

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
Alfred H. Foxx, Director of Public Works - **ABSENT**
David E. Ralph, Deputy City Solicitor
Ben Meli, Deputy Director of Public Works
Bernice H. Taylor, Deputy Comptroller and Clerk

The meeting was called to order by the President.

President: "I will direct the Board members attention to the memorandum from my office dated April 15, 2013, identifying matters to be considered as routine agenda items, together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a motion to approve all of the items contained on the routine agenda."

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

Comptroller: "Second."

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

The Motion carries. The routine agenda has been adopted."

BOARD OF ESTIMATES

04/17/2013

MINUTES

Mayor's Office of Human Services (MOHS) - Grant AgreementsACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the grant agreements and to ratify an agreement.

<u>Grantee</u>	<u>No. of Clients</u>	<u>Amount</u>
1. HOWARD COUNTY	15 HIV/AIDs clients	\$201,657.00
Account: 4000-490913-3573-333675-603051		
2. CARROLL COUNTY	10 - 15 HIV/AIDs clients	\$ 61,374.00
Account: 4000-490913-3573-333677-603051		

Howard and Carroll County will provide comprehensive diagnostic and treatment services, education, and intensive case management services to clients, as well as short term rent, security deposits, food vouchers, and funds for transportation and nutritional supplements. The period of the grant agreement is July 1, 2012 through June 30, 2015, unless otherwise noted.

The grant agreements are late because of a delay at the administrative level and a delay in obtaining signatures from the counties.

MINUTES

MOHS - cont'd

<u>Grantee</u>	<u>No. of Clients</u>	<u>Amount</u>
3. ASSOCIATED CATHOLIC CHARITIES, INC./ CHRISTOPHER PLACE EMPLOYMENT ACADEMY	12 Homeless Men	\$ 97,369.00

Account: 4000-496212-3572-591404-603051

The organizations will provide the clients with temporary housing, as well as supportive services, including identifying client needs, case management, job skills, and life skills. Each client will establish an Individual Employment Plan. Once employed, clients will receive job retention and re-placement services as necessary to assist in maintaining employment.

4. ASSOCIATED CATHOLIC CHARITIES, INC./ MY SISTER'S PLACE LODGE	27 Homeless Women	\$293,212.00
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Account: 4000-496212-3572-591404-603051

The organization will provide mentally ill clients with temporary housing, as well as comprehensive supportive services, including intensive case management, life skills, and life enrichment and basic need resources. Each client will develop and implement an Individual Action Plan which will include the steps to enroll in entitled benefits, obtain treatment and counseling for addictions and mental health, find gainful employment, and obtain permanent housing.

MINUTES

MOHS - cont'd

<u>Grantee</u>	<u>No. of Clients</u>	<u>Amount</u>
5. MARIAN HOUSE, INC.	4 Homeless Families/ 43 Homeless Individ.	\$202,984.00

Account: 4000-496212-3572-591419-603051

The organization will provide the clients with temporary housing assistance and supportive services including education, employment, and counseling services.

The period of the grant agreement is February 1, 2013 through January 31, 2014.

The grant agreements are late because of a delay in funding from the U.S. Department of Housing and Urban Development.

6. GOVANS ECUMENICAL DEVELOPMENT CORP. (GEDCO)	5 Families/24 Adult Individuals	\$310,762.50
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Account: 4000-496313-3573-591250-603051

The organization will provide clients suffering with HIV/AIDS and other disabilities and are homeless with rental assistance in one of 25 scattered apartments in the City. GEDCO will link clients to all HIV support services for which they are eligible. In addition, clients will continue to receive monitored drug treatment, mental health services, and medical adherence in support of maintaining their stable housing.

The period of the grant agreement is April 1, 2013 through March 31, 2014.

MINUTES

MOHS - cont'd

	<u>Grantee</u>	<u>No. of Clients</u>	<u>Amount</u>
7.	AIDS INTERFAITH RESIDENTIAL SERVICES, INC. (AIRS)	111 Homeless Families and Individuals	\$1,460,347.00

Account: 4000-496313-3573-591243-603051

The organization will provide rental assistance in one of 111 scattered site apartments throughout the City. AIRS will also assign Case Managers to each client and assist the clients to develop Individual Service Plans to identify and remove barriers to success. The period of the grant agreement is February 1, 2013 through January 31, 2014.

8.	BALTIMORE MENTAL HEALTH SYSTEMS, INC. (BMHS)	139 Families and 196 Adult Individuals	\$1,840,302.00
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Account: 4000-496313-3573-591241-603051

The BMHS will provide 139 families and 196 adult individuals with a serious mental illness rental assistance in one of 298 scattered apartments in Baltimore City. The BMHS will provide access to health care, substance abuse and mental health treatment, case management, housing placement, and entitlements. The period of the grant agreement is April 1, 2013 to March 31, 2014.

9.	DAYSPRING PROGRAMS, INC.	18 Homeless Families	\$ 357,120.50
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Account: 4000-496313-3573-591236-603051

Dayspring Programs, Inc. (Dayspring) will provide rental assistance, utility allowance, and other supportive services in 18 scattered site apartments throughout Baltimore City to 18 homeless families with a parent in recovery from substance abuse. Dayspring will accept

MINUTES

MOHS - cont'd

families moving from the Dayspring transitional housing program, as well as other transitional housing programs. Dayspring will provide supportive services to support self-sufficiency and living independently. The period of the grant agreement is April 1, 2013 to March 30, 2014.

10. **MANNA HOUSE, INC.** **\$ 77,625.00**

Account: 4000-496212-3571-591420-603051

The organization will provide supportive services to 75 homeless individuals (clients) at its Drop-in Center/Soup Kitchen. These services will include food referrals, bus tokens, counseling, testing and referral, primary health care referral, mailing services, telephone and tax services, showers, clothes, hygiene items, and housing counseling, etc. The Case Manager will work with the clients by writing, implementing and updating an action plan for the client. The period of the agreement is February 1, 2013 through January 31, 3014.

11. **HEALTHCARE ACCESS MARYLAND, INC.** **\$164,275.00**

Account: 4000-496212-3571-591410-603051

The organization will provide supportive services to 105 homeless families or individuals. These services will include street outreach, service linkages, referrals to shelters, housing programs, and dental and mental health treatment services. The main focus of the program is to assist clients in obtaining any entitled health insurance. The period of the agreement is February 1, 2013 through January 31, 3014.

The grant agreements are late because of delays in the receipt of funding from the U.S. Department of Housing and Urban Development.

MINUTES

MOHS - cont'd

12. **HEALTH CARE FOR THE HOMELESS, INC.** **\$201,212.00**

Account: 1001-000000-3573-327200-603051

Health Care for the Homeless, Inc. will use the grant funds to manage and provide case management services to formally homeless individuals housed in the housing first model to ensure stability. The Case Managers will develop individualized service plans, facilitate access to public benefits, and effectively link clients with health-related services and educational/employment opportunities. The period of the grant agreement is July 1, 2012 through June 30, 2013.

The grant agreement is late because of delays at the administrative level.

13. **MERCY MEDICAL CENTER, INC.** **\$330,300.50**

Account: 4000-496212-3571-591465-603051

The Mercy Medical Center, Inc. will provide 180 homeless families and individuals with housing and supportive services coordination in conjunction with other homeless service providers. The assigned Case Manager will meet with clients to develop an individualized service plan on a weekly basis or as needed to help support the goals established by that individualized service plan. The period of the agreement is February 1, 2013 to January 31, 2014. The agreement is late because of a delay in receiving the funding from the U.S. Department of Housing and Urban Development.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED (EXCEPT FOR ITEM NOS. 1 AND 2) AND HAD NO OBJECTION.

MINUTESMOHS - cont'd

14. **ST. AMBROSE HOUSING AID CENTER. INC.** **\$ 34,838.00**

Account: 4000-496212-3573-591452-603051

St. Ambrose Housing Aid Center, Inc. will provide housing and supportive services to ten families and four individuals who, in addition to being homeless, also suffer from chronic homelessness, substance abuse, HIV/AIDS, mental illness or are victims of domestic violence. The organization will provide training or skills development for life skills, employability skills, and a connection to community resources, if appropriate. The period of the agreement is April 1, 2013 through March 31, 2014.

RATIFICATION

15. **ST.VINCENT DE PAUL OF BALTIMORE** **\$ 37,220.00**

Account: 4000-496212-3572-591429-603051

The St. Vincent de Paul Society of Baltimore used the 2011 Supportive Housing Program Grant funds to pay the salary of a Case Manager who provided supportive services to homeless men, women, and families at the Beans and Bread Outreach Center. The Mayor's Office of Human Services kindly requests the ratification of this award. The submission of the agreement was delayed for approval because of a lengthy transition in staffing within the Office of Human Services.

MINUTES

MOHS - cont'd

This contract was not successfully transferred to the new staff member for processing. The period of the agreement was December 1, 2011 to November 30, 2012.

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 grant agreements and ratified the agreement. The President **ABSTAINED** on item no. 15.

MINUTES

EXTRA WORK ORDERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders and Transfers of Funds

listed on the following page:

1332

All of the EWOs had been reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

MINUTES

EXTRA WORK ORDERS

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

Department of Transportation

1. EWO # 006, (\$106,219.96) - TR 04301, Resurfacing Erdman Avenue from Sinclair Lane to Macon Street

\$1,318,306.12 \$972,392.42 Machado Construct- - -
ion Co., Inc.

The final change order is necessary for payment of overrun items, deductions of amounts not paid due to underruns or not used items, and to balance out the subject contract.

2. EWO # 005, \$0.00 - TR 12008, Resurfacing Highways At Various Locations Citywide Emergency JOC - III

\$1,429,734.50 \$187,133.44 P. Flanigan & Sons 180 -
Inc.

This authorization is for a 180 day non-compensable time extension needed to complete on-going tasks and until a new emergency JOC can be procured. The revised contract completion date will be October 13, 2013.

3. EWO # 008, \$601,833.73 - W.C. 1217, Urgent Need Work - Infrastructure Rehabilitation - Various Locations

\$5,373,325.00 \$937,927.96 Spiniello Companies 0 50

MINUTESDepartment of Transportation - On-Call Task Assignments

The Board is requested to approve and authorize the various task assignments to the following consultants:

<u>Consultant</u>	<u>Task No.</u>	<u>Amount</u>
1. A. MORTON THOMAS AND ASSOCIATES, INC.	010	\$220,594.00

Accounts: 9950-902256-9508-900010-703032	\$110,297.00
9950-904208-9514-900010-703032	\$110,297.00

A. Morton Thomas and Associates, Inc. under Project 1161, On-Call Construction Management Services, Task No. 10 will continue to provide construction management services associated with TR-10301, North Charles Street Construction from 25th Street to University Parkway and TR-08310, Rehabilitation of Central Avenue.

2. LOUIS BERGER WATER SERVICES, INC.	014	\$121,927.17
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Account: 9950-904208-9514-900010-705032

Louis Berger Water Services, Inc. under Project 1161, On-Call Construction Management Services, Task No. 14 will provide a Construction Inspector for Charles Street during the construction phase.

MBE/WBE PARTICIPATION:

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

MINUTES

Department of Transportation - cont'd

<u>Consultant</u>	<u>Task No.</u>	<u>Amount</u>
3. WHITMAN, REQUARDT & ASSOCIATES	3	\$321,251.57

Account: 9950-908766-9506-900010-703032

Whitman, Requardt & Associates under Project 1135, On-Call Design Consultant Services for Federal Aid Projects for Bridges within the City of Baltimore, Task No. 3. will provide preliminary and final design engineering services for the replacement of Baltimore City Bridge No. BC8031 - Sisson Street Over CSX Railroad. The services to be provided include but are not limited to preliminary design, final design, project initiation, and project coordination/team meetings. The Consultant will also provide public outreach/community coordination, engineering services, geotechnical engineering studies and design, structural design, erosion and sediment control, and maintenance of traffic under Task No. 3.

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

4. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 88,344.18 Federal	9950-944002-9507 Construction Reserve Reserve for Closeouts	
265,032.55 <u>Other</u>	9950-906766-9507 Construction Reserve Sisson Street Over CSX	
\$353,376.73	-----	9950-908766-9506-3 Design & Studies Sisson Street Over CSX Railroad

MINUTES

Department of Transportation - cont'd

<u>Consultant</u>	<u>Task No.</u>	<u>Amount</u>
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This transfer will fund the cost associated with the preliminary and final design engineering services for the replacement of Baltimore City Bridge No. BC8031 - Sisson Street over CSX Railroad for Task No. 3 under Project No. 1135, On Call Design Consultant Services for Federal Aid Projects for Bridges within the city of Baltimore for work assigned to Whitman, Requardt & Associates.

Bureau of Water and Wastewater

5. RUMMEL, KLEPPER & KAHL, LLC	028	(\$101,010.09)
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Account: 9960-904694-9557-900010-705032		(\$ 50,505.04)
9960-904727-9557-900020-705032		(\$ 50,505.05)

Rummel, Klepper & Kahl, LLC under Project 1120R, Credit for Instrumentation and Controls Inspection for WC 1160R, and WC 1168, Task No. 028 will issue a credit to return \$101,010.09. It has been determined that the hours projected for the instrumentation and controls inspection services described in Task 009 for WC 1160R and WC 1168 will not be needed per their credit proposal date February 06, 2013.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized the various task assignments to the aforementioned consultants. The transfer of funds (item no. 4) was approved 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

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UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

1337 - 1341

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.

Mr. Meli acting on behalf of the Director

of Public Works **ABSTAINED** on item no. 7.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation</u>		
1. \$150,000.00 23 rd Economic Development Funds	9910-906993-9600 Constr. Reserve Inner Harbor Area	9910-909460-9601 Inner Harbor
<p>This transfer will provide funds to the Department of Transportation for the removal of the skybridge located at the intersection of Pratt and Gay Streets. The skybridge is being removed as part of the Pratt Street Design Plan, as well as a larger redevelopment project. 400 East Pratt Street is the sale and redevelopment of a portion of the City-owned property adjacent to and in front of the "Examiner Building" located on the north side of the 400 block of Pratt Street. The Developer plans to construct a 22,600 square foot, two-story, glass front, retail addition which they also own.</p>		
2. \$ 99.09 20 th EDF	9910-994001-9600 Constr. Res. Unallotted Res.	9910-902879-9601 Coml. Revital- ization
2,900.00 21 st EDF	9910-902483-9600 Constr. Res. S. Balto. Coml.	9910-903483-9601 S. Balto. Ind. & Coml. Dev.
2,876.68 22 nd EDF	9910-904115-9600 Constr. Res. West Side Initiative	9910-906835-9603 Westside Project Initiative
68,940.76 23 rd EDF	9910-906993-9600 Constr. Res. Inner Harbor Area	9910-909460-9601 Inner Harbor

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>BDC</u> - cont'd		
3,667.50	9910-913990-9600	9910-902879-9601
<u>23rd EDF</u>	Constr. Res.	Coml. Revit.
\$ 78,484.03	Coml. Revit.	

This transfer will provide funds to reimburse the BDC for eligible capital expenses for the month ending January 31, 2013.

3. \$ 559.00	9910-902483-9600	9910-903483-9601
21 st EDF	Constr. Res.	S. Balto. Ind. &
	S. Balto. Coml.	Coml. Dev.
102.47	9910-904115-9600	9910-906835-9603
22 nd EDF	Constr. Res.	Westside Project
	West Side	Initiative
	Initiative	
4,080.00	9910-913990-9600	9910-902879-9601
<u>23rd EDF</u>	Constr. Reserve	Coml. Revit.
\$ 4,741.47	Coml. Revit.	

This transfer will provide funds to reimburse the BDC for eligible capital expenses for the month ending December 31, 2012.

MINUTES

TRANSFERS OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>BDC</u> - cont'd			
4.	\$ 52.17 20 th EDF	9910-994001-9600 Constr. Res. Unallotted Res.	9910-902879-9601 Coml. Revit.
	500.00 22 nd EDF	9910-903354-9600 Constr. Res. W. Balto. Ind.	9910-904354-9601 W. Balto. Ind. & Coml. Dev.
	1,563.00 22 nd EDF	9910-904115-9600 Constr. Reserve West Side Init.	9910-906835-9603 Westside Project Init.
	213.60 22 nd EDF	9910-905575-9600 Constr. Res. E. Balto. Coml.	9910-906575-9601 E. Balto. Ind. & Coml. Dev.
	3,300.00 23 rd EDF	9910-908992-9600 Constr. Res. E. Balto. Dev.	9910-906575-9601 E. Balto. Ind. & Coml. Dev.
	1,962.27 23 rd EDF	9910-913990-9600 Constr. Reserve Coml. Revit.	9910-902879-9601 Coml. Revit.
	<u>\$ 7,591.04</u>		

This transfer will provide funds to reimburse BDC for eligible capital expenses for the month ending February 28, 2013.

MINUTES

TRANSFERS OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Enoch Pratt Free Library</u>			
5.	\$1,425,000.00	9936-908200-9458	9936-906060-9457
	7 th EPFL Loan	Facilities Modernization	Waverly Renovation
	400,000.00	" "	" "
	State Funds		
	2,849,061.35	" "	" "
	5 th Public Bldgs. Loan		
	1,000,000.00	9936-902024-9458	" "
	6 th EPFL Loan	Central Renov.	
	\$5,674,061.35		

The Waverly Branch Library was built in 1971 and is in need of renovation in order to address basic structural issues as well as physical improvements that will dramatically affect service delivery. The branch improvements will provide access to all customers including those with disabilities, offer greater space for public use of technology, and provide for appropriate spaces for services to children and teens. Approval of this request will allow for the awarding of a contract for construction. The facilities modernization account was created to support renovations in neighborhood libraries and is a holding account until projects are initiated. The funding is available from the Central Renovation Project account due to delays in the project.

MINUTES**TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks</u>		
6. \$ 27,000.00	9938-902791-9475	9938-903791-9474
State	Reserve - Park & Playgrounds Renovation FY10	Active - Park & Playgrounds Renovations FY10

This transfer will provide funds to cover the costs associated with Change Order Nos. 1 and 2 for Latrobe Park Athletic Court and Sidewalk Improvements, Contract No. RP 11833.

A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.

The Board of Estimates received and reviewed Ms. Trueheart's protest. As Ms. Trueheart does not have a specific interest that is different from that of the general public, the Board will not hear her protest. Her correspondence has been sent to the appropriate agency and/or committee which will respond directly to Ms. Trueheart.

Kim A. Trueheart

April 16, 2013

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 Department of Recreation and Parks.

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

1. Whom you represent: Self
2. What the issues are:
 - a. Page 19, Item #17, Department of Recreation and Parks - Active – Park & Playgrounds Renovation FY10 Contract No. RP 11833, if approved:
 - i. This action transfers funds to cover the costs associated with Change Order Nos. 1 and 2 for Latrobe Park Athletic Court and Sidewalk Improvements;
 - ii. This action for Latrobe Park Athletic Court and Sidewalk Improvements appears to represent work that is typically beyond the core functional capabilities of the BCRP;
 - iii. This award will increase the City's total amount of impervious surfaces;
 - iv. This award appears NOT to have been evaluated in connection with the City's new storm water management plan;
 - v. Please provide access to the documentation that shows this increase in impervious surfaces will NOT the City's long-term storm water management plan.
3. How the protestant will be harmed by the proposed Board of Estimates' action: As a citizen I have witnessed the continued disinvestment in municipal recreation facilities, programs and services. This action services to highlight what I perceive to be disparate policy and practices within the Department of Recreation and Parks which continue to diminish the quality and availability of recreational programs and services available to me and more importantly for our children!
4. The remedy I seek and respectfully request is that this action be rejected and that BCRP remain focused on their core business area and defer sidewalk construction to the DOT.

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on April 17, 2013.

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

Baltimore Development Corporation (BDC) - Office Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an office lease agreement with Media Support Services, Inc., tenant, for the use of 2,366 square feet in suites B-105, C-102A, C-105, and D-106 at the Business Center @ Park Circle, located at 2901 Druid Park Drive, Baltimore, MD 21215. The period of the agreement is March 1, 2013 to February 28, 2014 with a one (1) year renewal option.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$19,770.48	\$1,647.54

BACKGROUND/EXPLANATION:

Media Support Services, Inc. is a company that provides audio visual equipment and technical support for various events including conventions, meetings seminars and conferences. Media Support Services, Inc. is a long term tenant that has been occupying space in the building since 1998.

The space is leased on an "As Is" basis and does not require the landlord to make any modifications except basic painting. The tenant will be responsible for any additional improvements or build-out of the premises. The tenant will also maintain and keep in force general public liability, contractual liability, and property damage insurance protection for the premises and name the City as an additional insurer under the insurance policies.

The landlord is responsible for all other services such as utilities, limited janitorial services, maintenance and repairs to the premises which are included in the initial base rent.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the office lease agreement with Media

MINUTES

BDC - cont'd

Support Services, Inc., tenant, for the use of 2,366 square feet in suites B-105, C-102A, C-105, and D-106 at the Business Center @ Park Circle, located at 2901 Druid Park Drive, Baltimore, MD 21215. The Comptroller **ABSTAINED**.

MINUTES

Department of Real Estate - Lease Agreement Renewal

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the renewal option of a lease agreement with the Housing Authority of Baltimore City, tenant, for the rental of 74,612 square feet of office space located at 417 E. Fayette Street, known as the Benton Building. The period of the agreement is July 1, 2013 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

	<u>Annual Rent</u>	<u>Quarterly Rent</u>
Year 1	\$1,271,817.95	\$317,954.48
Year 2	\$1,303,613.39	\$325,903.34
Year 3	\$1,336,203.72	\$334,050.93
Year 4	\$1,369,608.81	\$342,402.20
Year 5	\$1,403,849.03	\$350,962.25

BACKGROUND/EXPLANATION:

On September 17, 2008, the Board approved the lease agreement for one 5-year term commencing July 1, 2008 and terminating June 30, 2013, with the option to renew for two additional 5-year terms. The annual rent for year one of the renewal period will be \$1,271,817.95 and will increase 2.5% over the previous year for each renewal period. All other terms, conditions and provisions of the lease agreement dated September 17, 2008 will remain in full force and effect.

UPON MOTION duly made and seconded, the Board approved and authorized the renewal option of a lease agreement with the Housing Authority of Baltimore City, tenant, for the rental of 74,612 square feet of office space located at 417 E. Fayette Street, known as the Benton Building.

BOARD OF ESTIMATES

04/17/2013

MINUTES

Department of Real Estate - First Amendment to
Agreement of Sale

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the first amendment to agreement of sale with the State of Maryland, to the use of the Maryland Military Department (Purchaser).

AMOUNT OF MONEY AND SOURCE:

\$407,745.00 - Purchase price

BACKGROUND/EXPLANATION:

On October 3, 2012, the Board approved the sale of property located in Baltimore County, consisting of approximately 5.74 acres or less of unimproved land, for a purchase price of \$373,000.00. Upon receipt of the survey, it was determined that there was a balance of .533 acres, and the Department of Public Works confirmed that the .533 acres was no longer needed by the City. Therefore, the entire parcel has been offered to the State at the adjusted price indicated above. The amendment is for approximately 5.74 acres of unimproved land, for an additional .533 acres +/- of improved land and to adjust the total acreage sold and the price based on the final survey. All other terms and conditions remain the same.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the first amendment to agreement of sale with the State of Maryland, to the use of the Maryland Military Department, Purchaser.

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

The Board is requested to approve and authorize execution of an amendment to lease agreement with Park Heights Renaissance, Inc., tenant, for the rental of approximately 2,359 square feet of space located at 3939 Reisterstown Road - Suite 268 and 283, a/k/a Lower Park Heights Multipurpose Center. The period of the agreement is April 1, 2013 through June 30, 2014 with the option to renew for one 2-year term.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$15,096.00	\$1,258.00

BACKGROUND/EXPLANATION:

The tenant will be using the leased premises as office space to provide community-based planning, human development, and housing services. The amendment to lease agreement will increase the leased premises from 2,109 square feet to 2,359 square feet by adding 250 square feet of space in Suite 283.

The landlord will still be responsible for the parking area, exterior of the building, trash and snow removal, and providing for utilities such as water, gas, and electric.

The tenant will still be responsible for liability insurance, security of the leased premises, janitorial in the leased premises, and payment of utilities used in the leased premises.

The Space Utilization Committee approved this amendment to lease agreement at its meeting on April 9, 2013.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the amendment to lease agreement with

MINUTESSpace Utilization Committee - cont'd

Park Heights Renaissance, Inc., tenant, for the rental of approximately 2,359 square feet of space located at 3939 Reisterstown Road - Suite 268 and 283, a/k/a Lower Park Heights Multipurpose Center.

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

The Board is requested to approve and authorize execution of an interdepartmental lease agreement by and between the Department of General Services, landlord, and the Department of Public Works/Bureau of Solid Waste, tenant, for the rental property of known as 200 Holliday Street, being on the 5th floor, consisting of approximately 1,054 square feet. The period of the agreement is January 1, 2013 through December 31, 2013 with the option to renew for an additional one (1) year term.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$8,885.22	\$740.44

The annual rent for the renewal term will be determined based on projecting operating costs and expenses for the upcoming renewal term. Based on this determined rental rate, rental payments will commence January 1, 2014.

Account: 1001-000000-5161-389800-603096

BACKGROUND/EXPLANATION:

The leased premises will be used for administrative offices for the Department of Public Works/Bureau of Solid Waste. The landlord is responsible for the following but not limited to: interior and exterior of the building, including foundation, roof, walls, gutters, downspouts, maintenance and repairs of the HVAC systems.

The tenant accepts the premises in its existing condition. The tenant will not make any alterations, additions or improvements without landlord's written consent. The tenant will provide all equipment including refrigerators or any other kitchen appliances; telephone and computer services, and place debris from leased premises into trash receptacles.

MINUTESSpace Utilization Committee - cont'd

The Space Utilization Committee approved this interdepartmental lease agreement at its meeting on April 9, 2013.

The interdepartmental lease agreement is late because of delays in all parties signing the lease agreement.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the interdepartmental lease agreement by and between the Department of General Services, landlord, and the Department of Public Works/Bureau of Solid Waste, tenant, for the rental property of known as 200 Holliday Street, being on the 5th floor, consisting of approximately 1,054 square feet.

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

The Board is requested to approve and authorize execution of a lease agreement with Potts and Callahan, Inc., tenant, for the rental of a portion of the property known as a rectangular parcel of land 100' x 220' abutting property owned by Potts and Callahan, Inc. The parcel is said to be a portion of Lot 8 in City Block 3642D situated about 100' NE of the 2700 block of Falls Road. The period of the agreement is May 1, 2013 through April 30, 2018 with the option to renew for one 5-year term.

AMOUNT OF MONEY AND SOURCE:

	<u>Annual Rent</u>
Year 1	\$7,500.00
Year 2	\$7,956.75
Year 3	\$8,195.45
Year 4	\$8,441.31
Year 5	\$8,694.55

BACKGROUND/EXPLANATION:

The demised premises will be used as a storage area for Potts and Callahan, Inc., the abutting owner. The tenant accepts the premises "as is" and will be responsible for insurance, taxes, improvements, necessary license and/or permits, snow removal, and utilities. The Space Utilization Committee approved this lease at its meeting on April 9, 2013.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the lease agreement with Potts and

MINUTESSpace Utilization Committee - cont'd

Callahan, Inc., tenant, for the rental of a portion of the property known as a rectangular parcel of land 100' x 220' abutting property owned by Potts and Callahan, Inc. The parcel is said to be a portion of Lot 8 in City Block 3642D situated about 100' NE of the 2700 block of Falls Road.

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

The Board is requested to approve and authorize execution of a lease agreement with Bon Secours Baltimore Health System, Incorporated, landlord, for the rental of a portion of the property known as 26 N. Fulton Avenue, being on the 1st floor, consisting of approximately 357 square feet. The period of the lease agreement is March 1, 2013 through December 31, 2015.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$5,070.65	\$422.55

In addition the tenant will pay \$200.00 per month for use of two phone lines and \$29.63 per month for shared copier and paper.

Account: 4000-423213-3080-294100-603013

BACKGROUND/EXPLANATION:

The leased premises will be used for municipal purposes in conjunction with the Baltimore City Health Department for its Women, Infants and Children Program (WIC).

The landlord will bear the expense of any building structural defects and will maintain the exterior of the building, including foundation, roof, walls, gutters, downspouts, ventilating and heating systems, all water, electrical and plumbing supplies; utilities, pest control; janitorial and trash removal; and supply two telephone lines. The parking lot serving the building can be utilized by employees and clients of tenant on first come first serve basis. The tenant will provide computer services to the leased premises. The tenant will also be responsible for liability insurance under the City's self-insured program.

MINUTESSpace Utilization Committee - cont'd

The Space Utilization Committee approved this lease at its meeting on April 9, 2013.

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

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the lease agreement with Bon Secours Baltimore Health System, Incorporated, landlord, for the rental of a portion of the property known as 26 N. Fulton Avenue, being on the 1st floor, consisting of approximately 357 square feet.

BOARD OF ESTIMATES

04/17/2013

MINUTES

Dept. of General Services - Minor Privilege Permit Applications

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

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 3139 Fait Avenue	D Carey Development, LLC	Garage extension 10'8" x 4'
Annual Charge: \$149.25		
A PROTEST WAS RECEIVED FROM MS. JOYCE MACH.		
2. 1111 N. Charles Street	Chase Braxton Realty, Inc.	Service connection two 4" ducts @ 185 linear feet
Annual Charge: \$2,590.00		
3. 1301 Wicomico Street	DDC Development, LLC	Service connection one 4" duct @ 12 linear feet
Flat Charge: \$42.00		
4. 222 Saint Paul Place	Baltimore Hotel Propco, LLC	Two single face electric signs 7' x 2.5' each
Annual Charge: \$ 281.20		

BOARD OF ESTIMATES

04/17/2013

MINUTES

Dept. of General Services - cont'd

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
5. 2709 Boarman Avenue	Radio One of Maryland, Inc.	Service connection two ½" ducts @ 256 linear feet each
Annual Charge: \$1,792.00		
6. 100 E. Pratt Street	100 East Pratt Street Business Trust	Service connection one 4" conduit @ 44 linear feet
Annual Charge: \$ 308.00		
7. 2433 E. Monument Street	Yi Bong Park	Retain single face electric sign 14' x 4'
Annual Charge: \$156.80		

There are no objections, except for item no. 1.

There being no objections, the Board, UPON MOTION duly made and seconded, approved the minor privileges (except item no. 1). Item no. 1 was **DEFERRED** for one week.

MINUTES

Department of General Services (DGS) - Energy Efficiency
Community Block Grant
Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the energy efficiency community block grant agreement with Baltimore Child Abuse Center located at 2300 N. Charles Street. The period of the agreement is effective upon Board approval through May 31, 2013.

AMOUNT OF MONEY AND SOURCE:

\$ 2,800.00 - 9916-913900-9197

BACKGROUND/EXPLANATION:

The DGS has been provided with funds from the Energy Efficiency Community Block Grant (EECBG) for facility upgrades and retrofits that will significantly improve energy efficiency in facilities operated by Baltimore City non-profit organizations.

The DGS Energy Division and the Department of Planning, Office of Sustainability have worked in collaboration to solicit and review Energy Saver Grant applications from Baltimore non-profits for use of these funds.

The Baltimore Child Abuse Center's application was approved by the review committee for proposed energy efficiency upgrades.

MINUTES

DGS - cont'd

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the energy efficiency community block grant agreement with Baltimore Child Abuse Center located at 2300 N. Charles Street.

MINUTES

Department of General Services - Developer's Agreement No. 1269

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of developer's agreement no. 1269 with Focus Patterson, LLC, developer.

AMOUNT OF MONEY AND SOURCE:

\$15,940.00

BACKGROUND/EXPLANATION:

Focus Patterson, LLC., would like to install a new water service at 101 South Ellwood Avenue, Baltimore, MD 21224. This developer's agreement will allow the organization to do its own installation, in accordance with Baltimore City standards.

An irrevocable letter of credit in the amount of \$15,940.00 has been issued to Focus Patterson, LLC., which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of developer's agreement no. 1269 with Focus Patterson, LLC, developer.

MINUTES

BOARDS AND COMMISSIONS1. Prequalification of Contractors

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

CAM Construction Company, Inc.	\$ 65,952,000.00
Masonry Resurfacing and Construction Company, Inc.	\$ 36,000.00
Oak Grove Restoration Company	\$ 6,903,000.00
Ruff Roofers, Inc.	\$ 8,000,000.00
W Concrete, Inc.	\$ 1,500,000.00
York Specialty, LLC	\$ 1,395,000.00

2. Prequalification of Architects and Engineers

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

BayLand and Consultants & Designers, Inc.	Engineer Property Line Survey
Buchart Horn, Inc.	Architect Engineer Land Survey
Kittelson & Associates, Inc.	Engineer
The Faux Group, Inc.	Landscape Architect
SAMMS Engineering, LLC	Engineer
SKELLY and LOY, Inc.	Landscape Architect Engineer

MINUTES**BOARDS AND COMMISSIONS**Prequalification of Architects and Engineers cont'd

Tucker, Young, Jackson, Tull, Inc.	Engineer
Urban Engineering, Inc.	Engineer Land Survey

There being no objections, the Board, UPON MOTION duly made and seconded, approved the prequalification of contracts and architects and engineers.

MINUTES

Department of Planning - Report on Previously
Approved Transfers of Funds

At previous meetings, the Board of Estimates approved Transfers of Funds subject to receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter. Today, the Board is requested to **NOTE 19** favorable reports on Transfers of Funds approved by the Board of Estimates at its meetings on March 27, 2013 and April 3, 2013.

The Board **NOTED** receipt of the 19 favorable reports.

MINUTES

Department of Housing and - Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement with the Bon Secours of Maryland Foundation, Inc. t/n Bon Secours Community Works. The period of the agreement is January 1, 2013 through December 31, 2013.

AMOUNT OF MONEY AND SOURCE:

\$120,600.00 - 2089-208912-5930-530403-603051
59,400.00 - 2089-208912-5930-530434-603051
 \$180,000.00

BACKGROUND/EXPLANATION:

The organization will implement a Clean and Green Program. The program will implement a community greening strategy by eliminating blighted vacant lots in low - and moderate income areas of Southwest Baltimore by converting lots into open spaces and side yards. In partnership with Goodwill Staffing Services, this program will also provide employment training to area residents, develop the necessary job skills in order to become gainfully employed in the "green" industries, and provide participants with classroom instruction and on-site training.

On May 2, 2012, 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 2012 Annual Action Plan for the following formula programs:

1. Community Development Block Grant (CDBG)
2. HOME Investment Partnership Act (HOME)
3. Emergency Shelter Grant Entitlement (ESG)
4. Housing Opportunity for People with AIDS (HOPWA)

MINUTES

DHCD - cont'd

The DHCD began negotiating and processing the CDBG agreements effective July 1, 2012 and beyond, as outlined in the Plan, pending approval of the Resolution. Consequently, the agreement was delayed due to final negotiations and processing.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with the Bon Secours of Maryland Foundation, Inc. t/n Bon Secours Community Works.

MINUTES

Department of Housing and - Local Government Resolutions
Community Development

The Board is requested to approve and authorize execution of the following local government resolutions.

The following organizations are applying to the State of Maryland's Department of Housing and Community Development (MDDHCD) for Neighborhood Conservation Initiative (NCI) funds. A local government resolution of support is required by the State for all applications to this program for funding.

Under the National Mortgage Servicing Practices Settlement, the Maryland Attorney General received just under \$60,000,000.00 in discretionary funding. Of this amount, \$14,000,000.00 is being made available for projects that stabilize Maryland neighborhoods affected by the foreclosure crisis and the related economic downturn. The funds are being made available through the NCI, which is administered through the MDDHCD.

1. **TRF DEVELOPMENT PARTNERS, INC.** **\$3,500,000.00**
(NCI)

TRF Development Partners, Inc. is requesting funds to support two projects: Preston Place and City Arts. Both projects continue efforts that are underway through the Neighborhood Stabilization 3 Program (NSP3). The organization is requesting \$2,551,875.00 to acquire and redevelop up to 51 properties located in Preston Place in the Oliver community. The Preston Place Redevelopment is being undertaken through a partnership with East Baltimore Development, Inc. To assist with the City Arts development, \$948,125.00 is requested to acquire up to 17 properties located in Greenmount West.

2. **WBC CDC** **\$4,325,000.00**
(NCI)

WBC CDC is requesting funding to be used to support four projects: \$3,775,000.00 for the development of Wayland Village II, located in the 3800 block of Bonner Road to house 48 former veterans, \$100,000.00 for the redevelopment of Ashburton Apartments, located at 3401 Oakfield Avenue;

MINUTES

DHCD - cont'd

and \$350,000.00 for the acquisition and renovation of ten vacant properties located in the 3800 and 3900 blocks of Fairview Avenue; and the acquisition and redevelopment of Garrison Middle School as a full-service community center.

The goals of the NCI are:

- (1) to increase affordable housing opportunities for individuals and families, both rental and homeownership, in neighborhoods most affected by foreclosure,
- (2) to maximize revitalization in targeted neighborhoods through the leveraging and coordination of other public and private investments, and
- (3) to encourage innovation and partnership between the public and private sectors in deploying new approaches to household and neighbor stabilization.

The eligible uses for the NCI funding are:

- (1) down payment and closing cost assistance for income eligible homebuyers to acquire houses as their primary residence,
- (2) acquisition and rehabilitation of houses for resale or rental to income eligible persons,
- (3) acquisition and redevelopment of blighted or abandoned properties to be used for new housing or community facilities, and
- (4) other innovative strategies that demonstrate significant funding leverage and potential to stabilize local neighborhood housing markets.

MBE/WBE PARTICIPATION:

N/A

MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved (except item no. 1) and authorized execution of the aforementioned local government resolutions. Item no. 1 was **DEFERRED** for one week.

MINUTES

Bureau of Water and Wastewater - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve an expenditure of funds to pay the BG&E.

AMOUNT OF MONEY AND SOURCE:

\$498.00 - 9956-906342-9551-900020-702064

BACKGROUND/EXPLANATION:

This expenditure of funds will pay the BG&E for re-attachment of the BG&E utility pole associated with Sanitary Contract No. 896, Repair and Replacement of Existing Sanitary Sewers at Various Locations.

In order to replace the 24-inch broken sanitary sewer line at 1200 Andre Street, the urgent need contractor had to remove the BG&E utility pole no. 7109 located at Cuba and Andre Streets. The BG&E reattached the utility pole no. 7109 located at Cuba and Andre Streets.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to pay the BG&E.

MINUTES

Bureau of Water and - Agreement
Wastewater (BW&WW)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement with O'Brien & Gere Engineers, Inc. for Project 1172.2, Distribution Water Main Replacement and Rehabilitation Design at Various Locations. The period of the agreement is effective upon Board approval for two years, or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$990,958.34 - 9960-905668-9557-900020-703032

BACKGROUND/EXPLANATION:

The consultant will provide water main design and engineering services related to the existing water infrastructure that has been identified by the City at various locations for replacement and/or rehabilitation. The scope of work includes preparation of contract documents including plans, specifications, cost estimates, permit applications, community outreach meetings, right of ways, etc.

MBE/WBE PARTICIPATION:

MBE: EBA Engineering, Inc.	\$150,570.91	15.19%
PEER Consultants, PC	<u>117,572.33</u>	<u>11.86%</u>
Total:	\$268,143.24	27.05%

WBE: Carroll Engineering, Inc	\$87,025.30	8.78%
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MWBOO FOUND THE VENDOR IN COMPLIANCE.

BOARD OF ESTIMATES

04/17/2013

MINUTES

BW&WW - cont'dTRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$1,200,000.00	9960-909100-9558	9960-905668-9557-900020-3
Water Rev. Bonds	Constr. Reserve Water Infra- structure	Engineering

This transfer will provide funds to cover the cost of Project 1172.2, Distribution Water Main Replacement and Rehabilitation Design at Various Locations.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with O'Brien & Gere Engineers, Inc. for Project 1172.2, Distribution Water Main Replacement and Rehabilitation Design at Various Locations. The Transfer of Funds was approved 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

Bureau of Water and Wastewater (BW&WW) - Amendment No. 2 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of amendment no. 2 to agreement with Whitman, Requardt & Associates, LLP, under WC 1204, Druid Reservoir UV Disinfection Study. The amendment extends the period of the agreement for 12 months through April 6, 2014.

AMOUNT OF MONEY AND SOURCE:

\$0.00

BACKGROUND/EXPLANATION:

On October 6, 2010, the Board approved the agreement with Whitman, Requardt & Associates, LLP for a Study of Druid Lake UV Disinfection for a period of 18-months until April 6, 2012. During the study phase of the project, the BW&WW made a decision to change the approach from UV treatment facilities to covered finished water tanks facilities. Therefore, additional study required additional time from April 6, 2012 through April 6, 2013.

This amendment no. 2 to the agreement will extend the existing agreement through April 6, 2014, at no additional cost to the City. All other terms and conditions of the original agreement remain unchanged.

The Consultant was originally approved by the Office of Boards and Commissions and the Architectural and Engineering Awards Commission.

MINUTES

BW&WW - cont'd

MBE/WBE PARTICIPATION:

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

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE TIME EXTENSION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of amendment no. 2 to agreement with Whitman, Requardt & Associates, LLP, under WC 1204, Druid Reservoir UV Disinfection Study.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTION

* * * * *

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

1373 - 1376

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

The Transfer of Funds was approved
SUBJECT to a favorably report
from the Planning Commission,
the Director of Finance having reported favorably
thereon, as required by the provisions
of the City Charter.

Item no. 4 was **DEFERRED** for one week.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Water & Wastewater

1.	WC 1239, Water Appurtenance Installation	R.E. Harrington Plumbing & Heating, Inc.	\$4,492,050.00
MBE:	P & J Contracting Co., Inc.	\$179,682.00	4.00%
	T. E. Jeff, Inc.	224,602.50	5.00%
	JJ Adams Fuel Oil Co., LLC	22,960.25	.51%
	National Construction, Inc. d/b/a National Concrete	<u>22,460.25</u>	<u>.50%</u>
		\$449,705.00	10.01%
WBE:	M. Luis Construction Co., Inc.	\$ 67,380.75	1.50%
	R & R Contracting Utilities, Inc.	134,761.50	3.00%
	K. L. Phillips Trucking	44,920.50	1.00%
	Haines Industries	<u>22,460.25</u>	<u>.50%</u>
		\$269,523.00	6.00%

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$3,607,401.01	9960-910031-9558	
Water Utility Funds	Constr. Reserve	
	Water Supply	
	Facilities	
2,161,897.89	" "	
County Appropriations		
160,207.10	9960-904128-9558	
County Appropriations	Constr. Reserve	
	Water Meter	
	Conversion	
\$5,929,506.00		

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Water & Wastewater

\$	449,205.00	-----	9960-907719-9557-2 Extra Work
	449,205.00	-----	9960-907719-9557-3 Engineering
	269,523.00	-----	9960-907719-9557-5 Inspection
	4,492,050.00	-----	9960-907719-9557-6 Construction
	<u>269,523.00</u>	-----	9960-907719-9557-9 Engineering
	\$5,929,506.00		

This transfer will provide funds to cover the costs of the construction for WC 1239, Water Appurtenances Installation.

Bureau of Purchases

- 3. B50002682, Data Center Migration

(Department of Finance)

REJECTION - Vendors were solicited by posting on CitiBuy, e-Maryland marketplace, and in local newspapers. The sole bid received was opened on March 6, 2013. Upon further research, some of the requirements within the bid solicitation were unexpectedly restrictive to competition. Therefore, it is recommended in the best interest of the City to reject all bids.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

4. B50002753, Police Strategic Policy \$285,834.00
Department Con- Partnership, LLC
sulting Service

(Police Department)

MWBOO GRANTED A WAIVER.

**A PROTEST WAS RECEIVED FROM LAW ENFORCEMENT ACCREDITATION
CONSULTANTS, INC.**

A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.

The Board of Estimates received and reviewed Ms. Trueheart's protest. As Ms. Trueheart does not have a specific interest that is different from that of the general public, the Board will not hear her protest. Her correspondence has been sent to the appropriate agency and/or committee which will respond directly to Ms. Trueheart.

LAW ENFORCEMENT ACCREDITATION CONSULTANTS, INC.*"Professional Accreditation Services to the Public Safety Community"*

www.LEAC.net



April 15, 2013

Board of Estimates
c/o Clerk to the Board of Estimates
Room 204 City Hall
100 N. Holliday Street
Baltimore, Maryland 21202

VIA FACSIMILE

RE: Protest, Solicitation Number B50002753 - Police Department Consulting Service

Dear Mr. or Madam Clerk:

On behalf of Law Enforcement Accreditation Consultants, Inc., we hereby formally Protest the Award of Solicitation Number B50002753 - Police Department Consulting Service.

Our protest is based on the following factors:

1. Our staff's expertise and experience is equal to or greater than that of the potential awardee. Our staff for this project would consist of a former head of one of the largest Sheriff's Office in the country with over 6,000 employees and a budget of over \$750 million dollars; the former head of the largest police agency in the southeastern United States with over 5,000 employees; the former Director of the United States Marshall's Service responsible for worldwide operations as well as veteran law enforcement executives, one of whom is a Ph.D. and now a Professor at a local University. All have had distinguished careers and possess actual experience, consulting experience and more than exceed the requirements for this Request for Proposal (RFP).
2. We are more than capable of performing each and every requirement of this RFP and do so in a professional manner and on time.
3. As our firm possesses expertise, experience and credentials equal to or greater than the potential awardee and our proposed price is over \$150,000 less than the potential awardee, we respectfully protest the award of this bid and request reconsideration.

Thank you very much for your time and consideration on our behalf.

Sincerely,



Michael M. Sornberg, Vice President
For the Firm

5450 Pines Boulevard, Suite 248
Pembroke Pines, Florida 33029

tel 954.806.3222
fax 954.438.3808
email info@LEAC.net

Kim A. Trueheart

April 16, 2013

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

Dear Ms. Taylor:

Herein is my written protest on behalf of the underserved and disparately treated citizens of the Baltimore City who appear to be victims of a lack of vision, poor fiscal planning and management and a complete failure to provide transparent communications about priorities and outcomes by the Mayor of Baltimore City and the various Departments and Agencies.

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

1. Whom you represent: Self
2. What the issues are:
 - a. Page 49, Police Department –Award – Strategic Policy Partnership, LLC if approved:
 - i. RFP B50002753 received 5 bids ranging in price from \$145,000.00 to \$285,834.00 700;
 - ii. This award selects the HIGEST cost bid of \$140,000.00 more than the lowest bidder;
 - iii. This bidder provided a minimally acceptable technical proposal which failed to meet the technically acceptable criteria outlined in the RFP;
 - iv. Please provide access to the documentation that shows the current list of the members of the technical evaluation panel;
3. How the protestant will be harmed by the proposed Board of Estimates' action: This action appears to represent a directed solicitation and would more appropriately be completed as a sole source procurement.
4. The remedy I seek and respectfully request is that this action be rejected and request that a new solicitation be created and advertised ASAP.

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on April 17, 2013.

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

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

5. B50002644, Psycho- Psychology Consult- \$730,000.00
 logical Services ants Associated,
 P.A.

MWBO SET GOALS OF 9% MBE AND 6% WBE.

MBE:	Leonie J. Brooks, Ph.D.	9%
	Tendra Jamisonk, Ph.D.	9%
	Dawn Montague-Joseph	9%
	Loretta Elizalde	<u>See note below*</u>
		27%
WBE:	Jody W. Ginsberg	6%
	Corporate Business	<u>6%</u>
	Solutions Group, Inc.	12%

*Loretta Elizalde is not certified as a MBE with the City of Baltimore.

MWBO FOUND VENDOR IN COMPLAINCE.

6. B50002820, Con- **REJECTION** - Proposals were solicited
 sultant Services by posting on CitiBuy and in news-
 Broadband (Fiber papers. Four bids were received on
 Optic Infra- February 27, 2013. Two proposals were
 structure found non-responsive. The other two
 (Strategies) proposals were opened and scored, but
 (Mayor's Office did not achieve the minimum technical
 of Information score to qualify for consideration. The
 Technology) agency has requested that a new solici-
 tation be created and advertised ASAP.

BOARD OF ESTIMATES

04/17/2013

MINUTES

Mayor's Office of - Expenditure of Funds
Information Technology

ACTION REQUESTED OF B/E:

The Board is requested to approve an expenditure of funds to pay CTS Language Link for outstanding invoices. The period of the invoices was July 2012 through September 2012.

AMOUNT OF MONEY AND SOURCE:

\$4,822.91 - 1001-000000-1512-167800-603026

BACKGROUND/EXPLANATION:

CTS Language Link provided professional language services for the City's 911 Call Center. The Police Department previously held a contract with CTS Language Link, which ended on June 30, 2012. MOIT's One Call Center took over 911 as of July 2012 however a new language service contract was not put into place. CTS Language Link continued providing service until the end of September 2012 when the One Call Center secured another vendor.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to pay CTS Language Link for outstanding invoices.

BOARD OF ESTIMATES

04/17/2013

MINUTES

Mayor's Office of - Expenditure of Funds
Information Technology

ACTION REQUESTED OF B/E:

The Board is requested to approve an expenditure of funds to pay Able Zebra Communications, LLC for outstanding invoices.

AMOUNT OF MONEY AND SOURCE:

\$6,102.50 - 1001-000000-1512-167300-604009

BACKGROUND/EXPLANATION:

911 was brought under the umbrella of MOIT as of July 1, 2012. During the transition period, 20 new employees were hired. All 911 and 311 operators require extensive training. The headsets and amp communications equipment are required training tools. The equipment was immediately purchased to accommodate the new hires.

APPROVED FOR FUNDS BY FINANCE**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to pay CTS Language Link for outstanding invoices.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- | | | |
|---|--------------------|------------------------|
| 1. <u>DIVE RESCUE INTERNATIONAL</u> | <u>\$31,325.00</u> | <u>Selected Source</u> |
| Solicitation No. 06000 - Dive Rescue Equipment and Training -
Fire Department - Req. No. R629252 | | |

The existing infrastructure supports equipment from the vendor only. If other vendors are used, additional costs would be incurred to retro-fit the existing infrastructure. The additional cost and time delay would not be in the City's best interest.

- | | | |
|---|---------------------|----------------|
| 2. <u>AIRGAS EAST, INC.</u> | <u>\$100,000.00</u> | <u>Renewal</u> |
| Solicitation No. B50000999 - Medical Grade Oxygen - Fire
Department - P.O. No. P508324 | | |

On May 6, 2009, the Board approved the initial award in the amount of \$50,000.00. The award contained three 2-year renewal options. Subsequent actions have been approved. This renewal in the amount of \$100,000.00 is for the period May 4, 2013 through May 3, 2015, with one 2-year renewal option remaining.

MWBOO GRANTED A WAIVER.

- | | | |
|---|--------------------|----------------|
| 3. <u>INCRED-A-SHRED</u> | <u>\$45,000.00</u> | <u>Renewal</u> |
| Solicitation No. B50001902 - Secure Document Shredding -
Agency - Various - P.O. No. P516881 | | |

On May 11, 2011, the Board approved the initial award in the amount of \$45,000.00. The award contained three 1-year renewal options. This renewal in the amount of \$45,000.00 is for the period May 11, 2013 through May 10, 2014, with one 1-year renewal option remaining.

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

4. HIGHER GROUND TRANSPORTATION

SERVICES, INC.	\$166,834.00	Renewal
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Solicitation No. B50002253 - Provide Van Transportation for Infants and Toddlers Program - Health Department - P.O. No. P520136

On April 4, 2012, the Board approved the initial award in the amount of \$125,322.78. The award contained three 1-year renewal options. On March 18, 2013, the City Purchasing Agent approved an increase in the amount of \$41,511.00. This renewal in the amount of \$166,834.00 is for the period May 1, 2013 through April 30, 2014, with three 1-year renewal options remaining.

MWBOO GRANTED A WAIVER.

5. ATLANTIC EMERGENCY

SOLUTIONS, INC.	\$350,000.00	Increase
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Solicitation No. 08000 - OEM Parts and Service for Pierce Fire Apparatus - Department of General Services - P.O. No. P515061

On October 6, 2010, the Board approved the initial award in the amount of \$1,000,000.00. Due to an increase in usage of Pierce manufactured parts and service additional funds are required. This increase in the amount of \$350,000.00 will make the award amount \$1,350,000.00.

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases - cont'd

- | | | |
|--|----------------|-----------------|
| 6. <u>FESCO EMERGENCY SALES</u> | \$2,010,468.00 | Selected Source |
| Solicitation No. 06000 - Horton Medic Units - Fire Department
- Req. Nos. R610833 & R624850 | | |

The total cost of \$2,010,468.00 will be financed through the City's master lease program administered by the Bureau of Treasury Management. The 12 units requested are being purchased from a cooperative purchasing contract HGAC, #AM10-12 with the Baltimore Regional Cooperative Purchasing Committee and Houston-Galveston Area Council.

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

MWBOO GRANTED A WAIVER.

- | | | |
|---|--------------|----------|
| 7. <u>JOHNSON CONTROLS, INC.</u> | \$ 40,000.00 | Increase |
| Solicitation No. 08000 - Maintain Frick Chiller at Patapsco Liquid Oxygen Plant - Department of Public Works, Bureau of Water and Wastewater - P.O. No. P519242 | | |

On February 1, 2012, the Board approved the initial award in the amount of \$24,900.00. The award contained two 1-year renewal options. On August 20, 2012, the City Purchasing Agent approved an increase in the amount of \$12,000.00. On January 9, 2013, the Board approved the first renewal in the amount of \$40,000.00. The unforeseen operational problems at Patapsco Liquid Oxygen Plant have caused increased utilization of this

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

contract. This increase in the amount of \$40,000.00 will make the award amount \$116,900.00.

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

8. MID ATLANTIC FOUNTAIN

DESIGN & MFG. CO., INC.	\$210,000.00	Increase
Solicitation No. B50001980 - Routine and Preventative Maintenance of City-owned Fountains - Dept. of Transportation - P.O. No. P518457		

On October 12, 2011, the Board approved the initial award for the amount of \$189,142.00. On August 09, 2012, the City Purchasing Agent approved an increase for the amount of \$40,000.00. The Board is requested to approve an increase for the amount of \$210,000.00 to meet the increasing usage of this contract. With this increase, the total contract amount will be \$439,142.00.

MWBOO SET MBE GOALS AT 22% AND WBE GOALS AT 7%.

MBE: CL McCoy Framing Co., Inc.	11%
AC Power, Inc.	0%
HGP, LLC	0%

WBE: The Fitch Dustdown Company, Inc.	0%
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MWBOO FOUND VENDOR IN NON-COMPLIANCE.

This recommendation for award is made with the condition that the vendor comes into compliance within ten days of the Board's approval.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
<u>Bureau of Purchases - cont'd</u>		
9. FRANKFORD TOWING, INC.	\$ 200,000.00	
FRANKFORD TOWING, LLC	200,000.00	
FRANKFORD TOWING ASSOCIATES, LLC	200,000.00	
TED'S TOWING SERVICE, INC.	200,000.00	
MEL'S TOWING & SERVICE CENTER, INC.	200,000.00	
UNIVERSAL TOWING LLC	200,000.00	
	<u>\$1,200,000.00</u>	Increase

Solicitation No. B50002251, Citywide Police Requested Towing Services - Dept. of Transportation - P.O. Nos. Various

MBE/WBE PARTICIPATION:

MWBOO SET MBE GOALS AT 10% AND WBE GOALS AT 3%.

Frankford Towing, Inc.

MBE: Chaudhry Towing Co., Inc.
JJ Adams Fuel Oil Co., LLC

WBE: Baltimore Auto Supply Co.
CC Press Net, Inc.

MWBOO FOUND VENDOR IN NON-COMPLIANCE.

Frankford Towing, LLC

MBE: Chaudhry Towing Co., Inc.
JJ Adams Fuel Oil Co., LLC

WBE: Baltimore Auto Supply Co.
CC Press Net, Inc.

MWBOO FOUND VENDOR IN NON-COMPLIANCE.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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MBE/WBE PARTICIPATION: - cont'dFrankford Towing Associates, LLC

MBE: Chaudhry Towing Co., Inc.
JJ Adams Fuel Oil Co., LLC

WBE: Baltimore Auto Supply Co.
CC Press Net, Inc.

MWBOO FOUND VENDOR IN NON-COMPLIANCE. CONTRACTOR MUST SUBMIT A PLAN SHOWING HOW IT WILL COME INTO COMPLIANCE.

The increases to the Frankford Towing affiliates is recommended on the condition that the Frankford Towing affiliate come into compliance with 10 days of Board approval.

Ted's Towing Service Inc.

MBE: Chaudhry Towing Co., Inc.
JJ Adams Fuel Oil Co., LLC

WBE: Baltimore Auto Supply Co.
CC Press Net, Inc.

MWBOO FOUND VENDOR IN COMPLIANCE.

Mel's Towing & Service Center, Inc.

MBE: Chaudhry Towing Co., Inc.
JJ Adams Fuel Oil Co., LLC

WBE: Baltimore Auto Supply Co.
CC Press Net, Inc.

MWBOO FOUND VENDOR IN COMPLIANCE.

BOARD OF ESTIMATES

04/17/2013

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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MBE/WBE PARTICIPATION: - cont'dUniversal Towing LLC

MBE:	JJ Adams Fuel Oil Co.
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WBE:	Tote-It, Inc.
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MWBOO FOUND VENDOR IN COMPLIANCE.**A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.**

The Board of Estimates received and reviewed Ms. Trueheart's protest. As Ms. Trueheart does not have a specific interest that is different from that of the general public, the Board will not hear her protest. Her correspondence has been sent to the appropriate agency and/or committee which will respond directly to Ms. Trueheart.

UPON MOTION duly made and seconded, the Board approved the aforementioned informal awards, renewals, increases to contracts and extensions.

Kim A. Trueheart

April 16, 2013

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

Dear Ms. Taylor:

Herein is my written protest on behalf of the underserved and disparately treated citizens of the Baltimore City who appear to be victims of a lack of vision, poor fiscal planning and management and a complete failure to provide transparent communications about priorities and outcomes.

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

1. Whom you represent: Self
2. What the issues are:
 - a. Page 57, Item 9, Purchasing Department – B50002251 – Citywide Police Requested Towing Services, Increase, if approved:
 - i. This action continues to establish the WMBOO goals at an unjustifiably low level;
 - ii. This action demonstrates the Department of Transportation’s inequitable business practices which results in awards to dominate towing enterprises who operate under multiple business names and squeeze small and minority companies from successfully participating in competitive opportunities;
 - iii. Represents a true corporate injustice that awards 5 of the 6 contract opportunities to the SAME corporate entity, operating under multiple names. The Bureau of Purchases and the Department of Transportation knowingly have allowed this corporation to monopolize the towing contract activity i this and numerous past awards to the detriment of small and minority firms;
 - iv. This action notes the time period deficient, non-compliant vendors are allowed to comply with WMBOO administrative policy and procedures, yet fails to identify the governing policies and procedures;
 - v. This action demonstrates the clear need for cogent, value-based decision criteria for retaining or disqualifying vendors who fail to satisfactorily conform with the WMBOO administrative policy and procedures;
 - vi. This contract awards less than 17% to a minority business and the remaining contract amount is being awarded to one single corporation, using 5 different company names;
 - vii. Please provide the reason for this contract increase just one week after the initial award was completed.
3. How the protestant will be harmed by the proposed Board of Estimates’ action: This action presents an opportunity for the City to provide a fair and equitable competitive opportunity for small and minority business benefit from municipal expenditures; however those responsible continue to fail to make the appropriate decisions to achieve that end. The continued

Email: ktrueheart@whatfits.net

5519 Belleville Ave
Baltimore, MD 21207

mismanagement of major projects by City agencies is disgracefully wasteful and lacking innovative outcomes that generate equity for small and minority businesses.

4. The remedy I seek and respectfully request is that this action be adjusted to reflect one corporation one contract award.

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on April 17, 2013.

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

Circuit Court for Baltimore City - TRANSFER OF LIFE-TO-DATE
SICK LEAVE

The Board is requested to approve the transfer of LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Darcia C. Wathen.

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

<u>NAMES</u>	<u>DAYS</u>
Darlene E. English	5
Sharon George	5
Elizabeth Jackson	5
Romaine Rucks	5
Brenda Graham	3
Audrey A. Giarratano	2
Deborah C. Muir	2
Angela E. Robinson	1
Debbie Taylor	1
Marion Turner	<u>1</u>
TOTAL	30

APPROVED FOR FUNDS BY FINANCE

THE LABOR COMMISSIONER RECOMMENDED APPROVAL.

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

MINUTES

Department of Human Resources - Personnel Matter

The Board is requested to approve the listed Personnel matter:

Department of General Services

	<u>Hourly Rate</u>	<u>Amount</u>
1. AZZA RIZKALLAH	\$22.91	\$42,000.00

Account: 2051-000000-1980-654800-601009

Ms. Rizkallah will work as a Capital Contracts Administration Specialist to the Chief Fiscal Officer/Division Chief of Major Projects. Her duties will include, but will not be limited to scheduling and attending meetings, preparing bid documents for the Indefinite Quantity Contract Projects, and serving as the liaison between contractors, architects, and agencies. Ms. Rizkallah will prepare projects' payments and maintain financial records. The period of the agreement is effective upon Board approval for one year.

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

UPON MOTION duly made and seconded, the Board approved the Personnel matter with Ms. Azza Rizkallah.

MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Public Works</u>			
1. Wazir Qadri	Collection System 2013: Gold Nuggets of Knowledge Sacramento, CA June 9 - 13, 2013 (Reg. Fee \$680.00)	Waste Water Utility Eng.	\$1,935.60

The Department has prepaid the registration fee in the amount of \$680.00 on EA000114502. The amount to be disbursed to Mr. Qadri will be \$ 1,255.60.

2. Jennifer Ludwig	Customer Service Week Tampa, FL April 29 - May 3, 2013 (Reg. Fee \$1,025.00)	Water Utility Fund	\$2,329.72
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The subsistence rate for this location is \$163.00 per night for April 29 - 30, 2013 and \$144.00 per night for May 1 - 3, 2013. The hotel rates are \$179.00 per night not including occupancy taxes in the amount of \$21.48 per night and \$219.00 per night.

The conference organizer identified three hotels in which a block of rooms will be set aside for the conference at a rate of \$179.00 per night. However, on March 26, 2013, the Department requested reservations and the only hotel with available rooms at the special rate could only accommodate Ms. Ludwig for two nights. The Department is requesting the remaining two nights at the rate of \$219.00 per night not including occupancy taxes in the amount of \$26.28 per night. The Department is requesting additional subsistence of \$16.00 per night for the first two days and \$75.00 per night for the second two nights for the hotel cost. In addition, the Department is requesting additional subsistence of \$40.00 per

MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Public Works - cont'd</u>			
day to cover meals and incidental expenses. The total additional subsistence requested is \$342.06. The Department has prepaid the registration in the amount of \$1,025.00 on EA000115731. The disbursement to Ms. Ludwig will be in the amount of \$1,304.72.			
<u>Department of General Services</u>			
3. Theodore Atwood	Energy for Tomorrow: Building Sustainable Cities New York City, NY April 24 - 25, 2013 (Reg. Fee \$500.00)	DOE Energy Efficiency & Conservation Block Grant	\$ 954.00
The train fare and registration fee will be pre-paid on a City issued credit card assigned to Mr. Dave Cunningham. The amount to be disbursed to Mr. Atwood is \$322.00.			
4. Theodore Atwood Khalil Zaied	Sustainability in Public Works San Diego, CA May 12 - 16, 2013 (Reg. Fee \$565.00)	Federal Grant Fund	\$4,401.20
<u>Police Department</u>			
5. Melissa R. Hyatt	United Nations Police Commander Course, UNPCC 2013 Stockholm, Sweden April 6 - 27, 2013 (Reg. Fee \$0.00)	Asset Forfeiture Fund	\$1,191.10

The Department is requesting the cost of airfare only, all other costs for the training (food & lodging) are being paid by the host organization.

MINUTES**TRAVEL APPROVALS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Police Department</u>			
6. Kevin S. Beardsley	National Center for Forensic Science - Compre- hensive Fire Debris Course Tampa, FL April 8 - 12, 2013 (Reg. Fee \$1,100.00)	Asset Forfeiture Fund	\$1,979.80
7. Derrick E. Mayfield Eric Eason	Mayor Executive Protection Washington, DC Jan. 17 - 22, 2013	General Fund	\$2,283.16

Mr. Mayfield and Mr. Eason traveled to Washington, DC to accompany the Mayor for security purposes. The subsistence rate for this location is \$254.00 per day. The hotel rate was \$363.00 per night not including occupancy taxes in the amount of \$52.64 per night for a total of \$2,078.20. Mr. Mayfield and Mr. Eason shared the room. Mr. Mayfield's meals cost \$123.28 and Mr. Eason's meals cost \$81.68.

The Department prepaid all expenditures on the City issued credit cards assigned to Mr. Derrick E. Mayfield and Mr. Eric Eason.

MINUTES

TRAVEL APPROVALS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Police Department</u>			
8. Eric Eason Warren Smith	Mayor Executive Protection New Orleans, LA Jan. 31 - Feb. 4, 2013	General Fund	\$5,010.50

Mr. Eason and Mr. Smith traveled to New Orleans, LA to accompany the Mayor for security purposes. The subsistence rate for this location is \$206.00 per day. The hotel rate was \$400.00 per night not including additional service charges of \$100.00. Mr. Eason and Mr. Smith shared the room.

The Department prepaid the cost of the hotel accommodations with the Department's Check No. 16459 in the amount of \$1,700.00. The Department paid the following expenditures on City issued credit cards assigned to Mr. Eason and Mr. Smith:

Airfare (Mr. Eason)	\$1,428.80
Airfare (Mr. Smith)	1,112.10
Rental Car (Mr. Smith)	572.64
Fuel (Mr. Smith)	55.76
Mr. Eason's Meals	51.06
Mr. Smith's Meals	90.14
Total:	<u>\$3,310.50</u>

In accordance with AM-240-8, Official City business at the event site required extensive trips, tours, or other unusual but necessary land travel.

MINUTES**TRAVEL APPROVAL**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Police Department - cont'd</u>			

Due to the nature of the travel it was necessary for Mr. Smith to secure a rental car. The Police Department was unable to meet the requirements of travel procedures outlined in the Administrative Manual, Section 240 and regrets the late submission of this request. The request for Travel approval is late due to a delay in the administrative process.

TRAVEL INCREASEFire Department

9. Scott Merbach*	Helicopter Rescue	Urban	\$616.00
Stephen Karas	Operations, LA Fire	Search &	
David Chen	Depart. Air Ops.	Rescue Task	
Walter Kerr	San Francisco, CA	Force Grant	
Jim Dinges	Oct. 15-18, 2012*		
Simon Ayling	Oct. 15-19, 2012		
Carl Hardcastle	(Reg. Fee \$0.00)		
Gregg Lance*			

On September 26, 2012, the Board approved the Department's travel request in the amount of \$11,784.98, of which \$3,637.20 was for airfare based on a September 12, 2012 receipt from Globetrotter. The airfare was charged on a city issued credit card assigned to Mr. Robert Maloney. Upon review of his statement Mr. Maloney reported the charge was in the amount of \$4,253.20. There was an error by Globetrotter and the wrong receipt, also dated September 12, 2012 was sent to the Department. Therefore, approval is requested for the increase for the airfare in the amount of \$616.00.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Police Department - cont'd</u>			
<u>Department of Communication Services</u>			
10. Simon Etta	21 st Annual Negotiate Enterprise Communica- tions Deals Conf. Washington, DC April 28 - May 1, 2013 (Reg. Fee \$1,599.00)	Internal Service	\$2,596.21

TRAVEL APPROVAL AND REIMBURSEMENTBaltimore City Fire Department (BCFD)

11. Frank Hazzard		FY2010	\$ 3,389.32
12. Mark Fletcher		SHSP	3,180.85
13. Kris Floyd		grant	2,972.32
14. David Goldman		funds	3,258.58
15. Alexander Perricone			3,163.08
16. Gary Metzbower			3,067.06
			<u>\$19,031.21</u>

On February 16 - 22, 2013, Messrs. Frank Hazzard, Mark Fletcher, Kris Floyd, David Goldman, Alexander Perricone, and Gary Metzbower traveled to San Diego, CA to attend the Mission-Centered Solutions' L-381: Incident Leadership Training.

This request is late because the Department removed the request from a previous Board of Estimates' agenda pending additional information on the training and travel, and to consider the cost benefit comparison of having a class held in Baltimore versus traveling for the training.

MINUTES

TRAVEL APPROVAL AND REIMBURSEMENT - cont'd

The Department is requesting reimbursement for transportation, hotel, parking, food, registration, and rental car expenses.

A rental van for this trip was required to transport the attendees to and from the hotel and to the training venue, which was 15 miles away from the hotel. The training facility did not provide transportation for the students and there was no public transportation.

AM-240-8

If official City business at the event site will require extensive inspection trips, tours, or other unusual but necessary land travel, the Board of Estimates must approve funds for such expenses in advance of the trip.

Frank Hazzard

Transportation	\$ 466.80
Parking	7.00
Hotel	814.00
Tax	101.78
Food	126.08
Reg. Fees	1,450.00
Rental Van	423.66
	<u>\$3,389.32</u>

Mark Fletcher

Transportation	\$ 466.80
Hotel	958.00
Tax	119.78
Food	186.27
Reg. Fees	1,450.00
	<u>\$3,180.85</u>

Kris Floyd

Transportation	\$ 466.80
Hotel	814.00
Tax	101.78
Food	139.74
Reg. Fees	1,450.00
	<u>\$2,972.32</u>

David Goldman

Transportation	\$ 466.80
Hotel	974.00
Tax	121.78
Food	246.00
Reg. Fees	1,450.00
	<u>\$3,258.58</u>

MINUTES

TRAVEL APPROVAL AND REIMBURSEMENT - cont'd

<u>Alexander Perricone</u>		<u>Gary Metzbower</u>	
Transportation	\$ 466.80	Transportation	\$ 466.80
Hotel	974.00	Parking	56.00
Tax	121.78	Hotel	852.00
Food	150.50	Tax	106.50
Reg. Fees	1,450.00	Food	135.76
	<u>\$3,163.08</u>	Reg. Fees	1,450.00
			<u>\$3,067.06</u>

The allowed subsistence rate for this location is \$204.00 per day for a total of \$1,224.00 for each representative. The Department is requesting approval of this travel request retroactively, and approval for reimbursement of parking, food, ground transportation, and rental car expenses.

The Department paid the cost of airfare in the amount of \$466.80, and the cost of registration in the amount of \$1,450.60 for each representative using a City issued credit card assigned to Mr. Jeffrey Segal. The Department paid the hotel costs using a City issued credit card assigned to Mr. James Fischer. The reimbursement amounts to the representatives are as follows:

Frank Hazzard	\$556.74
Mark Fletcher	\$186.27
Kris Floyd	\$139.74
David Goldman	\$246.00
Alexander Perricone	\$150.50
Gary Metzbower	\$191.76

UPON MOTION duly made and seconded, the Board approved the aforementioned travel requests, travel increase, and travel approval and reimbursement. The Mayor **ABSTAINED** on item nos. 7 and 8. The Comptroller **ABSTAINED** on item no. 10.

MINUTES**PROPOSAL AND SPECIFICATIONS**

1. Dept. of General Services - GS 13804, Waxter Senior Center
- Exercise & Rest Rooms
Renovations
BIDS TO BE RECV'D: 05/01/2013
BIDS TO BE OPENED: 05/01/2013

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

MINUTES

ACKNOWLEDGEMENT

Mayor: "There's Bobbie."

President: "You have something? Oh where is he?"

Mayor: "Right there."

President: "Oh I thought he had left. I would like to recognize Councilman Curran who has joined us."

* * * * *

President: "The Board is in recess until twelve o'clock noon for the receiving and opening of bids."

MINUTES

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

BIDS, PROPOSALS AND CONTRACT AWARDS

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

Department of Transportation - TR 08017, Southeast
Transportation Intersection
Improvements
BIDS TO BE RECV'D: 04/24/13
BIDS TO BE OPENED: 04/24/13

MINUTES

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

Department of Transportation - TR 12007, Demolition of
Pratt Street Pedestrian
Bridges: Charles and
Gay Streets

Allied Contractors, Inc.
Bensky Construction Co., LLC

* * * * *

MINUTES

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, April 24, 2013.



JOAN M. PRATT
Secretary