

MINUTES**REGULAR MEETING**

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

President: "Good morning. The June 28, 2017, meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiencies of these hearings, persons who are disruptive to the hearing will be asked to leave the hearing room immediately. 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 June 26, 2017, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda."

MINUTES

Interim City Solicitor: "I move the approval of the items on the routine agenda."

Comptroller: "Second."

President: "All those in favor say AYE. All opposed, NAY. The Motion carries. The routine agenda has been adopted."

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MINUTES

BOARDS AND COMMISSIONS1. Prequalification of Contractors

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

B.S. Environmental, Inc.	\$ 4,460,000.00
Bel Air Underground Services, Inc.	\$ 1,500,000.00
Brawner Contracting Company, Inc.	\$ 5,550,000.00
Ecotone, Inc.	\$ 8,000,000.00
James W. Ancel, Inc.	\$ 97,500,000.00
Kor-Ko, LTD	\$ 1,500,000.00
Meadville Land Service, Inc.	\$ 27,330,000.00
Preload, LLC	\$110,000,000.00
Work Capacity Rating Underwritten by Blanket Guarantee of \$110,000,000.00 from the Parent Corporation, Caldwell Group, LLC, a Limited Liability Company	
Total Civil Construction & Engineering, LLC	\$ 8,000,000.00
Ulliman Schutte Construction, LLC	\$ 68,094,000.00
Wenrich Painting, Inc.	\$ 5,390,000.00

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:

Carl Walker, Inc.	Engineer
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MINUTES**BOARDS AND COMMISSIONS** - cont'd

Christopher Consultants, LTD	Engineer Land Survey
KIM Engineering, Inc.	Engineer Land Survey
ReStl Designers, Inc.	Engineer
RMF Engineering, Inc.	Engineer
T3 Design Corporation	Engineer

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

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

	<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development - Options</u>				
1.	Quentin Bell	2728 Fenwick Ave.	L/H	\$22,250.00
2.	William Cheeks and Lossie Belle Cheeks	2740 Fenwick Ave.	F/S	\$19,000.00

Funds are available in account no. 9910-904326-9588-900000-704040, FY14 Whole Block Demolition Project.

3.	Vera Harry	1502 Traction St. 1504 Traction St. 1506 Traction St.	F/S	\$45,980.00
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Funds are available in account no. 9910-908636-9588-900000-704040, FY16 Whole Block Demolition Project.

4.	Eutaw Place, LLC	1518 Traction St.	G/R \$36.00	\$ 240.00
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Funds are available in account no. 9910-908636-9588-900000-704040, FY16 Whole Block Demolition Project.

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

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnation</u>			
5. U238, LLC.	1201 W. Lexington St.	L/H	\$25,250.00

Funds are available in City Bond Funds in account no. 9910-914135-9588-900000-704040, Poppleton Project.

UPON MOTION duly made and seconded, the Board approved and authorized the foregoing Options and Condemnation.

MINUTES**CITY COUNCIL BILL**

17-0068 - An Ordinance concerning Waterfront Management District - Extension of District for the purpose of extending the Waterfront Management District to encompass certain adjoining blocks; clarifying a description of certain properties excepted from the Supplemental Tax; making this ordinance subject to certain contingencies; providing for a special effective date; and generally relating to the Waterfront Management District and Authority.

ALL REPORTS RECEIVED WERE FAVORABLE.

UPON MOTION duly made and seconded, the Board approved City Council Bill 17-0068 and directed that the bill be returned to the City Council with the recommendation that it also be approved and passed by that Honorable Body. The President **ABSTAINED.**

MINUTESMayor's Office of Human Services - Agreement and a Continuum
of Care Agreement

The Board is requested to approve and authorize execution of the following agreements:

AGREEMENT**1. INSTITUTE FOR COMMUNITY ALLIANCES \$ 75,494.56**

Account: 4000-407017-3574-754700-603051

The Institute for Community Alliances will provide technical assistance, data analysis, project support, and other tasks as assigned to the Homeless Management Information Systems Unit of the Mayor's Office of Human Services. The period of the agreement is June 1, 2017 through December 31, 2017.

MWBOO GRANTED A WAIVER.

CONTINUUM OF CARE AGREEMENT**2. STRONG CITY BALTIMORE INC. \$ 295,770.00**

Account: 4000-407117-3571-760000-603051

Strong City Baltimore, Inc. will provide medium-term rental assistance and supportive services to ten unaccompanied homeless youth, ages 18 to 24, as part of their rapid rehousing program. Supportive services will include assistance in locating housing and life skills classes as part of client case management. The period of the agreement is September 1, 2017 through August 31, 2018.

MWBOO GRANTED A WAIVER.

MINUTES

MOHS - cont'd

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement and Continuum of Care Agreement.

MINUTES

Parking Authority of - Third Amendment to Memorandum
Baltimore City (PABC) of Understanding _____

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Third Amendment to the Memorandum of Understanding with Zipcar, Inc. The Third Amendment to the Memorandum of Understanding extends the period of the Memorandum of Understanding through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

The City will receive \$100.00 per space per month.

BACKGROUND/EXPLANATION:

The PABC has partnered with Zipcar to reduce car ownership in Baltimore City since June 23, 2010, under the Memorandum of Understanding (MOU). In the past seven years, the partnership has removed 3,000 personally owned cars from the City, reducing the demand for parking and the need for construction of parking garages. If the City built garages to park those vehicles, it would have cost the City 75 million dollars.

The PABC has helped in placing over 100 Zipcars throughout the City which has allowed thousands of Baltimore residents to become Zipcar members, providing an additional mode of transit while living with fewer personal vehicles. It is currently exploring additional car-sharing methods and requires time to see where the car-sharing market is moving before it attempts new procurement of car-sharing services for the City. Therefore, this Third Amendment to the MOU is requested for approval in order to extend the period of the MOU while the PABC explores cost-sharing methods.

MINUTES

PABC - cont'd

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE THIRD AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Third Amendment to the Memorandum of Understanding with Zipcar, Inc.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve an adjustment to the transient rate at the City-owned Market Center 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 rates charged at the Market Center Garage in line with its surrounding facilities, the PABC staff developed the rate adjustment recommendation submitted hereto. This rate adjustment was unanimously approved by the PABC Board of Directors.

MINUTES

PABC - cont'd

Location	Proposed Transient Rate Changes				Proposed Monthly Rate Changes
Market Center Garage	Regular Transient Rates				Regular Monthly Rate
		Current Rate	Proposed Rate	Last Rate Change	No Proposed Changes
	Up to 1 hour rate	\$3.00	\$4.00	August 2014	
	Up to 2 hour rate	\$4.00	\$5.00	August 2014	
Up to 3 hour rate	\$6.00	\$7.00	August 2014		

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the adjustment to the transient rate at the City-owned Market Center Garage that is managed by the PABC.

MINUTES

Parking Authority of - Demand Based Parking Meter Rate Setting
Baltimore City (PABC) in the Central Business District

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the implementation of the Demand Based Parking Meter Rate setting in the Central Business District.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

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, and pursuant to Article 31 §7-8, with the approval of the Board of Estimates, the Director of Transportation (BCDOT) may: (i) set the rates for metered parking in the City; The PABC and the BCDOT recommend that on-street parking meter rates in the Central Business District be set based on demand.

The PABC is charged with managing the City of Baltimore's on-street and off-street parking assets. Proper stewardship of those assets requires that the PABC develop rate setting policies that help realize the purpose of those assets.

The purpose of a parking meter is simple – to create availability of on-street parking so that patrons of shops, restaurants, and attractions, and short-term visitors to offices can quickly and easily find a parking space within close proximity to their destinations. Creating on-street parking availability has numerous benefits, including:

MINUTES

PABC - cont'd

- Better business, when patrons of businesses find a convenient parking space quickly and easily, they are more likely to frequent those businesses and spend more time shopping and/or dining because the business is more accessible and they have spent less time searching for parking.
- Reduced traffic congestion, studies have shown that about one-third of traffic congestion in cities is caused by drivers circling blocks looking for an on-street parking space. Reducing traffic congestion has its own positive outcomes, including:
 - fewer accidents,
 - less vehicle emissions/air pollution, and
 - less driver stress and frustration.

To do their job, parking meters must have the right rates – rates that will regularly produce one or two available parking spaces on each block face (15%-20% availability; or 80%-85% occupancy). This is called “demand-based parking meter rate setting.”

- If occupancy is higher than 85% in a particular block, then the parking meter rate should be adjusted upward incrementally and slowly (in 25¢ increments no more than once every 6 months) until occupancy reduces to 85%.
- If occupancy is lower than 75% in a particular block, then the parking meter rate should be adjusted downward incrementally and slowly (in 25¢ increments no more than once every 6 months) until occupancy increases to 85%.
- If occupancy is between 75% and 85%, then the parking meter rate is right and no change to the rate is needed.

MINUTES

PABC - cont'd

Demand-based parking meter rate setting was implemented in San Francisco several years ago, and started more recently in Washington DC, Seattle, and Oakland.

The Parking Authority's Board of Directors has approved this plan for demand-based parking meter rate setting in the Central Business District.

The PABC is requesting the Board's approval of the following plan to simplify and enable the PABC to implement the on demand-based meter rate setting in the Central Business District:

- The Parking Authority of Baltimore City shall have the authority and flexibility to slowly and incrementally adjust on-street parking meter rates in the Central Business District (defined here as the area bounded by Martin Luther King Jr. Boulevard to the west, President Street to the east, Franklin Street to the north, and Key Highway to the south) within a range of 25¢/hour to \$5.00/hour based on parking demand as determined by the following criteria:
 - Parking meter rates on any block will be adjusted up or down only in 25¢/hour increments and no more frequently than once every 6 months
 - If occupancy is higher than 85% in a particular block, then the parking meter rate will be adjusted upward incrementally and slowly until occupancy is reduced to 85%.
 - If occupancy is lower than 75% in a particular block, then the parking meter rate will be adjusted downward incrementally and slowly until occupancy is increased to 75%.

MINUTES

PABC - cont'd

- If occupancy is between 75% and 85% in a particular block, then the parking meter rate will not be adjusted.
- Each parking meter rate adjustment within the Central Business District will be reviewed and approved by the Board of Directors of the Parking Authority prior to implementation.
- Notice of each parking meter rate adjustment within the Central Business District will be sent to the District 11 Council Member at least one month prior to implementation.

Parking meters in the Central Business District currently have a maximum rate of \$2.00 per hour. If demand-based parking meter rate setting is approved, it would take a minimum of 6 years for any parking meters in the Central Business District to adjust to the \$5.00 per hour maximum that this approval would allow, and only if occupancy data supported those incremental adjustments over that period of time.

UPON MOTION duly made and seconded, the Board approved and authorized the implementation of the Demand Based Parking Meter Rate setting in the Central Business District.

MINUTESSpace Utilization Committee - Lease Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Lease Agreement with the HOA Health, LLC, (Landlord) and the Department of Health, (Tenant), for rental space of the building known as the Baltimore City Stabilization Center at the Hebrew Orphan Asylum, 2700 Rayner Ave., Baltimore, MD 21216. The period of the Lease Agreement is effective upon Board approval for 15 years with a four-year renewal term.

AMOUNT OF MONEY AND SOURCE:Annual Rent:

\$273,556.50 - 1001-000000-3070-286400-603013

<u>Lease Years</u>	<u>Rent PSF</u>	<u>Annual Rent</u>	<u>Monthly Rent</u>
1	\$10.50	\$273,556.50	\$22,796.38
2	\$10.82	\$281,893.46	\$23,491.12
3	\$11.14	\$290,230.42	\$24,185.87
4	\$11.47	\$298,827.91	\$24,902.33
5	\$11.81	\$307,685.93	\$25,640.49
6	\$12.16	\$316,804.48	\$26,400.37
7	\$12.52	\$326,183.56	\$27,181.96
8	\$12.90	\$336,083.70	\$28,006.98
9	\$13.29	\$346,244.37	\$28,853.70
10	\$13.69	\$356,665.57	\$29,722.13
11	\$14.10	\$367,347.30	\$30,612.28
12	\$14.52	\$378,289.56	\$31,524.13
13	\$14.96	\$389,752.88	\$32,479.41
14	\$15.41	\$401,476.73	\$33,456.00
15	\$15.87	\$413,461.11	\$34,455.09

The Tenant will be responsible for all operating expenses, real estate taxes, and building insurance.

MINUTES

Space Utilization Committee - cont'd

BACKGROUND/EXPLANATION:

Baltimore City, MD continues to see a rise in opioid-involved overdose deaths. Since 2011, the City has experienced a 4-fold increase in total overdose deaths from 167 to 694 in 2016. According to data from the state of Maryland, 2,089 people lost their lives to an overdose state-wide in 2016 - 33% of these deaths took place in Baltimore City. Considering that the City comprises only 10% of the state population, the incidents of overdose deaths has reached an alarming proportion. Baltimore carries a heavier burden of overdose fatalities compared to every jurisdiction in the state with a per capita overdose death rate of 113 per 100,000 compared to the three largest jurisdiction in the State: Montgomery, Prince George's and Baltimore Counties with a rate of 10 per 100,000, 14 per 100,000 and 40 per 100,000, respectively. Fentanyl has been a major driver of this increase. Since 2013, there has been a more than 30-fold increase in fentanyl-related overdose deaths, resulting in 419 deaths in 2016. In Baltimore, a city of 614,000 residents, nearly 25,000 people are estimated to misuse opioids.

The Baltimore City Stabilization Center will help to connect people with substance use disorders to adequate and timely care through organized diversion methods. Sobering services, including, basic first aid, medical screening/examination, screening, brief intervention and referral treatment, and case management services will be offered at the Stabilization Center. This evidence-based intervention has been proven to aid with cost saving, connecting patients to care, and improving the overall capacity of local behavioral health systems.

MINUTES

Space Utilization Committee - cont'd

The Space Utilization Committee approved this Lease Agreement on June 19, 2017.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Lease Agreement with the HOA Health, LLC, and the Department of Health, for rental space of the building known as the Baltimore City Stabilization Center at the Hebrew Orphan Asylum, 2700 Rayner Ave., Baltimore, MD 21216.

MINUTESSpace Utilization Committee - Sublease Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Sublease Agreement with the Baltimore City Development Corporation, Sublessor, and the Mayor's Office of Employment Development, Sublessee, for the rental of the property known as 36 S. Charles Street, consisting of approximately 1,906 square feet on the 20th floor. The period of the Sublease Agreement is July 1, 2017 through June 30, 2019, with the option to renew for three additional one year terms.

AMOUNT OF MONEY AND SOURCE:

<u>Year</u>	<u>Annual Rent</u>	<u>Monthly Installments</u>
1	\$28,590.00	\$2,382.00
2	\$29,447.77	\$2,453.98
3	\$30,324.46	\$2,527.04
4	\$31,239.34	\$2,603.28
5	\$32,173.28	\$2,681.07

Account: 4000-806717-6312-459305-603013

BACKGROUND/EXPLANATION:

The Leased Premises will be used as office space by the Mayor's Office of Employment Development.

The Landlord will be responsible for building expenses including utilities, janitorial services, trash removal, maintenance, and repairs, (including in common areas), snow, ice and debris removal and administrative costs.

The Sublessor will pay a portion of the periodically adjusted annual "Building Expenses" for building maintenance. The Sublessee

MINUTESSpace Utilization Committee - cont'd

will be responsible for providing telephone and computer services to Leased Premises and alterations including installation of a security door, dedicated receptacle and two cat 6 lines, and changes to workstations.

The Space Utilization Committee approved this Sublease Agreement on June 13, 2017.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Sublease Agreement with the Baltimore City Development Corporation, Sublessor, and the Mayor's Office of Employment Development, Sublessee, for the rental of the property known as 36 S. Charles Street, consisting of approximately 1,906 square feet on the 20th floor.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Planning</u>			
1. Michael Galdi	ESRI User Conference San Diego, CA July 9 - 13, 2017 (Reg. Fee \$0.00)	Unified Planning Work Program Grant Funds	\$1,569.92

The subsistence rate for this location is \$226.00 per night. The cost of the hotel is \$213.00 per night plus taxes of \$26.63. The Department is requesting additional subsistence of \$27.00 per day to cover the costs of meals and incidentals.

Department of Public Works/Office
of Compliance and Laboratories

2. Mark Cameron	StormCon 2017 The Service Water Quality Conference & Expo Seattle, WA Aug. 28 - Sept. 1 2017 (Reg. Fee \$575.00)	Stormwater Utility	\$2,499.82
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The airfare and registration fee were prepaid on a City-issued procurement card assigned to Lyque O'Connor. Therefore, Mr. Cameron will be disbursed \$1,424.86.

The Board, UPON MOTION duly made and seconded, approved the Travel Requests.

MINUTES

Space Utilization Committee - First Amendment to Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the First Amendment to Lease Agreement with Futurecare Homewood Properties LLC, Landlord, and the Department of Housing and Community Development, for the rental of a portion of the property at 2700 N. Charles Street, consisting of approximately 8,472 square feet, being on the 2nd floor. The Amendment extends the Lease through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

The annual rent for extension term shall be:

7/01/17	\$121,776.39	Annually	\$10,148.32	Monthly
7/01/18	\$125,220.39	Annually	\$10,435.03	Monthly

Account: 5000-594418-5971-439503-603013

BACKGROUND/EXPLANATION:

On September 23, 2015, the Board approved the original Lease Agreement with Futurecare Homewood Properties, LLC, Landlord. The Agreement was for two years commencing July 1, 2015 and terminating June 30, 2017. This First Amendment to Lease Agreement extends the original lease agreement for two years commencing July 1, 2017 and terminating June 30, 2019.

The Leased Premises will be used for offices by the Department of Housing and Community Development, Weatherization Program. All other rentals, provisions, conditions, and terms of the original lease agreement dated September 23, 2015 will remain in full force and effect.

MINUTESSpace Utilization Committee - cont'd

The Space Utilization Committee approved this Amendment to Lease Agreement on June 13, 2017.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment to Lease Agreement with Futurecare Homewood Properties LLC, Landlord, and the Department of Housing and Community Development, for the rental of a portion of the property at 2700 N. Charles Street, consisting of approximately 8,472 square feet, being on the 2nd floor.

MINUTES

Space Utilization Committee - Amendment to Lease Agreement

ACTION REQUESTED OF THE B/E:

The Board is requested to approve and authorize execution of an Amendment to Lease Agreement with the Maryland Transit Administration, Lessee, for the rental of a portion of the property located at 801 E. 25th Street, consisting of approximately 28,000 square feet of paved land. This Amendment to Lease Agreement extends the period of the lease through November 30, 2017, with no renewal options.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$13,450.00	\$1,120.83

BACKGROUND/EXPLANATION:

On March 2, 2016, the Board approved the original lease agreement for the period July 1, 2015 through June 30, 2017, with no renewal options. This Amendment to Lease Agreement extends the period of the original lease for five months. The period of the Lease Agreement, as amended, will be July 1, 2015 through November 30, 2017, with no renewal options. All other terms and conditions of the original lease agreement remain unchanged.

The demised premises will continue to be used for surface parking in order to accommodate construction trailers, employees, guests, and invitees during the renovation of the Kirk Avenue Bus Division. The Lessee will maintain the demised premises in first class condition, repair at its sole cost and expense, and comply with all related laws, Ordinances, rules, and regulations of governmental authorities. The Lessee will return the land to an unimproved state upon the termination of the lease.

MINUTESSpace Utilization Committee - cont'd

The Space Utilization Committee approved this Amendment to Lease Agreement on June 13, 2017.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to Lease Agreement with the Maryland Transit Administration, Lessee, for the rental of a portion of the property located at 801 E. 25th Street, consisting of approximately 28,000 square feet of paved land.

MINUTES

Space Utilization Committee - Amendment to Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment to Lease Agreement between the Mayor's Office of Human Services, Lessor, and Dayspring Programs, Inc., Lessee, for the rental of the property known as 5427 Belair Road, consisting of approximately 7,472 square feet. This Amendment to Lease Agreement extends the period of the lease through June 30, 2019, with three 1-year renewal options.

AMOUNT OF MONEY AND SOURCE:

\$1.00, if demanded

BACKGROUND/EXPLANATION:

On September 23, 2015, the Board approved the original lease agreement for the period July 1, 2015 through June 30, 2017, with no renewal options.

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

This Amendment to Lease Agreement extends the period through June 30, 2019, with three 1-year renewal options. The Amendment to Lease Agreement further amends the lease by assigning responsibility to the Lessee for all maintenance and repairs, including all minor improvements, capital improvements, and structural defects. In addition, the Lessee will be responsible for maintenance to the interior and exterior of the building, including the foundation, roof, walls, gutters, downspouts, ventilating and heating systems,

MINUTESSpace Utilization Committee - cont'd

and all water, electrical, and plumbing supply lines. All other terms and conditions of the original lease agreement remain unchanged.

The Space Utilization Committee approved this Amendment to Lease Agreement on June 13, 2017.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to Lease Agreement between the Mayor's Office of Human Services, Lessor, and Dayspring Programs, Inc., Lessee, for the rental of the property known as 5427 Belair Road, consisting of approximately 7,472 square feet.

MINUTES

TRANSFERS OF FUNDS

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UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

2482 - 2485

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES**TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of General Services</u>		
1. \$200,000.00	9916-903075-9194	9916-907175-9197
General Funds	Druid Health Center Renovations (Reserve)	Druid Health Center Renovations

This transfer will provide funds to the Department for the replacement of the HVAC at the Druid Health Center and all associated in-house costs. The HVAC replacement will include boiler and roof renovations in addition to replacing a failed compressor. One of the compressors in the facility has failed due to the age of the unit leaving them with only one running HVAC compressor. The facility is currently at risk for an extended period of time without HVAC which would significantly impact operation of the Health Clinic. The failed compressor should be replaced immediately in order to avoid any interruption of service.

2. \$326,000.00	9916-905001-9194	9916-904943-9197
State Revenue	Constr. Res. - Unallotted	Appellate Judge's Chambers - (Active)

This transfer will provide funds to the Department for the demolition of existing offices, construction of two judge's chambers with restroom, cubicles for four law clerks, and all associated in-house costs. This project is being fully funded by the State of Maryland. These chambers will be needed for the two incoming new Appellate Judges that will be located at Courthouse East.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of General Services - cont'd</u>		
3. \$166,831.69	9916-905001-9194	9916-913730-9197
1 st Public	Constr. Reserve -	Abel Wolman
Building Loan	Unalloted	Elevator Upgrade - (Active)

This transfer will provide funds to the Department for the replacement and upgrade of the elevators in the Abel Wolman Municipal Building, to bring them to current code compliance. The replacement and upgrade will include renovation of the elevator machine room, new cab interiors, hoist way, doors, ADA compliance, controls and all associated in-house costs. Elevators in the Abel Wolman Municipal Building have a high priority status for the importance of service provided to both the public and other City agencies. The elevators break down on a daily basis and have reached the stage where needed parts for maintenance and repair are no longer being manufactured.

Department of Transportation

4. \$75,501.00	9962-941002-9563	9962-906072-9562
Other	Constr. Reserve -	Conduit Facilities
	Conduit	Management Services
	Replacement	
	Program	

This transfer will cover the deficit and fund the costs related to project TR 16020, Comprehensive Conduit Facilities Management Services.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation - cont'd</u>		
5. \$100,000.00 FED	9950-910700-9507 Constr. Reserve - Edison Highway over Amtrak Bridge	
34,000.00	" "	
<u>MVR</u> \$134,000.00	-----	9950-911700-9506 Edison Highway over Amtrak Bridge

This transfer will cover the deficit and fund the costs of prints and other related costs necessary to advertise project, Edison Highway over Amtrak Bridge.

Department of Planning

6. \$350,000.00 General Obligation Bonds 1 st Community Econ. Dev.	9904-921021-9129 INSPIRE Plan Implementation (Reserve)	
\$100,000.00	-----	9904-922021-9127 INSPIRE (Active)
<u>250,000.00</u>	-----	9904-922025-9127 INSPIRE Transportation
\$350,000.00		

MINUTES**TRANSFERS OF FUNDS**Department of Planning - cont'd

This transfer will fund improvements around three schools, including student walking paths and park improvements in the neighborhoods surrounding the following schools: John Eager Howard ES, Frederick ES, Arundel ES, and Cherry Hill EMS.

MINUTES

Department of Transportation - Developer's Agreement No. 1439

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Developer's Agreement No. 1439 with Mirecourt Associates, LLC, Developer.

AMOUNT OF MONEY AND SOURCE:

\$475,917.00

BACKGROUND/EXPLANATION:

Mirecourt Associates, LLC would like to install new water, storm drain, conduit, sanitary sewer and road improvements to its proposed new building located at 1 Light Street. This agreement will allow the organization to do their own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$475,917.00 has been issued to Mirecourt Associates, LLC which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

City funds will not be utilized for this project, therefore, MBE/WBE participation is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Developer's Agreement No. 1439 with Mirecourt Associates, LLC, Developer.

MINUTES

Office of the Labor Commissioner - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to **NOTE** receipt of the Memorandum of Understanding (MOU) for FY 2018-2020 between the City and the Baltimore Fire Officers, Local 964, IAFF, AFL-CIO, CLC.

AMOUNT OF MONEY AND SOURCE:

Wage increases are budgeted for FY 2018 and will be budgeted for FY 2019.

BACKGROUND/EXPLANATION:

In accordance with the Municipal Employees Relations Ordinance negotiations were conducted with the Baltimore Fire Officers, Local 964, IAFF, AFL-CIO, CLC (Unions) for Fiscal Years 2018-2020. The results of the negotiations have been reduced to writing in the form of the Memorandum of Understanding.

UPON MOTION duly made and seconded, the Board **NOTED** receipt of the Memorandum of Understanding for FY 2018-2020 between the City and the Baltimore Fire Officers, Local 964, IAFF, AFL-CIO, CLC.

MINUTES

Department of Finance, Office - Renewal of Insurance Policy
of Risk Management

ACTION REQUESTED OF B/E:

The Board is requested to approve the renewal of the insurance policy with Chesapeake Employers Insurance Company (previously IWIF, a State agency) to provide Workers' Compensation benefits for the Office of Employment Development (OED) Trainees Program. The period of the policy is July 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$89,939.00 - 2043-000000-1450-162900-603014

BACKGROUND/EXPLANATION:

The OED receives federal grant money, a requirement of which is the purchase of Workers' Compensation Insurance for the participants in its various programs. The OED has completed its 22nd year under the Chesapeake Employer Insurance (IWIF) Program. The rate/premium offered by Chesapeake Employees Insurance is favorable again this year.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the renewal of the insurance policy with Chesapeake Employers Insurance Company to provide Workers' Compensation benefits for the Office of Employment Development Trainees Program.

MINUTES

Department of Transportation - Task Assignment
Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 22 to Whitman, Requardt & Associates, LLP under Project No. 1217, On-Call Construction Management Services. The period of Task No. 22 is approximately nine months.

AMOUNT OF MONEY AND SOURCE:

\$13,239.85 - 9962-907066-9562-900000-705032
30,000.00 - 9962-908068-9562-900000-705032
\$30,000.00 - 9932-909063-9562-900000-705032
\$73,239.85

BACKGROUND/EXPLANATION:

This authorization provides for a Senior Construction Project Inspector-PWI-II for the Department of Transportation, Conduit Section, in connection with Contracts TR 14009, TR 15017 and TR 15018R.

MBE/WBE PARTICIPATION:

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

MBE: 27%

WBE: 10%

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/S</u>	<u>TO ACCOUNT/S</u>
\$50,000.00	9962-941002-9563	9962-909063-9562-5
Other	Construction Reserve	Inspection Conduit
	- Conduit Replacement	System Reconstruc-
	Program	tion

This transfer will partially fund the costs associated with Task No. 22 on Project No. 1217, On-Call Construction Management Services.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 22 to Whitman, Requardt & Associates, LLP under Project No. 1217, On-Call Construction Management Services. The Transfer of Funds was approved, **SUBJECT** to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Department of Transportation - Task Assignment
Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 11 to Johnson, Mirmiran & Thompson, Inc. under Project No. 1217, On-Call Construction Management Services. The period of Task No. 11 is approximately six months.

AMOUNT OF MONEY AND SOURCE:

\$99,699.37 - 9962-908070-9562-900000-705032

BACKGROUND/EXPLANATION:

This authorization provides for a Construction Inspector (Public Works Inspector II) for various projects in the Conduit Division as assigned.

MBE/WBE PARTICIPATION:

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

MBE: 27%

WBE: 10%

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/S</u>	<u>TO ACCOUNT/S</u>
\$109,669.31	9962-941002-9563	9962-908070-9562-5
Other	Construction Reserve	Inspection Conduit
	- Conduit Replacement	System Reconstruct-
	Program	tion

This transfer will fund the costs associated with Task No. 11 on Project No. 1217, On-Call Construction Management Services with Johnson, Mirmiran & Thompson, Inc.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 11 to Johnson, Mirmiran & Thompson, Inc. under Project No. 1217, On-Call Construction Management Services. The Transfer of Funds was approved, **SUBJECT** to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Department of Transportation - Task Assignment
Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 39 to Louis Berger Water Services, Inc. under Project No. 1161, On-Call Construction Management Services. The period of Task No. 39 is approximately 14 months.

AMOUNT OF MONEY AND SOURCE:

\$196,219.08 - 9950-905023-9508-900010-705032

BACKGROUND/EXPLANATION:

This authorization provides for the continuation of a Construction Inspector to perform inspection during construction at East Baltimore Development Inc. 2A (TR 10318) and Central Avenue, Phase 2 Design Build (TR 12317).

MBE/WBE PARTICIPATION:

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

MBE: 27%

WBE: 9%

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Department of Transportation - cont'd
Engineering and Construction

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 39 to Louis Berger Water Services, Inc. under Project No. 1161, On-Call Construction Management Services.

THE PRESIDENT VOTED NO.

MINUTES

Department of Transportation - Task Assignment
DOT Planning

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 6 to WSP USA (formerly Parsons Brinckerhoff, Inc.) under Project No. 1208, On-Call Transportation/Planning/Policy/Feasibility Studies. The period of Task No. 6 is approximately four months.

AMOUNT OF MONEY AND SOURCE:

\$125,269.37 - 1001-000000-5015-749800-603026

BACKGROUND/EXPLANATION:

This authorization provides for assisting the Department with management and advisory services for the City's snow removal program. The scope of this task is to support the Department in documenting, evaluating, and strategically planning snow removal efforts.

MBE/WBE PARTICIPATION:

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

MBE: 23.00%

WBE: 10%

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Department of Transportation - cont'd
DOT Planning

UPON MOTION duly made and seconded, the Board approved and authorized the assignment of Task No. 6 to WSP USA (formerly Parsons Brinckerhoff, Inc.) under Project No. 1208, On-Call Transportation/Planning/Policy/Feasibility Studies.

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.	2700 Remington Avenue	Miller's Square, LLC	Single face electric sign 33.2 sq. ft.
	\$527.88 - Flat Charge		
2.	1210 Light Street	Fouray III, LLC	Single face electric sign 1'8 3/8" x 34"
	\$210.90 - Flat Charge		

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

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

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the acquisition of the properties located at 1110 N. Wolfe Street (Block 1549, Lot 057) leasehold interest; 1834 E. Chase Street (Block 1549, Lot 006) fee simple interest; 1826 E. Chase Street (Block 1549, Lot 010) fee simple interest; and 1842/1844 E. Chase Street (Block 1549, Lot 001) fee simple interest by gift from East Baltimore Development, Inc., Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

The Owner agrees to pay for any title work and all associated settlement costs, not to exceed \$2,400.00 total (\$600.00 per property). Therefore, no City funds will be expended.

BACKGROUND/EXPLANATION:

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

The Owner is donating the subject vacant lots to the Mayor and City Council of Baltimore as a contribution to the East Baltimore Development Initiative Project. The properties are in an area scheduled for redevelopment, and accepting the donation will save acquisition expense and time.

Pursuant to the provisions of Article 13, § 2-7 of the Baltimore City Code (2000 Edition) and subject to the prior approval of the Board, the Department may acquire, for and on behalf of the Mayor and City Council of Baltimore, by gift any single-family or

MINUTES

DHCD - cont'd

multiple-family dwelling unit or other structure or lot within the City, for development and redevelopment. The Commissioner of Housing has made the required determination with regard to these properties. These properties will be redeveloped.

The Department seeks approval to acquire the properties subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens for each property accrued through June 16, 2017, other than water bills, which must be paid as part of the transaction follows:

1110 N. Wolfe Street

NO BILLS OWED

1834 E. Chase Street

DEFERRED
NO BILLS OWED

1826 E. Chase Street

NO BILLS OWED

1842/1844 E. Chase Street

Tax Sale	Cert #282143	\$ 422.35
Miscellaneous Bill	#6480594	264.72
Miscellaneous Bill	#6497572	206.83
Miscellaneous Bill	#7830888	190.32
Minor Privilege	2012 Bow Window	154.70
Minor Privilege	2012 2 Cornice Signs	140.60
Minor Privilege	2014 2 Cornice Signs	140.60
Minor Privilege	2016 Bow Window	154.70
	Total	<u>\$1,674.82</u>

UPON MOTION duly made and seconded, the Board **DEFERRED** this item for two weeks.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the acquisition of the fee simple interest in the property located at 3201-3203 Oakfield Avenue, (Block 2743A, Lot 007A) by gift from Mr. James Lee, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

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

BACKGROUND/EXPLANATION:

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

The Owner has offered to donate to the City, title to the property located at 3201-3203 Oakfield Avenue. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through May 2, 2017, other than water bills which must be paid as part of the transaction is as follows:

MINUTES

DHCD - cont'd

3201-3203 Oakfield Avenue

Real Property Tax	2016-2017	\$0.00
	Total Taxes Owed:	\$0.00

UPON MOTION duly made and seconded, the Board approved and authorized the acquisition of the fee simple interest in the property located at 3201-3203 Oakfield Avenue, (Block 2743A, Lot 007A) by gift from Mr. James Lee, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the acquisition of the leasehold interest in the property located at 2418 E. Eager Street, (Block 1591, Lot 010) by gift from Ms. Augusta Ibenana, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

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

BACKGROUND/EXPLANATION:

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

The Owner has offered to donate to the City, title to the property located at 2418 E. Eager Street. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through May 2, 2017, other than water bills which must be paid as part of the transaction is as follows:

MINUTES

DHCD - cont'd

3201-3203 Oakfield Avenue

Real Property Tax	2016-2017	\$0.00
Miscellaneous Bill	#7914435	\$18,650.26
Total Taxes Owed:		\$18,650.26

UPON MOTION duly made and seconded, the Board approved and authorized the acquisition of the leasehold interest in the property located at 2418 E. Eager Street, (Block 1591, Lot 010) by gift from Ms. Augusta Ibenana, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Community Development Block Grant Agreement with Creative Alliance, Inc. The period of the agreement is September 1, 2016 through August 31, 2017.

AMOUNT OF MONEY AND SOURCE:

\$ 25,000.00	-	2089-208917-5930-531126-603051
<u>50,000.00</u>	-	<u>2089-208917-5930-531130-603051</u>
\$75,000.00		

BACKGROUND/EXPLANATION:

Creative Alliance, Inc. will utilize the funds to provide after-school educational activities and a summer arts program for youth. Creative Alliance, Inc. will also provide a new resident program for immigrant and refugee groups residing in Southeast Baltimore.

FOR FY 2017, THE MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$205,257.00, AS FOLLOWS:

MBE: \$55,413.99

WBE: \$20,523.70

On May 4, 2016, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2016 Annual Action Plan for the following formula programs:

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

MINUTES

Department of Housing and - cont'd
Community Development

Upon approval of the resolution, the DHCD's Contracts Section began negotiating and processing the CDBG Agreements as outlined in the Plan effective July 1, 2016 and beyond. Consequently, this agreement was delayed due to final negotiations and processing.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Community Development Block Grant Agreement with Creative Alliance, Inc.

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 Mr. John Garner, Developer, for the sale of the City-owned property located at 1117 Carroll Street.

AMOUNT OF MONEY AND SOURCE:

\$8,500.00

BACKGROUND/EXPLANATION:

The project will involve the rehabilitation of the vacant building as a single family home, which will be rented to a tenant at market rate. The property is in the Washington Village/Pigtown neighborhood.

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

The property will be sold for the same price as the Waiver Valuation price of \$8,500.00. Therefore, a rationale for sale below the price determined by the waiver valuation process is not applicable.

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 Mr. John Garner, Developer, for the sale of the City-owned property located at 1117 Carroll Street.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the a First Amendment to Agreement of Lease with Jane Addams Resource Corporation, (JARC), Lessee, for a portion of the property known as the Training Center Building (the Building), located at 4910 Park Heights Avenue. This First Amendment extends the Lease through December 31, 2017.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Tenant has agreed to engage a consultant to review the electric usage at the Training Center Building and requests an interim extension of the Lease Term for 6 months until December 31, 2017. The extension will enable the consultant to review its findings and negotiate a more comprehensive multi-year renewal term for the lease.

By virtue of the power conferred by Article 28, Subtitle 8 of the Baltimore City Code (2010 Edition), and Article II, Section 15 of the Baltimore City Charter, all terms and conditions of this First Amendment to Agreement of Lease have been approved.

MBE/WBE PARTICIPATION:

The Developer will Lease the property for a price that is less than \$50,000 and will receive no City funds or incentives for the lease; 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 First Amendment to Agreement of Lease with Jane Addams Resource Corporation, Lessee, for a portion of the property known as the Training Center Building, located at 4910 Park Heights Avenue.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a First Amendment to Agreement of Lease with Maryland Center for Adult Training, Lessee, for rental of a portion of the property known as the Training Center Building, located at 4910 Park Heights Avenue. This First Amendment extends the Lease through December 31, 2017.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The City and Department entered into a Lease Agreement dated April 1, 2015 with Jane Addams Resource Corporation (JARC). The JARC, is also a tenant at the building and is responsible for the payment of certain utilities supplied to the building. The JARC has the right to seek reimbursement from other tenants for its share of such utilities as set forth in the Leases.

The JARC agreed to engage a consultant to review the electric usage at the building and for its lease (the JARC Lease) and has requested an interim extension of its lease term for 6 months until December 31, 2017. The extension will enable the consultant to review its findings and negotiate a more comprehensive multi-year renewal term for its leases. The JARC has agreed to be obligated as set forth in the Tenant's Lease until December 31, 2017.

The tenant's lease in the building is conterminous with the JARC lease, and until the electricity utility cost issues are resolved, the parties are unable to agree to renewal terms. The parties do agree that the term of the Lease will be extended to December 31, 2017.

MINUTES

Department of Housing and - cont'd
Community Development

MBE/WBE PARTICIPATION:

N/A

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment to Agreement of Lease with Maryland Center for Adult Training, Lessee, for rental of a portion of the property known as the Training Center Building, located at 4910 Park Heights Avenue.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a First Amendment to Agreement of Lease with Job Opportunities Task Force, (JOTF), Lessee, for rental of a portion of the property known as the Training Center Building, located at 4910 Park Heights Avenue. This First Amendment extends the Lease through December 31, 2017.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The City and Department entered into a lease agreement dated April 1, 2015, with Jane Addams Resource Corporation (JARC). The JARC, is also a tenant at the building and is responsible for the payment of certain utilities supplied to the building. The JARC has the right to seek reimbursement from the tenant for its share of such utilities as set forth in the lease.

The JARC has agreed to engage a consultant to review the electric usage at the building and for its lease (the JARC Lease) and has requested an interim extension of its lease term for 6 months until December 31, 2017. The extension of lease will enable the consultant to review the consultant's findings and negotiate a more comprehensive multi-year renewal term of its lease. The JARC has agreed to be obligated as set forth in the Tenant's lease until December 31, 2017.

MINUTES

Department of Housing and - cont'd
Community Development

The Tenant's Lease in the building is conterminous with the JARC Lease, and until the electricity utility cost issues are resolved, the parties are unable to agree to renewal terms. The parties do agree that the term of the lease will be extended to December 31, 2017.

By virtue of the power conferred by Article 28, Subtitle 8 of the Baltimore City Code (2010 Edition), and Article II, Section 15 of the Baltimore City Charter, all terms and conditions of this First Amendment to Agreement of Lease have been approved.

MBE/WBE PARTICIPATION:

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment to Agreement of Lease with Job Opportunities Task Force, Lessee, for rental of a portion of the property known as the Training Center Building, located at 4910 Park Heights Avenue.

MINUTES

Department of Housing and Community Development - One Year Annual Action Plan for the CDBG, ESG, HOME and HOPWA Federal Formula Programs-Federal Fiscal Year 2017 (CFY 2018)

ACTION REQUESTED OF B/E:

The Board is requested to approve and adopt a Resolution of the Board of Estimates of the Mayor and City Council of Baltimore Authorizing the Filing of the Annual Action Plan for Four Formula Programs for City Fiscal Year 2018. The Resolution is for the Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), HOME Investment Partnerships (HOME) and the Housing Opportunities for Persons With AIDS (HOPWA) Programs.

AMOUNT OF MONEY AND SOURCE:

(Federal Fiscal Year 2017, City Fiscal Year 2018)

\$20,016,093.00 Community Development Block Grant Entitlement of \$19,386,093.00 and projected program income of \$630,000.00

3,601,536.00 HOME Entitlement of \$3,214,816.00 and projected program income of \$386,720.00

1,719,500.00 Emergency Solutions Grant Entitlement

8,411,433.00 Housing Opportunities for Persons With AIDS Entitlement.

\$33,748,562.00 Total FFY 2017 (CFY 2018) Funding

BACKGROUND/EXPLANATION:

The Annual Action Plan serves as the required annual application to the U.S. Department of Housing and Urban Development (HUD) for the following four federal formula grant programs: CDBG, HOME,

MINUTES

DHCD - cont'd

HOPWA and ESG. The Plan was developed by the Department of Housing and Community Development (DHCD), which administers the CDBG and HOME programs, and the Mayor's Office of Human Services, which administers the ESG and HOPWA programs.

The approved funding will be used to support a wide range of community development and housing activities including neighborhood planning initiatives, youth recreation and education programs, creation of affordable housing units, service provision to the elderly, the homeless, and persons with HIV/AIDS. The Annual Action Plan identifies specific activities that will be undertaken during the City fiscal year beginning July 1, 2017.

The Resolution will authorize the Commissioner of the DHCD, and the Director of the Mayor's Office of Human Services, acting on behalf of the Mayor and City Council of Baltimore, to submit the Annual Action Plan for the CDBG, HOME, ESG, and HOPWA programs. The Resolution also designates the Commissioner and the Director, as the authorized official representatives of the Mayor and City Council of Baltimore, to act in connection with the Annual Action Plan and to provide any information as may be required by HUD. This will include assurances and certifications to ensure that the City will comply with various regulations, policies, and other federal laws as prescribed in the Housing and Community Development Act of 1974, as amended.

MBE/WBE PARTICIPATION:

Minority and Women's Business Enterprise requirements will be included in applicable Agreements with city agencies and non-profit organizations.

MINUTES

RESOLUTION OF THE BOARD OF ESTIMATES
OF THE MAYOR AND CITY COUNCIL OF BALTIMORE
AUTHORIZING THE FILING OF THE ANNUAL ACTION PLAN
FOR FOUR FORMULA PROGRAMS FOR CITY FISCAL YEAR 2018

WHEREAS, Title I of the Housing and Community Development Act of 1974, as amended, provides that urban communities are entitled to receive federal grants to develop viable urban communities by providing decent housing, a suitable living environment and to expand economic opportunities, principally for persons of low-and moderate-incomes; and

WHEREAS, the City of Baltimore anticipates receiving an estimated \$32,731,842.00 in federal funding for the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Housing Opportunities for Persons With AIDS (HOPWA), and the Emergency Solutions Grant (ESG) and expects to receive an additional \$630,000.00 in CDBG program income, and \$386,720.00 in HOME program income; and

WHEREAS, it is recognized that acceptance of funds under the federal programs will impose certain obligations and responsibilities upon the Mayor and City Council of Baltimore.

NOW, THEREFORE, BE IT RESOLVED BY the Board of Estimates of the Mayor and City Council of Baltimore that:

1. The Commissioner of the Department of Housing and Community Development (DHCD) and the Director of the Mayor's Office of Human Services are hereby authorized and directed to execute and file with the U.S. Department of Housing and Urban Development (HUD) an Annual Action Plan and Certifications on behalf of the Mayor and City Council of Baltimore for grants to undertake and finance programs; to provide any additional information as may be necessary; to furnish documents as may be required on behalf of the Administration; and to act as the authorized representatives of the Mayor and City Council of Baltimore in connection with the above-referenced programs.

MINUTES

2. The Mayor and City Council of Baltimore hereby authorizes the Commissioner of DHCD and the Director of the Mayor's Office of Human Services to execute the assurances and certifications, as required by HUD, that the City will comply with all regulations, policies, guidelines and requirements as called for by Title I of the Housing and Community Development Act of 1974, as amended.

UPON MOTION duly made and seconded, the Board approved and adopted the Resolution of the Board of Estimates of the Mayor and City Council of Baltimore Authorizing the Filing of the Annual Action Plan for Four Formula Programs for City Fiscal Year 2018.

MINUTES

Department of Housing and - Amendment to Grant Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Amendment to Grant Agreement with the Park Heights Renaissance (PHR). The term of the Agreement does not change and expires on July 30, 2017.

AMOUNT OF FUNDS AND SOURCE:

\$52,038.47 - 9910-904122-9588

BACKGROUND/EXPLANATION:

The Park Heights Renaissance (PHR) is a nonprofit organization established in 2007 to implement the Park Heights Master Plan. The PHR provides a variety of community services, in addition to undertaking development initiatives that reflect the Master Plan's recommendations.

On November 9, 2016, the Board approved a Grant Agreement in the amount of \$1,056,055.12, of which \$939,495.87 was made available from FY'17 Slots Revenue, \$66,559.25 from the PHR's FY'16 Slots Revenue, and \$50,000.00 from other HCD sources. The amendment will increase funding by \$52,038.47, making the total award amount \$1,108,093.59.

The City has provided funds to support the PHR's operations since it was established using a variety of funding sources. The FY'17 Video Lottery Terminal Spending Plan approved \$1,155,000.00 to support the PHR's operations, programs, and community services.

MINUTES

Department of Housing and - cont'd
Community Development

At the time the Grant Agreement was approved, the PHR had allocated funds for six positions that could not be included when the Grant Agreement was approved because they were not filled. All of the positions have been advertised and filled and include the following: Bookkeeper/Compliance Manager; Community Organizer and Community Organizer Intern and two Violence Interrupters that are part of the PHR's Safe Streets program. Due to the time required to recruit and fill the Bookkeeper's position it was necessary to add \$16,500.00 to the Accounting Consultant's fee. All other terms and conditions remain in full effect.

MBE/WBE PARTICIPATION:

FOR FY 2017, THE MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$190,064.00, AS FOLLOWS:

MBE: \$51,317.43

WBE: \$19,006.45

The Grantee signed a Commitment to Comply with the original Agreement.

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Department of Housing and - cont'd
Community Development

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$166,507.39	9910-903963-9587	
Pimlico Local	Park Heights Re-	
Impact Aid	development	
Video Lottery	(Reserve)	
Terminal (VLT)		
48,996.74	9910-905962-9587	
Pimlico Local	Northwest Neighbor-	
Local Impact	hood Improvement	
<u>Aid VLT</u>	(Reserve)	
\$215,504.13	-----	9910-904122-9588
		Park Heights Re-
		development FY'17

This transfer will provide appropriations to support Park Heights Renaissance's programs and operations for fiscal year 2017.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to Grant Agreement with the Park Heights Renaissance. The Transfer of Funds was approved, **SUBJECT** to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Baltimore Police Department - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Grant Award No. SOCM-2018-6019 from the Governor's Office of Crime Control and Prevention. The period of the Grant Award is July 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$171,281.00 - 5000-588218-2013-688600-600000

BACKGROUND/EXPLANATION:

The Baltimore Police Department's Sex Offender Compliance and Enforcement program monitors the compliance of local sex offenders who are mandated to register, and/or re-register with the Maryland Sex Offender Registry.

Under this Grant Award, the funds will be utilized to provide support staff to work in an overtime capacity. It will also allow the Baltimore Police Department to acquire essential equipment to prevent the future victimization of children.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Grant Award No. SOCM-2018-6019 from the Governor's Office of Crime Control and Prevention.

MINUTES

PERSONNEL MATTERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

2523 - 2568

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

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

The Comptroller **ABSTAINED** on item no. 15.

MINUTES**PERSONNEL**Circuit Court for Baltimore City1. Create the following Non-Civil Position:

Classification: Assistant Counsel

Job Code: 10074

Grade: 929(\$65,900.00 - \$105,300.00)

Position No.: To be determined by BBMR

Cost: \$83,967.00 - 5000-500817-1100-116900-601001

Baltimore City Orphan's Court2. Reclassify the following Filled Non-Civil Position:

From: Court Secretary I

Job Code: 00812

Grade: 091(\$46,787.00 - \$56,927.00)

Position No.: 32844

To: Associate Administrator Courts

Job Code: 00842

Grade: 929(\$65,900.00 - \$105,300.00)

Cost: \$13,024.00 - 1001-000000-1121-607000-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

MINUTES

PERSONNELCircuit Court for Baltimore City

	<u>Hourly Rate</u>	<u>Amount</u>
3. LAUREN DIDOMENICO-HUTCHINSON	\$32.85	\$59,984.10

Account: 1001-000000-1100-117001-601009

Ms. Didomenico-Hutchinson will work as a Contract Services Specialist II (Assistant Counsel/Assistant Counsel). She will review motions and make recommendations in a wide variety of civil non-domestic cases; perform legal research assigned by either the masters or judges and draft opinions and orders; train and supervise paralegals, legal assistants; academic interns and other employees in the office; prepare for meetings with the Bar concerning cases; prepare for and assist with redemption hearings and status conferences in tax sales cases and be on-call for the judges during their hearings should they require assistance. The period of the agreement is July 1, 2017 through June 30, 2018.

Cost: \$59,984.10 - 1001-000000-1100-117001-601009

	<u>Hourly Rate</u>	<u>Amount</u>
4. RACHEL JIANG	\$32.85	\$59,984.10

Account: 1001-000000-1100-109400-6010009

Ms. Rachel Jiang will continue to work as a Contract Services Specialist II (Assistant Counsel/Assistant Counsel). She will review motions and makes recommendations in a wide variety of civil non-domestic cases; perform legal research assigned by either the masters or judges and draft opinions and orders; train and supervise paralegals, legal assistants; academic interns and other employees in the office; prepare for meetings with the Bar concerning cases; prepare for and assist with redemption hearings and status conferences in tax sales cases and be on-call for the judges during their hearings should they require assistance. The period of the agreement is effective upon Board approval for one year.

MINUTES

PERSONNEL

Office of the City Council

5. a. Create the following New Classification:

Classification: Fiscal Legislative Analyst
Job Code: 101655
Grade: 929(\$65,900.00 - \$105,300.00)

b. Create the following Position:

Classification: Fiscal Legislative Analyst
Job Code: 10165
Grade: 929(\$65,900.00 - \$105,300.00)
Position: To be determined by BBMR
Cost: \$118,290.00 - 1001-000000-1000-104800-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Office of Civil Rights and Wage Enforcement

	<u>Hourly Rate</u>	<u>Amount</u>
6. SAMANTHA JEFFREY	\$20.00	\$24,960.00

Account: 1001-000000-1562-171500-601009

Ms. Samantha Jeffrey will continue to work as a Contract Services Specialist II (Civilian Review Board Investigator/Civilian Review Board Investigator). She will perform a wide variety of investigative work including conducting interviews and investigations, taking statements from complainants, witnesses and law enforcement officials, and writing reports. The period of the agreement is July 1, 2017 through June 30, 2018.

MINUTES

PERSONNEL

Baltimore City Fire Department

7. a. Adjust the following Grade and Scale:

					1%	3.5%	3.5%	7%	7%
Grade	Hiring	Full Perf	Experienced	Senior	Long 1	Long 2	Long 3	Long 4	Long 5
309	\$32,640	\$35,904	\$45,760	\$46,904	\$469	\$1,642	\$1,642	\$3,283	\$3,283

b. Adjust the Grade for the following Classification:

Classification: Emergency Medical Technician
 Job Code: 62710
 From Grade: 830 (\$32,640.00) Flat
 To Grade: 309 (\$32,640.00 - \$46,904.00)

c. Implementation Proposal

1. All current members in the EMT classification shall be placed into the new grade (grade 309) at the appropriate step based upon their current length of service in this class at the time the new grade and salary range is approved by the Expenditure Control Committee and Board of Estimates.
2. Members placed into the new grade at the hiring level will move to full performance level 18 months from their hire date.
3. Members placed into the new grade at the full performance level or above shall serve a full 18 months before being eligible to promote to the next highest level.

MINUTES

PERSONNEL

Baltimore Fire Department - cont'd

4. There will be a no retroactive pay associated with the creation of the new grade and salary range or the implementation.

Cost: To be determined.

8. Adjust the salary grade for the following Classification:

Classification: Deputy Fire Chief

Job Code: 10213

From Grade: 84F (\$129,587.00)

To Grade: 84F (\$134,657.00)

Cost: \$35,178.00 - 1001 - 000000-2112-226000-601061
1001 - 000000-2121-226400-601061
1001 - 000000-2101-225100-601061
1001 - 000000-2132-228200-601061
1001 - 000000-3191-308700-601061
1001 - 000000-2101-225900-601061

On July 22, 2010, the Board of Estimates approved an established fixed salary relationship between the Battalion Fire Chief Suppression ALS classification and the Deputy and Assistant Chief classifications. This salary relationship was based on the Battalion Fire Chief Suppression, ALS maximum salary, plus longevities. The Deputy Fire Chief's salary was to be maintained at the 115% and the Assistant Fire Chief's Salary at 125% of the Battalion Fire Chief's maximum salary. Local 964's approved contract gave their members a 1.5% COLA effective July 1, 2016 and .05% COLA effective January 1, 2017, so this action will align the established fixed salary between the Battalion Fire Chief and Deputy Fire Chief and Assistant Fire Chief positions.

MINUTES**PERSONNEL**Baltimore Fire Department - cont'd9. a. Create the following New Classification:

Classification: Fire Apparatus Officer ALS
 Job Code: 41299
 Grade: 374 (\$62,877.00 - \$76,376.00)

b. Reclassify the following Position:

From: Fire Apparatus Officer
 Job Code: 41293
 Grade: 340 (\$55,500.00 - \$67,720.00)
 Position No.: 13945

To: Fire Apparatus Officer ALS
 Job Code: 41299
 Grade: 374 (\$62,877.00 - \$76,376.00)

Cost: \$2,592.00 - 1001-000000-2142-225900-601061

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

10. a. Create the following New Classification:

Classification: Fire Systems Analyst
 Job Code: 41300
 Grade: 340 (\$55,500.00 - \$67,720.00)

b. Reclassify the following Position:

From: Fire Paramedic Suppression
 Job Code: 41210
 Grade: 312 (\$41,049.00 - \$65,512.00)
 Position: 13313

MINUTES**PERSONNEL**Baltimore City Fire Department - cont'd

To: Fire Systems Analyst
Job Code: 41300
Grade: 340 (\$55,500.00 - \$67,720.00)

c. Reclassify the following Position:

From: Fire Paramedic
Job Code: 41207
Grade: 315 (\$38,035.00 - \$60,701.00)
Position No.: 13396

To: Fire Systems Analyst
Job Code: 41300
Grade: 340 (\$55,500.00 - \$67,720.00)

Cost: \$38,829.00 - 1001-000000-2101-225100-601061

11. a. Create the following New Classification:

Classification: Fire Dispatch Supervisor Training
and Quality Assurance
Job Code: 41301
Grade: 340 (\$55,500.00 - \$67,720.00)

b. Reclassify the following Position:

From: Fire Dispatch
Job Code: 41201
Grade: 314 (\$40,863.00 - \$49,164.00)
Position: 45789

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

MINUTES**PERSONNEL**Baltimore City Fire Department - cont'd

To: Fire Dispatch Supervisor Training
and Quality Assurance
Job Code: 41301
Grade: 340 (\$55,500.00 - \$67,720.00)

c. Abolish the following Position:

Classification: Fire Dispatch
Job Code: 41201
Grade: 314 (\$40,863.00 - \$49,164.00)
Position No.: 13976

Cost: \$48,360.00 - 1001-000000-2151-230500-601061

Fire and Police Retirement Systems12. Reclassify the following Vacant Position:

From: Data Entry Operator III
Job Code: 33113
Grade: 081 (\$32,076.00 - \$38,001.00)
Position No.: 1540-47198

To: Office Support Specialist III
Job Code: 33213
Grade: 078 (\$29,672.00 - \$34,218.00)

Cost: (\$3,068.00) - 6000-604117-1540-171400-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

MINUTES

PERSONNEL

Fire and Police Retirement Systems - cont'd

13. Create the following Position:

Classification: Retirement Benefits Analyst Supervisor

Job Code: 33635

Grade: 927 (\$62,000.00 - \$99,200.00)

Position No.: To be determined by BBMR

Cost: \$85,853.00 - 6000-604117-1540-171400-60100

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Department of General Services

	<u>Hourly Rate</u>	<u>Amount</u>
14. SHAQUITA GAUSE	\$31.50	\$59,850.00

Account: 1001-000000-7340-721700-601009

Ms. Gause will continue to work as a Contract Services Specialist II (Construction Project Supervisor I/Construction Project Manager). She will oversee the scheduling, inspection and administration and completion of major construction projects; consult with technical staff, consultants, contractors and other City agencies for completion of major construction for buildings; review and evaluate construction schedules; analyze and handle potential delays and claims and recommend appropriate actions; schedule and conduct pre-construction and progress meetings; assist in coordinating and processing of payments to contractors and recommend solutions to problems arising during construction. This is a 5% increase in the hourly rate from the previous contract. The period of the Agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**Office of the Comptroller

	<u>Hourly Rate</u>	<u>Amount</u>
15. FRED WRIGHT	\$20.82	\$38,167.00

Account: 1001-000000-1300-157300-601009

Mr. Wright, retiree, will continue to work as a Contract Service Specialist I (Special Assistant). This is a 2% increase in the hourly rate from the previous contract period. He will be responsible for escorting the Comptroller to meetings and public events, supervising the maintenance of the vehicle assigned to the Comptroller, and assisting with the processing of Board of Estimates materials, and performing other duties as assigned. The period of the agreement is June 28, 2017 through June 27, 2018.

THE COMPTROLLER'S OFFICE IS REQUESTING A WAIVER OF THE SALARY CAP AND THE NUMBER OF HOURS WORKED AS OUTLINED IN THE CITY'S ADMINISTRATIVE MANUAL 212-1 PART I, RETIREES.

Department of General Services

16. LEANDRE BOWLING	\$20.00	\$38,000.00
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Account: 1001-000000-1981-718100-601009

Mr. Bowling will work as a Contract Services Specialist II (Architect/Archibus Architect). He will create, correct and convert architectural drawings to CADD drawings; upload to and maintain CADD drawings in Archibus; assist in

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

spearheading the Archibus Space Management and Emergency Preparedness module effort; conduct project field inspections of building sites, materials, landscaping, and methods of construction to monitor and insure the proper implementation of project plans and specifications; assist with other data cleaning and reconciling efforts related to Archibus. The period of the Agreement is effective upon Board approval for one year.

17. **JOSHUA BORNFIELD** \$26.30 **\$49,970.00**

Account: 1001-000000-1982-272800-601009

Mr. Bornfield will continue to work as a Contract Services Specialist II (Events Manager/Event Organizer). He will manage events in Department buildings that are sponsored by government agencies and/or community organizations; coordinate events by processing all event rental applications, manage customer relations, rental fees, and calendar of events; demonstrate partnership planning by enlisting, coordinating and collaborating events with other art and performance related government agencies, social, or non-profit organizations/institutions; work with the Department's Public Information Officer to publicize, market, and otherwise promote events to the general public via

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

traditional media outlets, social online media, and bulletin boards; staff evening and weekend events with prior approval; keep records and statistical information on event attendance and revenue and report financial information accurately to the Department's Administration; grow rentals to a financially sustainable level for the agency over time and raise revenue not less than \$25,000.00 for the calendar year. The period of the Agreement is June 29, 2017 through June 28, 2018.

Health Department18. Create the following Position:

Classification: Liaison Officer I

Job Code: 31420

Grade: 090 (\$44,858.00 - \$54,520.00)

Position No: To be determined by BBMR

Cost: (\$66,827.82) - 5000-570317-3041-605800-601001

19. Create the following Position:

Classification: Contract Administrator I

Job Code: 72411

Grade: 085 (\$36,681.00 - \$44,199.00)

Position No: To be determined by BBMR

Cost: (\$58,713.00) - 4000-484717-3023-718000-601001

MINUTES**PERSONNEL**Health Department - cont'd20. Reclassify the following Vacant Position:

From: Social Program Administrator II
 Job Code: 81152
 Grade: 927 (\$62,000.00 - \$99,200.00)
 Position No: 3160-48599

To: Administrative Coordinator
 Job Code: 31100
 Grade: 087 (\$39,701.00 - \$47,990.00)

Cost: (\$28,843.00) - 1001-000000-3160-308000-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

21. **MAURICE W. BLAKELY** \$82.00 **\$106,600.00**

Account: 1001-000000-3030-271900-601009

Mr. Blakely will continue to work as a Contract Services Specialist II (Director Oral Health Services/General Dentist). He will continue to perform general dentistry procedures which include diagnostic, preventive, periodontal, restorative, removable, and fixed prosthodontics, and minor oral surgery treatments. He will provide on-site supervision of public health hygienist and clinic staff; give counsel to Program Director in the administration of off-site and outreach care services. He will assist in the development and implementation of collaborative care program with Baltimore City Health Department clinics and community partners. He will assist the Program Director with clinic and program evaluations to comply with grant funded requirements and

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

	<u>Hourly Rate</u>	<u>Amount</u>
Federal, State and Local mandates. The period of the agreement is July 1, 2017 through June 30, 2018.		
22. DELLA YVONNE DUNCAN	\$13.00	\$13,520.00

Account: 4000-499016-3023-513200-601009

Ms. Duncan will continue to work as a Contract Services Specialist II (Community Outreach Worker/Outreach Worker-Special Populations) for the STD/HIV Prevention Program. She will recruit clients for Sexually Transmitted Disease/HIV testing in community settings with high incidence of syphilis and/or HIV infection. She will identify venues and key community stakeholders to reach priority populations such as young Men Who Have Sex with Men, substance abusers, and homeless. She will provide client-based health education and risk reduction counseling for STD and HIV Prevention. She will complete intake forms, client logs and other paperwork associated with outreach testing program. She will assist with the collection of Gonorrhea and Chlamydia specimens. In addition, she will assist with setting up and breaking down outreach equipment including tables, canopies, chairs, literature, and coolers. The period of the Agreement is July 1, 2017 through June 30, 2018.

23. SHELLEY CHOO	\$61.20	\$93,308.00
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Account: 4000-530018-3080-595800-601009

Ms. Choo will continue to work as a Contract Services Specialist II (Public Health Physician/Senior Medical Advisor) for the Bureau of Maternal and Child Health. She will represent the Health Department in a variety of senior

MINUTES

PERSONNEL

Health Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
<p>level functions such as the Women's Detention Center Contraceptive and Reproductive Services (CARES) Needs Assessment and Infant Safe Sleep Initiative; lead the Health Department provider outreach work, including managing the Medical Homes grant with the goal of improving communication and coordination of care between medical homes and Maternal and Child Health B'More for Healthy Babies programs. She will conduct grand rounds and other senior level presentations on pre-conception, pregnancy, post pregnancy, and infant care topics for medical staff and other service providers to improve and inform health care delivery systems in hospitals, clinics, and community programs. This is a 2% increase in the hourly rate from the previous contract period. The period of the Agreement is July 1, 2017 through June 30, 2018.</p>		
24. RUTH CANAN	\$25.00	\$10,000.00
<p>Account: 1001-000000-2401-258300-603018</p> <p>Ms. Canan will continue to work as a Contract Services Specialist II (Animal Control Investigator/Animal Hearing Panel Member). She will provide for the resolution of disputes arising from the enforcement of Title 10 of the Baltimore City Health Code, any hearing pertaining to the determination of whether an animal is a dangerous or vicious animal requiring the presence of three members of the Panel. The period of the Agreement is July 1, 2017 through June 30, 2018.</p>		
25. DARYL MACK	\$19.54	\$37,263.00
<p>Account: 1001-000000-3023-274000-601009</p> <p>Mr. Mack will continue to work as a Contract Services Specialist II (Community Health Educator I/Peer Educator). He will conduct strategic outreach in high-risk communities,</p>		

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

	<u>Hourly Rate</u>	<u>Amount</u>
<p>establish relationships with community stakeholders, and promote opportunities for collaboration. He will facilitate overdose prevention and response training, make referrals to drug treatment for people suffering from substance use disorders, and conduct peer counseling to program participants. He will conduct health and harm reduction education awareness and counseling. In addition, he will provide HIV, Hepatitis C, and STD Prevention Education with program participants and other community members, conduct pre/post HIV and Hepatitis C testing and counseling, and conduct syringe exchanges and Phlebotomy duties. The period of the Agreement is July 1, 2017 through June 30, 2018.</p>		
26. GREGORY P. JENKINS, III	\$19.00	\$24,700.00

Account: 1001-000000-3023-274000-601009

Mr. Jenkins will work as a Contract Services Specialist II (Community Health Educator I/Peer Educator). He will facilitate overdose prevention and response training, make referrals to drug treatment for participants, and provide risk reduction counseling to program participants. He will conduct health and harm reduction education and counseling, conduct HIV and STD Prevention Education with program participants and other community members. In addition, he will conduct pre/post HIV testing and counseling, conduct syringe exchange, and Phlebotomy duties. The period of the Agreement is July 1, 2017 through June 30, 2018.

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

	<u>Hourly Rate</u>	<u>Amount</u>
27. LORENA YANEZ	\$14.56	\$21,200.00
Accounts: 4000-499618-3080-294213-601009		\$10,600.00
4000-428218-3080-294300-601009		\$10,600.00

Ms. Yanez will continue to work as a Contract Services Specialist II (Community Health Educator I/Interpreter/Translator) for the Maternal and Infant (M&I) Care and the Baltimore Infant & Toddler's Programs (BITP). She will be a liaison between service providers and clients, participate in community activities, meetings, and presentations related to Maternal and Child Health. She will input encounters in client records and into program database; participate in monthly face-to-face meetings with the M&I supervisor and the BITP administrator. She will make phone calls for the staff to non-English speaking clients; schedule client appointments; translate program forms and documents, and participate in client home visits and services. In addition, she will represent the M&I and BITP at community meetings, health fairs, and events related to Spanish-speaking populations and relay concepts and ideas between languages in an accurate manner to families served. The period of the Agreement is July 1, 2017 through June 30, 2018.

28. DARRYL D. BURRELL	\$19.00	\$24,700.00
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Account: 5000-580717-3023-274000-601009

Mr. Burrell will continue to work as a Contract Services Specialist II (Community Health Educator I/Peer Educator). He will conduct strategic outreach in high-risk communities, establish relationships with community stakeholders, and promote opportunities for collaboration. He will facilitate

MINUTES

PERSONNEL

Health Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
<p>overdose prevention and response training; make referrals to drug treatment for people suffering from substance use disorders; and conduct peer counseling to program participants. He will conduct health and harm reduction education and counseling, conduct HIV, Hepatitis C, and STD Prevention Education with program participants and other community members. In addition, he will conduct pre/post HIV and Hepatitis C testing and counseling and conduct syringe exchanges and Phlebotomy duties. This is a 1% increase in the hourly rate from the previous contract period. The period of the Agreement is July 1, 2017 through June 30, 2018.</p>		
29. DAVID ZHITNITSKY	\$19.00	\$24,700.00

Account: 1001-000000-3023-274000-601009

Mr. Zhitnitsky will continue to work as a Contract Services Specialist II (Community Health Educator I/Peer Educator). He will facilitate overdose prevention and response training, make referrals to drug treatment for participants, and provide risk reduction counseling to program participants. He will conduct health and harm reduction education and counseling, conduct HIV, Hepatitis C, and STD Prevention Education with program participants and other community members. In addition, he will conduct pre/post HIV and Hepatitis C testing and counseling, conduct syringe exchange, and Phlebotomy duties. This is a 1% increase in the hourly rate from the previous contract period. The period of the Agreement is July 1, 2017 through June 30, 2018.

MINUTES

PERSONNEL

Health Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
30. GRACIE A. CARR	\$ 9.25	\$ 9,620.00

Account: 5000-533118-3254-767300-601009

Ms. Carr will continue to work as a Contract Services Specialist II (Program Assistant I/Guardianship Program Assistant). She will assist with scheduling medical and community appointments for clients, escort clients to medical and community activities, shop for food and clothes, and relocate client's personal items/possessions to alternate living arrangements. She will monitor clients in nursing homes, assisted living facilities and their private homes and document activities performed. This is a 6% increase in the hourly rate from the previous contract period due to the increase of the minimum wage. The period of the Agreement is July 1, 2017 through June 30, 2018.

31. LILLIAN HARRELL	\$ 9.25	\$ 9,620.00
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Account: 5000-532818-3254-767200-601009

Ms. Harrell will continue to work as a Contract Services Specialist II (Office Support Specialist I/Waiver Program Office Assistant). She will provide monthly telephone calls to participants to get updates on seniors' status, document status on report forms, meet with case managers to discuss calls. She will assist with faxing documents to service providers, shred confidential documents, and assist with copying resource documents and manuals. In addition, she will assist with data entry, operate fax machine, copier, shredder, and computer. This is a 6% increase in the hourly rate from the previous contract period due to the increase of the minimum wage. The period of the Agreement is July 1, 2017 through June 30, 2018.

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

	<u>Hourly Rate</u>	<u>Amount</u>
32. ARIANA JACKSON	\$16.50	\$32,175.00

Account: 5000-534118-3044-767900-601009

Ms. Jackson will continue to work as a Contract Services Specialist II (Information & Referral Worker/Information and Referral Worker). She will screen clients and representatives requesting information to determine the nature of social, medical, economic and other issues, provide information to clients, client representatives and agency personnel both in person and by telephone, assist clients to complete applications for various assistance-related programs (Medicaid, Medicare, Food Stamps, Social Security, etc.). She will receive referrals from other agencies and programs, assess identified needs and provide appropriate information and referral, maintain daily log, and document information and referral work. The period of the Agreement is July 1, 2017 through June 30, 2018.

33. THERESE CLAVEY	\$15.00	\$23,400.00
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Account: 5000-535418-3044-768000-601009

Ms. Clavey will continue to work as a Contract Services Specialist II (Program Assistant I/Program Assistant). She will process Senior Care Universal Intake Referrals, track Senior Care Waiting Lists, monitor, and track In-Kind Case Management documents. She will assist with the invoice process, assist with scheduling and organizing program meetings. The period of the Agreement is July 1, 2017 through June 30, 2018.

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

	<u>Hourly Rate</u>	<u>Amount</u>
34. FLORA CALDWELL-DAUGHTRY	\$16.00	\$19,200.00

Account: 4000-425518-3110-306700-601009

Ms. Caldwell-Daughtry will continue to work as a Contract Services Specialist I (Accounting Assistant II/Accounting Assistant II) for the Adult Evaluation and Review Services (AERS) program. She will provide administrative assistance to the Director of AERS. She will design and maintain the AERS database, the billing information database, track, and record incoming revenue. She will collect and compile data for statistical reports, assist with the identification of funding sources to support program initiatives, and assist with the development of grant applications. The period of the Agreement is July 1, 2017 through June 30, 2018.

35. GINA ROBINSON SHAW	\$25.00	\$26,000.00
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Account: 5000-533118-3254-767300-601009

Ms. Shaw will continue to work as a Contract Services Specialist II (Senior Social Services Coordinator/Guardianship Specialist) with the Division of Aging and CARE Services. She will perform initial assessment/investigation of alleged disabled persons, attends guardianship court hearings, and provide short-term and ongoing case management to clients in a variety of settings, monitor via field visits and telephone contacts to clients in nursing homes, assisted living facilities, private homes, and day care centers. She will arrange for appropriate medical

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

	<u>Hourly Rate</u>	<u>Amount</u>
care and treatment and consent to needed medical procedures, coordinate and participate in care plan meetings, counseling sessions, and interdisciplinary meetings. She will maintain case records and files inclusive of case management notes, correspondence, financial information, medical reports and legal documents. The period of the Agreement is July 1, 2017 through June 30, 2018.		
36. CHARLENE FITCH	\$19.57	\$38,761.50
Accounts: 4000-425518-3110-306700-601009		\$19,380.75
5000-532818-3023-273300-601009		\$19,380.75

Ms. Fitch will continue to work as a Contract Services Specialist II (Long Term Care Ombudsman/Long-Term Care Ombudsman Advocate). The contract includes \$600.00 for mileage. She will travel to nursing homes and assisted living facilities in Baltimore City, identify, investigate, and resolve complaints on behalf of residents in long-term care facilities. She will monitor facilities as it relates to quality of care and resident rights, participate in resident and family council meetings, and promote awareness of long term care issues and the Long-Term Care Ombudsman Program. She will document accurately and record case notes and details in the Ombudsman data system. The period of the Agreement is July 1, 2017 through June 30, 2018.

MINUTES

PERSONNELHealth Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
37. MARY ELIZABETH MURPHY	\$ 9.25	\$14,430.00

Account: 4000-425518-3110-306700-601009

Ms. Murphy will continue to work as a Contract Services Specialist II (Office Support Specialist I /Senior Citizen Aide). She will assist with Intake and Referrals, answer telephones, refer calls to proper stations, distribute documents to program staff, file invoices and client records, monitor incoming and outgoing faxes. This is a 6% increase in the hourly rate from the previous period due to the increase of the minimum wage. The period of the Agreement is July 1, 2017 through June 30, 2018.

38. DEMETRIA J. RODGERS	\$26.12	\$13,582.40
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Account: 4000-422717-3030-702900-601009

Ms. Rodgers, retiree, will continue to work as a Contract Services Specialist I (Health Program Administrator I/Nursing Coordinator). She will oversee the activities of nursing and support clinical personnel; participate with ARH Director in planning, developing, and implementing clinical training programs for subgrantees. She will audit subgrantee clinics to monitor the quality of care; plan and develop management and mid-level clinical in-service training programs requiring scheduling and coordination of various presenters and training modules, and serve as point of contact for trainings by answering phone

MINUTES

PERSONNELHealth Department - cont'd

inquiries, and receiving and confirming registration notices and writes reports on training program activities. This is a 1% increase in the hourly rate from the previous contract period and it's in compliance with AM 212-1, Part I. The period of the Agreement is July 1, 2017 through June 30, 2018.

39. Reclassify the following Filled Position:

From: Health Program Administrator I
Job Code: 61111
Grade: 923 (\$58,300.00-\$93,500.00)
Position No: 3150-35195

To: Health Program Administrator II
Job Code: 61113
Grade: 927 (\$62,000.00 - \$99,200.00)

Cost: \$4,785.95 - 5000-524017-3150-271300-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Department of Housing and Community Development40. a. Adjustment of the upgrade date from March 29, 2017 to July 1, 2016 retroactively for the following six classifications:

Classification: Construction Building Inspector I
Job Code: 42261

MINUTES**PERSONNEL**

Department of Housing and - cont'd
Community Development

Classification: Construction Building Inspector II
Job Code: 42262

Classification: Construction Electrical Inspector I
Job Code: 42271

Classification: Construction Electrical Inspector II
Job Code: 42272

Classification: Construction Mechanical Inspector I
Job Code: 42281

Classification: Construction Mechanical Inspector II
Job Code: 42282

- b. Adjustment of the creation date from March 29, 2017 to July 1, 2016 for the following two classifications:

From: Holding Class I
Job Code: 91110

To: Holding Class II
Job Code: 91111

- c. Adjustment of the reclassification date from March 2017 to July 1, 2016 for the following four filled positions:

1. From: Construction Building Inspector I
Job Code: 42261
Grade: 085 (\$36,681.00 - \$44,199.00)
Position No.: 7340-50603

MINUTES**PERSONNEL**

Department of Housing and - cont'd
Community Development

- To: Holding Class I
Job Code: 91110
Grade: 085 (\$36,681.00 - \$44,199.00)
2. From: Construction Building Inspector II
 Job Code: 42262
 Grade: 090 (\$44,858.00 - \$54,520.00)
Position No.: 7340-20433
- To: Holding Class II
Job Code: 91111
Grade: 090 (\$44,858.00 - \$54,520.00)
3. From: Construction Electrical Inspector II
 Job Code: 42272
 Grade: 090 (\$44,858.00 - \$54,520.00)
Position No.: 7340-20429
- To: Holding Class II
Job Code: 91111
Grade: 090 (\$44,858.00 - \$54,520.00)
4. From: Construction Mechanical Inspector II
 Job Code: 42282
 Grade: 090 (\$44,858.00 - \$54,520.00)
Position No.: 7340-20437
- To: Holding Class II
Job Code: 91111
Grade: 090 (\$44,858.00 - \$54,520.00)

MINUTES**PERSONNEL**

Department of Housing and - cont'd
Community Development

- d. Adjustment of the reclassification date from March 29, 2017
to July 1, 2016 for the following position:
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From: Construction Electrical Inspector II
Job Code: 42272
Grade: 090 (\$44,858.00 - \$54,520.00)
Position No.: 7340-20434

To: Holding Class II
Job Code: 91111
Grade: 090 (\$44,858.00 - \$54,520.00)

Costs: \$114,286.90 - 1001-000000-2602-260700-601001
10,898.69 - 1001-000000-2602-619500-601001
4,096.10 - 5000-594417-5971-439504-601001
2,074.02 - 5000-594017-5971-439543-601001
2,512.98 - 2089-208917-5825-179400-601001
5,718.18 - 2089-208917-5825-608463-601001
2,035.06 - 1001-000000-5832-653400-601001
5,718.18 - 1001-000000-1776-179300-601001
729.87 - 5000-594417-5971-771100-601001
\$148,069.98

The above actions were approved by the Board on March 29, 2017. The Department of Human Resources requests approval of this Administrative Correction of these actions so that they are effective retroactively to July 1, 2016. These actions and the effective date resulted from negotiations with the union and the employees accordingly expected the effective date to be July 1, 2016.

MINUTES**PERSONNEL**

Department of Housing and - cont'd
Community Development

These positions are considered to be Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

41. Department of Human Resources

Grade 801	From:	\$8.75	To:	\$9.25
Grade 851	From:	\$8.75	To:	\$9.25
Grade 901	From:	\$8.75 - \$11.53	To:	\$9.25 - \$12.03
Grade 905	From:	\$8.75 - \$36.38	To:	\$9.25 - \$36.88
Grade 910	From:	\$8.75 - \$9.98	To:	\$9.25 - \$10.48
Grade 972	From:	\$8.75 - \$18.00	To:	\$9.25 - \$18.50
Grade 974	From:	\$8.75 - \$9.25	To:	\$9.25 - \$9.75
Grade 975	From:	\$8.75 - \$9.35	To:	\$9.25 - \$9.85
Grade 976	From:	\$8.75 - \$10.25	To:	\$9.25 - \$10.75
Grade 977	From:	\$8.75 - \$18.00	To:	\$9.25 - \$18.50
Grade 979	From:	\$8.75 - \$14.18	To:	\$9.25 - \$14.68
Grade 980	From:	\$8.75 - \$14.10	To:	\$9.25 - \$14.60
Grade 981	From:	\$8.75 - \$17.60	To:	\$9.25 - \$18.00
Grade 982	From:	\$8.75 - \$50.00	To:	\$9.25 - \$50.50
Grade 983	From:	\$8.75 - \$90.00	To:	\$9.25 - \$90.50
Grade 984	From:	\$8.75 - \$10.00	To:	\$9.25 - \$10.50
Grade 985	From:	\$8.75 - \$20.00	To:	\$9.25 - \$20.50
Grade 986	From:	\$8.75 - \$30.00	To:	\$9.25 - \$30.50

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

The Maryland State Legislation mandated an increase to the minimum wage, which increases the minimum wage from \$8.75 per hour to \$9.25 per hour effective July 1, 2017.

At this time, the Department of Human Resources has reviewed the Class File and has identified the above salary ranges that were approved by the Board June 29, 2016 (Part 1), which require adjustments in order to be in full compliance with the Minimum Wage Legislation. Some of the ranges listed above have had salary range maximums increased as well as minimums in order to preserve the existing span of the range. Once the Department of Human Resources has completed further research on identifying additional grades, Part 2 of adjusting salary ranges will follow.

Law Department42. Reclassify the following position:

From: New Position
Job Code: 90000
Grade: 900 (\$1.00 - \$204,000.00)
Position No.: 1763-51517

To: Claims Investigator
Job Code: 32211
Grade: 923 (\$58,300.00 - \$93,500.00)

Costs: \$97,123.00 - 1001-000000-1763-175200-601001

This position is considered to be a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

MINUTES**PERSONNEL**Mayor's Office43. Create the following position:

Classification: Operations Officer I
Job Code: 00085
Grade: 923 (\$58,300.00 - \$93,500.00)
Position No.: To be determined by BBMR

Cost: \$86,975.00 - 1001-000000-1250-775200-601001

44. Create the following position:

Classification: Operations Manager I
Job Code: 00090
Grade: 939 (\$82,100.00 - \$135,300.00)
Position No.: To be determined by BBMR

Cost: \$118,495.00 - 1001-000000-1250-775200-601001

45. Create the following position:

Classification: Operations Officer I
Job Code: 00085
Grade: 923 (\$58,300.00 - \$93,500.00)
Position No.: To be determined by BBMR

Cost: \$86,975.00 - 1001-000000-1250-775200-601001

46. Reclassify the following filled position:

From: Operations Officer III
Job Code: 00091
Grade: 942 (\$87,100.00 - \$143,600.00)
Position No.: 3470-46343

MINUTES

PERSONNEL

Mayor's Office - cont'd

To: Operations Manager III
Job Code: 00092
Grade: 960 (\$92,400.00 - \$152,400.00)

Costs: \$50,303.60 - 1001-000000-8331-731700-601001

These positions are considered to be Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Mayor's Office of Criminal Justice - Amendment to Employment*
Agreements

	<u>Hourly Rate</u>	<u>Amount</u>
47. CHRISTINA TERRANOVA	N/A	N/A
48. ERIN CUNNINGHAM	N/A	N/A

*The Amendment is a no-cost time extension.

Misses. Terranova and Cunningham will continue to work as a Visitation Center Supervisor. They will prepare documents, spaces and staff for shifts, check in with clients over the phone in preparation for visitations/exchanges during shifts to ensure safe service provision, supervise part-time staff during shifts and outside hours. They will also perform client intakes, create client service agreements, create, and maintain files and records of client contacts and any safety concerns that come up during a visitation or exchange, create staff and client schedules, track and implement budgeting plans and facilitate quarterly meetings.

MINUTES

PERSONNELMayor's Office of Criminal Justice - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
49. WANDA ASHLEY	N/A	N/A
50. ANN TINDALL	N/A	N/A
51. DARNELL PENN	N/A	N/A
52. NATASHA PETERSON	N/A	N/A

The employees will each serve as a Visitation Center Monitor and will observe visitation sessions between visiting parents and children, for several families simultaneously; intervene as necessary, during visits or exchanges to address any concerns that arise with parents and/or children. They will keep accurate and complete records of safety concerns or potential problems that arise during a visitation session. They will meet parents and/or children before and after visits and refer them to needed services or programs. They will maintain consistent communication with the on-site supervisor, on-site police, other monitors, and volunteers whether by phone, email, or in person. They will coordinate the safety of visits by being available to accompany individuals wherever needed in and around the building. In addition, they will maintain client files, personnel timesheets and invoices, and discuss case progress and concerns with supervisors. Occasionally, they will attend meetings about case status and other center operational issues and comply with all Visitation Center policies and procedures, including confidentiality, safety, and mandated reporting procedures.

MINUTES**PERSONNEL**Mayor's Office of Criminal Justice - cont'dHourly RateAmount

The amendment to agreements (item nos. 50-55) will extend the term of the contractual services from June 30, 2017 through September 30, 2017. This is a no-cost extension of the agreement.

Police Department

53. **CLARISSA E. FIELDS** \$14.42 **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Ms. Fields, retiree, will continue to work as a (Liaison Officer I/Contract Services Specialist I) for the Court Liaison Unit. This position ensures officers are notified to appear in court; ensures accuracy and completeness of all paperwork; enters information in the Failure to Appear (FTA) system; retrieves Police Department documents including operation and analysis reports for State's Attorney's Office; advises the State's Attorney's Office of officers' vacation, details, medical, military or FMLA status; acquires court documents and undeliverable summonses from court building; maintains files of undeliverable summonses to assist with possible FTA investigations; contacts officers requested by the State's Attorney's Office; provides contact phone numbers to the States' Attorney's Office and assist the State's Attorney's Office with any officer contact problems. The period of the Agreement is September 24, 2017 through September 23, 2018.

MINUTES

PERSONNEL

Police Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
54. C. TAMARA HATCHER	\$14.42	\$30,000.00

Account: 1001-000000-2042-198100-601009

Ms. Hatcher, retiree, will continue to work as a (Secretary II/Contract Services Specialist I) for the Office of Administrative Hearings. Ms. Hatcher will serve as the payroll administrator. She will collect Comstat signatures from commanders, delivers paperwork to Human Resources and the Office of the Police Commissioner for signature and filing purposes. The period of the Agreement is September 24, 2017 through September 23, 2018.

55. HOWARD J. GREEN	\$14.42	\$30,000.00
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Account: 1001-000000-2042-198100-601009

Mr. Green, retiree, will continue to work as a (Storekeeper I/Contract Services Specialist I) Evidence Control Unit. He is responsible for entry and accurate retention of all property retained by the Police Department and several surrounding agencies, which is estimated to be in excess of 5,000 submissions per month, receive property/evidence submissions from police and lab personnel, ensure accuracy/completeness of paperwork and enter it into the evidence tracking system. He will release property to personnel for further examination or as evidence for court, update evidence tracking system with appropriate changes of location of the property for chain of custody and documentation of location, release property to the public and

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

	<u>Hourly Rate</u>	<u>Amount</u>
documents in the evidence tracking system and lifts and handles evidence submitted. The period of the Agreement is July 24, 2017 through July 23, 2018.		
56. LINDA E. BALLINGER	\$14.42	\$30,000.00

Account: 1001-000000-2042-198100-601009

Ms. Ballinger, retiree, will continue to work as a Contract Services Specialist I (Investigator) - Internal Affairs Division. Her duties will include, but are not limited to being responsible for handling and directing phone calls from citizens or members of the Department regarding police misconduct. Ms. Ballinger will also prepare copies of sustained casebooks for delivery to the Office of Administrative Hearings, prepare case findings letters to complainants and members of the police department, and index, scan and file completed case booklets. She will also maintain case disposition file copies and folders, maintain tracking of all Civilian Review Board cases and prepare copies of completed casebooks for delivery, maintain signature receipt logs for hand deliveries, and input all sustained cases into the ASA database. In addition, Ms. Ballinger will handle all requests from Legal Affairs, the State's Attorney's Office and the U.S. Attorney's Office for copies of casebooks, documents or reports, and conduct research for various issues that arise and handle special projects assigned by the Chief of the Internal Affairs Section. This is the same salary as in the previous contract period. The period of the agreement is October 23, 2017 through October 22, 2018.

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

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

57. Abolish the following two vacant positions:

Classification: Office Support Specialist III
Job Code: 33213
Grade: 078 (\$29,672.00 - \$34,218.00)
Position Nos.: 47437, 47441

Create the following one position:

Classification: Social Program Administrator II
Job Code: 81152
Grade: 927 (\$62,000.00 - \$99,200.00)
Position No.: To Be Assigned

Cost: \$6,180.00 - 1001-00000-2042-223700-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

MINUTES**PERSONNEL**Police Department58. a. Create the following three positions:

Classification: Operations Assistant II
Job Code: 00080
Grade: 903 (\$43,400.00 - \$69,400.00)
Position Nos.: To be determined by BBMR

b. Create the following one position:

Classification: Program Compliance Supervisor
Job Code: 00418
Grade: 931 (\$71,000.00 - \$113,500.00)
Position No.: To be determined by BBMR

c. Create the following three positions:

Classification: Program Compliance Officer II
Job Code: 00417
Grade: 927 (\$62,200.00 - \$99,200.00)
Position Nos.: To be determined by BBMR

d. Create the following five positions:

Classification: Operations Officer II
Job Code: 00086
Grade: 927 (\$62,000.00 - \$99,200.00)
Position Nos.: To be determined by BBMR

e. Create the following two positions:

Classification: Operations Officer V
Job Code: 00089
Grade: 936 (\$77,600.00 - \$124,100.00)
Position Nos.: To be determined by BBMR

MINUTES**PERSONNEL**

Police Dept. - cont'd

f. Create the following one position:

Classification: Research Analyst II
Job Code: 00816
Grade: 927 (\$62,000.00 - \$99,200.00)
Position No.: To be determined by BBMR

g. Create the following three positions:

Classification: Administrative Policy Analyst
Job Code: 01956
Grade: 923 (\$58,300.00 - \$93,500.00)
Position Nos.: To be determined by BBMR

h. Create the following four positions:

Classification: Training officer
Job Code: 00626
Grade: 927 (\$62,000.00 - \$99,200.00)
Position Nos.: To be determined by BBMR

Costs: \$2,372,461.00 - 1001-000000-2041-776700-601001

The findings of the US Department of Justice for the Baltimore Police Department (BPD) patterns and practices related to civil rights violations resulted in the BPD entering into a Consent Decree (CD). BPD is required to quickly implement the CD mandates, which cause the need to create several positions to perform specific functions within a specific period. These positions will operate in the Compliance, Accountability & External Affairs, Best Practices, and Professional Development & Training Academy Divisions.

MINUTES**PERSONNEL**

Police Dept. - cont'd

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Enoch Pratt Free Library

59. Reclassify the following non-civil service filled position:

From: HR Generalist I
 Job Code: 00680
 Grade: 088 (\$41,326.00 - \$50,069.00)
 Position No.: 4501-34071

To: HR Generalist II
 Job Code: 07395
 Grade: 923 (\$58,300.00 - \$93,500.00)
 Position No.: 4501-34071

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

Some positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Department of Public Works

60. Reclassify the following ten filled positions:

From: Laborer
 Job Code: 52931
 Grade: 482 (\$14.16 - \$14.62)
 Position Nos.: 22325, 22688, 22685, 22704, 22712, 23359,
 22684, 227705, 22578, and 22690

MINUTES**PERSONNEL**

Dept. of Public Works - cont'd

To: Utility Meter Technician I
 Job Code: 34310
 Grade: 078 (\$29,672.00 - \$34,218.00)

Cost Savings: (\$17,661.00 - 2071-000000-5471-609300-601001)

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

61. Reclassify the following five vacant positions:

a. From: Collections Representative I
 Job Code: 34253
 Grade: 080 (\$31,142.00 - \$36,634.00)
 Position No.: 24021

To: Customer Care Analyst III
 Job Code: 34265
 Grade: 084 (\$35,564.00 - \$42,446.00)

b. From: Customer Care Account Specialist
 Job Code: 34260
 Grade: 082 (\$33,140.00 - \$39,199.00)
 Position No.: 33718

To: Customer Care Analyst III
 Job Code: 34265
 Grade: 084 (\$35,564.00 - \$42,446.00)

c. From: Customer Care Account Specialist Adjuster II
 Job Code: 34261
 Grade: 084 (\$35,564.00 - \$42,446.00)
 Position No.: 50004

To: Customer Care Analyst III
 Job Code: 34265
 Grade: 084 (\$35,564.00 - \$42,446.00)

MINUTES

PERSONNEL

Dept. of Public Works - cont'd

d. From: Cement Finisher
 Job Code: 53311
 Grade: 487 (\$31,221.00 - \$32,635.00)
 Position No.: 22728

 To: Customer Care Analyst III
 Job Code: 34265
 Grade: 084 (\$35,564.00 - \$42,446.00)

e. From: Operations Assistant II
 Job Code: 31105
 Grade: 903 (\$43,400.00 - \$69,400.00)
 Position No.: 33705

 To: Customer Care Analyst III
 Job Code: 34265
 Grade: 084 (\$35,564.00 - \$42,446.00)

Cost: \$4,405.00 - 2071-000000-5471-609400-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

	<u>Hourly Rate</u>	<u>Amount</u>
62. BRENDAN NAGLE	\$19.23	\$40,000.00

Account: 1001-000000-1901-190400-601009

Mr. Nagle will work as a Contract Service Specialist II (Administrative Analyst 1/Administrative Analyst I). He will plan, design, and implement new systems to meet the Department's goals for increased productivity or efficient operations. He will also analyze problems and devise new systems including cost accounting and economic models, metric analysis of statistical data and workforce analysis. The period of the agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**Department of Recreation and Parks

	<u>Hourly Rate</u>	<u>Amount</u>
63. PHYLLIS M. WOODEN	\$10.00	\$ 9,880.00

Account: 1001-000000-4803-371400-601009

Ms. Wooden, retiree, will continue to work as a Contract Services Specialist I (Driver I/Transportation Aid). This position drives City vehicles (cars and vans) to transport City Administrators and staff to and from scheduled meetings and events; transport center participants to and from various events, activities, field trips and other facilities; deliver vehicles to the repair shop for routine preventive maintenance and as necessary, repairs and service if needed; keep vehicles clean, sanitary and fueled to assure that safety standards are met. The period of the Agreement is effective upon Board approval for one year.

64. MARCIA FROOMER	\$28.00	\$36,400.00
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Account: 2028-000000-4731-791300-601009

Ms. Froomer will continue to work as a Contract Service Specialist II (Environmental Conservation Analyst/Conservation Education Coordinator). Her duties will include, but are not limited to developing and designing comprehensive wildlife conservation programs for all ages. Establishing landscape for wildlife conservation parks, wildlife gardens, create educational programs, training programming staff on creating and maintain wildlife habitats and pollinator gardens, seek grant funding and partners to support wildlife programs, recruit, hire and supervise nature program specialists. This is a 7% increase in the hourly rate from the previous contract. The period of the Agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**Department of Recreation and Parks - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
65. LARRY WASHINGTON	\$12.24	\$23,295.17

Account: 6000-680817-4782-717200-601009

Mr. Washington will continue to work as a Contract Services Specialist II (Event Personnel/Visitor and Services Specialist). His duties will include, but are not limited to; locking and unlocking facilities, arming and disarming alarm upon opening and closing, closing greenhouse facilities and exterior vents and provide supplemental heating. He will also patrol grounds during hours of operation, guide and direct visitors, remove trash and recyclables from exterior receptacles and collect and dispose of cigarette butts and other debris. This is a 2% increase in the hourly rate from the previous contract. The period of the Agreement is effective upon Board approval for one year.

66. KRISTY M. ANGSTADT	\$21.00	\$40,026.00
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Account: 1001-000000-4783-363600-603026

Ms. Angstadt will work as a Contract Services Specialist II (Contract Administrator I/Urban Forester). Her duties will include, but are not limited to examining the work assigned to tree maintenance crews, recording necessary site data, maintaining database for assigned tree maintenance work, completion of work, and dollar values for each assignment. She will also ensure reporting data from the contractor is correct, verify accurate invoicing, schedule meetings, and create meeting agendas and maintain all files related to maintenance contracts. The period of the agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**Department of Recreation and Parks - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
67. KLIFFI M. BLACKSTONE	\$21.63	\$41,226.78

Account: 1001-000000-4783-583800-601009

Ms. Blackstone will continue to work as a Contract Services Specialist II (Contract Administrator I/Contract Administrator). Her duties will include, but are not limited to examining the locations and completion of work assigned to tree maintenance crews, recording site data to include tree sizes, photographs, address changes and conformity. She will also maintain the database for assigned tree maintenance work, completion of work and dollar values of each assignment, ensure accuracy of contractor invoice data, schedule meeting agendas, maintain files related to maintenance contracts, interpret procedures for tree maintenance contractors, and assist with the performance of quality assurance checks. This is a 3% increase in the hourly rate from the previous contract. The period of the agreement is effective upon Board approval for one year.

State's Attorney's Office

68. TRACEY SNOWDEN	\$26.00	\$49,600.00
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Account: 1001-000000-1150-118000-601009

Ms. Snowden will work as a Contract Services Specialist II (Executive Secretary, SAO/Secretary). Her duties will include, but are not limited to managing a database that tracks lab results from the Baltimore Police Department to assure that prosecutors throughout the office know the status of each request in preparing for trial, track lab reports for every trial, post-conviction petition, DNA post-conviction petition, Actual Innocence petition, motions to reopen petitions, and various new trial motions. The period of the agreement is June 29, 2017 through June 28, 2018.

MINUTES

PERSONNELState's Attorney's Office - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
69. YUVELQUI RIVERA RATTIGAN	\$44.58	\$85,000.00

Account: 4000-482417-1156-117900-601009

Ms. Rattigan will work as a Contract Services Specialist II (Licensed Clinical Social Worker Supervisor/Licensed Clinical Social Worker Supervisor and Child Witness Therapist). Her duties will include, but are not limited to providing individual therapy for child witnesses to homicide at the State's Attorney's Office Family Bereavement Center, working closely with the Baltimore Police Department's Homicide Unit and the Baltimore Child Abuse Center to advocate on behalf of child homicide witnesses throughout the court process. The period of the Agreement is June 29, 2017 through June 28, 2018.

70. ALBERT M. MARCUS, SR.	\$27.20	\$51,860.00
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Account: 1001-000000-1150-118000-601009

Mr. Marcus, Sr., retiree, will continue to work as a Contract Services Specialist I (Investigator, SAO/Investigator). He will investigate felony, homicide, and violent crime cases; locate and interview witnesses, and act as a liaison with police agencies. The period of the Agreement is July 5, 2017 through July 4, 2018.

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

In March, 1999 the Board of Estimates approved a waiver of the AM 212-1 to hire retired Police Officers as Investigators for the Office of State's Attorney with no restrictions on the number of work hours and rate of pay.

MINUTES

Baltimore City Health Department - Employee Expense Statement

ACTION REQUESTED OF B/E:

The Board is requested to approve the expense statement for Ms. Jennifer Pankey for the month of September 2016.

AMOUNT OF MONEY AND SOURCE:

\$34.40 - 1001-000000-3080-288700-603002 - Mileage

BACKGROUND/EXPLANATION:

Ms. Pankey submitted her employee expense statement and appropriate backup documents on time, but this reimbursement is late because the documents were inadvertently misplaced due to oversight.

The Administrative Manual, in Section 240-11, states that Employee Expense Reports that are submitted more than 40 work days after the last calendar day of the month in which the expenses were incurred require Board of Estimates approval.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the Employee Expense Statement for Ms. Jennifer Pankey for the month of September 2016.

MINUTESHealth Department - Expenditure of Funds**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the purchase of gift cards from Shoppers Food Warehouse (Shoppers) and Target Stores (Target) for program participants of the Youth Health and Wellness Youth Leadership Council (YLC).

AMOUNT OF MONEY AND SOURCE:

\$ 5,000.00 - 250 Shoppers gift cards @ \$20.00 each
4000-475917-3080-294600-604014

5,000.00 - 250 Target gift cards @ \$20.00 each
4000-475917-3080-294600-604009

\$10,000.00

BACKGROUND/EXPLANATION:

The Early Head Start Program is a child-centered, family focused program that serves parents together with children aged birth through three years. The program is responsible for prevention oriented, early intervention programs offered in the center in home like settings. In participating in the program, parents are responsible for participating in ongoing weekly trainings and monthly meetings. In addition, to develop their leadership skills, they are encouraged to participate in program governance.

Gift cards from both Shoppers and Target will be used to increase participation; thus, keeping the program in compliance. In addition, they will be used to distribute to participants who achieve perfect attendance and reach their established goals. They will also be used for participants who have outstanding participation in areas of marketing and outreach, attending leadership trainings and assisting with design of the program's newsletter. The Maryland Family Network has approved the use of

MINUTES

Health Department - cont'd

gift cards for this purpose and will be assisting with the design of the incentive program.

The Department has adopted a consolidated policy for the purchase, distribution, and documentation of all incentive cards. The central tenets of this policy account for: 1) a single means of procuring all incentive cards through the Board of Estimates; 2) the documentation of each incentive card and its recipient; 3) a monthly reconciliation for all purchases that account for all distributed and non-distributed cards, and; 4) periodic internal review of programs' activity vis-à-vis the internal policy which are to be shared with the Department of Audits.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized the purchase of gift cards from Shoppers Food Warehouse and Target Stores for program participants of the Youth Health and Wellness Youth Leadership Council.

MINUTES

Health Department - No-Cost Time Extension

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the No-Cost Time Extension from The Annie E. Casey Foundation. The No-Cost Time Extension will extend the period of the Grant Award through May 31, 2018.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On March 1, 2017, the Board approved the Grant Award from the Annie E. Casey Foundation for the period of December 1, 2016 through November 30, 2017 in the amount of \$250,000.00.

The extension will allow the Department to complete all deliverables associated with the grant award.

APPROVED FOR FUNDS BY FINANCE**AUDITS NOTED THE TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the No-Cost Time Extension from The Annie E. Casey Foundation.

MINUTES

Health Department - Intergovernmental Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Intergovernmental Agreement with Baltimore County. The period of the Intergovernmental Agreement is March 1, 2017 through February 28, 2018.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

This agreement establishes an administrative mechanism to allocate funds received by the City under Part A of the Ryan White HIV/AIDS Treatment Extension Act of 2009 for Baltimore City, Baltimore County, Anne Arundel County, Carroll County, Harford County, Howard County, and Queen Anne's County. Funding allocations for Baltimore City and Baltimore County will be based on the severity of need for outpatient and ambulatory care services in each area and the health and support services needed in each area. Subject to the appropriations, the City and County will maintain the level of HIV-related services equal to the level of funding.

The agreement is late because the Department was waiting for the agreement to be signed by Baltimore County, Maryland.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Intergovernmental Agreement with Baltimore County.

MINUTES

Health Department - Nurse Monitor Agreements

	<u>Hourly Rate</u>	<u>Amount</u>
1. LISA HORNE, R.N.	\$37.50	\$60,500.00
2. DENA HARRIS, R.N.	\$37.50	\$60,500.00
3. SHERBY BRYANT, R.N.	\$37.50	\$60,500.00
4. TIFFANY GRAY, R.N.	\$37.50	\$60,500.00
5. AIMEE CAMPBELL, R.N.	\$37.50	\$60,500.00
6. JACQUELINE GAUGHAN, R.N.	\$37.50	\$60,500.00
7. HARRIETT KNIGHT, R.N.	\$37.50	\$60,500.00
8. KIM JORDAN, R.N.	\$37.50	\$60,500.00

Account: 4000-426218-3110-306800-603018

The Maryland State Department of Health and Mental Hygiene (DHMH) is designated as the single State agency to administer all aspects of the Community First Choice (CFC) and the Community Personal Assistance Services (CPAS), formerly known as Maryland Medical Assistance Personal Care Program. The CFC and the CPAS will provide services and support to enable older adults and people with disabilities to live in their homes.

The Department has an agreement with the DHMH to participate in the program as the case monitoring agency and to contract with Nurse Monitors who will supervise the provision of services to eligible recipients.

MINUTESHealth Department - cont'd

The Nurse Monitor will exercise independent professional judgment and carry professional liability insurance. Each Nurse Monitor will be an independent contractor and not an employee of the City.

The Nurse Monitor will be responsible for providing oversight and quality monitoring of the participant's health status and the outcomes of personal assistance for the CFC and the CPAS participants. They will make home visits, maintain clinical records, and utilize the Long Term Support Maryland Tracking System, as required. The period of the agreements is July 1, 2017 through June 30, 2018.

MWBOO GRANTED A WAIVER.

AUDITS REVIEWED AND HAD NO OBJECTION.

APPROVED FOR FUNDS BY FINANCE

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

MINUTESHealth Department - Agreements and Amendment to Agreement

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

AGREEMENTS

1. **THE UNIVERSITY OF MARYLAND, BALTIMORE (UMB) \$200,954.00**

Account: 4000-428217-3080-294300-603051

The UMB will provide services in the Premature Infant Development Enrichment Program (PRIDE²). Maryland's PRIDE² Program is a collaborative endeavor between the Department of Pediatrics at the University of Maryland, Baltimore and the Baltimore Infants & Toddlers Program (BITP).

The purpose of Maryland's PRIDE² Program is to provide a collaborative effort of identification, evaluation, and service coordination for the BITP eligible infants in the University of Maryland Children's Hospital (UMCH) Neonatal Intensive Care Unit (NICU) and Mercy NICU, who attend the UMCH NICU Follow-Up Program. The UMCH NICU and Mercy NICU provides intensive care to newborn infants born prematurely and medically fragile full-term infants; many of these infants are from Baltimore City. The UMCH NICU Follow-Up Program provides interdisciplinary neurodevelopmental follow-up of high-risk infants from the UMCH NICU. The period of the agreement is July 1, 2016 through June 30, 2017.

The Agreement is late because budget approval delayed processing.

2. **PROGRESSUS THERAPY, LLC \$278,720.00**

Account: 4000-427117-3080-294300-603051	\$100,957.00
4000-428217-3080-294307-603051	\$126,759.00
4000-427116-3080-294300-603051	\$ 25,000.00
4000-427117-3080-294301-603051	\$ 26,004.00

MINUTESHealth Department - cont'd

Progresses Therapy, LLC will provide occupational, speech-language pathology therapy and special education services for the Baltimore Infants & Toddlers Program. The organization will also provide school readiness orientation, training, documentation, and reporting. The period of the agreement is July 1, 2016 through September 30, 2017.

The Agreement is late because the grant award was received late in the fiscal year and budget revisions delayed processing.

3. THE JOHNS HOPKINS UNIVERSITY

Account: 4000-499016-3023-513200-603051 **\$ 63,131.00**

HIV prevention through counseling and testing is offered for all obstetric registrants at Johns Hopkins Hospital. Free HIV rapid testing is offered through the Johns Hopkins HIV Women's Health Program: testing and counseling through community outreach and in partnership with community-based organizations and churches.

Those who are identified as HIV-infected are enrolled into an outreach program to assist them in coping with their diagnosis and obtaining appropriate health care. The outreach staff assists HIV-infected patients with access to available health and social services in Baltimore and the surrounding counties. The period of the agreement is January 1, 2017 through December 31, 2017.

The Agreement is late because budget revisions delayed processing.

MINUTES

Health Department - cont'd

4. **KENNEDY KRIEGER INSTITUTE, INC. (KKI)** **\$198,156.25**

<u>Cost per visit</u>	<u>Number of Visits</u>	<u>Total</u>
\$250.00 - Init. Case Mgmt.	140	\$ 35,000.00
\$137.50 - Individ. Fam. Service Plan Review	350	\$ 48,125.00
\$ 75.00 - On-going Case Mgmt.	2,000	\$150,000.00

Account: 4000-428216-3080-294392-603051

The KKI will directly bill the Department of Health and Mental Hygiene \$198,156.25. The organization will request reimbursement less an administration fee of 15% in the amount of \$34,968.75.

The KKI will provide health-related early intervention/case management services to eligible patients for the Baltimore Infants and Toddlers Program. The organization will be reimbursed according to the Department of Health and Mental Hygiene policies for the Medical Assistance Program. The period of the agreement is July 1, 2016 through June 30, 2017.

The agreement is late because budget revisions delayed processing.

MWBOO GRANTED A WAIVER.

5. **PACT: HELPING CHILDREN WITH SPECIAL NEEDS, INC. (PACT)** **\$ 47,812.50**

<u>Cost per visit</u>	<u>Number of Visits</u>	<u>Total</u>
\$250.00 - Initial Case Management	50	\$12,500.00
\$137.50 - Individ. Fam. Service Plan Review	100	\$13,750.00
\$ 75.00 - On-going Case Management	400	\$30,000.00

Account: 4000-428217-3080-294392-603051

MINUTESHealth Department - cont'd

PACT will directly bill the Department of Health and Mental Hygiene up to \$47,812.50. The organization will request reimbursement less an administration fee of 15% in the amount of \$8,437.50.

PACT will provide health-related early intervention/case management services for the Baltimore Infants and Toddlers Program for eligible patients and will be reimbursed according to the Department of Health and Mental Hygiene policies for the Maryland Medical Assistance Program.

The agreement is late because budget revisions delayed processing.

AMENDMENTS

6. **HEALTHCARE ACCESS MARYLAND, INC.** **\$11,000.00**

Account: 1001-000000-3080-288500-603051

On August 17, 2016, the Board approved the original agreement for the period of July 1, 2016 through June 30, 2017 in the amount of \$60,000.00.

The Department received supplemental funds in the amount of \$11,000.00 to support additional administrative costs for the Safe Sleep/Family Planning Coordinator. This will make the new contract total \$71,000.00.

7. **MEALS ON WHEELS OF CENTRAL MARYLAND, INC.** **\$10,000.00**

Account: 4000-432917-3255-761200-604014

On December 14, 2016, the Board approved the original agreement for the period of October 1, 2016 through September 30, 2017.

MINUTESHealth Department - cont'd

This amendment in the amount of \$11,000.00 will allow the Department to complete additional services, making the new contract total amount \$1,162,827.40.

Meals on Wheels of Central Maryland, Inc. will provide nutritionally balanced meals to the projected number of homebound and/or frail elderly residents of Baltimore City. The provider will provide unique professional services in the Maryland area, which are available from no other vendor.

8. **THE JOHNS HOPKINS UNIVERSITY** **\$7,718.00**

Account: 1001-000000-3100-295901-603051

On September 28, 2016, the Board approved the original agreement in the amount of \$48,063.00 for the period of July 1, 2016 through June 30, 2017.

The Department is increasing the amount by \$7,718.00 for additional administrative cost. This will make the new contract total \$55,781.00.

9. **ALMOST HOME II ASSISTED LIVING, INC.** **(\$5,200.00)**

Account: 5000-534017-3254-767803-607001

On October 12, 2016 the Board approved the original agreement for the period of July 1, 2016 through June 30, 2017 in the amount of \$23,400.00.

The Department is decreasing the funding in the amount of (\$5,200.00), making the new contract total \$18,200.00.

MINUTES

Health Department - cont'd

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

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 Purchases

the Maryland Motor Vehicle Administration Records from NICUSA, Inc. per the agreement between the State and the vendor. This fourth renewal of an annually renewed service contract is for the period July 1, 2017 through June 30, 2018, with additional annual renewals subject to agreement by the parties. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

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

- | | | |
|---|--------------|---------|
| 3. LAWMEN SUPPLY COMPANY OF
NEW JERSEY, INC. | \$226,000.00 | Renewal |
| Contract No. B50002320 - Personal Ballistic Soft Body Armor
for the Police Department - P.O. No. P520659 - Baltimore City
Police Department | | |

On April 18, 2012, the Board approved the initial award in the amount of \$1,430,791.40. The award contained two renewal options. On July 1, 2015, the Board approved the first renewal in the amount of \$226,000.00. This final renewal in the amount of \$226,000.00 is for the period August 15, 2017 through August 14, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On May 23, 2011, it was determined that no goals would be set because of no opportunity to segment the contract. This contract is for the purchase of commodities only.

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 Purchases

4. DONALD B. RICE TIRE CO., INC.	\$500,000.00	Increase
Contract No. B50003226 - Flat Tire Repair - Department of General Services, Fleet Management - P.O. No. P529833		

On December 24, 2014, the Board approved the initial award in the amount of \$1,000,000.00. Due to unexpected usage during the initial term of the contract an increase in the amount of \$500,000.00 is necessary. This increase in the amount of \$500,000.00 will make the award amount \$1,500,000.00. The contract expires on December 23, 2017. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

MWBOO SET GOALS OF 3% MBE AND 0% WBE.

On December 23, 2013, MWBOO set goals of MBE 3% and WBE 0%. Donald B. Rice Tire Company, Inc. was found non-compliant on May 25, 2017. On June 15, 2017, a plan of action was submitted by Donald B. Rice Tire Co., Inc. which was approved by MWBOO.

	<u>Commitment</u>	<u>Performed</u>
MBE: Maryland Scrap Hauling Services	3%	\$5,497.60 0.2%

WBE: N/A

MWBOO FOUND VENDOR IN NON-COMPLIANCE.

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

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

5. RGA, LLC	\$ 80,000.00	Sole Source
Contract No. 08000 - Traffic Signal Components - Department of Transportation - Req. No. R764566		

RGA, LLC is the sole authorized distributor of the manufacturers of these products in the Mid-Atlantic region. The components listed under this contract are used for emergency and routine maintenance of traffic signal equipment currently installed throughout the City. The period of the award is July 1, 2017 through June 30, 2019, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

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

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.

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

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
6. <u>MIGALI INDUSTRIES, INC.</u>	<u>\$ 33,210.00</u>	<u>Low Bid</u>
<u>Solicitation No. B50004975 - Laboratory Refrigerators & Freezers - Health Department - Req. No. R759002</u>		

Vendors were solicited by posting on CitiBuy. The three bids received were opened on April 28, 2017. Award is recommended to the lowest bidder.

MBE/WBE PARTICIPATION:

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

UPON MOTION duly made and seconded, the Board approved the foregoing Informal Awards and Increases and Extensions.

MINUTES

Baltimore City Fire Department (BCFD) - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement with the Maryland Stadium Authority (MSA) for the BCFD to receive payment for Hazardous Material Monitoring Services provided for events held at the Camden Yards Sports Complex, including M&T Bank Stadium and Oriole Park. The period of the agreement is April 1, 2017 through March 31, 2018.

AMOUNT OF MONEY AND SOURCE:

\$100,000.00 - 1001-000000-2121-226400-601065

BACKGROUND/EXPLANATION:

The MSA will request assistance from the BCFD HazMat in advance of events and according to terms of the agreement. The BCFD HazMat will provide HazMat personnel to monitor and respond, contingent on available resources. The BCFD will be compensated for actual costs to the City for personnel and equipment use. As MSA is an agency of the State, this Agreement is being processed for Board approval before it is sent to MSA for final signatures and approval.

The Agreement is late because review and approval delayed processing.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

BCFD - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with the Maryland Stadium Authority for the BCFD to receive payment for Hazardous Material Monitoring Services provided for events held at the Camden Yards Sports Complex, including M&T Bank Stadium and Oriole Park.

MINUTES

Department of Recreation and Parks - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 07 to Mahan Rykiel Associates, Inc. under Project No. 1233, On-Call Design Services. The period of the Task Assignment is approximately 24 months.

AMOUNT OF MONEY AND SOURCE:

\$20,825.88 - 9938-910064-9474-900000-703032

BACKGROUND/EXPLANATION:

This task will include miscellaneous topographic survey services for various Recreation and Parks capital projects.

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

MBE/WBE PARTICIPATION:

Including this task, the contractor has achieved:

MBE: 17.95%

WBE: 13.15%

MINUTES

Department of Recreation and Parks - cont'd

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 6,000.00	9938-909064-9475	
1 st Parks &	(Reserve)	
Public		
Facilities		
<u>\$ 18,000.00</u>	9938-909064-9475	
	State Program	
	Open Space	
	(Reserve)	
\$ 24,000.00	-----	9938-910064-9474
		FY16 Athletic
		Field Renovations
		(Active)

This transfer will provide funds to cover the costs associated with design services under On-Call Project No. 1233, Task No. 7 to Mahan Rykiel Associates, Inc.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 07 to Mahan Rykiel Associates, Inc. under Project No. 1233, On-Call Design Services. The Transfer of Funds was approved, **SUBJECT** to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Department of Recreation and Parks - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the execution of a Memorandum of Understanding (MOU) between the Department of Recreation and Parks and the Maryland Department of Natural Resources (DNR), Maryland Park Service Conservation Job Corps (CJC). The period of the MOU Agreement is March 30, 2017 through March 29, 2018.

BACKGROUND/EXPLANATION:

The Department of Recreation and Parks will collaborate with DNR again this year to administer the CJC youth program at Clifton Park and at the Gwynns Falls and Jones Falls Watersheds in a continuing effort to expose urban youth to environmental education while also providing them with on-the-job training experience. Ninety (90) youth will benefit from the program, which encourages urban youth to explore, conserve and enjoy Baltimore's urban natural resources. The DNR will recruit participants from the MOED Youth Works program; recruit, hire and train naturalists, camp instructors and crew leaders; coordinate overnight camping trips; design and conduct activities to include climbing, kayaking, canoeing, swimming, hiking, fishing, archery, nature crafts and many more activities. The Department will provide staff to coordinate administrative program oversight as well as to develop work site projects, provide tools and material, design and coordinate camp activities etc. The cost to administer the program shall be shared between the Department of Recreation and Parks and the DNR. The Department shall utilize Program Open Space funds to reimburse the DNR for its share of the program expenses.

AMOUNT OF MONEY AND SOURCE:

\$196,166.00 - 5000-577717-4781-363900-603026

MINUTES

Department of Recreation and Parks - cont'd

The MOU is late because the DNR recently returned the signed original.

MWBOO GRANTED A WAIVER.

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the Memorandum of Understanding between the Department of Recreation and Parks and the Maryland Department of Natural Resources, Maryland Park Service Conservation Job Corps.

MINUTES

Circuit Court for Baltimore City - Consultant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Consultant Agreement with Mr. Andre Cherry. The period of the Consultant Agreement is July 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$ 72,920.00	-	1001-000000-1100-109501-603026
8,450.00	-	4000-401517-1100-116800-603026
25,730.00	-	5000-401518-1100-111800-603026
\$107,100.00		

BACKGROUND/EXPLANATION:

Mr. Cherry will work as the Fiscal Administrator/Grant Accountant for the Circuit Court for Baltimore City (Circuit Court). He will manage the Circuit Court's general fund appropriations and grants on a daily basis to ensure fiscal accuracy and proper reporting. Under the direction of the Administrative Judge, Mr. Cherry will be the first point of contact on all fiscal matters related to the Circuit Court's general fund appropriations and grants received from external organizations.

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 Consultant Agreement with Mr. Andre Cherry.

MINUTES

Bureau of the Budget and - Modification to Cooperative - Re-
Management Research reimbursement Program Agreement AAO #73

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Modification to Cooperative Reimbursement Program Agreement (AAO No. 73) with the Department of Human Resources to the Circuit Court for Baltimore City, Service 110: Circuit Court. The period of the grant is October 1, 2016 through September 30, 2017.

AMOUNT OF MONEY AND SOURCE:

\$6,950.00 - Grant Adjustment

The appropriation will be placed in the federal, detailed fund 401517. No appropriation adjustment action is required

BACKGROUND/EXPLANATION:

The Cooperative Reimbursement Agreement (CRA) is to provide funds for operational costs and salary expenditures for the Domestic Relations Magistrates on a 34% to 66% basis. Baltimore City provides 34% of funding for child support and custody enforcement, while the Federal Government provides 66% of the funding under this program.

In June 2016 the Board approved the CRA for FFY 2017 in the total amount of \$354,638.00. This action is to process the grant adjustment only, in the amount of \$6,950.00. The approval of this increased amount of \$6,950.00 will adjust the previously approved total funded amount from \$354,638.00 to \$361,588.00.

MINUTES

BBMR - cont'd

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Modification to Cooperative Reimbursement Program Agreement (AAO No. 73) with the Department of Human Resources to the Circuit Court for Baltimore City, Service 110: Circuit Court.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

The Board is requested to
approve award of
the formally advertised contracts
listed on the following pages:
2597 - 2598
to the low bidder meeting specifications,
or reject bids on those as indicated
for the reasons stated.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

- | | | | |
|----|---|---------------------------|--------------|
| 1. | B50004989, Custom
Wheeled Stretchers | Ferno-Washington,
Inc. | \$ 48,460.70 |
| | (Fire Department) | | |

MWBOO GRANTED A WAIVER

- | | | | |
|----|--|--|----------------|
| 2. | B50004936, Suspension
and Spring Repairs | Middleton & Meads
Company
Beltway Kenwood, LLC | \$5,000,000.00 |
| | (Dept. of General Services,
Fleet Management) | | |

MWBOO SET GOALS OF 4% MBE AND 2% WBE.**MWBOO FOUND VENDORS IN NON-COMPLIANCE.**

This award is recommended contingent upon the two vendors coming into compliance within ten days of the award date.

Middleton & Meads Company

MBE: Millennium Auto Parts	4%
WBE: Maryland Chemical	0.25%
Chesapeake Wiper & Supply	<u>0.25%</u>
	0.50%*

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

- *The bidder did not achieve the WBE goal and did not request a waiver. Not more than 25% of each goal may be attained by expenditures to MBE/WBE suppliers who are not manufacturers. Therefore, the maximum value allowed has been applied. Additionally, the bidder did not submit Part D: MBE/WBE Participation Affidavit.

Beltway Kenwood, LLC

- MBE:** Millennium Auto Parts See note below
- WBE:** Robnet, Inc. See note below
The Rag Lady*

- * The bidder did not achieve the WBE goal and did not request a waiver. The Statement of Intent forms are not signed by the MBE and WBE. The Rag Lady, named for MBE participation, is not certified with Baltimore City. Additionally, the bidder did not submit Part D: MBE/WBE Participation Affidavit.

Department of General Services

3. GS 14817, Engine 44 Fire House Roof Replacement **REJECTION** - On April 26, 2017, the Board opened two bids for project GS 14817. The bids were well beyond the acceptable cost range for the project. The Department of General Services determined that it is in the best interest of the City to reject the bids. The Department will decide on the best course of action to proceed with the project in the near future.

MINUTES

Department of Public Works/Office of Engineering and Construction - Recommendation of Award for Sanitary Contract 918H, Construction Manager at Risk Services for Improvements to the Headworks at Back River Wastewater Treatment Plant

ACTION REQUESTED OF B/E:

The Board is requested to approve: 1) the recommendation of award of Sanitary Contract No. 918H, Construction Manager at Risk (CMAR) Services for Improvements to the Headworks and Wet Weather Flow Equalization Facilities at the Back River Wastewater Treatment Plant (BRWWTP) and 2) approve and authorize execution of a Construction Services Contract with the selected vendor, Clark Construction/US-Back River, LLC. The period of the Construction Services Contract is effective upon Board approval through December 31, 2020 (Technical Compliance Milestone deadline) and then to the conditional acceptance milestone date of October 31, 2021.

AMOUNT OF MONEY AND SOURCE:

\$214,888,394.50	Baltimore City	50%
<u>214,888,394.50</u>	Baltimore County	50%

\$429,776,789.00 - 9956-907689-9551-900020-706063

BACKGROUND/EXPLANATION:

On May 4, 2016, the Board authorized the Department of Public Works (DPW), Office of Engineering and Construction to procure services of the Construction Manager at Risk (CMAR) firm under the general guidance of the Design-Build Resolution. In the Request for Proposal (RFP) that was approved on January 27, 2016, it states the City intends to select one CMAR firm to provide services for both the Pre-Construction Phase and the Construction Phase Services for this project. The Pre-Construction phase of the project is completed as required by the RFP, and the City and the CMAR firm reached an agreement on a Guaranteed Maximum Price (GMP).

MINUTES

DPW/Office of Engineering and Construction - cont'd

The contracting agency wishes to move forward with awarding the construction phase of the contract to the previously selected CMAR Firm, Clark Construction/US Back River, LLC.

The budget for the construction contract GMP for SC 918H is \$429,776,789.00. Under the GMP, the Contractor will perform all the scope of work necessary to complete the goal of removing a hydraulic restriction which exists at the inlet to the BRWWTP and causes sanitary overflows.

The schedule for SC 918H is very tight given the requirements of the United States Environmental Protection Agency's Consent Decree. The contractual documents include certain revisions to the construction contract and to the City Standard Specifications. These changes were implemented to increase competition and maximize the potential for cost savings on the SC 918H project.

Adequate measures and safeguards have been incorporated in the Contract Documents to protect the City's interests. Besides the revisions and supplements, the GMP document is in accordance with the previously Board approved documents. All requirements in the 2006 Edition of the City of Baltimore, Department of Public Works, Specifications for Material, Highways, Bridges, Utilities and Incidental Structures, and Amendments thereto, except for the noted supplements, will still be strictly enforced.

The Back River Headworks project was originally designed under Sanitary Contract No. 918, advertised in March 2015 and bids were received June 2015. Only two companies submitted bids. Both bids were approximately 28% over the project estimate. Upon the recommendation of the Department of Public Works (DPW), the Board rejected all bids in September 2015. Subsequent evaluations by the DPW, and approval by the Board, resulted in the utilization of the CMAR project delivery method under SC 918H.

MINUTES

DPW/Office of Engineering and Construction - cont'd

MBE/WBE PARTICIPATION:

Since this project is a recipient of the Maryland Department of the Environment's (MDE) State Revolving Loan program, this project must include MDE's Disadvantaged Business Enterprise (DBE) program which has DBE goals of 18% and 16% respectively, as set by the State. The State requires performance of good faith efforts to maximize MBE/WBE Participation which the CMAR contractor has performed for the GMP contract. The current anticipated participation is 12.18% MBE valued at \$52,342,515.00 and 6.4% WBE valued at \$27,514,310.00 based on the total contract value.

The DBE firms will be tracked during the construction phase, but the contracts have not been finalized and are subject to approval of the Guaranteed Maximum Price (GMP) SC 918H contract by the Board. Once the GMP is approved, then Clark/US-Back River, LLC can complete the purchasing of all of the contracts.

An extensive report by Clark/US-Back River, LLC will be submitted to the MDE detailing the efforts of all of the outreach communication conducted, and a listing of participants and their individual values in accordance with the MDE reporting Guidelines. This will occur after the approval of the 918H Headworks GMP contract, and after the purchasing of all of the contracts is complete. Once this is complete, all of the participating MBE/WBE firms will be named, along with the appropriate scope of work package, and the value of that work will be provided to the MDE.

The Department of Public Works/Office of Engineering and Construction will submit the same written report to the Board to review all of the participating subcontractors on this project.

MINUTES

Bureau of Water and Wastewater

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$205,980,500.00	9956-906689-9549	
County Appropriations	(Const. Res.) BRWWTP Primary and Influent Fac.	
205,980,500.00	" "	
Wastewater Revenue Bonds		
15,400,000.00	9956-933001-9549	
County Appropriations	(Const. Res.) BRWWTP Primary and Influent Fac.	
26,519,500.00	9956-906526-9549	
Wastewater Revenue Bonds	(Const. Res.) BR Digesters	
5,813,380.50	9956-903688-9549	
County Appropriations	(Const. Res.) BR Sodium Hypochlorite	
5,306,119.50	" "	
County Appropriations		
<u>\$465,000,000.00</u>		
\$ 18,193,800.00	-----	9956-907689-9551-3
9,900,000.00	-----	Engineering
429,776,789.00	-----	9956-907689-9551-5
7,129,411.00	-----	Inspection
<u>\$465,000,000.00</u>	-----	9956-907689-9551-6
		Contract + Extra Work
		9956-907689-9551-9
		Administration

The transfer of funds is required to cover the cost of construction for SC 918H, Construction Manager at Risk Services for the Headworks at the BRWWTP.

MINUTES

Bureau of Water and Wastewater - cont'd

UPON MOTION duly made and seconded, the Board approved: 1) the recommendation of award of Sanitary Contract No. 918H, Construction Manager at Risk Services for Improvements to the Headworks and Wet Weather Flow Equalization Facilities at the Back River Wastewater Treatment Plant and 2) approved and authorized execution of a Construction Services Contract with the selected vendor, Clark Construction/US-Back River, LLC. The Transfer of Funds was approved, **SUBJECT** to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Baltimore Development Corporation - Governmental/Charitable Solicitation Application

ACTION REQUESTED OF B/E:

The Board is requested to endorse the Governmental/Charitable Application for submission to the Board of Ethics of Baltimore City for employees of the Emerging Technology Centers (ETC) to Solicit funds for ETC programs.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

The Emerging Technology Centers would like to create a Public Private Partnership for the purpose of supplementing the ongoing City subsidy to ETC, Baltimore's technology business incubator. Uses of funds will include: the support, growth, and community development within the technology business sector by hosting small scale events; such as lunch time working or learning sessions, breakfast round tables, technology hackathons, working group type-meet ups and various collaborative exchanges among emerging and entrepreneurial companies to promote synergies.

The sponsorship contributions go towards the refreshments and promotional efforts to enhance and grow this important community of small business entrepreneurs and foster their collaborations.

Generally, the solicitations will be made by ETC senior staff members and they will be to certain key industry or category leading service providers and/or major corporations.

The solicitations are expressly for one and only one event and for the sole purpose of advancing knowledge for private sector companies that are associated with the ETC.

MINUTESBaltimore Development Corporation - cont'd

Businesses dealing in financial services, banking, law, accounting, construction, medical devices and others, as appropriate, will be solicited for sponsorship funding. Criteria for targeting a corporate entity for solicitation will include: commitment to overall community, value to overall community, perceived interest in the growing technology community in Baltimore, interest in entrepreneurship. These firms may or may not be controlled donors, and can include the larger firms in the City. Solicitations will be made in the context of a scheduled formal meeting, with presentation materials, detailed budgets and follow-up as required. ETC will not provide exclusive access to ETC clients to any sponsors.

Baltimore City Code Article B, 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 that has been pre-approved by the Ethics Board. Ethic Regulation 96.36B sets out the standards for approval, which include the requirement that the program, function or activity to be benefitted and the proposed solicitation campaign must be endorsed by the Board of Estimates or its designee.

MBE/WBE PARTICIPATION:

It is a stated goal of ETC to recruit more WBE/MBE companies - and this goal will be emphasized regarding the sponsorship funding effort. Currently, ETC's portfolio of over 117 companies, an increase from 2016 which was 106 and it is made up of 40% MBE/WBE companies; again an increase from 36% in prior year 2016.

Please note this statistic varies based on individual companies and their business status and ETC's variable company graduation rate which averages 25 months.

MINUTES

Baltimore Development Corporation - cont'd

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Application for submission to the Board of Ethics of Baltimore City for employees of the Emerging Technology Centers (ETC) to Solicit funds for ETC programs.

MINUTES

Baltimore Development - Land Disposition Agreement
Corporation (BDC)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Land Disposition Agreement (LDA) with Current Forever Space LLC, Developer, for the sale of the City-owned property known as 417 and 419-421 N. Howard Street.

AMOUNT OF MONEY AND SOURCE:

\$50,000.00 - Purchase Price

\$10,000 to be paid in cash at settlement. The City will take back a purchase money mortgage in the amount of \$40,000.00.

BACKGROUND/EXPLANATION:

The Mayor and City Council (City) owns property at 417-421 N. Howard Street (Block 563, Lots 09 and 10) in the 11th City Council District (the "Property"). The Property is located in downtown's west side and is within the boundaries of the Market Center National Register Historic District and the Bromo Tower Arts & Entertainment District. The 417 N. Howard property is vacant and generates no revenue. The 419-421 N. Howard property is leased to Current Forever Space, LLC on a \$1/year basis and generates no revenue.

BDC issued the Howard Street 'East' Request for Proposals (RFP) on June 29, 2015, with closing on October 27, 2015, and received multiple responses. The intent of the RFP was to promote re-use of the Property by creating pedestrian-oriented, active ground floors and upper floor residential rental units. Incorporation of historic preservation principles in redevelopment of the Property was strongly encouraged.

MINUTES

BDC - cont'd

Named the "Current Gateway Arts Complex," the Project will include a ground floor arts gallery, a beer garden, indoor practice space for artists, and a landscaped outdoor performance space. The development program involves the rehabilitation of the 417 N. Howard property and improvements to the 419-421 N. Howard property.

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

The property was valued pursuant to the Appraisal Policy of Baltimore City through an appraisal. The appraisals were conducted by Valbridge Property Advisors/Lipman Frizzell & Mitchell, LLC and submitted on April 11-12, 2016. The market value for 417 N. Howard is \$44,300.00. The market value for 419-421 N. Howard is \$161,700.00. The total purchase price is \$50,000.00. The property is being sold to Developer below the price determined by the appraisal for the following reasons:

- The sale and the rehabilitation will help to promote a specific benefit to the immediate community, by providing new and unique amenities to the Howard Street corridor;
- It will return a vacant, blighted property to productive use (417 N. Howard); The project has a specific economic development benefit that will return property to the tax rolls, add additional value to the tax base, and add a new business and jobs to the neighborhood;

MINUTES

BDC - cont'd

- The writedown will provide a necessary subsidy to a project that is limited by high costs of a historic rehabilitation, and for which the redevelopment options are limited by the fact that the properties are subject to a 2001 legally binding preservation agreement with the State.

MBE/WBE PARTICIPATION:

The Developer has signed the Commitment to Comply with MBE/WBE goals.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Current Forever Space LLC, Developer, for the sale of the City-owned property known as 417 and 419-421 N. Howard Street.

MINUTES

Baltimore Development - Third Amendment to Land
Corporation (BDC) Disposition Agreement

ACTION REQUESTED BY B/E:

The Board is requested to approve and authorize execution of a Third Amendment to Land Disposition Agreement with CBAC Borrower, LLC, Developer.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On October 31, 2012, the Mayor and City Council entered a Land Disposition Agreement (LDA) with CBAC Gaming, LLC for the sale of eight City-owned lots to be developed into a parking garage for the Horseshoe Casino VLT facility. As part of the LDA, CBAC Gaming also received an option to purchase two other parcels, 701 W. Ostend Street and 1411 Warner Street. The LDA was subsequently amended on August 21, 2013 and April 20, 2016 and the rights of CBAC Gaming, LLC have been assigned to CBAC Borrower, LLC.

An amendment to the current LDA will add 301 Stockholm Street (Ward 23, Section 07, Block 0984, Lot 001) as an additional option parcel to support the development of 301 Stockholm Street and 1411 Warner Street into an entertainment facility. The amendment will also set terms for the delivery of an animal care replacement facility at a new location, provide the Developer the ability to assign its rights to purchase certain option parcels, provide for cooperation in delivering a new entertainment facility, and extend the period for the Developer to exercise its options.

MINUTES

BDC - cont'd

MBE/WBE PARTICIPATION:

The Developer agreed to comply with the MBE requirements in Title 14, Subtitle 3 of the State Finance and Procurement Article in the Land Disposition Agreement.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Third Amendment to Land Disposition Agreement with CBAC Borrower, LLC, Developer.

MINUTES

Baltimore Development - Amendment to Land Disposition Agreement Corporation (BDC)

ACTION REQUESTED OF B/E:

The Board is requested to approve an Amendment to Land Disposition Agreement with Pennock Company (the Original Developer) and Cold Spring Partners De LLC (the Buyer), for the property located at 2013 West Cold Spring Lane (Ward 27, Section 04, Block 3357E, Lot 5B).

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The City entered into a (LDA) with the Original Developer on November 20, 1991 for real property known as 2013 West Cold Spring Lane, Baltimore, MD 21209. The deed was recorded on January 2, 1992.

The Original Developer was to construct a parking lot with landscaping and lighting, or such improvements as may be approved by the City; the construction will commence within 30 days from the date all applicable approvals are received; and the completed construction will not take longer 36 months.

To-date, these requirements have not been satisfied. The original developer is currently under contract to sell the land to the buyer. The buyer has agreed through this amendment to assume and satisfy the unmet obligation set forth in the LDA.

UPON MOTION duly made and seconded, the Board approved the Amendment to Land Disposition Agreement with Pennock Company and Cold Spring Partners De LLC, for the property located at 2013 West Cold Spring Lane (Ward 27, Section 04, Block 3357E, Lot 5B).

MINUTES

Baltimore Development - First Amendment to Exclusive Management,
Corporation (BDC) Operations, and Booking Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a First Amendment to Exclusive Management, Operations, and Booking Agreement with Live Nation Worldwide, Inc. (Live Nation) and SMG, for the Pier Six Concert Pavilion located at 731 Eastern Avenue. The First Amendment relates solely for the Performance Year 2017 (i.e., April 2017 October 2017)

AMOUNT OF MONEY AND SOURCE:

As annual rent for Performance Year 2017, the City will receive \$73,975.00, and 2 ½% of gross ticket revenue above \$2,500,000.00, which will be due on or before October 16, 2017. Based on conservative estimates, such rent is expected to equal or exceed \$80,100.00. This amount is approximately \$51,100.00 higher than the rent received under the prior agreement with Pier VI Concert Pavilion Partners, LLC in 2016.

For each remaining Performance Year (Performance Years 2018 through 2026), the annual compensation outlined in the Agreement will remain in full force and effect. In addition, the payment schedule for each subsequent Performance Year will remain unmodified.

BACKGROUND/EXPLANATION:

On November 30, 2016, the Board approved the Exclusive Management, Operations, and Booking Agreement (Agreement) for the Pier Six Concert Pavilion located at 731 Eastern Avenue (the Facility) by and between the Mayor and City Council of Baltimore and the Operator, which consists of Live Nation Worldwide, Inc. and SMG. Shortly thereafter, on December 28, 2016, a competing vendor, AEG Mid-Atlantic, LLC (AEG), which had also sought to be awarded the above-referenced Agreement, brought suit in the Circuit Court of

MINUTES

BDC - cont'd

Maryland for Baltimore City. In its lawsuit, AEG sought and received a stay (or preliminary injunction) to prevent the Agreement from taking effect prior to the court's review of the validity of same.

The First Amendment is necessary due to the implication, and applicability, of the force majeure clause outlined in the Agreement as a result of protracted litigation brought by a vendor who was not awarded the Agreement. Aside from the requested modification, all other terms and conditions outlined in the Agreement will remain in full force and effect.

This stay was ultimately lifted on February 8, 2017 after the court's decision was appealed to the Court of Special Appeals of Maryland. Specifically, this Court ordered that the enforcement of the injunction issued by the lower court (the Circuit Court of Maryland for Baltimore City) was stayed pending the resolution of said appeal. Currently, the appeal process is ongoing and the City is optimistic that a favorable resolution will be achieved.

However, the initial injunction issued by the Circuit Court of Maryland for Baltimore City did negatively impact the efforts of the chosen vendor, Live Nation and SMG. In particular, because Live Nation and SMG were unable to perform any activities related to the Agreement from January 1, 2017 to February 8, 2017, their timeline for solicitation of sponsorships, premium seat sales, improvements and maintenance, and the booking of concerts at Pier Six Pavilion were all materially disrupted. As a result, Live Nation and SMG estimates that sponsorships have been impacted by \$480,000.00, premium seats by \$40,000.00, and they lost several shows due to the abbreviated working period.

MINUTES

BDC - cont'd

The modification to the first year rent structure compensates for these material disruptions while still ensuring that the City is provided with significant compensation for the use of a valuable City facility. BDC projects an income stream of at least \$80,100.00 for Performance Year 2017, which is approximately \$51,100.00 higher than the revenues obtained from the prior contractual agreement with Pier VI Concert Pavilion Partners, LLC in 2016. Moreover, this slight modification does not affect the revenue streams anticipated for the subsequent Performance Years and will further help foster an amicable partnership with Live Nation and SMG for the foreseeable future.

MBE/WBE PARTICIPATION:

The Operator previously signed a commitment to comply with the City's Minority and Business Enterprise Program under the approved Management, Operations, and Booking Agreement, to meet the goal of 27 percent Minority Business Enterprise participation and 10 percent Women Minority Enterprise participation.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment to Exclusive Management, Operations, and Booking Agreement with Live Nation Worldwide, Inc. and SMG, for the Pier Six Concert Pavilion located at 731 Eastern Avenue.

MINUTES

Department of Public Works - Amendment No. 3 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 3 to Agreement (Amendment) with Synagro-Baltimore, LLC. The amendment will extend the period of the agreement through June 30, 2027.

AMOUNT OF MONEY AND SOURCE:

\$8,300,000.00 - 2070-000000-5501-396864-603053
Yearly Service Tipping Fee

5,300,000.00 - 2070-000000-5501-396864-603053
Capital Improvements

BACKGROUND/EXPLANATION:

The City and EnviroGro Technologies, Inc., the predecessor in interest to Synagro-Baltimore, LLC, (Synagro) entered into a Services Agreement concerning Privatization Of Heat Drying For Sludge Processing And Disposal And Other Work At Back River Wastewater Treatment Plant on September 18, 1991, for the construction, ownership and operation by Synagro of a dewatering, heat drying facility to receive and process a part of the sewage sludge generated by operations at the Patapsco Wastewater treatment Plant (Original Agreement). By virtue of an Assignment and Assumption Agreement dated August 14, 2000, and approved by the City on November 15, 2000, Synagro-Baltimore, LLC assumed all of its predecessor's right, title, interest and obligations under the Original Agreement. The Original Agreement has been amended two times and expires on June 30, 2017.

This Amendment will continue the services of Synagro-Baltimore, LLC for ten additional years at a cost of approximately \$8,300,000.00 per year. In addition, the City will pay

MINUTES

Department of Public Works - cont'd

\$5,300,000.00 towards the capital improvements that are required to allow the 20 year old facility to operate reliably for this time period. The City will pay for these improvements after they are completed to the City's satisfaction.

The Parties further agree to extend the terms of the agreement to June 30, 2027. Should the City wish to terminate the agreement after June 30, 2025, a termination fee will not apply.

This Amendment is proceeding without competitive bidding under Article VI, § 11 (e)(i) of the Baltimore City Charter with the approval of the Director of Finance. The Department has certified that no advantage will result in seeking bids nor is it practical to obtain competitive bids. The Director of Finance concurs and recommends Board approval.

The Facility is owned by Synagro-Baltimore, LLC, situated on City property and is subject to a long term lease with the City that does not expire until 2022. Synagro-Baltimore, LLC has maintained and operated the Facility continuously to date. In the event that the Original Agreement is not amended, Synagro-Baltimore, LLC will continue to own the Facility and the City will lose the ability to process sludge through the Facility. The City has no viable alternative means of processing and disposing of sludge generated by operations at the Patapsco Plant. Under these facts, DPW, in accordance with Article VI, § 11 (e)(i), requests approval of Amendment No. 3 without the need for competitive bidding.

PURSUANT TO ARTICLE VI, §11 (e) (i) OF THE BALTIMORE CITY CHARTER, IT IS HEREBY CERTIFIED NO ADVANTAGE WILL RESULT IN SEEKING NOR IS IT PRACTICABLE TO OBTAIN COMPETITIVE BIDS.

MINUTES

Department of Public Works - cont'd

ON JULY 12, 2017, WRITTEN NOTICE WAS PROVIDED TO THE DIRECTOR OF FINANCE AND THE INTENT TO USE THE SYNAGRO-BALTIMORE, LLC TO PERFORM THE WORK.

THE DIRECTOR OF FINANCE RECOMMENDED APPROVAL.

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 Amendment No. 3 to Agreement with Synagro-Baltimore, LLC.

MINUTES

Department of Finance - Department of General Services
Quadrennial Performance Audit
FY 2011 - 2014

ACTION REQUESTED OF B/E:

The Board is requested to **NOTE** the Department of General Services update on recommendations of the Quadrennial Performance Audit for Fiscal Years 2011, 2012, 2013, and 2014.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

In accordance with AM Policy 404-5, Quadrennial Audit Policy, the Department submits to the Board, the Department of General Services Update to the Quadrennial Performance Audits for Fiscal Years 2011, 2012, 2013, and 2014.

City Council Bill 12-0053 was enacted on August 15, 2012. The Ordinance amended the City Charter, Article VII, Section 4.5, to require 13 specific Executive Departments (Principal Agencies) to undergo a Quadrennial Audit (separate financial and performance audits).

On December 7, 2016, the Department of General Services Quadrennial Performance Audit was noted by the Board of Estimates, at that time the Board requested a follow-up report.

The Performance Audit reviewed several areas (fuel consumption and inventory, preventative maintenance, contracted services, and building management.) Recommendations were developed in each area.

The Department is providing updates on the action to address the audit findings and recommendations.

MINUTES**DGS Quadrennial Audit (FY2011 - FY2014)
Fleet Management Responses and Action Plan**

Determine how high fuel consumption is investigated in order to detect & prevent pilferage and dispose of inefficient or old fleet.

Although fuel consumption information is available for each vehicle, there is no specific process in place to monitor or review for unusual patterns, especially high consumption that could result from pilferage. For example, the Fire Department has over 370 vehicles, but we saw no evidence that fuel consumption is monitored, reported or reviewed.

In addition, we found that although there are limits on the quantity of fuel per transaction and the number of transactions per day, there are no limits on the quantity of fuel assigned a specific vehicle or equipment every month or quarter.

Implementation Action:

- Controls currently in place for managing fuel consumption per vehicle/equipment is the use of maximum transaction gallons, based on the individual asset's tank capacity.
- Additionally, vehicles are limited to only 3 fuel transactions per day. The exception to this rule are Fire Dept. and Police Dept. (unlimited transactions) and Solid Waste's refuse collection load packers (5 transactions).
- Fleet provides a monthly report to agencies identifying transaction details (driver, fuel station location, volume, date/time, etc., upon request).
- Agencies are responsible for reviewing the report. If needed agencies can request additional information from DGS for further investigation.

Determine how information is used for disposal reporting and inventory tracking.

MINUTES

- Ensure Miles per Gallon information is reported for each vehicle.

Implementation Action:

- Beginning FY 2018, Fleet Management will provide a quarterly report to agencies that will highlight vehicles whose MPG is inordinately high or low when compared to the average.
- With this information available to them, agency representatives will be able to engage operational units in conversations related to miles driven, fuel consumed and average MPGs, with the hopes of identifying opportunities for reallocation of resources within units to balance out vehicle usage.

Determine if there are controls in place over fuel inventories at filling stations and determine whether they conform with best practices, for example:

- Periodic physical inventory taking;
- Restriction of access & security of premises;
- Reconciliation of physical inventory to perpetual records;
- Include Physical Inventory Measurement on Daily Count Sheets; and
- Third Party Measurement of Inventory.

Implementation Action:

- Daily inventory control data is being collected and used for reporting purposes by Fleet Management's Fuel Systems personnel includes information from manual dipping of the tanks, totalizer readings off the terminals and, where present, VeederRoot tank inventory system readings.
- Fleet is already consolidating the three pieces of information noted in the recommendation that "the inventory volume per Ward (1) at each station should be recorded on the daily count sheets (2) and compared with the daily physical measurement (3)" as follows:

MINUTES

<i>Recommended Info</i>	<i>Currently Captured</i>
<i>Inventory volume per Ward</i>	<i>Transactions by Site and Product Report</i>
<i>Daily count sheets</i>	<i>Daily Inventory Control Form</i>
<i>Daily physical measurement</i>	<i>Daily Inventory Control Form</i>

- Fleet has confirmed with the Office of CitiStat that the information currently provided on a bi-weekly basis is of sufficient value.
- The Delivery Report (pages 23-25) contains information from the 3rd Party (i.e. the vendor delivering fuel) about how much fuel was delivered as well as the Dipstick readings before and after delivery of the load. The delivery driver measurements are confirmed by an attendant onsite, and compared to the Veeder Root readings.

Determine how preventive maintenance compliance is reported.

- Report Equipment Over-Due for Preventive Maintenance

Implementation Action:

- Fleet Management has amended the CitiStat Report to start including overdue Equipment.

Determine how recurring incidents of non-compliance are corrected or resolved.

- Implement Penalties for Overdue Preventive Maintenance.

Implementation Action:

- DGS has drafted a policy for internal review. DGS will work with the Mayor's Office prior to implementation of the new protocols.

MINUTES**Facilities Management Responses and Action Plan**

Determine how records are maintained of all buildings that DGS has responsibility for.

Determine the process in place to track and maintain un-occupied buildings under DGS and ensure that they are inspected in accordance with City Policy.

- Ensure Leases are in Place for all Tenants
- Updated List of Tenants

Implementation Action:

- Prior to July 1, 2017, all pertinent lease information will be sent to the Department of Real Estate to execute lease agreements in buildings that are in the jurisdiction of DGS. DGS & Real Estate will continue its inter-agency collaboration to ensure leases are in place for all tenants.
- As of January 1, 2018, DGS/Municipal Facilities Administration will have completed the implementation of the ARCHIBUS Facilities Management Software for its operations. By using this software, it will centralize and automate lease administration processes to increase efficiency and reduce errors.

The benefits of the system will allow DGS:

- o Automate processing for lease tracking and management;
- o Improving access of lease information to facilitate easy analysis and reporting;
- o Streamline tracking of landlord and tenant responsibilities to avoid unnecessary charges; and
- o Minimizes errors and speeds data entry through intuitive prompts, reducing administrative costs.

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President: "The first item on the non-routine agenda -- agenda can be found on pages 155 to 159 Quadrennial Performance Audit FY 2011 to 2014."

Director of Finance: "Good morning Mr. President, Mayor Pugh, Honorable Members of the Board. I'm Henry Raymond, Director of Finance. This agenda item is an update related to the Department of General Services Quadrennial Performance Audit for Fiscal 2011 through 2014. That audit was previously noted by the Board on December 7, 2016. In accordance with AM Policy 404-5, Quadrennial Audit's Policy, the Department of Finance submits to the Board of Estimates the Department of General Services' update to the Performance Audit for Fiscal Years 2011 through 2014. The update is detailed on pages 155 to 159 of today's Agenda, and it represents the complete document provided by the Department as an update to the findings. The Performance Audit revealed several areas including fuel consumption and inventory, preventative maintenance, con -- contracted services and building management. Recommendations were developed for each area, and the Department

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of General Services will provide updates on the actions to address the issues raised by the audits. And finally, we're requesting that the Board of Estimates, ah -- **NOTE'S** the Performance Audit follow-up. With that, I'll turn it over to Mr. Sharkey."

Mr. Steve Sharkey: "Oh, ah -- yes. Ah -- thanks to the hon -- thank you Honorable Board Members, Mayor, ah -- Comptroller and Council President. Ah -- this is a six month update, so when we brought the audits to you, you guys requested a six month update, ah -- we're bringing it, ah -- in the interest of you know ah -- showing our progress so far. Good progress so far and ah -- we've -- I've talked with the City Auditor. We will also do another follow-up in our upcoming Audit on these items, so."

Comptroller: "I have a question. Um --."

President: "Madam Comptroller."

Comptroller: "One the um -- one of the um -- bullet points -- one of the things that you are going to implement, it says 'implement penalties for overdue preventive maintenance'. What -- what are the penalties?"

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Mr. Sharkey: "Well, the first penalty and ah -- we've, we've been doing over the last six months, is, ah -- shaming, but which has actually decreased the overdue preventative maintenance by large amounts, but we're also under consideration of for the really, really, ah -- very overdue vehicles either, ah -- taking, ah -- turning off their fuel."

Comptroller: "Doing what?"

Mr. Sharkey: "Turning off their fuel."

Comptroller: "Turning off their fuel, okay. And one other um -- on the item for your implementation action it says that, ah -- you have a software system, um -- that tracks, um -- the leasing and management and I wanted to make a request that, um -- can this license be shared with the Department of Real Estate?"

Mr. Sharkey: "Yeah, we'll be happy to share all data with the database and give you guys log-on's and everything for that."

Comptroller: "Okay. Thank you."

President: "Okay. Um -- it has been **NOTED**."

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MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			
3. Rachel Browning* Tanya Myers	2017 National Health Conference Denver, CO July 5 - 8, 2017 *(Reg. Fee \$495.00) (Reg. Fee \$495.00)	Compre- hensive STD Prevention Project	\$3,805.00

The registration fee of \$495.00 and the airfare cost of 499.96 for Ms. Browning were prepaid using a procurement card assigned to Ryan Hemminger.

The registration fee of \$495.00 and the airfare costs of \$555.96 for Ms. Myers were prepaid using a procurement card assigned to Ryan Hemminger.

Therefore, the disbursement amount to Ms. Brownie and Ms. Myers is \$879.77 each.

4. C. Patrick Chaulk	Syphilis Research FOA Meeting Atlanta, GA July 30 - August 1, 2017 (Reg. Fee \$0.00)	Improving Sexually Transmitted Diseases Programs through Assessment, Assurance, Policy Development And Prevention Strategies	\$ 788.95
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The airfare cost of \$258.95 was prepaid using a City-issued credit card assigned to Ryan Hemminger. Therefore, the disbursement to Mr. Chaulk is \$530.00.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department - cont'd</u>			
5. Jennifer Kirschner	Postpartum Support International Annual Conf. Philadelphia, PA July 11-16, 2017 (Reg. Fee \$900.00)	Child Health Systems Improve- ment	\$2,008.60

The train cost and registration fee were paid for using a City issued credit card assigned to Mr. Ryan Hemminger. Therefore, the disbursement amount to Ms. Kirschner will be \$1,022.60.

6. James Smith Laura Flamm	National Association of County and City Health Officials (NACCHO) Annual Conf. Pittsburgh, PA July 11-13, 2017 (Reg. Fee \$450.00 ea.)	Walmart	\$2,446.16
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The airfare costs and registration fees were purchased using a City issued credit card assigned to Mr. Ryan Hemminger. Therefore, the disbursement amount to Mr. Smith and Ms. Flam will be \$462.12 each.

7. Alan McLain	NACCHO Annual 2017 Conference Pittsburgh, PA July 11 - 13, 2017 (Reg. Fee \$450.00)	Walmart Grant	\$ 894.29
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The registration fee in the amount of \$450.00 was prepaid on a City-issued procurement card assigned to Ryan Hemminger. Therefore, Mr. McLain will be disbursed \$444.29

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Housing and Community Development</u>			
8. John David Evans	ESRI User Conference San Diego, CA July 9 - 13, 2017 (Reg. Fee \$0.00)	General Fund	\$1,925.87
9. William Jernigan	NEHA's 2017 Annual Educational Conf. Grand Rapids, MI July 10 - 13, 2017 (Reg. Fee \$695.00)	Federal HUD - Lead Hazard Reduction Demonstration	\$1,820.19

The subsistence rate for this location is \$168.00 per night. The cost of the hotel is \$179.55 per night plus taxes of \$26.93 per night. The Department is requesting additional subsistence of \$11.55 per day to cover the cost of the hotel and \$40.00 per day for meals and incidentals.

The hotel costs of \$619.45 and airfare costs of \$325.74 were prepaid using a City-issued credit card. The registration fee of \$695.00 was prepaid using EA000209193. Therefore, the disbursement to Mr. Jernigan is \$180.00.

10. Sheneka Fraiser- Kyer	NEHA's 2017 Annual Educational Conf. Grand Rapids, MI July 10 - 13, 2017 (Reg. Fee \$695.00)	Federal HUD - Lead Hazard Reduction Demonstration	\$1,735.49
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The subsistence rate for this location is \$168.00 per night. The cost of the hotel is \$155.00 per night plus taxes of \$23.25 per night. The Department is requesting additional subsistence of \$27.00 per day for meals and incidentals.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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Department of Housing and Community Development - cont'd

The hotel costs of \$534.75 and airfare costs of \$325.74 were prepaid using a City-issued credit card. The registration fee of \$695.00 was prepaid using EA000209193. Therefore, the disbursement to Ms. Fraiser-Kyer is \$180.00.

11. Bushra Abdul-Jabbar	NEHA's 2017 Annual Educational Conf. Grand Rapids, MI July 10 - 13, 2017 (Reg. Fee \$695.00) Demonstration	Federal HUD - Lead Hazard Reduction	\$1,852.79
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The subsistence rate for this location is \$168.00 per night. The cost of the hotel is \$189.00 per night plus taxes of \$28.35 per night. The Department is requesting additional subsistence of \$21.00 per day to cover the cost of the hotel and \$40.00 per day for meals and incidentals.

The hotel costs of \$652.05 and airfare costs of \$325.74 were prepaid using a City-issued credit card. The registration fee of \$695.00 was prepaid using EA000209193. Therefore, the disbursement to Mr. Abdul-Jabbar is \$180.00.

12. Elizabeth Childs	NEHA's 2017 Annual Educational Conf. Grand Rapids, MI July 10 - 13, 2017 (Reg. Fee \$695.00) Demonstration	Federal HUD - Lead Hazard Reduction	\$1,852.79
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MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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Department of Housing and Community Development - cont'd

The subsistence rate for this location is \$168.00 per night. The cost of the hotel is \$189.00 per night plus taxes of \$28.35 per night. The Department is requesting additional subsistence of \$21.00 per day to cover the cost of the hotel and \$40.00 per day for meals and incidentals.

The hotel costs of \$652.05 and airfare costs of \$325.74 were prepaid using a City-issued credit card. The registration fee of \$695.00 was prepaid using EA000209193. Therefore, the disbursement to Ms. Childs is \$180.00.

13. Tiffani Nunnally	NEHA's 2017 Annual Educational Conf. Grand Rapids, MI July 10 - 13, 2017 (Reg. Fee \$695.00) Demonstration	Federal HUD - Lead Hazard Reduction	\$1,820.19
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The subsistence rate for this location is \$168.00 per night. The cost of the hotel is \$179.55 per night plus taxes of \$26.93 per night. The Department is requesting additional subsistence of \$11.55 per day to cover the cost of the hotel and \$40.00 per day for meals and incidentals.

The Hotel costs of \$619.45 and airfare costs of \$325.74 were prepaid using a City-issued credit card. The registration fee of \$695.00 was prepaid using EA000209193. Therefore, the disbursement to Ms. Nunnally is \$180.00.

MINUTES**TRAVEL REQUESTS** - cont'd

The Board, UPON MOTION duly made and seconded, approved the foregoing travel requests.

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President: "There being no more business before this Board, we will recess until bid opening at 12:00 noon. Thank you."

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Clerk: "Good afternoon. The Board of Estimates is now in session for the receiving and opening of bids."

BIDS, PROPOSALS, AND CONTRACT AWARDS

Prior to the reading of bids received today and the opening of bids scheduled for today, the Clerk announced that **THERE WERE NO ADDENDA RECEIVED** extending the dates for receipt and opening of bids. There were no objections.

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

Bureau of Purchases

- B50005043, Aftermarket Parts and Supplies for Cars and Light Trucks

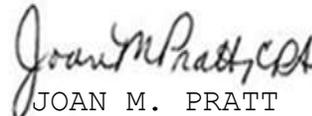
The Baltimore Auto Supply Co.
Norris-PA, LLC
Advance Store Company, Inc.
 dba Advance Auto Parts Fleetpride
Cummins Cooling Products, Inc.
 t/a Cummins Radiator

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Genuine Parts Company dba
Linthicum NAPA Auto Parts
ROK Brothers Inc.
Salvo Limited Partnership, LLLP
t/a Salvo Auto Parts
Parts Authority Southern, LLC
Johnson & Towers, Inc.
IEH Auto Parts, LLC
dba Auto Plus Auto Parts and
The Pep Boys - Manny, Moe & Jack

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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, July 12, 2017.



JOAN M. PRATT
Secretary