

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 July 26, 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 hearing. Failure to comply may result in a charge of trespassing. I will direct the Board members attention to the memorandum from my office dated July 24, 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 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."

* * * * *

MINUTES

BOARDS AND COMMISSIONS1. Prequalification of Contractors

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

American Tennis Courts, Inc.	\$ 1,500,000.00
Baltimore Pile Driving & Marine Construction, Inc.	\$ 7,180,000.00
Bruce-Merrilees Electric Company	\$ 163,950,000.00
Corman Construction, Inc.	\$ 193,873,000.00
Corman Marine Construction, Inc. Work Capacity Rating Underwritten by Blanket Guarantee of \$50,000,000.00 from the Parent Corporation, CG Enterprises, Inc.	\$ 50,000,000.00
Daco Construction Corporation	\$ 1,500,000.00
E. Pikounis Construction Co., Inc.	\$ 26,710,000.00
Light Management Technologies, LLC	\$ 740,000.00
Potts & Callahan, Inc.	\$ 130,410,000.00
R & S Construction Co., Inc.	\$ 220,000.00
Super Excavators, Inc.	\$ 166,570,000.00
T.E.A.M. Service Corporation of New York	\$ 5,140,000.00
The Whiting-Turner Contracting Company	\$7,354,040,000.00
Wohlsen Construction Company	\$ 174,870,000.00

MINUTES

BOARDS AND COMMISSIONS - cont'd2. Prequalification of Architects and Engineers

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

Burdette, Koehler, Murphy & Associates, Inc.	Engineer
Forella Group, LLC	Architect
HEERY International, Inc.	Architect Engineer
McLaren Technical Services, Inc.	Engineer
Perkins Eastman	Architect
Ross Technical Services, Inc.	Engineer Architect
Sheladia Associates, Inc.	Engineer Architect
So-Deep, Inc.	Engineer Property Line Survey

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

Specialized Engineering	Engineer
Straughan Environmental, Inc.	Engineer
Studio 50 Design, LLC	Architect
The Traffic Group, Inc.	Engineer

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

MINUTESSpace Utilization Committee - Second Lease Renewal Option**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the second renewal option of an Inter-departmental Lease Agreement by and between the Department of General Services, Landlord, and the Baltimore City Health Department, Tenant, for the rental of the property known as the Druid Health District Building at 1515 W. North Avenue consisting of approximately 41,678 square feet. The period of the Lease Renewal is July 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$498,749.35	\$41,562.45

Account: 1001-000000-3030-271200-603096

BACKGROUND/EXPLANATION:

On September 9, 2015, the Board approved the Inter-Departmental Lease Agreement between the Department of General Services, Landlord, and the Baltimore City Health Department, Tenant. The Leased Premises are used by the Baltimore City Health Department for clinical facilities.

The term of the lease was one year, commencing July 1, 2015 and terminating June 30, 2016, with the option to renew for five 1-year terms. The Baltimore City Health Department will exercise the second renewal option, commencing July 1, 2017, and terminating June 30, 2018. All other terms and conditions of the Inter-departmental Lease Agreement dated September 9, 2015, remain in full force and effect.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Space Utilization Committee - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized the second renewal option of an Inter-departmental Lease Agreement by and between the Department of General Services, Landlord, and the Baltimore City Health Department, Tenant, for the rental of the property known as the Druid Health District Building at 1515 W. North Avenue consisting of approximately 41,678 square feet.

MINUTESSpace Utilization Committee - First Lease Renewal Option**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the First Lease renewal option of an Inter-departmental Lease Agreement by and between the Department of General Services, Landlord, and the Health Department, Tenant, for the rental of the property known as the Waxter Center, 861 Park Avenue, consisting of 42,054 square feet. The period of the Lease renewal option is July 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$430,450.56	\$35,870.88

Accounts: 1001-000000-3030-271200-603096
 1001-000000-3080-288500-603096
 1001-000000-3100-295900-603096
 1001-000000-3001-262300-603096
 1001-000000-3021-268400-603096

BACKGROUND/EXPLANATION:

On March 1, 2017, the Board approved the Inter-departmental Lease Agreement between the Department of General Services, Landlord and the Health Department, Tenant. The term of the lease agreement was one year, commencing July 1, 2016 and terminating June 30, 2017, with five 1-year renewal terms. The Health Department will exercise its first renewal option for the period July 1, 2017 through June 30, 2018.

The Landlord is responsible for maintaining the interior and exterior of the building, including the foundations, roof, walls, gutters, downspouts, HVAC system, including individual window ventilation systems. The Landlord is also responsible for janitorial services, pest control twice a month, cleaning the floors, and ice and snow removal.

MINUTESSpace Utilization Committee - cont'd

The Landlord is responsible for the cost of interior lighting and exterior lighting, bulb replacement, sewer/plumbing and electric repair, and replacement of air filters once every six months. The Landlord will provide security in the main lobby Monday and Wednesday 6:00 a.m. to 9:00 p.m.; Tuesday and Thursday from 6:00 a.m. to 10:00 p.m. and Friday 10:00 a.m. to 6:00 p.m.

The Tenant accepts premises in its "as is" condition. Tenant will not make any alterations without written approval from the Landlord. The Tenant must provide all equipment including refrigerators or any other kitchen appliances; telephones and computers. The Tenant must place debris into trash receptacles and Landlord will be responsible for removing the trash receptacle liners.

The Tenant will keep the common break room area free of debris that can cause infestation of insects and/or rodents and keep entrances, passageways, and areas adjoining or appurtenant to the building in a clean and orderly condition. All other rentals, conditions, and provisions of the Lease Agreement dated March 1, 2017 will remain in full force and effect.

APPROVED FOR FUNDS BY FINANCE.

UPON MOTION duly made and seconded, the Board approved and authorized the First Lease renewal option of an Inter-departmental Lease Agreement by and between the Department of General Services, Landlord, and the Health Department, Tenant, for the rental of the property known as the Waxter Center, 861 Park Avenue, consisting of 42,054 square feet.

MINUTES

Department of Real Estate - Assignment Tax Sale Certificate

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Tax Sale Certificate to Osprey Acquisition Company, LLC., for an amount that is less than the lien amount for the property located at 2662 W. North Avenue (Block 3008, Lot 14).

AMOUNT OF MONEY AND SOURCE:

<u>PROPERTY ADDRESS</u>	<u>APPRAISED VALUE</u>	<u>FLAT TAXES & WATER</u>	<u>TOTAL LIENS</u>	<u>RECOMMENDED PURCHASE PRICE</u>
2662 W. North Avenue	\$14,000.00	\$6,599.57	\$45,705.25	\$14,000.00

BACKGROUND/EXPLANATION:

The City acquired the Tax Sale Certificate for 2662 W. North Avenue, May 16, 2016, in the total amount of \$45,705.25, respectively.

Osprey Acquisition Company, LLC. has offered to purchase the Tax Sale Certificate for 2662 W. North Avenue in the total amount of \$14,000.00, file a petition to foreclose, acquire title to the property, and return it to productive use. The purchase price of \$14,000.00 will cover the flat taxes and water bills of \$6,599.57.

UPON MOTION duly made and seconded, the Board approved the assignment of Tax Sale Certificate to Osprey Acquisition Company, LLC., for an amount that is less than the lien amount for the property located at 2662 W. North Avenue (Block 3008, Lot 14).

MINUTES

Law Department - Settlement Agreement and Release

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Settlement Agreement and Release of the action brought by Christen Brown, Plaintiff, against the Baltimore City Police Department, Officer Latisaha Adams, and the Mayor and City Council of Baltimore City for alleged violation under 42 U.S.C. §1983, violation of 4th and 14th Amendments, violation of Articles 24 and 26 of the Maryland Declaration of Rights, false arrest, false imprisonment, malicious prosecution, intentional infliction of emotional distress, pattern or practice of improper conduct, negligence, conversion, and battery.

AMOUNT OF MONEY AND SOURCE:

\$80,000.00 - 1001-000000-2041-716700-603070

BACKGROUND/EXPLANATION:

On July 12, 2013, around 11:40 p.m., the Defendant Adams was doing routine patrol with other officers in the Westside Shopping Center in the 2400 block of Frederick Avenue. The Officers noticed a vehicle, with what appeared to be a damaged windshield, speeding over speed bumps and driving erratically. The officers initiated a car stop. The driver then pulled over next to Ms. Brown's vehicle in front of Sudsville Laundromat. Officer Adams noticed the driver reaching under his seat. Upon this observation, she drew her weapon and ordered the driver to slowly put his hands on the dashboard. The driver's hand was still under his seat as Officer Adams continued to give him verbal commands to show her/his hands and come out of the vehicle.

MINUTES

Law Department - cont'd

Ms. Brown was sitting in her car and observed Officer Adams pull her weapon and approach the initial vehicle. Ms. Brown then started to record the incident with her cell phone. Officer Adams then saw a flash come from Ms. Brown's car which drew her attention to Ms. Brown's vehicle. Officer Adams told Ms. Brown that the light from Ms. Brown's car alarmed her, and requested Ms. Brown to show Officer Adams her identification. Ms. Brown and Officer Adams argued about Ms. Brown producing identification. Officer Adams states that she put her hand into Ms. Brown's car window to get the identification while Ms. Brown contends that Officer Adams reached into the car to take her cell phone. Ms. Brown claims that she was in fear of her life and started to put her window up. Officer Adams claims that Ms. Brown attempted to close Officer Adams' right hand in her car window. When another officer approached Ms. Brown she initially refused his commands but eventually complied and exited the vehicle. Ms. Brown claims that she was grabbed by the hair and ripped out of her vehicle and thrown to the ground, and as a result she sustained injuries and ripped clothing.

Plaintiff was transported by a police wagon and taken to the Southwest District. The crime lab took photos of Ms. Brown and Officer Adams at Southwest District. Ms. Brown was then transported to Central Booking Intake Facility, where she spent the night. Ms. Brown was released after about 12 hours. Ms. Brown's phone was never returned to her and was not listed on the inventory list.

As a result of the incident, Ms. Brown filed suit in State court seeking compensatory damages for an amount in excess of \$75,000, and punitive damages in the amount of \$1,000,000. Because of conflicting factual issues and constitutional concerns, and given the uncertainties and unpredictability of jury verdicts, and the loss of personal property, the parties propose to settle the matter for a total sum of \$80,000.00 in return for a dismissal of the litigation.

MINUTES

Law Department - cont'd

Based on a review of the facts and legal issues specific to this case, the Settlement Committee of the Law Department recommends that the Board of Estimates approve the settlement of this case as set forth herein.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement and Release of the action brought by Christen Brown, Plaintiff, against the Baltimore City Police Department, Officer Latisaha Adams, and the Mayor and City Council of Baltimore City for alleged violation under 42 U.S.C. §1983, violation of 4th and 14th Amendments, violation of Articles 24 and 26 of the Maryland Declaration of Rights, false arrest, false imprisonment, malicious prosecution, intentional infliction of emotional distress, pattern or practice of improper conduct, negligence, conversion, and battery.

MINUTES

EXTRA WORK ORDER

* * * * *

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Order

as listed on the following page:

2952

The EWO has been reviewed and approved

by the Department of

Audits, CORC, and MWBOO

unless otherwise indicated.

MINUTES

EXTRA WORK ORDER

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

Department of Transportation

1. EWO #004, \$0.00 - TR 12308, St. Paul Place and Preston Gardens

<u>\$6,451,905.94</u>	<u>\$29,114.81</u>	<u>Monumental Paving & Excavating, Inc.</u>	<u>90</u>	<u>65%</u>
			<u>days</u>	

This authorization is requested on behalf of the contractor and provides for a 90-day non-compensable time extension due to several delays in the project: 1.) inoperable valves prevented adequate water outages necessary to perform the work and as per specifications, the water main work was limited to weekends; 2.) installation of the proposed 20-inch water main at St. Paul Place & Saratoga St.; the Contractor encountered active utilities that were shown differently on the contract drawings, and until additional special order piping material could be delivered and installed, caused more delays; and 3.) conflicts with unmarked active utilities prevented the timely installation of the proposed storm drain system, electrical conduits and concrete pole foundations on this project.

The original contract has 420 days with a completion date of August 6, 2017. This time extension for 90 days will result in a new completion date of November 4, 2017.

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

MINUTES

PERSONNEL MATTERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

2954 - 2974

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 Comptroller **ABSTAINED** on item no. 28.

MINUTES**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>The Environmental Control Board (ECB)</u>		
1. JEREMY ELDRIDGE	\$90.00	\$76,950.00
2. ERIKA M. MCCLAMMY	\$90.00	\$76,950.00
3. KURT NACHTMAN	\$90.00	\$76,950.00

Account: 1001-000000-1170-138600-601009

Mr. Eldridge, Ms. McClammy, and Mr. Nachtman each will continue to work as a Contract Services Specialist II (Hearing Officer/Hearing Officer). They will conduct hearings to make preliminary determinations as to whether citations issued by City enforcement officers comply with the Code, the ECB rules, and relevant court decisions. The hearings will be conducted under oath, requiring testimony and the presentation of evidence by City enforcement officers, respondents, and other witnesses. The Hearing Officer will enter his or her findings into the ECB database during the course of the hearing or immediately thereafter. If a finding cannot be immediately made, the Hearing Officer will provide a written finding within 30 days of the completion of the hearing; provide a disposition sheet to the respondent and issuing agency. The period of the agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**Fire Department4. Adjust the Salary Grade for the following classification:

Classification: Fire Commander
Job Code: 00110
From: 80F (\$120,000.00)
To: 80F (\$132,129.00)

Cost: \$39,294.00 - 1001-000000-2132-228200-601061

BACKGROUND/EXPLANATION:

On July 22, 2010, the Board approved an established fix salary relationship between the Battalion Fire classification and the Deputy and Assistant Chief Classification to avoid pay compressions from lower ranks.

The Fire Department is requesting to establish a fix relationship between the Fire Commander and the subordinate rank of Battalion Fire Chief (41282, Grade 381). Compensation for the Fire Commander is to be maintained at 107% of the maximum salary plus longevity of a Battalion Fire Chief. Upon authorization of the fixed compensation relationship, future adjustments are needed to maintain the relationship. To avoid impacts by pay compressions from the lower ranks, the proposed pay adjustments are expected to ameliorate future retentions. Local 964's approved contract gave their members a 2% COLA effective July 1, 2017, so this action will align the proposed fixed salary between the Fire Commander and Battalion Fire Chief. This request will not require any retroactive pay.

MINUTES**PERSONNEL**Fire Department - cont'd5. Reclassify the following vacant position:

From: Operations Officer V
Job: 00089
Grade: 936 (\$77,600.00 - \$124,100.00)
Position No.: 12620

To: Deputy Fire Chief
Job: 10213
Grade: 84F (\$134,657.00 Flat)

Cost: \$22,066.00 - 1001-000000-2142-226000-601061

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

Health Department6. Create the following position:

Classification: Operations Officer IV
Job Code: 31112
Grade: 931 (\$71,000.00 - \$113,500.00)
Position No.: To be determined by BBMR

Cost: \$111,641.00 - 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.

MINUTES**PERSONNEL**Department of Housing and Community Development7. 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: \$161,642.42 - 1001-000000-2602-260700-601001

Department of Housing and Community Development8. a. Create the following new classification:

Classification: Rehabilitation Loan Officer
 Job Code: 75311
 Grade: 080 (\$31,142.00 - \$36,634.00)

b. Reclassify the following position:

From: Real Estate Agent I
 Job Code: 33711
 Grade: 089 (\$43,026.00 - \$52,239.00)
 Position No.: 5825-48046

To: Rehabilitation Loan Officer
 Job Code: 75311
 Grade: 080 (\$31,142.00 - \$36,634.00)
 Position No.: 5325-48046

Cost: (\$11,884.00) - 2089-20918-5825-409562-601001

These positions (item nos. 7 and 8.b.) are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

MINUTES**PERSONNEL**Department of Human Resources (DHR)

	<u>Hourly Rate</u>	<u>Amount</u>
9. MICHAEL WILLIAMS, JR.	\$21.63	\$33,750.00

Mr. Williams, Jr. will work as a Contract Services Specialist II (Program Assistant II/Special Projects Assistant). He will provide assistance and support to the Director by managing and supporting long and short-term projects and initiatives; coordinate, schedule, and organize project activities to meet goals and objectives; prepare status reports on project plans, progress and results of activities; coordinate divisional communications, events, meetings or team activities; record and maintain a list of activities and accomplishments by division and date; collect data or research topics internally or externally related to the needs of the Director and present findings; serve as a key resources for the division's strategic plan, etc.

10. Adjust the salary of the following salary ranges

Grade 405	FROM: \$8.00 - \$8.16	TO: \$9.25 - \$9.41
Grade 407	FROM: \$8.40 - \$8.64	TO: \$9.25 - \$9.75
Grade 802	FROM: \$8.75 FLAT	TO: \$9.25 FLAT
Grade 812	FROM: \$8.75 FLAT	TO: \$9.25 FLAT
Grade 852	FROM: \$7.45 FLAT	TO: \$9.25 FLAT
Grade 853	FROM: \$8.85 FLAT	TO: \$9.25 FLAT
Grade 854	FROM: \$7.00 FLAT	TO: \$9.25 FLAT
Grade 92D	FROM: \$7.25	TO: \$9.25
Grade 987	FROM: \$9.00 - \$15.00	TO: \$9.25 - \$15.25

The Bureau of Budget and Management Research will provide costs to the Board of Estimates for approval.

MINUTES**PERSONNEL**

DHR - 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.

On June 28, 2017, the Board approved salary ranges (DHR 1873-17) that requires adjustments to be in full compliance with the Minimum Wage Legislation. In addition, the Department of Human Resources recommends approval to adjust the identified 9 salary ranges herein identified effective retroactively to July 1, 2017.

11. Reclassify the following vacant position:

From: Office Support Specialist III
Job Code: 33213
Grade: 078 (\$29,672.00 - \$34,218.00)
Position No.: 50323

To: Training Assistant
Job Code: 33673
Grade: 081 (\$32,076.00 - \$38,001.00)

Cost: \$1,800.00 - 1001-000000-1604-172500-601001

12. a. Create the following Civil Classification:

Classification: Senior Recruiter
Job Code: 33684
Grade: 931 (\$71,000.00 - \$113,500.00)

MINUTES**PERSONNEL**DHR - cont'db. Reclassify the following two vacant position:

From: Recruitment & Talent Acquisition
 Specialist II
 Job Code: 33678
 Grade: 927 (\$62,000.00 - \$99,200.00)
 Position No.: 51344 and 47493

To: Senior Recruiter
 Job Code: 33684
 Grade: 931 (\$71,000.00 - \$113,500.00)

Cost: \$26,000.00 - 1001-000000-1603-172500-601001

13. Reclassify the following filled position:

From: HR Specialist I
 Job Code: 33628
 Grade: 090 (\$44,858.00 - \$54,520.00)
 Position No.: 33851

To: Recruitment and Talent Acquisition
 Specialist II
 Job Code: 33678
 Grade: 927 (\$62,000.00 - \$99,200.00)

Cost: \$7,000.00 - 1001-000000-1603-172500-601001

These positions (item nos. 11, 12.b., and - 13) are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

MINUTES**PERSONNEL**Law Department14. Reclassify the following vacant position:

From: Chief Solicitor
 Job Code: 10199
 Grade: 936 (\$77,600.00 - \$124,100.00)
 Position No.: 1751-15475

To: Operations Officer IV
 Job Code: 00088
 Grade: 931 (\$71,000.00 - \$113,500.00)

Cost: (\$10,872.00) - 1001-000000-1751-175200-601001

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

15. Reclassify the following filled position:

From: Office Assistant
 Job Code: 00197
 Grade: 914 (\$28,729.00 - \$39,444.00)
 Position No.: 1250-15999

To: Operations Assistant I
 Job Code: 00078
 Grade: 902 (\$40,900.00 - \$65,400.00)

Cost: \$66,057.00 - 1001-000000-1250-152800-601001

16. Reclassify the following filled position:

From: Office Assistant
 Job Code: 00197
 Grade: 914 (\$28,729.00 - \$39,444.00)
 Position No.: 1250-46786

MINUTES

PERSONNEL

Office of the Mayor

To: Operations Assistant I
Job Code: 00078
Grade: 902 (\$40,900.00 - \$65,400.00)

Cost: \$66,057.00 - 1001-000000-6301-399800-601001

These positions are to be considered 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>
17. ANN MYERS	N/A	N/A
18. WANDA CARTER	N/A	N/A
19. CHERYLE FRAILING	N/A	N/A

*The Amendment is a no-cost time extension.

Mses. Myers, Carter, and Frailing will continue to work as a Visitation Center Monitor. They 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, and keep accurate and complete records of any safety concerns or potential problems that come up during a visitation session. They will also meet parents and/or children before and after visits to check in with them and refer them to needed

MINUTES

PERSONNEL

Mayor's Office of Criminal Justice - cont'd

services or programs, maintain clear and consistent communication with the on-site supervisor, on-site police, other monitors, and volunteers whether by phone, email or in person, and coordinate the safety of visits by being available to accompany individuals wherever needed in and around the building. They will maintain client files personal timesheets and invoices, discuss case progress and concerns with supervisors, as well as attend occasional meetings about case status and other center operational issues. They will comply with all Visitation Center policies and procedures, including confidentiality, safety, and mandated reporting procedures.

The amendment to agreements 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.

Hourly Rate

Amount

Mayor's Office of Information Technology

20.	WESLEY HENSON	\$33.75	\$64,327.50
-----	----------------------	---------	--------------------

Account: 1001-000000-1474-165700-601009

Mr. Henson will continue to work as a Contract Services Specialist II (IT Specialist/LAN Administrator). This a 3% increase in the hourly rate from the previous contract period. Mr. Henson will administer and support an Active Directory Services (ADS) network remotely of 5000+ workstations, servers, and 7000+ clients; assist in the implementation of the network infrastructure of router, switches and hubs; perform user accounts in Active

MINUTES**PERSONNEL**Mayor's Office of Information Technology - cont'd

Directory Services, and administer e-mails and policy implementation. He will also perform daily assessments for possible virus attacks, network outages, and Blackberry and Smart Phones disconnects; research with Senior Network Engineer for solutions for Exchange, SQL (Microsoft Structured Query Language), Oracle, and Patchlink, Windows Deployment Services; perform workstation and network assessments to make recommendations for network upgrades; and, respond to technical support issues for On-Call and Network Security and deploying Windows 7 within the Enterprise with self-continuing study of Micro-soft Server 2012/w Exchange 2010 & Cisco. The agreement is effective upon Board approval for one year.

Baltimore Police Department21. Reclassify the following vacant position:

From: Community Service Officer
Job Code: 41179
Grade: 080 (\$31,142.00 - \$36,634.00)
Position No.: 40921

To: HR Assistant I
Job Code: 33681
Grade: 081 (\$32,076.00 - \$38,001.00)

There are no costs associated with this action.

22. Reclassify the following two vacant position:

- a. From: Word Processing Operator III
Job Code: 33258
Grade: 078 (\$29,672.00 - \$34,218.00)
Position No.: 19296

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

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

b. From: Secretary II
Job Code: 33232
Grade: 078 (\$29,672.00 - \$34,218.00)
Position No.: 19659

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

There are no costs associated with this action.

23. Reclassify (downgrade) the following one vacant position:

From: Police Chief
Job Code: 10276
Grade: 86P (\$138,200.00 FLAT)
Position No.: 16745

To: Police Inspector
Job Code: 10275
Grade: (\$130,500.00 FLAT)

Savings: \$7,700.00

24. Abolish the following one vacant position:

a. From: Operations Manager III
Job Code: 00092
Grade: 960 (\$92,400.00 - \$152,400.00)
Position No.: 16676

MINUTES

PERSONNEL

Baltimore Police Department - cont'd

Reclassify the following three filled position:

b. From: Police Captain
Job Code: 10277
Grade: 83P (\$117,200.00 FLAT)
Position Nos.: 19125, 19073, 16732

To: Police Major
Job Code: 10278
Grade: 84P (\$123,900.00 FLAT)

Costs: \$12,400.00 - 1001-000000-2003-195700-601001

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>
25. SHEREE D. PETERSON	\$14.42	\$ 30,000.00
The period of the agreement is November 23, 2017 through November 22, 2018.		
26. PATRICIA N. COCHRANE	\$14.42	\$ 30,000.00
The period of the agreement is November 21, 2017 through November 20, 2018.		

Account: 1001-000000-2042-198100-601009

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

Mses. Peterson and Cochrane, retirees, will each continue to work as a Police Report Reviewer/Contract Service Specialist I. They will review original National Crime Information Center (NCIC) entries, police reports and supporting documentation, and contact the victims, complainants, the court, individuals, and sources for follow-up. Mses. Peterson and Cochrane will also access local, state, and federal databases for additional information, update records on local databases and the NCIC to reflect changes, and prepare police supplemental reports. These are the same hourly rates as in the previous contract periods.

27. **ESSEX R. WEAVER** \$14.42 \$ 30,000.00

Account: 1001-000000-2042-198100-601009

Mr. Weaver, retiree, will continue to work as a Storekeeper I/Contract Services Specialist I. He will administer all of the non-control dangerous substances, money, and gun property. He will also inventory new property, store and document the location of the property, purge old property, and fill in at the receiving counter, when needed. This is the same hourly rate as in the previous contract period. The period of the agreement is November 23, 2017 through November 22, 2018.

28. **DAVID W. NEVERDON** \$14.42 \$ 30,000.00

The period of the agreement is November 26, 2017 through November 25, 2018.

MINUTES**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Baltimore Police Department - cont'd</u>		
29. ANIBAL D. FERNANDEZ	\$14.42	\$ 30,000.00

The period of the agreement is August 20, 2017 through August 19, 2018.

Account: 1001-000000-2042-198100-601009

Messrs. Neverdon and Fernandez, retirees, will each continue to work as a Storekeeper I/Contract Services Specialist I. They will receive property and evidence submissions from police officers and laboratory personnel, ensure the accuracy and completeness of all associated paperwork, and ensure the information is entered into the evidence tracking system. In addition, Messrs. Neverdon and Fernandez will release property for examination or as evidence for court, update the computer with appropriate changes of location of the property for chain of custody and documentation of the location, release property to the public and document the same in the computer, and administer evidence submitted to the Evidence Control Unit.

30. JOHN R. DOLLY, JR.	\$14.42	\$ 30,000.00
-------------------------------	---------	---------------------

Account: 1001-000000-2042-198100-601009

Mr. Dolly, retiree, will continue to work as a Storekeeper I/Contract Services Specialist I. He will be responsible for the transfer of all evidence requested to be analyzed by the Firearms Examination Unit, assure the safe condition of firearms, and complete the inventory of every firearm received in the lab. This is the same hourly rate as in the previous contract period. The period of the agreement is November 21, 2017 through November 20, 2018.

MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Baltimore Police Department - cont'd</u>		
31. DUANE A. JEFFERSON	\$14.42	\$ 30,000.00

Account: 1001-000000-2042-198100-601009

Mr. Jefferson, retiree, will continue to work as a Community Service Officer/Contract Services Specialist I. He will be responsible for explaining the requirements to registrants of the Sex Offender Registry Unit, obtaining statements signed by the registrants acknowledging receipt of the requirements, and photographing the registrants at a minimum of every six months. In addition, Mr. Jefferson will obtain and enter a DNA sample at the initial registration of the registrant into the Maryland State Police Crime Laboratory and submit a copy of all correspondence to the Department of Public Safety and Correctional Services within three days of the registration. This is the same hourly rate as in the previous contract period. The period of the agreement is November 23, 2017 through November 22, 2018.

32. DELIGHT J. JACKSON	\$14.42	\$ 30,000.00
-------------------------------	---------	---------------------

Account: 1001-000000-2042-198100-601009

Ms. Jackson, retiree, will continue to work as a Police Human Resource Associate/Contract Services Specialist I. She will be responsible for conducting pre-employment investigations for police officer and civilian positions, conducting local, state, and national record and warrant checks, investigating references, and conducting neighborhood canvasses. In addition, Ms. Jackson will interview applicants, gather all vital documents for summarization into pre-employment files, conduct background investigations for promotional candidates, including records checks and recommendation gathering, and summarize previous work history. This is the same hourly rate as in the previous contract period. The period of the agreement is December 18, 2017 through December 17, 2018.

MINUTES**PERSONNEL**Police Department

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.

33. Reclassify the following vacant position:

Position No.: 17258

From: Legal Assistant II
 Job Code: 32933
 Grade: 087 (\$39,701.00 - \$47,990.00)

To: Paralegal
 Job Code: 84241
 Grade: 090 (\$44,858.00 - \$54,520.00)

Costs: \$2,678.00 - 1001-000000-2041-716700-601001

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 Public Works (DPW)34. Create the following Position:

Classification: Engineer I
 Job Code: 72111
 Grade: 927(\$62,000.00 - \$99,200.00)
 Position No.: To be determined by BBMR

Cost: \$89,409.00 - 2072-000000-5181-734400-601001

MINUTES**PERSONNEL**

DPW - cont'd

35. Create the following two Positions:

Classification: Inspector Trainee

Job Code: 42911

Grade: 073 (\$27,027.00 - \$30,425.00)

Position Nos.: To be determined by BBMR

Cost: \$90,350.00 - 2072-000000-5181-734400-601001

36. Create the following Position:

Classification: City Planner I

Job Code: 74136

Grade: 923 (\$58,300.00 - \$93,500.00)

Position No.: TBD

Cost: \$84,729.00 - 2072-000000-5181-389700-601001

These positions (item nos. 34, 35, and 36) are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

MINUTES

PERSONNEL

State's Attorney's Office (SAO)

37. Correct the following Job Code for the following Position:

From: Media Producer/Director I
Job Code: 83342
Grade: 090 (\$44,858.00 - \$54,520.00)
Position No.: 32925

To: Media Producer/Director I
Job Code: 00643
Grade: 090 (\$44,858.00 - \$54,520.00)

There are no costs associated with these actions.

On December 21, 2016, the Board approved the reclassification of the above position. Due to an administrative error, the position was reclassified with the incorrect job code as a Civil Service position. The administrative correction to a Non-Civil Service position is effective retroactively to July 1, 2017.

	<u>Hourly Rate</u>	<u>Amount</u>
38. MARIA KEITH	\$27.47	\$52,376.00

Ms. Keith, retiree, will continue to work as a Contract Services Specialist I (Investigator, SAO/Investigator) for the Office of the State's Attorney. This position will investigate felony, homicide, and violent crime cases, locate and interview witnesses, and act as a liaison with

MINUTES**PERSONNEL**SAO - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
<p>police agencies; assist in preparing prosecution cases by locating persons of interest, and research pertinent documents and verify information. The period of the agreement is August 13, 2017 through August 12, 2018.</p>		

Department of Transportation (DOT)

39.	KATELYN MCCAULEY	\$31.25	\$65,000.00
-----	-------------------------	---------	--------------------

Account: 1001-000000-2301-240700-601009

Ms. McCauley, will work as a Contract Service Specialist II (Program Coordinator/Emergency Planning Coordinator) for DOT. This position reviews and updates current DOT policies, procedures, training materials, and other documents including and relevant to the City-wide evacuation plan; review and update, and incorporate all City-wide evacuation documents into one comprehensive evacuation plan, including existing plans for DOT, the Baltimore City Police Department, the Baltimore City Fire Department, and the Mayor's Office of Emergency Management; coordinate City evacuation planning efforts with regional evacuation efforts managed by the Baltimore Metropolitan Council, neighboring jurisdictions and Maryland State agencies; develop and implement new standard operating procedures and checklists for DOT staff and other City agency partners for evacuation operations; coordinates workgroup and stakeholder meetings throughout the project, including scheduling, notifications, location planning, agenda development, note-taking, and other logistics; leads

MINUTES**PERSONNEL**

DOT - cont'd

the effort to inventory and geo-locate all City-wide evacuation route signage, as well as refresh existing/missing signage and create work orders for new signage or removal due to planning and route alterations, and assist in the development and delivering of training programs designed to educate City agency stakeholders on roles and responsibilities during an evacuation.

MINUTES

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

2976 - 2978

In accordance with Charter provisions

reports have been requested from the

Planning Commission, the Director

of Finance having reported

favorably thereon.

MINUTES**TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of General Services</u>		
1. \$ 50,000.00	9916-905001-9194	9916-906817-9197
1st Public	Construction	Abel Wolman 1 st
Building	Reserve - Unallotted	floor HVAC Replace-
Loan		ment & Interior
		Renovations

The HVAC unit on the 1st floor is out of date and in need of replacement. This replacement will provide a better working environment for the City employees currently located in those offices.

Department of Housing and Community Development

2. \$250,000.00	9910-922012-9587	9910-905118-9588
State	Whole Block Demoli-	Upton Stabilization
Appropriations	tion - (Reserve)	

This transfer will provide appropriations to support the stabilizing of the Upton Mansion located at 811 West Lanvale Street.

3. \$2,000,000.00	9910-914983-9587	9910-904260-9588
2 nd Community	Demo Blighted	Demo Blighted
& Economic	Structures -	Structures FY 18
Development	(Reserve)	
Bonds		

This transfer will provide funds to support the City-wide Planned Demolition Program for Fiscal Year 2018.

MINUTES

TRANSFERS OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development - cont'd</u>			
4.	\$1,000,000.00	9910-930004-9587 2nd Community Urgent Demolition - Economic (Reserve) Development Bonds	9910-905258-9588 Urgent Demolition FY 18

This transfer will provide funds to support the City-wide Emergency Demolition Program for Fiscal Year 2018.

5.	\$2,644,772.50	9998-931989-9587 CDBG 43 Loan Repayment (Reserve)	
	931,965.50	-----	9998-930080-9593 Public Housing 108
	<u>1,712,807.00</u>	-----	9998-924410-9593 East Baltimore Development Initiative 108
	\$2,644,772.50		

This transfer will provide appropriation authority for repayment on HUD Section 108 loans for Fiscal Year 2018.

Department of Planning

6.	\$ 400,000.00	9942-923022-9488 10 th Baltimore BMA Fire Safety Museum of Art Reserve Bonds
----	---------------	--------------------------------------------------------------------------------------------------

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Planning - cont'd</u>		
1,000,000.00	" " "	
<u>State Funds</u>		
\$1,400,000.00	-----	9942-915024-9488 BMA Fire Safety Active

The funds are necessary to cover the costs of fire safety and related improvements to the Baltimore Museum of Art.

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Land Disposition Agreement with Reboot Baltimore, LLC, developer for the sale of 15 City-owned properties located at 1901, 1903, 1905, 1907, 1909, 1911, 1913, 1915, 1917, 1919, 1921, 1923, 1925, 1927, and 1929 N. Patterson Park Avenue.

AMOUNT OF MONEY AND SOURCE:

\$ 1,000.00	-	1901 N. Patterson Park Avenue
1,000.00	-	1903 N. Patterson Park Avenue
1,000.00	-	1905 N. Patterson Park Avenue
1,000.00	-	1907 N. Patterson Park Avenue
1,000.00	-	1909 N. Patterson Park Avenue
1,000.00	-	1911 N. Patterson Park Avenue
1,000.00	-	1913 N. Patterson Park Avenue
1,000.00	-	1915 N. Patterson Park Avenue
1,000.00	-	1917 N. Patterson Park Avenue
1,000.00	-	1919 N. Patterson Park Avenue
1,000.00	-	1921 N. Patterson Park Avenue
1,000.00	-	1923 N. Patterson Park Avenue
1,000.00	-	1925 N. Patterson Park Avenue
1,000.00	-	1927 N. Patterson Park Avenue
1,000.00	-	1929 N. Patterson Park Avenue
<u>\$15,000.00</u>	-	Purchase Price

BACKGROUND/EXPLANATION:

The City will convey all of its rights, title, and interest in 1901, 1903, 1905, 1907, 1909, 1911, 1913, 1915, 1917, 1919, 1921, 1923, 1925, 1927, and 1929 N. Patterson Park Avenue to Reboot Baltimore, LLC for the price of \$15,000.00, which will be

MINUTES

DHCD - cont'd

paid to the City of Baltimore at the time of settlement. The purchaser has paid a good faith deposit of \$1,500.00.

Reboot Baltimore, LLC will purchase the 15 vacant lots in South Clifton Park from the City for construction of residential units.

The purchase price and improvements to the site will be financed through private sources.

The provisions of Article 13, §2-7(h) (2) (ii) (C) of the Baltimore City Code authorize the City to sell the properties, all of which were journalized on December 6, 2012, except 1909 N. Patterson Park Avenue which was journalized on January 13, 2014.

STATEMENT OF PURPOSE AND RATIONALE FOR SALE AT THE PRICE DETERMINED BY APPRAISED VALUE:

Not Applicable - In accordance with the City's appraisal policy, unimproved real property with an assessed value of \$2,500.00 or less does not require an appraisal. All 15 vacant lots are assessed at \$1,000.00 each and will be sold at \$1,000.00.

MBE/WBE PARTICIPATION:

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

MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Land Disposition Agreement with Reboot Baltimore, LLC, developer for the sale of 15 City-owned properties located at 1901, 1903, 1905, 1907, 1909, 1911, 1913, 1915, 1917, 1919, 1921, 1923, 1925, 1927, and 1929 N. Patterson Park Avenue.

MINUTES

Health Department - Reimbursements to Senior
Care Services Programs

ACTION REQUESTED OF B/E:

The Board is requested to approve reimbursement to Adult Day Care providers under the Senior Care Services Program. The period of the reimbursement is July 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$400,000.00 - 5000-535418-3044-768000-607001

BACKGROUND/EXPLANATION:

The Adult Day Care providers provide medical day care services to ill, frail, or disabled elderly persons age 65 and older. The City will pay the provider the set rate of \$77.51 per day for approved recipients based on the number of days of service.

The medical adult day care centers are as follows:

A. Providence Adult Day Care, Inc.
AAA Management, LLC/Raven's Medical Adult Day Care Center
Active Day, Inc.
Adult Medical Day Care of Overlea, Inc.
Associated Catholic Charities, Inc./St. Ann's Adult Day Care
Easter Seal Society for Disabled Children & Adults, Inc.
Extended Family Adult Day Care, Inc.
Payne Memorial Outreach, Inc./Golden Pond Adult Day Program
Happy Days of Maryland, LLC/Happy Days Adult Day Care
Heritage Adult Day Care, Inc.
Keswick Multi-Care Center, Inc.
Levels Medical Adult Day Care, Inc.
Levindale Hebrew Geriatric Center and Hospital, Inc./Levindale
Adult Day Care (Belvedere)

MINUTESHealth Department - cont'd

Levindale Hebrew Geriatric Center and Hospital, Inc./Levindale
Adult Day Care (Pikesville)
LIFE Inc. Adult Medical Day Care
Maryland Avenue Adult Daycare Center, Inc.
Paradise Adult Medical Day Care, Inc.
Sunrise Adult Medical Day Care Inc.
Team 2 Inc. d/b/a Phoenix Adult Medical Center
The League for People with Disabilities, Inc.
Today's Care & Family, Inc.

The City will pay all providers under the Adult Medical Day Care Program a collective amount not to exceed \$400,000.00, based upon the set rate and the approved number of days. The approved number of recipients and days may fluctuate based upon recipient preference and City approval. Payments will only be made upon approved invoices for approved recipients. Upon receipt of monthly invoices, reimbursement payments will be made on an ongoing basis, provided funds are available. Regardless of the amount of funding available for the program, the provider will not receive payment in excess of the number of participants allowed by provider's license and days approved by the City.

Each Adult Day Care provider will develop an appropriate care plan for each recipient, in accordance with policies as specified in COMAR 10.12.04, Day Care for the Elderly and Medically Handicapped Adults, and COMAR 10.09.07, Medical Care Program.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved reimbursement to Adult Day Care providers under the Senior Care Services Program.

MINUTES

Health Department - Employee Expense Statements

The Board is requested to approve the Employee Expense Statement for various expenses for the following employees:

- | | | |
|----|------------------------------------------|-----------------|
| 1. | LaVEDA BACETTI | \$ 79.73 |
| | Accounts: 1001-000000-3080-288700-603002 | \$ 57.73 |
| | June 2016 - Mileage | |
| | 1001-000000-3080-288700-603003 | \$ 22.00 |
| | June 2016 - Parking | |
| 2. | LaVEDA BACETTI | \$ 31.72 |
| | Accounts: 4000-499617-3080-294213-603002 | \$ 15.72 |
| | July 2016 - Mileage | |
| | 4000-499617-3080-294213-603003 | \$ 16.00 |
| | July 2016 - Parking | |
| 3. | LaVEDA BACETTI | \$328.77 |
| | Accounts: 4000-499617-3080-294213-603002 | \$ 30.35 |
| | September 2016 - Mileage | |
| | 4000-499617-3080-294213-603020 | \$197.85 |
| | September 2016 - Travel Mileage | |
| | 4000-499617-3080-294213-603020 | \$ 99.57 |
| | September 2016 - Food | |
| | 4000-499617-3080-294213-603003 | \$ 1.00 |
| | September 2016 - Parking | |
| 4. | MARY ANN BRENNAN | \$ 36.72 |
| | Accounts: 5000-533517-3044-767400-603002 | |
| | November 2016 - Mileage | |

MINUTES

Health Department - cont'd

5.	ENRICO CROSS	\$ 20.46
	Accounts: 4000-424617-3080-294500-603002 October 2016 - Mileage	
6.	LaTARSHA HENDERSON	\$268.45
	Accounts: 4000-499617-3080-294213-603002 January 2017 - Mileage	\$144.12
	4000-499617-3080-294213-603002 February 2017 - Mileage	\$124.33
7.	DOROTHY ONYEMAH	\$108.32
	Accounts: 4000-499617-3080-294213-603002 January 2017 - Mileage	\$ 72.16
	4000-499617-3080-294213-603002 February 2017 - Mileage	\$ 36.16

The above-listed employees submitted their employee expense statement and appropriate backup documentation on time, but they were inadvertently misplaced due to administrative oversight. The expense form is now outside of the guidelines set for by the AM-240-11.

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

The Department apologizes for the lateness.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved the foregoing employee expense statements.

MINUTES

Health Department - Ratification of Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify the Agreement with the Baltimore City Board of School Commissioners. The period of the Agreement was July 1, 2016 through June 30, 2017.

AMOUNT OF MONEY AND SOURCE:

\$635,875.00 - 4000-480617-3030-294500-404001

BACKGROUND/EXPLANATION:

The Baltimore City Board of School Commissioners (BCBSC) is committed to ensuring that all students graduate from high school are ready for college, career training, and life success.

Under the agreement the Department provided funding to the BCBSC. The purpose of the BCBSC's work on the U choose Evidence-Based Teen Pregnancy Prevention Project is to integrate the project curriculum within middle and high schools in Baltimore City and to develop and implement strategies to ensure sustainability.

The Agreement is late because of the administrative review process.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board ratified the Agreement with the Baltimore City Board of School Commissioners.

MINUTES

Health Department - No-Cost Time Extension

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Second No-Cost Time Extension of the grant agreement with Zanvyl and Isabelle Krieger Fund.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On March 19, 2014 the Board approved the original grant agreement in the amount of \$45,000.00 for the period of March 15, 2014 through June 30, 2015.

On December 24, 2014 the Board approved the first no-cost time extension extending the period through December 31, 2015.

This extension will extend the operation agreement through December 31, 2017 and will allow the Department to continue and complete program services.

This No-Cost Time Extension is late because the approval of extension was recently received from the grantor.

AUDITS NOTED THE NO-COST TIME EXTENSION.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Second No-Cost Time Extension of the grant agreement with Zanvyl and Isabelle Krieger Fund.

MINUTES

Health Department - Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Grant Agreement with the France-Merrick Foundation. The period of the Grant Agreement is June 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$465,000.00 - 6000-602318-3030-271200-4060001

BACKGROUND/EXPLANATION:

This Grant Agreement will allow the Department to receive funding from the France-Merrick Foundation to renovate the 1200 E. Fayette Street Health Clinic.

The Department requested funding from the France-Merrick Foundation to complete the renovations of its new clinical building located at 1200 E. Fayette Street in order to relocate an existing clinic at 620 N. Caroline Street.

The Department operates two clinics, one of which is located at 620 N. Caroline Street in East Baltimore, where low-cost healthcare services are provided to all Baltimore City residents. The clinic serves more than 38,000 individuals with over 51,000 visits annually. Services provided on-site include childhood and adult immunizations, tuberculosis screening and treatment, sexually transmitted disease testing and treatment, HIV care, dental exams, and family planning services. The building also provides a home for community health nursing services, which supports at-risk mothers and babies with wraparound services; school health operations and training, and Field Health Services, which schedules over 120,000 rides to medically necessary appointments per year for medically fragile

MINUTES

Health Department - cont'd

Medicaid recipients. The Department's clinics provide care to some of Baltimore's most vulnerable residents regardless of insurance status, many of whom would not be touched by the healthcare system otherwise. This includes undocumented residents, recently-arrived refugees, transgender persons, and people living with HIV who may not be in care. The clinic is also a training site for nursing, social work, and medical residents to develop the next generation of public health leaders.

The Grant Agreement is late because of the administrative process.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Agreement with the France-Merrick Foundation.

MINUTES

Health Department - First Amendment to Licensing Services Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the First Amendment to Licensing Services Agreement (First Amendment) with the Baltimore Animal Rescue and Care Shelter, Inc. (BARCS). This First Amendment will extend the period through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On April 3, 2013 the Board approved the original agreement with BARCS for the period of July 1, 2012 through June 30, 2017.

The agreement allowed BARCS to retain fees it collected each year for dog and cat licensing as payment for services it provided in accordance with the Animal Shelter Operating Agreement.

This First Amendment will allow for the continuation of services while the City finalizes the logistics of relocating the Animal Shelter and the agreements related to BARCS operating the City's animal shelter.

This First Amendment is late because of administrative delays.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Health Department - cont'd

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

MINUTES

Health Department - Extension to Operating Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve the first renewal of the Extension to Operating Agreement with the Baltimore Animal Rescue and Care Shelter, Inc. (BARCS). The period of the renewal is July 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$1,287,628.00 - 1001-000000-2401-271300-603051

BACKGROUND/EXPLANATION:

On July 16, 2014 the Board approved the original operating agreement with BARCS in the amount of \$1,182,265.00 for the period of July 1, 2014 through June 30, 2015 with an option to renew for four additional 1-year periods.

On April 15, 2015 the Board approved the first amendment for the operating agreement in the amount of \$57,000.00 making the new total amount \$1,239,265.00.

On August 12, 2015 the Board approved a one-year extension for the period of July 1, 2015 through June 30, 2016 in the amount of \$1,262,910.00. On April 16, 2016 the Board approved the second amendment in the amount \$54,000.00 making the new total \$1,316,910.00.

On July 13, 2016 the Board approved the extension to the agreement for the period of July 1, 2016 through June 30, 2017, with two 1-year renewal options remaining.

The period of the renewal is for one year ending June 30, 2018, with one 1-year renewal option remaining.

MINUTES

Health Department - cont'd

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the first renewal of the Extension to Operating Agreement with the Baltimore Animal Rescue and Care Shelter, Inc.

MINUTES

Health Department - Fiscal Year 2018 Unified
Funding Grant Awards

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of the Fiscal Year 2018 Unified Funding Grant Awards from the State of Maryland Department of Health and Mental Hygiene (DHMH). The period of the Grant is July 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

The amount of each award is as follows:

<u>Grant</u>	<u>Description</u>	<u>Base Award</u>
<u>Amount</u>		
CH560CFT	Core Public Health Services	\$9,015,655.00
MH3740TH	Healthcare for the Homeless	664,585.00
CH5800IP	Oral Disease & Injury Prevention	35,592.00
CH831PHP	Public Health Emergency Preparedness	452,949.00
CH831PHP	Cities Readiness Initiative	94,262.00
CH903BBH	Babies Born Healthy Initiative	870,865.00
CH929MHP	Children with Special Health Care Needs	25,000.00
FHB66PRE	Personal Responsibility Education Program	340,000.00
FHC69CHS	Child Health Systems Improvement	1,778,378.00
FHD39MIC	HFA Expansion	1,561,996.00
FHE41ABC	Abstinence Education	182,400.00
FHD95TSC	Tobacco Enforcement Initiative Support	180,000.00
FHC250DH	State and Local Public Health Actions	342,327.00
FH201FFP	Reproductive Health/Family Planning	562,327.00
FH386HTA	Healthy Teens/Young Adults	835,109.00
FHD62 SQL	Surveillance and Quality Improvement	191,180.00
WI213WIC	WIC	2,466,924.00
FHC88SHN	School Health Nurse	40,143.00
FHC84LPO	Lead Poisoning Prevention	787,477.00
FH57CCS	Colorectal Cancer Screening	30,000.00
MA055DCE	Adult Day Care	136,753.00
MA005EPS	Administrative Care Coordination	2,005,500.00

MINUTESHealth Department - cont'd

MA157ACM	PWC Eligibility	2,139,070.00
MA365GTS	General Transportation	8,171,266.00
CH051STD	Sexually Transmitted Disease	439,000.00
CH054IMM	Immunization-HEP-IAP, HEP-B	744,100.00
AD697CMA	AIDS Case Management	7,555,822.00
AD419RWS	Ryan White B Support Services	2,490,483.00
AD712HCV	Community Based Prog. to Test & Cure Hep	222,676.00
AD73655P	Syringe Services Program	105,662.00
CH739CSS	STD Clinical Services	1,227,150.00
AD615NEP	Needle Exchange Program	290,860.00
FHB39CPE	Cancer Prev., Educ., Scm., Diagnosis	22,000.00
CH586TPG	Tobacco Use Prey. Community-Based	266,157.00
CH586TPG	Tobacco Use Administration	20,033.00
	Total:	<u>\$46,293,701.00</u>

BACKGROUND/EXPLANATION:

As the fiscal year progresses, supplements, modifications, and/or reductions will be processed through the granting administrations with revised Unified Grant Awards being issued. The most current Unified Award document will be the official award of record. The advance of funds will allow for continuity of program services while scopes of services and budgets are being reviewed and approved for the current program year.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved the acceptance of the Fiscal Year 2018 Unified Funding Grant Awards from the State of Maryland Department of Health and Mental Hygiene.

MINUTES

Health Department - Advance of Funds

The Board is requested to approve a two-month advance of funds with the various service providers, on the full amount of funding provided by the Department of Health and Mental Hygiene for Fiscal Year 2018 under FY 2018 Unified Funding Document Grant Award.

The two-month advance provides for the continuation of programs services while the scope of work and budgets are being reviewed and approved for the FY 2018 program year. The period of the funding is July 1, 2017 through June 30, 2018.

1. **BALTIMORE HEALTHY START, INC.** **\$ 50,089.00**

Account: 5000-530018-3080-595800-603051

The full amount of funding for FY'18 is \$300,534.00. The funds are available to operate Babies Born Healthy program services.

2. **BALTIMORE HEALTHY START, INC.** **\$ 6,667.00**

Account: 4000-499618-3080-294200-603051

The full amount of funding for FY'18 is \$40,000.00. The funds are available to operate Child Health Systems Improvement program services.

3. **BALTIMORE HEALTHY START, INC.** **\$ 6,178.00**

Account: 4000-498818-3080-294000-603051

The full amount of funding for FY'18 is \$37,066.00. The funds are available to operate Healthy Families America Expansion program services.

MINUTES

Health Department - cont'd4. **HEALTH CARE ACCESS MARYLAND, INC.** **\$256,235.00**

Account: 4000-421118-3080-294600-603051

The full amount of funding for FY'18 is \$1,537,415.78. The funds are available to operate Administrative Care Coordination Program services.

5. **HEALTH CARE ACCESS MARYLAND, INC.** **\$347,328.18**

Account: 4000-420118-3080-294600-603051

The full amount of funding for FY'18 is \$2,083,969.00. The funds are available to operate PWC Eligibility program services.

6. **AIDS INTERFAITH RESIDENTIAL SERVICES, INC.** **\$ 21,734.00**

Accounts:	5000-569718-3023-274402-603051	\$ 5,333.00
	Food Bank/Home Delivery	
	5000-569718-3023-274403-503051	\$ 16,401.00
	Psychosocial	

The full amount of funding for FY'18 is \$130,404.00. The funds are available Ryan White Part B Support Services.

7. **HEALTH CARE FOR THE HOMELESS, INC.** **\$181,696.00**

Accounts:	5000-569718-3023-274425-603051	\$ 26,571.00
	Health Education & Risk Reduction	
	5000-569718-3023-274426-603051	\$113,315.00
	Housing Services	
	5000-569718-3023-274427-603051	\$ 41,760.00
	Outreach Traditional	

The full amount of funding for FY'18 is \$1,090,174.00. The funds are available Ryan White State Special Services.

MINUTES

Health Department - cont'd8. **INDEPENDENT LIVING, INC.** **\$ 88,860.00**

Accounts:	4000-424518-3023-274403-603051	\$ 2,500.00
	Medical Transportation	
	4000-424518-3023-274404-503051	\$ 86,360.00
	Oral Health	

The full amount of funding for FY'18 is \$533,158.00. The funds are available for Ryan White Part B Support Services.

9. **LIGHT HEALTH AND WELLNESS** **\$ 51,501.00**
COMPREHENSIVE SERVICES, INC.

Accounts:	4000-424518-3023-274410-603051	\$ 8,125.00
	Health Education & Risk Reduction	
	4000-424518-3023-274415-603051	\$ 6,409.00
	Housing Services	
	4000-424518-3023-274416-603051	\$ 682.00
	Medical Transportation	
	4000-424518-3023-274417-603051	\$ 12,419.00
	Non-Medical Case Management	
	4000-424518-3023-274418-603051	\$ 71,500.00
	Outreach Traditional	
	4000-424518-3023-274419-603051	\$ 11,949.00
	Psychosocial	

The full amount of funding for FY'18 is \$309,000.00. The funds are available for Ryan White Part B Support Services.

MINUTES

Health Department - cont'd10. **PROJECT PLASE, INC.** **\$ 75,419.00**

Accounts: 5000-569718-3023-274412-603051 \$ 2,533.00
Food Bank/Home Delivery

5000-569718-3023-274416-603051 \$ 13,244.00
Health Education & Risk Reduction

5000-569718-3023-274417-603051 \$ 57,041.00
Housing Services

5000-569718-3023-274418-603051 \$ 2,601.00
Medical Transportation

The full amount of funding for FY'18 is \$425,518.00. The funds are available for Ryan White Part B Support Services.

11. **SISTERS TOGETHER AND REACHING, INC.** **\$ 96,667.00**

Accounts: 5000-569718-3023-274407-603051 \$ 20,502.00
Early Intervention

5000-569718-3023-274419-603051 \$ 12,500.00
Health Education & Risk Reduction

5000-569718-3023-274420-603051 \$ 25,605.00
Housing Services

5000-569718-3023-274421-603051 \$ 427.00
Medical Transportation

MINUTES

Health Department - cont'd

5000-569718-3023-274422-603051	\$ 16,800.00
Outreach Traditional	
5000-569718-3023-274423-603051	\$ 20,833.00
Psychosocial	

The full amount of funding for FY'18 is \$580,000.00. The funds are available for Ryan White Part B Support Services.

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

UPON MOTION duly made and seconded, the Board approved the two-month advance of funds with the foregoing service providers, on the full amount of funding provided by the Department of Health and Mental Hygiene for Fiscal Year 2018 under FY 2018 Unified Funding Document Grant Award.

MINUTES

Department of Transportation - Developer's Agreement No. 1484

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Developer's Agreement No. 1484 with Nelson Kohl Apartments, LLC, Developer.

AMOUNT OF MONEY AND SOURCE:

\$161,861.00

BACKGROUND/EXPLANATION:

Nelson Kohl Apartments, LLC would like to install new utilities to their proposed new building located in the vicinity of 20 East Lanvale Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$161,861.00 has been issued to Nelson Kohl Apartments, 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 Developer's Agreement No. 1484 with Nelson Kohl Apartments, LLC, Developer.

MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 07 to Whitman, Requardt & Associates, LLP, under On-Call Consultant Services for Federal Aid Resurfacing and Reconstruction Projects, Project No. 1113. The duration of the task is for 21 months.

AMOUNT OF MONEY AND SOURCE:

\$170,187.28 - 9950-910313-9527-900010-705032

BACKGROUND/EXPLANATION:

This authorization provides for construction phase services which include coordination of meetings, review of requests for information, proposed change orders and shop drawing submittals from the contractor in connection with Contract No. TR 11306.

DBE PARTICIPATION:

The Consultant will comply with Title 48 of the Federal Regulations Part 26 49 CFR 26 and the goal established in the original agreement.

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

MINUTES

Department of Transportation - cont'd

TRANSFER OF FUNDS

<u>AMOUNT/S</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$149,764.81 FED	9950-904313-9528 Constr. Reserve - Midtown Streetscape/ Traffic Mitigation	
37,441.20 State Constr. Revenue	9950-904313-9528 Constr. Reserve - Midtown Streetscape/ Traffic Mitigation	
<hr/>		
\$187,206.01	-----	9950-910313-9527-5 Inspection Midtown Streetscape/Traffic Mitigation

This transfer will fund the costs associated with Task No. 07 on Project No. 1113, On-Call Consultant Services for Resurfacing Reconstruction with Whitman, Requardt & Associates, LLP.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 07 to Whitman, Requardt & Associates, LLP, under On-Call Consultant Services for Federal Aid Resurfacing and Reconstruction Projects, Project No. 1113. 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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 14 to Sabra Wang & Associates, Inc., under Project 1209, On-Call Traffic Engineering Services. The period of the Task Assignment is 15 months.

AMOUNT OF MONEY AND SOURCE:

\$110,953.64 - 9938-928012-9474-900020-705032

BACKGROUND/EXPLANATION:

This authorization provides for public outreach, planning services technical assistance in support of the 21st Century Parks and Recreation System project.

MBE/WBE PARTICIPATION:

The Consultant will comply with MBE/WBE programs in accordance with Article 5, Subtitle 28 of the Baltimore City Code and the MBE/WBE goals assigned to 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**TRANSFER OF FUNDS**Department of Recreation and Parks

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$111,000.00	9938-916021-9475	9938-928012-9474
Rec. & Parks	Patterson Park	Citywide BCRP
27 th Series	Audubon Center	System Plan
	(Reserve)	(Active)

This transfer will provide funds to cover the costs associated with public outreach, planning services, and technical assistance in support of the 21st Century Parks and Recreation System project, under Department of Transportation, Project 1209, On-Call Traffic Engineering Services, for Task No. 14 assigned to Sabra, Wang & Associates, Inc.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 14 to Sabra Wang & Associates, Inc., under Project 1209, On-Call Traffic Engineering 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.

MINUTESDepartment of Transportation - Task Assignment**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 12 to McCormick Taylor, Inc. under Project 1183, Traffic Signals & ITS and Traffic Engineering On-Call Consulting Services. The period of the task assignment is 12 months.

AMOUNT OF MONEY AND SOURCE:

\$15,186.49 - 9950-905097-9512-900010-703032

BACKGROUND/EXPLANATION:

This authorization provides for intersection evaluation and development of plans, specifications, and a database in connection with At-Grade Rail Crossing Passive Control Upgrades.

DBE PARTICIPATION:

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

DBE: 25%

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$11,658.78	9950-904053-9512	9950-905097-9512-3
FED	Traffic Surveillance Camera	Design At-Grade Rail Crossing Signing Citywide

MINUTES

Department of Transportation - cont'd

This transfer will partially fund the costs associated with Task No. 12 on Project No. 1183, "Traffic Signals & ITS and Engineering On-Call Consulting Services."

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 12 to McCormick Taylor, Inc. under Project 1183, Traffic Signals & ITS and Traffic Engineering On-Call Consulting 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 - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Memorandum of Understanding (MOU) with Port Covington Master Developer, LLC. The MOU is effective upon Board approval for twenty-five years, with an option to renew for another twenty-five years, unless terminated earlier in accordance with the MOU.

In the event that Cromwell Street is reconstructed and/or realigned and the Phase II Bike Phase ceases to exist, the Agreement will be terminated and have no further force or effect.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

This MOU will establish the framework and grant the Developer the ability to design, build, implement and maintain the Phase II Bike Path within the Phase II Bike Path Easement Areas, all at Developer's sole cost during the term of the MOU.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding (MOU) with Port Covington Master Developer, LLC.

MINUTES

Department of Transportation - Traffic Mitigation Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Traffic Mitigation Agreement with 1702 Light Street Place LLC. The period of the agreement will commence upon Board approval and termination will be deemed in writing by the Department of Transportation.

AMOUNT OF MONEY AND SOURCE:

\$1,654.70 - 9950-909084-9512-000000-490375

BACKGROUND/EXPLANATION:

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Mitigation fee was required for the development. The Developer proposes to perform the Scope of Work for 1702 Light Street Place at 1705-1708 Light Street (Ward 23, Section 110, Block 1023, Lot: 024) constructing an apartment building with units and a total of 14,388 square feet.

The Developer agrees to make a one-time contribution in the amount of \$1,654.70 to fund the City's multimodal transportation improvements in the development's vicinity.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Traffic Mitigation Agreement with 1702 Light Street Place LLC.

MINUTESDepartment of Transportation - Minor Privilege Permit Application

The Board is requested to approve the following application 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. 3326 Foster Ave.	David Tobash	Egress stairway 16' x 3'
\$234.40 - Annual 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

Enoch Pratt Free Library - 90-day Audit Progress Report

ACTION REQUESTED OF B/E:

The Board is requested to **NOTE** receipt of the Enoch Pratt Free Library (EPFL) 90-day Progress Report.

AMOUNT OF MONEY AND SOURCE:

Not Applicable

BACKGROUND/EXPLANATION:

On April 26, 2017, Gordon Krabbe, Acting Chief Executive Officer and Stanley Estremsky, CPA, Chief Financial Officer, both of the Enoch Pratt Free Library, and Robert McCarty, CPA, City Auditor, jointly reviewed the Auditors Report on Internal Control over Financial Reporting and Other Matters and the Library's responses before the Board of Estimates. The report was accepted by the Board but as Finding 2011-1 regarding timely preparation of the annual financial report was a repeat finding, the Board requested a 90-day progress report regarding efforts to improve the process so that said finding is not repeated.

90 Day Progress Report Initiatives:

1. Dependency on City Financial Data - As noted in the response to the finding, the Library is dependent on the availability and accuracy of financial data from the Bureau of Accounting and Payroll Services (BAPS). As much of this is custom reporting, the EPFL will always be dependent to a certain extent, but the EPFL has endeavored to lessen its dependency to the extent possible. To that end, on May 31, 2017, the EPFL arranged with the help of BAPS, to gain authorized access to the Accounting system for three additional Library employees (the Chief Financial Officer and 2 Senior Accountants) to allow the Library to take on responsibility and control to run reports and conduct account analysis previously done by City Accounting. In addition, the EPFL arranged and received a day of specialized training from a City Bureau of Accounting representative.

MINUTES

Enoch Pratt Free Library - cont'd

2. Financial Statement Preparation - Financial Statement preparation is very manual and labor intensive. As preparation involves the merging of 2 separate accounting systems, City Dynamics and the Trustee system, the process is quite complex as described in the Finding and while not entirely subject to automation, there is certainly opportunity. While a system change cannot be in place for FY 2017, the Library has undertaken and completed a comprehensive rewrite of the Financial Reporting compilation program in place, automating what was done manually. The EPFL is confident this will help to streamline the preparation process and facilitate more accurate financial statement preparation, while better and more permanent solutions are explored. As recommended by the City Department of Audits, the Library will continue to evaluate its software capability to prepare complete and accurate financial statements.
3. Staffing and Process Evaluation - The Library Business Office has begun to adopt an environment of continuous process improvement to review and improve procedure, process, training, organizational structure and staffing responsibilities with a bias towards applying appropriate resources to Financial Statement preparation and ongoing audit support. In addition, the Library has reallocated resources to increase utilization of external resources with specific expertise in Government, Not for Profit, and Baltimore City accounting requirements. This will support internal resources. This expertise will enhance the audit timeliness and performance for 2017.
4. Policies review - The Business Office has performed a comprehensive review of financial policies as published to Library employees.

MINUTESEnoch Pratt Free Library - cont'd

5. Positive Relationship with City Audits - As this will be the second year for the in-charge field auditor and first full year for the Chief Financial Auditor at the Library, a very positive working relationship continues to develop between both staffs which will be essential in the progression and in achieving success in meeting the deadline in the future.

Conclusion

The above steps taken will improve timeliness for the 2017 Audit and process examination and improvement will continue. In fact it is important to meet the December 31st deadline to allow appropriate time between audits for comprehensive process evaluation and change implementation, as well as longer term objectives, such as system evaluation and new system implementation, if warranted.

The Board **NOTED** receipt of the receipt of the Enoch Pratt Free Library 90-day progress Report.

MINUTES

Department of Audits - Response to the Report of the
Enoch Pratt Free Library

ACTION REQUESTED OF B/E:

The Board is requested to **NOTE** receipt of the Department of Audit's response to the report of the Enoch Pratt Free Library.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On April 26, 2017, the Fiscal Year 2016 audit of the Enoch Pratt Free Library was presented to the Board of Estimates. The Board requested that the Enoch Pratt Free Library provide an update in 90 days on its corrective actions for Finding 2011-1. The Enoch Pratt Free Library has submitted to the Board its corrective actions in its Progress Report dated July 20, 2017. The Department of Audits has reviewed the corrective action reported by the Enoch Pratt Free Library and has provided the submitted response.

**Department of Audits' Response to the Report of the
Enoch Pratt Free Library to the Board of Estimates**

As requested by the Board of Estimates, the Enoch Pratt Free Library (EPFL) has provided an update on its corrective actions taken on Finding 2011-1 for its fiscal year 2016 audit presented to the Board of Estimates on April 26, 2017. This finding addressed that the EPFL did not timely prepare its annual

MINUTES

Department of Audits - cont'd

financial report for submission to the Maryland State Department of Education by the December 31st deadline. Audits recommended that the EPFL continue to:

- refine the process to prepare and review the financial statements, significant adjustments, including accruals and corrections, and all necessary reconciliations,
- evaluate its accounting software's capability to determine whether the software is able to prepare complete and accurate financial statements, and
- evaluate and document the financial statement preparation and management review process.

The Department of Audits has reviewed corrective actions taken by the EPFL and the results of our review are as follows:

1. Dependency on City Financial Data - The EPFL stated that it has arranged with the Bureau of Accounting and Payroll Services (BAPS) to gain authorized access for three additional employees to have access to CityDynamics, allowing EPFL staff to obtain reports and conduct account analysis previously provided by BAPS. Audits will confirm that additional staff is utilizing CityDynamics as part of our fiscal year 2017 financial audit.
2. Financial Statement Preparation - The EPFL stated that it has undertaken and completed a comprehensive rewrite of its existing financial reporting compilation program to automate what was previously done manually, and will

MINUTES

Department of Audits - cont'd

continue to evaluate its software capability to prepare complete and accurate financial statements. Audits has received the EPFL's revised spreadsheet program, and will review it as part of our fiscal year 2017 financial audit.

3. Staffing and Process Evaluation - The EPFL stated that its Business Office has begun to continuously review and improve procedures, processes, training, organizational structure and staffing to apply appropriate resources, including utilizing external resources, to financial statement preparation and audit support. Audits will review these changes in the financial statement preparation process, when implemented, as part of our annual financial audit.
4. Policies review - The EPFL stated that its Business Office performed a comprehensive review of financial policies. Audits has received the EPFL's revised policies, and will review these policies, when implemented, as part of our annual financial audit.
5. Positive Relationship with City Audits - Audits agrees with the EPFL that maintaining a positive working relationship is essential in meeting audit deadlines in the future. Every effort will be made by Audits to meet the December 31, 2017 audit deadline.

MINUTES

President: "The first item on the non-routine agenda can be found on pages 67 - 72, Enoch Pratt Free Library 90-day Audit. Um -- will the parties please come forward? Good morning. Good morning."

Mayor: "Who's presenting?"

Mr. Stan Estremsky: "I'll speak on behalf of --"

President: "You got to speak into the mic."

Comptroller: "State your name."

Mr. Estremsky: "Oh, I'm sorry. I'll speak on behalf of Enoch Pratt Free Library. My name is Stan Estremsky. I'm the Chief Financial Officer here with Gordon Krabbe, he's our Director of Administrative Services. Um -- we -- we were asked on April 26 to come back to this group with a progress report um -- based on our annual audit um -- finding a report that was presented here. And, I guess to the day we're back in 90-days to give such report. Um -- we've worked with, um -- Mr. McCarty's group on some of the steps that we've taken in progress. I'm sure as we all know in a 10-month audit, there's thousands of items that come up. We've addressed some very -- some of the very big ones

MINUTES

and I'm very optimistic in the progress that we've made. Um -- the report is in -- in your materials with the main items to draw your attention to. Um -- we have issues -- have in the past with obtaining data from the Baltimore City System and some reports. And, while we're always going to be reliant on that because many of these reports are customized, we've taken an initiative to get four additional Pratt staff setup with access to the City and actually receive training in the um -- running of City reports and what not. And, I think for us taking the ownership of these reports is going to lessen our reliance on that. And, I think that's going to make a difference this year. Um -- that's one major thing we took on -- on. The second and a very, very large one to me is -- we were very, very manual in our compilation of our financial statements. We have since rebuilt our financial statement compilation. Um -- much more automated, much more um -- it -- an advanced model. And, we believe that's going to eliminate many errors and speed us up for anything that needs to run through and we -- we really are confident that's going to make a very big deal in our um -- in our performance next year on the audit. That the other items are -- that - that we listed are somewhat minor in comparison, but

MINUTES

large nonetheless to us. Um - we've reviewed procedures. We've assigned some more senior staff to direct responsibility for the audit. And -- and certainly I'm now starting my second year and I believe in my working relationship with Mr. McCarty and with his staff. I think that's only going to help the audit go -- go smoother this year for us."

Comptroller: "So, do you believe that we will meet our deadline for December 31st?"

Mr. Estremsky: "I am cautiously optimistic, but optimistic."

City Auditor: "They say, um -- ah -- they have shown progress--"

Comptroller: "State your name."

City Auditor: "I'm sorry. Bob McCarty, City Auditor. Ah -- they have made progress in these past 90-days. We -- we of course will review that when we do our audit. But, um -- also one thing I think I omitted. Ah -- we also want them to review our software. And, I believe they're going to do that starting for the Fiscal Year 18 Audit and that -- that will be even a step towards even less manual steps."

MINUTES

Mr. Estremsky: "Th -- th -- th -- that's a great point Mr. McCarty makes. Um -- automating the financials is a band-aid approach. It's going to be a successful band-aid. But, the true review of the software is going to get us out of this loop going forward. We're under a 10-month audit. So, progress the ability to evaluate the software. But, my goal is to get us off this wheel and meet the deadline. So, then we have a full six-months to do a good comprehensive evaluation as -- as Mr. McCarty um -- correctly points out is the end game product. I think that's the end resolution."

President: "Okay."

Mayor: "Okay."

MINUTES

President: "Any -- any -- any further comments?"

Interim City Solicitor: "No."

President: "Any questions?"

Mayor: "We're good."

President: "Okay. Thank you."

City Auditor: "Thank you."

President: "The progress report and responses have been **NOTED.**"

* * * * *

MINUTES

Department of Human Resources - Group Sales Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Group Sales Agreement (Agreement) with Hotel RL - Baltimore Inner Harbor. The event is scheduled for September 25 - 29, 2017. The Board is also requested to approve payment by expenditure authorization for airfare, per diem, and ancillary expenses for 28 subject matter experts who will administer the Promotional Assessment.

AMOUNT OF MONEY AND SOURCE:

\$1,050.00	Ancillary expenses – 7 Examiners x \$150.00 Each for (reimbursement of travel expenses, luggage fees, cab/shuttle fees, to and from the airport, parking)
3,648.54	Hotel RL: Sept. 25 th – Sept. 29 th Oral Assessment Overnight Guestrooms 7 Guest Suites x 4 nights @ \$119.00 net rate = \$3,332.00 (\$3,332 x 9.5% occupancy tax)
2,345.49	Test Rooms Sept. 26 th – Sept. 28 th 6 rooms x 3 days @ \$119 net rate = \$2,142.00 (\$2,142.00 x 9.5% occupancy tax)
1,200.00	Valet Sept. 25 th – Sept. 29 th 12 cars x 4 days @ \$25.00 per day (\$300.00 x 4 days)

MINUTES

Department of Human Resources - cont'd

0.00	Training/Registration Room x 3 days @ complimentary
0.00	Hospitality Suite x 3 days @ complimentary
0.00	Coffee Service - training day @ complimentary
188.80	Coffee Service Beverage/Snack Break Sept. 27 th – Sept. 28 th 10 attendees x \$8.00 per person x 2 days (\$160.00 x 18% Service Charge)
177.00	Audiovisual Equipment (training day) Tues. Sept. 26 th (\$150.00 + 18% Service Charge)
3,850.00	Examiners' Airfare (Roundtrip): Seven (7) examiners traveling from various locations @ \$550.00
2,072.00	Per Diem Meal Allowance Per Diem Rate - \$74.00 per day x 4 days = \$296.00 7 Examiners (\$296.00 x 7) = \$2,072
\$14,531.83	Total

Account: 1001-000000-1603-172500-603026

BACKGROUND/EXPLANATION:

The Fire Captain & Fire Lieutenant (EMS) assessments occur once every two years. The assessments include written and oral components. The written components are scheduled to be administered on August 28th at the War Memorial Building (at no charge due to the exam being administered on a weekday during business hours). A total of 13 rooms will be necessary for assessment administration. Seven rooms will be necessary for the examiners' overnight accommodations and six rooms will be necessary for the administration of the assessment. The rooms will be utilized as candidate interview preparation rooms, for candidates to prepare responses to interview questions, and to conduct panel interviews.

MINUTES

Department of Human Resources - cont'd

The examiners will arrive in Baltimore on Monday, September 25th. Examiner training will be conducted on Tuesday, September 26th and the Oral components will be administered Wednesday, September 27th through Thursday, September 28th. The examiners will depart the hotel the morning of Friday, September 29th due to the length of testing on Thursday and the distance back to their respective jurisdictions.

Estimated costs for hotel parking for the examiners, two Test Administrators and three Test Monitors (at the hotel) is also included as some examiners will have vehicles and due to the early start between 6:30 a.m. and 7:30 a.m. each day and long working hours.

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 Group Sales Agreement with Hotel RL - Baltimore Inner Harbor.

MINUTES

Department of Human Resources - Group Sales Agreement and
License Agreement

ACTION REQUESTED OF B/E:

The Board is requested to: 1) approve and authorize execution of the Group Sales Agreement with Residence Inn Marriott Downtown/Inner Harbor. The oral component is scheduled for October 1 - 6, 2017. The Board is also requested to 2) approve and authorize execution of the License Agreement with the Baltimore Convention Center. The written component is scheduled for July 29, 2017. The Board is further requested to 3) approve payment by Expenditure Authorization for airfare, per diem, and ancillary expenses for 28 subject matter experts who will administer the examination.

AMOUNT OF MONEY AND SOURCE:

Hotel Expenses: Residence Inn Marriott	
\$27,396.90	Residence Inn Marriott: Overnight Guestrooms October 1 – October 6 30 Guest Suites x 6 nights @ \$139.00 net rate = \$25,020.00 (\$25,020.00 x 9.5% occupancy tax)
9,132.30	Test Rooms October 3 – October 6 15 rooms x 4 days @ \$139.00 net rate = \$8,340.00 (\$8,340.00 x 9.5% occupancy tax)
6,300.00	Valet October 1 – October 6 30 cars x 6 nights @ \$35.00 per day (\$1,050 x 6 days)
1,098.00	Training/Registration Room Monday October 2 @ \$900 per day \$900 rental x 1 day = \$900 \$900 + 22% service fee = \$1,098.00

MINUTES

Department of Human Resources - cont'd

1,309.62	Hospitality Suite 30 guests x 4 days \$299.00 rental x 4 days = \$1,196.00 (\$1,196.00 x 9.5% occupancy tax)
254.07	Coffee Service - training day October 2 35 attendees x \$5.95 per person x 1 day + 22% = \$254.07
1,163.88	Coffee Service Beverage/Snack Break Mon. October 2 – October 6 30 attendees x \$7.95 per person x 4 days + 22% = \$1,163.00

Baltimore Convention Center (Testing Venue)	
2,700.00	Baltimore Convention Center (BCC): July 29 th - Written Exam Rental of Ballroom 1
Ancillary Expenses	
4,200.00	Ancillary expenses – 28 Examiners x \$150.00 Each for (reimbursement of travel expenses, luggage fees, cab/shuttle fees, to and from the airport, parking)
Airfare	
15,400.00	Examiners' Airfare (Roundtrip): twenty - eight (28) examiners traveling from various locations @ \$550.00
Per Diem	
12,432.00	Per Diem Meal Allowance Per Diem Rate - \$74.00 per day x 6 days = \$444.00 28 Examiners - \$444.00 x 28
\$81,721.77	Exam Total

Account: 1001-000000-1603-172500-603026

MINUTES

Department of Human Resources - cont'd

BACKGROUND/EXPLANATION:

The Police Lieutenant promotional assessment occurs bi-annually. The assessment includes written and oral exam components and is scheduled to take place on July 29, 2017 and October 1 - 6, 2017 respectively. Forty-five rooms will be necessary to administer the exam.

Thirty rooms will be rented for overnight accommodations for twenty-eight examiners and two assessment administrators.

Fifteen rooms will be rented for administration of the exam. The rooms will be utilized as candidate interview preparation rooms, for candidates to prepare responses to interview questions and to conduct panel interviews. The number of candidates who will be scheduled for the oral portion of the exam will not be available until after the written component, administered on July 29th at Baltimore Convention Center, is scored by DHR and the test vendor. A testing schedule for the oral exam will be created after July 31st and the number of testing days will be confirmed. Room reservations for this function must be arranged many months in advance. The Sales Agreement is based upon the maximum usage requirements, and may be reduced. The Board's approval for other expenses such as travel (personal vehicle mileage reimbursement, airfare, etc.) and meal allowance (per diem checks) for examiners is also sought.

Most examiners will arrive in Baltimore on Sunday, October 1, 2017. The oral component will begin on Monday, October 2, 2017 with training/orientation and run through Friday, October 6, 2017. Most examiners will depart the hotel the morning of Saturday, October 7, 2017 due to the length of testing on Friday and the distance back to their respective jurisdictions.

MINUTES

Due to the early start time and long working hours (between 6:30 am and 7:30 am each day); a beverage break will be made available to the examiners each day. Estimated costs for parking (at the hotel) are also included as some examiners will have vehicles. Audio visual equipment which is required for training at the hotel is also included.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Group Sales Agreement with Residence Inn Marriott Downtown/Inner Harbor. 2) the Board further approved and authorized execution of the License Agreement with the Baltimore Convention Center. 3) the Board also approved payment by Expenditure Authorization for airfare, per diem, and ancillary expenses for 28 subject matter experts who will administer the examination.

MINUTES

Mayor's Office of Human Services (MOHS) - Agreements

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

1. **THE FAMILY LEAGUE OF BALTIMORE CITY, INC. (FLBC)** **\$ 68,257.00**

Account: 6000-602818-3574-790200-406001

The MOHS received a grant award from the FLBC to support the work being completed by the Baltimore City Youth Commission. Under the terms of this grant agreement, the MOHS will be the direct grantee. The period of the grant agreement is June 1, 2017 through June 30, 2018.

The grant agreement is late because of a delay in negotiating the terms of the grant agreement with the FLBC.

MBE/WBE PARTICIPATION:

N/A

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

2. **ASSOCIATED CATHOLIC CHARITIES, INC. (ACC)** **\$150,000.00**

Account: 2026-000000-3574-783900-603026

Under the terms of this agreement, the ACC will use the funds to offset the cost of operating its four Head Start Centers located in and around the Casino Impact Area. The ACC will provide educational, social, psychological, health nutritional, and parent education services to children and

MINUTES

MOHS - cont'd

families who meet the Health and Human Services - Head Start income, age guidelines, and reside in Baltimore City. The period of the agreement is July 1, 2017 through August 31, 2017.

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 foregoing agreements.

MINUTES

Mayor's Office of Human - Renewal of Inter-governmental
Services (MOHS) Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve renewal of the Inter-governmental Agreement with the Maryland Department of Human Resources, Baltimore City Department of Social Services (MD DHR BCDSS). The period of the renewal is July 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$314,128.00 - 5000-502817-3572-764500-405001

BACKGROUND/EXPLANATION:

On October 14, 2015, the Board approved the original Inter-governmental Agreement between the MD DHR BCDSS and the MOHS, in the amount of \$314,128.00, that granted funding to the MOHS to provide emergency overnight shelter beds and support services to 100 to 250 homeless families and individuals per year with two option renewals in the same amount for a total of \$942,384.00.

The period of the original Inter-governmental Agreement was July 1, 2014 to June 30, 2017. On April 25, 2017, the MOHS received a Letter of Intent from the MD DHR BCDSS to renew the funding by exercising the contract extension option included in the original agreement. The first renewal option will be for the period of July 1, 2017 through June 30, 2018 with additional funding of \$314,128.00 at the same level as the original Inter-governmental Agreement.

MINUTES

MOHS - 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 renewal of the Inter-governmental Agreement with the Maryland Department of Human Resources, Baltimore City Department of Social Services.

MINUTESOffice of the Mayor - Grant Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Grant Agreement with The Bloomberg Family Foundation Inc. (Foundation). The period of the Grant Agreement is January 1, 2017 through December 31, 2019.

AMOUNT OF MONEY AND SOURCE:

\$1,352,000.00	-	6000-603118-1250-799100-406001
450,000.00	-	6000-603018-8331-731800-600000
\$1,802,667.00		

BACKGROUND/EXPLANATION:

The Foundation established an initiative with the purpose of helping cities develop and implement effective solutions to their highest-priority problems through the use of Innovation Teams. The Foundation is providing \$1,352,000.00 over three years to assist Baltimore in creating an Innovation Team. The City must also provide matching funds totaling \$450,667.00. The purpose of the matching requirement is to accelerate impact in the Mayor's priority areas by generating new resources that otherwise would not have been dedicated to the Program. One-half of the matching funds will be secured by February 1, 2018 and the balance will be secured by February 1, 2019. Disbursement of the grant funds in years two and three are contingent on the City providing the matching funds.

This grant will be used to create and support an Innovation Team (or "i-team") that will function as an in-house innovation consultancy, moving from one city priority to the next by working with partners and stakeholders to tackle big, challenging issues.

MINUTES

Office of the Mayor - cont'd

Situated in City Hall, this team will report to the Mayor and work closely with colleagues throughout the City, offering them a different set of tools and techniques to innovate more effectively. Ultimately, through this program, the Foundation seeks to:

- introduce and sustain a more innovative approach to problem solving in Baltimore,
- create tangible impact on Baltimore's toughest problems, and
- raise the profile of Baltimore's work on innovation.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Agreement with The Bloomberg Family Foundation Inc.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

On the recommendations of the City agencies
hereinafter named, the Board,
UPON MOTION duly made and seconded,
the formally advertised contracts
listed on the following pages:

3038 - 3040

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

In connection with the Transfer of Funds,
pursuant to Charter provisions, a report has
been requested from the Planning
Commission, the Director of Finance
having reported favorably thereon.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSDepartment of Transportation

1. TR 17009, Cement J. Villa Construction, \$470,000.00
 Concrete Slab Repair Inc.
 Citywide III

MBE: J. Villa Construction Company, Inc.* \$211,500.00 45%

WBE: Rowen Concrete, Inc. \$ 47,000.00 10%

* Indicates Self-Performing

MWBOO FOUND VENDOR IN COMPLIANCE.

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$485,000.00	9950-916073-9509	
State	Construction Reserve	
	Concrete Roadway Slab	
	Repairs	
79,000.00	9950-903550-9509	
State	Construction Reserve	
	Neighborhood Street	
	Reconstruction	
<u>\$564,000.00</u>		

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$470,000.00	-----	9950-905559-9508-6 Structural & Improvements
70,500.00	-----	9950-905559-9508-5 Inspection
23,500.00	-----	9950-905559-9508-2 Contingencies Concrete Slab Repairs Citywide III
<u>\$564,000.00</u>		

This transfer of funds will cover the costs associated with the award of TR 17009, Cement Concrete Slab Repairs City-wide III with J. Villa Construction, Inc.

Bureau of Purchases

3. B50004910, Lead Hazard Reduction Program	Green and Healthy Homes Initiative, Inc.	\$ 0.00 No additional funds are requested
---------------------------------------------	------------------------------------------	----------------------------------------------

(Dept. of Housing & Community Development)

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases - cont'd

On April 24, 2017, the Board received and opened eight bids for solicitation B50004910. The bids submitted by Green and Healthy Homes Initiative, Inc. and A&A Abatement & Properties Services, LLC were found non-compliant by MWBOO.

On July 19, 2017, the Board of Estimates approved awards to five bidders, Mac-Par Services, LLC, Hawkeye Construction, LLC, Lewis Construction, LLC, First Potomac Environmental Corp., Inc., and UK Construction & Management, LLC. The Board also approved the recommendation to allow additional awards to those two bidders, Green and Healthy Homes Initiative, Inc. and A&A Abatement & Properties Services, LLC if the bidder's compliance issues were cured.

The solicitation allowed for award to all responsive bidders, in order to meet the capacity needs of the Department of Housing & Community Development for the Lead Hazard Reduction Program. Green and Healthy Homes Initiative, Inc. has cured the MBE/WBE deficiency and has been found compliant. Therefore, award is recommended to an additional responsive and responsible bidder Green and Healthy Homes Initiative, Inc.

MBE: World Wide Corp	5%
Lewis Construction, LLC.	9%
BMC Services, LLC.	8%
New Century Construction, Inc.	5%
	27%

WBE: Baltimore Window Factory, Inc.	10%
--------------------------------------------	-----

MWBOO FOUND VENDOR IN COMPLIANCE ON JULY 21, 2017.

MINUTES

Police Department - Amendment No. 1 to Sub-Recipient Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 1 to the Sub-Recipient Grant Agreement from the Maryland Emergency Management Agency, for the FY 2015 Urban Area Security Initiative Grant, Award #EMW-2015-SS-00077/UASI. The Amendment No. 1 extends the grant through January 31, 2018.

AMOUNT AND SOURCE OF FUNDS:

<u>Project</u>	<u>Account Code</u>	<u>Original Funding</u>	<u>New Original</u>	<u>Difference</u>
Mass Care Shelter Supplies	4000-481216-2023-212600- 600000	\$ 17,425.00	\$ 17,425.00	
Alternate Care Sites	4000-481216-2023-212601- 600000	51,000.00	51,000.00	
Emergency Alert & Notification Systems	4000-481216-2023-212602- 600000	100,000.00	100,000.00	
Incident Mgmt. Software	4000-481216-2023-212603- 600000	12,000.00	12,000.00	
Mobile Command & Communication Vehicle	4000-481216-2023-212604- 600000	16,500.00	16,500.00	
Regional Emergency Planners	4000-481216-2023-212605- 600000	210,000.00	210,000.00	
UAWG Support	4000-481216-2023-212606- 600000	251,900.00	236,900.00	(\$15,000.00)
Urban Area Search & Rescue	4000-481216-2023-212607- 600000	400,780.00	400,780.00	
HAZMAT Prevention	4000-481216-2023-212608- 600000	35,716.00	35,716.00	

MINUTESPolice Department - cont'd

Law Enforcement	4000-481216-2023-212609-600000	115,914.00	115,914.00	
Closed Circuit TV Systems	4000-481216-2023-212610-600000	320,000.00	320,000.00	
Incident Mgmt. Team	4000-481216-2023-212611-600000	19,000.00	19,000.00	
Planning	4000-481216-2023-212612-600000	100,000.00	100,000.00	
Critical Infrastructure Access	4000-481216-2023-212613-600000	<u>4,575.00</u>	<u>4,575.00</u>	
		\$1,654,810.00	\$1,639,810.00	(\$15,000.00)

BACKGROUND/EXPLANATION:

On January 27, 2016, the Board approved and accepted \$1,654,810.00 from the Maryland Emergency Management Agency for the FY 2015 Urban Area Security Initiative, for the period September 1, 2015 through June 30, 2017. The grant supports the development and sustainment of core capabilities to fulfill the goal of National Preparedness. Funding shall be used for costs related to planning, organization, equipment, and training & exercise needs associated with acts of terrorism and other catastrophic events.

The performance period for this award was from September 1, 2015 through June 30, 2017. The original grant funding was \$1,654,810.00. This Amendment No. 1 will decrease the funding by \$15,000.00; making the total amount of the award \$1,639,810.00.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Police Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 1 to the Sub-Recipient Grant Agreement from the Maryland Emergency Management Agency, for the FY 2015 Urban Area Security Initiative Grant, Award #EMW-2015-SS-00077/UASI.

MINUTES

Police Department - Amendment No. 2 to Sub-Recipient Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 2 to the Sub-Recipient Agreement from the Maryland Emergency Management Agency for the FY 2015 State Homeland Security Grant Program, Award #EMW-2015-SS-00077. The Amendment No. 2 extends the grant through May 31, 2018.

AMOUNT AND SOURCE OF FUNDS:

<u>Project</u>	<u>Account Code</u>	<u>Original Funding</u>	<u>New Original</u>	<u>Difference</u>
M & A	4000-479516-2023-212600-600000	\$ 30,188.65	\$ 30,188.65	
Law Enforcement	4000-479516-2023-212601-600000	150,943.25	150,943.25	
Planners	4000-479516-2023-212602-600000	244,854.00	244,854.00	
Training & Exercise	4000-479516-2023-212603-600000	50,000.00	50,000.00	
Emergency Operations Center Equipment	4000-479516-2023-212604-600000	35,787.10	35,787.10	
CBRNE Response/Special Rescue	4000-479516-2023-212605-600000	43,851.00	43,851.00	
Incident Mgmt. Team Enhancement	4000-479516-2023-212606-600000	<u>52,000.00</u>	<u>37,000.00</u>	(\$15,000.00)
		\$607,624.00	\$ 592,624.00	(\$15,000.00)

BACKGROUND/EXPLANATION:

The performance period for this award was from September 1, 2015, through June 30, 2017.

MINUTESPolice Department - cont'd

The Board approved and accepted \$607,624.00 from the Maryland Emergency Management Agency for the FY 2015 State Homeland Security Grant Program, Award #EMW-2015-SS00077. The 2015 State Homeland Security Grant Program supports the development and sustainment of core capabilities to fulfill the goal of National Preparedness. Funding shall be used for costs related to planning, organization, equipment, and training & exercise needs associated with acts of terrorism and other catastrophic events.

The original grant funding was \$607,624.00. This Amendment No. 2 will decrease the funding by \$15,000.00; making the total amount of the award \$592,624.00.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 2 to the Sub-Recipient Agreement from the Maryland Emergency Management Agency for the FY 2015 State Homeland Security Grant Program, Award #EMW-2015-SS-00077.

MINUTES

Fire Department - FY 2018 Waterway Improvement Grant

ACTION REQUESTED OF B/E:

The Department is requested to approve and authorize acceptance of the FY 2018 Waterway Improvement Grant from the Maryland Department of Natural Resources.

AMOUNT OF MONEY AND SOURCE:

\$15,000.00 - 5000-558518-2121-226500-606004 - State Funds

\$15,000.00 - 1001-000000-2121-226500-606004 - Matching Funds

BACKGROUND/EXPLANATION:

This grant will provide for the purchase of new marine equipment that will provide for the safety of the boating public.

This is a state grant administered through the Department of Natural Resources Program Open Space.

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED 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 FY 2018 Waterway Improvement Grant from the Maryland Department of Natural Resources.

MINUTES

Parking Authority of Baltimore City - Elevator Modernization Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Elevator Modernization Agreement with Nichols Contracting, Inc. The agreement is effective upon Board approval until the Elevator Warranty Maintenance ends.

AMOUNT OF MONEY AND SOURCE:

\$1,299,993.60 - 2075-000000-5800-408500-603016

BACKGROUND/EXPLANATION:

The 606-space Market Center Garage, located at 221 North Paca Street, has operated with its original three elevators for thirty years. Due to the age of the elevator equipment and components, which has resulted in excessive maintenance costs for the PABC, as well as significant customer service impacts in the Garage due to elevator downtime, it is necessary for the PABC to undertake a full elevator replacement and modernization (Project).

The Project will require both professional disciplines and trades, including the design, engineering, manufacturing, and installation of three elevators, as well as demolition, carpentry, electrical, mechanical, fire protection, floor installers, dry wall installers, painters, etc. The Project will also require major upgrades to the electrical systems and the equipment in the two elevator machine rooms. Rather than spread responsibility for the Project across different contractors, PABC desired to engage a single entity, a Prime Contractor, to do a turnkey project under a "design-build" approach, and to coordinate all aspects and phases of the Project, and to engage and to manage all subcontractors on the Project, including the elevator installer.

MINUTES

Parking Authority of Baltimore City - cont'd

On February 29, 2016, the PABC issued a "Request for Proposals" (RFP) for qualified firms to upgrade and replace the three elevators at the Garage. Two proposals were received by the May 9, 2016 deadline. After careful evaluation by the PABC staff that the two respondents satisfied the mandatory requirements of the RFP to qualify for further consideration, staff presented the two proposals to an Advisory Panel of the PABC executives and managers from two parking management companies.

The Advisory Panel reviewed the proposals and attended presentations from each of the two respondents. Following the respondent presentations, the Advisory Panel was asked by staff to consider the merits of each proposal using the evaluation criteria identified in the RFP. The Advisory Panel recommended the Contractor's proposal as representing the "Best Value" to the Parking Authority and to the City. On September 13, 2016, the PABC Board of Directors accepted the recommendation of the Advisory Panel to begin negotiations with Nichols Contracting, Inc.

Under the Agreement, the Contractor will deliver and install three elevators, at guaranteed maximum price (GMP) of \$1,299,993.60 that will comply with the purpose, the goals, the scope, and the design criteria required in the RFP. This includes solid-state and energy-efficient elevator components, the latest elevator safety technology; durable and easy to maintain stainless steel elevator cabs and finishes, and compliance with all code and ADA regulations.

The Contractor will also provide a two-year warranty on parts and labor and a two-year warranty maintenance agreement with 24/7/365 remote monitoring to be included in the GMP. Finally, the Contractor agreed that, during the construction period for the new elevators beginning on day one, they would assume responsibility for all repairs or maintenance of the existing

MINUTESParking Authority of Baltimore City - cont'd

Market Center elevators, until all the new elevators have been installed, tested and licensed by the State of Maryland.

The Agreement requires that the Contractor comply with all city Requirements applicable to the project, including MBE/WBE Participation, Prevailing Wage, Baltimore Apprentice Trainee Program, and Local Hiring initiatives.

MBE/WBE PARTICIPATION:

In 2015, the City of Baltimore Minority and Women's Business Opportunity Office (MWBOO), pursuant to Article 5, Subtitle 29 of the Baltimore City Code, established a 6% MBE and 1% WBE goals for the Market Center Garage Elevator Modernization RFP.

Based on GMP, the MBE/WBE Participation for the Project is 6.31% MBE and 1.48% WBE.

MWBOO SET GOALS OF 6% MBE 1% WBE.

MBE: Absolute Supply & Services, LLC	\$82,000.00	6.05%
WBE: Keep U Clean Janitorial Services, LLC	\$19,265.00	1.42%

MWBOO FOUND VENDOR IN COMPLIANCE.**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 Elevator Modernization Agreement with Nichols Contracting, 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 Marriott 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 rate charged at Marriott 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.

MINUTESPABC - cont'd

Marriott Garage Transient Rate Adjustments				
Rate to be Adjusted	Current Rate	Proposed Rate	Date of Last Adjustment	Potential Annual Increase in Revenue
Up to 1 hour rate	\$8.00	\$9.00	May 2016	\$33,900.00
Up to 2 hour rate	\$10.00	\$11.00	May 2016	
Up to 3 hour rate	\$13.00	\$14.00	May 2016	
4-12 hour rate	\$19.00	\$20.00	March 2016	
13-24 rate	\$29.00	\$30.00	March 2016	

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Parking Authority of - Third Amendment to Parking Facility
Baltimore City (PABC) Operations and Management Agreement

The Board is requested to approve and authorize execution of the Third Amendment to the Parking Facility Operations and Management Agreement (Third Amendment) with Impark/Danas Parking LLC for the below-listed parking garages. The Third Amendment will extend the period of the agreement for 12 months through July 31, 2018.

<u>Facility</u>		<u>Location</u>
a. <u>ARENA GARAGE:</u>		99 Howard Street
	Original Agreement + <u>2 Amendments</u>	<u>Account Number</u>
Third <u>Amendment</u>		
\$454,210.00	\$1,270,537.00	2075-000000-2321-407200-603016 Maintenance & Repair
3,600.00	10,800.00	2075-000000-2321-407200-603026 Management & Incentive
<u>108,000.00</u>	<u>312,000.00</u>	2075-000000-2321-407200-603038 Security
\$565,810.00	\$1,593,337.00	
b. <u>MARRIOTT GARAGE:</u>		405 W. Lombard Street
	Original Agreement + <u>2 Amendments</u>	<u>Account Number</u>
Third <u>Amendment</u>		
\$422,336.00	\$1,189,883.00	2075-000000-2321-407000-603016 Maintenance & Repair
3,600.00	10,800.00	2075-000000-2321-407000-603026 Management & Incentive
<u>60,000.00</u>	<u>180,000.00</u>	2075-000000-2321-407000-603038 Security
\$485,936.00	\$1,380,683.00	

MINUTES

PABC - cont'd

<u>Facility</u>		<u>Location</u>
c. <u>PENN STATION GARAGE:</u>		1511 N. Charles Street
	Original Agreement + <u>2 Amendments</u>	<u>Account Number</u>
Third <u>Amendment</u>		
\$498,443.00	\$1,438,456.00	2075-000000-2321-407600-603016 Maintenance & Repair
3,600.00	10,800.00	2075-000000-2321-407600-603026 Management & Incentive
<u>75,000.00</u>	<u>234,000.00</u>	2075-000000-2321-407600-603038 Security
\$577,043.00	\$1,683,256.00	
d. <u>REDWOOD STREET GARAGE:</u>		11 S. Eutaw Street
	Original Agreement + <u>2 Amendments</u>	<u>Account Number</u>
Third <u>Amendment</u>		
\$ 385,616.00	\$1,132,943.00	2076-000000-2321-253900-603016 Maintenance & Repair
3,600.00	10,800.00	2076-000000-2321-253900-603026 Management & Incentive
<u>60,000.00</u>	<u>180,000.00</u>	2076-000000-2321-253900-603038 Security
\$ 449,216.00	\$1,323,743.00	

This Third Amendment to the Parking Facility Operations and Management Agreement reflects a total amount of \$8,059,024.00 during the life of the Agreement.

MINUTES

PABC - cont'd

Under the terms of the Original Agreement, compensation to Impark/Danas LLC was based on a monthly base management fee, and the calculation for the incentive fee, with reimbursement for approved operating expenses at the parking facilities. This Third Amendment to the Parking Facility Operations and Management Agreement requires additional funding to pay for anticipated operating expenses and to compensate Impark/Danas LLC during the extended term upon the original compensation structure.

The period of the Original Agreement was August 1, 2013 through July 31, 2014 with an option that extended the period through July 31, 2016. The First Amendment extended the period through July 31, 2016. The Second Amendment extended the period through July 31, 2017. This Third Amendment to the Parking Facility Operations and Management Agreement will extend the period through July 31, 2018.

The PABC requests this Third Amendment to the Parking Facility Operations and Management Agreement to allow the Bureau of Purchases to see the initial result of the newly incorporated local, small, minority, and women-owned business initiatives in the forthcoming solicitations for management services.

Impark/Danas Parking LLC has provided adequate management services.

MBE/WBE PARTICIPATION:

	<u>Commitment</u>	<u>Performed</u>	
MBE: Xecutive Security		\$ 83,260.00	26.4%
Coleman Security		<u>108,258.00</u>	<u>34.3%</u>
Services			
Total	27%	\$191,518.00	60.7%

MINUTES

PABC - cont'd

	<u>Commitment</u>	<u>Performed</u>	
WBE: AJ Stationers		\$ 11,494.00	3.6%
Jan Ferguson		27,691.00	8.7%
Commercial Maintenance Solution		19,052.00	6.0%
Sign-A-Rama		3,167.00	1.0%
RLB		8,890.00	2.8%
Total	10%	\$ 70,294.00	22.1%

MWBOO FOUND VENDOR IN COMPLIANCE.

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 Third Amendment to the Parking Facility Operations and Management Agreement with Impark/Danas Parking LLC for the foregoing parking garages.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- | | | |
|----------------------------------------------------------------------------------------------|--------------|---------|
| 1. ARROW INTERNATIONAL,
INC. | \$200,000.00 | Renewal |
| Contract No. 08000 - EZ-IO Needles & Equipment - Fire
Department - EMS - P.O. No. P529805 | | |

On August 13, 2014, the Board approved the initial award in the amount of \$120,000.00. The award contained five 1-year renewal options. Subsequent actions have been approved. This third renewal in the amount of \$200,000.00 is for the period August 12, 2017 through August 11, 2018, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

- | | | |
|---------------------------------------------------------------------------------------------------------------------------------------|--------------|---------|
| 2. EASTERN CONTROLS, INC.,
OF PA | \$ 50,000.00 | Renewal |
| Contract No. 08000 - Endress+Hauser parts and Equipment -
Department of Public Works - Wastewater Facilities - P.O. No.
P536566 | | |

On August 17, 2016, the Board approved the initial award in the amount of \$50,000.00. The award contained four 1-year renewal options. This first renewal in the amount of \$50,000.00 is for the period August 17, 2017 through August 16, 2018, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable - These commodities are only available from the vendor, 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>
---------------	------------------------	--------------------

Bureau of Purchases

- | | | |
|---------------------|--------------|---------|
| 3. BASF CORPORATION | \$300,000.00 | Renewal |
|---------------------|--------------|---------|
- Contract No. B50004656 - Polymeric Flocculants for GBT for the Back River Wastewater Treatment Plant - Department of Public Works - Wastewater Facilities - P.O. No. P536448

On August 10, 2016, the Board approved the initial award in the amount of \$700,000.00. The award contained four 1-year renewal options. This first renewal in the amount of \$300,000.00 is for the period August 10, 2017 through August 9, 2018 with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On June 9, 2016, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

- | | | |
|--------------------------|--------------|---------|
| 4. FRANKLIN MILLER, INC. | \$100,000.00 | Renewal |
|--------------------------|--------------|---------|
- Contract No. 08000 - Franklin Miller Shredder and Parts - Department of Public Works - Wastewater Facilities - P.O. No. P524568

On August 14, 2013, the Board approved the initial award in the amount of \$200,000.00. The award contained two 1-year renewal options. On July 20, 2016, the Board approved the first renewal in the amount of \$50,000.00. This final renewal in the amount of \$100,000.00 is for the period August 14, 2017 through August 13, 2018. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

MBE/WBE PARTICIPATION:

Not applicable. These commodities are only available from the vendor, and are not available from subcontractors.

- | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|
| 5. H & E EQUIPMENT SERVICES | \$ 0.00 | Renewal |
| Contract No. B50003557 - O.E.M. Parts and Service for Doosan Heavy Equipment - Department of General Services, Fleet Management Division - P.O. No. P528195 | | |

On July 30, 2014, the Board approved the initial award in the amount of \$250,000.00. The award contained two 1-year renewal options. This first renewal in the amount of \$0.00 is for the period August 1, 2017 through July 31, 2018, with one 1-year renewal option remaining.

MBE/WBE PARTICIPATION:

On May 27, 2014, it was determined that no goals would be set because of no opportunity to segment the contract. Diagnostic analysis O.E.M. parts and warranty repair services are the responsibility of the prime contractor and must be provided by manufacturer authorized and certified mechanics. Segmentation is not feasible on this contract.

MWBOO GRANTED A WAIVER.

- | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|
| 6. HARBOR TRUCK SALES AND SERVICE, INC. t/a BALTIMORE FREIGHTLINER | \$ 0.00 | Renewal |
| Contract No. B50003552 - O.E.M. Parts and Service for Detroit Engines - Department of General Services, Fleet Management Division - P.O. No. P528194 | | |

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

On July 30, 2014, the Board approved the initial award in the amount of \$500,000.00. The award contained two 1-year renewal options. This first renewal in the amount of \$0.00 is for the period August 1, 2017 through July 31, 2018, with one 1-year renewal option remaining.

MBE/WBE PARTICIPATION:

On May 8, 2014, it was determined that no goals would be set because of no opportunity to segment the contract. Diagnostic analysis O.E.M. parts and warranty repair services are the responsibility of the prime contractor and must be provided by manufacturer authorized and certified mechanics. Segmentation is not feasible on this contract.

MWBOO GRANTED A WAIVER.

- | | | | |
|----|-----------------------------------------------------------------------------------------------------------------|--------------|---------|
| 7. | MORPHO TRUST USA, LLC | \$ 36,774.00 | Renewal |
| | Contract No. 08000 - Morpho Trust Touch Paint Live Scan System - Baltimore Police Department - P.O. No. P536342 | | |

On July 29, 2016, the City Purchasing Agent approved the initial award in the amount of \$23,170.00. The award contained four 1-year renewal options. On February 15, 2017, the Board approved an increase in the amount of \$13,604.00. This first renewal in the amount of \$36,774.00 is for the period August 7, 2017 through August 6, 2018, with three 1-year renewal options remaining.

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

MBE/WBE PARTICIPATION:

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

8. HARBOR TRUCK SALES &
SERVICE, INC. t/a BALTIMORE
FREIGHTLINER

JOHNSON & TOWERS, INC.	\$250,000.00	Renewal
------------------------	--------------	---------

Contract No. B50003547 - O.E.M. Parts and Service for Allison Transmissions - Department of General Services - Fleet Management - P.O. Nos. P528190 and P528191

On July 30, 2014, the Board approved the initial award in the amount of \$500,000.00. The award contained two 1-year renewal options. This first renewal in the amount of \$250,000.00 is for the period August 1, 2017 through July 13, 2018 with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On May 8, 2014, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

9. WASTE EQUIPMENT SALES AND
SERVICE, LLC

MARYLAND INDUSTRIAL TRUCKS	\$1,000,000.00	Renewal
----------------------------	----------------	---------

Contract No. B50003570 - O.E.M. Parts and Service for New Way Trucks - Department of General Services - Fleet Management - P.O. Nos. P528196 and P528197

On July 30, 2014, the Board approved the initial award in the amount of \$250,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

This first renewal in the amount of \$1,000,000.00 is for the period August 1, 2017 through July 31, 2018, with one 1-year renewal option remaining. At the time of the initial award, the contract date was listed incorrectly. The above end date reflects the correction.

MBE/WBE PARTICIPATION:

On November 26, 2013, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

- | | | |
|---------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------|
| 10. <u>ENERGYCAP, INC.</u> | <u>\$ 60,000.00</u> | <u>Renewal</u> |
| Contract No. 08000 - EnergyCap Maintenance Support and Bill CAPture Services - Department of Public Works - Energy - P.O. No. P533179 | | |

On October 16, 2015, the City Purchasing Agent approved the initial award in the amount of \$8,365.00. The award contained four 1-year renewal options. Subsequent actions have been approved.

The City's Office of Sustainable Energy has utilized the vendor's proprietary software for monitoring and managing energy usage and optimization since 2005. The initial contract was solely for software licenses. On March 30, 2016, the Board approved an Amendment which added the Bill CAPture services, which allows the City to receive periodic software upgrades and maintenance services. This second renewal in the amount of \$60,000.00 is for the period August 1, 2017 through July 31, 2018, with two 1-year renewal options remaining.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

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.

- | | | |
|-------------------------------------------------------------------------------------------------------------------------|-------------|---------|
| 11. SOCIAL SOLUTIONS,
INC. | \$ 5,700.00 | Renewal |
| Contract No. 08000 - ETO Software Maintenance and Support - Mayor's Office of Employment Development - Req. No. R767903 | | |

On June 9, 2011, the City Purchasing Agent approved the initial award in the amount of \$6,300.00. Five renewal options have been approved. This sixth renewal in the amount of \$5,700.00 is for the period June 1, 2017 through May 31, 2018.

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. The initial sole source award for proprietary software maintenance and support was below MBE/WBE subcontracting threshold of \$50,000.00.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

MBE/WBE PARTICIPATION:

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

14. SEAL ANALYTICAL, INC.	\$114,891.00	First Amendment to Agreement/ Increase
<u>Contract No. 08000 - AQ2 Discrete Analyzers - Department of Public Works - Wastewater Treatment - Back River - P.O. No. P531429</u>		

The Board is requested to contract expires on May 27, 2018.

On May 27, 2015, the Board approved the initial award in the amount of \$104,836.00. This amendment will provide additional hardware which may be procured at the discounted pricing provided in the agreement. This increase in the amount of \$114,891.00 will allow for the purchase of additional analyzers to ensure that the laboratory at the Back River Wastewater facility remains compliant with federally mandated nutrient content analysis. The above amount is the City's estimated requirement.

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

MBE/WBE PARTICIPATION:

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

- | | | |
|-------------------------------------------------------------------------------------------------------------------------|--------------|--------------------------------------------------------|
| 15. INFAX,
INC. | | First Amendment
to the Master
Agreement/Increase |
| | \$ 36,892.00 | |
| Contract No. 08000 - Upgrade to Electronic Display System and Support - Baltimore City Circuit Court - P.O. No. P535174 | | |

The Board is requested to approve and authorize execution of the First Amendment to Agreement with Infax, Inc. The contract expires on April 19, 2019.

On April 20, 2016, the Board approved the initial award in the amount of \$39,376.00. Previously, the Circuit Court purchased an upgrade to its Judicial Solutions System. This increase in the amount of \$36,892.00 is necessary to purchase, install, and provide three years of premium support service for 11 additional display boards for the Infax Judicial Solutions System currently in use by the Circuit Court. The vendor is the sole source for the hardware, software, and system support.

This increase in the amount of \$36,892.00 will make the award amount \$76,268.00. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

MBE/WBE PARTICIPATION:

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

- | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------------------|
| 16. CHESAPEAKE SYSTEMS,
INC. | \$ 110,000.00 | Amendment to
Agreement |
| Contract No. 08000 - Media Asset Management (MAM) System
Maintenance and Support - Mayor's Office of Cable and
Communications - P.O. No. P532674 | | |

The Board is requested to approve and authorize execution of an Amendment to Agreement with Chesapeake Systems, Inc. The period of the Amendment to Agreement is July 1, 2017 through June 30, 2018, with five 1-year renewal options at the sole discretion of the City.

On September 29, 2015, the Board approved the initial award in the amount of \$20,800.00. The award contained six 1-year renewal options. On September 27, 2016, the Board approved the first renewal in the amount of \$20,800.00.

This amendment is to expand the scope of the agreement to provide hardware purchases, manufacturer (Quantum) hardware support and change the annual maintenance term to July 1, 2017 through June 30, 2018, to ensure functional integrity and storage capacity of the Media Asset Management System.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

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:

On August 13, 2014, it was determined that no goals would be set because of no opportunity to segment the contract.

17. PITNEY BOWES, INC.	\$ 47,629.80	Cooperative Contract
State of Maryland Contract Number BPO001B6400170 - Lease Mailroom Equipment, Supplies and Maintenance - Department of Finance - P.O. No. P540011		

This request is for a five year lease for new mailroom equipment, installation, supplies, and maintenance to replace outdated equipment. The period of lease is July 07, 2017 through July 6, 2022. The State of Maryland contract expired on July 11, 2017 but the vendor will accept an order under the expired contract pricing, subject to Board approval of the lease term beginning July 7, 2017. The new lease will reflect a savings of \$5,410.20 over the City's current lease.

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

MBE/WBE PARTICIPATION:

Not applicable. The five-year lease award is below the MBE/WBE subcontracting threshold of \$50,000.00.

18. PROJECTION VIDEO SERVICES,
INC. d/b/a PROJECTION

<u>PRESENTATION TECHNOLOGY</u>	<u>\$</u>	<u>0.00</u>	<u>Extension</u>
Contract No. BP 07136 - Convention Center Audio/Video Services - Baltimore Convention Center - P.O. No. P522303			

On August 8, 2012, the Board approved the initial award in the amount of \$0.00. An extension is required to continue audio visual services at the Convention Center until a new contract is awarded. The scope of work for the new contract will be finalized after a new Memorandum of Understanding with the International Alliance of Theatrical Stage Employees (I.A.T.S.E.) is completed. The current I.A.T.S.E. memorandum of understanding expires in July 2018. The contract expires on August 7, 2017. The period of the extension is August 8, 2017 through August 7, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On April 23, 2012, it was determined that no goals would be set because of no opportunity to segment the contract. Labor is provided by I.A.T.S.E. employees. However, the vendor has committed to working with MWBOO and MWMBD to identify opportunities available for MBE's and WBE's to provide audio visual equipment.

MWBOO GRANTED A WAIVER.

MINUTES

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

19. COLUMBIA FLEET

SERVICES, INC.	N/A	Extension
Contract No. B50003417 - On Site Preventative Maintenance Service for Heavy Duty Vehicles - Department of General Services, Fleet Management - P.O. No. P527826		

On June 18, 2014, the Board approved the initial award for the amount of \$2,000,000.00. The Board is requested to approve an extension to continue providing on-site preventative maintenance services until a new contract is awarded.

MBE/WBE PARTICIPATION:

	<u>COMMITMENT</u>	<u>PERFORMED</u>	
MBE: Millenium Auto Parts Towing Service Repair	2.5%	\$38,501.52	4.8%
Kalyani Environmental Solutions	<u>2.5%</u>	<u>16,560.00</u>	<u>2.0%</u>
	5%	\$55,061.52	6.8%

WBE: N/A

MWBOO FOUND VENDOR IN COMPLIANCE.20. WALTERS RELOCATIONS,
INC.

\$100,000.00

Low Bid

Contract No. B50004896 - Office Moving Services - City-Wide - Req. Nos. To Be Determined

MBE/WBE PARTICIPATION:

On February 23, 2017, MWBOO set goals of 9% MBE and 1% WBE. On June 1, 2017, the contractor was found in non-compliance. On July 19, 2017, the remaining four bidders were found in non-compliance. It is recommended that the Board give the vendor ten days to come in compliance.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

MBE: Walters Relocations, Inc. Edwards & Hill Office Furniture		see note below* 4.5%
WBE: Excel Staffing & Personnel Services, Inc.		1.00%

MWBOO FOUND VENDOR IN NON-COMPLIANCE.

*Bidder did not achieve the MBE goal. The Statement of Intent to Self-Perform is incorrectly completed.

21. FINCH SERVICES

INCORPORATED	\$ 39,059.14	Low Bid
Contract No. B50005036 - Skid Steer Loader - Department of General Services - Req. No. R756159		

MBE/WBE PARTICIPATION:

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

22. MARYLAND INDUSTRIAL

TRUCK, INC.	\$ 27,531.00	Low Bid
Contract No. B50005037 - Pneumatic Tire Forklift - Department of General Services, Fleet Management - Req. No. R756423		

MBE/WBE PARTICIPATION:

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

23. CENTURY FORD OF MT. AIRY, INC.	\$ 44,227.00	Low Bid
Contract No. B50005038 - Open Utility Body Pickup Truck - Department of General Services, Fleet Management - Req. No. R756820		

MBE/WBE PARTICIPATION:

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

24. THE CANTON GROUP, LLC	\$ 0.00	Agreement
Contract No. 06000 - Software Development - Health Department - Req. No. R758918		

The Board is requested to approve and authorize execution of an Agreement with The Canton Group, LLC. The period of the agreement is July 19, 2017 through August 1, 2017.

On July 19, 2017, the Board approved the contract, however, the agreement was not attached.

MBE/WBE PARTICIPATION:

Not applicable. The initial award was below MBE/WBE subcontracting threshold of \$50,000.00. The Canton Group, LLC is a City certified MBE.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

UPON MOTION duly made and seconded, the Board approved the foregoing Informal Awards, Renewals and Increases and Extensions to Contracts. The Board further approved and authorized execution of the First Amendment to Agreement with Seal Analytical, Inc. (item no. 14), First Amendment to the Master Agreement with Infax, Inc. (item no. 15), Amendment to Agreement with Chesapeake Systems, Inc., (item no. 16), Cooperative Contract with Pitney Bowes, Inc. (item no. 17), and the Amendment to the Agreement with The Canton Group, LLC (item no. 24).

MINUTES

Department of Public Works/Office - Amendment No. 3 to Agreement
of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 3 to Agreement with George, Miles & Buhr, LLC under Project 1124G, Wastewater Engineering Services for the Improvements of the Herring Run Sewershed Collection System (Amendment No. 3). The Amendment No. 3 will extend the period of the Agreement for one year through July 12, 2018.

AMOUNT OF MONEY AND SOURCE:

\$21,400.80
14,267.20
\$35,668.00 - 9956-907651-9551-900020-702064

BACKGROUND/EXPLANATION:

Under the scope of the original Agreement approved by the Board on January 12, 2011, the project involves the design of improvements recommended by the Herring Run Sewershed Study and Plan under the City's Wet-Weather Consent Decree Program. The work includes preparation of design and providing post award services for relief sewers, point repairs, rehabilitation, and replacement of sanitary sewers and manholes within the Herring Run Sewershed.

The Amendment No. 3 to Agreement increases the upset limit by \$35,668.00 to allow George, Miles & Buhr, LLC to continue to provide post award services for the improvements to the Herring Run Sewershed Collection System in compliance with the Consent Decree. The contractor completed the rehabilitation using Cured-In-Place Pipe (CIPP) lining of Tiffany Run Interceptor Sewer in December 2015. Review of the CIPP inspection revealed multiple defects. George, Miles & Buhr, LLC repaired these defects in November 2016 and is prepared for conditional acceptance of the contract.

MINUTES

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

In order to address any issues during the warranty period and to close out the project, George, Miles & Buhr, LLC will provide post award engineering services during the warranty phase, including assisting with work associated with the additional repairs of the CIPP liner installed in the Tiffany Run Interceptor, including technical consultations, attending meetings, preparing of punch list items, as-built drawings and attending conditional and final acceptance meetings. Amendment No. 2 extended the period of the Agreement for one year through July 12, 2017.

This Amendment No. 3 to Agreement will extend the period of the agreement for one year through July 12, 2018.

MBE/WBE PARTICIPATION:

George, Miles & Buhr, LLC will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE goal of 27% and the WBE goal of 9% assigned in the original agreement.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 3 to Agreement with George, Miles & Buhr, LLC under Project 1124G, Wastewater Engineering Services for the Improvements of the Herring Run Sewershed Collection System.

MINUTES

Department of Public Works - Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Maryland Smart Energy Communities Grant Agreement with the Maryland Energy Administration. The period of the Grant Agreement is July 1, 2017 through January 15, 2019.

AMOUNT OF MONEY AND SOURCE:

\$132,000.00 - 5000-582917-1981-194600-405001

BACKGROUND/EXPLANATION:

Funding provided through the Maryland Smart Energy Communities grant program from the Maryland Energy Administration will fund energy-efficiency projects. Specifically, the retrofit of T8 light fixtures with more efficient LED lighting, adding daylighting and occupancy control systems, weather stripping, and air sealing in both the Library Annex Building located in the Benton Building, 417 E. Fayette Street and the Northern District Police Station, located at 2201 W. Cold Spring Lane.

Previous grant awards through this grant program to the Office of Sustainable Energy include supporting an Electric Vehicle Pilot program, installing energy upgrades in 54 city buildings, demonstrating the effectiveness of exterior LED lighting and retro-commissioning major city buildings.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Department of Public Works - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Maryland Smart Energy Communities Grant Agreement with the Maryland Energy Administration.

MINUTES

Department of Public Works (DPW) - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with the Waterfront Partnership of Baltimore, Inc. The period of the Agreement is effective upon Board approval and will extend five (5) years from that date with payment retroactive to the beginning of the Fiscal Year on July 1, 2017.

AMOUNT OF MONEY AND SOURCE:

\$250,000.00 - 1001-000000-5152-387900-603026

\$250,000.00 - 2072-000000-5181-390602-603026

BACKGROUND/EXPLANATION:

This agreement concerns the reimbursement of a portion of operational and waste hauling costs from the Jones Falls and Harris Creek water wheels to the Baltimore Refuse Energy Systems Company (BRESKO). The contract would replace an existing agreement between the Department of Public Works and Waterfront Partnership of Baltimore that reimburses waste hauling costs from the Jones Falls water wheel to BRESKO.

The Department of Public Works is responsible for removing trash from the Inner Harbor and Canton waterfront. In May 2014, the Waterfront Partnership of Baltimore installed a water wheel in the Jones Falls. The water wheel operates on hydro and solar power to remove trash from the Jones Falls before it enters the Inner Harbor. The water wheel deposits the trash in an attached dumpster that is periodically emptied and taken to BRESKO for final disposal. Following the success of the Jones Falls water wheel, the Waterfront Partnership of Baltimore installed a second water wheel in Harris Creek on December 4, 2016.

MINUTES

DPW - cont'd

Both water wheels are highly visible and attract extensive, positive media attention. The Department of Public Works views the water wheels as an important tool to educate our citizens and visitors about how litter dropped on City streets becomes trash that pollutes our waterways. Trash collected by both water wheels would otherwise need to be collected by the Department's skimmer boat operation.

The agreement will reimburse the Waterfront Partnership of Baltimore up to a maximum of \$100,000.00 per year, including \$140.00 per ton of trash delivered to BRESCO up to \$12,500.00 annually, and \$7,291.66 per month for fixed costs to operate and maintain the water wheels. This agreement represents the continuation and expansion of an excellent collaboration between government and a non-profit representing business interests that support environmental initiatives to improve the health of our City and its waterways. The ultimate goal is to eliminate litter and illegal dumping from City streets.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with the Waterfront Partnership of Baltimore, Inc.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 002 to Straughan Environmental, Inc. under Project No. 1237S, On-Call Stormwater Management Study and Engineering Design Services. The duration of the task is for 12 months.

AMOUNT OF MONEY AND SOURCE:

\$446,007.84 - 9958-907451-9525-900020-703032

BACKGROUND/EXPLANATION:

On December 27, 2013, The Maryland Department of the Environmental reissued a National Pollutant Discharge Elimination System Municipal Separate Storm Water (MS4) permit to the City of Baltimore.

The City prepared and submitted The Baltimore City Municipal Separate Storm Sewer System (MS4) and Total Maximum Daily Load (TMDL) Watershed Implementation Plan (WIP) as required by the Municipal Separate Storm Sewer System (MS4) Permit. The WIP for achieving the 20% restoration requirement set out in the permit, in addition to attaining applicable waste load allocations for each established or approved TMDL for each receiving water body. Straughan Environmental, Inc. will provide pond/retention basin and wetland design, biddable documents and inspection services of three stormwater ponds for ER 4107 Environmental Restoration Project. The project is listed in the WIP and has deadline and there are stipulated penalties associated with this project.

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.

MINUTES

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

MBE: 27.00%

WBE: 10.00%

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 64,029.00 (SW Utility Funds)	9958-936004-9526 (Construction Reserve Small SWN BMP'S)	
426,580.00 SW Utility Funds)	9958-905449-9526 (Construction Reserve Middle Branch Debris Collector)	
\$490,609.00		
\$446,007.84	-----	9958-907451-9525-3 (Engineering)
44,601.16	-----	9958-907451-9525-9 (Administration)
\$490,609.00		

This transfer will cover costs for Project No. 1237S, Task No. 002, On-Call Stormwater Management Study and Engineering Design Services.

MINUTES

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 002 to Straughan Environmental, Inc. under Project No. 1237S, On-Call Stormwater Management Study and Engineering 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 Planning - Game Changer Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Game Changer Grant Agreement with the Maryland Energy Administration. The period of grant agreement is effective upon Board approval for 36 months from the effective date of the Agreement.

AMOUNT OF MONEY AND SOURCE:

\$250,000.00 - 5000-500018-1875-188500-405001

BACKGROUND/EXPLANATION:

The purpose of the Maryland Energy Administration grant is to further the deployment, and mitigate the costs and risks, of innovative energy technologies. Funds will be used to support funding for Community Resiliency Hubs that serve residents of low-income communities by mitigating the impact of emergency weather events on residents. The grant will provide funds to install solar PV systems and incorporated battery storage systems at four community centers. The project is part of Baltimore's larger Disaster Preparedness Project and Plan to support minority and low-income residents who will be increasing vulnerable as extreme events become more frequent and severe.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Department of Planning - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Game Changer Grant Agreement with the Maryland Energy Administration.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Public Works/Bureau of Water and Wastewater</u>			
1. Michael Gallagher	WEFTEC 2017 Chicago, IL Sept. 30 - Oct. 4, 2017 (Reg. Fee \$575.00)	Waste- water Utility	\$2,016.35

The subsistence rate for this location is \$286.00 per night. The hotel cost is \$239.00 per night, plus hotel taxes of \$41.58 per night. The airfare cost of \$71.01 and registration fee of \$575.00 were prepaid using a City-issued procurement card assigned to Lyque O'Connor. Therefore, Mr. Gallagher will be disbursed \$1,370.34.

Department of General Services, Fleet Management

2. Robert Holste	National Institute for Storage Tank Management Galveston, TX Sept. 12 - 15, 2017 (Reg. Fee \$100.00)	Internal Service Fund	\$1,890.01
------------------	---------------------------------------------------------------------------------------------------------------------	-----------------------------	------------

The subsistence rate for this location is \$164.00 per night. The hotel cost is \$149.00 per night, plus hotel taxes of \$22.35 per night. The Department is requesting additional subsistence of \$25.00 per day for meals and incidentals. Therefore, Mr. Holste will be disbursed \$1,890.01.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Transportation</u>			
3. Tamerisk Walters	ACT 2017 International Conference New Orleans, LA Jul. 29 - Aug. 2, 2017 (Reg. Fee \$750.00)	State Grants	\$2,045.44

The subsistence rate for this location is \$192.00 per night. The hotel cost is \$155.00 per night, plus hotel taxes of \$24.41 per night. The Department is requesting additional subsistence \$3.00 per day for meals and incidentals. The registration fee of \$750.00 was prepaid using a City-issued procurement card assigned to Dharendra Sinha. Therefore, Ms. Walters will be disbursed \$1,295.44.

Mayor's Office of Human Services

4. Vermont Lee	HOPWA Institute Housing's Role in Ending HIV Tampa, FL Aug. 8 - 11, 2017	Federal Housing Opportuni- ties for Persons With AIDS	\$1,064.44
----------------	--------------------------------------------------------------------------------------	----------------------------------------------------------------------	------------

The subsistence rate for this location is \$168.00 per night. The hotel cost is \$179.00 per night plus hotel taxes of \$23.16 per night. The Department is requesting additional subsistence in the amount of \$11.00 to cover the cost of the hotel and \$40.00 per day for meals and incidentals.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office of Human Services - cont'd</u>			
The airfare in the amount of \$277.96 was prepaid by City-issued card assigned to Assad Assadi. The amount to be disbursed to the attendee is \$786.48.			
5. D'Andra Pollard	HOPWA Institute Housing's Role in Ending HIV Tampa, FL Aug. 8 - 11, 2017	Federal Housing Opportuni- ties for Persons With AIDS	\$1,064.44

The subsistence rate for this location is \$168.00 per night. The hotel cost is \$179.00 per night plus hotel taxes of \$23.16 per night. The Department is requesting additional subsistence in the amount of \$11.00 to cover the cost of the hotel and \$40.00 per day for meals and incidentals.

The airfare in the amount of \$277.96 was prepaid by City-issued card assigned to Assad Assadi. The amount to be disbursed to the attendee is \$786.48.

6. Chris Rafferty	HOPWA Institute Housing's Role in Ending HIV Tampa, FL Aug. 8 - 11, 2017	Federal Housing Opportuni- ties for Persons With AIDS	\$1,064.44
-------------------	--------------------------------------------------------------------------------------	----------------------------------------------------------------------	------------

The subsistence rate for this location is \$168.00 per night. The hotel cost is \$179.12 per night plus hotel taxes of \$22.99 per night. The Department is requesting additional subsistence in the amount of \$11.12 to cover the cost of the hotel and \$40.00 per day for meals and incidentals.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office of Human Services</u>			

The airfare in the amount of \$257.95 was prepaid by City-issued card assigned to Assad Assadi. The amount to be disbursed to the attendee is \$786.33.

7.	Lakeysha Vaughn	HOPWA Institute Housing's Role In Ending HIV Tampa, FL Aug. 8 - 11, 2017 (Reg. Fee \$0.00)	HOPWA	\$1,064.44
----	-----------------	-----------------------------------------------------------------------------------------------------------	-------	------------

The subsistence rate for this location is \$168.00 per night. The cost of the hotel is \$179.00 per night plus taxes of \$23.16 per night. The Department is requesting additional subsistence of \$11.00 per day to cover the cost of the hotel and \$40.00 per day for meals and incidentals. The airfare was prepaid using a City-issued procurement cards assigned to Assad Assadi. Therefore, the disbursement to Ms. Vaughn is \$786.48.

Baltimore City Sheriff's Office

8.	Sabrina Tapp- Harper	Education & National Training Conference Dallas, TX July 30 - Aug. 6, 2017 (Reg. Fee \$395.00)	General Fund	\$2,246.01
----	-------------------------	------------------------------------------------------------------------------------------------------------------	-----------------	------------

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			
9. Vira David-Rivera	Pro Salud Targeted Learning Exchange Tijuana, NM Aug. 13 - 17, 2017 (Reg. Fee \$0.00)	N/A	\$ 0.00

Ms. David-Rivera has been invited to participate in a peer learning exchange sponsored by the International Youth Foundation (IYF). The IYF will be responsible for all travel-related transportation costs, hotel accommodations, and meals for Ms. David-Rivera.

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

10. Shelly Choo	5 th National Cribs for Kids Conference Pittsburgh, PA Apr. 25 - 28, 2017 (Reg. Fee \$300.00)	Care First	\$1,164.10
-----------------	-------------------------------------------------------------------------------------------------------------------	------------	------------

Ms. Choo traveled to Pittsburgh, Pennsylvania to attend the 5th National Cribs for Kids Conference.

The subsistence rate for this location was \$183.00 per day. The hotel rate was \$164.00 per night, plus County occupancy taxes of \$11.48 per night, State RAD taxes of \$1.64 per night, and State hotel taxes of \$9.84 per night.

The registration fee in the amount of \$300.00 was prepaid on a City-issued credit card assigned to Mr. Ryan Hemminger. Ms. Choo personally incurred the costs of the hotel, all hotel taxes, and meals. Therefore, Ms. Choo requests reimbursement in the amount of \$864.10.

MINUTES

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

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

TRAVEL REIMBURSEMENT (Ms. Choo)

\$264.29	- Mileage (494 miles @.535)		
492.00	- Hotel (\$164.00 x 3)		
34.44	- County occupancy taxes (\$11.48 x 3)		
4.92	- State RAD taxes (\$1.64 x 3)		
29.52	- State hotel taxes (\$9.84 x 3)		
<u>38.93</u>	- Meals		
\$864.10	- Total Reimbursement		

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

11. Denise Payne	Early Intervention Program for Parents and Children Cary, NC April 24 - 28, 2017 (\$765.00 Reg. Fees)	ACC Direct	\$1,177.03
------------------	----------------------------------------------------------------------------------------------------------------------	---------------	------------

On April 24 - 28, 2017, Ms. Payne attended the Circle of Security, Early Intervention Program for Parents and Children 4-day Parenting DVD Training.

The airfare in the amount of \$331.97 was paid by City-issued procurement card assigned to Mr. Ryan Hemminger. The Registration Fee in the amount of \$765.00 was paid by EA No. 000206113. The Department is requesting Ms. Payne be reimbursed for out-of-pocket expenses incurred by Ms. Payne.

MINUTES

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

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

The travel is late because there was not enough time to submit this request to the Board prior to travel.

TRAVEL REIMBURSEMENT - Ms. Payne

\$80.00 - meals and incidentals

The Board, UPON MOTION duly made and seconded, approved the foregoing Travel Requests and Retroactive Travel Approval/Reimbursement.

MINUTES

Health Department - Inter-Agency Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Inter-Agency Agreement with the Mayor's Office of Employment Development (MOED). The period of the agreement June 19, 2017 through August 25, 2017.

AMOUNT OF MONEY AND SOURCE:

\$10,090.00 - 4000-483317-3160-308000-603050

BACKGROUND/EXPLANATION:

The Department's Office of Youth Violence Prevention works in partnership with multi-sector agencies to implement an expansion of the Safe Streets and Safe Dates programs in targeted Baltimore City high schools and communities. The project addresses individual, relationship and community level risk and protective factors by teaching non-violent coping and conflict resolution skills, strengthening pro-social ties and increasing community awareness and involvement in the prevention of youth violence and teen dating violence. The project targets students attending four Baltimore City high schools located near targeted communities of the B'More for Youth Collaborative. It is anticipated that the communities surrounding each of the participating schools will be positively impacted by the project.

MOED in conjunction with the Department will employ five youth interns. MOED will be responsible for processing the payroll for youth enrolled in the program. The Department staff will train and manage the social media components of the initiative and organize and host community events to promote healthy relationships.

MINUTES

Health Department - cont'd

The Inter-Agency Agreement is late because it was recently completed.

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 Inter-Agency Agreement with the Mayor's Office of Employment Development.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the President</u>			
1. Bernard "Jack" Young	MACo Summer Conference Ocean City, MD Aug. 16 - 19, 2017 (Reg. Fee \$285.00)	Elected Official Expense Account	\$1,420.92

The subsistence rate for this location is \$276.00. The hotel cost is \$287.00 per night, plus hotel taxes in the amount of \$30.14 per night, and a safe fee of \$1.50 per day.

The Office of the President is requesting additional subsistence of \$11.00 per night for the hotel, \$1.50 per night for a mandatory safe fee, and \$40.00 per day for food and incidentals. The registration fee in the amount of \$285.00, the first night of the hotel fee, taxes, and the safe fee were prepaid on a City-issued procurement card assigned to Mr. Hosea Chew. The disbursement to Mr. Young is \$817.28.

2. Carolyn Blakeney	MACo Summer Conference Ocean City, MD Aug. 16 - 19, 2017 (Reg. Fee \$285.00)	General Funds	\$1,505.09
---------------------	------------------------------------------------------------------------------------------	------------------	------------

The subsistence rate for this location is \$276.00. The hotel cost is \$287.00 per night, plus taxes of \$30.14 per night and \$1.50 per day mandatory safe fee.

The Office of the President is requesting additional subsistence of \$11.00 per night for the hotel, \$1.50 per night for a mandatory safe fee, and \$40.00 per day for meals

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the President - cont'd</u>			

and incidentals. The registration fee in the amount of \$285.00, the first night of the hotel fee, taxes, and the safe fee were prepaid using a City-issued procurement card assigned to Mr. Hosea Chew. The disbursement to Ms. Blakeney is \$901.45.

Baltimore City Council

3. John Bullock	MACo Summer Conference 2017 Ocean City, MD Aug. 16 - 19, 2017 (Reg. Fee \$285.00)	Elected Official Expense Account	\$1,364.92
-----------------	-----------------------------------------------------------------------------------------------	-------------------------------------------	------------

The subsistence rate for this location is \$276.00 per night. The cost of the hotel is \$287.00 per night, plus taxes of \$30.14 per night and a safe fee of \$1.50 per day.

The Department is requesting additional subsistence of \$11.00 per day to cover the cost of the hotel and \$40.00 per day for meals and incidentals. The registration fee of \$285.00, the first night of the hotel costs of \$287.00 including taxes of \$30.14 and a safe fee of \$1.50 were prepaid using a City-issued credit card assigned to Mr. Hosea Chew. Therefore, the disbursement to Mr. Bullock is \$761.28.

4. Kenneth Parker	MACo Summer Conference 2017 Ocean City, MD Aug. 16 - 19, 2017 (Reg. Fee \$285.00)	General Fund	\$1,360.92
-------------------	-----------------------------------------------------------------------------------------------	-----------------	------------

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Council - cont'd</u>			
<p>The subsistence rate for this location is \$276.00 per night. The cost of the hotel is \$287.00 per night, plus taxes of \$30.14 per night and a safe fee of \$1.50 per day.</p> <p>The department is requesting additional subsistence of \$11.00 per day to cover the cost of the hotel and \$40.00 per day for meals and incidentals. The registration fee of \$285.00, the first night of the hotel costs of \$287.00 including taxes of \$30.14 and a safe fee of \$1.50 were prepaid using a City-issued credit card assigned to Mr. Hosea Chew. Therefore, the disbursement to Mr. Parker is \$757.28.</p>			
5. Kara Kunst	Maryland Assn. of Counties Summer Conference 2017 Ocean City, MD Aug. 16 - 19, 2017 (\$285.00 Reg. Fee)	General Funds	\$1,505.09

The subsistence rate for this location is \$276.00 per night. The hotel cost is \$287.00 per night plus taxes of \$30.14 per night and a safe fee of \$1.50 per night.

The Department is requesting additional subsistence of \$11.00 to cover the cost of the hotel for two nights and \$40.00 per day for meals and incidentals. The registration fee of \$285.00, first night of hotel cost \$287.00, taxes of \$30.14 and safe fee of \$1.50 per day were prepaid using a City-issued credit card assigned to Mr. Hosea Chew. Therefore, the disbursement to Ms. Kunst is \$901.45.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Council</u> - cont'd			
6. Sharon Middleton	Maryland Assn. of Counties Summer Conference 2017 Ocean City, MD Aug. 16 - 19, 2017 (\$285.00 Reg. Fee)	General Funds	\$1,505.09

The subsistence rate for this location is \$276.00 per night. The hotel cost is \$287.00 per night plus hotel taxes of \$30.14 per night and a safe fee of \$1.50 per night. The Department is requesting additional subsistence in the amount of \$11.00 to cover the cost of the hotel and \$40.00 per day for meals and incidentals. Ms. Middleton will be disbursed \$1,505.09.

Department of Recreation and Parks

7. Garfield Thompson*	2017 AAU Junior Olympic Games - Track & Field/ Multi-Events	General Funds	\$ 8,848.00
Jabari Bush**	Washtenaw, MI		
Vaughn DeVaughn*	July 28-Aug. 5, 2017*		
Jonathan Fulton*	July 30-Aug. 5, 2017**		
Lutalo Bakari**	(Reg. Fee \$ 0.00)		
Duane Downer**			
Raynard Bennett**			
John Davenport**			
Brittany Griffin**			
Brittany Everett**			
Mary Haynes**			

Mr. Thompson is the Head Coach of the Baltimore City-Wide Track and Field Team and will also serve as Chaperone at this event. Messrs. Bush, DeVaughn, Fulton, Bakari, Downer, Bennett, and Davenport will serve as both Coaches and Chaperones. Meses. Griffin, Everett, and Haynes will also serve as both Coaches and Chaperones. Messrs. Thompson,

MINUTES**TRAVEL REQUESTS**

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

DeVaughn, and Fulton will travel to Washtenaw, Michigan on July 28, 2017 as some of the team members will be competing in the multi-events. The other Coaches and Chaperones will join Messrs. Thompson, DeVaughn, and Fulton on July 30, 2017.

Mr. Bush is requesting subsistence in the amount of \$59.00 per day for meals and incidentals only as he will share the hotel room with Mr. Thompson. Therefore, Mr. Bush will be disbursed \$354.00. Mr. Thompson will be disbursed \$1,392.00.

Mr. Fulton is requesting subsistence in the amount of \$59.00 per day for meals and incidentals only as he will share the hotel room with Mr. DeVaughn. Therefore, Mr. Fulton will be disbursed \$472.00. Mr. DeVaughn will be disbursed \$1,392.00.

Mr. Downer is requesting subsistence in the amount of \$59.00 per day for meals and incidentals only as he will share the hotel room with Mr. Bakari. Therefore, Mr. Downer will be disbursed \$354.00. Mr. Bakari will be disbursed \$1,044.00.

Mr. Davenport is requesting subsistence in the amount of \$59.00 per day for meals and incidentals only as he will share the hotel room with Mr. Bennett. Therefore, Mr. Davenport will be disbursed \$354.00. Mr. Bennett will be disbursed \$1,044.00.

Ms. Everett is requesting subsistence in the amount of \$59.00 per day for meals and incidentals only as she will share the hotel room with Ms. Griffin. Therefore, Ms. Everett will be disbursed \$354.00. Ms. Griffin will be disbursed \$1,044.00.

Ms. Haynes will be disbursed \$1,044.00.

MINUTES**TRAVEL REQUESTS** - cont'd

The Board, UPON MOTION duly made and seconded, approved the foregoing Travel Requests. The President **ABSTAINED** on item nos. 1 through 6.

MINUTES**PROPOSAL AND SPECIFICATIONS**

Department of Public Works/Office - WC 1314, Oliver Neighborhood
of Engineering and Construction and Vicinity Water Main
Replacement

BIDS TO BE RECV'D: 08/16/2017

BIDS TO BE OPENED: 08/16/2017

There being no objections, the Board, UPON MOTION duly made and seconded, approved the foregoing Proposal and Specifications to be advertised for receipt and opening of bids on the date indicated.

MINUTES

President: "There being no more business before the Board. We will recess -- we will recess until bid opening at 12 noon. Thank you."

* * * * *

MINUTES

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 the following agency had issued an addendum extending the date for receipt and opening of bids. There were no objections.

Bureau of Purchases - B50005061, Load Packers

BIDS TO BE RECV'D: 08/09/2017

BIDS TO BE OPENED: 08/09/2017

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

Department of Transportation - TR 17007, Structural Repairs on
Bridges Citywide JOC 2

Allied Contractors, Inc.

MINUTES

Department of Public Works - SC 910, Improvement to the
Sanitary Sewer Collection System
in the Herring Run Sewershed Part
2: Chinquapin Run

Spiniello
Metra Industries
Monumental Paving & Excavating
AM-Liner/Angler Joint Venture
SAK Construction
Northeast Remsco Construction, Inc.

Department of Public Works - WC 1359, Urgent Need Water
Infrastructure Rehabilitation

J. Fletcher Creamer & Son
Spiniello
Metra Industries
R.E. Harrington
Civil Construction, LLC

Bureau of Purchases - B50005017, Background
Investigation Outsourcing FY170407

Kentech
Hughes Barney Investigations

MINUTES

Bureau of Purchases - B50005031, Light Towers

Arrow Safety Device Co.
H & E Equipment Services

Bureau of Purchases - B50005055, Folding Leg Seminar
Tables & Carts

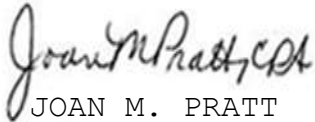
PS Furniture, Inc.
United Supply Corp.

Bureau of Purchases - B50005073, Altoz TRX660I Zero Turn
Riding Lawn Mowers

Port City Equipment Co.

* * * * *

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, August 9, 2017.


JOAN M. PRATT
Secretary