

NOTICE:

1. On January 22, 2014, the Board of Estimates approved the Resolution on the Regulation of Board of Estimates Meetings and Protests, effective February 05, 2014. Pursuant to the Resolution:

a. Anyone wishing to speak before the Board, whether individually or as the spokesperson of an entity must notify the Clerk of the Board in writing no later than noon on the Tuesday preceding any Board meeting, or by an alternative date and time specified in the agenda for the next scheduled meeting. The written protest must state (1) whom you represent and the entity that authorized the representation; (2) what the issues are and the facts supporting your position; and (3) how the protestant will be harmed by the proposed Board action.

b. Matters may be protested by a person or any entity directly and specifically affected by a pending matter or decision of the Board. In order for a protest to be considered, the protestant must be present at the Board of Estimates meeting at 9:00 A.M., in Room 215, City Hall.

c. A Procurement Lobbyist, as defined by Part II, Sec. 8-8 (c) of The City Ethics Code must register with the Board of Ethics as a Procurement Lobbyist in accordance with Section 8-12 of The City Ethics Code.

The full text of the Resolution is posted in the Department of Legislative Reference, the President of the Board's web site, (http://www.baltimorecitycouncil.com/boe_agenda.htm) and the Secretary to the Board's web site (<http://www.comptroller.baltimorecity.gov/BOE.html>).

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

NOTICES - cont'd

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BOARD OF ESTIMATES' RECESS
OCTOBER 10, 2018
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The Board of Estimates is scheduled to be in recess at 9:00 a.m. and 12:00 noon on October 10, 2018.

The Board of Estimates will not receive or open bids on October 10, 2018. The Board of Estimates will reconvene on October 17, 2018.

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BOARD OF ESTIMATES' DEADLINE FOR SUBMISSIONS FOR
OCTOBER 17, 2018 AGENDA IS
WEDNESDAY OCTOBER 10, 2018 BY 9:30 A.M.
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BOARD OF ESTIMATES' AGENDA - SEPTEMBER 26, 2018

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:

CJ Miller, LLC	\$92,660,000.00
Istormwater, LLC	\$ 110,000.00
L.E Blue & Associates, Inc.	\$ 1,500,000.00
Morgan Construction Services, Inc.	\$ 1,500,000.00

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:

Froehling & Robertson, Inc.	Engineer
McKissack & McKissack	Engineer Architect
MD 2 Technical Services, Inc.	Engineer

AGENDA

BOARD OF ESTIMATES

09/26/2018

Department of Real Estate - Renewal of License Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the Renewal of the License Agreement with The Towers of Harbor Court Condominium, Licensor, for the rental of a portion of 10 E. Lee Street, being the roof of the East Tower Building consisting of approximate 841 square feet. The period of the renewal is October 01, 2018 through September 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$85,131.00 - 2042-000000-1474-165700-603013

BACKGROUND/EXPLANATION:

The monthly rent in the amount of \$7,094.25 during the one year renewal term will be \$85,131.00 annually.

The Board of Estimates originally approved and executed the License Agreement with the Licensor for an initial term of one year on September 30, 1997 with nine options to renew for terms of one year. The Board approved a new license agreement on October 25, 2017 for an initial term of one year beginning on October 01, 2017 with nine options to renew for a term of one year. The renewal is the first of nine terms.

The demised premises are used for the operation and maintenance of antennas, in conjunction with the 800 Megahertz system for the Fire and Police Departments of Baltimore City.

The rental is for a portion of the premises located at 10 East Lee Street, being the roof of the East Tower building consisting of approximately 841 square feet.

AGENDA

BOARD OF ESTIMATES

09/26/2018

Department of Real Estate - cont'd

The Licensor will be responsible for maintenance and repairs, roof and all common areas of the building and utilities. The Licensee will be responsible for liability insurance, maintenance, and repairs to equipment.

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

09/26/2018

Department of Real Estate - Assignment of Tax Sale Certificate

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of a Tax Sale Certificate for an amount that is less than the lien amount for the property located at 104 E. 20th Street.

AMOUNT OF MONEY AND SOURCE:

<u>Property Address</u>	<u>Appraised Value</u>	<u>Flat Taxes & Water Charges</u>	<u>Total Liens</u>	<u>Recommended Purchase Price</u>
104 E. 20 th Street	\$32,000.00	\$38,833.78	\$46,732.27	\$38,833.78

BACKGROUND/EXPLANATION:

The City acquired the Tax Sale Certificate for 104 E. 20th St. on May 15, 2017 in the total amount of \$46,732.27.

104 E. 20th Street, LLC has offered to purchase the Tax Sale Certificate, file a petition to foreclose, acquire title to the property, and return it to productive use. The appraised value for the property is \$32,000.00. The purchase price of \$38,833.78, is based upon the higher of the flat taxes and water charges or the appraised value.

Mr. Brian J. Frank owns 104 East 20th Street, LLC. Mr. Frank owns properties at 315 South Fremont Avenue and 714 East Lake Avenue. All property taxes are paid and current and there are no violations.

Mr. Frank, under the name of 104 East 20th Street, LLC, wishes to acquire the property located at 104 East 20th Street; a vacant, dilapidated and boarded building. Upon obtaining title to the property, Mr. Frank plans to invest approximately \$124,000.00 to rehab the building and either rent or sell the building.

AGENDA

BOARD OF ESTIMATES

09/26/2018

Department of Real Estate - cont'd

Mr. Frank has a successful 10-year history of purchasing and rehabbing City properties. Under the name S&F Select Properties, LLC Mr. Frank purchased 18 City properties and rehabbed, and sold all of them.

The cost for the project, including purchase of and foreclosure on is estimated at \$171,000.00.

AGENDA

BOARD OF ESTIMATES

09/26/2018

Department of Real Estate - Deed

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Deed with Dietz and Watson, Inc. to convey two parcels of land known as the former beds of Towanda Avenue from Druid Park Drive to Suffolk Avenue and Suffolk Avenue from Towanda Avenue to a 10 foot Alley and no longer needed for public use.

AMOUNT OF MONEY AND SOURCE:

\$40,000.00

BACKGROUND/EXPLANATION:

On January 12, 2017, the City entered into a Closing Agreement with Dietz and Watson, Inc. to close two streets. Dietz and Watson, Inc. would like to acquire two parcels of land known as the former beds of Towanda Avenue and Suffolk Avenue. Dietz and Watson, Inc. owns all of the properties abutting the two streets and needs the two parcels of land in order to facilitate the extension of utilities from one building to another and to extend security fencing for its complex.

The sale was authorized by means of Sales Ordinance No. 17-099 approved on December 21, 2017. The street and alley closing process is intricate and involves public notice and other procedures before the Deed can be prepared for submission to the Board for approval.

(The Deed has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

09/26/2018

Department of Real Estate - Agreement of Sale

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement of Sale with Mr. Allen P. Burrus, Purchaser, for the purchase of 3306 North Hilton Street, Unit 203, Hanlon Park Condominium (Block 2913, Lot 028).

AMOUNT OF MONEY AND SOURCE:

\$11,500.00 - Purchase Price

BACKGROUND/EXPLANATION:

The property was donated to Baltimore City in June 2014 as part of a final estate disbursement. The authority to sell this property was granted by Ordinance 15-409, approved on September 21, 2015.

Pursuant to the Appraisal Policy an appraisal was completed August 30, 2018, which determined the property value to be \$16,000.00.

STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE APPRAISED PRICE

The property will be sold below the appraised value for the following reasons:

- Subsequent to the appraisal the property suffered structural deterioration due to extensive water damage,
- the sale and rehabilitation will promote economic development through the placement of the subject property on the City tax rolls, and
- the sale will be a specific benefit to the immediate community, as the Purchaser intends to create an affordable rental unit upon completion of repairs.

(The Agreement of Sale has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

09/26/2018

Department of General Services - Report and Emergency
Procurement Agreement

ACTION REQUESTED OF B/E:

The Board is requested to receive the report on the emergency and approve and authorize execution of the Emergency Procurement Agreement with Ruff Roofers, Inc., Contractor. The Emergency Procurement Agreement is effective upon Board approval and will terminate upon the work completion date of November 12, 2018 as determined by the City Engineer, and upon payment of the total amount of the contract to the Contractor.

AMOUNT OF MONEY AND SOURCE:

\$250,000.00 - 9916-903154-9197-900000-706063

\$ 46,125.00 - 1001-000000-2142-229555-603016

BACKGROUND/EXPLANATION:

At Engine 46/Truck 27/EMS 4 fire station, a "cave in" of the interior ceiling of the station and suspected mold growth were discovered as a result of a severely leaking exterior roof, giving rise to the need to obtain supplies, materials, equipment, services, or public works to address the emergency.

The Department of Finance, upon application by the Director of the Department of General Services, proceeded to obtain the supplies, materials, equipment, services, or public works required without the formal advertisement required under of Article VI, § 11(c) of the Charter.

The emergency is of such a nature that the Department has been coordinating roof repair and replacement work continuously since the date the emergency occurred.

AGENDA

BOARD OF ESTIMATES

09/26/2018

Department of General Services - cont'd

PURSUANT TO ARTICLE VI, §11 (e)(ii) OF THE CITY CHARTER, THE DIRECTOR OF FINANCE APPROVED THE PROCUREMENT OF THIS EMERGENCY SERVICE.

APPROVED FOR FUNDS BY FINANCE

(The Emergency Procurement Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

09/26/2018

Department of Transportation - Amendment No. 2 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 2 to Agreement with Century Engineering, Inc. under Project 1191, On-Call Design Consultant Services for Federal Aid Resurfacing and Reconstruction Projects. The amendment will extend the period of the agreement through March 31, 2020.

AMOUNT OF MONEY AND SOURCE:

\$1,000,000.00 - increase in the upset limit

BACKGROUND/EXPLANATION:

On April 1, 2015, the Board approved the original agreement in the amount of \$3,000,000.00, which provided for engineering design services that would include reconstruction, resurfacing, streetscapes, developing roadway alignment, Americans with Disabilities Act (ADA) pedestrian facilitates, drainage improvements, street lighting, electric duct banks, traffic signal design, water and wastewater, signing and pavement markings, traffic control, erosion and sediment control, surveys, landscaping, planning, project scope development, environmental site assessments, National Environmental Policy Act clearance and other engineering related tasks with the project.

On January 10, 2018 the Board approved Amendment No. 1 for a one year time extension to continue design services for various projects. Amendment No. 2 will increase the upset limit by \$1,000,000.00 to continue Central Avenue design build construction management and other various construction projects and extend the agreement through March 31, 2020.

This amendment will extend the period of the agreement through March 31, 2020 and will increase the upset limit by \$1,000,000.00.

DBE Participation:

Century Engineering, Inc. will comply with Article 5, Subtitle 28

AGENDA

BOARD OF ESTIMATES

09/26/2018

Department of Transportation - cont'd

of the Baltimore City Code and MBE and WBE goals established in the original agreement.

DBE: 25.00%

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

(The Amendment No. 2 to Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

09/26/2018

Department of Transportation - Minor Privilege Permit Applications

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

	<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1.	13 W. 25 th Street	Matz Enterprises, Inc.	A-Frame sign 40" x 22"
	\$52.80 - Flat Charge		
2.	224 S. Broadway	Amber Reality (MD), LLC	Awning w/signage 25' x 4'
	\$630.00 - Flat Charge		
3.	21 S. Calvert Street	21 South Calvert LLC	Bracket Signs 3.89 sf., flat sign 5.33. sf.
	\$264.20 - Flat Charge		

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

AGENDA

BOARD OF ESTIMATES

09/26/2018

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. N.M.R. Associates a Maryland General Partnership	2228 Druid Hill Avenue	G/R \$120.00	\$ 800.00
2. M & E Investments, LLC.	2230 Druid Hill Avenue	G/R \$100.00	\$ 916.00

Funds are available in account no. 9910-908636-9588-90000-704040, FY 17 CORE Demo Project.

3. M & E Investments, LLC.	832 Edmondson Avenue	G/R \$69.00	\$ 632.00
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Funds are available in account no. 9910-908044-9588-900000-704040, Upton West Project.

4. James LeFaivre	14 N. Stockton Street	F/S	\$16,500.00
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Funds are available in account no. 9910-908044-9588-900000-704040, Poppleton Project, Phase 2.

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 - Condemnations

5. Jong Nam Kim	900/902 E. Eager Street	F/S	\$70,000.00
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Funds are available in account no. 9910-906126-9588-900000-704040, FY 17 Core/Ambrose Kennedy Park Expansion Project.

AGENDA

BOARD OF ESTIMATES

09/26/2018

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations - cont'd</u>			
6. Deborah Rock	505 Baker Street Street	F/S	\$14,000.00
7. CO 351, LLC	1238 Mosher Street	F/S	\$22,150.00
8. Arnett Smith and Lorraine Wilson	815 N. Gilmor Street	F/S	\$20,000.00

Funds are available in account no. 9910-908636-9588-900000-704040, FY 17 CORE Demo Project.

DHCD - Condemnations or Redemption

9. Unknown	1002 Sarah Ann Street	Sub/G/R \$24.00	\$ 190.00
10. Unknown	1002 Sarah Ann Street	G/R \$52.50	\$ 350.00

Funds are available in account no. 9910-908044-9588-900000-704040, Poppleton Project, Phase 4.

11. Opportunity Company Incorporate	840 Edmondson Avenue	G/R \$75.00	\$ 500.00
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Funds are available in account no. 9910-908044-9588-900000-704040, Upton West Project.

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

AGENDA

BOARD OF ESTIMATES

09/26/2018

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

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| 1. A.S.B. | \$ 14,700.00 | Renewal |
|-----------|--------------|---------|
- Contract No. B50004778 - Perform Janitorial Service at Enoch Pratt Branches #10 and 22 - Enoch Pratt Free Library - P.O. No. P537268

On October 16, 2016, the City Purchasing Agent approved the initial award in the amount of \$14,700.00. The award contained three 1-year renewal options. On September 27, 2017, the Board approved the first renewal in the amount of \$14,700.00. This second renewal in the amount of \$14,700.00 is for the period November 1, 2018 through October 31, 2019, with one 1-year renewal option remaining.

MBE/WBE PARTICIPATION:

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

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| 2. NULINX INTERNATIONAL,
INC. | \$ 44,000.00 | Renewal |
|----------------------------------|--------------|---------|
- Contract No. 08000 - Copa Software Subscription - Mayor's Office of Human Services - Head Start - Req. No. R802157

On June 1, 2016, the Board approved the initial award in the amount of \$44,000.00. The award contained four 1-year renewal options. On August 16, 2017, the Board approved the first renewal in the amount of \$44,000.00. This second renewal in the amount of \$44,000.00 is for the period July 1, 2018 through June 30, 2019 with two 1-year renewal options remaining.

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement. These copyrighted materials are only available from the vendor and are not available from the subcontractors.

AGENDA

BOARD OF ESTIMATES

09/26/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Procurement

3.	EASTERN CONTROLS, INC., OF PA	\$ 50,000.00	Renewal
Contract No. 08000 - Endress+ Hauser Parts and Equipment - Department of Public Works - Wastewater Facilities - P.O. No. P536566			

On August 17, 2016, the Board approved the initial award in the amount of \$ 50,000.00. The award contained four 1-year renewal options. On July 26, 2017, the Board approved the first renewal in the amount of \$50,000.00. This second renewal in the amount of \$50,000.00 is for the period August 17, 2018 through August 16, 2019, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

4.	PERKIN ELMER HEALTH HEALTH SCIENCES, INC.	\$ 0.00 <u>15,059.40</u> \$15,059.40	Ratification and Renewal
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Contract No. 08000 - Perkin Elmer Service Agreement -
Department of Public Works - Bureau of Water and Wastewater -
P.O. No. P524736

On August 15, 2013, the Board approved the initial award in the amount of \$41,552.55. The award contained three renewal options. Subsequent actions have been approved. Due to an administrative error, the contract was not renewed prior to the start of the renewal option period. This final renewal in the amount of \$15,059.40 will allow for continuation of preventive maintenance and to ensure that the Ashburton Filtration Plant Laboratory meets mandatory certifications

AGENDA

BOARD OF ESTIMATES

09/26/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

required by the State of Maryland. The ratification is for the period June 9, 2018 through September 30, 2018. The period of the renewal is October 1, 2018 through June 8, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. The initial award was below the MBE/WBE subcontracting threshold of \$50,000.00. The contractor is the equipment manufacturer and exclusive service provider.

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| 5. BELTWAY INTERNATIONAL, LLC. | \$651,920.00 | Increase |
| Contract No. B50005294 - Crew Cab Five-Ton Dump Trucks - Department of General Services, Fleet Management - P.O. No. P543791 | | |

On May 9, 2018, the Board approved the initial award in the amount of \$2,444,700.00. This increase in the amount of \$651,920.00 is necessary to purchase four additional crew cab five ton dump trucks which will replace older equipment in the City's fleet, as part of Fleet Management's planned replacement program. This increase will make the award amount \$3,096,620.00. The contract expires on May 8, 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.

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

09/26/2018

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

6. PETERBILT OF BALTIMORE, LLC	\$998,940.00	Increase
Contract No. B50005368 - Sixteen Cubic Yard Load Packers - Department of General Services, Fleet Management - Req. No. P544052		

On May 30, 2018, the Board approved the initial award in the amount of \$4,162,490.00. This increase in the amount of \$998,940.00 is necessary to purchase six additional cubic yard load packers, which will replace older equipment in the City's fleet, as part of Fleet Management's planned replacement program. This increase will make the award amount \$5,161,430.00. The contract expires on May 29, 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 commodity purchased from an authorized dealer who is required to provide associated pre-delivery inspection and warranty parts.

MWBOO GRANTED A WAIVER.

7. BELTWAY INTERNATIONAL, LLC	\$880,761.00	Increase
Contract No. B50005184 - Trucks with a Conventional Cab & Chassis, Steel Dump Body, Hoist, & Lift Gate - Department of General Services, Fleet Management - P.O. P542458		

On January 24, 2018, the Board approved the initial award in the amount of \$377,469.00. This increase in the amount of \$880,761.00 is necessary to purchase eight additional trucks,

AGENDA

BOARD OF ESTIMATES

09/26/2018

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

which will replace older equipment in the City's fleet, as part of Fleet Management's planned replacement program. This increase will make the award amount \$1,258,230.00. The contract expires on January 23, 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 commodity purchased from an authorized dealer who is required to provide associated pre-delivery inspection and warranty parts.

MWBOO GRANTED A WAIVER.

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| 8. | <u>BELTWAY INTERNATIONAL, LLC</u> | <u>\$109,458.00</u> | <u>Increase</u> |
| | Contract No. B50005293 - Tandem Axle Tractors - Department of General Services, Fleet Management - P.O. No. P543789 | | |

On May 9, 2018, the Board approved the initial award in the amount of \$656,748.00. This increase in the amount of \$109,458.00 is necessary to purchase one additional tandem axle tractor, which will replace older equipment in the City's fleet, as part of Fleet Management's planned replacement program. This increase will make the award amount \$766,206.00. The contract expires on May 8, 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.

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

09/26/2018

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. STANLEY G. ALEXANDER, INC. d/b/a ALEXANDER MOBILITY SERVICES	\$ 24,990.00	Increase
Contract No. 06000 - Deliver and Assemble Donated Furniture to Baltimore City - Department of General Services - P.O. No. P543554		

On April 30, 2018, the City Purchasing Agent approved the initial award in the amount of \$24,990.00. Office Relocation Group is donating office furniture to the City of Baltimore. This increase in the amount of \$24,990.00 is necessary as the Department of General Services is currently using the above vendor to provide services to disassemble, transport and reassemble donated furniture. This increase will make the award amount \$49,980.00. The contract expires on May 1, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

10. P2 CLEANING	\$400,000.00	Additional vendor and Increase
Contract No. B50004830 - Mowing & Debris Removal for Vacant Lots & Abandoned Properties II - Agency - Various - P.O. No. P539348		

On April 26, 2017, the Board approved the initial award in the amount of \$1,366,120.00 to Evergreen Landscape & Design Corporation. The award contained four 1-year renewal options. Due to the need of additional work to be done, Evergreen Landscape & Design Corporation is not able to take on the increased workload, therefore, a second vendor is necessary.

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BOARD OF ESTIMATES

09/26/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Procurement

The period of the award is August 8, 2017 through April 25, 2019, with four 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On October 20, 2016, MWBOO set goals of 27% MBE and 9% WBE. On July 18, 2018, P2 Cleaning was found in compliance.

Evergreen Landscape & Design Corp.

MBE: Grass Roots Landscaping Co., LLC		22%
A&R Trenching, LLC		5%
WBE: Upper Management, LLC*		9%

*The WBE subcontractor is not in good standing with the Department of Assessment and Taxation. The bidder will be allowed to substitute an approved WBE if Upper Management, LLC is not in good standing at time of award.

MWBOO FOUND VENDOR IN COMPLIANCE.

P2 Cleaning Services, LLC

MBE: Sparks Quality Fence Company	\$51,460.65	13.5%
P2 Cleaning Services	\$51,460.65	13.5%
WBE: Tote-It Incorporated	\$34,307.10	9%

MWBOO FOUND VENDOR IN COMPLIANCE.

AGENDA

BOARD OF ESTIMATES

09/26/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Procurement

11. NEOPOST USA, INC.	\$ 36,799.80	Cooperative Contract
State of Maryland NASPO Valuepoint Contract Number ADSP016-169901-Mailroom Equipment, Supplies and Maintenance - Sheriff's Office - Req. No. R794294		

Mailroom equipment will be a 60-month lease from a competitively bid, cooperative contract agreement #001B8400193 between the State of Maryland and Neopost USA, Inc. This will replace older equipment in the City Sheriff's office, a mail metering system and tabletop document folder/inserters. The period of the award is September 26, 2018 through May 14, 2019.

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

MBE/WBE PARTICIPATION:

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

12. WEST PUBLISHING CORPORATION	\$ 74,328.00	Sole Source
Contract No. 08000 - Investigative Resource Software for Law Enforcement - Baltimore City Police Department - Req. No. R800702		

This is to continue services until a new agreement is approved by the Law Department bringing this under the scope of another contract. West Publishing Corporation is the sole provider of this software. The period of the award is April 1, 2018 through

AGENDA

BOARD OF ESTIMATES

09/26/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

November 30, 2018. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

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

- | | |
|---|-----------------|
| 13. LAAKE ENTERPRISES, INC. d/b/a | Selected Source |
| FESCO EMERGENCY SALES \$1,500,000.00 | Agreement |
| Contract No. 06000 - OEM Parts, Aftermarket Parts, and Repair Services for Horton Medics - Department of General Services - Fleet Management - Req. No. R798764 | |

The Board is requested to approve and authorize execution of an agreement with Laake Enterprises, Inc. d/b/a Fesco Emergency Sales. The period of the agreement is September 3, 2018 through September 2, 2021.

Fesco Emergency Sales is the only authorized dealer/manufacturer that provides repair service, warranty and parts distribution for Horton Medic Units in the State of Maryland. 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.

AGENDA

BOARD OF ESTIMATES

09/26/2018

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 April 12, 2018, it was determined that no goals would be set because of no opportunity to segment the contract. Laake Enterprises, Inc. is the only authorized dealer in the State of Maryland to provide warrant, repairs and parts distribution.

MWBOO GRANTED A WAIVER.

(The Agreement has been approved by the Law Department as to form and legal sufficiency.)

- | | | |
|---|---------------------------|--------------------------------------|
| 14. COPART,
INC. | <u>Revenue Generating</u> | <u>Vehicle Auction
Agreement</u> |
| Contract No. 06000 - Online Auction Services - Procurement, Departments of General Services and Transportation - Req. No. To be determined. | | |

The Board is requested to approve and authorize execution of a Vehicle Auction Agreement with Copart, Inc. The period of the agreement is August 15, 2018 through August 14, 2021.

The City of Baltimore is looking to transition its vehicle auction services from an in-person platform to an online platform by doing a pilot with Copart, Inc. Moving to an online platform will increase the volume of prospective buyers and potentially increase revenue. The online service also allows the City to see the auctions in real time and provides real time reporting. The current service provides paper-based reports weeks after the auction concludes and has to depend on audio recordings of the live auction to dispute discrepancies in the paperwork submitted by the vendor. Utilizing an online service allows for transparency in the auction service.

AGENDA

BOARD OF ESTIMATES

09/26/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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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 August 28, 2018, MWBOO set goals of 2% MBE and 2% WBE. On September 4, 2018, Copart, Inc. was found in compliance.

MBE: C&S Towing and Transport, LLC 2%

WBE: McDel Enterprises, Inc. 2%

MWBOO FOUND VENDOR IN COMPLIANCE.

(The Agreement has been approved by the Law Department as to form and legal sufficiency.)

15. E.J. WARD, INC.	\$ 0.00	Extension
Contract No. 08000 - O.E.M. Parts for E.J. Ward Canceivers - Department of General Services - Fleet Management - P.O. No. P526537		

On March 12, 2014, the Board approved the initial award in the amount of \$100,000.00. The award contained two renewal options. Subsequent actions have been approved and both renewal options have been exercised. An extension is necessary to continue O.E.M. Parts for E.J. Ward Canceivers to Fleet Management while a new agreement is being negotiated. The contract expires on September 30, 2018. The period of the extension is October 1,

AGENDA

BOARD OF ESTIMATES

09/26/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Procurement

2018 through January 30, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. This contract is for Original Equipment Manufacturer Parts which can only be provided by the manufacturer E. J. Ward, Inc.

AGENDA

BOARD OF ESTIMATES

09/26/2018

Department of Housing and - Amendment to Community Development
Community Development Block Grant Loan

ACTION REQUESTED OF B/E:

The Board is requested to approve a unit Amendment to Community Development Block Grant Loan for the Habitat of Humanity of the Chesapeake homeownership project that is located (or to be located) within the Sandtown Winchester and Woodbourne-McCabe neighborhoods of Baltimore City.

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

AMOUNT OF MONEY AND SOURCE:

No additional funds are required.

BACKGROUND/EXPLANATION:

On December 13, 2017 the Board approved a \$300,000.00 Community Development Block Grant Loan (the "CDBG Loan") to Habitat for Humanity of the Chesapeake (the "Borrower"). The proceeds of the CDBG Loan (the "City Proceeds") are being used to support a portion of the costs of the development of approximately ten vacant units located at 722, 747, McCabe Avenue, 5223 Ready Avenue, 709 Baker Street, 1324, 1333, 1524, 1551, 1553 Fulton Avenue and 1322 North Mount Street. Upon completion, the project was intended to provide ten homeownership units to first time homebuyers.

Houses are sold at an affordable rate with no-interest mortgages to qualified buyers who earn 20% to 80% of the Area Median Income adjusted for family size (the "AMI"). As a nonprofit developer, the Borrower divides its efforts into renovating and reselling deteriorating single family homes to first-time homebuyers at affordable prices.

AGENDA

BOARD OF ESTIMATES

09/26/2018

Department of Housing and - cont'd
Community Development

Since loan closing, several external factors have impacted the project: continued deterioration of long-term abandoned buildings, industrywide construction escalation in construction materials, and, the additional expense for compliance required by regulations as it relates to Maryland Historical Trust Review process.

Because of these factors, the Borrower has requested the deletion of the following three properties originally listed in the 2017 Board memo (due to structural conditions): 709 Baker Street, 1551 Fulton Avenue & 1322 North Mount Street. In addition, one property will be added to the project scope - 1562 Carey Street.

The amended total number of units contained in the project scope will now be 8 units located at the following addresses: 722 and 747 McCabe Avenue, 5223 Ready Avenue, 1324, 1333, 1524 and 1553 Fulton Avenue, and 1562 Carey Street.

The amount of the CDBG Loan will remain unchanged and dispersed over eight units rather than the original ten units. Hence, the per unit subsidy will now increase from \$30,000.00 per unit to \$37,500.00 per unit. The Department is comfortable recommending this amendment and the increase to the per unit subsidy under these circumstances.

All other terms and conditions of the 2017 Board Memo remain in effect.

THE DEPARTMENT OF FINANCE HAS REVIEWED AND RECOMMENDS APPROVAL BY THE BOARD OF ESTIMATES.

AGENDA

BOARD OF ESTIMATES

09/26/2018

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

The Board is requested to approve and authorize execution of the Community Development Block Grant Agreements (CDBG Agreements).

1. JUBILEE BALTIMORE, INC. \$ 50,000.00

Account: 2089-208918-5930-436466-603051 \$ 25,000.00
2089-208918-5930-436462-603051 \$ 25,000.00

The purpose of this CDBG Agreement is to provide CDBG funding to subsidize Subgrantee's staff and operating costs directly related to the historic preservation of a commercial property located at 19-21 E. North Avenue. The Subgrantee will also assist low and moderate income, long-term, owner-occupant residents of the Greenmount West community in obtaining financial assistance for façade improvements and home repairs. The period of the agreement is January 1, 2018 through December 31, 2018.

2. LATINO ECONOMIC DEVELOPMENT CORPORATION \$ 50,000.00

Accounts: 2089-208917-5930-727673-603051

Under the terms of this CDBG Agreement, the Department will provide funds for the operating costs of Subgrantee's Micro Lending Program for a one year period. Under the program, the Subgrantee will provide technical assistance and micro-loans to low- to moderate income owners and developers of micro-enterprises located in Baltimore City. The period of the agreement is February 1, 2018 through January 31, 2019.

AGENDA

BOARD OF ESTIMATES

09/26/2018

Department of Housing and - cont'd
Community Development

On August 8, 2018, the Board approved the Resolution authorizing the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2018 Annual Action Plan for the following formula programs:

1. Community Development Block Grant (CDBG)
2. HOME Investment Partnership Act (HOME)
3. Emergency Shelter Grant Entitlement (ESG)
4. Housing Opportunity for People with AIDS (HOPWA)

The DHCD began negotiating and processing the CDBG agreements effective July 1, 2018 and beyond, as outlined in the Plan, pending approval of the Resolution. Consequently, the agreements were delayed due to final negotiations and processing.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Community Development Block Grant Agreements have been approved by the Law Department as to form and legal sufficiency.)

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

The Board is requested to
approve award of
the formally advertised contracts
listed on the following pages:
32 - 36
to the low bidder meeting specifications,
or reject bids on those as indicated
for the reasons stated.
In connection with the Transfers of Funds,
reports have been requested
from the Planning Commission,
the Director of Finance having reported favorably
thereon, as required by the provisions
of the City Charter.

AGENDA

BOARD OF ESTIMATES

09/26/2018

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation/DOT
Engineering and Construction

- 1. TR 18010 - Urgent P. Flanigan & Sons, \$2,349,931.00
Need Contract Inc.
Citywide

MWBOO SET GOALS OF 19% FOR MBE AND 7% FOR WBE.

MBE: Priority Construction Corporation	\$442,700.00	18.84%
CBY Enterprises, Inc.	2,000.00	0.09%
Alfredo Trucking, Inc.	2,000.00	0.09%
Total	\$446,700.00	19.02%

WBE: River Transport, Inc.	\$134,700.00	5.73%
B&J Sweeping & Sons Inc.	15,000.00	0.64%
Fallsway Construction, Company, LLC	15,000.00	0.64%
Total	\$164,700.00	7.01%

MWBOO FOUND VENDOR IN COMPLIANCE.

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$2,315,447.66	9950-956002-9515	
State Const. Rev.	Constr. Res. - Resurfacing JOC Urgent Needs	
151,979.89	9950-915725-9514	
<u>MVR</u>	Constr. Res.	
\$2,467,427.55	Emergency Resurfacing JOC	

AGENDA

BOARD OF ESTIMATES

09/26/2018

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$2,349,931.00	-----	9950-904875-9514-6 Structural & Improv.
<u>117,496.55</u>	-----	9950-904875-9514-5 Inspection Res. JOC Urgent Need Contract Citywide
\$2,467,427.55		

This transfer will fund the costs associated with the award of TR 18010, Res. JOC Urgent Need Contract Citywide, to P. Flanigan & Sons, Inc.

3. TR 17023 - ADA J. Villa Construction \$ 347,000.00
 JOC Contract
 Citywide

MWBOO SET GOALS OF 17% FOR MBE AND 5% FOR WBE.

MBE: J. Villa Construction, Inc. *	\$169,262.50	48.78%
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WBE: Rowen Concrete, Inc.	\$ 17,600.00	5.07%
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*Indicates Self-Performance.

MWBOO FOUND VENDOR IN COMPLIANCE.

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

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

4. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 250,000.00	9950-903644-9509	
GF (HUR)	Constr. Res. -	
	ADA Ramps	
166,400.00	9950-910085-9509	
GF (HUR)	Constr. Res.	
	ADA Self Evaluation	
<u>\$ 416,400.00</u>		
\$ 347,000.00	-----	9950-905568-9508-6
		Structural & Improve.
52,050.00	-----	9950-905568-9508-5
		Inspection
17,350.00	-----	9950-905568-9508-2
<u>\$ 416,400.00</u>		Contingencies
		ADA JOC Contract
		Citywide

This transfer will fund the costs associated with the award of Project TR 17023, ADA JOC Contract Citywide to J. Villa Construction, Inc.

AGENDA

BOARD OF ESTIMATES

09/26/2018

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Procurement

- 5. B50005383 - Large Vanguard Utility \$ 500,000.00
Water Meter Testing, Services, Inc.
Repair & Replacement
Services

(DPW - Meter Shop)

MBE/WBE PARTICIPATION:

On March 23, 2018, it was determined that no goals would be set because of no opportunity to segment the contract.

Department of Public Works/Office
of Engineering and Construction

- 6. SC 930R, Clinton Street Spiniello \$8,733,000.00
Sewerage System Companies
Improvements

MWBOO SET GOALS OF 21% FOR MBE AND 6% FOR WBE.

MBE: Seca Underground Corporation \$2,153,750.00 24.6%

WBE: R&R Contracting Utilities, \$ 524,000.00 6.0%
Inc.

MWBOO FOUND VENDOR IN COMPLIANCE.

7. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
\$6,774,000.00	9956-908757-9549	
Revenue Bonds	Clinton St. Pump	
	Station F Main	

AGENDA

BOARD OF ESTIMATES

09/26/2018

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

2,657,640.00	9956-905533-9549	
Waste Water	Annual Facilitates	
<u>Utility Funds</u>	Improvements	
\$9,431,640.00	-----	9956-908340-9551-6
		Construction

The transfer will cover the costs of SC 930R, Clinton Street Sewerage System Improvements.

Department of Transportation

- | | | |
|----|--|--|
| 8. | TR 17020R, Utility Location Test Holes & Borings for Engineering Projects Citywide | REJECTION - On June 20, 2018, the Board opened one bid in the amount of \$430,165.00 for the subject project. Subsequent review of bid documents revealed the bidder greatly exceeded the agency's budget. It is recommended that the bid be rejected, and that this project be re-advertised in the near future. |
|----|--|--|

Department of General Services

- | | | | |
|----|---|-----------------------|----------------|
| 9. | GS 16810 Mitchell Courthouse Roof Replacement | SGK Contracting, Inc. | \$1,479,000.00 |
|----|---|-----------------------|----------------|

MWBOO SET GOALS OF 14% MBE AND 3% WBE.

MBE:	GML, LLC DBA JD Belfield Enterprises, LLC	\$207,060.00	14%
WBE:	Roane's Rigging & Transfer Company, Inc.	\$ 44,370.00	3%

MWBOO FOUND VENDOR IN COMPLIANCE.

AGENDA

BOARD OF ESTIMATES

09/26/2018

Mayor's Office of Human Services - Agreements

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

1. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$3,964,140.00**

Account: 1001-000000-3572-779200-603051

The Associated Catholic Charities (ACC) will operate and provide emergency overnight shelter and supportive services to the homeless population of Baltimore at the Housing Resource Center (HRC) located at 600 Fallsway. The ACC will use funds to cover salaries and operating costs for managing the shelter and associated programs. The period of the agreement is July 1, 2018 through June 30, 2019.

The agreement is late because of a delay in budget negotiations with the provider.

2. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$ 400,000.00**

Account: 4000-407118-5940-760500-603051

The Associated Catholic Charities, Inc. will use funds to provide case management services to residents at the Weinberg Housing Resource Center emergency overnight shelter. Case management services will be provided with the goal of connecting clients to permanent housing options and community resources to assist with the transition to independent living upon exit from the shelter. The period of the agreement is July 1, 2018 through February 5, 2020.

The agreement is late because of a delay in budget negotiations with the Associated Catholic Charities Inc.

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

09/26/2018

Mayor's Office of Human Services - cont'd

3. **WILLOW TREE EARLY EDUCATION TEAM, INC.** **\$ 10,500.00**

Account: 4000-486319-1772-452200-603051

The Head Start Program is required by federal Performance Standards to establish strategic long term program goals that are measurable and responsive to the community assessment and take into account the provision of educational, health, nutritional, and family engagement services to promote the school readiness of enrolled children, and to request status from the U.S. Department of Administration for Children and Families to be considered for renewal of the grant designation for a five year grant. Willow Tree Early Education Team, LLC., will provide services related to those requirements as outlined in the contract. The period of the agreement is September 1, 2018 through April 4, 2019.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Agreements has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

09/26/2018

Department of Public Works/Office - Agreement
of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with Whitman Requardt & Associates, LLP (Consultant) under Project No. 1805 (formerly Project No. 1279), On-Call Project and Construction Project Management Assistance. The period of the agreement is effective upon Board approval for four years or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$5,000,000.00 - To be determined with each individual task.

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction is in need of On-Call Project and Construction Management Assistance for the purpose of supporting various Office of Engineering and Construction projects.

The scope of the original agreement includes, but are not limited to assisting the City Construction Management Division with construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review and processing of contractor's application for payment, attendance at progress meetings, preparation of record drawings, review of contract claims and supports, estimating, scheduling, project engineering, constructability reviews, submittal reviews and responses, Request for Information reviews and responses, and construction contract administrative support on an as needed basis.

MBE/WBE PARTICIPATION:

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

MBE: 29%

WBE: 10%

AGENDA

BOARD OF ESTIMATES

09/26/2018

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

MBE: Bryant Associates, Inc.	\$ 350,000.00	7%
DM Enterprises of Baltimore, LLC	150,000.00	3%
Environ-Civil Engineering, LTD	400,000.00	8%
Kumi Construction Management Corporation	400,000.00	8%
Shah & Associates, Inc.	150,000.00	3%
	<u>\$1,450,000.00</u>	<u>29%</u>
 WBE: Albrecht Engineering, Inc.	 \$ 250,000.00	 5%
Ross Technical Services, Inc.	250,000.00	5%
	<u>\$ 500,000.00</u>	<u>10%</u>

MWBOO FOUND VENDOR IN COMPLIANCE.

AUDITS NOTED THIS ON-CALL AGREEMENT AND WILL REVIEW TASK ASSIGNMENTS.

(The Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

09/26/2018

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement (Amendment No. 1) with Whitman, Requardt & Associates, LLP, under Project 1227W, On-Call Stormwater Study and Engineering Design Services. The Amendment No. 1 will extend the period of the agreement through September 9, 2019 or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction is requesting Whitman, Requardt & Associates, LLP to continue performing design, hydrology studies, hydraulic analysis, inspections and investigations related to repairs, maintenance and new construction of storm drain facilities managed by the Office of Engineering and Construction on an as needed basis.

The cost of services rendered will be based on a not to be exceed negotiated price for each task assigned. The existing agreement called for two additional one-year extensions at the City's sole discretion.

MBE/WBE PARTICIPATION:

MBE: 27%

WBE: 10%

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

AUDITS NOTED THE NO-COST TIME EXTENSION.

AGENDA

BOARD OF ESTIMATES

09/26/2018

Department of Public Works - Community Legacy Program
Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Community Legacy Program Grant Agreement with the Maryland Department of Housing and Community Development. The period of the Grant Agreement is December 1, 2017 through July 1, 2019.

AMOUNT OF MONEY AND SOURCE:

\$500,000.00 - 5000-504118-5152-387000-606004

BACKGROUND/EXPLANATION:

The Grant Agreement will allow for the purchase of mobile litter collection vehicles to support and enhance the BMORE Beautiful campaign in blighted areas of Baltimore City.

The Baltimore Litter and Graffiti Control program is a proactive approach to litter and graffiti issues that impact Baltimore's Main Streets and business districts.

Currently the City uses the Department's staff to clean and maintain the sidewalks, gutters, and corner cans of 19 business districts by hand.

This grant will be used to add a fleet of 15 mobile litter collection vehicles, and related cleaning equipment to increase and expand litter and graffiti efforts in the Main Streets and business districts throughout Baltimore City.

The Grant Agreement is late due to the administrative process.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

09/26/2018

Department of Public Works - Single Bond for Drain
Layers No. 1203695

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of the Single Bond for Drain Layers No. 1203695 for the firm, Patapsco Pipeline, LLC. The period of the bond will continue until either the firm or the surety gives notice of its termination.

AMOUNT OF MONEY AND SOURCE:

\$10,000.00 - Bond No. 1203695

BACKGROUND/EXPLANATION:

The firm, Patapsco Pipeline, LLC, periodically obtains permits from the City to excavate in streets, alleys, lanes, footways, thoroughfares, highways, and City of Baltimore rights-of-way for which it is obligated to provide bonds. The firm desires to provide one bond to cover all permits that may be issued, instead of being obligated to provide a separate bond for each case.

MBE/WBE PARTICIPATION:

N/A

(The Single Bond for Drain Layers for Patapsco Pipe Line has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

09/26/2018

Department of Public Works - Single Bond for Drain
Layers No. 019059517

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of the Single Bond for Drain Layers No. 019059517 for the firm, Stewart & Tate, Inc. The period of the bond will continue until either the firm or the surety gives notice of its termination.

AMOUNT OF MONEY AND SOURCE:

\$10,000.00 - Bond No. 019059517

BACKGROUND/EXPLANATION:

The firm, Stewart & Tate, Inc., periodically obtains permits from the City to excavate in streets, alleys, lanes, footways, thoroughfares, highways, and City of Baltimore rights-of-way for which it is obligated to provide bonds. The firm desires to provide one bond to cover all permits that may be issued, instead of being obligated to provide a separate bond for each case.

MBE/WBE PARTICIPATION:

N/A

(The Single Bond for Drain Layers for Stewart & Tate, Inc. has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

09/26/2018

Department of Public Works/Office - Credit for Task No. 011
Engineering & Construction Under Project 1504

ACTION REQUESTED OF B/E:

The Board is requested to approve a credit for Task No. 011, with Rummel, Klepper & Kahl, LLP, under Project No. 1504 (S.C. 902, S.C. 903, S.C. 882), Construction Management Assistance Services.

AMOUNT OF MONEY AND SOURCE:

(\$11,081.67) - 9956-909602-9551-900020-705032 (S.C. 902)
(\$11,081.67) - 9956-907603-9551-900020-705032 (S.C. 903)
(\$11,081.66) - 9956-905565-9551-900020-705032 (S.C. 882)
(\$33,245.00) - Anticipated Funding

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction was in need of Inspection Services for ongoing work on S.C. 902, S.C. 903, and S.C. 882. The project did not utilize all of the funds and is requesting a credit.

The scope of the original agreement includes: Assisting the City Construction Management Section with construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review of Contractor's application for payment, attendance at progress meetings, preparation of record drawings, review of contract claims and supports, estimating, scheduling, project engineering, constructability reviews, submittal reviews and responses, Request for Information reviews and responses, and construction contract administrative support.

MBE/WBE PARTICIPATION:

The Vendor will comply with Article 5, Subtitle 28 of the Baltimore

AGENDA

BOARD OF ESTIMATES

09/26/2018

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

City Code and the MBE goals of 27% and the WBE goals of 10% assigned to the original agreement. Currently, this On-Call Agreement is not in compliance because of delayed invoices from the subcontractors. Current goals are 11% for MBE and 14% for WBE.

APPROVED FOR FUNDS BY FINANCE

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

EXTRA WORK ORDERS

* * * * *

The Board is requested to approve
the Extra Work Orders
as listed on the following pages:

48 - 50

The EWOs have been reviewed and approved
by the Department of
Audits, CORC, and MWBOO
unless otherwise indicated.

AGENDA

BOARD OF ESTIMATES

09/26/2018

EXTRA WORK ORDERS

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

Department of Public Works/Office of Engineering and Construction

- | | | | | |
|----|--|--------|-----------------------------------|---------------------|
| 1. | <u>EWO #001, \$0.00 - WC 1301R, Large Water Main Repairs</u> | | | |
| | \$11,376,185.24 | \$0.00 | Anchor Con-
struction
Corp. | 365
days
8.45 |

The Office of Engineering & Construction requests a 365 day non-compensable time extension in order to complete various assigned work to replace and repair water main lines at various locations in the City to improve the system condition in order to prevent premature disruptions in Baltimore City and Baltimore County water distribution. The vast majority of the work assigned to the Contractor is generated as a result of inspections on W.C. 1201 performed by Pure Technologies, Inc., managed by the Office of Asset Management (OAM).

The services provided under this contract are an integral part of the OAM and are also critical to the OAM to deal with any unexpected emergency arising within the water distribution system. According to Contract Special Conditions, the City reserves the right to extend this contract for two additional terms of one year each. Under the terms of this Expenditure Authorization Request, the City is exercising the first time extension, which will increase the completion date of the contract by 365 days through September 25, 2019. The current completion date is September 25, 2018.

The purpose of this contract is to repair and/or replace pipe sections of large diameter water mains, primarily pre-stressed concrete cylinder pipe and large ferrous mains identified in

EXTRA WORK ORDERS

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

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

Project No. 1201. This contract also includes post tension repair. The Certificate of Completion form will not be completed until a scheduled time after final payment and final completion has been given by the Agency.

MBE/WBE PARTICIPATION:

The Vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code. The MBE and WBE goals assigned to the original agreement are 6.00% for MBE and 1.00% for WBE.

MWBOO FOUND VENDOR IN COMPLIANCE.

- 2. EWO #002, \$0.00 - SC 914, Improvements to Sanitary Sewers in Low level Sewershed
-
- | | | | | |
|-----------------|--------------|------------|------|-----|
| \$16,125,534.00 | \$970,143.76 | A.M. Liner | 90 | 53% |
| | | East, Inc. | days | |

The Office of Engineering & Construction requests an additional 90-day non-compensable time extension for the contractor to complete 1604 additional grout setups and 4,892 gallons of non-structural grout. Sanitary Contract No. 914 contract documents required the contractor to grout 200 sanitary house connections and 602 gallons of grout material required to complete the work.

Upon commencement, it was determined that an additional 1604 sewer house connections, and 4,892 gallons of non-structural grout were needed. The required cost for the additional work

AGENDA

BOARD OF ESTIMATES

09/26/2018

EXTRA WORK ORDERS

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

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

was approved by the Board of Estimates on April 4, 2018. AM Liner East, Inc. was directed to submit a schedule time impact analysis that was reviewed by Project Controls.

After careful review of the submittal material by AM-Liner East, Inc. and isolating each series of events that played a role in this time impact analysis, the Office of Engineering & Construction recommends a non-compensable time extension of 90 calendar days.

This time extension will push the authorized project completion date to August 24, 2018. Consultant liability will not be investigated. The Certificate of Completion form will not be completed until a scheduled time after final payment and final completion has been given to the Agency.

The scope of the construction project includes: Cleaning, Cured in Place Piping Lining, Open Cut Repair and Replacement of Sanitary Sewer lines, Rehabilitation of Manholes and Reinstatement of Sanitary House Connections.

MBE/WBE PARTICIPATION:

The Vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code. The MBE and WBE goals assigned to the original agreement are 15% for MBE and 17% for WBE.

MWBOO FOUND VENDOR IN COMPLIANCE.

AGENDA

BOARD OF ESTIMATES

09/26/2018

Department of Law - 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 action brought by April Carter for the death of her child, Amirah Kinlaw, against the City, who was struck by the driver of a stolen vehicle fleeing police on June 16, 2016.

AMOUNT OF MONEY AND SOURCE:

\$30,000.00 - 2044-000000-1450-703800-603070

BACKGROUND/EXPLANATION:

The Plaintiff filed a lawsuit against the City alleging tort claims arising from the death of her child after being struck by the driver of a stolen vehicle fleeing police. The police vehicle allegedly pursuing the stolen vehicle was in emergency status at the time of the incident. The Plaintiffs claim against the City is based on the City's ownership of the vehicle pursuant to Md. Code Courts & Judicial Proceeding §5-639(c)(1). Under § 17-103(b)(1) of the Transportation Article of the Code, the maximum amount for which the City may be held liable as owner of the vehicle is \$30,000.00.

The Plaintiff alleges that on June 16, 2016, nine-year-old Amirah Kinlaw was walking home from school when Baltimore Police officer Aisha White-Bey, while on patrol, observed a suspected stolen vehicle and engaged her lights and sirens. In response, the driver of the stolen car fled at excessive speed. Officer White-Bey is alleged to have pursued, operating her patrol car at unreasonably high speed, and in a manner contrary to Departmental training and policy. Ultimately, the fleeing suspect struck another car near Lombard and South Gilmor Streets and one or both of the cars struck and killed Amirah Kinlaw.

AGENDA

BOARD OF ESTIMATES

09/26/2018

Department of Law - cont'd

The Plaintiff contends that Officer White-Bey operated her patrol car at excessive speeds and contrary to Department policy. The Defendants have denied these allegations. Under the circumstances and based on a review of the facts and legal issues specific to this case, the Settlement Committee of the Law Department recommends that the Board approve the settlement of this case as set forth herein.

APPROVED FOR FUNDS BY FINANCE

(The Settlement Agreement and Release has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

09/26/2018

Law Department - Opinion - Request for Refund
of Real Property Taxes

The Board is requested to approve a refund of real property taxes for the following claimant:

It is the opinion of the Law Department that the claimant, Mrs. June Carrington-Allen, the surviving spouse of a disabled veteran (Claimant) has met the qualifications for a real property tax exemption as a surviving spouse of a disabled veteran, and that the Claimant is eligible to receive a refund of taxes paid because the Claimant was a resident of the State of Maryland. The Claimant's spouse was honorably discharged from the armed services, declared by the Veteran's Administration to have a permanent 100% service connected disability. The Claimant resided in a single family dwelling not occupied by more than two families during the period in question. It has been determined that the Claimant is entitled to a refund of real property taxes, which were paid as follows:

<u>Claimant</u>	<u>Property</u>	<u>Taxable Year</u>	<u>Amount</u>
1. JUNE CARRINGTON- ALLEN, SURVIVING SPOUSE OF TOBIAS ALLEN	232 Dolphin Street	2016/2017	\$ 6,026.63
		2015/2016	6,065.86
		2014/2015	<u>6,083.63</u>
		Total Refund	\$18,176.12

Pursuant to the Tax Property Article, Section 7-208 (a), (b) and (c), after a disabled veteran dies, the surviving spouse of the disabled veteran shall receive a disabled veteran's property tax exemption.

AGENDA

BOARD OF ESTIMATES

09/26/2018

Mayor's Office of Employment - Ratification of a Professional
Development (MOED) Service Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify an agreement with the Baltimore City Board of School Commissioners (Baltimore City Public Schools). The period of the agreement was June 25, 2018 through August 10, 2018.

AMOUNT OF MONEY AND SOURCE:

\$96,000.00 - 5000-509219-6397-483200-405001

BACKGROUND/EXPLANATION

The YouthWorks Summer Jobs Program, operated by the MOED, has been operating successfully for more than 30 years, supporting thousands of youth each year between the ages of 14-21 to secure their first work experiences.

Under the terms of this agreement, the funds were used to support approximately 60 YouthWorks workers for the summer who contributed to the day-to-day operations of the District Office. The Board of School Commissioners approved the agreement and budget between the City Schools and MOED on June 12, 2018 to support the YouthWorks summer jobs program.

The agreement is late because MOED was recently notified of the approval from the grantor.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Professional Service Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

09/26/2018

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the fee simple interest in the property located at 322 S. Franklintown Road (Block 2178, Lot 032) by gift from Damian Lane, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

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

BACKGROUND/EXPLANATION:

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

The Owner has offered to donate to the City, title to the property at 322 S. Franklintown Road. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. Accepting this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Department will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through July 06, 2018, other than water bills which must be paid as part of the transaction is as follows:

AGENDA

BOARD OF ESTIMATES

09/26/2018

DHCD - cont'd

Real Property Tax	2018-2019	\$ 93.95
	2015-2016	37.26
	2014-2015	<u>30.51</u>
Total Taxes Owed		\$161.72

MBE/WBE PARTICIPATION:

N/A

AGENDA

BOARD OF ESTIMATES

09/26/2018

Health Department - Agreements and Ratification of Amendment to Agreement

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

AGREEMENTS

1. ASSOCIATED BLACK CHARITIES, INC. \$1,441,735.00

Accounts: 4000-498718-3023-606102-603051	\$1,372,964.00
4000-498718-3023-606101-603051	\$ 68,771.00

The Associated Black Charities, Inc. (ABC), as the Fiscal Agent for Minority AIDS initiative (MAI), will be responsible for providing the day to day fiscal administration, contracting and monitoring of provider expenditures to ensure the reasonableness of reimbursements requested by direct service providers and to be in compliance with contractual fiscal requirements. During this term, the Department will be responsible for the programmatic services of Ryan White Part-A, including the request for proposal, selection of direct service providers, review of programmatic reports, and programmatic monitoring of providers. The purpose of the Ryan White Part-A Minority AIDS initiative (MAI) program is to improve HIV related health outcomes to reduce existing racial and ethnic health disparities. The period of the agreement is March 1, 2018 through February 28, 2019.

The Board also approved a two-month advance of funds to Associated Black Charities (ABC) for the continuation of Minority AIDS Initiative (MAI) services (\$1,080.00 for Administrative services and \$285,606.00 for direct service providers) while Subgrantee budgets were being prepared. All remaining funds to the Fiscal Agent will be provided on a reimbursement basis upon approval by the Department of invoices submitted by the Fiscal Agent.

This agreement is late because the Notice of Award was approved on March 7, 2018.

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

09/26/2018

Health Department - cont'd

2. STRONG CITY BALTIMORE, INC. \$ 30,921.00

Accounts: 4000-433518-3024-268400-601009 \$ 2,022.00
 4000-433519-3024-268400-601009 \$ 28,899.00

Strong City Baltimore, Inc., as the fiscal and administrative sponsor for Baltimore Corps, will provide the services of one Fellow to assist the Baltimore City Health Department with priority initiatives. The Fellow will specifically provide essential support to the Deputy Commissioner and the agency's aging programs and initiatives. The period of the agreement is September 6, 2018 through September 5, 2019.

3. STRONG CITY BALTIMORE, INC. \$101,841.00

Accounts: 1001-000000-3001-5680000-60351 \$ 50,921.00
 5000-505419-3070-2684000-60351 \$ 50,920.00

Strong City Baltimore, Inc. as the fiscal and administrative sponsor for Baltimore Corps will provide the services of two Associates. Specifically, the Fellows will be a Special Assistant to the Commissioner of Health and a Behavioral Health Associate.

The Special Assistant will report directly to the Commissioner of Health and provide support for various critical, agency-wide functions that are central to the Health Department's overarching mission.

The Behavioral Health Associate will report to the Special Advisor for Opioid Policy and will be responsible for supporting the Health Department's response to the opioid epidemic, primarily through project management and stakeholder outreach.

The period of the agreement is September 6, 2018 through September 5, 2019.

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

09/26/2018

Health Department - cont'd

4. STRONG CITY BALTIMORE, INC. \$101,842.00

Accounts: 4000-408019-3100-295900-60351 \$ 50,921.00
6000-616019-3100-295900-60351 \$ 50,921.00

Strong City Baltimore, Inc. as the fiscal and administrative sponsor for Baltimore Corps will provide the services of two Associates/Special Assistants for the Department's administrative offices.

One Special Assistant will provide support in the form of project management and stakeholder outreach to both the Chief of Staff and the Deputy Chief of Staff.

The other Special Assistant will support the Department's telemedicine initiative, which will expand access to clinical and mental health services for Baltimore City students, as well as the BCHD's city-wide trauma strategy.

The period of the agreement is September 6, 2018 through September 5, 2019.

MWBOO GRANTED A WAIVER.

5. THE JOHNS HOPKINS UNIVERSITY \$203,775.00
BLOOMBERG SCHOOL OF PUBLIC HEALTH

Account: 1001-0000000-3030-776200-603051

The JHU Bloomberg School of Public Health will provide the services of a Chief Epidemiologist who will serve as lead for the development of data and analysis for public Health at the Baltimore City Health Department. The JHU Bloomberg School of Public Health will also provide the services of an epidemiologist and a graduate student to conduct routine epidemiologic methods, and assistance with epidemiologic investigations.

AGENDA

BOARD OF ESTIMATES

09/26/2018

Health Department - cont'd

The period of the Agreement is July 1, 2018 through June 30, 2019.

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

MWBOO GRANTED A WAIVER.

RATIFICATION OF AMENDMENT TO AGREEMENT

- | | | |
|-----------|--|-------------------|
| 6. | THE JOHNS HOPKINS UNIVERSITY | \$7,287.08 |
| | BLOOMBERG SCHOOL OF PUBLIC HEALTH | |

Account: 4000-483318-3160-308000-60351

On September 27, 2017, the Board approved the original agreement in the amount of \$94,305.00. The period of the agreement was September 1, 2017 through August 31, 2018.

The Department increased the amendment to the agreement with Johns Hopkins University, Bloomberg by \$7,287.08, for additional Teen Dating violence Prevention Project services making the amount \$101,592.08.

The agreement is late due to delays at the administrative level.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Amendments to the agreements has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

09/26/2018

Health Department - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the update to the Fiscal Year 2019 Unified Funding Document Grant Award (Grant Award). The period of the Grant Award is July 1, 2018 through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$988,096.00

BACKGROUND/EXPLANATION:

As the Fiscal Year progresses, supplements, modifications, and/or reductions will be processed through the granting administrations with revised Unified Funding awards being issued. The most current Unified Funding Document will be the official award of record. The increase of \$988,096.00 will make the total amount of the award \$2,602,087.00.

The Grant Award is late because of administrative delays.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

09/26/2018

Health Department - Revised Notice of Awards

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the three Revised Notice of Awards (NOA) from the Department of Health and Human Services, Centers for Disease Control and Prevention. The period of the NOA is January 1, 2018 through December 31, 2018.

AMOUNT OF MONEY AND SOURCE:

\$ 45,419.00 - 4000-422118-3030-271400-404000
90,839.00 - 4000-422118-3030-271400-404000
\$136,258.00

BACKGROUND/EXPLANATION:

On January 17, 2018, the Board approved acceptance of the initial NOA in the amount of \$45,419.00 for the period of January 1, 2018 through December 31, 2018. The revised NOA's are as follows:

On April 18, 2018, the Department received the first revised NOA for additional funding in the amount of \$45,419.00, making the total award \$90,838.00.

On July 5, 2018, the Department received the second revised NOA for additional funding in the amount of \$90,839.00, making the total award \$181,677.00. However, this second revised NOA had the incorrect budget period of September 30, 2017 through September 29, 2018.

On August 16, 2018, the Department received the third revised NOA, which corrected the budget period start date to January 1, 2018 through December 31, 2018.

All other terms and conditions under the original grant award remain in effect throughout the budget period unless otherwise

AGENDA

BOARD OF ESTIMATES

09/26/2018

Health Department - cont'd

changed, in writing, by the Grants Management Officer.

APPROVED FOR FUNDS BY FINANCE

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

(The Revised Notice of Awards has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

09/26/2018

Health Department - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Grant Award with The Zanvyl and Isabelle Krieger Fund. The period of the grant is March 13, 2018 through March 13, 2019.

AMOUNT OF MONEY AND SOURCE:

\$7,866.80 - 6000-607418-3080-294300-406001.

BACKGROUND/EXPLANATION:

This grant provides funds for tuition for two Baltimore Infants & Toddler Program (BITP) staff to attend a 4-day training in the Seventh Baltimore Circle of Security Parenting (COS-P) Learning Cooperative. The dates for the training were May 1-4, 2018, at the Associated, 101 West Mount Royal Avenue, Baltimore, MD 21201.

The grant award is late because it was recently received.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

09/26/2018

Office of the States Attorney - Agreement
for Baltimore City

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with The Baltimore Child Abuse Center for operational expenses. The period of the agreement is July 1, 2018 through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$50,000.00 - 1001-000000-1151-117900-603026

BACKGROUND/EXPLANATION:

The mission of The Baltimore Child Abuse Center is to provide all reported victims of child sexual abuse in Baltimore, and their non-offending caretakers, with comprehensive services, with a goal of preventing future sexual child abuse. These funds will support the operational expenses of the forensic interviewer as outlined in the scope of work.

This submission is late because the signed agreement was recently received from The Baltimore Child Abuse Center.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Agreement has been approved by the Law Department as to form and legal sufficiency.)

TRANSFERS OF FUNDS

* * * * *

The Board is requested to approve
the Transfers of Funds
listed on the following page:

67

In accordance with Charter provisions
reports have been requested from the
Planning Commission, the Director
of Finance having reported
favorably thereon.

AGENDA

BOARD OF ESTIMATES

09/26/2018

TRANSFER OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
1.	\$ 430,000.00	9916-935005-9194	9916-907105-9197
	6 th Public Building	City Hall Exterior	City Hall Exterior
	Loan	Stone Walls -	Stone Walls -
		Reserve	Active
	3,500,000.00	" "	" "
	2 nd Parks & Public		
	<u>Facilities Loan</u>		
	\$3,930,000.00		

The exterior stone at City Hall is deteriorating at a rapid rate and immediate restoration is required.

2.	\$1,715,000.00	9904-907048-9129	
	2 nd Comm. and Eco.	Green Network Plan	
	Dev. Bonds		
	\$ 75,000.00	-----	9904-912058-9127
			Green Network/
			Rachel Wilson Park
	460,000.00	-----	9904-918051-9127
			BGN Druid Square
			Park
	940,000.00	-----	9904-919052-9127
			BGN Smithson Park
	<u>240,000.00</u>	-----	9904-921053-9127
			BGN Harlem Park
	\$1,715,000.00		

This transfer will fund acquisition costs for properties at Green Network Plan Pilot project sites. The Green Network Plan is a vision for reimagining vacant and abandoned properties and transforming them into community assets, creating an interconnected system of flourishing spaces throughout the City.

AGENDA

BOARD OF ESTIMATES

09/26/2018

Bureau of the Budget and - Grant Adjustment Notification
Management Research Nos. 5 and 6 and AAO No. 17

ACTION REQUESTED OF B/E:

The Board of Estimates is requested to approve and authorize acceptance of two Grant Adjustment Notices (GANs) from the U.S. Department of Justice, by way of the Governor's Office of Crime Control and Prevention for the Project Safe Neighborhoods award. The GAN No. 5 - extends the period of the award through September 30, 2018. The GAN No. 6 - extends the period of the award through September 30, 2019. Both are no-cost extensions, and allow for the fund in all budget categories to be properly expended.

The Board is further requested to approve Appropriation Adjustment Order No. 17 to transfer grant funds within the Baltimore Police Department from Service 621: Police Administration to Service 626: Homeland Security Intelligence. This amount covers the appropriation needed to expend the remaining funds associated with this award.

AMOUNT OF MONEY AND SOURCE:

\$65,000.00 - From: 4000-400019-2041 (Service 621)
Federal Funds

To: 4000-482317-2023 (Service 626)
Homeland Security Intelligence

BACKGROUND/EXPLANATION:

On February 1, 2017, the Board approved the Project Safe Neighborhoods grant. The Baltimore City Police Department's Project Safe Neighborhoods Program will build on its current collaborative efforts to combat violent crime, specifically gang and gun violence in the most violent neighborhoods in Baltimore City. The project will be guided by a core task force including

AGENDA

BOARD OF ESTIMATES

09/26/2018

BBMR - cont'd

representatives from the Baltimore Police Department, the Baltimore City State's Attorney's Office, the Maryland District of the U.S. Attorney's Office, the Governor's Office of Crime Control and Prevention, and the Johns Hopkins University.

This grant will provide funds for overtime for Police Officers and Forensic Analysts, as well as training and equipment.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

(The terms and conditions of the Grant Award Notification Nos. 5 and 6 have been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

09/26/2018

Bureau of the Budget and - Grant Award and Appropriation
Management Research Adjustment Order No. 7

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Grant Award from the Maryland Department of Health (MDH), Behavioral Health Administration to the Health Department. The period of the Grant Award is July 1, 2017 through June 30, 2018.

The Board is further requested to approve Appropriation Adjustment Order No. 7 to transfer grant funds within the Department of Health from Service 715: Administration-Health Department to Service 307: Substance Abuse and Mental Health-Health Department.

AMOUNT OF MONEY AND SOURCE:

\$550,000.00 - From: 5000-500019
Service 715: Administration-Health
Department

To: 5000-505418
Service 307: Substance Abuse and Mental
Health-Health Department

BACKGROUND/EXPLANATION:

Acceptance of the supplemental funding and corresponding Appropriation Adjustment Order No. 7 will allow the Department to continue programs and services to prevent new cases of opioid addiction and misuses and expand access to treatment and recovery services.

The grant award is late because of the administrative process.

APPROVED FOR FUNDS BY FINANCE

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

(The terms and conditions of the Grant Award No. 7 have been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

09/26/2018

Department of General Services - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with Strong City Baltimore, Inc. The period of the agreement is effective upon Board approval for Twelve months unless terminated earlier in accordance with the Agreement.

AMOUNT OF MONEY AND SOURCE:

\$247,360.00 - 1001-000000-1981-194700-603026

BACKGROUND/EXPLANATION:

Strong City Baltimore, Inc. through the Baltimore Corps, a fellowship for professionals will provide the services of 3 Fellows to work with the Department of General Services, Fiscal & Strategic Management Division. The Fellows will work under the supervision of the lead for intra-agency process improvement. They will provide support for various critical agency-wide functions and projects that are central to the Department of General Services' mission.

The Fellows' areas of responsibility and projects include: Public Private Partnership Pipeline development for the agency, Implementation of Asset Management best practices and, development and implementation of a data governance program for the Department of General Services operational metrics.

This agreement was delayed because of the combination of an extended search and selection period and the need to accommodate changes to the agreement requested by the partner organizations.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

09/26/2018

Health Department - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the purchase of gift cards for Supporting Male Survivors of Violence Baltimore.

AMOUNT OF MONEY AND SOURCE:

<u>No. of Cards/Denomination</u>	<u>Programs</u>
\$ 2,500.00 - 25 VISA gift cards @ \$100.00 ea.	Supporting Male Survivors of Violence
2,500.00 - 25 American Express.gift cards. @ \$100.00 ea.	
2,500.00 - 25 Target gift cards @ \$100.00 ea.	
<u>2,500.00</u> - 25 Kroger gift cards @ \$100.00 ea.	
\$ 10,000.00 - 4000-484516-3160-308600-603050	

BACKGROUND/EXPLANATION:

Supporting Male Survivors of Violence Baltimore identifies and addresses gaps in services in order to support effective community-based, trauma-focused treatment and support services for young male survivors of color between the ages of 14-24 and their families who live in Madison/East End, Baltimore, Maryland.

Providing tangible incentives will support overall program success as well as youth recruitment, enrollment and participation. Other Office of Youth Violence Prevention programs like Dating Matters

AGENDA

BOARD OF ESTIMATES

09/26/2018

Health Department - cont'd

and School-based Violence Prevention Program, Youth Service Advocacy Project (YSAP), have had documented success with the use of gift card incentives.

The Department has a consolidated policy account for the purchase, distribution, and documentation of all incentive cards. The central tenets of this policy account for 1) A single means of procuring all incentive card through the Board of Estimates; 2) The documentation of each incentive card and its recipient; 3) A monthly reconciliation for all purchases that account for all distributed and non-distributed cards, and; 4) periodic internal review of programs activity vis-à-vis the internal policy which are to be shared with the Department of Audits.

This policy has been reviewed by both the Solicitor's office and by the Department of Audits. Consistent with the original Board of Estimates approval, all requests for payment for the above incentive cards will be subject to Department of Audits approval.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

09/26/2018

Health Department - 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, Nargis Hussaini.

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>
Liban Jama	2
Cheryl Gipson	3
Phyllis Lee	3
Jessica Speaker	1
Hilda Ndirangu	5
Jaeson Smith	5
Angela Ross	3
Kompan Ngamsnga	3
Pamela Whittle	<u>5</u>
TOTAL	30

Nargis Hussaini is not a member of a union sick leave bank and is not eligible for membership in a union sick leave bank. All of this employee's leave has been used. This transfer will allow Nargis Hussaini; to remain in pay status.

THE LABOR COMMISSIONER RECOMMENDED APPROVAL.

AGENDA

BOARD OF ESTIMATES

09/26/2018

Department of Real Estate/Department of General Services - 1st Amendment to Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the 1st Amendment to Lease Agreement with The Peale Center for Baltimore History and Architecture, Inc., Tenant, for the leasing of all that lot of ground and premises known as the Peale Museum, located at 223-225 N. Holliday Street. The period of the Lease Agreement is three years effective upon Board approval. The 1st Amendment to Lease Agreement will extend the Lease Agreement through October 7, 2064.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On October 8, 2014 the Board approved the original agreement for the period of October 8, 2014 to October 7, 2017. The Tenant was able to request no more than two extensions of six months, which the Tenant exercised (October 8, 2017 to April 7, 2018 and April 8, 2018 to October 7, 2018). The leased premises will be used by The Peale Center for Baltimore History and Architecture Inc.

The lease was for the Tenant to do a comprehensive study and analysis of the Peale's re-use as the Peale Center for Baltimore History & Architecture and its ability to construct improvements to the building.

The Peale Center has been awarded Competitive Commercial Tax Credits from the State of Maryland and they are ready to claim those credits. In doing so the Lease must comply with regulations relating to the issuance of the tax credits for the leased premises.

AGENDA

BOARD OF ESTIMATES

09/26/2018

Department of Real Estate/Department - cont'd
of General Services

This 1st Amendment to Lease Agreement will extend the period through October 7, 2064. Additional compliance requires the following must also be added to the 1st Amendment to Lease Agreement: 1) To the fullest extent permitted by applicable tax law, during the remaining term of the Lease, title to the improvements upon the Premises will not vest in the City by reason of its fee simple ownership but title will vest in the Peale Center and it will be entitled to claim any depreciation on the improvements for all taxation purposes; 2) that at the end of the term of the Lease, if the Peale Center removes the improvements which it installed, the City will be reimbursed for the cost of those improvements to which Tenant installed and the building will be restored to its condition as existed at the time of commencement of the Lease.

All other rentals, provisions, conditions and terms of the Original Lease Agreement dated October 8, 2014 will remain in full force and effect.

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

(The Lease Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

09/26/2018

Department of Public Works/ - Partial Release of Retainage
Office of Eng. & Constr. Agreements

The Board is requested to approve and authorize execution of the release of retainage agreements with the following contractors:

	<u>Contractor</u>	<u>Contract No.</u>	<u>Amount</u>
1.	CIANBRO CORPORATION	1295R	\$243,172.72

Account: 9960-909728-9557-000000-200001

As of June 12, 2018 Cianbro Corporation has completed 99% of all work for WC 1295R, Towson Generator & Main Substation. The contractor has requested a partial release of retainage in the amount of \$243,172.72. Currently the City is holding \$347,389.60 in retainage for the referenced project and the contractor is requesting to reduce the amount of retainage to \$104,216.88, which the Department has determined is sufficient to protect the interest of the City.

2.	THE WHITING-TURNER CONTRACTING COMPANY	1230R	\$ 86,765.00
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Account: 9960-910301-9557-000000-200001

As of April 19, 2018, The Whiting Turner Contracting Company has completed 100% of all work for WC1230R, Prettyboy Reservoir Dam Gatehouse Facility Improvements. The contractor has requested a partial release of retainage in the amount of \$86,765.00. Currently, the City is holding \$123,950.00 in retainage for the referenced project and the contractor is requesting to reduce the amount of Retainage to \$37,185.00 which the Department has determined is sufficient to protect the interest of the City.

AGENDA

BOARD OF ESTIMATES

09/26/2018

Department of Public Works/ - cont'd
Office of Eng. & Constr.

MWBOO APPROVED THE RELEASES OF RETAINAGE.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Partial Release of Retainage Agreements have been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

09/26/2018

Mayor's Office of Human Services (MOHS) - Non-Retiree Employment Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Non-Retiree Employment Agreement with Holly Gonzales. The Agreement is effective upon Board approval for ten-months.

AMOUNT OF MONEY AND SOURCE:

\$86,650.00 - 1001-000000-1772-512700-603051
(\$50.00 - Per Hour)

BACKGROUND/EXPLANATION:

Ms. Gonzales will serve as a consultant for MOHS to assist in establishing and maintaining a coordinated approach that begins at the beginning of the school year and on an ongoing basis throughout the year.

This will ensure that community resources and collaborative relationships and partnerships with community organizations are consistent and responsive to children and family's needs, family partnership goals and community needs and resources. It will also establish and implement a systematic approach to staff training and development designed to provide high quality comprehensive services in order to increase program performance and achievement towards school readiness goals.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Non-Retiree Employment Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

09/26/2018

Mayor's Office of Human Services - Provider Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Provider Agreement with Marian House, Inc. The period of the Agreement is August 1, 2018 through July 31, 2019.

AMOUNT OF MONEY AND SOURCE:

\$619,669.50 - 4000-407017-3572-755900-603051

BACKGROUND/EXPLANATION:

Marian House, Inc. will provide rental assistance to (30) low-income, formerly homeless households as part of their permanent supportive housing program. Client households are composed of formerly homeless, low-income female ex-offenders with a trauma history involving physical and/or sexual abuse or giving birth while incarcerated. Clients enrolled in Marian Houses TAMAR Project are struggling with serious mental illness and other disabilities.

The delay in submitting this Agreement for approval is because of a delay at the administrative level.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Provider Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

09/26/2018

Mayor's Office of Employment Development - Modification No.1
Data Sharing Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify and approve a Modification No. 1 to the Original Data Sharing Agreement (Modification No. 1) with the Maryland Department of Labor Licensing and Regulation, Division of Unemployment Insurance (DLLR/DUI). The Modification No. 1 extends the period of the agreement through June 30, 2019.

AMOUNT AND SOURCE OF FUNDS:

N/A

BACKGROUND/EXPLANATION:

The purpose of this Modification No. 1 is to partner with DLLR/DUI and the Jacob France Institute to collect and maintain wage and other Unemployment Insurance (UI) data that pertains to the administration of the UI program, which data is confidential and for the exclusive use of DLLR/DUI in the administration of the UI program. These efforts will be used to establish performance accountability measures to assess effectiveness in achieving positive outcomes for individuals served by these core programs.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

(The Modification No. 1 Data Sharing Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

09/26/2018

Mayor's Office of
Employment Development

- Inter-Governmental Agreement/
Maryland State Department of Human
Resources (Employment Continuum)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Inter-Governmental Agreement with the Maryland State Department of Human Resources/Baltimore City Department of Social Services (DHR/BCDSS) and the Mayor's Office of Employment Development (MOED) for professional services. The period of the agreement will commence on July 1, 2018 and will continue until services are completed; but in any case no later than June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$2,795.654.71 - 4000-808219-6392-456000-404001
2,828.214.38 - 4000-808220-6392-456000-404001
\$5,623.869.09

BACKGROUND/EXPLANATION:

The purpose of the Inter-Governmental Agreement is to provide support services to enrolled Temporary Cash Assistance applicants and recipients who will actively participate in work preparation programs and services leading to full-time unsubsidized employment.

The amount of this Inter-Governmental Agreement will not exceed \$5,623,869.09 of Federal funds for this contract period. MOED will provide services in accordance with the DHR/BCDSS Budget and Budget Narrative, as clarified and made part of this Agreement. The Funding Amount for FY19; Year 1 is \$2,795,654.71 and for FY20; Year 2 is \$2,828,214.38.

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

MBE/WBE PARTICIPATION:

MOED is the recipient and MBE/WBE does not apply.

APPROVED FOR FUNDS BY FINANCE

(The Inter-Governmental Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

09/26/2018

Circuit Court for Baltimore City - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Grant Award from the Maryland Judiciary, Administrative Office of the Courts, through the Department of Juvenile and Family Services. The period of the award is July 1, 2018 through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$1,526,341.00 - 5000-500819-1100-109400-405001

BACKGROUND/EXPLANATION:

The Circuit Court for Baltimore City received a FY 2019 grant from the Administrative Office of the Courts, Department of Juvenile and Family Services, whose budget is approved by the Maryland State Legislature, to staff and operate a Family Division under Maryland Rule 16-307 within the Circuit Court for Baltimore City. Funds cover personnel costs, contracts for services, supplies, and program costs, including parenting education, mediation (2 programs), supervised visitation, instant paternity testing and custody evaluation services.

The request is late because of the administrative process.

APPROVED FOR FUNDS BY FINANCE

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

(The Grant Award has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

09/26/2018

Circuit Court for Baltimore City - Grant Award and
Sub-Vendor Contract

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Grant Award and approve and authorize execution of a Sub-Vendor Contract with the Behavioral Health Systems Baltimore, Inc. for FY 2019 for the Circuit Court/LINKS Program in the Baltimore City Juvenile Court Services Office. The period of the Grant Award and Sub-Vendor Contract is July 1, 2018 through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$23,624.00 - 5000-540219-1100-109400-405001

BACKGROUND/EXPLANATION:

The LINKS Program is a part of the Circuit Court for Baltimore City, Juvenile Court Services (JCS) Office. The JCS LINKS Program was established in 2004 to address the immediate needs of youth and families involved in the child welfare and delinquency system. The goal of the program is to divert youth and families from Juvenile Court. The LINKS Program serves more than 250 youth and families each year. The funds will be utilized to expand services by offering specialized groups to youth and families.

The Grant Award Letter dated on March 9, 2018 is delayed because of the administrative process.

APPROVED FOR FUNDS BY FINANCE

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

(The terms and conditions of the Grant Award and the Sub-Vendor Contract have been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

09/26/2018

Department of Transportation/ - Task Assignment
Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 11 to Whitman, Requardt & Associates, LLP, under Project No.1208, On-Call Transportation Planning/Policy/Feasibility Studies. The period of the Task Assignment is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$119,599.30 - 6000-617419-2303-248700-603018

BACKGROUND/EXPLANATION:

This authorization provides for Transit Technical Assistance for the Charm City Circulator and Harbor Connector Services. Services includes National Transportation Database Forms, Automatic Passenger Count and Passenger Trip Sampling, Contract Implementation, Request for Proposal, Evaluation and Negotiation Assistance.

MBE/PARTICIPATION:

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

MBE: 23.00%

WBE: 10.00%

Although the consultant has not met the MBE goal of 23%, the vendor achieved the goal of 11% and there remains enough capacity to meet the goal.

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

PERSONNEL MATTERS

* * * * *

The Board is requested to approve

all of the Personnel matters

listed on the following pages:

90 - 109

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.

PERSONNEL

Office of Civil Rights and Wage Enforcement

- 1. Reclassify the following filled position:

Position No.: 1562-51620

From: Civilian Review Board Investigator
 Job Code: 10132
 Grade: 923 (\$60,655.00 - \$97,277.00)

To: Civilian Review Board Investigator
 Supervisor
 Job Code: 10133
 Grade: 929 (\$68,562.00 - \$109,554.00)

Cost: \$10,667.00 - 1001-000000-1562-171500-601001

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

Department of Finance

- 2. Reclassify the following filled position:

Position No.: 46639

From: Accounting Assistant II
 Job Code: 34132
 Grade: 078 (\$31,488.00 - \$36,312.00)

To: Accounting Assistant III
 Job Code: 34133
 Grade: 084 (\$37,741.00 - \$45,044.00)

Cost: \$6,252.00 - 1001-000000-1480-619000-601001

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

AGENDA

BOARD OF ESTIMATES

09/26/2018

PERSONNEL

Fire Department

3. a. Create the following classification:

Classification: Fire Captain Special Operations, ALS
Job Code: 41276
Grade: 372 (\$66,398.00 - \$81,551.00)

b. Reclassify the following filled position:

Position No. 2112-13933

Classification: Fire Captain Special Operations
Job Code: 41275
Grade: 342 (\$64,724.00 - \$79,832.00)

To: Fire Captain Special Operations, ALS
Job Code: 41276
Grade: 372 (\$66,398.00 - \$81,551.00)

Cost: \$2,571.00 - 1001-000000-2112-226000-601001

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

	<u>Hourly Rate</u>	<u>Amount</u>
4. BARBARA J. HEMBERGER	\$35.61	\$24,000.00

Account: 1001-000000-2101-225900-601009

Ms. Hemberger, retiree, will continue to work as a Contract Services Specialist I. She will schedule and attend meetings; assemble materials, take and transcribe minutes; manage contact lists, create and maintain lists of donors and donations for the Fire Department's Annual Golf Tournament

AGENDA

BOARD OF ESTIMATES

09/26/2018

PERSONNEL

Fire Department - cont'd

Hourly Rate

Amount

(Tournament) and complete all paperwork for authorization to hold the Tournament. The period of the agreement is effective upon Board approval for one year.

The Baltimore City Fire Department is requesting a waiver of the hourly rate portion of the AM 212-1, Part I.

Department of General Services

5.	OLAJIDE ARODOYE	\$31.58	\$60,002.00
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Account: 1001-000000-1981-718100-601009

Mr. Arodoye, will work as a Contract Services Specialist II. His duties will include but are not limited to evaluating and negotiating vendor contracts for application software and hardware, manage contract duration for renewals and amendments, request quotes and compare pricing for hardware and software, negotiate costs of contract and renewals to ensure appropriate pricing, evaluate vendors software by analyzing specifications in order to recommend changes/upgrades to current software, and meet with information systems groups to determine user requirements through either customizations or out-of-the-box systems. He will also be responsible for maintaining software and hardware information via Archibus System Asset Management tracking, perform intake and label all IT-related assets as they enter the inventory, procure and install hardware/software for agency staff on prescribed schedule, or as needed on wear-and-tear. The period of the agreement is effective upon Board approval for one year.

AGENDA

BOARD OF ESTIMATES

09/26/2018

PERSONNEL

Health Department

6. Reclassify the following filled position:

Position No. 50655

From: Medical Claims Examiner
Job Code: 33663
Grade: 080 (\$33,048.00 - \$38,876.00)

To: Medical Claims Processor I
Job Code: 33241
Grade: 084 (\$37,741.00 - \$45,044.00)

Cost: \$5,921.62 - 5000-520119-3080-288900-601001

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

	<u>Hourly Rate</u>	<u>Amount</u>
7. FRANK FREEMAN	\$10.10	\$ 9,978.80
8. DONA BOWLEY	\$10.10	\$ 9,978.80

Account: 4000-432919-3255-761200-601009

These individuals will continue to work as Contract Services Specialist II's at the Zeta Senior Center. They will assist with setting up the room and breaking down the kitchen and dining area; serve food on serving line; ensure that kitchen equipment is clean and sanitary; ensure food products are stored properly and stock the kitchen for the next day. This is a 9% increase in the hourly rate from the previous contract period due to the minimum wage increase from \$9.25 to \$10.10. The period of the agreement is October 1, 2018 through September 30, 2019.

AGENDA

BOARD OF ESTIMATES

09/26/2018

PERSONNEL

Health Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
9. DONNA GREEN	\$10.10	\$15,200.06

Account: 5000-533119-3023-767300-601009

Ms. Green will work as a Contract Services Specialist II. She will assist with scheduling medical and community appointments for clients, escort clients to medical and community activities, shop for food and clothes for clients, relocate client's personal items/possessions to alternate living arrangements, and monitor clients in nursing homes, assisted living facilities and their private homes. The period of the agreement is effective upon Board approval through June 30, 2019.

10. Reclassify the following filled position:

Position No. 50260

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

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

Cost: \$11,183.33 - 4000-427819-3080-294500-601001

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

AGENDA

BOARD OF ESTIMATES

09/26/2018

PERSONNEL

Health Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
11. PATRICIA HARPER	\$10.10	\$10,504.00

Account: 4000-432918-3255-768700-601009

Ms. Harper will continue to work as a Contract Services Specialist II. She will monitor all aspects of the Eating Together in Baltimore nutrition program. She will assist with registrations, attendance monitoring, and customer service while working closely with other staff and the program administrator to ensure quality control and service delivery. This is a 1% increase from the previous contract period. The period of the agreement is effective upon Board approval through September 30, 2019.

Department of Housing and Community Development

12. Reclassify the following nine filled positions:

Position Nos. 48299, 48312, 48313, 48314, 48315, 48316,
49901, 49902 and 49903

From: Legal Assistant II
Job Code: 32933
Grade: 087 (\$42,131.00 - \$50,927.00)

To: Paralegal
Job Code: 84241
Grade: 090 (\$47,604.00 - \$57,857.00)

Cost: \$72,135.00 - 1001-000000-5824-719500-601001
1001-000000-5824-408900-601001
1001-000000-5824-653400-601001

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

AGENDA

BOARD OF ESTIMATES

09/26/2018

PERSONNEL

Baltimore City Office of Information Technology

	<u>Hourly Rate</u>	<u>Amount</u>
13. ADE ABOLARIN	\$75.00	\$156,000.00

Account: 1001-000000-1474-743500-601009

Mr. Abolarin will work as a Contract Services Specialist II. His duties will include, but are not limited to administering and supporting Enterprise SQL Server databases for multiple Agencies encompassing 300+ databases across the City government with critical applications for citizen and municipal operations on 26+ Servers. He will troubleshoot issues related to databases and find resolutions and implement solutions to prevent recurrence; perform routine maintenance and monitoring of databases and servers to ensure the optimized operation of applications; setup and configure automated maintenance plan to perform backups; and cleanup and optimization of database system, evaluate and apply updates and security patches to SQL Server database environments. Mr. Abolarin will also manage security access to databases by revoking or providing appropriate permissions to user(s) and applications; perform data analysis and Business Intelligence support; perform database migration older SQL server environment to a new SQL Server environment; develop, test and deploy SSIS Packages to support a new ETL process implementation from multiple sources; and redesign new data processes to replace old ones as needed, or as effort to improve or migrate to a newer system. The agreement is effective upon Board approval for one year.

Department of Law

14. Reclassify the following vacant position:

Position No.: 52371

From: Assistant Solicitor
 Job Code: 10198
 Grade: 929 (\$68,562.00 - \$109,554.00)

AGENDA

BOARD OF ESTIMATES

09/26/2018

PERSONNEL

Department of Law - cont'd

To: Chief Solicitor
Job Code: 10199
Grade: 936 (\$80,735.00 - \$129,114.00)

Cost: \$25,201.00 - 2046-000000-1752-162900-601001

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

15. Reclassify the following vacant position:

Position No.: 42650

From: Assistant Solicitor
Job Code: 10198
Grade: 929 (\$68,562.00 - \$109,554.00)

To: Chief Solicitor
Job Code: 10199
Grade: 936 (\$80,735.00 - \$129,114.00)

Cost: There are no costs associated with this action.

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

16. Classify the following vacant position:

Position No.: 52383

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

AGENDA

BOARD OF ESTIMATES

09/26/2018

PERSONNEL

Hourly Rate

Amount

Department of Law - cont'd

To: Paralegal
Job Code: 84241
Grade: 090 (\$47,604.00 - \$57,857.00)

Savings: (3,191.00) - 2046-000000-1752-162900-601001

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

Mayor's Office of Sustainable Solutions

17. Overlap in Employment in excess of 20 working days:

Position No.: 16441

Classification: Operations Officer I
Job Code: 00085
Grade: 923 (\$60,655.00 - \$97,277.00)

The employee in the position is currently transitioning out. Therefore, in accordance with the provisions of the Administrative Manual, Section 211-1, "Personnel - Overlap in Employment", the Department of Human Resources respectfully requests the Board's approval of an overlap in employment.

Mayor's Office of Public Affairs

18. **KIRK SHANNON-BUTTS** \$30.00 **\$45,000.00**

Account: 1001-000000-1250-775200-601009)

Mr. Shannon-Butts will work as a Contract Services Specialist II. His duties will include, but are not limited to planning and curating a minimum of six exhibitions per year - exhibits will include the north and south gallery and art installations on War Memorial Plaza, scouting artists, writing press releases and press kits, writing exhibition didactic, reviews artists' information and exhibition collateral; install and de-install art, and acquire all artist's assets. Mr. Shannon-Butts will

AGENDA

BOARD OF ESTIMATES

09/26/2018

PERSONNEL

Mayor's Office of Public Affairs - cont'd

also traffic (receive and return) all exhibition materials and assets, manages opening reception from start to finish, lead gallery social media voice and content via Social Media Manager, direct campaigns and promotional pieces via Graphic Designer, establish digital footprint, create databases, and provide exhibition dates for official Events calendar. The agreement is effective upon Board approval for one year.

19. Reclassify the following filled position:

Position No.: 14919

From: Office Support Specialist III
Job Code: 33213
Grade: 078 (\$31,488.00 - \$36,312.00)

To: Secretary III
Job Code: 33233
Grade: 084 (\$37,741.00 - \$45,044.00)

Cost: \$8,129.00 - 5000-586219-1191-594400-601001

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

Police Department

	<u>Hourly Rate</u>	<u>Amount</u>
20. DAVID A. HARE, JR.	\$20.19	\$ 42,000.00

Account: 1001-000000-2041-744200-601009

Mr. Hare, Jr., retiree, will work as a Contract Services Specialist I. He will create electronic case folders of arrest and traffic violations made by the Baltimore Police

AGENDA

BOARD OF ESTIMATES

09/26/2018

PERSONNEL

Police Department - cont'd

Hourly Rate

Amount

Department members to prepare as evidence for criminal prosecution, review body worn camera footage for policy compliance, and categorize body worn camera videos. Mr. Hare will also respond to Maryland Public Information Act requests, respond to Assistant State's Attorney's Office requests for missing and required videos for criminal and civil cases, and submit audit reports of body worn camera footage review to supervisory staff. In addition, he will report potential misconduct to supervisory staff from body worn camera footage for further review, and maintain statistics on job performance. The period of the agreement is September 30, 2018 through September 29, 2019.

21. **CHARLENE WATKINS** \$20.19 **\$ 42,000.00**

Account: 1001-000000-2042-198100-601009

Ms. Watkins, retiree, will work as a Contract Services Specialist I. She will conduct final processing and orientation for new sworn members, schedule applicant testing appointments, and conduct applicant fingerprinting. In addition, Ms. Watkins will review case folders to determine validity of required documents for local, state and national records, conduct all aspects of the hiring process including finalization of legal documents, review of the benefits package and assist out-of-state applicants with information regarding relocation to Maryland and acquiring housing. The period of the agreement is September 30, 2018 through September 29, 2019.

22. **LaWANG HYMAN** \$20.19 **\$ 42,000.00**

Account: 1001-000000-2042-198111-601009

Mr. Hyman, retiree, will work as a Contract Services Specialist I. He will assist with the creation and development

AGENDA

BOARD OF ESTIMATES

09/26/2018

PERSONNEL

Police Department - cont'd

Hourly Rate

Amount

of a health and wellness program, review departmental database alerts to identify instances of possible problematic employee behavior requiring intervention, and help with interventions and wellness checks. In addition, Mr. Hyman will identify resources and build relationships with external sources, train supervisors on the Early Intervention System, monitor peer support members to ensure compliance with policies and procedures, and maintain the administrative and logistical needs of the peer support program. The period of the agreement is effective September 30, 2018 through September 29, 2019.

23. **CHARLES E. MITCHELL** \$20.19 **\$ 42,000.00**

24. **BENNIE CRUMP** \$20.19 **\$ 42,000.00**

Account: 1001-000000-2021-212600-600000

Messrs. Mitchell and Crump, retirees, will each continue to work as Contract Services Specialists I. They will enter domestic violence reports into a database, evaluate procedures and provide support to supervisors and unit detectives to enhance the effectiveness of the investigations, and develop and maintain communications with other agencies relating to victims of domestic violence. In addition, Messrs. Mitchell and Crump will manage and maintain the database and prepare Uniform Crime Report statistics for the Maryland State Police, and provide reports to the State's Attorney's Office, Circuit Court and District Court for criminal prosecution of domestic cases. The period of the agreement is October 1, 2018 through September 30, 2019.

25. **LINDA F. BALLINGER** \$20.19 **\$ 42,000.00**

Account: 1001-000000-2042-198100-601009

Ms. Ballinger, retiree, will continue to work as a Contract Services Specialist I for the Internal Affairs Division. She

AGENDA

BOARD OF ESTIMATES

09/26/2018

PERSONNEL

Police Department - cont'd

Hourly Rate

Amount

will be responsible for the intake of complaints regarding police misconduct matters and all requests from Legal Affairs, the State's Attorney's Office and the U.S. Attorney's Office for copies of case books, documents and reports. Ms. Ballinger will also prepare multiple copies of sustained case books including reproduction of CDs and DVDs for the Office of Administrative Hearings and complete and maintain tracking receipts and database entry for cases requested by the Baltimore Police Department members and the State's Attorney's Office. In addition, she will proofread case books and summaries to ensure accurate and professional documents, input all sustained cases into the Assistant State's Attorney database, index, scan and file completed case booklets, linking case books and summaries of each case onto the database, conduct research, and handle special projects. The period of the agreement is October 23, 2018 through October 22, 2019.

26. **NANCY P. BYERS** \$20.19 **\$ 42,000.00**

Account: 1001-000000-2041-195801-603026

Ms. Byers, retiree, will continue to work as a Contract Services Specialist I. She will locate, identify, sort, and collect all pertinent data for the Government Management, Accountability and Performance Program, create strategies to obtain data from various sources within specified guidelines, and obtain and check data for accuracy and integrity utilizing best practice comparisons. In addition, Ms. Byers will enter data into organizational databases, assess data to ensure that the confidentiality and integrity status is maintained while in use and submit reports on a routine basis to management for review and distribution. The period of the agreement is September 26, 2018 through September 25, 2019.

AGENDA

BOARD OF ESTIMATES

09/26/2018

PERSONNEL

Police Department - cont'd

Hourly Rate

Amount

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.

For item nos. 23 - 26 the contract increases 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 in 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 the above-listed retirees, as well as providing an appropriate hire rate for newly placed retired officers.

27. **TIESHA SCRIVNER** \$21.63 **\$ 45,000.00**

Account: 5000-588518-2021-212900-601009

Ms. Scrivner will work as a Contract Services Specialist II. She will provide crisis counseling, safety and resource identification to adult victims of domestic violence, obtain protective orders by accompanying victims to the court house, and assist with the paperwork. Ms. Scrivner will accompany detectives, as needed, to the homes of the victims to assist

PERSONNELPolice Department - cont'd

with follow-up, ensure that victims are offered services, and accompany victims to court offering support throughout the court proceedings. In addition, she will conduct telephone communications with victims of misdemeanor domestic violence cases that have been referred to the Family Crimes Unit, serve as liaison between the victims and law enforcement, and assist victims in obtaining emergency shelter and housing, etc. The period of the agreement is effective upon Board of Estimates approval for one year.

Department of Public Works28. Reclassify the following vacant position:

Position No.: 46798

From: Assistant Chief, Solid Waste
 Job Code: 53818
 Grade: 931 (\$73,868.00 - \$118,085.00)

To: Operations Manager I
 Job Code: 00090
 Grade: 939 (\$85,417.00 - \$140,766.00)

Cost: \$22,004.00 - 1001-000000-5152-386500-601001

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

29. Reclassify the following vacant position:

Position No.: 49020

From: Pest Control Worker
 Job Code: 52961
 Grade: 425 (\$31,697.00 - \$33,865.00)

AGENDA

BOARD OF ESTIMATES

09/26/2018

PERSONNEL

Department of Public Works - cont'd

To: Liaison Officer II
Job Code: 34122
Grade: 093 (\$54,044.00 - \$65,897.00)

Cost: \$29,355.00 - 1001-000000-5153-701600-601001

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

30. a. Reclassify the following filled position:

Position No. 49120

From: Utility Policy Analyst
Job Code: 31140
Grade: 929 (\$68,562.00 - \$109,554.00)

To: Assistant Counsel
Job Code: 10074
Grade: 929 (\$68,562.00 - \$109,554.00)

b. Reclassify the following vacant position:

Position No. 52633

From: Utility Policy Analyst
Job Code: 31140
Grade: 929 (\$68,562.00 - \$109,554.00)

To: Assistant Counsel
Job Code: 10074
Grade: 929 (\$68,562.00 - \$109,554.00)

Cost: \$0.00 - 1001-000000-1901-749500-601001

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

AGENDA

BOARD OF ESTIMATES

09/26/2018

PERSONNEL

Department of Public Works - cont'd

31. Create the following classification:

- a. Classification: Operations Director III
Job Code: 00104
Grade: 990 (\$122,039.00 - \$201,317.00)

Create the following position:

- b. Classification: Operations Director III
Job Code: 00104
Grade: 990 (\$122,039.00 - \$201,317.00)
Job No.: To be assigned by BBMR

Cost: \$171,867.00 - 1001-000000-1901-190300-601001

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

Department of Recreation and Parks

32. **HAROLD MCCRAY** \$18.36 **\$34,942.75**

Account: 1001-000000-4782-583800-601009

Mr. McCray will continue to work as a Contract Services Specialist II. Mr. McCray will administer rentals of community garden plots; write, distribute, collect and terminate rental agreements; manage waiting lists, assign garden plots, orient new gardeners, conduct plot inspections, coordinate irrigation system and fence repairs; schedule and supervise garden clean ups; research and identify potential city garden sites; research and identify grants and other potential funding sources and supervises part-time staff.

AGENDA

BOARD OF ESTIMATES

09/26/2018

PERSONNEL

Department of Recreation and Parks - cont'd

Hourly Rate Amount

This is a 2% increase in the hourly rate from the previous contract period. The period of the agreement is October 27, 2018 through October 26, 2019.

33. **ANGELIA MORRISON** \$17.38 **\$10,845.12**

Account: 6000-605718-4805-371400-601009

Ms. Morrison, retiree, will continue to work as a Contract Services Specialist I. She will provide program leadership to senior citizens which includes crafts, guest speaking, music, games, trips, health promotions, and special events. Ms. Morrison will attend agency, community, and the Department's Senior Division meetings, and maintain effective lines of communication with facility staff to assure coordination with other facility programming, space assignment, and custodial needs. In addition, she will maintain effective lines of communication with the Health Department's Eating Together in Baltimore staff to ensure a smooth delivery of nutritious lunches, and maintain timely and accurate record keeping, which includes program and attendance reports. The period of the agreement is October 26, 2018 through October 25, 2019.

This salary is in compliance with AM 212-1, Part I.

State's Attorney's Office

34. Create the following position:

Classification: Legislative/Governmental Liaison
Job Code: 01981
Grade: 927 (\$64,505.00 - \$103,208.00)
Position No.: To be assigned by BBMR

AGENDA

BOARD OF ESTIMATES

09/26/2018

PERSONNEL

State's Attorney's Office - cont'd

Cost: \$83,857.00 - 1001-000000-1150-118000-601001

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

Employee's Retirement System (ERS)/Elected
Officials Retirement System (EOS)

	<u>Hourly Rate</u>	<u>Amount</u>
35. THOMAS B. COREY	\$50.00	\$60,000.00

Account: 6000-604019-1520-168600-601009

Mr. Corey, retiree, will work as a Contact Services Specialist I. His duties will include but are not limited to whether to waive the ERS's or EOS's right to a hearing in claims for disability benefits brought under Article 22 of the Baltimore City Code. He will prepare for and represent the ERS and EOS at administrative hearings before an independent hearing examiner, review hearing examiner disability decisions and determine whether to appeal any such decision to the Circuit Court for Baltimore City. He will also appeal adverse Circuit Court decisions to the Maryland Court of Special Appeals and to the Maryland Court of Appeals. Mr. Corey's additional duties include recovering overpayments of ERS retirement benefits from members and beneficiaries of members in conjunction with the Baltimore City Law Department. This is a 9% increase in the hourly rate from the previous contract. The period of the agreement is effective upon Board approval for one year.

This salary is in compliance with AM 212-1, Part I.

AGENDA

BOARD OF ESTIMATES

09/26/2018

PERSONNEL

Environmental Control Board

	<u>Rate of Pay</u>	<u>Amount</u>
36. DURRESHAWAR SMITH	\$21.00 per hour	\$40,950.00

Account: 1001-000000-1170-138600-601009

Ms. Smith will continue to work as a Contract Services Specialist II. Her duties will include, but are not limited to scheduling all hearings mandated by the City Code due to the increase in citations issued by City agencies. She will be responsible for the handling of various administrative support duties including sending daily email updates to agencies, preparing and organizing dockets to be entered by clerks, and answering scheduling inquiries from respondents, agencies and other departmental staff. The period of the agreement is effective upon Board approval for one year.

AGENDA

BOARD OF ESTIMATES

09/26/2018

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office</u>			
1. Colin Tarbert	International Urban Cooperation Programme Brussels, Belgium Oct. 7 - 12, 2018 (Reg. Fee \$0.00)	Non-City Fund	\$ 0.00

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the trip will require travel outside the continental United States regardless of the source of funds, cost of trip, or length of absence.

The International Urban Cooperation will pay the cost of airfare, ground transportation, hotel accommodations and meals during the forum. City funds will not be expended.

Baltimore Police Department

2. Donald Diehl III Douglas Stroyer David Cali Anthony Smith Ettice Brickus* Taiwan Smith*	International Association of Chiefs of Police Conference Orlando, FL Oct. 5 - 9, 2018 (Reg. Fee \$600.00) (Reg. Fee \$425.00)*	Asset Forfeiture Fund	\$11,147.51
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Messrs. Diehl and Stroyer

The subsistence rate for this location is \$188.00 per night. The cost of the hotel is \$177.00 per night plus taxes of \$32.12 per night. The Department is requesting additional subsistence of \$11.00 per day for meals and incidentals for both employees. The total cost of Messrs. Diehl and Stroyer travel request is \$1,964.76 each.

AGENDA

BOARD OF ESTIMATES

09/26/2018

Baltimore Police Department - cont'd

Both Messrs. Diehl and Stroyer paid for their airfare costs of \$308.28, registration fee of \$600.00 and hotel cost of \$836.48 each. Therefore, Messrs. Diehl and Stroyer will be disbursed \$1,964.76 each.

Mr. David Cali

The subsistence rate for this location is \$188.00 per night. The hotel cost for 10/5/2018 is \$197.00. The hotel cost for 10/6/2018 through 10/9/2018 is \$172.00 per night, plus hotel taxes of \$89.13 for the entire stay.

The Department is requesting additional subsistence in the amount of \$9.00 for October 5, 2018 for hotel costs and \$40.00 for meals and incidentals and \$24.00 per day for meals and incidentals for the period of October 7, 2018 through October 9, 2018. Therefore, Mr. Cali will be disbursed \$2,034.53.

Mr. Anthony Smith

The subsistence rate for this location is \$188.00 per night. The cost of the hotel is \$116.00 per night, plus hotel taxes of \$109.96 for the entire stay. The airfare cost in the amount of \$356.96 and registration fee in the amount of \$600.00 were prepaid on a City-issued procurement card assigned to Tribhuvan Thacker. The hotel cost in the amount of \$464.00 and the hotel taxes of \$109.96 will be paid on the City-issued procurement card assigned to Tribhuvan Thacker after approval by the Board. Therefore, Mr. Smith will be disbursed \$348.00.

Ettice Brickus

Ettice Brickus paid for the airfare costs of \$317.28, registration fee of \$425.00 and hotel cost of \$772.38. The total costs of Ettice Brickus' travel is \$1,740.10. Therefore, Ettice Brickus will be disbursed \$1,740.10.

AGENDA

BOARD OF ESTIMATES

09/26/2018

TRAVEL REQUESTS

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

Mr. Taiwan Smith

Mr. Smith paid for the airfare costs of \$430.96, registration fee of \$425.00 and hotel cost of \$836.48. Therefore will be disbursed \$1,912.44. The total costs of Mr. Smith's travel is \$1,912.44. The total costs of Mr. Smith's travel is \$1,912.44.

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

- 3. Francis Seilenga Agilent 5977 GC/MS Asset \$5,004.66
 Marcus Williams Maintenance and Forfeiture
 Troubleshooting Fund
 Alpharetta, GA
 Oct. 22 - 25, 2018
 (Reg. Fee \$1,980.00)

The airfare costs of \$186.40 and the registration fee of 1,980.00 for Messrs. Seilenga and Williams were prepaid using a City-issued procurement card assigned to Tribhuvan Thacker. The hotel cost of \$311.86 was paid by Mr. Seilenga.

The Department is requesting additional subsistence of \$40.00 per day for meals and incidentals. Therefore, the disbursement to Mr. Seilenga is \$491.86.

Mr. Williams will be sharing the hotel room with Ms. Seilenga. Therefore, the disbursement to Mr. Williams is \$180.00.

AGENDA

BOARD OF ESTIMATES

09/26/2018

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore Police Department - cont'd</u>			
4. Stephanie C. Lansey-Delgado	14 th Annual IAPro Users Conference	Asset Forfei-	\$ 6,195.64
David Cali	San Diego, CA	ture	
Tamika S. Dyson	Nov. 12 - 16, 2018	Fund	
John Fernandez	(Reg. Fee \$80.00 each)		

The subsistence rate for this location is \$217.00 per night. The cost of the hotel for each attendee is \$153.00 per night, plus hotel taxes of \$19.737 per night.

The airfare in the amount of \$461.96 and the registration fees for each attendee have been prepaid on a City-issued credit card assigned to Mr. Tribhuvan Thacker. The total hotel fees and hotel taxes for each attendee will be paid on a City-issued credit card assigned to Mr. Thacker, upon Board approval. Therefore, each attendee will be disbursed \$1,006.95.

5. Christopher Jones	31 st Annual Colonel Henry F. Williams	Asset For-	\$ 3,260.00
Mark Walrath	Homicide Seminar	feature	
	Albany, NY	Fund	
	Sept. 30 - Oct. 5, 2018		
	(Reg. Fee \$1,550.00 each)		

The attendees are travelling together in a Departmental vehicle. The Registration fee includes the supplies, lodging, meals and the hospitality program, which have been paid on a City-issued procurement card assigned to Tribhuvan Thacker. Therefore, the disbursement to each attendee is \$80.00 for meals and incidentals for the travel day from Baltimore and the return travel day from Albany.

AGENDA

BOARD OF ESTIMATES

09/26/2018

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore Police Department - cont'd</u>			
Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.			
6. Martin Bartness	LAPD Curriculum Development for Consent Decree Los Angeles, CA Oct. 7 - 10, 2018 (Reg. Fee \$0.00)	General Fund- DOJ Consent Decree	\$ 1,367.51

The subsistence rate for this location is \$237.00 per night. The cost of the hotel is \$180.00 per night, plus hotel taxes of \$28.24 per night.

The airfare in the amount of \$511.78 has been prepaid on a City-issued credit card assigned to Mr. Tribhuvan Thacker. The total hotel fees and hotel taxes will be paid on a City-issued credit card assigned to Mr. Thacker, upon Board approval. Therefore, Mr. Bartness will be disbursed \$231.00.

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

AGENDA

BOARD OF ESTIMATES

09/26/2018

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore Police Department - cont'd</u>			
7. Shannon Sullivan	Use of Force and PTO Curriculum Development and Training Observation Los Angeles, CA Oct. 7 - 10, 2018 (Reg. Fee \$0.00)	General Fund - DOJ Consent Decree	\$ 1,274.51

The subsistence rate for this location is \$237.00 per night. The cost of the hotel is \$180.00 per night, plus hotel taxes of \$28.242 per night.

The airfare, in the amount of \$418.78, was prepaid on a City-issued credit card assigned to Mr. Tribhuvan Thacker. The hotel fees and hotel taxes will be paid on a City-issued credit card assigned to Mr. Tribhuvan Thacker upon Board of Estimates approval. Therefore, Ms. Sullivan will be disbursed \$231.00.

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

8. Richard Duvall Alvin McCoy Vincenzo Julio Danalee M. Potter Todd Brown Sean Brown Darren Belechto	LAPD Facilitator Training and Curriculum Development for Consent Decree Los Angeles, CA Sept. 30 - Oct. 10, 2018 (Reg. Fee \$0.00)	General Fund - DOJ Consent Decree	\$23,769.34
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AGENDA

BOARD OF ESTIMATES

09/26/2018

TRAVEL REQUESTS

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

The subsistence rate for this location is \$237.00 per night. The cost of the hotel for each attendee is \$217.55 per night, plus hotel taxes of \$34.134 per night.

The airfare in the amount of \$418.78 for each attendee has been prepaid on a City-issued credit card assigned to Mr. Tribhuvan Thacker. The total hotel fees and hotel taxes for each attendee will be paid on a City-issued credit card assigned to Mr. Thacker, upon Board approval. The Department is requesting additional subsistence in the amount of \$20.55 per day for meals and incidentals for each attendee. Therefore, each attendee will be disbursed \$460.00.

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

Mayor's Office of Criminal Justice

9. Thomas Stack	Juvenile Sex Trafficking Conference San Diego, CA Oct. 15 - 18, 2018 (Reg. Fee \$400.00)	Grant Fund	\$ 1,495.92
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The airfare cost of \$331.96, registration fee \$400.00 and the total hotel costs of \$469.96 were prepaid using a City-issued procurement card assigned to Renee Newton. Therefore, the disbursement to Mr. Stack is \$294.00.

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BOARD OF ESTIMATES

09/26/2018

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Transportation</u>			
10. Adrienne Kelly	2018 TAM Conference And Expo Oct. 22 - 25, 2018 Stevensville, MD (Reg. Fee \$450.00)	Grant Funds	\$ 1,226.24

The subsistence rate for this location is \$186.00 per night.

The cost of the hotel for 10/22/18 and 10/23/18 is \$197.00, plus tax of \$21.77 for each night. The Department is requesting additional subsistence of \$11.88 for each night to cover the cost of the hotel and \$40.00 for each night for meals and incidentals.

The cost of the hotel for 10/24/18 is \$159.00, plus tax of \$17.49. The Department is requesting additional subsistence of \$13.00 for meals and incidentals.

The registration fee of \$450.00 was prepaid using EA000313774. Therefore, the disbursement to Ms. Kelly is \$776.24.

11. Colby McFarland	2018 TAM Conference And Expo Oct. 22 - 25, 2018 Stevensville, MD (Reg. Fee \$450.00)	Grant Funds	\$ 1,139.93
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The subsistence rate for this location is \$186.00 per night. The cost of the hotel is \$159.00, plus tax of \$17.49 per night. The Department is requesting additional subsistence of \$13.00 per day for meals and incidentals. The registration fee of \$450.00 was prepaid using EA000313774. Therefore, the disbursement to Mr. McFarland is \$689.93.

AGENDA

BOARD OF ESTIMATES

09/26/2018

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Public Works</u>			
12. Rudolph Chow	Association of Metropolitan Water Agencies San Francisco, CA Oct. 13 - 16, 2018 (Reg. Fee \$895.00)	Water Utility	\$ 2,710.43

The subsistence rate for this location is \$376.00 per night. The cost of the hotel is \$299.00 per night, plus hotel taxes of \$49.28 per night. The registration fee in the amount of \$895.00 was prepaid on a City-issued procurement card assigned to Binta Gallman. The attendee is requesting the cost of the airfare in the amount of \$479.60 which includes early bird check-in the amount of \$30.00. Therefore, Mr. Chow will be disbursed \$1,815.43.

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

13. Azzam Ahmad	Construction Management Association of America Trade Show Las Vegas, NV Oct. 13 - 17, 2018 (Reg. Fee \$1,100.00)	Storm Utility	\$ 2,307.85
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AGENDA

BOARD OF ESTIMATES

09/26/2018

TRAVEL REQUESTS

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

The subsistence rate for this location is \$170.00 per night. The hotel cost is \$92.00 per night, plus hotel taxes of \$130.88. The airfare in the amount of \$336.97 and registration fee of \$1,100.00 were prepaid on a City-issued procurement card assigned to Binta Gallman. Therefore, Azzam Ahmad will be disbursed \$870.88.

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

14. Kimberly Grove	Water Environment Federation Annual Technical Exhibition and Conference New Orleans, LA Sept. 30 - Oct. 3, 2018 (Reg. Fee \$990.00)	Storm-water Utility	\$ 2,267.00
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The subsistence rate for this location is \$212.00 per night. The hotel cost is \$229.00 per night, plus hotel taxes and resort fee of \$38.07 per night. The Department is requesting additional subsistence in the amount of \$17.00 per day for hotel cost and \$40.00 per day for meals and incidentals.

The airfare in the amount of \$295.79 and registration fee in the amount of \$990.00 were prepaid on a City-issued procurement card assigned to Ms. Stephanie Ennels. Therefore, Ms. Grove will be disbursed \$981.21.

AGENDA

BOARD OF ESTIMATES

09/26/2018

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Public Works - cont'd</u>			
Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.			
15. Clark Howells	38 th International Symposium of NALMS Cincinnati, OH Oct. 29 - Nov. 2, 2018 (Reg. Fee 880.00)	Water Utility	\$ 2,018.66

The subsistence rate for this location is \$210.00 per night. The hotel cost is \$141.00 per night, plus hotel taxes of \$24.675 per night.

The airfare in the amount of \$139.96 and the registration fee in the amount of \$880.00 were prepaid on a City-issued procurement card assigned to Binta Gallman. Therefore, Mr. Howells will be disbursed \$998.70.

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

16. Rosanna LaPlante	American Society of Civil Engineers (ASCE) 2018 Convention Denver, CO Oct. 11 - 15, 2018 (Reg. Fee \$775.00)	Storm-water Utility	\$ 1,065.96
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AGENDA

BOARD OF ESTIMATES

09/26/2018

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Public Works - cont'd</u>			
<p>As a representative of the ASCE, the Maryland Section of the ACSE is assisting in sending Ms. LaPlante to this Convention and will pay the costs for hotel expenses, food, shuttle, and taxi services.</p> <p>The registration fee, in the amount of \$775.00, was prepaid on a City-issued credit card assigned to Ms. Binta Gallman. A Southwest Airlines voucher in the amount of \$200.00 was used towards the total cost of the \$290.96 airfare. The remaining balance of \$90.96 was also prepaid on a City-issued credit card assigned to Ms. Binta Gallman.</p> <p>Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence will exceed five work days or involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.</p>			
<u>Environmental Control Board (ECB)</u>			
17. Rebecca A. Woods	2018 The Municipal Waste Management Association Fall Summit Houston, TX Oct. 7 - 9, 2018 (Reg. Fee \$399.00)	General Fund	\$1,216.42

The subsistence rate for this location is \$180.00 per night. The cost of the hotel is \$169.00 per night, plus hotel taxes of \$28.73 per night.

AGENDA

BOARD OF ESTIMATES

09/26/2018

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>ECB - cont'd</u>			
<p>The airfare in the amount of \$281.96, hotel fees, hotel taxes, and the registration fee have been prepaid on a City-issued credit card assigned to Rebecca Woods. The ECB is requesting additional subsistence in the amount of \$29.00 per day for meals and incidentals. Therefore, Ms. Woods will be disbursed \$140.00.</p> <p>Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.</p>			
<u>Fire and Police Employees' Retirement System (F&P)</u>			
18. Joe Wade	NCPERS Accredited Fiduciary (NAF) Program & Public Safety Conference Las Vegas, NV Oct. 26 - 31, 2018 (Reg. Fee \$1,500.00)	Special Funds - Fire & Police	\$ 3,568.20

The subsistence rate for this location is \$170.00 per night. The cost of the hotel is \$219.00 per night, plus hotel taxes of \$29.30 per night, and a resort fee in the amount of \$38.55 per night.

The registration fee has been prepaid by the F&P. The F&P is requesting additional subsistence in the amount of \$49.00 per day for the hotel and \$40.00 per day for meals and incidentals.

AGENDA

BOARD OF ESTIMATES

09/26/2018

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Fire and Police Employees' Retirement System - cont'd</u>			
Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.			
<u>Baltimore City Council</u>			
19. Ryan Dorsey	NACTO Los Angeles Designing Cities 2018 Los Angeles, CA Oct. 1 - 7, 2018 (Reg. Fee \$595.00)	Elected Official Expense Account	\$ 1,896.71

The subsistence rate for this location is \$237.00 per night. The cost of the hotel is \$189.00 per night, plus hotel taxes of \$30.25 per night, and a \$10.00 per night hotel service fee. Mr. Dorsey will remain in Los Angeles, California from October 4 - 7, 2018 at his own expense.

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

Baltimore City Office of Information Technology

20. Martin Okumu	Mitel Next Phoenix 2018 Phoenix, AZ Sept. 30 - Oct. 3, 2018 (Reg. Fee \$0.00)	General Fund	\$ 989.77
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AGENDA

BOARD OF ESTIMATES

09/26/2018

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Office of Information Technology - cont'd</u>			
<p>Mr. Okumu will be a speaker at the conference therefore Mitel will pay for the last two nights (October 1, 2018 and October 2, 2018) of the hotel in the amount of \$529.98 and the registration fee of \$795.00.</p> <p>The subsistence rate for this location is \$183.00 per night. The cost of the hotel is \$219.00 per night, and the hotel tax is \$45.99 per night. The Department is requesting additional subsistence of \$36.00 per day to cover the cost of the hotel and \$40.00 per day for meals and incidentals.</p> <p>The airfare cost of \$544.78, the first night of hotel in the amount of \$219.00 and the hotel tax of \$45.99 were prepaid using a City-issued procurement card assigned to Charmane Baker. Therefore, the disbursement to Mr. Okumu is \$180.00.</p>			
21. Bryan Bartsch	Network Traffic Analysis, Cyber Defense Summit Washington, D.C. Oct. 1 - 2, 2018 (Reg. Fee \$2,494.00)	General Fund	\$2,660.11

The registration fee of \$2,494.00 was prepaid using a City-issued procurement card assigned to Charmane Baker. Therefore, the disbursement to Mr. Bartsch is \$166.11

AGENDA

BOARD OF ESTIMATES

09/26/2018

RETROACTIVE TRAVEL APPROVAL

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the State's Attorney for Baltimore City (OSA) - cont'd</u>			
22. Stacie Sawyer	Prosecuting Sexual Assault and Related Crimes Course Long Beach, CA Aug. 13 - 18, 2017 (Reg. Fee \$835.00)	State Grant	\$ 2,569.48

On August 13 - 18, 2017, Ms. Sawyer traveled to Long Beach, California to attend the Prosecuting Sexual Assault and Related Crimes Course. The allowed subsistence rate for this location was \$222.00 per day. The hotel rate was \$158.00 per night and the hotel tax was \$23.70 per night.

The transportation costs of \$600.40 and total hotel costs of \$908.50 were prepaid using a City-issued procurement card assigned to Ms. Robin Haskins. The registration costs of \$835.00 was prepaid using EA000210962. Therefore, the reimbursement to Ms. Sawyer is \$225.58.

This request is late due to grant award acceptance delaying processing of the travel request. The OSA requests retroactive travel approval. The requested travel reimbursement is as follows:

TRAVEL REIMBURSEMENT

\$ 25.58 - Ground Transportation
200.00 - Meals
\$225.58

AGENDA

BOARD OF ESTIMATES

09/26/2018

Department of Recreation - Comprehensive Donation Agreement
and Parks

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Comprehensive Donation Agreement with the South Baltimore Gateway Community Impact District Management Authority d/b/a South Baltimore Gateway Partnership (SBGP). The period of the Comprehensive Donation Agreement is effective upon Board approval through June 30, 2023, unless terminated sooner by either party.

AMOUNT OF MONEY AND SOURCE:

\$2,208,117.00 - 6000-600619-4781-363600-607004

BACKGROUND/EXPLANATION:

The City established the SBGP as a district managing authority to represent residents in the South Baltimore Gateway Community Impact District, a geographic territory in Baltimore City designated to benefit from Casino Local Impact Grant (LIG) funds. Effective FY18, the City and State made a portion of the LIG funds available to the SBGP. Senate Bill 480, passed by the Maryland General Assembly, amended the manner in which the LIG funds are disbursed to the SBGP beginning in FY19.

Accordingly, the LIG funds no longer pass through the City budget to the SBGP, but instead, the State transfers the LIG funds directly to the SBGP. The Department and the SBGP conducted a district-wide needs assessment and identified project and service priorities for FY18 and FY19 to receive funding under the donation arrangement in which the SBGP's strategic plan aims to provide enhanced services to communities above and beyond the limited services and funding levels that the City can provide.

AGENDA

BOARD OF ESTIMATES

09/26/2018

Department of Recreation - cont'd
and Parks

Each fiscal year through June 30, 2023, the Department and the SBGP will jointly conduct comprehensive district-wide needs assessments to identify and prioritize projects to be funded by the SBGP for the subsequent year. The Department and the SBGP will jointly prepare an Annual Projected Schedule of Services as described in the submitted Comprehensive Donation Agreement. Under the terms of this agreement, the Department will submit the projected schedule annually to be approved by the Board.

APPROVED FOR FUNDS BY FINANCE

(The Comprehensive Donation Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

09/26/2018

Department of Audits - Audit Report

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

1. Baltimore City Department of Finance - Bureau of Procurement Small Purchases Procurement Card Program Audit for the Year Ended December 31, 2017.

AGENDA

BOARD OF ESTIMATES

09/26/2018

PROPOSALS AND SPECIFICATIONS

1. Department of Public Works/
Office of Engineering and
Construction

SC 956, Improvements to
Sanitary Sewer Collection
System in the Herring Run
Sewershed Part 1: Sanitary
Sewers

BIDS TO BE RECV'D: 11/07/2018

BIDS TO BE OPENED: 11/07/2018

12:00 NOON

ANNOUNCEMENT OF BIDS RECEIVED

AND

OPENING OF BIDS, AS SCHEDULED