

**MINUTES****REGULAR MEETING**

Honorable Bernard C. "Jack" Young, President  
Honorable Stephanie Rawlings-Blake, Mayor  
Honorable Joan M. Pratt, Comptroller and Secretary  
George A. Nilson, City Solicitor  
Rudolph S. Chow, Director of Public Works  
David E. Ralph, Deputy City Solicitor  
S. Dale Thompson, Deputy Director of Public Works  
Bernice H. Taylor, Deputy Comptroller and Clerk - **ABSENT**

President: "Good Morning, the February 3, 2016, meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiency of these hearings, persons who are -- who are disruptive to the hearings will be asked to leave the hearing room immediately. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in the charge of trespassing. I will direct the Board members attention to the memorandum from my office dated February 1, 2016, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda."

## MINUTES

City Solicitor: "MOVE approval of all items on the routine agenda."

Director of Public Works: "Second."

President: "All those in favor say AYE. All those opposed, NAY.

The Motion carries, the routine agenda has been adopted."

\* \* \* \* \*

**MINUTES****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:

Apex Companies, LLC	\$ 199,602,000.00
Demolition Man Contracting, LLC	\$ 216,000.00
Fallsway Construction Company, LLC	\$ 1,500,000.00
Itron, Inc.	\$3,243,366,000.00
Premier Trucking, LLC	\$ 1,116,000.00

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:

K. Dixon Architecture PLLC	Architect
SZ PM Consultants, Inc.	Engineer

There being no objections, the Board, UPON MOTION duly made and seconded, approved the prequalification of contractors and architects and engineers for the listed firms.

**MINUTES**

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 32** favorable reports by the Planning Commission on January 21, 2016 on Transfers of Funds approved by the Board of Estimates at its meetings on December 16 and 23, 2015 and January 13 and 20, 2016.

The Board **NOTED** receipt of **32** favorable Reports on Transfers of Funds.

**MINUTES**

Baltimore Police Department - Memorandum of Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Memorandum of Agreement (MOA) with the Baltimore Child Abuse Center. The period of the MOA is July 1, 2015 through June 30, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$110,000.00 - 5000-597716-2021-212700-600000

**BACKGROUND/EXPLANATION:**

On November 18, 2015, the Board approved and authorized acceptance of funds from the Maryland Department of Public Safety and Correctional Services for BPD's annual reimbursement for sex offender registrants in the amount of \$285,400.00.

The Baltimore Child Abuse Center will utilize a portion of the funds from the reimbursement to employ Forensic Interviewers. They will use the approved interview protocol to interview suspected victims of child sexual abuse/assault and their non-offending caretakers, family members, and other witnesses requested.

The MOA is late because of the late notice of grant receipt and subsequent allocation of funds.

**APPROVED FOR FUNDS BY FINANCE****AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Agreement with the Baltimore Child Abuse Center.

**MINUTES**Department of Human Resources - Consulting Agreements

The Board is requested to approve and authorize execution of the following Consulting Agreements:

	<u>Hourly Rate</u>	<u>Amount</u>
1. <b>SARAH MILLER ESPINOSA</b>	\$230.00 for the first session and \$192.50 for each succeeding session and \$330.00 for each written report	\$7,000.00
2. <b>ANDREA K. THOMPSON</b>	\$230.00 for the first session and \$192.50 for each succeeding session and \$330.00 for each written report	\$7,000.00
3. <b>JULIE C. JANOFSKY</b>	\$230.00 for the first session and \$192.50 for each succeeding session and \$330.00 for each written report	\$7,000.00

Account: 1001-000000-1603-172500-603026

The above listed individuals will each work as a Hearing Officer. The Baltimore City Charter permits an investigation for employees discharged, reduced, or suspended for more than 30 days after completion of the probationary period. The Hearing Officers will each preside over the investigations and submit a recommendation to the Civil Service Commissioners. The period of the agreement is effective upon Board approval for one year.

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Department of Human Resources - cont'd

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

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- |  |             |         |
|--|-------------|---------|
| 1. KOLOB INDUSTRIES,<br>LLC  | \$43,204.25 | Low Bid |
| Solicitation No. B50004471 - Construction Roll-Up Signs -<br>Transportation - Maintenance Administration |             |         |

The requirement was posted on CitiBuy. The ten bids received were opened on January 15, 2016. Award is recommended to the lowest responsive and responsible bidder. The period of the award is February 3, 2016 through February 20, 2017 with two 1-year renewal options remaining.

- |  |         |         |
|--|---------|---------|
| 2. C & T EQUIPMENT CO., INC.<br>t/a B & R ASSOCIATES   | \$ 0.00 | Renewal |
| Contract No. B50002291 - Parts, Service and Maintenance<br>for In-Ground and Above Ground Lifts - Department of<br>General Services - P.O. No. P520422 |         |         |

On March 14, 2012, the Board approved the initial award in the amount of \$300,000.00. The award contained two 1-year renewal options. On February 25, 2015, the Board approved the first renewal in the amount of \$0.00. This final renewal in the amount of \$0.00 is for the period March 14, 2016 through March 13, 2017. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

- |   |              |         |
|---|--------------|---------|
| 3. SKY RESOURCES, LLC   | \$360,000.00 | Renewal |
| Contract No. B50003315 - Smoke Alarms - Fire Department -<br>P.O. No. P526583 |              |         |

On March 12, 2014, the Board approved the initial award in the amount of \$360,000.00. The award contained five 1-year renewal options.



## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Subsequent actions have been approved. This renewal in the amount of \$360,000.00 is for the period March 19, 2016 through March 18, 2017, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

- |  |         |                       |
|--|---------|-----------------------|
| 4. ENNIS PAINT, INC.                                       |         | Consent to Assignment |
| Assignee   | \$ 0.00 | and Renewal           |
| Contract No. B50002712 - Glass Beads Used in Traffic Paint |         |                       |
| - Department of Transportation - P.O. No. P531109          |         |                       |

The Board is requested to approve and authorize execution of the Consent to an Assignment Agreement.

On February 6, 2013, the Board approved the initial award in the amount of \$77,250.00 to Weissker Manufacturing, LLC. The award contained four 1-year renewal options. Two renewal options have been exercised. Ennis Paint, Inc. acquired Weissker Manufacturing, LLC. This renewal in the amount of \$0.00 is for the period February 6, 2016 through February 5, 2017, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

- |  |              |             |
|--|--------------|-------------|
| 5. GEN-PROBE SALES &<br>SERVICE, INC.                      | \$294,000.00 | Sole Source |
| Solicitation No. 08000 - Chlamydia Trachomatis Test Kits - |              |             |
| Health Department - Req. No. R710743                       |              |             |

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Gen-probe Sales & Service, Inc. is the sole manufacturer, distributor, and patent holder of this test, which the Health Department has selected as its standard. 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.

- |  |              |              |
|--|--------------|--------------|
| 6. PHI AIR MEDICAL,<br>L.L.C.  | \$300,000.00 | Ratification |
| Contract No. 06000 - Non-Emergent Medical Air Transportation Services - Baltimore City Health Department - Req. Nos. R719180 and R719183 |              |              |

The State of Maryland must license all air ambulance service companies. The company named above is licensed by the State of Maryland.

Non-Emergent Medical Air Transportation services for critical care patients are provided by the Maryland Department of Health and Mental Hygiene (DHMH) through the Transportation Grants Program. The DHMH protocol states "All Air Ambulance transport costs for the Maryland Medicaid Recipient will be paid by the Baltimore City Health Department," through the Transportation Grants Program. The DHMH protocol further states, "This unit (City Health Department) will screen all calls as to eligibility and medical necessity, and the appropriate transportation will be arranged when approved." Service providers may submit invoices as late as two years after services have been rendered prior to the review and verification process, which takes approximately one year. The period of the ratification is July 1, 2013 through June 30, 2015. The above amount is required for payment of outstanding invoices.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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.

7. WASHINGTON HOSPITAL CENTER

CORP d/b/a MIDATLANTIC AIR

TRANSPORT SERVICE	\$ 80,000.00	Ratification
Contract No. 08000	-	Non-Emergent Medical Air
Transportation Services - Baltimore City Health Department		
- Req. No. R719164		

The State of Maryland must license all air ambulance service companies. The company named above is licensed by the State of Maryland.

Non-Emergent Medical Air Transportation services for critical care patients are provided by the Maryland Department of Health and Mental Hygiene (DHMH) through the Transportation Grants Program. The DHMH protocol states "All Air Ambulance transport costs for the Maryland Medicaid Recipient will be paid by the Baltimore City Health Department," through the Transportation Grants Program. The DHMH protocol further states, "This unit (City Health Department) will screen all calls as to eligibility and medical necessity and the appropriate transportation will be arranged when approved." Service providers may submit invoices as late as two years after services have been rendered prior to the review and verification process, which takes approximately one year. The period of the ratification is July 1, 2014 through June 30, 2015. The above amount is required for payment of outstanding invoices.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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.

## 8. ROCKY MOUNTAIN

HOLDINGS, LLC	\$100,000.00	Ratification
Contract No. 06000 Non-Emergent Medical Air Transportation Services - Baltimore City Health Department - Req. Nos. R719186 and R719189		

The State of Maryland must license all air ambulance services companies. The company named above is licensed by the State of Maryland.

Non-Emergent Medical Air Transportation services for critical care patients are provided by the Maryland Department of Health and Mental Hygiene (DHMH) through the Transportation Grants Program. The DHMH protocol states "All Air Ambulance transport costs for the Maryland Medicaid Recipient will be paid by the Baltimore City Health Department," through the Transportation Grants Program. The DHMH further states, "This unit (City Health Department) will screen all calls as to eligibility, and medical necessity and the appropriate transportation will be arranged when approved." Service providers may submit invoices as late as two years after services have been rendered prior to the review and verification process, which takes approximately one year. The period of the ratification is July 1, 2012 through June 30, 2014. The above amount is the City's estimated requirement. The above amount is required for payment of outstanding invoices.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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.

9. HAMILTON ENTERPRISES	\$ 76,240.00	Financial Audit
LLC		Engagement Letter
	51,560.00	Performance Audit
		Engagement Letter
	<u>\$127,800.00</u>	

Contract No. B50003161 - Baltimore City Agency  
Miscellaneous Audits - Finance - P.O. No. P526650

On March 19, 2014, the Board approved the initial award to four auditing firms. Audits are scheduled on an as-needed basis by submitting to the Board individual engagement letters with the selected firm for the particular audits that agencies request to be performed under Contract B50003161, with upset amounts based upon the fixed hourly rates awarded. Engagement Letters have been received by the selected firm for the financial and performance audits of the Department of Planning.

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

MWBOO found Hamilton Enterprises, LLC in non-compliance as they committed to the MBE goal of 39% and WBE goal of 10%, which were not met.

A waiver of these goals was granted by MWBOO on January 19, 2016 and requires Hamilton to be obligated to the original amount of MBE 10% and WBE 5%. Hamilton has submitted a plan to come into compliance with the new goals.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

## 10. CITIZENS PHARMACY

SERVICES, INC.	\$150,000.00	Extension
Contract No. B50001659 - Pharmaceuticals for the Fire Department - Baltimore City Fire Department - P.O. No. P515473		

On November 24, 2010, the Board approved the initial award in the amount \$300,000.00. The award contained four 1-year renewal options. All renewal options have been exercised. On November 18, 2015, the Board approved an extension. This second extension will allow time to evaluate and award Solicitation B50004394. The period of the extension is February 28, 2016 through April 28, 2017. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

UPON MOTION duly made and seconded, the Board approved the informal awards, renewals, increases to contracts and extensions. The Board also approved and authorized execution of the Consent to Assignment and Renewal with Ennis Paint, Inc. (item no. 4). The President voted **NO** on item no. 9. The Comptroller voted **NO** on item no. 9.

MINUTES

RECOMMENDATIONS FOR AWARDS/REJECTION

\* \* \* \* \*

On the recommendations of the City agency  
hereinafter named, the Board,  
UPON MOTION duly made and seconded,  
awarded the formally advertised contracts  
listed on the following pages:

319 - 322

to the low bidders meeting the specifications,  
and rejected the bid as indicated  
for the reasons stated.

The Transfer of Funds was approved

**SUBJECT** to receipt of a favorable report  
from the Planning Commission,  
the Director of Finance having  
reported favorably thereon,  
as required by the provisions of the  
City Charter.

Item nos. 8 and 9 were **DEFERRED**  
until February 24, 2016.

**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Department of General Services

- |    |   |                           |               |
|----|---|---------------------------|---------------|
| 1. | GS 15807R, Structural<br>Repairs to Four<br>Firehouses - Engine<br>57, 21, 29, and 30 | Trionfo Builders,<br>Inc. | \$ 356,000.00 |
|----|---|---------------------------|---------------|

<b>MBE:</b>	M&N Professional Concrete Contractors, Inc.	\$96,120.00	27%
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<b>WBE:</b>	A2Z Environmental Group, LLC	\$17,800.00	5%
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**MWBOO FOUND VENDOR IN COMPLIANCE.**

- |    |   |                          |               |
|----|---|--------------------------|---------------|
| 2. | GS 15805, Courthouse<br>East Beam Repairs | Restoration East,<br>LLC | \$ 108,000.00 |
|----|---|--------------------------|---------------|

<b>MBE:</b>	W. Concrete, Inc.	\$29,160.00	27%
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<b>WBE:</b>	Albrecht Engineering, Inc.	\$ 7,650.00	7%
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**MWBOO FOUND VENDOR IN COMPLIANCE.**Bureau of Purchases

- |    |                                 |                              |                |
|----|---------------------------------|------------------------------|----------------|
| 3. | B50004364, Clinical<br>Supplies | School Nurse Supply,<br>Inc. | \$2,482,045.70 |
|----|---------------------------------|------------------------------|----------------|

(Health Department)

**MWBOO GRANTED A WAIVER.**



## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

- |    |   |                         |              |
|----|---|-------------------------|--------------|
| 4. | B50004405, Refurbish<br>a Z-73 Flottweg<br>Centrifuge | Synagro Central,<br>LLC | \$ 70,857.00 |
|----|---|-------------------------|--------------|

(Department of Public  
Works, Wastewater  
Facilities Division  
Maintenance)

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

- |    |  |                         |              |
|----|--|-------------------------|--------------|
| 5. | B50004432, Viscotherm-<br>Rotodiff Hydraulic<br>Drive Type 1120 D/V<br>Motor | Synagro Central,<br>LLC | \$ 80,874.00 |
|----|--|-------------------------|--------------|

(Department of Public  
Works, Wastewater  
Facilities Division  
Maintenance)

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

- |    |  |  |              |
|----|--|--|--------------|
| 6. | B50004438, Various<br>Type K - Copper Tubing | BT Plumbing Supply,<br>Inc.<br>Ferguson Enterprises,<br>Inc. | \$200,000.00 |
|----|--|--|--------------|

(Department of Public  
Works, Bureau of Water  
& Wastewater)

**MWBOO GRANTED A WAIVER.**

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Purchases

7. B50004449, Velocity National Safety \$ 163,075.00  
 System STOP Vests Supply, Inc.

(Baltimore Police  
 Department)

**MWBOO GRANTED A WAIVER.**

Department of Public Works/Office  
 of Engineering and Construction

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

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

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

9. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$21,002,267.56	9956-907611-9549 (Wastewater Revenue Bonds)	(Constr. Res. Sewer Rehab-Low Level)
268,005.44	9956-906626-9549 (Counties)	(Constr. Res. Rehab. Program Jones Falls)
<b>\$21,270,273.00</b>		

## MINUTES

RECOMMENDATION FOR CONTRACT AWARDS/REJECTIONS

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

TRANSFER OF FUNDS - cont'd

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 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 Administration
<u>\$21,270,273.00</u>		

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

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



601 Jack Enders Boulevard  
Berryville, VA 22611  
540-955-9671  
540-955-2872 (fax)  
amlinereast.com

February 2, 2016

***VIA HAND DELIVERY, FEDEX, AND ELECTRONIC TRANSMISSION***

Board of Estimates, City of Baltimore  
c/o Office of the Comptroller  
City Hall Room 204  
100 Holliday Street  
Baltimore, MD 21202

**Re: SC 914: Improvements to Sanitary Sewers  
in Low Level Sewershed  
NOTICE OF WITHDRAWAL OF BID**

Honorable President and Members of the Board of Estimates:

AM-Liner East, Inc. ("AM-Liner") hereby withdraws its bid (the "Bid") on the project formally advertised as SC 914 Improvements to Sanitary Sewers in Low Level Sewershed (the "Project").

AM-Liner's Bid was submitted, and bids were opened, on July 29, 2015. One hundred ninety (190) days have passed since that date without a contract award. This delay has prejudiced AM-Liner.

The Invitation to Bid incorporated Maryland State Procurement Regulations. Section 21.05.02.19 of the Code of Maryland Regulations states that bid prices are irrevocable for a period of only ninety days following bid opening unless the procurement officer has asked bidders to extend the time during which the bids may be accepted. That ninety-day irrevocable period expired on October 27, 2015 and no such requests were made.

Accordingly, AM-Liner hereby provides the Board of Estimates with notice of its withdrawal of its Bid on the foregoing Project. Please let me know at your earliest convenience if you have any questions or concern with this withdrawal of our Bid.

Sincerely,

Mel M. Willett  
Vice President  
AM-Liner East, Inc.

**Keep your city moving.**

**MINUTES**

Health Department - Employee Expense Statement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Employee Expense Statement for Karen Payne for the month of October 2015.

**AMOUNT OF MONEY AND SOURCE:**

\$ 4.60 - 1001-000000-3100-295900-603002  
15.00 - 1001-000000-3100-295900-603003  
\$19.60

**BACKGROUND/EXPLANATION:**

Ms. Payne submitted her expense statement within the required time frame, however it was misplaced.

The Administrative Manual, in Section 240-11, states that Employee Expense Reports that are submitted more than 40 workdays 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.**

UPON MOTION duly made and seconded, the Board approved the Employee Expense Statement for Karen Payne for the month of October 2015.

## MINUTES

Health Department - Agreements and Amendment to Grant Award Agreement

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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. **PACT: HELPING CHILDREN WITH SPECIAL NEEDS, INC. (PACT)** **\$ 58,419.00**

Account: 4000-427116-3080-294306-603051

PACT will coordinate its services with the Baltimore Infants and Toddlers Program to provide an Autism Classroom to the children served by their program. The Agreement is late because the grant award was received late in the fiscal year.

**MWBOO GRANTED A WAIVER.**

2. **THE FAMILY LEAGUE OF BALTIMORE CITY, INC.** **\$665,000.00**

Account: 6000-626316-3080-513200-603051

B'More for Healthy Babies (BHB) is a 10-year plus citywide strategy launched in 2009 and co-led by The Family League of Baltimore City Inc., and the Baltimore City Health Department. The BHB brings together City agencies, health care institutions, community-based organizations, and academic partners to ensure that all of Baltimore's babies are born with healthy weight, full-term, and ready to thrive in healthy families. The Family League of Baltimore City, Inc., will provide continued oversight of work for the B'More for Healthy Babies and support of the BHB initiative. The BHB's communication partner performs marketing and communication activities with priority content areas of safe sleep, smoking cessation and home waiting.

The Agreement is late because of a delay in the completion of the required documentation.

**MWBOO GRANTED A WAIVER.**

## MINUTES

Health Department - cont'd

3. **AIDS INTERFAITH RESIDENTIAL SERVICES, INC.** **\$ 98,858.00**

Account: 5000-569716-3023-274415-603051

AIDS Interfaith Residential Services, Inc., will provide clients with services to learn how to navigate systems that promote HIV education, positive HIV health outcomes, self-sufficiency, and connections to ensure medical care.

The Agreement is late because the Prevention and Health Promotion Administration programmatically manages Ryan White - 2016 State Special services. The providers are asked to submit a budget, budget narrative, and scope of services. The BCHD thoroughly reviews the entire package before preparing a contract and submitting it to the Board of Estimates. These budgets are many times revised because of inadequate information from the providers. The review process is required to confirm with the grant requirements.

**MWBOO GRANTED A WAIVER.**

4. **BALTIMORE MEDICAL SYSTEM, INC. (BMS)** **\$ 99,435.00**

Account: 4000-480616-3030-294500-603051

The Agreement with the BMS is for the U Choose Abstinence Education Program. The BMS will implement the Seventeen Days curriculum, an evidenced-based teen pregnancy prevention program within its family planning clinics. U Choose, an Abstinence Education Program, led by the BCHD's Bureau of Maternal and Child Health, intends to decrease the teen birth rate among African American and Hispanic teens, through reductions in disparities and ensuring delivery of an abstinence focused-based program. The program proposes to reach 500 adolescents aged 10-12 years old in elementary schools and after school programs through the Community and School Engagement Strategy of The Family League of Baltimore City, Inc.

## MINUTES

Health Department - cont'd

The Agreement is late because the Department was waiting for the budget and signatures.

**MWBOO GRANTED A WAIVER.**

5. **WOODBOURNE WOODS, INC.** **\$ 12,480.00**

Account: 4000-432916-3024-268400-604014

This Agreement is for the Congregate Housing Meal Services Program. Woodbourne Woods, Inc., will provide meal services for elderly residents at the Woodbourne Woods Apartments located at 1650 Woodbourne Avenue. Woodbourne Woods, Inc., will serve 15 seniors, per day, Monday, Tuesday, Thursday, and Friday for dinnertime meals at a cost of \$4.00 per meal for 52 weeks. The period of the agreement is October 1, 2015 through September 30, 2016.

The Agreement is late because it was just completed by the Baltimore City Health Department.

6. **NEW VISION HOUSE OF HOPE,  
INCORPORATED** **\$ 50,000.00**

Account: 5000-570316-3041-605800-603051

The organization will work with the Baltimore City Health Department on tobacco control issues that relate to illegal sale of tobacco products. The organization will conduct face-to-face education with 750 tobacco retailers on the local and State tobacco control laws (product placement, sales to under-age youth, and single cigarette sales) and provide supportive literature on the laws. The period of the Agreement is August 1, 2015 through June 30, 2016.

The Agreement is late because budget reviews delayed processing.

**MWBOO GRANTED A WAIVER.**



**MINUTES**

Health Department - cont'd

AMENDMENTS

7. **ANNIE E. CASEY FOUNDATION** **\$ 0.00**

On September 17, 2014, the Board approved the grant award agreement from the Annie E. Casey Foundation for the amount of \$124,827.00 with the period of October 1, 2014 through September 30, 2015.

The Department requested an amendment from the grantor because it was unable to complete all deliverables within the initial grant period. The period of the amendment is November 30, 2015 through September 30, 2016.

The amendment is late because it was just received.

**AUDITS NOTED THIS AMENDMENT**

8. **ROSEMARIE MANOR, LLC** **\$7,800.00**

Account: 5000-534016-2733044-273304-603051

On August 26, 2015 the Board approved the original agreement in the amount of \$124,800.00. The Department is requesting approval of an additional amount of \$7,800.00 for additional services, making the total amount \$132,600.00.

Rosemarie Manor, LLC is enrolled in the Senior Assisted Living Group Home Subsidy program and provides subsidized senior assisted housing services for individuals age 62 and over, who have temporary or periodic difficulties with activities of daily living, and who require assistance in performing personal and household functions associated with complete independence as per the provisions of Article 70B, Section 4 of the Annotated Code of Maryland. Senior Assisted Housing residents receive shelter, meals, housekeeping, personal care services, and 24-hour on-site supervision.

**MINUTES**

Health Department - cont'd

All original terms and conditions of the original agreement remain unchanged.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Agreements and the Amendment to Grant Agreement.

**MINUTES**

Retirement Savings Plan - Amendment to the City of Baltimore  
457(b) Deferred Compensation Plan  
Document

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Amendment to the City of Baltimore (City) 457(b) Deferred Compensation Plan (DCP) Document.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Amendment will enable the public safety unions to have a single (1) Trustee with voting rights on the Retirement Savings Plan of the City of Baltimore (RSP) Board of Trustees (which has purview over the City's 457(b) DCP).

Legislation enacted on May 5, 2014 established the RSP. The legislation provides for a Board of Trustees to administer and oversee the RSP, as well as the City's 457(b) DCP. As only newly hired or rehired civilian employees are covered by the RSP, the legislation did not provide for a Trustee to represent the City's public safety unions. However, public safety employees participate in the City's 457(b) DCP.

Prior to the establishment of the RSP, there was a 457(b) DCP committee that was responsible for the administration and operation of the 457(b) DCP. The City's public safety unions had a representative with full voting rights on that committee.

**MINUTES**Retirement Savings Plan - cont'd

This Amendment to the City's 457(b) DCP Document will allow for the City's public safety unions to designate a representative to serve on the RSP Board of Trustees with voting rights only on those matters that pertain to the 457(b) DCP. The public safety representative will not be able to vote on motions that pertain to the 401(a) RSP. It will be up to the public safety unions to determine the process for selecting the Trustee.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved the Amendment to the City of Baltimore 457(b) Deferred Compensation Plan Document.

**MINUTES**

Bureau of the Budget and - Special Fund Appropriation  
Management Research      Adjustment Order

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an Appropriation Adjustment Order (AAO) grant transfer within the Baltimore City Health Department from Service 715, (Health Administration) to Service 303 (Clinical Services). The transfer is based upon the grant award received from the Robert Wood Johnson Foundation.

**AMOUNT OF MONEY AND SOURCE:**

\$200,000.00 - From Account: 6000-600016-3001-568000-406001  
 Service 715, Health Admin.

To Account: 6000-616216-3030-772700-406001  
 Service 303, Clinical Services

**BACKGROUND/EXPLANATION:**

The Letter of Agreement and Grant Award was approved by the Board on January 13, 2016.

The transfer is necessary in order to provide funding for a cooperative project in Baltimore entitled "B'Friend" that seeks to reduce the rate of falls among elderly residents that require hospitalization or emergency care. Initially, special funding was appropriated within an unallocated special fund account in the Fiscal 2016 Ordinance of Estimates.

With this Appropriation Adjustment Order, funding will be moved from the unallocated grant source in accordance with the actual grant award.

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Bureau of the Budget and - cont'd  
Management Research

UPON MOTION duly made and seconded, the Board approved the Appropriation Adjustment Order grant transfer within the Baltimore City Health Department from Service 715, (Health Administration) to Service 303 (Clinical Services).

**MINUTES**

Bureau of the Budget and - Fiscal 2017 Budget Calendar  
Management Research

In accordance with Article VI, Section 2, of the Charter of Baltimore City (1996 Edition), the submitted schedule for preparing the Fiscal Year 2017 Budget is recommended for adoption by the Board. These dates are preliminary and subject to change.

**DATE****ACTION**

November-March	Department of Finance and Mayor's Office solicit budget proposals from Agencies. Proposals are then reviewed to prepare recommended budget
03/30/2016	Transmittal of Department of Finance recommendations to Board of Estimates
03/30/2016	Board of Estimates reviews the Department of Finance recommendations through
05/03/2016	Board of Estimates holds budget hearings
04/12/2016	Taxpayer's Night - 7:00 P.M. War Memorial Building
05/04/2016	Board of Estimates adopts proposed Ordinance of Estimates
05/05/2016	Publication of a copy of proposed Ordinance of Estimates in two daily Baltimore City newspapers

## MINUTES

Bureau of the Budget and - cont'd  
Management Research

05/09/2016 Introduction of proposed Ordinance of Estimates  
to City Council

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05/16/2016 Delivery of Agency Detail Book

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05/16/2016 City Council review of proposed Ordinance of  
Estimates

through

06/25/2016 City Council schedules public hearings

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06/25/2016 Passage of Ordinance of Estimates for Fiscal  
Year ending June 30, 2017

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UPON MOTION duly made and seconded, the Board Adopted the  
submitted schedule for preparing the Fiscal Year 2017 Budget.



**MINUTES**

Bureau of the Budget and      - Supplementary General Fund  
Management Research (BBMR)      Operating Appropriation

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a Supplementary General Fund Operating Appropriation for new CSX settlement initiatives within the Mayor's Office of Human Services (MOHS):

- Mayor's Office of Human Services (Service 894: Outreach to the Homeless - \$213,000.00)
- Mayor's Office of Human Services (Service 895: Temporary Housing for the Homeless - \$1,652,000.00)

**AMOUNT OF MONEY AND SOURCE:**

\$1,865,000.00 - General Fund CSX Settlement Revenue

**BACKGROUND/EXPLANATION:**

The following initiatives will be funded with this supplemental funding:

Outreach: \$213,000.00 will be used to create three four-person teams for assertive outreach to individuals experiencing homelessness with co-occurring illnesses such as mental health issues or substance abuse.

Men's Overflow Shelter: \$800,000.00 will maintain the Baltimore Station overflow shelter for 125 men.

Low Barrier Shelter: \$252,000.00 will be utilized to pilot a low barrier shelter where individuals can receive services while being with their partners, pets, and working on their addictions and mental health challenges.

Code Blue Shelter: \$500,000.00 will support an additional winter shelter for expanded Code Blue days through March 15, 2016.

**MINUTES**

BBMR - cont'd

Vouchers: \$100,000.00 for placement of individuals in hotels.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the Supplementary General Fund Operating Appropriation for new CSX settlement initiatives within the Mayor's Office of Human Services.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of General Services</u>			
1. Rick Opitz	The Work Truck Show 2016 Indianapolis, IN Feb. 29 - March 4, 2016 (Reg. Fee \$838.00)	Internal Service Fund	\$2,455.58

The subsistence rate for this location is \$161.00 per night. The cost of the hotel is \$184.00 per night plus taxes of \$31.28 per night. The Department is requesting additional subsistence of \$23.00 per day to cover the cost of the hotel.

Police Department

2. Michael Lavery	Explosive Handlers and Breaching Course Ennis, TX May 1 - 6, 2016 (Reg. Fee \$1,400.00)	General Funds	\$2,829.95
3. Ronald Mealey	Explosive Handlers and Breaching Course Byhalia, MS March 6 - 12, 2016 (Reg. Fee \$1,350.00)	General Funds	\$2,190.00

Mr. Mealey will be travelling in a Departmental vehicle at no cost to the Department.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Police Department</u> - cont'd			
4. Karen Manns	Fire/ Arson Origin and Cause Investigation Course Emmitsburg, MD March 14 - 25, 2016	General Funds	\$ 362.04

The National Emergency Training Center will provide lodging at no cost to attendee. The subsistence of \$300.48 requested is based on the course requirement for a two-week course meal plan, which includes breakfast, lunch, and dinner. The attendee has requested to drive her personal vehicle to Emmittsburg, Maryland. She will be disbursed \$362.04.

UPON MOTION duly made and seconded, the Board approved the foregoing travel requests.

**MINUTES****PROPOSALS AND SPECIFICATIONS**

1. Department of Public Works/  
Department of Rec & Parks - RP 15815, Skatepark of  
Baltimore - Phase II  
**BIDS TO BE RECV'D: 03/09/2016**  
**BIDS TO BE OPENED: 03/09/2016**
  
2. Department of Public Works/  
Office of Eng. & Constr. - SC 918S, Advanced Site  
Preparation for Headworks  
Improvements at the Back  
River Wastewater Treatment  
Plant  
**BIDS TO BE RECV'D: 03/09/2016**  
**BIDS TO BE OPENED: 03/09/2016**

There being no objections, the Board, UPON MOTION duly made and seconded, approved the above-listed Proposals and Specifications to be advertised for receipt and opening of bids on the date indicated.

**MINUTES**

**A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART FOR ALL ITEMS ON THE AGENDA.**

The Board of Estimates received and reviewed Ms. Trueheart's protest. As Ms. Trueheart does not have a specific interest that is different from that of the general public, the Board will not hear her protest.

## Kim A. Trueheart

February 2, 2016

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

Dear Ms. Taylor:

Herein is my written protest on behalf of the underserved and disparately treated citizens of the Baltimore City who appear to be victims of questionable management and administration within the various boards, commissions, agencies and departments of the Baltimore City municipal government.

The following details are provided to initiate this action as required by the Board of Estimates:

1. Whom you represent: Self
2. What the issues are:
  - a. Pages 1 - 32, City Council President and members of the Board of Estimates, BOE Agenda dated February 3, 2016, if acted upon;
  - b. The proceedings of this board often renew business agreements without benefit of clear measures of effectiveness to validate the board's decision to continue funding the provider of the city service being procured;
  - c. The Baltimore City School Board of Commissioners routinely requires submissions for board consideration to include details of the provider's success in meeting the objectives and/or desired outcomes delineated in the previously awarded agreement;
  - d. The members of this board continue to fail to provide good stewardship of taxpayers' funds as noted by the lack of concrete justification to substantiate approval of actions presented in each weekly agenda;
  - e. This board should immediately adjust the board's policy to ensure submissions to the board include measures of effectiveness in each instance where taxpayer funds have already been expended for city services;
  - f. In the interest of promoting greater transparency with the public this board should willing begin to include in the weekly agenda more details which it discusses in closed sessions without benefit of public participation.

Email: [kimtrueheart@gmail.com](mailto:kimtrueheart@gmail.com)

5519 Belleville Ave  
Baltimore, MD 21207

- g. Lastly this board should explain to the public how, without violating the open meeting act, a consent agenda is published outlining the protocols for each week's meeting prior to the board opening its public meeting.

3. How the protestant will be harmed by the proposed Board of Estimates' action: As a citizen I have witnessed what appears to be a significant dearth in responsible and accountable leadership, management and cogent decision making within the various agencies and departments of the Baltimore City municipal government which potentially cost myself and my fellow citizens excessive amounts of money in cost over-runs and wasteful spending.

4. Remedy I desire: The Board of Estimates should immediately direct each agency to include measures of effectiveness in any future submissions for the board's consideration.

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on February 3, 2016.

If you have any questions regarding this request, please telephone me at (410) 205-5114.

Sincerely,  
Kim Trueheart, Citizen & Resident

5519 Belleville Ave  
Baltimore, MD 21207



**MINUTES**

President: "There being no more business before the Board, the meeting will recess until bid opening at 12 noon. Thank you."

\* \* \* \* \*

**MINUTES**

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

**BIDS, PROPOSALS, AND CONTRACT AWARDS**

Prior to the reading of bids received today and the opening of bids scheduled for today, the Clerk announced that the following agencies had issued Addenda extending the dates for receipt and opening of bids on the following contracts. There were no objections.

Department of Public Works - WC 1242, Brown Pond Dam Breach  
**BIDS TO BE RECV'D: 02/24/2015**  
**BIDS TO BE OPENED: 02/24/2015**

Bureau of Purchases - B50004467, Supply and Deliver  
Water Dispensers & Bottled  
Water to Various City Agencies  
**BIDS TO BE RECV'D: 02/10/2015**  
**BIDS TO BE OPENED: 02/10/2015**

## MINUTES

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

Bureau of Purchases - B50004352, Armed Security Guards

Amazing Security & Investigations, LLC  
United American Security  
N.G. Security Solutions  
Metropolitan Protective Services

Bureau of Purchases - B50004394, Pharmaceuticals for  
Baltimore City Fire Department

Bound Tree Medical  
Moore Medical\*  
Citizens Pharmacy Services  
ADIL Business Systems, Inc.

\*After legal review, it was determined that Moore Medical's bid price sheet may be processed in the normal course of business. The legible unit prices provided sufficient information to enable the Bureau of Purchases to calculate the extended prices and total bid price. Therefore, Moore Medical's bid was forwarded to the Bureau of Purchases for further evaluation.

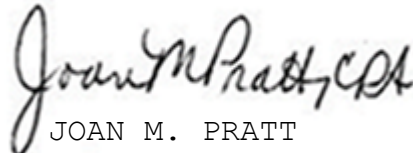
## MINUTES

Waterfront Partnership - Waterfront Management District  
of Baltimore - Extension of District

Harry W. Hurst III  
Kathy Young  
Scott Bogel  
Ken Finkelstein  
Timothy O. Donald  
Susan Berman  
David Walker  
Bruce W. Fleming  
Patrick Richards  
Joseph Oliveri

\* \* \* \* \*

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, February 10, 2016.

  
JOAN M. PRATT  
Secretary