

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 July 29, 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 July 27, 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."

MINUTES

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

Comptroller: "Second."

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

President: "I will now entertain a Motion to extend the contract on page 85, item #4 of this week's agenda."

Deputy Comptroller: "Excuse me Mr. President, uh -- the Motion is to extend the existing contract if I might -- which is uh -- which is uh -- B5001027, which expires on July 31st. Thank you."

President: "I will entertain a Motion --"

Comptroller: "So MOVED."

Deputy City Solicitor: "With regard to um -- item 4 on page 85, Contract B50004074, I MOVE that we extend that contract until August 12, 2015."

MINUTES

Comptroller: "Second"

President: "All those --"

Deputy Comptroller: "Excuse me --"

President: "It's the same thing?"

Deputy Comptroller: "That is uh -- the contract that is recommended for award -- I apologize, maybe I was not clear in -
- in what I announced. That item, B50004074 is being deferred to August 12, 2015."

Deputy City Solicitor: "Ok."

Deputy Comptroller: "The item that is being extended is the existing contract --"

Deputy City Solicitor: "B50001027?"

Deputy Comptroller: "Yes, I'm sorry, thank you."

President: "So, I'm going to entertain a Motion, again."

Deputy City Solicitor: "Thank you, so uh -- because of the deferral of -- on page 84, item 4, I MOVE that we extend the existing contract, B50001027, until August 12, 2015 --"

MINUTES

Comptroller: "Second."

Deputy City Solicitor: "until the Board can take up the matter."

Comptroller: "Second."

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

The Motion carries."

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

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

American Tennis Courts, Inc.	\$ 1,500,000.00
E. Pikounis Construction Co., Inc.	\$ 25,254,000.00
Freyssinet, Inc.	\$ 37,386,000.00
Roofing and Sustainable Systems, Inc.	\$ 7,992,000.00
Triple J Construction, Inc.	\$ 1,953,000.00
Ulliman Schutte Construction, LLC	\$621,720,000.00
Vanguard Utility Service, Inc.	\$ 10,584,000.00

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:

Burdette, Koehler, Murphy and Associates, Inc.	Engineer
J.K. Datta Consultants, Inc.	Engineer
KGP Design Studio, LLC	Architect
Kumi Construction Management Corporation	Engineer
Moffatt & Nichol	Engineer
Straughan Environmental, Inc.	Engineer

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

There being no objection, the Board, UPON MOTION duly made and seconded, approved the Prequalification of Contractors and the Prequalification of Architects and Engineers for the listed firms.

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 - Option</u>			
1. Melba D. Evans & Nathan W. Evans (deceased)	4750 Park Heights Ave.	F/S	\$30,000.00

Funds are available in account 9910-903183-9588-900000-704040, Park Heights Project.

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

DHCD - Condemnations

2. 400 Business Trust	1546 McKean Ave.	L/H	\$ 4,733.00
3. The Haynes Group, Inc.	1556 McKean Ave.	F/S	\$ 6,000.00

Funds are available in account 9910-905507-9588-900000-704040, AG Demolition Project.

4. Anthony Gray & Nathan Carter	4819 Park Heights Ave.	L/H	\$11,250.00
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Funds are available in account 9910-903183-9588-900000-704040, Park Heights Project.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved the Option, and Condemnations. The Comptroller **ABSTAINED** on item no.

1.

MINUTES

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

2578 - 2780

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Public Works/Office of Engineering & Construction</u>		
1. \$4,771,552.73	9960-907101-9558	
Water Revenue	Constr. Res. Small	
Bonds	Water Mains	
 \$4,089,400.00	-----	9960-908651-9557-6
		Construction
 <u>682,152.73</u>	-----	9960-908651-9557-9
\$4,771,552.73		Administration

The funds are required to cover the cost of TR 08308, Reconstruction of East North Avenue, which was approved for award on July 22, 2015.

Mayor's Office of Information Technology

2. \$ 800,000.00	9903-927007-9117	9903-928007-9116
Gen. Funds	Upgrade City's	Upgrade City's
	Website (Reserve)	Website (Active)

This project will complete the update of the Citywide Website to a new architecture that is fully compatible with mobile devices and allows each agency to manage their own content. The plan includes the migration of the current content of agency pages, training for Content Managers and post-training support for Content Managers. It includes the cost for vendor services and City resources to execute the project plan.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Mayorality Related/Department of Planning</u>		
3. \$ 200,000.00	9904-905795-9129	9904-908795-9127
Gen. Funds	Capital Project	EBDI Active
	Priorities Reserve	
<p>This transfer will provide funds to EBDI for cost associated with capital projects, site improvements, real estate development, and project management activities for the East Baltimore Development Initiatives.</p>		
<u>Department of Housing and Community Development (DHCD)</u>		
4. \$ 32,000.00	9910-995001-9587	9910-905105-9588
28th Comm.	Unallocated Reserve	Planning Department
Dev. Bonds		Monitoring Fees
<p>This transfer will provide funds to the Planning Department's monitoring of development activities account, as well as costs associated with the Urban Design and Architecture Review Panel.</p>		
5. \$2,700,000.00	9910-923019-9587	
General Funds	Baltimore Homeowner	
	Incentive (Reserve)	
\$ 600,000.00	-----	9910-906011-9588
		Employee Home buying
		Assist
600,000.00	-----	9910-905290-9588
		Live Near Your Work
		Program

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>DHCD - cont'd</u>		
500,000.00	-----	9910-910017-9588 Buy Into Baltimore Program
<u>1,000,000.00</u>	-----	9910-907109-9588
<u>\$2,700,000.00</u>		Booster Program V2V

This transfer will provide funds for Baltimore Housing's Homeownership Incentive Programs for Fiscal Year 2016.

Department of Transportation

6.	\$ 75,000.00 GF (HUR)	9950-920008-9509 Construction Reserve - Highlandtown Complete Streetscape
	75,000.00	" "
	<u>Federal</u>	
	<u>\$150,000.00</u>	-----
		9950-946003-9508-3 Design and Study Highlandtown St. Enhancement TR 14306

This transfer is for design and other related costs for the Project, TR 14306, Highlandtown Complete Streetscape.

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

The Board is requested to approve and authorize execution of a Lease Agreement with C & F Development, LLC, Tenant, for the rental of the unimproved property, being the southernmost portion of 1701-1715 Poncabird Pass. The period of the agreement is August 1, 2015 through July 31, 2020, with one 5-year renewal option.

AMOUNT OF MONEY AND SOURCE:

<u>Year</u>	<u>Annual Rent</u>
1-5	\$ 3,356.00
6-10	\$ 3,860.00

The lessee will have the option to renew for one additional five-year term.

BACKGROUND/EXPLANATION:

The leased premises will be used as a motor vehicle parking lot for patrons of the adjoining Ponca Bird Pub and the Snack Shack owned by the Tenant. The Tenant will be responsible for general maintenance of the leased premises, removal of ice, snow and debris and liability insurance. The Space Utilization Committee approved this Lease Agreement on July 14, 2015.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with C & F Development, LLC, Tenant, for the rental of the unimproved property, being the southernmost portion of 1701-1715 Poncabird Pass.

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

The Board is requested to approve and authorize execution of a Lease Agreement with the Department of Health, Tenant, for the rental of a portion of the property known as 3000 Druid Park Drive, Suite 2C, consisting of approximately 1,460 square feet. The period of the Lease Agreement is August 1, 2015 through July 31, 2020, with one five-year renewal option.

AMOUNT OF MONEY AND SOURCE:

<u>Year</u>	<u>Annual Rent</u>	<u>Monthly Installments</u>
1	\$20,440.00	\$1,703.33
2	\$21,257.60	\$1,771.46
3	\$22,107.90	\$1,842.32
4	\$22,992.21	\$1,916.01
5	\$23,911.89	\$1,992.65

Account: 1001-000000-3023-274000-603013

The Tenant will pay minimal rental during the term for a storage room on the basement level. The rental will be \$600.00 annually, \$50.00 monthly.

BACKGROUND/EXPLANATION:

The Tenant will use the leased premises for administrative offices for its Community Risk Reduction Services program. The Landlord will be responsible for all expenses incurred for operating and maintaining the premises including janitorial services.

The Tenant will provide its own telephone and computer services. The Tenant is also responsible for a one-time payment not to exceed \$6,100.00. This amount will cover the installation of a

MINUTESDepartment of Real Estate - cont'd

150' x 84' fence with gate for the storage of approximately three RV vans for program use and for the installation of one dedicated circuit in the hallway of the leased premises, along with one outlet in an interior office.

The Department of Health's Community Risk Reduction Services is relocating from 2300 Garrison Boulevard, a privately-owned building and moving to 3000 Druid Park Drive, a City-owned building.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with the Department of Health, Tenant, for the rental of a portion of the property known as 3000 Druid Park Drive, Suite 2C, consisting of approximately 1,460 square feet.

MINUTESDepartment of Planning - Report on Previously
Approved Transfers of Funds

At previous meetings, the Board of Estimates approved Transfers of Funds subject to receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter. Today, the Board is requested to **NOTE 5** favorable reports by the Planning Commission on July 9, 2015 on Transfers of Funds approved by the Board of Estimates at its meeting on July 1, 2015.

The Board **NOTED 5** favorable reports by the Planning Commission on July 9, 2015 on Transfers of Funds approved by the Board of Estimates at its meeting on July 1, 2015.

MINUTES

Health Department - Notice of Grant Awards, Agreements, and Ratification of Agreement, and Amendment to Agreement

The Board is requested to approve and authorize acceptance of the various Notices of Grant Awards (NGA), and approve and authorize execution of Agreements, and to ratify an Agreement and an Amendment to Agreement.

NOTICE OF GRANT AWARDS AND COOPERATIVE AGREEMENT

1. **CORPORATION FOR NATIONAL AND COMMUNITY SERVICE** **\$ 95,736.00**

Account: 4000-423416-3110-569000-404001

The Retired and Senior Volunteer Program, has been funded since 1982 by the federal government to manage a Volunteer Program, which serves seniors and retirees throughout the City.

The purpose of this award is to assist the Department in carrying out a national services program as authorized by the Domestic Volunteer Service Act of 1973, as amended (42 U.S.C. Chapter 22). The period of the grant award is July 1, 2015 through June 30, 2016.

2. **ANNIE E. CASEY FOUNDATION** **\$ 30,000.00**

Account: 6000-626315-3080-513201-406001

The grant for Administrative Care Coordination services from the Department of Health and Mental Hygiene was reduced by \$500,000.00 for FY16.

This grant award will be used to close the gap created by the reduction. The Department will contract with HealthCare Access Maryland, Inc. to provide central triage and care coordination of Medicaid recipients (including pregnant women and infants). The period of the grant award is July 1, 2015 through June 30, 2016.

MINUTESHealth Department - cont'd

The grant award is late because it was received on June 8, 2015 and it was required to go through the Department's internal review process, before submission for the Board.

3. **DEPARTMENT OF HEALTH AND HUMAN SERVICES** **\$1,749,000.00**

Account: 4000-480616-3030-294500-404001

This Notice of Grant Award and Cooperative Agreement provides funding to support evidence-based Teen Pregnancy Prevention Program (TPP) services in the City. The U Choose Coalition, led by the Department, intends to decrease the overall teen birth rate of 43.3 per 1,000 teen girls by 30% by the end of the five-year project through reductions in disparities among African American and Hispanic teens, and to ensure sustainable delivery of evidence-based TPP programs in the City. Through this project, the Department in partnership with the City schools and a network of seven Title X clinics, plans to reach 15,890 adolescents aged 12-19 each year with evidence-based TPP programs implemented in middle schools, high schools, and Title X clinics in the City. The Department will implement Project AIM in middle schools, "Be Proud! Be Responsible!" in high schools and Seventeen Days in the clinics. The period of the budget is July 1, 2015 through June 30, 2016. The project period is July 1, 2015 through June 30, 2020.

The Notice of Grant Award and Cooperative Agreement are late because it was received on July 9, 2015.

MINUTES

Health Department - cont'd

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

Account: 6000-626616-3080-292302-406001

The grant for Administrative Care Coordination services from the Department of Health and Mental Hygiene was reduced by \$500,000.00 for FY'16.

This grant award will be used to close the gap created by the reduction in funding. The Department will contract with HealthCare Access Maryland, Inc. to provide central triage and care coordination of Medicaid recipients (including pregnant women and infants) during fiscal years 2015 and year 2016. The period of the grant award is Fiscal years 2015 and 2016.

The grant award is late because it was received on June 8, 2015 and delayed during the Department's internal review process.

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

NOTICE OF GRANT ADJUSTMENT

5. **ASSOCIATION OF FOOD** **\$ 0.00**
AND DRUG OFFICIALS

On January 14, 2015, the Board approved the Grant Award Agreement from the Association of Food and Drug Officials (AFDO) which provided funding to pay travel expenses for two Environmental Health Supervisors to attend the "Managing Retail Food Safety" Training in Richmond, Virginia scheduled for May 11 - 14, 2015.

MINUTESHealth Department - cont'd

The training was postponed, and later held on May 12 - 14, 2015 at the Baltimore City Public Safety Training Facility located at 3500 Northern Parkway in Baltimore, Maryland.

Since the grant award was not used for the previous training, the AFDO extended the grant period through August 14, 2015, to allow the two Environmental Health Supervisors to attend the "FDA Central Regional Food Protection Education" Training in Richmond, Virginia on August 12 - 14, 2015.

The extension is late because it was received on June 3, 2015.

AUDITS NOTED THE NO-COST TIME EXTENSION.

CONSULTANT AGREEMENT6. **JAMES MORLICK****\$30,305.00**

Account: 1001-000000-3252-316200-603018

Mr. Morlick will assist the Department's CARE Services management and staff with the Agency Information Manager (AIM) web-based client services database and the collection of data and report preparation for the federal fiscal year-end National Aging Program Information System report.

Mr. Morlick will assist with migrating existing CARE Services data to the AIM database. He will provide support and training in transitioning data, meet with CARE Services management and staff to determine and implement any changes or new requirements, and migrate Senior Centers and subcontracted service providers to the AIM system.

MINUTESHealth Department - cont'd

In addition, Mr. Morlick will provide technical support to Maryland Access Point staff, participate in workgroups sponsored by the Maryland Department of Aging, and make recommendations as warranted. The period of the agreement is July 1, 2015 through June 30, 2016.

AGREEMENT

7. **THE JOHNS HOPKINS UNIVERSITY (JHU)** **\$80,753.00**

Account: 4000-422515-3030-271500-603051

The JHU, School of Medicine will provide oversight, development, implementation, and day-to-day management of the STD Data Evaluation project. The period of the Agreement is January 1, 2015 through December 31, 2015.

The Agreement is late because budget revisions delayed it's processing.

MWBOO GRANTED A WAIVER.

RATIFICATION OF AGREEMENT

8. **THE JOHNS HOPKINS UNIVERSITY (JHU)** **\$35,640.00**

Account: 4000-480315-3150-736900-603051

The JHU, School of Medicine provided the services of a Case Manager to perform linkage-to-care and adherence support to persons diagnosed with Hepatitis C Virus at the Department's STD/HIV/TB clinics. The period of the agreement is October 1, 2014 through June 30, 2015.

The Agreement is late because grant funding was received late in the fiscal year.

MINUTES

Health Department - cont'd

AMENDMENT TO AGREEMENT

9. **UNIVERSITY OF MARYLAND, BALTIMORE** **\$10,000.00**

Account: 5000-520115-3030-702900-603051

On January 28, 2015, the Board approved the original agreement for the period of July 1, 2014 through June 30, 2015, for the amount of \$35,600.00.

The Department received supplemental funding for additional Title X Family Planning services and increased the agreement with the University of Maryland, Baltimore by \$10,000.00 for a total amount of \$45,600.00.

The Amendment to Agreement is late because the Department was waiting for signatures.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the foregoing Notices of Grant Awards, and approved and authorized execution of the foregoing Agreements, and ratified the Agreement and the Amendment to Agreement. The President **ABSTAINED** on item nos. 7 and 8.

MINUTES

Health Department - Walgreens Community Off-Site
Clinic Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Off-Site Clinic Agreement with Walgreen Co. (Walgreens). The period of the agreement is effective upon Board approval for one year.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

Under the agreement, Walgreens will donate the vaccine and professional services to flu clinics for uninsured and underinsured adults.

The participants will provide evidence of coverage under a third party insurance or a government funded program (e.g. Medicare). Walgreens will submit the claim for that participant.

Walgreens will also provide flu immunizations at designated community locations in the City. Walgreens will provide the appropriate number of qualified health care professionals and technicians to provide covered vaccine services.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Off-Site Clinic Agreement with Walgreen Co.

MINUTESHealth Department - Employee Expense Statements**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Employee Expense Statements for the following employees.

1. **DRUE HODGETTS** **\$ 20.72**

Account: 1001-000000-3100-295900-603002
January 2015 - Mileage

Ms. Hodgetts misplaced her paperwork and therefore her expense statement was not processed in a timely manner. The Bureau of School Health has instituted measures to ensure that the expense statements are processed on time.

2. **DRUE HODGETTS** **\$ 7.76**

Account: 1001-000000-3100-295900-603002
February 2015 - Mileage

Ms. Hodgetts misplaced her paperwork and therefore her expense statement was not processed in a timely manner. The Bureau of School Health has instituted measures to ensure that the expense statements are processed on time.

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the Employee Expense Statements for the above employees.

MINUTES

Health Department - Ratification of the Acceptance of the Updated Unified Funding Document

ACTION REQUESTED OF B/E:

The Board is requested to ratify the acceptance of the Updated Unified Funding Document from the State of Maryland, Department of Health and Mental Hygiene.

AMOUNT OF MONEY AND SOURCE:

<u>Grant Description</u>	<u>Type of Action</u>	<u>Amount of Action</u>	<u>Total Award</u>
Core Public Health Services	Reduction	\$1,057,011.00	\$ 8,245,776.00
Greater Baltimore Asthma Alliance	Reduction	(15,000.00)	\$ 0.00
Children with Special Health Care Needs	Reduction	(271.00)	\$ 28,356.00
Home Visiting Planning Grant	Supplement	12,430.00	\$ 373,695.00
Maryland Million Hearts	Supplement	105,896.00	\$ 105,896.00
HFA Expansion	Supplement	1,127,323.00	\$ 1,127,323.00
Tobacco Enforce, Initiative Support Synar Comp.	Supplement	115,000.00	\$ 115,000.00

MINUTES

Health Department - cont'd

<u>Grant Description</u>	<u>Type of Action</u>	<u>Amount of Action</u>	<u>Total Award</u>
State and Local Public Health Public Actions	Supplement	186,560.00	\$ 186,560.00
Adult Day Care	New	136,753.00	\$ 136,753.00
PWC Eligibility	Supplement	17,100.00	\$ 1,776,427.00
Sexually Transmitted Disease	Supplement	15,000.00	\$ 169,698.00
Immunization-HEP- IAP, HEP-B	Supplement	35,000.00	\$ 779,100.00
No Wrong Door	Supplement	125,400.00	\$ 125,400.00
Climate Change	New	15,000.00	\$ 15,000.00
Partnership for Care	Supplement	75,000.00	\$ 75,000.00
Cancer Prev. Educ., Scrn, Diag - Non- Clinical	Reduction	(14,911.00)	\$ 231,229.00
Cancer Prev. Educ., Scrn, Diag - Clinical	Supplement	512,870.00	\$ 960,397.00

MINUTES

Health Department - cont'd

<u>Grant Description</u>	<u>Type of Action</u>	<u>Amount of Action</u>	<u>Total Award</u>
Cancer Prev, Educ., Scrn, Diag - Admin.	Reduction	(20,837.00)	\$ 31,374.00
Tobacco Use Prev. Community Based	Reduction	(10,245.00)	\$ 89,755.00
School Based	Supplement	27,274.00	\$ 27,274.00
Tobacco Use Enforcement	Supplement	61,406.00	\$ 61,406.00
Tobacco Use Cessation	Reduction	<u>(92,755.00)</u>	\$ 84,302.00
Tobacco Use- Administration	Total	\$3,471,004.00	

BACKGROUND/EXPLANATION:

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

The updated Unified Funding Document is late due to an oversight. The Department apologizes for the lateness.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Health Department - cont'd

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

UPON MOTION duly made and seconded, the Board ratified acceptance of the Updated Unified Funding Document from the State of Maryland, Department of Health and Mental Hygiene.

MINUTES

Mayor's Office of Employment - Memorandum of Understanding
Development (MOED)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) with the Housing Authority of Baltimore City (HABC). The period of the MOU is from June 29, 2015 through July 31, 2015.

AMOUNT OF MONEY AND SOURCE:

\$315,000.00 - 4000-807216-6331-456000-404001

BACKGROUND/EXPLANATION:

The purpose of this MOU is to provide funding for the 2015 summer YouthWorks Summer Jobs program. MOED administers YouthWorks, Baltimore City's summer jobs program connecting young people between the ages of fourteen and twenty-one to five week summer work experiences with the private sector, non-profit, and city and state government employers throughout Baltimore. The HABC desires to participate in the YouthWorks program by providing funding to MOED for the employment of 210 youths over a five week period.

This MOU is late because additional time was necessary to reach a comprehensive understanding that was acceptable by both parties.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with the Housing Authority of Baltimore City.

MINUTES

Dept. of Communications Services - Expenditure of Funds
Municipal Post Office

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize payment, by Expenditure Authorization, to renew the NCOALink Mail Processing Equipment License from the United States Postal Service (USPS).

AMOUNT OF MONEY AND SOURCE:

\$ 9,040.00 - 2032-000000-1330-158400-605008

BACKGROUND/EXPLANATION:

The Department of Communication Services, Municipal Post Office (MPO), requires renewal of the NCOA Link license from the USPS to continue to provide updated and accurate address information for mail prepared by the MPO on behalf of the City. With accurate addresses on mail and mail addressed in conformance with USPS regulations, the City can reduce mailing costs. The data used to update addresses is the exclusive property of the USPS and can only be obtained through their licensed products.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized payment, by Expenditure Authorization, to renew the NCOALink Mail Processing Equipment License from the United States Postal Service.

MINUTES

Dept. of Communications Services - Expenditure of Funds
Municipal Post Office

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize an Expenditure of Funds, by Expenditure Authorization, to pay Corporate Mailing Services, Inc.

AMOUNT OF MONEY AND SOURCE:

\$ 8,050.00 - 2032-000000-1360-159115-605001

BACKGROUND/EXPLANATION:

Corporate Mailing Services, Inc. provided assistance to the Municipal Post Office in the mailing of the Real Property Tax Bills for 2015-2016.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized the Expenditure of Funds, by Expenditure Authorization, to pay Corporate Mailing Services, Inc.

MINUTES

Dept. of Communication Services - Ratification of Services
Municipal Telephone Exchange and Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to ratify services provided by Beech Tree Networks Inc. to the Department of Recreation & Parks and authorize payment by Expenditure Authorization. The ratification and payment will cover the services provided for the period September 30, 2014 through June 06, 2015.

AMOUNT OF MONEY AND SOURCE:

\$70,626.00 - 1001-000000-4781-364700-603005

BACKGROUND/EXPLANATION:

Due to a fallen telephone pole transporting a 200 pair overhead cable for voice and data from Mansion House to campus buildings, telephone and data service were interrupted. It was urgent to restore voice and data service for business continuity of the Department of Recreation and Parks.

In an effort to expeditiously meet the needs of the Department for voice and data services, Beech Tree Networks Inc. was requested to analyze the problem, identify needs, and prepare a scope of work. Beech Tree Networks Inc. was immediately able to start the work to quickly minimize further degradation and expensive repairs. The scope of work met the needs of the Department and the price offered was fair and reasonable.

In the course of the work, the scope changed as requested by the Department. The scope change increased the price. We apologize for not following standard procedures and will make certain that all future requests fully comply with City procedures. Beech Tree Networks Inc. provided the services needed and authorization is requested to pay this expense by Expenditure Authorization.

MINUTES

Dept. of Communication Services - cont'd
Municipal Telephone Exchange

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board ratified the services provided by Beech Tree Networks Inc. to the Department of Recreation & Parks and authorized payment by Expenditure Authorization.

MINUTES

Mayor's Office on Criminal Justice - Grant Adjustment Notice

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Grant Adjustment Notice (GAN) from the Governor's Office of Crime Control and Prevention for the "Citywide Child Protection Review" project, Award #BJAG-2012-0057. The GAN extends the period of the grant through June 30, 2016.

AMOUNT OF MONEY AND SOURCE:

\$0.00 - 4000-477515-2252-688000-600000

BACKGROUND/EXPLANATION:

On February 25, 2015, the Board approved The "Citywide Child Protection Review" program. This program works to strengthen the collaboration of Baltimore City government and other stakeholders serving children. The program will provide support and expansion of child abuse and child witness to violence services throughout Baltimore City in accordance with the goals of the Governor's Office of Crime Control and Prevention and the Byrne-Justice Assistance Grant Program of the Department of Justice. Grant funds will provide personnel support and contractual services.

APPROVED FOR FUNDS BY FINANCE**AUDITS NOTED THE NO-COST TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Adjustment Notice from the Governor's Office of Crime Control and Prevention for the "Citywide Child Protection Review" project, Award #BJAG-2012-0057.

MINUTES

Mayor's Office on Criminal Justice - Grant Adjustment Notice

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Grant Adjustment Notice (GAN) from the Department of Justice, for the "McElderry Park Revitalization Coalition" Project, Award #2012-AJ-BX-0014. The GAN extends the period of the grant through August 31, 2016.

AMOUNT OF MONEY AND SOURCE:

\$0.00 - 4000-472813-2252-690700-600000

BACKGROUND/EXPLANATION:

On February 6, 2013, the Board approved a Grant for the "McElderry Park Revitalization Coalition" in the amount of \$938,773.00. This project aims to improve community safety by designing and implementing effective and comprehensive approaches to addressing crime within a targeted neighborhood. This is part of a broader strategy to advance neighborhood revitalization through cross-sector community-based partnerships. The grant extension will allow for additional time to continue programming and fully expend funding.

APPROVED FOR FUNDS BY FINANCE**AUDITS NOTED THE NO-COST TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Adjustment Notice from the Department of Justice, for the "McElderry Park Revitalization Coalition" Project, Award #2012-AJ-BX-0014.

MINUTES

Mayor's Office on Criminal Justice - Ratify Grant Adjustment
Notice

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Grant Adjustment Notice (GAN) from the Governor's Office of Crime Control and Prevention for the "Citywide Child Protection Review" project, Award #BJAG-2012-0057. The GAN extends the period of the grant through September 30, 2015.

AMOUNT OF MONEY AND SOURCE:

\$0.00 - 4000-477515-2252-688000-600000

BACKGROUND/EXPLANATION:

On February 25, 2015, the Board approved the "Citywide Child Protection Review" program. This program works to strengthen the collaboration of Baltimore City government and other stakeholders serving children. The program will provide support and expansion of child abuse and child witness to violence services throughout Baltimore City in accordance with the goals of the Governor's Office of Crime Control and Prevention and the Byrne-Justice Assistance Grant Program of the Department of Justice. Grant funds will provide personnel support and contractual services. The period of the grant ended on May 31, 2015. This GAN will extend the period through September 30, 2015.

The GAN is late because of delays in the receipt of the award documents.

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE NO-COST TIME EXTENSION.

MINUTES

Mayor's Office on Criminal Justice - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Adjustment Notice from the Governor's Office of Crime Control and Prevention for the "Citywide Child Protection Review" project, Award #BJAG-2012-0057.

MINUTES

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

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

AGREEMENTS

1. **MARIAN HOUSE, INC.** **\$561,554.00**

Account: 4000-496315-3573-591219-603051

The organization will provide permanent housing and supportive services to 30 families or individuals. The period of the Agreement is August 1, 2015 through July 31, 2016.

MWBOO GRANTED A WAIVER.

A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.

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. Her correspondence has been sent to the appropriate agency and/or committee which will respond directly to Ms. Trueheart.

2. **GOVANS ECUMENICAL DEVELOPMENT CORPORATION** **\$ 33,850.50**

Account: 4000-496215-3573-267850-603051

The organization will provide permanent housing and supportive services to six families and 24 individuals. The period of the Agreement is August 1, 2015 through July 31, 2016.

Kim A. Trueheart

July 28, 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 a lack of vision, poor fiscal planning and management and failure to capitalize on strategic investment opportunities in our youth by the Mayor of Baltimore City and the various Departments and Agencies.

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. Page 41, Mayor's Office of Human Services (MOHS) – Agreements and Amendment to Agreement, if approved:
 - i. This agreement states: "HealthCare Access Maryland, Inc. will use the funds to provide outreach for the homeless. The organization will serve 100 homeless persons living on the streets."
 - ii. This action appears to lack specific guidance outlining the required level of outreach to be performed nor does it provide the type of services to be performed,
3. How the protestant will be harmed by the proposed Board of Estimates' action: MOHS continues to demonstrate an inability to administer the City's Homeless Services Program towards ending homelessness in Baltimore City. Based on the BAD outcomes that continue to be produced by this office this action should NOT be approved. The critical need being filled by this funding demands the utmost scrutiny by this board. Proper administration of these funds allocated to organizations that successfully meet the critical service need to achieve the "Housing First" objective to end homelessness is necessary and strict internal management controls must be in place within the MOHS. MOHS has NOT demonstrated proper stewardship of scarce funds and has continued its flawed financial management practices that circumvent more fiscally sound procedures.
4. The remedy I seek and respectfully request is: This action be placed on the "Non-Routine" agenda and that the MOHS is requested to make an oral presentation, for public awareness, of its funding allocation formula for providing funds to homeless providers who deliver "housing assistance and support services".

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on July 29, 2015.

5519 Belleville Ave
Baltimore, MD 21207

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

MOHS - cont'd

3. **HEALTHCARE ACCESS MARYLAND, INC.** **\$124,300.00**

Account: 4000-480015-3571-333610-603051

HealthCare Access Maryland, Inc. will use the funds to provide outreach for the homeless. The organization will serve 100 homeless persons living on the streets. The period of the Agreement is July 1, 2015 through June 30, 2016.

MWBOO GRANTED A WAIVER.

A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.

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. Her correspondence has been sent to the appropriate agency and/or committee which will respond directly to Ms. Trueheart.

HEAD START PROGRAM GRANT AGREEMENTS

4. **DAYSPRING PROGRAMS, INC.** **\$2,220,750.00**

Account: 4000-486316-6051-515600-603051

On May 27, 2015, the Board approved a two-month advance of funds to Dayspring Programs, Inc. in the amount of \$444,150.00. Under the terms of the Agreement, the funds will be used for the operational costs of the Head Start Center. The program will maintain a full enrollment of 329 Head Start eligible children and provide services for six hours a day, five days a week for 170 days of the year. This agreement will make the total contract amount \$2,664,900.00. The period of the Agreement is July 1, 2015 through June 30, 2016.

Kim A. Trueheart

July 28, 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 a lack of vision, poor fiscal planning and management and failure to capitalize on strategic investment opportunities in our youth by the Mayor of Baltimore City and the various Departments and Agencies.

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. Page 41, Mayor's Office of Human Services (MOHS) – Agreements and Amendment to Agreement, if approved:
 - i. This agreement states: "HealthCare Access Maryland, Inc. will use the funds to provide outreach for the homeless. The organization will serve 100 homeless persons living on the streets."
 - ii. This action appears to lack specific guidance outlining the required level of outreach to be performed nor does it provide the type of services to be performed,
3. How the protestant will be harmed by the proposed Board of Estimates' action: MOHS continues to demonstrate an inability to administer the City's Homeless Services Program towards ending homelessness in Baltimore City. Based on the BAD outcomes that continue to be produced by this office this action should NOT be approved. The critical need being filled by this funding demands the utmost scrutiny by this board. Proper administration of these funds allocated to organizations that successfully meet the critical service need to achieve the "Housing First" objective to end homelessness is necessary and strict internal management controls must be in place within the MOHS. MOHS has NOT demonstrated proper stewardship of scarce funds and has continued its flawed financial management practices that circumvent more fiscally sound procedures.
4. The remedy I seek and respectfully request is: This action be placed on the "Non-Routine" agenda and that the MOHS is requested to make an oral presentation, for public awareness, of its funding allocation formula for providing funds to homeless providers who deliver "housing assistance and support services".

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on July 29, 2015.

5519 Belleville Ave
Baltimore, MD 21207

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

MOHS - cont'd

FOR FY 2016, THE MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$31,467.00, AS FOLLOWS:

MBE: \$8,544.69

WBE: \$3,164.70

5. UNION BAPTIST CHURCH-SCHOOL, INC. \$1,181,250.00

Account: 4000-486316-6051-515600-603051

On May 27, 2015, the Board approved a two-month advance of funds to the Union Baptist Church-School, Inc. in the amount of \$236,250.00. Under the terms of the agreement, Union Baptist Church-School, Inc. will use the funds to operate its Head Start program for 329 eligible children in Baltimore City. The organization will provide services six hours a day, five days a week for 170 days of the year.

This agreement will make the total contract amount \$1,417,500.00. The period of the agreement is July 1, 2015 through June 30, 2016.

FOR FY 2016, THE MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$58,843.00, AS FOLLOWS:

MBE: \$15,887.61

WBE: \$ 5,884.30

MINUTES

MOHS - cont'd

6. **LINDA WICKLEIN** \$ 20,000.00

Account: 1001-000000-1772-512700-603051

Under the terms of this Consultant Agreement, Ms. Wicklein will conduct classroom observations, mentor and coach Head Start teaching staff, and provide other technical assistance and training for the Head Start programs of the City. The period of the Agreement is July 1, 2015 through June 30, 2016.

MBE/WBE PARTICIPATION:

N/A

7. **LINDA WICKLEIN** \$ 40,000.00

Account: 4000-486316-6051-452200-603051

Under the terms of this Consultant Agreement, Ms. Wicklein will conduct classroom observations, provide guidance, technical support, training and, oversight for three Baltimore City Head Start programs. She will provide all necessary reports based on all services provided. The period of the Agreement is July 1, 2015 through June 30, 2016.

MBE/WBE PARTICIPATION:

N/A

MINUTES

MOHS - cont'd

AMENDMENT TO AGREEMENT

8. **ST. VINCENT DE PAUL OF BALTIMORE** **\$ 49,307.50**

Account: 4000-496214-3573-591447-603051

On February 25, 2015, the Board approved the original Agreement in the amount of \$49,307.50 for the period August 1, 2014 through July 31, 2015. The Agreement showed the incorrect grant number of MD0089L3B011306 on the award. This Amendment to Agreement will correct the grant number to MD0039L3B011306. All other terms and conditions of the original Agreement remain unchanged.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Agreements and the Amendment to Agreement. Item Nos. 1 and 3 were **DEFERRED** until August 12, 2015.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- | | | |
|--|--------------|----------|
| 1. AMERICA ON DEMAND OF
MARYLAND, INC. | \$ 21,456.00 | Increase |
| Contract No. 07000 - Storekeeper - Department of General Services - Req. No. R678596 | | |

On October 15, 2014, the Board approved the initial award in the amount of \$26,000.00. This increase in the amount of \$21,456.00 is necessary because the Department of General Services underestimated the hours needed for temporary Storekeepers. This increase in the amount of \$21,456.00 will make the award amount \$47,456.00. The contract expires on October 14, 2015.

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|---|-------------|---------|
| 2. PREFERRED CLEANING, LLC | \$ 9,100.00 | Renewal |
| Contract No. 07000 - Janitorial Services - 2700 N. Charles Street, Suite 201 - Department of Housing & Community Development-Home Energy - Req. No. R608430 | | |

On August 30, 2012, the City Purchasing Agent approved the initial award in the amount of \$8,400.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$9,100.00 is for the period August 1, 2015 through August 30, 2016.

- | | | |
|---|--------------|---------|
| 3. DISTRICT HEALTH &
JANITORIAL SUPPLY, INC. | \$125,000.00 | Renewal |
| Contract No. B50002368 - Furnishing and Delivering Incontinent Products & Dressings - Baltimore City Health Department - P.O. No. P521580 | | |

On September 26, 2012, the Board approved the initial award in the amount of \$82,543.00. The award contained three 1-year renewal options. Subsequent actions have been approved.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

This final renewal in the amount of \$125,000.00 is for the period October 1, 2015 through September 30, 2016. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

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|----|--|---------|---------|
| 4. | XYLEM DEWATERING SOLUTIONS,
INC. d/b/a GODWIN PUMPS
OF AMERICA, INC. | \$ 0.00 | Renewal |
| | Contract No. 08000 - Service/Labor/Repair Parts for Godwin Pumps - Department of Public Works, Bureau of Solid Waste - P.O. No. 527885 | | |

On June 25, 2014, the Board approved the initial award in the amount of \$240,000.00. The award contained three 1-year renewal options. This renewal in the amount of \$0.00 is for the period June 25, 2015 through June 24, 2016, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

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|----|---|--------------|---------|
| 5. | PITNEY-BOWES, INC. | \$ 23,546.00 | Renewal |
| | Contract No. 08000 - Software Maintenance Services for PX Mailing System Agreement - Department of Public Works, Water and Wastewater Division - P.O. No. P526181 | | |

On January 8, 2014, the Board approved the initial award in the amount of \$47,092.00.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONSVENDOR AMOUNT OF AWARD AWARD BASISBureau of Purchases

The award contained three 1-year renewal options. This renewal in the amount of \$23,546.00 is for the period July 14, 2015 through July 13, 2016, with two 1-year renewal options remaining.

6.	EASTERN SALT COMPANY, INC.	\$ 600,000.00 3,400,000.00 <u>\$4,000,000.00</u>	Ratification & Renewal
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Contract No. B50002086 - Salt for Snow Melting - Department of Transportation - P.O. No. P518444

On October 12, 2011, the Board approved the initial award in the amount of \$6,100,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. The ratification is necessary to pay for outstanding invoices for the additional salt supplied for the last snow season and also for building up inventory for the coming snow season. The period of the ratification is March 4, 2015 through July 29, 2015. The period of the renewal is November 1, 2015 through October 31, 2016, with no renewal options remaining.

MWBOO SET GOALS OF 5% MBE AND 2% WBE.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Jeffrey's Trucking	5%	\$ 7,814.24	0.2%
CBY Enterprises, Inc.	0%	427,594.77	10.1%
	5%	<u>\$435,409.01</u>	10.3%

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD		AWARD BASIS
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Bureau of Purchases

		<u>Commitment</u>	<u>Performed</u>	
WBE: Fallsway Construction	0%	\$126,587.05		3.0%
Valentine Transportation	2%	26,313.27		0.6%
	2%	\$152,900.32		3.6%

MWBOO FOUND VENDOR IN COMPLIANCE.

- POTTER AND PARSONS, INC. \$ 72,000.00 Selected Source
 Contract No. 06000 - Patterson Pump Parts - Department of Public Works - Waste Water Facilities - Req. No. R704453

These parts which have a long lead time, are essential in keeping two of the four Patterson sewage pumps at the Dundalk Pumping Station in service.

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.

- PARKSON CORPORATION \$369,032.00 Agreement
 Contract No. 08000 - Parts for Fine Screen Assemblies - Department of Public Works Water Facilities - Req. Nos. R696792 and R696813

The Board is requested to approve and authorize execution of an Agreement with Parkson Corporation. The period of the Agreement is July 29, 2015 through July 28, 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>
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Bureau of Purchases

The City's Back River Water Treatment Plant includes Aqua Guard Continuous Self-Cleaning Bar/Filter Screens, which require periodic refurbishment with parts, which are exclusively available from the original equipment manufacturer.

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.

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| 9. | <u>DRAEGER SAFETY, INC.</u> | <u>\$ 130,000.00</u> | <u>Increase</u> |
| | Contract No. B50002662 - Thermal Imaging Cameras - Baltimore City Fire Department - P.O. No. P522273 | | |

On December 19, 2012, the Board approved the initial award in the amount of \$225,000.00. The award contained four 1-year renewal options. Due to acceptance of the Fire Act grant this increase in the amount of \$130,000.00 will allow the Fire Department to purchase an additional 40 thermal imaging cameras. This increase will make the award amount \$580,000.00. The contract expires December 18, 2015, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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|---|----------------|-----------------------|
| 10. BASF
CORPORATION | \$1,500,000.00 | Increase &
Renewal |
| Contract No. B50002625 - Polymeric Flocculant for
Centrifuge Dewatering - Department of Public Works - P.O.
No. P521816 | | |

On October 24, 2012, the Board approved the initial award in the amount of \$499,502.00. The award contained two 2-year renewal options. On September 11, 2013, the Board approved the first renewal in the amount of \$1,000,000.00. Due to increased usage, an increase and renewal in the amount of \$1,500,000.00 is necessary. This increase will make the award amount \$2,999,502.00. This final renewal is for the period November 1, 2015 through October 31, 2017. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

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| 11. CITIZENS PHARMACY
SERVICES, INC. | \$200,000.00 | Increase |
| Contract No. B50001659 - Pharmaceuticals for the Fire
Department - Fire Department - P.O. No. P515473 | | |

On November 24, 2010, the Board approved the initial award of this competitively bid contract in the amount of \$300,000.00. The award contained four 1-year renewal options. All renewals have been exercised. Due to an increase in usage, an increase in the amount of \$200,000.00 is necessary. This increase will make the award amount \$1,700,000.00. The contract expires on November 30, 2015 with no renewal options. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

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|--|----------------|----------|
| 12. MARYLAND INDUSTRIAL TRUCKS, INC. | \$1,871,296.00 | Increase |
| Contract No. B50003578 - Street Sweeper Trucks - Department of General Services - P.O. No. P528465 | | |

On August 13, 2014, the Board approved the initial award in the amount of \$2,837,174.00. This increase in the amount of \$1,871,296.00 is necessary to purchase eight street sweeper trucks, which will replace older equipment in the City's fleet as part of Fleet Management's planned replacement program. This increase in the amount of \$1,871,296.00 will make the award amount \$4,708,470.00. The contract expires on August 12, 2015. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

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|---|----------------|----------|
| 13. MARYLAND INDUSTRIAL TRUCKS, INCORPORATED | \$4,434,696.00 | Increase |
| Contract No. B50003694 - 16 Cubic Yard Rear Loading Refuse Collection Truck - Department of General Services - P.O. No. P528834 | | |

On September 17, 2014, the Board approved the initial award in the amount of \$1,642,480.00. This increase in the amount of \$4,434,696.00 is necessary to purchase 27 refuse trucks, which will replace older equipment in the City's fleet, as part of Fleet Management's planned replacement program. This increase will make the award amount \$6,077,176.00. The contract expires on September 16, 2015. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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| 14. SIRCHIE ACQUISITION
COMPANY, LLC | \$ 40,000.00 | Increase |
| Contract No. B50001635 - Forensic Supplies for Mobile Crime Lab - Police Department - P.O. No. P514829 | | |

On September 22, 2010, the City Purchasing Agent approved the initial award in the amount of \$16,000.00. The award contained five 1-year renewal options. Subsequent actions have been approved. This increase in the amount of \$40,000.00 is necessary to maintain supplies for continued maintenance services. This increase will make the award amount \$120,000.00. The contract expires on September 28, 2015, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

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| 15. TURBOMECA USA, INC. | \$175,110.00 | Increase |
| Contract No. 08000 - Helicopter Engine Repair Parts - Baltimore City Police Department - P.O. No. P521877 | | |

On November 7, 2012, the Board approved the initial award in the amount of \$410,000.00. This increase in the amount of \$175,100.00 is necessary to maintain supplies for continued maintenance services. This increase will make the award amount \$585,110.00. The contract expires on October 30, 2015 with two 2-year renewal options remaining.

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.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

16. BOUND TREE MEDICAL, LLC	\$100,000.00	
MIDWEST MEDICAL SUPPLY CO., L.L.C.	100,000.00	
MOORE MEDICAL LLC	75,000.00	
	<u>\$275,000.00</u>	Increase

Contract No. B50002139 - Emergency Medical Supplies -
Baltimore City Fire Department - P.O. Nos. P518749, P518750
and P518751

On November 23, 2011, the Board approved the initial award in the amount of \$550,000.00. The award contained five 1-year renewal options. Subsequent actions have been approved. This increase in the amount of \$275,000.00 is necessary to continue to outfit EMS Units with consumable supplies and equipment. This increase will make the award amount \$1,995,000.00. The contract expires on November 22, 2015 with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

17. DEPENDABLE SERVICES GROUP, LLC	\$ 0.00	
TRUSTWORTHY STAFFING SOLUTIONS, LLC	0.00	
PERSONAL TOUCH HOME AIDES OF BALTIMORE, INC.	170,000.00	
CHESAPEAKE MEDICAL STAFFING, LLC	0.00	
	<u>\$ 170,000.00</u>	Increase

Contract No. B50002394 - Personal Care and Homemaker
Services - Health Department - P.O. Nos. P522163 and
P522029

MINUTES**INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS**

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

On October 17, 2012, the Board approved the initial award in the amount of \$432,525.00. The award contained two 2-year renewal options. Subsequent actions have been approved. This increase in the amount of \$170,000.00 is necessary to continue to provide homemaker and personal care services to Senior Care clients. This increase will make the award amount \$2,571,470.00. The contract expires on October 15, 2016, with one 2-year renewal option remaining.

MWBOO GRANTED A WAIVER.

- | | | |
|---|---------|-------------------------|
| 18. BALTIMORE MEINEKE,
LLC | \$ 0.00 | Assignment
Agreement |
| Solicitation No. B50001978 - Motor Vehicle Exhaust System Repairs - Department of General Services, Fleet Management - P.O. No. P517917 | | |

The Board is requested to approve and authorize execution of the Consent to Assignment with Baltimore Meineke, LLC. The contract expires on October 31, 2015, with one 1-year renewal option remaining.

On February 18, 2009, the Board approved an award to Meineke Car Care Centers, LLC. Baltimore Meineke, LLC has acquired the rights, title, and interest in Meineke Car Care Centers, LLC and is requesting assignment of Contract B50001978.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

UPON MOTION duly made and seconded, the Board approved the Informal Awards, Renewals, Increases to Contracts and Extensions. The Board further approved and authorized execution of the Agreement with Parkson Corporation (item no. 8) and the Assignment Agreement with Baltimore Meineke, LLC (item no. 18).

MINUTES

Department of Public Works/Office - Amendment No. 5 to
of Engineering and Construction Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 5 to WC 1120, Guilford Pumping Station Rehabilitation Design with Hatch Mott MacDonald. The current contract expires September 4, 2015. The Amendment No. 5 extends the agreement through February 4, 2016.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On November 2, 2010, the Board approved the contract with this consultant to provide design improvements to the existing Guilford Pumping Station. The Department would like to extend this contract for a period of six months to have enough time to complete bid phase services after the project is advertised for the construction.

MBE/WBE PARTICIPATION:

The Consultant will continue to comply with all terms and conditions of the MBE/WBE goals in accordance with Baltimore City Code, Article 5, Subtitle 28.

APPROVED FOR FUNDS BY FINANCE**AUDITS NOTED THIS TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 5 to WC 1120, Guilford Pumping Station Rehabilitation Design with Hatch Mott MacDonald.

MINUTES

Department of Public Works/Office - Amendment No. 2 to
of Engineering and Construction Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 2 to Agreement with Hazen & Sawyer PC, for Project 1116HS, Design of Improvements to the Jones Falls Sewershed Collection System. The amendment extends the period of the agreement through August 16, 2017.

AMOUNT OF MONEY AND SOURCE:

\$174,218.04 - 9956-907643-9551-900020-702064

BACKGROUND/EXPLANATION:

The Board approved the original agreement on August 18, 2010 for the provision of engineering services for the Improvements to the Jones Falls Sewershed Collection System. The Amendment No. 1 was approved on August 14, 2013 to allow the consultant to provide additional engineering services to complete the Post Award Phase. The agreement ends on August 17, 2015. The construction duration has been extended and the Amendment No. 2 to Agreement will allow the Consultant to continue to provide post award engineering services which include but are not limited to attending additional progress meetings, site visits, responding to request for information, review of submittals, technical consultations, review of proposed change orders, and review of post-rehabilitation videos.

The two-year time extension will allow the consultant to attend the final acceptance walk-through which occurs one year after construction is completed (warranty period).

MBE/WBE PARTICIPATION:

The Consultant will continue to comply with all terms and conditions of the MBE/WBE goals in accordance with Baltimore City Code, Article 5, Subtitle 28.

MINUTES

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

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 2 to Agreement with Hazen & Sawyer PC, for Project 1116HS, Design of Improvements to the Jones Falls Sewershed Collection System.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 029 to EBA Engineering, Inc., under Project 1174, On-Call Material Testing and Inspection Services.

AMOUNT OF MONEY AND SOURCE:

\$ 37,235.91	-	9960-904694-9557-900010-705032
8,358.44	-	9956-902685-9551-900020-705032
40,495.37	-	9956-904539-9551-900020-705032
41,544.21	-	9960-910703-9557-900020-705032
11,350.27	-	9960-910720-9557-900020-705032
176,679.54	-	9956-918616-9551-900020-705032
38,690.70	-	9960-905658-9557-900020-705032
6,612.10	-	2071-000000-5521-608903-705032
97,437.88	-	9956-905620-9551-900020-705032
91,266.88	-	9956-903654-9551-900020-705032
15,023.49	-	9960-910703-9557-900020-705032
\$564,694.79		

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction is requesting EBA Engineering, Inc. to provide a credit of unused funds from Tasks Nos. 004, 009, 012, 015, 016, 017, 018, 019, 022, 024, and 025. This agreement will expire on February 6, 2016. This credit will increase the remaining agreement upset limit and allow other tasks to be developed.

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 029 to EBA Engineering, Inc., under Project 1174, On-Call Material Testing and Inspection Services.

MINUTES

Department of Public Works - Demand Response and Building
Automation Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Demand Response and Building Automation Grant Agreement with the Maryland Energy Administration. The period of the agreement is upon Board approval through February 15, 2017.

AMOUNT OF MONEY AND SOURCE:

\$500,000.00 - 5000-584216-1981-778900-600000

BACKGROUND/EXPLANATION:

The Maryland Energy Administration has awarded the Department of Public Works, Office of Sustainable Energy a grant in an amount not to exceed \$500,000.00 to complete a project to enhance the City's Demand Response Program by engaging more buildings in Demand Response and Smart Energy Analytics by installing a dashboard software solution for real-time energy data management in City facilities.

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 Demand Response and Building Automation Grant Agreement with the Maryland Energy Administration.

MINUTES

Fire Department - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize an Expenditure of Funds to pay the death benefit to the estate of Mr. Nicholas Hemingway, Paramedic, as provided in the Memorandum of Understanding between the Mayor and City Council of Baltimore and the Baltimore Fire Fighter's Local 734, IAFF (FY-2014-2016).

AMOUNT OF MONEY AND SOURCE:

\$46,045.00 - 1001-000000-2121-226400-602016

BACKGROUND/EXPLANATION:

Mr. Hemingway died in the line-of-duty on Friday, July 17, 2015. Although he was a probationary employee, the Fire Department wishes to extend the contractual death benefit to his estate for his line-of-duty death. The contractual death benefit is the deceased member's total annual salary of \$44,545.00 plus an additional \$1,500.00.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized the Expenditure of Funds to pay the death benefit to the estate of Mr. Nicholas Hemingway, Paramedic, as provided in the Memorandum of Understanding between the Mayor and City Council of Baltimore and the Baltimore Fire Fighter's Local 734, IAFF (FY-2014-2016).

MINUTES

Department of Transportation - Developer's Agreement No. 1388

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Developer's Agreement No. 1388 with FC 1812 Ashland Avenue, LLC.

AMOUNT OF MONEY AND SOURCE:

\$263,555.28

BACKGROUND/EXPLANATION:

The Developer would like to install new water service to its proposed new building located in the vicinity of 1812 Ashland Avenue, Baltimore, MD 21216. This Developer's Agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$263,555.28 has been issued to FC 1812 Ashland Avenue, LLC which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

City funds will not be utilized for this project, therefore, MBE/WBE participation is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of Developer's Agreement No. 1388 with FC 1812 Ashland Avenue, LLC.

MINUTESDepartment of Transportation - 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. 55 Market Place	Market Place Commercial Limited Partnership	Outdoor Seating 30'x4'

Annual Charge: \$897.50

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

There being no objection, the Board, UPON MOTION duly made and seconded, approved the Minor Privilege Application.

MINUTES

Department of Transportation - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Expenditure of Funds to pay P. Flanigan & Sons, Inc. in connection with TR10307, SHA No. BC 315-095-815; FAP No. STP 000A (628) E, Resurfacing Highways Various Loc. SE Sector 4.

AMOUNT OF MONEY AND SOURCE:

\$47,920.66 - 9950-916080-9512-900020-702064

BACKGROUND/EXPLANATION:

On Wednesday, September 15, 2010, the Board awarded TR10307, Resurfacing Highways Various Loc. SE Sector 4, with a duration of 1,224 consecutive calendar days required before completing the contract on July 12, 2013. During the course of construction it was determined that various electrical materials purchased by the contractor, as instructed by the Department were not needed. The electrical materials were subsequently turned over to the Department's Traffic Division for use. After discovering this outstanding payment during the audit of the construction project, the Department is requesting additional funding in the amount of \$47,920.66.

This request is late because it was delayed until the audit was completed and all costs were verified and reconciled.

DBE PARTICIPATION: 30%

The contractor put forth Good Faith Efforts in achieving the established DBE goal, which was verified by the Department of Transportation.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Expenditure of Funds to pay P. Flanigan & Sons, Inc. in connection with TR10307, SHA No. BC 315-095-815; FAP No. STP 000A (628) E, Resurfacing Highways Various Loc. SE Sector 4.

MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 15 to Sabra Wang & Associates, Inc. under Project No. 1162, On-Call Consultant Services for Reconstruction and Resurfacing Projects.

AMOUNT OF MONEY AND SOURCE:

\$30,000.00 - 9950-904097-9508-900010-705032
30,547.00 - 9950-909608-9508-900010-705032
\$60,547.00

BACKGROUND/EXPLANATION:

This authorization provides for a Construction Project Manager for on-site support for Utility Coordination Services.

MBE/WBE PARTICIPATION:

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

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

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

DOT - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
1. \$ 30,000.00 FED	9950-902608-9509 Constr. Reserve - North Ave. (US1)	9950-909608-9508-5 Inspection North Ave. Streetscape

This transfer will fund the costs associated with Task No. 15 on Project 1162, Reconstruction and Resurfacing Projects On-Call Consultant Services with Sabra Wang & Associates, Inc.

2. \$27,600.00 FED	9950-904087-9509 Constr. Reserve Harford Road Bridge Over Herring Run	
6,900.00 <u>GF (HUR)</u>	" "	
<u>\$34,500.00</u>	-----	9950-904097-9508-5 Inspection Harford Road Bridge Over Herring Run

This transfer will fund costs associated with Task No. 15 Project No. 1162 Reconstruction and Resurfacing Projects On-Call Consultant Services with Sabra Wang and Associates, Inc.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 15 to Sabra Wang & Associates, Inc. under Project No. 1162, On-Call Consultant Services for Reconstruction and Resurfacing Projects. The Transfer of Funds was approved,

MINUTES

DOT - cont'd

SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTESDepartment of Transportation - Task Assignment**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 1 to Johnson, Mirmiran and Thompson, Inc. (JMT) under Project No. 1217, On-Call Construction Project Management Services.

AMOUNT OF MONEY AND SOURCE:

\$ 50,000.00	-	9950-902315-9506-900020-703032
50,000.00	-	9950-902256-9508-900020-703032
39,423.51	-	9950-905023-9508-900020-703932
10,000.00	-	9950-909608-9508-900020-703032
\$149,423.51		

BACKGROUND/EXPLANATION:

This authorization is for continued assistance to the Department's Engineering and Construction Division. The JMT will provide Planning and Project Controls Services in connection with the adaption of Oracle-Primavera CM14.

MBE/WBE PARTICIPATION:

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

MWBOO SET GOALS OF 22% MBE AND 10% WBE.

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

DOT - cont'd

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 1 to Johnson, Mirmiran and Thompson, Inc. under Project No. 1217, On-Call Construction Project Management Services.

MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 6 to HAKS Engineers, Inc. under Project No. 1162, On-Call Consultant Services for Reconstruction and Resurfacing Projects.

AMOUNT OF MONEY AND SOURCE:

\$109,423.40 - 9950-916080-9512-900010-705032

BACKGROUND/EXPLANATION:

This authorization provides for a Traffic Engineer to assist the Traffic Division with various projects.

MBE/WBE PARTICIPATION:

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

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

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 6 to HAKS Engineers, Inc. under Project No. 1162, On-Call Consultant Services for Reconstruction and Resurfacing Projects.

MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 3 to Toole Design Group, LLC under Project No. 1179, On-Call Livable Streets Planning and Engineering Services.

AMOUNT OF MONEY AND SOURCE:

\$65,225.29 - 9950-904180-9527-900020-703032

BACKGROUND/EXPLANATION:

This authorization provides for the development of a signal plan for the Maryland Avenue/Cathedral Street Cycle track.

MBE/WBE PARTICIPATION:

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

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

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

MINUTESDOT - cont'd**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 71,747.82	9950-921019-9509	9950-904180-9527-3
GF (HUR)	Constr. Reserve - Bike Master Plan	Design and Study Downtown Bicycle Network

This transfer will fund the costs associated with Task No. 3 on Project 1179, On-Call Livable Streets Planning and Engineering Services with Toole Design Group, LLC.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 3 to Toole Design Group, LLC under Project No. 1179, On-Call Livable Streets Planning and Engineering Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 28 to Whitman, Requardt & Associates, under Project No. 1161, On-Construction Management Services.

AMOUNT OF MONEY AND SOURCE:

\$40,000.00 - 9962-909063-9562-900020-705032
59,355.48 - 9962-907066-9562-900020-705032
\$99,355.48

BACKGROUND/EXPLANATION:

This authorization provides for a construction project engineer to provide oversight for three conduit projects, also known as contract numbers TR14009, TR15018, and TR15019.

MBE/WBE PARTICIPATION:

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

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

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

DOT - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$159,919.47	9962-941002-9563	
Other	Constr. Reserve - Conduit Replacement Program	
\$ 94,628.44	-----	9962-909063-9562-5 Inspection - Conduit System Reconstruction
<u>65,291.03</u>	-----	9962-907066-9562-5 Conduit System Construction at Various Locations
\$159,919.47		

This transfer will cover the deficit and fund the costs associated with Task No. 28 on Project 1161 On-Call Construction Management Services with Whitman, Requardt & Associates, LLP.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the assignment of Task No. 28 to Whitman, Requardt & Associates, under Project No. 1161, On-Construction Management Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Department of Transportation (DOT) - Task Assignment No. 5

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 5 to Rummel, Klepper & Kahl, LLP/Johnson, Mirmiran & Thompson, Inc. Joint Venture, under Project No. 1175, On-Call Bridge Design Services.

AMOUNT OF MONEY AND SOURCE:

\$56,581.29 - 9950-902412-9506-900010-705032

BACKGROUND/EXPLANATION:

This authorization provides for claim analysis services for Project TR 20350, Frederick Avenue Bridge Replacement.

MBE/WBE PARTICIPATION:

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

MBE: 27.00%

WBE: 10.00%

MWBOO GRANTED APPROVAL.

APPROVED FOR FUNDS BY FINANCE

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

THE TRANSFER OF FUNDS IN THE AMOUNT OF \$7,357,750.22 WAS APPROVED BY THE BOARD ON JUNE 10, 2015.

MINUTES

DOT - cont'd

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 5 to Rummel, Klepper & Kahl, LLP/Johnson, Mirmiran & Thompson, Inc. Joint Venture, under Project No. 1175, On-Call Bridge Design Services.

MINUTES

PERSONNEL MATTERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

2646 - 2667

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

The President **ABSTAINED** on item nos. 29 and 30.

The Comptroller **ABSTAINED** on item no. 1 and

item no. 9. The following items were

WITHDRAWN: item nos. 15, 16, 17, 18, and 19.

MINUTES

PERSONNEL

Department of Communication Services/
Municipal Telephone Exchange

	<u>Hourly Rate</u>	<u>Amount</u>
1. GWENDOLYN C. HARDIN	\$15.00	\$22,620.00

Account: 2039-000000-1330-158400-601009

Ms. Hardin will continue to work as a Contract Services Specialist II (Telephone Operator I). This salary is a 3% increase in the hourly rate from the previous contract period. Her duties will include, but will not be limited to operating a Centrex telephone console and computer terminal to answer incoming calls, making connections to complete incoming, outgoing, and extension to extension calls. She will also report telephone equipment that is out of order, answer calls for assistance and help from City residents, route calls to proper authorities and maintain confidentiality of phone calls between government and legal officials. These duties and salary are comparable to the class of Telephone Operator I. The period of the agreement is effective upon Board approval for one year.

State's Attorney Office

2. MARIA KEITH	\$26.93	\$50,846.00
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Account: 1001-000000-1150-118000-601009

Ms. Keith, retiree, will work as a Contract Services Specialist I (Investigator). Her duties will include, but will not be limited to assisting in preparing prosecution cases by locating persons of interest, researching pertinent documents, and verifying information. The period of the agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**Health DepartmentHourly RateAmount

In March 1999, the Board of Estimates approved a waiver of the AM 212-1 to hire retired Police Officers as Investigators for the Office of the State's Attorney with no restrictions on the number of work hours and rate of pay.

3. **WALTER D. WATTS** \$50.00 **\$52,000.00**

Account: 1001-000000-3030-271500-601009

Mr. Watts will work as a Contract Services Specialist II (Senior Advisor to the Health Commissioner). His duties will include, but will not be limited to advising the Commissioner on agency operations, strategy, and policy, external and intergovernmental relations, and managing high level special projects with senior staff. These duties and salary are comparable to the class of Operations Manager II. The period of the agreement is August 1, 2015 through July 31, 2016.

Baltimore City Police Department

4. **KIM D. TILGHMAN-STEVENSON** \$31.47 **\$60,000.00**

Account: 1001-000000-2041-196500-601009

Ms. Tilghman-Stevenson will work as a Contract Services Specialist II (Community Liaison). Her duties will include, but will not be limited to advising on and contributing to the development of outreach and engagement materials for the community in conjunction with select partners, connecting with local and community leaders to determine a strategic plan in engaging various communities to develop a local action plan.

MINUTES

PERSONNEL

Baltimore City Police Department - cont'd

Hourly Rate

Amount

She will also develop an outreach model with other stakeholders to employ a coordinated response to violent crime, coordinate efforts to promote involvement of community and faith-based organizations in providing community services with similar efforts of other local and state agencies, and assist in planning, coordinating, implementing, and monitoring special events, projects, or programs. The period of the agreement is May 18, 2015 through May 17, 2016.

This agreement is late because of the recent civil unrest. It was crucial that the BPD immediately begin mending the relationship between the BPD and the community.

Because of a miscommunication, Ms. Tilghman-Stevenson was brought on without an approved contract. The BPD apologizes for this oversight and will take corrective action to prevent this from happening in the future.

- 5. **NAWSATH BEGUM ASHARAFF** \$14.42 **\$30,000.00**

Account: 5000-587916-2013-212900-601009

Ms. Asharaff will continue work as a Contract Specialist II (Data Entry Operator) for the Ex-Parte/Protective Order Entry and/Service Initiative. She will check information in the database, file and maintain personal information, check orders and information upon Court request, and perform telephone duties. The period of the agreement is effective upon Board approval through June 30, 2016.

MINUTES**PERSONNEL**Mayor's Office on Criminal Justice

	<u>Hourly Rate</u>	<u>Amount</u>
6. JAMILLE PITTS	\$15.00	\$ 4,500.00

Account: 4000-476515-2252-690500-603018

Ms. Pitts will work as a Contract Services Specialist II (Visitation and Exchange Monitor). Her duties will include, but will not be limited to observing visitation sessions between visiting parents and children, intervening as necessary during visits or exchanges to address any concerns that may arise with parents and/or children, and keeping accurate and complete records of any safety concerns or potential problems that come up during a visitation session. She will also meet parents and/or children before and after visits to check in with them and refer them to needed services or programs, maintain clear and consistent communication with the on-site supervisor, on-site police, other monitors, and volunteers by phone, email or in person. She will coordinate the safety of visits, maintain client files, personal timesheets and invoices, discuss case progress and concerns with supervisors, and attend meetings about case status and other center operational issues. In addition, she will attend preliminary sessions and trainings as they arise, comply with all Visitation Center policies and procedures including confidentiality, safety, reporting procedures, administrative and operational duties. The period of the agreement is effective upon Board approval for one year.

7. AKILAH MUHAMMAD	\$15.00	\$ 4,500.00
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Account: 4000-476515-2252-690500-603018

Ms. Muhammad will work as a Contract Services Specialist II (Visitation and Exchange Monitor).

MINUTES**PERSONNEL**Mayor's Office on Criminal Justice - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
<p>Her duties will include, but will not be limited to observing visitation sessions between visiting parents and children, intervening as necessary during visits or exchanges to address any concerns that may arise with parents and/or children. She will keep accurate and complete records of any safety concerns or potential problems that come up during a visitation session. She will also meet parents and/or children before and after visits to check in with them and refer them to needed services or programs, maintain clear and consistent communication with the on-site supervisor, on-site police, other monitors, and volunteers by phone, email or in person. She will coordinate the safety of visits, maintain client files, personal timesheets and invoices, discuss case progress and concerns with supervisors, and attend meetings about case status and other center operational issues. In addition, she will attend preliminary sessions and trainings as they arise, comply with all Visitation Center policies and procedures including confidentiality, safety, reporting procedures, administrative and operational procedures. The period of the agreement is effective upon Board approval for one year.</p>		

8.	LINDA WRIGHT-FAIR	\$25.00	\$26,000.00
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Account: 1001-000000-2252-779100-601009

Ms. Wright-Fair will work as a Contract Services Specialist II (Juvenile Diversion Assessor). Her duties will include, but will not be limited to reviewing juvenile charging documents to confirm youth eligibility for the program, while inputting client's data into database.

MINUTES

PERSONNEL

Mayor's Office on Criminal Justice - cont'd

Hourly Rate

Amount

She will also provide referral information to the family and juvenile, maintain and update the referral resource database and compose monthly reports on clients. The period of the agreement is effective upon Board approval for one year.

Board of Liquor License Commissioners

AMENDMENT TO AGREEMENT

9.	WENDELL WRIGHT	\$15.00	\$ 2,400.00
10.	CLEVELAND BRISTER	\$15.00	\$ 2,400.00

Account No. 1001-000000-2501-259500-601063

On May 27, 2015, the Board approved the original agreement in the amount of \$3,600.00 each for Messrs. Wright and Brister, retirees, to work as Liquor Board Inspectors effective upon Board approval for 1 year. Their duties include visiting locations that have been issued special or one day licenses, monitoring the sale and service of alcohol at the one day licensed events or extensions of licenses, participating in undercover investigations, and completing inspection reports for licensed premises in the City.

This Amendment to Agreement increases the total number of hours worked from 20 hours to 40 hours per month and increases the maximum amount of the original agreement from \$3,600.00 to \$6,000.00.

MINUTES**PERSONNEL**Department of Recreation and Parks (R&P)

	<u>Hourly Rate</u>	<u>Amount</u>
11. ERIC BARLIPP	\$25.00	\$ 50,000.00

Account: 5000-577715-4781-363900-601009

Mr. Barlipp will continue to serve as a Contract Services Specialist II (Dog Park Administrative Coordinator and Utilities Coordinator). He will be responsible for negotiating terms and conditions of Memoranda of Understanding between the City and dog park support groups, identifying perspective sites, and facilitating construction designs for dog parks. He will also coordinate day-to-day expanded custodial maintenance of dog parks, striving to increase compliance of dog park rules by dog owners, research and implement new registration programs and motivational practices in order to provide more use accountability and to yield funds to support increased departmental maintenance.

In addition, Mr. Barlipp will perform an ongoing audit of the Department's electric and gas accounts in order to calculate actual usage to ensure that the Department is compensated for overpayment of utility bills, identify locations where energy meters no longer exist or properties on which the Department is paying but does not own the land, facilitate the installation of Smart Meters at the Department's properties, and review the Department's water and natural gas accounts. This is the same salary as in the previous contract period. The period of the agreement is effective upon Board approval for one year.

MINUTES

PERSONNEL

R&P - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
12. DESIREE SHELLEY	\$28.58	\$37,154.00
Accounts: 1001-000000-4783-583800-601009		\$18,577.00
6000-680416-4731-363403-601009		\$18,577.00

Ms. Shelley will continue to work as a Contract Services Specialist II (Project Coordinator). Her duties will include, but are not limited to assisting with the recruitment of teachers from target schools for the Student Restoring Urban Streams Program, facilitating the delivery of professional development activities, and assisting with the development of teachers' instructional resources that are aligned to State Environmental Literacy and National Common Core standards and goals. Ms. Shelley will also facilitate the development and implementation of School Green Team planting projects at target schools, facilitate information-sharing, and develop and disseminate mid-year and final project reports. In addition, she will maintain Green Team building relationships and assist with the coordination of YouthWorks crews. The period of the agreement is July 1, 2015 through June 30, 2016.

13. JAMAL JONES	\$14.00	\$26,684.00
Account: 6000-680815-4782-717100-601009		

Mr. Jones will work as a Contract Services Specialist II (Client Service Associate). His duties will include, but will not be limited to sales and coordinating rental and special events, making and/or taking potential customer calls, and selling event space and other equipment.

MINUTES**PERSONNEL**R&P - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
Mr. Jones will follow all standard policies and procedures in handling reservations, meet with clients to discuss the requirements for the event, such as the number of guests, appropriate size of the room, and costs. In addition, he will direct, coordinate, and arrange for meetings and special events of various sizes, and schedule facilities and services for both clients and internal organizations. The period of the agreement is effective upon Board approval for one year.		
14. LARRY WASHINGTON	\$12.00	\$ 22,880.00

Account: 6000-680815-4782-717100-601009

Mr. Washington will work as a Contract Services Specialist II (Visitor Services Associate). His duties will include, but will not be limited to locking all facilities at prescribed times including setting electronic alarms, and closing greenhouse facilities, including exterior vents. Mr. Washington will also provide supplemental heating support, unlock, and lock facilities for user groups and clients, provide assistance to user groups including table and chair set-up, and patrol grounds during open hours. He will also interact with visitors, provide visitor information and ensure appropriate use of grounds and facilities, remove trash and recycling from common interior areas, check special event area for trash and remove it, as needed, and provide parking assistance. The period of the Agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**Environmental Control Board (ECB)

	<u>Hourly Rate</u>	<u>Amount</u>
15. JOYCE R. LOMBARDI	\$90.00	\$149,760.00
16. KURT NACHTMAN	\$90.00	\$149,760.00
17. BELINDA MATLOCK	\$90.00	\$149,760.00
18. JEREMY ELDRIDGE	\$90.00	\$149,760.00
19. JAMES R. HOFFMAN	\$90.00	\$149,760.00

Account: 1001-000000-1170-138600-601009

The Environmental Control Board (ECB) requested a salary increase on April 29, 2015 in order to be competitive with the salary paid to other City and State Hearing Officers.

These individuals will continue to work as Contract Services Specialist II (Hearing Officers). Their duties will include, but are not limited to conducting hearings to make preliminary determinations as to whether citations issued by City Enforcement Officers comply with the Code, the ECB rules, and relevant court decisions. The Hearing Officers will also record all hearings, complete a Disposition Sheet, and submit written findings to the Executive Director of the ECB at the end of each day for each hearing that was conducted. The period of the Agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**Department of Public Works

	<u>Hourly Rate</u>	<u>Amount</u>
20. VICTORIA PUNG \$57,200.00	\$27.50	

Account: 1001-000000-1901-190400-601009

Ms. Pung will work as a Contract Services Specialist II (Administrative Analyst II). Her duties will include, but are not limited to planning, designing, and implementing new systems to meet the Department's goals for increased productivity or efficient operations, conducting special studies and investigations to devise systems and program policy strategies to meet current and projected needs. She will also use a variety of techniques to analyze problems and devise new systems including cost accounting, building mathematical or economic models, and recommending program changes to ensure compliance with City, State and Federal legislation, regulations and statutes.

21. a. Abolish the following position:

Position No.: 5501-42952

Classification: Laboratory Technician Administrator

Job Code: 71527

Grade: 936 (\$76,100.00 - \$121,700.00)

b. Create the following position:

Classification: General Counsel

Job Code: 10077

Grade: 936 (\$76,100.00 - \$121,700.00)

MINUTES**PERSONNEL**Department of Public Works - cont'd

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

Cost: (\$8,278.00) - 1001-000000-1901-736000-601001

22. a. Abolish the following position:

Position No.: 5541-47827

Classification: City Planner II

Job Code: 74137

Grade: 927 (\$60,800.00 - \$97,300.00)

b. Create the following position:

Classification: Paralegal

Job Code: 84241

Grade: 090 (\$44,858.00 - \$54,520.00)

c. Reclassify the following position:

Position No. 1901-22059

From: Office Supervisor

Job Code: 33215

Grade: 084 (\$35,564.00 - \$42,446.00)

To: Administrative Coordinator

Job Code: 31100

Grade: 087 (\$39,701.00 - \$47,990.00)

MINUTES**PERSONNEL**Department of Public Works - cont'd

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Cost: (\$19,634.00) - 1001-000000-1901-736000-601001
 \$ 5,298.00 - 1001-000000-1901-190300-601001

23. a. Abolish the following position:

Position No.: 5471-19933

Classification: Motor Vehicle Driver I
 Job Code: 54411
 Grade: 487 (\$31,221.00 - \$32,635.00)

b. Create the following position TBD:

Classification: Liaison Officer I
 Job Code: 84241
 Grade: 090 (\$44,858.00 - \$54,520.00)

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

Cost: \$17,845.00 - 2071-000000-5471-609300-601001

Office of the Labor Commissioner24. Create the following position TBD:

Classification: Office Assistant III
 Job Code: 33213
 Grade: 078 (\$29,378.00 - \$33,879.00)

MINUTES**PERSONNEL**Office of the Labor Commissioner - cont'd

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

Cost: \$49,453.00 - 1001-000000-1604-172500-601001

Mayor's Office of Human Services (MOHS)25. Reclassify the following position:

Position No.: 1911-14980

From: Human Service Worker I
Job Code: 84321
Grade: 556 (\$41,196.00 - \$47,423.00)

To: Human Service Worker II
Job Code: 84323
Grade: 558 (\$44,290.00 - \$51,445.00)

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

Cost \$2,935.00 - 5000-586214-1191-594300-601001

26. Reclassify the following position:

Position No.: 6501-48452

From: Accounting Assistant II
Job Code: 34132
Grade: 078 (\$29,672.00 - \$34,218.00)

MINUTES**PERSONNEL**MOHS - cont'd

To: Administrative Coordinator
 Job Code: 31100
 Grade: 087 (\$39,701.00 - \$47,990.00)

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

Cost \$5,550.00 - 4000-486315-6051-452200-601001

Enoch Pratt Free Library

27. a. Create the following position:

Classification: Library Grants Manager
 Job Code: 00726
 Grade: 903 (\$42,500.00 - \$68,000.00)

- b. Reclassify the following position:

Position No.: 4501-46151

From: Library Development Associate
 Job Code: 00678
 Grade: 087 (\$39,701.00 - \$47,990.00)

To: Library Grants Manager
 Job Code: 00726
 Grade: 903 (\$42,500.00 - \$68,000.00)

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

Cost: \$2,797.00 - 6000-674616-4501-338600-601001

MINUTES**PERSONNEL**Fire Department28. a. Create the following new classification:

Classification: Fire Captain Special Operations
Job Code: 41275
Grade: 342 (\$60,986.00 - \$75,222.00)

b. Reclassify the following position:

Position No.: 2133-13933

From: Fire Captain
Job Code: 41238
Grade: 342 (\$60,986.00 - \$75,222.00)

To: Fire Captain Special Operations
Job Code: 41275
Grade: 342 (\$60,986.00 - \$75,222.00)

There are no costs associated with these actions.

Office of the City Council President29. Reclassify the following position:

Position No.: 1000-47661

From: Office Assistant III
Job Code: 00708
Grade: 078 (\$29,672.00 - \$34,218.00)

To: Staff Assistant (Elected Official)
Job Code: 00138
Grade: 903 (\$42,500.00 - \$68,000.00)

MINUTES**PERSONNEL**

Office of the City Council President - cont'd

Position No.: 1000-33860

From: City Council Secretary
 Job Code: 10010
 Grade: 086 (\$38,152.00 - \$46,019.00)

To: Council Technician
 Job Code: 10209
 Grade: 093 (\$50,927.00 - \$62,096.00)

Cost: \$11,054.00 - 1001-000000-1000-104800-601001
 \$ 6,550.00 - 1001-000000-1000-107600-601001

30. Create the following position:

Classification: General Counsel
 Job Code: 10077
 Grade: 936 (\$76,100.00 - \$121,700.00)
 Position No.: To be assigned by BBMR

Cost: (\$150,473.00) - 1001-000000-1000-104800-601001

The classification and compensation for this position are determined in accordance with the Charter of Baltimore City, Article III § 15. This position is considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Department of Human Resources (DHR)

31. Reclassify the following position:

Position No.: 1601-50136

From: Training Officer
 Job Code: 33672
 Grade: 927 (\$60,800.00 - \$97,300.00)

MINUTES**PERSONNEL**DHR - cont'd

To: Operations Officer III
 Job Code: 31111
 Grade: 929 (\$64,600.00 - \$103,200.00)

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

Cost: \$6,261.00 - 1001-000000-1604-172500-601001

32. a. Create the following three positions:

Classification: Office Support Specialist I
 Job Code: 33211
 Grade: 071 (\$26,221.00 - \$29,311.00)

Classification: Office Support Specialist II
 Job Code: 33212
 Grade: 075 (\$27,929.00 - \$31,746.00)

Classification: Office Support Specialist III
 Job Code: 33213
 Grade: 078 (\$29,672.00 - \$34,218.00)

b. Re-title the following three classifications:

From: Office Assistant I
 Job Code: 33211
 Grade: 071 (\$26,221.00 - \$29,311.00)

To: Office Support Specialist I
 Job Code: 33211
 Grade: 071 (\$26,221.00 - \$29,311.00)

MINUTES**PERSONNEL**DHR - cont'd

From: Office Assistant II
 Job Code: 33212
 Grade: 075 (\$27,929.00 - \$31,746.00)

To: Office Support Specialist II
 Job Code: 33212
 Grade: 075 (\$27,992.00 - \$31,746.00)

From: Office Assistant III
 Job Code: 33213
 Grade: 078 (\$29,672.00 - \$34,218.00)

To: Office Support Specialist III
 Job Code: 33213
 Grade: 078 (\$29,672.00 - \$34,218.00)

c. Reclassify the following (118) positions:

From: Typist I
 Job Code: 33251
 Grade: 071 (\$26,221.00 - \$29,311.00)

To: Office Support Specialist I
 Job Code: 33211
 Grade: 071 (\$26,221.00 - \$29,311.00)

From: Typist II
 Job Code: 33252
 Grade: 075 (\$27,929.00 - \$31,746.00)

To: Office Support Specialist II
 Job Code: 33212
 Grade: 075 (\$27,929.00 - \$31,746.00)

MINUTES**PERSONNEL**Department of Human Resources - cont'd

(19) Position Numbers: 1540-47474; 3080-14775; 3100-50594;
 2602-15275; 5832-15276; 5832-15278;
 2602-15295; 5832-15450; 5833-33471;
 1191-33445; 1191-33446; 2042-18590;
 2044-19314; 2044-19318; 5501-23172;
 4803-24322; 1952-20363; 1952-20366;
 2391-47601

From: Typist III
 Job Code: 33253
 Grade: 078 (\$29,672.00 - \$34,218.00)

To: Office Support Specialist III
 Job Code: 33213
 Grade: 078 (\$29,672.00 - \$34,218.00)

(33) Position Numbers: 1602-33293; 1982-20084; 3100-14681;
 3021-14845; 3021-33397; 1773-18444;
 2602-15313; 1512-19471; 1191-14919;
 2003-16638; 2003-16639; 2003-16640;
 2042-18561; 2042-18564; 2042-18574;
 2042-18576; 2003-35265; 2042-47231;
 1901-22261; 5521-23522; 5521-23523;
 5521-23637; 2201-33663; 5471-48587;
 5471-48588; 5033-20012; 1952-20648;
 5000-21137; 2000-21142; 2011-21235;
 5480-21627; 2391-35882; 1850-25005

From: Word Processing Operator I
 Job Code: 33256
 Grade: 071 (\$26,221.00 - \$29,311.00)

To: Office Support Specialist I
 Job Code: 33211
 Grade: 071 (\$26,221.00 - \$29,311.00)

MINUTES**PERSONNEL**Department of Human Resources - cont'd

(0) Position Numbers

From: Word Processing Operator II
Job Code: 33257
Grade: 075 (\$27,929.00 - \$31,746.00)

To: Office Support Specialist II
Job Code: 33212
Grade: 075 (\$27,929.00 - \$31,746.00)

(19) Position Numbers: 2133-13941; 1890-19709; 7340-20056;
3001-14214; 3030-14512; 3080-14545;
3080-49155; 5833-15266; 5833-43533;
1901-20075; 5471-20560; 5153-21996;
1901-22605; 5501-23338; 5501-23462;
5601-23815; 5501-33678; 5501-34255;
2301-21039

From: Word Processing Operator III
Job Code: 33258
Grade: 078 (\$29,672.00 - \$34,218.00)

To: Office Support Specialist III
Job Code: 33213
Grade: 078 (\$29,672.00 - \$34,218.00)

MINUTES**PERSONNEL**Department of Human Resources - cont'd

(47) Position Numbers: 1602-47221; 1310-10161; 3191-14143;
1890-19698; 1982-33572; 2401-14242;
3021-14248; 3030-14774; 3112-37137;
3031-50216; 5832-15253; 5832-21897;
2602-33455; 5823-48542; 2042-18558;
2042-18559; 2042-18565; 2042-18575;
2044-19294; 2044-19295; 2044-19296;
2041-33499; 2042-33507; 2042-33508;
5601-20013; 5161-20466; 5521-22371;
5521-22372; 5501-23182; 5501-23452;
5601-23790; 5601-23814; 5501-23856;
5521-23857; 5601-23894; 5601-23936;
5153-33411; 1901-33697; 5601-33706;
5152-34728; 4711-24059; 4711-24069;
4803-24306; 4801-24307; 4791-24480;
4783-34674; 5033-21572

There are no costs associated with this action.

The Department of Human Resources is requesting the creation of the above three new classifications. These new classifications will assist the agencies in recruiting for non-specialized administrative support staff personnel.

These new classifications are a combination of nine different current administrative office support classifications and will perform a range of administrative support duties from answering the phones to responding to requests for information, generating complex reports, and drafting correspondence. Therefore, The Department of Human Resources respectfully requests the Board's approval of the above-listed class and position actions. Some positions assigned to these classifications are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

MINUTES

Department of Housing and Community Development - Request for an Extension to Submit Progress Report on the Audit Findings on the Low Income Home Energy Assistance Program

The Board is requested to grant a 60-day extension for the FY 13 Low Income Home Energy Assistance Program (LIHEAP) Audit - Progress Report that is due on July 29, 2015. The DHCD requests that the report due date be extended to the Board of Estimates' meeting on September 30, 2015.

The DHCD is currently working with the Mayor's Office of Human Services and the Department of Audits on various strategies and procedures, which address the progress to resolve the outstanding audit findings.

Because of the extensive research involved in this project, the DHCD is requesting that the Board grant an extension of 60-days for the DHCD report on resolution of the Audit Findings for the FY 13 LIHEAP Audit.

UPON MOTION duly made and seconded, the Board granted a 60-day extension for the FY 13 Low Income Home Energy Assistance Program (LIHEAP) Audit - Progress Report that is due on July 29, 2015. The Board also extended the report due date to the Board of Estimates' meeting on September 30, 2015.

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Land Disposition Agreement with Ms. Loren Duffy, Developer, for the sale of the City-owned vacant property located at 2215 Cedley Street.

AMOUNT OF MONEY AND SOURCE:

\$3,000.00 - Purchase Price

BACKGROUND/EXPLANATION:

The Developer will rehabilitate the vacant property. Once rehabilitated, the property will be sold to a homeowner. The Developer plans to invest a total of \$57,000.00 in rehabilitation costs for this project. The project will be privately financed.

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 PRICE DETERMINED BY THE WAIVER VALUATION PROCESS

The property was priced pursuant to the Appraisal Policy of Baltimore City at \$7,500.00 by using the Waiver Valuation Process. The property will be sold for \$3,000.00.

The property will be sold below the price determined by the Waiver Valuation because of the following reasons:

1. the sale and rehabilitation will help to promote a specific benefit to the immediate community,

MINUTES

DHCD - cont'd

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 properties on the City's tax rolls.

Pursuant to the provisions under the Baltimore City Code, Article 13 § 2-(h) (2) (ii) (c), all terms and conditions of the agreement were approved.

MBE/WBE PARTICIPATION:

The Developer will purchase this property for a price that is less than \$50,000.00 and will receive no 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 Ms. Loren Duffy, Developer, for the sale of the City-owned vacant property located at 2215 Cedley Street.

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:

2672 - 2673

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

Upon Motion duly made and seconded, the
Board **DEFERRED** item no. 4, B50004074, J.I.T.
Office Supplies, with Rudolph's Office and
Computer Supply, Inc. to August 12, 2015 and
extended the existing contract, B50001027, with
Rudolph's to August 12, 2015.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

- | | | | | |
|----|-----------------------------------|--------------------------|----|-----------|
| 1. | B50004118, Backhoe
With Loader | Correlli
Incorporated | \$ | 74,350.00 |
|----|-----------------------------------|--------------------------|----|-----------|

(Dept. of General Services)

MWBOO GRANTED A WAIVER.

- | | | | | |
|----|---|---------------------------------|----|-----------|
| 2. | B50004136, One Ton
Regular Cab Truck
with a Stake Body
and Lift Gate | Kip Killmon Louisa
Ford, LLC | \$ | 82,000.00 |
|----|---|---------------------------------|----|-----------|

(Dept. of General Services)

MWBOO GRANTED A WAIVER.

- | | | | | |
|----|--|-------------------|----|-----------|
| 3. | B50004119, Regular
Cab Truck with an
Open Utility Body | Cowles Ford, Inc. | \$ | 81,700.00 |
|----|--|-------------------|----|-----------|

(Dept. of General Services)

MWBOO GRANTED A WAIVER.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

4. B50004074, J.I.T. Rudolph's Office & \$9,000,000.00
Office Supplies Computer Supply,
Inc.

(City-wide)

MWBO SET GOALS AT 5% MBE AND 0% WBE.

MBE: Sue Ann's Office Supply, Inc. 5%

MWBO FOUND VENDOR IN COMPLIANCE.

**A PROTEST WAS RECEIVED FROM WHITEFORD, TAYLOR & PRESTON,
L.L.P. COUNSEL REPRESENTING MY OFFICE PRODUCTS, INC.**

WHITEFORD, TAYLOR & PRESTON L.L.P.

SEVEN SAINT PAUL STREET
BALTIMORE, MARYLAND 21202-1626

MAIN TELEPHONE (410) 347-8700
FACSIMILE (410) 752-7092

THURMAN W. ZOLLIFFER, JR.
DIRECT LINE (410) 347-9453
DIRECT FAX (410) 223-4353
TZollicoffer@wtplaw.com

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WWW.WTPLAW.COM
(800) 987-8705

July 28, 2015

VIA HAND DELIVERY

Clerk to the Board of Estimates
Board of Estimates
Room 204, City Hall
100 N. Holliday Street
Baltimore, MD 21202

The Honorable Joan Pratt
City Comptroller
100 N. Holliday Street
Room 204
Baltimore, MD 21202

The Honorable Stephanie Rawlings-Blake
Mayor's Office, City Hall
100 N. Holliday Street, Room 400
Baltimore, Maryland 21202

George Nilson, Esquire
City Solicitor
101 City Hall
Baltimore, Maryland 21202

The Honorable Bernard C. "Jack" Young
Baltimore City Council
Office of the President
City Hall
100 N. Holliday Street, Suite 400
Baltimore, Maryland 21202

Rudolph S. Chow, P.E.
Director of Public Works
600 Abel Wolman Municipal
Building
Baltimore, Maryland 21202

***Re: Request for Proposals Number B50004074 for Procurement of
Just In Time Office Supplies***

Dear Madam Clerk:

We represent MyOfficeProducts, Inc. ("MyOfficeProducts") a bidder in connection with the above-referenced solicitation (the "RFP"). On behalf of MyOfficeProducts, we protest the proposed action by the Board of Estimates to award a contract to Rudolph's Office Supply, Inc. ("Rudolph's") on grounds that the procurement office: (1) deviated from the RFP evaluation and award basis in selecting Rudolph's for a contract award, (2) improperly evaluated Rudolph's bid submission as responsive, (3) improperly found Rudolph's to be a responsible bidder and (4) improperly eliminated MyOfficeProducts' bid from this procurement. We ask the Board to consider the following key points prior to voting on this matter.

This procurement is subject to the competitive bidding requirements under Article IV, § 11 of the Baltimore City Charter. Pursuant to Baltimore City Charter Article IV, § 11(g)(1)(ii), the Board of Estimates is required to award this contract to “the lowest responsive and responsible bidder” responding to the RFP. The RFP provides that proposals are to be evaluated on the basis of certain required technical and price information.

The City sought competitive bids from interested vendors and received responses from a number of bidders. Of those bidders, MyOfficeProducts proposed the lowest overall price. Notwithstanding the fact that MyOfficeProducts was the lowest responsive and responsible bidder, the City notified MyOfficeProducts on July 24, 2015 that Rudolph’s was the presumptive contract awardee. As discussed in more detail below, the City failed to adhere to the RFP evaluation and award requirements in selecting Rudolph’s as the contract awardee. Had the City followed the RFP requirements, MyOfficeProducts should have been the successful bidder, and Rudolph’s should have been eliminated from the competition as a result of material omissions and/or misstatements in its proposal documents. Moreover, the City’s decision to eliminate MyOfficeProducts from this procurement was improper and unsupported by the procurement record.

I. MyOfficeProducts Was the Lowest Priced, Responsive and Responsible Bidder

The RFP provides that bids are to be evaluated based on the Total Bid Price proposed by each bidder. The Total Bid Price is the sum of the extended prices for each line item in the RFP. Each line item contains a single product and establishes the number of units the City may purchase of that product. Bidders were required to provide per unit pricing within each line item, multiply the per unit price for each by the number of required units for each and display the total price for each contract line item.

Rudolph’s pricing worksheet reflects a Total Bid Price of **\$891,943.63**. MyOfficeProducts submitted a Total Bid Price of **\$842,477.13**, which is lower than Rudolph’s bid by approximately **five point five percent (5.5%)**.

The City estimates the contract value for this procurement to be \$1.2M per year. Over the six (6) year contract term, Rudolph’s will cost the City an estimated \$296K more than MyOfficeProducts for the same products.

Simply put, the City failed to follow the RFP requirements, which contemplated award to the lowest-priced, responsive and responsible bidder. MyOfficeProducts proposed the lowest Total Bid Price and therefore is the lowest bidder. The City has not informed MyOfficeProducts that it was eliminated from the procurement, and has given MYOP no other explanation for its nonselection as the contract awardee. The City has no legitimate basis to award the contract to Rudolph’s; accordingly, MyOfficeProducts’ protest should be sustained.

II. Rudolph’s Proposal Should Have Been Eliminated As Nonresponsive

A “responsive bid” is a bid submitted in response to a solicitation that conforms in all material respects to the requirements contained in the solicitation.¹ For the reasons discussed in more detail below, Rudolph’s, not MyOfficeProducts, should have been eliminated from the competition, because its bid package did not include key information expressly required by the RFP and therefore should have been deemed nonresponsive to the RFP requirements.

A. Rudolph’s Bid Does Not Meet the Insurance Requirements for this Procurement

RFP Section SW14, page B11, SW14 imposes an insurance requirement on bidders to maintain \$3M in aggregate insurance coverage in order to comply with contract requirements. On RFP page B-41, bidders are required to complete a form that indicates the level of their current insurance coverage, and whether they will commit to increasing their coverage limits to meet the \$3M contract requirement. On page B-41 of the Rudolph’s bid, Rudolph’s states that it only has a \$1M insurance policy in effect, but does not indicate that it will increase its insurance coverage to the \$3M required amount if it receives a contract award.

The City should have noted that on its face, Rudolph’s bid fails to meet the RFP insurance requirements and should have rejected the bid as non-responsive to the RFP.

B. Rudolph’s Did Not Certify Its Compliance With the RFP “Employ Baltimore” Requirements

Pursuant to RFP page B-25, Bid Checklist, item "d," bidders were required to sign and include with their bid a completed form for "Employ Baltimore," a public policy commitment on the part of the contractor that it will take steps to employ citizens of Baltimore in the performance of the contract requirements. Rudolph’s did not include this form in their bid package. The City should have eliminated Rudolph’s bid as nonresponsive on that basis.

C. Rudolph’s Bid Fails to Meet the MBE Requirements for this Procurement

Bidders for Baltimore City contracts are required to submit a Part B: MBE/WBE Participation Disclosure Form and a Part C: MBE/WBE and Prime Contractor's Statement of Intent Form. These two forms require a bidder to identify, among other things, each certified MBE/WBE to which it intends to award a subcontract, the dollar amount of the respective subcontracts, the percentage of the total contract amount that each subcontract represents, and the work/services to be performed or the materials/supplies to be furnished pursuant to each subcontract.

Rudolph’s proposal identifies Sue-Ann's Office Supply (Sue-Ann’s) as an MBE from whom it would "purchase office supplies and toner" and obtain delivery services" to meet the

¹ See RFP Section SW4(A).

RFP MBE participation requirement. However, Rudolph's bid does not include a certification form for Sue-Ann's as required by the RFP at pages B41-43¹ and further omits any substantive information about Sue-Ann's. Rudolph's bid does not describe what delivery services Sue-Ann's will provide; instead, Rudolph's bid describes its own delivery fleet. Toner is a blocked item on this bid (See RFP at B-19, DS3, G), so this item could not be provided by Sue Ann's either. Given the absence of even the most basic vendor information for Rudolph's MBE, and the inconsistencies and omissions regarding what services and supplies, if any, Rudolph's would procure from it MBE, the City should have raised concerns about whether Rudolph's ever intended to meet the MBE requirements stated in the RFP. Had the procurement office properly taken these serious deficiencies in Rudolph's bid submission into account, the City should have rejected Rudolph's bid as non-responsive.

III. The City Should Have Rejected Rudolph's as a Nonresponsive Bidder

Rudolph's has made what appear to be a number of materially inaccurate statements in its bid which should have resulted in its elimination from consideration in this procurement.

A. Rudolph's Bid Contains Material Misstatements

In its bid cover letter, Rudolph's states that the company currently works with "PG County Government" and First Mariner Bank. Elsewhere in its bid, Rudolph's states that it does high volume sales with Prince George's County Government and First Mariner Bank. On information and belief, Rudolph's does not hold contracts with either Prince George's County Government or First Mariner Bank. Prince George's County decertified Rudolph's as an MBE prior to the deadline for submission of bids in this procurement and immediately thereafter canceled or terminated all of its contracts with Rudolph's. At the time Rudolph's submitted its bid here, the company was aware that it no longer held any of its contracts with Prince George's County Government. Accordingly, Rudolph's knowingly misrepresented its current business relationship with Prince George's County Government in its bid.

Rudolph's further states in its bid that it has contracts in place with "WSSC,² Montgomery College, Prince George's County" to provide desktop services. Contrary to Rudolph's representations in its bid, Rudolph's does not hold contracts with the foregoing entities.

False statements about its business operations or past performance should bear negatively on Rudolph's integrity and arguably should result in a determination that the company is non-responsive.

¹ Rudolph's does include an MBE certification form for another MBE firm, RGH Enterprises. However, there is no mention of this firm in the Rudolph's bid response.

² Washington Suburban Sanitary Commission

IV. The City Appears to Have Improperly Eliminated MyOfficeProducts from this Procurement

Upon receipt of the City's July 24, 2015 notice that it would recommend Rudolph's for contract award, MyOfficeProducts attempted to contact the City procurement office to inquire why, as the lowest bidder, it had not been selected for award. The City refuses to provide any information regarding the disposition of MyOfficeProducts' bid, except to state that the procurement office "turned over its findings to the City's law department." To date, the City has failed to provide any justification for its selection of Rudolph's and its refusal to award a contract to MyOfficeProducts, the lowest bidder. To the extent that the City may take the position that it eliminated MyOfficeProducts or its bid as either nonresponsible or nonresponsive, there is no basis to support the City's actions, and MyOfficeProducts' protest should be sustained.

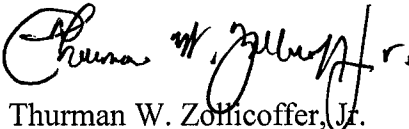
V. MyOfficeProducts Will Be Prejudiced By the Board of Estimates' Proposed Action

As the lowest priced responsive and responsible bidder in this procurement, MyOfficeProducts should have been recommended for contract award. Should the Board of Estimates deny MyOfficeProducts' protest and vote to confirm the award to Rudolph's, MyOfficeProducts will have been unfairly and unlawfully deprived of this contract opportunity. Based on the foregoing, MyOfficeProducts can easily show that it will be harmed by the Board of Estimates' proposed action in connection with this procurement.

MyOfficeProducts' proposal represents the lowest price and best technical response to the RFP. It is in the best interest of the citizens of Baltimore to award this contract to MyOfficeProducts. Based on the foregoing, we request that the Board of Estimates vote accordingly to award the contract to MyOfficeProducts.

We look forward to the opportunity to address this matter in person at the meeting of the Board of Estimates on July 29, 2015.

Sincerely,



Thurman W. Zofficoffer, Jr.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement with Johnson, Mirmiran & Thompson, Inc. (JMT), for Project No. 1182J, On-Call Environmental, Engineering Services. The current Agreement expires August 14, 2015. The Amendment No. 1 extends the agreement through August 13, 2016.

AMOUNT OF MONEY AND SOURCE:

\$375,000.00 - To be determined with each individual project
Upset Limit

BACKGROUND/EXPLANATION:

This extension will allow the JMT to continue providing On-Call Environmental Engineering Services, when needed. The original agreement stipulates an option to extend the Agreement for an additional year, under the same terms and conditions in the amount of \$375,000.00, effective upon Board approval. The original Agreement was approved in the amount of \$750,000.00. The increase will make the total Agreement \$1,125,000.00.

MBE/WBE PARTICIPATION:

The Consultant will continue to comply with all terms and conditions of the MBE/WBE goals in accordance with Baltimore City Code, Article 5, Subtitle 28.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 1 to Agreement with Johnson, Mirmiran & Thompson, Inc., for Project No. 1182J, On-Call Environmental, Engineering Services.

MINUTES

Health Department - Deed in Lieu of Foreclosure

ACTION REQUEST OF B/E:

The Board is requested to approve and authorize execution of a Deed in Lieu of Foreclosure from the surviving director of the Harford Center for Senior Citizens, Inc. (Harford).

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

Under the terms of the Deed in Lieu of Foreclosure, the City accepts fee simple title to the property located at 4920 Harford Road, in lieu of payment of outstanding debt, in order to allow the property to continue to operate as a Senior Citizens Center in the Harford Road corridor.

In October 1984, the City provided a Purchase Money Mortgage to Harford in the amount of \$115,000.00 (the Loan) for a ten-year term. The Loan was modified to extend the term in 1988 and again in 1996. The Loan was modified a third time in April 2000. After the Board of Directors was reorganized, repairs were made to the building after paying off other debt to the State and federal government. The Volunteers of American Chesapeake, Inc., pursuant to a lease from Harford operated the Senior Citizens Center from approximately April 2000 to June 30, 2012.

Since then, Govans Ecumenical Development Corporation (GEDCO) has operated the facility with some grant assistance from the City, but without benefit of a lease or any money to make improvements to the property.

MINUTESHealth Department - cont'd

Harford went out of business and lost its Charter sometime around 2004. Under Maryland corporate law, a surviving director of the defunct corporation is authorized to take actions to wind up the affairs of the corporation. In this case, a Deed in Lieu of Foreclosure is submitted, whereby the surviving Director of the corporation has deeded fee simple interest to the City in exchange for the forgiveness of the outstanding Loan in the principal amount of \$89,259.00.

The City, through funding provided by the Department of General Services in the amount of \$100,000.00, intends to make certain repairs needed immediately to the center once it has title.

The Division of Aging and CARE Services is making application to the Maryland Department of Aging for Fiscal Year 2017 funding, in the amount of \$800,000.00, to make extensive capital improvements to the building. In order to secure that funding and to use the value of the building as matching funds, the City must control the site which the Deed in Lieu of Foreclosure allows the City to do. GEDCO has indicated to the City that it can only continue to operate the Senior Citizens Center if the City can take ownership of the property.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Deed in Lieu of Foreclosure from the surviving director of the Harford Center for Senior Citizens, Inc.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Recreation and Parks</u>			
1. Jerry Molyneaux	2015 AAU Junior	Track &	\$7,140.00
Lutalo Bakari*	Olympics - Track	Field	
Estosha Bakari*	and Field	Funds	
Jabari Bush *	Norfolk, VA		
Garfield Thompson*	July 30 - Aug. 8, 2015		
Raynard Bennett*	*Aug. 2 - 8, 2015		
Mary K. Haynes*	(Reg. Fee \$ 0.00)		
Vaughn Devaughn*			
Sierra Cary-Brown*			

Mr. Jerry Molyneaux is the Head Track & Field Coach. He will arrive early on July 30th to register and handle other affairs for the rest of the team members for the track and field event. The other members will join Mr. Molyneaux starting August 2, 2015.

Office of the President

2. Helen Holton	MACO Summer Conference Ocean City, MD Aug. 12 - 15, 2015 (Reg. Fee \$285.00)	Elected Official Expense Account	\$1,512.11
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The allowed subsistence for this area is \$264.00 per day. The hotel cost is \$265.05 for the first two nights, \$322.05 for the third, plus \$93.97 for taxes and fees. The Baltimore City Council is requesting additional subsistence for the amount of \$60.15 to cover the hotel balance and \$40.00 per day to cover the cost of meals and incidental expenses for a total of \$180.15.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			
3. Linda McIver Karen Spencer	FDA Central Region Retail Food Protec- tion Seminar Richmond, VA Aug. 11 - 14, 2015 (Reg. Fee \$225.00 ea.)	AFDO Grant Award & General Fund	\$1,614.18

The registration fee in the amount of \$225.00 for each attendee was pre-paid on EA000167314. Therefore, each attendee will be disbursed \$582.09.

Bureau of Purchases

4. Colles Z. Corprew	American Contract Compliance Assn. Annual Conference West Palm Beach, FL Aug. 24 - 31, 2015 (Reg. Fee \$500.00)	General Funds	\$1,895.00
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The registration fee was prepaid by a City-issued procurement card assigned to Ms. Corprew. The amount to be disbursed to Ms. Corprew is \$1,395.00.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Public Works</u>			
5. Shonte Eldridge	Project Management Institute PMO Symposium Phoenix, AZ Nov. 8 - 11, 2015 (Reg. Fee \$2,070.00)	General Funds	\$3,046.00

The registration fee of \$2,070.00 and airfare of \$346.00 were prepaid using a City issued procurement card assigned to Lyque O'Connor. The disbursement to Shonte Eldridge is \$630.00.

6. Alan Robinson	Project Management Institute PMO Symposium Phoenix, AZ Nov. 8 - 11, 2015 (Reg. Fee \$2,134.00)	General Funds	\$3,519.00
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The subsistence rate for this location is \$177.00. The hotel rate is \$255.00 per night plus hotel taxes of \$31.29 per night. The Department is requesting additional subsistence of \$78.00 per night to cover the hotel costs and \$40.00 per day for meals and incidentals. The airfare in the amount of \$346.00 and the registration fee in the amount of \$2,314.00 were prepaid using a City-issued procurement card assigned to Ms. Lyque O'Connor. The disbursement to Mr. Robinson is \$1,039.00.

MINUTES

TRAVEL REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Transportation</u>			
7. Colby McFarland			\$66.24

On July 01, 2015, the Board approved the travel request for Mr. McFarland to attend the 2015 COMTO Annual Conference in Boston, MA on July 11 - 14, 2015. The airfare for the approved request was for the amount of \$152.00 on Southwest Airlines. However, due to miscommunication, Mr. McFarland traveled on Jet Blue Airlines at a cost of \$218.24. Therefore, the Department is requesting a reimbursement to Mr. McFarland in the amount of \$66.24.

UPON MOTION duly made and seconded, the Board approved the foregoing travel requests and the travel reimbursement. The President **ABSTAINED** on item no. 2. The Comptroller **ABSTAINED** on item no. 4.

MINUTES**PROPOSAL AND SPECIFICATIONS**

1. Department of General Services - GS 15813R, MECU Building
Envelope Improvements
BIDS TO BE RECV'D: 09/09/2015
BIDS TO BE OPENED: 09/09/2015

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

MINUTES

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

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

Kim A. Trueheart

July 28, 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 - 92, City Council President and members of the Board of Estimates, BOE

Agenda dated July 29, 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 July 29, 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 more business before the Board, the Board will recess until bid opening at 12 noon. Thank you."

* * * * *

MINUTES

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

BIDS, PROPOSALS, AND CONTRACT AWARDS

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

Department of Public Works - WC 1120, Guilford Water Pumping Station Rehabilitation
BIDS TO BE RECV'D: 08/26/2015
BIDS TO BE OPENED: 08/26/2015

Department of Public Works - SC 939R, Maiden's Choice Pressure Sewer Condition Assessment & Uplands Sewer Replacement
BIDS TO BE RECV'D: 08/12/2015
BIDS TO BE OPENED: 08/12/2015

MINUTES

Department of Transportation - TR 15016, Salt Facility and
 Site Improvements
BIDS TO BE RECV'D: 08/12/2015
BIDS TO BE OPENED: 08/12/2015

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

Department of Public Works - SC 914, Improvements to Sanitary
Sewers in Low Level Sewershed

AM-Liner East, Inc.
 Spiniello
 SAK

Department of General Services - GS 14804, Abel Wolman Municipal
 Building, HVAC Replacement -
1st Floor

J.F. Fischer, Inc.
 Denver-Elek

Bureau of Purchases - B50003989, Providing Food and
Beverage Vending Services

Black Tie Service
 Canteen/Compass - NO BID

MINUTES

Bureau of Purchases

- B50004050, Body Worn Camera
TECHNICAL OPENING

Digital Alley, Inc.
 TASER International, Inc.
 TeleCommunication Systems, Inc.
 Safety Innovations International
 Atlantic Tactical, Inc.
 ViON Corporation
 Utility Associates
 Arrow Safety Service Co.
 Witmer Public Group, Inc.
 Brekford Corporation

Bureau of Purchases

- B50004096, Brokerage of Bicycle Sharing System Advertising and Sponsorship

Global Spectrum, L.P. d/b/a Spectra

Bureau of Purchases

- B50004184, City Hall Dome Led Lighting

4 Wall Lighting
 Excel Lighting Services, LLC

Bureau of Purchases

- B50004155, Leotek LED Street Light

Capital Tristate
 Graybar Electric Co.
 Contact Power, Inc.
 Enlighting, LLC
 Globe Electric
 C.N. Robinson Lighting Supply Co.
 Ideal Electrical Supply
 Hospitality Technology Canada, Ltd

MINUTES

Opening for Bid No. B50004162 - Fire Line Inc.

Deputy Comptroller: "We have one uh -- bid that we need to call back from last week. On July 22, 2015, the Board had before it for opening B50004162, Ammunition for Police and Sherriff's Department. We received a bid from a company by the name of Fire Line Inc., the bid was received timely on July 22nd, at 8:00 am. However, the label on the outside of the bid read B50004032, Provide Food Service for Eating Together in Baltimore Program. Because of the mislabeling of the bid, this bid was not opened last week. The bid that was uh - the label was the one that was included in the bid materials by the City. I have excuse me -- received excuse me -- an email -- I have received an email from Fire Line Inc., in reference to B50004162 which states, 'My name is Gregory J. Isabella, Sales Manager for Fire Line Inc. We currently are a vendor for the City of Baltimore, providing ammunition for the City. I submitted Bid B50004162, Ammunition for Police and Sherriff's Departments last week, but the label provided by the City was for Bid B50004032.'

MINUTES

Opening for Bid No. B50004162 - Fire Line Inc.

I therefore make a MOTION that we uh -- open the bid of Fire Line Inc., today, as it was received timely."

Deputy Director of Public Works: "I make a Motion to Second."

Deputy City Solicitor: "I MOVE that the uh -- Bid B50004162 for Fire Line Inc., be opened. All those in favor say AYE. All those opposed, NAY, it's opened."

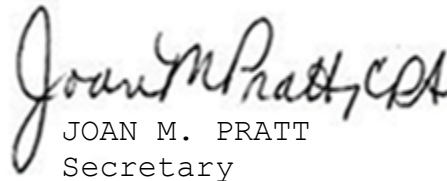
Deputy Comptroller: "Again, I apologize. B50004162, which was recalled uh - Ammunition for Police and Sherriff's Office does not require a bid bond. Fire Line, Inc., \$7,881.00."

Deputy City Solicitor: "Refer this bid, with the other bid, to the Bureau of Purchases for tabulation and report."

Deputy Comptroller: "There being no further business, we are adjourned. Thank you."

* * * * *

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, August 12, 2015.


JOAN M. PRATT
Secretary