

MINUTES**REGULAR MEETING**

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

Pursuant to Article VI, Section 1(c) of the revised City Charter effective July 1, 1996, the Honorable Mayor, Stephanie Rawlings-Blake, in her absence during the meeting, designated, Mr. Henry Raymond, Director of Finance, to represent the Mayor and exercise her power at this Board meeting.

President: "I will direct the Board members attention to the memorandum from my office dated April 27, 2015, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda."

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

MINUTES

Comptroller: "Second."

President: "All those in favor AYE."

President: "All opposed, NAY. The Motion carries. The routine agenda has been adopted."

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MINUTES

Department of General Services - Developer's Agreement No. 1395

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Developer's Agreement No. 1395 with 1500 South Charles Street, LLC.

AMOUNT OF MONEY AND SOURCE:

\$21,060.00

BACKGROUND/EXPLANATION:

The developer will install new water, sanitary sewer, and conduit improvements to its proposed construction located in the vicinity of 1500 South Charles Street. This Developer's Agreement will allow the organization to do their own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$21,060.00 has been issued to 1500 South Charles Street, LLC. which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Developer's Agreement No. 1395 with 26 Calvert Street, LLC.

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. 845 S. Montford Avenue	JDR Group, LLC	One dumpster 3'x7'
Annual Charge: \$294.00		
2. 845 S. Montford Avenue	JDR Group, LLC	Outdoor seating 12'x5'
Annual Charge: \$337.50		
3. 511 S. Central Avenue	511 South Central Avenue, LLC	Two single face electric signs @ 38 sq. ft. each, two double face electric signs @ 6.3 sq. ft. each, two single face signs @ 3.3 sq. ft. each, seven signs for awnings, two @ 22 sq. ft., one @ 21 sq. ft., two @ 15 sq. ft., one @ 10 sq. ft., and one @ 1 sq. ft.
Annual Charge: \$830.90		

MINUTES

Department of General Services - cont'd

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

EXTRA WORK ORDERS AND TRANSFER OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

as listed on the following pages:

1317 - 1318

All of the EWOs had been reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

In connection with the Transfer of Funds,

SUBJECT to a receipt of 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

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

Department of Transportation

1. EWO #002, \$0.00 - TR 14007, Resurfacing Highways at Various Locations, Sector III

\$2,499,261.98	\$421,214.95	P. Flanigan	120	-
		& Sons, Inc.		

This authorization is for a 120 day time extension due to additional contract locations for TR 14007. The completion date was March 16, 2015. The new completion date is July 14, 2015.

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$131,566.09	9950-944002-9507	
State Constr. Loan	Constr. Reserve for Closeouts	
68,433.91	9950-903550-9509	
<u>MVR</u>	Neighborhood Street Reconstruction	
\$200,000.00	-----	9950-903867-9514
		Resurface Highways SW III

This transfer will cover the deficit and fund the costs associated with Change Order No. 2, TR 14007, Resurfacing Highways at Various Locations SW - Sector III I with P. Flanigan & Sons, Inc.

MINUTES

EXTRA WORK ORDERS

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

Department of Transportation

3. EWO #006, \$137,983.00 - TR 08310, Rehabilitation of Central Ave. & Storm Drain: Eastern Ave. to Madison Ave.

<u>\$27,776,125.47</u>	<u>\$365,544.35</u>	Monumental Paving & Excavating Inc.	-	-
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4. EWO #007, \$0.00 - TR 10301, N. Charles Street Reconstruction from 25th Street to University Parkway

<u>\$23,255,202.10</u>	<u>\$275,315.53</u>	Concrete General, Inc.	-	-
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This authorization is necessary to pay for the adjusted water main tie in at the intersection of 25th Street and Charles Street. This adjustment is caused by an unknown elevation of the existing water on 25th Street. The cost of the existing item and the new item balance each other out.

Dept. of Public Works/Office of Engineering & Construction

5. EWO #028, \$54,595.36 - SC 8526, Sludge Digester Facilities at the Back River Wastewater Treatment Plant

<u>\$38,667,000.00</u>	<u>\$441,944.88</u>	Ulliman Schutte Construction, LLC	0	-
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MINUTES

Space Utilization Committee - Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Lease Agreement between Atsuko Chirikjian, Lessee, for the rental of property located at 1427 Light Street, known as School 33, Studio #105 (1st floor). The term of the Lease will be for one year commencing April 15, 2015 and terminating April 14, 2016 with the option to automatically renew for two 1-year terms.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$3,600.00	\$300.00

BACKGROUND/EXPLANATION:

The property will be used as an artist's studio for the Lessee. The lease may be terminated by Lessor during the original and renewal terms by giving a 60-day notice to the Lessee. The Lessor is responsible for heat, electricity, and water. Lessee is responsible for content insurance, janitorial, trash receptacles, and security.

The Space Utilization Committee approved this Lease Agreement on April 21, 2015.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with Atsuko Chirikjian, Lessee, for the rental of property located at 1427 Light Street, known as School 33, Studio #105 (1st floor).

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

The Board is requested to approve and authorize execution of a Second Amendatory Lease Agreement with Merritt-093, LLC, landlord, and the Mayor and City Council of Baltimore, tenant, for the rental of a portion of the property known as 4220 Shannon Drive, Suite A-F, consisting of approximately 17,000 sq. ft. and 20 parking spaces. The Amendment to Lease Agreement extends the period for five years effective July 1, 2015 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

<u>Term</u>	<u>Annual Rate</u>	<u>Monthly Rent</u>
7/1/15 - 6/30/16	\$110,466.00	\$ 9,205.50
7/1/16 - 6/30/17	\$113,715.00	\$ 9,476.25
7/1/17 - 6/30/18	\$117,135.00	\$ 9,761.25
7/1/18 - 6/30/19	\$120,726.00	\$10,060.50
7/1/19 - 6/30/20	\$124,317.00	\$10,359.75

Account: 4000-477015-2023-212604-603013

BACKGROUND/EXPLANATION:

The use shall be for an office/warehouse for the Fire Department's Urban Search and Rescue Unit. The original term was for five years, terminating June 30, 2011. The First Amendatory Agreement extended the lease term for a period of 48 months and three days, commencing June 28, 2011, and terminating June 30, 2015.

MINUTES

Space Utilization Committee - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Second Amendatory Lease Agreement with Merritt-093, LLC, landlord, and the Mayor and City Council of Baltimore, tenant, for the rental of a portion of the property known as 4220 Shannon Drive, Suite A-F, consisting of approximately 17,000 sq. ft. and 20 parking spaces.

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

- | | | |
|---|-------------|-----------------|
| 4. MILTON S. HERSHEY
MEDICAL CENTER | \$50,000.00 | Selected Source |
| Solicitation No. 06000 - Non-Emergent Air Transportation
Services - Health Department - Req. No. R684827 | | |

Medical air transportation services for critical care patients are provided by the Maryland Department of Health and Mental Hygiene (DHMH) through the Transportation Grants Program. The DHMH protocol states "All Air Ambulance transport costs for Maryland Medicaid Recipient will be paid by the Baltimore City Health Department," through the Transportation Grants Program.

The State of Maryland must license all air ambulance service companies. The vendor is licensed by the State of Maryland. The DHMH protocol further states, "This unit (Health Department) will screen all calls as to eligibility and medical necessity and the appropriate transportation will be arranged when approved." It is the best interest of the City to engage the vendor for the specialized services required by the Health Department.

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>
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Bureau of Purchases

- | | | | |
|----|---|---------------------|----------------|
| 7. | <u>JADIAN ENTERPRISES, INC.</u> | <u>\$100,000.00</u> | <u>Renewal</u> |
| | Contract No. B50002202 - Quality Management Software System for Environmental Health - Health Department - Req. No. R582054 | | |

On May 23, 2012, the Board approved the initial award in the amount of \$90,169.00. The award contained four 1-year renewal options. Two renewals have been approved. This third renewal in the amount of \$100,000.00 is for the period May 23, 2015 through May 22, 2016, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

- | | | | |
|----|--|---------------------|----------------|
| 8. | <u>HAWKEYE CONSTRUCTION, LLC</u> | <u>\$500,000.00</u> | <u>Renewal</u> |
| | Contract No. B50002237 - Weatherization Assistance Program - HVAC - Housing and Community Development - P.O. No. P519840 | | |

On March 28, 2012, the Board approved the initial award in the amount of \$1,300,000.00 to three vendors, Hawkeye Construction, LLC, BMC Services, LLC and Coldspring Co., Inc. The award contained two 1-year renewal options. This renewal in the amount of \$500,000.00 is recommended to Hawkeye Construction, LLC which is the sole vendor found in compliance with MWBOO. The remaining two original vendors were found in non-compliance by MWBOO. This renewal in the amount of \$500,000.00 is for the period April 15, 2015 through April 14, 2016, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MWBOO SET GOALS OF 27% MBE AND 4% WBE.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

This renewal is for the period August 12, 2015 through August 11, 2016, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

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

MINUTES

PERSONNEL MATTERS

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UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

1330 - 1345

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**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Health Department</u>		
1. DOMONIQUE D. WILLIAMS	\$20.00	\$ 9,360.00
2. JAMES L. SCHULER	\$22.00	\$11,440.00

Account: 5000-570315-3041-605800-601009

Messrs. Williams and Schuler, retirees, will each work as a Contract Services Specialist I (Tobacco Control Enforcement Officer). The salary is in compliance with AM 212-1, Part 1. They will be responsible for enforcing tobacco laws for Baltimore City regarding tobacco retailers and product replacement, illegal sale to youth under age 18, and illegal sale of individual cigarettes. They will also issue citations to violators, of tobacco control laws, work with vendor and public school students to conduct compliance checks (under-age purchase of tobacco products), conduct routine field inspections, and investigations regarding tobacco control code violations, and prepare reports on complaints received, investigations, and inspections. In addition, they will conduct face-to-face group education for residents, retailers, restaurant owners, police officers, youth, and others regarding the City's tobacco control laws and citations for violations. Other duties include maintaining data records and evidence files on field inspections and citations, testifying in adjudicative Environmental Control Board hearings, completing other tobacco enforcement activities, and maintaining time and effort activities for payroll documentation. The period of the agreement is effective upon Board approval through June 30, 2015.

MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Health Department</u>		
3. JAMES McCLAMB	\$28.00	\$16,716.00

Account: 4000-423415-3110-569001-601009

Mr. McClamb will work as a Contract Services Specialist II (Hunger Corps Volunteer Coordinator). His duties will include, but are not limited to coordinating print, broadcast, web, and social media initiatives to promote food drive opportunities or needs associated with the Food Bank, maintaining up-to-date contact records for volunteers, as well as the database recording volunteer hours served and the number of volunteers serving at the hunger programs, making public presentations to recruit volunteers and/or explain volunteer opportunities available at Hunger Corps. The period of the agreement is effective upon Board approval through June 30, 2015.

4. Create the following 2 positions:

Classification: Nutrition Technician (two)
 Job Code: 81231
 Grade: 082 (\$32,812.00 - \$38,811.00)
 Position No.: To be assigned by BBMR

Cost: \$106,122.00 - 4000-423215-3080-294100-601001

Law Department

5. STEPHEN J. CAMPBELL	\$23.07	\$41,000.00
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Account: 1001-000000-1761-175200-601009

Mr. Campbell will continue to work as a Contract Services Specialist II (MBE Compliance Officer).

MINUTES**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Law Department - cont'd</u>		
<p>This is a 1% increase in the hourly rate from the previous contract. He will be responsible for reviewing and analyzing bidder compliance documents; reviewing and analyzing MBE and WBE certification applications; compiling statistical reports; monitoring Minority/Women Business Opportunity Office compliance on private development projects and creating and maintaining various software databases. The period of the agreement is effective upon Board approval for one year.</p>		
6. M. JENNIFER LANDIS	\$42.20	\$54,860.00

Account: 1001-000000-8620-175200-601009

Ms. Landis will work as a Contract Services Specialists II (Special Assistant Solicitor). The salary is a 17% increase from the previous contract. Ms. Landis's increase is intended to bring her rate of pay in parity with other lawyers with similar years of experience. Her duties will include, but are not limited to reviewing City Council bills for form and legal sufficiency, assisting in the drafting of City Council bills and amendments; attending City Council hearings and committee hearings, and testifying at committee hearings. She will also assist in reviewing State legislation referred by the Mayor's Office of Governmental Relations, draft testimony on State legislation, respond to requests for advice from the Mayor's Office, City agencies and the City Council, etc. The period of the agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**Law Department - cont'd7. Reclassify the following position:Position No.: 1751-15457

From: EDP Communications Coordinator I
 Job Code: 33173
 Grade: 089 (\$42,600.00 - \$51,722.00)

To: EDP Communications Coordinator II
 Job Code: 33174
 Grade: 092 (\$48,329.00 - \$58,849.00)

Cost: \$7,500.00 - 2036-000000-1751-175200-601001

Department of Transportation

	<u>Hourly Rate</u>	<u>Amount</u>
8. MAXWELL V. FRYE, III	\$30.16	\$25,093.12

Account: 1001-000000-1952-194100-601009

Mr. Frye will continue to work as a Contract Services Specialist II (Special Investigator). He will create and maintain files on all Trespass Towing Companies, Baltimore Police Department Medallion Towing Companies, and Peak Hour Towing Companies to include mandatory background records for each company's personnel and vehicle records for each licensed truck. He will receive and process complaints made against Trespass Towing Companies, initiate investigations pertaining to complaints, attempt to mediate remedies between the complainant and Trespass Towing Company, and present unresolved complaints to the Trespass Towing Board for resolution. He will also coordinate regular Trespass Tow Board hearings for Trespass Towing Companies to be held on a quarterly basis.

MINUTES**PERSONNEL**Hourly RateAmountDept. of Transportation - cont'd

He will schedule hearings, prepare agendas, attend hearings, and document minutes. He will establish and ensure the integrity of a credentialing system, and investigate claims pertaining to integrity failures and damages resulting from negligence or abuse at the Department's Towing Facility. Mr. Frye will also conduct investigations for towing company office locations and storage facilities upon submission of license application, receipt of citizen complaint and at routine intervals, to ensure compliance with Rules and Regulations pertaining but not limited to security of stored vehicles, required signage, accessibility, proper zoning, customer safety and proper operation of machines used by the public for payment of assessed towing fees. The agreement is effective upon Board approval for six months.

Department of General Services

9. SAMUEL SAVIN	\$18.00	\$34,200.00
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Account: 1001-000000-1981-194600-601009

Mr. Savin will work as a Contract Services Specialist II (Special Properties Associate). His duties will include, but will not be limited to assisting with the management of special, miscellaneous, or atypical properties operated by the Department of General Services that are historic in nature. Mr. Savin will administer rental of the War Memorial by scheduling, recording, and processing space rental requests and processing War Memorial records requests from the general public.

MINUTES**PERSONNEL**Hourly RateAmountDepartment of General Services- cont'd

He will manage, maintain, and oversee the valuation of artifacts and archive the collection of historic documents on repository and assist the War Memorial Manager with curating the public museum exhibits. In addition, Mr. Savin will maintain the security of the exhibits and also revitalize and interpret such exhibits on a regular basis to ensure accurate assessment and relevancy to the general public. He will also develop and engage event programming for the veteran's community and educational institutions and provide community outreach and support to veterans and veteran's organizations. The period of the agreement is effective upon Board approval for one year.

10. Create the following position (Fleet Management Division):

Classification: Analyst/Programmer II
 Job Code: 33144
 Grade: 092 (\$48,329.00 - \$58,849.00)
 Position No.: To be assigned by BBMR

Cost: \$71,317.56 - 2030-000000-1890-189900-601001

Environmental Control Board (ECB)

11.	GARY M. BROOKS	\$90.00	\$74,880.00
12.	JAMES MOTSAI	\$90.00	\$74,880.00
13.	PATRICIA D. WELCH	\$90.00	\$74,880.00

Account: 1001-000000-1170-138600-601009

MINUTES

This is a 20% increase in the hourly rate from the previous contract. The ECB has requested this salary increase in order to be competitive with the salary paid to other city and state hearing officers.

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

MINUTES**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Baltimore City Fire Department</u>		
14. JOANN MCDANIELS	\$22.46	\$13,386.16

Account: 1001-000000-2101-619400-601009

Ms. McDaniels, retiree, will continue to work as a Contract Services Specialist I. The salary is in compliance with AM 212-1 Part I. Her duties will include, but are not limited to interviewing visitors, answering complaints, answering calls and providing information regarding office policies and procedures. She will also maintain a variety of files, update, and maintain multiple databases. The period of this agreement is effective upon Board approval for six-months.

15. Reclassify Position No. 2132-13926:

From: Fire Prevention Inspector I
Job Code: 41224
Grade: 337 (\$41,315.00 - \$63,213.00)

To: Fire Prevention Inspector I, ALS
Job Code: 41225
Grade: 365 (\$42,895.00 - \$64,794.00)

Baltimore City Police Department

16. WALTER G. HEUER	\$14.42	\$30,000.00
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Account: 1001-000000-2042-198100-601009

Mr. Heuer, retiree, will continue to work as a Contract Services Specialist I - Uniform Crime Reporting Section.

MINUTES**PERSONNEL**Hourly RateAmountBaltimore City Police Department - cont'd

His duties will include, but are not limited to verifying information on Offense Reports to ensure it matches the Records Management System. He will maintain records for juvenile/adult arrestees, monthly clearance offenses, complete the Uniform Crime Reporting Statistical Crime and Arrest Data Book, and will respond to the Maryland State Police to deliver the monthly UCR Statistical Crime and Arrest Data Book. The period of the agreement is May 22, 2015 through May 21, 2016.

17. **SHARON M. MARKOV** \$14.42 **\$30,000.00**

Account: 1001-000000-2042-198100-6010009

Ms. Markov will continue to work as a Contract Services Specialist I - Validations Unit. Her duties will include, but are not limited to reviewing original National Crime Information Center (NCIC) entries, reports and supporting documentations, contacting victims, complainants, and/or the court for follow-up information as necessary. She will also be accessing local, state, and federal databases for additional information, updating local database records and NCIC to reflect relevant changes, prepare police supplemental reports, and assist the Crime lab for NCIC hit confirmations on recovered guns. The period of the agreement is May 22, 2015 through May 21, 2016.

MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Baltimore City Police Department - cont'd</u>		
18. LAVINA M. DAVIS	\$14.42	\$30,000.00

Account: 1001-000000-2042-198100-6010009

Ms. Davis will continue to work as a Contract Services Specialist I - Professional Development and Training Academy. Her duties will include, but are not limited to scheduling sworn members for range related training. This will include yearly qualification, shotgun qualification, less lethal qualification, and Taser training. She will assist in ensuring members meet annual firearms qualifications, maintain a thorough database, and update it on a regular basis. The period of the agreement is May 22, 2015 through May 21, 2016.

19. EUGENE J. CASSIDY	\$14.42	\$30,000.00
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Account: 1001-000000-2042-198100-601009

Mr. Cassidy, retiree, will continue to work as a Contract Services Specialist I - Professional Development & Training Academy. His duties will include, but are not limited to educating, instructing, and coordinating courses in criminal law, constitutional law, victimology, post-shooting trauma, and several learning techniques. He will be advising and supervising recruit classes in professional and personal matters. The period of the agreement is May 22, 2015 through May 21, 2016.

MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Baltimore City Police Department</u> - cont'd		
20. CELIO OLIVERAS, JR.	\$14.42	\$30,000.00

Account: 1001-000000-2042-198100-601009

Mr. Oliveras, Jr., retiree, will continue to work as a Contract Services Specialist I - Warrant Section. His duties will include, but are not limited to reviewing original National Crime Information Center (NCIC) entries, reports and supporting documentation, contacting victims, complainants, and/or the court for follow-up information. He will also be accessing Local, State, and Federal databases for additional information, updating records on local databases and NCIC to reflect changes, and preparing supplemental reports. The period of the agreement is May 22, 2015 through May 21, 2016.

21. PATRICIA A.D. DAVIS	\$14.42	\$30,000.00
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Account: 1001-000000-2042-198100-601009

Ms. Davis, retiree, will continue to work as a Contract Services Specialist I - Evidence Control Unit. Her duties will include, but are not limited to the entry and accurate retention of all property that is retained by the department and several surrounding agencies, releasing property for examination or evidence for court with appropriate changes of location for chain of custody, and documentation of location. The period of the agreement is May 22, 2015 through May 21, 2016.

MINUTES

Baltimore City Police Department - cont'd

22. **STEVEN W. ALLEN** \$14.42 **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Mr. Allen, retiree, will work as a Contract Services Specialist I - Evidence Control Unit. His duties will include, but are not limited to receiving property/evidence submissions from police officers and lab personnel, ensuring accuracy/completeness of paperwork, and entering data into tracking system. He will also release property for further examination/evidence for court, update the tracking system for chain of custody, and documenting location. The period of the agreement May 28, 2015 through May 27, 2016.

On January 3, 1996, the Board approved a waiver to Administrative Manuel 212-1 which allowed the Police Department to hire retired police officers on a contractual basis.

23. **TIERRA R. GREGORY** \$32.30 **\$58,986.00**

Account: 5000-544416-1100-117001-601009

Ms. Gregory will continue to work as a Contract Service Specialist II (Assistant Counsel). Her duties will include, but are not limited to reviewing motions, making recommendations in a wide variety of civil non-domestic cases, performing legal research, drafting opinions and orders, training and supervising others including paralegals, legal assistants, and academic interns. She will also prepare for meetings with the Bar Association concerning tax sale and mortgage foreclosure cases, assist with redemption hearings and status conferences in tax sale cases and is on-call for the judges during their hearings. The period of the agreement is April 24, 2015 through April 23, 2016.

MINUTES**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Mayor's Office</u>		
24. JEANNE DAVIS	\$23.91	\$28,692.00

Account: 1001-000000-1250-152800-603018

Ms. Davis will continue to work as a Contract Services Specialist I (Curator). Her duties will include, but are not limited to approving and overseeing any structural changes to the building such as partitioning of existing spaces in order to create a private office, approving and overseeing any changes to the decor of City Hall to include furnishings, paint colors, lighting, and flooring. She will also be responsible for preparing and installing all displays of artwork in public spaces as well as private offices, maintaining an archive of City-owned artwork, and records of furnishings and other materials used throughout City Hall. The period of this Agreement is effective upon Board approval for one year.

25. Reclassify the following position:

Position No. 3470-46343

From: Operations Officer I
Job Code: 00085
Grade: 923 (\$56,100.00 - \$89,900.00)

To: Operations Officer III
Job Code: 00089
Grade: 929 (\$63,300.00 - \$101,200.00)

Costs: \$14,342.00 - 1001-000000-3470-321800-601001

MINUTES**PERSONNEL**Hourly RateAmountDepartment of Planning26. Create the following position:

Classification: Grant Services Specialist II
Job Code: 10216
Grade: 919 (\$33,972.00 - \$53,888.00)
Position No.: To be determined by BBMR

Cost: \$116,787.00 - 6000-609215-1875-187400-601001

Department of Finance27. Reclassify the following positions:a. Position No. 1424-12421

From: Purchasing Assistant
Job Code: 33501
Grade: 081 (\$31,758.00 - \$37,625.00)

To: Accountant I
Job Code: 34141
Grade: 088 (\$40,917.00 - \$49,573.00)

b. Position No. 1421-12374

From: Data Entry Operator II
Job Code: 33122
Grade: 078 (\$29,378.00 - \$33,879.00)

To: Accounting Assistant II
Job Code: 34132
Grade: 078 (\$29,378.00 - \$33,879.00)

Costs: \$6,798.00 - 2073-000000-1424-160800-601001

MINUTES

PERSONNEL

<u>Department of Finance</u>	<u>Hourly Rate</u>	<u>Amount</u>
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28. Reclassify the following position:

Position No. 1441-48282

From: Procurement Specialist I
Job Code: 33523
Grade: 091 (\$46,324.00 - \$56,363.00)

To: Procurement Specialist II
Job Code: 33524
Grade: 927 (\$59,600.00 - \$95,400.00)

Baltimore City Circuit Court

29. Reclassify the following position:

Position No. 1181-46766

From: Officer, Court Security
Job Code: 00826
Grade: 085 (\$36,318.00 - \$43,761.00)

To: Process Server
Job Code: 01425
Grade: 085 (\$36,318.00 - \$43,761.00)

Cost: \$0.00

MINUTES

PERSONNEL

Department of Public Works

30. Reclassify the following 12 positions:

Position Nos. 49947, 49948, 49949, 49950, 49951, 49952,
49953, 49955, 49958, 49959, 49995, 49996

From: New Position
Job Code: 90000
Grade: 900 (\$1.00 - \$204,000.00)

To: Engineer I
Job Code: 72111
Grade: 927 (\$59,600.00 - \$95,400.00)

Costs: \$ 257,690.00 - 2071-000000-5601-400100-601001
(3/Engineer Is)
601,276.00 - 2071-000000-5601-613800-601001
(7/Engineer Is)
171,793.00 - 2070-000000-5601-399000-601001
(2/Engineer Is)
\$1,030,759.00

Department of Recreation and Parks

31. **JACQUELINE MARSHALL** \$18.70/hour **\$ 5,666.10**

Account: 1001-000000-4803-371400-601009

Ms. Marshall, retiree, will work as a Contract Services Specialist I (Recreation Programmer). This salary is in compliance with AM 212-1, Part I. Her duties will include, but will not be limited to planning and organizing recreational programs for older adults, providing general information on Caregiving, Education, and Retirement services, and overseeing congregate lunchtime meals that are served through the Eating Together in Baltimore Program. The period of the agreement is effective upon Board of Estimates approval for five months.

MINUTES

Department of Planning - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Memorandum of Understanding with the State Department of Natural Resources. The period of the agreement is April 1, 2015 through March 31, 2016.

AMOUNT OF MONEY AND SOURCE:

\$10,000.00 - 5000-581115-1875-187400-603026

BACKGROUND/EXPLANATION:

Baltimore is highly vulnerable to a range of natural hazards, including coastal storms, flooding, extreme heat, and high winds. These types of extreme events are likely to increase in frequency and magnitude over the coming years. The Disaster Preparedness Project and Plan, approved by the Planning Commission on October 3, 2013, includes recommendations for both mitigating natural hazards and adapting to the impacts of climate change. It is imperative that the plan move directly from the development phase into the implementation phase to capitalize on the momentum generated during plan development.

Funding from the State Department of Natural Resources will be utilized to hire a group to implement two specific implementation elements:

1. Complete an engineering study of the Westport Community and determine risk and vulnerabilities to infrastructure, buildings, and residents to threats such as flooding, storm surge, sea-level rise, and other coastal hazards.
2. Develop two "green" infrastructure plans for the Westport neighborhood that help protect infrastructure, buildings, and residents. These will be shovel-ready plans.

MINUTES

Department of Planning - cont'd

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 Memorandum of Understanding with the State Department of Natural Resources.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development (DHCD) - Options</u>			
1. Kimberly A. Gilbert a/k/a Kimberly A. Gilbert-Toelle	1818 E. Chase St.	G/R \$40.00	\$ 366.00
2. Nicole Polakoff	1821 Henneman Ave.	G/R \$72.00	\$ 600.00
3. BOHCTAB Ventures Inc.	929 N. Washington St.	G/R \$42.00	\$ 350.00

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

4. Stanley Rochkind & Rhoda Rochkind	4837 Park Heights Ave.	G/R \$120.00	\$ 1,100.00
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Funds are available in account 9910-903183-9588-900000-
704040, Park Heights Project.

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

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

<u>Prior Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations</u>			
5. Taemin Inc.	4752 - 4754 Park Heights Ave.	F/S	\$78,000.00
6. Abe Weiner	4843 Park Heights Ave.	G/R	\$ 640.00

Funds will be transfer prior to settlement to condemnation into account 9910-903183-9588-900000-704040, Park Heights Project.

The fair market values have been substantiated in appraisals made by independent appraisers contracted by the City. This will permit the City to have title to, and if necessary immediate possession of, the property interest in conformity with the requirements of applicable law.

Settlement

7. Malcolm's Three Sons, Inc.	2014 Ashland Ave.	Sub G/R \$120.00	\$ 80.00
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On September 15, 2010, the Board approved the purchase by condemnation of the \$120.00 sub-ground rent interest in the above property for \$520.00. This price was determined by the higher of two appraisals. The former owner agreed to settle the condemnation suit for \$600.00, which is \$80.00 above the initial amount that was placed in the Court Registry. Therefore, the former owner is entitled to the balance of \$80.00.

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

Settlement - cont'd

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

UPON MOTION duly made and seconded, the Board approved the foregoing options, condemnations and a settlement.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Community Development Block Grant Agreement with the Coalition to End Childhood Lead Poisoning, Inc. (CECLP). The period of the agreement is September 1, 2014 through August 31, 2015.

AMOUNT OF MONEY AND SOURCE:

\$185,400.00 - 2089-208915-5930-436763-603051

BACKGROUND/EXPLANATION:

The CECLP is dedicated to preventing childhood lead poisoning through advocacy, outreach, and education. Working in partnership with the community, the (CECLP) is committed to ensuring that all children grow up in affordable, lead-safe housing and that community-based solutions for lead-safe housing are implemented which will result in healthier children and healthier communities. Under the terms of this Agreement, the CECLP, through its Safe at Home Green and Healthy Homes Program, will implement a comprehensive approach to reduce childhood lead poisoning in Baltimore's older, low- and moderate-income communities.

MINUTES

Department of Housing and - cont'd
Community Development

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, this agreement was delayed due to final negotiations and processing.

MBE/WBE PARTICIPATION:

FOR FY 2015, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$66,951.45, AS FOLLOWS:

MBE: \$18,077.00

WBE: \$ 6,695.00

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution with the Coalition to End Childhood Lead Poisoning, Inc.

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Land Disposition Agreement with Mr. Malcolm Jefferies, Developer, for the sale of the City-owned properties located at 3720, 3722 Towanda Avenue in the Park Circle neighborhood and 4435 Pall Mall Road in the Greenspring neighborhood.

AMOUNT OF MONEY AND SOURCE:

\$1,500.00 - 3720 Towanda Ave.
1,500.00 - 3722 Towanda Ave.
5,000.00 - 4435 Pall Mall Rd.
\$8,000.00 - Purchase Price

BACKGROUND/EXPLANATION:

The properties will be purchased and rehabilitated with private funds. The project will consist of the three City-owned vacant properties to be completely rehabilitated for residential use as rental housing at market rate.

The properties were journalized and approved for sale on December 3, 2012, July 29, 2011, and December 22, 2010, respectively.

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

The two properties at Towanda Avenue were priced at \$5,000.00 each and will be sold for \$1,500.00 each. The property at 4435 Pall Mall Road was priced at \$9,500.00 and will be sold for \$5,000.00. The total sales price for the three properties is \$8,000.00.

MINUTES

DHCD - cont'd

The subject properties are being sold below the price determined in accordance with the Appraisal Policy of Baltimore City by the Waiver Valuation Process for the following reasons:

- (i) specific benefit to the community of revitalization through construction of three residential single-family rental units,
- (ii) elimination of blight and neighborhood stabilization, and
- (iii) economic development, returning the property to productive use and the active tax rolls of the City of Baltimore.

MBE/WBE PARTICIPATION:

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Mr. Malcolm Jefferies, Developer, for the sale of the City-owned properties located at 3720, 3722 Towanda Avenue in the Park Circle neighborhood and 4435 Pall Mall Road in the Greenspring neighborhood.

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 Mr. Stewart Miley, Developer, for the sale of the City-owned vacant lot located at 3530 Buena Vista Avenue.

AMOUNT OF MONEY AND SOURCE:

\$25,000.00 - Purchase Price

BACKGROUND/EXPLANATION:

The City will convey all of its rights, title, and interest in the property for \$25,000.00, which will be paid at the time of settlement.

The purchase of the vacant lot located at 3530 Buena Vista Avenue in the Hampden neighborhood will allow Mr. Miley to construct a new single family home as his primary residence, and in the process eliminate a vacant lot.

The property was Journalized and approved for sale on December 26, 2012.

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

Not applicable, the vacant lot is being sold for \$25,000.00, which is above the waiver valuation of \$19,536.00.

MINUTES

DHCD - cont'd

MBE/WBE PARTICIPATION:

The Developer will receive no City funds or incentives for the purchase or redevelopment; therefore, MBE/WBE is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Mr. Stewart Miley, Developer, for the sale of the City-owned vacant lot located at 3530 Buena Vista Avenue.

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Land Disposition Agreement with New Life Evangelical Baptist Church, Developer, for the sale of the City-owned vacant lot located at 1833 N. Milton Avenue.

AMOUNT OF MONEY AND SOURCE:

\$1,000.00 - Purchase Price

BACKGROUND/EXPLANATION:

The City will convey all of its rights, title, and interest in the property for \$1,000.00, which will be paid at the time of settlement.

The purchase of the vacant lot located at 1833 N. Milton Avenue in the Berea neighborhood will enhance the developable footprint for New Life Evangelical Baptist Church. Initial development plans are for an expanded parking lot for the members of the church.

The property was Journalized and approved for sale on December 12, 2012.

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

Not applicable, pursuant to the City of Baltimore Appraisal Policy, unimproved real property with an assessed value of \$2,500.00 or less will not require an appraisal. The vacant lot located at 1833 N. Milton Avenue is currently assessed by SDAT for \$1,000.00. The vacant lot is being sold for \$1,000.00.

MINUTES

DHCD - cont'd

MBE/WBE PARTICIPATION:

The Developer will receive no City funds or incentives for the purchase or redevelopment; therefore, MBE/WBE is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with New Life Evangelical Baptist Church, Developer, for the sale of the City-owned vacant lot located at 1833 N. Milton Avenue.

MINUTES

Department of Housing and - Expenditure of Funds
Community Development (DHCD)

ACTION REQUESTED OF B/E:

The Board is requested to approve the Expenditure of Funds to pay Dell Corporation.

AMOUNT OF MONEY AND SOURCE:

\$42,410.36 - 1001-000000-1773-179400-605003

BACKGROUND/EXPLANATION:

The amendment to agreement was approved by the Board on February 27, 2013. In accordance with the Board approved agreement between the DHCD and the Housing Authority of Baltimore City (HABC), the HABC may procure the necessary equipment and services to upgrade the existing Dell SAN with additional storage.

The approval of this request will allow Baltimore Housing to upgrade its rapidly shrinking Dell Storage Area Network (SAN) that provides data storage. This SAN equipment is the central warehouse for all of Baltimore Housing's data storage that supports Code Enforcement, Plans & Zoning, E-mail, 45 various sites, HABC Financials, Housing Operations, the Housing Voucher Program, critical file, and data storage.

The most important benefit is the increase of users e-mail boxes and area to store files, pictures and data. This equipment will allow Baltimore Housing to catch-up and grow with the current network demands.

APPROVED FOR FUNDS BY FINANCE

MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved the Expenditure of Funds to pay Dell Corporation.

MINUTES

Department of Housing and Community Development (DHCD) - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve the Expenditure of Funds to pay Digicon Corporation.

AMOUNT OF MONEY AND SOURCE:

\$60,818.42 - 1001-000000-1773-179400-605003

BACKGROUND/EXPLANATION:

The amendment to agreement was approved by the Board on February 27, 2013. In accordance with the Board approved agreement between DHCD and the Housing Authority of Baltimore City (HABC), the HABC may procure the necessary equipment and services to replace core Cisco Switches that hold the network together. The equipment is over 15 years old, end-of-life and no longer supported by Cisco. So, if any part of it breaks the DHCD and the HABC are without support or means to readily get spare parts.

The approval of this request will allow Baltimore Housing to replace its currently aged Cisco 6500 and 4500 switches with new Cisco switches. This equipment is the backbone of the Baltimore Housing network that supports Code Enforcement, E-mail, Blackberry server, 45 various sites, COBLAM, CHIPS, Vacants-to-Value, HABC Financials, Housing Operations, and the Housing Choice Voucher Program, critical file and the data storage and Internet access.

The most important benefit is warranty support. This equipment comes with one year of maintenance and warranty support with additional support until September 2022. This equipment will allow the DHCD and the HABC to catch-up and grow with its current network demands.

MINUTES

DHCD - cont'd

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the Expenditure of Funds to pay Digicon Corporation.

MINUTES

CITY COUNCIL BILLS:

14-0420 - An Ordinance concerning Property Tax Credits - Urban Agriculture for the purpose of establishing a property tax credit for urban agricultural property; providing for the amount; duration, and possible early termination of the credit; imposing certain limitations, conditions, and qualifications; providing for the administration of the credit; requiring that the credit be repaid under certain circumstances; defining certain terms; and generally relating to the a property tax credit for urban agricultural property.

Law Department

The Law Department has several concerns regarding the bill, First in §10-18(c)(1)(I)(B), one of the qualifications for the credit that does not appear in the enabling legislation is that the land may not be used for any other for-profit purpose that would subject the parcel to property tax liability. While the enabling legislation does allow the City to provide for additional qualification criteria, this requirement may conflict with the definition of "urban agricultural purpose" which allows for the parcel to be used for direct sales to restaurants and institutions, and sales at temporary produce stands. If these activities are for-profit activities that subject the parcel to property tax liability then there is a conflict that needs to be remedied. Since the City Council may not amend the enabling legislation's definition of "urban agricultural purposes," it must amend §10-18(c)(1)(1)(B) to exclude activities specifically allowed under the definition.

Second, the bill requires that if at any time during the five year term of the credit or any renewal term, the property ceases to be used for urban agricultural purposes, the owner of the property shall be liable for all property taxes that would have been imposed during the five year term had the credit not been granted. There will likely be enforcement difficulties with this provision if a property owner sells the property during the term of the credit to someone who ceases to use the property in a manner that qualifies for the credit. If that occurs, does the former owner become liable for the full property tax on the property for the years it was owned by that person?

MINUTES

CITY COUNCIL BILLS - cont'd

This language comes from the enabling legislation but nevertheless could cause issues for enforcement. Third, on page 3, line 19, strike "imposed" and insert "due." This language will more accurately reflect the value to be used to calculate the credit.

Provided that City Council Bill 14-0420 is amended to cure the problems mentioned above, the Law Department will approve the bill for form and legal sufficiency.

Baltimore Development Corporation

Advises adding a ceiling to the credit to deter large or high value lots from being held and farmed for the primary purpose of receiving the credit. The Baltimore Development defers to the Office of Sustainability and the Department of Finance for information regarding the number of expected tax credit applicants, the subsequent revenue lost from the credit; and a detailed explanation of how product value and proper use of the credit will be documented and enforced.

Department of Finance

The Department of Finance does not support City Council Bill 14-0420 in its current form and recommends that the qualifications for the credit be enhanced and made clear so as to prevent any potential ambiguities that could lead to abuse of the tax credit. Furthermore, the Finance Department does not feel that it is the City entity best suited to analyzing the public costs and benefits of this credit and reporting annually thereon. The Finance Department recommends that this reporting function be retained by the Sustainability Office.

ALL OTHER REPORTS WERE FAVORABLE.

Council Bill 14-0420 has been amended by the Taxation, Finance and Economic Development Committee with language by the AD Hoc Work Group made up of representatives from the Finance Department, Law Department, and the Sustainability Office in order to address the above unfavorable reports.

MINUTES**CITY COUNCIL BILLS** - cont'd

14-0438 - An Ordinance concerning Sale of Property - Former Bed of Old Hawkins Point Road Between Curtis Creek and Pennington Avenue for the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all its interest in a certain parcel of land known as the former bed of a portion of Old Hawkins Point Road, extending from Pennington Avenue to the waters of Curtis Creek and no longer needed for public use; and providing for a special effective date.

ALL REPORTS RECEIVED WERE FAVORABLE.

UPON MOTION duly made and seconded, the Board approved Bill Nos. 14-0420 and 14-0438 and directed that the bills be returned to the City Council with the recommendation that they also be approved by that Honorable Body. The President **ABSTAINED.**

MINUTESDepartment of Audits - Audit Report and Related Audit Digest

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

City of Baltimore Single Audit for the Fiscal Year Ended June 30, 2013.

President: Um, the first item on the non-routine agenda can be found on Page 45, Department of Audits, Audit Report, and Related Audit Digest."

Mr. McCarty: "Good morning Mr. President, members of the Board, I'm Bob McCarty, City Auditor. Good morning again. The Single Audit of the City of Baltimore for the fiscal year ended June 30, 2013 includes the previously issued Comprehensive Annual Financial Report or (CAFR) and the related report on compliance and internal control over financial reporting, and both are issued jointly by the Department of Audits and KPMG. It excludes the Baltimore City Public School System and the Enoch Pratt Free Library, which are subject to separate audits as required by State law. Our report noted that the City had three significant deficiencies in internal control over financial reporting for Fiscal Year 2013, and we consider two of those, Findings 2013-01 and 2013-02, to be material weaknesses.

MINUTES

The first, 2013-01, is a Lack of Controls over Financial Statement Presentation, Preparation, I'm sorry, Preparation. During our review of the City's draft financial reports, we noted material errors and mis-classifications in financial statement balances and the related notes to the draft financial statements as follows: during our audit, we requested certain transaction details from which to select our sample items. While the City was ultimately able to provide this information, the generation of such information was difficult to obtain at times and did not always agree to the related financial statement balances without material revisions. As part of our audit of the Other Post-Employment Benefits Trust Fund, or OPEB, we noted that the City erroneously netted approximately \$15.7 million dollars of employee contributions against expenses. We also noted that the City mis-classified an \$18.9 million cash equivalent as an investment and mis-classified a \$20.9 million dollars investment by type in a note. These errors were subsequently corrected by management.

MINUTES

During our audit, we noted that the City did not correctly reverse \$1.2 million of conduit revenue accrued in Fiscal Year 2012. This error was not subsequently corrected by management. As part of our audit of the Mobile Equipment Fund, we noted that the City misclassified a \$28.4 million transfer to refund overcharges for fleet rental costs. For the Risk Management Fund, we noted that the City misclassified \$12.1 million of its estimated liability for claims-in-progress, and for the Industrial Development Authority Fund, we noted that the City misclassified \$18.1 million of investments as cash and cash equivalents. These errors were subsequently corrected by management. We recommend that management refine the process used to complete the draft City-wide financial statements, notes to the financial statements, all significant adjustments, conversion to accrual adjustments, and prepare necessary account reconciliations. The Department of Finance stated that it agreed and that it is committed to the continued improvement of the CAFR process.

MINUTES

Finding 2013-02, during our review of manual journal entries recorded into the City's general ledger system, which is CityDynamics, we noted material deficiencies in the preparation, review, and approval of those journal entries. Specifically, we noted that the City posted manual journal entries in the amount of \$30.9 billion dollars during the fiscal year. BAPS personnel were able to review and approve the manual journal entries in the system without obtaining and reviewing the prior support for the entries. We recommend that the City take appropriate action to insure that journal entries are appropriately prepared, reviewed, and approved prior to posting into the CityDynamics. Ah, the Department of Finance stated in their response that they agree and that it is currently evaluating controls over journal entries. Our last CAFR finding is 2013-03, Lack of Control, Controls over the Water and Wastewater Billing Process. During our audit of the City's Fiscal Year 2011 financial statements, we reviewed billing adjustments related to 70,000 customer accounts with true readings and identified systemic errors in automated calculations for the cancellation and rebilling of customer water accounts. The Department of Public Works recorded a gross adjustment of \$9.2 million dollars in its financial statements for that fiscal year, 2011.

MINUTES

As management did not correct or replace its water billing system, we noted that the systemic errors and limitations do still exist. No additional adjustment was required however in Fiscal Year 2013. We recommend that the City take appropriate action to insure estimated versus actual billings are properly recorded and approved prior to posting into the MOIT system, the general ledger, and its financial statements. The Bureau of Water and Wastewater responded that it acknowledges limitations of the legacy system, and it has revised internal procedures and its archival methods of capturing historic billing records. The Bureau has entered into a contract for the purchase and installation of new 'smart' meters and is implementing a new water billing system. As part of obtaining reasonable assurance that the City's financial statements are free of material misstatement, we performed a test of its compliance with certain provisions of its laws, regulations, contracts, and grant agreements.

MINUTES

The results of our tests disclosed no instances of lack of non-compliance or matters that are required to be reported under Government Auditing Standards. That concludes our CAFR part, now onto the Single Audit. Um, the balance of the Single Audit is issued by the Department of Audits only and represents mandated coverage of federal grants, which is all federal financial assistance received by the City. The report includes a Supplementary Schedule of Expenditures of Federal Awards which total \$285.6 million dollars, but this does not include the \$16.4 million dollars received by the Baltimore City Public School System and the Enoch Pratt Free Library combined. The audit report also included a report on compliance and requirements applicable to each major program and on internal control over compliance. We audited 16 major programs, which total \$240.1 million dollars. In our opinion, one of these programs, the Low Income Home Energy Assistance Program or LIHEAP, administered by the Department of Housing and Community Development, or DHCD, did not comply with the requirements applicable to the LIHEAP program as reported in our finding number 2013-005.

MINUTES

In this Finding, we tested client eligibility with a sample of 114 client folders. The amount of benefits paid to these 114 clients total \$74,250.00. A review of the sample determined that 24 of these folders could not be provided by DHCD. The benefit payment triples by these 24 missing folders totals \$28,382.00, which we are questioning. Of the remaining 90 folders that we could review, with benefit payments totaling \$45,868.00, we noted that widespread and pervasive errors and omissions in many of them. We found that there are 208 separate incidences and documented 20 different types of errors or omissions in the 90 folders. Those with the most occurrences including 24 incidences of agency forms that were not signed by the agency worker; 54 incidences of database information that did not agree with the folder data and 64 incidences in which the certification section of the Energy Assistance Application was missing key information or signatures. Based on the foregoing issues, we've questioned \$16,227.00 additional dollars benefit payments made to clients. Due to the significant number of errors found, we were required to project likely questioned costs to the total population of clients.

MINUTES

Our analysis of the questioned costs, the sample selected and the total population of clients resulted in a projection of likely questioned costs of, \$6,201,000.00. We also noted that the system in place during our audit for determining benefits exhibited material internal weaknesses, which if not corrected, could lead to future questioned client payments. We recommend that DHCD resolve the known questioned costs of \$44,609.00, which is a total of the previous finding, to the satisfaction of the grantor, which is the U.S. Department of Health and Human Services. We also recommend that the likely questioned costs of \$6,201,000.00 be resolved in accordance with the determination of HHS. We further recommend that DHCD institute internal control procedures such that future energy assistance applications are properly processed and completed; benefits awarded are properly calculated and awards are made to only qualified individuals. In their response, DHCD stated that as of July 1, 2004, 2014, the management of LIHEAP falls under the management of the Mayor's Office of Human Resources or MOHS. DHCD stated that it will MOHS with recreating the missing 24 files and completing the information on the 90 files tested to justify the eligibility of clients to receive benefit payments.

MINUTES

However, this finding does not -- however they stated that this finding does not indicate that the benefits they paid were in error, and DHCD believes that individual, individuals are eligible to receive these benefits. DHCD also strongly objected to the projected questioned costs. In response to that, our comments to DHCD are that the finding does specifically state that the benefit payment amounts are questioned because the data in the folders tested were either incorrect or missing. Accordingly, those benefit payments should not have been made since they were paid based on incorrect or missing data. Furthermore, likely questioned costs were projected to the total client population because of the significance of the error rate for the test selection of clients. Also in our opinion, the City did comply with the requirements of its other 15 major programs. The report contains 18 other findings and I'd like to note that three of those findings, three of the remaining 18 were also related to LIHEAP. One was 2013-11, where reporting additional questioned costs of \$33,953.00.

MINUTES

Of that \$33,000.00, \$13,651.00 was for 13 duplicate payments and \$20,302.00 dollars was for 36 client payments for addresses that were outside of Baltimore City that were paid and the remaining two findings 2013-17 and -18 were the reporting on internal control weaknesses in record keeping, cash management, segregation of duties and in the above client application process. Additionally, some other federal programs continue to have problems in reconciling grant financial reports to the City's accounting records, submitting grant financial reports in a timely manner, and providing adequate supporting documentation. None of those are considered to be material. As required by the Office of Management and Budget Circular A-133, the City's Summary Schedule of Prior Audit Findings and corrective action plans for both current and prior findings are included in this report.

Rev. Andrew Foster Connors Co-Chair BUILD: "Mr. Council President, we don't mean to interrupt, but we are here 150 strong, ah, citizens of Baltimore and we have two quick requests

MINUTES

that we'd like to make, and then we'll depart from uh -- the meeting. Um, there's been a lot of talking in our City, a lot of press conferences, but these citizens from Sandtown, meeting from Sandtown here today, do not feel that they've been listened to. We appreciate that Councilman Mosby has come to the community and sat down and listened to residents, and we'd like to invite you, Mr. Council President, to come into Sandtown to sit down with residents around tables to hear their pain, what they're experiencing at the moment, and so we'd like to ask you if you would commit to doing that today."

President: "I would do that um, as soon as I finish my schedule and I've been to Sandtown, I've been all over the City of Baltimore."

Rev. Andrew Foster Connors: "That's great. We would like for you to meet with these particular residents the No Boundary Coalition --"

President: "They're welcome to meet with me --"

Rev. Andrew Foster Connors: "-- to organize,"

MINUTES

President: "-- if we can just get through with our meeting, we can meet with me right after this meeting. Um, I've been all over this City in Sandtown, East Baltimore, all over this City of Baltimore during this terrible time that we are facing. So I haven't neglected any communities. I was over in Sandtown even on yesterday for a community meeting."

Rev. Andrew Foster Connors: "No, we haven't said that you've neglected any communities, we're inviting you --"

President: "Alright."

Rev. Andrew Foster Connors: "We're inviting you."

President: "Alright, okay."

Rev. Andrew Foster Connors: "We're inviting you."

President: "Alright, okay"

Rev. Andrew Foster Connors: "because we know you --"

President: "Alright. Alright well you can talk to me afterwards."

Rev. Andrew Foster Connors: "Fantastic."

President: "And I'll be happy to look at my schedule and see when I can meet because I have a schedule, too."

MINUTES

Rev. Andrew Foster Connors: "Right. Our second request, again 150 of the people that you serve, here today, our second request is to help us get a meeting with the Police Commissioner. So again, the residents who are most directly affected can sit down with the Police Commissioner and share their concerns, what they're experiencing. We have asked the Police Commissioner for a meeting, and so we'd like to ask your help if we're not able to secure that meeting within the week, will you help us secure that meeting within the week, will you help us secure that meeting?"

President: "I will try to secure that meeting. As you know, the Police Commissioner works for the Mayor, not the City Council, so I will do what I can to try and make that happen. He's a cabinet appointee, for those of you who are um, you know making those statements. He does not report directly to me or Joan, he reports to the Mayor."

Rev. Andrew Foster Connors: "We're aware of that."

President: "So I'll do my best to try to make that happen."

Rev. Andrew Foster Connors: "We're aware of that."

MINUTES

President: "But I can't promise that's going to happen."

Rev. Andrew Foster Connors: "And I just want to reiterate that we came here to talk to you today, because we know that you are a leader who is listening, and we would like for you to come and help us, again for the residents who are most directly affected, uh, especially those in Sandtown so that they can sit --"

President: "I already said that I am committed."

Rev. Andrew Foster Connors: "Thank you. Thank you very much."

APPLAUSE

President: "I got one hour's sleep. One hour's sleep."

Comptroller: "One hour"

Audience: "I've had -- inaudible"

President: "I've been all over the City, ma'am, even Sandtown. Um, Bishop Miles, would you um, get some order please? Thank you. Ma'am, I wasn't even talking to you."

President: "Go ahead."

Mr. Steve Kraus: "Thank you Mr. President. Members of the Board, my name is Steve Kraus, Deputy Director of Finance."

MINUTES

Ah, we've reviewed uh, the findings and we concur with the Auditor, and we ah, also have implemented the recommendations of their findings. That's all we have at this time. If there are any further questions, we have members --"

President: "I, I have a question. I think it was on - yes - now talk into it (mic)."

Comptroller: "Alright. What actually happened, because these are recurring errors and you have accountants over there, and it appears that they know how to make journal -- correct journal entries, and they are material, so is it a lack of - are they new hires, are they, is it a - people leaving who didn't leave institutional knowledge because I, I am really concerned about, - and the other problem that I have is, because these errors are occurring, it's causing it's impairing the work that the auditors can do because they're waiting for reconciliations and they're not able to do audits that are on their schedule because there are delays in getting information and having to reconcile and go back and forth to find out what went wrong and having them make the appropriate, or make appropriate adjustments."

MINUTES

Mr. Kraus: "Madam Comptroller, I, I think there's, several of those things may be happening at this time. I think there has been a lot of turnover of the leadership over at Accounting Payroll Services has shifted --."

Comptroller: "Okay"

Mr. Kraus: "-- significantly over the last year. We've made some new hires - recently hired a new supervisor that will be directly below the Bureau Chief and we've also identified another accounts payable person from the State that we're negotiating with now. Ah, so, I, I think that's, that's contributed I think to our issue here - um, but I, I believe that we've worked with the Auditor and we've concurred with that, we've made the changes that I think were required and um - - I think we'll have a better time this next round."

Comptroller: "Okay"

President: "Okay, my question here is - you said there were 36 um, non-City residents that um, um, took advantage of this program."

MINUTES

Mr. Kraus: "Yes, sir."

President: "What happened with that?"

Mr. Kraus: "At this point we're asking, we're questioning costs."

President: "Can anybody from Housing answer that question? I want to know how 36 households outside the City of Baltimore received help when we got citizens right here that need that help."

Ms. Washington: "Kim Washington, Department of Housing and Community Development. Good morning Madam Chair, good morning Mr. President. Um, we are going to go through all of these files, review them, and review all of the audit findings."

President: "Okay, now, if people got these funds that wasn't residents of Baltimore City, how are we going to recoup that money?"

Ms. Washington: "I will talk to the Deputy Commissioner."

President: "Thank you."

MINUTES

City Solicitor: "Do you have any ah, can you give us any idea, Ms. Washington, of the timeline for reviewing those files - ah, back of the envelope?"

Ms. Washington: "We will review them immediately - and I will tell you within the next couple of weeks."

City Solicitor: "Okay. Thank you."

President: "Madam Comptroller."

Comptroller: "With the uh, LIHEAP program now with MOHS, how would uh, the DHCD be assisting them in resolving these findings and improving the control weaknesses, and uh, have you been meeting with MOHS on this matter?"

Dr. Jacquelyn Duval-Harvey: "Good morning Madam Comptroller."

Comptroller: "Good morning."

Dr. Duval-Harvey: "I'm Dr. Jacquelyn Duval Harvey, Director of the Mayor's Office of Human Services. Ah, we are aware of the findings, we are incorporating some of the findings in terms of our current practices and administering the funds, and we will be assisting Housing in preparing whatever documentation is missing to the extent that we have those records with the current findings."

MINUTES

Comptroller: "So, I would like to um, to suggest that you work with the Audit Department so that these matters can be cleared up and I'd like a report back to this Board in 90 days, ah, as to the progress and communications that you have with HHS."

Dr. Duval-Harvey: "Absolutely, but I do want to point out that these were records that were before we took over the program, so they do not reflect any records that are currently being administered by the program but we will support and assist to the extent possible to resolve."

Comptroller: "Okay, and I offer the assistance of the Audit Department."

Dr. Duval-Harvey: "Thank you."

President: "I have a um, another question. Okay, this is not going to be the same thing that we had with um, the Federal Government, where we had to pay back all this money? Is this going to be another one of those?"

MINUTES

Mr. McCarty: "You go ahead."

President: "I just want to know if we will be in the same position."

Mr. McCarty: "It does have the potential. The likely questioned costs of the six million are a statistical estimate. Um, it depends on what HHS will want to do from this point on."

City Solicitor: "Right, and I would interject that those statistical estimates that um are what the Feds look at - they are not always ironclad, they are estimates. There's all kinds of statistical analyses, whatever the ultimate determination is of the files, the bottom line number could be quite different than 6.2."

Mr. McCarty: "Yes, could be more though."

City Solicitor: "Yes, could be more, could be less. Right."

President: "Okay. The audit has been noted."

* * * * *

The Board **NOTED** the receipt of the Audit Report and Related Audit Digest.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 012, to Rummel, Klepper & Kahl, LLP under Project No. 1402, SC 845R, On-Call Project and Construction Management Assistance Services Inspection Services. The duration of this Task Assignment is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$155,601.59 - 9956-905527-9551-900010-705032

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction is in need of continued assistance from Rummel, Klepper & Kahl, LLP to provide on-site inspection services on SC 845R, Nitrification Filters and Related Work for the Enhanced Nutrient Removal Facilities at the Patapsco Wastewater Treatment Plant for the Bureau of Water and Wastewater, Department of Public Works.

APPROVED BY MWBOO

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

DPW - cont'd

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 012, to Rummel, Klepper & Kahl, LLP under Project No. 1402, SC 845R, On-Call Project and Construction Management Assistance Services Inspection Services.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 001, to Dewberry & Davis, LLC under Project No. 1178D, SC 949, On-Call Stoney Run Pumping Station Civil/Structural Engineering Services. The duration of this Task Assignment is approximately nine months.

AMOUNT OF MONEY AND SOURCE:

\$62,196.79 - Baltimore City
1,412.12 - Baltimore County
\$63,608.91 - 9956-906548-9551-900020-703032

BACKGROUND/EXPLANATION:

Stoney Run Pumping Station is impacted by a number of problems which include pumps, instrumentation, and PLC issues. The Consultant will study and recommend improvements to the pumps instrumentation and PLC system which is not operational and evaluate the pumping station to operate as a wet-weather, dry-weather, or a combination of both.

APPROVED BY MWBOO

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$244,450.00	9956-905533-9549	
Wastewater Rev.	Constr. Reserve	
Bonds	Annual Facilities	
5,550.00	" "	
<u>County</u>		
\$250,000.00	-----	9995-906548-9551-3 Design

The funds are needed to cover the cost of Project 1178D, SC 949, Stoney Run Pumping Station.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 001, to Dewberry & Davis, LLC under Project No. 1178D, SC 949, On-Call Stoney Run Pumping Station Civil/Structural Engineering Services. The transfer of funds was approved SUBJECT to receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 002, to Dewberry & Davis, LLC under Project No. 1178D, SC 950, On-Call Caroline Street Pumping Station Civil/Structural Engineering Services. The duration of this Task Assignment is approximately six months.

AMOUNT OF MONEY AND SOURCE:

\$26,133.32 - 9956-904549-9551-900020-703032

BACKGROUND/EXPLANATION:

The Caroline Street Pumping Station is old and the equipment has or will be reaching its useful life. During heavy rain events, there is an increased collection of objects, debris, and grit in the bar screen which cause water to rise and overflow. The Consultant will study and provide recommendations for the pumping station including new automated screening equipment to protect the existing pumps and facilitate the operation of the pumping station.

APPROVED BY MWBOO

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$250,000.00	9956-905533-9549	9995-904549-9551-3
Wastewater Rev.	Constr. Reserve	Design
Bonds	Annual Facilities	

The funds are needed to cover the cost of Project 1178D, SC 950, Caroline Street Pumping Station.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 002, to Dewberry & Davis, LLC under Project No. 1178D, SC 950, On-Call Caroline Street Pumping Station Civil/Structural Engineering Services. 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

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 003, to Dewberry & Davis, LLC under Project No. 1178D, SC 948, On-Call Rehabilitation of Brooklyn Pumping Station. The duration of this Task Assignment is approximately one year.

AMOUNT OF MONEY AND SOURCE:

\$56,147.55 - Baltimore City
12,510.22 - Anne Arundel County
2,021.43 - Baltimore County
\$70,679.20 - 9956-902547-9551-900020-703032

BACKGROUND/EXPLANATION:

The Brooklyn Pumping Station is old and the equipment has or will be reaching its useful life and may need to be replaced or refurbished. The pumping station is impacted by a number of issues including PLC problems, seal water system problems, pump station problems, obsolete pumps, and VFDs. Under this task, the Consultant, Dewberry & Davis, LLC will provide a complete evaluation of the pumping station to determine adequacy of pump sizing and necessary site, structural, mechanical, electrical and instrumentation system upgrade.

APPROVED BY MWBOO

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$198,600.00	9956-905533-9549	
Wastewater Rev.	Constr. Reserve	
Bonds	Annual Facilities	
51,400.00	" "	
County		
\$250,000.00	-----	9995-902547-9551-3
		Design

The funds are needed to cover the cost of Task No. 003, Project 1178D, SC 948, Brooklyn Pumping Station Renovations.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 003, to Dewberry & Davis, LLC under Project No. 1178D, SC 948, On-Call Rehabilitation of Brooklyn Pumping Station. The transfer of funds was approved SUBJECT to receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTION

* * * * *

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

1395

to the low bidders meeting the specifications.

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

MINUTES**RECOMMENDATIONS FOR AWARDS/REJECTIONS**Dept. of Public Works/Office of Engineering & Construction

1. SC 944, Rehabilitation & Improvements to Sanitary Sewers at Various Locations
- REJECTION** - On Wednesday April 1, 2015, the Board opened three bids for SC 944. The first Addendum that was issued contained an error. The MBE and WBE participation and Commitment forms incorrectly stated MBE Sub-Goal for African American as 20%. The correct goal is 13% and the MBE Sub-Goal for African American is 10%. Therefore, the Department of Public Works, Office of Engineering and Construction determined that rejection of all bids is in the best interest of the City.

Bureau of Purchases

2. B50003898, Soffit Painting & Sealant Replacement
- Excel Painting Co., Inc. \$ 69,000.00

(Convention Center Complex)

MWBOO set goals of 27% MBE and 10% WBE.

MBE: Eastwood Painting & Contracting, Inc. \$18,630.00 27%

WBE: Atlantic Enterprise, LLC \$ 6,900.00 10%

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTESHealth Department - Agreements

The Board is requested to approve and authorize execution of the Agreement, and approve and authorize acceptance of the Notification of Grant Award.

1. **SISTERS TOGETHER AND REACHING** **\$105,116.00**
INCORPORATED

Account: 4000-424515-3023-599615-603051

The organization will provide psychosocial support services to a minimum of 40 HIV+ women in the Baltimore Eligible Metropolitan Area. Psychosocial support services will be rendered through a closed group intervention following the Supporting Positive Attitudes (SPA) curriculum. The goals of the SPA are to: 1) increase the self-esteem of HIV+ women by assisting them in being proactive in addressing their physical and mental health needs, 2) to equip them with mechanisms to build healthy relationships in society, and 3) to increase the individual's support system thereby assisting each individual in becoming a productive member of society. The period of the agreement is July 1, 2014 through June 30, 2015.

2. **TOTAL HEALTH CARE, INC.** **\$ 81,193.00**

Account: 5000-569715-3023-274414-603051

The organization proposes to create a comprehensive Minority Aids Initiative Outreach model that responds to the new opportunities provided by the Affordable Care Act that creates new insurance options available to consumers and addresses the ongoing problem of HIV individuals lost to care.

MINUTES

Health Department - cont'd

The organization will provide information and assistance to HIV positive individuals to help them understand the new health insurance options, Medicaid expansion, Health Choice, and identification of affordable coverage that best meets their needs. The period of the Agreement is July 1, 2014 through June 30, 2015.

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

MWBOO GRANTED A WAIVER.

3. **TOTAL HEALTH CARE, INC.** **\$38,350.00**

Account: 4000-499315-3041-274500-603051

The organization, a Federally Qualified Health Center, will work with the Department to improve the prevention, identification, and control of hypertension, diabetes, and pre-diabetes among Baltimore City residents in zip codes 21223 and 21217. The period of the agreement is October 1, 2014 through June 30, 2015

The agreement is late because of a delay in the administrative review process.

MINUTES

Health Department - cont'd

4. **UNIVERSITY OF MARYLAND, BALTIMORE (UMB)** \$ 6,000.00
SCHOOL OF MEDICINE

Account: 5000-530315-3041-605800-603051

The UMB and its Department of Community Health Improvement (DCHI), will work with the Department to provide tobacco use cessation services to African American male residents of Baltimore City. The DCHI will ensure that 425 African American male residents of Baltimore City receive three or more of the following tobacco use cessation services: individual and group counseling, multi-class cessation programs, drop-in group sessions, faith-based interventions, follow-up cessation support, acupuncture, hypnosis, print materials for ESL clients, or other scientifically-approved (practice-based) alternative approaches. The period of the agreement is November 1, 2014 through June 30, 2015.

The agreement is late because the administrative review process delayed processing of the agreement.

5. **THE UNIVERSITY OF MARYLAND, BALTIMORE** \$21,941.00

Account: 4000-497315-3041-688201-603051

The organization will provide services of Dr. Diane Marie St. George to serve as the administrative agent for the Baltimore City Cancer Health Equity Coalition. As the administrative agent she will provide documentation of the quarterly strategic planning meetings of the Coalition, provide documentation of meeting activities and decisions, and prepare minutes within two weeks after the meeting date.

MINUTES

Health Department - cont'd

She will also provide a written report of demonstrated progress on the FY15 strategic plan, develop/implement a public education campaign to increase awareness of cancer prevention and screening program, connect messages with websites and newsletter, and apprise coalition members on all outreach efforts. The period of the agreement is August 1, 2014 through June 30, 2015.

The agreement is late because the DHMH did not approve the grant application until September 2014. The tobacco sub-grants went out to bid in mid-October and were submitted to the Department in late October. Sub-grantees were selected in November 2014.

6. **GOVANS CENTER FOR RETIRED PERSONS, INC. \$49,353.00**

Account: 4000-433515-3024-295904-603051

The organization operates a senior program, which serves as the community focal point for seniors and their caregivers. Services to be provided 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 Department was waiting on finalization of budget and signatures from the provider.

7. **BLACK MENTAL HEALTH ALLIANCE FOR EDUCATION \$26,000.00
AND CONSULTATION, INC.**

Account: 5000-530315-3041-605800-603051

The organization will work with the Department on tobacco control issues that relate to illegal sale of tobacco. The period of the agreement is November 1, 2014 through June 30, 2015.

MINUTES

Health Department - cont'd

This agreement is late because the DHMH did not approve the grant application until September 2014. The tobacco sub-grants went out to bid in mid-October and were submitted to the Department in late October. Sub-grantees were selected in November 2014.

8. **THE HARRY AND JEANETTE WEINBERG PLACE, INC.** **\$ 7,925.00**

Account: 4000-432915-3024-268400-604014

The organization will provide 1,250 kosher meals annually at the cost of \$6.34 per meal, to elderly clients at the Weinberg Place Apartments located at 2500 W. Belvedere Avenue. The period of the Agreement is October 1, 2014 through September 30, 2015.

The agreement is late because the Department was waiting on the Grant Award and signatures from the provider.

9. **THE JOHNS HOPKINS UNIVERSITY** **\$264,490.00**

Account: 1001-000000-3030-271500-603051

The organization will provide services of one full-time Information Technology Programmer, to compile, analyze, and interpret collected program data for the Department Clinic's programs and two full-time lab technicians for the Bureau of Disease Control lab to support laboratory services required to meet the goals and objectives of the Division of Population Health and Disease Prevention programs. The period of the agreement is July 1, 2014 through June 30, 2015.

MINUTES

Health Department - cont'd

The agreement is late because of budget revisions which delayed processing.

MWBOO GRANTED A WAIVER.**10. BEHAVIORAL HEALTH SYSTEM BALTIMORE \$134,589.00**

Account: 5000-567315-3070-287900-405001

The organization, in collaboration with the Department's, Field Health Services Division, provides home delivery of methadone treatment to individuals that have been identified by their home clinics as being medically fragile, or in need of residential treatment at the ICF level of CARE. This service provides patients at Opioid Maintenance Treatment clinics the opportunity to eliminate disruption to the recovery process while increasing access to integrated health services. This is a cost reimbursement agreement. The period of the agreement is July 1, 2014 through June 30, 2015.

The agreement is late because of the delay during the administrative review process.

11. THE AFTER SCHOOL INSTITUTE, INC. \$25,000.00

Account: 4000-499015-3023-513200-603051

The organization will provide services in the area of an annual Youth Summit to increase awareness, knowledge, risk-education measures, and change in behavior that lead to the prevention of new HIV infections among African American youth in Baltimore City. The period of the agreement is January 1, 2015 through December 31, 2015.

MINUTES

Health Department - cont'd

The agreement is late because of a delay in receiving an acceptable budget and scope of work from the organization.

APPROVED FOR FUNDS BY FINANCE**AUDITS REVIEWED AND HAD NO OBJECTION.**12. **EDWARD A. MYERBERG SENIOR CENTER, INC.** **\$40,997.00**

Account: 4000-433515-3024-295914-603051

The organization will operate a senior program, which will serve as the community focal point for seniors and their caregivers. Services to be provided will include, but not to be 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 Department was waiting on finalization of budget and signatures from the Provider.

13. **GILEAD SCIENCES, INC.** **\$288,351.00**

Account: 6000-617915-3150-736900-406001

Gilead Sciences, Inc. is a biopharmaceutical company that researches, develops, manufactures, and markets human pharmaceuticals for certain diseases, including Hepatitis C virus is providing this award to the Health Department.

Based on the 2012 CDC recommendations for HCV screening and the US Preventative Services Task force recommendations for routine HCV screening, Gilead is providing funding to the Department for HCV linkage to care services.

MINUTESHealth Department - cont'd

This funding will expand the Department's capacity for HIV linkage to care and engagement to support testing occurring in STD and Methadone clinics, primary care, mental health and by community outreach providers. The period of the agreement is January 1, 2015 through February 29, 2016.

The Award Letter Agreement is late because it was received on March 9, 2015 and then sent to Law Department for review and approval.

APPROVED FOR FUNDS BY FINANCE

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

- | | | |
|-----|--|-----------------------|
| 14. | HEALING OURSELVES THROUGH PEER
EMPOWERMENT (HOPE) PROJECT | \$ 0.00 |
|-----|--|-----------------------|

On April 30, 2014, the Board approved the March of Dimes Foundation Chapter Grant Agreement in the amount of \$20,000.00 for the period of March 1, 2014 through February 28, 2015.

The Department received approval from the grantor to modify the budget and extend the grant period through June 30, 2015. This no-cost extension and budget modification will allow the Department to use \$7,815.00 in unexpended fund for client supplies, gift cards to support client enrollment and retention, and materials for the client graduation ceremony for all participants.

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE TIME EXTENSION.

MINUTES

Health Department - cont'd

NOTIFICATION OF GRANT AWARD

15. **MARYLAND DEPARTMENT OF AGING** **\$ 6,734.00**

Account: 5000-575915-3044-273300-405001

This grant will allow the Department to expand outreach, education, and counseling services to Medicare beneficiaries. As a result of outreach services, beneficiaries will obtain help to apply for benefits related to Medicare. The period of the agreement is September 30, 2014 through September 29, 2015.

By accepting this grant, the Department agrees to abide by the Older American Act, as amended, and all applicable Federal and State policies, rules and procedures.

The agreement is late because it was just received from the organization.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Agreements and authorized acceptance of the Notification of Grant Award. The President **ABSTAINED** on item no. 9.

MINUTES

Health Department - Employee Expense Report

ACTION REQUESTED OF B/E:

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

1. **DRUE HODGETTS** **\$24.99**

Account: 1001-000000-3100-295900-604003
June 2014 - Uniform

2. **DRUE HODGETTS** **\$ 5.26**

Account: 1001-000000-3100-295900-603002
October 2014 - Mileage

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

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

The Department apologizes for the lateness.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

Department of Transportation - On-Call Consultant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Consultant Agreement with Johnson, Mirmiran & Thompson, Inc., for Project 1225, On-Call Consultant Services for Resurfacing and Reconstruction Projects. The period of the Agreement is effective upon Board approval for two years.

AMOUNT OF MONEY AND SOURCE:

\$1,000,000.00 - Upset Limit

BACKGROUND/EXPLANATION:

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

The Consultant will assist with the scope of services which include, but is not limited to developing roadway alignment, storm drainage improvements, street lighting, electric duct banks, water and wastewater, reconstruction, streetscape, resurfacing, stormwater management, erosion and sediment control, pavement markings and traffic control, signal design, conduit duct bank design, surveys, environmental site assessments, and other related civil engineering tasks.

The scope of services may also include providing on-site project management and/or inspectors, staff support, GIS and IT support and other miscellaneous tasks for various Capital Improvement Projects. Responsibilities will include preparation of construction contract documents including plans and specifications for bid.

MINUTES

Dept. of Transportation - cont'd

MBE/WBE PARTICIPATION:

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

MBE:

Baker Engineering Services, Inc.	\$ 50,000.00	5%
Findling, Inc.	20,000.00	2%
Sabra, Wang, and Associates, Inc.	100,000.00	10%
SAMMS Engineering, Inc.	50,000.00	5%
Spartan Engineering, LLC.	50,000.00	5%
	<u>\$270,000.00</u>	<u>27%</u>

WBE:

Albrecht Engineering, Inc.	\$ 50,000.00	5%
Hanover Land Services	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.**

UPON MOTION duly made and seconded, the Board approved the Consultant Agreement with Johnson, Mirmiran & Thompson, Inc., for Project 1225, On-Call Consultant Services for Resurfacing and Reconstruction Projects. The President voted **NO**.

MINUTES

Department of Transportation - On-Call Consultant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Consultant Agreement with KCI Technologies, Inc., for Project No. 1225, On-Call Design Consultant Services for Resurfacing and Reconstruction Projects. The period of the Agreement is effective upon Board approval for two years.

AMOUNT OF MONEY AND SOURCE:

\$1,000,000.00 - Upset Limit

BACKGROUND/EXPLANATION:

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

The Consultant will assist with the scope of services which include but is not limited to developing roadway alignment, storm drainage improvements, street lighting, electric duct banks, water and wastewater, reconstruction, streetscape, resurfacing, stormwater management, erosion and sediment control, pavement markings and traffic control, signal design, conduit duct bank design, surveys, environmental sit assessments and other related civil engineering tasks.

The scope of services may also include providing on-site project management and/or inspectors, staff support, GIS and IT support and other miscellaneous tasks for various Capital Improvement Projects. Responsibilities will include preparation of construction contract documents including plans and specifications for bid.

MINUTES

Dept. of Transportation - cont'd

MBE/WBE PARTICIPATION:

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

MBE:

RJM Engineering, Inc.	\$120,000.00	12%
Spartan Engineering, LLC	50,000.00	5%
AB Consultants, Inc.	100,000.00	10%
	<u>\$270,000.00</u>	<u>27%</u>

WBE:

Carroll Engineering, Inc.	\$ 50,000.00	5%
iDesign 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.

UPON MOTION duly made and seconded, the Board approved the Consultant Agreement with KCI Technologies, Inc., for Project No. 1225, On-Call Design Consultant Services for Resurfacing and Reconstruction Projects. The President voted **NO**.

MINUTES

Department of Transportation - Traffic Mitigation Agreements

The Board is requested to approve and authorize execution of the following Traffic Mitigation Agreements.

1. **ZMA DEVELOPMENT, LLC** **\$22,384.88**

Account: 9950-906082-9512-000000-490375

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Impact Study was required for the development. The Developer proposes to perform the Scope of Work for Banner Hill, located at 611 S. Charles Street constructing a 494,712 sq. ft. multi-family residential development with 349 units. The Developer agrees to make a one-time contribution in the amount of \$22,384.88 to fund the City's multimodal transportation improvements in the development's vicinity to the extent practicable.

2. **LIVING CLASSROOMS FOUNDATION, INC.** **\$ 6,844.77**

Account: 9950-912087-9512-000000-490375

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Impact Study was required for the development. The Developer proposes to perform the Scope of Work for the Crossroads School Buildings, located at 802 S. Caroline Street constructing a new building that will consist of 12 classrooms and administrative offices serving 150 students. The Developer agrees to make a one-time contribution in the amount of \$6,844.77 to fund the City's multimodal transportation improvements in the development's vicinity to the extent practicable.

MINUTES

Dept. of Transportation - cont'd

3. **25 PIERSIDE DRIVE, LLC** **\$7,152.95**

Account: 9950-909084-9512-000000-490375

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Impact Study was required for the development. The Developer proposes to perform the Scope of Work for the Pinnacle at Harborview, located at 25 Pierside Drive constructing a Residential Condo with 126,756 GSF. and 35 dwelling units. The Developer agrees to make a one-time contribution in the amount of \$7,152.95 to fund the City's multimodal transportation improvements in the development's vicinity to the extent practicable.

4. **AGE WAVE PROPERTIES, LLC** **\$5,000.00**

Account: 9950-907074-9512-000000-490375

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Impact Study was required for the development. The Developer proposes to perform the Scope of Work for Springwell, a Senior Living Community, located at 2211 W. Rogers Avenue constructing a senior living facility that includes 142,861 sq. ft. and 103 units. The Developer agrees to make a one-time contribution in the amount of \$5,000.00 for a detailed intersection analysis study.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the various Traffic Mitigation Agreements. Acting on behalf of the Honorable Mayor Stephanie Rawlings-Blake, the Director of Finance, **ABSTAINED** on item no. 2. The President **ABSTAINED** on item no. 2.

MINUTES

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following page:

1413 - 1416

SUBJECT to a receipt of favorable report

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter

MINUTES**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
1. \$ 213,024.98	9950-916050-9528 Pimlico Local Construction Res. Impact Aid - Northwest DOT VLT	9950-918050-9527 Northwest DOT Improvements

This transfer will cover the costs related to the Pimlico Local Impact Aid - VLT Dolfield Avenue Streetscape Improvement Project for procurement of bronze square planter 24-in width, 21-in height, 25 lbs., and other related costs.

Department of General Services

2. \$ 180,000.00	9916-902304-9194 3rd Public Benton Building Building Loan HVAC Improvements	9916-906817-9197 AWMB 1 st Floor HVAC Replacement & Interior Renova- tions - Active
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The HVAC unit on the 1st floor is out of date and in need of replacement. The City employees currently working in that area have to endure extreme conditions. This project will alleviate those conditions and provide a better work environment.

Police Department

3. \$1,100,000.00	9918-945010-9206 Analytical Intel- ligence Upgrades
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MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Police Department - cont'd</u>		
\$1,000,000.00	-----	9918-924011-9206-6 Structure & - Improvements
<u>100,000.00</u>	-----	9918-924011-9206-3 Professional Services & Others Creation of Police Fusion Center
\$1,100,000.00		

This transfer will provide funds to cover the costs for the Department to create a Fusion Center for its Analytical Intelligence Section in the amount of \$1,100,000.00. It will support the replacement of outdated technology and infrastructure to the Watch Center, Intelligence Briefing, War Room and Comstat to facilitate new intelligence processes.

Department of Housing and Community Development

4. \$ 220,000.00	9910-995001-9587	9910-911110-9588
State Fund	HCD - Unallocated Reserve - State Revenue	Barclay Redev. - Phase II HO - Decon - State Revenue

This transfer will provide State funds to Barclay Redevelopment - Phase II HO - deconstruction, redevelopment, and revitalization of grey-fields and vacant and blighted structures, catalyzing growth and development in commercial and mixed use in Baltimore City.

MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development - cont'd</u>		
5. \$ 399,864.46	9991-945002-9587	9990-922011-9593
CDBG XXXV	CDBG XXXV	CDBG XXXV, Direct
	Unallocated Reserve	Homeownership

This transfer will move appropriations to support the Homeownership Program to provide continued support for the project.

6. \$ 9,443.73	9910-995001-9587	
28 th Com-	HCD Unallocated	
munity Bonds	Reserve - 28 th	
	Community Bonds	
556.27	9910-995001-9587	
24 th Com-	HCD Unallocated	
<u>munity Bonds</u>	Reserve - 24 th	
	Community Bonds	
\$ 10,000.00	-----	9910-908840-9588
		EBDI - Ryland

This transfer will provide appropriations covering start-up and legal fees for the new construction of 45 homes in the EBDI area by Ryland Homes.

Baltimore Development Corporation

7. \$ 2,400.00	9910-904115-9600	9910-906835-9603
19 th EDF	Constr. Reserve	Westside Project
	West Side Initiative	Initiative
3,955.00	9910-994001-9600	9910-908102-9601
20 th EDF	Constr. Reserve	S. Baltimore
	Unallocated Reserve	Ind. & Coml.

MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation - cont'd</u>		
125.00	9910-903354-9600	9910-907104-9601
22 nd EDF	Constr. Reserve	W. Baltimore
	W. Baltimore	Ind. & Coml.
	Ind. & Coml.	
6,000.00	9910-913990-9600	9910-921101-9601
23 rd EDF	Constr. Reserve	Commercial Revita-
<u>\$ 12,480.00</u>	Coml. Revitalization	lization

This transfer will provide funds to reimburse Baltimore Development Corporation for eligible capital expenses for the month ending March 31, 2015.

MINUTES**MBE/WBE PARTICIPATION:**

N/A

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Appropriation Adjustment Order Transfer within the Baltimore City Health Department from Service 715 to Service 316 (Youth Violence Prevention).

MINUTESLaw Department - Opinion - Request for Refund of Real
Property Taxes

The Board is requested to approve a refund of real property taxes for Mr. Theodore M. Hill, claimant:

It is the opinion of the Law Department that the claimant has met the qualifications for a real property tax exemption for disabled veterans, and that the claimant is eligible to receive a refund of taxes paid because he was honorably discharged from the armed services, declared by the Veteran's Administration to have a permanent 100% service connected disability, and resided in a single family dwelling during the period in question. It has been determined that the claimant is entitled to a refund of real property taxes, which were paid as follows:

<u>Claimant</u>	<u>Property</u>	<u>Taxable Year</u>	<u>Amount</u>
Theodore M. Hill	1114 N. Wood-	2014/2015	\$1,326.96
	year Street	2013/2014	448.30
			<u>\$1,775.26</u>

Pursuant to the Tax Property Article, Section 208(h)(2) it is required that interest shall be paid at the rate the county or municipal corporation charges on overdue taxes and that the interest shall accrue from the date the application is filed with the county or municipal corporation. In order to avoid interest being paid, the refund must be made within 60 days of the application. Mr. Hill filed his application on April 7, 2015.

UPON MOTION duly made and seconded, the Board approved the refund of real property taxes for Mr. Theodore M. Hill.

MINUTES

Department of Law - Settlement Agreement and Release

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Settlement Agreement and Release among Kimberly Boyles, Releasing Party, the Mayor and City Council of Baltimore City (City), and the Baltimore Police Department (BPD).

AMOUNT OF MONEY AND SOURCE:

\$35,000.00 - 1001-000000-2041-195500-603070

BACKGROUND/EXPLANATION:

This Settlement Agreement and Release will settle a lawsuit by Ms. Boyles for alleged disability discrimination under the Americans With Disabilities Act, 42 U.S.C. §12112, et seq. (2015) (ADA) and unlawful discrimination on the bases of gender (female), race (Caucasian), and retaliation under Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000e et seq.

On June 6, 2009, while attempting to subdue a drunk and disorderly suspect, Plaintiff Boyles suffered a line-of-duty injury that resulted in severe brain trauma and consequential cognitive and neurological impairment. Plaintiff returned to work on modified or restricted duty on July 2013 from her work related injuries. Plaintiff Boyles alleges that on August 28, 2009, while she continued to work on modified duty for her line-of-duty injuries the BPD enrolled her in the Medical Leave and Abuse Control Program (MLACP) for illness and injuries related to her line-of-duty injuries and then treated her differently than other similarly situated officers, in violation of the ADA by keeping her in the MLACP until her retirement in April 2012.

This case has been extensively litigated. Because the discovery has revealed factual disputes, and in order to resolve this litigation economically and to avoid the expense, time, and uncertainties of further protracted litigation including mounting attorney's fees, the parties have agreed to offer Plaintiff payment of \$35,000.00 for complete settlement of the case, including attorney's fees.

MINUTESDept. of Law

In return, the Plaintiff has agreed to dismiss all claims against the BPD. The settlement agreement covers Ms. Boyle's loss wages from the ADA violation until the present.

Based on a review by the Settlement Committee of the Law Department, a recommendation to settle is made to the Board of Estimates to approve the settlement of this case to avoid the cost of further e-discovery, which would exceed the cost of settlement.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement and Release of the claim of Kimberly Boyles, Releasing Party, the Mayor and City Council of Baltimore City, and the Baltimore Police Department.

MINUTES

Office of the Labor Commissioner - Memoranda of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to **NOTE** a Memoranda of Understanding (MOU) between the City of Baltimore and AFSCME Council 67 and Local 2202 for FY2014 - 2016.

AMOUNT OF MONEY AND SOURCE:

A 2% across the Board wage increase for each fiscal year and a bonus for FY 2016 has been budgeted by the Department of Finance, Bureau of Budget and Management Research.

BACKGROUND/EXPLANATION:

In accordance with the Municipal Employees Relations Ordinance, the Office of the Labor Commissioner has concluded the negotiations with AFSCME Council 67 and 2202. The results of the negotiations have been reduced to writing in the form of the submitted MOU covering Fiscal Years 2014 - 2016.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board **NOTED** the Memoranda of Understanding between the City of Baltimore and AFSCME Council 67 and Local 2202 for FY 2014 - 2016.

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:

Axis Company, Inc.	\$ 1,500,000.00
Boyer, Inc.	\$ 21,591,000.00
DSM Properties, LLC	\$ 5,121,000.00
Electric Masters Service, Inc.	\$ 1,683,000.00
Interlock Steelworkers, Inc.	\$ 8,000,000.00
J. Vinton Schafer & Sons, Inc.	\$136,467,000.00
(Work Capacity Rating Underwritten by Blanket Guarantee of \$115,416,000.00) from the Parent Corporation Quandel Enterprises, Inc.)	
James W. Ancel, Inc.	\$ 60,183,000.00
SAK Construction, LLC	\$210,024,000.00
Savin Engineers, P.C.	\$ 57,141,000.00
Tutor Perini Corp.	\$562,086,000.00

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:

AB Consultants, Inc.	Landscape Architect Land Survey Engineer
Endesco, Inc.	Engineer
Gant Brunnett, Architects, Inc.	Architect

MINUTES

BOARDS AND COMMISSIONS- cont'd

Johnson, Mirmiran & Thompson, Inc.	Engineer Landscape Architect Architect Land Survey
Manns Woodward Studios, Inc.	Architect
Melville Thomas Architects, Inc.	Architect
NMP Engineering Consultants, Inc.	Engineer Landscape Architect
SORG and Associates, P.C.	Architect
Studio 50 Design, LLC	Architect
Tank Industry Consultants	Engineer
Whitman, Requardt and Associates, LLP	Land Survey Engineer Landscape Architect Architect

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

Fire Department - Retroactive Payment

ACTION REQUESTED OF B/E:

The Board is requested to approve retroactive pay to Mr. Franklin C. Burgess for payroll periods ending January 22, 2015 through March 17, 2015.

AMOUNT OF MONEY AND SOURCE:

\$5,415.33 - 1001-000000-2130-228200-601061

BACKGROUND/EXPLANATION:

Mr. Burgess is due back pay per Fire Department Special Order 72-15. He served a suspension of 558 hours without pay which was later reduced by adjudication to 348 hours (14.5 days work) without pay. Mr. Burgess is owed a balance of 210 hours x his hourly rate of \$25.7873, totaling \$5,415.33.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the retroactive pay to Mr. Franklin C. Burgess for payroll periods ending January 22, 2015 through March 17, 2015.

MINUTES

Baltimore City Fire Department - Amendment No. 2 to Assistance
to Firefighter Grant _____

ACTION REQUESTED OF B/E:

The Board is requested to accept and approve Amendment No. 2 to the Assistance to Firefighter Grant. The Amendment No. 2 extends the grant period through June 30, 2015.

AMOUNT OF MONEY AND SOURCE:

There are no additional funds involved.

BACKGROUND/EXPLANATION:

The Assistance to Firefighter Grant was originally approved by the Board on September 25, 2013. This extension will allow the Department to complete the reimbursable smoke alarm study under the grant guidelines.

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

UPON MOTION duly made and seconded, the Board approved the Amendment No. 2 to the Assistance to Firefighter Grant.

MINUTES

Fire Department - Fire Foundation Benefit Golf Tournament

ACTION REQUESTED OF B/E:

The Board is requested to approve the Charitable Sponsorship Campaign for the Annual Baltimore City Fire Foundation Benefit Golf Tournament. The period of Solicitation is May 15, 2015 through August 10, 2015.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

The collected funds will be deposited in and expenditures paid through the Baltimore City Foundation.

BACKGROUND/EXPLANATION:

For over 30 years, the BCFD has assisted in hosting a golf tournament to raise funds to benefit the Baltimore City Fire Foundation. In previous years, the funds raised have helped to offset the cost of the Department's Free Smoke Alarm Program and has raised approximately \$12,000.00. This year's event will be at the Pine Ridge Golf Course and will benefit the survivors of active fallen firefighters. This year's tournament is dedicated to Lt. James Bethea. This is an open event. Sponsorship opportunities will be publicly available to a broad range of potential sponsors.

The Baltimore City Ethics Board has provided an advisory opinion that a sponsorship solicitation campaign for this event does not need to be approved by the Ethics Board as a campaign to solicit charitable donations under Ethics Code § 6-26 and Ethics Board regulation R 06.26, provided it meets the following requirements:

1. publicly offers the opportunity to become a sponsor to a broad group of potential sponsors;

MINUTES

Fire Department - cont'd

2. describes any criteria that will be used to select the sponsors or to determine whether certain entities are not eligible to be sponsors; and
3. is approved by the Board of Estimates

Therefore, the Board is requested to approve the Charitable Sponsorship Campaign for the Annual Baltimore City Fire Foundation Benefit Golf Tournament.

FILE NO. 57133

UPON MOTION duly made and seconded, the Board approved the Charitable Sponsorship Campaign for the Annual Baltimore City Fire Foundation Benefit Golf Tournament.

MINUTES

Fire Department - Acceptance of Donation

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of a donation of lockers from the Hampden Community Council for the Engine 21 Fire Station.

AMOUNT OF MONEY AND SOURCE:

\$4,945.21 - value of donation

BACKGROUND/EXPLANATION:

The donation is for 18 new lockers for Engine 21 valued at \$4,945.21. This is a donation of equipment and the funding was raised by the Hampden Community Council. The donation requires no matching funding from the City or installation costs, since the lockers are free standing units.

Engine 21 Fire Station is located at 3724 Roland Avenue and was built in 1897. It is one of the older fire stations in the City of Baltimore. The BCFD has undertaken capital improvements at many of the stations recently and started an Adopt a Fire House program to make improvements on the kitchens, workout areas, and locker room facilities.

The Hampden Community Council wanted to give back to its neighborhood fire station and it raised the funds to replace the lockers for the members' gear. The Fire Department by acceptance of this donation, upon the Board's approval wants to formally thank the members of the Hampden Community Council and the community of Hampden for their continued support and for this very thoughtful donation of equipment.

UPON MOTION duly made and seconded, the Board approved the donation of lockers from the Hampden Community Council for the Engine 21 Fire Station.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore Police Department</u>			
1. Michael K. Norris Tashawna O. Gaines	2015 Force Science Certification Course Alexandria, VA May 10 - 15, 2015 (Reg. Fee. \$1,500.00)	Asset Forfeiture Fund	\$6,000.00
A departmental vehicle will be used to travel to the Seminar.			
2. Sarah E. Connolly	FBI-LEEDA Media and Public Relations Program Laconia, NH August 9 - 14, 2015 (Reg. Fee \$ 695.00)	Asset Forfeiture Fund	\$1,758.00
3. Todd A. Ring	FBI Hazardous Devices School Recertification Course Huntsville, AL November 2 - 6, 2015 (Reg. Fee \$0.00)		\$ 0.00

There is no cost to the Department. The FBI provides transportation, housing, and meals.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Fire Department</u>			
4. Mark Fletcher James Matz Daniel Ramos	Visit Houston Fire Department and Med-Star Mobile Health Care Houston & Dallas, TX May 10 - 15, 2015 (Reg. Fee. \$0.00)	General Fund	\$5,310.86

Pursuant to AM-240-8 if official City business at the event site will require extensive inspection trips, tours, or other unusual but necessary land travel, the Board must approve funds for such expenses in advance of the trip. Approval of a rental car is necessary to travel to lodging, meetings, and site visits while in Houston and Dallas.

Four days will be spent in Houston and one day will be spent in Dallas.

5. Robert McCurdy James Beebe	Crude Oil Training Houston, TX May 5 - 9, 2015 (Reg. Fee \$0.00)	2013 Urban Area Security Initiative	\$1,014.00
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The Department is requesting airfare and subsistence of \$40.00 per day for food and incidentals only. All other expenses including hotel, registration, and rental car are being paid for by Howard County using 2013 Urban Area Security Initiative Funds.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>President Office of the City Council</u>			
6. Bernard C. "Jack" Young Carolyn Blakeney	Maryland Assn. of Counties' 2015 MACo Summer Conf. Ocean City, MD Aug. 12 - 15, 2015 (Reg. Fee \$285.00 each)	Elected Officials Expense Account	\$2,857.68

The subsistence rate for this location is \$264.00 per day. The hotel cost is \$275.00 per night plus occupancy taxes of \$28.88 per night and a safe fee of \$4.50. The Office of the President is requesting additional subsistence for each representative of \$11.00 per day to cover the hotel balance and \$40.00 per day for meals and incidentals. The President's mode of transportation is a City vehicle and he is requesting \$50.00 for fuel for the return trip and \$6.00 for tolls. Ms. Blakeney will use her personal vehicle. The registration fee of \$285.00 for each representative was prepaid by a City-issued Procurement card assigned to Mr. Hosea Chew. The amount to be disbursed to Mr. Young is \$1,092.14. The amount to be disbursed to Ms. Blakeney is \$1,198.54.

7. Carolyn Blakeney	National Organization of Black County Officials Houston, TX June 3 - 7, 2015 (Reg. Fee \$250.00)	Elected Officials Expense Account	\$1,557.32
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The airfare in the amount of \$412.00 and registration fee in the amount of \$250.00 were prepaid on a City-issued credit card assigned to Hosea T. Chow. The amount to be disbursed to Ms. Blakeney is \$895.32.

MINUTES**TRAVEL REQUEST**

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>Health Department</u>			
8. Regina Brockington	Passport to Partner Services Baton Rouge, LA May 3 - 8, 2015 Baton Rouge, LA	General Funds	\$1,275.30

This training is part of the requirements to perform STD/HIV Partner Services. This is a CDC mandated training and grantees are required to support the CDC Public Health Associate's training expenditures using local funds. Ms. Brockington is not a City employee.

The airfare in the amount of \$389.20 was pre-paid on a City-issued credit card assigned to Ms. Whitney Tantleff. The amount to be disbursed to Ms. Brockington is \$886.10.

9. Aisha Darby Patricia Pencil	The 27 th Annual Nat'l. Conference On Social Work and HIV/AIDS New Orleans, LA May 21 - 24, 2015 (Reg. Fee \$200.00 ea.)	Ryan White Part A	\$3,050.40
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The airfare for each representative was prepaid on a City-issued credit card assigned to Ms. Jacquelyn Duval-Harvey. The registration fee of \$200.00 for each representative was prepaid by Expenditure Authorization. The disbursement amount to Ms. Darby is \$796.50. The disbursement amount to Ms. Pencil is \$796.50.

MINUTES

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved the foregoing travel requests. The President **ABSTAINED** on item no. 6 and 7.

MINUTES

PROPOSAL AND SPECIFICATION

1. Department of Public Works/ - SC 944R, Rehabilitation and
Office of Engineering Improvements to Sanitary
and Construction Sewers at Various Locations
in Baltimore City
BIDS TO BE RECV'D: 05/13/2015
BIDS TO BE OPENED: 05/13/2015

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

President: "There being no more business before the Board, this meeting is in recess until 12 Noon bid opening."

* * * * *

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 **THERE WERE NO ADDENDA RECEIVED** extending the dates for receipt and opening of bids. There were no objections.

THERE WERE NO ADDENDA RECEIVED.

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

Department of Public Works - WC 1301, On-Call Large Water Main
Repairs
Spiniello

Department of General Services - GS 13812, Appellate Judges'
Chambers at Courthouse East

Tito Contractors, Inc.
JLN Construction Services, LLC

MINUTES

Bureau of Purchases - B50003976, Interior/Exterior Door
Installation and Repair

Homerite of Baltimore
JLN Construction Services, LLC
Colossal Contractors, Inc.
Win Win Home Improvement
Total Contracting, Inc.
JB Contracting, Inc.
Simon Development & Construction Corporation -

Bureau of Purchases - B50004038, Skid Steer Loaders
with Attachments

JESCO, Inc.
Valley Supply + Equip Co., Inc. *
Metro Bobcat, Inc.

* UPON FURTHER MOTION, the Board found the bid of Valley Supply + Equip Co., Inc. **NON-RESPONSIVE** because of the company's failure to proffer the bid guarantee as mandated by the solicitation instructions.

MINUTES

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There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, May 06, 2015.



JOAN M. PRATT
Secretary