

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 March 9, 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 disruptive to the hearings will be asked to leave the hearing room immediately. Members of the Board of Estimates -- 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 March 7, 2016, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy [Sic] 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."

President: "All those in favor say AYE. All those opposed, NAY. The Motion carries, the routine agenda has been adopted."

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MINUTES

Space Utilization Committee - Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Lease Agreement with Govans Ecumenical Development Corporation, Tenant, for the rental of the property known as Harford Senior Center located at 4920 Harford Rd. for the rental of approximately 17,492 sq. ft. of land, upon which a 7,935 sq. ft. building and parking lot are located. The period of the agreement is October 1, 2015 through September 30, 2016, with an option to renew for 1 one-year term.

AMOUNT OF MONEY AND SOURCE:

\$1.00

BACKGROUND/EXPLANATION:

The leased premises will be used as a Senior Center. The Landlord duties will include, but are not limited to repairing and maintaining the leased premises, the roof, the exterior, electrical, servicing the HVAC system, and providing fire insurance.

The Tenant will be responsible for utilities, properly cleaning and stocking sanitary facilities, maintaining food service areas in accordance with the Health Code of Baltimore City, liability insurance, and snow removal on the parking lot and sidewalk adjacent to the leased premises. The Tenant will also be responsible for payment of licenses and permits necessary to operate the leased premises.

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

MINUTESSpace Utilization Committee - cont'd

The Space Utilization Committee approved this Lease Agreement on February 23, 2016.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with Govans Ecumenical Development Corporation, Tenant, for the rental of the property known as Harford Senior Center located at 4920 Harford Rd.

MINUTES

Department of Audits - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the expenditure of funds for the registration of staff members to attend a two-day seminar, sponsored by the Association of Certified Fraud Examiners on May 2 and 3, 2016.

AMOUNT OF MONEY AND SOURCE:

\$9,440.00 - 1001-000000-1310-157800-603020

BACKGROUND/EXPLANATION:

Government Auditing Standards require that each auditor obtain 80 hours of continuing professional education every two years. The foregoing program is part of the Department's scheduled training for calendar year 2016 and will provide training for 32 auditors. Each auditor will earn 16 continuing professional education credits (CPE's). The average cost per staff training hour will be about \$18.44, which is well below the industry average in relation to other training of this nature.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized the expenditure of funds for the registration of staff members to attend a two-day seminar, sponsored by the Association of Certified Fraud Examiners on May 2 and 3, 2016.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve an adjustment to a transient rate at the City-owned Baltimore 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 the rate adjustment at this parking facility is warranted at this time.

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

MINUTES

PABC - cont'd

Location	Proposed Transient Rate Changes			Proposed Monthly Rate Changes
Baltimore Street Garage	Regular Transient Rates			Regular Monthly Rate
	Current Rate	Proposed Rate	Last Rate Change	No proposed changes
5 – 12 Hour Rate	\$18.00	\$19.00	April 2013	

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved an adjustment to a transient rate at the City-owned Baltimore Street Garage that is managed by the PABC.

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 7** favorable reports by the Planning Commission on February 25, 2016 on Transfers of Funds approved by the Board of Estimates at its meeting on February 24, 2016.

The Board **NOTED 7** favorable reports by the Planning Commission on February 25, 2016 on Transfers of Funds approved by the Board of Estimates at its meeting on February 24, 2016.

MINUTES**BOARDS AND COMMISSIONS**1. Prequalification of Contractors

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

Abscope Environmental, Inc.	\$8,000,000.00
Baltimore Washington Restoration Company	\$1,089,000.00
Bay Town Painting, Inc.	\$1,500,000.00
Carroll Tree Service, Inc.	\$1,500,000.00
Commercial Construction, LLC	\$1,500,000.00
General & Mechanical Services, LLC	\$8,000,000.00
Plano-Coudon, LLC	\$8,000,000.00
Simpson of Maryland, Inc.	\$8,000,000.00
Solutionwerks, Inc.	\$8,000,000.00
TFE Resources, LTD	\$1,500,000.00
Witmer Masonry, Inc.	\$8,000,000.00

2. Prequalification of Architects and Engineers

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

Johnson, Mirmiran & Thompson, Inc.	Engineer
	Architect
	Landscape Architect
	Land Survey

KCI Technologies, Inc.	Engineer
	Landscape Architect
	Property Line Survey

SP Arch, Inc.	Landscape Architect
	Architect

MINUTES**BOARDS AND COMMISSIONS** - cont'd

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

Baltimore Police Department - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve an Expenditure of Funds to pay the General Dynamics Ordnance and Tactical Systems for training. The period of the training is March 8, 2016 through March 10, 2016.

AMOUNT OF MONEY AND SOURCE:

\$10,710.00 - 6000-611216-2013-197500-603020

BACKGROUND/EXPLANATION:

The SIMUNITION® Instructor & Scenario Safety Course at the Department's Professional Development and Training Academy is a three-day course provided by General Dynamics. The course is designed to inform 18 personnel about the SIMUNITION® Operations of General Dynamics-Ordnance and Tactical Systems, the various training ammunition, conversion kits, and personal protective equipment needed to conduct training safely and efficiently.

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

UPON MOTION duly made and seconded, the Board approved the Expenditure of Funds to pay the General Dynamics Ordnance and Tactical Systems for training.

MINUTES

Baltimore Police Department - Payment of Back Salary

ACTION REQUESTED OF B/E:

The Board is requested to approve payment of back salary to Mr. Jeffery G. Bolger. The period of the payment is June 19, 2014 through March 7, 2015.

AMOUNT OF MONEY AND SOURCE:

\$45,091.65 - 1001-000000-2042-220000-601062

BACKGROUND/EXPLANATION:

Mr. Bolger was suspended without pay from June 19, 2014 through March 7, 2015. Pursuant to Article 16(A)(2) of the Memorandum of Understanding between the Baltimore Police Department and the Fraternal Order of Police Lodge No. 3, Mr. Bolger is entitled to receive back wages for the period he was suspended.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved payment of back salary to Mr. Jeffery G. Bolger.

MINUTES

TRANSFERS OF FUNDS

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UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

780 - 781

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.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
1. \$93,387.00 State Rev.	9950-921019-9509 Constr. Reserve- Bike Master Plan	9950-904180-9527 Downtown Bicycle Network

This transfer will cover the deficit and match the grant with MDOT on the project "Downtown Bicycle Network."

2. \$54,240.00 GF (HUR)	9950-921006-9509 Constr. Reserve- Roland Park Complete Streets	9950-904782-9508 Roland Park Complete Streets
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This transfer will cover the deficit and fund costs on project TR 12314 "Roland Ave. & Northern Parkway Improvements & Traffic Calming."

3. \$12,000.00 FED	9950-921019-9509 Constr. Reserve Bike Master Plan	
3,000.00 <u>GF (HUR)</u>	9950-921019-9509 Constr. Reserve Bike Master Plan	
\$15,000.00	-----	9950-905190-9527 Downtown Bicycle Network

This transfer will cover the costs of prints and preliminary expenses and other related costs necessary to advertise project TR 13321 "Downtown Bicycle Network."

MINUTES**TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development</u>		
4. \$150,000.00	9910-902985-9587	9910-903283-9588
UDAG Repayment Funds	Housing Develop- ment (Reserve)	Emergency Housing

This transfer will provide funding for emergency housing costs associated with citizens displaced by fire, flooding, or other hardships.

MINUTESHealth 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.

1. **BALTIMORE HEALTHY START, INC.** **\$ 80,000.00**

Account: 4000-499616-3080-294213-603051

Baltimore Healthy Start, Inc., will provide the services of a Certified Registered Nurse Practitioner (CRNP) to conduct home and center-based reproductive health services for the Maternal and Infant (M&I) Nursing Program. The CRNP will conduct home and center-based reproductive health services with the intended goal of reducing unintended pregnancies and lengthening inter-pregnancy intervals. Activities of the CRNP will complement existing outreach/case management and care coordination of services and will include home-based family planning education and counseling, postpartum clinical care, and prescribing and dispensing contraception. The CRNP will also conduct screening and treatment of STD's, as needed.

The agreement is late because budget revisions delayed its processing.

MWBOO GRANTED A WAIVER.

2. **ST. AMBROSE HOUSING AID CENTER, INC.** **\$ 8,500.00**

Account: 4000-433516-3024-761416-603051

St. Ambrose Housing Aid Center, Inc., will assist elderly adults with housing needs through the Home-sharing Program. The program is designed to be an alternative to the institutionalization of frail and elderly residents of the City. The program will identify and match elderly residents with senior homeowners living alone in single family dwellings in the City.

MINUTESHealth Department - cont'd

The provider will promote program services, screen and interview applicants, complete home assessments, recruit appropriate housemates to refer to the applicants, and provide counseling as appropriate. Home-sharing will provide socialization for the participants and will allow the individuals to age in place. The period of the agreement is October 1, 2015 through September 30, 2016.

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

3. **CHASE BREXTON HEALTH SERVICES, INC.** **\$ 40,000.00**

Account: 4000-422716-3030-279200-603051

Chase Brexton Health Services, Inc., will provide access to reproductive health services to the uninsured and underinsured citizens of the City. Services include, but are not limited to: education, contraception, screening, and referral of reproductive-related cancers, and education and screening of sexually transmitted infections. The period of the agreement is January 1, 2016 through June 30, 2016.

The agreement is late because it was requested late in the fiscal year.

4. **FAMILY HEALTH CENTERS OF BALTIMORE, INC. (FHCB)** **\$ 25,000.00**

Account: 5000-570416-3041-605800-603051

The FHCB, a Federally Qualified Health Center, will work with the Department to improve the management, diagnosis, and treatment of hypertension, diabetes, and pre-diabetes among City residents. The goal is to create policies and systems based approaches to identify opportunities and challenges to help improve the management of hypertension, diabetes, and pre-diabetes.

MINUTES

Health Dept. - cont'd

The agreement is late because the Department's budget submission to the Department of Health and Mental Hygiene was not approved until late in the fiscal year.

5. **GAY FAMILY FOUNDATION, LTD. (GFF)** **\$400,000.00**

Account: 4000-427716-3023-273303-603051

The organization will provide technical assistance and support services in support of the Ryan White Program's administration and Clinical Quality Management (CQM) programs as required under the HIV Emergency Relief Project grants. The period of the agreement is March 1, 2016 through February 28, 2017.

MWBOO GRANTED A WAIVER.

6. **THE JOHNS HOPKINS UNIVERSITY (JHU)** **\$298,849.00**
SCHOOL OF MEDICINE

Account: 5000-569716-3023-274408-603051

The JHU will provide services in the area of State Special Treatment Adherence through Project LINK, a readiness program that uses a multi-disciplinary approach to address barriers by offering individualized and tailored support for medication adherence and retention in care. The interventions include: 1) individualized nurse education sessions, 2) case management support to facilitate rapid access to needed services, 3) group education and support sessions that are curricula driven, and 4) peer navigators to provide support and reinforcement of the clinical principles of medication adherence.

MWBOO GRANTED A WAIVER.

MINUTES

Health Department - cont'd

7. **THE JOHNS HOPKINS UNIVERSITY (JHU)** **\$18,555.00**
SCHOOL OF MEDICINE

Account: 5000-569716-3023-274445-603051

The JHU, School of Medicine Adult HIV/AIDS program will provide services to increase linkage to care. The clients seen under the State Special Psychosocial contract will have access to all the services offered at the JHU's Moore Clinic. In addition to the substance abuse program, services will include primary HIV care, specialty medical care, case management, mental health, nursing, nutrition, treatment adherence, and pharmacy. Immediate services are provided to clients until their medical assistance is activated. Those clients receiving Medical Case Management will be assisted with coordination of their medical care and will be provided treatment adherence counseling, if required in addition to any referrals or service coordination to address their psychosocial needs.

These Agreements (items nos. 6 and 7) are late because the Department of Health and Mental Hygiene's Prevention and Health Promotion Administration programmatically manages State Special services. The providers are asked to submit a budget, budget narrative, and scope of services. The BCHD thoroughly reviews the entire package before preparing a contract and submitting it to the Board. The budgets are many times revised because of inadequate information from the providers. This review process is required to comply with the grant requirements.

8. **JOHNS HOPKINS UNIVERSITY (JHU)** **\$139,236.00**

Account: 4000-484716-3023-513200-603051

The JHU's Moore Clinic has been developed to provide specialized services tailored to the needs of patients in various stages of HIV infection. The services available within the clinic are subspecialty consults, counseling, case management, social work services, pulse oximetry, infusion services, lab services and wound care.

MINUTES

Health Department - cont'd

The Moore Clinic will be one of the primary providers for PreEP (Pre-Exposure Prophylaxis) to young Men Who Have Sex With Men and transgender of color community. The period of the agreement is September 30, 2015 through September 29, 2016.

This agreement is late because it is a new grant from the Department of Health and Human Services, Centers for Disease Control and Prevention that was approved by the Board on November 4, 2015. Awards to sub-grantees were made in late November, 2015. The sub-grantees were asked to submit a budget, budget narrative, and scope of services. The Health Department thoroughly reviews the entire package before preparing a contract and submitting it to the Board of Estimates. The budgets are many times revised because of inadequate information from the providers. This review process is required to comply with the grant requirements.

MWBOO GRANTED A WAIVER

9. **THE JOHNS HOPKINS UNIVERSITY** **\$ 26,542.99**

Account: 1001-000000-3100-295900-603051

The Johns Hopkins School of Medicine will provide a Consultant for the Bureau of School Health's Vision Screening Program. The Consultant will be responsible for providing services at a minimum of one day per week. The Consultant will assist the Bureau of School Health in updating current protocols for screening students enrolled in Pre-K to first grade with possible vision problems, so that they may be referred for appropriate diagnosis and treatment. The period of the agreement is January 1, 2016 through December 31, 2016.

The agreement is late because budget information delayed its processing.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Health Department - cont'd

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

MINUTES

Health Department - Amendment to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment to Agreement with Carson Research Consulting, Inc. The amendment extends the period of the agreement to September 30, 2016.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

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

On June 24, 2015, the Board approved the agreement for Carson Research Consulting, Inc. for Evaluation of the Maternal and Infant Care Home Visiting Program for the period of April 1, 2015 through March 30, 2016.

On February 3, 2016, the Board approved the no-cost extension of the grant period from November 30, 2015 through September 30, 2016.

The Amendment to Agreement is late because it was delayed in the administrative review process.

AUDITS NOTED THE TIME EXTENSION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to Agreement with Carson Research Consulting, Inc.

MINUTES

Health Department - No-Cost Extension to Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve a No-Cost Extension to the Grant Agreement with the Aaron Straus and Lillie Straus Foundation.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On June 11, 2014, the Board approved the grant agreement in the amount of \$75,000.00 for the period April 15, 2014 through June 30, 2015.

The Department was unable to complete the program deliverables within the grant period and requested a no-cost extension. The grantor extended the grant period to June 1, 2015 through March 1, 2016.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE TIME EXTENSION.

UPON MOTION duly made and seconded, the Board approved a No-Cost Extension to the Grant Agreement with the Aaron Straus and Lillie Straus Foundation.

MINUTES

Health Department - No-Cost Extension to Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve a No-Cost Extension to the March of Dimes Foundation Chapter Grant Agreement.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On May 13, 2015, the Board approved the initial grant agreement in the amount of \$15,000.00 for the period of March 1, 2015 through February 28, 2016.

The Department was unable to complete the program deliverables within the grant period and requested a no-cost extension. The grantor extended the grant period to March 1, 2016 through June 30, 2016.

The No-Cost Extension request is late because of delays in the administrative review process.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE TIME EXTENSION.

UPON MOTION duly made and seconded, the Board approved a No-Cost Extension to the March of Dimes Foundation Chapter Grant Agreement.

MINUTES

Health Department - Notices of Grant Award

The Board is requested to approve and authorize acceptance of the Notices of Grant Award (NGA).

1. **MARYLAND STATE DEPARTMENT OF EDUCATION** **\$ 25,000.00**
(MSDE)

This NGA for the State FY 2016 for Individuals with Disabilities Education Act Part B 611 Discretionary funds from the MSDE will support early intervention services to infants, toddlers, and pre-school children with developmental delays and disabilities, and their families. These services will be provided under an Individualized Family Service Plan (IFSP) or an Extended IFSP. The period of the NGA is October 1, 2015 through June 30, 2016.

2. **MARYLAND STATE DEPARTMENT OF EDUCATION** **\$ 75,000.00**
(MSDE)

This NGA for the State FY 2016 for Individuals with Disabilities Education Act Part C Discretionary funds from the MSDE will support early intervention services to infants, toddlers, and pre-school children with developmental delays and disabilities. The period of the NGA is September 1, 2015 through June 30, 2016.

Account: 4000-498916-3080-603000-404001

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

3. **THE AARON STRAUS & LILLIE STRAUS** **\$ 75,000.00**
FOUNDATION, INC.

Account: 6000-626616-3080-292302-406001

The grant funds will be used to support the Teen Pregnancy Prevention Coalition, the Youth Advisory Council, equitable and youth-friendly clinical services, and the Know What U Want U Choose campaign.

MINUTESHealth Department - cont'd

The period of the NGA is July 1, 2015 through June 30, 2016.

The award is late because the grant agreement was received on February 2, 2016.

4. **MARYLAND DEPARTMENT OF AGING (MDoA) \$ 89,758.00**

Account: 4000-433416-3023-761300-404001

This award from the MDoA is for the FY16 Senior Health Insurance Program and will provide funds to support public education about health insurance plan options to Baltimore City senior residents and their families. These funds will also supplement the Senior Information and Assistance Program. The period of the NGA is April 1, 2015 through April 31, 2016.

The Notification of Grant Award is late because it was recently received.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Notices of Grant Award.

MINUTES

Department of General Services - First Amendment to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the First Amendment to Agreement for Contract No. GSF 11847 - Fleet Technical Financial Services, with Mercury Associates, Inc. The First Amendment to Agreement extends the period of the Agreement through February 7, 2017, unless terminated sooner.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On February 8, 2012, the Board approved an initial award in the amount of \$743,458.00. On April 15, 2015, the Board approved the request to extend the agreement to February 7, 2016. The City and Mercury Associates, Inc. would like to extend the term of the agreement by one year in order to allow for the continuation and completion of ongoing services contracted for in the agreement.

The Fleet Division is currently in the midst of a number of projects with Mercury Associates, Inc., including continuation of work related to parts inventory, the preventative maintenance program overhaul, and the Fleet Replacement Plan cost analysis.

MBE/WBE PARTICIPATION:

On October 5, 2011, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

AUDITS NOTED THE TIME EXTENSION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment to Agreement for Contract No. GSF 11847 - Fleet Technical Financial Services, with Mercury Associates, Inc.

MINUTES

Mayor's Office of Employee Development - Agreements

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

1. **STRONG CITY BALTIMORE, INC.** **\$ 38,815.17**

Account: 1001-000000-6301-735415-603051

Strong City Baltimore, Inc. will allow a member of their staff to perform services in the area of project coordination for the Baltimore Regional Skills Training Center. The period of the agreement is September 1, 2015 through August 31, 2016.

The Agreement is late because additional time was needed to reach a comprehensive understanding between parties.

INTERGOVERNMENTAL AGREEMENT

2. **MARYLAND STATE DEPARTMENT OF HUMAN RESOURCES** **\$2,921,796.00**

Account: 4000-808216-6392-456000-404001

This agreement will provide support services to enrolled Temporary Cash Assistance applicants and recipients who will actively participate in work preparation programs and services leading to full-time unsubsidized employment. The period of this agreement is July 1, 2015 through June 30, 2016.

The agreement is late because of administrative delays in receipt of information that was needed to complete the agreement.

MINUTES

MOED - cont'd

AMENDMENT TO AGREEMENT

3. **HISTORIC EAST BALTIMORE COMMUNITY ACTION COALITION, INC. (HEBCAC)** **\$ 8,000.00**

Account: 1001-000000-6331-475905-603051

On October 28, 2015, the Board approved the original agreement in the amount of \$600,000.00 for the period of July 1, 2015 through June 30, 2016. This amendment in the amount of \$8,000.00 will upgrade the computer lab located at HEBCAC offices located at 1212 N. Wolfe St. This will include the purchase of 5-7 computers and a server. This investment will assist HEBCAC in providing comprehensive workforce readiness services to out-of-school youth in the City. This Amendment to Agreement will make the total award \$608,000.00. All other terms and conditions of the original agreement remain unchanged.

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 Agreements and Amendment to Agreement.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of the Notice of Grant Award (NGA) from the Maryland Department of Labor Licensing and Regulation (DLLR). The period of the NGA is October 1, 2015 through June 30, 2017.

AMOUNT OF MONEY AND SOURCE:

\$2,150,216.00 - 4000-807516-6312-456000-404001

1,126,483.00 - 4000-806716-6312-456000-404001

Workers

\$3,276,699.00

BACKGROUND/EXPLANATION:

This NGA is for the FY 2016 Workforce Innovation and Opportunity Act (WIOA) grant.

The grant funds will allow the MOED to partner with core partners to design and deliver services to adults and dislocated workers.

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

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved acceptance of the Notice of Grant Award from the Maryland Department of Labor Licensing and Regulation.

MINUTES

Mayor's Office of Human - Agreements and an Amendment to
Services (MOHS) Agreement

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

AGREEMENTSEMERGENCY SOLUTIONS PROGRAM

1. **THE SALVATION ARMY, A GEORGIA CORPORATION FOR THE SALVATION ARMY, BALTIMORE** **\$35,811.00**

Account: 4000-407116-3572-760800-603051

The Salvation Army, a Georgia Corporation for the Salvation Army, Baltimore will use funds to offset a small portion of their staffing and operating costs for their emergency shelter "The Booth House". The Booth House is a 76 bed facility that provides 18 family rooms for homeless families. The Salvation Army, a Georgia Corporation for the Salvation Army, Baltimore serves 305 unduplicated clients over the course of the year. The period of the agreement is July 1, 2015 through June 30, 2016.

CONTINUUM OF CARE PROGRAM

2. **THE WOMAN'S HOUSING COALITION, INC.** **\$45,575.00**

Account: 4000-407016-3571-759040-603051

The Woman's Housing Coalition, Inc. will provide permanent housing and supportive services to 25 households. The period of the agreement is January 1, 2016 through December 31, 2016.

3. **MARIAN HOUSE, INC.** **\$48,960.00**

Account: 4000-407016-3571-758300-603051

The organization will provide rental assistance to four households.

MINUTES

MOHS - cont'd

As a requirement of the award, the organization is also required to leverage outside resources to provide supportive services to the households, such as case management, referrals to other social services, etc. The period of the Agreement is December 1, 2015 through November 30, 2016.

4. **DAYSPRING PROGRAMS, INC.** **\$287,084.00**

Account: 4000-407016-3571-757602-603051

The organization will provide housing and support services to 63 households. The period of the agreement is January 1, 2016 through December 31, 2016.

MWBOO GRANTED A WAIVER.

HOUSING OPPORTUNITY FOR PEOPLE WITH AIDS PROGRAM

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

Account: 4000-490816-3571-762200-603051

The organization will use funds to offset the cost of providing outreach and supportive services to individuals or to families who have a family member with AIDS. Funding will cover some staff salaries for case managers and other management staff, and direct client assistance (dental, optical, nutritional). The organization will provide case management to 40 clients and link another 60 clients to various supportive services offered in the community. The period of the agreement is July 1, 2015 through June 30, 2016.

MWBOO GRANTED A WAIVER.

These agreements are late because of delays at the administrative review level.

MINUTES

MOHS - cont'd

AMENDMENT TO AGREEMENT

6. **DAYSPRING PROGRAMS, INC.** **\$2,065,500.00**

Account: 4000-486316-6051-515600-603051

On May 27, 2015, the Board approved an advance of funds in the amount of \$444,150.00 to the organization. On July 29, 2015, the Board approved a grant in the amount of \$2,664,900.00 to pay for the operations of the Head Start center.

This Amendment will increase the contract by \$2,065,500.00 and will make the total amount of the agreement \$4,730,400.00. The additional funds will be used to increase the funding of eligible Head Start children from 329 to 584. The program will maintain full enrollment of 584 children and provide services for five days a week, six hours per day for a total of 170 days of the year. All other terms and conditions of the Agreement will remain unchanged.

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 Amendment to Agreement.

MINUTES

Department of Housing and - Community Legacy Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Community Legacy Agreement with the Maryland Department of Housing and Community Development (MD DHCD). The period of the agreement is effective on the date it is executed by the MD DHCD and will remain in effect until the MD DHCD's receipt and approval of the Final Report.

AMOUNT OF MONEY AND SOURCE:

\$500,000.00

BACKGROUND/EXPLANATION:

The State's Community Legacy program provides funds for neighborhood revitalization projects. In FY2016, the MD DHCD has awarded \$500,000.00 to the Department for the renovation of the Gilmore Community Center, which is currently vacant. Construction is anticipated to be completed in late spring and a potential opening in the summer.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Community Legacy Agreement with the Maryland Department of Housing and Community Development.

MINUTES

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 Mr. Solomon H. Weldekirstos, Developer, for the sale of the City-owned property located at 2717 Greenmount Avenue.

AMOUNT OF MONEY AND SOURCE:

\$6,500.00

BACKGROUND/EXPLANATION:

The project will consist of one City-owned vacant building that will be completely rehabilitated and returned to residential use as a single-family rental home. When completed, it will be rented at market rate.

The property was journalized and approved for sale on September 16, 2011.

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

The property was valued pursuant to the Appraisal Policy of Baltimore City through the Waiver Valuation Process. The Waiver Valuation price for 2717 Greenmount Avenue is \$11,500.00 and the purchase price is \$6,500.00.

MINUTES

DHCD - cont'd

The property is being sold to Mr. Weldekirstos below the price determined by the Waiver Valuation Process because of the following reasons:

- specific benefit to the immediate community of revitalization through residential homeowner occupancy,
- elimination of blight and neighborhood stabilization, and
- the economic development which will return the property to productive use and on the active tax rolls of the City.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Mr. Solomon H. Weldekirstos, Developer, for the sale of the City-owned property located at 2717 Greenmount Avenue.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the leasehold interest in the property located at 5101 Cordelia Avenue, (Block 4575, Lot 001) by gift from Wells Fargo Bank, N.A., Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

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

BACKGROUND/EXPLANATION:

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

Wells Fargo Bank, N.A. has offered to donate to the City, title to the property located at 5101 Cordelia Avenue. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The DHCD will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through January 29, 2016, other than water bills, is as follows:

Miscellaneous Bills	#7631179	\$ 7.17
Miscellaneous Bills	#7705460	3.17
	Total Taxes Owed:	\$10.34

MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 5101 Cordelia Avenue, (Block 4575, Lot 001) by gift from Wells Fargo Bank, N.A., Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the fee simple interest in the property located at 422 S. Pulaski Street, (Block 0289, Lot 012) by gift from Mr. Henry J. Chinery, III and Ms. Martha E. Chinery, Owners, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

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

BACKGROUND/EXPLANATION:

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

Mr. Chinery and Ms. Chinery have offered to donate to the City, title to the property located at 422 S. Pulaski Street. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The DHCD will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through February 22, 2016, other than water bills, is as follows:

Miscellaneous Bills	#7658925	\$220.36
Miscellaneous Bills	#7716194	227.30
Miscellaneous Bills	#7898075	221.87
Property Registration	Reg. #204236	27.00
	Total Taxes Owed:	\$696.53

MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved the acquisition of the fee simple interest in the property located at 422 S. Pulaski Street, (Block 0289, Lot 012) by gift from Mr. Henry J. Chinery, III and Ms. Martha E. Chinery, Owners, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the fee simple interest in the property located at 2817 Mosher Street, (Block 2384, Lot 009) by gift from Mr. Corey Hill, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

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

BACKGROUND/EXPLANATION:

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

Mr. Hill has offered to donate to the City, title to the property located at 2817 Mosher Street. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The DHCD will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through February 22, 2016, other than water bills, is as follows:

MINUTES

DHCD - cont'd

Tax Sale Cert. #300283	Date: 05/18/2015	\$45,698.48
Real Property Taxes	2015-2016	76.32
Real Property Taxes	2014-2015	144.22
Real Property Taxes	2013-2014	109.44
Real Property Taxes	2009-2013	127.00
Real Property Taxes	2011-2009	194.94
Real Property Taxes	2010-2011	160.36
Real Property Taxes	2009-2010	228.64
Real Property Taxes	2008-2009	1,216.56
Real Property Taxes	2007-2008	1,321.44
Real Property Taxes	2006-2007	1,437.92
Property Registration	Reg. # 086833	1,562.80
Environmental Fine	# 51758902	1,500.00
Miscellaneous Bills	# 4258588	265.60
Miscellaneous Bills	# 4279519	396.02
Miscellaneous Bills	# 4731220	367.38
Miscellaneous Bills	# 4835179	329.92
Miscellaneous Bills	# 5093067	432.25
Miscellaneous Bills	# 5288725	386.24
Miscellaneous Bills	# 5437306	149.78
Miscellaneous Bills	# 5591185	151.58
Miscellaneous Bills	# 5660899	349.11
Miscellaneous Bills	# 5729470	274.45
Miscellaneous Bills	# 6072755	165.94
Miscellaneous Bills	# 6300995	225.81
Miscellaneous Bills	# 6635981	333.60
Miscellaneous Bills	# 6719272	311.75
Miscellaneous Bills	# 6763643	378.63
Miscellaneous Bills	# 7900524	220.59
Total Taxes Owed:		\$58,516.77

MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved the acquisition of the fee simple interest in the property located at 2817 Mosher Street, (Block 2384, Lot 009) by gift from Mr. Corey Hill, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

MINUTES

Baltimore Development - Waterfront Management District
Corporation Extension of District and Bylaw Changes

ACTION REQUESTED OF B/E:

The Board is requested to certify the Waterfront Management District on behalf of the Waterfront Partnership of Baltimore, Inc. and approve certain bylaw changes on behalf of the Waterfront Management Authority.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

In spring 2015, several owners of properties near the Waterfront Management District requested to the Waterfront Partnership to expand District boundaries to include additional blocks adjacent to the District. After an extensive outreach process, introduction of a City Council Bill, Planning Commission, and City Council public hearings, Ordinance 15-433 was passed by Council and signed by the Mayor.

City Council Ordinance 07-417, Waterfront Management District - Establishment provides a process including the holding of a "Special Election" prior to the Board certifying the District for operation, provided 58% of the ballots returned are in favor.

On December 28, 2015, ballots were mailed to all impacted property owners in the expansion area with a self-addressed envelope to be returned to the Clerk of the Board of Estimates by January 28, 2016. On Wednesday, February 3, 2016, these ballots were opened and counted by the Board. Sixteen ballots were returned, of these 12 voted in favor and 4 voted against, resulting in 75% voting in favor. Therefore, the Board is requested to certify the Waterfront Management District expansion area for operation.

MINUTES

BDC - cont'd

Additionally, the Waterfront Management Authority is requesting the Board to approve certain changes to its Bylaws. Ordinance 07-417 which created the Waterfront Management District and Waterfront Management Authority requires the Board to approve the Bylaws of the Authority and any proposed amendments to it. The Waterfront Partnership Board, the Administrator of the District, and the Waterfront Management Authority Board approved amendments to the WMA Bylaws following consideration of their Governance Committee recommendations. Ordinance 15-433, which authorized the expansion of the Waterfront Management District, also amended certain bylaw requirements related to organization and member representatives. The Waterfront Management Authority is now requesting approval to incorporate these changes into the WMA Bylaws.

Specifically, the changes remove the requirement that two Board members should be selected from among a list of six constituent organizations within the District. The reasons for this change are that the organizations are either no longer in existence (e.g. Baltimore Waterfront Promenade Partnership) or are not within the District boundaries, as the Ordinance states they should be (e.g. Fells Point Homeowners Association). An additional change requested is to substitute the highly prescriptive composition from various business categories with broader language speaking to the intent or objective that the Board select representatives from various businesses, organizations, and residents in the District.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved certification of the Waterfront Management District on behalf of the Waterfront Partnership of Baltimore, Inc. and approved certain bylaw changes on behalf of the Waterfront Management Authority.

MINUTES

Department of Housing and - Local Government Resolution
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve a Local Government Resolution in support of the Intersection for Change, Inc. and its application to the State of Maryland's Department of Housing and Community Development's (MDDHCD) Nonprofit Assistance Fund for a Technical Assistance Grant. A local resolution of support is required for organizations to participate in the program.

AMOUNT OF MONEY AND SOURCE:

\$25,000.00- MDDHCD - Nonprofit Assistance Fund

No City funds are requested.

BACKGROUND/EXPLANATION:

In 2015, the MDDHCD made operating funds available to assist statewide nonprofits through its Nonprofit Assistance Funds, which are intended to strengthen nonprofits' ability to attract reinvestment and economic revitalization to their communities. Grants can be used for expanding an existing program, developing a new initiative or for engaging consultants.

The Intersection of Change, Inc., formerly Newborn Holistic Ministries, applied for funds from the program and was awarded \$25,000.00. The funds will be used to continue the organization's community development efforts in Sandtown Winchester.

MBE/WBE PARTICIPATION:

N/A

MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved a Local Government Resolution in support of the Intersection for Change, Inc. and its application to the State of Maryland's Department of Housing and Community Development's Nonprofit Assistance Fund for a Technical Assistance Grant.

MINUTES

Department of Transportation - Amendment No. 1 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement with Whitman Requardt & Associates, Inc., for Project 1135, On-Call Consultant Services for Federal Bridges within the City. The amendment will extend the agreement through March 1, 2020 and increase the upset limit.

AMOUNT OF MONEY AND SOURCE:

\$2,000,000.00 - amount to be determined with each individual assigned tasks

BACKGROUND/EXPLANATION:

On March 2, 2011, the Board approved the agreement in the amount of \$3,000,000.00 for the period of five years ending March 1, 2016. Under the agreement, the Consultant will assist the Department's Engineering and Construction Division in the replacement or rehabilitation design of bridge structures, geotechnical design services/soil borings, and other related civil and structural engineer designs.

The Department is now requesting a four-year time extension and an increase to the upset limit by \$2,000,000.00 making the total agreement amount \$5,000,000.00. The increased funds will be used to assist with the Broening Highway TIGER Grant and complete ongoing tasks.

DBE PARTICIPATION:

The Consultant will comply with Title 49 Code of the Federal Regulations part 26 and the DBE goals established in the original agreement.

DBE: 25%

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

MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 1 to Agreement with Whitman Requardt & Associates, Inc., for Project 1135, On-Call Consultant Services for Federal Bridges within the City. The President voted **NO**.

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:

817 - 818

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.

MINUTES

RECOMMENDATION FOR CONTRACT AWARDS/REJECTIONS

Department of Recreation and Parks

1. RP 15826, Construction of Radecke Park Toilet Facility JLN Construction Services, Inc. \$122,000.00

MBE:	AM & Son Electric, LLC	\$ 7,320.00	6.0%
	Dre Construction, LLC	9,150.00	7.5%
	JLN Construction Services, LLC*	16,470.00	13.5%
		<u>\$32,940.00</u>	<u>27.0%</u>

WBE: Franqui Enterprises, LLC \$ 6,100.00 5%

MWBOO FOUND VENDOR IN COMPLIANCE.

*Indicates Self-Performing

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 31,000.00	9938-909036-9475	
Rec & Park 27 th Series	(Reserve) Park Building Renovations FY15	
93,000.00	9938-909036-9475	
State (Public Open Space)	(Reserve) Park Building Renovations FY15	
\$124,000.00	-----	9938-911036-9474 (Active) Park Building Renovation FY15

This transfer will provide funds to cover costs associated with the award of RP 15826, Construction of Radecke Park Toilet Facility to JLN Construction Services, LLC.

MINUTES

RECOMMENDATION FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

3. B50004355, Master Biohabitats, Inc. \$170,745.00
 Planning Services
 for a City-Wide
 Green Network Plan
 (Dept. of Planning)

MWBOO SET GOALS OF 7% MBE AND 3% WBE.

MBE:	Living Design Lab, LLC	\$17,000.00	10%
WBE:	Floura Teeter Landscape Architects, Inc.	\$25,500.00	15%

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the following Supplementary General Fund Operating Appropriation for the Police Department - Service Number 621, Administration - Police.

AMOUNT OF MONEY AND SOURCE:

\$1,200,000.00 - General Fund Balance

BACKGROUND/EXPLANATION

The Law Department estimates outside legal expenses of \$1,200,000.00 in Fiscal 2016 for the ongoing Department of Justice review of the Police Department.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the following Supplementary General Fund Operating Appropriation for the Police Department - Service Number 621, Administration - Police. The President **ABSTAINED**.

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 the following Supplementary General Fund Operating Appropriation for the Police Department - Service Number 621, Administration - Police.

AMOUNT OF MONEY AND SOURCE:

\$6,400,000.00 - General Fund Balance

BACKGROUND/EXPLANATION

On September 9, 2015, a settlement in the amount of \$6,400,000.00 was approved by the Board of Estimates for the family of Freddie Gray.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the following Supplementary General Fund Operating Appropriation for the Police Department - Service Number 621, Administration - Police. The President **ABSTAINED**.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve a Federal Fund Appropriation Transfer from Finance to Baltimore City Health Department: \$2,333,333.00 in Federal funds from Service 140 (Administrative Direction and Control) to Service 720 (HIV Treatment Services for the Uninsured). The transfer is based upon the grant award received from the Centers for Disease Control and Prevention.

AMOUNT OF MONEY AND SOURCE:

\$2,333,333.00 - From Account: 1001-000000-1400-510200-401950
 Supplemental Revenue

To Account: 4000-484816-3023-513200-404001
 Service 720 (HIV Treatment
 Services for the Uninsured)

BACKGROUND/EXPLANATION:

The Grant Award was approved by the Board on November 18, 2015 in the amount of \$2,333,333.00.

The transfer is necessary in order to provide funding to reduce HIV infections among Men Who Have Sex With Men (MSM), with an emphasis on MSM of color at risk for and living with HIV infection. With this appropriation adjustment order, funding will be moved from a revenue account for supplemental grants in accordance with the actual grant award. A supplemental appropriation for this new Federal grant was approved by the Board of Estimates on February 24, 2016.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Bureau of the Budget and - cont'd
Management Research

UPON MOTION duly made and seconded, the Board approved a Federal Fund Appropriation Transfer from Finance to Baltimore City Health Department: \$2,333,333.00 in Federal funds from Service 140 (Administrative Direction and Control) to Service 720 (HIV Treatment Services for the Uninsured). The President

ABSTAINED.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve a Federal Fund Appropriation Transfer from Finance to the Baltimore City Health Department: \$4,500,000.00 in Federal funds from Service 140 (Administrative Direction and Control) to Service 720 (HIV Treatment Services for the Uninsured). The transfer is based upon the grant award received from the Centers for Disease Control and Prevention.

AMOUNT OF MONEY AND SOURCE:

\$4,500,000.00 - From Account: 1001-000000-1400-510200-401950
Supplemental Revenue

To Account: 4000-484716-3023-513200-404001
Service 720 (HIV Treatment
Services for the Uninsured)

BACKGROUND/EXPLANATION:

The Grant Award was approved by the Board on November 4, 2015 in the amount of \$4,500,000.00.

The transfer is necessary in order to provide funding to reduce HIV infections among Men Who Have Sex With Men and transgender populations. With this appropriation adjustment order, funding will be moved from a revenue account for supplemental grants in accordance with the actual grant award. A supplemental appropriation for this new Federal grant was approved by Board of Estimates on February 24, 2016.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Bureau of the Budget and - cont'd
Management Research

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Federal Fund Appropriation Transfer from Finance to the Baltimore City Health Department: \$4,500,000.00 in Federal funds from Service 140 (Administrative Direction and Control) to Service 720 (HIV Treatment Services for the Uninsured). The President **ABSTAINED**.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- | | | |
|--|--------------|-----------------|
| 1. CRIBS FOR KIDS | \$ 39,992.00 | Selected Source |
| Contract 06000 - Cribs - Health Bureau of Maternal and Child Health and B'more for Healthy Babies Infant Safe Sleep Strategy - Req. No. 701000 | | |

Solicitation No. B50004237 was advertised, but the sole bid received did not meet specifications. The recommended vendor is the incumbent and has provided a price that is found to be fair and reasonable.

- | | | |
|--|--------------|---------|
| 2. SAFETY LEAGUE INC.
D/B/A ATLANTIC
TACTICAL, INC. | \$ 10,000.00 | Renewal |
| Solicitation No. B50003442 - Duty Belt Equipment - Sheriff's Office - Req. No. P526700 | | |

On March 26, 2014, the City Purchasing Agent approved the initial award in the amount of \$14,737.35. The award contained two 1-year renewals. On April 22, 2015, the Board approved the first renewal in the amount of \$10,000.00. This final renewal in the amount of \$10,000.00 is for the period March 28, 2016 through March 27, 2017.

- | | | |
|--|--------------|---------|
| 3. LBS ENTERPRISES INC. | \$ 16,000.00 | Renewal |
| Solicitation No. B50003979 - Bauer Air Compressor Testing and Maintenance - Baltimore Fire Department - Req. No. P530567 | | |

On March 19, 2015, the City Purchasing Agent approved the initial award in the amount of \$16,000.00. The award contained three 1-year renewal options. This renewal in the amount of \$16,000.00 is for the period April 1, 2016 through March 31, 2017, with two 1-year renewal options remaining.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- | | | |
|--|--------------|---------|
| 4. BROWN'S ENTERPRISES,
INC., d/b/a BROWN'S
COMMUNICATIONS | \$ 50,000.00 | Renewal |
| Contract No. 06000 - Fire Station Alerting (FSA) System
Maintenance and Repairs Agreement - Fire Department - P.O.
No. P519695 | | |

On March 7, 2012, the Board approved the initial award in the amount of \$150,000.00. The award contained three 1-year renewal options. On March 11, 2015, the Board approved the first renewal in the amount of \$50,000.00. This second renewal in the amount of \$50,000.00 is for the period March 7, 2016 through March 6, 2017, with one 1-year renewal option remaining.

MWBOO GRANTED A WAIVER.

- | | | |
|--|--------------|---------|
| 5. MARJORIE ROGERS d/b/a
ROGERS UNIFORMS | \$ 45,000.00 | Renewal |
| Contract No. B50003352 - Turnout Boots - Fire Department -
P.O. No. P526941 | | |

On April 16, 2014, the Board approved the initial award in the amount of \$95,000.00. The award contained five 1-year renewal options. On April 8, 2015, the Board approved the first renewal in the amount of \$0.00. This second renewal in the amount of \$45,000.00 is for the period April 16, 2016 through April 15, 2017, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

On March 18, 2015, the Board approved the first renewal in the amount of \$0.00. This final renewal in the amount of \$500,000.00 is for the period March 1, 2016 through February 28, 2017. The above amount is the City's estimated requirement.

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

	<u>Commitment</u>	<u>Performed</u>	
MBE: Horton Mechanical Contractors, Inc.	21%	\$87,913.20	21%
WBE: The Fireline Corporation	6%	\$25,118.00	6%

MWBOO FOUND VENDOR IN COMPLIANCE.

8. L/B WATER SERVICE, INC.
NEPTUNE TECHNOLOGY GROUP
INC.
MUELLER SYSTEMS, LLC

	<u>\$6,000,000.00</u>	<u>Renewal</u>
Contract No. B50002280 - Supply of Water Meters and Components - Department of Public Works, Bureau of Water and Wastewater - P.O. Nos. P520121, P520122, and P520123		

On April 11, 2012, the Board approved the initial award in the amount of \$36,176,223.70. The award contained three 1-year renewal options. Two renewals have been exercised at \$0.00 each. This final renewal in the amount of \$6,000,000.00 is for the period April 15, 2016 through April 14, 2017. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- | | | | |
|----|--|--------------|----------|
| 9. | JESCO, INC. | \$700,000.00 | Increase |
| | Contract No. 08000 - Parts, Repair Service and Warranty Repairs for John Deere Equipment - Department of General Services, Fleet Management - P.O. No. P521466 | | |

On August 29, 2012, the Board approved the initial award in the amount of \$2,500,000.00. The award contained two 1-year renewal options. On September 9, 2015, the Board approved the first renewal in the amount of \$0.00. Several unanticipated high dollar repairs occurred during the FY 2014, which have exceeded the projected expenditure for this contract. This increase in the amount of \$700,000.00 is necessary to continue service for the remainder of the current term. This increase will make the award amount \$3,200,000.00. The contract expires on September 30, 2016, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

- | | | | |
|-----|---|--------------|----------|
| 10. | E.J. WARD, INC. | \$100,000.00 | Increase |
| | Contract No. 08000 - OEM Parts for E.J. Ward CANceivers - Department of General Services, Fleet Management - P.O. No. P526537 | | |

On March 12, 2014, the Board approved the initial award in the amount of \$100,000.00. The award contained two 1-year renewal options. CANceivers installed on vehicles in the existing fleet have been updated with a new (W4) model, depleting funds sooner than anticipated. This increase in the amount of \$100,000.00 is necessary to continue use of the contract for the remainder of the initial term. This increase will make the award amount \$200,000.00. The contract expires on September 30, 2016, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

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

- | | | |
|--|--------------|----------|
| 11. LANGUAGE LINE SERVICES,
INC. | \$ 30,000.00 | Increase |
| Maryland State Contract No. 050B2400001 - Statewide Language Interpretation Services (Telephonic Translation Services) - Baltimore City Health Department, etc. - P.O. No. P521528 | | |

On September 27, 2012, the City Purchasing Agent approved the initial award in the amount of \$20,000.00. The award contained four 1-year renewal options. Subsequent actions including the third renewal on September 9, 2015 have been approved by the Board. An increase in the amount of \$30,000.00 is necessary to continue services until the contract is renewed. This increase will make the award amount \$150,000.00. The contract expires September 30, 2016, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

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|---|--------------|---------------------------|
| 12. INDUSTRIAL MONITORING AND
CONTROL SYSTEMS, INC. | \$250,000.00 | Sole Source/
Agreement |
| Contract No. 08000 - SCADA Maintenance and Support Agreement - Department of Public Works - Bureau of Water and Wastewater - P.O. No. To be determined. | | |

The Board is requested to approve and authorize execution of an Agreement with Industrial Monitoring and Control Systems, Inc. The period of the Agreement is effective upon Board approval for five years with two 1-year renewal options at the sole discretion of the City.

This Agreement will provide Supervisory Controls and Data Acquisition (SCADA) maintenance and support as outlined in the Agreement. The vendor designed the current SCADA system for the City's water filtration plants, and is the sole provider of the support, maintenance, and upgrades required. The above amount is the City's estimated requirement.

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.

- | | | |
|---|---------|-----------------------|
| 13. DUII HOLDINGS, | | Consent to Assignment |
| LLC | \$ 0.00 | Agreement |
| Contract No. 08000 - Annual System Support - Police Department - Crime Lab - P.O. No. P529943 | | |

The Board is requested to approve and authorize execution of the consent to the Assignment Agreement between Data Unlimited International, Inc. and DUII Holdings, LLC. The contract expires on August 17, 2016 with one 1-year renewal option remaining.

On August 18, 2010, the Board approved the initial award to Data Unlimited International, Inc. for annual system support for the Starfruit Laboratory Information Management System. DUII Holdings, LLC has acquired all rights, title, obligations, conditions, and interests in Data Unlimited International, Inc. and is requesting approval of the assignment of Contract 08000.

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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<u>Bureau of Purchases</u>		
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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 Sole Source Agreement with Industrial Monitoring and Control Systems, Inc. (item no. 12), and Consent to Assignment Agreement with DUII Holdings, LLC (item no. 13). The Comptroller **ABSTAINED** on item no. 7.

MINUTES

Department of Audits - Audit Report and Related Audit Digest

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

1. Audit of the Enoch Pratt Free Library A Component Unit of the City of Baltimore, Maryland Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2015.

President: "Uh -- the first item on the non-routine agenda can be found on page 83, item 9, Reco -- uh -- recommendation for Contract Awards and Rejections, Urgent Need Metering Infrastructure Replacement, uh -- will the parties please come forward?"

Comptroller: "What is that?"

President: "No, that's the wrong one, I'm sorry--"

Comptroller: "--on page 56, the Audit is the only one"

President: "--it's the Audit, I'm sorry -- the Audit -- the Audit"

Mr. Bob McCarty: "Thank you."

President: "--put the wrong thing in here."

Comptroller: "Can I -- can I correct something?"

President: "Yeah, go ahead -- I'm sorry, uh -- excuse me for one minute -- Deputy (Sic) Comptroller."

Mr. McCarty: "Sure."

MINUTES

Comptroller: "Okay, there's a correction, please note that the President votes NO on page 40 and page 58 through 59."

President: "The first item on the non-ro -- non-routine agenda - agenda can be found on page 56, Department of Audits, Audit Report and Related Audit Digest."

Mr. McCarty: "Good Morning, Mr. President, members of the Board, my name is Bob McCarty, I'm the City Auditor. The Department of Audits has completed its annual audit of the Enoch Pratt Free Library for the fiscal year ended June 30, 2015. We have issued an unqualified opinion, which is a clean opinion. In addition, we have included a separate report, which addresses the Library's compliance with internal control over financial reporting relating to the financial statements and the certain laws and regulations. The Library had two findings for fiscal year 2015. The first finding is considered a material weakness and has been ongoing since fiscal year 11. The Library's Business Office did not prepare its annual financial report for submission to the Maryland State Department of Education in time for its December 31st deadline. The Library's accounting software system was not fully utilized in the preparation of its financial statements. Compiling the year-end financial

MINUTES

statements is complex and the Library must rely on manual adjustments to properly record transactions, accruals, corrections, and other transactions. We recommend that the Library continue to refine the process to prepare the financial statements, all significant adjustments, and all reconciliations. The Library should continue to evaluate its -- its accounting software system to determine whether it is capable of preparing complete and accurate financial statements. We also recommend that the Library document its financial statement preparation process. The Library stated in its response that it agrees that its accounting system was not fully utilized. The Library believes that most of the -- of the issues relate to the merging of the City's and the Library's accounting records, and an inadequate internal review process. The Library stated that it has hired a new Chief Financial Officer who will be tasked with finding a solution to this issue. The second audit finding is considered a significant deficiency, it's for Fiscal Year 15. Uh -- the Library could not determine the amount of money due to the City for fines and fees. During fiscal year 15, while the Library remitted

MINUTES

\$222,000.00 to the City in fines and fees, there was an additional \$22,400.00 due to the City at the end of the fiscal year. We recommended that the City -- I'm sorry -- we recommended the Library reconcile its fines and fees accounts at year-end and remit all funds due to the City. The Library stated that it agrees with this recommendation and has implemented new monthly procedures to analyze accounts to identify posting errors and it has submitted the amount due to the City of \$22,400.00. Based on our res -- based on our Audit, the results of the tests disclosed no instances of non-compliance with laws and regulations for fiscal year 2015."

Mr. Gordon Krabbe: "Good Morning, uh -- Mr. President, members of the Board, my name is Gordon Krabbe, I'm with the Pratt Library. Uh -- we welcome the annual Audit of the Department of Audits, uh -- we believe that it helps us maintain accountability and responsibility to our donors and uh -- taxpayers and uh -- we agree with the findings and uh -- the CFO is actually starting today. It's his first day and uh -- we have um -- every expectation that uh -- we'll have an even cleaner audit next year."

MINUTES

President: "Okay, any -- any questions? Um -- the Audit has been -- do you have any questions?"

Mayor: "I just wanted to acknowledge the -- the work that the Library's been doing over the years. I mean -- as I remember following the Audits from year to year, there have been a number of um -- I would say, I guess, bookkeeping issues that uh -- had been revealed in the Audits that seem to be year after year um -
- corrected, and I just wanted to acknowledge that hard work."

Mr. Krabbe: "Thank you Madam Mayor."

President: "Please Note that the Audit has been **NOTED.**"

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MINUTES

Mayor's Commission on Disabilities - Governmental/Charitable Solicitations Application

ACTION REQUESTED OF B/E:

The Board is requested to endorse a Governmental/Charitable Solicitations Application for submission to the Baltimore City Ethics Board to permit the Mayor's Office on Disabilities to solicit corporate sponsors, hospitals, banks, and universities. The period of the solicitation is March 1, 2016 through September 1, 2016.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

The Mayor's Office on Disabilities will be soliciting donations for the Mayor's Commission on Disabilities Accomplishment Event, to be held on July 27, 2016, and will also discuss the issues and goals of the Disability Commission.

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

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Solicitations Application for submission to the Baltimore City Ethics Board to permit the Mayor's Office on Disabilities to solicit corporate sponsors, hospitals, banks, and universities.

MINUTES

Department of Public Works/Office - Agreement
Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement with Hazen & Sawyer under Project No. 1226H, Stream Restoration Design and Post Award Services for the City's MS4 (Storm Water Permit) Program. The period of the Agreement is effective upon Board approval for five years or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$333,301.05 - 9958-907090-9520-900020-703001
 306,190.87 - 9958-912990-9525-900020-703001
270,039.17 - 9958-911409-9525-900020-703001
\$909,531.09

BACKGROUND/EXPLANATION:

On December 27, 2013, the Maryland Department of the Environment (MDE) reissued a National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer (MS4) permit to the City of Baltimore. The City prepared and submitted the Baltimore City Municipal Separate Storm Sewer System (MS4) and Total Maximum Daily Load (TMDL) Watershed Implementation Plan (WIP) as required by the MS4 Permit. The WIP is a plan for achieving the 20% restoration requirement set out in the permit, in addition to attaining applicable waste load allocations (WLAs) for each established or approved Total Maximum Daily Load for each receiving water body. Hazen and Sawyer, PC will provide stream restoration, design, and biddable documents for ER4031 Franklinton Road, ER4028 Western Run at Kelly Avenue, and ER4035 Upper East Stony Run. These projects are listed in the WIP, they have deadlines and stipulated penalties.

The Consultant was approved by the Architectural and Engineering Awards Commission (AEAC) procedures, under AEAC Project No. 1226H.

MINUTES

DPW/Office of Eng. & Constr. - cont'd

MBE/WBE PARTICIPATION:

The Consultant will continue to comply with all terms and conditions of the Minority and Women's Business Enterprise Programs, in accordance with the Baltimore City Code, Article 5, Subtitle 28.

MBE: Navarro & Wright Consulting Engineers	\$242,087.66	26.6%
Reviera Enterprises, Inc.	5,416.09	0.6%
dba REI/DRAYCO		
TOTAL MBE:	\$247,503.75	27.2%
WBE: Chesapeake Environmental Management	\$ 65,228.23	7.2%
The Robert B. Balter Company	32,251.34	3.5%
TOTAL WBE:	\$ 97,479.57	10.7%

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

MWBOO FOUND VENDOR IN COMPLIANCE

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Hazen & Sawyer under Project No. 1226H, Stream Restoration Design and Post Award Services for the City's MS4 (Storm Water Permit) Program. The President voted **NO**.

MINUTES

Bureau of Water and Waste - 2015 Sewer Surcharge Adjustment and Wastewater

ACTION REQUESTED OF B/E:

The Board is requested to concur with an adjustment of the 2015 Sewer Surcharge assessed to Patisserie Poupon.

AMOUNT OF MONEY AND SOURCE:

\$540.81 - 2070-000000-5500-506500-402190

BACKGROUND/EXPLANATION:

Article 25 of the Baltimore City Code (2000 ed., as amended) grants the City the authority to assess industries a sewer surcharge of industrial waste. Industries are billed in advance each January covering the period of January 1 through December 31 of each billing year. Patisserie Poupon was originally assessed \$1,099.49 for Calendar Year 2015. However, in a letter dated June 11, 2015, the company requested that the surcharge be reconsidered as it was believed that the testing was done improperly. As this was the company's first surcharge assessment, a Pollution Control Section representative met with the company's President to discuss his concerns. During this meeting, it was determined that the company should have received a domestic exemption as part of the surcharge calculation.

The Bureau agreed that reconsideration was warranted and recalculated the surcharge with the domestic exemption. This resulted in a revised assessment of \$558.68 and represents a reduction of \$540.81. As Patisserie Poupon has paid the original amount, a refund would be necessary.

The Bureau of Water and Wastewater requests that the Board concur with the decision to assess Patisserie Poupon \$558.68 for Calendar Year 2015 and refund the company \$540.81.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board concurred with the adjustment of the 2015 Sewer Surcharge assessed to Patisserie Poupon.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement for Project No. 1124R, Wastewater Engineering Services for Improvements to Herring Run Collection System with Rummel, Klepper & Kahl, LLP (RK&K). The Amendment will extend the agreement through September 1, 2017.

AMOUNT OF MONEY AND SOURCE:

\$106,009.06 - Wastewater Revenue Bond
43,299.48 - Baltimore County
\$149,308.54 - 9956-906652-9551-900020-702064

BACKGROUND/EXPLANATION:

The RK&K was awarded an agreement on March 2, 2011 to provide engineering services for the Improvement to Herring Run Collection System in compliance with the Consent Decree for a period of five years. Amendment No. 1 to Agreement will allow the Consultant to continue to provide post award engineering services which includes but are not limited to attending additional progress meetings, site visits, responding to requests for information, review of submittals, technical consultations, review of proposed change orders, and review of post-rehabilitation videos. The Consultant was approved by the Office of Board and Commissions and Architectural and Engineering Awards Commission.

The original agreement completion date was March 2, 2011 through March 1, 2016. The Amendment will extend the Agreement for eighteen months through September 1, 2017. The contract duration period will be for six years and six months and increase the upset limit of the Agreement from \$1,498,629.83 to \$1,647,938.37.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 1 to Agreement for Project No. 1124R, Wastewater Engineering Services for Improvements to Herring Run Collection System with Rummel, Klepper & Kahl, LLP.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve an Expenditure of Funds to pay Metra Industries, Inc., Contractor, for S. C. No. 889, Dundalk Wastewater Pumping Station Force Main Replacement.

AMOUNT OF MONEY AND SOURCE:

\$63,241.46 - 9956-911755-900020-702064

BACKGROUND/EXPLANATION:

This expenditure of funds is for a variety of change orders that were negotiated with the Contractor and approved by the DPW. These negotiations, which were due to unforeseen conditions, occurred throughout the contract as it was active. The contract was awarded on April 24, 2013, the Notice to Proceed was given on July 31, 2013, and it expired on September 4, 2015, which included the one-year warranty period. The Certification of Completion is not available as the process has not been completed. The change orders are as follows:

1. During installation of the Junction Chamber for S.C. 889, it was discovered that the contract drawings and specifications did not include an A-Lok Gasket between the concrete pipe and the concrete wall of the junction chamber. City engineers directed the Contractor to install the aforementioned gasket. The work was tracked by inspection personnel and negotiated to \$9,579.69.
2. While performing regular S.C. 889 work during a storm event, rain percolating through the Dundalk Pumping Station roof generated a short circuit. This change order is addressing the dewatering and debris clean-up of the pump chamber. This work was tracked by City personnel and negotiated to \$8,901.49.

MINUTES

DPW - cont'd

3. During regular contract work for S.C. 889, an unknown concrete structure was found interfering with the installation of the new Valve Vault. This unforeseen structure removal was tracked by City personnel and the final cost in the amount of \$21,677.10 was negotiated and agreed upon.
4. During regular contract work on S.C. 889, it was discovered that the electrical infrastructure shown on the plans was nonexistent. The Engineer on record directed the Contractor to install a new electrical panel with its additional circuitry. This work was tracked by City personnel and the final cost in the amount of \$2,392.44 was negotiated and agreed upon.
5. During regular contract work on S.C. 889, field conditions required a change in the elevation of the new Valve Vault, resulting in 2 additional 22.5 degree "S bends" and corresponding pipe. The work associated with this change was tracked by City personnel and its value was negotiated to \$9,352.50.
6. During the demolition of the old concrete structure for the installation of the new Valve Vault, as per the contract documents, an unknown irregular mass of concrete was found encasing the 36" DIP near the wall of the Pumping Station. This work was tracked by City personnel and negotiated to \$5,738.24.
7. During regular work on S.C. 889, a storm event contributed to the flooding of the Pumping Station catch basin. Water undermined the Box Culvert and the west side of the P.S. wall and necessitated flowable fill backfilling. This work was tracked by City personnel and negotiated to \$800.00.

MINUTES

DPW - cont'd

8. During regular work on S.C. 889, field conditions required the installation of 16 extra feet of "8" DIP. This work was tracked by City personnel and negotiated to \$4,800.00.

The requested amount for work performed was not previously paid.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the Expenditure of Funds to pay Metra Industries, Inc., Contractor, for S. C. No. 889, Dundalk Wastewater Pumping Station Force Main Replacement.

MINUTES

Department of Recreation and Parks - Donation Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Donation Agreement with the Baltimore Conservatory Association, Inc. (BCA). The period of the Donation Agreement is effective upon Board approval through Final Acceptance of the Project by the City.

AMOUNT OF MONEY AND SOURCE:

The City will not expend any funds for this project.

BACKGROUND/EXPLANATION:

The BCA will remove and replace the Orchid Room's glass roof at the Howard P. Rawlings Conservatory in Druid Hill Park.

The project cost is approximately \$101,190.00. The BCA has received funding for this project through private donations. Through the execution of this Donation Agreement, the BCA will pay Rough Brothers, Inc., the contractor, for all necessary work and expenses associated with this project. Upon completion of the project, all improvements provided by the contractor will become sole property of the City.

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Donation Agreement with the Baltimore Conservatory Association, Inc.

MINUTES

Department of Recreation and Parks - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Grant Award from the National Recreation and Parks Association (NRPA) for the 2016 Walk With Ease Grant (WWE). The period of the Grant Award is effective upon Board approval through November 30, 2016.

AMOUNT OF MONEY AND SOURCE:

\$4,000.00 - 6000-604915-4803-371501-406001

BACKGROUND/EXPLANATION:

The Walk With Ease is an Arthritis Foundation evidence-based program that encourages people with or without arthritis to engage in regular walking safety. This opportunity is made possible by NRPA in partnership with the National Association of Chronic Disease Directors along with support from the Centers for Disease Control and Prevention.

The Baltimore City Recreation and Parks will have instructors trained to lead interested members of the Baltimore community in non-competitive walks at various indoor and outdoor locations. A finale event will be held to survey participants in an effort to evaluate the success of the program and to gather data to inform future program development.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Grant Award from the National Recreation and Parks Association for the 2016 Walk With Ease Grant.

MINUTES

Department of Recreation and Parks - Joint-Use Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Joint-Use Agreement (JUA) with the Department of Natural Resources (DNR) acting on behalf of the State of Maryland, and the Bolton Street Synagogue (BSS). The period of the agreement is effective upon Board approval and continues into perpetuity.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The JUA relates to a section of the Stony Run Trail that is owned by the BSS. Under the JUA, the BSS grants the City a permanent easement to be a part of the Stony Run Trail. The Stony Run Trail has been created in part through the grant funds from Program Open Space from the DNR to provide funding for recreational facilities in the City.

The purpose of this JUA is for the BSS to grant the City a non-exclusive easement for pedestrian ingress and egress for a public walkway known as Stony Run Trail across land owned by the BSS. The JUA requires the City to maintain the Stony Run Trail and subject to limitations set forth in the JUA, to indemnify the DNR and the BSS for certain claims that arise out of the use of the Stony Run Trail.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Joint-Use Agreement with the Department of Natural Resources acting on behalf of the State of Maryland, and the Bolton Street Synagogue.

MINUTES

PERSONNEL MATTERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Personnel matter

listed on the following page:

852

The Personnel matter has been approved

by the EXPENDITURE CONTROL COMMITTEE.

MINUTES**PERSONNEL**

Department of Human Resources

Reclassify the following Position 1603-47028:

From: HR Specialist II
Job Code: 33629
Grade: 927 (\$60,800.00 - \$97,300.00)

To: HR Specialist III
Job Code: 33630
Grade: 929 (\$64,600.00 - \$103,200.00)

Cost: \$6,305.00 - 1001-000000-1603-172500-601001

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

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of General Services</u>			
1. Robert Holste	International Aboveground Storage Tank Conference Orlando, FL Apr. 19 - 22, 2016 (Reg. Fee \$550.00)	Internal Service Fund	\$2,239.34

The subsistence rate for this location is \$169.00 per night. The cost of the hotel is \$209.00 per night plus taxes of \$26.13 per night. The Department is requesting additional subsistence of \$40.00 per day to cover the cost of the hotel.

Department of Public Works

2. Maia Tatinclaux	Residuals and Bio-solids Conference Milwaukee, WI Apr. 3 - 6, 2016 (Reg. Fee \$680.00)	Waste Water Utility	\$1,618.96
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The airfare of \$341.96 and registration fee of 680.00 were paid by City-issued procurement card assigned to Ms. Tianna Haines. The amount to be disbursed to Ms. Tatinclaux is \$597.00.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
3. Prakash Mistry	World Environmental & Water Resources Congress 2016 Conference West Palm Beach, FL May 21 - 26, 2016 (Reg. Fee \$720.00)	Storm-water Utility	\$1,908.36

The subsistence rate for this location is \$160.00 per night. The hotel cost is \$129.00 per night plus hotel tax of \$15.48 per night. The Department is requesting additional subsistence of \$9.00 per day for meals and incidentals. The airfare of \$205.96 and registration fee of \$720.00 were paid by City-issued procurement card assigned to Ms. Tianna Haines. The amount to be disbursed to Mr. Mistry is \$982.40.

Baltimore City Circuit Court

4. Jeff Trueman	Northwest Dispute Resolution Conference Seattle, WA Mar. 23 - 26, 2016 (Reg. Fee \$0.00)	FY2016 Conflict Resolution Grant Award	\$1,292.95
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The Maryland Mediation and Conflict Resolution Office paid the registration in full.

5. Jeff Trueman	ABA Dispute Resolution Conference New York, NY Apr. 6 - 7, 2106 (Reg. Fee \$0.00)	FY2016 Conflict Resolution Grant Award	\$1,382.48
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The Maryland Mediation and Conflict Resolution Office paid the registration in full.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Employees' Retirement System</u>			
6. Dorothy L. Bryant	NCPERS 2016 Annual Conference & Exhibition San Diego, CA May 13 - 18, 2016 (Reg. Fee \$1,200.00)	Special Funds - ERS	\$3,498.56

The subsistence rate for this location is \$217.00 per day. The hotel rate is \$265.00 per night, plus hotel taxes of \$33.72 per night. The Department is requesting additional subsistence of \$48.00 per night for hotel costs and \$40.00 per day for food and incidentals. The ERS is requesting an additional \$40.00 for food and incidentals on the return date because of the length of travel and time zone difference. The registration fee in the amount of \$1,200.00 was prepaid by the ERS. Ms. Bryant will be disbursed \$2,098.56.

7. Rosemary H. Atkinson	NCPERS 2016 Annual Conference & Exhibition San Diego, CA May 13 - 18, 2016 (Reg. Fee \$1,200.00)	Special Funds - ERS	\$3,649.06
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The subsistence rate for this location is \$217.00 per day. The cost of the hotel is \$265.00 per night. The total cost of the hotel taxes is \$168.60. The Department is requesting additional subsistence of \$48.00 per night for the hotel and \$40.00 per day for food and incidentals.

The ERS is also requesting additional subsistence of \$40.00 for food and incidentals on the return date because of the length of travel and the time zone difference. The registration fee in the amount of \$1,200.00 was prepaid by the ERS. Ms. Atkinson will be disbursed \$2,449.06.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office of Information Technology</u>			
8. James Forsythe	International Wireless Communi- cations Expo Service Las Vegas, NV March 22 - 25, 2016 (Reg. Fee \$0.00)	Internal Service	\$1,210.95

The subsistence rate for this location is \$157.00 per night. The cost of the hotel is \$125.00 per night, taxes of \$35.00 per night, and a resort fee of \$20.00 per night. The Department is requesting additional subsistence of \$32.00 per day to cover food and incidentals. The transportation cost in the amount of \$418.95 was prepaid using a procurement card assigned to Jerome Mullen. Therefore, the disbursement to Mr. Hamilton is \$792.00.

RETROACTIVE TRAVEL APPROVALBaltimore Police Department

9. Rashawn Strong	Protective Detail Refresher Training Program Cheltenham, MD Feb. 22 - 26, 2016 (Reg. Fee. \$0.00)		\$0.00
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The travel submission to the Board was delayed because of late notification of class availability.

UPON MOTION duly made and seconded, the Board approved the foregoing travel requests and retroactive travel approval. The Mayor **ABSTAINED** on item no. 9. The Comptroller **ABSTAINED** on items nos. 6 and 7.

MINUTES**PROPOSALS AND SPECIFICATIONS**

1. Department of Public Works/
Office of Engineering and
Construction - WC 1345, Repaving Utility Cuts
and Sidewalk Restoration at
Various Locations
BIDS TO BE RECV'D: 04/06/2016
BIDS TO BE OPENED: 04/06/2016

2. Department of Transportation - TR 01041R, Replacement of
Edmondson Ave. Bridge
BIDS TO BE RECV'D: 04/20/2016
BIDS TO BE OPENED: 04/20/2016

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

March 8, 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 - 73, City Council President and members of the Board of Estimates, BOE

Agenda dated March 9, 2016, if acted upon:

i. 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;

ii. 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;

iii. 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;

iv. 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;

v. 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.

vi. 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

Email: kimtrueheart@gmail.com

5519 Belleville Ave
Baltimore, MD 21207

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 March 9, 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 other business before this Board, this Board will recess until bid opening at 12 noon. Thank you."

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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 Comptroller 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.

<u>Department of Public Works/ Office of Engineering and Construction</u>	- SC 918S, Advanced Site Preparation for Headwork Improve- ments at the Back River Wastewater Treatment Plant BIDS TO BE RECV'D: 04/06/2016 <u>BIDS TO BE OPENED: 04/06/2016</u>
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<u>Department of Public Works/ Office of Engineering and Construction</u>	- SC 7771, Drainage Repairs and Improvements at Various Locations BIDS TO BE RECV'D: 03/23/2016 <u>BIDS TO BE OPENED: 03/23/2016</u>
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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:

Department of General Services - GS 14857, Old Town Firehouse
Roof Replacement

SGK Contracting, Inc.
Autumn Contracting, Inc.
CitiRoof Corporation
Elite Sheet Metal Works, Inc.
Patuxent Roofing & Contracting, Inc.
Cole Roofing Co., Inc.
Simpson of Maryland, Inc.

Department of Public Works - WC 1242, Brown Pond Dam Breach

Monumental Paving & Excavating
JLN Construction Services, LLC

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There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, March 16, 2016.


JOAN M. PRATT
Secretary