

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 by 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.

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:

PROTEST DEADLINE FOR NOVEMBER 5, 2014

1. BALTIMORE CITY OFFICES WILL BE CLOSED ON TUESDAY, NOVEMBER 4, 2014 IN OBSERVANCE OF ELECTION DAY.

ALL PROTESTS MUST BE RECEIVED NO LATER THAN 8:45 A.M. ON WEDNESDAY, NOVEMBER 5, 2014, PRECEDING THE BOARD OF ESTIMATES' MEETING.

BOARD OF ESTIMATES' AGENDA - NOVEMBER 5, 2014

BOARDS AND COMMISSIONS

1. Prequalification of Contractors

In accordance with the Rules for Prequalification of Contractors, as amended by the Board on October 31, 1991, the following contractors are recommended:

G.E. Tignall & Co., Inc.	\$132,696,000.00
Horton Mechanical Contractors, Inc.	\$ 8,000,000.00
Hunt Consulting, LLC	\$ 7,065,000.00
J.A. Argetakis Contracting Co., Inc.	\$ 8,000,000.00
Manuel Luis Construction Co., Inc.	\$ 49,950,000.00
Priceless Industries, Inc.	\$ 8,000,000.00
R.E. Harrington Plumbing & Heating Co., Inc.	\$ 27,702,000.00
Warwick Supply & Equipment Co., Inc.	\$ 2,637,000.00

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:

AKRF, Inc.	Engineer
A S Architects, Inc.	Architect
Architectona, Inc.	Architect
Dewberry Engineers, Inc.	Engineer
George, Miles & Buhr, LLC	Engineer
Symbiosis, Inc.	Landscape Architect
Techno Consult, Inc. (DBA Techno)	Engineer

Fire Department - Retroactive Payment

The Board is requested to approve retroactive payment of salary to the below-listed employees. The retroactive payment is for the indicated payroll period.

<u>Employees</u>	<u>Retroactive Payment</u>
1. MICHAEL J. HOGAN	\$15,881.26
Payroll period ending October 9, 2012 to May 7, 2013.	
2. MICHAEL A. NELSON	\$ 9,642.56
Payroll period ending January 1, 2013 to November 5, 2013.	
3. JOSEPH G. STAGLIANO	\$ 8,692.14
Payroll period ending January 29, 2013 to November 5, 2013.	

Account: 1001-000000-2130-228200-601061

Pursuant to Local 734, Memorandum of Understanding Article 25, the employees are due retroactive promotional back pay. The Fire Department did not have an active promotional list for Fire Pump Operators and must promote retroactively.

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

11/05/2014

Mayor's Office on Criminal Justice - Memoranda of Understanding
and Agreement

The Board is requested to approve and authorize execution of the Memoranda of Understanding (MOU) and the Agreement.

MEMORANDA OF UNDERSTANDING

1. DIGIT ALL SYSTEMS \$ 44,725.00

Account: 4000-472813-2252-690700-600000

On February 6, 2013, the Board approved and authorized acceptance of a grant award for the McElderry Park Revitalization Coalition Project. This project aspires to improve community safety by designing and implementing effective and comprehensive approaches to addressing crime within the targeted neighborhood, McElderry Park. As a sub-recipient, Digit All Systems will provide workforce development training in and around the neighborhood of McElderry Park. The period of the MOU is August 1, 2014 through July 14, 2015.

The MOU is late because the documents were recently received.

**2. UNIVERSITY OF BALTIMORE/BALTIMORE \$ 49,975.00
NEIGHBORHOOD INDICATORS ALLIANCE-
JACOB FRANCE INSTITUTE (UB)**

Account: 4000-472813-2252-690700-600000

On February 6, 2013, the Board approved and authorized acceptance of a grant award for the McElderry Park Revitalization Coalition Project. This project aspires to improve community safety by designing and implementing effective and comprehensive approaches to addressing crime within the targeted neighborhood, McElderry Park. As a sub-recipient, the UB will provide the services of data collection and program performance monitoring. The period of the MOU is August 1, 2014 through July 14, 2015.

The MOU is late because the documents were recently received.

AGENDA

BOARD OF ESTIMATES

11/05/2014

Mayor's Office on Criminal Justice - cont'd

AGREEMENT

3. **TURNAROUND, INC.** **\$ 16,890.00**

Account: 5000-596815-2252-688000-607001

On August 27, 2014, the Board approved and authorized acceptance of a grant award for the "Sex Offense Victim Advocacy II" grant which provides contractual funds used for the salaries of the Victim Advocates. The Victim Advocates accompany detectives to conduct outreach to victims of current sexual assault cases and cold case notification(s) in Baltimore City. The period of the Agreement is July 1, 2014 through June 30, 2015.

The Agreement is late because the documents were recently received.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Memoranda of Understanding and the Agreement have been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

11/05/2014

Police Department - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Grant Award from the Governor's Office of Crime Control and Prevention. The period of the Grant Award is October 1, 2014 through June 30, 2015.

AMOUNT OF MONEY AND SOURCE:

\$83,100.00 - 4000-476215-2041-212600-600000

BACKGROUND/EXPLANATION:

The Violent Offender Recovery grant will provide the Baltimore Police Department funding for state-of-the-art digital audio and video recording equipment, and software updates to enhance the investigations and convictions of Baltimore's most violent offenders.

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

MBE/WBE PARTICIPATION:

N/A

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

11/05/2014

Department of General Services - Minor Privilege Permit Applications

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

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 701 E. Fort Ave.	Paul W. Zang	Outdoor seating 20' x 4'
Annual Charge:	\$ 337.50	
2. 801 E. Fort Ave.	Matthew Cahill	Outdoor seating 51'6" x 13'4"
Annual Charge:	\$8,847.09	
3. 101 N. Wolfe St.	JAG Washington Gateway, LLC	Two canopies 18' x 5' each, two single face electric signs 12.75' each
Annual Charge:	\$ 518.60	
4. 3306 Eastern Ave.	Michael H. Yeager, Jr.	One flat sign 10' x 2.5'
Annual Charge:	\$ 35.20	
5. 320 Cathedral St.	Archdiocese of Baltimore	Wheelchair lift 8'6" x 1'10"
Flat Charge:	\$ 70.30	
6. 2232 E. Monument St.	Rutland Limited Partnership	Single face electric sign 9.97 sq. ft.
Annual Charge:	\$ 70.30	

AGENDA

BOARD OF ESTIMATES

11/05/2014

Department of General Services - cont'd

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
7. 1033 Light St.	Tabet Enterprises, LLC	Outdoor seating 10' x 6'
Annual Charge:	\$ 337.50	
8. 3607 Fleet St.	H & I Ott Real Estate, LLC	One set of steps 4' x 4'
3609 Fleet St.	" "	" "
3611 Fleet St.	" "	" "
3613 Fleet St.	" "	" "
3615 Fleet St.	" "	" "
Flat Charge:	\$ 176.00	

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

AGENDA

BOARD OF ESTIMATES

11/05/2014

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development - Options</u>			
1. Mediation Works, LLC	2709 Tivoly Ave.	G/R \$120.00	\$ 1,000.00
Funds are available in account 9910-904326-900000-704040, Coldstream Homestead Montebello Project.			
2. Dorothy Boiseau	4728 Park Heights Ave.	L/H	\$24,250.00

Funds are available in account 9910-903180-9588-900000-704040, Park Heights Project.

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

DHCD - Rescind Approval and Re-Approve

3. Rosemarie Wilson	1808 N. Rosedale St.	L/H	\$26,200.00
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On July 16, 2014, the Board approved the acquisition by condemnation of the leasehold interest in 1808 N. Rosedale Street in the amount of \$26,200.00. Since the original approval, the owner has agreed to the City's price and would like to proceed with a voluntary settlement. Therefore, the Department is requesting to rescind the prior approval by condemnation and the re-approval of the acquisition by an option.

Funds are available in account no. 9910-905507-9588-900000-704040, AG Demolition Project.

AGENDA

BOARD OF ESTIMATES

11/05/2014

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnation</u>			
4. Nicolas J. Deciutiis and Roxanne Deciutiis	1104 N. Milton Ave.	L/H	\$15,667.00

Funds are available in account 9910-910634-9588-900000-704040,
Whole Block Demo Project.

The fair market value is substantiated in appraisals made by independent appraisers contracted by the City. This will permit the City to have title to, and if necessary immediate possession of, the property interest in conformity with the requirements of the applicable law.

AGENDA

BOARD OF ESTIMATES

11/05/2014

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with Towson University - Division of Innovation and Applied Research. The period of the Agreement is August 1, 2014 through June 30, 2015.

AMOUNT OF MONEY AND SOURCE:

\$15,500.00 - 4000-807515-6312-467253-603051
4000-806715-6312-467253-603051

BACKGROUND/EXPLANATION:

This Agreement authorizes Towson University - Division of Innovation and Applied Research to provide training on those areas specified on the Maryland Higher Education Commission list.

The training will consist of the program(s) described in the course or certificate curriculum outline and will include any participant attendance policies, academic benchmarks and the means of measuring achievements, completion standards, and the total hours of each course in a certificate program. The maximum length of time a participant can remain in training is one year.

The money will be drawn from two different accounts. The accounts and amounts drawn from those accounts cannot be determined until the participants are registered.

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

11/05/2014

Mayor's Office of Employment - Grant Award
Development (MOED)

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of a Grant Award from the Department of Labor, Licensing and Regulation. The period of the Grant Award is July 1, 2014 through June 30, 2016.

AMOUNT OF MONEY AND SOURCE:

\$ 176,853.00 - 4000-807515-6312-456000-404001 (Adult)
2,626,814.00 - 4000-806415-6313-456001-404001 (Youth)
205,958.00 - 4000-806714-6312-456000-404001 (Dislocated)
\$3,009,625.00

BACKGROUND/EXPLANATION:

MOED has received an initial grant award in the amount of \$3,009,625.00 for Program Year 2014.

This Grant Award will be utilized for specific program costs. The costs are associated with providing eligible youth, adults, and employers with coordinated employment and training activities which include, but are not limited to: labor market information, career assessment, specific skills training, job readiness training, prevocational training, other intensive services and workforce development supportive services. These services are designed to prepare eligible City residents for long-term gainful employment opportunities in the labor market mainstream and to promote self-sufficiency and economic independence.

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

AGENDA

BOARD OF ESTIMATES

11/05/2014

Mayor's Office of Human Services (MOHS) - Agreements

The Board is requested to approve and authorize execution of the various Agreements. The period of the Agreement is July 1, 2014 through June 30, 2015.

1. **CHASE BREXTON HEALTH SERVICES, INC.** **\$ 99,039.00**

Account: 4000-490915-3573-333640-603051

The organization will use the funds to provide outreach and other supportive services to at-risk HIV positive individuals.

MWBOO GRANTED A WAIVER.

2. **PATRICK ALLISON HOUSE, INC.** **\$ 22,500.00**

Account: 5000-529115-3572-333727-603051

The organization will utilize the funds to support their program that provides transitional housing and services to men that are exiting incarceration to homelessness.

3. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$ 14,649.00**

Account: 5000-525114-3573-333751-603051

The organization will utilize the funds to offset the cost of their resident advocate, who provides service linkage support to clients of their Holden Hall program. The Holden Hall program provides housing to disabled and homeless men of the city of Baltimore.

The Agreements are late because of a delay at the administrative level.

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.)

TRANSFERS OF FUNDS

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

14 - 16

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

11/05/2014

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of General Services</u>		
1. \$312,036.00	9916-905001-9194	9916-904943-9197
State Revenue	Construction Reserve Unallotted	Appellate Judge's Chambers - Active

The transfer will fund the demolition of existing offices, the construction of two judges' chambers, and cubicles for four law clerks. The judges' chambers will be needed for the two incoming new Appellate Judges that will be located at Courthouse East.

2. \$520,000.00	9916-904845-9194	9916-903953-9197
5th Public Building Loan	Capital Construction & Maintenance - Reserve	Southeast District Police Station Improvements - Active

The roof is leaking and has been repaired numerous times; however, it has exceeded its useful life. The poor conditions of the bathroom fixtures require immediate improvements so they can adequately serve the Police Department until a study of the Police facilities is completed. A generator is required to provide immediate electrical service to the Southeastern District Police Station during events, when electrical outages occur.

3. \$585,000.00	9916-904845-9194	9916-902954-9197
5 th Public Building Loan	Capital Construction & Maintenance - Reserve	Northeast District Police Station Improvements - Active

The roof is leaking and has been repaired numerous times; however, it has exceeded its useful life. The poor conditions of the bathroom fixtures, HVAC, and plumbing systems require immediate improvements so they can adequately serve the Police Department until a study of the Police facilities is completed. An air handler needs to be replaced and a generator is required to provide immediate electrical service to the Northeast District Police Station during events, when electrical outages occur.

AGENDA

BOARD OF ESTIMATES

11/05/2014

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of General Services</u>		
4. \$200,000.00	9916-908036-9194	9916-904236-9197
6 th Public	Crimea Mansion	Crimea Mansion
Building Loan	Restoration &	Restoration &
	Upgrade - Reserve	Upgrade - Active

Crimea Mansion is a Baltimore City-owned property leased to Outward Bound, a private non-profit, which operates the Mansion as a staff dormitory. The current HVAC system that provides heat to the tenants is outdated and in need of an upgrade. As the owner of the building, the City's lease with Outward Bound obligates the City to replace all mechanical systems and equipment. This work is necessary in order to comply with the terms of the lease.

Department of Recreation and Parks

5. \$ 42,500.00	9938-916053-9475	
Rec. & Pks.	Reserve - Myers	
27 th Series	Soccer Pavilion	
	Renovation - Reserve	
77,500.00	" "	
State		
<u>\$120,000.00</u>	-----	9938-917053-9474
		Active - Myers
		Soccer Pavilion
		Renovation

This transfer will provide funds to cover the costs associated with the ADA upgrades at Myers Soccer Pavilion.

6. \$ 30,000.00	9938-925004-9475	9938-928004-9474
State	Reserve - Stony	Active - Stony Run
	Run Trail	Trail

This transfer will provide funds to cover the land acquisition costs for the Stony Run Trail project.

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development</u>		
7. \$250,000.00 31 st CDB	9910-902985-9587 Housing Development Reserve	9914-914412-9588 EBDI Infrastruc- ture FY 2015

This transfer will provide funding to support public infrastructure in the East Baltimore Development Initiative area.

AGENDA

BOARD OF ESTIMATES

11/05/2014

Mayor's Office of Communications - Governmental/Charitable Solicitation Application

ACTION REQUESTED OF B/E:

The Board is requested to endorse a governmental/charitable solicitation application to be submitted to the Board of Ethics of Baltimore City for Ms. Marva Williams, Ms. Sabrina Sutton, Mr. Gussener Augustus, and Ms. Theresa Hall to solicit businesses, organizations, and donors for donations of goods, services, and financial support to help pay for the Mayor's Happy Holidays Baltimore! Celebration. The period of the campaign will be effective upon Board approval through December 16, 2014.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

The Mayor's Happy Holidays Baltimore! Celebration will be held on December 18, 2014 at City Hall. This event will feature music, entertainment by Baltimore City School students and local musicians, and family activities for citizens to mingle with each other, and share in the festivities and fun for the holiday season.

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

AGENDA

BOARD OF ESTIMATES

11/05/2014

Mayor's Office of Government Relations - Professional Services Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Professional Services Agreement with Van Scoyoc Associates, Inc. The period of the agreement is effective upon Board approval for two years.

AMOUNT OF MONEY AND SOURCE:

\$262,000.00 - 1001-000000-1220-145900-603021

BACKGROUND/EXPLANATION:

Van Scoyoc Associates, Inc., the Federal advocate, will continue to assist the City in enhancing its position in a broad range of matters before the Federal government including, but not limited to tax issues, Federal funding appropriations, urban affairs, education reform, municipal finance, infrastructure, transportation, housing, public health, and public safety.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

11/05/2014

Department of Housing and - Forbearance Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Forbearance Agreement with Yankee Development 3, LLC for the properties located at 1806 and 1812 Guilford Avenue. The period of the Forbearance Agreement is effective upon Board approval until the date of the fourth anniversary of the Forbearance Agreement.

AMOUNT OF MONEY AND SOURCE:

\$4,000.00 - 1806 Guilford Avenue
4,000.00 - 1812 Guilford Avenue
\$8,000.00 - 9910-907994-9587-000000-490355

BACKGROUND/EXPLANATION:

On January 24, 2007, the Board approved the SCOPE Residential Contracts (Contracts) of Sale with BFS Housing, LLC (BFS) for the properties known as 1806 Guilford Avenue and 1812 Guilford Avenue. The Contracts included the Home Ownership Addendum, which required the sale of the subject properties to owner occupants. The properties were conveyed to BFS Housing, LLC on August 6, 2007.

The BFS conveyed the properties to Yankee Development 2, LLC by Deed dated December 28, 2010. Yankee Development 2, LLC then conveyed the properties to Yankee Development 3, LLC by Deed dated May 12, 2011, in violation of the terms and conditions of the Contracts.

The Contracts and Deeds contained a "Developer Sales Obligation," which required the BFS to renovate the Guilford Properties and to sell them to an owner-occupant. In that obligation, the City had a right to terminate the rights of the BFS and its assigns in and to the Guilford properties and reenter and take title to such properties, if the BFS or its assigns failed to satisfy this obligation.

DHCD - cont'd

The Developer failed to satisfy the Developer Sales Obligation claiming that a sale of the Guilford Properties, due to current market conditions would result in a substantial loss to the Developer, as the cost would far exceed the fair market value of the properties.

The City, at the request of the Developer, has agreed to temporarily suspend its enforcement of its rights under the Contracts and Deeds and to allow the Developer to temporarily lease the properties pursuant to the terms and conditions set forth in the Forbearance Agreement, while the Developer continues to diligently market the properties, in accordance with the Developer's Sales Obligation.

The developer will pay to the City \$4,000.00 per property for each year the Guilford properties are leased, pursuant to the terms and conditions of the Forbearance Agreement. The payment will begin within 30 days of the date the Board approves the Forbearance Agreement.

The developer will be using private funds.

MBE/WBE PARTICIPATION:

N/A

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

AGENDA

BOARD OF ESTIMATES

11/05/2014

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition by gift of the leasehold interest of the property located at 4035 Boarman Avenue (Block 2718, Lot 029) from The Estate of Charles Weiner, 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.

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 Estate of Charles Weiner has offered to donate title to the property located at 4035 Boarman Avenue. The City will receive clear and marketable title to the property, subject only to certain City liens. The listed municipal liens, other than current water bills, will be administratively abated after settlement. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain. The liens for 4035 Boarman Avenue are itemized as follows:

Cumulative Real Property Taxes 2014-2015

Total Tax	\$ 1,201.37
Interest/Penalties	297.54
Other	51.26
Tax Sale Interest	40,141.93
Miscellaneous Bills	2,051.78
Metered Water (Tax Sale)	0.00
Environmental Citation	0.00
Alley Paving Bill	0.00
Rental Registration	<u>366.00</u>
Total Liens	\$44,109.88

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

The Board is requested to approve and authorize execution of a Lease Agreement with the Baltimore City Board of School Commissioners, Tenant, for the rental of a portion of the property known as 1510 W. Lafayette Avenue being on the 1st and 2nd floors, consisting of approximately 7,200 sq. ft. The period of the agreement is July 1, 2014 through June 30, 2015.

AMOUNT OF MONEY AND SOURCE:

\$1.00, if demanded

BACKGROUND/EXPLANATION:

The leased premises will be used as an Alternative School for selected Baltimore City Public School System students.

The landlord will be responsible for maintenance and repair of the property, burglar and fire alarm systems and utilities.

The tenant will be responsible for providing custodial services, liability insurance, telephone service and security of the leased premises.

The Lease Agreement is late because of extensive and ongoing negotiation of a related Contractor Agreement between the Baltimore City Board of School Commissioners and the Mayor's Office of Employment Development.

The Space Utilization Committee approved this lease agreement on October 28, 2014.

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

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

The Board is requested to approve and authorize execution of a Lease Agreement with Cheder Chabad, Inc. tenant, for the rental of the surface parking lot located at the western end of 3500 W. Northern Parkway (Public Safety Training Center) consisting of approximately 30 parking spaces. The period of the agreement is September 1, 2014 through August 31, 2017 with an option to renew for two additional 1-year periods.

AMOUNT OF MONEY AND SOURCE:

\$1.00, if demanded

BACKGROUND/EXPLANATION:

The tenant operates the Chabad of Park Heights School at 5713B Park Heights Avenue, which is adjacent to the Public Safety Training Facility. The surfaced parking lot will be used for additional parking spaces for parents, teachers and staff.

The landlord will be responsible for snow removal from the parking lot, as well as general repairs, including but not limited to pavement and lighting. Snow removal will be done in accordance with the Landlord's snow removal schedule.

The tenant accepts the leased premises in "As Is" condition as of the commencement date. The tenant will be responsible for all trash, leaf and general debris removal from the parking lot, monitoring and controlling the use of the leased premises by parents, teachers and staff, and for issuing permits, as required. The tenant will utilize 311 services to report vehicles for ticketing and towing, if appropriate. The posting of signs indicating parking restrictions will be the responsibility of the tenant. The tenant will not use or allow the leased premises or any part thereof to be used for any illegal, unlawful or improper purpose or any activity which will constitute a nuisance to adjacent properties or the surrounding neighborhood. The tenant will not keep gasoline or other flammable, ignitable or explosive substances on leased premises.

AGENDA

BOARD OF ESTIMATES

11/05/2014

Space Utilization Committee - cont'd

Tenant will not perform repairs of vehicles or equipment on the leased premises except as is necessary to start a vehicle. The tenant will be responsible for liability insurance and any taxes and assessments levied against the leased premises as a result of this lease.

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

The Space Utilization Committee approved this Lease Agreement on October 28, 2014.

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

AGENDA

BOARD OF ESTIMATES

11/05/2014

Bureau of the Budget and - Federal Fund Appropriation
Management Research Transfer

ACTION REQUESTED OF B/E:

The Board is requested to approve an Appropriation Adjustment Order-grant fund transfer within the Baltimore City Health Department from Service 715 (Health Administration) to Service 308 (Maternal and Child Health). The transfer is based upon receipt of Federal Core Public Health Service funds, passed through the Maryland Department of Health and Mental Hygiene.

AMOUNT OF MONEY AND SOURCE:

\$797,025.00 - From Account: 4000-400015-3001-568000-404001
Unallocated Federal Funds
Service 715 (Health Administration)

To Account: 4000-406815-3080-435600-404001
Service 308 (Maternal and Child
Health)

BACKGROUND/EXPLANATION:

The Unified Funding Document that was approved by the Board on August 20, 2014 includes \$9,161,721.00 in State "Core Public Health Services." Of that amount, \$797,025.00 is Federal Core Public Health funds that were not included or anticipated in the Fiscal 2015 Ordinance of Estimates.

Initially, federal funding was appropriated within an unallocated federal fund account in the Fiscal 2015 Ordinance of Estimates. With this appropriation adjustment order, funding will be moved from the unallocated grant source in accordance with the actual grant award.

The transfer is necessary to fund Direct Health Care Services, Enabling Services, Population-Based Services, and Infrastructure Building Services within child health, school health, maternal health, family planning, and children with special health care needs programs.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

11/05/2014

Department of Transportation - Amendment No. 2 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 2 to Agreement with Rummel, Klepper & Kahl, LLP (RKK), under Project No. 1142, On-Call Traffic Signals & I.T.S and Traffic Engineering Design Services. This Amendment No. 2 to Agreement extends the period of the agreement effective upon Board approval for two years or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$500,000.00 - Increased upset limit

BACKGROUND/EXPLANATION:

On July 13, 2011, the Board approved the original agreement in the amount of \$1,000,000.00 with RKK to assist the Traffic Division for a three year period. On July 2, 2014, the Board approved Amendment No. 1 for a one-year time extension.

This Amendment No. 2 to Agreement extends the period of the agreement for two years and increases the upset limit by \$500,000.00, making the total upset amount \$1,500,000.00. All other terms and conditions of the original agreement remain unchanged.

DBE/WBE PARTICIPATION:

The Consultant will continue to comply with the Title 49 Code of Federal Regulations, Part 26 and the DBE goal of 23% as established in the original agreement.

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

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

AGENDA

BOARD OF ESTIMATES

11/05/2014

Department of Transportation - Traffic Mitigation Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Traffic Mitigation Agreement with Penn Square II Limited Partnership, Developer. The Traffic Mitigation Agreement is effective upon Board approval and termination will be deemed in writing by the Department.

AMOUNT OF MONEY AND SOURCE:

\$8,000.00 - 9950-907074-9512-900000-490375

BACKGROUND/EXPLANATION:

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Impact Study was required for the development. The Developer proposes to perform the scope of work for the Penn Square Apartments at 2614 Pennsylvania Avenue, constructing an apartment building (4 stories with 61 units). The Developer will make a one-time contribution in the amount of \$8,000.00 to fund the City's multimodal transportation improvements in the project's vicinity.

MBE/WBE PARTICIPATION:

N/A

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

AGENDA

BOARD OF ESTIMATES

11/05/2014

Department of Transportation - Traffic Operations Study Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Traffic Operations Study Agreement with Waterfront Condo Developer, LLC. The Traffic Operations Study Agreement is effective upon Board approval and termination will be deemed in writing by the Department.

AMOUNT OF MONEY AND SOURCE:

\$22,930.00 - 9950-907074-9512-900000-490375

BACKGROUND/EXPLANATION:

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Operations Study was required for the proposed Site Access Improvement. This agreement is necessary to perform a traffic operations analysis for Whole Foods BCI Lot Redevelopment at 711 South Central Avenue, where the Developer has applied or intends to apply for a building permit in Baltimore City to perform the scope of work including 60,000 square feet of retail development. The Traffic Operation Study assesses the development and its relative traffic operation.

MBE/WBE PARTICIPATION:

N/A

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

AGENDA

BOARD OF ESTIMATES

11/05/2014

Department of Transportation - Conduit Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Conduit Lease Agreement with Crown Castle NG Atlantic, LLC. The period of the Lease Agreement is October 1, 2014 through October 1, 2015.

AMOUNT OF MONEY AND SOURCE:

\$3,496.00 - 2024-000000-5480-259401-401980

BACKGROUND/EXPLANATION:

Crown Castle NG Atlantic, LLC is requesting to lease conduit space in the City's Conduit System. They are a new user and this is their first request to lease space in the City's Conduit System. Their initial linear footage installation is 3,680 linear feet, which will be billed at \$1,748.00 semi-annually.

The Agreement is late because of involvement of external agencies.

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

AGENDA

BOARD OF ESTIMATES

11/05/2014

State's Attorney's Office (SAO) - Grant Awards

The Board is requested to approve and authorize acceptance of the Grant Award from the Grantor. The period of the Grant Award is October 1, 2014 through September 30, 2015.

<u>Grantor</u>	<u>Amount</u>
1. STATE OF MARYLAND - GOVERNOR'S OFFICE OF CRIME CONTROL AND PREVENTION	\$ 39,971.00

Account: 4000-405715-1150-118300-601001

The SAO Juvenile Courts Division tries all juveniles charged with committing delinquent acts in Baltimore City Juvenile Court. This SAO has received a grant entitled, Juvenile Courts Victim Specialist. The Victim Specialist maintains victim case files in addition to assisting with victim notification forms and impact statements, interpreters, referrals, accompaniment to court, restitution forms, and the return of seized property. The Grant funds provide salary support for the Victim Specialist.

2. STATE OF MARYLAND - GOVERNOR'S OFFICE OF CRIME CONTROL AND PREVENTION	\$186,533.00
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Account: 4000-402315-1156-117900-601001

The SAO received a grant renewal entitled "Family Bereavement Center" for Baltimore City's Family Bereavement Center to address the needs of homicide survivors. The program assists with grief and loss and provides grief counseling to family members. The program serves as a liaison for a variety of service providers and criminal justice agencies.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

11/05/2014

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

- | | | |
|---|-------------|---------------|
| 1. POINT DEFIANCE AIDS
PROJECTS | \$26,370.00 | Select Source |
| Solicitation No. 06000 - Needles for Needle Exchange
Program - Department of Health - Req. No. R677520 | | |

The Point Defiance Aids Projects/NASEN is a part of a non-profit Buyers Club that pools the buying power of syringe exchange programs and health departments across the country in order to drive the cost of supplies down for large and small volume programs alike. The Buyers Club is a non-profit purchasing agent.

- | | | |
|--|-------------|---------|
| 2. HOWARD UNIFORM CO. | \$25,000.00 | Renewal |
| Solicitation No. B50002706 - Uniform Shirts - Department of
Transportation - Req. No. P521947 | | |

On November 19, 2012, the City Purchasing Agent approved the initial award in the amount of \$19,896.00. The award contained two 1-year renewal options. This renewal in the amount of \$25,000.00 is for the period November 14, 2014 through November 13, 2015, with one 1-year renewal option remaining.

- | | | |
|---|-------------|---------|
| 3. EFI, INC. | \$ 9,047.64 | Renewal |
| Solicitation No. 08000 - Software License Renewal,
Maintenance & Support - Purchases-Digital Document Division
- Req. No. R677795 | | |

On April 8, 2011, the City Purchasing Agent approved the initial award in the amount of \$8,866.80. The award contained four 1-year renewal options. Three renewals have been approved. This final renewal in the amount of \$9,047.64 will make the award \$44,780.52 and is for the period October 1, 2014 through December 31, 2015.

AGENDA

BOARD OF ESTIMATES

11/05/2014

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

4. ITEM #1 & #2

GREENE ANAGNOS INVESTMENTS, INC. d/b/a CAROLINA TRAILER & EQUIPMENT	\$21,112.00	
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ITEM #3

STEVE GREEN ENTERPRISES, INC.	6,200.00	
	\$27,312.00	Low Bid

Solicitation No. B50003764 - Trailers - Department of General Services - Req. No. R671350

5. AMARA ENTERPRISE, LLC \$37,992.00 Low Bid

Solicitation No. B50003803 - CharmTV Studio Upgrade Equipment Installation - Mayor's Office of Cable and Communications - Req. No. R678873

This award is for installation services for the Charm TV upgrade equipment. Two bids were received. Award is recommended to the lowest responsive and responsible bidder. The period of the award is November 5, 2014 through November 4, 2015.

6. BIOPOOL US INC. d/b/a TRINITY

BIOTECH DISTRIBUTION	\$40,045.00	Low Bid
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Solicitation No. B50003556 - Uni-Gold HIV Test Kits - Department of Health - Req. No. R662338

The period of the award is November 12, 2014 through November 11, 2015, with three 1-year renewal options.

7. THOMAS SCIENTIFIC, INC. \$34,039.00 Low Bid

Solicitation No. B50003750 - Various Needles and Syringes - Department of Health - Req. No. R679504

The period of the award is November 5, 2014 through November 4, 2015, with three 1-year renewal options.

AGENDA

BOARD OF ESTIMATES

11/05/2014

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 Purchases

- | | | |
|--|--------------|----------|
| 8. LORENZ LAWN & LANDSCAPE, INC. d/b/a LORENZ, INC. | \$250,000.00 | Increase |
| Contract No. B50003165 - Supply and Deliver Trees Planting and Maintenance - Recreation and Parks - P.O. No. P525517 | | |

On November 6, 2013, the Board approved the initial award in the amount of \$272,721.00. This increase in the amount of \$250,000.00 is necessary for the funding of the second year of the contract to purchase Fall 2014 and Spring 2015 trees, planting and maintenance services. This increase will make the total award amount \$522,721.00. The contract expires on November 5, 2015, with no renewal options. The above amount is the City's estimated requirement.

MWBOO SET GOALS OF 10% MBE AND 0% WBE.

	<u>Commitment</u>	<u>Performed</u>
MBE: 4 Evergreen Lawn Care	10%	\$26,803.56 11%

MWBOO FOUND VENDOR IN COMPLIANCE.

- | | | |
|---|----------------|----------|
| 9. FOREST VALLEY & TURF, LLC | \$2,000,000.00 | Increase |
| Contract No. B50002697 - Tree Pruning Removal - Department of Recreation and Parks - P.O. No. P523003 | | |

On March 27, 2013, the Board approved the initial award in the amount of \$2,000,000.00. The award contained two 1-year renewal options. On October 28, 2013, the City Purchasing Agent approved an increase in the amount of \$10,000.00. This increase in the amount of \$2,000,000.00 will allow the Department of Recreation and Parks to perform storm clean-up, tree pruning and stump removal to

AGENDA

BOARD OF ESTIMATES

11/05/2014

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Purchases

assure the execution of essential City services during and immediately after weather events. This increase is to assure uninterrupted service through 2016. This increase in the amount of \$2,000,000.00 will make the total award amount \$4,010,000.00. The contract expires on March 31, 2016 with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MWBOO SET GOALS OF 10% MBE AND 0% WBE.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Johnson Tree Service, LLC	49%	\$801,758.00	44.2%

MWBOO FOUND VENDOR IN COMPLIANCE.

10. BELTWAY INTERNATIONAL, LLC \$ 750,000.00 Increase
 Contract No. B50002515 - OEM Parts, Service and Warranty Repairs for International Heavy Duty Trucks - Department of General Services, Fleet Management - P.O. No. P521602

On September 26, 2012, the Board approved the initial award in the amount of \$1,500,000.00. The award contained two 1-year renewal options. Due to an increase in usage, an increase in the amount of \$750,000.00 is necessary for the third year of the contract. This increase in the amount of \$750,000.00 will make the total award amount \$2,250,000.00. The contract expires on October 31, 2015, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

11/05/2014

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 Purchases

11. FRANKFORD TOWING, LLC	\$ 800,000.00	
MCDEL ENTERPRISES, INC.	250,000.00	
	<u>\$1,050,000.00</u>	Increase

Contract No. B50002251 - Citywide Police Requested Towing Services - Department of Transportation, Police Department - P.O. Nos. P521242 and P523308

On August 15, 2012, the Board approved the initial award in the amount of \$1,800,000.00. On April 10, 2013, the Board approved the termination and substitution of vendors. The award contained two 1-year renewal options. Three increases have been approved. Due to increased usage, an increase in the amount of \$1,050,000.00 is necessary. This increase in the amount of \$1,050,000.00 will make the total award amount \$8,050,000.00. The contract expires on August 31, 2015, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MWBOO SET GOALS OF 10% MBE AND 3% WBE.

MCDEL ENTERPRISES

	<u>Commitment</u>	<u>Performed</u>	
MBE: Apex Petroleum Corporation	10%	\$7,793.70	12.1%
WBE: Lichter Group, LLC	3%	\$4,000.00	6.2%

MWBOO FOUND VENDOR IN COMPLIANCE.

FRANKFORD TOWING, LLC

	<u>Commitment</u>	<u>Performed</u>	
MBE: Chaudry Towing, Co. Inc.	7.5%	\$13,860.00	8.2%
JJ Adams Fuel Oil Co., LLC	2.5%	3,900.00	2.3%
	<u>10.00%</u>	<u>\$17,760.00</u>	<u>10.5%</u>
WBE: Baltimore Auto Supply Co.	0.25%	\$ 660.04	0.39%
CCF Press Net, Inc.	2.75%	1,502.80	0.89%
	<u>3%</u>	<u>\$ 2,162.84</u>	<u>1.3%</u>

MWBOO FOUND VENDOR IN COMPLIANCE.

AGENDA

BOARD OF ESTIMATES

11/05/2014

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 Purchases

12. LILITH, INC. d/b/a	\$250,000.00	
JIM ELLIOTT'S TOWING		
MCDEL ENTERPRISES, INC.	<u>698,000.00</u>	
	\$948,000.00	Increase

Contract No. B50002397 - Citywide Violation Towing Services
- Department of Transportation - P.O. Nos. P523420 and P522180

On November 21, 2012, the Board approved the initial award in the amount of \$498,000.00. An additional award was approved on April 10, 2013. The award contained two 1-year renewal options. One increase in the amount of \$400,000.00 was approved. Due to increased usage, an increase in the amount of \$948,000.00 is necessary. This increase in the amount of \$948,000.00 will make the total award amount \$2,303,150.00. The contract expires on November 30, 2015, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MWBOO SET GOALS OF 10% MBE AND 3% WBE.

MCDEL ENTERPRISES

	<u>Commitment</u>	<u>Performed</u>	
MBE: Apex Petroleum Corporation	10%	\$16,785.30	10.9%
WBE: Cherry Hill Fabrication, Inc.	3%	\$ 4,625.00	3%

MWBOO FOUND VENDOR IN COMPLIANCE.

LILITH, INC. d/b/a JIM ELLIOTT'S TOWING

	<u>Commitment</u>	<u>Performed</u>	
MBE: McDel Enterprises	10%	\$8,810.00	13%
WBE: Doug's Auto Recycling, Inc.	2.75%	\$3,944.00	5.9%
The Baltimore Auto Supply Inc.	<u>0.25%</u>	<u>304.33</u>	0.5%
	3.00%	\$4,248.33	6%

MWBOO FOUND VENDOR IN COMPLIANCE.

AGENDA

BOARD OF ESTIMATES

11/05/2014

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

13.	CITIZENS PHARMACY SERVICES, INC.	\$300,000.00	Renewal
	Contract No. B50001659 - Pharmaceuticals for the Fire Department - Baltimore City Fire Department - P.O. No. P515473		

On November 24, 2010, the Board approved the initial award in the amount of \$300,000.00. The award contained four 1-year renewal options. Three renewals have been approved. This final renewal in the amount of \$300,000.00 is for the period December 1, 2014 through November 30, 2015. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

14.	SCHNEIDER LABORATORIES, INC.	\$ 10,000.00	Extension
	Contract No. B50000759 - Laboratory Services - Lead Testing - Health Department - Req. No. P505719		

On December 10, 2008, the Board approved the initial award in the amount of \$60,760.00. The award contained two 1-year renewal options. Both renewals have been exercised. An extension is required to allow time for a new solicitation to be competitively bid and awarded. The bid process has been delayed because of the need to obtain updated specifications from the agency. The period of the extension is December 10, 2014 through June 9, 2015. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

11/05/2014

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 Purchases

15. COPPERMINE FIELDHOUSE, LLC	Revenue	Amendment to Agreement
Contract No. B50002380 - Operate and Manage the "Du" Burns Soccer Arena - Department of Recreation and Parks - Req. No. N/A		

The Board is requested to approve and authorize execution of an Amendment to Agreement with Coppermine Fieldhouse, LLC. The period of the amendment to agreement is November 5, 2014 through January 21, 2038.

On December 19, 2012, the Board approved the initial award. The award contained four 5-year renewal options. The amendment to agreement is necessary to exercise the available renewals in advance to modify the length of the term and to include additional improvements to be undertaken at the "Du" Burns Arena at the vendor's expense.

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

MWBOO SET GOALS MBE 8% AND 3% WBE.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Terry's Vending Co.	8%	\$7,544.65	10.5%
WBE: BFPE International	4.5%	\$3,278.44	4.5%

MWBOO FOUND VENDOR IN COMPLIANCE.

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 Purchases

16. XPEDX UNISOURCE INC. B.W. WILSON PAPER COMPANY, INC. TSRC, INC. d/b/a FRANK PARSONS BUSINESS PRODUCTS, INC. CENTRAL NATIONAL-GOTTESMAN, INC. d/b/a LINDENMEYR MUNROE	\$200,000.00	Selected Source
Solicitation No. 06000 - Provide Various Cuts, Types and Weights of Paper - Department of Finance - Req. No. 674479		

The Printing and Graphics Division desires to establish a list of Mid-Atlantic paper merchants that provide various type, sizes, weights and colors of specialty paper utilized by the agency in the variety of work it performs. When the Printing and Graphics Division needs to order paper for a job it will receive quotes from these regional distributors and select the lowest quote each time. The period of award is November 5, 2014 through November 4, 2016 with two 2-year renewal options. 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 practical 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.

MWBOO GRANTED A WAIVER.

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 Purchases

17. <u>CYBERGENETICS CORP.</u>	<u>\$ 60,000.00</u>	<u>Agreement</u>
Contract No. 08000 - DNA13-013 TrueAllele Training - Police Department - Req. No. R673273		

The Board is requested to approve and authorize execution of an Agreement with Cybergenetics Corp. The period of the agreement is October 1, 2014 through September 30, 2015.

A Notice of Intent to Waive B50003738 was posted on CitiBuy with no responses received. Cybergenetics Corporation is the sole provider of DNA13-013 TrueAllele Training. 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 practical 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.

(The Agreement has 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 contract
listed on the following pages:

42 - 45

to the low bidder meeting specifications,
or reject bids on those as indicated
for the reasons stated.

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

AGENDA

BOARD OF ESTIMATES

11/05/2014

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Purchases

1. B50003757, Ferguson Enter- \$ 350,000.00
Mechanical Joint prises, Inc.
Ductile Iron Pipe

(DPW, Bureau of Water
and Wastewater)

MWBOO GRANTED A WAIVER.

2. B50003385, Employee OptumHealth Care \$2,524,808.00
Wellness and Health Solutions, Inc.
Improvement Program

(Department of Human
Resources)

MWBOO SET GOALS OF 10% MBE AND 5% WBE.

MBE: Time Printers, Inc. 5%
Camera Ready 5%

WBE: Mary Kraft & Associates, Inc. 2.5%
The Well Workplace, LLC 2.5%

MWBOO FOUND VENDOR IN COMPLIANCE.

3. B50003725, Access Irvine Access Floors, \$ 136,565.00
Floor System Inc.
Renovations

(MOIT, DGS, BCPD)

MWBOO SET GOALS OF 0% MBE AND 0% WBE.

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Public Works, Office of Eng. and Constr.

- 4. S.C. 920, Improve- SAK Construction, LLC \$17,292,505.00
 ments to the
 Gwynns Falls Sewer-
 shed Collection
 System - Area A

5. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 6,368,483.85	9956-907622-9549	
Wastewater Rev.	Constr. Res.	
Bonds	Sewer System Rehab. -	
	Gwynns Falls	
16,457,623.15	" "	
<u>Baltimore County</u>		
\$ 22,826,107.00		
\$ 1,729,251.00	-----	9956-904623-9551-2
		Extra Work
1,729,251.00	-----	9956-904623-9551-3
		Engineering
1,037,550.00	-----	9956-904623-9551-5
		Inspection
17,292,505.00	-----	9956-904623-9551-6
		Construction
1,037,550.00	-----	9956-904623-9551-2
\$ 22,826,107.00		Administration

The funds are needed to cover the cost of SC 920, Improvements to the Gwynns Falls Sewershed Collection System - Area A.

AGENDA

BOARD OF ESTIMATES

11/05/2014

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Public Works, Office of Eng. and Constr. - cont'd

- 6. W.C. 1266R, Mt. Civil Construction, \$ 8,399,660.00
 Vernon & Seton Hill LLC
 Areas Water Main
 Replacements

MWBOO SET GOALS OF 11% MBE AND 2% WBE.

MBE: Machado Construction \$925,000.00 11.01%
 Company, Inc.

WBE: Rowen Concrete, Inc. \$170,000.00 2.02%

MWBOO FOUND VENDOR IN COMPLIANCE.

A PROTEST WAS RECEIVED FROM J. FLETCHER CREAMER & SON, INC.

7. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 11,321,608.00	9960-909100-9558	
Water Rev. Bonds	Constr. Res.	
	Water Infrastruc.	
	Rehab.	
\$ 839,966.00	-----	9960-905659-9557-2
		Extra Work
839,966.00	-----	9960-905659-9557-3
		Engineering
738,036.00	-----	9960-905659-9557-5
		Inspection
8,399,660.00	-----	9960-905659-9557-6
		Construction
503,980.00	-----	9960-905659-9557-9
<u>\$ 11,321,608.00</u>		Administration

The funds are required to cover the award for WC 1266R, Mt. Vernon and Seton Hill Areas Water Main Replacements.

- 8. W.C. 1262, East Spiniello Companies \$10,383,300.00
 Baltimore Midway
 Neighborhood Vicinity
 Water Main Replacements

AGENDA

BOARD OF ESTIMATES

11/05/2014

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Public Works, Office of Eng. and Constr. - cont'd

MWBOO SET GOALS OF 12% MBE (African American - AA: 8%, Asian American - AsA: 2%, Hispanic American - HA: 2%) AND 2% WBE.

MBE Firms:

AA: WCS Hughes, Inc.	\$ 415,400.00	4%
Shekinah Group, LLC	415,400.00	4%
AsA: AB Consultants, Inc.	207,700.00	2%
HA: Machado Construction Co., Inc.	<u>208,000.00</u>	<u>2%</u>
	\$1,246,500.00	12%
 WBE: R&R Contracting Utilities, Inc.	 \$ 208,000.00	 2%

MWBOO FOUND VENDOR IN COMPLIANCE.

9. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 13,820,994.00	9960-909100-9558	
Water Rev. Bonds	Constr. Res.	
	Water Infrastruc.	
	Rehab.	
 \$ 1,038,330.00	-----	9960-905136-9557-2
		Extra Work
1,038,330.00	-----	9960-905136-9557-3
		Engineering
738,036.00	-----	9960-905136-9557-5
		Inspection
10,383,300.00	-----	9960-905136-9557-6
		Construction
<u>622,998.00</u>	-----	9960-905136-9557-9
\$ 13,820,994.00		Administration

The funds are required to cover the award for WC 1262, East Baltimore Midway Neighborhood and Vicinity Water Main Replacements.

AGENDA

BOARD OF ESTIMATES

11/05/2014

PERSONNEL

Department of Human Resources - Personnel Matter

The Board is requested to approve the following Personnel Matter.

1. **ANGELA S. SMITH** **\$62,568.00**

Account: 1001-000000-1603-172500-601009

Mrs. Smith, retiree, will continue to serve as a Contract Service Specialist I, in the Classification and Comprehensive Division of the Department of Human Resources. Mrs. Smith will provide assistance, coordination and oversight of special projects. She will research, compose and prepare special reports, correspondence, and other written communication for the Director.

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

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

AGENDA

BOARD OF ESTIMATES

11/05/2014

Health Department (BCHD) - Employee Expense Statements

ACTION REQUESTED OF B/E:

The Board is requested to approve the various Expense Statements for the listed employees.

1. **SABINA BEN-KASIM** **\$143.92**

Account: 4000-499615-3080-294213-603020
July 2014 - Mileage

Ms. Ben-Kasim submitted her July 2014 Expense Statement in August, 2014, after the deadline for review by the Office Administrator. Consequently, the Office Administrator left for vacation. Upon the Office Administrator's return, Ms. Ben-Kasim had left for vacation. As a result, the Expense Statement was received too late to be processed by the Bureau of Accounting and Payroll Services.

2. **ANDREA FISCH** **\$300.00**

Account: 1001-000000-3030-271400-604003
December 2013 - Uniform Expenses

Ms. Fisch failed to submit her Employee Expense Statement for uniform reimbursement within the required timeframe.

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

11/05/2014

Health Department - Agreements

The Board is requested to approve and authorize execution of the various agreements. The period of the agreement is July 1, 2014 through June 30, 2015, unless otherwise indicated.

1. **PARK WEST HEALTH SYSTEMS, INC.** **\$ 30,000.00**

Account: 4000-424515-3023-599623-603051

The organization will provide non-medical case management for 15 unduplicated HIV positive clients and assess their need for health and support services. Clients will be assessed for eligibility (HIV status, residency, income and insurance) and will sign all agency forms. A bio-psychosocial assessment will be completed, an action plan will be developed outlining goals and objectives for each client, referrals will be made, and a documented follow-up will be conducted on referrals until they are resolved.

2. **PARK WEST HEALTH SYSTEMS, INC.** **\$ 32,849.00**

Account: 4000-424515-3023-599609-603051

The organization will provide primary care services including a comprehensive physical examination, updated labs, sub-specialty care referrals, and follow-up in a timely manner for HIV positive clients residing in Baltimore City.

3. **INDEPENDENT LIVING FOUNDATION, INC.** **\$287,558.00**

Account: 4000-424515-3023-599611-603051

The organization will provide dental services to 250 unduplicated new clients, provide dental care to 750 continuing clients, perform 300 procedures, maintain a kept appointment rate of 80% for all appointments made and track, and report on the required oral health measures.

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

11/05/2014

Health Dept. - cont'd

- 4. LIGHT HEALTH AND WELLNESS COMPREHENSIVE SERVICES INC. \$ 40,404.00**

Account: 4000-425615-3023-599608-603051

The organization will enhance service to youth in Maryland. They will focus on providing coordinated, comprehensive, culturally competent support services that will help youth obtain the care they need.

The Agreements are late because the Infectious Disease and Environmental Health Administration (IDEHA) programmatically manage Ryan White Part B and D services. The providers are asked to submit a budget, budget narrative, and scope of services. The BCHD thoroughly reviews the entire package before preparing a contract and submitting it to the Board of Estimates. These budgets are many times revised because of inadequate information from the providers. This review process is required to confirm the grant requirements.

- 5. JOHNS HOPKINS UNIVERSITY, (JHU) \$ 0.00**
SCHOOL OF MEDICINE

The Department has an agreement with the Baltimore City Board of School Commissioners a/k/a the Baltimore City Public School System (BCPSS) to operate School-Based Health Centers (SBHC) and School Health Suites (SHS) in Baltimore City. The BCHD is currently operating the SBHC at Kipp Ujima/Kipp Harmony Schools. The JHU has offered to operate the SBHC and SHS at the Schools at no cost to the City or the BCPSS.

Under the terms and conditions of the agreement, the Department will transfer to JHU's School of Medicine its operations of the School-Based Health Center and School Health Suite at the Kipp Ujima/Kipp Harmony Schools located at 4701 Greenspring Avenue. The period of the Agreement is March 2, 2015 through June 30, 2015.

AGENDA

BOARD OF ESTIMATES

11/05/2014

Health Dept. - cont'd

6. **FOREST PARK SENIOR CENTER, INC.** \$ 0.00

The organization will serve as a Volunteer Station for the Department's Retired and Senior Volunteer Program (RSVP). The Department is awarded funds to pay administrative staff to arrange volunteer work with other non-profit, private agencies, and organizations where services are performed by persons 55 years of age and older. The period of the Agreement is July 1, 2014 through June 30, 2015.

This Agreement is late because the Department was waiting for signatures.

7. **MEALS ON WHEELS OF CENTRAL MARYLAND, INC.** \$ 0.00

Meals on Wheels of Central Maryland, Inc. will serve as a volunteer station for the Senior Companion Program.

A grant from the Corporation for National and Community Service funds the Senior Companion Program. The grant pays 100% of the cost for the Senior Companion to volunteer and assist special needs clients who want to remain in their homes. While the Senior Companions are on duty, the grant provides for their life insurance, transportation, and other benefits.

This Agreement is late because the Department was waiting for signatures.

8. **FUSION PARTNERSHIPS, INC.** \$ 13,510.00

Account: 6000-618714-3080-595600-306051

The Consultant will work with the Department's Bureau of Maternal and Child Health to prepare leadership and frontline supervisors in trauma-informed care and mindfulness coaching sessions. The Consultant will custom design and facilitate nine monthly two-hour workshops for 19 leaders and supervisors. The period of the Agreement is May 1, 2014 through June 30, 2015.

This Agreement is late because of delays in the completion of required documentation.

AGENDA

BOARD OF ESTIMATES

11/05/2014

Health Dept. - cont'd

9. **INDEPENDENT MARYLANDERS ACHIEVING GROWTH THROUGH EMPOWERMENT, INC. (IMAGE)** **\$ 13,000.00**

Account: 5000-533815-3044-273300-404001

The Department has received funding from the Maryland Department of Aging (MDoA) for the development of an Aging and Disability Resource Center (ADRC) through the Area Agencies on Aging (AAA) Money Follows the Person (MFP) Program.

IMAGE will perform services in the area of MFP Options Counseling for nursing home residents that want to explore the option to return to the community. IMAGE will provide Options Counseling and Medicaid application assistance to all referred individuals between the ages 18-49 who are referred to the MFP/AAA by DHMH or its designees. The period of the Agreement is July 1, 2014 through June 30, 2015.

10. **UPTON PLANNING COMMITTEE, INC. (UPC)** **\$ 48,000.00**

Account: 4000-494415-3030-279200-603051

The UPC will recruit for, organize, facilitate, and evaluate youth groups for the Baltimore City Teen Pregnancy Initiative Making Proud Choices! curriculum. In order to do this, the following are steps that will be taken: Recruiting youth age 10-19 from the Upton/Druid Heights community, hire head/co-lead facilitators to lead youth sessions, implement project evaluation forms, submit quarterly reports, and attend meetings and trainings relative to PREP. The period of the Agreement is July 1, 2014 through June 30, 2015.

AGENDA

BOARD OF ESTIMATES

11/05/2014

Health Dept. - cont'd

This Agreement is late because the program was waiting for corrected fiscal documents.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED (Except Item nos. 5, 6 and 7) AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

11/05/2014

Health Department - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Memorandum of Understanding with the Maryland Department of Human Resources/Baltimore City Department of Social Services (BCDSS), and the Baltimore City Board of School Commissioners (BCPSS). The period of the Memorandum of Understanding is July 1, 2014 through June 30, 2016.

AMOUNT OF MONEY AND SOURCE:

The Health Department, the BCDSS, and BCPSS, collectively comprise the Baltimore Infants & Toddlers Program (BITP). Funding of Early Intervention Services for eligible children under Part C will be coordinated and monitored through the BITP.

The BCPSS Third Party Billing Office agrees to facilitate the billing for early intervention services through the Maryland Medical Assistance Program. Ten percent of the funds generated by any of these agencies through BITP billing will be reserved to support services provided through the BITP. No more than 5% of the funds generated through BITP billing will be allocated for the BCPSS to support services related to the billing collection process by the BCPSS.

BACKGROUND/EXPLANATION:

The purpose of the MOU is to ensure that the agreed roles and responsibilities of the Parties (BCHD, BCDSS, BCPSS) as related to coordinating and facilitating timely early intervention services for infants and toddlers, birth to three years old with development disabilities, and for their families, as required by the Individuals with Disabilities Act, P.L. 95-104 Seq. (IDEA) and in particular Part C of the IDEA, through the implementation of a coordinated, comprehensive, multidisciplinary, interagency agreement.

The MOU is late because the Department was waiting for signatures.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

11/05/2014

Health Department - Memorandum of Understanding and Grant Awards

The Board is requested to approve and authorize execution of a Memorandum of Understanding and approve acceptance of the Grant Award.

Memorandum of Understanding

1. **KAISER FOUNDATION HEALTH PLAN OF THE MID-ATLANTIC STATES, INC. (KAISER)** **\$10,000.00**

Account: 6000-618315-3001-268400-406001

The Memorandum of Understanding (MOU) establishes the terms and conditions of the grant award from Kaiser. The grant funds will be used for the Department's Baltimarket Food Access Program. The Period of the MOU is July 1, 2014 through December 31, 2014.

Grant Award

2. **MARYLAND DEPARTMENT OF AGING** **\$10,000.00**

Account: 4000-436215-3255-316200-404001

The Notification of Grant Award will allow the Department to utilize funds for the Maryland Living Well Project. These funds will help sustain programs under The Maryland Living Well Project such as the Chronic Disease Self-Management and the Diabetes Self-Management Programs. The period of the Grant Award is September 1, 2014 through August 30, 2015.

APPROVED FOR FUNDS BY FINANCE

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

(The Memorandum of Understanding and 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

11/05/2014

Department of Planning - Baltimore City Public School System
Capital Improvement Program for
FY 2016-2021

ACTION REQUESTED OF B/E:

The Board is requested to **NOTE** the report of the Planning Commission on the Baltimore City Public School System's (BCPSS) Capital Improvement Program (CIP) for FY 2016-2021.

AMOUNT OF MONEY AND SOURCE:

\$559,938,000.00 - FY 2016-2021 (of which \$102,000,000.00 is City General Obligation (G.O.) bond funds, and \$457,938,000.00 is State funds)

\$103,275,000.00 - FY 2016 (of which \$17,000,000.00 is City General Obligation (G.O.) bond funds and \$86,276,000.00 is State funds)

BACKGROUND/EXPLANATION:

Annually the BCPSS must submit an updated and detailed CIP for the upcoming fiscal year and the forthcoming five years to the State of Maryland. This CIP submission receives approval from the Board of School Commissioners, the City of Baltimore Planning Commission, Board of Finance, and the Board of Estimates.

On October 2, 2014, the Planning Commission approved the BCPSS CIP for FY 2016-2021.

The requested funding will provide resources to create an educational environment that encourages the highest caliber of teaching, learning, and facility utilization. The Board of Estimates' support of this plan will assist the BCPSS' effort to provide enhanced learning environments as it continues to improve educational opportunities for the children of Baltimore City.

AGENDA

BOARD OF ESTIMATES

11/05/2014

Board of Finance - Baltimore City Public School System
Capital Improvement Program FY 2016-2021

ACTION REQUESTED OF B/E:

The Board is requested to **NOTE** the Board of Finance's endorsement of the Baltimore City Public School System (BCPSS) fiscal year 2016-2021 Capital Improvement Program (CIP), and approve the Capital Improvement Program as endorsed.

BACKGROUND/EXPLANATION:

Procedures for administration of the school capital program require that the BCPSS submit annually an updated detailed capital program for the upcoming year and ensuing five fiscal years to the State Interagency Committee on School Construction. As a condition of receiving State school construction aid, the BCPSS is required to submit the CIP by the end of November of each year.

This action requires approval of this program by the appropriate local governing body. As a condition of gaining approval of this local government, a review process has been established that includes the School Board, Planning Commission, Board of Finance, and the Board of Estimates, to serve as the means by which the Mayor will support and endorse the program.

The Board of Finance at a scheduled meeting on October 27, 2014, considered and endorsed the FY 2016 Capital Budget totaling \$103,275,000.00, and the FY 2016-2021 CIP totaling \$559,938,000.00. Annual program distributions are as follows:

BCPSS Fiscal Year 2016 - 2021
Capital Improvement Plan (\$000)

Source/FY	2016	2017	2018	2019	2020	2021	Total
State	86,276	80,000	81,662	70,000	70,000	70,000	457,938
City	17,000	17,000	17,000	17,000	17,000	17,000	102,000
Total	103,275	97,000	98,663	87,000	87,000	87,000	559,938

AGENDA

BOARD OF ESTIMATES

11/05/2014

Office of the Council President - Employee Expense Statement

ACTION REQUESTED OF B/E:

The Board is requested to approve the Employee Expense Statement for Ms. Helen L. Holton for month of June, 2014.

AMOUNT OF MONEY AND SOURCE:

\$ 99.95 - Mac Protector
24.95 - Keyboard Protector
37.42 - Mileage (to and from meetings)
\$162.32 - 1001-000000-1000-104800-603033

BACKGROUND/EXPLANATION:

Ms. Holton incurred expenses during the month of June, 2014 while performing her duties as an elected official. This request exceeds the required time limit due to problems with receipts issued for online purchases.

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

11/05/2014

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>Mayor's Office of Emergency Management (MOEM)</u>			
1. Shani Buggs Shannon Egan*	American Public Health Association Meeting New Orleans, LA Nov. 15-19, 2014 (Reg. Fee \$305.00 Reg. Fee \$485.00*)	FY 2013 State Homeland Security Program	\$4,068.82

The subsistence rate for this location is \$211.00 per night for each attendee. The cost of the hotel is \$299.00 per night, plus hotel taxes of \$44.10 per night, plus an additional tax of \$1.00 per night. Because of the high room rate, Ms. Buggs and Ms. Egan will share the hotel room to reduce costs. The airfare in the amount of \$665.00 for each attendee and registration fee in the amount of \$305.00 for Ms. Buggs and \$485.00 for Ms. Egan were pre-paid on a MOEM-Purchasing credit card assigned to Chi-Poe Hsia. Therefore, each attendee will be disbursed \$974.21.

2. Kevin Cleary Brian Bovaird Benton Best Tony Smith	International Assn. of Emergency Man- agers Conference San Antonio, TX Nov. 15 - 20, 2014 (Reg. Fee: Mr. Cleary - \$743.00 Messrs. Bovaird and Best - \$595.00 Mr. Smith \$695.00)	FY 2013 State Homeland Security Program	\$8,918.04
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The registration and airfare were paid by City purchasing card issued to Chi-Poe Hsia. Therefore, each attendee will be disbursed \$1,016.31

AGENDA

BOARD OF ESTIMATES

11/05/2014

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>City Council President's Office</u>			
3. Helen L. Holton	NACo Board of Directors Meeting Maui Co., HI Dec. 2-6, 2014	General Funds	\$2,157.37

The cost of the hotel is \$169.00 per night, plus a hotel tax of \$22.68 per night. Additional charges include portorage fees of \$10.00/check in/out, a room attendant fee of \$3.00 per day, a resort fee of \$15.00 per day, and a resort fee tax of \$2.01 per day. The Department is requesting additional subsistence of \$40.00 per day for food and incidentals.

For travel outside the continental United States, each City representative must include a proposed amount for a daily subsistence allowance on the travel request which the representative believes to be both reasonable and economical. The Board of Estimates will determine the final monetary amount of the daily subsistence allowance and stipulate the rate in its approval. The Department proposes a rate of \$169.00 per day.

Employees' Retirement System

4. Roselyn Spencer	Global CIO Symposium New York, NY Nov. 12-14, 2014	Special Funds - ERS	\$1,237.11
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AGENDA

BOARD OF ESTIMATES

11/05/2014

Department of Finance/Depart- - Department of Recreation & Parks
ment of Recreation & Parks Audit - Corrective Action Plan

The Board is requested to **NOTE** the Department of Recreation and Parks' corrective action plan for each of the Audit findings.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Department of Finance has completed the procedures manual and the Department of Audits has completed their review. The Department of Recreation and Parks developed a corrective action plan for each audit finding, subject to review by the Department of Audits. The Department of Audits began their review following the BOE meeting of 10/22/2014. The Department of Audits review is complete.

In April of this year, Recreation and Parks submitted its audited financial statements for the fiscal year 2012 to the City Board of Estimates. Completing the audit was a monumental achievement for the agency. Accompanying the financial statements was a detailed City Auditor report on specific internal control weaknesses and corresponding recommendations to eliminate the said weaknesses. The Departments of Recreation and Parks and Finance submitted written responses to each of the internal control weaknesses pointed out. The purpose of this document is to provide an update to the Board of Estimates on Recreation and Parks and the Department of Finance's actions to eliminate the identified weaknesses. The Department of Recreation and Parks has responsibility for findings 1 through 5; the Department of Finance has responsibility for finding number 1.

Department of Recreation & Parks - cont'd

Audit Finding #1 – Financial Statements

The Departments of Finance and Recreation and Parks (R&P) did not initially provide accurate financial statements of the financial activity of R&P for Fiscal Year 2012. As established by the City Charter, Article VII, Section 11(a), the Department of Finance is responsible for the compilation of the City Agency's financial statements. The Bureau of Accounting and Payroll Services (BAPS), as part of the Department of Finance, prepared, in December of 2012, financial statements containing the financial activity of Recreation and Parks, which did not fully agree to the underlying financial activity recorded on CityDynamics, the City's financial accounting system. Recreation and Parks could not determine how the numbers were developed by BAPS, and subsequently developed separate financial statements. After numerous revisions by R&P, the statements agreed to CityDynamics.

The Department of Audits' Recommendation:

We recommend that BAPS, in conjunction with other City Agencies, establish written policies and procedures for the development and preparation of financial statements that agree to the financial activity recorded on the City's financial accounting system (CityDynamics). Those policies and procedures should provide controls to review and approve those financial statements for accuracy, completeness, and presentation in accordance with GAAP.

Action taken by the Department of Finance:

The Department of Finance, through the Bureau of Accounting and Payroll Service (BAPS) completed the manual outlining the policies and procedures for preparing the financial statements for all City Agencies. These policies and procedures are consistent with the responsibility of the agency in this regard under the City's Charter and provide the necessary controls that will allow the statements to be reviewed for accuracy, completeness, and presentation in accordance with GAAP.

Department of Recreation & Parks - cont'd

The Department of Audit's Recommendation:

We also recommend that Recreation and Parks develop a manual to provide guidance to its accounting staff regarding the development of the annual financial statements. The procedures should provide a list of personnel who may provide needed details, guidance from BAPS over extracts from CityDynamics, and reference accounting standards' requirements.

Action taken by Baltimore City Recreation & Parks Department (BCRP):

1. BCRP has reviewed the BAPS financial statement preparation manual and have recommended some changes.
2. BCRP is diligently working with BAPS to reformulate some areas of the manual that best apply to BCRP.
3. While some of the policies and procedures for preparing financial statements have been implemented, BCRP will complete the final draft of the policies and procedures for developing its financial statements by December 31, 2014.

Audit Finding #2 – Payroll Documentation

The Fiscal Service Division and Recreation Centers did not always adhere to the policies and procedures established by the City for the recorded time and attendance in the Enterprise E-Time System (E-Time), related payroll attendance records and required supporting documentation. We noted that the time and attendance posted to the E-Time was not consistently verified against supporting documentation (daily sign-in sheets, requested leave records). In some cases, the supporting documentation was not properly authorized or signed, did not support the entered information, or was not captured in a way which did not always validate the employee's attendance.

As part of our testing of time and attendance records, we found instances where Fiscal Services Division employees' E-time records were not supported by the daily sign-in sheets or requests for time off. For example, employees were marked as on leave in E-time when the sign-in sheets noted the employee as present, or the E-time had an employee marked present, but leave was approved and the employee did not sign-in.

Department of Recreation & Parks - cont'd

We also tested time and attendance records at the Recreation Centers. We found that one center did not have employees use sign-in sheets. Supervisory personnel are held responsible for signing-in employees upon their arrival. The Center director records the employee attendance time based on a weekly schedule and not the actual time for the employee. This weekly schedule is submitted to Central Office for posting into the E-Time system.

The Department of Audits' Recommendation:

We recommend that Recreation and Parks establish and implement written procedures which will assure adherence to the City's procedures for the E-Time automated payroll time and attendance system. We also recommend that the mark of employees' time in the E-time system be taken from records that document an employee's absence or actual time in attendance.

Actions taken by BCRP:

1. BCRP's Fiscal Service's Division staffs have met with all division managers to review the time and attendance policies and procedures. The necessity for accuracy and consistency with the time and attendance record, time sheets submitted to the payroll clerks and c-time were reinforced.
2. The Fiscal Services team met with the payroll clerk to discuss policies and procedures with regards to keeping accurate time and attendance records. Procedures were reviewed and reinforced.
3. Time and attendance forms for some divisions were redesigned for consistency.
4. Program and Location managers have been trained in ADP to verify leave time and approve time and attendance record in E-time before payroll is dispatched to BAPS.

AGENDA

BOARD OF ESTIMATES

11/05/2014

Department of Recreation & Parks - cont'd

5. The entire payroll procedures, from the Request for Hire to dismissal, have been rewritten, reviewed, and implemented on July 01, 2014.
6. Payrolls are currently being reorganized to ensure that employees are charged to the correct payroll account for the direct supervisor's to see and approve in ADP. The anticipated completion date for this process is December 31, 2014.
7. Discussions have been held with ADP LLC. to transition the time and attendance record keeping from a manual paper system to an electronic system. A PO has been issued to ADP to install an electronic system. The plan is to have the system, with the Department of Finance assistance, installed December 31, 2014.

Audit Finding #3 – Procedures Manual

The Department of Recreation and Parks did not have a standard operating policies and procedures (SOPs) manual to guide, direct, and instruct its employees on cash handling. We found inconsistencies among the Recreation Centers in how to account for tickets which supports the collection and reporting of cash for activities. Currently the Department is only using the City's Administrative Manual. These SOPs should concur with the City's Administrative Manual and provide more in-the-field direction and instruction to employees. A manual promotes the ability for the rotation of staff and provide guidelines for newly hired staff. These standard operating policies and procedures should include, at a minimum, direction in cash handling, cash collection and disbursement, payroll, time and attendance, financial and program reporting, required documentation for activities, and reconciliation of tickets.

The Department of Audits' Recommendation:

We recommend Recreation and Parks to develop standard operating policies and procedures to provide uniformity in the handling of cash collecting, recording, and reporting. These procedures should also include documenting of the attendance of participants, recording cash collected, and the reconciliation and reporting of activities.

AGENDA

BOARD OF ESTIMATES

11/05/2014

Department of Recreation & Parks - cont'd

Actions taken by BCRP:

1. The standard operating policies and procedures (SOPs) to provide uniformity in the handling of cash collecting, recording and reporting have been updated, reviewed and implemented July 01, 2014.
2. Standard Operating Procedures (SOPs) for payroll, personnel, procurement and budget have been reformulated, in some cases updated, implemented and of course documented. The final drafts have been distributed to bureau heads, division chiefs and supervisors for final review December 31, 2014.
3. The urgency to complete these SOPs for the agency is further buoyed by the agency's quest for accreditation from Commission on Accreditation for Parks and Recreation Agencies (CAPRA). One major requirement is the development of an agency operating manual.
4. Monthly meetings are held to review the progress made to complete the CAPRA standards. BCRP will seek CAPRA accreditation early next year. The anticipated date to complete all standards (SOPS) is December 31, 2014.

Audit Finding #4 – Accounting for Revenues

The Fiscal Service Division did not always use the appropriate revenue account for recording certain revenues. We found that the Fiscal Service Division was depositing revenue funds in an expense account. Offsetting revenues against expenditures understates actual expenditures and total revenues reported in the Financial Statements.

The Department of Audits' Recommendation:

We recommend that Recreation and Parks use the proper account (400000 series) to record the receipt of revenues. If necessary, we recommend that Recreation and Parks contact Bureau of Accounting and Payroll Services (BAPS) to assist in setting up the appropriate accounts to report all revenues. We also recommend that Recreation and Parks establish policies and procedures that require periodic supervisory review of all account activity.

AGENDA

BOARD OF ESTIMATES

11/05/2014

Department of Recreation & Parks - cont'd

Action taken by BCRP:

1. The Chart of Accounts has been reviewed by accounting staff and corrected where necessary.
2. The account structure that started with a 600000 series and did not have a 400000 series for revenue receipt was identified and removed from the Cashier's chart of accounts. The cashier has been a part of the process and is fully aware of her responsibility to ensure that all deposits are coded to the correct revenue accounts. We are currently working with BAPS and BBMR to eliminate and establish new accounts where necessary.
3. Cash receipt procedures have been reviewed, updated and communicated to all program managers since the full implementation of RecPro.
4. RecPro is a new recreation and park program management software which allows the agency to not only improve on program registration, field rentals, debit/credit card collections, local cash collections and receive on-line payments; but also provides the opportunity to record revenues more accurately and reduces the direct handling of payments by several hands. It also provides another important layer of internal control for revenues collection and recordings. RecPro was fully implemented March 01, 2014.
5. Cash collected at program centers are constantly monitored and reconciled with receiving records in RecPro and the Cashier's office.

Audit Finding #5 Expenditure Documentation Capital Projects

The Department of Recreation and Parks did not maintain support for interagency billings related to capital project expenditures. We tested expenditures of capital projects for the period July 1, 2011 to June 30, 2012. Among the tested transactions were interagency expenditures which were not documented in the Recreation and Parks project files. These transactions were related to services provided by the Department of Public Works, but authorization and other supporting documentation for the transactions were not maintained in the Recreation and Parks files for the projects involved.

Department of Recreation & Parks - cont'd**Department of Audits' Recommendation:**

We recommend that Recreation and Parks establish a system by which the Fiscal Services Division assures the proper accounting, approvals, and monitoring of authorized capital project expenditures. We also recommend that a review be conducted regularly by Fiscal Services Division to assure proper support has been obtained for all capital expenditures, quarterly at a minimum.

Action taken by BCRP:

1. Capital and Fiscal Services Divisions have been assigned under the Deputy Director. The main purpose of this reorganization is to bring the Capital Division under more fiscal oversight by the Chief of Fiscal Services.
2. The Chief of Fiscal Services is scheduled to meet at least once a month with the Capital Division during the monthly CIP meeting.
3. Policies and procedures for Fiscal Services Division to monitor and approve capital expenditures have been written and should be in place by December 31, 2014.
4. Capital Division will compile a quarterly capital expenditure report for special review with the Fiscal Services Division.

AGENDA

BOARD OF ESTIMATES

11/05/2014

Department of Audits - Response to the Report of the Departments of Finance and Recreation and Parks to the Board of Estimates

The Board is requested to **NOTE** receipt of the Response to the Report of the Departments of Finance and Recreation and Parks to the Board of Estimates on the status of corrective actions taken on audit findings in Recreation and Parks Fiscal Year 2012 Annual Financial Report.

1. Department of Audits' Response to the Report of the Departments of Finance and Recreation and Parks to the Board of Estimates

As requested by the Board of Estimates, the Departments of Finance (Finance) and Recreation and Parks (R&P) have provided their Report to update the status of the corrective actions taken on the audit findings identified in R&P's fiscal year 2012 Annual Financial Report. These findings were included in our "Auditor's Report on Internal Control Over Financial Reporting and On Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*". Both reports were dated April 9, 2014 and were presented to the Board of Estimates on April 23, 2014. The Department of Audits has reviewed the corrective actions taken by both Finance and R&P to resolve the audit findings. The results of our review are as follows:

Department of Audits - cont'dFinding 2012-1: Financial Statements

Audits recommended that the Departments of Finance establish written policies and procedures for the development and preparation of financial statements that agree to the financial activity recorded on the City's accounting system. To address the need to provide accurate financial statements of City Agencies, Finance has established written policies and procedures which have been compiled in a *Preparation Manual*. We have reviewed and met with Finance on the *Preparation Manual* and conclude that this resolves our finding as it pertains to the Department of Finance.

With the completion of Finance's *Preparation Manual*, the Department of Recreation and Parks stated that their agency has reviewed the *Preparation Manual*, and has suggested some changes to Finance. Audits recommended that R&P develop its own a manual to provide guidance to its accounting staff. R&P also stated that it will complete its own policies and procedures for developing its financial statements by December 31, 2014. When R&P completes its policies and procedures, Audits will review and report our results to the Board of Estimates.

Finding 2012-2: Payroll Documentation

Audits recommended that the Department of Recreation and Parks establish and implement written procedures which will ensure adherence to the City's procedures for the E-Time system and that the entry of the employees' time be taken from records that document the employees' actual time and attendance. R&P has established written payroll procedures, and these procedures were implemented July 1, 2014. R&P stated that it is currently reorganizing its payrolls to ensure employees are charged to the proper account for supervisory approval and are working with ADP, LLC to transition its time and attendance records to an electronic system, with an anticipated completion date of December 31, 2014. Upon completion by R&P, Audits will review and report our results to the Board of Estimates.

Department of Audits - cont'dFindings 2012-3: Procedures Manual

Audits recommended that the Department of Recreation and Parks develop standard operating policies and procedures to provide uniformity in the handling of cash collecting, recording, and reporting; and additionally include, at a minimum, disbursements, payroll, financial and program reporting, and documentation for activities. R&P has reviewed and updated its standard operating policies and procedures for cash collecting, recording, and reporting, and implemented them on July 1, 2014. We have reviewed R&P's updated operating policies and procedures for cash collecting, recording, and reporting, and conclude that this part of the finding is resolved.

R&P stated that standard operating policies and procedures for payroll, personnel, procurement and budget will be finalized on December 31, 2014. When R&P completes its policies and procedures for payroll, personnel, procurement and budget, Audits will review and report our results to the Board of Estimates.

Finding 2012-4: Accounting for Revenues

Audits recommended that the Department of Recreation and Parks use the proper account numbers to record the receipt of revenues, and establish policies and procedures that require periodic supervisory review of all account activity. R&P has reviewed and corrected its Chart of Accounts and stated that it is currently working with Finance to eliminate and establish account numbers where necessary. Upon completion by R&P, Audits will review and report our results to the Board of Estimates.

Department of Audits - cont'd

Finding 2012-5: Expenditure Documentation - Capital Projects

Audits recommended that the Department of Recreation and Parks establish a system by which its Fiscal Service Division ensures the proper accounting, approvals, and monitoring of authorized capital project expenditures. Additionally, it was recommended that a review be conducted at least quarterly by the Fiscal Services Division, to ensure that proper approval and support has been obtained for all capital projects expenditures. R&P stated that policies and procedures are being established and should be in place by December 31, 2014. Upon completion by R&P, Audits will review and report our results to the Board of Estimates.

AGENDA

BOARD OF ESTIMATES

11/05/2014

PROPOSAL AND SPECIFICATION

1. Department of Transportation - TR 15015, Brine Facility and Building Improvements
BIDS TO BE RECV'D: 12/10/2014
BIDS TO BE OPENED: 12/10/2014

2. Department of Public Works/
Office of Engineering and
Construction - WC 1307R, AMI/R Urgent Need Metering Infrastructure Repair and Replacement, Various Locations (Up to 2" Water Service)
BIDS TO BE RECV'D: 12/10/2014
BIDS TO BE OPENED: 12/10/2014

3. Department of Public Works/
Office of Engineering and
Construction - WC 1308R, AMI/R Urgent Need Metering Infrastructure Repair and Replacement, Various Locations (Up to 2" Water Service)
BIDS TO BE RECV'D: 12/10/2014
BIDS TO BE OPENED: 12/10/2014

4. Department of Public Works/
Office of Engineering and
Construction - WC 1309R, AMI/R Urgent Need Metering Infrastructure Repair and Replacement, Various Locations (Up to 3" & Larger Water Service)
BIDS TO BE RECV'D: 12/17/2014
BIDS TO BE OPENED: 12/17/2014

5. Department of Public Works/
Office of Engineering and
Construction - WC 1310R, AMI/R Urgent Need Metering Infrastructure Repair and Replacement, Various Locations (Up to 3" & Larger Water Service)
BIDS TO BE RECV'D: 12/17/2014
BIDS TO BE OPENED: 12/17/2014

12:00 NOON

ANNOUNCEMENTS OF BIDS RECEIVED

AND

OPENING OF BIDS, AS SCHEDULED