

**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  
Andre M. Davis, City Solicitor  
S. Dale Thompson, Deputy Director of Public Works  
Dana P. Moore, Deputy City Solicitor  
Bernice H. Taylor, Deputy Comptroller and Clerk

President: "Good morning. The February 28<sup>th</sup> 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 disrupt -- disruptive to the hearings will be asked to leave the hearing room immediately. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing. I would to direct the Board members attention to the memorandum from my office dated February 26, 2018, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda."

## MINUTES

City Solicitor: "Mr. President, I move the Board's approval of the routine items."

Comptroller: "Second."

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

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

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

Colt Insulation, Inc.	\$ 2,290,000.00
E & R Services, Inc.	\$ 8,000,000.00
Infinity Building Services, Inc.	\$ 5,420,000.00
Mark-Lang, Inc.	\$ 1,500,000.00
Metra Industries, Inc.	\$ 61,490,000.00
Mitchell Plumbing & Heating, Inc.	\$ 1,500,000.00
North Point Builders of Maryland, LLC	\$ 8,000,000.00
Stormwater Maintenance, LLC	\$ 8,000,000.00
TRIJAY Systems, Inc.	\$ 8,000,000.00
Wagman Heavy Civil, Inc.	\$561,950,000.00

2. Prequalification of Architects and Engineers

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

Development Facilitators, Inc.	Engineer Land Survey
Jacobs Engineering Group, Inc.	Architect
KCI Technologies, Inc.	Engineer Landscape Architect Property Line Survey

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

Kittelson & Associates, Inc.	Engineer
Whitman, Requardt and Associates, LLP	Land Survey Engineer Landscape Architect Architect

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

**MINUTES**

Office of the City Council - Governmental/Charitable  
Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a Governmental/Charitable Application for submission to the Board of Ethics of Baltimore City to allow Mr. Zeke Cohen to solicit donations from local individuals, businesses and the general population to support a summer youth job opportunity program "This Is Working." The period of the campaign will be effective upon Board approval through February 28, 2019.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

Donations will be solicited from Baltimore businesses, civic leaders, the foundation community, and the general population. A potential donor list will be comprised of individuals and corporate entities that contribute to the economic, social, and cultural vitality of Baltimore City. Most of the individual and corporate entities fitting that description are not controlled donors.

However, those potential donors who are controlled donors with respect to the City Council or the Board of Estimates will not be targeted or singled out in any way and will be solicited, if at all, in the same manner as the other potential donors. "This is Working" is a workforce development program designed to build "on-ramps" between Baltimore's developing industries and our youth. We seek to expose young people to 21<sup>st</sup> century work, and develop deep relationships with employers. We will utilize best practices from across the county to teach critical life skills, such as communication, time management, workplace etiquette etc.

## MINUTES

Office of the City Council - cont'd

This program is a collaboration between partners in industry, nonprofits, and government. We have been working with the Mayor's Office of Economic Development and several non-governmental partners.

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

UPON MOTION duly made and seconded, the Board **DEFERRED** the Governmental/Charitable Application for submission to the Board of Ethics of Baltimore City to allow Mr. Zeke Cohen to solicit donations to support the summer youth job opportunity program, "This Is Working" for 1 week.

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

663 - 665

**SUBJECT** to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

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

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks</u>		
1. \$ 70,145.52	9938-907081-9475	
1 <sup>st</sup> Parks & Public Facilities	Park Trail Network (Reserve)	
29,854.48	9938-907081-9475	
2 <sup>nd</sup> Parks & Public Facilities	Park Trail Network (Reserve)	
<b>\$ 100,000.00</b>	-----	9938-908081-9474 Park Trail Network (Active)

This transfer will provide funds to cover the costs associated with administration services for Jones Falls Trail - Phase V TR 11319.

Department of Housing and Community Development

2. <b>\$1,500,000.00</b>	9910-902985-9587	9910-906159-9588
State Funds	Housing Development LNYW-UMB (Reserve)	

This transfer will move appropriations to allow the City to meet the obligations set forth in the Memorandum of Understanding with the University of Maryland, Baltimore and the City of Baltimore, for the "Live Near Your Work" program.

3. <b>\$1,000,000.00</b>	9998-925986-9587	
Community Development Block Grant 43	Housing Repair Assistance Program (Reserve)	



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>		
600,000.00	-----	9998-915004-9593 Deferred Loan Program
<u>400,000.00</u>	-----	9998-920089-2593 Emergency Roof Repair Program
<b>\$1,000,000.00</b>		

This transfer will provide funding for the Housing Repair Assistance's Deferred Loan and Emergency Roof Repair for fiscal year 2018.

Department of Planning

4. <b>\$ 50,000.00</b> 2 <sup>nd</sup> Community and Economic Development Bonds	9904-918029-9129 MD Science Center Kids Room	9904-909049-9127 MD Science Center Kids Room
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This transfer will allow the Maryland Science Center to access funds appropriated in the FY 18 capital budget to renovate the Kids Room, including new interactive activities for early learners.

5. <b>\$ 100,000.00</b> 2 <sup>nd</sup> Community and Economic Development Bonds	9904-907048-9129 Green Network Plan	9904-912058-9127 Green Network/Rachel Wilson Park
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## MINUTES

TRANSFERS OF FUNDSAMOUNTFROM ACCOUNT/STO ACCOUNT/SDepartment of Planning - cont'd

This transfer will make funds available for acquisition and design for the Green Network pilot project site at Rachel Wilson Park in Boyd Booth neighborhood. The project will create a memorial park and garden in honor of a firefighter who died in the line of duty, on land that is currently vacant.

**MINUTES**

Employees' Retirement System (ERS) - Subscription Agreement and Partnership Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested by the Board of Trustees of the Employees' Retirement System (ERS) to approve a Subscription Agreement and Partnership Agreement for its participation in Landmark Equity Partners XVI, L.P., managed by Landmark Equity Advisors, L.L.C.

**AMOUNT OF MONEY AND SOURCE:**

\$10,000,000.00 - approximately of ERS funds

\$100,000.00 - Annual Fees

No General Fund monies are involved in this transaction.

**BACKGROUND/EXPLANATION:**

All funds and expenses will be expended from the ERS. Landmark Equity Advisors, L.L.C. will invest \$10,000,000.00 of ERS assets in Landmark Equity Partners XVI, L.P., a private equity fund.

The ERS Board of Trustees conducted a search for a private equity fund manager and, as a result of that search, the Board unanimously selected Landmark Equity Advisors, L.L.C.

The search and selection process was conducted with the assistance and advice of the ERS's investment advisor, Pension Consulting Alliance.

**MWBOO GRANTED A WAIVER.**

**MINUTES**

ERS - cont'd

UPON MOTION duly made and seconded, the Board, as requested by the Board of Trustees of the Employees' Retirement System, approved the Subscription Agreement and Partnership Agreement for its participation in Landmark Equity Partners XVI, L.P., managed by Landmark Equity Advisors, L.L.C. The Comptroller **ABSTAINED**.

**MINUTES**

Retiree Benefit Trust/Employees' - Subscription Agreement and  
Retirement System (ERS) Partnership Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested by the Board of Trustees of the Employees' Retirement System, acting as fiduciaries for the Retiree Benefit Trust of the City of Baltimore (OPEB) to approve a Subscription Agreement and Partnership Agreement for its participation in Landmark Equity Partners XVI, L.P., managed by Landmark Equity Advisors, L.L.C.

**AMOUNT OF MONEY AND SOURCE:**

\$10,000,000.00 - approximately of OPEB Trust assets

\$100,000.00 - annual fees

No General Fund monies are involved in this transaction.

**BACKGROUND/EXPLANATION:**

All funds and expenses will be expended from the OPEB Trust. Landmark Equity Advisors, L.L.C. will invest \$10,000,000.00 of OPEB Trust assets in Landmark Equity Partners XVI, L.P., a private equity fund.

The ERS Board of Trustees conducted a search for a private equity fund manager and, as a result of that search, the Board unanimously selected Landmark Equity Advisors, L.L.C.

The search and selection process was conducted with the assistance and advice of the OPEB Trust's investment advisor, Pension Consulting Alliance.

**MWBOO GRANTED A WAIVER.**

**MINUTES**

ERS - cont'd

UPON MOTION duly made and seconded, the Board, as requested by the Board of Trustees of the Employees' Retirement System, acting as fiduciaries for the Retiree Benefit Trust of the City of Baltimore, approved the Subscription Agreement and Partnership Agreement for its participation in Landmark Equity Partners XVI, L.P., managed by Landmark Equity Advisors, L.L.C. The Comptroller

**ABSTAINED.**

**MINUTES**

Department of Real Estate - Agreement of Sale

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an Agreement of Sale with Mr. Clausen Ely, III, Purchaser, for the sale of NS W. Hamburg Street NEC Ostend Street (Block 801, Lot 38).

**AMOUNT OF MONEY AND SOURCE:**

\$300.00

**BACKGROUND/EXPLANATION:**

The authority to sell this property was approved by Baltimore City Code Article 28 §8-3 approved December 6, 1973, which authorizes the sale of the property.

The Purchaser is the adjoining owner and is planning to maintain and keep the property as a side yard.

UPON MOTION duly made and seconded, the Board approved the Agreement of Sale with Mr. Clausen Ely, III, Purchaser, for the sale of NS W. Hamburg Street NEC Ostend Street (Block 801, Lot 38).

**MINUTES**

Department of Real Estate - 3<sup>rd</sup> Renewal of Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the 3<sup>rd</sup> renewal of the lease Agreement with Leader Realty Company, Lessor, and the Mayor and City Council of Baltimore, Lessee, for the rental of the building known as 211 E. 25<sup>th</sup> Street, consisting of approximately 4,468 square feet. The period of the 3<sup>rd</sup> Renewal of Lease Agreement is May 1, 2018 through April 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installments</u>
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\$64,573.63	\$5,381.13
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Accounts: 5000-524018-3150-271300-603013 - 5/1/2018 - 6/30/2018
5000-524019-3150-271300-603013 - 7/1/2018 - 4/30/2019

**BACKGROUND/EXPLANATION:**

On March 2, 2011, the Board approved the original Lease Agreement for the period of April 15, 2008 through April 30, 2011, with the option to renew for a three year period.

On April 16, 2014, the Board approved an Amendment to the Lease Agreement, to extend the period of the original Lease Agreement for two years for the period of May 01, 2014 through April 30, 2016 with three 1-year renewal options.

On March 16, 2016, the Board approved the 1<sup>st</sup> renewal option, for the period of May 1, 2016 through April 30, 2017.

On March 29, 2017, the Board approved the 2<sup>nd</sup> renewal option, for the period of May 1, 2017 through April 30, 2018.



**MINUTES**

Department of Real Estate - cont'd

The property is being used by the Department of Health's, Health Field Service Office.

The Lessor is responsible for maintenance and repairs, structural repairs, pest control, fire insurance and real estate taxes. The Lessee is responsible for utilities, janitorial, security, liability insurance, and snow removal.

All other rentals, conditions, and provisions of the Lease Agreement will remain in full force and effect.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized the 3<sup>rd</sup> renewal of the lease Agreement with Leader Realty Company, Lessor, and the Mayor and City Council of Baltimore, Lessee, for the rental of the building known as 211 E. 25<sup>th</sup> Street, consisting of approximately 4,468 square feet.

MINUTES

PERSONNEL MATTERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

674 - 688

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

**MINUTES****PERSONNEL**Circuit Court20. Create the following position:

Classification: Court Secretary I  
Job Code: 00812  
Grade: 091 (\$48,677.00 - \$59,227.00)  
Position No.: To be assigned by BBMR

Cost: \$69,526.00 - 1001-000000-1100-109400-601001

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

Convention Center21. Create the following non-civil service classification:

- a. Classification: Senior Sales Manager  
Job Code: 07396  
Grade: 931 (\$72,420.00 - \$115,770.00)

Create the following position:

- b. Classification: Senior Sales Manager  
Job Code: 07396  
Grade: 931 (\$72,420.00 - \$115,770.00)  
Position No.: To be assigned by BBMR

Cost: \$109,063.00 - 1001-000000-5311-391400-601001

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 Finance22. Reclassify the following vacant position:Position No.: 1531-10066

From: Injury Prevention Specialist  
Job Code: 61261  
Grade: 089 (\$44,764.00 - \$54,349.00)

To: Safety Enforcement Officer III  
Job Code: 33643  
Grade: 090 (\$46,670.00 - \$56,723.00)

Costs: \$1,732.00 - 2043-000000-1531-169900-601001

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 General Services23. Reclassify the following position:Position No.: 1982-51956

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

To: Superintendent, Public Building Repairs  
& Maintenance  
Job Code: 52982  
Grade: 927 (\$63,240.00 - \$101,184.00)

Costs: \$115,655.00 - 2029-000000-1982-192500-601001

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

**MINUTES****PERSONNEL**Department of General Services24. Reclassify the following filled position:Position No.: 1982-50695

From: Architect I  
Job Code: 75111  
Grade: 087 (\$41,305.00 - \$49,929.00)

To: Architect II  
Job Code: 75112  
Grade: 927 (\$63,240.00 - \$101,184.00)

Costs: \$18,577.00 - 1001-000000-1982-192500-601001

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

25. Reclassify the following vacant position:Position No.: 7340-20434

From: Construction Electrical Inspector II  
Job Code: 42272  
Grade: 091 (\$48,677.00 - \$59,227.00)

To: Construction Building Inspector II  
Job Code: 42262  
Grade: 091 (\$48,677.00 - \$59,227.00)

Costs: \$0.00 - 1001-000000-7340-721700-601001

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

**MINUTES****PERSONNEL**Health Department26. Reclassify the following vacant position:Position No.: 3023-48618

From: Clinical Social Worker Supervisor  
Job Code: 81116  
Grade: 931 (\$72,420.00 - \$115,770.00)

To: Health Program Administrator II  
Job Code: 61113  
Grade: 927 (\$63,240.00 - \$101,184.00)

Savings: (\$11,874.00) - 4000-427716-3023-273300-601001

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

27. Reclassify the following vacant position:Position No.: 3001-47915

From: Operations Officer V  
Functional Title: Chief Financial Officer  
Job Code: 00089  
Grade: 936 (\$79,152.00 - \$126,582.00)

To: Operations Manager I  
Functional Title: Chief Financial Officer  
Job Code: 00090  
Grade: 939 (\$83,742.00 - \$138,006.00)

Costs: \$12,226.84 - 1001-000000-3001-568000-601001

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**Health Department - cont'd28. Create the following new Non-Civil Services Classification,  
New Grade and Salary Scale

- a. Classification: Community Health Nurse Trainee  
 Job Code: 10228  
 Grade: 030  
     \$24.35 - Hiring  
     \$26.71 - Full Performance  
     \$27.38 - Experienced  
     \$28.06 - Senior

Create the following ten positions:

- b. Classification: Community Health Nurse Trainee  
 Job Code: 10228  
 Grade: 030 (\$24.35 - \$28.06)  
 Position No.: To be assigned by BBMR

Costs: \$91,704.14 - 6000-624917-3100-295900-601001

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

29. Create the following position:

Classification: Community Outreach Worker  
 Job Code: 81351  
 Grade: 422 (\$29,686.00 - \$31,151.00)  
 Position No.: To be assigned by BBMR

Costs: \$47,498.94 - 4000-424618-3080-294500-601001

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 Law

	<u>Hourly Rate</u>	<u>Amount</u>
30. <b>RACHEL A SIMMONSEN</b>	\$48.65	<b>\$90,002.50</b>

Account: 2036-000000-1752-175200-601009

Ms. Simonsen will work as a Contract Services Specialist II (Assistant Solicitor/Special Assistant Solicitor). Her duties will include but are not limited to: reviewing and analyzing trial records, administrative records and rulings and other documents. She will also be responsible for researching and analyzing constitutional and statutory provisions as well as the case law having developed in respect to such provisions, and common law doctrines; drafts persuasive motions, memoranda, briefs, and related appellate documents. She will advocate in appellate courts on behalf of the Mayor and City Council, and the officers, agents and departments and agencies of the City; assist trial counsel in framing issues at trial and in preserving the record for appeal; and assists the City Solicitor and Deputy Solicitor in advising and in presenting to the Mayor and City Council. The period of the agreement is effective upon Board approval for one year.

Mayor's Office31. Create the following 10 positions:

- a. Classification: Operations Officer I  
 Functional Title: Neighborhood Liaison  
 Job Code: 00085  
 Grade: 923 (\$59,466.00 - \$95,370.00)  
 Position No.: To be assigned by BBMR
- b. Classification: Operations Officer I  
 Functional Title: Neighborhood Liaison  
 Job Code: 00085  
 Grade: 923 (\$59,466.00 - \$95,370.00)  
 Position No.: To be assigned by BBMR



**MINUTES****PERSONNEL**Mayor's Office - cont'd

- c. Classification: Operations Officer I  
Functional Title: Neighborhood Liaison  
Job Code: 00085  
Grade: 923 (\$59,466.00 - \$95,370.00)  
Position No.: To be assigned by BBMR
- d. Classification: Operations Officer I  
Functional Title: Neighborhood Liaison  
Job Code: 00085  
Grade: 923 (\$59,466.00 - \$95,370.00)  
Position No.: To be assigned by BBMR
- e. Classification: Operations Officer I  
Functional Title: Deputy Director of Communications  
Job Code: 00085  
Grade: 923 (\$59,466.00 - \$95,370.00)  
Position No.: To be assigned by BBMR
- f. Classification: Operations Officer I  
Functional Title: Neighborhood Liaison  
Job Code: 00085  
Grade: 923 (\$59,466.00 - \$95,370.00)  
Position No.: To be assigned by BBMR
- g. Classification: Operations Officer I  
Functional Title: Neighborhood Liaison  
Job Code: 00085  
Grade: 923 (\$59,466.00 - \$95,370.00)  
Position No.: To be assigned by BBMR
- h. Classification: Operations Officer I  
Functional Title: Neighborhood Liaison  
Job Code: 00085  
Grade: 923 (\$59,466.00 - \$95,370.00)  
Position No.: To be assigned by BBMR

**MINUTES****PERSONNEL**Mayor's Office - cont'd

i. Classification: Operations Officer I  
 Functional Title: Press Secretary  
 Job Code: 00085  
 Grade: 923 (\$59,466.00 - \$95,370.00)  
 Position No.: To be assigned by BBMR

j. Classification: Operations Officer I  
 Functional Title: Social Media Strategist  
 Job Code: 00085  
 Grade: 923 (\$59,466.00 - \$95,370.00)  
 Position No.: To be assigned by BBMR

Cost: \$1,107,340.00 - 1001-000000-1250-7799300-601001

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

32. Create the following 5 positions:

a. Classification: Operations Specialist I  
 Functional: Homeless & Outreach Coordinator  
 Job Code: 00083  
 Grade: 906 (\$50,694.00 - \$80,988.00)  
 Position No.: To be determined by BBMR

b. Classification: Operations Specialist I  
 Functional: Homeless & Outreach Coordinator  
 Job Code: 00083  
 Grade: 906 (\$50,694.00 - \$80,988.00)  
 Position No.: To be determined by BBMR

c. Classification: Operations Specialist I  
 Functional: Homeless & Outreach Coordinator  
 Job Code: 00083  
 Grade: 906 (\$50,694.00 - \$80,988.00)  
 Position No.: To be determined by BBMR

**MINUTES****PERSONNEL**Mayor's Office - cont'd

d. Classification: Operations Specialist I  
 Functional: Homeless & Outreach Coordinator  
 Job Code: 00083  
 Grade: 906 (\$50,694.00 - \$80,988.00)  
 Position No.: To be determined by BBMR

e. Classification: Operations Specialist I  
 Functional: Homeless & Outreach Coordinator  
 Job Code: 00083  
 Grade: 906 (\$50,694.00 - \$80,988.00)  
 Position No.: To be determined by BBMR

Costs: \$345,855.00 - 1001-000000-5940-788800-601001

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

33. Create the following 2 positions:

a. Classification: Operations Manager III  
 Functional: Chief of Marketing  
 Job Code: 00092  
 Grade: 960 (\$94,248.00 - \$155,448.00)  
 Position No.: To be determined by BBMR

b. Classification: Operations Manager III  
 Functional: Director, African American Male  
 Engagement  
 Job Code: 00092  
 Grade: 960 (\$94,248.00 - \$155,448.00)  
 Position No.: To be determined by BBMR

Costs: \$272,494.00 - 1001-000000-1250-775300-601001  
 1001-000000-1250-795550-601001

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

**MINUTES****PERSONNEL**Mayor's Office - cont'd34. Create the following 3 positions:

- a. Classification: Operations Assistant III  
     Functional: Social Media Officer  
     Job Code: 00081  
     Grade: 904 (\$46,920.00 - \$75,072.00)  
     Position No.: To be determined by BBMR
- b. Classification: Operations Assistant III  
     Functional: Research Assistant  
     Job Code: 00081  
     Grade: 904 (\$46,920.00 - \$75,072.00)  
     Position No.: To be determined by BBMR
- c. Classification: Operations Assistant III  
     Functional: Press Officer  
     Job Code: 00081  
     Grade: 904 (\$46,920.00 - \$75,072.00)  
     Position No.: To be determined by BBMR

Costs: \$345,855.00 - 1001-000000-1250-775500-601001

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 Human Services35. Create 10 of the following positions:

Classification: Energy Program Technician I  
 Job Code: 75332  
 Grade: 552 (\$31,640.00 - \$33,900.00)  
 Position Nos.: To be determined by BBMR

Cost: \$538,737.00 - 5000-585918-1191-719000-601001

**MINUTES****PERSONNEL**Mayor's Office of Human Services - cont'd

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 Information Technology (MOIT)

	<u>Hourly Rate</u>	<u>Amount</u>
36. <b>PATRICIA FULLER</b>	\$60.00	<b>\$ 17,288.00</b>

Account: 9903-928007-9116-900000-708096

Ms. Fuller will continue to work as a Contract Services Specialist II (IT Specialist IV - MOIT/Drupal Trainer). She will use Drupal content management skills and expertise to conduct training for City of Baltimore content editors, create and maintain Drupal training materials library for MOIT, and create a digital library for MOIT that will include intensive on-line sessions, hands-on projects, and comprehensive resource materials. These tools will be used to support the Agencies' Digital Team (Developers), Data Team (Data and Database Administration), GIS Team, as well as all other City IT departments. In addition, Ms. Fuller will conduct City-wide training regarding how to access the digital library.

This is a 19% increase from the previous contract period. MOIT is requesting this increase because Ms. Fuller did not receive the hourly rate requested in her prior contract year. The Agency posted for Ms. Fuller's replacement and attempted to hire two professionals, both of whom requested a higher pay rate than what Ms. Fuller requested from the Agency in 2016. Additionally, only one of the potential replacements was adept in Drupal, which is the major requirement for the role. The period of the agreement is effective upon Board approval for one year.

**MINUTES****PERSONNEL**MOIT - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
37. <b>ERNESTO STEWART</b>	\$30.00	<b>\$ 62,400.00</b>

Account: 1001-000000-1474-165700-601009

Mr. Stewart will work as a Contract Services Specialist II (IT Associate/IT Specialist - Service Desk). He will install and test hardware and peripheral components, load appropriate software packages, provide customization and adaptation of existing programs that meet user's requirements, and evaluate and confirm the compatibility of new operating systems and programs by testing existing programs and systems. Mr. Stewart will also evaluate and confirm specifications against established standards, recommend changes, make modifications, install, configure and maintain all PC-related hardware and systems including troubleshooting and diagnosing network problems, PC updates and standard software, browsers, and basic network connectivity. In addition, he will configure laptops and desktops for various agencies depending on their needs, increase memory, troubleshoot, and replace video and Network Cards, monitor Service Desk ticket queue, resolve tickets and resolve escalations, and provide on-demand support for end-user issues relating to system performance and availability. The period of the agreement is effective upon Board approval for one year.

Police Department38. Reclassify the following filled position:Position No.: 47665

From: Office Supervisor  
 Job Code: 33215  
 Grade: 084 (\$37,001.00 - \$44,161.00)

**MINUTES****PERSONNEL**

Police Dept. - cont'd

To: Central Records Shift Supervisor  
 Job Code: 33839  
 Grade: 089 (\$44,764.00 - \$54,349.00)

Costs: \$6,947.00 - 1001-000000-2044-200000-601001

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

39. Adjust the salary of the following classification:

Classification: Deputy Police Commissioner  
 Job Code: 10281  
 From: Grade 88P (\$157,998.00)  
 To: Grade 88P (\$180,000.00)

Costs: \$65,712.00 - 1001-000000-2021-212600-601062

Due to reorganization, the Baltimore City Police Department will move from having three Deputy Commissioners to two Deputy Commissioners, which will result in the redistribution of responsibilities and an increase in salary. The Deputy Police Commissioners are the only command staff within the fixed salary relationship whose salary should be adjusted, at this time. The effective date for the salary increase is January 28, 2018.

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

40. Overlap in Employment in excess of 20 working days:

a. Classification: Deputy Police Commissioner  
 Job Code: 10281  
 Grade: 88P (\$157,998.00 Flat)  
 Position No.: 46385  
 Effective Date: January 28, 2018 - April 1, 2018

**MINUTES****PERSONNEL**Police Dept. - cont'd

b. Classification: Operations Manager III

Job Code: 00092

Functional: Inspector General

Grade: 960 (\$94,248.00 - \$155,448.00)

Position No.: 16743

Effective Date: February 18, 2018 - April 25, 2018

Costs: \$86,213.00 - 1001-000000-2042-198101-601062

1001-000000-2041-776700-601062

Due to reorganization and the need to quickly fill positions to support the new Police Commissioner, the Baltimore City Police Department has requested approval for Overlap in Employment in excess of 20 working days. The employees currently in the two positions above are transitioning out through resignation and retirement.

Enoch Pratt Library41. Create the following position:

Position No.: 4501-46274

From: Office Assistant III

Job Code: 00708

Grade: 078 (\$30,871.00 - \$35,600.00)

To: Library Bookmobile Operator

Job Code: 00625

Grade: 079 (\$31,501.00 - \$36,776.00)

Costs: \$700.00 - 1001-000000-4501-349900-601001

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 Public Works42. Reclassify the following filled position:Position No.: 37297

From: Planner 4  
 Job Code: 01213  
 Grade: 927 (\$63,240.00 - \$101,184.00)

To: Program Compliance Officer I  
 Job Code: 31502  
 Grade: 927 (\$63,240.00 - \$101,184.00)

There is no cost associated with this action.

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

43. Upgrade the following classification:

- a. Classification: Laboratory Technical Supervisor  
 Job Code: 71526  
 From Grade: 923 (\$59,466.00 - \$95,370.00)  
 To Grade: 931 (\$72,420.00 - \$115,770.00)

Downgrade the following classification:

- b. Classification: Microbiologist Supervisor  
 Job Code: 71533  
 From Grade: 931 (\$72,420.00 - \$115,770.00)  
 To Grade: 927 (\$63,240.00 - \$101,184.00)

Cost: To Be Determined by BBMR - 2071-100000-5521-394000-406001

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

**MINUTES**

Office of the Labor Commissioner - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to **NOTE** the Memorandum of Understanding with The American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO, Council 67 and Local 558 for FY 2018-2019.

**AMOUNT OF MONEY AND SOURCE:**

The negotiated wage increases have been budgeted.

**BACKGROUND/EXPLANATION:**

In accordance with the Municipal Employees Relations Ordinance, the Office of the Labor Commissioner has concluded the negotiations with AFSCME AFL-CIO, Local 558. The results of these negotiations have been reduced to writing for Fiscal Years 2018-2019.

UPON MOTION duly made and seconded, the Board **NOTED** the Memorandum of Understanding with The American Federation of State, County and Municipal Employees, AFL-CIO, Council 67 and Local 558 for FY 2018-2019.

**MINUTES**Department of Transportation (DOT) - Developers' Agreements

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

	<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
1.	<b>1305-1307 SAINT PAUL STREET, LLC</b>	<b>1487</b>	<b>\$ 22,275.00</b>

1305-1307 Saint Paul Street, LLC would like to install new water service to its proposed new building located at 1305-1307 Saint Paul Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Letter of Credit in the amount of \$22,275.00 has been issued to 1305-1307 Saint Paul Street, LLC which assumes 100% of the financial responsibility.

2.	<b>TWO FARMS, INC.</b>	<b>1521</b>	<b>\$328,490.00</b>
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Two Farms, Inc. would like to install new water, sanitary sewer, and storm drain services to its new building located at 3333 East Fayette 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 \$328,490.00 has been issued to Two Farms, Inc., which assumes 100% of the financial responsibility.

3.	<b>WORLD THEATRE COMPANY, LLC</b>	<b>1549-A</b>	<b>\$ 25,806.00</b>
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World Theatre Company, LLC would like to install new water service to its proposed new building located at 404 North Howard Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

**MINUTES**

DOT - cont'd

A Performance Bond in the amount of \$25,806.00 has been issued to World Theatre Company, LLC which assumes 100% of the financial responsibility.

**MBE/WBE PARTICIPATION:**

City funds will not be utilized for the projects. Therefore, MBE/WBE participation is not applicable.

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

**MINUTES**

Mayor's Office of Employment Development - Provider Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Provider Agreement with Hope Health Systems, Inc. The period of the agreement is January 1, 2018 through June 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$35,000.00 - 4000-808217-6392-456000-404001

**BACKGROUND/EXPLANATION:**

Hope Health Systems, Inc. will provide an array of mental health services on-site at the Workforce Reception Center for Temporary Cash Assistance recipients who actively participate in work preparation services leading to full time unsubsidized employment. Primary services will include: counseling for individual, group or family, behavioral health coordination and substance abuse treatment services.

The agreement is late because additional time was required to reach a comprehensive understanding between the parties.

**MBE/WBE PARTICIPATION:**

N/A

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Provider Agreement with Hope Health Systems, Inc.



**MINUTES**

Department of Housing and - cont'd  
Community Development

Baltimore City Public Schools. The period of the agreement is October 1, 2017 through September 30, 2018.

On June 28, 2017, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2016 Annual Action Plan for the following formula programs:

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

Upon approval of the resolution, the DHCD's Contracts Section began negotiating and processing the CDBG Agreements as outlined in the Plan effective July 1, 2017 and beyond. Consequently, these Agreements were delayed due to final negotiations and processing.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**MINUTES**

Department of Housing and                    - Land Disposition and  
Community Development (DHCD)        Acquisition Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Land Disposition and Acquisition Agreement, which outlines the exchange of the property, located at 1102 N. Milton Avenue (Block 1555, Lot 002), owned by NR2C, LLC, Developer, for a comparable property, located at 1136 N. Carrollton Avenue (Block 0055C, Lot 047), owned by the Mayor and City Council.

**AMOUNT OF MONEY AND SOURCE:**

The City agrees to pay for all settlement costs associated with the property acquired by the City, not to exceed \$600.00 total.

Account: 9910-906126-9588-900000-704040

**BACKGROUND/EXPLANATION:**

The DHCD's Land Resources Division, on behalf of the Mayor and City Council, strategically acquires, and manages vacant or abandoned properties, ultimately enabling these properties to be returned to productive use and improving Baltimore's neighborhoods.

NR2C, LLC received notice of the City's intent to demolish the property located at 1102 N. Milton Avenue. Because NR2C, LLC intended to rehabilitate the property, a property exchange was proposed for the property located at 1102 N. Milton Avenue with a comparable Mayor and City Council-owned property located at 1136 N. Carrollton Avenue, an area better suited for redevelopment. The Developer will deliver good and marketable title and as a condition of the exchange, has agreed to rehabilitate the property he is receiving within 12 months from the date of settlement.



## MINUTES

DHCD - cont'd

The City will receive clear and marketable title to 1102 N. Milton Avenue, subject to any municipal liens, in exchange for a comparable Mayor and City Council property.

The determination of comparability is based on a valuation for both 1102 N. Milton Avenue and 1136 N. Carrollton Avenue, which determined that the property located at 1102 N. Milton Avenue is valued at \$9,033.00, while the property located at 1136 N. Carrollton Avenue valued at \$9,000.00.

The liens for 1102 N. Milton Avenue total approximately \$1,014.85 and are itemized as follows:

Miscellaneous Bill No. 8265399	\$ 141.96
Miscellaneous Bill No. 8320756	228.82
Miscellaneous Bill No. 8324808	136.17
Miscellaneous Bill No. 8385312	130.38
Miscellaneous Bill No. 8399388	158.83
Miscellaneous Bill No. 8401309	218.69
<b>Total Liens</b>	<b>\$1,014.85</b>

This exchange will allow the City to more expeditiously demolish the hazardous structure and take title to the property for a redevelopment project. The property exchange is less costly than acquiring the property through tax sale foreclosure or eminent domain. This action will further the City's effort to eliminate blight and protect the health and safety of its citizens. As such, the City has agreed to pay for all title work and associated settlement costs, on the property the City is receiving, not to exceed \$600.00.

**STATEMENT OF PURPOSE AND RATIONALE FOR TRANSFER OF PROPERTY BY MEANS OF COMPARABLE EXCHANGE:**

The rationale for the exchange of properties was to ensure that the severity of blight at 1102 N. Milton Avenue would be success-

**MINUTES**

DHCD - cont'd

fully eliminated, while simultaneously ensuring that a willing and able Developer could contribute to the revitalization of Baltimore City in an area better suited and poised for rehabilitation.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition and Acquisition Agreement, which outlines the exchange of the property, located at 1102 N. Milton Avenue (Block 1555, Lot 002), owned by NR2C, LLC, Developer, for a comparable property, located at 1136 N. Carrollton Avenue (Block 0055C, Lot 047), owned by the Mayor and City Council.

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Mother Seton Academy, Developer, for the sale of the City-owned property located at 545 E. 23<sup>rd</sup> Street (Block 4039, Lot 016).

**AMOUNT OF MONEY AND SOURCE:**

\$1,000.00 - Purchase price

**BACKGROUND/EXPLANATION:**

The City will convey all of its rights, title, and interest to 545 E. 23<sup>rd</sup> Street to Mother Seton Academy, for the price of \$1,000.00, which will be paid to the City of Baltimore at the time of settlement.

The Developer wishes to purchase the vacant lot located at 545 E. 23<sup>rd</sup> Street for the purpose of creating a green space. The purchase and improvements to the site will be financed through private sources.

The authority to sell the property located at 545 E. 23<sup>rd</sup> Street is given under Article 28, Subtitle 8 of the Baltimore City Code. The property was journalized and approved for sale on January 13, 2014.

**STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE APPRAISED VALUE:**

Not applicable. Pursuant to the Appraisal Policy of Baltimore City, vacant lots assessed below \$2,500.00 do not require an appraisal. The vacant lot located at 545 E. 23<sup>rd</sup> Street is assessed for \$1,000.00 by the Maryland State Department of Assessments and Taxation and will be sold for \$1,000.00.

**MINUTES**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Mother Seton Academy, Developer, for the sale of the City-owned property located at 545 E. 23<sup>rd</sup> Street (Block 4039, Lot 016).

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with KKD Investments, LLC, Developer, for the sale of the City-owned properties located at 1417 and 1429 E. Eager Street.

**AMOUNT OF MONEY AND SOURCE:**

\$4,000.00 - 1417 E. Eager Street

4,000.00 - 1429 E. Eager Street

**\$8,000.00** - Purchase price

**BACKGROUND/EXPLANATION:**

The project will consist of the rehabilitation of two vacant properties. Once rehabilitated, the properties located at 1417 and 1429 E. Eager Street will be sold to homeowners. The project will be privately financed.

The City may dispose of the properties by virtue of Article II, Section 15 of the Baltimore City Charter (2010 Edition) and Article 28, Subtitle 8 of the Baltimore City Code (2010 Edition) (hereinafter, the City Code).

The properties were priced pursuant to the appraisal policy of Baltimore City using the Waiver Valuation Process for \$4,000.00 each and will be sold for \$8,000.00 total. Therefore, the Statement of Purpose and Rationale for Sale below the Waiver Valuation Price is not applicable to these properties, because they will be sold to KKD Investments LLC, at the price determined by the Waiver Valuation process.

**MINUTES**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with KKD Investments, LLC, Developer, for the sale of the City-owned properties located at 1417 and 1429 E. Eager Street.

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Pedro Landa, Developer, for the sale of the City-owned property located at 1821 N. Wolfe Street.

**AMOUNT OF MONEY AND SOURCE:**

\$1,000.00

**BACKGROUND/EXPLANATION:**

Purchasing the vacant lot will allow the Developer to maintain the property partially as green, open space, and a parking pad for 1819 N. Wolfe Street, already owned by the Developer.

The purchase of the site will be financed through private funds.

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

N/A

Vacant lots assessed below \$2,500.00 do not require an appraisal. The vacant lot at 1819 N. Wolfe Street is assessed for \$1,000.00.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Pedro Landa, Developer, for the sale of the City-owned property located at 1821 N. Wolfe Street.

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Macedonia Baptist Church, Developer, for the sale of the City-owned properties located at 700, 702, 704, 706, 708, 710, 714 W. Lafayette Street; 1410, 1412, 1414, 1416 Myrtle Avenue, 907-1/2, 909, 913, 915 N. Fremont Avenue, and 701, 703, 705, 707, 709, 711, 713, 715, 717 Mosher Street to Macedonia Baptist Church of Baltimore City.

**AMOUNT OF MONEY AND SOURCE:**

\$	416.67	-	700 W. Lafayette Street
	416.67	-	702 W. Lafayette Street
	416.67	-	704 W. Lafayette Street
	416.67	-	706 W. Lafayette Street
	416.67	-	708 W. Lafayette Street
	416.67	-	710 W. Lafayette Street
	416.67	-	714 W. Lafayette Street
	416.67	-	1410 Myrtle Avenue
	416.67	-	1412 Myrtle Avenue
	416.67	-	1414 Myrtle Avenue
	416.67	-	1416 Myrtle Avenue
	416.67	-	907-1/2 N. Fremont Avenue
	416.67	-	909 N. Fremont Avenue
	416.67	-	913 N. Fremont Avenue
	416.67	-	915 N. Fremont Avenue
	416.67	-	701 Mosher Street
	416.67	-	703 Mosher Street
	416.67	-	705 Mosher Street
	416.67	-	707 Mosher Street
	416.67	-	709 Mosher Street
	416.67	-	711 Mosher Street
	416.67	-	713 Mosher Street
	416.67	-	715 Mosher Street
	416.59	-	717 Mosher Street
	<u>\$10,000.00</u>		



**MINUTES**

Department of Housing and - cont'd  
Community Development

**BACKGROUND/EXPLANATION:**

The Developer intends to purchase the vacant lots for the purpose of a surface parking lot and open green space for the use of the various community programs run by the Developer.

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

The property was valued pursuant to the Appraisal Policy of Baltimore City through the Waiver Valuation Process. The Waiver Valuation price for 1410, 1412, 1414, 1416 Myrtle Avenue, 703, 705, 707, 709, 711, 713, 715, 717 Mosher Street due to "unimproved real property with an assessed value of \$2,500.00 or less will not require an appraisal."

The properties 700, 702, 704, 706, 708, 710, 714 W. Lafayette Street, 907-1/2, 909, 913, 915 N. Fremont Avenue, and 701 Mosher Street were valued pursuant to the Appraisal Policy of Baltimore City via the Waiver Valuation Process as follows:

<b>Property Address</b>	<b>Waiver Valuation</b>	<b>Purchase Price</b>
700 W. Lafayette Street	\$2,660.00	\$416.67
702 W. Lafayette Street	\$2,395.00	\$416.67
704 W. Lafayette Street	\$2,395.00	\$416.67
706 W. Lafayette Street	\$2,395.00	\$416.67
708 W. Lafayette Street	\$2,395.00	\$416.67
710 W. Lafayette Street	\$2,395.00	\$416.67
714 W. Lafayette Street	\$1,595.00	\$416.67

## MINUTES

Department of Housing and - cont'd  
Community Development

<b>Property Address</b>	<b>Waiver Valuation</b>	<b>Purchase Price</b>
907-1/2 N. Fremont Avenue	\$9,150.00	\$416.67
909 N. Fremont Avenue	\$2,845.00	\$416.67
913 N. Fremont Avenue	\$2,295.00	\$416.67
915 N. Fremont Avenue	\$2,115.00	\$416.67
1410 Myrtle Avenue	\$1,000.00	\$416.67
1412 Myrtle Avenue	\$1,000.00	\$416.67
1414 Myrtle Avenue	\$1,000.00	\$416.67
1416 Myrtle Avenue	\$1,000.00	\$416.67
701 Mosher Street	\$1,000.00	\$416.67
703 Mosher Street	\$1,000.00	\$416.67
705 Mosher Street	\$1,000.00	\$416.67
707 Mosher Street	\$1,000.00	\$416.67
709 Mosher Street	\$1,000.00	\$416.67
711 Mosher Street	\$1,000.00	\$416.67
713 Mosher Street	\$1,000.00	\$416.67
715 Mosher Street	\$1,000.00	\$416.67
717 Mosher Street	\$1,000.00	\$416.59

- The renovations will be to the specific benefit to the immediate community,
- this transaction will eliminate blight for the block, and thus eliminate blight from the neighborhood,
- this sale and rehabilitation will return vacant lots to the tax rolls, and
- the property is being sold less than the waiver-determined value because of their conditions, which will require extensive and immediate remediation.

**MINUTES**

Department of Housing and - cont'd  
Community Development

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Macedonia Baptist Church, Developer, for the sale of the City-owned properties located at 700, 702, 704, 706, 708, 710, 714 W. Lafayette Street; 1410, 1412, 1414, 1416 Myrtle Avenue, 907-1/2, 909, 913, 915 N. Fremont Avenue, and 701, 703, 705, 707, 709, 711, 713, 715, 717 Mosher Street to Macedonia Baptist Church of Baltimore City.

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Taurus Industries, LLC, Developer, for the sale of the City-owned property located at 2311 Ashland Avenue (Block 1607, Lot 029).

**AMOUNT OF MONEY AND SOURCE:**

\$2,000.00

**BACKGROUND/EXPLANATION:**

The Developer wishes to purchase the vacant lot located at 2311 Ashland Avenue for the purpose of creating a green space. The purchase and improvements to the site will be financed through private sources.

The authority to sell the property located at 2311 Ashland Avenue is given under Article 28, Subtitle 8 of the Baltimore City Code. The property was journalized and approved for sale on December 6, 2017.

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

N/A

Vacant lots assessed below \$2,500.00 do not require an appraisal. The vacant lot at 2311 Ashland Avenue is assessed for \$2,000.00 by the Maryland SDAT and will be sold for \$2,000.00.

**MINUTES**

Department of Housing and - cont'd  
Community Development

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Taurus Industries, LLC, Developer, for the sale of the City-owned property located at 2311 Ashland Avenue (Block 1607, Lot 029).

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the leasehold interest in the property located at 2011 Westwood Avenue, (Block 0006, Lot 026) by gift from Dominion Properties, LLC, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

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

**BACKGROUND/EXPLANATION:**

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

Dominion Properties, LLC has offered to donate to the City, title to the property at 2011 Westwood Avenue. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. Accepting this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Department will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through January 16, 2018, other than water bills which must be paid as part of the transaction is as follows:

## MINUTES

DHCD - cont'd

Tax Sale Cert. #303441	05/18/2015	\$4,281.50	
Real Property Tax	2017-2018	93.30	
Real Property Tax	2016-2017	92.88	
Real Property Tax	2015/2016	109.44	
Real Property Tax	2014/2015	Incl. in 2015 Tax Sale	
Real Property Tax	2013/2014	Incl. in 2015 Tax Sale	
Real Property Tax	2012/2013	Incl. in 2015 Tax Sale	
Miscellaneous	6372312	Incl. in 2015 Tax Sale	
Miscellaneous	6412795	Incl. in 2015 Tax Sale	
Miscellaneous	6599369	Incl. in 2015 Tax Sale	
Miscellaneous	6737365	Incl. in 2015 Tax Sale	
Miscellaneous	6915144	Incl. in 2015 Tax Sale	
Miscellaneous	6975262	Incl. in 2015 Tax Sale	
Miscellaneous	7116460	Incl. in 2015 Tax Sale	
Miscellaneous	7375785	Incl. in 2015 Tax Sale	
Miscellaneous	7393309	Incl. in 2015 Tax Sale	
Miscellaneous	7583263	232.35	
Miscellaneous	7648389	200.35	
Miscellaneous	7722861	370.00	
Miscellaneous	8195992	237.48	
Miscellaneous	8438905	206.73	
Registration	043277	<u>1,014.00</u>	
	<b>Total Taxes Owed</b>	<b>\$6,838.03</b>	

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 2011 Westwood Avenue, (Block 0006, Lot 026) by gift from Dominion Properties, LLC, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

Department of Housing and - Acquisition by Gift  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acquisition by gift of the leasehold/fee simple interest in the below-listed 11 properties by gift from Habitat for Humanity of the Chesapeake, Inc. **SUBJECT** to municipal liens, interest, and penalties that may accrue, other than water bills:

	<u>Address</u>	<u>Block/Lot</u>	<u>Interest</u>
1.	1412 N. Mount Street	0027 007	Fee Simple
2.	1327 Presstman Street	0036B053	Leasehold
3.	1329 Presstman Street	0036B054	Leasehold
4.	1703 Presstman Street	0027 026	Fee Simple
5.	1705 Presstman Street	0027 027	Fee Simple
6.	1724 Presstman Street	0021 068	Leasehold
7.	1726 Presstman Street	0021 067	Leasehold
8.	1728 Presstman Street	0021 066	Leasehold
9.	1730 Presstman Street	0021 065	Fee Simple
10.	1732 Presstman Street	0021 064	Fee Simple
11.	1821 Presstman Street	0026 090	Leasehold

**AMOUNT OF MONEY AND SOURCE:**

Habitat for Humanity of the Chesapeake, Inc. agrees to pay all title fees, settlement costs, and open water bills. No City funds will be expended.

**BACKGROUND/EXPLANATION:**

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



## MINUTES

DHCD - cont'd

The Owner has offered to donate to the City, title to 11 properties located in Sandtown-Winchester. The City will receive clear and marketable title to the properties, subject to municipal liens, other than water bills. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The DHCD will acquire the properties subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording of the deed. Habitat for Humanity of the Chesapeake, Inc. will pay open water bills. A list of all open municipal liens, other than water bills, accrued through January 9, 2018, follows:

1. <u>1412 N. Mount Street</u>			
<u>Bill</u>	<u>Date</u>	<u>Amount</u>	<u>Interest, Penalties, and Fees</u>
Real Property Tax	2017-2018	\$23.60	\$ 1.84
Real Property Tax	2016-2017	23.60	7.36
Real Property Tax	2015-2016	<u>23.60</u>	<u>12.88</u>
Sub Totals		<b>\$70.80</b>	<b>\$ 22.08</b>
<b>Total Liens \$92.88</b>			

2. <u>1327 Presstman Street</u>			
<u>Bill</u>	<u>Date</u>	<u>Amount</u>	<u>Interest, Penalties, and Fees</u>
Real Property Tax	2017-2018	\$ 23.60	\$ 1.84
Real Property Tax	2016-2017	23.60	7.36
Real Property Tax	2015-2016	23.60	12.88
Tax Sale	5/15/2017		51.37
Misc. 7898836	12/7/2015	201.03	54.36
Misc. 8050932	7/25/2016	<u>233.79</u>	<u>35.10</u>
Sub-Totals		<b>\$505.62</b>	<b>\$ 162.91</b>
<b>Total Liens \$668.53</b>			

## MINUTES

DHCD - cont'd

3. 1329 Presstman Street

<u>Bill</u>	<u>Date</u>	<u>Amount</u>	<u>Interest, Penalties, and Fees</u>
Real Property Tax	2017-2018	\$ 70.80	\$ 5.52
Real Property Tax	2016-2017	70.80	22.08
Real Property Tax	2015-2016	70.80	38.64
Tax Sale	5/15/2017		51.37
Misc. 7755580	8/31/2015	160.03	50.40
Misc. 8055071	7/25/2016	<u>233.79</u>	<u>35.10</u>
Sub-Totals		\$606.22	\$203.11

**Total Liens \$809.33**

4. 1703 Presstman Street

<u>Bill</u>	<u>Date</u>	<u>Amount</u>	<u>Interest, Penalties, and Fees</u>
Real Property Tax	2017-2018	\$ 94.40	\$ 7.36
Real Property Tax	2016-2017	70.80	22.08
Real Property Tax	2015-2016	70.80	38.64
Tax Sale	5/15/2017		51.37
Misc. 7761414	9/8/2015	160.00	50.40
Misc. 8323537	8/7/2017	261.95	19.65
Property Reg.	1/9/2018	<u>260.00</u>	<u>52.00</u>
Sub-Totals		\$917.95	\$ 241.50

**Total Liens \$1,159.45**

## MINUTES

DHCD - cont'd

5. 1705 Presstman Street

<u>Bill</u>	<u>Date</u>	<u>Amount</u>	<u>Interest, Penalties, and Fees</u>
Real Property Tax	2017-2018	\$ 94.40	\$ 7.36
Real Property Tax	2016-2017	70.80	22.08
Real Property Tax	2015-2016	70.80	38.64
Tax Sale	5/12/2017		51.37
Misc. 7763154	9/8/2015	160.00	50.40
Misc. 8323545	8/7/2017	261.95	19.65
Property Reg.	1/9/2018	<u>260.00</u>	<u>52.00</u>
Sub-Totals		\$917.95	\$ 241.50
<b>Total Liens \$1,159.45</b>			

6. 1724 Presstman Street

<u>Bill</u>	<u>Date</u>	<u>Amount</u>	<u>Interest, Penalties, and Fees</u>
Real Property Tax	2017-2018	\$ 23.60	\$ 1.84
Real Property Tax	2016-2017	23.60	7.36
Real Property Tax	2015-2016	23.60	12.88
Misc. 8280562	6/12/2017	<u>199.11</u>	<u>17.94</u>
Sub-Totals		\$269.91	\$ 40.02
<b>Total Liens \$309.93</b>			

7. 1726 Presstman Street

<u>Bill</u>	<u>Date</u>	<u>Amount</u>	<u>Interest, Penalties, and Fees</u>
Real Property Tax	2017-2018	\$ 23.60	\$ 1.84
Real Property Tax	2016-2017	23.60	7.36
Real Property Tax	2015-2016	23.60	12.88
Misc. 8280448	6/12/2017	<u>199.11</u>	<u>17.94</u>
Sub-Totals		\$269.91	\$ 40.02
<b>Total Liens \$309.93</b>			

## MINUTES

DHCD - cont'd

8. 1728 Presstman Street

<u>Bill</u>	<u>Date</u>	<u>Amount</u>	<u>Interest, Penalties, and Fees</u>
Real Property Tax	2017-2018	\$ 23.60	\$ 1.84
Real Property Tax	2016-2017	23.60	7.36
Real Property Tax	2015-2016	23.60	12.88
Misc. 8279663	6/12/2017	<u>199.11</u>	<u>17.94</u>
Sub-Totals		\$269.91	\$ 40.02
<b>Total Liens \$309.93</b>			

9. 1730 Presstman Street

<u>Bill</u>	<u>Date</u>	<u>Amount</u>	<u>Interest, Penalties, and Fees</u>
Real Property Tax	2017-2018	\$ 23.60	\$ 1.84
Real Property Tax	2016-2017	23.60	7.36
Real Property Tax	2015-2016	<u>23.60</u>	<u>12.88</u>
Sub-Totals		\$ 70.80	\$ 22.08
<b>Total Liens \$92.88</b>			

10. 1732 Presstman Street

<u>Bill</u>	<u>Date</u>	<u>Amount</u>	<u>Interest, Penalties, and Fees</u>
Real Property Tax	2017-2018	\$23.60	\$ 1.84
Real Property Tax	2016-2017	23.60	7.36
Real Property Tax	2015-2016	<u>23.60</u>	<u>12.88</u>
Sub-Totals		\$70.80	\$ 22.08
<b>Total Liens \$92.88</b>			

## MINUTES

DHCD - cont'd

11. <u>1821 Presstman Street</u>			
<u>Bill</u>	<u>Date</u>	<u>Amount</u>	<u>Interest, Penalties, and Fees</u>
Real Property Tax	2017-2018	\$23.60	\$ 1.84
Real Property Tax	2016-2017	23.60	7.36
Real Property Tax	2015-2016	23.60	12.88
Tax Sale	5/15/2017		51.37
Misc. 7887334	11/24/2015	<u>214.26</u>	<u>60.99</u>
Sub-Totals		\$285.06	\$ 134.44
		<b>Total Liens</b>	<b>\$419.50</b>

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved the acquisition by gift of the leasehold/fee simple interest in the foregoing 11 properties by gift from Habitat for Humanity of the Chesapeake, Inc. **SUBJECT** to municipal liens, interest, and penalties that may accrue, other than water bills.

MINUTES

EXTRA WORK ORDERS AND TRANSFER OF FUNDS

\* \* \* \* \*

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

718 - 721

All of the EWOs had been reviewed and approved  
by the

Department of Audits, CORC,  
and MWBOO, unless otherwise indicated.

The Transfer of Funds was approved  
**SUBJECT** to receipt of a favorable report  
from the Planning Commission,  
the Director of Finance having reported favorably  
thereon, as required by the provisions  
of the City Charter.

**MINUTES****EXTRA WORK ORDERS**

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

Department of Transportation

- |    |   |              |                 |        |
|----|---|--------------|-----------------|--------|
| 1. | EWO #027, (\$61,427.98) - TR 03313, Reconstruction of Washington Boulevard: I-95 to Monroe Street: Monroe Street from Wicomico Street to Washington Boulevard |              |                 |        |
|    | \$4,568,865.30  | \$339,304.19 | Civil Construc- | - 100% |
|    |   |              | tion, LLC       |        |

This authorization provides for payment of overrun items, deduction of amounts not needed due to underrun of items not used, and to balance out the contract.

**DBE PARTICIPATION:**

The Contractor met 22.61% of the established 30% DBE goal.

Department of Public Works/Office of Engineering and Construction

- |    |   |        |              |       |
|----|---|--------|--------------|-------|
| 2. | EWO #001, \$1,500,000.00 - WC 1352, AMI/R Urgent Need Metering Infrastructure Repair and Replacement, Various Locations |        |              |       |
|    | \$4,354,700.00  | \$0.00 | Metra Indus- | - 60% |
|    |   |        | tries, Inc.  |       |

This authorization is requested by the Office of Engineering & Construction in order to complete all large meters in the City by the April 2018 goal. Currently, the City has 300 large meters remaining to implement into the Automated Meter Infrastructure/Reading (AMI/R) program. With the requested funds added to the contract, an additional 150 large meters

**MINUTES****EXTRA WORK ORDERS**

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

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

can be completed in the City. Furthermore, the next large meter contract, WC 1361, can only complete 150 large meters with the funds it has been allocated. The Office of Engineering & Construction has established the goal to complete all City large meters with these two water contracts. The requested funds would allow us to meet that goal. The Certificate of Completion form will not be completed until a scheduled time after final payment and final completion has been given by the Agency.

The scope of the construction project includes: performing various works at the existing large (greater than 2-inch water service) water meter locations during implementation of the AMI/R project on an as-needed basis. This includes, but not limited to installing test ports, replacing/installing outlet shutoff valves, replacing/installing large meter vaults, replacing/installing 4-inch to 12-inch Fire Meters, removing and replacing top slab, and miscellaneous repairs to the large meter vaults. The construction completion date for this contract is August 21, 2018.

**MBE/WBE PARTICIPATION:**

The Vendor will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE goals of 13% and WBE goals of 5% assigned to the original agreement. This change order contains MBE goals of 0% and WBE goals of 0%.

**MWBOO FOUND VENDOR IN COMPLIANCE.**



MINUTES

EXTRA WORK ORDERS

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

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

3. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$750,000.00	9960-909100-9558	
Water Revenue	Constr. Reserve	
Bonds	Water Infrastructure	
	Rehab	
750,000.00	" "	
<u>Baltimore Co.</u>		
<b>\$1,500,000.00</b>	-----	9960-904594-9557-2
		Extra Work

The funds are required to cover the cost of extra work that has been identified for WC 1352, AMI/R Urgent Need metering Infrastructure Repair and Replacement at Various locations.

4. EWO #001, \$612,872.50 - SC 903, Improvements to Patapsco Sewershed

<u>\$25,283,300.00</u>	<u>\$0.00</u>	<u>Spiniello</u>	<u>-</u>	<u>30%</u>
		Companies		

The Office of Engineering and Construction is requesting funds for oil removal in several manholes slated to be cured-in-place piping lined. The contractor encountered oil while inspecting manholes prior to cleaning for lining in the Fairfield area. The contaminated oil was an unforeseen condition that required special handling for the removal and disposal per Maryland Department of Environment requirements. These funds are requested for the removal of the oil that was outside of the original scope of work for this project.

**MINUTES****EXTRA WORK ORDERS**

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

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

The scope of the construction project includes: cleaning, cured in-place piping lining, replacement and repair of sanitary sewer piping in the Patapsco Sewershed.

**MBE/WBE PARTICIPATION:**

Spiniello Companies will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE goals of 17% and the WBE goals of 16% established in the original agreement.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

## MINUTES

Health Department - Agreements

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

1. **KENNEDY KRIEGER INSTITUTE, INC.** **\$ 51,113.00**

Account No.: 4000-427118-3080-294300-603051

The Kennedy Krieger Institute, Center for Autism and Related Disorders will provide screening assessment, training, and staff case consultation by a trained psychologist with expertise in the early identification of autism spectrum disorders. The period of the Agreement is July 1, 2017 – June 30, 2018.

The Agreement is late because of the delays at the administrative level.

**MWBOO GRANTED A WAIVER.**

2. **STRONG CITY BALTIMORE, INC.** **\$100,955.00**

Account No.: 6000-626118-3031-579200-603051

Strong City Baltimore, Inc. will provide the services of three fellows to assist the Department with the implementation of Childhood Lead Poisoning Prevention and Environmental Case Management Program services. The goal of the program is to improve health outcomes and reduce disparities for eligible children with either blood lead exposure, moderate to severe persistent asthma, or both. The period of the Agreement is December 1, 2017, through June 30, 2018.

The Agreement is late because budget information delayed processing.

**MWBOO GRANTED A WAIVER.**

## MINUTES

Health Department - cont'd

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

Account Nos.: 6000-622118-3080-292300-603051 \$ 30,713.00  
6000-626318-3080-513200-603051 \$170,241.00

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

The purpose of Maryland's PRIDE2 is to provide a collaborative effort of identifications, evaluation and service coordination for the BITP eligible infants in the University of Maryland Hospital for Children (UMHC) Neonatal Intensive Care Unit (NICU) and Mercy NICU, or who attend the UMHC NICU follow-up clinic. The period of the Agreement is July 1, 2017 through June 30, 2018.

The Agreement is late because budget information delayed processing.

4. **THE JOHNS HOPKINS UNIVERSITY (JHU) \$406,249.00**

Account No: 4000-484818-3023-718000-603051

The JHU's, Center for Child & Community Research will design, implement, and evaluate comprehensive models of HIV prevention and care services for men who have sex with men (MSM) of color. The organization will be responsible for managing the day-to-day evaluation. The organization's deliverables include overall coordination, management, and oversight of the Targeted Highly-Effective Interventions to Reverse the HIV Epidemic project. The Agreement is September 30, 2017 through September 29, 2018.

## MINUTES

Health Department - cont'd

The Agreement is late due of administrative delays.

**MWBOO GRANTED A WAIVER.**

5. **THE JOHNS HOPKINS UNIVERSITY** **\$293,029.00**

Account No.: 1001-000000-3030-271500-603051

The Johns Hopkins University will provide services in the area of support staff for the Department's Druid and Eastern STD Clinics. The period of the Agreement is July 1, 2017 through June 30, 2018.

The Agreement is late because of administrative delays.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**MINUTES**

Health Department - Update to the FY18 Unified Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify and approve the Update to the FY18 Unified Grant Award for the period ending December 31, 2017.

**AMOUNT OF MONEY AND SOURCE:**

The funding is provided by the State of Maryland Department of Health and Mental Hygiene. The actions are as follows:

<b><u>GRANT DESCRIPTION</u></b>	<b><u>TYPE OF ACTION</u></b>	<b><u>INITIAL AWARD</u></b>	<b><u>AMOUNT OF ACTION</u></b>	<b><u>TOTAL AWARD</u></b>
Needle Ex- change Program	Supple- ment	\$290,860.00	\$206,574.00	\$497,434.00

**BACKGROUND/EXPLANATION:**

As the fiscal year progresses, supplements, modifications, and/or reductions will be processed through the granting administrations with revised Unified Funding Awards being issued. The most current Unified Funding Award Document will be the official award of record.

This grant award is late because of a delay in the administrative process.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Health Department - cont'd

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

UPON MOTION duly made and seconded, the Board ratified and approved the Update to the FY18 Unified Grant Award for the period ending December 31, 2017.

**MINUTES**

Health Department - Notice of Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Notice of Grant Award (NGA) from Maryland Department of Aging (MDoA) for the FY18 State Hold Harmless expenditures. The period of the grant award is July 1, 2017 through June 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$32,077.00 - 5000-508018-3024-268400-405001

**BACKGROUND/EXPLANATION:**

The funding will be utilized for the Older American Act, Title III-B, III-D, III-E, Title III-C1 programs and Title VII Community Services programs. This NGA will also provide funds for coordinated and accessible services for seniors in Baltimore City.

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

The NOA is late because it was recently received from the MDoA.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Notice of Grant Award from Maryland Department of Aging for the FY18 State Hold Harmless expenditures.



**MINUTES**

Mayor's Office of Health, Human - Agreement  
Services, Education and Youth

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Agreement with the Family League of Baltimore City, Inc. (Family League). The period of the Agreement is July 1, 2017 through June 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$6,687,231.00 - 1001-000000-4460-692000-607001

**BACKGROUND/EXPLANATION:**

The Family League is the City's Local Management Board. It is a quasi-governmental non-profit organization that works with a range of partners to develop and implement initiatives that improve the well-being of Baltimore's children, youth and families. The Family League's work touches the lives of tens of thousands of Baltimore families each year.

This Agreement will support the administration of Community and School Engagement partnerships consisting of out-of-school time (OST) and community schools programs operated by community-based organizations. OST programs support academic skills development of youth and provide enrichment activities in areas such as athletics and the arts. Community schools facilitate a network of partnerships between the school and other community resources that promote student achievement and family and community well-being. Programs are expected to have a positive impact on school attendance and reduce incidences of negative behavior for participants.

## MINUTES

Mayor's Office of Health, Human - cont'd  
Services, Education and Youth

The funds will support 46 community schools and 79 OST programs. Funds will also support the provision of training and technical assistance to ensure that services are delivered with high quality and with consistency as well as summer programming.

In addition, this grant will provide direct support to the University of Maryland Extension-Baltimore City.

This agreement is late because time was needed to negotiate and finalize subcontractor budgets.

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

**MINUTES**

Mayor's Office of Human Services - Correction to Account Number

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a correction to an account number that was approved on March 22, 2017.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On March 22, 2017, the Board approved the original Agreement with the University of Maryland, Baltimore in the amount of \$53,498.07 for the period of November 1, 2016 through June 30, 2017.

The Agreement allowed for the University of Maryland, Baltimore to cover personnel costs for one attendance monitor each at three elementary schools in South Baltimore in order for attendance monitors to track and encourage student attendance and to improve educational outcomes.

The account number on the document was 4000-407016-3571-757001-603051. The correct account number is 2026-000000-3574-783900-603026.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the correction to an account number that was approved on March 22, 2017.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development (DHCD) - Options</u>			
1. Charles Muskin, Trustee	310 N. Arlington Ave.	G/R \$50.30	\$ 461.00
Funds are available in account no. 9910-908044-9588-900000-704040, Poppleton Project, Phase 4.			
2. Charles Muskin, Personal Repre- sentative of the Estate of Lillian Braverman	314 N. Arlington Ave.	G/R \$56.00	\$ 514.00
Funds are available in City Funds, account no. 9910-908044-9588-900000-704040, Poppleton Project, Phase 4.			
3. Charlotte Press- man, 50% interest, and Stanley J. Bom- stein and Sonia E. Bomstein, Tenants by the Entireties, 50% interest	311 N. Carrolllton Avenue	G/R \$100.00	\$ 667.00
Funds are available in City Funds, account no. 9910-908044-9588-900000-704040, Poppleton Project, Phase 4.			
4. Lightfoot Ground Rents, LLC	1022 W. Saratoga Street	G/R \$37.50	\$ 250.00
Funds are available in account no. 9910-908044-9588-900000-704040, Poppleton Project, Phase 4.			

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Options</u>			
5. Bankruptcy Estate of City Homes III, LLC, Zvi Guttman, Chapter 11 Plan Trustee	1212 Mosher Street	L/H	\$24,567.00
Funds are available in account no. 9910-906126-9588-900000-704040, FY17 CORE Demo Project.			
6. Bankruptcy Estate of City Homes III, LLC, Zvi Guttman, Chapter 11 Plan Trustee	1302 Mosher Street	L/H	\$25,500.00
Funds are available in account no. 9910-906126-9588-900000-704040, FY17 CORE Demo Project.			
7. Bankruptcy Estate of City Homes III, LLC, Zvi Guttman, Chapter 11 Plan Trustee	1310 Mosher Street	L/H	\$23,500.00
Funds are available in account no. 9910-906126-9588-900000-704040, FY17 CORE Demo Project.			
8. Bankruptcy Estate of City Homes Cen- tral III Business Trust, Zvi Guttman, Chapter 11 Plan Trustee	1332 Mosher Street	L/H	\$22,500.00
Funds are available in account no. 9910-906126-9588-900000-704040, FY17 CORE Demo Project.			

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Options</u>			
9. David Sabah	2620 Loyola Northway	L/H	\$25,740.00
Funds are available in account no. 9910-906126-9588-900000-704040, FY17 CORE Demo Project.			
10. Born Again Homes, LLC	2530 E. Biddle Street	L/H	\$19,800.00
Funds are available in account no. 9910-906126-9588-900000-704040, FY17 CORE Demo Project.			
11. Lum E. Brown, Jr.	2716 Hugo Avenue	F/S	\$48,000.00
Funds are available in account no. 9910-904326-9588-900000-704040, Fenwick/Hugo/28 <sup>th</sup> Street Project, Phase 3 Site.			
12. Rusch, LLC Renewal, LLC	2307 Harford Road	G/R \$72.00	\$ 660.00
Funds are available in City Funds, account no. 9910-908044-9588-900000-704040, Gateway Park Project.			

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

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations</u>			
13. Luke Porter and Mary Porter	1703 Mosher Street	L/H	\$13,486.00
Funds are available in account no. 9910-908636-9588-900000-704040, FY16 Whole Block Demo Project.			
14. William A. Welch Jr.	2851 Prospect Street	F/S	\$20,000.00
Funds are available in account no. 9910-908636-9588-900000-704040, FY16 Whole Block Demo Project.			
15. 1204 Argyle Ave., LLC	1204 Argyle Avenue	L/H	\$31,250.00
Funds are available in account no. 9910-906126-9588-900000-704040, FY17 CORE Demo Project.			
16. Jeffrey I. Sil- berman	1204 Argyle Avenue	G/R \$90.00	\$ 750.00
Funds are available in account no. 9910-906126-9588-900000-704040, FY17 CORE Demo Project.			
17. Lonnie Russell	2301 Harford Road	F/S	\$ 2,220.00
Funds are available in City Funds, account no. 9910-908044-9588-900000-704040, Gateway Park Project.			
18. Sharone Fox	3000 Woodland Avenue	L/H	\$ 3,066.00
Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Project.			

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations</u>			
19. William Carter, Jr.	3004 Woodland Avenue	L/H	\$ 1,600.00
Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Project.			
20. Aaron R. Young	3011 Woodland Avenue	L/H	\$ 6,360.00
Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Project.			
21. UGO Property In- vestment and Management Services, LLC	3012 Woodland Avenue	L/H	\$ 1,400.00
Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Project.			
22. Ervin Tisdale	3017 Woodland Avenue	F/S	\$ 1,000.00
Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Project.			
23. SS4 Business Trust	3018 Woodland Avenue	L/H	\$ 1,400.00
Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Project.			



## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations</u>			
24.Hicks Housing & Investments, LLC	3019 Woodland Avenue	L/H	\$ 1,500.00
Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Project.			
25.CE Realty, LLC	3021 Woodland Avenue	F/S	\$ 7,500.00
Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Project.			
26.Monique Budd	1705 E. 28 <sup>th</sup> Street	F/S	\$13,000.00
Funds are available in account no. 9910-904326-9588-900000-704040, Fenwick/Hugo/28 <sup>th</sup> Street Project.			
27.Stephanie Y. Clarke	1707 E. 28 <sup>th</sup> Street	L/H	\$10,360.00
Funds are available in account no. 9910-904326-9588-900000-704040, Fenwick/Hugo/28 <sup>th</sup> Street Project.			
28.Maxine G. Carthens	2701 Fenwick Avenue	L/H	\$21,250.00
Funds are available in account no. 9910-904326-9588-900000-704040, Fenwick/Hugo/28 <sup>th</sup> Street Project.			
29.Etta M. Foster	2705 Fenwick Avenue	L/H	\$17,450.00
Funds are available in account no. 9910-904326-9588-900000-704040, Fenwick/Hugo/28 <sup>th</sup> Street Project.			

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations</u>			
30. Brenda Ethridge	2707 Fenwick Avenue	F/S	\$24,000.00
Funds are available in account no. 9910-904326-9588-900000-704040, Fenwick/Hugo/28 <sup>th</sup> Street Project.			
31. Nancy A. Jennings aka Nancy Jennings Marshall	2709 Fenwick Avenue	L/H	\$17,700.00
Funds are available in account no. 9910-904326-9588-900000-704040, Fenwick/Hugo/28 <sup>th</sup> Street Project.			
32. Roy C. Redd, Jr.	2715 Fenwick Avenue	L/H	\$22,000.00
Funds are available in account no. 9910-904326-9588-900000-704040, Fenwick/Hugo/28 <sup>th</sup> Street Project.			
33. Damian D. Tucker	2723 Fenwick Avenue	L/H	\$16,500.00
Funds are available in account no. 9910-904326-9588-900000-704040, Fenwick/Hugo/28 <sup>th</sup> Street Project.			
<u>DHCD - Condemnations or Redemptions</u>			
34. William H. Trent	1109 Sarah Ann Street	G/R \$36.00	\$ 300.00
Funds are available in account no. 9910-908044-9588-900000-704040, Poppleton Project, Phase 4.			

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations or Redemptions</u>			
35.Sara R. Scherr	23 N. Carrollton Avenue	G/R \$39.00	\$ 260.00

Funds are available in account no. 9910-914135-9588-900000-704040, Poppleton Project, Phase 2.

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

UPON MOTION duly made and seconded, the Board approved the Options, the Condemnations, and the Condemnations or Redemptions.

**MINUTES**

Department of Recreation and Parks - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 09 to Rummel, Klepper & Kahl, LLP under Project 1232, On-Call Design Services. The period of the Task Assignment is 18 months.

**AMOUNT OF MONEY AND SOURCE:**

\$89,601.94 - 9938-913067-9474-900000-703032

**BACKGROUND/EXPLANATION:**

This task will include engineering design services, for the Pimlico Safety Academy Field.

**MBE/WBE PARTICIPATION:**

The Vendor 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: 40.32%**

**WBE: 4.76%**

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

Department of Recreation and Parks - cont'd

**TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<b>\$90,000.00</b>	9938-918032-9475	9938-913067-9474
Pimlico Video	Northwest Park	Pimlico Safety
Lottery	Improvement	Academy Field
Terminal	(Reserve)	(Active)
Revenue		

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1232, Task No. 9 to Rummel, Klepper & Kahl, LLP.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 09 to Rummel, Klepper & Kahl, LLP under Project 1232, On-Call Design Services. The Transfer of Funds was approved, **SUBJECT** to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Parking Authority of Baltimore - Business Service Order  
City (PABC) Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Business Service Order Agreement with Comcast Business Services. The period of the agreement is effective upon Board approval for two years.

**AMOUNT OF MONEY AND SOURCE:**

\$ 1,626.45 - One Time Phone Install  
 119.80 - One Time Internet Install  
**\$ 1,746.25**

\$18,766.20 - Annual cost Lease 51 Phones  
 4,554.00 - Annual cost Internet  
**\$23,320.20**

\$25,066.45 - 2076-000000-2321-252800-607001 - Year One  
 \$23,320.20 - 2076-000000-2321-252800-607001 - Year Two

**BACKGROUND/EXPLANATION:**

In March of 2003, the Parking Authority purchased an Altigen Phone System when it moved into the 200 West Lombard Street offices. The phone system is currently failing, and the system is no longer supported by the manufacturer requiring immediate replacement.

The PABC has worked with the City of Baltimore Department of Communication Services on replacing the current system. The Department of Communication Services has agreed that due to the current vulnerability of the system, and the time the Department of Communication Service would need to move PABC to the City's system, that using Comcast immediately is prudent. The PABC has been assured of a 30-day turnaround from Comcast Business Services to have the new system functioning. This agreement with Comcast is for two years and allows for early termination when the Department of Communication Services is prepared to include the PABC on the City's system.

## MINUTES

PABC - cont'd

The PABC is replacing the current system with a Voice over Internet Protocol (VoIP) solution that works over a data network rather than through the circuit-switched networks. The Comcast Business Voice Edge offers a complete package of phones, software, and hardware.

The advantage of VoIP phone calls is that unlike regular long-distance calls, phone calls made through the VoIP phone service are from fees beyond the cost of Internet access. VoIP phone calls can function as Internet phone-to-phone, Internet phone-to-PC, PC-to-PC or PC-to-phone calls. The VoIP system can be installed using PABC's existing data network infrastructure. Instead of replacing everything, the PABC can take advantage of the investments that have already been made and save thousands of dollars in recurring costs.

Cost saving and added functionality of VoIP systems are the major factors considered. The cost per line will be approximately \$30.66 per phone line per month.

- **Significant cost savings.** IP communications will enable the PABC to cut long-distance charges. Also, the latest IP communications systems enable businesses to save on moves, adds and changes by managing these administrative functions internally with minimal effort.
- **Improved productivity.** Real-time collaboration tools speed the decision-making process and the exchange of ideas and solutions. The ability to stay connected to the PABC's phone system, anytime, anywhere - especially in today's mobile environment - minimizes phone tag and reduces time spent checking messages.
- **Reduced risk.** Relying on outdated, unsupported technology makes your company more susceptible to emergencies that are costly and complicated to fix. Upgrading to the latest technology reduces risk by ensuring that support and replacement equipment are there when needed.

**MINUTES**

PABC - cont'd

- **A new generation of phone systems.** Unlike traditional telephone equipment that had been considered a long-term investment, IP phone systems are made up of computer hardware and software.
  
- **Cutting-edge features.** Upgrading to a new phone system makes it possible to take advantage of the latest innovations that are driving enhancements in business communications. Features like mobility, video conferencing, speech activation, instant messaging and presence will be available to the PABC.

This new phone system will be less expensive, more reliable and will allow the PABC to adapt to new technologies.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Business Service Order Agreement with Comcast Business Services.



**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve adjustments to the transient rate at the City-owned Caroline Street Garage that is managed by the PABC. The Parking Facility Rate Adjustment is effective upon Board approval.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

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

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

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

**MINUTES**PABC - cont'd

Caroline Street Garage Transient Rate Adjustment			
Rate to be Adjusted	Current Rate	Proposed Rate	Date of Last Adjustment
Up to 2-hour rate	\$9.00	\$10.00	January 2017
Up to 3-hour rate	\$10.00	\$11.00	January 2017
Up to 4-hour rate	\$11.00	\$12.00	January 2017
Up to 5-hour rate	\$12.00	\$13.00	January 2017
Up to 6-12-hour rate	\$15.00	\$16.00	January 2017
Up to 12-24-hour rate	\$16.00	\$17.00	January 2017

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve adjustments to the transient rate at the City-owned Redwood 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 Redwood 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.

Redwood Garage Transient Rate Adjustment			
Rate to be Adjusted	Current Rate	Proposed Rate	Date of Last Adjustment
Up to 1-hour rate	\$7.00	\$8.00	October 2012
Up to 4-12 hour rate	\$16.00	\$17.00	February 2017
Up to 12-24 hour rate	\$18.00	\$19.00	September 2015

**MINUTES**

PABC - cont'd

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

Department of Finance - Closing of the Loan and Guarantee Fund

**ACTION REQUESTED OF B/E:**

The Board is requested to vote to close the Loan and Guarantee Fund.

The Board is further requested to discontinue the separate stand-alone audit financial statements.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The City's Loan and Guarantee Program Fund is an enterprise fund of the City. The program was created by resolution of the Board of Estimates pursuant to four separate trust agreements. As of July 1, 1986, the Board dissolved the then existing trust agreements and placed the responsibility for the continuing management of the program with the Director of Finance.

For both fiscal years 2017 and 2016, the fund has had revenue of less than \$55,000.00. Therefore, the Department is requesting that the City close the Loan and Guarantee Fund and account for these transactions, as they occur, in the general fund.

UPON MOTION duly made and seconded, the Board voted to close the Loan and Guarantee Fund. The Board further voted to discontinue the separate stand-alone audit financial statements.

**MINUTES**

Bureau of the Budget and - Correction to Fiscal 2019 Budget  
Management Research      Planning Calendar

The Board is requested to adopt the Correction to Fiscal 2019 Budget Planning Calendar.

On February 7, 2018, the Board adopted the Fiscal 2019 Budget Planning Calendar. Under Taxpayer's Night date it was stated as "To Be Announced" it will now read April 4, 2018.

<u>ITEM</u>	<u>DATE</u>	<u>DESCRIPTION</u>
Preliminary Budget at BOE	March 28, 2018	Transmittal of Department of Finance Recommendations to Board of Estimates
Taxpayer's Night	April 4, 2018	Taxpayer's Night at 6:00 p.m. - 8:00 p.m. War Memorial Building
Ordinance at BOE	May 2, 2018	Board of Estimates adopts proposed Ordinance of Estimates. This includes transmittal of the Executive Summary Budget Book.
Publish Ordinance	May 3, 2018	Publication of a copy of proposed Ordinance of Estimates in two daily Baltimore newspapers.
Ordinance at City Council	May 7, 2018	Introduction of Proposed Ordinance of Estimates to City Council.
Agency Detail Book	May 7, 2018	Transmittal of the Agency Detail Budget Book to City Council.
Ordinance Passage	no later than June 24, 2018	Passage of Ordinance of Estimates for Fiscal Year ending June 30, 2019.

**MINUTES**

Bureau of the Budget and - cont'd  
Management Research

UPON MOTION duly made and seconded, the Board adopted the Correction to the Fiscal 2019 Budget Planning Calendar.

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

\* \* \* \* \*

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

752

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



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

- |    |                                     |  |              |
|----|-------------------------------------|--|--------------|
| 1. | B50005186, Steel<br>Track Excavator | Valley Supply and<br>Equipment Co., Inc. | \$139,462.40 |
|----|-------------------------------------|--|--------------|

(Department of General Services,  
Fleet Management)

**MBE/WBE PARTICIPATION:**

On May 15, 2017, MWBOO determined that no goals would be set because of no opportunity to segment the contract. This is a purchase of commodities from an authorized heavy equipment dealer who is required to provide associated pre-delivery inspection and warranty repairs.

**MWBOO GRANTED A WAIVER.**

- |    |  |                            |              |
|----|--|----------------------------|--------------|
| 2. | B50004966, Police<br>Range Maintenance | Range Maintenance,<br>Inc. | \$288,000.00 |
|----|--|----------------------------|--------------|

**MBE/WBE PARTICIPATION:**

All vendors were found in non-compliance as a result of not meeting goals. It is recommended that the Board awards to the lowest bidder, Range Maintenance, Inc.

**MWBOO SET GOALS OF 3% MBE 2% WBE.**

**MWBOO GRANTED A WAIVER.**

**MINUTES**

Office of the Mayor - Employment Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Employment Agreement with Mr. Darryl Danniell DeSousa. The Employment Agreement is effective upon Board approval through June 30, 2022.

**AMOUNT OF MONEY AND SOURCE:**

\$210,000.00 - 1001-000000-2041-195500-601062

**BACKGROUND/EXPLANATION:**

Mr. DeSousa has served as Commissioner designate since January 19, 2018. His appointment as Commissioner is subject to confirmation by the City Council, which is expected to occur on February 26, 2018.

Mr. DeSousa's qualifications include:

- Serving in the Baltimore Police Department (BPD) for over 30 years, having begun as a patrol officer and rising to lead the Neighborhood Patrol Division, the Administrative Bureau, as well as the Special Operations Division and Community Collaboration,
- Successful implementation of what was then the country's largest deployment of body-worn cameras,
- Serving as the first Commander in the history of the BPD to participate in the International Association of Police Chiefs (IACP) fellowship program, which focused on leadership development in long-range planning, evaluation-based research, policy development, as well as national and international policing theories,
- Working with the National Consensus Policy on the Use of Force Committee, which was charged with developing a template for use of force policies and procedures,

## MINUTES

Office of the Mayor - cont'd

- Establishing and facilitating the Transformation Inside-Out Program, sponsored by the IACP, wherein over two semesters, law enforcement personnel are linked with students from Howard University and community residents from the District of Columbia and Baltimore City to evaluate existing policing policies, practices, and procedures,
- Commanding the first ever Cyber-Crime unit for the BPD, focusing on cell phone and computer forensics, online crimes, and video evidence retrieval; and
- Serving as Department Trial Board Chairman as well as Subject Matter Expert for various supervisory promotional exams.

Additionally, Mr. DeSousa has received the BPD's Bronze Star Award, Unit Citations from the Mounted Division, Northwest Division, Criminal Investigations Division, and the Violent Crime Task Force. He was also the recipient of the Maryland Municipal League 2002 Police Executive Association Top Cop Award as well as the 2011 BPD Commissioner's Top Gun Award.

The Mayor wishes to employ Mr. DeSousa as the Police Commissioner of Baltimore City and Mr. DeSousa agrees to enter into an agreement with the City to serve as the City's Police Commissioner. The agreement details the benefits to which Mr. DeSousa is entitled, including potential severance payments in the event of a "termination without cause."

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Employment Agreement with Mr. Darryl Danniell DeSousa.

**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. 010 to Hazen & Sawyer PC under Project 1502, On-Call Project and Construction Management Assistance Services. The period of the Task Assignment is 6 months.

**AMOUNT OF MONEY AND SOURCE:**

\$134,356.00 - 9960-905668-9557-900020-706063

**BACKGROUND/EXPLANATION:**

The Office of Engineering and Construction is in need of Construction Management Assistance and Inspection Services from Hazen and Sawyer PC. The Senior Engineer will provide support on Project WC 1241 - Madison St., Asquith St., Saint George's and Vicinity Water Main Replacements.

The scope of the original agreement includes: assisting the City Construction Management section with construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review of contractor's application for payment, attendance at progress meetings, preparation of record drawings, review of contract claims and supports, estimating, scheduling, project engineering, constructability reviews, submittal reviews and responses, RFI reviews and responses, and construction administrative support.

**MBE/WBE PARTICIPATION:**

The Vendor will comply with Article 5, Subtitle 28 of the Baltimore

**MINUTES**

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

City Code and the MBE and WBE goals established in the original agreement.

**MBE: 27%**

**WBE: 10%**

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 010 to Hazen & Sawyer PC under Project 1502, On-Call Project and Construction Management Assistance Services.

**MINUTES**

Department of Real Estate - Tax Sale Certificate

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of a Tax Sale Certificate to Baltimore Impact Properties, LLC for an amount that is less than the lien amount for the property located at 2108 E. Hoffman Street.

**AMOUNT OF MONEY AND SOURCE:**

<u>Property Address</u>	<u>Assessed Value</u>	<u>Flat Taxes &amp; Water</u>	<u>Total Liens</u>	<u>Recommended Purchase Price</u>
2108 E. Hoffman Street	\$3,667.00	\$669.38	\$5,268.08	\$3,667.00

**BACKGROUND/EXPLANATION:**

The City acquired the Tax Sale Certificate for 2108 E. Hoffman Street on May 16, 2016 for \$5,268.08.

Baltimore Impact Properties, LLC has offered to purchase the Tax Sale Certificate for \$3,667.00, file the petition to foreclose, acquire title to the property, and return it to productive use. The assignment amount of \$3,667.00 for the Tax Sale Certificate will cover the flat taxes and water bills on this property.

UPON MOTION duly made and seconded, the Board approved the assignment of the Tax Sale Certificate to Baltimore Impact Properties, LLC for an amount that is less than the lien amount for the property located at 2108 E. Hoffman Street.

**MINUTES**

Department of Real Estate - Tax Sale Certificate

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of a Tax Sale Certificate to Baltimore Impact Properties, LLC for an amount that is less than the lien amount for the property located at 1740 E. Oliver Street.

**AMOUNT OF MONEY AND SOURCE:**

<u>Property Address</u>	<u>Assessed Value</u>	<u>Flat Taxes &amp; Water</u>	<u>Total Liens</u>	<u>Recommended Purchase Price</u>
1740 E. Oliver Street	\$4,700.00	\$630.91	\$7,358.98	\$4,700.00

**BACKGROUND/EXPLANATION:**

The City acquired the Tax Sale Certificate for 1740 E. Oliver Street on May 16, 2016 for \$7,358.98.

Baltimore Impact Properties, LLC has offered to purchase the Tax Sale Certificate for \$4,700.00, file the petition to foreclose, acquire title to the property, and return it to productive use. The assignment amount of \$4,700.00 for the Tax Sale Certificate will cover the flat taxes and water bills on this property.

UPON MOTION duly made and seconded, the Board approved the assignment of the Tax Sale Certificate to Baltimore Impact Properties, LLC for an amount that is less than the lien amount for the property located at 1740 E. Oliver Street.

**MINUTES**

Department of Real Estate - Tax Sale Certificate

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of a Tax Sale Certificate to Baltimore Impact Properties, LLC for an amount that is less than the lien amount for the property located at 1747 E. Oliver Street.

**AMOUNT OF MONEY AND SOURCE:**

<u>Property Address</u>	<u>Assessed Value</u>	<u>Flat Taxes &amp; Water</u>	<u>Total Liens</u>	<u>Recommended Purchase Price</u>
1747 E. Oliver Street	\$3,000.00	\$1,278.99	\$9,702.05	\$3,000.00

**BACKGROUND/EXPLANATION:**

The City acquired the Tax Sale Certificate for 1747 E. Oliver Street on May 16, 2016 for \$9,702.05.

Baltimore Impact Properties, LLC has offered to purchase the Tax Sale Certificate for \$3,000.00, file the petition to foreclose, acquire title to the property, and return it to productive use. The assignment amount of \$3,000.00 for the Tax Sale Certificate will cover the flat taxes and water bills on this property.

UPON MOTION duly made and seconded, the Board approved the assignment of the Tax Sale Certificate to Baltimore Impact Properties, LLC for an amount that is less than the lien amount for the property located at 1747 E. Oliver Street.



**MINUTES**Law Department - Opinions - Requests for Refunds  
of Real Property Taxes

The Board is requested to approve a refund of real property taxes for the following claimants:

It is the opinion of the Law Department that the claimants have met the qualifications for a real property tax exemption for disabled veterans, and that the claimants are eligible to receive a refund of taxes paid because the claimants were honorably discharged from the armed services, declared by the Veteran's Administration to have a permanent 100% service connected disability, and resided in a single family dwelling during the period in question. It has been determined that the claimants are entitled to a refund of real property taxes, which were paid as follows:

<u>Claimant</u>	<u>Property</u>	<u>Taxable Year</u>	<u>Amount</u>
1. <b>JAMES K. GROSS</b>	1610 Shadyside Road	2015/2016	\$ 2,530.85
		2014/2015	2,427.38
		2013/2014	197.39
		<b>Total Refund</b>	<b>\$ 5,155.62</b>
2. <b>NORMAN M. GARLAND</b>	3716 Echodale Avenue	2015/2016	\$ 2,744.31
		2014/2015	2,740.89
		2013/2014	2,667.41
		<b>Total Refund</b>	<b>\$ 8,152.61</b>
3. <b>WILLIE J. MAYES</b>	812 Brooks Lane	2016/2017	\$ 4,951.34
		2015/2016	4,400.73
		2014/2015	3,812.68
		<b>Total Refund</b>	<b>\$13,164.75</b>

Pursuant to the Tax Property Article, Section 7-208 (c), after a disabled veteran dies, the surviving spouse of the disabled veteran shall receive a disabled veteran's property tax exemption.

## MINUTES

Law Department - cont'd

Pursuant to the Tax Property Article, Section 7-208(g), which empowers the governing body of a county or municipal corporation to authorize a refund to a disabled veteran or the surviving spouse of a disabled veteran who receives an exemption for real property taxes paid during taxable years in which an exemption was authorized but not granted. A surviving spouse may apply for a refund for tax paid on the dwelling house while the exemption was available, only if the surviving spouse applies for the exemption during the 3-year period beginning with the calendar year in which the surviving spouse initially became eligible for an exemption.

4.	<b>IDA R. KELLY,</b>	4213 Spring-	2016/2017	\$ 3,116.74
	<b>SURVIVING SPOUSE</b>	dale Avenue	2015/2016	3,018.15
	<b>OF JAMES L. KELLY</b>		2014/2015	<u>2,902.93</u>
			<b>Total Refund</b>	<b>\$ 9,037.82</b>

It is the opinion of the Law Department that the Ms. Ida Kelly, Claimant, meets the qualifications for a real property tax exemption as the surviving spouse of a disabled veteran, and that she is eligible to receive a refund of taxes because she is the surviving spouse of a veteran honorably discharged from the armed services, declared by the Veterans' Administration to have a permanent 100% service connected disability, and occupied a single family dwelling during the period in question. The dwelling house, owned by the Claimant, was formerly occupied by Mr. Kelly, a disabled veteran, who was domiciled in the State at the time of his death. After her husband's death, the Claimant continues to reside in the dwelling house. It has been determined that the Claimant is entitled to a refund of real property taxes, which were paid as shown above.

UPON MOTION duly made and seconded, the Board approved the refunds of real property taxes for the foregoing claimants.

**MINUTES****CITY COUNCIL BILLS:**

- 17-0159 - An Ordinance concerning the Sale of Property - 1001 North Smallwood Street for the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all its interest in certain property known as 1001 North Smallwood Street (Block 0056A, Lot 017) and no longer needed for public use; and providing for a special effective date.
- 17-0160 - An Ordinance concerning the Sale of Property - 2120 West Lafayette Avenue for the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all its interest in certain property known as 2120 West Lafayette Avenue (Block 0069, Lot 001) and no longer needed for public use; and providing for a special effective date.
- 17-0161 - An Ordinance concerning the Sale of Property - 2201 Mosher Street for the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all its interest in certain property known as 2201 Mosher Street (Block 2344, Lot 022) and no longer needed for public use; and providing for a special effective date.
- 17-0162 - An Ordinance concerning the Sale of Property - Block 6254D, Lot 021 for the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all its interest in a certain parcel of land known as Block 6254D, Lot 021 and no longer needed for public use; and providing for a special effective date.

**MINUTES**

**CITY COUNCIL BILLS:** - cont'd

**ALL REPORTS RECEIVED WERE FAVORABLE.**

UPON MOTION duly made and seconded, the Board approved Bill Nos. 17-0159, 17-0160, 17-0161, and 17-0162 and directed that the bills be returned to the City Council with the recommendation that they also be approved by that Honorable Body. The President **ABSTAINED.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- |  |         |         |
|--|---------|---------|
| 1. CAMINOVERDE II,<br>L.P. d/b/a SHUR-TITE<br>PRODUCTS   | \$ 0.00 | Renewal |
| Contract No. B50004421 - Pedestrian Crossing Signs - Department of Transportation - P.O. No. P534156 |         |         |

On January 13, 2016, the Board approved the initial award in the amount of \$33,530.00. The award contained one renewal option. This sole renewal in the amount of \$0.00 is for the period January 13, 2018 through January 12, 2019. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

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

- |  |              |         |
|--|--------------|---------|
| 2. THE BEST BATTERY COMPANY<br>INC.  | \$500,000.00 | Renewal |
| Contract No. B50003292 - Vehicle, Motorcycle, Generator and Lawn & Garden Batteries - Department of General Services - Fleet Management - P.O. No. P526329 |              |         |

On January 29, 2014, the Board approved the initial award in the amount of \$700,000.00. The award contained two renewal options. Subsequent actions have been approved and one renewal option has been exercised. This final renewal in the amount of \$500,000.00 is for the period February 28, 2018 through February 27, 2019. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On October 18, 2013, it was determined that no goals would be

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

set because of no opportunity to segment the contract. This contract is for the purchase of the following commodities: vehicle, motorcycle, generator, and lawn & garden batteries. No services are being provided under this contract.

**MWBOO GRANTED A WAIVER.**

- |  |                     |                |
|--|---------------------|----------------|
| 3. <u>VISIONATIONS, LLC</u>  | <u>\$ 33,000.00</u> | <u>Renewal</u> |
| Contract No. 08000 - CrimePad Software License - Baltimore City Police Department - P.O. No. P529848 |                     |                |

On January 8, 2015, the City Purchasing Agent approved the initial award in the amount of \$20,010.00. The award contained two renewal options. Subsequent actions have been approved. This final renewal in the amount of \$33,000.00 is for the period January 8, 2018 through January 7, 2019. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

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

- |   |                     |                |
|---|---------------------|----------------|
| 4. <u>INNOVYZE, INC.</u>  | <u>\$ 30,150.00</u> | <u>Renewal</u> |
| Contract No. 08000 - InfoWorks Software License Agreement - Department of Public Works, Bureau of Water and Wastewater - P.O. No. P539542 |                     |                |

On April 26, 2017, the Board approved the initial award in the amount of \$30,150.00. The award contained four 1-year renewal options. This first renewal in the amount of \$30,150.00 will provide the required continuation of modeling and mapping of the sewerage systems. The period of the renewal is January

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

15, 2018 through January 14, 2019, with three 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. The proprietary software and support is only available from the vendor, and are not available from subcontractors.

- |    |   |                |                |
|----|---|----------------|----------------|
| 5. | <u>KALOB INDUSTRIES, LLC</u>  | <u>\$ 0.00</u> | <u>Renewal</u> |
|    | Contract No. B50004471 - Construction Roll-up Signs - Department of Transportation - P.O. No. P534443 |                |                |

On February 3, 2016, the Board approved the initial award in the amount of \$43,204.00. The award contained two renewal options. On February 8, 2017, the Board approved the first renewal in the amount of \$0.00. This final renewal in the amount of \$0.00 is for the period February 3, 2018 through February 2, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

- |    |   |                     |                |
|----|---|---------------------|----------------|
| 6. | <u>eRESOURCEPLANNER, INC.</u>   | <u>\$ 86,000.00</u> | <u>Renewal</u> |
|    | Contract No. B50003752 - Police Human Capital Resource Management System - Baltimore Police Department - P.O. No. P529920 |                     |                |





## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- |   |                |         |
|---|----------------|---------|
| 8. MCAFEE ELECTION SERVICES,<br>INC.  | \$1,200,000.00 | Renewal |
| Contract No. 06000 - Election Services - Board of Elections -<br>P.O. No. P531956 |                |         |

On February 5, 2014, the Board approved the initial award in the amount of \$1,079,530.00. The award contained two renewal options. Subsequent actions have been approved. This final renewal in the amount of \$1,200,000.00 is for the period February 3, 2018 through February 2, 2020. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On December 13, 2013, and on January 24, 2018, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

- |   |                |         |
|---|----------------|---------|
| 9. METROPOLITAN PROTECTIVE<br>SERVICE, INC.   | \$1,000,000.00 | Renewal |
| Contract No. B50004352 - Armed Security Guards - Departments<br>of General Services, Health, Public Works, etc. - P.O. No.<br>P534694 |                |         |

On March 2, 2016, the Board approved the initial award in the amount of \$150,000.00. The award contained five 1-year renewal options. Subsequent actions have been approved. This renewal in the amount of \$1,000,000.00 is for the period March 2, 2018 through March 1, 2019, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

On October 26, 2015, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

10. <u>POWERDMS, INC.</u>	<u>\$ 42,592.00</u>	<u>Renewal</u>
<u>Contract No. 08000 - PowerDMS Software as a Solution (SaaS) Agreement - Baltimore City Police Department - P.O. No. P534840</u>		

On February 24, 2016, the Board approved the initial award in the amount of \$57,112.00. The award contained four 1-year renewal options. Subsequent actions have been approved. This second renewal will provide electronic accreditation file building and paperless assessments required by the Commission on Accreditation for Law Enforcement Agencies (CALEA). By adhering to the stringent requirements of CALEA, the Baltimore Police Department will be able to demonstrate to the Department of Justice that the agency is committed to mitigating any issues uncovered as part of the Civil Rights investigation. The period of the renewal is February 24, 2018 through February 23, 2019, with two 1-year renewal options remaining.

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement. This procurement is for licenses and related services for proprietary software that is only available from the vendor.

11. <u>KALYANI ENVIRONMENTAL SOLUTIONS, INC.</u>	<u>\$ 0.00</u>	<u>Ratification and Renewal</u>
<u>Contract No. B50002986 - Response Services for Oil Spill &amp; Hazardous Waste Cleanup - Department of General Services - P.O. No. P525512</u>		

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On November 13, 2013, the Board approved the initial award in the amount of \$243,100.00. The award contained two renewal options. On November 9, 2016, the Board approved the first renewal in the amount of \$0.00. Due to an administrative error, the renewal did not occur prior to the end of the previous renewal period. This second renewal will provide continuation of on-call service for hazardous spills removal. The ratification is for the period November 13, 2017 through February 20, 2018. The renewal is for the period February 21, 2018 through November 12, 2018. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On July 12, 2013, it was determined that no goals would be set because of no opportunity to segment the contract.

## 12. CENTER FOR EMERGENCY

MEDICINE OF WESTERN

PENNSYLVANIA, INC.

\$1,219,202.50

Increase

Contract No. 06000 - Non-Emergent Air Transportation Services  
- Baltimore City Health Department - P.O. No. P531118

On May 6, 2015, the Board approved the initial award in the amount of \$1,238,405.00. The award contained two renewal options. Subsequent actions have been approved. This increase in the amount of \$1,219,202.50 is necessary for payment of anticipated invoices for non-emergent air transportation services for critical care patients. The Baltimore City Department of Health Field Services Office reviews medical claims submitted by State approved, Medicare/Medicaid Aero-Transport providers. The City pays the medical claims and the State reimburses the City at 100% pass-through for performing

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

this service on their behalf through the State of Maryland Transportation Grants program. This increase in the amount of \$1,219,202.50 will make the award amount \$4,857,607.50. The contract expires on May 4, 2018. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On February 4, 2015, it was determined that no goals would be set because of no opportunity to segment the contract. The contract is a mechanism for reimbursement for services previously rendered.

**MWBOO GRANTED A WAIVER.**

## 13. LEXISNEXIS COPLOGIC

<u>SOLUTIONS, INC.</u>	<u>\$ 25,525.66</u>	<u>Sole Source</u>
Contract 08000 - CopLogic Online Reporting System - Baltimore Police Department - Req. No. R783841		

The vendor is the manufacturer's sole authorized source of these online reporting products which must be compatible with currently utilized software at the Baltimore Police Department. The period of the award is December 1, 2017 through November 30, 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 practicable 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>
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Bureau of Procurement

**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.

- |  |                     |                    |
|--|---------------------|--------------------|
| 14. <u>DAS SOLUTIONS, LLC</u>  | <u>\$ 27,926.82</u> | <u>Sole Source</u> |
| Contract No. 08000 - Adjustable Speed Drive and Motor Replacement - Department of Public Works, Wastewater Facilities - Req. No. R783826 |                     |                    |

A speed drive and motor on a sludge pump at the Patapsco Wastewater Treatment Plant need repairs, but replacement parts are unavailable. The vendor will provide and install a new replacement speed drive and motor. The vendor is the manufacturer's sole Maryland authorized distributor of this equipment, which is compatible with this sludge pump. The period of the award is February 28, 2018 through February 27, 2019.

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

**MBE/WBE PARTICIPATION:**

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

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

15. <u>THE FURST BROS., COMPANY</u>	<u>\$ 31,626.00</u>	<u>Low Bid</u>
Solicitation No. B50005329 - Picture Framing Supplies - Baltimore City Police Department - Req. No. R779128		

Vendors were solicited by posting on CitiBuy. On January 31, 2018, the sole bid received was opened and is considered fair and reasonable. Award is recommended to the sole bidder. The period of the award is February 19, 2018 through February 18, 2019, with one 1-year renewal option.

**MBE/WBE PARTICIPATION:**

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

16. <u>KLEIN'S SHOPRITE OF</u>		
<u>MARYLAND</u>	<u>\$ 27,718.11</u>	<u>Low Bid</u>
Solicitation No. B50005243 - Vaccines for the Early Intervention Initiative Program - Health Department - Req. No. R778629		

Vendors were solicited by posting on CitiBuy B50005243. On January 16, 2018, the five bids received were opened. The award is recommended to the lowest bidder. This is a one-time procurement.

**MBE/WBE PARTICIPATION:**

Not applicable. The requested amount 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>
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Bureau of Procurement

respiratory protection from toxic gases and is a life saver for rescuers and firefighters that operate in thick smoke. The contract expires on February 28, 2018. The extension is for the period March 1, 2018 through June 30, 2018. This above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On October 27, 2011, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

21. LANGUAGE LINE SERVICES, INC.	\$ 0.00	Extension
State of Maryland Contract No. 050B340002 - Statewide Language Interpretation Services (Telephonic) - Departments of Health, Public Works, Fire, etc. - P.O. No. P521528		

On September 27, 2012, the City Purchasing Agent approved the initial award in the amount of \$20,000.00. The award contained four renewal options. Subsequent actions have been approved and four renewal options have been exercised. The award was competitively bid by the Maryland State Department of Budget and Management. This City is currently utilizing the Maryland State contract for Statewide Language Interpretation Services (Telephonic). The State has extended its contract through May 31, 2018. An extension is necessary to continue translation services for various City agencies until a new contract is awarded by the State. The extension is for period February 28, 2018 through May 31, 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>
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Bureau of Procurement

**MBE/WBE PARTICIPATION:**

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

22. ASSOCIATED BUILDING	\$ 150,000.00	Ratification and
MAINTENANCE COMPANY, INC.	250,000.00	and Extension
	<b>\$ 400,000.00</b>	

Contract No. 06000 - Janitorial Services for Area A - Department of General Services - P.O. No. P538225

On January 25, 2017, the Board approved the initial award in the amount of \$734,100.00. A ratification is necessary to pay invoices for services rendered before and after the expiration of the contract. An extension is necessary to continue janitorial services while the new solicitation B50005241 is out for bid with a due date of March 14, 2018. Additionally, a transition phase of no less than one month is required in the event that the new contract is awarded to a different vendor than is currently working in the buildings. The ratification is for the period January 1, 2018 through February 28, 2018. The extension is for the period March 1, 2018 through June 30, 2018. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On May 6, 2016, MWBOO set goals of 20% MBE and 10% WBE. On December 12, 2017, Associated Building Maintenance Company, Inc. was found in non-compliance. The vendor has submitted to MWBOO and MWBOO has agreed that the plan will allow the vendor to come into compliance.









## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

UPON MOTION duly made and seconded, the Board approved the Informal Awards, Renewals, Increases to Contracts, and Extensions.

**MINUTES**

Baltimore Police Department - Grant Adjustment Notice

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Grant Adjustment Notice (GAN) with the Governor's Office of Crime Control and Prevention. The GAN extends the period of the Grant through September 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00

**BACKGROUND/EXPLANATION:**

On June 14, 2017, the Board approved a grant for the "Improving Criminal Justice Responses" grant, in the amount of \$140,354.00 for the period of October 1, 2016, through March 31, 2018.

The Baltimore Police Department's Improving Criminal Justice Responses program provides coordinated and improved responses to victims of domestic violence and teen victims of sexual assault. The program includes the planning, development and establishment of a comprehensive victim service center to support these two unique victim populations in Baltimore City.

This no-cost extension extends the award through September 30, 2018. The GAN will allow funds to provide operating and travel expenses.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Adjustment Notice with the Governor's Office of Crime Control and Prevention.



**MINUTES**

Office of the City Council - Governmental/Charitable  
Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a Governmental/Charitable Application for submission to the Board of Ethics of Baltimore City to allow Mr. Zeke Cohen and staff to solicit donations for Our Victorious City, a non-profit organization, to provide scholarships to benefit victims of violence. The period of the campaign, pending board approval, will be effective upon Board approval through February 28, 2019.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

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

Our Victorious City, founded by Ms. Victory Swift, in memory of her late son Mr. Victorious Swift, seeks to end violence in Baltimore City. To do this, the organization offers scholarships for students who are victims of violence. The organization has also partnered with Ms. Tina Giles Forrester, the widow of Mr. James Forrester, to create a scholarship in his honor for young

## MINUTES

Office of the City Council - cont'd

people interested in music. Mr. Cohen seeks to solicit donations on behalf of Our Victorious City to better support young people impacted by violence throughout Baltimore.

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

UPON MOTION duly made and seconded, the Board **DEFERRED** this Governmental/Charitable Application for 1 week.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Finance/Bureau of Budget and Management Research</u>			
1. Caroline Sturgis	Government Finance Offices Association 2018 Annual Conference St. Louis, MO May 6 - 9, 2018 (Reg. Fee \$380.00)	General Funds	\$1,627.20

The subsistence rate for this location is \$184.00 per night. The cost of the hotel is \$209.00 per night plus taxes of \$37.08 per night. The Department is requesting additional subsistence of \$25.00 per day to cover the cost of the hotel and \$40.00 per day for meals and incidentals.

The registration costs of \$380.00, the transportation costs of \$328.97 and the hotel costs of \$738.23 were prepaid using a City-issued procurement card assigned to Mr. Robert Cename. Therefore, the disbursement to Ms. Sturgis is \$180.00.

2. Matthew Rappaport	Government Finance Officers Associa- tion 2018 Annual Conference St. Louis, MO May 6 -9, 2018 (Reg. Fee \$0.00)	General Funds	\$1,380.23
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The subsistence rate for this location is \$184.00 per night. The cost of the hotel is \$209.00 per night, plus hotel taxes in the amount of \$37.077 per night.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Bureau of Budget and Management Research - cont'd</u>			

The Department is requesting additional subsistence of \$25.00 per day to cover the cost of the hotel and \$40.00 per day for meals and incidentals. The airfare in the amount of \$462.00 and the hotel costs in the total amount of \$738.23 will be prepaid on a City-issued procurement card issued to Mr. Robert Cennane. Therefore, Mr. Rappaport will be disbursed \$180.00.

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

## MINUTES

Department of Audits - Audit Reports and Related Audit Digests

The Board is requested to **NOTE** receipt of the following Audit Reports and related Audit Digests.

1. Department of General Services Biennial Financial Audit Fiscal Years ended June 30, 2016 and 2015.

President: "The first item on the non-routine agenda can be found on Page 120 item 1, Department of Audits, Audits Reports and Related Audit Digests, Department of General Services Biennial Financial Audit for Fiscal Year 2015 and 2016. Will the parties please come forward? Are there two separate ones?"

Comptroller: "That's going to be a summary when she summarizes it."

President: "Here go General Services -- General Services right here."

Deputy City Auditor: "Oh, General Services is first?"

Comptroller: "I need General Services."

Deputy City Auditor: "General Services is page ah -- six. General Services begin on page six -- five, six."

Comptroller: "Is this the page?"

Deputy City Auditor: "Page six."

Comptroller: "Excuse me. You gave us --"

## MINUTES

Department of General Services Biennial Financial Audit - cont'd

President: "But, it's underneath it."

Deputy City Auditor: "Page six."

Comptroller: "Okay. Okay. Oh, okay. It's two. Okay. Alright, I have it."

President: "Okay."

Deputy City Auditor: "Good morning Honorable Board members. Audrey Askew, Deputy City Auditor. If you turn to page 6 in your diagram -- your presentation. The first part is a summary of the um -- financials for the -- Department of General Services. I will not go over them, but just to let -- give you a note, if you see a positive variance for revenues, that's -- that's what you would like to have, so that a positive thing. And if you have a negative expenditure, that's what you would like to see for the expenditure just to give you -- just an overview of which you would want to see. So, positive variance on revenue and a negative variance is what you would want to see on the expenditures. If you turn to the next page, page seven, current year Findings, the first Finding is a Finding on a Vehicle Maintenance and Inventory Controls. The Finding relates to: review of per our review of the

## MINUTES

Department of General Services Biennial Financial Audit - cont'd  
past maintenance compliance report, we disclosed 452 vehicles, we're talking about cars and trucks and equipment Bob Cat, tractors etc., were one to 15 years late in receiving scheduled maintenance and 772 were 90 to one year late. We recommended that DGS escalate aged past maintenance activity and biennial inventory issues (inaudible) example to Finance. Finding two, Controls over Vehicle Parts. The Finding is Fleet -- during our fleet expenditure testing we noticed supervisors and lead workers have the authority to initiate a repair order, assign work to themselves, authorize the acquisition of parts and subsequently close the order. This can result in fictitious repair orders. Our recommendation is for the FASTER system to be upgraded, revised to require technicians to accept the repair order within the system to permit continuation of the order. Technicians should initiate all requests for parts. Finding three, Controls over the System Access. During our review of logical access controls over the FASTER system, we noted that the System's Analyst has the authority to provide user access and perform day to day activities. Although the system does produce a report that details the updates, the system has not reviewed,

## MINUTES

Department of General Services Biennial Financial Audit - cont'd  
which could result in access being lost or stolen. Our recommendation to the System Analyst that she should be removed from processing transactions or manage a review Um -- of a sample of updates prepared by the System Analyst. And then finally, our Finding Four: Controls over Payroll Records. During our audit we noted numerous issues or concerns related to the controls over the payroll process as you see detailed here. Um -- and we recommend that training for recording and reporting time um -- accuracy for accuracy and completeness."

Steve Sharkey, Director of General Services: "Thank you we've ah -- accepted the findings and worked with Audits to come up with good new processes to improve what we do."

President: "Okay. Um -- Madam Comptroller."

Comptroller: "Yeah on Finding number one, why were the vehicles um -- so late in receiving maintenance, it is ah --."

Director of General Services: "So not all the vehicles necessarily needed maintenance but we did do an Audit two years ago, and all the agencies have said we have these vehicles in hand. Ah -- now we're going to require during our next audit would you do an audit



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Department of General Services Biennial Financial Audit - cont'd  
of the vehicles every two years that they show us the vehicle and bring it in for maintenance. So instead of just saying do you have the vehicle or not now we are going to say show us the vehicle and bring it in to Biddle Street or else we don't believe you, um -- so that's pretty much it. Usually, these aren't vehicles. Usually these are like trailers or small pieces that for the most of the older ones."

Comptroller: "So instead of waiting two years, can you report back to the Board in 90 days that you've taken a physical inventory of these vehicles?"

Director of General Services: "Ah, the -- it will take longer than 90 days. I can come back in six months."

Comptroller: "Okay, six months."

Director of General Services: "Yeah."

President: "Okay. Please **NOTE** that in six months ah -- DGS will come back with um -- a report on the Findings that ah -- the Comptroller had raised. Thank you."

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Department of Audits

2. Department of Housing and Community Development Biennial Financial Audit Fiscal Years Ended June 30, 2016 and 2015.

Deputy City Auditor: "Department of Housing and Community Development."

President: "Julie. Julie."

Ms. Julie Day, Acting Chief of Staff: "Good morning."

Deputy City Auditor: "Okay."

President: "Excuse me for one minute."

Deputy City Auditor: "Page two again. Again this is --"

President: "Let's -- let's go back. Um -- the second item on the non-routine agenda is the Department of Housing and Community Development um -- audit. Now."

Deputy City Auditor: "Okay. Page two. Again a summary of the reports that we reviewed and we Uh-- opined on. Again, a positive variance on the total revenues is what you would like to see and a negative variance on the expenditures, again is what you would like to see. Page three, the current year Findings: Finding one, Inventory Controls, 424 inventory additions and 413 inventory reduction sales were not recorded. DHCD does not obtain recor --"

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DHCD Biennial Financial Audit - cont'd

reports from DPW related to inventory transactions on behalf of the State Department of Assessments and Taxation. Four items were not provided for testing. We recommend that DHCD obtain detail inventory adjustments from DPW, and retain supporting documentation. Finding two: Property Sales Control. Controls were not in place to ensure checks from sale of City property and settlement are subsequent deposited. Too many staff handling checks prior to the deposit, many times up to four persons. Recommendation: process to ensure all checks from sale of City property are subsequently deposited. Checks be submitted by one employee for deposit preparation and submission. Finding three: Controls over Property. Staff entering purchase of property transactions are also permitted to acquire checks from Accounts Payable. Recommendation: segregation of duties for generating checks and subsequent accounts payable pickup. And then the final Finding, Finding four - Controls over Payroll Records. Again, numerous items ah -- related to the controls over the payroll process, payroll um -- um -- timesheets as well. Recommendation:

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DHCD Biennial Financial Audit - cont'd

training for recording and reporting time for accuracy and completeness."

Ms. Julie Day: "Good morning. Um - I'm Julie Day, Acting Chief of Staff here on behalf of HCD. I would respond to the each of the items in turn I could. With regard to number one, the Inventory Controls. The -- this is like a static shot of what our inventory is and the report from DPW and HCD does not always coincide. The -- every time we sell or purchase a property, notification is giving to DPD -- I'm sorry we told them too, but DPW is what I meant. So, we -- we report out all of our inventory monthly to CitiStat. We have to work with DPW to make sure that the real property locator files are -- are coincide with ours. We don't have access to those files."

Mayor: "So, I think the question is, the 424 inventory additions and 413 reduction sales were not recorded. Where were they recorded, cause apparently when the Auditor looked there was no -  
-"

Ms. Day: "They as I understand the process of the audit, we report to the Comptroller's Office actually an annual report of what our

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DHCD Biennial Financial Audit - cont'd

inventory is and that there's fluctuations during the year that don't match up with what that final report is."

Mayor: "So, at what point I guess the question sums up at what point do they match up. I'm sorry at what point do they match up?"

Ms. Day: "They should match up every day. I mean what we have it's a matter of the records not I mean we know what we have in our inventory, and what we report DPW reports to the State. So all those records --"

Walter Horton, Department of Real Estate: "Ah -- on transactions, whenever they make a transaction, they C-C the Department of Real Estate. They C-C the Law Department when those transactions occurred. Generally on a monthly basis they send in those type of information on transactional sales."

Ms. Day: "So we're being audited on a record that we don't have control over. We provide all that information."

Mayor: "Alright."

President: "Okay."

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DHCD Biennial Financial Audit - cont'd

Ms. Day: "With regard to the records that were not found, I would note that there were -- these were transactions from 1977 and 1979. So, they -- the deeds are accurate. The deeds are still in our invent -- the properties are still in our inventory. We don't have the settlement document from 40 years ago. Um -- number two, I think there is actually just a misunderstanding of our process. When -- when the auditor finds that we have too many people touching a process, it -- really what we've done is cross train our staff, so that if someone absent or on vacation, we don't have a lag in our performance. But when on any given day, it's one person doing that function. Um -- the same with the um -- number three. Number four with regard to the um -- payroll. I th -- again I think that um -- this is a process that needs to be reviewed Citywide. We went to Etime. We went paperless, and now we're being held accountable for not having the paper. There wasn't a standardized process or policy implemented. When we went paperless, we do everything electronically. We shouldn't have to keep the paper. But we do need from either DHR or payroll or --"

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DHCD Biennial Financial Audit - cont'd

Mayor: "A policy."

Ms. Day: "A policy so that every agency can be held to the same standard of practice."

Mayor: "Okay."

President: "Okay."

Ms. Day: "Alright."

President: "Please note that both audits have been **NOTED.**"

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**MINUTES****PROPOSAL AND SPECIFICATIONS**

1. Department of General Services - GS 14818, Roof Replacement  
Engine Co. 46  
**BIDS TO BE RECV'D: 04/04/2018**  
**BIDS TO BE OPENED: 04/04/2018**

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



**MINUTES**

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

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**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 agencies had issued Addenda extending the dates for receipt and opening of bids on the following contracts. There were no objections.

- |   |  |
|---|--|
| <u>Department of Public Works/<br/>Office of Engineering and<br/>Construction</u> | - SC 948, Brooklyn Wastewater<br>Pumping Station Rehabilitation<br><b>BIDS TO BE RECV'D: 03/14/2018</b><br><b><u>BIDS TO BE OPENED: 03/14/2018</u></b> |
| <u>Bureau of Procurement</u>  | - B50005293, Tandem Axle Tractors<br><b>BIDS TO BE RECV'D: 03/14/2018</b><br><b><u>BIDS TO BE OPENED: 03/14/2018</u></b>                               |
| <u>Bureau of Procurement</u>  | - B50005301, Liquid Oxygen<br><b>BIDS TO BE RECV'D: 02/28/2018</b><br><b><u>BIDS TO BE OPENED: 02/28/2018</u></b>                                      |
| <u>Bureau of Procurement</u>  | - B50005103, Mechanical Bar<br>Screen Installation Project<br><b>BIDS TO BE RECV'D: 03/14/2018</b><br><b><u>BIDS TO BE OPENED: 03/14/2018</u></b>      |

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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 03319, Replacement of Bridge  
No. BC 3212 Harford Road over  
Herring Run

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Kiewit Infrastructure South Co.  
Cianbro Corporation  
Concrete General, Inc.  
Allan A. Myers MD, Inc.  
Technopref Industries, Inc.  
Wagman Heavy Civil, Inc.

Department of Transportation - TR 13310, Geometric Safety  
Improvements Phase II

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Machado Construction Co., Inc.  
P. Flanigan & Sons, Inc.  
Monumental Paving & Excavating, Inc.  
Manuel Luis Construction Co. Inc.  
Ecm Corporation  
Civil Construction, LLC

Department of Transportation - TR 16303, Resurfacing Franklin  
Street from Martin Luther King,  
Jr. Boulevard to Edmondson  
Avenue

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P. Flanigan & Sons, Inc.  
Manuel Luis Construction Co. Inc.

**MINUTES**

Department of Recreation and Parks - RP 14810R, Clifton Tennis Courts & Parking Improvements

The American Asphalt Paving Co, LLC  
 P. Flanigan & Sons, Inc.  
 Monumental Paving & Excavating, Inc.  
 Allied Contractors, Inc.  
 DSM Properties, LLC

Department of Public Works - WC 1370, AMI/R Urgent Need Metering Infrastructure Repair & Replacement, Various Locations (3" & Larger Water Service)

Spiniello Companies  
 J. Fletcher Creamer & Sons, Inc.  
 Metra Industries  
 Midas Utility, LLC  
 R.E. Harrington Plumbing & Heating Co., Inc.

Department of General Services - GS 16816, Mitchell Courthouse Elevator Upgrade

Nichols Contracting, Inc.  
 W.M. Schlosser Company, Inc.

Bureau of Procurement - B50005237, Parts and Repair Services for Muncie Pumps, Power Take Offs and Valves

Baltimore Hydraulics, Inc.  
 Waste Equipment Sales & Service, LLC  
 TRI BMS d/b/a/ R & M Equipment Co.  
 Intercon Truck of Baltimore, Inc.

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Bureau of Procurement- B50005291, 10-Ton Tag-A-Long Trailers

Valley Supply & Equipment Co., Inc.  
 Kraftsman, Inc.  
 Security Equipment Company  
 C&C Manufacturing, Inc.\*  
 Stephan L. Green Trailers

\*UPON FURTHER MOTION, the Board found the bid of C&C Manufacturing, Inc. **NON-RESPONSIVE** because of the company's failure to proffer the bid guarantee in the form mandated by the solicitation instructions.

Bureau of Procurement- B50005292, Rubber Tire Wheel Loader with Backhoe

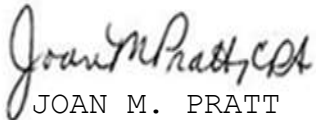
Valley Supply & Equipment Co., Inc.  
 Jesco, Inc.

Bureau of Procurement- B50005301, Liquid Oxygen

Praxair, Inc.

\* \* \* \* \*

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, March 7, 2018.



JOAN M. PRATT  
 Secretary