

MINUTES**REGULAR MEETING**

Honorable Brandon M. Scott, President
Honorable Bernard C. "Jack" Young, 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
Matthew W. Garbark, Deputy Director of Public Works
Bernice H. Taylor, Deputy Comptroller and Clerk

President: Good morning. The October 02, 2019 meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiency of these hearings, persons who are disruptive to the hearing will be asked to leave the hearing room. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in the charge of trespassing. I will direct the Board Members attention to the Memorandum from my office dated September 30, 2019 identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a motion to approve all of the items contained on the routine agenda."

MINUTES

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

Comptroller: "I second."

President: "All of those in favor say Aye. All of those opposed, nay. The motion carries. The routine agenda has been adopted."

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

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

Access Demolition Contracting, Inc.	\$ 1,500,000.00
Case Foundation Company	\$357,390,000.00
East Coast Concrete Specialties, Inc.	\$ 8,000,000.00
Gable Signs & Graphics, Inc.	\$ 8,000,000.00
Genesis Corporation	\$ 1,500,000.00
Leading Technology Solutions, 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
ARM EnerTech Associates, LLC	Engineer
Hardesty & Hanover, LLC	Engineer
Koffel Associates, Inc.	Engineer
Old Line Architects, LLC	Architect

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

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

MINUTES

Department of Recreation and Parks - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 15 to Mahan Rykiel Associates, Inc. under Project No. 1233, On-Call Design Services. The period of the Task Assignment is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$50,529.24 - 9938-911127-9474-900000-703032

BACKGROUND/EXPLANATION:

The task will include design services for the Lillian Jones Recreation Center Master Plan.

MBE/WBE PARTICIPATION:

The Consultant has achieved the following percentages: 7.21% MBE and 12.77% WBE

THE EAR WAS APPROVED BY MWBOO ON SEPTEMBER 11, 2019.

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
\$60,000.00	9938-910127-9475	9938-911127-9474
3 rd Parks & Public Facilities	Park Building Renovations (Reserve)	Park Building Renovations (Active)

MINUTESDepartment of Recreation and Parks - cont'd

This transfer will provide funds to cover the cost associated with design services under On-Call Contract No. 1233, Task 15 to Mahan Rykiel Associates, Inc.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 15 to Mahan Rykiel Associates, Inc. under Project No. 1233, 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 - Donation Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Donation Agreement with Healthy Neighborhoods, Inc., Donor, and ZeroDraft Maryland LLC, Contractor. The Donation Agreement is effective upon Board approval through Final Acceptance of the Project by the City, unless earlier terminated pursuant to the terms hereof.

AMOUNT OF MONEY AND SOURCE:

\$31,802.00 - No City funds will be involved

BACKGROUND/EXPLANATION:

The Donor wishes to make a donation of improvements to the Department to include the updated lighting at City-owned German Park.

The Department approves of the Contractor, hired by the Donor to perform the work. The Donor will make payments directly to the Contractor for the full amount of the Project cost whether it be more or less than the estimated cost indicated above. The Department acknowledges and gratefully accepts this donation and has neither participated in funding the project nor in selecting the Contractor. The Donor agrees that upon completion of the work, the improvements become the sole property of the City.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Department of Recreation and Parks - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Donation Agreement with Healthy Neighborhoods, Inc., Donor, and ZeroDraft Maryland LLC, Contractor.

MINUTES**OPTIONS/CONDEMNATION/QUICK-TAKES:**

<u>Prior Owner</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Law Department - Payment of Settlement</u>			
1. Robert Daye, Jr.	1040 N. Stockton St.	L/H	\$20,240.00

Funds will be drawn from account no. 9910-905640-9588-900000-704040, State funds.

On April 29, 2019, the City filed a condemnation action to acquire the Leasehold interest in the real property located at 1040 N. Stockton Street. The Board previously approved \$44,760.00 to acquire the Leasehold interest in the subject property based upon the highest of two independent appraisals. The Defendant filed an Answer contesting the fair market value of the property and provided an appraisal report with a value of \$87,200.00. The parties participated in the Mediation process and settled on a fair market value of \$65,000.00. Therefore, the Board is requested to approve an additional \$20,240.00 (\$65,000.00 less the previous approval amount of \$44,760.00) to settle this case.

UPON MOTION duly made and seconded, the Board approved and authorized the payment of settlement of a condemnation action.

MINUTESMayor's Office of Criminal Justice - Grant Agreements

The Board is requested to approve and authorize execution of the Grant Agreements. The period of the agreement is effective for one year upon Board approval through the first anniversary of the effective date.

- | | | |
|----|--|---------------------|
| 1. | THE SALVATION ARMY, INC. | \$ 50,000.00 |
| 2. | MARYLAND VOLUNTEER LAWYERS, SERVICE | \$ 17,072.00 |

Account: 1001-000000-2254-786000-603051

The Baltimore City Human Trafficking Grant Program was created to provide funding to victim service organizations for victims of human trafficking in Baltimore City. Funding under this program will support trauma informed comprehensive services for all victims of human trafficking - sex trafficking and labor trafficking, foreign national/U.S. citizen/legal permanent resident, adult/minor, male/female, and LGBTQ victims of trafficking.

The funds will also support the efforts to increase the capacity of local communities to respond to human trafficking victims through the development of interagency partnerships, professional training, and public awareness activities.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

Department of Real Estate - Tax Sale Certificates

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of a Tax Sale Certificate in an amount that is less than the lien amount for the property listed below:

AMOUNT OF MONEY AND SOURCE:

<u>Property Address</u>	<u>Assessed Value</u>	<u>Flat Taxes & Water</u>	<u>Total Liens</u>	<u>Assignment Amount</u>
1417 N. Chester St.	\$5,000.00	\$1,425.93	\$ 6,806.36	\$ 5,000.00
2619 Hollins Ferry Rd.	\$6,700.00	\$1,949.77	\$22,391.86	\$ 6,700.00
1426 Ramsay St.	\$6,333.00	\$1,965.13	\$21,287.49	\$ 6,333.00
1523 Ramsay St.	\$7,000.00	\$5,863.46	\$11,790.00	<u>\$ 7,000.00</u>
			TOTAL	\$25,033.00

BACKGROUND/EXPLANATION:

The City acquired the Tax Sale Certificates on May 14, 2018. Baltimore Properties II, has offered to purchase the Tax Sale Certificate for the assessed value in the total amount of \$25,033.00, file a petition to foreclose, acquire title to the properties, and return them to productive use. The purchase price total of \$25,033.00 will cover the flat taxes and water bills on the properties.

UPON MOTION duly made and seconded, the Board approved the assignment of the Tax Sale Certificates.

MINUTES

Space Utilization Committee - Transfer of Jurisdiction

ACTION REQUESTED OF B/E:

The Board is requested to approve the transfer of jurisdiction for the property known as the H.L. Mencken House, 1524 Hollins Street (Block 213, Lot 22) from the inventory of the Department of Housing and Community Development to the inventory of the Department of General Services.

BACKGROUND/EXPLANATION:

The Department of General Services will maintain the property as a public building and museum in partnership with the current tenant, the Baltimore National Heritage Area. The Department of General Services has in-house historic preservation staff with the knowledge and experience necessary to steward this building -- a National Historic Landmark - to historic preservation standards. Therefore, the Department of General Services and the Department of Housing and Community Development agree that the Department of General Services is the appropriate agency to have jurisdiction of the property.

The Space Utilization Committee approved this transfer of jurisdiction on September 10, 2019.

UPON MOTION duly made and seconded, the Board approved the transfer of jurisdiction for the property known as the H.L. Mencken House, 1524 Hollins Street from the inventory of the Department of Housing and Community Development to the inventory of the Department of General Services.

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 Futurecare Homewood Properties, LLC, Landlord and the Mayor and City Council of Baltimore on behalf of the Department of Housing and Community Development's Weatherization Program, Tenant, for the rental of a portion of the property known as 2700 N. Charles Street, being on the 2nd floor, consisting of approximate 8,472 square feet and known as Suite 201 along with 10 parking spaces at 2614-2628 N. Charles Street. The period of the agreement was July 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Installments</u>
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\$125,220.39	\$10,435.03
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Account Number: 5000-594415-5971-439503-603013

BACKGROUND/EXPLANATION:

The leased premises will be used for the office of the Department of Housing and Development's Weatherization Program. The Landlord will be responsible for structural maintenance, maintenance and repairs, utilities, security, fire insurance, real estate taxes and snow removal. The Tenant will provide to the leased premises, janitorial services, liability insurance under the City's self-insured program and contribute \$333.33 per month towards security costs.

The Space Utilization Committee approved this Lease Agreement on July 16, 2019.

MINUTESSpace Utilization Committee - cont'd

The agreement is late because of delays in the administrative process.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with Futurecare Homewood Properties, LLC on behalf of the Department of Housing and Community Development's Weatherization Program.

MINUTES

EXTRA WORK ORDER AND TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Order and Transfer of Funds

listed on the following pages:

4602 - 4603

The EWO has 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 ORDER**

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

Department of Recreation and Parks

- | | | | | |
|---|---|--------------------------------------|------------|-----|
| 1. EWO #001, \$17,304.65 - RP 17822, Renovations to Bocek Park
Field House | | | | |
| \$723,549.00 | - | Bob Andrews
Construction,
Inc. | 30
days | 23% |

This authorization provides for a 30-day non-compensable time extension.

The time will be used to complete the modification required to change from 400 amp 3 phase service to a 600 amp 1 phase service and all appurtenances required to complete the work.

Due to the modified electric service, available power source revisions were required to the electric design. Costs were reviewed and found to be acceptable for this work. This change order was requested by the Department. This item is within the original scope of the advertised contract. The Notice to Proceed was effective April 15, 2019 with a completion date of October 11, 2019. The request will extend the contract to November 10, 2019. There were no previous time extensions.

MBE/WBE PARTICIPATION:

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

MBE: 19%

WBE: 6%

THE EAR WAS APPROVED BY MWBOO ON AUGUST 30, 2019.

MINUTES

EXTRA WORK ORDER

Department of Recreation and Parks - cont'd

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$50,000.00	9938-911079-9475	9938-912079-9474
3 rd Parks & Public Facilities	Bocek Park Athletic Center (Reserve)	Bocek Park Athletic Center (Active)

This transfer will provide funds to cover the cost associated with authorized change orders for RP 17822, Renovations to Park Field House.

MINUTES

Employees' Retirement System - Third Amendment to Hosting Services Agreement

ACTION REQUESTED OF B/E:

The Board is requested by the Board of Trustees of the Employees' Retirement System (ERS) to approve the Third Amendment to the July 25, 2012 Hosting Services Agreement (Third Amendment) between the ERS Board and Pension Technology Group, Inc., (PTG).

AMOUNT OF MONEY AND SOURCE:

\$200,000.00 - implementation fee - ERS (70%) and RSP (30%)
\$ 25,000.00 - annual maintenance fee

No General Fund monies are involved in this traction.

BACKGROUND/EXPLANATION:

The purpose of the Third Amendment is to retain PTG to perform additional new IT services in connection with the creation of a database to house and track all member participants in the Hybrid and Non-Hybrid Retirement Savings Plan (RSP) and ERS plan. In 2012, the ERS Board published an RFP for installation and maintenance of a benefits administration system. PTG was one of five respondents and was ultimately selected. The ERS Board and RSP Board have been very satisfied with PTG's performance without dependence on outside record keepers.

Pursuant to the Resolution of the Board of Estimates relating to Non-Competitive Procurements approved March 20, 2019 with an effective date of July 1, 2019 and the Guidance on this resolution approved July 10, 2019, the Agency requests non-competitive procurement of the IT services from PTG as explained below. This procurement meets the conditions that there will be no advantage in seeking competitive response.

MINUTES

Employees' Retirement System - cont'd

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

As a result of the present services provided by PTG to ERS, it is uniquely positioned to use its knowledge and experience gained from working with the City in general. The ERS desires to create a new database to house all member participants in its Hybrid and Non-Hybrid RSP plan and ERS plan to eliminate outside record keepers and be cost efficient.

Its knowledge of ERS and other City systems uniquely qualifies PTG it to assist the ERS. It is the ERS' position that contracting with PTG as a selected source is advisable, prudent as there will be no advantage in seeking competitive responses as PTG is the only consultant known to ERS to have satisfactorily demonstrated its expertise in maintaining, modernizing, and keeping current the Retirement System's IT network and the Contractor wishes to continue to provide services on behalf of the Board.

MBE/WBE PARTICIPATION:

MWBOO GRANTED A WAIVER ON SEPTEMBER 14, 2019.

UPON MOTION duly made and seconded, the Board approved the Third Amendment to the Hosting Services Agreement between the ERS Board of Trustees and Pension Technology Group, Inc. The Comptroller **ABSTAINED**.

MINUTES

Employees' Retirement System - Trust Agreement

ACTION REQUESTED OF B/E:

The Board is requested by the Board of Trustees of the Employees' Retirement System, to approve a Trust Agreement for its investment in the State Street Global Advisors Trust Company.

AMOUNT OF MONEY AND SOURCE:

\$50,000,000.00 - approximately of ERS Funds
\$ 45,000.00 - average annual management fee (0.90%)

No General Fund monies are involved in this transaction

BACKGROUND/EXPLANATION:

The ERS Board with the assistance of its investment consultant, conducted a nationwide search for an Emerging Markets Small Cap Manager for investing a portion of ERS assets. The search and selection process was conducted with the recommendation of the ERS investment consultant, Marquette, the State Street Emerging Markets Small Cap Active Non-Lending QIB Strategy Fund was selected.

MWBOO GRANTED A WAIVER ON SEPTEMBER 16, 2019.

UPON MOTION duly made and seconded, the Board approved the Trust Agreement for the Employees' Retirement System's investment in the State Street Global Advisors Trust Company. The Comptroller

ABSTAINED.

MINUTESDepartment of Transportation - Right-of-Entry Agreements

The Board is requested to approve and authorize execution of the various Right-of-Entry Agreements. The period of the agreement is one year from the actual physical entry onto the property.

GRANTOR

1. **VICKI JONES GRAHAM** **\$ 0.00**

The Department of Transportation wishes to enter the property known as Ward 27, Section 56, Block 5138A, Lot 777, 1013 Dartmouth Glen Way.

2. **CHARMAINE A. QUASHIE** **\$ 0.00**

The Department of Transportation wishes to enter the property known as Ward 27, Section 56, Block 5138A, Lot 781, 1021 Dartmouth Glen Way.

3. **SHIH-CHING CHOU** **\$ 0.00**

The Department of Transportation wishes to enter the property known as Ward 27, Section 56, Block 5138A, Lot 800, 1022 Dartmouth Glen Way.

These agreements will allow the City's contractor access to perform subsurface investigations to include soil test borings on the property owned by the Grantor. These tests are being performed as part of the preliminary subsurface investigations needed for a proposed Department of Transportation project to replace the existing retaining wall located on Dartmouth Road.

The right-of entry is granted at no cost to the City.

MINUTES

Department of Transportation - cont'd

MBE/WBE PARTICIPATION

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the above-listed Right-of-Entry Agreements.

MINUTESDepartment of Transportation - Traffic Mitigation Agreements

The Board is requested to approve and authorize execution of the below listed Traffic Mitigation Agreements. The period of the Traffic Mitigation Agreement is effective upon Board approval until termination is deemed in writing by the Department of Transportation.

Pursuant to Baltimore City Ordinance 11-529, approved on May 9, 2012, the Department of Transportation, determined that a Traffic Mitigation Fee was required for the Development.

1. **FOUR TEN LOFTS, LLC** **\$15,078.26**

Account: 9950-906082-9512-000000-490375

The Developer proposes to perform the scope of work located at 22 Light Street, constructing 40 residential units and 5,868 sq. ft. of retail and commercial space. The total development is 61,516 sq. ft.

Under the terms of this Traffic Mitigation Agreement, the Developer agrees to make a one-time contribution in the amount of \$15,078.26 to fund the City's multimodal transportation improvements in the Development's vicinity to the extent practicable.

2. **STADIUM SQUARE II, LLC** **\$46,042.50**

Account: 9950-909084-9512-000000-490375

The Developer proposes to perform the scope of work for Stadium Square II, LLC located at 150/160 West Ostend Street, constructing a general office building with 57,242 sq. ft. and retail with 10,728 sq. ft.

MINUTES

Department of Transportation - cont'd

Under the terms of this Traffic Mitigation Agreement, the Developer agrees to make a one-time contribution in the amount of \$46,042.50 to fund the City's multimodal transportation improvements in the Development's vicinity to the extent practicable.

3. **PREMIER A-2 FEDERAL HILL MD, LLC** **\$ 6,450.00**

Account: 9950-903085-9512-000000-490375

The Developer proposes to perform the scope of work for extra space storage located at 1900 S. Charles Street constructing a self-storage facility with up to 800 units totaling 108,480 sq. ft. and 900 sq. ft. of office space for a total of 109,380 sq. ft.

Under the terms of this Traffic Mitigation Agreement, the Developer agrees to make a one-time contribution in the amount of \$6,450.00 to fund the City's multimodal transportation improvements in the Development's vicinity to the extent practicable.

4. **HMCHARMCITY, LLC** **\$41,627.20**

Account: 9950-916082-9512-000000-490375

The Developer proposes to perform the scope of work for Latrobe Building located at 2 E. Read Street constructing a 53,100 sq. ft. of hotel space with 116 hotel rooms and 4,380 sq. ft. of restaurant space with a total of 57,480 sq. ft.

Under the terms of this Traffic Mitigation Agreement, the Developer agrees to make a one-time contribution in the amount of \$41,627.20 to fund the City's multimodal transportation improvements in the Development's vicinity to the extent practicable.

MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the above-listed Traffic Mitigation Agreements.

MINUTESDepartment of Transportation - Memorandum of Understanding

The Board is requested to approve and authorize execution of the Memorandum of Understanding (MOU) with Friends of Garrett Park, Inc. The period of the MOU is effective upon Board approval for two years, renewable for an additional two years, unless terminated earlier in accordance with the MOU.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The organization has submitted plans and a valid petition for the installation of right-of-way art at specific locations on East Patapsco Avenue at the corners of 2nd Street and 3rd Street.

The MOU establishes the framework of the organization to install right-of-way art at its sole cost and subsequently for the organization to perform ongoing maintenance of all aspects of the project during the period of the MOU. The horizontal art will be owned solely by the City and nothing in this MOU will confer upon the organization any right, title, or interest in the horizontal art other than as expressly provided in the MOU.

MBE/WBE PARTICIPATION:

This is not a competitive procurement item. The organization is paying for all costs.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with Friends of Garrett Park, Inc.

MINUTESDepartment of Transportation - Memorandum of Understanding

The Board is requested to approve and authorize execution of the Memorandum of Understanding (MOU) with Maryland General Hospital D.B.A. University of Maryland Medical Center (UMMC) Midtown Campus. The period of the MOU is effective upon Board approval for 10 years, renewable for an additional 10 years unless terminated earlier in accordance with the MOU.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The MOU will establish a framework for the owner to maintain hardscaping in the right-of-way for the UMMC Midtown Campus Outpatient Center. This will allow for one non-standard light, bollards, and brick pavers in the sidewalk at 800 Linden Avenue, all at the owners sole cost and subsequently for the owner to perform ongoing maintenance of all aspects of the Project during the period.

MBE/WBE PARTICIPATION:

Irrespective to Article 5, Subtitle 28-4, this item is not the result of City procurement and the above named entity is responsible for all costs, there for goals do not apply.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with Maryland General Hospital D.B.A. University of Maryland Medical Center Midtown Campus.

MINUTES

Department of Transportation (DOT) - Amendment No. 1 to Internship Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 1 to Internship Agreement (Amendment No. 1) with Morgan State University. Amendment No. 1 will extend the period of the agreement through August 31, 2020.

AMOUNT OF MONEY AND SOURCE:

\$75,600.00 - 1001-000000-2301-248800-603026

BACKGROUND/EXPLANATION:

On July 25, 2018 the Board approved \$75,600.00 for an Internship Agreement with Morgan State University to assign three student (interns) to the DOT in the undergraduate and graduate programs in the School of Engineering including the Department of Transportation and Urban Infrastructure Studies.

The students were provided the opportunity to engage in meaningful and productive work experiences, giving them an opportunity to investigate the possibility of full-time employment upon completion of their work at the Baltimore City Department of Transportation.

Amendment No. 1 will allow students to continue to enhance their learning and working opportunities.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Department of Transportation (DOT) - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 1 to Internship Agreement with Morgan State University.

MINUTES

Department of Transportation/ - Task Assignment
DOT Planning

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 011 to WSP USA (formerly Parsons Brinckerhoff, Inc.), under Project No. 1208, On-Call Transportation Planning/Policy/Feasibility Studies. The period of the Task Assignment is approximately one year.

AMOUNT OF MONEY AND SOURCE:

\$495,433.40 - 9950-905182-9527-900000-703032

BACKGROUND/EXPLANATION:

This authorization provides for support for the Baltimore City Department of Transportation Bicycle Program. The scope of work will include, but not be limited to technical support and quality assurance/quality control, monthly coordination meetings, bicycle and pedestrian facility planning support services, public outreach/engagement, construction management support and grant support services.

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the 23% MBE and 10% WBE goals assigned to the original agreement.

The Consultant has achieved 17% of the MBE goals and exceeded the required 10% WBE goals with an achievement of 14.00% at this time. However, they have the capacity to meet the remaining MBE goal.

MINUTES

Department of Transportation/ - cont'd
DOT Planning

THE EAR WAS APPROVED BY MWBOO ON AUGUST 28, 2019.

APPROVED FOR FUNDS BY FINANCE

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
\$500,000.00	9950-912138-9509	9950-905182-9527
GF (HUR)	Constr. Res.	Bicycle Network
	Bike Program	Project
	Mgmt. Support	

This transfer will fund the costs associated with Task No. 011 on Project 1208, On-Call Transportation Planning/Policy/Feasibility Studies with WSP USA (formerly Parsons Brinckerhoff, Inc.)

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 011 to WSP USA (formerly Parsons Brinckerhoff, Inc.) under Project No. 1208, On-Call Transportation Planning/Policy/Feasibility Studies. The Transfer of Funds was approved SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Department of Transportation/ - Task Assignment
DOT Planning

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 012 to WSP USA (formerly Parsons Brinckerhoff, Inc.), under Project No. 1208, On-Call Transportation Planning/Policy/Feasibility Studies. The period of the Task Assignment is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$89,989.45 - 9950-911038-9508-900020-703032

BACKGROUND/EXPLANATION:

This authorization provides for evaluation and design services to complete 100% design plans for the construction of an on-street separated bicycle facility on Bush Street from Washington Boulevard to Russell Street. The facility will provide a two-way protected connection between off-street portions of the Gwynns Falls Trail and the Middle Branch Trail.

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the 23% MBE and 10% WBE goals assigned to the original agreement.

Although the Consultant has not met the MBE goal of 23%, it achieved 8% MBE and there remains enough capacity to meet the goal. The Consultant has achieved 24% WBE.

THE EAR WAS APPROVED BY MWBOO ON SEPTEMBER 12, 2019.

MINUTES

Department of Transportation/ - cont'd
DOT Planning

APPROVED FOR FUNDS BY FINANCE

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
\$ 50,000.00	9950-910095-9509	
Casino Area	Constr. Res.	
Local Impact	South Baltimore	
Aid	Gateway	
48,988.40	9950-921019-9509	
<u>GF (HUR)</u>	Constr. Res.	
	Bike Master Plan	
\$ 98,988.40	-----	9950-911038-9508
		South Baltimore
		Gateway

This transfer will fund the costs associated with Task No. 012 on Project 1208, On-Call Transportation Planning/Policy/Feasibility Studies with WSP USA (formerly Parsons Brinckerhoff, Inc.)

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 012 to WSP USA (formerly Parsons Brinckerhoff, Inc.), under Project No. 1208, On-Call Transportation Planning/Policy/Feasibility Studies. The Transfer

MINUTES

Department of Transportation/ - cont'd
DOT Planning

of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorable thereon, in accordance with the provisions of the City Charter. The Mayor **ABSTAINED**.

MINUTES

Department of Transportation/ - Task Assignment
DOT Planning

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 026 to A. Morton Thomas & Associates, Inc., under Project No. 1217, On-Call Construction Project Management Services. The period of the Task Assignment is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$268,378.86 - 9962-926020-9562-900000-705032

BACKGROUND/EXPLANATION:

This authorization provides for a Consultant to properly staff the assigned projects and comply with Federal, State Highway Administration and Local (Baltimore City) Highway Administration standards. The Department will require the continuous services of the Construction Project Supervisor I position.

MBE/WBE PARTICIPATION:

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

The Consultant has achieved 26% of the MBE goals and exceeded the 10% WBE goals with an achievement of 11.00% at this time. They have the capacity to meet the remaining required goals.

THE EAR WAS APPROVED BY MWBOO ON AUGUST 2, 2019.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Department of Transportation/ - cont'd
DOT Planning

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. 026 to A. Morton Thomas & Associates, Inc., under Project No. 1217, On-Call Construction Project Management Services.

MINUTES

Department of Transportation - Amendment No. 3 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 3 to Agreement (Amendment No. 3) with Rummel, Klepper & Kahl, LLP, under Project No. 1217, On-Call Construction Project Management Services. Amendment No. 3 extends the period of the Agreement through March 31, 2023 for a total period of eight years, or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$2,000,000.00 - Increase in upset limit

BACKGROUND/EXPLANATION:

On April 1, 2015, the Board approved the original Agreement for three years in the amount of \$2,000,000.00 with Rummel, Klepper & Kahl, LLP. The Agreement provided for engineering design services in connection with projects included in the Capital Improvement Plan and other transportation infrastructure related projects.

On December 6, 2017, the Board approved Amendment No. 1 for a one-year time extension and an increase in the upset limit by \$1,000,000.00 to fully complete extra work and efficiently staff these projects to meet Federal Highway Administration, State Highway Administration, and Baltimore City standards and guidelines.

On February 6, 2019, the Board approved Amendment No. 2 for a two-year time extension and an increase in the upset limit by \$2,500,000.00 to complete extra work and continue staffing ongoing capital projects to meet Federal Highway Administration, State Highway Administration, and Baltimore City standards and guidelines.

MINUTES

Department of Transportation - cont'd

The Department is now requesting a two-year time extension and an increase in the upset limit by \$2,000,000.00 to continue staffing for ongoing capital projects to meet Federal Highway Administration, State Highway Administration, and Baltimore City standards and guidelines, under Amendment No. 3.

Amendment No. 3 to the Agreement will result in an upset limit of \$7,500,000.00 and a revised expiration date of March 31, 2023 for a contract period of eight years.

MBE/WBE PARTICIPATION:

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

THE EAR WAS APPROVED BY MWBOO ON AUGUST 15, 2019.

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE TIME EXTENSION AND INCREASE IN THE UPSET LIMIT AND WILL REVIEW TASK ASSIGNMENTS.

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 3 to Agreement with Rummel, Klepper & Kahl, LLP, under Project No. 1217, On-Call Construction Project Management Services.

MINUTES

Department of Transportation - Termination Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Termination Agreement between the Mayor and City Council of Baltimore (City), the Maryland Transportation Authority (MdTA), and CSX Transportation, Inc. (CSXT). The Termination Agreement was effective March 15, 2019.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The MdTA entered into the CSXT Facility Encroachment Agreement (No. CSX 840288), which allowed the MdTA to construct electric conduits as part of its Canton Viaduct Project, through the CSX Right-of-Way.

On June 6, 2018, the Board approved the CSX Facility Encroachment Agreement (No. CSX 836403), which would allow for the transfer and acceptance of the electric conduits from the MdTA to the City once that portion of the Canton Viaduct Project was complete.

As that portion of the Canton Viaduct Project is complete, the CSXT and the MdTA are now requesting to terminate the CSXT Agreement (No. CSX 840288) and for the City to accept the electric conduits into the conduit system under CSXT Agreement (No. CSX 836403). This Termination Agreement will conclude the transfer.

MBE/WBE PARTICIPATION:

Not applicable. Irrespective to Article 5, Subtitle 28-4, this item is not the result of City procurement and the above named entity is responsible for all costs. MWDBE goals do not apply.

MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Termination Agreement between the Mayor and City Council of Baltimore, the Maryland Transportation Authority, and CSX Transportation, Inc.

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.	1401 Fleet Street	1401 Fleet, LLC	Two single face electric signs @ 20.7 ea., one flat sign 20.5 sf., two bracket signs 8.16 ea.
	Flat charge:	\$ 922.46	
2.	3000 O'Donnell Street	MB O'Donnell LLC	One awning 28' x 5'
	Flat charge:	\$ 882.00	
3.	702 S. Lakewood Avenue	Suresh M. Sidh	Egress window 2.33' x 4.41
	Annual charge:	\$ 43.15	
4.	1029 W. 36 th Street	Grata, LLC	One set of steps 32" x 36"
	Flat charge:	\$ 210.90	
5.	1049 S. Charles Street	Bacchus Properties, LLC	One bracket sign 3'7" x 1'7"
	Flat charge:	\$ 158.60	

MINUTES

Department of Transportation - cont'd

6.	1718 S. Charles Street	Gary J. Katz	Egress window 2.33' x 4.41
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Annual charge: \$ 43.15

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

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

MINUTES

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

4630 - 4631

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**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Planning</u>		
1. \$ 700,000.00 General Funds	9904-906081-9129 Hollins Market Upgrades (Reserve)	9904-902081-9127 Hollins Market Upgrades (Active)

This transfer will make funds available for upgrades to Hollins Market. Development at the market is now underway.

2. \$1,000,000.00 General Funds	9904-914073-9129 Avenue Market Upgrades (Reserve)	9904-901073-9127 Avenue Market Upgrades (Active)
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This transfer will make funds available for upgrades to Avenue Market.

3. \$ 50,000.00 2 nd Community and Economic Development Bonds	9904-9129-915039 SSB Flag House Renovation (Reserve)	9904-912139-9127 SSB Flag House Renovation (Active)
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This transfer will make funds available to the Star Spangled Banner Flag House for exterior renovations, including masonry on the exterior of the building, the painting of shutter, shutters dogs, windows, doors, trim, metalwork, and roof repair.

MINUTES

Department of Planning - cont'd

TRANSFER OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
4.	\$500,000.00	9904-912083-9129	9904-903083-9127
	General Funds	Cross Street Market Upgrades (Reserves)	Cross Street Market Upgrades (Active)

This transfer will make funds available for upgrades to Cross Street Market.

Department of Public Works

5.	\$1,004,400.00	9956-933001-9549	9956-903554-9551-3
	Waste Water Utility Funds	(Constr Res-Waste Water Div)	(Design)

This transfer will cover litigation costs related to SC 961 Emergency Construction Services Environment @ PWWTP.

MINUTES

Department of Audits - Audit Report

The Board is requested to **NOTE** receipt of the Audit Report for:

1. Baltimore Development Corporation Biennial Performance Audit Report Fiscal Years Ended June 30, 2018 and 2017.

President: "The first item on the non-routine agenda can be found on page 34 Department of Audits -- Audit report item 1 Baltimore Development Corporation Biennial Performance Audit Fiscal years ended June 30 2018 and 2017, will the parties please come forward."

Josh Pasch, Baltimore City Auditor: "Good morning Mr. President, Mr. Mayor, Madame Comptroller, Board members. My name is Josh Pasch, I am the City Auditor."

President: "Mr. Con -- um Mr. um -- I mean can you pull it up a little bit thank you."

Mr. Pasch: "We conducted a performance Audit of the performance measures for the fiscal years ended June 30, 2018 and 17 for the Baltimore Development Corporation as part of our Biennial Performance Audit schedule. The performance measures which we reviewed are for service center 809 companies BDC assisted in

MINUTES

staying in Baltimore City and jobs retained in or added to City for full-time employee and in service center 814 number of jobs created, except for fiscal year 2018 performance measure for jobs retained in or added to city per -- perform full-time employee which was service center 809, BDC met the targets of selected point measures, this measure -- this performance measure was not met due to a change in methodology for tracking the number of jobs retained however, disclosure for the change in methodology was missing from the Budget Book-- are in Fiscal year-- For Fiscal year 16. The target was based on expected jobs at the inception of the project and for Fiscal year 18, the target was based the actuals are based on jobs actually created and our recommendation is that if there's a change in how performance data is calculated that it be disclosed in the Budget Book to give transparency and clarity in comparing the measures. We've had two other findings. For service center 809, the reporting monitoring and tracking our complex manual and require combining of three separate reports. BDC has a review process to ensure that two performance measures under the

MINUTES

service to 809 are accurately reported however, BDC performance reporting and monitoring process for 809, we noted some issues. One, under the category efficiency the initial results report was missing some relevant data to support the actual number of jobs created or retained. This led to multiple sets of data which we tried to agree to the reported actual results. This is due to a lack of maintaining supporting electronic files and that were used to create, calculate the actual results. We also noted that three of the sixty businesses that we selected for our testing because we sample tests were counted twice for the outcome budget reporting and this was due to a lack of reconciliation between the three reports of supporting documentation. We also noted umm -- that in service -- service 814 that the calculations were based on the number of jobs created were based on the Main Street's program

MINUTES

and/or the Retail business district License Program. In Fiscal year 17, the calculation was based on a combination or a mixture of those two programs however, in Fiscal year 2018 the Main Street's program was transferred to the Mayor's office and the results were only calculated using RBDL the calculation this change was also not reported in the Budget Book. We also noted that the multiplier used to calculate the RBDL was not reasonable. The multiplier was obtained from US census data and was based on retail trade establishments throughout the entire city including commercial zones which tend to have larger retailers than the ones of which the RBDL program. As a result we noticed that the reporting for the RBDL had 43 more jobs reported than under the Main Street's program. A recommendation there is for BDC to evaluate whether Service Center 814 the actual performance measures should be using a different metric in a different way to calculate the results and that they should validate the accuracy of the actual results reported in the Budget Book. Thank you."

MINUTES

Henry Raymond, Director of Finance: "Ah -- Good morning, President Scott, Mayor Young, Comptroller Pratt, Honorable members of the Board I'm Henry Raymond Director of Finance. I'm responding to um -- finding number one ah -- the Finance Department concurs with the finding and has taken the corrective action to ensure that moving forward ah -- changes in methodology are footnoted in the Budget Books."

Mr. Colin Tarbert, President and CEO of Baltimore Development Corp:
"Ah -- Good morning Honorable Board my name is Colin Harvard I serve as President and CEO of the Baltimore Development Corporation. Ah -- We'd like to thank ah -- the Audit Department for working with us and um -- we concur with the findings and I -- I certainly our goal is accurate and transparent ah -- data and I'm going to let ah -- Kim Clark our Executive Vice President respond to the additional two findings one of which has now moved from BDC to the Mayor's office so we would just ask that the recommendation actually be addressed to the -- to the Mayor's Office in terms of the reporting data and then I'll let Kim speak to the other finding."

MINUTES

Ms. Kim Clark, Executive Vice President: "Good morning everyone I'm Kim Clark I'm Executive Vice President ah -- Mr. Mayor, Mr. Council President and Madam Comptroller, members of the Board ah - we concur with the findings we understand how our reporting system can be a little bit complicated to delay I um - we're used to working with this data all the time we know what it means, we talk the talk -- walk the walk every day so sometimes when it -- it's seemingly that we're double reporting the reconciliation doesn't happen till at the end of the year so we're working to correct that um -- we absolutely do not have it in our budget to be able to hire a sales force type program to use for electronic um -- data collection. So we're trying to come up with a system that we can work um -- that's free of service so that we can have accurate reporting We do try our best. We've hired many young people in ah -- recent times who are helping us work through this sorts of situations. As Colin said service 814 is no longer um -- one of our services. It's um -- was eliminated in the 2020 Budget and as for the 809 reporting we are working to better those systems so I'm happy to answer any question you might have regarding that."

MINUTES

President: "Thank you. The Audit has been Noted. We will now proceed to Police Legal settlement on the non-routine agenda which is intended simply to permit Citizens to address the Board if they wish. At this time I'd like to open the floor to any plaintiffs or Police legal settlements. Will any persons who wish to speak please come forward. Thank you. Ah -- before we close I just wanted to recognize that are you the -- are you the -- I said are you anybody who has received a settlement for Police misconduct can come forward to speak."

* * * * *

MINUTES

Fire Department - Assistance to Firefighters
Grant Award - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Grant Award Agreement from FEMA for the assistance to Firefighters Grant- Agreement No. EMW-2018-FO-05681. The period of the Grant Award Agreement is September 3, 2019 through September 2, 2020.

AMOUNT OF MONEY AND SOURCE:

\$298,345.45 - 4000-436620-2142-229500-404001
29,834.55 - 1001-000000-2142-229500-605007 City match (10%)
\$328,180.00

BACKGROUND/EXPLANATION:

This grant will allow for Community Paramedic Training, Intraosseous Needles, PPE Washers/Dryers, and CPAP equipment.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved acceptance of a Grant Award Agreement from FEMA for the assistance to Firefighters Grant- Agreement No. EMW-2018-FO-05681.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Grant Agreement between the Mayor and City Council of Baltimore City by and through the Mayor's Office of Children and Family Success (MOCFS) and Liberty Village Project and Strong City Baltimore, Inc. (collectively the Grantee). The period of the Grant Agreement is effective upon Board approval and will continue for five weeks, unless earlier terminated.

AMOUNT OF MONEY AND SOURCE:

\$29,782.50 - 1001-000000-1220-146500-607004

BACKGROUND/EXPLANATION:

The purpose of this agreement is to provide grant funding to the Grantee for positive youth engagement that will lead to sustainable employment for disconnected Baltimore City Youth ages 18 to 24 years old. Specifically, the funding will be used to equip, train, transport, supervise, and work with Baltimore City Youth in the Clean and Green Project whereby the youths will be cleaning and greening selected vacant lots located in Baltimore City. The MOCFS will lead the Clean and Green Project and collaborate upon expiration of the Grant Agreement, all obligations of the City to the Grantee will terminate with the Grantee as well as other City agencies.

Specific elements of the Clean and green Project are as follows:

- tailored orientation and training patterned after the existing pre-apprentice program;
- development of a participant contract that outlines a 35 hour per week schedule;
- providing the climate and orientation necessary for leadership and personal development;

MINUTES

Mayor's Office of Children - cont'd
and Family Success

- fostering greater emphasis on self-fulfillment, self-awareness, self-learning, and self-determination;
- providing resources to effect behavior changes; and
- providing participants with the opportunity to improve their own quality of life and simultaneously improve their community through the acquisition of jobs, knowledge, skills, resources and positive attitudes.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Grant Agreement between the Mayor and City Council of Baltimore City by and through the Mayor's Office of Children and Family Success and Liberty Village Project and Strong City Baltimore, Inc.

MINUTES

Mayor's Office of Children - Governmental/Charitable
and Family Success Solicitation Application

ACTION REQUESTED OF B/E:

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to benefit the Mayor's Office of Children and Family Success - Squeegee Alternative Plan 2019-2020 fiscal year. Donations will be solicited and will be received in the form of in-kind and monetary donations. Donations will be solicited by Ms. Tisha Edwards, Executive Director; Mr. Andrey Bundley, Director, African American Male Engagement; Mr. Richard Leandry, Program Manager of Youth Initiatives; and Mr. Darren Rogers, Assistant Program Manager of Youth Initiatives. The period of the Governmental/Charitable Solicitation is July 15, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

At the direction of Mayor Bernard C. "Jack" Young, the Mayor's Office of Children and Family Success has spent the past two months consulting with youth who engage in squeegeeing activities, youth advocates, business owners, and education and human service professionals to better understand why there is a growing and persistent population of youth panhandlers in Baltimore. The conversations have resulted in the creation of a comprehensive support model with the goal of disrupting environments that encourage panhandling or "squeegeeing."

The ultimate goal is to coordinate sustained programming that advances the educational and socioeconomic development of youth

MINUTES

Mayor's Office of Children - cont'd
and Family Success

panhandlers ("squeegee" youth), strengthens families adversely impacted by poverty, and provides alternative pathways to personal growth. To achieve these goals, the plan emphasizes intensive case management, consistent youth engagement, and access to immediate financial resources. The path to eradicating squeegeeing cannot include criminalizing poverty; alternatively, educational outcomes must be improved; better coordination of human service resources, and deploy intervention responses that are grounded in empathy for all. A potential donor list will be comprised of individuals, corporate entities, churches, and foundations that contribute to the economic, social, and cultural vitality of Baltimore City. Most of the individual and corporate entities fitting that description are not controlled donors. However, those potential donors who are controlled doors with respect to the City Council or the Board of Estimates will not be targeted or singled out in any way and will be solicited, if at all, in the same manner as other potential donors.

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

MBE/WBE PARTICIPATION:

N/A

MINUTES

Mayor's Office of Children - cont'd
and Family Success

UPON MOTION duly made and seconded, the Board approved to endorse the Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to benefit the Mayor's Office of Children and Family Success - Squeegee Alternative Plan 2019-2020 fiscal year. Donations will be solicited and will be received in the form of in-kind and monetary donations. Donations will be solicited by Ms. Tisha Edwards, Executive Director; Mr. Andrey Bundley, Director, African American Male Engagement; Mr. Richard Leandry, Program Manager of Youth Initiatives; and Mr. Darren Rogers, Assistant Program Manager of Youth Initiatives. The Mayor **ABSTAINED**. The Comptroller **ABSTAINED**.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

On May 19, 2014, it was determined that no goals would be set because there is no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON MAY 19, 2019.

3. a. HIGHLANDER CONTRACTING
COMPANY, LLC
- b. BLUESTAR TECHNOLOGIES,
INC.

\$1,000,000.00

Renewal

Contract No. B50004145 - Fiber Optic Cable Installation, Maintenance and Repair Services - Mayor's Office of Information Technology, Departments of Transportation, Public Works, Baltimore City Police Department and others - P.O. Nos.: P532919 and P532927

On August 26, 2015, the Board approved the initial award in the amount of \$1,000,000.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This second renewal in the amount of \$1,000,000.00 will allow the City agencies to continue to expand the fiber optic infrastructure into areas not currently covered. The period of the renewal is October 1, 2019 through September 30, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On June 10, 2015, MWBOO set goals of 17% MBE and 5% WBE. On March 28, 2019, Highlander Contracting Company, LLC was found in compliance. On April 15, 2019, Bluestar Technologies, Inc. was found in compliance.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement - cont'd

MBE/WBE PARTICIPATION:

On June 11, 2015, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON JUNE 11, 2015.

5. STRYKER SALES CORPORATION	\$570,000.00	Assignment and Increase
State of Maryland Contract Number 001B8400047 Defibrillators (AED) and Accessories (Contract Number 08000 - LifePak 15 Monitor/Defibrillator Maintenance) - Baltimore Fire Department - P.O. No.: P541476		

The Board is requested to approve and authorize execution of an Assignment Agreement with the Stryker Sales Corporation. The contract expires on July 1, 2020 with two 1-year renewal options.

On October 18, 2017, the Board approved the initial award in the amount of \$300,000.00 to Physio-Control, Inc. The Stryker Sales Corporation has acquired the rights, title, and interest in Psysio-Control, Inc. and is requesting an assignment of Contract No. 08000 - LifePak 15 Defibrillator Maintenance. This increase in the amount of \$570,000.00 is to fund the remaining term of the contract, and will make the total contract amount \$1,220,000.00.

MBE/WBE PARTICIPATION:

On October 5, 2017, MWBOO determined that no goals would be set because of no opportunity to segment the contract. This is a commodity purchase from the manufacturer.

MWBOO GRANTED A WAIVER ON OCTOBER 15, 2017.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement - cont'd

- | | | |
|--|--------------|-----------------|
| 6. DSI, INCORPORATED | \$ 38,068.88 | Selected Source |
| Contract No. B50005826 - Rotating Assemblies for Barnes Pumps
- Department of Public Works - Req. No. R775665 | | |

Vendors were solicited by posting on CitiBuy. On June 27, 2019, one bid was received and opened. Award is recommended to DSI Incorporated, the sole responsive, responsible bidder. This contract is for three rotating assemblies for Barnes wastewater pumps. This is a one-time procurement. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. The initial award is below MBE/WBE subcontracting threshold.

- | | | |
|---|--------------|-------------------------------|
| 7. PROMIUM,
LLC | \$ 99,164.00 | Selected Source/
Agreement |
| Contract No. 06000 - Element Laboratory Information System
(LIMS) Software Maintenance - Department of Public Works -
Water and Wastewater Works - Req. No. R810260 | | |

The Board is requested to approve and authorize execution of an Agreement with Promium, LLC. The period of the agreement is December 1, 2018 through November 30, 2021.

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement - cont'd

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

The existing Element Laboratory Information System was originally procured under competitively bid Contract No. B50002679. Promium, LLC is the current software vendor for the LIMS and sole provider of the associated software maintenance, including technical supports, software updates, and custom programming, needed to adequately maintain the functionality of the LIMS used to manage samples and data collection for the Water Filtration Plants and Wastewater Treatment Plants. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On August 15, 2019, MWBOO determined that no goals would be set because of no opportunity to segment the contract. The software maintenance required is proprietary and only available from the Contractor.

MWBOO GRANTED A WAIVER ON AUGUST 15, 2019.

8. ARUNDEL SERVICES, INC.	\$100,000.00	Increase and
dba ACTION ELEVATOR	<u>300,000.00</u>	Extension
CO.	<u>\$400,000.00</u>	

Contract No. 06000 - Elevators/Escalators Services for the Baltimore Convention Center - Baltimore Convention Center - P.O. Nos.: P544995 and P546676

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement - cont'd

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On August 31, 2018, the City Purchasing Agent approved the initial award in the amount of \$24,999.00. Subsequent actions have been approved. An increase and extension are necessary for urgent elevator and escalator repairs and maintenance for Baltimore Convention Center while a new solicitation B50005757 is advertised and awarded. This increase in the amount of \$100,000.00 and extension in the amount of \$300,000.00 will make the award amount \$874,999.00. The contract expires on October 31, 2019. The period of the extension is November 1, 2019 through March 31, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. Initial award was approved as an urgent procurement.

- | | | |
|---|-------------|-------|
| 9. APPLE FORD, INC. | \$40,420.36 | Award |
| B50005876, Cutaway Van with Dry Freight Body - Department of General Services, Fleet Management - Req. No.: R804762 | | |

Vendors were solicited by posting on Citibuy. Four bids were received were received and opened on August 7, 2019. Award is recommended to be made to the lowest, responsive and responsible bidder for the purchase of one Cutaway Van w/Dry Freight Body. The period of the award is October 2, 2019 through October 1, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

11. DIGITAL INTELLIGENCE

INC.	\$34,194.99	Sole Source
Contract Number 08000 - FRED Units - Baltimore Police Department - Req. No.: R830014		

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

FRED, standing for Forensic Recovery of Evidence Device, is a highly specialized system that recovers and presents digital evidence taken from mobile devices and computer storage. They are compatible with currently used software and provides a clear audit trail that is needed for trial. The vendor is the manufacturer's sole authorized source of these products, which must be compatible with currently installed equipment at the Baltimore Police Department. The period is October 2, 2019 through October 1, 2022. 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. This meets the requirement for certification as a sole source procurement as these commodities are only available from the distributor, and are not available from subcontractors.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

2016. A second extension was approved on May 8, 2019. Another extension is necessary to cover the monthly automation charges for building system maintenance, software maintenance, fire and security systems, application support, automation remote diagnostics and training through the end of 2019 to allow for time to negotiate a long term contract for the remainder of the life of the system. The contract expired on September 30, 2019. The period of the extension is October 1, 2019 through December 31, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On October 17, 2011, MWBOO set goals of 21% MBE and 6% WBE. On April 15, 2019, MWBOO found the vendor in compliance.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Horton Mechanical Contractors, Inc.	21%	\$87,913.20	20.99%
WBE: The Fireline Corporation	6%	\$25,118.00	5.99%

MWBOO FOUND VENDOR IN COMPLIANCE ON APRIL 15, 2019.

14. LAWMEN SUPPLY COMPANY OF NEW JERSEY, INC. \$600,000.00 Extension
 Contract No. B50002320 - Personal Ballistic Soft Body Armor for the Police Department - P.O. No.: P520659

On April 18, 2012, the Board approved the initial award in the amount of \$1,430,791.40. The award contained two renewal options. Subsequent actions have been approved and two renewal options have been exercised. An extension is necessary to

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement - cont'd

MBE/WBE PARTICIPATION:

have a source for these items until a new contract is competitively bid. The period of the extension is August 15, 2019 through June 30, 2020. The above amount is the City's estimated requirement. On May 23, 2011, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON MAY 23, 2011.

UPON MOTION duly made and seconded, the Board approved the above-listed informal awards and increases and extensions to contracts.

MINUTESHealth Department - Agreements

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

1. **ROSEMARIE MANOR, LLC** **\$110,500.00**

MWBOO GRANTED A WAIVER ON SEPTEMBER 12, 2019.

2. **WE CARE FIRST, LLC** **\$ 23,400.00**

Account: 5000-534020-3254-767800-607001

The Department will disburse State Subsidized Assisted Housing Funds to low-income residents at the organization's facilities. These facilities are 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 residents receive shelter, meals, housekeeping, personal care services, and 24-hour on-site supervision.

These agreements are late because of administrative delays.

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 above-listed agreements.

MINUTES

Health Department - Ratify the FY 19 Notice of Grant Award and Amendment Nos. 1, No. 2, No. 3, and No. 4

ACTION REQUESTED OF B/E:

The Board is requested to ratify the FY 19 Notice of Grant Award (NGA) and Amendment No. 1, No. 2, No. 3, and No. 4 from the Corporation for National and Community Service (CNCS) for the Senior Companion Program.

AMOUNT OF MONEY AND SOURCE:

\$296,731.00 - 4000-423519-3110-306500-404001

BACKGROUND/EXPLANATION:

On June 7, 2018, the Department received the initial NGA in the amount of \$296,031.00 for the budget period of July 1, 2018 through June 30, 2019. Because of an oversight the initial NGA was not submitted for the Board's approval.

On September 17, 2018, the Department received Amendment No. 1, which approved the Department's budget revisions. No additional funding was associated with this action.

On January 2, 2019, the Department received Amendment No. 2, which increased the award by \$700.00 for Criminal History Checks for all covered program positions. This made the total award amount \$296,731.00.

On April 3, 2019, the Department received Amendment No. 3, which approved budget revisions and reduced the award by \$700.00, making the total amount \$296,031.00.

On May 14, 2019, the Department received Amendment No. 4, which increased the award by \$700.00 for financial assistance to run Criminal History Checks for all covered positions. This made the total award amount \$296,731.00 for Fiscal Year 2019. All other terms and conditions remain unchanged.

MINUTES

Health Department - cont'd

The ratification of the FY 2019 NGA and Amendment No. 1, No. 2, No. 3, and No. 4 will allow the Department to complete all reporting documentation for this grant award.

The NGA and Amendment No. 1, No. 2, No. 3, and No. 4 are late because of administrative delays.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board ratified the FY 19 Notice of Grant Award and Amendment No. 1, No. 2, No. 3, and No. 4 from the Corporation for National and Community Service for the Senior Companion Program.

MINUTES

Health Department - Two-Month Advance of Funding

The Board is requested to approve a two-month advance of funding for Light Health and Wellness Comprehensive Services, Inc. on the full amount of the funding provided by the State Department of Health and Mental Hygiene for Fiscal Year 2020, under the Unified Funding Document Grant Award, which is \$61,059,171.00.

The two-month advances provide for the continuation of programs services while the scope of work and budgets are being reviewed and approved for the Fiscal Year 2020 program year.

The organization agrees that all expenditures are to be made in accordance with the terms and conditions of the funding source. Any funds advanced to Light Health and Wellness Comprehensive Services, Inc., prior to the execution of agreements are subject to the terms and conditions of the agreement. The period of the agreement is July 1, 2019 through March 31, 2020.

- | | | |
|----|---|--------------------|
| 1. | LIGHT HEALTH AND WELLNESS COMPREHENSIVE SERVICES, INC. | \$ 1,000.00 |
|----|---|--------------------|

Account: 5000-569720-3023-273346-603051

The organization is requesting a two-month advance of funds on the full amount of the funding for FY'20, which is \$6,000.00. The funds are available to operate AIDS Case Management.

On September 11, 2019, the Board approved the Fiscal Year 2020 Unified Funding Document for Ryan White State Special Medical Transportation Services.

- | | | |
|----|---|--------------------|
| 2. | LIGHT HEALTH AND WELLNESS COMPREHENSIVE SERVICES, INC. | \$10,000.00 |
|----|---|--------------------|

Account: 5000-569720-3023-273345-603051

The organization is requesting a two-month advance of funds on the full amount of the funding for FY'20, which is \$60,000.00. The funds are available to operate AIDS Case Management.

MINUTES

Health Department - cont'd

On September 11, 2019, the Board approved the Fiscal Year 2020 Unified Funding Document for Ryan White State Special Housing Services.

3. **LIGHT HEALTH AND WELLNESS COMPREHENSIVE SERVICES, INC.** **\$13,158.33**

Account: 5000-569720-3023-273347-603051

The organization is requesting a two-month advance of funds on the full amount of the funding for FY'20, which is \$78,950.00. The funds are available to operate AIDS Case Management.

On September 11, 2019, the Board approved the Fiscal Year 2020 Unified Funding Document for Ryan White State Special, Non-Medical Case Management Services.

4. **LIGHT HEALTH AND WELLNESS COMPREHENSIVE SERVICES, INC.** **\$12,158.33**

Account: 5000-569720-3023-273348-603051

The organization is requesting a two-month advance of funds on the full amount of the funding for FY'20, which is \$72,950.00. The funds are available to operate AIDS Case Management.

On September 11, 2019, the Board approved the Fiscal Year 2020 Unified Funding Document for Ryan White State Special, Outreach Traditional Services.

MINUTES

Health Department - cont'd

5. **LIGHT HEALTH AND WELLNESS COMPREHENSIVE SERVICES, INC.** **\$12,166.67**

Account: 5000-569720-3023-273349-603051

The organization is requesting a two-month advance of funds on the full amount of the funding for FY'20, which is \$73,000.00. The funds are available to operate AIDS Case Management.

On September 11, 2019, the Board approved the Fiscal Year 2020 Unified Funding Document for Ryan White State Special, Psychological Services.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Parking Authority of - Employment Agreement
Baltimore City (PABC)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Employment Agreement with Mr. Peter Little. The period of the agreement is November 1, 2019 for two years, unless terminated by either party according to the terms of the agreement.

AMOUNT OF MONEY AND SOURCE:

\$168,826.40 - 2076-000000-2321-253300-607001

BACKGROUND/EXPLANATION:

For the past four years, Mr. Little has been serving as Executive Director under the terms and conditions of the employment agreement that was executed and approved by the Board on October 7, 2015. The period of the original agreement ends on October 31, 2019.

On September 10, 2019 the PABC Board of Directors unanimously approved continuing employment with Mr. Little as Executive Director.

Baltimore City Code, Article 31, Subtitle 13, §13-10 provides that the chief administrative officer of the PABC is the Executive Director. The Parking Authority Board of Directors selected Mr. Peter Little as Executive Director after an extensive local and national search fifteen years ago, and since then Mr. Little has served as Executive Director in a competent and professional manner.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

MINUTES

Parking Authority of - cont'd
Baltimore City (PABC)

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Employment Agreement with Mr. Peter Little.

MINUTES

Mayor's Office of Employment - Grant Award-PY 19 Workforce
Development (MOED) Innovation and Opportunity Act

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of a grant award from the Maryland Department of Labor, Licensing and Regulation for professional services. The period of the Grant Award is July 1, 2019 through June 30, 2021.

AMOUNT OF MONEY AND SOURCE:

\$ 460,065.00	-	4000-807520-6312-456000-404001	(Adult)
2,949,009.00	-	4000-806420-6313-456000-404001	(Youth)
213,104.00	-	4000-806720-6312-456000-404001	(Dislocated Worker)
\$3,622,178.00			

BACKGROUND/EXPLANATION:

The purpose of this Grant is for the Mayor's Office of Employment Development (MOED) to work with core partners to deliver basic career services to ex-offenders, low-income individuals, veterans, individuals with disabilities and eligible participants with barriers to employment. The services include an assessment of job readiness skills, referrals to collaborating organizations for support services, career counseling, job search assistance, and training.

MBE/WBE PARTICIPATION:

N/A - MOED is the grant recipient, therefore MBE does not apply.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

MOED - cont'd

UPON MOTION duly made and seconded, the Board approved acceptance of the grant award from the Maryland Department of Labor, Licensing and Regulation for professional services.

MINUTES**BOARDS AND COMMISSIONS**Prequalification of Contractors - Correction

On September 25, 2019, the Board approved Michels Corporation work capacity for the City in the amount of \$1,729,010,000,000.00. The submitted amount was incorrect.

The Board is requested to approve a correction to the amount. The correct amount is \$1,729,010,000.00.

MINUTES

Department of Public Works/Office - Amendment No. 1 to Agreement of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement (Amendment No. 1) under SC 903 PAS Wastewater Engineering Services for the Improvements to Sanitary Sewers in the Patapsco Sewershed with Whitman, Requardt & Associates, LLP. The Amendment No. 1 will extend the period of the agreement through August 23, 2020.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction needs to complete the Post Award Services for SC 903. The Contractor has multiple claims on construction and is working under liquidated damages. The Consultant will help the City to resolve the claims. The Consultant will also prepare the asbuilts and work on final project close out.

THE EAR WAS APPROVED BY MWBOO ON AUGUST 30, 2019.

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE TIME EXTENSION.

MINUTES

DPW - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 1 to Agreement under SC 903 PAS Wastewater Engineering Services for the Improvements to Sanitary Sewers in the Patapsco Sewershed with Whitman, Requardt & Associates, LLP.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 008 with Hazen and Sawyer, PC under Project No. 1804, (SC 940, SC 955) On-Call Inspection and Construction Management Assistance Services. The original contract will expire on October 23, 2022. The period of this Task Assignment is approximately 24 months.

AMOUNT OF MONEY AND SOURCE:

\$243,396.81	-	9956-906647-9551-900020-705032	SC 940
158,134.91	-	9956-906659-9551-900020-705032	SC 955
60,954.56	-	9956-905653-9551-900020-705032	SC 910
48,029.09	-	9958-905709-9525-900020-705032	ER 4021
107,058.63	-	9958-905994-9525-900020-705032	ER 4018
\$617,574.00			

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction is in need of Construction Management Assistance services for the ongoing Consent Decree Construction Projects. The work requested is within the original Scope of the agreement.

MBE/WBE PARTICIPATION:

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

MBE: 29.00%

WBE: 10.00%

MINUTES

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

THE EAR WAS APPROVED BY MWBOO ON 9/19/2019.

APPROVED FOR FUNDS BY FINANCE

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$121,841.70 (Federal Infrastructure WIFIA)	9956-907622-9549 Rehab Program - Herring Run)	
\$ 94,885.32 <u>Revenue Bond</u>	9958-906994-9526 (Powder Run Stream Restoration)	
\$216,727.02	-----	9956-906659-9551-5 (Inspection) 9958-905994-9525-5 (Inspection)

This transfer will cover design costs of Project 1804, (SC 940, SC 955) On-Call Inspection and Construction Management Assistance Services Task 008.

MINUTES

DPW - cont'd

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 008 with Hazen and Sawyer, PC under Project No. 1804, On-Call Inspection and Construction Management 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 - Amendment No. 2 to Agreement of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to ratify Amendment No. 2 to Agreement (Amendment No. 2) under Project 1227J On-Call Storm Water Study and Engineering Design Services with Johnson, Mirmiran & Thompson., Inc. The Amendment No. 2 extends the period of the agreement through October 14, 2020 or until the upset fee is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

N/A - To be determined with each task assignment

BACKGROUND/EXPLANATION:

Johnson, Mirmiran & Thompson, Inc. will continue performing design, hydrology studies, hydraulic analysis, inspections, and investigations related to repairs, maintenance, and new construction of storm drain facilities managed by the Office of Engineering & Construction on an as needed basis.

The costs of services rendered will be based on a not-to-exceed negotiated price for each task assigned.

MBE/WBE PARTICIPATION:

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

MBE: 27%

WBE: 10%

MINUTES

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

UPON MOTION duly made and seconded, the Board is requested to ratify Amendment No. 2 to Agreement under Project 1227J On-Call Storm Water Study and Engineering Design Services with Johnson, Mirmiran & Thompson, Inc.

MINUTES

Department of Public Works/Office - Ratification of Amendment
of Engineering and Construction No. 3 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify Amendment No. 3 to Agreement (Amendment No. 3) under Project 1405, On-Call Project and Construction Management Assistance Services with Louis Berger Water Services, Inc. The Amendment No. 3 extends the period of the agreement through June 11, 2020.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The original agreement was approved on June 11, 2014 through June 11, 2019.

On May 31, 2017 Amendment No. 1 was approved for a time extension to continue work as specified in the original agreement.

On June 13, 2018 Amendment No. 2 was approved for a time extension to continue work as specified in the original agreement.

Amendment No. 3 will allow Louis Berger Water Services, Inc. to continue to assist the City's Construction Management Section with construction monitoring and inspection for this Project 1405.

AUDITS NOTED THE TIME EXTENSION.**MBE/WBE PARTICIPATION:**

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

MINUTES

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

MBE: 27%

WBE: 10%

UPON MOTION duly made and seconded, the Board is requested to ratify Amendment No. 3 to Agreement under Project 1405, On-Call Project and Construction Management Assistance Services with Louis Berger Water Services, Inc.

MINUTESHealth Department - Agreements

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

1. **ROSEMARIE MANOR, LLC** **\$110,500.00**

MWBOO GRANTED A WAIVER ON SEPTEMBER 12, 2019.

2. **WE CARE FIRST, LLC** **\$ 23,400.00**

Account: 5000-534020-3254-767800-607001

The Department will disburse State Subsidized Assisted Housing Funds to low-income residents at the organization's facilities. These facilities are 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 residents receive shelter, meals, housekeeping, personal care services, and 24-hour on-site supervision.

These agreements are late because of administrative delays.

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 above-listed agreements.

MINUTES

Health Department - Ratify the FY 19 Notice of Grant Award and Amendment Nos. 1, No. 2, No. 3, and No. 4

ACTION REQUESTED OF B/E:

The Board is requested to ratify the FY 19 Notice of Grant Award (NGA) and Amendment No. 1, No. 2, No. 3, and No. 4 from the Corporation for National and Community Service (CNCS) for the Senior Companion Program.

AMOUNT OF MONEY AND SOURCE:

\$296,731.00 - 4000-423519-3110-306500-404001

BACKGROUND/EXPLANATION:

On June 7, 2018, the Department received the initial NGA in the amount of \$296,031.00 for the budget period of July 1, 2018 through June 30, 2019. Because of an oversight the initial NGA was not submitted for the Board's approval.

On September 17, 2018, the Department received Amendment No. 1, which approved the Department's budget revisions. No additional funding was associated with this action.

On January 2, 2019, the Department received Amendment No. 2, which increased the award by \$700.00 for Criminal History Checks for all covered program positions. This made the total award amount \$296,731.00.

On April 3, 2019, the Department received Amendment No. 3, which approved budget revisions and reduced the award by \$700.00, making the total amount \$296,031.00.

On May 14, 2019, the Department received Amendment No. 4, which increased the award by \$700.00 for financial assistance to run Criminal History Checks for all covered positions. This made the total award amount \$296,731.00 for Fiscal Year 2019. All other terms and conditions remain unchanged.

MINUTES

Health Department - cont'd

The ratification of the FY 2019 NGA and Amendment No. 1, No. 2, No. 3, and No. 4 will allow the Department to complete all reporting documentation for this grant award.

The NGA and Amendment No. 1, No. 2, No. 3, and No. 4 are late because of administrative delays.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board is requested to ratify the FY 19 Notice of Grant Award and Amendment No. 1, No. 2, No. 3, and No. 4 from the Corporation for National and Community Service for the Senior Companion Program.

MINUTES

Health Department - Two-Month Advance of Funding

The Board is requested to approve a two-month advance of funding for Light Health and Wellness Comprehensive Services, Inc. on the full amount of the funding provided by the State Department of Health and Mental Hygiene for Fiscal Year 2020, under the Unified Funding Document Grant Award, which is \$61,059,171.00.

The two-month advances provide for the continuation of programs services while the scope of work and budgets are being reviewed and approved for the Fiscal Year 2020 program year.

The organization agrees that all expenditures are to be made in accordance with the terms and conditions of the funding source. Any funds advanced to Light Health and Wellness Comprehensive Services, Inc., prior to the execution of agreements are subject to the terms and conditions of the agreement. The period of the agreement is July 1, 2019 through March 31, 2020.

1. **LIGHT HEALTH AND WELLNESS COMPREHENSIVE SERVICES, INC.** **\$ 1,000.00**

Account: 5000-569720-3023-273346-603051

The organization is requesting a two-month advance of funds on the full amount of the funding for FY'20, which is \$6,000.00. The funds are available to operate AIDS Case Management.

On September 11, 2019, the Board approved the Fiscal Year 2020 Unified Funding Document for Ryan White State Special Medical Transportation Services.

2. **LIGHT HEALTH AND WELLNESS COMPREHENSIVE SERVICES, INC.** **\$10,000.00**

Account: 5000-569720-3023-273345-603051

The organization is requesting a two-month advance of funds on the full amount of the funding for FY'20, which is \$60,000.00. The funds are available to operate AIDS Case Management.

MINUTES

Health Department - cont'd

On September 11, 2019, the Board approved the Fiscal Year 2020 Unified Funding Document for Ryan White State Special Housing Services.

3. **LIGHT HEALTH AND WELLNESS COMPREHENSIVE SERVICES, INC.** **\$13,158.33**

Account: 5000-569720-3023-273347-603051

The organization is requesting a two-month advance of funds on the full amount of the funding for FY'20, which is \$78,950.00. The funds are available to operate AIDS Case Management.

On September 11, 2019, the Board approved the Fiscal Year 2020 Unified Funding Document for Ryan White State Special, Non-Medical Case Management Services.

4. **LIGHT HEALTH AND WELLNESS COMPREHENSIVE SERVICES, INC.** **\$12,158.33**

Account: 5000-569720-3023-273348-603051

The organization is requesting a two-month advance of funds on the full amount of the funding for FY'20, which is \$72,950.00. The funds are available to operate AIDS Case Management.

On September 11, 2019, the Board approved the Fiscal Year 2020 Unified Funding Document for Ryan White State Special, Outreach Traditional Services.

MINUTES

Health Department - cont'd

5. **LIGHT HEALTH AND WELLNESS COMPREHENSIVE SERVICES, INC.** **\$12,166.67**

Account: 5000-569720-3023-273349-603051

The organization is requesting a two-month advance of funds on the full amount of the funding for FY'20, which is \$73,000.00. The funds are available to operate AIDS Case Management.

On September 11, 2019, the Board approved the Fiscal Year 2020 Unified Funding Document for Ryan White State Special, Psychological Services.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved a two-month advance of funding to Light Health and Wellness Comprehensive Services, Inc.

MINUTES

Parking Authority of - Employment Agreement
Baltimore City (PABC)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Employment Agreement with Mr. Peter Little. The period of the agreement is November 1, 2019 for two years, unless terminated by either party according to the terms of the agreement.

AMOUNT OF MONEY AND SOURCE:

\$168,826.40 - 2076-000000-2321-253300-607001

BACKGROUND/EXPLANATION:

For the past four years, Mr. Little has been serving as Executive Director under the terms and conditions of the employment agreement that was executed and approved by the Board on October 7, 2015. The period of the original agreement ends on October 31, 2019.

On September 10, 2019 the PABC Board of Directors unanimously approved continuing employment with Mr. Little as Executive Director.

Baltimore City Code, Article 31, Subtitle 13, §13-10 provides that the chief administrative officer of the PABC is the Executive Director. The Parking Authority Board of Directors selected Mr. Peter Little as Executive Director after an extensive local and national search fifteen years ago, and since then Mr. Little has served as Executive Director in a competent and professional manner.

MBE/WBE PARTICIPATION:

N/A

MINUTES

Parking Authority of - cont'd
Baltimore City (PABC)

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 Employment Agreement with Mr. Peter Little.

MINUTES

Mayor's Office of Employment - Grant Award-PY 19 Workforce
Development (MOED) Innovation and Opportunity Act

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of a grant award from the Maryland Department of Labor, Licensing, and Regulation for professional services. The period of the Grant Award is July 1, 2019 through June 30, 2021.

AMOUNT OF MONEY AND SOURCE:

\$ 460,065.00	-	4000-807520-6312-456000-404001	(Adult)
2,949,009.00	-	4000-806420-6313-456000-404001	(Youth)
213,104.00	-	4000-806720-6312-456000-404001	(Dislocated Worker)
\$3,622,178.00			

BACKGROUND/EXPLANATION:

The purpose of this Grant is for the Mayor's Office of Employment Development (MOED) to work with core partners to deliver basic career services to ex-offenders, low-income individuals, veterans, individuals with disabilities and eligible participants with barriers to employment. The services include an assessment of job readiness skills, referrals to collaborating organizations for support services, career counseling, job search assistance, and training.

MBE/WBE PARTICIPATION:

N/A - MOED is the grant recipient, therefore MBE does not apply.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

MOED - cont'd

UPON MOTION duly made and seconded, the Board approved acceptance of the grant award from the Maryland Department of Labor, Licensing and Regulation for professional services.

MINUTES**BOARDS AND COMMISSIONS**Prequalification of Contractors - Correction

On September 25, 2019, the Board approved Michels Corporation work capacity for the City in the amount of \$1,729,010,000,000.00. The submitted amount was incorrect.

The Board is requested to approve a correction to the amount. The correct amount is \$1,729,010,000.00.

MINUTES

Department of Public Works/Office - Amendment No. 1 to Agreement
of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement (Amendment No. 1) under SC 903 PAS Wastewater Engineering Services for the Improvements to Sanitary Sewers in the Patapsco Sewershed with Whitman, Requardt & Associates, LLP. The Amendment No. 1 will extend the period of the agreement through August 23, 2020.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction needs to complete the Post Award Services for SC 903. The Contractor has multiple claims on construction and is working under liquidated damages. The Consultant will help the City to resolve the claims. The Consultant will also prepare the asbuilts and work on final project close out.

THE EAR WAS APPROVED BY MWBOO ON AUGUST 30, 2019.

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE TIME EXTENSION.

MINUTES

DPW -cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 1 to Agreement under SC 903 PAS Wastewater Engineering Services for the Improvements to Sanitary Sewers in the Patapsco Sewershed with Whitman, Requardt & Associates, LLP.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 008 with Hazen and Sawyer, PC under Project No. 1804, (SC 940, SC 955) On-Call Inspection and Construction Management Assistance Services. The original contract will expire on October 23, 2022. The period of this Task Assignment is approximately 24 months.

AMOUNT OF MONEY AND SOURCE:

\$243,396.81	-	9956-906647-9551-900020-705032	SC	940
158,134.91	-	9956-906659-9551-900020-705032	SC	955
60,954.56	-	9956-905653-9551-900020-705032	SC	910
48,029.09	-	9958-905709-9525-900020-705032	ER	4021
107,058.63	-	9958-905994-9525-900020-705032	ER	4018
\$617,574.00				

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction is in need of Construction Management Assistance services for the ongoing Consent Decree Construction Projects. The work requested is within the original Scope of the agreement.

MBE/WBE PARTICIPATION:

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

MBE: 29.00%

WBE: 10.00%

MINUTES

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

THE EAR WAS APPROVED BY MWBOO ON 9/19/2019.

APPROVED FOR FUNDS BY FINANCE

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$121,841.70 (Federal Infra-structure WIFIA)	9956-907622-9549 Rehab Program - Herring Run)	
\$ 94,885.32 <u>Revenue Bond</u>	9958-906994-9526 (Powder Run Stream Restora)	
\$216,727.02	----- (Inspection) 9958-905994-9525-5 (Inspection)	9956-906659-9551-5

This transfer will cover design costs of Project 1804, (SC 940, SC 955) On-Call Inspection and Construction Management Assistance Services Task 008.

MINUTES

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 008 with Hazen and Sawyer, PC under Project No. 1804, On-Call Inspection and Construction Management Assistance Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to ratify Amendment No. 2 to Agreement (Amendment No. 2) under Project 1227J On-Call Storm Water Study and Engineering Design Services with Johnson, Mirmiran & Thompson., Inc. The Amendment No. 2 extends the period of the agreement through October 14, 2020 or until the upset fee is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

N/A - To be determined with each task assignment

BACKGROUND/EXPLANATION:

Johnson, Mirmiran & Thompson, Inc. will continue performing design, hydrology studies, hydraulic analysis, inspections, and investigations related to repairs, maintenance, and new construction of storm drain facilities managed by the Office of Engineering & Construction on an as needed basis.

The costs of services rendered will be based on a not-to-exceed negotiated price for each task assigned.

MBE/WBE PARTICIPATION:

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

MBE: 27%

WBE: 10%

MINUTES

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

UPON MOTION duly made and seconded, the Board is requested to ratify Amendment No. 2 to Agreement under Project 1227J On-Call Storm Water Study and Engineering Design Services with Johnson, Mirmiran & Thompson., Inc.

MINUTES

Department of Public Works/Office - Ratification of Amendment
of Engineering and Construction No. 3 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify Amendment No. 3 to Agreement (Amendment No. 3) under Project 1405, On-Call Project and Construction Management Assistance Services with Louis Berger Water Services, Inc. The Amendment No. 3 extends the period of the agreement through June 11, 2020.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The original agreement was approved on June 11, 2014 through June 11, 2019.

On May 31, 2017 Amendment No. 1 was approved for a time extension to continue work as specified in the original agreement.

On June 13, 2018 Amendment No. 2 was approved for a time extension to continue work as specified in the original agreement.

Amendment No. 3 will allow Louis Berger Water Services, Inc. to continue to assist the City's Construction Management Section with construction monitoring and inspection for this Project 1405.

AUDITS NOTED THE TIME EXTENSION.**MBE/WBE PARTICIPATION:**

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

MINUTES

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

MBE: 27%

WBE: 10%

UPON MOTION duly made and seconded, the Board is requested to ratify Amendment No. 3 to Agreement under Project 1405, On-Call Project and Construction Management Assistance Services with Louis Berger Water Services, Inc.

MINUTES

Department of Public Works/Office - Post Award Services Agreement
of Engineering and Construction for Sanitary Contract SC 940

ACTION REQUESTED OF B/E:

The Board is requested to approve the Agreement with Johnson, Mirmiran & Thompson, Inc. under SC 940. The period of the agreement is effective upon Board approval for four years or until the upset limit is reached whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$949,311.49 - 9956-906647-9551-900020-703001

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction is in need of Johnson, Mirmiran & Thompson, Inc. to provide engineering services to the City during construction of S.C. 940. Johnson, Mirmiran & Thompson, Inc. will oversee the work performed by the contractor to assure it is completed in conformance with the design as specified in the contract documents. Engineering Services will include reviewing submittal, Request For Information, attending monthly progress meetings, closed circuit television (CCTV) inspection, conditional and final inspections, updating drawings, and Geographic Information Systems.

The scope of the agreement includes: The SC 940 work area is within the High Level Sewershed in extending from Lake Ashburton on the southern end of Pimlico Raceway on the northern end. The project consist of construction of a relief sewer and upsizing of the existing sewer.

MBE/WBE PARTICIPATION:

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

MINUTES

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

MBE: C.C Johnson & Malhotra, P.C	\$ 52,210.06	5.49%	
E2CR, Inc.	\$ 52,234.66	5.50%	
Khafra Engineering Consultant, Inc.	\$ 52,225.44	5.50%	
Savin Engineers, P.C.	\$ 52,276.46	5.50%	
Total	\$208,946.62	21.99%	
WBE: Albrecht Engineering, Inc.	Total	\$104,444.17	11.00%

MWBOO FOUND VENDOR IN COMPLIANCE ON MARCH 21, 2019.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved the Agreement with Johnson, Mirmiran & Thompson, Inc. under SC 940.

MINUTES

Department of Human Resources - Personnel Matter

The Board is requested to approve the Personnel matter below:

Mayor's Office of Homeless Services

	<u>Hourly Rate</u>	<u>Amount</u>
1. JAYNE A. DAVIS	\$18.00	\$18,720.00

Account: 1001-000000-3574-327200-601009

Under the terms of this Non-Retiree Employee Agreement, Ms. Davis will coordinate winter shelter efforts in providing clients with proper shelter during days of the fall/winter seasons. She will perform these services as a non-retiree contractual employee. The period of the Non-Retiree Employee Agreement is October 20, 2019 through March 31, 2020.

THE PERSONNEL MATTER HAS BEEN APPROVED BY THE EXPENDITURE CONTROL COMMITTEE.

UPON MOTION duly made and seconded, the Board approved the Personnel Matter listed above.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

On the recommendation of the City agencies

Hereinafter named, the Board,

Upon Motion duly made and seconded,

Awarded the formally advertised contracts

listed on the following pages:

4701 - 4702

to the low bidder meeting specifications,

or reject bids on those as indicated

for the reasons stated.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Procurement

- | | | | |
|----|------------------------------------|-----------------------------------|--------------|
| 1. | B50005578, Portable
Dance Floor | Women's Home
Preservation, LLC | \$ 67,569.00 |
|----|------------------------------------|-----------------------------------|--------------|

(Baltimore Convention Center)

MWBOO GRANTED A WAIVER ON APRIL 25, 2019.

- | | | | |
|----|---|---------------|--------------|
| 2. | B50005846, 16-Foot
Wide Area Rotary
Mower | Textron, Inc. | \$ 79,000.00 |
|----|---|---------------|--------------|

(Dept. of General Services)

MWBOO GRANTED A WAIVER ON FEBRUARY 1, 2019.

- | | | |
|----|--|--|
| 3. | B50005844, O.E.M. Parts &
Service for Cement Trucks | <p>REJECTION - Vendors were solicited by posting on CitiBuy, eMaryland Marketplace, and in local newspapers. The sole bid received was opened on August 28, 2019. The Vendor was determined to be non-responsive for failing to bid on labor rates. It is recommended that the Board reject all bids.</p> |
|----|--|--|

(Dept. of General Services)

MINUTES**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Department of Transportation

4. TR 00073, Replacement of Bridge No. 42009, Hawkins Point Road Bridge over CSXT and Roadway Improvements West of Chemical Road to East of Ross Avenue

REJECTION - On November 21, 2018, the Board opened three bids for the subject project. These bids ranged from a low of \$21,277,777.00 to a high of \$28,848,621.25. The Department of Transportation is seeking to rebid in order to address some critical matters that will greatly impact the construction of the Hawkins Point Road Bridge project. These matters consist of obtaining various permits and external agreements with other non-government entities. The Department requests permission to re-advertise this project.

MINUTES

Department of Housing and - Community Catalyst Operating
Community Development (DHCD) Grants Program Awardees

ACTION REQUESTED OF B/E:

The Board is requested to approve eight project budgets and scopes of work for the Community Catalyst Operating Grants Program Awardees: One project budget and one scope of work for each of the eight awardees. The eight awardees are as follows:

1. Bikemore;
2. Black Women Build Baltimore;
3. BRIDGES;
4. Cherry Hill Development Corporation;
5. Coldstream Homestead Montebello Community Corporation;
6. Parks & People Foundation;
7. Southwest Partnership; and
8. St. Francis Neighborhood Center.

The total amount of the eight projects is Four Hundred and Six Thousand (\$406,000.00). Following approval, the DHCD will execute individual agreements with awardees and/or their fiscal agents. The term of the agreement will vary for each grantee but can be a maximum of three years effective from the date agreements are executed with the DHCD. There is a total of 35 grantees, and information will be submitted to the Board as multiple submissions.

AMOUNT OF MONEY AND SOURCE:

Bikemore	\$ 35,000.00 - 9910-906222-9588
Black Women Build Baltimore	\$ 65,000.00 - 9910-906222-9588
BRIDGES	\$ 70,000.00 - 9910-906222-9588
Cherry Hill Development Corporation	\$ 75,000.00 - 9910-906222-9588
Coldstream Homestead Montebello Community Corporation	\$ 25,000.00 - 9910-906222-9588
Parks & People Foundation	\$ 40,000.00 - 9910-906222-9588
Southwest Partnership	\$ 47,000.00 - 9910-906222-9588
St. Francis Neighborhood Center	\$ 49,000.00 - 9910-906222-9588

Total Award \$406,000.00

MINUTES

DHCD - cont'd

The DHCD's community development strategies focus resources in disinvested and overlooked communities where City funds will spur growth and transformation and attract additional investment. The DHCD created the Community Catalyst Grants Program (CCG). A Five Million Dollar (\$5,000,000.00) initiative to leverage assets and support community-led organizations to increase their capacity and ability to undertake neighborhood revitalization initiatives. Up to Two Million Dollars (\$2,000,000.00) of CCG Funds were allocated to supported operating costs and up to Three Million Dollars (\$3,000,000.00) to supporting capital projects.

In October 2018, the DHCD released the CCG operating grant Guidelines and Application. On March 7, 2019, the Mayor awarded thirty-five organizations a total of One Million Seven Hundred Fifty Thousand Dollars (\$1,750,000.00). The balance of Two-Hundred and Fifty Thousand Dollars (\$250,000.00) will be maintained for the DHCD's administrative cost.

On September 18, 2019, the Board approved a Form Agreement for Grantees and a Form Agreement for Grantees with Fiscal Agents. The agreement stipulates that final budgets and scopes of work are to be approved by the Board of Estimates before DHCD can execute agreements. This information will be provided to the Board as multiple submissions.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MWBOO APPROVED A WAIVER FOR THE ABOVE LISTED AWARDEES ON SEPTEMBER 11, 2019.

MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved eight project budgets and scopes of work for the Community Catalyst Operating Grants Program Awardees. One project budget and one scope of work for each of the eight awardees.

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Rebuild Johnston Square Partners, LLC, Developer, for the sale of the below listed City-owned properties and properties to be acquired by the City:

Block lot	Vacant building	Vacant lot	Property owner	Address
1128 017	Y		Lee, Won Suk	1300 Greenmount Ave.
1128 018	Y		Lee, Won Suk	1302 Greenmount Ave.
1128 019	Y		Lee, Won Suk	1304 Greenmount Ave.
1128 020	Y		Lee, Won Suk	1306 Greenmount Ave.
1128 021	Y		Son, Tae Hyoung Son, Ro Mi	1308 Greenmount Ave.
1128 024	Y		Jabari Enterprises, Inc.	1314 Greenmount Ave.
1128 028		Y	Lee, In Seon	1322 Greenmount Ave.
1142A018		Y	Mayor & City Council	700 E. Preston St.
1142B028	Y		Mayor & City Council	730 E. Preston St.
1142B0035	Y		Montgomery, Charles	744 E. Preston St.
1142B036		Y	Mayor & City Council	1300 Homewood Ave.

MINUTES

Department of Housing and - cont'd
Community Development

Block lot	Vacant building	Vacant lot	Property owner	Address
1142B037		Y	Mayor & City Council	1302 Homewood Ave.
1142B038		Y	Mayor & City Council	1304 Homewood Ave.
1142B042	Y		Bailey, Marilyn	1314 Homewood Ave.
1142B043	Y		Mayor & City Council	1316 Homewood Ave.
1142B045		Y	Mayor & City Council	Descriptive Address
1142B050		Y	Mayor & City Council	Descriptive Address
1142B055		Y	Mayor & City Council	1315 Proctor St.
1142B056		Y	Mayor & City Council	1309 Proctor St.
1142B057		Y	Mayor & City Council	1303 Proctor St.
1143 001		Y	Mayor & City Council	Descriptive Address
1143 005		Y	Mayor & City Council	1321 Homewood Ave.
1143 006		Y	Mayor & City Council	1319 Homewood Ave.
1143 007		Y	Mayor & City Council	1317 Homewood Ave.
1143 008		Y	Mayor & City Council	1315 Homewood Ave.
1143 009		Y	Mayor & City Council	1313 Homewood Ave.
1143 010		Y	Mayor & City Council	1311 Homewood Ave.
1143 011		Y	Mayor & City Council	1309 Homewood Ave.
1143 012		Y	Mayor & City Council	1307 Homewood Ave.

MINUTES

Department of Housing and - cont'd
Community Development

Block lot	Vacant building	Vacant lot	Property owner	Address
1143 013		Y	Mayor & City Council	1305 Homewood Ave.
1143 014		Y	Mayor & City Council	1303 Homewood Ave.
1143 015		Y	Mayor & City Council	1301 Homewood Ave.
1143 035		Y	Mayor & City Council	1300 Valley St.
1143 036	Y		Mayor & City Council	1302 Valley St.
1143 039	Y		Lambert, Robert	1308 Valley St.
1143 040	Y		Mayor & City Council	1310 Valley St.
1143 043		Y	Mayor & City Council	1316 Valley St.
1143 048		Y	Mayor & City Council	1325 Hillman St.
1143 053		Y	Mayor & City Council	1323 Hillman St.
1143 054		Y	Mayor & City Council	1321 Hillman St.
1143 055		Y	Mayor & City Council	1319 Hillman St.
1143 056		Y	Mayor & City Council	1317 Hillman St.
1143 057		Y	Mayor & City Council	1315 Hillman St.
1143 058		Y	Mayor & City Council	1313 Hillman St.
1143 059		Y	MAYOR & CITY COUNCIL	1311 Hillman St.
1143 060		Y	MAYOR & CITY COUNCIL	1309 ½ Hillman St.
1143 061		Y	MAYOR & CITY COUNCIL	1309 Hillman St.

MINUTES

Department of Housing and - cont'd
Community Development

Block lot	Vacant building	Vacant lot	Property owner	Address
1143 062		Y	mayor & city council	1307 Hillman St.
1143 063		Y	Mayor & City Council	1305 Hillman St.
1143 064		Y	Mayor & City Council	1303 Hillman St.
1143 065		Y	Mayor & City Council	1301 Hillman St.
1143 066		Y	Mayor & City Council	1302 Hillman St.
1143 067		Y	Mayor & City Council	1304 Hillman St.
1143 068		Y	Mayor & City Council	1306 Hillman St.
1143 069		Y	Mayor & City Council	1308 Hillman St.
1143 070		Y	Mayor & City Council	1310 Hillman St.
1143 071		Y	Mayor & City Council	1312 Hillman St.
1143 072		Y	Mayor & City Council	1314 Hillman St.
1143 073		Y	Mayor & City Council	1316 Hillman St.
1143 074		Y	Mayor & City Council	1318 Hillman St.
1143 075		Y	Mayor & City Council	1320 Hillman St.
1143 076		Y	Mayor & City Council	1322 Hillman St.
1143 077		Y	Mayor & City Council	1324 Hillman St.
1143 078		Y	Mayor & City Council	1326 Hillman St.
1143 083			Mayor & City Council	Descriptive Address

MINUTES

Department of Housing and - cont'd
Community Development

Block lot	Vacant building	Vacant lot	Property owner	Address
1144 002		Y	Mayor & City Council	1303 Valley St.
1144 003		Y	Mayor & City Council	1305 Valley St.
1144 004		Y	Mayor & City Council	1307 Valley St.
1144 005	Y		Fleming, Ira	1309 Valley St.
1144 007		Y	Mayor & City Council	1313 Valley St.
1144 008		Y	Mayor & City Council	1315 Valley St.
1144 009	Y		Mayor & City Council	1317 Valley St.
1144 010	Y		Mayor & City Council	1319 Valley St.
1144 013	Y		Fitzgibbon, Thomas	1325 Valley St.
1144 014	Y		Fitzgibbon, Thomas	1327 Valley St.
1144 015	Y		Fitzgibbon, Thomas	1329 Valley St.
1144 016		Y	Mayor & City Council	Descriptive Address
1144 021		Y	Mayor & City Council	Descriptive Address
1144 025		Y	Mayor & City Council	Descriptive Address
1144 030		Y	Mayor & City Council	Descriptive Address
1144 035		Y	Mayor & City Council	1326 Ensor St.
1144 036		Y	Mayor & City Council	1324 Ensor St.

MINUTES

Department of Housing and - cont'd
Community Development

Block lot	Vacant building	Vacant lot	Property owner	Address
1144 037		Y	Mayor & City Council	1322 Ensor St.
1144 038	Y		Price, Christine	1320 Ensor St.
1144 039	Y		Anderson, Phyllis M	1318 Ensor St.
1144 040		Y	Mayor & City Council	1316 Ensor St.
1144 044	Y		Rowe, Christopher G.	1308 Ensor St.
1144 048		Y	Mayor & City Council	938 E Preston St.
1144 049		Y	Mayor & City Council	936 E Preston St.
1144 050		Y	Mayor & City Council	934 E Preston St.
1144 051		Y	Mayor & City Council	932 E Preston St.
1144 052		Y	Mayor & City Council	930 E Preston St.
1144 054	Y		Wynter, Lloyd	920 E Preston St.
1144 057		Y	Mayor & City Council	914 E Preston St.
1144 059	Y		Mayor & City Council	910 E Preston St.
1144 062	Y		Barksdale Jr, Alvin	904 E Preston St.
1144 064	Y		Mount Sinai Baptist Church	1300 Wilcox St.
1144 065	Y		Mount Sinai Baptist Church	1302 Wilcox St.
1144 067		Y	Mayor & City Council	1306 Wilcox St.
1144 068		Y	Mayor & City Council	1308 Wilcox St.

MINUTES

Department of Housing and - cont'd
Community Development

Block lot	Vacant building	Vacant lot	Property owner	Address
1144 069		Y	Mayor & City Council	1310 Wilcox St.
1144 070		Y	Mayor & City Council	1312 Wilcox St.
1144 071		Y	Mayor & City Council	1314 Wilcox St.
1144 072		Y	Mayor & City Council	1316 Wilcox St.
1144 073		Y	Mayor & City Council	1318 Wilcox St.
1144 074		Y	Mt. Sinai Baptist Church	1320 Wilcox St.
1144 075		Y	Mayor & City Council	1322 Wilcox St.
1144 076		Y	Mayor & City Council	1324 Wilcox St.
1144 077		Y	Mayor & City Council	1326 Wilcox St.
1144 078		Y	Mt. Sinai Baptist Church	1327 Wilcox St.
1144 079		Y	Mt. Sinai Baptist Church	1325 Wilcox St.
1144 080		Y	Mt. Sinai Baptist Church	1323 Wilcox St.
1144 081		Y	Mt. Sinai Baptist Church	1321 Wilcox St.
1144 082		Y	Mt Sinai Baptist Church	1319 Wilcox St.
1144 083		Y	Mt. Sinai Baptist Church	1317 Wilcox St.
1144 084		Y	Mt. Sinai Baptist Church	1315 Wilcox St.
1144 085		Y	Mt. Sinai Baptist Church	1313 Wilcox St.
1144 086		Y	Mt. Sinai Baptist Church	1311 Wilcox St.

MINUTES

Department of Housing and - cont'd
Community Development

Block lot	Vacant building	Vacant lot	Property owner	Address
1144 087		Y	Mt. Sinai Baptist Church	1309 Wilcox St.
1144 088		Y	Mt. Sinai Baptist Church	1307 Wilcox St.
1144 089		Y	Mt. Sinai Baptist Church	1305 Wilcox St.
1144 090		Y	Mt. Sinai Baptist Church	1303 Wilcox St.
1144 091		Y	Mt. Sinai Baptist Church	1301 Wilcox St.
1152 014	Y		Mayor & City Council	416 E Biddle St.
1152 016	Y		Federal Nat'l Mortgage Assoc.	420 E Biddle St.
1152 028	Y		McLaurin, Zenovia	1204 Brentwood Ave.
1152 037	Y		Bramwell, Lindsey	1222 Brentwood Ave.
1152 038	Y		Lee, Norreal	1224 Brentwood Ave.
1152 041		Y	MJR Real Estate, LLC	437 E Preston St.
1152 042		Y	SNS Trading LLC	435 E Preston St.
1152 043		Y	Mayor & City Council	433 E Preston St.
1152 046	Y		Barry, Peter	427 E Preston St.
1152 048	Y		MJR Real Estate, LLC	423 E Preston St.
1154 014	Y		Mayor & City Council	1234 Greenmount Ave.

MINUTES

Department of Housing and - cont'd
Community Development

Block lot	Vacant building	Vacant lot	Property owner	Address
1154 015	Y		Mayor & City Council	1236 Greenmount Ave.
1154 016			Park, Jae W	1238 Greenmount Ave.
1154 017			Park, Jae W	511 E Preston St.
1154 030	Y		Mayor & City Council	618 E Biddle St
1155 007	Y		Ernst Valery Investments Corp	1215 Greenmount Ave.
1155 008	Y		Ernst Valery Investments Corp	1217 Greenmount Ave.
1155 015	Y		Mayor & City Council	701 E Preston St.
1155 016	Y		People's Homesteading	703 E Preston St.
1155 018	Y		People's Homesteading	707 E Preston St.
1155 020	Y		Mayor & City Council	711 E Preston St.
1155 029	Y		Mayor & City Council	729 E Preston St.
1155 030	Y		Mayor & City Council	731 E Preston St.
1155 048	Y		Mayor & City Council	1204 Homewood Ave.
1155 070		Y	Mayor & City Council	701 Mura St.
1155 071		Y	Mayor & City Council	703 Mura St.
1155 074	Y		Mayor & City Council	709 Mura St.

MINUTES

Department of Housing and - cont'd
Community Development

Block lot	Vacant building	Vacant lot	Property owner	Address
1155 079	Y		Mayor & City Council	719 Mura St.
1155 081	Y		Smith, Alvin	723 Mura St.
1155 084		Y	Mayor & City Council	729 Mura St.
1155 085		Y	Mayor & City Council	731 Mura St.
1155 087	Y		Willard Avenue, LLC	730 Mura St.
1155 089	Y		Mayor & City Council	726 Mura St.
1155 091	Y		Bobb, David O.	722 Mura St.
1155 093	Y		Mayor & City Council	718 Mura St.
1155 094	Y		Mayor & City Council	716 Mura St.
1155 095	Y		Davis, Jhonjulee	714 Mura St.
1155 096			Mayor & City Council	712 Mura St.
1155 097	Y		Mayor & City Council	710 Mura St.
1155 098	Y		Mayor & City Council	708 Mura St.
1155 099	Y		Mayor & City Council	706 Mura St.
1155 100	Y		Mayor & City Council	704 Mura St.
1156 050	Y		McIntyre Jr, General	801 E Preston St.
1157 001		Y	Mayor & City Council	900 E Biddle St.
1157 005	Y		Bernard, Garry L	908 E Biddle St.
1157 006	Y		Bernard, Garry L	910 E Biddle St.

MINUTES

Department of Housing and - cont'd
Community Development

Block lot	Vacant building	Vacant lot	Property owner	Address
1157 007	Y		Mayor & City Council	912 E Biddle St.
1157 011A		Y	Mayor & City Council	descriptive address
1157 011		Y	Mayor & City Council	920 E Biddle St.
1157 012		Y	Mayor & City Council	922 E Biddle St.
1157 019	Y		JJM Realty, LLC	936 E Biddle St.
1157 022		Y	Mayor & City Council	942 E Biddle St.
1157 023		Y	Mayor & City Council	1202 Ensor St.
1157 024		Y	Katzen, Norine	1204 Ensor St.
1157 025	Y		Paylor Jr, Major	1206 Ensor St.
1157 026	Y		Ginsberg, Morris	1208 Ensor St.
1157 027	Y		G8 Capital, LLC	1210 Ensor St.
1157 029	Y		Mayor & City Council	1214 Ensor St.
1157 030	Y		Johnson, Charles C	1216 Ensor St.
1157 031	Y		Tahan, Antoine	1218 Ensor St.
1157 032	Y		Mayor & City Council	1220 Ensor St.
1157 033		Y	Mayor & City Council	1222 Ensor St.
1157 034		Y	Mayor & City Council	1224 Ensor St.
1157 038	Y		Mayor & City Council	927 E Preston St.
1157 039		Y	Mayor & City Council	925 E Preston St.
1157 040	Y		Community Development Admin of MD	919 E Preston St.

MINUTES

Department of Housing and - cont'd
Community Development

Block lot	Vacant building	Vacant lot	Property owner	Address
1157 051	Y		Mayor & City Council	1227 Valley St.
1157 053	Y		Miller, Nathan Tyrell	1223 Valley St.
1157 054	Y		Mayor & City Council	1221 Valley St.
1157 055	Y		Mayor & City Council	1219 Valley St.
1157 057	Y		Mayor & City Council	1215 Valley St.
1157 060	Y		Mayor & City Council	1209 Valley St.
1157 062		Y	Mayor & City Council	1205 Valley St.
1157 063		Y	Mayor & City Council	1203 Valley St.
1165B001		Y	Mayor & City Council	1100 Barclay St.
1165B002		Y	Mayor & City Council	1102 Barclay St.
1165B003		Y	Mayor & City Council	1104 Barclay St.
1165B004		Y	Mayor & City Council	1106 Barclay St.
1165B005		Y	Mayor & City Council	1108 Barclay St.
1165B006		Y	Mayor & City Council	1110 Barclay St.
1165B007		Y	Mayor & City Council	1112 Barclay St.
1165B008		Y	Mayor & City Council	1114 Barclay St.
1165B009		Y	Mayor & City Council	1116 Barclay St.
1165B010		Y	Mayor & City Council	1118 Barclay St.

MINUTES

Department of Housing and - cont'd
Community Development

Block lot	Vacant building	Vacant lot	Property owner	Address
1165B011		Y	Mayor & City Council	1120 Barclay St.
1165B012		Y	Mayor & City Council	1122 Barclay St.
1165B013		Y	Mayor & City Council	1124 Barclay St.
1165B014		Y	Mayor & City Council	1126 Barclay St.
1165B015		Y	Mayor & City Council	1128 Barclay St.
1165B016		Y	Mayor & City Council	1130 Barclay St.
1165B017		Y	Mayor & City Council	1132 Barclay St.
1165B018		Y	Mayor & City Council	1134 Barclay St.
1165B019		Y	Mayor & City Council	329 E Biddle St.
1165B020		Y	Mayor & City Council	327 E Biddle St.
1165B021		Y	Mayor & City Council	325 E Biddle St.
1165B022		Y	Mayor & City Council	323 E Biddle St.
1165B023		Y	Mayor & City Council	321 E Biddle St.
1165B024		Y	Mayor & City Council	319 E Biddle St.
1165B025		Y	Mayor & City Council	317 E Biddle St.
1165B026		Y	Penn Advertising of Baltimore, Inc.	315 E Biddle St.
1166 001		Y	Mayor & City Council	420 E Chase St.

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Department of Housing and - cont'd
Community Development

Block lot	Vacant building	Vacant lot	Property owner	Address
1166 002		Y	Mayor & City Council	418 E Chase St.
1166 003		Y	Mayor & City Council	416 E Chase St.
1166 004		Y	Mayor & City Council	414 E Chase St.
1166 005		Y	Housing Authority	412 E Chase St.
1166 006		Y	Mayor & City Council	410 E Chase St.
1166 007		Y	Mayor & City Council	408 E Chase St.
1166 008		Y	Mayor & City Council	400 E Chase St.
1166 012		Y	Mayor & City Council	1103 Barclay St.
1166 013		Y	Mayor & City Council	1105 Barclay St.
1166 014		Y	Mayor & City Council	1107 Barclay St.
1166 015		Y	Mayor & City Council	1109 Barclay St.
1166 016		Y	Mayor & City Council	1111 Barclay St.
1166 017		Y	Mayor & City Council	1113 Barclay St.
1166 018		Y	Mayor & City Council	1115 Barclay St.
1166 019		Y	Mayor & City Council	1117 Barclay St.
1166 020		Y	Mayor & City Council	1119 Barclay St.
1166 021		Y	Mayor & City Council	401 E Biddle St.
1166 022		Y	Mayor & City Council	403 E Biddle St.

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Department of Housing and - cont'd
Community Development

Block lot	Vacant building	Vacant lot	Property owner	Address
1166 023		Y	Mayor & City Council	405 E. Biddle St.
1166 024		Y	Mayor & City Council	407 E. Biddle St.
1166 025		Y	Mayor & City Council	409 E. Biddle St.
1166 026		Y	Mayor & City Council	411 E. Biddle St.
1166 027		Y	Mayor & City Council	413 E. Biddle St.
1166 028		Y	Mayor & City Council	415 E. Biddle St.
1166 029		Y	Mayor & City Council	417 E. Biddle St.
1166 030		Y	Mayor & City Council	419 E. Biddle St.
1166 031		Y	Mayor & City Council	421 E. Biddle St.
1166 032		Y	Mayor & City Council	1116 Brentwood Ave.
1166 033		Y	Mayor & City Council	1114 Brentwood Ave.
1166 034		Y	Mayor & City Council	1112 Brentwood Ave.
1166 035		Y	Mayor & City Council	1110 Brentwood Ave.
1166 036		Y	Mayor & City Council	1108 Brentwood Ave.
1166 037		Y	Mayor & City Council	1106 Brentwood Ave.
1166 038		Y	Mayor & City Council	1104 Brentwood Ave.
1166 039		Y	Mayor & City Council	1102 Brentwood Ave.
1166 040		Y	Mayor & City Council	1100 Brentwood Ave.

MINUTES

Department of Housing and - cont'd
Community Development

Block lot	Vacant building	Vacant lot	Property owner	Address
1167 001		Y	Mayor & City Council	1100 Forrest St.
1167 007		Y	Mayor & City Council	1112 Forrest St.
1167 008		Y	Mayor & City Council	1114 Forrest St.
1167 009		Y	Mayor & City Council	1116 Forrest St.
1167 010		Y	Mayor & City Council	1118 Forrest St.
1167 011		Y	Mayor & City Council	1120 Forrest St.
1167 012		Y	Mayor & City Council	1122 Forrest St.
1167 013		Y	Mayor & City Council	1124 Forrest St.
1167 014		Y	Mayor & City Council	1126 Forrest St.
1167 015		Y	Mayor & City Council	1128 Forrest St.
1167 016		Y	Mayor & City Council	1130 Forrest St.
1167 017		Y	Mayor & City Council	1132 Forrest St.
1167 018		Y	Mayor & City Council	1134 Forrest St.
1167 019		Y	Mayor & City Council	1136 Forrest St.
1167 020		Y	mayor & city council	1138 Forrest St.
1167 021		Y	Mayor & City Council	1140 Forrest St.
1167 022		Y	Mayor & City Council	1135 Brentwood Ave.
1167 023		Y	Mayor & City Council	1133 Brentwood Ave.

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Department of Housing and - cont'd
Community Development

Block lot	Vacant building	Vacant lot	Property owner	Address
1167 024		Y	Mayor & City Council	1131 Brentwood Ave.
1167 025		Y	Mayor & City Council	1129 Brentwood Ave.
1167 026		Y	Mayor & City Council	1127 Brentwood Ave.
1167 027		Y	Mayor & City Council	1125 Brentwood Ave.
1167 028		Y	Mayor & City Council	1123 Brentwood Ave.
1167 029		Y	Mayor & City Council	1121 Brentwood Ave.
1167 030		Y	Mayor & City Council	1119 Brentwood Ave.
1167 032		Y	Mayor & City Council	1115 Brentwood Ave.
1167 033		Y	Mayor & City Council	1113 Brentwood Ave.
1167 034		Y	Mayor & City Council	1111 Brentwood Ave.
1167 035		Y	Mayor & City Council	1109 Brentwood Ave.
1167 036			Mayor & City Council	1107 Brentwood Ave.
1167 037			Mayor & City Council	1105 Brentwood Ave.
1167 038			Mayor & City Council	1103 Brentwood Ave.
1167 039		Y	Mayor & City Council	1101 Brentwood Ave.
1167 040		Y	Mayor & City Council	502 E Chase St.
1167 041		Y	Mayor & City Council	504 E Chase St.

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Department of Housing and - cont'd
Community Development

Block lot	Vacant building	Vacant lot	Property owner	Address
1167 042		Y	Mayor & City Council	508 E CHASE ST
1168 001		Y	Mayor & City Council	1100 Greenmount Ave.
1168 002		Y	Mayor & City Council	1102 Greenmount Ave.
1168 003		Y	Mayor & City Council	1104 Greenmount Ave.
1168 004		Y	Mayor & City Council	1106 Greenmount Ave.
1168 005		Y	Mayor & City Council	1108 Greenmount Ave.
1168 006			Mayor & City Council	1110 Greenmount Ave.
1168 007		Y	Mayor & City Council	1112 Greenmount Ave.
1168 008		Y	Mayor & City Council	1114 Greenmount Ave.
1168 009		Y	Mayor & City Council	1116 Greenmount Ave.
1168 010		Y	Mayor & City Council	1118 Greenmount Ave.
1168 011		Y	Mayor & City Council	1120 Greenmount Ave.

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Department of Housing and - cont'd
Community Development

Block lot	Vacant building	Vacant lot	Property owner	Address
1168 012		Y	Mayor & City Council	1122 Greenmount Ave.
1168 013		Y	Mayor & City Council	1132 Greenmount Ave.
1168 014		Y	Mayor & City Council	1134 Greenmount Ave.
1168 015	Y		Mayor & City Council	621 E Biddle St.
1168 016	Y		Mayor & City Council	619 E Biddle St.
1168 017	Y		Mayor & City Council	617 E Biddle St.
1168 018	Y		Mayor & City Council	615 E Biddle St.
1168 019		Y	Mayor & City Council	613 E Biddle St.
1168 020	Y		Mayor & City Council	611 E Biddle St.
1168 021		Y	Mayor & City Council	609 E Biddle St.
1168 022		Y	Mayor & City Council	607 E Biddle St.
1168 023		Y	Mayor & City Council	605 E Biddle St.
1168 024		Y	Mayor & City Council	603 E Biddle St.
1168 025		Y	Mayor & City Council	601 E Biddle St.
1168 026		Y	Mayor & City Council	1129 Forrest St.
1168 027		Y	Mayor & City Council	1127 Forrest St.

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Department of Housing and - cont'd
Community Development

Block lot	Vacant building	Vacant lot	Property owner	Address
1168 028		Y	Mayor & City Council	1125 Forrest St.
1168 029		Y	Mayor & City Council	1123 Forrest St.
1168 030		Y	Mayor & City Council	1121 Forrest St.
1168 031		Y	Mayor & City Council	1119 Forrest St.
1168 032		Y	Mayor & City Council	1117 Forrest St.
1168 033		Y	Mayor & City Council	1115 Forrest St.
1168 034		Y	Mayor & City Council	1113 Forrest St.
1168 035		Y	Mayor & City Council	1111 Forrest St.
1168 036		Y	Mayor & City Council	1109 Forrest St.
1168 037		Y	Mayor & City Council	1107 Forrest St.
1168 038		Y	Mayor & City Council	1105 Forrest St.
1168 039		Y	Mayor & City Council	1103 Forrest St.
1168 040		Y	Mayor & City Council	1101 Forrest St.
1168 041		Y	Mayor & City Council	602 E Chase St.
1168 042		Y	Mayor & City Council	1110 Nursery Pl.
1169 002	Y		St. Ambrose housing Aid center, Inc.	702 E Chase St.

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Department of Housing and - cont'd
Community Development

Block lot	Vacant building	Vacant lot	Property owner	Address
1169 003		Y	Mayor & City Council	704 E Chase St.
1169 004		Y	Mayor & City Council	706 E Chase St.
1169 005		Y	Mayor & City Council	708 E Chase St.
1169 006		Y	Mayor & City Council	710 E Chase St.
1169 007		Y	Mayor & City Council	712 E Chase St.
1169 008		Y	Mayor & City Council	714 E Chase St.
1169 009		Y	Mayor & City Council	716 E Chase St.
1169 010	Y		Mayor & City Council	718 E Chase St.
1169 015		Y	Mayor & City Council	1110 Homewood Ave.
1169 016		Y	Mayor & City Council	1112 Homewood Ave.
1169 018	Y		1114-1118 Homewood Avenue, LLC	1116 Homewood Ave.
1169 019	Y		1114-1118 Homewood Avenue, LLC	1118 Homewood Ave.
1169 020	Y		Barnes, Barbara A	1120 Homewood Ave.
1169 023	Y		Mayor & City Council	1126 Homewood Ave.
1169 025	Y		Mayor & City Council	1130 Homewood Ave.
1169 026	Y		Rodriquez, Carlos	1132 Homewood Ave.

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Community Development

Block lot	Vacant building	Vacant lot	Property owner	Address
1169 033		Y	Mayor & City Council	719 E Biddle St.
1169 034	Y		Otukoya, Sondra	717 E Biddle St.
1169 035	Y		Hopkins, Deborah	715 E Biddle St.
1169 045	Y		W Sampson Brooks Lodge No. 981	1129 Greenmount Ave.
1169 046	Y		W Sampson Brooks Lodge	1127 Greenmount Ave.
1169 049	Y		1121 Greenmount Ave. LLC	1121 Greenmount Ave.
1169 050	Y		Lane, Billy	1119 Greenmount Ave.
1172 040		Y	Mayor & City Council	1001 E Biddle St.
1172 041	Y		Mayor & City Council	1003 E Biddle St.
1172 042	Y		Mayor & City Council	1005 E Biddle St
1172 046	Y		Blasoncam 1, LLC	1013 E Biddle St.
1172 049	Y		Henry, Karniel	1019 E Biddle St.
1172 052	Y		Mayor & City Council	1025 E Biddle St.
1172 055	Y		Henson, Tony	1031 E Biddle St.
1172 056		Y	Mayor & City Council	1033 E Biddle St.
1179B017		Y	Mayor & City Council	1010 Brentwood Ave.

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Department of Housing and - cont'd
Community Development

Block lot	Vacant building	Vacant lot	Property owner	Address
1179B018		Y	Mayor & City Council	1012 Brentwood Ave.
1179B019		Y	St. Frances Academy, Inc.	1014 Brentwood Ave.
1179B020		Y	St. Frances Academy, Inc.	1016 Brentwood Ave.
1179B021		Y	Mayor & City Council	1018 Brentwood Ave.
1179B028	Y		JDP Property Management and Investments, Inc.	1032 Brentwood Ave.
1179B030		Y	St. Frances Academy, Inc.	1036 Brentwood Ave.
1179B031	Y		D.K. Property Management, LLC	1038 Brentwood Ave.
1179B032	Y		D.K. Property Management, LLC	1040 Brentwood Ave.
1179B034	Y		Blakeney, Sr., Martin A.	1044 Brentwood Ave.
1179B035		Y	Mayor & City Council	1046 Brentwood Ave.
1179B036		Y	St. Frances Academy, Inc.	1048 Brentwood Ave.
1179B037		Y	Mayor & City Council	1050 Brentwood Ave.
1179B038	Y		Mayor & City Council	423 E Chase St.
1179B039		Y	Mayor & City Council	421 E Chase St.
1179B040		Y	Mayor & City Council	419 E Chase St.
1179B041		Y	Mayor & City Council	417 E Chase St.

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Department of Housing and - cont'd
Community Development

Block lot	Vacant building	Vacant lot	Property owner	Address
1179B042		Y	Mayor & City Council	415 E Chase St.
1179B043		Y	Mayor & City Council	409 E Chase St.
1179B044		Y	Mayor & City Council	407 E Chase St.
1180 001		Y	St. Frances Academy, Inc.	500 E Eager St.
1180 002		Y	Mayor & City Council	502 E Eager St.
1180 003		Y	Mayor & City Council	504 E Eager St.
1180 004		Y	Mayor & City Council	506 E Eager St.
1180 005		Y	Oblate Sisters of Providence	508 E Eager St.
1180 006		Y	Oblate Sisters of Providence	510 E Eager St.
1180 007		Y	St. Frances Academy, Inc.	512 E Eager St.
1180 008		Y	St. Frances Academy, Inc.	514 E Eager St.
1180 009		Y	St. Frances Academy, Inc.	516 E Eager St.
1180 025	Y		Mayor and City Council	1021 Brentwood Ave.
1180 026	Y		Mayor & City Council	1019 Brentwood Ave.
1180 027	Y		St. Frances Academy, Inc.	1017 Brentwood Ave.
1180 029		Y	St. Frances Academy, Inc.	1013 Brentwood Ave.
1180 030		Y	Mayor & City Council	1011 Brentwood Ave.
1180 033	Y		Mayor & City Council	1005 Brentwood Ave.

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Department of Housing and - cont'd
Community Development

Block lot	Vacant building	Vacant lot	Property owner	Address
1180 034	Y		Mayor & City Council	1003 Brentwood Ave.
1181 001		Y	Oblate Sisters of Providence	600 E Eager St.
1181 002		Y	Oblate Sisters of Providence	602 E Eager St.
1181 003		Y	St. Frances Academy, Inc.	604 E Eager St.
1181 004		Y	St. Frances Academy, Inc.	606 E Eager St.
1181 005		Y	St. Frances Academy, Inc.	608 E Eager St.
1181 006		Y	Oblate Sisters of Providence	610 E Eager St.
1181 007		Y	St. Frances Academy, Inc.	612 E Eager St.
		Y	St. Frances Academy, Inc.	614 E Eager St.
1181 009		Y	Oblate Sisters of Providence	616 E Eager St.
1181 010		Y	Mayor & City Council	618 E Eager St.
1181 011		Y	Brewer, James E	620 E Eager St.
1181 012		Y	Mayor & City Council	622 E Eager St.
1181 013		Y	Mayor & City Council	624 E Eager St.
1181 014		Y	Mayor & City Council	626 E Eager St.
1181 042	Y		Inoa Paulino, LLC	611 E Chase St.
1181 043	Y		Jovial, LLC	609 E Chase St.
1181 049		Y	Oblate Sisters of	1037 Forrest St.
1181 050		Y	Oblate Sisters of	1035 Forrest St.

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Department of Housing and - cont'd
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Block lot	Vacant building	Vacant lot	Property owner	Address
1181 051		Y	Oblate Sisters	1033 Forrest St.
1181 052		Y	Oblate Sisters	1031 Forrest St.
1181 053		Y	Oblate Sisters	1029 Forrest St.
1181 054		Y	Oblate Sisters	1027 Forrest St.
1181 055		Y	Oblate Sisters	1025 Forrest St.
1181 056		Y	Oblate Sisters	1023 Forrest St.
1181 057		Y	Oblate Sisters	1021 Forrest St.
1181 058		Y	Oblate Sisters	1019 Forrest St.
1181 059		Y	Oblate Sisters	1017 Forrest St.
1181 060		Y	Oblate Sisters	1015 Forrest St.
1181 061		Y	Oblate Sisters	1013 Forrest St.
1181 062		Y	Oblate Sisters	1011 Forrest St.
1181 063		Y	Oblate Sisters	1009 Forrest St.
1181 064		Y	Oblate Sisters	1007 Forrest St.
1181 065		Y	Oblate Sisters	1005 Forrest St.
1181 066		Y	Oblate Sisters	1003 Forrest St.
1181 067		Y	Oblate Sisters	1001 Forrest St.
1181 068		Y	Oblate Sisters	1002 Nursery Pl.
1181 069		Y	Oblate Sisters	1004 Nursery Pl.
1181 070		Y	Oblate Sisters	1006 Nursery Pl.

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Department of Housing and - cont'd
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Block lot	Vacant building	Vacant lot	Property owner	Address
1181 071		Y	Oblate Sisters	1008 Nursery Pl.
1181 072		Y	Oblate Sisters	1010 Nursery Pl.
1181 073		Y	Oblate Sisters	1012 Nursery Pl.
1181 074		Y	Oblate Sisters	1014 Nursery Pl.
1181 074A		Y	Mayor & City Council	Descriptive Address
1182 019		Y	Great Lakes Investments, LLC	1045 Greenmount Ave.
1182 020		Y	Great Lakes Investments, LLC	1047 Greenmount Ave.
1182 024	Y		Mayor & City Council	701 E Chase St.
1182 025	Y		Mayor & City Council	703 E Chase St.
1182 029	Y		Butler Management, LLC	711 E Chase St.
1182 060		Y	Mayor & City Council	1040 Hubbard Al.
1182 061		Y	Kafouros, Ioannis John	1037 Hubbard Al.
1182 063		Y	Kafouros, Ioannis John	1031 Hubbard Al.
1182 064		Y	Kafouros, Ioannis John	1025 Hubbard Al.
1183 016	Y		Mayor & City Council	807 E Chase St.
1183 023	Y		Mayor & City Council	821 E Chase St.
1183 026	Y		Mayor & City Council	827 E Chase St.
1183 029	Y		Mayor & City Council	833 E Chase St.

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Block lot	Vacant building	Vacant lot	Property owner	Address
1183 034	Y		Mayor & City Council	1046 Valley St.
1183 036		Y	Mayor & City Council	1042 Valley St.
1183 037		Y	Mayor & City Council	1040 Valley St.
1183 050		Y	Mayor & City Council	1014 Valley St.
1183 051		Y	Mayor & City Council	1000 Valley St.
1184 038	Y		Worrell, Gregory	943 E Chase St.
1184 044	Y		Okoro, Godwin	931 E Chase St.
1184 046	Y		Yinesu, Nigest	927 E Chase St.
1184 047	Y		Inbrook Homes, LLC	925 E Chase St.

BACKGROUND/EXPLANATION:

Rebuild Johnston Square Partners, LLC was formed to revitalize and rebuild the Johnston Square community.

The Developer will renovate and redevelop the vacant buildings and lots for both residential and commercial uses including home ownership. The purchase price and improvements to use the site will be funded through public and private funds. The deal includes a seller take back mortgage component with a forgivable element for end-use owner occupants. The total aggregate amount of the seller take back mortgage could potentially be \$1,446,000.00 over anticipated 10-year period of the LDA. The City will acquire privately owned properties in this transaction subject to funding availability.

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This will provide a comprehensive approach to prevent or eliminate blight by coordinating the revitalization of the Johnston Square community through a combination of rehabilitation and redevelopment for benefit of low- and moderate- incomes individuals and families.

The authority to sell these properties is within Article 13, §2-7(f) and (h) and Article 28, §8 of the Baltimore City Code; and the Johnston Square Urban Renewal Plan.

The properties are primarily comprised of either residential vacant lots or residential vacant buildings.

Pursuant to the Appraisal Policy of Baltimore City the Waiver Valuation Process was used and the Department determined the three-story vacant buildings were valued at \$8,300.00, two-story vacant buildings were valued at \$8,000.00, vacant lots were valued at \$4,500.00. The two- and three-story vacant buildings are being sold for \$6,000.00 each and vacant lots will be sold for \$2,000.00.

The properties will be sold below the waiver valuation price for the following reasons:

- the renovations will be to the specific benefit to the immediate community,
- eliminate blight from the neighborhood, and
- will return vacant buildings and lots to the tax rolls.

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

MBE/WBE PARTICIPATION:

GOALS SET MBE: 27% AND WBE: 10%

The Developer agrees to comply with all MBE/WBE requirements.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Rebuild Johnston Square Partners, LLC, Developer, for the sale of the above-listed City-owned properties and properties to be acquired by the City.

ACKNOWLEDGEMENT

Ah -- thank you, before we close I'd like to recognize that we have been joined today by the good folks from Johnson Square, Rebuild Johnson Square, and Rebuild Metro, just wanted to recognize them today.

* * * * *

MINUTESDepartment of Transportation (DOT) - Developers' Agreements

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

	<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
1.	VILLAGE CENTER DEVELOPMENT, LLC	1565	\$121,765.00

Village Center Development, LLC would like to install sanitary sewer and streetscape improvements to its proposed new building located at 1100 East 33rd Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$121,765.00 has been issued to Village Center Development, LLC, which assumes 100% of the financial responsibility.

2.	MIPAZ 500, LLC	1637	\$ 15,528.00
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Mipaz 500, LLC would like to install new water service to its proposed new building located at 404 East Baltimore Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$15,528.00 has been issued to Mipaz 500, LLC, which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

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

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

MINUTES

Department of Finance - Baltimore Tourism Improvement
District FY 2020 Financial Plan

ACTION REQUEST OF B/E:

The Board is requested to approve and authorize execution of the Baltimore Tourism Improvement District's Fiscal 2020 Financial Plan and Special Assessment Rate of gross short-term room rental revenue. The period of the proposed Financial Plan is December 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Board of Estimates has the authority to approve the annual financial plan and special assessment tax rates for the Baltimore Tourism Improvement District (BTID). The BTID includes all assessed businesses, existing and in the future, available for public occupancy within the boundaries of Baltimore City. The proposed Financial Plan is based on a partial year from December 1, 2019 through June 30, 2020. The Fiscal 2020 proposal assumes the special assessment charge of 2 percent of gross short-term room rental revenue of which the BTID anticipates generating \$3,750,000.00 in revenue from December 2019 through June 2020.

The Fiscal 2020 Financial Plan proposes \$3,750,000.00 in total expenses between December 2019 and June 2020. Special assessment funds will support marketing, sales other promotional programs and activities to increase tourism in the BTID or specifically benefit assessed businesses. The proposal allocates, \$1,650,000.00 in marketing and advertising service, \$1,936,250.00 in sales and destination development programs available to assess businesses, \$107,500.00 in administration & operations support and \$56,250.00 to meet its legally required City administration fee. The FY 2020 budget was presented to the community at the public hearing held on Monday, September 23, 2019 and approved by the District Management Committee on the same date. The Department of Finance recommends the BTID's proposed Fiscal 2020 financial plan and special assessment rate for approval.

MINUTES

Department of Finance - cont'd

Baltimore Tourism Improvement District	FY20 Budget
<u>REVENUE</u>	
2% BTID Assessment of Avg. Hotel Tax	3,750,000
<u>TOTAL REVENUE</u>	3,750,000
<u>EXPENSE</u>	
<u>Marketing & Advertising</u>	
Leisure Marketing and Convention Trade: Production	225,200
Leisure Marketing and Convention Trade: Media Buys	800,000
Social media, event & experiential marketing	180,160
International Sales, Marketing, and PR	267,520
Web enhancements	22,520
Creative Devpt/New brand	112,600
Product & Travel promo mtl	42,000
Total Marketing & Ads	1,650,000
<u>Sales & Destination Development</u>	
Financial Commitments for High Impact Groups	1,000,000
Hosting Strategic Industry events	375,000
Sales Missions/FAM	111,000
International Sales/FAM; Hills Balfour PR; CR USA	111,000
Beautification	100,000
Wayfinding Signage and Visitor Experience	100,000
Safety and Security	139,250
Total Sales	1,936,250
<u>Admin & Operations</u>	
Advocacy/Lobbyist	75,000
ROI Measurement & Reporting/Adara	32,500
Total Admin & Operations	107,500
<u>City Fee 1.5%</u>	56,250
<u>TOTAL EXPENSE</u>	3,750,000
<u>SURPLUS (DEFICIT)</u>	0

MINUTES

Department of Finance - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Baltimore Tourism Improvement District's Fiscal 2020 Financial Plan and Special Assessment Rate of gross short-term room rental revenue.

MINUTES

Department of Finance - Minor Revisions to AM Policies
402-2, 403-1, 406-1 and 406-1-1

ACTION REQUESTED OF B/E:

The Board is requested to approve revisions to AM Policies 402-2, 403-1, 406-1, and 406-1-1.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

These policies are overseen by the Bureau of Accounting and Payroll Services, (BAPS) and concern issues such as Expenditure Authorization requests and Journal Entries.

The BAPS recently reviewed AM policies 402-2, 403-1, 406-1, and 406-1-1 and recommended some minor changes.

MBE/WBE PARTICIPATION:

N/A

MINUTES

Department of Finance - cont'd

a

AM-402-2

m Payee on Checks/ACH/Wires for Grant Program

PURPOSE

The administering City Agency representative expecting a check in payment for a grant program must instruct the issuing party to make the check payable to the DIRECTOR OF FINANCE.

Checks are to be sent directly to:

Director of Finance
c/o Bureau of Accounting and Payroll Services
401 E. Fayette Street
5th Floor
Baltimore, MD 21202

If the administering City Agency is expecting a wire or ACH payment for a grant program, the agency must make arrangements with the grantor to work with Treasury to solidify the process for incoming wire submission to the City. The wire should specify the receiving Agency and the program for which the payment is being made.

The Agency, after submission of the draw down/reimbursement document to the grantor, must notify the Bureau of Accounting and Payroll Services through the email account CitywireACH@Baltimorecity.gov. This notification must be sent to BAPS for all payments expected including checks, wires and ACH. The information required by BAPS to be included in the notification for timely and proper application of funds are:

Grant Award #
Catalog of Federal Domestic Assistance # (CFDA #)
Grantor Name sending the payment;
Payment method (check or wire/ACH);
Date of the request to the grantor;
General ledger revenue account number to be used;
Recipient Agency contact name, phone number, and email address in case of questions.

If the party issuing a check sends it directly to the recipient Agency, the administering Agency representative should initiate the steps outlines in AM-402-2-1.

MINUTES

Department of Finance - cont'd

a

AM-403-1

m *Expenditure Authorization Request For Capital Projects*

PURPOSE

AN EXPENDITURE AUTHORIZATION REQUEST/CHANGE ORDER must be completed for all contract expenditures from the capital budget with the exception of Real Estate Contracts.

The purpose of this request is to: (1) serve as a document for the recording of all approval signatures necessary for the execution of the contract and subsequent changes; and (2) supply the Bureau of Accounting and Payroll Services with the necessary information for the encumbrance of required funds.

SUBMISSION

The EXPENDITURE AUTHORIZATION REQUEST must be submitted by the Agencies/Departments to the Bureau of Accounting and Payroll Services (BAPS).

If the contract requires Board of Estimates approval (contract execution amounts greater than \$100,000 and change order amounts greater than \$25,000), BAPS will certify funding availability and ready the form for pick up by the requesting Agency/Department. The requesting Agency/Department will deliver the EXPENDITURE AUTHORIZATION REQUEST/ CHANGE ORDER to the following for approval:

Change Order Review Committee – In the case of a CHANGE ORDER.
Board of Estimates – In the case of a contract execution.

Upon receipt of the approved copy of the EXPENDITURE AUTHORIZATION REQUEST, BAPS will encumber the required funds.

If the contract or CHANGE ORDER does not require Board of Estimates approval, BAPS will encumber the required funds upon initial receipt of the EXPENDITURE AUTHORIZATION REQUEST.

MINUTES

Department of Finance - cont'd



a

AM-406-1

m

Journal Entry

A Journal Entry is used to transfer funds between general ledger accounts and is processed within the Core Integrator system.

The primary uses of a journal entry are:

1. Billing of one agency to another agency for services rendered.
2. Correction of errors.
3. Allocation of costs accumulated in one expenditure account to another expenditure account.
4. Accrual of accounts payable or accounts receivable.
5. Allocation of revenue accumulated in one revenue account to another revenue account.

RELATED POLICY

AM-419-1 BUDGET ACCOUNT NUMBER

MINUTES

Department of Finance - cont'd



a

AM-406-1-1

m

Processing a Journal Entry

FOR INTERDEPARTMENTAL JOURNAL ENTRY PROCESSING

RESPONSIBILITY	ACTION
Agency	1. All Journal Entries are processed on-line through Core Integrator. Complete instructions are available in Core Integrator through the 'Help' tab. 2. Journal Entries must be approved by an Agency supervisor before submitting to the Bureau of Accounting and Payroll Services (BAPS).
Accounting	3. BAPS reviews Journal Entries in Core Integrator and verifies appropriate supporting documentation. The entry is then posted.

MINUTES

Department of Finance - cont'd

Attachment 1

Revisions to AM Policies 402-2, 403-1, 406-1 and 406-1-1

AM 402-2-Payee on Checks/ACH/Wires for Grant Program

- New language has been added regarding the wire/ACH/check payments for the grant program. Checks will now be made payable Director of Finance c/o the Bureau of Accounting and Payroll Services (BAPS), no longer c/o Collection Division.
- New language has been added stating that a City agency is expecting a wire of ACH payment for a grant program; the agency must make arrangements with the Grantor and Treasury to solidify the process for the incoming wire submission to the City.
- New language has been added regarding the notification from the agency that must be sent to BAPS via email to CitywireACH@baltimorecity.gov, after submission of draw down/reimbursement document to Grantor. Language includes required information that must be included in the notification, per BAPS, for timely and proper application of funds (includes Grantor name sending payment, payment method, date of request of grantor, general ledger revenue account to be used, recipient agency contact information).

403-Expenditure Authorization Request

404-Purpose-Revised format of language to sentence form, now states that an EA request/change order must be included for all contract expenditures from the capital budget with the exception of Real Estate contracts.

405-Submission-revised language, now states that EA request must be submitted by the agencies/departments to the BAPS.

406-Submission-Additional language has been added, "if the contract requires Board of Estimates approval (contract execution amounts greater than \$25,000 and change order amounts greater than \$100,000), BAPS will certify funding availability and ready the form for pick up by the requesting Agency/Department. The requesting Agency/Department will deliver the EXPENDITURE AUTHORIZATION REQUEST/CHANGE ORDER to the following for approval:"

Change Order Review Committee – In the case of a CHANGE ORDER.
Board of Estimates – In the case of a contract execution.

MINUTES

Department of Finance - cont'd

406-1-Journal Entry

- Revised language-A Journal Entry is used to transfer funds between **general ledger accounts and is processed within the Core Integrator system.**
- Revised Language- The primary uses of a journal entry are:
 1. Billing of one agency to another agency for services rendered.
 2. Correction of errors.
 3. Allocation of costs accumulated in one **expenditure account to another expenditure account.**
 4. Accrual of accounts payable or accounts receivable.
 5. Allocation of revenue accumulated in one revenue **account to another revenue account.**

406-1-1-Processing of a Journal Entry

Revised language due to the switch over to Core Integrator from Dynamics

FOR INTERDEPARTMENTAL JOURNAL ENTRY PROCESSING

RESPONSIBILITY	ACTION
Agency	1. All Journal Entries are processed on-line through Core Integrator. Complete instructions are available in Core Integrator through the 'Help' tab. 2. Journal Entries must be approved by an Agency supervisor before submitting to the Bureau of Accounting and Payroll Services (BAPS).
Accounting	3. BAPS reviews Journal Entries in Core Integrator and verifies appropriate supporting documentation. The entry is then posted.

MINUTES

Department of Finance - cont'd

UPON MOTION duly made and seconded, the Board approved the revisions to AM Policies 402-2, 403-1, 406-1, and 406-1-1.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Office of Information Technology</u>			
1. You Lu	Gartner IT Symposium/ Xpo Orlando, FL Oct. 19 - Oct. 25, 2019 (Reg. Fee \$0.00)	General Funds	\$1,487.84

The hotel cost of \$762.00, hotel taxes of \$15.87 per night and airfare cost of \$204.59 were prepaid on a City-issued procurement card assigned to Ms. Charmane Baker. The registration fee is covered by the annual membership dues. Therefore, You Lu will be disbursed \$426.00.

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

2. Brittany Grant	Workday Human Capital Management Training New York, NY Oct. 6 - 11, 2019 (Reg. Fee \$0.00)	Capital Funds	\$2,071.31
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The Department is requesting the cost of the hotel, which is \$229.00 for the nights of October 6 - 7, 2019, \$295.00 for the nights of October 8 - 9, 2019, and \$259.00 for the night of October 10, 2019 and \$40.00 for meals and incidentals each day, which is less than the allowed subsistence rate of \$364.00 per day.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Office of Information Technology - cont'd</u>			

The transportation cost of \$294.00, the hotel cost of \$1,307.00, and the hotel tax of \$210.31 were prepaid using a City-issued credit card assigned to Ms. Charmaine Baker. Therefore, the disbursement to Ms. Grant is \$260.00.

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

Law Department

3. Elizabeth Walden	Third Annual Consent Decree Conference: Police Reform and Beyond Fort Worth, TX Oct. 16 - 18, 2019 (Reg. Fee \$0.00)	General Funds	\$ 883.97
4. Kristin Blumer	Third Annual Consent Decree Conference: Police Reform and Beyond Fort Worth, TX Oct. 16 - 18, 2019 (Reg. Fee: \$0.00)	General Funds	\$ 969.27

The subsistence rate for this location is \$225.00 per night. The cost of the hotel is \$219.00 for October 16, 2019 and \$199.00 for October 17, 2019 plus hotel taxes of \$36.155 per night.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Law Department - cont'd</u>			
<p>The airfare in the amount of \$338.96 and the total hotel costs were prepaid on a City-issued credit card assigned to Ms. Tonya Allen. The Department is requesting additional subsistence of \$34.00 for October 16, 2019 and \$14.00 for October 17, 2019 for meals and incidentals. Therefore, Ms. Blumer will be disbursed \$140.00.</p>			
<u>Department of Finance</u>			
5. Stephen Kraus	Workday Rising 2019 Orlando, FL Oct. 14 - 17, 2019 (Reg. Fee \$0.00)	In-service Training	\$1,624.81
<p>The subsistence rate for this location is \$188.00 per day. The hotel cost is \$290.03 per night, plus hotel taxes of \$36.25 per day. The Department is requesting additional subsistence of \$102.03 per day for hotel costs and \$40.00 per day for meals and incidentals. The airfare cost of \$465.96, hotel cost of \$870.00 and hotel taxes of \$36.25 per day were prepaid on a City-issued procurement card assigned to Mr. Robert Cename. Therefore, Mr. Kraus will be disbursed \$180.00.</p>			
<u>Health Department</u>			
6. Catherine Watson	Healthy Teen Network Conference New Orleans, LA Oct. 28 - 31, 2019 (Reg. Fee 679.00)	Family Planning Special Needs	\$1,710.10
<p>The subsistence rate for this location is \$221.00 per day. The hotel cost is \$156.00 per night, plus hotel taxes of \$23.17 and occupancy tax of \$3.00 per day.</p>			

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department - cont'd</u>			

Ms. Watson personally incurred the cost of the airfare and hotel costs. The registration fee of \$679.00 was paid on P.O. No. R834236. Therefore, Ms. Watson will be disbursed \$1,031.10.

Department of Planning

7. Lisa McNeilly	Urban Sustainability Directors Network (USDN) 2019 Meeting Detroit, MI Oct. 27 - 30, 2019 (Reg. Fee \$0.00)	General Funds	\$ 60.00
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USDN CORE participants can attend this meeting at no cost. The airfare cost, hotel cost and meals are being paid for by the sponsor Urban Sustainability Directors Network. The Department is only requesting \$60.00 for ground transportation.

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

8. Holly Freishtat	Milan Urban Food Policy Pact Mayors Summit Montpelier, France Oct. 4 - 11, 2019 (Reg. Fee \$0.00)	Non-City Fund	\$ 0.00
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MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Planning - cont'd</u>			
<p>Ms. Freishtat will be presenting at the summit. A grant through the Fondazione Cariplo will pay the cost of airfare, ground transportation, hotel accommodations and meals during the summit, the Baltimore Community Foundation is the fiscal agent. City funds will not be expended.</p> <p>Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the trip will require travel outside the continental United States regardless of the source of funds, cost of trip, or length of absence. City funds will not be expended.</p>			
9. David Christopher Ryer	20 th Annual Big City Planning Directors' Institute Cambridge, MA Oct. 26 - 29, 2019 (Reg. Fee \$0.00)	Non-City Fund	\$ 0.00

The Lincoln Institute of Land Policy will pay the cost of airfare, ground transportation, hotel accommodations, and meals during the forum. City funds will not be expended.

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

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Human Resources</u>			
10. Quinton M. Herbert	Workday Rising Orlando, FL Oct. 13 - 17, 2019 (Reg. Fee \$0.00)	Capital Funds	\$1,248.46

The subsistence rate for this location is \$188.00 per night. The cost of the hotel is \$149.00 per night plus taxes of \$18.62 per night. The Department is requesting additional subsistence of \$1.00 per day for meals and incidentals.

The airfare cost of \$357.96, hotel cost of \$596.00, and hotel tax is \$74.50. Therefore, the disbursement to Mr. Herbert is \$220.00.

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

RETROACTIVE TRAVEL/TRAVEL REIMBURSEMENTDepartment of General Services

11. Abrar Abukhdeir	Government Fleet Expo and Conference New Orleans, LA June 16 - 20, 2019 (Reg. Fee \$595.00)	Internal Service Fund	\$1,723.63
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MINUTES

RETROACTIVE TRAVEL/TRAVEL REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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Department of General Services - cont'd

Mr. Abukhdeir traveled to New Orleans, Louisiana to attend the Government Fleet Expo and Conference from June 16 - 20, 2019.

The subsistence rate for this location was \$232.00 per night. The cost of the hotel was \$144.00 per night for June 16 - 18, 2019 and \$149.00 for June 19, 2019. The hotel taxes were \$22.89 per night for June 16 - 18, 2019 and \$24.65 for June 19, 2019.

Mr. Abukhdeir personally incurred the costs of the airfare in the amount of \$293.96, the hotel costs, the hotel taxes, the registration fee, and ground transportation. Therefore, Mr. Abukhdeir will be reimbursed \$1,723.63.

TRAVEL REIMBURSEMENT

\$ 293.96 - Airfare	
432.00 - Hotel (\$144.00 x 3 for 6/16/19 - 6/18/19)	
68.67 - Hotel taxes (\$22.89 x 3 for 6/16/19 - 6/18/19)	
149.00 - Hotel (cost for 6/19/19)	
24.65 - Hotel tax (6/19/19)	
595.00 - Registration fee	
160.35 - Ground Transportation	
<u>\$1,723.63 - Total</u>	

This request is late because of staffing changes and administrative delays.

Office of the State's Attorney for Baltimore City

12. Lisa Marts	Maryland Human Trafficking Investigators Seminar Ocean City, MD Apr. 15 - 18, 2019 (Reg. Fee \$0.00)	Asset Forfeiture Funds	\$ 602.97
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MINUTES**RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the State's Attorney for Baltimore City - cont'd</u>			

Ms. Marts traveled to Ocean City, Maryland to attend the Maryland Human Trafficking Investigators Seminar from April 15 - 18, 2019.

The subsistence rate for this location was \$172.00 per night. The cost of the hotel was \$92.00 per night plus hotel taxes of \$29.66 per night. The hotel costs were prepaid on a City issued procurement card assigned to Ms. Robin Haskins.

Ms. Marts personally incurred the costs of ground transportation and meals and incidentals. Therefore, Ms. Marts will be reimbursed \$237.99.

TRAVEL REIMBURSEMENT

\$160.24	- Mileage (147 x 2 x 0.545)
<u>77.75</u>	- Meals and incidentals
\$237.99	- Total

This request is late because of delays in the administrative approval process.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Employees' Retirement System (ERS)</u>			
13. Nichelle Lashley	65th Annual Employee Benefits Conference San Diego, CA Oct. 19 - 24, 2019 (Reg. Fee: \$1,595.00)	Special Funds ERS	\$3,685.00

The subsistence rate for this location is \$231.00 per night. The cost of the hotel is \$204.00, plus hotel taxes of \$26.01 per night. Ms. Lashley will remain at the hotel on October 23, 2019 at her own expense.

The airfare in the amount of \$624.96 was prepaid on a City issued credit card assigned to Ms. Adetutu Talabi. The registration fee in the amount of \$1,595.00, a required \$400.00 hotel deposit, and the annual membership fee in the amount of \$325.00 was prepaid by check to the International Foundation of Employee Benefits, by the ERS. The Department is requesting additional subsistence of \$13.00 per day for meals and incidentals.

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

UPON MOTION duly made and seconded, the Board approved the above-listed travel requests and Retroactive Travel/Reimbursements. The Comptroller **ABSTAINED** on item no. 13.

MINUTES**PROPOSALS AND SPECIFICATIONS**

1. Department of Transportation - TR 19017, Conduit System
Reconstruction at various
Locations Citywide (JOC)
BIDS TO BE RECV'D: 10/30/2019
BIDS TO BE OPENED: 10/30/2019

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

MINUTES

President: "As there is no more business before the Board, we will recess until bid opening at 12 noon. The Board will also be at recess October 9, 2019. We will reconvene October 16 2019. Thank you.

* * * * *

MINUTES

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

BIDS, PROPOSALS, AND CONTRACT AWARDS

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

Bureau of Procurement

- B50005795 Laboratory Analysis Services
BIDS TO BE RECV'D: 10/2/2019
BIDS TO BE OPENED: 10/2/2019

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

Bureau of Procurement

- B50005911, All-Terrain Vehicles

Finch Services, Inc.

MINUTES

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There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, October 09, 2019.



JOAN M. PRATT
Secretary