

**MINUTES****REGULAR MEETING**

Honorable Bernard C. "Jack" Young, President  
Honorable Stephanie Rawlings-Blake, Mayor  
Honorable Joan M. Pratt, Comptroller and Secretary  
George A. Nilson, City Solicitor  
Rudolph S. Chow, Director of Public Works  
David E. Ralph, Deputy City Solicitor  
S. Dale Thompson, Deputy Director of Public Works  
Bernice H. Taylor, Deputy Comptroller and Clerk

President: "Good Morning, good morning. The December 16, 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. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing. I will direct the Board members attention to the memorandum from my office dated December 14, 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

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

Comptroller: "Second."

President: "All those in favor say AYE. All opposed, NAY. The Motion carried. The routine agenda has been adopted. Um -- before I go to the non-routine agenda, I would like to recognize Councilman Carl Stokes who have joined us this morning, welcome."

\* \* \* \* \*

**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:

Advanced Underground Inspection, LLC	\$ 4,545,000.00
AMS of Skelly and Loy, Inc.	\$ 42,426,000.00
CJ Miller, LLC	\$126,819,000.00
Delta Electrical Contractors, Inc.	\$ 1,500,000.00
HEITKAMP, Inc.	\$ 30,519,000.00
Hunt Valley Contractors, Inc.	\$ 2,376,000.00
IGM Innovative Solutions, LLC	\$ 1,500,000.00
Kalika Construction, LLC	\$ 1,500,000.00
S.J. Louis Construction, Inc.	\$ 11,682,000.00
Sabre Demolition Corporation	\$ 28,071,000.00
Video Pipe Services, Inc.	\$ 57,627,000.00

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 firm:

The Robert B. Balter Company	Engineer
------------------------------	----------

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

MINUTES

EXTRA WORK ORDERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

listed on the following page:

4568 - 4569

The EWOs were reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

## MINUTES

EXTRA WORK ORDERS

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

Department of Transportation

- |    |                                                                    |                  |    |   |  |
|----|--------------------------------------------------------------------|------------------|----|---|--|
| 1. | EWO 001, \$49,517.00 - TR 15004, Reconstruction of Alleys Citywide |                  |    |   |  |
|    | \$ 938,715.00 -                                                    | Santos Construc- | 90 | - |  |
|    |                                                                    | tion Co., Inc.   |    |   |  |

This authorization request is for the additional work to be done at the Fire Department Facilities at various locations. Additionally, this work will require a 90-day non-compensatory time extension. The Notice-to-Proceed was effective April 27, 2015 with a completion date of April 27, 2016. The 90 days extends the completion date to July 26, 2016.

- |    |                                                                                                                                                       |                   |   |   |  |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---|---|--|
| 2. | EWO #007, (\$55,180.42) - TR 09303, Rehabilitation of W. Baltimore Trail & Implementation of Pedestrian Improvements: Edmondson Ave. & N. Pulaski St. |                   |   |   |  |
|    | \$ 481,497.00 \$ 98,393.09                                                                                                                            | Machado Construc- | - | - |  |
|    |                                                                                                                                                       | tion Co., Inc.    |   |   |  |

This authorization provides for payment of overrun items, deduction of amounts not needed due to underrun or not used items, and to balance out the contract.

- |    |                                                                                                     |                    |     |   |  |
|----|-----------------------------------------------------------------------------------------------------|--------------------|-----|---|--|
| 3. | EWO #022, \$0.00 - TR 08046, Rehabilitation of Broening Highway from Holabird Ave. to Colgate Creek |                    |     |   |  |
|    | \$14,700,000.00 \$1,299,815.21                                                                      | American Infra-    | 120 | - |  |
|    |                                                                                                     | structure-MD, Inc. |     |   |  |

This authorization is for a 120-day time extension. The additional time will allow the Department to resolve all outstanding issues and perform all administrative functions including project closeout. The additional time will not be utilized by the Contractor.

MINUTES

EXTRA WORK ORDERS

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

Department of Transportation - cont'd

The original contract expired on August 10, 2014 with approval of an additional 513 days. The contract expired on November 12, 2015. The new completion date is March 11, 2016.

**THE TRANSFER OF FUNDS WAS APPROVED BY THE BOARD ON NOVEMBER 25, 2015.**

Department of Public Works/Office of Engineering & Construction

4.	EWO #010, \$458,279.94 - SC 877, Enhanced Nutrient Removal Process at the Back River Wastewater Treatment Plant				
	\$263,558,205.00	\$15,784,764.83	Archer Western	-	-
			Contractors,		
			LLC		

The contract documents for SC 877 require the contractor to refurbish the existing blowers for Activated Sludge Plant No. 3. Blower No. 10, when evaluated was found to require extensive repairs not included under the original contract scope of work for blower refurbishing. Damage to Blower No. 10 occurred subsequent to contract award. In order to provide the required blower capacity necessary for the Plant's denitrification treatment process, it was necessary to provide an overhaul of Blower No. 10 including installation of a replacement motor. The negotiated lump sum cost proposal inclusive of all labor and material was reviewed by the Design Consultant, Whitman, Requardt & Associates, LLP for conformance with the contract documents.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City for Mses. Theresa Hall, Sabrina Sutton, and Marva Williams to solicit businesses, organizations, and donors for donations of goods and services and financial support to assist in paying for the event costs for the 2016 Mayor's Annual Back to School Rally. The period of the campaign will be effective upon Board approval through August 31, 2016.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

The Mayor's Back to School Rally will be held on August 13, 2016 on the War Memorial Plaza. This event has been held for over a decade and will feature informational booths and resources, music, live entertainment, motivational speeches, and more to invigorate students and provide parents with the tools needed to prepare for a successful school year.

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

**MINUTES**

Mayor's Office of Communications - cont'd

UPON MOTION duly made and seconded, the Board endorsed a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City for Mses. Theresa Hall, Sabrina Sutton, and Marva Williams to solicit businesses, organizations, and donors for donations of goods and services and financial support to assist in paying for the event costs for the 2016 Mayor's Annual Back to School Rally. The Mayor

**ABSTAINED.**

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

4573 - 4576

SUBJECT to receipt of a favorable report

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation</u>		
1. <b>\$2,000,000.00</b>	9910-908061-9600	9910-903352-9601
Casino Area Local	Construction Res.	Warner Street/
Impact Aid	(Infrastructure	Russell Street
	Upgrades)	

This transfer will provide funds for the reimbursement of infrastructure costs related to the development of the VLT Facility and Garage to CBAC Gaming, LLC.

2. <b>\$ 454,200.00</b>	9910-917052-9600	9910-909460-9601
1 <sup>st</sup> Parks and	Constr. Res.	Inner Harbor
Public Facilities	(1 <sup>st</sup> Parks &	
	Public)	

This transfer will provide funds for the design work related to improvements at Rash Field in the Inner Harbor. The design process includes: community engagement, conceptual design, schematic design, and design documentation, leaving the City with bid ready documents for construction.

Department of Transportation

3.    \$ 160,000.00	9950-944002-9507	
FED	Constr. Res. -	
	Res. for Closeouts	
40,000.00	9950-905215-9514	
<u>GF (HUR)</u>	Local Resurfacing	
	Southwest	
<b>\$ 200,000.00</b>	-----	9950-906660-9508-5
		Inspection
		Citywide ADA &
		Sidewalk

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation - cont'd</u>		
This transfer is to cover the deficit and other expenses related to project TR12319 "Citywide ADA & Sidewalk."		
4. \$48,000.00	9950-903416-9507	
FED	Constr. Res.	
	Hawkins Point Road	
	Bridge	
12,000.00	9950-903416-9507	
<u>MVR</u>	Hawkins Point Road	
	Bridge	
<b>\$60,000.00</b>	-----	9950-902416-9506-5
		Inspection
		Hawkins Point Road
		Bridge

This transfer will cover the deficit and fund the costs on project "Improvements to Hawkins Point Road."

5. <b>\$25,000.00</b>	9950-918037-9528	9950-920037-9527
GF (HUR)	Constr. Res. -	Gateway Signage
	Gateway Signage	

This transfer will cover the expenses related to the Gateway design competition related to the project "Gateway Signage" per the Memorandum of Understanding with BOPA.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation - cont'd</u>		
6. \$200,000.00	9950-944002-9507	
FED	Constr. Res. -	
	Res. for Closeouts	
75,383.22	9962-903521-9563	
Other	Constr. Res. -	
<u>\$275,383.22</u>	Conduit Manhole	
	Reconstr.	
\$200,000.00	-----	9950-908301-9527
		Broening Highway
		Infrastructure
75,383.22	-----	9962-907060-9562
<u>\$275,383.22</u>		Broening Highway
		Conduit

This transfer is to cover the deficit and to fund the cost for BGE expenses on project TR08046 "Broening Highway Infrastructure."

Department of Public Works/Office of Engineering and Construction

7. \$325,000.00	9960-907638-9558
County	Constr. Res.
Appropriations	Water Audit
325,000.00	9960-909100-9558
Water Utility	Constr. Res
Funds	Water Infra
<u>\$650,000.00</u>	Rehab

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
Department of Public Works/Office of Engineering and Construction - cont'd		
\$533,300.80	-----	9960-906733-9557- 900020-6 Construction
<u>116,699.20</u>	-----	9960-906733-9557- 900020-9 Administration
<b>\$650,000.00</b>		

The funds are required to cover the cost of Project 1213, (WC 1320) Water Distribution System.

Department of Housing and Community Development

8. <b>\$600,000.00</b> General Funds	9910-903975-9587 Capital Admin- istration (Reserve)	9910-905121-9588 Capital Admin- istration
-----------------------------------------	-----------------------------------------------------------	-------------------------------------------------

This transfer will move appropriations in accordance with the FY2016 Ordinance of Estimates for administrative costs associated with the management of HCD's funded capital projects and programs.

9. <b>\$900,000.00</b> Mayor and City Council	9910-902985-9587 Housing Develop- ment (Res.)	9910-914202-9588 Blight Elimination M&CC
-----------------------------------------------------	-----------------------------------------------------	------------------------------------------------

This transfer will provide funding in accordance with the FY2016 Ordinance of Estimates to support Blight Elimination efforts performed by the Land Resources Division.

**MINUTES**

Baltimore Development Corporation (BDC) - Convertible Loan  
and Resolution

**ACTION REQUESTED OF B/E:**

The Board is requested to approve (a) City funding of a \$100,000.00 convertible loan to Amazon.Com.Dedc, LLC and/or its affiliate company's (Amazon) for employee transportation costs associated with the expansion of its fulfillment center at the Chesapeake Commerce Center, 2010 Broening Highway, (b) the Resolution in support of the Maryland Economic Development Assistance Authority and Fund (MEDAAF) loan application to the Maryland Department of Commerce submitted by Amazon for the expansion of its fulfillment center located at 2010 Broening Highway, Baltimore, Maryland, and, (c) the execution by the Mayor or Director of Finance of any ancillary documents, letters or certificates that do not change the substance of the terms of the documents, SUBJECT to review and approval for form and legal sufficiency by the Department of Law. The period of the loan is effective upon Board approval for three years.

**AMOUNT OF MONEY AND SOURCE:**

\$100,000.00 - 9910-923100-9601-900000-709099  
Economic Development Bond Funds

Rate: 3.0% fixed

**BACKGROUND/EXPLANATION:**

Amazon.com, Inc. (Amazon), incorporated on May 28, 1996, is an e-commerce company. The Company offers a range of products and services through its websites. The products Amazon offers include merchandise and content that it purchases for resale from vendors and those offered by third-party sellers. Amazon offers its own products as well as third-party products across various categories, through its retail and mobile Websites and applications. It also manufactures and sells electronic devices, including Kindle e-readers, Fire tablets, Fire TVs, Echo, and Fire phones.

**MINUTES**

BDC - cont'd

Amazon established its fulfillment center at the Chesapeake Commerce Park (Project Site) in early 2015. The company sorts and fulfills orders ordered on-line to be shipped all over the world. Amazon currently employs 1,600 people at the Project Site and anticipates employment levels to grow over time to 2,600.

**FINANCIAL ASSISTANCE:**

The BDC is proposing the following financial assistance to Amazon: a \$100,000.00 loan that will be converted to a grant if Amazon maintains employment of at least 1,600 full-time employees at the Project Site by December 31, 2016 and retains at least 1,600 employees at the Project Site until December 31, 2018, as confirmed by Employment Reports, then as of April 1, 2019, all principal and accrued interest under this Promissory Note will be forgiven.

If, as of December 31, 2016, December 31, 2017 or December 31, 2018, Amazon employs fewer than 1,600 full-time employees at the Project Site, all principal and accrued interest will be due and payable within 90 days of the respective calendar year end.

**MBE/WBE PARTICIPATION:**

N/A

**THE DIRECTOR OF FINANCE REVIEWED AND RECOMMENDED APPROVAL.**

**APPROVED FOR FUNDS BY FINANCE**

## MINUTES

BDC - cont'd

UPON MOTION duly made and seconded, the Board approved (a) City funding of a \$100,000.00 convertible loan to Amazon.Com.Dedc, LLC and/or its affiliate company's (Amazon) for employee transportation costs associated with the expansion of its fulfillment center at the Chesapeake Commerce Center, 2010 Broening Highway, (b) the Resolution in support of the Maryland Economic Development Assistance Authority and Fund (MEDAAF) loan application to the Maryland Department of Commerce submitted by Amazon for the expansion of its fulfillment center located at 2010 Broening Highway, Baltimore, Maryland, and, (c) the execution by the Mayor or Director of Finance of any ancillary documents, letters or certificates that do not change the substance of the terms of the documents, SUBJECT to review and approval for form and legal sufficiency by the Department of Law.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |                                                                                                                     |             |                 |
|---------------------------------------------------------------------------------------------------------------------|-------------|-----------------|
| 1. SAFETY LEAGUE, INC.<br>d/b/a ATLANTIC TACTICAL                                                                   | \$28,000.00 | Selected Source |
| Solicitation No. 06000 - Deftec OC/CS First Defense K9 Stream - Baltimore City Police Department - Req. No. R715986 |             |                 |

The Police Department ordered the Deftec OC/CS First Defense K9 Stream during the civil unrest in April 2015. The items were via overnight delivery due to the unrest in the City. The above amount is the amount due for delivery charges for items already received.

- |                                                                                                                                           |             |         |
|-------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------|
| 2. HIGHTAIL, INC.                                                                                                                         | \$16,500.00 | Renewal |
| Solicitation No. 08000 - Annual Licensing and Software Support for Hightail for Enterprise - State's Attorney's Office - Req. No. P531250 |             |         |

On May 18, 2015, the City Purchasing Agent approved the initial award in the amount of \$16,500.00. The award contained three 1-year renewal options. This renewal in the amount of \$16,500.00 is for the period December 31, 2015 through December 31, 2016, with two 1-year renewal options remaining.

- |                                                                                                                                       |             |         |
|---------------------------------------------------------------------------------------------------------------------------------------|-------------|---------|
| 3. EASTERN CONTROLS, INC.                                                                                                             | \$29,511.15 | Low Bid |
| Solicitation No. B50004313 - Radioline Wireless System - Department of Public Works Wastewater Facilities Division - Req. No. R708688 |             |         |

This is for the procurement of a Radioline Wireless System. Bids were solicited via CitiBuy and three bids were received. Award is recommended to the lowest responsive and responsible bidder. This is a one-time purchase.



## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

Per contracting agency, the MBE deficit was a result of the MBE not being able to respond due to the quick response time required for the job and the services of the WBE were utilized instead. Vendor has committed to achieving the MBE goal on the renewal by utilizing the MBE for the remainder of the year.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

- |    |                                                                                                         |         |
|----|---------------------------------------------------------------------------------------------------------|---------|
| 6. | <u>SMITH AUTO SERVICE INC. \$ 0.00</u>                                                                  | Renewal |
|    | Contract No. B50002600 - Vehicle Upholstery Service - Department of General Services - P.O. No. P522012 |         |

On October 24, 2012, the Board approved the initial award in the amount of \$500,000.00. The award contained two 1-year renewal options. This renewal in the amount of \$0.00 is for the period January 1, 2016 through December 31, 2016, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

- |    |                                                                                                                                                              |          |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 7. | <u>ENVIRONMENTAL SYSTEMS<br/>RESEARCH INSTITUTE,<br/>INC. \$200,000.00</u>                                                                                   | Increase |
|    | Contract No. 08000 - Master License Agreement - Departments of Public Works, Transportation and Mayor's Office of Information Technology - Req. Nos. Various |          |

On February 16, 2011, the Board approved the initial award in the amount of \$400,000.00. Subsequent increases have been approved. The vendor is the sole provider of ArcGIS, the proprietary Geographic Information System software that is used by the City. This increase in the amount of \$200,000.00 is necessary to purchase additional licenses and associated maintenance and technical support.

## 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 increase will make the award amount \$1,400,000.00. The contract expires on February 15, 2016.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking nor would it be necessary 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.

8. FRANK QUINN COMPANY,  
INC. \$ 48,000.00 Increase  
Solicitation No. B50003514- Truck Mounted Generators and Electrical Equipment Repairs - Department of General Services - P.O. No. P527375

On June 2, 2014, the City Purchasing Agent approved the initial award in the amount of \$24,000.00. The award contained two 1-year renewal options. Due to an increased need for generators and unexpected major repairs an increase in the amount of \$48,000.00 is necessary. This increase will make the award amount \$72,000.00. The contract expires on June 4, 2017 with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

9. SCHAEFER SYSTEMS  
INTERNATIONAL, INC. \$ 37,000.00 Increase  
Contract No. B50004267 - Rollout Containers with RFID - Department of Public Works, Bureau of Solid Waste - P.O. No. P533408

## 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 November 4, 2015, the Board approved the initial award in the amount of \$8,940,727.50. The award contained three 1-year renewal options. This increase in the amount of \$37,000.00 is necessary to allow for an optional item that was not included in the initial award calculation. This increase will make the award amount \$8,977,727.50. The contract expires on November 5, 2018 with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MWBOO SET GOALS OF 4% MBE AND 2% WBE.**

**MBE:** L&J Waste Recycling, LLC 4%

**WBE:** Britt's Industries, Inc. 2%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

10. SYSTEMS INTEGRATION,  
INC. \$ 65,757.00 Increase  
Contract No. 08000 - Maintenance and Support for Software Licenses for IVR (Integrated Voice Recognition) System - Department of Finance - Req. No. R708404

On June 26, 2013, the Board approved the initial award in the amount of \$43,203.42. The vendor is the sole distributor for Interactive Intelligence, Inc. (ININ) software, maintenance, and support and is a fully certified, authorized distributor with code access.

## 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 agency current software version 3.0 which was upgraded and implemented in June 2009 and needs to be upgraded to the new version 4.0 as ININ has announced that soon they will not continue to support version 3.0. Pricing is deemed fair and reasonable. The contract expires on June 30, 2016 with additional annual renewals.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking nor would it be necessary 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.

- |                                                                                                                   |         |           |
|-------------------------------------------------------------------------------------------------------------------|---------|-----------|
| 11. FIRE LINE EQUIPMENT,<br>LLC                                                                                   | \$ 0.00 | Extension |
| Contract No. B50001730 - OEM Parts and Service for LTI Trucks - Department of General Services - P.O. No. P515955 |         |           |

On January 19, 2011, the Board approved the initial award in the amount of \$200,000.00. Subsequent actions have been approved. Solicitation B50004390 has been advertised. This extension is necessary to allow time to award a new contract. The extension is for the period January 19, 2016 through April 30, 2016. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- |                                                                                                                  |         |           |
|------------------------------------------------------------------------------------------------------------------|---------|-----------|
| 12. F & F AND A. JACOBS<br>AND SONS, INC.                                                                        | \$ 0.00 | Extension |
| Contract No. B50001694 - Uniforms for the Fire Department -<br>Baltimore City Fire Department - P.O. No. P515884 |         |           |

On January 12, 2011, the Board approved the initial award in the amount of \$650,000.00. Subsequent actions have been approved. This extension is necessary to allow the agency to obtain uniforms during the period prior to award of a new contract. The extension is for the period January 12, 2016 through April 11, 2016. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

- |                                                                                                                                |        |                                |
|--------------------------------------------------------------------------------------------------------------------------------|--------|--------------------------------|
| 13. TOTER, LLC                                                                                                                 | \$ N/A | Termination for<br>Convenience |
| Contract No. B50003032 - Rollout Containers with RFID -<br>Department of Public Works, Bureau of Solid Waste - Req.<br>No. N/A |        |                                |

The Board is requested to terminate this contract for convenience effective December 16, 2015, as being in the best interest of the City.

On November 20, 2013, the Board entered into a contract with Toter, LLC. Contract B50003032 - Rollout Containers with RFID was a pilot program, which concluded on November 20, 2015, though the term continues through March 19, 2017. On November 4, 2015, Contract B50004267 with Schaefer Systems International, Inc. was awarded for Rollout Containers with RFID, for the full program.

## 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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UPON MOTION duly made and seconded, the Board approved the informal awards, renewals, increases to contracts, and extensions. The Board also terminated (item no. 13) the contract with Toter, LLC for convenience effective December 16, 2015, as being in the best interest of the City. The Comptroller **ABSTAINED** on items NOS. 5 (BFI Waste Services, LLC D/B/A Allied Waste Service of Baltimore) and 9 (Schaefer Systems International, Inc.). The President voted **NO** on item no. 1 (Safety League Inc., d/b/a Atlantic Tactical).

**MINUTES**

Mayor's Office on Criminal Justice - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Memorandum of Understanding with the Baltimore City Health Department for the Safe Streets East Program. The period of the Memorandum of Understanding is July 15, 2015 through July 14, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$50,000.00 - 4000-472813-2252-690700-600000

**BACKGROUND/EXPLANATION:**

On February 6, 2013, the Board approved the grant award for the "McElderry Park Revitalization Coalition Project" which aspires to improve community safety by designing and implementing effective, comprehensive approaches to addressing crime within the targeted neighborhood, McElderry Park. As a sub-recipient, the Baltimore City Health Department for the Safe Streets East Program will work to reduce shootings and homicides through an interdisciplinary, public health approach to violence prevention in the McElderry Park neighborhood.

The Memorandum of Understanding is late because of delays in the administrative process.

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Mayor's Office on Criminal Justice - cont'd

UPON MOTION duly made and seconded the Board approved and authorized execution of the Memorandum of Understanding with the Baltimore City Health Department for the Safe Streets East Program.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a Grant Award from the Governor's Office of Crime Control and Prevention for professional services. The period of the award is July 1, 2015 through June 30, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$54,548.00 - 5000-509116-6397-483200-405001

**BACKGROUND/EXPLANATION:**

The purpose of this grant is for MOED to provide services to males ages 14 through 17 that are on electronic monitoring/community detention, or have been released to their parents while awaiting their court hearing. These services are to include programming with a focus on the needs of young men in the areas of mental health, education, social and career development.

The agreement is late because of late notification of approval from the grantor.

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

MOED - cont'd

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

## MINUTES

Health Department - Agreements

The Board is requested to approve and authorize execution of the various agreements:

1. **PARK WEST HEALTH SYSTEM INCORPORATED (PWHS) \$32,849.00**

Account: 5000-569716-3023-274416-603051

The PWHS will provide individualized case management assessments within 24 hours of initial referral, develop a treatment plan within three sessions of the assessment and conduct quarterly face-to-face, or phone contact utilizing the client's treatment plan as a guide.

The PWHS will track and monitor patient's progress on accomplishing the stated client objectives in the treatment plan, for 325 clients in need of non-medical case management services. The period of the agreement is July 1, 2015 through June 30, 2016.

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

2. **ST. MARY'S OUTREACH CENTER, INC. \$10,050.00**

Account: 6000-617815-3044-273300-406001

The organization will identify 150 consumers, aged 60 plus to participate in the Economic Security Initiative. The organization will provide person centered economic case-work for consumers to promote economic security and financial stability, and provide thorough screening, assessment, referrals, and follow-up as required.

**MINUTES**

Health Dept. - cont'd

The organization will also provide and compile data input for grant reporting, and complete and contribute monthly reports. The period of the agreement is October 1, 2015 through September 30, 2016.

The agreement is late because it was recently completed by the Department.

**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.

**MINUTES**

Health Department - Amendment to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify an Amendment to Agreement with Fusion Partnerships, Inc. The ratification will extend the agreement through December 31, 2015.

**AMOUNT OF MONEY AND SOURCE:**

No additional funding is associated with this action.

**BACKGROUND/EXPLANATION:**

On March 19, 2014, using the grant funds, the Board approved the grant agreement from the Zanvyl and Isabelle Krieger Fund for the period of March 15, 2014 through June 30, 2015, in the amount of \$45,000.00.

On November 5, 2014, using the grant funds, the Board approved the agreement with Fusion Partnerships, Inc. for the period of May 1, 2014 through June 30, 2015, in the amount of \$13,510.00.

On December 24, 2014, the Board approved a no-cost extension to the agreement with Zanvyl and Isabelle Krieger Fund to extend the grant period to December 31, 2015.

Due to oversight, the Department neglected to request a no-cost extension to the agreement with Fusion Partnerships, Inc. The Department requests the Board to ratify the agreement period to reflect the approved no-cost extension.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS NOTED THE TIME EXTENSION.**

MINUTES

Health Department - cont'd

UPON MOTION duly made and seconded, the Board ratified an Amendment to Agreement with Fusion Partnerships, Inc.

**MINUTES**

Health Department - No-Cost Extension to the Memorandum of Agreement

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**ACTION REQUESTED OF B/E:**

The Board is requested to approve a No-Cost Extension to the Memorandum of Agreement with Carefirst BlueCross BlueShield. The period of the Memorandum of Agreement will be extended through December 31, 2015.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On August 14, 2013, the Board approved the Memorandum of Agreement (MOA) in the amount of \$1,750,000.00 with CareFirst BlueCross BlueShield. The period of the MOA was July 1, 2013 through June 30, 2015. The MOA provided funding to support B'More for Healthy Babies Initiative.

The Department requested and received approval to carry-over \$908,358.00 in funding and extend the period of the MOA to December 31, 2015.

The No-Cost Extension was delayed because of the Department's administrative review process.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS NOTED THE TIME EXTENSION.**

**MINUTES**

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved the No-Cost Extension to the Memorandum of Agreement with Carefirst BlueCross BlueShield.

## MINUTES

Department of Audits - Audit Report and Related Audit Digest

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

1. Performance Audit Report of the Department of Finance Bureau of Revenue Collections Inspection Unit.
2. Department of Finance A Primary Government Unit of the City of Baltimore, Maryland Quadrennial Financial Report for the Fiscal Years Ended June 30, 2010 through 2013.

President: "Uh -- The first item on the non-routine agenda can be found on page 26, item 1, Department of Audits, Audit's Report, and Related Audit Digest. Will the parties please come forward?"

Mr. Bob McCarty: "Good morning Mr. President, I'm Bob McCarty, City Auditor. I'll be presenting the um -- Performance Audit under the Quadrennial Audit requirement for the Bureau of Revenue Collections under the Department of Finance, the -- the Inspection Unit. Uh -- the Department of Audits has conducted a Performance Audit of the Department of Finance, Inspections Unit as part of the Quadrennial Audit. The purpose of our audit was to assess the internal controls of the related policies and procedures currently in place to monitor, control, and report activities related to the Inspect -- Inspection Unit. As a result of our audit, we noted five areas where effectiveness of the control procedures could be improved. Uh -- the First,

## MINUTES

number one, the daily inspection visits were not scheduled and assigned to the audit -- to the inspectors in an efficient and effective manner. Each full-time inspector is assigned approximately 50 inspection visits per day from a database containing more than 17,000 addresses used for license inspections. The Inspection Unit, however, estimates that there are only 2,500 businesses with active licenses. This represents only 15% of the listings contained in the data for possible inspections. The current system does not identify the number of businesses with each type of license, and the number of times each business was inspected. We reviewed the inspection tickets for a two week period and found that a very small percentage of those visits actually resulted in what we considered completed inspections. The majority of the inspection tickets that we reviewed contained comments such as 'No License Required', 'Closed', 'Out of Business', or 'Residential'. Based on our review of the inspection tickets, we found that only 8% of the tickets tested were completed inspections, since those tickets - - since those invoice tickets, I'm sorry -- since those inspection tickets contained handwritten inspector's notes for such items as type of license and/or device, number of devices, applicable license numbers and the number of violations noted during those inspections. According to the Inspect -- Inspection

## MINUTES

Unit's policies and procedures, all tickets must have the owner or representative's signature, title and telephone number in order to be counted as part of the daily inspections. However, only 38% of those 8% we found uh -- as completed inspections were signed by the owner or representative of the business. The remaining uh -- some of the remaining businesses -- I'm sorry, some of the remaining visits are as follows, 46% of those inspection tickets stated uh -- no license required, 11% stated out of business, 9% were closed, 9% were residential only, and the remaining 17% were either blank, marked unknown, or they were for inspections of vacant properties or lots. As part of our review of the inspection tickets and the available Daily Attendance Records which are called DAR's, we also noted the following, several of the inspection tickets were marked - that were marked closed represented visits to churches that were closed at the time of the visits or to bars or other establishments that operated in the evening or on the weekends, and therefore, were not available for inspection during the inspections regular hours. In one case, the inspector noted that the address assigned for inspection was not located within Baltimore City. According to the DAR's, one of the full-time inspectors performed inspection visits on only 81 of 251 days. Uh -- the same inspector also signed in and signed out, but no

## MINUTES

inspections were noted for 78 days and DAR -- the DAR's for this inspector also included 27 days for which the -- that inspector was used as data entry or office work. We recommend that changes be made to the methodology in which daily inspections are scheduled and assigned to increase the efficiency and effectiveness of the Inspection Unit by reducing the number of non-inspections. The Bureau of Revenue Collections should adopt alternative procedures to determine whether any of those establishments noted as non-license required, closed, out of business, or residential are actually operating without a valid license. We also recommend that the work hours of at least one of the inspectors be modified, so that inspections can be done for businesses operating after the inspectors' normal hours or on the weekends. We further recommend that in accordance with the Inspection Unit's policies and procedures, all inspections tickets must include the owner's or representative's signature, title and phone number to be counted as part of the daily inspections. We also recommend that the Department of Finance continue its efforts to upgrade its database system so that it could readily identify the number of businesses with -- with each type of business -- wait, I'm sorry, each type of license, and whether those licenses are current, and the number of times each business is inspected during the year. Number Two, there

## MINUTES

were numerous discrepancies between the inspectors' time and attendance information included on the DAR's and the time and attendance information recorded on eTIME, um -- as you know is the City's time-keeping system. For example, there were several days during the six-month period selected for testing where the inspectors were marked present on eTIME, but the DAR for those days were either blank, that is no sign-in or sign-out times and no inspections noted, or showed that the inspectors were on leave. We also noticed that several times, inspectors were present according to the DAR's, but no time was recorded on eTIME. We did not see any historical edits which are subseq -- corrections on eTIME recorded on eTIME for any of the discrepant -- discrepancies noted above. Consequently, some inspectors may or may not have been over paid or under paid, and may or may not have correct leave balances. We believe that the above discrepancies occurred because the DAR's do not contain any evidence of supervisory reviews or approval, and there are no reconciliations performed between the information on the DAR's and the information recorded on eTIME. We recomm -- recommend that the DAR's be modified to include a space to record supervisory reviews and approvals. We also recommend that the time and attendance information recorded on the DAR's be reconciled to the applicable information recorded on eTIME. We

## MINUTES

further recommend that the Bureau of Revenue Collections review the summary of payroll discrepancies provided and make the appropriate adjustments as required. Number Three, there were several large discrepancies bet -- between the total number of monthly inspections recorded by the inspectors on the DAR and the total number of inspections recorded on the Monthly Statistical Summary Report for the six-month period we selected for testing. In addition to the sign-in and sign-out times, the DA -- DAR's provided spaces for the daily number of inspections completed by each inspector. Although we were told that each full-time inspector is generally assigned 50 inspections per day, we found that one of the inspectors greatly exceeded that number on 15 occasions, with many were greater than 150 inspections per day and one day having 245 inspections. We planned to review the corresponding inspection tickets, and made several attempts to um -- obtain this information, however, the Inspection Unit could not locate any of the boxes containing these inspection tickets. Uh -- as recommended under finding number two, the DAR's should be modified to include a space to record supervisory reviews and approvals. We also recommend that the information regarding the number of inspections recorded on the DAR's and supported by the inspection tickets be reconciled to the information recorded on the Monthly Statistical Summary

## MINUTES

Reports. Number Four, duties in the Inspection Unit were not properly segregated. Segregation of duty controls are designed to reduce the opportunities for someone to both perpetrate and conceal errors and irregularities in the number of -- in the normal course of business. We were originally told that the inspectors did not have access to the data entry system for inspection information. However, we found out at least five of the inspectors had such access. As a result, any errors or irregularities could possibly remain undetected. We recommend that the duties be properly segregated to prevent inspectors from accessing and entering information for inspections into the data entry system. Uh -- the Department of Finance stated in their response to us that it is establishing additional controls that we believe would address our concerns regarding the segregation of duties. We will review these additional controls as part of our follow-up review. The last finding, Number Five, records were not adequately -- adequately maintained to support all of the inspectors' time--"

President: "We'll take a five minute recess."

(Board recessed at 9:23 AM due to a Fire Alarm)

(The Board reconvened at 9:48 AM)

President: "The meeting of -- of the Board of Estimate is back in session. I think we was on um--"

## MINUTES

Mr. McCarty: "--number five."

President: "-five."

Mr. McCarty: "Number five, yes the last finding. Records were not adequately maintained to support all of the inspector's time and attendance information and the number of daily inspections performed. Consequently -- consequently we could not review and test certain inspection information, and the number of inspections included on the monthly statistical summary reports. We recommend that, in accordance with the City's Administrative Manual, which is Section AM-502-1, the Bureau of Revenue Collections establish procedures to maintain records, especially the documentation that supports the inspectors' daily attendance records and the number of daily inspections performed. The Department of Finance's response to our review is included in Appendix I of this report. Finance generally agrees with our findings, and intends to implement the suggested recommendations, but did not agree with our finding on segregation of duties in the Inspection Unit, which I addressed as part of Finding Number Four. Uh -- additionally, there are several -- several statements in the Finance's response that requires further clarification, and we included that as Appendix II in our report."

President: "Um -- do you have a response?"

## MINUTES

Mr. Henry Raymond: "I'm sorry?"

President: "You have a response, or no?"

Mr. Raymond: "Yes."

President: "Okay, let's hear his response."

Mr. Raymond: "Uh -- good morning Mr. President, Madam Mayor, Honorable members of the Board, uh -- I'm Henry Raymond, Director of Finance. First I'd like to state that the -- the Department of Finance acknowledges the Performance Audit prepared by the Department of Audits of the Licensing Unit. We view this audit as a opportunity to improve our processes and to strengthen our internal controls. Now as it relates to the findings for the performance audit uh -- we concur with the recommendations except where otherwise noted within the report which we responded to. So, essentially we concur with the findings and we'll be working with the Department of Audits on the -- um -- corrective action plans."

President: "Um -- are you satisfied with their responses?"

Mr. McCarty: "Yes, yes it's documented in the report."

President: "Okay, um -- Madam Comptroller, you have a question?"

Comptroller: "I have a couple of questions. Um -- how effective would it have been if the inspection unit had just concentrated

## MINUTES

on the 2,500 licenses, businesses that had licenses, instead of the broad 17,000?"

Mr. Raymond: "Well, we believe that uh -- we had to inspect uh -- all of them, because there's no way to know who's in business and not in business unless you physically go out and do the inspections. If you only concentrate on a database of where the known businesses are, you won't understand that there could be businesses operating in vacant structures, etcetera. So, we'll be working on this as it relates to uh -- the implementation of the new uh -- database system that might be able to track that a little better."

President: "Um -- Madam Mayor?"

Mayor: "To -- to Mr. Raymond's point, uh -- Madam Comptroller, there's -- other than licensing, there's no other way to determine if people are operating outside of the law. So, um -- if not for licensing, than who uh -- to do that evaluation, or to do that inspection?"

Comptroller: "So, of the non-business locations, um -- how many were found to be operating a business?"

Mr. Raymond: "Yeah, I don't presently have that information, we can provide it."

Comptroller: "Okay, and so, another question I have is this unit is self-sustaining as mandated by the budget books. So, do

## MINUTES

you know how much revenue was generated by going to vacant lots, churches, residential addresses, closed businesses, or out-of - out-of-business locations?"

Mr. Raymond: "No, but again part of that review is what we need to do to determine are they -- are those properties being used for an alternative purpose or not. So, it needed to be done."

Comptroller: "Okay, and um - when will the uh - new database be in place? And in the meantime, will collections still be using the 17,000 locations to perform inspections?"

Mr. Raymond: "We do not have a date for the implementation of the new system yet and uh - yes, we will continue to review the properties as we presently are."

President: "Madam Mayor."

Mayor: "Again, I want to stress the fact that other than the -- other than this unit, there's no other mechanism to determine whether or not businesses are operating outside of the law. Um - - if - so to -- to suggest that there was waste which the Audit doesn't, but the question seemed to -- by inspecting these vacant properties, would it suggest that we would forego potential revenue, because if -- if the inspections aren't being done by this unit, there's no other way to determine if people are out operating businesses outside of the law and then if -- if that is happening, then the -- the City isn't getting the

## MINUTES

revenue. And -- and if we did that, if we only operated and inspected the -- the known businesses without investigating the other and we would uh -- miss out on revenue opportunities and then that would be a finding, correct?"

Mr. McCarty: "That could be, yes--"

Mayor: "--could or would be? If we did not -- if we did not inspect all of the businesses and through your audit you determined that there was a significant number, or any number, of businesses that were operating outside of the known entities and we were missing the -- missing revenue from that, would that or would not be -- that be an audit finding?"

Mr. McCarty: "It could be an audit finding because we don't know the basis of 17,000 that their using. We don't know--"

Mayor: "Let's just say that there's 7,000 known entities and that's -- that what we focused on."

Mr. McCarty: "17,000 -- 17--"

Comptroller: "So, when you saying you don't know the basis--"

Mayor: "--the small number--"

Mr. McCarty: "--it's 2,500--"

Mayor: "--alright, say its 2,500--"

Mr. McCarty: "Its 2,500, no licenses--"

Mayor: "--and we only went to those 2500, and through your audit you found that there was a significant number outside of

## MINUTES

that, that were operating businesses. What would your finding have been?"

Mr. McCarty: "We could had a finding but I don't know how we could've determined that, that there was a significant number outside."

Mayor: "So, you're saying that you wouldn't even have it - if we didn't do it, you wouldn't even have the ability to -- to determine if there were businesses that were operating outside of license?"

Mr. McCarty: "That would've been beyond the scope of our audit."

Mayor: "So -- so it further, I think supports my point."

President: "Alright, do you have any more questions?"

Comptroller: "Yeah, uh -- what I would like to uh -- have done is to have Audits have a progress review and report back to the Board in six months. Yes, did you have a comment?"

Mr. Milton Wolinski: "Yes--"

Comptroller: "Did you have a comment? Identify yourself--"

Mr. Wolinski: "Okay, my name is Milton Wolinski and I'm the Audits Supervisor on the -- on the uh -- Department of Audits and just a little clarification, I don't think we ever said to abandon the inspections of the other 17,000 units. We're merely suggesting that uh -- Finance adopt alternative procedures to

## MINUTES

cover those, maybe once a month, somebody can go to all the vacant lots and ride around to the vacant lots and see if anything is there. We're not saying abandon those altogether."

President: "Okay."

Comptroller: "Thank you."

Mr. Raymond: "We'll take that under advisement."

President: "Okay, you're um gonna -- go on -- to the next one."

Mr. McCarty: "Sure, this is the Financial Audit of the Department of Finance - I'm sorry. The Department of Audits has performed its Quadrennial Audit of the financial statements of the Department of Finance for the fiscal years ended June 30, 2012 through June 30, 2013. Uh -- the audit of the financial statements had a clean opinion. In addition to our audit report, we included a separate report that addresses Finance's compliance with certain laws and regulations and the internal control over financial reporting related to the financial statements. The Department of Finance had eight significant deficiencies in internal control over financial reporting. The first finding is considered to be a material weakness. Finding one, lack of controls over financial statement preparation. The Department of Finance did not initially provide accurate financial statements of the Department of Finance for -- for the fiscal years on the review. During our review of the financial

## MINUTES

statements and related notes, we noted that Finance made numerous errors in misclassifications and footings. We recommend that the Department of Finance refine the process used to complete the internal - to complete the financial statements and related notes. We also recommend that the items be timely prepared and reviewed by management. The Department of Finance stated that it agrees with the finding and has evaluated its process -- has been evaluating its process for preparing financial statements. The remaining uh -- seven are just significant deficiencies. Number Two, lack of controls over payroll account charges. The City's payroll account included third-party vendor purchase orders totaling \$382,000.00 which should have been charged to contractual services. We recommend that individuals working through staffing companies be charged as contractual workers, not as temporary employees. The Department of Finance stated that it agrees with the recommendation but it chose to charge these contractual employees to a salary account. Finance also stated that payments for future temporary employees with a contract will be charged to contractual services. Finding Number Three, lack of controls over payroll documentation. The Bureaus within the Department of Finance did not consistently adhere to the policies and procedures established by the City for time and attendance in the E-Time System. Uh -- related

## MINUTES

payroll attendance records, and required supporting documentation. We recommend that the Department of Finance create consistent policies and procedures for all Bureaus, and maintain supporting documents for at least a four year period. We also recommend that the Department -- that the payroll section, excuse me -- we also recommend that the payroll section of the Administrative Manual be updated to incorporate E-time procedures. The Department of Finance stated that it agrees with the recommendation, but that the data entered into E-Time by the Bureaus, and subsequently approved by the supervisor, was correct and this source is the official approved payroll record. Finance does agree that there is room for improvement in regard to standardizing the policies, and the leave documentation and the sign in sheets. Finding Four, lack of controls over journal entries. We noted significant deficiencies in the posting of journal entries as part of Finance's financial statements. During our review of the Finance's year-end journal entries, we noted expenditures were transferred from Special Revenue accounts that were in the Bureau of Purchases Surplus Property and the Bureau of Revenue Collections Inspections Division to the General Fund. However, these accounts are designed to be self-supporting. We recommend the Department of Finance take appropriate action to ensure that journal entries with -- with

## MINUTES

adequate supporting documentation be appropriately reviewed and approved. We also recommend that Finance request funding of the Bureau of Purchases, Surplus Property, and the Bureau of Revenue Collections Inspections. The Department of Finance stated that it agrees that both of the Special Funds are to be self-supporting, and that supporting documentation should be reviewed prior to being posted. Finding number five, lack of controls over capital projects awards. We are unable to obtain all Board of Estimates' approvals for a Capital Project appropriations of \$10,000,000.00 for Project Number 901033. The total project's award was 10.7 million dollars, but there were only Board of Estimates' approval that we located for 5.5 million for Project Number 901033. We recommend that the Department of Finance provide adequate documentation and reconciliations that supports transactions posted to the general ledger for this project. The Department of Finance stated that it disagrees with this finding. Uh -- Finance was unable to locate - the Department of Finance was unable to locate the \$10,000,000.00 Board of Estimates transfer letter moving this general ledger funding from the general capital reserve account to Project Number 9 -- 901033, but did provide a 2007 and 8 Ordinance of Estimates general ledger appropriation documentation for the \$10,000,000.00. Uh -- The Department of Audits was not provided

## MINUTES

any further Board of Estimates' approval under the Capital Projects account for the initial -- other than the initial award for the 5.4 million and all other Board of Estimates approvals were for other project numbers. Finding Number Six, lack of controls over internal service fund balances. Internal Service Fund balance for Reproduction and Printing had a deficit of 5.3 million in 2010 that increased to 7.2 million as of June 30, 2012. Controls were not operating effectively to ensure that service fees from the other funds adequately supported this fund. We recommend that Finance properly allocate the deficit of its Internal Service Fund balance and review all fees for services provided. The Department of Finance stated that it agrees with this finding and will continue to monitor the Reproduction and Printing services to ensure material deficits will not be repeated. Finance also stated that it anticipates funding the deficit with future operating surpluses and/or a phased pay down with future budget appropriations. Finding number seven, lack of controls over payroll cost allocation. As part of our test of payroll, we noted that one employee assigned to the Loan and Guarantee (L&G) program, was also assigned to the City's Capital Projects Fund and to the Comprehensive Annual Financial Report Division. However, 100% of their time was charged to the L&G program. A journal entry was not created to

## MINUTES

re -- redistribute payroll costs to the proper programs and this caused expenditures for the L&G program to be overstated. We recommend that Department of Finance allocate all employees' time to the proper account numbers for actual projects worked. The Department of Finance stated that it will evaluate the above finding when the fiscal year 2017 budget is prepared. Finding Number Eight, the last finding, lack of controls over transactions posted to the contractual services account. During our review of transactions for contractual services, we found 133 transactions, excuse me, posted to the general ledger account, excuse me, for contractual services that were not posted correctly. We recommend that Finance review and obtain support for all transactions posted to contractual services, and ensure posting to the proper expenditure account classifications. Finance stated that it agrees with the finding. Uh -- based on our audit, the results of our tests disclosed no instances of noncompliance with laws and regulations for fiscal years 2010 through 2013."

Mr. Henry Raymond: "We have a response. First response is uh -- the Finance Department is very appreciative of the financial audit performed by the Department of Audits. Uh -- the findings, while not significant uh -- are important for the Finance Department to take corrective action on. As the Finance

## MINUTES

Director, we will see to that immediately. Uh -- we're very happy that um -- it's one of the first quad audits to be completed. The -- the audits are coming out, no instances of waste, fraud, abuse, etcetera. Now, as it specifically relates to the uh -- findings, we concur with the uh -- findings of the auditor. Uh -- we've indicated the corrective actions to take in the audit. As it relates to number five, we do disagree. We remain on record with that. And that completes uh -- my overview."

President: "Madam Comptroller?"

Comptroller: "A couple of questions. Um -- the first question is um -- are staffing and controls now in place to ensure accurate timing -- accurate and timely financial statement preparation for the agency audits?"

Mr. Raymond: "Yes, so this is in reference to the finding number one. Um -- we had staffed up and we will be continuing to do so."

Comptroller: "Uh -- another question, when will the Administrative Manual be updated for the E-time payroll system?"

Mr. Raymond: "We don't have a timeline yet, but that will be part of the uh -- corrective action plan and we'll provide the update within the six month period."

## MINUTES

Comptroller: "And so my next question is how will you be maintaining payroll records in accordance with AM Manual 502-1 which are -- are the record keeping requirements?"

Mr. Raymond: "Uh -- we will begin to comply with the -- the present policy and we'll be looking to update that present policy to include the E-time and we'll move forward with it."

Comptroller: "Okay, and when do you estimate that the reproduction and printing deficit be eliminated because as of June 30, 2013, it was about \$7,000,000.00?"

Mr. Raymond: "That's correct and I think as we all know that deficit uh -- began many years ago, uh -- so it's going to take some time uh -- but we will have a plan to uh -- chip away at it on an annual basis, and I would probably think that uh -- we will eliminate it over the next four to five fiscal years."

Comptroller: "Okay and will the revenue -- will the revenue accounts be established for the special fund projects, the inspection unit and the surplus accounts since they are self-sustaining?"

Mr. Raymond: "As it relates to the inspections unit, uh -- we may eliminate that as a special fund, make it a general fund operation."

Comptroller: "Okay."

## MINUTES

Mr. Raymond: "And uh -- yes, to the other one, we will do that."

Comptroller: "Okay, and I just ask that you report back to the -- Board in six months with your progress that you've made."

Mr. Raymond: "We'll be happy to do that."

Comptroller: "Thank you."

President: "Um -- Mr. Raymond, how much of that printing cost is due to our school system?"

Mr. Raymond: "Um -- we're during a review of that. My understanding right now is that uh -- most of it is not due to the school system, it's just due to the fact that um, the cost of operations are exceeding what we're collecting on the revenue side. So, we may be looking at increase in uh -- fees, but the concern with that is we cannot increase the fees to the extent that it makes us non-competitive with outside print shops, Kinko's and--"

President: "--right."

Mr. Raymond: "--things of that nature."

President: "Okay, alright, um -- the Audits have been Noted, oh -- you have questions?"

Mayor: "I'll wait until -- I'll do it afterwards."

## MINUTES

President: "The Audit has been **NOTED** for page 26, item 1 and the Audit has been **NOTED** for page 26 item number 2 so thank you. Madam Mayor?"

Mr. Raymond: "Thank you."

Mr. McCarty: "Thank you."

Mayor: "Thank you very much. I had a few comments about today's audit as well, as well as what we spoke about last week, with the Performance Audit, of Department of Transportation. As -- uh the Director uh -- stated, I also uh -- welcome the finding of the audits in any opportunity to improve our processes as a government and while the findings across the Board are relatively minor, we take seriously all of the recommendations on how we can improve uh -- our processes for keeping records as -- and documents. I was particularly pleased at that the financial audit produced uh -- what is known an unqualified opinion, in other words, a clean bill of health. Uh -- yes, there are some areas for us to improve and that is to be expected. Um -- I'm confident that our Director of Finance will ensure that proper steps are taken to uh -- correct uh -- all of the findings. I also know that the items identified in the Performance Audit of the Inspections Unit, will be addressed, as well and we've spoken about that. I want to thank the Comptroller and her Department of Audits for their thorough work

## MINUTES

on this pair of audits. I look forward to working with the Comptroller's team on the other two performance audits that are coming up, Purchasing -- Purchases and Risk Management within the Department of Finance as well, the audits being conducted by the Comptroller's Department of Audits on the Department of Public Works, and the Baltimore Development Corporation. Again, I want to thank the Audit team and I look forward to working with the Department of Finance to implement the recommendations and make the necessary improvements. Thank you again."

Mr. McCarty: "Thank you."

President: "Thank you."

\* \* \* \* \*

The Board **NOTED** receipt of the foregoing Audit Reports and Related Audit Digests.

**MINUTES**Department of Transportation - Minor Privilege Permit Applications

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

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 1420 Key Highway	Key Highway Associates, LLC	Two single face electric signs 35.54 sq. ft. ea.
Annual Charge: \$281.20		
2. 900 N. Charles St.	McGillivray's Building, LLC	Outdoor seating 12' x 3' on Charles St., 12' x 3' on Read St.
Annual Charge: \$675.00		
3. 413 W. Saratoga Street	Maninder Singh	Awning w/signage 117 sq. ft.
Annual Charge: \$516.60		
4. 3240 Greenmount Ave.	Japak, LLC	Single face electric sign 18.33 sq. ft.
Annual Charge: \$ 70.30		

**MINUTES**

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved the applications for the Minor Privilege Permits.

**MINUTES**

Department of Transportation - Developer's Agreement No. 1276-A

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Developer's Agreement No. 1276-A with North Barclay Green Limited Partnership.

**AMOUNT OF MONEY AND SOURCE:**

\$168,741.00

**BACKGROUND/EXPLANATION:**

The Developer would like to install new water service to its proposed new building located in the vicinity of East 22<sup>nd</sup> St., East 21<sup>st</sup> St. and Greenmount Ave. 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 \$168,741.00 has been issued to North Barclay Green Limited Partnership, which assumes 100% of the financial responsibility.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Developer's Agreement No. 1276-A with North Barclay Green Limited Partnership.

**MINUTES**

Department of Transportation - Traffic Mitigation Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Traffic Mitigation Agreement with Cross Street Baltimore Federal Hill, L.L.C. The period of the agreement will commence upon Board approval and termination will be deemed in writing by the Department of Transportation.

**AMOUNT OF MONEY AND SOURCE:**

\$82,603.52 - 9950-909084-9512-000000-490375

**BACKGROUND/EXPLANATION:**

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Impact Study was required for the Development. The Developer proposes to perform the Scope of Work for Hanover Cross Street at 101 W. Cross Street constructing a mixed use development with a total of 298,131 sq. ft. consisting of a Specialty Retail Center with 14,599 sq. ft., and an apartment building with a total of 283,532 sq. ft. and 300 apartments. The Developer agrees to make a one-time contribution in the amount of \$82,603.52 to fund the City's multimodal transportation improvements in the Development's vicinity.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Traffic Mitigation Agreement with Cross Street Baltimore Federal Hill, L.L.C.

**MINUTES**

Department of Transportation - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) with Johns Hopkins University. The period of the MOU is effective upon Board approval for 10 years, with an option to renew for an additional 10 years.

**AMOUNT OF MONEY AND SOURCE:**

N/A

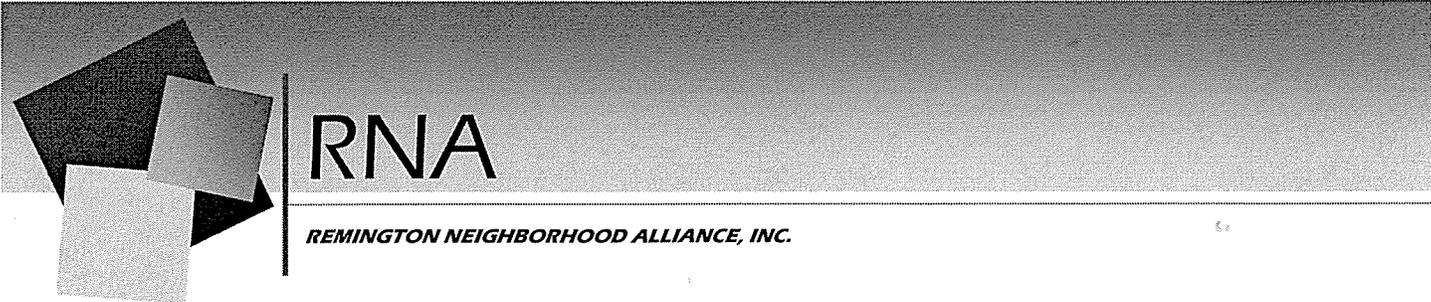
**BACKGROUND/EXPLANATION:**

The MOU establishes the framework for the owner to maintain landscape in the right-of-way for the Johns Hopkins University at San Martin Drive, Wyman Park Drive, West University Parkway, and Remington Ave. (Ward 12, Section 2, Block 6390, Lot 001), all at its sole cost and subsequently for the owner to perform ongoing maintenance of all aspects of the Project during the term of the agreement.

**APPROVED FOR FUNDS BY FINANCE****A PROTEST WAS RECEIVED FROM REMINGTON NEIGHBORHOOD ALLIANCE, INC.**

The Board of Estimates received and reviewed Remington Neighborhood Alliance, Inc. protest. As Remington Neighborhood Alliance, Inc. does not have a specific interest that is different from that of the general public, the Board will not hear the protest.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with Johns Hopkins University. The President **ABSTAINED**.



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

Re: Protest Dept. of Transportation - MOU Johns Hopkins Univ. Pg 30  
Protest Dept. of Transportation - MOU Johns Hopkins Univ. Pg 31

15 December 2015

Dear Board of Estimates,

The Remington Neighborhood Alliance Inc. (RNA ) has been the civic association for Remington residents since 2000. In the past few years we have experienced increasing parking pressures in our neighborhood.

The subject area is along the northern boundary of our neighborhood, and provides 30+ on street public parking spaces that are used by both residents and visitors. The current proposal will permanently eliminate these spaces.

This piecemeal reduction in parking is happening in the absence of a much needed Parking Study, the need for which the Department of Transportation identified more than a year ago. The Department of Transportation has been unresponsive to our request for this study since the current proposal was announced.

We cannot afford to lose these public parking spaces in the absence of a Parking Study and resulting Parking Plan.

Yours,

Joan L. Floyd President and John Viles Vice President

**MINUTES**

Department of Transportation - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) with Johns Hopkins University. The period of the MOU is effective upon Board approval for 25 years, with an option to renew for an additional 25 years.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

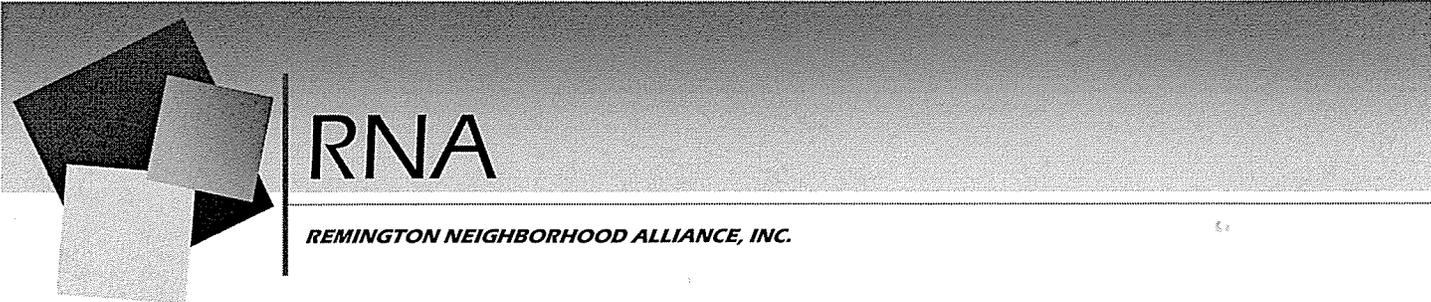
The MOU establishes the framework for the owner to maintain storm water management facilities in the right-of-way for San Martin Drive Pedestrian Improvements located at the North and South side of Ward 12, Section 2, Block 3690 & 3669, and Lots 003 & 001 of Wyman Park Drive and Ward 12 Section 2, Block 3690, Lot 001 of Charles St., all at its sole cost and subsequently for the owner to perform ongoing maintenance of all aspects of the Project during the term of the Agreement.

**APPROVED FOR FUNDS BY FINANCE**

**A PROTEST WAS RECEIVED FROM REMINGTON NEIGHBORHOOD ALLIANCE, INC.**

The Board of Estimates received and reviewed Remington Neighborhood Alliance, Inc. protest. As Remington Neighborhood Alliance, Inc. does not have a specific interest that is different from that of the general public, the Board will not hear the protest.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with Johns Hopkins University. The President **ABSTAINED.**



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

Re: Protest Dept. of Transportation - MOU Johns Hopkins Univ. Pg 30  
Protest Dept. of Transportation - MOU Johns Hopkins Univ. Pg 31

15 December 2015

Dear Board of Estimates,

The Remington Neighborhood Alliance Inc. (RNA ) has been the civic association for Remington residents since 2000. In the past few years we have experienced increasing parking pressures in our neighborhood.

The subject area is along the northern boundary of our neighborhood, and provides 30+ on street public parking spaces that are used by both residents and visitors. The current proposal will permanently eliminate these spaces.

This piecemeal reduction in parking is happening in the absence of a much needed Parking Study, the need for which the Department of Transportation identified more than a year ago. The Department of Transportation has been unresponsive to our request for this study since the current proposal was announced.

We cannot afford to lose these public parking spaces in the absence of a Parking Study and resulting Parking Plan.

Yours,

Joan L. Floyd President and John Viles Vice President

**MINUTES**Department of Transportation (DOT) - Task Assignments

The Board is requested to approve the Assignment of the following Tasks under Project No. 1162, On-Call Consultant Services for Reconstruction and Resurfacing Projects.

	<u>Task No.</u>	<u>Amount</u>
1. <b>CENTURY ENGINEERING, INC.</b>	29	<b>\$32,067.64</b>

Account: 9950-906855-9514-900010-705032

This authorization will provide for post award services for the reconstruction of four signalized intersections (Baker & Bentalou, US 40 and Edmondson, US 40 and Cooks Lane, and US 40 & Orchard Road) and the design of an additional intersection located at Calvert at Center Street. Additional post award services will include attending progress meetings, preparation of redline revision plans, and other work outlined in the proposal.

2. <b>CENTURY ENGINEERING, INC.</b>	30	<b>\$ 12,372.42</b>
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Account: 9950-906855-9514-900010-705032

This authorization will provide for Ground Penetrating Radar testing services along Walker Avenue from Loch Raven to Falkirk Road.

**MBE/WBE PARTICIPATION:**

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

MINUTES

DOT - cont'd

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

**MWBOO FOUND VENDOR IN COMPLIANCE.**

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

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 82,631.73	9950-902846-9514	
FED	Resurfacing NE	
20,657.93	" "	
<u>GF (HUR)</u>		
<b>\$103,289.66</b>	-----	9950-906855-9514
		Fed Resurfacing
		Hwys NE I

This transfer will cover the deficit and fund the costs associated with Task Nos. 29 and 30, under Project No. 1162, On-Call Consultant Services for Reconstruction and Resurfacing Project with Century Engineering, Inc. in the amount of \$44,440.06.

UPON MOTION duly made and seconded, the Board approved the Assignment of the following Tasks under Project No. 1162, On-Call Consultant Services for Reconstruction and Resurfacing Projects. The Transfers of Funds were approved SUBJECT to receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter. The President voted **NO**.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Assignment of Task No. 1, to McCormick Taylor, Inc., under Project No. 1225, On-Call Design Consultant Services for Resurfacing and Reconstruction.

**AMOUNT OF MONEY AND SOURCE:**

\$24,775.48 - 9950-905023-9508-900010-705032  
24,775.48 - 9950-905627-9527-900010-705032  
**\$49,550.96**

**BACKGROUND/EXPLANATION:**

This authorization provides for a professional engineer approved by the MDE Plan Review as a Certified Reviewer, to provide expedited review services for the Baltimore City Department of Public Works, Office of Compliance, and Laboratories. The work entails reviewing submitted contract documents for compliance with the latest Erosion and Sediment Control and Stormwater Management regulations as defined by the Maryland Department of the Environment and the City of Baltimore Environmental Engineering Section.

**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.**

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

MINUTES

TRANSFER OF FUNDS

Department of Transportation - cont'd

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 65,802.42	9950-902627-9528	
FED	Constr. Res.	
	Park Circle Inter-	
	section Improvements	
16,450.61	" "	
<u>MVR</u>		
<b>\$ 82,253.03</b>	-----	9950-905627-9527-5
		Inspection DOT
		Park Circle Inter-
		section

This transfer will cover the deficit and partially fund the costs associated with Task No. 1, under Project No. 1225, On-Call Design Consultant Services for Resurfacing and Reconstruction and Projects with McCormick Taylor, Inc. in the amount of \$49,550.96.

UPON MOTION duly made and seconded, the Board approved the Assignment of Task No. 1, to McCormick Taylor, Inc., under Project No. 1225, On-Call Design Consultant Services for Resurfacing and Reconstruction. The Transfers of Funds were approved SUBJECT to receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter. The President voted **NO**.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Assignment of Task No. 4, to McCormick Taylor, Inc., under Project No. 1183, Traffic Signals & ITS and Traffic Engineering On-Call Consulting Services.

**AMOUNT OF MONEY AND SOURCE:**

\$85,166.54 - 9950-905097-9512-900010-703032

**BACKGROUND/EXPLANATION:**

This authorization provides for Phase 2A of the At Grade Rail Crossing Safety Study. The scope of services includes, but is not limited to field surveying, infield layout adjustment, Information For Bid development, and database development for at grade railroad crossings.

**DBE PARTICIPATION:**

The consultant will comply with Title 49 Code of Federal Regulations, Parts 26 (49 CFR Part 26) and the DBE goal established in the original agreement.

**DBE SET GOALS OF 25%.**

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

MINUTES

TRANSFER OF FUNDS

Department of Transportation - cont'd

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 78,353.22	9950-904078-9512	
FED	ITS Improvements	
19,588.30	" "	
GF (HUR)		
<u>\$ 97,941.52</u>	-----	9950-905097-9512-3
		Design - At Grade
		Rail Crossing
		Signing Citywide

This transfer will fund the costs associated with Task No. 4, under Project No. 1183, Traffic Signals & ITS and Traffic Engineering On-Call Consulting Services.

UPON MOTION duly made and seconded, the Board approved the Assignment of Task No. 4, to McCormick Taylor, Inc., under Project No. 1183, Traffic Signals & ITS and Traffic Engineering On-Call Consulting Services. The Transfers of Funds were approved SUBJECT to receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter. The President voted **NO**.

**MINUTES**Employees' Retirement System - Disability Hearings Services  
Agreements

The Board is requested to approve and authorize execution of the Disability Hearings Services agreements with the following individuals:

	<u>Rate of Pay</u>	<u>Amount</u>
1. <b>DEVEREAUX E. STERRETTE</b>	\$500.00 per contested case (not to exceed) and \$200.00 per uncontested case	<b>\$20,000.00</b>
2. <b>DORENE ROTHMANN</b>	\$500.00 per contested case (not to exceed) and \$200.00 per uncontested case	<b>\$20,000.00</b>
3. <b>DEBRA A. THOMAS</b>	\$500.00 per contested case (not to exceed) and \$200.00 per uncontested case	<b>\$20,000.00</b>
4. <b>EDWARD G. DANIELS</b>	\$500.00 per contested case (not-to-exceed) and \$200.00 per uncontested case	<b>\$20,000.00</b>
5. <b>JUDY G. SMYLLIE</b>	\$500.00 per contested case (not-to-exceed) and \$200.00 per uncontested case	<b>\$20,000.00</b>
6. <b>STANLEY C. ROGOSIN</b>	\$500.00 per contested case (not-to-exceed) and \$200.00 per uncontested case	<b>\$20,000.00</b>

**MINUTES**

ERS - cont'd

Account: 1001-000000-1220-147500-603026

The above-listed individuals will each continue to work as a Hearing Examiner for the Employees' Retirement System (ERS), the Fire & Police Employees' Retirement System (F&P), and the Elected Officials' Retirement System (EOS). Each of the Hearing Examiners will be responsible for adjudicating claims for disability retirement and death benefit cases. The period of the agreement is January 1, 2016 through December 31, 2016.

Under the provisions of Baltimore City Code Article 22§ 9(p), there is a panel of hearing examiners to hear and adjudicate ERS disability and death benefit cases. (Under Article, 22 §§21 (b) and 33(1), the panel also hears disability and death benefits cases under the Elected Officials' Retirement System and the Fire and Police Employees' Retirement System). The panel is appointed on a contract basis by the Board of Estimates and is to be paid under terms established by the Board of Estimates. Under §9(p)(2)(iii) the ERS Board of Trustees may submit to the Board of Estimates recommended candidates for the panel. Within this discretion, the ERS Board respectfully recommends that the above listed individuals be appointed as hearing examiners, under the terms of the agreement, on the basis of their experience and expertise in adjudicating disability and death benefit claims.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Disability Hearings Services agreement with the foregoing individuals.

**MINUTES**

Fire and Police Employees' - Subscription Agreement  
Retirement System

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Subscription Agreement with Equus Investment Partnership X, L.P., managed by Equus Capital Partners, Ltd.

**AMOUNT OF MONEY AND SOURCE:**

\$20,000,000.00 - approximately of F&P Funds

No General Fund monies are involved in this transaction.

**BACKGROUND/EXPLANATION:**

The F&P Board of Trustees conducted a search for non-core real estate investment managers and as a result of that search, selected Equus Capital Partners, Ltd. as one of three managers to receive and invest \$20 million of F&P funds. The search and selection process was conducted with assistance and advice of the F&P Systems' investment advisor, Summit Strategies Group.

**MWBOO GRANTED A WAIVER.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Subscription Agreement with Equus Investment Partnership X, L.P., managed by Equus Capital Partners, Ltd. The Comptroller **ABSTAINED**.

**MINUTES**

Fire and Police Employees' - Amended and Restated Investment  
Retirement System                      Management Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested by the Board of Trustees of the Fire and Police Employees' Retirement System (F&P) to approve and authorize execution of the Amended and Restated Investment Management Agreement with Loomis, Sayles & Company, L.P. (Loomis).

**AMOUNT OF MONEY AND SOURCE:**

\$155,000,000.00 - approximately of F&P Funds

No General Fund monies are involved in this transaction.

**BACKGROUND/EXPLANATION:**

On February 19, 1997, the Board approved an Investment Management Agreement with the F&P Board and Loomis to manage F&P's variable benefit portfolios. Inasmuch as the F&P law no longer mandates maintenance of a separate variable portfolio, the F&P Board has resolved to diversify a portion of the former variable portfolio with other managers and to retain a portion of the assets under Loomis' management. The F&P Board wishes to update its management agreement with Loomis to enable Loomis to continue managing approximately \$55 million of F&P assets in a short duration fixed income securities portfolio and approximately \$100 million of F&P funds in a core-plus fixed income portfolio. This process was conducted with the assistance and advice of the F&P System's investment advisor, Summit Strategies Group.

**MWBOO GRANTED A WAIVER.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amended and Restated Investment Management Agreement with Loomis, Sayles & Company, L.P. The Comptroller **ABSTAINED**.

**MINUTES**

Bureau of Water and Wastewater - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with Ross Technical Services, Inc.

**AMOUNT OF MONEY AND SOURCE:**

Wastewater Utility

\$11,953.00 - 2070-000000-5501-396404-603020

11,953.00 - 2070-000000-5501-396404-603020

11,911.00 - 2070-000000-5501-396904-603020

**\$35,817.00**

**BACKGROUND/EXPLANATION:**

The Baltimore City Joint Apprenticeship Program requires that apprentices assigned to the Water Treatment Plants of Baltimore City be provided with 144 hours of classroom instruction for each year of the 4 years that they are employed to successfully complete the Waste Water Treatment Technician Apprenticeship Program for the Bureau of Water and Wastewater.

Ross Technical Services, Inc. has an extensive background in Instrumentation Training and has provided a custom curriculum that enables the apprentices to be exposed to the technical requirements of the program as they relate to the actual work environment of a Water and Wastewater Treatment Plant.

The request is for the second year sessions of the three year instruction of the class of trainees hired as Waste Water Treatment Technician Apprentices.

**MINUTES**

Bureau of Water and Wastewater - cont'd

The training will take place on-site using existing equipment and materials. The agency hired 28 new apprentices between December, 2014 through January, 2015. The agreement asks for a maximum of 15 apprentices per class, and in order to accommodate this large group of apprentices, it was necessary to split the group into two second year sessions.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Ross Technical Services, Inc.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the On-Call Agreement with Louis Berger Water Services, Inc. under Project 1503 (Previous Project No. 1230) On-Call Project and Construction Management Assistance Services. The period of the agreement is effective upon Board approval for four years, or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$4,000,000.00 - Upset Limit (To be determined with each individual task)

No funds are required at this time.

**BACKGROUND/EXPLANATION:**

The Construction Management Division is in need of assistance from Louis Berger Water Services, Inc. to provide construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review of contractor's application for payment, attendance at progress meetings, preparation of record drawings, and review of contract claims and supports, estimating, scheduling, project engineering, constructability reviews, submittal reviews and responses, RFI reviews and responses, and construction, contract administrative support under this On-Call agreement.

This On-Call Agreement is necessary to provide services related to Consent Decree projects and other infrastructure related projects and will allow great latitude in staffing and funding availability to ensure that the requirements and deadlines for those projects are met.

## MINUTES

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

**MBE/WBE PARTICIPATION:**

The On-Call Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the Minority and Women's Business Opportunity goals established in the original agreement.

<b>MBE:</b> Environ-Civil Engineering, Ltd.	\$0-1,080,000.00	0-27%
Kumi Construction Management Corporation	\$0-1,080,000.00	0-27%
Sidhu Associates, Inc.	\$0-1,080,000.00	0-27%
Techno Consult, Inc.	<u>0-1,080,000.00</u>	<u>0-27%</u>
<b>Total Aggregate</b>	<b>\$0-1,080,000.00</b>	<b>0-27%</b>
<b>WBE:</b> Peer Consultants, P.C.	\$ 0-400,000.00	0-10%
Ross Technical Services, Inc.	<u>0-400,000.00</u>	<u>0-10%</u>
<b>Total Aggregate</b>	<b>\$ 0-400,000.00</b>	<b>0-10%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the On-Call Agreement with Louis Berger Water Services, Inc. under Project 1503 (Previous Project No. 1230) On-Call Project and Construction Management Assistance Services. The President voted **NO**.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with HDR Engineering, Inc. under Project S.C. 951, Comprehensive Biosolids Plan (CBP). The period of the Agreement is effective upon Board approval for four years, or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$537,441.18 - Baltimore County  
442,039.73 - Baltimore City  
**\$979,480.91** - 9956-928009-9551-900020-703032

**BACKGROUND/EXPLANATION:**

The Consultant will develop the Comprehensive Biosolids Plan, which will address solids processing from primary and waste activated sludge thickening through production and end uses of the biosolids for the City's Patapsco and Back River Wastewater Treatment Plants. The CBP will also evaluate opportunities for co-processing solid wastes such as fats, oils, grease and separated food wastes with Wastewater Treatment Plant solids for increasing the production of renewable biogas energy and increasing overall energy efficiency in biosolids operations. The Consultant was approved by the Office of Boards and Commissions and the Architectural and Engineering Award Commission.

**MINUTES**

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

**MBE/WBE PARTICIPATION:**

<b>MBE:</b> Celadon Technologies, LLC.	\$177,272.62	18.10%
Shah and Associates	<u>89,095.40</u>	<u>9.09%</u>
	<b>\$266,368.02</b>	<b>27.19%</b>

<b>WBE:</b> Phoenix Engineering, Inc.	\$101,460.54	10.35%
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**MWBOO FOUND VENDOR IN COMPLIANCE.**

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

MINUTES

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

**TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
\$ 603,570.00 County Approp.	9956-925009-9549 Construction Reserve Comprehensive Biosolids Management	
496,430.00 Wastewater Rev. Bonds	" "	
<u>\$1,100,000.00</u>		
\$ 979,984.49	-----	9956-928009-9551-3 Design
120,015.51	-----	9956-928009-9551-9 Administration
<u>\$1,100,000.00</u>		

The funds are to cover the cost of SC 951, Comprehensive Biosolids Plan.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with HDR Engineering, Inc. under Project S.C. 951, Comprehensive Biosolids Plan. The Transfers of Funds were approved SUBJECT to receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 021, to Arcadis-US, under Project 1303, On-Call Project and Construction Management Assistance.

**AMOUNT OF MONEY AND SOURCE:**

(\$ 18,640.05) - 9960-910703-9557-900020-705032, WC 1225  
 ( 85,936.76) - 9960-905658-9557-900020-705032, WC 1240  
 ( 113,024.08) - 9956-918616-9551-900020-705032, SC 922  
 ( 194,127.79) - 9956-905620-9551-900020-705032, SC 932  
 ( 204,679.35) - 9956-905620-9551-900020-705032, SC 906  
**(\$616,408.03)**

**BACKGROUND/EXPLANATION:**

The Consultant will provide a credit of unused funds from various tasks including: Task 002 (WC 1225), Task 006 (WC 1240), Task 008 (SC 922), Task 009 (WC 932), and Task No. 011 (SC 906). This credit will increase the 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.**

UPON MOTION duly made and seconded, the assignment of Task No. 021, to Arcadis-US, under Project 1303, On-Call Project and Construction Management Assistance was **WITHDRAWN** by the Board.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 041, to Rummel, Klepper & Kahl, LLP, under Project 1301, On-Call Project and Construction Management Assistance.

**AMOUNT OF MONEY AND SOURCE:**

\$117,369.21 - 9960-917300-9557-900020-705032

**BACKGROUND/EXPLANATION:**

The Consultant will provide on-site inspection services on WC 1228, Ashburton Washwater Lake Dam Stream Restoration for the Bureau of Water and Wastewater.

**THE TRANSFER OF FUNDS WAS APPROVED BY THE BOARD ON OCTOBER 7, 2015.**

**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. 041, to Rummel, Klepper & Kahl, LLP, under Project 1301, On-Call Project and Construction Management Assistance. The President voted **NO**.

MINUTES

RECOMMENDATIONS FOR AWARDS/REJECTION

\* \* \* \* \*

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

4648 - 4654

to the low bidders meeting the specifications,  
and rejected the bid as indicated  
for the reasons stated.

The Transfers of Funds were approved SUBJECT  
to receipt of favorable reports from  
the Planning Commission, the Director of  
Finance having reported favorably thereon,  
as required by the provisions of the City Charter.

The Comptroller **ABSTAINED** on items nos. 3 and 4.

The President voted **NO** on item no 7.

MINUTES

RECOMMENDATION FOR CONTRACT AWARDS/REJECTIONS

Department of Public Works/Department of Recreation and Parks

1. RP 15824, Fiscal Year 2015 Play-Ground and Court Improvements Allied Contractors, Inc. \$611,000.00

**MBE:** JM Murphy Enterprises, Inc. \$25,000.00 4.09%

**WBE:** S&L Trucking, LLC \$ 6,300.00 1.03%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 25,000.00	9938-909040-9475	
R&P 27 <sup>th</sup> .	Reserve - FY'15	
Series	Court Resurfacing	
79,000.00	" "	
State-Program		
Open Space		
75,000.00	9938-909044-9475	
R&P 27 <sup>th</sup> .	Reserve - FY'15	
Series	Community Parks & Playgrounds	
100,000.00	" "	
State-Program		
Open Space		
336,000.00	9938-917014-9475	
R&P 27 <sup>th</sup>	Reserve - FY'15	
Series	Balto. Playground	
<u>\$615,000.00</u>	Program	

MINUTES

RECOMMENDATION FOR CONTRACT AWARDS/REJECTIONS

DPW/Department of Recreation and Parks - cont'd

\$104,000.00	-----	9938-910040-9474
		Active - FY'15
		Court Resurfacing
 175,000.00	 -----	 9938-911044-9474
		Active - FY'15
		Community Parks & Playgrounds
 <u>336,000.00</u>	 -----	 9938-919014-9474
<b>\$615,000.00</b>		Active - FY'15
		Balto. Playground Program

This transfer will provide funds to cover costs associated with the award of Contract RP 15824, FY'15 Playground and Court Improvements.

DPW/Office of Engineering and Construction

3.	WC 1230R, Prettyboy Reservoir Dam Gate- House Facility Improvements	The Whiting-Turner Contracting Co., Inc.	\$2,479,000.00
	<b>MBE:</b> Horton Mechanical Contractors, Inc.	\$225,000.00	9.07%
	Native Sons, Ltd.	175,000.00	7.06%
	Roane's Rigging and Transfer Co., Inc.	<u>72,000.00</u>	<u>2.90%</u>
		<b>\$472,000.00</b>	<b>19.03%</b>
	<b>WBE:</b> Plexus Installations, Inc.	\$ 25,000.00	1%*

\*The WBE subcontractor is not in good standing with the Department of Assessment and Taxation. The Bidder will be allowed to substitute an approved WBE, if Plexus Installations, Inc. is not in good standing at the time of award.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

MINUTES

RECOMMENDATION FOR CONTRACT AWARDS/REJECTIONS

DPW/Office of Engineering & Construction - cont'd

4. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$2,139,602.75	9960-910300-9558	
Water Revenue	Constr. Reserve	
Bonds	Meter Replacement	
1,452,655.25	" "	
Counties		
<b>\$3,592,258.00</b>		
\$ 247,900.00	-----	9960-910301-9557-2
		Extra Work
247,900.00	-----	9960-910301-9557-3
		Engineering
468,718.00	-----	9960-910301-9557-5
		Inspection
2,479,000.00	-----	9960-910301-9557-6
		Construction
148,740.00	-----	9960-910301-9557-9
<b>\$3,592,258.00</b>		Administration

The funds are required to cover the costs for the award of WC 1230, Prettyboy Dam Gatehouse Improvements.

## MINUTES

RECOMMENDATION FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

5. B50004022, Mowing, Lorenz Lawn & \$569,792.00  
Maintenance & Landscape, Inc.  
Services for Clusters

(Dept. of Recreation &  
Parks & all City Agencies)

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

**MBE:** 4Evergreen Lawn Care \$153,845.00 27%

**WBE:** Fouts Lawn Care Corp. Inc. \$ 51,300.00 9%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

6. B50004326, Turnout Municipal Emergency \$ 83,148.00  
Gloves for Baltimore Services, Inc.  
City Fire Department

(Baltimore City Fire  
Department)

**MWBOO GRANTED A WAIVER.**

7. B50004338, Furnish \$400,000.00  
and Install Carpet JD Carpets, Inc.  
and Floor Tile

L & R Enterprises,  
t/a L & R Floors

(Dept. of General Services)

The five bids received were opened on November 4, 2015. All five responses were non-compliant by MWBOO. This is a multiple award contract requiring site visits with each vendor bidding a not-to-exceed amount on individual projects, based upon the unit prices bid, with the low bidder receiving award of that project.

## MINUTES

RECOMMENDATION FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

The above amount is the City's estimated requirement, however, the vendors will supply the City's entire requirement, be it more or less.

**MWBOO SET GOALS OF 8% MBE AND 3% WBE.**JD Carpets, Inc.:

<b>MBE:</b>		0%
<b>WBE:</b>	Acorn Supply & Distributing, Inc.	0%
	Beachwood Distributors, Inc.	0.75%

Bidder did not achieve MBE/WBE goals. Bidder listed Acorn Supply & Distributing, Inc. for MBE participation, however Acorn Supply and Distributing is not certified as a MBE with Baltimore City (They are a certified WBE).

Furthermore, Beachwood Distributors was listed for 3% WBE participation. However, not more than 25% of each MBE/WBE goal may be attained by expenditures to MBE/WBE suppliers who are not manufacturers. Therefore, the maximum value allowed has been applied.

L & R Enterprises, t/a L & R Floors:

<b>MBE:</b>	Stock Supply Co.	0%
<b>WBE:</b>	Not Listed	0%

Bidder did not achieve MBE/WBE goals. Stock Supply is not certified by the City of Baltimore. Bidder also failed to list any WBE participation.

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

The Bureau of Purchases recommends award to the two low responsive bidders, contingent upon each vendor coming into compliance within ten days of Board approval.

## MINUTES

RECOMMENDATION FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

8. B50004351, Truck Accessories                      Edgewater Tire Center, Inc. d/b/a Admiral Tire                      \$200,000.00

(Dept. of General Services, Fleet Management)

**MWBOO GRANTED A WAIVER.**

Rescind and Re-Award

9. B50004117, Conversion of Microfilm & Microfiche to Digital Format                      **Rescind Award to:**  
Court Record & Data Management Services, Inc.
- Re-Award to:**                      \$209,661.00  
Crowley Micrographics  
d/b/a The Crowley Co.  
(2<sup>nd</sup> lowest responsible responsive bidder)

(Dept. of Housing & Community Development)

On November 18, 2015, the Board approved the initial award to Court Record & Data Management Services, Inc. However, the solicitation stated "all bid submissions, including bid prices, shall remain fixed and good for a period of not less than 90 days following the bid opening." Court Record & Data Management Services, Inc. does not wish to extend their bid price past the 90 days and has requested to withdraw their bid.

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

Cowley Micrographical has confirmed that they will extend their bid prices.

**MWBOO SET GOALS OF 0% MBE AND 7% WBE:**

**WBE:** 1<sup>st</sup> Choice, LLC 7%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**MINUTES**

Baltimore Police Department - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to pay the LEADERShip for tuition. The period of the expenditure is February 3, 2016 through November 3, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$5,000.00 - 1001-000000-2041-195500-603020

**BACKGROUND/EXPLANATION:**

The tuition is for Mr. Kevin Davis to participate in the LEADERShip Class of 2016. The training will enhance the leadership and competency of members in upper level supervisory roles within the Department. A scholarship was received in the amount of \$2,500.00. This training provides a focus on accountability and responsibility within the ethical scope of the leading of other members of the Department. Focus is given to community services and improving the relationship within the community through service.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to pay the LEADERShip for tuition.

**MINUTES**

Police Department - Mutual Aid Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Mutual Aid Agreement with Montgomery County and the Montgomery County Police Department. The period of the agreement is effective upon Board approval.

**AMOUNT OF MONEY AND SOURCE:**

The Mutual Aid Agreement is a standby agreement and there is no commitment of funds under the agreement at this time. The Agreement does provide that the requesting jurisdiction will indemnify the responding jurisdiction from third party claims that arise from the assistance provided in the requesting jurisdiction. In the future, should the City incur any liability under the Mutual Aid Agreement, then a further request for authorization of the expenditure of funds from the Board of Estimates would be submitted and a source of funds identified.

**BACKGROUND/EXPLANATION:**

Under the terms of the agreement, the Baltimore City Police Department or the Montgomery County Police Department, may request personnel and equipment from the Chief of the other jurisdiction in the event local resources are insufficient to meet public safety requirements. The Chief of the responding jurisdiction will have discretion to decide whether to and how to respond to such requests, taking into account the public safety requirements of the responding jurisdiction.

The Baltimore Police Department reviewed its mutual assistance agreements following the tragic events of April 2015, and the civil unrest during this period. In order to provide for public safety, the Baltimore City Police Department has initiated mutual aid agreements with various federal, state, and local law enforcement.

**APPROVED FOR FUNDS BY FINANCE**

MINUTES

Police Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Mutual Aid Agreement with Montgomery County and the Montgomery County Police Department.

## MINUTES

Police Department - Ratification of Grant Adjustment Notice

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify the Grant Adjustment Notice (GAN) Amendment No. 4 from the Maryland Emergency Management Agency (MEMA) for the FY 2012 Urban Area Security Initiative (UASI).

**AMOUNT OF MONEY AND SOURCE:**

<b>Project Adjustment Details</b>	<b>Account Code</b>	<b>Original Amount</b>	<b>New Amount</b>	<b>Difference</b>
Closed Circuit Television	4000-472413-2023-212600-600000	\$ 625,253.24	\$ 625,253.24	\$ -
Functional Needs & Citizen Involvement	4000-472413-2023-212601-600000	\$ 30,262.88	\$ 30,262.88	\$ -
HAZMAT	4000-472413-2023-212602-600000	\$ 96,322.65	\$ 96,322.65	\$ -
Incident Management Team	4000-472413-2023-212603-600000	\$ 25,352.43	\$ 25,352.43	\$ -
Law Enforcement and Terrorist Prevention	4000-472413-2023-212604-600000	\$ 101,579.53	\$ 101,579.53	\$ -
Mobile Command Communications Vehicle	4000-472413-2023-212605-600000	\$ 11,463.00	\$ 11,463.00	\$ -
Patient Tracking	4000-472413-2023-212606-600000	\$ -	\$ -	\$ -
Planners	4000-472413-2023-212607-600000	\$ 47,143.80	\$ 47,143.80	\$ -
Regional Exercises	4000-472413-2023-212608-600000	\$ 91,647.00	\$ 42,215.48	\$(49,431.52)
UAWG Support	4000-472413-2023-212609-600000	\$ 136,111.78	\$ 133,543.30	\$(2,568.48)
EOC enhancements and upgrades	4000-472413-2023-212610-600000	\$ 78,220.60	\$ 78,220.60	\$ -
Establish/enhance cyber security program	4000-472413-2023-212611-600000	\$ 14,700.00	\$ 14,700.00	\$ -
Interoperable communications systems	4000-472413-2023-212612-600000	\$ 137,887.09	\$ 137,887.09	\$ -
<b>Totals</b>		<b>\$ 1,395,944.00</b>	<b>\$1,343,944.00</b>	<b>\$(52,000.00)</b>

**MINUTES**

Police Department - cont'd

**BACKGROUND/EXPLANATION:**

On October 17, 2012, the Board authorized acceptance of a Memorandum of Agreement (MOA) with MEMA for the FY12 UASI, funding through a grant from the U.S. Department of Homeland Security, in the amount of \$1,476,804.00. The period of the agreement was from September 1, 2012 through May 31, 2014.

On April 24, 2013, the Board approved an amendment reducing the award by \$30,000.00, making the total award amount \$1,446,804.00.

On October 23, 2013, the Board approved an amendment reducing the award by \$50,860.00, making the total award amount \$1,395,944.00.

On September 10, 2014, the Board approved an amendment extending the period of the MOA through July 31, 2014.

This GAN Amendment No. 4 decreased the amount of the grant by \$52,000.00, and made the new total award amount \$1,343,944.00 to give the DGS funding to obtain an MView system.

This GAN (No. 4) is late because of the late receipt of documents explaining the transfer of funding.

**MBE/WBE PARTICIPATION:**

N/A

**AUDITS NOTED THE RATIFICATION OF THE GRANT ADJUSTMENT NOTICE.**

UPON MOTION duly made and seconded, the Board ratified the Grant Adjustment Notice Amendment No. 4 from the Maryland Emergency Management Agency for the FY 2012 Urban Area Security Initiative.



## MINUTES

Department of Housing and - cont'd  
Community Development

The sub-grantee will facilitate economic development in the Washington Boulevard Commercial Business District by providing technical assistance and workshops to new and existing businesses. The period of the agreement is July 1, 2015 through June 30, 2016.

3. **GREATER BALTIMORE COMMUNITY HOUSING** **\$27,880.00**  
**RESOURCE BOARD, INC. (GBCHRB)**

Account: 2089-208916-5930-436384-603051

The agreement will provide the funding to GBCHRB to procure a consultant to provide technical expertise in planning, designing and conducting an effective program of fair housing education, training, analysis and administration in the City. The consultant will, on behalf of the GBCHRB, provide general fair housing ordinance education, fair housing education for persons with disabilities, regional fair housing advocacy, special fair housing awareness events, and fair housing curriculum support in Baltimore City Public Schools. The period of the agreement is October 1, 2015 through September 30, 2016.

On June 17, 2015, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2015 Annual Action Plan for the following formula programs:

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

**MINUTES**

Department of Housing and - cont'd  
Community Development

Upon approval of the resolution, the DHCD's Contracts Section began negotiating and processing the CDBG agreements as outlined in the Plan to be effective July 1, 2015 and beyond. Consequently, these agreements were delayed due to final negotiations and processing.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Community Development Block Grant Agreements. The Mayor **ABSTAINED** on item no. 1. The President **ABSTAINED** on item no. 1.

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with East Baltimore Historic III, LLC, Developer, for the sale of the City-owned properties located at 707, 723 and 730 E. Biddle Street; 1200, 1202, 1206, 1208, 1210, 1212, and 1214 Homewood Avenue; 706, 709, 718, 719 and 726 Mura Street; and 701, 704, 726, 729, 730, 731, and 739 E. Preston Street.

**AMOUNT OF MONEY AND SOURCE:**

\$	5,000.00	-	707 E. Biddle Street
	5,000.00	-	723 E. Biddle Street
	5,000.00	-	730 E. Biddle Street
	5,000.00	-	1200 Homewood Avenue
	5,000.00	-	1202 Homewood Avenue
	5,000.00	-	1206 Homewood Avenue
	5,000.00	-	1208 Homewood Avenue
	5,000.00	-	1210 Homewood Avenue
	5,000.00	-	1212 Homewood Avenue
	5,000.00	-	1214 Homewood Avenue
	5,000.00	-	706 Mura Street
	5,000.00	-	709 Mura Street
	5,000.00	-	718 Mura Street
	5,000.00	-	719 Mura Street
	5,000.00	-	726 Mura Street
	5,000.00	-	701 E. Preston Street
	5,000.00	-	704 E. Preston Street
	5,000.00	-	726 E. Preston Street
	5,000.00	-	729 E. Preston Street
	5,000.00	-	730 E. Preston Street
	5,000.00	-	731 E. Preston Street
	5,000.00	-	739 E. Preston Street
	<u>\$110,000.00</u>	-	Purchase price to be paid at time of settlement

**BACKGROUND/EXPLANATION:**

The City will convey all its rights, title, and interest in the properties to East Baltimore Historic III, LLC.

## MINUTES

DHCD - cont'd

East Baltimore Historic III, LLC will purchase the vacant buildings known as 707, 723 and 730 E. Biddle Street; 1200, 1202, 1206, 1208, 1210, 1212, and 1214 Homewood Avenue; 706, 709, 718, 719 and 726 Mura Street; and 701, 704, 726, 729, 730, 731, and 739 E. Preston Street for the rehabilitation into residential rentals. The purchase price and improvements to the sites will be funded through Federal Historic Tax Credits, CDBG Funds, and private funds.

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

The 22 vacant buildings are being sold for \$5,000.00 each for a total of \$110,000.00. The Waiver Valuation Process determined the price for the properties as follows:

<u>Property Address</u>	<u>Waiver Valuation</u>
707 E. Biddle St.	\$ 5,000.00
723 E. Biddle St.	\$ 5,000.00
730 E. Biddle St.	\$10,000.00
1200 Homewood Ave.	\$10,000.00
1202 Homewood Ave.	\$10,000.00
1206 Homewood Ave.	\$10,000.00
1208 Homewood Ave.	\$10,000.00
1210 Homewood Ave.	\$10,000.00
1212 Homewood Ave.	\$10,000.00
1214 Homewood Ave.	\$10,000.00
706 Mura St.	\$ 5,000.00
709 Mura St.	\$ 5,000.00
718 Mura St.	\$ 5,000.00
719 Mura St.	\$ 5,000.00
726 Mura St.	\$ 5,000.00
701 E. Preston St.	\$10,000.00
704 E. Preston St.	\$10,000.00
726 E. Preston St.	\$10,000.00
729 E. Preston St.	\$10,000.00
730 E. Preston St.	\$10,000.00
731 E. Preston St.	\$10,000.00
739 E. Preston St.	\$10,000.00

**MINUTES**

DHCD - cont'd

The properties are being sold to East Baltimore Historic III, LLC for less than the price determined by the waiver valuation process for the following reasons:

- the new construction will be to the specific benefit to the immediate community,
- this transaction will eliminate blight from the block, and eliminate blight from the neighborhood,
- this sale and rehabilitation will return vacant lots to the tax rolls, and
- the property is being sold for less than the price determined by the Waiver Valuation process because of its condition, which will require extensive and immediate remediation.

**MBE/WBE PARTICIPATION:**

The Developer has agreed to comply with the Minority and Women's Business Enterprise Program of Baltimore City.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with East Baltimore Historic III, LLC, Developer, for the sale of the City-owned properties located at 707, 723 and 730 E. Biddle Street; 1200, 1202, 1206, 1208, 1210, 1212, and 1214 Homewood Avenue; 706, 709, 718, 719 and 726 Mura Street; and 701, 704, 726, 729, 730, 731, and 739 E. Preston Street.

**MINUTES**

Department of Housing and - Expenditure of Funds  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize payments to America's Best Value Inn.

**AMOUNT OF MONEY AND SOURCE:**

\$22,289.18 - 2089-208915-5825-608400-603026

Invoice Number	Invoice Date	Room #	Amount	Check-In Date	Check-Out Date
4623	6/17/2015	215	\$ 767.00	6/02/2015	6/14/2015
4624	6/17/2015	212	\$ 767.00	6/02/2015	6/14/2015
4625	6/17/2015	224	\$ 767.00	6/02/2015	6/14/2015
4629	6/16/2015	405	\$ 413.00	6/09/2015	6/15/2015
4630	6/22/2015	407	\$ 413.00	6/09/2015	6/15/2015
4633	6/23/2015	327	\$ 649.00	6/08/2015	6/18/2015
4635	6/23/2015	406	\$1,062.00	6/04/2015	6/21/2015
4636	6/23/2015	409	\$1,059.18	6/04/2015	6/21/2015
4642	6/29/2015	422	\$ 590.00	6/16/2015	6/25/2015
4643	6/29/2015	424	\$ 590.00	6/16/2015	6/25/2015
4644	6/29/2015	219	\$ 413.00	6/19/2015	6/25/2015
4645	6/29/2015	221	\$ 413.00	6/19/2015	6/25/2015
4646	6/29/2015	310	\$ 236.00	6/22/2015	6/25/2015
4647	6/22/2015	307	\$ 226.00	6/22/2015	6/26/2015
4652	7/06/2015	326	\$ 826.00	6/22/2015	7/05/2015
4653	7/08/2015	327	\$ 826.00	6/22/2015	7/05/2015
4654	7/06/2015	300	\$ 708.00	6/24/2015	7/05/2015
4655	7/06/2015	305	\$ 708.00	6/24/2015	7/05/2015
4658	7/07/2015	420	\$ 885.00	6/22/2015	7/06/2015
4659	7/10/2015	317	\$ 885.00	6/25/2015	7/09/2015
4668	7/27/2015	316	\$ 708.00	7/15/2015	7/26/2015
4669	7/27/2015	326	\$ 708.00	7/15/2015	7/26/2015
4673	8/03/2015	306	\$1,003.00	7/17/2015	8/02/2015
4717	10/01/2015	316	\$ 826.00	9/16/2015	9/29/2015
4718	10/01/2015	317	\$ 826.00	9/16/2015	9/29/2015

## MINUTES

Department of Housing and - cont'd  
Community Development

4719	10/05/2015	218	\$ 590.00	9/22/2015	10/01/2015
4720	10/05/2015	213	\$ 590.00	9/22/2015	10/01/2015
4721	10/05/2015	216	\$ 590.00	9/22/2015	10/01/2015
4722	10/05/2015	308/212	\$ 295.00	9/29/2015	10/03/2015
4723	10/06/2015	309	\$ 354.00	9/29/2015	10/04/2015
4727	10/07/2015	221	\$ 1,298.00	9/14/2015	10/05/2015
4728	10/07/2015	222	\$ 1,298.00	9/14/2015	10/05/2015
<b>Total</b>			<b>\$22,289.18</b>		

**BACKGROUND/EXPLANATION:**

The Lead Hazard Reduction Program reduces lead risks in homes with children under the age of six who have elevated blood lead levels. While contractors work to reduce the lead risks, the families must be relocated to a temporary residence. The program originally awarded the contract to Mt. Vernon Hotels. However, the hotel was sold, and the new company did not follow through with the contract. Since then, the program used various hotels throughout the City, until the current bid is awarded.

There was a purchase order (P530034) with America's Best Value Inn to provide this service. However, the amount of the purchase order was depleted in the beginning of June, and a change order was not processed to increase the amount. America's Best continued to provide the service, which is an integral part of the program. Without the relocation, the program could not work towards reducing the risk of lead poisoning affecting these families. Also the program required these relocations to accomplish its goal of reducing lead paint in 210 homes. If this goal was not met the grantor may not have provided the new grant which was awarded in August.

Between June and October, 32 families required to be relocated. These invoices total \$22,289.18. Currently there is a bid for hotels with no response.

**MINUTES**

Department of Housing and - cont'd  
Community Development

The RFP/Bid will be sent back to purchasing. The program will continue to struggle to find hotels and serve clients without a contracted vendor.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized payments to America's Best Value Inn.

**MINUTES**

Department of Housing and Community Development (DHCD) - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a Memorandum of Understanding (MOU) with the Maryland Department of Housing and Community Development (MD-DHCD). The MOU is effective upon Board approval through June 30, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$1,100,000.00 - 518816-5825-608400-603051

**BACKGROUND/EXPLANATION:**

The MOU provides funding for the Lead Hazard Reduction Program.

The State's funding commitment was recognized as matching funds by the federal government in awarding the City of Baltimore \$3,690,733.00 in federal funding to remove lead hazard in 230 homes in which young children are at-risk of lead paint poisoning. The three year period of the State grant will coincide with the federal grant which will be presented to the Board of Estimates soon, at the conclusion of budget negotiations.

The Baltimore City Lead Hazard Reduction Program (LHRP) was awarded \$3,690,733.00 by the U.S. Department of Housing and Urban Development (HUD). Budget negotiations and preliminary administrative work have been undertaken in the period since the award announcement at the end of August 2015. In its application to HUD, the City included a commitment letter from the State of Maryland pledging \$1.1 million in matching funds, state funds are dedicated to the capital costs associated with lead hazard reduction. The submitted MOU between the State and City follows through on that commitment. (The State's MOU reference a HUD grant of \$3.5 million which covers the base amount for lead hazard reduction work, additional federal funds were awarded for healthy homes supplemental improvements).

**MINUTES**

DHCD - cont'd

The Baltimore City Health Department is a principle partner and sub-grantee for the LHRP providing home visits and in-home health education to the families of children with blood lead level test results in the range of concern. The Green & Healthy Homes Initiative is a non-profit partner and sub-grantee providing community outreach/application assistance, post-remediation education and healthy homes supplemental improvements.

The LHRP will serve households with total family income at or below 80% of Area Median Income, with children below six years of age, and houses with identified lead paint hazards. The HCD will coordinate weatherization and housing rehabilitation services to complement lead hazard reduction.

The LHRP is an excellent example of federal, state, and local cooperation. While childhood lead poisoning has been greatly reduced over the past 20 years, the Department's work in this area is done. The LHRP, with assistance from the State as reflected in this MOU, will continue to work toward the ultimate goal...the day when every child in Baltimore City grows up in a home safe from lead poisoning.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved the Memorandum of Understanding with the Maryland Department of Housing and Community Development.

**MINUTES**

Parking Authority - Ninth Amendment to Agreement for  
of Baltimore City Pay-and-Display Parking Stations

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Ninth Amendment to Agreement for Pay-and-Display Parking Stations with CALE America, Inc.

**AMOUNT OF MONEY AND SOURCE:**

\$276,617.00 - 2076-000000-2321-253300-607001

**BACKGROUND/EXPLANATION:**

The original agreement allowed for the purchase of 375 meters. The agreement has been amended seven times previously with approval from the Board, to increase the number of meters that may be purchased: On October 17, 2007, to purchase 120 meters (495 total), July 30, 2008 to purchase 200 meters (695 total), April 8, 2009 to purchase 25 meters (720 total), August 25, 2010 to purchase 75 meters (795 total), April 25, 2012 to purchase 75 meters (870 total), October 3, 2012 to purchase 30 meters (900 total), and on July 23, 2014 to purchase 30 meters (930 total).

An amendment approved by the Board of Estimates on February 17, 2010 allowed for upgrading the method of credit card processing at selected meters. The agreement was assigned by CALE Parking Systems USA Inc. to CALE America, Inc. with approval from the Board of Estimates, on February 15, 2012.

Currently, the City's EZ Park Multi-Space Parking Meters utilize a 2G modem for connectivity to process credit card payments and to notify the Parking Authority of maintenance issues.

## MINUTES

Parking Authority of - cont'd  
Baltimore City

However, support for 2G connectivity is being phased out by the wireless communication carriers and is currently susceptible to lapses in communication that can lead to delayed transactions for parking customers and delayed notice of meter service issues. CALE's 3G modem will provide significantly increased connectivity and faster connection times. Additional benefits, listed below, of an upgrade to the 3G modem support the expenditure of funds as well as the return on investment to the City.

Improvements derived from an upgrade to the 3G modem include:

- Greater bandwidth for increased data transmission capacity,
- Improved communication "uptime", and faster credit card/debit card validation times, resulting in a significant decrease in the possibility of delayed customer transactions, thereby increasing customer satisfaction,
- A decrease in EZ Park Multi-Space Parking Meter battery consumption, resulting in longer battery life, and
- Compatibility with our current administrative dashboard which allows for future communications upgrades, if necessary.

The financial impact to the City of an upgrade to 3G modems would be quite significant as well. We estimate that increased parking meter uptime enabled by this upgrade will improve revenues from these meters by \$200,000.00 annually. An investment of \$279,308.00 for the 3G modem upgrade would be recouped in less than 18 months.

## MINUTES

Parking Authority of - cont'd  
Baltimore City

<u>MBE/WBE PARTICIPATION:</u>	<u>Commitment</u>	<u>Performed</u>
<b>MBE:</b> Pioneer Contracting Co., Inc.	17%	\$90,600.00 (39%)
<b>WBE:</b> Eddie Brown & Associates, Inc.	9%	\$74,499.64 (32%)

**MWBOO FOUND VENDOR IN COMPLIANCE**

**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 Ninth Amendment to Agreement for Pay-and-Display Parking Stations with CALE America, Inc.

**MINUTES**

Parking Authority of - Janitorial Services Agreement  
Baltimore City (PABC)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Janitorial Services Agreement with Broadway Services, Inc. The period of the agreement is January 1, 2016 through December 31, 2018 with an option to renew for two 1-year terms.

**AMOUNT OF MONEY AND SOURCE:**

Annually

\$20,415.00\* - 2076-000000-2321-253300-607001

\*If the City's living wage increases during the term, Broadway's compensation may increase accordingly.

**BACKGROUND/EXPLANATION:**

In May of 2015, the PABC issued a Request for Bids (RFB) for janitorial services to be performed at the PABC main office located at 200 W. Lombard St. Three vendors responded to the RFB and proposals were opened on September 15, 2015 by the PABC Board of Directors. Broadway Services, Inc. provided the lowest qualified and competent bid.

**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 Janitorial Services Agreement with Broadway Services, Inc. The President **ABSTAINED**.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			
1. Nancy J. Kerr Dorothy I. Onyemah*	Nurse Family Partnership - Unit 2 Training Denver, CO Jan. 11 - 15, 2016 (Reg. Fee \$0.00)	DHMH Home Visiting Grant *DHMH Child Health Systems Improvement Grant	\$3,141.38

The transportation for each attendee was prepaid using a City-issued credit card assigned to Lori Partin. The disbursement for each attendee is \$1,110.73.

**RETROACTIVE TRAVEL APPROVAL**Health Department

2. Christy Skipper	2015 United States Conference on AIDS Conference Washington, DC Sept. 10 - 12, 2015 (Reg. Fee \$685.00)	Ryan White Part-A COM	\$953.74
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Ms. Skipper travelled to Washington, DC to attend the 2015 United States Conference on AIDS held on September 10 - 12, 2015.

The subsistence rate for this location was \$293.00 per day. The registration was pre-paid on a City-issued credit card assigned to Whitney Tantleff. Therefore, the amount to be reimbursed to Christy Skipper is \$268.74.

This request is late because the Department did not have sufficient time to process the travel request prior to Board approval. The Department requests retroactive travel approval. The requested travel reimbursement is as follows:

**MINUTES****TRAVEL REIMBURSEMENT**Health Dept. - cont'd

\$ 132.79 - Mileage (private vehicle 76.94 miles x .575)  
 76.00 - Conference parking  
 59.95 - Food  
(\$685.00) - Registration  
**\$268.74 - Amount to be disbursed to Ms. Skipper**

**RETROACTIVE TRAVEL APPROVAL**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			
3. Sonny Pelham	2015 United States Conference on AIDS Washington, DC Sept. 10 - 13, 2015 (Reg. Fee \$685.00)	Ryan White	\$ 841.38

Mr. Pelham traveled to Washington, DC on September 10 - 12, 2015 to attend the United States Conference on AIDS.

The subsistence rate for this location was \$293.00 per day. The registration was pre-paid on a City-issued credit card assigned to Ms. Whitney Tantleff. Mr. Pelham rode the train to Washington, DC on September 10 - 11, 2015 and drove his personal vehicle on September 12, 2015. He did not attend the conference on September 13, 2015. Therefore, the requested reimbursement to Mr. Pelham is \$156.38.

**MINUTES****TRAVEL REIMBURSEMENT**Health Dept. - cont'd**REIMBURSEMENT**

\$ 32.00	- Amtrak Train (\$8.00 x 4 - 9/10/2015 and 9/11/2015)
24.00	- Amtrak Train Station parking (\$12.00 x 2) (9/10/2015 and 9/11/2015)
13.00	- D.C. Metro (9/10/2015)
44.26	- Mileage (9/12/2015 - personal vehicle - 76.98 miles x .575¢)
17.00	- Conference parking (9/12/15)
26.12	- Meals
<u>(685.00)</u>	- Registration
<b>\$156.38</b>	- <b>Amount to be reimbursed to Mr. Pelham</b>

The travel approval request is late because Mr. Pelham did not have sufficient time to process the travel request for Board approval prior to traveling. Therefore, the Department is requesting the Board to ratify this travel request and approve and authorize reimbursement to Mr. Pelham for his travel expenses.

UPON MOTION duly made and seconded, the Board approved and authorized the travel request, the retroactive travel request, and the travel reimbursement.

## MINUTES

PROPOSALS AND SPECIFICATIONS

1. Department of Public Works/Office of Engineering and Construction - WC 1242, Brown Pond Dam Breach  
**BIDS TO BE RECV'D: 02/03/2016**  
**BIDS TO BE OPENED: 02/03/2016**
  
2. Department of Public Works/ Department of Recreation & Parks - RP 15818, Office Trailer Relocation to Gwynns Falls Park Maintenance Yard  
**BIDS TO BE RECV'D: 01/13/2016**  
**BIDS TO BE OPENED: 01/13/2016**
  
3. Department of Transportation - TR 15017, Conduit Manhole Reconstruction at Various Locations  
**BIDS TO BE RECV'D: 01/20/2016**  
**BIDS TO BE OPENED: 01/20/2016**

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

## MINUTES

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

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

# Kim A. Trueheart

December 15, 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 - 81, City Council President and members of the Board of Estimates, BOE Agenda dated December 16, 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.

Email: [kimtrueheart@gmail.com](mailto:kimtrueheart@gmail.com)

5519 Belleville Ave  
Baltimore, MD 21207

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 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 December 16, 2015.

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

Sincerely,  
Kim Trueheart, Citizen & Resident

5519 Belleville Ave  
Baltimore, MD 21207

MINUTES

President: "There being no further business before this Board, the meeting will recess -- will recess until bid opening at 12 noon. Thank you."

\* \* \* \* \*

## MINUTES

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

**BIDS, PROPOSALS, AND CONTRACT AWARDS**

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

Department of Transportation - WC 1190, Montebello Filtration  
Plant I Electrical Improvements  
**BIDS TO BE RECV'D: 12/23/2016**  
**BIDS TO BE OPENED: 12/23/2016**

Thereafter, UPON MOTION duly made and seconded, the Board received, opened, and referred the following bid to the Bureau of Purchases for tabulation and report:

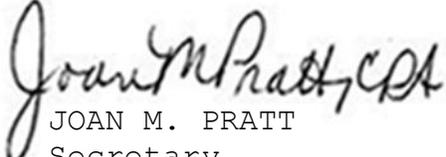
Bureau of Purchases - B50004360, Management Services  
for the Eating Together in  
Baltimore Program

MJ Management Services, LLC

MINUTES

\* \* \* \* \*

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, December 23, 2015.



JOAN M. PRATT  
Secretary