

NOTICES :

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

2.

BOARD OF ESTIMATES' RECESS
DECEMBER 26, 2018 AND JANUARY 2, 2019

The Board of Estimates is scheduled to be in recess at 9:00 a.m. and 12:00 noon on December 26, 2018 and January 2, 2019.

The Board of Estimates will not receive or open bids on December 26, 2018 and January 2, 2019. The Board of Estimates will reconvene on January 9, 2019, at 9:00 a.m.

3. DEADLINE FOR JANUARY 9, 2019 AGENDA SUBMISSION

THE DEADLINE FOR THE JANUARY 9, 2019 BOARD OF ESTIMATES' AGENDA IS DECEMBER 19, 2018, NO LATER THAN 2:00 P.M.

4.

JANUARY 9, 2019 BOARD OF ESTIMATES HEARING
ON
PROPOSED WATER/WASTEWATER/STORMWATER RATE
ADJUSTMENTS AND ENHANCED CUSTOMER ASSISTANCE
PROGRAM

The Board of Estimates Hearing on Proposed Water/Waste-Water/Stormwater Rate Adjustments and Enhanced Customer Assistance Program (Baltimore H2o Assists) will be held on Wednesday, January 09, 2019, at 9:00 a.m., Room 215, City Hall, 100 N. Holliday Street. <https://comptroller.baltimorecity.gov/>

BOARD OF ESTIMATES' AGENDA - DECEMBER 12, 2018

Mayor's Office of Criminal Justice - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of a Grant Award from the U.S. Department of Justice. The period of the Grant Award is October 1, 2017 through September 30, 2021.

AMOUNT OF MONEY AND SOURCE:

\$800,230.00 - 4000-426819-2255-793400-600000

BACKGROUND/EXPLANATION:

This grant award, JAG 14 #2018-DJ-BX-1020 will provide funding to continue supporting crime reduction and prevention strategies. Additionally, the grant funding will enable the Baltimore Police Department to aim to reduce violent crime while continuing the commitment to community-based crime prevention programs. The partners included in this award are the Mayor's Office of Criminal Justice, the Baltimore Police Department, the State's Attorney Office, the Circuit Court for Baltimore City, the Department of Housing and Community Development, and the University of Maryland Medical Systems Shock Trauma.

The Grant Award is late because of the late receipt of award documents.

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 have been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

12/12/2018

PERSONNEL MATTERS

* * * * *

The Board is requested to approve
all of the Personnel matters
listed on the following pages:

3 - 35

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.

AGENDA

BOARD OF ESTIMATES

12/12/2018

PERSONNEL

Circuit Court

1. Create the following position:

Classification: Court Secretary I
 Job Code: 00812
 Grade: 091 (\$46,787.00 - \$56,927.00)
 Position No.: To be determined by BBMR

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.

Environmental Control Board

	<u>Hourly Rate</u>	<u>Amount</u>
2. LAYLA SAID	\$90.00	\$76,950.00
Account: 1001-000000-1170-138600-601009		
3. DEBYN W. PURDIE	\$90.00	\$76,950.00
Account: 1001-000000-1170-138600-601009		

They will work as a Contract Services Specialist II. Their duties will include, but are not limited to conducting hearings to make preliminary determinations as to whether citations issued by City Enforcement Officers comply with the Code, the Environmental Control Board rules, and relevant court decisions. The hearings will be conducted under oath, requiring testimony and the presentation of evidence by City Enforcement Officers and other witnesses as requested. Documentation of findings are entered into the database during the course of the hearings or immediately thereafter. If a finding cannot be immediately made, the Contract Services Specialist II will provide a written finding within thirty

AGENDA

BOARD OF ESTIMATES

12/12/2018

PERSONNEL

Environmental Control Board - cont'd

days of the completion of the hearing. Additionally the incumbent completes and provides a Disposition Sheet to the respondent and issuing agency when requested, ensures that the recording equipment is operating prior to each hearing, reviews written requests from the public and provides a written response. The period of the agreement is effective upon Board approval for one year.

Department of Finance

4. Reclassify the following vacant position:

Position No.: 35635

From: Real Estate Agent I
Job Code: 33711
Grade: 089 (\$45,660.00 - \$55,436.00)
Position: 35635

To: Program Coordinator
Job Code: 31192
Grade: 923 (\$60,655.00 - \$97,277.00)

There are no costs associated with this action.

This is an administrative correction to Project No. 100-19, which was reclassified during the August 21, 2018 ECC meeting. This position will now be reclassified to a Program Coordinator due to the Agency submitting additional information to support their request. The position will coordinate the activities of the Vendor Management Unit.

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

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BOARD OF ESTIMATES

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PERSONNEL

Fire Department

5. Reclassify the following filled position:

Position No.: 2151-44242

From: IT Division Manager
Job Code: 10241
Grade: 942 (\$90,619.00 - \$149,401.00)
Position: 2151-44242

To: Operations Manager II
Job Code: 00091
Grade: 942 (\$90,619.00 - \$149,401.00)

Costs: \$0.00 - 1001-000000-2151-776500-601001

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

Fire and Police Employees' Retirement Systems

6. a. Create the following new Civil Service Classes:

From: Fire & Police Benefits Analyst I
Job Code: 33646
Grade: 904 (\$47,858.00 - \$76,573.00)

To: Fire & Police Benefits Analyst II
Job Code: 33647
Grade: 907 (\$56,390.00 - \$90,307.00)

From: Fire & Police Benefits Analyst Supervisor
Job Code: 33649
Grade: 927 (\$64,505.00 - \$103,208.00)

AGENDA

BOARD OF ESTIMATES

12/12/2018

PERSONNEL

Fire and Police Employees' Retirement Systems - cont'd

To: Fire & Police Benefits Manager
Job Code: 33650
Grade: 931 (\$73,868.00 - \$118,085.00)

b. Reclassify the following positions:

From: Retirement Benefits Analyst I
Job Code: 33631
Grade: 089 (\$45,660.00 - \$55,436.00)
Job Numbers: 12059, 47208, 12060, 47209

To: Fire & Police Benefits Analyst I
Job Code: 33646
Grade: 904 (\$47,858.00 - \$76,573.00)

From: Retirement Benefits Analyst II
Job Code: 33632
Grade: 904 (\$47,858.00 - \$76,573.00)
Job Numbers: 46408, 46407

To: Fire & Police Benefits Analyst II
Job Code: 33647
Grade: 907 (\$56,390.00 - \$90,307.00)

From: Retirement Benefits Analyst Supervisor
Job Code: 33635
Grade: 927 (\$64,505.00 - \$103,208.00)
Job Numbers: 52112, 47207, 12055

To: Fire & Police Benefits Analyst Supervisor
Job Code: 33649
Grade: 927 (\$64,505.00 - \$103,208.00)

From: Retirement Benefits Manager
Job Code: 33636
Grade: 931 (\$73,868.00 - \$118,085.00)
Job Number: 47190

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BOARD OF ESTIMATES

12/12/2018

PERSONNEL

Fire and Police Employees' Retirement Systems - cont'd

To: Fire & Police Benefits Manager
Job Code: 33650
Grade: 931 (\$73,868.00 - \$118,085.00)

Cost: \$12,526.00 - 6000-604119-1540-171400-601001

The Department of Human Resources reviewed the request from Fire and Police Employee Retirement Systems for the compensation for the classification of Retirement Analyst I, Job Code 33631, Grade 089, (\$45,600.00 - \$55,436.00 and Retirement Analyst II, Job Code 33632, Grade 904 (47,858.00 - \$76,573.00). The Department of Human Resources found that out of six jurisdictions surveyed and based on the average salary for comparable classification in the surrounding jurisdictions, there was sufficient justification to adjust the salaries for the classes of Retirement Benefits Analyst I and II).

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

Department of General Services

7. Classify the following filled position:

From: New Position
Job Code: 90000
Grade: 900 (\$1.00 - \$204,000.00)
Position No.: 1982-51952

To: Administrative Analyst II
Job Code: 31312
Grade: 923 (\$60,655.00 - \$97,277.00)

Cost: \$85,354.00 - 2029-000000-1982-752300-601001

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

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BOARD OF ESTIMATES

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PERSONNEL

Department of General Services - cont'd

8. Reclassify the following filled position:

From: Program Coordinator
Job Code: 31192
Grade: 923 (\$60,655.00 - \$97,277.00)
Position No.: 1982-50723

To: Historic Preservation Officer
Job Code: 74195
Grade: 929 (\$68,562.00 - \$109,554.00)

Cost: \$8,360.00 - 2029-000000-1982-750800-601001

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>
9. JAPP HAYNES	\$22.09	\$41,971.00

Account: 2029-000000-1982-752300-601009

Mr. Haynes will continue to work as a Contract Services Specialist II. Mr. Haynes will create interior images of City-owned buildings for emergency, space planning and real estate purposes; develop a Standard Operating Procedure for critical 360 step-by-step guides; create Revit Models for Internal Services Funds buildings and other City-owned buildings assigned. He will assist Architects with building verifications to gather specific data such as square footage, assets and emergency equipment; create or edit CAD drawings for internal Archibus System; and conduct field surveys in order to make changes to information gathered and the final stage of inputting these changes into the internal systems. This is a 5% increase from the previous contract. The period of the agreement is effective upon Board approval for one year.

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BOARD OF ESTIMATES

12/12/2018

PERSONNEL

Health Department

10. Create the following position:

Classification: Operations Officer II
Job Code: 31110
Grade: 927 (\$64,505.00 - \$103,208.00)
Position No.: To be assigned by BBMR

Cost: \$92,868.41 - 1001-000000-3001-262400-601001

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

11. Create the following position:

Classification: Public Health Representative Supervisor
Job Code: 42563
Grade: 927 (\$64,505.00 - \$103,208.00)
Position No.: To be assigned by BBMR

Cost: \$92,868.41 - 4000-499018-3023-513200-401001

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

12. Create the following position:

Classification: Program Assistant II
Job Code: 81323
Grade: 084 (\$37,741.00 - \$45,044.00)
Position No.: To be assigned by BBMR

Cost: \$59,097.59 - 5000-521119-3023-274000-601009

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BOARD OF ESTIMATES

12/12/2018

PERSONNEL

Health Department - cont'd

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>
13. DARRYL D. BURRELL	\$19.00	\$24,700.00

Account: 1001-000000-3023-274000-601009

Mr. Burrell will work as a Contract Services Specialist II. His duties will include but are not limited to conducting strategic outreach in high-risk communities, establishing relationships with community stakeholders and promoting opportunities for collaboration, facilitating overdose prevention and response training, making referrals to drug treatment for people suffering from substance use disorders and conducting health and harm reduction education and counseling. The period of the agreement is December 5, 2018 through June 30, 2019.

Department of Housing and Community Development

14. Reclassify the following filled position:

From: HR Assistant II
 Job Code: 33683
 Grade: 085 (\$38,926.00 - \$46,904.00)
 Position No.: 14883

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

Cost: \$8,000.00 - 1001-000000-1773-180000-601001

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BOARD OF ESTIMATES

12/12/2018

PERSONNEL

Dept. of Housing and Community Development - cont'd

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 Human Resources

15. Adjust the salary of the following classifications, effective January 1, 2019:

- a. Classification: Mayor
Job Code: 00100
From: Grade 88E (\$180,324.00)
To: Grade 88E (\$184,832.00)

- b. Classification: President City Council
Job Code: 01165
From: Grade 87E (\$119,402.00)
To: Grade 87E (\$122,387.00)

- c. Classification: Comptroller
Job Code: 00740
From: Grade 87E (\$119,402.00)
To: Grade 87E (\$122,387.00)

- d. Classification: Vice President City Council
Job Code: 01167
From: Grade 83E (\$76,760.00)
To: Grade 83E (\$78,679.00)

- e. Classification: Council Member
Job Code: 01166
From: Grade 81E (\$69,450.00)
To: Grade 81E (\$71,186.00)

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BOARD OF ESTIMATES

12/12/2018

PERSONNEL

DHR - cont'd

- f. Classification: Chairman Liquor Board
Job Code: 00290
From: Grade 89A (\$31,230.00)
To: Grade 89A (\$32,011.00)

- g. Classification: Commissioner Liquor Board
Job Code: 00286
From: Grade 88A (\$30,692.00)
To: Grade 88A (\$31,459.00)

Costs: To be determined by BBMR.

BACKGROUND/EXPLANATION:

Council Bill 04-0007, established the Compensation Commission for Elected Officials. The Commission's recommendation concerning the compensation of elected officials was codified in Council Bill 07-0612. This bill passed the Baltimore City Council in December 2007 and authorizes pay increases for the Mayor, Comptroller, President City Council, Vice President City Council, and Council members. The terms of the legislation stipulate that elected officials are entitled to receive an annual salary increase equal to 2.5% of their respective salaries only if at least one of the following employee groups, i.e. AFSCME, CUB, FOP, IAFF, or MAPS receive an increase in compensation during the fiscal year that began the preceding July. AFSCME, CUB, IAFF and MAPS received 2% cost of living adjustments effective July 1, 2018.

The Senate Bill 846 and House Bill 831 stipulates adjustments to salaries of the classes of Chairman and Commissioner of the Liquor Board based on the cost of living increases available to members of City Council.

Therefore, the Board is requested to **NOTE** that the adjustments of the above classes that are in compliance with the law and are

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BOARD OF ESTIMATES

12/12/2018

PERSONNEL

DHR - cont'd

effective January 1, 2019. Although not required by Council Bill 07-0612, the Department of Human Resources, in an effort to be fully transparent, has presented the salary increases to the Board of Estimates.

16. Reclassify the following two filled positions:

From: Sr. HR Business Consultant
Job Code: 10287
Grade: 931 (\$73,868.00 - \$118,085.00)
Position Nos.: 51120 and 47492

To: Operations Officer V
Job Code: 00089
Grade: 936 (\$80,735.00 - \$129,114.00)
Position Nos.: 51120 and 47492

Cost: \$26,650.00 - 1001-000000-1603-172500-601001

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

17. Reclassify the following vacant position:

From: HR Business Partner
Job Code: 07371
Grade: 931 (\$73,868.00 - \$118,085.00)
Position No.: 50265

To: HR Generalist II
Job Code: 33677
Grade: 923 (\$60,655.00 - \$97,277.00)
Position No.: 50265

Cost Savings: (\$40,270.00) - 1001-000000-1603-172500-601001

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BOARD OF ESTIMATES

12/12/2018

PERSONNEL

Department of Law

18. Reclassify the following filled position:

From: Assistant Solicitor
Job Code: 10198
Grade: 929 (\$68,562.00 - \$109,554.00)
Position No.: 15541

To: Operations Manager II
Job Code: 00091
Grade: 942 (\$90,619.00 - \$149,401.00)

Cost: \$12,919.00 - 1001-000000-1752-175200-601001

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 Criminal Justice (MOCJ)

	<u>Hourly Rate</u>	<u>Amount</u>
19. WENDY LEE	\$45.85	\$ 83,449.60

Account: 4000-401418-2254-785400-600000

Ms. Lee will continue to work as Contract Services Specialist II. She will oversee the operation of the Visitation Center, prepare documents, spaces and staff for shifts, communicate with on-site security, monitors and volunteers, and phone clients in preparation for visitations/exchanges during shifts to ensure safe service provision. Ms. Lee will supervise part-time staff during shifts and outside hours including making decisions during shifts based on safety and client needs, perform client intakes, create client service agreements, create and maintain files and records of client contacts and any safety concerns that arise during a vista-

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BOARD OF ESTIMATES

12/12/2018

PERSONNEL

MOCJ - cont'd

Hourly Rate

Amount

tion or exchange, and coordinate with staff security throughout the week and during shifts. In addition, she will hire and compose staff contracts, create and conduct training, track staff invoices, create staff and client schedules, track and implement budgeting plans, facilitate quarterly meetings, consult with partners regarding policies, and seek to collaborate when troubleshooting issues arise, etc.

The hourly rate and number of annual hours has increased since Ms. Lee's FY18 contract in order to retain experienced and talented staff. This is a 31% increase in the hourly rate and an increase of 260 hours from the previous contract period. The current rate is designed to sustain two part-time evening employees with full-time commitments during the day. The Visitation Center will be under the direction of a Program Director with the ability to dedicate 35 hours weekly, the program has significant increases in intakes and referrals. The period of the agreement is effective upon Board approval for one year.

20.	DARNELL PENN	\$20.00	\$ 8,000.00
21.	WANDA ASHLEY	\$20.00	\$ 4,000.00
22.	ANN MYERS	\$20.00	\$ 4,000.00
23.	CHERYLE FRALING	\$20.00	\$ 8,000.00
24.	WANDA CARTER	\$30.00	\$ 12,000.00

Ms. Carter will also work as a Shift Supervisor.

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BOARD OF ESTIMATES

12/12/2018

PERSONNEL

MOCJ - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
25. ANN TINDALL	\$30.00	\$ 12,000.00

Ms. Tindall will also work as a Shift Supervisor.

Account: 4000-401418-2254-785400-600000

The above-listed individuals will each continue to work as a Contract Services Specialists II in the Visitation Center. They will act as Monitors to observe visitation sessions between visiting parents and children for several families simultaneously, intervene as necessary during visits or exchanges to address any concerns that arise with parents and/or children, and keep accurate and complete records of any safety concerns or potential problems that come up during a visitation session. They will meet with parents and/or children before and after visits to check in with them and refer them to needed services or programs, maintain clear and consistent communication with the on-site supervisor, on-site police, other monitors, and volunteers by phone, email or in person, and coordinate the safety of visits by being available to accompany individuals wherever needed in and around the building. In addition, they will maintain client files, maintain personal timesheets and invoices, discuss case progress and concerns with supervisors as well as attend occasional meetings about case status and other center operational issues, and comply with all Visitation Center policies and procedures, including confidentiality, safety, mandates reporting procedures, administrative and operational duties, as needed.

As Shift Supervisors, Mses. Carter and Tindall will oversee the coordination of operations including the supervision of the the Visitation Center and Exchange Monitors, ensure the completion of the safety assessment at the Visitation Center before services are

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BOARD OF ESTIMATES

12/12/2018

PERSONNEL

MOCJ - cont'd

Hourly Rate

Amount

rendered each day, and know the daily schedule of families served and pertinent information regarding visitation and exchange circumstances for that day. They will prepare the Monitors for the daily visitations and exchanges and provide all information regarding the specific services that day, facilitate the arrival and departures of all clients, and ensure the proper coverage at entrances, waiting areas, and visitation areas.

Mses. Carter and Tindall will also communicate with on-site police, Monitors, and volunteers, provide guidance to staff to assist them in properly and effectively providing services, make decisions regarding any concerns about or changes in the provision of services as they arise, and keep accurate and complete records of any safety concerns or potential problems arising during a visitation session. In addition, they will each act as the Custodian of Records while at the Visitation Center, facilitate the supervision of Monitors outside of service hours, prepare spaces for use by the Visitation Center, and restore the spaces for use by others. They will attend preliminary trainings once hired, as well as some continued trainings as they arise. They will maintain any records or documents pertaining to work covered under these agreements in their possession, and solely retain and store them at the Visitation Center and comply with the Visitation Center's policies and procedures. These are the same hourly rates as in the previous contract periods. The period of the agreement is effective upon Board approval for one year.

26. **ERIN CUNNINGHAM** \$30.00 **\$ 3,000.00**

Account: 4000-401418-2254-785400-6000000

Ms. Cunningham will continue to work as Contract Services Specialist II. As a Shift Supervisor, she will oversee the coordination of operations including the supervision of the

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BOARD OF ESTIMATES

12/12/2018

PERSONNEL

MOCJ - cont'd

Hourly Rate

Amount

Visitation Center and Exchange Monitors, ensure the completion of the safety assessment at the Visitation Center before services are rendered each day, and know the daily schedule of families served and pertinent information regarding visitation and exchange circumstances for that day. Ms. Cunningham will prepare the Monitors for the daily visitations and exchanges and provide all information regarding the specific services that day, facilitate the arrival and departures of all clients, and ensure the proper coverage at entrances, waiting areas, and visitation areas.

She will also communicate with on-site police, Monitors, and volunteers, provide guidance to staff to assist them in properly and effectively providing services, make decisions regarding any concerns about or changes in the provision of services as they arise, and keep accurate and complete records of any safety concerns or potential problems arising during a visitation session. In addition, Ms. Cunningham will act as the Custodian of Records while at the Visitation Center, facilitate the supervision of Monitors outside of service hours, prepare spaces for use by the Visitation Center, and restore the spaces for use by others. She will attend preliminary trainings once hired, as well as some continued trainings as they arise. She will maintain any records or documents pertaining to work covered under this agreement in her possession, and solely retain and store them at the Visitation Center and comply with the Visitation Center's policies and procedures. This is a 3% decrease in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.

27. **ELISE GILLESPIE** \$50.00 **\$ 78,000.00**

Accounts: 6000-607118-2251-763300-600000
1001-000000-2251-247700-603026

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PERSONNEL

MOCJ - cont'd

Hourly Rate

Amount

Ms. Gillespie will work as a Contract Services Specialist II. She will manage and coordinate the multi-agency collaborative phases of CitiWatch, which includes representatives from the Baltimore City Police Department (BPD), the Baltimore City Information Technology (BCIT), the Mayor's Office of Criminal Justice, and the Housing Authority of Baltimore City (HABC). Ms. Gillespie will manage all phases of CitiWatch expansion projects from multiple funding sources and function as a liaison between the participating agencies and all external parties to ensure projects are meeting the appropriate deadlines. She will develop project budgets, schedules, work plans, and cost estimates for new projects, monitor contracts to ensure conformance with approved plans and contract specification, and create requisitions/purchase orders for ongoing maintenance, new projects, emergency repairs and camera monitoring.

She will also prioritize projects based on financial feasibility and the needs surrounding public safety issues, provide updates for projects as required by the Director or grant requirements, and participate in bi-weekly meetings with all relevant stakeholders for project updates and troubleshooting issues related to camera maintenance.

In addition, Ms. Gillespie will coordinate with the MOCJ and the BPD regarding the expansion of new technologies utilized by the BPD, including license plate readers and gunshot detection, manage multiple public safety-related contracts with outside vendors, issue purchase orders, manage quotes and invoices, reconcile receipts and payments, and maintain a close liaison with City user agencies in regards to services provided by outside vendors. This is a 25% increase in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.

AGENDA

BOARD OF ESTIMATES

12/12/2018

PERSONNEL

Mayor's Office of Human Services

28. Create the following position:

Classification: Social Services Coordinator
Job Code: 81171
Grade: 084 (\$37,741.00 - \$45,044.00)
Position No.: To be determined by BBMR

The creation of this position is essential to the implementation of the Housing Opportunities for Persons with HIV/AIDS (HOPWA) Modernization Act.

Cost: \$56,098.00 - 4000-490919-3573-763200-601001

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 Planning

29. **CHRISTIAN O'NEILL** \$25.00 **\$ 35,000.00**

Account: 1001-000000-1873-187400-601001

Christian O'Neill will work as a Contract Services Specialist II. He will produce projections for the ongoing Baltimore City Population Forecast, including household, employment, and population, support analysis, verification, and validation of the ES202 file of significant employers in the City for the Baltimore Metropolitan Council. In addition, Christian O'Neill will manage Census demographic data for consumption through custom-made databases and application models, provide analysis for the Department of Planning initiatives, such as INSPIRE and the Baltimore Green Network, provide mapping support for the Mayor's Office, the City Council, and other City Agencies, as well as other Depart-

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BOARD OF ESTIMATES

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PERSONNEL

Department of Planning - cont'd

Hourly Rate

Amount

ment projects; participate in preparation activities and training for the 2020 Decennial Census; and, support the Local Update of Census Addresses operation. The period of the agreement is effective upon Board approval for ten months.

Police Department

30. **LORETTA S. BOLLING** \$20.19 **\$ 42,000.00**

Account: 1001-000000-2042-198100-601009

Ms. Bolling, retiree, will continue to work as a Contract Services Specialist I. She will conduct final processing and hiring for new applicants, schedule applicant-testing appointments, conduct applicants fingerprinting, and gather all vital documents for the hire date of the applicants. Ms. Bolling will also review case folders to determine the validity of the required documents for local, state and national records, inform applicants of all position requirements for which they applied, conduct applicant interviews, work collaboratively with outside agencies to apply for employment certification, and conduct all aspects of the hiring process including finalization of legal documents. In addition, she will review the benefits package and assist out-of-state applicants with information regarding relocation to Maryland and acquiring housing. This is the same hourly rate as in the previous contract period. The period of the agreement is March 27, 2019 through March 26, 2020.

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

Account: 1001-000000-2042-198100-601009

AGENDA

BOARD OF ESTIMATES

12/12/2018

PERSONNEL

Police Department - cont'd

Hourly Rate Amount

Ms. Bevans, retiree, will continue to work as a Contract Services Specialist I. She will monitor the use of force coordinator file within the Blue Team, review closed files for conformity opinion and approval of the Commanding Officer, and re-route reviews without conformity opinion or approval to commands for closure. Ms. Bevans will also notify Division Chiefs, Inspectors, the Internal Audit Commander and the Inspector General of command reviews beyond a 30-day period of the Blue Team initial reporting, transfer and close all reviews from the Blue Team until IAPro, and serve as clerical assistant to the Use of Force Assessment Unit supervisor. She will ensure accuracy and completeness of paperwork, and handle all inquiries from Commanders related to Command reviews within the districts. This is the same hourly rate as in the previous contract period. The period of the agreement is April 1, 2019 through March 31, 2020.

32. **MICHAEL F. BAPTIST** \$20.19 **\$ 42,000.00**

Account: 1001-000000-2042-198100-601009

Mr. Baptist, retiree, will continue to work as a Contract Services Specialist I. He will conduct pre-employment investigations of sworn and civilian applicants, conduct local, state, national record, and warrant checks. Mr. Baptist will investigate references and perform neighborhood canvasses, interview applicants and gather all vital information, summarize investigations into a pre-employment file, process background investigations for promotional candidates including records checks, gather recommendations, and summarize the previous work history of the candidates. This is the same hourly rate as in the previous contract period. The period of the agreement is April 6, 2019 through April 5, 2020.

AGENDA

BOARD OF ESTIMATES

12/12/2018

PERSONNEL

Police Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
33. HARRY G. HARCUM	\$20.19	\$ 42,000.00

Account: 1001-000000-2010-197600-601009

The period of the agreement is March 28, 2019 through March 27, 2020.

34. ERIC H. OSWALD	\$20.19	\$ 42,000.00
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Account: 1001-000000-2044-220000-601009

The period of the agreement is December 9, 2018 through December 8, 2019.

35. KENNETH R. JONES	\$20.19	\$ 42,000.00
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Account: 1001-000000-2044-220000-601009

The period of the agreement is December 23, 2018 through December 22, 2019.

Messrs. Harcum, Oswald, and Jones, retirees, will each work as a Contract Services Specialist I. They will be responsible for the entry and accurate retention of all property that is retained by the Department and several surrounding agencies, receiving property and evidence submissions from police officers and lab personnel, and ensuring the accuracy and completeness of paperwork, and entering it into the evidence tracking system. In addition, Messrs. Harcum, Oswald, and Jones will release property to personnel for further examination and evidence for court, update the evidence tracking system for chain of custody and document locations, release property to the public and document the same in the evidence tracking system, and lift and handle the evidence submitted to the Evidence Control Unit.

Mr. Harcum's contract is a renewal and has an increase of 40% in the hourly rate from the previous contract period of \$14.42 per

AGENDA

BOARD OF ESTIMATES

12/12/2018

PERSONNEL

Police Department - cont'd

<u>Hourly Rate</u>	<u>Amount</u>
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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 contracts for Messrs. Oswald and Jones are new contracts.

The Consent Decree will require the Department to hire individuals from many contractual positions to ensure implementation and compliance. These positions will require varying skill sets that were not required before. Therefore, the Department needs to provide a higher salaries 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 retiree, as well as providing an appropriate hire rate for newly placed retired officers.

36. JOHN H. CROMWELL	Annual Salary	\$ 90,000.00 (Not-to-exceed)
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Account: 1001-000000-2041-776700-601001

Mr. Cromwell, retiree, will work as a Contract Services Specialist I. He will train new recruits and veteran officers in Use of Force policies, strategies and techniques provide expert training in the areas of force, defensive tactics, firearms training, less lethal, and de-escalation techniques. Mr. Cromwell will review all Use of Force policies and lesson plans for consistency, recommend and ensure promising

AGENDA

BOARD OF ESTIMATES

12/12/2018

PERSONNEL

Hourly Rate

Amount

Police Department - cont'd

practices are being taught, and draft new training curriculum based on professional policing developments. In addition, he will testify at all court levels as a Use of Force expert, develop strategic plans for future training building upon current Use of Force and de-escalation techniques, and review Use of Force reports to determine training needs for the Department. The Department is requesting a waiver of the AM 212-1, Part I, pertaining to the rate of pay and the work hours. The period of the agreement is effective upon Board approval for one year.

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

Account: 5000-588518-2021-212900-601009

Ms. Boggan-Camara will continue to work as a Contract Services Specialist II. She will provide crisis counseling, safety and resource identification to adult victims of domestic violence, and assist victims with obtaining protective orders. Ms. Boggan-Camara will accompany detectives to the homes of victims, assist victims with proceeding through the court system, maintain information in the domestic violence database, serve as a liaison between victims and law enforcement, and assist victims through the protective order process. In addition, she will obtain emergency shelter and housing, list and update shelter names, contact information, policies and procedures for acceptance to shelters for domestic violence victims. The period of the agreement is March 28, 2019 through March 27, 2020.

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

The period of the agreement is March 28, 2019 through March 27, 2020.

AGENDA

BOARD OF ESTIMATES

12/12/2018

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Police Department - cont'd</u>		
39. MAGGIE J. CROOK	\$21.63	\$ 45,000.00

The period of the agreement is April 25, 2019 through April 25, 2020.

Account: 1001-000000-2041-744200-601009

Mses. Burleson and Crook will each continue to work as a Contract Services Specialist II. They will create electronic case folders of arrest and traffic violations made by the Baltimore Police Department members to prepare as evidence for criminal prosecution, review body worn camera footage for policy compliance, and categorize body worn camera videos. Mses. Burleson and Crook will respond to requests from both the State's Attorney's Office as well as the Maryland Public Information Act, submit audit reports of body worn camera footage reviews to supervisory staff, report potential misconduct to supervisory staff from body worn camera footage for further review, and maintain statistics on job performance.

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.

Department of Public Works (DPW)

40. Reclassify the following vacant position:

From: Contract Administrator I
Job Code: 72411
Grade: 085 (\$38,926.00 - \$46,904.00)
Position No.: 48376

AGENDA

BOARD OF ESTIMATES

12/12/2018

PERSONNEL

DPW - cont'd

Hourly Rate

Amount

To: Procurement Supervisor
Job Code: 33525
Grade: 936 (\$80,735.00 - \$129,114.00)

Cost: \$54,824.00 - 2070-000000-5501-393000-601001

This request is due to organizational restructuring to improve operational efficiency and streamline efforts across functional areas within the Procurement Section.

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

41. Classify the following new position:

From: New Position
Job Code: 90000
Grade: 900 (\$1.00 - \$204,000.00)
Position No.: 50013

To: Executive Assistant
Job Code: 10083
Grade: 904 (\$47,858.00 - \$76,573.00)

Cost: \$71,311.00 - 2071-000000-5521-609000-601001

This request is provide executive administrative support to the Deputy Director due to organizational restructuring to improve operational efficiency and streamline efforts across functional areas within the DPW.

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

12/12/2018

PERSONNEL

Department of Recreation and Parks (R&P)

	<u>Hourly Rate</u>	<u>Amount</u>
42. MONICA FRENCH	\$24.00	\$32,400.00

Account: 6000-680518-4792-658800-601009

Ms. French will work as a Contract Services Specialist II. She will direct and lead support staff including teachers, interns and volunteers in understanding and implementing nature-based practices in Baltimore City and lead trainings for other educators on nature-based practice and educational methods and content. She will enroll children and their families in Carrie Murray Nature Center's Wildhaven Forest Immersion Program for pre-school age children, design classroom spaces and curriculum for children ages 3-5 years old, conduct interviews and assist in making hiring decisions with the preschool programs. In addition, she will lead groups of preschoolers on hikes, ensure their safety and foster respect for the natural landscape, order supplies and equipment, and maintain records and writes reports. This is the same hourly rate as in the previous contract period. The period of the agreement is effective upon Board approval for one year.

43. BRYANT E. SMITH	\$26.01	\$49,575.06
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Account: 1001-000000-4783-583800-601009

Mr. Smith will continue to work as a Contract Services Specialist II. He will inspect proposed tree planting locations; participate in the development of a comprehensive long-range tree management plan, oversee contractors work, and assist with updating newly planted tree inventory. This is a 2% increase in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.

AGENDA

BOARD OF ESTIMATES

12/12/2018

PERSONNEL

Department of Recreation and Parks (R&P)

	<u>Hourly Rate</u>	<u>Amount</u>
44. WALLACE R. STEPHENSON	\$46.61	\$88,838.66

Account: 1001-000000-4803-371400-601009

Mr. Stephenson will continue to work as a Contract Services Specialist II. He will prioritize building maintenance projects, distribute maintenance projects to custodial services/building maintenance staff and contractors, ensure communication and coordination among all parties. In addition, he will conduct oversight of projects from start to finish including meeting initially with contractors and evaluate work to assure satisfactory completion, inspect and approve final work product. He will negotiate, direct and coordinate trades work, process all bids and requirements in accordance with fiscal policies and procedures, and track and account for job performance. This is a 2% increase in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.

45. STEPHANIE PARHAM BROWN	\$37.86	\$19,687.20
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Account: 5000-577718-4781-363930-601009

Ms. Parham-Brown, retiree, will continue to work as a Contract Services Specialist I. She will prepare and review fiscal reports for submission to the Federal and State governments for verification and proper documentation, and monitor the Department's capital expenditures for correctness to resolve errors and other discrepancies. Ms. Parham-Brown will also prepare monthly financial reports for various capital projects, audit financial and accounting records with State

AGENDA

BOARD OF ESTIMATES

12/12/2018

PERSONNEL

Department of Recreation and Parks (R&P)

Hourly Rate

Amount

and City Auditors to verify Departmental accounts and to ensure compliance with City accounting and fiscal standards, and design and maintain a database of all State-funded Program Open Space grants. In addition, she will ensure the accuracy between budget appropriation and funding sources and act as a liaison to the City's Department of Finance, Office of Capital Accounting, Risk Management, and various State agencies. This is the same hourly rate as in the previous contract period. The period of the agreement is effective upon Board approval or November 25, 2018 for one year.

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

46. **LAWRENCE A. WYNTER** \$26.70 **\$50,890.20**

Account: 1001-000000-4783-583800-601009

Mr. Wynter will continue to work as a Contract Services Specialist II. He will perform onsite inspection of trees, documenting City tree maintenance, contractor's performance and billing, represent Forestry Division in ensuring International Society of Arboriculture's best management practices for pruning, planting, root zone protection, cabling and lighting protections and representing the arborist at various meetings. Mr. Wynter will provide occasional assistance for Baltimore's Proactive Pruning Project, provide inspection and work direction to crews during times of emergency callback and/or standby basis. This is a 2% increase in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.

AGENDA

BOARD OF ESTIMATES

12/12/2018

PERSONNEL

Department of Recreation and Parks (R&P)

	<u>Hourly Rate</u>	<u>Amount</u>
47. ASHLEY A. BOWERS	\$33.84	\$64,499.04

Account: 1001-000000-4783-583800-603009

Ms. Bowers will continue to work as a Contract Services Specialist II. She will produce analytical reports in advance of or in response to land development, management practices, and urban ecological adaptation. Ms. Bowers will brief the City and Department on analytical conclusions during contract development and negotiations, evaluate external reports and appraisals to verify methodology and to determine accuracy, propose improvements to the City policy and regulations to protect the City's ecosystem services, set and manage strict protocol for Vegetation Management on City land to preserve high quality natural areas. She will also conduct research to ensure best management practices are employed during design, planning, installation, and restoration on City land, enforce policy, regulation and contract agreements via site consultations, pre-construction meeting participation, and project record maintenance. In addition, she will plan, develop, implement and provide oversight for invasive vegetation management and reforestation and native plant restoration projects. She will use GIS software for basic analysis and mapping needs to survey natural resources, and to identify areas for preservation, protection, and reforestation. Other duties include development of education outreach, academic internships and volunteer training in restoration techniques and natural resource practices. She is responsible for estimates of costs and resources needed to accomplish project objectives, and proceed with procurement actions through the Department's fiscal office. She will work with the Resource Development Director to elicit community and grant funding for park restoration and conservation projects, assist with the preparation of grant proposals, and work with grant administration staff to manage expenditure of grant funds and contributions. This is a 17% increase in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.

AGENDA

BOARD OF ESTIMATES

12/12/2018

PERSONNEL

Department of Recreation and Parks (R&P)

	<u>Hourly Rate</u>	<u>Amount</u>
48. TANIRA MCCLURKIN	\$22.94	\$43,723.64

Account: 1001-000000-4791-576400-601009

Ms. McClurkin will continue to work as a Contract Services Specialist II. She will organize, plan, and attend meetings, organize events and booking transportation, assist with keeping personnel records up-to-date, manage a range of office responsibilities such as ordering supplies, preparing letters and correspondence and reports using a range of software packages. This is a 2% increase in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.

State's Attorney Office

49. MATTHEW GALEY	\$20.41	\$38,926.00
50. ELIZABETH BARRY	\$20.41	\$38,926.00
51. SHIVANI SHAH	\$20.41	\$38,926.00
52. LASHA CURRY	\$20.41	\$38,926.00
53. LISA CARRERA	\$20.41	\$38,926.00
54. JALEN SANDERS	\$20.41	\$38,926.00

Account: 1001-000000-1150-118000-601009

These individuals will continue to work as Contract Service Specialist II. Their duties will include, but are not limited to reviewing cases involving the Gun Trace Task Force, reviewing police reports, charges and case details, collecting documents for

PERSONNEL

State's Attorney Office

review by the Assistant State's Attorneys to determine if the conviction was tainted and use various software programs JIS, LIMS, Arrestviewer to gather documents for review of case. The period of the agreement is effective upon Board approval for six months.

55. Reclassify the following filled position:

From: Senior Paralegal SAO
Job Code: 01905
Grade: 090 (\$47,604.00 - \$57,857.00)
Position No.: 46243

To: HR Generalist II
Job Code: 07395
Grade: 923 (\$68,655.00 - \$97,277.00)

Cost: \$4,197.00 - 1001-000000-1151-117900-601001

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

56. Reclassify the following filled position:

From: Law Clerk SAO
Job Code: 01975
Grade: 085 (\$38,926.00 - \$46,904.00)
Position No.: 51608

To: Community Coordinator
Job Code: 01973
Grade: 090 (\$47,604.00 - \$57,857.00)

Cost: \$21,411.00 - 1001-000000-1151-777800-601001

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

12/12/2018

PERSONNEL

Department of Transportation

57. Reclassify the following position:

From: Public Relations Supervisor
Job Code: 33415
Grade: 931 (\$73,868.00 - \$118,085.00)
Position No.: 47026

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

Cost: \$19,804.00 - 1001-000000-2301-749600-601001

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

58. Reclassify the following filled position:

From: Liaison Officer II
Job Code: 31422
Grade: 093 (\$54,044.00 - \$65,897.00)
Position No.: 48510

To: Operations Officer I
Job Code: 31109
Grade: 923 (\$60,655.00 - \$97,277.00)

Cost: \$10,376.00 - 1001-000000-2301-749600-601001

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

12/12/2018

PERSONNEL

Department of Transportation - cont'd

59. Reclassify the following vacant position:

From: Operations Officer IV
Job Code: 00088
Grade: 931 (\$73,868.00 - \$118,085.00)
Position No.: 40307

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

Cost: \$8,995.00 - 2076-000000-2351-256200-601001

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

60. **JEANNE ROBINSON** \$45.17 **\$ 54,201.08**

Account: 1001-000000-2391-251900-601009

Ms. Robinson, retiree, will continue to work as a Contract Services Specialist I. She will provide traffic incident data analysis for the Automated Traffic Violation Enforcement System [ATVES] Program and perform data analysis and management of data related to vehicular, pedestrian, and bicyclist accidents in preparation for intersection and corridor improvements and safety studies. Ms. Robinson will also prepare and present transportation related data in usable formats for utilization by management for decision-making and develop data driver improvements. In addition, she will use these developed lines of analysis to advise decision makers regarding opportunities to improve the quality and effectiveness of municipal services and perform other related duties as requested by the Chief of the ATVES. This is a 2% decrease 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

12/12/2018

Department of Transportation - Minor Privilege Permit Application

The Board is requested to approve the following application for a Minor Privilege Permit. The application is 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. 1440 S. Charles Street	Steven K. Paulsen	Closed areaway 3' x 4'
Annual Charge - \$50.40		

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

Baltimore Development - Land Disposition Agreement
Corporation (BDC)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement (LDA) with Zahlco Development, LLC, Developer, for the City-owned properties located at 300 - 304 W. Franklin Street and 506 N. Howard Street.

AMOUNT OF MONEY AND SOURCE:

\$400,000.00 - Purchase price

BACKGROUND/EXPLANATION:

The Developer will purchase the property for \$400,000.00, with \$260,000.00 due in cash at settlement and the remainder to be paid in the form of a Purchase Money Mortgage. The Developer will be entitled to a credit not to exceed \$140,000.00 against the principal of the mortgage for any costs expended to address subsurface conditions.

On February 28, 2018, the BDC issued a Request for Proposals (RFP) for the City-owned properties located at 300-304 W. Franklin Street & 506 N. Howard Street, the RFP closed 60 days later on April 30, 2018. The intent of the RFP is to facilitate the restoration of the historic Mayfair Theatre and the redevelopment of the site in a fashion that fits the surrounding community character.

The BDC received two responsive proposals and selected Zahlco Development, LLC to acquire and redevelop the properties. The project will include the rehabilitation and expansion of the Mayfair Theatre, construction of a 40-unit apartment building, and construction of a retail building.

BDC - cont'd

STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE PRICE DETERMINED BY THE APPRAISAL:

The properties were valued pursuant to the Appraisal Policy of Baltimore City through an appraisal. The appraisal was conducted by Concord Appraisal Co., Inc. on March 26, 2018. The market value for 300 - 304 W. Franklin Street and 506 N. Howard Street is \$700,000.00. The total purchase price is \$400,000.00 with a credit not-to-exceed \$140,000.00 for expenses related to addressing subsurface conditions. The property is being sold to the Developer below the appraised value for the following reasons:

- the sale and redevelopment of the property will result in the rehabilitation of a historic City landmark,
- it will eliminate blight by turning long-time underutilized property to a productive development, and
- the project has a specific economic benefit that will return the property to the tax rolls, add additional value to the tax base, and add multiple new businesses and jobs to the neighborhood.

MBE/WBE PARTICIPATION:

The Developer has signed the Commitment to Comply with the Minority and Women's Business Enterprise goals.

(The Land Disposition 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 pages:

40 - 42

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

12/12/2018

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Parking Authority of Baltimore City (PABC)</u>		
1. \$ 510,000.00	9965-935006-9581	9965-938006-9580
Parking Facilities Funds	Garage Cameras & Security Equip.	Garage Cameras & Security Equip.

To install HD camera video surveillance and recording systems, which will allow for authorized users to remotely view live or recorded video for PABC Headquarters office and the following garages: Arena Garage, Baltimore Street Garage, Caroline Street Garage, Fleet & Eden Garage, Franklin Street Garage, Lexington Street Garage, Little Italy Garage, Marina Garage, Market Center Garage, Penn Station Garage, St. Paul Garage, and West Street Garage.

Baltimore Development Corporation

2. \$1,125,455.55	9910-910063-9600	9910-905360-9601
1 st Community Economic Dev. Fund	Construction Reserve (Lexington Market)	Lexington Market Improvements

This transfer will provide funds to Lexington Market, Inc. for reimbursement of construction/architectural designs, construction details, determining structural viability, schematics, site surveys, subsurface exploration, massing studies associated with the renovations and upgrades at Lexington Market.

3. \$2,000,000.00	9910-910024-9600	9910-903362-9601
General Fund	Construction Reserve Public Markets	Public Market Improvements

AGENDA

BOARD OF ESTIMATES

12/12/2018

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>BDC - cont'd</u>		
354,847.21 24 th EDF	9910-910024-9600 Construction Reserve Public Markets	9901-903362-9601 Public Market Improvements
350,000.00 1 st Comm. EDF	9910-910024-9600 Construction Reserve Public Markets	9910-903362-9601 Public Market Improvements
500,000.00 2 nd Comm. EDF	9910-910024-9600 Construction Reserve Public Markets	9910-903362-9601 Public Market Improvements

\$3,204,847.21

This transfer will provide funds to Baltimore Public Markets Corporation to assist in various upgrades and improvements to Broadway, Hollins and the Northeast Markets. The repairs/improvements to these Baltimore City Public markets include: exterior painting, electrical/mechanical works, and plumbing repairs.

4. \$ 30,509.20 General Fund	9910-925013-9600 Construction Reserve Façade Improvements	9910-937013-9601 Façade Improvements
469,490.80 2 nd Comm. EDF	9910-925013-9600 Construction Reserve Façade Improvements	9901-937013-9601 Façade Improvements

\$500,000.00

AGENDA

BOARD OF ESTIMATES

12/12/2018

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>BDC</u> - cont'd		
<p>This transfer will provide funding to continue the Baltimore Development Corporation Façade Improvement Grant Program within Citywide commercial districts. The goal of the program is to aesthetically improve the look of business districts while making revitalization efforts affordable and creative to small business owners.</p>		
<u>Department of Housing and Community Development</u>		
5. \$ 75,000.00 CDBG 43	9998-910985-9587 Housing Develop- ment	9998-908722-9593 Franciscan Center
<p>This transfer will provide funding to assist with the repairs to the roof of the Franciscan Center.</p>		
6. \$ 51,999.00 29 th Comm. Dev.	9910-995001-9587 Unallocated Reserve HCD	
20,001.00 <u>30th Comm. Dev.</u>	9910-905152-9588 Green Open Space	
\$72,000.00	-----	9910-909175-9588 Marie Briscoe Park BCRP

These funds are to resurface two basketball courts at Marie Briscoe Park. The resurfacing will allow residents to better enjoy Marie Briscoe Park.

AGENDA

BOARD OF ESTIMATES

12/12/2018

Bureau of the Budget and Management Research (BBMR) - Grant Award/AAO #22 Acceptance of Memorandum Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Memorandum of Understanding (MOU) with Natural Resource Defense Council, Inc. (NRDC). The period of the MOU is effective upon Board approval through October 31, 2019.

AMOUNT OF MONEY AND SOURCE:

\$258,000.00

The appropriation will be placed in detailed fund number: 608319.

BACKGROUND/EXPLANATION:

The MOU defines the roles and expectation for the Grant Award from the NRDC to the Department of Planning for the Food Matters Projects.

The Food Matters Project is a partnership between the NRDC and the City to integrate strategies to advance food waste prevention, surplus food resources, and recycling of food scraps.

The NRDC will provide the City with financial resources to devote staff time to the issue of food waste, considerable technical assistance from a team of experts, and other resources to accomplish agreed upon goals. Funding is provided by the Rockefeller Foundation and administered through the NRDC.

MBE/WBE PARTICIPATION:

N/A

AGENDA

BOARD OF ESTIMATES

12/12/2018

BBMR - cont'd

APPROVED FOR FUNDS BY FINANCE

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

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

Bureau of the Budget Management - Non-Construction Consultant
Research Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Non-Construction Consultant Agreement (Agreement) with Ernst & Young LLP, Contractor. The Agreement is effective upon Board approval for 36 months, unless terminated earlier in accordance with the Agreement.

AMOUNT OF MONEY AND SOURCE:

\$1,250,000.00 - 1001-000000-1220-146000-603018

BACKGROUND/EXPLANATION:

This Agreement will allow for the Consultant to provide professional advisory services to the City in order to continue implementing recommendations developed under the City's Ten Year Financial Plan. Including developing new initiatives, conducting management analysis of options to improve the City's fiscal sustainability, provide tax policy advisory services, and research economic analysis.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

Bureau of the Budget and - Grant Award and Appropriation
Management Research (BBMR) Adjustment Order No. 27

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of a Grant Award to the Department of Recreation and Parks from the National Park Foundation for Every Kid in a Park Foundation. The period of the Grant Award is effective upon Board approval through August 31, 2019.

The Board is further requested to approve the Appropriation Adjustment Order to transfer Special Funds unallocated appropriation from Service 648: Community Recreation Centers to Service 653: Park Programs.

AMOUNT OF MONEY AND SOURCE:

\$22,000.00 - From: 6000-600019-4803-676700-607004
 Service 648: Community Recreation Centers

To: 6000-600018-4731-676700-607004
 Service 653: Park Programs

BACKGROUND/EXPLANATION:

The goal for Every Kid in a Park Foundation Focus Grant program is to support the federal youth initiative, Every Kid in a Park, by raising local community awareness of the importance of connecting kids to the outdoors, providing transportation to support the 4th grade students and their teachers in visiting our national parks and other federal public lands, and engaging the youth in meaningful activities once there.

Gwynns Falls/Leakin Park is part of the Baltimore National Heritage Area and qualifies the Department of Recreation and Parks to serve 4th grade age children from schools and recreation centers with this funding. Once in these places, a world of learning begins as young people discover their natural, cultural, and historical heritage.

MBE/WBE PARTICIPATION:

N/A

AGENDA

BOARD OF ESTIMATES

12/12/2018

BBMR - cont'd

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 have been approved
by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

12/12/2018

Bureau of the Budget and - Grant Award and Appropriation
Management Research Adjustment Order (AAO) No. 31

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Grant Award from the National League of Cities. The period of the Grant Award is March 1, 2018 through December 31, 2018.

The Board is further requested to approve AAO No. 31 to transfer Special Funds within the Baltimore City Health Department from Service 715: to Service 308: Maternal and Child Health.

AMOUNT OF MONEY AND SOURCE:

\$25,000.00 - From: 6000-600019 (Service 715)
Administration

To: 6000-608219 (Service 308)
Maternal and Child Health

BACKGROUND/EXPLANATION:

Approval of the Grant Award and the AAO will allow the Health Department to establish a local team or activate an existing team consisting of City and community leaders to lead and coordinate local activities related to implementing Prenatal to Age 3 (PN-3) strategies.

The Grant Award is late because of delays in the administrative process.

AGENDA

BOARD OF ESTIMATES

12/12/2018

BBMR - cont'd

MBE/WBE PARTICIPATION:

N/A

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 have been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

12/12/2018

Police Department - Professional Services Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve Professional Services Agreement with Forensic & Law Enforcement Services LLC for professional psychological services for pre-employment screening evaluations. The period of the agreement is one year thereafter with two additional one-year renewal options.

AMOUNT OF MONEY AND SOURCE:

\$75,000.00 - 1001-000000-2003-195500-603018

BACKGROUND/EXPLANATION:

BPD requires professional psychological services for pre-employment screening evaluations that are critical to its efforts to recruit and retain police officers and civilian personnel to fulfill its mission to provide for the safety and well-being of the Baltimore City Community. The Vendor has expertise in the provision of these services and in the past has provided these services to other law enforcement agencies in the Baltimore metropolitan area. The Vendor will provide these services on a non-exclusive basis.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

Health Department - Agreements

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

1. THE JOHNS HOPKINS UNIVERSITY \$139,708.00

Account: 5000-569719-3023-273398-603051

Johns Hopkins University Harriet Lane Center (HLC) is a primary care community-based clinic on the City's eastside that has been serving children, youth and their families since 1912. The HLC will be one of the primary providers for Pre-exposure Prophylaxis (PrEP) to young Men who have Sex with Men and the Transgender community. The HLC will participate with the REACH Institute in providing training on best practices for providing PrEP, and hire peer navigators to assist clients in accessing PrEP, when appropriate, and ensuring the obstacles to care are overcome. The HLC will participate in quarterly meetings that elucidate best practices and ensure dissemination of best practices among the members of the collaborative.

The agreement is late because budget revisions delayed processing.

MWBOO GRANTED A WAIVER.

2. GARRISON ESTATES ASSISTED LIVING, LLC \$ 15,600.00

Account: 5000-534019-3254-767800-607001

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

Health Department - cont'd

The agreement is late because the Department was waiting on information and signature from the Provider.

3. **BALTIMORE COUNTY MARYLAND, DEPARTMENT OF AGING** **\$20,000.00**

Account: 4000-433518-3024-268400-603007

The BCHD is requesting the Board to approve a sponsorship agreement with the Baltimore County Maryland, Department of Aging for sponsorship of the annual edition of the Baltimore County Maryland, Department of Aging Regional Community Resource Directory.

This will allow the BCHD Office of Aging and Care Services to include sponsors in the annual edition for 2019 of the Baltimore County Department of Aging Regional Community Resource Directory. The period of the agreement is September 1, 2018 through August 31, 2019.

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Transportation - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement with Energy Systems Group, LLC (ESG). The period of the Agreement is effective upon Board approval and execution of the Phase II Agreement by all required signatories, and will continue until the completion of the listed scope of work.

AMOUNT OF MONEY AND SOURCE:

\$2,422,000.00 - Master Lease and Energy Savings

BACKGROUND/EXPLANATION:

On June 13, 2018, the Board approved the Phase I Energy Performance Agreement with ESG to perform comprehensive energy efficiency and guaranteed savings program.

The ESG's report and proposal for Phase I of the Energy Performance Agreement was acceptable to the City and now the City wishes to enter into an agreement for the Phase II Energy Performance Contracting Project. The ESG will oversee the conversion of street lights from existing fixtures to LED. They will also provide project management and other services as may be set forth to reduce the City's energy consumption and maintenance costs on street lights throughout the City as listed in the scope of work. The scope of work includes a collaborative and comprehensive program for systemic conversion of street lights from existing fixtures to LED located on the East Side of Baltimore City.

The City is now requesting to retain the ESG to complete the installation and to provide project management and other services for the B'More Bright Street Lighting Conversion Project.

The project will be financed by the City through a Master Lease Agreement Loan that was approved by the Board of Estimated on May 16, 2018 and to be provided by the Department of Finance, Bureau of Treasury Management.

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Transportation - cont'd

Annual loan payments will be made by the City utilizing funds that will be saved by the reduction of energy consumption through implementing the scope as proposed by the ESG.

MBE PARTICIPATION:

MBE GOAL: 20%

WBE GOAL: 8%

MBE: Hunt Consulting, LLC	\$484,400.00	20%
WBE: Shantech Electric, Inc.	\$121,500.00	5%
Chesapeake Environmental Management, Inc.	<u>73,500.00</u>	<u>3%</u>
	\$195,000.00	8%

MWBOO FOUND VENDOR IN COMPLIANCE.

AGENDA

BOARD OF ESTIMATES

12/12/2018

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

The Board is requested to approve and authorize execution of the various Full and Partial Release of Retainage Agreements with the following contractors:

	<u>Contractor</u>	<u>Contract No.</u>	<u>Amount</u>
1.	MONUMENTAL PAVING & EXCAVATING, INC.	ERC 4019RR	\$ 50,991.82

Account: 9958-903351-9525-000000-200001

As of October 5, 2017, Monumental Paving & Excavating, Inc. has completed 100% of all work for Environmental Restoration Contract 4019RR, East Stony Run Stream Restoration. The contractor has requested a Partial Release of Retainage in the amount of \$50,991.82. Currently, the City is holding \$52,991.82 in retainage for the referenced project and the contractor is requesting to reduce the amount of retainage to \$2,000.00. The remaining \$2,000.00 is sufficient to protect the interest of the City.

2.	J. FLETCHER CREAMER AND SON, INC.	WC 1240	\$240,873.50
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Account: 9960-905658-9557-000000-200001

As of January 1, 2016, J. Fletcher Creamer & Sons, Inc. has completed 100% of all work for WC 1240, Meter Setting Installations and Water Main Replacement at Various Locations. The contractor has requested a Full Release of Retainage in the amount of \$240,873.50. Currently, the City is holding \$240,873.50 in retainage for the referenced project and the contractor is requesting to reduce the amount of retainage to \$0.00.

AGENDA

BOARD OF ESTIMATES

12/12/2018

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Public Works - Collaborative Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Collaborative Agreement with the United States Department of the Interior, United States Geological Survey. The period of the Agreement is October 01, 2018 through September 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$129,500.00	-	2071-000000-5181-399800-603026	(Water Utility)
58,115.00	-	2072-000000-5181-613200-603026	(Storm Water Utility)
<u>11,670.00</u>	-	<u>2071-000000-5521-632620-603026</u>	<u>(Water Utility)</u>
\$199,285.00			

BACKGROUND/EXPLANATION:

This Collaborative Agreement will allow the City and the United States Geological Survey (USGS) to continue operation and maintenance of continuous-record streamflow-gauging stations for 13 flow gauging stations from October 01, 2018 to September 30, 2019.

The stations are located within the Prettyboy, Loch Raven and Liberty Reservoir Watersheds and Herring Run, Moores Run and Jones Falls in Baltimore City. The USGS will also operate and maintain continuous water quality probes at the six stations. Because the USGS's fiscal year does not align with the City's fiscal year, payments will need to be made over 2 fiscal years.

The USGS has been under contract to operate the City's Reservoir Stream Gauging Network since 1982. The data collected is used to estimate pollutant loadings and flow to the reservoirs and is vital to the City's Reservoir Management Program. The Moores Run Station is required under the National Pollution Discharge Elimination System Permit program and has been in service since 1995.

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Public Works - cont'd

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Public Works - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Memorandum of Understanding with Chesapeake Bay Trust. The Memorandum of Understanding is effective upon Board approval for 24 months.

AMOUNT OF MONEY AND SOURCE:

\$200,000.00 - 2072-000000-5181-389700-603026

BACKGROUND/EXPLANATION:

Fiscal Year 2019 will be the fourth year the Department has partnered with Chesapeake Bay Trust to provide funding to community-based education, outreach, and restoration projects that improve water quality, create greener neighborhoods and help the City meet its Municipal Separate Storm Sewer System (MS4) Permit.

The Department will provide \$200,000.00 towards the Outreach and Restoration grant program for city specific projects that address awareness and behavior change to reduce stormwater runoff as well as stormwater retrofit projects.

Chesapeake Bay Trust will match the City's funds with no less than \$100,000.00 of its own money for a total program amount of no less than \$300,000.00.

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Public Works/Bureau - Agreement
of Water and Wastewater

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement with Baltimore City Community College (BCCC). The period of the Agreement is September 10, 2018 through November 26, 2018.

AMOUNT OF MONEY AND SOURCE:

\$38,500.00 - 2070-000000-5501-393100-603020

BACKGROUND/EXPLANATION:

The Baltimore City Joint Apprenticeship Program requires that apprentices assigned to the Waste Water Treatment Plants of Baltimore City be provided with 144 hours of classroom instruction for each year of the three years that they are employed to successfully complete the Waste Water Treatment Technician Apprenticeship Program. The training provided by the BCCC is for Professional Services.

The BCCC has provided a custom curriculum that enables these employees to be exposed to the technical requirements of the certification process as it relates to the actual work environment of the water industry. The BCCC has provided previous training for the City.

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

12/12/2018

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Holy Faith Church, Developer, for the sale of the City-owned properties located at 505 and 507 N. Gilmore Street.

AMOUNT OF MONEY AND SOURCE:

\$ 500.00 - 505 Gilmore Street
500.00 - 507 Gilmore Street
\$1,000.00

BACKGROUND/EXPLANATION:

The Developer intends to use the lots as a green space. It intends to have them cleaned and well-maintained. The Developer currently owns the property at 501-503 N. Gilmore Street, which is adjacent to the lots to be purchased and also located in the same neighborhood.

The City may dispose of the property by virtue of Article II, Section 15 of the Baltimore City Charter (2010 Edition); Article 28, Subtitle 15 of the Baltimore City Code (2010 Edition).

The properties were Journalized and approved on January 13, 2014.

STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE ASSESSED VALUE:

Pursuant to the Appraisal Policy of Baltimore City, properties assessed below \$2,500.00 by the State Department of Assessments and Taxation do not have to be appraised for value. Each lot is assessed at \$1,000.00 and each will be sold for the amount of \$500.00.

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Housing and - cont'd
Community Development

The lots will be sold to the Developer, below the assessed value because of the following reasons:

- the sale will help to promote a specific benefit to the immediate community, and
- the sale will help to eliminate blight from the neighborhood.

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Ms. Hannah Christopher, Developer, for the sale of the City-owned property located at 503 N. Stricker Street (Block 0124, Lot 052).

AMOUNT OF MONEY AND SOURCE:

\$3,250.00 - Purchase price

BACKGROUND/EXPLANATION:

The City will convey all of its right, title, and interest in 503 N. Stricker Street to Ms. Christopher for the price of \$3,250.00, which will be paid at the time of settlement. She will be using private funds.

The project will involve the improvement of the vacant lot into a fenced green space in the Harlem Park neighborhood.

The authority to sell the property located at 503 N. Stricker Street comes from the Urban Renewal Plan for Harlem Park Project II, originally approved by the Mayor and City Council of Baltimore (City) by Ordinance No. 419, dated July 6, 1960; being periodically updated and approved by the City most recently as Ordinance No. 10-264, dated March 24, 2010.

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

Pursuant to the Waiver Valuation Policy, the Department has determined the property located at 503 N. Stricker Street to be valued at \$6,500.00. The property is being sold for \$3,250.00.

DHCD - cont'd

The property will be sold below the Waiver valuation price for the following reasons:

- the sale will be a specific benefit to the immediate community,
- the sale will eliminate of blight, and
- the sale will provide economic development.

MBE/WBE PARTICIPATION:

The Developer will purchase this property for a price that is less than \$50,000.00 and will receive no City funds or incentives for the purchase or rehabilitation; therefore, MBE/WBE is not applicable.

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Housing and - Second Amendment to Land Disposition
Community Development Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Second Amendment to the Land Disposition Agreement (LDA) with 2101 East Biddle, LLC, Developer, for the sale of the City-owned property located at 2101 East Biddle Street.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The City entered into an LDA dated April 26, 2017 with 2101 East Biddle, LLC, for the sale of 2101 E. Biddle Street. The property was deeded to the Developer on August 17, 2017 and recorded among the Land Records of Baltimore City in Liber MB 19797, folio 205.

The authority to sell 2101 E. Biddle Street was within the Middle East Urban Renewal Plan. The City conveyed all of its right, title, and interest in 2101 E. Biddle Street to 2101 East Biddle, LLC for \$200,000.00 which was paid with a \$20,000.00 down payment and a \$180,000.00 Purchase Money Deed of Trust dated December 28, 2017 and recorded among the Land Records of Baltimore City in Liber MB 19797, Folio 210. The subordination of the City's Purchase Money Deed of Trust, which is still intended to be released upon closing of the construction financing in favor of a new confessed judgment note, will require no new money.

The project will still be funded with Historic Tax Credits and other public and private funds. This Second Amendment to the LDA subordinates the Purchase Money Deed of Trust dated December 28, 2017 between the Developer and the City to a Deed of Trust, Assignment, and Security Agreement between the Developer and CCN Agency Primus, LLC d/b/a Continental Title Group, Trustee, for the benefit of Octagon Credit Partners LP dated July 17, 2018.

DHCD - cont'd

The Developer has provided the City with an Estoppel Agreement from its interim lender indicating that the interim loan is current, and Developer is in compliance with all of the provisions of the interim loan agreement.

The subordination of the Purchase Money Deed of Trust to the Developer's interim financing will allow the Developer immediate access to the \$180,000.00 that the interim lender has escrowed. This money will be used by the Developer to pay for architecture and other site design and hasten the development of parking for the project's planned tenants. With the Board's approval, the City will accommodate the Developer's request and help the Developer expedite the project's development.

The City will still have a secured interest in the subject property and has negotiated an "Opportunity to Cure" provision to protect this security interest until the agreed release of the City's Purchase Money Deed of Trust.

MBE/WBE PARTICIPATION:

The Developer will continue to comply with all MBE/WBE requirements established in the original LDA.

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Housing and Community Development - Sales and Assumption Agreement and Subordination and Inter-creditor Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve the Sales and Assumption Agreement with respect to the West Lafayette Avenue Apartments development located at 1106 West Lafayette Avenue, an (i) assignment and assumption of membership interests; and (ii) a Subordination and Inter-creditor Agreement. The Board is further requested to authorize the Commissioner of the Department of Housing and Community Development to execute all legal documents to effectuate this transaction after subject to review for form and legal sufficiency and after legal review and sign off by the Department of Law.

AMOUNT OF MONEY AND SOURCE:

No funds are required.

BACKGROUND/EXPLANATION:

On May 7, 2014, the Board approved a \$266,000.00 Community Development Bond Fund loan to an affiliate of Baltimore Community Development, LLC ("Baltimore Community Development"), a Maryland limited liability company whose sole members are Mr. Eugene Poverni and Mr. Jacob Wittenberg. The City Loan was eventually made to 1106 W. Lafayette St., LLC ("the Borrower"), a Maryland limited liability company, whose sole member is currently Baltimore Community Development. The proceeds of the City Loan were used to assist with a portion of the hard construction costs of the West Lafayette Avenue Apartments (the "Development") which were converted in to seven rental units of affordable housing for individuals with incomes at or below 60% of the Area Median Income (the "AMI"), adjusted for family size.

As part of the original project financing, Branch Banking and Trust Company, a North Carolina banking corporation ("BB&T") provided a construction/permanent loan in the amount of \$352,000.00 with a permanent loan period of 60 months with an interest rate of 5%. Monthly principal and interest payments were amortized on a 25 year basis.

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Housing and - cont'd
Community Development

The City Loan is secured by a second deed of trust subordinate only to a first deed of trust held by BB&T. The permanent loan period of the City's loan is 10 years with annual payments of principal and interest to fully amortize the debt from 50% of the surplus cash flow. To date, no payments have been received by the City as the project has not generated any surplus cash flow.

Due to market dynamics, the Borrower has requested to sell the property to another investor: PB&J Management Consulting, LLC ("PB&J Management"), a Maryland limited liability company, whose members are Jeremie and Stephanie Anafack. The principals of PB&J Management have secured a commercial mortgage from Revere Bank in the amount of \$345,000.00 (the "Revere Bank Loan") for a term of 65 months with an interest rate of 5.75%. The conveyance of the Development will occur through an assignment of the membership interests of the Borrower by Baltimore Community Development to and the assumption of such interests by PB&J Management.

An appraisal prepared by Pugh Real Estate Group, LLC determined the "Current Market Value" of the property to be \$470,000. As a condition, precedent to the making of the Revere Bank Loan, Revere Bank is requiring the City execute an agreement subordinating its loan, which the Department respectfully requests to Board's approval. In consideration of this request, the Department will collect a subordination fee in the amount of \$5,000.00 to document this agreement plus thirty percent (30%) percent of the net profit of sale without the seller collecting any amounts of their deferred development fee, which amount is currently estimated to be \$10,000.00.

All other terms and conditions of the original 2014 Board memo contained herein remain in full force and effect.

THE DIRECTOR OF FINANCE HAS REVIEWED AND RECOMMENDS APPROVAL.

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Housing and Community Development - Sales and Assumption Agreement and Subordination and Inter-creditor Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve the Sales and Assumption Agreement with respect to the Dayspring Square Apartments located at 1125 N. Patterson Park Avenue, an (i) assignment and assumption of membership interests; and (ii) a Subordination and Inter-creditor Agreement. The Board is further requested to authorize the Commissioner of the Department of Housing and Community Development to execute all legal documents to effectuate this transaction after subject to review for form and legal sufficiency after legal review and sign off by the Department of Law.

AMOUNT OF MONEY AND SOURCE:

No funds are required.

BACKGROUND/EXPLANATION:

On February 16, 2011, the Board approved a HOME Investment Partnerships Program loan in the amount of \$350,000.00 (the "HOME Loan") to Dayspring Programs, Inc. (the "Borrower"), a Maryland nonprofit corporation, which is a subsidiary of the owner, 1125 North Patterson Park LLC (the "Owner"), a Maryland limited liability corporation. The proceeds of the HOME Loan were used to assist with an historic renovation/restoration of a vacant structure and the construction of a new building on an adjacent lot. Upon completion, the existing building and the new building were converted into a multi-purpose center, a state-of-the-art Head Start Center, offices and program space and 22 affordable rental units of supportive housing.

Proceeds of the HOME loan were used to finance a portion of the hard costs of the construction of the rental units. As part of the original project financing, the Borrower and the Owner utilized a combination of Historic Tax Credits and New Market Tax Credits, grants from various foundations, short-term loans, and a Bond Bill from the State of Maryland to construct the project.

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Housing and - cont'd
Community Development

The HOME Loan has the following terms. Interest accrues at one percent annually and the loan has a maturity of 20 years following construction completion (the "Maturity Date"). No payments of principal or interest were due during the construction period. During the 20 year period following construction completion, payments of interest only are due on a monthly basis. All required payments have been made with respect to the HOME Loan. Principal and interest owed are due at the Maturity Date. The Owner has guaranteed payment of the HOME Loan, and to secure that guaranty, the Owner has subjected the property to an Indemnity Deed of Trust, Assignment of Rents, Regulatory Agreement, and Security Agreement, dated April 7, 2011 (the "IDOT"), which also ensures that the Owner complies with the HOME program rental restrictions and all other requirements of the HOME Loan. The Department of Transportation is subordinate to the deed of trust securing the current senior loan.

In accordance with the 2011 Board Memo, the loan documents require that at the end of the recapture period of the New Market Tax Credits (the "Recapture Period"), the Borrower must continue to have the HOME Loan secured by a lien on the property or other collateral whose value is not less than the outstanding principal and interest on the HOME Loan. The City also agreed that to the extent the Borrower arranges for permanent financing of the Project at the end of the Recapture Period, the payment of the HOME Loan and the terms and conditions, and lien of the City's mortgage, if any, was to have been subordinate to the terms, conditions, and lien of any mortgage securing any component of such permanent financing, and the City agreed to enter into a commercially reasonable subordination agreement with any such permanent lender.

The year 2018 marks the end of the Recapture Period and the Borrower and the Owner are required to refinance the existing senior lender. Sandy Spring Bank has agreed to provide a new mortgage loan in the approximate aggregate amount of \$2,400,000.00 (the "Sandy Spring Loan") to the Borrower to refinance the existing senior loan. The Sandy Spring Loan is expected to have two tranches: a first tranche in the principal amount of \$1,760,000.00 (the "First Tranche") that will accrue interest at a rate of

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Housing and - cont'd
Community Development

approximately 4.74%, will have a term of 15 years and a 25 year amortization schedule, and will be secured by a first priority lien on the development, and a second tranche loan in the approximate amount of \$640,000.00 that will accrue interest at a rate of approximately 5.6%, will have a term of seven years and a seven-year amortization schedule, and will be secured by a second priority lien on the development. The Borrower is not taking out any equity through the new first and second mortgage loans. Both loans will be repayable in monthly installments of principal and interest until maturity of the loans, at which time the entire principal balance, together with accrued but unpaid interest will be due and payable.

An appraisal was prepared for Sandy Spring Bank dated October 2018 by Newmark Knight Frank, Valuation & Advisory with an "As Is Value" of the property to be \$2,200,000.00. Because the City will have a subordinate lien on the property, Sandy Spring Bank is requiring that the City execute an agreement subordinating its loan, which the Department respectfully requests the Board's approval. The Department will collect a \$2,500.00 subordination fee to document this agreement. In addition, the Borrower has requested to change the required interest payments from monthly to yearly (in arrears) as yearly payments are operationally better for the Borrower.

All other terms and conditions of the 2011 Board Memo and the approvals contained herein remain in full force and effect.

THE DIRECTOR OF FINANCE HAS REVIEWED AND RECOMMENDS APPROVAL.

AGENDA

BOARD OF ESTIMATES

12/12/2018

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

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

- 1. **HOUSING AUTHORITY OF BALTIMORE CITY** **\$250,000.00**

Account: 9997-910905-9593-900057-70604

The Housing Authority of Baltimore City will use the funds for the rehabilitation of seven long-term vacant public housing units for re-occupancy for homeless households. The units are located within the Brooklyn and Cherry Hill Homes developments. The agreement is effective upon Board approval for six months.

MWBOO GRANTED A WAVIER

FOR FY 2019, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$0.00, AS FOLLOWS:

MBE: \$0.00

WBE: \$0.00

- 2. **PIGTOWN MAIN STREET, INC.** **\$50,000.00**

Account:	2089-208919-5930-715926-603051	\$ 8,000.00
	2089-208919-5930-715972-603051	\$42,000.00

Pigtown Main Street, Inc. will use the funds to offset the operating costs. Under the terms of the agreement, Pigtown Main Street, Inc. will work to revitalize the Washington Village neighborhood by attracting and retaining businesses and engaging in community sanitation and greening efforts. Pigtown Main Street, Inc. will facilitate economic development in the Washington Boulevard Commercial Business District by providing technical assistance and workshops to new and existing businesses.

AGENDA

BOARD OF ESTIMATES

12/12/2018

DHCD - cont'd

FOR FY 2019, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$88,660.00, AS FOLLOWS:

MBE: \$23,938.20

WBE: \$ 8,866.00

MWBOO GRANTED A WAVIER

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

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

Upon approval of the resolution, the DHCD's Contracts Section began negotiating and processing the CDBG Agreements as outlined in the plan effective July 1, 2018 and beyond. Consequently, these agreements were delayed due to final negotiations and processing.

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.)

AGENDA

BOARD OF ESTIMATES

12/12/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
--------	-----------------	-------------

Bureau of Procurement

- | | | |
|---|---------|---------|
| 1. JESCO INC. | | |
| ALBAN TRACTOR CO., INC. | | |
| POTTS & CALLAHAN, INC. | \$ 0.00 | Renewal |
| Contract No. B50003788 - Heavy Equipment and Operator Rental Services - Department of Public Works - Bureau of Solid Waste - P.O. Nos. P529888, P529889 and P529890 | | |

On December 17, 2014, the Board approved the initial award in the amount of \$1,500,000.00. The award contained three 1-year renewal options. On December 6, 2017, the Board approved the first renewal in the amount of \$0.00. This second renewal in the amount of \$0.00 will enable the Department of Public Works to rent heavy equipment on an as needed basis to operate at the City's landfill. This renewal is for the period December 18, 2018 through December 17, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On October 1, 2014, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

- | | | |
|---|--------------|---------|
| 2. KIDSMART SOFTWARE | | |
| COMPANY | \$ 38,460.00 | Renewal |
| Contract No. 08000 - Kidsmart Software Upgrade, Licenses, Support and Hosting Service - Mayor's Office of Employment Development - Req. No. R808695 | | |

On December 7, 2016, the Board approved the initial award in the amount of \$62,414.35. The award contained four 1-year

AGENDA

BOARD OF ESTIMATES

12/12/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
--------	-----------------	-------------

Bureau of Procurement

renewal options. On December 6, 2017, the Board approved the first renewal in the amount of \$44,556.00. Kidsmart Software Company is the sole provider of the proprietary software, license, upgrade, and support services that is used by case managers for various programs throughout the Mayor's Office of Employment Development. This second renewal in the amount of \$38,460.00 will make the award amount \$145,460.00 and is for the period December 1, 2018 through November 30, 2019, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. This is a sole source renewal for software and support that is only available from the Vendor.

- 3. MOTION INDUSTRIALS, INC.
BEARING DISTRIBUTORS, INC.

\$200,000.00	Increase
--------------	----------

Contract No. B50004815 - Industrial Bearings and Seals - Department of Public Works - P.O. Nos. P538167 and P538168

On January 11, 2017, the Board approved the initial award in the amount of \$100,000.00. The award contained two 1-year renewal options. This increase will enable the Department of Public Works to purchase required seals, bearings, and related accessories for the Back River and Patapsco Plants and the pumping station locations and will make the award amount \$300,000.00. The contract expires on December 31, 2019 with

AGENDA

BOARD OF ESTIMATES

12/12/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
--------	-----------------	-------------

Bureau of Procurement

two 1-year renewal options. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On October 26, 2016, it was determined that no goals would be set because of no opportunity to segment the contract. This contract is for the purchase of the following commodities only: bearings and seals. No services are being provided under this contract.

MWBOO GRANTED A WAIVER.

- | | | |
|---|-----|-----------------------------------|
| 4. WGL ENERGY SERVICES, INC. | N/A | Ratification cooperative Contract |
| Baltimore Regional Cooperative Purchasing Committee (BRCPC) contract P-146- Electric Supply Services Agreement - Department of Public Works - Office of Sustainable Energy - Req. No. P536737 | | |

This is for future energy purchases which will be funded through budgeted monthly utility bill payments.

This contract is to enable a long term hedge purchase of electricity for the BRCPC group as a part of the overall BRCPC electricity procurement plan. The Baltimore County Purchasing Division is the lead jurisdiction for this procurement for BRCPC participating jurisdictions. The period of the ratification is August 24, 2017 through December 5, 2018. The period of the award is December 6, 2018 through August 23, 2019, with seven 1-year renewal options remaining.

AGENDA

BOARD OF ESTIMATES

12/12/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

MBE/WBE PARTICIPATION:

On June 28, 2016, it was determined that no goals would be set because of no opportunity to segment the contract.

- | | | |
|--|--------------|----------------------|
| 5. PREMIER HEALTHCARE ALLIANCE, L.P. | \$700,000.00 | Cooperative Contract |
| US Communities Medical and Pharmacy Program - Fire Department - EMS - Req. No. To be determined. | | |

This U.S. Communities contract with the Vendor will allow for a contract vehicle to meet on-going needs for pharmaceutical products, medical equipment, and medical supplies. This U.S. Communities cooperative contract was competitively bid by the County of Dane, Wisconsin as Contract No. 12151. This contract will enable the City to procure these products at a reduced cost through strategic sourcing that combines volumes and the purchasing power of public agencies nationwide. The period of the award is December 5, 2018 through November 20, 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:

On November 20, 2018, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

12/12/2018

Mayor's Office of Human - Ratification of Amendment
Human Services (MOHS) No. 1 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify the Amendment No. 1 to Agreement with Paul's Place, Inc. The ratification will extend the period of the Amendment No. 1 to Agreement through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$0.00

BACKGROUND/EXPLANATION:

On October 25, 2017, the Board approved the original Agreement in the amount of \$154,408.00 for the period of July 1, 2017 to June 30, 2018. Paul's Place Inc. was awarded funds for homelessness prevention and rapid re-housing assistance to serve 20 homeless individuals or families and 40 households at risk of becoming homeless.

The MOHS requests that the Board ratify the Amendment No. 1 to Agreement to extend the period of the Agreement through June 30, 2019 to allow for continued program operations.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE NO COST TIME EXTENSION.

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

Mayor's Office of Human Services - Provider Agreements

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

1. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$113,500.00**

Account: 5000-529119-3572-767000-603051

Associated Catholic Charities, Inc. will utilize the funds to operate a day resource center for homeless women and their children. Approximately 50 women and children will be served daily.

MWBOO GRANTED A WAIVER.

2. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$ 24,822.00**

Account: 5000-529119-3572-766900-603051

Associated Catholic Charities, Inc. will utilize the funds to provide shelter and support services to approximately 90 homeless men in their Christopher's Place Employment Academy program.

The agreements are late because of a delay in receiving the state grant award notice.

3. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$ 11,719.00**

Account: 5000-529119-3573-765500-603051

Associated Catholic Charities, Inc. will utilize the funds to pay a portion of the cost of resident advocates who link low-income residents of permanent housing in the City of Baltimore to services and help them to remain in their housing. Associated Catholic Charities, Inc. will serve approximately 14 men per year.

The agreement is late because of a delay in receiving the formal grant award notice from the State.

AGENDA

BOARD OF ESTIMATES

12/12/2018

MOHS - cont'd

4. **HELPING UP MISSION, INC.** **\$139,494.34**

Account: 1001-000000-3572-772800-603051

Helping Up Mission, Inc. will utilize the funds to operate a day shelter, the "Transportation HUB Project", serving 60 homeless women while they wait for transportation to emergency overflow shelters for overnight accommodation. The period of the agreement is November 1, 2018 through October 31, 2019.

The agreement is late because of a delay in the administrative follow-up.

MWBOO GRANTED A WAIVER.

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

Mayor's office of Human Services/ - Grant Award Agreements
(MOHS)

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

1. U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT \$ 8,417,340.00

Account: 4000-490819-3571-762400-404001

Under the terms of this agreement, MOHS will use funds to provide low-income persons living with HIV/AIDS and their families housing assistance and related supportive services to prevent clients from becoming homeless. The period of the agreement is July 1, 2018 through June 30, 2021.

The agreement is late because of a delay in receiving the grant agreement from the Federal Government.

2. U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT \$ 1,745.185.00

Account: 4000-407119-3571-765000-404001

Under the terms of this agreement, MOHS has been awarded funds under the Emergency Solutions Grant program. The period of the agreement is July 1, 2018 through June 30, 2020.

The agreement is late because of a delay in receiving the grant agreement from the Federal Government.

3. MARYLAND STATE DEPARTMENT OF HUMAN RESOURCES \$ 10,859,873.47

Account: 5000-585919-1191-719000-405001

Under the terms of this agreement, MOHS will use funds to support administrative services to low-income residents with energy assistance needs. The period of the agreement is July 1, 2018 through June 30, 2019.

AGENDA

BOARD OF ESTIMATES

12/12/2018

Mayor's office of Human Services - cont'd

The agreement is late because of a delay in obtaining the grant award from the Maryland State Department of Human Resources.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

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

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Public Works - Renewal of Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize, the exercise of the option to renew the Agreement with the Waterfront Partnership of Baltimore, Inc. The period of the Renewal Agreement is August 1, 2018 through July 31, 2019, with the option to renew for one additional one-year term.

AMOUNT OF MONEY AND SOURCE:

\$17,090.50 - 2070-000000-5501-397210-603016

BACKGROUND/EXPLANATION:

On September 27, 2017, the Board approved the agreement with the Waterfront Partnership of Baltimore, Inc. to provide cleaning and greening services on the grounds of the Eastern Avenue Pumping Station, which is located just east of the Inner Harbor in downtown Baltimore.

This Renewal Agreement, for the period August 1, 2018 through July 31, 2019, is the first of two, one-year renewal options under the same terms and conditions.

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The exercise of the option to renew the agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

12/12/2018

Employees' Retirement System (ERS) - Disability Hearings
Services Agreements

The Board is requested by the Board of Trustees of the ERS to approve and authorize execution of the Disability Hearings Services Agreements with the following individuals:

	<u>Rate of Pay</u>	<u>Amount</u>
1. JUDY G. SMYLIE	\$700.00 per written decision for which a hear- ing is held \$300.00 per written decision for which no hearing is held	\$20,000.00
2. DEBRA A. THOMAS	\$700.00 per written decision for which a hear- ing is held \$300.00 per written decision for which no hearing is held	\$20,000.00
3. DORENE ROTHMANN	\$700.00 per written decision for which a hear- ing is held \$300.00 per written decision for which no hearing is held	\$20,000.00

AGENDA

BOARD OF ESTIMATES

12/12/2018

ERS - cont'd

	<u>Rate of Pay</u>	<u>Amount</u>
4. DEVEREAUX E. STERRETTE	\$700.00 per written decision for which a hear- ing is held \$300.00 per written decision for which no hearing is held	\$20,000.00
5. STANLEY C. ROGOSIN	\$700.00 per written decision for which a hear- ing is held \$300.00 per written decision for which no hearing is held	\$20,000.00
6. EDWARD G. DANIELS	\$700.00 per written decision for which a hear- ing is held \$300.00 per written decision for which no hearing is held	\$20,000.00

Account: 1001-000000-1220-147500-603026

The above-listed individuals will each work as a Hearing Examiner for the ERS, the Fire & Police Employees' Retirement System (F&P), and the Elected Officials' Retirement System (EOS).

AGENDA

BOARD OF ESTIMATES

12/12/2018

ERS - cont'd

Article 22, §9(p) of the Baltimore City Code, establishes a panel of Hearing Examiners to hear and adjudicate the ERS, F&P, and EOS disability and death benefit cases.

Under §9(p)(2)(iii), the ERS Board of Trustees may submit to the Board of Estimates recommended candidates for the panel. The ERS Board of Trustees respectfully recommends that the above-listed individuals be appointed as Hearing Examiners, pursuant to the terms of the agreement, and on the basis of their experience and expertise in adjudicating disability and death benefit claims. The period of the agreement is January 1, 2019 through December 31, 2019.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Disability Hearings Services Agreements have been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Public Works - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 009 to Rummel, Klepper & Kahl, LLP. under Project 1236R On-Call Stormwater Management Study and Engineering Design Services. The period of the task assignment is approximately 18 months.

AMOUNT OF MONEY AND SOURCE:

(\$245,281.71) - 9958-909444-9525-900020-703032

BACKGROUND/EXPLANATION:

The Department is in need of design services to build a pond/wetland at Perring Parkway and Colville to help reduce sediment load discharged into the Chesapeake Bay. Since the project was no longer feasible, the Consultant wishes to credit the funds back to the projects. The credit will facilitate future work which is within the original scope of the agreement.

DBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the 27% MBE and 10% WBE goals assigned to the original agreement. Currently the Consultant is not in compliance because the Consultant is crediting the tasks that are not being utilized and the Department will be writing tasks that are to utilize the MBE/WBE funds to bring the Consultant into compliance.

MBE: 27%

WBE: 10%

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

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:

Anvis, LLC	\$1,500,000.00
Baltimore Washington Restoration Company	\$1,360,000.00
Blueprint Construction Services, LLC	\$ 130,000.00
East Coast Infrastructure, LLC	\$6,000,000.00

2. Prequalification of Architects and Engineers

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

Celadon Technologies, LLC	Engineer
Coastal Resources, Inc.	Engineer Landscape Architect
EMA, Inc.	Engineer
Hazen and Sawyer, P.C.	Architect Engineer
Jackson and Tull Chartered Engineers	Engineer
KPN Architects, LLC	Architect
Reviera Enterprises, Inc. T/A REI/Drayco	Engineer
SAMMS Engineering, LLC	Engineer
Studio 50 Design, LLC.	Architect

AGENDA

BOARD OF ESTIMATES

12/12/2018

Mayor's Office of Employment - Ratification of Grant Award
Development

ACTION REQUESTED OF B/E:

The Board is requested to ratify the Grant Award from the State of Maryland, Department of Labor, Licensing, and Regulation (DLLR). The ratification will extend the period of the Grant Award through December 31, 2018.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On March 7, 2018, the Board approved the Grant Award from DLLR in the amount of \$255,213.00 to administer a highway or capital transit related training and workplace life skills program for low skilled, unemployed or underemployed Baltimore City residents.

A portion of the grant in the amount of \$179,636.00 was expended by September 30, 2018. This ratification will allow the remaining amount of \$75,577.00 to be expended.

The Grant Award is late because of a delay in the notification from DLLR.

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

12/12/2018

Baltimore Convention Center - Third Amendment to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Third Amendment to Agreement with the Maryland Stadium Authority. The Third Amendment to Agreement is effective upon Board approval through December 2029.

AMOUNT OF MONEY AND SOURCE:

\$2,700,000.00 - Approximate City Contribution Annually

\$5,500,000.00 - Approximate State Contribution Annually

BACKGROUND/EXPLANATION:

In the original operating agreement approved in 1993, the City and the State were obligated to pay the percentages of one-third and two-thirds, respectively, of the annual operating deficits of the Baltimore Convention Center and to contribute to a reserve fund for capital improvements.

The First Amendment extended the agreement from July 2008 through December 2014.

The Second Amendment extended the agreement from January 2015 through December 2019.

In the 2018 session, the State Legislature approved the extension of the agreement through December 2029.

The source of funds for State obligation of the annual operating deficit is account number 5000-577519-5311-391300-405001 and the source of funds for State contribution of \$200,000.00 for capital expenditures is account number 9953-912015-9535-900000-700000. The City's contribution comes from the General Operating Fund.

APPROVED FOR FUNDS BY FINANCE

(The Third Amendment to 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 pages:

92 - 94

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

12/12/2018

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore City Office of Information and Technology (BCIT)</u>		
1. \$ 50,000.00	9903-926026-9117	9903-927026-9116
2 nd Parks and Public Facilities	General Funds	General Funds

BCIT is transferring capital funds for the Uninterrupted Power Supply project. The funds will be used by BCIT to replace the legacy enterprise infrastructure uninterrupted power supply hardware from power utility spikes and surges form damaging the networking equipment.

2. \$ 100,000.00	9903-921033-9177	9903-923033-9116
2 nd Parks and Public Facilities	General Funds	General Funds

BCIT is transferring capital funds for the Enable Government Cloud phase I. The initial funding will be used by BCIT to purchase the infrastructure to the Cloud to enable City government cloud presence.

Department of Housing and Community Development

3. \$2,000,000.00	9910-922012-9587	9910-903390-9588
2 nd Comm. & Eco. Dev.	Whole Block Demo.	Whole Block Demo. FY 19-25

The transfer will provide funds to support the Citywide Whole Block demolition program.

4. \$2,000,000.00	9910-922012-9587	9910-905640-9588
2 nd Comm. & Eco. Dev. Bonds	Whole Block Demo. (Reserve)	Whole Block Demo. - Land Mgmt.

The transfer will move appropriations as approved in the FY 19 Ordinance to a Whole Block account for acquisition and relocation costs of the properties in targeted areas.

AGENDA

BOARD OF ESTIMATES

12/12/2018

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development</u>		
5. \$54,314,393.62	9910-905251-9587	
Comm. Enterprises	Comm. Enterprise	
Funds	Program - (Reserve)	
52,314,393.62	-----	9910-908221-9588
		Comm. Enterprise
		Program - NIIF
<u>2,000,000.00</u>	-----	9910-906222-9588
		Comm. Catalyst Grant

\$54,314,393.62

The transfer will move appropriations as approved in the FY 19 Ordinance to create a new financing program to catalyze creating a public-private investment fund to provide capital to support real estate and business development in under-invested neighborhoods aligned with the City's goals and strategic community development efforts.

Department of General Services

6. \$ 750,000.00	9916-905001-9194	9916-903967-9197
Other Fund Revenue	Const. Res. -	MECU Building
	Unallotted	Roof Replacement -
		Active

This transfer will provide funds for the Department to do a full roof replacement at the MECU Building including all associated in-house costs. The existing roof has surpassed its' useful life span and must be replaced.

AGENDA

BOARD OF ESTIMATES

12/12/2018

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks</u>		
7. \$ 65,000.00	9938-904119-9475	9938-905119-9474
General Funds	2 nd Parks & Public Facilities Park Building (Reserve)	Park Building Renovations (Active)

The funds will be used by Park Building Renovations to cover the costs associated with roof replacement at the Gwynns Falls Division Maintenance yard.

Department of Housing & Community Development

8. \$2,000,000.00	9910-924030-9587	9910-905162-9588
State Fund Appropriation	Whole Block and Half Block Demolition (Reserve)	CORE: Whole Block and Half Block Demolition

The funds will be used by the Whole Block and Half Block Demolition for acquisition and relocation costs associated with the CORE (Creating Opportunities for Renewal and Enterprise) Program. These funds will be used for acquisition and relocation costs associated with The CORE Program.

9. \$2,000,000.00	9910-924030-9587	9910-905143-9588
State Fund Appropriation	CORE: Whole Block and Half Block Demolition (Reserve)	CORE: Whole Block and Half Block Land Resources

The funds will be used by the Whole Block and Half Block Demolition. These funds will be used for demolitions associated with CORE (Creating Opportunity for Renewal and Enterprise) Program.

AGENDA

BOARD OF ESTIMATES

12/12/2018

Parking Authority of - Expenditure of Funds
Baltimore City (PABC)

ACTION REQUESTED OF B/E:

The Board is requested to approve the Expenditure of Funds to pay Admiral Elevator Company, Inc. (Admiral) for elevator repairs to one elevator inside the Franklin Street Garage. The Expenditure of Funds is effective upon Board approval for two weeks.

AMOUNT OF MONEY AND SOURCE:

\$14,672.00 - 2075-000000-2321-252800-609033

BACKGROUND/EXPLANATION:

The Franklin Street Garage, located at 15 W. Franklin Street, requires replacement of the hydraulic oil line from the machine room to one of the elevators serving the Garage. The elevator was losing hydraulic oil which caused the elevator to be inoperable. Admiral installed a shut off valve in the elevator pit to determine if the oil loss was in the line from the elevator pump in the machine to the elevator jack head or, if the oil loss was in the line from the jack assembly itself, which is underground. It was determined to be leaking oil in the section of the line that is underground. The underground line will be abandoned and replaced with a new line that is above ground.

This elevator is one of two elevators serving the garage. It is the only elevator with proper access to the 7th floor of the garage. The repairs will be performed by Admiral at a total cost of \$14,672.00. This includes, \$9,800.00 for labor, \$4,372.00 for materials, and \$500.00 for equipment. Since the PABC through its garage operator (PMS Parking), maintains a service and maintenance contract with Admiral, the PABC has not solicited other bids for this work. The PABC believes that the Admiral proposal represents the best value to the PABC and the City in completing this urgent repair work.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

12/12/2018

Parking Authority of - Parking Facility Rate Adjustments
Baltimore City (PABC)

ACTION REQUESTED OF B/E:

The Board is requested to approve an adjustment to the transient and monthly rates at the City-owned Franklin Street Garage that is managed by the PABC. The Parking Facility Rate Adjustment is effective upon Board approval.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The PABC is charged with managing the City of Baltimore's parking assets. Proper stewardship of those assets requires that the PABC realize the best possible return on the City's parking investments.

Pursuant to Article 31, §13(f)(2) of the Baltimore City Code, subject to the approval of the Board of Estimates, the PABC may set the rates for any parking project. The PABC believes that a rate adjustment at this parking facility is warranted at this time.

To bring the transient and monthly rates charged at Franklin Street Garage in line with its surrounding facilities, the PABC staff developed the rate adjustment recommendation submitted hereto. This rate adjustment was unanimously approved by the PABC Board of Directors.

Franklin Street Garage Transient Rate Adjustment			
Rate to be Adjusted	Current Rate	Proposed Rate	Date of Last Adjustment
Up to 2 hours - to now be combined with up to 3 hours	\$8.00	\$9.00	August 2017
Up to 12 hours	\$10.00	\$11.00	September 2017
Up to 24 hours	\$12.00	13.00	September 2017

AGENDA

BOARD OF ESTIMATES

12/12/2018

PABC - cont'd

Franklin Street Garage Monthly Rate Adjustment			
Rate to be Adjusted	Current Rate	Proposed Rate	Date of Last Adjustment
Monthly Market Rate	\$135.00	\$140.00	May 2017

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

12/12/2018

Baltimore Development Corporation - License Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the License Agreement between the Department of Transportation and BCP Investor, LLC. The License Agreement is effective upon Board approval for five years

AMOUNT OF MONEY AND SOURCE:

<u>Annual Fee</u>	<u>Monthly Installments</u>
\$30,000.00	\$2,500.00

BACKGROUND/EXPLANATION:

The City has issued a Parking Right-of-Entry with BCP Investors, LLC for surface parking on the parcel of land designated as a roadbed on the north side of Boston Street between Conkling Street and Haven Street. The parking lot serves the Shops at Canton Crossing, principally located at 3501 Boston Street. This License Agreement will allow for continued use of this parcel as surface parking for the Project.

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

Baltimore Development - Guidelines for Exemption from Waterfront
Corporation (BDC) Management Authority (WMA) Assessment
Surcharge

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the guidelines for exemption from the Waterfront Management Authority (WMA) assessment surcharge.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The exemption from the WMA assessment surcharge is for properties containing four or fewer residential units with a non-residential use on the ground or first level only if the property owner operates the non-residential use and occupies the residential portion of the property as their primary residence (Dual Use Exemption).

The WMA and the Waterfront Management District (WMD) became operational in July 2007 following the passage of City Council Ordinance No. 07-0581 on April 24, 2007. In 2017, the City Council passed Ordinance No. 17-0068 expanding the WMD to include portions of Fells Point. Unlike in other parts of the WMD, Fells Point is home to many three-story mixed-use properties that feature ground-level retail and upper floor dwelling units. Some of these properties are occupied by homeowners who also own and operate businesses on the first floor (Dual Use Properties).

In March 2018, the City Council approved Ordinance No. 18-0143 which sets forth a process, with the Board of Estimates' approval, to exempt the Dual Use Properties. The Ordinance spells out the

BDC - cont'd

process where the owner of a Dual Use Property can apply for and receive the exemption. The process as outlined below is required since the State Department of Assessment and Taxation (SDAT), which historically has provided the information on which the WMA bases its surcharge, does not have a formal classification for these homeowner occupied mixed-use properties.

As a result, the WMA is seeking the Board's approval of the Dual Use Exemption process and guidelines to be followed to determine which properties meet the requirements, and therefore are exempt from the surcharge. It is the WMA's objective to only exempt residential homeowner occupied properties where the homeowner also operates a business on the first floor.

The WMA is proposing the following process and documentation to be submitted by applicants in determining which properties should be exempt from surcharge billing: the property must be located within the WMD, and verified by the Waterfront Partnership; property owners seeking an exemption must file an application with the requested proper documentation to the WMA; guidelines and applications will be available on the Waterfront Partnership's website; and the homeowner must show that they own and live in the property. This can be shown in one or more of the following ways:

1. the property must be listed in the homeowner's name on the SDAT Real Property website,
2. the same address is shown on the homeowner's driver's license, and
3. the property has qualified for the State Homestead Tax Credit Program and shows as such on the State SDAT Real Property database.

Further, the homeowner must show evidence that they own and operate the retail business on the first floor. This can be shown in one or both of the following ways:

AGENDA

BOARD OF ESTIMATES

12/12/2018

BDC - cont'd

1. the homeowner provides a copy of their business/trader's license showing their name and the address for the business and
2. the homeowner provides a copy of the business Articles of Incorporation showing ownership of the business.

The business name must be visible on the front of the property. Homeowners receiving exemptions are obligated to update their forms if their circumstances change, such as moving out of the property, selling the property, or closing, or selling their business.

Additionally, homeowners will be required to submit new exemption applications every four years during the City Council process to renew the WMD. These guidelines and the application will be posted on the Waterfront Partnership website as well.

MBE/WBE PARTICIPATION:

N/A

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Finance - Amendment No. 1 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment No. 1 to Agreement with the Maryland Clean Energy Center (MCEC), a body politic and corporate and a public instrumentality of the State of Maryland and PACE Financial Servicing, LLC, a Delaware limited liability company.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On April 26, 2017, the Board approved the Commercial Property Assessed Clean Energy Agreement. Pursuant to §1-1102 of the Annotated Code of Maryland, Local Government Article a county or municipality may establish a clean energy loan program. The City has authorized and established a commercial property assessed clean energy loan program ("PACE") pursuant to Public Local Law, Article 28, §§30-1 et seq.. Article 28, §30-3(b) permits the City to enter into an agreement with a PACE program administrator.

The agreement between the City, MCEC, and PACE Financial Servicing, LLC designates the MCEC through PACE Financial Servicing to serve as the PACE program administrator. PACE Financial Servicing, LLC, was selected by the MCEC to administer the statewide MD-PACE program. This program administration comes at no cost to the City.

The Parties desire to amend the existing agreement to align with Article 28, §§ 30-1 et seq. of the Baltimore City Code. The changes clarify the administrative process for recording the agreement in the land records and providing an executed copy of the Statement of Levy and Lien Agreement and the Notice to Commence Levy.

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

Mayor's Office of Human Services - Provider Agreements

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

1. **QUEEN ANNE'S COUNTY DEPARTMENT OF COMMUNITY SERVICES.** **\$ 23,412.00**

Account: 4000-490819-3573-763204-603051

Queen Anne's County will utilize the funds to provide rental assistance to low-income households who have a family member with AIDS. The period of the agreement is July 1, 2018 through June 30, 2021.

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

2. **ST. VINCENT DE PAUL OF BALTIMORE, INC.** **\$ 24,822.00**

Account: 5000-529119-3572-7785000-603051

St. Vincent de Paul of Baltimore, Inc. will utilize the funds to provide shelter and support services to approximately 150 homeless individuals and families at Sarah's Hope - Mount Street Shelter Program and St Vincent de Paul of Baltimore, Inc. The period of the agreement is July 1, 2018 through June 30, 2019.

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

MWBOO GRANTED A WAIVER.

3. **ST. VINCENT DE PAUL OF BALTIMORE, INC.** **\$141,680.00**

Account: 5000-502819-3572-764500-603051

St. Vincent de Paul of Baltimore, Inc. will use funds to provide shelter beds for 14 homeless individuals in Baltimore City. The funds will also cover personnel costs, shelter

AGENDA

BOARD OF ESTIMATES

12/12/2018

Mayor's Office of Human Services - cont'd

operating expenses, and client costs such as transportation and food on a per night basis. The period of the agreement is July 1, 2018 through June 30, 2019.

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

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

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 Ms. Victoria Davis.

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>
Tammy Vines	5
Cheryl Gipson	3
Phyllis Lee	5
Jessica Speaker	1
Francine Childs	5
Natalie Wilson	3
Angela Ross	2
Steve Litzenberger	<u>5</u>
	29

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

THE LABOR COMMISSIONER RECOMMENDED APPROVAL.

AGENDA

BOARD OF ESTIMATES

12/12/2018

Health Department - No-Cost Time Extension

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the No-Cost Time Extension to the Grant Agreement with Abell Foundation, Inc. The No-Cost Time Extension will extend the period of the Grant Agreement through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On January 13, 2016, the Board approved the original grant agreement in the amount of \$288,200.00 for the period of January 1, 2016 through April 1, 2018.

On September 25, 2018, the Abell Foundation, Inc. approved a No-Cost Time Extension of the Grant Agreement and approved a carry-over of finds in the amount of \$114,275.00, for the period of April 1, 2018 through June 30, 2019.

The extension is necessary to allow the Department to complete program deliverables.

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE TIME EXTENSION.

(The No-Cost Time Extension has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

12/12/2018

Health Department - Employee Expense Statement

ACTION REQUESTED OF B/E:

The Board is requested to approve an Employee Expense Statement to reimburse Ms. Paulette Tucker for uniform expenses incurred during the month of August 2018.

AMOUNT OF MONEY AND SOURCE:

\$121.92 - 1001-000000-3100-295900-604003 (Uniforms)

BACKGROUND/EXPLANATION:

Ms. Tucker purchased uniforms on August 27, and 28, 2018, but had to immediately take an unexpected leave of absence prior to submitting the August expense statement. When she returned to work on November 5, 2018, she submitted her August expense statement for processing.

The Administrative Manual, Section 240-11, states the Employee Expense Reports that are submitted more than 40 work days after the calendar day of the month in which the expenses were incurred require the Board's approval.

The Department apologizes for the lateness.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

12/12/2018

Health Department - Agreements

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

1. **THE UNIVERSITY OF MARYLAND, BALTIMORE** **\$ 70,000.00**

Account: 4000-499018-3023-513200-603051

The University of Maryland, Baltimore Special Teens at Risk - Together Reach Access Care, and Knowledge (STAR TRACK) Adolescent HIV program provides a comprehensive youth-centered HIV/STI testing and outreach services to vulnerable youth living within the Baltimore City area. The STAR TRACK program is designed to meet the needs of those youth who are marginalized and have the greatest barriers to routinely accessing healthcare services. The period of the agreement is January 1, 2018 through December 31, 2018.

MWBOO GRANTED A WAIVER.

2. **COPPIN STATE UNIVERSITY** **\$ 27,000.00**

Account: 4000-494419-3080-292300-603051

Coppin State University School of Social Work will implement a health education curriculum for adolescents ages 18-24. The goals of this program are to increase awareness of sexually transmitted infections (STIs), sexually transmitted disease (STD) and unplanned pregnancy within this population, decrease the potential for risk-taking behaviors often associated with STIs, STDs and unplanned pregnancy, and provide workforce development opportunities for future sexual health advocates, researchers and educators. The period of the agreement is July 1, 2018 through June 30, 2019.

AGENDA

BOARD OF ESTIMATES

12/12/2018

Health Department - cont'd

3. **HEALTHCARE ACCESS MARYLAND, INC.** **\$ 70,000.00**

Account: 5000-522319-3030-271500-603051

HealthCare Access Maryland, Inc. will provide the services of two Maternal/Child Engagement Specialists to identify, locate, and make home visits to pregnant women with syphilis, contact prenatal providers, and Medicaid Managed Care Organizations to ensure that patients are receiving appropriate treatment, and assist with the provision of needed resources. The period of the agreement is July 1, 2018 through December 31, 2018.

MWBOO GRANTED A WAIVER.

4. **HOPESPRINGS, INC.** **\$ 83,540.00**

Account: 4000-484819-3023-718000-603051

HopeSprings, Inc. will implement the Open Table project (Open Table). The Open Table project is an anti-poverty program that has been working in at least 40 cities in the United States with a variety of clients, such as homeless people, people aging out of foster care, and in Baltimore persons with HIV. The Open Table model surrounds a single client with 12 members of a faith-based community. The client meets daily with the Open Table team and they work together to develop a plan for the client to have the life they envision. The Open Table team members will work with the client to implement the plan. The approach has been highly successful and is highly efficient because it leverages thousands of very competent volunteer hours. Under this agreement, HopeSprings, Inc. will hire a recruiter to increase outreach to more congregations to acquire more tables, connect with enough congregations to implement ten tables, 60 to 80 volunteers and complete the

AGENDA

BOARD OF ESTIMATES

12/12/2018

Health Department - cont'd

Open Table process with Men Who Have Sex with Men or transgender clients of color. The period of the agreement is September 30, 2018 through September 29, 2019.

MWBOO GRANTED A WAIVER.

- 5. **GAY, LESBIAN, BISEXUAL, AND TRANSGENDER** **\$127,563.00**
COMMUNITY CENTER OF BALTIMORE & CENTRAL
MARYLAND, LTD. (GLCCB)

Account: 4000-484819-3023-718000-603051

The GLCCB will conduct peer navigation to assist HIV-positive and HIV-negative clients with accessing HIV prevention and care services, including pre-exposure prophylaxis, non-occupational post-exposure prophylaxis, antiretroviral therapy medicines, and screening and referral to supportive services. The organization will also conduct programs and events to engage and inform the priority population, including town halls, community forums, educational events, social marketing activities, and support programs. The period of the agreement is September 30, 2018 through September 29, 2019.

MWBOO GRANTED A WAIVER.

The agreements are late because of delays in the administrative review process.

- 6. **MEDSTAR HEALTH, INC.** **\$ 0.00**

MedStar Health, Inc. will donate physician services and provide funding for a part-time Nurse Practitioner as part of its community service.

AGENDA

BOARD OF ESTIMATES

12/12/2018

Health Department - cont'd

The organization's pediatricians will provide on-site consultation and patient evaluation at the School-Based Health Centers, at a minimum of one-half day per week. They will be accessible by telephone for consultation with the practitioners in the New Era Academy School-Based Health Center, during hours of operation, Monday through Friday, during the hours of 8:00 a.m. to 4:30 p.m. The period of the agreement is September 1, 2018 through August 31, 2019.

7. **ASSOCIATED CATHOLIC CHARITIES, INC. \$ 66,298.60**

The organization will provide nutritional meals services to elderly residents at the Basilica, DePaul House and St. Joachim House. The organization will serve lunch and dinner meals per day to 15 elderly residents at the Basilica, in addition it will serve dinner meals to elderly residents at DePaul House Joachim House, serving a total of 38 residents per day at \$4.78 per meals per day.

All meals will be reviewed by a licensed dietitian or licensed nutritionist and/or the Maryland Department of Aging, allowing periodic menu conferences between a representative of the provider and the Department as requested by either party. The period of the agreement is October 1, 2018 through September 30, 2019.

MWBOO GRANTED A WAIVER.

The agreements are late because of delays in the administrative review process.

8. **BALTIMORE MEDICAL SYSTEM, INC. \$595,101.00**
(BMS)

Account: 1001-000000-3100-295900-603051

The BMS will work with the Department to provide School Health services which consist of School Health Suite Coverage (SHSC)

AGENDA

BOARD OF ESTIMATES

12/12/2018

Health Department - cont'd

and School Based Health Centers (SBHC). The BMS will provide services at Furley Elementary, Tench Tilghman Elementary/Middle School, Harford Heights Elementary, Collington Square Elementary/Middle School, Vanguard Collegiate Middle School, Patterson High School, Forest Park High School, Mergenthaler Vocational Technical High School, and Paul Lawrence Dunbar High School.

The BMS also provided extended school year coverage at Paul Lawrence Dunbar High School and Harford Heights Elementary for the period of July 1 - 31, 2018. The BMS will maintain approval from the Maryland Medical Assistance Program for designation of the School-Based Clinics at Collington Square Elementary/Middle School, Vanguard Collegiate Middle School, Harford Heights Elementary, Paul Lawrence Dunbar and Patterson High School as SBHCs. The BMS will provide the Department with documentation of such approval.

Should either of the sites lose its designation as a SBHC for any reason, the BMS will notify the Department in writing within 15 days of the loss of such designation. The period of the agreement is July 1, 2018 through June 30, 2019.

The agreement is late because of administrative delays.

MWBOO GRANTED A WAIVER.

9. **THE JOHNS HOPKINS UNIVERSITY (JHU) \$587,703.00**

Account: 4000-484819-3023-718000-603051

The JHU's Center for Child & Community Health Research will design, implement, and evaluate comprehensive models of HIV prevention and care service for Men Who Have Sex with Men of Color. The organization will be responsible for managing the day-to-day evaluation. The organization's deliverables

AGENDA

BOARD OF ESTIMATES

12/12/2018

Health Department - cont'd

include overall coordination, management, and oversight of the Targeted Highly-Effective Interventions to Reverse the HIV Epidemic project. The period of the agreement is July 1, 2018 through June 30, 2019.

The agreement is late because of administrative delays.

MWBOO GRANTED A WAIVER.

10. **TOTAL HEALTH CARE, INC.** **\$ 36,095.00**

Account: 5000-569719-3023-273370-603051

Total Health Care Inc. will provide Health Education/Risk Reduction (HERR) to reduce the risk of HIV transmission. HERR will include sharing information about medical and psychosocial support services and counseling clients to improve their health status. The period of the agreement is July 1, 2018 through June 30, 2019.

11. **TOTAL HEALTH CARE, INC.** **\$ 93,763.00**

Account: 5000-569719-3023-273372-603051

Total Health Care, Inc. will provide Medical Nutrition Therapy that includes nutrition assessment and screening, dietary nutritional evaluation, develop a nutrition plan, distribute food and/or nutritional supplements per medical provider's recommendation, and provide nutrition education and/or counseling. The period of the agreement is July 1, 2018 through June 30, 2019.

MWBOO GRANTED A WAIVER.

12. **HEALTH CARE FOR THE HOMELESS, INC.** **\$159,423.00**

Account: 5000-569719-3023-273324-603051

Health Care for the Homeless, Inc. will provide Health Education/Risk Reduction (HERR) services for clients living

AGENDA

BOARD OF ESTIMATES

12/12/2018

Health Department - cont'd

with HIV about HIV transmission and how to reduce the risk of HIV transmission. HERR will include sharing information about medical and psychosocial support services and counseling clients to improve their health status. The period of the agreement is July 1, 2018 through June 30, 2019.

MWBOO GRANTED A WAIVER.

13. **HEALTH CARE FOR THE HOMELESS, INC. \$ 250,559.00**

Account: 5000-569719-3023-273326-603051

The Health Care for the Homeless, Inc. (HCH) outreach team works with providers and broader stakeholders to identify clients in need of outreach. For those already connected to the clinic. The HCH providers are able to refer those who have missed appointments or need assistance making it to appointments to outreach. The HCH outreach team also partners with the community to identify and seek to connect to services those who are not linked to care. Traditional outreach services will include the identification of undiagnosed individuals, information, and education on health care access, linkage to care for persons who know their HIV status but were "never in care" or have not kept their HIV medical appointment for longer than six months. The period of the agreement is July 1, 2018 through June 30, 2019.

MWBOO GRANTED A WAIVER.

The agreements (item nos. 10 - 13) are late because the Department of Health and Mental Hygiene's Prevention and Health Promotion Administration programmatically manages State Special services. The providers are asked to submit a budget, budget narrative, and scope of services. The Health Department thoroughly reviews the entire package before preparing a contract and submitting it to the Board of Estimates. These budgets are often times revised because of inadequate information from the providers. This review process is required to comply with the grant requirements.

AGENDA

BOARD OF ESTIMATES

12/12/2018

Health Department - cont'd

14. **TOTAL HEALTH CARE, INC.** **\$163,615.00**

Account: 5000-569719-3023-273374-603051

Total Health Care, Inc. Dental Program will provide outpatient diagnostic preventive and therapeutic oral health services designed to meet the needs of low-income persons living with HIV. The period of the agreement is July 1, 2018 through June 30, 2019.

MWBOO GRANTED A WAIVER.

15. **TOTAL HEALTH CARE, INC.** **\$ 15,000.00**

Account: 5000-569719-3023-273371-603051

Total Health Care, Inc. will provide medical non-emergency transportation services that enable an eligible client to access or be retained in core medical or support services. Medical transportation may be provided through the use of a company vehicle to provide transportation services, contracts with providers of transportation services, and the purchase and distribution of MTA tokens or monthly bus passes to clients, as needed. The period of the agreement is July 1, 2018 through June 30, 2019.

16. **TOTAL HEALTH CARE, INC.** **\$140,000.00**

Account: 4000-424519-3023-273372-603051

Total Health Care, Inc. will provide HIV support services for infected/affected individuals in Baltimore City and the surrounding Eligible Metropolitan Area. The organization will conduct outreach services that will include the following identification of undiagnosed individuals, information, and education on health care access, linkage to care for persons

AGENDA

BOARD OF ESTIMATES

12/12/2018

Health Department - cont'd

who know their HIV positive status but were "Never in Care" or it has been longer than six months since they kept their HIV medical appointment. The period of the agreement is July 1, 2018 through June 30, 2019.

MWBOO GRANTED A WAIVER.

17. **TOTAL HEALTH CARE, INC.** **\$ 206,290.00**

Total Health Care, Inc. will provide a range of client-centered Non-Medical Case Management activities focused on providing guidance and assistance in accessing medical, social, community, legal, financial, public, and private programs, and other needed services. The period of the agreement is July 1, 2018 through June 30, 2019.

MWBOO GRANTED A WAIVER.

18. **CHASE BREXTON HEALTH SERVICES, INC.** **\$ 297,446.00**

Account: 5000-569719-3023-273313-603051

Chase Brexton Health Services Inc. will provide Health Education/Risk Reduction Services (HERR) to clients living with HIV on how to reduce the risk of HIV transmission. HERR will include sharing information about medical and psychosocial support services and counseling clients to improve their health status. The period of the agreement is July 1, 2018 through June 30, 2019.

MWBOO GRANTED A WAIVER.

19. **PARK WEST HEALTH SYSTEM, INC.** **\$ 160,237.00**

Account: 5000-569719-3023-273355-603051

Park West Health System, Inc. will conduct Traditional Outreach services targeted to populations known to be at disproportionate risk for HIV infection. The Outreach Worker

AGENDA

BOARD OF ESTIMATES

12/12/2018

Health Department - cont'd

will canvass high-risk neighborhoods and areas around clinical and social support agencies to encounter vulnerable individuals that may or may not know their HIV status, refer HIV negative individuals with multiple risk factors for testing and continuous monitoring and treatment. Clients that test positive will be referred to HIV treatment programs. The period of the agreement is July 1, 2018 through June 30, 2019.

MWBOO GRANTED A WAIVER.

20. **HEALTH CARE FOR THE HOMELESS, INC. \$170,192.00**

Account: 5000-569719-3023-273325-603051

Health Care for the Homeless, Inc. will provide limited short-term assistance to support emergency, temporary, or transitional housing to enable a client or family to gain or maintain outpatient/ambulatory health services. Housing related referral services include assessment, search, placement, advocacy, and the fees associated with these services. The period of the agreement is July 1, 2018 through June 30, 2019.

MWBOO GRANTED A WAIVER.

21. **CHASE BREXTON HEALTH SERVICES, INC. \$ 94,886.00**

Account: 5000-569719-3023-273314-603051

Chase Brexton Health Services, Inc. will provide Medical Nutrition Therapy that includes nutrition assessment and screening, dietary/nutritional evaluation, develop a nutrition plan, distribute food and/or nutritional supplements per the Medical Provider's recommendation, and provide nutrition education and/or counseling.

AGENDA

BOARD OF ESTIMATES

12/12/2018

Health Department - cont'd

All services will be pursuant to a Medical Provider's referral and based on a nutritional plan developed by the Registered Dietitian or other licensed nutrition professionals. The services will be provided in individual and/or group settings outside of HIV Outpatient/Ambulatory Health Services. The period of the agreement is July 1, 2018 through June 30, 2019.

MWBOO GRANTED A WAIVER.

22. **CHASE BREXTON HEALTH SERVICES, INC.** **\$320,585.00**

Account: 5000-569719-3023-273318-603051

Chase Brexton Health Services, Inc. will provide Outpatient Ambulatory Health Services, as well as diagnostic and therapeutic services provided directly by a licensed health care provider with experience in treatment of patients with HIV disease. The period of the agreement is July 1, 2018 through June 30, 2019.

MWBOO GRANTED A WAIVER.

The agreements (item nos. 14 - 22) are late because the State of Maryland, Department of Health and Mental Hygiene's Prevention and Health Promotion Administration programmatically manages Ryan White Part B HIV/AIDS State Special Services. The Providers are asked to submit a budget, budget narrative, and scope of services. The Department thoroughly reviews the entire package before preparing a contract and submitting it to the Board. These budgets are many times revised because of inadequate information from the providers. The review is required to comply with the grant requirements.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

Health Department - Agreements

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

PROVIDER SERVICE AGREEMENTS

- | | | |
|----|--|---------------------|
| 1. | HONOR AND CHERISH ASSISTED LIVING, INC. | \$ 15,600.00 |
| 2. | THE PALMS ASSISTED LIVING, INC. | \$ 31,200.00 |

Account: 5000-534019-3254-767800-607001

The agreements will allow the Department to disburse State Subsidized Assisted Housing Funds to low-income residents in the facilities.

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

The agreements are late because the Department was waiting on information and signature from the providers.

NURSE MONITOR SERVICES

- | | | |
|----|----------------------|---------------------|
| 3. | NICOLE VENNEY | \$150,000.00 |
|----|----------------------|---------------------|

Account: 6000-607819-3110-306800-603018

The Maryland State Department of Health and Mental Hygiene (DHMH) is designated as the single State agency to administer all aspects of the Community First Choice (CFC) and the Community Personal Assistance Services (CPAS), formerly known as Medical Assistance Personal Care Program. The CPAS program will provide services and support to enable older adults and

AGENDA

BOARD OF ESTIMATES

12/12/2018

Health Department - cont'd

people with disabilities to live in their homes. The Department has an agreement with the DHMH to participate in the program as the case monitoring agency and to contract with the Nurse Monitors who will supervise the provisions of services to eligible recipients.

The Nurse Monitor will exercise independent professional judgment and carry professional liability insurance. Each Nurse Monitor will be an independent contractor and not an employee of the City. The period of the agreement is July 1, 2018 through June 30, 2019.

The agreement is late because of the administrative process.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

EXTRA WORK ORDERS AND TRANSFER OF FUNDS

* * * * *

The Board is requested to approve

all of the

Extra Work Orders

as listed on the following pages:

122- 127

The EWOs have been reviewed and approved

by the Department of

Audits, CORC, and MWBOO

unless otherwise indicated.

In connection with the Transfer of Funds,
pursuant to Charter provisions, a report has

been requested from the Planning

Commission, the Director of Finance

having reported favorably thereon.

AGENDA

BOARD OF ESTIMATES

12/12/2018

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. EWO #002, \$ 200,000.00 - SC 903, Improvement to Patapsco Sewershed | | | | |
| \$25,283,300.00 | \$ 612,872.50 | Spiniello Companies | 4.4 Months | 80% |

This is the first time extension and will increase the duration time of the contract by 4.4 months for a total of 28.4 months. This extra work order is outside of the original scope of work and was requested by the Agency.

The Office of Engineering & Construction is requesting funds for the removal of contaminated sludge in sewer lines and manholes slated to be Cured-In-Place Piping lined. The contractor first encountered the smell of oil while inspecting manholes prior to cleaning for lining in the Fairfield/Curtis Bay area. The Office of Engineering Construction tested the sludge and found it to be contaminated. The contaminated sludge was an unforeseen condition that required special handling and equipment for the removal and disposal per Maryland Department of Environment requirements. These funds are requested for work and equipment outside of the original scope of work. Project Controls evaluated the contractor's Time Impact Analysis and found that the testing and evaluation delayed the project by 133 calendar days. 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 Contractor will comply with Article 5, Subtitle 28 of the Baltimore City Code. The MBE and WBE goals assigned to the original agreement are 17% for MBE and 16% for WBE.

AGENDA

BOARD OF ESTIMATES

12/12/2018

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 - cont'd

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$208,224.00	9956-919616-9549	
Wastewater Revenue	Sewer System Rehab	
Bond	Patapsco WS	
7,776.00	" "	
County Revenue		
<u>\$216,000.00</u>	-----	9956-907603-9951-6
		Construction

The transfer of funds will cover the costs of SC 903, Improvement to Patapsco Sewershed.

3. EWO #001, \$1,877,315.00 - SC 966, Cleaning and Inspection of Sanitary Sewers at Various Locations in Baltimore City-Zone A

\$ 2,743,638.50	-	Mobile Dredging	-	10%
		& Video Pipe, Inc.		

This contract started on January 02, 2018 and the construction completion date is January 02, 2020. This extra work order is outside of the original scope of work and was requested by the Agency.

The Office of Engineering & Construction is requesting funds for completing the remaining SC 934 contract work related to cleaning of the outfall interceptor, as well as to conduct a structural condition assessment of the pipe, under Office of Asset Management's SC 966.

AGENDA

BOARD OF ESTIMATES

12/12/2018

EXTRA WORK ORDERS

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

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

The scope of the SC 934 project included cleaning of the 12 ft. x 14 ft. outfall interceptor coming into the Back River Wastewater Treatment Plant. However, due to concerns with the structural integrity of the outfall interceptor and related safety concerns, the SC 934 Contractor could not proceed with the cleaning of the pipe and the project came to an end. As a result, the Office of Asset Management was requested to heavy clean, inspect, and conduct a structural condition assessment of the pipe urgently under their available SC 966 so that there are not adverse impacts on another SC 918 Headworks project, which connects to the outfall interceptor pipe that is being cleaned and inspect under this change order.

The SC 966 Contractor has the specialty and ability to complete this urgent remaining work that will enable the City to avoid any adverse impacts on other ongoing projects at the Backriver Wastewater Treatment Plant. 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 Contractor will comply with Article 5, Subtitle 28 of the Baltimore City Code. The MBE and WBE goals assigned to the original agreement are 27% for MBE and 10% for WBE.

AGENDA

BOARD OF ESTIMATES

12/12/2018

EXTRA WORK ORDERS

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

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

4. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$1,090,894.46	9956-909612-9549	
Wastewater Revenue	Sewer System Rehab	
Bond	Main Outfall	
936,605.74	" " "	
Wastewater Revenue		
Bond		
<u>\$2,027,500.20</u>	-----	9956-908614-9551-6 Construction

The transfer of funds will cover the costs of SC 966, Cleaning and Inspection of Sewers at Various Locations in Baltimore City - Zone A.

5. EWO #003, \$0.00 - SC 919, Improvements to Sanitary Sewers in the Outfall Sewershed

\$19,872,493.80	\$0.00	AM-Liner East, Inc.	91 80% Non- compen- sable days
-----------------	--------	------------------------	--

This is the second time extension and will increase the duration of the contract by three months for a total contract duration of 91 days. The current construction completion

AGENDA

BOARD OF ESTIMATES

12/12/2018

EXTRA WORK ORDERS

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

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

date is August 25, 2018 and the new construction date was November 24, 2018. This extra work order is within the original scope of work and was requested by the Agency.

The Office of Engineering & Construction requests an additional 91 days non-compensable time extension for the contractor to complete an access road required to repair the segments located between Eastern Avenue and Kane Street.

The SC 919 contract documents required that the contractor needed Cured in Place Piping (CIPP) lining approximately 1600 liner feet of 18-inch sewer mains on Eastern Avenue and Kane Street.

Upon commencement, it was determined that an access road would need to be constructed to complete the work. AM-Liner East, Inc. was directed to submit a schedule time impact analysis that was reviewed by the project controls.

After careful review of the submitted 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 recommended a non-compensable time extension of 91 calendar days. This time extension will push the authorized project completion date to November 24, 2018. Consultant liability will be investigated.

AGENDA

BOARD OF ESTIMATES

12/12/2018

EXTRA WORK ORDERS

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

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

The Certificate of Completion will not be completed until a scheduled time after final payment and final completion has been given by the Agency.

The scope of the construction project includes cleaning, CIPP lining, open cut repair, and replacement of sanitary sewer lines, rehabilitation of manholes, and reinstatement of sanitary house connections.

MBE/WBE PARTICIPATION:

The Contractor will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code and the 17% MBE and 16% WBE goals assigned to the original agreement.

MWBOO FOUND VENDOR IN COMPLIANCE.

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Recreation and Parks - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 21 to Rummel, Klepper & Kahl, LLP under Project 1232, On-Call Design Services. The period of the task assignment is approximately 6 months.

AMOUNT OF MONEY AND SOURCE:

\$18,606.69 - 9938-910102-9474-900000-703032

BACKGROUND/EXPLANATION:

This task will include Environmental Investigation Services for Catherine/ABC Park.

MBE/WBE PARTICIPATION:

The Consultant achieved the following percentages:

MBE: 34.63%

WBE: 5.23%

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$20,000.00	9938-909102-9475	9938-910102-9474
Rec. & Parks	2 nd Parks & Public	FY18 Park Re-
27 th Series	Facilities	habilitation
	(Reserve)	(Active)

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Recreation and Parks - cont'd

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1232 Task No.21 to Rummel, Klepper & Kahl, LLP.

(In accordance with Charter requirements, a report has been requested from the Planning Commission, the Director of Finance having reported favorably thereon.)

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Real Estate - Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Lease Agreement with the Mayor & City of Baltimore, Landlord and the United States Post Services (USPS), Tenant, for the rental of a portion of the property known as 111 N. Calvert Street, on the 1st floor, consisting of 1,930 sq. ft. The period of the lease agreement is February 1, 2019 through January 31, 2024, with the option to renew for one-five year period commencing February 1, 2024 and terminating January 31, 2029.

AMOUNT OF MONEY AND SOURCE:

\$1.00 Annual rent

BACKGROUND/EXPLANATION:

The demised premises will be used as a Post Office. The Landlord will be responsible for snow removal and maintenance. The Tenant will be responsible for janitorial, and trash placement in a proper container. The Landlord will not provide office pickup or removal of trash. The Space Utilization Committee approved this Lease Agreement at its meeting on August 7, 2018.

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Audits - Audit Reports

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

1. Department of Human Resources Biennial Performance Audit Report Fiscal Years Ended June 30, 2017 and 2016.
2. Department of Planning Biennial Performance Audit Report Fiscal Years Ended June 30, 2017 and 2016.

AGENDA

BOARD OF ESTIMATES

12/12/2018

Mayor's Office of Criminal Justice (MOCJ) - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of a Grant Award from the Governor's Office of Crime Control and Prevention. The period of the Grant Award is October 1, 2018 through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$2,554,421.00 - 5000-511019-2255-702300-405001 - Grant Award

\$1,342,412.00 - 1001-000000-2255-702300-603026 - Match from City

BACKGROUND/EXPLANATION:

In December of 2017, the Mayor announced the Safe Streets Program would be expanded from four sites to ten. In support of this vision, the MOCJ applied for funding from the Governor's Office of Crime Control and Prevention to fund one year of the program's expansion.

On November 26, 2018, the Governor's Coordinating Offices informed MOCJ that the grant application submitted for Safe Streets Baltimore (SSB) was approved. The SSB is an evidence-based, public health approach to reduce shootings and homicides within targeted communities in the City. The SSB is the longest running Cure Violence replication in the country. Homicide is one of the greatest risk factors for teenagers and young adults. The SSB approaches violence from the perspective that violence is learned behavior, which can be prevented by using disease control methods.

Outreach is an integral component of programming which includes high-risk conflict mediation, relying on outreach workers with "street" credibility to engage high-risk youth aged 14-25 years in order to intervene in conflicts, or potential conflicts, and promotes alternatives to violence.

The Grant Award requires a 33% match from the City.

AGENDA

BOARD OF ESTIMATES

12/12/2018

MOCJ - cont'd

Funds will be spent to expand the current initiative to ten total sites. Currently, the SSB operates in four sites.

The Grant Award is late because of the States 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 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:
134 - 137
to the low bidder meeting specifications,
or reject bids on those as indicated
for the reasons stated.

In connection with the Transfers of Funds,
pursuant to Charter provisions, reports have
been requested from the Planning
Commission, the Director of Finance
having reported favorably thereon.

AGENDA

BOARD OF ESTIMATES

12/12/2018

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Public Works/Office
of Engineering and Construction

- 1. SDC 7777, Drainage Repairs and Improvements at Various Locations Metra Industries, Inc. \$3,564,825.00

MBE: Economic International Construction Company, Inc. \$325,000.00 9.12%

WBE: R&R Contracting Utilities, Inc. \$107,000.00 3.00%

MWBOO FOUND VENDOR IN COMPLIANCE

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$3,850,011.00	9958-908109-9522	9958-911104-9520-6
Revenue Bonds	Small Storm Drain & Inlet Repair	Construction

The transfer of funds will cover the costs of SDC 7777, Small Storm Drains and Inlet Repair #2.

- 3. SC 977, Improvements to the Gwynns Falls Sewershed Collection System-Area C Baltimore City IPR Northeast \$12,487,711.20

DBE/WBE: S&J Service \$2,353,690.00 18.85%

DBE/WBE: DSM Contracting \$ 724,255.00 5.80%

Empire Landscape 510,476.00 4.09%

Advantage Manhole 790,041.20 6.33%

\$2,024,772.20 16.22%

AGENDA

BOARD OF ESTIMATES

12/12/2018

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

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

4. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$1,758,413.42	9956-907622-9549	
Wastewater	Sewer System Rehab	
Revenue Bonds	Gwynns Falls	
5,720,729.00	9956-907622-9549	
State Revenue	Sewer System Rehab	
	Gwynns Falls	
5,015,091.00	9956-907622-9549	
State Water	Sewer System Rehab	
Quality Revenue	Gwynns Falls	
992,494.68	9956-907622-9549	
County Revenue	Sewer System Rehab	
	Gwynns Falls	
<u>\$13,486,728.10</u>	-----	9956-905663-9551-6 Construction

The transfer of funds will cover the costs of SC 977, Improvement to the Gwynns Falls Sewershed Collection System.

AGENDA

BOARD OF ESTIMATES

12/12/2018

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Procurement

5. B50005417, Tow Trucks Beltway International, \$358,092.00
with Self Loader LLC
Wrecker Bodies

(Dept. of General Services, Fleet Mgmt.)

MWBOO GRANTED A WAIVER

6. B50005544, Phosphoric Chemrite, Inc. \$500,000.00
Acid 75%

(DPW, Wastewater Facilities Division)

MWBOO GRANTED A WAIVER

7. B50005546, $\frac{3}{4}$ Ton Chemrite, Inc. \$500,000.00
Regular Cab Pickup
Truck with Sweeper
Body

(Dept. of General Services, Fleet Mgmt.)

MWBOO GRANTED A WAIVER

8. B50005574, Police Shallow Creek \$ 63,160.00
Canines Kennels, Inc.

(Baltimore Police Department)

MWBOO GRANTED A WAIVER

AGENDA

BOARD OF ESTIMATES

12/12/2018

Environmental Control Board - Transfer of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve the Transfer of Funds to the Baltimore City Foundation.

AMOUNT OF MONEY AND SOURCE:

\$30,000.00 - 6000-673319-1170-769300-603050

BACKGROUND/EXPLANATION:

The Environmental Control Board requests approval to transfer funds to the Baltimore City Foundation for the Care-A-Lot program, under BMORE Beautiful, in order to provide grants to Baltimore City neighborhoods and youth participants working to maintain identified vacant lots within their community.

The funds will be dispersed to participating community organizations and youth participants based on invoiced maintenance visits and work completed.

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

12/12/2018

Space Utilization Committee - Second Amendment
to Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorized execution of the Second Amendment to the Lease Agreement by and between HOA Health, LLC, (HOA), Landlord and the Mayor and City Council of Baltimore acting through the Baltimore Health Department, Tenant, for the rental of the property known as 2700 Rayner Avenue.

AMOUNT OF MONEY AND SOURCE:

N/A

AMOUNT OF MONEY AND SOURCE:

On June 28, 2017, the Board of Estimates approved the Lease Agreement for the rental of 2700 Rayner Avenue for a Stabilization Center to provide medical screening/examination, sobering services, and case management for those involved in the opioid/fentanyl related crisis. Pursuant to the Lease Agreement the HOA agreed to rehabilitate the property and deliver it to the City by December 28, 2018. On May 2, 2018, the Board of Estimates approved a First Amendment to the Lease Agreement changing the funding condition deadline of September 30, 2018 to the delivery date of December 28, 2019. This amendment also provided for a yearly annual rent reduction of \$3,250.00 for every \$50,000.00 in additional grant funds.

The Second Amendment changes the delivery date from December 28, 2019 as stated in the First Amendment to April 30, 2020. The funding conditions date is being changed from September 30, 2018 as stated in the First Amendment to January 31, 2019. The Second Amendment also changes the proposed debt reduction amount to between \$325,000 to \$395,000 based on the final project thereby making the total rent reduction over the term of the Lease to be between, \$21,125 to \$25,675. The Second Amendment also allows the Comptroller discretion to execute other documents and changes to monetary terms of the Lease up to \$24,999.00 without approval by the Board of Estimates.

Space Utilization Committee approved the Second Amendment to the Lease Agreement on December 05, 2018.

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

Space Utilization Committee - First Amendment to
Sub-Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorized execution of the First Amendment to the Sub-Lease Agreement by and between Mayor and City Council of Baltimore, Sub-Landlord and Behavioral Health System Baltimore, Inc., Sub-Tenant, for the rental of the property known as 2700 Rayner Avenue.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On May 2, 2018, the Board of Estimates approved the Sub-Lease Agreement for the rental of 2700 Rayner Avenue for Operation of the Stabilization Center.

The First Amendment incorporates the following changes in accordance with the Second Amendment to the Lease Agreement between HOA, LLC, and the Mayor and City Council of Baltimore as follows: the delivery date from December 28, 2019 as stated in the First Amendment to April 30, 2020. The funding conditions date is being changed from September 30, 2018 as stated in the First Amendment to January 31, 2019. The Second Amendment also changes the proposed debt reduction amount to between \$325,000 to \$395,000 based on the final project thereby making the total rent reduction over the term of the Lease to be between, \$21,125 to \$25,675. The Second Amendment also allows the Comptroller discretion to execute other documents and changes to monetary terms of the Lease up to \$24,999.00 without approval by the Board of Estimates.

All other terms and conditions in the Lease Agreement remain in full force and effect.

Space Utilization Committee approved the First Amendment to the Sub-Lease Agreement on December 05, 2018.

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement with New Song Community Church, Inc., Developer, for the sale of the City-owned properties located at 1613, 1615, 1617, 1619, 1621, 1623, 1625, 1627, 1629 and 1631 N. Calhoun Street.

AMOUNT OF MONEY AND SOURCE:

\$ 1,000.00 - 1613 N. Calhoun Street
1,000.00 - 1615 N. Calhoun Street
1,000.00 - 1617 N. Calhoun Street
1,000.00 - 1619 N. Calhoun Street
1,000.00 - 1621 N. Calhoun Street
1,000.00 - 1623 N. Calhoun Street
1,000.00 - 1625 N. Calhoun Street
1,000.00 - 1627 N. Calhoun Street
1,000.00 - 1629 N. Calhoun Street
1,000.00 - 1631 N. Calhoun Street
\$10,000.00

BACKGROUND/EXPLANATION:

The project will consist of ten vacant lots. Once rehabilitated, the properties will be used as greenspace.

The authority to sell the 1613, 1615, 1617, 1619, 1621, 1623, 1625, 1627, 1629 and 1631 N. Calhoun Street properties is within Article 13, §2-7(h) (2) of the Baltimore City Code.

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

These properties were assessed by the State Department of Assessments and Taxation (SDAT) at \$1,000.00 each, and will be

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Housing and - cont'd
Community Development

sold for \$1,000.00 each \$10,000.00 in total. Pursuant to the Baltimore City Appraisal Policy, properties assessed below \$2,500.00 by SDAT do not have to be appraised.

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

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 leasehold interest in the property located at 1812 N. Port Street (Block 1454 Lot 065) by gift from 3 A'S Restoration LLC, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

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

BACKGROUND/EXPLANATION:

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

The Owner has offered to donate the title to the property at 1812 N. Port Street to the City. With this Honorable 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 Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the property subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through September 16, 2018, other than water bills, are as follows:

AGENDA

BOARD OF ESTIMATES

12/12/2018

DHCD - cont'd

1812 N. Port Street

Real Property Tax	2018-2019	86.54	
Real Property Tax	2017-2018	106.94	
Real Property Tax	2016-2017	102.54	
Real Property Tax	2015-2016	119.10	
Tax Sale	2012-2015	15,283.40	
Tax Sale	2008-2010	Included in Tax Sale	
Tax Sale	2007-2008	Included in Tax Sale	
Real Property Tax	2014-2015	Included in Tax Sale	
Real Property Tax	2013-2014	Included in Tax Sale	
Real Property Tax	2012-2013	Included In Tax Sale	
Real Property Tax	2011-2012	Included in Tax Sale	
Real Property Tax	2010-2011	Included in Tax Sale	
Miscellaneous	6123095	Included in Tax Sale	
Miscellaneous	63572222	Included in Tax Sale	
Miscellaneous	6445597	Included in Tax Sale	
Miscellaneous	6673057	Included in Tax Sale	
Miscellaneous	6779748	Included in Tax Sale	
Miscellaneous	7017395	Included in Tax Sale	
Miscellaneous	7112295	Included in Tax Sale	
Miscellaneous	7420953	Included in Tax Sale	
Miscellaneous	8137622	Included in Tax Sale	
Miscellaneous	8328726	Included in Tax Sale	
Miscellaneous	8397614	Included in Tax Sale	
Environmental Citation	52349180	Included in Tax Sale	
Property Registration	091694	<u>2,269.80</u>	
	Total Taxes Owed:	\$17,968.32	

AGENDA

BOARD OF ESTIMATES

12/12/2018

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 leasehold simple interest in the property located at 1808 W. Saratoga Street by gift from Ms. Jillian Philbert, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

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

BACKGROUND/EXPLANATION:

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

The Owner has offered to donate to the City, title to the property located at 1808 W. Saratoga Street. With the Board's approval, the City will receive clear and marketable title to the properties, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the property subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through October 17, 2018, other than water bills, are as follows:

AGENDA

BOARD OF ESTIMATES

12/12/2018

DHCD - cont'd

1808 W. Saratoga Street

Tax Sale	302557	8,289.01
Real Property Tax	2018-2019	47.20
Real Property Tax	2017-2018	Included in Tax Sale
Real Property Tax	2012-2013	Included in Tax Sale
Miscellaneous	6557730	Included in Tax Sale
Miscellaneous	6700231	Included in Tax Sale
Miscellaneous	6777924	Included in Tax Sale
Miscellaneous	7114655	Included in Tax Sale
Miscellaneous	7297682	Included in Tax Sale
Miscellaneous	7906043	345.39
Miscellaneous	8075970	163.47
Miscellaneous	8104697	250.09
Miscellaneous	8266280	112.61
Miscellaneous	8497331	131.70
Environmental	54076476	Included in Tax Sale
Registration	409736	<u>130.00</u>
Total Taxes Owed		\$9,469.47

AGENDA

BOARD OF ESTIMATES

12/12/2018

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 leasehold interest in the property located at 1613 N. Montford Avenue (Block 1474, Lot 052) by gift from Mr. Robert Harris, 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.

Robert Harris has offered to donate to the City, title to the property at 1613 N. Montford Avenue. 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 October 22, 2018, other than water bills which must be paid as part of the transaction is as follows:

AGENDA

BOARD OF ESTIMATES

12/12/2018

DHCD - cont'd

BACKGROUND/EXPLANATION:

Tax Sale	315261	\$3,161.28
Real Property Tax	2018-2019	86.54
Real Property Tax	2017-2018	Included in Tax Sale
Real Property Tax	2016-2017	Included in Tax Sale
Real Property Tax	2015-2016	Included in Tax Sale
Real Property Tax	2014-2015	Included in Tax Sale
Miscellaneous	6905590	182.50
Miscellaneous	7604994	197.92
Miscellaneous	7621196	218.35
Miscellaneous	7697782	306.47
Miscellaneous	7812449	291.97
Miscellaneous	7925647	286.17
Miscellaneous	8032856	177.19
Miscellaneous	8038663	256.65
Miscellaneous	8139164	260.07
Miscellaneous	8310765	270.35
Miscellaneous	8486003	213.67
Environmental	53724027	Included in Tax Sale
Registration	201213	130.00
	Total Taxes Owed	\$6,039.13

MBE/WBE PARTICIPATION:

N/A

AGENDA

BOARD OF ESTIMATES

12/12/2018

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

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

1. COLDSTREAM-HOMESTEAD-MONTEBELLO \$ 78,750.00
COMMUNITY CORPORATION (CHM)

Account: 2089-208919-5930-432726-603051	\$ 14,000.00
2089-208919-5930-432730-603051	\$ 20,000.00
2089-208919-5930-432735-603051	\$ 10,000.00
2089-208919-5930-432781-603051	\$ 27,750.00
2089-208919-5930-432783-603051	\$ 7,000.00

The CHM will administer activities and coordinate citizen participation in the planning and implementation of community development activities to improve public safety and education, expand youth and health-related services, improve sanitation, enhance employment opportunities, and access to social services within the Coldstream-Homestead-Montebello Urban Renewal Area. The period of the agreement is July 1, 2018 through June 30, 2019.

FOR FY 2019, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$0.00 AS FOLLOWS:

MBE: \$0.00
WBE: \$0.00

MWBOO GRANTED A WAIVER.

2. NEIGHBORHOOD DESIGN CENTER, INC. \$103,000.00
(NDC)

Account: 2089-208919-5930-436080-603051

The CDBG funds will be provided to the NDC to subsidize their operating budget for a one-year period. The NDC will provide pro bono design services, planning and technical assistance to

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Housing and - cont'd
Community Development

support a minimum of 40 community-based revitalization projects in the City's low-and-moderate income neighborhoods. The period of the agreement is July 1, 2018 through June 30, 2019.

FOR FY 2019, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$41,490.00 AS FOLLOWS:

MBE: \$11,202.30

WBE: \$ 4,194.00

MWBOO GRANTED A WAIVER.

3. DRUID HEIGHTS COMMUNITY DEVELOPMENT CORPORATION (DHCDC) \$390,000.00

Account: 2089-208919-5930-430609-603051	\$ 34,500.00
2089-208919-5930-430662-603051	\$ 45,000.00
2089-208919-5930-430630-603051	\$ 50,000.00
2089-208919-5930-432634-603051	\$ 42,000.00
2089-208919-5930-432653-603051	\$ 50,000.00
2089-208919-5930-430681-603051	\$ 40,000.00
2089-208919-5930-430683-603051	\$ 48,000.00
2089-208919-5930-430691-603051	\$ 80,500.00

The CDBG funds will be provided to subsidize the DHCDC's operating costs for a one year period. The DHCDC will carry-out a variety of public and youth services, rehabilitate and construct affordable housing for owner-occupancy by low and moderate- income households and will develop a vacant lot as a community pocket park (Gold Street Community Park).

FOR FY 2019, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$7,400.00 AS FOLLOWS:

MBE: 27%

WBE: 10%

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Housing and - cont'd
Community Development

On August 8, 2018, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 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 Department 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.

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.)

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Housing and - First Amendment to Grant Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the First Amendment to Grant Agreement with the Park Heights Renaissance, Inc. (PHR). The First Amendment to Grant Agreement will extend the period of the agreement through March 30, 2019.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The PHR is a nonprofit organization established in 2007 to implement the Park Heights Master Plan. The PHR provides a variety of community services in addition to undertaking development initiatives that reflect the Master Plan's recommendations. As part of their development program, the PHR identifies areas feasible for redevelopment and supports existing investment.

On November 30, 2016, the Board approved the original grant agreement for the period of November 30, 2016 through November 30, 2018 in the amount of \$420,000.00. Funds were provided for the stabilization of up to 13 vacant properties in the 2600 block of Loyola Northway as a part of a larger strategy to support Renaissance Gardens, a 60 unit affordable senior housing development located in the 4300 block of Pimlico Road and redevelopment efforts on the 2600 block of Rosewood and 4300 blocks of Park Heights Avenues.

This First Amendment to Grant Agreement will provide additional time to evaluate the project.

AGENDA

BOARD OF ESTIMATES

12/12/2018

DHCD - cont'd

MBE/WBE PARTICIPATION:

The Park Heights Renaissance, Inc. has signed the Commitment to Comply with the Minority and Women's Business Enterprise Program of the City of Baltimore.

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE NO-COST TIME EXTENSION.

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

Office of the President - City Council Page Program Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the City Council Page Program Agreement with the Professional Development and Training Center, Inc. for Baltimore City Youth. The period of the agreement is effective upon Board approval through August 31, 2019.

AMOUNT OF MONEY AND SOURCE:

\$14,039.37 - 1001-000000-1000-104800-603026

BACKGROUND/EXPLANATION:

The Professional Development and Training Center, Inc. will recruit, train, and provide stipends for selected candidates and ongoing support for the City Council Page Program. High school students go through a screening process where they are interviewed and selected based on their interest in Baltimore City government and the legislative process. The Professional Development and Training Center, Inc. will manage the recruiting and training of the students, the training of participating City Council staff, and other necessary program elements. The Office of the City Council President, Bernard C. "Jack" Young will promote and support the program while inviting four high school students to participate in the program. The overall structure of the program will remain the same from previous years. The students will be linked with a single advisor, who will act as the student's primary supervisor and mentor. Program participants will be given the opportunity to learn about city government and interact with significant public officials.

Baltimore city youth will have a chance to strengthen their self-confidence, develop leadership skills, and learn from positive role models. Programs like the City Council Page Program are essential in taking kids off the streets and getting them involved in productive activities which will enable them to flourish academically, socially, and emotionally.

AGENDA

BOARD OF ESTIMATES

12/12/2018

Office of the President - cont'd

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

Retiree Benefits Trust - Subscription Agreement

ACTION REQUESTED OF B/E:

The Board is requested by the Board of Trustees of the Retiree Benefits Trust of the City of Baltimore to approve a Subscription Agreement for its investment in RLJ Equity Partners Fund II, L.P., managed by RLJ Equity Partners, LLC.

AMOUNT OF MONEY AND SOURCE:

\$4,000,000.00 - approximately of Retiree Benefits Trust of the City of Baltimore funds

No General Fund monies are involved in this transaction.

BACKGROUND/EXPLANATION:

The Retiree Benefits Trust of the City of Baltimore conducted a search and selected RLJ Equity Partners, LLC to initially receive \$4,000,000.00 to be invested in the fund. The search and selection process was conducted with the assistance and advice of the Retiree Benefits Trust of the City of Baltimore investor advisor, Pension Consulting Alliance, LLC.

For this transaction, Retiree Benefits Trust of the City of Baltimore approves the Subscription Agreement and other agreements/materials distributed in connection with the Subscription Agreement. Retiree Benefits Trust of the City of Baltimore may need to approve subsequent agreements related to the Subscription Agreement for additional allocations to the fund.

MWBOO GRANTED A WAIVER.

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

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

ACTION REQUESTED OF B/E:

The Board is requested by the Board of Trustees of the Fire and Police Employees' Retirement System (F&P) to approve a Subscription Agreement for its participation in Vista Equity Partners Fund VII, L.P., a Cayman Island limited partnership.

AMOUNT OF MONEY AND SOURCE:

\$16,000,000.00 - approximately of F&P funds

No General Fund monies are involved in this transaction.

BACKGROUND/EXPLANATION:

The F&P Board of Trustees conducted a search for a private equity investment manager and as a result of that search, selected VEPF Management, L.P., a fund manager specializing in software companies to accept an initial investment of \$16,000,000.00 to be placed with Vista Equity Partners Fund VII, L.P. The search and selection process was conducted with the assistance and advice of the F&P System's investment advisor, Summit Strategies Group.

MWBOO GRANTED A WAIVER.

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

Fire and Police Employees' - Independent Auditor's Report
Retirement System (F&P)

The Board is requested to **NOTE** receipt of the following Audit Reports from CliftonLarsonAllen LLP.

1. The Independent Auditor's Report of the Baltimore City Fire and Police Employees' Retirement System for FY ended June 30, 2017.
2. The Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters.
3. The 2018 Baltimore City Fire and Police Employees' Retirement System's Comprehensive Annual Financial Report (CAFR).

AGENDA

BOARD OF ESTIMATES

12/12/2018

Employees' Retirement System/ - Independent Auditor's Report &
Elected Officials' Retirement Comprehensive Annual Financial
System Report

The Board is requested to **NOTE** receipt of the following Independent Auditor's Report & Comprehensive Annual Financial Report from CliftonLarsonAllen LLP.

1. The Independent Auditor's Report of the Baltimore City Employees' Retirement System for FY ended June 30, 2018.
2. The Independent Auditor's Report of the Baltimore City Elected Officials' Retirement Systems for Fiscal Year ended June 30, 2018.
3. The Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters as of June 30, 2018.
 - a. Employees' Retirement System and
 - b. Elected Officials' Retirement System
4. FY Ended June 30, 2018 Comprehensive Annual Financial Reports for:
 - a. Employees' Retirement System and
 - b. Elected Officials' Retirement System

AGENDA

BOARD OF ESTIMATES

12/12/2018

Bureau of the Budget and - General Fund Supplemental
Management Research Appropriation

ACTION REQUESTED OF B/E:

The Board is requested to approve the Supplemental Appropriation to the Baltimore City Office of Information and Technology.

AMOUNT OF MONEY AND SOURCE:

Service 805: Enterprise IT Delivery Services - \$5,217,659.00

The funds will come from surplus in the Recordation Tax revenue.

BACKGROUND/EXPLANATION:

BBMR recommends a \$5,217,659.00 supplemental appropriation to support the Dispatch Console & Fire Station Alerting upgrade. The current dispatch consoles have provided the City 22-years of service, however, Motorola will no longer be able to guarantee the support of those consoles as of December 31, 2018.

The Dispatch Console upgrade will provide enhanced communications features, system audio quality, and system security. This console platform offers an integrated approach with Baltimore City's existing radio infrastructure investment. The recommendation of \$5,217,659.00 will support the fiscal year 2019 phase of the project.

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

12/12/2018

Bureau of the Budget and Management Research (BBMR) - Transfer of Funds for the 2019 African American Heritage Festival

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize a Transfer of Funds from the City General Fund to the Baltimore City Foundation for costs associated with the 2019 African American Heritage Festival (AFRAM) .

AMOUNT OF MONEY AND SOURCE:

\$300,000.00 - 1001-000000-1220-709700-607001

BACKGROUND/EXPLANATION:

The 2019 African American Heritage Festival will celebrate African American culture with art, musical performances, vendors and more.

This community event is sponsored by the Office of the Mayor as well as private sponsors. To ensure that private sponsors can support this event, the Mayor's Office will be using the Baltimore City Foundation as custodian of the funds.

The requested transfer of \$300,000.00 is the City's portion of the estimated cost of AFRAM.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Audits - Audit Reports

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

1. Department of Recreation and Parks Biennial Financial Audit Report Fiscal Years Ended June 30, 2017 and 2016.
2. Mayor's Office of Employment Development Biennial Financial Audit Fiscal Years Ended June 30, 2017 and 2016.
3. Police Department Biennial Financial Audit Fiscal Years Ended June 30, 2017 and 2016.
4. Department of Transportation Biennial Financial Audit Fiscal Years Ended June 30, 2017 and 2016.
5. Department of Health Biennial Financial Audit Fiscal Years Ended June 30, 2017 and 2016.

AGENDA

BOARD OF ESTIMATES

12/12/2018

PROPOSALS AND SPECIFICATIONS

1. Department of Transportation - TR 19011, Resurfacing Highways
At Various Locations North-
east Sector I
BIDS TO BE RECV'D: 01/23/2019
BIDS TO BE OPENED: 01/23/2019

2. Department of Transportation - TR 19012, Resurfacing Highways
At Various Locations
Northwest Sector II
BIDS TO BE RECV'D: 01/23/2019
BIDS TO BE OPENED: 01/23/2019

3. Department of Transportation - TR 19013, Resurfacing Highways
At Various Locations
Southwest Sector III
BIDS TO BE RECV'D: 01/23/2019
BIDS TO BE OPENED: 01/23/2019

4. Department of Transportation - TR 19014, Resurfacing Highways
At Various Locations
Southeast Sector IV
BIDS TO BE RECV'D: 01/23/2019
BIDS TO BE OPENED: 01/23/2019

AGENDA

BOARD OF ESTIMATES

12/12/2018

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 with Whitman, Requardt & Associates, LLP, under WC 1327, Chlorine Handling Safety Improvements. The period of the Amendment No. 1 to Agreement is through April 19, 2021 or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$0.00

BACKGROUND/EXPLANATION:

This Amendment No.1 will increase the period of the agreement by two years for a total agreement period of five years. The current expiration date is April 19, 2019 and the new expiration date is April 19, 2021.

The Office of Engineering and Construction, on behalf of the Department of Public Works, desires to eliminate the Plant 1 northern entrance off of Hillen Road for security reasons. WC 1328, Montebello Filtration Plant Phase B and C includes the construction of an enhanced entrance to Plant 1 at the southern existing entrance off of Hillen Road. This will consolidate all vehicles entering Plant 1 to the southern entrance.

For WC 1327, the City requested that the hypochlorite building be located in the general vicinity of the former Caretaker's House and garage building so that deliveries could be accommodated using the enhanced entrance constructed under SC 1328. The WC 1328 scope included the installation of pre-filter chlorination at Plant 1 using the existing gaseous chlorination system, contemplating that WC 1327 would convert the gaseous chlorination to hypochlorite and use the pre-filter chlorine feed points constructed under WC 1328.

AGENDA

BOARD OF ESTIMATES

12/12/2018

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

At the time that the WC 1328 scope and fee were negotiated, the City directed that no work was to be included at Plant 2. Therefore, there would be no pre-filter chlorination point at Plant 2 to be replaced under WC 1327, as was being done at Plant 1.

Discussions with the operations staff during the study and preliminary design phases of WC 1327 indicated that the operations staff preferred to also have pre-filter chlorination at Plant 2 to provide consistent treatment approaches at both Plants, as well as to address water quality concerns. By adding chlorine before the filters, instead of the raw water entering the Plant, the formation of disinfection byproducts will be lower, because organic material which contributes to disinfection byproducts formation has been removed from the water in the sedimentation basins. This approach also means that less chlorine is needed, saving operational funds over time.

As the design work under WC 1327 proceeded, the historic significance of the former caretaker's house necessitated that the hypochlorite storage/feed facility be relocated on the Plant 1 site to retain the caretaker's house. This necessitates Amendment No. 1 to the design contract for WC 1327. Whitman, Requardt & Associates, LLP prepared a conceptual level review of the design and construction costs to also add pre-filter chlorination at Plant 2 and the consensus of the Environmental Services staff that it was to the City's advantage to also have Plant 2 be provided with pre-filter chlorination abilities. Thus, the scope and fee proposal on the table now for WC 1327 includes both the relocation of the building at Plant 1 and the addition of pre-filter chlorination at Plant 2.

The scope of the original agreement includes the Consultant providing the design engineering services for the improvement at Montebello Filtration Plant 1, designated remote sites, and other designated elements of the project.

AGENDA

BOARD OF ESTIMATES

12/12/2018

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

MBE/WBE PARTICIPATION:

The Vendor will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code and the 12.4% MBE and the 15.7% WBE goals assigned to the original agreement.

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE TIME EXTENSION.

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Public Works - Third Amendment to Sludge Disposal Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Third Amendment to Sludge Disposal Agreement (Third Amendment) with the Northeast Maryland Waste Disposal Authority.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

In March 1984, the City, in its 201 Facilities Plan for the Back River Wastewater Treatment Plant, determined that a three-prong approach to sewage sludge management would best meet its need for environmental-safe, long-term sludge disposal. The three disposal techniques to be utilized were: land application, heat drying, and composting. In September 1984, the City asked the authority to conduct a competitive procurement process to select a private firm to design, construct, own, and operate a sludge composting facility. The result of the procurement was the Baltimore City Composting Facility which was constructed and is now owned by Veolia, located on City property. The original contract was approved by the Board on March 4, 2008. On June 26, 2013, the Board approved the First Amendment that extended the duration of the contract which ended on June 30, 2018 and approved the funding of \$2,448,537.00. On May 3, 2018 the Board approved a no cost second amendment that extended the duration time to June 29, 2023.

This Third Amendment addresses the designation of the territories used for the Consumer Price Index (CPI) in the contract with no additional cost. The remaining terms of the contract remain in effect.

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Public Works - 2018 Clean Energy Communities Low-to-Moderate Income Grant Program Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Grant Agreement from the Maryland Energy Administration. The period of the grant agreement is effective upon Board approval through August 2, 2019.

AMOUNT OF MONEY AND SOURCE:

\$125,000.00 - 5000-509719

BACKGROUND/EXPLANATION:

The DPW Office of Sustainable Energy (OSE) applied for funds from the Maryland Energy Administration Clean Energy Communities Low to Moderate Income Grant Program to install energy efficient improvement in various City Buildings.

This agreement is late because of a delay in receiving signatures from the state.

APPROVED FOR FUNDS BY FINANCE.

AUDITS REVIEWED AND HAD NO OBJECTION.

(The 2018 Clean Energy Communities Low-to-Moderate Income Grant Award Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Public Works - Full Release of Retainage Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Full Release of Retainage Agreement with Civil Construction, LLC. for WC No. 1266R Mt. Vernon & Seton Hill Area - Water Main replacement.

AMOUNT OF MONEY AND SOURCE:

\$419,983.00 - 9960-905659-9557-000000-200001

BACKGROUND/EXPLANATION:

As of July 16, 2018, Civil Construction, LLC. has completed 100% of all work for WC 1266R. The Contractor has requested a Full Release of Retainage in the amount of \$419,983.00. Currently, the City is holding \$419,983.00 in retainage for referenced project and the Contractor is requesting to reduce the amount of Retainage to \$0.00.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MWBOO APPROVED THE RELEASES OF RETAINAGE.

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 009 to Louis Berger Water Services, Inc. under Project 1503, Construction Management Assistance Services. The period of the task is 16 months.

AMOUNT OF MONEY AND SOURCE:

\$361,603.02 - 9960-922101-9557-900020-706063

BACKGROUND/EXPLANATION:

The Department was in need of inspection services on SC 890. The project did not utilize all of the funds and is requesting a credit.

The scope of the original agreement includes: Assisting the 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 (RFI) reviews and responses, and contract administrative support.

MBE/WBE PARTICIPATION:

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

MBE: 27%

WBE: 10%

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 390,531.26	9960-909100-9558	9960-922101-9557-6
Water Utility	(Water Infra-	(CMA)
Funds	structure)	

This transfer will cover the costs of Project 1503 WC 1293 O/C Project and Construction Management Assistance Service Task 009 for CMA (BD16703).

(In accordance with Charter requirements, a report has been requested from the Planning Commission, the Director of Finance having reported favorably thereon.)

AGENDA

BOARD OF ESTIMATES

12/12/2018

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 002, to Johnson, Mirmiran & Thompson, Inc. under Project No. 1802, SC 962R, On-Call Project and Construction Management Assistance. The duration of this Task Assignment is approximately 15 months.

AMOUNT OF MONEY AND SOURCE:

\$743,191.33 - 9956-907575-9551-900020-703032

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction is requesting Johnson, Mirmiran & Thompson, Inc. to provide Construction Management Assistance and Inspection Services for the ongoing work on SC 962R.

The scope of the original agreement includes: Assisting 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, construction contract administration, and MBE/WBE and wage regulation compliance reporting.

The scope of the Construction project includes: Field reconnaissance, investigation, and evaluation of Baltimore City sewers and manhole structures as necessary to prepare contract documents for a sewer rehabilitation contract.

MBE/WBE PARTICIPATION:

AGENDA

BOARD OF ESTIMATES

12/12/2018

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

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City code and the MBE and WBE goals assigned to the original agreement MBE: 29% and WBE: 10%. Currently this On-Call agreement is not in compliance because the Consultant has not started billing yet.

MWBOO GRANTED A WAIVER.

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$802,646.64 (Revenue Bond)	9956-903569-9549 Sanitary Sewer Replace-Rehab	9956-907575-9551-3 (Design & Study)

The funds are needed to cover the cost of Project 1802- SC 962R, O/C Project and Construction Management Assistance Task 2.

(In accordance with Charter requirements, a report has been requested from the Planning Commission, the Director of Finance having reported favorably thereon.)

AGENDA

BOARD OF ESTIMATES

12/12/2018

Police Department - Intergovernmental Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Intergovernmental Agreement with the Department of Housing and Community Development (DHCD). The period of the agreement is July 1, 2018 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$160,000.00 - 4000-421819-2255-793400-603026

BACKGROUND/EXPLANATION:

On August 15, 2018, the Board approved and authorized a grant award for the "Jag 13" grant, Award 2017-DJ-BX-0314. A portion of the funds were allocated to the Department of Housing and Community Development Code Enforcement Division. The DHCD will utilize the funds for attorneys, paralegals, and paralegal assistants in DHCD's Code Enforcement Division who will aim to reduce crime through crime prevention programs and strategic legal interventions to abate nuisances.

The Intergovernmental Agreement is late because of the administrative process.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

Police Department (BPD) - Recruitment Marketing Campaign

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of an Award with idfive for a professional services contract for a targeted marketing campaign. The period of the agreement is December 1, 2018 through September 1, 2019 with an option to renew for two additional one-year terms at the sole discretion of the city.

AMOUNT OF MONEY AND SOURCE:

\$200,000.00 - 6000-611219-2013-197500-603026

BACKGROUND/EXPLANATION:

Starting in 2014, the BPD saw a significant drop in applications to the Department, which has been a leading reason for the department's staff shortages and overtime challenges. As law enforcement recruitment has become a challenge nationally, departments across the country have been turning to professional marketing companies for assistance.

The BPD recruitment marketing campaign will target Baltimore City residents, minorities, women and millennials. It will aim to:

- increase the number of officers available for patrol to reduce violent crime in Baltimore,
- fill vacant patrol officer jobs to help reduce mandatory overtime, staff burnout, and attrition, and
- promote law enforcement as a viable career option for young people in Baltimore and create awareness about the salaried cadet positions that are available for 18 -21 year olds.

Police Department - cont'd

Procurement Process

A five-person evaluation committee reviewed and scored twelve vendor proposals in response to the BPD's professional services marketing campaign Request For Proposal. The Committee included two representatives from the BPD, two city employees with significant marketing experience, and a community leader from Baltimore. After the initial evaluation of vendor proposals, the committee scored two additional rounds of vendor presentations.

General Terms

The BPD will be responsible for reimbursement of services performed by idfive. A 20% labor budget will be billed at the beginning of the project for the onetime fee/set up components. Additional payment will be based on monthly invoices with supporting sources documentation required by the BPD for time, materials, products, and deliverables provided. All requests for advances will be made using standard forms as designated by the BPD.

During the term of the award, idfive will grant the city's auditors customary rights to audit idfive's books and records related to the award and will maintain customary insurance provisions as required for City contract.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Recreation and Parks - Non-Construction Consultant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Non-Construction Consultant Agreement with Parks & People Foundation, Inc. (P&PF) to serve as Project Manager for Stakeholder Engagement and Design Team selection for creation of the Middle Branch Waterfront Vision and Implementation Plan. The period of the agreement will retroactively commenced as of October, 1, 2018 through June 30, 2019 with an option to renew for an additional six-month term.

AMOUNT OF MONEY AND SOURCE:

\$198,775.00 - 2026-000000-4781-583800-603026 Casino - Local Impact Grant funds budgeted through FY'16 and FY'17 Spending Plans.

BACKGROUND/EXPLANATION:

The Department seeks to engage P&PF as Project Manager and collaborator in an effort to create the Middle Branch Waterfront Vision and Implementation Plan (Plan) towards the ultimate goal of improving and construction a network of publicly accessible parks and trails along the 11-mile long waterfront of the Middle Branch of the Patapsco. The project area encompasses the shoreline of Masonville Cove, Cherry Hill, Westport, Carroll-Camden industrial area (Ridgley's Cove), Spring Garden and Port Covington. The realization and implementation of the Plan is expected to occur over the next decade through a series of capital projects. The new plan will build upon visions and recommendations from prior community planning efforts and will be developed by an interdisciplinary team of Landscape Architects, Urban Designers, Engineers and environmental experts, charged with developing designs, engineering, feasibility assessments, and cost-estimates for implementing capital projects that improve and expand public spaces along the shoreline. P&PF and its sub-consultants will

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Rec and Parks - cont'd

assist the City with Stakeholders Engagement and Design Team selection. South Baltimore Gateway Partnership (SBGP) a Community impact district management authority created by the State of Maryland and the City Charter to administer 50% of Casino Impact funds, and P&PF executed an agreement dated May 21, 2018, for preparatory work as part of Phase One of the planning effort valued up to \$100,000.00. As per the aforementioned previous agreement between SBGP and P&PF, SBGP will be responsible for paying P&PF a dollar amount of \$41,328.21. Subsequently, their previous agreement will be terminate and this new agreement with the City will commence. Under this new agreement SBGP, serving as Fiscal Agent agrees to pay P&PF the additional \$58,671.79 for a combined payment of \$100,000.00 within 10-days following Board approval of this new agreement. Under this new agreement, the total compensation due to P&PF will be \$257,446.79. However, the City's obligation and contribution will not exceed \$198,775.00.

MBE/WBE PARTICIPATION:

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Transportation - Amendment No. 2 to Agreements

The Board is requested to approve and authorize execution of the Amendment No. 2 to Agreements, under Project No. 1217, On-Call Construction Project Management Services with the various Consultants.

1. **WHITMAN, REQUARDT & ASSOCIATES, LLP** **\$1,000,000.00**
(Upset Limit)

On April 1, 2015, the Board approved the original Agreement (B/D No. 37011) for three years in the amount of \$2,000,000.00. On December 6, 2017, the Board approved Amendment No. 1 for a one year time extension and an increase to the upset limit by \$1,000,000.00. Amendment No. 2 to Agreement will increase the upset limit to \$4,000,000.00 and extend the period of the agreement through March 31, 2020.

2. **A MORTON THOMAS & ASSOCIATES, INC.** **\$1,000,000.00**
(Upset Limit)

On April 1, 2015, the Board approved the original Agreement (B/D No. 37015) for three years in the amount of \$2,000,000.00. On December 17, 2017, the Board approved Amendment No. 1 for a one-year time extension and an increase to the upset limit by \$1,000,000.00. Amendment No. 2 to Agreement will increase the upset limit to \$4,000,000.00 and extend the period of the agreement through March 31, 2020.

3. **STV/PB CONSTRUCTION MANAGERS JOINT VENTURE** **\$1,000,000.00**
(Upset Limit)

On June 17, 2015, the Board approved the original Agreement (B/D No. 37016) for three years in the amount of \$2,000,000.00. On January 31, 2018, the Board approved Amendment No. 1 for a one-year time extension and an increase to the upset limit by \$1,000,000.00. Amendment No. 2 to Agreement will increase the upset limit to \$4,000,000.00 and

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Transportation - cont'd

extend the period of the agreement through June 16, 2020.

The original Agreements provided for engineering design services in connection with projects included in the Capital Improvement Plan and other transportation infrastructure related projects.

The Amendment No. 1 to Agreements provided a one-year time extension to allow the Consultants time to fully complete extra work and efficiently staff these projects to meet Federal Highway Administration, State Highway Administration and Baltimore City standards and guidelines.

The Amendment No. 2 to Agreements will provide a one-year time extension and an increase to the upset limit by \$1,000,000.00 for each of the above Consultants to allow continued staffing for ongoing capital projects to meet Federal Highway Administration, State Highway Administration and Baltimore City standards and guidelines. No funds are required at this time.

MBE/WBE PARTICIPATION:

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

AUDITS NOTED THE TIME EXTENSIONS AND THE INCREASE IN THE UPSET LIMITS AND WILL REVIEW THE TASK ASSIGNMENTS.

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Transportation - Amendment No. 3 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment No. 3 to Agreement, under Project No. 1225, On-Call Design Consultant Services for Resurfacing and Reconstruction Projects (BD/337022) with KCI Technologies, Inc. The Amendment No. 3 to Agreement will extend the period of the agreement through April 28, 2021 or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$2,000,000.00 - Increase in Upset Limit

BACKGROUND/EXPLANATION;

On April 29, 2015, the Board approved the original two-year agreement in the amount of \$1,000,000.00 with KCI Technologies, Inc. to assist the Transportation, Engineering & Construction Division in providing various on-call engineering services for the proposed improvements to the City's system of Streets and Highways.

On May 10, 2017, the Board approved amendment No. 1 to allow for a one-year time extension to complete numerous ongoing services ranging from roadway design, storm water management, expedited review, construction phase review, survey, and other support services to complete ongoing tasks.

On May 9, 2018, the Board approved amendment no. 2 to allow a one-year time extension and an increase to the upset limit by \$500,000.00 to continue completing numerous ongoing services ranging from roadway design, storm water management, expedited review, construction phase review, survey, and other support services to complete ongoing tasks.

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Transportation - cont'd

The Department is now requesting a two-year time extension and an increase to the upset limit by \$2,000,000.00 to continue design services of in-design projects under Amendment No. 3.

This Amendment No. 3 will increase the upset limit to \$3,500,000.00 and extend the period of the agreement through April 28, 2021.

MBE/WBE PARTICIPATION:

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

AUDITS NOTED THE TIME EXTENSIONS AND THE INCREASE IN THE UPSET LIMITS AND WILL REVIEW THE TASK ASSIGNMENTS.

(The Amendment No. 3 to Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Transportation/ - Task Assignment
Office of Eng. & Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 15 to McCormick Taylor Inc., under Traffic Signals & ITS Traffic Engineering Project No. 1183 On-Call Consultant Services. The period of the services under Task No. 15 is approximately 6 months.

AMOUNT OF MONEY AND SOURCE:

\$ 63,476.00 - 9950-902323-9527-900010-705032
63,475.64 - 9950-905627-9527-900010-705032
\$126,951.64

BACKGROUND/EXPLANATION:

This authorization provides for the continuation of on-site engineering support in connection with TR 11307 - Park Circle Intersection Improvements project and TR 11318 - Key Highway and Light Street Intersection Improvements project. Services will also include project manager services for the Baltimore City DOT Transportation Engineering and Construction Divisions' multiple larger, more complex streetscape and reconstruction projects.

DBE PARTICIPATION:

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

DBE: 25%

The Consultant has not met the DBE goal on this task, there remains enough capacity within the contract to meet the goal. The consultant has achieved 17% of the goal.

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Transportation - Excess Proceeds from Auction
Auction

ACTION REQUESTED OF B/E:

The Board is requested to approve the Expenditure of Funds to pay Global Lending Services the excess proceeds from the auction.

AMOUNT OF MONEY AND SOURCE:

\$8,038.00 - 1001-000000-1950-5050215-4017740

BACKGROUND/EXPLANATION:

The registered owner and/or lienholder were notified that their respective vehicle was at the Towing Section, the vehicle remained unclaimed. Therefore, the vehicle was sold at auction. The owner has requested the excess proceeds be refunded.

The money represents the proceeds beyond the expense of receiving, storage and disposing of the vehicle in question at auction.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Transportation - Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Lease Agreement for Alley Gating with Charm City Land Trust, Inc. The lease agreement is effective upon Board approval for a term of 25 years.

AMOUNT OF MONEY AND SOURCE:

Charm City Land Trust, Inc. will be solely responsible for all costs and fees for this project.

BACKGROUND/EXPLANATION:

Charm City Land Trust Inc. wishes to gate certain alleys in Block 1640, in the vicinity of N. Milton Avenue and E. Monument Street.

MBE/WBE PARTICIPATION:

N/A

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Housing and - Fourth Amendment to
Community Development (DHCD) Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Fourth Amendment to Lease Agreement between the Mayor and City Council of Baltimore, Landlord, and Waverly Apartments & Company, Tenant, for the rental of the property known as 2821 Matthews Street (AKA Oak Hill Townhomes). The Fourth Amendment extends the period of the ground lease through December 31, 2099.

The Board is further 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 review and approval for form and legal sufficiency by the Department of Law.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Oak Hill Townhomes is a mixed-income multifamily property located at 2821 Matthews Street in the Better Waverly neighborhood of north-central Baltimore City. The property currently consists of 310 units of naturally occurring affordable rental housing.

The City of Baltimore owns the land and originally entered into a ground lease in 1950 for a term of 60 years with annual rental payments commencing on June 10, 1953 in the amount of \$4,000.00. Under the terms of the lease agreement, the Tenant was obligated to construct a residential rental apartment complex and a commercial shopping center. On February 4, 1953, the Board approved the first amendment agreement to the ground lease that amended the acquisition schedule from 1950 to 1953 and extended the lease terms from 60 years to 75 years, thereby allowing the Tenant to obtain the necessary mortgage FHA financing.

AGENDA

BOARD OF ESTIMATES

12/12/2018

DHCD - cont'd

The second amendment to the ground lease, approved by the Board on August 3, 1955, bifurcated the sites for the construction of the apartments from the parcel that was to be used for the construction of the projects commercial component.

The third amendment, approved by the Board on August 20, 1986, extended the term of the lease to permit the placing of an FHA-coinsured mortgage on the property. In consideration to the City for granting the additional ten-year extension of the lease term, (i) the Tenant agreed that the annual rental payment would be increased from \$4,000.00 to \$10,000.00 annually during the ten-year extension to the lease term, and (ii) the lease agreement dated May 24, 1950 was extended until December 31, 2037.

The Tenant has entered into a Contract of Sale to sell ownership interest in the property to Waverly Preservation, LLC (a Maryland limited liability company) whose managing member is Mr. Charles Tini.

Developed in 1953, the property has not undergone a comprehensive renovation since 1986. The dwelling units are spread across 27 existing buildings on a single project site that spans approximately 13.02 acres, or 566,936 square feet.

The proposed scope of work involves creating a new community center, replacing or upgrading major building systems, replacing apartment appliances and finishes, upgrading common areas and community spaces, and improving site features and amenities in a sustainable manner.

The project will result in the preservation and renovation of approximately 281 units of housing without displacing existing residents and will have the added benefit of ensuring affordability for the future.

AGENDA

BOARD OF ESTIMATES

12/12/2018

DHCD - cont'd

The Fourth Amendment to the Ground Lease, extending the original ground lease to December 31, 2099, is now required which will allow the prospective owner to close the acquisition financing of the property and position it for future redevelopment.

In consideration of this extension, the property will be subject to an affordability restriction such that 10% of the units are non-income restricted as market-rate rentals and the remaining 90% are reserved for households with incomes at or below 80% of the Area Median Income, adjusted for family size. The annual rental payments are hereby adjusted as follows:

- \$4,000.00 annually through December 31, 2027,
- \$10,000.00 annually from January 2028 through December 31, 2037,
- \$48,000.00 annually commencing on January 2038 through December 31, 2053,
- \$65,000.00 annually commencing from January 2054 through December 31, 2063,
- \$82,000.00 annually commencing January 2064 through December 31, 2078, and
- commencing January 1, 2079 and continuing through December 31, 2099, rent on the property will automatically increase by 3% per annum over the rent due and payable for the preceding calendar year.

In addition, the Tenant will have the right at any time during the term of the lease to purchase the fee simple interest of the property and the City will convey the same to the Tenant, pursuant to the terms and conditions and three-party appraisal policy.

AGENDA

BOARD OF ESTIMATES

12/12/2018

DHCD - cont'd

In the event that the Tenant has not exercised its rights to purchase the property as described in Article II, Section 8 of the ground lease, the Tenant will be obligated to do so prior to the expiration of the lease.

In all other respects, the ground lease will remain in full force and effect.

MBE/WBE PARTICIPATION:

Article 5, Subtitle 28 of the Baltimore City Code for Minority and Women's Business Opportunity is fully applicable and no request for a waiver has been made.

THE DIRECTOR OF FINANCE REVIEWED AND RECOMMENDED APPROVAL.

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Public Works - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Memorandum of Understanding (MOU) with the Northeast Maryland Waste Disposal Authority (NMWDA). The MOU is effective upon Board approval through December 31, 2019.

AMOUNT OF MONEY AND SOURCE:

\$3,383,700.00 - 6000-608719-5161-389800-603026

\$1,616,300.00 - 9948-922014-9517-900020-706063

BACKGROUND/EXPLANATION:

Quarantine Road Landfill has received numerous violations from the Maryland Department of Environment (MDE) for non-compliance with Refuse Disposal Permit No. 2014.-WMF-0325 and Industrial 12SW Stormwater General Discharge Permit, and from the City of Baltimore for non-compliance with Baltimore City Code, Article 7, §31-8. Due to funding and resource limitations, the Landfill has been unable to resolve these violations and most site inspection violations have been cited more than once now.

To ensure regulatory compliance is provided in a timely manner, the Bureau of Solid Waste is expediting procurement of compliance tasks by requesting NMWDA to select on-call consultants and contractors through a competitive public process. The proposed scope of work will include the installation, repair, or maintenance of (i) Sediment and Erosion Controls; (ii) Leachate Conveyance and Control System; (iii) Leachate Storage; (iv) Refuse Permit Compliance; (v) Industrial Stormwater Compliance; and (vi) Other Miscellaneous Compliance Issues. In addition, the scope of work will include the installation and monitoring of groundwater monitoring wells at the Landfill and former Millennium Landfill.

The Department of Public Works hereby certifies that written Notice of Intent to enter into a Memorandum of Understanding with NMWDA

AGENDA

BOARD OF ESTIMATES

12/12/2018

Department of Public Works - cont'd

for performance of regulatory compliance work at the Landfill has been provided to the Department of Finance in accordance with City Charter, Article VI, §11 (e) (i).

AUDITS REVIEWED AND HAD NO OBJECTION.

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

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$1,308,879.18	9948-909550-9516	
Other Fund Reserve	(Unallocated Reserve)	
307,420.82	9958-928001-9526	
<u>Other Fund Reserve</u>	(Unallotted)	
\$1,616,300.00	-----	9948-922014-9517

This transfer will cover costs of Quarantine Road Landfill Groundwater, Well & Regulatory Compliance.

(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

12/12/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

- | | | |
|---|--------------|---------|
| 1. HOWARD UNIFORM COMPANY | \$300,000.00 | Renewal |
| Contract No. B50004657 - Uniforms for Department of Transportation - Traffic and Safety Divisions - Department of Transportation - P.O. No. P537522 | | |

On November 9, 2016, the Board approved the initial award in the amount of \$300,000.00. The award contained three 1-year renewal options. On May 16, 2018, the Board approved an increase in the amount of \$300,000.00. This first renewal in the amount of \$300,000.00 will provide continuous access and delivery of a full supply of uniforms for employees within the Traffic and Safety Divisions of the Department of Transportation. The period of the renewal is December 1, 2018 through November 30, 2019, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On April 12, 2016, MWBOO determined that no goals would be set because of no opportunity to segment the contract. This is a commodity purchase.

MWBOO GRANTED A WAIVER.

- | | | |
|---|--------------|---------|
| 2. THE SEGAL COMPANY
(EASTERN SEALS), INC. | \$448,000.00 | Renewal |
| Contract No. B50003904 - Health Care Consultant and Actuarial Services - Department of Human Resources - P.O. No. P533754 | | |

On November 18, 2015, the Board approved the initial award in the amount of \$1,652,655.00. The award contained three 1-year renewal options. This first renewal in the amount of \$448,000.00 is for the period November 18, 2018 through

AGENDA

BOARD OF ESTIMATES

12/12/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

November 17, 2019, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

MWBOO set goals of 15% MBE and 5% WBE. On November 9, 2018, MWBOO found vendor in non-compliance. It is recommended that the vendor be required to submit a plan to come into compliance with ten days.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Financial and Realty Services, LLC		\$58,935.00	4.58%
Walker Benefit Services, LLC		<u>21,001.00</u>	<u>1.63%</u>
	15%	\$79,936.00	6.21%
WBE: DANA Insurance Services, Inc.		\$31,037.50	2.41%
	5%		

The vendor did not meet the MBE and WBE goals for this contract.

MWBOO FOUND VENDOR IN NON-COMPLIANCE.

3. ERSOURCE PLANNER, INC. \$136,000.00 Renewal
 Contract No. B50003752 - Police Human Capital Resource Management - Baltimore Police Department - P.O. No. P529920

On July 21, 2015, the Board approved the initial award in the amount of \$433,000.00. The award contained five 1-year renewal options. Subsequent actions have been approved. This second renewal in the amount of \$136,000.00 will provide the required

AGENDA

BOARD OF ESTIMATES

12/12/2018

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 - cont'd

annual subscription licensing and hosting to utilize this system. The period of the renewal is January 21, 2019 through January 20, 2020 with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On September 17, 2014, it was determined that no goals would be set because of no opportunity to segment the contract.

- | | | |
|--|--------------|---------|
| 4. MICROLOG CORPORATION
OF MARYLAND | \$ 30,000.00 | Renewal |
| Contract No. B50003154 - Interactive Voice Recognition System
- Department of Transportation - P.O. No. P526789 | | |

On March 19, 2014, the Board approved the initial award in the amount of \$37,000.00. The award contained two renewal options. Subsequent actions have been approved. This final renewal in the amount of \$30,000.00 is for the period June 1, 2019 through May 31, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On August 20, 2013, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

- | | | |
|--|----------------|---------|
| 5. MERCY MEDICAL CENTER,
INC. | \$5,000,000.00 | Renewal |
| Contract No. B50001347 - Occupational Health Clinic Services
- Department of Finance - P.O. No. P529491 | | |

On November 24, 2010, the Board approved the initial award in the amount of \$16,189,827.08. The award contained three

AGENDA

BOARD OF ESTIMATES

12/12/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

renewal options. Subsequent actions have been approved. This final renewal in the amount of \$5,000,000.00 will allow for the continuity of the services outlined in the contract as it relates to legal compliance under current ADA, FMLA and other legal requirements. The period of the renewal is January 3, 2019 through January 2, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On January 27, 2010, MWBOO set goals of 10% MBE and 5% WBE. On November 7, 2018, MWBOO found vendor in compliance.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Neo Technologies		\$ 10,267.00	
Walters Relocation*		167,756.00	
Dr. Cheung/OEM Advisor, LLC		48,199.00	
RGH Enterprises, Inc.		<u>2,459,460.00</u>	
	10%	\$2,685,682.00	14.41%
 WBE: Sahara Communications, Inc.		\$ 0.00	
Symphony Placements, LTD		457,484.00	
Mary Kraft & Associates, Inc.		1,450,463.00	
My Cleaning Service, Inc.		0.00	
Oelmann Electric Supply Service, Inc.		0.00	
	5%	<u>\$1,907,947.00</u>	10.23%

MWBOO FOUND VENDOR IN COMPLIANCE.

AGENDA

BOARD OF ESTIMATES

12/12/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

- | | | |
|---|--------------|-----------------------------|
| 6. RAND WORLDWIDE SUBSIDIARY,
INC. d/b/a IMAGINIT
TECHNOLOGIES | \$150,000.00 | Ratification
and Renewal |
| Contract No. 08000 - Archibus Maintenance and Support Agreement - Department of General Services - P.O. No. P527708 | | |

On June 4, 2014, the Board approved the initial award in the amount of \$29,400.00. The award contained five 1-year renewal options. Subsequent actions have been approved. This fourth renewal in the amount of \$150,000.00 will provide for the required maintenance and support for the Archibus system, which coordinates building maintenance, renovations, and construction projects for various City facilities. The period of the ratification is November 1, 2018 through December 14, 2018. The period of the renewal is December 15, 2018 through October 31, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

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

- | | | |
|--|---------------|-----------------------------|
| 7. FIRSTWATCH SOLUTIONS,
INC. | \$ 216,500.00 | Ratification
and Renewal |
| Contract No. 08000 - Firstwatch System Agreement - Baltimore City Fire Department - P.O. No. P540725 | | |

AGENDA

BOARD OF ESTIMATES

12/12/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Procurement - cont'd

On July 19, 2017, the Board approved the initial award in the amount of \$245,413.00. On October 24, 2018, the City Purchasing Agent approved an increase in the amount of \$41,786.00. This renewal will provide data monitoring and bio surveillance software necessary to consolidate and synthesize data to enable the Fire Department to provide more effective deployment of resources and care required to efficiently perform duties. FirstWatch has an exclusive agreement to extract data from the ProQA, which is the City's existing 911 triage system. The vendor is the sole provider of the FirstWatch software and related support services, and provides this software to other Maryland jurisdictions, which allows for the consolidated data to be shared among multiple jurisdictions for regional monitoring. The period of the ratification is July 20, 2018 through December 6, 2018. The period of the renewal is December 7, 2018 through July 18, 2019. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

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 - cont'd

8. INTERNATIONAL BUSINESS	\$ 30,000.00	Ratification and Renewal
<u>MACHINES CORPORATION</u> Contract No. 08000 - IBM i2 Software and Maintenance Agreement - Baltimore Police Department - P.O. No. P535450		

On April 27, 2016, the Board approved the initial award in the amount of \$86,511.37. The award contained three 1-year renewal options. On April 26, 2017, the Board approved the first renewal in the amount of \$26,234.73. This second renewal will provide for the continuation of the i2 software used to pinpoint malfeasant activity within logs of operational data as well as provide links between individuals, places, and entities for criminal investigations. The vendor is the sole provider of the software, maintenance, and associated network equipment. The period of the ratification is April 26, 2018 through December 12, 2018. The period of the renewal is December 13, 2018 through April 25, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

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

AGENDA

BOARD OF ESTIMATES

12/12/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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|--|--------------|-----------------------------|
| 9. BENTLEY SYSTEMS,
INC. | \$ 40,227.14 | Ratification
and Renewal |
| Contract No. 08000 - Bentley Enterprise License - Department
of Transportation - Req. No. R809229 | | |

On August 4, 2016, the Board approved the initial award in the amount of \$30,417.50. The award contained two renewal options. On August 9, 2017, the Board approved the first renewal in the amount of \$34,980.12. This renewal in the amount of \$40,227.14 will provide grant funding for a confirming purchase to pay the final payment of an existing three year license to provide Microstation Computer Aided Design for Engineering 3D design and drafting drawings. The period of the ratification is April 26, 2018 through December 12, 2018. The period of the renewal is December 13, 2018 through June 17, 2019. 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 as this software and support are only available from this vendor and not available from subcontractors.

- | | | |
|---|-----|---------|
| 10. TRA PREVENTIVE
MAINTENANCE, LLC | N/A | Renewal |
| Contract No. B50004271 - Baltimore City Weatherization
Assistance Program - HVAC 2015 - DHCD - P.O. No.: P533844 | | |

On December 09, 2015, the Board approved the initial award for the amount of \$7,000,000.00. The Board is requested to approve the first of two one-year renewal options.

	<u>Commitment</u>	<u>Performed</u>	
MBE: TRA Preventative Maintenance, LLC	35%	\$609,715.81	(48.10%)*
King Mechanical Company, Inc.	<u>27%</u> 62%	\$ 47,973.75 \$657,689.56	(3.78%)

AGENDA

BOARD OF ESTIMATES

12/12/2018

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 - cont'd

WBE: Absolute Supply & Services, LLC	2%	\$ 0.00	(0.00%)
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* Indicates Self-Performance
 The vendor did not meet the MBE and WBE goals for the contract.

MBE/WBE PARTICIPATION:

On August 19, 2015, MWBOO set goals of 27% MBE and 2% WBE. MWBOO found the vendor in non-compliance on November 02, 2018. It is recommended that the Board give the contractor ten days to meet with MWBOO to submit an acceptable plan to come into compliance.

MWBOO FOUND VENDOR IN NON-COMPLIANCE.

11. <u>HUMANIUM, INC.</u>	<u>\$3,000,000.00</u>	<u>Increase</u>
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Contract No. B50004397 - Building Deconstruction - Dept. of Housing & Community Development - P.O. No.: P534938

On March 23, 2016, the Board approved the initial award for the amount of \$4,000,000.00. The Board is requested to approve the increase because the Maryland DHCD Project CORE team approved the demolishing of higher percentage to total CORE properties via deconstruction as opposed to regular demolition than expected in Fiscal 2019.

On November 09, 2015, MWBOO set goals of 27% MBE and 10% WBE. Humanim, Inc. was found in non-compliance on November 20, 2018. It is recommended that the Board give Humanim ten days to meet with MWBOO to submit an acceptable plan to come into compliance.

AGENDA

BOARD OF ESTIMATES

12/12/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

	<u>Commitment</u>	<u>Performed</u>
MBE: L&L Waste Recycling, LLC	14%	\$405,329.23 (15.04)
Solomon's Termite and Pest Control	1%	3,550.00 (0.13%)
JJ Adams Fuel Oil Company, LLC	1%	10,010.15 (0.37%)
Destiny Group, Inc. t/a KMT Contractors	4%	121,355.38 (4.60%)
K&K Adams, Inc.	<u>7%</u>	<u>7,250.00</u> (0.27%)
	27%	<u>\$545,494.76</u>
 WBE: Morgan Construction Services, Inc.	2%	\$139,319.71 (5.28%)
Fallsway Construction Company, LLC	<u>8%</u>	<u>70,089.25</u> (2.65%)
	10%	<u>\$209,408.96</u>

The Minority and Women's Business Opportunity Office (MWBOO) has reviewed the MBWBE participation submitted. As of this date, MWBOO has determined the prime contractor above is currently non-compliant. The Contractor did not meet the MBE or WBE goal.

MWBOO FOUND VENDOR IN NON-COMPLIANCE.

12. PROMOTIONS UNLIMITED INC.

TRAYPML

AUTHENTIC PROMOTIONS	\$ 250,000.00	Increase
Contract No. B50004331 - Promotional Items - City-wide - P.O. No.: P535724, P535725, P535726		

On June 01, 2016, the Board approved the initial award for the amount of \$275,000.00. On May 02, 2018, the Board approved an increase for the amount of \$125,000.00. The Board is requested to approve an increase for the amount of \$250,000.00.

AGENDA

BOARD OF ESTIMATES

12/12/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

The increase is needed for the continued purchase of various promotional items distributed by City agencies at community outreach events. Promotional items are a vital tool in helping promote agency programs, initiatives, and goals.

MBE/WBE PARTICIPATION:

On May 01, 2016, it was determined that no goals would be set because of no opportunity to segment the contract. This is a commodity purchase from a vendor who will provide printed promotional items. The service being provided consists solely of providing the requested promotional items. Promotions Unlimited, Inc. is a Baltimore City certified WBE.

MWBOO GRANTED A WAIVER.

- 13. HARFORD TREE EXPERTS
& LANDSCAPING, INC.
WAYNETTA MITCHELL d/b/a
CARROLL CONCRETE CONSTRUCTION CO.
AB TRUCKING & CONTRACTING, LLC
A HALCON CONTRACTORS, INC.
SARAH E. COLEMAN d/b/a/
FOUR SEASONS NURSERY &
LANDSCAPE SERVICES, INC.
CORPORATE MAINTENANCE GROUP, LLC
LJW INC.
LORENZ LAWN & LANDSCAPE
INC. d/b/a LORENZ, INC.
PL SPECIALIST LLC
D&B CONSTRUCTION, INCORPORATED
LG CONSTRUCTION, INC.
AMERICAN HERITAGE
EXCAVATING LLC
P2 CLEANING SERVICES, LLC
ASHBRITT, INC.
STEVEN R. SCHULTE d/b/a
S.R. SCHULTE CONTRACTING
METROPOLITAN INDUSTRIAL
SERVICES, LLC

AGENDA

BOARD OF ESTIMATES

12/12/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

CRUSSE CONSTRUCTION LLC
 MANUEL LANDSCAPING, INC.
 DESTINY GROUP, INC.
 d/b/a KMT CONTRACTORS

\$ 3,500,000.00	Increase
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Contract No. B50004618 - Master Snow Removal Services -
 Department of Transportation - P.O. Nos. Various

On November 09, 2016, the Board approved the initial award in the amount of \$5,000,000.00. On December 07, 2016, the Board approved additional vendors for the amount of \$500,000.00. On January 17, 2018, the Board approved an increase for the amount of \$3,000,000.00. The Board is requested to approve an increase for the amount of \$3,500,000.00. The requested increase is to enable the Department of Transportation to utilize supplemental contractors to provide snow removal services for the winter season with each zone designated to a specific contractor in accordance with the contract. With this increase, the total contract amount will be \$12,000,000.00.

MBE/WBE PARTICIPATION:

On May 10, 2016, MWBOO determined that no goals would be set to encourage small businesses to bid as prime contractors.

MWBOO GRANTED A WAIVER.

14. BRP US, INC.	\$ 32,771.93	Low Bid
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Contract No. B50005583 - Evinrude E-Tec 200hp Engines and
 Parts - Baltimore Police Department - Req. No.: R802754

The Board is requested to approve award to the lowest responsive, responsible, bidder. This is a onetime order funded by the Port Security Grant.

AGENDA

BOARD OF ESTIMATES

12/12/2018

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 - cont'd

MBE/WBE PARTICIPATION:

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

- | | | |
|---|--------------|-------------|
| 15. EXCELSIOR BLOWER SYSTEMS, INC. | \$200,000.00 | Sole Source |
| Contract No. 08000 - Gas Compressor Units and Parts - Department of Public Works - Wastewater Facilities - Req. No. R810121 | | |

The vendor is the only authorized distributor, packager and service provider of Gardner Denver Blower products. The period of the award is December 12, 2018 through December 11, 2021. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement as these commodities are only available from the authorized distributor, packager, and service provider of Gardner Denver Blower products and are not available from subcontractors.

- | | | |
|--|--------------|-------------|
| 16. GETINGE USA SALES, INC. | \$ 90,144.00 | Sole Source |
| Contract No. 08000 - Preventive Maintenance for Autoclave - Department of Public Works - Water Facilities Lab - Req. No. R810072 | | |

AGENDA

BOARD OF ESTIMATES

12/12/2018

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 - cont'd

The vendor is the manufacturer's sole authorized service provider of the installed equipment at the Department of Public Works, Water Quality Laboratories. The period of the award is December 12, 2018 through December 11, 2021. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement as these commodities are only available from the authorized provider of the installed equipment.

17. EMS TECHNOLOGY SOLUTIONS		Licensing
LLC.	\$ 52,388.00	Agreement
Contract No. 08000 - Operative IQ Software - Fire Department - Req. No. R789627		

The Board is requested to approve and authorize execution of a Licensing Agreement with EMS Technology Solutions, LLC. The period of the agreement is January 1, 2019 through December 31, 2019, with two 1-year renewal options.

The vendor is the manufacturer's sole authorized sources of this proprietary software product which links various areas

AGENDA

BOARD OF ESTIMATES

12/12/2018

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 - cont'd

of the Fire Department's logistics, including disposable inventory, fixed assets, fleet vehicle maintenance, controlled substance chain of custody, service desk tickets and reporting. This product is compatible with current equipment such as barcode printers, scanners and biometric devices.

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

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement as these products are only available from the owner of the licenses and are not available from subcontractors.

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

- 18. CAYMAN CHEMICAL COMPANY,
INC.

LIPOMED, INC.	\$ 80,000.00	Selected Source
Contract No. 06000 - Certified Drug Reference Standards - Baltimore Police Department - Req. No. R790458		

Vendors were solicited by posting on CitiBuy and eMaryland Marketplace as B50005483 and B50005565 with no responses. Therefore, it is requested that the Board approved a selected source award to the vendors listed above. The period of the award is August 18, 2018 through August 17, 2019, with two 1-year renewal options. The above amount is the City's estimated requirement.

AGENDA

BOARD OF ESTIMATES

12/12/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

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

MBE/WBE PARTICIPATION:

On May 24, 2018, MWBOO determined there was no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

19. FISHER SCIENTIFIC

COMPANY, LLC	\$157,110.91	Agreement
Contract No. 06000 - Laboratory Analysis Instrument, ICAP RQ (MS) - Department of Public Works, Office of Compliance and Laboratories - Req. No. R806308		

The Board is requested to approve and authorize execution of an Agreement with Fisher Scientific Company, LLC. This is a one-time purchase.

This request is to procure a laboratory analysis instrument iCAP RQ MS and related parts, with a three year warranty. This instrument has the capacity to measure a variety of metals in water and wastewater and will significantly reduce the time required to analyze samples on a daily basis. This equipment is compatible with the labs existing auto-sampler that is currently being used.

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BOARD OF ESTIMATES

12/12/2018

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 - cont'd

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 October 25, 2018, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

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

20. BAKER TILLY VIRCHOW

KRAUSE, LLP d/b/a	\$ 42,000.00	Extension
<u>BAKER TILLY VANTAGEN</u>		
Contract No. B50002898 - Flexible Spending Account Administration - Department of Human Resources - P.O. No. P532801		

On October 16, 2013, the Board approved the initial award in the amount of \$43,000.00. The award contained two renewal options. Subsequent actions have been approved and both renewals have been exercised. This extension is necessary to continue providing services for City employees while a new solicitation is prepared and will be awarded before the next calendar year 2020. The period of the extension is January 1, 2019 through December 31, 2020. The above amount is the City's estimated requirement.

AGENDA

BOARD OF ESTIMATES

12/12/2018

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 - cont'd

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 threshold of \$50,000.00.

21. DELTA DENTAL OF	\$1,100,000.00	DHMO Plan
PENNSYLVANIA	<u>4,600,000.00</u>	DPPO Plan
	<u>\$5,700,000.00</u>	Extension

Contract No. B50002905 - Dental Health Maintenance Organization (DHMO) and Dental Preferred Provider Organization (DPPO) Plans - Department of Human Resources - P.O. No. P525193

On September 25, 2013, the Board approved the initial award in the amount of \$13,525,949.00. The award contained two renewal options. Both renewal options have been exercised. This extension is necessary to allow for the continuity of services while the Department of Human Resources works with the Bureau of Procurement to complete the new solicitation process. The period of the extension is January 1, 2019 through December 31, 2019. The above amount is the City's estimated requirement.

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BOARD OF ESTIMATES

12/12/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

On March 26, 2013, MWBOO set goals of 10% MBE and 5% WBE. On November 21, 2018, Delta Dental of Pennsylvania was found in non-compliance. Approval is recommended subject to the vendor submitting a plan to come into compliance within ten days.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Time Printers, Inc.		\$28,229.83	4.56%
Sue-Ann's Office Supply		0.00	0.00%
1 st Choice Staffing, LLC		0.00	0.00%
Total MBE	10%	\$28,443.00	4.56%
 WBE: Dana Insurance	2.5%	\$11,039.00	1.77%
The Well Workplace dba			
Well Advantage	2.5%	5,899.00	0.94%
Total MBE	5%	\$16,938.00	2.81%

The Vendor did not meet the MBE or WBE goal.

MWBOO FOUND VENDOR IN NON-COMPLIANCE.

22. DUII HOLDINGS, First Amendment
 LLC \$571,184.98 to Agreement
 Contract No. 08000 - LIMS - Laboratory Information Management
 System - Baltimore Police Department - Crime Lab - Req. No.
 R772511

The Board is requested to approve and authorize execution of the First Amendment to Agreement with DUI Holdings, LLC. The period of the amendment is August 18, 2018 through August 17, 2019.

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BOARD OF ESTIMATES

12/12/2018

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office of Innovation</u>			
1. Emily Ianacone	Cooper Design Leadership NYC Dec. 13 - 16, 2018 Brooklyn, NY (Reg. Fee \$1,407.95)	General Funds	\$1,633.95

The subsistence rate for this location is \$364.00 per night. The one-way Amtrak train ticket in the amount of \$49.00 and the greyhound bus ticket in the amount of \$37.00, and the registration fee of \$1,407.95 were prepaid on a City-issued procurement card assigned to Ms. Renee Newton. Ms. Ianacone will personally incur the cost of the hotel. Therefore, Ms. Ianacone will be disbursed \$140.00.

Mayor's Office of Human Services

2. Barb Bartels	Mind in the Making Orlando, FL Dec. 16 - 20, 2018 (Reg. Fee \$0.00)	Federal Grant	\$1,342.48
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The subsistence rate for this location is \$188.00 per night. The cost of the hotel is \$179.00 per night, plus tax cost of \$22.38.00 per night. The Department is requesting additional subsistence of \$31.00 per day and \$40.00 per day for meals and incidentals. Therefore, the disbursement to Ms. Bartels is \$1,342.48.

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BOARD OF ESTIMATES

12/12/2018

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore Police Department</u>			
3. Rodney Montgomery	TreTech Forensics Death Investiga- tions Training Jan. 13 - 18, 2019 Houston, TX (Reg. Fee. \$589.00)	Asset Forfeiture Fund	\$2,020.60

The airfare in the amount of \$324.40 and the registration fee in the amount of \$589.00 were prepaid on a City-issued credit card assigned to Mr. Tribhuvan Thacker. Mr. Montgomery will be disbursed \$1,107.20.

Employees' Retirement System (ERS)

4. Dorothy Bryant	Public Funds Summit Scottsdale, AZ Jan. 8 - 11, 2019 (Reg. Fee \$0.00)	Special Funds - ERS	\$1,523.51
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The subsistence rate for this location is \$233.00 per night. The cost of the hotel is \$295.00 per night, plus tax cost of \$38.85 per night. The ERS is requesting additional subsistence of \$62.00 per day for the hotel and \$40.00 per day for meals and incidentals.

AGENDA

BOARD OF ESTIMATES

12/12/2018

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Council</u>			
5. Kristerfer Burnett	Local Progress 2018 National Convening Minneapolis, MN Jul. 12 - 14, 2018 (Reg. Fee \$0.00)	Elected Officials Expense Account	\$ 583.98

Mr. Burnett traveled to Minneapolis, Minnesota to attend the Local Progress 2018 Annual Conference.

The subsistence rate for this location was \$213.00 per day. The hotel rate was \$179.00 per night, plus \$6.15 per night for State occupancy taxes, and \$5.62 per night for City occupancy taxes. Local Progress, the conference organizer, provided financial aid to cover half of the hotel daily rate and taxes. Mr. Burnett was responsible for the remaining half.

Local Progress also provided \$200.00 towards the cost of the \$393.40 airfare. Mr. Burnett personally incurred half of the hotel costs in the amount of \$303.81, the remainder of the airfare in the amount of \$193.40, and meals and incidentals. Therefore, Mr. Burnett requests reimbursement in the amount of \$583.98.

TRAVEL REIMBURSEMENT

\$193.40 - Airfare (\$393.40 - \$200.00)
303.81 - Hotel ($\$179.00 \div 2 = \$89.50 + \$6.15 + \$5.62 =$
\$101.27 x 3)
86.77 - Meals and incidentals
\$583.98 - Total Reimbursement

AGENDA

BOARD OF ESTIMATES

12/12/2018

Office of the Mayor - Notice of Proposed Regulations on Procurement Protests, Minority and Women-Owned Business Enterprise, and Debarment/Suspension

ACTION REQUESTED OF B/E:

The Board of Estimates ("Board") is requested to authorize a 30-day public comment period for the proposed Regulations on Procurement, Protests, Minority and Women-owned Business Enterprise, and Debarment/Suspension ("Regulations").

AMOUNT AND SOURCE OF FUNDS:

There are no direct costs associated with this action.

BACKGROUND/EXPLANATION:

The regulations can be accessed by going to <https://mayor.baltimorecity.gov/> and clicking on "Proposed Procurement Regulations." Comments can be submitted directly from the webpage or via email to BaltimoreContracting@baltimorecity.gov. Comments may also be sent by to: Office of the Mayor, 100 Holliday Street, Baltimore, MD 21202.

Comments will be accepted through **Friday, January 11, 2019**. There will be no responses to comments until after the close of the comment period. Once the comments are reviewed, the Board will be requested to adopt the regulations as proposed, adopt them with amendments, or reject them.

The purpose of these regulations is to enhance transparency in the City's contracting and procurement process, which will allow for greater consistency for both the business community and City agencies. The laws and policies governing procurement and contracting come from different sources and various agencies administer different pieces of the process. In addition to the City's Charter, procurement and contracting are governed by the City Code, Executive Orders, Board of Estimates resolutions, the Green Book (the construction and public works design guidelines), and the Administrative Manual (a collection of internal City policies governing operations).

Office of the Mayor - cont'd

Given all of the different laws, policies, procedures, resolutions, and guidelines for procuring contracts, there is a need for comprehensive regulations, which incorporate all of the information into a single document. Other jurisdictions in Maryland already have such regulations. By having these regulations, contractors and vendors will be able to easily identify the process and standards by which bids or proposals are considered and evaluated. This will be especially impactful on smaller vendors who may not have the resources to effectively navigate the City's complex procurement processes.

These proposed regulations are the result of extensive collaboration between the Mayor's Office, the Office of the City Council President, the Office of the Comptroller, the Department of Public Works, the Law Department, and the Minority and Women owned Business Opportunity Office (MWBOO). Various other City agencies and offices have reviewed and provided input on these proposed regulations as well.

The regulations cover four major areas:

- I. Overall Procurement - Section I covers overall procurement. The regulations do the following:
 - Define key terms;
 - Specify the ethical standards of behavior for disclosure of information;
 - State that solicitations, responses, and evaluations are subject to the Maryland Public Information Act (MPIA);
 - Explain contractor pre-qualification;
 - Establish the general requirements and responsibilities of the Minority and Women owned Business Enterprise (M/WBE) program;
 - Specify the procedures and requirements for formal solicitations;
 - Specify the procedures and requirements for professional services contracts;
 - Establish the process for informal solicitations;

AGENDA

BOARD OF ESTIMATES

12/12/2018

Office of the Mayor - cont'd

- Describe the conditions under which emergency procurements may be used;
- Establish the requirements for non-competitive procurements;
- Prohibit certain actions, which may constitute conflicts of interest;
- Specify how contracts can be modified; and
- Specify how contracts may be terminated.

II. Protests - Section II covers protests of proposed contract awards and other Board actions and do the following:

- Repeal a Board Resolution from 2014 as the information would now be included in these regulations;
- Establish standards for the Board agenda as well as conduct during Board meetings;
- Specify the requirements and procedures for protesting a Board action;
- Establish requirements for procurement lobbyists; and
- Specify requirements for publicly posting these regulations.
-

III. Minority and Women-Owned Business Enterprise Regulations - Section III covers the M/WBE program. The regulations do the following:

- Establish the purpose, authority, applicability, and policy of the M/WBE program, including defining key terms;
- Provide for certification eligibility;
- Specify the certification process and procedures;
- Establish the rules of operation for the M/WBE Certification Appeals Board;

Office of the Mayor - cont'd

- Specify the process for establishing annual participation goals;
- Specify the process for establishing specific contract goals;
- Explain how to count M/WBE participation;
- Specify the M/WBE utilization requirements; and
- Establish a process for waiving participation requirements;

IV. Debarment and Suspension Regulations - Section IV covers the procedures and processes for debarring or suspending a person from conducting business with the City. These regulations do the following:

- Define key terms;
- Specify that all notices must be in writing;
- Establish the procedures for the Law Department to perform investigations and make preliminary recommendations to the Board;
- Specify that a person against whom debarment proceedings have been instituted may be suspended until the Board renders a final determination on debarment;
- Provide for the notice, hearing, and decision process for automatic debarments;
- Specify the notice and hearing process for other debarments;
- Provide for the duties of the City;
- Establish the procedures for rendering a decision for other debarments; and
- Specify the conditions for reinstatement.

These regulations incorporate as appendices all existing Board resolutions and Executive Orders for reference. They also incorporate the Green Book. Additionally, the regulations reference two new resolutions:

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1. City of Baltimore Resolution Relating to Non-Architectural or Engineering Professional Services and
2. City of Baltimore Resolution Relating to Non-Competitive Procurements.

These proposed resolutions directly relate to the regulations and are also open for public comment.

The Law Department has reviewed these proposed regulations for form and legal sufficiency.

MBE/WBE PARTICIPATION:

N/A

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BOARD OF ESTIMATES

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Mayor's Office - Notice of Proposed Resolution to Non
Architectural or Engineering Professional
Services

ACTION REQUESTED OF B/E:

The Board of Estimates is requested to authorize a 30-day public comment period for the proposed Resolution Relating to Non-Architectural or Engineering Professional Services ("Resolution").

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

This resolution is directly related to the proposed Regulations on Procurement, Protests, Minority and Women-owned Business Enterprise, and Debarment/Suspension ("Regulations"). The regulations incorporate this resolution by reference.

The resolution can be accessed by going to <https://mayor.baltimorecity.gov/> and clicking on "Proposed Procurement Regulations." Comments can be submitted directly from the webpage or via email to BaltimoreContracting@baltimorecity.gov. Comments may also be sent by to: Office of the Mayor, 100 Holliday Street, Baltimore, MD 21202.

Comments will be accepted through **Friday, January 11, 2019**. There will be no responses to comments until after the close of the comment period. Once the comments are reviewed, the Board will be requested to adopt the regulations as proposed, adopt them with amendments, or reject them.

The purpose of this resolution is to detail and prescribe the manner in which professional services that are not architectural, engineering, or legal are procured.

Article VI, § 11(d) of the Charter of Baltimore City provides that "all professional services contracted for by the City shall be engaged in the manner prescribed by resolution of the Board of Estimates." On June 29, 1994, the Board reconstituted the

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Architectural Commission as the Architectural and Engineering Awards Commission ("AEAC") and tasked the AEAC with considering "whether the requested A & E [architectural and engineering] services should be procured through (a) performance in-house, (b) competitive negotiations, (c) competitive pricing, or (d) design competition." Besides the 1994 resolution, the Board of Estimates has adopted no other resolution prescribing the manner in which professional services are procured. As a result, non-architectural or engineering professional services are generally not competitively bid.

This resolution would establish a Professional Services Review Committee ("Committee"). The purpose of the Committee would be to determine whether services other than architectural, engineering, or legal should be considered as professional services.

The Committee will consist of one representative from each of the members of the Board. It shall review all procurements for professional services other than architectural, engineering, or legal services and consider whether the recommended method of contracting is appropriate. The Committee may:

1. Concur with the recommended method of contracting;
2. Not concur with the recommended method of contracting and offer an alternative method;
3. Request additional information; or
4. Offer no advice on the recommended method of contracting.

The Committee will hold regularly scheduled meetings, which comply with the Maryland Open Meetings Act. Additionally, the Committee will develop standards and guidelines for evaluating whether:

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Mayor's Office - cont'd

1. The requested service should be considered a professional service;
2. Competition exists for a requested service;
3. If competition exists, whether competitively bidding or soliciting the service would be advantageous to the City; and
4. The cost(s) of the services are reasonable.

The Committee may also create a list of approved services or professions that are automatically considered professional in nature.

The resolution becomes effective upon Board approval. Its approval is contingent upon approval of the proposed Regulations on Procurement, Protests, Minority and Women-owned Business Enterprise, and Debarment/Suspension. The regulations incorporate by reference this resolution.

This resolution has been reviewed by the Law Department for form and legal sufficiency.

MBE/WBE PARTICIPATION:

N/A

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BOARD OF ESTIMATES

12/12/2018

Office of the Mayor - Notice of Proposed Resolution Relating to
Non-Competitive Procurements

ACTION REQUESTED OF B/E:

The Board is requested to authorize a 30-day public comment period for the proposed Resolution Relating to Non-Competitive procurements ("Resolution"). This resolution is directly related to the proposed Regulations on Procurement, Protests, Minority and Women-owned Business Enterprise, and Debarment/Suspension ("Regulations"). The regulations incorporate this resolution by reference.

AMOUNT OF MONEY AND SOURCE:

There are no direct costs associated with this action.

BACKGROUND/EXPLANATION:

The resolution can be accessed by going to <https://mayor.baltimorecity.gov/> and clicking on "Proposed Procurement Regulations." Comments can be submitted directly from the webpage or via email to BaltimoreContracting@baltimorecity.gov. Comments may also be sent by to: Office of the Mayor, 100 Holliday Street, Baltimore, MD 21202.

Comments will be accepted through **Friday, January 11, 2019**. There will be no responses to comments until after the close of the comment period. Once the comments are reviewed, the Board will be requested to adopt the regulations as proposed, adopt them with amendments, or reject them.

The purpose of this resolution is to detail and specify the process for proposing awards for non-competitive procurements. It does not pertain to professional services or emergency procurements. Professional services are those that are predominantly mental or intellectual, rather than physical or manual, and require the application of special knowledge and technical skill, as well as the experience that comes from instruction, training, and the

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Office of the Mayor - cont'd

exercise of mental facilities. They are covered by other resolutions. An emergency procurement is a procurement in response to a dangerous condition of such a nature that the public welfare would be adversely affected by waiting for approval by the Board. These are covered by the proposed Regulations. It should be noted that emergency procurements are different than procurement of an emergency nature.

The Charter of Baltimore City requires, with certain exceptions, that all contracts involving an expenditure greater than \$50,000 be awarded by the Board of Estimates through a competitive bidding process. Article VI, § 11(e) (i) of the Charter further states that:

"When any supplies, materials, equipment, services, or public works are of such a nature that no advantage will result in seeking, or it is not practicable to obtain, competitive bids, or when the need for supplies, materials, equipment, services, or public works is of an emergency nature and the using agency certifies this in writing to the Board of Estimates, with written notice to the Department of Finance, the provisions of subsection (c) of this section may be dispensed with. However, the purchase may not be made, nor may the City incur any obligation for it, until approved by the Board of Estimates after considering the recommendation of the Department of Finance. When practicable, the City's intent to make a purchase under this exception shall be posted electronically to the public for comment prior to the approval of the purchase by the Board of Estimates."

Non-competitively procured contracts are sometimes necessary to provide critical City services. However; they inherently limit competition, which could result in better prices, a more inclusive procurement process, and a growing local economy.

The resolution would require a City agency, when recommending the Board award a non-competitive procurement, provide the following information to the Board in writing:

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Office of the Mayor - cont'd

1. An explanation as to why no advantage would result in seeking competitive responses;
2. An explanation as to why it is impracticable to obtain competitive responses; or
3. An explanation as to why the procurement is of an emergency nature.

The resolution would also establish an evaluation committee. The committee would evaluate, after nine months, whether this proposed process has been effective in controlling and accounting for non-competitive procurements.

The resolution becomes effective upon Board approval. Its approval is contingent upon approval of the proposed Regulations on Procurement, Protests, Minority and Women-owned Business Enterprise, and Debarment/Suspension. The regulations incorporate by reference this resolution.

This resolution has been reviewed by the Law Department for form and legal sufficiency.

MBE/WBE PARTICIPATION: N/A

12:00 NOON

ANNOUNCEMENTS OF BIDS RECEIVED

AND

OPENING OF BIDS, AS SCHEDULED