

MINUTES

REGULAR MEETING

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

President: "Good Morning. The October 28, 2015, meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiency of these hearings, persons who are disruptive to the hearings will be asked to leave the hearing room immediately. I will direct the Board members attention to the memorandum from my office dated October 26, 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 now entertain a Motion to approve all of the items contained on the routine agenda."

City Solicitor: "I MOVE the approval of all items on the routine agenda including page 52 item 2 and the other initiatives referred to by Ms. Trueheart." [Clerk's Note: See page 3914 - 3915 for Ms. Trueheart's comments.]

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Comptroller: "Second."

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

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

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

3C Drilling, LLC	\$	8,000,000.00
American Contracting & Environmental Services, Inc.	\$	31,095,000.00
Manuel Luis Construction Co., Inc.	\$	53,928,000.00
Royale Construction, Inc.	\$	8,000,000.00

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:

CSA Central, Inc.	Engineer
KES Engineering, Inc.	Engineer
Russell Corrosion Consultants, Inc.	Engineer

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

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
Dept. of Housing and Community Development (DHCD) - <u>Options</u>			
1. Carmen Martinez	718 E. Chase St.	L/H	\$23,500.00
Funds are available in account 9910-910715-9588-900000-704040, Johnston Square Project.			
2. Mindy Fishkind, Trustee for Kevin Eric Fishkind	1900 N. Chester St.	G/R \$84.00	\$ 560.00
3. Mindy Fishkind, Trustee for Kevin Eric Fishkind	1908 N. Chester St.	G/R \$84.00	\$ 560.00
4. Karen E. Meekins and Debra A. Moy	1912 N. Chester St.	G/R \$84.00	\$ 560.00
5. Marion I. & Henry J. Knott Foundation, Inc.	1924 N. Chester St.	G/R \$69.00	\$ 460.00

Funds are available in 9910-907079-9588-900000-704040.

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

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

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations</u>			
6. Albright G R Services, LLC	1910 N. Chester St.	Sub-G/R \$80.00	\$ 133.33
Funds are available in account 9910-907079-9588-900000-704040.			
7. Bar El Real Estate, LLC	2702 Reisterstown Road	F/S	\$ 2,800.00
8. Bar El Real Estate, LLC	2704 Reisterstown Road	L/H	\$ 2,100.00
9. Lottie Foster, Herbert Jennings & Estelle Jennings	2714 Reisterstown Road	L/H	\$12,360.00
10. Charles J. Purnell	2716 Reisterstown Road	L/H	\$ 2,400.00
11. Pauline Guiragoss	2720 Reisterstown Road	F/S	\$20,000.00

Funds are available in account 9910-908044-9588-900000-704040, Enterprise Reisterstown Road Project.

The fair market value was 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 subject property interest in conformity with requirements of the applicable law.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations/Redemptions</u>			
12. Senia G. Fox and Daniel G. Fox	1909 N. Castle St.	G/R \$36.00	\$ 600.00
13. Marie Erdman, Rose Shusterman, Daniel G. Fox and Florence Distiller	1911 N. Castle St.	G/R \$36.00	\$ 600.00
14. Mary S. Shipley and Anne Shipley Alexander	1915 N. Castle St.	G/R \$78.00	\$ 650.00
15. Leonard Horton	1917 N. Castle St.	G/R \$36.00	\$ 600.00
16. Marie Erdman, Rose Shusterman, Daniel G. Fox and Florence Distiller	1919 N. Castle St.	G/R \$36.00	\$ 600.00
17. Florence Distiller & E. Melvin Distiller	1921 N. Castle St.	G/R \$36.00	\$ 600.00
18. Marie Erdman, Rose Shusterman, Daniel G. Fox and Florence Distiller	1923 N. Castle St.	G/R \$36.00	\$ 600.00
19. Marie Erdman, Rose Shusterman, Daniel G. Fox and Florence Distiller	1925 N. Castle St.	G/R \$36.00	\$ 600.00

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations/Redemptions - cont'd</u>			
20. Marie Erdman, Rose Shusterman, Daniel G. Fox & Florence Distiller	1927 N. Castle St.	G/R \$36.00	\$ 600.00
21. Irma Ruth Chalmers	1910 N. Chester St.	G/R \$60.00	\$ 500.00
22. K & R Realty, LLC	1916 N. Chester St.	G/R \$120.00	\$1,000.00

Funds are available in account 9910-907079-9588-900000-704040.

23. OLZ Realty Co.	2110 Herbert St.	G/R \$48.00	\$ 375.00
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Funds are available in account 9910-905507-9588-900000-704040.

24. Unknown	420 E. 21 st St.	G/R \$90.00	\$ 600.00
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Funds are available in account 9910-904713-9588-900000-704040, Barclay Project.

25. Hannah Snyder	2710 Reisterstown Road	G/R \$120.00	\$ 800.00
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Funds are available in account 9910-908044-9588-900000-704040, Enterprise Reisterstown Road Project.

The Board is requested to approve acquisition of the ground rent interest by condemnation, or in the alternative, SUBJECT to the prior approval of the Board, make application to the Maryland Department of Assessments and Taxation to redeem or extinguish the ground rent interest for these properties.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Law - Payment of Settlement</u>			
26. K & M Associates	4706 Park Heights Avenue	L/H	\$12,083.00

On October 15, 2014, the Board approved the acquisition of the leasehold interest in the property located at 4706 Park Heights Avenue for the fair market value of \$25,417.00, based upon an independent appraisal report. The owner produced a report valuing the property at \$42,000.00. After negotiations the parties agreed to settle the case for \$37,500.00. Therefore, the Board is requested to approve an additional \$12,083.00.

Funds are available in account 9910-903183-9588-900000-704040.

27. A & A Investment, Inc.	1622 N. Bethel St.	L/H	\$ 2,100.00
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On May 14, 2014, the Board approved the acquisition of the leasehold interest in the property located at 1622 N. Bethel Street for the fair market value of \$15,400.00, based on an independent appraisal report of the property to acquire the subject property interest. The previous owner offered an appraisal report that valued the property at \$28,000.00. The parties agreed to settle the condemnation case for a total of \$17,500.00. Therefore, the Board is requested to approve an additional \$2,100.00.

Funds are available in account 9910-905507-9588-900000-704040.

UPON MOTION duly made and seconded, the Board approved the options, condemnations, condemnations and redemptions, and payment of settlement.

MINUTES

Mayor's Office of Employment - Subgrant Agreements, Subrecipient
Development (MOED) Contractual Agreement and Amendment
to Agreement

The Board is requested to approve and authorize execution of the Subgrant Agreements, Subrecipient Contractual Agreement and Amendment to Agreement. The period of the agreement is November 1, 2015 through April 30, 2017, unless otherwise indicated.

SUBGRANT AGREEMENTS

1. **CAROLINE FRIESS CENTER, INC.** **\$250,000.00**

Account: 4000-807416-6312-678405-603051

The organization will provide Certified Nursing Assistant and Pharmacy Technician training with a defined curriculum designed for hard-to-serve, low-skilled, unemployed or underemployed City residents. They will recruit, screen, and enroll 162 City residents in training while providing job readiness, comprehensive case management, and employment retention services.

2. **JOB OPPORTUNITIES TASK FORCE, INC.** **\$250,000.00**

Account: 4000-807416-6312-726805-603051

The agreement authorizes the organization to provide construction training with a defined curriculum designed for hard-to-serve, low-skilled, unemployed or underemployed City residents. They will recruit, screen and enroll 42 City residents in training while providing job readiness, comprehensive case management, and employment retention services.

MINUTES

MOED - cont'd

3. **CIVIC WORKS, INC.** **\$250,000.00**

Account: 4000-807416-6312-474805-603051

The organization will provide construction, energy efficiency, and environmental remediation training with a defined curriculum designed for hard-to-serve, low-skilled, unemployed or underemployed City residents. They will recruit, screen and enroll 85 City residents in training while providing job readiness, comprehensive case management, and employment retention services.

4. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$250,000.00**

Account: 4000-807416-6312-781105-603051

The organization will provide automotive technician training with a defined curriculum designed for hard-to-serve, low-skilled, unemployed or underemployed City residents. They will recruit, screen and enroll 50 City residents in training while providing job readiness, comprehensive case management, and employment retention services.

5. **MARYLAND NEW DIRECTIONS, INC.** **\$250,000.00**

Account: 4000-807416-6312-781605-603051

The agreement authorizes the organization to provide maritime transportation, distribution, and logistics training with a defined curriculum designed for hard-to-serve, low-skilled, unemployed, or underemployed City residents between the ages of 18 and 29. They will recruit, screen, and enroll 120 City residents in training while providing job readiness, comprehensive case management, and employment retention services.

MINUTES

MOED - cont'd

6. **VEHICLES FOR CHANGE, INC.** **\$125,000.00**

Account: 4000-807416-6312-781605-603051

The organization will provide occupational training for hard-to-serve, low-skilled, unemployed or underemployed City residents. The training will prepare participants to earn the Automotive Society for Excellence's certification in Auto Maintenance and Light Repair. They will recruit, screen and enroll 28 City residents in training while providing job readiness, comprehensive case management, and employment retention services.

7. **CITY LIFE COMMUNITY BUILDERS, LTD.** **\$118,676.00**

Account: 4000-807416-6312-781205-603051

The agreement authorizes the organization to provide a Level 1 Construction Training Program with a defined curriculum designed for hard-to-serve, low-skilled, unemployed or underemployed City residents. They will recruit, screen and enroll 20 City residents in training while providing job readiness, comprehensive case management, and employment retention services. The period of the Subgrant Agreement is November 1, 2015 through October 31, 2016.

MINUTESMOED - cont'd

8. **BIOTECHNICAL INSTITUTE** **\$232,288.00**
OF MARYLAND, INC.

Account: 4000-807416-6312-670505-603051

The agreement authorizes the organization to provide a BioSTART and Lab Associate training with a defined curriculum designed for hard-to-serve, low-skilled, unemployed or underemployed City residents. They will recruit, screen and enroll 30 City residents in training while providing job readiness, comprehensive case management, and employment retention services.

SUBRECIPIENT CONTRACTUAL AGREEMENT

9. **HISTORIC EAST BALTIMORE COMMUNITY** **\$600,000.00**
ACTION COALITION, INC.

Account: 1001-000000-6331-475905-603051

The organization will provide comprehensive integrated services for at least 350 out-of-school youth, ages 16 to 24, living in the City. Services include, but are not limited to basic literacy, Pre-GED, GED prep, job readiness preparation, career skills training, employment connections, case management, and recreational and cultural activities. The period of the Subrecipient Contractual Agreement is July 1, 2015 through June 30, 2016.

The agreement is late because of additional time necessary to reach a comprehensive understanding between the parties.

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

MOED - cont'd

AMENDMENT TO AGREEMENT

10. **JOB OPPORTUNITIES TASK FORCE, INC. (JOTF) \$0.00**

On April 1, 2015, the Board approved an agreement with the JOTF to provide highway or capital transit construction trades-related training services and workplace-life skills training for low-skilled, unemployed or underemployed City residents of the Baltimore City Casino Planning Area. The JOTF will enroll 15 City residents, while providing construction training, employment, and retention services. The total funding amount remains the same, a maximum of \$89,771.00. The money will be drawn from Casino Support Funds generated by the Horseshoe Casino. The Amendment to Agreement extends the period of the agreement through March 31, 2016.

AUDITS NOTED THE TIME EXTENSION.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Subgrant Agreements, Subrecipient Contractual Agreement, and the Amendment to Agreement.

MINUTES

Health Department - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement with the Greater Mondawmin Coordinating Council, Inc. for Safe Streets Program services in the Greater Mondawmin Area. The period of the agreement is July 01, 2015 through June 30, 2016.

AMOUNT OF MONEY AND SOURCE:

\$302,165.00 - 4000-430512-3160-308600-603051

BACKGROUND/EXPLANATION:

The Greater Mondawmin Coordinating Council, Inc. will continue to administer Safe Streets Program services in the Greater Mondawmin Area using the CeaseFire Chicago model and all its components with fidelity. The five components to the model are as follows: Community Mobilization; Public Education; Cooperation with Law Enforcement; Outreach; and Faith-based involvement.

The agreement is late because budget reviews and revisions delayed processing.

MWBOO GRANTED A WAIVER.

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with the Greater Mondawmin Coordinating Council, Inc. for Safe Streets Program services in the Greater Mondawmin Area.

MINUTES

TRANSFER OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfer of Funds

listed on the following page:

3864

SUBJECT to receipt 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**TRANSFER OF FUNDS**

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation</u>			
1.	\$343,000.00	9910-906995-9600	9910-907106-9601
	24 th Economic	Constr. Reserve	Baltimore Business
	Dev. Funds	(Ind. & Coml.	Recovery
		Financing)	

This transfer will provide funds for the Business Recovery Loan Program administered by the City of Baltimore Development Corporation in order to assist City businesses that were financially affected during the civil unrest.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the various Community Development Block Grant (CDBG) Agreements. The period of the agreement is July 1, 2015 through June 30, 2016, unless otherwise indicated.

1. **MARYLAND NEW DIRECTIONS, INC.** **\$ 66,620.00**

Account: 2089-208916-5930-429934-603051

Maryland New Directions, Inc. will provide career counseling, job training and placement, and outreach services to low and moderate-income persons, aged 21 and over who are in life and career transitions. The organization will prepare clients for employment in jobs that provide a living wage and future promotion opportunity and also provide one-year of post-employment support. Under the terms of this CDBG Agreement, the funds will be used to subsidize the organization's operating expenses.

MWBOO GRANTED A WAIVER.

2. **NEWBORN HOLISTIC MINISTRIES, INC.** **\$ 68,500.00**

Account: 2089-208916-5930-429823-603051 \$ 46,000.00
 2089-208916-5930-429826-603051 \$ 22,500.00

Newborn Holistic Ministries, Inc. operates a six-month residential transitional recovery facility called Martha's Place, located at 1928 Pennsylvania Avenue, and provides permanent housing to program graduates. The organization will guide 35 women in their complete recovery from drug addiction. The objective is to fully rehabilitate residents and prepare them for independent substance-free living.

MINUTES

DHCD - cont'd

The services are provided predominantly to residents of the Upton and Sandtown-Winchester communities. The organization also operates Jubilee Arts, a comprehensive arts program that offers classes and cultural opportunities to adults and children.

FOR FY 2016, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$27,100.00, AS FOLLOWS:

MBE: \$7,317.00

WBE: \$2,710.00

3. **ROBERTA'S HOUSE, INC. \$100,000.00**

Account: 2089-208916-5930-736126-603051

Roberta's House, Inc. will provide grief counseling and bereavement support services, free of charge, for low and moderate-income youth and their families who have experienced acute emotional distress related to a death and/or traumatic loss. Under the terms of this CDBG Agreement, the funds will be used to subsidize the organization's operating expenses.

FOR FY 2016, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$61,500.00, AS FOLLOWS:

MBE: \$16,605.00

WBE: \$ 6,150.00

MINUTES

DHCD - cont'd

4. **SOUTH BALTIMORE LEARNING CORPORATION, \$ 63,370.00**
INC. (SBLC)

Account: 2089-208916-5930-438034-603051

The SBLC will provide Adult Basic Education (ABE), Pre-GED, GED, tutoring, and career counseling services to low and moderate-income adults, residing in Baltimore City, that have dropped out of high school. Under the terms of this CDBG Agreement, the funds will be used to subsidize a portion of the organization's operating expenses.

FOR FY 2016, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$51,600.00, AS FOLLOWS:

MBE: \$13,932.00

WBE: \$ 5,160.00

5. **CHESAPEAKE CENTER FOR YOUTH DEVELOPMENT, \$ 89,000.00**
INC. (CCYD)

Account: 2089-208916-5930-703226-603051 \$ 19,000.00
 2089-208916-5930-703234-603051 \$ 70,000.00

The CCYD will provide comprehensive job readiness and life skills training and employment referrals to low and moderate-income youth, young adults aged 16-24, and other adult participants who primarily reside in the Brooklyn/Curtis Bay area. The CCYD will provide a wide-range of community events and outreach activities to encourage an active and healthy community such as Doctors (DOCs) in the Park, a Health Department Initiative. Under the terms of this CDBG Agreement, the funds will be used to subsidize the organization's operating expenses.

MINUTES

DHCD - cont'd

FOR FY 2016, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$40,574.55, AS FOLLOWS:

MBE: \$10,955.12

WBE: \$ 4,057.45

6. **COMMUNITY LAW CENTER, INC. (CLC)** **\$ 81,300.00**

Account: 2089-208916-5930-423629-603051

The CLC will provide direct legal services and technical assistance to community-based organizations in low and moderate-income communities of Baltimore City. The services will include drug nuisance abatement, illegal dumping, and the elimination of vacant blighting properties.

MWBOO GRANTED A WAIVER.

7. **HABITAT FOR HUMANITY OF THE CHESAPEAKE, INC.** **\$240,000.00**

Account: 2089-208916-5930-431662-603051

The organization will complete the rehabilitation and sale of 15 vacant properties for first-time owner-occupancy by low and moderate-income households within the Brooklyn/Curtis Bay, Woodbourne-McCabe, and Sandtown-Winchester areas of Baltimore City. Under the terms of this CDBG Agreement, the funds will be used to subsidize the organization's operating expenses.

MWBOO GRANTED A WAIVER.

MINUTES

DHCD - cont'd

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

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

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Community Development Block Grant Agreements. The Comptroller **ABSTAINED** on item no. 3.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Contract of Sale to purchase 12 fee simple property interests from the Housing Authority of Baltimore City (HABC). The Board is further requested to approve the acquisition of these properties SUBJECT to municipal liens in the amount of \$53,662.61 and all other municipal liens, interests and penalties, other than water bills, that may accrue prior to recording a deed.

AMOUNT OF MONEY AND SOURCE:

	<u>Owner</u>	<u>Property Address</u>	<u>Interest</u>	<u>Amount</u>
1.	HABC	2038 E. Fayette St.	F/S	\$1.00
2.	HABC	851 Harlem Ave.	F/S	\$1.00
3.	HABC	2340 E. Eager St.	F/S	\$1.00
4.	HABC	1110 E. North Ave.	F/S	\$1.00
5.	HABC	932 E. Eager St.	F/S	\$1.00
6.	HABC	1707 Barclay St.	F/S	\$1.00
7.	HABC	1931 N. Patterson Pk. Ave.	F/S	\$1.00
8.	HABC	500 E. 20 th St.	F/S	\$1.00
9.	HABC	2133 Herbert St.	F/S	\$1.00
10.	HABC	103 S. Franklintown Rd.	F/S	\$1.00
11.	HABC	1631 W. Fayette St.	F/S	\$1.00
12.	HABC	1633 W. Fayette St.	F/S	\$1.00

\$12.00 - 9910-908044-9588-900000-704040

BACKGROUND/EXPLANATION:

The City will purchase the 12 properties for the purpose of blight elimination.

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

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DHCD - cont'd

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

A list of open municipal liens other than water bills, accrued through October 17, 2015 is listed below. The HABC is exempt from real estate taxes therefore no taxes are included in these figures. All of the liens are miscellaneous bills for cleaning, boarding, demolition, and/or stabilization. Water bills will be paid and therefore are not listed. The properties that are presently free of liens are included, in case a lien is posted before the deed can be recorded.

<u>Property</u>	<u>Bill No.</u>	<u>Bill Date</u>	<u>Balance</u>
2038 E. Fayette St. 851 Harlem Ave.			
2340 E. Eager St.			
1110 E. Eager St.			
932 E. Eager St.			
1707 Barclay St.			
1931 N. Patterson Pk. Ave.			
500 E. 20 th St.	4035085	03/10/2006	\$52,928.21
	4651550	03/28/2007	734.40
2133 Herbert St. 103 S. Franklintown Rd.			
1631 W. Fayette St.			
1633 W. Fayette St.			
			\$53,662.61

APPROVED FOR FUNDS BY FINANCE

The Board is requested to approve and authorize execution of the Contract of Sale to purchase 12 fee simple property interests from the Housing Authority of Baltimore City (HABC). The Board is further requested to approve the acquisition of these properties SUBJECT to municipal liens in the amount of \$53,662.61 and all other municipal liens, interests and penalties, other than water bills, that may accrue prior to recording a deed.

MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Contract of Sale to purchase 12 fee simple property interests from the Housing Authority of Baltimore City. The Board further approved the acquisition of these properties SUBJECT to municipal liens in the amount of \$53,662.61 and all other municipal liens, interests and penalties, other than water bills, that may accrue prior to recording a deed.

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement (LDA) with Mr. Juan U. Vega Rivera, for the sale of the two City-owned properties located at 1631 & 1633 E. Oliver St. in the Oliver/Broadway-East Neighborhood.

AMOUNT OF MONEY AND SOURCE:

\$4,150.00 - 1631 E. Oliver St.
 4,150.00 - 1633 E. Oliver St.
\$8,300.00

BACKGROUND/EXPLANATION:

The project will consist of the vacant buildings being rehabilitated and returned to residential use as single-family homes. When completed, the units will be sold at market rate.

The properties have been journalized and approved for sale on various dates as follows: 1631 E. Oliver St. on January 13, 2014 and 1633 E. Oliver St. on February 9, 2004.

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

In accordance with the Waiver Valuation process, the DHCD has determined that the properties located at 1631 and 1633 E. Oliver St. to be valued at \$7,500.00 each and are being sold for \$4,150.00 each. The vacant properties are being sold at a price below the Waiver Valuation price for the following reasons:

1. the specific benefit of the immediate community of revitalization through residential homeowner occupancy,

MINUTES

Department of Housing and - cont'd
Community Development

2. elimination of blight and neighborhood stabilization, and
3. economic development by returning the property to productive use and to the active tax rolls of the City.

The Commissioner approved the terms and conditions of the LDA pursuant to Article 28, § 8 of the Baltimore City Code.

MBE/WBE PARTICIPATION:

The Developer will purchase these properties for a price that is less than \$50,000.00 and will receive no City funds or incentives for the purchases, 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. Juan U. Vega Rivera, for the sale of the two City-owned properties located at 1631 & 1633 E. Oliver St. in the Oliver/Broadway-East Neighborhood.

MINUTES

Department of Housing and - On-Call Consultant Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an On-Call Consultant Agreement with KCI Technologies, Inc., for Project No. 1231, On-Call Environmental and Engineering Services for Hazardous Waste Handling. The period of the agreement is effective upon Board approval for four years with an option to extend an additional year or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$2,000,000.00 - Upset Limit

BACKGROUND/EXPLANATION:

The Construction and Demolition Section of the Department of Housing and Community Development is responsible for razing condemned residential buildings that are included in the City's blight elimination and emergency demolition programs. Also, demolitions are required for site clearance for new development within the City. Per National Emission Standards for Hazardous Air Pollutants for Asbestos provisions, all residential buildings are required to be inspected for the presence of asbestos. In addition, for certain non-residential structures it is necessary to conduct Environmental Site Assessments (ESA) and Pre-Demolition Hazardous Materials Building Surveys before demolition begins. These surveys require identifying hazardous materials such as asbestos, PCB ballasts, mercury-containing items and other regulated materials that need to be properly removed prior to demolition. The On-Call Environmental Consultant will provide these and other engineering services. The Consultant was approved by the Office of Boards and Commissions and the Architectural and Engineering Awards Commission.

MINUTES

DHCD - cont'd

The costs of these services rendered will be based on a not-to-exceed negotiated price for each task assigned.

MBE/WBE PARTICIPATION:

WBE:	EBA Engineering, Inc.	\$355,376.94	18%
	Batta Environmental	<u>184,330.00</u>	<u>9%</u>
	Associates, Inc.	\$539,706.94	27%
WBE:	Bay Associates	\$199,601.04	10%
	Environmental, Inc.		

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the On-Call Consultant Agreement with KCI Technologies, Inc., for Project No. 1231, On-Call Environmental, and Engineering Services for Hazardous Waste Handling.

MINUTES

Department of Housing and - Land Disposition and
Community Development (DHCD) Acquisition Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Land Disposition and Acquisition Agreement, which outlines the exchange of one property, located at 1938 W. Fairmount Avenue (Block 0192, Lot 071), owned by Monroe Equities Two, LLC, developer, for one comparable property, located at 1922 W. Fairmount Avenue (Block 0192, Lot 079), owned by the Mayor and City Council.

AMOUNT OF MONEY AND SOURCE:

The City agrees to pay for all settlement costs associated with the property acquired by the City, not to exceed \$600.00 total.

Account: 9910-908044-9588-900000-704044

BACKGROUND/EXPLANATION

The DHCD's Land Resources Division, on behalf of the Mayor and City Council, strategically acquires, and manages vacant or abandoned properties, ultimately enabling these properties to be returned to productive use and improving Baltimore's neighborhoods.

Monroe Equities Two, LLC received notice of the City's intent to demolish the property located at 1938 W. Fairmount Avenue. Because Monroe Equities Two, LLC intended to rehabilitate the property, a swap was proposed for the property located at 1938 W. Fairmount Avenue with a comparable Mayor and City Council-owned property located at 1922 W. Fairmount Avenue, an area better suited for rehabilitation. The determination of comparability is based on a valuation for both 1922 W. Fairmount Avenue and 1938 W. Fairmount Avenue which determined that the properties are valued at \$4,000.00 each. Monroe Equities Two, LLC will deliver good and marketable title and as a condition of the exchange, has agreed to rehabilitate the property it is receiving within 12 months from the date of settlement.

MINUTES

DHCD - cont'd

The liens for 1938 W. Fairmount Avenue total approximately \$551.61 and are itemized as follows:

Real Estate Tax	\$ 94.40
Miscellaneous Bills	300.26
Property Registration	<u>156.95</u>
Total Municipal Liens	\$551.61

This exchange will allow the City to more expeditiously demolish the hazardous structure and take title to the property for a redevelopment project. The property exchange is less costly than acquiring the property through tax sale foreclosure or eminent domain. This action will further the City's effort to eliminate blight and protect the health and safety of its citizens.

STATEMENT OF PURPOSE AND RATIONALE FOR TRANSFER OF PROPERTY BY MEANS OF COMPARABLE EXCHANGE:

The rationale for the exchange of properties was to ensure that the severity of blight at 1938 W. Fairmount Avenue would be successfully eliminated, while simultaneously ensuring that a willing and able developer could contribute to the revitalization of Baltimore City in an area better suited and poised for rehabilitation.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition and Acquisition Agreement, which outlines the exchange of one property, located at 1938 W. Fairmount Avenue (Block 0192, Lot 071), owned by Monroe Equities Two, LLC, developer, for one comparable property, located at 1922 W. Fairmount Avenue (Block 0192, Lot 079), owned by the Mayor and City Council.

MINUTES

Department of Housing and Community Development - Baltimore City Anchor Plan Community Development Grant Agreements

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Baltimore City Anchor Plan Community Development Grant Agreements with Bon Secours of Maryland Foundation, Inc., Central Baltimore Partnership, Coppin State University, and the University of Baltimore. The period of the agreement is effective upon Board approval for one year.

AMOUNT OF MONEY AND SOURCE:

\$109,384.00 - 9914-919034-9588

BACKGROUND/EXPLANATION:

Beginning in the fall of 2012, the Mayor's Office of Neighborhood and Economic Development initiated a process to engage higher education and medical anchor institutions with the goal of strengthening existing relationships to align and leverage resources to revitalize and grow Baltimore's neighborhoods and commercial districts.

That process resulted in the formation of the Baltimore City Anchor Plan (BCAP), a community and economic development strategy led by the Mayor's Office of Neighborhood and Economic Development in partnership with Baltimore Housing that recognizes increased collaboration and partnership opportunities between the City and Baltimore City anchor institutions.

The Mayor and the President and Chief Operating Officers of the participating Baltimore City Anchor Plan institutions met in June 2014 at City Hall to sign a good faith Pledge of Collaboration to recognize the intentional ways in which City government and anchor institution partners can collaborate and leverage resources to enhance public safety and quality of life in Baltimore City neighborhoods and to promote local hiring and local purchasing practices to grow Baltimore's economy through strategic action items contained within the BCAP action plan.

MINUTES

Department of Housing and - cont'd
Community Development

The action plan 1) sets a framework for communication, 2) identifies actions that will strengthen the partnerships, and 3) memorializes the joint commitment to work together in a more strategic manner.

To implement the BCAP, an economic and community development strategy focused on specific anchor institutions throughout the City, the Department advertised a Notice of Funding Availability (NOFA) to participating anchor institutions to solicit capital and community-led projects that enhance the quality of life in residential communities and promote a growing business climate in Baltimore City neighborhoods through improving public facilities and places, open spaces, commercial corridors, catalyzing transformational neighborhood real estate development projects, and enhancing transportation infrastructure throughout the City.

The Department submitted four proposals for Board of Estimates approval. A list of projects is listed below:

Applicant	Project	Description	Amount Award
Bon Secours Baltimore Health Systems	Southwest Baltimore Block Beautification Project	Façade Improvement, Streetscaping, Community Branding, Painting of Vacant Houses	\$32,500.00
Coppin State University	James Weldon Johnson Auditorium Lighting and Sound Upgrades	Upgrading audio and lighting systems for community gathering space	\$25,000.00

MINUTES

Department of Housing and - cont'd
Community Development

Applicant	Project	Description	Amount Awarded
Johns Hopkins University and MICA (designee Central Baltimore Partnership)	North Charles Street Corridor Business Outreach and Marketing from 21 st - 25 th Streets	Signage, Merchant Organizing, Business Development and Recruitment	\$40,000.00
University of Baltimore	Community Gardens and Landscaping	Vertical Garden and Planter Boxes adjacent to I-83 at Maryland Ave., Street Tree Planting on St. Paul Street and Maryland Ave.	\$11,884.00

Projects will be located throughout the Coppin Heights, Franklin Square, Boyd-Booth, Fayette Street Outreach, Old Goucher, Charles North, and Mid-Town Belvedere communities. Upon Board of Estimates review and approval, grantees are prepared to commence work on the various community development projects immediately.

TRANSFER OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
2.	\$109,384.00	9914-912018-9585	9914-919034-9588
	General Funds	Anchor Institution	Anchor Institution
		- Reserve	

The purpose of this transfer is to move appropriations to implement the Baltimore City Anchor Plan, an economic and community development strategy focused on specific anchor institutions throughout Baltimore City.

MINUTES

Department of Housing and - cont'd
Community Development

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 Baltimore City Anchor Plan Community Development Grant Agreements with Bon Secours of Maryland Foundation, Inc., Central Baltimore Partnership, Coppin State University, and the University of Baltimore. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Department of Housing and Community Development - Department of Audits FY 2013 Single Audit Findings on Low Income Home Energy Assistance Program - Corrective Actions

The Board is requested to **NOTE** the Department of Housing and Community Development's (DHCD) corrective action plan and progress achieved for each of the Audit findings.

When the FY 2013 Single Audit was presented to the Board, there were concerns regarding the Low Income Home Energy Assistance Program (LIHEAP) that may have financial impact on the City. The Board requested that the DHCD provide a report as an update to the progress being made by the DHCD in resolving these findings.

Finding # 2013-005

There were Missing Folders, Various Errors, and Omissions Noted During Review of Audit Documentation

The Department of Audits' Recommendation:

It was recommended that the DHCD resolve the foregoing total questioned costs of \$44,609.00 to the satisfaction of the grantor, the U.S. Department of Health and Human Services (HHS). It was also recommended that the projected questioned costs of \$6,201,821.00 be resolved in accordance with the determination of HHS. It was further recommended that the DHCD institute internal control procedures such that future energy assistance applications are properly processed and completed, benefits awarded are accurately calculated, and awards are made to only qualified individuals.

Actions Taken by the DHCD:

The LIHEAP has been under the management of the Mayor's Office of Human Services (MOHS) since 2014. The DHCD no longer has ready access to the client files and other records. The DHCD has engaged CliftonLarsonAllen LLP (CLA), to assist in addressing this finding. The goal is to locate missing documentation within the files that were reviewed by the Department of Audits and to reconstruct the files that were determined to be missing.

MINUTES

DHCD - cont'd

It is the DHCD's belief that all recipients of program benefits were eligible to receive those benefits. To date, the following steps have been taken to resolve this finding.

- Within the questioned costs of \$44,609.00 there were 27 folders found to be non-compliant, totaling \$16,227.00 and 24 folders that were missing, totaling \$28,382.00. CLA reviewed the Office of Home Energy Programs' database for all 51 applicant names (non-compliance errors and missing folders), obtained information that will be used to reconstruct the application, and contacted the applicants for information such as; most recent address, phone number, family members, income amounts and sources reported for the application dates in question, energy providers/account numbers, and whether the applicant received benefits in 2014 or 2015.
- CLA reviewed the Maryland Department of Assessments and Taxation website at <http://sdat.resiusa.org/RealProperty/Pages/default.aspx> to identify applicants listed as the owners of the properties used on the application as this was identified in the energy assistance program manual as an acceptable method to verify residency.
- CLA mailed certified letters to the 24 missing folder applicants on October 1st requesting any information not previously obtained through other sources. CLA began calling the applicants on October 7th 2015, to ensure the applicants received the letters and inquire whether they have any questions about the information requested.
- CLA has collected 39 items or 27% of the missing documents related to the 24 missing folders. Continued efforts will begin on the 27 folders that were cited with non-compliant documentation.

MINUTES

DHCD - cont'd

CLA and the DHCD are and will continue to be fully engaged in locating missing documentation and reconstructing missing folders in an effort to resolve this finding.

Finding # 2013-011

Costs were Questioned Due to Duplicate Payments and Benefits Paid for Client Addresses Outside Baltimore City

The Department of Audits' Recommendation:

It was recommended that the DHCD resolve the foregoing questioned costs of \$33,953.00 to the satisfaction of the grantor, the U.S. Department of Health and Human Services (HHS). It was also recommended that the program institute internal control procedures such that energy assistance payments are not duplicated or made for non-City addresses.

Action Taken by the DHCD:

Within the questioned costs of \$33,953.00 there were 33 client records cited for duplicate payments totaling \$13,651.00 and 36 client payments for addresses outside of Baltimore City totaling \$20,302.00. On August 20, 2015, the DHCD wrote to the Director of the Office of Home Energy Programs (OHEP) for the State of Maryland, requesting confirmation that the above cited questioned costs had been cleared.

On September 3, 2015, the Director of OHEP wrote to the Commissioner of Baltimore Housing and Community Development stating that because of layers of check-and-balance, the State believes that duplicate payments were unlikely and if provided the list of suspected duplicate payments prepared by the City's Department of Audits, the State would verify that all payments have been properly reconciled.

The DHCD provided the State with the suspected duplicate payments to clients and on October 7, 2015, the State OHEP Director responded stating that their review showed that with the exception of two payments requiring further review, no duplicate payments were made for the 31 client folders.

MINUTES

DHCD - cont'd

One of the remaining questioned costs was for a bulk fuel vendor payment, whose refund record is typically handled by the local administering agency rather than the State. The second remaining questioned cost was for two separate applicants at the same address with different social security numbers and date of births. This is not a duplicate payment but rather DHCD will follow up to determine whether it warrants referral to the State for potential fraud.

Also included in the September 03, 2015, response from the State Director of OHEP, was confirmation that the State has no concerns regarding the 36 eligible clients with addresses outside of the City. The State OHEP stated that they will be revising language in Section 4.6.1.2 of its Operational Manual cited in the Baltimore City audit to avoid any confusion on this matter.

With the State's responses as discussed above, the DHCD believes that this finding should be closed.

Finding #2013-017

There were Weaknesses in Several Internal Control Areas

The Department of Audits' Recommendation:

It was recommended that the DHCD improve the internal controls over the LIHEAP program. Specifically,

- Organization and storage procedures should be improved to protect the client files and the personal information contained in them.

MINUTES

DHCD - cont'd

- A check log should be maintained that accounts for every check number and payee. Bank reconciliations should be prepared monthly. A running book balance should be maintained for the bank account. The check signers should review the checks and supporting documentation prior to the printing of their electronic signatures.
- Client applications should be completed in accordance with the program's regulations, including reviews and signatures by separate intake and certifier personnel.

Action Taken by the DHCD

LIHEAP is now under the management of the MOHS. The DHCD will work with the MOHS to eliminate the weaknesses in internal controls cited by the Department of Audits. Continued progress would be followed up by MOHS.

Finding #2013-018**Widespread Discrepancies in the Client Application Process****The Department of Audits' Recommendation:**

It was recommended that the program institute internal control procedures such that future energy assistance applications are properly processed, completed and maintained, benefits are awarded only to qualified individuals, and benefits awarded are accurately calculated.

Action Taken by the DHCD

LIHEAP is now under the management of MOHS. DHCD will assist MOHS to address the discrepancies in the application process cited by the Department of Audits. Continued progress would be followed up by MOHS.

MINUTES

Department of Audits - Response to the Report of the Department of Housing and Community Development

The Board is requested to **NOTE** receipt of the Department of Audit's response to the report of the Department of Housing and Community Development (DHCD).

On April 29, 2015, the Department of Audits presented the Fiscal Year 2013 Single Audit of the City of Baltimore for the Low Income Home Energy Assistance Program (CFDA Number 93.568). As requested by the Board of Estimates, the Department of Housing and Community Development has provided an update on the corrective actions taken on the audit findings.

The Department of Audits has reviewed the corrective actions taken by the DHCD and the results of the Department of Audits review are as follows:

Finding Number 2013-005: Missing Folders, Various Errors and Omissions Were Noted During Our Review of Program Documentation

The Department of Audits recommended that the DHCD resolve the known questioned costs of \$44,609.00 to the satisfaction of the grantor, the U.S. Department of Health and Human Services (HHS). Audits also recommended that the likely questioned costs of \$6,201,821.00 be resolved in accordance with the determination of HHS. The DHCD stated that they have engaged an accounting firm to assist in resolving this portion of the finding. Once this process is completed, the Department of Audits will review the DHCD's efforts to resolve this finding and report its results to the Board of Estimates.

Finding Number 2013-011: Costs Were Questioned Due to Duplicate Payments and Benefits Paid for Client Addresses Outside Baltimore City

The Department of Audits recommended that the DHCD resolve the questioned costs of \$33,953.00 to the satisfaction of the grantor, the U.S. Department of Health and Human Services (HHS). The Department of Audits also recommended that the program institute internal control procedures such that energy assistance payments are not duplicated or made to non-City addresses.

MINUTESDept. of Audits - cont'd

The DHCD stated that it has contacted the Maryland Director of the Office of Home Energy Programs (OHEP) and confirmed that these questioned costs have been cleared. When the DHCD presents the Department Audits with written documentation that the State Director of OHEP has cleared this finding, the Department of Audits will report back to the Board of Estimates on the resolution.

Finding Number 2013-017: Weaknesses Were Noted in Several Internal Control Areas

The Department of Audits recommended that the DHCD improve the internal controls over the LIHEAP program. Specifically,

- Organization and storage procedures should be improved to protect the client files and the personal information contained in them.
- A check log should be maintained that accounts for every check number and payee. Bank reconciliations should be prepared monthly. A running book balance should be maintained for the bank account. The check signers should review the checks and supporting documentation prior to the printing of their electronic signatures.
- Client applications should be completed in accordance with the program's regulations, including reviews and signatures by separate intake and certifier personnel.

The DHCD stated that the LIHEAP is now under the management of the Mayor's Office of Human Services (MOHS) and that the DHCD would work with the MOHS to correct the weaknesses. Once additional internal controls have been identified and implemented for this program, the Department of Audits will review and report its results to the Board of Estimates.

MINUTES

Dept. of Audits - cont'd

Finding Number 2013-018: Widespread Discrepancies Were Noted in the Client Application Process

The Department of Audits recommended that the program institute internal control procedures such that future energy assistance applications are properly processed, completed and maintained, benefits are awarded only to qualified individuals, and benefits awarded are accurately calculated.

The DHCD stated that the LIHEAP is now under the management of the Mayor's Office of Human Services (MOHS) and that the DHCD would work with the MOHS to correct the weaknesses. Once additional internal controls have been identified and implemented for this program, the Department of Audits will review and report its results to the Board of Estimates.

President: "The first item on the non-routine agenda can be found on page 32-36, Department of Housing and Community Development, Department of Audits FY 2013 Single Audit Findings on Low Income Home Energy Assistance Program - Corrective Actions. Before you speak, um -- and the second item will be on page 37-39, Department of Audits - Response to the Report of the Department of Housing and Community Development and they both going be heard together. Thank you."

Paul Graziano: "Okay. Do you want us to go first?"

MINUTES

President: "Yes."

Mr. Graziano: "Okay, uh -- yes, uh -- my name is Paul Graziano, the um -- Commissioner of Housing for the City of Baltimore. I'm here to report on our -- what's that word? On our um -- actions --"

President: "Um -- you got to talk into the mic, they say they can't hear you."

Mr. Graziano: "Okay, um -- is that better?"

President: "Yes."

City Solicitor: "Better."

Mr. Graziano: "Okay, um -- my name is Paul Graziano, Commissioner of Housing uh -- I'm here to report out on uh -- the uh -- follow-up to the Audit Findings related to the uh -- Home Energy Assistance Program. Uh -- and I'd like to just walk through a few of the uh -- specific uh -- findings and where we -- where we are with them. Um -- let me go with uh -- first to um -- Finding number 11 which is on page 34 of the report. Um -- we have -- let me put my glasses on here. Uh -- there were questions here -- about uh -- dup -- duplicate payments and benefits paid for clients out -- with addresses outside of the City of Baltimore.

MINUTES

In other words, they weren't residents of the City of Baltimore. Uh -- we have pursued both matters with the State -- um of -- of Maryland's Department of Human uh -- Services -- Human Services Agency uh -- uh through their Energy Office and uh -- they have verified that one um -- there is not a residency requirement. Um -- somebody from the County say could come to the City uh -- to our Home Energy Assistance uh -- Program to make application. The payments are all made by the uh -- the State of Maryland um -- so crossing a County or City uh -- municipal uh -- uh line is not a problem and we have documentation from them indicating that. The second uh -- question was about um -- there were uh -- question of 33 clients uh -- indicating duplicate payments. The State has confirmed that 31 of those 33 did not receive duplicate payments. They referred two cases back to us um -- where um -- apparently there was the same uh -- social security number but they used a different name. Uh -- and there -- these two cases, one involves a payment of \$1,620.00 one involves uh - - two payments, \$271.00 and \$465.00.

MINUTES

Uh -- these cases uh -- have been referred back to the Mayor's Office of -- of Human Services which is now administering the uh -- Home Energy Assistance Program, uh -- for further investigation. If there's any indication of fraud, they will certainly be referred to the appropriate authorities. So, I feel confident that we have fully addressed um -- uh -- that issue of -- of duplicate payments and eligibility for people residing outside the City. Um -- and I don't know if you want to jump in in-between or we do it at the end or --?"

Mr. McCarty: "Mr. President, what would you prefer?"

President: "Go ahead, you can ahead."

Mr. McCarty: "Um we missed one, I guess you going do them in order?"

Mr. Graziano: "I'm just -- I'm doing the ones that are the simplest and then just move them in."

Mr. McCarty: "Okay. Yes, um -- we didn't address this in our--"

Comptroller: "State your name."

Mr. McCarty: "I'm sorry, Bob McCarty, is this on? Can you hear me okay? Bob McCarty, City Auditor. Um -- uh -- we received the information, the Director -- the Commissioner's referring to now um -- after we made our response to the Board."

MINUTES

Um -- so we received uh -- from the State OHEP office, um -- Office of Home Energy Program, as the Commissioner said 31 out of 33 duplicate payments um -- based on their records have been reconciled and we will reduce questioned costs from \$13,000.00 -- total questioned costs of \$13,651.00 will be reduced by these \$11,566.00 for those 31 programs. Um -- once the follow-up is completed on the other two which total \$2,085.00 we can report back to the Board and see what MH -- MOHS determines and we'll review that."

Mr. Graziano: "Okay."

Mr. McCarty: "On the second part, excuse me, I'm sorry, I'm sorry. Um -- also on the benefits paid to um -- residents -- non-City residents, um -- the State said they were resolved with them. Um -- they stated that there's no concern to them, the State, that the 36 eligible clients processed that live out of the -- Baltimore City, um -- were any concerns to the State."

MINUTES

Um -- they stated that they are revising its operational manual -- manual which currently still states that the applicant is determined ineligible for benefits if the applicant resides in another County. And we like to recommend though given the limited staffing of the LIHEAP program and the large number of applicants received daily, we recommended the program try to limit services to only City residents."

Mr. Graziano: "I would leave that up to the Mayor's Office of -- uh -- the State and the Mayor's Office of Human Services. I would note that it's not a large number and it may be more complicated to uh -- to say somebody that lives across -- you know, three blocks cross the other side of the line. But I mean -- and I think it's something that should be um -- could be looked at by the Mayor's Office of Human Services with the State, in consultation with the State folks. Um, if you like, I could go on to the --. Um -- the -- the -- skipping back to the beginning and on page 32, we have Finding number 00 -- 005, and uh -- this had to do with uh -- missing files and various uh -- missing documents uh -- uh in other files.

MINUTES

And there were a total of -- of uh -- 27 files that were um -- deemed to be non-compliance due to certain uh -- things that need to be clarified in those specific files and there were 24 files that were missing. Uh -- as I think was stated before, the files that were missing, 24 uh -- there was a uh -- flooding incident at that site and uh -- some records were destroyed um - - and -- and so uh -- recognizing that and -- and wanting to also follow-up on the missing documentation in the 27 files. Uh -- what we have done is we have hired uh -- let me get their name right, CliftonLarsonAllen, LLC, which is a prominent uh -- Auditing and Accounting firm uh -- to assist in the uh -- recreation of the missing files. Going back to sort of do forensics and its -- its -- you know you can go to those specific clients who received the money and say okay, let's recreate the information that will show that you were eligible and to -- um to replace the files that were destroyed in that uh -- act of God. Um -- and then uh -- also similarly to look for the missing documents in the other files. And they're well under way in that um -- uh -- the last uh -- uh period of time. I'm not sure exactly when they started but uh -- I understand that they have a significant number of -- of these records.

MINUTES

But they're going to continue over the next several weeks to identify additional um -- and uh -- we'll -- we'll certainly report back on -- fully on -- on what -- what they find."

Mr. McCarty: "And once they're completed, we will review and get back to the Board, um do we have a timeline on when it will be?"

Mr. Graziano: "I'm - I'm not sure, Rainbow, do you?"

Rainbow Lin: "Um, 30 days."

Mr. Graziano: "Probably another 30 days, they'll -- they'll be able to uh definitely determine what they can find and what they can't find. But I expect they'll be able to find most of that. So, let me move on to the last two items which uh -- let me see would be on page uh -- 35 and page 36, there's item -- Finding number 17 and 18. These have to do with um -- procedural matters. They're not related to specific cases but they're kind of overarching in procedural matters and uh -- one related to internal controls, and one related to the application process. So, um -- what we are doing is we're -- we're um -- working with Clifton Larson and asking them to work with uh -- directly with the Mayor's Office of Human Services to um -- to establish a clear and a comprehensive protocols for both of those areas and that they will be fully promulgated and implemented uh -- for uh -- to cover both those areas.

MINUTES

That um -- it -- it -- going forward, it should dramatically improve their ability to -- to handle these situations."

Mr. McCarty: "Okay. Thank you. Um -- once this work has been -- all the controls have been identified and implemented, we would like to review it and report back to the Board. And -- and again, do we have a timeline for this?"

Ms. Lin: "30 days."

Mr. McCarty: "30 days. Thank you."

Mr. Graziano: "That's what we have so far."

President: "Anything else?"

Mr. McCarty: "That's all I have."

President: "Okay, thank you. The correct -- the Corrective Action Plan has been Noted and in 30-days um -- we'll come back with a -- another follow-up."

Mr. Graziano: "Thank you."

President: "Thank you."

Mr. McCarty: "Thank you."

Mr. Graziano: "Thank you all for your time."

* * * * *

MINUTES

Department of Audits - Refunds of Overpayments Abandoned
Property Report

ACTION REQUESTED OF B/E:

The Board is requested to accept the report and approve the recommendations of the Department of Audits on the refunds of overpayments for the abandoned property report.

BACKGROUND/EXPLANATION:

The Department of Audits has conducted a review of claims for potential overpayments that remained either unclaimed or unresolved for three or more years. The Department of Finance, Bureau of Revenue Collections sent 74 claim forms to the potential claimants listed on the City's Abandoned Property Report for fiscal year 2012, dated July 1, 2015. The claim forms contained instructions to complete and return those forms to the Board of Estimates. Under procedures established by the Board of Estimates, ten claim forms requesting refunds totaling \$12,903.50, were received by the Board of Estimates and forwarded to the Department of Audits for review and recommendation.

The Department determined that there were no valid refunds to claimants resulting from duplicate payments, abatements, and tax credits. The Department determined that potential claims received, totaling \$777.53, resulted from various clerical or accounting errors and should not have been included in the Abandoned Property Report. The Department further recommended that the \$777.53 associated with those claims be retained by the City and removed from the listing of abandoned property to be submitted to the State. The balance of \$12,125.97 represents the adjusted amount for abandoned property that will be included in the amount to be remitted to the State.

UPON MOTION duly made and seconded, the Board accepted the report and approved the recommendations of the Department of Audits on the refunds of overpayments for the abandoned property report.

MINUTES

Baltimore Development Corporation - Operation and Management Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Operation and Management Agreement with the Waterfront Partnership of Baltimore, Inc. (the Partnership). The period of the agreement is effective upon Board approval for five years, with the option to renew for an additional 5-year period.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Operation and Management Agreement is for the property located at 910 South Bond Street, consisting of approximately 0.59 acres, Block 1826, Lot 004. The property is presently managed and operated by the City as a space containing walkways, benches, plantings, trees, and a pier. The City wishes to engage the Partnership to provide certain management services with respect to the property.

The Partnership will serve as the exclusive operator and manager of the Property. The Partnership will operate and maintain the property as a first-class, inviting, and well-maintained space. The Partnership will be authorized to hold public and private events on the site for which they will be responsible and liable. To offset the general operation costs, the Partnership is permitted to charge usage fees for the privilege of using the property for events. However, the Partnership will pay the City 50% of all net fees in excess, for each year, of \$7,000.00 collected by the Partnership from the use of the property for public and private events.

MBE/WBE PARTICIPATION:

N/A

MINUTES

BDC - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Operation and Management Agreement with the Waterfront Partnership of Baltimore, Inc.

MINUTES

Health Department - cont'd

The agreement is late because it was recently received and there was a delay in receiving an acceptable budget and scope of services.

MWBOO GRANTED A WAIVER.

3. **THE JOHNS HOPKINS UNIVERSITY** **\$249,307.00**

Account: 4000-422515-3030-271500-603051

The organization will facilitate the collaboration with the Program Coordinator for HIV Care Linkage and Lab Services program. The Program Coordinator oversees the daily operations of three HIV Care Linkage Programs. He serves as a project officer for two community-based organizations and also represents management at meetings with community stakeholders to maintain and improve the Department's standard in the community. The period of the agreement is January 1, 2015 through December 31, 2015.

The agreement is late because it was recently received and there was a delay in receiving an acceptable budget and scope of services.

MWBOO GRANTED A WAIVER.

4. **UNIVERSITY OF MARYLAND, BALTIMORE** **\$ 35,600.00**

Account: 5000-520116-3030-702900-603051

The University of Maryland, Baltimore, Adolescent and Young Adult clinic (Contractor) will provide Clinical Services for Family Planning. The Contractor will provide Comprehensive Family Planning Services.

MINUTESHealth Department - cont'd

The services will include clinical reproductive health care services which allow the client to choose from a broad range of contraceptive options. The contractor will also provide culturally competent counseling and education for each individual, preconception health care, fertility regulation, basic infertility counseling, and referrals. The period of the agreement is July 1, 2015 through June 30, 2016.

The agreement is late because it was just completed.

5. **STRONG CITY BALTIMORE, INC.** **\$19,200.00**

Account: 1001-000000-3001-599000-603051

The consultant will recruit and train three individuals who can then be placed into a pool and selected by the Department. The selected Fellows will receive training from Baltimore Corps, including leadership and teambuilding training, and will participate in the 2015-2016 Strong City Baltimore, Inc. cohort.

The Fellows will actively engage with the community and assist in the planning and implementation of programs aimed at addressing health priorities identified by the community and the commissioner, specifically those that deal with underlying causes of health disparities.

The three Fellows will each have an individual agreement in place which defines their roles. The period of the agreement is September 1, 2015 through August 31, 2016.

The agreement is late because of revisions required before it could be submitted to the Board.

MINUTES

Health Department - cont'd

6. **RONA MARTIYAN** \$49.47/hour **\$40,268.58**

Account: 4000-432916-3024-268400-603018

Ms. Martiyan, a Registered Dietitian, will provide consultation services, nutrition monitoring, training, and related administrative services for the Department. The services will be provided to over 4,000 seniors in more than 60 congregate nutrition sites in the City and other Department service sites. Ms. Martiyan's duties will include follow-up and referral services associated with nutritional screenings of clients and analyzing and evaluating nutritional educational materials. The period of the agreement is October 1, 2015 through September 30, 2016.

7. **NURSE-FAMILY PARTNERSHIP** **\$26,472.00**

Account: 4000-498816-3080-284000-603051

The agreement is for a Nurse Home Visiting Model. The Nurse-Family Partnership is an evidence-based program developed on the basis of randomized controlled trial research to yield certain benefits for low-income, first-time mothers and their children. The period of the agreement is July 1, 2015 through June 30, 2016.

The agreement is late because the Department was waiting for signatures.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing agreements. The President

ABSTAINED on item nos. 1, 2 and 3.

MINUTES

Health Department - Notice of Grant Awards and Cooperative Agreements

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of the Notification of Grant Agreements and authorize execution of the Cooperative Agreements.

1. **DEPARTMENT OF HEALTH AND HUMAN SERVICES, CENTERS FOR DISEASE CONTROL AND PREVENTION** **\$350,000.00**

Account: 4000-428516-3160-271400-404001

The grant will provide funds to support the project titled "Dating Matters Initiative in Baltimore." The goal of the Dating Matters Initiative in Baltimore is to promote respectful, nonviolent dating relationships among youth in high-risk communities. This program will focus on youth between the ages of 11 - 14.

Two models of teen dating violence prevention (standard and comprehensive) will be implemented and evaluated to determine the effectiveness, feasibility, and sustainability of these approaches in high-risk urban communities. The period of the agreement is September 1, 2015 through August 31, 2016.

The award is late because it was delayed during the administrative review process.

2. **DEPARTMENT OF HEALTH AND HUMAN SERVICES, CENTERS FOR DISEASE CONTROL AND PREVENTION** **\$299,737.00**

Account: 4000-406316-3030-271500-404001

The grant will provide funds for the project titled "Community Approaches to Reducing Sexually Transmitted

MINUTES

Health Department - cont'd

Diseases" to reduce chlamydia and gonorrhea infection among adolescent and young adults in the City through implementation of community engagement and mobilization methods (community-based participatory research) and multi-sector partnerships. The period of the agreement is September 30, 2015 through September 29, 2016.

The award is late because the initial Notice of Grant Award was not received and had to be requested from the grantor.

3. **DEPARTMENT OF HEALTH AND HUMAN SERVICES, CENTERS FOR DISEASE CONTROL AND PREVENTION** **\$157,143.00**

Account: 4000-422115-3030-271400-404001

On February 25, 2015 the Board approved the original Notice of Grant Award in the amount of \$39,431.00 for the period of the January 1, 2015 through December 31, 2015.

The revised Notice of Grant Award reflects an increase of \$157,143.00 for additional Tuberculosis services. The total FY16 award amount is now \$196,574.00.

The award is late because of a delay in the Department's administrative review process.

4. **DEPARTMENT OF HEALTH AND HUMAN SERVICES, CENTERS FOR DISEASE CONTROL AND PREVENTION** **\$253,573.00**

Account: 4000-422515-3030-271500-404001

This award provides funding for the project titled "Improving Sexually Transmitted Disease Programs through Assessment, Assurance Policy Development, and Prevention Strategies."

MINUTESHealth Department - cont'd

The fund will be used to build a collaborative system to address Sexually Transmitted Diseases (STD's) in the context of health disparities and new opportunity of people to be insured under the Affordable Care Act. The Program's mission is to develop a stronger system to promote screening and treatment, improve partner services, and collaborate with other organizations to implement STD health promotion and prevention education activities for safety-net providers. The period of the award is January 1, 2015 through December 31, 2015.

The agreement is late because another copy of the document had to be requested.

APPROVED FOR FUNDS BY FINANCE

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

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

MINUTES

Health Department - Agreements

The Board is requested to approve and authorize execution of the following Agreements. The period of the agreement is July 1, 2015 through June 30, 2016.

RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP)

- | | | |
|----|--|---------------|
| 1. | FIRST CORINTHIANS BAPTIST CHURCH OF
BALTIMORE, MARYLAND, INC. | \$0.00 |
| 2. | HAVEN NURSING HOME, INC.
d/b/a ARLINGTON WEST NURSING
AND REHABILITATION CENTER | \$0.00 |
| 3. | THE CENTER OF MORE ABUNDANT LIFE,
INC. | \$0.00 |
| 4. | PROJECT PLASE, INC. | \$0.00 |
| 5. | ASSOCIATED CATHOLIC CHARITIES, INC. | \$0.00 |
| 6. | FOREST PARK SENIOR CENTER,
INCORPORATED | \$0.00 |

The above-listed organizations will serve as a volunteer station for the Retired and Senior Volunteer Program (RSVP). The RSVP has been funded since 1982 by the Corporation for National and Community Services, an agency of the executive branch of the federal government. The Department's RSVP Program has been awarded funds to pay administrative staff to arrange volunteer work with other non-profit, private agencies and organizations where services are performed by persons 55 years of age and over.

The agreements are late because they were recently completed.

MINUTES

Health Department - cont'd

SENIOR COMPANION PROGRAM

- | | | |
|----|--|---------------|
| 7. | GREATER BALTIMORE AHC, INC.
D/B/A AHC GREATER BALTIMORE | \$0.00 |
| 8. | MEALS ON WHEELS OF CENTRAL
MARYLAND, INC. | \$0.00 |

The Department was awarded a grant from the Corporation for National and Community Services. The grant pays 100% of the cost for the Senior Companions to volunteer and assist special needs clients who want to remain in their homes. While the Senior Companions are on duty, the grant provides for their life insurance, transportation and other benefits.

The agreements are late because they were recently completed.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing agreements.

MINUTES

Fire Department - FY 2016 Marine Fire Suppression Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the FY 2016 Marine Fire Suppression Agreement with the Maryland Department of Transportation (MDOT).

AMOUNT OF MONEY AND SOURCE:

\$1,399,940.00 - 1001-000000-2120-502000-401590

BACKGROUND/EXPLANATION:

This agreement provides for payment by the MDOT to the City as reimbursement for providing waterborne fire protection and related emergency services within the Port of Baltimore.

This agreement is similar to those executed in previous years dating back to FY 1983. The contract is late because the Department was waiting for MDOT to provide signed copies. The Department is now attempting to correct the lateness and is forwarding the contract to all parties for approval so that the MDOT can pay the City for the services rendered.

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 FY 2016 Marine Fire Suppression Agreement with the Maryland Department of Transportation.

MINUTES

Mayor's Office of Human Services - Agreements

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

1. **THE JOHNS HOPKINS UNIVERSITY** **\$ 17,721.00**

Account: 1001-000000-1772-512700-603050

The organization will evaluate the Mentor-Coach program implemented by the Head Start programs of Baltimore City to determine the effectiveness of the program in improving the instruction and outcome of the children participating in Head Start. The period of the agreement is July 1, 2015 through August 31, 2016.

The agreement is late because of a delay in negotiating the contract terms.

2. **NEW VISION HOUSE OF HOPE, INC.** **\$252,000.00**

Account: 1001-000000-3572-781900-603051

The organization will provide low-barrier shelter beds for up to 40 unduplicated homeless individuals and families per night. The period of the agreement is September 11, 2015 through March 10, 2016.

The agreement is late because of a delay at the administrative level.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

CORRESPONDENCE WAS RECEIVED FROM MS. KIM TRUEHEART FOR ITEM NO. 2.

Kim A. Trueheart

October 27, 2015

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

Dear Ms. Taylor:

Herein is my written protest on behalf of the underserved and disparately treated citizens of the Baltimore City who appear to be victims of a lack of vision, poor fiscal planning and management and failure to capitalize on strategic investment opportunities by the Mayor of Baltimore City and the various Departments and Agencies that more appropriately should strive to end homelessness, instead of the current goal to make homelessness “rare and brief”, which is absolutely a misguided and flawed strategy.

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

- 1 Whom you represent: Self
- 2 What the issues are:
 - a Page 52, Items #5; Mayor’s Office of Human Services (MOHS) – Agreements, if approved:
 - i I fully support and urge the board’s unanimous approval of this award.
 - ii The handling of this agreement demonstrates the city’s willful lack of intent to consciously support small, minority- and women-owned businesses who have been successful in navigating the bureaucratic Baltimore City contracting process through to contract award;
 - iii The deferral process regarding questions or concerns identified by board members fails to recognize and mitigate the potential adverse impact the resulting delays have on small, minority- and women-owned businesses;
 - iv All future agreements being awarded to small, minority- and/or women-owned businesses must include a statement that any delay in the board’s approval process will have no adverse impact on the work or operations of the affected business;

Email: ktrueheart@whatfits.net

5519 Belleville Ave
Baltimore, MD 21207

- v When appropriate the agreement should be flagged for conditional approval to diminish any adverse impact on the business.
 - b How the protestant will be harmed by the proposed Board of Estimates' action:
This board continues to demonstrate an inability to administer the City's minority- and women-owned programs in a consciously supportive manner that respects the impacts bureaucratic delays and increased administrative demands may have on these businesses. This and past administrations have established goals to address the disparities in the economic market place by stating that they will implement systems that will dramatically increase the number of small, minority- and women-owned businesses certified to participate in the city's contracting process, however this board has failed to adjust it's processes to consciously support this necessary affirmative action.
 - c Each board action which delays or adds additional administrative burdens on these businesses must be assessed in terms of risks and benefits, which is not currently occurring.
- 3 The remedy I seek and respectfully request is: This action be placed on the "Non-Routine" agenda and that the board members address, in public discussion, the lack of consciously supportive initiatives it has failed to implement that increase participation by small, minority- and women-owned businesses in the city's contracting process. Additionally, the board should discuss what steps it will take in the future to remedy this deficiency.

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on October 28, 2015.

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

Sincerely,
Kim Trueheart, Citizen & Resident

5519 Belleville Ave
Baltimore, MD 21207

MINUTES

President: "At this time I would like to ask Ms. Kim Trueheart to come and speak to ah -- the item found on Page 52, Mayor's Office of Human Services Agreements. Good morning."

Kim Trueheart: "Good Morning, I protest --"

Comptroller: "State your name."

Ms. Trueheart: "My name is Kim Trueheart, citizen of Baltimore. I protest a lot of things and this morning I'm sort of thankful that there are couple of initiatives that are going to happen that hopefully will improve small, minority and women-owned businesses. And I've been asking for some proactive things to be done and the contract on page 52 is one such contract where I see that this Board has opportunities to encourage small, minority, and women-owned businesses to participate in providing services and products to this City. The question is how do you help them build the capacity to do that well? And my concern has always been that they have been disadvantaged. We have done studies to show they have been disadvantaged and the City really hasn't done much to help them. So, I'm very, very hopeful, very hopeful that the initiatives that are being rolled out today are going make a concerted effort within this government to help small, minority and women businesses succeed."

MINUTES

And if they can't, then I will continue to protest. Those individuals are the ones who get jobs in our neighborhoods and that has been lacking for far too long. We set goals for them in this City that we never achieve in terms of participation. And I am hopeful that we're going to strive to achieve those goals. If 27% of every dollar spent in this City actually went into the hands of minority and women-owned businesses, what a difference that would be. We don't come close to 20% and that's a tragedy, a real tragedy. And get the money into the hands of the people who are going to hire those who are disadvantaged, the unemployed. And, this Board has to work hard, has to be diligent about that and everything on this agenda has to be driv-- driven towards that objective, it's about jobs."

President: "Thank you uh -- Ms. Kim Trueheart, we hear you loud and clear."

* * * * *

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing agreements. The President **ABSTAINED** on item no. 1.

MINUTES

Mayor's Office of Economic & - Consultant Agreements and
 Neighborhood Development _____ Inter-Agency Agreement _____

The Board is requested to approve and authorize execution of the Consultant Agreements and the Inter-Agency Agreement. The period of the agreement is October 1, 2015 through September 30, 2016.

CONSULTANT AGREEMENTS

1. **LUTHERAN IMMIGRATION AND REFUGEE SERVICE, INC.** **\$ 92,000.00**

Account: 5000-535916-1250-152800-603051

Since 2006, the City has served as the grant administrator for the Refugee Targeted Assistance Program (TAP). In June 2015, the City responded to the RFP process for the TAP FY16 program. As a result of the bid, the Mayor and City Council of Baltimore was selected as the contractor and the Mayor's Office of Immigrant and Multicultural Affairs as the Administrator. HIGHER/Lutheran Immigration Refugee Services was selected as a subcontractor to provide technical assistance, trainings, and capacity building for refugee employment services.

AUDITS REVIEWED AND HAD NO OBJECTION

2. **BALTIMORE CITY COMMUNITY COLLEGE** **\$ 97,960.00**

Account: 5000-535916-1250-152800-603051

Since 2006, the City has served as the grant administrator for the Refugee Targeted Assistance Program (TAP). In June 2015, the City responded to the RFP process for the TAP FY16 program. As a result of the bid, the Mayor and City Council of Baltimore was selected as the contractor and the Mayor's Office of Immigrant and Multicultural Affairs as the Administrator.

MINUTES

Mayor's Office - cont'd

Baltimore City Community College was selected as a subcontractor to provide Vocational English as a Second Language services.

INTER-AGENCY AGREEMENT

3. **MAYOR'S OFFICE OF IMMIGRANT AND
MULTICULTURAL AFFAIRS AND THE
MAYOR'S OFFICE OF EMPLOYMENT
DEVELOPMENT**

\$166,656.00

Account: 5000-535916-1250-152800-603051

Since 2006, the City has served as the grant administrator for the Refugee Targeted Assistance Program (TAP). In June 2015, the City responded to the RFP process for the TAP FY16 program. As a result of the bid, the Mayor and City Council of Baltimore was selected as the contractor and the Mayor's Office of Immigrant and Multicultural Affairs as the Administrator. The Mayor's Office of Employment Development was selected as a subcontractor to provide employment and employability services.

The funds for the Agreements originate from the Federal Office of Refugee Resettlement (ORR) for the Targeted Assistance Grant (TAG) program, and are designated for vocational training and employment services for hard-to-place refugees/asylees in the Baltimore metropolitan area. The Mayor's Office of Immigrant and Multicultural Affairs administers the funds allocated for the Baltimore metropolitan area on behalf of the Maryland Department of Human Resources.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Consultant Agreements and the Inter-Agency Agreement.

MINUTES

Mayor's Office on Criminal Justice - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the agreement with House of Ruth Maryland, Inc. The period of the agreement is July 1, 2015 through June 30, 2016.

AMOUNT OF MONEY AND SOURCE:

\$500,000.00 - 6000-613116-2252-247800-600000

BACKGROUND/EXPLANATION:

Baltimore City Code, Article 5, Section 48-1 (2014 Edition) requires the Clerk of the Circuit Court for Baltimore City to collect an additional \$75.00 for the issuance of marriage licenses in the City and to transmit the proceeds from this additional fee to the City on a monthly basis into a special fund (up to maximum of \$500,000.00). Monies collected benefit domestic violence shelter programs and are distributed to the organizations in proportion to the number of domestic violence victims served. The Department is the City agency designated to administer and disburse the funds.

The agreement is late due to the administrative process.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board **DEFERRED** the Agreement with House of Ruth Maryland, Inc. for one week.

MINUTES

Baltimore Police Department - Mutual Aid Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Mutual Aid Agreement between Baltimore City Police Department, Frederick County and the Frederick County Sheriff's Office.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

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

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

The agreement does provide that the requesting jurisdiction will indemnify the responding jurisdiction from third party claims that arise from the assistance provided in the requesting jurisdiction. In the future should the City incur any liability under the Mutual Aid Agreement, then a further request for authorization of the expenditure of funds from the Board would be submitted and a source of funds identified.

APPROVED FOR FUNDS BY FINANCE

MINUTES

BPD - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Mutual Aid Agreement between Baltimore City Police Department, Frederick County and the Frederick County Sheriff's Office.

MINUTES

Department of Law - Settlement Agreement and Release

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Settlement Agreement and Release brought by Donna Brown arising out of a motor vehicle accident at or near the intersection of North Avenue and Charles Street on June 19, 2013.

AMOUNT OF MONEY AND SOURCE:

\$28,000.00 - 2036-000000-1752-175200-603070

BACKGROUND/EXPLANATION:

On June 19, 2013, Officer Ada Lamadrid of the Baltimore Police Department was operating a marked City police cruiser. She was driving westbound on North Avenue, responding to a Signal 13 with lights and sirens activated. As she approached the Charles Street intersection, she had a red light upon which time she struck a vehicle proceeding northbound on Charles Street which had the green light. The other vehicle then struck two pedestrians, Donna Brown and another individual. As a result of the accident, Ms. Brown sustained serious permanent injuries which required significant medical care.

Based on a review of the legal and factual issues specific to this claim, the Settlement Committee of the Law Department recommends that the Board of Estimates approve the settlement of this claim as set forth herein.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement and Release brought by Donna Brown arising out of a motor vehicle accident at or near the intersection of North Avenue and Charles Street on June 19, 2013.

MINUTES

Department of Law - Settlement Agreement and Release

ACTION REQUESTED OF B/E:

On behalf of the Department of Public Works, the Law Department requests authority to settle the City's claims in the bankruptcy of WP Steel Venture, LLC, et al., now pending in the United States Bankruptcy Court for the District of Delaware.

AMOUNT OF MONEY AND SOURCE:

The proposed agreement settles the City's unsecured and administrative claims for \$5,200,000.00 and \$284,470.33 respectively. Each of these claims will be paid to the City in a pro rata portion pursuant to a subsequent order of the bankruptcy court.

BACKGROUND/EXPLANATION:

On May 31, 2012, along with WP Steel Venture, LLC, its ultimate parent, and RG Steel, LLC (RG Steel), its direct parent, and numerous other affiliates, RG Sparrows Point filed bankruptcy under Chapter 11 of Title 11 of the Bankruptcy Code in the United States Bankruptcy Court for the District of Delaware. To recover outstanding money due to the City primarily in potable water charges but also for bleach, power, and effluent charges, the City filed four claims in the bankruptcy cases: (i) Claim No. 2312, an administrative claim filed in the case of RG Sparrows Point in the amount of \$446,201.77, (ii) Claim No. 2313, an administrative claim filed in the case of RG Steel in the amount of \$446,201.77, (iii) Claim No. 2314, prepetition unsecured claim filed in the case of RG Steel in the amount of \$7,340,452.53, and (iv) Claim No. 2315, a prepetition unsecured claim filed in the case of RG Sparrows Point in the amount of \$7,340,452.53. The intent of filing two sets of administrative and prepetition unsecured claims was to ensure that the City was preserving its rights against both legal entities filing bankruptcy.

MINUTES

Dept. of Law - cont'd

The City later adjusted these claim amounts by letter to the Debtor to \$379,756.00 for the administrative claim and \$7,450,642.76 for the unsecured claim. The unsecured claim is for amounts owed up until the May 31, 2012 bankruptcy filing. The administrative claim is for amounts owed from May 31, 2012 through the September 14, 2012 property transfer date.

The proposed settlement allows one unsecured claim of \$5,200,000.00 and allows one administrative claim of \$284,470.33 and settles all outstanding claims. When the debtor's settlement is approved by the bankruptcy court, all allowed claims, including the City's will be paid *pro rata*.

The Department of Public Works is in favor of this settlement. Based on a review of the legal and factual issues specific to this claim, the Settlement Committee of the Law Department recommends that the Board of Estimates approve the settlement of this claim as set forth herein.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the settlement of the City's claims in the bankruptcy of WP Steel Venture, LLC, et al., now pending in the United States Bankruptcy Court for the District of Delaware.

MINUTES

Department of Recreation and Parks - Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Grant Agreement with Friends of Patterson Park, Inc. (FPP). The period of the agreement is effective upon Board approval for two years, unless terminated sooner.

AMOUNT OF MONEY AND SOURCE:

The total cost to the City for the services provided by FPP will not exceed \$45,000.00 in the first year of the agreement, and \$10,000.00 in the second and final year.

Account: 5000-577715-4781-363900-607001

BACKGROUND/EXPLANATION:

The organization will perform general Park programming, maintenance, recruitment, and management of volunteers, programming, and routine maintenance of the structures in the Park.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Agreement with Friends of Patterson Park, Inc.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

On the recommendations of the City agencies
hereinafter named, the Board,

UPON MOTION duly made and seconded,
awarded the formally advertised contracts
listed on the following pages:

3925 - 3929

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

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

The President **VOTED NO** on item no. 5

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSDepartment of General Services

1. GS 14826R, Waxter Trionfo Builders, Inc. \$ 514,000.00
Center Interior
Renovations

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

MBE:	Horton Mechanical Contractors, Inc.	\$108,000.00	21%
	MD Partitions, Inc.	31,000.00	6%
		<u>\$139,000.00</u>	<u>27%</u>
WBE:	A2Z Environmental Group, LLC	\$ 9,910.00	1%
	Finishes, Inc.	46,620.00	9%
		<u>\$ 56,530.00</u>	<u>10%</u>

MWBOO FOUND VENDOR IN COMPLIANCE.

2. GS 15813R, MECU Building Envelope Improvements
- REJECTION** - On September 9, 2015, the Board opened two bids for the subject project. Both bids were found in non-compliance by the MWBOO Office. The Department determined that it is in the best interest of the City to reject all bids. The Department will request permission to re-bid this project at a future date.

MINUTES**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Department of Public Works

3. SC 887R, Upgrade of the SCADA System for the Pumping & Metering Stations **REJECTION** - On August 19, 2015, the Board opened one bid. The amount of the bid was \$1,808,713.00. The Department has determined that the bid is not in the best interest of the City. The disparity between the engineer's estimate and the bid amounts for the majority of the bid line items cannot be justified. Department will request permission to re-advertise at a later date.
4. B50004066, Carpentry Services \$2,000,000.00
 U.K. Construction & Management, LLC
 JB Contracting, Inc.

(Dept. of Rec. & Parks)

MWBOO SET GOALS OF 27% MBE AND 10% WBE:U.K. Construction & Management, LLC

MBE: U.K. Construction and Management, LLC* 40%
 First Potomac Environmental Corp., Inc. 27%

WBE: Baltimore Window Factory, Inc. 10%

*Self-Performing

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of PurchasesJB Contracting, Inc.

MBE: First Potomac Environmental Corp., Inc. 27%

WBE: Hidden Levels, LLC 10%

MWBOO FOUND VENDOR IN COMPLIANCE.

5. B50004096, Broker- Global Spectrum, L.P. Revenue Contract
 age of a Bicycle d/b/a Spectra
 Sharing System
 Advertising &
 Sponsorship

(Department of
 Transportation)

MWBOO SET GOALS OF 11% MBE AND 10 WBE.

MBE: See below*
WBE: Alpha Graphics, Inc. 10%

*Bidder did not achieve the MBE goal. Bidder requested a waiver, however they did not show good faith efforts.

MWBOO FOUND VENDOR IN NON-COMPLIANCE.

Award is recommended on the condition that the sole bidder comes into compliance within ten days of the award.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

6.	B50004167, Vehicle Glass Repair & Installation Service	<u>1st Call</u> Millenium 2 Inc.	\$ 150,000.00
		<u>2nd Call</u> Smith Auto Service, Inc.	<u>50,000.00</u> \$ 200,000.00

MWBOO GRANTED A WAIVER.

7.	B50004091, Computer Desktops, Laptops, & Tablets	Applied Technology Services, Inc.	\$20,000,000.00
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Breckford Corp

Business Services

Daly Computers, Inc.

Digicon Corp.

En-Net Services, L.L.C

The Lucille Maud Corp.

Star Computer Supply,
LLC

USC/Canterbury Corp.

(Mayor's Office of Information Technology,
Dept. of Public Works,
Dept. of Transportation,
& other Agencies)

MWBOO GRANTED A WAIVER.

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

8.	B50004229, Snow Removal Services VIII	AB Trucking & Con- tracing, LLC	\$100,000.00
		Corporate Maintenance Group, LLC	300,000.00
		P2 Cleaning Services, LLC	<u>100,000.00</u>
			\$500,000.00

(Dept. of Transportation)

MWBOO GRANTED A WAIVER.

9.	B50004276, Steel Pipes, Valves, and Fittings	Ferguson Enterprises, Inc. D-S Pipe & Steel Supply, LLC	\$100,000.00
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(DPW, Wastewater Facilities)

MWBOO GRANTED A WAIVER.

MINUTES

PERSONNEL MATTERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

3931 - 3958

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**Office of the President

	<u>Hourly Rate</u>	<u>Amount</u>
1. CHRISTINE MULDOWNEY	\$19.23	\$20,000.00

Account: 1001-000000-1000-106500-601009

Ms. Muldowney will work as a Contract Services Specialist II to perform constituent services for Mr. Robert Curran. She will be responsible for attending community meetings, investigating, and responding to constituent concerns, advising on community issues, and assisting in the development of public forums and hearings on issues of interest to the community. The period of the agreement is effective upon Board approval for one year.

Office of Civil Rights and Wage Commission

2. SALLIE PRESSLEY	\$10.00	\$ 8,000.00
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Account: 1001-000000-1561-171501-601009

Ms. Pressley will work as a Contract Services Specialist II, Office Support Specialist. She will be responsible for performing administrative duties such as filing, covering the reception desk, typing, organizing, and other clerical duties. The period of the agreement is effective upon Board approval through June 30, 2016.

Depart. Of Communication Services/Municipal Telephone Exchange

3. ANN JENKINS	\$15.00	\$22,620.00
4. PAULETTE SMITH	\$15.00	\$22,620.00

Account: 2039-000000-1330-158400-601009

MINUTES**PERSONNEL**Office of the Comptroller - cont'dHourly RateAmount

Ms. Jenkins and Ms. Smith will each work as a Contract Services Specialist II, Telephone Operator I, for the Municipal Telephone Exchange. Their duties will include, but are not limited to, operating a Centrex telephone console and computer terminal to answer incoming calls, making connections to complete calls, reporting telephone equipment issues, answering and routing calls for assistance from City residents and maintain confidentiality of phone calls between government and legal officials. The period of the agreement is effective upon Board approval for one year.

State's Attorney's Office

5. **BRIAN WANDA** \$50.00 **\$45,000.00**

Account: 1001-000000-1150-120900-601009

Mr. Wanda will work as a Specialist II Database Administrator. He will be responsible for creating, modifying, and analyzing of custom database views and Crystal reports. He will administer the Judicial Dialog database including user group security, charge language, and drop down list maintenance, data clean-up, creation of exception reports and analysis queries to find errors and duplications, and to correct issues. The period of the agreement is effective upon Board approval for one year.

6. **REGINALD LUCKETT** \$24.00 **\$47,616.00**

Account: 1001-000000-1150-120900-601009

Mr. Lockett will continue to work as a Contract Services Specialist II Paralegal.

MINUTES**PERSONNEL**State's Attorney's Office - cont'dHourly RateAmount

He will be responsible for assisting the Assistant State's Attorney's in the movement of cases, inputting of charges, finalizing of charging documents, finding open warrants and communicating with Public Safety staff and members. The period of the agreement is effective upon Board approval for one year.

7. **AVON MACKEL** \$28.00 **\$55,552.00**

Account: 1001-000000-1150-118000-601009

Mr. Mackel, retiree, will continue to work as a Contract Services Specialist I, Investigator. He will be responsible for reviewing charging documents and statement of charges, interviewing and locating witnesses, performing record checks, and appearing before the Grand Jury. This contract is consistent with the waiver of AM 212-1, approved by the Board of Estimates in March 1999 to hire retired Police Officers as Investigators for the State's Attorney with no restrictions on the number of hours worked and rate of pay. The salary is a 4% increase in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.

Department of Housing and Community Development

8. Reclassify the following position:

Position No. 5832-15206

From: Housing Inspector
Job Code: 42132
Grade: 087 (\$39,701.00 - \$47,990.00)

To: Special Assistant
Job Code: 10063
Grade: 089 (\$43,026.00 - \$52,239.00)

MINUTES**PERSONNEL**Police Department - cont'dHourly RateAmount

Costs: \$4,545.99.00 - 1001-000000-5832-412800-601001

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

9. **CHARLES WILLIAMS** \$14.42 **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Mr. Williams, retiree, will continue to work as a Contract Services Specialist I, Administrative Analyst. He will be responsible for performing statistical analysis, including identifying complaint trends and mapping complaints. In addition, Mr. Williams will also prepare the weekly CitiStat package, monitor, correct, and modify Internal Affairs Division databases, and run weekly Internal Affairs Stat meetings. The period of the agreement is November 23, 2015 through November 22, 2016.

10. **ESSEX R. WEAVER** \$14.42 **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Mr. Weaver, retiree, will continue to work as a Contract Services Specialist I, Storekeeper. He will be responsible for handling all money and gun property, inventorying of new property, storing and documenting the location of the property, purging old property and filling in at the receiving counter. The period of the agreement is November 23, 2015 through November 22, 2016.

MINUTES**PERSONNEL**Police Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
11. JAMES L. PRICE	\$14.42	\$30,000.00

Account: 1001-000000-2042-198100-601009

Mr. Price, retiree, will continue to work as a Contract Services Specialist I, Data Entry Operator. He will be responsible for checking the Coplogic database for reports and reviewing all reports submitted via Coplogic. Mr. Price will also send correspondence to the reporting individual, maintain records, update Commercial Robbery changes, and assist with various projects in the division. The period of the agreement is November 21, 2015 through November 20, 2016.

12. SHEREE D. PETERSON	\$14.42	\$30,000.00
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Account: 1001-000000-2042-198100-601009

Ms. Peterson will continue to work as a Contract Services Specialist I, Liaison Officer. She will be responsible for reviewing National Crime Information Center (NCIC) entries, police reports, and supporting documents. Ms. Peterson will also contact victims, complainants, courts, individuals, and sources for follow-up. In addition, she will access local, state, and federal databases for additional information, update records on local databases and the NCIC to reflect changes, and prepare police supplemental reports. The period of the agreement is November 23, 2015 through November 22, 2016.

MINUTES**PERSONNEL**Police Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
13. DUANE A. JEFFERSON	\$14.42	\$30,000.00

Account: 1001-000000-2042-198100-601009

Mr. Jefferson, retiree, will continue to work as a Contract Services Specialist I, Sex Offender Registrar. He will be responsible for registering offenders, explaining requirements to the registrants, and obtaining a signed statement from the registrant acknowledging receipt of the requirements. Mr. Jefferson will also photograph the registrants at a minimum of every six-months, and enter DNA samples into the Maryland State Police Crime Lab. The period of the agreement is November 23, 2015 through November 22, 2016.

14. JOHN R. DOLLY, JR.	\$14.42	\$30,000.00
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Account: 1001-000000-2042-198100-601009

Mr. Dolly, retiree, will continue to work as a Contract Services Specialist I, Firearms Examiner. He will be responsible for the transfers of all evidence requested for analysis by the Firearms Unit and assuring the safe condition and completion of the inventory of every firearm received into the lab. The period of the agreement is November 21, 2015 through November 20, 2016.

MINUTES**PERSONNEL**Police Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
15. DAVID W. NEVERDON	\$14.42	\$30,000.00

Account: 1001-000000-2042-198100-601009

Mr. Neverdon, retiree, will work as a Contract Services Specialist I, Storekeeper. He will be responsible for receiving property/evidence submissions from police officers/lab personnel, ensuring accuracy, and completeness of all associated paperwork and releasing property for examination/evidence for court, and record chain of custody for all property released. The period of the agreement is November 26, 2015 through November 25, 2016.

16. TERESA RIGBY-MENENDEZ	\$14.42	\$30,000.00
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Account: 1001-000000-2042-198100-601009

Ms. Rigby-Menendez, retiree, will work as a Contract Services Specialist I, Training Officer. She will be responsible for performing the duties of an academic instructor and providing entrance level training instructions in the areas of post-incident stress, community engagement, and professionalism. The period of the agreement is November 26, 2015 through November 25, 2016.

17. PATRICIA N. COCHRANE	\$14.42	\$30,000.00
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Account: 1001-000000-2042-198100-601009

Ms. Cochran will continue to work as a Contract Services Specialist I, Data Entry Operator. She will be responsible for reviewing National Crime Information Center (NCIC) entries, police reports, and supporting documents.

MINUTES**PERSONNEL**Police Department - cont'd

Ms. Cochrane will also continue to contact victims, complainants, courts, individuals, and sources for follow-up. In addition, she will access local, state, and federal databases for additional information, update records on local databases and NCIC to reflect changes, and prepare police supplemental reports. The period of the agreement is November 21, 2015 through November 20, 2016.

ON JANUARY 3, 1996, THE BOARD APPROVED A WAIVER TO THE ADMINISTRATIVE MANUAL POLICY 212-1, PART I, WHICH ALLOWED THE POLICE DEPARTMENT TO HIRE RETIRED POLICE OFFICERS ON A CONTRACTUAL BASIS.

18. Reclassify the following position:

Position No. 2042-47243

From: Police Captain
Job Code: 10277
Grade: 83P (\$117,200.00)

To: Operations Manager I
Job Code: 00090
Grade: 939 (\$80,500.00 - \$132,600.00)

Cost: \$5,970.00 - 1001-000000-2042-220000-601062

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

MINUTES**PERSONNEL**

Police Department - cont'd

19. Reclassify the following position:

Position No. 18559

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

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

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

20. Reclassify the following position:

Position No. 2041-16743

From: Operations Officer V
Job Code: 00089
Grade: 936 (\$76,100.00 - \$121,700.00)

To: Operations Manager
Job Code: 00092
Grade: 960 (\$90,600.00 - \$149,400.00)

Costs: \$20,999.00 - 1001-000000-2041-198100-601001

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

MINUTES

PERSONNELDepartment OF Public Works (DPW)

	<u>Hourly Rate</u>	<u>Amount</u>
21. CHARLES McMILLION, SR.	\$36.37	\$43,648.86

Account: 1001-000000-5161-390100-601009

Mr. McMillion, retiree, will continue to work as a Contract Services Specialist I (Administrative Analyst). His duties will include, but will not be limited to managing and operating the agency's facilities and implementing standard operating procedures that will serve as a guide for the facilities' management and supervisory staff. Mr. McMillion will also work with the supervisory staff to coordinate and implement modifications in the operations of the facilities and assist with inspecting work sites to ensure compliance with regulations and procedures. In addition, Mr. McMillion will report findings, make corrective recommendations, ensure implementation and enforcement of new policies, procedures and operational modifications, and facilitate the development of and arrangement of training programs in solid waste practices that are related to disposal and maintenance procedures. This salary is a 2% increase from the previous contract period. This salary is in Compliance with AM 212-1, Part I. The period of the agreement is effective upon Board approval for one year.

22. RICHARD DOUGLAS	\$100.00/hour per conference session, plus parking and/or public trans- portation	\$26,000.00
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Account: 2071-000000-5471-400504-603021

Mr. Douglas will continue to work as a Contract Services Specialist II (Conference Chairman) to hear water revenue

MINUTES**PERSONNEL**DPW - cont'dHourly RateAmount

billing disputes. He will be responsible for conducting informal conferences and rendering written recommendations for the DPW, Bureau of Water and Wastewater, Customer Care Division, conducting the formal hearings, and taking testimonies from complainants, witnesses, and DPW personnel. This is the same salary as in the previous contract period. The period of the agreement is effective upon Board approval for one year.

23. A. Abolish the following six vacant positions:Position No.: 5521-22629

Classification: Laborer
 Job Code: 42931
 Grade: 482 (\$14.00 - \$14.62)

Position Nos.: 5521-22419; 22439; 22441; 22415

Classification: Utilities Installer & Repairer III
 Job Code: 53513
 Grade: 428 (\$31,482.00 - \$34,241.00)

Position No.: 5131-33635

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

B. Create the following five positions:

Classification: Operations Manager III
 Job Code: 00092
 Grade: 960 (\$90,600.00 - \$149,400.00)
 Position No.: To be assigned by BBMR

MINUTES**PERSONNEL**DPW - cont'd

Classification: Operations Officer II (3 positions)
 Job Code: 31110
 Grade: 927 (\$60,800.00 - \$97,300.00)
 Position Nos.: To be assigned by BBMR

Classification: Administrative Coordinator
 Job Code: 31110
 Grade: 087 (\$39,701.00 - \$47,900.00)
 Position No.: To be assigned by BBMR

Costs: \$158,109.00 - 1001-000000-1901-726900-601001

Fire & Police Employees' Retirement System24. Reclassify the following position:

Position No. 1540-47204

From: Classification: Special Assistant
 Job Code: 10063
 Grade: 089 (\$43,026.00 - \$52,239.00)

To: Classification: Executive Assistant
 Job Code: 10083
 Grade: 904 (\$45,100.00 - \$72,200.00)

Costs: \$6,073.00 - 6001-604115-1540-171400-601001

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

MINUTES**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Department of General Services</u>		
25. JOHN WARD	\$30.00	\$57,000.00

Account: 1001-000000-1982-192500-601009

Mr. Ward will work as a Contract Services Specialist II (Asbestos Technician). His duties will include, but will not be limited to conducting on-site inspections of contractors performing asbestos removal projects in public buildings and ensuring compliance with the Federal Asbestos School Hazard Abatement Reauthorization Act of 1994, certified design specifications, and related Maryland State and City of Baltimore regulations. Mr. Ward will write detailed reports such as findings on employees at the work site, the manner in which the work was performed, materials and equipment, and maintain inspection logs. In addition, he will review and recommend approval of the contractor's invoice, remove asbestos from exposed areas in emergency situations using specialized vacuuming and filtering equipment. Mr. Ward will also testify at depositions regarding the manner in which hazards were abated by contractors and investigate and report on complaints involving suspected exposure to asbestos and non-compliance with State and local legislation. The period of the agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Department of General Services - cont'd</u>		

26. Classify the following position:

From: Classification: New Position
 Job Code: 90000
 Grade: 900 (\$1.00 - \$204,000.00)
 Position Nos.: 1982-50676; 50677

To: Classification: Heating & Air Conditioning Tech. II
 Job Code: 54212
 Grade: 432 (\$34,970.00 - \$39,106.00)

There are no costs associated with this action.

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

Health Department

27. VICTORIA BAILEY HAINES	\$16.00	\$16,640.00
28. MARY MORRISON HERTZMAN	\$16.00	\$12,480.00

Account: 6000-617816-3044-273300-601009

Mses. Haines and Hertzman will each work as a Contract Services Specialist II (Social Services Coordinator). Their duties will include, but will not be limited to providing client case management screening, data input, assessment review, counseling, referral, and follow-up for the Economic Security Initiative. The period of the agreement is effective upon Board approval through September 30, 2016.

MINUTES

PERSONNELHourly RateAmountHealth Department - cont'd29. Create the following 16 positions:

Classification: Grant Services Specialist II
 Job Code: 10216
 Grade: 919 (\$34,312.00 - \$54,427.00)
 Position Nos: To be assigned by BBMR
 (10 positions)

Classification: Grant Services Specialist III
 Job Code: 10217
 Grade: 941 (\$52,400.00 - \$90,000.00)
 Position Nos: To be assigned by BBMR
 (6 positions)

Costs: \$1,033,710.00 - 1001-000000-1901-726900-601001

Law Department

30. **BENJAMIN BOR** \$36.17 **\$63,297.50**

Account: 2036-000000-1752-175200-601009

Mr. Bor will work as a Contract Services Specialist II (Special Assistant Solicitor). His duties will include, but will not be limited to advising City agencies on responses to subpoenas, handling guardianship matters for the Baltimore City Health Department, and advising City agencies on responses to public information requests. In addition, Mr. Bor will provide training to agencies on public information requests, advise City agencies on public information policies, and assist in litigation involving the City. The period of the agreement is effective upon Board approval for one year.

MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Department of Transportation</u>		
31. KRISHANA M. DAVIS	\$30.43	\$58,000.00

Account: 4000-406115-5011-383901-601009

Ms. Davis will work as a Contract Services Specialist II (Liaison Officer). Her duties will include establishing and maintaining strategic partnerships with the community, local government, and elected stakeholders to communicate the project purpose, need, scope, timing and phasing. In addition, Ms. Davis will coordinate the development of outreach strategy, including newspapers, door hangers, brochures, website contents, and signs and facts sheets. The period of the agreement is effective upon Board approval for one year.

32. MICHELLE ABBOTT-COLE	\$28.85	\$60,008.00
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Account: 1001-000000-1911-730900-601009

Ms. Abbott-Cole will work as a Contract Services Specialist II (Special Events Licensing Manager). Her duties will include, but will not be limited to coordinating and enforcing special events and street vendor licensing regulatory outreach activity and overseeing the issuance of permits for special events. In addition, Ms. Abbott-Cole will communicate with other City agencies to coordinate large-scale events and monitor and oversee the inspection and enforcement of vendor licensing to ensure compliance. This position will also be responsible for special event projects for the Director and the Mayor and respond to complaints and concerns from citizens regarding street vendors, or questions regarding the issuance of a permit. The period of the agreement is effective upon Board approval for one year.

MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Fire Department</u>		
33. BARBARA J. HEMBERGER	\$32.39	\$24,000.00

Account: 1001-000000-2101-225900-601009

Ms. Hemberger, retiree, will work as a Contract Services Specialist I (Special Advisor). Her duties will include, but will not be limited to scheduling and attending meetings, assembling materials, taking and transcribing minutes, managing contact lists, and producing and managing documents. This salary is a less than 1% increase from the previous contract period. The period of the agreement is November 6, 2015 through November 5, 2016.

THE DEPARTMENT IS REQUESTING A WAIVER OF THE HOURLY RATE PORTION IN AM 212-1.

34. Reclassify the following position:

Position No. 2121-12794

From: Classification: Fire Lieutenant Suppression
 Job Code: 41212
 Grade: 338 (\$59,901.00 - \$73,090.00)

To: Classification: Fire Lieutenant Suppression ALS
 Job Code: 41278
 Grade: 374 (\$61,639.00 - \$74,873.00)

There are no costs associated with this action.

MINUTES**PERSONNEL**

Mayor's Office of Information Technology (MOIT)

35. Reclassify the following Position:

From: IT Project Manager
Job Code: 10153
Grade: 929 (\$64,600.00 - \$103,200.00)
Position No.: 1472-49934

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

Cost: \$103,167.00 - 1001-000000-1472-719900-601001

36. Abolish the following Two Position:

a. Classification: Computer Operator
Job Code: 33133
Grade: 088 (\$41,326.00 - \$50,069.00)
Position No.: 1472-12320

b. Classification: EDP Data Technician III
Job Code: 33183
Grade: 086 (\$38,152.00 - \$46,019.00)
Position No.: 1472-12345

Cost: (\$163,629.00) - 1001-000000-1472-165800-601001

MINUTES**PERSONNEL**

MOIT - cont'd

37. Abolish the following Seven Position:

- a. Classification: Systems Analyst
Job Code: 33151
Grade: 927 (\$60,800.00 - \$97,300.00)
Position No.: 1472-12332
- b. Classification: Computer Operator Supervisor
Job Code: 33135
Grade: 906 (\$48,700.00 - \$77,800.00)
Position No.: 1472-12317
- c. Classification: Computer Operator III
Job Code: 33132
Grade: 086 (\$38,152.00 - \$46,019.00)
Position No.: 1472-43521
- d. Classification: Computer Operator IV
Job Code: 33133
Grade: 088 (\$41,326.00 - \$50,069.00)
Position No.: 1472-12322
- e. Classification: Computer Operator IV
Job Code: 33133
Grade: 088 (\$41,326.00 - \$50,069.00)
Position No.: 1472-43519
- f. Classification: EDP Data Technician Supervisor
Job Code: 33185
Grade: 906 (\$48,700.00 - \$77,800.00)
Position No.: 1472-12344

MINUTES

PERSONNEL

MOIT - cont'd

g. Classification: EDP Data Technician III
Job Code: 33183
Grade: 086 (\$38,152.00 - \$46,019.00)
Position No.: 1472-12347

Cost: (\$1,602,648.00) - 1001-000000-1472-165800-601001

38. Reclassify the following Position:

From: Special Assistant
Job Code: 10063
Grade: 089 (\$43,026.00 - \$52,239.00)
Position No.: 1471-49305

To: Operations Specialist II
Job Code: 00084
Grade: 907 (\$53,100.00 - \$85,100.00)

Cost: \$103,167.00 - 1001-000000-1472-719900-601001

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

Hourly Rate Amount

Environmental Control Board

39. **KATIA FORTUNE** \$21.00 **\$40,047.00**

Account: 1001-000000-1170-138600-601009

Ms. Fortune will serve as a Contract Services Specialist II (Community Program Liaison). She will be responsible for implementing the City-wide cleaning initiative in developing the guidelines for a peer-to-peer cleaning program for first time offenders. The period of the Agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**Mayor's Office40. Reclassify the following Position:

From: Staff Assistant (Elected Official)
Job Code: 00138
Grade: 903 (\$42,500.00 - \$68,000.00)
Position No.: 1472-47946

To: Executive Assistant
Job Code: 10083
Grade: 904 (\$45,100.00 - \$72,200.00)

Cost: \$5,394.00 - 1001-000000-1250-152800-601001

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

Enoch Pratt Free Library41. Reclassify the following Position:

From: New Position
Job Code: 90000
Grade: 900 (\$1.00 - \$204,000.00)
Position No.: 4501-50675

To: Operations Officer V
Job Code: 00089
Grade: 936 (\$76,100.00 - \$121,200.00)

There are no costs associated with this action.

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

MINUTES**PERSONNEL**

Enoch Pratt Free Library - cont'd

42. Reclassify the following Position:

From: Office Supervisor
Job Code: 00712
Grade: 084 (\$35,564.00 - \$42,446.00)
Position No.: 4501-15841

To: Library Resource Supervisor
Job Code: 00684
Grade: 091 (\$46,787.00 - \$56,927.00)

Cost: \$3,200.00 - 1001-000000-4501-593600-601001

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

43. Reclassify the following Position:

From: Office Supervisor
Job Code: 00712
Grade: 084 (\$35,564.00 - \$42,446.00)
Position No.: 4501-15608

To: Graphic Artist II
Job Code: 01980
Grade: 090 (\$44,858.00 - \$54,520.00)

There are no costs associated with this action.

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

MINUTES**PERSONNEL**Department of Recreation and Parks

	<u>Hourly Rate</u>	<u>Amount</u>
44. EARL SAVAGE	\$24.76	\$29,712.00

Account: 5000-577716-4781-363960-601009

Mr. Savage, retiree, will continue to work as a Contract Services Specialist I (Architect/Engineer) for the Department of Recreation and Parks. His duties will include but not be limited to preparing contract drawings and specifications for the renovation of recreation centers and park buildings, feasibility studies, field investigation reports, and detailed cost estimates. The period of the agreement is effective upon Board approval for one year.

45. COURTNEY EVANDER	\$32.00	\$12,800.00
46. MIRIAM BLANK	\$32.00	\$ 6,400.00
47. LAUREN CARRIG	\$32.00	\$ 6,400.00

Account: 6000-680514-4792-369900-601009

Ms. Evander, Ms. Blank, and Ms. Carrig will each work as a Contract Services Specialist II (Ice Skating Instructors). Their duties will include, but are not limited to providing instructions in figure skating skills for participants in the Learn to Skate Program and summer camps, including skills that are the basis for the U.S. Figure Skating National Proficiency Tests. They will also evaluate student performance to determine mastery of specific skills and advancement to the next level and assist students in planning an individual presentation program to music. The period of the agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**Department of Recreation and Parks

	<u>Hourly Rate</u>	<u>Amount</u>
48. ANN GREEN	\$17.45	\$33,277.15

Account: 6000-680816-4782-583802-601063

Ms. Green will work as a Contract Specialist II (Webmaster/Social Media Specialist and Volunteer Coordinator). Her duties will include but are not limited to maintaining the website, updating the online calendar, creating content, editing images, creating graphic pieces for website, creating content for special event pages, creating monthly "What's in Bloom" section, testing website for usability, and she will act as social media/lead Facebook administrator.

She will also document activities and collections by taking pictures, editing, and watermarking photos, maintaining searchable photo library, creating, and sharing meaningful content to inform the public about events. She will also coordinate volunteers to include recruiting volunteers, maintaining web presence for volunteer program, screening, interviewing, orienting, and training volunteers, tracking volunteer hours, and coordinating calendars for public events at Cylburn Arboretum and the Howard Peters Rawlings Conservatory. The period of the agreement is effective upon Board approval for one year.

49. GEORGE CANNOLES	\$ 9.50	\$11,400.00
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Account: 6000-680816-4781-583802-601009

Mr. Cannoles, retiree, will continue to serve as a Contract Service Specialist I (Curator) in the Horticultural Division.

MINUTES**PERSONNEL**Department of Recreation and ParksHourly RateAmount

This is a 12% increase in the hourly rate from the previous contract period to correct an administrative error. The salary is in compliance with AM 212-1. His duties will include, but will not be limited to serving as Curator of the Orchid Exhibit at the Howard Peters Rawlings Conservatory and providing gardening work in and around the grounds of the Conservatory. The period of the agreement is effective upon Board approval for one year.

50. **HAROLD McCRAY** \$17.45 **\$33,277.15**

Account: 1001-000000-4782-583802-601009

Mr. McCray will work as a Contract Services Specialist II (City Farms Coordinator). His duties will include but are not limited to writing, distributing and collecting rental agreements, collecting rental fees, assigning garden plots, mailing out inspection notices, terminating rental agreements and maintaining and updating the waiting lists. He will also market the program to local community groups, manage community garden plots, orient new gardeners, provide regular inspections, assist with infrastructure repairs, ensure garden supplies are provided, schedule/supervise garden clean-up days, and supervise one part-time garden staff member. The period of the agreement is effective upon Board approval for one year.

51. **MALLORY RICHARDS** \$32.00 **\$38,400.00**

Account: 6000-680516-4792-4792-369900-601009

Ms. Richards will work a Contract Services Specialist II (Ice Skating Instructor/Program Coordinator).

MINUTES**PERSONNEL**Department of Recreation and Parks - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
The period of the agreement is effective upon Board approval for one year.		
53. PHYLLIS M. WOODEN	\$10.00	\$ 6,500.00
Account: 1001-000000-4803-371400-601009		
Ms. Wooden, retiree, will work as a Contract Services Specialist I (Community Aide). Her duties will include, but are not limited to driving City vehicles to transport City Administrators and staff to and from scheduled meetings and events, transporting participants to and from various events and activities at recreation centers and facilities and delivering vehicles to the repair shop for routine preventive and necessary maintenance. The period of the agreement is effective upon Board approval for one year.		
54. WILLIAM RUSKIN	\$31.31	\$32,078.28
Account: 5000-578716-4711-361850-601009		
Mr. Ruskin, retiree, will continue to work as a Contract Services Specialist I (Civil Engineer). This is a 20% increase in the hourly rate from the previous contract period to correct the administrative error. The hourly rate is in compliance with AM 212-1, Part I. His duties will include, but are not limited to developing engineering plans, specifications, and cost estimates for Capital Projects. Mr. Ruskin will design utility systems and act as a liaison between the Department, local utility companies, and State and City agencies. In addition, he will review and prepare reports and plans, process estimates, assist with testing and certifications.		

MINUTES**PERSONNEL**

Department of Recreation and Parks - cont'd

The period of the agreement is effective upon Board approval for one year. Mr. Ruskin will work 1,248 hours.

THE DEPARTMENT IS REQUESTING A WAIVER OF AM 212-1, PART I THAT LIMITS THE TOTAL NUMBER OF HOURS THAT A RETIREE CAN WORK.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- | | | |
|--|-------------|-------------|
| 1. VAISALA, INC. | \$27,775.20 | Sole Source |
| Contract No. 08000 - Weather Stations Maintenance -
Department of Transportation - Req. No. R710032 | | |

The vendor is the sole provider of this product and associated maintenance. Authority is requested to issue a purchase order to the vendor, including ratification of maintenance services previously performed. The period of the award is April 1, 2015 through March 31, 2016, with one renewal option remaining.

- | | | |
|---|-------------|-------------|
| 2. VAISALA, INC. | \$35,710.81 | Sole Source |
| Contract No. 08000 - Weather Stations Sensors - Department
of Transportation - Req. No R709564 | | |

The vendor is the sole provider of the weather stations previously purchased and the purchase of the sensors from this vendor will maintain the compatibility of the weather station. This is a onetime procurement.

- | | | |
|---|-------------|---------|
| 3. POINT DEFIANCE AIDS PROJECT | \$40,136.76 | Low Bid |
| Solicitation No. B50004327 - Clinical and Lab Supplies -
Department of Health - Req. No. R706217 | | |

Vendors were solicited via CitiBuy. Bids were opened on October 1, 2015. Award is recommended to the sole responsive and responsible bidder. The period of the award is October 28, 2015 through October 27, 2016, with no renewals.

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. FERGUSON ENTERPRISES, INC.
 d/b/a WOLSELEY INDUSTRIAL
 GROUP \$20,000.00 Renewal
 Contract No. B50003801 - CI Fittings, Flanged Tees & Elbows
 - Department of Public Works - Purchase Order No. P529162

On October 20, 2014, the City Purchasing Agent approved the initial award in the amount of \$20,000.00. The award contained two 1-year renewal options. This renewal in the amount of \$20,000.00 is for the period November 16, 2015 through November 15, 2016, with two one-year renewal options remaining.

5. RAND WORLDWIDE SUBSIDIARY,
 INC., d/b/a IMAGINIT
 TECHNOLOGIES \$29,700.00 Renewal
 Contract No. 08000 - Archibus Maintenance and Support
 Agreement - Department of General Services - P.O. No.
 P527708

On June 4, 2014, the Board approved the initial award in the amount of \$29,400.00. The award contained five 1-year renewal options. On May 13, 2014, the Board approved an Amendment in the amount of \$55,160.00. This renewal in the amount of \$29,700.00 is for the period November 1, 2015 through October 31, 2016, with four 1-year renewal options remaining.

6. MERKLE RESPONSE SERVICES,
 INC. \$725,000.00 Renewal
 Contract No. B50002524 - Lock Box Services - Finance
 Department - P.O. No. P521818

On October 24, 2012, the Board approved the initial award in the amount of \$1,267,540.00. The award contained three 1-year renewal options.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On October 14, 2014, the Board approved the first renewal in the amount of \$725,000.00. This renewal in the amount of \$725,000.00 is for the period December 5, 2015 through December 4, 2016, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MWBOO SET GOALS OF 0% MBE AND 0% WBE.

- | | | |
|--|---------------------|----------------|
| 7. <u>TURBOMECA, USA, INC.</u> | <u>\$350,000.00</u> | <u>Renewal</u> |
| Contract No. 08000 - Helicopter Engine Repair Parts -
Baltimore City Police Department - P.O. No. P521877 | | |

On November 7, 2012, the Board approved the initial award in the amount of \$410,000.00. The award contained two 1-year renewal options. On July 29, 2015, the Board approved an increase in the amount of \$175,110.00. This renewal in the amount of \$350,000.00 is for the period November 7, 2015 through November 6, 2017, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

- | | | |
|---|---------------------|----------------|
| 8. <u>ANALYTICAL SERVICES, INC.</u> | <u>\$ 20,000.00</u> | <u>Renewal</u> |
| Contract No. B50002632 - Cryptosporidium and Giardia
Analysis for the Testing Laboratory - Department of Public
Works - Water and Wastewater - P.O. No. P521585 | | |

On October 3, 2012, the City Purchasing Agent approved the initial award in the amount of \$13,332.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$20,000.00 is for the period December 1, 2015 through November 30, 2016. The above amount is the City's estimated requirement.

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

MWBOO FOUND VENDOR IN COMPLIANCE.

*Vendor spent \$3,104.66 with the WBE; however, not more than 50% of the goal may be attained by expenditures to MBE/WBE suppliers who are not manufacturers. Therefore, the maximum value allowed has been applied.

Donahoo Collision Center, LLC

Dollar Amount Performed to Date: \$168,697.00

	<u>COMMITMENT</u>	<u>PERFORMED</u>
MBE: Millennium Auto Parts	6%	0
WBE: Doug's Auto Recycling	3%	0

MWBOO FOUND VENDOR IN NON-COMPLIANCE.

MWBOO has requested additional time to work with vendor who will be given 60 days to come into compliance.

Lord's Collision Experts d/b/a Security Auto Body

	<u>COMMITMENT</u>	<u>PERFORMED</u>
MBE: Brooklyn Progressive Paint	6%	0
WBE: Doug's Auto Recycling	3%	\$85.00 0.1%

MWBOO FOUND VENDOR IN COMPLIANCE.

AutoNation t/a Valley Chevrolet, LLC

	<u>COMMITMENT</u>	<u>PERFORMED</u>
MBE: Millennium Auto Parts	6%	\$4,815.00 2.6%

MINUTES

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

*Vendor spent \$6,783.96 with the WBE; however, not more than 50% of the goal may be attained by expenditures to MBE/WBE suppliers who are not manufacturers. Therefore, the maximum value allowed has been applied.

R&E Body & Paint, Inc. d/b/a MAACO

	<u>COMMITMENT</u>	<u>PERFORMED</u>
MBE: Millennium Auto Parts	3%	\$1,180.00 0.8%
Brooklyn/Progressive Auto	3%	<u>1,140.00</u> <u>0.8%</u>
Paint Group, Inc.		
Total MBE:	6%	\$2,320.00 1.7%
WBE: Doug's Auto Recycling, Inc.	3%	\$2,580.00 1.8%

MWBOO FOUND VENDOR IN COMPLIANCE.Al Packer's White Marsh Ford, LLC

	<u>COMMITMENT</u>	<u>PERFORMED</u>
MBE: Millennium Auto Parts	6%	\$1,125.00 (1.9%)
WBE: Fitch Dustdown Co., Inc.	1.5%	\$ 880.00 (1.5%)*

MWBOO FOUND VENDOR IN COMPLIANCE.

Vendor has demonstrated good faith efforts.

*The MBE was not able to provide all parts requested. Vendor spent \$9,294.17 with the WBE; however, not more than 50% of the goal may be attained by expenditures to MBE/WBE suppliers who are not manufacturers. Therefore, the maximum value allowed has been applied.

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

11. LOCATION AGE LLC	\$122,472.00	Renewal
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Contract No. 06000 - Temporary Automatic Vehicle Location Agreement - Department of Public Works, Department of Housing and Community Development - P.O. No. P532169

On July 1, 2015, the Board approved the initial award in the amount of \$293,204.00. This is the sole six-month renewal option to provide the required continuity of existing services to maintain the operational needs of the affected end user agencies while the newly awarded contract (B50003586 - Automatic Vehicle Location) is fully transitioned. The renewal is for the period November 1, 2015 through April 30, 2016.

MWBOO GRANTED A WAIVER.

12. GRANICUS, INC.	\$ 10,576.00	Ratification and
	18,864.00	Renewal (Boards
		and Commissions
	<u>29,095.92</u>	Module) Legistar
		Matrix
	\$ 58,535.92	

Contract No. 08000 - Legistar Matrix Disaster Recovery System, Support and Maintenance - Office of the City Council President - P.O. No. P527503

Since 1999, the Office of the City President has utilized Legistar as its legislation workflow application. The Board approved the current term on June 4, 2014. An additional Board and Commissions module was deployed on November 21, 2014. However, inadvertently subsequent quarterly invoices in the amount of \$10,576.00 were not paid. The Board is requested to ratify the unpaid invoices and renew both modules. The period of the renewal is November 1, 2015 through October 31, 2016, with additional annual renewals subject to agreement by the parties.

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

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

13. FERGUSON ENTERPRISES, INC.

d/b/a WOLSELY HUGHES

ACQUISITION COMPANY, INC.	\$300,000.00	Increase
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Solicitation Number B50003757 - Mechanical Joint Ductile Iron Pipe - Department of Public Works, Bureau of Water & Wastewater - P.O. No. P529270

On November 05, 2014, the Board approved the initial award in the amount of \$350,000.00. The Board is requested to approve an increase in the amount of \$300,000.00. The increase will make the total contract amount \$650,000.00.

MWBOO GRANTED A WAIVER.

14. FERGUSON ENTERPRISES, INC.

d/b/a WOLSELY INDUSTRIAL

GROUP	\$150,000.00	Increase
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Solicitation Number B50003692 - Provide Plastic Meter Boxes - DPW, Bureau of Water & Wastewater - P.O. No. P529137

On October 15, 2014, the Board approved the initial award in the amount of \$90,000.00. The Board is requested to approve an increase in the amount of \$150,000.00. The requested increase will make the total contract amount \$240,000.00.

MWBOO GRANTED A WAIVER.

15. GEIGER PUMP AND EQUIPMENT

COMPANY

\$1,000,000.00

Increase

Contract Number 08000 - MOYNO Pump Parts and Complete Units - DPW, Bureau of Water & Wastewater - P.O. No. P527004

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On April 16, 2014, the Board approved the initial award in the amount of \$1,000,000.00. The Board is requested to approve an increase in the amount of \$1,000,000.00. The requested increase will make the total contract amount \$2,000,000.00.

MWBOO GRANTED A WAIVER.

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, §11 (e)(i) of the City Charter, the procurement of the equipment and/or services is recommended.

16. TYLER TECHNOLOGIES,
INC. \$ 256,000.00 Increase
Contract Number NJPA013006 - Personal Property Billing
System - Finance Department - Req. No. R710694

On March 14, 2012, the Board approved the initial award in the amount of \$1,345,550.00. On March 01, 2013, the Board approved an increase of the contract in the amount of \$97,400.00. On November 12, 2014, the Board approved the first renewal and amendment to the contract in the amount of \$1,970,886.75. The Board is requested to approve an increase to the contract in the amount of \$256,000.00. The requested increase will make the total contract amount \$3,669,836.75.

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

17. BEECHER EMISSION TECHNOLOGIES, LLC, d/b/a WARD DIESEL FILTER SYSTEMS	\$48,000.00	Extension
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Contract No. 08000 - OEM Parts and Service for Ward Diesel Filters - Department of General Services - P.O. No. P528329

On November 24, 2010, the Board approved the initial award in the amount of \$120,000.00. The award contained two renewal options. The renewals and subsequent actions have been approved. This extension is necessary to allow time to negotiate and execute a new contract. The period of the extension is November 24, 2015 through February 29, 2016.

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

UPON MOTION duly made and seconded, the Board approved the foregoing Informal Awards, Renewals, Increases to Contracts and Extensions. The President **ABSTAINED** on item no. 12. The Comptroller **ABSTAINED** on item nos. 10.h. and 10.i. The Comptroller voted **NO** on item nos. 10.a and 10.e.

MINUTES

Mayor's Office of Minority & - Resolution for a HUB Zone
Women-Owned Business Development Neighborhood Preference
in Solicitations

ACTION REQUESTED OF B/E:

The Board is requested to approve a Resolution for a HUB Zone Neighborhood Preference in Solicitations.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

This Resolution was formulated in the City's efforts to increase prime contracting opportunities for Baltimore City's small, Minority and Women-Owned Businesses within the parameters of the City Charter. About half of the City is located within the Small Business Administration's Historically Underutilized Business (HUB) Zone. The Resolution is intended to provide greater access to City procurement opportunities which would have the ripple effect of increasing employment opportunities, stimulating capital investment, and empowering City neighborhoods through economic leveraging.

**RESOLUTION OF THE BOARD OF ESTIMATES OF BALTIMORE CITY
 FOR A HUB ZONE NEIGHBORHOOD PREFERENCE IN SOLICITATIONS**

WHEREAS, pursuant to Art. VI, §2 of the Charter, the Board of Estimates ("Board") shall formulate and execute the fiscal policy of the City and may promulgate rules and regulations to exercise its powers and to perform its duties; and

WHEREAS, pursuant to Art. VI, § 11.(a) of the Charter, the Board shall be responsible for awarding contracts and supervising all purchasing by the City as provided in this section and elsewhere in the Charter; and

MINUTES

Mayor's Office of Minority & - cont'd
Women-Owned Business Development

WHEREAS, pursuant to Art. VI, § 11.(h)(1)(vi) of the Charter, the Board may adopt rules and regulations that establish uniform procedures for providing, on a neighborhood service, neighborhood public work, or neighborhood public improvement contract, limited bid preferences to responsive and responsible bidders who are residents of, or have their principal places of business in, that neighborhood; and

WHEREAS, the Board desires the City Purchasing Agent and City agencies to use good faith efforts to consider limited bid preferences to responsive and responsible bidders who are residents of, or have their principal place of business in neighborhoods that are within historically underutilized business zones ("HUB Zones") designated by the U.S. Small Business Administration ("SBA"); and

WHEREAS, the Board desires to define "neighborhood" below for the purposes of Art. VI, § 11.(h)(1)(vi) of the Charter in a manner that assists City neighborhoods collectively which have similar challenges of low median household incomes and/or high unemployment; and

WHEREAS, the purpose of the below "HUB Zone Neighborhood Preference" is to help small businesses in this "neighborhood" to gain access to City procurement opportunities which should increase employment opportunities, stimulate capital investment, and empower City neighborhoods through economic leveraging; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ESTIMATES OF BALTIMORE CITY, that the following resolution applies to all solicitations more than \$50,000 issued by the City Purchasing Agent or City agencies under Art. VI, § 11(h) of the Charter that meet the following requirements:

1. "Neighborhood" for the purposes of Art. VI, § 11.(h)(1)(vi) of the Charter is defined as all of the federally-designated HUB Zones in Baltimore City.

MINUTES

Mayor's Office of Minority & - cont'd
Women-Owned Business Development

2. To be eligible for the HUB Zone Neighborhood Preference, a bidder must (a) be a small business by SBA standards, (b) be owned and controlled at least 51% by U.S. citizens, (c) be a resident of or have its principal place of business in the neighborhood, (d) have at least 35% of its employees residing in the neighborhood, and (e) bid on a solicitation for a service, public work, or public improvement contract in the neighborhood.
3. For an invitation for bids, the bid of a bidder with a HUB Zone Neighborhood Preference shall not be more than 10% higher than the lowest responsive and responsible bidder without a HUB Zone Neighborhood Preference. For a request for proposals, the total score of a bidder with a HUB Zone Neighborhood Preference shall not be lower than 90% of the total score of the highest scoring responsive and responsible bidder without a HUB Zone Neighborhood Preference. The City Purchasing Agent or City agency may set the percentage (%) for the HUB Zone Neighborhood Preference in an invitation for bid or request for proposals.
4. The Board may award a contract giving consideration to the HUB Zone Neighborhood Preference.
5. Within 90 calendar days after the end of each fiscal year, the City Purchasing Agent and each City agency shall submit a report to the Board on the operation and effectiveness of the HUB Zone Neighborhood Preference in relation to the purpose of this Resolution (i.e. small businesses gain access to City procurement opportunities, increase employment opportunities, stimulate capital investment, and empower City neighborhoods through economic leveraging in the neighborhood).

MINUTES

Mayor's Office of Minority & - cont'd
Women-Owned Business Development

6. The HUB Zone Neighborhood Preference should not be used to the extent it actually conflicts with statutes, regulations, written policies, or rules specific to the use of the funds to be expended under the contract.
7. The Department of Finance shall adopt rules and regulations to carry out this Resolution or to clarify any terms or phrases in this Resolution.
8. A copy of this Resolution shall be filed in the Department of Legislative Reference.
9. This Resolution applies to all solicitations issued 60 calendar days after the date of its adoption by the Board of Estimates.

UPON MOTION duly made and seconded, the Board approved and adopted the Resolution for the HUB Zone Neighborhood Preference in Solicitations.

MINUTES

Mayor's Office of Minority & Women-Owned Business Development - Resolution for an Economic Benefits Evaluation Factor in Requests for Proposals

ACTION REQUESTED OF B/E:

The Board is requested to approve a Resolution for an Economic Benefits Evaluation Factor in Requests for Proposals.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

This Resolution was formulated in the City's efforts to increase economic opportunities for Baltimore City residents, as well as the City's small, Minority and Women-Owned Businesses within the parameters of the City Charter. The Resolution is intended to encourage bidders to be innovative in developing their bids and to demonstrate how awarding the resulting contract to them will provide economic benefits to the City of Baltimore.

**RESOLUTION OF THE BOARD OF ESTIMATES OF BALTIMORE CITY
FOR AN ECONOMIC-BENEFITS EVALUATION FACTOR IN REQUESTS FOR
PROPOSALS**

WHEREAS, pursuant to Art. VI, §2 of the Charter, the Board of Estimates shall formulate and execute the fiscal policy of the City and may promulgate rules and regulations to exercise its powers and to perform its duties; and

WHEREAS, pursuant to Art. VI, § 11.(a) of the Charter, the Board of Estimates shall be responsible for awarding contracts and supervising all purchasing by the City as provided in this section and elsewhere in the Charter; and

MINUTES

Mayor's Office of Minority & - cont'd
Women-Owned Business Development

WHEREAS, the Board of Estimates desires the City Purchasing Agent and City agencies to use good faith efforts to consider an "economic-benefits" evaluation factor as one of several technical factors to be evaluated for requests for proposals in determining which bidder is the highest scoring responsive and responsible bidder; and

WHEREAS, the economic-benefits evaluation factor is intended to encourage bidders - both resident and non-resident - to be innovative in developing their bids and to demonstrate how awarding the contract to them will provide economic benefits to the City of Baltimore; and

WHEREAS, the economic-benefits evaluation factor is not a resident business preference and may not be used to provide competitive advantages to one bidder over another based upon the bidder's location; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ESTIMATES OF BALTIMORE CITY, that the following resolution applies to all requests for proposals more than \$50,000 issued by the City Purchasing Agent or City agencies:

1. When a point system is used in the evaluation of requests for proposals, up to 10 percent of the total allocable technical points may be awarded under an economic-benefits evaluation factor. If the point system is not used, an economic-benefits evaluation factor may be included in the technical evaluation factors and be ranked in its relative order of importance. The City Purchasing Agent or City agency may set the percentage (%) or relative order of importance for the economic-benefits evaluation factor in a request for proposals.
2. Bidders may be asked to demonstrate in their bids how the contract will benefit the City economy. The economic-benefits evaluation factor may include, but is not limited to, consideration of such elements as:

MINUTES

Mayor's Office of Minority & - cont'd
Women-Owned Business Development

- a. The bidder's intended procurements from City subcontractors, suppliers, and joint venture partners;
 - b. The number of jobs generated for City residents;
 - c. Tax revenues generated to the City;
 - d. The amount or percentage of subcontract dollars placed with City small businesses and City minority or women's business enterprises that have been certified by the Minority and Women's Business Opportunity Office;
 - e. Whether or not the bidder has a small, minority, or women-owned business inclusion or mentoring program;
 - f. For multi-year contracts, the bidder's commitment to mentor City small, minority, or women-owned businesses; and
 - g. The bidder's commitment to participate in the Youth Works and Hire One Youth programs.
3. Bidders may receive up to half of the total allocable technical points under an economic-benefits evaluation factor for other elements directly or indirectly attributable to the contract that contribute to the City economy.
 4. Numerical rating systems may be used but are not required.
 5. Factors not specified in the request for proposals may not be considered.

MINUTES

Mayor's Office of Minority & - cont'd
Women-Owned Business Development

6. Initial evaluations may be conducted and recommendation for award by an evaluation committee. Final evaluations shall be performed by the City Purchasing Agent or designee, or the City agency head or designee, taking into consideration the recommendation of the evaluation committee.
7. Within 90 calendar days after the end of each fiscal year, the City Purchasing Agent and each City agency shall submit a report to the Board on the operation and effectiveness of the economic-benefits evaluation factor in relation to the purpose of this Resolution.
8. The economic-benefits evaluation factor should not be used to the extent it actually conflicts with statutes, regulations, written policies, or rules specific to the use of the funds to be expended under the contract.
9. The Department of Finance shall adopt rules and regulations to carry out this Resolution or to clarify any terms or phrases in this Resolution.
10. A copy of this Resolution shall be filed in the Department of Legislative Reference.
11. This Resolution applies to all requests for proposals issued 60 calendar days after the date of its adoption by the Board of Estimates.

UPON MOTION duly made and seconded, the Board approved and adopted the Resolution for the Economic Benefits Evaluation Factor in Requests for Proposals.

MINUTES

Department of Transportation - Developer's Agreement No. 1407

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Developer's Agreement No. 1407 with Harbor Quay, LLC.

AMOUNT OF MONEY AND SOURCE:

\$18,140.00

BACKGROUND/EXPLANATION:

The Developer would like to install new water service to its proposed new building located in the vicinity of 207-229 Key Highway, Baltimore, MD 21230. This Developer's Agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Letter of Credit in the amount of \$18,140.00 has been issued to Harbor Quay, 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 Developer's Agreement No. 1407 with Harbor Quay, LLC.

MINUTES

Department of Transportation - Right-of-Entry Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Right-of-Entry Agreement with 6601 Suitland Road, LLC.

AMOUNT OF MONEY AND SOURCE:

This right-of-entry is being granted at no cost to the City.

BACKGROUND/EXPLANATION:

The Department of Public Works wishes to enter onto the property known as SS Waterview Avenue, Block 7610, Lot 19 and owned by 6601 Suitland Road, LLC for the purpose of performing soil borings consistent with the City of Baltimore Seamon Avenue Storm Drain Project #7875-18.

The City needs access and permission to enter onto private property to make the repairs and complete the work.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Right-of-Entry Agreement with 6601 Suitland Road, LLC.

MINUTES

Department of Transportation - Traffic Mitigation Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Traffic Mitigation Agreement with 816-824 North Calvert Street, LLC. The period of the agreement will commence upon Board of Estimates approval and termination will be deemed in writing by the Department of Transportation.

AMOUNT OF MONEY AND SOURCE:

\$11,712.10 - 9950-906082-9512-900000-490375

BACKGROUND/EXPLANATION:

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Impact Study was required for the Development. The Developer proposes to perform the Scope of Work for Calvert Lofts at 816-824 North Calvert Street constructing a Residential Apartment with 50 dwelling units and 3,500 sq. ft. of commercial space. The Developer agrees to make a one-time contribution in the amount of \$11,712.10 to fund the City's multimodal transportation improvements in the Development's vicinity.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Traffic Mitigation Agreement with 816-824 North Calvert Street, LLC.

MINUTES

Department of Transportation - Deeds of Gift Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the Director of Finance, in collaboration with the Director of Transportation, to execute the three Deeds of Gift indicated below to transfer the City's title in the Redline archaeological artifacts to the Maryland Historical Trust, for future preservation and conservation of the Red Line Collection at the Maryland Archeological Conservation Lab, Jefferson Paterson Park & Museum, located at 10515 Mackall Road in Saint Leonard, Maryland (MAC Lab).

Deeds of Gift to the Maryland Historical Trust for:

1. 331 artifacts collected from: 8030F001A, 2284048, 2283083, 2217019, 1335001, 1888001, 6317001, 6318C001, 6923001, 48282002

Edmondson Ave., 15ft. alley W. of Edgewood rear, 25ft. alley N. of Franklin Street, 222, Northern alley area, Old W. Franklin St., N. Fremont Ave., N. Martin Luther King Blvd., Eden St., Fleet St., Boston Street., 2626 Boston St., 4118 Eastern Ave., along Eastern Ave., 6401 Beckley St., 5001 W. Northern Parkway

2. 504 artifacts collected from: 18889019

2719 O'Donnell Street

3. 777 artifacts collected from: 1902E001

2601 Boston Street

AMOUNT OF MONEY AND SOURCE:

N/A

MINUTES

Dept. of Transportation - cont'd

BACKGROUND/EXPLANATION:

The Department of Transportation has been working diligently with the State and other city agencies on preparing various parcels of City-owned real estate for the Red Line Light Rail Project. As required by applicable regulations, archeological firms were retained to perform archeological investigations of these properties and preserve significant artifacts recovered in such investigations. The Red Line Collection has no monetary value but may be of future scientific and historic significance and should be properly preserved. The Mac Lab is owned by the State and is an acknowledged state-of-the-art archeological research, conservation, and curation facility. The MAC Lab services as clearing house for archaeological collections recovered from land-based projects conducted by state and federal agencies throughout Maryland. The Deeds provide that the City may retrieve the Collection should the MAC Lab no longer maintain the facilities or operations to adequately preserve the Collection. The transfer of the Red Line Collection involves the transfer of personal property owned by the City. The Department is submitting this item because City initiatives involving the Red Line fall under this Department's purview. The Red Line Collection presently contains approximately four boxes of artifacts.

The Deeds of Gifts Agreements are late because of delays in the administrative process.

THE DIRECTOR OF FINANCE HAS REVIEWED AND RECOMMENDS APPROVAL.

MINUTES

Dept. of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized the Director of Finance, in collaboration with the Director of Transportation, to execute the three Deeds of Gift indicated above to transfer the City's title in the Redline archaeological artifacts to the Maryland Historical Trust, for future preservation and conservation of the Red Line Collection at the Maryland Archeological Conservation Lab, Jefferson Paterson Park & Museum, located at 10515 Mackall Road in Saint Leonard, Maryland (MAC Lab).

MINUTES

Department of Public Works - Procedures and Guidelines for Hearings Before the Office of Boards and Commissions Evaluation and Review Committee

ACTION REQUESTED OF B/E:

The Board is requested to approve the Procedures and Guidelines for Hearings Before the Office of Boards and Commissions Evaluation and Review Committee.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On December 17, 2014, the Board approved the creation of the Office of Boards and Commissions Evaluation Committee (Committee) to replace the Contractor Qualification Committee and oversee the operations and functions of the Office of Boards and Commissions (OBC). The OBC's operations are currently governed by the City of Baltimore Rules for Qualification of Contractors (the Qualification Rules), which were approved by the Board on October 30, 1991 and the Guidelines for the Performance Evaluation of Design b Consultants and Construction Contractors (the Evaluation Guidelines), which were approved by the Board on April 28, 2004.

The Board empowered the Committee, subject to Board approval, to review and amend the Qualification Rules and Evaluation Guidelines or enact such new rules and procedures as might be necessary to the operations and functions of the OBC and the Committee. The Committee has determined that the existing rules governing the OBC and Committee hearings on prequalification and contractor/consultant performance should be replaced and new rules enacted in their place. Pursuant to the authority granted by the Board, the Committee has promulgated the Procedures and Guidelines for Hearings before the Office of Boards and Commissions Evaluation Committee (Procedures and Guidelines), which will supersede and replace the existing hearing rules currently set forth in the Qualification Rules.

MINUTES

DPW - cont'd

The Committee, acting either as a Committee or through a Hearing Officer appointed by the Committee Chair, will be governed by the Procedures and Guidelines in all hearings that are requested by consultants/contractors dissatisfied with any recommendations by the Committee and the OBC relating to contractor/consultant performance and contractor qualification. The Procedures and Guidelines provide contractors and consultants a full, fair, and evidentiary hearing. In accordance with the Procedures and Guidelines, the decision of the Committee will be final and binding, subject only to review on the record by a Court of competent jurisdiction.

These Procedures and Guidelines will be effective immediately upon Board approval and will apply to all hearings held from the approval date going forward. Upon Board approval, a copy of the Procedures and Guidelines will be sent to each design consultant and construction contractor prequalified with the City of Baltimore and will be referred to and incorporated within all future design and construction contract specifications.

**PROCEDURES AND GUIDELINES FOR HEARINGS BEFORE THE OFFICE OF
BOARDS AND COMMISSIONS REVIEW COMMITTEE**

A. Hearings Generally.

- 1.0 Where the Rules for Qualification of Contractors or the Guidelines for the Performance Evaluation of Design Consultants and Construction Contractors (collectively the Rules) provide that a hearing may be conducted, these Procedures and Guidelines shall govern.
- 1.1 A hearing may be conducted by the full Committee or, at the Chair's discretion, by any individual member of the Committee designated to serve as the Hearing Officer by the Chair.

MINUTES

DPW - cont'd

1.2. The objectives of a hearing are:

- To provide all interested parties an opportunity to be heard by the Committee or Hearing Officer
- To afford a contractor/consultant an opportunity for an impartial, objective review of proposed decisions and/or actions of the Committee
- To contribute to uniformity and consistency in the application and enforcement of the Rules
- To establish and consider facts and data related to:
 - a. a contractor/consultant's performance, non-performance or other acts which are grounds for qualification, suspension or revocation of the contractor's Certificate of Prequalification; or
 - b. a contractor's financial and work capabilities

B. Notice of Hearing

1.1. Where the Rules provide that a hearing may be held, the Contractor/consultant shall be notified, in writing, by the OBC, of the action proposed to be taken by the Committee. Notice shall be sent to the contractor/consultant via first class mail, certified mail return receipt requested and by email, with a read receipt requested, to the email address of record for the contractor/consultant. Within five days of the date of the notification, or the date of receipt by the contractor/consultant, whichever occurs first, the contractor/consultant may submit a written request for a hearing. E-mailed notification is effective as of the date of its transmission by the OBC. Failure of the contractor/consultant to open an e-mailed notification will not extend the time allowed for filing a request for hearing.

MINUTES

DPW - cont'd

The contractor/consultant's request for a hearing shall be mailed via first class mail, and sent via electronic mail, to the Office of Boards and Commissions, 4 South Frederick Street, 4th Floor, Baltimore, MD 21202 (410) 396-6883, email address, obc.contractors@baltimorecity.gov. If no written request for a hearing is filed within the time required by these rules, the contractor/consultant will be deemed to have waived its right to a hearing and the Committee may proceed to evaluate the contractor/consultant's performance, non-performance or other acts as the Committee deems appropriate. The Committee may also initiate a hearing.

- 1.2 The hearing shall be scheduled within a reasonable time after a request for a hearing is received. When a hearing is scheduled, OBC shall send a Hearing Notice to the contractor/consultant by first class mail and electronic mail requesting receipt confirmation. The Hearing Notice shall set the date, time, and location of the hearing, and describe the purpose and nature of the hearing. OBC shall also send the Hearing Notice to the agency involved by email and inter-City mail to the agency Director. The Hearing Notice shall include a copy of these Procedures and Guidelines as well as any pertinent documents in the Committee's or the OBC's possession, including any performance evaluations that have been filed by any agency. The Hearing Notice shall designate either a Hearing Officer to preside or advise that the hearing will be held before the Committee. The Hearing Notice will set firm times for:

- a. how long the contractor/consultant has to present its case
- b. how much time for the agency to reply
- c. how much time for cross examination and setting any limits on what will be allowed on cross examination
- d. how much time for closing argument.

The Committee or Hearing Officer may shorten or extend any times set forth herein for good cause shown or as the Committee or

MINUTES

DPW - cont'd

Hearing Officer may direct in the exercise of their discretion. Any additional rules or procedures that may be required by the Committee or Hearing Officer shall be set forth in the Hearing Notice and are subject to amendment by the Committee or Hearing Officer.

- 1.3. Not later than five (5) days after the date of the Hearing Notice, the contractor/consultant shall advise the Office of Board and Commissions ("OBC"), in writing, sent via first class mail and electronic mail, requesting receipt confirmation, whether it will or will not be represented by counsel at the hearing and, if it will be represented, identify its counsel. If the contractor/consultant will not be represented by counsel, the contractor/consultant will designate one representative to present its position, introduce documentary materials, call witnesses to support its position and cross-examine. Unless directed otherwise by the Committee, an attorney from the City Law Department shall be present at all hearings and may participate in the hearing, regardless whether the contractor/consultant elects counsel or not. Failure of the contractor/consultant to file a timely election of counsel shall be a waiver of the right to counsel at the hearing.

C. Rules of Evidence

- 1.1 Formal rules of evidence and formal trial procedures shall not apply.
- 1.2. The Committee or Hearing Officer may admit and give probative effect to evidence which possesses probative value commonly accepted by reasonable and prudent persons in the conduct of their affairs. They shall give effect to the rules of privilege recognized by law. They may also exclude incompetent, irrelevant, immaterial, and unduly repetitious evidence.
- 1.3. The Committee or Hearing Officer may take judicial notice of facts and in addition may take notice of general, technical, or scientific facts.

MINUTES

DPW - cont'd

1.4. All evidence including records and documents in the possession of the Office of Boards and Commissions, the Committee, the involved City agency or the City of Baltimore which the Committee or Hearing Officer desires to utilize may be made a part of the record in the case. Documentary evidence may be received in the form of copies or excerpts, or by incorporation by reference.

D. Hearing Proceedings

1.1. The proceedings shall follow this order:

- a. The Committee or Hearing Officer shall begin the hearing with a statement concerning the purpose of the hearing and the procedures that will be followed.
- b. Each party may present its case by narrative or by witnesses.
- c. Cross-examination of any witness shall be permitted; however, the parties will not be permitted to argue or engage in debate. The Committee or Hearing Officer may limit or terminate cross examination at any time.
- d. The Committee or Hearing Officer may question any witness or party at any time.
- e. Each party may present its final arguments and summarize its position.
- f. Each party shall have the right to make any additional statements before the hearing is terminated.
- g. At the discretion of the Committee or Hearing Officer, the hearing may be adjourned to another date, continued or postponed.

MINUTES

DPW - cont'd

- 1.2. Notwithstanding the procedures set forth above, the Committee or Hearing Officer may, in their discretion, decide the order and manner in which testimony and evidence is to be presented and have discretion to direct changes to the hearing procedure.

E. Decisions and Orders

- 1.1 Every attempt shall be made to render a final decision within thirty (30) days from the conclusion of the hearing. The decision shall be made based upon the facts and evidence introduced into the record. The final decision of the Committee need not be in writing; however, OBC shall prepare a memorandum of each hearing which contains the following information:

- a. date of hearing;
- b. type of hearing (Committee or Hearing Officer);
- c. name of person presiding;
- d. the contractor or consultant's name;
- e. the names, titles and affiliations of persons in attendance;
- f. the purpose and nature of the hearing;
- g. a brief description of documents, testimony and data presented;
- h. the final findings of the Committee or Hearing Officer; and
- i. proposed action by the Committee.

- 1.2. When hearings are conducted by a Hearing Officer, the Hearing Officer shall submit his/her decision in writing to the Committee for review and to the contractor/consultant. The Hearing Officer's decision must be approved by the Committee before the proposed action becomes final. The Committee may approve, reject, or modify the decision of the Hearing Officer in its sole discretion. The Committee's decision shall be final and conclusive but is subject to review on the record by a court of competent jurisdiction pursuant to the Baltimore City Charter.

MINUTES

DPW - cont'd

- 1.3. When hearings are conducted by the Committee the Committee's decision shall be final and conclusive but is subject to review on the record by a court of competent jurisdiction pursuant to the Baltimore City Charter.
- 1.4. A copy of the memorandum of the hearing referred to in this Section shall be sent to the contractor/consultant or to his attorney of record simultaneously with notice of the Committee's determination.

F. Record of Proceeding

- 1.1 In the Committee or Hearing Officer's discretion a record of the proceedings may be made; a tape recording of the proceeding is adequate.
- 1.2. The contractor/consultant may have access to the tape recording during City business hours and may have a transcript made at its expense. The cost of the preparation of the transcript shall be paid before the transcript is prepared.

UPON MOTION duly made and seconded, the Board approved the Procedures and Guidelines for Hearings Before the Office of Boards and Commissions Evaluation and Review Committee.

MINUTES

Parking Authority of - Amendments to Parking Facility
Baltimore City (PABC) Operations and Management Agreements

The Board is requested to approve and authorize execution of the following Amendments to Parking Facility Operation and Management Agreements:

<u>Operator</u>	<u>Facility</u>
1. PMS PARKING INC.	Little Italy Garage

<u>Amendment</u>	<u>Original Agreement</u>	<u>Account Number</u>
\$238,530.00	\$236,946.00	2075-000000-2321-407900-603016 Maintenance and Repair
52,464.00	52,464.00	2075-000000-2321-407900-603026 Mgmt. and Incentive
<u>6,000.00</u>	<u>6,000.00</u>	2075-000000-2321-407900-603038 Security
\$ 296,994.00	\$295,410.00	

The original agreement was for the period July 1, 2014 to June 30, 2015. This Amendment will extend the contract through June 30, 2016 and will make the total amount \$592,404.00.

MBE/WBE PARTICIPATION:

MWBOO SET GOALS OF 17% MBE AND 9% WBE.

	<u>Commitment</u>	<u>Performed</u>
MBE: Watkins Security Agency	\$ 490.00	1%
T.E. Jeff, Inc.	<u>3,100.00</u>	<u>7%</u>
	17%	\$ 3,590.00 8%

MINUTES

PABC - cont'd

WBE: AJ Stationers, Inc.	\$	57.00	0.03%
Sign Solutions, Inc. dba		757.00	0.4%
Sign-A-Rama			
Clean and Clean Services, Inc.		<u>11,924.00</u>	<u>6.00%</u>
	9%	\$12,738.00	6.4%

MWBOO FOUND VENDOR IN COMPLIANCE.

3. **IMPARK/DANAS LLC** Marina Street Garage

<u>Amendment</u>	<u>Original Agreement</u>	<u>Account Number</u>
\$270,757.00	\$ 278,521.00	2076-000000-2321-612500-603016
		Maintenance and Repair
3,600.00	3,600.00	2076-000000-2321-612500-603026
		Management & Incentive
<u>30,000.00</u>	<u>30,000.00</u>	2076-000000-2321-612500-603038
\$304,357.00	\$312,121.00	Security

MBE/WBE PARTICIPATION:

MWBOO SET GOALS OF 17% MBE AND 9% WBE.

Marina Garage

	<u>Commitment</u>	<u>Performed</u>
MBE: Xecutive Security Investigations, Inc.	17%	\$26,180.00 31%
WBE: AJ Stationers, Inc.		\$ 2,478.00 3%
Sign Solutions, Inc. dba		579.00 1%
Sign-A-Rama		
Tote-It, Inc.		<u>8,500.00</u> <u>10%</u>
	9%	\$11,557.00 14%

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

PABC - cont'd

4. **IMPARK/DANAS LLC**

West Street Garage

<u>Amendment</u>	<u>Original Agreement</u>	<u>Account Number</u>
\$286,982.00	\$ 291,384.00	2076-000000-2321-254000-603016
		Maintenance and Repair
3,600.00	3,600.00	2076-000000-2321-254000-603026
		Management & Incentive
<u>67,200.00</u>	<u>64,404.00</u>	2076-000000-2321-254000-603038
<u>\$357,782.00</u>	<u>\$ 359,388.00</u>	Security

The original agreement for the Marina Garage and West Street Garage was for the period July 1, 2013 to June 30, 2014, with an option to extend the agreement for one additional year from June 30, 2014 through June 30, 2015. This amendment will extend the contract through June 30, 2016, and will make the amount \$1,333,648.00.

West Street Garage

	<u>Commitment</u>	<u>Performed</u>
MBE: Xecutive Security Investigations, Inc.	17%	\$26,180.00 25%
WBE: AJ Stationers, Inc.		\$ 2,478.00 2%
Sign Solutions, Inc. dba Sign-A-Rama		579.00 1%
Tote-It, Inc.	9%	<u>8,500.00</u> 8%
		<u>\$11,557.00</u> 11%

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

PABC - cont'd

The PABC, through the Bureau of Purchases on April 15, 2015, solicited bids for the management of the Little Italy Garage, Market Center Garage, Marina Garage and West Street Garage. The bids were opened by the Board on May 27, 2015 and the lowest compliant bid/s were presented to the Board for approval on June 17, 2015. The Board rejected the bids on July 1, 2015. Therefore, the PABC must extend the Parking Facility Operations and Management Agreement until it can be rebid.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Amendments to Parking Facility Operations and Management Agreements.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			
1. Alan McLain	Christian Community Development Assoc. Annual Conference Memphis, TN Nov. 10 - 14, 2015 (Reg. Fee \$99.00)	Baltimore Get Healthy Stores Grant	\$1,067.70
The registration fee was prepaid using a City issued procurement card assigned to Whitney Tantleff. The disbursement amount to Mr. McLain is \$968.70.			
2. Catherine Watson Virajita David-Rivera	Office of Adolescent Health, Teen Pregnancy Prevention Tier I Orientation Meeting Washington, DC Nov. 15 - 17, 2015	Federal Funds	\$1,141.27
<u>Baltimore Police Department</u>			
3. Derreck Sargent	COPS National Conference on Law Enforcement Wellness & Trauma Grapevine, TX Nov. 12 - 15, 2015 (Reg. Fee \$300.00)	General Funds	\$1,287.00

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
Department of Public Works/Office of Legal and Regulatory Affairs			
4. James Phillips- Farley	NACWA 2015 National Clean Water Law Seminar Las Vegas, NV Nov. 3 - 6, 2015 (Reg. Fee \$875.00)	General Fund	\$1,959.79
<p>The subsistence rate for this location is \$167.00 per night. The cost of the hotel is \$155.00 per night plus taxes of \$18.60 per night. The Department is requesting additional subsistence of \$28.00 per day for meals and incidentals. The airfare in the amount of \$383.99 and the registration fee in the amount of \$875.00 were pre-paid on a City-issued credit card assigned to Ms. Tianna Haines. Therefore, Mr. Phillips-Farley will be disbursed \$700.80.</p>			

RETROACTIVE APPROVALDepartment of Recreation & Parks

5. Thomas Jeannetta* Corinne Parks* Dontae Talbot* Robert Wall* Todd Clary* Tracey Estep** Devon Brown** Cortney Weinstock***	Annual Conference Maryland Recreation & Parks Association Ocean City, MD April 14 - 16, 2015* April 13 - 16, 2015** April 14 - 16, 2015*** (Reg. Fee \$195.00 ea.) (Reg. Fee \$155.00 for Mr. Talbot)	General Funds	\$3,666.42
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The Maryland Recreation & Parks Association Conference is designed for recreation and park professionals. Attendees obtain valuable information to enhance the programs and services offered to the citizens of Baltimore.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Recreation & Parks - cont'd</u>			

The Delays in the administrative review process and the receipt of the necessary backup documentation cause the travel to miss the deadline for submission prior to travel.

The hotel costs for this location is \$156.00 per day. The attendees incurred out-of-pocket expenses. The Department requests reimbursement for each attendee, respectively.

TRAVEL REIMBURSEMENT

<u>Thomas Jeannetta</u>	\$382.09
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Mileage:	\$155.61
Hotel:	195.00
State Tax:	11.70
Occupancy Tax:	8.79
Food:	10.99
Registration:	<u>(195.00)</u>
	\$577.09

The registration fee was prepaid on a City-issued card assigned to Mr. Thomas Jeannetta. The attendee will be reimbursed \$382.09.

<u>Corrine Parks</u>	\$410.25
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Mileage:	\$155.61
Hotel:	195.00
State Tax:	11.70
Occupancy Tax:	8.79
Food:	39.15
Registration:	<u>(195.00)</u>
	\$605.25

The registration fee was prepaid on a City-issued card assigned to Ms. Corrine Parks. The attendee will be reimbursed \$410.25.

MINUTES**TRAVEL REIMBURSEMENT**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Recreation & Parks - cont'd</u>			
<u>Dontae Talbot</u>			\$436.79
	Hotel:		255.00
	State Tax:		15.30
	Occupancy Tax:		11.49
	Food:		N/A
	Registration:		<u>155.00</u>
			\$436.79

Mr. Talbot received a discounted rate of \$155.00 for first time membership. The attendee will be reimbursed \$436.79.

<u>Robert Wall</u>			\$551.77
	Mileage:		\$155.61
	Hotel:		294.00
	State Tax:		17.67
	Occupancy Tax:		13.23
	Food:		70.96
	Registration:		<u>(195.00)</u>
			\$746.77

The registration fee was prepaid on a City-issued card assigned to Mr. Robert Wall. The attendee will be reimbursed \$551.77.

MINUTES

TRAVEL REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Recreation & Parks - cont'd</u>			
<u>Todd Clary</u>			\$444.13
Mileage:	\$155.61		
Hotel:	255.00		
State Tax:	15.30		
Occupancy Tax:	11.49		
Food:	6.73		
Registration:	<u>(195.00)</u>		
	\$639.13		

The registration fee was prepaid on a City-issued card assigned to Mr. Todd Clary. The attendee will be reimbursed \$444.13.

<u>Tracey Estep</u>			\$622.62
Mileage:	\$155.61		
Hotel:	340.00		
State Tax:	20.40		
Occupancy Tax:	15.32		
Food:	91.29		
Registration:	<u>(195.00)</u>		
	\$817.62		

The registration fee was prepaid on a City-issued card assigned to Mr. Devon Brown. The attendee will be reimbursed \$622.62.

MINUTES**TRAVEL REIMBURSEMENT**Department of Recreation and Parks - cont'dDevon Brown

\$467.06

Mileage:	\$155.61
Hotel:	260.00
State Tax:	15.60
Occupancy Tax:	11.72
Food:	24.13
Registration:	<u>(195.00)</u>
	\$662.06

Mr. Brown arrived on April 13 2014 to participate in a MRPA Golf Fund raising event. The registration fee was prepaid on a City-issued card assigned to Mr. Todd Clary. The attendee will be reimbursed \$444.13.

Courtney Weinstock

\$351.71

Mileage:	\$155.61
Hotel:	136.00
State Tax:	8.12
Occupancy Tax:	6.12
Food:	45.82
Registration:	<u>(155.00)</u>
	\$506.71

Ms. Weinstock attended the conference April 14 - 16, 2015. The registration fee was prepaid on a City-issued card assigned to Ms. Francesca Spero. The attendee will be reimbursed \$351.71.

The Board, UPON MOTION duly made and seconded, approved the travel requests, retroactive approval, and travel reimbursement.

MINUTES

Department of Human Resources (DHR) - Group Sales Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Group Sales Agreement with Residence Inn by Marriott Baltimore Downtown/Inner Harbor. The period of the agreement is October 18, 2015 through October 21, 2015. The Board is also requested to approve other expenses such as travel (personal vehicle reimbursement, airfare, etc.) and meal allowance.

AMOUNT OF MONEY AND SOURCE:

\$19,994.10	Hotel Accommodations
4,800.00	Airfare
2,208.00	Meal Allowance
<u>1,000.00</u>	Miscellaneous Expenses

\$28,002.10 - 1001-000000-1603-172500-603026

BACKGROUND/EXPLANATION:

On October 18, 2015 through October 21, 2015, the Department of Human Resources utilized rooms and meeting space at the Residence Inn by Marriott Baltimore Inner Harbor Hotel to administer the oral portion of the 2015 Fire Captain EMS, EMT-P Assessment. Approval is also requested for meal allowances and travel related expenses for the eight Examiners recruited from various fire department jurisdictions for the exam.

This exam occurs every two years. Thirteen room rentals were procured for overnight accommodations for the Examiners, the Assessment Administrator, and Test Monitors of DHR.

This request is late because the size of the final candidate pool necessitated changes in the amount of space that was needed, which subsequently required a new sales agreement which reflected the amount of space needed.

MINUTES

Department of Human Resources (DHR) - cont'd

10-18-2015 Arrive 10-23-15 Depart:

8 Examiners Rooms x 5 nights x \$158.00 +9.5% tax/night=\$ 6,920.40
Full Breakfast Buffet included with all overnight accommodations

10-19-2015 Arrive 10-23-15 Depart:

5 Staff Rooms x 4 nights x \$158.00 +9.5% tax/night =\$ 3,460.20

10-18-2015 Arrive 10-23-15 Depart:

Valet Parking x 8 Examiners x 5 nights x \$30.00/per night =\$ 1,200.00

10-19-2015 Arrive 10-23-15 Depart:

(8) Interview Testing Rooms x 4 days x \$158.00 +9.5% tax/night =\$ 5,536.32

10-19-2015 Arrive 10-23-15 Depart:

Valet parking x 4 nights x 5 staff x \$30/per night =\$ 600.00

10-19-2015:

Chesapeake 2 Meeting Room for 15 ppl x 1 Day x \$500/day =\$ 500.00

Complimentary Screen offered for Training Day
LCD Projector x 1 Day x \$250/day =\$ 250.00

10-19-15/10-23-15:

Chesapeake 1: Break Room for 15 people \$100.00/day =\$ 500.00

Beverage Break x 1 day x 15 guest @ 10.95/per person =\$ 164.25

Light Refreshments x 1 day x 15 guest @ \$18.90 per Person =\$ 283.50

10-20-15/10-22-15:

Beverage Break x 3 day x 12 guest @ 10.95/per person =\$ 394.20

22% Service Charge =\$ 185.23

Total \$19,994.10

MINUTES

Department of Human Resources (DHR) - cont'd

Examiners' Airfare (Roundtrip): Traveling from various locations Roundtrip for 8 examiners @ \$600.00	\$ 4,800.00
Per Diem (Meal Allowance): \$46 per day x 8 @ \$368 per day	\$ 2,208.00
Miscellaneous Expenses:	\$ 1,000.00

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Group Sales Agreement with Residence Inn by Marriott Baltimore Downtown/Inner Harbor.

MINUTES**PROPOSALS AND SPECIFICATIONS**

1. Department of Public Works/
Department of Rec & Parks - RP 15826, Construction of
Radecke Park Toilet Facility
BIDS TO BE RECV'D: 12/02/15
BIDS TO BE OPENED: 12/02/15

2. Department of Public Works/
Office of Eng. & Construct - SC 901R, Patapsco Residuals
Transfer Station at the
Patapsco Wastewater Treatment
Plant
BIDS TO BE RECV'D: 12/09/15
BIDS TO BE OPENED: 12/09/15

3. Department of Public Works/
Office of Eng. & Construct - SC 930, Clinton Street
Sewerage System Improvements
BIDS TO BE RECV'D: 12/09/15
BIDS TO BE OPENED: 12/09/15

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

MINUTES

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

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

Kim A. Trueheart

October 27, 2015

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

Dear Ms. Taylor:

Herein is my written protest on behalf of the underserved and disparately treated citizens of the Baltimore City who appear to be victims of questionable management and administration within the various boards, commissions, agencies and departments of the Baltimore City municipal government.

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

1. Whom you represent: Self
2. What the issues are:
 - a. Pages 1 - 142, City Council President and members of the Board of Estimates, BOE Agenda dated October 28, 2015, if acted upon:
 - b. The proceedings of this board often renew business agreements without benefit of clear measures of effectiveness to validate the board's decision to continue funding the provider of the city service being procured;
 - c. The Baltimore City School Board of Commissioners routinely requires submissions for board consideration to include details of the provider's success in meeting the objectives and/or desired outcomes delineated in the previously awarded agreement;
 - d. The members of this board continue to fail to provide good stewardship of taxpayers' funds as noted by the lack of concrete justification to substantiate approval of actions presented in each weekly agenda;
 - e. This board should immediately adjust the board's policy to ensure submissions to the board include measures of effectiveness in each instance where taxpayer funds have already been expended for city services;
 - f. In the interest of promoting greater transparency with the public this board should willing begin to include in the weekly agenda more details which it discusses in closed sessions without benefit of public participation.

Email: kimtrueheart@gmail.com

5519 Belleville Ave
Baltimore, MD 21207

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

3. How the protestant will be harmed by the proposed Board of Estimates' action: As a citizen I have witnessed what appears to be a significant dearth in responsible and accountable leadership, management and cogent decision making within the various agencies and departments of the Baltimore City municipal government which potentially cost myself and my fellow citizens excessive amounts of money in cost over-runs and wasteful spending.

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

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on October 28, 2015.

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

Sincerely,
Kim Trueheart, Citizen & Resident

5519 Belleville Ave
Baltimore, MD 21207

MINUTES

President: "Meetings of the Board of Estimates are open to the public for the duration of the meeting. Persons attending must act in an orderly manner or be subject to removal. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing. As there is no business before the Board, the meeting will recess until the bid opening at 12 noon. Thank you."

* * * * *

MINUTES

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

BIDS, PROPOSALS, AND CONTRACT AWARDS

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

Department of Public Works - WC 1301R, On-Call Large Water Main Repairs
BIDS TO BE RECV'D: 11/04/2015
BIDS TO BE OPENED: 11/04/2015

Bureau of Purchases - B50004338, Furnish and Install Carpet and Floor Tile
BIDS TO BE RECV'D: 11/04/2015
BIDS TO BE OPENED: 11/04/2015

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

MINUTES

Department of Public Works - WC 1306, Washwater Lake Residuals Removal at the Montebello Water Filtration Plant

Synagro Central, LLC
Merrell Bros., Inc.*

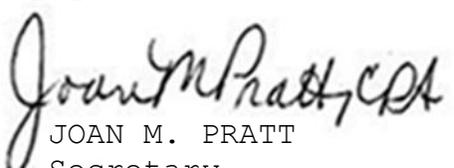
*After legal review, the Board allowed the Department of Public Works to process the bid of Merrill Bros. Inc. in the ordinary course of business.

Bureau of Purchases - B50004310, Uniform Jackets for Fire Department

Maryland Fire Equipment Corp.
F&F and A. Jacobs & Sons
Howard Uniform Co.

* * * * *

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, November 4, 2015.


JOAN M. PRATT
Secretary