

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 at 9:00 A.M., Room 215 City Hall.

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

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

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

BOARD OF ESTIMATES' AGENDA - FEBRUARY 24, 2016

Department of Real Estate - Tax Sale Certificate

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of the Tax Sale Certificate to For God We Live Ministries, Inc. for an amount that is less than the lien amount for the property located at 1711 Gorsuch Avenue.

AMOUNT OF MONEY AND SOURCE:

<u>Property Address</u>	<u>Assessed Value</u>	<u>Flat Taxes & Water</u>	<u>Total Liens</u>	<u>Assignment Amount</u>
1711 Gorsuch Ave.	\$1,000.00	\$245.89	\$5,655.92	\$1,000.00

BACKGROUND/EXPLANATION:

The City acquired the Tax Sale Certificate for the property located at 1711 Gorsuch Avenue on May 18, 2015 in the total amount of \$5,655.92.

For God We Live Ministries, Inc. has offered to purchase the Tax Sale Certificate for the property located at 1711 Gorsuch Avenue for the total amount of \$1,000.00, file a petition to foreclose, acquire title to the property, and return it to productive use. The total assignment amount of \$1,000.00 for the property for the Tax Sale Certificate will cover the total assessed value of the property of \$1,000.00. The assignment amount will cover the flat taxes and the water bills.

AGENDA

BOARD OF ESTIMATES

02/24/2016

Department of Planning - Report on Previously
Approved Transfers of Funds

At previous meetings, the Board of Estimates approved Transfers of Funds subject to receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter. Today, the Board is requested to **NOTE 7** favorable reports by the Planning Commission on February 11, 2016 on Transfers of Funds approved by the Board of Estimates at its meetings on January 27 and February 10, 2016.

AGENDA

BOARD OF ESTIMATES

02/24/2016

Sheriff's Office - Cooperative Reimbursement Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Cooperative Reimbursement Agreement with the State of Maryland Department of Human Resources' Child Support Enforcement Administration. The period of the agreement is October 1, 2015 through September 30, 2016.

AMOUNT OF MONEY AND SOURCE:

\$1,169,059.00 - Federal Operating Cost
602,242.00 - Local Share Operating Cost
\$1,771,301.00

Account: 1001-000000-1180-502800-401660

BACKGROUND/EXPLANATION:

The Child Support Enforcement Administration Cooperative Reimbursement Agreement is a federally funded program that affords the State of Maryland to enter into an agreement with the Sheriff's Office to provide child support enforcement services. This program operates in accordance with the Federal Department of Health and Human Services under Title IV-D of the Social Security Act. Services provided under this agreement are services of process, execution of writs, warrants and body attachments, participation in departmental initiatives, location services, transportation of prisoners and courthouse security.

The agreement is late because it was recently received on January 29, 2016, from the State of Maryland Department of Human Resources.

(The Cooperative Reimbursement Agreement terms and conditions have been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

02/24/2016

Fire & Police Employees' Retirement System - Subscription Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Subscription Agreement with MKP Opportunity Offshore, Ltd. managed by MKP Capital Management, LLC.

AMOUNT OF MONEY AND SOURCE:

\$36,000,000.00 - F & P Funds

No General Fund monies are involved in this transaction.

BACKGROUND/EXPLANATION:

The F&P Board of Trustees conducted a search for a tactical trading hedge fund manager and, as a result of that search, selected MKP Capital Management, LLC to initially receive and invest \$36,000,000.00 of F&P funds in its MKP Opportunity Offshore, Ltd. The search and selection process was conducted with the assistance and advice of the F&P System's investment advisor, Summit Strategies Group.

MWBOO GRANTED A WAIVER.

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

AGENDA

BOARD OF ESTIMATES

02/24/2016

Baltimore Police Department - Memoranda of Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Memorandum of Agreement and approve and authorize execution of a Maryland Network Live System Agency Agreement with the Maryland Department of Public Safety, Information Technology and Communications Division. The period of the Memoranda of Agreement are effective upon Board approval and will remain in effect until either party terminates the agreements.

AMOUNT OF MONEY AND SOURCE:

\$58,525.00 - 4000-481316-2041-212700-600000

BACKGROUND/EXPLANATION:

The Memorandum of Agreement reimburses the Baltimore Police Department for certain sex offender registration costs and equipment. The Maryland Network Live System Agency Agreement permits for installation of a Network Livescan that will be utilized for sex offender registration.

These agreements support the Baltimore Police Department's goal to increase their capacity to better acquire, manage, transfer, and store sex offender data by procuring certain necessary equipment in order to move towards more timely, accurate, and 100% electronic records.

The Memorandum of Agreement and the Maryland Network Live System Agency Agreement are late because of late receipt of award.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION

(The Memoranda of Agreement and Maryland Network Live System Agency Agreement have been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

02/24/2016

Law Department - Consent Agreement and Final Order

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Consent Agreement and Final Order (CAFO) with the U.S. Environmental Protection Agency (EPA), Region III.

AMOUNT OF MONEY AND SOURCE:

\$95,000.00 - 2044-000000-1450-703800-603070

BACKGROUND/EXPLANATION:

The City's alleged failure to comply with the Toxic Substances Control Act (TSCA) when an act of vandalism caused the presence of Polychlorinated Byphenyls (hereinafter "PCBs"), 40 C.F.R. Part 761, at the A. Hoen Building, 2101 E. Biddle Street, which was owned by the City.

The EPA reviewed the PCB clean-up process at a City-owned building after vandals damaged a transformer causing the release of PCBs. The EPA alleged that the environmental remediation contractor hired by the City to perform the clean-up had not complied with TSCA PCB regulations. The EPA proposed a civil penalty of \$176,360.00 in a "Notice of Non-Compliance" dated March 5, 2013, and an "Opportunity to Confer and Discuss Potential Administrative Settlement," dated May 5, 2015. These penalties were proposed pursuant to TSCA PCB Regulations at 15 U.S.C. 2601 et seq. and 40 C.F.R. Part 761. The applicable regulations require the transporter, disposer, or owner of PCB waste to use transporters and disposal facilities that have EPA identification numbers authorizing them to handle such waste and there must be a properly signed manifest prior to their removal from the building. The City's arguments that: (1) the PCB spill was caused by an act of

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BOARD OF ESTIMATES

02/24/2016

Law Department - cont'd

vandalism, (2) the contractor held itself out to be an experienced environmental remediation expert, (3) the lack of earlier communication by the EPA to the City that there were concerns with the contractor's clean-up efforts, and others resulted in a reduction in the proposed penalty amount to \$95,000.00 (i.e., a savings of \$81,360.00).

The Department of Housing and Community Development has agreed to the Consent Agreement and Final Order.

The Settlement Committee of the Law Department recommends approval of the settlement of this matter to the Board of Estimates as outlined herein.

APPROVED FOR FUNDS BY FINANCE

(The Consent Agreement and Final Order have been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

02/24/2016

Department of Law - Settlement Agreement and Release

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Settlement Agreement and Release to resolve a 2000 statement of charges filed against the Baltimore City Department of Recreation and Parks ("BCDRP") by the State Commission on Civil Rights (the "Commission") on behalf of Robert Reuter claiming discrimination on the basis of a failure to provide accessibility to the services and attractions at the Cylburn Arboretum ("Cylburn") to those who use wheelchairs for mobility.

AMOUNT OF MONEY AND SOURCE:

\$50,000.00 - 5000-577716-4781-363900-603026

BACKGROUND/EXPLANATION:

In order to reach a resolution in this matter, the parties to this dispute retained the services of an independent trail builder to assess the feasibility of constructing an ADA trail loop. On the basis of the trail builder's recommendations and the most recent estimates, we anticipate that the required trail modifications will cost the City approximately \$50,000.00. The funds will come from the budget of the BCDRP. The BCDRP anticipate the cost of the ADA-related trail signage to be \$25,000.00 or less, which amount may come from BCDRP's existing budget for signage. The Settlement provides that the cost for the trail construction and signage may not exceed \$75,000.00 without further BOE action.

In exchange for a dismissal with prejudice of the statement of charges and a release of the City from any further claims arising from the subject matter of the complaint, the City would provide an ADA-accessible trail loop (the "ADA trail loop") of 3/4 mile in length by modifying a part of the existing woodland trails of Cylburn.

AGENDA

BOARD OF ESTIMATES

02/24/2016

Law Dept. - cont'd

In addition, the City would be responsible to install signage consistent with ADA guidelines so as to provide users with relevant information such as trail grade, cross-slope, difficulty level, and weather-related conditions. In order to preserve the natural environment of the park, the ADA trail loop to be constructed will not be a paved trail. Instead, it will be a natural surface trail and the modifications are designed to avoid the use of heavy equipment as well as the removal of trees.

Cylburn is a historic site dating to the 1860's when the mansion at Cylburn was constructed just after the Civil War. The City purchased the property for use as a park in 1942. In 1954, the Arboretum Association (the "Association"), a non-profit organization made up of conscientious volunteers dedicated to the upkeep of the park, first began designing and caring for the numerous flower gardens and what is now approximately 3.5 miles of woodland natural trails. Most recently, between 2008 and 2010, the City was able to construct the new Vollmer and Visitor Education Center (the "Vollmer Center"), a fully ADA-accessible 250-seat meeting hall, and theatre designed with green building techniques, and a new greenhouse classroom for education and workshops.

Mr. Reuter, an individual who uses a wheelchair for mobility, initially filed a complaint with the Commission in 1997, alleging that BCDRP was denying accessible accommodations to an annual flower show held at the park. After the Commission's investigation, it filed a statement of charges under state law with the State Office of Administrative Hearings ("OAH") in May of 2000, claiming that Cylburn was required to make accessible multiple aspects of the park, including the Mansion, the parking, the gardens, and the woodland trails. The case was litigated for years, during which time the City made various improvements making the facility accessible. However, the parties continued to litigate the issue of making changes to the woodland trails.

AGENDA

BOARD OF ESTIMATES

02/24/2016

Law Dept. - cont'd

Due to the volunteer mediation efforts of the Honorable Carol E. Smith, the parties more recently agreed to retain a neutral trail consultant, Trails Conservancy, Inc., which has performed trail maintenance at Cylburn for years, to evaluate the feasibility of making the woodland trails accessible without destroying the natural character of them. The consultant prepared a detailed plan to create a 3/4 mile ADA-accessible natural surface trail and has provided bid-accurate costs to build the new trail of slightly less than \$50,000.00.

The settlement would fully resolve this litigation and authorize the City to expend the monies for the construction of the new ADA-accessible trail and ancillary ADA signage. The consultant's detailed report and plan is made a part of the Settlement Agreement. The City will have 14 months from the execution of a contract with a trail builder to build the new trail. Assuming this Settlement is approved, the Law Department will thereafter present the approval of the contract with a trail builder to the BOE. After completion of the new trail, the City will then have 6 months to install the necessary signage. BCDRP will be responsible for ongoing maintenance which will be made part of the maintenance of the entire trail system and park.

This proposal has already been brought to the attention of both the Association as well as the City's Commission for Historic and Architectural Preservation ("CHAP"). CHAP has reviewed the new ADA trail plan and is supportive of it. The Association, while concerned about the preservation of the natural setting of the trails, is not opposed. Mr. Reuter has signed the Settlement Agreement and Release, as has the Director of BCDRP.

The Law Department's Settlement Committee has reviewed and recommends approval of the Settlement. The Law Department, therefore, respectfully requests the Board's approval of the Settlement.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

02/24/2016

Health Department - Notification of Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve the FY'16 Senior Center Operating Funds (SCOF) Notification of Grant Award (NGA) from the Maryland Department of Aging (MDoA). The period of the agreement is July 1, 2015 through June 30, 2016.

AMOUNT OF MONEY AND SOURCE:

\$ 10,000.00	-	5000-535716-3024-768905-603051	Action-in-Maturity, Inc.
3,000.00	-	5000-535716-3024-768901-603051	Allen Center Board, Inc.
1,000.00	-	5000-535716-3024-768900-603051	Dept. of Recreation & Parks (Cherry Hill)
3,000.00	-	5000-535716-3024-768914-603051	Edward A. Myerberg Senior Center, Inc.
3,000.00	-	5000-535716-3024-768903-603051	Forest Park Senior Center, Inc.
15,000.00	-	5000-535716-3024-768906-603051	Govans Ecumenical Development Corp. (Harford Senior Center)
3,000.00	-	5000-535716-3024-768904-603051	(Senior Network Center)
1,000.00	-	5000-535716-3024-768918-603051	Grace Outreach Center, Inc.
500.00	-	5000-535716-3024-768210-603051	Hatton Senior Center, Inc.
500.00	-	5000-535716-3024-768407-603051	John Booth Senior Center, Inc.
1,000.00	-	5000-535716-3024-768508-603051	Oliver Senior Center, Inc.
1,000.00	-	5000-535716-3024-766411-603051	Sandtown-Winchester Senior Center, Inc.
<u>3,000.00</u>	-	5000-533716-3024-768919-603051	Wayland Village Center, Inc.
\$45,000.00		Total	

AGENDA

BOARD OF ESTIMATES

02/24/2016

Health Department - cont'd

BACKGROUND/EXPLANATION:

The purpose of this Notice of Grant Award is to provide funding to the above listed Senior Centers for program activities and services for senior center participants.

The NGA is late because the Health Department just received it from the MDoA.

APPROVED FOR FUNDS BY FINANCE

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

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

AGENDA

BOARD OF ESTIMATES

02/24/2016

Health Department - Notification of Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve the Notification of Grant Award Agreement (NGA) from the Maryland Department of Aging (MDoA). The period of the agreement is October 1, 2015 through September 30, 2016.

AMOUNT OF MONEY AND SOURCE:

\$ 199,850.00	-	4000-433516-3024-761400-404001	Title III B/Access to Senior Services
256,508.00	-	4000-432916-3255-761200-404001	Title III C1/Congregate Meals
131,298.00	-	4000-434316-3255-761600-404001	Title III C2/Home Delivered Meals
8,598.00	-	4000-436216-3255-761800-404001	Title III D/Health Promotion & Education
85,415.00	-	4000-436116-3255-761700-404001	Title III E/National Family Caregivers
8,751.00	-	4000-433916-3044-761500-404001	Title VII Ombudsman
<u>2,513.00</u>	-	<u>4000-433916-3044-761500-404001</u>	<u>Elder Abuse</u>
\$ 692,933.00		Total	

BACKGROUND/EXPLANATION:

The total NGA amount is for \$3,588,315.00. Since this is an interim NGA for approximately 19% of the FY16 Title III's allocation, the Department is only receiving \$692,933.00. This grant is contingent upon approval of the FY16 Federal Appropriation of funds for the Administration of the Older Americans Act.

Approval of this NGA will allow the BCHD to provide coordinated and accessible services for seniors in the City.

AGENDA

BOARD OF ESTIMATES

02/24/2016

Health Department - cont'd

The NGA is late because the BCHD received it late in November 2015 from the MDoA and adjustments had to be made to the totals.

APPROVED FOR FUNDS BY FINANCE

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

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

AGENDA

BOARD OF ESTIMATES

02/24/2016

Health Department - Agreements

The Board is requested to approve and authorize execution of the various Agreements. The period of the agreement is July 1, 2015 through June 30, 2016, unless otherwise indicated.

AGREEMENTS

1. **FAMILY LEAGUE OF BALTIMORE CITY, INC.** **\$ 82,500.00**

Account: 4000-426616-3030-294001-603051

The Family League of Baltimore City, Inc. will be implementing the "Making a Difference!" curriculum, an abstinence based approach to prevention of Sexually Transmitted Diseases (STDs), HIV and Teen Pregnancy. The curriculum includes eight one-hour modules to be implemented with youth. The program will be offered to Family League's Out of School Time (OST) partners, Community Schools, and Baltimore City Recreation and Parks centers to target the 500 students and 100 families. The "Making a Difference!" curriculum teaches participants to make responsible decisions regarding their sexual behavior, respect themselves and others, and appreciate the importance of developing a positive image. The goal is to empower young adolescents to change their behavior in ways that will reduce their risk of becoming infected with HIV and other STDs and their risk for pregnancy.

The agreement is late because budget concerns delayed processing.

2. **GOVANS ECUMENICAL DEVELOPMENT CORPORATION (GEDCO)** **\$ 62,748.00**

Account: 4000-533516-3024-761418-603051

The GEDCO operates a senior program which serves as the community focal point for seniors and their caregivers.

AGENDA

BOARD OF ESTIMATES

02/24/2016

Health Department - cont'd

The services to be provided include, but are not limited to, social, recreational, and educational programs, information and assistance, outreach, wellness and transportation. The period of the agreement is October 1, 2015 through September 30, 2016.

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

3. **FUSION PARTNERSHIPS, INC.** **\$ 65,000.00**

Account: 5000-530316-3041-605800-603051

The Fusion Partnerships, Inc., will work with the Baltimore City Health Department to provide cessation services to mental health clients, and to conduct school-based services that focus on youth in Baltimore City. The period of the agreement is October 1, 2015 through June 30, 2016.

The agreement is late because the Department of Health and Mental Hygiene did not approve the grant application until September 2015. The tobacco sub-grants went out to bid in mid-October. Sub-grantees were selected in November 2015.

4. **BEHAVIORAL HEALTH SYSTEM** **\$ 58,887.00**
BALTIMORE, INC. (BHSB)

Account: 1001-000000-3023-274002-603051

The BHSB is responsible for implementing, administering, and monitoring substance abuse treatment services for Baltimore City residents who want treatment from the Needle Exchange Program. The BHSB will subcontract with providers to develop specialized and effective treatment as needed.

AGENDA

BOARD OF ESTIMATES

02/24/2016

Health Department - cont'd

The sub-grantees will provide a wide range of treatment services, including out-patient detoxification, physical examination, and medical care, focusing on the following diseases: HIV, STDs and tuberculosis, counseling and other supportive services, and continuum of care ranging from intensive out-patient treatment to admission for standard treatment for opiate dependence.

The agreement is late because of a delay in receiving required documentation.

MWBOO GRANTED A WAIVER.

5. HEALTHCARE ACCESS MARYLAND, INC. (HCAM) \$ 17,216.00

Account: 1001-000000-3023-274001-603051

The HCAM will collaborate with the Department's Needle Exchange program on a special project called "The Block Project." These services will take place from 7:00 pm to 11:00 pm each Thursday of the month during the agreement period. The HCAM will provide an outreach worker on the van during "The Block Project" to assist clients with applying for health insurance benefits: this includes screening clients for eligible services including completing a health insurance questionnaire.

The agreement is late because the budget revisions delayed processing.

6. THE JOHNS HOPKINS UNIVERSITY (JHU) \$ 48,063.00

Account: 1001-000000-3100-295901-603051

The JHU, School of Medicine will provide physician services for the School Health Program. These services will include on-site consultation at a minimum of ten hours per week in addition to patient evaluation at the School-Based Health Centers located at the Augusta Fells Savage Institute No. 430, Reach School Middle/High No. 341, and Digital Harbor High School No. 416.

AGENDA

BOARD OF ESTIMATES

02/24/2016

Health Dept. - cont'd

The agreement is late because of a delay during the administrative review process.

7. THE JOHNS HOPKINS UNIVERSITY (JHU) \$291,346.00

Account: 4000-427715-3023-599610-603051

The JHU, School of Medicine will provide easily accessible outpatient medical HIV/STD/TB treatment within the Sexually Transmitted Disease (STD) Clinic Infrastructure.

The agreement is late because of the delay in the allocation of funds to the providers.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

02/24/2016

Health Department - Employee Expense Statement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the reimbursement to Virginia Walker for expenses incurred to renew her Social Work license that is required as a condition of her employment.

AMOUNT OF MONEY AND SOURCE:

\$100.00 - 4000-499616-3080-294213-603022

BACKGROUND/EXPLANATION:

Ms. Walker renewed her license in October and submitted her expense statement in November 2015 per Department policy and it was processed accordingly. However, upon Ms. Walker's reporting that she had not yet received reimbursement for this expense, the Department is resubmitting the paperwork again for consideration.

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

The Department apologizes for the lateness.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

TRANSFERS OF FUNDS

* * * * *

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

21 - 22

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

02/24/2016

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
1. \$60,000.00 Pimlico Local Impact Aid	9950-916059-9509 Constr. Reserve FY15 NW Trans Improvements	9950-918050-9527 Northwest DOT Improvement
This transfer will partially fund the costs of the Street Lighting Upgrade for 3500-3600 Dolfield Ave. on Project "Northwest DOT Improvement" with Calmi Electrical in the amount of \$105,885.00.		
<u>Baltimore Development Corporation</u>		
2. \$ 2,800.00 22 nd EDF	9910-902873-9600 Constr. Reserve Brownfield Incentive Fund	9910-911103-9601 Brownfield Incentive Fund
375.00 22 nd EDF	9910-903354-9600 Constr. Reserve W. Balto. Ind. & Coml.	9910-907104-9601 W. Balto. Ind. & Coml.
20,000.00 1 st Comm.	9910-908066-9600 Constr. Reserve Greenmount - Eager to 28 th	9910-921101-9601 Commercial Revitalization
595.00 23 rd EDF	9910-913990-9600 Constr. Reserve Commercial Revitalization	9910-921101-9601 Commercial Revitalization
8,601.00 <u>24th EDF</u>	9910-917016-9600 Constr. Reserve Holabird Industrial Park	9910-907104-9601 W. Balto. Ind. & Coml. Dev.
\$32,371.00		

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BOARD OF ESTIMATES

02/24/2016

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation - cont'd</u>		
This transfer will provide funds to reimburse the Baltimore Development Corporation for eligible capital expenses for the month ending October 31, 2015.		
<u>Department of Housing and Community Development</u>		
3. \$ 29,035.01	9910-995001-9587	
15 th Econ. Dev.	Unallocated Reserve HCD	
65,395.35	" "	
25 th Comm. Dev.		
55,569.64	" "	
<u>28th Comm. Dev.</u>		
\$150,000.00	-----	9910-909120-9588
		Hoen Building

This transfer will provide appropriation for the completion of hazardous waste removal from 2101 East Biddle Street, also known as the Hoen Building. Soil under the building was contaminated by a PCB spill and must be remediated in accordance with Environmental Protection Agency standards. The Board has previously approved funding for renovation work and removal of environmentally hazardous material at this site managed by the HABCo, the construction division within the Housing Authority of Baltimore City. The Board's approval is needed for the HABCo to continue work at the Hoen Building.

AGENDA

BOARD OF ESTIMATES

02/24/2016

BOARDS AND COMMISSIONS

1. Prequalification of Contractors

In accordance with the Rules for Prequalification of Contractors, as amended by the Board on October 30, 1991, the following contractors are recommended:

Absolute Underground, Inc.	\$ 1,500,000.00
Asbestos Specialists, Inc.	\$ 8,000,000.00
Calmi Electrical Company, Inc.	\$ 5,724,000.00
Casper Colosimo & Son, Inc.	\$ 83,790,000.00
DRM Associates, Inc.	\$ 1,500,000.00
E & R Services, Inc.	\$ 8,000,000.00
L.E. Blue & Associates, Inc.	\$ 1,500,000.00
Patuxent Roofing & Contracting, Inc.	\$ 8,000,000.00
PEER Consultants P.C.	\$ 28,350,000.00
Progressive Services, Inc. dba Progressive Roofing	\$ 196,920,000.00
Richard E. Pierson Construction Co., Inc.	\$ 8,000,000.00
Robinson Pipe Cleaning Company	\$ 42,975,000.00

2. Prequalification of Architects and Engineers

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

A. Morton Thomas and Associates, Inc.	Engineer Land Survey Landscape Architect
Alvi Associates, Inc.	Engineer
HAKS Engineers, Inc.	Engineer Architect

AGENDA

BOARD OF ESTIMATES

02/24/2016

Boards and Commissions - cont'd

Kittelson & Associates, Inc.	Engineer
MA Engineering Consultants, Inc.	Property Line Survey
Sanders Design, P.A.	Architect
Sidhu Associates, Inc.	Engineer

AGENDA

BOARD OF ESTIMATES

02/24/2016

Department of General Services - Correction to Dollar Amount of
Informal Award GS 15833

ACTION REQUESTED OF B/E:

The Board is requested to approve the correction to the dollar amount of Informal Award GS 15833, Abel Wolman Municipal Building - Holliday Street Entrance Repairs, to Roy Kirby & Sons, Inc.

AMOUNT OF MONEY AND SOURCE:

Previously Approved Amount

\$28,233.00

Correct Amount for Approval

\$28,223.00 - 1001-000000-1982-192500-609036

BACKGROUND/EXPLANATION:

On December 23, 2015, the Board approved the Informal Award of GS 15833, Abel Wolman Municipal Building - Holliday Street Entrance Repairs, to Roy Kirby & Sons, Inc. in the amount of \$28,233.00. The submitted amount of the Informal Award was incorrect.

The Department requests approval to correct the amount of Informal Award GS 15833 from \$28,233.00 to \$28,223.00.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

02/24/2016

Department of Recreation and Parks - On-Call Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an On-Call Landscape Architectural Design Services Agreement with Mahan Rykiel Associates, Inc. for Project 1233. The period of the agreement is effective upon Board approval for three years or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$1,200,000.00 - Upset Limit

BACKGROUND/EXPLANATION:

The Consultant will provide landscape architectural design services for renovation and improvement of various Park and Recreation facilities.

MBE/WBE PARTICIPATION:

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

MBE: AB Consultants, Inc.	\$0-132,000.00	0-11%
Sabra Wang & Associates, Inc.	0-132,000.00	0-11%
NMP Engineering Consultants, Inc.	0-132,000.00	0-11%
Sidhu Associates, Inc.	0-132,000.00	0-11%
Total MBE:	\$0-132,000.00	0-11%
 WBE: Carroll Engineering, Inc.	 \$0-120,000.00	 0-10%

MWBOO FOUND VENDOR IN COMPLIANCE.

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

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

AGENDA

BOARD OF ESTIMATES

02/24/2016

Department of Recreation and Parks - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) with the City Board of School Commissioners (the School Board). The period of the MOU is effective upon Board approval and will continue for the useful lives of the School Buildings constructed pursuant the 21st Century Building Plan unless terminated sooner.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

All payments to the School Board and costs pursuant to this MOU will be dedicated from the Community Recreation Services General Fund account for each respective facility.

The Baltimore City Public Schools Construction and Revitalization Act of 2013 (Chapter 647 of the Laws of Maryland of 2013) required the School Board, the City, the Maryland Stadium Authority, and the Interagency Committee on School Construction to enter into a MOU for the Construction and Revitalization of the Baltimore City Public Schools on September 25, 2013 (the 21st Century Schools MOU). The 21st Century Schools MOU requires cooperative use of space between the Department and the Baltimore City Board of School Commissioners. It also requires the City and the School Board to enter into this agreement which outlines the term for use of space, guidelines for maintenance and responsibility for utility costs and other matters relating to the cooperative use of the 21st Century Schools.

APPROVED FOR FUNDS BY FINANCE

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

EXTRA WORK ORDERS

* * * * *

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

29 - 30

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

AGENDA

BOARD OF ESTIMATES

02/24/2016

EXTRA WORK ORDERS

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

Department of Public Works/Department of Recreation and Parks

- | | | | | |
|---|--------------|-----------------|---|-----|
| 1. EWO # 003, (\$0.03) - TR 06306, Jones Falls Trail Phase IV | | | | |
| \$2,970,898.00 | \$127,551.00 | Allied Contrac- | 0 | 100 |
| | | tors, Inc. | | |

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

Department of Transportation/Engineering & Construction

- | | | | | |
|---|--------|-------------------|----|----|
| 2. EWO # 001, \$0.00 - TR 15015, Brine Facility and Building Improvements | | | | |
| \$ 654,000.00 | \$0.00 | Spears Mechanical | 60 | 75 |
| | | Contractors, Inc. | | |

This authorization is requested on behalf of the Department for a 60-day non-compensable time extension. This time will be used to review, negotiate, and finalize the contract. The original construction duration of 120 days was very aggressive for the scope of work and several unforeseen issues discovered during construction. The Notice to Proceed was issued on October 5, 2015 with a completion date of February 2, 2016, the additional 60 days will result in a new completion date of April 2, 2016.

- | | | | | |
|--|--------|------------------|---|---|
| 3. EWO # 002, (\$6,398.28) - TR 09028, Replacement of Two Howard Street Arch Bridge Bearings | | | | |
| \$ 628,680.00 | \$0.00 | Freyssinet, Inc. | 0 | 0 |

This authorization is necessary for payment of overrun items, deduction of amounts not paid to underrun or not used items, and to balance out the contract.

AGENDA

BOARD OF ESTIMATES

02/24/2016

EXTRA WORK ORDERS

Contract <u>Awd. Amt.</u>	Prev. Apprvd. <u>Extra Work</u>	<u>Contractor</u>	Time <u>Ext. Compl.</u>	% <u></u>
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Department of Public Works/Off. of Engineering & Constr.

4. EWO # 059, \$55,329.33 - WC 1164, Towson Finished Water
Reservoir Cover and Miscellaneous Repairs

\$18,393,000.00	\$1,231,296.33	The Whiting- Turner Contracting Company, Inc.	0	0
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Contract documents require a new water tight covered finished water reservoir. Construction Management noted numerous cracks in the west basin reservoir walls and floor slab. In order to minimize the east basin walls and floor slab cracks, Construction Management Consultant Engineers provided concrete modifications to construct the east basin reservoir. One phase of the concrete modifications was the redesign of the slab joints, which resulted in a significant increase in the number of concrete pours in the slab, resulting in an increase in the number of mobilizations, pour and finishing and pump truck rental beyond what was anticipated at the time of the bid.

AGENDA

BOARD OF ESTIMATES

02/24/2016

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

ACTION REQUESTED OF B/E:

The Board is requested to approve a supplemental federal fund appropriation for the Baltimore City Health Department - Service 720, HIV Treatment Services for the Uninsured.

AMOUNT OF MONEY AND SOURCE:

\$6,833,333.00 - Centers for Disease Control and Prevention

BACKGROUND/EXPLANATION:

This new funding that was unanticipated by the Health Department during the budget planning process will support two projects: \$4,500,000.00 in Year 1 will support a project entitled "Baltimore: Projects to Reduce HIV Infections and Improve Engagement in HIV Medical Care Among Men Who Have Sex with Men."

\$2,333,333.00 in Year 1 will support a project entitled "Health Department Demonstration Projects for Comprehensive Prevention, Care, Behavioral Health, and Social Services for Men Who Have Sex with Men of Color at Risk for and Living with HIV Infection."

The funding level of these two Grant Awards in Fiscal 2016 is \$6,833,333.00 of federal funds from the Centers for Disease Control and Prevention. Both awards are multi-year awards and the out-year funding will be included in the Fiscal 2017 budget.

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

02/24/2016

Parking Authority of Baltimore - Memorandum of Understanding
Baltimore City (PABC)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) between the PABC and the Mayor and City Council of Baltimore acting through the Department of Finance, Bureau of Purchases.

AMOUNT OF MONEY AND SOURCE:

\$16,147.67 - 2076-000000-2321-253300-607001 (prorated - FY 2016)
55,360.00 - 2076-000000-2321-253300-607001 (FY2017 and beyond)
\$71,507.67 ½ of the salary + personnel costs of a Procurement
Specialist II)

BACKGROUND/EXPLANATION:

This MOU will allow the PABC to partially fund the salary of a Procurement Specialist II (PSII) to assist the PABC in procurement matters.

The PABC has become increasingly dependent on the Bureau of Purchases for procurement of large contracts. The complex laws, rules, and regulations governing procurement require knowledge and expertise that only Procurement Specialists can provide. The Bureau of Purchases has the required expertise and has graciously offered its services to the PABC.

MBE/WBE PARTICIPATION:

N/A

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

02/24/2016

Parking Authority of - Expenditure of Funds
Baltimore City

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the Expenditure of Funds to pay Desman Associates.

AMOUNT OF MONEY AND SOURCE:

\$39,300.00 – 2075-000000-5800-408500-603016

BACKGROUND/EXPLANATION:

The Penn Station Garage (Garage), constructed in 1995 and located at 1511 North Charles Street, can accommodate parking for up to 525 vehicles. Situated under the Plaza Area, including the AMTRAK passenger loading and taxi queue areas, the Penn Station Garage provides 24/7/365 parking for daily commuters and travelers utilizing AMTRAK rail services to and from Baltimore.

In 2015, the Parking Authority observed delaminated and falling concrete, and exposed and deteriorated post-tensioning steel reinforcing rods and anchors, in the upper Garage deck (i.e., the ceiling of the Garage) at an expansion joint that runs the full length of the Garage (approximately 190 linear feet). The damage occurred at various locations along the expansion joint, with the worst occurring at the north and south ends of the Garage. On the north side, the failed expansion joint is running under the taxi queue lane adjacent to the Station. On the south side, the failed expansion joint is running under the drive lanes from the Charles Street entrance and the circular Plaza drive that provides access to and from the Station and Garage. The failed expansion joint has the potential, if not corrected, to not only negatively impact the structural integrity of Penn Station Garage, but to significantly impact the arrival and departure of all AMTRAK customers by taxi or vehicles.

AGENDA

BOARD OF ESTIMATES

02/24/2016

Parking Authority of - cont'd
Baltimore City

As a first step, the PABC engaged Desman Associates to conduct an assessment and testing of the failed expansion joint, and to design a temporary repair that would allow the continuing functioning of the Garage and Plaza Area. Desman Associates has been under contract to PABC since 2008-2009, when it performed an initial structural assessment of the Penn Station Garage.

As the temporary repair was not intended to be a long-term fix, PABC must now proceed to the design and engineering of the permanent replacement of the failed expansion joint. The appropriation for the Desman Associates proposal of \$39,300.00 for which we seek approval from this Honorable Board covers all design and engineering activities from the preparation of construction documents, plans, and specifications, through bidding of the work to contractors; and oversight and reviews during the construction phases. The construction documents are expected to take Desman Associates four weeks to complete after a notice to proceed is given. PABC will work with the Purchasing Department and the Department of General Services to bid out the construction and repair work to qualified contractors.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

02/24/2016

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

ACTION REQUESTED OF B/E:

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

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

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

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

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

AGENDA**BOARD OF ESTIMATES****02/24/2016**PABC - cont'd

Location	Proposed Transient Rate Changes	Proposed Monthly Rate Changes			
Franklin Street Garage	No proposed rate adjustments	Regular Monthly Rate			
			Current Rate	Proposed Rate	Last Rate Change
		Regular Rate	\$130.00	\$135.00	May 2011

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

PERSONNEL MATTERS

* * * * *

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

38 - 56

All of the Personnel matters have been approved
by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved
by the Law Department as to form and legal sufficiency.

AGENDA

BOARD OF ESTIMATES

02/24/2016

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Baltimore City Police Department</u>		
1. LORETTA S. BOLLING	\$14.42	\$30,000.00

Account: 1001-000000-2042-198100-601009

Ms. Bolling, retiree, will continue to work as a Contract Services Specialist I (Human Resources Section). She will be responsible for conducting final processing and hiring for applicants, conducting fingerprinting, scheduling appointments for applicants, and reviewing case folders to determine validity of required documents. In addition, Ms. Bolling will conduct all aspects of the hiring process, including review of the benefits package and assist out-of-state applicants with information regarding relocation to Maryland and acquiring housing. This is the same salary as in the previous contract period. The period of the agreement is March 27, 2016 through March 26, 2017.

2. HARRY G. HARCUM	\$14.42	\$30,000.00
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Account: 1001-000000-2042-198100-601009

Mr. Harcum, retiree, will continue to work as a Contract Services Specialist I (Evidence Control Unit). He will be responsible for entry and accurate retention of all property retained by the Department and several surrounding agencies, receiving property/evidence submissions from police officers and lab personnel and ensuring the accuracy/completeness of paperwork and all information entered into the evidence tracking system.

In addition, Mr. Harcum will release property for further examination/evidence for court and update the tracking system for chain of custody and documenting the location. The period of the agreement is March 28, 2016 through March 27, 2017.

AGENDA**BOARD OF ESTIMATES****02/24/2016****PERSONNEL**Baltimore City Police Department - cont'd

On January 3, 1996, the Board of Estimates approved a waiver to the Administrative Manual Policy 212-1, Part I. This waiver allowed the Baltimore Police Department to hire retired police officers on a contractual basis.

Mayor's Office of Criminal Justice (MOCJ)

	<u>Hourly Rate</u>	<u>Amount</u>
3. ANN TINDALL	\$25.00 for a maximum of 162 hours (not to exceed \$4,050.00)	\$ 4,050.00
4. ELISEBA OSORE	\$25.00 for a maximum of 162 hours (not to exceed \$4,050.00)	\$ 4,050.00
5. ERIN CUNNINGHAM	\$26.00 for a maximum of 572 hours (not to exceed \$14,872.00)	\$14,872.00

Account: 4000-476515-2252-690500-603018

AGENDA

BOARD OF ESTIMATES

02/24/2016

PERSONNEL

MOCJ - cont'd

The above-listed contract employees will continue to work as a Contract Services Specialist II (Visitation Center Supervisor). Their duties will include, but are not limited to overseeing the coordination of operations while at the Visitation Center, including the supervision of the Visitation and Exchange Monitors. They will be responsible for knowing the daily schedule of families served and pertinent information regarding visitation and exchange circumstances for each day and will facilitate the arrivals and departures of all clients.

In addition, they will ensure proper coverage at entrances, waiting areas, and visitation areas, provide staff guidance to assist them in properly and effectively providing services. They will also be responsible for maintaining any records or documents pertaining to work covered under the agreement and store them at the Visitation Center. The period of the agreement is effective upon Board approval through September 30, 2016.

	<u>Hourly Rate</u>	<u>Amount</u>
6. WANDA ASHLEY	\$15.00	\$ 2,250.00
	for a maximum	
	of 150 hours	
7. WANDA CARTER	\$15.00	\$ 2,550.00
	for a maximum	
	of 170 hours	
8. CHERYLE FRALING	\$15.00	\$ 1,500.00
	for a maximum	
	of 100 hours	

AGENDA**BOARD OF ESTIMATES****02/24/2016****PERSONNEL**MOCJ - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
9. AMANDA MUMFORD	\$15.00 for a maximum of 170 hours	\$ 2,550.00
10. ANN MYERS	\$15.00 for a maximum of 170 hours	\$ 2,550.00
11. DARNELL PENN	\$15.00 for a maximum of \$170 hours	\$ 2,550.00
12. NATASHA PETERSON	\$15.00 for a maximum of \$150 hours	\$ 2,250.00
13. CHRISTINA TERRANOVA	\$15.00 for a maximum of 170 hours	\$ 2,550.00

Account: 4000-476515-2252-690500-603018

The above-listed contractual employees (item no. 6 - 13) will each serve as a Contract Service Specialist II (Visitation Center Monitor). Their duties will include, but are not limited to observing visitation between visiting parents and children, and intervening as necessary during visits or exchanges to address any concerns that arise with parents and/or children. They will also coordinate safety of visits, keep accurate, and complete records of any safety concerns or potential problems that come up during a visitation session.

They will also be responsible for maintaining clear and consistent communication with the on-site supervisor, on-site police, other monitors, and volunteers whether by phone, email, or in person. Duties will also include maintaining client files, maintaining personal timesheets and invoices, discussing case progress and concerns with supervisors, as well as attending occasional meetings about case status and other center operational issues. The period of the agreement is effective upon Board approval through September 30, 2016.

AGENDA**BOARD OF ESTIMATES****02/24/2016****PERSONNEL**Department of Public Works

	<u>Hourly Rate</u>	<u>Amount</u>
14. LISA JOI STANCIL	\$100.00/hour per conference session (not to exceed six hours per day)	\$26,000.00

Account: 2071-000000-5471-400504-603021

Ms. Stancil will work as a Contract Service Specialist II (Conference Chairman) to hear Water Revenue billing disputes. She will be responsible for conducting informal conferences and rendering written recommendations for the DPW, Bureau of Water and Wastewater, Customer Care Division. In addition, Ms. Stancil will conduct the formal hearings, take testimony from complainants, witnesses, and the DPW personnel. The period of the agreement is effective upon Board approval for one year.

15. LINDA ALLEN	\$31.57/hour for a maximum of 1200 hours (not to exceed \$37,887.04)	\$37,887.04
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Account: 2051-000000-1981-718200-601009

Ms. Allen, retiree, will continue to work as a Contract Services Specialist I (Fiscal Technician). This is a 4% increase in the hourly rate from the previous contract. She will be responsible for assisting the Office of Sustainable Energy's annual budget proposals, allocating and appropriating accounts, tracking revenues and expenses, preparing monthly invoices and profit and loss statements.

AGENDA

BOARD OF ESTIMATES

02/24/2016

PERSONNEL

Department of Public Works

In addition, Ms. Allen will interact with the Bureau of Budget and Management Research, Bureau of Accounting and Payroll Services, Audits, and Treasury Management, to carry out these duties. She will also assist the Energy Office staff and any outside consultants in preparing financial analyses of potential energy performance contracts and power generation plants. The period of the agreement is effective upon Board approval for one year.

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

Department of General Services (DGS)

	<u>Hourly Rate</u>	<u>Amount</u>
16. JASON MATHIAS	\$35.78	\$67,982.00

Account: 2029-000000-1982-192500-601009

Mr. Mathias will work as a Contract Services Specialist II (Research Analyst II). He will collect and organize quantitative data in order to evaluate the effectiveness of operations in meeting established goals and objectives, research and investigate new or improved business and management practices for application to bureau programs or operations. In addition, Mr. Mathias will analyze data required for use in management and direction of department operations, provide assistance in resolving operational and administration issues, and identify issues and conduct research to find alternative solutions. Mr. Mathias will also make and assist in the implementation of recommendations and assist in the coordination of interdepartmental activities with other City departments and divisions and with outside agencies. The period of the agreement is effective upon Board approval for one year.

AGENDA

BOARD OF ESTIMATES

02/24/2016

PERSONNEL

DGS - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
17. COLEMAN DeVRIES	\$20.26	\$38,494.00

Account: 1001-000000-1981-194700-601009

Mr. DeVries will work as a Contract Services Specialist II (Research Analyst). He will be responsible for performing data analysis, conducting studies of operating statistics, problems and procedures, information flow, inventory control, and cost analysis to devise the most effective methods of accomplishing work and identifying and implementing solutions that contribute to a reduction in resource levels required to provide the current service level. In addition, Mr. DeVries will collaborate with relevant program staff in the divisions of Fleet, Facilities Maintenance, and Capital Projects to coordinate, review and help draft budget proposal submission, service descriptions, narratives about status on performance metrics and how those outputs impact and result in meaningful outcomes for citizens and City agencies as part of the annual budget process. The period of the agreement is effective upon Board approval for one year.

18. Reclassify the following position:

Position No. 1890-22327

From: Laborer
Job Code: 52931
Grade: 482 (\$29,453.00 - \$30,430.00)

AGENDA

BOARD OF ESTIMATES

02/24/2016

PERSONNEL

DGS - cont'd

To: Storekeeper I
Job Code: 33561
Grade: 077 (\$29,019.00 - \$33,262.00)

Costs: \$3,779.00 - 2030-000000-1890-189300-601001

19. Reclassify the following position:

Position No. 1982-20035

From: Plats & Records Technician
Job Code: 72621
Grade: 086 (\$38,152.00 - \$44,199.00)

To: Operations Assistant II
Job Code: 31105
Grade: 903 (\$42,500.00 - \$68,000.00)

Costs: \$6,511.00 - 1001-000000-1982-192500-601001

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

Department of Law

20. **ALEXA CURLEY** \$15.00 **\$7,800.00**

Account: 2036-000000-1751-175200-601009

Ms. Curley will work as a Contract Services Specialist II (Legal Assistant I). She will be responsible for providing litigation support and research assistance for attorneys in the Office of Legal Affairs, assist in the preparation and filing of dispositive motions in federal court cases (motions that, if granted will end the entire case or will determine the court's ruling on one or more issues in controversy), and assist in the drafting of discovery requests and responses.

AGENDA

BOARD OF ESTIMATES

02/24/2016

PERSONNEL

Law Department - cont'd

In addition, Ms. Curley will assist in the drafting of an appellate brief, assist attorneys in the preparation of witnesses for their testimony at hearings and performing a wide variety of legal research and documentation work. The period of the agreement is effective upon Board approval for one year.

21. Reclassify the following position:

Position No. 1763-44869

From: Secretary III
Job Code: 33233
Grade: 084 (\$35,564.00 - \$42,446.00)

To: Legal Assistant II
Job Code: 32933
Grade: 087 (\$39,701.00 - \$47,990.00)

Costs: \$7,502.00 - 1001-000000-1763-175200-601001

22. Reclassify the following position:

Position No. 1751-33485

From: Legal Assistant I
Job Code: 32932
Grade: 084 (\$35,564.00 - \$42,446.00)

To: Legal Assistant II
Job Code: 32933
Grade: 087 (\$39,701.00 - \$47,990.00)

AGENDA

BOARD OF ESTIMATES

02/24/2016

PERSONNEL

Law Dept. - cont'd

Costs: \$6,359.00 - 2036-000000-1751-175200-601001

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

23. Reclassify the following position:

Position No. 1751-15550

From: Legal Assistant I
Job Code: 32932
Grade: 084 (\$35,564.00 - \$42,446.00)

To: Legal Assistant II
Job Code: 32933
Grade: 087 (\$39,701.00 - \$47,990.00)

Costs: \$6,359.00 - 2036-000000-1751-175200-601001

24. Reclassify the following position:

Position No. 1752-15503

From: Legal Assistant I
Job Code: 32932
Grade: 084 (\$35,564.00 - \$42,446.00)

To: Legal Assistant II
Job Code: 32933
Grade: 087 (\$39,701.00 - \$47,990.00)

Costs: \$7,155.00 - 1001-000000-1752-175200-601001

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

AGENDA

BOARD OF ESTIMATES

02/24/2016

PERSONNEL

The Board of Elections

25. Upgrade the following Classifications:

Classification: Election Judges, Chief
Job Code: 01814
From Grade: 878 (\$200.00) Daily
To Grade: 878 (\$225.00) Daily

Classification: Election Judges
Job Code: 01815
From Grade: 877 (\$150.00) Daily
To Grade: 877 (\$165.00) Daily

Costs: \$51,440.00 - 1001-000000-1801-184300-601002 (FY 16)
\$60,380.00 - 1001-000000-1801-184300-601002 (FY 17)

The upgrade is warranted to bring the City salaries in line with the surrounding jurisdictions' classifications, and these classifications have not been upgraded within the last ten years.

Fire Department

26. Reclassify the following position:

From: Fire Prevention Inspector I
Job Code: 41224
Grade: 337 (\$41,315.00 - \$63,213.00)
Position: 2132-47928

To: Fire Prevention Inspector I, ALS
Job Code: 41225
Grade: 365 (\$48,895.00 - \$64,794.00)

There are no costs associated with these actions.

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

AGENDA

BOARD OF ESTIMATES

02/24/2016

PERSONNEL

Fire Department - cont'd

Hourly Rate

Amount

27. Reclassify the following position:

From: Fire Operations Aide Suppression
Job Code: 41217
Grade: 336 (\$42,033.00 - \$67,602.00)
Position: 2121-13107

To: Fire Operations Aide Suppression, ALS
Job Code: 41232
Grade: 362 (\$43,613.00 - \$69,182.00)

There are no costs associated with these actions.

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

Fire and Police Retirement (F&P)

28. Classify the following position:

From: New Position
Job Code: 9000
Grade: 900 (\$1.00 - \$204,000.00)
Position: 1540-50387

To: Associate General Counsel
Job Code: 10076
Grade: 936 (\$76,000.00 - \$121,700.00)

Costs: \$103,192.00 - 6000-604116-1540-171400-601001

AGENDA

BOARD OF ESTIMATES

02/24/2016

PERSONNEL

F&P - cont'd

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

29. Reclassify the following position:

From: New Position
Job Code: 9000
Grade: 900 (\$1.00 - \$204,000.00)
Position: 1540-50386

To: Accounting Assistant III
Job Code: 34133
Grade: 084 (\$35,564.00 - \$42,446.00)

Costs: \$61,453.00 - 6000-604116-1540-171400-601001

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

Enoch Pratt Free Library

30. a. Create the following New Non-Civil Service Classifications:

Classification: Information Technology Specialist
Job Code: 00727
Grade: 902 (\$40,100.00 - \$64,100.00)

AGENDA

BOARD OF ESTIMATES

02/24/2016

PERSONNEL

Enoch Pratt Free Library - cont'd

b. Reclassify the following Three Positions:

From: PC Support Tech
Job Code: 07103
Grade: 87 (\$39,701.00 - \$47,990.00)
Position: 4501-15889

To: Information Technology Specialist
Job Code: 00727
Grade: 902 (\$40,100.00 - \$64,100.00)

From: EDP Communication Coordinator
Information Technology Specialist
Job Code: 00690
Grade: 85 (\$36,681.00 - \$44,199.00)
Position: 4501-45414

To: Information Technology Specialist
Job Code: 00727
Grade: 902 (\$40,100.00 - \$64,100.00)

From: PC Coordinator Library
Job Code: 00675
Grade: 87 (\$39,701.00 - \$47,990.00)
Position: 4501-15889

To: Information Technology Specialist
Job Code: 00727
Grade: 902 (\$40,100.00 - \$64,100.00)

Cost: \$13,700.00 - 1001-000000-4501-339600-601001

AGENDA

BOARD OF ESTIMATES

02/24/2016

PERSONNEL

Enoch Pratt Free Library - cont'd

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

Department of Recreation and Parks

31. Reclassify the following Position:

From: Laborer (Hourly)
Job Code: 52931
Grade: 482 (\$29,453.00 - \$30,430.00)
Position: 4781-44640

To: Horticultural Assistant
Job Code: 53661
Grade: 427 (\$30,781.00 - \$33,231.00)

Cost: \$1,680.00 - 1001-000000-4782-583800-601001

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

32. Create the following Position:

Classification: Park Administrator
Job Code: 71430
Grade: 904 (\$45,100.00 - \$72,200.00)
Position No.: To be assigned by BBMR

Cost: \$68,033.00 - 6000-680814-4782-583800-601001

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

AGENDA

BOARD OF ESTIMATES

02/24/2016

PERSONNEL

Mayor's Office of Cable and Communications

33. Downgrade the following Position:

From: Executive Assistant
Job Code: 10083
Grade: 904 (\$45,100.00 - \$72,200.00)
Position: 5721-50748

To: Operations Assistant II
Job Code: 31105
Grade: 903 (\$42,500.00 - \$68,000.00)

Cost: (\$4,200.00) - 1001-000000-5721-407300-601001

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

Health Department

34. Reclassify the following Position:

From: Health Program Administrator I
Job Code: 61111
Grade: 923 (\$57,200.00 - \$91,700.00)
Position: 3080-14391

To: Health Program Administrator II
Job Code: 61113
Grade: 927 (\$60,800.00 - \$97,300.00)

Cost: \$4,804.92 - 4000-427116-3080-294300-601001

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

AGENDA

BOARD OF ESTIMATES

02/24/2016

PERSONNEL

Health Department

35. Create the following Position:

Classification: Program Coordinator
Job Code: 31192
Grade: 923 (\$57,200.00 - \$91,700.00)
Position No: To be assigned by BBMR

Cost: \$86,106.00 - 5000-570416-3041-605800-601001

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

36. Reclassify the following Position:

From: Health Program Administrator I
Job Code: 61111
Grade: 923 (\$57,200.00 - \$91,700.00)

To: Health Program Administrator II
Job Code: 61113
Position: 927 (\$60,800.00 - \$97,300.00)

Cost: \$4,804.92 - 4000-499616-3080-294213-601001

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

37. Create the following position:

Classification: Community Health Educator II
Job Code: 61252
Grade: 085 (\$36,681.00 - \$44,199.00)
Position No: To be assigned by BBMR

Cost: \$117,440.26 - 4000-480616-3100-268600-601001

AGENDA

BOARD OF ESTIMATES

02/24/2016

PERSONNEL

Health Department - cont'd

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

38. Create the following Position:

Classification: Program Coordinator
Job Code: 31192
Grade: 923 (\$57,200.00 - \$91,700.00)
Position No.: To be assigned by BBMR

Cost: \$86,106.84 - 5000-570416-3041-605800-601001

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

Baltimore Sheriff's Office

39. a. Create the following two Non-Civil Service Classifications:

Classification: Court Security Assistant
Job Code: 00071
Grade: 071 (\$26,221.00 - \$29,311.00)
(Seven Positions)

Classification: Court Security Assistant
Supervisor
Job Code: 00072
Grade: 075 (\$27,929.00 - \$31,746.00)
(One Position)

AGENDA

BOARD OF ESTIMATES

02/24/2016

PERSONNEL

Sheriff's Department - cont'd

b. Create the following eight Positions:

Classification: Court Security Assistant
Job Code: 00071
Grade: 071 (\$26,221.00 - \$29,311.00)
Positions: To be assigned by BBMR
(Seven Positions)

Classification: Court Security Assistant Supervisor
Job Code: 00072
Grade: 075 (\$27,929.00 - \$31,746.00)
(One Position)

Cost: \$363,996.00 - 1001-000000-1182-138800-601001

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

Health Department

	<u>Hourly Rate</u>	<u>Amount</u>
40. GINA ROBINSON SHAW	\$25.00	\$11,000.00

Account: 5000-533116-3044-273300-601009

Ms. Shaw will work as a Contract Services Specialist II (Guardianship Specialist). Her duties will include but are not limited to performing initial assessment/investigation of alleged disabled adults to find if they are actually disabled or incompetent, attend guardianship court hearings, provide short term and ongoing case management to clients in a variety of settings and monitoring via field visits and telephone contacts to clients in nursing homes, assisted living facilities, private homes and day care centers. The period of the agreement is effective upon Board approval through June 30, 2016.

AGENDA

BOARD OF ESTIMATES

02/24/2016

PROPOSAL AND SPECIFICATIONS

1. Department of Public Works/
Office of Engineering and
Construction - SC 890, Quad Avenue Waste-
water Pumping Station Force
Main Replacement
BIDS TO BE RECV'D: 03/30/2016
BIDS TO BE OPENED: 03/30/2016

AGENDA**BOARD OF ESTIMATES****02/24/2016**Office of the Council President - Employee Expense Statement**ACTION REQUESTED OF B/E:**

The Board is requested to approve the expense statement for Mr. Robert Curran for the month of September, October, and November 2015.

AMOUNT OF MONEY AND SOURCE:

\$113.37 - 1001-000000-1000-106500-603025

BACKGROUND/EXPLANATION:

Mr. Curran is requesting reimbursement for payments made for business use of his personal cellular phone. The invoices/receipts were presented beyond the 40 day rule due to payment delays. The account is shared with his wife who is also the account holder. It is estimated that Mr. Curran's phone line is used 75% of the time for City-related business calls, as follows:

<u>Month</u>	<u>Sept. 2015</u>	<u>Oct. 2015</u>	<u>Nov. 2015</u>
50% (Shared Usage)	\$42.29	\$42.28	\$42.28
Plan Line			
Taxes, fees & Charges	8.10	8.10	8.10
Sub-Total	\$50.39	\$50.39	\$50.39
75% Business Usage Total	\$37.79	\$37.79	\$37.79

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****02/24/2016**Department of Transportation - Minor Privilege Permit Applications

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

	<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1.	1855 W. Pratt Street k/a 201 N. Monroe Street	Sandron, LLC	One flat sign 21' x 2.5'
	Annual Charge: \$ 73.50		
2.	1414 Key Highway	1414 Key Highway Holdings, LLC	One double face electric sign 12' x 3' each
	Annual Charge: \$381.60		
3.	809 Aliceanna Street	Help II, LLC	Two banner signs 24 sq. ft. each, one single face electric sign 3 sq. ft., one flat sign 1 sq. ft.
	Annual Charge: \$188.70		
4.	5509 Harford Road	Howard Fine	One awning 21' x 4'6", six fluorescent tubes
	Annual Charge: \$414.06		

AGENDA**BOARD OF ESTIMATES****02/24/2016**Department of Transportation - cont'd

	<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
5.	211 W. Mulberry Street	Mulberry at Park Limited Partnership	Service Connection four ducts @ 68 lf. each, two ducts @ 18 lf. each
	Annual Charge: \$2,156.00		
6.	4717 Harford Road	J.B.R. Holding, LLC	Retain two single face electric signs, one @ 39.5 sq. ft., one @ 30.5 sq. ft.
	Annual Charge: \$ 281.20		

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

AGENDA

BOARD OF ESTIMATES

02/24/2016

Department of Transportation - Developers' Agreements

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

	<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
1.	FIRST CHURCH OF OUR LORD JESUS CHRIST	1379	\$ 21,740.00

First Church of our Lord Jesus Christ would like to install new water service to its proposed new building located in the vicinity of 1443 Gorsuch Avenue. This agreement will allow the organization to perform its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$ 21,740.00 has been issued to the First Church of our Lord Jesus Christ, which assumes 100% of the financial responsibility.

2.	BROADWAY ACQUISITION AND DEVELOPMENT SERIES	1375	\$102,417.00
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Broadway Acquisition and Development Series would like to install streetscape improvements to its proposed construction located in the vicinity of 1201-1203 North Calvert Street. This agreement will allow the organization to perform its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$102,417.00 has been issued to Brown Capital Management, LLC, which assumes 100% of the financial responsibility.

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

AGENDA

BOARD OF ESTIMATES

02/24/2016

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 414 Light Street Owner, LLC. The period of the agreement will commence upon Board approval and termination will be deemed in writing by the Department of Transportation.

AMOUNT OF MONEY AND SOURCE:

\$66,754.98 - 9950-906082-9512-000000-490375

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 414 Light Street at 414 Light Street constructing a new development with 334,425 sq. ft. of residential apartments with 394 units and 12,297 sq. ft. of retail. The Developer agrees to make a one-time contribution in the amount of \$66,754.98 to fund the City's multimodal transportation improvements in the project's vicinity.

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

AGENDA

BOARD OF ESTIMATES

02/24/2016

Department of Transportation - Traffic Impact Study Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Traffic Impact Study Agreement with Gibbons Commons, LLC. The period of the agreement will commence upon Board approval and termination will be deemed in writing by the Department of Transportation.

AMOUNT OF MONEY AND SOURCE:

\$22,343.06 - The anticipated cost will be covered under Project No. 1209 On-Call Traffic Engineering Services, Task No. 2, approved by the Department of Audits on February 5, 2016, with Parsons Brinckerhoff, Inc.

BACKGROUND/EXPLANATION:

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Impact Study was required for the Development. This agreement is necessary to perform a traffic impact analysis for St. Agnes Hospital Gibbons Commons located at 901 S. Caton Avenue where the applicant has applied or intends to apply for a Building Permit in Baltimore City to perform the Scope of Work including 75,000 sq. ft. Royal Farms Convenience Store & Gas Station, 83,000 sq. ft. of Bon Secours Housing, 53,200 sq. ft. YMCA, 104,000 sq. ft. Office and Restaurant, 66,500 sq. ft. of Office, 113,100 sq. ft. of housing, 76,800 sq. ft. of retail development. The Traffic Impact Study assesses the development and its relative traffic impacts.

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

AGENDA

BOARD OF ESTIMATES

02/24/2016

Department of Transportation - Google Transit Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Transit Agreement with Google, Inc. The Department also requests the Board to authorize the Director of the Department of Transportation to electronically execute the subject agreement as is necessary to implement the services of Google Inc. The period of the agreement is effective upon execution and either party may terminate the agreement upon 30 day written notice.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Department of Transportation currently operates the Charm City Circulator in and around the Central Business District. Since its inception in January 2010, the Circulator has served over 14 million passengers, and ridership continues to grow. The Department desires to enter into a Transit Agreement with Google, Inc. to provide an array of information about the Charm City Circulator to those researching through Google.

In order to formally enter into the Transit Agreement with the Mayor and City Council, Google requires that the Transit Agreement be accepted by means of a "click through" on its web site and the Department seeks approval for Director Johnson to do so.

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

AGENDA

BOARD OF ESTIMATES

02/24/2016

Department of Transportation - Partial Release of Retainage

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Partial Release of Retainage Agreement with Manuel Luis Construction Company, Inc., for Contract No. TR 13003, Reconstruction of Footways Citywide.

AMOUNT OF MONEY AND SOURCE:

\$59,045.00 - 9950-909446-9504-000000-200001

BACKGROUND/EXPLANATION:

Manuel Luis Construction Company, Inc., is requesting a release of retainage for TR 13003. The City holds \$61,045.00 in retainage. All work on TR 13003 is substantially completed and all punch list items are completed. The contractor is requesting a partial release of retainage for \$59,045.00. The remaining \$2,000.00 is sufficient to protect the interest of the City.

MWBOO HAS APPROVED THE RELEASE.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

02/24/2016

Department of Transportation/Planning - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 007 to HAKS Engineers, Inc. under Project No. 1162, On-Call Consultant Services for Reconstruction and Resurfacing Department of Transportation Projects.

AMOUNT OF MONEY AND SOURCE:

\$108,688.16 - 2024-000000-5480-395800-603026

BACKGROUND/EXPLANATION:

This authorization provides for continued on-site technical support for conduit needs and utility engineering for a six-month period.

MBE/WBE PARTICIPATION:

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

MWBOO SET GOALS OF 27% MBE AND 9% WBE.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

02/24/2016

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 022 to Whitman, Requardt & Associates, under Project No. 1134, On-Call Traffic Engineering Studies.

AMOUNT OF MONEY AND SOURCE:

\$497,201.95 - 4000-406115-5011-383901-603050

BACKGROUND/EXPLANATION:

This authorization provides for the continuation of engineering support in connection with the Baltimore and Potomac Tunnel Federal High Speed Intercity Passenger Rail Study. Services provided will include engineering and environmental documents review during preliminary engineering, public outreach and coordination services, gathering and proving mapping and utility infrastructure information and other project related tasks.

MBE/WBE PARTICIPATION:

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

MWBOO SET GOALS OF 27% MBE AND 9% WBE.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

02/24/2016

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

1. KOLS CONTAINERS, INC. \$ 20,000.00 Renewal
Contract No. B50003380 - Sample Containers - Department of Public Works - Water and Wastewater - P.O. No. P526541

On March 12, 2014, the Board approved the initial award in the amount of \$23,812.88. The award contained two 1-year renewal options. On March 4, 2015, the Board approved the first renewal in the amount of \$23,812.88. This final renewal in the amount of \$20,000.00 is for the period March 13, 2016 through March 12, 2017. The above amount is the City's estimated requirement.

2. ALS GROUP USA, CORP. d/b/a
ALS ENVIRONMENTAL \$500,000.00 Renewal
Contract No. B50003289 - Laboratory Analytical Service - Department of Public Works - Bureau of Water and Wastewater - P.O. No. P526464

On March 5, 2014, the Board approved the initial award in the amount of \$400,000.00. The award contained two 2-year renewal options. On October 7, 2015, the Board approved an increase in the amount of \$200,000.00. This renewal in the amount of \$500,000.00 is for the period March 15, 2016 through March 14, 2018, with one 2-year renewal option remaining. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

3. TOWN & COUNTRY PET
SUPPLY, INC. \$ 18,100.00 Renewal
Contract No. B50002332 - Dog Food & Supplies for the Police Department - Police Department - Req. No. R590381

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

On April 11, 2012, the Board approved the initial award in the amount of \$54,056.38. The award contained two 1-year renewal options. On February 11, 2015, the Board approved the first renewal in the amount of \$18,100.00. This final renewal in the amount of \$18,100.00 is for the period April 11, 2016 through April 10, 2017. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

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|---|-------------|---------|
| 4. HUSKY ENVELOPE PRODUCTS, INC. | \$66,090.00 | Renewal |
| Contract No. B50003259 - Water Bill Envelopes - Department of Public Works, Bureau of Water and Wastewater - Req. No. R649065 | | |

On April 2, 2014, the Board approved the initial award in the amount of \$50,045.00. The award contained four 1-year renewal options. Subsequent actions have been approved. This second renewal in the amount of \$66,090.00 is for the period May 1, 2016 through April 30, 2017, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

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|--|---------|---------|
| 5. AMERICAN TEST CENTER, INC. | \$ 0.00 | Renewal |
| Contract No. B50002778 - Annual Five Year Certification and Inspection Tests for Ladder Trucks - Department of General Services, Fleet Management - P.O. No. P522625 | | |

On February 6, 2013, the Board approved the initial award in the amount of \$48,000.00. The award contained two 1-year renewal options. On February 25, 2015, the Board approved an increase in the amount of \$24,000.00. This renewal in the amount of \$0.00 is for the period April 11, 2016 through April 10, 2017, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

AGENDA

BOARD OF ESTIMATES

02/24/2016

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

6.	ADSYSTECH, INC.	\$ 35,628.33	Ratification
		49,879.67	and Renewal
		\$ 85,508.00	

Contract No. B50001513 - Provide Integrator Software and Services for Community Action Partnership - Mayor's Office of Human Services - Community Action Partnership - Req. Nos. R721459 and P530741

On August 25, 2010, the Board approved the initial award in the amount of \$165,306.00. The award contained three renewal options. Two ratifications and two renewals were approved. This ratification and renewal are necessary to continue to provide maintenance service on software currently in use at the agency. The period of the ratification is September 8, 2015 through February 23, 2016. This final renewal in the amount of \$49,879.67 is for the period February 24, 2016 through September 7, 2016. The above amount is the City's estimated requirement.

7.	HWC ENTERPRISES, LLC		
	d/b/a HYDRATEC	\$ 45,000.00	Increase
	Contract No. B50003823 - Parts and Repair Service for Muncie Pumps, Power Take Offs and Valves - Department of General Services - P.O. No. P529186		

On October 23, 2014, the City Purchasing Agent approved the initial award in the amount of \$22,500.00. The award contained two 1-year renewal options. On April 18, 2015, the Board approved an increase in the amount of \$22,500.00. The initial projected expenditure was based on usage of the previous contract that was primarily used to purchase parts due to the vendor's location. The current contract is awarded to a vendor located within a reasonable distance to perform repair services with adequate turn-around time and has resulted in an increase in use of this contract.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

This increase in the amount of \$45,000.00 will make the award amount \$90,000.00. The contract expires on October 22, 2017, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

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|--|--------------|----------|
| 8. TENNANT SALES AND SERVICE COMPANY | \$ 30,000.00 | Increase |
| Contract No. B50004062 - Preventative Maintenance Contract for Tennant Machines - Baltimore Convention Center - P.O. No. P531763 | | |

On June 17, 2015, the Board approved the initial award in the amount of \$34,970.00. The award contained three 1-year renewal options. Because of the unanticipated demand for these services an increase in the amount of \$30,000.00 is necessary. This increase will make the award amount \$64,970.00. The contract expires June 16, 2016, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

- | | | |
|--------------------------|---------------------|--------------|
| 9. CORRELLI INCORPORATED | \$100,000.00 | Increase and |
| ALBAN TRACTOR CO., | 400,000.00 | Renewal |
| INC. | | |
| | <u>\$500,000.00</u> | |

Contract No. B50002267 - Parts and Maintenance & Repair Services for Caterpillar Construction Equipment - Department of Public Works, Bureau of Solid Waste and General Services - P.O. Nos. P520013 and P520012

On February 22, 2012, the Board approved the initial award in the amount of \$700,000.00. The award contained two 1-year renewal options. On March 18, 2015, the Board approved the first renewal in the amount of \$0.00. This increase is necessary to fund parts and service until renewal begins. This increase will make the award amount \$1,200,000.00.

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

This final renewal is for the period April 1, 2016 through March 31, 2017. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

10. WM RECYCLE AMERICA,
L.L.C. Revenue Contract Extension
Contract No. B50002210 - Single Stream Recycling -
Department of Public Works, Bureau of Solid Waste - P.O.
No. P520049

On February 15, 2012, the Board approved the initial award in the amount of \$0.00. On January 14, 2015, the Board approved the sole renewal in the amount of \$0.00. B50004447 was solicited and opened on January 27, 2016 resulting with the sole bidder being rejected. This extension is necessary while a new solicitation (B50004514) can be solicited and awarded. The extension is for the period February 22, 2016 through May 31, 2016.

MWBOO GRANTED A WAIVER.

11. VANGUARD UTILITY
SERVICE, INC. \$ 0.00 Extension
Contract No. B50001595 - Provide Large Water Meter Testing,
Repair and Replacement - Department of Public Works,
Revenue Measuring and Billing - P.O. No. P514854

On September 15, 2010, the Board approved the initial award in the amount of \$382,789.35. The award contained four renewal options. Subsequent actions have been approved. Due to the new advanced metering infrastructure, the revisions to the current specifications are taking longer than anticipated. This extension is necessary to allow time to complete a request for bids and award a contract. This extension is for the period March 31, 2016 through August 31, 2016. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

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|---|--------------|-------------|
| 12. HACH COMPANY | \$100,000.00 | Sole Source |
| Contract No. 08000 - DPD Powder, Reagents and Parts for Online Analyzers - Department of Public Works Wastewater Facilities - Req. No. 712953 | | |

The vendor is the sole manufacturer and distributor of these products compatible with currently installed equipment and required for Federal and State water sampling standards. The period of the award is February 24, 2016 through February 23, 2017. 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.

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|--|--------------|-------------|
| 13. CHESAPEAKE FIRE AND RESCUE EQUIPMENT, INC. | \$916,125.00 | Sole Source |
| Contract No. 08000 - OEM Holmatro Rescue Tools - Fire Department - Req. Nos. R710969, R710971, and R710974 | | |

An intent to waive competition was posted (B50004463) with only one response. The responding vendor failed to submit the requested manufacturer's detailed specifications of the product being offered for review. Chesapeake Fire and Rescue Equipment, Inc. is the only authorized Holmatro dealer in Maryland and provide sales and preventative maintenance on Holmatro rescue equipment and required replacement parts. This brand of rescue tool is already in use by the Fire Department and is not interchangeable with other brands. The period of the award is February 25, 2016 through February 24, 2017. The above amount is the City's estimated requirement.

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

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| 14. NEOPOST dba
MAILFINANCE, INC. | \$196,013.64 | Lease Transfer |
| Solicitation No. 06000 - Postage Meter System Lease -
Department of Communication Services, Municipal Post Office
- Req. No. R720944 | | |

On January 25, 2012, the Board approved the initial award for three mail meters on a 60-month lease through a solicitation from the State of Maryland. One of the mail meters has suffered over \$10,000.00 worth of rodent damage. There are 22-months still remaining on a 60-month lease. Using a contract with Neopost and the State of Maryland, the City is able to start a new lease with three new mail meters, which are both more ergonomic and provide faster and more up-to-date mail handling and pricing. The period covered is 60-months from when the machines are installed (approximately March 15).

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.

MBE/WBE PARTICIPATION:

Not Applicable. The City will make the purchase under the Maryland State Contract #ADSP011-00000411-7.

- | | | |
|---|--------------|-----------|
| 15. POWERDMS, INC. | \$ 57,112.00 | Agreement |
| Contract No. 08000 - PowerDMS Software as a Solution (SaaS)
Agreement - Baltimore City Police Department - Req. No.
R712874 | | |

The Board is requested to approve and authorize execution of an Agreement with PowerDMS, Inc. The period of the agreement is February 24, 2016 through February 23, 2017, with four 1-year renewal options remaining.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

Under this agreement, Software as a Solution will improve the dissemination, accountability, and training for the Police Department's general orders. The vendor is the sole provider of the software solution for electronic accreditation file building and paperless assessments by the Commission on Accreditation for Law Enforcement Agencies (CALEA). By adhering to the stringent requirements of CALEA, the Baltimore Police Department will be able to demonstrate to the Department of Justice that the agency is committed to mitigating any issues uncovered as part of the Civil Rights investigation. 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.)

AGENDA

BOARD OF ESTIMATES

02/24/2016

Mayor's Office of Human Services - Agreement and Memorandum of Understanding (MOU)

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

1. THE BALTIMORE STATION, INC. \$800,000.00

Account: 1001-000000-3572-781800-603051

The Baltimore Station, Inc., will provide 100 to 125 emergency shelter beds per night in their overflow shelter facilities, as well as shuttle services to and from the main City shelter to its overflow facilities and other service provider sites. The Baltimore Station, Inc. will also provide additional transport and shelter during City designated "Code Blue" days. The period of the agreement is October 1, 2015 through June 30, 2016.

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

MWBOO GRANTED A WAIVER.

AUDITS REVIEWED AND HAD NO OBJECTION

MEMORANDUM OF UNDERSTANDING

2. ANNE ARUNDEL COUNTY, MARYLAND \$467,711.00

Account: 4000-490816-3571-763201-603051

Anne Arundel County will use the funds to provide housing assistance and supportive services to 34 individuals or to families who have a family member with AIDS. The period of the MOU is July 1, 2015 through June 30, 2018.

AGENDA

BOARD OF ESTIMATES

02/24/2016

MOHS - cont'd

The Agreement and Memorandum of Understanding are late because of a delay at the administrative level.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

02/24/2016

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 042 to Rummel, Klepper & Kahl, LLP (RKKL), under Project No. 1301, (WC 1261, SC 917, WC 1131, SC 899, WC 1237, SC 829, SC 8526, SC 894, SC 900, SC 888, SC 905), On-Call Project and Construction Management Assistance Services.

AMOUNT OF MONEY AND SOURCE:

(\$ 4,783.86) - 9960-910720-9557-900020-705032 (WC 1261 Task
No. 3)
(126,698.94) - (WC 1261 Task No. 23)
(312.60) - (WC 1261 Task No. 26)
(14,217.50) - 9956-910859-9551-900020-705032 (SC 917 Task
No. 5)
(14,248.66) - 9960-902731-9557-900020-705032 (WC 1131 Task
No. 8)
(4,976.13) - 9956-903645-9551-900020-705032 (SC 899 Task
No. 13)
(201.26) - 9960-906653-9557-900020-705032 (WC 1237 Task
No. 15)
(638.46) - 9956-904561-9551-900020-705032 (SC 829 Task
No. 16)
(568.70) - 9956-907526-9551-900020-705032 (SC 8526 Task
No. 17)
(543.72) - 9956-906694-9551-900020-705032 (SC 894 Task
No. 20)
(52,201.49) - 9956-905644-9551-900020-705032 (SC 900 Task
No. 22)
(14,272.64) - 9956-905644-9551-900020-705032 (SC 900 Task
No. 39)
(126.63) - 9956-905752-9551-900020-705032 (SC 888 Task
No. 24)
(2,843.50) - 9956-905620-9551-900020-705032 (SC 905 Task
No. 33)

(\$236,634.09)

AGENDA

BOARD OF ESTIMATES

02/24/2016

DPW - cont'd

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction is requesting RKKL to provide a credit of unused funds from various tasks including: WC 1261 (Task Nos. 3, 23, & 26), SC 917 (Task No. 5), WC 1131 (Task No. 8), SC 899 (Task No. 13), WC 1237 (Task No. 15), SC 829 (Task No. 16), SC 8526 (Task No. 17), SC 894 (Task No. 20), and SC 900 (Task Nos. 22 & 39). All of the listed tasks have expired. This credit will increase the agreement upset limit and allow other tasks to be developed.

MWBOO GRANTED APPROVAL.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

02/24/2016

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the On-Call Agreement with Whitman, Requardt & Associates, LLP under Project 1505, On-Call Project and Construction Management Assistance Services. The period of the agreement is effective upon Board approval for four years, or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$4,000,000.00 - Upset Limit

BACKGROUND/EXPLANATION:

The Department is in need of assistance from Whitman, Requardt & Associates, LLP to provide construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review of contractor's application for payment, attendance at progress meetings, preparation of record drawings, and review of contract claims and supports estimating, scheduling, project engineering, constructability reviews, submittal reviews and responses, RFI reviews and responses, and construction contract administrative support under this agreement.

This On-Call contract is necessary to provide services related to Consent Decree projects and other infrastructure related projects and will allow great latitude in staffing and funding availability to ensure that the requirements and deadlines for those projects are met.

The Consultant has been approved by the Architectural and Engineering Awards Commission (AEAC) procedures, under AEAC Project No. 1230.

AGENDA

BOARD OF ESTIMATES

02/24/2016

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

MBE/WBE PARTICIPATION:

The Consultant will continue to comply with all terms and conditions of the M/WBE Programs in accordance with Baltimore City Code, Article 5, Subtitle 28.

MBE: Bryant Associates, Inc.	\$0-1,080,000.00	0-27%
Daniel Consultants, Inc.	\$0-1,080,000.00	0-27%
Kumi Construction Management Corporation	\$0-1,080,000.00	0-27%
Sidhu Associates, Inc.	\$0-1,080,000.00	0-27%
WBE: Albrecht Engineering, Inc.	\$0- 400,000.00	0-10%
The Robert B. Balter Company	\$0- 400,000.00	0-10%

MWBOO SET GOALS OF 27% MBE AND 10% WBE.

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

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

AGENDA

BOARD OF ESTIMATES

02/24/2016

Department of Public Works - Deed

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Deed with 500 Park Avenue, LLC.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

500 Park Avenue, LLC, a Maryland limited liability corporation, is requesting the City to release a 20 foot wide Right-of-Way known as the former bed of Tyson Street, in accordance with Ordinance No. 15-431, approved by the Mayor on December 14, 2015.

MBE/WBE PARTICIPATION:

N/A

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

AGENDA

BOARD OF ESTIMATES

02/24/2016

Department of Public Works (DPW) - Amendment No. 3 to Energy
Performance Contract

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 3 to the Energy Performance Contract, Phase II with Johnson Controls, Inc. (JCI). The period of the Energy Performance Contract, Phase II is effective upon Board approval through September 15, 2016.

AMOUNT OF MONEY AND SOURCE:

\$240,000.00 - 5000-594014-1981-718302-603051

BACKGROUND/EXPLANATION:

On August 30, 2006, the Board approved the original agreement with the JCI for the Energy Performance Contract, Phase II. Amendment No. 3 to the Energy Performance Contract, Phase II will add to the scope of work for a Heat Exchanger Efficiency Project at Back River Waste Water Treatment Plant, which will include the design, installation, and measurement and verification of a heat exchanger system through September 15, 2016.

The Back River Waste Water Treatment Plant has a cogeneration, combined heat and power facility, in which heat and power are generated using methane produced by the waste water treatment process and supplemented with natural gas. This is operated under the Energy Performance Contract - Phase II by the JCI. The efficiency of the cogeneration is partially measured by the ability to use all of the generated heat. With the JCI, the City will be testing the use of the excess heat to pre-treat (heat) sludge, by removing two 20-foot pipe sections and replacing them with 20-foot heat exchangers in the High Rate Digester Gallery of the treatment plant. The heat exchangers will be installed, managed, and analyzed by Johnson Controls, Inc. All other terms and conditions of the original agreement remain unchanged.

AGENDA

BOARD OF ESTIMATES

02/24/2016

DPW - cont'd

MBE/WBE PARTICIPATION:

Johnson Controls, Inc. will adhere to the Minority and Women's Business Enterprise goals set in the original agreement.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Amendment No. 3 to the Energy Performance Contract, Phase II has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

02/24/2016

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the agreement with Pure Engineering Services under Project 1201, Large Diameter Transmission Main Condition Assessment, Analysis, and Long-Term Monitoring. The period of the agreement is effective upon Board approval for five years with five 1-year renewals or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$ 9,999,242.56 - Baltimore City
9,999,242.56 - Baltimore County
\$19,998,485.12

BACKGROUND/EXPLANATION:

Pure Engineering Services will provide services for large diameter pipeline condition assessment, remaining service life analysis and long-term monitoring for mains greater than or equal to 16-inch diameter located in the Baltimore Metropolitan Water System. The scope is focused primarily on inspection of the full inventory of Pre-stressed Concrete Cylinder Pipe (PCCP) in the system, with some scope for inspection of large ferrous mains as needed. The Consultant will perform visual, sounding, and electromagnetic inspections, acoustic leak detection, wall thickness testing, structural stiffness testing, finite element analysis, remaining useful life analysis, design, and coordination of PCCP repair projects, and install long-term monitoring systems, as warranted. This work will reduce the risk of catastrophic failure of PCCP in the system.

The consultant was approved by the Office of Boards and Commissions and Architectural and Engineering Awards Commission.

AGENDA**BOARD OF ESTIMATES****02/24/2016**

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

MBE/WBE PARTICIPATION:

MBE: DM Enterprises of Baltimore	\$ 650,000.00	3.25%
Soil and Land Use Technology, Inc.	357,081.89	1.79%
Total MBE:	\$1,007,081.89	5.04%

WBE: Phoenix Engineering, Inc.	\$ 140,000.00	0.70%
Aria Environmental, Inc.	264,809.10	1.32%
	\$ 404,809.10	2.02%

MWBOO SET GOALS OF 5% MBE AND 2% WBE.**1. TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$10,500,000.00	9960-909100-9558	
Water Revenue	Constr. Res.	
Bonds	Water Infrastructure	
	Rehab	
10,500,000.00	9960-909100-9558	
Baltimore	Constr. Res.	
County	Water Infrastructure	
\$21,000,000.00	Rehab	
\$19,998,710.12		9960-907132-9557-3
		Engineering
1,001,289.88		9960-907132-9557-9
\$21,000,000.00		Administration

AGENDA

BOARD OF ESTIMATES

02/24/2016

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

The funds are required to cover the cost of the award for Project 1201, Large Diameter Transmission Main Condition Assessment, Analysis & Long Term Monitoring.

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

APPROVED FOR FUNDS BY FINANCE

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

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

AGENDA

BOARD OF ESTIMATES

02/24/2016

RESCISSION OF CONDEMNATIONS:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development</u>			
1. Ronald & Marilyn Carr	1808 E. Chase St.	G/R \$40.00	\$ 133.33
2. Ronald & Marilyn Carr	1810 E. Chase St.	G/R \$40.00	\$ 133.33

Funds are available in account no. 9910-906416-9588-900000-704040, EBDI Phase II Project.

On July 23, 2014, the Board approved the purchase of the ground rent interest in the above-listed properties in the amount of \$266.67 each. The owners have agreed to a settlement of \$133.00 for each property. The increased amount will make the total \$400.00 for each property.

It is necessary that the City, with the prior approval of the Board of Estimates, deposit with the Clerk of the Court of the appropriate jurisdiction in Baltimore City the sum covering the estimated fair market value of the properties interest and comply with the requirements of the Uniform Relocation Act for replacement housing payment. These properties will be redeveloped.

The fair market values are determined by a waiver valuation made by the Department in accordance with the City of Baltimore's Appraisal Policy approved on November 3, 2010. This will permit the City to have title to, and if necessary immediate possession of, the subject properties interest in conformity with the requirements of the applicable law.

AGENDA

BOARD OF ESTIMATES

02/24/2016

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Necktie SF Joint Venture, Developer, for the sale of the City-owned properties located at 1424 Druid Hill Avenue and 503 Mosher Street, in the Upton Marble Neighborhood.

AMOUNT OF MONEY AND SOURCE:

\$ 1,000.00 - 1424 Druid Hill Avenue
1,000.00 - 503 Mosher Street
\$ 2,000.00 - Purchase price payable at the time of settlement

BACKGROUND/EXPLANATION:

The project will consist of converting and using the vacant lots for parking and green space. The Developer plans to invest approximately \$51,889.00 into this project. The project will be privately funded.

The authority to sell this property is Article 11, Section 15 of the Baltimore City Charter and Article 28 of the Baltimore City Code (2010 Edition).

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

Not Applicable. 1424 Druid Hill Avenue and 503 Mosher Street are valued at \$1,000.00 each. Pursuant to the Baltimore City Appraisal Policy, properties assessed below \$2,500.00 by the State Assessment and Taxation do not have to be appraised for value, as such, appraisals are not necessary for these properties.

AGENDA

BOARD OF ESTIMATES

02/24/2016

DHCD - cont'd

MBE/WBE PARTICIPATION:

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

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

AGENDA

BOARD OF ESTIMATES

02/24/2016

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Community Development Block Grant Agreement with Park Heights Renaissance, Inc. (PHR). The period of the agreement is July 1, 2015 through June 30, 2016.

AMOUNT OF MONEY AND SOURCE:

\$90,650.00 - 2089-208916-5930-682126-603051
2089-208916-5930-682191-603051

BACKGROUND/EXPLANATION:

This agreement will provide CDBG funding to subsidize PHR's operating expenses. The PHR will administer a rehabilitation deferred loan program for low and moderate-income owner occupant households that reside in the Park Heights Stabilization Area as defined by the Park Heights Master Plan. The PHR will also provide housing counseling workshops and individual counseling. The period of the agreement is July 1, 2015 through June 30, 2016.

FOR FY 2016, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$57,800.00, AS FOLLOWS:

MBE: \$ 15,606.00

WBE: \$ 5,780.00

On June 17, 2015, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2015 Annual Action Plan for the following formula programs:

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

AGENDA

BOARD OF ESTIMATES

02/24/2016

DHCD - cont'd

Upon approval of the resolution, the DHCD's Contracts Section began negotiating and processing the CDBG Agreements as outlined in the Plan to be effective July 1, 2015 and beyond. Consequently, these agreements were delayed due to final negotiations and processing.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

02/24/2016

Department of Housing and - Declaration of Dedication
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Declaration of Dedication with FCNEBP Management, LLC (Declarant/Manager) regarding the maintenance and use of Eager Park upon development and conveyance. The period of the Declaration of Dedication is effective upon Board approval for 99 years.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

East Baltimore Development, Inc. (EBDI) has been awarded Federal Community Development Block Grant (CDBG) funds to support the construction of real property owned by EBDI and other real property owned by the City which will be conveyed to EBDI to be developed as a public community park to be known as Eager Park. A condition of the Federal grant is that the Park must be used for no less than 99 years only as a park for the use and enjoyment by the general public during normal park hours.

Once completed, EBDI is to convey the Park to the community association known as New East Baltimore Community Association, Inc. A Declaration of Covenants between Forest City-New East Baltimore Partnership, LLC, EBDI and others imposed certain covenants and impositions upon that portion of the real property to be developed as Eager Park. The Manager has the exclusive right to manage and control the Park, is responsible for maintaining the Park, and has the right to levy impositions on certain property owners within the Development to defray the costs of managing and maintaining the Park. Because the Declaration of Covenants does not specify that the Park may additionally be open to the general public, such restriction will disqualify the Park construction from eligibility for the use of Federal funds for the grant requested by EBDI.

AGENDA

BOARD OF ESTIMATES

02/24/2016

DHCD - cont'd

The Manager, as the Declarant, is authorized and desires to dedicate all or a portion of the Park to a governmental body provided that it will promote the interests of the development area, and not interfere with the Park's primary intended purpose. The Declaration of Covenants further provides that nothing in the Declaration of Covenants shall be deemed to limit or restrict in any way the Master Developer (as the Declarant under the Declaration of Covenants), from dedicating any Open Space Area or portion thereof to public use.

The Declarant, in order to be in compliance with the use of the federal grant funds and in exercise of its authority under the Declaration of Covenants, wishes to dedicate the Park for use by the general public upon conveyance of the Park by EBDI to the Association. EBDI has joined in the Declaration of Dedication in order to acknowledge and confirm that, upon EBDI's conveyance of the Park to the Association, the Park will be subject to the terms and conditions of the Declaration of Dedication. The Master Developer has joined in the Declaration of Dedication in order to confirm the dedication of the Park to public use in accordance with the terms of the Declaration of Covenants.

MBE/WBE PARTICIPATION:

N/A

(The Declaration of Dedication 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 contracts
listed on the following pages:

96 - 102

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

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

AGENDA

BOARD OF ESTIMATES

02/24/2016

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Public Works/Office
of Engineering and Construction (DPW)

1. W.C. 1190, Montebello The Whiting-Turner \$12,083,000.00
Filtration Plant I Contracting Co.,
Improvements - Inc.
Electrical Distribution

MWBOO SET MBE GOALS OF 27%, SUB-GOALS OF 23% FOR AFRICAN AMERICANS (AA), 4% FOR HISPANIC AMERICANS (HA), AND 8% FOR WBE.

AA: Horton Mechanical Contractors, Inc.	\$2,780,000.00	23.00%
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HA: Plexus Installations, Inc.	484,000.00	4.00%
Total	<u>\$3,264,000.00</u>	<u>27.00%</u>

WBE: Roane's Riggings & Transfer Company, Inc.	\$ 967,000.00	8.00%
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MWBOO FOUND VENDOR IN COMPLIANCE.

2. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 9,493,659.37	9960-909312-9558	
Water Revenue	Constr. Res.	
Bonds	Montebello Waste-	
	water Treatment	
	Plant Filter	
	Renovation	
6,445,595.63	" "	
Baltimore Co.		
<u>\$15,939,255.00</u>		

AGENDA

BOARD OF ESTIMATES

02/24/2016

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

DPW - cont'd

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 1,208,300.00	-----	9960-905622-9557-2 Extra Work
1,208,300.00	-----	9960-905622-9557-3 Engineering
714,675.00	-----	9960-905622-9557-5 Inspection
12,083,000.00	-----	9960-905622-9557-6 Construction
<u>724,980.00</u>	-----	9960-905622-9557-9 Administration
\$15,939,255.00		

The funds are required to cover the cost of the award for WC 1190, Montebello Filtration Plant I Electrical Distribution Improvements.

- W.C. 1342, AMI/R Urgent Spiniello Companies \$5,853,375.00
Need Metering Infrac-
structure Repair & Replace-
ment, Various Locations

MBE: Machado Construction Co., Inc.	\$439,907.00	7.52%
Shekinah Group, LLC	<u>438,100.00</u>	<u>7.48%</u>
	\$878,007.00	15.00%
WBE: R&R Contracting Utilities, Inc.	\$293,000.00	5.00%

MWBOO FOUND VENDOR IN COMPLIANCE.

A PROTEST WAS RECEIVED FROM METRA INDUSTRIES. A PROTEST WAS RECEIVED FROM R.E. HARRINGTON PLUMBING AND HEATING CO., INC. A RESPONSE TO THE PROTESTS FROM METRA INDUSTRIES AND R.E. HARRINGTON PLUMBING AND HEATING CO., INC. WAS RECEIVED FROM SPINIELLO COMPANIES.

AGENDA

BOARD OF ESTIMATES

02/24/2016

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

DPW - cont'd

4. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 4,175,126.50	9960-909100-9558	
Water Revenue	Constr. Res.	
Bonds	Water Infrastruc-	
	ture Rehab.	
900,000.00	" "	
Baltimore Co.		
3,275,126.50	9960-906133-9558	
Baltimore Co.	Meter Replacement	
<u>\$ 8,350,253.00</u>		
\$ 585,338.00	-----	9960-908604-9557-2
		Extra Work
585,338.00	-----	9960-908604-9557-3
		Engineering
975,000.00	-----	9960-908604-9557-3
		Engineering
5,853,375.00	-----	9960-908604-9557-6
		Construction
<u>351,202.00</u>	-----	9960-908604-9557-9
		Administration
<u>\$ 8,350,253.00</u>		

The funds are required to cover the cost of the award for WC 1342, AMI/R Urgent Need Metering Infrastructure Repair & Replacement at Various Locations.

5. S.C. 914, Improvements AM-Liner East, \$16,125,534.00
to Sanitary Sewers in Inc.
Low Level Sewershed

DBE/MBE:	Daco Construction Corp.	\$1,935,064.12	12.00%
	S&J Service, Inc.	806,276.70	5.00%
	Total DBE/MBE:	\$2,741,340.82	17.00%

AGENDA

BOARD OF ESTIMATES

02/24/2016

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

DPW - cont'd

DBE/WBE: Pipeline Inspection	\$ 322,510.68	2.00%
Site Work & Utilities	483,766.02	3.00%
Asphalt Paving & Co	<u>1,773,808.71</u>	<u>11.00%</u>
Total DBE/WBE:	\$2,580,085.41	16.00%

THE BOARD RECEIVED A NOTICE OF WITHDRAWAL OF BID FROM AM-LINER EAST, INC.

6. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$21,002,267.56	9956-907611-9549	
(Wastewater	(Constr. Res.	
Revenue Bonds)	Sewer Rehab-Low	
	Level)	
268,005.44	9956-906626-9549	
(Counties)	(Constr. Res.	
<u>\$21,270,273.00</u>	Rehab. Program-	
	Jones Falls)	
\$ 1,612,553.00	-----	9956-918616-9551-2
		Extra Work
1,612,553.00	-----	9956-918616-9551-3
		Design
952,100.00	-----	9956-918616-9551-5
		Inspection
16,125,534.00	-----	9956-918616-9551-6
		Construction
967,533.00	-----	9956-918616-9551-9
<u>\$21,270,273.00</u>		Administration

The transfer of funds will cover the cost of SC 914, Improvements to the Sanitary Sewers in the Low Level Sewershed.

AGENDA

BOARD OF ESTIMATES

02/24/2016

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation

7.	TR 12310, Reconnecting West Baltimore/Fulton Avenue Bridge Over US 40	M. Luis Construc- tion Co., Inc.	\$ 4,189,653.09
	DBE: General Concrete Co., Inc.	\$ 35,000.00	.84%
	Pioneer Contract- ing Co., Inc.	15,200.00	.36%
	Traffic Systems, Inc.	1,085,539.12	25.91%
		<u>\$1,135,739.12</u>	<u>27.11%</u>

8. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$3,217,769.76	9950-935003-9509	
FED	Constr. Res.	
	Fulton Street	
	Streetscape	
735,000.00	" "	
HUR		
804,297.21	9950-944002-9507	
FED	Constr. Res.	
	Reserve for Closeouts	
270,516.74	9950-904523-9507	
<u>MVR</u>	Constr. Res.	
	Fulton Avenue	
	Streetscape	
\$5,027,583.71		

AGENDA

BOARD OF ESTIMATES

02/24/2016

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$4,189,653.09	-----	9950-901547-9506-6 Structure & Improv.
418,965.31	-----	9950-901547-9506-5 Inspection
<u>418,965.31</u>	-----	9950-901547-9506-2 Contingencies Fulton Ave. Bridge
\$5,027,583.71		

This transfer will fund the costs associated with award of Project TR 12310, Fulton Avenue Bridge, to M. Luis Construction Co., Inc.

Bureau of Purchases

9.	B50004275, Video Cameras for Police Transport Vans	Point Blank Enterprises, Inc.	\$186,977.00
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(Police Dept.)

Vendors were solicited by posting on Citibuy, eMaryland Marketplace, and in local newspapers. The six bids received were opened on November 25, 2015. The award is recommended to be made to the responsive and responsible offeror following a technical review. The Point Blank proposal received a top tier technical score and provided the lowest price of the two technically responsive bidders.

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

02/24/2016

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Purchases

10.	B50004414, Hand and Power Tools and Related Hardware Items	Suburban Sales and Rental Center, Inc.	\$190,000.00
		Fastenal Company	190,000.00
		Snap-on Industrial Division of IDSC Holdings, LLC	60,000.00
		Hilti, Inc.	60,000.00
			<u>\$500,000.00</u>

(Various Departments)

MWBOO GRANTED A WAIVER.

11.	B50004447, Single Stream Recycling	REJECTION - Vendors were solicited by posting on CitiBuy, Maryland Marketplace, and in local newspapers. The one bid received was opened on January 27, 2016 and determined to be non-responsive.
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(DPW, Bureau of Solid Waste)

AGENDA

BOARD OF ESTIMATES

02/24/2016

Mayor's Office of Information - First Amendment to Agreement
Technology (MOIT)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the First Amendment to Agreement with Metrix Technology Engineering, LLC.

AMOUNT OF MONEY AND SOURCE:

\$52,400.00 - 1001-000000-1512-167700-601001 Increase

BACKGROUND/EXPLANATION:

The original agreement was approved by the Board on December 9, 2015 in the amount of \$48,000.00 for a period of one year. This First Amendment will increase the original agreement by \$52,000.00 and make the total amount \$100,000.00.

Metrix Technology Engineering, LLC and its principal consultant are presently under contract (Purchase Order No. P534085) with the MOIT to provide information technology and business process consulting services primarily related to the 3-1-1 Customer Resource Management (CRM) project currently underway. The current limited agreement only supports about 10 hours per week, or 40 hours per month, of the 3-1-1 subject matter expert's engagement.

Recently, the City of Baltimore has received proposals to its comprehensive 3-1-1 CRM Technology Request for Proposal (RFP) containing 700 functional and technical requirements. The solicitation also included a multitude of other requests such as customer references, an oral presentation, a technology demonstration, site visit, a vendor interrogatory narrative, etc.

AGENDA

BOARD OF ESTIMATES

02/24/2016

MOIT - cont'd

The City received a remarkable 12 proposals from leading and reputable suppliers of the CRM technology and integration services. Given the relatively short time frame in which to evaluate the collection of voluminous proposals in order to support a contract award date around July 1, 2016 and an overall project timeline that concludes by the end of Fiscal Year 2017, the MOIT is requesting further assistance of the Metrix Technology Engineering, LLC principal consultant. The consultant will take on tasks described below to assure that the project maintain its schedule integrity:

- Assist with Kickoff Meeting
- Attend status meetings
- Read proposals
- Facilitate discussions/scoring
- Prepare demonstrations and presentations
- Providing final scores and write-ups
- Reference compliance checking
- Identifying areas for clarification
- Reporting and record keeping

APPROVED FOR FUNDS BY FINANCE

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

AGENDA**BOARD OF ESTIMATES****02/24/2016****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			
1. Alan McLain	Just Food Conference New York, NY March 12 - 13, 2016 (Reg. Fee \$69.17)	State CHRC	\$ 557.15

The registration costs of \$69.17 and transportation of \$53.00 were prepaid using a City-issued credit card assigned to Ms. Lori Partin. Therefore, the disbursement to Mr. McLain is \$434.95.

2. Cynthia Mobley	Practical Pediatrics Course - 2016 Orlando, FL March 17 - 25, 2016 (Reg. Fee \$730.00)	MD State, DHMH, HIV	\$1,969.48
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The subsistence rate for this location is \$186.00 per night. The cost of the hotel is \$212.00 per night plus taxes of \$26.50 per night. The Department is requesting additional subsistence of \$26.00 per day to cover the cost of the hotel and \$40.00 per day for meals and incidentals.

Ms. Mobley will attend the conference on March 17 - 20. She will incur all costs after March 20, 2016. Pursuant to AM 240-3 Policy, Board of Estimates approval is required, if the City representative's absence will exceed five days or involves one or both weekend days.

AGENDA**BOARD OF ESTIMATES****02/24/2016****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department - cont'd</u>			
3. Brittani Steward	1422 State/Local Technical Assistance for Meeting for Grantees and Sub-Awardees Atlanta, GA May 23 - 26, 2016	State	\$ 950.56

The subsistence rate for this location is \$207.00 per night. The airfare in the amount of \$192.46 was pre-paid on a City-issued credit card assigned to Ms. Lori Partin. Ms. Steward will be disbursed \$758.10.

Department of Public Works-Office
of Engineering and Construction

4. Brandon Fobeteh	2016 APWA 58 Annual Conference Roanoke, VA May 3 - 7, 2016 (Reg. Fee \$322.00)	Water Utility	\$1,412.20
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The airfare in the amount of \$378.20 and registration fee in the amount of \$322.00 were prepaid on a City-issued procurement card assigned to Ms. Tianna Haines. The amount to be disbursed to the attendee is \$712.00.

5. Carmen Cabezas	2016 APWA 58th Annual Conference Roanoke, VA May 3 - 7, 2016 (Reg. Fee \$322.00)	Water Utility	\$1,412.20
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The airfare in the amount of \$378.20 and registration fee in the amount of \$322.00 were prepaid on a City-issued procurement card assigned to Ms. Tianna Haines. The amount to be disbursed to the attendee is \$712.00.

AGENDA**BOARD OF ESTIMATES****02/24/2016****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Public Works-Office - Human Resources</u>			
6. Terri Ayers	SHRM - 2016 Employment Law Legislative Conference Washington, DC March 13 - 16, 2016 (Reg. Fee \$1,530.00)	General Fund	\$2,812.78

The subsistence rate for this location is \$295.00 per day. The hotel cost is \$309.00 per night plus hotel taxes of \$44.80 per night. The Department is requesting additional subsistence of \$14.00 per night for hotel balance and \$40.00 per day for meals and incidentals. The registration was prepaid by a City-issued procurement card assigned to Ms. Tianna Haines. The amount to be disbursed to Ms. Ayers is \$1,282.78.

Police Department

7. Steve Holman	32 nd International Symposium on Child Abuse Huntsville, AL April 4 - 7, 2016	MD-Sex Offender Registry Reimburse- ment Fund	\$1,177.88
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The subsistence rate for this location is \$140.00 per day. The hotel cost is \$109.00 per night plus hotel taxes of \$15.17 per night. The Department is requesting additional subsistence of \$9.00 per day for meals and incidentals.

AGENDA**BOARD OF ESTIMATES****02/24/2016****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Employees Retirement System</u>			
8. Joan M. Pratt	GFOA 110th Conference Toronto, Ontario Canada May 19 - 26, 2016 (Reg. Fee \$860.00)	Special Funds	\$3,552.18

The Department is proposing a daily subsistence of \$309.78 per day.

Pursuant to AM 240-5, 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.

Fire and Police Employees' Retirement System

9. Joe Wade	Trustee Educational Seminar San Diego, CA May 13 - 19, 2016 (Reg. Fee \$1,200.00)	Special Funds - F&P	\$3,349.96
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The subsistence for this location is \$217.00 per day. The hotel cost is \$265.00 per night plus hotel taxes of \$33.32 per night. The Department is requesting additional subsistence of \$48.00 per day for the hotel balance.

AGENDA**BOARD OF ESTIMATES****02/24/2016****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Fire and Police Employees' Retirement System</u>			
10. Anthony Calhoun	Tenth Annual Investors' Forum Monterey, CA Feb. 27 - Mar. 5 2016 (Reg. Fee \$199.00)	Special Funds F & P	\$1,930.93

The conference will end on March 01, 2016. Mr. Calhoun will pay for the additional three days at his own expense.

Department of Housing and Community Development

11. Carol Amanze Romilla David Joyce Nance- Frierson	2016 Annual Training Program Arlington, VA Mar. 28 - 31, 2016 (Reg. Fee \$785.00) ea.	Grants CDBG Funds	\$5,595.03
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The registration fees were prepaid under expenditure authorization 000176699. Therefore, the disbursement amounts will be \$1,082.17 to Ms. Amanze, and \$1,078.93 each to Ms. David and Ms. Nance-Frierson.

City Council President's Office

12. Bernard C. "Jack" Young	National League of Cities 2016 Congressional City Conference Washington, DC Mar. 5 - 8, 2016 (Reg. Fee \$575.00)	General Funds	\$1,619.02
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The subsistence rate for this location is \$295.00 per night. The cost of the hotel is \$269.00 per night plus hotel

AGENDA

BOARD OF ESTIMATES

02/24/2016

TRAVEL REIMBURSEMENT

City Council President's Office - cont'd

taxes of \$39.005 per night. The registration fee in the amount of \$575.00 was pre-paid on a City-issued credit card assigned to Hosea Chew.

The Department is requesting additional subsistence of \$14.00 per day for meals and incidentals. Mr. Young will be disbursed \$1,044.02.

13. James Kraft	Greenbuild	Elected	\$1,049.95
	International	Official	
	Conf.and Expo.	Expense	
	Washington, DC	Account	
	Nov. 18-20, 2015		
	(Reg. Fee \$800.00)		

On September 9, 2015, the Board approved the advanced travel request, in the amount of \$1,049.95, for Mr. Kraft to attend the Greenbuild International Conference and Expo in Washington, DC on November 18 - 20, 2015. Mr. Kraft drove each day originally requesting mileage in the amount of \$129.95, registration in the amount of \$800.00, and \$40.00 per day for meals and incidentals. However, Mr. Kraft was disbursed \$800.00 for registration and \$120.00 for incidentals for a total of \$920.00. The mileage was not disbursed in advance. He is now requesting reimbursement of the difference between the total expenditures of \$997.42 and the \$920.00 advance of funds, in the amount of \$77.42, which will cover the additional expenses Mr. Kraft personally incurred for food, parking, and mileage. The request is late because of delays in the administrative process.

ACTUAL TRAVEL EXPENSES

\$800.00 - Registration
18.52 - Food (Nov. 18 @ \$10.59, Nov. 19 @ \$7.93)
34.00- Parking (Nov. 18 @ \$15.00, Nov. 19 @ \$19.00)
144.90 - Mileage (84 mi. x .575 = \$48.30 x 3 = \$144.90)
\$997.42

AGENDA

BOARD OF ESTIMATES

02/24/2016

TRAVEL REIMBURSEMENT

City Council President's Office - cont'd

REIMBURSEMENT

\$997.42 - Total Expenses

920.00 - (Advance - \$800.00 - Registration, \$120.00 -

\$ 77.42 Incidentals used towards mileage)

AGENDA

BOARD OF ESTIMATES

02/24/2016

Department of Housing and Community Development - Report of the FY 2013 Single Audit Findings for the Low Income Home Energy Assistance Program

ACTION REQUESTED OF B/E:

The Board requested a report from the Department of Housing and Community Development's (DHCD), detailing corrective actions taken and to be taken to address the FY 2013 Single Audit findings concerning the Low Income Home Energy Assistance Program (LIHEAP).

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

Previously, DHCD presented the Board with an update on progress made in addressing the LIHEAP audit findings. DHCD, with the assistance of Clifton, Larson, Allen, LLP (CLA), a certified public accounting firm, has come to certain conclusions regarding the resolution of finding numbers 2013-005, 2013-017 and 2013-018. Finding number 2013-011 concerning duplicate payments and payments to clients with addresses outside of Baltimore City is not repeated on this progress report since the State has confirmed that it has no concerns regarding this finding after researching the cases cited.

Listed below are the progress made on Audit Findings 2013-005, 2013-017 and 2013-018.

Finding # 2013-005

There were Missing Folders, Various Errors and Omissions Noted During Review of Audit Documentation

The Department of Audits' Recommendation:

It was recommended that DHCD resolve the foregoing total questioned costs of \$44,609.00 to the satisfaction of the grantor, the U.S. Department of Health and Human Services (HHS). It was

AGENDA

BOARD OF ESTIMATES

02/24/2016

DHCD - cont'd

also recommended that the projected questioned costs of \$6,201,821.00 be resolved in accordance with the determination of HHS. It was further recommended that DHCD institute internal control procedures such that future energy assistance applications are properly processed and completed, benefits awarded are accurately calculated, and awards are made to only qualified individuals.

Actions Taken by DHCD:

LIHEAP has been under the management of the Office of Home Energy Programs (OHEP) since FY 2014. DHCD no longer has ready access to the client files and other records. DHCD engaged CLA to assist in addressing this finding. The goal was to locate missing documentation within the 27 files that were reviewed by the Department of Audits and to reconstruct the 24 files that were determined to be missing due to flooding in the storage area.

CLA encountered a number of challenges in collecting the significantly dated information. They noted that a number of people had disconnected phone numbers and some who appear to have moved in the past several years. Several people stated they did not have income information from 2-3 years ago or could not obtain it. As the applicant initially provided the information for the application date in question, the OHEP office could not compel the applicant to comply with our request.

A summary of the results for each group is listed below with details by applicant listed in Appendix 1. The results of CLA's work are as follows:

Missing Documentation:

CLA obtained sufficient information for 5 out of 27 files in Group 1, which we believe can remove the associated questioned costs of \$2,991.00 (18.4%), reducing questioned cost from \$16,227.00 to \$13,236.00. Although it is DHCD's understanding that the Department of Audits agrees with only two cases that can be cleared within

AGENDA

BOARD OF ESTIMATES

02/24/2016

DHCD - cont'd

the finding, it is DHCD's position that all five meet the documentation requirement. Also, no additional information was obtained for the remaining missing documentation, it is important to note that existing information did **not** indicate that any payments were made to ineligible clients. DHCD has not been contacted by the State regarding any ineligible payments. We strongly believe that all payments made to these 27 clients were appropriate.

Missing Folders:

CLA obtained sufficient information for 2 out of 24 files in Group 2, which we believe can remove the associated questioned costs of \$3,150.00 (11.1%), reducing questioned cost from \$28,382.00 to \$25,232.00 based on the collection of required documents. Of the remaining 22 files, CLA obtained partial information for 15 applicants. The partial information includes social security cards, photo ID's, proof of residence, proof of income and proof of annual energy usage. All partial information located strengthens our belief that all payments made to these 24 clients were appropriate.

Summary:

Based on the additional information, CLA believes the cited questioned costs of \$44,609.00 reported in the audit finding, at the minimum, should be reduced to \$38,468.00 resulting in a 13.7% reduction in questioned costs. DHCD strongly disagrees with the extrapolation methodology utilized in this audit. It would be inaccurate to extrapolate the questioned cost to the magnitude of \$6.2 million without a thorough review of each and every applicant in the program.

Furthermore, the partial information located for the missing folders strengthens our belief that applicants were eligible to receive the LIHEAP benefits. It is also important to note that there have been **no explicit indications in the existing records to prove that payments were made to clients, who were ineligible to receive benefits from LIHEAP.** In conclusion, because of the additional information obtained for the samples, together with previous documentation, DHCD believes that all recipients of program benefits were eligible to receive those benefits.

AGENDA

BOARD OF ESTIMATES

02/24/2016

DHCD - cont'd

Finding #2013-017

There were Weaknesses in Several Internal Control Areas

The Department of Audits' Recommendation

It was recommended that DHCD improve the internal controls over the LIHEAP program. Specifically,

- Organization and storage procedures should be improved to protect the client files and the personal information contained in them.
- A check log should be maintained that accounts for every check number and payee. Bank reconciliations should be prepared monthly. A running book balance should be maintained for the bank account. The check signers should review the checks and supporting documentation prior to the printing of their electronic signatures.
- Client applications should be completed in accordance with the program's regulations, including reviews and signatures by separate intake and certifier personnel.

Corrective Actions Taken by DHCD as Recommended by CLA

Since OHEP is no longer managed by DHCD, it is not feasible that DHCD provide recommendations in the areas of staff re-assignments, segregation of duties, etc. However, CLA did provide recommendations on the application process and file storage system as follows.

1. OHEP should review the application process on the applicant side and the staff side to determine whether any efficiency measures exist or other process changes that may positively impact the control of applicant files.

During several visits to the OHEP office, CLA noted a line of

AGENDA

BOARD OF ESTIMATES

02/24/2016

DHCD - cont'd

applicants waiting at the door where staff appeared to perform a preliminary review of information. The applicants then waited to sit with an applicant specialist for a full review. OHEP might consider altering the application process to have applicants provide residency, income and energy usage via mail. OHEP staff could perform a preliminary eligibility check and provide notification to applicants who do not meet the residency, income or energy responsibility criteria. Those applicants meeting the criteria could be scheduled for a meeting with staff where they would provide a photo ID, social security cards for all household members and sign any necessary documents. This would eliminate the waiting time for applicants, especially those who are not eligible for benefits and would allow applicant specialists to better schedule their time.

2. OHEP should consider purchasing or implementing a file storage system.

A variety of systems exist which handle both simple storage of documents with file searching capabilities or workflow processing which allow users to document the status and approval of files. One approach to this method would be assigning 1-2 people with the responsibility to scan a paper application when it is complete and issued. All documents in the paper file could be scanned as one electronic file and labeled with the applicant name and application date. This method would provide basic file backup in case of lost or damaged paper files. Another approach combines a document storage system with workflow capabilities. In this scenario users would place completed application documents in the electronic file and route the completed application to a supervisor for review. The supervisor would electronically approve the application and the system would maintain documentation of this approval. This method would allow a supervisor in one office to review an application initiated in other offices possibly providing efficiencies in the review process. This approach would provide OHEP with a process to track the ongoing progress of applications and a way to document internal controls over the application process.

DHCD - cont'd

3. OHEP should establish a quality control reviewer for the benefit application process.

A quality control review (QC) position would bear responsibility for reviewing completed applications before benefits are issued to ensure the applications contain all required documentation and meet all federal grant standards. The QC position should track the application's review date, the staff responsible for preparing the application, any errors noted, and the resolution of any errors. An effective quality control plan would continue this review process on a regular basis (weekly, biweekly, monthly) depending on the timing of open application periods during the year.

DHCD would provide the above recommendations to OHEP for implementation. The above corrective actions would clear this audit finding, and provide procedures for future compliance with proper documentation and record-keeping issues.

Finding #2013-018

Widespread Discrepancies in the Client Application Process

The Department of Audits' Recommendation

It was recommended that the program institute internal control procedures such that future energy assistance applications are properly processed, completed and maintained, benefits are awarded only to qualified individuals, and benefits awarded are accurately calculated.

Action Taken by DHCD

Please refer to Response to Finding 2013-17 above relating to recommendations for strengthening the LIHEAP Internal Control structure.

CITY OF BALTIMORE
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
CFDA 93.568 LOW INCOME HOME ENERGY ASSISTANCE
FY 2013 FILE RECONSTRUCTION
APPENDIX 1

Sample #	Error Type	Applicant Name	Error	Questioned Costs	INFORMATION OBTAINED TO CLEAR FINDING AND QUESTIONED COSTS?	PARTIAL INFORMATION OBTAINED?
4	Non-Compliance	Helen Morris	HH income on EAA shows \$1,031 and DB shows \$897. Social Security benefit amount incorrect. The poverty level would change impacting the award amount. No intake worker signature, date, # residents in HH, total income, or annual energy usage listed on certified EAA. 30 day source of inc. form not signed by agency worker.	237.00	No	N/A
10	Non-Compliance	Mary Mcgrorty	Income on EAA states \$762 and DB shows \$514. The poverty level would change impacting the award amount. Driver's license in file was not legible. Poverty level, award amount, total income, # residents in HH not listed on certified EAA. 30 day income check list not signed by agency worker.	345.00	YES	N/A
13	Non-Compliance	Beyla Kushnir	Paper file is missing copy of the social security card. 30 day source of income form not signed by agency worker.	96.00	YES	N/A
14	Non-Compliance	Avery Martin	Certified income listed as \$698 but income docs in file support income of \$710. Qualifying the applicants income at the documented \$710 would qualify the borrower at poverty level 2 instead of 1. No annual energy usage or poverty level listed on EAA.	118.00	No	N/A
22	Non-Compliance	Dion Green	Income docs total \$1799.68 but the DB shows income as \$1962.02, the award is calculated off the income in put into the DB. The applicant should have been qualified at poverty level 3 instead of 4 and should have received a larger award amount. KW base on paper file shows 6,389 but DB shows 6,128. Missing 30 day source of income form. On EAA county code, center code, and intake worker date are missing. Applicant checked row home on application but DB shows property type as unattached single family residence. The child's SS# on line does not match the provided documentation.	1,440.00	No	N/A
26	Non-Compliance	Robin Robinson	Missing 2 out of the 4 required zero income forms for the adults living at the residence. Adults claiming no income are to sign the zero income form to attest they do not have any income. The DB shows the property type as row home but the applicant checked single family residence on the EAA. Certified EAA missing center code, intake worker signature and date, total income, # residents in HH, poverty level, award amount, and energy base used.	1,710.00	No	N/A

CITY OF BALTIMORE
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
CFDA 93.568 LOW INCOME HOME ENERGY ASSISTANCE
FY 2013 FILE RECONSTRUCTION
APPENDIX 1

Sample #	Error Type	Applicant Name	Error	Questioned Costs	INFORMATION OBTAINED TO CLEAR FINDING AND QUESTIONED COSTS?	PARTIAL INFORMATION OBTAINED?
27	Non-Compliance	Irene Morgan	Missing verification of pension income listed in DB of \$1,099. Applicant checked that property was a single family residence on the EAA but DB list property type as row/town home. Mass Certify - does not show C. Fowlkes as certifier or modifier. Certified EAA missing certifier signature and date and award amount not listed.	1,710.00	No	N/A
28	Non-Compliance	Jerome S Raltzyk	Certified EAA list income as \$578 but DB shows \$718, poverty level would change.	630.00	YES	N/A
36	Non-Compliance	Anderson, Sharday	Per the guidelines 30 days of income documentation are required. The 2 disability stubs in the file were weekly not bi weekly. There should have been 2 more stubs provided to verify the monthly amount received. Both weekly stubs show disability award amount of \$254.60. 4 weekly amounts of \$254.60 would be \$1,018.40. The amount of income in the DB used was \$509. This is only two weeks of income. If the 30 day amount of \$1,018.40 was used in the DB the poverty level would have been at a 2 instead of a 1 and the award amount to the applicant would have been lower. The agency worker did not write on the EAA the amount used to qualify. Award amount not listed on EAA.	319.00	No	N/A
37	Non-Compliance	Jones, Shannon R	Only 1 pay stub was present in the file and there was no wage verification form, based on the lack of income documents income would not have been able to be calculated or verified for the required 30 days. EAA does not list poverty level or award amount.	272.00	No	N/A
47	Non-Compliance	Gill-Barnes, Tonya M	The BGE document in the file does not show the energy usage base. The award amount is not listed on the EAA. Child support income was assigned to the adult and not the child. This does not change the award amount or income qualifying amount. It is just an admin error.	936.00	No	N/A
48	Non-Compliance	Coffield, Kendra	The energy bill is in the name of another adult in the house hold and not the applicants, therefore heating responsibility was not the applicants. The adult listed on the energy bill should have been listed as the applicant on the EAA.	164.00	No	N/A
50	Non-Compliance	Senga, Felicien M	The BGE document in the file does not show the energy usage base.	96.00	No	N/A

CITY OF BALTIMORE
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
CFDA 93.568 LOW INCOME HOME ENERGY ASSISTANCE
FY 2013 FILE RECONSTRUCTION
APPENDIX 1

Sample #	Error Type	Applicant Name	Error	Questioned Costs	INFORMATION OBTAINED TO CLEAR FINDING AND QUESTIONED COSTS?	PARTIAL INFORMATION OBTAINED?
51	Non-Compliance	Griffin, Betty L	The paper file list the income as \$756 and the DB shows income of \$656. The poverty level would change impacting the award amount. Mass Certification - C. Fowlkes does not show as modified by in DB. EAA missing # residents in HH, award amount, poverty level, not signed or dated by certifier.	1,710.00	YES	N/A
53	Non-Compliance	Trent, Hannah L	Missing copy of photo ID. Poverty level says 1 on the paper file and 2 in the DB.	210.00	YES	N/A
55	Non-Compliance	Oliver, Wayne T	BGE statement does not document the average annual energy base. Award amount not listed on EAA.	130.00	No	N/A
61	Non-Compliance	Brown, Christina	BGE statement does not provide verification of average annual energy base. EAA was not dated by the certifier and award amount not listed.	265.00	No	N/A
63	Non-Compliance	Hill, Cheryl J	The applicant indicated that the other adult in the house works and receives \$900 a month in income. There is no proof of this income in the file. The EAA is missing # residents in HH, total income, energy usage base, award amount, poverty level. 30 day source of income form not signed by agency worker. Energy base listed as 6,607 kw in paper file and DB shows the base as 12,814 kw. DB shows income of \$975 but the paper file list \$900.	276.00	No	N/A
65	Non-Compliance	Goode, Michele	Looking at docs in the file the residency is not established based on conflicting information. The Applicant list her address as 1025 Edmondsdon, drivers license says 533 Random Rd, box from landlord says 611 N. Calhoun St., and BGE statement says 619 N. Calhoun St. The annual energy base usage and award amount is not listed on the EAA.	516.00	No	N/A
68	Non-Compliance	Lucas, Taiwana	The BGE statement does not show the annual usage base. The poverty level was not wrote on the EAA. Energy base is not recorded on paper file.	728.00	No	N/A

CITY OF BALTIMORE
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CFDA 93.568 LOW INCOME HOME ENERGY ASSISTANCE
FY 2013 FILE RECONSTRUCTION
APPENDIX 1

Sample #	Error Type	Applicant Name	Error	Questioned Costs	INFORMATION OBTAINED TO CLEAR FINDING AND QUESTIONED COSTS?	PARTIAL INFORMATION OBTAINED?
72	Non-Compliance	Martia King	The bank statement in the file shows income deposits of SSA \$928 and pension check of \$67. The bank statement shows 2 names listed on it. The EAA application states there is 1 person in the HH. Being that there are 2 names on the bank statement and the deposits do not confirm for which name on the bank statement they belong, it is undeterminable who the income from the 2 deposits belong to. Does the 2nd person listed on the bank statement live with the applicant? 30 day income check list is missing agency worker signature. Applicant listed other sources of income on check list but no source documents were in the file. Award amount and energy base annual usage not listed on EAA.	1,620.00	No	N/A
89	Non-Compliance	Harris, Chanel G	The BGE bill is in the name of Dia Hawkins our applicant is Chanel Harris. Energy responsibility is not established. Income of \$697 wrote on EAA but DB shows income of \$695, this is an admin error. It does not change the poverty level.	646.00	No	N/A
91	Non-Compliance	Smalls, Jennera S	Pay stubs and amount client wrote on pg. 1 of EAA shows \$195. No certified amount on back of EAA for income. Data base lists \$856.80. EAA missing intake worker date, # residents in HH, energy annual usage, and total income. No agency worker signature on the 30 day source of income checklist.	331.00	No	N/A
93	Non-Compliance	Mcneil, Delores	BGE statement does not provide verification of average annual energy base.	346.00	No	N/A
103	Non-Compliance	Gillis, Rashveda	Residency could not be established, lease address and BGE address show 4101 Groveland ave 3A but the address on the EAA and DB state 4000 Groveland Ave. 30 day source of income form not signed by agency worker.	299.00	No	N/A
111	Non-Compliance	Contreras, Dionisio	Income was calculated using the net amount on the pay stubs instead of the gross. Using the gross income the applicant does not qualify.	222.00	No	N/A
113	Non-Compliance	Simpson, Shantaya F	BGE statement does not provide verification of average annual energy base. Energy base not noted on the EAA.	855.00	No	N/A
Questioned costs for folders with missing documentation				16,227.00		

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APPENDIX 1

Sample #	Error Type	Applicant Name	Error	Questioned Costs	INFORMATION OBTAINED TO CLEAR FINDING AND QUESTIONED COSTS?	PARTIAL INFORMATION OBTAINED?
70	Missing Folder	Belinda Evelyn	Paper file could not be provided	1,530.00	No	Photo ID, Proof of residence, SS cards
71	Missing Folder	Kathryn Matthews	Paper file could not be provided	1,620.00	No	Photo ID, Proof of residence, SS cards, Income verification, Signed income form
73	Missing Folder	Cora Mc Nair	Paper file could not be provided	1,620.00	YES	N/A
74	Missing Folder	Spencer Edmonds	Paper file could not be provided	1,710.00	No	Proof of residence
75	Missing Folder	Denise Faison	Paper file could not be provided	1,530.00	No	Photo ID, Proof of residence, SS cards, Income verification
77	Missing Folder	Lakesha Johnson	Paper file could not be provided	1,530.00	No	Photo ID, SS cards
78	Missing Folder	Lucy O. Jones	Paper file could not be provided	1,620.00	No	Proof of residence
79	Missing Folder	Josephine McMillian	Paper file could not be provided	1,620.00	No	Photo ID, Proof of residence, SS cards
80	Missing Folder	Harriet Wright	Paper file could not be provided	1,440.00	No	Proof of residence
82	Missing Folder	Debra Smith	Paper file could not be provided	1,530.00	YES	N/A
83	Missing Folder	Beulah Wilson	Paper file could not be provided	1,530.00	No	Proof of residence
84	Missing Folder	Elizabeth Ellis	Paper file could not be provided	1,710.00	No	Proof of residence
85	Missing Folder	Zeev Gopin	Paper file could not be provided	1,710.00	No	Photo ID, Proof of residence, SS cards
86	Missing Folder	Mary L. Ruffin	Paper file could not be provided	1,530.00	No	No
87	Missing Folder	Evelyn Stevenson	Paper file could not be provided	1,620.00	No	Photo ID, Proof of residence, SS cards
88	Missing Folder	Shirley Stran	Paper file could not be provided	228.00	No	No
90	Missing Folder	Katrina Ishway	Paper file could not be provided	769.00	No	No
94	Missing Folder	Christine Lawson	Paper file could not be provided	262.00	No	No
95	Missing Folder	Wanita Hileman	Paper file could not be provided	117.00	No	No
97	Missing Folder	Sarelle Syndor	Paper file could not be provided	1,710.00	No	No

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Sample #	Error Type	Applicant Name	Error	Questioned Costs	INFORMATION OBTAINED TO CLEAR FINDING AND QUESTIONED COSTS?	PARTIAL INFORMATION OBTAINED?
104	Missing Folder	Denise Blue	Paper file could not be provided	306.00	No	Proof of residence
107	Missing Folder	Ayana Matthews	Paper file could not be provided	716.00	No	Photo ID, SS cards
109	Missing Folder	Earnest Harvey	Paper file could not be provided	306.00	No	No
110	Missing Folder	Angel Maddox	Paper file could not be provided	118.00	No	Photo ID, Proof of residence, SS cards
Questioned costs for folders not provided				28,382.00		

Total questioned costs 44,609.00

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BOARD OF ESTIMATES

02/24/2016

Department of Audits - Department of Audits' Response to the Report of the Department of Housing and Community Development to the Board of Estimates Related to the Fiscal Year 2013 Single Audit Low Income Home Energy Assistance Program (LIHEAP) Findings

As requested by the Board of Estimates, the Department of Housing and Community Development (DHCD) has provided an update, dated February 16, 2016, on the corrective actions taken on the audit findings identified in the Single Audit of the City of Baltimore for fiscal year 2013 for the Low Income Home Energy Assistance Program (CFDA Number 93.568) presented to the Board of Estimates on April 29, 2015. The Department of Audits has reviewed the corrective actions taken by DHCD and the results of our review are as follows:

Finding Number 2013-005: Missing Folders, Various Errors and Omissions Were Noted During Our Review of Program Documentation

The Department of Audits recommended that DHCD resolve the known questioned costs of \$44,609.00 to the satisfaction of the grantor, the U.S. Department of Health and Human Services (HHS). We also recommended that the likely questioned costs of \$6,201,821.00 be resolved in accordance with the determination of HHS. This finding included questioned costs for 24 missing folders and 27 folders that were either incomplete or inaccurate. DHCD engaged an accounting firm, CliftonLarsonAllen LLP (CLA), to assist in resolving the findings. CLA prepared their own files for each of the fifty-one folders for which costs were questioned. In each of those files, CLA prepared a summary of their steps taken, a conclusion and the additional support they obtained. DHCD's conclusion in their response states that they believe all payments made to the 51 clients were appropriate. We disagree as follows:

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02/24/2016

Department of Audits - cont'd

- (A) For the 24 missing folders, CLA indicated that they found enough information to resolve two of the folders, thereby reducing questioned costs by \$3,150.00 from \$28,382.00 to \$25,232.00. However, we noted that neither of the two files included information on the number of persons living in the household, and accordingly, additional identification and income data for the household may not be complete. Each of these factors are key components in determining program eligibility and the size of any energy award. Accordingly, we do not agree with DHCD's assertion that these two folders have been resolved.

For each of the remaining 22 missing folders, CLA's conclusions were, "... eligibility and reasonableness of benefits paid cannot be determined." (20 folders), "Correct benefits cannot be determined." (1 folder), and "... a complete determination of eligibility cannot be made." (1 folder). Accordingly, we conclude that these 22 missing folders have not been resolved.

Therefore, we do not agree with DHCD's assertion that questioned costs for any of the 24 missing folders have been resolved.

- (B) For the 27 folders with various discrepancies, CLA indicated that they found enough information to resolve five of them, thereby reducing questioned costs by \$2,991.00 from \$16,227.00 to \$13,236.00. However, based on our review, we conclude that only two of the five files have been resolved by the additional information obtained by CLA. For the other three files, items such as photo identification, number residing in the household, and agency signatures were not provided in the CLA information. These missing data items are program requirements according to the State's Procedures Manual. Therefore, only two of these five questioned cost items has been resolved in the amount of \$726.00.

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Department of Audits - cont'd

For each of the other remaining 22 folders with discrepancies, CLA's conclusions were, "... eligibility and reasonableness of benefits paid cannot be determined." Accordingly, we do not agree with DHCD's assertion that these 22 folders with discrepancies have been resolved.

Therefore, we do not agree with DHCD's assertion that questioned costs for five of the 27 folders with discrepancies have been resolved. Rather, we conclude that only two of the 27 folders totaling \$726.00 have been resolved.

Supporting documentation for the assertions made in the application process is a requirement to determine eligibility and award amount; i.e., the information is not the sole determinant, **but rather, support for the information is also required.**

DHCD, in providing additional support to resolve two folders with discrepancies totaling \$726.00, has reduced questioned costs from \$44,609.00 to \$43,883.00 and projected questioned costs from \$6,201,821.00 to \$5,845,146.00. However, all questioned costs will need to be resolved to the satisfaction of the grantor, the U.S. Department of Health and Human Services.

Finding Number 2013-017: Weaknesses Were Noted in Several Internal Control Areas

This finding noted weaknesses in internal control related to recordkeeping, cash management and segregation of duties. DHCD responded with recommendations from CLA on several corrective measures that could be taken to improve the OHEP office operations. These recommendations would increase internal control, but do not address all of the findings, such as maintaining a check log, maintaining a running book balance, performing bank reconciliations, the lack of check signer review of payments, and the lack of two agency signers during the application process.

Therefore, this finding has not been resolved.

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Department of Audits - cont'd

Finding Number 2013-018: Widespread Discrepancies Were Noted in the Client Application Process

This finding noted discrepancies in the client application process. We noted in this finding that there were widespread and pervasive errors and omissions that caused the questioned costs. DHCD's response stated that this finding was covered by their response to Finding 2013-017.

Therefore, this finding has not been resolved.

12:00 NOON

ANNOUNCEMENTS OF BIDS RECEIVED

AND

OPENING OF BIDS, AS SCHEDULED