

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
Rudy 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

The meeting was called to order by the President.

President: "Good morning, the October 15, 2014, meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiencies of these hearing persons who are disruptive will be asked to leave the hearing room immediately. I will direct the Board's attention to the Memorandum from my office dated October 13, 2014, 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."

City Solicitor: "Move approval of all items on the routine Agenda."

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Comptroller: "Second."

President: "All those in favor AYE. All opposed NAY. The motion carries, the routine Agenda has been adopted."

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

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

Allied Contractors, Inc.	\$ 35,478,000.00
Alpha Painting & Construction Co., Inc.	\$ 94,113,000.00
Brayman Construction Corporation	\$ 1,500,000.00
Bruce-Merrilees Electric Company	\$145,881,000.00
K&K Adams, Inc.	\$ 8,000,000.00
Ligon & Ligon, Inc.	\$ 46,863,000.00
Meadville Land Service, Inc.	\$ 8,000,000.00
PipeWay Energy Construction, Inc.	\$ 1,500,000.00
Structural Restoration Services, Inc.	\$ 8,000,000.00
Yancey Roofing and Waterproofing	\$ 216,000.00

2. Prequalification of Architects and Engineers

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

A.D. Marble & Company	Engineer
Avalon Consulting Services, LLC	Engineer
Brown and Caldwell	Engineer
GHD, Inc.	Architect Engineer

MINUTES

BOARDS AND COMMISSIONS

2. Prequalification of Architects and Engineers - cont'd
- | | |
|--------------------------------|---|
| Mahan Rykiel Associates, Inc. | Landscape
Architect |
| Murdoch Smith Architects, LLC | Architect |
| Simpson Gumpertz & Heger, Inc. | Architect
Engineer |
| So-Deep, Inc./So-Deep US P.C. | Engineer

Property Line
Survey |
| WATEK Engineering Corporation | Engineer |

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

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the parking facility rate increase at the Baltimore Street Garage.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

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

The PABC performed a survey of parking rates in the areas surrounding the Baltimore Street Garage. The rate survey confirmed that the fees charged to parkers at this facility are generally lower than fees charged at other parking facilities within the area. The last rate increase was April 2013. To bring the rates charged at the Baltimore Street Garage in line with its surrounding facilities, the PABC staff developed the proposed rate change. This rate change was unanimously approved by the PABC Board of Directors.

Location	Proposed Transient Rate Changes	Proposed Monthly Rate Changes
Baltimore Street Garage	Regular Transient Rates <u>Current Proposed</u> Evening rate \$8.00 \$9.00	No proposed rate changes

MINUTES

PABC - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized the parking facility rate increase at the Baltimore Street Garage.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the parking facility rate increase at the Marina Garage.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

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

The PABC performed a survey of parking rates in the areas surrounding the Marina Garage. The rate survey confirmed that the fees charged to parkers at this facility are generally lower than fees charged at other parking facilities within the area. The last rate increase was April 2012. To bring the rates charged at the Marina Garage in line with its surrounding facilities, the PABC staff developed the proposed rate change. This rate change was unanimously approved by the PABC Board of Directors.

Location	Proposed Transient Rate Changes	Proposed Monthly Rate Changes
Marina Garage	Regular Monthly Rate <u>Current Proposed</u> 3-12 hour \$18.00 \$ 19.00 rate	No proposed rate changes

MINUTES

PABC - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized the parking facility rate increase at the Marina Garage.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development (DHCD) - Options</u>			
1. M-A Funding, Inc.	1116 N. Milton Ave.	G/R \$120.00	\$ 500.00
Funds are available in account 9910-910634-9588-900000-704040, Whole Block Demo Project.			
2. Karen Katz	963 N. Washington St.	G/R \$ 42.00	\$ 350.00
Funds are available in account 9910-906409-9588-900000-704040, EBDI Project, Phase II.			

DHCD - Rescind Condemnation and Approve an Option

- | | | | |
|-------------------------------------|---------------------|-----|-------------|
| 3. Ljaz Usman and
Tahir Chaudhry | 1114 N. Milton Ave. | L/H | \$21,400.00 |
|-------------------------------------|---------------------|-----|-------------|

On June 18, 2014, the Board approved the purchase by condemnation of the leasehold interest in 1114 N. Milton Avenue for \$16,900.00. Since the Board's approval, a new appraisal was conducted including an interior inspection of the property. Therefore, the Board is requested to rescind its prior approval and approve an option to purchase the leasehold interest in 1114 N. Milton Avenue for \$21,400.00.

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

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

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations</u>			
4. H. Robert Young and Jewel Young	1813 E. Biddle St.	G/R \$42.00	\$ 280.00
5. Unknown	907 N. Castle St.	G/R \$30.00	\$ 200.00
6. Unknown	919 N. Castle St.	G/R \$30.00	\$ 200.00
7. Unknown	935 N. Castle St.	G/R \$27.50	\$ 183.33
8. Unknown	1830 E. Chase St.	G/R \$40.00	\$ 266.67
9. Unknown	1805 Henneman Ave.	G/R \$37.50	\$ 250.00
10. Unknown	1813 Henneman Ave.	G/R \$37.50	\$ 250.00
11. Unknown	1817 Henneman Ave.	G/R \$37.50	\$ 250.00
12. Unknown	1819 Henneman Ave.	G/R \$37.50	\$ 250.00
13. Unknown	1823 Henneman Ave.	G/R \$37.50	\$ 250.00

Funds are available in account 9910-906409-9588-900000-704040,
EBDI Phase II Project.

The Board is requested to approve acquisition of the ground rent interest by condemnation, or in the alternative may, SUBJECT to the prior approval of the Board, make application to the Maryland Department of Assessments and Taxation to redeem or extinguish the ground rent interest for these properties.

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OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations</u>			
14. K & M Associates	4706 Park Heights Ave.	L/H	\$25,417.00
15. Scott Todd	4710 Park Heights Ave.	G/R \$96.00	\$ 800.00
16. Rohan Virsawmi	4710 Park Heights Ave.	L/H	\$44,200.00
17. Fraternity Federal Savings & Loan Association	4728 Park Heights Ave.	G/R \$90.00	\$ 750.00

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

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

Law Department - Settlement

18. Daniel J. Tracy & Karin Tracy (Prior Owners)	908 N. Bradford St.	F/S	\$14,500.00
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On August 21, 2013, the City purchased by condemnation the acquisition of the fee simple interest in the property located at 908 N. Bradford Street for \$15,000.00. The approval was based upon an independent appraisal report. The property owner argued that the City should pay the \$50,000.00 appraisal valuation that they obtained. After formal mediation before the Honorable Carol Smith, retired judge of the Circuit Court for Baltimore City, the parties agreed to settle the case for \$29,500.00. Therefore, the Board is requested to approve an additional \$14,500.00.

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OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations</u>			
Funds are available in account 9910-908044-9588-900000-704040.			

UPON MOTION duly made and seconded, the Board approved and authorized the foregoing options, condemnations, and quick-takes.

MINUTES

Mayor's Office of Human Services - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with New Vision House of Hope, Inc. The period of the agreement is July 1, 2014 through June 30, 2015.

AMOUNT OF MONEY AND SOURCE:

\$360,286.00 - 1001-000000-3573-327233-603051

BACKGROUND/EXPLANATION:

New Vision House of Hope, Inc. will utilize the funds to pay for staff and operational costs to provide shelter to 60 homeless women at their shelter facilities.

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

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 Agreement with New Vision House of Hope, Inc.

MINUTES

Department of Recreation and Parks - Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Grant Agreement with the University of Maryland, College Park. The period of the grant agreement is effective upon Board approval for 12 months, unless terminated sooner.

AMOUNT OF MONEY AND SOURCE:

\$37,610.00 - 9938-902761-9474-900000-703032

BACKGROUND/EXPLANATION:

The Department of Recreation and Parks would like to evaluate public use and perception of Patterson Park. The University of Maryland, College Park has agreed to assist in this endeavor by establishing a graduate internship that will be supervised by Professor Jim Cohen at the University's School of Architecture, Planning, and Preservation. The project will include surveying users of the park, collecting and analyzing data, arranging meetings with focus groups, writing reports and making presentations. These activities will inform the update to the Patterson Park Master Plan and assist the Department in making improvements to the park.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Dept. of Recreation and Parks - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 37,610.00	9938-901761-9475	9938-902761-9474
Rec. & Parks 25 th	Patterson Park	Patterson Park
Series	Recreation Center	Recreation Center
	Expansion - Reserve	Expansion - Active

This transfer will provide funds to cover the costs associated with the grant agreement with the University of Maryland to evaluate public use and perception of Patterson Park to update the Park Master Plan.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Agreement with the University of Maryland, College Park. The Transfer of Funds was 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.

MINUTES

TRANSFERS OF FUNDS

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UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

3937 - 3939

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation - (BDC)</u>		
1. \$150,083.92	9910-902879-9601	9910-921101-9601
General Fund	General Fund Rev.	Coml. Revit.
	Coml. Revit.	
6,421.35	9910-902879-9601	9910-921101-9601
25 th Community	Coml. Revit.	Coml. Revit.
47,182.96	"	"
26 th Community	"	"
35,077.24	"	"
19 th EDF	"	"
165,292.51	"	"
20 th EDF	"	"
31,026.66	"	"
21 st EDF	"	"
48,510.68	"	"
22 nd EDF	"	"
4,838.53	"	"
23 rd EDF	"	"
9,953.84	"	"
<u>24th EDF</u>	"	"
\$498,387.69		

This transfer will provide funds to close the existing Commercial Revitalization capital project account and open a new Commercial Revitalization project account for future use.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>BDC</u> - cont'd		
2. \$ 56,554.00 M&CC	9910-903483-9601 S. Balto. Ind. & Coml.	9910-908102-9601 S. Balto. Ind. & Coml.
44,649.97 4 th Industrial	" "	" "
195,427.42 19 th EDF	" "	" "
149,696.74 20 th EDF	" "	" "
123,410.27 21 st EDF	" "	" "
30,348.54 22 nd EDF	" "	" "
14,562.13 23 rd EDF	" "	" "
1,753.00 24 th EDF	" "	" "
<u>\$616,402.07</u>		

This transfer will provide funds to close the existing South Baltimore Industrial & Commercial capital project account and open a new South Baltimore Industrial & Commercial project account for future use.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development (DHCD)</u>		
3. \$ 590,000.00	9910-907109-9588	
State Funds	Booster Prgm. V2V	
202,000.00	9910-906011-9588	
State Funds	Employee Homebuying Ass.	
138,000.00	9910-910017-9588	
State Funds	Buy Into Baltimore Program	
88,000.00	9910-905290-9588	
State Funds	Live Near Your Work	
110,786.16	9910-995001-9587	
State Funds	Unallocated Reserve	
1,222,475.04	9910-905001-9587	
<u>Federal Funds</u>	Unallocated Reserve	
\$2,351,261.20	-----	9910-915540-9588 Home Preservation Program

The four listed programs from which appropriations are being transferred, have been funded in FY 2015 with general funds through the Ordinance of Estimates. Therefore, the temporary eligible use of State and Federal funds is no longer needed for these programs. This transfer will move the State and Federal funds to the Home Preservation Program to assist low and moderate-income, owner-occupied households in addressing serious health, safety, and code issues in their homes, through repairs and improvements to their properties.

MINUTES

PERSONNEL MATTERS

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UPON MOTION duly made and seconded,
the Board approved
the Personnel matter
listed on the following page:

3941

The Personnel matter has been approved
by the EXPENDITURE CONTROL COMMITTEE.

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

MINUTES**PERSONNEL**Department of Human Resources - Personnel MatterDepartment of Public Works

1.	CYNTHIA STEVENSON	\$26.99	\$32,388.00
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Account: 1001-000000-1901-190300-601009

Ms. Stevenson, retiree, will continue to work as a Contract Services Specialist I (Secretary). Her duties will include, but are not limited to assisting in the organization of departmental divisions and programs, preparing technical and complex reports, maintaining personal and confidential files, overseeing the maintenance of other or sensitive record systems, composing correspondence, signing routine correspondence for supervisor, and taking dictation, shorthand and transcription. The period of the agreement is effective upon Board approval for one year.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Police Department - Grant Adjustment Notice

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Grant Adjustment Notice (GAN) from the Governor's Office of Crime Control and Prevention. The GAN extended the period of the grant to August 31, 2014.

AMOUNT OF MONEY AND SOURCE:

\$3,900.00 - 4000-474614-2041-213300-600000

BACKGROUND/EXPLANATION:

On February 26, 2014, the Board authorized acceptance of the grant award for the Warrant Service Expansion Project. On March 19, 2014, the Board approved a GAN to extend the term to June 20, 2014. On July 23, 2014, the Board approved a second GAN for \$11,470.00 of additional funding, making the total \$36,470.00. On August 6, 2014, a third GAN was released in the amount of \$3,900.00, making the new total \$40,370.00. This GAN also extended the term of the grant to August 31, 2014.

This grant provides support to the Police Department for the service of warrants and/or any court order violation that involves domestic violence. The grant funds provide for overtime for Police Department members of the Warrant Apprehension Task Force to conduct the initiative.

This GAN is late due to the administrative process.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Police Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Grant Adjustment Notice from the Governor's Office of Crime Control and Prevention.

MINUTES

Police Department - Grant Adjustment Notice

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Grant Adjustment Notice (GAN) from the Maryland Emergency Management Agency. The period of the GAN is July 16, 2010 through May 31, 2013.

AMOUNT OF MONEY AND SOURCE:

(\$378.96) - 4000-473013-2023-212600-600000

BACKGROUND/EXPLANATION:

The 2010 Buffer Zone Protection Program provided funding to purchase equipment and conduct planning activities to protect, secure, and reduce vulnerabilities of identified critical infrastructure and key resource sites. This GAN is presented after the close of the grant (05/31/13 in the amount of \$194,000.00) in order to de-obligate the remaining funding of \$378.96 and make the total award \$193,621.04.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Grant Adjustment Notice from the Maryland Emergency Management Agency.

MINUTESDepartment of General Services - Developers' Agreements

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

	<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
1.	EXPRESS TIRE AND AUTO REPAIR, INC.	1353	\$ 7,336.00

The Express Tire and Auto Repair, Inc. would like to install new water to its proposed new building located in the vicinity of 5401 Pulaski Hwy. This agreement will allow the organization to perform its own installation in accordance with Baltimore City Standards.

A performance bond in the amount of \$7,336.00 has been issued to Express Tire and Auto Repair, Inc. which assumes 100% of the financial responsibility.

2.	KID ROCKET, LLC	1372	\$17,725.00
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The Kid Rocket, LLC would like to install new water service to its proposed construction located in the vicinity of 301 East Fort Ave. This agreement will allow the organization to perform its own installation in accordance with Baltimore City Standards.

A performance bond in the amount of \$17,725.00 has been issued to Kid Rocket, LLC which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

City funds will not be utilized for the projects; therefore, MBE/WBE participation is not applicable.

MINUTES

Department of General Services - cont'd

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

MINUTESDepartment 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. 545 Sanford Place	Hi Choon Ko	Retain one cornice sign 6' x 2', one cornice sign 15' x 3', one double face electric sign 7' x 3', ten spots
Annual Charge: \$471.36		
2. 800 S. Kenwood Ave.	800 Kenwood, LLC	Retain double face electric sign 7' x 4', egress stairway, display case 3'4" x 2'2", mansard cornice 16' x 2'
Annual Charge: \$510.00		
3. 24 W. Chase St.	John W. Williams, Jr.	Awning 42" x 26"
Annual Charge: \$ 70.30		

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

MINUTES

Department of General Services - cont'd

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

MINUTESDepartment of Audits - Audit Reports and Related Audit Digests

The Board is requested to **NOTE** receipt of the following Audit Reports and Related Audit Digests:

1. Audit of the City of Baltimore Parking Facilities Fund Financial Statements for the Fiscal Year Ended June 30, 2013.

2. Audit of the City of Baltimore Loan and Guarantee Program for the Year Ended June 30, 2013.

The Board **NOTED** receipt of the Audit reports and related digests.

3. Audit of the City of Baltimore Wastewater Utility Fund Financial Statements June 30, 2013 and 2012.

4. Audit of the City of Baltimore Water Utility Fund Financial Statements June 30, 2013 and 2012.

MINUTES

Department of Audits - cont'd

President: "The first item on the non-routine Agenda can be found on Page 20, the Department of Audits. Audit Report and Related Audit Digest. Item three, Audit of the City of Baltimore Wastewater Utility Fund Statements, June 30, 2013 and 2012 and item four Audit of the City of Baltimore Water Utility Fund Statement June 30, 2013 and 2012. These items will be heard together. Will the parties please come forward?"

Mr. McCarty: "Good morning Mr. President --."

President: "Good morning."

Mr. McCarty: "-- Members of the Board, I am Bob McCarty the City Auditor and as the President said I will be doing both three and four together. Uh -- The Baltimore City Code requires an annual audit of the financial statements of the City's Water and Wastewater Utility Funds. The Department of Audits and KPMG have jointly audited the Utilities' financial statements. Our opinion on the Utilities' financial statements is unqualified, and the new language of that now is unmodified.

MINUTES

Uh -- The Water Utility Fund's fiscal year 2013 operating income increased by \$15.3 million dollars over fiscal year 2012; while the Wastewater Utility Fund's operating income decreased by \$4.1 million dollars. During fiscal year 2013, the net assets of the Water Utility Fund increased by \$42.1 million dollars and the total net assets for the Wastewater Utility Fund increased by \$111.2 million dollars. Excuse me. In addition to the comprehensive reports, we have included separate reports required by both generally accepted auditing standards and Government Auditing Standards that address the Utilities' compliance with certain laws and regulations, and the internal control over financial reporting related to the financial statements. Based on our audits, the results of our tests disclosed no instances of non-compliance with laws and regulations. However, the utilities do have one significant deficiency in internal control over financial reporting. This deficiency is during our audit of the City's fiscal year 2011 financial statements, we reviewed billing adjustments related to systemic errors in the automated calculations for the cancellation and rebilling of customer water accounts.

MINUTES

This resulted in the Department of Public Works recording an adjustment of \$9.2 million dollars in fiscal year 2011. As management has not corrected or replaced its existing water billing system, we noted that the systematic errors and limitations could still exist. However, no additional adjustment was required for fiscal year 2013. We recommend that the City take appropriate action to ensure estimated and actual billings are properly reviewed and approved prior to posting to MOIT, the general ledger, and the financial statements. The Bureau of Water and Wastewater response stated that the Bureau has entered into a contract for the purchase and installation of smart water meters, and a new water billing system is scheduled to be implemented in April 2016."

Mr. Henry Raymond: "Good morning. I'm Henry Raymond, Director of Finance. In response to um the Auditor's comments, I would add that both of the audits were unqualified. The financial health of both utility funds is increasing as stated by the increase of net, net assets, excuse me, net assets for both of the utility funds. The finding that was discussed from Fiscal 11 that required an adjustment was not a type of adjustment that was required for Fiscal 12 or Fiscal 13. So, no adjustments were required.

MINUTES

Uh the solution for that finding from Fiscal 11 is the implementation of a new Citywide water billing system and the implementation of Smart Meters. That process is well underway. So, the City is moving to install a new State of the Art Billing System. The City is on schedule for the implementation of the system which will be April 2016 for City residents and April 2017 for uh - non-City residents. So, we believe that all of the appropriate steps to mitigate this issue are being taken in the short term and the intermediate solution which is well underway is the installation of the new Water Billing System for the City of Baltimore."

President: "Okay. Questions? Okay. The Audit reports have been noted. Thank you."

City Auditor: "Thank you."

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MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Youth Opportunity Academy Agreement with the Baltimore City Board of School Commissioners, also referred to as Baltimore City Public School System (BCPSS). The period of the Agreement is July 1, 2014 through June 30, 2015.

AMOUNT OF MONEY AND SOURCE:

\$189,230.00 - 5000-501215-6391-483200-405001

BACKGROUND/EXPLANATION:

The BCPSS operates an alternative school for high school students in a portion of MOED's Youth Opportunity Westside Center located at 1500 W. Lafayette Avenue in Baltimore City.

MOED will complement the BCPSS's academic programs by providing wrap-around services; such as Youth Development Services, Cultural Enrichments, and Job Readiness Training. These efforts are designed to help increase school attendance and decrease the drop-out rate of students who attend alternative high schools.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Youth Opportunity Academy Agreement with the Baltimore City Board of School Commissioners, also referred to as Baltimore City Public School System.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution the Third Amendment to Agreement with Baltimore County.

AMOUNT OF MONEY AND SOURCE:

\$44,567.00 - 4000-805713-6312-456000-4040001

BACKGROUND/EXPLANATION:

On March 13, 2013, the Board approved acceptance of the Grant from the Maryland Workforce Corporation (MWC) to MOED for professional services. On December 18, 2013, the Board approved the First Amendment to the Agreement to increase the amount of the award by \$24,442.00.

On June 25, 2014, the Board approved the Second Amendment to allow an Assignment provision giving MWC the right to assign the agreement to Baltimore County, as the Administrator of the Accelerating Connections to Employment (ACE) grant. MOED consented to the Assignment which was approved by the Board of Estimates on September 9, 2014. The purpose of the Third Amendment is to outline the responsibilities of Baltimore County and MOED and add additional funds in the amount of \$44,567.00, which makes the total amount \$383,985.00.

Under the Agreement MOED will implement and operate the ACE for Baltimore City, which will expand and improve education, training, and employment opportunities for low-skilled individuals.

APPROVED FOR FUNDS BY FINANCE

MINUTES

MOED - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution the Third Amendment to Agreement with Baltimore County.

MINUTES

EXTRA WORK ORDERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

listed on the following page:

3958

All of the EWOs had 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 Public Works

- | | | | | |
|----|---|-----------------------|---|----------|
| 1. | EWO #078, (\$23,079.11) - S.C. 852R, Denitrification Filters & Related Work for the Enhanced Nutrient Removal Facilities at Patapsco Wastewater Treatment Plant | | | |
| | <u>\$115,688,000.00</u> | <u>\$1,726,109.67</u> | Balfour Beatty
Infrastructure,
Inc. | - - |

Department of Transportation

- | | | | | |
|----|---|---------------------|--------------|----------|
| 2. | EWO #002, \$100,981.01 - TR 13311R, Traffic Signal Construction & Rewiring Citywide (JOC) | | | |
| | <u>\$3,470,737.50</u> | <u>\$207,066.00</u> | Midasco, LLC | - - |

MINUTES

Fire Department - Memorandum of Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Memorandum of Agreement with the State of Maryland Emergency Management Agency (MEMA). The period of the Memorandum of Agreement is October 1, 2014 through September 30, 2015.

AMOUNT OF MONEY AND SOURCE:

\$13,000.00 - 4000-459915-2121-604900-404001
3,250.00 - 1001-000000-2121-226400-603020
\$16,250.00

BACKGROUND/EXPLANATION:

This grant will cover the expenditures for hazardous materials planning, community outreach planning, and or training.

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 a Memorandum of Agreement with the State of Maryland Emergency Management Agency.

MINUTES

Fire Department - FY 2015 Marine Fire Suppression Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the FY 2015 Marine Fire Suppression Agreement with the Maryland Department of Transportation (MDOT).

AMOUNT OF MONEY AND SOURCE:

\$1,399,940.00 - 1001-000000-2120-502000-401590

BACKGROUND/EXPLANATION:

This Agreement provides for payment by the MDOT to the City as reimbursement for providing waterborne fire protection and related emergency services within the Port of Baltimore.

This Agreement is similar to those executed in previous years dating back to FY 1983. The contract is late because the MDOT was waiting for signed copies. The Fire Department is now attempting to correct the lateness and is forwarding the contract to all parties for approval so that the MDOT can pay the City for the services rendered.

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 FY 2015 Marine Fire Suppression Agreement with the Maryland Department of Transportation,

MINUTES

Department of Public Works/Office - Task Assignment
of Engineering & Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve the Assignment of Task No. 006 to Rummel, Klepper & Kahl, LLP under Project 1402, WC 1268, On-Call Project and Construction Management Assistance Services Inspection Services. The project completion date will expire on June 10, 2017. The duration of this task is approximately 12-months.

AMOUNT OF MONEY AND SOURCE:

\$183,159.40 - 9960-905136-9567-900020-705032

BACKGROUND/EXPLANATION:

The consultant will provide inspection services for WC 1268 - Water Main Replacements - Various locations.

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved the Assignment of Task No. 006 to Rummel, Klepper & Kahl, LLP under Project 1402, WC 1268, On-Call Project and Construction Management Assistance Services Inspection Services.

MINUTES

Department of Public Works/Office - Task Assignment
of Engineering & Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve the Assignment of Task No. 016 to Moffatt & Nichol under Project 1154.1, ER 4016, On-Call Storm Water Study and Engineering Design Services. The project completion date will expire on November 9, 2015. The duration of this task is approximately 15-months.

AMOUNT OF MONEY AND SOURCE:

\$128,806.50 - 9958-916701-9525-900020-703032

BACKGROUND/EXPLANATION:

The Maryland Department of the Environment has identified the Baltimore Harbor as impaired by debris/floatables/trash. The Baltimore City Department of Public Works, through the efforts of the Office of Engineering and Construction has begun an aggressive debris interception and collection to address this problem. Moffatt & Nichol will provide overall project management, evaluation of existing and proposed hydraulics, conceptual vault sizing, final vault sizing, preparation of bid documents, bid phase support, evaluation of existing maintenance and personnel capabilities for future operation and maintenance for ER 4016 - Bush Street Debris Collection System at Carroll Park.

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$192,844.00	9958-904448-9526	9958-916701-9525
State Constr.	Const. Res. Harbor Debris Collectors	Construction

The transfer will cover the design costs to support construction contract ER 4016 Bush Street Debris Collector, utilizing available funding through FY 12 County Transportation Bonds.

The Board's approval will also serve as the City's approval of changes to the original bond usage.

UPON MOTION duly made and seconded, the Board approved the Assignment of Task No. 016 to Moffatt & Nichol under Project 1154.1, ER 4016, On-Call Storm Water Study and Engineering Design Services. The Transfer of Funds was 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.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with KCI Technologies, Inc. for SC 882 - PAS Enhanced Nutrient Removal Project 2, Activated Plant No. 4. The period of the Agreement is effective upon Board approval for four and a half years, or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$ 5,387,481.32 - MDE
3,908,564.88 - Baltimore County
3,908,564.88 - Baltimore City
\$13,204,611.08

BACKGROUND/EXPLANATION:

Under this agreement, the consultant will provide Post Award Engineering Services during construction of SC 882. The engineering services include, review of shop drawings, respond to requests for information, review PCO's, prepare operational and maintenance manuals, provide assistance to train the plant personnel in the operation and maintenance of equipment and systems being furnished under the contract, process control system consultation, integration and coordination, participate in system start up and develop record drawings.

The Consultant will also provide personnel for on-site observation and technical support, and concrete and soil testing during construction. In addition, the consultant will conduct conditional acceptance, prepare punch list items, and a final acceptance inspection. The Consultant was approved by the Office of Boards and Commissions and the Architectural and Engineering Awards Commission to design this project.

MINUTES

DPW - cont'd

MBE/WBE PARTICIPATION:

MBE Goal: 27%

Asian American (AsA): 15%
 African American (AA): 10%
 Hispanic American (HA): 2%

WBE Goal: 10%

MBE: AA: AS Architects, Inc.	\$ 385,918.67	2.92%
AA: Findling, Inc.	995,748.73	7.54%
AsA: Glyndon Engineering and Technology, Inc.	316,668.35	2.39%
AsA: Leo Matanguihan	40,471.00	0.30%
HA: Mercado Consultants, Inc.	280,377.23	2.12%
AsA: Sidhu Associates, Inc.	645,405.02	4.88%
AsA: Transviron, Inc.	539,509.96	4.08%
AsA: EBA Engineering, Inc.	251,662.57	1.90%
AA: Riviera Enterprises, Inc. (t/a REI Drayco)	<u>280,087.44</u>	<u>2.12%</u>
	\$3,735,848.97	28.25%
 WBE: Carroll Engineering	\$ 582,605.40	4.41%
Phoenix Engineering	750,809.80	5.68%
	<u>\$1,333,415.20</u>	<u>10.09%</u>

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

DPW - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of an Agreement with KCI Technologies, Inc. for SC 882 - PAS Enhanced Nutrient Removal Project 2, Activated Plant No. 4.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with Wallace, Montgomery & Associates, LLP/Whitney Bailey, Cox & Magnani, Inc. JV for Project 1185.7.3 - WC 1323, Large Water Main Replacement and Rehabilitation Design at Various Locations FY 2014. The period of the Agreement is effective upon Board approval for two years, or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$197,287.14 - 9960-906095-9557-900020-703032

BACKGROUND/EXPLANATION:

Under this agreement, the Consultant will provide engineering services for the development of contract documents for the replacement and rehabilitation of small diameter water distribution mains and appurtenances in the designated areas as identified by the City of Baltimore.

The Consultant was approved by the Office of Boards and Commissions and the Architectural and Engineering Awards Commission to design this project.

MBE/WBE PARTICIPATION:

MBE: EBA Engineering, Inc.	\$14,999.32	7.60%
Findling, Inc.	5,018.18	2.54%
NMP Engineering Consultants, Inc.	10,000.96	5.06%
AB Consultants, Inc.	20,020.00	10.14%
Sabra, Wang & Associates, Inc.	3,999.65	2.02%
	<u>\$54,038.11</u>	<u>27.36%</u>

MINUTES

DPW - cont'd

WBE: Constellation Design Group, Inc.	\$ 15,000.07	7.60%
Sahara Communications, Inc.	5,000.00	2.53%
	<u>\$ 20,000.07</u>	<u>10.13%</u>

MWBOO FOUND VENDOR IN COMPLIANCE.

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$250,000.00	9960-909100-9558	
Water Rev. Bonds	Water Rev. Bonds	
\$197,287.14	-----	9960-906095-9557-3 Engineering
52,712.86	-----	9960-906095-9557-9 Administration
<u>\$250,000.00</u>		

The transfer will cover the costs associated with Project 1185.7.3 - WC 1323, Large Water Main Replacement & Rehabilitation Design at various locations.

UPON MOTION duly made and seconded, the Board approved and authorized execution of an Agreement with Wallace, Montgomery & Associates, LLP/Whitney Bailey, Cox & Magnani, Inc. JV for Project 1185.7.3 - WC 1323, Large Water Main Replacement and Rehabilitation Design at Various Locations FY 2014.

MINUTES

DPW - cont'd

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 Public Works/Office - Agreement
of Engineering & Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with Wallace, Montgomery & Associates, LLP/Whitney Bailey, Cox & Magnani, Inc. JV for Project 1185.7.1 - WC 1321 and WC 1322 and Small Water Main Replacement and Rehabilitation Design at Various Locations FY 2014. The period of the Agreement is effective upon Board approval for two years, or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$802,679.13 - 9960-908094-9557-900020-703032

BACKGROUND/EXPLANATION:

Under this agreement, the Consultant will provide engineering services for the development of contract documents for the replacement and rehabilitation of small diameter water distribution mains and appurtenances in the designated areas as identified by the City of Baltimore.

The Consultant was approved by the Office of Boards and Commissions and the Architectural and Engineering Awards Commission to design this project.

MBE/WBE PARTICIPATION:

MBE: AB Consultants, Inc.	\$ 60,000.01	7.5%
Findling, Inc.	54,999.23	6.9%
Sabra, Wang & Associates, Inc.	45,959.48	5.7%
EBA Engineering, Inc.	55,000.00	6.9%
	<u>\$215,958.72</u>	<u>27.00%</u>
WBE: Constellation Design Group, Inc.	\$ 75,000.03	9.34%
Sahara Communications, Inc.	5,000.00	0.62%
	<u>\$ 80,000.03</u>	<u>9.96%</u>

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

DPW - cont'd

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$900,000.00	9960-909100-9558 Water Rev. Bonds	
\$802,679.13	-----	9960-908094-9557-3 Engineering
<u>97,320.87</u>	-----	9960-908094-9557-9 Administration
\$900,000.00		

The transfer will cover the costs associated with Project 1185.7.1, WC 1321 and 1322, Small Water Main Replacement & Rehabilitation Design at various locations.

UPON MOTION duly made and seconded, the Board approved and authorized execution of an Agreement with Wallace, Montgomery & Associates, LLP/Whitney Bailey, Cox & Magnani, Inc. JV for Project 1185.7.1 - WC 1321 and WC 1322 and Small Water Main Replacement and Rehabilitation Design at Various Locations FY 2014. 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 Housing and -Lien Release
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve the release of the interest and penalty portion of liens resulting from the City demolition activity on the properties located at 1602 N. Chester St., 1606 N. Chester St., 1608-10 N. Chester St., and Block 1469/Lot 75, for the transferee, Mary Harvin Center Limited Partnership.

AMOUNT OF MONEY AND SOURCE:

\$ 24,074.51 - 1602 N. Chester St.
 30,756.09 - 1606 N. Chester St.
 92,257.09 - 1608-10 N. Chester St.
11,395.45 - Block 1469/Lot 75
\$158,483.14

BACKGROUND/EXPLANATION:

Pursuant to the Annotated Code of Maryland, Tax Property 14-806, the Board has the authority to release liens against real property under certain circumstances. In this case, the property in question complies with all requirements under the lien release law:

- the property is a vacant building,
- the liens exceed the assessed value of the property, and
- the transferee will redevelop the property and return it to productive use within a reasonable time and eliminate blighting conditions.

The transferee, Mary Harvin Center Limited Partnership will consolidate the lots and return these parcels to productive use within a reasonable time and thereby eliminate blighting conditions. In this case, the referenced properties are currently owned by Southern Baptist church, Inc. and will be transferred to the Mary Harvin Center Limited Partnership upon release of the interest and penalty portion of liens.

MINUTES

DHCD - cont'd

The liens accrued in error as the subject properties are a part of the above-mentioned redevelopment area and were to be the subject of a standard demolition Right-of-Entry. The Mary Harvin Center Limited Partnership is in good standing with the Maryland State Department of Assessment and Taxation.

The Mary Harvin Center Limited Partnership will redevelop the property as new construction into a 56-unit tax credit-financed senior apartment building with additional space to deliver various services to senior residents. The release of the interest and penalty portion only of the lien on the properties will make it financially feasible for redevelopment of vacant and blighted land and its return to productive use.

Prior to settlement, the transferor will pay any applicable water bills, tax bills, other municipal charges, and the balance of the liens due on the properties.

UPON MOTION duly made and seconded, the Board approved the release of the interest and penalty portion of liens resulting from the City demolition activity on the properties located at 1602 N. Chester St., 1606 N. Chester St., 1608-10 N. Chester St., and Block 1469/Lot 75, for the transferee, Mary Harvin Center Limited Partnership.

MINUTES

Department of Housing and - Amendment to Lease
Community Development (DHCD)

ACTION REQUESTED OF B/E:

The Board is requested approve and authorize execution of the Amendment to Lease with Strength to Love II and Big City Farms to i) correct the names of the legal entities entering into the Lease as tenant, ii) change the terms under which the parties may cancel the Lease, and iii) to add four additional properties to Exhibit A.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

In March 2011, the Baltimore City Department of Planning (DOP), in partnership with the DHCD, issued a Request For Qualifications (RFQ) for farmers to participate in the development of a certain selection of pre-identified City-owned vacant and underutilized properties throughout the City of Baltimore for the purpose of urban agriculture. This offering was intended to 1) develop successful entrepreneurial urban farms throughout the City, 2) ameliorate the problem of food deserts in City neighborhoods, and 3) transform vacant and unused land to achieve economic, social, and environmental benefits.

Two applicants, Strength to Love II and Big City Farms, chose to partner and apply for a farm-site together in an effort to effectively pool resources and expertise in the Sandtown/Winchester community.

Strength to Love II, founded in 1993, is a faith-based subsidiary of Newborn Community of Faith Church, Inc., established to address the incarceration problem and the accompanying high recidivism rates in the Sandtown/Winchester community by providing jobs and training for returning citizens.

MINUTES

DHCD - cont'd

Big City Farms is an established urban farming company with a one-acre organic lettuce and "leafy green" farm on an asphalt parking lot (national-first) near the Middle Branch in Baltimore City. The company delivers its produce locally within the City limits to multiple grocery, restaurant, and institutional clients including: Whole Foods, Eddies of Roland Park, Graul's, Bon Appetit (Goucher College and UMAB), and numerous restaurants.

On October 24, 2012, the Board approved the original lease agreement between Strength to Love II and Big City Farms. Since the ribbon cutting at the site on June 19, 2013, the lessee approached the DHCD and the DOP regarding amendments to the original lease. As a result of these discussions, the DHCD and the lessee request the Board to modify the Lease to change the following:

- the legal entities which comprise the tenant to, Newborn Community of Faith Church, Inc., a Maryland corporation and Big City Farms Inc. a Maryland Benefit Corporation, which are the correct names,
- Paragraph 4. Cancellation will be deleted in its entirety and replaced with: "It is agreed between the parties hereto that after completion of the first five-year lease term and exercise of the renewal term, during such renewal term either party may cancel and terminate this Lease for any reason whatsoever, by the giving of two-years written notice to the other. Said Lease shall terminate immediately upon the expiration of said two-year period", and
- Exhibit A: four properties will be added to the list of properties: 1813 Mullin Street, 1837 Kavanaugh Street, 1855 Kavanaugh Street, and 1321 N. Monroe Street.

MINUTES

DHCD - cont'd

All other terms and conditions in the original Lease remain unchanged.

The Space Utilization Committee approved this Amendment to Lease on September 23, 2014.

MBE/ WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to Lease with Strength to Love II and Big City Farms to i) correct the names of the legal entities entering into the Lease as tenant, ii) change the terms under which the parties may cancel the Lease, and iii) to add four additional properties to Exhibit A.

MINUTES

Department of Housing and - Lease Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Lease Agreement with K.E.Y.S. Development, Inc., Lessee, for the City-owned property located at 906 Washington Boulevard, consisting of 6,203 square feet. The period of the Lease Agreement is April 1, 2014 through March 31, 2019.

MOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Installment</u>
\$2,448.00	\$204.00

The annual rent will increase 2% over the previous year's rental rate.

BACKGROUND/EXPLANATION:

The City and the lessee have agreed to renew the lease agreement for the property located at 906 Washington Boulevard in the Washington Village neighborhood. The monthly rental for the first year is \$204.00.

Since the original lease, executed in 2012, the lessee has invested over \$40,000.00 in renovations and maintenance to the property. The lessee conducts a successful martial arts program, mentoring program and partners with the local community association so that they may use the property for monthly meetings.

K.E.Y.S. Development, Inc. will be responsible for all maintenance and utility costs associated with occupying the properties.

MINUTES

DHCD - cont'd

The Lease Agreement was approved by the Space Utilization Committee on August 26, 2014.

MBE/WBE PARTICIPATION:

N/A

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

MINUTES

Department of Housing and - Grant Agreement
Community Development (DHCD)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Grant Agreement with Healthy Neighborhoods, Inc. (HNI). The period of the Grant Agreement is effective upon Board approval for 18 months.

AMOUNT OF MONEY AND SOURCE:

\$ 400,000.00 - 9910-906015-9588
120,000.00 - 9910-907036-9588
\$ 520,000.00

BACKGROUND/EXPLANATION:

Under this agreement, the funds will be utilized to provide support for approximately 13 nonprofit organizations that implement the HNI approach.

HNI was established in 2004, to help the city's strong but undervalued neighborhoods increase home values, market their communities to create demand for homeownership and build neighborhood confidence. HNI currently works in more than 40 citywide middle-market neighborhoods, making them more desirable places to live and has generated more than \$100 million of private and public capital.

In partnership with resident leadership, neighborhood organizations, and small developers, HNI maintains and improves neighborhoods by increasing property values, creating demand for homeownership and building neighborhood confidence.

HNI's goal is to support real estate markets that generate sustainable equity for homeowners, create a strong social fabric for all residents, provide a growing tax base for Baltimore, and attract new homeowners as part of the Mayor's Grow Baltimore initiative.

MINUTES

DHCD - cont'd

Since its inception, HNI has provided \$63 million of below-market loans, grants for capital improvements of public spaces, funds for marketing, support for high performing schools that are community assets, and operating support for its neighborhood partners. HNI has played a critical role in reducing vacant properties, first through its award of \$26 million in the Neighborhood Stabilization Program 2 funds from the Department of Housing and Urban Development, and more recently as the recipient of \$750,000.00 from funds provided through a Collaboration Agreement with Wells Fargo Bank, N.A.

To ensure HNI's continued success, the DHCD is providing \$520,000.00 to support capital efforts. Four Hundred Thousand dollars will be used to support the efforts of 13 nonprofit organizations that directly implement the Healthy Neighborhoods approach in more than 40 neighborhoods. Fifty-Four thousand dollars will be use to provide architectural services for owner occupants who utilize HNI loan products to help plan improvements. Fifty-six thousand dollars will be awarded competitively as grants for block-based projects that add curb appeal. The remaining \$10,000.00 will be used to help neighborhoods involved in the Year 1 School improvements to better understand and participate in the design process.

MBE/WBE PARTICIPATION:

HNI has signed the Commitment to comply and will meet with MWBOO to establish specific participation rates.

MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 520,000.00		
\$ 400,000.00 Gen. Funds	9910-902935-9587 Healthy Neighbor- hoods, Inc. - Reserve	9910-906015-9588 Healthy Neighbor- hoods, Inc. General Funds
\$ 120,000.00 <u>28th CBD</u>	-----	9910-907036-9588 Healthy Neighbor- hoods, Inc. Capital GO Bonds
\$ 520,000.00		

This transfer will move appropriations in accordance with the FY 2015 Ordinance of Estimates to support the Healthy Neighborhoods, Inc. operating and capital grant.

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Grant Agreement with Healthy Neighborhoods, Inc. 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 Housing and - Memorandum of Understanding
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve a Memorandum of Understanding (MOU) with Parks and People Foundation, Inc. (Parks and People) as it pertains to the Mayor's Power In Dirt Initiative.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The DHCD's Land Resources Division, on behalf of the Mayor and City Council of Baltimore, strategically acquires, and manages vacant or abandoned properties, ultimately enabling these properties to be returned to productive use and improving Baltimore's neighborhoods. In furtherance of the Mayor's Power In Dirt Initiative, the DHCD and Parks and People proposed a MOU as partners of the initiative whereby Parks and People fully assumes the marketing and outreach components of the program and the DHCD manages the inventory, and application/license review and approval process.

Specifically, it is understood that the role of Parks and People as a Power in Dirt partner is to:

- employ and supervise a staff person supervised to the help promote the Adopt-a-Lot program and help connect vacant lot adopters and community greeners with informational, technical assistance or material resources,
- coordinate with Baltimore Housing to provide informational resources to each individual or group who adopts a City-owned vacant lot,
- annually visit, document and report the status of all lots adopted by community members to HCD,

MINUTES

DHCD - cont'd

- publicize the Adopt-a-Lot program including maintaining a webpage of informational resources about adopting City-owned vacant lots and conducting community outreach,
- make competitive project grant opportunities available to vacant lot stewards through the Neighborhood Greening Grants program as funds are available and include HCD as part of the review panel, and
- provide assistance and educational resources to Adopt-a-Lot program stewards through Parks and People or Community Greening Resource Network workshops and the provision of basic technical assistance,

It is further understood in this agreement that the role of the HCD as a Power in Dirt partner is to:

- designate a staff person to review, process, and issue Adopt-A-Lot licenses and Water Access Program licenses and maintain associated databases,
- send renewal notices for licenses 30 days prior to expiration,
- investigate and resolve complaints/issues involving programmatic compliance,
- maintain content and applications on Adopt-A-Lot page of the Vacant to Value website,
- publish a monthly list on the Vacants to Value website that indicates currently adopted lots, Qualified Community Managed Open Space, urban farms and forest patches,
- provide the aforementioned monthly list to City's GIS coordinator for upload onto CityMap and City View,
- provide the aforementioned list to Parks and People for follow-up with new licensees, and

MINUTES

DHCD - cont'd

- provide the aforementioned monthly list to the Department of Public Works to prevent properties from appearing on the City's proactive mowing list.

STATEMENT AND PURPOSE AND RATIONALE FOR SALE BELOW THE APPRAISED VALUE:

N/A

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved the Memorandum of Understanding with Parks and People Foundation, Inc. as it pertains to the Mayor's Power In Dirt Initiative. The Mayor **ABSTAINED.**

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Land Disposition Agreement with Chelsea Terrace Limited Liability Company, developer, for the sale of the City-owned properties located at 2104, 2106, 2108, 2110, 2112-2114, 2120, 2122, and 2124 Chelsea Terrace.

AMOUNT OF MONEY AND SOURCE:

\$ 5,670.00 - 2104 Chelsea Terrace
 5,670.00 - 2106 Chelsea Terrace
 5,670.00 - 2108 Chelsea Terrace
 5,670.00 - 2110 Chelsea Terrace
 10,350.00 - 2112 - 2114 Chelsea Terrace
 5,220.00 - 2120 Chelsea Terrace
 5,220.00 - 2122 Chelsea Terrace
 5,355.00 - 2124 Chelsea Terrace
\$48,825.00- Purchase Price

BACKGROUND/EXPLANATION:

The City will convey all of its rights, title, and interest in the above listed properties to Chelsea Terrace Limited Liability Company, developer, for the total amount of \$48,825.00, which will be paid at settlement.

The properties are located within the Mt. Holly community and will be developed as new construction for senior apartments. The purchase price and improvements to the site will be funded through Low Income Housing Tax Credits.

The properties are being sold for \$48,825.00 total. Pursuant to Baltimore City's Appraisal Policy, the waiver valuation process determined the foregoing prices for the properties as listed.

MINUTES

DHCD - cont'd

MBE/WBE PARTICIPATION:

The developer has signed the Commitment to Comply with the Minority and Women's Business Enterprise Program of Baltimore City.

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Land Disposition Agreement with Chelsea Terrace Limited Liability Company, developer, for the sale of the City-owned properties located at 2104, 2106, 2108, 2110, 2112-2114, 2120, 2122, and 2124 Chelsea Terrace.

MINUTES

Department of Housing and - Land Disposition and
Community Development Acquisition Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Land Disposition and Acquisition Agreement (LDAA) which outlines the exchange of 1510 N. Regester Street, owned by Mr. John Brady and Ms. Catherine Brady, developers, for 1318 N. Chester Street, a comparable property owned by the Mayor and City Council (M&CC).

AMOUNT OF MONEY AND SOURCE:

The City agrees to pay for all settlement costs, related to the properties acquired by the City not to exceed \$600.00.

Funds are available in Account No. 9910-908044-9588-900000-704044.

BACKGROUND/EXPLANATION:

The DHCD's Land Resources Division, on behalf of the M&CC, strategically acquires, and manages vacant or abandoned properties, ultimately enabling these properties to be returned to productive use and improving Baltimore's neighborhoods.

Mr. John Brady and Ms. Catherine Brady received notice of the City's intent to demolish the property known as 1510 N. Regester Street. Because they intended to rehabilitate this property, a "swap" was proposed of 1510 N. Regester Street with the comparable M&CC owned property that is located in an area better suited for redevelopment. The developers will deliver good and marketable title, and as a condition of the exchange, have agreed to rehabilitate the property it is receiving within 12-months from the date of settlement.

Through the approval of this LDAA, the City will receive clear and marketable title to the developer's property, subject to any municipal liens, in exchange for the comparable M&CC owned property.

The determination of comparability is based on a valuation for both 1510 N. Regester Street and 1318 N. Chester Street, which determined that the properties are valued at \$3,600.00 each.

MINUTESDHCD - cont'd1510 N. Regester Street

Total Tax	\$ 70.80
Miscellaneous Bills	<u>204.97</u>

Total Municipal Liens **\$275.77**

Approval of this exchange will allow the City to more expeditiously demolish the hazardous structure and take title to the property for a redevelopment project. The property exchange is less costly than acquiring the property through tax sale foreclosure or eminent domain. This action will further the City's effort to eliminate blight and protect the health and safety of its citizens.

STATEMENT OF PURPOSE AND RATIONALE FOR TRANSFER OF PROPERTY BY MEANS OF COMPARABLE EXCHANGE:

The rationale behind the exchange of properties was to ensure that the severity of the blight on the property located at 1510 N. Regester Street could be successfully eliminated, while simultaneously ensuring that a willing and able developer could contribute to the revitalization of Baltimore City in an area better suited and poised for rehabilitation.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Land Disposition and Acquisition Agreement which outlines the exchange of 1510 N. Regester Street, owned by Mr. John Brady and Ms. Catherine Brady, developers, for 1318 N. Chester Street, a comparable property owned by the Mayor and City Council.

MINUTES

DHCD - cont'd

3. NEIGHBORHOOD DESIGN CENTER, INC. \$ 85,050.00

Account: 2089-208915-5930-436080-603051

The organization will provide design and planning assistance for a minimum of 37 community-based revitalization projects in Baltimore City's low- and moderate income neighborhoods including urban renewal areas. The CDBG funds will be used to subsidize the organization's operating costs for one year. The period of the Agreement is July 1, 2014 through June 30, 2015.

FOR FY 2015, THE MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$27,375.00.

MBE: \$7,391.25

WBE: \$2,737.50

On April 30, 2014, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2014 Annual Action Plan for the following formula programs:

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

Upon approval of the resolution, the DHCD's Contract Section began negotiating and processing the CDBG Agreements as outlined in the Plan effective July 1, 2014 and beyond. Consequently, these agreements were delayed due to final negotiations and processing.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

DHCD - cont'd

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

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

The Board is requested to approve and authorize execution of a Lease Agreement with Progressive Education Center, Inc. Tenant, for the rental of a portion of the property known as 1510 W. Lafayette Avenue, being on the second level - Courtyard side, consisting of approximately 2,862 sq. feet. The period of the Lease Agreement is October 1, 2014 through September 30, 2015, with the option to renew for one 1-year term.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$13,200.00	\$1,100.00

Plus a charge for utilities of \$3,000.00 annually and \$250.00 monthly.

BACKGROUND/EXPLANATION:

The Landlord will be responsible for maintaining equipment such as plumbing, air conditioning, heating, pest control, trash, and providing utilities. The landlord is also responsible for removal of snow, ice, and debris from the sidewalk adjacent to the building entrance and parking lot.

The tenant will pay for janitorial services to the leased premises, telephone, computer services, and be responsible for securing all Day Care licensing, liability insurance, and paying for utilities usage.

The Space Utilization Committee approved this Lease Agreement on October 7, 2014.

MINUTES

Space Utilization Committee - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Lease Agreement with Progressive Education Center, Inc. Tenant, for the rental of a portion of the property known as 1510 W. Lafayette Avenue, being on the second level - Courtyard side, consisting of approximately 2,862 sq. feet.

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

The Board is requested to approve and authorize execution of a Lease Agreement with Maureen Jordan Tierney, lessee for the rental of the property known as School 33, Studio #204, being on the 2nd floor, located at 1427 Light Street. The period of the Lease Agreement is April 1, 2014 through March 31, 2015.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$3,900.00	\$325.00

BACKGROUND/EXPLANATION:

The demised premises will be used as an artist's studio. The lessor will be responsible for heat, electricity, and water. The lessee will be responsible for content insurance, janitorial, trash receptacles, and security.

The Lease Agreement is late due to the tenant signing the documents.

The Space Utilization Committee approved this Lease Agreement on October 7, 2014.

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Lease Agreement with Maureen Jordan Tierney, lessee for the rental of the property known as School 33, Studio #204, being on the 2nd floor, located at 1427 Light Street.

MINUTESSpace Utilization Committee - License Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a License Agreement with University of Maryland, Baltimore County (UMBC), licensor, for the rental of a portion of the property known as 3301 Waterview Avenue, consisting of approximately 316 sq. ft. The period of the License Agreement is July 1, 2014 through December 31, 2014, with an option to renew for an additional six months.

AMOUNT OF MONEY AND SOURCE:

\$184.00 for six months

BACKGROUND/EXPLANATION:

The licensor will be responsible for fire insurance. The licensee must obtain approval from the Facility Administrator prior to making any improvements to the storage space. The licensee is responsible for keeping the storage area in a good and orderly manner, liability insurance and may use the weight room as the Facility Administrator's discretion.

The License Agreement is late because of the negotiations of the terms and conditions.

The Space Utilization Committee approved this Lease Agreement on October 7, 2014.

UPON MOTION duly made and seconded, the Board approved and authorized execution of a License Agreement with University of Maryland, Baltimore County, licensor, for the rental of a portion of the property known as 3301 Waterview Avenue, consisting of approximately 316 sq. ft.

MINUTES

Department of Real Estate - Amendment to Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Amendment to Lease Agreement with the Department of Public Works, Safety & Training Division, Inc. tenant, for the rental of approximately 7,000 sq. ft. of space for the property located at 3000 Druid Park Drive. This amendment to agreement extends the period of the lease agreement through March 31, 2015.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$19,827.48	\$3,304.58

Account: 1001-000000-1901-191300-603013

BACKGROUND/EXPLANATION:

The Department of Public Works, Safety & Training Division, Inc. is requesting a six month extension to their existing lease which commenced on October 1, 2014 with two 5-year renewal options. All other terms, conditions and provisions of the original lease agreement remain in full force and effect.

The Space Utilization Committee approved this Lease Agreement on October 7, 2014.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of an Amendment to Lease Agreement with the Department of Public Works, Safety & Training Division, Inc. tenant, for the rental of approximately 7,000 sq. ft. of space for the property located at 3000 Druid Park Drive.

MINUTESSpace Utilization Committee - Transfer of Jurisdiction**ACTION REQUESTED OF B/E:**

The Board is requested to approve the transfer of jurisdiction for the property located at 100 N. Chester Street (block 1703, Lot 001) from the inventory of the Department of Housing and Community Development (DHCD) to the inventory of the Baltimore City Public School System (BCPSS).

BACKGROUND/EXPLANATION:

The BCPSS requested the transfer of jurisdiction to enable the parcel to be redeveloped into an early childhood development center.

The Space Utilization Committee approved this transfer of jurisdiction on October 7, 2014.

UPON MOTION duly made and seconded, the Board approved the transfer of jurisdiction for the property located at 100 N. Chester Street (block 1703, Lot 001) from the inventory of the Department of Housing and Community Development to the inventory of the Baltimore City Public School System.

MINUTES

Department of Real Estate - Agreement of Sale

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement of Sale with Dr. Gul Dolen, Purchaser, for the properties located at 1602, 1604, 1606 and 1608 Barclay Street.

AMOUNT OF MONEY AND SOURCE:

\$4,000.00 - Purchase Price

BACKGROUND/EXPLANATION:

The authority to sell these four vacant lots was approved by City Council Ordinance No. 477 approved on December 6, 1973. The properties were journalized in City Council on June 2, 2014. The properties are being sold for the appraised value of \$4,000.00. The purchaser plans to build a house which the purchaser will occupy as his primary residence.

UPON MOTION duly made and seconded, the Board approved and authorized execution of an Agreement of Sale with Dr. Gul Dolen, Purchaser, for the properties located at 1602, 1604, 1606 and 1608 Barclay Street.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTION

* * * * *

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

4000 - 4007

to the low bidders meeting the specifications,
and rejected the bid 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 Comptroller voted **NO** on item no. 5.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

- | | | | |
|----|--|------------------------------|--------------|
| 1. | B50003617, Fuel System Testing & Inspection of Fuel Facilities | Clean Fuels Associates, Inc. | \$260,000.00 |
|----|--|------------------------------|--------------|

(Dept. of General Services)

MWBOO GRANTED A WAIVER.

- | | | | |
|----|--|---|--------------|
| 2. | B50003692, Provide Plastic Meter Boxes | Ferguson Enterprises, Inc. d/b/a Ferguson Waterworks
(low bidder meeting specifications) | \$ 90,000.00 |
|----|--|---|--------------|

(Dept. of Public Works, Bur of Water & Wastewater)

MWBOO GRANTED A WAIVER.

- | | | | |
|----|----------------------------|----------------------|--------------|
| 3. | B50003712, Court Reporting | Free State Reporting | \$150,000.00 |
|----|----------------------------|----------------------|--------------|

(Dept. of Finance)

MWBOO GRANTED A WAIVER.

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

4. B50003713, Liquid Chloride \$954,000.00

	<u>Item 1</u>	
<u>Item 1</u> , Supply	Kuehne Chemical Co., Inc.	\$879,000.00
Liquid Chloride in		
One 1 Ton Container		

<u>Item 2</u> , Supply	<u>Item 2</u>	
Liquid Chloride in	Univar USA, Inc.	\$ 75,000.00
150 lb. Cylinders		

(Dept. of Public Works,
Bur. of Water & Wastewater)

MBWBOO GRANTED A WAIVER.

5. B50003714, Sulfur Dioxide Liquid in one ton Containers Univar USA, Inc. (Sole bid received) \$250,000.00

Board Action Required on Acceptance of Bid

On September 17, 2014, the Board opened B50003714. Only one bid was received from Univar USA, Inc. (Univar). Solicitation B50003714 required a bid bond. The bidder did not have a valid bid bond at the time of the bid opening.

The Bureau of Purchases contacted Univar about the status of its bid bond. On September 30, 2014, Univar submitted a bid bond to the Bureau of Purchases with the description typed at the top, "Duplicate Original Effective Original Execution Date of 11/07/13." Univar submitted a bid bond to the Bureau of Purchases after the bid opening.

Prior to taking action on the Bureau of Purchases recommendation of award to Univar USA, Inc., the Board will need to determine whether to accept or reject the bid of Univar USA, Inc.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

(Dept. of Public Works,
Bur. of Water & Wastewater)

MWBOO GRANTED A WAIVER.

President: "The second item on the non-routine Agenda can be found on Page 62 Recommendations for Contract Awards/Rejections, item five, B50003714, Sulfur Dioxide Liquid in one ton containers. Will the parties please come forward?"

Mr. Krus: "Tim Krus, City Purchasing Agent. This is the award of Sulfur Dioxide Liquid in one ton containers to Univar USA, Inc. in the amount of \$250,000.00."

Comptroller: "I have some questions. Thank you for your response, but I would like to put on the record, if you could answer these questions for me. The first question is on what date did the Bureau of Purchases return the Bid Bond to Univar USA?"

Mr. Krus: "It was returned sometime in November 2013."

Comptroller: "And my second question is to whom is Univar USA was the Bond Bid returned?"

MINUTES

Mr. Krus: "Ms. Diana Yakel the Sales Support Manager."

Comptroller: "And my third question was why was it returned to Univar USA?"

Mr. Krus: "The note on the copy retained by the Contract Administrator stated that a title was missing for the individual signing on behalf of the bidder Univar USA. However, that was a misunderstanding of the requirement for a title. The title was necessary for determining whether the individual has authority to sign on behalf of the company. In this case, the person's title was indicated immediately after her name with the letters ARM which is the standard acronym for the designation Associated Risk Management. This title designation has also been appended to her name and Univar's designation and appointment of her as its agent in May of 2006."

Comptroller: "Okay, and my, my last question, in response to the question number two from the President's Office, it's unclear because your response to the President um -- was that 'the bid um - previously the Bid Bond was returned to Ms. Yakel the Sales Manager.' Ms. Yakel sent a letter which I have here dated, October the 9, 2014 that said she had no idea that their annual bid bond was not on file with the City."

MINUTES

So, my question is to my response you said that it was returned to Ms. Yakel. She said she never received it, but then the response to the President, you said I suspect that Univar would have um - would have quickly resubmitted the bond, if the person receiving the bond had not left their employment. I am not sure exactly when the personnel change occurred. But, I do know she is no longer employed by the company. So, it's not --."

Mr. Krus: "Madam Comptroller, this is a miscommunication between the Bureau of Purchases and Univar on what was required for this Bond. We don't have um - every detail behind it. Uh we know that our staff person was following a list of requirements to look for on this bonding, and if this was a slightly different case that did not meet the requirements on that list, and that's where the miscommunication started. It ended up with Univar giving us photocopies which did not meet the requirement. We've come to the Board today to waive that error, because Univar was the sole bidder and the City had a role of the problem that they presented."

MINUTES

Comptroller: "But do we know who it was returned to?"

Mr. Krus: "Ah, we believe that it was returned to Ms. Yakel."

Comptroller: "Okay."

Mr. Krus: "From what we are looking at."

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

City Solicitor: "I MOVE that we accept the recommendation of the Bureau of Purchases that we waive the alleged irregularities and award the contract to Univar, the sole bidder."

Director of Public Works: "Second."

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

Comptroller: "Nay."

President: "The Motion carries. Please note the Comptroller votes **NO**."

* * * * *

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

- | | | |
|---|-------------------------------|--------------|
| 6. B50003722, Hydro-
Fluorosilicic
Acid for Water
Treatment Plants | Mosaic Crop Nutrition,
LLC | \$662,000.00 |
|---|-------------------------------|--------------|

(Dept. of Public Works,
Bur. of Water & Wastewater)

MWBOO GRANTED A WAIVER.

- | | | |
|---|--|--------------|
| 7. B50003730, OEM
Parts & Service
for Sterling
Heavy Duty Trucks | <u>First Call</u>
Waste Equipment Sales
& Service, LLC | \$150,000.00 |
|---|--|--------------|

(Dept. of General Services, Fleet Mgmt. Div.)	<u>Second Call</u> Norris Chesapeake Truck Sales, LLC
---	---

MWBOO GRANTED A WAIVER.

- | | |
|--|--|
| 8. B50003686, Repair
& Installation Ser-
vices for Building
Glazing Glass | REJECTION - Vendors were solicited by
posting on Citibuy, e-Maryland Market-
place and in local newspapers. Two
bids were received and opened on
September 24, 2014. Both bids are
determined to be non-responsive. This
requirement will be re-bid
at a later date. |
|--|--|

(Dept. of General
Services)

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

9. B50003237, Relining
of Fiberglass Rein-
forced Plastic Tanks

(Dept. of Public
Works, Bur. of
Water & Wastewater)

RESCIND AWARD

On January 8, 2014, the Board approved the initial award with the American Fiberglass Tank Repair, for the period Jan. 24, 2014 through Jan. 22, 2015.

On September 17, 2014, the Department Informed the Bureau of Purchases that the contract was no longer needed as the urgently needed services were obtained from the vendor using the Water Contract Montebello Finished Reservoir Cover (WC 1160R).

MINUTES

Department of Planning - Report on Previously
Approved Transfers of Funds

At previous meetings, the Board of Estimates approved Transfers of Funds subject to receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter. Today, the Board is requested to **NOTE 22** favorable reports on Transfers of Funds approved by the Board of Estimates at its meetings on September 10, 17 and September 24, 2014.

The Board **NOTED** the 22 favorable reports.

MINUTES

Office of City Council President - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with Robert Half International, Inc.

AMOUNT OF MONEY AND SOURCE:

\$30,340.00 - 1001-000000-1220-145900-603021

BACKGROUND/EXPLANATION:

The Judiciary and Legislative Investigations Committee has been charged with the investigation of the speed cameras used throughout Baltimore City. The Committee has been provided with more than 100,000 pages of documents regarding this program. Unable to conduct the review, the Committee chair, Mr. James Kraft, requested professional staff to help the Committee in this process.

Two staffing firms sent in applications. Robert Half International, Inc. provided the more qualified applicants. Accordingly, the Committee is requesting approval of the agreement that assigns two (2) paralegals from Robert Half International, Inc. to be hired full time for 90 days. Ms. Amy Chesebrough will be hired at \$32.00/hour and Mr. William Sherwood will be hired at \$26.00/hour.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Robert Half International, Inc. The President **ABSTAINED**. The City Solicitor **ABSTAINED**.

MINUTES

Department of Finance - Amendment No. 5 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 5 to the Agreement with The Segal Company (Eastern States), Inc. This Amendment No. 5 authorizes additional funding for Contract Phase IV.

AMOUNT OF MONEY AND SOURCE:

\$80,000.00 - 1001-000000-1220-146000-603026

BACKGROUND/EXPLANATION:

Pursuant to Ordinance 10-306, Section 4, requiring the Taxation, Finance, and Economic Development Committee to have hearings on the feasibility of alternatives to establish a new pension benefit structure for new hires eligible to participate in the Fire and Police Employees' Retirement System, the City of Baltimore retained The Segal Company (Eastern States), Inc., to undertake the investigation and analysis of alternative pension benefit structures for new hires.

The Segal Company (Eastern States), Inc., entered into an initial Agreement with the City of Baltimore on May 25, 2011. Since the initial date of engagement, The Segal Company (Eastern States) Inc., has met with and received feedback from various stakeholders, including but not limited to: the Fire & Police (F&P) System Administration, F&P Board of Trustees, F&P Actuary, City Council members, Members of the Administration, F&P Union leadership, rank and file members of the F&P Unions, and GBC individuals responsible for compiling a report on the F&P System.

MINUTES

Dept. of Finance - cont'd

The additional funding authorization will allow the City to analyze alternative options as the proposal moves through the final stages of the process in City Council. The option and cost of exploring additional alternatives was specified in the initial Scope of Work.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 5 to the Agreement with The Segal Company (Eastern States), Inc. The Comptroller

ABSTAINED.

MINUTES

Bureau of Budget and Management - Capital Projects Grant
Research (BBMR) Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Capital Projects Grant Agreement with the State of Maryland in support of the redevelopment of the 88-acre East Baltimore Development Initiative.

AMOUNT OF MONEY AND SOURCE:

\$5,000,000.00 - 9914-919401-9588
State of Maryland Revitalization Fund

BACKGROUND/EXPLANATION:

East Baltimore Development Inc. (EBDI) is managing the redevelopment of an 88-acre site in East Baltimore that includes new biotech space, commercial and retail space and over 2,100 units of mixed-income housing. The State of Maryland has played a critical role in realizing this vision through its approval of State Revitalization Funds, which support acquisition of properties, demolition, site improvements, and public infrastructure. Funds are appropriated in the Department of Housing and Community Development's Fiscal Year 2015 Capital Budget.

The 2014 General Assembly approved \$5,000,000.00 to advance development efforts with EBDI's boundaries. Funds are provided as a grant to the City, and will be used for acquisition and public infrastructure.

The State requires the City to execute the Capital Projects Grant Agreement before funds can be made available. Once the Capital Projects Grant Agreement is approved by the State's Board of Public Works, the City will execute a separate Grant Agreement with the EBDI regarding specific uses and conditions for State funds. The Department of Housing and Community Development will request approval of this agreement from the Board at a future meeting.

MINUTES

BBMR - cont'd

MBE/WBE PARTICIPATION:

Minority and Women's Business participation requirements are established as part of the Land Development Disposition Agreement.

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

TRANSFER OF FUNDS - Dept. of Housing and Community Development

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$5,000,000.00	9910-904979-9587	9914-99410-9588
State Funds	East Baltimore Redevelopment Reserve	East Baltimore Development Initiative FY 2015

This transfer will provide funding to support the redevelopment of the 88-acre East Baltimore Development Initiative. East Baltimore Development Inc. is managing the redevelopment of an 88-acre site in East Baltimore that includes new biotech space, commercial and retail space and over 2,100 units of mixed-income housing.

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Capital Projects Grant Agreement with the State of Maryland in support of the redevelopment of the 88-acre East Baltimore Development Initiative. 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

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- | | | |
|--|-------------|---------|
| 1. AMERICA ON DEMAND
OF MARYLAND, INC. | \$26,000.00 | Low Bid |
| Solicitation No. 07000 - Storekeeper - Department of General Services - Req. No. R678596 | | |

Vendor will supply three storekeepers as temporary staff. The period of the award is October 15, 2014 through October 14, 2015.

- | | | |
|--|-------------|--------------------------|
| 2. SCHOOL NURSE SUPPLY,
INC. | \$20,000.00 | Ratification/
Renewal |
| Solicitation No. 07000 - Cold Packs - Health Department - P.O. No. P524770 | | |

On September 06, 2013, the City Purchasing Agent approved the initial award in the amount of \$12,532.00. The award contained two 1-year renewal options. On August 21, 2014, the City Purchasing Agent approved an increase in the amount of \$6,266.00. Due to an administrative oversight, a ratification is necessary. The period of the ratification is September 9, 2014 through October 14, 2014. The period of the renewal is October 15, 2014 through September 8, 2015, with one 1-year renewal option remaining.

- | | | |
|--|-------------|---------|
| 3. BROWNELLS, INCORPORATED | \$13,000.00 | Renewal |
| Solicitation No. B50003219 - Gun Cleaning and Maintenance - Police Department - P.O. No. P525328 | | |

On October 30, 2013, the City Purchasing Agent approved the initial award in the amount of \$13,527.75. The award contained three 1-year renewal options. On August 14, 2014, the City Purchasing Agent approved an increase in the amount of \$6,000.00. This renewal in the amount of \$13,000.00 is for the period October 30, 2014 through October 29, 2015, with two 1-year renewal options remaining.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases - cont'd

4. NORRIS CHESAPEAKE

TRUCK SALES, LLC	\$39,450.00	Low Bid
Solicitation No. B50003707 - Regular Cab Truck with Stake Body - Department of General Services - Req. No. R669469		

5. SHAFER, TROXELL &

HOWE, INC.	\$30,000.00	Renewal
Contract No. 08000 - Yeoman Pump Parts - Department of Public Works, Water and Wastewater - P.O. No. P525622		

On November 20, 2013, the Board approved the initial award in the amount of \$30,000.00. The award contained three 1-year renewal options. On August 13, 2014, the Board approved an increase in the amount of \$100,000.00. This renewal in the amount of \$30,000.00 is for the period November 20, 2014 through November 19, 2015, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

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

MWBOO GRANTED A WAIVER.

6. ENVIROTECH PUMPSYSTEMS, INC.

d/b/a WEIR SPECIALTY PUMPS	\$ 0.00	Renewal
Contract No. 08000 - Wemco Pump Parts - Department of Public Works, Water and Wastewater - Req. No. P525569		

On November 13, 2013, the Board approved the initial award in the amount of \$100,000.00. The award contained three 1-year renewal options. This renewal in the amount of \$0.00 is for the period November 15, 2014 through November 14, 2015, with two 1-year renewal options. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Purchases - cont'd

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.

- | | | |
|--|--------------|---------|
| 7. WALTERS RELOCATIONS, INC. | \$ 75,000.00 | Renewal |
| Contract No. B50003097 - Moving Services for the Lead Abatement Program - Department of Housing and Community Development - P.O. No. P525157 | | |

On October 9, 2013, the Board approved the initial award in the amount of \$75,000.00. The award contained three 1-year renewal options. This renewal in the amount of \$75,000.00 is for the period November 1, 2014 through October 31, 2015, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

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

MBE: J & J Moving and Hauling, Inc. \$6,750.00 11.25%

MWBOO FOUND VENDOR IN COMPLIANCE.

- | | | |
|--|---------|---------|
| 8. B.A.F.S., INC. d/b/a | | |
| THE MILL OF BELAIR | \$ 0.00 | Renewal |
| Contract No. B50002653 - Horse Feed and Bedding - Baltimore City Police Department - Mounted Unit - P.O. No. P521866 | | |

On November 7, 2012, the Board approved the initial award in the amount of \$27,767.52. The award contained two 1-year renewal options. On October 23, 2013, the Board approved the first renewal in the amount of \$27,767.52. This final renewal in the amount of \$0.00 is for the period November 7, 2014 through November 6, 2015. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Purchases - cont'd

9. CLEAR RIDGE NURSERY, INC.	\$ 90,000.00	
SHEMIN NURSERIES, INC.	<u>380,000.00</u>	
	<u>\$470,000.00</u>	Renewal

Contract No. B50003164 - Trees for Fall 2013 and Spring 2014,
Tree Baltimore - Department of Recreation and Parks, Forestry
Division - P.O. Nos. P525254 and P525255

On October 16, 2013, the Board approved the initial award in the amount of \$511,400.50. The award contained one 1-year renewal option. On October 30, 2013, the City Purchasing Agent approved an increase to one vendor in the amount of \$10,757.50. On July 23, 2014, the Board approved an increase to one vendor in the amount of \$11,581.90. This sole renewal in the amount of \$470,000.00 is for the period October 16, 2014 through October 15, 2015. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

10. US FOODS, INC., MARTINI FOODS, INC. d/b/a STANLEY FOODS, BKN INTERNATIONAL, INC.	\$ 20,000.00	Renewal
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Contract No. 06000 - Supply & Deliver a Variety of Foods to
Four Childcare Centers - Department of Housing and Community
Development - P.O. No. P521355

On August 22, 2012, the Board approved the initial award in the amount of \$48,000.00. The award contained two 1-year renewal options. On September 25, 2013, the Board approved the first renewal in the amount of \$48,000.00. This final renewal in the amount of \$20,000.00 is for the period October 10, 2014 through October 9, 2015. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Purchases - cont'd

11. DEPENDABLE SERVICES, GROUP, LLC PERSONAL TOUCH HOME AIDES OF BALTIMORE, INC.	\$ 0.00 130,000.00	
TRUSTWORTHY STAFFING SOLUTIONS, INC.	115,000.00	
CHESAPEAKE, MEDICAL STAFFING, LLC	0.00	
	\$245,000.00	Renewal

Contract No. B50002394 - Personal Care & Homemaker Services - Health Department - P.O. Nos. Various

On October 17, 2012, the Board approved the initial award in the amount of \$432,525.00. The award contained two 2-year renewal options. Subsequent increases have been approved. This renewal in the amount of \$245,000.00 is for the period October 16, 2014 through October 15, 2016, with one 2-year renewal option remaining. The above amount is the City's estimated requirement for two years.

MWBOO GRANTED A WAIVER.

12. INTERGRAPH CORPORATION	\$132,474.00 <u>\$ 72,040.20</u>	Ratification/ Agreement Renewal
	\$204,514.20	

Contract No. 08000 - Technical Support and Maintenance Services for BPD's Record Maintenance System and Database - Police Department - Req. No. R651393

Intergraph software is exclusively produced, supported and distributed by Intergraph Corporation and is only available for purchase directly from Intergraph Corporation. Intergraph Corporation is the provider of the Field Based Reporting System and the Record Management System currently installed and in use by the Police Department. The agency was previously using the system without an agreement. The period of the ratification is July 1, 2013 through June 30, 2014.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Purchases - cont'd

The Board is also requested to approve and authorize execution of an Agreement with Intergraph Corporation. The period of the ratification is July 1, 2013 through June 30, 2014. The period of the agreement is July 1, 2014 through December 31, 2014. The Board is also requested to approve a renewal while a new agreement is negotiated. The period of the renewal is July 1, 2014 through December 31, 2014. The above amount is the City's estimated requirement.

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

President: "The third item on the non-routine Agenda can be found on Page 75 Informal Awards, Renewals, Increases to Contracts and Extensions item 12, Contract No. 08000 - Technical Support and Maintenance Services for BPD's Record Maintenance System and Database-Police Department. Will the parties please come forward?"

Mr. Krus: "Tim Krus, City Purchasing Agent, this Technical Support Agreement is with Intergraph Corporation. There is a ratification in the approximate amount of \$133,000.00 and a renewal for \$72,000.00 intending to get us back to the beginning

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Purchases - cont'd

of the maintenance term and to allow the City time to negotiate a renewal agreement with Intergraph for the use of their software."

President: "Madam Comptroller."

Comptroller: "Yes, for the record I just wanted --."

President: "You need to talk in the mic."

Comptroller: "I just wanted to put on the record, this software has been in use by the Police Department for over a decade and I just wanted to put on the record how -- can you explain what happened. Why it's being asked to be ratified after the fact?"

Mr. Andrew Nebus: "Director Nebus, Baltimore Police Department IT. Um -- during my term we have sought maintenance that's what this agreement actually is. In prior, I am under the understanding that we did have maintenance but honestly I did not research that prior to this meeting."

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Purchases - cont'd

Comptroller: "Honestly what?"

Mr. Nebus: "I did not research that prior to this meeting."

Comptroller: "Okay."

Mr. Nebus: "But we were under maintenance I'm just not sure, where we stopped. I believe we were current up until the term we are seeking now, which is January 1, 2013 to present."

Comptroller: "But we're being asked to ratify this from July 1st, but you --."

Mr. Nebus: "July 1, 2013."

Comptroller: "Right."

Mr. Nebus: "To current."

Comptroller: "But what about January?"

Mr. Nebus: "It was through so it's July 1, 2013 through June 30, 2014 and then July 1, 2014 through December 31st, 2014. So that brings us to current."

President: "I'll entertain a Motion."

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Purchases - cont'd

City Solicitor: "I MOVE we approve the ratification that is being proposed by the Bureau of Purchases."

Director of Public Works: "Second."

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

Comptroller: "OPPOSED."

President: "Please note the Comptroller opposed. The Motion carries."

* * * * *

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Purchases - cont'd

- | | | |
|---|--------------|----------|
| 13. TIBURON, INC. | \$150,000.00 | Increase |
| Contract No. 08000 - Master Support Agreement - Agencies Mayor's Office of Information Technology, Baltimore City Fire Department and Baltimore City Police Department - Req. No. R556325 | | |

On February 15, 2011, the Board approved the initial award in the amount of \$1,614,130.30. Subsequent actions have been approved. This increase in the amount of \$150,000.00 is necessary for the Computer Aided Dispatch (CAD) software licensing, maintenance and technical support utilized by the Fire and Police Departments. This increase in the amount of \$150,000.00 will make the award amount \$2,396,130.30. The contract expires on June 30, 2015.

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.

- | | | |
|--|--------------|----------|
| 14. BELTWAY INTERNATIONAL,
LLC | \$381,723.00 | Increase |
| Contract No. B50003608 - Sewer Cleaning Trucks - Department of General Services - P.O. No. P528730 | | |

On September 10, 2014, the Board approved the initial award in the amount of \$1,526,892.00. This increase in the amount of \$381,723.00 is to purchase one truck which will replace older equipment in the City's fleet as part of Fleet Management's planned replacement program. This increase in the amount of \$381,723.00 will make the award amount \$1,908,615.00. The contract expires on September 9, 2015.

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>
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Bureau of Purchases - cont'd

- | | | |
|---|--------------|----------|
| 15. JOSEPH MONERO, SR. d/b/a
JM TRUCKING | \$393,000.00 | Increase |
| Contract No. B50003519 - Hauling of Asphalt - Department of Transportation - P.O. No. P528069 | | |

On July 16, 2014, the Board approved the initial award in the amount of \$64,500.00. The award contained three 1-year renewal options. This increase in the amount of \$393,000.00 is urgently needed to complete paving work before the end of the paving season. The award amount was based on a calculation of the usage that did not include two additional vendors on the previous contract. This increase in the amount of \$393,000.00 will make the award amount \$457,500.00. The contract expires on July 31, 2016, with three 1-year renewal options remaining. The above amount is the City's estimated requirement. The above amount is the City's estimated requirement.

MWBOO SET GOALS OF 20% MBE AND 7% WBE.

MBE: Unlimited Trucking	\$38,004.00	74.7%
WBE: Julian Trucking, LLC	\$ 4,696.00	9.3%

MWBOO FOUND VENDOR IN COMPLIANCE.

- | | | |
|---|---------|-----------|
| 16. WERT BOOKBINDING, INC. | \$ 0.00 | Extension |
| Contract No. B50000688 - Library Binding Services - Enoch Pratt Free Library - P.O. No. P515044 | | |

On October 1, 2008, the Board approved the initial award in the amount of \$75,000.00. The award contained two 1-year renewal options. The final renewal was approved on August 29, 2012. This extension in the amount of \$0.00 is necessary to allow time for a new solicitation to be competitively bid and awarded. The period of the extension is November 1, 2014 through January 31, 2015. 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>
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Bureau of Purchases - cont'd

17. LAAKE ENTERPRISES, INC.

t/a FESCO EMERGENCY SALES	\$1,476,216.00	Selected Source
Contract No. 06000 - Horton Medic Units - Department of General Services, Fleet - Req. No. R672789		

The total amount of \$1,476,216.00 will be financed through the City's master lease program administered by the Bureau of Treasury Management.

The eight units requested are being purchased from a cooperative purchasing contract HGAC, #AM10-12 with the Baltimore Regional Cooperative Purchasing Committee and Houston-Galveston Area Council. These units will replace older equipment in the City's Fleet as part of Fleet Management's planned replacement program.

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.

18. UNITED STATES	\$ 750,000.00	
COAST GUARD YARD	<u>1,250,000.00</u>	
	\$2,000,000.00	Memorandum of Agreement

Contract No. 06000 - Hull Repairs for the U.S.S. Constellation - Department of Housing - Req. No. To be determined.

The Board is requested to approve and authorize execution of a Memorandum of Agreement with the United States Coast Guard Yard, Curtis Bay, Maryland. The period of the memorandum of agreement is October 15, 2014, through December 31, 2015.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Purchases - cont'd

The U.S.S. Constellation must be placed in dry-dock for the 2014-2015 winter season for necessary hull repairs, in time to be returned to service for the following tourist season. The City, in conjunction with Historic Ships in Baltimore, Inc., previously the Constellation Historical Preservation Corp., Living Classrooms Foundation (the three parties to the original lease of the U.S.S. Constellation), and Baltimore Development Corporation, has determined that the United States Coast Guard Yard in Curtis Bay (USCG Yard) is the only ship yard with the expertise in historical tall ship repairs, with the size, location and availability to take the U.S.S. Constellation. Because of the proximity of the ship to the USCG Yard, the transportation is also safer. All work will be done by the USCG Yard personnel or Historic Ships in Baltimore personnel.

Only \$750,000.00 of City funds will be used on this project. The remainder of the necessary funding in the amount of \$1,250,000.00 is being provided by State funds received by Historic Ships in Baltimore, Inc. for this purpose. The City will act as a pass-through for these State funds. Any amounts over the total of \$2,000,000.00 will be borne by Historic Ships in Baltimore, Inc. The above amount is the City's estimated requirement.

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Purchases - cont'd

UPON MOTION duly made and seconded, the Board approved the foregoing informal awards, renewals, increases to contracts and extensions. The Board approved and authorized execution of the Memorandum of Agreement with the United States Coast Guard Yard. The Comptroller voted **NO** on item no. 12.

MINUTES

Office of the State's Attorney - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Grant Award from the State of Maryland - Governor's Office of Crime Control and Prevention (GOCCP). The period of the Grant is July 1, 2014 through June 30, 2015.

AMOUNT OF MONEY AND SOURCE:

\$90,000.00 - 4000-405815-1150-11800-601001

BACKGROUND/EXPLANATION:

The GOCCP awarded funds to the State's Attorney's Office to support the Project EXILE program. The funding will support the salary of one cross-designated Assistant State's Attorney to the U.S. Attorney's Office assigned to handle the prosecution of gun cases as part of a city-wide effort to reduce gun violence.

This grant is late because it was recently received from grantor.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Grant Award from the State of Maryland - Governor's Office of Crime Control and Prevention.

MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 26 to STV, Inc./PB Americas (Joint Venture), under Project 1161, On-Call Construction Services.

AMOUNT OF MONEY AND SOURCE:

\$89,901.98 - 9950-902412-9506-900010-705032

BACKGROUND/EXPLANATION:

This authorization provides for construction inspection services in connection with the Frederick Avenue Bridge Project TR 20350.

MBE/WBE PARTICIPATION:

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

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

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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>
\$98,892.18	9950-944002-9507	9950-902412-9506-5
Federal	Construction Reserve -	Frederick Avenue
	Reserve for Closeouts	over Gwynns Falls

This transfer will fund the costs associated with Task No. 26, Project 1161, for On-call Construction Project Management Services, to STV, Inc./PB Americas, Inc. (Joint Venture.)

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 26 to STV, Inc./PB Americas (Joint Venture), under Project 1161, On-Call Construction Services. The Transfer of Funds was 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.

MINUTES

Department of Transportation - Expenditure Authorization

ACTION REQUESTED OF B/E:

The Board is requested to approve the payment to Monumental Paving & Excavating, Inc. by Expenditure Authorization.

AMOUNT OF MONEY AND SOURCE:

\$9,690.00 - 9950-904175-9527-900020-702064

BACKGROUND/EXPLANATION:

On Wednesday, July 14, 2010, the Board awarded Contract No. TR 08056, Park Heights and Southeast Baltimore Bike Routes in the amount of \$376,614.00 that was expected to be completed in 90 calendar days, resulting in the expiration date of October 1, 2010. The Board also approved 180 calendar days and extended the contract, resulting in the expiration date of June 8, 2011 to allow the contractor to complete various locations already assigned.

The Department is requesting additional funding to pay for the increase and new items that were not in the original contract but were necessary for public safety, as requested and directed by the Traffic Division.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the payment to Monumental Paving & Excavating, Inc. by expenditure authorization.

MINUTES

Law Department - Claim Settlement Agreements and Releases

The Board is requested to approve the Claim Settlement Agreements and Releases for the following claims. The settlements have been reviewed and approved by the Settlement Committee of the Law Department.

1. Dawn Johnson v. Department of Public Works \$40,000.00

Account: 2044-000000-1751-175200-603070

2. James Dunnigan v. Officer Latasha McBride \$50,000.00

Account: 1001-000000-2041-716700-603070

UPON MOTION duly made and seconded, the Board approved the Claim Settlement Agreements and Releases as requested by the Law Department.

MINUTES

Law Department - TRANSFER OF LIFE-TO-DATE SICK
LEAVE - WAIVER OF MAXIMUM DAYS

The Board is requested to approve a waiver/exception from the AM 203-3 policy, which allows a maximum of 30 days of sick leave transfer, and grant an additional 34 days for a total of 64 LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Ms. Deborah Windley.

The transfer of sick leave days is necessary in order for the designated employee to remain in pay status with continued health coverage. The City employees have asked permission to donate the sick leave days that will be transferred from their LIFE-TO-DATE sick leave balances as follows:

<u>NAMES</u>	<u>DAYS</u>
Nancy Bavato	5
Asenath Brown	5
Wendy Dabney	5
Mark Dimenna	5
Carolyn DuBose	5
Sara Gross	2
Kurt Heinrich	3
Janet Henderson	2
Mary Humphries	5
Charles Jenkins	3
George Nilson	5
Beulah Pittman	2
Shirl Randall	5
Michael Schrock	2
Robert Seward	5
Lilia Weeks	2
Aaron Whitcomb	3
TOTAL	<u>64</u>

THE LABOR COMMISSIONER REVIEWED THIS REQUEST AND WAIVED ITEM NO. 4 UNDER PROGRAM REQUIREMENTS OF AM 203-3 SICK LEAVE DONATION, AND RECOMMENDED APPROVAL.

MINUTES

Law Department - cont'd

UPON MOTION duly made and seconded, the Board approved the waiver/exception from the AM 203-3 policy, which allows a maximum of 30 days of sick leave transfer, and granted an additional 34 days for a total of 64 LIFE-TO-DATE sick leave days from the above listed City employees to the designated employee, Ms. Deborah Windley.

MINUTES

Department of Human Resources - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize an expenditure of funds to pay for expenses related to administering the oral portion of the Battalion Fire Chief examination with written component.

AMOUNT OF MONEY AND SOURCE:

\$ 1,000.00 - Meal allowance for five (5) overnight examiners @ \$50.00 per night for four (4) nights

180.00 - Meal allowance for two (2) commuting examiners @ \$30.00 per day for three (3) days

426.35 - Travel expense estimate for roundtrip from counties and states via car @ .555 per mile (Mileage = 768.2) Some cannot secure their Fire Department's governmental vehicles and must utilize personal vehicles.

168.00 - Parking for two (2) commuting examiners @ \$28.00 per day for three (3) days

448.00 - Parking for DHR staff @ \$28.00 per day for four (4) days

200.00 - Tolls (est.)

300.00 - Miscellaneous (emergency charges)
\$ 2,722.35

BACKGROUND/EXPLANATION:

The Department of Human Resources administered the Battalion Fire Chief examination to approximately 40 qualified candidates. Seven examiners were recruited from 5 non-Baltimore City fire jurisdictions to administer the examination from October 06-08, 2014.

MINUTES

DHR - cont'd

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION

UPON MOTION duly made and seconded, the Board approved and authorized an expenditure of funds to pay for expenses related to administering the oral portion of the Battalion Fire Chief examination with written component.

MINUTES

Health Department - Renewal of Intergovernmental Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve of the first renewal of the Intergovernmental Agreement (IGA) with the Maryland Department of Juvenile Services. The period of the renewal is July 1, 2014 through June 30, 2015.

AMOUNT OF MONEY AND SOURCE:

\$1,150,000.00 - 5000-518615-3160-308000-405001

BACKGROUND/EXPLANATION:

On September 25, 2013, the Board approved the initial (IGA) with the Department of Juvenile Service in the amount of \$1,150,000.00 for the period July 1, 2013 through June 30, 2014. The IGA contained two 1-year renewal options.

The Maryland Department of Juvenile Services has exercised the first one year renewal option with one 1-year renewal option remaining.

The renewal of the IGA is late because of a delay during the administrative process.

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 of the first renewal of the Intergovernmental Agreement with the Maryland Department of Juvenile Services.

MINUTES

Health Department - Notification of Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of the Notification of Grant Award (NGA) from the Maryland Department of Aging (MDoA). The period of the NGA is July 1, 2014 through June 30, 2015.

AMOUNT OF MONEY AND SOURCE:

\$ 600,090.00	-	5000-533615-3024-268400-405001	Senior Nutrition Services
1,391,515.00	-	5000-535415-3044-273300-405001	Senior Care Program
261,089.00	-	5000-533115-3044-273300-405001	Guardianship Program
188,608.00	-	5000-534015-3044-273300-405001	Subsidized Assistive Living
193,920.00	-	5000-534115-3044-273300-405001	Senior Information & Assistance
96,324.00	-	5000-535515-3044-273300-405001	Vulnerable Elderly Program Initiative
142,188.00	-	5000-533515-3044-273300-405001	Ombudsman
\$2,873,734.00			

BACKGROUND/EXPLANATION:

Acceptance of the NGA will allow the Health Department to utilize the funds for State funded programs. These funds will provide a variety of services for older adults residing in Baltimore City. The NGA is late because it was just received from the MDoA.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved acceptance of the Notification of Grant Award from the Maryland Department of Aging.

MINUTES

Health Department - Update to the Unified Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to accept the Update to the Unified Grant Award for the period ending August 31, 2014.

AMOUNT OF MONEY AND SOURCE:

The funding is provided by the State of Maryland Department of Health and Mental Hygiene. The actions are as follows:

<u>GRANT DESCRIPTION</u>	<u>TYPE OF ACTION</u>	<u>AMOUNT OF ACTION</u>	<u>TOTAL AWARD</u>
Tobacco Use Prev. Community-Based	Additional	\$ 27,274.00	\$ 117,029.00
Tobacco Use- Cessation	Reduction	(92,755.00)	\$ 84,302.00
HFA Expansion	Correction	(637.00)	\$1,127,323.00

BACKGROUND/EXPLANATION:

As the fiscal year progresses, supplements, modifications, and/or reductions will be processed through the granting administrations with revised Unified Funding Awards being issued. The most current Unified Funding Award Document will be the official award of record.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Health Department - cont'd

UPON MOTION duly made and seconded, the Board accepted the Update to the Unified Grant Award for the period ending August 31, 2014.

MINUTESHealth Department - Case Monitor Services Agreement

The Board is requested to approve and authorize execution of the Case Monitor Services Agreement. The period of the agreement is July 1, 2014 through June 30, 2015.

<u>Case Monitor Name</u>	<u>Rate of Pay</u>	<u>Amount</u>
1. PIERRA R. DUNHAM, R.N.	\$45.00 per case/ 75cases/month \$37.50 per hr. for CFC Program \$50.00 per com- pleted Inter- RAI Comprehensive Evaluation	\$60,500.00
Accounts: 4000-425515-3110-306700-603018		\$10,000.00
4000-426215-3110-306801-603018		\$50,500.00

The Maryland State Department of Health and Mental Hygiene (DHMH) is designated as the single State agency to administer all aspects of the Maryland Medical Assistance Program. The Health Department has an agreement with the DHMH to participate in the program as the case monitoring agency and to contract with Medical Assistance Personal Care (MAPC) Case Monitors who will supervise personal care services to eligible recipients.

The Case Monitor will exercise independent professional judgment and carry professional liability insurance. The Case Monitor will be an independent contractor and not an employee of the City.

The Case Monitor will be responsible for establishing a plan of personal care for each eligible recipient assigned to him/her, unless otherwise indicated. The Case Monitor will make home visits at least once every 90 days, maintain clinical records, and consult with each client's personal physician and other providers in order to develop a care plan.

MINUTESHealth Department - cont'd

In addition, the Case Monitor will conduct an InterRAI comprehensive evaluation on each MAPC recipient and inform them about participation in the Community First Choice (CFC) Program, which allows states to offer the option of certain community-based services as a state plan benefit to individuals who meet an institutional level of care. The Case Monitor must offer the CFC option of community services to older adults and people with disabilities to enable them to live in their own homes.

The Agreement is late because of changes made to the MAPC Program. The template was revised to include the new billing procedure codes and reimbursement rates for personal assistance services.

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 Case Monitor Services Agreements.

MINUTES

Baltimore Development - First Amendment to Lease and Management
Corporation Agreement and a Local Resolution

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the following: 1.) the First Amendment to Lease and Management Agreement (First Amendment) between the City and the Historic Ships In Baltimore, Inc. (Historic Ships) and 2.) a Local Resolution by which the City endorses the use of grant funds in the amount of \$1,250,000.00 to be provided by the State of Maryland to cover a portion of the costs of the repairs to the USS Constellation (the Vessel).

The Board is further requested to approve the Department of Finance to act as a pass through for the sum of \$1,908,998.00 (the Funds), which will be provided by Historic Ships to cover the estimated cost of the repairs.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

Historic Ships, a successor to Constellation Historical Preservation Corporation and a related entity to the Living Classrooms Foundation, under the terms of the First Amendment to the Lease and Management Agreement will provide all necessary funds for the repair of the Vessel. The funds will be deposited with the Department of Finance, and the Department of Finance shall remit the funds to the Coast Guard. If once the Vessel is in dry dock and the full extent of the repairs is known, the estimated cost is exceeded, the Foundation is committed to raise the balance of the funds above the amount of the funds set forth above.

The City is owner of the Vessel. On June 16, 1999, the City approved the original Lease and Management Agreement (the Lease), pursuant to which the Constellation Historical Preservation Corporation (now Historic Ships), has the responsibility to manage the Vessel and is responsible for its maintenance and repair.

MINUTES

BDC - cont'd

The Vessel is in need of substantial repairs to its hull and Historic Ships has agreed to be solely responsible to procure the financing and oversee the making of the repairs by the Coast Guard Yard in Curtis Bay, Maryland.

The Department of Finance has agreed to serve as a financial intermediary between Historic Ships and the Coast Guard to satisfy a legal requirement of the Coast Guard that it may only contract with local or State governments. The First Amendment adds a new Section 7.09 to the Lease which addresses the circumstances where the City is required to enter into an agreement with a governmental body (in this case the Coast Guard) to authorize the making of repairs.

One of the Exhibits to the First Amendment is a Memorandum of Agreement between the City and the Coast Guard for the emergency repair of the Vessel. The Bureau of Purchases, by a separate Board letter, is securing the Board's approval of that document.

MWBOO GRANTED A WAIVER.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the following: 1.) the First Amendment to Lease and Management Agreement (First Amendment) between the City and the Historic Ships In Baltimore, Inc. (Historic Ships) and 2.) a Local Resolution by which the City endorses the use of grant funds in the amount of \$1,250,000.00 to be provided by the State of Maryland to cover a portion of the costs of the repairs to the USS Constellation (the Vessel). The Board further approved the Department of Finance to act as a pass through for the sum of \$1,908,998.00 (the Funds), which will be provided by Historic Ships to cover the estimated cost of the repairs.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>Department of Planning</u>			
1. Thomas J. Stosur	Lincoln Institute's Big City Planners Workshop 2014 Cambridge, MA Oct. 26 - 28, 2014		\$ 0.00
<u>City Council President's Office</u>			
2. Carl Stokes	Congress of Cities and Exposition Austin, TX Nov 18 - 23, 2014 (Reg. Fee \$610.00)	General Funds	\$2,503.95

The subsistence rate for this location is \$191.00 per night. The cost of the hotel is \$209.00 per night plus hotel taxes of \$31.35 per night. The airfare in the amount of \$432.00 and the registration fee in the amount of \$610.00 was pre-paid on a City-issued credit card assigned to Hosea Chew.

The Department is requesting additional subsistence of \$40.00 per day for meals and incidentals and \$18.00 per day to cover the cost of the hotel. Mr. Stokes will be disbursed \$1,461.75.

MINUTES**TRAVEL APPROVAL/REIMBURSEMENTS****TRAVEL APPROVAL**

3. Carl Stokes	Tour of TechShop and Cambridge Innovation Center Pittsburgh, PA and Boston, MA July 7 - 8, 2014	Elected \$ 894.58 Officials
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Mr. Stokes traveled from Baltimore to Pittsburgh, Pennsylvania and from Pittsburgh, Pennsylvania to Boston, Massachusetts to attend the Tour of TechShop and the Cambridge Innovation Center.

The subsistence rate for Boston, Massachusetts was \$278.00 per night. The cost of the hotel in Boston was \$289.00 per night, plus the hotel tax of \$41.48 per night. Mr. Stokes will be reimbursed \$894.58.

TRAVEL REIMBURSEMENT

\$ 242.00	- Airfare from Baltimore, MD to Pittsburgh, PA
322.00	- Airfare from Pittsburgh, PA to Boston, MA to Baltimore, MD
289.00	- Hotel
41.58	- Hotel Tax
\$ 894.58	

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Public Works Engineering Section</u>			
4. Azzam Ahmad	International Conference on Sustainable Infrastructure 2014 Long Beach, CA Nov. 5 - 9, 2014 (Reg. Fee \$695.00)	Storm water Utility	\$2,318.40

The registration fee in the amount of \$695.00 was prepaid using a City-issued credit card assigned to Mr. Art Shapiro. The disbursement to Mr. Ahmad will be \$1,623.40.

Department of Public Works

5. Marcia Collins Dana Cooper	National Clean Water Law Seminar St. Pete Beach, FL Nov. 11 - 21, 2014 (Reg. Fee \$850.00 ea.)	Gen'l. Funds	\$3,707.28
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The subsistence rate for this location is \$150.00 per day. The hotel cost is \$179.00 per night plus taxes of \$21.48 per night. The Department is requesting additional subsistence of \$29.00 per day to cover the hotel costs, and \$40.00 per day for food for each attendee.

6. Maria Reed Herbert Naylor	Water Quality Technology Conf. New Orleans, LA Nov. 16 - 20, 2014 (Reg. Fee \$820.00 ea.)	Water Utility Funds	\$4,510.09
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The subsistence rate for this location is \$211.00 per night. For Ms. Reed the hotel cost is \$195.00 per night plus occupancy taxes of \$31.76. The Department is requesting additional subsistence of \$24.00 per day for meals and incidentals for Ms. Reed.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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Department of Public Works - cont'd

Mr. Naylor's hotel rate is \$195.00 for three nights and \$199.00 for one night, plus hotel taxes of \$127.64. The Department is requesting additional subsistence of \$100.00 for meals and incidentals.

Employees' Retirement System

7. Roselyn H. Spencer	ILPA General Partners Summit New York, NY Nov. 3 - 6, 2014	Special Fund - ERS	\$1,872.84
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The subsistence rate for this location is \$374.00 per night. The hotel cost is \$455.00 per night, plus hotel taxes of \$70.61 per night. The Department is requesting additional subsistence of \$81.00 per night to cover the hotel balance and \$36.00 for meals and incidentals.

Police Department

8. Anthony W. Batts Ganesha Martin Dean Plamere*	Major Cities Chiefs Association Conf. Orlando, FL Oct. 22 - 26, 2014 Oct. 22 - 25, 2014*	Asset Forfeiture Fund	\$6,012.85
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The subsistence rate for this location is \$157.00 per night. The hotel cost for Mr. Batts and Ms. Martin is \$259.00 per night, plus hotel taxes of \$32.37. The Department is requesting additional subsistence of \$102.00 per night to cover the hotel balance and \$40.00 per day for meals and incidentals for these attendees. Mr. Plamere's hotel cost is \$254.00 per night, plus hotel taxes of \$31.75 per night. The Department is requesting additional subsistence of \$95.25 per night to cover his hotel balance and \$40.00 per day for meals and incidentals.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Police Department</u> - cont'd			
9. MengChing Liu	Delegation to China China Aug. 11 - 19, 2014		\$0.00

The purpose of this travel is for the participant to use his expertise in the Mandarin language and in coordinating the delegation's schedule. The conference is provided at no cost to the Department.

Fire Department

10. Paul Moore	DriveCam Academy		\$1,142.34
Kyle Cadwell	Newark, NJ		
Shawn Riddell	May 12 - 13, 2014 (Reg. Fee \$125.00 ea.)		

On May 12-13, 2014, Messrs. Moore, Cadwell, and Riddell attended the DriveCam Academy. The Registration was paid using a City Purchasing card issued to Mr. James Fischer.

The original request for this travel was submitted too late for prior Board approval. The subsistence rate for this location is \$193.00 per night. The hotel cost was \$189.95 plus hotel taxes. The Department is requesting that each attendee be reimbursed as follows.

<u>Actual Expense</u>	<u>Mr. Moore</u>	<u>Mr. Caldwell</u>	<u>Mr. Riddell</u>
Registration	Paid	Paid	Paid
Food	No charge	\$ 26.94	\$ 40.00
Hotel	\$189.95	189.95	189.95
Hotel Taxes	29.45	29.45	29.45
Parking	20.70	20.70	No charge
Reimbursement	\$240.10	\$267.04	\$260.20

MINUTES**TRAVEL REQUESTS**

The Board, UPON MOTION duly made and seconded, approved the foregoing travel requests, travel approval, and reimbursements. The President **ABSTAINED** on item no. 2, and item no. 3. The Comptroller **ABSTAINED** on item no. 7.

MINUTES

Fire Department (BCFD) - Employee Expense Statements

ACTION REQUESTED OF B/E:

The Board is requested to approve the expenses incurred for training by the listed employees on June 30, 2014.

1.	MICHAEL J. KELLY	\$111.20
2.	DAVID J. O'MALLEY	129.00
3.	HARRY J. LANCELLOTTI, JR.	129.00
4.	JOSHUA A. SHAFFER	<u>129.00</u>

Account: 1001-000000-2112-225900-603020 **\$498.20**

On June 22, 2012, the above-listed employees attended a BCFD-sponsored Peer Fitness Trainer (PFT) course. On June 30, 2014, the employees attended the International Association of Fire Fighters PFT Recertification. Maintaining the PFT Certification will allow certified members to help the Department administer Health and Wellness programs consistent with NFPA 1583 Standards on Health Related Fitness Programs.

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the expenses incurred for training for the aforementioned employees on June 30, 2014.

MINUTES**PROPOSAL AND SPECIFICATION**

1. Department of Transportation - TR 13302, 33rd Street and Loch Raven Blvd. Intersection Improvements
BIDS TO BE RECV'D: 11/19/2014
BIDS TO BE OPENED: 11/19/2014

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

A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART FOR ALL ITEMS.

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

October 15, 2014

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 - 103, City Council President and members of the Board of Estimates, BOE Agenda dated October 15, 2014, 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

Email: ktrueheart@whatfits.net

5519 Belleville Ave

Baltimore, MD 21207

agencies and departments of the Baltimore City municipal government which potentially cost myself and my fellow citizens excessive amounts of money in cost over-runs and wasteful spending.

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

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on October 15, 2014.

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: "As there is no more business before the Board, the meeting 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 the following agencies had issued addenda extending the dates for receipt and opening of bids on the following contracts. There were no objections.

- | | |
|---|---|
| <u>Bureau of Purchases</u> | - B50003674, Conversion of Microfilm & Microfiche to Digital Format
BIDS TO BE RECV'D: 10/29/2014
<u>BIDS TO BE OPENED: 10/29/2014</u> |
| <u>Bureau of Water & Wastewater</u> | - SC 857, Chlorination/Dechlorination Facilities Process Conversion at the PWWTP
BIDS TO BE RECV'D: 10/29/2014
<u>BIDS TO BE OPENED: 10/29/2014</u> |

MINUTES

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

Department of Recreation and Parks - RP 14805R, Howard Park Dog Park

Allied Contractors, Inc.
JLN Construction Services, LLC
DSM Properties, LLC

Bureau of Water and Waste-Water - WC 1245R, Westfield Neighborhood Water Main Replacements

Spiniello
Civil Construction, LLC
Anchor Construction Corp.

Department of Transportation - TR 14310, Haven Street Resurfacing/Rehabilitation from Eastern Avenue to Boston Street

Manuel Luis Construction, Co., Inc.
The American Asphalt Paving Co., LLC
P. Flanigan & Sons, Inc.
Civil Construction, LLC
Machado Construction Co., Inc.

Bureau of Purchases - B50003767, Mini Excavator

Valley Supply & Equipment
Correlli, Inc.
Metro Bobcat, Inc.
Jesco, Inc.

MINUTES

Bureau of Purchases - B50003768, Dry Freight Truck

Beltway International, LLC

Bureau of Purchases - B50003760, Regular Cab 4WD
Truck with an Open Utility Body

Cowles Ford, Inc.
Chapman Chevrolet
Apple Ford L/M, Inc.
Norris Chesapeake Truck Sales, LLC

Bureau of Purchases - B50003757, Mechanical Joint
Doctile Pipe

Prospectus Enterprises, LLC
LB Water
Ferguson Waterworks
HD Supply Waterworks, LTD

Bureau of Purchases - B50003641, Provide & Deliver
New Game Tables To Various
Recreation Centers

NO BIDS WERE RECEIVED.

Bureau of Purchases - B50003742, Lead Risk Assessment
Services

KCI Technologies, Inc.
ARC Environmental, Inc.

MINUTES

Bureau of Purchases

- B50003784, Tractor With a Front
End Loader

NO BIDS WERE RECEIVED

Bureau of Purchases

- B50003725, Access Floor System
Renovations

Ceilings and Partitions, Inc.
Irvine Access Floors

Bureau of Purchases

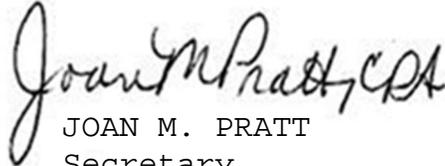
- B500003759, Crew Cab Dump Trucks

Deputy Comptroller: "For B50003759, Crew Cab Dump Trucks, bids were received today, however, the advertisement was not ah -- performed. Therefore, these bids will not be opened today, and we will seek additional guidance from the Bureau of Purchases as to the next steps, if anyone submitted a bid on that that's here. Thank you."

MINUTES

* * * * *

There being no objections, the Board, UPON MOTION duly made and seconded, the Board adjourned until its next regularly scheduled meeting on Wednesday, October 22, 2014.


JOAN M. PRATT
Secretary