REIMBURSEMENT**

\$ 57.68 - Meals
59.71 - Local Transportation (Paid for out of Subsistence)
\$117.39

Therefore, the reimbursement to Ms. Grant is \$117.39.

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

10. Thomas Nosek	2019 NCPERS Public Safety Conference and Accredited Fiduciary Program New Orleans, LA Oct. 26 - 30, 2019 (Reg. Fee \$1,835.00)	Retire- ment Savings Plan Trustee Education Budget	\$4,110.90
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On October 26, 2019, Thomas Nosek traveled to New Orleans, LA, to attend the 2019 NCPERS Public Safety Conference and Accredited Fiduciary Program. The subsistence rate for this location was \$221.00 per night. The airfare cost was \$342.97. The hotel rate was \$239.00 per night, plus hotel taxes of \$34.54 per night, a tourism fee of \$4.18 per night and occupancy tax of \$2.00 per night.

The registration fee of \$1,835.00 was prepaid by EA000336667 directly to NCPERS. Therefore, the reimbursement to Mr. Nosek is \$2,214.50.

MINUTES**RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**Retirement Savings Plan - cont'd

This request is late because of a delay in receiving proof of payment from NCPERS.

TRAVEL REIMBURSEMENT

\$1,434.00	- Hotel
244.32	- Taxes
342.97	- Airfare
60.00	- Transportation
133.21	- Meals
<u>\$2,214.50</u>	

APPROVED FOR FUNDS BY FINANCE**AUDITS REVIEWED AND HAD NO OBJECTION.**Mayor's Office of Employment Development

11. Dominic Thompson	Compass Rose Col- laborative Fall Peer Networking Session Los Angeles, CA Sept. 23 - 25, 2019	Federal Grant Funds	\$ 938.13
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Mr. Thompson traveled to Los Angeles, California on September 23 - 25, 2019 for the Compass Rose Collaborative Fall Peer Networking Session.

The subsistence rate for this location was \$246.00 per day. The hotel rate was \$180.00 per night, plus hotel taxes of \$28.25 per night.

Mr. Thompson personally incurred the cost of the airfare, hotel costs, ground transportation, and meals and incidentals. Therefore, Mr. Thompson will be reimbursed \$938.13.

MINUTES**TRAVEL REIMBURSEMENT**

Mayor's Office of Employment Development - cont'd

\$366.97	- Airfare
360.00	- Hotel (\$180.00 x 2)
56.50	- Hotel taxes (\$28.25 x 2)
60.00	- Ground transportation
94.66	- Meals and incidentals (\$86.91 + \$7.75)
\$938.13	- Total reimbursement

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

12. Tavon Thomas	Compass Rose Col- laborative Fall Peer Networking Session Los Angeles, CA Sept. 23 - 25, 2019	Federal Grant Funds	\$ 844.38
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Mr. Thomas traveled to Los Angeles, California on September 23 - 25, 2019 for the Compass Rose Collaborative Fall Peer Networking Session.

The subsistence rate for this location was \$246.00 per day. The hotel rate was \$180.00 per night, plus hotel taxes of \$28.25 per night.

Mr. Thomas personally incurred the cost of the airfare, the hotel costs, the ground transportation, and meals and incidentals. Therefore, Mr. Thomas will be reimbursed \$844.38.

MINUTES**TRAVEL REIMBURSEMENT**

Mayor's Office of Employment Development - cont'd

\$299.98 - Airfare
360.00 - Hotel (\$180.00 x 2)
56.50 - Hotel taxes (\$28.25 x 2)
60.00 - Ground transportation
67.90 - Meals and incidentals
\$844.38 - **Total reimbursement**

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the above-listed Travel Requests and Retroactive Travel Reimbursements. The Mayor **ABSTAINED** on item no 7. The Comptroller **ABSTAINED** on item no. 10. The acting Director of Public Works **ABSTAINED** on item no. 6.

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 Ragnarq Holdings, LLC, Developer, for the sale of the City-owned property located at 2506 Woodbrook Avenue (Block 3404, Lot 004).

AMOUNT OF MONEY AND SOURCE:

\$3,100.00 - Purchase price

BACKGROUND/EXPLANATION:

The City will convey all of its rights, title, and interest in 2506 Woodbrook Avenue to Ragnarq Holdings, LLC for the price of \$3,100.00, which will be paid at the time of settlement.

The Developer wishes to purchase the vacant lot located at 2506 Woodbrook Avenue for the purpose of rehab and resale.

The authority to sell the property located at 2506 Woodbrook Avenue is given under Article 28, Subtitle 8 of the Baltimore City Code. The property was journalized and approved for sale November 15, 2010.

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

Not applicable. In accordance with the appraisal policy, a Waiver Valuation determined the property located at 2506 Woodbrook Avenue to be priced at \$3,100.00 and it is being sold for \$3,100.00.

MBE/WBE PARTICIPATION:

The Developer will purchase the property for a price that is less than \$50,000.00 and will receive no City funds or incentives for the purchase or rehabilitation; therefore, MBE/WBE is not applicable.

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 Ragnarq Holdings, LLC, Developer, for the sale of the City-owned property located at 2506 Woodbrook Avenue (Block 3404, Lot 004).

MINUTES

President: "As there's no more business before the Board we will recess until Bid opening at 12:00 noon. Thank you all."

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MINUTES

Comptroller: "The Board of Estimates is now in session for the receiving and opening of bids. In the interest of promoting the order and the efficiency of these proceedings, persons who are disruptive to the meeting will be asked to leave the Board room. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The Board room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing."

BIDS, PROPOSALS, AND CONTRACT AWARDS

Prior to the reading of bids received today and the opening of bids scheduled for today, the Clerk announced that **NO ADDENDA WERE RECEIVED** extending the dates for receipt and opening of bids on the following contracts. 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 - B50005936, One-Ton Dual Real Cutaway Van
with RV Body

Pacifico Ford Inc.

MINUTES

Bureau of Procurement - B50005937, Thermoplastic Pavement Marking Truck

Peterbilt of Baltimore, LLC

Bureau of Procurement - B50005938, Flat Bed Traveling Axel Trailer

Globe Trailer - **REFERRED TO LAW**
Manufacturing, Inc.

Bureau of Procurement - B50005939, Backhoe with Loader (DPW)

Valley Supply + Equipment Co., Inc.
GT MidAtlantic, LLC
Jesco, Inc.

Bureau of Procurement - B50005940, Crew Cab with Dump Body

Pacifico Ford Inc.
Bayshore Ford Truck Sales, Inc.
Winner Ford

Bureau of Procurement - B50005941, Compact Track Loader

Security Equipment Company
Metro Bobcat, Inc
Jesco, Inc.
Vermeer Mid-Atlantic

Bureau of Procurement - B50005942, Rear Loading Refuse Collection Trucks

Waste Equipment Sales and Service, LLC
Peterbilt of Baltimore, LLC
Aviant Chesapeake Trucks LLC
d/b/a Kenworth Mid Atlantic

MINUTES

Bureau of Procurement - B50005943, Backhoes with Loaders

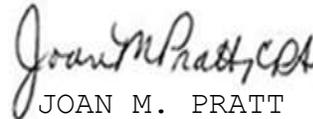
Valley Supply + Equipment Co., Inc.
GT MidAtlantic, LLC
Jesco, Inc.

Department of Recreation - RP 19803, Patterson Park Athletic
and Parks Field Lighting

Dalton Electric Service, Inc.
Hawkeye Construction LLC
Lighting Maintenance, Inc.
Glenelg Construction, Inc.

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There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, February 5, 2020.



JOAN M. PRATT
Secretary