

## MINUTES

REGULAR MEETING

Honorable Bernard C. "Jack" Young, President  
Honorable Stephanie Rawlings-Blake, Mayor  
Honorable Joan M. Pratt, Comptroller and Secretary - **ABSENT**  
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

In the absence of Honorable Joan M. Pratt, Comptroller and Secretary, Ms. Bernice H. Taylor, Deputy Comptroller and Clerk, sat and acted on her behalf.

President: "Good morning, the March 04, 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 hearings will be asked to leave the hearing room immediately. I will direct the Board members attention to the memorandum from my office dated March 2, 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."

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

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Director of Public Works: "Second."

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

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**MINUTES**Employees' & Elected Officials' - Independent Auditor's Report  
Retirement Systems

The Board is requested to **NOTE** receipt of the following Independent Auditor's Reports from CliftonLarsonAllen LLP:

1. the Independent Auditor's Report for FY ended June 30, 2014 of the Baltimore City:
  - a.) Employees' Retirement System and,
  - b.) Elected Officials' Retirement System
  
2. the Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters, and
  
3. FY ended June 30, 2014 Comprehensive Annual Financial Reports for the Baltimore City:
  - a.) Employees' Retirement System and
  - b.) Elected Officials' Retirement System

UPON MOTION duly made and seconded, the Board **NOTED** receipt of the Independent Auditor's Reports from CliftonLarsonAllen LLP.

## MINUTES

Department of Audits - Audit Report and Related Audit Digest

The Board is requested to **NOTE** receipt of the following Audit Report and Related Audit Digest:

Enoch Pratt Free Library A Component Unit of the City of Baltimore, Maryland, Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2014.

President: "The first item on the non-routine agenda can be found on Page 2, Department of Audits, Audit Report and Related Audit Digest. Thank you. Will the parties please come forward?"

Mr. McCarty: "Good morning Mr. President, members of the Board. I'm Bob McCarty, City Auditor. The Department of Audits has completed its annual audit of the financial statements of the Enoch Pratt Free Library for the fiscal year ended June 30, 2014. We have issued an unqualified opinion. This is a clean financial opinion. In addition to the comprehensive report, we have included a separate report, which addresses the system's compliance with the internal control over financial reporting relating to the financial statements and to certain laws and regulations. The Library, in Fiscal Year 2013, had seven significant deficiencies in internal control over financial reporting. Five of those 2013 findings have been resolved, and two remain for Fiscal Year 2014. The following finding is considered to be a material weakness. The Library's business office did not timely prepare its annual financial report for

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submission to the Maryland State Department of Education. Compiling the year-end financial statements is complex, and the Library relies on manual adjustments to properly record transactions, accruals, corrections and other transactions. We recommend that the Library continue to refine their process to prepare the financial statements. We also recommend that the Library should evaluate its accounting software to determine whether the software is capable of preparing complete and accurate financial statements for them. We also recommend that the Library evaluate and document their financial statement process. The Library stated in its response that it agrees to making better use of its accounting software, and will be sending two of its accounting staff in for training. The Library also stated that it will continue to refine their financial statement preparation process and will make every effort to implement procedures to insure timely financial reporting in the future. Ah -- the second audit finding is considered to be a significant deficiency. As of June 30, 2014, the Library had not performed an accurate analysis of its Book Imprest Fund using a reconciled balance of \$332,573.00, rather than the maximum balance of the Fund of \$300,000.00. Our analysis to reconcile to the \$300,000.00 balance provided three adjustments that resulted in a new balance of \$291,911.00, a difference of \$8,089.00. Um -

## MINUTES

- we could not um resolve the difference any further. Ah -- we recommend that the Library develop written reconciliation procedures, that reconciling adjustments and corrections be approved by management and that the Library resolve the \$8,089.00 difference in its Book Imprest Fund. The Library stated that after last year's audit, it made adjustments and contracted with an accounting firm to assist with the reconciling of unexplained differences. The effort -- that effort resulted in a number of correcting and adjusting entries. Unfortunately, the items found by Audits were not identified and the Library will resolve all items as part of its January 25<sup>th</sup>, January 2015 I'm sorry, bank reconciliation process. As part of obtaining reasonable assurance about whether the Library's financial statements are free of material misstatement, we performed tests that were compliant with certain provision of laws, regulations, contracts, and grant agreements. The result of that test disclosed no instances of non-compliance."

President: "Thank you."

Mr. Krabbe: "Uh -- Gordon Krabbe representing Enoch Pratt Library. First, on behalf of Dr. Hayden and our Board, we want to thank the Department of Audits and the Comptroller for their thorough review."

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Ah -- we believe these annual reviews help, uh -- improve the confidence in our accountability for public/private funds. Um - while I'm not completely satisfied um, we are uh, pleased with the improvement we've made since last year, and ah -- as Mr. McCarty has uh -- indicated, we've invested in additional personnel, training, ah -- and we have improved our procedures as well. Ah -- we will continue that work, in an effort to ah -- further improve our results next year."

President: "Thank you. Any questions? Alright, the audit has been noted. I am not a mathematician."

UPON MOTION duly made and seconded, the Board **NOTED** receipt of the Audit Report and Related Digest.

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

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

Boulevard Contractors Corp.	\$ 1,917,000.00
Casper Colosimo & Son, Inc.	\$ 71,856,000.00
Civil Construction, LLC	\$ 29,367,000.00
Dvorak, LLC	\$ 8,000,000.00
King Construction, Inc.	\$ 1,500,000.00
Kone, Inc.	\$ 1,500,000.00
Mona Electric Group, Inc.	\$112,806,000.00
NLG Insulation, Inc.	\$ 1,251,000.00
P & H Fencing, LLC	\$ 747,000.00
Payton Contracting, LLC	\$ 198,000.00
Philips Brothers Electrical Contractors, Inc.	\$ 8,000,000.00
Temp Air Company, Inc.	\$ 6,174,000.00

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:

K. Dixon Architecture PLLC	Architect
Environ-Civil Engineering, Ltd.	Engineer
MA Engineering Consultants, Inc.	Engineer Property Line Survey

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

Michael J. Walkley, P.A.	Engineer
P.E.L.A. Design, Inc.	Landscape Architect
Urban Green Environmental, LLC	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

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development - Options</u>			
1. Mindy Fishkind, Trustee for Scott Jeremy Fishkind	4731 Park Heights Avenue	G/R \$70.00	\$ 467.00
Funds are available in account 9910-903180-9588-900000-704040, Park Heights Project.			
2. Fieldcrest Limited Partnership and Ethel Braverman	2311 McCulloh St.	G/R \$96.00	\$ 800.00
Funds are available in account 9910-908044-9588-900000-704040, North Ave. Car Wash Project.			
3. Mary G. Watts	1826 Division St.	F/S	\$20,000.00
Funds are available in account 9910-910634-9588-900000-704040, Whole Block Demo Project.			
4. M-A Funding, Inc.	1910 Herbert St.	Sub/G/R \$140.00	\$ 954.00
Funds are available in account 9910-910634-9588-900000-704040, Whole Block Demo Project.			

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

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development - Condemnations</u>			
5. Federal Hill Renewal, LLC	1910 Herbert St.	L/H	\$18,833.00
6. R & T Development Corporation	554 Presstman St.	G/R \$120.00	\$ 1,000.00

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

7. Dorothy L. Rose and William F. Rose (both Deceased)	4721 Park Heights Avenue	G/R \$ 90.00	\$ 750.00
8. Janie E. Brown	4847 Park Heights Avenue	F/S	\$15,000.00

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

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

MINUTES

EXTRA WORK ORDERS AND TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,  
the Board approved the  
Extra Work Orders and Transfers of Funds  
listed on the following pages:

552 - 553

All of the EWOs had been reviewed and approved  
by the

Department of Audits, CORC,  
and MWBOO, unless otherwise indicated.

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****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.</u>	<u>Compl.</u>

Department of Transportation

5. EWO #001, \$421,214.95 - TR 14007, Resurfacing Highways at  
Various Locations, Sector III
- |                |   |                             |   |   |
|----------------|---|-----------------------------|---|---|
| \$2,499,261.98 | - | P. Flanigan<br>& Sons, Inc. | - | - |
|----------------|---|-----------------------------|---|---|
6. EWO #001, \$0.00 - TR 14009, Conduit System Reconstruction  
at Various Locations, Citywide
- |                |   |                                  |             |   |
|----------------|---|----------------------------------|-------------|---|
| \$2,651,455.00 | - | Highlander<br>Contracting<br>Co. | 180<br>days | - |
|----------------|---|----------------------------------|-------------|---|

This authorization for 180 days is necessary because of unusually brutal cold spells, and snow/ice storms last winter. The weather impacted the work progress for this contract. There are outstanding service requests that need to be addressed and it will be necessary to remediate any upcoming conduit repairs. The completion date was February 3, 2015. The new expiration date is August 1, 2015.

7. EWO #011, \$136,877.70 - TR 08046, Rehabilitation of  
Broening Highway form Holabird Avenue to Colgate Creek
- |                 |                |   |   |   |
|-----------------|----------------|---|---|---|
| \$14,700,000.00 | \$1,011,655.75 | American<br>Infrastructure-<br>MD, Inc. | - | - |
|-----------------|----------------|---|---|---|

**MINUTES**Department 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. 3201 Saint Paul Street	CVE Retail, LLC	Two single face electric signs @ 11.83 sq. ft. each, one bracket sign 3' x 2'11"
Annual Charge: \$193.30		
2. 701 S. Exeter Street	Harbor East-Apartment, LLC	Two blade signs 1.1 sq. ft.
Annual Charge: \$105.40		
3. 511 S. Central Avenue	511 South Central Avenue, LLC	Two blade signs 5.4 sq. ft., two barber Poles
Annual Charge: \$209.60		
4. 1000 Morton Street k/a 10 West Eager Street	10 West Eager Street, LLC	One flat sign @ 1.8 sq. ft., one flat sign @ 35.22 sq. ft.
Annual Charge: \$133.82		

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

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

## MINUTES

Police Department - Acceptance of Grant Awards

The Board is requested to approve acceptance of the various grant awards from the following grantors:

1. **MARYLAND HIGHWAY SAFETY OFFICE** **\$165,000.00**

Account: 4000-477215-2032-619300-600000

This grant is for the Baltimore Traffic Safety Project. This grant will provide funding to the Police Department to conduct traffic enforcement initiatives which will aid in decreasing DUI related offenses and crashes. The Department will also utilize funding to educate the public about the dangers associated with violating traffic laws through literature distributions at checkpoints. The period of the grant is October 1, 2014 through September 30, 2015.

2. **GOVERNOR'S OFFICE OF CRIME CONTROL  
AND PREVENTION (GOCCP)** **\$ 80,000.00**

Account: 4000-475815-2021-212600-600000

The GOCCP grant is for the Domestic Violence/Witness Liaison Program. The program assists in developing and implementing strategies specifically intended to provide assistance to domestic violence victims as their cases progress through the criminal justice system. The funds will be used to provide salary support for personnel who will perform a multitude of tasks that support the effort to reduce incidents of domestic violence in Baltimore City. The period of the grant is October 1, 2014 through September 30, 2015.

## MINUTES

Police Department - cont'd

3. **GOVERNOR'S OFFICE OF CRIME CONTROL AND PREVENTION (GOCCP)** **\$100,000.00**

Account: 4000-477415-2041-196700-600000

The GOCCP grant is for the Overtime Initiative Project. The project assists the Department with its initiative to suppress crime throughout Baltimore City. The funds will be used for officer overtime, to deploy officers in high visibility at various locations throughout the City to discourage crime, and to provide a safer environment. The period of the grant is December 1, 2014 through June 30, 2015.

The grant awards are late because they were recently received from the grantors.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved acceptance of the various grant awards from the foregoing grantors.

**MINUTES**

Mayor's Office on Criminal Justice - Agreement

**ACTION REQUESTED OF B/E:**

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

**AMOUNT OF MONEY AND SOURCE:**

\$825,000.00 - 6000-613115-2252-274800-600000

**BACKGROUND/EXPLANATION:**

Under Baltimore City Code Article 5, Section 48-1 (2010 Edition), \$75.00 of each \$85.00 that is charged for a marriage license in Baltimore City is segregated into a special fund (up to a maximum of \$825,000.00). The funds are distributed to the House of Ruth Maryland, Inc., in proportion to the number of domestic violence victims it serves. The Fiscal Year 2015 estimate of \$825,000.00 is based on a projection of 11,000 licenses to be issued during the year. The Baltimore City Police Department is the City agency designated to administer and disburse the funds.

The Agreement is late because of the delay in the administrative process.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**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.

**MINUTES**

Mayor's Office on Criminal Justice - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with the House of Ruth Maryland, Inc.

# Kim A. Trueheart

March 3, 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. Page 13, Mayor's Office on Criminal Justice – Agreement, House of Ruth, if approved:
    - 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.
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.

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

5519 Belleville Ave  
Baltimore, MD 21207

4. Remedy I desire: The Board of Estimates should immediately direct MOCJ to include measures of effectiveness for this action which include outcomes from the previous contract period for the House of Ruth before the board considers approval of this action.

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on March 4, 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**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify a Grant Adjustment Notice (GAN) from the Governor's Office of Crime Control and Prevention. The GAN extended the grant through December 31, 2014.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00 - 4000-474114-2252-688000-600000

**BACKGROUND/EXPLANATION:**

On February 26, 2014, the Board authorized acceptance of the Grant Award from the "SART Coordination" grant. This grant funds the salary of the SART Coordinator who will work in conjunction with the Sexual Assault Response Team and aid in the effort to reduce and assist the sexual assault victims in Baltimore City. On October 22, 2014, the Board authorized acceptance of the GAN extending the grant through October 31, 2014.

Both the first and second extension allowed additional time to expend all funds.

This Grant Adjustment Notice is late because it was recently received from the grantor.

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

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

**MINUTES**

Baltimore Development Corporation - Local Government Resolution

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a Local Government Resolution in support of TAPS, LLC and its application to the State of Maryland's Department of Housing and Community Development (MDDHCD), Neighborhood BusinessWorks Program (NBWP). A local resolution of support is required for organizations to participate in the program.

**AMOUNT OF MONEY AND SOURCE:**

\$50,000.00 - NBWP

No City funds are requested at this time.

**BACKGROUND/EXPLANATION:**

The TAPS Wine and Beer Bar is a new retail tap room, created specifically for the Mt. Vernon Marketplace, located at 520 Park Avenue. The Mt. Vernon Marketplace is a multiple vendor concept that includes several different vendors in one indoor location on the ground floor of the newly built 520 Park Avenue Apartments.

The TAPS Wine and Beer Bar will specialize in wine, beer, oils, and vinegars. The total project cost is \$100,000.00. The \$50,000.00 requested from the MDDHCD is for new equipment, furniture, fixtures, and working capital.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved the Local Government Resolution in support of TAPS, LLC and its application to the State of Maryland's Department of Housing and Community Development, Neighborhood BusinessWorks Program.

**MINUTES**

Baltimore Development - Local Government Resolution  
Corporation

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a Local Government Resolution in support of HandleBar Café/Niki, Inc. and its application to the State of Maryland's Department of Housing and Community Development (MDDHCD), Neighborhood BusinessWorks Program (NBWP). A local resolution of support is required for organizations to participate in the program.

**AMOUNT OF MONEY AND SOURCE:**

\$500,000.00 - NBWP

No City funds are requested at this time.

**BACKGROUND/EXPLANATION:**

The HandleBar Café/Niki, Inc. will bring the unique concept of a combined bicycle shop and café to the Baltimore market. The concept has been successful in other cities. This will be the first bicycle shop/café business model in the state of Maryland. The business will feature both a fully functional urban lifestyle bicycle shop and a full service restaurant with a liquor license and coffee bar. The bike shop will offer retail bikes for sale, mechanical services, cycling lifestyle clothing, and soft goods.

The HandleBar Café/Niki, Inc. will be located at 511 South Caroline Street. The building is a vacant 7,000 sq. ft. two-story structure built in 1982. The second floor of the building will be divided into office space and leased to like-minded businesses. The total project cost is \$1,335,000.00, which includes the acquisition of 511 S. Caroline Street. The neighborhood revitalization impact of this project will be the creation of 15 jobs.

**MINUTES**

BDC - cont'd

The \$500,000.00 requested from the MDDHCD is for construction, equipment, inventory, working capital, and start-up costs.

**MBE/WBE PARTICIPATION:**

N/A

**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 Local Government Resolution in support of HandleBar Café/Niki, Inc. and its application to the State of Maryland's Department of Housing and Community Development, Neighborhood BusinessWorks Program.

# Kim A. Trueheart

March 3, 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. Page 16, Baltimore Development Corporation – Local Government Resolution – HandleBar Cafe, if approved:
    - i. The HandleBar Café was granted a condition approval by the Liquor Board for its operations;
    - ii. Numerous complaints were presented during the Liquor Board hearing opposing the application for a liquor license;
    - iii. This Local Government Resolution seems premature and should be withdrawn until the applicant fulfills the terms of their conditional liquor license;
3. How the protestant will be harmed by the proposed Board of Estimates' action: As a citizen I am significantly impacted by poor fiscal administration and management within my home town government. A thorough vetting of organizations should be undertaken prior to the BDC's initiation of subsidies for its clients. The screening and vetting of how scarce fiscal resources will be spent should become the highest of priority for each agency and those funds should be restricted to only the most viable programs, services and/or businesses.
4. Remedy I desire: This action should be moved to the non-routine agenda and the BDC should be directed to provide the BOE evidence of whether the terms of the conditional approval by the Liquor Board has been met.

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on March 4, 2015.

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

Sincerely,  
Kim Trueheart, Citizen & Resident

Email: [ktrueheart@whatfits.net](mailto:ktrueheart@whatfits.net)  
5519 Belleville Ave  
Baltimore, MD 21207

**AGENDA**

**BOARD OF ESTIMATES 03/04/2015**

Baltimore Development - Local Government Resolution Corporation

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a Local Government Resolution in support of HandleBar Café/Niki, Inc. and its application to the State of Maryland's Department of Housing and Community Development (MDDHCD), Neighborhood BusinessWorks Program (NBWP). A local resolution of support is required for organizations to participate in the program.

**AMOUNT OF MONEY AND SOURCE:**

\$500,000.00 - NBWP

No City funds are requested at this time.

**BACKGROUND/EXPLANATION:**

The HandleBar Café/Niki, Inc. will bring the unique concept of a combined bicycle shop and café to the Baltimore market. The concept has been successful in other cities. This will be the first bicycle shop/café business model in the state of Maryland. The business will feature both a fully functional urban lifestyle bicycle shop and a full service restaurant with a liquor license and coffee bar. The bike shop will offer retail bikes for sale, mechanical services, cycling lifestyle clothing, and soft goods.

The HandleBar Café/Niki, Inc. will be located at 511 South Caroline Street. The building is a vacant 7,000 sq. ft. twostory structure built in 1982. The second floor of the building will be divided into office space and leased to like-minded businesses. The total project cost is \$1,335,000.00, which includes the acquisition of 511 S. Caroline Street. The neighborhood revitalization impact of this project will be the creation of 15 jobs.

5519 Belleville Ave  
Baltimore, MD 21207

**MINUTES**Health Department - Employee Expense Statements

The Board is requested to approve the various expense reports for the following employees.

<b>1. WILMA JEWEL BROWN</b>	<b>\$ 77.87</b>
Account: 5000-532815-3044-273300-603002 October 2014 - Mileage	
<b>2. GLENDORA LIVERPOOL</b>	<b>\$ 88.20</b>
Account: 5000-532815-3044-273300-603002 September 2014 - Mileage	
<b>3. ELAINE RAY</b>	<b>\$272.56</b>
Account: 5000-533115-3044-273300-603002 August 2014 - Mileage	\$134.40
5000-533115-3044-273300-603002 September 2014 - Mileage	\$132.16
5000-533115-3044-273300-603003 August 2014 - Parking	\$ 3.00
5000-533115-3044-273300-603003 September 2014 - Parking	\$ 3.00

**BACKGROUND/EXPLANATION:**

The above-listed employees did not submit their expense statements on time because of work schedule demands for multi-programs that require field visits and follow-up with written or computer documentation. The employees have been advised that they must submit their statements timely to comply with AM 240-11.

The Administrative Manual, in Section 240-11, states that Employee Expense Reports that are submitted more than 40 work

**MINUTES**

Health Dept. - cont'd

days after the last calendar day of the month in which the expenses were incurred require Board of Estimates approval.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the various expense reports for the foregoing employees.

**MINUTES**

Health Department - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to pay the Maryland Association of County Health Officers (MACHO) and the National Association of County and City Health Officials (NACCHO) dues for Leana S. Wen, M.D., Commissioner of Health.

**AMOUNT OF MONEY AND SOURCE:**

\$6,262.00 - MACHO (2015)  
1,625.00 - NACCHO (2015)  
\$7,887.00 - 1001-000000-3001-599000-603022

**BACKGROUND/EXPLANATION:**

The funds will be used to pay the Health Commissioner's annual membership dues for MACHO and the NACCHO.

**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 Maryland Association of County Health Officers and the National Association of County and City Health Officials dues for Leana S. Wen, M.D., Commissioner of Health.

**MINUTES**Health Department - Agreements and Notification of Grant Award

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

AGREEMENTS

1. **ALLEN CENTER BOARD, INC.** **\$ 53,535.00**

Account: 4000-433515-3024-295901-603051

Allen Center Board, Inc. operates a senior program, which serves as the community focal point for seniors and their caregivers. The services to be provided will include but are not limited to social, recreational, and educational programs, information and assistance, outreach, wellness, and transportation. The period of the Agreement is October 1, 2014 through September 30, 2015.

The Agreement is late because the Health Department was waiting on finalization of budget and signatures from the provider.

**MWBOO GRANTED A WAIVER.**

2. **FAMILY HEALTH CENTERS OF BALTIMORE, INC.** **\$ 129,308.00**

Accounts: 4000-430512-3160-308600-603051	\$ 30,000.00
5000-569414-3160-308600-603051	\$ 74,308.00
6000-619514-3160-308600-603051	\$ 25,000.00

The organization will utilize the funds to continue to implement the Safe Streets Program Maintenance Model using the Cure Violence (formerly CeaseFire) techniques with fidelity. The Cure Violence/Safe Streets model is a public derived strategy aimed at reducing gun violence. The target populations are individuals at high risk of involvement in shootings and killings in and around Baltimore City Police Post 924. The period of the Agreement is January 1, 2015 through June 30, 2015.

## MINUTES

Health Dept. - cont'd

The Agreement is late because revisions delayed its processing.

**MWBOO GRANTED A WAIVER.**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

NOTIFICATION OF GRANT AWARD (NGA)

3.	<b>MARYLAND DEPARTMENT OF AGING (MDOA)</b>	<b>\$141,406.00</b>
	Account: 4000-433515-3023-273300-404001	\$ 41,998.00
	4000-432915-3252-514300-404001	\$ 54,063.00
	4000-434315-3254-316200-404001	\$ 27,507.00
	4000-436115-3255-316200-404001	\$ 17,838.00

These funds are to be used only for Title III-B, Title III-C1, Title III-C2, and Title III-E programs. The NGA also provides funds for coordinated and accessible services for seniors in Baltimore City.

By acceptance of this grant, the Department agrees to abide by the Older Americans Act, as amended, and all applicable Federal and State policies, rules and procedures. The period of the grant is October 1, 2014 through September 30, 2015.

The NGA is late because it was recently received from the MDOA.

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

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**Mayor's Office of Human Services (MOHS) - Agreements

The Board is requested to approve and authorize execution of the Continuum of Care (COC) Program Agreements.

1. **AIDS INTERFAITH RESIDENTIAL SERVICES, INC.** **\$1,394,865.00**

Account: 4000-496315-3573-591243-603051

AIDS Interfaith Residential Services, Inc. will provide housing assistance to 108 households. The period of the Agreement is April 1, 2015 through March 31, 2016.

2. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$ 293,212.00**

Account: 4000-496215-3572-591404-603051

Associated Catholic Charities, Inc. will provide support services, including case management, life skills training, substance abuse treatment, and transportation to 27 individual homeless clients. A portion of the funds will also support maintenance costs for housing provided to clients. The period of the COC Agreement is February 1, 2015 through January 31, 2016.

3. **BEHAVIORAL HEALTH SYSTEM BALTIMORE, INC.** **\$ 83,785.00**

Account: 4000-496315-3573-591241-603051

Behavioral Health System Baltimore, Inc. will provide housing assistance to six households. The period of the COC Agreement is April 1, 2015 through March 31, 2016.

4. **DAYSPRING PROGRAMS, INC.** **\$ 332,334.00**

Account: 4000-496315-3573-591236-603051

Dayspring Programs, Inc. will provide housing rental assistance to 18 families. The period of the COC Agreement is April 1, 2015 through March 31, 2016.

## MINUTES

MOHS - cont'd

5. **GOVANS ECUMENICAL DEVELOPMENT CORPORATION** \$ 305,842.50

Account: 4000-496315-3573-591250-603051

Govans Ecumenical Development Corporation will provide rental housing assistance to 25 homeless households. The period of the COC Agreement is April 1, 2015 through March 31, 2016.

6. **JOBS, HOUSING AND RECOVERY, INC.** \$ 481,670.50

Account: 4000-496215-3572-591458-603051

Jobs, Housing and Recovery, Inc. will provide support services related to its transitional housing program. The services will include, but are not limited to case management, education services, food, employment assistance/job training, life skills training, substance abuse treatment, and transportation. These services will be provided to 34 homeless households. A portion of the funds will also be used to cover the operational costs for housing provided to the clients. The period of the COC Agreement is March 1, 2015 through February 29, 2016.

7. **MARIAN HOUSE, INC.** \$ 58,068.00

Account: 4000-496215-3572-591419-603051

Marian House, Inc. will provide support services including case management and substance abuse treatment to 24 homeless households. The funds will also be used to cover utility costs related to the housing of clients. The period of the COC Agreement is March 1, 2015 through February 29, 2016.

## MINUTES

MOHS - cont'd

8. **MARIAN HOUSE, INC.** **\$ 202,984.00**

Account: 4000-496215-3572-591419-603051

Marian House, Inc. will provide case management, education services, food for resident meals, life skills training, mental health services, and substance abuse treatment services to 46 homeless households. The period of the COC Agreement is February 1, 2015 through January 31, 2016.

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

Account: 4000-496215-3571-591420-603051

Manna House, Inc. will provide case management and transportation support services to approximately 50 clients per day. The period of the COC Agreement is February 1, 2015 through January 31, 2016.

**MWBOO GRANTED A WAIVER.**

10. **ST. AMBROSE HOUSING AID CENTER** **\$ 40,803.50**

Account: 4000-496215-3573-591424-603051

St. Ambrose Housing Aid Center will provide case management support services to four households. The period of the COC Agreement is February 1, 2015 through January 31, 2016.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Continuum of Care Program Agreements.

**MINUTES**

Mayor's Office of Human Services (MOHS) - Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the FY2014 Housing Opportunities for Persons With AIDS (HOPWA) Performance Grant Program Renewal Award with the U.S. Department of Housing and Urban Development. The period of the grant is March 1, 2015 through February 28, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$1,424,500.00 - 4000-494215-3573-327200-603051

**BACKGROUND/EXPLANATION:**

The MOHS, on behalf of the City of Baltimore, submitted a renewal application for the existing HOPWA competitive grant on April 4, 2014. The renewal grant will continue to fund the "At the Door" (ATD) Program, which provides support services to homeless ex-offenders returning to the community and increases access to stable housing for eligible individuals in the program through housing placements. All clients of the program will be HIV positive or have AIDS. The program will assist 26 households with permanent supportive housing services, 5 clients with short term transitional housing, 5 households with permanent housing placement services, and 31 households with support services. The total award amount will be \$1,424,500.00.

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

**MBE/WBE PARTICIPATION:**

MBE/WBE requirements will be included in the agreements with the City and the respective service providers.

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

MOHS - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing FY2014 Housing Opportunities for Persons With AIDS Performance Grant Program Renewal Award with the U.S. Department of Housing and Urban Development.

**MINUTES**

Mayor's Office of Human Services (MOHS) - FY 2014 Continuum of Care Grant Program Awards

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the FY 2014 Renewal of Continuum of Care (COC) Grant Program Awards from the U.S. Department of Housing and Urban Development (HUD).

**AMOUNT OF MONEY AND SOURCE:**

\$19,412,456.00

**BACKGROUND/EXPLANATION:**

Funds in the amount of \$19,412,456.00 are available to support program activities through the COC Grant Program. The funds are accessible through wire transfer.

The MOHS, on behalf of the City, submitted renewal applications on October 30, 2014, for the existing COC grants in response to the 2014 Super Notice of Funding Availability. The HUD announced on January 26, 2015, that the renewal applications for the below listed organization and program have been approved.

Under the terms of the grant renewals, the related sub-contracts will be renewed with various organizations throughout Baltimore City that carry out homeless service activities. These activities include rental assistance, supportive housing, temporary housing, and other forms of shelter, in conjunction with supportive services to the homeless population in Baltimore City.

The total of all grant awards in this announcement for the City is \$19,412,456.00. The grant awards have different start dates. The earliest start date is February 1, 2015 and the latest start date is January 1, 2016. Each grant has a period of performance lasting 12 months beginning from its start date.

## MINUTES

MOHS - cont'd

GRANT PROGRAM	RENEWAL GRANT #	START DATE	END DATE	AMOUNT
AIRS Shelter Plus Care Program	MD0016L3B011407	4/1/2015	3/31/2016	\$ 1,443,476.00
Associated Catholic Charities - Christopher Place THP	MD0028L3B011407	2/1/2015	1/31/2016	100,662.00
Associated Catholic Charities - My Sister's Place Lodge	MD0029L3B011407	2/1/2015	1/31/2016	303,127.00
Associated Catholic Charities - Project BELIEVE - PHP	MD0061L3B011407	2/1/2015	1/31/2016	117,074.00
Associated Catholic Charities - Project FRESH Start	MD0030L3B011407	12/1/2015	11/30/2016	100,165.00
Associated Catholic Charities - REACH Combined	MD0027L3B011407	1/1/2016	12/31/2016	725,258.00
At Jacob's Well PHP	MD0018L3B011407	9/1/2015	8/31/2016	23,968.00
BHSB (Formerly BMHS) - Project Based S+C	MD0023L3B011407	4/1/2015	3/31/2016	86,705.00
BMHS SRA Multi-Grant S+C	MD0024L3B011407	4/1/2015	3/31/2016	3,609,197.00
Dayspring Programs PHP	MD0034L3B011407	1/1/2016	12/31/2016	296,792.00
Dayspring Programs Tenant Based S+C	MD0033L3B011407	4/1/2015	3/31/2016	343,915.00
Dayspring Village THP	MD0036L3B011407	1/1/2016	12/31/2016	314,380.00
GEDCO - Supportive Housing Harford House and Micah House	MD0038L3B011407	6/1/2015	5/31/2016	104,006.00
GEDCO Justice Housing (formerly GEDCO S+C)	MD0043L3B011407	4/1/2015	3/31/2016	316,500.00
GEDCO Justice Housing Case Management (formerly GEDCO Shelter Plus Care Case)	MD0042L3B011407	8/1/2015	7/31/2016	34,995.00
HealthCare Access Maryland, Inc.	MD0020L3B011407	4/1/2015	3/31/2016	169,830.00
House of Ruth - THP	MD0044L3B011407	11/1/2015	10/31/2016	256,539.00
HPRP - Legal Service Project	MD0045L3B011407	1/1/2016	12/31/2016	115,622.00
JHR, Inc. - Lighthouse 1	MD0046L3B011407	10/1/2015	9/30/2016	103,831.00
JHR, Inc. - Lighthouse 2 PHP	MD0012L3B011406	8/1/2015	7/31/2016	102,959.00
JHR, Inc. Carrington House Expansion THP	MD0047L3B011407	3/1/2015	2/29/2016	497,959.00
JHR, Inc. Carrington House THP	MD0048L3B011407	1/1/2016	12/31/2016	218,102.00
Manna House - Soup Plus Project	MD0050L3B011407	2/1/2015	1/31/2016	80,250.00
Marian House - Serenity Place PHP	MD0052L3B011407	12/1/2015	11/30/2016	31,730.00
Marian House - TAMAR 2 PHP	MD0060L3B011407	2/2/2015	2/1/2016	60,016.00
Marian House PH	MD0051L3B011407	9/1/2015	8/31/2016	70,577.00
Marian House S+C Expansion	MD0057L3B011407	12/1/2015	11/30/2016	50,640.00
Marian House TAMAR PHP	MD0063L3B011407	6/1/2015	5/31/2016	33,611.00
Marian House TAMAR S+C	MD0064L3B011407	8/1/2015	7/31/2016	580,828.00

## MINUTES

MOHS - cont'd

GRANT PROGRAM	RENEWAL GRANT #	START DATE	END DATE	AMOUNT
Marian House THP	MD0053L3B011407	2/1/2015	1/31/2016	209,848.00
MCVET - THP	MD0055L3B011407	11/1/2015	10/31/2016	1,305,174.00
MD-501 CoC Planning Application 2014	MD0305L3B011401	12/1/2016	11/30/2017	200,000.00
Mercy Medical Center - Supportive Housing Project	MD0056L3B011407	2/1/2015	1/31/2016	341,470.00
MOHS - HMIS Project 2014	MD0021L3B011407	5/1/2015	4/30/2016	362,812.00
MOHS - Housing First S+C	MD0019L3B011407	4/1/2015	3/31/2016	113,940.00
MOHS Homeward Bound PHP	MD0022L3B011407	10/1/2015	9/30/2016	777,800.00
PEP Samaritan Project	MD0011L3B011405	10/1/2015	9/30/2016	669,884.00
Project PLASE - Medically Fragile SRO	MD0069L3B011407	10/1/2015	9/30/2016	70,478.00
Project PLASE - Medically Fragile THP	MD0066L3B011407	10/1/2015	9/30/2016	156,145.00
Project PLASE - Rental Assistance Program	MD0065L3B011407	4/1/2015	3/31/2016	1,546,702.00
Project PLASE - Scattered Site PHP	MD0068L3B011407	7/1/2015	6/30/2016	240,498.00
SHG, Inc. - Lanvale Institute Residential TH	MD0070L3B011407	7/1/2015	6/30/2016	176,550.00
St. Ambrose Housing Aid Center II (formerly WAR - Responsibility Matters S+C)	MD0040L3B011407	7/1/2015	6/30/2016	121,296.00
St. Ambrose Housing Aid Center III (formerly Women Accepting Responsibility, Inc.)	MD0090L3B011407	8/1/2015	7/31/2016	63,272.00
St. Ambrose Housing Aid Center PHP (formerly Newborn, Inc. - Martha's Place PHP)	MD0058L3B011407	2/1/2015	1/31/2016	42,175.00
St. Ambrose Housing Aid Center PHP II	MD0071L3B011407	4/1/2015	3/31/2016	36,016.00
St. Ambrose Housing Aid Center S+C	MD0073L3B011407	4/1/2015	3/31/2016	142,362.00
SVdP - Frederick Ozanam House THP	MD0076L3B011407	12/1/2015	11/30/2016	109,156.00
SVdP Beans and Bread Outreach Center	MD0074L3B011407	12/1/2015	11/30/2016	38,853.00
SVdP Cottage Avenue Community THP	MD0075L3B011407	3/1/2015	2/29/2016	56,401.00
SVdP Home Connections II - Samaritan Project	MD0249L3B011405	10/1/2015	9/30/2016	482,554.00
SVdP Home Connections III	MD0039L3B011407	8/1/2015	7/31/2016	125,436.00
SVdP Home Connections PHP	MD0077L3B011407	1/1/2016	12/31/2016	447,706.00
The Salvation Army - Booth House THP	MD0078L3B011407	10/1/2015	9/30/2016	158,511.00
VOA - Pratt House THP	MD0081L3B011407	1/1/2016	12/31/2016	88,794.00
WHC - Bennett House S+C	MD0088L3B011407	8/31/2015	8/30/2016	176,735.00
WHC - Bennett House SRO	MD0082L3B011407	10/1/2015	9/30/2016	68,841.00
WHC - Family Scattered Site S+C	MD0087L3B011407	5/1/2015	4/30/2016	110,844.00

## MINUTES

MOHS - cont'd

GRANT PROGRAM	RENEWAL GRANT #	START DATE	END DATE	AMOUNT
WHC - Jenkins House Family Program	MD0013L3B011405	8/1/2015	7/31/2016	44,409.00
WHC - Scattered Site Housing PHP	MD0084L3B011407	1/1/2016	12/31/2016	47,116.00
WHC Calverton Residence PHP	MD0083L3B011407	7/1/2015	6/30/2016	56,924.00
WHC Scattered Site Housing S+C	MD0085L3B011407	5/1/2015	4/30/2016	316,500.00
WHC Susanna Wesley House Family PHP	MD0086L3B011407	1/1/2016	12/31/2016	46,242.00
YWCA - Druid Heights THP	MD0092L3B011407	2/1/2015	1/31/2016	168,298.00
			<b>Total</b>	<b>\$19,412,456.00</b>

**MBE/WBE PARTICIPATION:**

The MBE/WBE requirements will be included in the agreements with the City and the respective service providers.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the foregoing FY 2014 Renewal of Continuum of Care Grant Program Awards from the U.S. Department of Housing and Urban Development.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

- |   |   |            |         |
|---|---|------------|---------|
| 1.  | ROBERTS OXYGEN COMPANY,<br>INC. AND AIRGAS USA, LLC | \$8,000.00 | Renewal |
| Contract No. B50002812 - Compressed Gases for Welding -<br>Department of General Services and Various Agencies -<br>Purchase Order Nos. P522842 and P522843 |   |            |         |

On March 1, 2013, the Board approved the initial award in the amount of \$8,384.72. The award contained two 1-year renewal options. On December 2, 2013, the City Purchasing Agent approved an increase in the amount of \$16,000.00. This renewal in the amount of \$8,000.00 is for the period March 6, 2015 through March 5, 2016, with one 1-year renewal option remaining.

- |  |                           |             |          |
|--|---------------------------|-------------|----------|
| 2.   | PROTEC CONSTRUCTION, INC. | \$17,487.00 | Increase |
| Contract No. B50003605 - Brokerage Annex 2 <sup>nd</sup> and 4 <sup>th</sup> Floor<br>Renovations - Department of General Services - Purchase<br>Order No. P528325 |                           |             |          |

On July 30, 2014, the Board approved the initial award in the amount of \$31,000.00. An increase is required to complete additional subflooring replacement. This increase in the amount of \$17,487.00 will make the award amount \$48,487.00.

- |  |                                     |                     |          |
|--|-------------------------------------|---------------------|----------|
| 3.   | AMERICAN HERITAGE<br>EXCAVATING LLC | \$250,000.00        |          |
|  | MANUEL LANDSCAPING, INC.            | 100,000.00          |          |
|  |                                     | <b>\$350,000.00</b> | Increase |
| Contract No. B50003260 - Snow Removal Services - Department<br>of Transportation - P.O. Nos. P525899 and P525900 |                                     |                     |          |

On December 18, 2013, the Board approved the initial award in the amount of \$100,000.00.

## 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 award contained two 1-year renewal options. Subsequent increases have been approved. Due to increased usage during this snow season an increase in the amount of \$350,000.00 is necessary. This increase in the amount of \$350,000.00 will make the award amount \$850,000.00. The contract expires on April 30, 2015, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

4.	WASTE EQUIPMENT SALES AND SERVICE, LLC	\$400,000.00	
	CORRELLI INCORPORATED	500,000.00	
		<u>\$900,000.00</u>	Increase

Contract No. B50002613 - Aftermarket Parks and Service for Heavy Trucks and Equipment - Department of General Services, Fleet Management - P.O. Nos. P522357 and P522358

On December 5, 2012, the Board approved the initial award in the amount of \$2,500,000.00. The award contained two 1-year renewal options. Due to increased usage an increase is necessary. This increase will make the award amount \$3,400,000.00. The contract expires on January 31, 2016, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

5.	KEYSTONE AUTOMOTIVE INDUSTRIES, INC.	\$ 0.00	Renewal
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Contract No. 06000 - Aftermarket Body and Fender Parts - Department of General Services - P.O. No. P517203

On April 6, 2011, the Board approved the initial award in the amount of \$75,000.00. The award contained two 1-year renewal options.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Subsequent actions have been approved. This final renewal in the amount of \$0.00 is for the period May 1, 2015 through April 30, 2016. The above amount is the City's estimated requirement.

- |    |   |                     |                |
|----|---|---------------------|----------------|
| 6. | <u>KOLS CONTAINERS, INC.</u>  | <u>\$ 23,812.00</u> | <u>Renewal</u> |
|    | Contract No. B50003380 - Sample Containers - Department of Public Works - Water and Wastewater - P.O. No. P526541 |                     |                |

On March 12, 2014, the City Purchasing Agent approved the initial award in the amount of \$23,812.88. The award contained two 1-year renewal options. This renewal in the amount of \$23,812.00 is for the period March 13, 2015 through March 12, 2016, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

- |    |  |                |                |
|----|--|----------------|----------------|
| 7. | <u>MARYLAND FIRE EQUIPMENT</u>   |                |                |
|    | <u>CORPORTATION</u>  | <u>\$ 0.00</u> | <u>Renewal</u> |
|    | Contract No. B50001729 - Turnout Gloves - Fire Department - P.O. No. P516629 |                |                |

On March 23, 2011, the Board approved the initial award in the amount of \$45,990.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$0.00 is for the period March 23, 2015 through March 22, 2016. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

8.	<u>HUMANIM, INC.</u> Contract No. B50003276 - Building Deconstruction - Department of Housing and Community Development - P.O. No. P527233	\$600,000.00 Renewal
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On April 2, 2014, the Board approved the initial award in the amount of \$690,289.00. The award contained one 1-year renewal option. This sole renewal in the amount of \$600,000.00 is for the period March 26, 2015 through March 25, 2016. The above amount is the City's estimated requirement.

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

MWBOO found the vendor in compliance on April 10, 2014.

MWBOO could not do the compliance review at this time because the two projects started in September and October and the projects have not been completed. Therefore, the City has not received any invoices from the vendor.

**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

March 3, 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. Page 33, Item 8, Bureau of Purchases - HUMANIM, INC., Contract No. B50003276 – Building Deconstruction – Department of Housing and Community Development, if approved:
    - i. The Building Deconstruction Initiative was recently reported to have exceeded its objectives and produced enough revenue to cover all program expenses;
    - ii. DHCD should reduce this expenditure commensurate with the amount of revenue gained through the successful deconstruction initiative;
    - iii. This and any future funding should be based on a profit sharing arrangement that allows the city to reinvest funds into expanding the workforce training program which underlines the Building Deconstruction Initiative.
3. How the protestant will be harmed by the proposed Board of Estimates' action: As a citizen I am significantly impacted by poor fiscal administration and management within my home town government. The Building Deconstruction Initiative appears to have great promise and the terms of this contract fail to capitalize of this fact. Failures to invest in the development of our youth must become a high priority and this missed opportunity is costly to me and my fellow citizens.
4. Remedy I desire: This action should be moved to the non-routine agenda and the DHCD should be directed to provide the BOE an overview of the Building Deconstruction Initiative and future plans to continue and expand the initiative, as well as whether a profit sharing arrangement is possible.

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on March 4, 2015.

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

Sincerely,

Email: [ktrueheart@whatfits.net](mailto:ktrueheart@whatfits.net)  
5519 Belleville Ave  
Baltimore, MD 21207

**Kim Trueheart**, Citizen & Resident

5519 Belleville Ave  
Baltimore, MD 21207

**AGENDA**

**BOARD OF ESTIMATES 03/04/2015**

8. HUMANIM, INC. \$600,000.00 Renewal  
Contract No. B50003276 - Building Deconstruction -  
Department of Housing and Community Development - P.O. No.  
P527233

On April 2, 2014, the Board approved the initial award in the amount of \$690,289.00. The award contained one 1-year renewal option. This sole renewal in the amount of \$600,000.00 is for the period March 26, 2015 through March 25, 2016. The above amount is the City's estimated requirement.

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

MWBOO found the vendor in compliance on April 10, 2014. MWBOO could not do the compliance review at this time because the two projects started in September and October and the projects have not been completed. Therefore, the City has not received any invoices from the vendor.

5519 Belleville Ave  
Baltimore, MD 21207



## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |   |         |           |
|---|---------|-----------|
| 11. THE IRVIN H. HAHN<br>COMPANY, INC.  | \$ 0.00 | Extension |
| Contract No. B500000784 - Police Badges and Insignias -<br>Police Department - P.O. No. P505784 |         |           |

On December 10, 2008, the Board approved the initial award in the amount of \$125,000.00. The award contained two 1-year renewal options. All renewals have been exercised. On December 17, 2014, the Board approved an extension in the amount of \$0.00. This extension in the amount of \$0.00 is necessary so the Police Department can draft specifications for a new solicitation.

The period of the extension is March 16, 2015 through June 15, 2015. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

- |  |               |             |
|--|---------------|-------------|
| 12. SANDHILL SCIENTIFIC,<br>INC.   | \$ 137,655.00 | Sole Source |
| Contract No. 08000 - Fibroscan Medical Equipment - Health<br>Department - Req. No. R688048 |               |             |

The Health Department's STD clinic will use the Fibro Scan equipment to supplement or replace the painful liver biopsy procedure. The equipment uses vibration controlled transient elastography which is proprietary. The vendor is the sole source provider of this proprietary equipment.

The above amount is the City's cost for the FibroScan 502 Touch System. Maintenance and support requirements will be covered by the one-year warranty. A separate maintenance and support agreement will be negotiated and submitted to the Board for ongoing services required after the expiration of the warranty.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

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.

- |                                    |              |                           |
|------------------------------------|--------------|---------------------------|
| 13. INTERPERSONAL FREQUENCY<br>LLC | \$ 36,000.00 | Amendment<br>to Agreement |
|------------------------------------|--------------|---------------------------|
- Contact No. B50003075 - City of Baltimore Web Site Redesign and Hosting - Mayor's Office of Information Technology - Req. No. Various

The Board is requested to approve and authorize execution of an Amendment to Agreement with Interpersonal Frequency LLC. The period of the Amendment to Agreement is January 15, 2015 through January 14, 2018, with four 1-year renewal options.

On January 15, 2014, the Board approved the initial award in the amount of \$286,367.00. This amendment to agreement will provide Drupal support services required for the City of Baltimore website (www.baltimorecity.gov).

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.**





## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

Pursuant to Article VI, Section 11 (e)(ii) of the City Charter, it is hereby certified that the above procurement was of an emergency nature such that the public welfare would have been adversely affected by awaiting Board approval.

UPON MOTION duly made and seconded, the Board approved the informal awards, renewals, increases to contracts and extension. The Board further approved and authorized execution of Amendment to Agreements with Interpersonal Frequency LLC (item no. 13) and Advised Assets Group, LLC (item no. 14). The Board also approved the Engagement Letter for Financial Audit and Performance Audit of Police Department (item no. 15). The President voted **NO** on item no. 11. Acting on behalf of the Honorable Comptroller Pratt, Ms. Taylor **ABSTAINED** on item no. 14. Acting on behalf of the Honorable Comptroller Pratt, Ms. Taylor voted **NO** on item no. 15.

**MINUTES**

Department of Recreation and Parks - Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Grant Agreement with the Parks and People Foundation.

**AMOUNT OF MONEY AND SOURCE:**

\$18,000.00 - 5000-577715-4781-363900-607001

**BACKGROUND/EXPLANATION:**

The Urban Resources Initiative (URI) Program has been in collaboration between the Department of Recreation and Parks, and the Parks and People Foundation, and several universities since 1989. The Department's contribution will cover part of the cost of the program staff to undertake internship development, recruitment, screening of interns, placement assistance, and ongoing management of the program, including support of the URI Advisory Committee. The program identifies well-qualified graduate and undergraduate college interns to perform internships in natural resource management and other academic fields that can positively affect the Department and Baltimore City.

This request is late because of the delays in the receipt of the URI program plans.

**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 Agreement with the Parks and People Foundation. 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:

589 - 590

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

**MINUTES****TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation</u>		
1. \$ 125.00 22 <sup>nd</sup> EDF	9910-903354-9600 Constr. Reserve W. Balto. Ind. & Coml.	9910-907104-9601 W. Balto. Ind. & Coml.
3,109.00 22 <sup>nd</sup> EDF	9910-904115-9600 Constr. Reserve West Side Init.	9910-906835-9603 Westside Project Init.
310.00 24 <sup>th</sup> EDF	9910-914022-9600 Constr. Reserve WS Historic Prop. Stab.	9910-903355-9601 W/S Historic Prop. Rehab.
1,112.00 24 <sup>th</sup> EDF	9910-917016-9600 Constr. Reserve Holabird Ind. Pk.	9910-907104-9601 W. Balto. Ind. & Coml.
11,400.00 24 <sup>th</sup> EDF	9910-919026-9600 Constr. Reserve Liberty Heights Plan	9910-921101-9601 Comml. Revit.
<b><u>\$16,056.00</u></b>		

This transfer will provide funds to reimburse Baltimore Development Corporation for eligible capital expenses for the month ending January 31, 2015 in accordance with Paragraph 6(a) of the contract dated December 31, 1975, by and between the City and BDC, as amended, and in accordance with Paragraph 5(b) of the contract dated September 1, 1965 by and between the City and Charles Center - Inner Harbor Management, Inc.

**MINUTES****TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
2. <b>\$100,000.00</b>	9950-907312-9528	9950-906312-9527
MVR	Constr. Reserve	Inner Harbor
	Inner Harbor -	Infrastructure
	Infrastructure	UT

This transfer will cover the costs associated with major repairs of the City Foundations at the Inner Harbor through R675809.

3. <b>\$ 77,850.00</b>	9950-944002-9507	9950-902874-9508
Others	Constr. Reserve -	Dept. of Transportation
	Reserve for	Facilities (DOT)
	Closeouts	

This transfer will move the appropriation in the account for money received from Eastside Site, LLC for sale of ES Kane Street in block 6703, Lot 5D for \$77,850.00. The money has been used for repairing of the DOT facilities.

**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

\* \* \* \* \*

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

592

to the low bidders meeting the specifications,  
or rejected bids on those as indicated

**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Department of Public Works/Office of Eng. & Constr.

- |    |   |   |                |
|----|---|---|----------------|
| 1. | W.C. 1325, Repaving<br>Utility Cuts at<br>Various Locations | Monumental Paving<br>& Excavating, Inc. | \$5,086,628.65 |
|----|---|---|----------------|

**MWBOO SET GOALS OF 17% MBE AND 4% WBE.**

<b>MBE:</b>	T.E. Jeff, Inc.	\$876,250.00	17.22%
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<b>WBE:</b>	S&L Trucking, LLC	\$204,000.00	4.01%
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**MWBOO FOUND VENDOR IN COMPLIANCE.**Bureau of Purchases

- |    |   |  |
|----|---|--|
| 2. | B50003930, Affordable<br>Care Act (ACA)<br>Management and IRS<br>Reporting System<br><br>(Department of<br>Human Resources) | <b>REJECTION</b> - Vendors were solicited by posting on CitiBuy, e-Maryland Marketplace and in local newspapers. Three bids were received on February 11, 2015. The bid received from American Fidelity Administrative Services was rejected by the Law Department as non-responsive and materially defective. The bid received from Equifax Workforce Solutions was deemed non-responsive by the Bureau of Purchases and the bid received from Ernst & Young, LLP exceeded the budgeted funds for this project. |
| 3. | B50003635, Provide<br>Nitrile Gloves<br><br>(Baltimore City<br>Police Department)   | <b>REJECTION</b> - Vendors were solicited by posting on CitiBuy, e-Maryland Marketplace and in local newspapers. The four bids received were opened on July 23, 2014. It is recommended to be in the best interest of the City to reject all bids and re-advertise with revised specifications.  |

**MINUTES**

Department of Housing and           - Contract of Sale  
Community Development (DHCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Contract of Sale to purchase 45 fee simple property interests from the Housing Authority of Baltimore City (HABC). The Board is further requested to approve the acquisition of these properties subject to municipal liens in the amount of \$116.32 and all other municipal liens, interests and penalties, other than water bills, that may accrue prior to recording a deed.

**AMOUNT OF MONEY AND SOURCE:**

\$45.00 - 9910-908044-9588-900000-704040

**BACKGROUND/EXPLANATION:**

The City will purchase the 45 properties for the purpose of blight elimination.

Pursuant to the provisions of Article 13, § 2-7 of the Baltimore City Code and subject to the prior approval of the Board of Estimates, the DHCD may acquire, for and on behalf of the Mayor and City Council of Baltimore, any single-family or multiple-family dwelling unit or other structure or lot within the City, for development and redevelopment. The Commissioner of the DHCD has made the required determination with regard to these properties.

The Housing Authority of Baltimore City Board of Commissioners has approved the disposition of these vacant properties. The U.S. Department of Housing and Urban Development has approved the disposition in accordance with 24 CFR, Part 970.

## MINUTES

DHCD - cont'd

	<u>OWNER</u>	<u>PROPERTY ADDRESS</u>	<u>INT.</u>	<u>AMOUNT</u>
1.	HABC	1150 Argyle Avenue	FS	\$1.00
2.	HABC	1520 Argyle Avenue	FS	1.00
3.	HABC	536 N. Arlington Avenue	FS	1.00
4.	HABC	430 E. Biddle Street	FS	1.00
5.	HABC	1717 E. Biddle Street	FS	1.00
6.	HABC	1719 E. Biddle Street	FS	1.00
7.	HABC	1721 E. Biddle Street	FS	1.00
8.	HABC	1800 E. Biddle Street	FS	1.00
9.	HABC	1802 E. Biddle Street	FS	1.00
10.	HABC	1804 E. Biddle Street	FS	1.00
11.	HABC	1831 E. Biddle Street	FS	1.00
12.	HABC	1835 E. Biddle Street	FS	1.00
13.	HABC	1837 E. Biddle Street	FS	1.00
14.	HABC	2119 Boyd Street	FS	1.00
15.	HABC	1216 Brentwood Avenue	FS	1.00
16.	HABC	534 N. Brice Street	FS	1.00
17.	HABC	17 N. Bruce Street	FS	1.00
18.	HABC	1333 N. Calhoun Street	FS	1.00
19.	HABC	123 S. Calverton Road	FS	1.00
20.	HABC	1326 N. Carey Street	FS	1.00
21.	HABC	1520 N. Carey Street	FS	1.00
22.	HABC	703 E. Chase Street	FS	1.00
23.	HABC	1624 E. Chase Street	FS	1.00
24.	HABC	1328 Division Street	FS	1.00
25.	HABC	914 E. Eager Street	FS	1.00
26.	HABC	1825 Eagle Street	FS	1.00
27.	HABC	2431 Francis Street	FS	1.00
28.	HABC	1915 E. Hoffman Street	FS	1.00
29.	HABC	2046 E. Hoffman Street	FS	1.00
30.	HABC	1526 Holbrook Street	FS	1.00

## MINUTES

DHCD - cont'd

	<u>OWNER</u>	<u>PROPERTY ADDRESS</u>	<u>INT.</u>	<u>AMOUNT</u>
31.	HABC	2218 Kirk Avenue	FS	1.00
32.	HABC	711 McCabe Avenue	FS	1.00
33.	HABC	520 N. Monroe Street	FS	1.00
34.	HABC	1102 Mosher Street	FS	1.00
35.	HABC	1105 Mosher Street	FS	1.00
36.	HABC	1218 Mosher Street	FS	1.00
37.	HABC	1625 Mosher Street	FS	1.00
38.	HABC	1816 Mosher Street	FS	1.00
39.	HABC	522 N. Mount Street	FS	1.00
40.	HABC	526 N. Mount Street	FS	1.00
41.	HABC	1423 W. Mulberry Street	FS	1.00
42.	HABC	3608 Park Heights Avenue	FS	1.00
43.	HABC	1821 N. Port Street	FS	1.00
44.	HABC	1520 Retreat Street	FS	1.00
45.	HABC	3301 Woodland Avenue	FS	<u>1.00</u>
		<b>Total</b>		<b>\$45.00</b>

A list of open municipal liens other than water bills, accrued through December 19, 2014 is listed below. The HABC is exempt from real estate taxes therefore no taxes are included in these figures. All of the liens are miscellaneous bills for cleaning, boarding, demolition, and/or stabilization. Water bills will be paid and therefore are not listed. The properties that are presently free of liens are included, in case a lien is posted before the deed can be recorded.

<u>PROPERTY</u>	<u>BILL NO.</u>	<u>BILL DATE</u>	<u>BALANCE</u>
1150 Argyle Avenue			
1520 Argyle Avenue			
536 N. Arlington Avenue			
430 E. Biddle Street			
1717 E. Biddle Street			
1719 E. Biddle Street			
1721 E. Biddle Street			
1800 E. Biddle Street	10007-001374	7/30/2010	\$ 24.80

## MINUTES

DHCD - cont'd

<u>PROPERTY</u>	<u>BILL NO.</u>	<u>BILL DATE</u>	<u>BALANCE</u>
1802 E. Biddle Street	10007-001374	7/23/2010	21.79
1804 E. Biddle Street	10007-001374	7/23/2010	17.23
1831 E. Biddle Street			
1835 E. Biddle Street			
1837 E. Biddle Street			
2119 Boyd Street			
1216 Brentwood Avenue			
534 N. Brice Street			
17 N. Bruce Street			
1333 N. Calhoun Street			
123 S. Calverton Road			
1326 N. Carey Street			
1520 N. Carey Street			
703 E. Chase Street			
1624 E. Chase Street			
1328 Division Street			
914 E. Eager Street			
1825 Eagle Street			
2431 Francis Street			
1915 E. Hoffman Street			
2046 E. Hoffman Street			
1526 Holbrook Street			
2218 Kirk Avenue			
711 McCabe Avenue			
520 N. Monroe Street			
1102 Mosher Street			
1105 Mosher Street			
1218 Mosher Street			
1625 Mosher Street	98007A- 000689		52.50
1816 Mosher Street			
522 N. Mount Street			
526 N. Mount Street			

## MINUTES

DHCD - cont'd

<u>PROPERTY</u>	<u>BILL NO.</u>	<u>BILL DATE</u>	<u>BALANCE</u>
1423 W. Mulberry Street			
3608 Park Heights Avenue			
1821 N. Port Street			
1520 Retreat Street			
3301 Woodland Avenue			
		<b>Total</b>	<b>\$116.32</b>

MBE/WBE PARTICIPATION:

N/A

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Contract of Sale to purchase 45 fee simple property interests from the Housing Authority of Baltimore City. The Board further approved the acquisition of these properties subject to municipal liens in the amount of \$116.32 and all other municipal liens, interests and penalties, other than water bills, that may accrue prior to recording a deed.

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Land Disposition Agreement with Tadesse & Associates, Inc., Developer for the sale of the City-owned property located at 1109 N. Broadway.

**AMOUNT OF MONEY AND SOURCE:**

\$10,000.00 - Purchase Price

**BACKGROUND/EXPLANATION:**

The project will consist of the vacant building to be totally rehabilitated and returned to residential use as a single-family home, to be sold at market rate. The property will be purchased and renovated with private funds.

Pursuant to the City's Waiver Valuation Process, the property was valued at \$10,000.00 and will be sold for \$10,000.00.

The property was journalized and approved for sale on December 19, 2002.

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Tadesse & Associates, Inc., Developer for the sale of the City-owned property located at 1109 N. Broadway.

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

**MINUTES**No. 1

---

The Board is requested to approve and authorize execution of the Community Development Block Grant (CDBG) Agreements and the Amendatory Agreement No. 1 to the CDBG Agreement.

CDBG AGREEMENTS

1. **REBUILDING TOGETHER BALTIMORE, INC.** **\$66,500.00**

Account: 2089-208915-5930-431155-603051

The organization will use the CDBG funding for Rebuilding Day, to be held April 25, 2015, to repair the housing of low and moderate-income owner-occupied households that reside in a targeted neighborhood within the City. The targeted neighborhood was chosen through a competitive application process. The funding will also be used for a "Fix-It Program" to provide urgent and critical home repairs for low-income and moderate-income owner-occupants that reside outside of the targeted neighborhood. Priority will be given to homeowners who are elderly, disabled, and families with children. The period of the Agreement is September 1, 2014 through August 31, 2015.

**FOR FY 2015, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$45,500.00, AS FOLLOWS:**

**MBE:** \$12,285.00

**WBE:** \$ 4,550.00

2. **THE FAMILY TREE, INC.** **\$26,420.00**

Account: 2089-208915-5930-666826-603051

The purpose of this Agreement is to provide the CDBG funding to subsidize the organization's operating cost. The CDBG funds will support the organization's Family Clearinghouse-Parenting for Success Initiative in order to provide a

**MINUTES**DHCD - cont'd

triage model of support services along a continuum of need to low to moderate-income families to prevent child abuse and neglect within Baltimore City. The organization will continuously monitor service utilization, service quality and program effectiveness. The period of the Agreement is January 1, 2015 through December 31, 2015.

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

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

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

**AUDITS REVIEWED AND HAD NO OBJECTION.**

AMENDATORY AGREEMENT No. 1 to the CDBG AGREEMENT

3. **GREATER HOMEWOOD COMMUNITY CORPORATION (GHCC)** **\$ 0.00**

Account: 2089-208915-5930-427634-603051

On August 27, 2014 the Board apposed the original agreement in the GHCC's Adult Literacy and English for Speakers of other Language Program.

**MINUTES**

DHCD - cont'd

The purpose of this Amendatory Agreement is to modify the budget due to changes in staffing and increased growth of clientele. As a result of the closure of Baltimore Reads it was necessary to add more classes. The budget revision is retroactive to October 1, 2014.

**AUDITS NOTED THIS AMENDMENT.**

**APPROVED FOR FUNDS BY FINANCE**

The Board is requested to approve and authorize execution of the Community Development Block Grant Agreements and the Amendatory Agreement No. 1 to the CDBG Agreement.

**MINUTES**

Department of Housing and - Home Investment Partnership  
Community Development                      Program Loan

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a HOME Investment Partnership Program Loan (the HOME Loan) to Bon Secours Gibbons Apartments Limited Partnership (Borrower). The Board is further requested to authorize the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law.

**AMOUNT OF MONEY AND SOURCE:**

<u>Source</u>		<u>Uses</u>	
Capital One	\$ 2,475,000.00	Constr. Costs	\$14,073,703.00
Baltimore City HOME Funds	870,000.00	Fees Related	1,167,790.00
CDA/Rental Housing	500,000.00	Financing Fees & Charges	875,202.00
Federal Home Loan Bank	500,000.00	Acquisition Costs	600,000.00
Deferred Developer Fee	106,452.00	Syndication Related Costs	122,500.00
Tax Credit Syndicated Equity	<u>15,000,000.00</u>	Reserves	517,452.00
		Developer Fee	<u>2,094,805.00</u>
Total:	<b>\$19,451,452.00</b>		<b>\$19,451,452.00</b>

Account: 9910-911714-9610

**BACKGROUND/EXPLANATION:**

The proceeds of the HOME Loan will be used to support a portion of the construction and construction-related costs for approximately 80 residential units known as "The Bon Secours Gibbons Apartments," to be located at 900 DeSoto Road (the Project).

## MINUTES

DHCD - cont'd

Bon Secours of Maryland Foundation (BSMF), through its subsidiaries, has owned and operated affordable rental housing in Baltimore City since 1988. To date, the BSMF has developed approximately 648 units of affordable housing. Unity Properties, Inc. (Unity Properties) is a subsidiary of the BSMF. Since 1997, Unity Properties has partnered with Enterprise Homes, Inc., in the development of multiple affordable housing developments in West Baltimore.

Bon Secours Gibbons Apartments Limited Partnership (the Borrower), a newly-created single purpose entity that is an affiliate of Unity Properties, Inc. has proposed to construct and operate a rental housing development which will be comprised of 80 units for families and the disabled on a two-acre site located within the former 32 acre campus of the Cardinal Gibbons High School. The Project will be the first phase of a planned, mixed-use development on the campus that is expected to contain residential, recreational, retail and office uses.

Upon construction completion, the Project is expected to contain 24 one-bedroom units, 48 two-bedroom units, and eight three-bedroom units in a four-story structure totaling approximately 88,000 gross square feet. All of the units will be restricted to residents whose incomes do not exceed 60% of the area median income (AMI), adjusted for family size. The Project will also contain a total of 110 parking spaces, of which 51 spaces will be in a below grade parking garage and the remaining 59 spaces will be in a surface parking lot. In addition, the parking garage will contain a bike parking rack for up to 32 bicycles.

The Housing Authority of Baltimore City (HABC) intends to support the Project by providing Project-Based Section 8 subsidies for 20 units. The building will offer a number of on-site amenities including a multi-purpose room, exercise room, computer/homework room, and a TV lounge. The project will be built in conformance with LEED Silver standards, creating a healthier and more energy efficient environment for the residents.

## MINUTES

DHCD - cont'd

As a condition for receiving the HOME Loan, the Borrower agrees to provide not less than 15% of the one-bedroom units (i.e. twelve units) targeted and restricted to non-elderly disabled residents (NEDs) earning 30% or less of the AMI. The Borrower has further agreed to provide an additional eight units as Long term Bailey UFAS Units which will be restricted to NEDs earning 40% or less of the AMI (the UFAS Units). The UFAS Units will each contain accessible features and will be certified by an architect designated by HABC as compliant with the Uniform Federal Accessibility Standards adopted by HUD. The City and HABC will require the UFAS Units to be restricted for exclusive use for at least 40 years in accordance with meeting the requirements of the Bailey Consent Decree. The NEDs units will be restricted for at least 15 years in accordance with and meeting the requirement of the Bailey Consent Decree. The term NEDs (or Non Elderly Persons with Disabilities) means a household that meets the following criteria: (i) the sole member, head of household, or head of household's spouse has a disability and is under age 62, (ii) the household is eligible for a one-bedroom public housing unit or for a two-bedroom public housing unit because a second bedroom is needed for disability-related reasons; and (iii) the household is on the HABC waiting list for public or Section 8 subsidized housing. The Home Loan will be used solely to finance a portion of the hard construction costs of the project.

Novogradac & Company, LLP, prepared an appraisal for Capital One dated January 23, 2015. The estimated market value of the subject property as if completed and stabilized at restricted rents with consideration to the tax credit is \$16,900,000.00. The appraised value is below the total development costs of the Project which is common for transactions involving LIHTCs, subsidized rents and preferred governmental financing. The LIHTCs provide equity and are not considered as long-term debt to the property. The rents are considered restricted because they are supported with financing that requires long-term income and rent restrictions. As a result, the rent levels are set below the market rate thereby decreasing the property's appraised value. Gap financing, such as the HOME Loan and the other governmental sources are in place in order to allow continuing affordability.

## MINUTES

DHCD - cont'd

The appraised value meets the underwriting standards for the must-pay permanent superior lender. The Department is comfortable with recommending the HOME Loan as described under these circumstances.

Participating Parties:

- A. Developer - The developer of record is Unity Properties, Inc., which is the sole member of Bon Secours Gibbons Apartments LLC, which in turn is the general partner of Bon Secours Gibbons Apartments Limited Partnership, a newly created single purpose entity. Enterprise Homes, Inc. will be the development consultant and a guarantor for the Project.
- B. General Contractor - Whiting-Turner Contracting Company will act as the general contractor and post a payment and performance bond. Marks, Thomas Architects will provide architectural services.
- C. Participating Lenders:

Capital One Bank - 1<sup>st</sup> and 3<sup>rd</sup> lien construction, 1<sup>st</sup> lien permanent

Capital One Bank, or its affiliate (Capital One), is providing two loans during construction: a permanent loan in the approximate amount of \$2,475,000.00 (the Capital One Permanent Loan) and a construction bridge loan in the approximate amount of \$12,000,000.00 (the Capital One Construction Loan). The Capital One Permanent Loan will be in first-lien position, accrued interest at a rate of approximately 6.5% and will have a permanent loan term of 15 years with principal amortizing over 30 years.

The Capital One Construction Loan will be in third-lien position, have an interest rate equal to the 30-day LIBOR Market Index Rate plus approximately 275 basis points, and have a term of 24 months plus extensions. Interest only payments will be required.

## MINUTES

DHCD - cont'd

The principal of the Capital One Construction Loan is expected to be repaid from installation of tax credit equity.

MD CDA - Rental Housing Program - 2<sup>nd</sup> lien construction/  
permanent

The Community Development Administration (CDA), a unit of the Division of Development Finance of the Maryland Department of Housing and Community Development will be providing a loan from its Rental Housing Program funds in an approximate amount of \$500,000.00 (the State Loan). The State Loan will be in second-lien position. Interest on the State Loan will accrue on sums advanced at the rate of zero percent during construction and a rate of zero percent during a 40-year permanent loan period. The Borrower will make annual payments of principal and interest out of 37.5% of available cash flow (or as otherwise required by CDA) following payment of Project expenses authorized by CDA (including superior loan payments) so as to fully amortize the principal sum by the maturity date. Any interest and principal not paid because of insufficient surplus cash will accrue and defer and be paid each subsequent payment date to the extent there is sufficient surplus each. The State Loan will be long-term, subordinate, non-recourse debt.

Baltimore City HOME Program - 4<sup>th</sup> lien construction/3<sup>rd</sup>  
lien permanent

The City is making a construction/permanent loan from amounts available under the HOME program in the principal amount not to exceed \$870,000.00 (the HOME Loan). The HOME Loan will be in fourth-lien position until the repayment of the Capital One Construction Loan. During the construction loan period, which will be for a term not to exceed 24 months from the date of closing (the

**MINUTES**

DHCD - cont'd

HOME Loan Construction Loan Period), interest will accrue at the rate of zero percent per annum on sums advanced. The permanent loan period will be 40 years commencing at the end of the HOME Loan Construction Loan Period (The HOME Loan Permanent Period), the interest rate charged will be zero percent per annum. The final day of the Permanent Loan Period is the HOME Loan Maturity Date. No payments on the HOME Loan will be required during construction, but during the HOME Loan Permanent Loan Period, annual payments of principal and interest will be due from 37.5% of the available cash flow (or as otherwise required by CDA) following payment of Project expenses authorized by CDA. To the extent such cash flow is not available, required payments due and owing will be deferred. The outstanding principal balance, plus any deferred and accrued payments, will be due and payable on the HOME Loan Maturity Date. The HOME Loan will be long-term, subordinate, non-recourse debt.

AHP Loan - 5<sup>th</sup> lien construction/4<sup>th</sup> lien permanent

Unity Properties will provide a deferred loan in an amount not to exceed \$500,000.00 (the AHP Loan) with proceeds of a grant from the Federal Home Loan Bank of Atlanta's Affordable Housing Program. The AHP Loan will be in the fifth-lien position until the repayment of the Capital One Construction Loan. During the construction loan period of the AHP Loan, no interest will be charged on the outstanding principal balance of the AHP Loan. The permanent loan period of the AHP Loan will be 40 years commencing at construction completion and during such period, interest on the AHP Loan will accrue at 0.25% simple interest per annum.

**MBE/WBE PARTICIPATION:**

Article 5, Subtitle 28 of the Baltimore City Code Minority and Women's Business Program is fully applicable and no request for a waiver has been made.

**THE DEPARTMENT OF FINANCE REVIEWED AND HAD NO OBJECTION.**

**MINUTES**DHCD - cont'd**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$870,000.00	9910-923006-9609	9910-911714-9610
Federal	Reserve - HOME	Bon Secours Gibbons
HOME FY 2014	FY 2014	Apartments

This transfer will provide Federal Home funds to Bon Secours Gibbons Apartments Limited Partnership to support a portion of the construction and construction-related costs for 80 residential units known as The Bon Secours Gibbons Apartments.

UPON MOTION duly made and seconded, the Board approved the HOME Investment Partnership Program Loan to Bon Secours Gibbons Apartments Limited Partnership. The Board further authorized the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 13 to Sabra Wang and Associates, Inc., under Project 1162, On-Call Consultant Services for Reconstruction and Resurfacing Projects.

**AMOUNT OF MONEY AND SOURCE:**

\$139,377.20 - 9960-904648-9557-900020-703032

**BACKGROUND/EXPLANATION:**

This authorization provides for additional engineering services, which includes designs, plans, and contract documents, engineer's estimates of four bottomless culverts (LR-2, LR-8, LR-11, and LR-12). The scope of services also include survey, scour analysis, geotechnical investigations, erosion and sediment control, and stormwater management submission and approval. It also includes submission and coordination of USACE/MDE permit, maintenance of traffic design, updating design and plans, additional meetings, field visits, quantities and estimates, and design services during the construction work.

**MBE/WBE PARTICIPATION:**

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

**MBE:** 27.00%

**WBE:** 9.00%

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

MINUTES

Department of Transportation - cont'd

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$139,377.20	9960-906068-9558	
Rev. Bonds	Constr. Reserve	
	Watershed Road	
	& Culvert Maint.	
60,622.80	" "	
<u>Counties</u>		
<b><u>\$200,000.00</u></b>		
\$139,377.20	-----	9960-904648-9557-3
		Engineering
60,622.80	-----	9960-904648-9557-9
<u>\$200,000.00</u>		Administration

The funds are required to cover the cost of the design for Project 1162, Task No. 13, On-Call Reconstruction and Resurfacing-Watershed Culverts.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 13 to Sabra Wang and Associates, Inc., under Project 1162, On-Call Consultant Services for Reconstruction and Resurfacing Projects. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 15 to Whitman, Requardt & Associates, under Project 1134, On-Call Traffic Engineering Studies.

**AMOUNT OF MONEY AND SOURCE:**

\$199,031.34 - 4000-406115-5011-383903-603050

**BACKGROUND/EXPLANATION:**

This authorization provides for planning and coordination services during the Preliminary Engineering (PE) and National Environmental Policy Act (NEPA) analysis for the Baltimore and Potomac Tunnel Federal High Speed Intercity Passenger Rail Study.

The scope of services will include, but will not be limited to 1) establishing and maintaining strategic partnerships with the community, local government, and elected stakeholders to communicate the project purpose and need, scope timing, and phasing at key project milestones, 2) supporting and facilitating project team efforts to convene neighborhood, community and project-specific meetings, information sessions, or formal public hearings as required to fulfill requirements of the NEPA process, 3) reviewing proposed alternatives, environmental impacts, and project engineering and soliciting feedback from representatives with the Department for all PE drawings and alternatives under review, and 4) providing property maps and other data relevant to property that may be impacted by any tunnel and track alignments studied under the project.

**MINUTES**

Department of Transportation - cont'd

**MBE/WBE PARTICIPATION:**

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

**MBE:** 27%

**WBE:** 9%

**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. 15 to Whitman, Requardt & Associates, under Project 1134, On-Call Traffic Engineering Studies.

**MINUTES**

Department of Real Estate - Lease Renewal

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a renewal of the lease agreement with Lineal Industries, Inc., Tenant, for the rental of the property known as ES S. Hanover Street 113'2 S W Wells Street, Block 1036, Lot 9/11, consisting of approximately 0.294 acres. The period of the lease renewal is March 1, 2015 through February 28, 2016.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installment</u>
\$15,000.00	\$1,250.00

**BACKGROUND/EXPLANATION:**

On March 13, 2014, the Board approved the original lease agreement for one year with one 1-year renewal option.

All other rentals, conditions, and provisions of the lease agreement will remain in full force and effect.

UPON MOTION duly made and seconded, the Board approved the renewal of the lease agreement with Lineal Industries, Inc., Tenant, for the rental of the property known as ES S. Hanover Street 113'2 S W Wells Street, Block 1036, Lot 9/11, consisting of approximately 0.294 acres.

**MINUTES**

Space Utilization Committee - Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Lease Agreement with Tiffany Jones, lessee, for the rental of property located at 1427 Light Street, known as School 33, Studio #204, 2<sup>nd</sup> floor. The period of the Agreement is February 4, 2015 through February 3, 2016, with two 1-year renewal options.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$4,560.00	\$380.00

**BACKGROUND/EXPLANATION:**

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

The Lease Agreement may be terminated by lessor during the original term and renewal terms by giving a 60-day notice to Lessee.

The Space Utilization Committee approved this Lease Agreement on February 24, 2015.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with Tiffany Jones, lessee, for the rental of property located at 1427 Light Street, known as School 33, Studio #204, 2<sup>nd</sup> floor.

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

The Board is requested to approve and authorize execution of a Lease Agreement with Elana Webb, lessee, for the rental of a portion of the property located at 1427 Light Street, known as School 33, being on the first floor, Studio #106. The period of the Agreement is February 1, 2015 through January 31, 2016, with two 1-year renewal options.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$4,560.00	\$380.00

**BACKGROUND/EXPLANATION:**

The demised premises will be used as an artist's studio.

The Lessor is responsible for heat, electricity, and water. The Lessee is responsible for content insurance, janitorial, trash receptacles, and security.

The first month's rent in the amount of \$380.00 is being waived in order to assist with efforts to get the studio occupied. The Lease Agreement may be terminated by Lessor during the original term and renewal terms by giving a 60-day notice to Lessee.

The Space Utilization Committee approved this Lease Agreement on February 24, 2015.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with Elana Webb, lessee, for the rental of a portion of the property located at 1427 Light Street, known as School 33, being on the first floor, Studio #106.

Space Utilization Committee - Lease Agreement

**MINUTES****ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Lease Agreement with the Harford and Howard County Governments, Maryland, lessees for a rental of a portion of the property located at 88 State Circle. The period of the Agreement is December 1, 2014 through November 30, 2015, with two 1-year renewal options.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$9,832.00	\$819.33

**BACKGROUND/EXPLANATION:**

The demised premises will be used for office and storage. The lessor will provide all utilities to the leased premises, including heat and air conditioning as required, water, gas, and electricity. The lessees will be responsible for janitorial, insurance, and minor repairs. The annual rent for renewal periods will be negotiated prior to renewal.

The Lease Agreement is late because of necessary administrative review.

The Space Utilization Committee approved this Lease Agreement on February 24, 2015.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with the Harford and Howard County Governments, Maryland, lessees.



**MINUTES**

Department of Public Works (DPW) - Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a Grant Agreement with the Chesapeake Bay Trust (CBT).

**AMOUNT OF MONEY AND SOURCE:**

\$58,110.00 - 9958-924100-9525-900020-703032

**BACKGROUND/EXPLANATION:**

Baltimore has a Municipal Separate Storm Sewer Permit (MS4). One of its requirements is to restore 20% of the City's untreated impervious surfaces. This requires that dozens of stormwater management facilities be built during the next four years, a majority of these being smaller practices called Environmental Site Design (ESD) practices. The grant will be used by the DPW to create design standards for Environmental Site Design practices in Baltimore City.

The funds will be disbursed by the CBT in two installments, \$52,299.00 (90%) upon receipt of the signed grant agreement and \$5,811.00 (10%) upon submission of the final report.

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

**MINUTES**

DPW - cont'd

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 15.91 Federal	9958-926001-9522 Constr. Reserve Unallocated	
58.094.09 <u>Federal</u>	9958-928001-9526 Constr. Reserve Unallocated	
<b>\$58,110.00</b>	-----	9958-924100-9525-3 Engineering

This transfer will provide funds to cover costs associated with the Chesapeake Bay implementation grant through the funding EPA.

UPON MOTION duly made and seconded, the Board approves the Grant Agreement with the Chesapeake Bay Trust. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Department of Public Works (DPW) - Amendment No. 4 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 4 to Agreement with Synagro-WWT, Inc. Amendment No. 4 extends the period of the agreement effective upon Board approval through March 31, 2025.

**AMOUNT OF MONEY AND SOURCE:**

\$9,000,000.00 - 2070-000000-5501-630064-603053  
(Yearly tipping fees)

**BACKGROUND/EXPLANATION:**

This Amendment No. 4 to Agreement is for Synagro services for sludge processing and disposal and other work at the Back River Wastewater Treatment Plant.

On September 18, 1991, the City and Bio-Gro/Clay Joint Venture entered into a services agreement concerning Privatization of Heat Drying for Sludge Processing and Disposal and Other Work at Back River Wastewater Treatment Plant, for the construction, ownership, and operation of a dewatering, heat drying facility to receive and process part of the sewage sludge generated by operation at the Back River Wastewater Treatment Plant (the original agreement).

By virtue of an Assignment and Assumption Agreement, dated August 14 2000, and approved by the Board on November 15, 2000, Synagro-WWT, Inc. (Synagro) assumed all of the rights, title, interests, and obligations under the original agreement.

Under the terms of Amendment No. 4 to Agreement, the parties agree to move from a guaranteed monthly tonnage to a guaranteed quarterly tonnage of specification sludge provided to the facility. This allows for operational flexibility without the risk of additional costs.

## MINUTES

DPW - cont'd

The parties further agree to extend the terms of the agreement through March 31, 2025 at a cost of approximately \$9,000,000.00 per year. Should the City wish to terminate the agreement prior to March 31, 2023, a termination fee will apply. A schedule of termination fees is provided within the amendment.

Synagro also agrees to make specified capital improvements to the facility. The City will not make financial contributions to these capital improvements apart from paying any termination fees should they apply.

This Amendment No. 4 to Agreement is proceeding without competitive bid under Article VI, §11 (e)(i) of the Baltimore City Charter, which allows an exception to formal advertisement when, "no advantage will result in seeking, or it is not practical to obtain, competitive bids."

The DPW certified that no advantage will result in seeking bids nor is it practical to obtain competitive bids.

The Facility was designed and built by Synagro's predecessors. The Facility is owned by Synagro, situated on City property and is subject to a long-term lease with the City that does not expire until 2030. Synagro has maintained and operated the facility continuously to date. In the event that the original agreement is not amended, Synagro will continue to own the Facility and the City will lose the ability to process sludge through the Facility.

The City has no viable alternative means of processing and disposing of sludge generated by operations at the Back River Plant. Based on these facts, the DPW, in accordance with Article VI, §11(e)(i) of the Charter, request that Amendment No. 4 to Agreement be approved without the need for competitive bidding.

**APPROVED FOR FUNDS BY FINANCE**

**THE DIRECTOR OF FINANCE RECOMMENDED APPROVAL.**

**MINUTES**

DPW - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 4 to Agreement with Synagro-WWT, Inc.

**MINUTES**

Department of Public Works/Office - Final Release of Retainage  
of Engineering and Construction Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Final Release of Retainage Agreement for R.E. Harrington Plumbing and Heating Company, Inc. for Water Contract 1212, Appurtenance Installation.

**AMOUNT OF MONEY AND SOURCE:**

\$176,684.95 - 9960-905697-9557-000000-200001

**BACKGROUND/EXPLANATION:**

R.E. Harrington Plumbing and Heating Company, Inc. was granted Conditional Acceptance of Water Contract 1212 on September 26, 2013.

The Contractor has requested Final Release of Retainage in the amount of \$176,684.95.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MWBOO FOUND VENDOR IN COMPLIANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Final Release of Retainage Agreement for R.E. Harrington Plumbing and Heating Company, Inc. for Water Contract 1212, Appurtenance Installation.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement with Shah & Associates, Inc. under Project No. 1160.1. The original agreement expired February 28, 2015. The Amendment No. 1 will extend the agreement for two years through February 28, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$500,000.00 - 9956-917337-9551-900020-703032

**BACKGROUND/EXPLANATION:**

On February 29, 2012, the Board approved the initial agreement for three years. The project consists of On-Call electrical services for various tasks assigned by the City on an as-needed basis. The scope involves electrical consulting for various water and wastewater facilities including water and wastewater treatment plants, water and wastewater pumping stations and may include planning, design, and construction phase services. These services are needed to address any electrical issues that require immediate response and cannot be postponed until the customary architect and engineering selection can be executed. The Amendment No. 1 will extend the period of the agreement for two years.

**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.

**AUDITS NOTED THE TIME EXTENSION AND INCREASE IN THE UPSET LIMIT AND WILL REVIEW TASKS ASSIGNMENTS.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 1 to Agreement with Shah & Associates, Inc. under Project No. 1160.1.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Amendment to Agreement with EBA Engineering, Inc. for Project No. 1174, Material Testing and Inspection Services. The original agreement expired February 6, 2015. The Amendment to Agreement will extend the agreement for one year through February 6, 2016.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On February 6, 2013, the Board approved the initial agreement with EBA Engineering, Inc. to provide On-Call Material Testing and Inspection Services for all aspects of quality assurance for proposed improvements to the City's Water and Wastewater Systems and Facilities.

**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.

**AUDITS NOTED THE TIME EXTENSION AND WILL REVIEW TASK ASSIGNMENTS.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to Agreement with EBA Engineering, Inc. for Project No. 1174, Material Testing and Inspection Services.

**MINUTES**

Department of Public Works/Office - Emergency Procurement  
of Eng. and Constr. (DPW) Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Emergency Procurement Agreement with Monumental Paving & Excavating, Inc. (Monumental), under ER 4097, Biddison Run Environmental Restoration Project No. 3 at Moravia Road. The period of the Emergency Procurement Agreement is December 1, 2014 through March 15, 2015.

**AMOUNT OF MONEY AND SOURCE:**

\$685,499.78 - 9958-904995-9525-900020-706063

**BACKGROUND/EXPLANATION:**

In the fall of 2014, the Biddison Run stream bank, which runs along Moravia Road, failed due to erosion resulting from repeated heavy rain events. The erosion resulted in the curb lane of Moravia Road being undermined necessitating closure of the curb lane to vehicular traffic. Moravia Road is a busy, divided four-lane road that is subject to frequent commercial and residential traffic. It provides access to both interstates 1-95 and 1-895. The slope failure extended underneath the concrete roadway, creating an imminent public safety issue.

At the observed rate of slope failure, it was recommended that urgent restoration and stabilization be performed as soon as possible and in advance of the wet weather season. Lane restrictions and lane closures put in place significantly impacted the traffic patterns along the right lane of north bound Moravia Road (a part of the I-895 exit ramp).

The DPW and the Department of Transportation's (DOT) assessment of the slope failure revealed that steps needed to be taken to stabilize the slope on an emergency basis to avoid catastrophic failure to the roadway, guardrail, storm drain inlet and pipe, and roadway lighting utilities which might occur at any time if the slope was not stabilized.

**MINUTES**

DPW - cont'd

In November 2014, pursuant to the Baltimore City Charter, Article VI §1 1(e)(ii), the DPW advised the Director of Finance of the emergency nature of the situation and requested that the Director of Finance authorize the repairs to commence. On November 17, 2014, the Director of Finance authorized emergency repairs to be made by Monumental, which had an on-going construction project in the area, WC 1251R, Repaving Utility Cuts at Various Locations.

Monumental began the work and has worked on the project continuously to date. The DPW has reached an agreement with Monumental as to the total project costs and scope of work.

The Chief of Engineering and Construction will provide an oral report at the Board of Estimates' meeting.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<b>\$1,152,870.00</b>	9958-906405-9526	9958-904995-9525-6
State Constr.	Constr. Res. - Citywide	Construction
	Stream Restoration	

## MINUTES

DPW - cont'd

The transfer will cover the costs associated with ER 4097, Kelly Avenue and Biddison Run Slope Repair, utilizing available funding through FY 12 County Transportation Bonds.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Emergency Procurement Agreement with Monumental Paving & Excavating, Inc., under ER 4097, Biddison Run Environmental Restoration Project No. 3 at Moravia Road. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Office of Engineering and Construction - On-Call Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with Dewberry Consultants, LLC. for Project 1211.1, On-Call Design and Engineering Services. The period of the agreement is effective upon Board approval for two years.

**AMOUNT OF MONEY AND SOURCE:**

\$1,000,000.00 - various accounts depending on the task

**BACKGROUND/EXPLANATION:**

The project consists of On-Call Consulting Services for various tasks assigned by the City on an as-needed basis. The scope involves civil/environmental consulting services for various water main and appurtenances projects, and may include planning, design, and construction phase services.

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.

<b>MBE:</b> Dhillon Engineering, Inc.	\$ 70,000.00	7%
AB Consultants, Inc.	150,000.00	15%
Spartan Engineering, LLC	50,000.00	5%
	<u>\$270,000.00</u>	<u>27%</u>
<b>WBE:</b> Constellation Design Group, Inc.	\$ 50,000.00	5%
Carroll Engineering, Inc.	50,000.00	5%
	<u>\$100,000.00</u>	<u>10%</u>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

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

**MINUTES**

Office of Engineering and Construction - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Dewberry Consultants, LLC. for Project 1211.1, On-Call Design and Engineering Services.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 001 to Johnson, Mirmiran & Thompson, Inc., under Project No. 1182J, WC 1233 On-Call PAS Environmental Services Montebello Filtration Plant I Emergency Electrical Improvements. The duration of this task assignment is approximately 30 months.

**AMOUNT OF MONEY AND SOURCE:**

\$ 63,907.52 - Water Revenue Bonds  
44,478.65 - Baltimore County  
**\$108,386.17** - 9960-908504-9557-900020-703032

**BACKGROUND/EXPLANATION:**

The Consultant will provide engineering services during the construction of Water Contract 1233 Montebello Plant I Emergency Electrical Improvements. Services will include attending all construction related meetings, conducting field investigations of any problems, and compiling as-built for turnover to the City. The consultant will also review all shop drawings, requests for information, change orders, and operation and maintenance manuals submitted by the contractor.

**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. 001 to Johnson, Mirmiran & Thompson, Inc., under Project No. 1182J, WC 1233 On-Call PAS Environmental Services Montebello Filtration Plant I Emergency Electrical Improvements.

**MINUTES**

Department of Public Works - Amendment No. 1 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement with Whitman, Requardt & Associates, LLP in connection with WC No. 1160, Montebello Plant 2 Finished Water Reservoir Cover, Post Award Services. The Amendment No. 1 to Agreement extends the period of the agreement through December 24, 2015.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00

**BACKGROUND/EXPLANATION:**

On March 24, 2010, the Board approved the agreement with Whitman, Requardt & Associates, LLP to provide post award services for Water Contract No. 1160, Montebello Plant 2 Finished Water Reservoir Cover. The original agreement expires on March 24, 2015. However, the Department of Public Works desires to extend the post award services for a period of nine months.

**MBE/WBE PARTICIPATION:**

Whitman, Requardt & Associates, LLP will continue to comply with all terms and conditions of the MBE/WBE program in accordance with Baltimore City Code, Article 5, Subtitle 28.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 1 to Agreement with Whitman, Requardt & Associates, LLP in connection with WC No. 1160, Montebello Plant 2 Finished Water Reservoir Cover, Post Award Services.

MINUTES

PERSONNEL MATTERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

634 - 636

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

**MINUTES****PERSONNEL**Hourly RateAmountDepartment of Recreation and Parks

1.	<b>LAURIE BOSWELL</b>	\$18.00	<b>\$37,440.00</b>
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Account: 6000-680815-4782-583800-601009

Ms. Boswell will continue to work as a Contract Services Specialist II (Event Coordinator). Her duties will include, but will not be limited to working with potential customers, selling event space, and ensuring promotion materials and the website have up-to-date information. Ms. Boswell will prepare proposals for prospective clients, direct, coordinate, and arrange for meetings and special events. She will maintain a weekly and monthly facility activities calendar. In addition, she will ensure adequate staffing for events, negotiate and draw up contracts, assist in the logistics planning for events, work events, and supervise crews, weekend housekeeping staff, and front desk staff during events. Ms. Boswell will also continue managing AV equipment, supporting visitor services for all incoming garden visitors and clients, developing visitor services with partners to provide docent training, educational programming, and displays throughout the year. The period of the Agreement is effective upon Board approval for one year.

Department of Transportation

2.	<b>JOHN A. OLSZEWSKI, JR.</b>	\$43.27	<b>\$90,001.60</b>
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Account: 2076-000000-2351-256200-601009

Mr. John A. Olszewski, Jr. will work as a Contract Services Specialist II (Special Senior Manager of Legislative Affairs). His duties will include, but are not limited to formulating and implementing legislative policies, practices and procedures, and establishing long-term goals,

**MINUTES****PERSONNEL**Hourly RateAmountDepartment of Transportation - cont'd

particularly in regards to Traffic Enforcement Officer protection and responsibilities. He will be conducting studies of major or controversial, State, and Federal legislation as it pertains to the Department.

He will also be analyzing and recommending legislative action on proposed bills in line with the goal and mission of the Department by attending and leading legislative and operational meetings to discuss pending legislative proposals and soliciting reactions to determine those proposals' political, operational, and fiscal impacts. In addition, he will represent the Department at other legislative, operational, and community meetings, forums, and conferences related to the work of the Department. He will also monitor bills at the local and state levels through all levels of the legislative process and act as a liaison between the Department and officials that represent the City at the local, state, and federal levels. The period of the Agreement is effective upon Board approval for one year.

Department of Human Resources

3.	<b>KATHLEEN TERRY</b>	\$30.12	<b>\$36,144.00</b>
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Account: 1001-000000-1603-172500-603026

Ms. Terry will work as a Contract Services Specialist I (HR Specialist II). Her duties will include, but are not limited to gathering and analyzing compensation data, analyzing requests for classification, position allocation, and compensation actions in assigned departmental and occupational areas.

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

She will be creating and revising classifications, composing class specifications, classifying positions, preparing salary recommendations, and providing advice and assistance to agency Human Resources representatives on Baltimore City Classification and Salary Administration Policy and Procedures. These duties and salary are comparable to the class of Human Resources Specialist II. This salary is in compliance with AM 212-1, Part I. The period of the Agreement is effective upon Board approval for one year.

**MINUTES**

Department of Finance - Amendment to the City of Baltimore  
457(b) Deferred Compensation Plan

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an Amendment to the City of Baltimore 457(b) Deferred Compensation Plan.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The amendment will allow benefits-eligible employees of the Baltimore City Public School System (BCPSS) to participate in the City of Baltimore 457 (b) Deferred Compensation Plan.

Legislation enacted on May 5, 2014 established the Retirement Savings Plan of the City of Baltimore (RSP). The legislation established two types of RSP memberships a Hybrid and a Non-Hybrid. The RSP Non-Hybrid provides for an additional employer match contribution for participants that also make voluntary deferrals to the City of Baltimore 457(b) Deferred Compensation Plan. Since certain BCPSS classifications and titles are covered by the RSP, participation in the City's 457(b) was opened up to them as a requirement of the RSP legislation. After reviewing the City's 457(b), BCPSS asked for the City to allow all benefits-eligible BCPSS employees and not just those covered by the RSP legislation to participate in the City's 457(b).

Allowing all benefits-eligible BCPSS employees to make voluntary deferrals to the City's 457(b) will increase the number participants and assets in the Plan, which may have positive affects for current and future Plan participants. This amendment to the City's 457(b) Plan Document will allow for all benefits-eligible BCPSS employees to participate in the City of Baltimore 457(b) Deferred Compensation Plan.

**MBE/WBE PARTICIPATION:**

N/A

**MINUTES**

Department of Finance - cont'd

UPON MOTION duly made and seconded, the Board approved the Amendment to the City of Baltimore 457(b) Deferred Compensation Plan.

**MINUTES**

Department of Finance - Payment In Lieu of Taxes Agreement  
Basilica Place Apartments

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Payment In Lieu of Taxes Agreement (PILOT) with Basilica Place Limited Partnership, Developer.

**AMOUNT OF MONEY AND SOURCE:**

4% LIHTC	\$5,102,381.00
CDA/Tax Exempt Bonds	\$7,424,200.00
Seller Note	\$8,508,094.00
Deferred Fee	\$1,611,446.00

No City funds are requested at this time.

**BACKGROUND/EXPLANATION:**

The PILOT is to support the redevelopment of Basilica Place Apartments located at 124 W. Franklin Street, (known as Basilica Place Apartments) in the Mt. Vernon neighborhood of Baltimore City and is a HUD 202 Senior Housing project that currently contains 200 low-income units reserved for seniors.

The Developer is an entity controlled by Catholic Charities and is the owner of the Project. The estimated annual amount of this Agreement is approximately \$77,000.00 per year, increasing over time. The agreement is to run for as long as the property remains housing for low-income households.

The project will consist of the substantial rehabilitation of the units, building systems, infrastructure, amenities, and safety features of the building. All 200 units in the project will be subsidized through a Housing Assistance Payments contract (HAP) which will ensure that the units are affordable to seniors making less than 80% of the Area Median Income (AMI), though most tenants are making less than 30% of AMI. The project was originally constructed in the 1980s and has a PILOT from that time. Because of the new LIHTC financing needed for the project a new PILOT Agreement will be necessary. The proposed new PILOT was negotiated with the developer and approved in form by the PILOT Committee as follows:

**MINUTES**

Department of Finance - cont'd

- 1) Actual payments on an annual basis will be the lesser of the following:
  - a. Actual assessed taxes for the entire property
  - b. 10% of "shelter rent" (the tenant-paid portion of the rent) for those units governed by the HAP contract

Given the need and age of the current facility and the needs of the City for affordable senior housing the PILOT Committee believes that the PILOT proposed is necessary to support both the capital and operating needs of the project.

**MBE/WBE PARTICIPATION:**

Per State MBE/WBE Program

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Payment In Lieu of Taxes Agreement with Basilica Place Limited Partnership, Developer.

**MINUTES**

Baltimore City Fire Department - FY2015 MIEMSS-AED Grant

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the FY2015 MIEMSS-AED Grant.

**AMOUNT OF MONEY AND SOURCE:**

\$16,448.00 - 5000-582615-3191-308700-605007, State Funds  
\$16,488.00 - 1001-000000-3191-308700-605007, Matching Special  
Funds

**BACKGROUND/EXPLANATION:**

This is a State grant administered through the Maryland Institute for Emergency Medical Services System (MIEMSS). The grant amount is \$16,488.00 with a City match of \$16,488.00. This grant funding will allow the Medical Bureau to purchase one 15-Lead Monitor Defibrillator.

All purchases must be completed by May 22, 2015. All invoices for reimbursement must be submitted to MIEMSS by June 5, 2015.

**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 acceptance of the FY2015 MIEMSS-AED Grant.

**MINUTES**

Police Department - Funeral Expense

**ACTION REQUESTED OF B/E:**

The Board is requested to pay Leonard J. Ruck, Inc. for costs associated with the funeral expense of Craig A. Chandler. The funeral services were held January 17 - 18, 2015.

**AMOUNT OF MONEY AND SOURCE:**

\$10,646.10 - Leonard J. Ruck, Inc. (Funeral Arrangement)  
7,675.46 - George Washington Cemetery Co., Inc.  
1,982.50 - VeJov (Digital Printing the Program)  
**\$20,304.06** - 1001-000000-2041-196400-603050

**BACKGROUND/EXPLANATION:**

Officer Chandler, an honored member of the Baltimore Police Department perished in a traffic accident in the line of duty.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved to pay Leonard J. Ruck, Inc. for costs associated with the funeral expense of Craig A. Chandler.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

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

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

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

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

The PABC performed a survey of parking rates in the areas surrounding the Baltimore Street Garage. The rate survey confirmed that the fees charged to parkers at this facility are generally lower than fees charged at other parking facilities within the area, with the exception of the monthly rate. The monthly rate at this garage is higher than some monthly rates at other facilities in the area, however, the weekday occupancy at the Baltimore Street garage is 96%, and there is a current waiting list. To ease some of the garage congestion, the PABC staff developed the rate adjustment recommendation. This rate adjustment was unanimously approved by the PABC Board of Directors.

## MINUTES

PABC - cont'd

Location	Proposed Transient Rate Adjustments	Proposed Monthly Rate Adjustments			
Baltimore Street Garage	<b>Regular Transient Rates</b>	<b>Regular Monthly Rate</b>			
	No proposed rate adjustments	Regular Rate	Current Rate \$185.00	Proposed Rate \$190.00	Last Rate Change August 2011

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the adjustment of certain rates at the City-owned Fleet & Eden Garage that is managed by PABC. The Parking Facility Rate Adjustment is effective upon Board approval.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

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

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

The PABC performed a survey of parking rates in the areas surrounding the Fleet & Eden Garage. The rate survey confirmed that the fees charged to parkers at this facility are generally lower than fees charged at other parking facilities within the area. To bring the rates charged at the Fleet & Eden Garage in line with its surrounding facilities, the PABC staff developed the rate adjustment recommendations. These rate adjustments were unanimously approved by the PABC Board of Directors.

## MINUTES

PABC - cont'd

Location	Proposed Transient Rate Adjustments			Proposed Monthly Rate Adjustments			
Fleet & Eden Garage	<b>Regular Transient Rates</b>			<b>Regular Monthly Rate</b>			
		Current Rate	Proposed Rate		Current Rate	Proposed Rate	Last Rate Change
				Regular Rate	\$140.00	\$145.00	January 2013
	Up to 2 hours	\$ 6.00	\$ 7.00				
	Up to 3 hours	\$ 8.00	\$ 9.00				
	Up to 4 hours	\$10.00	\$11.00				
	5-12 hours	\$12.00	\$13.00				
13-24 hours	\$13.00	\$14.00					

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved the adjustment of certain rates at the City-owned Fleet & Eden Garage that is managed by PABC.

**MINUTES****TRAVEL REQUEST**

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>Department of General Services</u>			
1. Kagesta Cupid	Archibus-System Administrator Fairfax, VA Mar. 23 - 26, 2015 (Reg. Fee \$1,525.00)	General Funds	\$2,472.78

Department of Recreation and Parks

2. Melissa Grim	Nat'l. Recreation And Parks Assn. Green School Wheeling, VA Mar. 22 - 26, 2015 (Reg. Fee \$1,965.00)	General Funds	\$2,288.38
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The registration fee in the amount of \$1,965.00 was prepaid on EA000159246. Ms. Grim will be disbursed \$323.38 to cover the cost of mileage.

Police Department

3. Amy Strand	End Violence Against Women International Conf. on Sexual Assault, Domestic Violence, and Campus Responses New Orleans, LA Apr. 6 - 10, 2015	State Funds	\$1,384.20
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The registration fee will be paid by a scholarship from the End Violence Against Women International.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>Health Department</u>			
4. James A. Smith	Just Food Conf. New York, NY Mar. 14 - 15, 2015 (Reg. Fee \$65.00)	State Grant	\$ 592.00

This conference includes weekend travel and requires Board of Estimates approval.

5. Carolyn Nganga-Good	AAPPS Special Interest Group Awardee Meeting (STD Prevention) Los Angeles, CA Mar. 9 - 12, 2015	STD AAPPS	\$1,172.58
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The airfare for Ms. Nganga-Good, in the amount of \$436.20, was prepaid on a City-issued credit card assigned to Ms. Jacquelyn Duval-Harvey. Ms. Nganga-Good will be disbursed \$736.38.

Department of Public Works

6. Justin DeSantis	GFOA 109 <sup>th</sup> Annual Conference Philadelphia, PA May 30 - June 3, 2015 (Reg. Fee \$475.00)	Water Utility Funds	\$1,878.71
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The subsistence rate for this location is \$237.00 per night. The cost of the hotel is \$232.00 per night plus hotel taxes of \$35.96 per night. The Department is requesting additional subsistence of \$35.00 per day for meals and incidentals. The registration fee in the amount of \$475.00 was pre-paid on a City-issued credit card assigned to Ms. Lyque O'Connor. Mr. DeSantis will be disbursed \$1,403.71.

**MINUTES****TRAVEL REQUESTES** - cont'd

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

**MINUTES****PROPOSALS AND SPECIFICATIONS**

- |   |  |
|---|--|
| 1. <u>Department of Public Works/-<br/>Office of Engineering &amp;<br/>Construction</u> | - SC 902, Improvements to<br>Sanitary Sewers in the<br>Dundalk Sewershed<br><b>BIDS TO BE RECV'D: 04/01/2015</b><br><b><u>BIDS TO BE OPENED: 04/01/2015</u></b>          |
| 2. <u>Department of Public Works/<br/>Office of Engineering &amp;<br/>Construction</u>  | - WC 1301, On-Call Large Water<br>Main Repairs<br><b>BIDS TO BE RECV'D: 04/08/2015</b><br><b><u>BIDS TO BE OPENED: 04/08/2015</u></b>                                    |
| 3. <u>Department of Public Works/<br/>Office of Engineering &amp;<br/>Construction</u>  | - WC 1302, On-Call Carbon Fiber<br>Reinforced Polymer Large<br>Water Main Repairs<br><b>BIDS TO BE RECV'D: 04/08/2015</b><br><b><u>BIDS TO BE OPENED: 04/08/2015</u></b> |
| 4. <u>Department of Transportation</u>  | - TR 15001, Reconstruction of<br>Footways Citywide<br><b>BIDS TO BE RECV'D: 03/25/2015</b><br><b><u>BIDS TO BE OPENED: 03/25/2015</u></b>                                |
| 5. <u>Department of Transportation</u>  | - TR 15002, Reconstruction of<br>Footways Citywide<br><b>BIDS TO BE RECV'D: 03/25/2015</b><br><b><u>BIDS TO BE OPENED: 03/25/2015</u></b>                                |
| 6. <u>Department of Transportation</u>  | - TR 15011, Resurfacing<br>Highways at various locations<br>Northeast - Sector I<br><b>BIDS TO BE RECV'D: 03/25/2015</b><br><b><u>BIDS TO BE OPENED: 03/25/2015</u></b>  |

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

**MINUTES****ACKNOWLEDGMENT**

Mayor: "Thank you very much, Mr. President. Today, I believe is our last BoE meeting for Miss Sharon Pinder, and I want to publicly thank you for all of your hard work. I have a letter thanking you for your service, but I also have this Proclamation designating March 4, 2015 as Sharon Pinder Day in Baltimore. WHEREAS Sharon is an executive, businesswoman, entrepreneur, ah, professor and public servant who has served as the Director of the Mayor's Office of Minority and Women-owned Business Development for the City since 2012, and WHEREAS during the first two years of her tenure, she created the Mayor's Advisory Council, won a \$900,000.00 first-time grant from the United States Department of Commerce to create the Minority Development Business Agency Business Center and created the City's first Minority Business Development Week, along with the first City-sponsored mentor-protégé program and WHEREAS a recipient of numerous awards in 2013, she was inducted into the Baltimore-Washington corridor's Chamber Business Hall of Fame, and in 2014, the Sharon Pinder Scholarship Award for Entrepreneurship was created at the University of Maryland Eastern Shore, and WHEREAS the City of Baltimore owes Sharon a tremendous debt of gratitude for her unwavering commitment to improving the lives

## MINUTES

of minority and women-owned businesses in the City of Baltimore, we wish you all the best in your next adventure. Congratulations."

(applause)

President: "Ah -- Sharon, while you're there, please don't take a seat because I think the Comptroller and myself have a Resolution for you, too. Um -- I remember when you first came, I was excited knowing that you came from the Office of Governor Martin O'Malley heading up the Women's and Minority Business Office there, your reputation far preceded you. Um -- you came here and you made sure that there was a level playing field for all the minority and women-owned businesses and made sure they got a fair chance at getting these contracts, and for that reason I want to thank you for your services to the City of Baltimore and wish you good luck in your next endeavor, whatever that might be. I have a City Council Resolution. The City Council Baltimore Resolution - Make it hereby known to all that the City Council of Baltimore offers its sincerest congratulations to Sharon Pinder in recognition of your dedication to the growth and development of the minority business community. The entire membership extends best wishes on this memorable occasion and directs that this Resolution be presented on this fourth day of March 2015, Resolution 4538,

## MINUTES

Council President Young and all members."

Ms. Pinder: "Thank you. Thank you all so very much."

(applause)

Deputy Comptroller: "And Ms. Pinder, on behalf of the Comptroller, I'm pleased to have the opportunity to also acknowledge your wonderful contribution to the City and the citizens of Baltimore, particularly to the minority businesses and those tremendous efforts you put forward. The Comptroller apologizes she's not here, but wanted you to know that she very much has followed what you've done in your tenure here and is very pleased, ah, with the various developments that you were able to accomplish on behalf of the businesses as well as our citizens. She too has submitted a Citation for you, and the citation basically is to you Ms. Pinder, and it's in recognition of your service to the City of Baltimore, and it states: 'It gives me great pleasure to join the citizens of Baltimore in acknowledging your dedication and commitment to service as Director of the Mayor's Office of Minority and Women-owned Business Development. You have demonstrated spectacular job performance with tenacity, integrity, and exceptional skill. As such, you leave your position as a valued employee with the satisfaction that you performed your duties with devotion, honor, and distinction'. And so, she wishes you well and looks

## MINUTES

forward to hearing many great things about you in the future. Thank you."

Ms. Pinder: "Thank you. Thank you very much."

(applause)

Ms. Pinder: "I am speechless, which is very unusual if you know me, but I tell you this, when I started out as an advocate um, 12 years ago, um -- I had no idea that I would end up working for the Rawlings-Blake administration, which has been an incredible honor to serve all of you in that capacity, and nor did I think that growing up in Walbrook Junction um -- as a native Baltimore, Baltimorean, I'd have the opportunity to serve my city, and I have thoroughly enjoyed this journey. Um -- I will always remember all the um -- friendships and relationships I've been able to build, and all the things that we've been able to do, but you cannot, absolutely cannot, accomplish those things without support using a from the top down approach, and for that I will always be grateful. So, thank you very much and I'll be grateful for this, and we'll keep this train moving because I have the absolute best team, second to none, in Christine Bivens, Marv Blanchard and Reginald Mack, so again, I am overwhelmed -- my own day. This is awesome. Thank you very much."

## 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

March 3, 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 - 82, City Council President and members of the Board of Estimates, BOE

Agenda dated March 4, 2015, if acted upon:

i. The proceedings of this board often renew business agreements without benefit of clear measures of effectiveness to validate the board's decision to continue funding the provider of the city service being procured;

ii. The Baltimore City School Board of Commissioners routinely requires submissions for board consideration to include details of the provider's success in meeting the objectives and/or desired outcomes delineated in the previously awarded agreement;

iii. The members of this board continue to fail to provide good stewardship of taxpayers' funds as noted by the lack of concrete justification to substantiate approval of actions presented in each weekly agenda;

iv. This board should immediately adjust the board's policy to ensure submissions to the board include measures of effectiveness in each instance where taxpayer funds have already been expended for city services;

v. In the interest of promoting greater transparency with the public this board should willing begin to include in the weekly agenda more details which it discusses in closed sessions without benefit of public participation.

vi. Lastly this board should explain to the public how, without violating the open meeting act, a consent agenda is published outlining the protocols for each week's meeting prior to the board opening its public meeting.

3. How the protestant will be harmed by the proposed Board of Estimates' action: As a citizen I have witnessed what appears to be a significant dearth in responsible and accountable leadership, management and cogent decision making within the various agencies and

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

5519 Belleville Ave  
Baltimore, MD 21207

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

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

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on March 4, 2015.

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

Sincerely,  
Kim Trueheart, Citizen & Resident

5519 Belleville Ave  
Baltimore, MD 21207

**MINUTES**

President: "There being no more business, before the Board, the Board will recess until bid openings 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 agency had issued an Addendum extending the dates for receipt and opening of bids on the following contract. There were no objections.

Department of Public Works - WC 1311R, AMI/R Urgent Need  
Pavement and Sidewalk  
Restoration, Various Locations  
**BIDS TO BE RECV'D: 03/18/2015**  
**BIDS TO BE OPENED: 03/18/2015**

## 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:

Bureau of Purchases - B50003946, Traffic Signal Cable

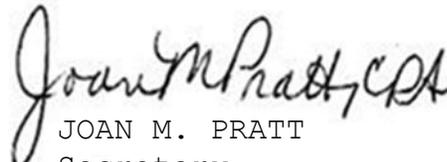
Stepp Manufacturing Co., Inc.  
Beltway International, LLC

Bureau of Purchases - B50003961, Pothole Patch Truck

Bids for this solicitation could not be read. The proof of advertising was not received. However, no bids were received.

\* \* \* \* \*

There being no objections, the Board UPON MOTION duly made and seconded, the Board adjourned until its next regularly scheduled meeting on Wednesday, March 11, 2015.

  
JOAN M. PRATT  
Secretary