

**MINUTES****REGULAR MEETING**

Honorable Bernard C. "Jack" Young, President  
Honorable Catherine E. Pugh, Mayor  
Honorable Joan M. Pratt, Comptroller and Secretary  
Rudolph S. Chow, Director of Public Works  
Andre M. Davis, City Solicitor  
Dana P. Moore, Deputy City Solicitor - **ABSENT**  
S. Dale Thompson, Deputy Director of Public Works  
Bernice H. Taylor, Deputy Comptroller and Clerk

President: "Good morning. The October 31<sup>st</sup> meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiencies of these hearings, persons who are disruptive to the hearing will be asked to leave the hearing room immediately. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing. I will direct the Board members attention to the Memorandum from my office dated October 29, 2018 identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a Motion to approve all of the items contained in the routine agenda."

MINUTES

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

Comptroller: "I Second."

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

\* \* \* \* \*

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

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

Centennial Contractors Enterprises, Inc.	\$ 133,840,000.00
GeoConstructors, Inc.	\$ 13,090,000.00
J.A. Argetakis Contracting Company, Inc.	\$ 8,000,000.00
Parkinson Construction Company, Inc.	\$ 8,000,000.00

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:

A Squared Plus Engineering Support Group, LLC	Engineer
--	----------

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

**MINUTES**Baltimore Development Corporation - Lease Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Lease Agreement with CL Counseling LLC (Tenant) for the premises containing 366 total rentable square feet located at 2901 Druid Park Drive. The period of the Lease Agreement is September 1, 2018 through August 31, 2020, with an additional two-year renewal option that may be exercised by the tenant.

**AMOUNT OF MONEY AND SOURCE:**

<u>Base rent for first year</u>	<u>Monthly Installments</u>
\$6,360.00	\$530.00
<u>Base rent for second year</u>	<u>Monthly Installments</u>
\$6,614.00	\$551.20

**BACKGROUND/EXPLANATION:**

The base rent is payable to the City for the first year of the lease term, escalating at four per cent in the second year, and each year during the renewal period.

CL Counseling LLC will use the premises for an administrative office and for no other purpose.

**MBE/WBE PARTICIPATION:**

N/A

**MINUTES**

Baltimore Development Corporation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with CL Counseling LLC (Tenant) for the premises containing 366 total rentable square feet located at 2901 Druid Park Drive.

**MINUTES**

Department of General Services (DGS) - Interim Report on Cummings Building Roof Replacement

**ACTION REQUESTED OF B/E:**

The Department of General Services hereby complies with the requirements of Baltimore City Charter, Article VI §11 (e) (ii) to report on procurement activities for emergency situations. The urgency to act for the public welfare-public safety and the on-going nature of the events described below have been the reasons for the delay in issuing this report. A contract with the firm selected for this work will be brought to this Board individually.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On or about September 18, 2018, there was discovered at the Cummings Building, located at 401 E. Fayette Street, significant water infiltration into the interior of the building. This infiltration was caused by a severely leaking exterior roof, generating concerns among the tenants about further water damage and the potential for mold and other environmental hazards.

The DGS immediately took action to procure contractor(s) to address the leaking roof and investigate the suspected mold growth and coordinate a plan for replacement of the leaking roof. Due to the nature and gravity of the incident, written notices were given to the Director of Finance on September 18, 2018 that the DGS would need to obtain the goods and/or services that were not within the scope of any existing contract, and requested that emergency procurement be provided to allow for replacement of the roof. On

**MINUTES**

DGS - cont'd

September 19, 2018, the Director of Finance gave written formal approval authorizing DGS to obtain through the emergency procurement process the required goods and/or services.

Since that time, the DGS requested quotes and received from a contractor who routinely performs roof work for the City, a proposal for a full roof replacement and masonry repair. A Notice to Proceed (NTP) with the work was issued to Simpson of Maryland, Inc. ("Simpson") on October 24, 2018.

The DGS is negotiating formal emergency procurement contracts with Simpson, which DGS will present to the Board for approval as soon as reviews by various City agencies are completed. At the time of NTP, the total cost of the roof replacement and associated masonry repairs was estimated at \$626,725.00.

The current project schedule is for completion of all repairs by March 22, 2019. However, this date and final costs are dependent on such factors as 1) the conditions of subsurface areas of the roof that are not accessible for direct inspection prior to commencing the roofing work and 2) the weather.

The DGS will continue to keep the Board apprised of its actions and will bring forward contracts for approval at the earliest date possible.

**MWBOO GRANTED A WAIVER.**

UPON MOTION duly made and seconded, the Board approved the Interim Report on the Cummings Building Roof Replacement.

**MINUTES**Mayor's Office of Employment Development - Grant Awards

The Board is requested to approve and authorize acceptance of the various Grant Awards from the Maryland State Department of Labor, Licensing and Regulation. The period of the grant award is July 1, 2018 through June 30, 2019.

1. **PY18 SUMMER YOUTH CONNECTION** **\$ 207,456.00**

Account: 5000-507819-6397-483200-405001

This grant will fund approximately 130 youth, ages 14 and 15, with summer work experiences throughout Baltimore City for Program Year 18. Youth will be engaged in community service through positions with nonprofits, community groups and governmental agencies where they are responsible for important services such as, keeping Baltimore parks and open spaces clean, beautifying city neighborhoods and supporting the operation of community libraries and summer camps.

**MBE/WBE PARTICIPATION:**

MOED is the grant recipient; therefore, MBE does not apply.

2. **PY18 YOUTH WORKS** **\$1,130,000.00**

Account: 5000-506319-6397-483200-405001

This grant will fund approximately 661 Baltimore City residents, ages 14 - 21, in YouthWorks summer jobs for Program Year 18. Youth will work a minimum of 25 hours per week and are paid a minimum of \$10.00 per hour. Worksites include local businesses, foundations, city and state agencies, individuals and community partners.



**MINUTES**

Mayor's Office of Employment Development - cont'd

**MBE/WBE PARTICIPATION:**

MOED is the grant recipient; therefore, MBE does not apply.

The grant awards are late because additional time was necessary to reach a comprehensive understanding between the parties.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the foregoing Grant Awards from the Maryland State Department of Labor, Licensing and Regulation.

**MINUTES**

Mayor's Office of Employment - Consultant Agreement  
Development (MOED)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Consultant Agreement with the Baltimore City Board of School Commissioners (BCBSC). The period of the consultant agreement is July 1, 2018 through June 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$205,076.00 - 5000-501219-6391-483200-405001

**BACKGROUND/EXPLANATION:**

The Baltimore City Board of School Commissioners operates an alternative school for high-school students in a portion of the MOED's Youth Opportunity Westside Center, located at 1510 West Lafayette Avenue. As the Consultant, MOED will complement the academic services of the BCBSC by providing wrap-around services such as youth development initiatives, cultural enrichment activities, and job readiness training. These efforts are designed to help increase school attendance and decrease the dropout rate of students who attend alternative high schools.

Payment under this agreement will not exceed \$250,000.00.

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

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**

MOED - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Consultant Agreement with the Baltimore City Board of School Commissioners.

**MINUTES**Space Utilization Committee - Lease Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Lease Agreement with Stephanie Williams, Lessee, for the rental of property located at 1427 Light Street, known as School 33, Studio 206 (2<sup>nd</sup> floor). The period of the Lease Agreement is September 1, 2018 through August 31, 2021, with the option to renew for two additional one-year terms.

**AMOUNT OF MONEY AND SOURCE:**

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

**BACKGROUND/EXPLANATION:**

The premises will be used as an artist studio. The Lease may be terminated by Lessor during the original term and renewal terms by giving a 60-day notice to the Lessee. The Lessee is responsible for content insurance, janitorial, trash receptacles and security. The Lessor is responsible for heat, electricity and water.

The Space Utilization Committee approved this Lease Agreement on September 11, 2018.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with Stephanie Williams, Lessee, for the rental of property located at 1427 Light Street, known as School 33, Studio 206 (2<sup>nd</sup> floor).

**MINUTES**

Space Utilization Committee - Interdepartmental Lease  
Agreement Renewal

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Interdepartmental Lease Agreement between the Department of General Services, Landlord, and the Department of Transportation. The period of the Interdepartmental Lease Agreement is July 1, 2018 through June 30, 2019 with five one-year renewal options.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$402,634.00	\$33,552.83

(Initial term only)

Account: 1001-000000-2301-248700-603096

**BACKGROUND/EXPLANATION:**

On March 20, 2013, the Board approved the Interdepartmental Lease Agreement for the period of July 1, 2012 through June 30, 2013, with five one-year renewal options. This new lease agreement is for the period July 1, 2018 through June 30, 2019. The tenant will lease a portion of the property known as the Benton Building located at 417 E. Fayette Street, consisting of approximately 36,606 square feet on the 5<sup>th</sup> floor.

The Lease Agreement is late because of the administrative process.

**MINUTES**Space Utilization Committee - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Interdepartmental Lease Agreement between the Department of General Services, Landlord, and the Department of Transportation.

**MINUTES**

Space Utilization Committee - Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Lease Agreement with the Baltimore City Board of School Commissioners, Tenant, for the rental of the property known as 1510 W. Lafayette Avenue, consisting of approximately 7,200 sq. ft. The Lease Agreement will commence July 1, 2018 through June 30, 2019, with no renewal options.

**AMOUNT OF MONEY AND SOURCE:**

Annual Rent

\$1.00

**BACKGROUND/EXPLANATION:**

The Leased Premises will be used as an alternative school for high school students who are over aged (ages 18-24) and under credited, and have not been successful in traditional school settings. Students are referred by the Baltimore City Public School System's office of the Student Placement.

The Landlord is responsible for maintaining the interior common spaces and exterior of the building; providing pest control and the supply and payment of all utilities. The Tenant is responsible for providing, liability insurance, janitorial service, minor repairs and security for the lease premises.

The Space Utilization Committee approved this Lease Agreement on October 16, 2018.

**MINUTES**Space Utilization Committee - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with the Baltimore City Board of School Commissioners, Tenant, for the rental of the property known as 1510 W. Lafayette Avenue, consisting of approximately 7,200 sq. ft.



**MINUTES**Mayor's Office of Human Services - Provider Agreements

The Board is requested to approve and authorize execution of the various Provider Agreements. The period of the provider agreements is July 1, 2018 through June 30, 2020, unless otherwise indicated.

1. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$ 75,000.00**

Account: 4000-407119-5940-760500-603051

Associated Catholic Charities, Inc. will provide case management services to clients as part of their emergency shelter for adults (Weinberg Housing Resource Center). Case management services will be client-centered, focused on connecting clients to permanent sustainable housing options and increasing income. Services will include but are not limited to, helping clients complete coordinated access assessments, assisting clients to obtain vital documents and IDs, connecting clients to mainstream benefits and employment opportunities, and creating housing plans for clients. The funds will be utilized to cover personnel costs for a Crisis Intervention Specialist and a Program Security Assistant.

The agreement is late because of a delay at the administrative level.

**MWBOO GRANTED A WAIVER.**

2. **ST. PAUL'S PLACE, INC.** **\$ 79,000.00**

Account: 4000-407119-3573-761100-603051

St. Paul's Place, Inc. will utilize the funds to provide homelessness prevention and rapid re-housing assistance to 20 homeless individuals or families and 40 households at risk of becoming homeless.

## MINUTES

Mayor's Office of Human Services - cont'd

The agreement is late because of delay in receiving the federal grant award notice.

**MWBOO GRANTED A WAIVER.**

3. **GOVANS ECUMENICAL DEVELOPMENT CORPORATION**      **\$100,000.00**

Account: 5000-529119-3573-765400-603051

Govans Ecumenical Development Corporation will utilize the funds to pay portions of salaries for three Resident Advocates, a Program Director and one Life Skills Counselor who will link low-income residents of permanent housing in the City of Baltimore to services and help them remain in their housing. Govans Ecumenical Development Corporation will serve 75 clients.

The agreement is late because of a delay in receiving the state grant award notice.

**MWBOO GRANTED A WAIVER.**

4. **AT JACOBS WELL, INC.**      **\$ 23,184.00**

Account: 4000-407017-3571-757400-603051

At Jacobs Well, Inc. will utilize the funds to provide supportive services to 18 formerly homeless individuals. Clients served in this program are low-income formerly homeless individuals who are struggling with chronic mental illness. The period of the agreement is September 1, 2018 through August 31, 2019.

## MINUTES

Mayor's Office of Human Services - cont'd

The agreement is late because of a delay at the administrative level.

5. **STRONG CITY BALTIMORE, INC.** **\$ 80,000.00**

Account: 5000-583618-3572-792700-603051

The Youth Empowered Society (YES) is an organization devoted to serving and supporting youth who are experiencing homelessness. YES operates a rapid re-housing program in Baltimore for homeless youth, providing rental assistance and case management to connect youth to basic resources, obtain peer support, guide youth towards stability and wellness. YES provides urgently needed direct services to youth through trauma-informed peer and ally support, develops the leadership and employment readiness of youth who have experienced homelessness, and partners with youth to advocate for systems change.

Under this agreement, YES will serve at least ten non-duplicated youth, provide them with case management and rental assistance for scattered site housing units. The period of the agreement is October 1, 2017 through December 31, 2018.

The agreement is late because of a delay at the administrative level.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**

Mayor's Office of Human Services - cont'd

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

**MINUTES**

Health Department - Notice of Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Notice of Grant Award, with the Maryland State Department of Education (MDSE) for the School-Based Health Center (SBHC) Program. The period of the grant award is July 1, 2018 through June 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$505,021.00 - 5000-525719-3100-295900-405001

**BACKGROUND/EXPLANATION:**

This grant provides funding for the Health Department to provide medical, mental health, dental and other services to children and Adolescents on-site at schools, with parental consent.

The Notice of Grant Award is late because of administrative delays.

**WBE/WBE PARTICIPATION:** N/A

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Notice of Grant Award, with the Maryland State Department of Education for the School-Based Health Center Program.

**MINUTES**

Health Department - Ratification of Notification of Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify the Fifth Notification of Grant Award (NGA) from the Maryland Department of Aging. The period of the NGA was October 1, 2016 through September 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$365,091.00	-	4000-433517-3024-268400-404001
10,000.00	-	4000-432917-3255-761200-404001
0.00	-	4000-434317-3255-761600-404001
15,000.00	-	4000-436217-3255-761800-404001
0.00	-	4000-436117-3255-761700-404001
0.00	-	4000-433917-3044-761500-404001
0.00	-	4000-433917-3044-761500-404001
0.00	-	6000-633517-3255-771700-406001

**\$390,091.00**

**BACKGROUND/EXPLANATION:**

The original NGA was approved on March 21, 2018 in the amount of \$361,667.00 for period of October 1, 2016 through September 30, 2017. The second NGA was approved on April 25, 2018 in the amount of \$1,823,950.00 for period of October 1, 2016 through September 30, 2017. The third NGA was approved on June 20, 2018 in the amount of \$1,755,462.00 for period of October, 1, 2016 through September 30, 2017. The fourth NGA was approved on July 25, 2018 in the amount of \$5,153.00 for period of October 1, 2016 through September 30, 2017. This Fifth NGA will reflect an increase in the amount of \$390,091.00, making the total NGA \$4,336,323.00.

The grant was contingent upon approval of the FY17 Federal Appropriation of funds for the Administration of the Older Americans Act. By accepting these grants, the grantee agrees to

**MINUTES**

Health Department - cont'd

abide by the terms of the following documents, including amendments thereto: its approved Area Plan; grant application/s; grant agreement/s Aging Program Directives; and all applicable federal and state laws, regulations, policies, and procedures.

This ratification will allow the Department to provide coordinated and accessible services for seniors in Baltimore City.

The Fifth NGA is late because the Department misplaced the original notice and was waiting on copies from the Maryland Department of Aging.

**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 ratified the Fifth Notification of Grant Award from the Maryland Department of Aging.

**MINUTES**

Health Department - Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Grant Agreement with Maryland Community Health Resources Commission. The period of the grant agreement is July 1, 2018 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$250,000.00 - 5000-570718-3080-279600-405001

**BACKGROUND/EXPLANATION:**

This Grant Agreement will allow funds to be used to provide for the implementation of the project entitled, "Addressing Health Equity among Pregnant and Postpartum Women through Care Coordination." The project ensures that pregnant and postpartum women who are not successfully reached through traditional outreach methods, who have the poorest and costliest outcomes, are successfully located by Pregnancy Engagement Specialists. The Pregnancy Engagement Specialist will connect these individuals back into the system of care and link them to high quality services that improve maternal health and decrease infant mortality and disparities in infant mortality.

The Grant Agreement is late because of budget revisions delaying its processing.

**APPROVED FOR FUNDS BY FINANCE**

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



**MINUTES**

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Agreement with Maryland Community Health Resources Commission.

## MINUTES

Health Department - Agreements

The Board is requested to approve and authorize execution of the various agreements. The period of the agreements is July 1, 2018 through June 30, 2019, unless otherwise indicated.

1. **LIGHT HEALTH AND WELLNESS COMPREHENSIVE SERVICE, INC.** **\$38,453.00**

Account: 5000-569719-3023-273345-603051

HIV continues to impact the Black Community in the Eligible Metropolitan Area (EMA) at higher rates. Many times the challenges include: suitable housing, homelessness, emergency assistance. The organization's goal will be to assist Ryan White eligible clients with housing services that include: transitional housing assistance, rental assistance vouchers, and utility assistance vouchers.

It will also work with each client on financial literacy and refer to other services that will optimize the client's success with adherence. Organization will work with individuals to maximize health outcomes specifically to communities most impacted by disparities. It will also work closely and collaborate with some of the following clinics and programs for housing services: STAR TRACK, Johns Hopkins Intensive Primary Care, Chase Brexton, and other programs or agencies within the EMA.

2. **LIGHT HEALTH AND WELLNESS COMPREHENSIVE SERVICE, INC.** **\$77,410.00**

Account: 5000-569719-3023-273347-603051

The organization will provide Non-Medical Case Management (Client Advocacy) services to 45 low-income individuals who

**MINUTES**Health Department - cont'd

are infected with HIV/AIDS. Client Advocacy services will consist of providing advice and assistance to People Living with HIV/AIDS in obtaining medical, social community, legal, financial and other needed support services. The Client Advocate will also make sure that the client has access to special HIV resources not offered by other service providers.

**MWBOO GRANTED A WAIVER.**

3. **LIGHT HEALTH AND WELLNESS COMPREHENSIVE SERVICE, INC.** **\$71,500.00**

Account: 5000-569719-3023-273347-603051

HIV continues to impact the Black Community in the Eligible Metropolitan Area (EMA) at higher rates. Some of the challenges include: non adherence, access to healthcare, and disclosure. The population that continues to be most impacted by this issue is the Men Who Have Sex with Men (MSM) and Young Men Who Have Sex with Men community.

The goal will be to educate, assist, and identify newly diagnosed, at risk, and those who have fallen out of care with traditional outreach services. Clients that have fallen out of care will receive additional services and be referred to some of the organization's other Ryan White services.

**MWBOO GRANTED A WAIVER.**

## MINUTES

Health Department - cont'd

4. **LIGHT HEALTH AND WELLNESS COMPREHENSIVE SERVICE, INC.** **\$71,568.00**

Account: 5000-569719-3023-273349-603051

The incidence of HIV/AIDS continues to increase for Baltimore City's Eligible Metropolitan Area (EMA). As a result, families continue to have greater challenges that require psychosocial support services. The organization will enhance collaborative relationships with HIV primary care agencies, medical case management agencies, HIV support services organizations and other community/faith based organizations in order to coordinate a network of comprehensive services for HIV infected/affected individuals.

**MWBOO GRANTED A WAIVER.**

5. **LIGHT HEALTH AND WELLNESS COMPREHENSIVE SERVICE, INC.** **\$45,979.00**

Account: 5000-569719-3023-273344-603051

The organization will provide Health Education Risk Reduction services for clients living with HIV. Education services will consist of providing CLEAR (Choosing Life: Empowerment! Action! Results), a Centers for Disease Control evidenced based curriculum that works with women and men 16 years or older living with HIV/AIDS or at risk.

This curriculum focuses on sexual risk, secondary prevention, and safe sex negotiations, adherence, substance use risk, stigma, and disclosure. The organization will also provide group education, health literacy, and supportive services to 15 unduplicated women between the ages of 18 and older living with HIV.

## MINUTES

Health Department - cont'd

6. **LIGHT HEALTH AND WELLNESS COMPREHENSIVE SERVICE, INC.** **\$ 4,090.00**

Account: 5000-569719-3023-273346-603051

The organization will provide non-emergency services that enable an eligible client to access or be retained in core medical or support services. Medical transportation may be provided through: use of company vehicle to provide transportation services, contracts with providers of transportation services, purchase and distribute MTA tokens to clients as needed, purchase and distribute parking vouchers to clients as needed to attend medical appointments, and purchase gas vouchers to reimburse mileage to clients to attend medical appointments.

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

7. **FAMILY HEALTH CENTERS OF BALTIMORE, INC. (FHC)** **\$35,000.00**

Account: 5000-520119-3080-288900-603051

Family Health Centers of Baltimore, Inc. will provide access to reproductive health services to the uninsured and under-

## MINUTES

Health Department - cont'd

insured citizens of Baltimore City. Services include, but are not limited to education, contraception, screening and referral of reproductive-related cancers and education and screening of sexually transmitted infections.

The agreement is late because of a delay in the administrative review process.

8. **FAMILY HEALTH CENTERS OF BALTIMORE, INC. (FHC)** **\$80,000.00**

Account: 4000-480619-3080-279200-603051

Family Health Centers of Baltimore, Inc. will implement the Seventeen Days curriculum, an evidenced based teen pregnancy prevention program designed to educate youth about contraception and STDs. The goal of Seventeen Days is to prevent HIV and Sexually Transmitted Infections (STIs), by improving a youth's ability to make less risky sexual health choices.

The organization will attend monthly conference calls for Clinical Intervention Partners hosted by Planned Parenthood of MD, purchase the Seventeen Days curriculum, and designate appropriate staff to serve as training facilitators; ensure that clinical services are youth-friendly and that appropriate supportive services (mental health and substance use) are accessible, ensure evaluation activities are met; and participate in team meetings, complete fiscal reports as required, and manage the FHC clinic activities.

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

**MWBOO GRANTED A WAIVER.**

## MINUTES

Health Department - cont'd

9. **HEALTHCARE ACCESS MARYLAND, INC.** **\$946,851.00**

Account: 4000-421319-3080-595500-603051

HealthCare Access Maryland, Inc. will follow up on requests sent by the Managed Care Organizations to assist pregnant and postpartum women with accessing Medicaid services. The organization will provide priority telephonic and face-to-face outreach, referral, complaint resolution assistance, and HealthChoice education to pregnant/postpartum Medical Assistance enrollees.

The agreement is late because budget reviews for FY 2019 delayed processing.

**MWBOO GRANTED A WAIVER.**

10. **HEALTHCARE ACCESS MARYLAND, INC.** **\$405,993.00**  
**(HCAM)**

Accounts: 4000-499619-3080-294213-603051	\$311,000.00
4000-498819-3080-595800-603051	\$ 94,993.00

HCAM, Inc. was established to assist City residents in the transition from Medicaid "fee-for-service" to a Managed Care System called HealthChoice, HCAM, Inc. employees connect clients to needed services and help them navigate the Managed Care System. HCAM, Inc. will provide support services for the home visiting programs. HCAM, Inc. will complete activities to address the identified needs of prenatal health, postpartum wellness, infant safety and family planning.

**MWBOO GRANTED A WAIVER.**

## MINUTES

Health Department - cont'd

This agreement is late because of the administrative review process.

11. **PLANNED PARENTHOOD OF MARYLAND, INC.** **\$150,000.00**

Account: 4000-480619-3080-279200-603051

Planned Parenthood of Maryland, Inc. will serve as lead for the implementation of the Seventeen Days curriculum within the project's clinic settings and implement the Seventeen Days curriculum within its Baltimore City Clinic.

This agreement is late because of the administrative review process.

**MWBOO GRANTED A WAIVER.**

12. **PLANNED PARENTHOOD OF MARYLAND, INC.** **\$ 41,700.00**

Account: 4000-494419-3080-292300-603051

The Planned Parenthood of Maryland will implement a health education curriculum for child welfare workers and foster care providers for the U Choose - Personal Responsibility Education Program.

The agreement is late because budget reviews and approvals delayed its processing.

**MWBOO GRANTED A WAIVER.**



## MINUTES

Health Department - cont'd

13. **CHASE BREXTON HEALTH SERVICES, INC.** **\$210,678.00**

Account: 4000-484819-3023-718000-603051

Chase Brexton Health Services, Inc. will be one of the primary providers for Pre-Exposure Prophylaxis (PrEP) targeting Men who Have Sex with Men (MSM) and the transgender community, and will participate with the REACH Institute in providing training on best practices for providing PrEP. The organization will hire peer navigators to assist clients in accessing PrEP when appropriate and ensuring the obstacles to care are overcome, and participate in and contribute to quarterly meetings that elucidate best practices and ensure dissemination of best practices among the members of the collaborative. The period of the agreement is September 30, 2018 through September 29, 2019.

This agreement is because of delays in the administrative review process.

**MWBOO GRANTED A WAIVER.**

14. **KENNEDY KRIEGER INSTITUTE, INC.** **\$ 80,361.00**

Accounts: 1001-000000-3080-288500-603051	\$ 49,163.00
4000-427119-3080-294300-603051	\$ 31,198.00

The Kennedy Krieger Institute, Inc. will coordinate family support services with the Baltimore Infants and Toddlers Program. These services will include early intervention and coordination of services to infants and toddlers and their families in the Hispanic/Latino and Orthodox Jewish communities.

## MINUTES

Health Department - cont'd

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

**MWBOO GRANTED A WAIVER.**

15. **A.J. BOGGS & COMPANY, CORPORATION** **\$100,095.72**  
**(A.J. BOGGS)**

Account: 5000-569719-3023-273376-603051

A.J. Boggs provides a production environment for CAREWare, including secure hosting with effective climate control, back-up power and manage CAREWare hosting capacity, assess the risk and make recommendations to guard against cyber threats, assure compliance with HIPPA and other federal regulations for data protection and sharing, assure effective business continuity and disaster recovery plans are implemented. The period of the agreement is May 16, 2018 through May 15, 2019.

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

**MWBOO GRANTED A WAIVER.**

16. **ALMOST HOME II ASSISTED LIVING, INC.** **\$ 31,200.00**

Account: 5000-534019-3254-767803-607001

This agreement will allow the Department to disburse State Subsidized Assisted Housing Funds to low-income residents at Almost Home II Assisted Living, Inc.

## MINUTES

Health Department - cont'd

Almost Home II Assisted Living, Inc. is enrolled in the Senior Assisted Living Group Home Subsidy Program and will provide subsidized senior assisted housing services for individuals age 62 and over, who have temporary or periodic difficulties with the activities of daily living. The Senior Assisted Housing residents receive shelter, meals, housekeeping, personal care services, and 24-hour on-site supervision.

The agreement is late because the Department was waiting for information and signatures from Almost Home II Assisted Living, Inc.

17. **HEALTHY TEEN NETWORK, INC.** **\$ 15,000.00**

Accounts: 4000-494419-3080-292300-603051	\$ 10,000.00
6000-630718-3080-295900-603051	\$ 5,000.00

The Teen Network, Inc. will partner with Coppin State University to develop and implement a training component, which includes training for the Seventeen Days curriculum, a theory based interactive DVD designed to educate young women about contraceptive and STDs.

The agreement is late because revisions to the agreement delayed processing.

18. **AIDS ACTION BALTIMORE, INC.** **\$ 80,571.00**  
**HIV DEMONSTRATION PROJECTS - PrEP UP**

Account: 4000-484819-3023-718000-603051

The AIDS Action Baltimore, Inc. serves as an advocate for those at risk for HIV, as well as those living with HIV through providing educational, financial, and emotional support in the Baltimore Metropolitan area.

## MINUTES

Health Department - cont'd

The organization will hire and retain one person from the Men Who Have Sex with Men (MSM) community and one person from the transgender community to conduct outreach, peer navigation services and adherence and retention services. This initiative is known as the PrEP UP program. Services will consist of assessing persons encountered through outreach and AIDS Action Baltimore, Inc.'s programs for pre-exposure prophylaxis (PrEP) eligibility, referring eligible clients to clinical and support services, including referrals to partnering clinical agencies (STAR TRACK, JACQUES Initiative, Harriett Lane, Moore Clinic, Chase Brexton, and the Department's STD Clinics). The period of the agreement is September 30, 2018 through September 29, 2019.

The Agreement is late because of delays in the administrative review process.

**MWBOO GRANTED A WAIVER.**

19. **TOTAL HEALTH CARE, INC.** **\$ 90,500.00**  
**HIV PREVENTION PROJECT**

Account: 4000-499018-3023-513200-60351

The Total Health Care, Inc. will provide routine HIV counseling, linkage to care for newly diagnosed and People Living with HIV, and referrals for Partner Services. The organization will ensure the provisions of supplementary HIV testing for all patients with preliminary reactive rapid test results. The period of the agreement is January 1, 2018, through December 31, 2018.

## MINUTES

Health Department - cont'd

The agreement is late because prolonged budget issues delayed in processing.

**MWBOO GRANTED A WAIVER.**

20. **BALTIMORE MEDICAL SYSTEM, INC.** **\$ 131,000.00**

Account: 4000-480619-3080-279200-60351

U Choose, an Evidence-Based Teen Pregnancy Prevention Service, led by the Department's Bureau of Maternal and Child Health, intends to decrease the teen birth rate among African American and Hispanic teens, through reductions in disparities and ensuring delivery of an abstinence focused-based program.

The Baltimore Medical System, Inc. will implement the Seventeen Days curriculum, an evidenced based teen pregnancy prevention program within its family planning clinics.

The Agreement was delayed receiving budgets and signatures.

**MWBOO GRANTED A WAIVER.**

21. **MORGAN STATE UNIVERSITY** **\$ 0.00**

The Morgan State University (MSU) through its Registered Nurse and Family Nurse Practitioner Programs will assign various nursing students to the Department to gain field experience in public health care. The primary care field experience authorized by MSU, as part of the education of students in the Registered Nurse and Family Nurse Practi-

**MINUTES**

Health Department - cont'd

tioner programs, will be supervised by a registered nurse and/or physician or nurse practitioner preceptor. The MSU will provide a course description prior to rotation.

The agreement is late because revisions to the agreement delayed processing.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**MINUTES**

Fire and Police Employees' - Investment Advisory Agreement  
Retirement System (F&P)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Investment Advisory Agreement with NEPC, LLC. The period of the agreement is effective upon Board approval through October 31, 2021, with two successive one-year renewal options.

**AMOUNT OF MONEY AND SOURCE:**

\$485,000.00 - annually

No General Fund monies are involved in this transaction. All funds and expenses will be expended from the F&P.

**BACKGROUND/EXPLANATION:**

After conducting a comprehensive search and interviews, the F&P Board of Trustees selected NEPC, LLC to serve as its investment consultant.

The NEPC, LLC will be providing investment consulting for the F&P's entire fund, which presently approximates \$2.8 billion. Fixed compensation under this three-year contract with two one-year renewal options will be set at \$485,000.00 annually and will cover general consulting as well as consulting for direct investment in hedge funds, private equities, commodities, direct lending, and infrastructure.

**MINUTES**

F&P - cont'd

**MBE/WBE PARTICIPATION:**

The Minority and Women's Business Opportunity Office (MWBOO) has waived MBE/WBE utilization requirements for this selected source, professional service contract.

**MWBOO GRANTED A WAIVER.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Investment Advisory Agreement with NEPC, LLC. The Comptroller **ABSTAINED**.



## MINUTES

CITY COUNCIL BILL:

18-0254 - An Ordinance concerning the Property Tax Credit - School Public Safety Officers for the purpose of extending the property tax credit provided for public safety officers employed by certain agencies to also include public safety officers employed by the Baltimore City Public School System; and providing for a special effective date.

THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT DEFERS TO THE DEPARTMENT OF FINANCE IN REGARD TO THE PASSAGE OF CITY COUNCIL BILL 18-0254.

THE DEPARTMENT OF FINANCE HAS CONCLUDED, THAT BASED ON THE NUMBER OF PUBLIC SAFETY OFFICERS CURRENTLY EMPLOYED BY THE BCPSS, THE COST OF THIS PROPOSED CREDIT ALONE WOULD NOT REPRESENT A SIGNIFICANT SHORT NOR LONG-TERM FISCAL AND/OR FINANCIAL CONCERN; HOWEVER, THE DEPARTMENT OF FINANCE RECOMMENDS PRUDENCY WHILE IMPLEMENTING POLICIES THAT FURTHER COMPROMISE CITY RESOURCES. THE CREDIT MAY WORK MORE LIKE A PROFESSIONAL ENTITLEMENT THAN AN INCENTIVE, PROVIDING NO NET BENEFIT TO THE CITY. EVEN WITH THE ANTICIPATED SMALL COST FROM THIS PROPOSAL, THIS PROGRAM WOULD INCREASE THE COST OF THE COMBINED TAX CREDITS, WHICH IS ALREADY ANTICIPATED TO REPRESENT MORE THAN 10% OF REAL PROPERTY TAX REVENUES IN FISCAL 2019.

THE FINANCE DEPARTMENT RECOMMENDS THAT GIVEN THE TECHNICAL CONCERNS EXPLAINED ABOVE, THE IMPLEMENTATION OF THIS TAX CREDIT SHOULD BE POSTPONED UNTIL JULY 01, 2020. IF ADJUSTED, THE FINANCE DEPARTMENT WILL NOT OPPOSE THE PASSAGE OF CITY COUNCIL BILL 18-0254.

ALL OTHER REPORTS RECEIVED WERE FAVORABLE.

**MINUTES****CITY COUNCIL BILL:** - cont'd

UPON MOTION duly made and seconded, the Board approved Bill No. 18-0254 and directed that the bill be returned to the City Council with the recommendation that it also be approved by that Honorable Body. The President **ABSTAINED.**

MINUTES

EXTRA WORK ORDERS AND TRANSFER OF FUNDS

\* \* \* \* \*

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

4620 - 4621

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**

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

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

was recommended by the design engineer. The added work extended the contract schedule 183 days past the approved end date and liquidated damages (LD) were assessed. The time extension is to remove the project from LD status, reimburse the contractor's liquidated damages and payment for the additional work. The delay in processing is due to the time required to analyze, evaluate, review the cost of the work, the impact on the schedule and to come to a conclusive adjustment to the contract. The SC 906 project consisted of cleaning, CIPP lining, manhole repair, CCTV's open cut, sewer and lateral repairs. This work is in the West Baltimore High Level Sewer region. This request was initiated on April 24, 2018.

**MBE/WBE PARTICIPATION:**

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code. The MBE and WBE goals assigned to the original agreement are MBE: 31% and WBE 16.2%

**TRANSFER OF FUNDS**

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
3.	\$ 37,784.70	9956-904620-9549	9956-905343-9551-6
	Wastewater	Sanitary System	Construction
	Revenue Bond	Rehab-High Level	

The transfer will cover the costs of SC 906, Improvements to Sanitary Sewers in the West Baltimore Region of the High Level Sewershed.

**MINUTES**

Department of Recreation and Parks - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 05 to Gannett Fleming, Inc. under On-Call Project No. 1232, On-Call Design Services. The period of the task assignment is approximately one year.

**AMOUNT OF MONEY AND SOURCE:**

\$10,339.66 - 9938-914110-9474-900000-703032

**BACKGROUND/EXPLANATION:**

This task will include topographic survey and engineering design services for Clifton Mansion Site Improvements.

**MBE/WBE PARTICIPATION:**

**MBE:** 13.74%

**WBE:** 0.00%

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

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

Department of Recreation and Parks - cont'd

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
<b>\$15,000.00</b>	9938-913110-9475	9938-914110-9474
2 <sup>nd</sup> Parks &	Clifton Mansion	Clifton Mansion
Public Facilities	Site Improvements (Reserve)	Site Improvements (Active)

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1232, Task No. 5 to Gannett Fleming, Inc.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 05 to Gannett Fleming, Inc. under On-Call Project No. 1232, On-Call Design Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Department of Recreation and Parks - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 06 to Gannett Fleming, Inc. under On-Call Project No. 1232, On-Call Design Services. The period of the task assignment is 5 months.

**AMOUNT OF MONEY AND SOURCE:**

\$61,863.25 - 9938-912099-9474-900000-703032

**BACKGROUND/EXPLANATION:**

This task will include construction phase services for Herring Run Emergency Repairs.

**MBE/WBE PARTICIPATION:**

**MBE:** 16.00%

**WBE:** 0.00%

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

**APPROVED FOR FUNDS BY FINANCE**

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



**MINUTES**

Department of Recreation and Parks - cont'd

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
<b>\$60,000.00</b>	9938-916034-9475	9938-912099-9474
General Fund	Herring Run Trail Enhancements (Reserve)	Herring Run Stream Stabilization (Active)

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1232, Task No. 06 to Gannett Fleming, Inc.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 06 to Gannett Fleming, Inc. under On-Call Project No. 1232, On-Call Design Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

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:

4627 - 4629

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

The Transfers of Funds were approved

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

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

Department of Public Works/Office  
of Engineering and Construction

1. SC 980, Rehabilitation and Improvements to Sanitary Sewers at Various Locations in Baltimore City	IPR Northeast		\$8,574,214.35
<b>MBE:</b> East Bay Construction & Service 1, LLC		\$ 401,100.00	4.67%
S&J Service, Inc.		703,492.00	8.20%
P&P Sewer Techs, Inc.*		182,165.00	2.12%
		<b>\$1,286,757.00</b>	<b>14.99%</b>
<b>WBE:</b> TFE Resources, Ltd.		\$ 431,075.00	5.02%

\*The MBE subcontractor is not in good standing with the Maryland State Department of Assessment and Taxation. The Bidder will be allowed to substitute an approved MBE if P&P Sewer Techs, Inc. is not in good standing at time of award.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
2. <b>\$9,310,140.70</b>	9956-903569-9549	9956-905343-9551-6
Wastewater Revenue Bond	Sanitary Sewer Replace/Rehab	Construction

The transfer will cover the costs of SC 980, Rehabilitation and Improvements to Sanitary Sewers at Various Locations in Baltimore City.

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

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

3. WC 1363, Allendale Neighborhood and Vicinity Water Main Rehabilitation	R.E. Harrington Plumbing & Heating Co., Inc.	\$9,329,174.00	
<b>MBE:</b> R.E. Harrington Plumbing & Co., Inc.*		\$3,265,210.90	36%
K.L. Phillip Trucking, Inc.		186,583.48	2%
		<u>\$3,451,794.38</u>	<u>38%</u>
<b>WBE:</b> R&R Contracting Utilities, Inc.		\$ 186,583.48	2%

\* Indicates Self-Performance

**MWBOO FOUND VENDOR IN COMPLIANCE.**

TRANSFER OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
4.	\$10,075,507.92	9960-911064-9558 WC 1363 Allendale WM Rehab	9960-901749-9557-6 Construction

The transfer will cover the costs of WC 1363, Allendale  
 Neighborhood and Vicinity Water Main Rehabilitation.

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

Department of Public Works/  
Department of Recreation & Parks

5.	RP 17821, Druid Hill Comfort Station Grove #3	C&N Associates, LLC	\$ 499,995.00
----	---	------------------------	---------------

**TRANSFER OF FUNDS**

	<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
6.	<b>\$500,000.00</b>	9938-906075-9475 Park Building Renovation FY17 (Reserve)	9938-908075-9474 Park Building Renovation FY17 (Active)

This transfer will provide funds to cover the costs associated with the award of Druid Hill Comfort Station in Grove #3, Contract No. RP 17821 to C&N Associates, LLC.

**MINUTES**

Bureau of Procurement - Acceptance of Technical Proposal  
and Opening of Price Proposal

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the technical proposal submitted for B50005258, Master Lease Agreement from Grant Capital Management, and open its package containing the price proposal and MBE/WBE submittals.

**AMOUNT OF MONEY AND SOURCE:**

N/A - No award recommended at this time.

**BACKGROUND/EXPLANATION:**

On April 04, 2018, the Board received and opened two proposals for solicitation B50005258, Master Lease Agreement. Vendors were solicited by posting on CitiBuy, eMaryland Marketplace, and in local newspapers. The proposal received by Grant Capital Management, Inc., was found responsive, reviewed by the evaluation committee for technical scoring and was determined to meet the City's minimum technical score requirements for price opening.

On June 06, 2018, the Law Department determined Bank of America Public Capital Corporation was non-responsive because the clarifications submitted with the proposal attempted to make material changes to the terms and conditions of the RFP.

UPON MOTION duly made and seconded, the Board approved acceptance of the technical proposal submitted for B50005258, Master Lease Agreement from Grant Capital Management, and to open its package containing the price proposal and MBE/WBE submittals.

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

4632 - 4635

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks</u>		
1. \$ 14,000.00	9938-911039-9475	
Rec. & Parks	Park Maintenance	
27 <sup>th</sup> Series	Facility (Reserve)	
42,000.00	" "	
State		
(Program Open		
Space)		
<u>\$ 56,000.00</u>	-----	9938-912039-9474
		Park Maintenance
		Facility (Active)

This transfer will provide funds to cover the cost associated with design services for Gwynns Falls Maintenance yard.

2. \$ 95,958.09	9938-913001-9475	
State	Construction	
Program Open	Reserve -	
Space (Unallocated	Unallocated	
Reserve)		
121,000.00	9938-903778-9475	
State	Druid Hill Pool	
Program Open	and Bathhouse	
<u>Space (Reserve)</u>	Renovation	
<b>\$216,958.09</b>	-----	9938-908779-9474
		Druid Hill Pool
		and Bathhouse
		Renovation (Active)



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

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks - cont'd</u>		

This transfer will provide funds to cover the costs associated with design services for the Druid Hill Pool and Bathhouse Renovations.

Department of General Services

3.	\$300,000.00 5 <sup>th</sup> Public Building Loan	9916-905001-9194 Construction Reserve - Unalloted
	45,000.00 1 <sup>st</sup> Parks & Public Facilities Loan Renovations - (Reserve)	9916-908128-9194 Hanover & Ostend Fire Facilities
	625,000.00 Casino Area Local <u>Impact Aid</u>	9916-908128-9194 Hanover and Ostend Fire Facilities Renovations - (Reserve)
	<b>\$970,000.00</b>	

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of General Services - cont'd</u>		
\$300,000.00	-----	9916-906228-9197
5 <sup>th</sup> Public Building		Hanover and Ostend
Loan		Fire Facilities
		Renovations -
		(Active)
45,000.00	-----	" "
1 <sup>st</sup> Parks & Public		
Facilities Loan		
625,000.00	-----	" "
Casino Area		
Local Impact		
Aid		
<u>\$970,000.00</u>		

The transfer will provide funds to the Department for the renovations at the Hanover and Ostend Fire Facilities building and all associated in-house costs. These renovations will include concrete slab and door replacement, locker and restroom upgrades on the 1<sup>st</sup> floor, sleep area, kitchen, and restroom renovation on the 2<sup>nd</sup> floor. Upon completion of the project this facility will be reopened as an active Fire Station. It currently houses the Fire Facilities Maintenance Division.

## MINUTES

TRANSFERS OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of General Services - cont'd</u>			
4.	<b>\$125,000.00</b>	9904-919033-9129	9904-920033-9127
	2 <sup>nd</sup> Community	National Aquarium	National Aquarium
	and Economic	MUW Project	Waterfront Campus
	Development Bonds		Plan

This transfer will support the Aquarium's new waterfront campus that will engage and connect people to the water like never before while helping improve water quality and the Inner Harbor ecosystem. Specifically, these funds supported the construction and installation of the first piece of the engineered floating wetland, fabrication and installation of the air supply line connected to the floating wetland to provide necessary aeration for plant life that attracts various species to the unique habitat.









MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

**MBE/WBE PARTICIPATION:**

Not applicable. There are no MBE/WBE contactors that provide fiber connectivity internet service providers that are currently integrated with the City's existing fiber network.

- |   |              |                             |
|---|--------------|-----------------------------|
| 7. DSI, INC.<br>AMERICAN CONTACTING &<br>ENVIRONMENTAL SERVICES,<br>INCORPORATED<br>EESCO PUMP AND VALVE, INC.  | \$100,000.00 | Ratification<br>and Renewal |
| Contract No. B50004075 - Pump Repair and Maintenance Services<br>- Department of Public Works, Bureau of Water and Wastewater<br>- P.O. Nos. P532056, P532054 and P532055 |              |                             |

On July 22, 2015, the Board approved the initial award in the amount of \$600,000.00. The award contained two 1-year renewal options. The period of the ratification is August 1, 2018 through October 31, 2018. The period of the renewal is November 1, 2018 through July 31, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On April 20, 2015, MWBOO determined that no goals would be set because of no opportunity to segment the contract.





## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

and providing new training. The period of the award is effective upon Board approval for five years. The above amount is the City's estimated requirement.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking nor would it be 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. The initial award is below the MBE/WBE subcontracting threshold.

## 10. GEIGER PUMP &amp; EQUIPMENT

CO.	\$ 45,115.00	Sole Source
Contract No. 08000 - Variable Frequency Drives (VFD) Conversion Kit - Department of Public Works - Wastewater Plant - Req. No. R785520		

The Vendor is the only manufacturer's source to supply the correct retro fit for the product, which must be compatible with currently installed equipment at the wastewater treatment plants. The period of the award is October 15, 2018 through October 14, 2019. 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

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

**MBE/WBE PARTICIPATION:**

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

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

## MINUTES

Department of Transportation - Minor Privilege Permit Applications

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

	<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1.	11 N. Howard Street	Simons Gift & Beauty Supply, Inc.	Flat sign 29.43 sq. ft.
	\$ 309.00 - Flat Charge		
2.	15 N. Howard Street	Foued Fitean	Flat sign 34.5 sq. ft.
	\$ 362.25 - Flat Charge		
3.	19 N. Howard Street	Kyung Hyun Kim	Awning with signage 27'x3'6"
	\$ 816.48 - Flat Charge		
4.	5 N. Howard Street	BT Family, LLC	Awning with signage 27'x7'10"
	\$1,655.64 - Flat Charge		
5.	9 N. Howard Street	MRS Tax Enterprises, Inc.	Awning with signage 25'x4'6"
	\$ 966.00 - Flat Charge		

**MINUTES**

Department of Transportation - cont'd

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

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

## MINUTES

Department of Transportation (DOT) - Developers' Agreements

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

	<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
1.	<b>SSA EVI BATHHOUSE PARTNERS, LLC</b>	<b>1583</b>	<b>\$23,305.00</b>

SSA EVI Bathhouse Partners, LLC would like to install a new water service to its proposed new building located at 906 Washington Boulevard, Baltimore, MD. This agreement will allow the organization to do its own installation in accordance with Baltimore City standards.

A Performance Bond in the amount of \$23,305.00 has been issued to SSA EVI Bathhouse Partners, LLC, which assumes 100% of the financial responsibility.

2.	<b>NEPENTHE HOMEBREW, LLC</b>	<b>1600</b>	<b>\$20,020.00</b>
----	-------------------------------	-------------	--------------------

Nepenthe Homebrew, LLC would like to install new water services to its proposed new building located at 3622-26 Falls Road, Baltimore, MD. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$20,020.00 has been issued to Nepenthe Homebrew, LLC which assumes 100% of the financial responsibility.

**MINUTES**

DOT - cont'd

**MBE/WBE PARTICIPATION:**

Irrespective to Article 5, Subtitle 28-4, these items are not the result of City procurement and the above named entities are responsible for all costs. Therefore, MBE/WBE/DBE goals do not apply.

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

**MINUTES**

Department of Transportation/Office - Task Assignment  
of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 11 to Century Engineering, Inc., under Project 1191 On-Call Consultant Services for Federal Aid Projects. The period for this task is approximately 15 months.

**AMOUNT OF MONEY AND SOURCE:**

\$930,597.19 - 9950-905023-9508-900010-705032

**BACKGROUND/EXPLANATION:**

This authorization provides for continued services of a Project Engineer for the concurrent design and construction efforts for the Central Avenue Design Build TR 12317 project during the months of February 2018 to May 2019. The scope of services is supported by various scheduling, claims, construction and technician.

**DBE PARTICIPATION:**

The Consultant will comply with Title 49 of the Federal Regulations part 26 (49CFR26) and the DBE goal established in the original agreement.

**DBE 25.00%**

The consultant has met the 12.00% of the DBE goals. However, they have the capacity to meet the remaining goals.

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



**MINUTES**

Department of Transportation/Office - cont'd  
of Engineering and Construction

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 11 to Century Engineering, Inc., under Project 1191 On-Call Consultant Services for Federal Aid Projects.

**MINUTES**

Department of Transportation/Office - Task Assignment  
of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 21 to A. Morton Thomas and Associates, Inc. Project 1217 under On-Call Construction Project Management Services. The period of the Task is approximately one year.

**AMOUNT OF MONEY AND SOURCE:**

\$120,000.00 - 9960-911502-9557-900020-705032

18,464.62 - 9950-910313-9527-900010-705032

**\$138,464.62**

**BACKGROUND/EXPLANATION:**

This authorization provides for inspection services of a Construction Inspector PW II to the Mid-town Streetscape Project TR 11306.

**MBE/WBE PARTICIPATION:**

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

**MBE:** 27.00%

**WBE:** 10.00%

The Consultant has met 23.00% of the MBE goals, and has met the 10.00% WBE goal.

**MINUTES**

Department of Transportation/Office - cont'd  
of Engineering and Construction

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 21 to A. Morton Thomas and Associates, Inc. Project 1217 under On-Call Construction Project Management Services.

**MINUTES**

Department of Transportation/Office - Task Assignment  
of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 22 to A. Morton Thomas and Associates, Inc. Project 1217 under On-Call Construction Project Management Services. The period of the task is approximately 6 months.

**AMOUNT OF MONEY AND SOURCE:**

\$ 86,124.00 - 9950-902323-9527-900010-705032

86,124.13 - 9950-905023-9508-900010-705032

**\$172,248.13**

**BACKGROUND/EXPLANATION:**

This authorization provides for construction management services with the Transportation Engineering and Construction Division for projects TR 12317-Central Avenue Streetscape and Harbor Point Connector Design Build, TR 11318-Key Highway at Light Street Intersection Improvements, and TR 13321 - Downtown Bicycle Network.

**MBE/WBE PARTICIPATION:**

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

**MBE:** 27.00%

**WBE:** 10.00%

**MINUTES**

Department of Transportation/Office - cont'd  
of Engineering and Construction

Although the Consultant has not met the MBE goal of 27%, they achieved a goal of 23% and there remains enough capacity to meet the goal. The consultant achieved a WBE goal of 12%.

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 22 to A. Morton Thomas and Associates, Inc. Project 1217 under On-Call Construction Project Management Services.

**MINUTES**

Department of Transportation - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Memorandum of Understanding (MOU) with Maryland Department of Transportation, State Highway Administration. The period of the MOU is effective upon Board approval for 36 months.

**AMOUNT OF MONEY AND SOURCE:**

\$218,677.00	-	9950-910105-9512-000000-490360
64,394.25	-	9950-910105-9512-000000-490352
38,900.00	-	4000-418019-6971-605100-404001
<u>\$321,971.25</u>		

**BACKGROUND/EXPLANATION:**

The purpose of this MOU is to provide funding for the Safe Routes to School Program to help communities make it safer for students to walk and bike to school.

The funding associated with this MOU will be used for approved infrastructure and non-infrastructure activities such as starting a walking school bus, scheduling safety presentations throughout the year to review pedestrian and bicycle safety, a Walk to School Day event, construction of approximately 950 linear feet of ADA compliant sidewalk and improvements including enhancements to ramps, crosswalk striping, stop line replacements and the installation of "School Crossing Assembly" and "School Crossing Signs."

MINUTES

Department of Transportation - cont'd

Under this MOU, the City has a matching requirement for \$64,394.25. All matching activities must be directly related to the proposed Safe Routes to School project.

**MBE/WBE/DBE PARTICIPATION:**

As this MOU is to establish the framework for roles and responsibilities for the subject project, the future procurement as a result of the outlined funding above will be considered for minority participation.

**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>
<u>Department of Transportation</u>		
\$218,677.00	9950-944002-9507	
FED	Reserve for Closeouts	
64,394.25	9950-903550-9509	
<u>GF (HUR)</u>	Neighborhood Street	
	Reconstruction	
<b>\$283,071.25</b>	-----	9950-910105-9512
		Pimlico Elementary
		Safe Routes to
		School

## MINUTES

Department of Transportation - cont'd

This transfer will provide funding for the Safe Routes to School Program to help communities make it safer for students to walk and bike to school related to project "Pimlico Elementary Safe Routes to School" in the amount of \$257,577.00.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with Maryland Department of Transportation, State Highway Administration. 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 - Agreement for Water Contract  
of Engineering and Construction No. 1326 - SCADA/DCS Water  
Design Facilities

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the agreement with Whitman, Requardt & Associates, LLP under WC 1326. The period of the agreement is effective upon Board approval for two years or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$1,790.974.57 - 9960-927022-9557-900020-703031

**BACKGROUND/EXPLANATION:**

The Office of Engineering & Construction is requesting the approval of WC 1326-SCADA/DCS Water Facilities Design.

The scope of the original agreement includes: the overall objective for this project is to implement the recommendations of the January 2017 Supervisory Control & Data Acquisition/Distributed Control Systems (SCADA/DCS) Master Plan associated with Water Facilities. The Consultant will develop a conceptual design report that documents the design elements for the project and how those elements will be arranged at the existing sites. The design report will include summaries of technical memoranda, provide estimates of probable construction costs, document permits and other outside regulatory input needed, provide sequencing/phasing, and provide concept level drawing of the planned improvements. The Consultant will produce a set of construction documents for two construction contracts; one set for all field instrumentation and devices that are needed to provide the required data to the SCADA system. The other set will provide the field SCADA system and the Human Machine

**MINUTES**

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

Interface (HMI) Data Centers including the Operations and Management Center. The Consultant will schedule and conduct progress meetings during the design phase of the project, meet with regulatory agencies to discuss progress and interim findings, and will prepare monthly progress reports. The Consultant will also provide assistance during the bidding period.

**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 this agreement are MBE: 27.2% AND WBE: 10.2%.

<b>MBE:</b> Dhillon Engineering, Inc.	\$307,763.16	17.20%
Celadon Technologies, LLC	<u>178,365.64</u>	<u>9.97%</u>
<b>TOTAL MBE:</b>	<b>\$486,128.80</b>	<b>27.14%</b>
<b>WBE:</b> Applied Technology Services, Inc.	\$182,953.31	10.21%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

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

MINUTES

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

**TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
\$1,101,750.35 (Revenue Bonds)	9960-926022-9558 (SCADA Single Platform)	
832,502.37 <u>(County Revenue)</u>	" "	
<b>\$1,934,252.72</b>	-----	9960-927022-9557 (Design & Study)

This transfer will fund the costs of Project 1274 (WC 1326) SCADA Water Facilities Design.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with Whitman, Requardt & Associates, LLP under WC 1326. 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 - Amendment No. 1 to the Memorandum  
of Understanding \_\_\_\_\_

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 1 to Memorandum of Understanding with the Chesapeake Bay Trust. The Amendment No. 1 to Memorandum of Understanding is effective upon Board approval for 24 months.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

Fiscal year 2018 was the fourth year the Department partnered with Chesapeake Bay Trust to provide funding to community-based education, outreach, and restoration projects that improve water quality, create greener neighborhoods and help the City meet its Municipal Separate Storm Sewer System (MS4) Permit.

The Department will provide \$200,000.00 towards the Outreach and Restoration grant program for Baltimore City specific projects that address awareness and behavior change to reduce stormwater runoff as well as Stormwater retrofit projects. The Chesapeake Bay Trust will match the City's funds with no less than \$100,000.00 of its own money for a total program amount of no less than \$300,000.00.

This amendment will allow the grantees of the program to complete assigned projects.

**MINUTES**

Department of Public Works - cont'd

The Department's funding source is the Watershed Protection and Restoration Fund, also known as the stormwater utility.

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 1 to Memorandum of Understanding with the Chesapeake Bay Trust.

**MINUTES**

Department of Public Works - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

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

**AMOUNT OF MONEY AND SOURCE:**

\$21,085.00 - Membership dues for FY' 2019  
25,212.73 - Ongoing technical research support  
**\$46,297.73** - 2070-000000-5501-397101-603022

**BACKGROUND/EXPLANATION:**

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

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

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

**MINUTES**

Department of Public Works - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the reimbursement for American Contracting & Environmental Services, Inc. (ACE) for paying Baltimore Gas and Electric (BGE) to install equipment on the Lower Site of the Loch Raven Dam Project (WC 1183).

**AMOUNT OF MONEY AND SOURCE:**

\$73,072.69 - 2070-000000-5521-632610-603026

**BACKGROUND/EXPLANATION:**

The Office of Engineering and Construction (OEC) requested the Contractor ACE to write a check to pay BGE immediately after the DCOR was processed for the installation of permanent electric power that was on the critical path for the Loch Raven Ground Maintenance Facility that was recently built to avoid a delay claim from the Contractor based on the Time Impact Analyzes (TIA) that was reviewed by the OEC's Project Controls and took necessary steps. The work was completed by BGE in June of 2018.

From our experience, the City's check approval process for the BGE takes between three to four months; moreover, BGE will not begin design scheduling their work until they receive their payment from the City. The lead time for the permanent installation for Lower Site power was seven weeks after BGE received the check.

Therefore, the Department requests permission to reimburse ACE for paying BGE to install equipment on the Lower Site of the Loch Raven Dam Project.

**MINUTES**

Department of Public Works - cont'd

**MBE/WBE PARTICIPATION:**

The assignment of goals will not be assigned to this request but Water Contract No. 1183, Replacement of Loch Raven Environmental Operations Facility project has assigned goals of MBE 27.4% and WBE: 5.1%

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

UPON MOTION duly made and seconded, the Board approved the reimbursement for American Contracting & Environmental Services, Inc. for paying Baltimore Gas and Electric to install equipment on the Lower Site of the Loch Raven Dam Project.



## MINUTES

Department of Audits - Audit Reports

The Board is requested to **NOTE** receipt of the following Audit Reports:

1. Baltimore City Department of Transportation Biennial Performance Audit Fiscal Years Ended June 30, 2017 and 2016.

President: "The first item on the non-routine agenda can be found on page 69, item no. 1, Department of Audits, Baltimore City Department of Transportation Biennial Performance Audit Fiscal Years Ends -- Ended June 30, 2017 and 2016. Will the parties please come forward?"

City Auditor: "Good morning members of the Board. My name is Audrey Askew -- um City Auditor. Due to the essence of timing and the number of Findings -- we have 12 Findings for the Department of Transportation -- we will condense uh -- the um -- the Findings summary. Uh -- the conclusions that uh -- the Department of Audits came to for this audit was similar to the prior audit. So, Department of Transportation was not able to provide sup -- supporting documentation um -- to Audits to sufficiently test four -- I'm sorry eight performance measures. I'll just name those eight measures that we tr -- attempted to test and then um -- if Depart-

## MINUTES

Department of Audits - Audit Reports (Transportation)

ment of Transportation would like to respond, they can. So, Finding No. Two - Percentage of Inspected Streets Meeting City Roadway Ligh -- Lighting Standards; Finding No. Three - Percentage of Street Light Outages Repaired within 4 Days; Four - Percentage of Citizens Rating Street Lighting Services "Good" or "Excellent"; Five - Circulator Buses Not Running at Full Capacity; Eight - Percentage of Docking Capacity Booked During Peak Season; Ten - Number of Rascal Dockings; Eleven - Average Number of Hours between Street Cut Service Requests Received and Inspection; and Twelve - Percentage of Street Cuts Determined to be Improper During -- During Inspection. Again, these eight findings that we were not able to test sufficiently because we were -- we did not obtain sufficient documentation."

President: "Good morning."

Director of Transportation: "Good morning Mr. Chair, Michelle Pourciau, Director, Department of Transportation. Uh -- these Findings cover four major areas that um -- go back a few years ago. Uh -- we've made significant progress and making improvements

## MINUTES

Department of Audits - Audit Reports (Transportation)

in these areas and uh -- now have better documentation. Uh -- the Street Light Program -- many of the issues will be resolved once we complete the installation of the new LED lights, which is progressing. Uh -- in the area of the Circulator Bus, we have moved on to a new contract and are um -- improving our fleet and so all of those Findings are being reconciled with the new contract. Uh -- the Dock Master area uh -- we've hired new people and we're doing a complete analysis of how to better facilitate that operation. And last, but not least, we have improved our Street Cut area uh -- with inspections and new staff that is uh -- responding quicker and improving documentation, overall."

City Auditor: "Okay."

President: "Okay. Any questions?"

City Auditor: "The next four Findings, the Department of Audits was able to test these areas, but the targets were not met at the completion of our audit. So, Finding No. One - Average Annual Electricity Cost Per Street Light; Finding No. Six - The Current

## MINUTES

Department of Audits - Audit Reports (Transportation)

Fleet of Circulator Buses Not Operating Efficiently; No. Seven - Number of Marina Dockings; and No. Nine - Percentage of Dock Master Operations Supported with Docking Fee Revenue."

Director of Transportation: "And the uh -- the previous responses would uh -- apply to these, as well. Uh -- in some cases, the numbers were off a small percentage uh -- but we are looking at all the numbers and making sure we meet our performance targets."

President: "Okay. Um -- the next report should reflect all of that and we look forward to the next report."

City Auditor: "Okay."

President: "Thank you."

\* \* \* \* \*

## MINUTES

Department of Audits - Audit Reports (DHR)

2. Baltimore City Department of Human Resources Biennial Financial Audit for Fiscal Years Ended June 30, 2017 and 2016.

President: "Thank you. The second item on the non-routine agenda can be found on page 69, item 2, Department of Audits, Baltimore City Department of Human Resources Biennial Financial Audit for Fiscal Years Ending June 30, 2017 and 2016. Will the parties please come forward? Everybody have one? Okay."

City Auditor: "Again, this is the BAOC (Biennial Audit Oversight Commission). Uh -- for the Department of Human Resources, the Department of Audits was able to issue an unmodified opinion for the Financial Statements. Again, for the Department of Human Resources, unmodified opinion rather mean that we weren't -- we didn't find issues, but, overall the operations for the Department of Human Resources was satisfactory for us to render that opinion -- pending -- opinion. We did have one Finding. So, Finding No. One -- Inadequate Controls Over Human Resources uh -- Information

## MINUTES

Department of Audits - Audit Reports (DHR)

System Access, HRIS. HRIS System Administrators are responsible for inputting drug and alcohol test results and criminal background information into HRIS for all agencies and to transfer uh -- to transfer completed personnel actions, which result in payroll activity. Additionally, uh -- the System Administrators perform tests to assist agencies with the completion and or correction of personnel actions. In summary, the System Administrators have the capability to add employees to the HRIS System, including new hire testing and other information without adequate segregation of duties or supervisory review. As a result, there are no controls to preclude -- to preclude System Administrators from entering fictitious personnel information and or actions that result in erroneous payments to non-existing personnel."

Acting Director, Department of Human Resources: "Good morning Honorable Board. Uh -- Quinton Herbert, Acting Director of the Department of Human Resources. Uh -- we concur with the Findings

## MINUTES

Department of Audits - Audit Reports (DHR)

of the Audit Report and we've been working with the uh -- Chief of HRIS to limit the number of System Administrators that have administrative access to both NEOGOV and HRIS and also I believe, as the report indicates, the background checks that are required are uh -- inputted by someone in HR now and -- and Recruitment and Talent Acquisition. So, there is some level of check and balance existing when we're moving forward to limit access."

President: "Okay. Um -- would that include uh -- the HRs in different agencies or just in your agency?"

Acting Director of Department of Human Resources: "Yes. The System Administrators are throughout the different agencies and then the background information is input by an HR employee that's in Central HR and Recruitment and Talent Acquisition."

President: "Okay. Any questions? Alright. Thank you."

City Auditor: "Thank you."

\* \* \* \* \*

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			
1. Aisha Burgess	American Public Health Association Annual Meeting (APHA) Nov. 9 - 15, 2018 San Diego, CA (Reg. Fee \$485.00)	Federal Grants	\$2,529.97

The subsistence rate for this location is \$217.00 per night. The cost of the hotel is \$175.50 per night, plus hotel taxes of \$18.428 per night, plus a cleaning fee of \$120.45. The airfare cost of \$451.96, the hotel cost of \$1,284.02 and registration fee in the amount of \$485.00 were prepaid on a City-issued procurement card assigned to Mr. Steven Radosevich. Therefore, the disbursement to Ms. Burgess is \$309.00.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence 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.

2. Dedra Layne	American Public Health Association Annual Meeting (APHA) Nov. 9 - 15, 2018 San Diego, CA (Reg. Fee \$865.00)	Federal Grants	\$1,616.96
----------------	--	----------------	------------



**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
-------------	------------------	--------------------	---------------

Health Department - cont'd

The registration fee, in the amount of \$865.00 and the airfare in the amount of \$451.96 were prepaid on a City-issued procurement card assigned to Mr. Steven Radosevich. Therefore, the disbursement to Ms. Layne is \$300.00.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence 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.

Baltimore Police Department

3. Derwin Jackson	Special Events	Asset	\$3,436.02
Kchinyere Zellars	Safety Seminar	Forfeiture	
	Ft. Lauderdale, FL	Funds	
	Nov. 5 - 8, 2018		
	(Reg. Fee \$699.00 each)		

The subsistence rate for this location is \$212.00 per night. The cost of the hotel for 11/5/2018 and 11/6/2018 is \$169.00 per night. The hotel cost for 11/7/2018 is \$179.00 for each attendee, plus hotel taxes of \$20.68 per night for each attendee. The airfare cost of \$260.97 and registration fee of \$699.00 for each attendee were prepaid on a City-issued procurement card assigned to Mr. Tribhuvan Thacker. Therefore, the disbursement to Darwin Jackson and Kchinyere Zellars is \$758.04 each.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore Police Department - cont'd</u>			
Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence 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.			
4. Shannon Sullivan	IACP Planning, Designing & Constructing Police Facilities Session Addison, TX Nov. 6 - 9, 2018 (Reg. Fee \$550.00)	General Funds	\$1,580.19

The airfare cost of \$290.96, and the registration costs of \$550.00 were prepaid using a City-issued credit card assigned to Mr. Tribhuvan Thacker. Therefore, the disbursement to Ms. Sullivan is \$739.23.

Baltimore City Council

5. Sharon Middleton	LUCC Symposium/ NACo Board of Directors Meeting San Diego, CA Dec. 5 - 9, 2018 (Reg. Fee \$0.00)	Elected Official Expense Account	\$1,391.56
---------------------	---	---	------------

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Council</u> - cont'd			

The subsistence rate for this location is \$217.00 per night. The cost of the hotel is \$231.20 per night plus taxes of \$29.48 per night, and a service fee of \$28.19 per night. The Department is requesting additional subsistence of \$56.80 per day to cover the cost of the hotel and \$40.00 per day for meals and incidentals. Ms. Middleton will incur the cost of the December 8, 2019 travel expenses. Therefore, the disbursement to Ms. Middleton is \$1,391.56.

Department of Recreation and Parks

6.	Robert Schoppert	AB Athletic	General	\$2,792.96
	Tanira McClurkin*	Business Show	Funds	
		2018		
		Nov. 7 - 10, 2018		
		New Orleans, LA		
		(Reg. Fee \$300.00)		
		(Reg. Fee \$240.00)*		

The subsistence rate for this location is \$212.00 per night. The cost of the hotel is \$148.00 per night, plus hotel taxes of \$23.50 per night. The hotel cost of \$444.00 for each attendee was prepaid on a City-issued procurement card assigned to James Lawrence. The registration fee of \$300.00 for Robert Schoppert and registration fee of \$240.00 for Tanira McClurkin have been prepaid on a City-issued procurement card assigned to Kenn King. Therefore, each attendee will be disbursed \$192.00.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Recreation and Parks - cont'd</u>			
Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence 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.			
7. Quinton Matthews	NAYS Youth Sports Congress 2018 New Orleans, LA Nov. 6 - 10, 2018 Reg. Fee \$102.00)	General Funds	\$1,657.47

The airfare cost of \$273.47 and the registration cost of \$374.00 were prepaid using a City-issued credit card assigned to Kenn King. The total hotel cost of \$694.00 (including taxes) was prepaid using a City-issued credit card assigned to Reginald Moore. Therefore, the disbursement to Mr. Matthews is \$316.00.

8. Rashaan Brave	NAYS Youth Sports Congress 2018 New Orleans, LA Nov. 6 - 10, 2018 (Reg. Fee \$270.00)	General Funds	\$1,706.09
------------------	---	------------------	------------

The airfare cost of \$389.98 was paid using a City-issued credit card assigned to Kenn King. The registration cost of \$270.00 was prepaid using a City-issued credit card assigned to Robert

**MINUTES****TRAVEL REQUESTS**Department of Recreation and Parks - cont'd

Wall. The total hotel cost of \$514.50 will be prepaid using a City-issued credit card assigned to James Lawrence. Therefore, the disbursement to Mr. Braves is \$531.61.

The cost of the rental vehicle is \$339.61. Pursuant to AM-240-8, should official City business at the event site require extensive inspection trips, tours, or other unusual but necessary land travel, the Board must approve funds for such expenses in advance of the trip.

UPON MOTION duly made and seconded, the Board approved the foregoing Travel Requests. The President **ABSTAINED** on item no. 5.

MINUTES

PERSONNEL MATTERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following page:

4679

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

**MINUTES****PERSONNEL**Baltimore City Police Department1. a. Reclassify the following three filled positions:Position Nos.: 47246, 16732 and 47250

From: Police Major  
Job Code: 10278  
Grade: 84P (\$127,609.00 Flat)

To: Police Lieutenant Colonel  
Job Code: 10279  
Grade: 85P (\$134,446.00 Flat)

b. Reclassify the following two filled positions:Position Nos.: 35456 and 47248

From: Police Captain  
Job Code: 10277  
Grade: 83P (\$120,773.00 Flat)

To: Police Major  
Job Code: 10278  
Grade: 84P (\$127,609.00 Flat)

Cost: \$51,123.00 - 1001-000000-2042-198101-601062  
1001-000000-2041-196500-601062  
1001-000000-2043-785900-601062

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

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

1. Department of General Services - GS 15838, City Hall Elevators Renovations  
**BIDS TO BE RECV'D: 12/12/2018**  
**BIDS TO BE OPENED: 12/12/2018**

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



MINUTES

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

\* \* \* \* \*

**MINUTES**

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

**BIDS, PROPOSALS AND CONTRACT AWARDS**

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

Bureau of Procurement - B50005563, GC-MS Equipment  
Maintenance, Repair and  
Diagnostic Services  
**BIDS TO BE RECV'D: 11/14/2018**  
**BIDS TO BE OPENED: 11/14/2018**

Bureau of Procurement - B50005524, Food Service for  
Eating Together in Baltimore  
Program  
**BIDS TO BE RECV'D: 11/21/2018**  
**BIDS TO BE OPENED: 11/21/2018**

MINUTES

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

Department of Public Works - WC 1386, Urgent Need Water Infrastructure Rehabilitation and Improvements - Phase II FY19

Spiniello Infrastructure Worldwide  
J. Fletcher Creamer & Son, Inc.  
Metra Industries  
R.E. Harrington, PHU, Co., LLC.  
Anchor Construction Corporation  
Civil Construction, LLC

Bureau of Procurement - B50005565, Certified Drug Reference Standards


**NO BIDS WERE RECEIVED**

Bureau of Procurement - B50005258, Master Lease Agreement **(PRICE OPENING)**

Grant Capital Management, Inc.

\* \* \* \* \*

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

  
JOAN M. PRATT  
Secretary