

## MINUTES

REGULAR MEETING

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

President: "Good morning. The March 28th meeting of the Board of Estimates is now called to order. In the interest of promoting the order in the efficiencies of these hearings, persons who are disruptive to the hearing will be asked to hear -- uh -- to leave the hearing room immediately. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing. I will direct the Board Members attention to the memorandum from my office dated March 26, 2018 identifi -- identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I would entertain

MINUTES

a Motion to approve all the items contained on the routine agenda."

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

Comptroller: "Second."

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

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MINUTES

THE DEPARTMENT OF FINANCE  
PRESENTED THE  
PRELIMINARY BUDGET RECOMMENDATIONS  
FOR FY 2019  
TO THE BOARD OF ESTIMATES

## MINUTES

Preliminary Budget Plan for 2019

President: "The first item on the non-routine agenda can be found on page 1 at this time. Robert Cenname, the City's Budget Director will present the Preliminary Budget Recommendations for Fiscal Year 2019 to the Board of Estimates. You can go ahead Bob."

Mr. Robert Cenname: "Okay. Good morning. Thank you. Uh -- good morning Madam Mayor, Mr. President, Madam Comptroller, members of the Board. My name is Bob Cenname, uh -- City Budget Director and I am here today to present the Finance Department's Preliminary Budget Plan for Fiscal 2019. So, the Preliminary Budget Plan for 2019 and it's a total of \$3,400,000,000.00. Its \$2,800,000,000.00 of operating expenses and \$618,000,000.00 of capital investment. Uh -- looking at just the General Fund on -- only, its \$1.88 billion of operating expenses and on the capital side, in the General Fund, it includes \$105,000,000.00 of capital investment from City-backed sources. Uh -- General Obligation Bonds, County Transportation Bonds, and PAYGO Capital -- that's the highest level of City-backed investment since pre-recession levels in 2009. Our

## MINUTES

Preliminary Budget Plan for 2019 - cont'd

budget process this year was organized around the Mayor's five pillars uh -- Education, Public Safety, Economic Development, and Jobs, uh -- Quality of Life, and Accountability and Transparency. And there was a particular focus this year, of course, on uh -- Public Safety, given the Mayor's emphasis on uh -- focus on violence reduction. So, I wanted to mention a few highlights from the budget uh -- just a couple things uh -- on those points. So, on the prevention side of Public Safety, there's a \$1,000,000.00 of General Fund investment uh -- to bring the ROCA Program to Baltimore. That's an addit -- that will leverage additional dollars from private sources. We also have \$3,600,000.00 in the -- \$3,600,000.00 in the budget to expand the Safe Streets Program. Uh -- we're hoping to get State funding for that, but we are committed to using General Fund dollars, if need be, to bring that program -- to expand that program in Baltimore. In our Core public safety agencies uh -- in the Police Department, we're restoring funding for 100 police officer positions. Uh -- that action will more

## MINUTES

Preliminary Budget Plan for 2019 - cont'd

closely align the Police Department's budget with recent spending history. Uh -- but, we have had improved recruitment and we are planning to fill those positions as soon as we can. We're also investing \$1,300,000.00 in our Crime Lab. Uh -- we're -- we're planning on uh -- the Crime Lab we're -- we're putting positions towards using evidence uh -- gun and ballistics evidence to better help in the crime fight and we are also putting \$750,000.00 towards strategic command centers in our police districts. Again, that will also leverage outside dollars to better gather intelligence and help our police officers on the street. In the Fire Department uh -- we are recommending to replace two Suppression units with two EMS units. Uh -- all the data that we have seen suggest that the -- the -- the bulk of our calls -- are -- are emergency calls -- are for medical services, so we're hoping that change will better meet the demand -- the demand of our citizens. Uh -- in other parts of the budget, outside of public safety, I wanted to emphasize schools and education, as well. So, Fiscal'19 will mark

## MINUTES

Preliminary Budget Plan for 2019 - cont'd

the second year of the Mayor's \$90,000,000.00 commitment over three years to the City schools. That's helping to bridge the City schools through their financial issues uh -- as we wait for the Kirwan Commission, at the State uh -- to evaluate State funding - education funding formulas. Uh -- total investment for City schools this year will exceed \$370,000,000.00. That includes maintenance of effort for operating support. That includes uh -- capital investment into the 21<sup>st</sup> century buildings fund and direct services we provide like School Crossing Guards and uh -- School Nurses. In other parts of the budget, outside of public safety and education, we're maintaining Core services. We're budgeting for a pay increase of 2% for all employees and again, through the capital budget we'll continue our investment and things that our citizens need and demand. Uh -- on the revenue side, the Tax Rate will remain this year at \$2.248 per \$100 of assessed value. Uh -- but, for owner-occupied properties uh -- those owner-occupied properties are benefiting from what we call the Targeted Homeowners

## MINUTES

Preliminary Budget Plan for 2019 - cont'd

Tax Credit. That has had the effect of reducing their effective tax rate uh -- by 7% since the beginning of the program when it was started in Fiscal 2012. Uh -- those are the key highlights. Uh -- I'd just like to mention in closing that uh -- the process from here -- next Wednesday uh -- we will do a more detailed briefing for the Board of Estimates. We will have our agency heads available at that time to answer more detailed questions on the budget. That's next Wednesday, uh -- April 4<sup>th</sup> at 10:00 a.m. in City Hall and then next Wednesday, that evening, we will have our annual Taxpayers Night. That's an opportunity for citizens to come in, ask about the budget, uh -- chime in on the budget from six -- it's a two-hour event, from six to seven. Uh -- we will have what we call budget pop-up. We'll have agency participants there. We'll have our staff there, so citizens can interact with us and ask us anything that they like about the budget. Then the formal program from 7 to 8:00 p.m. that evening is uh -- for residents to sign up and they can make comments directly to the Board. Uh -- so, we'd



MINUTES

Preliminary Budget Plan for 2019 - cont'd

encourage the Board to -- you know -- as you see citizens encourage them to be at that event next week. Uh -- that ends my formal remarks and I'm happy to take any questions from the Board, at this time."

President: "Any questions? Thank you."

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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:

A2Z Environmental Group, LLC	\$ 440,000.00
General Paving & Contracting, Inc.	\$ 8,000,000.00
K & K Adams, Inc.	\$ 8,000,000.00
Living Classrooms Foundation	\$ 1,500,000.00
M & F Contractor Company	\$ 1,500,000.00
Orfanos Contractors, Inc.	\$ 8,000,000.00
Plexus Installations, Inc.	\$ 4,200,000.00
Spirit Electric, LLC	\$ 230,000.00
Star Electric Company, Inc.	\$ 1,500,000.00
Tech Contracting Company, Inc.	\$ 8,000,000.00

2. Prequalification of Architects and Engineers

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

AB Consultants, Inc.	Landscape Architect Engineer Land Survey
Alpha Construction and Engineering Corporation	Engineer
Carroll Engineering, Inc.	Engineer Landscape Architect
CSA Central, Inc.	Engineer

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

There being no objection, the Board, UPON MOTION duly made and seconded, approved the Prequalification of Architects and Engineers for the above-listed firms. The President **ABSTAINED** on item no. 1, Living Classrooms Foundation only.

**MINUTES**

Department of Real Estate - Tax Sale Certificate

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of a Tax Sale Certificate to Mr. Tim Pickering for an amount that is less than the lien amount for the property located at 1752 Llewelyn Avenue (Block 1494, Lot 080).

**AMOUNT OF MONEY AND SOURCE:**

<u>Property Address</u>	<u>Assessed Value</u>	<u>Flat Taxes &amp; Water</u>	<u>Total Liens</u>	<u>Recommended Purchase Price</u>
1752 Llewelyn Avenue	\$3,000.00	\$1,009.88	\$7,231.88	\$3,000.00

**BACKGROUND/EXPLANATION:**

The City acquired the Tax Sale Certificate for 1752 Llewelyn Avenue on May 15, 2017 for \$7,231.88.

Mr. Pickering has offered to purchase the Tax Sale Certificate file the petition to foreclose, acquire title to the property, and return it to productive use. The assignment amount of \$3,000.00 for the Tax Sale Certificate will cover the flat taxes and water bills on this property.

**MINUTES**

Department of Real Estate - cont'd

UPON MOTION duly made and seconded, the Board approved the assignment of the Tax Sale Certificate to Mr. Tim Pickering for an amount that is less than the lien amount for the property located at 1752 Llewelyn Avenue (Block 1494, Lot 080).

**MINUTES**

Department of Real Estate - Interdepartmental Lease

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Interdepartmental Lease between the Department of Transportation, Tenant, and the Department of Public Works, Landlord, for the rental of property located at 210 Guilford Avenue, consisting of approximately 28,090 sq. ft. The period of the Interdepartmental Lease is December 1, 2017 through November 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installments</u>
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\$318,028.77	\$26,502.39
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Account: 1001-000000-2301-248700-603096

**BACKGROUND/EXPLANATION:**

On March 8, 2017 the Board approved the Interdepartmental Lease for the period of December 1, 2016 through November 30, 2017, with a one-year renewal option.

The Department of Transportation will exercise the one time renewal option. All other terms and provisions of the Interdepartmental Lease dated, March 8, 2017 will remain in full force and effect.

The Interdepartmental Lease is late because of delays during the administrative review process.

**MINUTES**Department of Real Estate - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Interdepartmental Lease between the Department of Transportation, Tenant, and the Department of Public Works, Landlord, for the rental of property located at 210 Guilford Avenue, consisting of approximately 28,090 sq. ft.

**MINUTES**

Law Department - Settlement Agreement and Release

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Settlement Agreement and Release of the claim of 513 Park Avenue, LLC, Claimant, against the Mayor and City Council of Baltimore.

**AMOUNT OF MONEY AND SOURCE:**

\$155,765.15 - 2044-000000-1450-703800-603070

**BACKGROUND/EXPLANATION:**

On April 23, 2016, a sinkhole opened in the 100 block of W. Centre Street, Baltimore, Maryland 21201. As a result of the sinkhole, Claimant's real property sustained damage because of the deviation of storm water in connection with the repair of the nearby sinkhole.

In order to resolve this claim in the best interest of the City, and to avoid the expense, time, and uncertainty of protracted litigation, the parties have agreed to a payment to Claimant of \$155,765.15 for complete settlement of the case, including attorney's fees. In return, Claimant has agreed to release the City, its employees, agents, and representatives from further liability.

Based on a thorough review of the circumstances of the occurrence by the Settlement Committee of the Law Department, the Department seeks the Board's approval.

**APPROVED FOR FUNDS BY FINANCE**



**MINUTES**

Law Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement and Release of the claim of 513 Park Avenue, LLC, Claimant, against the Mayor and City Council of Baltimore.

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

1202 - 1205

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
1. <b>\$15,000.00</b> Others	9962-932007-9563 Construction Reserve - Conduit Construction	9962-909075-9562 Conduit System Reconstruction JOC
<p>This transfer will cover the costs of prints and other related costs necessary to advertise project TR 18014, Conduit System Reconstruction JOC.</p>		
2. <b>\$15,000.00</b> State Construction Revenue	9950-956002-9515 Construction Reserve - Resurfacing JOC - Urgent Needs	9950-904875-9514 Resurfacing JOC - Urgent Needs
<p>This transfer will cover the costs necessary to advertise project TR 18010 Resurfacing JOC - Urgent Needs.</p>		
3. \$ 80,000.00 Federal	9950-944002-9507 Construction Reserve - Reserve for Closeouts	
20,000.00 GF HUR	9950-904087-9509 Harford Road Bridge Over Herring Run	
<u>\$100,000.00</u>	-----	9950-904097-9508 Design Harford Road Bridge over Herring Run

## MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation - cont'd</u>		
This transfer will cover the costs of Storm Water Management and other design costs related to the project Harford Road Bridge over Herring Run.		
<u>Baltimore Development Corporation</u>		
4. \$10,999.66	9910-909060-9600	9910-903361-9601
1 <sup>st</sup> Comm. EDF	Constr. Res.	Business Park
	Business Park	Upgrades
	Upgrades	
18,948.08	9910-925013-9600	9910-921101-9601
<u>1<sup>st</sup> Comm. EDF</u>	Constr. Res.	Comm. Rev.
	Façade Improvements	

**\$29,947.74**

This transfer will provide funds to reimburse Baltimore Development Corporation for eligible capital expenses for the month ending February 28, 2018.

5. \$23,925.00	9910-921100-9600	9910-921101-9601
Local Impact-	Constr. Res.	Comm. Rev.
VLT	Northwest Comml.	
	Improvement	
64,359.83	9910-925013-9600	9910-921101-9601
1 <sup>st</sup> Comm. EDF	Constr. Res.	Comm. Rev.
	Façade Improvements	

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

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation - cont'd</u>		
1,189.00	9910-908040-9600	9910-903361-9601
<u>24<sup>th</sup> EDF</u>	Constr. Res.	Business Park
	Business Park	Upgrades
	Main/Upgrades	

**\$89,473.83**

This transfer will provide funds to reimburse Baltimore Development Corporation for eligible capital expenses for the month ending January 31, 2018.

Department of Housing and Community Development

6.	\$3,500,000.00	9910-903183-9588	9910-901163-9588
	Pimlico Local	Park Heights Major	Park Heights Major
	Impact Aid - VLT	Redevelopment	Redevelopment -
			Demolition

The transfer will provide appropriations to allow better tracking of expenditures by the Department's demolition division while conducting work on the Park Heights area projects.

7.	\$2,000,000.00	9910-905143-9587	9910-905162-9588
	State Fund	CORE - Whole Block	CORE - Whole Block
	Appropriation	& Half Block	& Half Block Land
		Demolition	Resources
		(Reserve)	

MINUTES

TRANSFERS OF FUNDS

AMOUNT

FROM ACCOUNT/S

TO ACCOUNT/S

Department of Housing and Community Development - cont'd

The transfer will provide appropriations for Whole Block and Half Block Demolition as approved in the FY 2018 Ordinance of Estimates. These funds will be used for acquisition and relocation costs associated with the CORE (Creating Opportunities for Renewal and Enterprise) Program.

MINUTES

EXTRA WORK ORDERS AND TRANSFER OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders and Transfer of Funds

listed on the following pages:

1207 - 1209

except for item nos. 2 and 3, which were

**DEFERRED** for one week.

All of the EWOs had been reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

The Transfer of Funds was approved

**SUBJECT** to receipt of a favorable report

from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

The President Voted **NO** on item no. 1.

MINUTES

EXTRA WORK ORDERS

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

Department of Transportation (DOT)

- |                                                                                                       |   |                         |       |
|-------------------------------------------------------------------------------------------------------|---|-------------------------|-------|
| 1. EWO #001, \$523,067.00 - TR 12317, Central Avenue Street-<br>scape & Harbor Point Connector Bridge |   |                         |       |
| \$46,777,777.00                                                                                       | - | Allan Myers MD,<br>Inc. | - 23% |

This authorization is requested on behalf of the DOT. The change order is a request for four lump sum items for the following reasons: field office change from a temporary location to a permanent location in order to meet the needs of the project, fiberglass conduit to protect the City's conduit from hot water lines, redesign of bridge rail in order to satisfy all agencies' concerns, and crane delay delivery due to external constraints.

The work requested under this extra work order is in alignment with the advertised scope for this contract. The advertised scope for this contract includes work involving improvements to the existing roadway and is not limited to roadway design and construction, structural design and construction of all bridges, retaining wall, culverts, manholes and any and all other incidental structures specifically required for this project.

The field office setup and crane mobilization were performed prior to BOE approval. An Engineer's Certificate of Completion of Work has not been issued.

This Contract has a DBE goal of 30%.



MINUTES

EXTRA WORK ORDERS

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

DOT - cont'd

- EWO #006, \$330,185.82 - TR 08308, Reconstruct E. North Avenue (US Rte 1) from W. of Aisquith Street to E. of Washington Street

\$12,862,243.60	\$391,906.90	Allan Myers MD, Inc.	-	90%
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This authorization is requested on behalf of the Contractor. Due to various complications during construction, including unforeseen conditions related to active utilities, inoperable water valves during construction which prevented timely water shutdown, and other complications while tying into the exiting water utility system along the North Avenue corridor, a change order is needed to address these issues. The work was performed prior to Board approval due to the urgent nature of the work, to reduce any delays that would have been encountered due to the field conditions, and to prevent any delay claims. An Engineer's Certificate of Completion has not been issued.

This contract has a Disadvantage Business Enterprise goal of 25%.

3. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$350,000.00	9960-909100-9558	9960-908651-9557-2
Water Revenue Bonds	Constr. Reserve Water Infrastruc- ture Rehab	Extra Work

The funds are required to cover the cost of Extra Work Order No. 006, under TR 08308, Reconstruction of East North Avenue.

## MINUTES

EXTRA WORK ORDERS

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

DOT - cont'd

4. EWO #009, (\$293,777.66) - TR 04318, Jones Falls Trail  
Phase II

\$3,541,711.60	\$100,415.09	Civil Construc-	-	-
		tion, LLC		

This authorization provides for payment of overrun items, deduction of amounts not needed due to underrun or not used items, and to balance out the contract.

The Contractor met 28.22% of the established 30% DBE goal.

**MINUTES**

Department of Transportation - Lease Agreement for  
Alley Gating

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Lease Agreement for Alley Gating with Franklin Square Community Association.

**AMOUNT OF MONEY AND SOURCE:**

Franklin Square Community Association will be solely responsible for all costs and fees for the project.

**BACKGROUND/EXPLANATION:**

Franklin Square Community Association wishes to gate certain alleys in Block 197 in order to safeguard its property. A public hearing was held after the required notice was posted. After the conclusion of the hearing, the application was approved.

**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, MBE/WBE participation is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement for Alley Gating with Franklin Square Community Association.

**MINUTES**

Department of Transportation - Developer's Agreement No. 1560

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Developer's Agreement No. 1560 with Fox Building LLC, Developer.

**AMOUNT OF MONEY AND SOURCE:**

\$32,246.00

**BACKGROUND/EXPLANATION:**

The Developer would like to install new utilities to their proposed new building located in the vicinity of 3100 Falls Cliff Road. This developer's agreement will allow the organization to do their own installation in accordance Baltimore City Standards.

An Irrevocable Letter of Credit in the amount of \$32,246.00 has been issued to Fox Building LLC which assumes 100% of the financial responsibility.

**MBE/WBE PARTICIPATION:**

City funds will not be utilized for this project, therefore, MBE/WBE participation is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of Developer's Agreement No. 1560 with Fox Building LLC, Developer.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 09 to Johnson, Mirmiran & Thompson, Inc. under Project 1225, On-Call Design Consultant Services for Resurfacing and Reconstruction Projects. The period of the Task Assignment is 18 months.

**AMOUNT OF MONEY AND SOURCE:**

\$110,000.00 - 9960-904648-9557-900000-705032

**BACKGROUND/EXPLANATION:**

This task will provide for Phase V Services in connection with TR11013R, Loch Raven Watershed Culvert Repair, Replacement and Resurfacing Projects. The scope of services includes reviewing shop drawings, response to Post-Bid Request for Information, Preparation of Redline Plans and Estimates for Field Construction Modifications.

**MBE/WBE PARTICIPATION:**

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

**MBE: 27%**

**WBE: 10%**

This task exceeds the MBE goal of 27%. The Consultant achieved a goal of 69%. Although the task has a 10% WBE goal, there still remains enough capacity within the contract for the goal to be achieved.

**MINUTES**

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 09 to Johnson, Mirmiran & Thompson, Inc. under Project 1225, On-Call Design Consultant Services for Resurfacing and Reconstruction Projects.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 17 to A. Morton Thomas and Associates, Inc. under Project 1217, On-Call Construction Project Management Services. The period of the Task Assignment is 6 months.

**AMOUNT OF MONEY AND SOURCE:**

\$ 57,408.00 - 9950-905190-9527-900010-705032  
57,408.00 - 9950-905023-9508-900010-705032  
57,407.12 - 9950-902323-9527-900010-705032  
**\$172,223.12**

**BACKGROUND/EXPLANATION:**

This task will provide for continuation of services for a Construction Project Supervisor I with the Department's Engineering and Construction Division for TR12317 Central Avenue Streetscape and Harbor Connector Bridge, TR11318 Key Highway at Light Street Intersection Improvement Project, and TR13321 Downtown Bicycle Network Project.

**MBE/WBE PARTICIPATION:**

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

**MBE: 27%**

**WBE: 10%**

**MINUTES**

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 17 to A. Morton Thomas and Associates, Inc. under Project 1217, On-Call Construction Project Management Services.



## MINUTES

Mayor's Office of Human Services - Provider Agreements

The Board is requested to approve and authorize execution of the following Provider Agreements. The period of the agreement is April 1, 2018 through March 31, 2019, unless other indicated.

1. **DAYSPRING PROGRAMS, INC.** **\$ 420,340.00**

Account: 4000-407017-3571-757604-603051

Dayspring Programs, Inc. will utilize the funds to provide rental assistance to 21 formerly homeless households.

**MWBOO GRANTED A WAIVER.**

2. **DAYSPRING PROGRAMS, INC.** **\$ 809,420.00**

Account: 4000-407017-3571-757603-603051

Dayspring Programs, Inc. will utilize the funds to provide rental assistance to 43 formerly homeless households.

**MWBOO GRANTED A WAIVER.**

3. **BEHAVIORAL HEALTH SYSTEM BALTIMORE, INC.** **\$1,408,830.88**

Account: 4000-407017-3571-757510-603051

Behavioral Health System Baltimore, Inc. will utilize the funds to provide rental assistance to 110 formerly homeless households.

**MWBOO GRANTED A WAIVER.**

## MINUTES

MOHS - cont'd

4. **AT JACOB'S WELL, INC.** **\$ 218,683.30**

Account: 4000-407017-3571-757401-603051

At Jacob's Well, Inc. will utilize the funds to provide rental assistance to 18 formerly homeless households.

**MWBOO GRANTED A WAIVER.**

5. **ST. AMBROSE HOUSING AID CENTER, INC.** **\$428,352.50**

Account: 4000-407017-3571-759101-603051

St. Ambrose Housing Aid Center, Inc. will utilize the funds to provide supportive services and rental assistance to 19 formerly homeless households. Clients enrolled in the program are often struggling with mental illness, substance abuse issues and/or HIV/AIDS. The period of the agreement is February 1, 2018 through January 31, 2019.

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

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

## MINUTES

Department of Audits - Audit Report

The Board is requested to **NOTE** receipt of the following Audit Report.

1. Performance Audit Report Baltimore City Department of Public Works Fiscal Years Ended June 30, 2016 and 2015.

President: "The second item on the non-routine agenda can be found on page 20, Department of Audits Performance Audit Report. The Public -- Department of Public Works, Fiscal Year 2016 and 15. Will the parties please come forward?"

Acting City Auditor: "Good morning, members of the Board. I'm Audrey Askew, Acting City Auditor. Department of Public Works uh -- for -- Performance Audit. The agency Financial Audit was presented previously for DPW. So therefore, um -- that's why we wanted them to both be presented. That one has already been represented. Okay. Page 2, Engineering Construction Management Distribution System Water Loss. Background: Distribution System - - Distribution System Water Loss represents the percent of volume water produced at the treatment plant that is not consumed by customers. Finding 1: DPW, Office of Asset Management did not

## MINUTES

Department of Audits - Audit Report - DPW - cont'd

meet its target for the distribution system water loss, the percentage of total water flow performance measures during Fiscal Year 15. After Fiscal Year 16, this performance measure was no longer in the budget books. For Fiscal Year 15, the actual percentage of total unaccounted for water was 35.1%, which exceeded the target of 25%. DPW has identified possible causes for the distribution system water loss, such as leaks, inaccuracies of the Customer Billing System, and inaccuracies of the meters for supplying water. According to DPW, the inaccuracies of the customer's meters are being addressed by an ongoing meter replacement program. We recommend DPW continue to monitor the pressure zones and aggressively -- pursue appropriate action to address the causes identified by D -- DPW in order to reduce distribution water loss."

Deputy Director of Public Works: "Yes. I'm Dale Thompson, Deputy Director of the Department of Public Works and while the Department did agree or we do agree with the Findings of the Auditor, this is one of the reasons why we are replacing all of the old meters and with the new system we will be more accurate."

## MINUTES

Department of Audits - Audit Report - DPW - cont'd

Mayor: "So, uh -- the Audit represents FY 2015? How many meters have you all um -- how close are we finishing the replacement meters or have we done that yet?"

Deputy Director Public Works: "Um --"

Mayor: "How many meters have not been replaced?"

Deputy Director Public Works: "That I am -- I can't uh -- give you that information. I will though provide that."

Mayor: "Okay. Because there ought to be a timeline."

Deputy Director Public Works: "Yes. We do have a timeline. But, I didn't have that information with me. But, we will provide it."

Mayor: "Because this is 2015's Audit. We've gone through 2016 -- 2017. Now we're in 2018. We'd like to know where we are."

Deputy Director Public Works: "Yes."

Mayor: "Okay."

President: "And on uh -- Finding Number 1, uh -- why the performance mea -- measures are no longer appearing in the City Budget Book?"

## MINUTES

Department of Audits - Audit Report - DPW - cont'd

Acting City Auditor: "We don't know if this is out of the Budget Book. We'll be auditing the Budget Book, as well, in the future Audit."

President: "Okay. Well, can anybody answer that?"

Comptroller: "Is Henry around?"

Director of Public Works: "I can attempt to --"

Mayor: "Is that for this year, or is this something new?"

President: "No, it just says that it is no longer --"

Acting City Auditor: "They stopped the monitoring --"

President: " - they stopped up in 2016."

Mayor: "Oh -- they stopped in 2016?"

Acting City Auditor: "Right."

Mayor: "So, How do we account for that?"

Director of Public Works: "Mr. President, you want me to respond?"

President: "Yea, you can respond."

Director of Public Works: "Uh -- Mr. President, uh -- the uh -- the response to your question is -- is that as we are looking at

## MINUTES

Department of Audits - Audit Report - DPW - cont'd

the -- the budget metrics in there. Uh -- traditionally, we have a number of metrics in there and we continue to refine the metrics and we have deleted and added some -- some metrics into the uh -- budget cycle to -- to account for more meaningful -- what we -- what we feel is more meaningful -- more operational-related data. But, that doesn't mean that we no longer tracking all these while still tracking these in the background. Just that it's not appearing in the budget book."

President: "Alright -- um -- because I'd like to know if we're not tracking the water loss, then um -- you'll know -- I mean -- if we're losing water and we're not tracking it, how can we um -- you know, account for the water?"

Director of Public Works: "We are definitely tracking the water loss. Uh -- we do a water loss uh -- uh -- analysis on an annual basis and uh -- that's precisely why we are addressing the water-main replacement with our aging infrastructure and all that. The majority of the loss are through these aging pipes."

## MINUTES

Department of Audits - Audit Report - DPW - cont'd

President: "Okay".

Comptroller: "So, let me ask you a question."

President: "Madam -- uh --"

Comptroller: "So, after Fiscal 15 uh -- 16 and 17, have we exceeded the 25% target?"

Director of Public Works: "Well, uh -- we are still sort of looking at -- because number of factors -- we try to adopt ourselves to -- with America Water Works Association -- AWWA standard -- in terms of tracking water loss and we are implementing that strategy uh -- in -- the last year or so and we don't have the published number yet. But, that is the number -- that's the methodology that we have adopted now. So now, we basically are more unified in terms of the water utilities in the way they measure water loss, unlike what we have done in the past."

President: "Okay. Well, I look at uh -- loss water as loss revenue. So, um -- I 'm hoping that the Audit Department can audit this -- um -- this part of the um -- um program in DPW -- of the water loss."



## MINUTES

Department of Audits - Audit Report - DPW - cont'd

Acting City Auditor: "It's not scheduled for the -- until next cycle unless you want us to do something. You want to do this?"

President: "Yea."

Acting City Auditor: "Okay".

President: "Absolutely."

Mayor: "One of the things we want to look at is the entire operations. But, we you know we can kind of talk about that."

Acting City Auditor: "Okay. Okay. Page 4, Engineering Construction Management Percentage of MBE/WBE Participation Engineering and Construction Projects. Background: MBE/WBE Participation and DPW Engineering Construction Projects Contracts is managed by the Minority and Women Business Organization Opportunity Office. DPW will not meet its MBE/WBE participation targets if the contractors -- the consultants do not meet the MBE/WBE goals set by the Minority and Women Business Opportunity Office. DPW Engineering Construction Management did not meet its Fiscal Year 16 and Fiscal Year 15 performance measured targets for the percentage of MBE/WBE

## MINUTES

Department of Audits - Audit Report - DPW - cont'd

participation in engineering and construction projects. The Budget Book performance measured targets for MBE/WBE participation, for 2016, the target was 30%, 2015, 27%. The actual MBE/WBE participation for both years was 23%. Actual participation reported amounts paid to MBE/WBE are determined at the end of each fiscal year. We noted that it is possible for the reported percentages of MBE/WBE participation for a particular project to be different from one year to the next, since the MBE/WBE payments do not occur evenly throughout each contract term. We recommend DPW review the methodology used to report the percentage of MBE/WBE participation in these projects and determine whether the current methodology needs to be updated or revised."

Deputy Director of Public Works: "The Department in reviewing this, um -- one of the things that we wanted to note is that if we have long-term contracts, the MBE/WBE may not be until the end of the contract. Our Project Managers do monitor the uh -- contracts

## MINUTES

Department of Audits - Audit Report - DPW - cont'd

very closely and make sure that the contractors are following and living up to the MBE/WBE participation presented."

Acting City Auditor: "Okay. Page 6, Waste Removal and Recycling Percentage of Missed Trash and Recycling Pickups. B -- DPW did not meet its Fiscal Year 2016 and 2015 performance measure targets for percent of missed trash and recycling pickups and I want to note that it was very immaterial. Uh -- but I still have to report it because they did not meet them. Per the Budget Book, 2016 was .5% of a percent, so five-tenths of a percent. 2015 target was four-tenths of a percent. The actual amount for 16 was .7 or seven-tenths of a percent and 15 to 16 was six-tenths of a percent. Actual amounts are calculated through the customer service report. These numbers reflect contact to 311 operators who then create the missed refuse and recycling service requests. Solid waste employees pull this information, investigate, and close the CSR once it is addressed. We recommend that DPW management review and monitor missed trash and recycling pickups and continue to deter-

## MINUTES

Department of Audits - Audit Report - DPW - cont'd

mine the causes of these missed pickups."

Deputy Director of Public Works: "The Department, while we do understand and the percentage was low um -- when you look at -- with the um -- CSR system, citizens will call and report a missed trash. It could be that they set their trash out late. But, um -- the Superintendents and the Bureau of Solid Waste does monitor all of those service requests very closely."

President: "Okay. I can uh -- truly say that um -- I know that this uh -- system works. Uh -- I have seen neighbors of mine put the trash out late and tell me that, you know, the trash man miss -- missed their trash. I even did it one time myself -- just forgot to put my trash out. So, um -- I did take it to 28<sup>th</sup> Street and I didn't call and report that it was missed."

Deputy Director of Public Works: "Thank you."

President: "So, um --"

Solicitor: "I just take mine back in the house."

President: "So, keep up the good work and just keep monitoring and

MINUTES

Department of Audits - Audit Report - DPW - cont'd

make sure that we can um -- have our customers uh -- really satisfied with our trash pickup and recycling."

Deputy Director of Public Works: "Because our crews do start at 6:00 a.m. in the morning."

President: "I seen them out there in the rain this morning."

Deputy Director of Public Works: "Yes. Thank you."

President: "Okay. Thank you. The Audit has been **NOTED.**"

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**MINUTES**

Department of Public Works - Right-of-Entry Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Right-of-Entry Agreement with Hunting at the Hills, LLC. The period of the Right-of-Entry Agreement is effective upon physical entry onto the property for one year.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Department of Public Works is proposing a project to install new storm water pipes in and around Maiden Choice Run Tributary. As part of the project, the City needs access to the property, an apartment complex under the control of Hunting at the Hills, LLC, and outside of an existing right-of-way easement.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Right-of-Entry Agreement with Hunting at the Hills, LLC.

**MINUTES**

Department of Public Works - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds by Expenditure Authorization to pay the American Water Works Association (AWWA) for the Department's membership dues for March 2018 through February 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$20,423.00 - 2071-000000-5541-398600-603020

**BACKGROUND/EXPLANATION:**

The AWWA is the largest non-profit, scientific, educational association dedicated to managing and treating water. The AWWA provides solutions to improve public health, protect the environment, strengthen the economy, and enhance Baltimore City's quality of life. The benefits of membership include standing with the water community to influence government regulations and legislation, learning about issues before they become a full-blown crisis, professional development opportunities for staff, and improving day-to-day operations.

The AWWA dues are based on the number of customer service connections and provides membership to 25 staff persons. The Department of Public Works serves over 150,000 water customer service connections and its membership dues in FY 2017 totaled \$19,925.00.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**Department of Public Works - cont'd

UPON MOTION duly made and seconded, the Board approved the expenditure of funds by Expenditure Authorization to pay the American Water Works Association for the Department's membership dues for March 2018 through February 2019.



## MINUTES

Health Department - Agreements

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

1. **SINAI HOSPITAL OF BALTIMORE, INC.** **\$ 50,500.00**

Account: 4000-424517-3023-274423-603051

Sinai Hospital of Baltimore, Inc. will provide psychosocial support services to assist eligible people living with HIV to address behavioral and physical health concerns. These services will include bereavement counseling, child abuse and neglect counseling, HIV support groups, nutrition counseling provided by a nonregistered dietitian, and pastoral care/counseling services. The period of the agreement is July 1, 2017 through June 30, 2018.

**MWBOO GRANTED A WAIVER.**

2. **SINAI HOSPITAL OF BALTIMORE, INC.** **\$162,263.00**

Account: 4000-424517-3023-274420-603051

Sinai Hospital of Baltimore, Inc. will provide a wide range of client-centered Medical Case Management activities focused on improving health outcomes in support of the HIV care continuum. The period of the agreement is July 1, 2017 through June 30, 2018.

**MWBOO GRANTED A WAIVER.**

The agreements are late because the Department of Health and Mental Hygiene, Office of Prevention and Health Promotion Administration programmatically manages HIV/AIDS State Special services. The pro-

## MINUTES

Health Department - cont'd

viders are asked to submit a budget, budget narrative, and scope of services. The BCHD thoroughly reviews the entire package before preparing a contract and submitting it to the Board. These budgets are many times revised because of inadequate information from the providers. This review is required to comply with grant requirements.

3. **PARK WEST HEALTH SYSTEM, INC.** **\$107,539.00**

Account: 5000-569718-3023-273333-603051

Park West Health System, Inc. will provide a range of client-centered Medical Case Management activities focused on improving health outcomes in support of the HIV care which includes initial assessment, support services and ensure re-evaluation of the care plans. The period of the agreement is July 1, 2017 through June 30, 2018.

4. **PARK WEST HEALTH SYSTEM, INC.** **\$ 58,400.00**

Account: 5000-569718-3023-273335-603051

Park West Health System, Inc. will provide outpatient Mental Health (psychological and psychiatric) screening, assessment, diagnosis, treatment, and counseling services to clients living with HIV. The period of the agreement is July 1, 2017 through June 30, 2018.

5. **PARK WEST HEALTH SYSTEM, INC.** **\$159,490.00**

Account: 5000-569718-3023-273337-603051

Park West Health System will conduct Traditional Outreach services targeted to populations known to be at dispropor-

## MINUTES

Health Department - cont'd

tionate risk for HIV infection. The Outreach Worker will canvass high-risk neighborhoods and areas around clinical and social support agencies to encounter vulnerable individuals that may or may not know their HIV status, and refer HIV negative individuals with multiple risk factors for testing and continuous monitoring and treatment. Clients that test positive will be referred to HIV treatment programs. The period of the agreement is July 1, 2017 through June 30, 2018.

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

**MWBOO GRANTED A WAIVER.**

6. **FOREST PARK SENIOR CENTER, INCORPORATED**                   **\$ 50,987.00**

Account: 4000-433518-3024-768903-603051

Forest Park Senior Center, Inc. will operate a senior program and serve as the community focal point for seniors and their caregivers. The services provided will include, but are not limited to social, recreational and educational programs, information and assistance, outreach, wellness and transportation. The period of the agreement is October 1, 2017 through September 30, 2018.

## MINUTES

Health Department - cont'd

The agreement is late because the Department was waiting on finalization of the budget and signatures from the provider.

**MWBOO GRANTED A WAIVER.**

7. **MEALS ON WHEELS OF CENTRAL MARYLAND, INC.** **\$1,162,828.05**

Accounts: 4000-434318-3255-761600-604014	\$ 698,082.00
4000-432918-3255-761200-604014	\$ 56,330.65
6000-633518-3255-771700-604014	\$ 330,431.00
5000-533618-3255-767600-604014	\$ 42,284.40
4000-434318-3255-761600-404099	\$ 35,700.00

Meals on Wheels of Central Maryland, Inc. will provide nutritionally balanced meals to the projected number of homebound and/or frail elderly residents of Baltimore City. The Meals on Wheels of Central Maryland, Inc. will provide unique professional services in the Maryland area, which are available from no other vendor. The period of the agreement is October 1, 2017 through September 30, 2018.

The agreement is late because it was recently completed by the Department.

**MWBOO GRANTED A WAIVER.**

8. **CHASE BREXTON HEALTH SERVICES, INC.** **\$54,117.00**

Account: 5000-569718-3023-273317-603051

Chase Brexton Health Services, Inc. will provide services to reduce the impact of addictions as a barrier to patients establishing and maintaining a positive engagement in their

## MINUTES

Health Department - cont'd

health care. Chase Brexton Health Services, Inc. will also provide service evaluations, crisis interventions, individual and group counseling that focuses on addressing the unmet needs of African American Men having Sex with Men with the co-occurring problems of substance abuse, HIV/AIDS, and mental health issues. The period of the agreement is July 1, 2017 through June 30, 2018.

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

**MWBOO GRANTED A WAIVER.**

9. **GOVANS ECUMENICAL DEVELOPMENT CORPORATION (GEDCO)** **\$64,838.00**

Account: 4000-433518-3024-768904-603051

GEDCO operates a senior program which serves as the community focal point for seniors and their caregivers. The services to be provided include, but are not limited to social, recreational and educational programs, information and assistance, outreach, wellness, and transportation. The period of the agreement is October 1, 2017 through September 30, 2018.

## MINUTES

Health Department - cont'd

The agreement is late because the Department was waiting on finalization of the budget and signatures from the provider.

**MWBOO GRANTED A WAIVER.**

10. **BALTIMORE CITY STATE'S ATTORNEY'S OFFICE** **\$70,000.00**

Account: 4000-483518-3080-294600-603051

The Baltimore City State's Attorney's Office will provide direct programming in schools within the ReCAST communities to build relationships with youth and better familiarize young people with the justice system. The purpose of the ReCAST West Baltimore Project is to reduce the impact of trauma and build resilience in West Central Baltimore, specifically Sandtown-Winchester, Upton/Druid Heights and Penn North communities. The period of the agreement is October 1, 2017 through September 30, 2018.

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

**MWBOO GRANTED A WAIVER.**

11. **ALLEN CENTER BOARD, INC.** **\$ 53,535.00**

Account: 4000-433518-3024-768901-603051

Allen Center Board, Inc. operates a senior program, which serves as the community focal point for seniors and their caregivers. The services to be provided will include, but are not limited to social, recreational and educational programs,

## MINUTES

Health Department - cont'd

information and assistance, outreach, wellness, and transportation. The period of the agreement is October 1, 2017 through September 30, 2018.

The agreement is late because the Department was waiting on finalization of the budget and signatures from the provider.

**MWBOO GRANTED A WAIVER.**

12. **BALTIMORE CITY BOARD OF SCHOOL COMMISSIONERS/BALTIMORE CITY PUBLIC SCHOOL SYSTEM (BCPSS)** **\$133,000.00**

Account: 4000-484915-3160-308600-603051

The BCPSS will administer the Baltimore City Youth State and Community Development – Promoting Behavioral Interventions and Supports (PBIS) Program. The goal of the PBIS Program is to provide a supportive environment for every student to graduate from high school ready to participate in the community and in a career. To meet the needs of Baltimore City youth who have dropped out of school, the Department will collaborate with the BCPSS Re-engagement Center (REC) to identify and recruit youth, 16-24 years of age, who are eligible for REC assistance.

The BCPSS will provide the services of a Mental Health Professional who will provide clinical expertise to the PBIS Program while serving the schools, develop a life skills and coping strategies curriculum for REC students and facilitate trauma-informed professional development for REC and other BCPSS staff. The period of the agreement is October 1, 2017 through September 30, 2018.

**MINUTES**

Health Department - cont'd

The agreement is late because budget revisions delayed processing.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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



**MINUTES**

Health Department - Amendment to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Amendment to Agreement with Almost Home II Assisted Living, Inc.

**AMOUNT OF MONEY AND SOURCE:**

\$4,162.00 - 5000-534018-3254-767803-607001

**BACKGROUND/EXPLANATION:**

On October 25, 2017, the Board approved the original agreement in the amount of \$23,400.00 for the period July 1, 2017 through June 30, 2018.

This Amendment to the Agreement will increase the funding amount by \$4,162.00, making the new FY18 total amount \$27,562.00.

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

This Amendment to Agreement is late because the Department was waiting for final information.

**MBE/WBE PARTICIPATION:**

N/A

**MINUTES**

Health Department - cont'd

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to Agreement with Almost Home II Assisted Living, Inc.

**MINUTES**

Health Department - Supplement to the Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Supplement to the Grant Award, entitled Syringe Services Capacity Development Support Program, from the Maryland Department of Health (MDH), Prevention and Health Promotion Administration.

**AMOUNT OF MONEY AND SOURCE:**

\$80,899.00 - 5000-503918-3023-274000-60000

**BACKGROUND/EXPLANATION:**

On July 26, 2017, the Board approved the Fiscal Year 2018 Unified Funding Document (UFD) in the amount of \$46,293,701.00 for the period July 1, 2017 through June 30, 2018.

The initial award for the Syringe Services Capacity Development Support Program was \$105,662.00. On January 17, 2018, the Board approved an Update to the UFD for the period ending October 31, 2017. The update corrected and increased the initial award by \$5,385.00 for a total amount of \$111,047.00.

This Supplement to the Grant Award provides additional funding in the amount of \$80,899.00 and makes the total award amount \$191,946.00. This will allow for expansion of services within Baltimore City and for the purchase of a new vehicle.

The Supplement to the Award is late because of delays in the administrative review process.

**MINUTES**

Health Department - cont'd

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Supplement to the Grant Award, entitled Syringe Services Capacity Development Support Program, from the Maryland Department of Health, Prevention and Health Promotion Administration.

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

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development (DHCD) - Options</u>			
1. Barbara Ann Stein	1108 Sarah Ann Street	G/R \$48.00	\$ 400.00
2. David M. Harris, Successor Trustee	329 N. Carrollton Avenue	G/R \$100.00	\$ 916.00
3. David M. Harris, Trustee	1013 W. Mulberry Street	G/R \$ 92.00	\$ 844.00
4. Jill Schwartz	323 N. Carrollton Avenue	G/R \$100.00	\$ 667.00
Funds are available in City Funds, account no. 9910-908044-9588-900000-704040, Poppleton Project, Phase 4.			
5. Debbie L. Epps	2717 Fenwick Avenue	L/H	\$ 20,250.00
6. Lum E. Brown, Jr.	2719 Fenwick Avenue	L/H	\$ 19,250.00
7. Home Trust Inc.	2702 Hugo Avenue	F/S	\$ 52,000.00

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
DHCD) - <u>Options</u> - cont'd			
8. Dorothy Williams, reserved Life Estate with Full Powers remainder to Jacqueline D. Thomas, Kevin D. Johnson and Rebecca Waddy	2710 Hugo Avenue	L/H	\$ 48,750.00
9. Comelius P. Cochran	2712 Hugo Avenue	L/H	\$ 87,250.00
10. NPR Properties, LLC	2720 Hugo Avenue	L/H	\$ 67,200.00
11. Vivian Moore, Carisa D. Bishop and Coretta Walker	2722 Hugo Avenue	L/H	\$ 29,250.00
12. Sameh Elrahimy and Bassem Rawi	1703 E. 28 <sup>th</sup> Street	L/H	\$ 17,740.00
Funds are available in account no. 9910-904326-9588-900000-704040, Fenwick/Hugo 28 <sup>th</sup> Street Project.			
13. Amy Sue Nochumowitz, Trustee for Ethan S. Nochumowitz	1028 N. Milton Avenue	G/R \$96.00	\$ 880.00

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
DHCD) - <u>Options</u> - cont'd			
14. Harriet White and Catherine M. White	1054 N. Milton Avenue	F/S	\$ 46,000.00
15. Darnell Colins, Jr.	1028-1030 N. Milton Avenue	L/H	\$ 40,720.00
16. James Charles Holloway	646 N. Carey Street	½ G/R \$92.12	\$ 768.00
17. Eutaw Place, LLC	2512 Salem Street	G/R \$42.00	\$ 385.00

Funds are available in account no. 9910-906126-9588-900000-704040,  
FY 17 CORE Demo Project.

18. Carolyn Shanklin	3008 Woodland Avenue	L/H	\$ 8,250.00
19. Mable Lecato and Teresa Lecato	3010 Woodland Avenue	F/S	\$ 7,000.00

Funds are available in account no. 9910-903183-9588-900000-  
704040.

20. Leah Hall, Personal Representa- tive of the Estate of Gloria C. Shipman	2315 Harford Road	G/R \$60.00	\$ 400.00
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Funds are available in account no. 9910-908044-9588-900000-  
704040, Gateway Park Project.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
(DHCD) - <u>Options</u> - cont'd			
21. Daniel C. McLea, III	714 W. Lafayette Street	G/R \$72.00	\$ 480.00

Funds are available in account no. 9910-907079-9588-900000-704040, General Acquisitions.

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

Dept. of Housing and Community Development (DHCD) - Condemnation

22. Desmond R. Scruggs	2703 Fenwick Avenue	L/H	\$23,250.00
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Funds are available in account no. 9910-904326-9588-900000-704040, Fenwick/Hugo 2th Street Project.

UPON MOTION duly made and seconded, the Board approved the Options and the Condemnation.



## MINUTES

Enoch Pratt Free Library - TRANSFER OF LIFE-TO-DATE  
SICK LEAVE

The Board is requested to approve the transfer of LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Ms. Julie Saylor.

The transfer of sick leave days is necessary in order for the designated employee to remain in pay status with continued health coverage. The City employees have asked permission to donate the sick leave days that will be transferred from their LIFE-TO-DATE sick leave balances as follows:

<u>Donors</u>	<u>Days</u>
Michael Johnson	1
Eunice Anderson	2
Rebekah Hickman	1
Emily Sachs	1
Lisa Greenhouse	5
Shamia Brightful	2
James McGlothlin	3
Stuart Ragland	3
Susan Pluhar	2
Carolyn Harnick	5
Alprescia Rivers	5
<b>Total:</b>	<b>30</b>

Ms. Saylor is not a member of a union sick leave bank and is not eligible for membership in a union sick leave bank. All of her leave has been used. This transfer will allow Ms. Saylor to remain in pay status and maintain her health coverage.

**THE LABOR COMMISSIONER RECOMMENDED APPROVAL.**

## MINUTES

Enoch Pratt Free Library - cont'd

UPON MOTION duly made and seconded, the Board approved the transfer of LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Ms. Julie Saylor.

**MINUTES**Enoch Pratt Free Library - TRANSFER OF LIFE-TO-DATE  
SICK LEAVE

The Board is requested to approve the transfer of LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Ms. Joan Wolk.

The transfer of sick leave days is necessary in order for the designated employee to remain in pay status with continued health coverage. The City employees have asked permission to donate the sick leave days that will be transferred from their LIFE-TO-DATE sick leave balances as follows:

<u>Donors</u>	<u>Days</u>
Devon Ellis	1
Marilyn Hage	1
Lisa Greenhouse	2
Kathleen Shelly	2
Erin Kelly	2
Alprescia Rivers	<u>5</u>
<b>Total:</b>	<b>13</b>

Ms. Wolk is not a member of a union sick leave bank and is not eligible for membership in a union sick leave bank. All of her leave has been used. This transfer will allow Ms. Wolk to remain in pay status and maintain her health coverage.

**THE LABOR COMMISSIONER RECOMMENDED APPROVAL.**

UPON MOTION duly made and seconded, the Board approved the transfer of LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Ms. Joan Wolk.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Community Development Block Grant (CDBG) Agreement with St. Ambrose Housing Aid Center, Inc. The period of the CDBG Agreement is July 1, 2017 through June 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$290,000.00 - 2089-208918-5930-436191-603051  
60,000.00 - 2089-208918-5930-434191-603051  
**\$350,000.00**

**BACKGROUND/EXPLANATION:**

The CDBG Agreement will provide funds to subsidize the organization's operating expenses for one year. The organization will provide one-on-one pre-purchase counseling to potential homeowners and one-on-one default housing counseling service to low- and moderate-income homeowners who are in danger of losing their homes. The organization will also provide housing counseling, referrals and home assessments to match homeowners with existing space in their homes with tenants seeking affordable housing under the Homesharing Program.

**MBE/WBE PARTICIPATION:**

**FOR FY 2018, THE MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$27,250.00, AS FOLLOWS:**

**MBE: \$7,357.50**

**WBE: \$2,725.00**

**MINUTES**

DHCD - cont'd

On June 28, 2017, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2017 Annual Action Plan for the following formula programs:

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

Upon approval of the resolution, the DHCD's Contracts Section began negotiating and processing the CDBG Agreements as outlined in the Plan effective July 1, 2017 and beyond. Consequently, this agreement was delayed due to final negotiations and processing.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Community Development Block Grant Agreement with St. Ambrose Housing Aid Center, Inc.

**MINUTES**

Department of Housing and - Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Agreement with the Maryland Department of Housing and Community Development. The period of the Agreement is for two years effective upon execution by the State of Maryland.

**AMOUNT OF MONEY AND SOURCE:**

\$250,000.00 - 9910-905118-9588-900000-704047

**BACKGROUND/EXPLANATION:**

Project C.O.R.E. (Creating Opportunities for Renewal and Enterprise) is a State grant program that provides funds for blight elimination to support new development, green space and adaptive reuse. The Department requested funds to stabilize historically significant buildings in its inventory and was awarded \$250,000.00 that will be used to stabilize the Upton Mansion located at 811 West Lanvale Street in the Upton community. The property is a contributing structure in the Old West Baltimore National Register District and was added to the City's historic landmark list in 2008.

The scope of work may include securing the building's exterior, repairing masonry and removing interior debris. Following stabilization, the building will be offered for redevelopment. Work will be undertaken as part of the DHCD's Division of Land Resources Asset Management activities.

**MINUTES**

Department of Housing and - cont'd  
Community Development

The Agreement was delayed because of the time that lapsed between receipt of the award letter and a draft agreement. Additional time was required to modify the agreement.

**MBE/WBE PARTICIPATION:**

Based upon the approved exclusions, the amount of the total budget to which the MBE/WBE participation goals are applicable is \$123,755.00. Therefore, the 27% MBE and the 10% WBE participation goals are as follows:

**MBE: \$33,413.88**

**WBE: \$12,375.50**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with the Maryland Department of Housing and Community Development.

MINUTES

PERSONNEL MATTERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

1256 - 1284

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.



**MINUTES****PERSONNEL**Environmental Control Board1. Reclassify the following filled position:Position No.: 1170-49109

From: Office Support Specialist III  
Job Code: 33213  
Grade: 078 (\$30,781.00 - \$35,600.00)

To: Secretary III  
Job Code: 33233  
Grade: 084 (\$37,001.00 - \$44,161.00)

Costs: \$8,065.00 - 1001-000000-1170-138600-601001

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

Department of Finance2. Reclassify the following filled position:Position No.: 7100-49744

From: Senior Program Assessment Analyst  
Job Code: 10183  
Grade: 927 (\$63,240.00 - \$101,184.00)

To: Operations Officer III  
Job Code: 00087  
Grade: 929 (\$67,218.00 - \$107,406.00)

Costs: \$9,106.00 - 1001-000000-7100-691400-601001

## MINUTES

PERSONNELHourly RateAmountDepartment of Finance - cont'd

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

3. **CLEMENT H. RULEY, JR.**                      \$43.60                      **\$25,000.00**

Account: 1001-000000-1423-160800-601009

Mr. Ruley, retiree, will work as Accounting Systems Analyst II/Accounting Systems Analyst. His duties will include but are not limited to preparing financial statements for principal agencies that are required by City Charter to undergo biennial audits and prepare the City's Comprehensive Annual Financial Report. This is a 2% raise in the hourly rate from the previous contract period. The agreement is effective upon Board approval for one year.

On January 3, 1996, the Board approved a waiver to the Administrative Manual Policy 212-1, Part I, for the hourly rate only.

Fire Department

4. Reclassify the following vacant position:

Position No.: 34083

From: Operations Officer I  
 Functional: N/A  
 Job Code: 00085  
 Grade: 923 (\$59,466.00 - \$95,370.00)

MINUTES

PERSONNEL

Hourly Rate

Amount

Fire Department - cont'd

To: Operations Officer III  
Functional: Community Paramedicine Program Manager  
Job Code: 00087  
Grade: 929 (\$67,218.00 - \$107,406.00)

Costs: \$15,708.00 - 1001-000000-3191-308700-601001

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

Department of General Services

5.     **HOWARD P. BURGEE**                     \$38.65                     **\$46,380.00**

Account: 2029-000000-1982-192500-601009

Mr. Burgee, retiree, will work as Contract Services Specialist I (Building Project Coordinator Building Project Coordinator). His duties will include but are not limited to evaluating requests for and make recommendations on the repair, alteration, and maintenance of City-owned buildings and grounds including internal utilities, reviewing contract drawings, plans and specifications, preparing cost estimates and determining the length of time necessary to complete the project. Mr. Burgee will be responsible for inspecting the work of contractors to ensure compliance with plans and specifications, conducting progress meetings and determining corrective action necessary to solve problems, expediting the

**MINUTES****PERSONNEL**Hourly RateAmountDepartment of General Services - cont'd

completion of contract work and recommending payment to contractors, maintaining records and submit periodic status reports. He will also inspect fire and storm damaged buildings for insurance estimates of damages and may oversee the work of maintenance personnel and manage construction renovation projects for the duration of the projects. This is a 2% increase from the previous contract period. The period of the agreement is effective upon Board approval for one year.

6. **JANICE BROWN-HYATT**                      \$22.66                      **\$27,192.00**

Account: 1001-000000-1981-718100-601009

Ms. Brown-Hyatt, retiree, will work as a Contract Services Specialist I (Communications Analyst II/Special Communications Coordinator). Her duties will include but are not limited to conducting site surveys, reviewing blueprints and floor plans pertaining to the installation of communication equipment and delivery of timely services, serving as liaison to the Office of the Comptroller, Department of Communication Services, Municipal Telephone Exchange regarding work site relocations, repairs, installations, disconnections and all routine agency transactions involving the municipal telephone system and its agents. Ms. Brown-Hyatt will initiate, document, and sustain cost containment measures and invoice review targeting overcharges or expenditures inappropriately assigned to the Department, train agency personnel in equipment operations and the functions of other telecommuni-

**MINUTES****PERSONNEL**Hourly RateAmountDepartment of General Services - cont'd

cations system features, prepare quarterly telecommunications reports that reflect quantity of devices in service, reliability of equipment, and collected data attesting to qualitative measurements. This is a 2% increase from the previous contract period. The period of the agreement is effective upon Board approval for one year.

7. Reclassify the following position:Position No.: 1982-51953

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

To: Operations Assistant I  
 Job Code: 31104  
 Grade: 902 (\$41,718.00 - \$66,708.00)

Costs: \$79,544.00 - 1001-000000-1982-272800-601001

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

MINUTES

PERSONNEL

Hourly Rate

Amount

Health Department

8. Create the following position:

Classification: Program Assistant II  
Job Code: 81323  
Grade: 084 (\$37,001.00 - \$44,161.00)  
Position No.: To be determined by BBMR

Cost: \$57,247.80 - 4000-426618-3080-294300-601001

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

9. **TARA HOLLAND** \$19.00 **\$8,075.00**

Account: 1001-000000-3023-274000-601009

Ms. Holland, will work as Contract Services Specialist II (Community Health Educator I/Peer Educator). Her duties will include but are not limited to facilitating overdose prevention and response training, making referrals to drug treatment for participants, providing risk reduction counseling to program participants. Ms. Holland will conduct health and harm reduction education and counseling, conduct HIV, Hepatitis C, and STD Prevention Education with program participants and other community members, conduct pre/post HIV and Hepatitis C testing and counseling, conduct syringe exchanges and have phlebotomy duties. The period of the agreement is April 1, 2018 through June 30, 2018.

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Health Department</u>		
10. <b>KENDRELL TAYLOR</b>	\$19.00	<b>\$8,075.00</b>

Account: 1001-000000-3023-274000-601009

Mr. Taylor, will work as Contract Services Specialist II (Health Educator I/Community Health Educator I/Peer Educator). His duties will include, but are not limited to conducting strategic outreach in high-risk communities, establishing relationships with community stakeholders and promoting opportunities for collaboration, facilitating overdose prevention and response training, making referrals to drug treatment for people suffering from substance use disorders. Mr. Taylor also conducts peer counseling to program participants, conducts health and harm reduction education and counseling, conducts HIV, Hepatitis C, and STD Prevention Education with program participants and other community members, conducts pre/post HIV and Hepatitis C testing and counseling, conducts syringe exchanges and will have phlebotomy duties. The period of the agreement is April 1, 2018 through June 30, 2018.

11. Reclassify the following filled position:

Position No.: 3001-47778

From: Operations Officer I  
 Job Code: 00085  
 Grade: 923 (\$59,466.00 - \$95,370.00)

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

To: Operations Officer IV  
Job Code: 00088  
Grade: 931 (\$72,420.00 - \$115,770.00)

Costs: \$16,345.36 - 1001-000000-3001-568000-601001

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

12. Create the following positions:

a. Classification: Nutritionist  
Job Code: 81242  
Grade: 090 (\$46,670.00 - \$56,723.00)  
Position No.: To be assigned by BBMR

b. Classification: HR Specialist I  
Job Code: 33628  
Grade: 090 (\$46,670.00 - \$56,723.00)  
Position No.: To be assigned by BBMR

Cost: \$121,342.00 - 1001-000000-1603-172500-601001

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



MINUTES

PERSONNEL

Hourly Rate

Amount

Department of Human Resources

13. Reclassify the following vacant position:

Position No.: 18583

From: Avionics Technician Power Plan  
Functional: Same  
Job Code: 52723  
Grade: 098 (\$65,774.00 - \$80,369.00)

To: Operations Officer I  
Functional: Same  
Job Code: 00085  
Grade: 923 (\$59,466.00 - \$95,370.00)

Costs: \$77,306.00 - 1001-000000-1603-172500-601001

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

14. **MISHA GUIDA** \$25.00 **\$25,000.00**

Account: 1001-000000-1601-172500-601009

15. **CHARNETTE HOLLAND** \$25.00 **\$25,000.00**

Account: 1001-000000-1601-172500-601009

These individuals will work as Contract Services Specialist II (Grants Procurement Officer/Grant Writer). Their duties will in-

**MINUTES****PERSONNEL**Hourly RateAmountDepartment of Human Resources - cont'd

clude, but are not limited to sourcing, researching and crafting grant proposals, reviewing applications for content, form and adherence to funding source guidelines, editing proposals, ensuring application package is complete before submission, and drives application completion. She will also assemble and submit grant proposals, including letters, proposals, budgets, and presentations to foundations and grant-making organizations, communicate the WorkBaltimore Initiative to potential grantors, cultivate and maintain personal contact and relationships with foundation contacts and program officers, conduct prospect research, develop database and calendars to track, monitor and ensure timely submission of letters of inquiry, grant proposals deadlines, and reports. They will ensure prompt acknowledgement of foundation grant awards, prioritize projects to keep multiple grant opportunities in varying stages of development and submissions moving through completion in a timely manner, ensure deadlines are met and manages supplemental material required for proposals, provides writing support for grant application content, major donor and individual contribution letters and acknowledgements as requested, recommends grant opportunities and distribute grant proposal applications to executive leadership team and monitor and provide updates on status of grant applications and submissions. The period of the agreement is effective upon Board approval for one year.

MINUTES

PERSONNEL

Hourly Rate

Amount

Office of the Labor Commissioner

16. Reclassify the following filled position:

Position No.: 46903

From: Special Assistant  
Job Code: 10240  
Grade: 089 (\$44,764.00 - \$54,349.00)

To: Executive Assistant  
Job Code: 00087  
Grade: 904 (\$46,920.00 - \$75,072.00)

Costs: \$2,764.00 - 1001-000000-1280-154300-601001

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

Board of Liquor License Commission

17. **MATTHEW ACHHAMMER** \$33.65 **\$35,000.00**

Account: 1001-000000-2501-259500-601009

Mr. Achhammer, retiree, will work as a Liaison Officer II/Community Liaison Officer). His duties will include but are not limited to attending community, business association, and governmental meetings throughout the entire City of Baltimore, disseminating information from and about the agency to the various stakeholders, takes questions and answers questions on agency policies, projects and programs,

**MINUTES****PERSONNEL**Hourly RateAmountBoard of Liquor License Commission - cont'd

preparing documents for dissemination and all follow-up correspondence for community, business association, and governmental meetings attended, generating reports and tracks attendance at community, business association and governmental meetings for reporting purposes. Mr. Achhammer will also report and document allegations and inquiries regarding licensed establishments raised at meetings and distribute to the proper personnel within the Liquor Board, consult with the Executive Administration and advise community, business associations, and governmental groups regarding specific problems and complaints associated with licensed establishments. The period of the agreement is effective upon Board approval for one year.

Mayor's Office18. Create the following two positions:

- a. Classification: Operations Specialist I  
     Job Code: 00083  
     Grade: 906 (\$50,694.00 - \$80,988.00)  
     Position No.: To be assigned by BBMR
- b. Classification: Operations Specialist I  
     Job Code: 00083  
     Grade: 906 (\$50,694.00 - \$80,988.00)  
     Position No.: To be assigned by BBMR

Cost: \$152,942.00 - 5000-507918-2254-756300-603026

**MINUTES****PERSONNEL**Hourly RateAmountMayor's Office - cont'd

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

Mayor's Office of Criminal Justice

19.	<b>ELISE GILLESPIE</b>	\$40.00	<b>\$ 31,200.00</b>
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Account: 6000-607118-2251-763300-601009

Ms. Gillespie will work as a Contract Services Specialist II (Program Manager). She will manage all phases of CitiWatch expansion projects, act as a liaison between the Baltimore City Police Department, the Mayor's Office of Information Technology, the Mayor's Office of Criminal Justice, and all external parties to ensure projects are meeting the appropriate deadlines. Ms. Gillespie will develop project budgets, schedules, work plans, and cost estimates for new projects, monitor contracts to ensure conformance to approved plans and contract specifications. In addition, she will prioritize projects based on financial feasibility and the needs surrounding public safety issues, provide updates for projects as required by the administrative supervisor or grant requirements, and participate in bi-weekly meetings with all relevant stakeholders for project updates and troubleshooting issues related to camera maintenance. The period of the agreement is effective upon Board approval through December 31, 2018.

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Mayor's Office of Emergency Management</u>		
20. <b>MEGAN HARDY</b>	\$25.00	<b>\$ 52,000.00</b>

Account: 4000-482016-2023-212601-601009

Ms. Hardy will work as a Contract Services Specialist II (Executive Assistant/Executive Assistant). She will provide administrative and clerical support for MOEM staff members, attend meetings and events, help plan the MOEM Conference, attend Homeland Security Preparedness Committee meetings, including taking minutes, preparing agendas, sign-in sheets, and sending out reminders and calendar requests. Ms. Hardy will print handouts in preparation for the meetings, maintain distribution lists, maintain the electronic filing system for all documents, schedule future meetings, and prepare the agendas with input from the Director and Deputy Director of Administration and Finance. In addition, she will maintain employee personnel folders and records, manage calendars for the Director and two Deputy Directors, handle agency timesheet submissions, receive, print, store and act as a liaison between MOEM and applicants for positions, reserve the conference call line for calls, and schedule management/maintenance, etc. The period of the agreement is effective upon Board approval for one year.

Department of Planning

21. Reclassify one filled position:

Position No.: 16598

From: City Planner II  
 Job Code: 74137  
 Grade: 927 (\$63,240.00 - \$101,184.00)

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Department of Planning - cont'd</u>		

To: Operations Officer III  
 Job Code: 31111  
 Grade: 929 (\$67,218.00 - \$107,406.00)

Costs: \$10,126.00 - 1001-000000-1871-187400-601001

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

Police Department

22.	<b>MICHAEL F. BAPTIST</b>	\$20.19	<b>\$ 42,000.00</b>
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Account: 1001-000000-2042-198100-601009

Mr. Baptist, retiree, will continue to work as a Contract Services Specialist I (Police Human Resources Associate/Contract Service Specialist I) in the Application Investigation Section. He will conduct pre-employment investigations of sworn and civilian applicants, conduct local, state, national record and warrant checks, investigate references, perform neighborhood canvasses, interview applicants, and gather all vital information. Mr. Baptist will also summarize investigations into a pre-employment file, process background investigations for promotional candidates, including records checks, and gather recommendations and summaries of the previous work history of the candidates. The period of the agreement is April 6, 2018 through April 5, 2019.

## MINUTES

PERSONNELHourly RateAmountPolice Department - cont'd

This is an increase of 40% in the hourly rate from the previous contract period of \$14.42 per hour to \$20.19 per hour. The hourly rate of \$14.42 per hour had remained static for many years and had not increased with the cost-of-living or with the continued dedication and performance of retired police officers. The Baltimore Police Department lags behind surrounding jurisdictions in pay for retired officers. Baltimore County hires retirees at \$24.00 per hour, as well as other Police Departments hire retirees at a rate commensurate with the job responsibilities, skills and institutional knowledge that a retiree brings to the position.

The Consent Decree will require the Department to hire individuals from many contractual positions to ensure implementation and compliance. These positions will require varying skill sets that were not required before. Therefore, needing a higher salary to attract and maintain skilled staff. The increase in pay from \$14.42 per hour to \$20.19 is essential to maintain key retired officers in essential positions, such as Mr. Baptist, as well as providing an appropriate hire rate for newly placed retired officers.

On January 3, 1996, the Board approved a waiver to the Administrative Manual Policy 212-1, Part I, which allowed the Department to hire retirees.

23. **DEROND RICKS** \$29.80 \$ 40,050.00

Account: 5000-588518-2021-212900-601009

Mr. Ricks, will work as a Contract Services Specialist II (Fiscal Technician/Fiscal Technician). He will be respon-



MINUTES

PERSONNEL

Hourly Rate

Amount

Police Department - cont'd

sible for financial fidelity and ensuring timely processing of accounting on the grants. This is an 8% increase from the previous contract period. This hourly rate is justified due to an increase in workload to the portfolio of grants and this hourly rate commensurate with Mr. Rick's education, experience and skill set for this position. The period of the agreement is March 28, 2018 through March 27, 2019.

24. **SHANNON L. BURLESON**                      \$21.63                                      **\$ 45,000.00**

Account: 1001-000000-2041-744200-601009

Ms. Burleson will work as a (Video Specialist). She will create electronic case folders of arrest and traffic violations made by the Baltimore Police Department members to prepare as evidence for criminal prosecution, review body worn camera footage for policy compliance, and categorize body worn camera videos. Ms. Burleson will respond to requests from both the Assistant State's Attorney's Office as well as the Maryland Public Information Act, submit audit reports of body worn camera footage reviews to supervisory staff, report potential misconduct to supervisory staff from body worn camera footage for further review, and maintain job performance statistics. The period of the agreement is effective upon Board approval for one year.

25. **TINA M. BOGGAN-CAMARA**                      \$21.63                                      **\$ 45,000.00**

Account: 5000-588518-2021-212900-601009

**MINUTES**

**PERSONNEL**

Hourly Rate

Amount

Police Department - cont'd

Ms. Boggan-Camara, will work as a Contract Services Specialist II (Domestic Violence Advocate/Victim Advocate). She will provide crisis counseling, safety and resource identification to adult victims of domestic violence, assist victims with obtaining protective orders, accompany Detectives to the homes of victims, assist victims with proceeding through the court system, and maintain information in the domestic violence database. Ms. Boggan-Camara will also serve as a liaison between victims and law enforcement, and assist victims in obtaining emergency shelter and housing and listing and updating shelter names, contact information, policies and procedures for acceptance to shelters for domestic violence victims. The period of the agreement is effective upon Board approval for one year.

26. **YOLANDA BEVANS**                      \$20.19                      **\$ 42,000.00**

Account: 1001-000000-2042-198100-601009

Ms. Bevans, retiree, will work as a Contract Services Specialist I (Legal Assistant/ Contract Services Specialist I). She will ensure completion of disciplinary actions and service charges, set hearing schedules, postponements and locations, and communicate with outside counsel. Ms. Bevans will also coordinate security and panels for hearings, oversee website updates and monthly statistical reporting, coordinate management of suspension hearings, and communicate

**MINUTES****PERSONNEL**Hourly RateAmountPolice Department - cont'd

with Command staff regarding hearing outcomes. The period of the agreement is April 1, 2018 through March 31, 2019.

On January 3, 1996, the Board approved a waiver to the Administrative Manual Policy 212-1, Part I, which allowed the Department to hire retirees.

27. Reclassify the following filled position:Position No.: 47243

From: Operations Manager I  
 Functional: Chief of Staff  
 Job Code: 00090  
 Grade: 939 (\$83,742.00 - \$138,006.00)

To: Operations Manager III  
 Functional: Chief of Staff  
 Job Code: 00092  
 Grade: 960 (\$94,248.00 - \$155,448.00)

Costs: \$24,738.00 - 1001-000000-2041-716600-601001

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

**MINUTES****PERSONNEL**Hourly RateAmountDepartment of Public Works28. Classify the following vacant position:Position No.: 49964

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

To: Operations Officer II  
Job Code: 31110  
Grade: 927 (\$63,240.00 - \$101,184.00)

Costs: \$94,063.00 - 2071-000000-5471-400500-601001

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

29. Reclassify the following filled position:Position Nos.: 33721, 50008, 49997, 24005, 22712, and 50007

From: Utility Meter Technician I  
Job Code: 34310  
Grade: 078 (\$30,871.00 - \$35,600.00)

To: Utility Meter Technician III  
Job Code: 34309  
Grade: 082 (\$34,479.00 - \$40,783.00)

**MINUTES****PERSONNEL**Hourly RateAmountDepartment of Public Works - cont'd

Costs: \$40,314.00 - 2071-000000-5471-609100-601001  
 2071-000000-5471-609200-601001  
 2071-000000-5471-609300-601001

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

Department of Recreation and Parks30. Reclassify the following filled position:Position No.: 24039

From: Operations Officer I  
 Job Code: 31109  
 Grade: 923 (\$59,466.00 - \$95,370.00)

To: HR Generalist II  
 Job Code: 33677  
 Grade: 923 (\$59,466.00 - \$95,370.00)

There are no costs associated with this action.

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

**MINUTES****PERSONNEL**Hourly RateAmountDepartment of Recreation and Parks - cont'd31. Reclassify the following filled position:Position No.: 24186

From: Motor Vehicle Driver I  
 Job Code: 54411  
 Grade: 487 (\$32,482.00 - \$33,953.00)

To: HR Generalist I  
 Job Code: 33676  
 Grade: 088 (\$42,996.00 - \$52,092.00)

Cost: \$13,823.00 - 1001-000000-4711-362000-601001

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

32. Reclassify the following filled position:Position No.: 24488

From: Motor Vehicle Driver I  
 Job Code: 54421  
 Grade: 427 (\$32,025.00 - \$34,574.00)

To: HR Generalist I  
 Job Code: 33676  
 Grade: 088 (\$42,996.00 - \$52,092.00)

Cost: \$14,435.00 - 1001-000000-4711-362000-601001

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

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

33. Reclassify the following vacant position:Position No.: 24057

From: Network Engineer

Job Code: 33192

Grade: 927 (\$63,240.00 - \$101,184.00)

To: Agency IT Supervisor

Job Code: 33150

Grade: 936 (\$79,152.00 - \$126,582.00)

Costs: \$30,368.00 - 1001-000000-4711-618200-601001

1001-000000-4803-372000-601001

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

34. Reclassify the following vacant position:Position No.: 50049

From: Design Planner I

Job Code: 74146

Grade: 923 (\$59,466.00 - \$95,370.00)

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

To: Design Planner II  
 Job Code: 74147  
 Grade: 927 (\$63,240.00 - \$101,184.00)

Costs: \$2,254.00 - 5000-577718-4781-363900-601001

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

35. Create the following non-civil classification:

Classification: Recreation Manager  
 Job Code: 10291  
 Grade: 931 (\$72,420.00 - \$115,770.00)

No-Cost Associated with this action.

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

Baltimore City Sheriff36. Adjust the salary for the following classification, effective July 1, 2016:

- a. Classification: Sheriff  
 Job Code: 01410  
 From: Grade 86E (\$132,600.00)  
 To: Grade 86E (\$135,300.00)



MINUTES

PERSONNEL

<u>Hourly Rate</u>	<u>Amount</u>
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Adjust the salary for the following classification, effective July 1, 2017:

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- b. Classification: Sheriff
  - Job Code: 01410
  - From: Grade 86E (\$135,300.00)
  - To: Grade 86E (\$138,006.00)

Cost: \$8,364.00 - 1001-000000-1182-138800-601001

The compensation for the Baltimore City Sherriff is established in part by Maryland Courts & Judiciary Process §2-309(d)(1)(i) which in relevant part requires a minimum salary of the midpoint of Grade 939 in the Baltimore City compensation structure. The Sherriff's salary is continually monitored and adjusted when necessary to avoid conflict with the statutory requirements.

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

States Attorney's Office

37. <b>KELVIN SEWELL</b>	\$33.52	<b>\$63,906.00</b>
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Account: 1001-000000-1150-118000-601009

Mr. Sewell, retiree, will work as Contract Services Specialist I (SAO/Investigator). His duties will include but are not limited to leading the Criminal Investigations unit, which investigates felony, homicide, and violent crime cases, and locates and interviews witnesses, acting as a liaison with law

MINUTES

PERSONNEL

Hourly Rate

Amount

States Attorney's Office

enforcement agencies, researching the whereabouts of and locating parties relevant to prosecution of cases. He will also provide location information to attorneys and forwards to Warrant Apprehension Task Force so that arrests can be effected, communicate with witnesses and victims to provide case status and trial date information, prepare subpoenas, ascertain and verify respondents' legal identity through fingerprint identification and verifies such documents as birth certificates, marriage licenses and divorce decrees. Mr. Sewell will testify as to findings before the Grand jury in presentation of cases for indictment and in Circuit Court trial, documents investigative activities and findings. This is a 2% increase from the previous contract period. The period of the agreement is March 29, 2018 through March 28, 2019.

In March 1999, the Board approved a waiver to the Administrative Manual Policy 212-1, which allowed the State Attorney's Office to hire retired Police Officers as Investigators with no restrictions to the number of work hours and rate of pay.

38. DOUGLAS B. LUDWIG                      \$36.75                      **\$44,100.00**

Account: 1001-000000-1150-118000-601009

Mr. Ludwig, retiree, will work as Contract Services Specialist I ((Assistant State's Attorney). His duties will include but are not limited to reviewing charging documents for all on view arrests made by police officers, making decisions to

MINUTES

PERSONNEL

Hourly Rate

Amount

States Attorney's Office - cont'd

release or charge offenders based on principles of law, and produces and provides bail recommendations to court commissioners for all cases involving violent felonies and firearm charges. Mr. Ludwig will screen all offenders for eligibility for Early Resolution Court, Quality Case Review dockets and Repeat Violent Offender status as well as follow-up with notifications of arrests to the Division of Parole and Probation, Department of Juvenile Services, trial units of the State's Attorney Office and other law enforcement partners. The period of the agreement is April 9, 2018 through April 8, 2019.

39. DWIGHT P. THOMAS                      \$28.61                      \$54,552.00

Account: 1001-000000-1150-118000-601009

Mr. Thomas, retiree, will work as Contract Services Specialist I (SAO/Investigator). His duties will include but are not limited to investigating felony, domestic violence, and violent crime cases, locating and interviewing witnesses, and acts as a liaison with police agencies, researching the whereabouts of and locates parties relevant to prosecution of cases, providing location information to attorneys and forwards to Warrant Apprehension Task Force so that arrests can be effected. He will also communicate with witnesses and victims to provide case status and trial date information, prepare subpoenas, ascertain and verify respondents' legal identity through fingerprint identification and verifies such

MINUTES

PERSONNEL

Hourly Rate

Amount

States Attorney's Office - cont'd

documents as birth certificates, marriage licenses and divorce decrees testify as to findings before the Grand Jury in presentation of cases for indictment and in Circuit Court trial; documents investigative activities and findings. This is a 2% increase from the previous contract period. The period of the agreement is March 29, 2018 through March 28, 2019.

In March 1999, the Board approved a waiver to the Administrative Manual Policy 212-1, which allowed the State's Attorney's Office to hire retired Police Officers as Investigators with no restrictions to the number of work hours and rate of pay.

Mayor's Office of Human Services

40. **GEON FLOYD** \$26.44 **\$55,000.19**

Account: 2026-000000-3574-797800-601009

Mr. Floyd will work as Contract Services Specialist II (Homeless Program Coordinator/Homeless Community Outreach Worker). His duties will include but are not limited to visiting communities and canvassing neighborhoods, acquainting homeless individuals with and providing assistance to encourage utilization of community services, explaining and reinforcing services resources available to persons needing special assistance, including social, health or other programs that offer resources and provide services to the homeless. Mr. Floyd will also develop a relationship with homeless individuals through frequent visits to foster, support and

## MINUTES

PERSONNELHourly RateAmountMayor's Office of Human Services - cont'd

encourage participation in programs, process applications or registration forms for services, may complete client demographic logs and other statistical information, visit with homeless individuals on the street and confer about obstacles preventing participation in programs and means of overcoming those obstacles, and may drive a van. He will complete daily vehicle inspection report on van, may clean van, and may maintain all safety conditions in the van, maintain computerized log of daily activities and completes simple reports and other forms. In addition he will research community resources that benefit homeless individuals and enhance services provided by community program. The agreement is effective upon Board approval for twelve months.

## MINUTES

Bureau of Procurement,  
Baltimore Police Department, &  
Minority and Women's Business - Report to the Board on B50005017,  
Opportunity Office (MWBOO) Background Investigation

On October 25, 2017, the Board approved the recommendation for the award of B50005017, Background Investigation to Kentech Consulting, Inc. in the amount of \$1,975,000.00. The purpose of the award was to outsource background investigations to reduce the backlog in hiring by the Police Department. On October 25, 2017, it was reported to the Board the staffing of the Police Department's Recruitment Unit's had been reduced to half and that the recommended awardee (Kentech Consulting, Inc.) would be able to complete background investigations more expeditiously than the Police Department.

The award recommendation included allowing the vendor to submit a plan to come into compliance with MBE/WBE within ten days. Further Kentech Consulting committed to opening an office in Baltimore City.

The recommendation to award B50005017 to Kentech Consulting, Inc. was approved with the requirement that the Board receive report in 90 days on the application process including but not limited to number of applicants; demographics of applicants and those hired so that the Board can ascertain how well the program is working to achieve the recruitment and hiring goals of the City. The Board has also requested a status on MWBOO compliance and participation to date and the status of the Baltimore City Office for Kentech Consulting, Inc. with information on staffing and operations.

The Bureau of Procurement, Baltimore Police Department, and Minority and Women's Business Opportunity Office will report the status of the contract to the Board.

## MINUTES

Report on B500005017, Background Investigation

President: "The 3<sup>rd</sup> item on the non-routine agenda can be found on page 67, Bureau of Procurement, Baltimore Police Department and Minority and Women Business Opportunity Office uh -- Report to the Board on B500005017, Background Investigation. Will the parties please come forward?"

Ms. Erin Sher Smyth: "Good morning, Madam Comptroller, Councilman President, Madam Mayor, Honorable members of the Board. Erin Sher Smyth, City Purchasing Agent for the Bureau of Procurement. I do have Mr. Coates from Kentech Consulting with me this morning, as well as Major Hance from BPD and they can report on both the efforts to comply with the MBE and the operational uh -- efforts, so far. Thank you."

Mr. Kenneth Coates: "Good morning. Kenneth Coates uh -- from Kentech. I believe since our last meeting in October, we were requested to bring on an MBE and a WBE. We were able to successfully find two MBE and WBE. However, since the uh -- start of the contract uh -- one has officially withdrawn and the WBE has actually been

## MINUTES

Report on B500005017, Background Investigation - cont'd

unresponsive. So, we have not had any spend with uh -- these WBEs and MBEs who originally signed up. Uh -- we are in the process right now of requesting a change for WBE, uh -- which we're hoping to uh -- get approved and then from the MBE we've exhausted all efforts and turn to you guys to find out if there is any additional steps you would like to see us take in terms of trying to satisfy an MBE spend."

Comptroller: "Let me ask you a question."

President: "Are you working with uh --"

Mayor: " -- the MBE/WBE office?"

President: "The MBE/WBE office?"

Mr. Coates: "Yes."

President: "Because I am quite sure we have somebody that can do this"

Mayor: "In the world".

Mr. Courtney Billups: " Uh -- Courtney Billups. Uh -- good morning



## MINUTES

Report on B500005017, Background Investigation - cont'd

Mr. Chairman, Madam Mayor, Madam Comptroller, and Board members. Courtney Billups, Chief of Minority Women's Business Opportunity Office. Uh -- my understanding is uh -- I have not received any information from Kentech or the MBE contract -- subcontractor with respect to participation. To date, there's been no MBE utilization and there has been no terms met with this particular MBE. This is the first time I've heard about a withdrawal. I've had no notice of that whatsoever. Uh -- with respect to the WBE, there was a request made uh -- but there is some dispute as to communications. Kentech has represented that the WBE was non-responsive. The WBE has stated that they've had no contact with Kentech since the original bid. So, there is some dispute with respect to participation and good faith efforts."

President: "Okay. Because I would like to know why the ones who uh -- you know accepted, why they walked away. I mean that's a question I'd like --"

Mayor: "Well, he just got -- he just got --"

## MINUTES

Report on B500005017, Background Investigation - cont'd

Mr. Billups: "I'm not aware of --"

President: "No, I want to ask the gentleman."

Mr. Coates: "Okay. I'm sorry. Ask the question again please."

President: "The question is why did both of them -- one you said um -- was nonresponsive and one you said just didn't want to do it. What's the reason?"

Mr. Coates: "Uh -- well, the MBE -- there was a cost consideration uh -- uh -- that he finally decided that it wasn't uh - to -- what he would require, in terms of the spend, in terms of the pay rate, and then as far as the WBE, we have uh -- the emails that we sent and phone calls that we can provide to show that we have reached out to this WBE and she's been non-responsive."

President: "Okay. Well as a part of the contract uh -- there's a certain percentage that have to go to the uh -- MBE. So, uh -- they knew that from the start. So, I don't understand why they would withdraw from that if they knew the percentage they were getting of this contract. So, I -- that -- that answer to me really

## MINUTES

Report on B500005017, Background Investigation - cont'd

is troubling."

Comptroller: "What -- what is the activity? What were they going to perform?"

Mr. Coates: "You say when?"

Comptroller: "What."

Mr. Coates: "Oh, Field Investigations. So, we -- we brought them on to do Field Investigations as part of the uh -- background Investigations."

Comptroller: "The MBE and the WBE?"

Mr. Coates: "Yes."

Comptroller: "What were the names of the firms?"

Mr. Coates: "LSA, its Legal Services and Associates, I want to say, and Comprehensive Investigations Incorporated."

Mayor: "Are they local? Are they from Baltimore?"

Mr. Coates: "Uh -- Yes. Well, the WBE is from Teronium?"

Mr. Billups: "Timonium."

Mr. Coates: "Timonium, yes."

## MINUTES

Report on B500005017, Background Investigation - cont'd

Mayor: "Can I ask our office to take a real close look at this? We know we have plenty of MBE firms in this area. So, can we take a closer look at this because something's not right here and we need to fix it?"

Mr. Coates: "Okay."

President: "Madam Comptroller."

Comptroller: "So -- so are you saying that no minority firm has submitted invoices to you for payment?"

Mr. Coates: "We have not uh -- procured their services. We just -- okay -- so let's just put this in context to -- we just started the contract in January, about three months ago."

Mayor: "Okay."

Mr. Coates: "So -- so far we received maybe about 40 orders for background investigations. But, since we started uh -- part of the -- the uh -- process is uh -- contracting with the field investigator to do the work. When we've contacted the MBE, there was some challenges over the amount uh -- to spend in terms of what they prefer in terms of a billable rate versus what we were

## MINUTES

Report on B500005017, Background Investigation - cont'd

offering and the WBE has just not responded. We've sent email in terms of trying to communicate to say that the work has officially begun. But, there has not been any response from them. So we have left phone calls, in fact, the MWBOO Office -- Miss Colles Corprew has actually tried reaching out, too."

Mayor: "Okay."

Mr. Coates: "So, I think there is a miscommunication between them."

Comptroller: "So, Sahara Communications has not responded -- communicated with you?"

Mr. Coates: "Correct -- Correct."

Comptroller: "They have not?"

Mr. Coates: "Correct. Not only with myself, but with the Compliance Office, as well."

Mr. Billups: "For clari -- for clarification, Sahara -- Sahara Communications is not your listed MBE. That's who is being requested to be substituted."

Mr. Coates: "Yes."

## MINUTES

Report on B500005017, Background Investigation - cont'd

Comptroller: "Right."

Mr. Billups: "Comprehensive Investigations uh -- has stated you have not contacted them. So, I would -- I would make a formal request for some documented good faith effort for both the WBE and MBE for what you've done in the last three months to contact -- to reach out to MBE firms and this particular WBE, please."

Mr. Coates: "We can provide that."

Comptroller: "So, for the record, no MBE or WBE firm has done work and has not submitted an -- an invoice to you?"

Mr. Coates: "Correct."

Comptroller: "Okay."

Mayor: "Okay."

President: "Alright. Uh -- the office uh -- have you found an office here in the City of Baltimore? If so where?"

Mr. Coates: "Yes. We're at 400 uh -- East Pratt."

President: "Okay. Alright. Uh -- I have some questions about uh -  
- this sheet here. Uh -- there was 309 total applicants. 112 from out-of-state, 142 uh -- from the State of Maryland and 55 from

## MINUTES

Report on B500005017, Background Investigation - cont'd

Baltimore City -- and then you have 97 males passed uh -- 24 females. You have 15 that failed. Uh -- what -- what -- what is the causes of them to fail?"

Mr. Brian Hance, Baltimore City Police Department: "So, for the Civil Service test, it is a comprehensive exam with a pass score of a minimum of 70 up to a 100. So, when you see the fail, that means that the individual scored less than a 70 percent from the Civil Service test."

President: "Okay."

Mr. Hance: "So therefore, that would stop their progress to go further into the hiring of becoming a police uh -- trainee."

President: "Okay. That's -- that's the African uh -- American male uh -- and the females 24 passed into getting --"

Mr. Hance: "Correct."

President: "Okay, and on the Caucasian males, 80 of um -- passed and four failed. So, what is it that they failed? The application process?"

## MINUTES

Report on B500005017, Background Investigation - cont'd

Mr. Hance: "It's the actual Civil Service test they take."

President: "Okay."

Mr. Hance: "It's about a 2.5 hour comprehensive test they take with reading and writing um -- um -- other uh -- recognition skills uh -- that's needed to be a police and they failed -- they failed that exam. But however, they are given the time to come back and take the exam again."

President: "Okay. So, what part of okay uh -- Kentech uh -- had 41 investigations and 18 were completed."

Mr. Hance: "Yes. So, they have a 30-day uh -- window to complete their uh -- investigations. So far, they have been issued 41. Eighteen of them have been completed, which have been on time. The remainder of 23 are pending which are not late. Uh -- they're just ones to come later in duration."

President: "Okay. Can you give uh -- me um -- um -- numbers prior to Kentech, so I can compare apples to apples -- of -- the background investigations?"



## MINUTES

Report on B500005017, Background Investigation - cont'd

Mr. Hance: "So --"

President: "I mean you all used to do it in-house or something?"

Mr. Hance: "Correct."

President: " -- for another company? How many were you able to uh -- investigate -- background investigations? Just bring the information."

Mayor: "And I'll make sure that they -- that they do that. But, let me just say um -- Mr. President, for the first time we will pass the attribution rate because they have speeded up the process. The process used to take 9 months in order to complete background checks. We're averaging now 4 to 6 months, which is in comparison to our surrounding jurisdictions, which is why we did the contracting outside, because we looked around the State to see what others were doing, you know, in terms of the background checks."

President: "Okay. But, I just want to --"

Mayor: "I want to make sure you got that --"

## MINUTES

Report on B500005017, Background Investigation - cont'd

President: "Yea, I want to see what we were doing in-house uh -- with the background investigations and how many was completed during the same time period as this gentlemen's company."

Mr. Hance: "So, one of the questions uh -- I talked myself -- and the innovation team and had a conversation about the past data. So, the past data was tracked, you cannot actually track just the background piece itself, because there's about six or seven steps in becoming a police officer. So, the -- so the past data -- you cannot pull out the information to say how long it actually take -- how long it took for that background investigation that Kentech is now doing. But, what I can say unequivocally over the last three months -- because I came in the middle of January to the unit -- is that the process for the backgrounds are definitely getting quicker -- because of the individuals that we had in the last three months -- they're closer to being finished than that six, nine, or twelve-month period. So, the individuals -- the 18 that we're talking about, are those last few stages of becoming either

## MINUTES

Report on B500005017, Background Investigation - cont'd

approved for a police or being disapproved for a police. So, we are talking about four months, just for the applicants from -- from January."

President: "Okay. I can appreciate that cause you're getting there. But, what I can't appreciate is that we can't track it."

Mr. Hance: "Yes. So, I'm making some changes with the data that we can track that and be able to pull that data and answer those questions."

President: "Okay. All righty. The report has been **NOTED**. Thank you."

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MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

- |                                                                                                                   |              |         |
|-------------------------------------------------------------------------------------------------------------------|--------------|---------|
| 1. KOLS CONTAINERS, INC.                                                                                          | \$ 25,000.00 | Renewal |
| Contract No. B50004988 - Sample Containers - Department of Public Works - Water and Wastewater - P.O. No. P539312 |              |         |

On April 24, 2017, the City Purchasing Agent approved the initial award in the amount of \$20,882.06. The award contained two 1-year renewal options. On January 23, 2018, the City Purchasing Agent approved an increase in the amount of \$4,117.94. This first renewal in the amount of \$25,000.00 is for the provision of sample containers to meet the required operational needs of the Patapsco and Back River Wastewater Treatment Plant. The period of the award is April 24, 2018 through April 23, 2019, with one 1-year renewal option.

**MBE/WBE PARTICIPATION:**

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

- |                                                                                                              |              |         |
|--------------------------------------------------------------------------------------------------------------|--------------|---------|
| 2. ROCKY MOUNTAIN HOLDINGS, LLC                                                                              | \$400,000.00 | Renewal |
| Contract No. 06000 - Non-Emergent Medical Air Transportation Services - Health Department - P.O. No. P535700 |              |         |

On June 1, 2016, the Board approved the initial award in the amount of \$452,542.00. The award contained three 1-year renewal options. Subsequent actions have been approved. Non-Emergent Medical Air Transportation services for critical care patients are provided by the Maryland Department of Health (MDH) through the Transportation Grants Program. The MDH protocol states, "All air ambulance transport costs for Maryland Medicaid

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

recipients will be paid by the Baltimore City Health Department," through the Transportation Grants Program. The State of Maryland must license all air ambulance service companies. The MDH protocol further states "this unit (Health Department) will screen all calls as to eligibility and necessity, and the appropriate transportation will be arranged when approved." This second renewal in the amount of \$400,000.00 is for the period June 1, 2018 through May 31, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On June 6, 2017, it was determined that no goals would be set because of no opportunity to segment the contract. The contracting hospitals uses its staff during transport.

**MWBOO GRANTED A WAIVER.**

## 3. AIR AMBULANCE

SPECIALISTS, INC.	\$195,360.00	Renewal
Contract No. 06000 - Non-Emergent Medical Air Transportation - Health Department - P.O. No. P535702		

On June 1, 2016, the Board approved the initial award in the amount of \$195,360.00. The award contained three 1-year renewal options. On June 14, 2017, the Board approved the first renewal in the amount of \$195,360.00. Non-Emergent Medical Air Transportation services for critical care patients are provided by the Maryland Department of Health (MDH) through

## 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

the Transportation Grants Program. The MDH protocol states, "All air ambulance transport costs for Maryland Medicaid recipients will be paid by the Baltimore City Health Department," through the Transportation Grants Program. The State of Maryland must license all air ambulance service companies. The MDH protocol further states "this unit (Health Department) will screen all calls as to eligibility and necessity, and the appropriate transportation will be arranged when approved." This second renewal in the amount of \$195,360.00 is for the period June 1, 2018 through May 31, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On June 6, 2017, it was determined that no goals would be set because of no opportunity to segment the contract. The contracting hospitals uses its staff during transport.

**MWBOO GRANTED A WAIVER.**

- |                                                                                                                                                                           |              |         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------|
| 4. LORENZ LAWN &<br>LANDSCAPE, INC.                                                                                                                                       | \$ 60,132.00 | Renewal |
| Contract No. B50003826 - Landscape Maintenance Services for Exterior and Interior Plants for Baltimore Convention Center - Baltimore Convention Center - P.O. No. P531177 |              |         |

On May 6, 2015, the Board approved the initial award in the amount of \$60,132.00. The award contained four 1-year renewal options. Subsequent actions have been approved. This third

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

renewal in the amount of \$60,132.00 is for the period May 7, 2018 through May 6, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

MWBOO set goals of 10% MBE and 5% WBE. On March 7, 2018, Lorenz Lawn & Landscape Inc. was found in compliance.

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> 4 Evergreen Lawn Care	10%	\$6,614.56	11.4%
<b>WBE:</b> Fouts Lawn Care Corp.	5%	\$3,608.00	6.2%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

- INDUSTRIAL MONITORING AND CONTROL SYSTEMS, INC. \$100,000.00 Increase  
Contract No. 08000 - SCADA Maintenance and Support Agreement - Department of Public Works - Water and Wastewater - P.O. No. P535077

On March 9, 2016, the Board approved the initial award in the amount of \$250,000.00. This increase is necessary to provide the required maintenance requirements for the Supervisory Controls and Data Acquisition (SCADA) system at the Water Filtration Plants. This increase in the amount of \$100,000.00

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

will make the award amount \$350,000.00. The contract expires on March 8, 2021. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

Not applicable. This meets the requirement for certification as a sole source procurement. The maintenance and support are only available from the vendor, and are not available from subcontractors.

6. **ITEM #1-#8 Cu. Yd. LOAD PACKERS**

BALTIMORE TRUCK CENTER, INC. \$104,353.00

**ITEM #2-#16 Cu. Yd. LOAD PACKERS**

MARYLAND INDUSTRIAL TRUCKS,  
INC.

0.00

\$104,353.00

Increase

Contract No. B50005061 - Load Packers - Department of General Services, Fleet Management - P.O. No. P540979

On September 13, 2017, the Board approved the initial award in the amount of \$1,680,949.00. This increase is necessary to purchase one additional 8 cu. yd. load packer to replace an older truck in the City's fleet that has exceeded its expected life cycle. This increase will make the award amount \$1,785,302.00. The contract expires on September 12, 2018. The above amount is the City's estimated requirement.



## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

**MBE/WBE PARTICIPATION:**

On May 15, 2017, MWBOO determined that no goals would be set because of no opportunity to segment the contract. This is a purchase of commodities from an authorized heavy equipment dealer who is required to provide associated pre-delivery inspection and warranty repairs.

**MWBOO GRANTED A WAIVER.**

## 7. LAAKE ENTERPRISES, INC.

t/a FESCO EMERGENCY

SALES	\$210,000.00	Increase
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Contract No. 06000 - O.E.M. Parts and Service for Horton Medics - Department of General Services, Fleet Management - P.O. No. P525152

On September 25, 2013, the Board approved the initial award in the amount of \$400,000.00. The award contained two renewal options. Subsequent actions have been approved. Due to Fleet Management having several Horton Medics that required major repairs during this term, an increase is necessary. This increase in the amount of \$210,000.00 will make the award amount \$1,010,000.00. The contract expires on September 2, 2018.

**MBE/WBE PARTICIPATION:**

On July 8, 2013, it was determined that no goals would be set

## 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

because of no opportunity to segment the contract. Laake Enterprises, Inc. is the only authorized dealer in the State of Maryland to provide warranty, repairs and distribution.

**MWBOO GRANTED A WAIVER.**

- |                                                                                                                                                  |                       |                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------|
| 8. <u>PVS TECHNOLOGIES, INC.</u>                                                                                                                 | <u>\$2,000,000.00</u> | <u>Increase</u> |
| Contract No. B50004332 - Ferric Chloride for Wastewater Treatment Plants - Department of Public Works - Wastewater Facilities - P.O. No. P533569 |                       |                 |

On November 18, 2015, the Board approved the initial award in the amount of \$4,000,000.00. The award contained two renewal options. Subsequent actions have been approved. The increase usage of Ferric Chloride for Wastewater Treatment Plants is caused by abnormal process conditions which is being addressed by ongoing upgrades of the new Headwork's facilities. This increase in the amount of \$2,000,000.00 will make the award amount \$8,000,000.00. The contract expires on November 17, 2018. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On September 29, 2015, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

9. ITEM #1 - LIGHT TOWERS

NATIONAL CAPTIAL INDUSTRIES, INC.	\$198,904.00	
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ITEM #2 - SOLAR POWERED

ARROW BOARDS

DIMENSIONAL PRODUCTS, INC.	0.00	
	<u>\$198,904.00</u>	Increase

Contract No. B50005223 - Light Towers and Solar Powered Arrow Boards - Department of General Services - Fleet Management - P.O. No. P542550

On February 7, 2018, the Board approved the initial award in the amount of \$176,752.00. This increase is necessary to purchase 23 additional light towers to provide light to dimly lit streets as part of the Mayor's Violence Reduction Initiative. The need for these additional light towers was identified after the solicitation had been awarded. This increase in the amount of \$198,904.00 will make the award amount \$375,656.00. The contract expires on February 6, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On May 15, 2017, MWBOO determined that no goals would be set because of no opportunity to segment the contract. This is a purchase of commodities from an authorized heavy equipment dealer who is required to provide associated pre-delivery inspection and warranty repairs.

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

## 10. GEIGER PUMP AND EQUIPMENT

COMPANY	\$ 38,297.00	Sole Source
Contract No. 08000 - Rotating Pump Assembly - Department of Public Works - Wastewater Facilities - Req. No. R782467		

The vendor is the manufacturer's sole authorized source of the equipment and these parts which must be compatible with currently installed equipment at the water treatment plant. The period of the award is March 28, 2018 through March 27, 2019. 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 subcontractors.

## 11. ATLANTIC EMERGENCY SOLUTIONS,

INC.	\$234,064.00	Cooperative Contract
Houston-Galveston Area Council Contract No. AMD10-16-Dodge Road Rescue Medic Units - Department of General Services, Fleet Management - Req. No. R791021		

One medic unit will be purchased from a competitively bid, cooperative inter-local contract agreement between the Balti-

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

more Regional Cooperative Purchasing Committee and Houston-Galveston Area Council. This medic unit will replace an older first line medic unit currently scheduled for rotation into the reserve fleet, as part of Fleet Management's planned replacement program.

Amoss Grant funds in the amount of \$117,034.32 will be used to pay for half of the purchase, with the remainder being paid using a general fund match. The contract expires on September 30, 2018.

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

**MBE/WBE PARTICIPATION:**

On May 15, 2017, it was determined that no goals would be set because of no opportunity to segment the contract. This is a commodity purchase from an authorized dealer who is required to provide associated pre-delivery inspection and warranty parts.

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

12. BEL AIR VELO LLC, Solicitation No. B50005275 - Police Patrol Bikes and Accessories - Baltimore City Police Department - Req. No. R780965	\$ 40,901.52	Low Bid
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Vendors were solicited by posting on CitiBuy. On January 26, 2018, the two bids were received and opened.

**MBE/WBE PARTICIPATION:**

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

13. FOREST VALLEY TREE & TURF, INC. Contract No. B50002697 - Tree Pruning and Removal Department of Recreation and Parks - P.O. No. P523003	\$1,000,000.00	Extension
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On March 27, 2013, the Board approved the initial award in the amount of \$2,000,000.00. The award contained two renewal options. Both renewal options have been exercised. Subsequent actions have been approved. An extension is necessary to continue tree pruning and removal services for various city agencies while a new solicitation, B50005363 is advertised with an estimated bid open date of May 31, 2018. The contract expires on April 1, 2018. The period of the extension is April 2, 2018 through September 30, 2018. The above amount is the City's estimated requirement.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

**MBE/WBE PARTICIPATION:**

On March 4, 2013, MWBOO set goals of 10% MBE and 0% WBE, however, the vendor committed to 39.5% MBE participation. On March 12, 2018, Forest Valley Tree & Turf, Inc. was found in compliance.

**MBE:** Johnson Tree Service, \$350,000.00 39.5%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

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

**MINUTES**

Mayor's Office - Non-Construction Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Non-Construction Consultant Agreement with The Tucker Group, LLC, Consultant. The period of the agreement is effective April 1, 2018 for one year, with a one year renewal option.

**AMOUNT OF MONEY AND SOURCE:**

\$150,000.00 - 1001-000000-1250-775500-603018

**BACKGROUND/EXPLANATION:**

On January 20, 2018, the Board approved a three month agreement with the Consultant to provide for strategic consultation and tactical services for communications and the media. This agreement was effective on January 1, 2018 through March 31, 2018. The strategic consultation and tactical services for communications and the media remains necessary. Instead of renewing a contract every few months, the Office of the Mayor wishes to enter into a one-year agreement with the Tucker Group with the option of renewing for a second year.

Under this agreement, the Consultant will work for 1,300 hours, at a rate of \$111.00 per hour for a total compensation of \$144,300.00. There will be an additional allowance of \$5,700.00 for expenses. As part of this agreement, the Consultant will be available (i.e. on-call) 24 hours per day, 7 days a week, to provide services to the Mayor's Office during the 52 weeks of the agreement. The Consultant will provide services for approximately 25 hours per week.



**MINUTES**

Mayor's Office - cont'd

**MBE/WBE PARTICIPATION:**

On March 16, 2018, it was determined that no goals would be set because of no opportunity to segment the contract.

**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 Non-Construction Consultant Agreement with The Tucker Group, LLC, Consultant.

**MINUTES**

Department of Finance - Memorandum of Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Memorandum of Agreement (MOA) with the Maryland Historical Trust. The term of the MOA will expire upon the Maryland Archeological Construction Lab (MAC Lab), Jefferson Patterson Park & Museum receiving the last shipment of the boxes of the collection and payment in full of the entire conservation fee payment.

**AMOUNT OF MONEY AND SOURCE:**

\$46,998.0 - 1001-000000-1220-146500-607004

**BACKGROUND/EXPLANATION:**

The MOA outlines the terms of the transfer of the City's title in the Baltimore Center for Urban Archeology Collection (Collection) to the Maryland Historical Trust for future preservation and conservation of the Collection at the MAC Lab, located at 10515 Mackall Road in Saint Leonard, Maryland, and future deeds of gift transferring title of the Collection to the Maryland Historic Trust.

The Collection was previously transferred to the City Life Museums. On April 22, 1998 the Board approved the transfer to Baltimore City Life Museums and MHS Monument Street, Inc. a subsidiary of the Maryland Historical Society (MHS). MHS agreed to, among other things, accept a lease of the Collection formerly held by the City Life Museums upon terms and conditions. The Collection consists of approximately 486 boxes and contains artifacts from 60 separate archeological project sites. The remaining parties agree the MHS is no longer able to adequately maintain the Collection and the parties have approached the MAC Lab to accept the Collection for conservation and future preservation of the Collection.

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

The MOA provides that the Collection will be delivered to the MAC Lab in five installments and the City will transfer its title and the title of unlocatable owners to the Collection by deeds of gift in accordance with the MAC Labs practices. The Deeds provide that the City may retrieve the Collection should the MAC Lab no longer maintain the facilities or operations to adequately preserve the Collection. The MAC Lab will charge the City a one-time fee of \$46,998.00 for the conservation required to preserve the Collection which is a significant reduction from its regular fee schedule.

**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 Memorandum of Agreement with the Maryland Historical Trust.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

On the recommendations of the City agencies

hereinafter named, the Board,

UPON MOTION duly made and seconded,

awarded the formally advertised contracts

listed on the following pages:

1316 - 1327

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Procurement

1. B50005154, Citywide Violation Towing \$4,000,000.00

a. ITEM I: CENTRAL BUSINESS SECTOR

McDel Enterprises, Inc.

b. ITEM II: NORTH SECTOR

Lilith, Inc. d/b/a Jim Elliott's Towing

c. ITEM III: EAST SECTOR

C&S Towing and Transport, LLC

d. ITEMS IV & V: WEST SECTOR AND HEAVY EQUIPMENT

The AutoBarn, Inc.

**MWBOO SET GOALS OF 8% FOR MBE AND 2% FOR WBE.**

a. McDel Enterprises, Inc.

**MBE:** Apex Petroleum Corporation 8.0%

**WBE:** Cherry Hill Fabrication Incorporated 1.0%

McDel Enterprises, Inc. 1.0%

**2.0%**

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Procurementb. Lilith, Inc. d/b/a Jim Elliott's Towing

<b>MBE:</b> McDel Enterprises, Inc.	8.0%
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<b>WBE:</b> Doug's Auto Recycling, Inc.	2.0%
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c. C&S Towing and Transport, LLC

<b>MBE:</b> C&S Towing and Transport, LLC	4.0%
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JJ Adams Fuel Oil Co., LLC	4.0%
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<b>8.0%</b>
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<b>WBE:</b> McDel Enterprises, Inc.	2.0%
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d. The AutoBarn, Inc.

<b>MBE:</b> JJ Adams Fuel Oil Co., LLC	8.0%
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<b>WBE:</b> April Toner, LLC	2.0%
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**MWBOO FOUND VENDORS IN COMPLIANCE.**

(Dept. of Transportation)

**A LETTER OF PROTEST WAS RECEIVED FROM FRANKFORD TOWING.**

Clerk's Note: This item was **DEFERRED** on March 21, 2018 for one week. Please refer to the March 21, 2018 minutes after page number 1171 to review the above-referenced protest.

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of ProcurementB50005154, City-wide Violation Towing - cont'd

President: "The fourth item on the non-routine agenda can be found on page 81 to 83, Bureau of Procurement, Recommendation for Contract Award, B50005154, City-wide Violation Towing. Will the parties please come forward?"

Ms. Erin Sher Smyth "Good morning, Erin Sher Smyth again, for the Bureau of Procurement. We also have the recommended awardees who are here in case there is any questions."

President: "Okay. Haven't seen you in a while. Okay. Good to see you. Okay."

Ms. Smyth: "Ah -- the Bureau of Procurement has submitted to the Board of Estimates, a Recommendation of Award of Solicitation B50005154, City-wide Violation Towing, which the award is to be made to the lowest responsive bidder for that specific sector of the City and for Heavy Duty Tows. So this morning, we are recommending award to the four uh -- vendors who are found to be

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of ProcurementB50005154, City-wide Violation Towing - cont'd

both uh -- responsive and responsible bidders and who offered the lowest price for that sector. Each recommended awardee obtains one sector in this award. Uh -- there is no uh -- there is no multiple award situation in this case. The uh -- Frankford Towing was not recommended for award as they did not submit the lowest responsive bid for any of the various four sectors nor for the heavy duty towing. However, they submitted a protest against each award recommendation. The Bureau of Procurement disagrees with the statements made in the protest and responds to each point as follows: Uh -- as to the lack of corporate seals, Law (Department) has determined that this is a minor irregularity that can be waived, at the Board's discretion, and the Bureau of Procurement would ask that the Board do so waive that for all of the vendors who made any of those uh -- deficient signatures, where there was no seal. I would like to note that all of the MWBOO forms were properly



**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Bureau of ProcurementB50005154, City-wide Violation Towing - cont'd

filled out and they were all found to be compliant. If there are any additional questions as to the details of those in response to the protest on those forms, I would defer to Mr. Billups. Uh -- as to the claim of lack of resources for any of these vendors. Uh -- the City -- both Bureau of Procurement and the Department of Transportation, is well aware of the resources both uh -- that they have brought to the table uh -- in the past and they bring to the table at this point. We are confident that uh -- McDel's Towing is fully able to continue to support the Central Business District uh -- we -- have a uh -- new tower that we are recommending for award, C&S Towing. They filled out all the forms properly and we feel that they've shown sufficient resources, as well. We're excited to have them on the contract. Let's see -- Jim Elliott's Towing has been in business for 60 years and they are one of our current towers on various contracts. We're also confident that

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Procurement

B50005154, City-wide Violation Towing - cont'd

they have the resources. Um -- lets see -- and the -- so the final point that was made against various uh -- awards is that the vendors sign the new affidavit for uh -- regarding reporting when they have been awarded a government contract. That is a new law uh -- the COMAR states that they have 15 business days after award to file. So, we and all of the vendors I clarified that they are all of the belief that after this action, is when they are required to file that they have a government contract, not prior to the award. At this end, any of the contracts that they had prior to that where in place prior to the enactment of this new law."

President: "Paula."

Ms. Paula Protani: "Uh -- good morning Board Members. Thank you very much for the opportunity to speak. Uh -- I did protest --"

President: "Paula, you have to state your name for the record."

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Procurement

B50005154, City-wide Violation Towing - cont'd

Ms. Protani: "Oh, I am sorry. I am Paula Protani from Frankford Towing. Thank you. Good morning. I did protest the award of all four of these applicants uh -- due to omissions -- due to the notaries not being stamped or the corporate seal -- due to the lack of information being provided as to uh -- what equipment companies do have. I've sat in on the pre-bid meetings. We've been warned. We've been told that -- do not assume that anybody who does -- who reads your bid, your submission knows your company, knows your equipment, knows your capabilities. It said clearly in the bid that we were supposed to provide a list of our equipment -- our drivers. That was not done in the some of the bids. Uh -- I personally have lost a bid before because I didn't have a notary seal. So, if these things are acceptable -- not to have notary seals -- not to have the MBE circled or the WBE circled, then that's fine. I would expect that that would occur in the future,

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of ProcurementB50005154, City-wide Violation Towing - cont'd

as well. Uh -- and then as far as the -- my third point which was the uh -- political contribution disclosure, as someone and most of the other towers that already have contracts with uh -- Baltimore City, I felt that even if this contract was not awarded to me or any of them that it was prudent that everybody sign up. I felt that the affidavit said that that's what we did. I didn't see anywhere it said after an award we had the opportunity to report. That's why I made the complaints or the protest, excuse me."

President: "Uh -- somebody?"

Mr. Courtney Billups: "Courtney Billups, Chief Minority and Women's Business Opportunity Office. Uh -- just in response to the MBE/WBE issues, on page 11 of the protest, uh -- Frankford Towing suggests that McDel Enterprises does not indicate whether it's an MBE or WBE, as well as JJ Adams Fuel Company. Uh -- in fact, on both the Statement of Intent for both the MBE, which is -- I'm

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of ProcurementB50005154, City-wide Violation Towing - cont'd

sorry -- the WBE, which is McDel Enterprises, five copies, clearly identified, along with the certification number that we're able to verify, and uh -- for JJ Adams Fuel Company, the MBE is clearly identified, along with the certification number. On page 13 of the protest uh -- it suggests that Auto Barn, the prime contractor, does not uh -- identify whether it's a MBE or WBE. The prime contractor is not required to identify whether it's an MBE or WBE, unless of course, it's self-performing. Auto Barn is not a MBE or WBE nor are they seeking to self-perform. So, they're not required to identify if they're MBE or WBE. With respect to their MBE/WBE submissions were not raised by the protestant. Uh -- they both duly submitted MBE firms, an MBE and a WBE firm for the requisite of participation and so in both instances uh -- both of these companies were found compliant by my office."

Ms. Protani: "If I can clarify what my complaint was, there was

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Procurement

B50005154, City-wide Violation Towing - cont'd

that on those sheets that you were provided, nothing is circled uh -- circles are omitted around the MBE or the WBE. I haven't been through this process before of submitting a bid. Um -- I was told that it's imperative that 'i's are dotted -- 't's are crossed -- everything circled. Bids get thrown out for missing notary seals, for missing signatures, um -- for writing over a number. So, apparently that system has been lax. If that's the new way to go with it, then I'm fine."

Mr. Billups: "With respect to the identification of the MBE or WBE uh -- the law states that the MBE or WBE must be identified. Clearly on those forms, MBE and WBE is typed in, along with the certification number. So, it's identified. The fact that it is not circled is not necessarily dispositive, but whether or not it was identified MBE and WBE."

Ms. Protani: "Nice to know. Okay."

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Procurement

B50005154, City-wide Violation Towing - cont'd

President: "Is that -- is that a change?"

Mr. Billups: "No."

President: "Okay."

Mr. Billups: "The law says identify."

President: "Okay."

Mr. Billups: "The form says circle. The law says identify and clearly, the MBE and WBE were identified as MBE and WBE, as you can see on these forms."

President: "Okay."

Mayor: "Okay."

Mr. Robert Dashiell: "Good morning, Mr. President, Madam Mayor, Honorable members of the Board. My name is Robert Dashiell. I represent the four proposed awardees and I concur with the City's recommendation."

Mayor: "Thank you."

President: "Okay. Anything else? Uh -- Madam --"

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Procurement

B50005154, City-wide Violation Towing - cont'd

Comptroller: "Ms. Sher um -- could you report back to the Board um -- for um -- McDel, Auto Barn, and Jim Elliott that they are in compliance with the um -- 14 - 107 --"

Ms. Sher Symth: "Yes."

Comptroller: " -- of the State Election Law?"

Ms. Sher Symth: "I will do that. Thank you."

Comptroller: "Within 15 days?"

Ms. Sher Symth: "Yes."

President: "Okay. I'll entertain a Motion."

City Solicitor: "Mr. President, uh -- having uh -- the Board considered all of the submission of the timely protest, I move that the Board reject the protest as unwarranted and affirm the award recommended by Procurement."

Comptroller: "Second."

President: "All in favor say AYE. All opposed NAY. The Motion carries."

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**MINUTES**

Mayor's Office of Employment - Rescission of Inter-Govern-  
Development (MOED) mental Agreement

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**ACTION REQUESTED OF B/E:**

The Board is requested to rescind the Inter-governmental Agreement, approved by the Board on August 9, 2017, with the Maryland State Department of Human Services, Baltimore City Department of Social Services (DHR/BCDSS).

**AMOUNT OF MONEY AND SOURCE:**

\$1,500,000.00 - 4000-809617-6397-456000-404001

**ROUND/EXPLANATION:**

On August 9, 2017, the Board approved the original Inter-governmental Agreement between the DHR/BCDSS, and MOED to provide funding for the 2017 Youth Works Summer Jobs Program for the period of June 26, 2017 through August 11, 2017, in an amount not to exceed \$1,500,000.00.

As a result of a change in the available funding made after the August 9, 2017 approval, the parties decided not to move forward with the aforementioned Inter-governmental Agreement and instead, entered into a different Inter-governmental Agreement in the amount of \$2,250,000.00, which was approved by the Board on January 17, 2018.

Therefore, MOED would like the Board to rescind its August 9, 2017 approval of the original Inter-governmental Agreement.

The request to rescind the original Inter-Governmental Agreement is late because of administrative delays during discussions with State officials.

**MINUTES**

MOED - cont'd

**MBE/WBE PARTICIPATION:**

N/A

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board rescinded the Inter-governmental Agreement, approved by the Board on August 9, 2017, with the Maryland State Department of Human Services, Baltimore City Department of Social Services.

**MINUTES**

Baltimore Development - Local Government Resolution Corporation (BDC)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a Local Government Resolution in support of the Maryland Economic Development Assistance Authority Fund (MEDAAF) Loan from the Department of Commerce. As part of its MEDAAF loan program requirements, the State requires the local jurisdiction to provide a Local Government Resolution of support to participate in the program.

**AMOUNT OF MONEY AND SOURCE:**

\$500,000.00 - State of Maryland - Department of Commerce

No City funds are requested at this time.

**BACKGROUND/EXPLANATION:**

The loan from the Department of Commerce will be funded to the BDC. In turn, the BDC will reloan the funds to 2101 East Biddle, LLC as part of the funding for development costs related to the renovation and reconstruction of the former Hoen Lithograph building, located at 2101 East Biddle Street in Baltimore City (the Facility).

The Facility will be made operative as an 85,000 square foot mixed-use property with residential and commercial tenants (the Project). The total Project costs are \$27,000,000.00 and the Facility is being developed by Cross Street Partners and City Life Historic Properties through a Joint Venture.

The 85,000 square foot Project will consist of 60 homes at 50% market rate, 30% workforce, and 20% affordable. The remainder of the Project will consist of commercial and retail space along with an innovative and large scale workforce training, business

**MINUTES**

BDC - cont'd

incubation, and a social enterprise facility to include, a state-of-the-art technology lab, a training center, office space for non-profits, and co-working space with shared amenities and resources to grow small and minority-owned firms, and provide a well-trained workforce for anchor institutions and local businesses.

The estimated completion date of the Project is late 2018. It is expected that a total of 455 jobs will be created of which 220 are construction related, 100 are anticipated at the incubator, and the remaining 135 throughout the site.

## MINUTES

## CITY OF BALTIMORE RESOLUTION

**RESOLUTION OF THE BOARD OF ESTIMATES OF THE MAYOR AND CITY COUNCIL OF BALTIMORE APPROVING THE REQUEST FOR A \$500,000 LOAN TO MAKE A RELOAN TO 2101 EAST BIDDLE LLC (AKA: CROSS STREET PARTNERS AND CITY LIFE HISTORIC PROPERTIES) FOR THE DEVELOPMENT OF A MIXED USE PROPERTY LOCATED NEAR THE EAST BALTIMORE REDEVELOPMENT SECTION OF BALTIMORE CITY LOCATED ON EAST BIDDLE STREET FORMERLY KNOWN AS HOEN LITOGRAPH BUILDING**

**WHEREAS**, the City of Baltimore Development Corporation ("BDC") on behalf of the Mayor and City Council of Baltimore (the "City") has submitted an application dated February 28, 2018, to receive a loan of funds from the DEPARTMENT OF COMMERCE of the State of Maryland (the "Department") from the MARYLAND ECONOMIC DEVELOPMENT ASSISTANCE AUTHORITY AND FUND ("MEDAAF") in the amount of \$500,000 (the "State Loan"), to be used to make a reloan of the \$500,000 State Loan (the "Loan") to 2101 East Biddle, LLC ("the Developer") aka: Cross Street Partners and City Life Historic Properties, or an entity acceptable to the Department), to assist with costs related to the renovation and reconstruction of the former Hoen Lithograph building at 2101 East Biddle Street in Baltimore City, Maryland (the "Facility"). The Facility will be made operative as an approximately 85,000 square foot mixed use property with commercial tenants (collectively, the "Project"). The total project costs are in the amount of \$27 million.

**WHEREAS**, the development of 2101 East Biddle Street in the East Baltimore Redevelopment area of Baltimore City is critical to the success of the City's economic development initiatives.

**WHEREAS**, the development of a new mixed use building on East Biddle Street will serve as a catalyst for continued development in Baltimore City bringing vitality to the City's economy.

**WHEREAS**, the MARYLAND ECONOMIC DEVELOPMENT ASSISTANCE AUTHORITY AND FUND ("MEDAAF") offers certain improvements to jurisdictions meeting certain eligibility criteria.

## MINUTES

City of Baltimore MEDAAF Resolution  
2101 East Biddle, LLC  
aka: Hoen Lithograph Building  
Page 2 of 3

**WHEREAS**, the City meets the eligibility criteria and is eligible to request funds under the State's MEDAAF program.

**WHEREAS**, the City and BDC agree that the Loan shall be used in accordance with Maryland law relating to MEDAAF, namely, Economic Development Article, Sections 5-301 through 5-349, inclusive, (the "Act") and the applicable regulations, for the purposes set forth in the application described above; and

**WHEREAS**, the City has determined that it is in the best interests of the citizens of Baltimore City, Maryland that BDC request \$500,000 from the MEDAAF program to support the development of the Project.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** by the Board of Estimates of the Mayor and City Council of Baltimore:

1. The City hereby approves the receipt of the State Loan and the making of the Loan to the Developer.
2. This Resolution shall be effective upon its adoption in accordance with applicable law.
3. The City of Baltimore Development Corporation will receive the loan funds from the State of Maryland disburse the funds to the Developer on behalf of the Mayor & City Council of Baltimore.
4. A corporate officer of the City of Baltimore Development Corporation is hereby authorized to execute any documents in connection with the State Loan and the Loan.

Signatures appear on the following page

MINUTES

City of Baltimore MEDAAF Resolution  
2101 East Biddle, LLC  
aka: Hoen Lithograph Building  
Page 3 of 3

ATTEST:

MAYOR AND CITY COUNCIL OF  
BALTIMORE

\_\_\_\_\_  
Custodian of the City Seal

By: \_\_\_\_\_  
Name: Catherine E. Pugh  
Title: Mayor

CITY OF BALTMORE DEVELOPMENT  
CORPORATION

By: \_\_\_\_\_  
Name: Jeffrey P. Pillas  
Title: Vice President

APPROVED BY THE BOARD OF ESTIMATES

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
DATE

Approved as to form and legal sufficiency this \_\_ day of March,  
2018.

\_\_\_\_\_  
John P. Machen  
Special Chief Solicitor

**MINUTES**

BDC - cont'd

UPON MOTION duly made and seconded, the Board approved and adopted the Local Government Resolution in support of the Maryland Economic Development Assistance Authority Fund Loan from the Department of Commerce.



**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the President</u>			
1. Bernard C. "Jack" Young	NACo Annual Conference and Exposition Nashville, TN July 12 - 17, 2018 (Reg. Fee \$490.00)	Elected Official Expense Account	\$2,208.76

The subsistence rate for this location is \$221.00 per night. The cost of the hotel is \$184.00 per night, plus a hotel tax of \$28.06 per night, a City tax of \$2.50 per night, and a resort fee of \$10.00 per day. Mr. Young is leaving a day early and returning a day after the conference ends due to the location and event times.

The hotel fees, airfare in the amount of \$335.96, and the registration fee in the amount of \$490.00 were prepaid using a City-issued credit card assigned to Mr. Hosea T. Chew. The Office of the President is requesting additional subsistence of \$3.00 per day for meals and incidentals. Therefore, the disbursement to Mr. Young is \$260.00.

2. Carolyn Mozell Kenneth Parker	NACo Annual Conference and Exposition Nashville, TN July 12 - 17, 2018 (Reg. Fee \$490.00)	General Funds	\$4,417.52
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The subsistence rate for this location is \$221.00 per night for each attendee. The cost of the hotel is \$184.00 per night,

MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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Office of the President - cont'd

plus a hotel tax of \$28.06 per night, a City tax of \$2.50 per night, and a resort fee of \$10.00 per day for each attendee. Ms. Mozell and Mr. Parker are leaving a day early and returning a day after the conference ends due to the location and event times.

The hotel fees, airfare in the amount of \$335.96, and the registration fee in the amount of \$490.00 were prepaid using a City-issued credit card assigned to Mr. Hosea T. Chew. The Office of the President is requesting additional subsistence of \$3.00 per day for meals and incidentals. Therefore, the disbursement to Ms. Mozell and Mr. Parker is \$260.00.

3.	Ryan Dorsey	Intersections: Creating Culturally Complete Streets Nashville, TN April 2, - 5, 2018 (Reg. Fee \$195.00)	Elected Officials Expense	\$ 867.96
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Department of Planning

4.	George J. LaNoue	Intersections: Creating Culturally Complete Streets Nashville, TN April 2 - 4, 2018 (Reg. Fee \$270.00)	General Funds	\$1,133.61
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The subsistence rate for this location is \$229.00 per day. The hotel cost is \$189.00 per night, plus hotel taxes in the amount

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Dept. of Planning - cont'd</u>			

of \$31.32 per night. The Department is requesting \$62.65 to cover the cost of the hotel taxes and \$40.00 per day for meals and incidentals. Therefore, the disbursement to George J. LaNoue is \$1,133.61

Office of the President

**RETROACTIVE TRAVEL APPROVAL**

5. William Henry	Local Progress Board Retreat Los Angeles, CA January 18 - 19, 2018 (Reg. Fee \$0.00)	\$371.60
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On January 18 - 19, 2018, Mr. Henry traveled to Los Angeles, California to attend the Local Progress Board Retreat. The total costs of the hotel in the amount of \$906.30 were paid by the retreat host.

This request is late because Mr. Henry's travel details were not available in time for submission. The Office of the President requests retroactive travel approval. The requested travel reimbursement is as follows:

**TRAVEL REIMBURSEMENT**

\$277.96 - Transportation
<u>93.64 - Meals &amp; Incidentals</u>
<b>\$371.60</b>

**MINUTES****RETROACTIVE TRAVEL APPROVAL**Baltimore City Office of Information Technology

6.	Frank Johnson	GCTC, Forum Workshop and Executive Meetings San Diego, CA San Francisco, CA Chicago, IL Dec. 10, - 16, 2017 (Reg. Fee \$0.00)	General Funds	\$2,584.01
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On December 10 - 12, 2017 Mr. Johnson traveled to the GCTC Forum Workshop; December 13, 2017 he traveled to the San Francisco Department of Technology; and December 14 - 15, 2017 he attended the Chicago Tech Plan Meeting.

The allowed subsistence rate for San Diego, California is \$217.00 per day. The hotel rates were \$134.00 for the nights of December 10 - 11, 2017 and \$170.00 for the night of December 12, 2017. The hotel taxes were \$18.53 per night.

The allowed subsistence rate for San Francisco, California is \$296.00 per day. The hotel rate was \$206.00 for the night of December 13, 2017. The hotel taxes were \$33.88 per night.

The allowed subsistence rate for Chicago, Illinois is \$204.00 per day. The hotel rate was \$206.00 for the nights of December 14 - 15, 2017. The hotel taxes were \$33.88 per night. Retroactive approval is requested for this travel.

The airfare costs of \$1,251.48 and the ground transportation costs of \$225.74 were prepaid using a City-issued procurement card assigned to Charmane Baker. Therefore, the reimbursement to Mr. Johnson is \$1,106.79.

**MINUTES****RETROACTIVE TRAVEL APPROVAL**

Baltimore City Office of Information Technology

**TRAVEL REIMBURSEMENT**

\$ 962.00	- Hotel
<u>144.32</u>	- Hotel Taxes
<b>\$1,106.79</b>	

UPON MOTION duly made and seconded, the Board approved the foregoing Travel Requests, the Retroactive Travel Approvals, and the Travel Reimbursements. The President **ABSTAINED** on item nos. 1, 2, 3, and 5.

## 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

- |                                                                                                |                |                                                |
|------------------------------------------------------------------------------------------------|----------------|------------------------------------------------|
| 1. AXON ENTERPRISE, INC. f/k/a<br>TASER INTERNATIONAL, INC.                                    | \$6,768,487.98 | Third Amendment<br>to Integration<br>Agreement |
| Contract No. B50004050 - Body Worn Cameras - Baltimore Police<br>Department - P.O. No. P534915 |                |                                                |

The Board is requested to approve and authorize execution of the Third Amendment to Integration Agreement with AXON Enterprise, Inc., (formerly known as Taser International, Inc.) The contract expires on March 15, 2021, with two 1-year renewal options remaining. This third amendment to agreement will extend the period of the agreement through October 31, 2023, with two 1-year renewal options.

On March 16, 2016, the Board approved the initial award in the amount of \$11,690,668.53, which currently expires on March 15, 2021, with two 1-year renewal options remaining. On December 27, 2016, the Board approved the first amendment in the amount of \$0.00. On March 25, 2017, the Board approved the second amendment in the amount of \$0.00. This Third Amendment will hold the competitively bid pricing for 2.5 years, and by amending the current term, the agreement will end on October 31, 2023, with two 1-year renewal options. The Amendment in the amount of \$6,768,487.98 will make the total contract value \$18,459,156.51. The benefits for the City for entering into the Third Amendment include maintaining existing favorable discounts for an additional 2.5 years, eliminating \$11,400.00 in costs for the City State's Attorney's Office and deferring a \$2.7 million dollar payment due in March 2018 until July 2018.

## 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

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:**

On June 3, 2015, it was determined that no goals would be set because of no opportunity to segment the contract.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Third Amendment to Integration Agreement with Axon Enterprise, Inc. f/k/a Taser International, Inc.

**MINUTES**

President: "There be no more business before the Board, we will recess until bid opening at 12 noon."

\* \* \* \* \*

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

**BIDS, PROPOSALS AND CONTRACT AWARDS**

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

Bureau of Procurement - B50005328, Baltimore City Shuttle/  
Transit Services  
**BIDS TO BE RECV'D: 04/11/2018**  
**BIDS TO BE OPENED: 04/11/2018**



## MINUTES

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

Bureau of Purchases - B50005249, Diversity and Labor  
Compliance System(s) (**TECHNICAL  
OPENING**)

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Ask Reply, Inc. d/b/a B2Gnow  
Early Morning Software dba  
Prism Compliance Management \* **NON-RESPONSIVE**

\*UPON FURTHER MOTION, the Board found the bid of Early Morning Software dba Prism Compliance Management, **NON-RESPONSIVE**, due to the company's failure to proffer a bid guarantee as mandated by the solicitation instructions.

Bureau of Purchases - B50005253, Mauldin Construction  
Equipment - OEM Parts, Warranty and  
Service Repairs

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**NO BIDS WERE RECEIVED**

## MINUTES

Bureau of Purchases - B50005269, Aftermarket Parts and  
Repair Service for Heavy Trucks and  
Equipment

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Beltway International Trucks  
Maryland Industrial Trucks  
Waste Equipment Sales & Service, LLC  
Correlli, Inc.  
Norris Auto Group  
Auto Barn, Inc.  
Johnson & Towers, Inc.

Clerk: "I understand we have someone from Fleet Pride, Inc. here in  
-- ref -- who would like to address the Board. Would you please come  
forward, Sir, and give your name and again, your company name to  
make sure I have it correct?"

Mr. William Rosser: "My name is William Rosser. I'm with Fleet Pride  
in Baltimore, Maryland. You want the whole address?"

Clerk: "Yes."

Mr. Rosser: "It's 3530 South Hanover Street, Brooklyn, Maryland  
21225."

Clerk: "Okay. Just address the Board with your questions, Sir."

Mr. Rosser: "Um -- honest mistake on our part. My Boss thought this

## MINUTES

Bureau of Purchases - B50005269 - cont'd

was due tomorrow. We thought we'd get it in a day early. So, that's -- that's -- I don't want to make any excuses for our --"

Clerk: "Uh -- uh - okay. Sir, we appreciate the effort that you put forward and also your honesty on this. The City Charter is very clear that bids must be received by 11 o'clock. So, sitting here today, we have no discretion to accept uh -- your bid. Generally, there is information in the instructions that tells you a bid due date. Sometimes Purchases will even have a label with that on it, ah -- so I would just request that you um - look at the bid a little bit better and also if you have any questions, you can contact the Bureau of Purchases; they can help guide you through to help you for the future."

Mr. Rosser: "Okay."

Clerk: "Thank you for coming in and regrettably, we cannot take your bid."

Mr. Rosser: "Alright. Thank you."

Clerk: "Okay. Thank you, Sir."

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MINUTES

Bureau of Purchases - B50005293, Tandem Axle Tractors

Harbor Truck Sales  
Service dba Baltimore Freightliner  
Baltimore Truck Center  
Beltway International, LLC

Bureau of Purchases - B50005294, Crew Cab Five-Ton Dump Trucks

Harbor Truck Sales + Service  
dba Baltimore Freightliner  
Beltway International, LLC

Bureau of Purchases - B50005325, Liquid Propane

AmeriGas Propane LP  
Poist Gas  
Thompson Gas, LLC

Bureau of Purchases - B50005343, Pneumatic Tire Forklifts

Maryland Industrial Trucks

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, April 4, 2018.

JOAN M. PRATT  
Secretary