

**MINUTES****REGULAR MEETING**

Honorable Bernard C. "Jack" Young, President  
Honorable Catherine E. Pugh, Mayor  
Honorable Joan M. Pratt, Comptroller and Secretary  
Rudolph S. Chow, Director of Public Works  
David E. Ralph, Interim City Solicitor  
S. Dale Thompson, Deputy Director of Public Works  
Bernice H. Taylor, Deputy Comptroller and Clerk

President: "Good morning. The December 7, 2016, 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. Uh -before we start, I'd like to welcome our new Mayor, Catherine Pugh, to the Board of Estimates. (Applause) She will have - she will have some remarks at the conclusion. I will direct the Board members attention to the memorandum from my office dated December 5, 2016, identifying matters to be considered as routine agenda items together with any corrections and additions that have been

## MINUTES

noted by the Deputy Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda."

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

Comptroller: "Second."

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

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

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

AES Electrical dba Freestate Electrical Construction, Co.	\$ 156,195,000.00
Brasfield & Gorrie, LLC	\$2,245,635,000.00
Chesapeake Turf, LLC	\$ 5,310,000.00
G.H. Nitzel, Inc.	\$ 8,000,000.00
Hawkeye Construction, LLC	\$ 6,336,000.00
Pipe & Plant Solutions, Inc.	\$ 8,000,000.00
Stormwater Maintenance, LLC	\$ 8,000,000.00

2. Prequalification of Architects and Engineers

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

A Squared Plus Engineering Support Group, LLC	Engineer
Emfesis, LLC	Landscape Architect
Foundation Test Group, Inc.	Engineer
GeoTech Engineers, Inc.	Engineer

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BOARDS AND COMMISSIONS - cont'd

Gipe Associates, Inc.	Engineer
Glyndon Engineering & Technology Co.	Engineer
Hazen and Sawyer, P.C.	Architect Engineer
KPN Architects, LLC	Architect
Leuterio Thomas, LLC	Architect Engineer
Louis Berger U.S., Inc.	Architect Landscape Architect Engineer
Tech International Corporation	Engineer
The Robert B. Balter Company	Engineer

There being no objection, the Board, UPON MOTION duly made and seconded, approved the Prequalification of Contractors and the Prequalification of Architects and Engineers for the listed firms.

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

The Board is requested to approve and authorize execution of the Consent to Assignment of the Lease Agreement between Bottling Group, LLC, Assignor, and IDAC Tailgate, LLC, Assignee for the lease of the property known as 1652 Union Avenue.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On September 1, 2010, the Board approved the original lease agreement with the Bottling Group, LLC, Assignor. On February 4, 2015, the Board approved a renewal of lease agreement, for the rental of 1652 Union Avenue.

The leased premises were used for surface parking for motor vehicles owned or used by the employees, guests and patrons of the Bottling Group, LLC. Bottling Group, LLC is now selling their property located at 1650 Union Avenue to IDAC Tailgate, LLC. A condition of this sale is that the Assignor can obtain permission from the City to assign the Lease Agreement and Renewal to the Assignee. The Assignee has reviewed and accepts the rental and terms and conditions of the Lease Agreement and Renewal.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Consent to Assignment of the Lease Agreement between Bottling Group, LLC, Assignor, and IDAC Tailgate, LLC, Assignee for the lease of the property known as 1652 Union Avenue.

**MINUTES**

Office of the Labor Commissioner - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to **NOTE** receipt of the Memorandum of Understanding (MOU) between the City of Baltimore and the Baltimore Fire Fighters, Local 734, IAFF.

**AMOUNT OF MONEY AND SOURCE:**

Wage increases are budgeted for Fiscal Year 2017

**BACKGROUND/EXPLANATION:**

In accordance with the Municipal Employees Relations Ordinance (MERO), the Office of the Labor Commissioner has concluded negotiations with Baltimore Fire Fighters, Local 734, IAFF. The results of the negotiations have been reduced to writing in the form of the submitted MOU covering Fiscal Year 2017.

The Board **NOTED** receipt of the Memorandum of Understanding between the City of Baltimore and the Baltimore Fire Fighters, Local 734, IAFF.

## MINUTES

Fire and Police Employees' - Independent Auditor's Report  
Retirement System (F&P)

The Board is requested to **NOTE** receipt of the following Audit Reports from CliftonLarsonAllen LLP.

1. The Independent Auditor's Report of the Baltimore City Fire and Police Employees' Retirement System for FY ended June 30, 2016.
2. The Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters.
3. The 2016 Baltimore City Fire and Police Employees' Retirement System's Comprehensive Annual Financial Report (CAFR).

The Board **NOTED** receipt of the foregoing Audit Reports from CliftonLarsonAllen LLP.

## MINUTES

Department 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. 329 W. 29 <sup>th</sup> Street	329 W. 29 <sup>th</sup> Street, LLC	One ADA Ramp 19' x 5'
Flat Charge: \$ 70.30		
2. 3700 Gough Street	Louis Dipasquale, Jr.	Outdoor Seating 20' x 4'

Annual Charge: \$337.50

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

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



**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 Lawrence and Fort, LLC, Developer. The period of the agreement is effective upon Board approval and termination will be deemed in writing by the Department of Transportation.

**AMOUNT OF MONEY AND SOURCE:**

\$11,192.80 - 9950-903085-9512-000000-490375

**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 Anthem II at 1430 Lawrence Street, constructing a 48,339 SF residential five-story apartment building. The Developer agrees to make a one-time contribution in the amount of \$11,192.80 to fund the City's multimodal transportation improvements in the project's vicinity.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Traffic Mitigation Agreement with Lawrence and Fort, LLC, Developer.

## MINUTES

Department of Transportation (DOT) - Developers' Agreements

The Board is requested to approve and authorize execution of the various Developers' Agreements.

	<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
1.	<b>CONGREGATION KAHAL CHASSIDIM, INC.</b>	<b>1460</b>	<b>\$106,385.00</b>

Congregation Kahal Chassidim, Inc. would like to install new utilities to its proposed new building located in the vicinity of 6013 Park Heights Avenue. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$106,385.00 has been issued to Congregation Kahal Chassidim, Inc., which assumes 100% of the financial responsibility.

2.	<b>W-ARC ALAMEDA, LLC</b>	<b>1466</b>	<b>\$ 23,750.00</b>
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W-ARC Alameda, LLC would like to install new utilities to its proposed new building located in the vicinity of 1104 Walters Avenue. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$23,750.00 has been issued to W-ARC Alameda, LLC, which assumes 100% of the financial responsibility.

3.	<b>BALTIMORE BUDDIES LAND COMPANY, LLC</b>	<b>1490</b>	<b>\$ 21,585.00</b>
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Baltimore Buddies Land Company, LLC would like to install new utilities to its proposed new building located in the vicinity of 2823 O'Donnell Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

**MINUTES**

DOT - cont'd

A Letter of Credit in the amount of \$21,585.00 has been issued to Baltimore Buddies Land Company, LLC, which assumes 100% of the financial responsibility.

**MBE/WBE PARTICIPATION:**

City funds will not be utilized for the projects. Therefore, MBE/WBE participation is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Developers' Agreements.

**MINUTES**

Health Department - Notice of Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Notice of Award (NOA) from the Department of Health and Human Services, Centers for Disease Control and Prevention. The period of the NOA is September 30, 2016 through September 29, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$3,259,425.00 - 4000-484717-3023-718000-404001

**BACKGROUND/EXPLANATION:**

This NOA provides funding to support increased efforts to reduce HIV infections among Men Who Have Sex with Men (MSM) and transgender populations with an emphasis on MSM and Transgender Persons. The Department will collaborate with community partners across the City to provide prevention, education, and essential support services.

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

**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 Notice of Award from the Department of Health and Human Services, Centers for Disease Control and Prevention.

**MINUTES**Health Department - Grant Award**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the update to FY 17 Grant Award from the State of Maryland Department of Health and Mental Hygiene. The period of the Grant Award is July 1, 2016 through June 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

<u>GRANT DESCRIPTION</u>	<u>TYPE OF ACTION</u>	<u>AMOUNT OF ACTION</u>	<u>TOTAL AWARD</u>
Health Care for the Homeless	Supplement	\$ 3.00	\$ 664,585.00
PREP ZIKA Supplemental	Supplement	15,000.00	15,000.00
Enhance Quality Family Planning	New	40,000.00	40,000.00
Health System Enhancement	New	36,870.00	36,870.00
Blood Pressure Cuffs	New	4,970.00	4,970.00
PWC Eligibility	Supplemental	102,065.00	2,126,346.00
	<b>Total</b>	<b>\$198,908.00</b>	

**BACKGROUND/EXPLANATION:**

As the fiscal year progresses, supplements, modifications, and/or reductions will be processed through the granting administrations with revised Unified Grant Awards being issued. The most current Unified Award document will be the official award of record. This update is for the month ending September 30, 2016.

The update is late because it was delayed because the Department of Health and Mental Hygiene revised the Grant Award.

**MINUTES**

Health Department - cont'd

**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 update to the FY 17 Grant Award from the State of Maryland Department of Health and Mental Hygiene.

## MINUTES

Health Department - Grant Award**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the update to the FY 17 Grant Award from the State of Maryland Department of Health and Mental Hygiene. The period of the Grant Award is July 1, 2016 through June 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

<u>GRANT DESCRIPTION</u>	<u>TYPE OF ACTION</u>	<u>AMOUNT OF ACTION</u>	<u>TOTAL AWARD</u>
Sexually Transmitted Disease	Supplement	\$18,000.00	\$264,801.00
Immunization-HEP-IAP, HEP-B	Supplement	<u>20,000.00</u>	\$653,700.00
	<b>Total</b>	<b>\$38,000.00</b>	

**BACKGROUND/EXPLANATION:**

As the fiscal year progresses, supplements, modifications, and/or reductions will be processed through the granting administrations with revised Unified Grant Awards being issued. The most current Unified Award document will be the official award of record. This update is for the month ending October 31, 2016.

The update is late because it was recently received from the Department of Health and Mental Hygiene.

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved acceptance of the update to the FY 17 Grant Award from the State of Maryland Department of Health and Mental Hygiene.



**MINUTES**

Health Department - Employee Expense Statement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Employee Expense Statement for Ms. Katina Evans for the month of August 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$15.00 - Mileage - 1001-000000-3100-295900-603003

**BACKGROUND/EXPLANATION:**

Ms. Evans misplaced her Employee Expense Statement and recently found it.

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

The Department apologizes for the lateness.

**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 the Employee Expense Statement for Ms. Katina Evans for the month of August 2016.

**MINUTES**Health Department - Agreements and Ratification  
of Amendments to Agreements

The Board is requested to approve and authorize execution of the various agreements and to ratify the various amendments to agreements.

AGREEMENTS**1. PLANNED PARENTHOOD OF MARYLAND (PPM) \$200,000.00**

Account: 5000-530017-3080-595800-603051

Under the terms of the Babies Born Healthy Initiative, the PPM will continue to provide comprehensive women's health services for clients based on guidelines developed by the Centers for Disease Control and Prevention. The PPM clients will receive social and mental health screenings, nutrition education and referrals, and smoking cessation education and referrals during routine gynecological exams. The period of the agreement is July 1, 2016 through June 30, 2017.

**2. UPTON PLANNING COMMITTEE, INC. (UPC) \$ 35,000.00**

Account: 4000-494417-3080-292300-603051

Under the terms of this agreement, the UPC will recruit, organize, facilitate, and evaluate youth groups for the "Making Proud Choices!" Personal Responsibility Education Program curriculum. The period of the agreement is July 1, 2016 through June 30, 2017.

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

**MWBOO GRANTED A WAIVER.**

## MINUTES

Health Department - cont'd

3. **UNITED WAY OF CENTRAL MARYLAND, INC. (UWCM)** **\$ 20,000.00**

Account: 6000-623617-3001-268400-406001

Under the terms of this UWCM 2017 Health/Access to Healthy Food Initiative Grant Agreement, the funds from the UWCM will be used to support Baltimarket - the Virtual Supermarket Program. The Virtual Supermarket Program allows customers to order high quality affordable groceries online at their local library and pick them up from the same location the very next day. The period of the Grant Agreement is September 1, 2016 through June 30, 2017.

The Grant Agreement is late because of delays in the administrative review process.

RATIFICATION OF AMENDMENTS TO AGREEMENTS

4. **BALTIMORE MEDICAL SYSTEM, INC. (BMS)** **\$ 0.00**

On June 1, 2016, the Board approved the original agreement with the BMS, in the amount of \$4,600.00, for the period of April 1, 2016 through June 30, 2016.

Due to scheduling conflicts with the other program partners, the BMS was unable to complete its program deliverables. Therefore, this ratification of the amendment to agreement is requested to extend the period of the agreement through December 31, 2016 to allow the BMS to complete its programs deliverables. All other terms and conditions of the original agreement remain unchanged.

The amendment to agreement is late because the Department was waiting for a revised budget and scope of work.

## MINUTES

Health Department - cont'd

**MBE/WBE PARTICIPATION:**

N/A

5. **MAYOR'S OFFICE OF EMPLOYMENT DEVELOPMENT** **\$13,230.00**

Account: 4000-428516-3160-271400-603051

On June 1, 2016, the Board approved the original Inter-Agency Agreement with MOED, in the amount of \$6,120.00, for the period March 1, 2016 through August 31, 2016.

This ratification of the amendment to the Inter-Agency Agreement will increase the amount of the Inter-Agency Agreement by \$13,230.00 and extend the period through November 30, 2016, to allow for additional services. This will make the total award \$19,350.00.

The Amendment to the Inter-Agency Agreement is late because the Department was waiting for approval of Amendment Nos. 3 and 4 to the Notice of Award and Cooperative Agreement.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

## MINUTES

Mayor's Office of Human Services - Agreements

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

1. **THE BALTIMORE STATION, INC.** **\$ 75,173.12**

Account: 1001-000000-3572-772800-603051

The organization will be using funds to provide 11 emergency overnight shelter beds.

Beds will be for homeless men and women on nights that the temperature falls below 32 degrees Fahrenheit. The funds will be dispersed on a per diem basis and will be used to cover personnel costs, utilities, shelter operating costs, and food for clients. The period of the agreement is October 15, 2016 through March 15, 2017.

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

**MWBOO GRANTED A WAIVER.**

2. **PEOPLE ENCOURAGING PEOPLE, INCORPORATED** **\$675,751.00**

Account: 4000-407017-3573-758800-603051

The organization will provide supportive services to 44 homeless individuals. Services will include street outreach and engagement, case management, encouragement to accept services, rapid access to housing, medical and mental healthcare, life skills courses, 24-hour crisis intervention, and advocacy. The period of the agreement is October 1, 2016 through September 30, 2017.

The agreement is late due to a delay in receiving signatures from the organization.

**MWBOO GRANTED A WAIVER.**

## MINUTES

Mayor's Office of Human Services - cont'd

3. **HOUSE OF RUTH MARYLAND, INC.** **\$234,756.00**

Account: 5000-525617-5940-765600-603051

The organization will use funds to provide temporary shelter, meals, counseling and/or information and referrals to services. The organization will serve 200 women and their children who are homeless over the course of one year. The period of the agreement is July 1, 2016 through June 30, 2017.

The agreement is late due a delay in contract negotiations with the organization.

**MWBOO GRANTED A WAIVER.**

4. **HEALTH CARE FOR THE HOMELESS, INC.** **\$216,837.00**

Account: 1001-000000-3572-778600-603051

The organization will use funds to manage and provide case management services to 10 formerly homeless individuals. The period of the agreement is July 1, 2016 through June 30, 2017.

The agreement is late due a delay in obtaining signatures from the organization.

**MWBOO GRANTED A WAIVER.**

5. **ST. VINCENT DE PAUL OF BALTIMORE, INC.** **\$487,726.50**

Account: 4000-407017-3573-759200-603051

The organization will provide permanent housing and supportive services to 32 formerly homeless individuals in

## MINUTES

Mayor's Office of Human Services - cont'd

a Housing First model program. The period of the agreement is October 1, 2016 through September 30, 2017.

The agreement is late due a delay in obtaining signatures from the organization.

**MWBOO GRANTED A WAIVER.**

6. **PROJECT PLASE, INC.** **\$ 70,478.00**

Account: 4000-407016-3572-756101-603051

The organization will provide housing assistance and support services to 10 individuals. The period of agreement is October 1, 2016 to September 30, 2017.

The agreement is late due a delay in obtaining signatures from the organization.

**MWBOO GRANTED A WAIVER.**

7. **UNIVERSITY OF MARYLAND, BALTIMORE** **\$347,349.00**

Account: 4000-490817-3571-762400-603051

The organization will provide housing assistance when available and case management support services to 645 HIV positive clients. The period of the agreement is July 1, 2016 through June 30, 2017.

The agreement is late due to a delay at the administrative level.

**MWBOO GRANTED A WAIVER.**

## MINUTES

Mayor's Office of Human Services - cont'd

8. **AT JACOBS WELL, INC. (AJW)** **\$ 23,184.00**

Account: 4000-407017-3573-757400-603051

The organization will use funding to offset a portion of the cost of two case manager staff salaries. As part of their work at AJW, the staff will provide case management services to 20 individuals who are transitioning from the AJW Transitional Housing program to the AJW Permanent Housing program. The period of the agreement is September 1, 2016 through August 31, 2017.

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

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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



**MINUTES**

Mayor's Office of Human Services - Ratification of Amendment  
No. 1 to Contract

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify Amendment No. 1 to Contract with The Family League of Baltimore City, Inc. (FLBC). The amendment extended the agreement through June 30, 2016.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On June 24, 2015, the Board approved an agreement with The FLBC for the period of July 1, 2014 through December 31, 2015. The FLBC provided grant management, evaluation, and monitoring services for Youth Projects funded through the Video Lottery Terminal grant fund, as appropriated through the Park Heights Master Plan. The Amendment No. 1 extended the period of the agreement for an additional six months, through June 30, 2016.

All other terms of the award remain the same.

The agreement is late due to a delay at the administrative level and in obtaining signatures from the FLBC.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**

Mayor's Office of Human Services - cont'd

UPON MOTION duly made and seconded, the Board ratified Amendment No. 1 to the Contract with The Family League of Baltimore City, Inc.



## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

- |  |             |         |
|--|-------------|---------|
| 3. WERT BOOKBINDING  | \$25,500.00 | Renewal |
| Contract No. B50003866 - Book Binding Services - Pratt Library - Req. No. R677608 & P.O. No. P529820 |             |         |

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. On December 24, 2015, the Board approved the first renewal in the amount of \$20,000.00. This second renewal in the amount of \$25,500.00 is for the period February 1, 2017 through January 31, 2018 with one 1-year renewal option remaining.

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|---|------------|---------|
| 4. JAY'S RESTAURANT GROUP, INC.   | \$8,000.00 | Renewal |
| Contract No. 07000 - Box Lunches for Head Start Training Sessions - Mayor's Office of Human Services - Req. No. P526145 |            |         |

On January 16, 2014, the City Purchasing Agent approved the initial award in the amount of \$10,000.00. The award contained three 1-year renewal options. On December 22, 2014 and December 11, 2015, the Board approved the first and second renewals, respectively in the amount of \$7,000.00 each. This third renewal in the amount of \$8,000.00 is for the period February 1, 2017 through January 31, 2018.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

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|---|--------------|---------|
| 5. MARSH CLEARSIGHT, LLC  |              |         |
| f/k/a CS STARS, LLC   | \$510,000.00 | Renewal |
| Contract No. 06000 - Claims Administration System, Updates and Support - Finance Department - Req. No. R64518 |              |         |

On December 11, 2013, the Board approved the initial award in the amount of \$511,650.00. The award contained two 3-year renewal options. This first renewal in the amount of \$510,000.00 is for the period December 1, 2016 through November 30, 2019, with one 3-year renewal option remaining.

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

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| 6. SMITH-BLAIR, INC.   | \$ 50,000.00 | Renewal |
| Contract No. B50003308 - Couplings - Department of Public Works - Department of Public Works - Bureau of Water and Wastewater - P.O. No. P526172 |              |         |

On January 29, 2014, the Board approved the initial award in the amount of \$36,136.53. The award contained three 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$50,000.00 is for the period January 22, 2017 through January 21, 2018. The above amount is the City's estimated requirement.

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| 7. ATLANTIC MACHINERY, INC.  | \$ 65,000.00 | Renewal |
| Contract No. 08000 - Video Pipeline Inspection System - Cues Camera - Department of Public Works - Bureau of Water and Wastewater - P.O. No. P526053 |              |         |

On January 8, 2014, the Board approved the initial award in the amount of \$30,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$65,000.00 is for the period January 8, 2017 through January 7, 2018. The above amount is the City's estimated requirement.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

- |   |              |         |
|---|--------------|---------|
| 8. GEORGE ASSOCIATES,<br>INC.   | \$ 50,000.00 | Renewal |
| Contract No. 06000 - OEM Parts and Service for Mauldin<br>Manufactured Equipment - Department of General Services -<br>P.O. No. P522689 |              |         |

On February 6, 2013, the Board approved the initial award in the amount of \$100,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$50,000.00 is for the period February 1, 2017 through January 31, 2018. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

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| 9. BLUESTAR TECHNOLOGIES,<br>INC.  | \$ 0.00 | Renewal |
| Contract No. B50002845 - Medium and High Voltage Electrical<br>Systems - Departments of General Services, Public Works and<br>Transportation etc. - P.O. No. P523553 |         |         |

On May 1, 2013, the Board approved the initial award in the amount of \$940,000.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This first renewal in the amount of \$0.00 is for the period December 1, 2016 through November 30, 2017, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MWBOO SET GOALS OF 8% MBE AND 3% WBE.**

## MINUTES

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

	<u>Commitment</u>		<u>Performed</u>
<b>MBE:</b> A/C Power, Inc.	8%	\$47,024.00	4.4%
<b>WBE:</b> The Allocated Formula Group, Inc.	3%	\$26,204.75	2.5%

Per contracting agency, vendor has demonstrated good faith efforts. A large portion of the work was for additional new equipment that could not be provided by the MBE. There was also emergency work that could not be subcontracted out. Vendor is requesting a partial waiver of the MBE goal and has submitted a plan committing to achieving the MBE goal on future work.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

10. CORRELLI INCORPORATED  
FLEETPRIDE, INC.  
WASTE EQUIPMENT SALES  
AND SERVICE, LLC  
THC ENTERPRISES, INC.  
d/b/a MID-ATLANTIC WASTE  
SYSTEMS

\$1,000,000.00

Renewal

Contract No. B50002613 - Aftermarket Parts and Service for Heavy Trucks and Equipment - Department of General Services - P.O. Nos. P522357, P522358, P522359, and P522360

On December 5, 2012, the Board approved the initial award in the amount of \$2,500,000.00. The award contained two 1-year

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

renewal options. Subsequent actions have been approved. This final renewal in the amount of \$1,000,000.00 is for the period February 1, 2017 through January 31, 2018. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

11. LOCATION AGE		Ratification
LLC	\$ 50,000.00	and Renewal
Contract No. 08000 - CoBLAM Software Support Agreement - Department of Housing and Community Development - P.O. No. P525010		

On September 11, 2013, the Board approved the initial award in the amount of \$99,980.00. The award contained three 1-year renewal options. Two renewal options have been exercised. This final renewal in the amount of \$50,000.00 is for the use of the City of Baltimore Land Asset Manager CoBLAM software licenses, technical support, and maintenance required by Baltimore Housing and Community Development for automation of specific functions relating to the City's Vacants to Value Program, including property acquisition, stabilization, management, and disposition. The period of the ratification is September 11, 2016 through December 6, 2016. The period of the renewal is December 7, 2016 through September 10, 2017. The above amount is the City's estimated requirement.



## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

## 12. MARYLAND ENVIRONMENTAL

SERVICE	\$ 25,000.00	Increase
Contract No. 06000 - Chlorofluorocarbon (CFC) Removal - Department of Public Works, Solid Waste Division - P.O. No. P523769		

On June 17, 2013, the City Purchasing Agent approved the initial award in the amount of \$25,000.00. The award contained three 1-year renewal options. Subsequent actions have been approved. An increase is necessary to cover the removal of CFC for the remainder of the contract period. This increase in the amount of \$25,000.00 will make the award amount \$65,000.00. The contract expires on June 16, 2017.

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

## 13. ATLANTIC TACTICAL,

INC.	\$350,000.00	Increase
Contract No. B50004162 - Ammunition for Police & Sheriff's Departments - Baltimore Police Department and Sheriff - Req. No. N/A		

On August 12, 2015, the Board approved the initial award in the amount of \$350,000.00. The award contained two 2-year renewal options. Subsequent actions have been approved. Due to increased usage, an increase in the amount of \$350,000.00

## MINUTES

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

is necessary. This increase in the amount of \$350,000.00 will make the award amount \$1,100,000.00. The contract expires on August 11, 2018, with two 2-year renewal options remaining. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

## 14. CROWLEY MICROGRAPHICS

d/b/a THE CROWLEY COMPANY\$ 125,000.00 Extension  
Contract No. B50004117 - Conversion of Microfilm & Microfiche to Digital Format - Department of Housing and Community Development - P.O. No. P533588

On December 16, 2015, the Board approved the initial award in the amount of \$209,661.00. This extension is necessary to fund and allow additional time to complete the conversion of microfilm and microfiche images into a digital format. The period of the extension is December 16, 2016 through June 30, 2017. The above amount is the City's estimated requirement.

**MWBOO SET GOALS OF 0% MBE AND 7% WBE.**

	<u>Commitment</u>	<u>Performed</u>
<b>WBE:</b> 1 <sup>ST</sup> Choice, LLC	7%	\$7,858.00 14.6%

**MWBOO FOUND VENDOR IN COMPLIANCE.**15. KIDSMART SOFTWARE  
COMPANY

Case Manager Services,  
License and Access  
Agreement

\$ 62,414.35

Contract No. 08000 - Kidsmart Software Upgrade, License, Support and Hosting Service - Mayor's Office of Employment Development - Req. No. R740499

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

The Board is requested to approve and authorize execution of an Agreement with Kidsmart Software Company. The period of the agreement is December 1, 2016 through November 30, 2017, with four 1-year renewal options.

Kidsmart Software Company is the sole provider of the proprietary software license, upgrade, and support service that is used by case managers for various programs throughout the Mayor's Office of Employment Development.

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.

16. BALTIMORE CITY		Correction
COMMUNITY COLLEGE	\$ 0.00	of Term
Contract No. B50003627 - Transportation Workforce Development - Department of Transportation - P.O. No. P529935		

On January 14, 2015, the Board approved the initial award in the amount of \$907,843.29. The dates shown on Board Letter No. 364 were incorrect. The incorrect period approved was January 1, 2015 through December 31, 2017. The correct period of the award is January 14, 2015 through August 9, 2018, with no renewal options.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

17. LEVEL 3 COMMUNICATIONS, LLC	\$450,000.00	Master Service Agreement
Contract No. 140AN-TISA2013-0116 (under MiCTA) Telecommunica- tions Master Service Agreement - Department of Communication Services - Req. No. R744874		

The Board is requested to approve and authorize execution of a Master Service Agreement with Level 3 Communications, LLC.

The period of the agreement is December 8, 2016 through December with two 1-year renewal options.

The Department of Communication Services, Municipal Telephone Exchange has initiated the installation of new VoIP telephones per contract B50003985 - Telecommunication Improvement and Procurement Project.

MiCTA issued a competitive RFP for Telecommunications, Internet, Specialty Services, and Applications and that contract is being utilized by several members including State agencies and municipalities resulting in significant cost savings in long distance and access charges being acquired through this contract. 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

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

18. **FIRST CALL**

BALTIMORE POWERSPORTS,  
INC. t/a HARLEY-DAVIDSON  
OF BALTIMORE

**SECOND CALL**

OLD GLORY HARLEY-DAVIDSON  
LP

\$ 48,000.00

Award

Solicitation No. B50004808 - Harley Davidson - O.E.M. Parts  
and Service - Department of General Services - Fleet  
Management - Req. No. R744121

Vendors were solicited by posting on CitiBuy. Two bids were received and opened on November 1, 2016. Award is recommended to both responsive and responsible vendors. The period of the award is January 20, 2017 through January 19, 2018. The above amount is the City's estimated requirement.

UPON MOTION duly made and seconded, the Board approved the informal awards, renewals, increases to contracts and extensions. The Board further approved and authorized execution of the foregoing Agreement with NCS Pearson, Inc. (item no. 1), the Ratification and Renewal with Location Age LLC (item no. 11), the Case Manager Services, License and Access Agreement

## 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

with Kidsmart Software Company (item no. 15), and the Master Service Agreement with Level 3 Communications, LLC (item no. 17).

MINUTES

EXTRA WORK ORDER

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Order

listed on the following page

5257

The EWO has been reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

## MINUTES

EXTRA WORK ORDER

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

Department of Public Works/Office. of Eng. & Construc.

- |    |  |                |                 |     |
|----|--|----------------|-----------------|-----|
| 1. | EWO #044, \$90,240.26 - W.C. 1160R, Montebello Plant 2 |                |                 |     |
|    | <u>Finished Water Reservoir Cover</u>                  |                |                 |     |
|    | \$36,922,950.00  | \$7,037,862.39 | Allan A. Myers, | - - |
|    |  |                | LP              |     |

When the Montebello Covered Reservoir was being placed into service, cracks were seen on the bottom of the precast members (the cover of the reservoir). The interior of the reservoir cover is exposed to a chlorine and water-vapor atmosphere, which can aggressively corrode the iron reinforcement of the precast members and cause premature failure of the structure. The contractor was directed to seal these cracks. The contractor claimed for this additional cost, maintaining that the standards of the American Concrete Institute (ACI) allow for some cracking of the precast and the cracks were shown to be less than allowed by the ACI.

The City engineer has verified the contractor's assertion. The engineer has reviewed the contractor's lump sum cost proposal, and this change order represents a negotiated lump sum settlement of this claim.

This work started March 11, 2014 and is now completed.



**MINUTES**

Department of Public Works/Office - Amendment No. 2 to  
of Engineering and Construction Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 2 to Agreement with URS Corporation under project 1124U Wastewater Engineering Services for the Improvement of the Herring Run Sewershed Collection System. The amendment will extend the agreement for three years through January 25, 2021.

**AMOUNT OF MONEY AND SOURCE:**

\$413,236.21 - 9956-905653-9551-900020-703032

**BACKGROUND/EXPLANATION:**

The project is to provide design services for the replacement of the existing sewer in Chinquapin Run, from Walker Avenue to the confluence at Herring Run. The Herring Run Sewershed Collection System has to comply with Paragraph 9 of the Consent Decree. The Stream Rehabilitation is part of a series of Municipal Separate Storm Sewer Systems (MS4) projects. The Baltimore City MS4 Permit was issued on December 27, 2013. As required by the permit, the City developed a Watershed Implementation Plan to reduce contaminated stormwater runoff and improve water quality. This will allow for seamless design approach and increased efficiency through collaboration between the different Department sections. The City will create less disturbance/interruption in the community and may save money due to the combined project construction. The requested funds are needed to finish the final stage of designs.

**MBE/WBE PARTICIPATION:**

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

**MINUTES**

Department of Public Works/Office - cont'd  
of Engineering and Construction

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 2 to Agreement with URS Corporation under project 1124U Wastewater Engineering Services for the Improvement of the Herring Run Sewershed Collection System.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement with Johnson, Mirmiran & Thompson, Inc. (JMT) for Sanitary Contract No. 940 (Project No. 1202) Wastewater Engineering Services for Sewer Capacity Improvements in the Upper Gwynns Run Area of the High Level Sewershed. The amendment will extend the agreement through March 16, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$375,096.00 - 9956-906647-9551-900020-703032

**BACKGROUND/EXPLANATION:**

On March 19, 2015, the Board awarded JMT to provide engineering services for the Sewer Capacity Improvements in the Upper Gwynns Run Area of the High Level Sewershed in compliance with the Consent Decree, which included upsizing the existing Gwynns Run Interceptor. This amendment is a result of JMT's recommendation to construct a new relief sewer in lieu of upsizing the existing Gwynns Run Interceptor. The City has agreed that the proposed relief sewer is the better alternative since it reduces the construction cost by approximately \$5,000,000.00, will be easier to construct, reduces the need for significant bypass pumping operations, reduces environmental impacts, eases coordination with railroads, and provides redundancy in the collection system. However, additional funds are required to provide additional geotechnical information of the proposed sewer. Twenty-five additional soil borings and lab testing of the soil samples are required that were not included in the original scope. In addition to the above-mentioned work, the City requested 7,000 LF pipe upsized to eliminate engineering overflows as part of the Consent Decree.

**MINUTES**

Department of Public Works/Office - cont'd  
of Engineering and Construction

**MBE/WBE PARTICIPATION:**

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

**APPROVED FOR FUNDS BY FINANCE**

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

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<b>\$500,000.00</b>	9956-906619-9549	9956-906647-9551-3
Wastewater Revenue	Constr. Res. Sewer	Design
Bonds	System Evaluation	
	Program	

The funds will cover the cost of Amendment No. 1 to Agreement for SC 940, Sewer Capacity Improvements in the Gwynns Run Area.

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 1 to Agreement with Johnson, Mirmiran & Thompson, Inc. for Sanitary Contract No. 940 (Project No. 1202) Wastewater Engineering Services for Sewer

**MINUTES**

Department of Public Works/Office - cont'd  
of Engineering and Construction

Capacity Improvements in the Upper Gwynns Run Area of the High Level Sewershed. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Amendment No. 1 to the Agreement with Whitman, Requardt & Associates, LLP for Design Services, under Water Contract No. 1204, Druid Lake Finished Water Tanks. The Amendment No. 1 to Agreement extends the period of the agreement for six months through May 20, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00 - 9960-907716-9557-900020-703032

**BACKGROUND/EXPLANATION:**

On November 20, 2013, the Board approved the original three-year agreement, which expired on November 20, 2016. This Amendment No. 1 to the Agreement will extend the period of the Agreement for six months through May 20, 2017 to allow the Consultant to continue to provide assistance for the period between the end of the original design contract and the Notice to Proceed (NTP) for construction. During this period, assistance with the Section 106, Dam Safety, and Storm Water Maintenance reviews will be required to help secure final approvals prior to the issuance of the NTP, which will be delayed until the inspector contract is awarded. All other terms and conditions of the original agreement remain unchanged.

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

Department of Public Works/Office - cont'd  
of Engineering and Construction

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 1 to the Agreement with Whitman, Requardt & Associates, LLP for Design Services, under Water Contract No. 1204, Druid Lake Finished Water Tanks.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Amendment No. 1 to Agreement with Dewberry Consultants, LLC for On-Call Engineering Services, under Project No. 1211.1. This Amendment No. 1 to Agreement extends the period of the agreement for one year through March 3, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00 - Upset limit to be determined with each individual project. No funds are required at this time.

**BACKGROUND/EXPLANATION:**

The current agreement expires March 4, 2017. The Office of Engineering and Construction is requesting a time extension for one year to allow the Consultant to continue to provide on-call engineering services for various water main appurtenances projects. These services may include planning, design for rehabilitation and construction phase services related to the evaluation, assessment and repairs, maintenance, and new construction for the continued improvement of the City's water system. The amendment is within the original scope and is requested by the agency.

**MBE/WBE PARTICIPATION:**

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

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



**MINUTES**

Department of Public Works/Office - cont'd  
of Engineering and Construction

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 1 to Agreement with Dewberry Consultants, LLC for On-Call Engineering Services, under Project No. 1211.1.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Amendment No. 1 to the Agreement with Johnson, Mirmiran & Thompson, Inc. (JMT) for Design of Cromwell Pumping Station Improvements, under Project No. WC 1243.

**AMOUNT OF MONEY AND SOURCE:**

\$ 94,840.06 - Baltimore City  
172,357.94 - Baltimore County  
**\$267,198.00** - 9960-912715-9557-900020-703032

**BACKGROUND/EXPLANATION:**

On June 24, 2015, the Board approved the original agreement with JMT to provide engineering services to design the improvements to the Cromwell Pumping Station. The Consultant scope of work for WC 1243 required a manned inspection of the Cromwell Montebello Tunnel. The purpose of the inspection was to complete a visual assessment of the condition of the tunnel. The findings of the inspection would be used to develop a report and recommendations for any maintenance or repair activities in the tunnel.

After the Board of Estimates approval was given to proceed with the design, the City and the Consultant went through extensive efforts to develop a plan and procedures for safe entry and inspection of the tunnel. However, it was decided that the manned inspection could not be completed because there was concern within the City about the condition of the tunnel and the risk associated with dewatering the tunnel to facilitate the manned inspection. At that time, the City directed the Consultant to proceed with an evaluation of alternatives to complete the inspection using a ROV. This submarine type vehicle

**MINUTES**

Department of Public Works/Office - cont'd  
of Engineering and Construction

would complete the tunnel inspection using video and sonar technology and would not require the tunnel to be dewatered.

The Consultant solicited and received two proposals for this work. Both proposals were similarly priced and the Consultant proceeded with developing a firm proposal and contract language with Hibbard Inshore, the inspection firm that provided the lowest initial cost proposal.

This amendment is necessary because the Consultant's original contract and scope of work only required a manned entry with one to two days of time from a small group of people to complete the inspection. The unmanned entry is a more expensive approach from the consultant standpoint, (though the cost is similar to the manned inspection considering the City's cost of dewatering and rechlorination of the tunnel), and the Consultant does not have funds in their original contract to pay for this specialty contractor. This approach is more sophisticated and as mentioned, the tunnel does not need to be dewatered and this inspection will only require a day. The Consultant will continue to support the City during the site inspection, report review, and development of recommendations for improvements.

**MBE/WBE PARTICIPATION:**

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

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

**MINUTES**

Department of Public Works/Office - cont'd  
of Engineering and Construction

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 1 to the Agreement with Johnson, Mirmiran & Thompson, Inc. for Design of Cromwell Pumping Station Improvements, under Project No. WC 1243.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Amendment No. 1 to Agreement with Johnson, Mirmiran and Thompson, Inc., Consultant for Project 882 - ENR Activated Sludge Plant 4 at Baltimore Wastewater Treatment Plant Project and Construction Management Assistance Services. The Amendment No. 1 to Agreement extends the period of the agreement for 20 months or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$1,500,000.00 - 9956-905565-9551-900020-703032

**BACKGROUND/EXPLANATION:**

On October 22, 2014, the Board approved an agreement with Johnson, Mirmiran & Thompson, Inc. for Project 882 Project and Construction Management Assistance and on SC 882 ENR Activated Sludge Plant 4 at Back River Wastewater Treatment Plant. This Amendment will extend the period for 20 months.

**MBE/WBE PARTICIPATION:**

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

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

Department of Public Works/Office - cont'd  
of Engineering and Construction

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 1 to Agreement with Johnson, Mirmiran and Thompson, Inc., Consultant for Project 882 - ENR Activated Sludge Plant 4 at Baltimore Wastewater Treatment Plant Project and Construction Management Assistance Services.

**MINUTES**

Department of Public Works/Office - Memorandum of Understanding  
of Legal and Regulatory Affairs

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Memorandum of Understanding (MOU) with Central Avenue, LLC, Developer.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

This MOU establishes the obligations of the Developer and the City in relation to construction of a building at 711 South Central Avenue that is located within five feet of a stormwater culvert owned by the City (Culvert). Pursuant to the MOU, the Developer must design and construct the building to avoid any structural load on the Culvert and certify this condition through a licensed, structural engineer. To do so, the foundations for the building's columns must be drilled to minimize vibration, and their weight must bear below the area supporting the Culvert. Prior to construction, the Developer must also prepare and implement an engineering report that establishes a methodology approved by the City to monitor the Culvert during construction. If approved parameters for vibration or settlement are exceeded, construction must cease until an acceptable alternative is approved by the City. In addition, the Developer must document the condition of the Culvert by video and provide copies to the City. These inspections must occur on an annual basis prior to, during, and for three years after construction. The Developer must repair any damage to the Culvert as a result of construction at its sole cost and expense.

## MINUTES

Department of Public Works/Office - cont'd  
of Legal and Regulatory Affairs

To secure these obligations, the Developer must provide a \$500,000.00 letter of credit, as well as commercial general liability insurance coverage at a minimum of \$2,000,000.00 per occurrence, and a minimum aggregate limit of \$5,000,000.00. The insurance may not exclude vibration, blasting, collapse of the building, or damage to underground property. Finally, the Developer must indemnify the City from any liability arising from construction or any other negligent act or omission by the Developer.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with Central Avenue, LLC, Developer.



**MINUTES**

Mayor's Office on Criminal Justice - Easement Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Easement Agreement with Hillsdale Square II, LLC (Grantor).

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The City operates CitiWatch, a network of closed circuit cameras and devices, including data transmission cables (Devices) that are part of the City's video surveillance camera system for remote transmission of video images. CitiWatch assists the Baltimore Police Department and other agencies with public safety. The City intends to install Devices on the Grantor's property as part of the CitiWatch network. The Easement Agreement will give the City continued access to the Devices on the Grantor's property. The term of the Easement Agreement will continue while the building where the Devices are placed continues to exist.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Easement Agreement with Hillsdale Square II, LLC.

**MINUTES**

Bureau of Water and Wastewater - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Agreement with the Community College of Baltimore County (CCBC). The period of the Agreement is September 26, 2016 through March 3, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$16,704.00 - 2070-000000-5501-396404-603020  
12,528.00 - 2070-000000-5501-396804-603020  
12,528.00 - 2070-000000-5501-396904-603020  
**\$41,760.00**

**BACKGROUND/EXPLANATION:**

The Baltimore City Joint Apprenticeship Program requires that apprentices assigned to the Wastewater Treatment Plants of Baltimore City be provided with 144 hours of classroom instruction for each year of the four years that they are employed to successfully complete the Instrumentation Technician Apprenticeship Program.

The CCBC has an extensive background in Instrumentation Training and has provided a custom curriculum that enables the apprentices to be exposed to the technical requirements of the program as they relate to the actual work environment of a Water and Wastewater Treatment Plant.

The training will be no longer than 288 hours for the period of September 26, 2016 through March 3, 2017.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board **DEFERRED** this item for two weeks.

**MINUTES**

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

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**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Community Development Block Grant Agreement with Community Housing Associates, Inc. The period of the agreement is September 1, 2016 through August 31, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$68,230.00 - 2089-208917-5930-532361-603-51

**BACKGROUND/EXPLANATION:**

The purpose of this agreement is to subsidize the staff costs associated with acquiring, rehabilitating, and developing properties to create rental housing opportunities for low- and moderate-income non-elderly disabled and homeless individuals.

On May 4, 2016, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2016 Annual Action Plan for the following formula programs:

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

## MINUTES

Department of Housing and - cont'd  
Community Development

Upon approval of the resolution, the DHCD's Contracts Section began negotiating and processing the CDBG agreements as outlined in the Plan to be effective July 1, 2016 and beyond.

Consequently, the agreement was delayed due to final negotiations and processing.

**FOR FY 2017, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$13,000.00, AS FOLLOWS:**

**MBE:** \$3,510.00

**WBE:** \$1,300.00

**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 Community Development Block Grant Agreement with Community Housing Associates, Inc.

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Mr. Willie Baker III, Developer, for the sale of the City-owned properties located at 1018 and 1026 W. Franklin Street.

**AMOUNT OF MONEY AND SOURCE:**

\$ 5,000.00 - 1018 W. Franklin Street  
5,000.00 - 1026 W. Franklin Street  
**\$10,000.00** - Purchase price to be paid at settlement

**BACKGROUND/EXPLANATION:**

The project will involve the rehabilitation of the vacant buildings which the Developer plans to rehabilitate for use as residential housing, to be sold to homeowners. The property is in the Harlem Park neighborhood. The Developer will be using private funds.

The authority to sell these properties is given under Article 13, § 2-7(h) of the Baltimore City Code.

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

In accordance with the Waiver Valuation Process of the City's Appraisal Policy, the Department determined the property located at 1018 W. Franklin Street to be valued at \$6,750.00 and 1026 W. Franklin Street was valued at \$8,250.00. The properties are being sold for \$5,000.00 each, for a total of \$10,000.00.

**MINUTES**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

The sale of these vacant properties at a price below the price determined by the waiver valuation process will be a specific benefit to the immediate community, eliminate blight, create jobs during reconstruction, and the properties will be returned to the tax rolls of the City of Baltimore.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Mr. Willie Baker III, Developer, for the sale of the City-owned properties located at 1018 and 1026 W. Franklin Street.

**MINUTES**

Department of Housing and - Side Yard Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Side Yard Land Disposition Agreement (LDA) with Ms. Robin Berkley, Purchaser, for the sale of the City-owned property located at 3122 Loch Raven Road.

**AMOUNT OF MONEY AND SOURCE:**

\$685.00 - Sale price

**BACKGROUND/EXPLANATION:**

The property will be sold under the City's Side Yard Policy approved by the Board on August 17, 2011.

The lot will be sold for \$685.00, of which \$400.00 will be held in escrow by the City for the benefit of the Purchaser to be applied at settlement for closing costs, including transfer taxes, recordation fees, taxes, and associated title services. The Purchaser will be using private funds to pay for the acquisition and maintenance of the property.

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

The City has agreed to convey the property known as 3122 Loch Raven Road to the adjacent property owner. As a condition of conveyance, the Purchaser has agreed to the terms of the Side Yard LDA, which prohibits development of the parcel for a minimum of ten years.

**MINUTES**

DHCD - cont'd

The City may dispose of the property by virtue of the following legal authorities: Article 28, Subtitle 8 of the Baltimore City Code (2011 Edition) (hereinafter, "the City Code"); Article II, Section 15 of the Baltimore City Charter, 2011 Edition; and Article 13 of the City Code.

**STATEMENT OF PURPOSE AND RATIONALE FOR SALE OF THE PROPERTY:**

The property is being sold for \$685.00, as the Purchaser holds title to the adjacent property as owner-occupied. The rationale for the conveyance of the property is that the sale will serve a specific benefit to the immediate community, eliminate blight, and return the property to the tax rolls.

**MBE/WBE PARTICIPATION:**

Ms. Berkley will purchase this property for a price that is less than \$50,000.00 and will receive no City funds or incentives for the purchase or rehabilitation. Therefore, Minority and Women's Business Enterprise participation is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Side Yard Land Disposition Agreement with Ms. Robin Berkley, Purchaser, for the sale of the City-owned property located at 3122 Loch Raven Road.



**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Grant Agreement with the Housing Authority of Baltimore City (HABC). The period of the Grant Agreement is effective upon Board approval through August 15, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$500,000.00 - 9910-904193-9588

**BACKGROUND/EXPLANATION:**

The DHCD submitted an application for Fiscal Year 2016 the State of Maryland Community Legacy funds on behalf of the Housing Authority of Baltimore City for the renovation of the Gilmore Homes Community Center (Center). The State awarded \$500,000.00 for the project which the DHCD has made available to the HABC through this agreement.

The funds will be combined with other HABC funds for a total development cost of \$1,200,000.00. Because State funds are provided on a reimbursement basis, the project was completed to ensure that the Center would be able to open last summer.

**MBE/WBE PARTICIPATION:**

The HABC has signed a Commitment to Comply with the City's Minority and Women's Business Enterprise Program of the City of Baltimore.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Agreement with the Housing Authority of Baltimore City.

## MINUTES

Department of Housing and                    - Loan Agreement  
Community Development (DHCD)

**ACTION REQUESTED OF BOE:**

The Board is requested to approve and authorize execution of the Loan Agreement with Sojourner Argyle, LLC (Borrower).

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

**AMOUNT OF MONEY AND SOURCE:**

<u>SOURCES</u>		<u>USES</u>	
MD CDA/ Partnership Rental Housing Program	\$ 726,000.00	Construction Costs (includes contingency)	\$1,705,441.00
		Fees Related to construction	173,000.00
HOME/CHDO Loan	700,000.00	Financing Fees	55,000.00
Weinberg Foundation Grant	600,000.00	Acquisition	6,000.00
Deferred Fee	93,441.00	Developer's Fee	120,000.00
		Operating Reserves	60,000.00
<b>TOTAL SOURCES</b>	<b><u>\$2,119,441.00</u></b>	<b>TOTAL USES</b>	<b><u>\$2,119,441.00</u></b>

Account No. - 9910-907310-9610

**MINUTES**

DHCD - cont'd

**BACKGROUND/EXPLANATION**

Episcopal Housing Corporation (EHC) is a non-profit organization founded in 1993 committed to strengthening neighborhoods through housing and community revitalization activities. EHC develops safe, decent, and affordable housing for families with very low-incomes and those who have recently overcome homelessness or substance abuse addiction. The EHC has been a certified Community Housing Development Organization (CHDO) since 2005, with close to 20 years of experience in developing affordable housing for special needs populations, including the homeless and people in recovery from drug and alcohol addiction. During that time, the EHC has completed several projects with the Department including CS Oxford Housing in Collington Square and the recent renovation of Ashburton Apartments. All of the EHC's projects with the Department were completed without default or delinquency.

A portion of the proceeds to the EHC will be from the HOME Investment Partnerships Program (HOME)/CHDO Loan and will be used to support and finance hard construction costs of the 12-unit apartment development known as Sojourner Place at Argyle Apartments (Project) located at 1411 Argyle Avenue.

The EHC is partnering with Health Care for the Homeless to create a Project development for formally homeless single individuals in Baltimore City. The Project will use a housing first approach and will house people who meet a variety of homeless definitions. It will include people who are chronically homeless with a disabling condition, but will also house people with less severe needs. The Project will strive to maintain a mix so that the units are not all filled with people who have disabilities. Staff will provide services to the residents from

## MINUTES

DHCD - cont'd

Health Care for the Homeless. Those with more severe needs will require more intensive services, and some residents may need very few services. The Project will be located at 1411 Argyle Avenue in the Upton neighborhood on vacant land to be purchased via a Land Disposition Agreement (LDA) from Baltimore City. The new construction of this building will address the vacant lots on a major thoroughfare, and will improve the lives of individuals through the provision of affordable housing, and will provide a visible, major development in this section of the City.

Upon completion, the property will include a two-story apartment building with 12 one-bedroom units restricted to individuals with incomes at or below 60% of the Area Median Income (AMI) adjusted for family size. The Housing Authority of Baltimore City (HABC) will provide 12 Project Based Vouchers to house homeless households which were awarded under the Housing Choice Voucher Program.

An appraisal was prepared on November 3, 2016, by Principle Real Estate Consultants. The Market Value upon completion/stabilization, assuming affordable rents was determined to be \$630,000.00. The appraised value is below the total cost of the Project, which is common for transactions involving subsidized rents and preferred governmental financing. The rents are considered "Restricted" because they are supported with financing that requires long-term income and rent restrictions. As a result, the rent levels are set below the market rate thereby decreasing the property's appraised value. Gap financing such as the HOME Loan and other governmental sources, are in place in order to allow for continued affordability. The appraised value meets the underwriting standards for the permanent superior mortgage. The Department is comfortable with recommending the HOME loan as described under these circumstances.

**MINUTES**

DHCD - cont'd

**PARTICIPATING PARTIES:****A. DEVELOPER**

Episcopal Housing Corporation, or an affiliate thereof, will act as owner/borrower for the Project.

**B. GENERAL CONTRACTOR/ARCHITECT**

Southway Builders will act as the general contractor and will post 100% Payment and Performance Bonds. Marks Thomas Architects will provide architectural services.

**C. Participating Lenders****MD/CDA PRHP Loan - 1<sup>st</sup> Lien Construction/Permanent**

The Community Development Administration (CDA), a unit of the Division of Development Finance of the State of Maryland's Department of Housing and Community Development will make a loan from its Partnership Rental Housing Program (PRHP) in an amount up to \$726,000.00 (PRHP Loan) to fund permitted development costs. No interest will be charged on the PHRP Loan during the construction period of 12 months, which shall include up to three months for cost reconciliation. During the Permanent Loan Period, the interest rate charged will be 0% per annum. All payments of principal and interest will be deferred as long as the Project is owned and operated by the Borrower as "partnership rental housing." The CDA intends that payment of the Loan be deferred and remain outstanding in perpetuity.

**MINUTES**

DHCD - cont'd

**Baltimore City HOME/CHDO Loan - 2<sup>nd</sup> Lien Construction/Permanent**

The HOME/CHDO Loan will be in the approximate amount of \$700,000.00 and will have the same construction loan period of the PHRP Loan. Following construction completion, the HOME Loan will have a 40-year permanent loan period (the HOME Permanent Loan Period).

No payments on the HOME Loan will be required during construction, but during the permanent loan period, annual payments of principal and interest will be due and payable from available cash flow. The entire amount of any interest shall be due and payable in the event of a refinance, sale, transfer, conveyance or any other encumbrance of the Project or portion thereof without prior written consent of DHCD. Should an event of default occur, interest shall accrue from the date of the default at the prime rate of interest plus four percent (p+4%). The last day of the Permanent Loan Period shall constitute the "Maturity Date."

**GRANTS AND DEFERRED DEVELOPMENT FEE**

The Project expects to include as gap financing in the approximate amount of \$600,000.00 from the Weinberg Foundation and deferred development fee in the approximate amount of \$93,441.00.

**MBE/WBE PARTICIPATION:**

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

## MINUTES

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

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
<b>\$700,000.00</b>	9910-923006-9609	9910-907310-9610
Federal Home	Home FY 2016	Episcopal Housing
FY 2016	(Reserve)	Argyle Apartments

This transfer will provide Federal HOME funds to Episcopal Housing Corporation to support a portion of the construction costs of Argyle Apartments.

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



## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development (DHCD) - Options</u>			
1. Jacqueline Reavis, Personal Representa- tive of the Estate of Denise R. Randolph, f/k/a Denise Jones	231 Bruce Street	L/H	\$24,700.00
Funds are available in account no. 9910-908636-9588-900000-704040.			
2. Customize Home- buyers, LLC, Equitable Title Holders and Avril Johnson, Legal Title Holder	424 E. 26 <sup>th</sup> Street	L/H	\$67,533.00
Funds are available in account no. 9910-908636-9588-900000-704040.			
3. Lightfoot Ground Rents, LLC	1042 W. Saratoga Street	G/R \$25.00	\$ 150.00
Funds are available in account no. 9910-914135-9588-900000-704040, Poppleton Project.			
4. The Oblate Sisters of Providence of the City of Baltimore	1101 Brentwood Avenue	F/S	\$ 1,500.00

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Options - cont'd</u>			

Funds are available in City Bond Funds, account no. 9910-910715-9588-900000-704040, Johnston Square Ball Fields Site Project.

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

DHCD - Condemnations

5. Charles Muskin Trustee	1209 W. Fayette Street	G/R \$68.25	\$ 455.00
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Funds are available in City Bond Funds, account no. 9910-914135-9588-900000-704040, Poppleton Project.

6. D&F Realty, Inc.	19 N. Carrollton Avenue	L/H	\$29,875.00
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Funds are available in City Bond Funds, account no. 9910-914135-9588-900000-704040, Poppleton Project.

7. Prayer Mission Church of God In Christ, Inc.	1209 W. Fayette Street	L/H	\$ 7,550.00
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Funds are available in City Bond Funds, account no. 9910-914135-9588-900000-704040, Poppleton Project.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations - cont'd</u>			
8. Penn Advertising of Baltimore, Inc.	315 E. Biddle Street	L/H	\$ 1,000.00
Funds are available in City Bond Funds, account no. 9910-910715-9588-900000-704040, Johnston Square Project.			
9. Kathleen & Chris- topher Kouts	403 E. Biddle Street	L/H	\$12,587.00
Funds are available in City Bond Funds, account no. 9910-910715-9588-900000-704040, Johnston Square Project.			
10. Glenn H. Goldberg, Individually an undivided 25% interest; Glenn H. Goldberg, Trustee for the Jared Goldberg Trust, u/d/t September 11, 2000, an undivided 10% interest; Glenn H. Goldberg, Trustee, for the Cameron Goldberg Trust, u/d/t September 11, 2000, an undivided 10% interest; Glenn H. Goldberg, Trustee for the Tyler Goldberg, u/d/t September 11, 2000, an undivided 10% interest; Ronnie Marc Goldberg, individually, an undivided 25% interest; Ronnie Marc Goldberg, Trustee for the Rachel Goldberg Trust, u/d/t February 17, 1998, an undivided 10% interest; and Ronnie Marc Goldberg, Trustee for the Lance Goldberg Trust, u/d/t dated February 17, 1998, an undivided 10% interest	1105 Brentwood Avenue	G/R \$56.00	\$ 467.00
Funds are available in City Bond Funds, account no. 9910-910715-9588-900000-704040, Johnston Square Project.			

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations or Redemptions</u>			
11. Lena Sauber Katz	1108 W. Fayette Street	Sub-G/R \$155.00	\$ 1,033.00
Funds are available in City Bond Funds, account no. 9910-914135-9588-900000-704040, Poppleton Project.			
12. Hamilton H. Sanger	1108, 1110, and 1112 W. Fayette Street	G/R \$155.00	\$ 327.00

Funds are available in City Bond Funds, account no. 9910-914135-9588-900000-704040, Poppleton Project.

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

UPON MOTION duly made and seconded, the Board approved the Options, Condemnations, and the Condemnations or Redemptions.

**MINUTES**

Department of Finance - Quadrennial Performance Audit  
of the Fire Department

**ACTION REQUESTED OF B/E:**

The Board of Estimates is requested to **NOTE** receipt of the Fire Department Performance Audit. In accordance with AM Policy 404-5, Quadrennial Audit Policy, the Department of Finance submits to the Board of Estimates the Fire Department Quadrennial Performance Audit for Fiscal Years 2011, 2012, 2013, and 2014.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

Council Bill 12-0053 was enacted on August 15, 2012. The Ordinance amended the City Charter, in Article VII, Section 4.5, to require 13 specific Executive Departments (Principal Agencies) to undergo a quadrennial audit (separate financial and performance audits).

The Performance Audit reviewed several areas (permits and building plan renewals, emergency medical services billing, fire suppression and emergency response, payroll, and emergency medical services continuing education). Recommendations were developed for each area. The Department concurs with many of the findings and recommendations. The Department will take appropriate actions to address the issues raised by the audits.

**MBE/WBE PARTICIPATION:**

N/A

## MINUTES

Department of Finance/Fire Department - cont'd

President: "The first item on the non-routine agenda can be found on page 64, Department of Finance, the Fire Department Quadrennial Performance Audit. Will the parties please come forward?"

Director of Finance: "Uh -- Good morning Mr. President, Madam Mayor, Honorable members of the Board. I'm Henry Raymond, Director of Finance. I'm joined uh -- with the Fire Department, Mr. uh -- Jim Fischer, the Fiscal Officer for the Fire Department. In accordance with AM Policy 404-5, Quadrennial Audits Policy, the Department of Finance submits to the Board of Estimates the Fire Department's Quad Performance Audit for Fiscal Years 2011, 2012, 2013, and 2014. The Board of Estimates is requested to **NOTE** the Performance Audits. The Performance Audits reviewed several areas, permits and building plan renewals, emergency medical services billing, fire suppression and emergency response, payroll, and emergency medical services continuing education. Recommendations were developed for each area. The Department concurs with the -- the findings and the

## MINUTES

Department of Finance/Fire Department - cont'd

recommendations and the Department has taken appropriate action to address the issues raised by the audits."

Comptroller: "Are you going to do them individually?"

Director of Finance: "Yes Ma'am."

Comptroller: "And then you going to go back and read the recommendations and findings?"

Director of Finance: "Yes. So, uh -- I'll do uh -- Fire and we'll do them in order."

Comptroller: "Okay."

Director of Finance: "With the findings and the recommendations."

Comptroller: "Okay. So, --"

President: "The Mayor had uh -- a question."

Mayor: "Yes. So, I'm noting that uh -- we're up to the 2014 audit?"

Director of Finance: "Yes. Yes Ma'am."

Mayor: "So, we're that far behind on audits?"

Director of Finance: "No, this was just uh -- based on the

## MINUTES

Department of Finance/Fire Department - cont'd

implementation date of the audits, the period selected, uh -- go through 2014, beginning in January, we'll pick up with uh -- 15, 16, and 17. As we move forward uh -- as we move forward the audits will be uh -- directed by the Department of Audits, pursuant to the recent Charter Amendment."

Mayor: "Okay. Thank you."

Director of Finance: "The audits actually go back to fiscal 2010 and 2011 for all of the agencies."

Mayor: "Okay."

Director of Finance: "So, as it relates to the Fire Department's Performance Audit, there were essentially five areas for review. So, the first area uh -- Permit and Building Plan Renewals, Revenue and Cash Collections: the Finding - there were no specific processes in place to identify new businesses in existing buildings and ensure that those locations are inspected for compliance with the Fire Code. The Recommendations were as follows: Perform Periodic Reviews of the Permit Numbers for Proper Sequencing; Determine how permits due for renewal are



## MINUTES

Department of Finance/Fire Department - cont'd

identified to ensure that inspection takes place and revenue is collected. Second finding: We noted there was no specific process in place to follow up after renewal notices have been sent and confirm whether all expired permits had been renewed. The Recommendation: Implement formal procedures to follow up on expired permits. Determine how it is ensured that fees charges are in accordance with the rates approved by the City. The next Finding: Of a total of 160 permits tested, we found one instance in May 2011, where a permit was issued and the applicant was charged a higher rate that was to take effect in September 2011, rather than the rate applicable at the time. The Recommendation: Automation of Rates for Permits. Additional Recommendation: Determine the process to ensure all fees collected are remitted to the City. Next Finding: In our sample of 160 permits, we found three permits in fiscal year 2011 where payment information was not recorded in COBOL, and therefore we were not able to confirm whether the payment was received. The Recommendation: Reconcile Permits Issued to Payments Received.

## MINUTES

Department of Finance/Fire Department - cont'd

The next area that was reviewed is uh -- Emergency Medical Services Billings - Percentage of Fees Collected. The Finding: We also note the accounts receivable reports are not provided to Finance for inclusion in the financial records. Recommendation: Properly Track and Record Accounts Receivable for EMS. Additionally; Determine how collection rates are monitored and evaluated; Determine if adherence to performance measures is monitored for revenue collection. The next metric reviewed is Fire Suppression and Emergency Response - Percentage of responses within five minutes. The Findings: We were not able to agree EMS response times provided for April 2011 to the CitiStat report. Recommendation: Develop a Report from the CAD system to calculate and report response times. Moving to the next metric; Payroll Time Entry and Compliance. The Finding: We found three instances where the attendance per the Station records did not agree with Tele-Staff and the E-Time. The Recommendation: Implement process to ensure attendance records at the Stations agree with ADP. The Emergency Medical Services - Continuing

## MINUTES

Department of Finance/Fire Department - cont'd

Education metric; The Finding: We noted instances where records provided to us by the Agency show that some certifications were not renewed on time. The Recommendations related to this Finding: Automate the Review and Monitoring of Recertifications; Determine whether there is a process for corrective action when an individual is not in compliance with mandatory Continuing Education requirements. And uh -- that completes the summary of the Recommendations and Findings for uh -- the Fire Department."

President: "Are there any questions? Uh -- the Audit has been **NOTED.**"

Director of Finance: "Thank you."

\* \* \* \* \*

**MINUTES**

Department of Finance - Quadrennial Financial Audits  
of the Fire Department

**ACTION REQUESTED OF B/E:**

The Board of Estimates is requested to **NOTE** receipt of the Fire Department Financial Audit. In accordance with AM Policy 404-5, Quadrennial Audit Policy, the Department of Finance submits to the Board of Estimates the Fire Department Quadrennial Financial Audits for Fiscal Years 2011, 2012, 2013, and 2014.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

Council Bill 12-0053 was enacted on August 15, 2012. The Ordinance amended the City Charter, in Article VII, Section 4.5, to require 13 specific Executive Departments (Principal Agencies) to undergo a quadrennial audit (separate financial and performance audits).

The Financial Audit received an unqualified opinion, meaning that the financial statements represented fairly, in all material respects, the respective financial position of the governmental funds for the Fire Department as of June 30, 2011, 2012, 2013, and 2014 in accordance with accounting principles generally accepted in the United States of America.

**MBE/WBE PARTICIPATION:**

N/A

**MINUTES**

Department of Finance - cont'd

The Board **NOTED** receipt of the Fire Department's Quadrennial Financial Audit for Fiscal Years 2011, 2012, 2013 and 2014, in accordance with AM Policy 404-5, Quadrennial Audit Policy.

**MINUTES**

Department of Finance - Quadrennial Performance Audits of  
the Department of General Services

**ACTION REQUESTED OF B/E:**

The Board of Estimates is requested to **NOTE** receipt of the Department of General Services Performance Audit. In accordance with AM Policy 404-5, Quadrennial Audit Policy, the Department of Finance submits to the Board of Estimates the Department of General Services Quadrennial Performance Audit for Fiscal Years 2011, 2012, 2013, and 2014.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

Council Bill 12-0053 was enacted on August 15, 2012. The Ordinance amended the City Charter, in Article VII, Section 4.5, to require 13 specific Executive Departments (Principal Agencies) to undergo a quadrennial audit (separate financial and performance audits).

The Performance Audit reviewed several areas (fuel consumption and inventory, preventative maintenance, contracted services, and building management). Recommendations were developed for each area. The Department concurs with many of the findings and recommendations. The Department will take appropriate actions to address the issues raised by the audits.

**MBE/WBE PARTICIPATION:**

N/A

## MINUTES

Department of Finance/Department of General Services - cont'd

Director of Finance: "The next uh -- Quadrennial Agency Audit is for the uh -- Department of General Services. I'm joined by uh -  
- the agency Director, Mr. Steve Sharkey and the agency Fiscal Officer, Mr. Berke Attila. The Quad Audit Performance Audit for the Department of General Services is for Fiscal Years 2011, 2012, 2013, and 2014. Again, the Board of Estimates is requested to **NOTE** the Performance Audit. The Performance Audit reviewed several areas including Fuel Consumption and Inventory, Preventative Maintenance, Contracted Services, and Building Management. Recommendations were developed in each area and the Department concurs with the Findings and Recommendations and has taken the appropriate steps to address uh -- the Findings raised."

Comptroller: "Are you going to read that?"

Director of Finance: "Yes Ma'am. Beginning on page five of the report, for Fleet Management Fuel Consumption and Fuel Inventory: The Finding; Although fuel consumption information is available for each vehicle, there is no specific process in

## MINUTES

Department of Finance/Department of General Services - cont'd

place to monitor or review for unusual patterns, especially high consumption that could result from pilferage. The Recommendation: Determine how information is used for disposal reporting and inventory tracking. Additionally, ensure miles per gallon information is reported for each vehicle."

Comptroller: "Can you go back -- can you read the entire finding? For the -- For example --"

Director of Finance: "Okay. For example, the Fire Department has over 370 vehicles, but we saw no evidence the fuel consumption is monitored, reported, or reviewed."

Comptroller: "-- and, In addition --"

Director of Finance: "In addition, we found that although there are limits on the quantity of fuel per transaction and the number of transactions per day, there are no limits on the quantity of fuel assigned a specific vehicle or equipment every month or quarter."

Comptroller: "Um hmm."

Director of Finance: "Yes. Mov -- moving to page six --"



## MINUTES

Department of Finance/Department of General Services - cont'd

Mayor: "Excuse me."

Director of Finance: "Yes Ma'am."

Mayor: "Mr. President --"

President: "Madam Mayor --"

Mayor: "What about -- so, I understand the problem and I understand the recommendation, but when you're doing these evaluations do we get to know what the financial impact of these errors are? Because you're putting in corrective measures, am I correct?"

Director of Finance: "That is correct. We're putting in place--"

Mayor: "Is there a time frame for the corrective measures?"

Director of Finance: "There are."

Mayor: "Okay."

Director of Finance: "Yes Ma'am. There -- yes, there are time frames for uh -- all of the measures for the corrective action and uh - that's standard throughout all of the audits. Not --"

## MINUTES

Department of Finance/Department of General Services - cont'd

not just the Department of General Services, but for every agency."

Comptroller: "Should they come back and report to the Board that these recommendations have been implemented?"

Mayor: "Right."

Director of Finance: "Yes. We have no issue with that. I would probably suggest six to nine months."

Mayor: "Can we make that six months?"

Director of Finance: "Yes Ma'am."

Mayor: "Thank you. We don't want -- we don't want money going down the drain. Thank you."

Director of Finance: "So, continuing with -- continuing with Fleet Management Fuel Consumption and Fuel Inventory on page six, uh -- the Recommendation was: Determine if there are controls in place over fuel inventories at filling stations and determine whether they conform with best practices. The next Finding: Our test confirmed that there is rigorous monitoring of fuel at each station. Fuel is measured each day and consumption and fuel receipts are reconciled on a daily basis."

## MINUTES

Department of Finance/Department of General Services - cont'd

Mayor: "That's good to know."

Director of Finance: "The Recommendation: Include physical inventory measurement on Daily Count Sheets and perform third party measurement of inventory."

Comptroller: "You don't want to read the entire finding?"

Director of Finance: "Okay. So, as it relates to the Recommendation?"

Comptroller: "Uh hmm."

Director of Finance: "Uh -- Include physical inventory measurement on Daily Count Sheets; In order to enhance controls over inventories, the inventory volume per -- per Ward at each station should rec -- should be recorded on the Daily Count Sheets and compared with the daily physical measurement. Consider including on the CitiStat report, a comparison of the physical count compared to the perpetual inventory system, in addition to the inventory consumption comparisons. Third Party Measurement of Inventory; We recommend a process be put in place

## MINUTES

Department of Finance/Department of General Services - cont'd

for fuel inventory to be measured and confirmed by either an outside party or the CitiStat, independent of the fuel management staff. This third party would -- would enhance the strength of the physical inventory control. This process could be implemented on a cycle basis."

Comptroller: "Okay. Can you go back to page six and include -- the minutes. I want the minutes to be accurate with the total Finding."

Director of Finance: "Okay."

Comptroller: "You stopped - on a daily basis. It should be -- we noted that -- on page six."

Director of Finance: "Yes. I'm on page six, which paragraph?"

Comptroller: "Um -- here, you stopped at basis."

Director of Finance: "Oh. Okay."

Comptroller: "Start with, We noted --"

Director of Finance: "Yes. We noted that the daily inventory control sheets do not compare physical inventory of fuel as measured daily at each station with the ending inventory per the

## MINUTES

Department of Finance/Department of General Services - cont'd

Ward system. The ending inventory per perpetual system is not included on the daily reconciled inventory control sheet. We noted that all fuel measurements are performed by the respective station personnel. There is no process for periodic inventory taken by a third party not responsible for custody or recording of fuel."

Comptroller: "Thank you."

Director of Finance: "You're welcome. Moving to page ten, the next Finding is for Fleet Management Preventative Maintenance: The Finding: of the 160 items selected for testing during the performance period, we found the following instances where equipment was overdue by more than three months; Uh -- there is a matrix for Fiscal 2011 through 2014 regarding the items tested; the instance of vehicles overdue by more than three months; and instances of equipment overdue by more than three months. The overdue vehicles were included in the bi-weekly CitiStat reports, but the overdue equipment was not. The Agency

## MINUTES

Department of Finance/Department of General Services - cont'd

informed us that equipment is excluded from CitiStat. The CitiStat reports for May and June 2012 were missing. The Recommendation: Report equipment over-due for preventative maintenance. We recommend that the Agency put in place procedures for reporting equipment overdue for PM by more than three months; Determine how recurring incidents of non-compliance are corrected or resolved. We observed that in addition to including the overdue assets in the bi-weekly CitiStat report, e-mails are sent to the user departments. Furthermore, during an interview with the Fire Department, the responsible officer confirmed receiving reports of vehicles over-due for PM. Finding: There do not seem to be actions in place to incentivize or penalize the agencies to bring overdue vehicles or other assets for PM. Recommendation: Implement penalties for overdue preventive maintenance. We recommend ensuring all overdue preventive maintenance is properly reported to agencies to ensure that they can schedule the preventive maintenance as soon as possible. We also recommend implementing

## MINUTES

Department of Finance/Department of General Services - cont'd

penalties to drivers and agencies that do not come in for PM. Consider cancelling or eliminating use of fuel cards for vehicles that exceed PM maintenance set by a parameter. Moving to the next item; page 17, Facilities Management, Building Maintenance; The Finding: For the 15 buildings selected for our test, we found the following instances where the buildings were occupied but there were no lease agreements in place. On November 23, 2016, we performed site visits to three locations; 3939 Reisterstown Road, 1400 Federal Street, and 5225 York Road. We performed a walkthrough at each of the three locations, inquiring about and noting the tenants occupying the buildings and then compared what we observed with the records provided to us by the agency. Uh -- there were certain observations -- uh -- you want that read into the record or just go to the recommendation?"

Comptroller: "You can just go the recommendation."

## MINUTES

Department of Finance/Department of General Services - cont'd

Director of Finance: "Okay. Thank you. The Recommendation: Ensure leases are in place for all tenants; Ensure lease agreements are in place for all tenants occupying buildings managed by the agency. And finally uh -- an updated list of tenants. We recommend the process be implemented to ensure that the list of tenants in each of the 63 buildings managed by the agency is keep updated and complete. Finally, determine the process in place to ensure that occupied buildings under DGS are leased in accordance with City policy. The Department of Real Estate is the agency that identifies City property for lease. Once a building is identified, a standard lease template is used to generate the terms of the lease with the other agency. That concludes the uh -- findings and recommendations for the Department of General Services."

President: "The audit -- Any -- are there questions? The audits have been **NOTED**."

Comptroller: "One more."

Mr. Sharkey: "Thank you. See you soon."

Comptroller: "Thank you."

\* \* \* \* \*



**MINUTES**

Department of Finance - Quadrennial Financial Audits of the  
Department of General Services

**ACTION REQUESTED OF B/E:**

The Board of Estimates is requested to **NOTE** receipt of the Department of General Services Financial Audit. In accordance with AM Policy 404-5, Quadrennial Audit Policy, the Department of Finance submits to the Board of Estimates the Department of General Services Quadrennial Financial Audit for Fiscal Years 2011, 2012, 2013, and 2014.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

Council Bill 12-0053 was enacted on August 15, 2012. The Ordinance amended the City Charter, in Article VII, Section 4.5, to require 13 specific Executive Departments (Principal Agencies) to undergo a quadrennial audit (separate financial and performance audits).

The Financial Audit received an unqualified opinion, meaning that the financial statements represented fairly, in all material respects, the respective financial position of the governmental funds for the Department of General Services as of June 30, 2011, 2012, 2013, and 2014 in accordance with accounting principles generally accepted in the United States of America.

**MBE/WBE PARTICIPATION:**

N/A

**MINUTES**

Department of Finance - cont'd

The Board **NOTED** receipt of the Department of General Services' Quadrennial Financial Audit for Fiscal Years 2011, 2012, 2013 and 2014, in accordance with AM Policy 404-5, Quadrennial Audit Policy.

**MINUTES**

Department of Finance - Quadrennial Performance Audits  
of the Law Department

**ACTION REQUESTED OF B/E:**

The Board of Estimates is requested to **NOTE** receipt of the Law Department Performance Audit. In accordance with AM Policy 404-5, Quadrennial Audit Policy, the Department of Finance submits to the Board of Estimates the Law Department Quadrennial Performance Audit for Fiscal Years 2011, 2012, 2013, and 2014.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

Council Bill 12-0053 was enacted on August 15, 2012. The Ordinance amended the City Charter, in Article VII, Section 4.5, to require 13 specific Executive Departments (Principal Agencies) to undergo a quadrennial audit (separate financial and performance audits).

The Performance Audit reviewed several areas (collections, transactions, Minority and Women's Business Opportunity Office, and controversies). Recommendations were developed for each area. The Department concurs with many of the findings and recommendations. The Department will take appropriate actions to address the issues raised by the audits.

**MBE/WBE PARTICIPATION:**

N/A

## MINUTES

Department of Finance - Law Department - cont'd

Director of Finance: "We have uh -- one final Performance Audit.

Uh -- this would be the Law Department."

Ms. Suzanne Sangree: "Good morning. I'm Suzanne Sangree. I'm Senior Public Safety Counsel and Director of Affirmative Litigation -- and welcome, Madam Mayor."

Mayor: "Thank you."

Director of Finance: "Uh -- The Law Department Quad Performance Audit is for Fiscal Years 2011, 2012, 2013, and 2014. Board of Estimates is requested to **NOTE** the Performance Audits. The Performance Audits reviewed several areas; Collections, Transactions, Minority and Women's Business Opportunity Office, and Controversies. Recommendations were developed for each area. The Department concurs with the findings and the recommendations and has taken appropriate steps to address the audit issues. I'll begin in one moment."

Comptroller: "Is it --"

## MINUTES

Department of Finance - Law Department - cont'd

Director of Finance: "So, beginning on page 12, the first measure relates to the Controversy Service. Relevance of the Performance Measure: Finding one; The measure does not truly reflect the efficiency or the effectiveness of the Division's collection efforts per se, because the Division has no obligation to follow-up and pursue agreements that default payment. Additionally, payment agreement collections is only one of several collection activities carried out by the Division. Reporting solely on this activity underrepresents the efforts and contributions of this area of service. The Recommendation: The Department should use the data currently being collected to generate measures with enhanced performance reporting and analysis and broader representation of all of the collections activity. Recognizing that the most important services that the Law Department provides are intangible intellectual efforts, the Auditor recommends that management review the current metrics and identify any additional services or business processes that could be meaningfully represented in the performance measurement

## MINUTES

Department of Finance - Law Department - cont'd

system. We recommend that the Department reach out to internal experts in either the Department of Finance or CitiStat to create a performance measure that captures more of the activities of the Collections Division. Finding two: A valid target for this measure cannot reasonably be established because such target and its achievement are beyond the Department's control. Therefore, the performance measure target itself may not reasonably represent the Department performance. Recommendation two: Uh -- see Recommendation one. So --"

Mayor: "Uh hum."

Director of Finance: "It's a repeat. Finding three: The collection activity is not supported by a specific system or application. The activity is maintained in excel worksheets, which can cause inefficiency and human error. Although the Department is making efforts to enhance business processes through automation, the Collections activity is not specifically included in this initiative. I move to the recommendation:

Comptroller: "Okay."

## MINUTES

Department of Finance - Law Department - cont'd

Director of Finance: "Increase the use of technology to support the Collections activity. Additionally, update the Collections Division Performance statistics summary to accurately reflect the activity. The Auditor's format can be used as a starting point. Moving to the pr -- metric percent of bills reviewed on time: Reliability of the actual value: Finding four: The actual value reported in the budget in Fiscal 2013 is higher than the actual value recalculated by the Auditor. As shown in the table below, the percent of bills analyzed that were submitted five days in advance of the hearing date was approximately 81%, not 95% as reported in the budget. Can we move to the uh -- to the uh -- recommendation?"

Comptroller: "Yes."

Director of Finance: "Recommendation Four: Review the mechanism used to report the actual result of the performance measure percent of bills reviewed on time, and adjust as necessary. Additionally, revise the process for reviewing the changes in target values from year to year, based on actual performance

## MINUTES

Department of Finance - Law Department - cont'd

results and desired improvement goal. Also, consider renaming the performance measure to percent of bills submitted on time (five days prior) for the scheduled public hearing to make it more specific. Validity of the target value - Finding Five: Although the performance measure target established for FY 2012 through Fiscal 2014 appears to reasonably represent past performance, the difference noted in Finding Four may indicate a need to revise the process used to set targets based on more accurate actual results. Recommendation Five - See Recommendation Four. Finding Six: The bill review process is currently supported with a word document that does not facilitate data analysis."

Comptroller: "That does --"

Director of Finance: "I apologize. That does. Recommendation Six: Increase the use of technology to support the bill review activity. Consider incorporating the use of excel to track dates and facilitate data summarization and reporting. Moving to page 19 - Finding Seven: For the metric percentage of Public



## MINUTES

Department of Finance - Law Department - cont'd

Information Act Requests answered on time. The performance measure target established for Fiscal 2013 and 2014 does not reasonably represent past performance or the expectation that 100% of the PIAs are reviewed and submitted by the established due date. Recommendation: Establish the target at 100% of the PIAs reviewed and submitted by the established due date, as expected. Moving to page 20, uh -- The metric application review process turnaround time, in days. Finding Eight: The actual performance measures -- excuse me -- the actual performance measure values reported in the budget were inaccurate during the period evaluated. For example, in Fiscal 2012 the Auditor recalculated sample of actual number of calendar days to review the process applications reported in the budget was 30 days greater (40% difference) than the number reported in the budget. See table below. Moving to page 21 for the Recommendation: Develop a mechanism to report the actual performance measure results in an accurate manner. Finding Nine: Validity of the target value; The actual number of calendar days to review/

## MINUTES

Department of Finance - Law Department - cont'd

process applications (average) was greater than the established target in all four fiscal years reviewed. Recommendation: We recommend the Department establish a process for supporting and reviewing the changes in target values from year to year based on actual performance results. Additionally, develop targets that reasonably represent a goal for improving performance. Finding Ten: The access database currently used to support the application review process does not have sufficient fields to allow straightforward reporting. Consequently, in order to produce the data necessary to assess the review/turn-around time for new applications, the Department has to follow a time-consuming and cumbersome process. Further, the process is manually intensive, which creates room for human error. The Auditor also noted that the MBE/WBE applications are paper-based, not automated through an electronic form available for on-line completion. This creates inefficiency."

## MINUTES

Department of Finance - Law Department - cont'd

Director of Finance: "Recommendation Ten: Increase the use of technology in processing MBE and WBE applications. At minimum, incorporate business data analytics by adding data fields to the database used currently -- used to track application review process milestones to facilitate review and performance reporting. Additionally, take measures to create an on-line application process for MBE/WBE certifications. Moving to the metric per -- per -- I'm sorry --"

President: "Uh -- Madam Mayor."

Mayor: "Yes. So, we do everything by hand as it were -- as it relates to MBE/WBE Certifications? Is that what you're telling us? Are you making recommendations that they go to a technology platform?"

Ms. Suzanne Sangree: "Yes. We have the Director of the MBE/W -- MWBOO. The Law Department Division that runs that program and he's automating it, digitizing it, Courtney Billups."

Chief of MWBOO: "Courtney Billups, Chief of Minority and Women's Business Opportunity Office."

Mayor: "Thank you."

## MINUTES

Department of Finance - Law Department - cont'd

Chief of MWBOO: "Uh -- Prior to this uh -- Quadrennial Audit, we've already taken steps to move forward to -- we are -- first of all we're digitizing our data base of certified firms. We did add fields to our database, in terms of tracking. But, more importantly, we're moving forward to an on-line certification process. More importantly, we will be eliminating the renewal process, which is probably the biggest inefficiency. We're going to use what is the State model in other jurisdictions. We will have a No Change Affidavit as opposed to the renewal process, which is about two thirds of our applications are dedicated to renewals. It's -- it's completely inefficient. So, we're already moving forward."

Mayor: "The other -- the other uh -- that I'd like to suggest to you is that if you're certified at the State level, do you have to go through the certification process all over again?"

Chief of MWBOO: "We -- the -- the City of Baltimore by its Code, has its own certification process. So, we do not accept certifications from any other jurisdictions, including the State of Maryland."

## MINUTES

Department of Finance - Law Department - cont'd

Mayor: "Okay, and how long is your technology platform -- how long is it going to take for you to implement?"

Chief of MWBOO: "Well, we are -- there's a RFP uh -- we already have proposals for a -- for Compliance Off -- in terms of tracking contracts -- in terms of online certification uh -- I'm not a subject matter expert, in terms of IT. But, in terms of an online platform for certification, that can presumably be done within six months. The compliance software that is currently under review apparently has the ability to add a module for online certification. So, presumably that can be done with the compliance uh -- compliance uh -- the compliance software that we're currently evaluating. So, my assumption is within six months, we can not only have the compliance software, but we can also have online applications. But, we will eliminate the renewal process, which is this office's biggest inefficiency, January 01."

## MINUTES

Department of Finance - Law Department - cont'd

Mayor: "Okay. Uh -- one -- another question, in terms of uh -- where those listings of certifications -- certified MBEs/WBEs -- is that readily available?"

Chief of MWBOO: "Absolutely. We have an excellent database and prime contractors have -- have commented on the fact that we do have a database with certified firms and we -- we -- when you are certified you will go into that database, if not that same day, the next day. So, you may not receive your certificate or your letter from the Mayor, but you certainly will be a certified firm and any prime contractor can verify that you are certified as an MBE or WBE with the City within 24 hours of your certification. Again, we -- we process all applications within 30 days and there is no other jurisdiction in the country that does that."

Mayor: "Okay. Will you send me a note in terms of the completion of your technology platform?"

Chief of MWBOO: "Absolutely."

Mayor: "I look forward to it. Thank you."

Chief of MWBOO: "Thank you."

## MINUTES

Department of Finance - Law Department - cont'd

Director of Finance: "Uh -- continuing on page 23; the Metric for percent of clients rating services good or excellent. Uh -- the Finding: Validity of the Target Value; The performance measure target evaluated is Percent of Clients Rating Services Good or Excellent. However, all the questions in the survey inquire about service quality. Consequently, it is not clear which of the survey questions is used to report on this measure. The Law Department calculates an average of all the questions. Further, the target states rating good or excellent, but the actual survey uses a different rating scale {strongly agree to disagree). Recommendation: Develop and document a procedure that clearly defines and describes the methodology used to calculate the target value. Finding 12: While the measure aims at gathering opinions on level of service quality and although the survey participants indicate the group that they most -- mostly interact with (Collections, Contracts, Employment, Corporate Real Estate, Litigation, etc.), the survey results are not analyzed in such way that it allows a linkage between survey responses and specific Law Department areas. Recommendation: Use

## MINUTES

Department of Finance - Law Department - cont'd

data already being gathered to connect responses to individual Law Department groups being evaluated. Change the survey tool settings in which the survey results are compiled in a manner that allows leadership to link survey responses to the specific Law Department Division or Attorney that is the subject of the survey participant's evaluation. Additionally, consider the cost-benefit of changing the frequency of the survey from annual to continual whereby the Customer Satisfaction Survey is administered to clients upon conclusion of significant cases or projects. This would allow the Department to correct issues in a more timely manner. Moving to page 26, the Metric, Number of Lawsuits Handled and Percent of Payout of Damages Claimed. Finding 13: The Law Department's litigation defense services performance metric amount of pay-outs to plaintiffs who sue the City does not appropriately reflect effectiveness or efficiency. Although decreasing or maintaining the payout percent form year may seem like an appropriate goal, the Law Department has no control over how many lawsuits are filed against the City and



## MINUTES

Department of Finance - Law Department - cont'd

its agencies and it does not control the activities of City personnel or the condition of the City's infrastructure which might incur liability. Uh --"

Comptroller: "Keep going."

Director of Finance: "According to management, in the past this measure gave the Department insight into trends for liability, but the Law Department cannot adopt a goal to reduce payouts because the factors that determine how much is paid out are not within Law Department control. A very significant cause of increased exposure beyond Law Department control is modification of the laws by either the judiciary or the legislative process. Both of these have occurred in recent years with enormous impact. Last year the legislature doubled the limitation of liability of local governments from \$200,000.00 to \$400,000.00. In addition, Courts have continuously eroded traditional defenses of local governments while recognizing novel theories of liability. Further, a recent change in Maryland law has undermined the usefulness of this measure, even as a tool

## MINUTES

Department of Finance - Law Department - cont'd

indicating liability trends. The Maryland Rules no longer require plaintiffs to plead a specific amount for damages, but only to specify whether they seek damages over \$75,000.00. Otherwise, the Department does not have the ability to summarize the dollars the City is exposed to in a simple and systematic or organized manner. The amounts actually paid out in settlement or Court judgment is captured in the City's STARS system -- excuse me, STARS Program. One key challenge is that there is no single system used to house all litigation cases and activity. During the audit review period the Department used STARS, a Worker's Compensation, and Risk Management tool, to track lawsuits and claims. The system was not used for employment law claims and the law enforcement support activity was tracked manually until Fiscal Year 2015. Currently, a pilot study is underway to adapt two information technology systems (CLIO and MS 365} to be used in all litigation and the Department anticipates that it will be funded to expand this pilot to cover all litigation. Recommendation: Continue efforts to increase and expand the use of technology to all areas of litigation, thus creating more

## MINUTES

Department of Finance - Law Department - cont'd

effective mechanisms to track activity in a centralized and systematic manner. Further, consider the development of performance measures that address the group's effectiveness or efficiency, such as a performance metric ratio that compares total legal staff personnel expense to the cost of outsourcing legal services to private counsel."

Comptroller: "Okay, good."

Director of Finance: "And that concludes the findings and recommendations for the Law Department."

President: "Okay. Uh -- I have a question going back to page 15 because it's got me a little puzzled. Um -- where it says,

Source: Per the Law leadership. It talks about the City Council."

Director of Finance: "The footnote?"

President: "Yes. Where it talks -- under -- under the percent of bills -- in -- yes."

Ms. Sangree: "Um hum."

President: "I want somebody to explain that to me."

Ms. Sangree: "Uh --"

## MINUTES

Department of Finance - Law Department - cont'd

President: "Because we have hearings --"

Comptroller: "First of all, can you read the -- the footnote?"

Ms. Sangree: "The footnote?"

President: "Yes."

Ms. Sangree: "The footnote says, 'Per Law leadership, some bills never receive a hearing date from City Council due to a number of valid reasons. There is no need to set a goal to review unheard bills because at the end of the four-year electoral term -- shouldn't be four years -- four year term, all bills introduced that did not pass will die. The incoming City Council then starts from the beginning, introducing and hearing bills from the new members'."

President: "Okay."

Ms. Sangree: "So, if there isn't going to be a hearing, and we're not requested to submit a report, we don't include that as part of our metric."

President: "Oh, okay. I misunderstood that."

Ms. Sangree: "-- How many reports we put in on time."

## MINUTES

Department of Finance - Law Department - cont'd

President: "Alright. Thank you. Please **NOTE** that the audit has been **NOTED.**"

Director of Finance: "Okay."

President: "Okay."

Director of Finance: "Thank you very much."

President: "Thank you."

\* \* \* \* \*

**MINUTES**

Department of Finance - Quadrennial Financial Audits  
of the Law Department

**ACTION REQUESTED OF B/E:**

The Board of Estimates is requested to **NOTE** receipt of the Law Department Financial Audit. In accordance with AM Policy 404-5, Quadrennial Audit Policy, the Department of Finance submits to the Board of Estimates the Law Department Quadrennial Financial Audit for Fiscal Years 2011, 2012, 2013, and 2014.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

Council Bill 12-0053 was enacted on August 15, 2012. The Ordinance amended the City Charter, in Article VII, Section 4.5, to require 13 specific Executive Departments (Principal Agencies) to undergo a quadrennial audit (separate financial and performance audits).

The Financial Audit received an unqualified opinion, meaning that the financial statements represented fairly, in all material respects, the respective financial position of the governmental funds for Law Department as of June 30, 2011, 2012, 2013, and 2014 in accordance with accounting principles generally accepted in the United States of America.

**MBE/WBE PARTICIPATION:**

N/A

**MINUTES**

Department of Finance - cont'd

The Board of Estimates **NOTED** receipt of the Law Department's Quadrennial Financial Audit for Fiscal Years 2011, 2012, 2013 and 2014, in accordance with AM Policy 404-5, Quadrennial Audit Policy.

**MINUTES**

Department of Finance -Quadrennial Financial Audits of the  
Baltimore Police Department

**ACTION REQUESTED OF B/E:**

The Board of Estimates is requested to **NOTE** receipt of the Baltimore Police Department Financial Audit. In accordance with AM Policy 404-5, Quadrennial Audit Policy, the Department of Finance submits to the Board of Estimates the Baltimore Police Department Quadrennial Financial Audit for Fiscal Years 2010, 2011, 2012, and 2013.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

Council Bill 12-0053 was enacted on August 15, 2012. The Ordinance amended the City Charter, in Article VII, Section 4.5, to require 13 specific Executive Departments (Principal Agencies) to undergo a quadrennial audit (separate financial and performance audits).

The Financial Audit received an unqualified opinion, meaning that the financial statements represented fairly, in all material respects, the respective financial position of the governmental funds for Baltimore Police Department as of June 30, 2010, 2011, 2012, and 2013 in accordance with accounting principles generally accepted in the United States of America.

**MBE/WBE PARTICIPATION:**

N/A



**MINUTES**Department of Finance - cont'd

The Board of Estimates **NOTED** receipt of the Baltimore Police Department's Quadrennial Financial Audit for Fiscal Years 2010, 2011, 2012 and 2013, in accordance with AM Policy 404-5, Quadrennial Audit Policy.

**MINUTES**

Department of Finance - Quadrennial Financial Audits of the  
Mayor's Office of Information Technology

**ACTION REQUESTED OF B/E:**

The Board of Estimates is requested to **NOTE** receipt of the Mayor's Office of Information Technology Financial Audit. In accordance with AM Policy 404-5, Quadrennial Audit Policy, the Department of Finance submits to the Board of Estimates the Mayor's Office of Information Technology Quadrennial Financial Audit for Fiscal Years 2011, 2012, 2013, and 2014.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

Council Bill 12-0053 was enacted on August 15, 2012. The Ordinance amended the City Charter, in Article VII, Section 4.5, to require 13 specific Executive Departments (Principal Agencies) to undergo a quadrennial audit (separate financial and performance audits).

The Financial Audit received an unqualified opinion, meaning that the financial statements represented fairly, in all material respects, the respective financial position of the governmental funds for the Mayor's Office of Information Technology as of June 30, 2011, 2012, 2013, and 2014 in accordance with accounting principles generally accepted in the United States of America.

**MBE/WBE PARTICIPATION:**

N/A

**MINUTES**Department of Finance - cont'd

The Board of Estimates **NOTED** receipt of the Mayor's Office of Information Technology's Quadrennial Financial Audit for Fiscal Years 2011, 2012, 2013, and 2014, in accordance with AM Policy 404-5, Quadrennial Audit Policy.

**MINUTES**

Mayor's Office of Health, Human Services, - Agreement  
Education, and Youth (MOHHSEY)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with The Family League of Baltimore City, Inc. (Family League). The period of the Agreement is July 1, 2016 through June 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$6,204,727.00 - 1001-000000-4460-692000-607001  
2,926,922.00 - 1001-000000-4460-742700-607001  
**\$9,131,649.00**

**BACKGROUND/EXPLANATION:**

The Family League is the City of Baltimore's Local Management Board. It is a quasi-governmental non-profit organization that works with a range of partners to develop and implement initiatives that improve the well-being of Baltimore's children, youth, and families. The Family League's work touches the lives of tens of thousands of Baltimore families each year.

Under the terms of this agreement, the grant funds will support the administration of Community and School Engagement partnerships consisting of out-of-school-time (OST) and community schools programs operated by community-based organizations. The OST programs support academic skills development of youth and provide enrichment activities in areas such as athletics and the arts. The Community schools facilitate a network of partnerships between the school and other community resources that promote student achievement and family and community well-being.

The programs are expected to have a positive impact on school attendance and reduce incidences of negative behavior for participants. In FY17, the grant funds will support 46 community

**MINUTES**

MOHHSEY - cont'd

schools and 79 OST programs. The grant funds will also support the provision of training and technical assistance to ensure that services are delivered with high-quality and with consistency, as well as summer programming.

In addition, this agreement will provide grant funds to provide direct support to the University of Maryland Extension and Experience Corps.

The grant funds will be made available to the Family League as follows: the first installment will be in the amount of \$2,282,912.25 and will be paid to the Family League after the agreement has been approved by the Board of Estimates; and \$2,282,912.25 will be paid quarterly for the next three quarters of the period of the agreement.

This Agreement is late because additional time was needed to negotiate and finalize subcontractor budgets.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board **DEFERRED** the foregoing item for two weeks.

## 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:

5344 - 5348

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 Comptroller **ABSTAINED** on item nos. 4 & 5.

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSDepartment of Transportation

1. TR 14308, Cherry Hill Civil Construction, \$1,435,452.69  
 Light Rail Station LLC  
 Area Enhancements

DBE: Traffic Systems, Inc.	\$ 56,580.50	3.94%
William T. King, Inc.	\$ 31,953.00	2.23%
Best Fence, Inc.	\$ 7,435.00	0.52%
Guardrails, Etc., Inc.	\$ 9,975.00	0.69%
Priority Construction Corp.	\$289,250.00	20.15%
	<u>\$395,193.50</u>	

Civil Construction, LLC has complied with the Disadvantaged Business Enterprise goal.

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$1,300,000.00	9950-918027-9509	
FED	Construction Reserve	
	Cherry Hill Light Rail	
264,060.23	9950-918027-9509	
	Construction Reserve	
	Cherry Hill Light Rail	
<u>50,000.00</u>	9950-902106-9528	
	Construction Reserve	
	Canton Industrial Park	
<b>\$1,614,060.23</b>		
\$1,435,452.69	-----	9950-920030-9508-6
		Structural & Improvements
143,545.27	-----	9950-920030-9508-5
		Structural & Improvements
<u>35,062.27</u>	-----	9950-920030-9508-2
		Structural & Improvements
<b>\$1,614,060.23</b>		

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSDepartment of Transportation

This transfer will fund the costs associated with the award of project TR 14308, Cherry Hill Light Rail Station Area Enhancements with Civil Construction, LLC.

3. TR 11013, Loch Raven Watershed Culvert Repair Replacement and Resurfacing
- REJECTION** - On Wednesday, September 14, 2016, four bids were opened for TR 11013, Loch Raven Watershed Culvert Repair, Replacement and Resurfacing Projects. Bids ranged from a low of \$7,092,232.28 to a high of \$10,556,998.80. Following bid analysis, it was determined the low bid was not compliant with MBE/WBE goals and therefore, the bid was deemed non-responsive. The second bid is beyond the contract budget amount and the Department therefore, requests approval to reject all bids. The solicitation will be re-advertised in the near future.

Department of Public Works,  
Office of Engineering & Constr.

4. WC 1204, Druid Lake Finished Water Tanks      Oscar Renda Contracting, Inc.      \$134,487,493.00

<b>DBE/MBE:</b> Apex Petroleum Corp.	\$	901,600.00	0.67%
Bulldog Distributing		9,615,686.00	7.15%
Kelley's Trucking, LLC		1,017,715.00	0.76%
Horton Mechanical Contractors, Inc.		281,000.00	0.21%
Native Sons, Ltd.		1,410,400.00	1.05%
Bryant Associates, Inc.		45,000.00	0.03%
Brick House Brown Masonry, Inc.		1,700,000.00	1.26%
Bryant Concrete Construction		6,500,000.00	4.83%
Perrin Enterprises		5,150,000.00	3.83%
Geotech Engineers		275,000.00	0.20%
		<b>\$26,896,401.00</b>	



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

Department of Public Works, - cont'd  
Office of Engineering & Constr.

<b>DBE/MBE:</b> Acorn Supply & Distributing	\$ 8,997,646.00	6.69%
Sunrise Safety Services, Inc.	100,000.00	0.07%
Empire Landscape, LLC	1,393,032.00	1.04%
Jernigan Concrete Pumping, Inc.	500,000.00	0.37%
	<u>\$10,990,678.00</u>	

**A PROTEST WAS RECEIVED FROM LETKE SECURITY CONTRACTORS INC. THE PROTEST WAS NOT HEARD BY THE BOARD BECAUSE THE PROTESTANT IS NOT A PRIME CONTRACTOR THAT SUBMITTED A BID ON WC 1204.**

**5. TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 66,626,158.23	9960-906716-9558	
County	Construction Reserve	
Appropriation	Druid Lake Finished	
90,023,073.00	Reservoir	
Water Revenue	" " "	
Bonds		
3,018,242.00	9960-904709-9558	
Water Revenue	Construction Reserve	
Bonds	Towson Finished Water	
	Reservoir	
2,820,744.00	9960-907713-9558	
Water Revenue	Construction Reserve	
Bonds	Towson Finished Water	
	Reservoir	
1,586,523.77	9960-936001-9558	
Water Revenue	Construction Reserve	
Bonds	Unallocated Reservoir	
<u>\$164,074,741.00</u>		

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Public Works, - cont'd  
Office of Engineering & Constr.

\$ 6,724,374.00	-----	9960-907716-9557-900020-2
		Extra Work
6,724,374.00	-----	9960-907716-9557-900020-3
		Engineering
8,069,250.00	-----	9960-907716-9557-900020-5
		Inspection
134,487,493.00	-----	9960-907716-9557-900020-6
		Construction
8,069,250.00	-----	9960-907716-9557-900020-9
		Administration

**\$164,074,741.00**

The funds are required to cover the cost of the study of WC 1204, Druid Lake Finished Water Tanks.

Bureau of Purchases

6. B50004618, Master	\$	<b>500,000.00</b>
Snow Removal Services		
Snow Removal Services		490,000.00
A2Z Environmental Group, LLC		10,000.00
P&J Contracting Co., Inc.		0.00

(Dept. of Transportation)

**MWBOO GRANTED A WAIVER.**

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

The Board is requested to approve this award to include the additional vendors. On November 09, 2016, the Board approved the initial award to various vendors. The inspections of the equipment offered by these additional vendors were not completed at the time of the initial award. A2Z Environmental Group, LLC will be paid retainer fees to assure their availability to supply services on an on-call basis at the City's set rates.

7. B50004709, Vehicle \$ 299,500.00  
Exhaust Repairs

FIRST CALL  
Baltimore Meineke,  
LLC

SECOND CALL  
Beltway Kenwood,  
LLC

(Dept. of General Services, Fleet Mgmt.)

**MWBOO GRANTED A WAIVER.**

8. B50004735, One Ton Hertrich Fleet \$ 93,757.00  
Crew Cab Dump Truck Services, Inc.

(Dept. of General Services)

**MWBOO GRANTED A WAIVER.**

9. B50004799, Aluminum USALCO, LLC \$ 2,000,000.00  
Sulfate

(DPW, Bureau of Water & Wastewater)

**MWBOO GRANTED A WAIVER.**

P-76 # 4



Letke Security Contractors Inc.  
1607 Bridewells Ct  
Joppa Md 21085 ---  
WBE MBE 94-092 State Of Md.  
443-463-2111--- Baltimore City WBE B 1237  
[Kimletke65@gmail.com](mailto:Kimletke65@gmail.com)  
[Kletke33@aol.com](mailto:Kletke33@aol.com)

Honorable President  
and Members of the Board of Estimates  
c/o Clerk, Board of Estimates  
204 City Hall  
100 N. Holliday Street  
Baltimore, MD 21202 Tel: (410) 396-4755 Fax: (410) 685-4416

*Letke respectfully protest the following Bid : Wc Contract 1204 Druid Lake Finished water Tanks*

*For the Following Reasons:*

- *Contract Oscar Rends Contracting asked Letke for a Price and Letke a WBE provided a price and*
- *On age 11 of the bid documents , the EPA US Form ask if The GC has Identified DBE certified Sub Contractors . Letke Checked the Box . but Oscar had checked the box NO.*
- *This is a clear deceptive business practice and then they asked for a waiver.*
- *Fraud and deceptive business practices are illegal and filing federal forms for a water contract with government funding with the intent to deceive the government is illegal.*
- *In emails to Oscar Rends – Jamie I sent that she needed to sign pages 12- and that I had signed and asked she forward me a copy after the owner or officer sign. And let me know how our price was. See attached EPA Form Sent to bidders*
- *Letke request that you investigate this matter and remove Oscar Rends Contracting bid for fraud and not allow them to bid this project.*
- *Letke also sent pricing to Allen Myers – Cianbro .Letke sent pricing to all the bidders and submitted the EPA forms pages*

Letke , WBE

***The federal Government has a federal Contract Compliance and DOT DBE = Maryland DOT has a fraud complaint form as well.***

***I would respectfully request you rebid this project since 2 out of 4 of the bidders have issues with their bids.***

***If you would like me to file a formal complaint I will with the Federal and State of Maryland AS wells as the City. Since the funding is from the Water fund. I believe the State of Maryland and federal have jurisdiction.***

⌘ Contract assurance – The contract clause included in each DOT-assisted contract obligates the contractor to comply with the DBE program regulations in the administration of the contract. Failure to do so may result in termination of the contract or other remedies that the recipient deems appropriate, including withholding monthly progress payments, assessing sanctions, liquidated damages, and disqualifying the contractor from future bidding as non-responsible.

Maryland has 5,693 MBE DBE and they ask for a waiver.

Download the entire directory5,693download onlyxls file

*DOT Inspector General*

*P.O. Box 23178*

*Washington, DC 20026-0178*

*Respectfully,*

*Kim Letke pres.*

February 2016



OMB Control No: 2090-0030  
Approved: 8/13/2013  
Approval Expires: 8/31/2015

**Disadvantaged Business Enterprise (DBE) Program  
DBE Subcontractor Utilization Form**

This form is intended to capture the prime contractor's actual and/or anticipated use of identified certified DBE<sup>1</sup> subcontractors<sup>2</sup> and the estimated dollar amount of each subcontract. An EPA Financial Assistance Agreement Recipient must require its prime contractors to complete this form and include it in the bid or proposal package. Prime contractors should also maintain a copy of this form on file.

Prime Contractor Name		Project Name	
Bid/ Proposal No.	Assistance Agreement ID No. (if known)	Point of Contact	
Address			
Telephone No.		Email Address	
Issuing/Funding Entity:			

I have identified potential DBE certified subcontractors	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
If yes, please complete the table below. If no, please explain:			
Subcontractor Name/ Company Name	Company Address/ Phone/ Email	Est. Dollar Amt	Currently DBE Certified?
Letke Security Contractors	1607 Bridewells Ct Joppa Md 21085 443 463 2111 kimletke65@gmail.com		y

Continue on back if needed

<sup>1</sup> A DBE is a Disadvantaged, Minority, or Woman Business Enterprise that has been certified by an entity from which EPA accepts certifications as described in 40 CFR 33.204-33.205 or certified by EPA. EPA accepts certifications from entities that meet or exceed EPA certification standards as described in 40 CFR 33.202.

<sup>2</sup> Subcontractor is defined as a company, firm, joint venture, or individual who enters into an agreement with a contractor to provide services pursuant to an EPA award of financial assistance.

**EPA FORM 6100-4 (DBE Subcontractor Utilization Form)**



Letke Security Contractors Inc.

1607 Bridewells Ct

Joppa Md 21085 --- WBE MBE 94-092 State Of Md.

443-463-2111--- Baltimore City WBE B 1237

[Kimletke65@gmail.com](mailto:Kimletke65@gmail.com)

[Kletke33@aol.com](mailto:Kletke33@aol.com)

**Water Contract No. 1204-Druid Lake Finished Water Tanks  
2700 Madisohn Street Baltimore Md 21217**

**Principal Item of work for this project are:**

- Druid Lake Finished Water Tanks-400-foot and 550-foot diameter precast, prestressed concrete tanks following AWWA D-110-13, including appurtenances
- Approximately 6,000 LF of 72-inch diameter PCCP water transmission main, valves and appurtenances
- Approximately 500 LF of 16-30 and 48-inch diameter water transmission main, valves and appurtenances
- Decommissioning of Existing Druid Effluent Chlorination Station
- Installation of a diffused aeration system in Druid Lake
- Site Restoration and Landscaping of New Park Space

**This project is a recipient of the State Revolving Loan**

**Scope Of Work :**

**We are bidding on the following items:**

**Traffic Control – Painting- and Landscaping & lighting – LED – fixture Schedule 187**

**Demolition-**

**0591 Historical railing rehab and paint**

**Supply of labor \$20.00 above scale.**

Letke Security Contractors Inc>  
Kim Letke  
443-463-2111

Druid Park 29<sup>th</sup> Street Traffic Control :

Flaggers rate 45 per hr x 3 x 7 = 945 x 365 estimated days = 344.925 Plus TBD on number of days needed.

Traffic Control MOT \$ 1.288,999

Cones- signs- MOT – Phase 1-224 Phase 2- sheet 227-of 238 Phase 3 and the number of yrs.

Linden Ave-- Ramp 29

Temp sign- detour signs –Druid Park- ramp closed stage phase 1-3

Arrow Panels

Plastic drums

Sand Filled Barrels

Black Out tape

M04-MT 15---- MT A – MT 01-Mt 15

Concrete barriers are not included

Section 9900 – 9915-9800 Coatings

Coatings of inside the 400 Foot Tank – 550 foot Precast concrete after installed

The tank as being built will need to be coated after the concrete is cured

Below ground and above ground.

1. Some will say no not below ground We dis agree per the spec as it advises concrete so we will advise there is a a price for the coatings below ground and you decided to use iit or not. \$ 1,300,000 million below ground. Concrete Curing coatings 145(S106)

Painting Above Ground : \$366,000 Phase 1-3

Coating for all equipment and motors Come factory finished:

Primed all steel and metals come factory Primed- piping – hangers-

Hollow Metal doors – frames come factory primed metals- fiberglass come factory finished

Effluent Chlorination station

Druid lake Aeration Compressor Room ,

Pumping rooms – Aeration Compressor Room



### Towson Sparks – Guilford

painting scope in accordance with the Contract Documents and wage rates \

Finish Paint Ornamental Hrail: refer. Spec. 05 72 10 & 09 91 20; refer. Sheet no. 120; hrail shipped as shop prime; field apply intermediate & finish coats - acrylic enamel; hrails at amphitheater stairs - 4 ea x 10 lf/ea; hrails at amphitheater side aisles - 4 ea x 16 lf/ea; hrails at podium stairs - 4 ea x 6 lf/ea; hrails at podium stairs - 2 ea x 8 lf/ea; hrails at podium ramps - 2 ea x 26 lf/ea.

1. Finish Paint Enclosure Type 3: Post: refer. Spec. 05 72 10 & 09 91 20; refer. Sheet no. 125; enclosure post shipped as shop prime; field apply intermediate & finish coats - acrylic enamel; posts at Enclosure Type 3 - 17 ea; Finish Paint Enclosure Type 3: Panels: refer. Spec. 05 72 10 & 09 91 20; refer. Sheet no. 125; enclosure panels shipped as shop prime; field apply intermediate & finish coats - acrylic enamel; enclosure type 3 panels (8'1" x 3.17'h) - 16 ea; hrails at Enclosure Type 3 - 2 ea x 25 lf/ea.
2. Finish Paint Vehicular Gate: 2 Leaf x 12 lf; refer. Spec. 05 72 10 & 09 91 20; refer. Sheet no. 133; vehicular gates shipped as shop prime; field apply intermediate & finish coats - acrylic enamel; 2 ea vehicular gate 2 leaf x 12 lf; 1 ea vehicular gate 2 leaf 15.33 lf.
3. Finish Paint Enclosure Type 1: Post: refer. Spec. 05 72 10 & 09 91 20; refer. Sheet no. 125; enclosure post shipped as shop prime; field apply intermediate & finish coats - acrylic enamel; posts at Enclosure Type 1 - 92 ea; Panels: refer. Spec. 05 72 10 & 09 91 20; refer. Sheet no. 124; enclosure panels shipped as shop prime; field apply intermediate & finish coats - acrylic enamel; enclosure type 1 panels (9.67'1" x 4.33'h) - 115 ea.
4. Work to be performed during 2021 - price accordingly.

### E -147 upper tank –page 154

Butterfly wheels – piping above ground and in tanks .

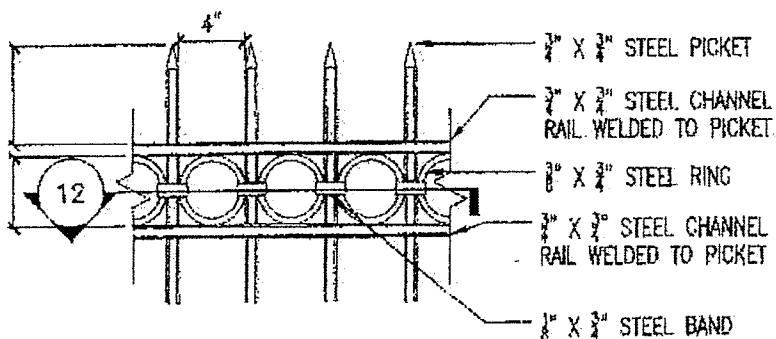
Wage scale and hiring of youth program

### Letke Security Contractors INC.

If the railings comes factory primed and installed no welding etc price to Paint in the field  
Year 2017 summer or fall not in the winter \$227,500

### Section 0591 Railing – Historical repaint and repair– stairs- piping- PAGE 124

Restore railing and gate and paint \$488,900



## Lights – Led

### Landscaping pages Loo1-L-030 missing pages

Item 701 2,900 sq yards of top soil \$42,000

Item 702 600 yards of Mulch Path base 12,000

Item 703 11 new trees x 2500 = 27,500

Item 704 242 plating of shrubs \$33,000

Item 707 5 pounds of seeding – temp \$ 500

Item 709 758 sq yards of Hardwood Bark Mulch \$ 11,379 ( installed )

Item 710 1922 sq yrd of permanent seeding \$33,000

Item 713 Sod Item Number 713 – QTY 739 sq yards of Sodding = 44,648

Item 714 3,065 sq yards of watering \$23,000

- 
- 
- Landscaping Demo \_ Area 1 & 2 protection of trees
- Forest Conservation pages 136-139

Light Fixture schedule \$1.399,000 PAGE 187

Electrical to run power from panel to street lights and letke will connect and install lights

Street Lights D

Letke will furnish and install lights – Electrical to install power and conduit.

Letke can also due data.

STREET LIGHTS – LED- EXIT LIGHTS-







**Demolition Section : selective demo(**

**Benches- still working on this**

Removal of Old tanks concrete page 154

Demo existing concrete walls Demolition of Tanks after draining: we can work with you on this since it is a big part of the project.

**Druid –Remove signs- shrubs-asphalt sidewalk-remove light+**

LIGHTING FIXTURE SCHEDULE						
FIXTURE TYPE	MOUNTING HEIGHT	CABLE		VOLTS	DESCRIPTIONS WITH CATALOG NO.	REMARKS
		WATTAGE	LAMP			
 A	SEE LIGHTING PLAN	54	LED	120	CAST ALUMINUM HOUSING WITH INTEGRAL COOLING FINS FOR THERMAL MANAGEMENT, CAST ALUMINUM DRIVER COMPARTMENT SEALED WITH ONE-PIECE GASKET, LUMINAIRE SHALL PRODUCE IES TYPE II DISTRIBUTION WITH NO UPLIGHT, IT SHALL BE IP 65 RATED, SUITABLE FOR WET LOCATION, THE HOUSING SHALL BE PROTECTED WITH A POLYESTER POWER COAT FINISH, VISIONAIRE CAT #VSC-1-T3-32-B-4K-UNV-WM-BK-PC 120.	SEE DETAIL A
 B	SEE LIGHTING PLAN	47	LED	120	FIBERGLASS OUTER HOUSING, 0.40' ALUMINUM INNER HOUSING, WITH CLOSED CELL POLYURETHANE GASKET POURED AND FORMED IN PLACE, IP 65 CERTIFIED, FIXTURE SHALL BE EQUIPPED WITH STAINLESS STEEL LATCHES, 82% REFLECTIVE WHITE POLYESTER POWDER COATED REFLECTOR AND FROSTED, RIBBED, IMPACT RESISTANT ACRYLIC LENS, WILLIAMS CAT #86-4-L40/840-HWFR-SS LATCH-DRY-UNV.	SEE DETAIL B
 D1	SEE LIGHTING PLAN	12	MR16	120	SEVERE AND HARSH ENVIRONMENTS COMBINATION OF LED EXIT SIGN AND EMERGENCY LIGHT HEADS, NEMA 4X WITH SEALED MAINTENANCE-FREE BATTERIES, LIGHTALARMS CAT # XV-12E-1R-D-4X-2M12-CN4 OR APPROVED EQUAL.	SEE DETAIL D1
 D2	SEE LIGHTING PLAN	54	PAR36	120	SEVERE AND HARSH ENVIRONMENTS EMERGENCY LIGHTING UNIT, HIGH IMPACT THERMOPLASTIC CASE FEATURES OIL, WATER AND DUST-TIGHT CONSTRUCTION, STAINLESS STEEL HARDWARE, NEOPRENE GASKET AND VENTED COMPARTMENT FOR SEALED MAINTENANCE-FREE BATTERIES, LIGHTALARMS CAT # 2F12M1-4446-ID-H1-2-F0-1-120 OR APPROVED EQUAL.	SEE DETAIL D2
 F	SEE LIGHTING PLAN	14	LED	120	COMPACT CAST ALUMINUM POWDER COATED IP65 RATED FIXTURE, LDPI CAT #LEV-14-U-53-G2-W	SEE DETAIL F
 G1, G2, G3	SEE LIGHTING PLAN	69.3	LED	120	FIXTURE SHALL BE MANUFACTURED FROM PHILIPS HADCO, CAT #S5776J LUMINAIRE AND #SP4584D POLE, FIXTURE SHALL HAVE CLEAR PRISMATIC ROOF, IP68 RATED, TYPE V LUMINOUS LED MODULE, HEX HEAD FASTENERS, PRISMATIC ACRYLIC REFRACTOR, TWIST LOCK 120V GFI RECEPTACLE, 69.3W LED, 120V.	SEE DETAIL G

Security For 1 yr.

Security on site Cameras - \$135,000

Web Based Cameras of site 4 cameras for 1 yr.

On site Security \$ 399,000 labor

2 Security 5pm to 1 then 11-pm to 7 am

On site at the trailer and watching CCTV

Labor rate plus 20 above Rate \$

Respectfully,  
Kim Letke

OPENING DATE: RECV'D: 07/27/16  
OPENED: 07/27/16

[illegible]

**MINUTES**

Bureau of Purchases - Acceptance of Technical Proposal  
and Opening of Price Proposals

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the Technical Proposal submitted for B50004585, 911 Customer Premise Equipment (CPE) System and approve the opening of the Price Proposal of the following vendors:

Carousel Industries of North America, Inc.  
Motorola Solutions, Inc.  
West Safety Solutions, Corp.

The Board is also requested to authorize the return of the remaining price proposals of the vendors not meeting the minimum technical score.

**AMOUNT OF MONEY AND SOURCE:**

N/A - No award is being recommended at this time.

**BACKGROUND/EXPLANATION:**

Vendors were solicited by posting on CitiBuy, e-Maryland Marketplace, and in local newspapers.

On September 14, 2016, the Board received proposals for solicitation B50004585 from Micro Automation, Motorola Solutions, Inc., West Safety Solutions, Inc., TriTech Software Systems, and Carousel Industries of North America, Inc. The five proposals received were found responsive and subsequently reviewed by the evaluation committee for technical scoring. Out of the five proposals scored by the evaluation committee, the bids submitted by Carousel Industries of North America, Inc., Motorola Solutions, Inc., and West Safety Solutions, Corp. met the City's technical score requirements for price opening.

## MINUTES

Bureau of Purchases - cont'd

Therefore, it is recommended that the technical proposals from the three vendors meeting the City's technical score requirements be accepted and the price proposals from those three vendors be opened.

UPON MOTION duly made and seconded, the Board approved acceptance of the Technical Proposal submitted for B50004585, 911 Customer Premise Equipment System and approved the opening of the Price Proposal of the following vendors: Carousel Industries of North America, Inc., Motorola Solutions, Inc., West Safety Solutions, Corp. The Board also authorized the return of the remaining price proposals of the vendors not meeting the minimum technical score.

**MINUTES****RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			
1. Carolyn Nganga-Good	American Public Health Association Conference Denver, CO, Oct. 29, - Nov. 3, 2016 (Reg. Fee \$565.00)	Federal Funds	\$2,811.61

Ms. Nganga-Good traveled to Denver, Colorado on October 29 - November 3, 2016 to attend the American Public Health Association Conference. The subsistence rate for this location was \$241.00 per day. The hotel rate was \$249.00 per night, plus occupancy tax of \$26.77 per night and a State tax of \$9.96 per day. Therefore, the Board is requested to approve additional subsistence in the amount of \$8.00 per day to cover the hotel costs.

The airfare in the amount of \$337.96 was prepaid on a City-issued procurement card assigned to Ryan Hemminger. Therefore, the requested reimbursement amount to Ms. Nganga-Good is \$2,473.65.

**REIMBURSEMENT**

\$(337.96) - Airfare (Prepaid on a City-issued procurement card)

60.00	- Taxi
200.00	- Meals
565.00	- Registration
220.00	- Membership fees
1,245.00	- Hotel (\$249.00 x 5 = \$1,245.00)
133.85	- Occupancy tax (@ \$26.77 per night x 5)
49.80	- state sales tax (@ \$9.96 per night x 5)
<b>\$2,473.65</b>	

## MINUTES

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>Health Department</u> - cont'd			

This request is late because of delays at the administrative level. The Department apologizes for the lateness.

2. Melina Turtle	Center for Disease	DHMH	\$1,709.40
Rose Jefferson	Control National	Immuni-	
	Immunization	zation	
	Conference 2016		
	Atlanta, GA		
	Sept. 12 - 15, 2016		
	(Reg. Fee \$0.00)		

Mses. Turtle and Jefferson traveled to Atlanta, Georgia on September 12 - 15, 2016 to attend the Center for Disease Control National Immunization Conference 2016.

The subsistence rate for this location was \$207.00 per day. The hotel rate for each attendee was \$138.00 per night, plus a sales tax of \$11.04 per day, an occupancy tax of \$11.04 per day, and a State hotel-motel fee of \$5.00 per day. The airfare in the amount of \$203.96 for Mses. Turtle and Jefferson was pre-paid on a City-issued credit card assigned to Mr. Ryan Hemminger.

Mses. Turtle and Jefferson personally incurred the costs of the hotel, the sales taxes, the occupancy taxes, and the State hotel-motel fees. Therefore, Ms. Turtle will be reimbursed \$654.01 and Ms. Jefferson will be reimbursed \$647.47.



## MINUTES

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>Health Department</u> - cont'd			

REIMBURSEMENT - MS. TURTLE

\$ (203.96)	- Airfare (Pre-paid on City-issued credit card)
60.00	- Shuttle (from airport to hotel) and parking
414.00	- Hotel (@ \$138.00 x 3)
33.12	- Sales tax (@ \$11.04 x 2)
33.12	- Occupancy tax (@ \$11.04 x 3)
15.00	- State hotel-motel fee (@ \$5.00 x 3)
98.77	- Meals
<u>\$ 654.01</u>	- <b>Total</b>

REIMBURSEMENT - MS. JEFFERSON

\$ (203.96)	- Airfare (Pre-paid on City-issued credit card)
20.00	- Shuttle (from airport to hotel) and parking
414.00	- Hotel (@ \$138.00 x 3)
33.12	- Sales tax (@ \$11.04 x 3)
33.12	- Occupancy tax (@ \$11.04 x 3)
15.00	- State hotel-motel fee (@ \$5.00 x 3)
112.76	- Meals
19.47	- Shuttle (from hotel to airport)
<u>\$ 647.47</u>	- <b>Total</b>

These requests are late because notification of the conference was not received in time for the attendees to request Board of Estimates approval prior to travel. The Department apologizes for the lateness.

## MINUTES

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>Department of Recreation and Parks</u>			
3. Robert Signor	Non-Violent Crisis Intervention Training Hanover, MD April 26 - 29, 2016 (Reg. Fee \$2,670.00)	Accessory Account	\$2,883.41

Mr. Signor traveled to Hanover, Maryland on April 26 - 29, 2017 to attend the Non-Violent Crisis Intervention Training.

The registration cost of \$2,670.00 and the training fee of \$140.00 were pre-paid using EA000185049. Mr. Signor personally incurred the costs of mileage and food. Therefore, the requested reimbursement amount to Mr. Signor is \$73.41.

This request is late because of delays in the administrative review process. The Department requests retroactive travel approval.

The requested travel reimbursement is as follows:

REIMBURSEMENT - MR. SIGNOR

\$52.92 - Mileage
<u>20.49 - Food</u>
<b>\$73.41</b>

UPON MOTION duly made and seconded, the Board approved the retroactive travel approvals and reimbursements.

**MINUTES**

Department of Housing and                      - Consolidated, Amended and  
Community Development (DHCD)       Restated Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Consolidated, Amended, and Restated Grant Agreement with Baltimore Community Lending, Inc. The Agreement expires on December 1, 2026.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

Between December 2011 and September 2013, the Board of Estimates approved three Grant Agreements with Baltimore Community Lending, Inc. (BCL), a nonprofit lending institution that makes loans in predominantly underserved areas.

The agreements provided a total of \$1,000,000.00 to support BCL's lending efforts in Vacants to Value Community Development cluster areas. One Hundred Seventy-Five Thousand Dollars was used to establish a Loan Loss Reserve Fund. The remaining Eight Hundred Twenty-Five Thousand Dollars was loaned to developers. All of the loan funds have been repaid. The BCL is requesting the ability to use repayment to support their lending efforts Citywide for affordable and mixed income housing projects. The BCL will report on loans made and units created.

**MBE/WBE PARTICIPATION:**

The Grantee has signed a Commitment to Comply with the City's Minority and Women's Business Enterprise Program of the City of Baltimore.

**MINUTES**

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Consolidated, Amended, and Restated Grant Agreement with Baltimore Community Lending, Inc.

**MINUTES**

Department of Housing and                      - Amendment No. 1 to Memorandum  
Community Development (DHCD)            of Agreement

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**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the execution of Amendment No. 1 to the Memorandum of Agreement (MOA) among the Maryland Department of Housing and Community Development (MD DHCD), the Baltimore City Department of Housing and Community Development (DHCD), the Mayor and City Council of Baltimore (City), Poppleton Development I LLC, The Baltimore Commission for Historic and Architectural Preservation (CHAP), and the Maryland Historical Trust (MHT). The Amendment No. 1 to the MOA extends the period of the MOA through December 14, 2021.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On January 30, 2007, the parties executed the MOA agreement defining the undertaking as the acquisition of properties within the Poppleton neighborhood. The MHT determined that the undertaking would constitute an adverse effect on the National Historic Landmark/Maryland Register of Historic Properties-listed Edgar Allen Poe House and the Maryland Register of Historic Properties-listed Sarah Ann Row Houses and the Metro Metals Building.

The following requirements among others have not been completed: rehabilitation of Sarah Ann row houses, rehabilitation of the Metro Metals Building, evaluation, and treatment of Archeological Resources at Site 18BC151.

The Amendment No. 1 to the MOA will extend the period of the MOA through December 14, 2021 in order for the acquisition of the properties to be completed and in order that the requirements of the MOA can be met.

## MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 1 to the Memorandum of Agreement among the Maryland Department of Housing and Community Development, the Baltimore City Department of Housing and Community Development, the Mayor and City Council of Baltimore, Poppleton Development I LLC, The Baltimore Commission for Historic and Architectural Preservation, and the Maryland Historical Trust.

## MINUTES

PROPOSAL AND SPECIFICATIONS

1. Department of Transportation - TR 12311, Replacement of Three Bridges Over MD 295: Waterview Avenue Bridge, Annapolis Road Bridge and Maisel Street Pedestrian Bridge; Corridor-Wide Guide Sign Replacement - Bush Street to City-County Line  
**BIDS TO BE RECV'D: 01/25/2017**  
**BIDS TO BE OPENED: 01/25/2017**

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

## MINUTES

A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART FOR ALL 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 6, 2016

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:

Pages 1 - 87, City Council President and members of the Board of Estimates, BOE Agenda dated December 7, 2016, if acted upon:

- a. 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;
- b. 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;
- c. 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;
- d. 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;
- e. In the interest of promoting greater transparency with the public this board should willing begin to include in the weekly agenda more details which it discusses in closed sessions without benefit of public participation.

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

5519 Belleville Ave  
Baltimore, MD 21207

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

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

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

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on December 7, 2016.

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

Sincerely,  
Kim Trueheart, Citizen & Resident

*5519 Belleville Ave  
Baltimore, MD 21207*

## MINUTES

President: "There being no more business before the Board, the meeting will recess until bid opening at 12 noon. Thank you. Oh, I'm -- I'm sorry. Um -- we're having comments by the Mayor."

Mayor: "So, on this first day of sitting here, I can tell you that it's cold, very cold."

President: "It is cold."

Mayor: "And -- and I can also say to you that we -- our City Hall needs a lot of work. Uh -- but it is really grateful to sit here with my colleagues and deliberate on some of these things. I would want you all to know that we had a complete review of the agenda items. Uh -- but also we need to bring a cup of tea and we need a heater. It is cold."

President: "It is cold back here."

Mayor: "And um -- I thank all of the Department Heads that were here to explain um --- their various issues before us. But, I hope that you all heard that consistently throughout the various reports, we have a technology problem in this City and we need to address our technology needs in order to become more effective and more efficient."

## MINUTES

President: "I agree."

Mayor: "And uh -- I know that much of which was discussed this morning as it relates to the audits, and I was glad to be here for the audit discussion because, you know, there is conversation prior to me becoming the Mayor that the City wasn't doing audits. So, we know that the City does do audits and so I thank you for that and we will continue to do audits and we will continue to look at how we bring some of these things inside, because it will be more cost efficient. But, we will work on uh -- developing a better technology platform so that all of our agencies can be effective. There is no excuse for this day and time for people not to be able to submit stuff online and to be able to get information online. So, we'll work on that. Thank you all. I enjoyed my first meeting."

President: "The meeting is adjourned -- is adjourned until bid opening at 12 noon."

\* \* \* \* \*

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

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

Bureau of Purchases - B50004809, Mechanical Joint Gate Valves

F.M. Shelton, Inc.

J&S Valve

Belair Road Supply Co., Inc.

Water Technology Resources

HD Supply Waterworks LTD

DS Pipe & Steel Supply LLC

Ferguson Enterprises dba Ferguson Waterworks

## MINUTES


Bureau of Purchases - B50004585, 911 Customer Premise Equipment  
(CPE) System (**PRICE OPENING**)

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Carousel Industries  
Motorola Solutions, Inc.  
West Safety Solutions, Inc.

\* \* \* \* \*

There being no objections, the Board, UPON MOTION duly made  
and seconded, adjourned until its next regularly scheduled  
meeting on Wednesday, December 14, 2016.



JOAN M. PRATT  
Secretary