

MINUTES**REGULAR MEETING**

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

President: "Good morning. The April 26, 2017 meeting of the Board of Estimates is now called to order. In the interest of pro -- promoting the order and efficiencies of these hearings, persons who are disruptive to the hearing will be asked to leave the hearing room immediately. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing. I will direct the Board members attention to the memorandum from my office dated April 24, 2017, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda."

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

Comptroller: "Second."

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

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MINUTES**BOARDS AND 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:

Alason Electrical Contractors, Inc.	\$ 8,000,000.00
Bob Andrews Construction, Inc.	\$ 1,500,000.00
Carroll Tree Service, Inc.	\$ 1,500,000.00
Clyde McHenry, Inc.	\$ 8,000,000.00
Cole Roofing Company, Inc.	\$ 8,000,000.00
Lee Fence and Outdoor, LLC	\$ 4,131,000.00
MWH Constructors, Inc.	\$259,083,000.00
Oak Grove Restoration Company	\$ 3,888,000.00
Simpson of Maryland, Inc.	\$ 8,000,000.00
Spiniello Companies	\$211,302,000.00
Strait Steel, Inc.	\$ 8,000,000.00
Superior Construction Company, Inc.	\$ 1,500,000.00

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:

Brenton Landscape Architecture LLC	Architect
Gannett Fleming, Inc.	Engineer
Hord Coplan Macht, Inc.	Landscape Architect Architect
MIN Engineering, Inc.	Engineer

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

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Department of Real Estate - Amendment to Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Amendment to Lease Agreement with Sylvie VanHelden, Lessee, for the relocation from Studio #106 to Studio #205, located at the School 33 Art Center, 1427 Light Street.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$4,800.00	\$400.00

BACKGROUND/EXPLANATION:

On March 2, 2016, the Board approved the Lease Agreement for the period March 1, 2016 through February 28, 2019 for a three-year period with the option to renew automatically for two 1-year renewal options. The Lessee relocated from Studio #106 to Studio #205 effective January 15, 2017.

All other rentals, provisions, conditions, and terms of the original lease agreement dated March 2, 2016 will remain in full force and effect.

The Space Utilization Committee approved this Amendment to Lease Agreement on February 28, 2017.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to Lease Agreement with Sylvie VanHelden, Lessee, for the relocation from Studio #106 to Studio #205, located at the School 33 Art Center, 1427 Light Street.

MINUTES

Department of Real Estate - Lease Agreement Renewal

ACTION REQUESTED OF B/E:

The Board is requested to approve the renewal of the Lease Agreement with the Parking Authority of Baltimore City, Tenant for the rental of space in 200 W. Lombard Street. The period of the renewal is May 11, 2017 through May 10, 2017.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$98,436.00	\$8,203.00

Account: 2076-000000-2321-253300-603013

BACKGROUND/EXPLANATION:

On May 11, 2016, the Board approved a one-year Lease Agreement commencing May 11, 2016 and terminating May 10, 2017, with five, one-year renewal options.

The Parking Authority of Baltimore City would like to exercise the first renewal option for the period May 11, 2017 through May 10, 2018. All other rental terms, conditions, and provisions will remain in full force and effect.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the renewal of the Lease Agreement with the Parking Authority of Baltimore City, Tenant for the rental of space in 200 W. Lombard Street.

MINUTES

Department of Audits - Audit Report and Related Audit Digest

The Board is requested to **NOTE** receipt of the following Audit Report and Related Audit Digest:

1. Enoch Pratt Free Library, A Component Unit of Baltimore, Maryland Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2016.

President: "The first item on the non-routine agenda can be found on page 5, Department of Audits, Audit Report and Related Audit Digest. Will the parties please come forward?"

City Auditor: "Good Morning Mr. President, members of the Board. I'm Bob McCarty, City Auditor. Uh -- the Department of Audits has completed its Annual Audit of the Financial Statements of the Enoch Pratt Free Library for the year ending June 30, 2016. We have issued an unmodified opinion which states that the Library's financial statements present fairly, in all material respects, the financial position of the Library. It is a clean opinion. In addition to this comprehensive report --"

President: "Excuse me for a minute. Michael, can I see you for a minute? You can continue."

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City Auditor: In addition to this comprehensive Audit Report, we have included a separate report which addresses the Library's compliance with the internal control over financial reporting related to the financial statements and certain laws and regulations. The Library had three significant deficiencies in internal control over financial reporting. The first finding is considered to be a material weakness. The Library's business office did not prepare its Annual Financial Report for submission to the Maryland State Department of Education in time to meet the December 31st deadline. The Library's accounting software system was not fully utilized in the preparation of its financial statements. Compiling the year-end financial statements is -- is complex and the Library must rely on manual adjustments to properly record transactions, accruals, corrections, and other transactions. We recommend that the Library continue to refine the process to repair the financial statements, all significant adjustments, and all necessary reconciliations. The Library should continue to evaluate its accounting software to determine whether it is capable of preparing complete and accurate financial statements. We also

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recommend that the Library document its financial statement preparation process. The Library stated in its response that it agrees with the finding and that with a new CFO, they have already begun to automate the preparation of the financial statements and to explore improved ways to utilize staff and system resources in a more efficient and effective manner. Additionally, they'll -- be looking -- they'll be looking for better ways to utilize the software, but there are many issues involved in their -- in their merging of City and Library records. Uh -- the next two um -- findings are considered to be significant deficiencies. Uh -- the first is that during Fiscal Year '16, the Library did not submit its fines and fees to the City on a monthly basis. Uh -- the Library's required to remit revenues earned for fines and fees which includes room rentals, photocopying, overdue books, coffee sales, etc. to the City monthly. Uh -- the July through December 2015 fines and fees in the amount of \$140,387.00 was not submitted to the City until February of '16. The February and March '16 fines and fees in the amount \$63,257.00 were not submitted until January of '17. In addition, uh -- May and June '16 fines and fees in the amount of \$40,580.00 were submitted on June 30, 2016. But, it was \$3,778.00 less than collected. We recommend that the Library

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reconcile the fines and fees account monthly and remit fines and fees due to the City on a monthly basis. The Library stated that it agrees with this finding, but that the finding is a result of a decision to temporarily hold deposits of City fines and fees while awaiting potential offsets. The Library stated that the fines and fees have since been remitted to the City. Of the second significant deficiencies is that the Library Book Fund was not properly reconciled to the authorized balance of \$300,000.00. The Library was unable to provide support for \$5,342.00 of the \$22,793.00 of the amount due as of June 30, 2016. We recommend that the -- the Library prepare monthly reconciliations and investigate and support all reconciling adjustments to reconcile to the \$300,000.00 fund balance. We also recommend that the -- if the Library cannot resolve the \$5,342.00 th -- the \$5,342.00 difference, that the Library reimburse the Book Fund for this amount. The Library stated that it agrees with the finding and as part of its monthly procedures, the Library does prepare monthly reconciliations to the bank records to ensure that there is a control in cash. Procedures will now be put in place to reconcile the monthly Book Fund balance of \$300,000.00 and the \$5,432.00

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has been remitted back to the Book Fund. Uh -- based on our audit, the results of our test disclosed no inst -- no instances of non-compliance with laws and regulations for Fiscal Year '16.

President: "Thank you. Um -- I remember, um -- I think it was last year, where um - you all came with similar um -- things that you have here. And, um -- I recall that you guys was given um -- an extra FTE on two um -- so why are we back here with the same stuff?"

Mr. Gordon Krabbe: "I thank you for the uh -- question President Young. Uh -- we have subsequently hired two uh -- employees. Uh - - so we've hired a contractual employee and Mr. Stan Estremsky, he's the new Chief Financial Officer uh -- who came in during that -- after the last report. Uh -- we feel fairly confident that we will be able to address these uh -- matters in - in a very timely manner and uh -- we appreciate uh -- the audit of the uh -- the Department of Audits and uh -- believe that it's -- it's really helpful and it helps the public gain confidence that we're managing our resources effectively."

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President: "So, we won't see this again?"

Mr. Krabbe: "We're hopeful. No."

President: "Thank you. Uh, Madam Comptroller."

Comptroller: "Um -- finding ah -- 2000 ah -- 11-1 has been repeated for 6 years as a -- now as a material weakness and in the Library's response um -- you said that you would automate the preparation of financial statements. You said you've hired someone. When will this be complete?"

President: "Oh, excuse me. Um -- um, I'm very sorry. Um -- you have to state your name."

Mr. Krabbe: "Uh -- that I'm sorry. I was Gordon Krabbe, Acting CEO and this is Stan is going to respond."

Mr. Stan Estremsky: "I'm Stan Estremsky. I'm the Chief Financial Officer at the Library now."

Comptroller: "So, when will it be completed?"

Mr. Estremsky: "Oh -- um, we've, we've already uh -- uh -- uh -- I'm sorry. We've, we've already begun the process, in fact, of automating the financial statements."

Comptroller: "Right."

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Mr. Estremsky: "Um -- it, its, -- it's taking us -- it's going to take us some time. We're going to have something in much better place when the audit takes, takes part in July. The ultimate goal is in fact to have this fully automated through the accounting software. So, it's, it's no longer an automation between systems. But, I, I think we've already started to take some proactive steps. And, I'm, I'm encouraged that we're going be in better shape when um -- Mr. McCarty's group comes back out even this year."

Comptroller: "So, the, the Library's audit has not been out on time since Fiscal 2010. So, will it be completed by its deadline December 2017?"

Mr. Estremsky: "The - yea -- yea that's -- that's our goal every year at the Library. That's my sole goal as the new Chief the semi-new Chief Financial Officer for that to be the case and I look forward to working with uh -- Mr. McCarty and his great staff to -- to make that happen next year."

Comptroller: "Can you report back to the Board maybe in July or August where you are with the completion of implementation of automating?"

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Mr. Estremsky: "I'd -- I'd be glad to."

Comptroller: "Okay. So, that we can be sure that you don't miss another deadline."

Mr. Estremsky: "I'd -- I'll be glad to. Thank you."

City Auditor: "Madam, Madam Comptroller is that 90 days you want or ah - how -- how?"

Comptroller: "Ninety days because you said you are in the process."

Mr. Estremsky: "Yes. Thank you."

President: "Anymore questions? Okay. Um -- the Audit has been

NOTED.

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MINUTES

Department of Audits - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the expenditure of funds for the registration of staff members to attend two, one-day seminars, sponsored by the Maryland Association of Certified Public Accountants (MACPA) on April 28, 2017.

AMOUNT OF MONEY AND SOURCE:

\$7,300.00 - 1001-000000-1310-157800-603020 - MACPA

BACKGROUND/EXPLANATION:

Government Audit Standards require that each auditor obtain 80 hours of continuing professional education (CPE) every two years. The foregoing program is part of the Department's scheduled training for calendar year 2017 and will provide training for 35 auditors for the MACPA training. Each auditor will earn 8 CPE credits. The average cost per staff training hour will be about \$26.10, which is well below the industry average in relation to other training of this nature.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized the expenditure of funds for the registration of staff members to attend two, one-day seminars, sponsored by the Maryland Association of Certified Public Accountants on April 28, 2017.

MINUTES

Department of Communication Services - 2017 Amendment to Contract and Payment by Expenditure Authorization

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a 2017 Amendment to Contract with Millennium Technologies, LLC. The amendment extends the agreement through December 30, 2017.

The Board is also requested to authorize payment by Expenditure Authorization.

AMOUNT OF MONEY AND SOURCE:

\$33,992.00 - monthly maintenance services

\$ 7,000.00 - monthly estimated equipment services
charged to various agencies accounts

Account No. 2039-000000-1330-158400-603084

BACKGROUND/EXPLANATION:

On March 30, 2016, the Board awarded the contract for the Telecommunications Improvement and Procurement Project (TIPP) to Arrow Systems Integration (Arrow SI) to replace the current Centrex Telephone system with Voice over Internet Protocol (VoIP) over a period of three years. As a result of the VoIP award, the City will maintain two parallel systems during implementation.

On July 20, 2016, the Board extended the maintenance contract with Millennium Technologies, LLC. for the final year.

The maintenance contract has been advertised with bids due on May 3, 2017. Because of the amount of time needed to evaluate bids and

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Department of Communication Services - cont'd

issue an award to a new vendor, the Department is requesting an extension to avoid disruption to City telephone services. The City's current voice infrastructure is in poor condition and continued maintenance of service is necessary because of the age of the City's system.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the 2017 Amendment to Contract with Millennium Technologies, LLC. The Board also authorized payment by Expenditure Authorization.

MINUTES

Department of Recreation & Parks - Supplemental Agreement
for Project No. 1167

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Supplemental Agreement for Project No. 1167, On-Call Engineering Design Services with Greenman-Pedersen, Inc. The period of the Supplemental Agreement is effective upon Board approval for two years, with an option for a one-year extension, or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

N/A - Funds will be identified as tasks are processed.

BACKGROUND/EXPLANATION:

On October 5, 2011, the Board approved the original three-year On-Call Engineering Design Services Agreement with Greenman-Pedersen, Inc. for Project No. 1167, in the amount of \$750,000.00.

On September 24, 2014, the Board approved Amendment No. 1 to the On-Call Agreement for an additional one-year period and increased the upset limit by \$250,000.00, making the total upset limit amount \$1,000,000.00 (collectively, the original agreement), to allow the consultant time to complete several on-going capital projects.

Tasks totaling \$654,352.10 have been approved to date. The current dollar amount available under the upset limit is \$345,647.90. Due to an administrative error, the original On-Call Agreement expired before tasks were completely processed. This Supplemental Agreement will allow Greenman-Pedersen, Inc. to continue to provide services for on-going tasks, as needed, by the Department.

MINUTES

Department of Recreation & Parks - cont'd

MBE/WBE PARTICIPATION:

The Consultant will continue to comply with the MBE goal of 27% and the WBE goal of 10% that were approved in the original agreement for Project No. 1167.

AUDITS NOTED THIS ON-CALL AGREEMENT AND WILL REVIEW TASK ASSIGNMENTS.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Supplemental Agreement for Project No. 1167, On-Call Engineering Design Services with Greenman-Pedersen, Inc.

MINUTES

Department of General Services - Amendment to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Amendment to the On-Call agreement with Sabra, Wang & Associates, Inc. The Amendment to Agreement will extend the agreement through May 5, 2019.

AMOUNT OF MONEY AND SOURCE:

N/A, funds will be identified as tasks are processed.

BACKGROUND/EXPLANATION:

On May 6, 2015, the Board approved the Original Agreement for a 2-year period with an upset dollar amount of \$1,000,000.00. The current agreement will expire on May 5, 2017.

This amendment will allow Sabra, Wang & Associates, Inc. to continue and complete ongoing services contracted within the original Agreement and any additional tasks which may be identified.

MBE/WBE PARTICIPATION:

The Consultant will continue to comply with the MBE goal of 27% and the WBE goal of 10% that were approved in the original Agreement for Project 1219.

AUDITS NOTED THE NO-COST TIME EXTENSION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to the On-Call agreement with Sabra, Wang & Associates, Inc.

MINUTESMayor's Office of Human Services - Agreements and Ratification
of an Amendment to Agreement

The Board is requested to approve and authorize execution of the various agreements and ratify an Amendment to Agreement.

AGREEMENTS

1. **DAYSPRING PROGRAMS, INC.** **\$78,000.00**

Account: 5000-586817-1772-769600-603051

Dayspring Programs, Inc. (Dayspring) will provide services to 78 children five days per week for two months from 8:30 a.m. - 3:30 p.m. Education staff will continue to work towards goals that prepare children for school readiness during the period of the agreement.

Dayspring will provide classroom supplies, including science and math kits to enhance school readiness and field trips to enhance classroom experiences. The period of the agreement is June 20, 2017 through August 12, 2017.

MWBOO GRANTED A WAIVER.

2. **DAYSPRING PROGRAMS, INC.** **\$41,888.00**

Account: 5000-586817-1772-769602-603051

Dayspring Programs, Inc. (Dayspring) will provide services to 43 children five days per week for two months from 8:30 a.m. - 3:30 p.m. Education staff will continue to work towards goals that prepare children for school readiness during the period of the agreement.

Dayspring will provide classroom supplies, including science and math kits to enhance school readiness and field trips to enhance classroom experiences. The period of the agreement is March 1, 2017 through March 1, 2018.

The agreement is late due to administrative delays.

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Mayor's Office of Human Services - cont'd

3. **UNION BAPTIST CHURCH SCHOOL, INC.** **\$54,000.00**

Account: 5000-586817-1772-769603-603051

Union Baptist Church School, Inc. will provide services to 54 children five days per week for two months from 8:30 a.m. - 3:30 p.m. Education staff will continue to work towards goals that prepare children for school readiness during the period of the agreement.

Union Baptist Church School, Inc. will provide classroom supplies, including science and math kits to enhance school readiness and provide field trips to enhance classroom experiences. The period of the agreement is June 20, 2017 through August 12, 2017.

MWBOO GRANTED A WAIVER.

4. **UNION BAPTIST CHURCH SCHOOL, INC.** **\$49,611.00**

Account: 5000-586817-1772-769603-603051

Union Baptist Church School, Inc. will provide services to 47 children five days per week for two months from 8:30 a.m. - 3:30 p.m. Education staff will continue to work towards goals that prepare children for school readiness during the period of the agreement.

Union Baptist Church School, Inc. will provide classroom supplies, including science and math kits to enhance school readiness and provide field trips to enhance classroom experiences. The period of the agreement is March 1, 2017 through March 1, 2018.

The Agreement is late due to administrative delays.

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Mayor's Office of Human Services - cont'd

The Maryland State Department of Education awarded the City a Head Start and State Supplemental Funds Grant that provides quality improvement and professional development resources to enhance school readiness of Head Start and Early Head Start children.

5. **AT JACOB'S WELL, INC.** **\$ 23,184.00**

Account: 4000-407016-3571-757400-603051

At Jacob's Well, Inc. will use funds to provide supportive services to 18 formerly homeless individuals who are struggling with chronic mental illness. The period of agreement is September 1, 2017 through August 31, 2018.

6. **GOVANS ECUMENICAL DEVELOPMENT CORPORATION** **\$100,604.00**

Account: 4000-407016-3573-757800-603051

Govans Ecumenical Development Corporation will provide supportive services to 59 homeless households. Clients served under this program will be low-income, formerly homeless individuals with disabilities including addiction and mental health issues. The period of the agreement is June 1, 2017 through May 31, 2018.

MWBOO GRANTED A WAIVER.

7. **THE UNITED WAY OF CENTRAL MARYLAND, INC.** **\$500,000.00**

Account: 1001-000000-3573-779200-603051

The United Way of Central Maryland, Inc. will use funds to administer and monitor the Shelter Diversion Program. The program will contract with local non-profit service providers to provide services that connect families and individuals at

MINUTESMayor's Office of Human Services - cont'd

risk of homelessness with resources to prevent households from having to enter emergency shelter programs. The period of the agreement is July 1, 2016 through June 30, 2017.

The agreement is late because of a delay in contract negotiations with the United Way of Central Maryland, Inc.

MWBOO GRANTED A WAIVER.

RATIFICATION OF AMENDMENT TO AGREEMENT

- | | | |
|----|---|---------------|
| 8. | THE SALVATION ARMY, A GEORGIA CORPORATION
FOR THE SALVATION ARMY BALTIMORE,
MARYLAND | \$0.00 |
|----|---|---------------|

On March 8, 2017, the Board approved the original agreement in the amount \$55,905.60 for the period of October 15, 2016 through March 15, 2017.

The organization provided 12 emergency overnight shelter beds through March 31, 2017 to homeless men on nights declared winter emergency nights by the Department when the outdoor temperature fell below 32 degrees Fahrenheit.

The Amendment to Agreement extended the period of the agreement by 15 days. Therefore, the Board is requested to ratify the Amendment to Agreement.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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Mayor's Office of Human Services - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing agreements and ratified the Amendment to Agreement. The Comptroller **ABSTAINED** on item nos. 3 and 4.

MINUTES

Bureau of the Budget and
Management Research

- Acceptance of Grant Award and an
Appropriation Adjustment Order
No. 59

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a grant award from The Governor's Office of Crime Control and Prevention. The period of the grant is October 1, 2016 to June 30, 2017.

The Board is further requested to approve Appropriation Adjustment Order No. 59 to transfer grant funds within The Baltimore City Police Department (BPD) in unallocated Federal funds from Service 626: Homeland Security - Intelligence, to Service 622: Police Patrol.

AMOUNT OF MONEY AND SOURCE:

\$258,594.00 - Grant

This grant award will require grant transfer of funds as follows:

\$258,594.00 - From: 4000-400017-2023
Service 626, Homeland Security -
Intelligence

To: 5000-589117-2042
Service 622, Police Patrol

Matching Funds: \$29,262.00 - Account: 1001-000000-2042-198101-600000.

BACKGROUND/EXPLANATION:

The Blue Force Tracker grant helps the Department capture real time data on the movement of police vehicles using GPS tracking, which keeps track of speed, stops, idling, geofences, and many

MINUTES

BBMR - cont'd

other data points from the vehicles. The matching funds of \$29,262.00 is for the remaining cost not covered by the grant. With the matching funds, the budget for the GPS tracking initiative is \$287,856.00.

The grant allows the BPD to prepay for three years of services. The performance period of the grant ends June 30, 2017, but the equipment being purchased with the funds include 36 months of service. It is all bundled into the purchase price of the equipment.

This request to accept the grant is late because of administrative delays.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the grant award from The Governor's Office of Crime Control and Prevention. The Board further approved Appropriation Adjustment Order No. 59 to transfer grant funds within The Baltimore City Police Department in unallocated Federal funds from Service 626: Homeland Security - Intelligence, to Service 622: Police Patrol.

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Bureau of the Budget and
Management Research

- Acceptance of Grant Award and
Appropriation Adjustment Order
No. 63

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a grant award from the Governor's Office of Crime Control and Prevention. The period of the grant is October 1, 2016 through June 30, 2017.

The Board is further requested to approve Appropriation Adjustment Order No. 63 to transfer grant funds within the Health Department in unallocated federal funds from Service 715: Administration - Health to Service 316: Youth Violence Prevention.

AMOUNT OF MONEY AND SOURCE:

\$500,000.00 - Grant

This grant award will require grant transfer of funds as follows:

\$500,000.00 - From: 4000-400017
Service 715: Administration Health

To: 5000-500317
Service 316: Youth Violence Prevention

BACKGROUND/EXPLANATION:

The purpose of this grant award is to fund an initiative that supports youth violence prevention reduction through timely and accurate intelligence, coalition participation, community commitment, modern technology, and solid offender prosecutions. Initially, funding was appropriated within an unallocated account in the Fiscal 2017 Ordinance of Estimates. With this appropriation adjustment order, funding will be moved from the unallocated grant source in accordance with the actual grant award.

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BBMR - cont'd

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the grant award from the Governor's Office of Crime Control and Prevention. The Board further approved Appropriation Adjustment Order No. 63 to transfer grant funds within the Health Department in unallocated federal funds from Service 715: Administration - Health to Service 316: Youth Violence Prevention.

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TRANSFERS OF FUNDS

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UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

1370 - 1372

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES**TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Planning</u>		
1. \$110,000.00	9904-902782-9129	9904-903782-9127
24 th Eco. Dev.	Everyman Theater	Everyman Theater
Loan	(Reserve)	(Active)

This transfer will provide funds to Everyman Theater for reimbursement for capital projects, including expanding the theater's tension grid, soundproofing the rehearsal hall, installing a commercial grade exhaust fan and sink within the scene shop.

Department of General Services

2. \$170,000.00	9916-909090-9194	
General Funds	Central Police	
	Exterior Wall -	
	Reserve	
280,000.00	9916-909090-9194	
6 th Public Building	Central Police	
Loan	Exterior Wall -	
	Reserve	
400,000.00	9916-907092-9194	
General Funds	Central Police	
	Parking Deck	
	Renovation -	
	Reserve	
200,000.00	9916-911035-9194	
General Funds	Police Headquarters	
	Restore Curtain	
	Wall - Reserve	

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TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of General Services - cont'd</u>		
200,000.00 General Funds	9916-905076-9194 Police Station Master Plan - Reserve	
130,363.07 3 rd Public Building Loan	9916-905001-9194 Construction Reserve - Unallotted	
<u>\$1,380,363.07</u>		
\$ 970,000.00 General Funds	-----	9916-907822-9197 Central Police District Exterior Waterproofing - Active
280,000.00 6 th Public Building Loan	-----	" "
130,000.00 3 rd Public Building Loan	-----	" "
<u>\$1,380,363.07</u>		

This transfer will provide funds to the Department for the exterior waterproofing at the Central Police District Building and all in-house costs. This is a three-phase project of which Phase One, the investigation and study of the parking deck waterproof membrane was completed. Phase

MINUTES

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

Two included preparation of the design drawings which has also been completed. Phase Three will cover the cost of construction. This construction work will include building a new roof parking deck, exterior granite and joint sealing, and the reporting of all building parapets. The parking deck has several water spots in the ceiling of the lower parking level. This is an indication that the waterproof membrane is failing and must be replaced.

MINUTES

Department of Housing and - Community Development
Community Development (DHCD) Block Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Community Development Block Grant (CDBG) Agreement with the Upton Planning Committee, Inc. The period of the CDBG Agreement is July 1, 2016 through June 30, 2017.

AMOUNT OF MONEY AND SOURCE:

\$17,500.00 - 2089-208917-5930-594026-603051
 25,000.00 - 2089-208917-5930-594081-603051
17,500.00 - 2089-208917-5930-594083-603051
\$60,000.00

BACKGROUND/EXPLANATION:

Under the terms of this CDBG Agreement, the Upton Planning Committee, Inc. will utilize the funds to subsidize the operating costs of the Upton Planning Committee for one year. The Upton Planning Committee will provide public information and public service activities to support neighborhood revitalization and other CDBG activities within the Upton community.

MBE/WBE PARTICIPATION:

FOR FY 2017, THE MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$12,221.00, AS FOLLOWS:

MBE: \$3,299.67

WBE: \$1,222.10

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

MINUTES

DHCD - cont'd

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 this CDBG Agreement as outlined in the Plan effective July 1, 2016 and beyond. Consequently, this CDBG Agreement was delayed due to final negotiations and processing.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

Employees' Retirement System (ERS) - Information Technology Support and Consulting Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Information Technology Support and Consulting Agreement with W&K Systems, Inc. and WDIT, Incorporated, DBA Corsica Technologies.

AMOUNT OF MONEY AND SOURCE:

\$72,000.00 annually - Employees' Retirement System

No General Fund monies are involved in this transaction.

BACKGROUND/EXPLANATION:

The ERS Board of Trustees conducted a search for a Consultant to provide information technology support and consulting services to ERS to replace the existing consultant, whose performance has recently been unsatisfactory. A committee of ERS staff carefully considered the Request for Proposal responses and subsequently interviewed two finalists. Following those interviews, the committee recommended that the Board select the team of W&K Systems, Inc. and WDIT, Incorporated DBA Corsica Technologies. On March 16, 2017, the Board unanimously accepted the committee's recommendation.

MWBOO GRANTED A WAIVER.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Information Technology Support and Consulting Agreement with W&K Systems, Inc. and WDIT, Incorporated, DBA Corsica Technologies. The Comptroller **ABSTAINED**.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Law Department - Settlement</u>			
1. Kathleen and Christopher Kouts	403 E. Biddle Street	L/H	\$1,259.00

On November 13, 2016, the Board approved the acquisition of the leasehold interest by condemnation, in the property located at 403 E. Biddle Street for the fair market value of \$12,587.00, based upon an independent appraisal report. The owners agreed to settle the condemnation suit for an additional 10% (i.e., \$1,259.00) for a total of \$13,846.00. Therefore, the Board is requested to approve an additional \$1,259.00 in order for the total settlement to be paid.

Funds are available in account 9910-910715-9588-900000-704040.

UPON MOTION duly made and seconded, the Board approved the Settlement for the condemnation of 403 E. Biddle Street.

MINUTES

Mayor's Office of Employment - cont'd
Development

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 First Amendment to the Individual Training Account Agreement with Baltimore City Community College.

MINUTES

Mayor's Office of Employment - First Amendment to Individual
Development Training Account Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the First Amendment to the Individual Training Account Agreement with James Addams Resources Corporation-Baltimore. This First Amendment extends the period of the Agreement through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$12,000.00 - (July 1, 2016 - June 30, 2017)
27,000.00 - (July 1, 2017 - June 30, 2018)
\$39,000.00 - 4000-807517-6312-467253-603051
4000-806717-6312-467253-603051
2026-000000-6311-734100-603051

BACKGROUND/EXPLANATION:

On November 23, 2016, the Board approved the original agreement for the period July 1, 2016 through June 30, 2017, for the amount of \$15,000.00. The agreement authorized the James Addams Resources Corporation-Baltimore to provide training in those areas specified on the Maryland Higher Education Commission list of approved Training Providers.

This First Amendment to the Individual Training Account Agreement increases the funding for the period July 1, 2016 through June 30, 2017 by \$12,000.00, and also increases the award by \$27,000.00 for FY 18 (July 1, 2017 - June 30, 2018), making the total contract award \$54,000.00. All other terms and conditions of the original agreement remain unchanged.

MINUTES

Mayor's Office of Employment - cont'd
Development

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 First Amendment to the Individual Training Account Agreement with James Addams Resources Corporation-Baltimore.

MINUTES

Mayor's Office of Employment Development - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with Baltimore City Community College (BCCC). The period of the Agreement is January 23, 2017 through June 30, 2017.

AMOUNT OF MONEY AND SOURCE:

\$99,074.00 - 1001-000000-6331-497415-603051

BACKGROUND/EXPLANATION:

The BCCC will provide credentialed training with a defined curriculum designed for hard-to-serve, low-skilled, unemployed, or underemployed City residents between the ages of 18 to 24. The BCCC will also provide an occupational skills training program that includes job readiness, life skills, case management, industry recognized certification, employment services, and job placement.

The Agreement is late because additional time was necessary to reach a comprehensive understanding that was agreeable to both parties.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Baltimore City Community College.

MINUTES

Health Department - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the purchase of gift cards for distribution to clients that participate in program activities.

AMOUNT OF MONEY AND SOURCE:

\$2,550.00 - 51 gift cards @ \$50.00 ea.
2% - discount
\$2,499.00 - 4000-424517-3023-274402-604051

BACKGROUND/EXPLANATION:

The Department's Sexually Transmitted Disease Clinics Early Intervention Initiative (the Department's STD Clinic EII) Program provides comprehensive health care to persons in the Baltimore City Eligible Metropolitan Area (EMA). Services will include diagnosis and treatment of traditional STD primary outpatient medical care, mental health treatment, medical case management, client advocacy, outreach, psychosocial support services, and on-site medication assistance for HIV-infected clients.

The Department's STD Clinic EII Program would like to purchase incentive cards from Giant Food in denomination of \$50.00 each to support HIV patients in need of food assistance while taking their medication as this population has many financial and psychosocial barriers. The Department's STD Clinic EII program will abide by all policies associated with the use of incentive cards.

The Health Department adopted a consolidated policy for the purchase, distribution, and documentation of all incentive cards. The central tenets of this policy account for: 1) a single means of procuring all incentive cards through the Board of Estimates, 2) the documentation of each incentive card and its recipient, 3)

MINUTES

Health Department - cont'd

a monthly reconciliation for all purchases that account for all distributed and non-distributed cards, and 4) periodic internal reviews of programs' activity vis-à-vis the internal policy, which are to be shared with the Department of Audits.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized the purchase of gift cards for distribution to clients that participate in program activities.

MINUTES

Health Department - Ratification to Notice of Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to ratify the Notice of Grant Award (NGA) with the State of Maryland Department of Aging. The period of the NGA was October 1, 2015 through September 30, 2016.

AMOUNT OF MONEY AND SOURCE:

\$72,688.00 - 6000-633516-3255-771700-406001

BACKGROUND/EXPLANATION:

On February 10, 2017, the Board approved the original NGA in the amount of \$53,666.00 for the period of October 1, 2015 through September 30, 2016.

On March 16, 2016, the Board approved the second revision of the NGA in the amount of \$204,077.00.

This ratification will allow the Department to provide funding for senior nutrition programs at designated meal sites or home-delivered meals. This will make the total NGA \$330,431.00.

The NGA is late because it was misplaced.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board ratified the Notice of Grant Award with the State of Maryland Department of Aging.

MINUTES

Health Department - Agreements

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

- | | | |
|----|---|---------------|
| 1. | HAVEN NURSING HOME, INC. D/B/A
BRINTON WOODS, INC. AT ARLINGTON
WEST NURSING AND REHABILITATION
CENTER | \$0.00 |
| 2. | UNITED PRESBYTERIAN MINISTRIES
OF MARYLAND, INC. D/B/A
WESTMINISTER HOUSE APARTMENTS | \$0.00 |

The Baltimore City Health Department was awarded a grant from the Corporation for National and Community Services (CNCS) to develop and/or operate volunteer services programs, specifically the Retired and Senior Volunteer Program (RSVP) where services are performed by persons 55 years of age and over. The RSVP volunteer who does not receive compensation for his/her services.

The RSVP volunteers serve in a diverse range of nonprofit private organizations, public agencies, faith-based groups, or an eligible proprietary health care agency. Assignments include but are not limited to: health and other education, assisting seniors to live independently, mentoring and tutoring children, visiting nursing home residents, disaster preparedness, and response, delivery of health services, food collection and distribution and assisting organizations with capacity building through planning, organizing, and grant writing. The period of the agreements is July 1, 2016 through June 30, 2019.

These agreements are late because of the delay in the administrative review process.

MINUTES

Health Department - cont'd

3. **FAIR FUND, INC.** **\$ 25,000.00**

Account: 4000-494417-3080-292300-603051

The organization will implement a human trafficking health education component within the foster youth (Power through Choices curriculum) and child welfare workers and foster care providers training. The goals of this component are to educate out-of-home placed youth and significant adults on human trafficking and prevention. The period of the agreement is July 1, 2016 through June 30, 2017.

4. **INDEPENDENT LIVING FOUNDATION, INC.** **\$429,958.00**

Account: 4000-424517-3023-274406-603051

The organization will provide oral health services for persons living with HIV since 1997. The services specifically provide preventive, diagnostic, restorative, periodontics, prosthodontic, endodontic, root canals, and crowns. The period of the agreement is July 1, 2016, through June 30, 2017.

This agreement is late because budget revisions delayed processing.

MWBOO GRANTED A WAIVER.

5. **SINAI HOSPITAL OF BALTIMORE, INC.** **\$ 90,000.00**

Account: 4000-499016-3023-513201-603051

Sinai Hospital of Baltimore, Inc. will provide Expanded HIV Testing in the Emergency Department. Sinai Hospital of Baltimore, Inc. will complete at least 3,000 HIV tests to include testing, counseling, linkage to care, and referrals for partner services and prevention services. The period of the agreement is January 1, 2017 through December 31, 2017.

MINUTES

Health Department - cont'd

This Agreement is being presented at this time because it was delayed during the administrative review process.

MWBOO GRANTED A WAIVER.

6. **TOTAL HEALTH CARE, INC.** **\$120,000.00**

Account: 4000-499016-3023-513200-603051

The organization will provide comprehensive HIV Prevention project services. The organization will provide routing HIV testing services that include testing, counseling, linkage to care, and referral for partner services as well as prevention services including pre-exposure prophylaxis (PrEP). The period of the agreement is January 1, 2017 through December 31, 2017.

This agreement is late because budget reviews and approval delayed processing.

MWBOO GRANTED A WAIVER.

7. **HARBAGE CONSULTING, LLC.** **\$ 99,450.00**

Account: 6000-615117-3100-295900-603051

The organization will provide strategic and policy advice to support the sustainability of Baltimore City Health Department's Vision for Baltimore Initiative. To conduct this work, the organization will complete the following tasks and deliverables: 1) monitor implementation of the Vision for Baltimore initiative and discuss goals for sustainability,

MINUTESHealth Department - cont'd

2) research federal policies and study vision initiations in other states to identify best practices, 3) review Medicaid enrollments and utilization data and analyze billing structure for vision services, 4) identify policy and operational approaches to maximize federal Medicaid support for vision services, 5) develop and execute an advocacy strategy for working with the Maryland Department of Health and Mental Hygiene to get the necessary policy and financial authorities in place to ensure permanent financial support for Vision for Baltimore Initiative, and 6) submit regular progress reports documenting efforts and outcomes of the work. The period of the agreement is December 31, 2016 through December 30, 2017.

This Agreement is late because budget revisions delayed processing and because the Department had to request an extension of the Letter of Agreement and grant award from The Annie E. Casey Foundation. The Board approved the No-Cost Extension on March 22, 2017.

APPROVED FOR FUNDS BY FINANCE**AUDITS REVIEWED (EXCEPT ITEM NOS. 1-2) AND HAD NO OBJECTION.**

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

MINUTES

Health Department - Employee Expense Statement

ACTION REQUESTED OF B/E:

The Board is requested to approve the mileage expense statement for Mr. James Smith for the months of June and July 2016.

AMOUNT OF MONEY AND SOURCE:

\$ 166.27 - 6000-626816-3001-268400-603002 - June
73.55 - 6000-626817-3001-268400-603002 - July
\$ 239.82

BACKGROUND/EXPLANATION:

The request for reimbursement is late because the employee expense statement and appropriate back-up documents were inadvertently misplaced due to oversight.

Pursuant to Administrative Manual Section 240-11, an Employee Expense Report must be received by the Bureau of Accounting and Payroll Services within 40 work days from the last calendar day of the month in which the expenses were incurred. Expenses submitted after this time limit will not be reimbursed without written approval of the Board of Estimates.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the mileage expense statement for Mr. James Smith for the months of June and July 2016.

MINUTES

Mayor's Office of Human - Employee Expense Statement
Services (MOHS)

ACTION REQUESTED OF B/E:

The Board is requested to approve the expense statement for Ms. Donna Clayton for the month of January 2017.

AMOUNT OF MONEY AND SOURCE:

\$ 5.67	-	4000-486317-1772-452200-603002	-	Mileage
25.13	-	4000-486317-1772-452200-604014	-	Food
76.80	-	4001-486317-1772-452200-603001	-	Transportation
<u>\$107.60</u>				

BACKGROUND/EXPLANATION:

This request for reimbursement is late because the MOHS was in the process of relocating during the month of January 2017 and had limited connectivity, including access to documents and files, and access to printing. Ms. Clayton incurred mileage expenses during the monitoring of Baltimore City's Head Start Programs, transportation cost, and meal expenses while attending the 2017 National Head Start Winter Leadership Institute from January 23 - 26, 2017 in Washington, DC.

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

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

UPON MOTION duly made and seconded, the Board approved the expense statement for Ms. Donna Clayton for the month of January 2017.

MINUTES

Mayor's Office of Human - Ratification of Amendment
Services (MOHS) No. 1 to Contract No. 37674

ACTION REQUESTED OF B/E:

The Board is requested to ratify the Amendment No. 1 to Contract No. 37674 with The Maryland Center for Veterans Education and Training, Inc. (MCVETS).

AMOUNT OF MONEY AND SOURCE:

\$0.00 - 1001-000000-3572-772800-603051

BACKGROUND/EXPLANATION:

On November 30, 2016, the Board approved the original agreement with MCVETS in the amount of \$155,678.40 for the period October 15, 2016 through March 15, 2017. MCVETS entered into the contract to provide 60 emergency overnight shelter beds to homeless men and women on nights declared Winter Emergency by the MOHS when the outdoor temperature falls below 32 degrees Fahrenheit.

Due to unforeseen continued cold weather conditions, the MOHS is requesting the Board to ratify Amendment No. 1 to Contract 37674 for the winter shelter services that were provided through March 31, 2017.

The Amendment No. 1 to Contract 37674 is late because of delays at the administrative level.

APPROVED FOR FUNDS BY FINANCE**AUDITS NOTED THE NO-COST TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board ratified Amendment No. 1 to Contract No. 37674 with The Maryland Center for Veterans Education and Training, Inc.

MINUTES

Department of Public Works - Employee Expense Statement

ACTION REQUESTED OF B/E:

The Board is requested to approve an Employee Expense Statement to reimburse Mr. Herman Guadalupe for expenses incurred during the month of September 2015.

AMOUNT OF MONEY AND SOURCE:

\$615.00 - 2071-000000-5601-613800-603020

BACKGROUND/EXPLANATION:

Mr. Guadalupe was required to obtain professional certifications, one of which was the Planning and Scheduling Professional (PSP) through the American Association of Cost Engineering. Mr. Guadalupe applied for and obtained his PSP Certification, however, he was not aware that the City would reimburse him for the expenses associated with obtaining the certification. Mr. Guadalupe was subsequently informed by his superior of the process to obtain reimbursement for his professional certifications through the submission of an Employee Expense Report.

Ms. Guadalupe's expense form is now outside of the guidelines set forth by the AM-240-11.

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

The Department apologizes for the lateness.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Department of Public Works - cont'd

UPON MOTION duly made and seconded, the Board approved the Employee Expense Statement to reimburse Mr. Herman Guadalupe for expenses incurred during the month of September 2015.

MINUTES

Department of Public Works/ - Full Release of Retainage Agreement
Office of Engineering &
Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement for the Full Release of Retainage to Anchor Construction Company for Sanitary Contract No. 931, Rehabilitation and Improvements to Sanitary Sewers at Various Locations in Baltimore City.

AMOUNT OF MONEY AND SOURCE:

\$938,655.20 - 9956-906342-9551-000000-200001

BACKGROUND/EXPLANATION:

All work on Sanitary Contract No. 931 was completed as of September 22, 2016. The Contractor has requested a Full Release of Retainage for \$938,655.20. Currently, the City is holding \$938,655.20 in retainage for the referenced project and the contractor is requesting to reduce the amount of retainage to \$0.00.

MWBOO HAS APPROVED THE RELEASE.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement for the Full Release of Retainage to Anchor Construction Company for Sanitary Contract No. 931, Rehabilitation and Improvements to Sanitary Sewers at Various Locations in Baltimore City.

MINUTES

Department of Public Works/ - Amendment No. 7 to Agreement for
Office of Engineering & Project 1112, Consent Decree Wet
Construction Weather Consent Decree
Compliance and Program Management
Services

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 7 to Agreement for Project 1112, Consent Decree Wet Weather Consent Decree Compliance and Program Management Services (Amendment No. 7 to Agreement) with MWH/Louis Berger Water Services, Inc., a Joint Venture under Project 1112. The Amendment No. 7 to Agreement extends the period of the agreement through March 8, 2018.

AMOUNT OF MONEY AND SOURCE:

\$3,220,857.00 - Consent Decree Bucket
71,762.00 - IPF Bucket
1,703,881.89 - Office of Asset Management Bucket
\$4,996,500.89

Consent Decree Bucket	
\$ 96,625.71	9956-903645-9551-900020-703032
289,877.13	9956-903654-9551-900020-703032
322,085.70	9956-904623-9551-900020-703032
450,919.98	9956-905620-9551-900020-703032
96,625.71	9956-905644-9551-900020-703032
128,834.28	9956-906652-9551-900020-703032
515,337.12	9956-907603-9551-900020-703032
96,625.71	9956-907643-9551-900020-703032
193,251.42	9956-907651-9551-900020-703032
515,337.12	9956-908614-9551-900020-703032
225,459.99	9956-909602-9551-900020-703032
289,877.13	9956-918616-9551-900020-703032
\$ 3,220,857.00	

MINUTES

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

IPF Bucket

13,910.90	-	2070-000000-5601-398600-603018
9,344.28	-	2070-000000-5601-613600-603018
15,323.44	-	2071-000000-5601-398500-603018
18,801.64	-	2071-000000-5601-614000-603018
14,381.74	-	2072-000000-5181-390700-603018
\$ 71,762.00		

Office of Asset Management Bucket

84,454.78	-	2070-000000-5601-730222-603018
665,971.07	-	2070-000000-5601-730000-603018
665,971.07	-	2071-000000-5601-730000-603018
198,415.81	-	2070-000000-5501-604302-603018
0.00	-	2070-000000-5501-601302-603018
0.00	-	2070-000000-5501-604302-603018
27,833.91	-	9960-907132-9557-900020-703032
27,833.91	-	9960-907127-9557-900020-703032
33,401.34	-	2071-000000-5601-730200-603018
0.00	-	2071-000000-5601-730200-603018
\$ 1,703,881.89		

BACKGROUND/EXPLANATION:

On March 8, 2011, the Board approved the original Agreement with MWH Americas/Louis Berger Water Service, Inc., a Joint Venture, under Project No. 1112, Wet Weather Consent Decree Compliance, and Program Management Services for a period of three years ending on March 7, 2014.

On December 19, 2012, the Board approved Amendment No. 1 in the amount of \$11,800,234.68.

MINUTES

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

On March 5, 2014, the Board approved Amendment No. 2 to extend the period of the Agreement for one year through March 7, 2015 with no increase in the upset limit.

On October 8, 2014, the Board approved Amendment No. 3 in the amount of \$6,469,599.67 to provide funds for Amendment No. 3.

On January 14, 2015, the Board approved Amendment No. 4 extending the period of the Agreement for one year through March 8, 2016 with no increase in the upset limit.

On July 15, 2015, the Board approved Amendment No. 5 in the amount of \$5,398,410.08. The agreement expired on March 08, 2016.

On March 16, 2016, the Board approved Amendment No. 6 in the amount of \$6,515,850.08. The Amendment No. 6 extend the period for one year through March 8, 2017.

This Amendment No. 7 to Agreement will allow for continued program management services for the Consent Decree. The amendment is critical to ensure the City has the necessary resources to implement and deliver mandatory Consent Decree projects and programs successfully including sewershed design, review, and construction hydraulic modelling, preventative maintenance and inspection, management of data, records, and reporting requirements and public information and outreach. Finally, the amendment provides continued support to develop and train local businesses to bid for Consent Decree projects. This Amendment will make the total upset limit amount for the agreement \$47,017,676.35.

MBE/WBE PARTICIPATION:

The Vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established for the original agreement which are MBE: 27% and WBE: 9%

MINUTES

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

APPROVED FOR FUNDS BY FINANCE**AUDITS REVIEWED AND FOUND THE BASIS FOR COMPENSATION CONSISTENT WITH CITY POLICY.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 7 to Agreement for Project 1112, Consent Decree Wet Weather Consent Decree Compliance, and Program Management Services with MWH/Louis Berger Water Services, Inc., a Joint Venture under Project 1112.

MINUTES

Department of Public Works/ - Amendment No. 3 for Project 1145-
Office of Engineering & Utility Cost of Service, Rate,
Construction and Financial Consulting Services

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 3 for Project 1145 - Utility Cost of Service, rate, and Financial Consulting Services (Amendment No. 3 for Project 1145) with Raftelis Financial Consultants, Inc. The Amendment No. 3 extends the period of the agreement through December 20, 2017.

AMOUNT OF MONEY AND SOURCE:

\$484,500.00 - 2070-000000-5541-399301-603026
484,500.00 - 2071-000000-5541-398600-603026
\$969,000.00

BACKGROUND/EXPLANATION:

On December 21, 2011, the Board approved the original agreement in the amount of \$3,000,000.00 for the period of three years.

The agreement allowed for performing of utility cost of services, rate, and financial consulting services for the Bureau of Water and Wastewater, reviewing, and updating the Water Cost Allocation Model used to determine the cost of providing water to Baltimore County, assisting with interjurisdictional cost sharing issues, developing cost of service and rate recommendations, and providing debt issuance support.

On June 19, 2013, the Board approved the first amendment in the amount of \$1,650,000.00.

On May 14, 2014, the Board approved the second amendment in the amount of \$2,750,000.00 extending the period through December 20, 2016.

This Amendment No. 3 for Project 1145 will allow for additional funds be used to provide post service go-live support for UMAX,

MINUTES

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

the Department's bond issuance in December and ordinary rate setting, wholesale contacting, financial planning items into January and on-site support for fiscal.

MBE/WBE PARTICIPATION:

The Consultant will continue to comply with all terms and conditions of the MBE/WBE programs in accordance with Baltimore City Code, Article 5, Subtitle 28 established in the original agreement.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 3 for Project 1145 - Utility Cost of Service, rate, and Financial Consulting Services with Raftelis Financial Consultants, Inc.

MINUTES

City Council - Office of Zeke Cohen - 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 raise \$29,000.00 for the development program, "This Is Working." Mr. Zeke Cohen wishes to solicit donations from local individuals, businesses, and the general population to support a summer pilot program by raising funds to pay for two teachers along with additional resources for the students. The period of the campaign is effective upon Board approval through December 31, 2017.

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 youths. Mr. Cohen's office seeks to expose young people to 21st Century work, develop deep relationships with employers, and utilize best practices from across the country to teach critical skills, such as communication, time management, and workplace etiquette, etc.

MINUTES

City Council - Office of Zeke Cohen - 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. Mr. Cohen's office seeks to raise \$29,000.00 to support a summer pilot program. The funds will be used to pay for two staff, as well as travel, food, and materials for the students. Mr. Cohen's office will also pay a nominal fee to an evaluator from John Hopkins.

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

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Application for submission to the Board of Ethics of Baltimore City to raise \$29,000.00 for the development program, "This Is Working." The President **ABSTAINED**.

MINUTES

Department of Planning - Report on Previously
Approved Transfers of Funds

At previous meetings, the Board of Estimates approved Transfers of Funds 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. Today, the Board is requested to **NOTE 21** favorable reports by the Planning Commission on March 23, 2017, on Transfers of Funds approved by the Board of Estimates at its meetings on March 8, 15, and 22, 2017.

The Board **NOTED** receipt of the **21** favorable reports by the Planning Commission on March 23, 2017, on Transfers of Funds approved by the Board of Estimates at its meetings on March 8, 15 and 22, 2017.

MINUTES

Department of Planning - Second Amendment to
the Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Second Amendment to the Grant Agreement with Healthy Neighborhoods, Inc. (HNI). This Second Amendment to the Grant Agreement extends the period of the Grant Agreement through December 31, 2018.

AMOUNT OF MONEY AND SOURCE

\$999,175.00 - 2025-000000-1873-783200-603050

BACKGROUND/EXPLANATION:

On July 16, 2014, the Board approved the Grant Agreement with the HNI in the amount of \$1,654,000.00 to serve as the financial and programmatic manager for community-based projects funded with FY'13/14 and FY'15 slots revenue in the greater Pimlico area known as the One Mile Radius.

On August 10, 2016, the Board approved the First Amendment to the Grant Agreement with the HNI to allocate additional local impact aid funds totaling \$128,775.00 for community-based projects funded with FY'16 slots revenue in the greater Pimlico area known as the One Mile Radius.

These funds were awarded by the Maryland General Assembly to the City of Baltimore for a 20-year period beginning in Fiscal Year 2012 through Fiscal Year 2032 to support primarily capital community and economic development projects in the Pimlico community.

Under the terms of this Second Amendment to the Grant Agreement, the HNI is responsible for meeting with grantees that have been awarded slots revenue to provide the following services including:

MINUTESPlanning Department - cont'd

- technical assistance,
- compliance and monitoring,
- compliance with City laws, and
- recognition of City support.

This Second Amendment to the Grant Agreement increases the funding for Fiscal Year 2017 by \$999,175.00, extends the period of the Grant Agreement through December 31, 2018, and amends the project budget due to spending plan changes.

MBE/WBE PARTICIPATION:

Healthy Neighborhoods, Inc. has signed the Commitment to Comply with the Minority and Women's Business Enterprise Program of the City of Baltimore.

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 Second Amendment to the Grant Agreement with Healthy Neighborhoods, Inc.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

On the recommendations of the City agencies
hereinafter named, the Board,

UPON MOTION duly made and seconded,
awarded the formally advertised contracts
listed on the following pages:

1408 - 1410

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

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

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

1. B50004833, Mowing Evergreen Landscape \$ 87,080.00
 & Debris Removal & Design Corporation
 for Vacant Lots &
 Abandoned Properties I

(Department of Public
 Works - Bureau of Solid Waste)

MBE: Grass Roots Landscaping Co, LLC **27%**

WBE: Upper Management LLC **9%**

MWBO FOUND VENDOR IN COMPLIANCE.

2. B50004830, Mowing Evergreen Landscape \$1,366,120.00
 & Debris Removal & Design Corporation
 for Vacant Lots &
 Abandoned Properties II

(Department of Public
 Works - Bureau of Solid Waste)

MBE: Grass Roots Landscaping Co, LLC **27%**

WBE: Upper Management LLC **9%**

MWBO FOUND VENDOR IN COMPLIANCE.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Public Works/Recreation and Parks

3. RP 17801, FY'16	Allied Contractors,	\$719,200.00
Playground	Inc.	
Improvements		
		\$559,200.00
		\$160,000.00
MBE: JM Murphy Enterprises, Inc.	\$57,600.00	8%
WBE: S & L Trucking, LLC	\$21,868.00	3%

4. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$360,000.00	9938-912063-9475	
State - Program	MD Community	
Open Space	Parks & Playgrounds	
	Reserve	
49,000.00	9938-912055-9475	
Pimlico Local	FY15 NW Parks	
Impact Aid	Improvements	
	Reserve	
151,000.00	9938-909028-9475	
State -	FY14 Community	
Program Open	Parks & Playgrounds	
Space	Reserve	
\$560,000.00		

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Public Works/Recreation and Parks - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$409,000.00	-----	9938-913063-9474 MD Community Parks & Playgrounds Active
<u>151,000.00</u>	-----	9938-910028-9474 FY'14 Community Parks & Playgrounds Active
\$560,000.00		

This transfer will provide funds to cover the costs associated with the award of the FY'16 Playground Improvements, Contact No. RP 17801 to Allied Contractors, Inc.

MINUTES

PERSONNEL MATTERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

1412 - 1428

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

MINUTES

PERSONNEL

Department of General Services

1. Reclassify one vacant position

From: Purchasing Assistant
 Job Code: 33501
 Grade: 081 (\$32,076.00 - \$38,001.00)
 Position No.: 1981-19705

To: Administrative Analyst II
 Job Code: 31312
 Grade: 923 (\$58,300.00 - \$93,500.00)
 Cost: \$34,057.00 - 1001-000000-1981-194700-601001

2. Reclassify one filled position

From: HR Assistant II
 Job Code: 33683
 Grade: 085 (\$36,681.00 - \$44,199.00)
 Position No.: 20083

To: HR Generalist I
 Job Code: 33676
 Grade: 088 (\$41,326.00 - \$50,069.00)
 Cost: \$6,792.00 - 1001-000000-1981-627700-601001

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

	<u>Hourly Rate</u>	<u>Amount</u>
3. JANICE BROWN-HYATT	\$22.22	\$26,664.00

Account: 1001-000000-1981-718100-601009

Ms. Brown-Hyatt will continue to work as a Contract Services Specialist I (Communications Analyst II/Special Communications Coordinator). She will conduct site surveys, review blueprints and floor plans pertaining to the installation

MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>DGS</u> - cont'd		
<p>of communication equipment and delivery of timely services. She will serve as liaison to the Department of Communication Services Municipal Telephone Exchange regarding work site relocations, repairs, installations, disconnections, and all routine agency transactions involving the Municipal Telephone System and its agents. She will initiate, document, and sustain cost containment measures and invoice review, targeting overcharges or expenditures inappropriately assigned to the Department. She will train agency personnel in equipment operations and the functions of other telecommunications system features. This is a 2% increase in the hourly rate from the previous contract. The period of the agreement is effective upon Board approval for one year.</p>		
4. MAHWISH MATIH	\$26.31	\$49,989.00

Account: 1001-000000-1981-718100-601009

Ms. Matih will continue to work as a Contract Service Specialist II (Administrative Analyst 1/Archibus/Administrative Analyst). She will assist with deployment and operation of Archibus for Building Operation, Project Management and Real Estate; reconcile, prepare, and clean data and provide analysis and reporting; prepare reports, customize views in the system; provide support for training and creating user documentation and assist with presentations and data display. This is the same hourly rate as in the previous contract period. The period of the agreement is effective upon Board approval for one year.

MINUTES

PERSONNEL

Health Department

5. Create the following position

Classification: Medical Office Assistant
Job Code: 61391
Grade: 078 (\$29,672.00 - \$34,218.00)

Cost: \$49,646.73 - 4000-427717-3023-599610-601001

6. Create the following position

Classification: Medical Office Assistant
Job Code: 61391
Grade: 078 (\$29,672.00 - \$34,218.00)

Cost: \$49,646.73 - 4000-427717-3023-599610-601001

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

	<u>Hourly Rate</u>	<u>Amount</u>
7. GRACE MANDEL	\$75.00	\$36,600.00

Account: 6000-616216-772700-601009

Ms. Mandel will continue to work as a Contract Services Specialist II (Health Program Administrator II/Project Manager). She will be responsible for the overall coordination of the B\Friend Initiative, convening groups within each work stream, ensuring collaboration across teams, and measuring individual work stream performance against the

MINUTES

PERSONNEL

Health Department - cont'd

project timeline. She will report to project directors on the status of the project and escalate any issues which may impede the project execution, handle all reporting to the funder, including participation on monthly check-in-calls and quarterly reports. This is the same hourly rate as in the previous contract period. The period of the agreement is effective upon Board approval through July 14, 2017.

8. Create the following Position:

Classification: HR Assistant I
Job Code: 33681
Grade: 081 (\$32,076.00 - \$38,001.00)
Position No.: to be determined by BBMR

Cost: \$58,656.61 - 1001-000000-1773-180000-601001

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

	<u>Hourly Rate</u>	<u>Amount</u>
9. ANN TINDALL	\$0.00	\$0.00

Ms. Tindall will continue to work as a Visitation Center Supervisor. She will oversee the coordination of operations while at the Visitation Center, including the supervision of the Visitation and Exchange Monitors; ensure the completion of the safety assessment at the Visitation Center before services are rendered each day, and know the daily schedule of families served and pertinent information regarding visitation and exchange circumstances for that day.

MINUTES

PERSONNEL

Mayor's Office of Criminal Justice - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
<p>She will prepare the monitors for the daily visitations and exchanges by providing them with all information regarding the specific services that day; facilitate the arrival and departure of all clients, and ensure proper coverage at entrances, waiting areas, and visitation areas. Other duties include communicate clearly and consistently with on-site police, monitors and volunteers; make decisions regarding any concerns about or changes in the provision of services as they arise; keep accurate and complete records of any safety concerns or potential problems that come up during a visitation session; and acts as the Custodian of Records while at the Visitation Center. She will prepare spaces for use by the Center, and then restore spaces for use by others; attend preliminary trainings upon hire, as well as some on-going trainings, maintain any records or documents pertaining to work covered under the agreement in her possession and solely retain and store them at the Visitation Center and complies with the Visitation Center's policies and procedures.</p>		
10. WANDA CARTER	\$0.00	\$0.00
11. ANN TINDALL	\$0.00	\$0.00

Account: 4000-476515-2252-690500-603018

Ms. Carter and Ms. Tindall each will serve as a Visitation Center Monitor and will observe visitation sessions between visiting parents and children, for several families simultaneously; intervene as necessary, during visits or exchanges to address any concerns that arise with parents and/or children. They will keep accurate and complete records of safety concerns or potential problems that arise during a visitation session. They will meet

MINUTES

PERSONNEL

Mayor's Office of Criminal Justice - cont'd

Hourly Rate

Amount

will meet parents and/or children before and after visits and refer them to needed services or programs. They will maintain consistent communication with the on-site supervisor, on-site police, other monitors, and volunteers whether by phone, email, or in person. They will coordinate the safety of visits by being available to accompany individuals wherever needed in and around the building. In addition, they will maintain client files, personnel timesheets and invoices, and discuss case progress and concerns with supervisors. Occasionally, they will attend meetings about case status and other center operational issues and comply with all Visitation Center policies and procedures, including confidentiality, safety, and mandated reporting procedures.

The amendment to agreements (item nos. 9-11) will extend the term of the contractual services from February 28, 2017 as originally approved, through the end of the grant on June 30, 2017.

These amendment to agreements are late because the approved Grant Amendment Notice to extend the agreements were received late from the Department of Justice.

Police Department

12.	KIMBERLY A. PARKS	\$14.42	\$30,000.00
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Account: 1001-000000-2042-198100-601009

Ms. Parks, a retiree, will work as an Equal Opportunity Officer/Contract Services Specialist I - Internal Affairs Section. She will handle initial intake of complaints to Internal Affairs from both the Police Department members and citizens regarding matters of police misconduct, ensure proper notifications are made through proper channels and forwards complaints to appropriate area supervisors for assignment to an Internal Affairs Investigator. She will

MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Police Department</u> - cont'd		
<p>handle all requests from Legal Affairs, the State's Attorney's Office and the U.S. Attorney's Office for copies of caseloads, Internal Affairs documents and reports, conducts issue research and handles special projects by the Chief of Internal Affairs or designee. The period of the agreement is May 14, 2017 through May 13, 2018.</p>		
13. CYNTHIA L. McCREA	\$14.42	\$30,000.00
Account: 1001-000000-2042-198100-601009		
<p>Ms. McCrea, a retiree, will work as a Medical Office Assistant/Contract Service Specialist I in the Human Resources, Medical Section. She will maintain the communications call-in system, assist in medical file room maintenance, and conduct drug urinalysis notifications and tracking. She will perform data entry for employee incident forms, create new medical folders for members, organize and communicate with Interdynamics, Key Risk, Fire & Police Pension System, and private attorneys and disseminate mail for the medical section. The period of the agreement is May 14, 2017 through May 13, 2018.</p>		
14. JOSEPH I. McMAHON, JR.	\$14.42	\$30,000.00
Account: 1001-000000-2042-198100-601009		
<p>Mr. McMahon will continue to work as a Storekeeper II/Contract Services Specialist I - Evidence Control Unit. He will handle all of the non-control dangerous substances, money and gun property recently submitted to the unit, and inventories new property. He will store and properly record property</p>		

MINUTES

PERSONNEL

Hourly Rate

Amount

Police Department - cont'd

location, purge numerous amounts of property no longer needed for prosecution purposes, record and properly dispose of property and serve as a receiving counter replacement. The period of the agreement is September 28, 2017 through September 27, 2018.

- 15. **BARBARA J. McCLAIRN** \$14.42 **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Ms. McClairn, a retiree, will continue to work as a Secretary II/Contract Services Specialist I - Special Operations Section. She will schedule and ensure staffing of sworn members at various events and businesses which have contracts with Baltimore City to provide uniformed police overtime services and oversees the billing of the uniformed police overtime services. The period of the agreement is September 24, 2017 through September 23, 2018.

- 16. **DOROTHIA PARKER-JOHNSON** \$14.42 **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Ms. Parker-Johnson, a retiree, will continue to work as a Liaison Officer I/Contract Services Specialist I for the Court Liaison Unit. She will ensure officers are notified to appear in court, ensure accuracy and completeness of all paperwork, and enter information in Failure to Appear (FTA) system. She will retrieve police department documents including operation and analysis reports for the Assistant State's Attorneys, advise Assistant States Attorney/s regarding officers vacation, details, medical or military

MINUTES

PERSONNEL

Hourly Rate

Amount

Police Department - cont'd

status. She will acquire court documents and undeliverable summonses from court buildings, maintain files of undeliverable summonses to assist with possible FTA investigations, and will contact officers requested by the Assistant State's Attorneys. She will also provide contact phone numbers to Assistant State's Attorneys and assist the State's Attorneys with any officer contact problems. The period of the agreement is September 28, 2017 through September 27, 2018.

17. **LLOYD G. BERNARD** \$14.42 **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Mr. Bernard, a retiree, will continue to work as a Police Human Resources Associate/Contract Services Specialist I - Human Resources Section. He will conduct pre-employment investigations for civilian applicants, conduct local, state, and national records and warrant checks, investigate references, and conduct neighborhood canvasses. He will interview applicants, gather vital documents for summarization into pre-employment file, complete assigned cases within a defined timeframe, and conduct processing of background investigations for promotional candidates, including record checks and previous work history summary. The period of the agreement is October 27, 2017 through October 26, 2018.

18. **KADOVIA S. BAUBLITZ SMITH** \$14.42 **\$30,000.00**

Account: 1001-000000-2041-744200-601009

Ms. Smith, a retiree, will continue to work as a Police Report Reviewer/Contract Service Specialist I - Body Worn Camera Unit. This position reviews body worn camera footage from

MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Police Department</u> - cont'd		
agency members; prepares electronic case folders for prosecution for the Office of the State's Attorney, and categorizes videos left unattended by members of the Agency. This is the same salary as in the previous contract period.		
19. THERESA A. ANDERSON	\$14.42	\$30,000.00

Account: 1001-000000-2042-198100-601009

Ms. Anderson, a retiree, will continue to work as a (Storekeeper II/Contract Services Specialist I) for the Evidence Control Unit. She will be responsible for entry and accurate retention of all property that is retained by the Department and several surrounding agencies, receives property/evidence submissions from police officers and lab personnel, ensure accuracy/completeness of paperwork and enter into the evidence tracking system. She will also release property to personnel for further examination/evidence for court, update the evidence tracking system for chain of custody and documents location, release property to the public and document same in the evidence tracking system and lift and handles evidence submitted. The period of the agreement is September 28, 2017 through September 27, 2018.

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

20. ALLAN D. CARREIRA	\$32.50	\$70,000.00
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Account: 4000-481917-2252-667600-600000

Mr. Carreira will continue to work as a Contract Services Specialist II (Police Report Reviewer/Court Operations Specialist). He will serve as a consultant to the Baltimore Police Department and the Mayor's Office on Criminal Justice regarding court operations and procedures, serves as the Early Resolution Court Coordinator to track and update all

MINUTES

PERSONNELHourly RateAmountPolice Department - cont'd

felony gun cases for GunStat, and oversee the Civil Citation Pilot Program. He will review and analyze the Criminal Citation Program, work extensively with Civil and Criminal Citations, and assists the Baltimore Police with warrant projects. He will track Failure to Appear and conduct court and case disposition research. He will perform duties for both the Baltimore Police Department and the Mayor's Office on Criminal Justice and reports directly to the Director of the Mayor's Office on Criminal Justice. The period of the agreement is June 1, 2017 through May 31, 2018.

Department of Public Works21. Reclassify the following Six Filled Positions:

From: Collections Representative I
 Job Code: 34253
 Grade: 080 (\$31,142.00 - \$36,634.00)
 Position Nos.: 49982, 49983, 49985, 49987,
 49988, 49989

To: Customer Care Analyst II
 Job Code: 34264
 Grade: 082 (\$33,140.00 - \$39,199.00)

Cost: \$41,920.00 - 2071-000000-5471-400500-601001

MINUTES**PERSONNEL**

Department of Public Works - cont'd

22. Reclassify the following Two Filled Positions:

From: Office Support Specialist II
Job Code: 33212
Grade: 075 (\$27,929.00 - \$31,746.00)
Position Nos.: 23046, 24030

To: Customer Care Analyst II
Job Code: 34264
Grade: 082 (\$33,140.00 - \$39,199.00)

Cost: \$4,545.00 - 2071-000000-5471-400500-601001

23. Reclassify the following Twelve Filled Positions:

From: Office Support Specialist III
Job Code: 33213
Grade: 078 (\$29,672.00 - \$34,218.00)
Position Nos.: 22373, 23961, 48587, 48253,
48588, 22677, 48255, 23960,
48254, 48256, 23964, 24033

To: Customer Care Analyst II
Job Code: 34264
Grade: 082 (\$33,140.00 - \$39,199.00)

Cost: \$73,962.00 - 2071-000000-5471-400500-601001

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

MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Department of Recreation & Parks</u>		
24. JENNIFER E. MORGAN	\$31.46	\$59,981.64

Account: 6000-680517-4792-369500-601009

Ms. Morgan will work as a Contract Service Specialist II (Quality Assurance Analyst Supervisor/Park Maintenance Quality Assurance Manager) for the Department of Recreation & Parks. She will develop, write, and implement park maintenance contracts for grass mowing, park cleaning and other landscape services. Ms. Morgan will conduct site visits to evaluate contractor work, meet with contractors to resolve any errors in work or quality control issues, and write weekly reports. Ms. Morgan will also coordinate requests for installation of dog parks, act as a liaison between the department and existing dog park management groups, ensure compliance with maintenance and management of dog parks, assess trail conditions bi-weekly to coordinate maintenance and repair work, and recruit and manage volunteers and other alternative workforce opportunities to increase maintenance of the trail system.

25. NANCY JARVIS	\$32.00	\$ 9,984.00
26. JENNIFER KNIGHTON	\$32.00	\$ 16,640.00
27. JEFFERY NOLT	\$40.00	\$ 20,800.00

Mr. Nolt will also serve as Artistic Director of the Youth and Adult Performance Troupes.

28. RACHAEL COX	\$32.00	\$ 9,984.00
29. MARGARET GOLDSBOROUGH	\$32.00	\$ 9,984.00

Account: 6000-680517-4792-369900-601009

MINUTES**PERSONNEL**Hourly RateAmountDept. of Recreation and Parks - cont'd

The above-listed individuals (item nos. 25-29) will each continue to work as a Contract Service Specialist II (Ice Skating Coach). Their duties will include, but will not be limited to providing instruction in figure skating skills for participants in the "Learn to Skate" and summer camp programs. The program will include skills that are the basis for the U.S. Figure Skating National Proficiency Tests and evaluation of student performance to determine mastery of specific skills and advancement to the next level. These individuals will also assist students in planning an individual presentation program set to music, provide skating instructions to members of the Youth and Adult Performance Troupe, and provide skating instructions to all levels of the Adult Skating Seminar. The period of the agreement is effective upon Board approval for one year.

30. **RICHARD M. NEHLS** \$28.00 **\$53,384.80**

Account: 5000-577717-4781-363900-601009

Mr. Nehls, will work as a Contract Services Specialist II (Training Officer/Workforce Development Coordinator). He will plan, develop, and implement in-service training programs for all park maintenance staff, coordinate trainings with subject matter experts, and update the Park Maintenance Technician Handbook. Mr. Nehls will collaborate with the Department of Natural Resources, Maryland Park Service to create, develop, and implement green jobs training programs for youth. In addition, he will supervise team leaders and oversee daily programs, oversee collaboration with AmeriCorp NCC and other cohorts, write proposals, coordinate work assignments, and supervise work projects. The period of the Agreement is effective upon Board approval for one year.

MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Dept. of Recreation and Parks - cont'd</u>		
31. LANCE A. DECKER	\$43.25	\$86,500.00

Account: 5000-578716-4711-361880-601009

Mr. Decker will work as a Contract Services Specialist II (Architect II/ Architect II). He will implement architectural projects that are key to helping the Department meet the mayoral priorities to create stronger Neighborhoods and a Healthy City and provide general overall project management, i.e., prepare time lines, budgets, status reports, presentations, cost estimates and shop drawings. In addition, Mr. Decker will oversee the preparation of architectural plans and drawings, examine, review, and recommend corrections to the plans, specifications, materials, designs, and methods of construction. He will also assist with presentations to the Urban Design and the Architectural Review Panel and the Commission on Historical and Architectural Preservation on architectural and preservation requirements and assist the Construction Supervisor with monitoring warranty periods, master planning, and design program development for future architectural projects. The period of the Agreement is effective upon Board approval for one year.

State's Attorney's Office (SAO)

32. Create the following position:

Classification: Community Coordinator
 Job Code: 01973
 Grade: 090 (\$44,858.00 - \$54,520.00)
 Position No.: To be assigned by BBMR

Costs: \$62,353.00 - 4000-405917-1150-118100-601001

MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>SAO</u> - cont'd		
<p>This position is considered to be a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.</p>		
33. ROSE M. BROCK	\$27.20	\$51,860.00
Account: 1001-000000-1150-118000-601009		
<p>Ms. Brock, retiree, will work as a Contract Services Specialist I (Investigator-SAO/Investigator). She will investigate felonies, domestic violence, and violent crime cases, locate and interview witnesses, and act as a liaison with police agencies. The period of the agreement is April 27, 2017 through April 26, 2018.</p>		
<p>This contract is consistent with the waiver of the AM 212-1, approved by the Board of Estimates in March 1999 to hire retired police officers as Investigators for the State's Attorney with no restrictions on the number of hours worked and rate of pay.</p>		
34. DOUGLAS B. LUDWIG	\$36.75	\$44,100.00
Account: 1001-000000-1150-118000-601009		
<p>Mr. Ludwig, retiree will continue to work as a Contract Services Specialist I (Assistant State's Attorney/Assistant State's Attorney). He will review charging documents for all on-view arrests made by police officers, make decisions to release or charge offenders based on principles of the law, and produce and provide bail recommendations to Court Commissioners for all cases involving violent felonies and firearm charges. In addition, Mr. Ludwig will screen all</p>		

MINUTES**PERSONNEL**

SAO - cont'd

offenders for eligibility for Early Resolution Court, Quality Case Review dockets and Repeat Violent Offender status, as well as follow-up with notifications of arrest to the Division of Parole and Probation, the Department of Juvenile Services, trial units of the SAO, and other law enforcement partners. This is a 5% increase in the hourly rate from the previous contract period. The period of the agreement is April 27, 2017 through April 26, 2018.

Department of Transportation

35. a. Create the following position:

Classification: Bike Share Program Coordinator
Job Code: 31138
Grade: 927 (\$62,000.00 - \$99,200.00)

b. Reclassify the following position

From: Environmental Policy Analyst
Job Code: 31137
Grade: 927 (\$62,000.00 - \$99,200.00)
Position No.: 2301-49598

To: Bike Share Program Coordinator
Job Code: 31138
Grade: 927 (\$62,000.00 - \$99,200.00)

Costs: There are no costs associated with this action.

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- | | | |
|---|---------|---------|
| 1. THE SHERWIN-WILLIAMS
COMPANY d/b/a DURON PAINT | \$ 0.00 | Renewal |
| Maryland State Contract No. 001B6400497 - Traffic Paint -
Department of Transportation, etc. P.O. No. P36502 | | |

On August 10, 2016, the Board approved the initial award in the amount of \$200,000.00. The award contained one renewal option. This sole renewal in the amount of \$0.00 is for the period April 16, 2017 through April 15, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. The City is utilizing the State of Maryland's contract to purchase material only.

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|---|--------------|---------|
| 2. WORKPLACE ESSENTIALS,
INC. | \$ 12,000.00 | Renewal |
| Contract No. B50003918 - Monthly Services and Hand Free
Sanitary Disposal Units - Department of General Services -
P.O. No. P530759 | | |

On April 8, 2015, the City Purchasing Agent approved the initial award in the amount of \$12,000.00. The award contained three 1-year renewal options. On April 21, 2016, the City Purchasing Agent approved the first renewal in the amount of \$12,000.00. This second renewal in the amount of \$12,000.00 will provide the required monthly services and hand sanitary disposal units for City Hall. The period of the renewal is April 15, 2017 through April 14, 2018, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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|---|---------|---------|
| 3. MIDWEST MEDICAL
SUPPLY CO., L.L.C. | \$ 0.00 | Renewal |
| Contract No. B50003256 - Various Medical Supplies - Health
Department - P.O. No. P527105 | | |

On April 30, 2014, the Board approved the initial award in the amount of \$63,018.00. The award contained three 1-year renewal options. Two renewal options have been exercised. This final renewal in the amount of \$0.00 is for the period May 1, 2017 through April 30, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On November 19, 2013, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

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|---|--------------|---------|
| 4. MILTON S. HERSHEY
MEDICAL CENTER | \$ 50,000.00 | Renewal |
| Contract No. 06000 - Non-Emergent Air Transportation Services
- Health Department - P.O. No. P530994 | | |

On April 29, 2015, the Board approved the initial award in the amount of \$50,000.00. The award contained three 1-year renewal options. On April 6, 2016, the Board approved the first renewal in the amount of \$50,000.00. This second renewal in the amount of \$50,000.00 is for the period April 29, 2017 through April 28, 2018, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On March 25, 2015, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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| 5. CITIZENS PHARMACY
SERVICES | \$ 25,000.00 | Renewal |
| Contract No. B50003481 - Smoking Cessation Products - Health Department - P.O. No. P527030 | | |

On April 30, 2014, the Board approved the initial award in the amount of \$24,678.00. The award contained three 1-year renewal options. Two renewal options have been exercised. This final renewal in the amount of \$25,000.00 is for the period May 1, 2017 through April 30, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. Initial award below threshold.

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|---|---------|---------|
| 6. JOHN DOBBINS JR.
d/b/a MILLENNIUM AUTO
PARTS | \$ 0.00 | Renewal |
| Solicitation No. B50002834 - Used Salvage Foreign and Domestic Auto Parts - Department of General Services, Fleet Management - P.O. No. P523054 | | |

On March 27, 2013, the Board approved the initial award in the amount of \$45,000.00. The award contained two renewal options. On March 23, 2016, the Board approved the first renewal in the amount of \$15,000.00. This final renewal in the amount of \$0.00 is for the period April 1, 2016 through March 31, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. Initial award below threshold.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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| 7. GENERAL TRAFFIC
EQUIPMENT CORP. | \$150,000.00 | Renewal |
| Contract No. 08000 - Pedestrian Traffic Signal Assemblies -
Department of Transportation - P.O. No. P534937 | | |

On March 23, 2016, the Board approved the initial award in the amount of \$125,058.00. The award contained four 1-year renewal options. This first renewal in the amount of \$150,000.00 is for the period March 23, 2017 through March 22, 2018, 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. These commodities are only available from the vendors, and are not available from subcontractors.

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|---|--------------|---------|
| 8. PATRIOT POOL SERVICE,
L.L.C. | \$150,000.00 | Renewal |
| Contract No. B50003895 - Provide Public Swimming Pool
Maintenance, Repair and New Replacement Parts - Department of
Recreation and Parks - P.O. No. P530733 | | |

On April 8, 2015, the Board approved the initial award in the amount of \$150,000.00. The award contained three 1-year renewal options. On March 30, 2016, the Board approved the first renewal in the amount of \$150,000.00. This second renewal in the amount of \$150,000.00 is for the period April 8, 2017 through April 7, 2018, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On January 21, 2015, it was determined that no goals would be set because of no opportunity to segment the contract.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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|---|--------------|---------|
| 9. GOTTLIEB & WERTZ,
INC. | \$ 30,000.00 | Renewal |
| Contract No. 08000 - Provide Annual Maintenance and Support
for Juvenile Case Management System - Circuit Court for
Baltimore City - P.O. No. P531584 | | |

On June 3, 2014, the Board approved the initial award in the amount of \$30,000.00. The award contained three 1-year renewal options. On June 8, 2016, the Board approved the first renewal in the amount of \$30,000.00. This second renewal in the amount of \$30,000.00 is for the period July 1, 2017 through June 30, 2018, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. Initial award is below the MBE/WBE threshold. This meets the requirement for certification as a sole source procurement. These proprietary services are only available from the vendor and are not available from subcontractors.

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|---|--------------|---------|
| 10. PITNEY-BOWES, INC. | \$ 62,134.00 | Renewal |
| Contract No. 06000 - Pitney Bowes Inserter and Sorter Equipment
Maintenance - Department of Communication Services, Municipal
Mailroom - P.O. No. P535523 | | |

On May 13, 2009, the Board approved the initial award in the amount of \$123,653.00. The award contained four 1-year renewal options. On May 18, 2016, the Board approved an Agreement with Pitney-Bowes, Inc. and a renewal in the amount of \$123,653.00.

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 Purchases

This second renewal in the amount of \$62,134.00 is for the period May 1, 2017 through April 30, 2018, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On June 6, 2008, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

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|---|----------------|---------|
| 11. LORENZ LAWN & LANDSCAPE
INC. d/b/a LORENZ INC. | \$1,121,600.00 | Renewal |
| Contract No. B50004509 - Supply & Deliver Spring and Fall Tree Planting & Maintenance - Department of Recreation and Parks - P.O. No. P535434 | | |

On May 4, 2016, the Board approved the initial award in the amount of \$275,810.00. The award contained four 1-year renewal options. On September 28, 2016, the Board approved an increase in the amount of \$437,000.00. This first renewal in the amount of \$1,121,600.00 is for the period May 4, 2017 through May 3, 2018, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On March 15, 2016, it was determined that no goals would be set because of no opportunity to segment the contract.

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

12. INTERNATIONAL BUSINESS

MACHINES CORPORATION	\$ 26,234.73	Renewal
Contract No. 08000 - IBM i2 Software and Maintenance Agreement - Baltimore Police Department - P.O. No. P535450		

On April 26, 2016, the Board approved the initial award in the amount of \$86,511.37. The award contained two 1-year renewal options. This first renewal will provide for the continuation of the i2 software used to pinpoint malfeasant activity within logs of operational data as well as provide links between individuals, places, and entities for criminal investigations. The vendor is the sole provider of the software, maintenance, and associated network equipment. The period the renewal is April 26, 2017 through April 25, 2018, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as sole source procurement. The proprietary software and support is only available from the vendor, and 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 Purchases

13. FOREST VALLEY TREE & TURF LLC	\$2,000,000.00	Renewal
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Contract No. B50002697 - Tree Pruning and Removal - Department of Recreation and Parks - P.O. No. P523003

On March 27, 2013, the City Purchasing Agent approved the initial award in the amount of \$2,000,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount \$2,000,000.00 is for the period April 1, 2017 through March 17, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

MWBOO SET GOALS OF 10% MBE AND 0% WBE.

	<u>Commitment</u>	<u>Performed</u>
MBE: Johnson Tree Service, LLC	49%	\$333,699.00 39%

MWBOO FOUND VENDOR IN COMPLIANCE.

14. THOMSON REUTERS	\$10,692.00	1 st Amendment to License Agreement
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Contract No. 08000 - Auditing Software and Training - Dept. of Audits - P.O. P532539

The Board is requested to approve and authorize execution of First Amendment to License Agreement with Thomson Reuters, Inc. The contract expires August 11, 2018, with two 1-year renewal options remaining.

This First Amendment to Agreement will allow the City to purchase additional perpetual, nonexclusive licenses to the licenses to the Software.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On August 12, 2015, the Board approved the initial award in the amount of \$74,985.00. On November 2, 2016, the Board approved an increase in the amount of \$50,000.00. This 1st Amendment to License Agreement is necessary to allow continued use of the specialized checkpoint software package for professional audit and accounting standards for the remainder of the contract term. The Agency requires additional licenses to the software currently in use by the Department of Audits.

This 1st Amendment to License Agreement will increase the award amount to \$135,677.00. All other terms and conditions of the agreement will remain unchanged. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

N/A

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|--|--------------|----------|
| 15. CHRIS KNIGHT FARRIER
SERVICES | \$ 14,775.00 | Increase |
| Contract No. B50004085 - Farrier Services - Police Department
Mounted Unit - Req. No. R691211 | | |

On June 1, 2015, the City Purchasing Agent approved the initial award in the amount of \$10,225.00. This increase in the amount of \$14,775.00 is necessary to continue farrier (blacksmith)

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

services to the Department's Mounted Unit. Only one bid was received. The sole vendor is the only vendor able to handle large horses. Farrier Services is necessary for the horse's continued good health to properly maintain their hooves. The contract expires June 7, 2018. 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. There are no certified MBE/WBE farriers.

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| 16. HONEYWELL BUILDING SOLUTIONS SES CORPORATION | \$750,000.00 | Correction and increase |
| Contract No. B50002161 - Maintenance Services for Life and Safety Systems for Convention Center - Convention Center - P.O. No. P519485 | | |

On January 25, 2012, the Board approved the initial award in the amount of \$2,250,000.00. The award contained two 1-year renewal options. Both renewals options have been exercised. The period covered on the previously approved action was through February 28, 2017. However, the date shown for renewals was incorrect. The Board is requested to approve the correct contract period through February 28, 2019 with no renewal options remaining.

MBE/WBE PARTICIPATION:

MWBOO SET GOALS OF 21% MBE AND 6% WBE.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Purchases

	<u>Commitment</u>	<u>Performed</u>	
MBE: Horton Mechanical Contractors, Inc.	10%	\$87,913.20	(21%)

WBE: The Fireline Corporation	5%	\$25,118.00	(6%)
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MWBOO FOUND VENDOR IN COMPLIANCE.

17. ATLANTIC EMERGENCY SOLUTIONS, INC. \$ 90,818.49 Increase
 Contract No. 06000 - Police Command Unit and a Mid-Mount Ladder Truck - Department of General Services - P.O. No. P534699

On March 2, 2016, the Board approved the initial award in the amount of \$2,295,743.00. The Board is requested to approve an increase required to install additional equipment on the command unit prior to delivery, which equipment was not originally requested by the City. The equipment will allow the Department to communicate with all its deployed units (Marine Aviation, SWAT, etc.) during any situation in the City. Additionally, in the event the Department assists a neighboring county or jurisdiction, this additional equipment would provide the capability to communicate with all of their engaged units.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

On August 3, 2015, 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.

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| 18. NIGHTMARE GRAPHICS, INC. | \$400,000.00 | Increase |
| Contract B50003458 - T-Shirts, Caps and other Active Wear - Department of Recreation and Parks, Health Department, Department of Transportation, Department of Public Works, Department of General Services, etc. - P.O. No. P527514 | | |

On June 4, 2014, the Board approved the initial award in the amount of \$115,580.00. The increase is required to continue to provide T-Shirts and other active wear for City programs. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On May 16, 2014, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

19. ECHOSENS NORTH AMERICA, INC.	\$162,165.00	Sole Source
Solicitation No. 08000 - Echosens Portable Fibroscan - Health Department - Req. No. R756505		

Echosens North America, Inc. is the manufacturer and sole distributor of their equipment. This portable fibroscan unit is the only portable, non-invasive device currently in the United States that allows caregivers the ability to measure liver elasticity without a biopsy, improving patient care and speed in which liver disease can be diagnosed.

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

MBE/WBE PARTICIPATION:

MBE/WBE participation is not applicable. This award meets the requirement for certification as a sole source procurement. These commodities are only available from the vendor, and are not available from subcontractors.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

20. INNOVYZE, INC.	\$ 30,150.00	Sole Source/ Agreement
Solicitation No. 08000 - InfoWorks Software License Agreement - DPW-Bureau of Water and Wastewater - Req. No. R754748		

The Board is requested to ratify the award and approve and authorize execution of the Software License Agreement & Software Maintenance & Support Agreement Addendum with Innovyze, Inc. The period of the agreement is January 15, 2017 through January 14, 2018.

This request was delayed because of the time required to negotiate the contract terms.

MBE/WBE PARTICIPATION:

MBE/WBE participation is not applicable. This award 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.

21. RENOLD, INC.	\$700,000.00	Sole Source
Solicitation No. 08000 - Carter Drive Parts - DPW-Bureau of Water and Wastewater - Req. Nos. R760338 and R759759		

Renold, Inc. is the manufacturer's sole authorized source of these products which must be compatible with currently installed equipment at the water treatment plants.

The above amount is the City's estimated requirement; however, the vendor will supply the City's requirement, be it more or less.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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

MBE/WBE PARTICIPATION:

MBE/WBE participation is not applicable. This award meets the requirement for certification as a sole source procurement. These commodities are only available from the distributor, and are not available from subcontractors.

22. CAREFUSION SOLUTIONS, LLC	\$ 67,306.00	Sole Source
Solicitation No. 08000 - Pyxis Medstation 4000 - Health Department - Req. No. R756512		

CareFusion Solutions, LLC is a subsidiary of BD Worldwide, Inc., the manufacturer and sole distributor of their equipment. The Medstation being purchased will be used at the Druid Hill Health Clinic and will supplement the Medstation equipment currently deployed at the Eastern Health Clinic, and will allow the Health Department to manage both clinics' Medstations from one location, improving patient care and customer service.

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

MBE/WBE participation is not applicable. This award meets the requirement for certification as a sole source procurement. These commodities are only available from the distributor, and are not available from subcontractors.

23. MARYLAND INDUSTRIAL
TRUCKS, INCORPORATED \$ 51,418.00 Low Bid
Solicitation No. B50004950 - Cylindrical Scrubber/Sweeper -
Dept. of General Services - Req. No. R757480

The initial estimated value of this contract was below the formal advertisement threshold. The two bids received were opened on March 24, 2017. The award is being recommended to the lowest responsive and responsible bidder.

The amount of \$51,418.00 will be financed through the City's Master Lease Program administered by the Bureau of Treasury Management.

MBE/WBE PARTICIPATION:

MBE/WBE participation is not applicable. The initial estimated value for this purchase was below the MBE/WBE threshold of \$50,000.00. Approval is requested for the purchase of a commodity from an authorized factory heavy equipment dealer who is required to provide associated pre-delivered and warranty repairs.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

24. <u>EDRICH LUMBER, INC.</u>	<u>\$ 30,600.00</u>	<u>Selected Source</u>
Solicitation No. 06000 - Milling of City Logs - Dept. of Recreation and Parks - Req. No. R760053		

The Department of Recreation and Parks has approximately 120 logs that were harvested from Cylburn Arboretum and Camp Small to be processed into dimensional lumber for future use as interior wood for the new Cahill Recreation and Nature Center #1324 set to begin construction at the end of this year. The time the logs sit before processing is crucial to the quality and yield the logs will bring. The City contacted the three nearest mills that can do this work at Windsor Mill, MD (17 miles), Gettysburg, PA (60 miles), and Oakland, MD (180 miles). The City is responsible for delivery of the approximately 13 truckloads to the mill and pays freight for delivery back. Edrich Lumber, Inc. which is the closest mill, would start the work the soonest and provide the logs back within the required timeframe that would yield the most dimensional lumber.

MBE/WBE PARTICIPATION:

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

25. <u>WALTERS RELOCATIONS, INC.</u>	<u>N/A</u>	<u>Extension</u>
Solicitation No. B50002236 - Office Moving Services - DHCD, DGS, and Health - Req. No. P519797		

On February 08, 2012, the Board approved the initial award for the amount of \$154,462.50. On April 30, 2013, the City

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Purchasing Agent approved an increase for the amount of \$49,000.00. On November 13, 2013, the Board approved an increase for the amount of \$300,000.00. On April 01, 2015, the Board approved the first renewal at no cost. On June 01, 2016, the Board approved the second renewal at no cost.

The Board is requested to approve an extension of the contract to cover the period of April 30, 2017 through July 30, 2017. The extension is being requested to continue moving services for various City agencies while a new solicitation (B50004896) is awarded. Bids are due on April 26, 2017.

MBE/WBE PARTICIPATION:

	<u>Commitment</u>	<u>Performed</u>
MBE: J&J Moving & Hauling, Inc.	10%	\$36,924.50 10.5%

MWBOO FOUND VENDOR IN COMPLIANCE.

UPON MOTION duly made and seconded, the Board approved the Informal Awards, Renewals, Increases to Contracts and Extensions. The Board further approved and authorized execution of the 1st Amendment to License Agreement with Thomson Reuters (item no. 14), Correction and Increase to Agreement with Honeywell Building Solutions SES Corporation (item 16) and Sole Source/Agreement with Innovyze, Inc. (Item No. 20).

MINUTES

Bureau of Purchases - Authorization for Master Lease
Financing for Vehicle Procurement

ACTION REQUESTED OF B/E:

The Board is requested to authorize the Department of Finance to seek Master Lease financing for the purchase of vehicles, to be awarded to vendors in separate solicitations with subsequent Board approval as required.

AMOUNT OF MONEY AND SOURCE:

\$22,706,030.00 - City's Master Lease through the Bureau of Treasury Management

The total cost will be financed through the City's Master Lease Program administered by the Bureau of Treasury Management.

BACKGROUND/EXPLANATION:

On March 13, 2013, the Board approved the City's use of a Master Lease vehicle financing approach, as part of the City's 10-Year Financial Plan. The second round of financing under this plan was approved on April 2, 2014, the third round was approved on June 17, 2015, and the fourth round of financing was approved on June 29, 2016. This is the fifth round of such financing. The awards for provision of specific vehicles have already received Board approval, or approval will be sought as required. This request for Board approval authorizes the financing of the future purchase of the following vehicles by gross vehicular weight (GVW) class.

<u>6-Year Tranche Total</u>	<u>Vehicle Count</u>	<u>Estimated Costs</u>
	102	\$3,814,400.00
<8,500 GVW	83	\$1,626,000.00
8,501 - 10,000 GVW	5	\$ 187,000.00
14,001 - 16,000 GVW	9	\$1,890,000.00
Specialty Equipment	5	\$ 111,400.00

MINUTES

Bureau of Purchases - cont'd

	Vehicle Count	Estimated Cost
<u>10-Year Tranche Total</u>	<u>161</u>	<u>\$18,891,630.00</u>
<8,500 GVW	16	453,000.00
8,501 - 10,000 GVW	3	104,000.00
14,001 - 16,000 GVW	2	510,000.00
19,501 - 26,000 GVW	6	780,000.00
26,001 - 33,000 GVW	25	4,250,000.00
>33,000 GVW	43	9,164,891.00
Special Equipment	<u>66</u>	<u>3,629,739.00</u>
Total Financing Amount	263	\$22,706,030.00

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board authorized the Department of Finance to Seek Master Lease financing for the purchase of vehicles, to be awarded to vendors in separate solicitations with subsequent Board approval as required.

MINUTES

Department of Transportation - Amendment No. 3 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment No. 3 to Agreement with T.Y Lin International for Project No. 1040, Reconstruction of the Annapolis Road Bridge over BW Parkway. The Amendment No. 3 to Agreement will extend the Agreement through June 17, 2020.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On June 18, 2008, the Board approved the original agreement in the amount of \$999,821.38, with T.Y Lin International to provide engineering design services for a three year period.

On July 29, 2009, the Board approved Change Order No. 1 in the amount of \$342,540.53 to expand the design to include two adjacent bridges, Russell Street and Monroe Street Ramp Bridge into the original scope of the Project.

On July 13, 2011, the Board approved Amendment No. 1 for a three year extension to permit the completion of the Reconstruction of the Annapolis Road Bridge over Baltimore Washington Parkway (MD295).

On September 21, 2011 the Board approved Change Order No. 2 in the amount of \$125,214.88 Post Award Services for 1) Coordination meetings with City contractor or construction engineer 2) request for information 3) Review of submittals, and 4) Technical assistance during bridge construction.

On February 22, 2012, the Board approved Change Order No. 3 in the amount of \$146,835.91, to provide for additional design engineering services in connection with the Reconstruction of Annapolis Road over BW Parkway.

MINUTESDepartment of Transportation - cont'd

On December 10, 2014, the Board approved Amendment No. 2 for a three year time extension to permit the completion of the Reconstruction of the Annapolis Road Bridge over Baltimore Washington Parkway (MD295).

On October 21, 2015, the Board approved Change Order No. 4 in the amount of \$4,223.20 to provide for the completion of the Notice of Intent (NOI) application based on the Maryland Department Environment procedure, develop a vicinity map, and attend meetings to ensure the NOI application is approved.

Amendment No. 3 will extend the original agreement for an additional three years. Amendment No. 3 is needed to provide Post Award services for the Replacement of the Annapolis Road Bridge over Baltimore Washington Parkway (MD295).

DBE PARTICIPATION:

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

DBE: 23%

AUDITS NOTED THE TIME EXTENSION AND WILL REVIEW TASK ASSIGNMENTS.

MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 3 to Agreement with T.Y Lin International for Project No. 1040, Reconstruction of the Annapolis Road Bridge over BW Parkway.

MINUTES

Department of Finance - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Commercial Property Assessed Clean Energy (MD-PACE) Agreement with the Maryland Clean Energy Center and PACE Financial Servicing, LLC.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

Pursuant to §1-1102 of the Annotated Code of Maryland, Local Government Article a country or municipality may establish a clean energy loan program. The City of Baltimore has authorized and established a commercial property assessed clean energy loan program (PACE) pursuant to Public Local Law, Article 28, 30-1 et seq. Article 28, 30-3(b) permits the City to enter into an agreement with a PACE program administrator.

The Maryland Clean Energy Center (an instrumentality of the State of Maryland) and PACE Financial Servicing, LLC designates the Maryland Clean Energy Center, through PACE Financial Servicing, LLC to serve as the PACE program administrator. PACE Financial Servicing, LLC was selected by the Maryland Clean Energy Center to administer the statewide MD-PACE program.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Commercial Property Assessed Clean Energy Agreement with the Maryland Clean Energy Center and PACE Financial Servicing, LLC.

MINUTES

Department of Finance/Office - Renewal of FY17 Flood
of Risk Management _____ Coverage _____

ACTION REQUESTED OF B/E:

The Board is requested to approve the renewal of Flood Coverage for the Baltimore City Police Headquarters and Annex Buildings. This policy is written through the National Flood Services and renews April 22, 2016.

AMOUNT OF MONEY AND SOURCE:

\$53,360.00 - 2043-000000-1450-162900-603014

BACKGROUND/EXPLANATION:

On September 13, 2003, storm surge and heavy rain from Hurricane Isabel flooded the basement of the Police Headquarters to a depth of 22". A claim was made with the Federal Emergency Management Agency (FEMA). The Public Assistance reimbursement has been approved. Since the facility is located in a 100 year flood plain, distribution of FEMA Public Assistance is contingent on securing and maintaining of coverage for flood.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the renewal of Flood Coverage for the Baltimore City Police Headquarters and Annex Buildings.

MINUTESDepartment of Transportation - Minor Privilege Permit Applications

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

	<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1.	781 Washington Blvd.	Ilana Shochat	One flat sign 6'9" x 3'
	Flat Charge:	\$ 105.60	
2.	785 Washington Blvd.	Ilana Shochat	One flat sign 6'9" x 3'
	Flat Charge:	\$ 105.60	
3.	787 Washington Blvd.	Ilana Shochat	One flat sign 6'9" x 3'
	Flat Charge:	\$ 105.60	
4.	511 S. Caroline Street	511 Caroline Street, LLC	Outdoor seating 28' x 4'
	Annual Charge:	\$ 785.50	
5.	1001 S. Lakewood Avenue	1001 S. Lakewood Avenue, LLC	One single face electric sign 62.2 sq. ft.
	Flat Charge:	\$ 988.98	

MINUTES

Department of Transportation - cont'd

	<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
6.	2338 E. Monument Street	Man Ji Kang	One awning 7' x 3'

Annual Charge: \$ 210.90

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

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

MINUTES

Department of Transportation - Resolution Authorizing the Filing of an Application with the Maryland Transit Administration of the Maryland Department of Transportation for Federal Financial Assistance

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Resolution Authorizing the Filing of an Application with the Maryland Transit Administration (MTA) of the Maryland Department of Transportation (MDOT) under the Federal Transit Act (FTA) for Federal Financial Assistance.

The Board is further requested to approve and authorize the Acting Director of the Department of Transportation to apply for grants for a mass transportation program.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The MTA is the designated recipient in Maryland for grants under the FTA. The Administrator of the MTA of the MDOT is authorized to make grants to counties and to local governments for a mass transportation program of projects.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Resolution Authorizing the Filing of the Application with the Maryland Transit Administration of the Maryland Department of Transportation under the Federal

MINUTES

Department of Transportation - cont'd

Transit Act for Federal Financial Assistance. The Board further approved and authorized the Acting Director of the Department of Transportation to apply for grants for a mass transportation program.

MINUTES

Law Department - Settlement Agreement and Release

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Settlement Agreement and Release of the claim of Ms. Vanessa Walker, Plaintiff, against the Mayor and City Council of Baltimore.

AMOUNT OF MONEY AND SOURCE:

\$50,000.00 - 2044-000000-1450-703800-603070

BACKGROUND/EXPLANATION:

On May 4, 2015, at approximately 10:15 p.m., the Plaintiff alleges that she tripped and fell on a sidewalk defect at 4217 Erdman Avenue in Baltimore City. As a result of the fall, the Plaintiff sustained a fracture, which required surgery and extensive rehabilitation. The Plaintiff's total medical bills were \$107,810.27. The City disputes that it is at fault for the Plaintiff's injuries.

Because of conflicting legal issues, objective injuries, and given the uncertainties and unpredictability of jury verdicts, the parties propose to resolve this matter for \$50,000.00 and to avoid the expense, time, and uncertainties of further protracted litigation.

The Settlement Committee of the Law Department has reviewed the legal and factual issues in connection with this matter, and recommends to the Board that the settlement of this matter should be approved as set forth herein.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Law Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement and Release of the claim of Ms. Vanessa Walker, Plaintiff, against the Mayor and City Council of Baltimore.

MINUTES

Department of Recreation and Parks - Right-of-Entry Agreement
Radecke Park - Phase I

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Right-of-Entry Agreement with the Maryland Stadium Authority (the Authority), for Radecke Park, Phase I. The period of Agreement is effective upon the Board for 2 years.

AMOUNT OF MONEY AND SOURCE:

N/A – The renovation project will be performed at the sole cost and expense of the Authority.

BACKGROUND/EXPLANATION:

The Right-of-Entry Agreement will allow contractors hired by the Authority entry and access to the property known as Radecke Park, Phase I as part of the plan to renovate and expand the property known as Frederick Elementary School, located at 2501 Frederick Avenue. The renovation will include establishing the equivalent of 0.38 acres of forest conservation (as defined in the Maryland Code, Natural Resources, §5-1601(1)) to satisfy the Authority's mitigation requirement for improvements to be made to the school. Gilbane, Inc. and RAM Contracting Services, LLC will serve jointly as the construction manager. William T. King, Inc. will serve as the landscaping subcontractor for Phase II of the renovation project.

The General Assembly of Maryland has authorized the Authority to implement and administer a program to renovate existing public schools and to construct new public schools in Baltimore City, pursuant to the Baltimore City Public Schools Construction and Revitalization Act of 2013 (Ch. 647, Acts of 2013).

MINUTES

Department of Recreation and Parks - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Right-of-Entry Agreement with the Maryland Stadium Authority, for Radecke Park, Phase I.

MINUTES

Department of Recreation and Parks - Right-of-Entry Agreement
Radecke Park - Phase II

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Right-of-Entry Agreement with the Maryland Stadium Authority (The Authority), for Radecke Park, Phase II. The period of Agreement is effective upon the Board for 2 years.

AMOUNT OF MONEY AND SOURCE:

N/A – The renovation project will be performed at the sole cost and expense of the Authority.

BACKGROUND/EXPLANATION:

The Right-of-Entry Agreement will allow contractors hired by the Authority entry and access to the property known as Radecke Park (Phase II) as part of the plan to renovate and expand the property known as John Eager Howard Elementary School, located at 2011 Linden Avenue. The renovation will include establishing the equivalent of 0.30 acres of forest conservation (as defined in the Maryland Code, Natural Resources, §5-1601(1)) to satisfy the Authority's mitigation requirement for improvements to be made to the school. J Vinton Shafer & Sons, Inc. will serve as the construction manager. William T. King, Inc. will serve as the landscaping subcontractor for Phase II of the renovation project.

The General Assembly of Maryland has authorized the Authority to implement and administer a program to renovate existing public schools and to construct new public schools in Baltimore City, pursuant to the Baltimore City Public Schools Construction and Revitalization Act of 2013 (Ch. 647, Acts of 2013).

MINUTES

Department of Recreation and Parks - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Right-of-Entry Agreement with the Maryland Stadium Authority for Radecke Park, Phase II.

MINUTES

Office of the Mayor - Supplemental Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board requested to approve and authorize execution of a Supplemental Memorandum of Understanding with Sagamore Development Company LLC (Developer).

AMOUNT AND SOURCE OF FUNDS:

No expenditure of exchange of funds is requested at this time.

BACKGROUND/EXPLANATION:

The Developer either directly or through its affiliates, is or will be developing land located on the South Baltimore peninsula, south of 1-95, into a transformative, inclusive, and world-class mixed-use, waterfront project (the "New Port Covington").

On April 26, 2016, the City entered into the New Port Covington Local Hiring Memorandum of Understanding to memorialize the commitments of the Developer relative to local hiring and the New Port Covington Supplier Diversity Memorandum of Understanding to memorialize the commitments of the Developer relative to supplier diversity.

On September 14, 2016, the Developer subsequently expanded and deepened its commitments relative to local hiring and supplier diversity through the New Port Covington Amended and Restated Consolidated Memorandum of Understanding dated September 14, 2016. Part I of the Consolidated Memorandum of Understanding addressed the matter of local hiring at the New Port Covington, and Part II of the Consolidated Memorandum of Understanding addressed the matter of supplier diversity.

MINUTES

Office of the Mayor - cont'd

This Supplemental Memorandum of Understanding is intended to:

1. clarify the standards to be applied to measure compliance of the obligations in Part I of the Consolidated Memorandum of Understanding and to reinforce the Developer's commitment to local hiring, and
2. clarify the standards to be utilized in future audits by the City Auditor and Monitor regarding the obligations in Part II of the Consolidated Memorandum of Understanding and reinforce the Developer's commitment to supplier diversity.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Supplemental Memorandum of Understanding with Sagamore Development Company LLC.

MINUTES

Department of Housing and - Memorandum of Understanding
Community Development Regarding Monitoring of Affordable
Housing in Port Covington

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Memorandum of Understanding (MOU) Regarding Monitoring of Affordable Housing in Port Covington with Sagamore Development Company, LLC, Developer.

AMOUNT OF MONEY AND SOURCE:

No funds are required.

BACKGROUND/EXPLANATION:

- A. The Developer, either directly or through affiliates, is or will be developing land located on the South Baltimore peninsula, south of I-95, into a transformative, inclusive and world-class mixed use, waterfront project (the "New Port Covington").
- B. The Developer and the City entered into the MOU Regarding Inclusionary Housing in Port Covington (the Original Housing MOU) dated April 20, 2016 to memorialize the commitments of the Developer relative to inclusionary housing. Section 7 of the Original Housing MOU required the parties, within a certain period of time, to enter into an agreement under which the Developer would report on residential construction within New Port Covington, and the City would monitor and enforce income and occupancy requirements (the Future MOU Requirement).
- C. The Developer subsequently expanded its commitments relative to affordable housing through the New Port Covington Amended and Restated Consolidated Memorandum of Understanding

MINUTES

DHCD - cont'd

(the Consolidated MOU) dated September 14, 2016. Part III of the Consolidated MOU addressed the matter of inclusionary housing at New Port Covington, and Section B of Part III amended and restated the Original Housing MOU.

- D. The Future MOU Requirement, with minor modifications in language, was restated as Section E of the Amended and Restated Original Housing MOU in the Consolidated MOU.
- E. This MOU is intended to satisfy the Future MOU Requirement, as restated in the Consolidated MOU.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding Regarding Monitoring of Affordable Housing in Port Covington with Sagamore Development Company, LLC, Developer.

MINUTES

Department of Housing and Community Development (DHCD) - Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Grant Agreement with Strong City Baltimore, Inc. The period of the Grant Agreement is effective upon Board approval for six months.

AMOUNT OF FUNDS AND SOURCE:

\$500,000.00 - 9910-909120-9588

BACKGROUND/EXPLANATION:

In 2014, the Department of Housing and Community Development awarded the redevelopment rights to the former Hoen Lithograph Building (the Property), located at 2101 East Biddle Street to City Life Historic Properties. Cross Street Partners was later added as a developer and Strong City Baltimore as a nonprofit partner. The Board will be asked to separately approve a Land Disposition Agreement that conveys the Property to 2101 East Biddle Street LLC, which will act as the Developer, and which also includes City Life Community Builder LTD and Strong City 2101 East Biddle Street LLC, to be formed as potential transferees.

The Project is being financed through a variety of public and private sources including New Market and Historic Tax Credits. The Developer has requested \$500,000.00 from the DHCD funds to close a financing gap, thereby preserving the New Market Tax Credits and ensuring the building's viability to qualify for Historic Tax Credits.

Funds made through this Grant Agreement will be used to complete environmental remediation and to stabilize portions of the roof to ensure the viability of the structure. Environmental remediation has been underway since 2010. The DHCD is utilizing the Housing Authority Construction Company (HABCo) to manage the

MINUTES

DHCD - cont'd

remediation under the terms of two Agreements approved by the Board. On February 7, 2001, the Board approved the first agreement, which provides the DHCD with the authority to utilize HABCo to undertake code-enforcement related activities on vacant properties. On February 27, 2013, the Board approved the second agreement that authorizes DHCD to utilize HABCo for emergency related services.

In accordance with the requirements of the 2013 Agreement, DHCD has received approval from the Director of Finance to undertake repairs. Funds will also be used to conduct a structural assessment and provide design and development drawings required to stabilize the roof trusses and ensure the building maintains its eligibility for Historic Tax Credits.

The DHCD will make grant funds available to Strong City Baltimore, Inc. which in turn, will lend the funds to the Developer under the terms of a separately executed Loan Agreement. In the event Strong City Baltimore, Inc. receives repayment from the Loan, the Grant Agreement requires that those funds be spent on programs and services that directly benefit the surrounding neighborhood and that the City is provided with an annual report documenting the amount of repayment and neighborhood activities that are funded.

Strong City Baltimore, Inc. will be eligible for an Advance Payment of up to 20% of the Grant Amount or \$100,000.00 with the balance of the funds provided based on approved draw requests. Under the terms of the Grant Agreement, Strong City Baltimore, Inc. will reimburse the City for costs incurred by HABCo and will also be responsible for documenting payments provided to contractors for stabilization work.

MBE/WBE PARTICIPATION:

Strong City Baltimore, Inc. has signed a Commitment to Comply with the Minority and Women's Business Enterprise Program of the City of Baltimore.

MINUTES

DHCD - cont'd

THE TRANSFER OF FUNDS IN THE AMOUNT OF \$745,000.00 WAS APPROVED BY THE BOARD ON MARCH 29, 2017.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED THE GRANT AGREEMENT AND HAD NO OBJECTION TO BOARD OF ESTIMATES APPROVAL.

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

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement with 2101 East Biddle, LLC, Developer, for the sale of the City-owned property located at 2101 E. Biddle Street.

AMOUNT OF MONEY AND SOURCE:

\$200,000.00

BACKGROUND/EXPLANATION:

The Developer will purchase the vacant warehouse at 2101 E. Biddle Street for renovation into offices and commercial space. The property is located within the Middle East Community. The consideration and improvements to the site will be funded through historic tax credits and other public and private funds.

The authority to sell this property is within the Middle East Urban Renewal Plan.

STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW APPRAISED VALUE:

The property was valued pursuant to the Appraisal Policy of Baltimore City through an appraisal. The appraised value price for 2101 E. Biddle Street is \$600,000.00 and the purchase price is \$200,000.00.

The property is being sold to 2101 East Biddle, LLC below the price determined by the appraisal because of the following reasons:

- The renovation will be to the specific benefit to the immediate community,

MINUTES

DHCD - cont'd

- this transaction will eliminate blight from the block, and thus eliminate blight from the neighborhood,
- this sale and renovation will return a currently vacant building to the tax rolls, and
- the property is being sold for less than the appraised value because of its condition, which will require extensive and immediate remediation.

MBE/WBE PARTICIPATION:

The Developer has signed the Commitment to Comply with the Minority and Women's Business Enterprise Program of the City of Baltimore.

MBE: 27%

WBE: 10%

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with 2101 East Biddle, LLC, Developer, for the sale of the City-owned property located at 2101 E. Biddle Street.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Planning</u>			
1. Thomas J. Stosur	2017 American Planning Assn. Nat'l. Conference New York, NY May 6 - 9, 2017 (Reg. Fee \$1,277.00)	UPWP Grant	\$2,738.39

The subsistence rate for this location is \$341.00 per night. The hotel cost is \$313.12 per night, plus hotel tax of \$32.66 per night, tourism fee of \$1.50 per night, hotel resort fee of \$46.00 per night, and occupancy tax of \$2.00 per night.

The cost of transportation in the amount of \$155.00, hotel cost in the amount \$1,186.39, and registration fee of \$1,277.00 were prepaid by a City-issued procured card assigned to Jaime Cramer. The Department is requesting additional subsistence of \$12.12 per day for meals and incidental. Therefore, the amount to be disbursed to Mr. Stosur is \$120.00.

2. Holly Freishrat	2017 American Planning Assn. Nat'l. Conference New York, NY May 5 - 9, 2017	Grant by Fondazione Cariplo	\$ 0.00
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All expenses are being paid through a grant by Fondazione Cariplo. The Baltimore City Community College is the fiscal agent.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Planning - cont'd</u>			
3. Robert F. Pipik	2017 American Planning Assn. Nat'l. Conference New York, NY May 6 - 9, 2017 (Reg. Fee \$1,212.00)	UPWP Grant	\$2,552.32

The subsistence rate for this location is \$341.00 per night. The hotel cost for night one is \$342.25, night two is \$183.70, and night 3 is \$225.45. The hotel tax is \$74.95 for two nights and an occupancy tax of \$69.42 for one night. The registration fee was prepaid by a City-issued procured card assign to Jaime Cramer. Therefore, the amount to be disbursed to Mr. Pipik is \$1,340.32.

Mayor's Office of Employment Development

4. Jason Perkins-Cohen	US Conference of Mayor's - WDC Board Meeting Nashville, TN April 26 - 28, 2017 (Reg. Fee \$500.00)	Adminis- trative Cost Pool	\$1,540.99
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The subsistence rate for this location is \$220.00 per night. The hotel cost is \$279.00 per night, plus hotel taxes of \$47.05 per night. The Department is requesting additional subsistence of \$59.00 per night to cover the cost of the hotel and \$40.00 per day for meals and incidentals. The registration fee of \$500.00 was prepaid by EA00020530. Therefore, the disbursement to Mr. Perkins-Cohen is \$1,040.99.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>MOED - cont'd</u>			
5. Lisa Allen	CS Week 311 ENGAGE 311 Fort Worth, TX May 21 - 25, 2017 (Reg. Fee \$295.00)	General Fund	\$1,462.51

The airfare cost of \$227.39 and registration fee of \$295.00 were prepaid on a City-issued procurement card assigned to Lisa Allen. Therefore, the disbursement to Ms. Allen is \$940.12.

Department of Transportation

6. Betty Smoot	Vision Zero Cities Cities Conference Vision Zero Cities Conference New York, NY May 3 - 4, 2017	General Funds	\$ 904.03
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The subsistence rate for this location is \$341.00 per night. The hotel cost is \$329.00 per night, plus hotel taxes of \$52.03. The Department is requesting additional subsistence of \$52.03 for hotel costs and \$40.00 for meals and incidentals. The registration fee in the amount of \$325.00 was prepaid using a City-issued procurement card assigned to Dharendra Sinha. Therefore, the disbursement to Ms. Smoot is \$579.00.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of General Services</u>			
7. Kagesta Cupid	Archibus Nexus Conference National Harbor, MD April 29 - May 4, 2017 (Reg. Fee \$1,985.00)	General Funds	\$3,528.31

The registration costs of \$1,985.00 was prepaid using a city-issued procurement card assigned to Berke Attila. Therefore, the disbursement to Ms. Cupid is \$1,543.31.

Department of Communication Services

8. Simon Etta	Mitel User Group Conference & Annual General Meeting San Antonio, TX May 30 - June 02, 2017 (Reg. Fee \$0.00)	Internal Service	\$1,249.96
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The subsistence rate for this area is \$185.00 per day. The hotel rate is \$199.00 per night plus a 16.75% per night hotel tax for a total of \$100.00. Therefore, the Department of Communication Services is requesting additional subsistence in the amount of \$14.00 per day to cover the hotel accommodations, and \$40.00 per day for meals and incidentals. The additional subsistence totaling \$162.00 is included in the total.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Employees' Retirement System</u>			
9. Doris Brightful	2017 Annual Conference & Exhibition (ACE) Hollywood, FL May 19 - 25, 2017 (Reg. Fee \$1,350.00)	Special Funds - ERS	\$3,547.84

The subsistence rate for this location is \$182.00 per day. The cost of the hotel is \$259.00 per night, plus hotel taxes of \$28.49 per day. The Department is requesting additional subsistence of \$77.00 per day to cover the hotel cost and \$40.00 per day for meals and incidentals.

The registration fee of \$1,250.00, which includes educational sessions, was paid directly to NCPERS.

10. Roselyn H. Spencer	International Development's (USAID) Delegation to South Africa Durban & Johannesburg South Africa April 30-May 05, 2017 (Reg. Fee \$0.00)	USAID	\$ 0.00
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Pursuant to AM 240-3, the Board of Estimates must approve all International Travel and AM 240-1 requires this approval regardless of the source of funds used to pay for the travel.

MINUTES**TRAVEL REQUESTS**Employees' Retirement System - cont'd

Ms. Spencer is a member of the African Institutional Investor's Advisory Council and funding through USAID will cover the cost of airfare, hotel accommodation for five nights, attendance, meals and beverages at official sites and shuttle and concierge services for members of the African Institutional Investor's Advisory Council. Participants are required to pay a flat fee of \$500.00.

UPON MOTION duly made and seconded, the Board approved the foregoing travel requests. The Comptroller **ABSTAINED** on item nos. 9 and 10.

MINUTES

PROPOSALS AND SPECIFICATIONS

1. Department of Public Works - WC 1352-AMI/R, Urgent Need
Metering Infrastructure
Repair & Replacement,
Various Locations
BIDS TO BE RECV'D: 5/10/2017
BIDS TO BE OPENED: 5/10/2017

2. Department of Public Works - SC 970-NOL, Cleaning and
Inspection of Sanitary
Sewers at Various
Locations in Baltimore
City - Zone B
BIDS TO BE RECV'D: 5/17/2017
BIDS TO BE OPENED: 5/17/2017

3. Department of Public Works - SC 966-NOL, Cleaning and
Inspection of Sanitary Sewers
At Various Locations in
Baltimore City - Zone A
BIDS TO BE RECV'D: 5/17/2017
BIDS TO BE OPENED: 5/17/2017

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

MINUTES

A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART FOR ALL ITEMS ON THE AGENDA.

The Board of Estimates received and reviewed Ms. Trueheart's protest. As Ms. Trueheart does not have a specific interest that is different from that of the general public, the Board will not hear her protest.

Kim A. Trueheart

April 25, 2017

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

Dear Ms. Taylor:

Herein is my written protest on behalf of the underserved and disparately treated citizens of the Baltimore City who appear to be victims of questionable management and administration within the various boards, commissions, agencies and departments of the Baltimore City municipal government.

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

1. Whom you represent: Self
2. What the issues are:

Pages 1 - 109, City Council President and members of the Board of Estimates, BOE Agenda dated April 26, 2017, if acted upon:

- a. The proceedings of this board often renew business agreements without benefit of clear measures of effectiveness to validate the board's decision to continue funding the provider of the city service being procured;
- b. The Baltimore City School Board of Commissioners routinely requires submissions for board consideration to include details of the provider's success in meeting the objectives and/or desired outcomes delineated in the previously awarded agreement;
- c. The members of this board continue to fail to provide good stewardship of taxpayers' funds as noted by the lack of concrete justification to substantiate approval of actions presented in each weekly agenda;
- d. This board should immediately adjust the board's policy to ensure submissions to the board include measures of effectiveness in each instance where taxpayer funds have already been expended for city services;

Email: kimtrueheart@gmail.com

*5519 Belleville Ave
Baltimore, MD 21207*

- e. In the interest of promoting greater transparency with the public this board should willing begin to include in the weekly agenda more details which it discusses in closed sessions without benefit of public participation.
- f. Lastly this board should explain to the public how, without violating the open meeting act, a consent agenda is published outlining the protocols for each week's meeting prior to the board opening its public meeting.

3. How the protestant will be harmed by the proposed Board of Estimates' action: As a citizen I have witnessed what appears to be a significant dearth in responsible and accountable leadership, management and cogent decision making within the various agencies and departments of the Baltimore City municipal government which potentially cost myself and my fellow citizens excessive amounts of money in cost over-runs and wasteful spending.

4. Remedy I desire: The Board of Estimates should immediately direct each agency to include measures of effectiveness in any future submissions for the board's consideration.

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on April 26, 2017.

If you have any questions regarding this request, please telephone me at (410) 205-5114.

Sincerely,
Kim Trueheart,
Voter, Citizen & Resident

*5519 Belleville Ave
Baltimore, MD 21207*

MINUTES

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

* * * * *

MINUTES

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

BIDS, PROPOSALS, AND CONTRACT AWARDS

Prior to the reading of bids received today and the opening of bids scheduled for today, the Clerk announced that the following agencies had issued an Addendum extending the dates for receipt and opening of bids on the following contract. There were no objections.

Department of Public Works - SC 953, Sanitary Sewer
Collection System Improvements
in the Level Sewershed
BIDS TO BE RECV'D: 05/10/2017
BIDS TO BE OPENED: 05/10/2107

Bureau of Purchases - B50004944, Replace/Retrofit
Fixtures with Energy Efficient
Lighting LED
BIDS TO BE RECV'D: 05/03/2017
BIDS TO BE OPENED: 05/03/2017

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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 Public Works - ER 4020R, Lower Stony Run
Environmental Restoration

Environmental Quality Resources, LLC

Department of Transportation - TR 11307, Park Circle Inter-
section Improvements

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

Department of Transportation - TR 17015, Resurfacing Highway
at Various Locations, Northeast,
Sector - I

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

Department of Transportation - TR 17016, Resurfacing Highways
at Various Locations, Northwest,
Sector - II

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

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Department of Transportation - TR 17017, Resurfacing Highways
at Various Locations, Southwest,
Sector - III

P. Flanigan & Sons, Inc.
Manuel Luis Construction Co., Inc.
Civil Construction LLC
Machado Construction Co., Inc.

Department of Transportation - TR 17018, Resurfacing Highways
at Various Locations, Southeast
Sector - IV

P. Flanigan & Sons, Inc.
Manuel Luis Construction Co. Inc.
Civil Construction LLC
Gray & Son, Inc.

Department of General - GS 14817, Engine 44 Firehouse
Services Roof Replacement

Ruff Roofers, Inc.
Simpson of Maryland, Inc.

Department of General - GS 16808, Roof Replacement
Services & Repairs at the EPFL Branch #13

Trionfo Builders, Inc.

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Bureau of Purchases - B50004973, Iron Pipe and Fittings

LB Water
HD Supply Waterworks LTD
Ferguson Waterworks

Bureau of Purchases - B50004958, Fire Hydrants and
Replacement Parts

HD Supply Waterworks LTD
Ferguson Enterprises dba Ferguson Waterworks LB Water

Bureau of Purchases - B50004928, Food Service Mgmt.
Company for Summer Food
Services Program

Revolution Foods*
Martins, Inc.
BFS-BC, LLC
K & B WholeBody Solutions, LLC*

*On May 31, 2017, the Board **REJECTED** the bid of Revolution Foods and the bid of K & B WholeBody Solutions, LLC.

Bureau of Purchases - B50004910, Lead Hazard
Reduction Program

Mac-Par Services, LLC
John H. Ware Sr., Inc.
Green & Healthy Homes Initiative, Inc.
Hawkeye Construction, LLC
Lewis Construction, LLC
First Potomac Environmental Company
A&A Abatement & Properties Services, LLC
UK Construction

MINUTES

Bureau of Purchases - B50004896, Office Moving Services

Allen & Son Moving & Storage
Walters Relocations Inc.
495 Movers, Inc.
R&A Movers Inc.
D&D Installations, LLC

Bureau of Purchases - B50004886, Coveralls for
Baltimore City Fire Department

Municipal Emergency Services, Inc.

*Bureau of Purchases- B50004884, Playground and Athletic
Court Resurfacing and Repairs

American Tennis Courts, Inc.
Playground Specialist, Inc.

*CLERK'S NOTE: Please **NOTE** that B50004884 was incorrectly advertised as B50004844. However, the description Playground and Athletic Court Resurfacing and Repairs' is correct.

MINUTES

Bureau of Purchases - B50004822, Psychological Services
and Employee Assistance Program
(Technical Opening)

Clerk: "This concludes the bids that we had originally scheduled for today, I am going to be recalling a bid ah -- that we had on March the 8, 2017, and asking for the Board to review um -- the opinion of the Law Department as to the acceptability of -- of a particular bid, and ah -- so that item is B50004822, Psychological Services and Employee Assistance Program (Technical Opening). So if the Law Department would come forward."

Interim City Solicitor: "Is this your copy?"

Clerk: "Oh that's okay."

Interim City Solicitor: "Your copy."

Clerk: "You can hold on to it. That's fine if you want it for the description."

Interim City Solicitor: "State your name for the record."

Mr. Michael Schrock: "Uh -- your Honorable Board of Estimates, this is Michael Schrock, Chief Solicitor of the Contracts Division and --"

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Ms. Hanna Rose-Kondratyuk: "Assistant Solicitor for the Contract's Section."

Mr. Schrock: "We're here today to answer any questions and I'm glad to give you an update as we've looked at this and um -- we may be able to answer your questions."

Clerk: "Well could you again, this was referred to the -- to the Law Department for review on March the 8th. Because at the time of the bid opening, we determined that ah -- by the Bureau of Purchases who received information from them which stated that for this particular bid, B50004822 that um -- it was for a 'two-step, Open Technical Only,' and as a consequence ah -- the Board did open that bid and we opened it and did not open the Price envelope and the price was supposed to be opened subsequent to the evaluation, as we understood it. Um -- we had four bids that day. Of the four bids, they were from ah -- Greenside Psychological Associates -- Janus Associates, Inc. d/b/a Business Health Services Adventist HealthCare, d/b/a Lifework Strategies and Interdynamics, Inc. All of the bidders except for Janus Associates sent in two envelopes. One for the Technical opening which we did

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open um -- and a Price. Because Janus's bid ah -- included its price information we referred it to Law. So, if you can advise us of your review of that."

Mr. Schrock: "Right. We've uh -- looked at that -- originally we've looked at it, um -- some just previously to meeting with you here today, and I think you're exactly right. There was a situation where the other bidders gave you two envelopes. One with a Technical Proposal, one with a Price Proposal. But looking at the solicitation, they had left out in the solicitation a section specifically under instruction that said you need to have ah -- the Technical Proposal in this different envelope and also a Price pro -- Proposal in a second diff -- different envelope. That's normally in these solicitations. For some reason it was not in this solicitation, but there are other sections of this solicitation where it creates an ambiguity. We talk about a two-step process. We do have something about pre-packaged labels at the end with an A and a B for both the Technical and the Pricing label with the MBE for the second one. So, as we looked at it, we thought there was some ambiguity here as we looked at it further, and then the question for this Board is, well is this ambiguity

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enough that it would create a material deviation um -- that you could not consider or could consider? I mean if it was material deviation that you would not consider the -- the one that was in one envelope. Our feeling is, if you can look in that one envelope and you can split out which it sounds like that is correct, that there is a Technical piece in it that's clear and there's a Price and MWBOO uh -- section that's clear, you could put in a separate envelope the Technical and you could put in a separate envelope the Price and the MWBOO and you could continue on in the process, and if the evaluators find out during the Technical that it's not responsive then they'll be back you know to deal with that, or if they find the Price is not responsive they'll deal with that. But we don't really see this um -- as something that our suggestion would be to continue in that process. Now you do have the right as the Board if you want to say this is irregular and they didn't, in our opinion follow instruction of to throw it all out. But, we just don't see in this process that is really beneficial to the City, because it's not going to affect anything with price or the quantity that we're getting. If the material is all there um --

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we're recommending that the Board and the Evaluation Committee actually consider it. Um -- this would be distinguishable to I think for other cases where we put in the solicitation very clear instructions and we weren't missing sections that said we need two separate envelopes in that. So, I would say this is a distinguishable one-off case. Um -- if another one came where we were to have this specific instructions, you might have a different decision in that matter."

Clerk: "So you're saying this would not be precedent setting?"

Mr. Schrock: "This would not be precedent setting for future ones because, the solicitation uh -- was not as clear as it could have been."

Clerk: "Right, and reading what you have provided from your opinion it states that ah --- 'the Bureau of Purchases intended each proposal to be bifurcating to two separate sealed envelopes. One for Technical component and one for the Price component'. But um -- unfortunately, there was a lack of clarity."

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Mr. Schrock: "Right. They missed a whole section that is normally in solicitations that talks specifically. You need to put Technical in this envelope. You need to put Price and MWBOO in this second envelope, so that ambiguity you could look as a vendor and say if I have done this before and I sort of know this or I could put in envelope A and envelope B, another person could put the whole proposal in one envelope and I don't see that um -- you know it's in your hands. It hasn't got into anybody else's hands. So we have control over this and I really think you could continue on with the process."

Clerk: "And again ah -- looking at your opinion, I believe that uh -- one of the recommendations was, was that for the Board that it would remove the Price and MBE -- pages ah -- prior to submitting it to the Bureau of Purchases."

Mr. Schrock: "That's correct. Before it would get to any evaluator so they would not see both at the same time. There would be a consistency with the normal process in that regard."

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Clerk: "Anyone have any questions? Okay. Do you want to make a Motion?"

Interim City Solicitor: "Sure. I make a Motion that we accept that we um -- ah we accept the recommendation by the Law Department and consider the ah -- the lack of clarity and -- and that we um ---- find that it isn't immaterial irregularity in the um --bidding process and the bidding process can continue on with the process."

Clerk: "And that we separate the please--"

Interim City Solicitor: "And that we separate the Technical um -
- bid documents from the um -- Price bid documents."

Deputy Director of Public Works: "I second that."

Interim City Solicitor: "All in favor."

Clerk: "AYE."

Deputy Director of Public Works: "AYE."

Interim City Solicitor: "Thank you."

Clerk: "Thank you very much. Thank you both for your assistance."

* * * * *

MINUTES

Bureau of Purchases - B50004910, Lead Hazard Reduction Program

Clerk: "Mr. Armstrong, you said there is someone here for -- who wanted to approach the Board in reference to -- is that B50004910, Lead Hazard Reduction Program. Could please state your name and the company you represent sir?"

Mr. Chukes Okoro: "I'm Okoro, Chukes Okora, UK Construction Company."

Clerk: "Yes."

Mr. Okoro: "So --"

Clerk: "Number 13."

Mr. Okoro: "I'm concerned I -- the bid was submitted today at 11:00 just before 11:00 o'clock when I got back into my office and I saw a MBE requirement. So MBE subcontractor ah -- what you call it intent to work on my desk, and I'm concerned that that it wasn't included in my bid. So, I wanted to bring it down. Ah -- initially I was hoping that I could open the bid which is meant for the public and see if those documents are in there and if not, if the Board will -- will accept the MBE. There is like two MBE documents and I know it's a necessary component to the bid."

Clerk: "That's fine."

Interim City Solicitor: "Um -- so you want a --."

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Clerk: "Okay. Okay. We've heard -- what you've said in reference to the bid. We've already opened the bids uh -- and we will take what you said under advisement and make a determination whether or not the bid is properly submitted."

Mr. Okoro: "Okay."

Clerk: "Okay."

Mr. Okoro: "Could I - could I leave the Board these documents?"

Clerk: "No, we can't take them after --"

Interim City Solicitor: "So, we will take the documents from you. Understand that ah -- no determination has been made as to whether or not these documents will be accepted. Uh -- we will just take it so that we can review them in our consideration."

Mr. Okoro: "Okay. Finally, am I allowed to look at the bids for the public?"

Interim City Solicitor: "You -- you can look at any document that is made public to the public."

Mr. Okoro: "Okay. Thank you sir."

Interim City Solicitor: "Thank you."

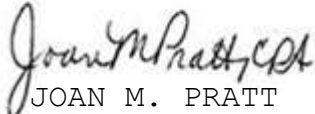
Clerk: "Thank you. Okay. Thank you."

MINUTES

CLERK'S NOTE: Upon review of the original bid submitted by UK Construction Company it was determined the MBE/WBE forms including the statement of intent were submitted timely. The partial MBE/WBE documents that were tendered at the hearing by Mr. Okoro were already included in UK Construction's bid. Therefore, the board forwarded the bid of UK Construction to the Bureau of Purchases for evaluation.

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There being no further business, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, May 3, 2017 date.


JOAN M. PRATT
Secretary