

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 - **ABSENT**
Rudolph S. Chow, Director of Public Works
David E. Ralph, Deputy City Solicitor
S. Dale Thompson, Deputy Director of Public Works
Bernice H. Taylor, Deputy Comptroller and Clerk

President: "Good morning. The May 13, 2015 meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiency of these hearings, persons who are disruptive to the hearing will be asked to leave the hearing room immediately. I will direct the Board members attention to the memorandum from my office dated May 11, 2015, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda."

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

Comptroller: "Second."

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

* * * * *

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

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

| | |
|--|------------------|
| Bel Air Underground Services, Inc. | \$ 1,500,000.00 |
| Berkel & Company Contractors, Inc. | \$640,206,000.00 |
| Brandenburg Industrial Service Company | \$323,982,000.00 |
| Brawner Contracting Company, Inc. | \$ 4,032,000.00 |
| Clyde McHenry, Inc. | \$ 8,000,000.00 |
| Hot & Cold Corporation | \$ 8,000,000.00 |
| J. Fletcher Creamer & Son, Inc. | \$589,734,000.00 |
| J. Villa Construction, Inc. | \$ 855,000.00 |
| Kenny Construction Company | \$994,194,000.00 |
| Talley Interior Exterior Painting | \$ 396,000.00 |

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:

| | |
|---------------------------------------|-----------|
| Cho Benn Holback + Associates, Inc. | Architect |
| Delon Hampton & Associates, Chartered | Engineer |
| HSA, Inc. of DC | Engineer |

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

| | |
|--|-------------------------|
| iCivil, Inc. | Engineer |
| McDonough Bolyard Peck, Inc. d/b/a MBP | Engineer |
| Murphy & Dittenhafer Architects | Architect |
| MWH Americas, Inc. | Engineer |
| Navarro & Wright Consulting Engineers, Inc. | Engineer Land Survey |
| Parsons Transportation Group, Inc. | Engineer |
| Stormwater Consulting, Inc. | Engineer |

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

MINUTES

Office of the Labor Commissioner - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to **NOTE** a Memorandum of Understanding (MOU) between the City of Baltimore and AFSCME Council 67 and Local 44.

AMOUNT OF MONEY AND SOURCE:

The Department of Finance, Bureau of Budget and Management Research budgeted a 2% across the board wage increase for each fiscal year and a bonus for FY 2016.

BACKGROUND/EXPLANATION:

In accordance with the Municipal Employees Relations Ordinance, the Office of the Labor Commissioner has concluded the negotiations with AFSCME Council 67 and Local 44. The results of the negotiations have been reduced to writing in the form of the submitted MOU covering Fiscal Years 2014 - 2016.

MBE/WBE PARTICIPATION:

N/A

The Board **NOTED** receipt of the Memorandum of Understanding between the City of Baltimore and AFSCME Council 67 and Local 44.

MINUTESDepartment of Real Estate - Lease Renewal**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal of a Lease with ABA Health Services, Inc., Tenant, for the rental of approximately 3,780 square feet of space located at 3939 Reisterstown Road, Suite 150, a/k/a Lower Park Heights Multi-purpose Center. The period of the lease renewal is May 1, 2015 through April 30, 2017.

AMOUNT OF MONEY AND SOURCE:

| | <u>Annual Rent</u> | <u>Monthly Installment</u> |
|--------|--------------------|----------------------------|
| Year 1 | \$37,222.76 | \$3,101.90 |
| Year 2 | \$38,339.44 | \$3,194.95 |

BACKGROUND/EXPLANATION:

On May 15, 2013, the Board approved the original lease agreement. The tenant will be responsible for liability insurance, maintenance, janitorial and telephone services for the leased premises. The City will be responsible for the parking area, exterior of the building, all interior common areas, all equipment and systems serving the building, trash and snow removal, and providing for utilities, such as water, gas, and electric.

UPON MOTION duly made and seconded, the Board approved the renewal of a Lease with ABA Health Services, Inc., Tenant, for the rental of approximately 3,780 square feet of space located at 3939 Reisterstown Road, Suite 150, a/k/a Lower Park Heights Multi-purpose Center.

MINUTES

Department of Housing and - Amendatory Agreement No. 1 to the
Community Development Community Development Block Grant

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendatory Agreement No. 1 to Community Development Block Grant (Amendatory Agreement No. 1) with sub-grantee, Community Mediation Program, Inc. The period of the Agreement is July 01, 2014 through June 30, 2015.

AMOUNT OF MONEY AND SOURCE:

\$0.00 - 2089-208915-5930-425926-603051

BACKGROUND/EXPLANATION:

The Amendatory Agreement No. 1 amends the August 27, 2014 agreement with Community Mediation Program, Inc. for their neighborhood mediation program. Community Mediation Program, Inc. has been experiencing a major transition due to the recent termination of the Executive Director. Upon reassessment of the Mediation Coordinator position, it was found that a change should be made to include increased duties thereby causing an increase in salary. The purpose of this Amendatory Agreement No. 1 is to amend the original budget retroactive to January 01, 2015.

The time of performance remains one year beginning July 01, 2014 and ending June 30, 2015. All activities under this agreement will be monitored by the City.

APPROVED FOR FUNDS BY FINANCE**AUDITS NOTED THE AMENDMENT.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendatory Agreement No. 1 to Community Development Block Grant (Amendatory Agreement No. 1) with sub-grantee, Community Mediation Program, Inc.

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Butler Management, LLC, Developer, for the sale of the City-owned properties located at 711 and 723 E. Chase Street and 1414 E. Biddle Street.

AMOUNT OF MONEY AND SOURCE:

\$ 7,100.00 - 711 E. Chase Street
 7,100.00 - 723 E. Chase Street
1,500.00 - 1414 E. Biddle Street
\$15,700.00 - Purchase Price, payable at settlement

BACKGROUND/EXPLANATION:

The City will convey all its rights, title, and interest in the properties. The purchase price of the site will be financed through private funds.

The project will consist of the vacant buildings being rehabilitated for re-sale at market rate. The properties are located in the Johnston Square and Oliver Neighborhood, respectively.

The authority to sell the properties at 711 and 723 E. Chase Street is given under Baltimore City Code, Article 13, § 2-7(h), and 1414 E. Biddle Street was journalized and approved for sale on October 18, 2012.

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

In accordance with the Waiver Valuation Policy, the DHCD has determined that the properties located at 711 and 723 E. Chase Street to be valued at \$9,000.00 each and are being sold for \$7,100.00 each. The property located at 1414 E. Biddle Street was valued at \$3,500.00 and is being sold for \$1,500.00.

MINUTES

DHCD - cont'd

The properties are in considerably worse condition than many of the comparable properties in the area. The sale of these vacant properties at a price below the waiver valuation price will be a specific benefit to the immediate community, eliminate blight, create jobs during reconstruction and the properties will be returned to the tax rolls.

MBE/WBE PARTICIPATION:

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Butler Management, LLC, Developer, for the sale of the City-owned properties located at 711 and 723 E. Chase Street and 1414 E. Biddle Street.

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement with PBC Outreach, Inc. (PBC), Developer, for the sale of the City-owned properties located at 543 W. Lafayette Avenue.

AMOUNT OF MONEY AND SOURCE:

\$500.00 - Purchase Price, payable at settlement

BACKGROUND/EXPLANATION:

The City will convey all its rights, title, and interest in the properties. The purchase price of the site will be financed through private funds.

The purchase of the vacant lot located at 543 W. Lafayette Avenue in the Upton neighborhood will enhance the developable footprint for PBC's goal of erecting a community center.

The property was journalized and approved for sale on December 22, 2010.

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

Not applicable pursuant to the City of Baltimore Appraisal Policy, "unimproved real property with an assessed value of \$2,500.00 or less will not require an appraisal." The vacant lot located at 543 W. Lafayette Avenue is currently assessed by SDAT for \$1,000.00. The vacant lot is being sold for \$500.00.

MINUTES

DHCD - cont'd

MBE/WBE PARTICIPATION:

The Developer will not receive any City funds or incentives for the purchase or redevelopment, therefore MBE/WBE is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with PBC Outreach, Inc. (PBC), Developer, for the sale of the City-owned properties located at 543 W. Lafayette Avenue.

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Our Freedom, LLC, Developer, for the sale of the City-owned property located at 638 N. Carrollton Avenue.

AMOUNT OF MONEY AND SOURCE:

\$10,000.00 - Purchase Price, payable at settlement

BACKGROUND/EXPLANATION:

The City will convey all its rights, title, and interest in the property. The Developer will use private funds.

The project will involve the rehabilitation of the vacant building which the Developer plans to rehabilitate and establish a rental property. The property is in the Harlem Park neighborhood.

The authority to sell the property is given under Baltimore City Code, Article 13, § 2-7(h) of the Baltimore City Code.

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

The statement of purpose and rationale does not apply because the property will be sold above the Waiver Valuation price of \$8,100.00.

MBE/WBE PARTICIPATION:

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

MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Our Freedom, LLC, Developer, for the sale of the City-owned property located at 638 N. Carrollton Avenue.

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Eager Street Development 28, LLC, Developer, for the sale of the City-owned property located at 939 N. Patterson Park Avenue, in the Milton-Montford Neighborhood.

AMOUNT OF MONEY AND SOURCE:

\$1,000.00 - Purchase Price

BACKGROUND/EXPLANATION:

The purchase price for the property will be publicly financed with Community Legacy Funds (State funding).

The project will consist of the rehabilitation of a vacant property. Once rehabilitated, the property will be sold to a homeowner. The Developer plans to invest between \$130,000.00 to \$140,000.00 in rehabilitation costs.

The City may dispose of the property by virtue of Article II, Section 15 of the Baltimore City Charter (2010 Edition) and Article 13, 2-7(h)(2)(ii)(c) of the City Code.

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

The property was priced pursuant to the Appraisal Policy of Baltimore City at \$3,200.00 and the Waiver Valuation Process was used.

The property will be sold for \$1,000.00. The property will be sold to Eager Street Development 28, LLC, below the price determined by the Waiver Valuation Process because of the following factors:

MINUTES

DHCD - cont'd

1. the sale and rehabilitation will help to promote a specific benefit to the immediate community,
2. the sale and rehabilitation will continue the elimination of blight, and
3. the sale and rehabilitation will promote economic development through the placement of the subject property on the City's tax rolls.

MBE/WBE PARTICIPATION:

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Eager Street Development 28, LLC, Developer, for the sale of the City-owned property located at 939 N. Patterson Park Avenue, in the Milton-Montford Neighborhood.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Community Development Block Grant Agreement with Civic Works, Inc. The period of the Community Development Block Grant Agreement is October 1, 2014 through September 30, 2015.

AMOUNT OF MONEY AND SOURCE:

| | | |
|---------------------|---|--------------------------------|
| \$ 93,000.00 | - | 2089-208915-5930-425003-603051 |
| 6,313.00 | - | 2089-208915-5930-425034-603051 |
| 30,347.00 | - | 2089-208915-5930-425034-603051 |
| 9,000.00 | - | 2089-208915-5930-425081-603051 |
| \$138,660.00 | | |

BACKGROUND/EXPLANATION:

The purpose of this Agreement is to subsidize the operating cost of the organization's Community Lot and Construction Apprentice Programs under the Service Corps Americorps program, which is funded by the Corporation for National and Community Service and the Governor's Office on Service and Volunteerism. Americorps members of the Community Lot Program will receive landscape training while converting vacant lots in low-and moderate-income areas into viable parks and gardens. Members of the Construction Apprentice Program will learn basic housing rehabilitation skills under the on-going direction and supervision of Habitat for Humanity of the Chesapeake's (HFHC) Construction Manager, while rehabbing properties owned by the HFHC.

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:

MINUTES

DHCD - cont'd

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 Contracts Section began negotiating and processing the CDBG agreements as outlined in the Plan effective July 1, 2014 and beyond. Consequently, this agreement was delayed due to final negotiations and processing.

FOR FY 2015, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$248,454.00, AS FOLLOWS:

MBE: \$67,082.58

WBE: \$24,845.40

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 Community Development Block Grant Agreement with Civic Works, Inc.

MINUTES

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

1537 - 1538

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES

TRANSFER OF FUNDS

| <u>AMOUNT</u> | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u> |
|--|-----------------------|---------------------|
| <u>Department of Public Works/Office of Engineering & Construction</u> | | |
| 1. \$595,000.00 | 9956-933001-9549 | |
| County Appro- | Constr. Reserve | |
| riations | Wastewater Division | |
| 280,000.00 | " " | |
| Wastewater | | |
| <u>Revenue Bonds</u> | | |
| \$875,000.00 | | |
| | | |
| \$ 66,160.00 | ----- | 9956-905567-9551-2 |
| | | Extra Work |
| 66,160.00 | ----- | 9956-905567-9551-3 |
| | | Design |
| 40,000.00 | ----- | 9956-905567-9551-5 |
| | | Inspection |
| 662,680.00 | ----- | 9956-905567-9551-6 |
| | | Construction |
| 40,000.00 | ----- | 9956-905567-9551-9 |
| <u>\$875,000.00</u> | | Administration |

The funds are needed to cover the costs of SC 952, Patapsco Wastewater Treatment Plant Lox Plant Cooling Water Tower Replacement.

MINUTES**TRANSFER OF FUNDS**

| <u>AMOUNT</u> | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u> |
|--|-----------------------|---------------------|
| <u>Department of Housing and Community Development</u> | | |
| 2. \$150,000.00 | 9991-945002-9587 | 9988-906442-9593 |
| Comm. Dev. | Unallocated Reserve | Education-Based |
| Block Grant - | | Latino Outreach |
| 33 | | |

This transfer will provide funds to Education-Based Latino Outreach, Inc. to support the required renovations, installation of an elevator and make restrooms accessible so the building will be fully accessible to everyone.

| | | |
|------------------------|------------------|--------------------|
| 3. \$ 25,000.00 | 9910-926010-9609 | 9910-933010-9610 |
| Federal Home | Home FY 2010 | Settlement Expense |
| FY' 2010 | Reserve | Grants |

This transfer will provide Federal HOME Investment Partnership Program funds for the Settlement Expense Grant Program.

MINUTES

Police Department - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with the University of Maryland University College (University). The period of the Agreement is January 1, 2015 through December 31, 2015.

AMOUNT OF MONEY AND SOURCE:

\$125,000.00 - 6000-611215-2013-197500-603026

BACKGROUND/EXPLANATION:

The University will develop and administer an undergraduate Criminal Justice Leadership Certificate Program. The program encompasses four undergraduate courses consisting of four hours each, for a total of 16 semester hours for 25 program participants. The courses are: CCJS 470 - Leadership and Time Management, CCJS 472 - Organizational Problem Solving, CCJS 474 - Strategic Planning for Managers, and CCJS 476 - Management Efficiency and Effectiveness.

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

It is hereby certified that the above requirement 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 equipment and/or service is recommended.

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 the University of Maryland University College.

MINUTES

Police Department - Grant Award Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Grant Award Agreement with the Governor's Office of Crime Control and Prevention (GOCCP). The period of the Grant Award Agreement is April 1, 2015 through July 31, 2015.

AMOUNT OF MONEY AND SOURCE:

\$42,966.00 - 4000-477615-2041-212600-600000

BACKGROUND/EXPLANATION:

The Department has received a CPR Certification grant award from the GOCCP. This grant will provide funding for the necessary equipment to train and certify approximately 2,500 sworn officers and recruits in Lifesaving Techniques and CPR Certification. This training and certification will make the Department compliant with Christopher's Law that was signed into law in April of 2014.

The Grant Award Agreement is late because the documents were recently received.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Award Agreement with the Governor's Office of Crime Control and Prevention.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- | | | |
|---|---------|---------|
| 5. AIRBUS HELICOPTERS, INC. f/k/a AMERICAN EUROCOPTER CORPORATION | \$ 0.00 | Renewal |
| Contract No. 08000 - Helicopter Parts and Maintenance - Police Department - P.O. No. P520254 | | |

On May 23, 2012, the Board approved the initial award in the amount of \$950,000.00. The award contained five 1-year renewal options. Two renewals have been exercised. This renewal in the amount of \$0.00 is for the period May 23, 2015 through May 22, 2016, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

- | | | |
|--|--------------|---------|
| 6. TRANSDEV SERVICES, INC. d/b/a YELLOW CAB COMPANY | \$ 50,000.00 | Renewal |
| Contract No. 06000 - Provide Transportation for Infants and Toddlers Program - Health Department - P.O. No. P520411 | | |

On May 9, 2012, the City Purchasing Agent approved the initial award in the amount of \$15,000.00. The award contained three 1-year renewal options. The first and second renewal options have been exercised. This final renewal in the amount of \$50,000.00 is for the period May 28, 2015 through May 27, 2016. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not Applicable

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

The period of the extension is June 1, 2015 through December 31, 2015, with no renewal options. A new solicitation will be advertised and awarded. The amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

9. **FIRST CALL**

AMERICAN CONTRACTING &
ENVIRONMENTAL SERVICES, INC

SECOND CALL

EESCO PUMP & VALVE, INC.

| | | |
|--|---------|-----------|
| | \$ 0.00 | Extension |
| <hr/> | | |
| Contract No. B50002316 - Pump Repair Services - Public Works, Bureau of Water and Wastewater - P.O. Nos. P520199 and P520200 | | |

On April 18, 2012, the Board approved the initial award in the amount of \$600,000.00. Two 1-year renewal options under the contract were not exercised in order to re-bid the requirements. Solicitation B50004075 is currently advertised and is intended to replace B50002316. A three month extension is required to permit repairs to continue during the solicitation and award process. The period of the extension is May 1, 2015 through July 30, 2015. The above amount is the City's estimated requirement.

10. RAND WORLDWIDE SUBSIDIARY,
INC. d/b/a IMAGINIT

| | | |
|---|--------------|-----------------|
| TECHNOLOGIES | \$ 55,160.00 | First Amendment |
| <hr/> | | |
| Contract No. 08000 - Archibus Maintenance and Support Agreement - Department of General Services - Req. No. R645747 | | |

The Board is requested to approve and authorize execution of the First Amendment with Rand Worldwide Subsidiary, Inc., d/b/a IMAGINIT Technologies.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

The contract expires on June 3, 2015 with five 1-year renewal options.

The First Amendment is required to correct the term to expire on October 31, 2015, upgrade the current database as well as periodic software application upgrades and/or configuration as needed to maintain system functionality.

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

MBE/WBE PARTICIPATION:

Not Applicable

- | | | | |
|-----|---|--------------|---------------------------------|
| 11. | FLOTTWEG SEPARATION TECHNOLOGY, INC. | \$167,084.00 | Sole Source Award/ Agreement |
| | Contract No. 08000 - Control Panels for Centrifuges - Department of Public Works, Bureau of Water and Wastewater - Req. No. R690032 | | |

The Board is requested to approve and authorize execution of an Agreement with Flottweg Separation Technology, Inc. The period of the Agreement is May 13, 2015 through May 12, 2016, with no renewal options.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

This award is for the purchase of two Flottweg Control Panels for upgrade and integration into the centrifuges at Back River Waste Water Facility and associated field services.

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.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the informal awards, renewals, increases to contracts and extensions. The Board also approved and authorized execution of the first amendment to the agreement with Rand Worldwide Subsidiary, Inc. d/b/a Imaginit Technologies (Item no. 10) and the agreement Plottweg Separation Technology, Inc. (Item no. 11).

MINUTES

Mayor's Office of Communications - Governmental/Charitable
Solicitation Application

ACTION REQUESTED OF B/E:

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City for Mses. Theresa Hall, Sabrina Sutton, and Marva Williams to solicit businesses, organizations, and donors for goods and services and financial support to assist in paying for the event costs for the 2015 Mayor's Annual Back to School Rally. The period of the campaign will be effective upon Board approval through August 31, 2015.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

The Mayor's Back to School Rally will be held on August 8, 2015. The location is to be determined. This event has been held for over a decade and will feature informational booths and resources, music, live entertainment, motivational speeches, and more to invigorate students and provide parents with the tools needed to prepare for a successful school year.

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

MINUTES

Mayor's Office of Communications - cont'd

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City for Mses. Theresa Hall, Sabrina Sutton, and Marva Williams to solicit businesses, organizations, and donors for goods and services and financial support to assist in paying for the event costs for the 2015 Mayor's Annual Back to School Rally.

MINUTES

Mayor's Office of Communications - Governmental/Charitable
Solicitation Application

ACTION REQUESTED OF B/E:

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City for Ms. Marva Williams to solicit donations from businesses and donors for goods and services and financial support to assist in paying for event costs of the Mayor's Top Neighborhood Dads' Luncheon. The event will be held on June 16, 2015. The period of the campaign will be effective upon Board approval through June 12, 2015.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

The event will honor men, nominated by their community associations from across the City, for the work they do to improve their neighborhoods. The honorees are not necessarily parents themselves. They are citizens who treat their neighborhoods with the same care and reverence they have for their own families. They represent various backgrounds, races, and walks of life, but they all care about the neighborhoods they live in.

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

MINUTES

Mayor's Office of Communications - cont'd

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City for Ms. Marva Williams to solicit donations from businesses and donors for goods and services and financial support to assist in paying for event costs of the Mayor's Top Neighborhood Dads' Luncheon.

MINUTES

Mayor's Office of Minority & Women - Consultant Agreements
Owned Business Development

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

In September 2013, the U.S. Department of Commerce MBDA awarded a competitive grant to the City of Baltimore, Mayor's Office of Minority and Women-Owned Business Development (MWBD) to operate a MBDA Business Center in Baltimore. The full period of the grant award is September 1, 2013 through August 31, 2016.

1. **ANTHONY W. ROBINSON** **\$94,327.00**

Account: 4000-439615-1250-701000-603018

There are 50 MBDA Business Centers throughout the country, and the City of Baltimore is the only municipality awarded a grant to operate a Minority Business Center. Due to the dynamic and competitive nature of MBDA Business Centers nationwide, it has been deemed more suitable to utilize the services provided by Mr. Robinson as a consultant rather than an employee of the City. The previously approved consultant agreement with Mr. David Mosely was terminated by mutual agreement as of April 17, 2015.

Mr. Robinson will serve as a Business Consultant for the MBDA Business Center in Baltimore (Center). Mr. Robinson's duties will include, but are not limited to, supporting the daily operations of the Center, ensuring the achievement of performance goals, preparing reports for MBDA and MWBD in a timely manner, conducting reviews and analysis of MBDA Portal reports, counseling minority firms on securing large contracts and financial transactions, assisting clients in negotiations with purchasing organizations and financial institutions, meeting performance metrics goals (monthly, quarterly and annually), conducting external client meetings, actively promoting the Center, and participating in status calls and meetings with strategic partner organizations. Mr. Robinson will report directly to the Project/Special Director of the MBDA Business Center. The period of the Consultant Agreement is April 13, 2015 through August 31, 2016.

MINUTES

Mayor's Office of Minority & Women - cont'd
Owned Business Development

2. **N. SCOTT PHILLIPS LEGAL AND BUSINESS CONSULTING SERVICES, LLC.** **\$147,415.00**

Account: 4000-439615-1250-701000-603018

There are 50 MBDA Business Centers throughout the country, and the City of Baltimore is the only municipality awarded a grant to operate a Minority Business Center. Due to the dynamic and competitive nature of MBDA Business Centers nationwide, it has been deemed more suitable to utilize the services provided by Mr. Phillips as a consultant rather than an employee of the City. The previously approved consultant agreement with Mr. Vernon Marrow was terminated by mutual agreement as of April 10, 2015.

Mr. Phillips will serve as the Project/Special Director of the MBDA Business Center in Baltimore (Center). Mr. Phillips' duties will include, but are not limited to, managing the daily operations of the Center, ensuring the achievement of performance goals, supervising Center staff and authorizing consultants, developing and managing strategic relationships that enhance the Center's ability to source contracts, counseling minority firms on securing large contract and financial institutions, coordinating and collaborating on client service efforts, actively promoting the brand of the Center, advising MBEs on accessing global markets, client consulting, public speaking, serving as an instructor for business training classes, representing and promoting the Center statewide, advocating for MBEs within the community, and serving as a point of contact with the MBDA and working with the MBDA on special projects. Mr.

MINUTES

Mayor's Office of Minority & Women - cont'd
Owned Business Development

Phillips reports directly to the Director of MWBD. The period of the Consultant Agreement is April 13, 2015 through August 31, 2016.

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 Consultant Agreements.

MINUTES

Mayor's Office on Criminal Justice - Grant Adjustment Notice

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Grant Adjustment Notice (GAN) from the U.S. Department of Justice. The GAN extends the period of the award through March 31, 2016.

AMOUNT OF MONEY AND SOURCE:

\$0.00 - 4000-472013-2252-694200-600000

BACKGROUND/EXPLANATION:

On September 12, 2012, the Board authorized acceptance of the award from the U.S. Department of Justice for the JAG VIII grant, Award No. 2012-DJ-BX-1174. Various Baltimore City agencies utilize the funds in support of crime reduction and community-based crime prevention programs/strategies.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE TIME EXTENSION.

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Grant Adjustment Notice from the U.S. Department of Justice.

MINUTESDepartment of General Services - Minor Privilege Permit Application

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

| <u>LOCATION</u> | <u>APPLICANT</u> | <u>PRIVILEGE/SIZE</u> |
|---------------------------|-----------------------------------|---|
| 1. 3333 Greenmount Avenue | Community Mediation Program, Inc. | Retain four awnings one @ 22' x 4½', three awnings @ 5' x 1½' |

Annual Charge: \$418.80

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

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

MINUTES

Department of General Services - On-Call Consultant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an On-Call Design and Construction Division Agreement with Henry Adams, LLC for Project No. 1220, Mechanical/Electrical Engineering Services. The period of the Agreement is effective upon Board approval for two years with an option to renew for two additional 1-year terms.

AMOUNT OF MONEY AND SOURCE:

\$1,000,000.00 - upset limit

Funds will be identified as tasks are processed.

BACKGROUND/EXPLANATION:

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

The Consultant was selected pursuant to the Architect and Engineering Awards Commission (AEAC) procedure under AEAC Project 1220.

MINUTES

Department of General Services - cont'd

MBE/WBE PARTICIPATION:

| | |
|--|------------|
| MBE: Adams Design Group, LLC | 0-27% |
| DMS Construction Consulting Services, Inc. | 0-27% |
| KES Engineering, Inc. | 0-27% |
| (in the aggregate) | <u>27%</u> |
| WBE: Carroll Engineering, Inc. | 0-10% |
| Albrecht Engineering, Inc. | 0-10% |
| (in the aggregate) | <u>10%</u> |

MWBOO FOUND VENDOR IN COMPLIANCE.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the On-Call Design and Construction Division Agreement with Henry Adams, LLC for Project No. 1220, Mechanical/Electrical Engineering Services. The President voted **NO.**

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

On the recommendations of the City agencies
hereinafter named, the Board,

UPON MOTION duly made and seconded,

awarded the formally advertised contracts

listed on the following pages:

1560 - 1563

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

The Transfers of Funds were approved

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

The President voted **NO** on item nos. 4 and 5.

The Comptroller **ABSTAINED** on item nos. 1, 2, and 6.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation

| | | |
|---------------------------------|----------------------|----------------|
| 1. TR 15001, Recon- | M. Luis Construction | \$1,182,515.30 |
| struction of | Co., Inc. | |
| Footways Citywide | | |
| MBE: Manuel Luis Con- | \$153,500.00 | 12.98%* |
| struction Co., Inc. | | |
| National Construction, | <u>167,000.00</u> | <u>14.12%</u> |
| d/b/a National | | |
| Concrete, Inc. | \$320,500.00 | 27.10% |
| WBE: Ball & Breckenridge | \$120,000.00 | 10.15% |
| Trucking, Inc. | | |

*Indicates self-performing

MWBOO FOUND VENDOR IN COMPLIANCE.

2. TRANSFER OF FUNDS

| <u>AMOUNT</u> | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u> |
|-----------------------|-----------------------|---------------------|
| \$ 532,281.39 | 9950-904100-9504 | |
| Other Revenue | Constr. Reserve - | |
| | Footway Paving | |
| 886,736.97 | 9950-903300-9504 | |
| State Constr. | Constr. Reserve - | |
| Revenue | Tree Roots/Foot | |
| <u>\$1,419,018.36</u> | | |
| \$1,182,515.30 | ----- | 9950-904461-9504-6 |
| | | Structure & Improv. |
| 118,251.53 | ----- | 9950-904461-9504-5 |
| | | Inspection |

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation - cont'd

| | | |
|-----------------------|-------|---|
| 118,251.53 | ----- | 9950-904461-9504-2 |
| <u>\$1,419,018.36</u> | | Contingencies - Reconstruction of Footways Citywide |

This transfer will fund costs associated with Award of Project TR 15001, Reconstruction of Footways Citywide with M. Luis Construction Co., Inc.

Department of General Services

| | | |
|---|------------------------|---------------|
| 3. GS 14814R, Water Street Garage Repairs | Restoration East, LLC, | \$ 999,998.00 |
| MBE: W Concrete, Inc. | \$270,000.00 | 27.00% |
| WBE: Albrecht Engineering, Inc. | \$ 70,000.00 | 7.00% |
| Acorn Supply & Distributing, Inc.* | <u>22,500.00</u> | <u>2.25%</u> |
| | \$ 92,500.00 | 9.25% |

*Maximum dollar amount allowed for expenditures from non-manufacturing suppliers.

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

- | | | | |
|----|---|---|---------------|
| 6. | B50003988, Con- ventional Cab Air Compressor Truck | Harbor Truck Sales and Service, Inc. d/b/a Baltimore Freightliner | \$ 145,371.00 |
|----|---|---|---------------|

The above amount is the City's estimated requirement of one vehicle.

(Dept. of General Services)

MWBOO GRANTED A WAIVER.

- | | | | |
|----|--|-------------------------------|---------------|
| 7. | B50004004, Crew Cab Truck with a Stake Body and Lift Gate | Beltway International, LLC | \$ 241,046.00 |
|----|--|-------------------------------|---------------|

The above amount is the City's estimated requirement of one vehicle.

(Dept. of General Services)

MWBOO GRANTED A WAIVER.

MINUTES**CITY COUNCIL BILLS:**

14-0430 - An Ordinance concerning Sale of Property - 3314-3318 Ayrdale Avenue for the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all its interest in certain property known as 3314-3318 Ayrdale Avenue (Block 2900, Lot 009) and no longer needed for public use; and providing for a special effective date.

ALL REPORTS RECEIVED WERE FAVORABLE.

14-0461 - An Ordinance concerning Sale of Property - Former Beds of a 3-Foot Alley and a 4-Foot Alley Bounded by West 29th Street, Fox Street, West 28th Street, and Huntingdon Avenue for the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all its interest in certain property known as the former beds of a 3-foot alley and a 4-foot alley bounded by West 29th Street, Fox Street, West 28th Street, and Huntingdon Avenue and no longer needed for public use; and providing for a special effective date.

ALL REPORTS RECEIVED WERE FAVORABLE.

14-0452 - An Ordinance concerning Sale of Property - 17, 19, and 23 South Gay Street for the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all of its interest in certain properties known as 17, 19, and 23 South Gay Street (Ward 04, Section 11, Block 1351, Lots 014, 015, and 016), consisting of approximately 0.3 acres, and no longer needed for public use; and providing for a special effective date.

MINUTES**CITY COUNCIL BILLS:**

The Law Department recommends approval as to form and legal sufficiency provided that the requirements of Article V, Section 5(b) are complied with.

ALL REPORTS RECEIVED WERE FAVORABLE.

UPON MOTION duly made and seconded, the Board approved bills 14-0430, 14-0461, and 14-0452 and directed that the bills be returned to the City Council with the recommendation that they also be approved and passed by that Honorable Body. The President **ABSTAINED.**

MINUTES

Department of Public Works - Grant Agreement and Right-of-Entry Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Grant Agreement and a Right-of-Entry Agreement with Electric Vehicle Institute, Inc., Grantor.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Grantor seeks to expand its burgeoning business in the electric vehicle market, and to support the City initiatives for electric vehicles, by granting the equipment, installation, and three years of maintenance for multiple electric vehicle charging stations at up to six locations in City owned garages: Fleet & Eden, Marriot, Arena, Water Street, and Redwood, and in the public right-of-way at Block 876, Lot 2. The total number of chargers will vary based on their installation costs. This is a project, completed along with the Parking Authority, to help promote adoption and use of electric vehicles in the City, and thereby reduce air pollutants from traditional combustion engines.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Agreement and a Right-of-Entry Agreement with Electric Vehicle Institute, Inc., Grantor.

MINUTES

Department of Public Works - Partial Release of Retainage

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Partial Release of Retainage Agreement to Monumental Paving & Excavating, Inc. for Sanitary Contract No. 879, Improvements to the GRD Interceptor in the High Level Sewershed.

AMOUNT OF MONEY AND SOURCE:

\$100,807.16 - 9956-910624-9551-000000-200001

BACKGROUND/EXPLANATION:

Monumental Paving & Excavating, Inc. was granted conditional acceptance of SC 879 on July 17, 2014. The contractor has accordingly requested a Partial Release of Retainage for \$100,807.16. The Partial Release of Retainage Agreement with Consent of Surety, will allow the requested reduction of retainage.

MWBOO APPROVED THE RELEASE.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Partial Release of Retainage Agreement to Monumental Paving & Excavating, Inc. for Sanitary Contract No. 879, Improvements to the GRD Interceptor in the High Level Sewershed.

MINUTESHealth Department - Grant Agreements and Agreements

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

GRANT AGREEMENTS

1. **NATIONAL COUNCIL OF AGING, INC.** **\$80,000.00**

Account: 6000-617815-3044-273300-406001

The Department understands and agrees that the purpose of the agreement is to implement an Economic Security Center using a "warm" referral network to connect older adults to a variety of community services. The approach creates a "no wrong door" to serving older adults by utilizing community resource mapping, establishing, or working with, key community collaborations and conducting personalized comprehensive economic assessments, including an EconomicCheckUp.org screening. Under this effort, lead local partners will work with a range of local organizations which specialize in issues, including but not limited to, employment & training, debt and credit management, money management and budgeting, health insurance assistance, transportation, in-home services and supports, legal services, housing and/or rental assistance, public benefits, financial services, and consumer protections. The period of the Grant Agreement is February 1, 2015 through January 31, 2017.

The Grant Agreement is late because the original award had to be revised and signed by NCOA, and the Department just received signed copies.

2. **THE ANNIE E. CASEY FOUNDATION** **\$70,000.00**

Account: 6000-626615-3080-292304-406001

The purpose of this agreement is to provide funds to create a supportive policy environment that ensures that young people have access to reproductive health education, information, and services.

MINUTESHealth Department - cont'd

The TPPI aims to reduce teen births by implementing activities addressing policies, services, community, and families. The period of the Grant Agreement is November 1, 2014 through October 31, 2015.

The Grant Agreement is late because it was delayed during the administrative review process.

3. MARCH OF DIMES FOUNDATION \$15,000.00

Account: 6000-618915-3080-294600-406001

This grant provides funding to support the Healing Ourselves through Peer Empowerment (HOPE) Project. The HOPE Project offers 10-week interconception care group programs for mothers who have experienced a fetal or infant death. The peer-facilitated, culturally responsive groups focus on grief and emotional health, adoption of health-supporting coping skills, and reproductive life planning and are intended to prevent recurrence of preterm birth and infant loss. The period of the agreement is March 1, 2015 through February 28, 2016.

The Grant Agreement is late because the administrative review process delayed processing.

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

MINUTES

Health Department - cont'd

AGREEMENTS

4. **TOTAL HEALTH CARE, INC.** **\$113,207.00**

Account: 4000-424515-3023-599610-603051

Total Health Care, Inc. will provide increased access for disproportionately impacted low-income minority individuals with HIV/AIDS treatment and medications. The outreach workers will identify HIV positive individuals who are either newly diagnosed, lost to care and/or currently not participating in a pharmacy assistance program, and will provide education on risk reduction, resources and services, important to primary medical care and medication compliance. At-risk and HIV positive individuals will be linked to resources and services, primary medical care and public entitlement programs.

The agreement is being presented at this time because the Infectious Disease and Environmental Health Administration programmatically manages Ryan White Part B, D and State Special Funds services. The providers are asked to submit a budget, budget narrative, and scope of services. The Department thoroughly reviews the entire package before preparing a contract and submitting it to the Board. These budgets are many times revised because of inadequate information from the providers. This review process is required to comply with the grant requirements.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Health Department - cont'd

5. **MORAN FOODS, LLC****\$0.00**

The Department's Baltimarket Healthy Stores Program aims to reduce childhood obesity through a multi-level, community-based program that transforms the retail food environment in Baltimore's food deserts, engages corner stores, youth, grocery stores, and caregivers to increase supply of and demand for healthy foods.

The Department and Save-A-Lot will provide in-store education to Baltimore City residents who reside in food desert neighborhoods to increase their knowledge and likelihood of purchasing healthy foods. The parties will work together to identify and implement a 15-part nutrition education curriculum through in-store demonstrations that will take place once or twice weekly at the store. The period of the agreement is effective upon Board approval through May 30, 2015.

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

MINUTES

Department of Transportation - Funding Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Funding Agreement with the Parks & People Foundation, Inc. The period of the Agreement is effective upon Board approval through August 31, 2015, unless terminated earlier.

AMOUNT OF MONEY AND SOURCE:

\$90,000.00 - 9950-903867-9514-000000-490375

BACKGROUND/EXPLANATION:

The purpose of the funding agreement is to design and construct on-street parking and a rain garden on the Duncan Properties. The scope of work includes designing, permitting, surveying, platting, grading, paving, landscaping, utility connections and preparing plans and quantities, hiring the contractor, and providing construction management services related to construction of additional on-street parking and a rain garden located on the Duncan Properties.

MBE/WBE PARTICIPATION:

N/A

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Funding Agreement with the Parks & People Foundation, Inc. The Mayor **ABSTAINED**.

MINUTES

Department of Transportation - Employee Expense Statement

ACTION REQUESTED OF B/E:

The Board is requested to approve the expense statement for Mr. Brian Hartman of the TEC Division. The expense statement is for the period October 2014.

AMOUNT OF MONEY AND SOURCE:

\$73.36 - 1001-000000-5011-382800-603002
October 2014 - Mileage

BACKGROUND/EXPLANATION:

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.

The mileage reimbursement is late because the report was submitted past the established submission period. The Department apologizes for the lateness.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the expense statement for Mr. Brian Hartman of the TEC Division.

MINUTES

Department of Transportation - On-Call Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an On-Call Construction Project Management Services Agreement with Johnson, Mirmiran & Thompson, Inc. for Project No. 1217. The period of the agreement is effective upon Board approval for three years.

AMOUNT OF MONEY AND SOURCE:

\$2,000,000.00 - Upset limit

BACKGROUND/EXPLANATION:

The Department of Transportation has negotiated and procured the consulting agreement approved by the Office of Boards and Commissions and Architectural and Engineering Award Commission and now desires to utilize the services of Johnson, Mirmiran & Thompson, Inc. The cost of services rendered will be on actual payroll rates not including overhead and burdens times a set multiplier. The payroll rates and multiplier have been reviewed by the Department of Audits.

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

MBE/WBE PARTICIPATION:

The Consultant will comply with Article No. 5, Subtitle 28 of the Baltimore City Code and the MBE/WBE goals established in the original agreement.

MINUTES

DOT - cont'd

| | | |
|--|---------------------|------------|
| MBE: Kumi Construction Management Corporation | \$440,000.00 | 22% |
| Spartan Engineering, LLC | 100,000.00 | 5% |
| | <u>\$540,000.00</u> | <u>27%</u> |
| WBE: Infrastructure Technologies, LLC | \$200,000.00 | 10% |

MWBOO FOUND VENDOR IN COMPLIANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the On-Call Construction Project Management Services Agreement with Johnson, Mirmiran & Thompson, Inc. for Project No. 1217. The President voted **NO**.

MINUTES

Department of Transportation - On-Call Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an On-Call Traffic Engineering Services Agreement with Parsons Brinckerhoff, Inc. for Project No. 1209. The period of the agreement is effective upon Board approval for three years.

AMOUNT OF MONEY AND SOURCE:

\$1,500,000.00 - Upset limit

BACKGROUND/EXPLANATION:

The Department of Transportation has negotiated and procured the consulting agreement approved by the Office of Boards and Commissions and Architectural and Engineering Award Commission and now desires to utilize the services of Parsons Brinckerhoff, Inc. The cost of services rendered will be on actual payroll rates not including overhead and burdens times a set multiplier. The payroll rates and multiplier have been reviewed by the Department of Audits.

The Consultant will assist with the scope of services which include traffic impact studies for economic development projects including recommendations for traffic mitigation under adverse conditions, designing traffic control devices including signals, vehicle detection equipment, signs, pavement markings, and traffic calming installations, technical reports, cost estimates and contract documents, signal and traffic engineering, studies including warrant, accident investigation analysis, travel time and delay, speed studies, parking studies, intersection capacity, pedestrian safety, bicycle facilities, and traffic calming, feasibility analysis and alternatives development for highway bridge and transit including identifying planning, engineering, and operational safety, traffic & signal timing analysis, modeling, optimization and knowledge of computerized signal systems.

MINUTES

DOT - cont'd

MBE/WBE PARTICIPATION:

The Consultant will comply with Article No. 5, Subtitle 28 of the Baltimore City Code and the MBE/WBE goals established in the original agreement.

MBE: RJM Engineering, Inc. \$405,000.00 27%

WBE: Phoenix Engineering, Inc. \$150,000.00 10%

MWBOO FOUND VENDOR IN COMPLIANCE**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the On-Call Traffic Engineering Services Agreement with Parsons Brinckerhoff, Inc. for Project No. 1209. The President voted **NO**.

MINUTES

Department of Transportation - Memorandum of Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Memorandum of Agreement with the Federal Highway Administration (FHWA), the Maryland State Highway Administration (SHA), and the Maryland State Historic Preservation Officer (MD SHPO), for replacement of the Wilkens Avenue Bridge Over Gwynns Falls. The period of the agreement is effective upon Board approval for five years.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Department in cooperation with the FHWA proposes to replace the Wilkens Avenue Bridge over Gwynns Falls (National Bridge Inventory ID# BC 5202) in the City of Baltimore and update the approaching roads on both sides. The City has selected to use a prestressed concrete girder bridge alternative with concrete form liner for parapets.

This MOA was developed to acknowledge the historic aspect of the Wilkens Ave. Bridge over Gwynns Falls and the agreement that the replacement of the bridge will be implemented in accordance with 36 CFR (Code of Federal Regulations Part 800) - Protection of Historic Properties as amended.

MBE/WBE PARTICIPATION:

N/A

MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Agreement with the Federal Highway Administration, the Maryland State Highway Administration, and the Maryland State Historic Preservation Officer, for replacement of the Wilkens Avenue Bridge Over Gwynns Falls.

MINUTES

Baltimore Development Corporation - Land Disposition Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Land Disposition Agreement with GMP Development Enterprises, LLC, Developer, for the sale of the City-owned properties located at 410 West Mulberry Street (Block 561, Lot 1-3) and 422 West Mulberry Street (Block 561, Lot 4-11).

AMOUNT OF MONEY AND SOURCE:

\$500,000.00 - Purchase Price to be paid at settlement

BACKGROUND/EXPLANATION:

The Mayor and City Council (City) owns properties at 410 West Mulberry Street and 422 West Mulberry Street (Ward 17, Section 08, Block 561) in the 11th City Council District (the Property). The Property is within the boundaries of the State-designated Bromo Arts & Entertainment District, located in downtown's west side. The Property is currently operated as off-street surface parking.

The BDC issued the Mulberry Street Request for Proposals (RFP) on April 28, 2014, with closing on June 27, 2014. The BDC received multiple proposals and all sites were bid upon in each proposal. The intent of the RFP was to promote re-use of the parking lots as pedestrian-oriented, market-rate housing with active ground floor uses.

The Developer wishes to redevelop the parking lots to provide for a mixed-use, market-rate residential rental project with 63 dwelling units, 7,150 square feet of ground-floor retail, and 30 surface parking spaces. The Project will be delivered in one phase and will consist of two newly constructed buildings, one on each lot. The parking will be "wrapped" by the new buildings and therefore not visible from the street.

MINUTES

BDC - cont'd

MBE/WBE PARTICIPATION:

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with GMP Development Enterprises, LLC, Developer, for the sale of the City-owned properties located at 410 West Mulberry Street (Block 561, Lot 1-3) and 422 West Mulberry Street (Block 561, Lot 4-11).

MINUTES

Baltimore Development - Second Amendment to Land
Corporation (BDC) Disposition Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Second Amendment to the Land Disposition Agreement (LDA) with Historic Pigtown Development II, LLC.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The original LDA approved by the Board of Estimates in 2011 included the contiguous properties from 925-937 Washington Blvd. Under that agreement, the vacant properties at 929, 931, and 937 Washington Blvd. were demolished.

This amendment will allow the Developer to demolish the vacant homes at 925 and 927 Washington Blvd., require the Developer to resurface and fence the entire lot from 925-937 Washington Boulevard, and shorten the existing deadline for the Developer to redevelop the property. This amendment will facilitate the reduction of blight on a prominent corner in the Pigtown Main Street commercial corridor.

MBE/WBE PARTICIPATION:

A PROTEST WAS RECEIVED FROM PIGTOWN MAIN STREET.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Second Amendment to the Land Disposition Agreement with Historic Pigtown Development II, LLC.

The Protest from Pigtown Main Street was **WITHDRAWN**.

MINUTES

Department of Planning - Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Grant Agreement with Baltimore Community Foundation, Inc., Grantor. The period of the Grant Agreement is March 30, 2015 through December 31, 2016.

AMOUNT OF MONEY AND SOURCE:

\$62,000.00 - 6000-609215-1875-187400

BACKGROUND/EXPLANATION:

The City adopted a Disaster Preparedness Plan in October 2013 with the support of the Federal Emergency Management Agency (FEMA), and the Maryland Emergency Management Agency. The Plan includes information and recommendations required by the FEMA in order for the City to receive disaster relief funding. To support implementation of recommendations in the plan, the Grant is providing funding to the Department. Actions taken as part of Plan's implementation will allow Baltimore to receive additional benefits and resources from Federal and State agencies, and reduce costs to citizens for flood insurance premiums.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Agreement with Baltimore Community Foundation, Inc., Grantor.

MINUTES

Health Department - Agreement

ACTION REQUESTED OF B/E

The Board is requested to approve and authorize execution of an agreement with Chase Brexton Health Services, Inc. (Chase Brexton). The period of the agreement is July 1, 2014 through June 30, 2015.

AMOUNT OF MONEY AND SOURCE:

\$85,292.00 - 5000-569715-3023-274405-603051

BACKGROUND/EXPLANATION:

The organization will provide targeted outreach services to link HIV-positive individuals who were either incarcerated or lost to health care. Whenever possible, Chase Brexton outreach workers visit with soon-to-be released persons to discuss their needs, including medical care, upon release, and to begin working with the individual to identify and address barriers to care that may limit their ability to re-engage in care upon release.

The agreement is being presented at this time because the Infectious Disease and Environmental Health Administration programmatically manages Ryan White Part D Services. The providers are asked to submit a budget, budget narrative, and scope of services. The Department thoroughly reviews the entire package before preparing a contract and submitting it to the Board. These budgets are many times revised because of inadequate information from the providers. This review process is required to comply with the grant requirements.

MWBOO GRANTED A WAIVER.

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 Chase Brexton Health Services, Inc.

MINUTES

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

ACTION REQUESTED OF B/E:

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

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

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

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

The PABC performed a survey of parking rates in the areas surrounding the Marriott 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. To bring the rates charged at the Marriott Garage in line with its surrounding facilities, the PABC staff developed the rate adjustment recommendation. The rate adjustments were unanimously approved by the PABC Board of Directors.

MINUTES

PABC - cont'd

| Location | Proposed Transient Rate Changes | | | Proposed Monthly Rate Changes |
|-----------------|---------------------------------|---------------|------------------|-------------------------------|
| Marriott Garage | Regular Transient Rates | | | Regular Monthly Rate |
| | Current Rate | Proposed Rate | Last Rate Change | No Proposed rate adjustment |
| | Up to 1 hr. \$ 7.00 | \$ 8.00 | December 2011 | |
| | Up to 2 hrs. \$ 9.00 | \$10.00 | December 2011 | |
| | Up to 3 hrs. \$12.00 | \$13.00 | August 2014 | |
| | 4 – 12 hrs. \$17.00 | \$18.00 | August 2014 | |
| | 13 – 24 hrs. \$27.00 | \$28.00 | August 2014 | |

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the adjustment to the monthly rate at the City-owned Marriott Garage that is managed by the PABC.

MINUTES**TRAVEL REQUESTS**

| <u>Name</u> | <u>To Attend</u> | <u>Funds</u> | <u>Amount</u> |
|---|---|--------------|---------------|
| <u>Police Department</u> | | | |
| 1. Brian E. Dayton Edward O. Gillespie | Technical Emergency Response Training Anniston, AL June 7 - 13, 2015 | | \$0.00 |

All costs will be paid by FEMA.

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

| | | | |
|---|---|-----------------------------|------------|
| 2. Garnell W. Green* Robert L. Jackson** | Noble 39 th Annual Training Conference and Exhibition Indianapolis, IN July 9 - 16, 2015 (Reg. Fee \$425.00* and \$625.00**) | Asset Forfeiture Fund | \$5,136.22 |
|---|---|-----------------------------|------------|

The subsistence rate for this location is \$159.00 per night. The cost of the hotel is \$169.00 per night plus hotel taxes of \$28.73 per night.

The Department is requesting additional subsistence of \$10.00 per day for the hotel and \$40.00 per day for meals and incidentals for each attendee. Mr. Green will be disbursed \$2,473.11 and Mr. Jackson will be disbursed \$2,663.11.

MINUTES**TRAVEL REQUESTS**

| <u>Name</u> | <u>To Attend</u> | <u>Funds</u> | <u>Amount</u> |
|----------------------------------|--|-----------------------------|---------------|
| <u>Police Department</u> | | | |
| 3. Jan Dobrowski Robert Smith | Legal Officers Section Spring Training Conference 2015 Kansas City, MO May 17 - 22, 2015 (Reg. Fee \$495.00 each) | Asset Forfeiture Fund | \$4,045.60 |

The subsistence rate for this location is \$167.00 per night. The cost of the hotel is \$149.00 per night. The hotel tax is \$25.11 per night plus a City Development Fee of \$1.75 per day.

The Department is requesting additional subsistence of \$22.00 per day for meals and incidentals for each attendee. Mr. Dobrowski will be disbursed \$1,972.30 and Mr. Smith will be disbursed \$2,073.30.

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

MINUTES

Department of Human Resources - Personnel Matter

The Board is requested to approve the Personnel matter below:

Office of the State's Attorney

| | <u>Hourly Rate</u> | <u>Amount</u> |
|-----------------------------|--------------------|--------------------|
| 1. DENISE LESNIEWSKI | \$29.47 | \$35,364.00 |

Account: 1001-000000-1150-118000-601009

Ms. Lesniewski, retiree, will continue to work as a Contract Services Specialist I (Secretary). The salary is in compliance with AM 212-1, Part I. She will be responsible for managing a database that tracks lab results from the Police Department to assure that prosecutors throughout the Office of the State's Attorney know the status of each request in preparing for trial. She will also track lab reports for every trial, post-conviction petitions, DNA post-conviction petitions, Actual Innocence petitions, motions to reopen petitions, and various new trial motions. The period of the agreement is effective upon Board approval for one year.

THE PERSONNEL MATTER HAS BEEN APPROVED BY THE EXPENDITURE CONTROL COMMITTEE.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the employment contract with Ms. Lesniewski.

MINUTES

Mayor's Office of Employee Development (MOED) - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Grant Award from the State of Maryland, Department of Labor, Licensing and Regulation. The period of the Grant Award is March 1, 2015 through October 31, 2016.

AMOUNT OF MONEY AND SOURCE:

\$211,929.00 - 4000-809915-6312-456000-404001

BACKGROUND/EXPLANATION:

Under this agreement the MOED will administer a highway or capital transit related training and workplace-life-skills program for low-skilled, unemployed, or under-employed City residents. The training program will consist of hands-on, project-based highway and capital transit construction related occupational training, job readiness, and life-skills training. MOED will also provide comprehensive case management and employment services.

The Grant Award is late because of additional time necessary to reach a comprehensive understanding between the parties.

APPROVED FOR FUNDS BY FINANCE

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

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

MINUTESDepartment of Recreation & Parks - Financial Procedures Manual

The Board is requested to **NOTE** the Financial Procedures Manual submitted by the Department of Recreation and Parks.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On April 23, 2014, the audited financial statements for the fiscal year 2012, were presented to the Board of Estimates. Completing the financial statements was a monumental achievement for the agency. Accompanying the financial statements was a detailed City Auditor report on specific internal control weaknesses and corresponding recommendations to eliminate the said weaknesses.

The Departments of Recreation and Parks and Finance submitted written responses to each of the internal control weaknesses pointed out. The completion of a Financial Procedures Manual represents the final action of the Recreation and Parks Department to eliminate the internal control weaknesses.

This document provides a final update, as requested by the Board of Estimates, that Recreation and Parks Department has completed its Financial Procedures Manual, as required in the audit findings.

President: "The first item on the non-routine agenda can be found on page 65, Department of Recreation and Parks Financial Procedures Manual."

MINUTES

Kenny King, Chief Financial Officer, Recreation & Parks: "Good morning, Mr. President, Madam Mayor, and Members of the Board. The Department of Recreation and Parks is hereby to present the completion of this procedures -- financial Procedures Manual which was requested as a part of the Department of Audits for FY'2012. We have reviewed all of the procedures with the Audit Department and they have approved them to be satisfactory. So, we hereby present them."

Mr. Robert McCarty: "Oh, [the microphone,] it stopped."

President: "Can you push the button?"

Mr. Robert McCarty: "Oh, Good morning, okay sorry. Bob McCarty, Department of Audits. Ah yes we have reviewed the Procedures Manual developed by the Recreation and Parks and we find - we found that it resolves all of our main findings from our 2012 audit. We do recommend that Recreation and Parks establish procedures to keep these -- this manual updated and their employees informed of any changes and we concur."

President: "Okay, alright. Does anyone -- anybody have any questions? The Financial Procedures Manual has been **NOTED.**"

The Board **NOTED** the Financial Procedures Manual submitted by the Department of Recreation and Parks.

MINUTES

Department of Audits - Response to the Financial Procedures Manual submitted by the Department of Recreation and Parks

As requested by the Board of Estimates, the Department Recreation and Parks (R&P) has provided their Financial Procedures Manual as a corrective action taken on the audit findings identified in the R&P's fiscal year 2012 Annual Financial Report. These findings were included in our "Auditor's Report on Internal Control Over Financial Reporting and On Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*". Both reports were dated April 9, 2014 and were presented to the Board of Estimates on April 23, 2014. The Department of Audits has reviewed the Financial Procedures Manual submitted by R&P and concluded that it resolves the remaining portions of the following audit findings. The Department of Audits recommends that the R&P establish procedures to ensure that its Financial Procedures Manual be kept current and that all updates be timely communicated to staff.

Finding 2012-1: Financial Statements

The Department of Audits (Audits) recommended that the Department of Recreation and Parks develop its own manual to provide policies and procedures to guide its accounting staff in the development of accurate financial statements. R&P has established the necessary policies and procedures to resolve this finding.

Finding 2012-2: Payroll Documentation

Audits recommended that the Department of Recreation and Parks establish and implement written procedures which will ensure adherence to the City's procedures for the E-Time payroll system and that the entry of the employees' time be taken from records that document the employees' actual time and attendance. R&P has established the necessary policies and procedures to resolve this finding.

MINUTES

Dept. of Audits - cont'd

Findings 2012-3: Procedures Manual

Audits recommended that the Department of Recreation and Parks develop standard operating policies and procedures to provide uniformity in the handling of cash collecting, recording, and reporting; and additionally include, at a minimum, disbursements, payroll, financial and program reporting, and documentation for activities. R&P has established the necessary policies and procedures to resolve this finding.

Finding 2012-4: Accounting for Revenues

Audits recommended that the Department of Recreation and Parks use the proper account numbers to record the receipt of revenues, and establish policies and procedures that require periodic supervisory review of all account activity. R&P has reviewed and corrected its Chart of Accounts and has established policies and procedures to properly record the receipt of revenues. R&P has therefore established the necessary policies and procedures to resolve this finding.

Finding 2012-5: Expenditure Documentation - Capital Projects

Audits recommended that the Department of Recreation and Parks establish a system by which its Fiscal Services Division ensures the proper accounting, approval, and monitoring of authorized capital project expenditures. Additionally it was recommended that a review be conducted at least quarterly by the Fiscal Services Division to ensure that proper approval and support has been obtained for all capital projects expenditures. R&P has established the necessary policies and procedures to resolve this finding.

President: "The second item on the non-routine agenda can be found on page 66-67."

Mr. McCarty: "That was me oh I am sorry -- I--I. That was the same one."

MINUTES

President: "The same one.

Mr. McCarty: "Yeah, the same one. It was all part of that -- the same one -- I am sorry, I apologize."

President: "Okay, thank you. There being no more business before the Board --"

Deputy Comptroller: "You have to Note it."

President: "Okay, just **NOTE** that um they did page 65, 66 and 67 [of the Board of Estimates' Agenda] so both of them are **NOTED**. Thank you."

The Board **NOTED** receipt of the Response to the Financial Procedures Manual submitted by the Department of Recreation and Parks.

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) - Condemnation</u> | | | |
| 1. The Estate of John Novak, Jr. | 933 N. Madeira St. | G/R \$36.00 | \$ 240.00 |

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

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.

DHCD - Final Payment of Court Settlement

| | | | |
|----------------------------------|--------------------|----------------|----------|
| 2. Tridack, LLC (Prior Owner) | 938 N. Chester St. | G/R \$36.00 | \$ 66.00 |
|----------------------------------|--------------------|----------------|----------|

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

On May 1, 2013, the Board approved the purchase, by condemnation, of the \$36.00 ground rent interest in 938 N. Chester Street for the amount of \$300.00. This price was determined by the higher of two appraisals. Tridack, LLC has agreed to settle the condemnation suit for the amount of \$366.00, which is \$66.00 above the initial amount that was placed in the Court Registry. Therefore, Tridack, LLC is entitled to the balance of \$66.00.

MINUTES**OPTIONS/CONDEMNATION/QUICK-TAKES:**

| <u>Owner(s)</u> | <u>Property</u> | <u>Interest</u> | <u>Amount</u> |
|---|---------------------------|-----------------|---------------|
| <u>Department of Law - Payment of Settlements</u> | | | |
| 3. Mohammad A. Shahid (Previous Owner) | 1333 N. Luzerne Avenue | L/H | \$ 2,400.00 |

On July 16, 2014, the Board approved the acquisition of the leasehold interest in 1333 N. Luzerne Avenue for the amount of \$11,600.00 based on an independent appraisal report. However, the previous owner obtained an appraisal report that valued the property at \$16,000.00. The parties agreed to settle the case for \$14,000.00, which is \$2,400.00 or 20% more than the original value. Therefore, the Board is requested to approve an additional \$2,400.00 in settlement of the case.

Funds are available in account no. 9910-905507-9588-900000-704040, AG Demolition Project Area.

| | | | |
|---|----------------------|-----|-------------|
| 4. Oluranti Jacob Awe (Previous Owner) | 1838 Division Street | L/H | \$ 2,025.00 |
|---|----------------------|-----|-------------|

On July 16, 2014, the Board approved the acquisition of the leasehold interest in 1838 Division Street for the amount of \$20,250.00 based on an independent appraisal report. The previous owner offered to settle the case for an additional 10% above the approved valuation for a total of \$22,275.00. Therefore, the Board is requested to approve an additional \$2,025.00 in settlement of the case.

Funds are available in account no. 9910-910634-9588-900000-704040, Whole Block Demolition Project Area.

MINUTES**OPTIONS/CONDEMNATION/QUICK-TAKES:**

| <u>Owner(s)</u> | <u>Property</u> | <u>Interest</u> | <u>Amount</u> |
|--|-----------------------------|-----------------|---------------|
| <u>Department of Law - Payment of Settlements - cont'd</u> | | | |
| 5. SS4 Business Trust (Previous Owner) | 4716 Park Heights Avenue | L/H | \$15,216.00 |

On July 16, 2014, the Board approved the acquisition of the leasehold interest in 4716 Park Heights Avenue for the amount of \$4,534.00 based on an independent appraisal report. The previous owner produced a report valuing the property at \$40,000.00. After negotiations, the parties agreed to settle the case for \$19,750.00. Therefore, the Board is requested to approve an additional \$15,216.00 in settlement of the case.

Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Project Area.

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

MINUTES

Enoch Pratt Free Library - TRANSFER OF LIFE-TO-DATE
SICK LEAVE

The Board is requested to approve the transfer of LIFE-TO-DATE sick leave days from the listed City employees to the designated employee Matilyn Boyd.

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>Donors</u> | <u>Days</u> |
|---------------------|-------------|
| Eunice Anderson | 2 |
| Karen F. Burdnell | 2 |
| Katherine A. Durner | 3 |
| Renee Marks | 4 |
| Poonam Mukherjee | 5 |
| Alprescia M. Rivers | 5 |
| Frances Spears | 4 |
| Jeffrie A. Thomas | 5 |
| | <u>30</u> |

APPROVED FOR FUNDS BY FINANCE

THE LABOR COMMISSIONER RECOMMENDED APPROVAL.

UPON MOTION duly made and seconded, the Board approved the transfer of LIFE-TO-DATE sick leave days from the listed City employees to the designated employee Matilyn Boyd.

MINUTES**TRAVEL REQUESTS**

| <u>Name</u> | <u>To Attend</u> | <u>Funds</u> | <u>Amount</u> |
|---|--|-----------------|---------------|
| <u>Department of Public Works/Bureau of Solid Waste</u> | | | |
| 1. Tonya Simmons | Sponsorship for 2015 APWA Conf. Congress in Arizona Phoenix, AZ Aug. 30 - Sept. 2, 2015 (Reg. Fee \$785.00) | General Fund | \$1,920.37 |

The subsistence rate for this location for Aug. 30-31, 2015 is \$154.00 per day. The subsistence rate is \$177.00 per day for September. The hotel cost is \$145.00 per night plus hotel taxes of \$17.79 per night. The Department is requesting additional subsistence of \$31.00 for August 30 and 31, 2015 and \$8.00 per day for September 1, 2015 for food and incidentals. The airfare in the amount of \$466.99 and registration of \$785.00 were prepaid by City issue Procurement card assigned to Lyque O'Connor. The amount to be disbursed to Ms. Simmons is \$668.38.

Department of Public Works/Communications and Community Affair

| | | | |
|--------------------|--|-----------------|------------|
| 2. Jeffrey Raymond | Annual Conference & Exposition Uniting The World of Water Anaheim, CA June 7 - 9, 2015 (Reg. Fee \$795.00) | General Fund | \$1,788.19 |
|--------------------|--|-----------------|------------|

The airfare in the amount of \$448.00 and the registration fee of \$795.00 were prepaid on a City-issued Procurement card assigned to Ms. Lyque O'Connor. The amount to be disbursed to Mr. Raymond is \$545.19.

MINUTES**TRAVEL REQUESTS**

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|--------------------------------------|--|--------------------|---------------|
| <u>State's Attorney's Office</u> | | | |
| 3. Marilyn Mosby Patricia DeMaio* | National District Attorney Associ- ation Executive Program Washington, DC June 1 - 5, 2015 (Reg. Fee. \$665.00) (Reg. Fee. \$615.00)* | General Funds | \$3,203.15 |

The registration fee for each representative was paid by Expenditure Authorization. The disbursement to Ms. Mosby is \$1,666.03. The disbursement to Ms. DeMaio is \$257.12.

Mayor's Office of Human Services

| | | | |
|--------------------|---|----------------|------------|
| 4. Lori Cunningham | 2015 Community Action Partnership Annual Convention San Francisco, CA August 23 - 28, 2015 (Reg. Fee \$675.00) | State Grant | \$3,099.30 |
|--------------------|---|----------------|------------|

The registration was paid by Expenditure Authorization and the air fare was paid using a City issued credit card. The disbursement to Ms. Cunningham is \$1,699.81.

MINUTES**TRAVEL REQUESTS**

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|-------------------------------|---|--------------------|---------------|
| <u>Department of Planning</u> | | | |
| 5. Jenny Guillaume | Reclaiming Vacant Properties Conference 2015 Detroit, MI May 19 - 21, 2015 (Reg. Fee \$325.00) | General Funds | \$ 917.20 |

The registration fee in the amount of \$325.00 was pre-paid on a City-issued credit card assigned to Jaime Cramer. The amount to be disbursed to Ms. Guillaume is \$592.20.

Police Department

| | | | |
|-----------------------|----------------------|---------|------------|
| 6. Virginia R. Cates* | Mid-Atlantic | 2013 | \$1,906.95 |
| Dana Y. Picco** | Association of | DNA | |
| Amanda L. Pasay*** | Forensic | Backlog | |
| | Scientists Meeting | Grant | |
| | Cambridge, MD | | |
| | May 19 - 22, 2015* | | |
| | May 20 - 22, 2015** | | |
| | May 17 - 22, 2015*** | | |
| | (Reg. Fees \$275.00* | | |
| | \$200.00**, and | | |
| | \$250.00***) | | |

The subsistence rate for this location is \$185.00 per night. All of the attendees will travel by their own personal vehicles and have not requested mileage. Ms. Pasay is requesting subsistence for meals only in the amount of \$40.00 per day.

MINUTES**TRAVEL REQUESTS**

| <u>Name</u> | <u>To Attend</u> | <u>Fund Source</u> | <u>Amount</u> |
|--|---|--------------------|---------------|
| <u>Fire and Police Retirement System</u> | | | |
| 7. Robert Haukdal | Certificate of Achievement in Public Plan Policy Part 1 Chicago, IL June 8 - 11, 2015 (Reg. Fee \$995.00) | Special Funds | \$2,740.00 |

The subsistence rate for this location is \$263.00 per day. The hotel cost is \$236.67 per night plus taxes of \$38.63 per night. The Fire and Police Retirement System is requesting additional subsistence of \$40.00 for food and incidentals. The registration fee in the amount of \$995.00 was prepaid. The amount to be disbursed to Mr. Haukdal is \$1,745.00.

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

MINUTES

THERE WERE NO PROPOSALS AND SPECIFICATIONS.

* * * * *

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

May 12, 2015

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

Dear Ms. Taylor:

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

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

1. Whom you represent: Self
2. What the issues are:
 - a. Pages 1 - 77, City Council President and members of the Board of Estimates, BOE Agenda dated May 13, 2015, if acted upon:
 - i. The proceedings of this board often renew business agreements without benefit of clear measures of effectiveness to validate the board's decision to continue funding the provider of the city service being procured;
 - ii. The Baltimore City School Board of Commissioners routinely requires submissions for board consideration to include details of the provider's success in meeting the objectives and/or desired outcomes delineated in the previously awarded agreement;
 - iii. The members of this board continue to fail to provide good stewardship of taxpayers' funds as noted by the lack of concrete justification to substantiate approval of actions presented in each weekly agenda;
 - iv. This board should immediately adjust the board's policy to ensure submissions to the board include measures of effectiveness in each instance where taxpayer funds have already been expended for city services;
 - v. In the interest of promoting greater transparency with the public this board should willing begin to include in the weekly agenda more details which it discusses in closed sessions without benefit of public participation.
 - vi. Lastly this board should explain to the public how, without violating the open meeting act, a consent agenda is published outlining the protocols for each week's meeting prior to the board opening its public meeting.
3. How the protestant will be harmed by the proposed Board of Estimates' action: As a citizen I have witnessed what appears to be a significant dearth in responsible and accountable leadership, management and cogent decision making within the various agencies and

Email: kimtrueheart@gmail.com
5519 Belleville Ave
Baltimore, MD 21207

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

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

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on May 13, 2015.

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

Sincerely,
Kim Trueheart, Citizen & Resident

5519 Belleville Ave
Baltimore, MD 21207

MINUTES

* * * * *

President: "There being no further business before the Board,
the meeting will recess until twelve o'clock noon for opening at
twelve 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 an Addendum extending the dates for receipt and opening of bids on the following contract. There were no objections.

Bureau of Purchases - B50004003, Management of Parking Garages - Group I Caroline St. Fleet & Eden Little Italy
BIDS TO BE RECV'D: 05/27/2015
BIDS TO BE OPENED: 05/27/2015

Bureau of Purchases - B50003992, Management of Parking Garages - Group II Franklin St., Market Center, St. Paul St.
BIDS TO BE RECV'D: 05/27/2015
BIDS TO BE OPENED: 05/27/2015

Bureau of Purchases - B50004026, Management of Parking Garages - Group III Marina, West Street
BIDS TO BE RECV'D: 05/27/2015
BIDS TO BE OPENED: 05/27/2015

Dept. of Transportation - TR 08308, Reconstruct East North Avenue (US Route 1) in Baltimore from Aisquith Street to Washington Street
BIDS TO BE RECV'D: 05/27/2015
BIDS TO BE OPENED: 05/27/2015

MINUTES

Dept. of Transportation - TR 15018, Conduit System New
Construction at Various
Locations Citywide (JOC)
BIDS TO BE RECV'D: 05/27/2015
BIDS TO BE OPENED: 05/27/2015

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

Bureau of General Services - GS 14826, Waxter Center
Interior Renovations

Tito Contractors, Inc.
JLN Construction, LLC
Jeffrey Brown Contracting, LLC*

Dept. of Public Works - SC 944R, Rehabilitation and
Improvements to Sanitary
Sewers at Various Locations
in Baltimore City

Spiniello
RE Harrington
Metra Industries
Anchor Construction Corp.

*UPON FURTHER MOTION duly made and seconded, the Board declared the bid of Jeffrey Brown Contracting, LLC NON-RESPONSIVE due to the company's failure to submit the original contract book as required by the contract specifications.

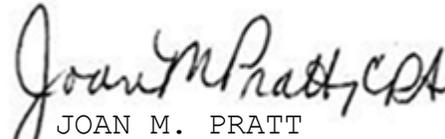
MINUTES

Bureau of Purchases - B50004055, Steel Sub base for
Light Poles

Anderson Brothers, Inc.
Arrow Safety Device Co.

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There being no objections, the Board UPON MOTION duly made and seconded, the Board adjourned until its next regularly scheduled meeting on Wednesday, May 27, 2015.


JOAN M. PRATT
Secretary