

**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 - **ABSENT**  
David E. Ralph, Interim City Solicitor  
S. Dale Thompson, Deputy Director of Public Works  
Bernice H. Taylor, Deputy Comptroller and Clerk

President: "Um -- Good morning everyone. The July 12, 2017 meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiencies of these hearings, persons who are dis -- 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 July 10, 2017, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda."

MINUTES

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

Comptroller: "Second."

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

\* \* \* \* \*

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

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

American Lighting & Signalization, Inc.	\$ 199,980,000.00
Asplundh Tree Expert Co.	\$4,161,890,000.00
Barrett and Sons Coatings, Inc.	\$ 1,500,000.00
Bristol Environmental, Inc.	\$ 8,000,000.00
Cossentino Contracting Company, Inc.	\$ 8,000,000.00
East Coast Concrete Specialties, Inc.	\$ 8,000,000.00
EMH Environmental, Inc.	\$ 8,000,000.00
Highland Turf, Inc. d/b/a HTI Contractors	\$ 1,500,000.00
M&V Contractual Services, Inc.	\$ 1,500,000.00
Morgan-Keller, Inc.	\$ 144,760,000.00
PDI-Sheetz Construction Corporation	\$ 1,500,000.00
Roofing and Sustainable Systems, Inc.	\$ 8,000,000.00
S & J Service, Inc.	\$ 1,500,000.00
Traffic Systems, Inc.	\$ 8,000,000.00

**MINUTES****BOARDS AND COMMISSIONS**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:

ECO Integration	Engineer
Itenology Corporation	Engineer
McCormick Taylor, Inc.	Engineer
McKim & Creed, Inc.	Engineer
Melville Thomas Architects, Inc.	Architect
Navarro & Wright Consulting Engineers, Inc.	Engineer Land Survey
NMP Engineering Consultants, Inc.	Engineer
Structura, Inc.	Engineer
Waldon Studio Architects & Planners, PC	Architect

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

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

2641 - 2642

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>Baltimore Police Department</u>		
1. \$ 832,378.57	9918-945010-9206 Police Tech Improvements - General Fund	
427,039.77	9918-924011-9206 BPD Fusion Center - General Fund	
68,085.93	9918-907001-9206 Unallocated - General Fund	
<u>72,495.73</u>	9918-907001-9206 Unallocated 3 <sup>rd</sup> Police Dept. - Bond Fund	
<b>\$1,400,000.00</b>	-----	9918-929012-9206 DOJ Consent Decree Improvement

This transfer will provide funds to cover the costs for the Department of Justice's Consent Decree for the Department. The funds will support the expense of the Data Warehouse and Technology plan to provide support for reforms for the officers to police constitutionally, safely and effectively.

## MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation</u>		
2. \$ 9,813.57	9910-907068-9600	9910-906105-9601
1 <sup>st</sup> Comm. EDF	Construction	E. Balto.
Industrial	Reserve	& Commercial
	E. North Ave.	
	Corridor Plan	
16,005.00	9910-913990-9600	9910-921101-9601
23 <sup>rd</sup> EDF	Construction	Commercial
	Reserve	Revitalization
	Commercial	
	Revitalization	
3,869.00	9910-908018-9600	9910-903361-9601
<u>24<sup>th</sup> EDF</u>	Constr. Reserve	Business Park
	Seton, Cross Rds.	Upgrades
	Park Circle	
<b>\$29,687.57</b>		

This transfer will provide funds to reimburse Baltimore Development Corporation for eligible capital expenses for the month ending May 31, 2017.

**MINUTES**

Department of Recreation - First Amendment to Agreement  
and Parks

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the execution of a First Amendment to the Agreement with Biohabitats, Inc.

**AMOUNT OF MONEY AND SOURCE:**

\$10,863.75 - 9938-911060-9474-900000-705065

**BACKGROUND/EXPLANATION:**

The initial agreement approved by the Board on August 24, 2016, allowed the Forestry Division to hire Biohabitats, Inc. to create a Forest Management Plan for Gwynns Falls Leakin Park. This project was funded by a Maryland Department of Natural Resources Critical Areas Funds grant.

The purpose of the Forest Management Plan is to conduct an in-depth analysis of Baltimore's urban forest tree inventory. The completed plan is expected to provide recommendations for sustaining a healthy natural balance between the tree canopy and the natural animal habitats. An unexpected four-month delay in the data collection made it necessary to condense the timeline due to the rapid aging of the vegetation during the 2016 growing season, which rendered plant identification problematic and necessitated a more swift field data collection process. Therefore, the Department is requesting a first amendment to the agreement.

The initial amount of the approved agreement was \$119,325.00. This first amendment will increase the agreement by \$10,863.75 and will make the total amount of the agreement \$130,188.75. All other terms and conditions of the original agreement will remain unchanged.



**MINUTES**

Department of Recreation - cont'd  
and Parks

**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 Agreement with Biohabitats, Inc.

**MINUTES**

Mayor's Office of Employment - Grant Award and Inter-  
Development (MOED) governmental Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of a Grant Award and authorize execution of the Inter-governmental Agreement with the Maryland State Department of Public Safety and Correctional Services (DPSCS), Division of Parole and Probation. The period of the Agreement is July 1, 2017 through June 30, 2018.

**AMOUNT AND SOURCE OF FUNDS:**

\$500,000.00 - 5000-504818-6396-483200-405001

**BACKGROUND/EXPLANATION:**

The Inter-governmental Agreement is for the provision of re-entry services at the Baltimore City Re-Entry Center.

The Baltimore City Re-Entry Center, operated by MOED, is an innovative program that offers comprehensive services essential to successful ex-offender re-entry.

The grant funds will support services provided at the Re-entry Center or through its referral network which include: linkages to housing, securing state issued identification cards, assistance with addressing child support arrearages, occupational skills training, education, and job placement.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

MOED - cont'd

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

UPON MOTION duly made and seconded, the Board approved acceptance of the Grant Award and authorized execution of the foregoing Inter-governmental Agreement with the Maryland State Department of Public Safety and Correctional Services, Division of Parole and Probation.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development - Options</u>			
1. James E. Key and William L. Key	1803 N. Chester St.	L/H	\$22,658.00
Funds are available in account 9910-908636-9588-900000-704040.			
2. MWK Trust	1324 Argyle Avenue	G/R \$66.00	\$ 605.00
Funds are available in account no. 9910-905142-9588-900000-704040, Upton Ball Fields Project.			
3. Mark Grosman	1319 Myrtle Avenue	G/R \$96.00	\$ 800.00
4. Louis F. Friedman Trustee of the Marshall and Joanne Family Discretionary Trust Established pursuant to Item VI and Item VII of the Last Will and Testament of William S. Rief	1333 Myrtle Ave.	G/R \$60.00	\$ 550.00

Funds are available in account 9910-905142-9588-900000-704040, Upton Ball Fields Project.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development - Options</u>			
5. Rita Chapin	108 N. Carrollton Avenue	G/R \$66.00	\$ 440.00
Funds are available in City Bond Funds in account no. 9910-914135-9588-900000-704040, Poppleton Project.			
6. The Way of Truth Foundation of Jesus Christ, Apostolic	2700 Fenwick Avenue	F/S	\$13,000.00
7. Eric Darrel Lewis	2716 Fenwick Avenue	F/S	\$17,500.00
8. Daisy M. Wiggins (deceased) and Pauline Charles	2724 Fenwick Avenue	F/S	\$17,500.00

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

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

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

	<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnation</u>				
9.	William A. Scott II	2730 Fenwick Avenue	L/H	\$16,700.00
	Funds are available in account no. 9910-904326-9588-900000-704040, Fenwick CHM Project.			
10.	The Chesed Fund Limited	16-20 N. Carrollton Avenue	F/S	\$ 9,000.00
	Funds are available in account no. 9910-914135-9588-900000-704040, Poppleton Project.			
11.	James E. Cann	4400 Daytona Avenue	L/H	\$ 3,360.00
	Funds are available in account no. 9910-908636-9588-900000-704040, FY16 Whole Block Demolition Project.			
<u>DHCD - Condemnations or Redemptions</u>				
12.	Edward Linen and Bertha Davis	906 E. Eager Street	G/R \$54.00	\$ 360.00
	Funds are available in City Bond Funds account no. 9910-910715-9588-900000-704040, Johnston Square Ambrose Kennedy Park Expansion Project.			

**MINUTES**

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations or Redemptions</u>			
13. Unknown	2029-2031 Druid Hill Avenue	G/R \$100.00	\$ 667.00

Funds are available in account no. 9910-905788-9588-900000-704040, Druid Hill Project.

14. Unknown	2235 Druid Hill Avenue	G/R \$60.00	\$ 400.00
-------------	------------------------	----------------	-----------

Funds are available in account no. 9910-905788-9588-900000-704040, Druid Hill Project.

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

DHCD - Rescission and Re-approval

15. Mehran Sadeghi	2732 Fenwick Ave.	L/H	\$16,060.00
--------------------	-------------------	-----	-------------

On May 3, 2017, the Board approved the purchase by condemnation of the leasehold interest for the property located at 2732 Fenwick Avenue in the amount of \$14,600.00. The property appraised for \$14,060.00 and the owner negotiated a higher sale price. The owner is willing to convey the property to the City voluntarily in the amount of \$16,060.00. The additional cost of \$1,460.00 will avoid the cost of condemnation and quick-take procedures. Therefore, the Board is requested to rescind its approval of May 3, 2017 and grant approval of an option to purchase the leasehold interest in the property in the amount of \$16,060.00.

## MINUTES

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
-----------------	-----------------	-----------------	---------------

DHCD - Rescission and Re-approval - cont'd

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

UPON MOTION duly made and seconded, the Board approved the foregoing Options, Condemnations, Condemnations or Redemptions, and the Rescission and Re-approval.



**MINUTES**

Baltimore Development Corporation - Governmental/Charitable  
Solicitations Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a Governmental/Charitable Solicitations Application for submission to the Board of Ethics of Baltimore City to solicit sponsorships/donations for the purpose of supplementing and enhancing the City's economic development activities and initiatives. The period of the campaign is effective July 1, 2017 through June 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

Donations will be solicited from local, state, and federal government agencies, Baltimore-area business and civic leaders, and private foundations.

The donations will be used to fund service providers to provide hands-on business assistance to entrepreneurs in a variety of tracks; sponsorship dollars for tours of city projects, trade shows, special events, seminars, educational workshops, marketing material, and research.

A potential donor list will be comprised of individuals and corporate entities that have demonstrated a history of providing financial and in-kind contributions to the small business community and Baltimore's economic revitalization. Criteria for targeting a corporate entity for solicitation will include: commitment to overall community, value to overall community, interest in entrepreneurship, and a history of providing financial and in-kind contributions to growing the business community and Baltimore's economic revitalization.

**MINUTES**

BDC - cont'd

Most of the corporate entities or private foundations may or may not be controlled donors. However, those potential donors, who are controlled donors with respect to the Baltimore Development Corporation (BDC), 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 all other potential donors. Solicitations will be made in the context of a scheduled formal meeting, with presentation materials, detailed budgets, and follow-up as required. The BDC will not provide exclusive access to the BDC clients to any sponsors.

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 that has been pre-approved by the Ethics Board. Ethics Regulation 96.26B sets out the standards for approval, which include the requirement that the program, function or activity to be benefited and the proposed solicitation campaign must be endorsed by the Board of Estimates or its designee.

**MBE/WBE PARTICIPATION:**

N/A

**MINUTES**

BDC - cont'd

UPON MOTION duly made and seconded, the Board approved the foregoing Governmental/Charitable Solicitations Application for submission to the Board of Ethics of Baltimore City to solicit sponsorships/donations for the purpose of supplementing and enhancing the city's economic development activities and initiatives.

**MINUTES**

Baltimore Development Corporation - Lease Agreement

**ACTION REQUESTED BY B/E:**

The Board is requested to approve and authorize execution of a Lease Agreement with the Board of Trustees of the Retirement Savings Plan of the City of Baltimore, Tenant, for rental space of City-owned property known as 7 East Redwood Street, 11<sup>th</sup> floor, containing 4,450 total rentable square feet. The period of the Lease Agreement is October 1, 2017 through September 30, 2022.

**AMOUNT OF MONEY AND SOURCE:**

\$63,227.12 - Base Rent Payable to the City in the first Lease Term (11 Months) with a 2.50% increase for each 12 Month Term annually thereafter.

Account: 6000-604018-1550-784900-603013

**BACKGROUND/EXPLANATION:**

The Tenant will occupy a portion of the eleventh floor for office use. The Landlord will perform Tenant Improvements on behalf of the Tenant in the approximate cost of \$22,250.00.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

BDC - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with the Board of Trustees of the Retirement Savings Plan of the City of Baltimore, Tenant, for rental space of City-owned property known as 7 East Redwood Street, 11<sup>th</sup> floor, containing 4,450 total rentable square feet.

**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 Bechir Louati, Developer, for the sale of the City-owned properties located at 1603 and 1605 W. Mulberry Street.

**AMOUNT OF MONEY AND SOURCE:**

\$2,500.00 - each property

**BACKGROUND/EXPLANATION:**

The project will consist of the rehabilitation of two vacant properties. Once rehabilitated, the properties will be single family rental units.

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

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

The properties were priced pursuant to the Waiver Valuation Process. The Waiver Valuation price for 1603 and 1605 W. Mulberry Street is \$3,150.00 each and the purchase price for each property is \$2,500.00.

The properties are being sold to Bechir Louati below the price determined by the Waiver Valuation Process because of the following reasons:

- the sale will help to promote a specific benefit to the immediate community,

**MINUTES**

Department of Housing and - cont'd  
Community Development

- the sale and rehabilitation will continue to eliminate blight from the neighborhood, and
- the sale and rehabilitation will promote economic development through the placement of the subject properties on the City's tax rolls.

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Land Disposition Agreement with Bechir Louati, Developer, for the sale of the City-owned properties located at 1603 and 1605 W. Mulberry Street.

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Row Homes, LLC, Developer, for the sale of the City-owned properties located at 1745 N. Bond Street and 2318 Mosher Street.

**AMOUNT OF MONEY AND SOURCE:**

\$2,000.00 - 1745 N. Bond Street

\$7,000.00 - 2318 Mosher Street

**\$9,000.00**

**BACKGROUND/EXPLANATION:**

The project will consist of the rehabilitation of the two vacant properties. Once rehabbed, the properties will be single family rental units or resold.

The 1745 N. Bond Street has been journalized and approved for sale on 12/6/2012.

The authority to sell 2318 Mosher Street is within Article 13, § 2-7 (h) (2) of the Baltimore City Code.

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

2318 Mosher Street was priced at \$6,100.00 and will be sold for \$7,000.00, therefore the statement of purpose and rationale does not apply.



**MINUTES**

Department of Housing and - cont'd  
Community Development

1745 N. Bond Street was priced at \$4,000.00 and will be sold for \$2,000.00 below the price determined by the Waiver Valuation process because:

- the sale and the rehabilitation will help to promote a specific benefit to the immediate community,
- the sale and rehabilitation will help to eliminate blight from the neighborhood, and
- the sale and rehabilitation will promote economic development through the placement of the subject property on the City's tax rolls.

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Land Disposition Agreement with Row Homes, LLC, Developer, for the sale of the City-owned properties located at 1745 N. Bond Street and 2318 Mosher Street.

**MINUTES**Department 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.	570 Laurens Street	Chot Thi Le	ADA ramp 18'4" x 3'6"
	\$70.30 - Flat Charge		
2.	1200 Ponca Street	Mark Industries, Inc.	One 18" pipe, 99.5 lf., one 15" pipe, 17 lf.
	\$418.55 - Annual Charge		

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

There being no objection, the Board, UPON MOTION duly made and seconded, approved the above Minor Privileges.

## MINUTES

PROPOSALS AND SPECIFICATIONS

1. Department of Public Works - Sanitary Contract No. 973,  
On-Call Assessment and  
Repairs of Sanitary Sewer  
Mains and Laterals - Zone A  
**BIDS TO BE RECV'D: 08/09/2017**  
**BIDS TO BE OPENED: 08/09/2017**
  
2. Department of Public Works - Sanitary Contract No. 962,  
Improvements to the Sanitary  
Sewers in the South East Area  
of Baltimore City  
**BIDS TO BE RECV'D: 08/16/2017**  
**BIDS TO BE OPENED: 08/16/2017**
  
3. Department of Public Works - Sanitary Contract No. 974,  
On-Call Assessment and  
Repairs of Sanitary Sewer  
Mains and Laterals - Zone B  
**BIDS TO BE RECV'D: 08/16/2017**  
**BIDS TO BE OPENED: 08/16/2017**

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

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the acquisition of the fee simple interest in the property located at 317 S. Collins Avenue, (Block 2538, Lot 022) by gift from Ms. Charlett Scott, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

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

**BACKGROUND/EXPLANATION:**

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

The Owner has offered to donate to the City, title to the property located at 317 S. Collins Avenue. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through March 16, 2017, other than water bills which must be paid as part of the transaction is as follows:

## MINUTES

DHCD - cont'd317 S. Collins Ave.

Tax Sale Cert #295542	Date: 5/18/15	\$1,428.25
Real Property Tax	2016-2017	114.64
Real Property Tax	2015-2016	137.92
Real Property Tax	2014-2015	212.54
Real Property Tax	2013-2014	3.88
Real Property Tax	2012-2013	209.72
Miscellaneous Bill	#732477	245.58
Miscellaneous Bill	#7407539	242.19
Miscellaneous Bill	#7451123	236.48
Miscellaneous Bill	#8028805	346.94
Miscellaneous Bill	#8094179	223.80
Property Reg.	#207577	205.00
<b>Total Taxes Owed:</b>		<b>\$3,606.94</b>

UPON MOTION duly made and seconded, the Board approved and authorized the acquisition of the foregoing fee simple interest in the property located at 317 S. Collins Avenue, (Block 2538, Lot 022) by gift from Ms. Charlett Scott, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the acquisition of the fee simple interest in the property located at 1224 Caroline Street, (Block 1162, Lot 032) by gift from Mr. Michael Guye, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

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

**BACKGROUND/EXPLANATION:**

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

The Owner has offered to donate to the City, title to the property located at 1224 Caroline Street. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through March 16, 2017, other than water bills which must be paid as part of the transaction is as follows:

MINUTES

DHCD - cont'd

1224 Caroline Street

Real Property Tax	2016-2017	\$0.00
Property Has Special Credits (Targeted HTC - TRANSFERABLE)		<u>(24.48)</u>
<b>Total Taxes Owed:</b>		<b>\$0.00</b>

UPON MOTION duly made and seconded, the Board approved and authorized acquisition of the foregoing fee simple interest in the property located at 1224 Caroline Street, (Block 1162, Lot 032) by gift from Mr. Michael Guye, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the acquisition of the fee simple interest in the property located at 2934 Winchester Street, (Block 2444, Lot 032) by gift from Mr. Richard Beckwith and Ms. Mary Beckwith, Owners, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

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

**BACKGROUND/EXPLANATION:**

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

The Owners have offered to donate to the City, title to the property located at 2934 Winchester Street. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owners will pay all current water bills up through the date of settlement. The DHCD will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through March 16, 2017, other than water bills which must be paid as part of the transaction is as follows:



## MINUTES

DHCD - cont'd

<u>2934 Winchester Street</u>		
Tax Sale Cert #303735	Date: 5/18/15	\$13,028.92
Real Property Tax	2016-2017	1,800.88
Real Property Tax	2015-2016	2,165.80
Real Property Tax	2014-2015	2,850.62
Real Property Tax	2013-2014	3,081.78
Real Property Tax	2012-2013	3,361.87
Miscellaneous Bill	#6762264	313.49
Miscellaneous Bill	#8232910	276.23
Environmental Citation	#52882800	750.00
Environmental Citation	#52985785	750.00
Environmental Citation	#53018545	180.00
Environmental Citation	#53340212	300.00
Property Reg.	#416482	<u>246.00</u>
<b>Total Taxes Owed:</b>		<b>\$29,105.59</b>

UPON MOTION duly made and seconded, the Board approved and authorized acquisition of the foregoing fee simple interest in the property located at 2934 Winchester Street, (Block 2444, Lot 032) by gift from Mr. Richard Beckwith and Ms. Mary Beckwith, Owners, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

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

**AMOUNT OF MONEY AND SOURCE:**

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

**BACKGROUND/EXPLANATION:**

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

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

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

## MINUTES

DHCD - cont'd

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

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

1110 N. Wolfe Street

**NO BILLS OWED**

1834 E. Chase Street

**NO BILLS OWED**

1826 E. Chase Street

**NO BILLS OWED**

1842/1844 E. Chase Street

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

**MINUTES**

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized acquisition of the foregoing properties located at 1110 N. Wolfe Street (Block 1549, Lot 057) leasehold interest; 1834 E. Chase Street (Block 1549, Lot 006) fee simple interest; 1826 E. Chase Street (Block 1549, Lot 010) fee simple interest; and 1842/1844 E. Chase Street (Block 1549, Lot 001) fee simple interest by gift from East Baltimore Development, Inc., Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

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

The Board is requested to approve and authorize execution of the following Community Development Block Grant Agreements:

1.     **NEIGHBORHOOD HOUSING SERVICES OF**                                 **\$375,000.00**  
          **BALTIMORE, INC.**

Accounts: 2089-208917-5930-433562-603051	\$147,944.00
2089-208917-5930-433581-603061	\$ 34,787.00
2089-208917-5930-433583-603051	\$ 43,306.00
2089-208917-5930-433591-603051	\$148,963.00

Neighborhood Housing Services of Baltimore, Inc. (NHS) will provide public information, housing counseling and rehabilitation services including owner-occupancy, rehabilitation loan under-writing and the development of rehabilitation specifications. The funds will be utilized to subsidize the NHS's operating expenses. The period of the agreement is September 1, 2016 through August 31, 2017.

**FOR FY 2017, THE MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$109,000.00, AS FOLLOWS:**

**MBE:** \$29,430.00

**WBE:** \$10,900.00

2.     **CIVIC WORKS, INC.**   **\$149,100.00**

Accounts: 2089-208917-5930-425003-603051	\$ 93,000.00
2089-208917-5930-425034-603051	\$ 10,100.00
2089-208917-5930-425034-603051	\$ 35,000.00
2089-208917-5930-425081-603051	\$ 11,000.00

**MINUTES**DHCD - cont'd

Civic Works, Inc. will utilize the funds to subsidize the operating costs of Civic Work's community lot and Construction Apprentice Programs. Corps-members will receive landscape training while converting vacant lots in low- and moderate-income areas into viable parks and gardens. Members of the Construction Apprentice Program will learn basic housing rehabilitation skills under the on-going direction and supervision of Habitat for Humanity of the Chesapeake's (HFHC) Construction Manager while rehabbing properties owned by HFHC. The period of the agreement is October 1, 2016 through September 30, 2017.

**FOR FY 2017, THE MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$2,197,124.00, AS FOLLOWS:**

**MBE:** \$593,242.38

**WBE:** \$219,712.40

3. **BALTIMORE GREEN SPACE: A LAND TRUST \$ 35,000.00  
FOR COMMUNITY-MANAGED OPEN SPACE, INC. (BGS)**

Under this agreement the funds will be utilized to subsidize the operating expenses of Baltimore Green Space: A Land Trust for Community-Managed Open Space, Inc. (BGS) The operating expenses of the BGS will provide planning and technical assistance to communities, Baltimore City and other non-profits to support efficient disposition of City-owned vacant land; the development of viable and self-sustainable community-managed open space and forest patches; and maintain a body of best practices for green projects. The period of the agreement is January 1, 2017 through December 31, 2017.

**MINUTES**

DHCD - cont'd

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

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

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

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**MINUTES**

Dept. of Communication Services, - UMove License Renewal  
Municipal Post Office

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal of the UMove License with Siemens Industry, Inc. and to authorize payment by expenditure authorization. The period of the renewal is July 01, 2017 through June 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$10,129.64 - 2032-000000-1360-159115-605001

**BACKGROUND/EXPLANATION:**

On July 28, 2010, the Board approved the UMove Master and Standard Maintenance Agreement with Siemens Industry, Inc. The agreement contained automatic annual renewals for the license fees. UMove identifies mail that has been processed on a sorter that contains a change of address filing with the United States Postal Service. UMove attempts to identify and correct any address that has not been updated with the change of address filing. This aids in mail being delivered to the correct address.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the renewal of the UMove License with Siemens Industry, Inc. and authorized payment by expenditure authorization.



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

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

Consultant Agreements

1. <b>STEPHANIE D. NELSON-DENNIS</b>	<b>\$60,000.00</b>
2. <b>MICHELLE GRANT</b>	<b>\$60,000.00</b>
3. <b>MARY GISRIEL HENN</b>	<b>\$60,000.00</b>
4. <b>TAWANDA ROLLINS</b>	<b>\$60,000.00</b>
5. <b>LINDA WICKLEIN</b>	<b>\$60,000.00</b>

Account: 1001-000000-1772-512700-603051

The above-listed Consultants each will conduct classroom observations, provide guidance, technical support, training, and oversight for three Baltimore City Head Start programs. In addition, each Consultant will provide all necessary reports based on all services provided. The period of the Consultant Agreement is July 1, 2017 through June 30, 2018.

6. <b>MICHELLE S. WILLIAMS, LLC.</b>	<b>\$81,600.00</b>
--------------------------------------	--------------------

Account: 4000-407016-3571-759900-600000

Ms. Williams will provide technical assistance, strategic planning services, and assistance with system development for the City of Baltimore's Coordinated Access system operated by the MOHS. The period of the Consultant Agreement is May 1, 2017 through April 30, 2018.

This agreement is late because of the delays in finalizing the scope of services.

**MINUTES**MOHS - cont'dCONTINUUM OF CARE PROGRAM AGREEMENTS**7. ASSOCIATED CATHOLIC CHARITIES, INC. \$ 719,693.00**

Account: 4000-407016-3571-757700-603051

The organization will provide permanent housing and supportive services to 24 clients as part of their Project REACH Combined. Funds will be used to cover case management personnel costs, client housing costs and utility costs. The period of the agreement is January 1, 2018 through December 31, 2018.

**8. HEALTHCARE FOR THE HOMELESS, INC. \$1,044,827.50**

Account: 4000-407017-3571-757901-603051

The organization will provide rental assistance and supportive services to 55 formerly homeless households as part of their permanent supportive housing project. The funds will be used to cover rental assistance, personnel costs, utility payments, and client moving costs. The period of the Agreement October 1, 2017 through September 30, 2018.

**MWBOO GRANTED A WAIVER.****9. ASSOCIATED CATHOLIC CHARITIES, INC. \$ 15,680.00**

Account: 1001-000000-3572-772800-603051

The organization will use funds to provide nutritional assistance in the form of gift cards to homeless individuals formerly residing in an outdoor encampment who have been moved into temporary housing until permanent housing options can be

**MINUTES**

MOHS - cont'd

located through the City's Coordinated Access system. The period of the agreement is March 9, 2017 through September 30, 2017.

This agreement is late because of delays in budget negotiations with Associated Catholic Charities, Inc.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**MINUTES**

Mayor's Office of Human Services - Amendment No. 2 to Contract

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Amendment No. 2 to the Contract with Dayspring Programs, Inc.

**AMOUNT OF MONEY AND SOURCE:**

\$62,626.00 - 4000-486317-1772-515000-603051

**BACKGROUND/EXPLANATION:**

On July 13, 2016, the Board approved an advance in the amount of \$394,200.00 for Dayspring Program, Inc. On August 10, 2016, the Board approved a request for the remaining \$4,336,200.00 of the award. The total awarded amount to Dayspring Program, Inc. including the advance was \$4,730,400.00. On October 19, 2016, the Board approved an amendment to increase the contract by \$47,367.00, which brings the contract amount to \$4,777,767.00.

The MOHS is requesting the Board amend this contract to increase the amount of the award by \$62,626.00, making the total the contract amount \$4,840,393.00. The additional funding was used to address immediate health and safety repairs and maintenance at four Head Start centers. Dayspring Programs, Inc. will maintain full enrollment for 584 eligible children in Baltimore City. Dayspring Programs, Inc. will provide services for six hours a day, five days a week for 170 days. The period of performance was July 1, 2016 to June 30, 2017.

The delay in submitting this request is due to a delay at the administrative level.

**MINUTES**

MOHS - cont'd

**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 foregoing Amendment No. 2 to the Contract with Dayspring Programs, Inc.

**MINUTES**

Department of Planning - Second Amendment to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Second Amendment to Agreement with Mayor and City Council of Baltimore and the Baltimore Office of Promotion & the Arts (BOPA). The Second Amendment to Agreement will extend the period of the agreement through July 22, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$25,000.00 - 9910-908132-9588-900000-704047

**BACKGROUND/EXPLANATION:**

On July 22, 2015, the Board approved the Grant Agreement with BOPA in the amount of \$43,000.00, for July 22, 2015 through July 22, 2017. Funding has been utilized to provide grants to winning Baltimore City applicants of the Lots Alive Program to implement their winning ideas for temporary public art in vacant lots. In addition, the Board approved a First Amendment to the Grant Agreement to provide an additional \$39,761.00 in funding on April 20, 2016.

This Second Amendment to Agreement will add additional funding because the number of applicants for the Lots Alive program far exceeded available funding. In addition, the Growing Green Initiative (GGI) would like to provide funding for additional projects in the INSPIRE focus areas, the Green Network Plan focus areas, and other GGI project areas.

The Second Amendment to Agreement increases the Grant Agreement by \$25,000.00 and will make the total agreement amount \$107,761.00. In addition, the Second Amendment extends the Grant Agreement through July 22, 2019 in order to provide more time for project completion and for completion of final reports.

**MINUTES**

Dept. of Planning - cont'd

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Second Amendment to Agreement with Mayor and City Council of Baltimore and the Baltimore Office of Promotion & the Arts.

**MINUTES**

Department of Public Works - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve payment of the annual membership renewal dues to the Maryland Association of Municipal Wastewater Agencies, Inc. by Expenditure Authorization.

**AMOUNT OF MONEY AND SOURCE:**

\$20,404.00 - membership dues for FY'2018  
24,360.13 - ongoing technical research support  
**\$44,764.13** - 2070-000000-5501-397101-603022

**BACKGROUND/EXPLANATION:**

The Maryland Association of Municipal Wastewater Agencies, Inc. is an Association of city and county utilities in Maryland that operate wastewater collection systems and treatment plants. This organization exists to share information regarding regulatory efforts and funding opportunities that would benefit the operation of these facilities. The organization is a strong advocate on the local level for appropriate and common sense regulations governing point source discharges.

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

UPON MOTION duly made and seconded, the Board approved payment of the annual membership renewal dues to the Maryland Association of Municipal Wastewater Agencies, Inc. by Expenditure Authorization.



**MINUTES**

Department of Public Works - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the expenditure of funds to pay Baltimore Gas and Electric Company (BGE) for work scheduled to be performed under Water Contract No. 1183 - Replacement of Loch Raven Environmental Operations Facility project.

**AMOUNT OF MONEY AND SOURCE:**

\$36,506.00 - 9960-901916-9557-900020-706063

**BACKGROUND/EXPLANATION:**

The Department of Public Works is constructing an administrative building at the Upper site (located at 9902 Loch Raven Drive, Towson, MD), as part of the Water Contract No. 1183, Replacement of Loch Raven Environmental Operations Facility project. This building will provide the necessary infrastructure for the Environmental Operations personnel to maintain the Loch Raven Watershed. Previously, the maintenance personnel were working from a small conference room at the Zebra mussel facility.

Under the scope of work of this project (WC 1183), the BGE must perform electrical work which requires installation of a new transformer, new electrical line, and a service meter at the new facility. The BGE has submitted the design for the above scope of work and the invoice for doing the work. The Board awarded Water Contract No. 1183 - Replacement of Loch Raven Environmental Operations Facility project to American Contracting & Environmental Services, Inc. on May 18, 2016.

**MINUTES**

DPW - cont'd

**MBE/WBE PARTICIPATION:**

The assignment of goals will not be assigned to this request. Water Contract No. 1183 Replacement of Loch Raven Environmental Operations Facility project has assigned goals of:

**MBE:** 27.4%

**WBE:** 5.1%

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the foregoing expenditure of funds to pay Baltimore Gas and Electric Company for work scheduled to be performed under Water Contract No. 1183 - Replacement of Loch Raven Environmental Operations Facility project.

**MINUTES**

Department of Public Works/Bureau - Employee Expense Report  
of Water and Wastewater

**ACTION REQUESTED OF B/E:**

The Board is requested to approve reimbursement of an employee expense to Ms. Victoria Geiger for out-of-pocket expense incurred March 1, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$50.00 - 2071-000000-5521-632320-603020

**BACKGROUND/EXPLANATION:**

The Bureau agrees the employee is entitled to reimbursement for taking the Water Treatment Class 4 Examination (T-4). The Bureau will reimburse Ms. Geiger for taking the examination once. This is the first and last Water Treatment Class 4 examination reimbursement for this employee. Ms. Victoria Geiger did not know she was entitled to a reimbursement for taking the T-4 license exam until after she had taken and passed the exam. The employee has been instructed to turn in all expense requests in a timely manner, so they can be submitted to the Bureau of Accounting and Payroll Services within the timeframe of AM-204-11 policy.

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.**

**MINUTES**

Department of Public Works/Bureau - cont'd  
of Water and Wastewater

UPON MOTION duly made and seconded, the Board approved reimbursement of the foregoing Employee Expense Statement of Ms. Victoria Geiger for out-of-pocket expense incurred March 1, 2017.

**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 for the settlement of the action brought by Antoine Casey against the Baltimore City Police Department for battery, false arrest, false imprisonment, malicious prosecution, and violation of Articles 24 and 26 of the Maryland Declaration of Rights.

**AMOUNT OF MONEY AND SOURCE:**

\$50,000.00 - 1001-000000-2041-716700-603070

**BACKGROUND/EXPLANATION:**

On June 11, 2014, a Baltimore Police Department Detective was in a covert position in the area of Tivoly Avenue at East 28<sup>th</sup> Street in order to observe suspected drug trafficking. The Detective first observed two known drug traffickers, meeting with various individuals on foot. The known traffickers would engage in conversation with these individuals and then go into a nearby vacant dwelling, 2783 Tivoly Ave., then come back out. The unidentified individuals would then give the known traffickers an unknown amount of U.S. currency in exchange for a small item (suspected CDS). According to the Detective, he then observed Mr. Casey enter the area wearing a black book bag. The Detective reports that Mr. Casey had a brief conversation with the known traffickers and then entered the same vacant dwelling that the known traffickers had entered when conducting the suspected CDS transactions. According to the Detective, after observing Mr. Casey enter the vacant dwelling on one more occasion, the Detective called another officer to meet him and then search the vacant dwelling.

## MINUTES

Law Department - cont'd

The Detective and the other officer searched the vacant dwelling and seized: one plastic sandwich bag containing 30 blue/white gel caps containing a white powder of suspected heroin, one plastic sandwich bag containing 30 blue/white gel caps containing a white powder of suspected heroin, and one plastic sandwich bag containing 29 blue/white gel caps containing a white powder suspected of heroin. After the Detective and the other officer completed the search of the vacant dwelling, the Detective was unable to locate Mr. Casey or the known traffickers. Arrest warrants for all three were issued on June 13, 2014.

Mr. Casey contends that he was not at or near 2783 Tivoly Avenue when the Detective states he saw Mr. Casey. Mr. Casey's account is supported by a GPS tracking ankle bracelet he was wearing because of a prior conviction which showed that Mr. Casey was not at or near the location during the hours in the arrest report, though he was in the area at other hours on that date. The GPS also did not place Mr. Casey at or in the vacant dwelling. Mr. Casey was arrested on June 17, 2014, and spent a total of 11 months in jail for charges that were ultimately terminated by the States Attorney's Office when the timing error was noticed.

As a result of the incident, Mr. Casey filed suit in State court seeking compensatory damages in the amount of \$1,000,000.00, punitive damages in the amount of \$1,000,000.00. Because of conflicting factual issues including the issues presented by the GPS monitor evidence and the 11 months spent in jail, and given the uncertainties and unpredictability of jury verdicts, the parties propose to settle the matter for a total sum of \$50,000.00 in return for a dismissal of the litigation.

**MINUTES**

Law Department - cont'd

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

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Settlement Agreement and Release for the settlement of the action brought by Antoine Casey against the Baltimore City Police Department for battery, false arrest, false imprisonment, malicious prosecution, and violation of Articles 24 and 26 of the Maryland Declaration of Rights.

**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 for the settlement of the action brought by David Cofield, Plaintiff, against Detective Alan Savage for alleged malicious prosecution, false arrest, false imprisonment and other state constitutional torts.

**AMOUNT OF MONEY AND SOURCE:**

\$100,000.00 - 1001-000000-2041-716700-603070

**BACKGROUND/EXPLANATION:**

On April 9, 2015, the Plaintiff was arrested on a warrant that stemmed from an attempted carjacking on March 30, 2015 of an employee who was working for a medical center in Baltimore. The Plaintiff was detained pending trial for over three months with the only evidence being a witness identification done without Baltimore Police Department involvement. Detectives requested an arrest warrant which only included the third-party identification for Plaintiff but not the negative photo arrays that were conducted shortly after the offense. The negative photo arrays were not timely disclosed to the State's Attorney's Office. The charges were then dismissed by the State's Attorney's Office.

As a result of the incident, the Plaintiff filed suit seeking compensatory and punitive damages and attorneys' fees. Because of the constitutional and other legal issues involved and given the uncertainties and unpredictability of jury verdicts, the parties propose to settle the matter for a total sum of \$100,000.00 in return for a dismissal of the litigation against Baltimore City Police Department and specific officers.



**MINUTES**

Law Department - cont'd

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

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Settlement Agreement and Release for the settlement of the action brought by David Cofield, Plaintiff, against Detective Alan Savage for alleged malicious prosecution, false arrest, false imprisonment and other state constitutional torts.

**MINUTES**Baltimore Police Department - Consultant Agreements

The Board is requested to approve and authorize execution of the Consultant Agreements. The period of the Consultant Agreements are effective upon Board approval for two years.

1. **EARL W. MAISEL** **\$60,000.00**

Account: 1001-000000-2003-195500-603026

2. **BRIAN J. HORTON** **\$60,000.00**

Account: 1001-000000-2003-195500-603026

The Maryland Police and Correctional Training Commissions require that every applicant for the position of Police Officer receive a polygraph examination before completing the hiring process.

Currently, the Department utilizes the services of two independent contractual consultants who are qualified, expert polygraph examiners to conduct pre-employment polygraphs.

The strategy to keep a continuous hiring pool of applicants for the position of Police Officer Trainee will require the availability of polygraph examiners to conduct pre-employment screening.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**MINUTES**Department of Human Resources - Personnel Matters

The Board is requested to approve all of the Personnel matters below:

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Mayor's Office</u>		
1. <b>JAMES E. BENTLEY, II</b>	\$24.00	<b>\$25,000.00</b>

Account: 1001-000000-1250-775200-601009

Mr. Bentley will work as a Contract Services Specialist II (Media/Producer I/Program Manager) for the Mayor's Office. He will provide production of on-air interviews, writing and editing scripts, and developing story lines for special vignettes about the Mayor's initiatives and polices. In addition, he will serve as the Director and segment producer for new Cable programming and complete projects as assigned by the Mayor, the Mayor's communication team and Charm TV. The period of the agreement is effective upon Board approval for six months.

2. <b>DeJUNA PATTERSON</b>	\$32.00	<b>\$49,920.00</b>
----------------------------	---------	--------------------

Mr. Patterson will work as a Contract Services Specialist II (Program Coordinator/External Engagement Advisor) for the Mayor's Office. He will provide sound advice to internal and external stakeholders and assist with identifying, developing, and implementing effective tools for stakeholder engagement. He will assist with the development and implementation of stakeholder, external engagement initiatives, and contribute to strategies for key city government business areas, projects, and programs. He will interpret data and develop plans that will lead to improvement in stakeholder relationships, exercise high quality written and verbal communication skills, work to ensure all major external events and initiatives are resourced

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Mayor's Office - cont'd</u>		

effectively. He will maintain and communicate a schedule of external events/initiatives and planning timeframe established in collaboration with the Director of External Affairs.

He will also provide External Affairs support in the absence of the Director. The period of the agreement is effective upon Board approval for one year.

Department of Communication Services

3. <b>KURT V. CROSBY</b>	<b>\$15.00</b>	<b>\$22,620.00</b>
4. <b>DESTINY G. WILLIAMS</b>	<b>\$15.00</b>	<b>\$22,620.00</b>

Account: 2039-000000-1330-158400-601009

Mr. Crosby and Ms. Williams will continue to work as Contract Services Specialist IIs (Telephone Operator I/Telephone Operator I) for the Municipal Telephone Exchange. They will each operate a Centrex telephone console and computer terminal to answer incoming calls; make connections to complete calls; report telephone equipment issues; answer and route calls for assistance from City residents and maintain confidentiality of phone calls between government and legal officials. The period of the Agreement is effective upon Board approval for one year.

**THE PERSONNEL MATTERS HAVE BEEN APPROVED BY THE EXPENDITURE CONTROL COMMITTEE.**

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

**MINUTES**

Department of Transportation - Task Assignment  
Engineering & Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 10 to STV/PB Construction Managers JV, under Project No. 1217, On-Call Construction Project Management Services. The duration of the task is for eight months.

**AMOUNT OF MONEY AND SOURCE:**

\$97,781.74 - 9962-909063-9562-900000-705032

**BACKGROUND/EXPLANATION:**

This authorization provides for a Construction Project Engineering or a Construction Inspector (Public Works Inspector II) for the Conduit Division, as assigned.

**MBE/WBE PARTICIPATION:**

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

**MBE 27.00%**

**WBE 10.00%**

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

MINUTES

Department of Transportation - cont'd  
Engineering & Construction

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$107,559.91	9962-941002-9563	
Other	Construction	
	Reserve - Conduit	
	Replacement Program	
 <u>\$107,559.91</u>	 -----	9962-909063-9562-5
		Inspection
		Conduit System
		Reconstruction

This transfer will provide funds to cover the costs associated with Task No. 10 on Project No. 1217, On-Call Construction Project Management Services with STV/PB Construction Managers JV in the amount of \$97,781.74.

UPON MOTION duly made and seconded, the Board approved the foregoing assignment of Task No. 10 to STV/PB Construction Managers JV, under Project No. 1217, On-Call Construction Project Management Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Department of Transportation - Project No. 1249, On-Call Bridge  
Design Services Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Project No. 1249, On-Call Bridge Design Services Agreement, with Prime AE Group, Inc./Hardesty & Hanover, LLC Joint Venture (Consultant). The agreement is effective upon Board approval for two years.

**AMOUNT OF MONEY AND SOURCE:**

\$2,000,000.00 - upset fee

**BACKGROUND/EXPLANATION:**

The Department has negotiated and procured the consulting agreement approved by the Office of Boards and Commissions and the Architectural and Engineering Awards Commission and now desires to utilize the services of the Consultant.

The cost of services rendered will be on actual payroll rates, not including overhead and burdens, times a set multiplier. The payroll rates and multiplier have been reviewed by the Department of Audits. The Consultant will assist with the scope of services which includes, but is not limited to site inspection, analysis/recommendations, and final design for bridges and various types of structures. The subject services may also require laboratory testing, environmental, mechanical and electrical engineering, studying/reporting; as well as obtaining the permits required for construction. The Consultant must be familiar with the City's design criteria specifications. The Consultant will prepare contract plans, specifications and cost estimates for the construction.

## MINUTES

Department of Transportation - cont'd

**MBE/WBE PARTICIPATION:**

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

<b>MBE:</b> AB Consultants, Inc.	\$440,000.00	22%
Findling, Inc.	<u>100,000.00</u>	<u>5%</u>
<b>Total</b>	<b>\$540,000.00</b>	<b>27%</b>
<b>WBE:</b> Chesapeake Environmental Management, Inc.	\$ 60,000.00	3%
iDesign Engineering, Inc.	120,000.00	6%
Diversified Property Services, Inc.	<u>20,000.00</u>	<u>1%</u>
<b>Total</b>	<b>\$200,000.00</b>	<b>10%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Project No. 1249, On-Call Bridge Design Services Agreement, with Prime AE Group, Inc./Hardesty & Hanover, LLC Joint Venture. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.



**MINUTES**

Department of Transportation - Traffic Operations  
Study Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Traffic Operations Study Agreement with Greene Street Ventures, LLC. The agreement is effective upon Board approval and termination will be deemed in writing by the Department of Transportation.

**AMOUNT OF MONEY AND SOURCE:**

(\$27,052.44) - The anticipated cost of the Traffic Operations Study will be covered under Project No. 1209 On-Call Traffic Engineering Services, Task No. 10.

**BACKGROUND/EXPLANATION:**

The City has determined that a Traffic Operations Study (TOS) must be conducted in order to assess the feasibility of eliminating the US 40 ramps over Martin Luther King Jr. Blvd. The TOS will determine if there are any adverse impacts on the traffic flow patterns resulting from the ramp removal.

The agreement is late because of the renegotiation of the scope of work and associated cost.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Traffic Operations Study Agreement with Greene Street Ventures, LLC.

**MINUTES**

Health Department - Employee Expense Statement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an Employee Expense Statement to reimburse Ms. JoAnn Smith for mileage expenses incurred during the month of September 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$86.28 - 4000-423217-3080-294100-603002

**BACKGROUND/EXPLANATION:**

Ms. Smith submitted her employee expense statement and appropriate backup documentation on time, but they were inadvertently misplaced due to administrative oversight. The expense form is now outside of the guidelines set 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.**

UPON MOTION duly made and seconded, the Board approved the Employee Expense Statement to reimburse Ms. JoAnn Smith for mileage expenses incurred during the month of September 2016.

**MINUTES**

Health Department - Employee Expense Statement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an Employee Expense Statement to reimburse Ms. Loretta Bradshaw for mileage expenses incurred during the month of July 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$84.76 - 4000-475917-3080-294600-603002

**BACKGROUND/EXPLANATION:**

Ms. Bradshaw submitted her employee expense statement and appropriate backup documentation on time, but they were inadvertently misplaced due to administrative oversight. The expense form is now outside of the guidelines set 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.**

UPON MOTION duly made and seconded, the Board approved the Employee Expense Statement to reimburse Ms. Loretta Bradshaw for mileage expenses incurred during the month of July 2016.

**MINUTES**Health Department - Agreements and Amendment to Agreement

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

AGREEMENTS

1. **UNIVERSITY OF MARYLAND, BALTIMORE** **\$200,000.00**

Account: 4000-483517-3080-294600-603051

The organization's ReCast West Baltimore Promise Heights Program will work closely with residents, Community School Coordinators, school staff, mentors, and community organizations to ensure the implementation, integration, alignment, and coordination of the project activities to support youth engagement and development efforts and mentoring. The period of the agreement is September 30, 2016 through September 29, 2017.

The agreement is late because of review and approval of sub-grantee's budgets.

2. **UNIVERSITY OF MARYLAND, BALTIMORE** **\$100,000.00**

Account: 4000-483517-3080-294600-603051

The organization's Institute for Innovation and Implementation will oversee the process, outcome and evaluations through the duration of the ReCast grant. In line with the values of the project, the evaluation team will collaborate with the Community Board and Community Coalition around decision making and using the data to drive quality improvement of the initiative. The period of the agreement is September 30, 2016 through September 29, 2017.

## MINUTES

Health Department - cont'd

The agreement is late because of review and approval of sub-grantee's budgets.

3. **THE JOHNS HOPKINS UNIVERSITY** **\$304,371.00**

Account: 4000-484717-3023-718000-403051

The organization's Center for Child Health and Community Health Research will use surveillance data to identify diagnosed persons with HIV out of care to engage/re-engage in care to improve clinical outcomes in Men who have sex with Men and the transgender population. The period of the agreement is September 30, 2016 through September 29, 2017.

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

4. **NO BOUNDARIES COALITION, INC.** **\$ 59,380.00**

Account: 4000-483517-3080-294600-603051

The organization through the Baltimore Youth Organizing Project will provide community organizing and outreach services specifically targeting youth throughout the communities to support the needs assessments, strategic planning, coalition building, and resources coordination to the ReCast Communities (Penn North, Sandtown-Winchester, and Upton-Druid Heights). These services will ensure alignment with community needs and that services available are known and taken advantage of by residents throughout the community. The period of the agreement is September 30, 2016 through September 29, 2017.

MINUTES

Health Department - cont'd

The agreement is late because of budget revisions.

**MWBOO GRANTED A WAIVER.**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**APPROVED FOR FUNDS BY FINANCE**

5.     **THE UNIVERSITY OF MARYLAND, BALTIMORE**                     **\$           0.00**

The organization's School of Nursing will assign various nursing students to the Department for the purposes of gaining primary care field experience in public health care as part of the education of nursing students in the Registered Nurse and Family Nurse Practitioner Programs. Nursing students will be supervised by a registered nurse and/or physician or nurse practitioner preceptor. The organization will provide a course description prior to rotation. The period of the agreement is July 1, 2017 through June 30, 2023.

The agreement is late because the Department was waiting for signatures.

AMENDMENT TO AGREEMENT

6.     **BEHAVIORAL HEALTH SYSTEM**                                     **\$205,435.00**  
          **BALTIMORE, INC.**

Account: 1001-000000-3070-286400-603051

On April 5, 2017, the Board approved the original agreement with the organization for the period of July 1, 2016 through June 30, 2017 in the amount of \$1,002,613.00.

**MINUTES**Health Department - cont'd

This amendment will allow for additional services to be completed, and increases the total amount award by \$205,435.00 bringing the total contract amount to \$1,208,048.00.

The organization in collaboration with the Department will build, renovate, construct, and operate a site to use as a Stabilization Center. The Stabilization Center is a citywide project that will provide sobering services for adults ages 18 and older, who are under the influence of opioids and/or alcohol.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**MINUTES**

Health Department - Ratification of an Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify the Agreement with The Johns Hopkins University (JHU). The period of the agreement was July 1, 2016 through June 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$690,309.00 - 1001-000000-3030-271500-603051  
222,581.00 - 1001-000000-3030-271700-603051  
**\$912,890.00**

**BACKGROUND/EXPLANATION:**

The JHU's School of Medicine provided the services of clinicians and other skilled medical staff for the clinics operated by the Department's Druid Disease Control Center, Eastern Health Clinic, Healthy Teen and Young Adult Clinic, and Immunization Program. Medical care included obtaining a medical history, performing appropriate physical examinations, assessing patients' problems, and resolution of identified problems by appropriate medical management.

The agreement is late because protracted budget negotiations delayed processing.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board ratified the Agreement with The Johns Hopkins University.



**MINUTES**

Health Department - Ratification of an Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify the Agreement with The Johns Hopkins University (JHU). The period of the Agreement was July 1, 2016 through June 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$485,360.00 - 4000-424517-3023-274407-603051

**BACKGROUND/EXPLANATION:**

The JHU's School of Medicine, AIDS Psychiatry Services provided ongoing care for patients currently in treatment and new patients for whom services are not available. Ryan White Part B funding provides support for the JHU/SOM APS to provide comprehensive mental health services for 300 HIV infected patients at one primary care site in the eligible metropolitan area (Moore Clinic).

This agreement is being presented at this time because the State of Maryland Department of Health and Mental Hygiene's Prevention and Health Promotion Administration programmatically manages Ryan White State Special services. The providers are asked to submit a budget, budget narrative, and scope of services. The Department thoroughly reviews the entire package before preparing a contract and submitting it to the Board. These budgets are many times revised because of inadequate information from the providers. This review process is required to comply with grant requirements.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

MINUTES

Health Department - cont'd

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board ratified the Agreement with The Johns Hopkins University.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

## 1. AMERICAN DIVING SUPPLY

LLC	\$ 30,000.00	Renewal
Contract No. B50004620 - Provide Diving Suits - Baltimore City Fire Department - P.O. No. P536077		

On June 29, 2016, the City Purchasing Agent approved the initial award in the amount of \$30,000.00. The award contained three 1-year renewal options. This first renewal in the amount of \$30,000.00 is for the period June 29, 2017 through June 28, 2018, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

Not applicable - The initial award was below the MBE/WBE subcontracting threshold.

2. SERV IT, INC. \$ 40,178.00 Renewal

Contract No. 06000 - IBM Managed Offsite High Availability & Disaster Recovery Services - Circuit Court of Baltimore City - P.O. No. P533310		
--	--	--

On October 14, 2015, the Board approved the initial award in the amount of \$40,178.00. The award contained two 1-year renewal options. On June 15, 2016, the Board approved the first renewal in the amount of \$40,178.00. This final renewal in the amount of \$40,178.00 is for the period July 1, 2017 through June 30, 2018. The above amount is the City's estimated requirement.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

**MBE/WBE PARTICIPATION:**

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

3. BOB BELL CHEVROLET/  
NISSAN, INC. t/a BOB BELL  
CHEVROLET \$100,000.00 Renewal  
Contract No. B50003574 - GM Heavy Trucks - O.E.M. Parts and  
Service - Dept. of General Services - Fleet Management - P.O.  
No. P528103

On July 23, 2014, the Board approved the initial award in the amount of \$166,375.00. The award contained two 1-year renewal options. On June 15, 2016, the Board approved an increase in the amount of \$100,000.00. This first renewal in the amount of \$100,000.00 is for the period August 1, 2017 through July 31, 2018, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On April 21, 2014, it was determined that no goals would be set because of no opportunity to segment the contract.

4. VERIZON MARYLAND LLC \$960,000.00 Renewal  
Contract No. 08000 - Enhanced 911 Service - Baltimore City  
Fire Department - P.O. No. P526917

On April 16, 2014, the Board approved the initial award in the amount of \$767,855.00. The award contained annual 12-month

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

renewal options. Four renewals have been approved. This renewal in the amount of \$960,000.00 is necessary for the continuation of federally mandated state tariff payments for E911. The period of the renewal is July 1, 2017 through June 30, 2018, with annual 12-month renewals. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

Not Applicable - Enhanced E911 service is provided exclusively through Verizon.

5. KRONOS SYSTEM INCORPORATED  
a/k/a KRONOS INC. \$ 29,793.99 Renewal  
Contract No. 08000 - Telestaff Maintenance & Support System -  
Fire Department - P.O. No. P536250

On July 20, 2016, the City Purchasing Agent approved the initial award in the amount of \$28,926.20. The award contained two 1-year renewal options. This first renewal in the amount of \$29,793.99 is for the period July 20, 2017 through July 19, 2018, with one 1-year renewal option remaining.

**MBE/WBE PARTICIPATION:**

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

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

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

Bureau of Purchases

- |   |              |         |
|---|--------------|---------|
| 6. EXPRESS SCRIPTS INC. d/b/a   |              |         |
| ESI ACQUISITION INC.  | \$ 12,252.10 | Renewal |
| Contract No. 08000 - WebEOC Software - Fire Department - P.O. No. P527620 |              |         |

On July 19, 2014, the City Purchasing Agent approved the initial award in the amount of \$12,252.10. The award contained three 1-year renewal options. Two renewal options have been exercised. This final renewal in the amount of \$12,252.10 is for the period July 1, 2017 through June 30, 2018. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

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

- |  |              |         |
|--|--------------|---------|
| 7. AAA NATIONAL USA, INC.  | \$ 80,000.00 | Renewal |
| Contract No. B50004006 - Windows and Trusses Cleaning Services - Agency - Various - P.O. No. P532057 |              |         |

On July 15, 2015, the Board approved the initial award in the amount of \$61,970.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This first renewal in the amount of \$80,000.00 is for the period July 15, 2017 through July 14, 2018, with one 1-year renewal option remaining.

**MBE/WBE PARTICIPATION:**

On April 21, 2015, it was determined that no goals would be set because there is 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>
---------------	------------------------	--------------------

Bureau of Purchases

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

- |  |         |         |
|--|---------|---------|
| 8. WEX BANK  | \$ 0.00 | Renewal |
| Contract No. B50002878 - Fleet Fuel Credit Card Service -<br>Department of General Services - P.O. No. P523988 |         |         |

On June 26, 2013, the Board approved the initial award in the amount of \$1,500,000.00. The award contained two 1-year renewal options. On July 27, 2016, the Board approved the first renewal in the amount of \$0.00. This final renewal in the amount of \$0.00 is for the period July 1, 2017 through June 30, 2018.

**MBE/WBE PARTICIPATION:**

On March 21, 2013, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

- |   |              |         |
|---|--------------|---------|
| 9. DUNBAR ARMORED d/b/a<br>DUNBAR ARMORED, INC.   | \$ 20,000.00 | Renewal |
| Contract No. B50003386 - Armored Transport Services -<br>Department of Finance, Transportation, etc. - P.O. No. P528141 |              |         |

On July 23, 2014, the Board approved the initial award in the amount of \$41,255.59. Subsequent actions have been approved. This second renewal in the amount of \$20,000.00 is for the period August 1, 2017 through July 31, 2018, with one 1-year renewal option remaining.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

**MBE/WBE PARTICIPATION:**

On April 17, 2014, 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.**

10. JM TRUCKING LLC	\$500,000.00	Renewal
Contract No. B50003519 - Hauling of Asphalt - Department of Transportation - P.O. No. P528069		

On July 16, 2014, the Board approved the initial award in the amount of \$64,500.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This second renewal in the amount of \$500,000.00 is for the period August 1, 2017 through July 31, 2018, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On May 12, 2014, MWBOO set goals of 20% MBE and 7% WBE.

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> Unlimited Trucking, LLC	10%	\$70,420.00	21.8%
<b>WBE:</b> Julian Trucking, LLC	7%	\$26,629.05	11.4%

**MWBOO FOUND VENDOR IN COMPLIANCE.**



MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

11. <u>US WATER SERVICES, INC.</u>	<u>\$ 20,000.00</u>	<u>Increase</u>
Contract No. 08000 - Boiler Treatment Chemicals - Department of Public Works, Water and Wastewater - P.O. No. P535005		

On April 4, 2016, the City Purchasing Agent approved the initial award in the amount of \$19,091.30. This increase is necessary to continue the procurement of water treatment chemicals. The vendor's expertise in chemical products ensures compliance with MDE mandates and protects the City water facility infrastructure. This increase in the amount of \$20,000.00 will make the award amount \$39,091.30. The contract expires on April 4, 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. This is a commodity order and no services are being provided.

12. <u>BIOHABITATS, INC.</u>	<u>\$ 42,396.00</u>	<u>Increase</u>
Contract No. B50004355 - Master Planning Services for a Citywide Green Network Plan - Department of Planning - P.O. No. P534827		

On March 9, 2016, the Board approved the initial award in the amount of \$170,745.00. The award contained two 1-year renewal

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Purchases

options. On April 5, 2017, the Board approved a renewal in the amount of \$0.00. The Planning Department is working with a multi-disciplinary consultant team, who provides specific technical expertise and a broad planning perspective, to also work with other City agencies and community stakeholders in developing the Green Network Plan. This increase in the amount of \$42,396.00 is necessary for the design team to complete additional tasks that the Department of Planning has identified as necessary for the completion of the project. This increase in the amount of \$42,396.00 will make the award amount \$213,141.00. The contract expires on March 8, 2018, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

**MWBOO SET GOALS OF 7% MBE AND 3% WBE.**

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> Living Design Lab, LLC	10%	\$24,250.00	16.2%
<b>WBE:</b> Floura Teeter Landscape Architects, Inc.	15%	\$15,282.00	10.2%

Per contracting agency, consultant has demonstrated good faith efforts. The WBE goal will be achieved by contract completion.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |  |                     |                        |
|--|---------------------|------------------------|
| 13. <u>WILMOT-MODULAR STRUCTURES</u>   | <u>\$148,708.00</u> | <u>Selected Source</u> |
| Contract No. 06000 - Additional Trailer for Fire Academy -<br>Fire Department - Req. No. R765786 |                     |                        |

This contract is for the purchase of an additional Modular Locker Room Trailer for the upcoming Firefighter recruit class being held on June 28, 2017 and July 12, 2017. The trailer will be used to assist with recruit housing during major repairs of the male recruit bathroom/locker room currently underway. The period of the award is July 12, 2017 through July 11, 2018.

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

**MBE/WBE PARTICIPATION:**

On June 9, 2017, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

- |   |                     |                |
|---|---------------------|----------------|
| 14. <u>RACE PACE-BALTIMORE, INC.</u>  | <u>\$ 45,316.04</u> | <u>Low Bid</u> |
| Solicitation No. B50005027 - Bikes for BCFD - Baltimore Police<br>Department - Req. No. R763695 |                     |                |

Vendors were solicited by posting on CitiBuy. The one bid received was opened on June 16, 2017 and is considered fair and reasonable. This is a one-time procurement.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

**MBE/WBE PARTICIPATION:**

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

- |  |             |         |
|--|-------------|---------|
| 15. WEST COAST ESCALATOR<br>CLEANING, INC.   | \$25,300.00 | Low Bid |
| Solicitation No. B50005013 - Escalator Cleaning - Baltimore Convention Center - Req. No. R762280 |             |         |

Vendors were solicited by posting on CitiBuy. Two bids were received and opened on May 30, 2017. Award is recommended to be made to the lowest responsive and responsible bidder. The period of the award is July 12, 2017 through July 11, 2018, with four 1-year renewal options. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

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

- |  |             |         |
|--|-------------|---------|
| 16. SAFFIRE, LLC   | \$36,000.00 | Low Bid |
| Solicitation No. B50005009 - Website Enhancements and Hosting - Baltimore Convention Center - Req. No. R760095 |             |         |

Vendors were solicited by posting on CitiBuy. Seven bids were received and opened on May 4, 2017. Award is recommended to the lowest responsive and responsible bidder. The period of

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
--------	-----------------	-------------

Bureau of Purchases

the award is June 28, 2017 through June 27, 2020. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

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

- |   |         |           |
|---|---------|-----------|
| 17. AIRGAS USA, LLC, d/b/a  | \$ 0.00 | Extension |
| <u>AIRGAS EAST, INC.</u><br>Contract No. B50002361 - Compressed Gases - Department of General Services, etc. - P.O. No. P521282 |         |           |

On July 11, 2012, the Board approved the initial award in the amount of \$113,023.75. The award contained two 1-year renewal options. Both renewal options have been exercised. In order to continue services for various City agencies until a new contract is awarded an extension is necessary. The period of the extension is July 12, 2017 through November 30, 2017. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On February 22, 2012, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

- |   |         |           |
|---|---------|-----------|
| 18. MASIMO AMERICAS, INC.   | \$ 0.00 | Extension |
| <u>Contract No. 08000 - Rad-57-CO-Oximeters (carbon monoxide detectors) - Baltimore City Fire Department - P.O. No. P517483</u> |         |           |

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

On June 29, 2011, the Board approved the initial award in the amount of \$50,000.00. The award contained five renewal options. Subsequent actions and all renewal options have been exercised. An extension is necessary for the continuation of services for the Baltimore City Fire Department until a new contract is awarded. The period of the extension is July 1, 2017 through October 31, 2017. The above amount is the City's estimated requirement.

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

**MBE/WBE PARTICIPATION:**

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

- |   |              |           |
|---|--------------|-----------|
| 19. LANGUAGE LINE SERVICES,<br>INC.   | \$ 90,000.00 | Extension |
| Maryland State Contract No. 050B2400001 - Statewide Language Interpretation Services (Telephonic) - Mayor's Office, Departments of Transportation and Health - P.O. No. P521528 |              |           |

On September 27, 2012, the City Purchasing Agent approved the initial award in the amount of \$20,000.00. The award contained four renewal options. Subsequent actions have been approved and all renewal options have been exercised.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
--------	-----------------	-------------

Bureau of Purchases

This contract was competitively bid by the Maryland State Department of Budget and Management. The City of Baltimore is currently utilizing the Maryland State's contract for Statewide Language Interpretation Services (Telephonic). The State has extended its contract through February 28, 2018. An extension is necessary to continue translation services for various City agencies while a new solicitation is awarded by the State. The period of the extension is October 1, 2017 through February 28, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

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

**MINUTES**

Labor Commissioner - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to **NOTE** receipt of the Memorandum of Understanding (MOU) for FY 2018 - 2020 between the City of Baltimore and the Baltimore Fire Fighters, Local 734, IAFF.

**AMOUNT OF MONEY AND SOURCE:**

Wage increases are budgeted for FY 2018 and will be budgeted for FY 2019 and 2020.

**BACKGROUND/EXPLANATION:**

In accordance with the Municipal Employees Relations Ordinance (MERO), negotiations were conducted with the Baltimore Fire Fighters, Local 734 for Fiscal Years 2018 - 2020. The results of the negotiations have been reduced to writing in the form of the submitted Memorandum of Understanding (MOU).

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board **NOTED** receipt of the Memorandum of Understanding for FY 2018 - 2020 between the City of Baltimore and the Baltimore Fire Fighters, Local 734, IAFF.



**MINUTES**

Labor Commissioner - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to **NOTE** receipt of Memorandum of Understanding (MOU) for Fiscal Year 2018 - 2019 between the City of Baltimore and the Managerial and Professional Society of Baltimore, Inc. (MAPS).

**AMOUNT OF MONEY AND SOURCE:**

The budget provides for a 2% across the board wage increase for each fiscal year.

**BACKGROUND/EXPLANATION:**

In accordance with the Municipal Employees Relations Ordinance (MERO), the meet and confer process has been concluded with the Managerial and Professional Society of Baltimore, Inc. (MAPS) for Fiscal Years 2018-2019. The results of this process have been reduced to writing in the form of the submitted MOU.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board **NOTED** receipt of Memorandum of Understanding for Fiscal Year 2018 - 2019 between the City of Baltimore and the Managerial and Professional Society of Baltimore, Inc.

**MINUTES**

Department of Finance - Revised Administrative Manual  
Policy - 501-2 - Part I

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the revisions to Administrative Manual (AM) Policy - AM 501-2, Part I Training Courses, Driver Permits, Authorizations, and Licenses for City-Owned Vehicles. The changes are effective upon Board approval.

**AMOUNT OF MONEY AND SOURCE:**

There are no costs associated with these actions.

**BACKGROUND/EXPLANATION:**

The AM communicates official City policies and procedures that affect the City's operations and its employees. By distilling provisions of the City Charter, Board of Estimates policies and rules, Memoranda of Understanding, as well as the decisions and directives of the City Administration, the published policies provide uniform and consistent operating rules.

The revisions to this policy would exempt employees of the Baltimore City Sherriff's Office, the Baltimore Police Department, and the Baltimore City Fire Department who have received State certification for operating an emergency vehicle from the requirement to obtain a City of Baltimore Driver Permit/Authorization (CBDP/A). Currently, before any City employee can operate a City-owned vehicle, he/she must obtain a CBDP/A, which involves taking a driver safety training course developed by the City Department of Transportation. This requirement has thus resulted in some public safety employees in the Police and Fire Departments, as well as in the Sherriff's Office, being temporarily restricted to duties not requiring operation of a vehicle as they have not obtained a CBDP/A. The training requirement for these

**MINUTES**

Department of Finance - cont'd

employees is redundant as they must obtain certification with the State of Maryland to operate emergency vehicles. Such a certification is more stringent than the City training. As such, these employees or any current City employee who received and maintains current State certification for operating an emergency vehicle should be exempt from obtaining a CBDP/A.

**MBE/WBE PARTICIPATION:**

N/A

MINUTES



**A**

**AM-501-2, Part I**

***M Training Courses, Driver Permits, Authorizations and Licenses for City-Owned Vehicles***

**SCOPE**

Except as otherwise stated, this Policy applies to all City employees (civil and non-civil service) who will operate a vehicle for and/or owned by the Mayor and City Council of Baltimore. This policy does not apply to employees of the Baltimore City Sheriff's Office, the Baltimore Police Department, the Baltimore City Fire Department, or any current City employee who received and maintains current State certification for operating an emergency vehicle. Eligibility for a City of Baltimore Driver Permit/Authorization (CBDP/A) is contingent upon a City employee having a valid Maryland State driver's license with the appropriate license class code, (employees with licenses from another State not Maryland may be eligible if that State is proven to be their actual state of residency...i.e. commute between the state and City employment each day and evening of employee's work day/shift), and meeting the requirements for such Permit/Authorization as outlined in this policy. A City employee who does not have a valid City of Baltimore Driver Permit will not be allowed to operate any type of City-owned vehicle. A CBDP/A may be suspended or revoked by the Department of Finance, Division of Occupational Safety (DOS), or the employee's agency head when circumstances warrant it.

Failure to maintain (for any reason) a CBDP/A, may result in the immediate transfer, demotion, and/or termination of the affected employee. A current file of individuals who's CBDP/As and/or State drivers' licenses have been suspended or revoked shall be maintained by DOS and at the agency level. Employees who have been approved for a CBDP/A, but reside in another state outside of Maryland must provide DOS with a certified copy of their State Driving Record every six (6) months, in January and July.

Issuance and/or reinstatement of a CBDP/A, upon request of a City Agency shall be solely the discretion of DOS.

**TRAINING**

Basic Driver Training

The Basic Driver Training Course provides instruction in basic driving and safety techniques for the Mayor's Motor Vehicle Freeze Committee (MMVFC) and activity-assigned vehicles. DOS and/or their assigned representatives administer this course. DOS designs the course (which currently includes the National Safety Council's Defensive Driving Course, vision examination, and other required elements. Although these may change in the future, all aspects of the course must be passed in order to attain or retain a City Driver's Permit. A MMVFC/activity-assigned vehicle is defined as a car, station wagon, or truck with a 2,000 pound load capacity or less. (See AM-501-2, Part II, *Commercial Driver License* (CDL) policy. Completing this course in full is a prerequisite for obtaining a CBDP/A.

Recertification Driver Training

The Recertification Driver Training Course provides an update to the preceding Basic Driver Training Course in driving and safety techniques for the MMVFC and activity-assigned vehicles. DOS and/or their assigned repre-

## MINUTES

**A****AM-501-2, Part I*****M Training Courses, Driver Permits, Authorizations  
and Licenses for City-Owned Vehicles***

representatives administer this course. This course is designed as an update to the Basis Driver Training Course and must be completed in full every three years to maintain an active and current CBDP/A.

Requirement for Renewals of Basic and Recertification Training

If an employee fails to renew his CBDP/A by participating/complying with the above referenced required training classes, the employee may be subject to the appropriate action which may include suspension of driving privileges by DOS and/or disciplinary action by agency for insubordination (up to and including termination). Please note that if it has been five (5) or more years since an employee has participated/complied with his/her Recertification Driving Training Course, the employee will be required to attend the Basic Driving Training Course again instead of the Recertification Course in order to receive CBDP/A.

Special Purpose Vehicle Training

The Special Purpose Vehicle Training Course is administered by each agency having personnel who are required to use special purpose vehicles. A special purpose vehicle is defined as any vehicle that requires anything other than a Class C license to operate. Prior to special purpose vehicle training, the agency must have an approved training course on file with DOS and special purpose instructors shall maintain and timely keep up to date any and all required and/or suggested credentials authorizing he/she to instruct.

An agency head must notify DOS by memo within five (5) days after employees have completed the course. The memo should state those employees who have been qualified to operate a special purpose vehicle and the type of vehicle each is permitted to operate. DOS will issue the Special Purpose Vehicle Permit to each qualified employee.

**REQUIREMENTS FOR OBTAINING A DRIVER PERMIT**Basic Vehicle Permit

Upon request of a City Agency for an employee to operate a City-owned MMVFC or activity-assigned vehicle, an employee must meet all of the below listed requirements. Upon meeting all of the requirements, an individual (must be a City employee not a contractual employee or volunteer) will be issued a City of Baltimore Driver Permit by DOS. A City of Baltimore Driver Permit is valid for three (3) years and is renewable only if the employee completes the Driver Recertification Training Course (every three (3) years) and continues to meet all of the following listed requirements.

- Be at least 21 years of age with at least three (3) years of licensed driving experience.

## MINUTES

**A**

**AM-501-2, Part I**

***M Training Courses, Driver Permits, Authorizations  
and Licenses for City-Owned Vehicles***

- Possess a current and valid Maryland State driver's license (employees with licenses from another State outside of Maryland may be eligible if that State is proven to be their actual state of residency ... i.e., commute between the state and City employment each day and evening of employee's work day/shift), with the appropriate license class code.
- Have successfully completed the Basic Driver Training Course.
- Have reviewed and signed a NOTIFICATION OF CITY VEHICLE POLICY (AM-501-2-2) provided by DOS.

As noted above, employees that have allowed his/her CBDP/A to lapse/expire for five (5) or more years, shall be required to take the BASIC course again in lieu of taking a Recertification course in order to regain their COB driving privileges.

Special Purpose Vehicle Authorization

In order to operate any type of City-owned special purpose vehicle an employee must meet all of the below listed requirements. Upon meeting all of the requirements, a Special Vehicle Permit will be issued by DOS indicating the type of special purpose vehicle he/she is authorized to operate. This authorization is valid for three (3) years and is renewable only if the employee successfully completes an additional Special Vehicle Training Course and continues to meet all of the following requirements.

- Be at least 21 years of age.
- Possess a valid State driver's license with the appropriate license class code.
- Possess a current and valid City of Baltimore Driver Permit.
- Have successfully completed a Special Vehicle Training Course.
- Have reviewed and signed a NOTIFICATION OF CITY VEHICLE POLICY provided by DOS.

Exception to Age Requirement

If an agency head finds it necessary for an employee under age 21 and/or with less than three (3) years of licensed driving experience to operate a City-owned vehicle on a basic or special vehicle permit, a memo detailing the reason(s) for the request should be forwarded to DOS. A certified copy of the employee's Motor Vehicle

## MINUTES

AM-204-22

**A**

AM-501-2, Part I

***M Training Courses, Driver Permits, Authorizations  
and Licenses for City-Owned Vehicles***

Administration driving record must be attached to the memo for evaluation. DOS will notify the agency head of the decision on a case-by-case basis. Any blanket exceptions need approval by the Board of Estimates.

**SUSPENSION OR REVOCATION OF CITY OF BALTIMORE DRIVER PERMIT/ AUTHORIZATION**

Suspension or revocation of an employee's City of Baltimore Driver Permit/Authorization by the employee's agency head must be reported by memo within three (3) workdays to the MMVFC and to DOS. The memo must cite the reason(s) for the suspension or revocation and specify actions taken to prevent recurrences. DOS may revoke or suspend an employee's CBDP/an even if the employee's agency head elects not to take such action. Further, an agency may request DOS to suspend or revoke an employee's CBDP/a when warranted and agency shall provide documentation and/or communication memorializing that the request is warranted. This documentation shall be noted in the employee's electronic driver's file as well as in his/her hard file, both of which is maintained/housed at DOS.

An employee's City of Baltimore Driver Permit/Authorization may be suspended or revoked for any of the following reasons, which include but are not limited to:

- Driving any vehicle (City owned or privately owned) while under the influence of alcohol or drugs.
- Any violation to the Maryland State Driver's Handbook or restriction placed on a State driver's license (including but not limited to refusing a chemical test, interlock device restriction, even when employer vehicle exempted, if an alcohol related restriction code is on and/or added to our state license, etc...)
- Leaving the scene of an accident or failure to report an accident in accordance with AM-501-10.
- Operating or ordering the operation of City-owned vehicle with the knowledge that the vehicle has safety deficiencies.
- Unsafe driving practices or persistent violation of safety rules. Negligence, misuse, and/or abuse of City-owned vehicle.
- Frequent accidents, i.e. more than two (2) accidents in a year.
- Expiration and/or lapsing of CBDP/A permit and/or any other licenses required to fulfill employee's job responsibilities;
- Failure to comply/show-up at scheduled medical appointments at City clinic that are scheduled by agency, DOS and/or any other agency in order to maintain relevant licenses to fulfill job responsibilities;

7/12/17 (replaces 11/23/16)

Page 4 of 6

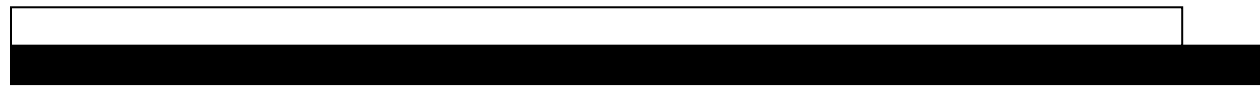
## MINUTES

**A****AM-501-2, Part I*****M Training Courses, Driver Permits, Authorizations  
and Licenses for City-Owned Vehicles***

- Failure to comply/show up for random drug and/or alcohol random testing;
- By request of authorized personnel of employee's City agency, and/or other authorized City personnel and/or authorized personnel and when warranted and documentation has been forwarded to DOS identifying why the suspension/revocation is warranted;
- Per recommendation and/or request by a professional within the City of Baltimore Employee Assistance Program;
- Failure to properly secure a City-owned vehicle, i.e. runaway vehicle.
- Suspension, revocation, or expiration of State driver's license.
- Failure to inform supervisor and DOS of the suspension, revocation, or expiration of State driver's license.
- Failure to pay traffic or parking fines for violations incurred while using a City-owned vehicle.
- Any points on State driving record.
- Failure to perform vehicle safety and operating checks.
- Using a City-owned vehicle (or privately owned vehicle while on duty for the City) for pleasure, to conduct personal business, and/or to transport passengers not engaged in official City business.
- Medical problems which may interfere with the safe operation of a City-owned vehicle, as determined by the City of Baltimore Occupational Medical Services (Mercy Clinic).
- Failure to inform supervisor and DOS of the medical problems which may interfere with the safe operation of a City-owned vehicle.
- Alteration/forgery of a CBDP/A by employee.
- Obtaining fuel while City driver permit is suspended.
- Use of personal communication devices (hand-held or hands-free) in accordance with AM-501-12.
- Smoking in a City-owned vehicle in accordance with AM-501-13.
- Failure to wear seat belts by anyone in the vehicle in accordance with AM-501-14



MINUTES



**A**

**AM-501-2, Part I**

**M Training Courses, Driver Permits, Authorizations and Licenses for City-Owned Vehicles**

- For out of State licensed approved drivers/employees of the City of Baltimore, if an updated Motor Vehicle Report is not provided to DOS every 6 months;
- Other reasons or circumstances which are deemed as unsafe operation of a City-owned vehicle by DOS or the department head.

The Law and Police Departments are also responsible for reporting any of the above instances within three (3) workdays to DOS.

**REPORTING SUSPENSION, REVOCATION OR EXPIRATION OF STATE DRIVER'S LICENSE**

An employee must officially notify, either in person or in writing, his supervisor and DOS of the suspension, revocation, or expiration of his/her State driver's license within one (1) workday. Failure to notify as required may result in suspension of the employee from work.

DOS and the agency head will periodically obtain and review the Maryland State driving record of each employee who possesses a City of Baltimore Driver Permit in order to monitor compliance with the *Administrative Manual* policy. Employers who have been approved for a CBDP/A but reside in another State outside of Maryland must provide DOS with a certified copy of their State Driving Record every six (6) months, in January and July. Appropriate action will be initiated as required for employees who are in violation of this policy. The appropriate action may include suspension of driving privileges by DOS and/or disciplinary action by agency for insubordination (up to and including termination).

**RELATED POLICIES**

AM-106-1,	CITY OF BALTIMORE SAFETY PROGRAM
AM-501-1,	CITY-OWNED VEHICLES
AM-501-2, PART II,	COMMERCIAL DRIVER LICENSE (CDL)
AM-501-2-1,	OBTAINING A DRIVER PERMIT FOR CITY-OWNED VEHICLES
AM-501-2-2,	NOTIFICATION OF CITY VEHICLE POLICY
AM-501-6,	VEHICLE MAINTENANCE/REPAIRS
AM-501-8,	ACTIVITY-ASSIGNED VEHICLES
AM-501-10,	MOTOR VEHICLE ACCIDENT
AM-501-11,	VEHICLE DAMAGE AND MALFUNCTION
AM-501-12,	USE OF COMMUNICATIONS DEVICES PROHIBITED WHEN OPERATING A CITY OWNED MOTOR VEHICLE OR DRIVING A PERSONAL VEHICLE ON CITY BUSINESS
AM-501-13,	NO SMOKING IN CITY VEHICLES
AM-501-14,	SAFETY BELTS

**MINUTES**

Department of Finance - cont'd

UPON MOTION duly made and seconded, the Board approved the revisions to Administrative Manual (AM) Policy - AM 501-2, Part I Training Courses, Driver Permits, Authorizations, and Licenses for City-Owned Vehicles.

**MINUTES**

Mayor's Office - FY'18 Budget and Strategic Plan for the  
South Baltimore Gateway Partnership

**ACTION REQUESTED OF B/E:**

The Board is requested to review and approve the FY'18 Annual Financial Plan (Budget) and Strategic Plan for the South Baltimore Gateway Community Impact District Management Authority, a/k/a the South Baltimore Gateway Partnership.

**AMOUNT OF MONEY AND SOURCE:**

No expenditure of funds is requested.

**BACKGROUND/EXPLANATION:**

Following a feasibility study led by the Mayor's Office and the Baltimore Casino Local Development Council (LDC), the Maryland General Assembly and the Mayor and City Council passed legislation in 2016 creating the South Baltimore Gateway Community Impact District (CID) and Management Authority, later rebranded as the South Baltimore Gateway Partnership (SBGP). Baltimore City Council Bill 16-0694 requires the Board of Estimates to review and approve the CID's Bylaws, Strategic Plan, and Annual Financial Plan.

Under State law, the CID/SBGP must receive 50% of Casino Local Impact Grant (LIG) funds starting in FY'18. The purpose of these funds is to provide enhanced services and development activities to communities in the South Baltimore Gateway, consistent with Maryland's gaming law that established the LDC and LIG funds. In addition, over \$1,000,000.00 in FY'16 - 17 was appropriated for the CID.

**MINUTES**

Mayor's Office - cont'd

The SBGP Board began meeting in November 2016 and has been diligently working with the Mayor's Office to realize start-up of the CID's operations. The actions include reviewing past plans, approving Bylaws, electing officers and committee chairs, developing a Strategic Plan, programming available FY'17 funds through an interim budget, hiring an Executive Director, and creating a budget for FY'18.

The SBGP Board of Directors adopted its FY'18 Budget at a meeting on March 24, 2017, and presented it at a public hearing on March 29, 2017. The budget and supporting documents are hereby submitted for approval by the Board of Estimates.

**MBE/WBE PARTICIPATION:**

No contracting for goods or services is contemplated at this time. It should be noted that under the enabling ordinance establishing the Authority, the SBG is subject to the City's MBE/WBE policy.

UPON MOTION duly made and seconded, the Board reviewed and approved the FY'18 Annual Financial Plan and Strategic Plan for the South Baltimore Gateway Community Impact District Management Authority, a/k/a the South Baltimore Gateway Partnership.

**South Baltimore Gateway Partnership  
FY2018 Adopted Budget  
3/29/17**

	FY 2017 Submitted to BOE	FY2018 Proposed	Comments
<b>Revenue</b>			
<b>Cash Revenue</b>			
Local Impact Grants	\$ 900,000.00	\$ 7,000,000.00	Based upon estimates of future revenue.
Individual Donations	\$ -	\$ -	None Expected
Board Contributions	\$ -	\$ -	None Expected
Corporate Donations	\$ -	\$ -	None Expected
Foundation Grants	\$ -	\$ -	None Expected
Additional Public Support	\$ -	\$ -	None Expected
Fundraisers and Events	\$ -	\$ -	None Expected
Withdraws from Savings	\$ -	\$ -	None Expected
Interest income	\$ -	\$ -	None Expected
Carry Forward	\$ 200,000.00	\$ 142,283.33	None Expected
<b>Total Cash Revenue</b>	<b>\$ 1,100,000.00</b>	<b>\$ 7,142,283.33</b>	
<b>In-Kind Donations</b>	<b>\$ -</b>	<b>\$ -</b>	None Expected
<b>Total Revenue</b>	<b>\$ 1,100,000.00</b>	<b>\$ 7,142,283.33</b>	
<b>Expenses</b>			
<b>Overhead</b>			
Staff salary and benefits	\$ 23,833.33	\$ 362,375.00	See Assumptions Sheet.
Occupancy (rent and utilities)	\$ 1,000.00	\$ 12,600.00	See Assumptions Sheet.
Insurance	\$ 10,000.00	\$ 25,000.00	Actual cost will depend on whether staff are doing hard labor.
Fiscal Agent	\$ 33,333.33	\$ 125,000.00	See Assumptions Sheet.
Annual Audit	\$ 5,000.00	\$ 5,000.00	Required Yearly.
Equipment (Overhead Only)	\$ 5,000.00	\$ 25,000.00	Higher than typical due to start up costs.
Supplies (Overhead Only)	\$ 2,000.00	\$ 8,000.00	Higher than typical due to start up costs.
Printing and copying	\$ 1,500.00	\$ 1,500.00	Any major printing costs will be program costs.
Telecommunications	\$ 550.00	\$ 7,350.00	See Assumptions Sheet.
Travel and meetings	\$ -	\$ 2,000.00	There will likely be community meetings.
Marketing and Communications	\$ 35,000.00	\$ 50,000.00	Cost per Communications Committee
Staff training/development	\$ -	\$ 5,000.00	Ensure best practices are being followed.
Professional Services	\$ 25,500.00	\$ 75,000.00	See Assumptions Sheet
Other	\$ -	\$ 5,000.00	Miscellaneous
<b>Total Overhead Costs</b>	<b>\$ 142,716.67</b>	<b>\$ 708,825.00</b>	<b>FY17: 12.97% of Revs. FY18: 9.92% of Revs.</b>
<b>Program</b>			
Enhanced Services	\$ 365,000.00	\$ 1,825,037.50	FY18 Program Funds will be selected through the Project Intake and Community Grants Application Processes
Community Grants	\$ 150,000.00	\$ 1,216,691.67	
Transformational Projects	\$ 300,000.00	\$ 3,041,729.17	
<b>Total Program Costs</b>	<b>\$ 815,000.00</b>	<b>\$ 6,083,458.33</b>	<b>FY17: 74.09% of Revs. FY18: 85.18% of Revs.</b>
<b>Total Expenses</b>	<b>\$ 957,716.67</b>	<b>\$ 6,792,283.33</b>	
<b>Unprogrammed Funds (Carry Forward)</b>	<b>\$ 142,283.33</b>	<b>\$ -</b>	
<b>Funding Reserve</b>	<b>\$ -</b>	<b>\$ 350,000.00</b>	To protect against future funding fluctuations. See Assumptions Sheet.
<b>Net Revenues (-Losses)</b>	<b>\$ -</b>	<b>\$ -</b>	

**MINUTES**

Mayor's Office - Temporary Housing and Moving Expenses

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to pay the cost of transitional housing and relocation costs on behalf of Mr. Reginald R. Moore.

**AMOUNT OF MONEY AND SOURCE:**

\$11,500.00 - Monthly rent (\$2,300.00 x 5)  
6,146.65 - Relocation cost (\$5,354.55 - travel charge, \$600.57  
- fuel surcharge, \$179.00 boxes and supplies,  
\$12.53 - sales tax)  
**\$17,646.65** - 1001-000000-1250-775200-603001

**BACKGROUND/EXPLANATION:**

Mr. Moore is the new executive level appointment recruited from out-of-state for the position of Director of the Department of Recreation and Parks.

The Mayor's office recruited for the position of Director of Recreation and Parks and conducted a national search to find the most highly qualified candidate. The position of Director of Recreation and Parks is a critical position that requires an individual with exceptional qualifications, critical analysis and problem-resolution skills, along with exceptional interpersonal leadership skills to develop and maintain critical relationships with City agencies and staff.

In the Administration's judgement, Mr. Moore possesses the unique combination of skills and attributes critical to the success in this role. The position has been offered to Mr. Moore. In order to make the transition to Baltimore economically feasible for Mr. Moore, the Administration has offered, contingent upon Board approval, to provide transition housing for a period not-to-exceed five months effective July 1, 2017 through November 30, 2017.

**MINUTES**

Mayor's Office - cont'd

Based upon a number of factors including costs, features, and availability, the Administration requests the expenditure of funds to cover the cost for rent for a period of five months at a monthly rate of \$2,300.00 per month and payment to Two Men and a Truck for relocation fees of \$6,146.65. Pursuant to AM 221-4, three quotes for moving costs were received and the lowest quote was received from Two Men and a Truck.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the foregoing expenditure of funds to pay the cost of transitional housing and relocation costs on behalf of Mr. Reginald R. Moore.

**MINUTES**

Baltimore City Fire Department - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with the University of Maryland Emergency Medicine Associates, P.A. (UMEMA). The period of the Agreement is July 1, 2017 through June 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$ 90,000.00 - 1001-000000-2003-195500-603026  
83,200.00 - 1001-000000-3191-308700-603026  
\$173,200.00

**BACKGROUND/EXPLANATION:**

The UMEMA will provide the services of emergency medicine physicians Wade Gaasch, M.D. and Jerrilyn Jones, M.D. for medical oversight of BCFD EMS patient care and emergency medical dispatch in accordance with requirements in the Code of Maryland Regulations (COMAR) 30.03.03.03 and the contract scope of services. This Agreement has been reviewed by the Department of Finance and the Office of Risk Management.

**MBE/WBE PARTICIPATION:**

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with the University of Maryland Emergency Medicine Associates, P.A.



**MINUTES**

Fire Department - Retroactive Payment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the retroactive payment to Ms. Barbara J. Moore for the period October 5, 2016 through April 17, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$14,398.16 - 1001-000000-2151-230500-601061

**BACKGROUND/EXPLANATION:**

Ms. Moore should have been promoted to Fire Dispatch Supervisor (Communications) on October 5, 2016 per MOU Local 964. Her promotion was processed in HRIS on April 18, 2017, therefore Ms. Moore is due retroactive pay from October 5, 2016 through April 17, 2017.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the retroactive payment to Ms. Barbara J. Moore for the period October 5, 2016 through April 17, 2017.

**MINUTES**

Fire Department - Retroactive Payment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the retroactive payment to Ms. Cassandra C. Chase for the period October 5, 2016 through April 17, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$5,645.44 - 1001-000000-2151-230500-601061

**BACKGROUND/EXPLANATION:**

Ms. Chase should have been promoted to Fire Dispatch Administrator (Communications) on October 5, 2016 per MOU Local 964. Her promotion was processed in HRIS on April 18, 2017, therefore Ms. Chase is due retroactive pay from October 5, 2016 through April 17, 2017.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the retroactive payment to Ms. Cassandra C. Chase for the period October 5, 2016 through April 17, 2017.

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:

2742 - 2747

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

The Transfers of Funds were approved

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.

The Comptroller **ABSTAINED** on item nos. 2 and 3.

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Public Works/Office  
of Engineering and Construction

1. WC 1345 - AR Monumental Paving & \$3,918,999.25  
Repaving Utility Excavating, Inc.  
Cuts and Sidewalk  
Restoration at  
Various Locations

AmountPercentage

**MBE:** T.E. Jeff,  
Inc.

\$548,750.00 14.00%

**WBE:** S&L Trucking, LLC  
American Tennis  
.90%

82,300.00 2.10%  
Courts, Inc. 35,300.00

**\$117,600.00 3.00%**

**MWBOO FOUND VENDOR IN COMPLIANCE.**

2. WC 1352 - AMI/R Metra Industries, Inc. \$4,354,700.00  
Urgent Need Infra-  
structure Repair  
and Replacement,  
Various Locations

AmountPercentage

**MBE:** Economic International  
Construction Co., Inc.

\$566,111.00 13.00%

**WBE:** R & R Contracting  
Utilities, Inc.

\$217,735.00 5.00%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Public Works/Office  
of Engineering and Construction

3. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$3,118,461.00	9960-909100-9558	
Water Revenue	Construction	
Bonds	Reserve Water	
	Infrastructure	
	Rehabilitation	
3,118,461.00	9960-936001-9558	
<u>Baltimore County</u>	Construction Un-	
<b><u>\$6,236,922.00</u></b>	allotted	
\$ 435,470.00	-----	9960-904594-9557-2
		Extra Work
435,470.00	-----	9960-904594-9557-3
		Engineering
750,000.00	-----	9960-904594-9557-5
		Inspection
4,354,700.00	-----	9960-904594-9557-6
		Construction
<u>261,282.00</u>	-----	9960-904594-9557-9
<b><u>\$6,236,922.00</u></b>		Administration

This transfer will provide funds to cover the costs associated with the Award of WC 1352, AMI/R Urgent Need Metering Infrastructure Repair and Replacement at Various Locations.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Public Works/Office  
of Engineering and Construction

4. ER 4020R - Lower Environmental Quality \$3,399,002.00  
Stony Run Environ- Resources, LLC  
mental Restoration

	<u>Amount</u>	<u>Percentag</u>
	<u>e</u>	
<b>MBE:</b> Bulldog Distribution	\$ 16,995.01	0.5%
Trucking, LLC		
Chavis Enterprises, LLC	221,105.51	6.5%
	<b>\$238,100.52</b>	<b>7.0%</b>
<b>WBE:</b> Fallsway Construction Co., LLC	\$129,162.08	3.8%
Hanover Land Services, Inc.	94,500.00	2.7%
Empire Landscape, LLC	85,618.00	2.5%
The Robert B. Balter Co.	37,035.00	1.0%
	<b>\$346,315.08</b>	<b>10.0%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

5. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 369,795.00	9958-903997-9526	
MVR	Construction Reserve	
	Lower Stony Run	
	Stream Restoration	
4,295,010.00	" "	
State Construc-		
tion - 2014		
<b>\$4,664,805.00</b>		



MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Purchases

**MWBOO FOUND VENDOR IN NON-COMPLIANCE.**

Award is recommended subject to the vendor coming into compliance within 10 days of the award.

- 7. B50004887, Creating 2<sup>nd</sup> Nature Design & \$350,000.00  
& Expanding Tree Pits Landscaping, LLC

(Department of Recreation & Parks)

**MWBOO SET GOALS OF 27% MBE AND 9% WBE.**

	<u>Amount</u>	<u>Percentage</u>
<b>MBE:</b> P&J Contracting Co., Inc.	\$72,795.00	27%
<b>WBE:</b> Levaca Construction, LLC	\$24,165.00	9%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

- 8. B50004944, Replace/ \$ 66,923.00  
Retrofit Fixtures Zerodraft Maryland  
with Energy t/a Zeronet USA  
Efficient Lighting  
Simms Project Manage-  
ment, LLC

(Dept. of Public Works/Office of Sustainable Energy)



**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Bureau of Purchases - cont'd**MWBOO SET GOALS OF 21% MBE AND 4% WBE.**Zerodraft Maryland t/a Zeronet USA

<b>MBE:</b>	Spirit Electric, LLC	31%
<b>WBE:</b>	Lighting Maintenance, Inc.	17%

**MWBOO FOUND ZERODRAFT T/A ZERONET USA IN COMPLIANCE.**Simms Project Management, LLC

<b>MBE:</b>	Hunt Consulting	21%
<b>WBE:</b>	None Identified	4%

Bidder did not meet WBE goal. Bidder did not submit any WBE participation and did not request a waiver of the WBE goal.

**MWBOO FOUND VENDOR IN NON-COMPLIANCE.**

Award is recommended subject to Simms Project Management, LLC coming into compliance within 10 days of the award.

**MINUTES**

Department of Finance, - FY 2018 Renewal of  
Office of Risk Management Insurance Policy

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal of the Baltimore City Marine Hull Insurance Policy through the incumbent carrier, AIG Insurance Company. The policy renewed on July 1, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$102,255.00 - 2043-000000-1450-162900-603014

**BACKGROUND/EXPLANATION:**

The policy covers various watercraft owned and/or operated by City agencies, including the Constellation. Markets for this exposure are limited.

**MBE/WBE PARTICIPATION:**

There are no MBE/WBE goals for the purchase of this insurance policy.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the renewal of the Baltimore City Marine Hull Insurance Policy through the incumbent carrier, AIG Insurance Company.

**MINUTES**

Department of Finance, - FY 2018 Renewal of  
Office of Risk Management Insurance Policy

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal of the Convention Center Complex and Royal Farms Arena Insurance Policy through the incumbent carrier, Philadelphia Insurance Company. The policy renewed on July 1, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$124,656.00 - 2043-000000-1450-162900-603014

**BACKGROUND/EXPLANATION:**

The policy provides liability coverage for the Convention Center Complex and Royal Farms Arena.

The renewal is late because final terms and conditions were received on 6/20/17, prior to the expiration date, but not in time for the 6/15/17 submission deadline for the 6/28/17 Board of Estimates Meeting.

**MBE/WBE PARTICIPATION:**

There are no MBE/WBE goals for the purchase of this insurance policy.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the renewal of the Convention Center Complex and Royal Farms Arena Insurance Policy through the incumbent carrier, Philadelphia Insurance Company.

**MINUTES**

Department of Finance, - FY 2018 Renewal of  
Office of Risk Management Insurance Policy

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal of the Baltimore City Aircraft Hull and Liability Insurance Policy through the incumbent carrier, Global Aerospace at no change in rate. The policy renewed on July 1, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$120,159.00 - 1001-000000-2010-197800-603014

**BACKGROUND/EXPLANATION:**

The policy provides both liability and hull coverage for the Police Department's fleet of helicopters.

The renewal is late because final terms and conditions were received on 6/19/17, prior to the expiration date, but not in time for the 6/15/17 submission deadline for the 6/28/17 Board of Estimates Meeting.

**MBE/WBE PARTICIPATION:**

There are no MBE/WBE goals for the purchase of this insurance policy.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the renewal of the Baltimore City Aircraft Hull and Liability Insurance Policy through the incumbent carrier, Global Aerospace at no change in rate.

**MINUTES**

Department of Finance, - FY 2018 Renewal of  
Office of Risk Management Insurance Policy

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal of the Fine Arts Insurance Policy through the incumbent carrier, Aon Hunting T. Block Fine Arts Insurance with no increase in premium. The policy renewed on July 1, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$259,847.00 - 2043-000000-1450-162900-603014

**BACKGROUND/EXPLANATION:**

The policy provides Fine Arts replacement costs and transit coverage to the Baltimore Museum of Art, the Walters Art Museum and any location owned, occupied, or controlled by the Mayor and City Council.

The renewal is late because final terms and conditions were received on 6/19/17, prior to the expiration date, but not in time for the 6/15/17 submission deadline for the 6/28/17 Board of Estimates Meeting.

**MBE/WBE PARTICIPATION:**

There are no MBE/WBE goals for the purchase of this insurance policy.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the foregoing renewal of the Fine Arts Insurance Policy through the incumbent carrier, Aon Hunting T. Block Fine Arts Insurance with no increase in premium.

**MINUTES**

Department of Finance, - FY 2018 Renewal of  
Office of Risk Management Insurance Policy

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal of the Mayor and City Council of Baltimore and Baltimore City Public School System Employees' Crime Insurance Policy. The policy renewed on July 1, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$17,336.00 - 2043-000000-1450-162900-603014

**BACKGROUND/EXPLANATION:**

This insurance policy will provide coverage for the loss of money, securities, or other financial instruments for which the Mayor and City Council of Baltimore and Baltimore City Public School System are legally liable. The marketplace is limited. AIG Insurance Company will continue to provide this coverage for the coming year at no increase in rate. The policy has a \$1,000,000.00 per occurrence limit, with a per occurrence deductible of \$10,000.00.

This request is late because the final terms and conditions were not received prior to the expiration date.

**MBE/WBE PARTICIPATION:**

There are no MBE/WBE goals for the purchase of this insurance policy.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the renewal of the Mayor and City Council of Baltimore and Baltimore City Public School System Employees' Crime Insurance Policy.

**MINUTES**

Department of Finance, Office - FY 2018 Renewal of Insurance  
of Risk Management Policy

---

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal of the insurance policy for Master Property Insurance coverage through the incumbent carrier, Lexington Insurance Company. This policy covers the real and personal property of the Mayor and City Council and the Baltimore City Public School System. The policy renewed on July 1, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$2,656,715.00 - 2043-000000-1450-162900-603014

**BACKGROUND/EXPLANATION:**

With obstacles to face, such as the \$1,485,000.00 total fire loss to 1315 Division Street, a vacant historical property; the fire loss at the Mitchell Courthouse, currently reserved at \$5,000,000.00 with \$1,950,000.00 paid to date, the water damage loss at Police Headquarters currently reserved at \$1,000,000.00; in addition to in excess of 1,900 vacant properties with an estimated value of \$41,000,000.00, and the continued late reporting of property losses by Baltimore City Public Schools, the Bureau of Risk Management once again anticipated a challenging renewal process for this very important insurance placement.

Six Carriers, including the incumbent carrier Lexington Insurance were approached; three declined to quote and two others offered uncompetitive premiums, terms, and conditions. Coverage is being renewed with the incumbent carrier Lexington Insurance with 3.49% increase premium due to increased values. Our overall rate remains very competitive at less than .04 cents per \$100.00 of property value.

**MINUTES**

Department of Finance, Office - cont'd  
of Risk Management

The renewal is late because final terms and conditions were received on 6/19/17, prior to the expiration date, but not in time for the 6/15/17 submission deadline for the 6/28/17 Board of Estimates Meeting.

**MBE/WBE PARTICIPATION:**

There are no MBE/WBE goals for the purchase of this insurance policy.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the foregoing renewal of the insurance policy for Master Property Insurance coverage through the incumbent carrier, Lexington Insurance Company.



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:

2756 - 2762

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

The Transfers of Funds were approved  
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

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Department of Transportation

1. TR 17015, Resurfacing Highways @ Various Locations NE Sector I	P. Flanigan & Sons, Inc.	\$2,538,225.00	
<b>MBE:</b> Priority Construction Corporation		\$ 550,500.00	21.69%
Powell's Trucking Co., Inc.*		4,000.00	0.16%
CBY Enterprises, Inc.		4,000.00	0.16%
		<u>\$ 558,500.00</u>	<u>22.01%</u>
<b>WBE:</b> River Transport, Inc.		\$ 107,600.00	4.23%
Fallsway Construction Company, LLC		70,000.00	2.80%
Shannon-Baum Signs, Inc.		7,500.00	0.30%
B&J Sweeping & Sons, Inc.		18,000.00	0.70%
		<u>\$ 203,100.00</u>	<u>8.03%</u>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

\*The MBE subcontractor is not in good standing with the State Department of Assessments and Taxation. The bidder will be allowed to substitute an approved MBE if Powell's Trucking Co., Inc. is not in good standing at the time of award.

2. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$1,938,846.08	9950-903846-9515	
State Constr.	Construction	
Rev.	Reserve Resur-	
	facing Northeast	
691,442.45	9950-904453-9509	
State Constr.	Dundalk Ave.	
Rev.	Streetscape	

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
415,581.47	9950-956002-9515	
State Constr.	Resurfacing JOC	
Rev.	Urgent Needs	
<b><u>\$3,045,870.00</u></b>		
\$2,538,225.00	-----	9950-901756-9514-6
		Structural &
		Improvements
380,733.75	-----	9950-901756-9514-5
		Inspection
126,911.25	-----	9950-901756-9514-2
		Contingencies
<b><u>\$3,045,870.00</u></b>		

This transfer will fund the costs associated with Award of Project TR 17015, Resurfacing Highways NE Sector I.

Department of Transportation/DOT Eng. & Construction

3. TR 17016, Resurfacing Highways at Various Locations Northwest Sector II	P. Flanigan & Sons, Inc.	\$2,418,887.60
---	-----------------------------	----------------

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

Department of Transportation/DOT Eng. & Construction - cont'd

<b>MBE:</b> Priority Construction Corporation	\$498,000.00	21.00%
Powell's Trucking Co., Inc.*	5,000.00	0.21%
CBY Enterprises, Inc.	5,000.00	0.21%
<b>Total</b>	<b>\$508,000.00</b>	<b>21.42%</b>
<b>WBE:</b> River Transport, Inc.	\$117,100.00	4.84%
Fallsway Construction Company, LLC	50,000.00	2.07%
Shannon-Baum Signs, Inc.	7,500.00	0.31%
B&J Sweeping & Sons, Inc.	19,000.00	0.80%
<b>Total</b>	<b>\$193,600.00</b>	<b>8.02%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

\*The MBE subcontractor is not in good standing with the Department of Assessment and Taxation. The bidder will be allowed to substitute an approved MBE if Powell's Trucking Co., Inc. is not in good standing at the time of the award.

**4. TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$2,042,040.80	9950-909214-9515	
State Constr. Rev.	Construction Reserve - Resurfacing Northwest	
143,703.21	9950-917001-9507	
State Constr. Rev.	Construction Reserve - Highways Federal	

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation/DOT Eng. & Construction - cont'd

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
716,921.11	9950-956002-9515	
State Constr.	Construction Reserve	
Rev.	Resurfacing JOC	
<u>\$2,902,665.12</u>	Urgent Needs	
\$2,418,887.60	-----	9950-902757-9514-6
		Structural &
		Improvements
362,833.14	-----	9950-902757-9514-5
		Inspection
120,944.38	-----	9950-902757-9514-2
<u>\$2,902,665.12</u>		Contingencies
		Resurfacing High-
		ways NW Sector II

This transfer will fund the costs associated with the award of Project No. TR 17016, Resurfacing Highways NW Sector II.

5. TR 17017, Resur- Machado Construction \$2,279,560.30  
 facing Highways at Co., Inc.  
 Various Locations  
 Southwest Sector III

	<u>Amount</u>	<u>Percentage</u>
<b>MBE:</b> Machado Construction Co., Inc.*	\$626,879.50	27.50%
<b>WBE:</b> Fallsway Construction Co., LLC	\$210,175.46	9.22%

\*Indicates self-performing

**MWBOO FOUND VENDOR IN COMPLIANCE.**

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation

6. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>TO ACCOUNT/S</u>	<u>FROM ACCOUNT/S</u>
\$2,354,505.20	9950-909215-9515	
State Constr.	Constr. Reserve	
Revenue	Resurf. Southwest	
380,967.16	9950-956002-9515	
State Constr.	Constr. Reserve	
Revenue	Resurf. JOC Urgent	
<u>\$2,735,472.36</u>	Needs	
\$2,279,560.30	-----	9950-903758-9514-6
		Structural &
		Improvements
341,934.05	-----	9950-903758-9514-5
		Inspection
113,978.01	-----	9950-903758-9514-2
<u>\$2,735,472.36</u>		Contingencies -
		Resurfacing Hwys.
		SW Sector II

This transfer will fund the costs associated with the award of TR 17017, Resurfacing Highways Southwest Sector III.

- |  |                          |                |
|--|--------------------------|----------------|
| 7. TR 17018, Resurfacing Highways at Various Locations Southeast Sector IV | P. Flanigan & Sons, Inc. | \$2,570,833.50 |
|--|--------------------------|----------------|

**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Department of Transportation - cont'd

<b>MBE:</b>	Priority Construction Corporation.	\$504,200.00	19.61%
	Powell's Trucking Co., Inc.*	5,000.00	.19%
	CBY Enterprises, Inc.	5,150.00	.20%
		<u>\$514,350.00</u>	<u>20.00%</u>
<b>WBE:</b>	River Transport, Inc.	\$115,000.00	4.47%
	Fallsway Construction Co., LLC	65,000.00	2.53%
	Shannon-Baum Signs, Inc.	7,000.00	0.27%
	B&J Sweeping & Sons, Inc.	18,800.00	.73%
		<u>\$205,800.00</u>	<u>8.00%</u>

\*The MBE subcontractor is not in good standing with the State Department of Assessment and Taxation. The Bidder will be allowed to substitute an approved MBE if Powell's Trucking Co., Inc. is not in good standing at the time of award.

**8. TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>TO ACCOUNT/S</u>	<u>FROM ACCOUNT</u>
\$2,058,890.00	9950-906216-9515	
State Constr. Rev.	Construction Reserve - Resurf. Southeast	
184,616.50	9950-903550-9509	
State Constr. Rev.	Construction Reserve - Neighborhood Street Reconstr.	

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation - cont'd

<u>AMOUNT</u>	<u>TO ACCOUNT/S</u>	<u>FROM ACCOUNT</u>
500,000.00	9950-902465-9509	
State Constr.	Constr. Reserve	
Rev.	Curb Repair Job	
	Order Contract	
341,493.70	Constr. Reserve	
State Constr.	9950-903412-9507	
Rev.	Constr. Reserve	
<u>\$3,085,000.20</u>	Frederick Ave.	
	over Gwynns Falls	
\$2,570,833.50	-----	9950-903759-9514-6
		Structural &
		Improvements
385,625.03	-----	9950-903759-9514-5
		Inspection
128,541.67	-----	9950-903759-9514-2
<u>\$3,085,000.20</u>		Contingencies -
		Resurf. Highways
		SE Sector IV

This transfer will provide funds to cover costs associated with the award of TR 17018, Resurfacing Highways Southeast Sector IV.



**MINUTES**

Office of the City Council - Governmental/Charitable  
Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City for Mr. Kristerfer Burnett, to solicit donations from area leaders, the church community, and the general population to fund a Back-to-School Supply Drive for the children of the 8<sup>th</sup> District. The period of the campaign will be effective upon Board approval through August 19, 2017.

**AMOUNT OF MONEY AND SOURCE:**

No General Funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

Donations will be solicited from businesses and civic leaders, the church 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 all other potential donors.

Some of the residents in the 8<sup>th</sup> District communities have severe financial hardships that make going back to school stressful for parents of Baltimore City youth. Mr. Burnett's office would like to remove some of the burdens these families feel, by providing book bags, school supplies (pens, pencils, paper, notebooks, etc.) to their children, at no cost. This Back-to-School event, as envisioned, would be a celebration of the 8<sup>th</sup> District communities and an opportunity for community residents to interact with local

**MINUTES**Office of the City Council - cont'd

elected officials, community leaders, as well as the City's fire and police departments.

Mr. Burnett's office is in the process of setting up collection bins at churches throughout the 8<sup>th</sup> district and will be relying heavily on the goodwill and charity of community residents. However, in order to ensure success, Mr. Burnett's office would also like to reach out to the business community, in order to secure mass purchases of school supplies to be distributed at our event, in addition to supplies collected via the churches and community supply drives.

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

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board endorsed the foregoing Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City for Mr. Kristerfer Burnett, to solicit donations from area leaders, the church community, and the general population to fund the Back-to-School Supply Drive for the children of the 8<sup>th</sup> District. The President **ABSTAINED**.

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

2766 - 2768

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

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

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks</u>			
1.	<b>\$20,000.00</b>	9938-907049-9475 State (Program Open Space)	9938-908049-9474 Cahill Community Center (Active)

This transfer will provide funds to cover the costs associated with design services for proposed improvements for Cahill Community Center.

2.	<b>\$25,000.00</b>	9938-912055-9475 ideo Lottery Terminal Revenue	9938-913055-9474 FY15 Northwest Park Improvement (Active)
----	--------------------	---	--

This transfer will provide funds to cover the costs associated with design services for Northwest Park Improvement.

3.	<b>\$20,000.00</b>	9938-912057-9475 1 <sup>st</sup> Parks & Public Facilities	9938-913057-9474 FY16 Court Resurfacing (Active)
----	--------------------	---	---

This transfer will provide funds to cover the costs associated with design of the Ambrose Kennedy Park.

MINUTES

TRANSFERS OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks - cont'd</u>			
4.	<b>\$20,000.00</b>	9938-914074-9475	9938-915074-9474
	1 <sup>st</sup> Parks & Public Facilities	Park Roadway Improvements (Reserve)	Park Roadway Improvements (Active)

This transfer will provide funds to cover the costs associated with design services for Druid Hill Park.

5.	\$ 4,000.00	9938-909064-9475	
	1 <sup>st</sup> Parks & Public Facilities	FY16 Athletic Field Renovation (Reserve)	
	12,000.00	" "	
	State - Program <u>Open Space</u>		
	<b>\$16,000.00</b>	-----	9938-910064-9474 FY16 Athletic Field Renovation (Active)

This transfer will provide funds to cover the costs associated with design services for Gwynns Falls/Leakin Park Athletic Fields and to rectify the accounts deficit.

MINUTES

TRANSFERS OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks</u>			
6.	\$12,000.00	9938-909044-9475	
	State -	MD Community Parks	
	Program Open	& Playgrounds	
	Space	(Reserve)	
	35,801.00	9938-913001-9475	
	<u>State</u>	FY15 MD	
		Community Parks &	
		Playgrounds	
		(Unallocated Reserve)	
	<b>\$47,801.00</b>	-----	9938-911044-9474
			FY15 MD
			Community Parks
			& Playgrounds
			(Active)

This transfer will provide funds to cover the costs associated with design services for proposed improvements at Rockrose Garden, Rosemont Avenue Playlot and to rectify the accounts deficit.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>City Council</u>			
1. Bill Henry	2017 Local Progress Convening Austin, TX July 26 - 30, 2017 (Reg. Fee \$0.00)	Elected Official Expense Account	\$1,666.86

The subsistence rate for this location is \$200.00 per night. The hotel cost is \$199.99 per night, plus hotel taxes of \$29.85 per night. The Department is requesting additional subsistence of \$29.95 per day to cover the cost of the hotel and \$39.00 per day for meals and incidentals.

Department of Transportation

2. Michelle Pourciau	2017 National Meeting & Training Conference Detroit, MI July 14 - 18, 2017 (Reg. Fee \$795.00)	General Funds	\$2,423.35
----------------------	---	------------------	------------

The subsistence rate for this location is \$176.00 per night. The hotel cost is \$174.00 per night, plus hotel taxes of \$26.10 per night. The Department is requesting additional subsistence of \$38.00 per day for meals and incidentals. The airfare cost of \$607.95 and the registration fee of \$795.00 were prepaid using City-issued procurement card assigned to Dharendra Sinha. Therefore, Ms. Pourciau will be disbursed \$1,020.40.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Public Works</u>			
3. Azzam Ahmad	2017 Water Environment Federation Technical Exhibition and Conference Chicago, IL Sept. 30 - Oct. 4, 2017 (Reg. Fee \$725.00)	Storm-water Utility	\$2,506.10

The subsistence rate for this location is \$286.00 per night. The hotel cost is \$289.00 per night, plus taxes of \$50.29 per night. The Department is requesting additional subsistence of \$3.00 per night to cover the hotel and \$40.00 per day for meals and incidentals.

The airfare in the amount of \$203.96 and the registration fee in the amount of \$725.00 were pre-paid on a City-issued procurement card assigned to Lyque O'Connor. Therefore, the representative will be disbursed \$1,577.14.

4. McDowell Duane Hill	Forum on Environmental Accreditation Washington, DC Aug. 6 - 11, 2017 (Reg. Fee \$495.00)	Waste-water Utility	\$1,896.70
------------------------	---	---------------------	------------

The registration in the amount of \$495.00 and MARC train ticket in the amount of \$12.00 were paid by City-issued procurement assigned to Ms. Lyque O'Connor. Mr. Hill will be disbursed \$1,389.70.



**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore Office of Civil Rights</u>			
5. Jill P. Carter Sharita C. Thomas	EEOC-FEPA National Annual Training Conference Cleveland, OH July 17 - 20, 2017 (Reg. Fee \$0.00)	General Funds and Federal Funds	\$2,072.56

The airfare costs of \$300.00 for Meses. Carter and Thomas were prepaid using a City-issued credit card assigned to Jill Carter. Therefore, the disbursement to Meses. Carter and Thomas is \$735.33 each.

Baltimore City Police Department

6. Darryl DeSousa	NOBLE - 41 <sup>st</sup> Annual Training Conference And Exhibition Atlanta, GA July 29 - August 2, 2017 (Reg. Fee \$725.00)	Asset Forfeiture	\$2,572.90
-------------------	---	---------------------	------------

The registration costs of \$725.00 for Mr. DeSousa were prepaid using a City-issued credit card assigned to Tribhuvan Thacker. Therefore, the disbursement to Mr. DeSousa is \$1,847.90.

Health Department

7. Kaitlin Law	Nurse Family Partnership (NFP) - Unit 2 Training Denver, CO July 17 - 21, 2017 (Reg. Fee \$4,400.00)	General Funds	\$6,637.32
----------------	---	------------------	------------

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			

The subsistence rate for this location is \$247.00 per night. The airfare in the amount of \$545.96 was paid by City issued procurement assigned to Mr. Ryan Hemminger.

The registration fee is \$4,400.00 and cost of publication and materials is \$559.00. The registration for this training has been paid through subcontract agreement with the NFP which was approved by the Board on September 14, 2016. The amount to be disbursed to the attendee is \$1,132.36.

Fire and Police Employees' Retirement System (F&P)

8. N. Anthony Calhoun	Opal Group Public Funds Summit East 2017 Conference Newport, RI Jul. 22 - 26, 2017 (Reg. Fee \$0.00)	Special Funds Fire & Police	\$2,214.56
-----------------------	---	--------------------------------------	------------

The subsistence rate for this location is \$268.00 per night. The cost of the hotel is \$293.11 per night plus hotel taxes of \$46.39 per night. The cost of the airfare is \$316.40.

The conference is in Newport, Rhode Island. However, the flight is to Providence, Rhode Island, and therefore, it is necessary to obtain a rental car in the amount of \$360.18 to travel to Newport.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>F&amp;P</u> - cont'd			

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

The F&P is requesting additional subsistence of \$25.11 per day for the hotel and \$40.00 per day for meals (for three days) and incidentals. Mr. Calhoun will be disbursed \$2,214.56.

Mayor's Office

9. Catherine E. Pugh Afra Vance-White	Bloomberg Harvard City Leadership Initiative Program for Mayors New York, NY July 16 - 19, 2017 (Reg. Fee \$0.00)	General Funds	\$1,495.75
--	---	------------------	------------

Ms. Pugh has been invited to participate in the inaugural class of the Bloomberg Harvard City Leadership Initiative Program for Mayors. As such, her round-trip train fare, hotel, hotel taxes, occupancy taxes, and meals are being paid by the sponsor. Therefore, Ms. Pugh will be disbursed \$60.00.

Ms. Vance-White will travel to New York, NY as an assistant to the Mayor for the Bloomberg Harvard City Leadership Initiative Program for Mayors. Her round-trip train fare in the amount of \$316.00, hotel, hotel taxes, and occupancy taxes have been prepaid on a City-issued P-card assigned to Ms. Renee Newton. Therefore, Ms. Vance-White will be disbursed \$282.00.

**MINUTES****RETROACTIVE TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			
10. Stephanie Ross	Aging in America Annual Conference Chicago, IL Mar. 20 - 24, 2017 (Reg. Fee \$814.00)	Corp. for Nat'l. & Comm. Service	\$2,508.19

This subsistence rate for this location is \$211.00 per night. On March 20, 2017, Ms. Ross attended the Aging in America Annual Conference of the American Society of Aging. The airfare cost in the amount of \$359.65 and registration fee in the amount of \$814.00 were paid by City-issued procurement card assigned to Mr. Ryan Hemminger. However, Ms. Ross incurred out-of-pocket expenses for the hotel, hotel taxes, state taxes, and meals. The total cost of the travel was \$2,508.19. Therefore, the Department is requesting to reimburse Ms. Ross in the amount of \$1,334.65 as follows:

**REIMBURSEMENT:**

\$ 956.00	- Hotel @ \$239.00 per night for 4 nights
166.24	- Hotel taxes
160.00	- Meals
<u>52.30</u>	- Ground Transportation
<b>\$1,334.54</b>	

The airfare and registration fee was prepaid but the Department failed to submit this request in the required timeframe. The Department apologizes for this oversight.

**MINUTES****RETROACTIVE TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the State's Attorney for Baltimore City</u>			
11. Marilyn Mosby Stacyann Llewellyn	Major County Pro- secutors' Council Meeting San Francisco, CA Jan. 25 - 27, 2017 (Reg. Fee \$0.00)	General Fund	\$3,611.30

Mses. Mosby and Llewellyn traveled to San Francisco, California on January 25 - 27, 2017 to the Major County Prosecutors' Council Meeting.

The subsistence rate for this location was \$341.00 per day. The cost of the airfare was \$955.40 for each attendee. The hotel rate was \$334.00 per night, plus \$55.08 per night for hotel taxes for each attendee. The airfare, hotel, and hotel taxes were prepaid for each attendee on a City-issued credit card assigned to Ms. Robin Haskins.

Ms. Mosby is not requesting reimbursement for any out-of-pocket costs. Ms. Llewellyn personally incurred the costs of meals, parking, and mileage. Therefore, Ms. Llewellyn requests reimbursement in the amount of \$144.20.

**TRAVEL REIMBURSEMENT (Ms. Llewellyn)**

\$ 67.23 - Meals
30.00 - Parking
46.97 - Mileage (43.9 miles x 0.535¢ x 2)
<b>\$144.20</b>

The retroactive travel approvals and travel reimbursement are late because staff responsibility coordination was unclear. The SAO apologizes for the lateness.

**MINUTES****RETROACTIVE TRAVEL REQUESTS**

UPON MOTION duly made and seconded, the Board approved the foregoing travel requests, retroactive travel requests, and travel reimbursements. The Mayor **ABSTAINED** on item no. 9. The President **ABSTAINED** on item no. 1. The Comptroller **ABSTAINED** on item no. 8.

**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. We apologize for the delay. We have a large opening, which we are still doing. So, we appreciate your patience."

**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/Office - W.C. 1359, Urgent Need Water  
of Engineering and Construction Infrastructure Rehabilitation  
**BIDS TO BE RECV'D: 07/19/2017**  
**BIDS TO BE OPENED: 07/19/2017**



## MINUTES

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 - S.C. 892R, Structural Rehabilitation of Chlorine Contact Chambers at Patapsco Wastewater Treatment Plant

Kiewit Construction, Inc.  
Kimball Construction, Inc.  
W.M. Schlosser, Inc.  
The Whiting-Turner Contracting Co.  
CTI Consultants, Inc.\*

Department of Recreation & Parks - RP 15802R, Latrobe Park Field House

Bensky Construction Co., LLC  
Boulevard Contractors Corporation  
Trionfro Builders, Inc.  
DSM Properties, LLC  
CTI Consultants, Inc.\*

\*UPON FURTHER MOTION duly made and seconded, the Board declared the bids of CTI Consultants, Inc. on S.C. 892R and RP 1580R **NON-RESPONSIVE** due to the company's failure to submit the complete original bid book and duplicate bid, as required by the bid submission instructions.

## MINUTES

Bureau of Purchases

- B50004951, Environmental  
Remediation Services

EQ Northeast, Inc.  
Clean Harbors  
Total Environmental Concepts, Inc.  
Goel Services, Inc.  
Remac USA, Inc.

Deputy Comptroller: "I also understand that there is someone here who wishes to address the Board about this particular item. If so, you can come forward now, and please when you come forward uh - stand at the podium, there and please state your name and the company that you represent."

Mr. Shaun Boggs: "Good morning. Shaun Boggs with Retro Environmental, Inc. Uh -- this morning I showed up a few minutes after 11 o'clock due to circumstances outside of my control and I was hoping that the Board would accept my sealed bid."

Interim City Solicitor: "Um --"

Deputy Comptroller: "You want someone to come and talk? He said he came up late. You want to address that?"

Interim City Solicitor: "Yeah uh -- is there anyone here that received the bid from--"

## MINUTES

Bureau of Purchases - B50004951 - cont'd

Deputy Comptroller: "The Comptroller's Office."

Interim City Solicitor: "-- Comptroller's Office. If there -- if so, could that person come forward?"

Mr. Glen Armstrong: "Good morning. Glen Armstrong uh -- Office of the Comptroller. Uh -- as he stated, the gentleman arrived maybe 5 or 6 minutes after 11 --"

Ms. Brenda Covington: "It was about 11:40."

Mr. Glen Armstrong: "-- 11:40? Yeah, it was well after and I just informed him that all bids were due in at 11, we couldn't accept the bid and if he wished, he could address the Board."

Interim City Solicitor: "Okay."

Mr. Boggs: "I would ask the Board to please take into consideration -- I'm not the kind of guy that's ever late. We've done a lot of hard work for 25 years for the City of Baltimore with other term contracts and uh -- I think it would be to the City's benefit to accept my bid."

Interim City Solicitor: "Thank you. Um -- excuse us. So -- sorry, what is your name?"

## MINUTES

Bureau of Purchases - B50004951 - cont'd

Mr. Boggs: "Shaun Boggs."

Interim City Solicitor: "Uh -- Mr. Bullocks (Sic - Boggs) uh -- I appreciate what you've said and -- and that circumstances certainly happened. Unfortunately, this Board does not have any discretion to receive a bid one minute after 11 o'clock. Um -- it's been long-standing uh -- policy of this Board going back uh -- that 11 o'clock and in fact we have the -- what's that they --"

Mr. Armstrong: "We use the United States Naval observatory time."

Interim City Solicitor: "-- time to determine that 11 o'clock cut-off and to be fair to all bidders, that's been the policy and we do not have discretion to accept your bid. I'm sorry."

Mr. Boggs: "Alright. Thank you for your time."

Deputy Comptroller: "Thank you so much Sir. We appreciate it."

\* \* \* \* \*

MINUTES

Bureau of Purchases - B50005008, Transportation Services for the Infants and Toddlers Program

Higher Ground Transportation Services, Inc.  
D.T.S. Worldwide Transportation

Bureau of Purchases - B50005049, Aluminum Sheets


Vulcan, Inc. dba Vulcan Aluminum  
Garden State Highway Products  
US Standard Sign  
Quality Metals, Inc.

Bureau of Purchases - B50005060, Supply and Delivery of Medical Grade Oxygen

Airgas USA, LLC  
Earlbeck Gases & Technologies

\* \* \* \* \*

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, July 19, 2017.

  
JOAN M. PRATT  
Secretary