

MINUTES**REGULAR MEETING**

Honorable Brandon M. Scott, President
Honorable Bernard C. "Jack" Young, Mayor
Honorable Joan M. Pratt, Comptroller and Secretary
Andre M. Davis, City Solicitor
Rudolph S. Chow, Director of Public Works
Dana P. Moore, Deputy City Solicitor
Matthew W. Garbark, Deputy Director of Public Works
Bernice H. Taylor, Deputy Comptroller and Clerk

President: "Good morning. The July 24, 2019 meeting of the Board of Estimates is now called to order. In the interest of promoting the order in the efficiency of these hearings, persons who are disruptive to the hearing will be asked to leave the hearing room. 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.

ACKNOWLEDGEMENT

President: "Before we go any further, I would like to recognize Delegate Stephanie Smith who is here with us this morning. Actually my Delegate, so thank you Delegate for being here even though we know you are in your official capacity and - and the Mayor's Delegate yeah both of us.

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MINUTES

I will direct the Board Members attention to the Memorandum from my office dated July 22, 2019 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."

City Solicitor: "I move approval Mr. President."

Comptroller: "I Second."

President: "All of those in favor say Aye. All opposed say Nay. The motion carries. The routine agenda items have been adopted."

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

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

Bristol Environmental, Inc.	\$ 8,000,000.00
Towson Mechanical, Inc.	\$ 48,380,000.00

2. Prequalification of Architects and Engineers

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

BLV Engineering Associates, Inc.	Engineer
Straughan Environmental, Inc.	Engineer

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

MINUTES

Department of Audits - Audit Reports

The Board is requested to **NOTE** receipt of the Audit Reports performed by SB & Company, LLC for:

1. City of Baltimore Maryland Comprehensive Annual Financial Report for the Year Ended June 30, 2018, and

President: "The first item on the non-routine agenda can be found on page 2 Department of Audits, Audit Reports item 1, City of Baltimore Maryland Comprehensive Annual Financial Report for the year ending June 30, 2018. Will the party please come forward."

City Auditor: "Good Morning Mr. President, Mr. Mayor and Madam Comptroller and Board members. My name is Josh Pasch and I am the new the new City Auditor. I am here to introduce --."

City Solicitor: "Excuse me. Mr. Pasch."

President: "Speak into the mic a little."

City Solicitor: "Bring it closer to you."

President: "Yeah. Thank you."

City Solicitor: "Thank you."

Josh Pasch: "I am here to introduce Graylin Smith of SB and Company who performed the Audit of the Comp -- Comprehensive Annual Financial Report and the Single Audit Report for the Year Ended June 30, 2018 for the City of Baltimore."

MINUTES

Department of Audits - cont'd

Mr. Graylin Smith: "Ah -- Good morning. Ah -- Gray Smith, I've got ah -- Bill Seymour is the Audit partner also on the engagement. We were engaged to um -- to Audit the CAFR for the City of Baltimore for the year ended June 30, 2018, and we also completed the Single Audit Report and we issued ah -- those reports. I want to entertain first if there are any questions about either of those reports?"

President: "Not at this time."

Mr. Smith: "Okay. Thank you."

Director of Finance: "Ah -- Good morning Mr. President, Mr. Mayor, Madam Comptroller, Honorable members of the Board. My name is Henry Raymond, Director of Finance. First, I'd like to state, that we appreciate the efforts of SB and Company and the Department of Audits in conducting this Audit with an unmodified clean opinion on the 2018 CAFR. Thank you."

President: "Thank you. Any questions from the Board members.

Thank you. Received. The Report has been NOTED."

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MINUTES

Department of Audits - cont'd

2. City of Baltimore Maryland Single Audit Together with Reports of Independent Public Accountants for the Year Ended June 30, 2018.

President: "The second item on the non-routine agenda can be found on page 2 item 2 City of Baltimore, Baltimore Maryland Single Audit together with reports on -- of an Independent Public Accountants for the year ended June 30, 2018. Will the parties please come forward."

City Auditor: "Good morning Mr. President, Mr. Mayor, Madam Comptroller and Board members. My name is Josh Pasch and I am here to introduce Graylin Smith of SB and Company who performed the Audit of the Single Audit for the City of Baltimore for June 30, 2018."

Mr. Smith: "Ah -- Good Morning again. We've completed the Single Audit and we issued that um -- Single Audit for the year ended June 30, 2018. Ah -- in that Audit we had a qualified opinion for some of the programs. Some of the other programs we had a ah -- unqualified opinion and we have issued that report. Are there any

MINUTES

Department of Audits - cont'd

questions related to that report."

President: "Any questions from the Board. Thank you sir."

Mr. Smith: "Okay. Thank you."

Director of Finance: "Again, Good morning, ah -- Henry Raymond Director of Finance. Ah -- we concur with the -- ah Single Audit Report as completed by ah -- SB and Company and the Department of Audits."

President: "Thank you. The report has been NOTED."

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MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development (DHCD) - Condemnations</u>			

1. 1 N. Carey Street, LLC (Previous Owner)	15 N. Carey Street	F/S	\$ 620.00
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Funds are available in State Funds, account no. 9910-904177-9588-900000-704040, in support of the Poppleton Project.

On March 27, 2019, the Board approved the acquisition of the fee simple interest, by condemnation, of the real property located at 15 N. Carey Street for the amount of \$6,200.00, based upon the higher of two appraisals of the property.

The former owner, 1 N. Carey Street, LLC, agreed to settle the condemnation suit for \$6,820.00, a value of 10% above the initial amount that was placed in the Court Registry. Therefore, 1 North Carey Street, LLC, is entitled to the balance of \$620.00.

2. Annette Ellinghaus A Life Estate Power C. Bernard Ellinghaus	2701 Fenwick Ave.	G/R \$90.00	\$ 750.00
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Funds will be transferred prior to condemnation into account no. 9910-904326-9588-900000-704040, Fenwick CHM Project.

DHCD - Condemnation or Redemption

3. The Augusta Building and Loan Association	3306 Virginia Ave.	G/R \$90.00	\$ 600.00
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MINUTES**OPTIONS/CONDEMNATION/QUICK-TAKES:**

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
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Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Major Redevelopment 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 this property.

UPON MOTION duly made and seconded, the Board approved and authorized the foregoing Condemnations and Condemnation or Redemption.

MINUTES

Mayor's Office of Criminal Justice (MOCJ) - Agreements

The Board is requested to approve and authorize execution of the various agreements. The period of the agreement is July 1, 2019 through June 30, 2020.

- | | | |
|----|---|---------------------|
| 1. | LIVING CLASSROOMS FOUNDATION, INC. | \$470,850.00 |
| | Account: 1001-000000-2255-702300-603026 | |
| 2. | LIVING CLASSROOMS FOUNDATION, INC. | \$500,000.00 |
| | Account: 5000-511020-2255-702300-603051 | |
| 3. | YOUTH ADVOCACY PROJECT, INC. | \$500,000.00 |
| | Account: 5000-511020-2255-702300-603051 | |

In 2018, the General Assembly passed House Bill 113 - The Tyrone Ray Safe Streets Act - to provide Baltimore City with State funding to support the Safe Streets program implementation. Through the Governor's Office of Crime Control and Prevention, MOCJ will receive \$3.6 million to fund six additional Safe Street sites.

The organizations will provide Safe Streets program services at the McElderry Park, Belair Edison, and Penn-North sites. The organization will focus on mediations, which has been shown to be most effective in reducing shootings and homicides in Baltimore. The sites will utilize a team of Violence Interrupters to sustain previous efforts to eradicate violence by focusing on the following approach: identifying and detecting potential shooting events, identifying and detecting individuals and groups at highest risk of involvement of shootings or killing, interrupting potential violence by mediating conflicts and preventing retaliation, changing behaviors and norms of those at highest risk of involvement of shooting or killing using data to inform daily efforts and make necessary changes to interruption strategies.

MINUTES

MOCJ - cont'd

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MWBOO GRANTED A WAIVER ON JUNE 19, 2019.

UPON MOTION duly made and seconded, the Board approved the various forgoing Agreements. The Mayor **ABSTAINED** on item nos. 1 and 2.

MINUTES

EXTRA WORK ORDERS AND TRANSFERS OF FUNDS

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

3354 - 3356

All of the EWOs had been reviewed and approved
by the Department of Audits, CORC,
and MWBOO, unless otherwise indicated.
The Transfer of Funds was approved
SUBJECT to receipt of a favorable report
from the Planning Commission,
the Director of Finance having reported favorably
thereon, as required by the provisions
of the City Charter.

MINUTES**EXTRA WORK ORDERS**

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

Department of Transportation/DOT Engineering
and Construction Division (DOT TEC)

- | | | | |
|--|---|------------------------------------|-----|
| 1. EWO #001, \$32,301.13 - TR 11318, Key Highway at Light Street Intersection Improvements | | | |
| \$6,325,113.50 | - | Manuel Luis Construction Co., Inc. | 63% |

This authorization is for the installation of a duct bank at the location of Key Highway from Battery Avenue to William Street Sta. 30+/-75 to 34+/75 Key Highway. A 10 ft. wide rail is in the same footprint as the 4 ft. wide duct bank which leaves 2 (3 ft.) sections of concrete that need to be removed. This additional removal will cause the area to be unstable during the full depth roadway repair in this area at a later date. The additional removal is not in the original plan, but the contract was advertised for the construction of conduit manholes. An Engineers Certificate of Completion of Work has not been issued.

DBE PARTICIPATION:

The contract has a DBE goal of 26%.

- | | | | |
|--|---------------|--------------------------|----------|
| 2. EWO #005, \$1,663,534.71 - TR 17006, Urgent Need Contract Citywide II | | | |
| \$1,196,735.50 | \$ 144,642.00 | P. Flanigan & Sons, Inc. | - 97.52% |

This authorization is requested on the behalf of the DOT - TEC Division to repair roadway damage along Frederick Avenue, which was impacted by the recent flash flooding. The roadway repair work consists of asphalt replacement, sidewalk & ADA ramp repairs, pavement markings, base repairs, concrete replacement

MINUTES**EXTRA WORK ORDERS**

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

Department of Transportation/DOT Engineering - cont'd
and Construction Division (DOT TEC)

and curb & gutter work. The work is aligned with the advertised scope of work for this contract, which includes work involving improvements on certain projects on an emergency basis and is not limited to only items and locations expressed in the contract. The work was completed prior to the Board's approval due the severe flash flooding and to create a safe public access for the neighborhood. An Engineer's Certificate of Completion of Work has not been issued.

This contract has a MBE goal of 22% and a WBE goal of 9%.

THE EAR WAS APPROVED BY MWBOO ON NOVEMBER 26, 2018.

This change order is for the emergency repairs on Fredrick Avenue caused by the floods during that time period. On May 31, 2018, the Director of Finance approved the Department's request for emergency procurement. The Department was waiting for approval from the Federal Highway Administration.

Pursuant to Article VI, §11 (e) (ii) of the Charter, this event was an emergency of such a nature that the public welfare would be adversely affected by awaiting the approval of the Board of Estimates prior to obtaining the supplies, materials, services, or public work.

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

ON MAY 31, 2018, A WRITTEN REQUEST WAS SENT TO THE DIRECTOR OF FINANCE TO USE P. FLANIGAN & SONS, INC. TO PERFORM THE WORK. THE DIRECTOR OF FINANCE APPROVED THE REQUEST.

MINUTES**EXTRA WORK ORDERS**

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

DOT TEC - cont'd

3. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$2,053,867.00	9950-944002-9507	9950-911066-9508-2
FED	Constr. Res	Contingencies
	Reserve for	Frederick Ave. - S.
	Closeout	Beechfield to N.
		Bend Road

This transfer will fund the costs associated with Change Order No. 5 on Project No. TR 17006, Urgent Need Contract Citywide for Frederick Avenue (MD 144), S. Beechfield Avenue to N. Bend Road, with P. Flanigan and Sons, Inc.

Department of General Services

4. EWO #025, \$325,735.75 - GS 16804, Eastern Clinic Renovations on 1200 E. Fayette Street
- | | | | | |
|-----------------------|---------------------|---------------------|-------------|------------|
| <u>\$2,742,100.00</u> | <u>\$287,238.25</u> | <u>E. Pikounis</u> | <u>71</u> | <u>94%</u> |
| | | <u>Construction</u> | <u>days</u> | |
| | | <u>Co., Inc.</u> | | |

Upon starting construction, active water leakage was discovered in the curtain wall system. Leakage repair was not part of the original scope of work. This leakage must be resolved to avoid damage to the renovations. As part of this request, the DGS has negotiated a 71-day time extension. The new project completion date will be May 31, 2019.

MBE/WBE PARTICIPATION:

E. Pikounis Construction Company, Inc. has committed to achieve the MBE/WBE goals set for this project.

THE EAR WAS APPROVED BY MWBOO ON JUNE 5, 2019.

MINUTES

Department of Recreation and Parks - Consultant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Consultant Agreement with Pros Consulting, Inc. The period of the agreement is effective upon Board approval for one year.

AMOUNT OF MONEY AND SOURCE:

\$61,380.00 - 5000-577720-4781-363900-603026

BACKGROUND/EXPLANATION:

Under this agreement, the Consultant will evaluate the Department's underutilized parks and prepare an alternative recreational use assessment, which evaluates the needs and feasibility for exploring a sports complex, ice rinks, natatoriums, arenas, or any other sports facilities that could support these types of sport uses (Project).

The Project's results and findings are intended to provide a sufficient level of information so as to allow the City to consider the merits of re-purposing the land for alternative recreational uses.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.

Kim A. Trueheart

July 23, 2019

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

Dear Ms. Taylor:

Herein is my written protest on behalf of the underserved and disparately treated citizens of the Baltimore City who appear to be victims of a lack of vision, poor fiscal planning and management and failure to capitalize on strategic investment opportunities in our youth by the Mayor of Baltimore City and the various Departments and Agencies under the mayor's leadership and direction.

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

1. Whom you represent: Self as co-director of the Liberty Rec & Tech Center and our patrons in NW Baltimore City
2. What the issues are:
 - a. Page 11, BCRP – Consultant Agreement, if approved:
 - i. Fails to provide access to the Statement of Work for inspection;
 - ii. Fails to ensure the consultant is NOT precluded from proposing the creation of a dirt bike park as a recommended reuse of any underutilized parks space.
3. How the protestant will be harmed by the proposed Board of Estimates' action: The Rec and Parks Department if better organized, could lead the City in transforming its operations to enhance recreational opportunities for our underserved youth, especially those who engage in dirt bike riding;
4. The remedy I seek and respectfully request is that this action be delayed until:
 - a. The consultant has unrestricted opportunity to propose repurposing of park space for dirt bike recreational use;
 - b. The consultant's final report will be released to the public for review and feedback.

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on July 24, 2019.

If you have any questions regarding this request, please telephone me at (443) 255-9413.

Sincerely,
Kim Trueheart, Citizen & Resident

5519 Belleville Ave
Baltimore, MD 21207

MINUTES

Department of Recreation and Parks - cont'd

President: "I'd like to note that we did receive protests from Ms. Trueheart. I don't see Ms. Trueheart. But I just wanted her to know that her protests were received and read and we will forward them to the agencies to respond to her and also work with her through some of her recommendations. And as always, we thank her for keeping us honest and trying to push the envelope to make Baltimore better."

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Consultant Agreement with Pros Consulting, Inc.

MINUTES

Department of Recreation and Parks - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 022 to Greenman-Pedersen, Inc., under Project No. 1167, On-Call Engineering Services. The period of this task is approximately 10 months.

AMOUNT OF MONEY AND SOURCE:

\$64,627.06 - 9938-913055-9474-900000-703032

BACKGROUND/EXPLANATION:

This Task will include engineering design services for Northwest Park as part of the Jones Falls Trail V.

MBE/WBE PARTICIPATION:

		<u>Commitment</u>	<u>Performed</u>
MBE: Navarro & Wright Consulting Engineers, Inc.	0-27%		
EBA Engineering, Inc.	0-27%		
Findling, Inc.	<u>0-27%</u>		
in the aggregate	27%	\$291,288.36	(25.93%)
WBE: Mahan Rykiel Associates, Inc.	10%	\$160,782.84	(14.31%)

The Prime did not meet the MBE goal, however, the Prime has been found compliant on good faith.

MWBOO FOUND VENDOR IN COMPLIANCE.

THIS EAR WAS APPROVED BY MWBOO ON JUNE 5, 2019.

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

MINUTES

Department of Recreation and Parks - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 70,000.00	9938-909066-9475	9938-913055-9474
Video Lottery	Northwest Park	FY15 Northwest
Terminal Revenue	Improvement	Park Improvement
	(Reserve)	(Active)

This transfer will provide funds to cover the costs associated with the design services under On-Call Contract No. 1167, Task No. 022 to Greenman-Pedersen, Inc.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 022 to Greenman-Pedersen, Inc., under Project No. 1167, On-Call Engineering Services. The Transfer of Funds was approved, **SUBJECT** to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Department of Planning - Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Grant Agreement with the State of Maryland Department of Planning. The period of the agreement is July 1, 2019 through June 1, 2020.

AMOUNT OF MONEY AND SOURCE:

\$250,000.00 - 5000-512920-1877-806000-400000

250,000.00 - 1001-000000-1877-187400-601001 - In-kind match from existing Department of Planning funds.

\$500,000.00

BACKGROUND/EXPLANATION:

This funding will be utilized to support the work, projects, and outreach of the volunteer Complete Count Committee. Under the lead of Census 2020 project manager and the Complete Count Committee, Baltimore will have a three-part outreach effort that is framed on the concept of meeting people where they are. The first part will be major public awareness, such as outreach at festivals and markets. The second part will be a comprehensive media strategy and the third will be direct assistance for completing census forms.

The goal of the project is to get the most accurate count of the population of Baltimore City on April 1, 2020. Baltimore has a high percentage of hard to count populations and combinations of populations. This effort will be tailored to our unique characteristics. The project will focus on low-income households, college students, ex-offenders, homeless, limited English proficiency, immigrants and foreign born, under five, seniors, areas with high vacancy, renters, and African-American populations.

APPROVED FOR FUNDS BY FINANCE

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

A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.

Kim A. Trueheart

July 23, 2019

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

Dear Ms. Taylor:

Herein is my written protest on behalf of the underserved and disparately treated citizens of the Baltimore City who appear to be victims of a lack of vision, poor fiscal planning and management and failure to capitalize on strategic investment opportunities in our youth by the Mayor of Baltimore City and the various Departments and Agencies under the mayor's leadership and direction.

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

1. Whom you represent: Self as citizen and resident of the under resourced neighborhood of Howard Park in NW Baltimore City
2. What the issues are:
 - a. Page 14, Department of Planning – Grant Agreement, if approved:
 - i. Fails to provide access to the Grant Agreement with the State of Maryland Department of Planning for inspection;
 - ii. Fails to outline and ensure the membership of the volunteer Complete Count Committee. Under the lead of Census 2020 project manager and the Complete Count Committee is diverse and inclusive of Baltimore's disengaged and underserved population;
3. How the protestant will be harmed by the proposed Board of Estimates' action: An accurate and thorough census count is imperative to improving economic, employment, education and broad outcomes for all residents of Baltimore City. Historic undercounting of our most vulnerable residents has resulted in ever increasing levels of poverty, unemployment, under educated and unhealthy neighborhoods across Baltimore City. Using this grant to reverse these trends is paramount and must be a high priority for this administration to relieve the burdens left on residents like myself.
4. The remedy I seek and respectfully request is that the Director of Planning be directed to:
 - a. Ensure planning efforts are diverse and inclusive of Baltimore's underserved neighborhoods and residents;
 - b. Ensure planning committees include advocates from both inside and outside of government who act on behalf of Baltimore's underserved neighborhoods and residents.
 - c. Ensure the new MOCFS is included in the membership of the Complete Count Committee to maximize counting of children, youth and families.

5519 Belleville Ave
Baltimore, MD 21207

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on July 24, 2019.

If you have any questions regarding this request, please telephone me at (443) 255-9413.

Sincerely,
Kim Trueheart, Citizen & Resident

*5519 Belleville Ave
Baltimore, MD 21207*

MINUTES

Department of Planning - cont'd

President: "I'd like to note that we did receive protests from Ms. Trueheart. I don't see Ms. Trueheart, but I just wanted her to know that her protests were received and read and we will forward them to agencies to respond to her and also work with her through some of her recommendations. And as always, we thank her for keeping us honest and trying to push the envelope to make Baltimore better."

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Agreement with the State of Maryland Department of Planning.

MINUTES

Health Department - Employee Expense Statement

ACTION REQUESTED OF B/E:

The Board is requested to approve an Employee Expense Statement to reimburse Ms. Michelle Derricott for expenses incurred during the period of April 8, 16 and 17, 2019.

AMOUNT OF MONEY AND SOURCE:

\$ 88.74	-	4000-427719-3023-599601-603001	-	mileage
10.56	-	5000-569719-3023-273300-603001	-	mileage
27.05	-	4000-427719-3023-599601-603003	-	parking
<u>\$126.35</u>				

BACKGROUND/EXPLANATION:

Ms. Michelle Derricott traveled to Linthicum, MD on April 8, and to Rockville, MD on April 16 and 17, 2019 to attend Maryland HIV Prevention and Health Services, MAPAP, and HOPWA Grantees Meeting. Her receipts were not submitted on time and are now outside the guidelines set forth in the AM 240-11.

The Administrative Manual, Section 240-11, states the Employee Expense Reports that are submitted more than 40 workdays 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. Michelle Derricott for expenses incurred during the period of April 8, 16 and 17, 2019.

MINUTESHealth Department - Agreements**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the various agreements. The period of the agreement is July 1, 2019 through June 30, 2020, unless otherwise indicated.

1. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$ 25,029.90**
(ACC)

Account: 5000-533320-3254-316200-603051

The ACC will utilize the funds to provide adult medical day care services to ill, frail or disabled elderly persons who are eligible to receive Office of Health Services grant funding from the City. The ACC will develop an approved care plan to each recipient in accordance with policies as specified in COMAR 10.12.04 Day Care for the Elderly and Medically Handicapped Adults and COMAR 10.08.07, Medical Care Program.

The City will pay ACC the set rate of \$39.73 per day of service provided to an individual recipient not to exceed 630 days of service provided to recipients per year for all combined. This rate includes transportation services for the recipient.

2. **HEALTHCARE ACCESS MARYLAND, INC.** **\$508,978.00**
(HCAM)

Account: 4000-403320-3001-599000-603051

HealthCare Access Maryland, Inc. will continue to serve as the navigation hub for the Accountable Health Communities program. The HCAM serves Medicaid/Medicaid patients in Baltimore City by providing access to comprehensive health care services. These services include, care coordination

MINUTES

Health Department - cont'd

services to clients experiencing difficulty in assessing proper medical care, providing outreach to high-risk and hard to reach clients; working closely with Manage Care Organizations to assist Medicaid-eligible clients to obtain proper and adequate health care services through their insurance plan; and serving as a local resource for information to Medicaid eligible residents of Baltimore City. The period of the agreement is May 1, 2019 through April 30, 2020.

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

MWBOO GRANTED A WAIVER ON MAY 8, 2019.

3. **BALTIMORE CITY DEPARTMENT OF RECREATION AND PARKS (BCRP) \$ 33,000.00**

Account: 4000-433519-3024-768900-603051

The Department of Recreation and Parks will utilize the funds to provide senior center service to older adults residing in the Cherry Hill and neighboring communities of Baltimore City. The BCRP will provide adults 60+ in the Cherry Hill Community with recreational programming two days per week under the mandates of the Older Americans Act funding. The services will be provided at the Middle Branch Rowing facility located at 3301 Waterview Avenue. The period of the agreement is October 1, 2018 through September 30, 2019.

The agreement is late because it was just completed.

MINUTES

Health Department - cont'd

4. **JAMES MORLICK** **\$ 30,624.00**

Account: 1001-000000-3252-273300-603018

Mr. Morlick will assist the Department's CARE Services management and staff in the aspects of the Agency Information Manager (AIM) web/based client services database and the collection of data and report preparation of the federal fiscal year-end National Aging Program Information System report. He will also assist with migrating existing CARE services data to AIM database and provide support and training in transitioning data, meet with CARE Services management and staff to determine and implement any changes or new requirements, and migrate senior centers and subcontracted service providers to the AIM system. He will provide technical support to Maryland Access Point staff, participate in workgroups sponsored by the Maryland Department of Aging and make recommendations as warranted.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTESHealth Department - Ratification of Agreements

The Board is requested to ratify the agreements with the following organizations. The period of the agreement is July 1, 2018 through June 30, 2019.

RATIFICATION OF AGREEMENTS

1. **JOHNS HOPKINS UNIVERSITY/** **\$754,354.00**
SCHOOL OF MEDICINE

Account: 5000-569719-3023-273305-603051

The Johns Hopkins University-School of Medicine will provide Early Intervention Services with vulnerable populations targeting HIV/AIDS testing, referral and outreach services and Health Education/Risk Reduction.

The agreement is late because of the budget revisions delayed in processing.

MWBOO GRANTED A WAIVER ON JUNE 27, 2019.

2. **DEPARTMENT OF RECREATION AND PARKS** **\$ 44,325.76**
(BCRP)

Account: 1001-000000-3024-768400-603026

Approval of this inter-agency agreement will allow the BCRP to provide senior center service to older adults residing in the Patterson Park Community of Baltimore City. The BCRP will provide adults 60+ in the Patterson Park Community with recreational programming five days per week under the mandates of the Older Americans Act funding. The services will be held at the John Booth Senior Center, located at 2601-A E. Baltimore Street.

The Inter-Agency Agreement is late because of administrative delays.

MINUTES

Health - 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 ratified the forgoing agreements. The Mayor **ABSTAINED** on item no. 1.

MINUTES

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following page:

3370

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 Housing and Community Development</u>		
1. \$20,000.00	9910-923019-9587	9910-903294-9588
2 nd Community & Economic Development Bonds	Baltimore Home- Ownership Incentive (Reserve)	Buy into Baltimore

This transfer will provide funds for Baltimore Housing's Homeownership Incentive Program.

Department of Planning

2. \$120,000.00	9905-924004-9186	9905-909024-9188
Other Fund Revenue	Critical Area Buffer Offset Program (Reserve)	FY 19/20 Critical Area Buffer (Active)
\$100,000.00	9905-928005-9186	9905-904025-9188
Other Fund Revenue	Critical Area Stormwater Offset Program (Reserve)	FY 19/20 Critical Area Stormwater (Active)

These transfers will provide appropriations to support and improve water quality, restore habitat and provide environmental education through restoration projects. It will also support administration of the critical area program.

3. \$146,133.45	9905-914013-9186	9905-920018-9188
General Funds	Capital Improvement Program TE (Reserve)	CIP Salaries FY 2018/19

This transfer will fund salaries associated with preparation of the annual capital improvement program.

MINUTES

PERSONNEL MATTERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

3372 - 3397

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

The Mayor **ABSTAINED** on item no. 46.

MINUTES**PERSONNEL**Office of Civil Rights and Wage Enforcement

	<u>Hourly Rate</u>	<u>Amount</u>
1. JAMES E. PEYTON	\$36.64	\$ 51,000.00
Account: 1001-000000-1561-171500-601009		
2. ARACELY STAFFORD	\$36.64	\$ 51,000.00
Account: 1001-000000-6560-424800-601009		

Mr. Peyton and Ms. Stafford will each work as a Contract Services Specialist II. They will be responsible for enforcing program requirements, investigating complaints, and conducting field and on-site investigations to determine the nature and scope of the complaints. Mr. Peyton and Ms. Stafford will interview and take statements from complainants, witnesses, and officials to ascertain the facts and corroborating evidence in the complaint case, meet with complainants, respondents, and witnesses, and research appropriate records and documents to ascertain the facts and coordinating evidence in the case. In addition, they will review violations of and ensuring compliance with laws, regulations, and program guidelines, prepare detailed and thorough written reports based on case findings and evidence detailing the nature and extent of the complaint, the parties involved and the validity of the complaint, and update and maintain case management records in order to report on the status of the assigned investigations. The period of the agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**Office of Civil Rights and Wage Enforcement - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
3. JOHN ARTHUR BARNES	\$36.64	\$ 51,000.00

Account: 1001-000000-1561-171500-601009

Mr. Barnes will work as a Contract Services Specialist II.

He will be responsible for investigating and enforcing program requirements within the office, with a specific focus on the new legislation passed by the City Council that affects the Community Relations Commission, which includes:

- City Council Bill 18-0276; Lactation Accommodations in the Workplace Act; requiring employers in Baltimore City to provide lactation accommodations to breastfeeding employees. Employers must also develop a written lactation accommodations policy,
- City Council Bill 18-0308; Source of Income Law, which prohibits discrimination in rental housing based on a tenant's source of income, and
- City Council Bill 19-0334; Redefining "Employer" for purposes of the laws governing illegal employment practices.

Mr. Barnes will also be responsible for conducting field and on-site investigations to determine the nature and scope of complaints, interview and take statements from complainants, witnesses, and officials to ascertain the facts and corroborating evidence in the complaint case. He will meet with complainants, respondents, and witnesses, research appropriate records and documents to ascertain the facts and corroborating evidence in the case, and review violations of and ensure compliance with laws, regulations, and program guidelines. In addition, Mr. Barnes will prepare detailed and thorough written reports based on case findings and evidence detailing the nature and extent of the complaint, the parties involved and the validity of the complaint, and update and

MINUTES**PERSONNEL**Office of Civil Rights and Wage Enforcement - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
maintain case management records in order to report on the status of assigned investigations. The period of the agreement is effective upon Board approval for one year.		
4. ASHLEY HUMPHREY	\$11.00	\$ 5,126.00

Account: 1001-000000-6560-424800-601009

Ms. Humphrey will work as a Contract Services Specialist II. She will type, file, greet visitors, answer telephones, complaints, and questions related to departmental procedures, and prepare, receive, open, sort, deliver, and distribute mail. Ms. Humphrey will enter, retrieve, and update information and generate reports using the computer, assist the Office of Civil Rights and Wage Enforcement, the Community Relations Commission, the Mayor's Commission on Disabilities, and the Civilian Review Board, and create Board materials for each. In addition, she will maintain files manually requiring a variety of indexing methods, operate a range of office machines, transcribe testimonies from investigator interviews, maintain certified payroll files, and assist in the preparation of documents, etc. The period of the agreement is effective upon Board approval for one year.

Department of Finance5. Classify the following new position:

FROM:

Classification: New Position
 Job Code: 90000
 Grade: 900 (\$1.00 - \$204,000.00)
 Position No.: To be determined by BBMR

MINUTES**PERSONNEL**Department of Finance - cont'd

TO:

Classification: Agency IT Manager I
Job Code: 10262
Grade: 939 (\$85,417.00 - \$140,766.00)

Cost: \$10,000.00 - 1001-000000-1411-160400-601001

This position is to be considered a Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Fire Department6. Reclassify a filled position:

Position No.: 13850

From: HR Generalist I
Job Code: 33676
Grade: 088 (\$43,855.00 - \$53,134.00)

To: HR Generalist II
Job Code: 33677
Grade: 923 (\$60,655.00 - \$97,277.00)

Cost: \$56,596.00 - 1001-000000-2101-225900-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

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

	<u>Hourly Rate</u>	<u>Amount</u>
7. KEITH SWINDLE	\$30.66	\$ 51,000.00

Account: 1001-000000-3191-308700-601009

Mr. Swindle will continue to work as a Contract Services Specialist II. He will review electronic Patient Care Reports for quality and completion, provide appropriate feedback to improve provider's reports, and report protocol violations, poor patient care, and areas of concern to the Quality Assurance (QA) Officer. Mr. Swindle will assist the QA Captain with patient care data interpretation and analysis for overall system improvement, assist in the implementation of the EMS quality assurance plan, and keep abreast of current Maryland Medical Protocols and Basic and Advanced Life Support. This is the same hourly rate as in the previous contract period. The period of the agreement is effective upon Board approval for one year.

Department of General Services8. Classify the following two new positions:

Position Nos: 52319 and 52320

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

To: Public Building Maintenance Coordinator
Job Code: 53231
Grade: 432 (\$37,110.00 - \$41,500.00)

Cost: (\$20,352.00) - 2029-000000-1982-192500-601001

MINUTES**PERSONNEL**Health Department

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

9. Reclassify the following filled position:

Position No.: 48817

From: Public Health Investigator
Job Code: 42571
Grade: 430 (\$34,993.00 - \$38,892.00)

To: Community Health Educator III
Job Code: 61253
Grade: 088 (\$43,855.00 - \$53,134.00)

Cost: \$11,216.16 - 4000-499019-3023-513200-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

10. Create the following position:

Classification: Operations Officer I
Job Code: 31109
Grade: 923 (\$60,655.00 - \$97,277.00)
Position No.: To be determined by BBMR

Cost: \$80,064.00 - 5000-569719-3023-273305-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

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

	<u>Hourly Rate</u>	<u>Amount</u>
11. LORENA YANEZ	\$15.00	\$ 16,380.00
Accounts: 4000-499620-3080-294213-603051		\$ 5,460.00
6000-622120-3080-294300-603051		\$ 10,920.00

Ms. Yanez will continue to work as a Contract Services Specialist II. She will provide language interpretation and translation to the Maternal and Infant Care (M&I) program and at the Baltimore Infants & Toddlers program (BITP), act as a liaison between service providers and clients, and participate in community activities, meetings, and presentations related to Maternal and Child Health. Ms. Yanez will input encounters in client records and into program databases, participate in monthly face-to-face meetings with the M&I supervisor and the BITP Administrator, make phone calls for the staff to non-English speaking clients, schedule client appointments, and translate program forms and documents. In addition, she will participate in client home visits and services, represent the M&I and the BITP at community meetings, health fairs, and events related to the Spanish-speaking population, and relay concepts and ideas between languages in an accurate manner to families served by M&I and BITP. This is the same hourly rate as in the previous contract period. The period of the agreement is effective upon Board approval through June 30, 2020.

12. DARYL MACK	\$19.54	\$ 37,262.78
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Account: 1001-000000-3023-274000-601009

Mr. Mack will work as a Contract Services Specialist II. He will be responsible for conducting strategic outreach in high-risk communities, establishing relationships with community stakeholders and promoting opportunities for collaboration,

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

	<u>Hourly Rate</u>	<u>Amount</u>
<p>facilitating overdose prevention and response training; making referrals, to drug treatment for people suffering from substance use disorders; conducting health and harm reduction education and counseling; conducting HIV, Hepatitis C, and STD Prevention Education with program participants and other community members; conducting pre/post HIV and Hepatitis C testing and counseling and conducting syringe exchanges and Phlebotomy duties. The period of the agreement is effective upon Board approval through June 30, 2020.</p>		
13. DARRYL BURRELL	\$19.00	\$ 24,700.00

Account: 1001-000000-3023-274000-601009

Mr. Burrell will work as a Contract Service Specialist II. He will be responsible for conducting strategic outreach in high-risk communities, establishing relationships with community stakeholders and promoting opportunities for collaboration, facilitating overdose prevention and response training; making referrals to drug treatment for people suffering from substance use disorders; conducting health and harm reduction education and counseling; conducting HIV, Hepatitis C, and STD Prevention Education with program participants and other community members; conducting pre/post HIV and Hepatitis C testing and counseling and conducting syringe exchanges and Phlebotomy duties. The period of the agreement is effective upon Board approval through June 30, 2020.

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

	<u>Hourly Rate</u>	<u>Amount</u>
14. CAROLYN GRANT	\$20.36	\$ 24,432.00

Account: 5000-525720-3100-295900-601009

Ms. Grant will work as a Contract Services Specialist I. She will be responsible for gathering pre-examination information for patient case history and assessing the patient's needs for appointment scheduling; obtaining information from patients for billing purposes, entering medical registration and encounter data into a computerized medical data base, and completing patient invoice forms for patients and third party insurers; preparing the examining area for patient examination; collection of laboratory specimens and completing laboratory slips; performing CPR/First Aid and responding to emergencies; performing medication administration in accordance with program and Maryland Board of Nursing guidelines. The period of the agreement is August 1, 2019 through June 30, 2020.

15. DEMETRIA J. RODGERS	\$26.12	\$ 13,582.40
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Account: 5000-520119-3030-288900-601001

Ms. Rodgers will work as a Contract Services Specialist I. She will be responsible for overseeing the activities of nursing and support clinical personnel; participating with ARH Director in planning, developing and implementing clinical training programs for sub grantees; auditing sub grantees clinics to monitor the quality of care; planning and developing management and mid-level clinical in-service training programs requiring scheduling and coordination of various presenters and training modules; serving as point of contact for trainings by answering phone inquiries, and receiving and confirming registration notices and writing reports on training program activities. The period of the agreement is July 1, 2019 through June 30, 2020.

MINUTES

PERSONNEL

Health Department - cont'd

16. Reclassify the following seven vacant positions:

Position Nos.: 14640, 14673, 14748, 14805, 32585,
48754, 48762

From: Community Health Nurse Health
Job Code: 62210
Grade: 532 (\$45,792.00 - \$54,349.00)

To: Registered Nurse - School Health (10 Months)
Job Code: 62220
Grade: 501 (\$40,129.00 - \$46,250.00)

Costs: There are no costs associated with this action.

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Law Department

	<u>Hourly Rate</u>	<u>Amount</u>
17. CHARLES L. JENKINS, JR.	\$71.63	\$ 85,956.00

Account: 2036-000000-1752-175200-601009

Mr. Jenkins, Jr. will continue to work as a Contract Services Specialist I. He will be responsible for assisting in drafting and reviewing difficult and sophisticated documents for the Department of Finance, the City of Baltimore Development Corporation, the Transportation Department, the Department of Real Estate, and other City departments and agencies as assigned.

MINUTES**PERSONNEL**Mayor's Office of Communications and Government Relations

	<u>Hourly Rate</u>	<u>Amount</u>
18. JAY BAKER	\$31.25	\$ 65,000.00

Account: 2036-000000-1752-175200-601009

Mr. Baker will continue to work as a Contract Services Specialist II. He will be responsible for taking photographs of the Mayor at public events and ceremonial occasions; plans the composition of the photograph; analyzes subject material, selects equipment, lighting, angle and backgrounds; coordinates photographic assignments and digital darkroom activities; serves as a principle source of information on equipment and techniques; prints, enlarges and/or reduces photographs from digital files; modifies existing and developing photographic techniques and procedures; maintains files and keeps catalog of digital files; ensures that all pictures are appropriate, processed, cataloged and ready in time to meet deadlines; prepares or oversees the preparation of photographic material used in exhibits, publications, and slide presentations and handles relevant administrative arrangements, such as timing, press passes, transport and access.

Mayor's Office of Children and Family Success

19. a. Create the following position:

Classification: Fiscal Administrator
 Job Code: 01908
 Grade: 931 (\$73,868.00 - \$118,085.00)
 Position Nos.: To be determined by BBMR

Costs: \$124,770.00 - 4000-486219-1772-486319-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

MINUTES**PERSONNEL**Mayor's Office of Children and Family Success - cont'db. Abolish the following vacant position:

Classification: Chief of Fiscal Services I

Job Code: 34426

Grade: 931 (\$73,868.00 - \$118,085.00)

Position No.: 48426

Mayor's Office of Criminal Justice

	<u>Hourly Rate</u>	<u>Amount</u>
20. JASMYNE FORD	\$20.00	\$ 3,000.00

Account: 4000-401418-2254-785400-601009

Ms. Ford will work as a Contract Services Specialist II. She will be responsible for observing visitation sessions between visiting parents and children for several families simultaneously, intervenes as necessary during visits or exchanges to address any concerns that arise with parents and/or children; keeps accurate and complete records of any safety concerns or potential problems that come up during a visitation session; meets with parents and/or children before and after visits to check in with them and refers them to needed services or programs; maintains clear and consistent communication with the on-site supervisor, on-site polices, other monitors, and volunteers whether by phone, email or in person; coordinates the safety of visits by being available to accompany individuals wherever needed in and around the building; maintains client files; maintains personal

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

	<u>Hourly Rate</u>	<u>Amount</u>
timesheets and invoices; discusses case progress and concerns with supervisors as well as attending occasional meetings about case status and other center operational issues; complies with all Visitation Center policies and procedures, including confidentially, safety, mandates, reporting procedures, administrative and operational duties as needed. The period of the agreement is one-year upon Board approval.		
21. RAQUELE BRIMMAGE	\$20.00	\$ 3,000.00

Account: 4000-401418-2254-785400-600000

Ms. Brimmage will work as a Contract Services Specialist II She will be responsible for observing visitation sessions between visiting parents and children for several families simultaneously, intervenes as necessary during visits or exchanges to address any concerns that arise with parents and/or children; keeps accurate and complete records of any safety concerns or potential problems that come up during visitation sessions; meets with parents and/or children; keeps accurate and complete records of any safety concerns or potential problems that come up during a visitation session, meets with parents and/or children before and after visits to check in with them and refer them to needed services or programs, maintains clear and consistent communication with the on-site supervisor, on-site police, other monitors, and volunteers whether by phone, email or in person; coordinates the safety of visits by being available to accompany individuals wherever needed in and around the building; maintains client files; maintains personal timesheets and invoices; discusses case progress and concerns with supervisors as well as attending occasional meetings about case status and other operational issues; complies with all

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

	<u>Hourly Rate</u>	<u>Amount</u>
Visitation Center policies and reporting procedures, administrative and operational duties as needed. The period of the agreement is one-year upon Board approval.		

Department of Planning

22. ANIKA RICHTER	\$25.00	\$ 45,825.00
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Account: 1001-000000-1875-187400-601009

Ms. Richter will work as a Contract Services Specialist II. She will be responsible for managing the Green Healthy Smart Challenge Grant Program; updating the application, report survey; inform all schools about the program and otherwise publicizing it at the beginning of the school year; accept applications, review them, and work with applicants to strengthen them; generate awards letters and work with the Baltimore Community Foundation to issue and distribute letters and checks; work with schools through the year to ensure that their grant projects are completed in an effective and timely manners, including connecting them to partners and resources, work to resolve issues with the expenditure of funds, and provide hands-on assistance; connect teachers and students to each other for networking, training, and resources-sharing; track progress on grant projects, including collecting reports and following-up with schools that are behind; prepare reports to funders; organize cross-trainings to increase trauma-informed care practices among the environmental community and nature-based experience among the childcare community work with the Mayor's Office of Employment Development and partners to expand the capacity of the Youth Works program to give young people positive experiences in nature and to introduce them to green careers, etc. The period of the agreement is one-year upon Board approval.

MINUTES**PERSONNEL**Baltimore Police Department

	<u>Hourly Rate</u>	<u>Amount</u>
23. CASEY L. ROBERTS	\$30.28	\$ 63,000.00

Account: 5000-510619-2023-744600-601009

Ms. Roberts will work as a Contract Services Specialist II assigned to the Anti-Crime Section. Her duties may include, but are not limited to managing and maintaining intelligence data integrity and compliance, compiling and entering drug/gang investigations, drug and gun seizures, arrests, drug trafficking organizations and other investigative data into the database. She will administer cell phone extraction uploads into the Communications Analysis Portal (CAP), extract, organize, and verify data from Case Explorer and CAP to conduct analysis and interpret findings for reporting, developing, writing and disseminating intelligence reports and bulletins on threat assessments. Ms. Roberts will also work with detectives on in-depth link analysis to further investigations, maintain and track data and statistics necessary for grant reporting and compliance. The period of the agreement is effective upon Board approval for one year.

24. BARBARA DARGAN	\$20.19	\$42,000.00
25. ELIZABETH GEISELMAN	\$20.19	\$42,000.00

Account: 5000-504220-2013-804700-601009

Mses. Dargan and Geiselman, retirees, will continue to working as a Contract Services Specialist I. Their duties will include, but are not limited to analyzing new gun submissions for weapons violations, tracking convicted gun offenders, analyzing new Protective Orders/Ex-parte for weapons, analyzing ammunitions logs. They will conduct intelligence research for Homicide Unit resulting in case nexus, create timelines, organizational charts and maps for the purpose of enforcement and prosecution, and

MINUTES**PERSONNEL**Baltimore Police DepartmentHourly RateAmount

capture and coordinate data for investigation purposes. On January 3, 1996, the Board approved a waiver to the Administrative Manual Policy 212-1, Part I, which allowed the Department to hire retirees. The period of the agreement is July 1, 2019 through June 30, 2020.

Enoch Pratt Free Library26. Reclassify the following vacant position:Position No.: 15862

From: Office Assistant II
 Job Code: 00707
 Grade: 075 (\$29,618.00 - \$33,689.00)

To: Management Support Technician
 Job Code: 00724
 Grade: 903 (\$45,153.00 - \$72,204.00)

Cost: \$16,750.00 - 1001-000000-4501-593600-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

27. Create the following five positions:

Classification: Library Security Officer
 Job Code: 00672
 Grade: 083 (\$36,396.00 - \$43,285.00)
 Position Nos.: To be determined

Cost: \$227,500.00 - 1001-000000-4501-628600-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

MINUTES

PERSONNEL

Department of Public Works

28. Reclassify the following filled position:

Position No.: 36526

From: Apprenticeship Program Administrator
Job Code: 33669
Grade: 923 (\$60,655.00 - \$97,277.00)

To: Operations Officer III
Job Code: 31111
Grade: 929 (\$68,562.00 - \$109,554.00)

Cost: \$9,647.00 - 1001-000000-1901-191300-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Department of Recreation and Parks

	<u>Hourly Rate</u>	<u>Amount</u>
29. MELISSA NEILL	\$22.00	\$33,880.00

Account: 6000-680518-4792-658800-601009

Ms. Neill will work as a Contract Services Specialist II. Her duties may include, but are not limited to being responsible for the implementation of the forest immersion program for children and families, evaluate teachers and the program through observation, documentation and dialogue with teachers and families, provide critical feedback for teachers regarding methodology with and strategies employed with young children. She will also administer registration and online payments through Civic Rec platform, support volunteers and interns responsible for the program, perform on-site specific program

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

	<u>Hourly Rate</u>	Amount
<p>and volunteer evaluation, manage program supplies and resources. Ms. Neil will further evaluate the success of programs and goals, produce documentation and materials (child artifacts, and work samples) that document child learning; produce materials that describe and promote the program, communicate with current families about children's progress and/or individualized needs, communicate with prospective families about the developmental benefits of the program and help develop and evaluate extended events for the forest immersion program families. The period of the agreement is effective upon Board approval for one year.</p>		

30. SARAH LANK	\$25.00	\$39,000.00
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Account: 6000-680519-4792-658800-601009

Ms. Lank will work as a Contract Services Specialist II. Her duties may include, but are not limited to being responsible for the development and the implementation of the care and handling of the small, but valuable collection of native birds of prey used in schools, recreation centers, daycare centers and field trips as well as weekend public programs and events. The period of the agreement is effective upon Board approval for one year.

31. Create the following five positions:

Classification: GIS Analyst

Job Code: 31187

Grade: 927 (\$64,505.00 - \$103,208.00)

Position No.: To be assigned by BBMR

Cost: \$ 94,178.00 - 5000-577719-4711-36189-601001

MINUTES**PERSONNEL**Department of Recreation and Parks - cont'dHourly RateAmount

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

32. Create the following 43 positions:

Classification: Recreation Leader II
 Job Code: 83112
 Grade: 079 (\$32,131.00 - \$37,512.00)
 Position No.: To be assigned by BBMR

Cost: \$2,264,853.00 - 1001-000000-4803-371400-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

33. Create the following position:

Classification: Construction Building Inspector II
 Job Code: 42262
 Grade: 091 (\$49,651.00 - \$60,411.00)
 Position No.: To be determined by BBMR

Cost: \$75,134.00 - 5000-577719-4711-361800-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

34. Create the following position:

Classification: Public Works Inspector III
 Job Code: 42213
 Grade: 092 (\$51,800.00 - \$63,075.00)
 Position No.: To be determined by BBMR

MINUTES**PERSONNEL**Department of Recreation and Parks - cont'dHourly RateAmount

Cost: \$77,889.00 - 5000-577719-4711-361800-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

State's Attorney's Office

35. **THERESE LEWIS** \$24.48 **\$ 46,670.00**

Account: 4000-413018-1156-117900-601009

Ms. Lewis will continue to work as a Contract Services Specialist II. Her duties will include but are not limited to assisting victims and witnesses of crime with mental and/or physical disabilities, working closely with the Assistant State's Attorneys throughout the office and providing court assistance, special accommodations, referral to counseling or outside social services and research resources for individuals with disabilities in Baltimore City. The period of the agreement is effective upon Board approval or August 13, 2019 through August 12, 2020, whichever comes later.

36. **MARIA KEITH** \$28.29 **\$ 53,940.00**

Account: 1001-000000-1150-118000-601009

Ms. Keith, retiree, will work as a Contract Services Specialist I. Her duties will include but are not limited to investigating felony, homicide and violent crime cases, locating and interviewing witnesses and acts as a liaison with police agencies. This is a 1% increase in the hourly rate from the previous contract. The period of the agreement is effective upon Board approval or August 13, 2019 through August 12, 2020, whichever comes later.

MINUTES**PERSONNEL**Department of Transportation37. Reclassify the following vacant position:Position No.: 47597

From: Signal System Manager
 Job Code: 74235
 Grade: 923 (\$60,655.00 - \$97,277.00)

To: Program Compliance Officer II
 Job Code: 31502
 Grade: 927 (\$64,505.00 - \$103,208.00)

Cost: \$5,313.00 - 10010-000000-2301-248800-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

38. Reclassify the following vacant position:Position No.: 21035

From: Transportation Safety Supervisor
 Job Code: 82197
 Grade: 923 (\$60,655.00 - \$97,277.00)

To: HR Generalist II
 Job Code: 33677
 Grade: 923 (\$60,655.00 - \$97,277.00)

There are no costs associated with this action.

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

MINUTES**PERSONNEL**

Department of Transportation - cont'd

39. Reclassify the following vacant position:

Position No.: 21424

From: Laborer
 Job Code: 52931
 Grade: 482 (\$31,256.00 - \$32,293.00)

To: Program Compliance Assistant
 Job Code: 31500
 Grade: 080 (\$33,048.00 - \$38,876.00)

Costs: \$2,472.96 - 1001-000000-2301-249300-601001.

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

40. Classify the following four vacant positions:

Position Nos.: 51483, 51484, 51485 and 51486

From: New Position
 Job Code: 90000
 Grade: 482 (\$1.00 - \$204,000.00)

To: GIS Analyst
 Job Code: 33187
 Grade: 927 (\$64,505.00 - \$103,208.00)

Costs: \$356,066.22 - 2024-000000-5480-782700-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

MINUTES**PERSONNEL**

Department of Transportation - cont'd

41. Classify the following two vacant positions:

a. Position No.: 51453

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

To: Public Works Inspector I
 Job Code: 42211
 Grade: 084 (\$37,741.00 - \$45,044.00)

b. Position No.: 50515

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

To: Public Works Inspector II
 Job Code: 42212
 Grade: 087 (\$42,131.00 - \$50,927.00)

Costs: \$110,220.60 - 2024-000000-5480-395600-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

42. Classify the following six vacant positions:

Position Nos.: 2351-50699, 5480-51450, 51490, 51452,
 51487 and 51488

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

MINUTES

PERSONNEL

Department of Transportation - cont'd

Position Nos.: 5480-50699, 51450, 51490, 51452, 51487, and 51488

To: Laborer
Job Code: 52931
Grade: 482 (\$31,256.00 - \$32,293.00)

Costs: \$258,798.30 - 2024-000000-5480-395700-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Department of Public Works Office

	<u>Hourly Rate</u>	<u>Amount</u>
43. JESSY MEJIA-TERRY	\$38.46	\$80,000.00

Account: 2071-000000-5541-398600-601002

Ms. Mejia-Terry will work as a Contract Services Specialist II. Her duties may include, but are not limited to being responsible for producing accurate, effective and timely English-to-Spanish translations of the Department materials, information, and any other items. Participating in Department meetings and/or events that pertain to the Department's outreach and engagement activities for the Latino population, facilitating navigation of the Department's rules, regulations, service systems, processes and activities for the Spanish-speaking and limited English-proficient population. She will also provide Department updates via different media platforms on information to Spanish speaking and limited English-proficient populations ensure effective and accurate flow of information between the Department and its intended audience and engaging external partners and resources to accomplish services and scope of work. The period of the agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**Baltimore City Sherriff's Office44. a. Abolish the following position:Position No.: 24751

Classification: Officer Court Security

Job Code: 00826

Grade: 048 (\$41,262.00 - \$49,719.00)

b. Abolish the following three positions:Position Nos.: 44823, 44824, and 44825

Classification: Deputy Sheriff Special

Job Code: 01402

Grade: 214 (\$38,880.00 - \$67,984.00)

c. Create the following classification

Classification: Chief of Fiscal Services I

Job Code: 00070

Grade: 931 (\$73,868.00 - \$118,085.00)

d. Create the following two positions:

Classification: Agency IT Manager I

Job Code: 10262

Grade: 939 (\$85,417.00 - \$140,766.00)

Classification: Chief of Fiscal Services I

Job Code: 00070

Grade: 931 (\$73,868.00 - \$118,085.00)

Cost: \$290,928.00 - 1001-000000-1183-138800-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

MINUTES**PERSONNEL**Baltimore Police Department

	<u>Hourly Rate</u>	<u>Amount</u>
45. NAWSATH ASHARAFF	\$14.42	\$ 30,000.00

Account: 5000-588020-2021-667600-601009

Nawsath Asharaff will work as a Contract Services Specialist II for the project entitled "Protective Order Entry/Service." He will assist in reducing the time between the issuance of ex parte and protective orders and data entry into the Maryland Electronic Telecommunications Enforcement Resource System/National Crime Information Center. The period of the Employment Agreement is effective upon Board approval through June 30, 2020.

Office of the Mayor46. Create the following position:

Classification: Operations Specialist I
 Job Code: 00083
 Grade: 906 (\$51,708.00 - \$82,608.00)

Cost: \$70,200.00 - 1001-000000-1250-779300-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

MINUTES

Mayor's Office of Homeless Services - Ratification of an Amendment
No. 1 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify Amendment No. 1 to the Agreement with AIDS Interfaith Residential Services, Inc. The amendment extends the period of the agreement through September 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$0.00 - 4000-490819-5940-762800-603051

BACKGROUND/EXPLANATION:

On August 15, 2018, the Board approved an agreement with AIDS Interfaith Residential Services, Inc. to fund a program to provide transportation to HIV positive individuals in Baltimore City as a part of the Providers Workforce Development Program. The amendment will extend the period of the agreement for three months from July 1, 2019 through September 30, 2019. The delay in submission is because negotiations and delayed confirmation from the Provider to continue service. The Provider has agreed to extend service.

MBE/WBE PARTICIPATION:

N/A

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

UPON MOTION duly made and seconded, the Board ratified Amendment No. 1 to the Agreement with AIDS Interfaith Residential Services, Inc.

MINUTES

Department of Finance - FY 2020 Renewal for - Aircraft
Hull and Liability Insurance

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the renewal of the Baltimore City Aircraft Hull and Liability Insurance Policy through Global Aerospace. The policy renewed on July 1, 2019.

AMOUNT OF MONEY AND SOURCE:

\$135,252.00 - 1001-000000-6400-634100-603014

BACKGROUND/EXPLANATION:

The policy provides both liability and hull coverage for the Police Department's fleet of helicopters. Coverage is being renewed with the incumbent carrier, Global Aerospace at a 6% rate increase.

The Board letter is late as final terms and conditions were received the afternoon of June 28, 2019, which was too late for the June 26, 2019 Board meeting and coverage had to be bound prior to the expiration date of July 1, 2019.

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 and authorized execution of the renewal of the Baltimore City Aircraft Hull and Liability Insurance Policy through Global Aerospace.

MINUTES

Department of Finance - FY 2020 Renewal for - Insurance Coverage
for the Convention Center Complex and
Royal Farms Arena

ACTION REQUESTED OF B/E:

The Board is requested to approved and authorize execution of the renewal of the Convention Center Complex and Royal Farms Arena Insurance Policy through Philadelphia Insurance Company. The policy renewed on July 1, 2019.

AMOUNT OF MONEY AND SOURCE:

\$104,294.00 - 2043-000000-1450-162900-603014

BACKGROUND/EXPLANATION:

The policy provides liability coverage for the Convention Center Complex and Royal Farms Arena. The renewal is being provided by the incumbent carrier, Philadelphia Insurance Company at a 25% rate increase, due to an ongoing voyeurism claim at the Convention Center.

The Board letter is late as final terms and conditions were received the afternoon of June 28, 2019, which was too late for the June 26, 2019 Board meeting and coverage had to be bound prior to the expiration date of July 1, 2019.

APPROVED FOR FUNDS BY FINANCE.

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

MINUTES

Department of Finance - FY 2020 Renewal Mayor's Office of
Employment Development Workers'
Compensation

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the renewal of the policy with the Chesapeake Employers Insurance Company (previously IWIF, a state agency), to provide Workers' Compensation benefits for the Mayor's Office of Employment Development (MOED) trainees program. The policy period will run from July 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$139,499.00 - 4000-806419-6313-460105-603017

BACKGROUND/EXPLANATION:

MOED receives federal grant money, a requirement of which is the purchase of Worker's Compensation Insurance for the participants in its various programs. MOED has completed its 24th year under the Chesapeake Employers Insurance Program. The rate/premium offered by Chesapeake Employers Insurance is favorable again this year.

The Policy renewed July 1, 2019. The Board letter is late as final terms and conditions were received the afternoon of June 28, 2019, which was too late for the June 26, 2019 Board meeting and coverage had to be bound prior to the expiration date of July 1, 2019.

MBE/WBE PARTICIPATION:

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

APPROVED FOR FUNDS BY FINANCE

MINUTES

Department of Finance - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the renewal of the policy with the Chesapeake Employers Insurance Company (previously IWIF, a state agency), to provide Workers' Compensation benefits for the Mayor's Office of Employment Development trainees program.

MINUTES

Department of Finance - FY 2020 Renewal Insurance
Coverage Fine Arts

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the renewal of the Fine Arts Insurance Policy. The policy renewed on July 1, 2019.

AMOUNT OF MONEY AND SOURCE:

\$257,348.00 - 2043-000000-1450-162900-603014

BACKGROUND/EXPLANATION:

The policy is unique and superior to the standard Fine Arts Insurance Policy. It provides Fine Arts replacement cost 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.

Coverage is being renewed with the incumbent broker, Aon Hunting T. Block Fine Arts Insurance with no increase in premium. The Board letter is late as final terms and conditions were received the afternoon of June 25, 2019, which was too late for the June 26, 2019 Board meeting and coverage had to be bound prior to the expiration date of July 1, 2019.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the renewal of the Fine Arts Insurance Policy.

MINUTES

Department of Finance - FY 2020 Renewal for - Insurance
Coverage for Master Property

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the renewal of the Master Property Insurance Policy 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, 2019 to July 1, 2020.

AMOUNT OF MONEY AND SOURCE:

\$4,509,496.00 - 2043-000000-1450-162900-603014

BACKGROUND/EXPLANATION:

Coverage is renewed with three insurance companies: the incumbent carrier Lexington Insurance, Terrorism Coverage with Lloyds of London, and a new carrier, Zurich Insurance.

The current carrier would only provide 50% (\$250,000,000.00) of expiring coverage limit of \$500,000,000.00. Therefore, the Bureau of Risk Management had to seek another carrier to provide the remaining \$250,000,000.00 in coverage. Fifty-three insurance carriers were approached with 58% declining to quote. Other markets offered non-competitive quotes.

The renewal premium reflects an overall 48.15% rate increase due to the hardening property marketplace; an increase in school property values as a result of a review of actual appraisals on school properties, and the accounts loss experience. Losses incurred in 2018 in the amount of \$2,394,598.00 and in 2017 in the amount of \$4,412,507.00.

MINUTES

Department of Finance - cont'd

The policy renewed July 1, 2019. The Board letter is late as final terms and conditions were received the afternoon June 28, 2019 which was too late for the June 26, 2019 Board meeting and coverage had to be bound prior to the expiration date of July 1, 2019. Our overall rate still remains very competitive at .0443 cents per \$100 dollars of property value.

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 and authorized execution of the renewal of the Master Property Insurance Policy through the Incumbent carrier, Lexington Insurance Company.

MINUTES

Department of Finance - FY 2020 Renewal Insurance Coverage
for the Baltimore City Marine Hull

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the renewal of the Baltimore City Marine Hull Insurance Policy through AIG. The policy renewed on July 1, 2019.

AMOUNT OF MONEY AND SOURCE:

\$89,306.95 - 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. The policy renewed with the incumbent carrier, AIG, at the same terms and conditions as the expiring policy, including terrorism coverage on the entire fleet.

The Board letter is late as final terms and conditions were received the afternoon of June 28, 2019, which was too late for the Board meeting and coverage had to be bound prior to the expiration date of July 1, 2019.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE.

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

MINUTES

Department of Finance - FY 2020 Renewal Employee
Crime Insurance Coverage

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorized renewal of the Mayor and City Council and Baltimore City Public School System Employee Crime Insurance Policy through AIG Insurance Company. The policy renewed on July 1, 2019.

AMOUNT OF MONEY AND SOURCE:

\$17,239.00 - 2043-000000-1450-162900-603014

BACKGROUND/EXPLANATION:

The policy provides coverage for the loss of money, securities or other financial instruments for which the Mayor and City Council 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.

The Board letter is late as final terms and conditions were received the afternoon of June 28, 2019, which was too late for the June 26, 2019 Board meeting and coverage had to be bound prior to the expiration date of July 1, 2019.

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 and authorized renewal of the Mayor and City Council and Baltimore City Public School System Employee Crime Insurance Policy through AIG Insurance Company.

MINUTES

Department of Transportation - Amendment No. 1 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement (Amendment) with Rummel, Klepper & Kahl, LLP (RK&K), under Project No. 1249, On-Call Bridge Design Services. The Amendment will extend the period of the Agreement through May 2, 2022.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On May 3, 2017, the Board approved the original agreement in the amount of \$2,000,000.00 for a period of two years with RK&K to assist with the scope of services, which include, but is not limited to site inspection, analysis/recommendations, and final design for bridges and various types of structures.

The services may also require laboratory testing, environmental, mechanical and electrical engineering, studying/reporting, as well as obtaining the permits required for construction. The Department is now requesting an additional three-year time extension to fully complete extra work needed on existing assignments. The Amendment will extend the period of the agreement through May 2, 2022.

MBE/WBE PARTICIPATION:

RK&K will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code and the 27% MBE goals and the 10 WBE goals established in the original agreement.

MINUTES

Department of Transportation - cont'd

MBE: Alvi Associates, Inc.	\$180,000.00	9.00%
RJM Engineering, Inc.	180,000.00	9.00%
Navarro & Wright Consulting Engineers, Inc.	<u>180,000.00</u>	<u>9.00%</u>
Total	\$540,000.00	27.00%
 WBE: Phoenix Engineering, Inc.	 \$ 60,000.00	 3.00%
Constellation Design Group, Inc.	80,000.00	4.00%
The Robert B. Balter Company	<u>60,000.00</u>	<u>3.00%</u>
Total	\$200,000.00	10.00%

AUDITS NOTED THE TIME EXTENSION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 1 to Agreement with Rummel, Klepper & Kahl, LLP under Project No. 1249, On-Call Bridge Design Services.

MINUTES

Department of Transportation - Relocation Contract

ACTION REQUESTED OF B/E:

The Board is requested to approve payment for conduit relocation services provided by the Baltimore Gas & Electric Company (BGE), associated with Contract No. TR 15017, Conduit Manhole Reconstruction at Various Locations.

AMOUNT OF MONEY AND SOURCE:

\$120,707.83 - 2024-000000-5480-395700-603026

BACKGROUND/EXPLANATION:

This Relocation Contract will pay the costs for the BGE to relocate its facilities associated with Contract No. TR 15017, Conduit Manhole Reconstruction at Various Locations.

On April 20, 2016, the Board awarded Contract TR 15017, Conduit Manhole Reconstruction at Various Locations. The purpose of this Relocation Contract No. 1525062120 is to build two new manholes in the 400 block of South Light Street (between Conway & Barre Streets), so the BGE could upgrade electrical service to the downtown block that borders South Light Street, East Conway and Barre Streets, and South Charles Street.

In order to meet the BGE's aggressive construction schedule, Conduit section utilized the services of an existing design/bid/build Contract No. TR 15017, Conduit Manhole Reconstruction at Various Locations. Baltimore Gas & Electric Company estimates the total cost of this to be \$120,707.83.

MBE/WBE PARTICIPATION:

The associated Contract No. TR 15017, has a MBE goal of 27% and a WBE goal of 9%.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved payment for conduit relocation services provided by the Baltimore Gas & Electric Company, associated with Contract No. TR 15017, Conduit Manhole Reconstruction at Various Locations.

MINUTESDepartment of Transportation (DOT) - Developers' Agreements

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

<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
1. COLD SPRING PARTNERS DE LLC	1537, 1537A	\$485,171.00

Cold Spring Partners DE LLC would to install new utility services and roadway improvements in the vicinity of their new apartment building located at 2001 West Cold Spring Lane. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$485,171.00 has been issued to Cold Spring Partners DE LLC, who assumes 100% of the financial responsibility.

2. CASA BALTIMORE NEIGHBORHOOD CENTER, LLC.	1580	\$156,692.00
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Casa Baltimore Neighborhood Center, LLC is desiring to perform Various improvements to their property known as 2706 Pulaski Highway. This agreement will allow the developer to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$156,692.00 has been issued to Casa Baltimore Neighborhood Center, LLC, which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

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

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

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 006 to Hazen & Sawyer PC under Project 1804 (SC 964), On-Call Project and Construction Management Assistance and Inspection Services.

AMOUNT OF MONEY AND SOURCE:

\$213,105.39 - 9956-901577-9551-705032

BACKGROUND/EXPLANATION:

The Office is in need of inspection services for the ongoing work on SC 964, Improvements to the Sanitary Sewers in the North West Area of Baltimore City. The work requested is within the scope of the agreement.

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to the original agreement MBE: 29% and WBE: 10%.

MWBOO APPROVED ON MARCH 1, 2019.

APPROVED FOR FUNDS BY FINANCE

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
\$231,397.61	9956-903569-9549	9956-901577-9551-5
(Wastewater Revenue Bond	(Sanitary Sewer	(CMA/Inspection) Replace/Rehab

MINUTES

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

This transfer will cover costs of Project 1804 (SC 964), On-Call Project and Construction Management Assistance and Inspection Services, Task 004.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 006 to Hazen & Sawyer PC under Project 1804 (SC 964), On-Call Project and Construction Management Assistance and Inspection 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 Public Works/Office - Task Assignment
of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 006 to CC Johnson & Malhotra, P.C. under Project 1238C, On-Call Mechanical Engineering Services. The duration of this task is approximately nine months.

AMOUNT OF MONEY AND SOURCE:

\$ 57,606.59 - Baltimore City
57,606.59 - Baltimore County
\$115,213.18 - 9956-904945-9551-900020-703032

BACKGROUND/EXPLANATION:

The Office needs CC Johnson & Malhotra, P.C. to perform a study and recommendation for the Improvements of the Deep Manhole Drainage System.

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to the original agreement MBE: 27% and WBE: 10%.

MWBOO APPROVED THE EAR ON MARCH 12, 2019.

APPROVED FOR FUNDS BY FINANCE

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
\$62,215.12	9956-905533-9549	
(Wastewater	(Annual Facilities	
Revenue Bond)	Improvements)	

MINUTES

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
\$62,215.12 <u>(County Revenue)</u>	9956-918052-9549 (BR Manhole/ Drainage Outfall)	
\$124,304.24	-----	9956-904945-9551-3 (Design)

This transfer will cover the costs associated with Project 1238C, On-Call Mechanical Engineering Services.

The Board is requested to approve the assignment of Task No. 006 to CC Johnson & Malhotra, P.C. under Project 1238C, On-Call Mechanical Engineering Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Department of Public Works/Office - Partial Release of
of Engineering and Construction Retainage Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Partial Release of Retainage Agreement to J. Fletcher Creamer and Son, Inc.

AMOUNT OF MONEY AND SOURCE:

\$517,972.53 - 9960-905136-9557-000000-200001

BACKGROUND/EXPLANATION:

As of July 11, 2017, J. Fletcher Creamer and Son has completed 100% of all work for W.C. 1246- Repair and replacement of small diameter water Mains-Various locations and sizes. The Contractor has requested a Partial Release of Retainage in the amount of \$517,972.53. Currently, the City is holding \$537,972.53 in retainage for the reference project and the contractor is requesting to reduce the amount of retainage to \$20,000.00. The warranty period for this Contract ended on July 11, 2018. The City has determined that \$20,000.00 is sufficient to protect the City's interest.

MWBOO APPROVED THE RELEASE OF RETAINAGE.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Partial Release of Retainage Agreement to J. Fletcher Creamer and Son, Inc.

MINUTES

Department of Public Works/Office - Amendment No. 2 to
of Engineering and Construction Agreement for W.C. 1229

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 2 to Agreement with Patton Harris Rust & Associates P.C., A Pennoni Co. under W.C. 1229. The current expiration date is August 19, 2019. This Amendment No. 2 will extend the period of the agreement through August 19, 2020.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction is requesting additional time for the engineering design services provided by Patton Harris Rust P.C., A Pennoni Co. for rehabilitation of Vernon Pumping Station. This request is being made because on February 2019, after their previous approval of the submittal design, the Maryland Department of Environment (MDE) took exception to a portion of the proposed alignment of the Druid Lake Overflow Drain.

The MDE believed that the excavation for the proposed relocation would place excessive strain on the face of the dam. Additionally, MDE would no longer allow blasting for the construction of the proposed Utility Tunnel. The design modifications would be required for both the Druid Lake Overflow Drain and the Utility Tunnel. These additional MDE requirements will result in more engineering work associated with supplemental design investigations and proposal for a final overflow drain alignment, storm water management, sediment and erosion control, with associated specifications and drawings updates. The Consultant provide bids evaluation and awards recommendation as part of its contract which will expire on 8/19/2019. The bidding/awarding processes are not expected to occur before December 2019.

MINUTES

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

The scope of the original agreement includes: During the Study Phase of W.C. 1229, the Consultant performed a comprehensive assessment of current condition at the pumping station and pointed out major Ashburton Pumping Station complex. In general, the program focuses on: Major hydraulic, mechanical and electrical improvements to the pumping station; the provision of an emergency generator facility; and architectural and structural rehabilitation of the station structure.

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE TIME EXTENSION.

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE goal of 45.24% and the WBE goal of 10% assigned to the original agreement.

THE EAR WAS APPROVED BY MWBOO ON JULY 22, 2019.

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 2 to Agreement with Patton Harris Rust & Associates P.C., A Pennoni Co. under W.C. 1229.

MINUTES

Department of Public Works/Office - Amendment No. 2 to
of Engineering and Construction Agreement for SC 882

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 2 to Agreement with KCI Technologies, Inc. under SC 882, PAS Enhanced Nutrient Removal at BRWWTP Activated Sludge Plant No. 4, Proj 2. The new expiration date is December 15, 2020.

AMOUNT OF MONEY AND SOURCE:

Account - 9956-905565-900010-703032

MDE	\$	471,510.01	(40.8%)
Baltimore City	\$	342,075.88	(29.6%)
Baltimore County	\$	<u>342,075.88</u>	(29.6%)
		\$1,155,661.77	

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction is requesting approval of Amendment No. 2 to the Post Award Engineering Services contract to allow the Consultant to continue to provide engineering services during the construction of S.C. 882-Enhanced Nutrient Removal facilities at Back River Wastewater Treatment Plant Activated Sludge Plant No. 4, Proj. 2. This has been necessitated again due to the contractor's failure to complete construction by December 31, 2018 and the new projected completion date is December 31, 2019. The engineering services includes review of shop drawings, respond to request for information, review proposed change orders, prepare operational and maintenance manuals, provide assistance to train the plant personnel in the operation and maintenance of equipment and maintenance of systems being furnished under the contract, process control system consultation integration and coordination, provide support for claims review and all other remaining tasks specified in the original agreement until the

MINUTES

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

completion of the project. The original agreement for this Post Award Service was approved on October 15, 2014 for a period of four (4) years and six (6) months with an upset limit amount of \$13,204,611.08. Amendment No. 1 to the original agreement was approved on September 20, 2017 and extended the contract period until December 15, 2019 and increased the upset fee amount to \$16,604,107.80. Amendment No. 2 will increase the contract upset limit amount from \$16,604,107.80 to \$17,759,769.57 and extend the project duration by one (1) year until December 15, 2020. The Consultant was approved by the Office of Boards and Commissions and the Architectural and Engineering Award commission to design this project.

The scope of the original agreement includes: under the original agreement, the consultant was to provide Post Award Engineering Services during construction of SC 882. The engineering services include; review of shop drawings, respond to request for information, review proposed change orders, prepare operational and maintenance manuals, provide assistance to train Plant Personnel in the operation and maintenance of equipment and systems being furnished under the contract, process control system consultation, integration and coordination, participate in system start up and develop record drawings. The consultant will also provide personnel for on-site observation and technical support, concrete and soil testing during construction. In addition, the Consultant will conduct conditional acceptance, prepare punch list items and a final acceptance inspection.

MBE/WBE PARTICIPATION:

The Consultant will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code and the Minority and Business Women's Enterprise goals established in the original agreement.

MBE: 27% and WBE 10%.

MINUTES

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

APPROVED FOR FUNDS BY FINANCE

MWBOO APPROVED THE EAR ON JULY 22, 2019.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 2 to Agreement with KCI Technologies, Inc. under SC 882, PAS Enhanced Nutrient Removal at BRWWTP Activated Sludge Plant No. 4, Project 2.

MINUTES

Police Department - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement with Baltimore City Community College (BCCC) located at 2901 Liberty Heights Avenue. The period of the agreement is effective upon Board approval through June 30, 2022.

AMOUNT OF MONEY AND SOURCE:

\$189,000.00 - 1001-000000-2003-195700-603026

BACKGROUND/EXPLANATION:

The agreement is for the Department's Workforce Development and Continuing Education Cadet Program registered as an Apprenticeship Program. The "Apprenticeship Program" is a two-year course.

The Department's Cadet Program recruits and develops individuals to become potential law enforcement officers and has registered its program as an apprenticeship training program with the Maryland Apprenticeship and Training Program, Maryland Department of Labor, License and Regulation (DLLR), Division of Workforce Development and Adult Learning.

This agreement with the BCCC provides Cadets instruction and credit-based courses that meet the Department's Cadet standards and the DLLR requirements for the Apprenticeship Program. The program will cover the cost for the curriculum, books and instructional materials for each course, and coordinate the registration process and scheduling for Cadets for each term.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Police Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of an agreement with Baltimore City Community College located at 2901 Liberty Heights Avenue.

MINUTES

Mayor's Office of Children - Consultant Agreement
and Family Success

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Consultant Agreement with Ms. Tiffiany Johnson. The period of the Consultant Agreement is July 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$15,000.00 - 4000-486319-1772-516000-603051

BACKGROUND/EXPLANATION:

Ms. Johnson will consult for the Head Start Program. She will provide support monitoring, and analysis of data, training, technical and administrative assistance to Head Start teaching teams. The Mayor's Office of Homeless Services is submitting this request on behalf of the Mayor's Office of Children and Family Success to assist with administrative coordination during the agency's commencement.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Consultant Agreement with Ms. Tiffiany Johnson.

MINUTES

Mayor's Office of Children - Notice of Grant Award
and Family Success

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of a Notice of Grant Award from the U.S. Department of Health and Human Services (DHHS), Administration for Children and Families. The period of the Grant Award is July 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$7,751,224.00 - 4000-486320-1772-452200-404001

BACKGROUND/EXPLANATION:

The Mayor's Office of Children and Family Success has been awarded funds under the Head Start Program operated by the DHHS. Through this program, sub-recipients will provide and operate Head Start education services to 759 children in the City of Baltimore. The Mayor's Office of Homeless Services is submitting this award on behalf of the Mayor's Office of Children and Families Success to assist with Administrative coordination during the agency's commencement.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved acceptance of a Notice of Grant Award from the U.S. Department of Health and Human Services, Administration for Children and Families.

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:

3428 - 3430

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**Bureau of Procurement

- | | | | |
|----|---|--------------------------------------|----------------|
| 1. | B50005589, Decorative
LED Fixtures and Poles | Signify North
America Corporation | \$2,500,000.00 |
|----|---|--------------------------------------|----------------|

(Department of Transportation)

MBE/WBE PARTICIPATION:

On February 12, 2019 it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

- | | | | |
|----|-----------------------------|--|---------------|
| 2. | B50005752, Asphalt
Paver | Valley Supply &
Equipment Co., Inc. | \$ 624,432.00 |
|----|-----------------------------|--|---------------|

(Department of General Services,
Fleet Management)

MBE/WBE PARTICIPATION:

On February 1, 2019, MWBOO determined no goals would be set because of no opportunity to segment the contract. This is for purchase of commodities from an authorized heavy equipment dealer who is required to provide associated pre-delivery inspection and warranty repairs.

MWBOO GRANTED A WAIVER.

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

3. B50005771, OEM Parts and Service for Dodge/Chrysler/Jeep Vehicles Heritage of Owings Mills II, Inc. \$1,500,000.00

(Department of General Services,
Fleet Management)

MBE/WBE PARTICIPATION:

On February 1, 2019, MWBOO determined no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

4. B50005812, OEM Parts and Service for Allison Transmissions \$1,000,000.00

Harbor Truck Sales
and Service, Inc.
t/a Baltimore
Freightliner

Holabird Enterprises
of Maryland, Inc.

(Department of General Services,
Fleet Management)

MBE/WBE PARTICIPATION:

On February 1, 2019, MWBOO determined no goals would be set because of no opportunity to segment the contract, as there are currently no certified MBEs or WBEs who are authorized Allison Transmission parts or services dealers.

MWBOO GRANTED A WAIVER.

A PROTEST WAS RECEIVED FROM LAWRENCE WARD REPRESENTING HOLABIRD FLEET SERVICE. THE PROTEST WAS WITHDRAWN.

**HOLABIRD
FLEET
SERVICE**

With **TRANS-TECH
TRANSMISSION
CENTER** *Inside*

2200 VAN DEMAN STREET
BALTIMORE, MD 21224

Office: 410-631-9800 • Fax: 410-631-9778 • hfsfix@aol.com

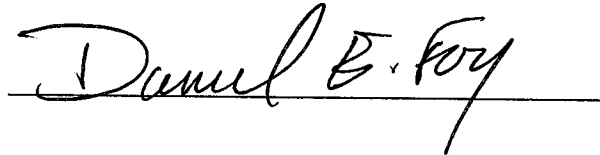
To: The Honorable Board of Estimates

Date: 07/24/2019

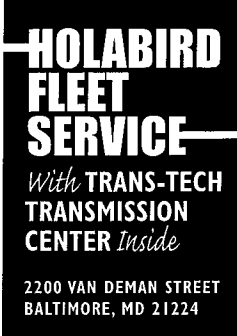
From: Holabird Enterprises of Md.

Subject: Withdraw protest of contract B50005812

I Daniel Foy am withdrawing my protest for contract bid B50005812 from
Holabird Enterprises of Md.

A handwritten signature in black ink that reads "Daniel B. Foy". The signature is written in a cursive style and is positioned above a horizontal line.

COMPT./BOARD OF EST.
JUL 24 '19 AM 8:38



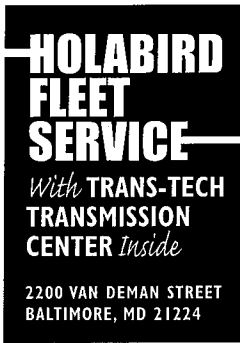
Office: 410-631-9800 • Fax: 410-631-9778 • hfsfix@aol.com

transmission builders. Also an entire section of my building dedicated for that purpose. Also ASE certified Technicians for the removal and replacement of transmissions. These type of technicians are not interchangeable, transmission builders are specific to the trade and very expensive. Any loss of our transmission work could lead to the closure of this department. This would lead to the loss of City jobs. I am a City of Baltimore business and always minority compliant when required.

I intend to appear before the Board with my General Manager, Danny Foy, tomorrow Wednesday July 24, 2019.

Thank you for your time and consideration.

CC: File



To: The Honorable Board of Estimates for Baltimore City Date: 7/23/2019
From: Holabird Enterprises of Md.
Subject: Contract B50005812

This is a Protest of the award pending to be given to Harbor Truck Sales & Service.

- A.) Lawrence Ward – CEO of Holabird Enterprises of Md., T/A Trans Tech Transmission Center
- B.) Harbor Truck does not repair or perform the complete overhaul of any transmission and more specifically Allison Transmissions. This is specified as required on Item DS2 Detailed Specifications, line A. They also have not been in the Allison Transmission repair and Overhaul business for the required previous period of three years. This item is specified on SW4 Bid Responsiveness & Responsibility line C. They intend, by their own words to me, to Purchase Rebuilt Transmissions from Weller Truck Parts a different supplier. This is against SW9 Subcontracting line A, as all of their transmission will have to be done by a subcontractor. Finally, Weller builds a product that I have been instructed by Baltimore City Truck Supervisor Rob Schley to not use on their equipment. I am the current provider of these services and have not been informed that I may use Weller. Thus this was not considered when I made my bid. By the way Weller has been a problem with failed performance and troubled warranty claims.
- C.) This award will take much needed work away from our business. I maintain a full remanufacture center staffed by two (2) master ASE Certified

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation

5. TR 19009, Structural Allied Contractor, \$1,494,700.00
 Repair Citywide JOC I Inc.

MBE: JM Murphy Enterprises	\$300,025.00	20.07%
WBE: Sunrise Safety Services, Inc.	\$ 18,400.00	1.23%
Ackerman & Baynes, LLC	26,000.00	1.74%
S&L Trucking, LLC	13,140.00	0.88%
The New Barbet II Corporation	18,000.00	1.20%
Total	\$ 75,540.00	5.05%

6. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$1,718,905.00	9950-905754-9507 State Constr. Rev.	Constr. Reserve - Annual Urgent Needs Bridge Repair
1,494,700.00	-----	9950-906773-9506-6 Structural & Improve.
149,470.00	-----	9950-906773-9506-5 Inspection
74,735.00	-----	9950-906773-9506-2 Contingencies
\$1,718,905.00		Structural Repairs on Bridge Citywide JOC

This transfer will fund the costs associated with the award of Project No. TR 19009, Structural Repairs Citywide JOC I with Allied Contractors, Inc.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

- | | | |
|---|--------------|---------|
| 1. ALTURA COMMUNICATION SOLUTIONS, LLC | \$ 17,069.33 | Renewal |
| Contract No. B50004991 - Voice Mail Maintenance - Municipal Telephone Exchange - P.O. No. P532057 | | |

On July 13, 2017, the Board approved the initial award in the amount of \$17,069.33. The award contained two 1-year renewal options. On August 22, 2018, the Board approved the first renewal in the amount of \$17,069.33. This final renewal in the amount of \$17,069.33 is for the period July 1, 2019 through July 30, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

- | | | |
|--|---------|---------|
| 2. POINT DEFIANCE AIDS PROJECT/NASEN | \$ 0.00 | Renewal |
| Contract No. 06000 - Needles for Needle Exchange - Department of Health - P.O. No. P546209 | | |

On November 14, 2018, the Board approved the initial award in the amount of \$933,263.80. The award contained two 1-year renewal options. The vendor provides needles at a significant discounted rate for the Needle Exchange Program. This first renewal in the amount of \$0.00 is for the period November 14, 2019 through November 13, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

MBE/WBE PARTICIPATION:

On November 5, 2018, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON NOVEMBER 5, 2018.

- | | | |
|--|---------------------|-----------------|
| 3. <u>DRAEGER, INC.</u> | <u>\$560,000.00</u> | <u>Increase</u> |
| Contract No. 08000 - SCBA Equipment, Supplies and Maintenance
- Baltimore Fire Department, Department of Public Works -
P.O. No. P545385 | | |

On September 12, 2018, the Board approved the initial award in the amount of \$375,000.00. On May 1, 2019, the Board approved an Agreement in the amount of \$0.00. This increase in the amount of \$560,000.00 is necessary for the remainder of the contract and will make the award amount \$935,000.00. The initial four-year term ends on June 30, 2022. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

- | | | |
|---|---------------------|-----------------|
| 4. <u>INTERGRAPH CORPORATION</u> | | |
| <u>T/A HEXAGON SAFETY &</u> | | |
| <u>INFRASTRUCTURE</u> | <u>\$142,349.52</u> | <u>Increase</u> |
| Contract No. 08000 - RMS Premium Annual Support - Police
Department - P.O. No. P544635 | | |

ON August 30, 2017, the Board approved the initial award in the amount of \$129,101.64. On July 11, 2018, the Board approved an Amendment in the amount of \$135,556.68. This increase in the amount of \$142,349.52 is for the period July

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

1, 2019 through June 30, 2020. This increase will make the award amount \$407,007.84. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

5. VIRGINIA PUBLIC WORKS
EQUIPMENT COMPANY \$ 25,630.00 Sole source
 Contract No. 08000 - Verisight Camera System - Department of
 Public Works - Req. No. R826157

The Board is recommended to approve an award for the acquisition of a Verisign Pro Plus camera system. This request meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

The Vendor is the only vendor that can supply the agency with the appropriate camera system with the needed requirements to perform the inspections of 4200 manholes throughout the City of Baltimore. This camera system will assist the agency in meeting compliance regulations and policy standards. The above amount is the City's estimated requirement.

It is hereby certified that the above procurement is of such a nature neither that no advantage will result in seeking nor would it be practicable to obtain competitive bids. Therefore, pursuant to Article VI, Section 11(e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

6. SKYLINE TECHNOLOGY SOLUTIONS, LLC	\$ 91,507.17	Selected Source/ Agreement
Contract No. 06000 - Security Access and Camera System - Circuit Court of Baltimore City - Req. Nos. R825613 and R825165		

The Board is requested to approve and authorize execution of an Agreement with Skyline Technology Solutions, LLC. The period of the agreement is July 24, 2019 through July 23, 2020. This request meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

The Circuit Court system is a proprietary licensed system and is managed by Skyline Technologies, LLC. They are the original installer of the interior and exterior security cameras, ID cards and Access. The above amount is the City's estimated requirement.

It is hereby certified that the above procurement is of such a nature neither that no advantage will result in seeking nor would it be practicable to obtain competitive bids. Therefore, pursuant to Article VI, Section 11(e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

On June 21, 2019, MWBOO waived goals as 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 Procurement - cont'd

7. TENNANT COMPANY	\$103,335.00	Sole Source/ Agreement
Contract No. 08000 - Tennant Preventive Maintenance - Baltimore Convention Center P.O. No. P547889		

The Board is requested to approve and authorize execution of an Agreement with Tennant Company. The period of the agreement is March 1, 2019 through February 28, 2022.

This request meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

The Vendor is the manufacturer's sole authorized source for Tennant equipment, parts and services sold directly by its wholly owned subsidiary Tennant Sales and Service Company. Any repairs made to Tennant equipment by an unauthorized dealer will void Tennant factory equipment warranties.

MBE/WBE PARTICIPATION:

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

8. SOLENIS, LLC	\$300,000.00	Consent to Assignment Agreement and Renewal
Contract No. B50004656 - Polymeric Flocculants for GBT for the Back River Wastewater Treatment Plant - Department of Public Works - Wastewater Facilities - P.O. No. P536448		

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

The Board is requested to approve and authorize execution of the Consent to an Assignment Agreement with Solenis, LLC. The period of the agreement is August 10, 2019 through August 9, 2020, with one 1-year renewal option.

On August 10, 2016, the Board approved Contract B50004656 to BASF Corporation in the amount of \$700,000.00. Solenis, LLC has acquired the rights, title and interest in BASF Corporation and is requesting assignment of Contract B50004656. The award contained four 1-year renewal options. Two renewal options have been exercised. The Board is also requested to approve the third renewal. This third renewal in the amount of \$300,000.00 is for the period August 10, 2019 through August 9, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

9. NATIONAL TESTING

NETWORK, INC.	\$ 0.00	Extension
Contract No. 06000 - Police Testing Vouchers - Police Department - P.O. No. P806124		

On September 12, 2018, the Board approved the initial award in the amount of \$112,500.00. This extension is necessary to continue providing testing vouchers to Baltimore City residents for an electronic aptitude test, replacing the Civil Service Exam. The contract expired on June 30, 2019. The period of the extension is July 1, 2019 through June 30, 2020. 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 Procurement - cont'd

It is hereby certified that the above procurement is of such a nature neither that no advantage will result in seeking nor would it be practicable to obtain competitive bids. Therefore, pursuant to Article VI, Section 11(e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

On September 4, 2018, MWBOO granted a waiver due to no opportunity to segment services. Only vouchers for testing are provided.

MWBOO GRANTED A WAIVER ON SEPTEMBER 4, 2018.

UPON MOTION duly made and seconded, the Board approved the informal awards, renewals, increases to contracts, extensions, sole source agreements, and Consent to Assignment Agreement and renewal.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize a Grant Agreement with (GEDCO) Govans Ecumenical Development Corporation as Fiscal Agent of SHARE BALTIMORE, INC. The period of the agreement is effective upon Board approval and terminates December 31, 2019,

AMOUNT OF MONEY AND SOURCE:

\$100,000.00 - 9910-906215-9588 Affordable Housing Program Bonds

BACKGROUND/EXPLANATION:

SHARE BALTIMORE, INC. is a corporation formed from a network of Community Land Trusts across the City and whose members currently consist of North East Housing Institute, Charm City Land Trust, Curtis Bay in collaboration with the Greater Baybrook Alliance, Remington Housing Working Group, Cherry Hill Community Development Corporation, and the Westport Community Economic Development Corporation. These organizations together plan to preserve long term affordability and community stability. To accomplish these objectives, SHARE BALTIMORE, INC. contracted with GEDCO as their fiscal agent to perform project management, coordination and pre-development services necessary. In addition, GEDCO is to provide professional services and management during the term of this agreement to assist the members of SHARE BALTIMORE, INC., in an expeditious and economical manner and consistent with the interest of SHARE BALTIMORE, INC. To support the efforts of SHARE BALTIMORE, INC., DHCD is providing (\$100,000.00) to GEDCO.

MINUTES

DHCD - cont'd

MBE/WBE PARTICIPATION:

The Grantee has signed a Commitment to Comply.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$100,000.00	9910-924026-9587	9910-906215-9588
1 st Affordable Housing Bonds	New Affordable Housing Fund (Reserve)	Share Baltimore Community Land Trust

This transfer will provide affordable housing funds to Share Baltimore's fiscal agent, GEDCO that will provide support management services to the Community Land Trust Groups.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Agreement with Govans Ecumenical Development Corporation as Fiscal Agent of SHARE BALTIMORE, INC. 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 Housing and - Amendment No. 1 to Memorandum
Community Development of Agreement

ACTION REQUESTED BY B/E:

The Board is requested to approve and authorize execution of Amendment No. 1 to Memorandum of Agreement (Amendment) between the Housing Authority of Baltimore City (HABC) and the Maryland State Historic Preservation Officer (SHPO) collectively the (signatories).

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On January 16, 2019, the Signatories entered into a Memorandum of Agreement regarding the transfer of title of 13 scattered site HABC properties to the City for the purpose of demolition under Project CORE. That Memorandum of Agreement (MOA) specifically addressed issues related to compliance with Section 106 of the National Historic Preservation Act.

It has emerged that there was an error in the list of the 13 affected properties enumerated in Attachment A of the MOA. The property listed as 1116 Mosher Street should have been listed as 1316 Mosher Street.

This Amendment is to correct the listing in Attachment A of the MOA. The underlying MOA will expire on September 8, 2021. There are no other changes to the underlying MOA.

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 1 to the Memorandum of Agreement between the Housing Authority of Baltimore City and the Maryland State Historic Preservation Officer.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the fee simple interest in the property located at 2129 Vine Street (Block 0175, Lot 067), by gift from Mid Atlantic TRA LLC FBO Asiad Kunaish Roth IRA, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

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

BACKGROUND/EXPLANATION:

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

Mid Atlantic IRA LLC FBO Asiad Kunaish Roth IRA has offered to donate to the City, title to the property located at 2129 Vine 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, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through June 13, 2019, other than water bills, are as follows:

MINUTES

DHCD - cont'd2129 Vine Street

Tax Sale	314095	\$2,322.45
Real Property Tax	2018-2019	285.04
Real Property Tax	2017-2018	485.29
Real Property Tax	2016-2017	556.79
Miscellaneous	8099392	232.00
Miscellaneous	8602674	139.31
Environmental	54614953	Included in Tax Sale
Registration	033737	<u>530.40</u>
Total Taxes Owed		\$4,551.28

UPON MOTION duly made and seconded, the Board approved the acquisition of the fee simple interest in the property located at 2129 Vine Street (Block 0175, Lot 067), by gift from Mid Atlantic TRA LLC FBO Asiad Kunaish Roth IRA, 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 the acquisition of the fee simple interest in the property located at 1731 East Chase Street (Block 1565, Lot 039), by gift, from East Baltimore Development, Inc. (EBDI), Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

No City funds will be expended.

BACKGROUND/EXPLANATION:

The provisions of Article II, Section 15 of the Charter of Baltimore City (2010 Edition); Article 13 of the Baltimore City Code (2010 Edition) which established the Department of Housing and Community Development; Ordinance No. 1202, the Middle East Urban Renewal Plan, originally approved by the Mayor and City Council of Baltimore on November 30, 1979, as amended; authorize the City to acquire the Property.

The Mayor and City Council of Baltimore, (City), acting by and through the DHCD (Department), and the EBDI, entered into a Land Disposition and Development Agreement dated April 22, 2004 and recorded among the Land Records of Baltimore City in Liber FMC No. 7331, folio 559, setting forth the terms under which the EBDI was to develop, maintain and operate substantial portions of East Baltimore, Maryland (Project). The City and the EBDI entered into a First Amendment to Land Disposition and Development Agreement dated December 19, 2007, recorded among the Land Records of Baltimore City in Liber FMC No. 10322, folio 056, (collectively the LDDA).

MINUTES

DHCD - cont'd

Pursuant to the LDDA, the City conveyed to the EBDI the property known as 1731 E. Chase Street (Block 1565, Lot 039). The consideration for the conveyance was \$0.00. The EBDI is currently using a small portion of the property as their corporate offices. The Mayor's Office of Neighborhoods has since leased most of the building from the EBDI.

The EBDI now desires to convey the property back to the City and lease from the City the portion of the property that it presently occupies. The EBDI and the Department have agreed to a conveyance by gift of the property back to the City.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved the acquisition of the fee simple interest in the property located at 1731 East Chase Street (Block 1565, Lot 039), 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 (DHCD) - Subordination Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize a Subordination Agreement (or similar agreement), with respect to the Metro Heights at Mondawmin Apartments, located at 2700 Reisterstown Road between the Mayor and City Council of Baltimore, acting by and through the DHCD, and Bellwether Enterprise Real Estate Capital, LLC.

The Board is also requested to authorize the Commissioner of the Department of Housing and Community Development to execute all legal documents to effectuate this transaction after legal review and approval by the Department of Law.

AMOUNT OF FUNDS AND SOURCE:

No additional funds are required.

BACKGROUND/EXPLANATION

On May 17, 2017, the Board approved a HOME Investment Partnerships Program Loan in the amount of \$1,250,000.00 to Metro Heights Limited Partnership (the Borrower).

On June 21, 2017, the Board approved a correction of the requested approval of May 17, 2017. The requested change in the prior submission was an increase of the permanent first loan amount from \$1,825,600.00 to approximately \$2,200,000.00. This change resulted in reducing the project debt coverage ratio to 1.35x, which allowed the borrower to absorb additional debt financing. The proceeds of the HOME loan were used to support a portion of the construction and construction-related costs of 70 affordable and market rate rental units known as Metro Heights at Mondawmin Apartments, in the Liberty Square neighborhood of West Baltimore.

As part of the original project financing, the Borrower and the sponsor utilized a combination of a short-term bridge loan from SunTrust Bank, a Georgia banking corporation (SunTrust), Low

MINUTES

DHCD - cont'd

Income Housing Tax Credits, grants, and funds from the Community Development Administration (CDA), a unit of the Division of Development Finance of the Maryland Department of Housing and Community Development and funds from the Federal Home Loan Bank of Atlanta (the FHLB Funds) to construct the project. The City contributed a \$1,250,000.00 loan from the HOME Investment Partnerships Program (the HOME Loan).

SunTrust provided two loans during construction: a first loan in the original principal amount of \$2,200,000.00 (the First Loan) and a third loan in the original principal amount of \$11,800,000.00 (the Third Loan). After construction completion and stabilization, the Third Loan is to be repaid from tax credit equity proceeds (which would leave the HOME Loan in the third mortgage lien position), and the First Loan will be repaid from a permanent take-out loan (the Permanent First Loan) from Bellwether Enterprise Real Estate Capital, LLC, an Ohio limited liability company, or its affiliate (Bellwether).

As referenced in the 2017 Board Memos and loan documents, the project has reached stabilization and the Borrower wishes to enter into the Permanent First Loan from Bellwether, which loan is expected to be in a principal amount not to exceed \$2,200,000.00 for a term of 15 years and an interest rate of approximately 5.40%. Monthly principal and interest payments will be approximately \$11,685.00. The Borrower is not taking out any equity through the new first mortgage loan.

Prior to the initial closing of the financing, an appraisal was prepared for Bellwether, dated May 18, 2017, by Colliers International Valuation & Advisory Services, which concluded that Prospective Market Value Upon Stabilization based on a restricted rent scenario (which at the time was estimated to be January 1, 2019) was \$4,310,000.00.

MINUTES

DHCD - cont'd

Because the City has a lien on the property, Bellwether is requiring the City (along with the other lenders on the project, including the CDA and Enterprise Homes, Inc. (the lender of the FHLB Funds) each to execute an agreement subordinating its loans. The DHCD respectfully requests the Board's approval to execute the Subordination Agreement between the City and Bellwether.

All other terms and conditions as stated in the 2017 Board approval and the approvals contained herein remain in full force and effect.

MBE/WBE PARTICIPATION:

N/A

THE DIRECTOR OF FINANCE REVIEWED AND RECOMMENDED APPROVAL.

UPON MOTION duly made and seconded, the Board approved and authorized a Subordination Agreement with respect to the Metro Heights at Mondawmin Apartments, located at 2700 Reisterstown Road between the Mayor and City Council of Baltimore, acting by and through the DHCD, and Bellwether Enterprise Real Estate Capital, LLC. The Board further authorized the Commissioner of the Department of Housing and Community Development to execute all legal documents to effectuate this transaction after legal review and approval by the Department of Law.

MINUTES

Department of Housing and - Loan Modification Roberta's
Community Development House Bereavement and Grief Center

ACTION REQUESTED OF B/E:

The Board is requested to 1.) approve a loan modification to increase the loan of Community Development funds by an additional \$150,000.00 for the demolition of properties located at 906 – 910 East North Avenue with respect to a project sponsored by Roberta's House Inc., 2.) extend the prior conditions for obtaining a use and occupancy permit within 24 months of the Board approval and 3.) when the additional funds are loaned to the borrower, the City loan will be structured as a no-interest, deferred loan.

The Board is also requested to authorize the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to approval for form and legal sufficiency by the Department of Law.

AMOUNT OF FUNDS AND SOURCE:

<u>Sources</u>		<u>Uses</u>	
Maryland Capital Budget	\$ 3,550,000.00	Construction	\$ 9,015,758.00
Various Foundations	4,100,000.00	Architecture and Engineering	488,819.00
NMTC Equity	5,304,000.00	Attorney Fees	150,000.00
Operating Funds	3,034,773.00	Financing Expenses	189,900.00
Roberta's House Equity	251,227.00	Syndication and Related Fees	2,190,750.00
Baltimore City (Demolition)	353,000.00	Project Management	450,000.00
Total	\$16,593,000.00	Operating Expenses	3,034,773.00
		Fixtures and Equipment	250,000.00
		Acquisition and Demolition	823,000.00
		Total	\$16,593,000.00

Account - 9910-908262-9588-900000-704045

BACKGROUND/EXPLANATION:

On March 28, 2012 and on July 24, 2013, the Board approved the expenditure of Community Development Bond funds in the amount of \$148,000.00 and \$855,000.00 respectively in the aggregate amount

MINUTES

DHCD - cont'd

of \$203,000.00 (the Prior Loan) to Roberta's House Inc. (the Borrower). The proceeds of the Prior Loan were used to assist with the demolition and environmental remediation work of properties located at 922 - 928 East North Avenue.

Roberta's House, Inc. (the Borrower), a Baltimore-based nonprofit organization, currently runs Roberta's House, a grief and bereavement center that offers counseling services to children and their families within Baltimore City. Working through the necessary grief stages and understanding the essential needs of a child's grief allow families to support each other and communicate more effectively. Children work in small, age appropriate groups utilizing creative activities to identify feelings and needs, and adults share in groups. All participants are given resources to support them in their respective journeys.

Roberta's House is currently located at 2510 St Paul Street, and has outgrown its space. The Borrower has proposed to construct a new facility (the Project) on the properties currently known as 906-928 East North Avenue, which properties will be consolidated as 928 E. North Avenue (the Site). Using a combination of New Market Tax Credits and public and private resources, the Project will consist of the new construction of a three-story steel-framed facility that will contain approximately 21,300 square feet. After moving into the new facility, Roberta's House expects to be able to serve annually at least 2,000 families who are seeking bereavement support and/or are referred by other agencies. Roberta's House will employ approximately 26 staff members and will be assisted by a volunteer team of at least 200 members. When complete the project is anticipated to represent a total investment of over \$16,000,000.00 of which the State of Maryland has committed \$3,550,000.00 through its Capital Budget.

The Prior Loan was provided as a no-interest loan and was secured by a Deed of Trust (the Prior Loan Deed of Trust). The Prior Loan was to be forgiven provided the Borrower meets two covenants: (i) the facility is constructed and has received its use and occupancy permit within three years following the demolition and (ii) the

MINUTES

DHCD - cont'd

facility is used for the purposes stated above for 15 years following completion of construction (the Prior Conditions). In the event either of the Prior Conditions was not met, the Borrower was to be responsible for repaying the City the full amount of the Prior Loan.

Since the making of the Prior Loan, the Borrower has developed a financing structure for the construction of the Project that involves the sale of New Markets Tax Credits and which requires, because of certain tax requirements in connection with such tax credits, and which requires, all other funding sources for the project apart from the City funds, to be disbursed in total to the Borrower (defined herein). Amounts equal to the non-City funding sources will be leveraged through the New Markets Tax Credit structure as follows: (i) there will be a contribution from the Borrower to Roberta's House Support Corporation, an organization affiliated and formed to support the Borrower (RH Support), and (ii) RH Support will obtain other grants and, with the contributions from Borrower, will lend these funds to Roberta's House Investment Fund, LLC (Investment).

Wells Fargo Community Investment Holdings, LLC, will provide new markets equity to the Investment. The Investment will use the loan from RH Support and equity to make a qualified equity investment into one Community Development Entity (CDE) and the CDE will make a qualified low income community investment loan out of the qualified equity investment to the Borrower.

The Department is requesting three approvals. First, the Department requests additional Community Development Bond funds in an amount not to exceed One Hundred and Fifty Thousand and 00/100 Dollars (\$150,000.00) (the Additional Funds, and together with the Prior Loan, the City Loan). The Additional Funds will be used to demolish three additional abandoned row house structures that constitute a long-term blighting influence and detract from efforts to attract new investment and construct the facility.

MINUTES

DHCD - cont'd

Demolition will be undertaken, at the Borrower's request, utilizing the City's existing demolition contract. The City's investment to the Project will increase from \$203,000.00 to \$353,000.00.

Second, the Borrower was not able to complete the construction of the Facility within three years following the original demolition as required by the Prior Board Memos. However, the Department has received assurances from the Borrower that with the Additional Funds and the soon-to-be-closed financing structure, the Borrower will be able to complete the construction of the Facility in the next twenty-four months. As such, the Department requests the ability to extend the Prior Conditions so that as a condition of the loan of the Additional Funds, the Borrower agrees to obtain the use and occupancy permit for the Project within twenty-four (24) months from the Board's approval and to use the Project for the purposes stated in this memo for fifteen years following completion of construction (the New Conditions). The Borrower will be responsible for repaying the City the full amount of the City Loan if the New Conditions are not met.

Third, when the additional Funds are loaned to the Borrower, the City Loan will be structured as a no interest, deferred loan. Because of the requirements of the New Market Tax Credit financing, the Department requests approval to release the Prior Deed of Trust securing the Prior Loan and instead to record a regulatory agreement (the Regulatory Agreement) that will ensure that the Borrower complies with the City Restrictions and the other requirements of the City Loan. The Regulatory Agreement will be recorded and run with the land but will be subordinate to liens associated with the project financing. The Borrower agrees that at the end of the compliance period of the New Market Tax Credits (the Compliance Period), the Borrower will arrange to have the City Loan secured by a lien on real property or other collateral whose appraised value is not less than the outstanding principal

MINUTES

DHCD - cont'd

and interest of the City Loan, or which is otherwise satisfactory to the City. The City agrees that to the extent the Borrower arranges for permanent financing of the Project at the end of the Compliance Period and the lenders agree or have agreed that the City can secure a lien on the real property, the payment of the City Loan and terms, conditions, and lien of the City's mortgage, if any, will be subordinate to the terms, conditions, and lien of any mortgage securing any component of such financing, and the City agrees to enter into a commercially reasonable subordination and standstill agreement with any such permanent lender.

The Borrower will represent and warrant that the City Loan Proceeds will be used solely for demolition of the property in accordance with an approved development budget and draw schedule, both to be reviewed and approved by the City prior to closing of the City Loan. Following the completion of construction, the Borrower will submit a written certification as to the final hard costs associated with the construction of the project.

The infusion of New Market Tax Credits will provide roughly \$5.3 million of equity to assist with the construction of the facility and will encourage additional and similar investment in similar projects throughout the City.

All other terms and conditions of the Prior Board Memos and approvals contained herein remain in full force and effect.

APPROVED FOR FUNDS BY FINANCE

THE DIRECTOR OF FINANCE REVIEWED AND RECOMMENDED APPROVAL.

MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board 1.) approved a loan modification to increase the loan of Community Development funds by an additional \$150,000.00 for the demolition of properties located at 906 - 910 East North Avenue with respect to a project sponsored by Roberta's House Inc., 2.) extend the prior conditions for obtaining a use and occupancy permit within 24 months of the Board approval and 3.) when the additional funds are loaned to the borrower, the City loan will be structured as a no-interest, deferred loan. The Board further authorized the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to approval for form and legal sufficiency by the Department of Law. The Comptroller **ABSTAINED**.

MINUTES

Office of the Mayor - FY'20 Annual Financial Plan Budget
for South Baltimore Gateway Partnership

ACTION REQUESTED OF B/E:

The Board is requested to **NOTE** receipt of the annual financial plan (Budget) of the South Baltimore Gateway Community Impact District Management Authority, a/k/a South Baltimore Gateway Partnership.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

Following a 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, (Authority), later branded as South Baltimore Gateway Partnership (SBGP). City Council Bill 16-0694 requires Board of Estimates review of the Authority's Bylaws, Strategic Plan and Annual Financial Plan. State law required the Authority to begin receiving 50% of Casino Local Impact Grant (LIG) funds starting in FY'18. The purpose is to provide enhanced services and community development activities in the CID (map submitted), consistent with Maryland's law that established the LIG funds.

The Mayor's Office launched the SBGP's Board of Directors in fall of 2016 to begin establishing the Authority, which has now completed its third year of operations. FY19 activities include grants to community-based organizations and other activities highlighted in the memo submitted and in quarterly reports on SBGP's activities submitted to the Board.

MINUTES

Office of the Mayor - cont'd

SBGP's Board of Directors adopted the FY'20 Budget on March 20, 2019, after a public hearing on March 13, 2019. The FY'20 Budget is hereby submitted for approval by the Board of Estimates.

Also submitted herewith are SBGP's amended Bylaws, having been adopted on March 20, 2019.

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 **NOTED** receipt of the Annual Financial Plan of the South Baltimore Gateway Community Impact District Management Authority, a/k/a South Baltimore Gateway Partnership. The Mayor **ABSTAINED**.

MINUTES

Office of the Mayor - FY'19 First Quarterly Report (Q1) for
South Baltimore Gateway Partnership

ACTION REQUESTED OF B/E:

The Board is requested to **NOTE** receipt of the Quarterly Report for First Quarter (Q1) activities in FY'19 by South Baltimore Gateway Community Impact District Management Authority, a/k/a South Baltimore Gateway Partnership.

AMOUNT OF MONEY AND SOURCE:

N/A

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 later rebranded as the South Baltimore Gateway Partnership (SBGP). Baltimore City Council Bill 16-0694 was the enabling ordinance that established the SBGP.

Consistent with State law, CB16-0694 requires that the SBGP must receive no less than 50% of Casino Local Impact Grant (LIG) funds starting with FY 18. The purpose of these funds is to provide enhanced services and development activities benefiting the specified neighborhoods of the South Baltimore Gateway consistent with the South Baltimore Gateway Master Plan. City Council Bill 16-0694 also requires that the Board of Estimates review and approve the SBGP's Bylaws, Strategic Plan and Annual Financial Plan.

In developing procedures for the City to transfer FY'18 LIG funds intended for the Authority, the Director of Finance requested that SBGP submit quarterly updates detailing progression on the Annual Financial Plan to the BOE. This FIRST QUARTERLY REPORT for FY'19 (Q1), having been received by the Mayor's Office, is hereby submitted to the Board of Estimates for review.

MINUTES

Office of the Mayor - cont'd

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 **NOTED** receipt of the Quarterly Report for First Quarter activities in FY'19 by South Baltimore Gateway Community Impact District Management Authority, a/k/a South Baltimore Gateway Partnership. The Mayor

ABSTAINED.

MINUTES

Office of the Mayor - FY'19 Quarterly Report (Q2) for
South Baltimore Gateway Partnership

ACTION REQUESTED OF B/E:

The Board is requested to **NOTE** receipt of the Quarterly Report for Second Quarter (Q2) activities in FY'19 by South Baltimore Gateway Community Impact District Management Authority, a/k/a South Baltimore Gateway Partnership.

AMOUNT OF MONEY AND SOURCE:

N/A

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 later rebranded as the South Baltimore Gateway Partnership (SBGP). Baltimore City Council Bill 16-0694 was the enabling ordinance that established the SBGP.

Consistent with State law, the CB16-0694 requires that the SBGP must receive no less than 50% of Casino Local Impact Grant (LIG) funds starting with FY 18. The purpose of these funds is to provide enhanced services and development activities benefiting the specified neighborhoods of the South Baltimore Gateway consistent with the South Baltimore Gateway Master Plan. City Council Bill 16-0694 also requires that the Board of Estimates review and approve the SBGP's Bylaws, Strategic Plan and Annual Financial Plan.

MINUTES

Office of the Mayor - cont'd

In developing procedures for the City to transfer FY'18 LIG funds intended for the Authority, the Director of Finance requested that SBGP submit quarterly updates detailing progression on the Annual Financial Plan to the BOE. This SECOND QUARTERLY REPORT for FY'19 (Q2), having been received by the Mayor's Office, is hereby submitted to the Board of Estimates for review.

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 **NOTED** receipt of the Quarterly Report for Second Quarter activities in FY'19 by South Baltimore Gateway Community Impact District Management Authority, a/k/a South Baltimore Gateway Partnership. The Mayor **ABSTAINED**.

MINUTES

Office of the Mayor - FY'19 Third Quarterly Report (Q3) for
South Baltimore Gateway Partnership

ACTION REQUESTED OF B/E:

The Board is requested to **NOTE** receipt of the Quarterly Report for Third Quarter (Q3) activities in FY'19 by South Baltimore Gateway Community Impact District Management Authority, a/k/a South Baltimore Gateway Partnership.

AMOUNT OF MONEY AND SOURCE:

N/A

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 later rebranded as the South Baltimore Gateway Partnership (SBGP). Baltimore City Council Bill 16-0694 was the enabling ordinance that established the SBGP.

Consistent with State law, the CB16-0694 requires that the SBGP must receive no less than 50% of Casino Local Impact Grant (LIG) funds starting with FY 18. The purpose of these funds is to provide enhanced services and development activities benefiting the specified neighborhoods of the South Baltimore Gateway consistent with the South Baltimore Gateway Master Plan. City Council Bill 16-0694 also requires that the Board of Estimates review and approve the SBGP's Bylaws, Strategic Plan and Annual Financial Plan.

In developing procedures for the City to transfer FY'18 LIG funds intended for the Authority, the Director of Finance requested that SBGP submit quarterly updates detailing progression of the Annual Financial Plan to the BOE. This THIRD QUARTERLY REPORT for FY'19 (Q3), having been received by the Mayor's Office, is hereby submitted to the Board of Estimates for review.

MINUTES

Office of the Mayor - cont'd

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 **NOTED** receipt of the Quarterly Report for Third Quarter activities in FY'19 by South Baltimore Gateway Community Impact District Management Authority, a/k/a South Baltimore Gateway Partnership. The Mayor

ABSTAINED.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Transportation</u>			
1. Tamerisk Walters	Association for Commuter Transportation 2019 International Conference New York, NY Aug. 3 - 8, 2019 (Reg. Fee \$1,090.00)	State Grants	\$3,607.63

The subsistence rate for this location is \$299.00 per night. The cost of the hotel is \$339.00 per night, plus total hotel taxes of \$289.63, and resort fee of \$30.00 per night. The Department is requesting additional subsistence of \$40.00 per night to cover the hotel costs and \$40.00 per day for meals and incidentals.

Ms. Walters personally incurred the cost of the hotel and resort fee. The train fare of \$123.00 and registration fee of \$1,090.00 were prepaid on a City-issued procurement card assigned to Dharendra Sinha. Therefore, Ms. Walters will be disbursed \$2,517.63.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			
2. Vanya Jones Dedra Layne Aisha Burgess	Preventing Teen Dating and Youth Violence by Addressing Shared Risk and Protective Factors Minneapolis, MN Aug. 5 - 9, 2019 (Reg. Fee \$0.00 ea.)	Balto. City TDV and Youth Violence Prevention Addressing Shared Risk Factors	\$4,224.27

The subsistence rate for this location is \$227.00. The cost of the hotel is \$151.00 per night, plus total hotel taxes of \$79.49. The airfare cost of \$350.00 per attendee and hotel cost of \$987.49 per attendee was prepaid on a City-issued procurement card assigned to Malcolm Green-Haynes. Therefore, the disbursement to each attendee is \$364.00.

Mayor's Office of Criminal Justice

3. Thomas Stack	Baltimore City Human Trafficking Collaborative & The City of Houston Anti- Human Trafficking Task Force Houston, TX Sept. 4 - 6, 2019 (Reg. Fee \$0.00)	Human Trafficking STRT VOCA Grant	\$ 881.54
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The subsistence rate for this location is \$181.00 per night. The cost of the hotel is \$177.60 per night, plus hotel taxes of \$30.19 per night. The Department is requesting additional subsistence of \$36.60 per day for meals and incidentals.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office of Criminal Justice - cont'd</u>			

The airfare cost of \$325.96 and hotel cost of \$415.58 were prepaid on a City-issued procurement card assigned to Mr. Hosea Chew. Therefore, Mr. Stack will be disbursed \$140.00.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five workdays or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

Office of the Mayor

4. Carolyn Mozell	Maryland Association of Counties Annual Summer Conference Ocean City, MD August 14 - 17, 2019 (Reg. Fee \$325.00)	General Funds	\$1,574.61
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The subsistence rate for this area is \$311.00 per day. The hotel rates are \$299.00 for the first and second nights, and \$320.00 for the third night. All three nights were subject to a 4.5% hotel tax and a \$1.49 per night tourism fee. The Office of the Mayor is requesting additional subsistence in the amount of \$9.00 to cover the hotel accommodations and \$40.00 to cover the cost of food for the third night, and \$56.00 for first and second days to cover the cost of food. The additional subsistence totaling \$105.00 has been added to the total.

The hotel and registration fees were purchased using a City issued credit card assigned to Mr. Hosea T. Chew. Therefore, the disbursement to Ms. Mozell will be \$285.82.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the Mayor</u> - cont'd			
5. Nicholas Blendy	Maryland Association of Counties Annual Summer Conference Ocean City, MD August 14 - 17, 2019 (Reg. Fee \$325.00)	General Funds	\$1,574.61

The subsistence rate for this area is \$311.00 per day. The hotel rates are \$299.00 for the first and second nights, and \$320.00 for the third night. All three nights were subject to a 4.5% hotel tax and a \$1.49 per night tourism fee. The Office of the Mayor is requesting additional subsistence in the amount of \$9.00 to cover the hotel accommodations and \$40.00 to cover the cost of food for the third night, and \$56.00 for first and second days to cover the cost of food. The additional subsistence totaling \$105.00 has been added to the total.

The hotel and registration fees were purchased using a City issued credit card assigned to Mr. Hosea T. Chew. Therefore, the disbursement to Mr. Blendy will be \$285.82.

6. Lester Davis	Maryland Association of Counties Annual Summer Conference Ocean City, MD August 14 - 17, 2019 (Reg. Fee \$325.00)	General Funds	\$1,574.61
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The subsistence rate for this area is \$311.00 per day. The hotel rates are \$299.00 for the first and second nights, and \$320.00 for the third night. All three nights were subject to a 4.5% hotel tax and a \$1.49 per night tourism fee. The Office of the Mayor is requesting additional subsistence in the amount

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the Mayor - cont'd</u>			
<p>of \$9.00 to cover the hotel accommodations and \$40.00 to cover the cost of food for the third night, and \$56.00 for first and second days to cover the cost of food. The additional subsistence totaling \$96.00 has been added to the total.</p> <p>The hotel and registration fees were purchased using a City issued credit card assigned to Mr. Hosea T. Chew. Therefore, the disbursement to Mr. Davis will be \$285.82.</p>			
7. Danté Barksdale	Healing Justice Alliance Conference Sacramento, CA Sept. 9 - 12, 2019 (Reg. Fee \$315.00)	General Funds	\$1,678.74

The subsistence rate for this area is \$201.00 per day. The hotel rate is \$189.00 plus a 12% hotel tax per night and a tourism fee in the amount of \$18.71. The Office of the Mayor is requesting additional subsistence in the amount of \$28.00 per day to cover the cost of meals and incidental expenses. The additional subsistence totaling \$84.00 has been added to the total.

The airfare, hotel accommodations, and registration fees were purchased using a City issued credit card assigned to Mr. Hosea T. Chew. Therefore, the disbursement to Mr. Barksdale will be \$180.00.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office of Criminal Justice (MOCJ)</u>			
8. Thomas Stack	31 st Annual Crimes Against Children Conference Aug. 11 - 15, 2019 Dallas, TX (Reg. Fee \$530.00)	Human Traffick- ing STRT VOCA Grant	\$1,908.00

The airfare in the amount of \$428.60, the hotel cost in the amount of \$149.00 per day, the hotel taxes in the amount of \$22.35 per day, and the registration fee in the amount of \$530.00 were prepaid using a City-issued credit card assigned to Ms. Renee Newton. Mr. Stack is leaving a day early due to the conference location and start time. Therefore, Mr. Stack will be disbursed \$264.00.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five workdays or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

9. Robert Bizzell	31 st Annual Crimes Against Children Conference Aug. 11 - 15, 2019 Dallas, TX Reg. Fee \$651.00)	Human Traffick- ing STRT VOCA Grant	\$1,988.38
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The airfare in the amount of 438.98, the hotel cost in the amount of \$149.00 per day, the hotel taxes in the amount of \$22.35 per day, the registration fee in the amount of \$651.00 (\$51.00 for meal plan included in the total) were prepaid using a City-issued credit card assigned to Mr. Hosea Chew. Mr. Bizzell is leaving a day early due to the conference location and start time. Therefore, Mr. Bizzell will be disbursed \$213.00.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office of Criminal Justice - cont'd</u>			
<p>Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five workdays or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.</p>			
<u>Department of Transportation (DOT)</u>			
10. Charles Turner	Maryland Association of Counties Summer Conference Winds of Change Aug. 14 - 16, 2019 Ocean City, MD (Reg. Fee \$440.00)	General Funds	\$ 909.00

The subsistence rate for this location is \$311.00 per night. The cost of the hotel is \$299.00 per night plus total hotel taxes of \$31.40.

The registration fee in the amount of \$440.00 was prepaid on a City-issued credit card assigned to Mr. Dhirendra Sinha. The Department is requesting additional subsistence in the amount of \$28.00 per day for meals and incidentals. Therefore, Mr. Turner will be disbursed \$909.00.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Transportation - cont'd</u>			
11. Denise Worsley	Maryland Association of Counties Summer Conference Winds of Change Aug. 14 - 17, 2019 Ocean City, MD (Reg. Fee \$440.00)	General Funds	\$1,716.95

The subsistence rate for this location is \$311.00 per night. The cost of the hotel is \$319.00 for August 14 - 15, 2019 and \$409.00 for August 16, 2019, plus hotel taxes of \$36.65 per night.

The registration fee in the amount of \$440.00 was prepaid on a City-issued credit card assigned to Mr. Dharendra Sinha. The Department is requesting additional subsistence in the amount of \$8.00 per day for August 14 - 15, 2019 and \$98.00 for August 16, 2019 for the hotel, and \$40.00 per day for meals and incidentals. Therefore, Ms. Worsley will be disbursed \$1,276.95.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five workdays or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

MINUTES**RETROACTIVE TRAVEL MODIFICATION/APPROVAL/REIMBURSEMENT**Office of the Mayor

12. Tonya Miller	The South by Southwest, (SXSW®) Conference & Festivals Austin, TX Mar. 8 - 14, 2019 (Reg. Fee \$1,250.00)	General Funds \$1,805.74
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Tonya Miller and Cortney Weinstock attended the SXSW conference on March 11-17, 2019 to source music talent and sponsorships for the AFRAM festival.

Their initial travel dates were March 8 - 12, 2019, which the Board originally approved request on February 6, 2019. However, when Meses. Miller and Weinstock realized that the initial conference dates were dedicated to Technology/ Interactive and Government Affairs and the music portion of the conference didn't begin until March 12th, they changed their travel dates.

The initial hotel stay was booked at the Lakeway Resort due to the cost. Most of the centrally located hotels were far more expensive due to price surging. Upon arriving in Austin, Meses. Miller and Weinstock realized the hotel was located in a remote part of the City. They felt unsafe and it took more than two hours to drive each way. It was soon discovered that the conference hotel rates in the central location of the conference had been reduced therefore they decided to relocate. Meses. Miller and Weinstock switched to the JW Marriott and shared a room. Due to the initial room being booked with Ms. Renee Newton's City-issued credit card, Ms. Miller personally incurred the cost of the hotel and hotel taxes.

MINUTES**RETROACTIVE TRAVEL MODIFICATION/APPROVAL/REIMBURSEMENT**

Mayor's Office - cont'd

TRAVEL REIMBURSEMENT

\$1,562.00 - Hotel (\$460.00 for 3/13/19, \$391.00 for 3/14/19,
\$379.00 for 3/15/19, \$332.00 for 3/16/19)

243.74 - Hotel Taxes

\$1,805.74 - Total Reimbursement

This request is late because of administrative delays.

The Board, UPON MOTION duly made and seconded, approved the forgoing Travel Requests, Retroactive Travel Modification/Approval and Reimbursement. The Mayor **ABSTAINED** on item nos. 4, 5, 6, 7 and 12.

MINUTES

Fire Department - Payment of Back Wages

ACTION REQUESTED OF B/E:

The Board is requested to approve the retro payment of back wages for Mr. Carl Knight III for the period May 16, 2018 through April 1, 2019.

AMOUNT OF MONEY AND SOURCE:

\$10,029.09 - 1001-000000-2121-226400-601061

BACKGROUND/EXPLANATION:

Per the Memorandum of Understanding with Fire Officer's Local 964, when a vacancy occurs, the subsequent promotion for that position and for payroll purposes must be effective at the start of the next pay period. Therefore, the next person promoted down the line must be promoted on this same date.

Mr. Kyle Caldwell, who was in the Captain Safety & Risk Management position, was promoted to Deputy Chief Safety and Risk Management effective May 16, 2018. As a result, the Captain Safety Risk Management position also became vacant on that date.

Mr. Carl Knight III was selected to be Captain Safety & Risk Management. Therefore, for payroll purposes, Mr. Knight's effective date of hire is May 16, 2018 and he must be paid back to that date through April 16, 2019.

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 retro payment of back wages for Mr. Carl Knight III for the period May 16, 2018 through April 1, 2019.

MINUTES

President: "The Board is in recess until twelve o'clock noon for the opening and receiving of bids."

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MINUTES

Comptroller: "The Board is now in session for the receiving and opening of bids."

BIDS, PROPOSALS AND CONTRACT AWARDS

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

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

Bureau of Procurement - B50005786, 25-Foot Transit Bus


Colonial Equipment Co.

Bureau of Procurement - B50005827, Crew Cab Pickup Truck

NO BIDS WERE RECEIVED.

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There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, July 31, 2019.


 JOAN M. PRATT
 Secretary