

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 December 23rd meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiency of these hearings, persons who are disruptive to the hearing will be asked to leave the hearing room immediately. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing. I will direct the Board members attention to -- to the memorandum from my office dated December 21, 2015, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda."

MINUTES

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

Comptroller: "Second."

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

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MINUTES

BOARDS AND COMMISSIONS1. 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:

American Paving Fabrics, Inc.	\$ 8,000,000.00
Balfour Beatty Infrastructure, Inc.	\$836,874,000.00
Bosley Construction, Inc.	\$ 1,500,000.00
G.H. Nitzel, Inc.	\$ 8,000,000.00
Hempt Bros., Inc.	\$ 99,405,000.00
Henry H. Lewis Contractors, LLC.	
d/b/a Lewis Contractors	\$116,721,000.00
Hunt Consulting, LLC	\$ 8,000,000.00
L&L Enterprises, Inc.	\$ 1,500,000.00
MBR Construction Services, Inc.	\$ 44,874,000.00
Paul J. Rach, Inc.	\$ 8,000,000.00
PipeWay Energy Construction, Inc.	\$ 8,000,000.00
Priority Construction Corporation	\$ 32,670,000.00
Rustler Construction, Inc.	\$ 8,000,000.00
Zone Striping, Inc.	\$ 80,442,000.00

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:

ARCADIS U.S., Inc.	Engineer
Hazen and Sawyer, P.C.	Architect Engineer

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

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

MINUTES

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following page:

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The Transfer of Funds were approved

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of General Services</u>		
1. \$ 20,000.00	9916-901831-9194	
General Funds	Eastern Health Center HVAC - Reserve	
100,000.00	9916-901617-9194	
2 nd Public Building Loan	Fire Alarm Park Heights/Eastern - Reserve	
\$120,000.00	-----	9916-911932-9197
General Funds/2 nd PB Loan		Eastern Health Clinic Relocation - Active

The City of Baltimore recently purchased the Health Clinic at 1200 E. Fayette Street. The building was vacant for seven years requiring an upgrade of essential systems to become operational for City services. These upgrades will include a reconfiguration of space, HVAC system performance, energy efficiency, and office construction in order to accommodate Baltimore City Health Department programs that will be relocated from the Eastern Health Facility currently located at 620 N. Caroline Street.

Department of Recreation and Parks

2. \$ 10,000.00	9938-909054-9475	9938-911054-9474
	Roosevelt Park	Roosevelt Park
	Skatepark - Reserve	Skatepark - Active

This transfer will provide funds to cover the advertising costs associated with the advertisement of RP 15815 Skatepark of Baltimore - Phase II.

MINUTES

Space Utilization Committee - Amendment to Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Amendment to Lease Agreement with Cloverland Real Estate II Limited Partnership, Lessor, for the rental of a portion of the property known as 2524 Kirk Avenue, on the first floor, consisting of approximately 25,000 square feet. This Amendment to Lease Agreement will extend the period of the lease agreement for an additional ten years effective October 1, 2015 through September 3, 2025, with a renewal option for an additional five-year period.

AMOUNT OF MONEY AND SOURCE:

	<u>Annual Rent</u>	<u>Quarterly Rent</u>
10/01/2015 - 09/30/2016	\$244,240.32	\$61,060.08
10/01/2016 - 09/30/2017	\$254,009.93	\$63,502.48
10/01/2017 - 09/30/2018	\$264,170.33	\$66,042.58
10/01/2018 - 09/30/2019	\$274,737.14	\$68,684.29
10/01/2019 - 09/30/2020	\$285,726.63	\$71,431.66
10/01/2020 - 09/30/2021	\$297,155.70	\$74,288.93
10/01/2021 - 09/30/2022	\$309,041.93	\$77,260.48
10/01/2022 - 09/30/2023	\$321,403.61	\$80,350.90
10/01/2023 - 09/30/2024	\$334,259.75	\$83,564.94
10/01/2024 - 09/30/2025	\$347,630.14	\$86,907.54

Account: 1001-000000-2002-195600-603013

BACKGROUND/EXPLANATION:

The leased premises are used by the Baltimore Police Department, Internal Investigation Division as office space and headquarters of the Internal Investigation Division. On August 3, 2005, the Board approved the original Lease Agreement for the period October 1, 2005 through September 30, 2015, with an option to renew for two 5-year periods. On September 23, 2015, the Board approved the first renewal option for five years.

MINUTESSpace Utilization Committee - cont'd

This Amendment to Lease Agreement is changing the extension of the Original Lease for a ten year period commencing October 1, 2015 and terminating September 30, 2025, which includes the renewal option of five years mentioned above. As a result of the extension, the Lessor will preserve additional space of 8,000 square feet on the 2nd floor of 2524 Kirk Avenue at a rate of \$11.50 per square foot until November 1, 2016 for the Lessee. The rental for this additional space will be blended with the rental for the first floor space.

The Lessor will be responsible for utilities, structural defects, maintenance and repairs, real estate taxes, fire insurance and janitorial services.

The Lessee will be responsible for liability insurance under the City's self-insured program. All other rentals, conditions, and provisions of the lease agreement dated on August 3, 2005 will remain in full force and effect.

The Space Utilization Committee approved this Amendment to Lease Agreement on December 15, 2015.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to Lease Agreement with Cloverland Real Estate II Limited Partnership, Lessor, for the rental of a portion of the property known as 2524 Kirk Avenue, on the first floor, consisting of approximately 25,000 square feet.

MINUTES

Space Utilization Committee - Amendment to Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Amendment to Lease Agreement with Lawrence Irvine, Lessee, for the rental of space located at School 33 Art Center, 1427 Light Street, Studio #205.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$4,800.00	\$400.00

BACKGROUND/EXPLANATION:

The original Lease Agreement was for the period January 1, 2014 through December 31, 2014, with an option to renew for a one year term through December 31, 2015. This Amendment to Lease Agreement will extend the period of the lease agreement for an additional one year effective January 1, 2016 through December 31, 2016. It is agreed by all parties that all other rentals, conditions, provisions, and terms of the original lease agreement dated May 14, 2014 will remain in full force and effect.

The Space Utilization Committee approved this Lease Agreement on December 15, 2015.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to Lease Agreement with Lawrence Irvine, Lessee, for the rental of space located at School 33 Art Center, 1427 Light Street, Studio #205.

MINUTES

Space Utilization Committee - Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Lease Agreement with Greater Mondawmin Coordinating Council, Inc., Tenant, for the rental of a portion of the property known as 2610 Francis Street, consisting of approximately 5,776 square feet. The period of the Lease Agreement is December 1, 2015 through March 31, 2016, with no option to renew.

AMOUNT OF MONEY AND SOURCE:

\$1.00 - annual rent, if demanded.

BACKGROUND/EXPLANATION:

The leased premises will be used as operation and office space for the Operation Safe Streets Program in the Greater Mondawmin Site area.

The Landlord will be responsible for repair of the central heating and ventilation when needed, snow removal, debris in the common areas outside of the building, maintenance of the roof, walls, HVAC systems, the water, electrical, and plumbing supply lines.

The Tenant will be responsible for keeping the leased premises free of trash and obstructions, utilities, telephone service, computer service, heat, sewer and water, security system, janitorial service, and liability insurance.

The lease term is for four months because the program will be required to vacate the premises so that the children from John Eager Howard Recreation Center can occupy the premises while renovations are done at their center. A new location is being sought by the BCRP.

The Space Utilization Committee approved this Lease Agreement on December 15, 2015.

MINUTES

Space Utilization Committee: - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with Greater Mondawmin Coordinating Council, Inc., Tenant, for the rental of a portion of the property known as 2610 Francis Street, consisting of approximately 5,776 square feet.

MINUTES

Department of Communication Services - Settlement Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Settlement Agreement with Verizon Maryland, LLC. The Board is also requested to approve and authorize payment by Expenditure Authorization.

AMOUNT OF MONEY AND SOURCE:

\$148,545.63 - 2039-000000-1330-158400-603084

BACKGROUND/EXPLANATION:

The agreement settles alleged billing of incorrect late payment charges and rates. Certain billing disputes have arisen between the City and Verizon regarding alleged billing of incorrect late payment charges and incorrect rates, arising over numerous years under multiple agreements for telecommunications services. Verizon has proposed a one-time credit to the City resulting in a net balance less, the credit as the City's payment.

Verizon has issued a credit to the City in the amount of \$103,862.51 that has been posted to the City's account as part of the resolution of this dispute.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement with Verizon Maryland, LLC. The Board also approved and authorized payment by Expenditure Authorization.

MINUTESDepartment of Transportation - Minor Privilege Permit Applications

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

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 2600 N. Howard St.	2600 N. Howard St., LLC	One planter 175 sq. ft.
Annual Charge: \$927.50		
2. 3401 Garrison Blvd.	JJR 72, Inc.	One ADA ramp 17' x 6'7"

Application Fee: \$25.00

There being no objections, the Board, UPON MOTION duly made and seconded, the Board approved the Minor Privilege Permits.

MINUTES

Department of Transportation - FY 2016 Ridesharing/Commuter
Assistance Program 5307 CMAQ
Assistance Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a FY 2016 Ridesharing/Commuter Assistance Program 5307 CMAQ Assistance Grant Agreement (Grant Agreement) with the State of Maryland, Department of Transportation. The period of the Grant Agreement is July 1, 2015 through June 30, 2016.

AMOUNT OF MONEY AND SOURCE:

\$80,655.00 - 5000-518316-2303-248800-600000

BACKGROUND/EXPLANATION:

The Grant Agreement provides for the continued operation of the Ridesharing/Commuter Assistance Program to promote the use of alternatives to single occupant vehicles including mass transit, carpool, and vanpools in Baltimore City.

This request is late because approvals were required from an external agency.

MBE/WBE/DBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

DOT - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the FY 2016 Ridesharing/Commuter Assistance Program 5307 CMAQ Assistance Grant Agreement (Grant Agreement) with the State of Maryland, Department of Transportation.

MINUTES

Department of Transportation - Traffic Mitigation Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Traffic Mitigation Agreement with 7 West Mulberry Partners, LLC. The period of the agreement will commence upon Board approval and termination will be deemed in writing by the Department of Transportation.

AMOUNT OF MONEY AND SOURCE:

\$4,706.58 - 9950-909092-9512-000000-490375

BACKGROUND/EXPLANATION:

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Impact Study was required for the Development. The Developer proposes to perform the Scope of Work for 7 West Mulberry Street at 7 West Mulberry Street consisting of 13,000 sq. ft. of residential apartments with 10 dwelling units and 1,300 sq. ft. of office space. The Developer agrees to make a one-time contribution in the amount of \$4,706.58 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 7 West Mulberry Partners, LLC.

MINUTES

Department of Transportation - Traffic Mitigation Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Traffic Mitigation Agreement with Parkway Theatre, LLC. The period of the agreement will commence upon Board approval and termination will be deemed in writing by the Department of Transportation.

AMOUNT OF MONEY AND SOURCE:

\$7,123.83 - 9950-909092-9512-000000-490375

BACKGROUND/EXPLANATION:

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Impact Study was required for the Development. The Developer proposes to perform the Scope of Work for the Parkway Theatre at 3 W. North Avenue consisting of a change in occupancy and renovation of 23,853 sq. ft. movie theatre. The Developer agrees to make a one-time contribution in the amount of \$7,123.83 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 Parkway Theatre, LLC.

MINUTES

Department of Transportation - Traffic Mitigation Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Traffic Mitigation Agreement with 875 Hollins CSP, LLC. The period of the agreement will commence upon Board approval and termination will be deemed in writing by the Department of Transportation.

AMOUNT OF MONEY AND SOURCE:

\$26,202.84 - 9950-908090-9512-000000-490375

BACKGROUND/EXPLANATION:

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Impact Study was required for the Development. The Developer proposes to perform the Scope of Work for the Lion Brothers Building at 875 Hollins Street consisting of a change in occupancy and adaptive reuse of 38,000 sq. ft. of office space. The Developer agrees to make a one-time contribution in the amount of \$26,202.84 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 875 Hollins CSP, LLC.

MINUTES

Department of Transportation - Developer's Agreement No. 1429

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Developer's Agreement No. 1429 with Baltimore Eagle, LLC.

AMOUNT OF MONEY AND SOURCE:

\$26,600.00

BACKGROUND/EXPLANATION:

The Developer would like to install new water service to its proposed construction located in the vicinity of 2022 North Charles Street. This Developer's Agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$26,600.00 has been issued to Baltimore Eagle, LLC, which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Developer's Agreement No. 1429 with Baltimore Eagle, LLC.

MINUTES

Baltimore Police Department - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Grant Award from the Governor's Office of Crime Control and Prevention. The period of the award is October 1, 2015 through September 30, 2016.

AMOUNT OF MONEY AND SOURCE:

\$80,000.00 - 4000-479416-2021-212600-600000

BACKGROUND/EXPLANATION:

The Grant Award is for the "Domestic Violence/Witness Liaison" grant. This program will assist in developing and implementing strategies specifically intended to provide assistance to domestic violence victims as their case(s) progress through the criminal justice system. The funds will provide salary support for personnel who will perform a multitude of tasks that support the effort to reduce the incidents of domestic violence in the City.

The Grant Award is late because of departmental oversight.

MBE/WBE REQUIREMENT:

N/A

APPROVED FOR FUNDS BY FINANCE

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

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

MINUTES

Baltimore Police Department - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Grant Award from the Governor's Office of Crime Control and Prevention. The period of the award is October 1, 2014 through September 30, 2016.

AMOUNT OF MONEY AND SOURCE:

\$1,011,443.00 - 4000-480816-2041-196700-600000

BACKGROUND/EXPLANATION:

The Grant Award is for the "Law Enforcement Assistance Grant." This grant will provide funds to the Baltimore Police Department retroactively to assist with the spike in crime that occurred during the spring and summer of 2015. The program places officers in high visibility areas to patrol, thereby discouraging crime, and providing a safer environment for citizens.

The Grant Award is late because the grant award documents were recently received.

MBE/WBE REQUIREMENT:

N/A

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board **DEFERRED** the Grant Award from the Governor's Office of Crime Control and Prevention for two weeks.

MINUTES

Baltimore Police Department - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Grant Award from the Governor's Office of Crime Control and Prevention. The period of the award is October 1, 2015 through September 30, 2016.

AMOUNT OF MONEY AND SOURCE:

\$368,130.00 - 4000-480916-2041-212600-600000

BACKGROUND/EXPLANATION:

The Grant Award is for the "Technology Innovation for Public Safety Program." This program will provide technology to receive real-time notifications of gunshot locations in selected parts of the City. Armed with this data, the Police Department can improve its response time to the scene and capture information to enhance investigations of gun-related violence. This information will be shared with other crime prevention partners and will provide regional law enforcement personnel and detectives investigating violent crime timely access to the patterns and locations of gun related offenses. The funds from this grant will provide contractual services to install the software.

The Grant Award is late because the grant award documents were recently received.

MBE/WBE REQUIREMENT:

N/A

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Police Department - cont'd

UPON MOTION duly made and seconded, the Board **DEFERRED** the Grant Award from the Governor's Office of Crime Control and Prevention for two weeks.

MINUTES

Department of Public Works/Bureau - Second Year Funding under
of Water and Wastewater _____ the License Agreement _____

ACTION REQUESTED OF B/E:

The Board is requested to approve funding for the second year under the License Agreement with Sparrows Point Terminal, LLC. The second year is January 1, 2016 through December 31, 2016.

AMOUNT OF MONEY AND SOURCE:

\$1,441,838.72 - 2070-000000-5501-630040-603026

BACKGROUND/EXPLANATION:

On December 24, 2014, the Board approved the license agreement between the City and Sparrows Point Terminal, LLC, for the continued acceptance and discharge of treated effluent from the Back River Wastewater Treatment Plant, through December 31, 2018. The terms of the agreement include options to extend the agreement beyond the 2018 end date should the parties mutually agree, or to terminate the agreement should a resolution for the discharge of the effluent be realized sooner.

The City's payments for the first year of the agreement were \$120,000.00 per month, based on estimated monthly electrical costs and monthly personnel and other costs. The terms of the agreement provide for the monthly payment amount to be adjusted on the anniversary date of the effective date, based on the year-over-year change in the Consumer Price Index (CPI) for the Washington D.C. - Baltimore region and on a true-up for electrical costs. The electrical costs will remain unchanged, but the CPI over the last 12 months rose 0.5%, therefore, the monthly payments are expected to increase by \$150.00 for the next twelve months of the agreement.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

DPW/Bureau of Water and Wastewater - cont'd

UPON MOTION duly made and seconded, the Board approved funding for the second year under the License Agreement with Sparrows Point Terminal, LLC.

MINUTES

Department of Public Works - Association of Metropolitan Water Agencies Membership

ACTION REQUESTED OF B/E:

The Board is requested to approve the City's membership and first year of dues with the Association of Metropolitan Water Agencies (AMWA).

AMOUNT OF MONEY AND SOURCE:

\$13,523.24 - 2071-000000-5541-398600-603022

BACKGROUND/EXPLANATION:

The AMWA is an organization of the largest publicly owned drinking water systems in the United States. The AMWA represents the interests of these water systems by working with Congress and federal agencies to ensure federal laws and regulations protect public health and are cost-effective. In the realm of utility management, the AMWA provides programs, publications, and services to help water suppliers be more effective, efficient, and successful.

The AMWA dues are based on population served. As Baltimore City Water Utility serves a population of approximately 1.8 million, the first year of dues is \$13,523.24.

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

UPON MOTION duly made and seconded, the Board approved the City's membership and first year of dues with the Association of Metropolitan Water Agencies.

MINUTES

Department of Public Works - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve the Expenditure of Funds to pay the Water Research Foundation Program. The period covered is January 2016 through December 2016.

AMOUNT OF MONEY AND SOURCE:

\$20,000.00 - 2071-000000-5541-398600-603026

BACKGROUND/EXPLANATION:

The expenditure of funds is for a subscription to the Water Research Foundation. The challenges to sustaining a clean, reliable, and affordable water supply are substantial and increasing rapidly in the face of population growth, frequent and long-lasting droughts, aging treatment and distribution systems and significant fiscal uncertainties. By sponsoring cutting-edge research and promoting collaboration, the Water Research Foundation helps its subscribers with practical solutions and long-range planning to meet those challenges.

The Water Research Foundation works with a variety of professional partners to identify, prioritize, fund, manage, and communicate scientifically sound research. The Water Research Foundation subscribers receive tangible benefits in exchange for their support including first access to important research results and tools to help apply them, professional networking and best practice sharing, support and guidance for sound regulation, guidance on anticipating and managing risks, communication tools for key audiences, and opportunities to guide the research agenda and influence the future of drinking water.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

DPW - cont'd

UPON MOTION duly made and seconded, the Board approved the Expenditure of Funds to pay the Water Research Foundation Program.

MINUTES

Department of Public Works - Professional Energy Consultant
Services Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement with Northeast Energy Services, LLC. The period of the agreement is effective upon Board approval for three years, with an option to renew for two 1-year periods.

AMOUNT OF MONEY AND SOURCE:

\$400,000.00 - 5000-594014-1981-718302-603051

BACKGROUND/EXPLANATION:

Northeast Energy Services, LLC, (NES) will provide specialized financial analysis and technical services to the Office of Sustainable Energy in relation to solar net metering, development of solicitations for combined heat and power and solar projects. The NES will create financial models for energy purchasing, evaluation of energy purchasing, and evaluate the economics of grid connected power suppliers for gas and renewable energy, and perform various feasibility studies.

MBE/WBE PARTICIPATION:

Participation will be 10%

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with Northeast Energy Services, LLC.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 010, to Johnson, Mirmiran & Thompson, Inc. under 1401, SC 937, On-Call Project and Construction Management Assistance Inspection Services. The original contract will expire on May 14, 2017. The duration of the task is approximately 18 months.

AMOUNT OF MONEY AND SOURCE:

\$257,322.25 - 9956-903654-9561-900020-705032

BACKGROUND/EXPLANATION:

The Consultant will provide on-site inspection services on SC 937, Improvements to Sanitary Sewers HR07A and Along Chesterfield Avenue in Herring Run Sewershed for the Bureau of Water and Wastewater, Department of Public Works.

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 010, to Johnson, Mirmiran & Thompson, Inc. under 1401, SC 937, On-Call Project and Construction Management Assistance Inspection Services. The President Voted
NO.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 011, to Whitman Requardt & Associates/Gannett Fleming JV under Project 1403, WC 1230, On-Call Construction Management Assistance Services. The original contract will expire on May 13, 2017. The duration of this task is approximately 18 months.

AMOUNT OF MONEY AND SOURCE:

\$210,297.82 - 9960-910301-9557-900020-705032

BACKGROUND/EXPLANATION:

The Consultant will provide on-site inspection services on WC 1230, Prettyboy Reservoir Dam Gatehouse Facility Improvements for the Bureau of Water and Wastewater, Department of Public Works.

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 011, to Whitman Requardt & Associates/Gannett Fleming JV under Project 1403, WC 1230, On-Call Construction Management Assistance Services. The President Voted **NO**.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 012, to Hazen and Sawyer PC under Project 1406, WC 1295 On-Call Project and Construction Management Assistance Services Inspection Services. The original contract will expire April 28, 2017. The duration of this task is approximately 18 months.

AMOUNT OF MONEY AND SOURCE:

\$433,686.00 - 9960-909728-9557-900020-705032

BACKGROUND/EXPLANATION:

The Consultant will provide on-site inspection services on WC 1295, Towson Finished Water Reservoir Cover for New Generator/Substation for the Bureau of Water and Wastewater, Department of Public Works.

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 012, to Hazen and Sawyer PC under Project 1406, WC 1295 On-Call Project and Construction Management Assistance Services Inspection Services. The President Voted **NO**.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 002, to Johnson, Mirmiran and Thompson, Inc. under Project 1182J, WC 1230R On-Call PAS Prettyboy Reservoir Dam Gatehouse Facility Improvements. The original contract will expire on August 15, 2016. The duration of this task is approximately 30 months.

AMOUNT OF MONEY AND SOURCE:

\$ 98,692.58 - Water Revenue Bond
68,688.51 - Baltimore County
\$167,381.09 - 9960-910301-9557-900020-703032

BACKGROUND/EXPLANATION:

The Consultant will provide engineering services during the construction of WC 1230R Prettyboy Reservoir Dam Gatehouse Facility Improvements. Services will include, attending all construction related meetings, conducting field investigations of any problems and compiling as-built for turnover to the City. The Consultant will also review all shop drawings, requests for information, change orders, and operation and maintenance manuals submitted by the contractor.

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 002, to Johnson, Mirmiran and Thompson, Inc. under Project 1182J, WC 1230R On-Call PAS Prettyboy Reservoir Dam Gatehouse Facility Improvements. The President Voted **NO**.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment to Agreement with George, Miles & Buhr, LLP, under Project 1124G, Wastewater Engineering Services for the Improvements of the Herring Run Sewershed Collection System. The amendment extends the period of the agreement for 18-months through July 11, 2017.

AMOUNT OF MONEY AND SOURCE:

\$149,984.00 - 9956-907651-9551-900020-702064

BACKGROUND/EXPLANATION:

This project will provide engineering services for the Herring Run Sewershed Collection System to comply with Paragraph 9 of the Consent Decree as part of Project 1124G (S.C. 908). Under the terms of this Amendment to Agreement, the consultant will provide engineering services which include the preparation of design documents for sewer rehabilitation services for an additional 11,000 lf. of CIPP lining, 540 point repairs and 134 manholes. The current agreement expires on January 11, 2016.

MBE/WBE PARTICIPATION:

The consultant will continue to comply with all terms and conditions of the Minority and Women's Business Enterprise Programs, in accordance with the Baltimore City Code, Article 5, Subtitle 28.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to Agreement with George, Miles & Buhr, LLP, under Project 1124G, Wastewater Engineering Services for the Improvements of the Herring Run Sewershed Collection System. The President Voted **NO**.

MINUTES

Health Department - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the purchase of gift cards for snacks/refreshments for distribution to clients participating in program activities.

AMOUNT OF MONEY AND SOURCE:

\$2,000.00 - 80 Walmart/Sam's Club @ \$25.00 ea.
1,000.00 - 100 Target @ \$10.00 ea.
1,900.00 - 80 Shoppers @ \$25.00 ea. (minus 5% discount)
\$4,900.00 - 4000-480616-3030-294500-603050

BACKGROUND/EXPLANATION:

The incentive cards will be used to purchase snacks/refreshments for special client activities and client incentives for the Adolescent & Reproductive Health Program - U Choose Pregnancy Prevention Program.

The Health Department adopted a consolidated policy for the purchase, distribution, and documentation of all incentive cards. The central tenets of this policy account for: 1) a single means of procuring all incentive cards through the Board of Estimates; 2) the documentation of each incentive card and its recipient; 3) a monthly reconciliation for all purchases that account for all distributed and non-distributed cards, and; 4) periodic internal reviews of programs' activity vis'-a-vis' the internal policy, which are to be shared with the Department of Audits.

This policy has been reviewed by both the Solicitor's Office and by the Department of Audits. Consistent with the original Board of Estimates approval, all requests for payment for the above incentive cards will be subject to the Department of Audits approval.

MINUTES

Health Department - cont'd

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized the purchase of gift cards for snacks/refreshments for distribution to clients participating in program activities.

MINUTES

Health Department - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the purchase of gift cards for snacks/refreshments for distribution to clients participating in program activities.

AMOUNT OF MONEY AND SOURCE:

\$ 2,000.00 - 100 Walmart/Sam's Club @ \$20.00 ea.
1,250.00 - 50 Walmart/Sam's Club @ \$25.00 ea.
8,750.00 - 350 Target @ \$25.00 ea.
4,940.00 - 494 Target @ \$10.00 ea.
\$16,940.00 - 5000-520114-3080-702900-604051

BACKGROUND/EXPLANATION:

The incentive cards will be used to purchase snacks/refreshments for special client activities and client incentives for the Adolescent & Reproductive Health Program - Healthy Teens Young Adults Program.

The Health Department adopted a consolidated policy for the purchase, distribution, and documentation of all incentive cards. The central tenets of this policy account for: 1) a single means of procuring all incentive cards through the Board of Estimates; 2) the documentation of each incentive card and its recipient; 3) a monthly reconciliation for all purchases that account for all distributed and non-distributed cards, and; 4) periodic internal reviews of programs' activity vis-a'-vis the internal policy, which are to be shared with the Department of Audits.

This policy has been reviewed by both the Solicitor's Office and by the Department of Audits. Consistent with the original Board of Estimates approval, all requests for payment for the above incentive cards will be subject to the Department of Audits approval.

MINUTES

Health Department - cont'd

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized the purchase of gift cards for snacks/refreshments for distribution to clients participating in program activities.

MINUTES

Health Department - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the purchase of gift cards for snacks/refreshments for distribution to clients participating in program activities.

AMOUNT OF MONEY AND SOURCE:

\$1,000.00 - 40 Walmart/Sam's Club @ \$25.00 ea.
 1,000.00 - 40 Target @ \$25.00 ea.
 400.00 - 40 Target @ \$10.00 ea.
1,330.00 - 56 Shoppers @ \$25.00 ea. (minus 5% discount)
\$3,730.00 - 4000-426616-3030-294000-603020

BACKGROUND/EXPLANATION:

The incentive cards will be used to purchase snacks/refreshments for special client activities and client incentives for the Adolescent & Reproductive Health Program - Making a Difference (Abstinence) Program.

The Health Department adopted a consolidated policy for the purchase, distribution, and documentation of all incentive cards. The central tenets of this policy account for: 1) a single means of procuring all incentive cards through the Board of Estimates; 2) the documentation of each incentive card and its recipient; 3) a monthly reconciliation for all purchases that account for all distributed and non-distributed cards, and; 4) periodic internal reviews of programs' activity vis-a'-vis the internal policy, which are to be shared with the Department of Audits.

This policy has been reviewed by both the Solicitor's Office and by the Department of Audits. Consistent with the original Board of Estimates approval, all requests for payment for the above incentive cards will be subject to the Department of Audits approval.

MINUTES

Health Department - cont'd

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized the purchase of gift cards for snacks/refreshments for distribution to clients participating in program activities.

MINUTES

Health Department - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the purchase of gift cards as incentives for student/parent curricula implementation at Baltimore City Public Schools.

AMOUNT OF MONEY AND SOURCE:

\$5,000.00 - 200 Walmart Stores, Inc. @ \$25.00 ea.

Account: 4000-428516-3160-271400-604051

BACKGROUND/EXPLANATION:

The incentive cards will be used for the Dating Matters Program. The Health Department adopted a consolidated policy for the purchase, distribution, and documentation of all incentive cards. The central tenets of this policy account for: 1) a single means of procuring all incentive cards through the Board of Estimates; 2) the documentation of each incentive card and its recipient; 3) a monthly reconciliation for all purchases that account for all distributed and non-distributed cards, and; 4) periodic internal reviews of programs' activity vis-a'-vis the internal policy, which are to be shared with the Department of Audits.

This policy has been reviewed by both the Solicitor's Office and by the Department of Audits. Consistent with the original Board of Estimates approval, all requests for payment for the above incentive cards will be subject to the Department of Audits approval.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized the purchase of gift cards as incentives for student/parent curricula implementation at Baltimore City Public Schools.

MINUTES

Health Department - State Fiscal Year 2016 Consolidated Local
Implementation Grant (CLIG)

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of the State Fiscal Year (SFY) 2016 Consolidation Local Implementation Grant (CLIG) from the Maryland State Department of Education. The period for the Federal Funds is July 1, 2015 through September 30, 2016. The period for the State General Funds is July 1, 2015 through June 30, 2016. The period for the One-Time Supplemental Discretionary Funds is July 1, 2015 through August 31, 2016.

AMOUNT OF MONEY AND SOURCE:

\$1,048,461.00	-	4000-427116-3080-294300-404001
		Federal Funds
1,105,302.00	-	4000-427116-3080-294300-404001
		State General Funds
159,373.00	-	4000-498916-3080-603000-404001
		One-Time Supplemental Discretionary Funds
<u>\$2,313,136.00</u>		

BACKGROUND/EXPLANATION:

The SFY 2016 CLIG grant provides funds to support early intervention services to infants, toddlers, and preschool children with developmental delays and disabilities receiving services under an Individualized Family Service Plan (IFSP) or an Extended IFSP and their families.

The grant was late because the Department was notified of the award on November 10, 2015. The administrative review process delayed processing.

UPON MOTION duly made and seconded, the Board approved acceptance of the State Fiscal Year 2016 Consolidation Local Implementation Grant from the Maryland State Department of Education.

MINUTES

Health Department - Agreements, Memorandum of Agreement,
Ratification of Amendments and
Amendment to Agreement

The Board is requested to approve and authorize execution of the various Agreements, Memorandum of Agreement, Ratification of Amendments and Amendment to Agreement.

AGREEMENTS

1. **THE JOHNS HOPKINS UNIVERSITY (JHU)** **\$45,727.00**

Account: 4000-424516-3023-274451-603051

The JHU will provide the services of a Community Outreach Worker to provide education, referral, and linkage to care to HIV-positive people. The Community Outreach Worker will also work with the BCHD Outreach Team during morning/afternoon hours, and counsel HIV-positive people who appear on the Program's surveillance database (PRISM) to access their care status. The period of the agreement is July 1, 2015 through June 30, 2016.

The agreement is late because budget revisions delayed its processing.

2. **THE JOHNS HOPKINS UNIVERSITY (JHU)** **\$88,356.00**

Account: 5000-522316-3030-272500-603051

The JHU will provide an IPP Coordinator, serving as the Maryland State contact with Regional III Infertility Prevention Project in Philadelphia. The IPP Coordinator will provide support to the Adolescent STD programs, schedules training sessions, medical consultant events, and annual meetings, and assist with data analysis and reporting. The period of the agreement is July 1, 2015 through June 30, 2016.

The agreement is late because of a delay in receiving an acceptable budget and scope of services.

MWBOO GRANTED A WAIVER.

MINUTES

Health Dept. - cont'd

3. **THE JOHNS HOPKINS UNIVERSITY (JHU)** \$ 0.00
SCHOOL OF NURSING

The BCHD contracts with various universities to provide field experience in public health care related to Community Health Nursing services. The opportunity provides real clinical rotations in the Department's clinics located in the City. The JHU, School of Nursing agrees to assign appropriate, fully qualified students in the Registered Nurse and Family Nurse Practitioner Programs. The university will provide a course description prior to rotation and all students are required to sign confidentiality forms. The period of the agreement is September 1, 2015 through August 31, 2020.

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

4. **THE JOHNS HOPKINS UNIVERSITY (JHU)** \$ 0.00
SCHOOL OF NURSING

The JHU, School of Nursing will assign a registered nurse to provide nursing services for students in grades pre-k to 8th at the Henderson-Hopkins School No. 368. The period of agreement is effective upon Board approval through June 30, 2016.

The agreement is late because it was just completed.

5. **THE UNIVERSITY OF MARYLAND, BALTIMORE** \$72,750.00

Account: 4000-499014-3023-513200-603051

The organization will provide HIV Prevention, early identification, and linkages to care services in Baltimore City, through its interdisciplinary STAR TRACK Adolescent HIV Program.

MINUTES

Health Dept. - cont'd

The organization will provide HIV testing services to youth at risk for HIV, identify and link newly diagnosed or out-of-care youth to HIV primary and specialty care services, provide HIV risk reduction services to youth at risk and living with HIV, and provide targeted outreach services to youth to engage them in HIV prevention services. The period of the agreement is January 1, 2015 through December 31, 2015.

The agreement is late because of departmental oversight. The Department apologizes for the oversight.

MWBOO GRANTED A WAIVER.

6. **THE UNIVERSITY OF MARYLAND, BALTIMORE (UMB)** **\$ 85,000.00**

Account: 4000-494416-3030-295200-603051

The UMB, School of Social Work will provide a process and outcome evaluation for the Baltimore City Teen Pregnancy Prevention Initiative: Out of Home Youth Project. In order to conduct the evaluation, the School of Social Work will serve as a member of the Project Work Team, develop and/or renew applications, refine procedures for data management, implement process data collection, refine survey and complete quarterly progress and fiscal reports. The period of the agreement is July 1, 2015 through June 30, 2016.

The agreement is late because it was just completed.

MWBOO GRANTED A WAIVER.

7. **THE UNIVERSITY OF MARYLAND, BALTIMORE COUNTY** **\$ 30,000.00**

Account: 199-00 Baltimore City Foundation

This agreement replaces the prior agreement approved by the Board on October 7, 2015 for period May 1, 2015 through September 30, 2015 for \$30,000.00 because it expired before any work was done.

MINUTES

Health Dept. - cont'd

The UMBC will provide training activities to reach a wider audience with health messaging about tobacco. The goal is to reduce maternal exposure to substances at preconception, during pregnancy, and postpartum. The period of the agreement is May 1, 2015 through June 30, 2016.

The agreement is late because revisions delayed processing.

8. **COZY COVE HOME CARE, LLC** **\$ 7,800.00**

Account: 5000-534016-3044-273300-603051

The Cozy Cove Home Care, LLC will provide services for the assisted living group home located at 718 N. August Avenue. This facility is enrolled in the Senior Assisted Living Group Home Subsidy Program and will provide subsidized senior assisted housing services for individuals age 62 and over, who have temporary or periodic difficulties with the activities of daily living. The senior assisted residents receive shelter, meals, housekeeping, personal care services, and 24-hour on-site supervision. The period of the agreement is July 1, 2015 through June 30, 2016.

The agreement is late because it was just finalized by the Department.

9. **PLANNED PARENTHOOD OF MARYLAND, INC.** **\$150,000.00**

Account: 4000-480616-3030-294500-404001

Planned Parenthood of Maryland, Inc. will assist the Department by leading the implementation of the Seventeen Days curriculum within the project's clinic settings and implement the Seventeen Days curriculum within its Baltimore City Clinic. The period of the agreement is July 1, 2015 through June 30, 2016.

The agreement is late because revisions delayed its processing.

MWBOO GRANTED A WAIVER.

MINUTES

Health Dept. - cont'd

10. **PAYNE MEMORIAL OUTREACH, INC.** **\$11,442.24**

Account: 4000-433316-3254-316200-603051

The organization will provide adult medical day care services to ill, frail or disabled elderly persons who are eligible to receive Office of Health Services grant funding from the City. The City will pay the provider the set rate of \$39.73 per day of service provided to an individual recipient, not to exceed 630 days of service provided to recipients per year, for all combined. This rate includes transportation services for the recipient.

Payne Memorial Outreach, Inc., will develop an appropriate care plan to each recipient in accordance with policies as specified in COMAR 10.12.04, Day Care for the Elderly and Medically Handicapped Adults, and COMAR 10.09.07, Medical Care Program. The period of the agreement is July 1, 2015 through June 30, 2016.

The agreement is late because the department was awaiting grant information and signatures from the organization.

11. **BALTIMORE MEDICAL SYSTEM, INC.** **\$ 26,385.00**

Account: 5000-530316-3041-605800-603051

The organization will work with the BCHD to educate 2,600 minority adults at community sites on the risk factors associated with tobacco use and the harm caused by secondhand smoke exposure to non-smokers and smoke-free home rules. The period of the agreement is October 1, 2015 through June 30, 2016.

The agreement is late because funds were just awarded on October 7, 2015.

MINUTES

Health Department - cont'd

12. **PARK WEST HEALTH SYSTEM, INCORPORATED** **\$180,000.00**

Account: 5000-569716-3023-274410-603051

The organization will provide non-medical case management services for 45 clients encountered by outreach services. Clients will be assessed for Ryan White Part B eligibility (HIV status, residency, income, and insurance). A bio-psychosocial assessment will be completed and an action plan will be developed outlining the goals and objectives for each client. Referrals will be made and documented follow-up will be conducted on referrals until they are resolved. The period of the agreement is July 1, 2015 through June 30, 2016.

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

MWBOO GRANTED A WAIVER.

13. **NATIONAL ASSOCIATION OF COUNTY AND** **\$104,945.00**
AND CITY HEALTH OFFICIALS (NACCHO)

Account: 6000-606416-3160-308600-404001

The Subaward Agreement with NACCHO is for the Safe Streets Program. NACCHO was awarded a grant titled "Expansion of Safe Streets to at-risk Neighborhoods" to increase implementation of evidence-based violence prevention interventions in high-risk communities for shootings and homicides.

MINUTES

Health Dept. - cont'd

NACCHO will achieve this goal through two primary activities, by providing funds to BCHD to implement the Safe Streets Campaign in one additional high-risk community in Baltimore, and by monitoring BCHD's work plan for Safe Streets implementation. By the end of the project period, the BCHD will develop a plan for sustainability of project activities beyond the funding period. The period of agreement is October 1, 2015 through June 30, 2016.

14. **WAKILI OLAYIWOLA** **\$ 60,756.80**

Account: 6000-624916-3100-295900-603018

The Department provides health services to 183 health suites and clinics to nearly 84,000 students in the City. The Department is partnering with the Baltimore City Public School System to implement electronic health records at the City schools and requires a Consultant/Project Manager to ensure that all deliverables are met.

The Consultant/Project Manager will provide consultation services at a maximum of 20 hours per week. He will consult with appropriate stakeholders, prepare, and manage project plan in accordance with Project Management Institutes project management standards, as well as the Project Management Office standards. He will also work with various Department school health personnel and document, verify and get approved all the project requirements, screens, data fields, variables, descriptions, calculations, reports, work flow, and other development needs of the project. The period of the agreement is January 1, 2016 through December 31, 2016.

MWBOO GRANTED A WAIVER.

MINUTESHealth Dept. - cont'dMEMORANDUM OF AGREEMENT15. **CAREFIRST BLUECROSS BLUESHIELD** **\$750,000.00**

Account: 6000-626316-3080-513200-603051

Under the terms of the MOA, the funds will be used to support the B'More for Healthy Babies (BHB) Initiative. The goal of the BHB Initiative is to reduce infants' deaths due to preterm births, low-birth weight, and unsafe sleep conditions, which disproportionately affect African American women. The period of the agreement is July 1, 2015 through June 30, 2016.

The MOA is late because it was received on November 13, 2015.

RATIFICATION OF AMENDMENTS16. **THE JOHNS HOPKINS UNIVERSITY,** **\$10,000.00**
SCHOOL OF MEDICINE

Account: 4000-422715-3030-279200-603051

On September 17, 2014, the Board approved the original agreement for \$50,000.00 for the period of July 1, 2014 through June 30, 2015.

The Department requests the Board to ratify the Amendment to Agreement for additional services and approve payment to The Johns Hopkins University, School of Medicine for services it rendered. The Amendment to Agreement will make the total agreement amount \$60,000.00.

On May 19, 2015, the program manager requested an amendment which was not processed due to an oversight.

MINUTES

Health Dept. - cont'd

RATIFICATION OF AMENDMENTS - cont'd

17. **THE JOHNS HOPKINS UNIVERSITY** **\$22,996.00**

Account: 4000-422615-3030-271500-603051

The Board approved the original agreement for the amount of \$110,423.00 for the period of September 30, 2014 through September 29, 2015.

Due to oversight, the amendment for additional services was not processed in time. The agreement expired on September 29, 2015.

The Department requests the Board to ratify the Amendment to Agreement and authorize and approve payment. The will allow the Department to reimburse the provider for additional services it provided. The Amendment to Agreement will make the total agreement amount \$133,419.00.

The Amendment to Agreement is late because the department was awaiting signatures.

MWBOO GRANTED A WAIVER.

18. **TOTAL HEALTH CARE, INC.** **\$ 9,450.00**

Account: 4000-499316-3041-274500-603051

Total Health Care, Inc., a Federally Qualified Health Center, will work with the Department to improve the prevention, identification, and control of hypertension, diabetes, and pre-diabetes among City residents and partner with other community groups to complete all indicators and performance measures. The period of the agreement is July 1, 2015 through September 30, 2015.

The agreement is late because it was requested late in the fiscal year and budget revisions delayed its processing.

MINUTES

Health Dept. - cont'd

AMENDMENT TO AGREEMENT

19. **THE JOHNS HOPKINS UNIVERSITY** **\$52,893.00**

Account: 4000-499015-3023-513200-603051

On September the Board approved the original agreement in the amount of \$284,932.00 for the period of January 1, 2015 through December 31, 2015.

This Amendment to Agreement will allow the Department to increase the agreement by \$52,893.00 for additional services. This will make the total agreement amount \$337,825.00.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the various Agreements, Memorandum of Agreement, Ratification of Amendments and Amendment to Agreement. The President **ABSTAINED** on items 1, 2, 3, 4, 16, 17 and 19.

MINUTES

Health Department - Notification of Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of the Notification of Grant Award (NGA) from the Maryland Department of Aging (MDoA). The period of the NGA is July 1, 2015 through June 30, 2016.

AMOUNT OF MONEY AND SOURCE:

\$95,870.00 - 5000-536016-3044-295900-405001
Maryland Access Point (MAP)

BACKGROUND/EXPLANATION:

The approval of this NGA will allow the Department to provide funds to assist Maryland Access Point Program (MAP) sites and the Department to realign existing resources and philosophies within the organization. MAP's overall objectives is to increase consumer knowledge of resources, ensure access to programs and services to older adults and persons with disabilities using the single point of entry "no wrong door" model. Baltimore City MAP will provide long term services and supports to ensure promotion of the State's rebalancing efforts.

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

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 Award (NGA) from the Maryland Department of Aging.

MINUTES

Department of Planning - Amendment to Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Amendment to Memorandum of Understanding (MOU) with the Chesapeake Bay Trust. The Amendment to Memorandum of Understanding extends the period of the MOU through September 3, 2016.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On September 3, 2014, the Board approved a Memorandum of Understanding in the amount of \$200,000.00 for the period September 3, 2014 through February 3, 2016. Funding is being utilized to provide grants to winning Baltimore City applicants of the Growing Green Design Competition: Vacant Lots Transformed to fully design and construct their winning ideas.

This Amendment to extend the period of the MOU is necessary because many winning teams were delayed in their project timeline and completion. The delay resulted from their need to hire an additional licensed engineer, prepare necessary stormwater management plans for approval, and move through the ePlans permitting process. In addition, this extension will allow the Chesapeake Bay Trust to have additional time to complete the final phase payments to winning teams to complete their projects, and submit a final report to the City, as required by the MOU.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Department of Planning - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of an Amendment to Memorandum of Understanding with the Chesapeake Bay Trust.

MINUTES

Mayor's Office of Criminal Justice (MOCJ) - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) with the University of Baltimore, and the Baltimore Neighborhood Indicators Alliance - Jacob France Institute. The period of the MOU is August 1, 2015 through July 14, 2016.

AMOUNT OF MONEY AND SOURCE:

\$50,951.00 - 4000-472813-2252-690700-600000

BACKGROUND/EXPLANATION:

On February 6, 2013, the Board approved and authorized a grant award for the "McElderry Park Revitalization Coalition Project." On July 29, 2015, the Board approved and authorized a Grant Adjustment Notice extending the term of the agreement through August 31, 2016. This project aspires to improve community safety by designing and implementing effective, comprehensive approaches to addressing crime within a targeted neighborhood. The Baltimore Neighborhood Indicators Alliance-Jacob France Institute will perform an evaluation period of the data gathered. The objectives of this project are to decrease the incidence of violent crime, specifically juvenile crime and to examine alternatives to criminal behavior for residents of the McElderry Park neighborhood.

The MOU is late because of late receipt of award documents.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

MOCJ - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Memorandum of Understanding (MOU) with the University of Baltimore, and the Baltimore Neighborhood Indicators Alliance - Jacob France Institute.

MINUTES

Mayor's Office of Criminal Justice (MOCJ) - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) with Turnaround, Inc. The period of the MOU is October 1, 2015 through September 30, 2016.

AMOUNT OF MONEY AND SOURCE:

\$57,034.00 - 4000-484416-2252-688000-600000

BACKGROUND/EXPLANATION:

On November 25, 2015, the Board approved and authorized a grant award for the "SART Vertical Advocacy (Project III)" program. This grant provides funding for the Health Department, a sub-recipient, to perform child near-fatality review. The funding will provide contractual services for a full-time staff advocate to provide outreach, advocacy, and follow-up services to all victims of sexual assault, receiving Sexual Assault Forensic Exams (SAFE) or medical services related to the assault, or reporting to police who request services.

This MOU is late because of the administrative process.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Memorandum of Understanding (MOU) with Turnaround, Inc.

MINUTES

Mayor's Office of Criminal Justice (MOCJ) - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) with the Baltimore Child Abuse Center, Inc. The period of the MOU is July 1, 2015 through June 30, 2016.

AMOUNT OF MONEY AND SOURCE:

\$99,000.00 - 4000-477515-2252-688000-600000

BACKGROUND/EXPLANATION:

On February 25, 2015, the Board approved and authorized a grant award for the "Citywide Child Protection Review" program. On July 29, 2015, the Board approved a Grant Adjustment Notice extending the award through June 30, 2016. This grant provides funding for the Health Department, a sub-recipient, to perform child near-fatality review. The funding supports contracts for a Coordinator and Forensic Interviewer. The BCAC will provide forensic interviews for children exposed to violence.

This MOU is late because of the administrative process.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Memorandum of Understanding (MOU) with the Baltimore Child Abuse Center, Inc.

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>			
1. Rohan Virsawmi (Prior owner)	4710 Park Heights Avenue	L/H	\$15,800.00

On October 15, 2014, the Board approved the acquisition of the leasehold interest in the property located at 4710 Park Heights Avenue for the fair market value of \$44,200.00, based upon an independent appraisal report of the property. The owner produced a report valuing the property at \$110,000.00 based upon the comparable sales approach and \$113,000.00 based upon the income approach. The owner demanded a jury trial. On the eve of the trial, the parties agreed to settle the case for \$60,000.00. Therefore, the Board is requested to approve an additional \$15,800.00.

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

Department of Law - Payment of Jury Verdict

2. Annette McKinney (Prior owner)	4747 Park Heights Avenue	F/S	\$31,426.42
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On January 28, 2014, the Board approved the acquisition by condemnation of the fee simple interest in the property located at 4747 Park Heights Avenue. The Board previously approved a fair market value of \$30,000.00, based on an independent appraisal report. The independent appraiser was requested to update his appraisal report. The updated report resulted in a valuation of \$40,000.00. The owner produced a report valuing the property at \$90,000.00. Negotiations failed and a jury trial was held before the Honorable Lynn Stewart-Mays. The owner testified to a value of \$125,000.00 and produced evidence of a guaranteed Housing Assistance rental contract.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Law - Payment of Jury Verdict - cont'd</u>			

The jury returned a verdict of \$60,163.00. Therefore, the Board is requested to approve an additional \$31,426.42 (i.e. the Jury verdict of \$60,163.00 minus the original appraisal of \$30,000.00 plus \$1,263.42 the interest required under Maryland Real Property Code Annotated Section 12-106c). A total of \$61,426.42 will be deposited into the Circuit Court for Baltimore City Court Registry to satisfy the Jury Verdict.

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

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

MINUTES

Department of General Services - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 002, to Henry Adams, under Project 1220, Mitchell Courthouse Elevator Upgrade.

AMOUNT OF MONEY AND SOURCE:

\$237,501.74 - 9916-916313-9197-900000-703032

BACKGROUND/EXPLANATION:

The Consultant will provide design services for the upgrading of the elevators at the Mitchell Courthouse.

MBE/WBE PARTICIPATION:

MBE: Adams Design Group	\$29,002.25	12.21%
KES Engineers	27,627.60	11.62%
DMS Construction Consultants	<u>14,425.66</u>	<u>6.06%</u>
	\$71,055.11	29.89%
 WBE: Albrecht Engineering	 \$20,215.16	 8.50%

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 002, to Henry Adams, under Project 1220, Mitchell Courthouse Elevator Upgrade. The President Voted **NO**.

MINUTES

Department of Housing and - Grant/Cooperative Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Grant/Cooperative Agreement with the U.S. Department of Housing and Urban Development (HUD). The period of the award is January 1, 2016 through December 31, 2019.

AMOUNT OF MONEY AND SOURCE:

\$3,714,272.00 - 4000-468516-5825-608400-603051

BACKGROUND/EXPLANATION:

The funds will be utilized for the Baltimore City Lead Hazard Reduction Program.

Although tremendous progress has been made in the past 20 years to reduce the incidence of childhood lead paint poisoning, much work remains to be done. Every year, over 700 children in Baltimore City are identified as having elevated blood lead levels, most often coming from lead paint hazards in their homes.

This federal grant along with matching State and local funds will remove lead hazards from 230 homes over a three-year period. Families with total annual incomes at or below 80% of Area Median Income, with a child under six years old, and with identified lead paint hazards in the home are eligible to apply for grant assistance. Landlords may apply for grant or loan assistance on behalf of eligible tenants.

The Baltimore City Department of Housing and Community Development (DHCD) has prior experience as the local weatherization agency for state-managed Federal and EmPOWER MD programs. The 2012 Empower MD grant covered the period July 2012 through July 2015. This grant totaled \$10,744,959.00 and served 1,870 homes in Baltimore City.

MINUTES

DHCD - cont'd

In the past six years, Federal and State funded weatherization programs have enabled DHCD to aggregately serve over 8,000 households and reduce utility bills for low-income families by \$10,000,000.00.

Through case coordination and partnerships with non-profit entities, the program provides complimentary assistance for clients in attaining healthy home improvements. These improvements include but are not limited to fall/injury prevention, asthma trigger reduction, and integrated pest management.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Grant/Cooperative Agreement with the U.S. Department of Housing and Urban Development.

MINUTES

Department of Housing and Community - Weatherization Assistance
Development (DHCD) Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Weatherization Assistance Grant Agreement with the State of Maryland Department of Housing and Community Development. The period of the agreement is effective upon Board approval through December 31, 2017.

AMOUNT OF MONEY AND SOURCE:

\$5,000,000.00 - 5000-594416-5971-439500-603051

BACKGROUND/EXPLANATION:

The DHCD responded to a Request for Proposals and won the right to implement the State's EmPOWER MD program in the City. The DHCD had prior experience as the local weatherization agency for state-managed Federal and EmPOWER MD programs. This grant covers calendar years 2016 and 2017 and is projected to aid 1,250 low-income families at or below 200% of poverty. Additional families will be served by the Federal Weatherization Assistance Program; federal funding varies from year to year and has recently averaged \$800,000.00 a year.

The EmPOWER MD was established by the Maryland Public Service Commission to help reduce electricity consumption and to help low-income families reduce their utility bills. In the past six years, federal and state weatherization programs have enabled the DHCD to serve over 8,000 and collectively reduce utility bills for low-income families by \$10,000,000.00.

Healthy home improvements such as fall/injury prevention, asthma trigger reduction, and integrated pest management are provided as complimentary services to weatherization either directly or through assistance from non-profit partners.

MINUTES

DHCD - cont'd

MBE/WBE PARTICIPATION:

The Weatherization contractors fully comply with MBE/WBE requirements of the City.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Weatherization Assistance Grant Agreement with the State of Maryland Department of Housing and Community Development.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Sheriff's Office</u>			
1. Eness Brown	Computer Voice Stress Analyzer II Advanced Examiner Certification Conference Orlando, FL Jan. 03 - 08, 2016 (Reg. Fee \$545.00)	General Funds	\$2,007.40

The subsistence rate for this area is \$186.00 per day. The hotel rate is \$159.00 per night plus hotel tax of \$19.88 per night. The Baltimore City Sheriff's Office is requesting additional subsistence in the amount of \$65.00 for food and incidental expenses. The additional subsistence totaling \$65.00 has been added to the total.

The airfare for the amount of \$308.00 was purchased using a City-issued credit card assigned to Ms. Edna Taylor, and the registration fee for the amount of \$545.00 was paid under Expenditure Authorization 000169448. Therefore, the disbursement amount to Ms. Brown will be \$1,154.40.

The Board, UPON MOTION duly made and seconded, approved the travel request.

MINUTES

Department of Housing and - Extension for Follow-Up Report
Community Development - LIHEAP Audit Findings

ACTION REQUESTED OF B/E:

The Board is requested to approve an extension of time for the presentation of the second follow-up report. This report will reflect progress made toward addressing the FY 2013 audit findings cited against the Low Income Home Energy Assistance Program (LIHEAP). The Department of Housing and Community Development is requesting an extension to the end of January, 2016.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

Currently, the CPA firm assisting the DHCD in the file reconstruction process is wrapping up the detailed paperwork. The CPA firm is also preparing recommendations on the internal control and improvements on the operating procedures of the LIHEAP Office.

Once the DHCD receives the paperwork from the CPA firm, they will review the detail in preparation of the follow-up report to the Board. Therefore, the Department is requesting an extension until the end of January 2016.

UPON MOTION, duly made and seconded, the Board approved the extension of time for the presentation of the second follow-up report. This report will reflect progress made toward addressing the FY 2013 audit findings cited against the Low Income Home Energy Assistance Program.

MINUTES

Department of Housing and Community Development (DHCD) - Local Government Resolution

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Local Government Resolution in support of the "Community Investment Tax Credit" Program (CITC) of the Maryland Department of Housing and Community Development (MDDHCD). A local resolution of support is required for organizations to participate in the program.

AMOUNT OF MONEY AND SOURCE:

\$2,132,428.00 - MDDHCD/CITC

No City funds are requested.

BACKGROUND/EXPLANATION:

Each year, non-profit organizations in Baltimore City request Local Government Resolutions of support for applications to Maryland's CITC Program. The CITC benefits non-profit organizations with projects and programs that benefit the City and its neighborhoods, residents, and businesses.

Individuals and business entities can support these local organizations through the CITC and, in turn, reduce their Maryland tax liability, help a local non-profit organization achieve an essential community goal, make a targeted community impact, improve community relations, and increase their visibility.

Nonprofit organizations, designated a 501(c)(3) organization by the Internal Revenue Service, are eligible to apply to the CITC program to support a project or activity that is either located in or serving a community in a Priority Funding Area (PFA).

MINUTES

DHCD - cont'd

Eligible projects must be located in a PFA or serve PFA residents, and typically involve activities such as; 1) education and youth services, 2) housing and community development, 3) job and self-sufficiency training, 4) enhancing neighborhoods and business districts, 5) arts, culture and historic preservation, 6) economic development and tourism promotion, 7) technical assistance and capacity building, and 8) services for at-risk populations.

In 2015, the City received the following 56 requests for Local Government Resolutions of support from non-profit organizations located in Baltimore City.

Exhibit A

<u>Organization</u>	<u>Project</u>	<u>Tax Credit Requested</u>
Arts Every Day, Inc.	Arts Abilities Program	\$50,000.00

The Arts Abilities Initiative will provide students with disabilities opportunities to engage through creative learning, express themselves through the performing and visual arts, and connect to Baltimore's host of cultural institutions.

Associated Black Charities, Inc.	More in the Middle Initiative Project	\$50,000.00
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More in the Middle works to increase the African American middle class, focusing on Workforce and Career Development, Higher Education, Health Disparities, and Business and Economic Development, through direct service and advocacy to eliminate policy barriers.

MINUTES

DHCD - cont'd

<u>Organization</u>	<u>Project</u>	<u>Tax Credit Requested</u>
Baltimore ClayWorks, Inc.	Online Sales, Visibility and Scholarships	\$50,000.00

The Project will build social entrepreneurship through online sales, visibility and scholarships for artists at Tuerk House, Jubilee Arts and Zeta Center to sell and promote works made through sales online, in galleries and at fairs across the region.

B & O Railroad Museum, Inc.	STEAM Education Program	\$50,000.00
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The B&O Railroad Museum, Inc. is seeking support that will allow the museum to employ a full time education professional who will focus on the further development of its Science, Technology, Engineering, Art, and math early childhood education programs.

Baltimore Choral Arts Society	Outreach Marketing and Archive Collection	\$30,000.00
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The Outreach Marketing and Archive Collection project will bring choral music to underserved communities, offer students free and discount tickets, expand marketing efforts, and create archives preserving contributions to the community.

Blue Water Baltimore, Inc.	Deep Blue	\$25,000.00
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With the Deep Blue Project, Blue Water Baltimore, Inc. plans to engage five targeted neighborhoods representing a diverse mix of under-served communities to comprehensively address the stormwater, greening, and public health goals in each area.

MINUTES

DHCD - cont'd

<u>Organization</u>	<u>Project</u>	<u>Tax Credit Requested</u>
Bon Secours Baltimore Health System Foundation, Inc.	Believe in Our Youth - West Baltimore	\$47,827.00

Believe in Our Youth provides 161 at-risk West Baltimore youth annually with summer employment, job training and skills-building workshops, and coordinates area-wide youth programming.

Big Brothers Big Sisters of the Greater Chesapeake	Extended Baltimore City One-to-One Mentoring	\$40,000.00
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The Extended Baltimore City One-to-One Mentoring program provides services to underserved children and youth living in targeted neighborhoods in Baltimore City to improve academically, socially, and emotionally because of professionally supported one-to-one mentoring relationships that last longer than one-year.

Baltimore Heritage, Inc.	The Neighborhood Partners Project	\$30,000.00
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The Neighborhood Partners project creates resources and provides funding to expand the ability of individuals and small organizations undertaking historic preservation and community engagement work at the neighborhood level.

Caroline Freiss Center, Inc.	Member Services Program	\$50,000.00
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The Member Services Program provides services enhancing employability and job retention for Baltimore City residents. These services are delivered through personal counseling, social work services, financial education, and career readiness prep.

MINUTES

DHCD - cont'd

<u>Organization</u>	<u>Project</u>	<u>Tax Credit Requested</u>
Center Stage Associates, Inc.	Campaign for Center Stage	\$50,000.00

The Campaign for Center Stage is a construction effort addressing the need for increased educational space, upgrades to technology, and renovations to Center Stage's physical structure.

Central Baltimore Partnership, Inc.	Inclusive Development - Resident Services for Transforming Communities	\$50,000.00
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A residential service program will be created through community partners that support low-income residents living in low and moderate-income housing in Central Baltimore to access essential social services to improve their economic independence and quality of life.

Chesapeake Center for Youth Development, Inc.	Brooklyn Curtis Bay Community Kitchen and Food Co-Op	\$25,000.00
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The Community Kitchen and Food Co-op will offer young people and adult residents fresh produce, pathways to healthier diets and careers in green jobs, urban agriculture, food production, and distribution.

City Life Community Builders	The Work Incubator	\$25,700.00
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The Work Incubator is a workforce development initiative to provide trainees in East Baltimore with skills that will enable them to gain employment in their neighborhood and earn family supporting wages, while also providing support services for these individuals.

MINUTES

DHCD - cont'd

<u>Organization</u>	<u>Project</u>	<u>Tax Credit Requested</u>
Community Conferencing Center, Inc.	Community Conferencing Conflict Resolution Training and Outreach Project	\$10,000.00

The Community Conferencing Center, Inc. will provide conflict resolution training and outreach in three expanded targeted schools and neighborhoods in Baltimore City. It will provide restorative & relationship building processes to help resolve conflicts and crimes.

Comprehensive Housing Assistance, Inc.	New Homebuyer Loan Fund	\$50,000.00
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The New Homebuyer Loan Fund provides new homebuyers with no-interest loans of \$10,000 to support low and moderate-income first-time homebuyers and promote the sustainability of the Glen and Fallstaff neighborhoods of Baltimore City.

Community Development Network of Maryland, Inc.	Community Development Return on Investment Study	\$15,000.00
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The Community Development Return on Investment Study will seek to understand and promote the return on all investments in Maryland.

Community Law Center, Inc.	Community Leader Capacity Training Series	\$25,000.00
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The Community Leader Capacity Training Series will support Community Law Center attorneys to provide regular workshops, trainings, and brief legal advice clinics for nonprofit and community association leaders to increase their capacity to run effective organizations.

MINUTES

DHCD - cont'd

<u>Organization</u>	<u>Project</u>	<u>Tax Credit Requested</u>
Creative Alliance, Inc.	Community Arts Projects to Promote Highlandtown's Arts and Entertainment District and Main Street	\$50,000.00

The Creative Alliance, Inc. will work with residents, businesses and partners to produce and market arts and cultural programs that promote the visibility and vitality of Highlandtown's Main Street and Arts & Entertainment District.

Cristo Rey Jesuit High School	Academic Support Program	\$50,000.00
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The Academic Support Program provides the support students need to be successful in Cristo Rey Jesuit High School's rigorous college preparation program.

Everyman Theatre, Inc.	Education and Community Engagement Expansion Program	\$50,000.00
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The Education and Community Engagement Expansion Program seeks to offer a variety of high-quality, accessible educational opportunities and experiences to Baltimore such as the High School Matinee program or experiential classroom learning programs and programs for adults.

The Family Tree, Inc.	The Community Response Project	\$50,000.00
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The Community Response Project will include the development of a "ground up" community-based collaborative. It will deliver a strong complement of evidence-informed programs designed to strengthen and empower at-risk families in the Sandtown-Winchester community of West Baltimore.

MINUTES

DHCD - cont'd

<u>Organization</u>	<u>Project</u>	<u>Tax Credit Requested</u>
Friends of Patterson Park, Inc.	The Friends of Patterson Park Gardens and Stewardship Project	\$35,000.00

The Friends of Patterson Park Gardens and Stewardship Project aims to enhance and expand gardening efforts by supporting plans for new garden enhancements and supporting ongoing park stewardship efforts.

Fund for Educational Excellence	Baltimore City College Library Support - Final Phase	\$50,000.00
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The Baltimore City College Library Support - Final Phase will raise money to support the renovation of the vacant and deteriorated library at Baltimore City College through the acquisition of computers and related equipment, online databases and books for the new library.

Habitat for Humanity of the Chesapeake, Inc.	Revitalizing Communities for Baltimore's Families Project	\$50,000.00
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The Revitalizing Communities for Baltimore's Families Project seeks to expand neighborhood revitalization efforts in six struggling communities in Baltimore City to encourage economic growth, community health, and provide decent, affordable housing to low-income families.

Health Care for the Homeless, Inc.	Lifesaving Care for Homeless Children and Families Project	\$50,000.00
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The Lifesaving Care for Homeless Children and Families Project provides lifesaving care to children, and partners with parents to reduce the traumatic physical and cognitive health effects of homelessness on their sons and daughters.

MINUTES

DHCD - cont'd

<u>Organization</u>	<u>Project</u>	<u>Tax Credit Requested</u>
Irvine Natural Science Center	Beyond City Walls: Urban Environmental Education Initiative	\$15,000.00

The Beyond City Walls: Urban Environmental Education Initiative will expand the Irvine Nature Center's nature-based education strategies in Baltimore City to help children and youth achieve national and state education goals, and to increase their awareness and respect for nature within and beyond the City.

Jubilee Baltimore, Inc.	Greenmount West Legacy Homeowner Program	\$15,000.00
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The Greenmount West Legacy Homeowner Program is a façade and home improvement program for long-term low-income residents of Greenmount West which will allow residents to stay in the neighborhood as it redevelops.

Junior Achievement of Central Maryland, Inc.	The Critical Solution: Expansion of Junior Achievement to All Baltimore City Youth Phase I	\$50,000.00
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The Critical Solution: Expansion of Junior Achievement to All Baltimore City Youth Phase I will allow Junior Achievement to scale its existing programs to offer a wide variety of educational programs to Baltimore City's at-risk youth.

Legal Aid Bureau, Inc.	Foreclosure and Eviction Prevention Legal Assistance Project	\$50,000.00
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The Foreclosure and Eviction Prevention Legal Assistance Project will provide free legal assistance to low-income residents who are at-risk of losing their affordable housing due to eviction or foreclosure in Baltimore City, Prince George's and Montgomery Counties in Priority Funding Areas.

MINUTES

DHCD - cont'd

<u>Organization</u>	<u>Project</u>	<u>Tax Credit Requested</u>
Live Baltimore Home Center, Inc.	BaltiMORE Creative Messaging Program	\$15,000.00

Live Baltimore's creative campaign will highlight real people and the reasons they love and live in Baltimore. The campaign aims to affect Baltimore city living perceptions locally and nationally and help the City realize net population growth.

Marian House, Inc.	Manna House Breakfast Club Program	\$20,000.00
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The Breakfast Club supports daily breakfasts for the homeless and very poor through community partnerships with businesses, churches, and individuals who give \$500.00 or more, and who volunteer to help prepare and serve the meals.

Maryland Historical Society (MdHS)	Baltimore Digital Legacy Project	\$50,000.00
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The Baltimore Digital Legacy Project is an institution wide capacity building initiative at the Maryland Historical Society that will create the necessary technological infrastructure for MdHS to better manage and share its growing portfolio of digital collections content.

Maryland New Directions, Inc.	Maritime Transportation and Logistics Training Program	\$30,000.00
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The Maritime Transportation and Logistics Training Program prepares low-income, Baltimore City job-seekers with the knowledge, hard-skills, and industry certifications they need to obtain career-minded employment in this growing field.

MINUTES

DHCD - cont'd

<u>Organization</u>	<u>Project</u>	<u>Tax Credit Requested</u>
Maryland Scottish Rite Charitable Foundation, Inc.	Capital Improvement Project/Temple Preservation and Restoration	\$25,000.00

The Capital Improvement Project/Temple Preservation and Restoration will continue to support the preservation and restoration of the historic Scottish Rite Masonic Temple located in Baltimore City. The 86 year old building needs on-going work; it has not escaped the ravages of time.

Maryland Society for Sight, Inc.	Vision Testing for Eye Disease in Baltimore	\$20,000.00
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To provide vision testing for eye disease. The project addresses the need for vital vision care for at-risk populations of children and adults. Utilizing age appropriate, approved protocol, the project will be conducted at sites in Baltimore City.

Maryland Volunteer Lawyers Service	MVLS Consumer Protection Project	\$50,000.00
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The Maryland Volunteer Lawyers Service's Consumer Protection Project provides civil legal assistance to low and moderate income residents of Baltimore City who have a civil legal issue that affects their financial stability.

The Maryland Economic Development Foundation (MEDA), Inc.	The MEDA Operating Funds Project	\$30,000.00
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The MEDA Operating Funds Project will diversify the organization's funding base in order to increase private sector participation in the foundation. Both public sector and private sector involvement and collaboration will allow for more expanded services throughout Maryland.

MINUTES

DHCD - cont'd

<u>Organization</u>	<u>Project</u>	<u>Tax Credit Requested</u>
Men and Families Center, Inc.	Men and Families Center Remodeling and Community Awareness Project	\$50,000.00

Men and Families Center Remodeling and Community Awareness Project will renovate the current office location to remove aging infrastructure and utilize funds to increase capacity for direct outreach and community involvement in the center's operation.

The Mount Washington School Parent Teacher Organization	Mount Washington School Phase II: Information Technology Upgrades Project	\$25,000.00
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The Mount Washington School Phase II: Information Technology Upgrades Project will replace insufficient IT infrastructure to meet student needs. The addition of two mobile laptop computer carts and upgrade to wireless connectivity will significantly increase computer accessibility for the students.

The National Aquarium in Baltimore, Inc.	Model Urban Waterfront Project	\$50,000.00
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The National Aquarium's Model Urban Waterfront project will provide a variety of free, fun and interactive educational experiences for visitors to Baltimore's Inner Harbor.

Network for Teaching Entrepreneurship Baltimore (NFTE), Inc.	Youth Entrepreneurship Education in Baltimore City Schools Program	\$50,000.00
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The NFTE provides entrepreneurship education to at-risk youth in Baltimore City middle and high schools, equipping them with the knowledge and skills to succeed in life.

MINUTES

DHCD - cont'd

<u>Organization</u>	<u>Project</u>	<u>Tax Credit Requested</u>
Patterson Park Public Charter School, Inc.	Baltimore Symphony Orchestra OrchKids Program	\$30,000.00

The Baltimore Symphony Orchestra OrchKids Program provides music education at Patterson Park Public Charter School. OrchKids is designed to create social change and nurture promising futures for youth.

The Pro Bono Resource Center of Maryland, Inc.	Tax Sale Prevention Project	\$50,000.00
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The Tax Sale Prevention Project serves Maryland homeowners at risk of losing their homes for minimal delinquent property taxes or water bills. Over 46% of the homeowners served at the PBRC/MVLS legal clinics in 2014 saved their homes.

Second Chance, Inc.	Green Workforce Development Program	\$50,000.00
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The Green Workforce Development Program trains individuals with multiple barriers to employment how to deconstruct houses and other structures and salvage the reusable components and materials, providing trainees with job and life skills and stable employment.

The Seed School of Maryland	Growing SEEDs of Success	\$25,000.00
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The Growing SEEDs of Success project provides 400 students in grades 6 to 12 with academic instruction, cultural enrichment and athletic programs, and health and wellness support in a safe, nurturing 24-hour boarding environment, five days per week from August through June.

MINUTES

DHCD - cont'd

<u>Organization</u>	<u>Project</u>	<u>Tax Credit Requested</u>
Society for the Preservation of Maryland Antiquities	Assistance and Funding for Local Historic Preservation Program	\$50,000.00

The Assistance and Funding for Local Historic Preservation Program provides educational services, technical assistance and grants to Maryland's heritage areas, Main Street communities, and local nonprofit historic preservation organizations.

Southeast Community Development Corporation (SECDC, Inc.)	SECDC Giving Campaign	\$40,000.00
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The Southeast CDC Giving Campaign will support a permanent, on-going corporate and individual giving campaign for housing counseling and community revitalization.

St. Ambrose Housing Aid Center, Inc.	Move the Needle Program	\$50,000.00
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The Move the Needle Program, in collaboration with Bel Air Edison Neighborhoods, Inc., will develop marketing and fundraising strategies that will build on the economic and community development work in Belair-Edison and will help assure the sustainability of progress in the corridor.

Stocks in the Future Foundation	Youth Financial Literacy Curriculum Upgrade Project	\$20,000.00
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The Youth Financial Literacy Curriculum Upgrade Project aims to restructure a youth financial literacy curriculum for 1000 at-risk middle school students in Baltimore City. The project will be part of a program incentivizing school attendance and academic achievement in the context of gaining wealth-building and investing skills.

MINUTES

DHCD - cont'd

<u>Organization</u>	<u>Project</u>	<u>Tax Credit Requested</u>
Towson University Foundation, Inc.	Towson UTeach Reaching Out (TUTR Out)	\$33,901.00

The TUTR Out program will extend the work of Towson UTeach and the Center for STEM Excellence to underserved schools/classrooms in Priority Funding Areas in Baltimore City and the counties of Anne Arundel, Baltimore, Prince George's and Montgomery.

Ulman Cancer Fund for Young Adults	Creating a Community of Support for Young Adults Impacted by Cancer Program	\$30,000.00
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The Creating a Community of Support for Young Adults Impacted by Cancer Program will be part of the Ulman Cancer Fund for Young Adults' mission to offer a variety of free, innovative, and impactful direct service programs out of its Baltimore City headquarters, in the community, and at five cancer centers in the Baltimore-Washington area for young adults diagnosed with cancer.

Volunteer Central Inc.	Community Engagement and School Partnership Program	\$50,000.00
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The Community Engagement and School Partnership Program is designed to engage, educate and connect the next generation of civic leaders from the community to volunteer in leadership roles at nonprofits and City schools.

Waverly Main Street	Merchant Medallion Program	\$15,000.00
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The Waverly Main Street Merchant Medallion Program will provide enhanced services to district businesses while promoting our organization and the economic revitalization of the Greenmount Avenue business corridor.

MINUTES

DHCD - cont'd

<u>Organization</u>	<u>Project</u>	<u>Tax Credit Requested</u>
The Women's Housing Coalition	Housing and Healthy Living Program	\$50,000.00

The Housing and Healthy Living Program provides health and wellness services beyond case management to move formerly homeless women from crisis to stability through in-home services, individual coaching and group workshops.

Young Audiences of Maryland, Inc.	Early Learning Through the Arts: Expansion Project	\$35,000.00
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The Early Learning Through the Arts: Expansion Project provides an arts-integrated literacy-and STEM-based residencies and professional development for educators that improve student achievement and teacher practice in Baltimore City early learning classrooms.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION, duly made and seconded, the Board approved and authorized execution of a Local Government Resolution in support of the "Community Investment Tax Credit" Program of the Maryland Department of Housing and Community Development. A local resolution of support is required for organizations to participate in the program. The Mayor **ABSTAINED** on Baltimore Clayworks, Inc., Live Baltimore Home Center, Inc., and The National Aquarium in Baltimore, Inc.

MINUTES

Department of Housing and Community Development - Replace Existing Loan Guarantors with New Guarantor and Subordination of Regulatory Agreement to a New First Loan

ACTION REQUESTED OF B/E:

The Board is requested to approve the replacement of the existing loan guarantors with Seawall Development Company, LLC (Seawall Development) in connection with the \$750,000.00 loan from the City's Inclusionary Housing Fund (City Loan) to Small Point Borrower LLC (Borrower). The Board is also requested to approve the subordination of its regulatory agreement to a new first loan.

The Board is further requested to authorize the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to review and approval for legal sufficiency by the Department of Law.

AMOUNT OF MONEY AND SOURCE:

No additional funds are required.

BACKGROUND/EXPLANATION:

On July 16, 2008, the Board approved a \$750,000.00 loan from the City's Inclusionary Housing Fund (City Loan) to Small Point Borrower LLC. The proceeds of the City Loan (City Loan Proceeds) were used to support a portion of the hard costs of the new construction and rehabilitation costs of 40 one, two, and three-bedroom, loft-style residential rental units that are being targeted to new teachers in the Baltimore Public School System (City Project), which was part of a larger development and redevelopment known as Cannery Square Apartments, also known as Miller's Court Apartments, located at 2602 North Howard Street.

Cannery Square (Miller's Court) was the historic restoration of a long-vacant, classic industrial style brick warehouse into a multi-purpose educational life center and residential development.

MINUTES

DHCD - cont'd

Using a combination of historic and New Markets Tax Credits, in addition to the City Loan, the project consisted of the redevelopment of a 77,000 square foot structure (the Development) into two complementary parts: (i) the City Project, and (ii) 35,000 square feet of affordable "flex" office space for non-profit organizations and approximately 1,000 square feet for a coffee shop or other retail use. The apartments and commercial space at Miller's Court are currently fully leased. There is a waiting list for new residents and commercial tenants.

The Development is owned by Small Point LLC, a Maryland limited liability company (the Owner). Because of the Historic Tax Credits and New Markets Tax Credits that were an integral part of the financing, the City agreed to make the City Loan to the Borrower, who then agreed to inject the City Loan Proceeds to the Owner through a series of sub-loans and equity investments.

In consideration of the making of the City Loan, the developer agreed that within the City Project; (i) two units containing one-bedroom will be occupied by households at 85% of Area Median Income (AMI), (ii) three units containing one-bedroom will be occupied by households at 90% of the AMI; and (iii) five units containing two-bedrooms will be occupied by households at 100% of the AMI (collectively, the City Project Rental Restrictions).

The City Loan has the following terms; 1) no payments were due and interest did not accrue during the construction period, 2) during the 17-year period following construction completion (Permanent Period), interest accrues at 1% and the Borrower is only required to make monthly payments of interest, and 3) all principal and any interest owed will be due on the last day of the Permanent Period (the Maturity Date).

The City Loan is secured primarily by a Guaranty (the Original Guaranty), executed by Donald A. Manekin, Thibault Manekin, J. Edward Hamel, and Philip W. Gibbs (collectively, the Guarantors) for the benefit of the City.

MINUTES

DHCD - cont'd

A Regulatory Agreement (the Regulatory Agreement) ensuring that the Owner complies with the City Project Rental Restrictions and other requirements of the City Loan was recorded and runs with the land. The Regulatory Agreement is currently subordinate to the existing deed of trust securing the current senior loan.

In accordance with the 2008 Board approval, the loan documents require that at the end of the recapture period of the New Market Tax Credits (the Recapture Period), the Borrower will arrange to have the City Loan secured by 1) a lien on real property or 2) other collateral whose value is not less than the outstanding principal and interest on the City Loan such as a Letter of Credit (the Refinancing Covenant). The City also agreed that to the extent the Borrower arranges for permanent financing of the Project at the end of the Recapture Period, the payment of the City Loan and the terms, conditions, and lien of the City's mortgage, if any, was to have been subordinate to the terms, conditions, and lien of any mortgage securing any component of such permanent financing, and the City agreed to enter into a commercially reasonable subordination agreement with any such permanent lender.

The Year 2015 marks the end of the Recapture Period and the Borrower and the Owner are required to refinance the existing senior lender.

TD Bank, National Association (TD Bank) has agreed to provide a new first loan in the approximate amount of \$6,000,000.00 which will be secured by a first priority lien on the Development. The Owner is not taking out any equity through the new first loan. The term of the loan will be 10 years with an interest rate equal to the 10-year Treasury Rate plus 175 Basis Points. As a condition of its loan, since the City Loan is not currently secured by real property, TD Bank will not allow the City Loan to be secured by a subordinate lien on the property.

MINUTES

DHCD - cont'd

In order to meet the Refinancing Covenant, the Borrower and the Owner have requested, and the City has agreed, to replace the existing guaranty from the Original Guarantors with a new guaranty from Seawall Development Company LLC (Seawall Development). According to its financial statements, the value of Seawall Development and its other outstanding receivables are greater than the outstanding principal amount of the City Loan.

In addition, TD Bank has requested that its deed of trust retain the existing senior position to the Regulatory Agreement.

The Department respectfully requests the Board's approval to replace the Original Guarantors with Seawall Development and allow TD Bank to retain the senior lien position. As Seawall Development has substantial financial assets, replacing the guarantors and subordinating the Regulatory Agreement to TD Bank's deed of trust will not materially and adversely change the City's position with respect to this transaction.

An appraisal was prepared on November 23, 2015, by Valbridge Property Advisors, Lipman Frizzell & Mitchell LLC. The "as is" value of the property was determined to be \$10,795,000.00 and the "as is at market" value of the property was determined to be \$11,520,000.00.

MBE/WBE PARTICIPATION:

N/A

THE DIRECTOR OF FINANCE REVIEWED AND RECOMMENDED APPROVAL.

MINUTES

DHCD - cont'd

UPON MOTION, duly made and seconded, the Board approved the replacement of the existing loan guarantors with Seawall Development Company, LLC (Seawall Development) in connection with the \$750,000.00 loan from the City's Inclusionary Housing Fund (City Loan) to Small Point Borrower LLC (Borrower). The Board also approved the subordination of its regulatory agreement to a new first loan.

MINUTES

Department of Housing and - Consultant Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Consultant Agreement with Kenneth Gelula and Associates, LLC. The period of the agreement is effective upon Board approval through June 30, 2016.

AMOUNT OF MONEY AND SOURCE:

\$42,000.00 - 1001-000000-1773-179600-603018

BACKGROUND/EXPLANATION:

This consultant agreement is a continuation of work to implement a comprehensive public communication strategy notification to homeowners about tax sales and increase assistance to low-income homeowners, training to City and non-City entities and coordination of services between City agencies and non-profit entities and local foundations.

In the fall of 2014, an interagency City task force, under the leadership of the Director of Finance, was established to examine how the tax sale system could be improved. At the same time, a Tax Sale Work Group representing a dozen non-profit legal, housing and social service agencies were meeting for the same purpose. In December 2014, the Abell Foundation issued a report on the subject of tax sale and one of the key recommendations was to create a position of Tax Sale Service Coordinator to bring public and non-profit improvement efforts into alignment.

The Scope of Services covers a range of activities to integrate the work of city agencies and develop public/non-profit partnerships with the goal of preventing tax sale foreclosure, especially for low-income homeowners and senior citizens.

MINUTES

DHCD - cont'd

Early in 2015, the Department of Housing and Community Development (DHCD) redirected the consulting services of Kenneth Gelula and Associates, LLC, to serve as Tax Sale Service Coordinator. Interagency trainings, legislative reforms, enrichment of pro-bono legal services, and coordination with the foundation community flowed from the consulting work. The consulting agreement was extended twice to sustain that progress.

The DHCD proposes a new agreement for the services of the consultant as Tax Sale Service Coordinator so that the tax sale season starting now and the State legislative season starting in January can benefit from the consistency of coordination, reform, and progress achieved to date. The value of the continued consulting services is recognized both by City agency representatives and non-profit agency leaders.

In the new fiscal year starting July 1, 2016, a permanent position in City government will be established to ensure that the public/non-profit cooperation continues in the future and that households at risk of tax sale and tax sale foreclosure get the best possible information and assistance.

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 Consultant Agreement with Kenneth Gelula and Associates, LLC.

MINUTES

PERSONNEL MATTERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

4778 - 4794

The Board **NOTED** item no. 32 on pages 4795-4797.

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.

The Mayor **ABSTAINED** on item 32 a., f., and g.

The President **ABSTAINED** on item 32 b., d., and e.

The Comptroller **ABSTAINED** on item 32 c.

MINUTES**PERSONNEL**Baltimore Police Department

	<u>Hourly Rate</u>	<u>Amount</u>
1. ATTLAY S. WILLIAMS	\$14.42	\$30,000.00

Account: 1001-000000-2042-198100-601009

Ms. Williams, retiree, will continue to work as a Contract Services Specialist I, Crime Laboratory Section. She will be responsible for maintaining CODIS Candidate Match Support Documentation folders, processing investigative notices from the Maryland State Police Lab and other convicted offender laboratories participating in the National DNA Index System, DNA case tracking data entry. She will also serve as a contact liaison for the Criminal Investigation Division, lecture on the operation of CODIS at the Baltimore City Police Department, and the Police Academy Recruit classes, In Service classes for Police Officers and Diamond Training for Police Detectives. Ms. Williams will further order, pickup and deliver supplies for daily operations, obtain microfilm reports, administrative filing, and photocopying, receive research and catalog subpoenas and Maryland Public Information Act requests. The period of the agreement is effective upon Board approval for one year.

Health Department

2. MARTHA GADSDEN	\$8.25	\$ 7,524.00
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Account: 4000-432916-3024-268400-601009

Ms. Gadsden will continue to work as a Contract Services Specialist II, Kitchen Aide for the Sandtown Winchester Senior Center. She will be responsible for setting-up the kitchen and the serving line for breakfast and lunch. Ms.

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

Gadsden will also assist seniors that cannot seat or serve themselves, heating/warming food as needed, cleanup after breakfast, lunch, and restocking the kitchen for next day services. The period of the agreement is effective upon Board approval through September 30, 2016.

3. Create the following position:

Classification: Community Health Educator II
 Job Code: 61252
 Grade: 085 (\$36,681.00 - \$44,199.00)
 Position No.: To be assigned by BBMR

Costs: \$57,208.00 - 4000-436216-3255-761800-601001

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

4. Reclassify the following position:

From: Data Entry Operator II
 Job Code: 33112
 Grade: 078 (\$29,672.00 - \$34,218.00)
 Position No.: 3150-35198

To: Data Entry Operator III
 Job Code: 33113
 Grade: 081 (32,076.00 - \$38,001.00)

Cost: \$3,109.58 - 5000-52416-3150-271300-601001

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

MINUTES**PERSONNEL**Baltimore City Circuit Court

	<u>Hourly Rate</u>	<u>Amount</u>
7. JOHN UMHOLTZ, II	\$32.20	\$35,513.85

Account: 5000-544416-1100-117001-601009

Mr. Umholtz will work as a Contract Services Specialist II, Assistant Counsel. His duties will include reviewing motions and making recommendations on non-domestic cases. Mr. Umholtz will also draft opinions, complete legal research, and review cases for guardianship, restraining orders, liens, petitions to withdraw, receiverships and motions to seal. The period of the agreement is effective upon Board approval through June 30, 2016.

8. PENNY GEORGE	\$32.56	\$25,007.00
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Account: 5000-540316-1100-109400-601009

Ms. George will work as a Contract Services Specialist II, Licensed Clinical Social Worker. Her duties will include developing social work assessments and written treatment plans for consideration by Judges, establishing new resources and developing partnerships with participants and preparing and overseeing the distribution of detailed written evaluation reports and recommendations for the Judge's review. The period of the agreement is effective upon Board approval through June 30, 2016.

MINUTES**PERSONNEL**Department of General Services - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
9. SAGIRAH PALMER	\$20.00	\$38,000.00

Account: 1001-000000-1981-718100-601009

Ms. Palmer will continue to work as a Contract Services Specialist II, Archibus CADD/Architect. Her duties will include, but are not limited to creating, correcting, and converting architectural drawings to CADD drawings, uploading to and maintaining CADD drawings to Archibus, assisting in spearheading the Archibus Space Management and Emergency Preparedness module effort (which is a new duty assignment). She will also conduct project field inspections of building sites, materials, landscaping, and methods of construction to monitor and insure the proper implementation of project plans and specifications, assist with data cleaning and reconcile efforts related to Archibus. The period of the agreement is effective upon Board approval for one year.

10. JOSHUA BORNFIELD	\$26.30	\$25,000.00
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Account: 1001-000000-1982-272800-61009

Mr. Bornfield will continue to work as a Contract Services Specialist II, Event Organizer for the War Memorial Building. His duties will include, but are not limited to locating and scheduling performers for at least three concert events per month, publicizing, marketing, and promoting events to the general public via traditional media outlets and social online media, staffing evening and weekend events with prior approval, keeping records and statistical information on event attendance and revenue and reporting financial information to General Services Administration. He will also report quarterly to the War Memorial Commission, and to the liaison for the City of Baltimore Department of General Services, grow events to a profitable level for the agency over time, and raise revenue not less than \$25,000.00 for the first year.

MINUTES**PERSONNEL**Department of General Services - cont'dHourly RateAmount

He will further demonstrate partnership planning by enlisting, coordinating and collaborating events with other art and performance related government agencies, social or non-profit organizations/institutions working with Baltimore City Public Schools and other community anchors to bring student productions to the venue, making special efforts to program holiday celebrations and events befitting the building and raising the profile of the building as a venue to attract larger ensembles in future years. The period of the agreement is effective upon Board approval for one year.

11. **CHRIS HEPLER** \$40.52 **\$76,988.00**

Account: 1001-000000-7340-721700-601009

Mr. Hepler will work as a Contract Specialist II, Construction Project Manager. His duties will include, but are not limited, overseeing the implementation of contracts for building, mechanical, and/or electrical system construction, directing, reviewing, and approving the inspection of assigned construction contracts, coordinating the implementation of awarded contracts with contractors, engineers, architects and City, State or Federal agencies involved in a project. He will also review plans and specifications to ensure the utilization of efficient and economical procedures, review and work with the Department on change orders and extra work orders, work with the Department to resolve problems that arise during construction, analyze and investigate claims against the City by contractors in conjunction with other City departments. He will further utilize the computer and business software packages to compose technical correspondence, approve technical correspondence prepared by subordinates, and ensure continuous training and skill development of subordinates in the use of computer applications to manage project workflow. The period of the agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**Department of General Services - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
12. CHARLES KNECHT	\$25.26	\$47,994.00

Account: 1001-000000-1982-192500-601009

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

13. CONOR SNOW	\$18.00	\$35,000.00
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Account: 1001-000000-1981-194600-601009

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

MINUTES**PERSONNEL**Department of General Services - cont'dHourly RateAmount

He will also process War Memorial records requests from the general public and manage, maintain, and oversee the valuation of artifacts and archiving the collection of historic documents on the repository, assist the Historic Properties Program Coordinator with curating the public museum exhibits housed in the War Memorial Building, maintain the security of the exhibits and revitalize and interpret such exhibits on a regular basis to ensure accurate assessment and relevancy to the general public. Mr. Snow will further develop and engage event programming for the veteran's community and educational institutions, provide community outreach and support to veterans and veteran's organizations, and provide administrative support to an interagency work group aimed at evaluating the future of city-owned historic properties. The period of the agreement is effective upon Board approval for one year.

14. **FRANKLIN JENKINS** \$32.31 **\$38,775.00**

Account: 2030-000000-1890-189300-601009

Mr. Jenkins, retiree, will continue to work as a Contract Services Specialist I, Safety Enforcement Officer III. His duties will include, but are not limited to assisting Fleet Management Division with investigating and reporting on serious occupational injuries, conducting major investigations as a result of employee incident reports, reported safety hazards, vehicle related safety problems or request from City agencies, maintaining all Safety Data Sheets for all Fleet Management locations. He will also update and maintain the Chemical Information List and send it to the Division of Occupational Safety for submittal to the State. He will also be responsible for enforcing safety rules and regulations within Fleet Management and keeping personnel informed, inspect locations regularly for fire extinguishers, eye-wash bottles (in supply and not expired) and oil drums debris and tripping hazards.

MINUTES**PERSONNEL**Department of General Services - cont'dHourly RateAmount

Mr. Jenkins will further oversee storm water pollution prevention initiatives, perform inspections of agency vehicles yards, and create reports and spreadsheets documenting inspections, and coordinate seasonal focus on snow vehicles, mowing equipment, and milling/pavement equipment. The Department of Human Resources recommends granting this employment contract renewal. This salary is in compliance with AM 212-1, Part I and is an increase of 5% from the previous contract period. The period of the agreement is effective upon Board approval for one year.

15. Classify the following position:

Classification: New Position

Job Code: 90000

Grade: 900 (\$1.00 - \$204,000.00)

Position No.: 1982-50695

To: Architect I

Job Code: 75111

Grade: 087 (\$39,701.00 - \$47,990.00)

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 General Services - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
16. <u>Classify the following position:</u>		

Classification: New Position
 Job Code: 90000
 Grade: 900 (\$1.00 - \$204,000.00)
 Position No.: 7430-50679

To: Engineer II
 Job Code: 72113
 Grade: 929 (\$64,600.00 - \$103,200.00)

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

Department of Public Works

17. ZHENGHUA CHENG	\$27.50	\$57,200.00
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Account: 1001-000000-1901-190500-601009

Ms. Cheng will work as a Contract Services Specialist II, Accountant II. She will be responsible for maintaining financial models, preparing detailed financial reports, conducting cost studies and analysis, and assisting in preparing the agency budget by compiling and projecting budget data. She will also recommend and monitor budget expenditures, maintain and update capital budget expenditure files, and perform revenue and expenditure forecasting. The period of the agreement is effective upon Board approval for one year.

18. Reclassify the following position:

From: Operations Officer I
 Job Code: 31109
 Grade: 923 (\$57,200.00 - \$91,700.00)
 Position No.: 5181-49537

MINUTES**PERSONNEL**Department of Public Works - cont'd

To: HR Generalist II
Job Code: 33677
Grade: 923 (\$57,200.00 - \$91,700.00)

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.

19. Create the following position:

Classification: Engineer Supervisor
Job Code: 72115
Grade: 936 (\$76,100.00 - \$121,700.00)
Position No.: To be assigned by BBMR

Costs: \$106,348.00 - 2071-000000-5601-730000-601001

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:

From: HR Generalist I
Job Code: 33676
Grade: 088 (\$41,326.00 - \$50,069.00)
Position No.: 1901-22855

To: HR Generalist II
Job Code: 33677
Grade: 923 (\$57,200.00 - \$91,700.00)

Costs: \$19,983.00 - 1001-000000-1901-190400-601001

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**Office of the State's Attorney

	<u>Hourly Rate</u>	<u>Amount</u>
21. LINDSEY MARABLE	\$31.06	\$64,600.00

Account: 1001-000000-1150-118000-601009

Ms. Marable will work as a Contract Services Specialist II, Assistant State's Attorney. She will be responsible for reviewing and possible redaction of video footage, management of evidentiary requests made by trial attorneys and compliance with rules pertaining to Discovery and providing guidance to the Law Clerks who are reviewing, analyzing, and tagging video footage from body worn cameras issued to Baltimore City Police Department Officers. She will also communicate with trial attorneys and vendors on matters related to the redaction of footage, provide follow-up on requests for and receipt of other evidentiary matters and materials related to case preparation. The period of the agreement is effective upon Board approval for one year.

22. Create the following two positions:

Classification: Administrative Policy Analyst
 Job Code: 01956
 Grade: 923 (\$57,200.00 - \$91,700.00)
 Position No.: To be assigned by BBMR

Classification: Lead Systems Analyst
 Job Code: 00698
 Grade: 927 (\$60,800.00 - \$97,300.00)
 Position No.: To be assigned by BBMR

Costs: \$185,000.00 - 4000-484216-1150-122700-601001

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

MINUTES**PERSONNEL**Baltimore City Fire Department

	<u>Hourly Rate</u>	<u>Amount</u>
23. NEAL P. GARITH	\$30.29	\$63,000.00

Account: 4000-477015-2023-212609-601009

Mr. Garith will work as a Contract Services Specialist II, Emergency Management Analyst. He will be responsible for writing and revising emergency management policies and procedures, assisting with Urban Area Security Initiative regional planning efforts on Recovery and Evacuation, and coordinating emergency preparedness projects in collaboration with other agencies.

He will also develop and implement public outreach and communication strategies, write action reports and improvement plans for major incident and special events. The period of the agreement is effective upon Board approval for one year.

Office of Civil Rights & Wage Enforcement

24. ALAN B. JACOBSON	\$300.00 per hearing session, not to exceed three hours and only one hearing per month/ plus parking	\$5,000.00
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Account: 1001-000000-6560-424800-603026

Mr. Jacobson will work as a Contract Services Specialist II, Hearing Officer. He will be responsible for conducting hearings and recommending written decisions and orders to be approved by the Community Relations Commission, (Commission) pursuant to complaints filed by the Commission or with the Commission by individual complainants. 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 Recreation and Parks</u>		
25. FRANK LIPSCOMB	\$31.00	\$36,704.00

Account: 5000-578716-4711-361850-601009

Mr. Lipscomb will continue to work as a Contract Services Specialist II, Construction Project Manager. His duties will include oversight of the administration and management of all Department Federal Aid contracts for trail, and supervision of the preparation of federal and state reports to ensure grants are reimbursed and records are maintained for auditing purposes. In addition, he will review and process all contractors' monthly payment estimates, contract change orders, and extra work orders, coordinate grant administration with the City, State and Federal agencies and any other funding groups and review and approve inspection changes on Federal aid contracts. Mr. Lipscomb's additional duties include overseeing other construction projects, ensuring adequate filed inspections and materials testing, schedule monitoring and conducting progress meetings, delay and claims analysis, coordination with utility agencies and problem solving of emergency issues and performing functional supervision and training of junior staff to projects. This is a 15% increase in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.

26. TIM ALMAGUER	\$26.05	\$49,651.30
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Account: 1001-000000-4803-371400-601009

Mr. Almaguer will continue to work as a Contract Services Specialist II, Contract Compliance Manager.

MINUTES**PERSONNEL**Hourly RateAmountDepartment of Recreation and Parks - cont'd

He will be responsible for overseeing private operations of public recreation centers, working with private operators to promote and further develop their organizations, and establishing plans to focus on organizations' capacities, assisting with Departmental Accreditation with CAPA and translation of promotional materials into Spanish. This 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 Transportation27. Reclassify the following three positions:a. Position No. - 2391-21623

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

To: Classification: Operations Director I
 Job Code: 00093
 Grade: 967 (\$97,600.00 - \$161,000.00)

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

b. Position Nos. - 2391-35757; 2391-20472

From: Classification: Engineer Supervisor
 Job Code: 72115
 Grade: 936 (\$76,100.00 - \$121,700.00)

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

Costs: \$44,250.00 - 1001-000000-2391-248900-601001

MINUTES**PERSONNEL**Baltimore City Sheriff's Office28. Reclassify the following position:Position No. - 1181-46739

From: Classification: Officer, Court Security
Job Code: 00826
Grade: 085 (\$36,681.00 - \$44,199.00)

To: Classification: Administrative Aide
Job Code: 00068
Grade: 085 (\$36,681.00 - \$44,199.00)

Costs: \$0.00 - 1001-000000-1181-138800-601001

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

Mayor's Office of Information Technology29. Create the following new classification:

Classification: Operations Director II
Job Code: 00094
Grade: 969 (\$106,700.00 - \$176,100.00)
Position No.: To be assigned by BBMR

Costs: \$10,346.00 - 1001-000000-1474-167700-601001

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**Hourly RateAmountMayor's Office of Human Services30. Create the following position:

Classification: Grant Services Specialist III

Job Code: 10217

Grade: 941 (\$52,400.00 - \$90,446.00)

Position Nos.: To be assigned by BBMR

Costs: \$90,245.00 - 6000-685216-3571-674200-601001

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

Office of the Comptroller31. **BRITTANY SCELSI**

\$15.00

\$ 22,620.12

Account: 2039-000000-1330-158400-601009

Ms. Scelsi will work as a Contract Service Specialist II (Telephone Operator I). Her 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, and answering and routing calls from City residents for assistance. Ms. Scelsi will also maintain confidentiality of phone calls between government and legal officials. The period of the agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**Department of Human Resources (DHR)

32. Adjust the salary of the following classifications,
effective January 1, 2016:

- a. Classification: Mayor
Job Code: 00100
From: Grade 88E (\$167,449.00)
To: Grade 88E (\$171,635.00)
- b. Classification: President City Council
Job Code: 01165
From: Grade 87E (\$110,877.00)
To: Grade 87E (\$113,649.00)
- c. Classification: Comptroller
Job Code: 00740
From: Grade 87E (\$110,877.00)
To: Grade 87E (\$113,649.00)
- d. Classification: Vice President City Council
Job Code: 01167
From: Grade 83E (\$71,279.00)
To: Grade 83E (\$73,061.00)
- e. Classification: Council Member
Job Code: 01166
From: Grade 81E (\$64,491.00)
To: Grade 81E (\$66,103.00)
- f. Classification: Commissioner Liquor Board
Job Code: 00286
From: Grade 88A (\$28,500.00) Flat
To: Grade 88A (\$29,213.00) Flat
- g. Classification: Chairman Liquor Board
Job Code: 00290
From: Grade 89A (\$29,000.00) Flat
To: Grade 89A (\$29,795.00) Flat

MINUTES**PERSONNEL**DHR - cont'd

Costs: \$ 4,186.00 - 1001-000000-1250-152800-601001
 2,772.00 - 1001-000000-1000-104800-601001
 2,772.00 - 1001-000000-1300-157300-601001
 1,782.00 - 1001-000000-1000-107200-601001
 1,612.00 - 1001-000000-1000-106300-601001
 1,612.00 - 1001-000000-1000-106400-601001
 1,612.00 - 1001-000000-1000-106500-601001
 1,612.00 - 1001-000000-1000-106600-601001
 1,612.00 - 1001-000000-1000-106700-601001
 1,612.00 - 1001-000000-1000-106800-601001
 1,612.00 - 1001-000000-1000-106900-601001
 1,612.00 - 1001-000000-1000-107000-601001
 1,612.00 - 1001-000000-1000-107100-601001
 1,612.00 - 1001-000000-1000-107300-601001
 1,612.00 - 1001-000000-1000-107400-601001
 1,612.00 - 1001-000000-1000-107500-601001
 1,612.00 - 1001-000000-1000-107600-601001
 2,163.00 - 1001-000000-8500-598900-601001

BACKGROUND/EXPLANATION:

Council Bill 04-0007 and Senate Bill 846 and House Bill 831 established the Compensation Commission for Elected Officials and compensation for Appointed Commissioners and the Chairman of the Liquor Board, respectively. The Commission's recommendation concerning the compensation of elected officials was set in Council Bill 07-0612.

MINUTES**PERSONNEL**

DHR - cont'd

The City Council legislation stipulated that elected officials are entitled to receive an annual salary increase equal to 2.5% of their respective salaries only if at least one of the following employee groups, i.e. AFSCME, CUB, FOP, IAFF, or MAPS receive an increase in compensation during the fiscal year that began the preceding July. AFSCME, CUB, IAFF, and MAPS received 2% cost of living adjustments, effective July 1, 2015. Although not required by Council Bill 07-0612, the Department of Human Resources, in an effort to be fully transparent, has presented the salary increase to the Board of Estimates. The State legislation stipulates adjustments to the above Liquor Board classes salaries based on cost of living increases available to the members of the City Council.

Therefore, the Board is requested to NOTE that the adjustments of the above classes that are in compliance with the law and are effective January 1, 2016.

MINUTES

Fire and Police Employees' - Subscription Agreement
Retirement System (F&P)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Subscription Agreement with ABR Chesapeake Investors V Limited Partnership, managed by Alex Brown Realty, Inc.

AMOUNT OF MONEY AND SOURCE:

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

No General Fund monies are involved in this transaction.

BACKGROUND/EXPLANATION:

The F&P Board of Trustees conducted a search for non-core real estate investment managers and as a result of that search, selected Alex Brown Realty, Inc. as one of three managers to receive and invest \$20,000,000.00 of F&P funds. The search and selection process was conducted with the assistance and advice of the F&P System's investment advisor, Summit Strategies Group.

MWBOO GRANTED A WAIVER.

UPON MOTION, duly made and seconded, the Board approved and authorized execution of the Subscription Agreement with ABR Chesapeake Investors V Limited Partnership, managed by Alex Brown Realty, Inc. The Comptroller **ABSTAINED**.

MINUTES

Fire and Police Employees' - Subscription Agreement
Retirement System (F&P)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Subscription Agreement with Meridian Realty Partners II, L.P., managed by Meridian Group, L.L.C.

AMOUNT OF MONEY AND SOURCE:

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

No General Fund monies are involved in this transaction.

BACKGROUND/EXPLANATION:

The F&P Board of Trustees conducted a search for non-core real estate investment managers and as a result of that search, selected Meridian Group, L.L.C. as one of three managers to receive and invest \$20,000,000.00 of F&P funds. The search and selection process was conducted with the assistance and advice of the F&P System's investment advisor, Summit Strategies Group.

MWBOO GRANTED A WAIVER.

UPON MOTION, duly made and seconded, the Board approved and authorized execution of the Subscription Agreement with Meridian Realty Partners II, L.P., managed by Meridian Group, L.L.C. The Comptroller **ABSTAINED**.

MINUTES

Mayor's Office of Employment Development - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the agreement with New Pathways, Inc. The period of the agreement is November 1, 2015 through April 30, 2017.

AMOUNT OF MONEY AND SOURCE:

\$250,000.00 - 4000-807416-6312-781505-603051

BACKGROUND/EXPLANATION:

This agreement authorizes the organization to provide patient care technician training with a defined curriculum designed for hard-to-serve, low-skilled, unemployed, or underemployed City residents. The organization will recruit, screen, and enroll 45 City residents in training and provide job readiness, comprehensive case management, and employment and retention services.

The obligation level of this agreement will not exceed \$250,000.00. The money will be drawn from Federal funding received through the Maryland State Department of Labor Licensing and Regulation.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION, duly made and seconded, the Board approved and authorized execution of the agreement with New Pathways, Inc.

MINUTES

Mayor's Office of Employment - Governmental Charitable
Development (MOED) Solicitation

The Board is requested to endorse a Governmental/Charitable solicitation application for submission to the Board of Ethics of Baltimore City for MOED's 2016 YouthWorks Program. The period of the campaign will be effective upon Board approval through November 2, 2016.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

The MOED will be soliciting donations for its 2016 YouthWorks program.

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

UPON MOTION, duly made and seconded, the Board endorsed the Governmental/Charitable solicitation application for submission to the Board of Ethics of Baltimore City for MOED's 2016 YouthWorks Program.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- | | | |
|-----------------------------------|-------------|---------|
| 1. C & D MUNICIPAL
SALES, INC. | \$10,000.00 | Renewal |
|-----------------------------------|-------------|---------|
- Contract No. 08000 - Provide Submersible Flowserve Pumps -
Department of Public Works - Waste Water Facilities Div.
Maintenance - Req. No. P526082

On January 15, 2014, the Board approved the initial award in the amount of \$40,000.00. The award contained two 1-year renewal options. On January 15, 2015, the Board approved the first renewal in the amount of \$0.00. This final renewal in the amount of \$10,000.00 is for the period January 17, 2016 through January 16, 2017.

- | | | |
|---------------------------|-------------|---------|
| 2. SEARS, ROEBUCK and CO. | \$30,570.00 | Low Bid |
|---------------------------|-------------|---------|
- Solicitation No. B50004345 - Major Appliances - Bureau of
Purchases - Req. No. N/A

The period of the award is December 23, 2015 through
December 22, 2016, with two 1-year renewal options.

- | | | |
|---|---------|---------|
| 3. MCCLUNG-LOGAN
EQUIPMENT COMPANY, INC. | \$ 0.00 | Renewal |
|---|---------|---------|
- Contract No. B50002275 - OEM Parts and Service for Volvo
Asphalt Compactor/Paver - Department of General Services -
Fleet Management - Req. No. P519452

On February 7, 2012, the City Purchasing Agent approved the initial award in the amount of \$24,500.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$0.00 is for the period February 22, 2016 through February 21, 2017.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- | | | |
|--|--------------------|----------------|
| 4. <u>WERT BOOKBINDING, INC.</u> | <u>\$20,000.00</u> | <u>Renewal</u> |
| Contract No. B50003866 - Book Binding Services - Enoch
Pratt Library - Req. No. R677820 | | |

On January 5, 2015, the City Purchasing Agent approved the initial award in the amount of \$25,000.00. The award contained three 1-year renewal options. This renewal in the amount of \$20,000.00 is for the period February 1, 2016 through January 31, 2017, with two 1-year renewal options remaining.

- | | | |
|--|----------------|----------------|
| 5. <u>TIM'S AUTO BATTERY
AND ELECTRIC, LLC</u> | <u>\$ 0.00</u> | <u>Renewal</u> |
| Contract No. B50002775 - OEM Parts and Service for Honda
Vehicles - Department of General Services - Fleet
Management - Req. No. P522607 | | |

On February 6, 2013, the Board approved the initial award in the amount of \$45,000.00. The award contained two 1-year renewal options. This renewal in the amount of \$0.00 is for the period February 6, 2016 through February 5, 2017, with one 1-year renewal option remaining.

- | | | |
|---|--------------------|-------------------------------------|
| 6. <u>EARLY MORNING SOFTWARE,
INC.</u> | <u>\$17,080.00</u> | <u>Ratification
and Renewal</u> |
| Contract No. 06000 - PRISM Hosting and Service Agreement
Ratification and Renewal - Mayor's Office of Information
Technology - Req. No. P533766 | | |

On May 30, 2014, the City Purchasing Agent approved the initial award in the amount of \$24,080.00. The period of the renewal is June 1, 2015 through May 30, 2016.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

7. VEHICLE MAINTENANCE

PROGRAM INC.	\$26,700.00	Low Bid
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Solicitation No. B50004428 - Truck Chains & Links for Fire Department - Baltimore Fire Department - Req. No. R713331

The period of the award is December 23, 2015 through December 22, 2016, with two 1-year renewal options remaining.

8. SAFEWARE, INC. \$48,151.50 Low Bid

Solicitation No. B50004385 - White Nomex Turn Out Coats for Fire Department - Baltimore City Fire Department - Req. No. R713981

The period of the award is December 23, 2015 through December 22, 2016, with three 1-year renewal options remaining.

9. GOVERNMENT SCIENTIFIC

SOURCE, INC.	\$10,000.00	Renewal
--------------	-------------	---------

Contract No. 08000 - Quantiferon TB Gold Tubes Test Kits - Baltimore City Health Department - Req. No. 649266

On January 13, 2014, the City Purchasing Agent approved the initial award in the amount of \$14,355.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This renewal in the amount of \$10,000.00 is for the period January 1, 2016 through December 31, 2016, with one 1-year renewal option remaining.

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

- | | | |
|---|-------------|---------|
| 10. LABORATORY CORPORATION
OF AMERICA HOLDINGS | \$40,000.00 | Renewal |
| Contract No. B50002125 - Cytology Testing Services - Health
Department - P.O. Nos. P521531 and P521564 | | |

On December 7, 2011, the Board approved the initial award in the amount of \$86,000.00. The award contained four 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$40,000.00 is for the period January 1, 2016 through December 31, 2016. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

- | | | |
|--|-------------|---------|
| 11. ALERE NORTH AMERICA,
LLC | \$75,000.00 | Renewal |
| Contract No. 08000 - Clearview HIV Test Kits - Health
Department - P.O. No. P522539 | | |

On January 23, 2013, the Board approved the initial award in the amount of \$175,565.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$75,000.00 is for the period January 16, 2016 through January 15, 2017. The above amount is the City's estimated requirement.

- | | | |
|---|-------------|-----------------------------|
| 12. BIOPOOL US, INC. d/b/a
TRINITY BIOTECH DISTRIBUTION
INC. | \$40,045.00 | Ratification and
Renewal |
| Contract No. B50003556 - Uni-Gold HIV Test Kits - Health
Department - P.O. No. P529128 | | |

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On November 5, 2014, the Board approved the initial award in the amount of \$40,045.00. The award contained three 1-year renewal options. The period of the ratification is November 12, 2015 through December 23, 2015. This renewal in the amount of \$40,045.00 is for the period December 24, 2015 through November 11, 2016, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

13. VONAGE BUSINESS NETWORKS, INC.
f/k/a iCORE NETWORKS, INC. \$150,000.00 Renewal
 Contract No. B50002762 - Hosted VoIP System - State's
 Attorney's Office - P.O. No. P522477

On January 23, 2013, the Board approved the initial award in the amount of \$324,383.88. The award contained two 1-year renewal options. This renewal in the amount of \$150,000.00 is for the period January 13, 2016 through January 12, 2017, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MWBOO SET GOALS OF 5% MBE AND 0% WBE.

	<u>Commitment</u>	<u>Performed</u>
MBE: Bith Technologies, Inc.	5.00%	\$15,245.00 6.5%

WBE: N/A

MWBOO FOUND VENDOR IN COMPLIANCE.

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

14. EAGLE BUILDING SERVICES LLC	\$ 17,808.00	Renewal
Contract No. B50003245 - Exterior Window Washing Service for Enoch Pratt Libraries - Enoch Pratt Library - P.O. No. P525859		

On December 19, 2013, the City Purchasing Agent approved the initial award in the amount of \$16,488.00. The award contained three 1-year renewal options. On December 17, 2014, the Board approved the first renewal in the amount of \$16,488.00. This renewal in the amount of \$17,808.00 is for the period January 1, 2016 through December 31, 2016, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

15. LILITH, INC. d/b/a JIM ELLIOTT'S TOWING	\$200,000.00	
MCDEL ENTERPRISES, INC.	500,000.00	
	<u>\$700,000.00</u>	Renewal
Contract No. B50002397 - Citywide Violation Towing Services - Department of Transportation - P.O. Nos. P523420 and P522180		

On November 21, 2012, the Board approved the initial award in the amount of \$498,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This renewal in the amount of \$700,000.00 is for the period December 1, 2015 through November 30, 2016, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

This increase will make the award amount \$2,084,750.00. The contract expires on December 31, 2016, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

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.

19. FIRST CALL

HOLABIRD ENTERPRISES OF MARYLAND, INC. t/a HOLABIRD FLEET SERVICE	\$1,250,000.00
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SECOND CALL

GREB SERVICE, INC.	500,000.00
	\$1,750,000.00

Increase

Contract No. B50003291 - Hydraulic and Welding Repair Service - Department of General Services, Fleet Management - P.O. Nos. P526534 and P526535

On March 12, 2014, the Board approved the initial award in the amount of \$4,000,000.00. The award contained two 1-year renewal options. Due to an increase in usage an increase in the amount of \$1,750,000.00 is necessary. This increase in the amount of \$1,750,000.0 will make the award amount \$5,750,000.00. The contract expires on March 11, 2017, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MWBOO SET GOALS OF 3% MBE AND 0% WBE.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On June 6, 2015, the Board approved the initial award in the amount of \$200,000.00. The award contained five 1-year renewal options. This increase in the amount of \$200,000.00 is necessary to allow the Department of General Services to be able to use this contract and for Recreation and Parks to continue utilizing the contract vendors during the remainder of the term. This increase will make the award amount \$400,000.00. The contract expires on June 2, 2016 with five 1-year renewal options remaining. The above amount is the City's estimated requirement.

Per contracting agency, furnish and install must be provided by the same contractor. Subcontracting installation to a third party will void manufacturer's warranty. Liability involved.

MWBOO GRANTED A WAIVER.

- | | | |
|---|--------------|-------------|
| 21. SHERWOOD-LOGAN &
ASSOCIATES, INC. | \$ 78,800.00 | Sole Source |
| Contract No. 08000 - Washer Compactor - Department of
Public Works, Bureau of Water and Wastewater - Req. No.
R717350 | | |

The Waste Water Facilities Maintenance Division requires a spare Washer Compactor unit for replacement of the installed Washer Compactor at Patapsco Waste Water Treatment Plant. The spare unit must be compatible with the existing installed unit. The manufacturer, The Lakeside Equipment Corporation has confirmed that the sole area supplier of its equipment in the State of Maryland is Sherwood-Logan & Associates, who will serve as the supplier for this equipment.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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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.

22.	<u>DRESSER-RAND COMPANY</u>	<u>\$137,618.10</u>	<u>Agreement</u>
	Contract No. 08000 - Liquid Oxygen Compressor Service/Rebuild - Department of Public Works - Water Facilities - Req. No. R707137		

The Board is requested to approve and authorize execution of an Agreement with Dresser-Rand Company. The period of the agreement is December 23, 2015 through one year after Board acceptance.

Dresser-Rand Company, Inc. is the manufacturer of the liquid oxygen compressors in use at the Patapsco Wastewater Treatment Plant. The compressors, including proprietary parts are an integral part of the water treatment process and require service and rebuilding. The period of the award is December 23, 2015 through one year after Board acceptance. The above amount is the City's estimated requirement.

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

23. 1 st CHOICE, LLC	\$ 31,500.00	Extension
Contract No. 08000 - Temporary Services, Executive Administrative Assistant - Health Department - P.O. No. P531160		

On May 14, 2015, the City Purchasing Agent approved the initial award in the amount of \$15,225.00. On September 15, 2015, the City Purchasing Agent approved an extension in the amount of \$7,612.00. This second extension in the amount of \$31,500.00 will provide continued staffing while the Health Department interviews for permanent placement of a candidate. The extension is for the period December 1, 2015 through March 31, 2016.

24. INTERACT911 MOBILE SYSTEMS, INC.	\$ 0.00	Extension
Contract No. 08000 - Pocket Cop Mobile Data System - Police Department - P.O. No. P512851		

On January 13, 2010, the Board approved the initial award in the amount of \$1,547,875.20. The award contained five 1-year renewal options. Subsequent actions have been approved. This extension is necessary for a continuity of service while a new contract agreement is negotiated and approved. The extension is for the period January 12, 2016 through April 30, 2016. The above amount is the City's estimated requirement.

25. ASSOCIATED BUILDING MAINTENANCE CO., INC.	\$200,000.00	Extension
Contract No. B50001546 - Provide Janitorial Services for Department of General Services Area A - Department of General Services - P.O. No. P515606		

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

26. AMERICAN DESIGN ASSOCIATES,
INC.
AMERICAN OFFICE EQUIPMENT
COMPANY, INC.
DOURON, INCORPORATED
F.A. O'TOOLE OFFICE SYSTEMS,
INC.
GLOVER EQUIPMENT INC.
RUDOLPH'S OFFICE AND COMPUTER
SUPPLY, INC.

\$500,000.00

Extension

Baltimore Regional Cooperative Purchasing Committee (BRCPC)
Contract No. 2008-01 - Office Furniture and Equipment -
Citywide - P.O. Nos. Various

On February 27, 2008, the Board approved the initial award in the amount of \$4,000,000.00. The award contained three 1-year renewal options. All renewals have been exercised.

This extension in the amount of \$500,000.00 is required to meet Citywide requirements while the Bureau of Purchases, MWBOO and the Baltimore Regional Cooperative Purchasing Committee evaluate and award the new office furniture contract. The extension is for the period January 1, 2015 through March 31, 2016. The above amount is the City's estimated requirement.

MWBOO SET GOALS OF 5% MBE AND 0% WBE.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of PurchasesAmerican Design Associates, Inc.

	<u>Commitment</u>	<u>Performed</u>
MBE: Perfect Office Installation, LLC	5%	\$10,279.00 7.8%

WBE: N/A

MWBOO FOUND VENDOR IN COMPLIANCE.America Office Equipment Co., Inc.

MBE: Elite Office Installation, LLC	5%	\$ 1,176.00 10.8%
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WBE: N/A

MWBOO FOUND VENDOR IN COMPLIANCE.Douron, Inc.

MBE: Perfect Office Installation	5%	\$ 3,088.00 0.6%
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WBE: N/A

MWBOO FOUND VENDOR IN NON-COMPLIANCE.

Vendor will be given 60 days to cure its MBE/WBE deficits.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of PurchasesF.A. O'TOOLE OFFICE SYSTEMS, INC.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Allen & Son Moving/ Storage, Inc.	5%	\$ 8,327.38	5.3%

WBE: N/A**MWBOO FOUND VENDOR IN COMPLIANCE.**Glover Equipment**MBE:** N/A***WBE:** N/A*

*Vendor has not performed any services during this period.

MWBOO FOUND VENDOR IN COMPLIANCE.Rudolph's Office & Computer Supply, Inc.

MBE: Perfect Office Installation, LLC	5%	\$27,591.38	11%
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MWBOO FOUND VENDOR IN COMPLIANCE.

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

Department of General Services

27. <u>ROY KIRBY & SONS, INC.</u>	<u>\$28,233.00</u>	<u>Low Bid</u>
GS 15833, Abel Wolman Municipal Building Holliday Street Entrance Repairs		

UPON MOTION duly made and seconded, the Board approved the foregoing informal awards, renewals, and increases to contracts and extensions. The Comptroller **ABSTAINED** on Item No. 26.

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:

4821 - 4843

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

The Transfers of Funds were approved

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

The Board **DEFERRED** item no. 8 to January 13, 2016.

The Mayor **ABSTAINED** on item no. 8.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Public Works/Office
of Engineering and Construction

- | | | | |
|----|---|---------------------|----------------|
| 1. | WC1337, Urgent Need
Water Infrastructure
Rehabilitation | Spiniello Companies | \$9,353,750.00 |
| | MBE: Machado Construction
Co., Inc. | \$236,000.00 | 7.03% |
| | Shekinah Group, LLC | \$100,000.00 | 2.98% |
| | WBE: R & R Contracting
Utilities, Inc. | \$336,000.00 | 2.02% |

MWBOO FOUND VENDOR IN COMPLIANCE.

2. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 554,100.71	9960-904689-9588 County Appropriations	Constr. Res. Urgent Needs
4,424,342.29	Water Revenue Bonds	
\$4,978,443.00		
\$ 335,375.00	-----	9960-909742-9557-900020-2 Extra Work
335,375.00	-----	9960-909742-9557-900020-3 Engineering
752,718.00	-----	9960-909742-9557-900020-5 Inspection

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

TRANSFER OF FUNDS - cont'd

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
3,353,750.00	-----	9960-909742-9557-900020-6 Construction
201,225.00	-----	9960-909742-9557-900020-9 Administration
<u>\$4,978,443.00</u>		

The funds are required to cover the cost of the award for WC 1337, Urgent Needs Infrastructure Rehab.

- 3. TR15003, Reconstruct- Santos Construction, \$985,275.00
tion of Footways Co., Inc.
Citywide
- MBE:** Santos Construction \$133,012.12 13.5%
Co., Inc.
- Machado Construction \$133,012.12 13.5%
Co. Inc.
- WBE:** Rowen Concrete, Inc. \$ 39,411.00 4%
S&L Trucking, LLC \$ 59,116.50 6%

MWBOO FOUND VENDOR IN COMPLIANCE.

A PROTEST WAS RECEIVED FROM ROBERT FULTON DASHIELL, ESQ. ON BEHALF OF M. LUIS CONSTRUCTION, INC.

THE PROTEST RECEIVED FROM ROBERT FULTON DASHIELL, ESQ. ON BEHALF OF M. LUIS CONSTRUCTION, INC. WAS WITHDRAWN.

A RESPONSE TO M. LUIS CONSTRUCTION, INC.'S PROTEST WAS RECEIVED FROM HUDDLES JONES SORTEBERG & DACHILLE, PC ON BEHALF OF SANTOS CONSTRUCTION CO., INC.

Robert Fulton Dashiell, Esq. P.A.

1498 Reisterstown Road, Suite 334 · Baltimore, Maryland 21208
Tel. (410) 547-8820 · Fax. (443) 637- 3718 · www.rfdlawfirm.com

Robert Fulton Dashiell · Managing Partner
Senchal Dashiell Barrolle, Member
**also admitted in DC & NY*

December 8, 2015

Honorable Members of Baltimore City Board of Estimates
100 Holliday, Suite 204
Baltimore, Maryland 21202

Stephanie Rawlings-Blake, Mayor
Joan Pratt, Comptroller
Bernard "Jack" Young, President City Council
George Nilson, City Solicitor
Rudy Chow, Director Public Works

c/o Harriett Taylor, Secretary/Deputy Comptroller (Hand-Delivery)

Re: **Bid Protest- Tr.15003**

Dear Honorable Board:

Please be advised that we represent M. Luis Construction, Inc. ("M.Luis"), the responsible bidder that submitted the lowest, responsive bid for the above referenced solicitation (the "Solicitation"). M. Luis hereby protests award of the contract resulting from the Solicitation (the "Contract") to any bidder other than M. Luis.

It is axiomatic that to be responsive a bid must accurately and completely respond to the requirements of the solicitation and that a bid that does not demonstrate compliance with applicable M/WBE participation requirements is non-responsive. Bidders are given ample notice that such failure will result in bid rejection. For the reasons shown below the determination by MWBOO that the bid submitted by Santos Construction Company ("Santos") complies with the M/WBE participation requirements as set forth in the bid documents is erroneous.¹

1. Section 28-31 (d) of the MBE Code states that a certified MBE or WBE "that has been awarded a contract as a prime contractor may count up to 50% of the dollar value of the work it intends to perform with its own forces towards the applicable MBE or WBE goal". There is nothing in the Code that states that the intended amount of self- performance is to be taken into consideration in determining an award to be made. Accordingly, to the extent that MBWOO's determination rests, in whole or in part, on Santos' claim to a credit of \$133,012.12 for intended self -performance, it is erroneous on that ground as well.

The Honorable Board
December 8, 2015
Page 2 of 2

The bid documents require bidders to demonstrate their intent to utilize M/WBE subcontractors as mandated by including a form designated as "Part B: M/WBE and Prime Contractor's Statement of Intent" for each minority or woman owned business to be utilized. The Part B forms are required to be executed by the bidder and named subcontractor as evidence of agreement to enter into a contract for the work/service for the dollar amount or percentage indicated. Form B's that indicate that an alteration has been made to the content relating to the scope of work or price, but not signed or initialed by both parties, may not be relied upon as evidence of compliance because they lack the requisite affirmation of mutual agreement. The Form B submitted by Santos for Machado Construction Company (the "Machado Form") may not be relied upon because it shows an alteration of the price that is not initialed by Machado.

You can clearly see that a change of some sort was made on the price line of the Machado Form. (Exhibit "A"), as it contains a remnant of prior content. No such marking appears on the form as included in the bid package. The alteration is not initialed and there is no way to determine from within the bid what was there previously. Accordingly, no credit can be given for the supposed use of Machado. To allow credit under these circumstances would contravene long standing Board principles reiterated recently in the R.E. Harrington bids where the Board awarded contracts at an additional taxpayer costs of more than \$1,000,000 over Harrington's low bids rather permit after the fact affirmation of agreement.

The Board also made plain the importance of consistency in its decisions regarding so-called "white outs". None of those decisions was turned on whether the substance used to make the alteration, the "white out" was itself visible. Nor have you permitted post bid acknowledgement, affirmation or even explanation, even when the affected subcontractors were present and willing to testify (Harrington's subcontractors were present and willing to testify). No less adherence to the letter of the law should be applicable here.

For the foregoing reasons we urge you to reject the recommendation of the Department of Transportation for award to Santos, as it is based upon MWBOO's erroneous finding of compliance by Santos and, instead, award the contract to M. Luis, the responsible bidder that submitted the lowest responsive bid.

Very truly yours,



Robert Fulton Dashiell, Esq.

Attachment

cc: M. Luis Construction, Inc.

EXHIBIT "A"

PART B: MBE/WBE AND PRIME CONTRACTOR'S STATEMENT OF INTENT

COMPLETE A SEPARATE FORM FOR EACH MBE AND WBE NAMED IN THIS BID. (Make additional copies of this form as needed)

PART A: INSTRUCTIONS MUST BE REVIEWED BEFORE COMPLETING THIS FORM, WITH PARTICULAR ATTENTION PAID TO SECTIONS 2, 3a and 3f

Name of Prime Contractor Santos Construction Co., Inc.

Name of MBE or WBE (circle one) MACHADO CONSTRUCTION COMPANY, INC.

Brief Narrative Description of the Work/Service to be performed by MBE or WBE.

SUPPLIES, MANUFACTURES & HALLS & MIXED READY MIX.

Materials/Supplies to be furnished by MBE or WBE:

CONCRETE, STONE, CEMENT, SAND & WATER

Subcontract Dollar Amount: \$ 133,012.12 (If this is a requirements contract, the subcontract dollar amount may be omitted; however, the subcontract percentage must be included.)

Subcontract percentage of total contract: 13.5 % (This is not considered material information for lump sum contracts.)

(If MBE sub-goals apply, please indicate the sub-goal covered by this Statement of Intent.)

African American: % Asian American: %
Hispanic American: % Native American: %

The undersigned Prime Contractor and Subcontractor agree to enter into a contract for the work/service indicated above for the dollar amount or percentage indicated to meet the MBE/WBE participation goals, subject to the Prime Contractor's execution of a contract with the City of Baltimore. The Subcontractor is currently certified as an MBE or WBE with the City of Baltimore Minority and Women's Business Opportunity Office to perform the work described above.

Signature of Prime Contractor (REQUIRED)

Date

Signature of MBE or WBE (REQUIRED)

Date

CHANGES TO INFORMATION ON THIS FORM THAT ARE MATERIAL TO THE AGREEMENT BETWEEN THE PRIME CONTRACTOR AND MBE OR WBE MUST BE INITIALED BY BOTH PARTIES.

Robert Fulton Dashiell, Esq. P.A.

1498 Reisterstown Road, Suite 334 · Baltimore, Maryland 21208 · url: rfdlawfirm.com

Robert Fulton Dashiell
robertdashiell@dashiell-lawoffice.com

Tel.: (410) 547-8820
Fax: (443) 637-3718

Senchal Dashiell Barrolle
Partner
sbarrolle@dashiell-lawoffice.com
MD, DC, NY

December 22, 2015

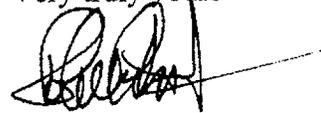
Ms. Harriet Taylor, Deputy Comptroller
Secretary
Baltimore City Board of Estimates
City Hall
100 N. Holliday Street, Suite 204
Baltimore, Maryland 21202

RE: M. Luis/ Tr.15003

To the Honorable President and Members:

Please be advised that M. Luis, for reasons unrelated to the merits, hereby withdraws its protest relating to the above referenced procurement.

Very truly yours



Robert Fulton Dashiell

Roger C. Jones (MD, DC, VA)
Kenneth K. Sorteberg (MD, DC)
Mark S. Dachille (MD)
Nicole L. Campbell (MD, DC)
Lucas F. Webster (MD, DC, VA)
◆
John H. Michel (MD, DC)
Joseph L. Katz (MD)

December 22, 2015

Via Hand-delivery

Honorable President
and Members of the Board of Estimates
c/o Clerk, Board of Estimates
City Hall, Room 204
100 N. Holliday Street
Baltimore, MD 21202

COPY

Re: Our Client: Santos Construction Co., Inc.
Contract No.: TR15003, Reconstruction of Footways Citywide

Response to Bid Protest of M. Luis Construction, Inc.

Dear Honorable Board:

Please be advised that I represent Santos Construction Co., Inc. (hereinafter “Santos”) with respect to its bid submission for the above-captioned contract. I write in response to the December 8, 2015 Bid Protest (hereinafter the “Protest”) submitted by M. Luis Construction, Inc. (hereinafter “M. Luis”), protesting any determination to award this contract to Santos. I also respectfully request the opportunity to speak at the December 23, 2015 Board hearing in this regard, where award of this contract to Santos will be considered.

As you are aware, Santos is the low bidder for this Project. Santos’ bid - \$985,275 – is \$72,595 less than the next low bidder, M. Luis Construction, Inc., at \$1,057,870.30. Pursuant to Article VI of the City Charter, this Honorable Board is bound to “award the contract, as an entirety to the lowest responsive and responsible bidder...” Charter, Article VI, §11 (h)(1)(ii). In addition, while not binding upon the Board, the Minority and Women Business Opportunity Office (“MWBOO”) has found Santos’ bid compliant with the MBE program requirements.

Simply put, there is no merit whatsoever to M. Luis’ Protest. On the contrary, M. Luis concedes that Santos’ price is \$72,595 less than M. Luis’ price for the very same work. M. Luis contention that the City may not consider Santos’ bid on account of alleged “prior markings” on

the Part B:MBE/WBE and Prime Contractor's Statement of Intent by and between Santos and Machado Construction Co., Inc. is belied by the Part B document itself: simply put, there are no erasures, alterations, "white-outs" or other changes whatsoever to the Part B Statement of Intent. The 'Exhibit A' to M. Luis' Protest is simply a poor copy of Santos' Part B form, which shows various copy marks and other imperfections. The filed Part B form, however, shows no such markings. A better copy of the Part B form in question is attached. As can be seen, there are none of the copy marks and other imperfection as found in the copy utilized by M. Luis as its Exhibit A to the Protest. For example, whereas in the copy used by M. Luis no underline whatsoever is visible under the subcontract dollar value, giving the impression it was "whited-out." In the actual filed, bound version located in the Comptroller's office, however, the underline is clearly visible. See attached. Accordingly, there is absolutely no merit to the Protest, as there are no erasures, white-outs or other alterations to the document in question.

In addition, in a footnote, M. Luis makes a somewhat incoherent argument as to Santos' self-performance of 50% of the MBE participation goal. M. Luis appears to be arguing that while the MBE Code permits self-performance by an MBE prime contractor of up to 50% of the MBE goal, that same portion of self-performed work cannot be counted toward the *award* of the contract.¹ This argument is nonsensical, as determination of the MBE participation is conducted prior to award, not after award. In fact, the City's 'Part C: Statement of Intent to Self-Perform' document itself indicates that the prime contractor's self-performance of MBE qualifying work is "*subject to the Prime Contractor's execution of a contract with the City of Baltimore.*" (emphasis supplied). As such, there is likewise no merit to this portion of the Protest.

We respectfully request that Santos be awarded the contract in question, being the lowest responsive and responsible bidder. In doing so, the Board would not only be faithfully conducting its duty under the Charter to "award the contract, as an entirety to the lowest responsive and responsible bidder..." but would also be realizing a savings to the City and taxpayers of Baltimore of \$72,595, the difference between Santos' bid and the next low bid.

Respectfully submitted,



Joseph L. Katz

Attorney for Santos Construction Co., Inc.

CC: Santos Construction Co., Inc.

¹ Notably, in its own bid, M. Luis itself was planning to self-perform over 49% of the MBE participation goal requirements.

PART B: MBE/WBE AND PRIME CONTRACTOR'S STATEMENT OF INTENT

COMPLETE A SEPARATE FORM FOR EACH MBE AND WBE NAMED IN THIS BID. (Make additional copies of this form as needed)

PART A: INSTRUCTIONS MUST BE REVIEWED BEFORE COMPLETING THIS FORM, WITH PARTICULAR ATTENTION PAID TO SECTIONS 2, 3a and 3f

Name of Prime Contractor: Santos Construction Co., Inc.

Name of MBE or WBE (circle one): MACHADO CONSTRUCTION COMPANY, INC.

Brief Narrative Description of the Work/Service to be performed by MBE or WBE:

SUPPLIES, MANUFACTURES & HALLOES & MIXES READY MIX.

Materials/Supplies to be furnished by MBE or WBE:

CONCRETE, STONE, CEMENT, SAND & WATER

Subcontract Dollar Amount: \$ 133,012.12 (If this is a requirements contract, the subcontract dollar amount may be omitted; however, the subcontract percentage must be included.)

Subcontract percentage of total contract: 13.5 % (This is not considered material information for lump sum contracts.)

(If MBE sub-goals apply, please indicate the sub-goal covered by this Statement of Intent.)

African American: % Asian American: %

Hispanic American: % Native American: %

The undersigned Prime Contractor and Subcontractor agree to enter into a contract for the work/service indicated above for the dollar amount or percentage indicated to meet the MBE/WBE participation goals, subject to the Prime Contractor's execution of a contract with the City of Baltimore. The Subcontractor is currently certified as an MBE or WBE with the City of Baltimore Minority and Women's Business Opportunity Office to perform the work described above.

Signature of Prime Contractor (REQUIRED)

10/20/15

Date

Signature of MBE or WBE (REQUIRED)

10/20/15

Date

CHANGES OR MODIFICATIONS TO THIS FORM THAT ARE MATERIAL TO THE AGREEMENT BETWEEN THE PRIME CONTRACTOR AND MBE OR WBE MUST BE INITIALED BY BOTH PARTIES.

PART C: STATEMENT OF INTENT TO SELF-PERFORM

PART A: INSTRUCTIONS MUST BE REVIEWED BEFORE COMPLETING THIS FORM, WITH PARTICULAR ATTENTION PAID TO SECTION 2, 3a, 3b and 3f.

Name of Prime Contractor: Santos Construction Co., Inc.

Self-Performance to be counted toward the MBE or WBE _____ goal. (Check One)

Brief Narrative Description of the Work/Service to be Self-Performed by the Prime Contractor:

DEMOLISH SIDEWALK AND CURB, FORM REPAIR SIDEWALK AND CURB, BACKFILL AND FINE GRADE AS REQUIRED.

Materials/Supplies to be furnished by the Prime Contractor:

TOPSOIL, EXPANSION JOINTS, LABOR AND EQUIPMENT.

Total Dollar Amount of Work/Services to be Self-Performed by the Prime Contractor on this Contract: \$ 753,735.37

Total Dollar Amount of Self-Performed Work to be counted toward the MBE or WBE Goal: (May count up to 50% of the total dollar amount of self-performed work): \$ 133,012.12

If this is a Requirements Contract, you may omit the Dollar Amount; however, the Percentage must be included.

Total Percentage of Total Contract to be Self-Performed by Prime Contractor on this Contract: 76.5 %

Percentage of Self-Performed Work to be counted toward the MBE or WBE Goal: (May count up to 50% of the total percentage of self-performed work): 13.5 %

(If MBE sub-goals apply, please indicate the sub-goal covered by this Statement of Intent.)

African American: _____% Asian American: _____%
Hispanic American: % Native American: _____%

The undersigned Prime Contractor agrees to Self-Perform the Work/Service indicated above for the Dollar Amount and/or Percentage indicated to meet the MBE/WBE participation goals, subject to the Prime Contractor's execution of a contract with the City of Baltimore. The Prime Contractor is currently certified as an MBE or WBE with the City of Baltimore Minority and Women's Business Opportunity Office to perform the work described above.

[Signature]
Signature of Prime Contractor (REQUIRED)

10/21/2015
Date

... MUST BE REVIEWED BEFORE COMPLETING THIS FORM,
PARTICULAR ATTENTION PAID TO SECTION 2, 3a, 3b and 3f.

Prime Contractor: MANNET LUIS CONSTRUCTION CO., INC

Performance to be counted toward the MBE or WBE _____ goal. (Check One)

Narrative Description of the Work/Service to be Self-Performed by the Prime Contractor:

CONCRETE CONSTRUCTION, SITE PREPARATION

Materials/Supplies to be furnished by the Prime Contractor:

Total Dollar Amount of Work/Services to be Performed by the Prime Contractor on this Contract: \$ 794,870.30

Total Dollar Amount of Self-Performed Work to be counted toward the MBE or WBE Goal: (Do not count up to 50% of the total dollar amount of self-performed work): \$ 142,800.00

If this is a Requirements Contract, you may omit the Dollar Amount; however, the Percentage must be included.

Total Percentage of Total Contract to be Self-Performed by Prime Contractor on this Contract: 75.13 %

Percentage of Self-Performed Work to be counted toward the MBE or WBE Goal: (Do not count up to 50% of the total percentage of self-performed work): 13.49 %

If MBE sub-goals apply, please indicate the sub-goal covered by this Statement of Intent.)

African American: _____ % Asian American: _____ %
Hispanic American: _____ % Native American: _____ %

The undersigned Prime Contractor agrees to Self-Perform the Work/Service indicated above for the Dollar Amount and/or Percentage indicated to meet the MBE/WBE participation goals, subject to the Prime Contractor's execution of a contract with the City of Baltimore. The Prime Contractor is currently certified as an MBE or WBE with the City of Baltimore Minority and Women's Business Opportunity office to perform the work described above.



10/21/2015
Date

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

4. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$370,481.78	9950-904100-9504	
State Constr.	Constr. Res. -	
Rev.	Footway Paving	
420,000.00	9950-904100-9504	
Other	Constr. Res. -	
	Footway Paving	
30,648.22	9950-9092009504	
State Constr.	Constr. Res. -	
Rev.	Unalloted	
361,200.00	9950-903300-9504	
State Constr.	Constr. Res. -	
Rev.	Tree Rods/Foot	
<u>\$1,182,330.00</u>		
\$ 985,275.00	-----	9950-903464-9504-6
		Structure &
		Improvements
98,527.50	-----	9950-903464-9504-5
		Inspections
98,527.50	-----	9950-903464-9504-2
<u>\$1,182,330.00</u>		Contingencies Footways
		Reconstructions

This transfer will fund the costs associated with Award of project TR 15003 "Reconstruction of Footways Citywide" with Santos Construction Co., Inc.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

5. B50004115, Sports Young's Floor Service \$125,000.00
 Flooring and Repairs & Remodeling Co., Inc.
 for Robert C.
 Marshall Recreation
 Center

(Dept. of Recreation & Parks)

MWBOO SET GOALS OF 5% MBE AND 2% WBE.

MBE: Young's Floor Service & Remodeling Co., Inc.*	3,925.00	2.5%
Harris Brothers Construc- tion Co., Inc. **	See Note Below	

*Indicates Self-Performing.

** Bidder did not achieve the MBE/WBE goals. There were changes made to the Statement of Intent form that was not initialed by both parties. Also, Young's Floor Services & Remodeling Co., Inc. requested a waiver of its WBE goals, however it was determined that they did not show good faith efforts in achieving the goal.

MWBOO FOUND VENDOR IN NON-COMPLIANCE.

The award of the contract to the sole bidder is recommended contingent upon the vendor coming into compliance with the MBE goals.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases - cont'd

- | | | | |
|----|---|---|--------------|
| 6. | B50004369, Mechanical
Sweeper Trucks | Maryland Industrial
Trucks, Incorporated | \$464,918.00 |
| | (Dept. of General Services) | | |

MWBOO GRANTED A WAIVER.

- | | | | |
|----|--|--|--------------|
| 7. | B50004346, Repairs
and Maintenance
Services for Automatic
Sprinkler Systems | National Fire Protec-
tion, LLC

Fireline Corporation | \$300,000.00 |
| | (Dept. of General Services) | | |

National Fire Protection, LLC**MWBOO SET GOALS OF 3% MBE AND 3% WBE.**

MBE: Britt's Industries, Inc.	3%
--------------------------------------	----

WBE: Not indicated	0%
---------------------------	----

MWBOO FOUND VENDOR IN NON-COMPLIANCE. THE BIDDER DID NOT ACHIEVE THE WBE GOAL AND DID NOT REQUEST A WAIVER.

The award of the contract is recommended to this responsive and responsible vendor, subject to the vendor coming into compliance with the MBE/WBE goals. The vendor will be given 10 days to come into compliance.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Purchases - cont'd

Fireline Corporation

MWBOO SET GOALS OF 3% MBE AND 3% WBE.

MBE: Anderson Fire Protection		3%
WBE: Absolute Supply and Services	See Note	0.75%
	Below	
Fireline Corporation	See Note	<u>0%</u>
	Below	0.75%

MWBOO FOUND VENDOR IN NON-COMPLIANCE. THE BIDDER DID NOT ACHIEVE THE WBE GOAL AND DID NOT REQUEST A WAIVER. THE STATEMENT OF INTENT TO SELF-PERFORM IS NOT PROPERLY COMPLETED. ADDITIONALLY, THE BIDDER NAMED ABSOLUTE SUPPLY AND SERVICES FOR SUPPLIES. HOWEVER, NOT MORE THAN 25% OF EACH MBE/WBE GOALS CAN BE ATTAINED BY EXPENDITURES TO MBE/WBE SUPPLIERS WHO ARE NOT MANUFACTURERS. THEREFORE, THE MAXIMUM VALUE HAS BEEN APPLIED.

The award of the contract is also recommended to this responsive and responsible vendor, subject to the vendor coming into compliance with the MBE/WBE goals. The vendor will be given 10 days to come into compliance.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases - cont'd

8.	B50004279, Residen- tial Energy Conser- vation Program	Northeast Energy Services, LLC	\$1,000,000.00
		Civic Works, Inc.	1,000,000.00
		American Energy Solutions, Inc.	1,000,000.00
		Accurate Insulation LLC	1,000,000.00
		Hawkeye Construc- tion, L.L.C.	<u>1,000,000.00</u>
			\$5,000,000.00

(Dept. of Housing and Community Development)

MWBO SET GOALS OF 27% MBE AND 4% WBE FOR ALL VENDORS.Northeast Energy Services, LLC

MBE:	Coldspring company, Inc.	13%
	BMC Services, LLC.	14%
	Total	27%

WBE: USA Energy Co., Inc. 4%

MWBO FOUND VENDOR IN COMPLIANCE.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases - cont'dCivic Works, Inc.

MBE: Coldspring Company, Inc.	7%
BMC Services, LLC.	7%
Reliable-Cain Heating and Cooling, LLC.	7%
World Wide Corp.	6%
Total	27%

WBE: Baltimore Window Factory, Inc. 4%

MWBO FOUND VENDOR IN COMPLIANCE.American Energy Solutions, Inc.

MBE: Shantech Electric, Inc.	4%
BMC Services, LLC.	19%
Eastcoast Siding, Inc. d/b/a Eastcoast Exteriors	3%
Lewis Construction, LLC.	1%
Total	27%

WBE: USA Energy Co., Inc.	1%
B and M Clean, LLC.	3%
Total	4%

MWBO FOUND VENDOR IN COMPLIANCE.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases - cont'dAccurate Installation, LLC

MBE: A/C Power, Inc.	2%
BMC Services, LLC.	8%
Lewis Construction, LLC.	4%
Reliable-Cain Heating and Cooling, LLC.	<u>13%</u>
Total	27%

WBE: New Century Construction, Inc. 4%

MWBOO FOUND VENDOR IN COMPLIANCE.

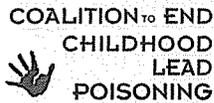
Hawkeye Construction, LLC.

MBE: TRA Preventive Maintenance, LLC.	13%
Lewis Construction, LLC.	14%
Total	27%

WBE: USA Energy Co., Inc. 4%

MWBOO FOUND VENDOR IN COMPLIANCE.

**A PROTEST WAS RECEIVED FROM COALITION TO END CHILDHOOD LEAD
POISONING (dba GREEN & HEALTHY HOMES INITIATIVE).**



December 22, 2015

Ruth Ann Norton
Executive Director

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

Re: Award Protest
Solicitation #B50004279
Residential Energy Conservation Program

Dear Clerk to the Board of Estimates:

The **Coalition to End Childhood Lead Poisoning (dba Green & Healthy Homes Initiative)** files this protest of the awards in Solicitation #B50004279 - Residential Energy Conservation Program that is scheduled to be heard before the Board of Estimates on December 23, 2015.

The Coalition to End Childhood Lead Poisoning (CECLP) is a highly proven, certified, capitalized and qualified bidder and contractor for the above-referenced Solicitation. It is therefore of deep concern that CECLP was not one of the awardees selected by the Baltimore City Department of Housing and Community Development. In review of all criteria, it is our firm belief that CECLP should have been an awardee and thus protests the proposed awards for this Solicitation. CECLP affirmatively states that it is not in the best interest of the City to fail to include CECLP as one of the awardees for this contract. CECLP is a critical partner in the City's coordinated strategy to create healthy, safe and energy efficient homes and to support the improved outcomes for Baltimore and its citizens – especially those in our lowest income communities.

CECLP is a longstanding partner with Baltimore City DHCD in achieving Baltimore's dramatic reduction of childhood lead poisoning by 98% and in the development of the nationally recognized, comprehensive Green & Healthy Homes client service delivery model for low income families. In coordination with Baltimore City DHCD, CECLP was instrumental in the development of the innovative Green & Healthy Homes client intake, housing assessment and intervention model that braids multiple funding streams to produce whole house interventions through the CREC process. Through the leveraging of City, State, CECLP and other housing resources, DHCD has proven to reduce client deferral rates and more efficiently complete comprehensive interventions. Because of this work, families are no longer forced to navigate complex and siloed programs, but instead are to access resources more effectively and efficiently.

After the City lost its HUD lead grant funding, CECLP played a critical role in helping the City and the Department to obtain new HUD Lead Hazard Reduction Demonstration Grant funding in 2012 and 2015 totaling over \$6,000,000. Further, CECLP developed one of the nation's first Healthy Homes Intervention Programs to address asthma and household injury risks and has worked with DHCD to create a system that is reducing asthma related ER visits, hospitalizations and missed school days annually for Baltimore City children.

CECLP is a locally developed and highly qualified contractor that hires directly from our City's most impacted communities. CECLP has a substantial history of hiring unemployed and underemployed individuals to work on its intervention crews and provide them with full-time employment, benefits and training to advance their career pathway. CECLP is a national and local expert in health-based energy efficiency solutions. In short, CECLP has delivered a proven housing intervention process that cost effectively addresses unhealthy and energy inefficient housing and in turn delivers healthy, safe and energy efficient homes for Baltimore's families that are most in need.

Please note, we have become aware that one of our proposed MBE subcontractors on our bid has been deemed to be currently non-compliant by Baltimore City's Minority and Women's Business Opportunities Office (MWBOO) and as a result, we have taken steps to replace that contractor with a fully MWBOO compliant subcontractor to cover the 6% of services that were projected to be produced by the original MBE subcontractor. CECLP is deeply committed to the goals and requirements of the MWBOO program.

We are certain that CECLP meets every aspect of the technical, equipment and financial requirements of the above referenced Solicitation and therefore respectfully asks the City and the Board of Estimates for reconsideration and inclusion of CECLP as an awardee under this Solicitation. Clearly, if not awarded, CECLP and its Crew Members will suffer severe economic harm and the likely loss of employment. Most importantly, the City of Baltimore will lose substantial capacity to better serve its families if the Board of Estimates approves the currently proposed list of awardees without the capacity and experience of CECLP.

The Coalition to End Childhood Lead Poisoning (dba Green & Healthy Homes Initiative) thanks the Board of Estimates and the City of Baltimore for your thoughtful consideration of this request to approve and add CECLP as an awardee under this Solicitation.

Sincerely

Ruth Ann Norton

Ruth Ann Norton
President & CEO

*Notary Public
Suzanne R. Rountree
My Commission Expires: 8/13/16*

cc: Wendy E. Webster, Vice President for Maryland Programs
Timothy M. Krus, CPPO, City Purchasing Agent

MINUTES

President: "The sec -- the first item on the non-routine agenda can be found on page 126 - 28, 128, item number 8, Recommendations for Contract Awards/Rejection, B50004729, Residential Energy Conservation Program, will the parties please come forward?"

Mr. Tim Krus: "Tim Krus, City Purchasing Agent. This is the award of B50004279, Residential Energy Conservation Program uh - - for the period January 1, 2016 through December 31, 2018 with 2 one-year renewal options, to five firms, Northeast Energy Services, Civic Works, American Energy Solutions, Accurate Installation and Hawkeye Construction."

President: "Okay."

Ms. Ruth Ann Norton: "So, uh -- good morning, I'm Ruth Ann Norton, I'm the President and CEO of the Coalition to End Childhood Lead Poisoning also known as the Green and Healthy Homes Initiative."

MINUTES

Um -- we're here to formally issue a protest on the awards and ask for reconsideration to add our organization. Um -- we -- we're -- we have been so integral, I think, in raising up this idea and implementation and effectiveness of how we approach healthy safe and energy efficient housing and in fact the program uh -- is in part designed around work that we have brought through uh -- the eight young men from Baltimore City who implement this work on our behalf. Our -- uh -- I -- I think we have a proven practice and quality and outcomes for the City that are very clear and uh -- may not have come, as well across in the verbiage of how we presented it but I think the facts are that this organization is uh -- a critical partner to the green healthy and sustainable housing work. Um -- we have a proven practice and we have eight young men who I think have raised up to do extraordinary work. Uh -- we do know uh -- that one of our partners who uh -- met the State certification through MBE/WBE was in fact not um -- certified by MWBOO um -- and we have already taken steps to replace that. Uh -- when -- we were made aware of it um -- and we have a very strong staff. We have the equipment, uh -- the capitalization and the leadership uh -- in hand.

MINUTES

We have our program is run -- led by Wendy Webster, who's here with me in the audience who joined our organization in the past year from Wegmans where she did a lot of the scaling work for that organization. Um -- and I think we just have the right management and the right skills and quality and we would ask for reconsideration. Thank you."

President: "Thank you. Um -- Mr. Krus, could you um -- tell us um -- about the MBE/WBE, why um -- she wasn't allowed to um -- cure that problem, since they've been doing this for -- how many years have you been doing this?"

Ms. Norton: "Twenty -- twenty-three."

President: "And -- and in the City of Baltimore a proven track record have most of her employees are residents of the City of Baltimore and you know that's big with me."

Mr. Krus: "The -- I certainly do Mr. President. Uh -- our precedent on MBE/WBE goals is that if we have no compliant uh -- responders, uh -- those who we need to award to um -- are given the opportunity to come into compliance with goals. Um -- in this case, we had um -- at least five companies who you see on this award who were completely compliant with MBE/WBE goals, and therefore, that precedent would not apply."

MINUTES

President: "How many - do you know how many of their workers actually live in the City of Baltimore?"

Mr. Krus: "I do not Mr. President."

Ms. Norton: "--all of them--"

President: "All of them, from all of the other ones?"

Ms. Norton: "--on our crews that--"

President: "--I'm talking about the other -- the other--"

Ms. Norton: "--oh, sorry--"

President: "--the ones who won the award."

Mr. Krus: "I do not."

President: "You do not know? Okay."

Mayor: "Does -- does anybody know, excuse me Mr. President if I may? Does anybody have that information?"

Comptroller: "Would you like to speak?"

Mr. Ken Strong: "Yes, thank you."

Comptroller: "State your name."

MINUTES

Mr. Strong: "Ken Strong, Deputy Commissioner of Housing, Division of Green Healthy and Sustainable Homes. Um -- all of the -- the bidders that Mr. Krus cited have to comply with the Employ Baltimore and uh -- um -- requirements and hiring from the um -- City requirements. Um -- - I don't know exactly how many currently are City residents or employed from the community. We strongly uh -- encourage it and we work with those companies to maximize the impact of hiring from the community and I know some had very high records of -- of doing so."

Mayor: "If I may, Mr. President?"

President: "Yes."

Mayor: "Do we -- do we know if this um -- process was subject to the -- the increased um -- you know we put in place where certain contracts would get the benefit of a higher score uh -- if they went above and beyond with their Baltimore hiring?"

Mr. Krus: "It -- it was not uh -- that -- that is not in place yet and this was certainly on the street before those discussions concluded and to go on Mr. Strong's point uh -- this actually uh -- is governed by Local Hiring uh -- as opposed to Employ Baltimore which would require that 51% of any new employees um -- involved in this contract would be City residents."

MINUTES

Mayor: "The only -- if I may? The only concern that I have is with uh -- the fact that while the discussion, I mean, the implementation of that rule is happening after this um -- after this, I guess, contract was let, or the RFP was released, uh -- this vendor, I think is just outside of the um -- the cut-off and my concern is, you know, we have this hiring, hiring plan in place, if that consideration would have, could have, you know--"

Mr. Krus: "--Actually Madam Mayor it would not with the particular problem that we have with the goals. The particular problem that we have with the goals would override any credit um -- that a proposer would have received--"

City Solicitor: "The problem--"

Mr. Krus: "--as a result of those resolutions."

City Solicitor: "--the problem with the goals, I take it, is - and I'm a little bit unclear whether it's a problem with two MB -- one MBE or two MBE's um -- maybe Mr. Billups can address that and as you said earlier, the difficulty is our prior practice has been to allow compliance to be -- to take place after award if there were no other bidders who were fully compliant at the time of the award and unfortunately for the protestant, there are other vendors who are fully compliant with the subcontractor MBE requirements."

MINUTES

Mr. Krus: "That is correct. I actually have Mr. Billups report in front of me. The goals that his office set were 27% MBE and 4% WBE uh -- after two of the MBE's were determined to be non-certified in the City system, their actual performance came down to 18% and 4%."

City Solicitor: "I'm sorry, are -- is Mr. Billups confirming that? A nod of the head doesn't show up on the record."

Mr. Courtney Billups: "Uh -- Courtney Billups, Chief of the Minority and Women's Business Opportunity Office. Uh -- two MBE firms that were listed uh -- by the Coalition to End Childhood Lead Poisoning were Aire Serv at 6% World Wide Plumbing at 3%. Neither of those firms were certified with the City so that 9% couldn't be counted towards their goal which meant their MBE participation was 18% and the goal is 27% so unfortunately we had to find them non-compliant."

City Solicitor: "So, the question I guess for Mr. Strong, um -- in the event -- and I'm not -- this is not a predictive question but a hypothetical question, in the event that the protest is not sustained so what role does the coalition represented by Ms. Norton currently have and working in this area with the City and what role would you anticipate the coalition would have going forward again, if the protest were not to be sustained this morning?"

MINUTES

Mr. Strong: "Um -- thank you uh -- Mr. Nilson, I wanted to state for the Board that its - our opinion that it's in the best interest of the City and the citizens to include the Coalition in the contracting pool for this program. And the reasons I say that um -- with all due respect to the -- the scoring and the minority and women business issues which I think could be cured, um -- that GHHI is uniquely qualified to braid healthy home improvements with weatherization. When children have severe asthma, GHHI also known as 'The Coalition' can reduce asthma triggers in homes and weatherize the home in a cost-efficient manner and many children don't go to the emergency room when those services are coordinated. Um - they -- GHHI is also a sub-grantee in our new HUD grant, which the Board in the routine agenda just approved today for 3.7 million dollars and it includes healthy home improvements that complement lead hazard reduction--"

City Solicitor: "--and -- and that role of the Coalition. Sir, again the predicate of my question was if the protest is denied, what role would the Coalition have in the program and the first part of your answer assumed that the protest isn't denied, but is sustained, but -- but the second part, I take it, is telling us about work that the Coalition would continue to do under a separate um -- part of the program."

MINUTES

Mr. Strong: "That's correct and the reason I bring that up even uh -- is a separate program is that in our application to HUD, we said that weatherization and healthy home improvements would be coordinated with lead hazard reduction."

Mayor: "So this complicates the--"

Mr. Strong: "It does--"

Ms. Norton: "Can I--"

Mayor: "Uh, I mean I guess I should finish my statement -- it complicates our -- what we -- what we have submitted to HUD?"

Mr. Strong: "Yes it does Madam Mayor."

City Solicitor: "How -- how does it complicate it, just out of curiosity?"

Mr. Strong: "We stated um -- to HUD in our application that was accepted and now approved that the coalition and GHHI would be coordinating the Healthy Homes part of the budget along with weatherization which has healthy home funds. And have more impact and synergy in green and healthy homes work. That's what we said and we anticipated in our application and named the Coalition with the expectation that they were then and would be continuing to be a weatherization contractor."

MINUTES

City Solicitor: "How long was the RFP process that led us to this point in the weatherization program, Mr. Krus or Mr. Strong?"

Mr. Krus: "I don't have the initial dates that that was put out, I would assume that it took at least three months if not longer."

City Solicitor: "--and to restart and re-do would be three months?"

Mr. Krus: "--if we went out with very similar specifications--"

City Solicitor: "--I mean, my concern and -- and I'm sure its shared by other members of the Board is that we put a RFP out, we establish rules, we establish criteria that included minimal -- minimum technical scores, they included a certain number of contractors to be selected and so those rules that were clearly articulated in our bidding process, the Coalition has run aground on those rules as well as on MBE rules that we don't under these circumstances, ever waive or overcome -- under these circumstances--"

Ms. Norton: "--we didn't run aground--"

City Solicitor: "--no, I'm sorry--"

Ms. Norton: "--on any rules--"

MINUTES

City Solicitor: "--I understand but you -- but you -- but you have -- what happened is you submitted, I gather, State certified firms that are not City certified and so historically and I can't say it ever, forever and ever back before my time but unless there -- unless we have an absence of successful bidders, um -- you know, who have complied with the MBE requirements which is not the case here, then we don't allow post-award corrections of that problem."

Mayor: "--it might -- if I may Mr. President?"

President: "Yes."

Mayor: "--it -- the challenge I have is I -- I think all of us up here understand the um -- RFP requirements and the need to be MWBOO compliant. I have, in this seat and in that seat, been very uh -- strict in the enforcement of that. I think that the challenge is this is um -- different than an average RFP in a sense that this -- the issues that the -- the employment issues that aside that the President raised, this is a part of a HUD application and um -- with a long standing -- um -- long standing partner in the work and I don't want to put us in the position of being -- of misrepresenting to uh -- HUD how we plan to implement our, you know, weatherization and all of those things so -- that's the -- the complication that I -- I have."

MINUTES

President: "So, is it -- is it possible that they could be included since they're named in the application or should we just defer this--"

City Solicitor: "Yeah--"

President: "and everybody sitting around and try to get this straight?"

City Solicitor: "I would suggest that we defer this--"

President: "Okay, I entertain a Motion."

City Solicitor: "I Move to defer resolution of the bid protest until January 13th - if you'll all please come back on January 13th and we'll work hard on seeing if there's a way to work through this to everybody's benefit -- no promises there is but give us some time to do that."

Ms. Norton: "I understand if -- if -- may I make one statement?"

President: "Let me finish the Motion."

Ms. Norton: "I'm sorry."

Comptroller: "Second."

President: "All those in favor say AYE. All opposed, NAY. The Motion carries. You can go ahead."

MINUTES

Ms. Norton: "So, first of all, I want to thank you for your consideration and I uh -- you know in building this organization one of the things I want to do is give young people an opportunity to grow in their roles uh -- we had a young person who helped put this application together, um -- and we made a mistake on uh -- checking the certifications and -- but I want to say something about the MBE/WBE compliance and um -- how we do this.

My father implemented affirmative action in the state of North Carolina in 1970 and I very much want you to know that we believe in these goals deeply in the values of our organization and in our leadership in that and um -- so I want to be very, very, clear about that and -- and I appreciate your consideration."

City Solicitor: "Nobody doubts that."

Ms. Norton: "Thank you."

* * * * *

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases - cont'd

9.	B50004358, Provide Consulting Services Related to a South Baltimore Community Benefits District Feasibility Study	Property Lipman, Frizzell & Mitchell, LLC d/b/a Valbridge Property Advisors	\$ 67,000.00
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(Planning Dept.)

MWBOO SET GOALS OF 3% MBE AND 1% WBE.

MBE:	Living Design Lab, LLC	\$ 7,000.00	10.5%
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WBE:	M.L. Whelley Consulting, LLC	\$19,000.00	28.4%
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MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

EXTRA WORK ORDERS AND TRANSFERS OF FUNDS

* * * * *

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

4845 - 4847

All of the EWOs had been reviewed and approved
by the

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

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

MINUTES

EXTRA WORK ORDER

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

Department of Public Works (DPW)/Office of Eng. and Constr.

- | | | | | |
|--|--------|--------------|---|---|
| 1. EWO #001, \$1,993,0905.00 - W.C. 1307R, AMI/R Urgent
Need Metering Infrastructure Repairs and Replacement,
Various Locations (Up to 2" Water Service) | | | | |
| \$3,324,915.00 | \$0.00 | Metra Indus- | - | - |
| | | tries, Inc. | | |

The increased quantities of these items are for installing meter setting and cleaning of vaults to accommodate the list of locations that are remaining to be completed as it pertains to the Baltimeter project. The production rate of the Baltimeter project is much higher than the anticipated use of WC 1307R. All quantity requests are for items that already exist within the original contract, WC 1307R. The quantities requested are based on the production rate of the Baltimeter project to prevent excessive backlog. The Department has also advertised a replacement contract WC 1342-AMI/R Urgent Need Metering Infrastructure Repair and Replacement, Various Locations. The increase in quantities, under WC 1307R, will provide funds to avoid interruption of work until WC 1342 has received its Notice to Proceed to start the construction phase. The contract expiration date is September 15, 2017. The Certificate of Completion form will not be completed until a scheduled time after final payment and final completion has been given by the Department.

MINUTES

EXTRA WORK ORDERS

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

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

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$1,000,000.00	9960-906133-9558	
Water Revenue	Constr. Reserve	
Bonds	Meter Replacement	
1,000,000.00	" "	
<u>Counties</u>		
\$2,000,000.00	-----	9960-911624- 9557-2 Extra Work

The funds are required to cover the cost of the award of WC 1307R AMI/R, Urgent Need Metering Infrastructure to Metra Industries, Inc.

3. EWO #004, \$2,972,223.10 - SC 877, Enhanced Nutrient Removal Process at the Back River Wastewater Treatment Plant

\$263,558,205.00	\$8,507.18	Archer Western	-	-
		Contractors, LLC		

The bid documents of SC 877 included Davis-Bacon Wage Determination published by the US Department of Labor as provided by Maryland Department of the Environment (MDE). After approval by the MDE, the project was awarded to the Archer Western Contractors, LLC. The Chesapeake Bay Restoration Fund, covers 98% of all project costs.

MINUTES**EXTRA WORK ORDERS**

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

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

In January, 2014, the MDE notified the City that a wage rate determination from the Maryland Department of Labor, Licensing, and Regulation should have been used for the wage rates on S.C. 877 instead of the Davis-Bacon Act Wage rates which had been previously approved for use by the MDE. The change in the applicable wage rates mandated by the MDE caused an increase in costs to the S.C. 877 project.

MINUTES

Department of Housing and - Local Government Resolutions
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Local Government Resolutions in support of the Main Street Improvement Fund, Nonprofit Assistance Grants, and Technical Assistance Grants to the Maryland Department of Housing and Community Development (MDDHCD). A local resolution of support is required for organizations to participate in the program.

AMOUNT OF MONEY AND SOURCE:

No City funds are requested.

BACKGROUND/EXPLANATION:

The MDDHCD has made three operating grants available through one consolidated application; the Main Street Improvement Program, the Nonprofit Assistance Fund, and Technical Assistance Grants. These programs offer funding to support operating, consulting, programmatic, and technical assistance costs associated with local housing and community revitalization projects and initiatives.

The Main Street Improvement Program grant helps stimulate economic development in designated Main Street districts. The grants can be used to support general operating expenses, marketing and business recruitment strategies or other projects that have been identified in the applicant's work plan as key to its Main Street efforts. A maximum of \$150,000.00 statewide is available for this program.

The Nonprofit Assistance Fund is intended to strengthen nonprofit's ability to attract reinvestment and economic revitalization to their communities. The grants can be used for expanding an existing program, developing a new initiative or for engaging consultants. A maximum of \$600,000.00 statewide is available for this program.

MINUTES

DHCD - cont'd

Technical Assistance Grants provide funds to obtain consulting, training, information or other services to assist with development activities. A maximum of \$150,000.00 statewide is available for this program.

Eligible applicants for each of the programs include nonprofit and Main Street organizations. However, only Main Street organizations are required to receive a local Resolution of Support. Two Main Street organizations submitted requests to the Main Street Improvement program. One Main Street organization submitted a request for Nonprofit Assistance Funds, and three Main Street organizations submitted requests for Technical Assistance Grants.

The City received the following requests for Local Government Resolutions of support from non-profit organizations located in Baltimore City.

Resolution to approve the Non-Profit Assistance Funds

Exhibit A

Applicant	Project Name	Requested Non-Profit Assistance Funds
Pigtown Main Street Inc.	Wayfinding Signage	\$50,000.00

Promote attractions and destinations in the commercial corridor and throughout the Pigtown Historic District with distinctive signage and markers.

MINUTES

DHCD - cont'd

Resolution to Approve the Technical Assistance Grant

Exhibit A

Applicant	Project Name	Requested Technical Assistance Funds
Belair-Edison Neighborhoods Inc.	Strengthen Belair Edison Main Street	\$25,000.00

Contract with American Communities Trust and St. Ambrose Housing Aid Center to work with residents and stakeholders to create a shared vision, retail and marketing strategies to strengthen the Belair-Edison Main Street corridor.

Pigtown Main Street Inc.	Acquisition/ Redevelopment	\$25,000.00
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Retain consultants who will assist with the acquisition and redevelopment of the Walter's Bath House and Engine House No. 10 in the event the property, which is offered for redevelopment, is awarded to the organization.

Waverly Main Street	Sanitation/Food Patrol Services	\$15,000.00
------------------------	------------------------------------	-------------

Increase street and sidewalk cleanings in the Waverly Main Street District from two to four times per week and add shifts to existing foot patrols.

MINUTES

DHCD - cont'd

Resolution to Approve the Main Street Improvement Program

Exhibit A

Applicant	Project Name	Requested Main Street Improvement Program Funds
Pigtown Main Street Inc.	Small Business Mentorship & Training	\$50,000.00

Support the organization's Small Business Mentorship and Training Program, which provides technical assistance and counseling to business owners in the 700-1300 blocks of Washington Boulevard.

Waverly Main Street	Marketing & Operational Support	\$15,000.00
---------------------	---------------------------------	-------------

Provide marketing, graphic design and accounting services, and general operational funds to support Main Street activities.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION, duly made and seconded, the Board approved and authorized execution of the Local Government Resolutions in support of the Main Street Improvement Fund, Nonprofit Assistance Grants, and Technical Assistance Grants to the Maryland Department of Housing and Community Development. A local resolution of support is required for organizations to participate in the program.

MINUTES

Department of Recreation and Parks - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 32 to GWWO, Inc., under Project No. 1164, On-Call Architectural Design Services.

AMOUNT OF MONEY AND SOURCE:

\$210,541.08 - 9938-908049-9474-000000-703032

BACKGROUND/EXPLANATION:

GWWO, Inc. will provide design services in accordance with their proposal dated August 27, 2015. This task will include design Phase I Services for Cahill Community Center.

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

The transfer of funds to cover the cost associated with design services under On-Call Contract No. 1164, Task No. 32 to GWWO, Inc. was approved by the Board on September 23, 2015.

UPON MOTION, duly made and seconded, the Board approved the assignment of Task No. 32 to GWWO, Inc., under Project No. 1164, On-Call Architectural Design Services.

MINUTES

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfer of Funds

listed on the following page:

4854

The Transfer of Funds was approved

SUBJECT to receipt of a favorable report

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of General Services</u>		
1. \$50,000.00	9916-91313-9194	9916-916016-9197
General Funds	Oil Tank Reme- diation - Reserve	Sarah's Hope Shelter Renovations - Active

The oil tank at Sarah's Hope Shelter will be removed per the recommendation of the Maryland Department of the Environment rather than abandoning the tank in place which could potentially cause future complications and hazards for the property.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement with Pennoni Associates, Inc. under Project 1156.1, Program for the Inspection, Leak Detection & Condition Assessment of Large Mains. The period of the Agreement is effective upon Board approval for 30 months, or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$1,385,611.00 - 9960-912131-9557-900020-703032

BACKGROUND/EXPLANATION:

Pennoni Associates, Inc. will provide services for the inspection, assessment, and monitoring of the Montebello Herring Run PCCP Transmission Main and its management. The scope of work includes performing a baseline condition assessment of the pipe and associated preparation task, preparation of inspection reports, design of access taps, installation of pipeline monitoring equipment, and monitoring services for 12 months. This work will minimize the risk of catastrophic failure of the main. The Consultant was approved by the Architectural and Engineering Awards Commission.

MBE/WBE PARTICIPATION:

MBE: CC Johnson and Malhotra, PC	\$ 76,353.00	5.5%
EBA Engineering, Inc.	63,052.00	4.5%
DM Enterprises of Baltimore, LLC	82,400.00	5.9%
Total:	\$221,805.00	16.00%
WBE: The Robert B. Balter Company	\$28,892.00	2.1%
Phoenix Engineering, Inc.	29,013.00	2.1%
Ruxton Design Corporation	25,286.00	1.8%
Total:	\$83,191.00	6.00%

MINUTES

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

MWBOO FOUND VENDOR IN COMPLIANCE.

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

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Public Works</u>		
\$1,006,363.38 (Water Revenue Bonds)	9960-905732-9558 Constr. Res. Inspection & Monitor	
518,429.62 (Counties)		
<u>\$1,524,793.00</u>		
\$1,386,176.00	-----	9960-912131-9557-3 (Engineering)
138,617.00	-----	9960-912131-9557-9 (Administration)
<u>\$1,524,793.00</u>		

UPON MOTION, duly made and seconded, the Board approved and authorized execution of the Agreement with Pennoni Associates, Inc. under Project 1156.1, Program for the Inspection, Leak Detection & Condition Assessment of Large Mains. The transfer of funds was approved SUBJECT to receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the Provisions of the City Charter.

MINUTES**PROPOSAL AND SPECIFICATIONS**

1. Department of Public Works/ - WC 1183, Replacement of
Office of Engineering Loch Raven Dam Environmental
and Construction Operation Facility
BIDS TO BE RECV'D: 02/10/2016
BIDS TO BE OPENED: 02/10/2016

There being no objections, the Board, UPON MOTION duly made and seconded, approved the aforementioned 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 ITEMS ON THE AGENDA.

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

Kim A. Trueheart

December 22, 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 - 141, City Council President and members of the Board of Estimates, BOE Agenda dated December 23, 2015, if acted upon:
 - i. The proceedings of this board often renew business agreements without benefit of clear measures of effectiveness to validate the board's decision to continue funding the provider of the city service being procured;
 - ii. The Baltimore City School Board of Commissioners routinely requires submissions for board consideration to include details of the provider's success in meeting the objectives and/or desired outcomes delineated in the previously awarded agreement;
 - iii. The members of this board continue to fail to provide good stewardship of taxpayers' funds as noted by the lack of concrete justification to substantiate approval of actions presented in each weekly agenda;
 - iv. This board should immediately adjust the board's policy to ensure submissions to the board include measures of effectiveness in each instance where taxpayer funds have already been expended for city services;
 - v. In the interest of promoting greater transparency with the public this board should willing begin to include in the weekly agenda more details which it discusses in closed sessions without benefit of public participation.
 - vi. Lastly this board should explain to the public how, without violating the open meeting act, a consent agenda is published outlining the protocols for each week's meeting prior to the board opening its public meeting.

Email: kimtrueheart@gmail.com
5519 Belleville Ave
Baltimore, MD 21207

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

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

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on December 23, 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: "Okay, there being no more business before the Board, this meeting will recess until bid opening at 12 noon. Thank you. Happy Holiday to all."

* * * * *

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 - SC 901R, Patapsco Residuals
Transfer Station at the Patapsco
Wastewater Treatment Plant
BIDS TO BE RECV'D: 01/20/2016
BIDS TO BE OPENED: 01/20/2016

Department of Public Works - SC 930, Clinton Street Sewerage
System Improvements
BIDS TO BE RECV'D: 01/13/2016
BIDS TO BE OPENED: 01/13/2016

MINUTES

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

Department of Public Works - WC 1190, Montebello Filtration Plant
1 Improvements-Electrical
Distribution

Enterprise Electric Company
Cianbro Corporation
W.M. Schlosser Company, Inc.
The Whiting-Turner Contracting Co.

Department of Public Works - WC 1342, AMI/R Urgent Need Metering
Infrastructure Repair and
Replacement Various Locations

Anchor Construction Co.
Metra Industries
Spiniello
R.E. Harrington Plumbing
Civil Constructing, LLC

Bureau of Purchases - B50004364, Clinical Supplies

1st Needs Medical, LLC
Cole Medical, Inc.
School Nurse Supply, Inc.
School Health Corp.

MINUTES

Bureau of Purchases - B50004386, Decals, and Striping

Shannon-Baum Signs, Inc.

Bureau of Purchases - B50004399, Hydro Seeding Service

Erosion Control & Landscape Services, Inc.
P&J Contracting Co.

Bureau of Purchases - B50004404, Visionaire Lighting
Fixture

Graybar Electric
Enlighting, LLC
C.N. Robinson Lighting Co., Inc.
Complete Facilities Supply

Bureau of Purchases - B50004416 Traffic Signal Cable

NO BIDS RECEIVED

* * * * *

There being no objections, the Board UPON MOTION duly made and seconded, the Board adjourned until its next scheduled meeting on Wednesday, January 13, 2016.


JOAN M. PRATT
Secretary