

2000

BOARD OF ESTIMATES

JUNE 17, 2015

**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

President: "Good morning. The June 17, 2015 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 hearing will be asked to leave the hearing room. Um-- before I recognize the Deputy Comptroller, I want to recognize Councilwoman Mary Pat Clarke who has joined us here this morning. I think she is here because of the reauthorization to the Charles Village Benefits District. I will direct the Board members attention to the memorandum from my office dated June 15, 2015, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda."

2001

BOARD OF ESTIMATES

06/17/2015

MINUTES

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

Comptroller: "Second."

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

\* \* \* \* \*

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

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

A&C Construction Company, Inc.	\$	315,000.00
American Contracting & Environmental Services, Inc.	\$	37,737,000.00
American Lighting & Signalization, Inc.	\$	120,033,000.00
Arrow Electronic, Inc. d/b/a Arrow Systems Integration, Inc.	\$	30,155,706,000.00
B.S. Environmental, Inc.	\$	351,000.00
BlueStar Technologies, Inc.	\$	1,233,000.00
Bristol Environmental, Inc.	\$	8,000,000.00
Comm-Works, LLC	\$	61,335,000.00
DSI, Inc.	\$	1,500,000.00
Ecotone, Inc.	\$	8,000,000.00
IBM Corporation and Subsidiary Companies	\$	116,703,000,000.00
Motorola Solutions, Inc.	\$	43,218,000,000.00
Titan Industrial Services, Inc.	\$	85,248,000.00

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:

Bryant Associates, Inc.	Land Survey
Itenology Corporation	Engineer
RJM Engineering, Inc.	Engineer
Rossi Transportation Group	Engineer

MINUTES

BOARDS AND COMMISSIONS - cont'd

T3 Design Corporation

Engineer

Transviron, Inc.

Engineer  
Property Line Survey  
Land Survey

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**

Space Utilization Committee - Amendment to Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an Amendment to Lease Agreement with St. Vincent DePaul of Baltimore, Inc., Tenant, for the rental of the property known as 1114 N. Mount Street, consisting of 41,668 sq. ft. and a parking lot.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

This amendment adds the properties known as 1110 and 1112 N. Mount Street (Block 41, Lots 6 & 7) to be included as part of the "Leased Premises." The second sentence of Section 8 of the Lease will be deleted and the following inserted in lieu therefore: "If Tenant exercises the option during the original five-year term the purchase price will be one dollar." All other terms and conditions of the original Lease Agreement dated August 20, 2014, will remain in full force and effect.

The Space Utilization Committee approved this Amendment to Lease Agreement on June 9, 2015.

UPON MOTION duly made and seconded, the Board approved the Amendment to Lease Agreement with St. Vincent DePaul of Baltimore, Inc., Tenant, for the rental of the property known as 1114 N. Mount Street, consisting of 41,668 sq. ft. and a parking lot.

2005

BOARD OF ESTIMATES

06/17/2015

**MINUTES**

Space Utilization Committee - Third Amendment to Sublease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an Amendment to Lease Agreement with St. Vincent DePaul of Baltimore, Inc., Tenant, for the rental of the property known as 1114 N. Mount Street, consisting of 41,668 sq. ft. and a parking lot.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$22,000.00	\$1,833.33

Account: 4000-486316-6051-452200-603013

**BACKGROUND/EXPLANATION:**

The 2,278 sq. ft. of space will be used as offices by the Baltimore City Head Start Program, under the Mayor's Office of Human Services. All other rentals, provisions, conditions, and terms of the original lease agreement remain in full force and effect.

The Space Utilization Committee approved this Third Amendment to Sublease Agreement on June 9, 2015.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the Amendment to Lease Agreement with St. Vincent DePaul of Baltimore, Inc., Tenant, for the rental of the property known as 1114 N. Mount Street, consisting of 41,668 sq. ft. and a parking lot. The Mayor **ABSTAINED**.

**MINUTES**

Space Utilization Committee - License Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a License Agreement between the Department of Public Works, Licensee, and the American Sugar Refining, Inc., Licensor, for the use of the portion of the licensor's property at 1020, 1020½, 1022, 1022½, and 1100 Key Highway. The period of the agreement is effective upon Board approval for five years, with the option to renew for one five-year term.

**AMOUNT OF MONEY AND SOURCE:**

\$1.00 - license fee

**BACKGROUND/EXPLANATION:**

The Licensee will install and maintain an antenna and associated equipment to facilitate data collection for the City of Baltimore Department of Public Works Automated Water Meter Infrastructure Program.

The Licensee presently has equipment at the subject property that was installed pursuant to a Right-of-Entry. The License Agreement allows the Licensor and Licensee to formally establish the parameters of the Licensee's use of the subject property. The Licensee will have access to the subject property as regulated by the License Agreement and be allowed to have equipment at the property. The License Agreement may be terminated by either party giving 30 days written notice.

The Space Utilization Committee approved the License Agreement on June 9, 2015.

MINUTES

Space Utilization Committee - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the License Agreement between the Department of Public Works, Licensee, and the American Sugar Refining, Inc., Licensor, for the use of the portion of the licensor's property at 1020, 1020½, 1022, 1022½, and 1100 Key Highway.

MINUTES

EXTRA WORK ORDERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

listed on the following pages:

2009 - 2010

All of the EWOs have been reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

**MINUTES****EXTRA WORK ORDERS**

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

Department of Transportation

1. EWO 003, (\$80,881.80) - TR 12303, Resurfacing Highways at  
Various Locations Southwest, Sector III  
\$2,869,499.05 (\$1.08) P. Flanigan & Sons, Inc. - -

This authorization is necessary for payment of overrun items, deduction of amounts not paid due to underruns or unused items, and to balance out the subject contract.

2. EWO 003, (\$102,454.57) - TR 02386, Reconstruction of  
Pennington/Patapsco/Curtis Avenue Intersection  
\$1,599,500.00 \$17,360.00 Machado Construc- tion Co., Inc. - -

This authorization is necessary for payment of overrun items, deduction of amounts not paid due to underruns or unused items, and to balance out the subject contract.

3. EWO 004, (\$66,628.26) - TR 03303, Resurfacing of 39<sup>th</sup> Street  
and Argonne Dr.: University Parkway to Hillen Rd.  
\$1,143,862.70 \$3.68 M. Luis Construc- tion, Co., Inc. - -

This authorization is necessary for payment of overrun items, deduction of amounts not used, due to underruns or unused items, and to balance out the subject contract.

MINUTES

EXTRA WORK ORDERS

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

Department of Public Works/Office of Engineering & Construction

- |    |  |                   |      |
|----|--|-------------------|------|
| 4. | EWO 001, \$0.00 - S.C. 907, Improvements to Sanitary Sewers in |                   |      |
|    | <u>East Baltimore Region of the High Level Sewershed</u>       |                   |      |
|    | \$5,309,471.19 -   | Inland Waters     | 65 - |
|    |  | Pollution Control | CCD  |
|    |  | Inc.              |      |

During the regular contract work, it was discovered a large electrical vault installed by others, not shown in the original plans. In order to remediate the existing collapsed sanitary sewer, it was agreed by all parties to install a new sanitary manhole with its corresponding new S bend connections. This additional work will create a 65 consecutive calendar day time delay. There are sufficient unused funds to offset this work.

**MINUTES**Health Department - Agreement and Amendment to Agreement

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

AGREEMENT

1. **MARYLAND ASSOCIATION OF NON-PROFIT ORGANIZATIONS, INC.** **\$142,850.00**

Account: 1001-000000-3001-262500-603051

The Department is contracting with the Maryland Association of Nonprofits Organizations, Inc. to ensure the development of a robust infrastructure to build the City's local health improvement coalition and the facilitation of three population health summits to be completed by December 31, 2015. The period of the agreement is June 1, 2015 through March 30, 2016.

The agreement is late because budget review and approval delayed processing the agreement.

**MWBOO GRANTED A WAIVER.**AMENDMENT TO AGREEMENT

2. **THE JOHNS HOPKINS UNIVERSITY (JHU) BLOOMBERG SCHOOL OF PUBLIC HEALTH** **\$ 12,300.00**

Account: 4000-406815-3080-435600-603051

On July 16, 2014, the Board approved the original agreement with the JHU Bloomberg, School of Public Health to provide services of Preventative Medicine Fellows.

The Department is amending the agreement to allow for additional services. The increase will make the total amount of the agreement \$36,900.00.

MINUTES

Health Department - cont'd

**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 Agreement and an Amendment to Agreement. The President **ABSTAINED** on item no. 2.

2013

BOARD OF ESTIMATES

06/17/2015

**MINUTES**

Health Department - Employee Expense Statement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the expense statement for Ms. Robin Reynolds for uniform expenses for the month of January 2015.

**AMOUNT OF MONEY AND SOURCE:**

\$59.97 - 1001-000000-3100-295900-604003

**BACKGROUND/EXPLANATION:**

Ms. Reynolds submitted her expense statement within the time frame, however, she had to revise and resubmit it due to errors.

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

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the expense statement for Ms. Robin Reynolds for uniform expenses for the month of January 2015.

**MINUTES**

Office of the Labor Commissioner - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to **NOTE** receipt of the Memorandum of Understanding between the City of Baltimore and City Union of Baltimore (CUB) as follows:

- FY 2014-2016, the City of Baltimore and City Union of Baltimore (CUB), Unit I (Non-Supervisory)
- FY 2014-2016, the City of Baltimore and City Union of Baltimore (CUB), Unit II (Supervisory)

**AMOUNT OF MONEY AND SOURCE:**

The raises for CUB represented and unrepresented employees are budgeted.

**BACKGROUND/EXPLANATION:**

In accordance with the Municipal Employees Relations Ordinance (MERO), the Office of the Labor Commissioner has concluded the negotiations with the City Union of Baltimore, Local 800, Units I and II. The results of these negotiations have been reduced to writing in the form of the submitted MOU for Fiscal Years 2014-2016.

UPON MOTION duly made and seconded, the Board **NOTED** receipt of the Memorandum of Understanding between the City of Baltimore and City Union of Baltimore for FY 2014-2016, the City of Baltimore and City Union of Baltimore, Unit I (Non-Supervisory) and FY 2014-2016, the City of Baltimore and City Union of Baltimore, Unit II (Supervisory).

2015

BOARD OF ESTIMATES

06/17/2015

**MINUTES**

Department of General Services - Developer's Agreement No. 1348

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Developer's Agreement No. 1348 with the Baltimore Gas and Electric Company.

**AMOUNT OF MONEY AND SOURCE:**

\$12,425.00

**BACKGROUND/EXPLANATION:**

The Developer would like to install new water service to their proposed construction located in the vicinity of the 600 block of Constitution Street. This Developer's Agreement will allow the organization to do their own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$12,425.00 has been issued to the Baltimore Gas and Electric Company which assumes 100% of the financial responsibility.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Developer's Agreement No. 1348 with the Baltimore Gas and Electric Company.

## MINUTES

Department of General Services - Minor Privilege Permit Applications

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

	<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1.	924 N. Charles Street	VSOP, LLC	Outdoor seating 15' 3.25" x 7' 2"
	Annual Charge:	\$ 743.50	
2.	10 E. Lee Street	Harbor Court Associates	One awning 86' x 9'
	Annual Charge:	\$2,167.20	
3.	111 W. Centre Street	Gallery Towers, LLC	Outdoor seating 20' x 4'
	Annual Charge:	\$ 337.50	
4.	4003 Eastern Avenue	Elliot Morales	Handicap ramp 13' x 3'
	Application Fee:	\$ 25.00	
5.	2322 E. Monument Street	Hung Nguyen	Cornice sign 17' x 2', barber pole, awning 15' x 2', four fluorescent tubes
	Annual Charge:	\$ 299.00	

## MINUTES

Department of General Services - cont'd

6.	1513 E. Preston St. TRF DP Holdings, LLC	One set of steps 9 sq. ft.
	1517 E. Preston St. TRF DP Holdings, LLC	One set of steps 9 sq. ft.
	1521 E. Preston St. TRF DP Holdings, LLC	One set of steps 9 sq. ft.
	1525 E. Preston St. TRF DP Holdings, LLC	One set of steps 9 sq. ft.
	1529 E. Preston St. TRF DP Holdings, LLC	One set of steps 9 sq. ft.

Application Fee: \$125.00

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

There being no objections the Board, UPON MOTION duly made and seconded, approved the minor privilege permits.

**MINUTES**

Department of General Services - Amendment No. 2 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Amendment No. 2 to Agreement under the Baltimore Regional Cooperative Purchasing Committee (BRCPC) Consulting Services Agreement with EnerNoc, Inc. (Contractor).

**AMOUNT OF MONEY AND SOURCE:**

2051-00000-1981-718200-400999 - Revenue Account

**BACKGROUND/EXPLANATION:**

The Amendment adds a scope of services for demand response. The Contractor will provide demand response services to the City, in order for the City to gain revenue during emergency demand response events. The Contractor's original agreement has a term through December 21, 2015, with the possibility of six one-year extensions, for energy consulting services. Both parties wish to extend the scope of the agreement to include additional consulting services in relation to demand response for three years. This Amendment will allow the City to gain 70% of the established PJM market clearing price for emergency demand response events.

The Contractor provides energy consulting services in relation to energy procurement and energy spend reduction strategies for the BRCPC. The Baltimore County Purchasing Division was the lead jurisdiction for the procurement of the BRCPC participating jurisdictions. The original agreement allows for the addition of related services and explicitly demands response, by individual BRCPC members.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

MINUTES

Department of General Services - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 2 to Agreement under the Baltimore Regional Cooperative Purchasing Committee Consulting Services Agreement with EnerNoc, Inc. The President voted **NO**.

**MINUTES**

Department of General Services - On-Call Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with Mimar Architects and Engineers, Inc. for Project No. 1218, On-Call Architectural Design Services. The period of the agreement is effective upon Board approval for two years with an option to renew for two additional 1-year terms.

**AMOUNT OF MONEY AND SOURCE:**

\$2,000,000.00 - upset limit

Funds will be identified as tasks are processed.

**BACKGROUND/EXPLANATION:**

Various City agencies on a continuing basis, require architectural design services to modify, upgrade, or repair their facilities. Typically, the work involved is limited in scope and/or of an urgent nature, which in either case should not be postponed until the customary architectural design selection process can be executed. Under these contracts the call for this service will be made as needs are identified. The cost of services rendered will be negotiated not-to-exceed price for each task assigned. Fees will be based on actual payroll rates, not including overhead and burden, times a set multiplier. The payroll rate and the multiplier have been reviewed by the Department of Audits. The initial contract duration will be two years; however, projects that are started within the initial two-year period may continue beyond the two-year time frame until completion.

The Consultant was selected pursuant to the Architectural and Engineering Awards Commission (AEAC) procedure under AEAC Project 1218.



**MINUTES**

Department of General Services - On-Call Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with Whitney Bailey Cox & Magnani, LLC. for Project No. 1219, On-Call Civil/Structural Engineering Services. The period of the Agreement is effective upon Board approval for two years with an option to renew for two additional 1-year terms.

**AMOUNT OF MONEY AND SOURCE:**

\$1,000,000.00 - upset limit

Funds will be identified as tasks are processed.

**BACKGROUND/EXPLANATION:**

Various City agencies on a continuing basis, require architectural design services to modify, upgrade, or repair their facilities. Typically, the work involved is limited in scope and/or of an urgent nature, which in either case should not be postponed until the customary civil/structural engineering selection process can be executed. Under these contracts the call for this service will be made as needs are identified. The cost of services rendered will be negotiated not-to-exceed price for each task assigned. Fees will be based on actual payroll rates, not including overhead and burden, times a set multiplier. The payroll rate and the multiplier have been reviewed by the Department of Audits. The initial contract duration will be two years; however, projects that are started within the initial two-year period may continue beyond the two-year time frame until completion.

The Consultant was selected pursuant to the Architect and Engineering Awards Commission (AEAC) procedure under AEAC Project No. 1219.

**MINUTES**

Department of General Services - cont'd

**MBE/WBE PARTICIPATION:**

<b>MBE:</b> Findling, Inc.	0-27%
Glyndon Engineering & Technology Co.	0-27%
Min Engineering, Inc.	0-27%
NMP Engineering Consultants, Inc.	0-27%
SP Arch, Inc.	0-27%
(in the aggregate)	<u>27%</u>
 <b>WBE:</b> Aria Environmental, Inc.	0-10%
The Constellation Design Group, Inc.	0-10%
Hanover Land Services, Inc.	0-10%
Phoenix Engineering, Inc.	0-10%
Sugar Associates, LLC	0-10%
(in the aggregate)	<u>10%</u>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Whitney Bailey Cox & Magnani, LLC., for Project No. 1219, On-Call Civil/Structural Engineering Services. The President voted **NO**.

## MINUTES

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

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

1. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$ 53,733.00**  
**(ACC)**

Account: 5000-529116-3572-333704-603051

The ACC will use funds to provide shelter and support services to homeless persons of the City in their Christopher's Place Employment Academy program. The ACC serves approximately 100 homeless men each year with this program.

2. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$113,500.00**  
**(ACC)**

Account: 5000-529115-3572-333705-603052

The ACC will use funds to operate a day resource center for homeless women and their children. The ACC will serve an average of 50 women and children daily.

**MWBOO GRANTED A WAIVER.**

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

Account: 5000-525115-3573-333751-603051

The ACC will use funds to pay a portion of the cost of resident advocates who link low-income residents of permanent housing in the City to services and help them remain in their housing. The ACC will serve at least 14 men per year.

MINUTES

MOHS - cont'd

4. **BALTIMORE OUTREACH SERVICES, INC.** **\$155,000.00**

Account: 5000-529116-3572-333764-603051

Baltimore Outreach Services, Inc. will use funds to provide shelter and support services to homeless of the City in their Emergency Shelter and Supportive Services for Homeless Women and Children program. The organization will serve approximately 250 clients.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Grant Agreements. The Mayor **ABSTAINED** on item no. 4.

**MINUTES**

Department of Housing and - Amendment No. 1 to Professional  
Community Development Services Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 1 to Professional Services Agreement with Kenneth Gelula and Associates, LLC (Consultant). The Amendment No. 1 to Professional Services Agreement extends the period of the agreement through August 26, 2015.

**AMOUNT OF MONEY AND SOURCE:**

\$19,500.00 - 5000-594015-5971-439543-603018

**BACKGROUND/EXPLANATION:**

On October 22, 2014, the Board approved the original agreement with the Consultant to provide services to the DHCD and its Division of Green Healthy and Sustainable Homes (Division). The scope of services for the Consultant Agreement includes coordination with other City agencies and the Division's non-profit partners in strategies to prevent tax sale foreclosure, studying and recommending service coordination within the division and among its non-profit partners, program development to improve housing services to older adults and people with disabilities. The Consultant also provides case management and data system recommendations, researches new funding opportunities for the Division. These services are consistent with the Customer Investment Fund awarded to this Division for Fiscal Years 2014, 2015, and 2016.

The consulting services provided by Kenneth Gelula and Associates LLC are designed to meet a number of the objectives of the Customer Investment Fund, including leveraging resources to prevent tax sale foreclosure. Mr. Gelula is uniquely qualified to provide these services from his decades of community development experience at Comprehensive Housing

2027

BOARD OF ESTIMATES

06/17/2015

**MINUTES**

Department of Housing and - cont'd  
Community Development

Assistance Inc. in Northwest Baltimore ending in 2013 and his leadership of a State of Maryland Task Force studying the home repair and homeownership preservation needs of older adults from 2012 to 2013.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 1 to Professional Services Agreement with Kenneth Gelula and Associates LLC

MINUTES

Department of Housing and  
Community Development (DHCD)

- Resolution for Five-Year  
Consolidated Plan and  
One-year Annual Action Plan  
for Fiscal Year 2016 Four  
Formula Programs

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the filing of a Resolution for the Five-Year Consolidated Plan and One-Year Annual Action Plan for FY 2016 for Four Formula Programs (Resolution). The four programs are: Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), HOME Investment Partnerships (HOME), and the Housing Opportunities for Persons With AIDS (HOPWA) Programs.

**AMOUNT OF MONEY AND SOURCE:**

\$ 19,474,863.00 - CDBG Entitlement of \$18,754,863.00 and  
projected program income of \$720,000.00

3,319,414.00 - HOME Entitlement of \$3,122,000.00 and  
projected program income of \$197,414.00

1,679,372.00 - ESG Entitlement

8,037,304.00 - HOPWA Entitlement

**\$ 32,510,953.00 - Total FFY 2015 (CFY 2016) Funding**

**BACKGROUND/EXPLANATION:**

The City receives an annual formula funding award from the U.S. Department of Housing and Urban Development (HUD) after submission of a complete Annual Action Plan that is consistent with the National Affordable Housing Act.

Every five years, the submission must also include a Consolidated Plan covering a five-year period. The City's five-year Consolidated Plan will cover the five-year period consisting of Program Years 2015-2020.

## MINUTES

DHCD - cont'd

The two plans also serve as joint applications for the following four Federal formula grant programs: CDBG, HOME, ESG, and HOPWA. A HUD approved consolidated plan is also required to be able to apply for funding from some seventeen other programs.

The plans were developed by the DHCD, which is responsible for the CDBG and HOME programs and by Mayor's Office of Human Services which administers the ESG and HOPWA programs on behalf of the City.

The Consolidated Plan assesses housing and community development needs in Baltimore City and establishes strategies to address these needs. The Annual Action Plan identifies specific activities that will be undertaken to implement these strategies during the City fiscal year beginning July 01, 2015.

The resources made available through the Plans will be used to initiate and continue activities aimed at stabilizing and revitalizing City neighborhoods, the creation or rehabilitation of affordable housing, provision of recreation and education programs for youth, initiatives to eliminate lead-based paint, and providing support for many non-profit organizations that provide a variety of services to the elderly, the homeless, and persons with HIV/AIDS.

The Resolution authorizes the Commissioner of the DHCD and the Director of MOHS to submit on behalf of the City, the Five-year Consolidated Plan and the One-year Action Plan for the CDBG, HOME, ESG, and the HOPWA programs. The Resolution also designates the Commissioner of the DHCD as the authorized official representative of the City to act in connection with these documents and to provide any additional information as may be required by the HUD.

**MINUTES**

DHCD - cont'd

This will include assurances and certification to ensure that the City will comply with various regulations, policies, and other Federal requirements as prescribed in the Federal Housing and Community Development Act of 1974, as amended.

**MBE/WBE PARTICIPATION:**

Minority and Women's Business Enterprise requirements will be included in applicable agreements with City agencies and non-profit organizations.

UPON MOTION duly made and seconded, the Board approved and authorized the filing of a Resolution for the Five-Year Consolidated Plan and One-Year Annual Action Plan for FY 2016 for Four Formula Programs.

**MINUTES**

Department of Housing and Community Development - Strategic Demolition and Smart Growth Impact Fund Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Strategic Demolition and Smart Growth Impact Fund Agreement with the Maryland Department of Housing and Community Development (MD DHCD). The period of the Grant Agreement is effective upon the date it is executed by the MD DHCD until receipt and approval of the final report.

**AMOUNT OF MONEY AND SOURCE:**

\$2,500,000.00 - 9910-920034-9588

**BACKGROUND/EXPLANATION:**

The State's Strategic Demolition and Smart Growth Impact Funds (SD-SGIF) provides funds for projects that will have a catalytic effect on revitalization efforts.

In FY2015, the DHCD was awarded \$2,500,000.00 to demolish up to 138 long-term vacant and blighted neighborhoods in neighborhoods across the City. These demolitions support the City's Blight Elimination and Vacants to Value initiatives.

**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 execution of the Strategic Demolition and Smart Growth Impact Fund Agreement with the Maryland Department of Housing and Community Development. (See page 2066 item no. 3 for the related approved transfer of funds.)

**MINUTES**

Department of Finance/Office - Renewal of FY 15 Flood  
of Risk Management                      Insurance

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal of flood insurance for 805 S. Caroline Street. This policy is written through the Harleysville Mutual and renews June 22, 2015.

**AMOUNT OF MONEY AND SOURCE:**

\$8,469.00 - 2043-000000-1450-162900-063014

**BACKGROUND/EXPLANATION:**

On September 13, 2003, heavy rain from Hurricane Isabel flooded and inundated the Caroline Street Parking Garage with 3' of flood water. A claim was made with the Federal Emergency Management Agency (FEMA). The Public Assistance reimbursement has been approved. Distribution of FEMA Public Assistance is contingent on securing and maintaining of coverage for flood.

UPON MOTION duly made and seconded, the Board approved the renewal of flood insurance for 805 S. Caroline Street.

**MINUTES**

Department of Finance - Resolution for Setting the Board  
Approval Threshold Amount for  
Professional Services Contracts

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a Resolution for Setting the Board Approval Threshold Amount for Professional Services Contracts that must be approved by the Board.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On December 22, 2010, the Board approved the "Resolution of the Board for Setting Initial Threshold Amounts Pursuant to Charter Amendment - Procurement," which set the formal advertisement threshold for all expenditures of greater than \$50,000.00 and the threshold for contracts subject to the Board approval for all expenditures of greater than \$25,000.00. The thresholds established under that Resolution were not applicable to professional services.

Even though the Board has not set a threshold for professional services contracts which are subject to Board approval (except for architectural and engineering services with a value of \$25,000.00 or more pursuant to Guidelines for Consultant Selection Procedures approval on March 5, 1997), it has been the practice of City agencies (except those otherwise expressly authorized in the Charter) to submit professional services contracts for expenditures of greater than \$25,000.00 to the Board. Therefore, the Department of Finance recommends that the Board clarify that the threshold amount for all professional services contracts subject to the Board's approval will be for all expenditures greater than \$25,000.00.

Pursuant to Article VI, §11(d) of the Charter, all professional services contracted for by the City will be engaged in the manner prescribed by resolution of the Board. Thus, the Department of Finance recommends approval of the submitted resolution.

## MINUTES

RESOLUTION OF THE BOARD OF ESTIMATES OF BALTIMORE CITY

FOR SETTING THE BOARD APPROVAL THRESHOLD AMOUNT

FOR PROFESSIONAL SERVICES

**WHEREAS**, the Board of Estimates desires to clarify the threshold amount that a contract for professional services must be approved by the Board of Estimates; and

**WHEREAS**, pursuant to Article VI, §11(d) of the Charter, all professional services contracted for by the City shall be engaged in the manner prescribed by resolution of the Board of Estimates; and

**WHEREAS**, this Resolution does not apply to municipal agencies that are otherwise expressly authorized to contract for professional services in the Charter.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ESTIMATES OF BALTIMORE CITY**, that the following dollar threshold amount for professional services contracts shall be in effect:

1. Professional services contracts with expenditures of greater than TWENTY FIVE THOUSAND DOLLARS (\$25,000.00) must be approved by the Board of Estimates.
2. A copy of this Resolution shall be posted in the Department of Legislative Reference.
3. This Resolution applies to all professional services contracts entered into after the date of its adoption by the Board of Estimates.

UPON MOTION duly made and seconded, the Board approved the Resolution for Setting the Board Approval Threshold Amount for Professional Services Contracts that must be approved by the Board.

**MINUTES**

Department of Transportation - Traffic Operations Study  
Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Traffic Operations Study Agreement with Franklin Flats, LLC.

**AMOUNT OF MONEY AND SOURCE:**

\$8,903.14

**BACKGROUND/EXPLANATION:**

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Operations Study is required for the proposed Site Access Improvement. This agreement is necessary to perform a traffic operations analysis for Franklin Lofts & Flats located on 20 E. Franklin Street, where the developer has applied or intends to apply for a Building Permit in Baltimore City to perform the scope of work including a 49,814 sq. ft. multi-family rental development with 41 units.

The Traffic Operations Study assesses the development and its relative traffic operation. The developer will pay for the total cost of the Traffic Operations Study which will be performed under Project No. 1209, On-Call Traffic Engineering Services, Task No. 2 with Sabra, Wang & Associates, Inc.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Traffic Operations Study Agreement with Franklin Flats, LLC.

## MINUTES

Department of Transportation - Traffic Mitigation Agreements

The Board is requested to approve and authorize execution of the following Traffic Mitigation Agreements.

1. **301 EAST CROMWELL STREET, LLC.** **\$42,763.36**

Account: 9950-903085-9512-00000-490375

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Impact Study was required for the Development. The Developer proposes to perform the Scope of Work for Sagamore Whiskey Distillery at 301 East Cromwell Street constructing a new development that will include the following: Distillery Building with 22,500 sq. ft., Processing Building with 40,080 sq. ft. and a Support Building with 2,000 sq. ft. with a total of 77,080 sq. ft. The Developer agrees to make a one-time contribution in the amount of \$42,763.36 to fund the City's multimodal transportation improvements in the Development's vicinity.

2. **1715 THAMES STREET, LLC** **\$47,753.04**

Account: 9950-902071-9512-000000-490375

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Impact Study was required for the Development. The Developer proposes to perform the Scope of Work for the REC Pier Hotel at 1715 Thames Street constructing a hotel with 122,040 sq. ft. and 122 hotel rooms. The Developer agrees to make a one-time contribution in the amount of \$47,753.04 to fund the City's multimodal transportation improvements in the Development's vicinity.

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

**MINUTES**

Department of Transportation - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) with 414 Light Street Associates, LLC. The period of the MOU is effective upon Board approval through final acceptance by the City after the maintenance period.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Developer is the fee simple owner of a parcel located at 414 Light Street, also known as Block 869, Lot 1, intends to improve by construction of a building or buildings thereon, and which is located adjacent to a parcel owned by the City formerly known as the bed of Barre Street and known as Block 876, Lot 1B. The Developer has applied for permission from the City to construct certain improvements on the surface and within the subsurface of the City property. The City is willing to grant the Developer the right to construct said improvements to the City property. The Developer will be solely responsible for the construction of the Project in accordance with the City-approved plans and in conformity with all applicable laws and construction standards.

As a condition of this MOU, prior to the Developer initiating the performance of any work a performance bond or irrevocable letter of credit will be secured in the total estimated cost of \$242,627.00 for the work to be performed pursuant to the Project.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with 414 Light Street Associates, LLC.

**MINUTES**

Department of Transportation - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) with the National Railroad Passenger Corporation (Amtrak). The period of the MOU is effective upon Board approval for 20 years.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The MOU establishes the roles and responsibilities in connection with access to the Baltimore-Pennsylvania Train Station Yard and Substation. Subject to the terms and conditions of the MOU, the City grants Amtrak the right to use the I-83 Entrance to traverse on, over and across to access the yard via the gate for oversized vehicles, emergency vehicles or oversized equipment in order to install, maintain, repair, and renew, inter alia, its rail lines, power station, transformers, overhead catenaries, electric traction substations, the station and for emergencies including railroad, operations and business-related emergencies. The roles and responsibilities of this MOU will be at the sole cost and expense of Amtrak.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with the National Railroad Passenger Corporation.

**MINUTES**

Department of Transportation - On-Call Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an On-Call Consultant Agreement with STV, Inc. for Project 1225, On-Call Design Consultant Services for Resurfacing and Reconstruction Projects. The period of the On-Call Consultant Agreement is effective upon Board approval for two years.

**AMOUNT OF MONEY AND SOURCE:**

\$1,000,000.00 - Upset Limit

**BACKGROUND/EXPLANATION:**

The Department of Transportation has negotiated and procured the On-Call Consultant Agreement approved by the Office of Boards and Commissions and the Architectural and Engineering Awards Commission and now desires to utilize the services of STV, Inc. The cost of services rendered will be on actual payroll rates not including overhead and burdens times a set multiplier. The payroll rates and multiplier have been reviewed by the Department of Audits.

The Consultant will assist with the scope of services which include, but is not limited to developing roadway alignment, storm drainage improvements, street lighting, electric duct banks, water and wastewater reconstruction, streetscape, resurfacing, stormwater management, erosion and sediment control, pavement markings and traffic control, signal design, conduit duct bank design, surveys, environmental site assessments, and other related civil engineering tasks.

The scope of services may also include providing on-site project management and/or inspectors, staff support, GIS and IT support and other miscellaneous tasks for various capital improvement projects. Responsibilities will include preparation of construction contract documents including plans and specifications for bid.

## MINUTES

Dept. of Transportation - cont'd

**MBE/WBE PARTICIPATION:**

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

**MBE:**

Baker Engineering Services, Inc.	\$ 40,000.00	4.00%
NMP Engineering Consultants, Inc.	90,000.00	9.00%
RJM Engineering, Inc.	100,000.00	10.00%
Spartan Engineering, LLC	40,000.00	4.00%
	<u>\$270,000.00</u>	<u>27.00%</u>

**WBE:**

iCivil, Inc.	\$ 20,000.00	2.00%
Floura Teeter Landscape Architects, Inc.	80,000.00	8.00%
	<u>\$100,000.00</u>	<u>10.00%</u>

**MWBOO FOUND VENDOR IN COMPLIANCE.****AUDITS NOTED THE ON-CALL AGREEMENT AND WILL REVIEW TASK ASSIGNMENTS.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of an On-Call Consultant Agreement with STV, Inc. for Project 1225, On-Call Design Consultant Services for Resurfacing and Reconstruction Projects. The President voted

**NO.**

**MINUTES**

Department of Transportation - On-Call Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an On-Call Construction Project Management Services Agreement with STV/PB Construction Managers Joint Venture for Project No. 1217. The period of the On-Call Construction Project Management Services Agreement is effective upon Board approval for three years.

**AMOUNT OF MONEY AND SOURCE:**

\$2,000,000.00 - Upset Limit

**BACKGROUND/EXPLANATION:**

The Department of Transportation has negotiated and procured the On-Call Consultant Agreement approved by the Office of Boards and Commissions and the Architectural and Engineering Awards Commission and now desires to utilize the services of STV/PB Construction Managers Joint Venture. The cost of services rendered will be on actual payroll rates not including overhead and burdens times a set multiplier. The payroll rates and multiplier have been reviewed by the Department of Audits.

The Consultant will assist with the scope of services which include, but are not limited to assisting the Transportation Engineering & Construction Division in managing various capital improvement and other transportation infrastructure related projects. Responsibilities will include, but not be limited to constructability review of construction contract documents, tracking and assisting in answering contractor requests for information change orders and claims analysis and inspection.

**MBE/WBE PARTICIPATION:**

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

## MINUTES

Dept. of Transportation - cont'd

**MBE:**

EBA Engineering, Inc.	\$400,000.00	20.00%
Spartan Engineering, LLC	140,000.00	7.00%
	<u>\$540,000.00</u>	<u>27.00%</u>

**WBE:**

iCivil, Inc.	\$200,000.00	10.00%
--------------	--------------	--------

**MWBOO FOUND VENDOR IN COMPLIANCE.**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the On-Call Construction Project Management Services Agreement with STV/PB Construction Managers Joint Venture for Project No. 1217. The President voted **NO**.

**MINUTES**

Department of Transportation - On-Call Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an On-Call Consultant Agreement with Parsons Brinckerhoff, Inc. and Whitman Requardt & Associates, LLP for Project 1223, On-Call Consultant Advisory Consultant Services for Alternative Project Delivery Method. The period of the On-Call Consultant Agreement is effective upon Board approval for two years.

**AMOUNT OF MONEY AND SOURCE:**

\$500,000.00 - Upset Limit

**BACKGROUND/EXPLANATION:**

The Department of Transportation has negotiated and procured the On-Call Consultant Agreement approved by the Office of Boards and Commission and the Architectural and Engineering Awards Commission and now desires to utilize the services of Parsons Brinckerhoff, Inc. and Whitman Requardt & Associates, LLP. The cost of services rendered will be on actual payroll rates not including overhead and burdens times a set multiplier. The payroll rates and multiplier have been reviewed by the Department of Audits.

The Consultants will provide various consulting services and provide recommendations to the City.

**MBE/WBE PARTICIPATION:**

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

MINUTES

Dept. of Transportation - cont'd

**MBE:**

Spartan Engineering, LLC	\$ 25,000.00	5.00%
Sage Policy Group, Inc.	25,000.00	5.00%
	<u>\$ 50,000.00</u>	<u>10.00%</u>

**WBE:**

Infrastructure Technologies, LLC	\$ 25,000.00	5.00%
----------------------------------	--------------	-------

**MWBOO FOUND VENDOR IN COMPLIANCE.**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the On-Call Consultant Agreement with Parsons Brinckerhoff, Inc. and Whitman Requardt & Associates, LLP for Project 1223, On-Call Consultant Advisory Consultant Services for Alternative Project Delivery Method. The President voted **NO**.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 1 to Rummel, Klepper & Kahl, LLP under Project 1191, On-Call Consultant Services for Federal Aid Resurfacing and Reconstruction Projects.

**AMOUNT OF MONEY AND SOURCE:**

\$87,155.15 - 9950-906312-9527-900020-703032

**BACKGROUND/EXPLANATION:**

This authorization provides for a concept study and preliminary design services associated with the Inner Harbor Amphitheater Re-Grading Concept Study, for Capital Improvement Plan inclusion. The Consultant will also perform topographic surveys for the area within the Inner Harbor Amphitheater and develop two concepts for the amphitheater space including overall re-grading of the area between the Harbor Place pavilions.

**DBE PARTICIPATION:**

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

**DBE:** 25.00%

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

MINUTES

Department of Transportation - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 57,815.05 GF (HUR)	9950-907312-9528 Constr. Reserve - Inner Harbor Infrastructure/UT	
14,139.40	9950-907312-9528 Constr. Reserve - Inner Harbor Infrastructure/UT	
<u>\$ 71,954.45</u>	-----	9950-906312-9527-3 Design and Study - Inner Harbor Infrastructure/UT

This transfer will cover the costs associated with Project 1191, On-Call Consultant Services for Federal Aid Resurfacing and Reconstruction Bridge, Task No. 1 with Rummel, Klepper & Kahl.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 1 to Rummel, Klepper & Kahl, LLP under Project 1191, On-Call Consultant Services for Federal Aid Resurfacing and Reconstruction Projects. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 1 to Whitman, Requardt & Associates, LLP under Project 1217, On-Call Construction Project Management Services.

**AMOUNT OF MONEY AND SOURCE:**

\$40,000.00 - 9962-909063-9562-900020-705032  
59,150.71 - 9962-911067-9562-900020-705032  
**\$99,150.71**

**BACKGROUND/EXPLANATION:**

This authorization provides for construction/inspection services to support the City's Conduit Contract Nos. TR 14009, TR 15018 and TR 15019.

**MBE/WBE PARTICIPATION:**

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

**MBE:** 27.00%

**WBE:** 10.00%

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

**MINUTES**

Department of Transportation - cont'd

**TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
<b>\$65,065.78</b>	9962-903521-9563	9962-911067-9562-5
Conduit	Constr. Reserve -	Inspection Conduit
	Conduit Manhole	Repair JOC Co
	Reconstruction	

This transfer will cover the costs associated with Project 1217, On-Call Construction Project Management Services, Task No. 1.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 1 to Whitman, Requardt & Associates, LLP under Project 1217, On-Call Construction Project Management Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 5 to Whitman, Requardt & Associates, LLP under Project 1113, On-Call Consultant Services for Federal Aid Resurfacing and Reconstruction Project.

**AMOUNT OF MONEY AND SOURCE:**

\$634,537.14 - 9950-903188-9527-900010-703032

**BACKGROUND/EXPLANATION:**

This authorization provides for engineering service for design work of the Greenmount Avenue Streetscape Project from 29<sup>th</sup> St. to 43<sup>rd</sup> St. and traffic signals improvement.

The scope of services includes field surveys and base map preparation, roadway design, pavement design, signing and pavement marking design, maintenance of traffic design, erosion and sediment control design, drainage design, stormwater management analysis and report, landscaping design, traffic signal design and lighting design including sidewalk, bumpouts, ADA ramp upgrades and construction related services.

**DBE PARTICIPATION:**

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

DBE: 25.00%

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

MINUTES

Department of Transportation - cont'd

**TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
\$150,000.00 GF (HUR)	9950-927009-9528 Constr. Reserve - Waverly - Greenmount	
550,000.00 FED	9950-927009-9528 Constr. Reserve - Waverly - Greenmount	
<b><u>\$700,000.00</u></b>	-----	9950-903188-9527-3 Design and Study Greenmount Ave. Streetscape from 29 <sup>th</sup> St. to 43 <sup>rd</sup> St.

This transfer will cover the costs associated with Project 1113, On-Call Consulting Services for Federal Aid Resurfacing and Reconstruction Project with Whitman, Requardt & Associates, LLP.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 5 to Whitman, Requardt & Associates, LLP under Project 1113, On-Call Consultant Services for Federal Aid Resurfacing and Reconstruction Project. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Department of Transportation - Partial Release of Retainage

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Partial Release of Retainage Agreement with Cuddy and Associates, LLC for TR 12015RR, Reconstruct Deteriorated Manholes at Various Locations Citywide.

**AMOUNT OF MONEY AND SOURCE:**

\$44,638.95 - 9962-915053-9562-000000-200001

**BACKGROUND/EXPLANATION:**

All work on TR 12015RR, Reconstruct Deteriorated Manholes at Various Locations Citywide is substantially completed and all punch list items complete. The City holds funds in the amount of \$46,638.95. The Contractor has requested a Partial Release of Retainage in the amount of \$44,638.95. The remaining \$2,000.00 is sufficient to protect the interests of the City. Pursuant to Section 10.04-81 of Specifications, a Conditional Inspection for Contract TR 12015RR, Reconstruct Deteriorated Manholes at Various Locations Citywide was held on November 18, 2014.

**MBE/WBE PARTICIPATION:**

Cuddy and Associates, LLC has demonstrated good faith efforts towards achieving both the MBE/WBE goals.

**MWBOO APPROVED THE RELEASE.**

**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 Partial Release of Retainage Agreement with Cuddy and Associates, LLC for TR 12015RR, Reconstruct Deteriorated Manholes at Various Locations Citywide.

**MINUTES**

Department of Transportation - Amendment to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment to Agreement with KCI Technologies, Inc./STV Incorporated JV 1190 under Project No. 1190, On-Call Consultant Engineering Design, Review and Evaluation Services Conduit. The Amendment to Agreement extends the period of the agreement through June 10, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$500,000.00

**BACKGROUND/EXPLANATION:**

On June 11, 2014, the Board approved the initial agreement in the amount of \$1,000,000.00 with KCI Technologies, Inc./STV Incorporated JV 1190, to assist the Transportation, Engineering & Construction Division in managing various On-Call Engineering Services. The Department is now requesting a one-year time extension and an increase of \$500,000.00 to the upset limit to fully complete assigned tasks. This increase will make the total upset limit \$ 1,500,000.00.

**MBE/WBE PARTICIPATION:**

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

**MBE:** 27.00%

**WBE:** 10.00%

**AUDITS NOTED THE TIME EXTENSION AND 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 Amendment to Agreement with KCI Technologies, Inc./STV Incorporated JV 1190 under Project No. 1190, On-Call Consultant Engineering Design, Review and Evaluation Services Conduit. The President voted **NO**.

**MINUTES**

Parking Authority for - Amendment to Memorandum of Understanding  
Baltimore City (PABC)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Amendment to Memorandum of Understanding with Zipcar, Inc. (Zipcar). The amendment extends the term for one year through July 1, 2016.

**AMOUNT OF MONEY AND SOURCE:**

The City will receive \$40.00 per space per month.

**BACKGROUND/EXPLANATION:**

The PABC has partnered with Zipcar to reduce car ownership in Baltimore City since June of 2011. In the past four years, the partnership has removed approximately 3,000 personally owned cars from the City, reducing the demand for parking and the need for construction of parking garages. If the City built garages to park those vehicles, it would have cost the City approximately 75 million dollars.

The PABC has helped in placing over 100 Zipcars throughout the City, which has allowed thousands of Baltimore residents to become Zipcar members, providing an additional mode of transit while living with fewer personal vehicles.

The PABC is currently exploring additional car-sharing methods and requires time to see where the car-sharing market is moving before it attempts new procurement of car-sharing services for the City.

## MINUTES

Parking Authority for - cont'd  
Baltimore City (PABC)

	<u>Commitment</u>	<u>Performed</u>
<b>MBE:</b> See note below*	\$15,000.00	
<b>WBE:</b> Haines Industries		\$28,609.38
Mjach Designs		1,785.00
Flowers by Chris		127.20
X-TremePainting	\$ 5,000.00	38.20
		<u>\$30,559.78</u>

\*Based on continuing efforts, MWBOO has determined that Zipcar has demonstrated good faith efforts to comply with the MBE/WBE program. There is very little available opportunity for subcontracting.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to Memorandum of Understanding with Zipcar, Inc.

**MINUTES**

Bureau of Accounting and - Revised Rental Schedules FY16  
Payroll Services                      2015 - 2016

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the revised schedule of Payment in Lieu of Taxes (PILOT) payments for FY 2016.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

Whenever there is a change in the rental schedule of an apartment house built under Section 202, National Housing, or any subsequent section which accomplishes the same purpose of Section 202, the owners of such property will furnish the revised schedules of rent to the Department of Finance.

The actual amount of change of PILOT payments for the fiscal year 2015-2016 will be as follows:

	<u>Increase (Decrease)</u>	<u>New PILOT</u>
Advent Senior Housing	\$ 384.00	\$ 32,136.00
Bradford St. Development Corp.	\$ 691.20	\$ 20,287.20
Concord House	\$2,097.48	\$127,640.04
Homes for Arundel, Inc.	\$ 717.60	\$ 3,518.40
Naomi Project Ltd. Part.	(\$ 72.18)	\$ 21,995.70
New Waters Tower Apartments	\$1,884.20	\$252,328.30

## MINUTES

Bureau of Accounting & Payroll Services - cont'd

	<u>Increase (Decrease)</u>	<u>New PILOT</u>
O'Donnell Square	\$ 505.80	\$ 11,924.16
St. James Terrace	\$1,396.80	\$ 88,995.60
St. Mary's (East & West)	\$1,519.20	\$141,470.64
Walker-Daniels House	\$8,151.60	\$ 30,658.80
Weinberg Woods	\$1,209.60	\$ 60,566.40
Westminster House Apartments	\$3,184.50	\$130,565.46
Woodbourne Woods	\$3,919.20	\$ 82,132.80

UPON MOTION duly made and seconded, the Board approved the revised schedule of Payment in Lieu of Taxes payments for FY 2016.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with KPMG Corporate Finance, LLC, (Consultant), for Project 1207, Owner Project Alternative Delivery Advisory Services for the City's Capital Program. The period of the Agreement is effective upon Board approval for one year, or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$ 124,727.00	-	2070-000000-5601-398400-603018
426,182.00	-	2070-000000-5601-398500-603018
154,546.00	-	2071-000000-5601-613800-603018
210,909.00	-	2071-000000-5601-613900-603018
16,727.00	-	2072-000000-5181-390700-603018
5,818.00	-	1001-000000-5161-389800-603018
30,546.00	-	2070-000000-5601-730000-603018
30,545.00	-	2071-000000-5601-730000-603018
<b>\$1,000,000.00</b>		

**BACKGROUND/EXPLANATION:**

On September 17, 2014, the Architectural and Engineering Awards Commission awarded Project 1207 to the Consultant. The scope of work includes but is not limited to: Alternative Project Delivery (APD), Programmatic Support, and Identifying Candidate APD Projects, and Project Implementation. The Consultant was approved by the Office of Boards and Commissions and the Architectural and Engineering Awards Commission.

**MBE/WBE PARTICIPATION:**

<b>MBE:</b>	DM Enterprises of Baltimore, LLC	\$100,000.00	10%
<b>WBE:</b>	Albrecht Engineering, Inc.	\$ 50,000.00	5%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**MINUTES**

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

**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 KPMG Corporate Finance, LLC, for Project 1207, Owner Project Alternative Delivery Advisory Services for the City's Capital Program. The President voted **NO**.

**MINUTES**

Department of Public Works/Office - Partial Release of  
of Construction & Engineering Retainage

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Partial Release of Retainage Agreement with Spiniello Companies, for SC 875, Southwest Diversion Pressure/Gravity Sewer, Phase III.

**AMOUNT OF MONEY AND SOURCE:**

\$575,155.00 - 9956-905641-9551-000000-200001

**BACKGROUND/EXPLANATION:**

All work on SC 875, Southwest Diversion Pressure/Gravity Sewer, Phase III is substantially completed. The City holds funds in the amount of \$821,650.00. The contractor has requested a Partial Release of Retainage of \$575,155.00. The remaining \$246,495.00 is sufficient to protect the interest of the City.

**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 Partial Release of Retainage Agreement with Spiniello Companies, for SC 875, Southwest Diversion Pressure/Gravity Sewer, Phase III.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize payment to Metra Industries, Inc. Pursuant to Article VI, §11(e)(ii) of the City Charter.

**AMOUNT OF MONEY AND SOURCE:**

\$102,804.64	-	2071-000000-5521-393204-603026
102,804.64	-	2071-000000-5521-393304-603026
16,295.36	-	2071-000000-5521-393404-603026
<u>16,295.36</u>	-	<u>2071-000000-5521-393504-603026</u>
<b>\$238,200.00</b>		

**BACKGROUND/EXPLANATION:**

The Contractor responded to the Department of Public Works' request to assist with restoring water services to residential and commercial customers whose interruptions were due to the harsh winter conditions that occurred between February and March 2015.

February 2015 was determined as Baltimore City's second coldest February on record, according to the Baltimore Sun and the National Weather Service. Due to these extremely frigid temperatures, there was a significant increase in water main breaks throughout the City. The water main breaks and other exterior water leaks were causing public safety issues because of the formation of ice at the leaking locations.

The urgent nature and heavy volume of the resulting work orders required that the Department of Public Works activate its Park Terminal Operations Center on February 23, 2015. To address the sharp increase of work orders, the DPW had to engage on-call contractors to assist in timely responses to the growing backlog of urgent customer complaints regarding their services. The required services included field inspections of water service issues, thawing of frozen service lines and meters, repairs to broken mains and replacement of water service lines, as required to restore water services.

**MINUTES**

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

On March 9, 2015, Pursuant to the City Charter, Article VI, §11(e)(ii), the DPW advised of the emergency nature of the situation and requested that the Department of Finance authorize the repairs to commence and the Director of Finance authorized emergency repairs to be made by Metra Industries, Inc. after a solicitation was made amongst four respondents.

Metra Industries, Inc. began the work and has worked on the project continuously to date which is now completed. The amount requested was negotiated and agreed between the DPW and Metra Industries and no further requests will be made regarding future payments of this work.

**MBE/WBE PARTICIPATION:**

Because of the nature of the work, goals were not assigned.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized payment to Metra Industries, Inc. Pursuant to Article VI, §11(e)(ii) of the City Charter.

**MINUTES**

Department of Public Works (DPW) - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize an Expenditure of Funds to pay rent for the lease for the Department of Public Works, Safety & Training Division, Tenant, at 3000 Druid Park Drive.

**AMOUNT OF MONEY AND SOURCE:**

\$13,218.32 - 1001-000000-1901-191300-603013

**BACKGROUND/EXPLANATION:**

The Board initially approved a Lease Agreement between the City and the DPW, Safety & Training Division, Tenant, at 3000 Druid Park Drive in the amount of \$38,500.00.

An amendment to the lease was approved on October 15, 2014, to extend the lease on a month-to-month basis for up to six months. However, there were not enough funds to cover monthly billing from January, February, March, and April 2015.

Therefore, the Board is requested to approve payment of the invoices amounting to \$13,218.32 to cover the rental for the above period at the rate of \$3,304.58 per month.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized the Expenditure of Funds to pay rent for the lease for the Department of Public Works, Safety & Training Division, Tenant, at 3000 Druid Park Drive.

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

2065 - 2066

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development</u>		
1. <b>\$800,000.00</b>	9910-908652-9588	9910-908651-9588
31 <sup>st</sup> Community	Blighted Structures	Urgent Demolition
Bonds	FY15 - Demo	FY15

This transfer will redistribute appropriations from the Blighted Structures FY15 - Demo account to The Urgent Demolition FY15 account based on program funding need. The Urgent Demolition program has incurred considerably more costs than the Blighted Structures program.

2. \$160,000.00	9910-907115-9588	
	Stabilization Urgent	
	Need - Demo	
<u>300,000.00</u>	9910-908650-9588	
	Urgent Needs Stabil-	
	ization FY15	
<b>\$460,000.00</b>	-----	9910-911158-9588
31 <sup>st</sup> Community		Blight Elimination
Bonds		Stabilization FY13

This transfer will redistribute appropriations from the Urgent Needs Stabilization accounts to the Blight Elimination Stabilization account based on program funding need. The Blight Elimination Stabilization program has incurred considerably more costs than the Urgent Needs Stabilization program.

MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development - cont'd</u>		
3. \$1,082,482.78	9910-995001-9587 Unallocated Reserve	
681,250.00	9910-904979-9587 East Baltimore Re- development Reserve	
<u>736,267.22</u>	9910-994001-9600 Unallocated Reserve	
<b>\$2,500,000.00</b>	-----	9910-920034-9588
State Revenue		FY15 Strategic Grant Impact Funds

This transfer will move appropriations. The City, was awarded a \$2.5 million grant from the Maryland Department of Community Development, as part of the strategic demolition and smart impact funds. The grant will be used for the demolition of long-term vacant and blighted buildings throughout the City.

Department of General Services

4. <b>\$ 230,000.00</b>	9916-912074-9194	9916-902944-9197
Gen. Funds	Benton Building Insu- lation Improvements - Reserve	Benton Building Exterior Stone Wall - Active

This project will alleviate water from infiltrating into exterior stone walls and causing damage to the Benton Building. Without prompt action, the exterior stone walls will deteriorate to such a point that the entire surface will have to be replaced.

**MINUTES**

Environmental Control Board (ECB) - Governmental/Charitable Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City for members of the ECB staff to solicit charitable donations from national and local retail outlets to donate cleaning supplies for the ECB Community Ambassador Program. The period of the campaign will be effective upon Board approval and will terminate 6 months thereafter.

**AMOUNT OF MONEY AND SOURCE:**

The ECB is requesting donations for items such as trashcans, trash bags, brooms, dustpans, etc. The ECB will not request donations in a monetary form.

**BACKGROUND/EXPLANATION:**

The ECB is implementing the ECB Community Ambassadors Program, which is an initiative that will recognize individuals in Baltimore City communities who regularly on their own, with their own supplies and on their own time go into their neighborhoods and clean up. The ECB is partnering with Community Association leadership to identify possible Ambassadors and will distribute donated cleaning supplies which will be compiled into an ECB Community Ambassadors "clean-up kit."

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City for members of the ECB

**MINUTES**

ECB - cont'd

staff to solicit charitable donations from national and local retail outlets to donate cleaning supplies for the ECB Community Ambassador Program.

**MINUTES**

Bureau of Purchases - Master Lease Financing

**ACTION REQUESTED OF B/E:**

The Board is requested to authorize the Department of Finance to seek Master Lease financing for the purchase of vehicles, to be awarded to vendors in separate solicitations with subsequent Board approvals as required.

**AMOUNT OF MONEY AND SOURCE:**

\$26,130,100.00 - City's Master Lease through the Bureau of  
Treasury Management

**BACKGROUND/EXPLANATION:**

No additional funds are required. The total cost will be financed through the City's Master Lease program administered by the Bureau of Treasury Management.

On April 13, 2013, the Board approved the City's use of a Master Lease vehicle financing approach, as part of the City's 10-Year Financial Plan. The second round of financing under this plan was approved on April 2, 2014. This is the third round of such financing. The awards for provision of specific vehicles have already received Board approval, or approval will be sought as required. This request for Board approval authorizes the financing of the future purchase of the following vehicles by gross vehicular weight (GVW) class.

	<i>Vehicle Count</i>	<i>Estimated Costs</i>
6-Year Tranche Total	376	\$10,928,600.00
<8,500 GVW	305	\$7,170,200.00
8,501 - 10,000 GVW	61	\$2,213,400.00
>10,001 GVW	8	\$1,480,000.00
Specialty Equipment	2	\$65,000.00

## MINUTES

Bureau of Purchases - cont'd

	<i>Vehicle Count</i>	<i>Estimated Costs</i>
10-Year Tranche Total	108	\$15,201,500.00
<8,500 GVW	10	\$190,000.00
10,001 - 14,000 GVW	1	\$33,000.00
14,001 - 16,000 GVW	1	\$100,000.00
16,001 - 19,500 GVW	4	\$400,000.00
19,501 - 26,000 GVW	1	\$42,000.00
26,001 - 33,000 GVW	28	\$4,115,000.00
>33,000 GVW	28	\$8,991,000.00
Specialty Equipment	35	\$1,330,500.00
<hr/>		
Total Financing Amount	484	\$26,130,100.00

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board authorized the Department of Finance to seek Master Lease financing for the purchase of vehicles, to be awarded to vendors in separate solicitations with subsequent Board approvals as required.

## 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. TENNANT SALES AND SERVICE COMPANY   | \$34,970.00 | Low Bid |
| Solicitation No. B50004062 - New Preventative Maintenance Contract for Tennant Machines - Baltimore Convention Center - Req. No. R695023 |             |         |

The period of the award is June 17, 2015 through June 16, 2016, with three 1-year renewal options.

- |   |             |         |
|---|-------------|---------|
| 2. GREEN SITE, LLC  | \$29,300.00 | Low Bid |
| Solicitation No. - B50004081 - Install Arena Seating at the William J. Myers Pavilion - Department of Recreation and Parks - Req. No. R681306 |             |         |

- |  |             |         |
|--|-------------|---------|
| 3. NEUBRAIN, LLC   | \$18,755.06 | Renewal |
| Contract No. 08000 - Production Server Hosting for Integrated Financial Budget System - Department of Finance - Purchase Order No. P529684 |             |         |

On December 17, 2014, the City Purchasing Agent approved the initial award in the amount of \$18,755.06. The award contained one 1-year renewal option. This renewal in the amount of \$18,755.06 is for the period July 1, 2015 through December 31, 2015.

- |   |        |         |
|---|--------|---------|
| 4. ASHLAND AUCTION GROUP, LLC   | \$0.00 | Renewal |
| Contract No. B50002743 - Land Resource Property Auctioneer - Department of Housing and Community Development - Purchase Order No. P524065 |        |         |

On June 26, 2013, the City Purchasing Agent approved the initial award in the amount of \$28,920.00. The award contained three 1-year renewal options. This renewal in the amount of \$0.00 is for the period July 1, 2015 through June 30, 2016, with two 1-year renewal options.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |  |        |         |
|--|--------|---------|
| 5. FORTE PAYMENT<br>SYSTEMS, INC.  | \$0.00 | Renewal |
| Contract No. 06000 - Credit and Debit Card Transaction<br>Systems - Department of Recreation and Parks - Purchase<br>Order No. P524275 |        |         |

On July 17, 2013, the Board approved the initial award in the amount of \$49,000.00. This renewal in the amount of \$0.00 is for the period July 17, 2015 through July 16, 2016. Annual renewals are available subject to agreement by the parties.

- |  |             |                               |
|--|-------------|-------------------------------|
| 6. THEMIS SOLUTIONS INC.   | \$43,272.00 | Selected Source/<br>Agreement |
| Solicitation No. 06000 - Clio User License Agreement (ULA)<br>- Department of Law - Req. No. R699132 |             |                               |

The Board is requested to approve and authorize execution of a Clio User License Agreement. The period of the Agreement is June 17, 2015 through June 16, 2016 with four 1-year renewal options.

This is for the procurement of Clio Case Management System software subscription. The vendor is the sole provider of Clio software licenses.

- |  |            |         |
|--|------------|---------|
| 7. TENNANT SALES<br>AND SERVICE COMPANY  | \$7,300.00 | Renewal |
| Contract No. B50002500 - Parts and Service for Tennant<br>Scrubbers-Sweepers& Litter Vacs - Department of General<br>Services, Fleet Maintenance Division - Purchase Order No.<br>P521030. |            |         |

## 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 August 8, 2012, the Board approved the initial award in the amount of \$40,000.00. The award contained two 1-year renewal options. This renewal in the amount of \$7,300.00 is for the period August 1, 2015 through July 31, 2016, with one 1-year renewal option remaining.

- |  |              |         |
|--|--------------|---------|
| 8. CHESAPEAKE FLOW SOLUTIONS, LLC  | \$200,000.00 | Renewal |
| Contract No. B50002013 - Instrumentation Parts - Department of Public Works, Bureau of Water & Wastewater - P.O. No. P517870 |              |         |

On July 27, 2011, the Board approved the initial award in the amount of \$200,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$200,000.00 is for the period August 15, 2015 through August 14, 2016. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

- |   |                |         |
|---|----------------|---------|
| 9. ABACUS CORPORATION   | \$6,000,000.00 | Renewal |
| Contract No. B50002312 - Unarmed Uniformed Security Guard Services - Departments - Various - P.O. No. P520425 |                |         |

On June 6, 2012, the Board approved the initial award in the amount of \$10,683,000.00. The award contained two 1-year renewal options. On August 13, 2014, the Board approved an increase in the amount of \$1,500,000.00. This first renewal in the amount of \$6,000,000.00 is for the period July 1, 2015 through June 30, 2016, with one 1-year renewal option 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>
---------------	------------------------	--------------------

Bureau of Purchases

On July 11, 2012, the Board approved the initial award in the amount of \$350,000.00. The award contained two 1-year renewal options. On June 25, 2014, the Board approved the first renewal in the amount of \$350,000.00. This final renewal in the amount of \$100,000.00 is for the period August 1, 2015 through July 31, 2016. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

- |   |              |         |
|---|--------------|---------|
| 12. ACCUSOURCE, INC.  | \$ 30,000.00 | Renewal |
| Contract No. B50001855 - Background Investigation Services - Department of Human Resources - P.O. No. P527915 |              |         |

On May 4, 2011, the Board approved the initial award in the amount of \$30,666.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$30,000.00 is for the period July 1, 2015 through June 30, 2016. The above amount is the City's estimated requirement.

- |  |              |         |
|--|--------------|---------|
| 13. UNIVERSITY OF BALTIMORE,<br>SCHAEFER CENTER FOR<br>PUBLIC POLICY   | \$271,000.00 | Renewal |
| Baltimore County Contract No. BC2057085 Election Judge Training Services - Board of Elections - P.O. No. P528349 |              |         |

On July 11, 2007, the Board approved the initial award in the amount of \$290,000.00. The award contained seven 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$271,000.00 is for the period July 1, 2015 through June 30, 2016. 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

The vendor has spent \$8,335.00 for supplies, however, credit is given for only \$915.00 which is the maximum value allowed for expenditures from non-manufacturing suppliers.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

- |  |              |          |
|--|--------------|----------|
| 18. MCAFEE ELECTION SERVICES, INC.   | \$435,369.00 | Increase |
| Contract No. 06000 - Election Services - Board of Elections - P.O. No. P527929 |              |          |

On February 5, 2014, the Board approved the initial award in the amount of \$1,079,530.00. The award contained two 2-year renewal options. The State of Maryland will be implementing new voting machines with respective new procedures with the upcoming 2016 elections that will require additional setup work including "mock" elections for testing tentatively scheduled for September 2015. This increase in the amount of \$435,369.00 will make the total award amount \$1,514,899.00. The period covered is through February 4, 2016, with two 2-year renewal options remaining. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

- |   |              |          |
|---|--------------|----------|
| 19. CLIENT TRACK, INC.  | \$185,000.00 | Increase |
| Contract No. B50002737 - Homeless Management Information System - Mayor's Office of Human Services - P.O. No. P523147 |              |          |

On April 24, 2013, the Board approved the initial award in the amount of \$215,000.00. The award contained five 1-year renewal options. Subsequent actions have been approved.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

Because of additional required training, data migration, and custom reporting, an increase in the amount of \$185,000.00 is necessary. This increase in the amount of \$185,000.00 will make the award amount \$503,350.00. The contract expires on April 9, 2016, with four 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

20.	CENTER FOR EMERGENCY MEDICINE OF WESTERN PENNSYLVANIA	\$497,726.00 <u>300,000.00</u>	Ratification and Term Order
		<b><u>\$797,726.00</u></b>	

Contract No. 06000 - Non-Emergent Air Transportation Services - Health Department, Field Health Services - Req. No. R692961

Non-Emergent Air Transportation services for critical care patients are provided by the Maryland Department of Health and Mental Hygiene (DHMH) through the Transportation Grants Program. The DHMH protocol states "All Air Ambulance transport costs for Maryland Medicaid Recipient will be paid by the Baltimore City Health Department," through the Transportation Grants Program.

The Transportation Grants Program operated without a Program Director for several months, during which the procurement procedures were not followed and the vendor was not paid. The City allowed the previous contract to expire without a replacement, due to information from the State of Maryland that the State would be responsible for payment for these services.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

After the State informed the Health Department that it would not be responsible for payment, the Health Department was unable to submit necessary information to allow for timely payment. Although the vendor had not been paid, they continue to provide services to the City. Authority is requested to ratify payments to the selected vendor to pay outstanding invoices and to allow for future payments until a new contract can be established. The period of the ratification is June 9, 2014 through June 17, 2015. The period of the term order is June 18, 2015 through October 31, 2015, with no renewal options.

It is hereby certified, that the above procurement is of such a nature that no advantage will result in seeking nor would it be practical to obtain competitive bids. Therefore, pursuant to Article VI, Section 11 (e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

**MWBOO GRANTED A WAIVER.**

21.	PHI AIR TRANSPORTATION	\$200,104.00	Ratification and
	MEDICAL LLC	67,000.00	Term Order
		<u>\$267,104.00</u>	

Contract No. 06000 - Non-Emergent Intra-Hospital Air Trans Transportation Services - Health Department, Field Health Services Req. Nos. R694781 and R684822

Non-Emergent Air Transportation services for critical care patients are provided by the Maryland Department of Health and Mental Hygiene (DHMH) through the Transportation Grants Program. The DHMH II protocol states "All Air Ambulance transport costs for Maryland Medicaid Recipient will be paid by the Baltimore City Health Department," through the Transportation Grants Program.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

The Transportation Grants Program operated without a Program Director for several months, during which the procurement procedures were not followed and the vendor was not paid. The City allowed the previous contract to expire without a replacement, due to information from the State of Maryland that the State would be responsible for payment for these services. After the State informed the Health Department that it would not be responsible for payment, the Health Department was unable to submit necessary information to allow for timely payment. Although the vendor had not been paid, they continued to provide services to the City. Authority is requested to ratify payments to the selected vendor to pay outstanding invoices and to allow for future payments until a new contract can be established. The period of the ratification is July 1, 2014 through June 17, 2015. The period of the term order is June 18, 2015 through October 31, 2015, with no renewal options.

It is hereby certified, that the above procurement is of such a nature that no advantage will result in seeking nor would it be practical to obtain competitive bids. Therefore, pursuant to Article VI, Section 11 (e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

**MWBOO GRANTED A WAIVER.**

22.	LIFESTAR RESPONSE OF MARYLAND, INC.	\$202,676.76 <u>120,000.00</u> <b>\$322,676.76</b>	Ratification and Award
-----	-------------------------------------	--	---------------------------

Contract No. 06000 - Emergency Medical Technicians - Health Department - Req. No. R694836

The Health Department was unable to submit necessary information to procure the service, but the vendor continued to provide the service.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

The Bureau of Purchases is working with the Health Department to determine its needs for this service going forward. The ratification is for the period February 1, 2014 through March 31, 2015. The award is for the period April 1, 2015 through January 31, 2016.

It is hereby certified, that the above procurement is of such a nature that no advantage will result in seeking nor would it be practical to obtain competitive bids. Therefore, pursuant to Article VI, Section 11 (e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

**MWBOO GRANTED A WAIVER.**

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 selected Source Agreement with Themis Solutions, Inc. (item no. 6).

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an appropriation adjustment order (AAO) - Grant Fund transfer within the Baltimore City Health Department from Service 715 (Health Administration) to Service 723 (Advocacy for Seniors).

**AMOUNT OF MONEY AND SOURCE:**

\$180,000.00 - From: Health Department, Service 715  
5000-500015-3001-599000-405001  
Unallocated Grant Funds

To: Health Department, Service 723  
6000-617815-3044-273300-406001  
Waxter Center Renovation

The source of funds is a grant from the Harry and Jeanette Weinberg Foundation, Inc. accepted by the on Board March 25, 2015.

**BACKGROUND/EXPLANATION:**

The transfer is necessary to fund the renovation of the Waxter Senior Center. Initially, special funding was appropriated within an unallocated fund account in the Fiscal 2015 Ordinance of Estimates. With this AAO, funding will be moved from the unallocated grant source in accordance with the actual grant award.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

BBMR - cont'd

UPON MOTION duly made and seconded, the Board approved the appropriation adjustment order - Grant Fund transfer within the Baltimore City Health Department from Service 715 (Health Administration) to Service 723 (Advocacy for Seniors).

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an appropriation adjustment order (AAO) - Grant Fund transfer within the Baltimore City Health Department from Service 715 (Health Administration) to Service 723 (Advocacy for Seniors).

**AMOUNT OF MONEY AND SOURCE:**

\$80,000.00 - From: Health Department, Service 715  
5000-500015-3001-599000-405001  
Unallocated Grant Funds

To: Health Department, Service 723  
6000-617715-3044-273300-406001  
NCOA Economic Security Center

The source of funds is a grant from the National Council on Aging accepted by the Board on May 13, 2015.

**BACKGROUND/EXPLANATION:**

The transfer is necessary to fund the implementation of a referral network to connect older adults to a variety of community services. Initially, special funding was appropriated within an unallocated special fund account in the Fiscal 2015 Ordinance of Estimates. With this AAO, funding will be moved from the unallocated grant source in accordance with the actual grant award.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

BBMR - cont'd

UPON MOTION duly made and seconded, the Board approved the appropriation adjustment order - Grant Fund transfer within the Baltimore City Health Department from Service 715 (Health Administration) to Service 723 (Advocacy for Seniors).

**MINUTES**

Bureau of the Budget & Management Research (BBMR) - FY 2016 Budget & Property Tax Surcharge Rate - Midtown Community Benefits District

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Midtown Community Benefits District (District) FY 2016 budget and property tax surcharge rate.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Board of Estimates has the authority to approve the annual financial plans and surcharge tax rate for the Midtown Community Benefits District. The District has submitted its plan for Fiscal 2016. Property owners in the District will pay the same surcharge rate on their property taxes in Fiscal 2016 as in Fiscal 2015. The rate is set at \$0.132/\$100.00 of assessable value.

Fiscal 2016 estimated revenues are down 4.42% or \$55,771.00 to \$1,205,239.00 compared to \$1,261,010.00 in Fiscal 2015. The budget includes a \$120,524.00 allowance of non-collected surtax and therefore, a net income of \$1,084,715.00. As of April 30, 2015, the total cash reserves for the District were \$415,251.00.

In calendar year 2016, District offices will relocate from office space currently provided in-kind by the University of Baltimore to a property located at 1120 N. Charles Street. The office relocation is expected to be completed by November 2015.

The management team for the District has been a positive force in the Midtown area since it began operations. The Finance Department recommends that the Board approves the budget plan and surcharge tax rate.

## MINUTES

MIDTOWN COMMUNITY BENEFITS DISTRICT  
Proposed FY2016 Budget SummaryAdopted by MCB D Board  
on 4/1/15

	Projected Income	Clean	Green	Safe	Admin	FY2016 TOTAL	FY2015 Budget
1	Property Tax surcharge					\$ 1,205,239	\$ 1,261,009.65
	Allowance for over-estimated surtax					(120,524)	(126,101)
2	Net income					\$ 1,084,715	\$ 1,134,909
3	Contributions					69,812	65,000
4	Interest Earned					500	500
5	Service fees					15,000	10,000
6	Total Income					\$ 1,170,027	\$ 1,210,409
	Projected Expenses	Clean	Green	Safe	Admin	TOTAL	TOTAL
7	Accounting	5,073	1,326	1,900	1,401	9,700	9,700
8	Advertising	418	109	157	116	800	800
9	Audit	4,706	1,231	1,763	1,300	9,000	8,600
10	Bank service charges	131	34	49	36	250	260
11	Computer expenses	784	205	294	217	1,500	1,500
12	Consultants	1,046	273	392	289	2,000	500
13	Depreciation	19,052	4,982	7,136	5,262	36,432	35,125
14	Dues & Subscriptions	157	41	59	43	300	2,645
15	Employee benefits	51,143	13,373	19,157	14,127	97,800	119,505
16	Equipment rental	183	48	69	51	350	300
17	Fuel Expense	18,303	4,786	6,856	5,056	35,000	35,000
18	Fundraising Expense	261	68	98	72	500	500
19	Insurance - Gen liability	21,859	5,716	8,188	6,038	41,800	38,000
20	Insurance - Workers Comp	17,257	4,512	6,464	4,767	33,000	28,000
21	Interest paid	418	109	157	116	800	800
22	Leased Equipment	5,909	1,970	0	0	7,878	0
23	Legal fees	261	68	98	72	500	500
24	Licenses & Permits	261	68	98	72	500	350
25	Miscellaneous	105	27	39	29	200	200
26	Newsletter	288	75	108	79	550	500
27	Meals	523	137	196	144	1,000	1,000
28	Meetings & Conferences	1,124	294	421	311	2,150	4,300
29	Moving Expenses	2,902	759	1,087	802	5,550	0
30	Occupancy (rent, etc.)	24,892	6,509	9,324	6,876	47,600	49,480
31	Office expenses	2,719	711	1,019	751	5,200	7,200
32	Payroll Service	3,138	820	1,175	867	6,000	5,400
33	Postage	1,883	492	705	520	3,600	3,000
34	Printing & copying	1,464	383	548	404	2,800	3,600
35	Program Exp - Clean/Green	25,162	3,000	0	0	25,162	25,500
36	Program Exp- temporary labor	5,000	1,000	0	0	6,000	6,000
37	Program Exp - Safety	0	0	3,000	0	3,000	18,900
38	Program Exp - Outreach	0	0	0	1,000	1,000	1,000
39	Repair & maint. - facility	941	246	353	260	1,800	10,300
40	Repair & maint. - equipment	5,396	1,411	2,021	1,491	10,319	16,500
41	Repair & maint. - vehicles	4,706	1,231	1,763	1,300	9,000	7,500
42	Salaries	287,077	105,597	156,480	109,635	658,789	662,000
43	Simple IRA	2,615	684	979	722	5,000	5,000
44	Small equipment	784	205	294	217	1,500	1,500
45	Telephone & DSL	2,353	615	881	650	4,500	5,000
46	Telecommunications system	7,583	1,983	2,840	2,094	14,500	14,500
47	Taxes - payroll	33,310	8,710	12,477	9,201	63,697	63,944
48	Training expenses	784	205	294	217	1,500	1,000
49	Travel	523	137	196	144	1,000	1,000
50	Uniforms	5,491	1,436	2,057	1,517	10,500	\$ 14,000
51	Total Expenses	\$ 567,986	\$ 175,588	\$ 251,189	\$ 178,263	\$ 1,170,027	\$ 1,210,409
52	NET					\$ 0	
53	FY2016 % of total budget	49%	15%	21%	15%	100%	100%

**MINUTES**

BBMR - cont'd

UPON MOTION duly made and seconded, the Board approved the Midtown Community Benefits District FY 2016 budget and property tax surcharge rate.

**MINUTES**

Bureau of the Budget & Management Research (BBMR) - FY 2016 Budget & Property Tax Surcharge Rate - Waterfront Management District

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Waterfront Management District (District) FY 2016 budget and property tax surcharge rate.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Board of Estimates has the authority to approve the annual financial plans and surcharge tax rate for the Waterfront Management District. The District has submitted its plan for Fiscal Year 2016. Property owners in the District will pay the same surcharge rate on their property taxes in Fiscal 2016 as in Fiscal 2015. The rate is set at \$0.17 per \$100.00 of assessable value. Surcharge fee revenues have increased slightly from \$1,647,379.00 in Fiscal 2015 to \$1,731,264.00 in Fiscal 2016, which represents an increase of 5.09% or \$83,885.00.

Revenue from the surcharge represents 64.11% of the total budget. The District also receives \$425,000.00 in funding from the City of Baltimore, via the Baltimore Development Corporation. Currently, the Waterfront Management District has \$641,259.00 in reserve funding, which represents a total value of three months of its annual budget.

The District's fiscal management has been sound and it has been a positive force in the Waterfront area since its inception. The Finance Department recommends that the Board approves the budget plan and surcharge tax rate.

## MINUTES

Waterfront Partnership of Baltimore, Inc.  
Statement of Revenues and Expenditures by Period  
From 7/1/2015 Through 6/30/2016

*WO - Waterfront Partnership Unrestricted*

7/1/2015 - 6/30/2016

FY 2016 Budget

Revenue and support	
Private taxable property owners	1,731,264.12
Baltimore City contract	425,000.00
Nonprofit property owners	66,000.00
Corporate partners	182,000.00
Sponsorship - events	71,975.00
Sponsorship - other	70,000.00
Event coordination fee	23,748.98
Food and beverage sales	5,700.00
Tickets	7,722.65
Contract service fees	101,898.20
Interest income	<u>15,000.00</u>
Total Revenue and support	<u>2,700,308.95</u>
Expenses	
Hospitality and Safety	780,956.00
Exterior Janitorial	631,566.84
Landscaping	381,547.00
Marketing	147,273.00
Marketing Waterfront Life	70,000.00
Events	150,458.90
WSP Programming	7,176.00
Corporate Cultivation	63,298.21
Fells Point Main Street	75,990.00
Healthy Harbor	124,740.00
Waterwheel	37,027.00
Administration	222,576.00
Fundraising	<u>7,700.00</u>
Total Expenses	<u>2,700,308.95</u>
<b>Change in Net Assets before non-operating expenses</b>	<b><u>0.00</u></b>
Non-operating expenses	
Waterwheel Depreciation	<u>65,000.00</u>
Total Non-operating expenses	<u>65,000.00</u>
Change in Net Assets	<u>(65,000.00)</u>

MINUTES

BBMR - cont'd

UPON MOTION duly made and seconded, the Board approved the Waterfront Management District FY 2016 Budget and property tax surcharge rate. The Comptroller **ABSTAINED**.

**MINUTES**

Bureau of the Budget & Management Research (BBMR) - FY 2016 Budget & Property Tax Surcharge Rate - Charles Village Benefits District

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Charles Village Community Benefits District (CVCBD) FY 2016 budget and property tax surcharge rate.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Board of Estimates has the authority to approve the annual financial plans and surcharge tax rate for the Charles Village Benefits District. The CVCBD has submitted its plan for Fiscal 2016. Property owners in the CVCBD will pay the same surcharge rate on their property taxes in Fiscal 2016 as in Fiscal 2015. The rate is set at \$0.12 per \$100.00 of assessable value.

The total Fiscal 2016 estimated revenues have increased 7.73% or \$52,177.00 to \$726,784.00 from \$674,607.00 for Fiscal 2015. The CVCBD has supplemented this revenue with funding from an existing contract with Johns Hopkins University (JHU) that will continue through FY 2016. Under this contract, the CVCBD will provide enhanced safety services (in addition to safety services already funded by surcharge tax revenue), including additional safety patrol officers, additional monitoring of surveillance cameras and additional safety-related support services for individual residents and businesses. The CVCBD has budgeted a larger percentage of its anticipated income for safety services this year than for sanitation services, 47% compared to 44%.

The management team for the CVCBD has been a positive force in the Charles Village area since it began operations, and it has taken steps to assure a sound financial operation. As of May 2015, the organization's reserve balance is \$142,075.00 which represents a total value of about 2 months of its annual budget.

2095

BOARD OF ESTIMATES

06/17/2015

**MINUTES**

BBMR - cont'd

This reserve funding will not be used to support the organization's Fiscal 2016 operations. Due to slow growth in surcharge tax revenue, the reserve balance can only be increased in small increments annually. The Budget Bureau encourages the District to work towards building a reserve fund at a minimum of approximately three months its annual budget.

MINUTES

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	<b>Charles Village Community Benefits District</b>														
2	<b>Proposed Budget FY 2015-2016</b>														
3	<b>Breakdown of income and expenses</b>													<b>Comparison w/ FY2015</b>	
4	(anticipated income by source and anticipated expenses by line item; both allocated across cost centers)														
5	Income/Expense	Proposed 2016	Admin dollars	Admin % budget	Sanitation dollars	Sanitation % budget	Safety dollars	Safety % budget	Outreach dollars	Outreach % budget	FY 2015	Variance			
6	<b>ANTICIPATED INCOME</b>														
7	Property Tax Surcharge	726,784	62,486		355,718		298,887		9,693		674,607	52,177			
8	Exempt Property Contribution (JHU)	68,000	5,440		31,960		29,240		1,360		68,000	0			
9	Exempt Property Contribution (others)	3,000	240		1,410		1,290		60		0	3,000			
10	Program Revenue	96,388			5,700		90,688				5,700	90,688			
11	Contract w/ JHU - HCPI Enhanced Safety Program	90,688													
12	Contract w/ CSX - sanitation services	2,700									2,700				
13	Contract w/ Jenkins Assoc. - Vineyard Reading Garden	900									900				
14	Miscellaneous Fee for Service	2,100									2,100	0			
15	<b>Total Anticipated Income</b>	<b>894,172</b>	<b>68,166</b>		<b>394,788</b>		<b>420,105</b>		<b>11,113</b>		<b>748,307</b>	<b>145,865</b>			
16	<b>ANTICIPATED EXPENSES</b>														
17	<b>Personnel Expenses: Compensation</b>														
18	Salaried Staff (1 FTE)	68,000	34,000	50%	15,000	22%	15,000	22%	4,000	6%	113,000	-45,000			
19	Hourly Staff (12 FTE)	289,972	15,860	5%	244,859	84%	27,277	9%	1,976	1%	286,108	3,864			
20	Seasonal Workers (Fall Leaf Campaign)	6,000			6,000	100%					6,000	0			
21	Off duty police	167,440					167,440	100%			56,160	111,280			
22	Contract Labor														
23	Contract Labor (Director Safety)	75,000					75,000	100%			0	75,000			
24	Contract Labor (CitiWatch Monitor)	22,620					22,620	100%			0	22,620			
25	<b>Subtotal Compensation</b>	<b>629,032</b>	<b>49,860</b>	<b>7.93%</b>	<b>265,859</b>	<b>42.26%</b>	<b>307,337</b>	<b>48.86%</b>	<b>5,976</b>	<b>0.95%</b>	<b>461,268</b>	<b>167,764</b>			
26	<b>Personnel Expenses: Benefits</b>														
27	Payroll Taxes (salaried and hourly staff only)	42,000	3,289	7.83%	17,531	41.74%	20,786	49.49%	395	0.94%	59,965	-17,965			
28	Workers' Comp. Insurance	20,700	1,621	7.83%	8,640	41.74%	10,244	49.49%	195	0.94%	22,000	-1,300			
29	Payroll Service Fees	4,500	352	7.83%	1,878	41.74%	2,227	49.49%	42	0.94%	4,500	0			
30	Health Insurance	48,000	3,758	7.83%	20,035	41.74%	23,755	49.49%	451	0.94%	52,000	-4,000			
31	<b>Subtotal Benefit</b>	<b>115,200</b>	<b>9,020</b>		<b>48,084</b>		<b>57,012</b>		<b>1,083</b>		<b>138,465</b>	<b>-23,265</b>			
32	<b>Subtotal Personnel</b>	<b>744,232</b>	<b>58,880</b>		<b>313,943</b>		<b>364,349</b>		<b>7,059</b>		<b>599,733</b>	<b>144,499</b>			
33	<b>Program Expenses</b>														
34	Printing/Publishing/Web	3,000	240	8.00%	1,860	62.00%	600	20.00%	300	10.00%	3,000	0			
35	Supplies	18,000	1,440	8.00%	11,160	62.00%	3,600	20.00%	1,800	10.00%	18,000	0			
36	Uniforms	8,400	672	8.00%	5,208	62.00%	1,680	20.00%	840	10.00%	6,500	1,900			
37	Contracts	17,000	0	0.00%	9,500	50.00%	7,500	50.00%	0	0.00%	15,000	2,000			
38	Rat Abatement Project - bait station vendor	15,000			7,500		7,500				15,000				
39	CV Tree Canopy Project - tree watering vendor	2,000			2,000										
40	Auto Insurance	5,000	0	0.00%	5,000	100%	0	0.00%	0	0.00%	5,000	0			
41	Vehicle Op. (fuel, maint., etc)	12,000	0	0.00%	12,000	100%	0	0.00%	0	0.00%	12,000	0			
42	<b>Subtotal Program</b>	<b>63,400</b>	<b>2,352</b>		<b>44,728</b>		<b>13,380</b>		<b>2,940</b>		<b>59,500</b>	<b>3,900</b>			
43	<b>Facility Expenses</b>														
44	Janitorial/Cleaning	1,500	117	7.83%	626	41.74%	742	49.49%	14	0.94%	1,500	0			
45	Maintenance/Additions	1,000	78	7.83%	417	41.74%	495	49.49%	9	0.94%	1,000	0			
46	Rent	31,034	2,430	7.83%	12,954	41.74%	15,359	49.49%	292	0.94%	30,163	871			
47	Telephone	4,800	376	7.83%	2,004	41.74%	2,376	49.49%	45	0.94%	4,800	0			
48	Utilities	3,000	235	7.83%	1,252	41.74%	1,485	49.49%	28	0.94%	3,000	0			
49	<b>Subtotal Facilities</b>	<b>41,334</b>	<b>3,236</b>		<b>17,253</b>		<b>20,456</b>		<b>389</b>		<b>40,463</b>	<b>871</b>			
50	<b>Overhead Expenses</b>														
51	Accounting/Legal	14,000	1,096	7.83%	5,844	41.74%	6,929	49.49%	132	0.94%	14,000	0			
52	Advertising	1,500	117	7.83%	626	41.74%	742	49.49%	14	0.94%	1,500	0			
53	Bank Charges	1,000	80	7.83%	540	41.74%	340	49.49%	40	0.94%	1,000	0			
54	Computer Support	7,200	564	7.83%	3,005	41.74%	3,563	49.49%	68	0.94%	1,018	6,182			
55	Staff Development	1,000	78	7.83%	417	41.74%	495	49.49%	9	0.94%	1,500	-500			
56	Equipment Rental	1,000	78	7.83%	417	41.74%	495	49.49%	9	0.94%	1,000	0			
57	D and O Insurance	2,700	211	7.83%	1,127	41.74%	1,336	49.49%	25	0.94%	2,700	0			
58	Property and Liability Ins.	13,121	1,027	7.83%	5,477	41.74%	6,494	49.49%	123	0.94%	13,121	0			
59	Postage	500	39	7.83%	209	41.74%	247	49.49%	5	0.94%	500	0			
60	Office Expenses	2,000	157	7.83%	835	41.74%	990	49.49%	19	0.94%	2,000	0			
61	<b>Subtotal Overhead</b>	<b>44,021</b>	<b>3,449</b>		<b>18,497</b>		<b>21,631</b>		<b>444</b>		<b>38,339</b>	<b>5,682</b>			
62	<b>Total Anticipated Expenses</b>	<b>892,987</b>	<b>67,917</b>	<b>7.61%</b>	<b>394,421</b>	<b>44.17%</b>	<b>419,817</b>	<b>47.01%</b>	<b>10,832</b>	<b>1.21%</b>	<b>738,034</b>	<b>154,952</b>			
63	<b>Excess Income Over Expense</b>	<b>1,185</b>	<b>248</b>		<b>367</b>		<b>289</b>		<b>281</b>						

MINUTES

BBMR - cont'd

UPON MOTION duly made and seconded, the Board approved the Charles Village Benefits District FY 2106 budget and property surcharge rate.

**MINUTES**

Bureau of the Budget & Management Research (BBMR) - FY 2016 Budget & Property Tax Surcharge Rate - Downtown Benefits District

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Downtown Management Benefits District (DMD) FY 2016 budget and property tax surcharge rate.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Board of Estimates has the authority to approve the annual financial plans and surcharge tax rate for the Downtown Management District. The DMD has submitted its plan for Fiscal 2016. Property owners in the District will pay the same surcharge rate on their property taxes in Fiscal 2016 as in Fiscal 2015. The surcharge rate for properties is \$ 0.2139 per \$100.00 of assessed value and remains the same for Fiscal 2016. For public utilities, the Fiscal 2016 surcharge rate remains unchanged at \$.5347 cents per \$100.00 of assessed value.

The total Fiscal 2016 estimated revenues have increased 4.72% or \$317,554.00 to \$7,048,503.00, compared to Fiscal 2015 revenue of \$6,730,949.00. Estimated property tax surcharge revenue for Fiscal 2016 has increased \$236,342.00 or 3.90% to \$6,299,234.00, compared to \$6,062,892.00 for Fiscal 2015.

Per the DMD's June 2014 audit report, the DMD held \$1,016,624.00 in the Management Restricted Operating Reserve fund, which is equal to two months of expenses. The reserve fund represents a total value of 14.42% of the District's annual budget. The Budget Bureau encourages the District to work towards building a reserve fund at a minimum of at least 25% of its annual budget (or approximately three months its annual budget).

MINUTES

BBMR - cont'd

The DMD's fiscal management has been sound and it has been a positive force in the Downtown area since it began operations. The Finance Department recommends that the Board approves the budget plan and surcharge tax rate.

Downtown Management Authority for Baltimore City  
Fiscal Year 2016  
Proposed Budget

Revenues	Budget	Proj. Results	Budget	FY'16 Budget to Proj Rslts Variance		Notes
	Fiscal Yr. 2015	Fiscal Yr. 2015	Fiscal Yr. 2016	Dollar	Percent	
Property Surcharge	\$ 6,062,892	\$ 6,062,892	\$ 6,299,234	\$ 236,342	4%	(1)
DPW Grant	340,000	340,000	340,000	-		
Tax-Exempt properties	80,000	80,000	80,000	-		
State Agency contributions	50,000	50,000	50,000	-		
Federal GSA Contract	46,564	46,907	48,426	1,519		
Interest	4,000	2,909	3,000	91		
Center Plaza Marketing	30,000	40,122	70,000	29,878		
Late Payment Fees	40,000	40,000	40,000	-		
Parks Activation	37,250	21,200	30,600	9,400		
Contract Services: Wilkes Lane & One South St	39,243	61,743	84,243	22,500		(2)
Supplemental Services-General	1,000	6,166	3,000	(3,166)		
<b>TOTAL REVENUE</b>	<b>\$ 6,730,949</b>	<b>\$ 6,751,939</b>	<b>\$ 7,048,503</b>	<b>\$ 296,564</b>	<b>4%</b>	
<b>Summary of Expenses, % of FY '16 budget:</b>						
Hospitality	30.02%	\$ 1,984,018	\$ 1,909,809	\$ 2,116,155	\$ (206,346)	
Public Space Maintenance	30.01%	1,969,690	1,843,835	2,114,953	(271,118)	
Beautification	10.04%	702,725	692,471	707,389	(14,918)	
Comm/Pub Space Act.	9.36%	556,169	591,116	659,482	(68,366)	
Administration	13.27%	887,136	1,011,911	935,538	76,373	
Special Projects	7.31%	631,210	601,210	514,986	86,224	
<b>TOTAL EXPENSES</b>	<b>100.00%</b>	<b>\$ 6,730,949</b>	<b>\$ 6,650,351</b>	<b>\$ 7,048,503</b>	<b>\$ (398,151)</b>	<b>-6%</b>
<b>NET</b>		<b>\$ 0</b>	<b>\$ 101,588</b>	<b>\$ 0</b>	<b>(101,588)</b>	<b>(3)</b>

NOTES:

- (1) Property Surcharge - FY 16 budget compared to FY 15 budget, the tax surcharge from the base increased by \$151,000, reduction for property appeals decreased by \$78,000 and other miscellaneous increases of \$7,000. Projected results for FY 15, include \$147,000 for future appeals.
- (2) Contract Services Wilkes Lane and One South Street - FY 16 budget reflects a full year contract with Wilkes Lane and One South Street. Projected results reflect a full year for Wilkes Lane and partial year for One South Street.
- (3) Projected Results for FY 15 reflect a projected increase in net assets of \$101,588.

**MINUTES**

BBMR - cont'd

UPON MOTION duly made and seconded, the Board approved the Downtown Management Benefit District FY 2016 budget and property tax surcharge rate.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

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

2102 - 2109

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

The Transfers of Funds were approved  
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.

The President voted **NO** on item no. 4.

Items No. 6, 7, and 8 were **DEFERRED** for one week.

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

1. B50004010, Ash Borer Treatment      The Davey Tree Expert Company      \$150,000.00  
  
(Dept. of Recreation & Parks)
2. B50004035, Provide Daily Roundtrip Transportation for Non-Ambulatory & Other Children      American Limousines, Inc.      \$ 97,000.00  
  
(Dept. of Recreation & Parks)
3. B50004055, Steel Sub Base for Light Poles      Arrow Safety Device Company      \$576,000.00  
  
(Dept. of Transportation & Dept. of Public Works)

**MWBOO GRANTED A WAIVER.**

4. B50004007, Baltimore Convention Center Removal and Reinstallation of Pavers      E & R Services Inc.      \$313,597.00  
  
(Baltimore Convention Center)

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

Five bids were opened on April 22, 2015. E & R Services Inc. was found non-compliant. The next two low bidders were also found non-compliant. The remaining bids were above the amount considered reasonable by the agency. E & R Services Inc. did not meet the MBE/WBE goals. The bidder requested a waiver; however, did not show a good faith effort. Furthermore, bidder listed themselves to "self-perform." However, the bidder is not certified as an MBE by the City.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Purchases - cont'd

This award is recommended subject to E & R Services, Inc. coming into compliance within 10 days of the award.

**MWBOO FOUND VENDOR IN NON-COMPLIANCE.**

5. B50003771, Gasoline PAPCO, Inc. \$54,000,000.00  
and Diesel Fuel

(Dept. of General Services  
and Dept. of Transportation)

**MBE:** JJ Adams Fuel Oil Company, LLC See Note Below

**WBE:** Bay Oil, Inc. See Note Below

The Bidder requested a waiver and demonstrated good faith efforts. The Bidder applied 25% supplier limits to the participation of the named MBE and WBE. The MBE and WBE are providing a service, therefore the 25% supplier limits do not apply.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

6. B50004003, Management Republic Parking (\$ 27,108.00)  
of Parking Garages - System  
Group I

(Parking Authority of  
Baltimore City)

<b>MBE:</b>	Xecutive Security Investigations, Inc.	\$14,000.00	1.9%
	Clean and Clean Services, Inc.	46,400.00	6.1%
		<u>\$60,400.00</u>	<u>8.0%</u>

<b>WBE:</b>	AJ Stationers, Inc.	\$ 5,699.85	0.8%
	Gibbsx, LLC	16,000.00	2.1%
	Glorious Works, Inc.	6,300.00	0.8%
		<u>\$27,999.85</u>	<u>3.7%</u>

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases - cont'd**MWBOO FOUND VENDOR IN COMPLIANCE.****A PROTEST WAS RECEIVED FROM PMS PARKING, INC.**

7. B50003992, Management Republic Parking (\$ 27,108.00)  
of Parking Garages - System  
Group II

**MBE:** Xecutive Security Investigations, \$104,000.00 12.1%  
Inc.

**WBE:** Clean and Clean Services, Inc. \$ 35,000.00 4.1%  
AJ Stationers, Inc. 10,751.96 1.3%  
**\$ 45,751.96 5.4%**

(Parking Authority of  
Baltimore City)

**MWBOO FOUND VENDOR IN COMPLIANCE.****A PROTEST WAS RECEIVED FROM PMS PARKING, INC.**

8. B50004026, Management Republic Parking (\$ 5,400.00)  
of Parking Garages - System  
Group III

(Parking Authority of  
Baltimore City)

**MBE:** Xecutive Security Investigations, \$ 96,000.00 14.3%  
Inc.

**WBE:** Clean and Clean Services, Inc. \$ 17,500.00 2.6%  
AJ Stationers, Inc. 4,756.92 0.7%  
**\$ 22,256.92 3.3%**

**MWBOO FOUND VENDOR IN COMPLIANCE.****A PROTEST WAS RECEIVED FROM PMS PARKING, INC.**



322 N. Howard Street  
4<sup>th</sup> Floor  
Baltimore, Maryland 21201  
410-783-4497 Tel  
410-385-8966 Fax

---

June 15, 2015

Honorable Members of Baltimore City Board of  
Estimates

100 Holliday Street, Suite 204  
Baltimore, Maryland 21202

Honorable Stephanie Rawlings Blake, Mayor  
Honorable Joan Pratt, Comptroller  
Honorable Bernard C "Jack" Young, City Council President  
Mr. George Nilson, City Solicitor  
Mr. Rudolph S. Chow, P.E., Director of Public Works

*c/o* Harriett Taylor, Secretary/Deputy Comptroller

Re: Baltimore City Bureau of Purchases Recommendation for Management  
Contract Award for Bid Numbers B50003992, B50004003, B50004026 and  
B500004027

Dear Board Members:

It has come to our attention that the Parking Authority of Baltimore City is recommending awards of management contracts to offerors other than PMS. PMS is submitting this letter of protest and requesting the members of the Board of Estimates to defer this matter indefinitely while a independent review of the procurement process is conducted by the City's Inspector General.

As it currently stands our protest is based on the following:

1. Restraint of Trade. Prior to the submission of the bid, we informed Mr. Krus by letter (see attached) that the acceptance of a negative bid for each of the procurements noted in this correspondence would result in a restraint of trade and limit the awardees to large national and multinational firms. We do not believe this is in the best interest of the City of Baltimore and its' citizens.
  2. The method of awarding contracts is fraught with the potential for misrepresentation of expenses in order to derive profits from the contract. The incentive to overstate expenses and to misrepresent reimbursable expenses is increased by the acceptance of negative bids. This is not in the best interest of the
-



322 N. Howard Street  
4<sup>th</sup> Floor  
Baltimore, Maryland 21201  
410-783-4497 Tel  
410-385-8966 Fax

City of Baltimore and its citizens. It has come to our attention that one of the potential awardees is currently addressing audit findings in another jurisdiction which indicate missing parking fees of nearly \$420,000 (article attached).

Our firm formally protests the award of the above referenced solicitations based on the facts stated.

Note: PMS Parking a Baltimore City based minority owned firm has provided parking management services to the City of Baltimore for over 20 years. Our team has brought significant value to the PABC and the City of Baltimore in terms of the financial performance of the city's assets; we have increased revenues by \$1.5 million and have by any metrics, some of the best performing garages under PABC management.

Thank you for your consideration

Sincerely,

A handwritten signature in black ink, appearing to read 'Amsale Geletu', written over a horizontal line.

Amsale Geletu, PMS Parking

cc: The Honorable Helen Holton, Baltimore City Council  
The Honorable Elijah Cummings, 7<sup>th</sup> District U.S. House of Representatives  
Peter Little, Parking Authority of Baltimore City  
David G. Rhodes, Jr., Parking Authority of Baltimore City



322 N. Howard Street  
4<sup>th</sup> Floor  
Baltimore, Maryland 21201  
410-783-4497 Tel  
410-385-8966 Fax

---

Timothy Krus  
Director  
Bureau of Purchases  
231 East Baltimore Street  
Suite 300  
Baltimore, MD 21202

May 27, 2015

RE:

Baltimore City Parking Management Bids  
#B50003992, B50004003, B50004026 and B50004027

Dear Mr. Krus,

I am writing to raise a concern regarding the above referenced solicitations. Our firm has successfully provided parking management services to the City of Baltimore for over twenty years. The method of procurement currently employed by the city is a restraint of trade and favors large national parking firms over locally owned business entities. Specifically, allowing negative bids or bids where the parking management firm is allowed to pay the city to manage the garages favors large multinational firms who have the ability to manipulate their expenses to secure geographic market share. We do not believe this is in the best interest of the city or its citizens nor do we consider this fair trade.

While we are submitting bids in the above referenced solicitations, we contest the selection of a negative bid response.

Sincerely,

  
Amsale Geletu

CHILDREN Children injured in head-on crash in Midwest City (/article/5425168?article\_breaking\_banner=1)

# Audit finds nearly \$420,000 missing from Oklahoma City parking fees

by William Crum (/more/William Crum) (<https://plus.google.com/102245874363516773418?rel=author>) Modified: June 2, 2015 at 11:24 am • Published: June 2, 2015

A Republic Parking System employee stole nearly \$420,000 between 2012 and 2014 from city of Oklahoma City parking receipts, according to an audit.

The employee, who was not identified, stole nearly \$284,000 in 2014 alone, the 21-page audit report says.

Covering the 2013-14 fiscal year, the audit documents numerous failures by Central Oklahoma Transportation and Parking Authority (COTPA) and city Public Transportation and Parking Department managers who were responsible for contract oversight.

Jason Ferbrache, the city's parking director, said the thief is not a COPTA or city employee "and the funds that were taken were revenues of the parking system."

No tax dollars were involved, Ferbrache said.

Auditors said Republic Parking System filed a police report, but a police spokeswoman said Monday a search did not immediately turn up a report.

Republic's general manager in Oklahoma City, Joe McKibbin, referred questions to the company's west region vice president, Brian Kern, who has an office in Denver.

Kern did not respond to a voicemail message or email.

## About the audit

Led by City Auditor Jim Williamson, the four-member audit team found the city's administration of the management contract with Republic was inadequate and ineffective, and had been for some time before the audit was conducted.

Auditors recommended the authority seek \$430,241 from Republic — \$419,648 for the stolen parking receipts, \$3,974 for "duplicate and unreasonable" mileage claims, \$5,028 for unallowable and undocumented expenses and \$1,591 for improper claims for vehicle damage.

## Three-year contract

According to the audit, Republic has a three-year contract with the city to manage downtown off-street parking on surface lots and in five garages, including the new Arts District garage.

City records show the system managed by Republic generated gross revenue of \$7.4 million in 2013-14, the audit said.

*Continue reading this story on the...*

Next Page » (/audit-finds-nearly-420000-missing-from-oklahoma-city-parking-fees/article/5424555/?page=2)

CHILDREN Children injured in head-on crash in Midwest City (/article/5425168?article\_breaking\_banner=1)

## Audit finds nearly \$420,000 missing from Oklahoma City parking fees

by William Crum (/more/William Crum) (<https://plus.google.com/102245874363516773418?rel=author>) Modified: June 2, 2015 at 11:24 am • Published: June 2, 2015

Republic's contract provides for an annual management fee of \$48,000, with incentive bonuses of up to \$12,000 per quarter. Republic is reimbursed monthly for operating expenses; those expenses totaled \$2.4 million in 2013-14, according to the audit.

Besides the theft of parking receipts, the audit found inadequacies in the contract that cost the city potential revenue.

The auditors found 17.3 percent of the 194,308 parking entry tickets went uncollected in 2013-14 — in other words, nearly one out of five non-monthly parkers who entered a garage left without paying.

They said 63.1 percent of tickets issued at the Cox Convention Center garage went uncollected.

### Exceeded budget

The auditors said Republic exceeded its proposed budget by nearly \$161,000 in fiscal 2014.

In reviewing explanations in monthly operating reports, “we found that many explanations stated that ‘budget projections were not accurate’ and ‘expenses exceeded budget,’” they wrote, adding the explanations failed to give sufficient detail to justify spending.

Auditors even found differences in the contract agreed to by Republic and the contract approved by the COTPA board.

Republic and parking department staff agreed to contract changes including expanding the class of Republic expenses that were reimbursable, after the contract was approved by the board, they said.

### Theft uncovered

Thefts of parking receipts amounted to \$80,571 in calendar 2012, \$55,303 in 2013, and \$283,774 in 2014, the auditors said.

After running a random sample of reports and deposits, the auditors found two missing deposits from April 8, 2014, which totaled \$1,233.

The auditors said a subsequent investigation revealed a Republic Parking System employee “was failing to deposit funds.”

The auditors made 20 recommendations for corrective action.

In a May 12 memo to Williamson, Ferbrache said managers agreed with all of the recommendations and that steps to implement them had already begun.

« Previous Page (/audit-finds-nearly-420000-missing-from-oklahoma-city-parking-fees/article/5424555/?page=1)

**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Bureau of Purchases

9. B50004014, Paving Materials (Hot and Cold Patch)

**REJECTION** - On May 6, 2015, two bids were received. In the process of evaluation and recommendation of award, it was determined that there is a need to clarify the pricing structure in the solicitation. This requirement will be revised and re-bid at a later date.

(DOT and DPW)

President: "The first item on the non-routine agenda can be found on page 93 item no. 9, Recommendation for Contract Award/Rejections, Bureau of Purchases Contract B50004014, Paving Materials (Hot and Cold Patch). Will the parties please come forward? You are the only one?"

City Purchasing Agent: "Yeah."

President: "Okay, then I will entertain a Motion."

City Solicitor: "In the absence of anyone appearing or in connection with that or on behalf of the protest. I move acceptance of the recommendation to reject all bids."

Director of Public Works: "Second."

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

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation

10. TR 14021R, Utility KCI Technologies, Inc. \$335,180.00  
 Location Test Holes  
 And Borings for  
 Engineering Projects  
 Citywide

11. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$250,000.00	9950-916029-9509	
GF (HUR)	Constr. Reserve	
	Materials & Compli-	
	ance Testing	
135,457.00	9950-903550-9509	
GF (HUR)	Neighborhood Street	
<u>\$385,457.00</u>	Reconstruction	
\$335,180.00	-----	9950-903495-9508-6
		Structure & Improvements
33,518.00	-----	9950-903495-9508-5
		Inspection
<u>16,759.00</u>	-----	9950-903495-9508-2
<u>\$385,457.00</u>		Contingencies Utility
		Location Test

This transfer will fund the costs associated with Award of Project TR 14021R, Utility Location Test Holes & Borings for Engineering Projects Citywide with KCI Technologies, Inc.

MINUTES

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Department of Public Works/Office  
of Engineering and Construction

12.	WC 1311R, AMI/R Urgent Need Pavement and Sidewalk Restoration, Various Locations	Monumental Paving & Excavating, Inc.	\$4,495,792.50
	<b>MBE:</b> T.E. Jeff, Inc.	\$720,000.00	16.00%
	<b>WBE:</b> S&L Trucking, LLC	\$135,000.00	3.00%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

13. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNTS/S</u>
\$3,174,475.50	9960-906133-9558	
Water Reserve	Constr. Reserve	
Bonds	Meter Replacement	
3,174,475.50	" "	
<u>Counties</u>		
<b>\$6,348,951.00</b>		
 \$ 449,579.00	 -----	 9960-909614-9557-2
		Extra Work
449,579.00	-----	9960-909614-9557-3
		Engineering
684,252.00	-----	9960-909614-9557-5
		Inspection

MINUTES

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

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

4,495,793.00	-----	9960-909614-9557-6 Construction
<u>269,748.00</u>	-----	9960-909614-9557-9 Administrative
<b><u>\$6,348,951.00</u></b>		

The funds are required to cover the cost for the award of WC 1311R, AMI/R Urgent Need Pavement and Sidewalk Restoration.

14. SC 943, On-Call Spiniello Companies \$8,883,300.00  
Cured In-Place  
Sewer Lining

**MWBOO SET SUB GOALS FOR MBE:** African American (AA) 6%  
Hispanic American (HA) 2%

<b><u>MBE Firms:</u></b>	<u>Dollar Amount</u>	<u>Percentage</u>
AA: CCTV Master, LLC	\$324,500.00	3.65%
AA: Shekinah Group, LLC	208,500.00	2.34%
HA: Manuel Luis Construction Co., Inc.	<u>178,000.00</u>	<u>2.00%</u>
	<b><u>\$711,000.00</u></b>	<b>8%</b>
<b>WBE:</b> R&R Contracting Utilities, Inc.	<b><u>\$178,000.00</u></b>	2.00%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

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

15. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<b>\$11,725,956.00</b>	9956-903569-9549	
Wastewater	Constr. Reserve	
Revenue Bonds	On-Call Sanitary	
\$ 888,330.00	-----	9956-907857-9551-2 Extra Work
888,330.00	-----	9956-907857-9551-3 Design
532,998.00	-----	9956-907857-9551-5 Inspection
8,883,300.00	-----	9956-907857-9551-6 Construction
532,998.00	-----	9956-907857-9551-9 Administration
<u><b>\$11,725,956.00</b></u>		

The funds are required to cover the costs associated with the Award of SC 943, On-Call Cured In Place Sanitary Sewer Lining.

**MINUTES****CITY COUNCIL BILLS**

**15-0489** - An Ordinance concerning Sale of Property - Former Beds of a Ten-Foot Alley Laid out in the Rear of 1701 North Charles Street and a 10-Foot Alley Laid out in the Rear of 22-24 and 30 East Lanvale Street for the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all of its interest in certain parcels of land known as the former beds of a 10-foot alley laid out in the rear of the property known as 1701 North Charles Street and a 10-foot alley laid out in the rear of the properties known as 22-24 and 30 East Lanvale Street and no longer needed for public use; and providing for a special effective date.

The Department of General Services supports passage of City Council Bill 15-0489 provided the companion alley closing ordinance, City Council Bill 15-0488 is approved.

**ALL OTHER REPORTS RECEIVED WERE FAVORABLE.**

**15-0492** - An Ordinance concerning Sale of Property - Air Rights over a Portion of Lovegrove Street for the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all of its interest in the Air Rights area over a portion of Lovegrove Street, extending northerly 100 feet from the north side of East Lanvale Street and no longer needed for public use; and providing for a special effective date.

**ALL REPORTS RECEIVED WERE FAVORABLE.**

**MINUTES****CITY COUNCIL BILLS**

**15-0517** - An Ordinance concerning Sale of Property - Air Rights Over a Portion of a 10-foot Alley in the Rear of 435-439 East Lafayette Avenue for the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all of its interest in the air rights area over a portion of a 10-foot alley in the rear of 435-439 East Lafayette Avenue, extending westerly 56 feet, more or less, from Greenmount Avenue and no longer needed for public use, and providing for a special effective date.

**ALL REPORTS RECEIVED WERE FAVORABLE.**

**15-0520** - An Ordinance concerning Sale of Property - Former Beds of Two 10-foot Alleys Between Lafayette Avenue, Lanvale Street, Barclay Street, and Greenmount Avenue for the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all of its interest in certain parcels of land known as the former beds of two 10-foot alleys between Lafayette Avenue, Lanvale Street, Barclay Street, and Greenmount Avenue and no longer needed for public use; and providing for a special effective date.

**ALL REPORTS RECEIVED WERE FAVORABLE.**

UPON MOTION duly made and seconded, the Board approved Bill Nos. 15-0489, 15-0492, 15-0517, and 15-0520 and directed that the Bills be returned to the City Council with the recommendation that they also be approved and passed by that Honorable Body. The President **ABSTAINED**.

**MINUTES**Law Department - Opinions - Requests for Refund  
of Real Property Taxes

The Board is requested to approve a refund of real property taxes for the below-listed claimants:

It is the opinion of the Law Department that the claimants have met the qualifications for a real property tax exemption for disabled veterans, and that the claimants are eligible to receive a refund of taxes paid because they were honorably discharged from the armed services, declared by the Veteran's Administration to have a permanent 100% service connected disability, and resided in a single family dwelling during the period in question. It has been determined that the claimants are entitled to a refund of real property taxes, which were paid as follows:

<u>Claimant</u>	<u>Property</u>	<u>Taxable Year</u>	<u>Amount</u>
1. <b>TROY G. COLLICK</b>	5913 Loch Raven Blvd.	2014/2015	\$ 2,787.97
		2013/2014	2,720.15
		2012/2013	<u>2,765.98</u>
		<b>Total Refund</b>	<b>\$ 8,274.10</b>

Mr. Collick filed his application on April 22, 2015.

2. <b>JOHN L. MILLBURN</b>	3501 Menlo Drive	2014/2015	\$ 2,321.30
		2013/2014	2,260.74
		2012/2013	<u>2,271.17</u>
		<b>Total Refund</b>	<b>\$ 6,853.21</b>

Mr. Millburn filed his application on April 24, 2015.

3. <b>KAREN E. EISENBIES</b>	1282 Battery Avenue	2014/2015	\$ 9,597.64
		2013/2014	4,783.75
		2012/2013	4,928.54
		2011/2012	<u>4,801.86</u>
		<b>Total Refund</b>	<b>\$24,111.79</b>

Ms. Eisenbies filed her application on April 15, 2015.

**MINUTES**

Law Department - cont'd

Pursuant to the Tax Property Article, Section 208(h)(2) it is required that interest shall be paid at the rate the county or municipal corporation charges on overdue taxes and that the interest shall accrue from the date the application is filed with the county or municipal corporation. In order to avoid interest being paid, each claimant's refund must be made within 60 days of the application.

UPON MOTION duly made and seconded, the Board approved the refund of real property taxes for the foregoing claimants.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>Mayor's Office</u>			
1. Andrew Smullian	US Conference of Mayors Annual Conference San Francisco, CA June 18 - 23, 2015 (Reg. Fee \$750.00)	General Funds	\$3,109.38

The subsistence rate for this location is \$290.00 per day. The hotel cost is \$259.00 per night plus taxes of \$42.47 per night. The Department is requesting additional subsistence of \$9.00 per day for food and incidentals. The airfare, registration, and hotel were prepaid using a City issued credit card assigned to Kathe Hammond. The amount to be disbursed to Mr. Smullian is \$472.38.

Department of Planning

2. Thomas J. Stosur	National Resource Network (NRN) Peer Network Convening Miami, FL June 24 - 27, 2015	General Funds	\$ 300.97
---------------------	---	------------------	-----------

The subsistence rate for this location is \$185.00 per day. The hotel cost is \$169.00 per night and a hotel service fee of \$10.00 plus hotel taxes of \$21.97 per night. The NRN paid the airfare in the amount of \$286.20 and for two nights of subsistence in the amount of \$358.00 plus hotel taxes of \$43.94.

The Department is requesting subsistence in the amount of \$185.00 plus taxes of \$21.97, \$10.00 hotel service fee, and additional subsistence of \$34.00 for meals and incidental expenses. In addition, the Department requests \$60.00 for ground transportation. The amount to be disbursed to Mr. Stosur is \$300.97.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>Mayor's Office of Employee Development</u>			
3. Jason Perkins-Cohen	US Conference of Mayor's - Work Development Council Annual Meeting San Francisco, CA June 17 - 22, 2015 (Reg. Fee. \$1,145.00)	Admin- istrative Cost Pool	\$3,441.63

The transportation was prepaid using a City-issued credit card assigned to Mr. Jason Perkins-Cohen. The disbursement to Mr. Cohen will be \$2,868.03.

**RETROACTIVE TRAVEL APPROVAL**Department of Planning

4. Jessica Varsa	Regional Economic Models, Inc. (REMI) Policy Conference Atlanta, GA Apr. 22 - 26, 2015	Unified Planning Work Program	\$ 347.20
------------------	--	--	-----------

Ms. Varsa represented the Department at the REMI. The Department is requesting Ms. Varsa be reimbursed for the airfare. There was no lodging, food, or other incidentals expenses associated with this travel. Mr. Varsa stayed with family. The request is late because there was insufficient time to submit the request before the Board prior to the conference date.

**MINUTES****TRAVEL REIMBURSEMENT** - cont'd

The Administrative Manual 240-3, requires that a travel form and approval from the Board of Estimates be completed at least 30 calendar days before travel. The Board also must take action on a Travel Request, if the travel includes a weekend day.

\$347.20 - airfare

UPON MOTION duly made and seconded, the Board approved the foregoing travel request and retroactive travel approval and reimbursement. The Mayor **ABSTAINED** on item no. 1.

**MINUTES**

Bureau of Solid Waste - Option to renew the Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the exercise of the Option to renew the Agreement for Downtown Partnership Management District for one-year with the Downtown Partnership of Baltimore, Inc. The period of the renewal is July 1, 2015 through June 30, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$340,000.00 - 1001-000000-5152-386200-603026

**BACKGROUND/EXPLANATION:**

On May 28, 2014, the Board approved the Agreement with the Downtown Partnership of Baltimore, Inc. for the period of July 1, 2014 through June 30, 2015. The Department of Public Works, Bureau of Solid Waste desires to renew the agreement with the Downtown Partnership of Baltimore, Inc., to continue providing cleaning services in the Downtown Management District. All other terms and conditions of the original Agreement remain unchanged.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the exercise of the Option to renew the Agreement for Downtown Partnership Management District for one-year with the Downtown Partnership of Baltimore, Inc. The Mayor **ABSTAINED**.

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

1. Department of General Services - GS 14804, AWMB HVAC Replacement - 1<sup>st</sup> Floor  
**BIDS TO BE RECV'D: 07/22/2015**  
**BIDS TO BE OPENED: 07/22/2015**
  
2. Department of Transportation - TR 15016, Salt Facility and Site Improvements  
**BIDS TO BE RECV'D: 07/29/2015**  
**BIDS TO BE OPENED: 07/29/2015**

There being no objections, the Board, UPON MOTION duly made and seconded, approved the following Proposals and Specifications to be advertised for receipt and opening of bids on the dates 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

June 16, 2015

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 - 105, City Council President and members of the Board of Estimates, BOE Agenda dated June 17, 2015, 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](mailto: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 June 17, 2015.

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 further business before this Board,  
the Board will recess until bid opening at 12 noon. Thank you."

\* \* \* \* \*

**MINUTES**

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

**BIDS, PROPOSALS, AND CONTRACT AWARDS**

Prior to the reading of bids received today and the opening of bids scheduled for today, the Clerk announced that **THERE WERE NO ADDENDA** issued extending the dates for receipt and opening of bids. There were no objections.

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

Dept. of Public Works - SC 918, Improve to the Headworks  
& Wet Weather Flow Equalization  
Treatment Plant

Allen Myers/PC Construction Joint Venture  
Archer Western Contractors, LLC

Dept. of Public Works - WC 1228R, Asburton Washwater  
Lake Dam Stream Stabilization

Allied Contractors, Inc.  
Meadville Land Service  
Monumental Paving & Excavating, Inc.  
DSM Properties, LLC  
Environmental Quality Resources, LLC

## MINUTES

Bureau of Purchases - B50004118, Backhoe with Loader

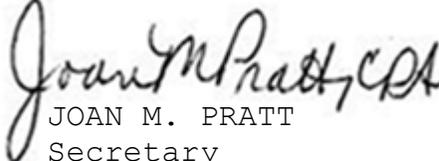
Correlli, Inc.

JESCO, Inc.

Valley Supply & Equipment

\* \* \* \* \*

There being no objections, the Board UPON MOTION duly made and seconded, the Board adjourned until its next regularly scheduled meeting on Wednesday, June 24, 2015.

  
JOAN M. PRATT  
Secretary