

**MINUTES****REGULAR MEETING**

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

President: "Good Morning, the January 13, 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 hearings 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 the charge of trespassing. I will direct the Board members attention to the memorandum from my office dated January 11, 2016, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda."

MINUTES

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

Comptroller: "Second."

President: "All those in favor say AYE. All those opposed, NAY.

The Motion carries. The routine agenda has been adopted."

\* \* \* \* \*

**MINUTES**

Department of Real Estate - Addendum to Contract of Sale

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Addendum to Contract of Sale for the property known as 3314 Ayrdale Avenue located in the Forest Park Community.

**AMOUNT OF MONEY AND SOURCE:**

\$35,127.00 - New Purchase Price

**BACKGROUND/EXPLANATION:**

On October 7, 2015, the Board approved a contract of sale between the Mayor and City Council and Williams-Carroll, LLC for a purchase amount of \$58,500.00.

**STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE APPRAISED VALUE:**

The property was appraised on February 15, 2015 with a fair market value of \$58,500.00. Prior to settling on the property, Williams-Carroll, LLC performed a final inspection of the property and discovered that the property had sustained substantial water damage due to the deteriorating roof which caused a substantial amount of mold throughout the building. The Department of General Services performed an inspection of the premises and determined that the cost to repair the roof to be \$23,373.00.

The addendum provided for the reduction to the sale price. In consideration for the cost to repair the roof and remediation of the mold, a negotiated price reduction in the amount \$23,373.00 is requested to be approved by the Board. The new purchase price will be \$35,127.00.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Addendum to Contract of Sale for the property known as 3314 Ayrdale Avenue located in the Forest Park Community.

**MINUTES**

Mayor's Office on Criminal Justice - Inter-Agency Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the agreement with the Baltimore City Department of Recreation and Parks. The period of the Inter-Agency Memorandum of Understanding is July 1, 2015 through June 30, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$50,167.00 - 1001-000000-2252-750900-603026

**BACKGROUND/EXPLANATION:**

The Youth Connections Centers (Centers) will receive youth who are in violation of nighttime curfew and connect youth and families with appropriate services and supports. The Baltimore City Department of Recreation and Parks will provide the use of recreation centers to house the Centers and provide staffing for the hours that the Centers are functional.

The agreement is late because of administrative and legal processes between the two agencies.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with the Baltimore City Department of Recreation and Parks.

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

6 - 7

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

**MINUTES****TRANSFERS OF FUNDS**

| <u>AMOUNT</u>  | <u>FROM ACCOUNT/S</u>  | <u>TO ACCOUNT/S</u>                                |
|--|--|--|
| <u>Baltimore Development Corporation</u>                         |  |  |
| 1. <b>\$350,000.00</b><br>24 <sup>th</sup> Economic<br>Dev. Fund | 9910-925013-9600<br>Construction<br>Reserve (Façade<br>Improvements) | 9910-921101-9601<br>Commercial Revital-<br>ization |

This transfer will provide funds for the Façade grant to renovate the entire 1000 odd-block of West Baltimore Street (1019-1041). The properties consist of ground floor commercial units with 2<sup>nd</sup> and 3<sup>rd</sup> story residential units.

Department of General Services

|   |   |  |
|---|---|--|
| 2. <b>\$250,000.00</b><br>General Funds | 9916-901830-9194<br>68 <sup>th</sup> Street Dump<br>Site Environmental<br>- Reserve | 9916-913730-9197<br>Abel Wolman Elevator<br>Upgrade - Active |
|---|---|--|

This transfer will provide funds for the replacement and upgrade of the elevators in the Abel Wolman Municipal Building to bring them to current code compliance.

The elevators in the Abel Wolman Municipal Building have a high priority status for the importance of service provided to both the public and other City agencies. The elevators break down on a daily basis and have reached the stage where needed parts for maintenance and repair are no longer being manufactured.

## MINUTES

TRANSFERS OF FUNDS

| <u>AMOUNT</u>                       | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u> |
|-------------------------------------|-----------------------|---------------------|
| <u>Department of Transportation</u> |                       |                     |
| 3. \$ 65,000.00                     | 9950-908402-9509      |                     |
| 23 <sup>rd</sup> Econ. Dev.         | Constr. Res. -        |                     |
|                                     | Boston/O'Donnell      |                     |
|                                     | Conn Rd.              |                     |
| 35,000.00                           | 9950-908402-9509      |                     |
| <u>MVR</u>                          | Constr. Res. -        |                     |
|                                     | Boston/O'Donnell      |                     |
|                                     | Conn Rd.              |                     |
| <b>\$100,000.00</b>                 | -----                 | 9950-904402-9508-3  |
|                                     |                       | Design Boston/      |
|                                     |                       | O'Donnell Connector |
|                                     |                       | Road                |

This transfer is to cover the deficit and other expenses related to the project "Boston/O'Donnell Connector Road."

|                |                   |                    |
|----------------|-------------------|--------------------|
| 4. \$ 5,000.00 | 9950-903335-9528  | 9950-902335-9527-5 |
| FED            | Constr. Res. EBDI | Inspection         |
|                | Life Science Park | EBDI Life Sciences |
|                | Phase I           |                    |

This transfer is to cover the deficit and to meet the costs of the project TR 07309 "EBDI Life Sciences."

|                 |                  |                    |
|-----------------|------------------|--------------------|
| 5. \$ 15,000.00 | 9950-908042-9509 | 9950-910042-9508-5 |
| FED             | Constr. Res.     | Inspection         |
|                 | Haven Street -   | Haven Street       |
|                 | Eastern to       | Resurfacing/Rehab  |
|                 | Boston           |                    |

This transfer is to cover the deficit and to meet the costs of the project TR 14310 "Haven Street Resurfacing/Rehab."

**MINUTES**

Office of the Mayor - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with Mr. William S. Ratchford, II. The period of the Agreement is January 1, 2016 through December 31, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$95,000.00 - 1001-000000-1250-152900-603018 (\$95.00 hourly)

**BACKGROUND/EXPLANATION:**

Mr. Ratchford is knowledgeable of State and local legislative and fiscal matters. He has been involved in legislative and fiscal policy analysis before the Maryland General Assembly since 1962. He served as Director of the Department of Fiscal Services from 1974 to 1977 and has earned a great deal of respect in legislative policy and fiscal matters.

As a consultant to the Mayor and Senior Advisor, he will prepare and provide expert analysis on State legislative and fiscal matters impacting Baltimore City and various matters concerning the Baltimore City Public School System.

The Agreement is late because it was difficult obtaining signatures due to out-of-town obligations.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Mr. William S. Ratchford, II. The Mayor **ABSTAINED**.



**MINUTES**

Department of Law - Settlement Agreement and Release

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Settlement Agreement and Release whereby the City will be able to resolve a lawsuit relating to certain property encroachments along Towson Street in the Locust Point area of the City and to transfer part of a City-owned vacant lot for which it has no use.

**AMOUNT OF MONEY AND SOURCE:**

The City will pay no money for this settlement.

**BACKGROUND/EXPLANATION:**

Kopernik Federal Bank, Plaintiff, is the owner of the real property at 1332 Towson Street in Locust Point. The property contains a foundation but is otherwise unimproved. Mr. Steven Jupitz and Ms. Erin Webb, Defendants, are the co-owners of an adjoining row-house structure at 1334 Towson Street. The row-house structure encroaches onto the Plaintiff's property. The Plaintiff's foundation in turn encroaches onto part of the City's adjoining lot. The rear of both the Plaintiffs foundation and the rear of the Defendants' row house also encroach onto the City's lot.

The Plaintiff was unable to get financing to build a new row house on the property's foundation and the Plaintiff filed suit against the Defendants to remove that part of their row house that is encroaching. In turn, the Defendants named the City as a necessary party in the case. The City has no use for its parcel which it acquired decades ago through tax sale. At present, the otherwise unimproved foundation has become a nuisance to the community.

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

Under the proposed settlement, the Plaintiff will transfer a part of its lot to Defendants and the City will transfer parts of its parcel to Plaintiff and to Defendants. These transfers will resolve the encroachment problems, will enable Plaintiff to build a home on its lot, and will enable Defendants to keep their existing row house. Plaintiff and Defendants will pay \$15,000.00 into an escrow fund of a title company selected by Department of Housing and Community Development (DHCD). This money will be used for the necessary title and survey work needed to submit a new subdivision plan and the deeds of conveyance relating to the fixing of the encroachment problems. The money will also pay for the \$1,500.00 appraised value of the City's lot. Once these matters are achieved, the case will be dismissed with prejudice.

In addition to the Plaintiff and the Defendants, there are many other row houses the rears of which encroach onto the City's lot. The DHCD desires to convey the remainder of the City's lot to all of the owners of these row houses so that they may incorporate into their lots those parts of the City's property already being used by them. The City will receive the benefit of ridding itself of property it has no use for and it is now required to keep clean. The City will also receive monies to assist it with transferring the remainder of its vacant lot which presently costs the City money to keep clean.

The DHCD anticipates that after the transfers to the Plaintiffs and the Defendants, there will still be funds remaining of the \$15,000.00 to assist with the administrative costs relating to these additional transfers. The DHCD has already received approval from the City Council for the transfer of the City's lot through the procedure available for tax sale properties under Section 8-3 of Article 28 of the City Code. Accordingly the Settlement Committee of the Law Department recommends that the Board approve the transfers as set forth herein and in more detail on the Settlement Agreement and Release.

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Department of Law - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement and Release whereby the City will be able to resolve a lawsuit relating to certain property encroachments along Towson Street in the Locust Point area of the City and to transfer part of a City-owned vacant lot for which it has no use.

**MINUTES**

Department of Law - Settlement Agreement and Release

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Settlement Agreement and Release for the action brought by Litta Wells, individually and as personal representative of the Estate of George B. Wells III, George Wells Jr., Martinique Flowers, mother and next friend of minor G.W., and L.N., as mother and next friend of minor L.W. against Officer Jethro Estavien for alleged Survival Action and Wrongful Death claims.

**AMOUNT OF MONEY AND SOURCE:**

\$145,000.00 - 1001-000000-2041-716700-603070

**BACKGROUND/EXPLANATION:**

On March 31, 2012, at approximately 11:17 a.m., officers received a call to respond to the 2500 block of Brookfield Avenue for a call for domestic violence. Upon arrival the officers were met by Martinique Flowers and her son who indicated that George Wells III (decedent) choked Ms. Flowers and had thrown her down prior to running out of the back of the residence. Ms. Flowers and her son provided the officers with a description of the decedent, indicating that he was wearing a gray hoodie, black pants with gray boots, which was broadcasted over police radio. Officer Estavien drove around the neighborhood. A short time later, another Officer broadcasted that she saw a male matching the description going through the alley towards Callow Avenue. While driving on Callow Avenue, Officer Estavien observed a male that partially matched the description, except the male wore a white hoodie as opposed to a gray one. When Officer Estavien pulled alongside the male, he told Officer Estavien that the person he was looking for just ran down the alley. As a result, Officer Estavien proceeded down the alley unsuccessfully looking for the suspect.

## MINUTES

Department of Law - cont'd

When Officer Estavien called in to confirm the description of the suspect, he was informed that while the suspect did have on a gray hoodie, he also had on several layers of clothes and might have changed. A few minutes later, Officer Estavien observed the same male that had provided the false information near Druid Park Lake Drive and Callow Avenue. When the individual stepped into the street, Officer Estavien pulled his car in front of him to block his path. When Officer Estavien exited his vehicle, he could see a gray hoodie protruding from underneath of the white hoodie. Because the decedent had his hands concealed within the hoodie, Officer Estavien asked him to take his hands out of his pockets. However, Decedent began looking around and backing up as if he was going to run. Officer Estavien grabbed the decedent's hoodie to prevent him from running, at which time the decedent pulled out a knife and raised it. In response, Officer Estavien withdrew his service weapon and fired shots at the decedent striking him. Estavien broadcasted the incident over the police radio. A medic responded to the scene and provided medical treatment to the decedent, who was transported to Shock Trauma. The decedent was pronounced dead at 12:23 p.m. that afternoon.

As a result of the incident, the Plaintiffs filed suit seeking an unspecified amount of damages. Because of conflicting factual issues, fatal injuries, and given the uncertainties and unpredictability of jury verdicts, the parties propose to settle the matter for a total sum of \$145,000.00 in return for a dismissal of the litigation.

Based on a review of the facts specific to this case, the Settlement Committee of the Law Department recommends that the Board approve the Settlement of this case as set forth herein.

**APPROVED FOR FUNDS BY FINANCE**

## MINUTES

Department of Law - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement and Release brought by Litta Wells, individually and as personal representative of the Estate of George B. Wells III, George Wells Jr., Martinique Flowers, mother and next friend of minor G.W., and L.N., as mother and next friend of minor L.W. against Officer Jethro Estavien for alleged Survival Action and Wrongful Death claims.

**MINUTES**

Department of Law - Settlement Agreement and Release

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Settlement Agreement and Release brought by the Department of Law, on behalf of the Office of Legal Counsel for the Baltimore City Board of School Commissioners (hereafter "Board"), to approve the settlement of a lawsuit against the Board, filed by Shaun Redden in connection with injuries he suffered while a minor student on the campus of the W.E.B. DuBois High School.

**AMOUNT OF MONEY AND SOURCE:**

\$25,000.00 - 2049-000000-7490-00000-603101

**BACKGROUND/EXPLANATION:**

The incident is alleged to have occurred on March 20, 2003, at W.E.B. Du Bois High School when the Plaintiff was a student in the 11<sup>th</sup> grade. During a transition between classes, the Plaintiff was pushed by another student while walking with some friends in the hallway. He tried to place his hands on the wall to brace his fall and his hand struck a metal strike plate that was sticking out from the wall. The defective strike plate had been reported several times but had not been repaired. The Plaintiff immediately went to the nurse's office where an ambulance and the Plaintiff's mother were called.

The Plaintiff suffered severe injuries to his hand including a complex deep laceration with tendon and nerve involvement to his left palm. The Plaintiff had surgery to repair the common digital nerve to the 3<sup>rd</sup> web space and the tendon to the ring finger. The Plaintiff has a three inch scar, extending from the bottom of his ring finger. As a result of the incident, suit was filed against the Board seeking \$500,000.00 in damages. Pursuant to settlement discussions, the parties have agreed that Plaintiff will dismiss all claims in connection with the suit for \$25,000.00.

**MINUTES**

Department of Law - cont'd

Based on a review of the facts specific to this case, the Settlement Committee of the Law Department recommends that the Board approve the Settlement of this case as set forth herein.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement and Release brought by the Department of Law, on behalf of the Office of Legal Counsel for the Baltimore City Board of School Commissioners, to approve the settlement of a lawsuit against the Board, filed by Shaun Redden in connection with injuries he suffered while a minor student on the campus of the W.E.B. DuBois High School.



## 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. | 5515 Harford Road       | Howard Fine            | Two double face electric signs<br>4' x 4' each                  |
|    | Annual Charge: \$169.60 |                        |   |
| 2. | 703 N. Milton Avenue    | Mohamed E. Sayed       | Retain awning w/signage<br>14' x 2',<br>eight fluorescent tubes |
|    | Annual Charge: \$387.10 |                        |   |
| 3. | 3322 Greenmount Avenue  | Ogbazion Ghebregiorgis | One flat sign @ 1.33' x 5.83'<br>one flat sign @ 20.83' x 2'    |
|    | Flat Charge: \$227.77   |                        |   |
| 4. | 122 S. Broadway         | Guadalupe Martinez     | Retain flat sign<br>9' x 4'                                     |
|    | Annual Charge: \$151.20 |                        |   |

## MINUTES

Department of Transportation - cont'd

|    | <u>LOCATION</u>              | <u>APPLICANT</u>                             | <u>PRIVILEGE/SIZE</u>   |
|----|------------------------------|--|---|
| 5. | 5911 York Road               | Belvedere Holdings,<br>LLC                   | Handicap Ramp<br>118.25 sf.   |
|    | Application Fee: \$ 25.00    |  |   |
| 6. | 101 W. Cross<br>Street       | Johns Hopkins<br>University<br>Holdings, LLC | Four balconies @<br>14 sf. each,<br>four oriel windows<br>@ 21 sf. each,<br>two canopies, one<br>@ 500 sf., one @<br>68 sf. |
|    | Annual Charge: \$ 2,054.45   |  |   |
| 7. | 1414 Key Highway             | 1414 Key Highway<br>Holdings, LLC            | One canopy 18' x 5'   |
|    | Annual Charge: \$ 189.00     |  |   |
| 8. | 1004-1022 McDonogh<br>Street | Eager Park<br>Properties I,<br>LLC           | Ten sets of steps<br>4'6" x 5'3" each   |
|    | Application Fee: \$ 250.00   |  |   |
| 9. | 1301 N. Charles<br>Street    | Mount Royal<br>Properties, LLC               | One flat sign 20<br>sf.   |
|    | Annual Charge: \$ 70.40      |  |   |

## MINUTES

Department of Transportation - cont'd

|     | <u>LOCATION</u>                   | <u>APPLICANT</u>                     | <u>PRIVILEGE/SIZE</u>   |
|-----|-----------------------------------|--------------------------------------|---|
| 10. | 1003 S. Belnord<br>Avenue         | Donovan<br>Development<br>Group, LLC | One set of steps<br>9 sf.   |
|     | 1005 S. Belnord<br>Avenue         | Donovan<br>Development<br>Group, LLC | One set of steps<br>9 sf.   |
|     | Flat Charge:                      | \$ 70.40                             |   |
| 11. | 301 W. 29 <sup>th</sup><br>Street | Miller's Square<br>Retail, LLC       | Outdoor seating<br>1,552 sf.<br>Planters 270 sf.<br>30 bike racks |
|     | Annual Charge:                    | \$23,126.50                          |   |

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

**MINUTES**

Department of Transportation - Partial Release of Retainage

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Partial Release of Retainage Agreement with R.E. Harrington Plumbing & Heating, Inc., for Contract No. TR 14010, Conduit System Reconstruction for Urgent Needs at Various Locations Citywide (JOC).

**AMOUNT OF MONEY AND SOURCE:**

\$109,327.85 - 9962-906062-9562-000000-200001

**BACKGROUND/EXPLANATION:**

R.E. Harrington Plumbing and Heating, Inc. is requesting a release of retainage for TR 14010 in the amount of \$111,327.85. All work on TR 14010 is substantially completed and all punch list items are completed. The contractor is requesting a partial release of retainage for \$109,327.85. The remaining \$2,000.00 is sufficient to protect the interest of the City.

**MWBOO HAS APPROVED THE RELEASE.**

**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 Partial Release of Retainage Agreement with R.E. Harrington Plumbing & Heating, Inc., for Contract No. TR 14010, Conduit System Reconstruction for Urgent Needs at Various Locations Citywide (JOC).



## MINUTES

Department of Housing and - cont'd  
Community Development

The period of the agreement is September 1, 2015 through August 31, 2016.

3. **THE CAROLINE FRIESS CENTER, INC.** **\$110,000.00**

Account: 2089-208916-5930-426934-603051

This agreement will provide CDBG funds to subsidize the Subgrantee's operating expenses for one year. The Subgrantee provides a 15-week education and career training and placement program for unemployed and under-employed women that reside in Baltimore City. Upon completion, the Subgrantee assists women with job placement and support services for one year after job placement. The period of the agreement is September 1, 2015 through August 31, 2016.

**MWBOO GRANTED A WAIVER.**

4. **COPPIN HEIGHTS COMMUNITY DEVELOPMENT CORPORATION, INC. (CHCDC)** **\$ 40,000.00**

Account: 2089-208916-5930-426526-603051

This agreement will provide CDBG funds to support the Subgrantee's Tool Box for Financial Fitness Program (TBFF). The CHCDC is dedicated to being a catalyst to stimulate economic development within the Greater Coppin Heights/Rosemont community by offering The Tool Box for Financial Fitness (TBFF) financial literacy program. The TBFF program aims to combat financial illiteracy, evictions, and foreclosure in the City by providing low to moderate income residents with the skills to manage their money, make sound financial decisions, and decrease their debt. The period of the agreement is October 1, 2015 through September 30, 2016.

## MINUTES

Department of Housing and - cont'd  
Community Development

5. **THE VILLAGE LEARNING PLACE, INC.** **\$ 40,750.00**

Account: 2089-208916-5930-429330-603051

This agreement will provide Community Development Block Grant (CDBG) funds to subsidize the operating expenses of the Learning Center. The Learning Center provides free educational and youth programs to low to moderate income persons in the Greater Charles Village/Barclay area of the City. The period of the agreement is July 1, 2015 through June 30, 2016.

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

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

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

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the above-listed Community Development Block Grant Agreements. The Comptroller **ABSTAINED** on item no. 4.

MINUTES

Department of Housing and Community Development (DHCD) - Acquisition by Gift

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the fee simple interest in the property located at 612 Baker Street by gift from Mr. Ronald Rose, owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

The owner agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00 total. Therefore, no City funds will be expended.

**BACKGROUND/EXPLANATION:**

The DHCD, Land Resources Division strategically acquires and manages vacant or abandoned properties, which enables these properties to be returned to productive use and improve neighborhoods in Baltimore City.

Mr. Rose has offered to donate to the City, title to the property located at 612 Baker Street. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The DHCD will acquire the property subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. A List of open municipal liens accrued through January 2, 2016, other than water bills are as follows:

|                     |                    |        |
|---------------------|--------------------|--------|
| Real Property Taxes | Tax Year 2015/2016 | \$0.00 |
|---------------------|--------------------|--------|



**MINUTES**

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved the acquisition of the fee simple interest in the property located at 612 Baker Street by gift from Mr. Ronald Rose, owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

MINUTES

Department of Housing and - Acquisition by Gift  
Community Development (DHCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the fee simple interests in the property located at 204 N. Payson Street (Block 0161-032) and 1823 Penrose Avenue (Block 0163-095) by gift from BY-MY-I Inc., owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

The owner agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00 total. Therefore, no City funds will be expended.

**BACKGROUND/EXPLANATION:**

The DHCD, Land Resources Division strategically acquires and manages vacant or abandoned properties, which enables these properties to be returned to productive use and improve neighborhoods in Baltimore City.

BY-MY-I Inc. has offered to donate to the City, title to the properties located at 204 N. Payson Street and 1823 Penrose Avenue. With the Board's approval, the City will receive clear and marketable title to the properties, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The DHCD will acquire the properties subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. A List of open municipal liens accrued through October 2, 2015, other than water bills are as follows:

204 N. Payson Street

|                               |                 |             |
|-------------------------------|-----------------|-------------|
| Tax Sale Certificate # 279345 | Date 05/20/2013 | \$ 6,715.75 |
| Real Property Taxes           | 2015-2016       | 118.00      |
| Real Property Taxes           | 2014-2015       | 487.33      |
| Real Property Taxes           | 2013-2014       | 581.29      |

## MINUTES

DHCD - cont'd

|  |                      |                    |
|--|----------------------|--------------------|
| Real Property Taxes                      | 2012-2013            | 692.38             |
| Real Property Taxes                      | 2011-2012            | 775.90             |
| Real Property Taxes                      | 2010-2011            | 888.22             |
| Miscellaneous Bills                      | #7045313             | 256.51             |
| Miscellaneous Bills                      | #7097181             | 261.84             |
| Miscellaneous Bills                      | #7280324             | 258.65             |
| Miscellaneous Bills                      | #7410970             | 235.70             |
| Miscellaneous Bills                      | #7500762             | 161.27             |
| Miscellaneous Bills                      | #7729288             | 211.25             |
| Environmental Fine                       | #52743960            | 150.00             |
| Environmental Fine                       | #52743978            | 600.00             |
| Environmental Fine                       | #52999794            | 180.00             |
| Environmental Fine                       | #52999802            | 150.00             |
| Environmental Fine                       | #53238929            | 1,500.00           |
| Property Registration                    | #433128              | 732.00             |
| Alley/Paving                             | #G950-504-427-10-135 | 1,132.12           |
| Total taxes owed - 204 N. Payson Street: |                      | <u>\$16,088.21</u> |

1823 Penrose Avenue

|   |                 |                    |
|---|-----------------|--------------------|
| Tax Sale Cert. #279470                  | Date 05/20/2013 | \$ 3,716.88        |
| Real Property Taxes                     | 2015-2016       | 141.60             |
| Real Property Taxes                     | 2014-2015       | 544.65             |
| Real Property Taxes                     | 2013-2014       | 649.65             |
| Real Property Taxes                     | 2012-2013       | 23.23              |
| Miscellaneous Bills                     | #7322209        | 272.58             |
| Miscellaneous Bills                     | #7723414        | 213.72             |
| Environmental Fine                      | #53819975       | 1,500.00           |
| Property Registration                   | #433128         | 357.55             |
| Total taxes owed - 1823 Penrose Avenue: |                 | <u>\$ 7,419.86</u> |

**Total Taxes**

|                      |                    |
|----------------------|--------------------|
| 204 N. Payson Street | \$16,088.21        |
| 1823 Penrose Avenue  | <u>7,419.86</u>    |
|                      | <b>\$23,508.07</b> |

## MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved the acquisition of the fee simple interest in the property located at 204 N. Payson Street (Block 0161-032) and 1823 Penrose Avenue (Block 0163-095) by gift from BY-MY-I Inc., owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

MINUTES

Department of Housing and - Acquisition by Gift  
Community Development (DHCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the leasehold interest in the property located at 2038 Ellsworth Street (Block 1517-123) by gift from York & Ophelia-I Inc., owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

The owner agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00 total. Therefore, no City funds will be expended.

**BACKGROUND/EXPLANATION:**

The DHCD, Land Resources Division strategically acquires and manages vacant or abandoned properties, which enables these properties to be returned to productive use and improve neighborhoods in Baltimore City.

York & Ophelia-I Inc. has offered to donate to the City, title to the property located at 2038 Ellsworth Street. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The DHCD will acquire the property subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. A lists of open municipal liens accrued through October 2, 2015, other than water bills, are as follows:

|                        |                 |             |
|------------------------|-----------------|-------------|
| Tax Sale Cert. #275215 | Date 05/20/2013 | \$24,002.89 |
| Real Property Taxes    | 2015-2016       | 23.60       |
| Real Property Taxes    | 2014-2015       | 28.66       |
| Real Property Taxes    | 2013-2014       | 34.18       |

## MINUTES

DHCD - cont'd

|                          |             |                    |
|--------------------------|-------------|--------------------|
| Real Property Taxes      | 2012-2013   | 51.18              |
| Real Property Taxes      | 2011-2012   | 45.42              |
| Real Property Taxes      | 2010-2011   | 102.65             |
| Real Property Taxes      | 2009-2010   | 56.46              |
| Miscellaneous Bills      | #5004783    | 10,721.92          |
| Miscellaneous Bills      | #5013941    | 229.32             |
| Miscellaneous Bills      | #5352356    | 242.29             |
| Miscellaneous Bills      | #6085534    | 228.17             |
| Miscellaneous Bills      | #6279954    | 212.90             |
| Miscellaneous Bills      | #6388011    | 281.14             |
| Miscellaneous Bills      | #6540090    | 269.29             |
| Miscellaneous Bills      | #6637763    | 234.30             |
| Miscellaneous Bills      | #6705578    | 228.42             |
| Miscellaneous Bills      | #6786289    | 235.92             |
| Miscellaneous Bills      | #6965883    | 218.09             |
| Miscellaneous Bills      | #7028939    | 295.37             |
| Miscellaneous Bills      | #7046782    | 292.15             |
| Miscellaneous Bills      | #7088826    | 288.93             |
| Miscellaneous Bills      | #7128721    | 285.71             |
| Miscellaneous Bills      | #7132590    | 285.71             |
| Miscellaneous Bills      | #7285190    | 279.27             |
| Miscellaneous Bills      | #7425093    | 253.85             |
| Miscellaneous Bills      | #7430267    | 269.92             |
| Miscellaneous Bills      | #7454564    | 252.86             |
| Miscellaneous Bills      | #7472517    | 247.47             |
| Miscellaneous Bills      | #7482565    | 244.28             |
| Miscellaneous Bills      | #7689805    | 299.37             |
| Miscellaneous Bills      | #7696693    | 202.65             |
| Property Registration    | Reg #208630 | 300.00             |
| <b>Total Taxes Owed:</b> |             | <b>\$41,244.34</b> |

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 2038 Ellsworth Street (Block 1517-123) by gift from York & Ophelia-I Inc., owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

MINUTES

Department of Housing and - Acquisition by Gift  
Community Development (DHCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the leasehold interest in the property located at 1528 N. Spring Street (Block 1125-083) by gift from Avid Enterprises-I Inc., owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

The owner agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00 total. Therefore, no City funds will be expended.

**BACKGROUND/EXPLANATION:**

The DHCD, Land Resources Division strategically acquires and manages vacant or abandoned properties, which enables these properties to be returned to productive use and improve neighborhoods in Baltimore City.

Avid Enterprises-I Inc. has offered to donate to the City, title to the property located at 1528 N. Spring Street. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The DHCD will acquire the property subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through October 2, 2015, other than water bills, are as follows:

|                        |                 |             |
|------------------------|-----------------|-------------|
| Tax Sale Cert. #302796 | Date 05/18/2015 | \$ 7,316.34 |
| Tax Sale Cert. #245547 | Date 05/17/2010 | 600.90      |
| Real Property Taxes    | 2015-2016       | 118.00      |
| Real Property Taxes    | 2014-2015       | 194.75      |

## MINUTES

DHCD - cont'd

|                       |              |                    |
|-----------------------|--------------|--------------------|
| Real Property Taxes   | 2013-2014    | 171.13             |
| Real Property Taxes   | 2012-2013    | 173.82             |
| Real Property Taxes   | 2011-2012    | 218.44             |
| Real Property Taxes   | 2010-2011    | 153.41             |
| Real Property Taxes   | 2009-2010    | 221.69             |
| Miscellaneous Bills   | #5791801     | 211.21             |
| Miscellaneous Bills   | #6050330     | 196.27             |
| Miscellaneous Bills   | #6725832     | 320.19             |
| Miscellaneous Bills   | #6900369     | 277.47             |
| Miscellaneous Bills   | #6905376     | 261.30             |
| Miscellaneous Bills   | #7035991     | 212.80             |
| Miscellaneous Bills   | #7285703     | 267.70             |
| Miscellaneous Bills   | #7327968     | 236.87             |
| Miscellaneous Bills   | #7371081     | 228.17             |
| Miscellaneous Bills   | #7426596     | 246.60             |
| Miscellaneous Bills   | #7621212     | 212.80             |
| Miscellaneous Bills   | #7627250     | 207.87             |
| Miscellaneous Bills   | #7648207     | 204.97             |
| Environmental Fine    | #52466281    | 1,500.00           |
| Property Registration | Reg. #433139 | 1,318.00           |
| Total Taxes Owed:     |              | <u>\$15,070.70</u> |

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 1528 N. Spring Street (Block 1125-083) by gift from Avid Enterprises-I Inc., owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.



**MINUTES**

Department of Housing and                    - Acquisition by Gift  
Community Development (DHCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the leasehold interest in the property located at 2703 Boone Street (Block 4071-066) by gift from John & Eleanor-I Inc., owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

The owner agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00 total. Therefore, no City funds will be expended.

**BACKGROUND/EXPLANATION:**

The DHCD, Land Resources Division strategically acquires and manages vacant or abandoned properties, which enables these properties to be returned to productive use and improve neighborhoods in Baltimore City.

John & Eleanor-I Inc. has offered to donate to the City, title to the property located at 2703 Boone Street. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The DHCD will acquire the property subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through October 2, 2015, other than water bills, are as follows:

|                        |                 |             |
|------------------------|-----------------|-------------|
| Tax Sale Cert. #273392 | Date 05/20/2013 | \$ 7,319.96 |
| Real Property Taxes    | 2015-2016       | 23.60       |
| Real Property Taxes    | 2014-2015       | 143.41      |
| Real Property Taxes    | 2013-2014       | 171.13      |

## MINUTES

DHCD - cont'd

|                          |             |                           |
|--------------------------|-------------|---------------------------|
| Real Property Taxes      | 2012-2013   | 185.10                    |
| Real Property Taxes      | 2011-2012   | 167.18                    |
| Real Property Taxes      | 2010-2011   | 205.12                    |
| Miscellaneous Bills      | #5821004    | 275.82                    |
| Miscellaneous Bills      | #6154561    | 220.93                    |
| Miscellaneous Bills      | #6269153    | 214.66                    |
| Miscellaneous Bills      | #6574974    | 239.77                    |
| Miscellaneous Bills      | #7063456    | 262.97                    |
| Miscellaneous Bills      | #7276041    | 254.27                    |
| Miscellaneous Bills      | #7333289    | 142.84                    |
| Environmental Fine       | #52460953   | 1,500.00                  |
| Environmental Fine       | #52719895   | 1,500.00                  |
| Environmental Fine       | #53167094   | 1,500.00                  |
| Property Registration    | Reg #433140 | 1,218.00                  |
| Personal Property        | #15388      | 97.11                     |
| Personal Property        | #9969       | 113.30                    |
| <b>Total Taxes Owed:</b> |             | <b><u>\$15,755.17</u></b> |

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 2703 Boone Street (Block 4071-066) by gift from John & Eleanor-I Inc., owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Mr. Saul Rivera, Developer, for the sale of the City-owned properties located at 801 Jack Street, 823 Jack Street, and 808 Stoll Street.

**AMOUNT OF MONEY AND SOURCE:**

\$ 4,000.00 - 801 Jack Street  
 4,000.00 - 823 Jack Street  
4,000.00 - 808 Stoll Street  
**\$12,000.00** - Purchase price

**BACKGROUND/EXPLANATION:**

The City will convey all of its rights, title, and interest in 801 Jack Street, 823 Jack Street, and 808 Stoll Street to Mr. Rivera for the price of \$12,000.00, which will be paid to the City at the time of settlement. The developer has paid a good faith deposit of \$1,200.00.

The Developer will purchase the vacant buildings located at 801 Jack Street, 823 Jack Street, and 808 Stoll Street for the purpose of rehabbing the properties back to functional single family homes. The rehabilitated properties will be offered as rental units. The purchase and improvements will be financed through private sources.

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

The properties were valued pursuant to the Appraisal Policy of Baltimore City through the Waiver Valuation Process as follows:

**MINUTES**DHCD - cont'd

| Property Address | Waiver Valuation<br>Price | Purchase Price |
|------------------|---------------------------|----------------|
| 801 Jack Street  | \$6,000.00                | \$4,000.00     |
| 823 Jack Street  | \$6,000.00                | \$4,000.00     |
| 808 Stoll Street | \$6,000.00                | \$4,000.00     |

The properties are being sold to Mr. Rivera below the price determined by the Waiver Valuation process because of the following reasons:

- the renovation will be to the specific benefit to the immediate community,
- this transaction will eliminate blight from the block, and thus eliminate blight from the neighborhood,
- this sale and rehabilitation will return vacant buildings to the tax rolls, and
- the properties are being sold for less than the price determined by the Waiver Valuation Process because of their condition, which will require extensive and immediate remediation.

**MBE/WBE PARTICIPATION:**

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. Saul Rivera, Developer, for the sale of the City-owned properties located at 801 Jack Street, 823 Jack Street, and 808 Stoll Street.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Ernst Valery Investments Corp., Developer, for the sale of the City-owned properties located at 405 and 413 McAllister Street.

**AMOUNT OF MONEY AND SOURCE:**

\$ 7,000.00 - 405 McAllister Street  
7,000.00 - 413 McAllister Street  
**\$14,000.00** - Purchase price

**BACKGROUND/EXPLANATION:**

The City will convey all of its rights, title, and interest in 405 and 413 McAllister Street to Ernst Valery Investments Corp. for the price of \$14,000.00, which will be paid to the City at the time of settlement. The developer has paid a good faith deposit of \$1,400.00.

The Developer will purchase the vacant buildings located at 405 and 413 McAllister Street for the purpose of rehabbing the properties back to functional single family homes. The rehabilitated properties will be offered for sale at market rate. The purchase and improvements will be financed through private sources.

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

The properties were valued pursuant to the Appraisal Policy of Baltimore City through the Waiver Valuation Process as follows:

**MINUTES**DHCD - cont'd

| Property Address   | Waiver Valuation<br>Price | Purchase Price |
|--------------------|---------------------------|----------------|
| 405 McAllister St. | \$15,000.00               | \$7,000.00     |
| 413 McAllister St. | \$15,000.00               | \$7,000.00     |

The properties are being sold to Ernst Valery Investments Corp. below the price determined by the Waiver Valuation process because of the following reasons:

- the renovation will be to the specific benefit to the immediate community,
- this transaction will eliminate blight from the block, and thus eliminate blight from the neighborhood,
- this sale and rehabilitation will return vacant buildings to the tax rolls, and
- the properties are being sold less than the value determined by the Waiver Valuation Process because of its condition, which will require extensive and immediate remediation.

**MBE/WBE PARTICIPATION:**

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 Ernst Valery Investments Corp., Developer, for the sale of the City-owned properties located at 405 and 413 McAllister Street.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Mr. Stephen Hanley, Developer, for the sale of the City-owned properties located at 1326 Druid Hill Avenue, in the Upton Neighborhood.

**AMOUNT OF MONEY AND SOURCE:**

\$6,000.00 - Purchase price

**BACKGROUND/EXPLANATION:**

The project will consist of the rehabilitation of the vacant property. The Developer intends to live in the house after rehabbing it.

The City may dispose of the property by virtue of Article II, Section 15 of the Baltimore City Charter (2010 Edition) and Article 13, 2-7(h) of the City Code.

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

N/A - The statement of purpose and rationale does not apply. The property was priced pursuant to the Appraisal Policy of Baltimore City at \$5,500.00 and the Waiver Valuation Process was used. The property will be sold to Mr. Hanley for \$6,000.00, which is more than the price determined by the Waiver Valuation Process.

Pursuant to the provisions under Baltimore City Code, Article 13, §2-7(h) (2) (ii) (c) all terms and conditions of the Agreement were approved by the Commissioner of DHCD.

**MINUTES**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

The Developer 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, MBE/WBE participation is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Mr. Stephen Hanley, Developer, for the sale of the City-owned properties located at 1326 Druid Hill Avenue, in the Upton Neighborhood.



**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with East Baltimore Historic III, LLC, Developer, for the sale of the City-owned property located at 1117½ N. Caroline Street.

**AMOUNT OF MONEY AND SOURCE:**

\$2,500.00 - Purchase price to be paid at time of settlement

**BACKGROUND/EXPLANATION:**

The City will convey all of its rights, title, and interest in 1117½ N. Caroline Street to East Baltimore Historic III, LLC.

The Developer will purchase the vacant building known as 1117½ N. Caroline Street for rehabilitation into a residential rental. The purchase and improvements to the sites will be financed through Federal Historic Tax Credits and private funds.

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

The vacant building located at 1117½ N. Caroline Street is being sold for \$2,500.00. The price determined by the Waiver Valuation Process is \$2,800.00.

The property is being sold to East Baltimore Historic III, LLC below the price determined by the Waiver Valuation process because of the following reasons:

**MINUTES**

DHCD - cont'd

- the renovation will be to the specific benefit to the immediate community,
- this transaction will eliminate blight from the block, and thus eliminate blight from the neighborhood,
- this sale and rehabilitation will return a vacant building to the tax rolls, and
- the property is being sold less than the value determined by the Waiver Valuation Process because of its condition, which will require extensive and immediate remediation.

**MBE/WBE PARTICIPATION:**

East Baltimore Historic III, LLC will purchase the property for a price that is less than \$50,000.00 and will receive no city funds or incentives for the purchase or rehabilitation, therefore MBE/WBE is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with East Baltimore Historic III, LLC, Developer, for the sale of the City-owned property located at 1117½ N. Caroline Street.

**MINUTES**

Department of Housing and - Ratification of Amendment No. 1  
Community Development to Agreement

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**ACTION REQUESTED OF B/E:**

The Board is requested to ratify the Amendment No. 1 to Agreement with the Housing Authority of Baltimore City and Mayor's Office of Employment Development (MOED). The Amendment No. 1 to Agreement extended the agreement through December 31, 2015.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

This Amendment No. 1 to Agreement allowed MOED to continue providing assessment and academic instruction and preparation for Maryland GED and Pre-GED testing and supportive services, including, but not limited to strategies for studying and managing test anxiety, for a minimum of 60 youth participating in the HABC YouthBuild program.

The Amendment No. 1 to Agreement is late because of delays in the administrative process.

UPON MOTION duly made and seconded, the Board ratified the Amendment No. 1 to Agreement with the Housing Authority of Baltimore City and Mayor's Office of Employment Development.

## 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 - Option</u> |                     |                 |               |
| 1. Ira Chaim Siegel  | 1914 N. Chester St. | G/R<br>\$54.00  | \$ 495.00     |

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

UPON MOTION duly made and seconded, the Board approved and authorized the foregoing option.

**MINUTES**

Department of Housing and - Local Government Resolution  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Local Government Resolution in support of the Jubilee Baltimore, Inc. application to the Maryland Department of Housing and Community Development (MDDHCD), Community Legacy Program. A local resolution of support is required for organizations to participate in this program.

**AMOUNT OF MONEY AND SOURCE:**

\$126,000.00 - MDDHCD - Community Legacy Program

No City funds are requested.

**BACKGROUND/EXPLANATION:**

Jubilee Baltimore, Inc., as part of its mission to help the people of Baltimore to build neighborhoods that are safe, stable, historic, attractive, and diverse, has provided co-working space for the non-profit Impact Hub Baltimore at the Centre Theater project at 10 East North Avenue.

The Impact Hub Baltimore Project, part of the Centre Theater redevelopment, will occupy the final 8,600 square feet of the adaptive reuse project. The Impact Hub Baltimore Project offers private offices at affordable pricing and lease arrangements with technical assistance for users of the incubator space. Other tenants at the Centre Theater include the Center for Neighborhoods, Baltimore Jewelry Center, a joint Johns Hopkins University and MICA film program, and Sparky Pants.

**MBE/WBE PARTICIPATION:**

N/A

**MINUTES**

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Local Government Resolution in support of the Jubilee Baltimore, Inc. application to the Maryland Department of Housing and Community Development, Community Legacy Program. A local resolution of support is required for organizations to participate in this program.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Community Legacy Agreement with the Maryland State Department of Housing and Community Development. The period of the Community Legacy Agreement is effective upon Board approval for two years.

**AMOUNT OF MONEY AND SOURCE:**

\$100,000.00 - Community Legacy Funds

**BACKGROUND/EXPLANATION:**

The State's Community Legacy program provides funds for neighborhood revitalization projects. In FY2015, the DHCD was awarded \$100,000.00 on behalf of the Housing Authority of Baltimore City (HABC) for the renovation of 1435 North Broadway, which is currently vacant. When renovations are complete, the property will be occupied by a public housing family.

Approval of this Community Legacy Agreement will allow the City to receive Community Legacy grant funds. At a later date, the DHCD and the HABC will enter into an agreement that will govern the use of the funds, and submit it to the Board for approval.

**MBE/WBE PARTICIPATION:**

N/A

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

## MINUTES

Department of Planning - Report on Previously  
Approved Transfers of Funds

At previous meetings, the Board of Estimates approved Transfers of Funds 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. Today, the Board is requested to **NOTE 19** favorable reports by the Planning Commission on December 10, 2015 on Transfers of Funds approved by the Board of Estimates at its meetings on November 25 and December 09, 2015.

UPON MOTION duly made and seconded, the Board NOTED receipt of the **19** favorable reports on Transfers of Funds approved by the Planning Commission on November 25 and December 09, 2015.



**MINUTES**

Mayor's Office of Employment - Agreements  
Development (MOED)

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

1. **AMERICAN HEALTH CAREER INSTITUTE** **\$ 12,000.00**

Accounts: 4000-807516-6312-467253-603051  
 4000-806716-6312-467253-603051

This Agreement authorizes the American Health Career Institute to provide training in those areas specified in the Maryland Higher Education Commission list.

The training will consist of the program(s) described in the Workforce Innovation and Opportunity Act (WIOA) training programs outline and will include any participant attendance policies, academic benchmarks and the means of measuring achievements, completion standards, and the total hours of each course in a certificate program. The maximum length of time a participant can remain in training is one year. The period of the Agreement is November 1, 2015 through June 30, 2016.

2. **CIVIC WORKS, INC.** **\$110,000.00**

Account: 4000-806416-6313-474805-603051

Under the terms of this Agreement, the organization will design and deliver innovative programming and comprehensive services.

These services will result in academic achievement and employment success for 20 Baltimore City out-of-school youth ages 16 - 24 years old. The organization's YouthBuild program will increase employment and education prospects for participants through skills training, leadership development, and the provision of life and workplace readiness skills. The period of the Agreement is October 1, 2015 through September 30, 2016.

## MINUTES

MOED - cont'd

3. **LIVING CLASSROOMS FOUNDATION, INC.** **\$ 82,499.64**

Account: 4000-806416-6313-481105-603051

Under the terms of this Agreement, the organization will design and deliver innovative programming and comprehensive services.

These services will result in academic achievement and employment success for 15 Baltimore City out-of-school male youth ages 16 - 24 years old. The Living Classroom Foundation's Fresh Start program will increase employment and education prospects for participants through vocational, academic, social skills development, expungement, and legal services, and the provision of life and workplace readiness skills. The period of the Agreement is October 1, 2015 through September 30, 2016.

4. **MARYLAND CENTER FOR ADULT TRAINING, INC.** **\$ 34,200.00**  
**(MCAT)**

Accounts: 4000-807516-6312-467253-603051  
4000-806716-6312-467253-603051

This Agreement authorizes the MCAT to provide training in those areas specified in the Maryland Higher Education Commission list. The funds will be drawn from two different accounts and the account and amount cannot be determined until the participants are registered.

The training will consist of the program(s) described in the Workforce Innovation and Opportunity Act training programs outline and will include any participant attendance policies, academic benchmarks and the means of measuring achievements, completion standards, and the total hours of each course in a certificate program. The maximum length of time a participant can remain in training is one year. The period of the Agreement is August 1, 2015 through June 30, 2016.

**MINUTES**

MOED - cont'd

The Agreements are late because of the additional time needed to reach a comprehensive understanding between the parties.

**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 various Agreements. The Mayor **ABSTAINED** on item no. 3. The President **ABSTAINED** on item no. 3.

**MINUTES**Department of Audits - Audit Report and Related Audit Digest

The Board is requested to **NOTE** receipt of the following Audit Reports and Related Audit Digests:

1. Audit of the Maryland 911 Emergency Number System Program Actual Receipts and Expenditures Report, Fiscal Year ended June 30, 2015.
2. Audit of the Baltimore City Police Department's Death Relief Fund, Calendar Years 2013 and 2014.

UPON MOTION duly made and seconded, the Board **NOTED** receipt of the foregoing Audit Reports and Related Audit Digests.

**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:

|  |    |                  |
|--|----|------------------|
| B-More Dumping, LLC                      | \$ | 252,000.00       |
| C & T Painting Co., Inc.                 | \$ | 342,000.00       |
| DemCole, LLC                             | \$ | 234,000.00       |
| Donald Excavating, Inc.                  | \$ | 1,500,000.00     |
| Eastern Highway Specialists, Inc.        | \$ | 15,435,000.00    |
| General Paving and Contracting, Inc.     | \$ | 8,000,000.00     |
| J.A. Argetakis Contracting Company, Inc. | \$ | 8,000,000.00     |
| Johnston Construction Company            | \$ | 48,699,000.00    |
| Orfanos Contractors, Inc.                | \$ | 8,000,000.00     |
| Overhead Door Company of Baltimore, Inc. | \$ | 8,000,000.00     |
| Restoration East, LLC                    | \$ | 8,000,000.00     |
| Star Electric Company, Inc.              | \$ | 8,000,000.00     |
| Total Environmental Concepts, Inc.       | \$ | 8,000,000.00     |
| United Storm Water, Inc.                 | \$ | 1,500,000.00     |
| Weeks Marine, Inc.                       | \$ | 3,975,577,000.00 |

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:

|                                       |                         |
|---------------------------------------|-------------------------|
| Center for Watershed Protection, Inc. | Engineer                |
| Century Engineering, Inc.             | Land Survey<br>Engineer |
| CWD Consulting, LLC                   | Engineer                |
| Dhillon Engineering, Inc.             | Engineer<br>Architect   |

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

|                           |                                 |
|---------------------------|---------------------------------|
| George, Miles & Buhr, LLC | Engineer                        |
| Savin Engineers, P.C.     | Engineer                        |
| Toole Design Group, LLC   | Engineer<br>Landscape Architect |

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

**MINUTES**

Department of Public Works/Office of - On-Call Agreement  
Engineering and Construction (DPW)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an On-Call Agreement with O'Brien & Gere Engineers, Inc., under Project No. 1211.2, On-Call Design and Engineering Services. The period of the agreement is effective upon Board approval for two years, or until the upset limit is reached, whichever comes first.

**AMOUNT OF MONEY AND SOURCE:**

\$979,794.92 - Upset limit - No funds are required at this time.

**BACKGROUND/EXPLANATION:**

The DPW has negotiated and procured the consulting agreement approved by the Office of Boards and Commissions and the Architectural and Engineering Awards Commissions. The DPW desires to utilize the services of O'Brien & Gere Engineers, Inc. The payroll rates and multiplier have been reviewed by the Department of Audits.

**MBE/WBE PARTICIPATION:**

O'Brien & Gere Engineers, Inc. will continue to comply with all terms and conditions of the MBE/WBE programs in accordance with the Baltimore City Code, Article 5, Subtitle 28.

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

|                                       |                            |                     |
|---------------------------------------|----------------------------|---------------------|
| <b>MBE:</b> Prime AE Group, Inc.      | \$ 60,458.36               | 6.2%                |
| Soil and Land Use<br>Technology, Inc. | 21,013.83                  | 2.1%                |
| E2CR, Inc.                            | 46,447.23                  | 4.7%                |
| Dhillon Engineering, Inc.             | 31,891.25                  | 3.3%                |
| Bryant Associates, Inc.               | <u>110,008.98</u>          | <u>11.2%</u>        |
| <b>Total</b>                          | <b><u>\$269,819.65</u></b> | <b><u>27.5%</u></b> |

## MINUTES

DPW - cont'd

|                                       |                     |              |
|---------------------------------------|---------------------|--------------|
| <b>WBE:</b> Phoenix Engineering, Inc. | \$ 50,802.46        | 5.2%         |
| Precision Measurements, Inc.          | 49,559.26           | 5.1%         |
| <b>Total</b>                          | <b>\$100,361.72</b> | <b>10.3%</b> |

**MWBOO FOUND VENDOR IN COMPLIANCE.**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the On-Call Agreement with O'Brien & Gere Engineers, Inc., under Project No. 1211.2, On-Call Design and Engineering Services. The President voted **NO**.



**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 2 to Agreement with EBA Engineering, Inc., under Project 1174, On-Call Material Testing and Inspection Services. The Amendment No. 2 will extend the Agreement for one year up to February 6, 2017.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The original agreement currently expires on February 6, 2016. Amendment No. 2 will allow EBA Engineering, Inc. to continue on-call material testing and inspection services for a limited number of ongoing construction projects until their expected completion. These are the final projects that require the City to provide material testing services for construction. All projects advertised after December 2014 requires the contractor to provide third party testing as part of their bids. EBA Engineering, Inc. has committed to meet the terms and conditions established in the original agreement and Amendment No. 1.

**MBE/WBE PARTICIPATION:**

The Consultant will continue to comply with all terms and conditions of the MBE/WBE programs in accordance with Baltimore City Code, Article 5, Subtitle 28.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 2 to Agreement with EBA Engineering, Inc., under Project 1174, On-Call Material Testing and Inspection Services. The President voted **NO**.

**MINUTES**

Department of Public Works/Office - On-Call Agreement  
Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Agreement with Rummel, Klepper & Kahl, LLP for Project No. 1504, previously Project No. 1230 On-Call Project and Construction Management Assistance Services. The period of the agreement is effective upon Board approval for four years or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$4,000,000.00

**BACKGROUND/EXPLANATION:**

The Construction Management Division is in need of assistance from Rummel, Klepper & Kahl, LLP to provide construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review of contractor's application for payment, attendance at progress meetings, preparation of record drawings, and review of contract claims and supports, estimating, scheduling, project engineering, constructability reviews, submittal reviews and responses, RFI reviews and responses, and construction contract administrative support under this On-Call Agreement.

This On-Call Contract is necessary to provide services related to Consent Decree projects and other infrastructure related projects and will allow great latitude in staffing and funding availability to ensure that the requirements and deadlines for those projects are met.

**MINUTES**

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

**MBE/WBE PARTICIPATION:**

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

|   |               |
|---|---------------|
| <b>MBE:</b> Baker Engineering Service, Inc. | 0 - 5%        |
| DM Enterprises of Baltimore, LLC            | 0 - 5%        |
| E2CR, Inc.                                  | 0 - 5%        |
| Sidhu Associates, Inc.                      | 0 - 5%        |
| Bryant Associates, Inc.                     | <u>0 - 7%</u> |
| (in the aggregate)                          | 0 - 27%       |

|  |               |
|--|---------------|
| <b>WBE:</b> Constellation Design Group, Inc. | 0 - 5%        |
| Ross Technical Services, Inc.                | <u>0 - 5%</u> |
| (in the aggregate)                           | 0 - 10%       |

**MWBOO FOUND VENDOR IN COMPLIANCE.****AUDITS NOTED THE ON-CALL AGREEMENT AND WILL REVIEW TASK ASSIGNMENTS.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Rummel, Klepper & Kahl, LLP for Project No. 1504, previously Project No. 1230 On-Call Project and Construction Management Assistance Services. The President voted **NO**.

## MINUTES

Department of Public Works/ - Partial Release and Full Release  
Office of Eng. & Constr.      of Retainage Agreements

The Board is requested to approve and authorize execution of the release of retainage agreements with the following contractors for the various contracts:

| <u>Contractor</u>             | <u>Contract No.</u> | <u>Release Amount</u> |
|-------------------------------|---------------------|-----------------------|
| 1. <b>SPINIELLO COMPANIES</b> | <b>WC 1245R</b>     | <b>\$198,565.50</b>   |

Account: 9960-905136-9557-000000-200001

As of October 22, 2015, Spiniello Companies has completed 77% of all work for WC 1245R, Westfield Neighborhood Water Main Replacements. The contractor has requested a partial release of retainage in the amount of \$198,565.50. Currently, the City is holding \$283,665.00 in retainage for the referenced project and the contractor is requesting to reduce the amount of retainage to \$85,099.50. The remaining \$85,099.50 is sufficient to protect the interest of the City.

|                               |                |                     |
|-------------------------------|----------------|---------------------|
| 2. <b>SPINIELLO COMPANIES</b> | <b>WC 1268</b> | <b>\$178,265.50</b> |
|-------------------------------|----------------|---------------------|

Account: 9960-905136-9557-000000-200001

As of October 10, 2015, Spiniello Companies has completed 80% of all work for WC 1268, Water Main Replacements in Various Locations. The contractor has requested a partial release of retainage in the amount of \$178,265.50. Currently, the City is holding \$254,665.00 in retainage for the referenced project and the contractor is requesting to reduce the amount of retainage to \$76,399.50. The remaining \$76,399.50 is sufficient to protect the interest of the City.

## MINUTES

DPW - cont'd

|    | <u>Contractor</u>          | <u>Contract No.</u> | <u>Release<br/>Amount</u> |
|----|----------------------------|---------------------|---------------------------|
| 3. | <b>SPINIELLO COMPANIES</b> | <b>WC 1261</b>      | <b>\$276,438.57</b>       |

Account: 9960-910720-9557-000000-200001

As of June 22, 2015, Spiniello Companies has completed 100% of all work for WC 1261, On-Call/Urgent Need Water Infrastructure Rehabilitation. The contractor has requested a release of retainage in the amount of \$276,438.57. Currently, the City is holding \$386,438.57 in retainage for the referenced project and the contractor is requesting to reduce the amount of retainage to \$110,000.00. The remaining \$110,000.00 is sufficient to protect the interest of the City.

|    |  |                |                     |
|----|--|----------------|---------------------|
| 4. | <b>ULLIMAN SCHUTTE<br/>CONSTRUCTION, LLC</b> | <b>SC 886R</b> | <b>\$258,162.50</b> |
|----|--|----------------|---------------------|

Account: 9956-904539-9551-000000-200001

As of August 21, 2015, Ulliman Schutte Construction, LLC has completed 100% of all work for SC 886R, Improvements to Sludge Blending Tanks at Patapsco Wastewater Treatment Plant. The contractor has requested a release of retainage in the amount of \$258,162.50. Currently, the City is holding \$271,750.00 in retainage for the referenced project and the contractor is requesting to reduce the amount of retainage to \$13,587.50. The remaining \$13,587.50 is sufficient to protect the interest of the City.

|    |                              |               |                     |
|----|------------------------------|---------------|---------------------|
| 5. | <b>METRA INDUSTRIES INC.</b> | <b>SC 913</b> | <b>\$326,880.89</b> |
|----|------------------------------|---------------|---------------------|

Account: 9956-918616-9551-000000-200001

Metra Industries Inc. was granted Conditional Acceptance of SC 913, Sanitary Sewer Improvements in the Western Portion of the Sanitary Sewers in the Low Level Sewershed on October 8, 2015. Currently, the City is holding \$372,156.70 in retainage for the referenced project and the contractor is requesting to reduce the amount of retainage to \$45,275.81. The remaining \$45,275.81 is sufficient to protect the interest of the City.

## MINUTES

DPW - cont'd

|    | <u>Contractor</u>   | <u>Contract No.</u> | <u>Release<br/>Amount</u> |
|----|---------------------|---------------------|---------------------------|
| 6. | <b>M.E.B., INC.</b> | <b>SC 829</b>       | <b>\$684,938.57</b>       |

Account: 9956-904561-9551-000000-200001

As of May 12, 2014, M.E.B. Inc. has completed 100% of all work for SC 829, Primary Settling Tank Rehabilitation at the Back River Wastewater Treatment Plant. The contractor is requesting a release of retainage for \$684,938.57. Currently, the City is holding \$684,938.57 in retainage for the referenced project and the contractor is requesting to reduce the amount of retainage to \$0.00.

**MWBOO APPROVED THE RELEASES OF RETAINAGE.**

**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 release of retainage agreements with the above-listed contractors for the various contracts.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 2 to Agreement with Wachs Water Services for Project 1188, Valve and Fire Hydrant Exercising Program. This Amendment No. 2 to Agreement extends the period of the agreement to January 14, 2017 or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

|                       |   |                                |
|-----------------------|---|--------------------------------|
| \$1,675,500.00        | - | 9960-913402-9557-900020-703032 |
| 408,500.00            | - | 2071-000000-5521-393204-603026 |
| 408,500.00            | - | 2071-000000-5521-393404-603026 |
| 150,611.65            | - | 2071-000000-5521-393704-603026 |
| 150,611.65            | - | 2071-000000-5521-393804-603026 |
| 207,000.00            | - | 2071-000000-5601-728800-603026 |
| 251,000.00            | - | 9960-905647-9557-900020-703032 |
| <b>\$3,251,723.30</b> |   |                                |

**BACKGROUND/EXPLANATION:**

The Amendment No. 2 to Agreement will enable Wachs Water Services to continue providing assistance to the City for distribution system valve and hydrant assessments, assistance with shutdown of water mains in support of construction projects and water main replacements, and assistance during water system emergencies throughout Baltimore City and Baltimore County. The original agreement expires on January 14, 2016.

**MBE/WBE PARTICIPATION:**

The Consultant will continue to comply with all terms and conditions of the MBE/WBE programs, in accordance with the Baltimore City Code, Article 5, Subtitle 28.

## MINUTES

DPW - 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 and authorized execution of Amendment No. 2 to Agreement with Wachs Water Services for Project 1188, Valve and Fire Hydrant Exercising Program. The President voted **NO**.



## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |  |             |         |
|--|-------------|---------|
| 1. RUDOLPH'S OFFICE & COMPUTER<br>SUPPLY INC.  | \$12,000.00 | Renewal |
| Contract No. B50003284- Supply and Deliver Paper & Styrofoam Products - Pratt Library - P.O. P526169 |             |         |

On January 25, 2014, the City Purchasing Agent approved the initial award in the amount of \$12,000.00. The award contained three 1-year renewal options. On December 12, 2014, the City Purchasing Agent approved the first renewal in the amount of \$12,000.00. This renewal in the amount \$12,000.00 is for the period February 1, 2016 through January 31, 2017, with one 1-year renewal option remaining.

- |  |             |         |
|--|-------------|---------|
| 2. CAMINOVERDE II, L.P.<br>d/b/a SHUR-TITE PRODUCTS  | \$33,530.00 | Low Bid |
| Solicitation No. B50004421 - Pedestrian Crossing Signs - Transportation - Maintenance Administration - Req. No. 715346 |             |         |

The requirement was posted on CitiBuy. The six bids that were received were opened on December 11, 2015. Award is recommended to the lowest responsive and responsible bidder. The period of the award is January 13, 2016 through January 12, 2017.

- |  |             |          |
|--|-------------|----------|
| 3. SIMPLEX GRINNEL   | \$15,000.00 | Increase |
| Contract No. 08000 - Simplex On-call and Maintenance Services for Electronic Fire Alarm System - Department of General Services - P.O. No. P532583 |             |          |

On July 16, 2015, the Board approved the initial award in the amount of \$891.01. Subsequent actions have been approved. This increase in the amount of \$15,000.00 is required for upgrading the fire alarm system to restore the fire/smoke recall function for the elevator at The Brokerage Annex building. The contract expires on August 30, 2016. This increase makes the total contract amount \$39,999.00.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |  |             |         |
|--|-------------|---------|
| 4. EA ENGINEERING  | \$22,820.00 | Renewal |
| Solicitation No. B50003295 - Toxicity Testing - Department of Public Works - Water & Wastewater - Req. No. P526030 |             |         |

On January 7, 2014, the City Purchasing Agent approved the initial award in the amount of \$12,820.00. The award contained three 1-year renewal options. On January 5, 2015, the Board approved the first renewal in the amount of \$10,000.00. This renewal in the amount of \$22,820.00 is for the period February 8, 2016 through February 7, 2017, with one 1-year renewal option remaining.

- |   |             |             |
|---|-------------|-------------|
| 5. KWAN SOFTWARE ENGINEERING,<br>INC. d/b/a VERIPIC, INC.   | \$28,419.75 | Sole Source |
| Contract No. 08000 - VeriPic Renewal 3-Year Maintenance Agreement - Baltimore City Police Department - Req. No. R718161 |             |             |

This is a sole source agreement to obtain VeriPic 3-Year maintenance services. VeriPic is the only source for this proprietary software. The software is currently in use by the Baltimore Police Department. The period of the award is February 1, 2016 through January 31, 2019.

- |  |             |                 |
|--|-------------|-----------------|
| 6. B.A.F.S, INC. d/b/a<br>THE MILL OF BEL AIR  | \$27,000.00 | Selected Source |
| Solicitation No. B50004444 - Horse Feed, Bedding and Mineral Blocks - Baltimore City Police - Req. No. R714804 |             |                 |

This request was put out to bid. However, no bids were received. The vendor previously provided items to the City, and current prices are in line with their previous contract. The period of the award is January 13, 2016 through January 12, 2017, with three 1-year renewal options remaining.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

## 7. AMERICAN SCALE &amp; EQUIPMENT

|          |              |          |
|----------|--------------|----------|
| CO., INC | \$ 31,965.00 | Sole Bid |
|----------|--------------|----------|

Solicitation No. B50004314 - Conversion of Chlorine Scales at Montebello WTP - Department of Public Works - Bureau of Water and Wastewater - Water Analyzer's Office - Req. No. R707331

This award is for the procurement of a Solo XT Digital Weight Indicator. The sole bid received is considered fair and reasonable. This is a one-time purchase.

8. WOLSELEY INDUSTRIAL GROUP,  
a DIVISION OF FERGUSON

|                   |              |             |
|-------------------|--------------|-------------|
| ENTERPRISES, INC. | \$100,000.00 | Sole Source |
|-------------------|--------------|-------------|

Contract No. 08000 - Chesterton Mechanical Seals - Department of Public Works Wastewater Facilities - Req. No. 713357

The vendor is the manufacturer's sole authorized source of these products which must be compatible with currently installed equipment. 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.

## 9. HAVIS-SHIELDS, EQUIPMENT

|             |              |          |
|-------------|--------------|----------|
| CORPORATION | \$202,551.35 | Selected |
|-------------|--------------|----------|

Source

Contract No. 06000 - Havis Inserts for Prisoner Transport Vans - Req. No. R718454 - Department of General Services, Fleet Management

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

The contractor is the sole manufacturer of the Havis Inserts in the prisoner transport vans used by the Baltimore City Police Department. The contractor has been working with Fleet Management and the Police Department on a new insert design to address safety concerns for prisoners and police officers. Several insert designs were tested on a pilot van being evaluated by a panel of Police Department personnel. The final approved insert design will be retro-fitted into 13 prisoner transport vans in the fleet and up-fitted in ten new vans being purchased. 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.

**MWBOO GRANTED A WAIVER.**

- |  |                |                               |
|--|----------------|-------------------------------|
| 10. COMPUTER TASK GROUP,<br>INCORPORATED   | \$1,390,600.00 | Selected Source/<br>Agreement |
| Contract No. 06000 - Water Billing CIS Testing - Req. No. R716438 - Department of Public Works, Mayor's Office of Information Technology |                |                               |

The Board is requested to approve and authorize execution of an Agreement with Computer Task Group, Incorporated. The period of the agreement is December 23, 2015 through April 30, 2017.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

This selected source contract is to provide software testing services to support the implementation of the Water Billing Customer Information System (CIS).

The City requires software testing services to allow the CIS implementation contract with Itineris, Inc. to proceed on schedule with a Go-Live date of October 2016 in the City and April 2017 in Baltimore County. The City originally intended to obtain testing services through hiring full time employees, but was unable to hire candidates with the appropriate qualifications. Delays in fulfilling the City's responsibilities will cause the entire BaltiMeter project to be delayed. Vendors were solicited by contacting other jurisdictions to determine which testing vendors provided high-quality testing services relating to their water billing system. Computer Task Group (CTG) provided the most qualified resources and has prior experience with both the CIS system (UMAX) and the City's financial system (AX), at the lowest price. The price is considered to be fair and reasonable. The above amount is the City's upset amount for the testing services.

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

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |   |         |         |
|---|---------|---------|
| 11. PRO-FIX MEDICAL REPAIR<br>& SALES, LLC                                    | \$ 0.00 | Renewal |
| Contract No. 08000 - Stretcher Repair - P.O. No. P522468 -<br>Fire Department |         |         |

On January 23, 2013, the Board approved the initial award in the amount of \$75,000.00. The award contained three 1-year renewal options. Two renewal options have been exercised. This final renewal in the amount of \$0.00 is for the period January 23, 2016 through January 22, 2017. The above amount is the City's estimated requirement.

- |   |              |         |
|---|--------------|---------|
| 12. SMITH MEDICAL PARTNERS,<br>LLC  | \$100,000.00 | Renewal |
| Contract No. 08000 - Provide Ortho Products - P.O. No.<br>P530003 - Health Department |              |         |

On January 28, 2015, the Board approved the initial award in the amount of \$200,000.00. The award contained three 1-year renewal options. This renewal in the amount of \$100,000.00 is for the period January 21, 2016 through January 20, 2017, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

- |   |              |         |
|---|--------------|---------|
| 13. SIEMENS INDUSTRY, INC.  | \$ 64,815.00 | Renewal |
| Contract No. 08000 - (i2) Central System Maintenance and<br>Support - P.O. No. P529771 - Department of Transportation |              |         |

On December 17, 2014, the Board approved the initial award in the amount of \$73,860.00. The award contained two 1-year renewal options. This renewal in the amount of \$64,815.00 is for the period December 17, 2015 through December 16, 2016, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

| VENDOR | AMOUNT OF AWARD | AWARD BASIS |
|--------|-----------------|-------------|
|--------|-----------------|-------------|

Bureau of Purchases

- |   |              |         |
|---|--------------|---------|
| 14. INNOVYZE, INC.  | \$ 36,000.00 | Renewal |
| Contract No. 08000 - Software Maintenance and Support - P.O. No. P521669 - Department of Public Works, Bureau of Water and Wastewater |              |         |

On August 15, 2012, the Board approved the initial award in the amount of \$142,938.00. The award contained four 1-year renewal options. Subsequent renewals have been exercised. The vendor provides InfoWorks CS software, maintenance, and support required for modeling and mapping of the sewerage systems. This final renewal in the amount of \$36,000.00 is for the period January 16, 2016 through January 15, 2017.

- |  |              |          |
|--|--------------|----------|
| 15. RSM US-LLP   | \$288,000.00 | Increase |
| Contract No. BP-07105 - Local Government Integrated Financial Systems - P.O. No. P532176 - Department of Finance |              |          |

On October 3, 2007, the Board approved the initial award in the amount of \$5,441,471.00. The award contained five 1-year renewal options. Subsequent actions have been approved. This increase in the amount of \$288,000.00 is for Staff Augmentation per Statement of Work No. 6 to specifically support the cleanup and reconciliation of data being converted from current Dynamics GP to the new Dynamics AX system approved by the Board on November 4, 2015. This increase will make the award amount \$16,199,544.00. The contract expires on October 2, 2017 with two 5-year renewal options remaining. The above amount is the City's estimated requirement.

**MWBOO SET GOALS OF 3% MBE AND 2% WBE.**

On August 21, 2013, MWBOO waived the goals for the remainder of the contract term due to the nature of the contract, which resulted in no further opportunity for subcontracting.

## MINUTES

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

16. VANGUARD UTILITY  
SERVICE, INC. \$1,000,000.00 Increase  
Contract No. B50001595 - Provide Large Water Meter Testing,  
Repair and Replacement - P.O. No. P514854 - Department of  
Public Works, Revenue Measuring & Billing

On September 15, 2010, the Board approved the initial award in the amount of \$382,789.35. The award contained four 1-year renewal options. All renewals have been exercised and subsequent actions have been approved and the Board approved an extension on October 7, 2015. This increase in the amount of \$1,000,000.00 is necessary to support the BaltiMeter Project. This increase will make the award amount \$3,782,789.35. The contract expires on March 31, 2016. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

17. NULINX INTERNATIONAL,  
INC. \$ 22,200.00 Extension  
Contract No. 08000 - COPA Web-based Software Package - Req.  
No. R529802 - Mayor's Office of Human Services

On January 12, 2011, the Board approved the initial award in the amount of \$36,000.00. The award contained four 1-year renewal options. All renewals have been exercised. Subsequent actions have been approved. This extension is required for the continued use of the Child Outcome Planning and Assessment software, upgrades, and maintenance service while a new contract agreement is being negotiated. The extension is for the period January 12, 2016 through June 30, 2016. The above amount is the City's estimated requirement.



## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

|               |                        |                    |
|---------------|------------------------|--------------------|
| <b>VENDOR</b> | <b>AMOUNT OF AWARD</b> | <b>AWARD BASIS</b> |
|---------------|------------------------|--------------------|

Bureau of Purchases

18. TRANSDEV SERVICES, INC.  
f/k/a VEOLIA TRANSPORTATION  
SERVICES, INC. \$5,500,000.00 Extension
- Contract No. BP-06059 - Provide Medical Transportation for Medicaid Clients - P.O. No. P515691 - Health Department-Field Health

On November 23, 2005, the Board approved the initial award in the amount of \$30,469,755.00. On December 15, 2010, the Board approved the sole renewal option in the amount of \$37,500,000.00. This extension is necessary to continue transportation services to Medicaid clients while a new solicitation is advertised and awarded. The contract expired on December 31, 2015. The period of the extension is January 1, 2016 through June 30, 2016. The above amount is the City's estimated requirement.

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

|  | <u>Commitment</u> | <u>Performed</u>      |              |
|--|-------------------|-----------------------|--------------|
| <b>MBE:</b> Branch Transportation (DGVC) | 1.00%             | \$ 71,324.98          | 0.6%         |
| T. Green Transportation                  | 4.00%             | 297,993.18            | 2.5%         |
| J & P Childs*                            | -                 | 210,476.30            | 1.8%         |
| L & D Delivery**                         | 1.00%             | 0                     |              |
| Millennium Auto Parts**                  | 1.00%             | 0                     |              |
| HWC Ambulance, LLC                       | 12.00%            | 1,438,305.53          | 12.3%        |
| Grace Transportation*                    | -                 | 952,149.35            | 8.1%         |
| Share Ride Transportation, Inc.*         | -                 | 253,530.26            | 2.1%         |
| Gordon Gingles Transportation Svcs. Inc. | 1.00%             | 77,522.91             | 0.7%         |
|  | <u>20.00%</u>     | <u>\$3,301,302.51</u> | <u>28.1%</u> |

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

| <u>VENDOR</u>                        | <u>AMOUNT OF AWARD</u> | <u>AWARD BASIS</u> |
|--------------------------------------|------------------------|--------------------|
| <u>Bureau of Purchases</u>           |                        |                    |
| <b>WBE:</b> Med-Care Transportation* | - \$237,722.96         | 2.0%               |
| MR Hopkins Transportation**          | 8% 0                   |                    |
| Washington Uniforms, Inc.**          | 1% 0                   |                    |
|                                      | <b>9% \$237,722.96</b> | <b>2.0%</b>        |

\* Companies added for MBE and/or WBE participation

\*\* Companies who withdrew from participation, were no longer in business or whose services were not required.

**MWBOO FOUND VENDOR IN NON-COMPLIANCE.**

Transdev Services, Inc. was found non-compliant on December 17, 2015, with MBE performance of 28.1% and WBE performance of 2%. It is recommended that the vendor be given the opportunity to submit replacement WBE subcontractors for the two named subcontractors that are no longer certified.

19. RUNNERS, Amendment to  
INC. \$ 30,000.00 Agreement  
Contract No. B50002714 - Courier Services - P.O. No.  
P522555 - Health Department, Baltimore Development  
Corporation Lab

The Board is requested to approve and authorize execution of the First Amendment to Agreement with Runners, Inc. The contract expires on February 10, 2016, with one 1-year renewal option remaining.

On January 30, 2013, the Board approved the initial award in the amount of \$43,200.00. The award contained three 1-year renewal options. Two renewal options have been exercised. This First Amendment to Agreement will include additional pick-up and delivery routes for the BDC laboratory. The First Amendment to Agreement makes the total contract value \$159,600.00.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

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

UPON MOTION duly made and seconded, the Board approved the foregoing Informal Awards, Renewals, Increases to Contracts and Extensions. Furthermore, the Board approved and authorized execution of Selected Source Agreement with Computer Task Group, Incorporated (item no. 10) and an Amendment to Agreement with Runners, Inc. (item no. 19). The President **ABSTAINED** on item nos. 1, 2 and 3. The President voted **NO** on item no. 10.

**MINUTES**Health Department - Expenditure of Funds**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the purchase of gift cards for distribution to clients that participate in program activities.

**AMOUNT OF MONEY AND SOURCE:**

\$ 1,000.00 - 50 Aeropostale Gift Cards @ \$20.00 ea.  
 1,000.00 - 50 Amazon.com Gift Cards @ \$20.00 ea.  
 1,000.00 - 50 AMC Theaters Gift Cards @ \$20.00 ea.  
 1,000.00 - 50 Bath & Body Works Gift Cards @ \$20.00 ea.  
 1,000.00 - 50 CVS Pharmacy Gift Cards @ \$20.00 ea.  
 1,000.00 - 50 Express Gift Cards @ \$20.00 ea.  
 1,000.00 - 50 Darden Restaurants Gift Cards @ \$20.00 ea.  
 1,000.00 - 50 Domino's Gift Cards @ \$20.00 ea.  
 1,000.00 - 50 Foot Locker Gift Cards @ \$20.00 ea.  
 1,000.00 - 50 iTunes Gift Cards @ \$20.00 ea.  
 1,000.00 - 50 Marshall's Gift Cards @ \$20.00 ea.  
 1,000.00 - 50 Nike Gift Cards @ \$20.00 ea.  
 1,000.00 - 50 Old Navy Gift Cards @ \$20.00 ea.  
 1,000.00 - 50 Panera Bread Gift Cards @ \$20.00 ea.  
 1,000.00 - 50 Papa John's Gift Cards @ \$20.00 ea.  
 1,000.00 - 50 Sally Beauty Supply Gift Cards @ \$20.00 ea.  
 1,000.00 - 50 Sephora Gift Cards @ \$20.00 ea.  
 1,000.00 - 50 Subway Gift Cards @ \$20.00 ea.  
 1,000.00 - 50 Target Gift Cards @ \$20.00 ea.  
1,000.00 - 50 Walmart Gift Cards @ \$20.00 ea.  
**\$20,000.00** - 4000-480616-3100-268600-603026

**BACKGROUND/EXPLANATION:**

The Bureau of School Health (BSH) has been awarded grant funds to support the Baltimore City U Choose Evidence-based Teen Pregnancy Prevention Program. The BSH will administer the teen pregnancy prevention curriculum, Seventeen Days, to teenagers visiting the Department's School-Based Health Centers.

**MINUTES**Health Department - cont'd

Seventeen Days is a theory-based interactive video designed to educate young women about contraception and sexually transmitted infections (STIs). Upon completion of the Seventeen Days curriculum, participating students will receive an incentive. Incentives for the evidence-based program include participation gift cards for various clothing, food, and entertainment venues. An estimated 1,000 teenagers are expected to benefit from the clinic-based curriculum and incentives. Funding is available in the State of Maryland Department of Health and Mental Hygiene grant from the Office of Adolescent Health Tier 1B.

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

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

**MBE/WBE PARTICIPATION:**

N/A

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

UPON MOTION duly made and seconded, the Board approved and authorized the purchase of gift cards for distribution to clients that participate in program activities.

**MINUTES**

Health Department - Revised Notice of Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Revised Notice of Award (NOA) and Cooperative Agreement from the Department of Health and Human Services (DHHS), Centers for Disease Control and Prevention (CDC), and the National Center for Injury Prevention and Control. The period of the award is September 1, 2015 through August 31, 2016.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On October 28, 2015, the Board approved the initial NOA for the Project Titled: Dating Matters Initiative in Baltimore for \$350,000.00 for the period September 1, 2015 through August 31, 2016. The NOA reflected funding restrictions for travel cost and program incentives. Restricted funds cannot be withdrawn until released by a revised notice of award signed by the grants management officer. The Department submitted a revised budget with a narrative justification and work plan as requested.

The revised NOA reflects approval of the revised budget. All other terms and conditions issued with the original award remain in effect throughout the budget period unless otherwise changed, in writing, by the Grants Management Officer.

The revised NOA is presented at this time because of the delay in the administrative process.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS NOTED THE REVISED NOTICE OF AWARD.**

**MINUTES**

Health Dept. - cont'd

UPON MOTION duly made and seconded, the Board approved the Revised Notice of Award and Cooperative Agreement from the Department of Health and Human Services, Centers for Disease Control and Prevention, and the National Center for Injury Prevention and Control.

**MINUTES**

Health Department - Notice of Award and Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Notice of Award and approve and authorize execution of the Agreement with the Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for HIV, Viral Hepatitis, STDs and TB Prevention. The period of the agreement is January 1, 2016 through December 31, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$304,631.00 - 4000-422516-3030-271500-404001

**BACKGROUND/EXPLANATION:**

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

**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 and approved and authorized execution of the Agreement with the Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for HIV, Viral Hepatitis, STDs and TB Prevention.



**MINUTES**

Health Department - Notice of Award and Cooperative Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Notice of Award and approve and authorize execution of the Cooperative Agreement with the Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for HIV, Viral Hepatitis, STDs and TB Prevention. The period of the agreement is January 1, 2016 through December 31, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$46,598.00 - 4000-422116-3030-271400-404001

**BACKGROUND/EXPLANATION:**

This agreement will allow the Department's Tuberculosis Prevention Program to use funds to support the City's TB control efforts, to provide medical care and treatment for active and latent TB patients, and to conduct contact investigations. Funds are used for staff, radiology services, and clinician salaries.

**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 and approved and authorized execution of the Cooperative Agreement with the Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for HIV, Viral Hepatitis, STDs and TB Prevention.

## MINUTES

Health Department - Agreements, Grant Agreements  
and Inter-Governmental Agreement

The Board is requested to approve and authorize execution of the various Agreements. The period of the agreements is July 1, 2015 through June 30, 2016, unless otherwise indicated.

1. **THE JOHNS HOPKINS UNIVERSITY (JHU)** **\$174,900.00**  
**BLOOMBERG SCHOOL OF PUBLIC HEALTH**

Account: 4000-480616-3030-294500-404001

The JHU, Center for Adolescent Health (CAH) has worked in partnership with community agencies in Baltimore to understand and reduce adolescent risk behaviors such as tobacco and alcohol use, violence and early sexual activity. The purpose of JHU CAH's work on the U Choose Evidence Based Teen Pregnancy Prevention project is to 1.) design and conduct an evaluation guided by the principles of implementation science, 2.) identify key successes, challenges and lessons learned and 3.) complete an implementation study report.

The agreement is late because budget revisions delayed its processing.

**MWBOO GRANTED A WAIVER.**

2. **THE JOHNS HOPKINS UNIVERSITY** **\$ 22,688.00**

Account: 4000-427715-3023-599621-603051

The JHU will identify and link to care HIV-positive residents of the Baltimore Eligible Metropolitan Area (EMA) who have HIV but are not in primary medical care. The JHU will test people engaged in high risk activities that do not know their HIV status and provide linkages to services. The period of agreement is March 1, 2015 through February 29, 2016.

## MINUTES

Health Department - cont'd

The agreement is late because after receiving the award for Ryan White Part A Grant, providers are selected by BCHD and Associated Black Charities, Inc., Part A Fiscal Agent. The providers are asked to submit a budget, budget narrative, and scope of services. The BCHD thoroughly reviews the entire package before preparing a contract and submitting it to the Board. These budgets are revised many times because of inadequate information from the providers. This review process is required to confirm with the grant requirements.

3. **THE JOHNS HOPKINS UNIVERSITY** **\$100,000.00**

Account: 4000-480616-3030-294500-404001

The Johns Hopkins University School of Medicine Harriet Lane Teen Clinic will work on the U Choose Evidence-Based Pregnancy Prevention project to implement the Seventeen Days curriculum. The Seventeen Days curriculum educates young women about contraception and STD's. The target population is girls ages 14-19.

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

**MWBOO GRANTED A WAIVER.**

4. **THE FAMILY LEAGUE OF BALTIMORE** **\$ 70,000.00**  
**CITY, INC. (FLBC)**

Account: 4000-480616-3030-294500-404001

The FLBC Inc., promotes collaborative initiatives and aligns resources to create lasting outcomes for Baltimore's children from birth until they graduate from high school and transition to college or the workforce.

## MINUTES

Health Department - cont'd

The purpose of the FLBC's work on the U Choose Evidence Based Teen Pregnancy Prevention project is to develop a set of family engagement workshops and activities that support the curriculum being implemented in schools, engage community based organizations and providers to create a network of referral resources and providers to complement the curricula and family engagement series and assist with implementation of school sites for the pilot.

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

**MWBOO GRANTED A WAIVER.**

5. **FAMILY HEALTH CENTERS OF BALTIMORE INC. (FHCB)** **\$152,223.00**

Account: 5000-569716-3023-274405-603051

FHCB, Inc. will provide case management services to patients diagnosed with HIV/AIDS. The program will employ two full time case managers and an outreach worker to assist with obtaining patients and promoting services that are offered.

The agreement is late because the Prevention and Health Promotion Administration programmatically manages Ryan White - 2016 State Special services. The providers are asked to submit a budget, budget narrative, and scope of services. The BCHD thoroughly reviews the entire package before preparing a contract and submitting it to the Board. These budgets are many times revised because of inadequate information from the providers. This review process is required to confirm with the grant requirements.

**MWBOO GRANTED A WAIVER.**

## MINUTES

Health Department - cont'd

6. **FAMILY HEALTH CENTERS OF BALTIMORE INC. (FHCB)** **\$100,000.00**

Account: 4000-480616-3030-294500-603051

FHCB, Inc. will implement the Seventeen Days curriculum, an evidenced based teen pregnancy prevention program designed to educate young women about contraception and STD's. The goal of Seventeen Days is to prevent HIV and Sexually Transmitted Infections (STI's), by improving young women's ability to make less risky sexual health choices.

The organization will attend monthly conference calls for Clinical Intervention Partners hosted by Planned Parenthood of MD, purchase Seventeen Days curriculum, and designate appropriate staff to serve as training facilitators, ensure that clinical services are youth-friendly and that appropriate supportive services (mental health and substance use) are accessible, ensure evaluation activities are met, and participate in team meetings. The FHCB will complete fiscal reports as required, and manage the FHCB clinic activities.

The agreement is late because it was delayed due to the Department's administrative review process.

**MWBOO GRANTED A WAIVER.**

7. **BRUCE SHAPIRO, M.D.** **\$ 11,132.00**

Account: 4000-428215-3080-294301-603051

The Consultant will work with the Baltimore Infants and Toddlers Program. He will coordinate and lead the evaluation team of professionals from varied backgrounds, provide medical input, provide family debriefing and identify children at risk for developmental delays. He will also review health status of referred children, serve as the official signatory for children that are present with medical concerns at birth and assist in developing goals, outcomes and completion of the Individualized Family Services Plan (IFSP).

## MINUTES

Health Department - cont'd

The agreement is late because the SFY 2016 grant award from Maryland State Department of Education (MSDE) was received late in the fiscal year.

8. **THE MILLENNIUM HEALTH & HUMAN SERVICES DEVELOPMENT CORP., INC.** **\$ 40,000.00**

Account: 5000-570316-3041-605800-603051

The organization will work with the BCHD to provide evidence-based smoking cessation services to minority and medically uninsured adults at community sites. The organization will provide 1,600 minority adult residents with evidence-based smoking cessation services.

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

9. **BALTIMORE HEALTHY START, INC. (BHS)** **\$337,600.00**

Account: 5000-530016-3080-595800-603051

The Healthy Families America's (HFA) vision is that all children receive nurturing care to become compassionate and contributing members of their communities. The goal of the HFA is to systematically reach out to parents and caretakers in the community to offer resources and support based on their strengths and individual circumstances, in order to promote healthy childhood growth and development to ultimately build the foundation for strong family functioning. The organization will provide case management and conduct home visits in the communities of Forest Park/Walbrook, Southern Park Heights, and Morrell Park/Violetville. The case management includes supporting families by goal setting to improve family functioning and health behaviors.

The agreement is late because budget revisions delayed processing.

**MWBOO GRANTED A WAIVER.**

**MINUTES**

Health Department - cont'd

NURSE MONITOR AGREEMENT

10. **THE AGAPE HEALTH GROUP, INC.** **\$60,500.00**

Account: 4000-426216-3110-306800-603018

The Maryland State Department of Health and Mental Hygiene (DHMH) is designated as the single State agency to administer all aspects of the Maryland Medical Assistance Program (MMAP). The Department has an agreement with the DHMH to participate in the MMAP as the local health department coordinating nurse monitoring services to eligible participants of the Medical Assistance Personal Care (MAPC) through September 30, 2015, and Community Personal Assistance Services (CPAS) and Community First Choice (CFC) Nurse Monitors through the full term of this agreement.

The Nurse Monitor will exercise independent professional judgment and carry professional liability insurance. Each Nurse Monitor will be an independent contractor and not an employee of the City.

The Nurse Monitor will be responsible for providing personal assistance services for the MAPC participants through September 30, 2015, and providing oversight and quality monitoring of personal assistance services for CFC/CPAS participants through the full term of this Agreement. They will make home visits, maintain clinical records, and utilize the Long Term Services and Support Maryland Tracking System, as required.

The Agreement is late because of changes made to the MAPC program. The template was revised to include the new billing procedure codes and reimbursement rates for personal medical assistance services.

**MWBOO GRANTED A WAIVER.**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**

Health Department - cont'd

GRANT AGREEMENTS

11. **THE ANNIE E. CASEY FOUNDATION** **\$ 30,000.00**

Account: 4000-421316-3080-595501-404001

This grant agreement will provide funding to support the Expanded Administrative Care Coordination Program. The BCHD will collaborate with HealthCare Access of Maryland Administrative Care Coordination Unit to assure timely screening, processing, assigning, and transmittal of Maryland Prenatal Risk Assessment referral forms to Managed Care Organizations and the Department of Health and Mental Hygiene within the 48-hour timeframe.

The grant agreement is late because it was received on December 8, 2015 and delayed during the Department's administrative review process.

12. **THE ANNIE E. CASEY FOUNDATION** **\$100,000.00**

Account: 6000-622516-3080-293601-406001

The grant agreement will provide funds to support a Youth Health and Wellness Coordinator. This position will be responsible for the design, administration, and coordination of the BCHD Youth Wellness Initiative. This initiative involves multiple partners working through a collective impact strategy to build a comprehensive strategy for youth ages 6-19 with the goal to ensure that all City youth thrive in health environments. The period of the agreement is December 1, 2015 through November 30, 2016.

The agreement is late because it was received on November 6, 2015 and delayed during the Department's internal review process.



## MINUTES

Health Department - cont'd

13. **THE ABELL FOUNDATION, INC.** **\$288,200.00**

Account: 6000-613016-3080-782400-406001

The goal of the Long Acting Reversible Contraception (LARC) Project is to ensure that women in Baltimore have equitable access to comprehensive family planning counseling and the most effective contraception. This will enable women to plan their pregnancies and achieve adequate birth spacing. The objectives are to increase access to and use LARC for women in Baltimore by hiring a dedicated LARC Project Coordinator and conducting public health detailing about LARC for all of the city clinics serving women of reproductive age. The period of agreement is January 1, 2016 through April 1, 2018.

14. **THE ROBERT WOOD JOHNSON FOUNDATION** **\$200,000.00**

Account: 6000-616216-3030-772700-406001

To promote a culture of health, Data Across Sectors for Health (DASH) fosters local collaborations use of shared data and information systems to plan, implement, and evaluate multi-sector community health improvement. The BCHD on behalf of a collaborative that includes the Mayor's Office, the State's Health Information Exchange, leading nonprofits, and faculty at Johns Hopkins and the University of Maryland propose a citywide project to reduce the rate of falls among city residents age 65 and older leading to a hospitalization or an Emergency Department visit.

Baltimore Falls Reduction Initiative Engaging Neighborhoods and Data (B'Friend) will stand up a real time data surveillance system and then integrate the core medical data with other health, environmental and social service data to conduct original analysis to inform new and existing initiatives. B'Friend analyses will be used to align community programs, to direct place-based interventions, to develop new interventions, and to inform a public health campaign. The period of agreement is January 15, 2016 through January 14, 2017.

**MINUTES**

Health Department - cont'd

INTER-GOVERNMENTAL AGREEMENT (IGA)

15. **MARYLAND DEPARTMENT OF PUBLIC SAFETY** **\$400,000.00**  
**AND CORRECTIONAL SERVICES, DIVISION**  
**OF PAROLE AND PROBATION**

Account: 5000-531116-3070-518500-405001

This IGA will establish the terms and conditions of the award from the Maryland Department of Public Safety and Correctional Services, Division of Parole and Probation, for the purpose of the Behavioral Health System Baltimore (BHSB) to provide substance abuse treatment services. The period of the Inter-governmental Agreement is December 1, 2015 through June 30, 2016.

The agreement is late because it was received on December 11, 2015.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Agreements. The President **ABSTAINED** on item nos. 1, 2, and 3.

**MINUTES**Health Department - Employee Expense Reports

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

1. **MICHELLE CRAWFORD** **\$ 14.95**

Account: 4000-422515-3030-271500-603002  
July 2015 - Mileage

Ms. Crawford failed to submit her employee expense statement for July 2015 on time.

2. **ANDREA FISCH** **\$350.00**

Account: 1001-000000-3030-271500-603020  
January 2015 - Family Nurse Practitioner  
Certification

Ms. Fisch submitted her employee expense statement and appropriate back-up documents on time. However, they were misplaced during the administrative review process.

3. **LAVERNE HILL** **\$ 75.84**

Account: 1001-000000-3100-295900-603003  
July 2015 - Uniforms

Ms. Hill submitted her employee expense statement and appropriate back-up documents on time. However, they were never received at the Department's administrative office for processing.

The Department apologies for the lateness of these requests.

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.

**MINUTES**

Health Department - cont'd

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**MINUTES**

Office of the State's Attorney - Intergovernmental Agreement  
for Baltimore City (SAO)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Inter-governmental Agreement with the Mayor's Office of Employment Development (MOED). The period of the agreement is January 1, 2016 through December 31, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$47,685.00 - 4000-403716-1150-118100-601001

**BACKGROUND/EXPLANATION:**

MOED will reimburse the SAO for the salary and benefits of one law clerk who will work as the administrative support for the Aim to B'More program initiative.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Inter-governmental Agreement with the Mayor's Office of Employment Development.

**MINUTES**

Police Department - Governmental/Charitable Solicitation  
Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City for Mr. Kevin Davis and Ms. Ganesha Martin to solicit businesses, organizations, and donors for donations of goods and services and financial support. The period of the campaign will be effective upon Board approval through December 31, 2016.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

The solicitations will be made to fund the development of policing programs for the Baltimore Police Department in accordance with the Federal mandates from the United States Department of Justice. Additionally, Mr. Davis will assist in fundraising efforts for the renovation of district stations.

The funds raised for the Department will be utilized for community policing efforts, training, and implementation of the Department of Justice reforms, as well as building renovations for the district stations.

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

**MINUTES**

Police Dept. - cont'd

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City for Mr. Kevin Davis and Ms. Ganesha Martin to solicit businesses, organizations, and donors for donations of goods and services and financial support.

**MINUTES**

Baltimore Police Department - Ratification

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify acceptance of two Grant Adjustment Notice's (GAN) from the Maryland Emergency Agency (MEMA) for the FY 2012 Urban Area Security Initiative.

**AMOUNT OF MONEY AND SOURCE:**

(\$8,742.00) - 4000-472413-2023-212600-600000

**BACKGROUND/EXPLANATION:**

The first GAN decreases the amount of the grant by \$8,742.00, bringing the new total to \$1,335,202.00 due to a duplication of reimbursements that have been repaid to MEMA. The second GAN extends the grant through September 1, 2014 through August 31, 2014 to cover maintenance and support.

On October 17, 2012, the Board authorized acceptance of a Memorandum of Agreement with MEMA for the FY12 Urban Area Security Initiative, funded through a Grant from the U.S. Department of Homeland Security, in the amount of \$1,476,804.00. The period for the agreement was from September 1, 2012 through May 31, 2014. On April 24, 2013, the Board approved and authorized an amendment reducing the award by \$30,000.00, bringing the total award to \$1,446,804.00. On October 23, 2012, the Board approved and authorized an amendment reducing the award by \$50,860.00, bringing the total award amount to \$1,395,944.00. On September 10, 2014, the Board authorized and approved an amendment extending the agreement through July 31, 2014.

The GAN is late because of late receipt of documents.



**MINUTES**

Baltimore Police Department - cont'd

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS NOTED THE GRANT ADJUSTMENT NOTICE.**

UPON MOTION duly made and seconded, the Board ratified acceptance of two Grant Adjustment Notice's from the Maryland Emergency Agency for the FY 2012 Urban Area Security Initiative.

**MINUTES**

Baltimore Police Department - Grant Award

**ACTION REQUESTED OF B/E:**

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

**AMOUNT OF MONEY AND SOURCE:**

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

**BACKGROUND/EXPLANATION:**

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

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

**MBE/WBE REQUIREMENT:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

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

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

**MINUTES**

Baltimore Police Department - Grant Award

**ACTION REQUESTED OF B/E:**

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

**AMOUNT OF MONEY AND SOURCE:**

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

**BACKGROUND/EXPLANATION:**

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

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

**MBE/WBE REQUIREMENT:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

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

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

**MINUTES**

Fire Department - Governmental/Charitable Solicitation  
Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City for members of the Baltimore City Fire Department and members of the Fire Prevention Committee to solicit contributions to benefit the Baltimore City Fire Prevention Fund by donations deposited to the Baltimore City Foundation, Inc. The period of the campaign will be effective upon Board approval through December 31, 2016.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

The Baltimore City Fire Department (BCFD) hosts several fire prevention initiatives each year which are completely free to City residents. The funds donated to the Fire Prevention Fund will allow the BCFD to keep all of the programming free. The Annual Thrill Show and The Youth Fire Setters Summer Camp are a few of the initiatives that have been supported through funds raised in the past.

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

**MINUTES**

Fire Department - cont'd

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City for members of the Baltimore City Fire Department and members of the Fire Prevention Committee to solicit contributions to benefit the Baltimore City Fire Prevention Fund by donations deposited to the Baltimore City Foundation, Inc.

**MINUTES**

Fire Department - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Memorandum of Understanding (MOU) with the Maryland Jockey Club of Baltimore City, Inc. The period of the MOU is effective upon Board approval through August 31, 2018.

**AMOUNT OF MONEY AND SOURCE:**

The Maryland Jockey Club of Baltimore City, Inc. will not charge any fees to the City for use of the venue. However, the City will reimburse the Jockey Club for all expenses reasonably incurred related to the use of the venue.

**BACKGROUND/EXPLANATION:**

The MOU will allow the City to utilize the parking lots and facilities at Pimlico Race Course in the event of an emergency or disaster as a staging area for mutual aid resources upon request.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with the Maryland Jockey Club of Baltimore City, Inc.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

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

UPON MOTION duly made and seconded,  
awarded the formally advertised contracts

listed on the following pages:

104 - 109

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

The Comptroller **ABSTAINED** on items 1 & 2.

MINUTES

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Department of Public Works/Office  
of Engineering and Construction

1. WC 1120, Guilford Water Allan Myers, MD Inc. \$18,942,500.00  
 Pumping Station  
 Rehabilitation Design

**MBE/WBE PARTICIPATION:**

**MWBOO SET MBE GOALS OF 16%, SUB-GOALS OF 14% FOR AFRICAN AMERICANS (AA); 2% FOR HISPANIC AMERICANS (HA), WBE GOALS 3%**

|             |  |                |        |
|-------------|--|----------------|--------|
| <b>MBE:</b> | Horton Mechanical Contractors, Inc. (AA) | \$2,652,000.00 | 14.00% |
|             | Priority Construction Corporation (HA)   | 276,000.00     | 1.46%  |
|             | Alfredo Trucking, Inc. (HA)              | 65,000.00      | 0.34%  |
|             | *Lago Contracting, LLC. (HA)             | 38,000.00      | 0.20%  |

**WBE:** Tissa Enterprises, Inc.           \$ 850,000.00   1.03%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

\*Lago Contracting, LLC is not in good standing with the Department of Assessment and Taxation. The Bidder will be allowed to substitute an approved MBE if Lago Contracting, LLC is not in good standing at the time of award.

2. **TRANSFER OF FUNDS**

| <u>AMOUNT</u>                              | <u>FROM ACCOUNT/S</u>   | <u>TO ACCOUNT/S</u> |
|--|---|---------------------|
| \$16,619,310.47<br>(County Appropriations) | 9960-902917-9558<br>(Constr. Res.<br>Water Pump Station<br>Improve) |                     |



MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

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

TRANSFER OF FUNDS - cont'd

| <u>AMOUNT</u>  | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u>                         |
|--|-----------------------|---|
| 9,144,785.53<br>(Water Revenue<br>Bonds)<br><u>\$25,764,096.00</u> | " "                   |   |
| \$ 1,894,250.00  | -----                 | 9960-901917-9557-900020-2<br>Extra Work     |
| 1,894,250.00   | -----                 | 9960-901917-9557-900020-3<br>Engineering    |
| 1,896,546.00   | -----                 | 9960-901917-9557-900020-5<br>Inspection     |
| 18,942,500.00  | -----                 | 9960-901917-9557-900020-6<br>Construction   |
| <u>1,136,550.00</u>  | -----                 | 9960-901917-9557-900020-9<br>Administration |
| <b>\$25,764,096.00</b>   |                       |   |

The funds are required to cover the cost of the award for WC 1120, Guilford Water PS Rehabilitation Design.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation - cont'd

Department of Transportation

3. TR 13306R, Resurfacing Highways @ Various Locations, Southwest Sector III M. Luis Construction Co., Inc. \$3,365,177.00

DBE PARTICIPATION:

|                                    |              |       |
|------------------------------------|--------------|-------|
| DBE: Traffic Systems, Inc.         | \$262,562.50 | 7.80% |
| J & M Sweeping, LLC                | 44,084.00    | 1.31% |
| Powell's Trucking                  | 134,944.00   | 4.01% |
| Hammerhead Trucking, LLC           | 118,118.00   | 3.51% |
| Ball & Breckenridge Trucking, Inc. | 118,118.00   | 3.51% |
| Sunrise Safety Service, Inc.       | 52,833.00    | 1.57% |
| J. Villa Construction, Inc.        | 282,000.00   | 8.38% |

4. TRANSFER OF FUNDS

| <u>AMOUNT</u>          | <u>FROM ACCOUNT/S</u>                              | <u>TO ACCOUNT/S</u> |
|------------------------|--|---------------------|
| \$2,000,000.00<br>FED  | 9950-905215-9514<br>Local Resurfacing<br>Southwest |                     |
| 773,990.71<br>GF (HUR) | " "  |                     |
| 641,293.29<br>FED      | 9950-919001-9509<br>Constr. Res.<br>Unallocated    |                     |
| 454,669.55<br>FED      | 9950-902529-9507<br>Constr. Res.                   |                     |
| <u>\$3,869,953.55</u>  | Federal Surfacing<br>Southwest                     |                     |

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation - cont'd

TRANSFER OF FUNDS

| <u>AMOUNT</u>                | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u>   |
|------------------------------|-----------------------|---|
| \$3,365,177.00               | -----                 | 9950-906856-9514-6<br>Structure & Improvements                |
| 336,517.70                   | -----                 | 9950-906856-9514-5<br>Inspection                              |
| <u>168,258.85</u>            | -----                 | 9950-906856-9514-2<br>Contingencies Fed Res.<br>Hwys - SW III |
| <b><u>\$3,869,953.55</u></b> |                       |   |

This transfer will fund the costs associated with Award of project TR 13306R "Resurfacing Highways at Various Locations, Southwest Sector III" with M. Luis Construction Co., Inc.

Bureau of Purchases

|   |   |  |
|---|---|--|
| 5. B50004279, Residential Energy Conservation Program<br><br>(Dept. of Housing and Community Development) | Northeast Energy Services, LLC<br><br>Civic Works, Inc.<br><br>American Energy Solutions, Inc.<br><br>Accurate Insulation LLC<br><br>Hawkeye Construction, L.L.C. | \$1,000,000.00<br><br>1,000,000.00<br><br>1,000,000.00<br><br>1,000,000.00<br><br><u>1,000,000.00</u><br><br><b>\$5,000,000.00</b> |
|---|---|--|

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases**MWBOO SET GOALS OF 27% MBE AND 4% WBE FOR ALL VENDORS.**Northeast Energy Services, LLC

|                                      |            |
|--------------------------------------|------------|
| <b>MBE:</b> Coldspring Company, Inc. | 13%        |
| BMC Services, LLC.                   | 14%        |
| <b>Total</b>                         | <b>27%</b> |

|                                  |    |
|----------------------------------|----|
| <b>WBE:</b> USA Energy Co., Inc. | 4% |
|----------------------------------|----|

**MWBOO FOUND VENDOR IN COMPLIANCE.**Civic Works, Inc.

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

|  |    |
|--|----|
| <b>WBE:</b> Baltimore Window Factory, Inc. | 4% |
|--|----|

**MWBOO FOUND VENDOR IN COMPLIANCE.**American Energy Solutions, Inc.

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

## MINUTES

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

|                                  |           |
|----------------------------------|-----------|
| <b>WBE:</b> USA Energy Co., Inc. | 1%        |
| B and M Clean, LLC.              | <u>3%</u> |
| <b>Total</b>                     | <b>4%</b> |

**MWBOO FOUND VENDOR IN COMPLIANCE.**Accurate Installation, LLC

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

|  |    |
|--|----|
| <b>WBE:</b> New Century Construction, Inc. | 4% |
|--|----|

**MWBOO FOUND VENDOR IN COMPLIANCE.**Bureau of Purchases - cont'dHawkeye Construction, LLC.

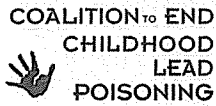
|  |            |
|--|------------|
| <b>MBE:</b> TRA Preventive Maintenance, LLC. | 13%        |
| Lewis Construction, LLC.                     | <u>14%</u> |
| <b>Total</b>                                 | <b>27%</b> |

|                                  |    |
|----------------------------------|----|
| <b>WBE:</b> USA Energy Co., Inc. | 4% |
|----------------------------------|----|

**MWBOO FOUND VENDOR IN COMPLIANCE.**

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

**THE PROTEST FROM THE COALITION TO END CHILDHOOD LEAD POISONING (DBA GREEN & HEALTHY HOMES INITIATIVE) WAS WITHDRAWN.**



December 22, 2015

Ruth Ann Norton  
Executive Director

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

Re: Award Protest  
Solicitation #B50004279  
Residential Energy Conservation Program

Dear Clerk to the Board of Estimates:

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

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

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

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

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

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

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

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

Sincerely

*Ruth Ann Norton*

Ruth Ann Norton  
President & CEO

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

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

**Quarles, Audrey**

---

**From:** Taylor, Harriette  
**Sent:** Tuesday, January 12, 2016 12:25 PM  
**To:** Ruth Ann Norton  
**Cc:** Strong, Ken - (Baltimore Housing); Quarles, Audrey  
**Subject:** RE: CREC Bid Protest Withdrawal 5B0004279 Residential Energy Conservation Program

Dear Ms. Norton,

Thank you very much. I will convey to the Board your notification.

Harriette Taylor  
(410) 396-4755

---

**From:** Ruth Ann Norton [ranorton@ghhi.org]  
**Sent:** Tuesday, January 12, 2016 12:12 PM  
**To:** Taylor, Harriette  
**Cc:** Strong, Ken - (Baltimore Housing)  
**Subject:** Re: CREC Bid Protest Withdrawal 5B0004279 Residential Energy Conservation Program

Dear Ms. Taylor,

Please accept this notification of the withdrawal of the protest of the above-referenced Solicitation and related awards by the Green & Healthy Homes Initiative, formerly known as the Coalition to End Childhood Lead Poisoning.

We appreciate your consideration and respect the City's process and decision.

Ruth Ann Norton | President & CEO Green & Healthy Homes Initiative  
2714 Hudson Street, Baltimore, MD 21224  
(P) 410.534.6477 | (M) 443.463.6343 | (F) 410.534.6475 |  
[ranorton@ghhi.org](mailto:ranorton@ghhi.org)<<mailto:ranorton@ghhi.org>>  
[website](http://www.greenandhealthyhomes.org/)<<http://www.greenandhealthyhomes.org/>> | e-  
[newsletter](http://visitor.r20.constantcontact.com/d.jsp?llr=pitqxnbab&p=oi&m=1101046238479&sit=64mek5vab&f=cde8cae1-6eaf-4a69-8e1e-c4cd56e6b3d8)<<http://visitor.r20.constantcontact.com/d.jsp?llr=pitqxnbab&p=oi&m=1101046238479&sit=64mek5vab&f=cde8cae1-6eaf-4a69-8e1e-c4cd56e6b3d8>> |  
[facebook](https://www.facebook.com/GHHInational)<<https://www.facebook.com/GHHInational>> | [twitter](https://twitter.com/healthyhousing)<<https://twitter.com/healthyhousing>>  
| [linkedin](http://www.linkedin.com/company/green-and-healthy-homes-initiative)<<http://www.linkedin.com/company/green-and-healthy-homes-initiative>> |  
[donate](http://www.greenandhealthyhomes.org/get-involved/donate)<<http://www.greenandhealthyhomes.org/get-involved/donate>>

\*\*\*\*\*

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MINUTES

Department of Recreation - On-Call Architectural Design  
and Parks Services Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an On-Call Architectural Design Services Agreement with GWWO, Inc., for Project No. 1234. The period of the agreement is effective upon Board approval for three years or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$4,500,000.00 - Upset limit

No funds are required at this time.

**BACKGROUND/EXPLANATION:**

The Consultant will provide architectural design services for renovation and improvement of various Park and Recreation facilities.

**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.

MWBOO set goals of 20% MBE and 10% WBE.

|             |   |                       |              |
|-------------|---|-----------------------|--------------|
| <b>MBE:</b> | Min Engineering, Inc.                       | \$0-900,000.00        | 0-20%        |
|             | Faisant Associates, Inc.                    | \$0-900,000.00        | 0-20%        |
|             | Navarro & Wright Consulting Engineers, Inc. | <u>\$0-900,000.00</u> | <u>0-20%</u> |
|             | <b>In the Aggregate</b>                     | <b>\$0-900,000.00</b> | <b>0-20%</b> |

MINUTES

Department of Recreation & Parks - cont'd

|             |   |                       |              |
|-------------|---|-----------------------|--------------|
| <b>WBE:</b> | Carroll Engineering, Inc.               | \$0-450,000.00        | 0-10%        |
|             | Floura Teeter Landscape Architect, Inc. | \$0-450,000.00        | 0-10%        |
|             | The Robert B. Balter Co.                | \$0-450,000.00        | 0-10%        |
|             | <b>In the Aggregate</b>                 | <b>\$0-450,000.00</b> | <b>0-10%</b> |

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS NOTED THE ON-CALL AGREEMENT AND WILL REVIEWS TAS ASSIGNMENTS.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the On-Call Architectural Design Services Agreement with GWWO, Inc., for Project No. 1234. The President voted **NO**.

**MINUTES**

Department of Recreation and Parks - Employee Expense Statement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the expense statement for Mr. Jermaine T. Johnson for the month of June, 2015.

**AMOUNT OF MONEY AND SOURCE:**

|                        |   |    |                                |
|------------------------|---|----|--------------------------------|
| \$ 68.54               | - | 46 | McDoubles                      |
| 20.00                  | - | 20 | Cheeseburgers                  |
| 91.74                  | - | 66 | S French Fries                 |
| <u>\$180.28</u>        |   |    |                                |
| 10.82                  | - |    | Tax                            |
| <b><u>\$191.10</u></b> | - |    | 2096-796232-7960-823200-604014 |

**BACKGROUND/EXPLANATION:**

Each year, the Department of Recreation and Parks sponsors Summer Camps for the youth of Baltimore City at different recreation centers. Summer Camp participants were registered for camp at the Gardenville Recreation Center. Lunches were ordered prior to the first day of camp from the Summer Lunch Program. However, the previously ordered lunches were not delivered for the first day of camp. Mr. Johnson used his personal credit card to purchase lunches for the 66 camp participants.

The Department is requesting that Mr. Johnson be reimbursed for the out-of-pocket expenses he incurred for the lunches that were purchased at McDonald's Restaurant.

This request is late because the original paperwork and receipt were misplaced and recently found for processing.

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.

**MINUTES**

Dept. of Rec. & Parks - cont'd

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the expense statement for Mr. Jermaine T. Johnson for the month of June, 2015.

**MINUTES**

Department of Finance/Office - Renewal of FY 2016 Student  
of Risk Management Medical Liability Insurance

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal of Student Medical Liability Insurance covering students enrolled in the Student Nursing, Geriatric Nursing Assistants, and Medical Assistants programs in Baltimore City Public Schools and the Baltimore City Fire Department EMT program. The policy renewed on December 31, 2015 with Homeland Insurance Company of New York.

**AMOUNT OF MONEY AND SOURCE:**

\$14,340.00 - 2043-00000-1450-162900-603014

**BACKGROUND/EXPLANATION:**

This policy reduces the exposure of the Mayor and City Council and the Baltimore City Public Schools from liability that may result from injuries and damages attributable to students enrolled in the Student Nursing, EMT, Geriatric Nursing Assistants, and Medical Assistants Programs. This coverage is also required by the hospitals and other medical facilities in which the students work.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the renewal of Student Medical Liability Insurance covering students enrolled in the Student Nursing, Geriatric Nursing Assistants, and Medical Assistants programs in Baltimore City Public Schools and the Baltimore City Fire Department EMT program.

MINUTES

Department of Housing and     - Acquisition of Leasehold  
Community Development (DHCD)   Interest by HUD URA  
Sec.24.102(c)(2)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Utilization of HUD URA Sec.24.102(c)(2) to acquire the leasehold interest in the property located at 1947 Perlman Place from the owner John Mutzberg.

**AMOUNT OF MONEY AND SOURCE:**

\$10,000.00 - 9910-905507-9588-900000-704040

**BACKGROUND/EXPLANATION:**

The DHCD, Land Resources Division strategically acquires and manages vacant or abandoned properties, which enables these properties to be returned to productive use and improve neighborhoods in Baltimore City.

The subject property is condemned and located on a block that is scheduled for demolition within 45 days. The demolition of the 1900 block of Perlman Place is necessary to further the City's efforts to revitalize blighted neighborhoods. Employing the use of HUD URA Sec.24.102(c)(2) provides the Agency the option to purchase a property without the requirement of an independent appraisal report. Specially HUD URA Sec.24.102(c)(2) states,

- (i) The Agency determines that because the valuation problem is uncomplicated and the anticipated value of the proposed acquisition is estimated at \$10,000.00 or less based on a review of available data
- (ii) When the independent report is determined to be unnecessary, the Agency shall prepare a waiver valuation report.

**MINUTES**

DHCD - cont'd

The purchase price of \$10,000.00 was based on a review of available data from:

- State Department of Assessments and Taxation (SDAT)
- Metropolitan Region Information System (MRIS)
- Land Records
- City of Baltimore Land Asset Management (CoBLAM)

A copy of the Waiver Valuation form and corresponding document is submitted.

The time and costs associated with acquiring 1947 Perlman Place by waiting for two independent appraisals and conducting negotiations and demolishing around the property would be substantially higher than negotiating an agreed upon amount with a willing property owner. The estimate from the contractors is that the estimated cost of rebuilding the walls around the subject property range from \$10,000.00 to \$15,000.00 per wall, depending on the height and length of the property.

In an effort to expedite the process, the owner of 1947 Perlman Place, Mr. Mutzberg, has agreed to waive his right to an independent appraisal and convey the property to the City for \$10,000.00, less the current amount of liens owned on the property.

With the Board's approval, the City will use HUD URA Sec. 24.102 (c) (2) to receive clear and marketable title to the property at 1947 Perlman Place and promote the City's continued revitalization efforts.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved the Utilization of HUD URA Sec.24.102(c)(2) to acquire the leasehold interest in the property located at 1947 Perlman Place from the owner John Mutzberg.



**MINUTES**

Bureau of the Budget and - Supplementary Federal  
Management Research      Fund Appropriation

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a Supplementary Federal Fund Appropriation for the Department of Housing and Community Development (DHCD) - Service Number 750 - Housing Rehabilitation Services.

**AMOUNT OF MONEY AND SOURCE:**

\$3,714,272.00

The source of the Federal funds is a grant award from the United States Department of Housing and Urban Development (HUD) for the Baltimore City DHCD Lead Hazard Reduction Program, approved by the Board on December 23, 2015.

**BACKGROUND/EXPLANATION:**

The DHCD received a grant in the amount of \$3,714,272.00 from HUD. This grant was not anticipated to be received this fiscal year, as the approval process in prior years was much longer. The grant funds will primarily be used by the DHCD to complete home repairs needed to reduce the hazard of lead paint exposure. Related expenses include operating, construction, and testing costs as well as the cost of relocating families during construction.

In addition, the DHCD is collaborating with the Health Department to provide home visits to families with children whose blood test results indicate elevated levels of lead. Finally, the program partners with the Green & Healthy Homes Initiative on a variety of direct and educational services related to lead hazard.

**MBE/WBE PARTICIPATION:**

N/A

**MINUTES**

BBMR - cont'd

UPON MOTION duly made and seconded, the Board approved a Supplementary Federal Fund Appropriation for the Department of Housing and Community Development (DHCD) - Service Number 750 - Housing Rehabilitation Services.

MINUTES

PERSONNEL MATTERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

121 - 123

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

**MINUTES****PERSONNEL**Department of Recreation and Parks

|                         | <u>Hourly Rate</u> | <u>Amount</u>      |
|-------------------------|--------------------|--------------------|
| 1. <b>SHAUN PRESTON</b> | \$35.12            | <b>\$66,938.72</b> |

Account: 5000-578716-4711-361850-601009

Mr. Preston will work as a Contract Services Specialist II (Yard Master). His duties will include, but will not be limited to operating screening equipment for the duration of the rental period, or until all legacy mulch is screened and maintaining the operational capacity of the screening equipment. He will operate tractor-frontend loaders and log grapple trucks that may require a Maryland Commercial Driver's License upon start of employment, manage and track distribution and sales of all mulch, evaluate logs and wood debris for quality, value and suitability for lumber mills, commercial and residential use. In addition, Mr. Preston will operate sorting machinery to sort and stack millable logs from unsuitable logs, coordinate the transportation of logs to private sawmill partners, manage and track log sales with private sawmill partners including completion and submittal of documents necessary for a contract between Baltimore City and private vendors. The period of the agreement is effective upon Board approval for one year.

|                           |         |                    |
|---------------------------|---------|--------------------|
| 2. <b>NATHAN RANDOLPH</b> | \$34.00 | <b>\$64,804.00</b> |
|---------------------------|---------|--------------------|

Account: 5000-578716-4711-361850-601009

Mr. Randolph will work as a Contract Services Specialist II (GIS Specialist). His duties will include, but will not be limited to participating in the planning and design of the Forestry tree inventory GIS database structure. Mr. Randolph will lead the training efforts in the use of CityWorks and tree inventory data for all Forestry users, ensure that each user is able to correctly perform their required function, and ensure that the data is properly entered and updated by the Forestry users in CityWorks.

**MINUTES****PERSONNEL**Department of Recreation and Parks - cont'dHourly RateAmount

In addition, he will use ArcGIS to produce reports and maps of the tree inventory data, perform any related analysis, distribute data as necessary, and collect GIS and other data in the field using mobile devices or professional GPS units. Mr. Randolph will also perform updates to the tree inventory data based on field data collection and addition of new tree plantings and perform other duties as required. The period of the agreement is effective upon Board of Estimates approval for one year.

Law Department

3. **THOMAS P.G. WEBB** \$40.50 **\$74,925.00**

Account: 2036-000000-1752-175200-601009

Mr. Thomas will continue to work as a Contract Services Specialist II (Special Assistant Solicitor). He will be responsible for assisting the Chief Solicitor in defending City departments and agencies and representing the City. This is the same salary as in the previous contract period. The period of the agreement is effective upon Board approval for one year.

Office of Civil Rights and Wage Enforcement

4. **TANEISHIA D. BUNDY** \$24.63 **\$23,645.00**

Account: 1001-000000-1562-171500-601009

Ms. Bundy will work as a Contract Services Specialist II (Public Information Officer). Her duties will include, but are not limited to, writing news releases, preparing brochures, speaking before groups, and promoting and informing the public of the activities of the Office of Civil Rights and Wage Enforcement. The period of the agreement is effective upon Board approval through June 30, 2016.

**MINUTES****PERSONNEL**Department of Human Services5. Create the following positions:

- a. Classification: HR Specialist I (Two Positions)  
     Job Code: 33628  
     Grade: 090 (\$44,858.00 - \$54,520.00)  
     Position Nos.: To be assigned by BBMR
- b. Classification: HR Specialist II (Two Positions)  
     Job Code: 33629  
     Grade: 927 (\$60,800.00 - \$97,300.00)  
     Position Nos.: To be assigned by BBMR
- c. Classification: Recruitment & Talent Acquisition  
     Specialist II (One Position)  
     Job Code: 33678  
     Grade: 927 (\$60,800.00 - \$97,300.00)  
     Position No.: To be assigned by BBMR
- d. Classification: HR Assistant I (One Position)  
     Job Code: 33681  
     Grade: 081 (\$32,076.00 - \$38,001.00)  
     Position No.: To be assigned by BBMR
- e. Reclassify the following Position:
  - From: HRIS Analyst  
     Job Code: 33626  
     Grade: 927 (\$60,800.00 - \$97,300.00)  
     Position No.: 1601-50279
  - To: Social Worker I (LGSW)  
     Job Code: 81112  
     Grade: 089 (\$43,026.00 - \$52,239.00)

Cost: \$208,620.00 - 1001-000000-1602-172500-601001  
 \$313,846.00 - 1001-000000-1603-172500-601001

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

**MINUTES****TRAVEL REQUESTS**

| <u>Name</u>                    | <u>To Attend</u>  | <u>Fund Source</u>                        | <u>Amount</u> |
|--------------------------------|---|---|---------------|
| <u>Office of the President</u> |   |   |               |
| 1. Helen Holton                | 2016 NACO<br>Legislative<br>Conference<br>Washington, DC<br>Feb. 20 - 23, 2016<br>(Reg. Fee \$515.00) | Elected<br>Official<br>Expense<br>Account | \$1,542.02    |

The subsistence rate for this location is \$248.00 per night. The cost of the hotel is \$251.00 per night plus taxes of \$36.40 per night. The Department is requesting additional subsistence of \$3.00 per night to cover the cost of the hotel and \$40.00 per day for meals and incidentals.

Department of Recreation and Parks

|  |  |                      |            |
|--|--|----------------------|------------|
| 2. Keith D. Richardson<br>Jermaine Epps<br>Jimmy Hitt<br>Norris Bryant<br>Sherrie Prioleau | The Park and<br>Recreation<br>Maintenance<br>Management School<br>Wheeling, WV<br>Jan. 31, 2016 -<br>Feb. 5, 2016<br>(Reg. Fee \$1,278.60<br>each) | Accessory<br>Account | \$6,393.00 |
|--|--|----------------------|------------|

The lodging and meals are included in the cost of the registration per attendee. The registration was paid on EA 000177433. A City vehicle will be used for transportation.

This is a two-year course designed for recreation and park professionals. Attendees will receive CEU's and training to enhance professional development. The training meets the needs of personnel who manage park and recreation maintenance programs. After this year's training the attendees will return next year to complete the course and receive their certifications. Each attendee will receive certification once the full course is completed.

**MINUTES****TRAVEL REQUESTS**

| <u>Name</u>  | <u>To Attend</u>  | <u>Fund Source</u> | <u>Amount</u> |
|--|---|--------------------|---------------|
| <u>Department of Public Works-Office of Strategy and Performance</u> |   |                    |               |
| 3. Alan Robinson   | The Utility Management - Conference 2016 San Diego, CA Feb. 24 - 27, 2016 (Reg. Fee \$800.00) | General Funds      | \$2,266.37    |

The subsistence rate for this location is \$217.00 per day. The hotel cost is \$239.00 per night, plus hotel tax of \$30.47 per night. The Department is requesting an additional subsistence per day of \$22.00 to cover hotel costs and \$40.00 for food and incidentals. The airfare of \$477.96 and registration fee of \$800.00 were prepaid on a City-issued procurement card assigned to Ms. Tiana Haines. The amount to be disbursed to the attendee is \$988.41.

Employees' Retirement System (ERS)

|                      |  |                     |            |
|----------------------|--|---------------------|------------|
| 4. Dorothy L. Bryant | Opal Public Funds Summit Scottsdale, AZ Jan. 12 - 16, 2016 | Special Funds - ERS | \$2,164.34 |
|----------------------|--|---------------------|------------|

The subsistence rate for this location is \$220.00 per day. The hotel cost is \$334.40 per night, plus hotel taxes of \$54.08 per day and a one-time hotel charge of \$12.00. The ERS is requesting additional subsistence of \$114.40 per day to cover hotel costs and \$40.00 per day for food and incidentals including one day for the return travel because of the distance and the return time.



**MINUTES****RETROACTIVE TRAVEL APPROVAL**

| <u>Name</u>            | <u>To Attend</u>   | <u>Fund Source</u> | <u>Amount</u> |
|------------------------|--|--------------------|---------------|
| <u>Fire Department</u> |  |                    |               |
| 5. Roman Clark         | Lifestyle Inter-<br>vention Conference<br>Las Vegas, NV<br>Oct. 4 - 8, 2015<br>(Reg. Fee \$419.00) | General<br>Funds   | \$2,228.79    |

Mr. Clark traveled to Las Vegas, Nevada on October 4 - 8, 2015 to attend the Lifestyle Intervention Conference.

The subsistence rate for this location was \$172.00 per day. The airfare in the amount of \$392.10, the hotel costs in the amount of \$976.00, and the hotel taxes in the amount of \$247.04 were pre-paid on a City-issued credit card assigned to Mr. James Fischer. The registration fee in the amount of \$419.00 was prepaid by Expenditure Authorization No. EA000174445. Therefore, the requested reimbursement to Mr. Clark is \$194.65.

**REIMBURSEMENT**

|                  |  |
|------------------|--|
| \$ (392.10)      | - Airfare (Prepaid)  |
| (176.00)         | - Hotel (10/04/2015 - Prepaid)                             |
| (160.00)         | - Hotel (10/05/2015 - Prepaid)                             |
| (320.00)         | - Hotel (10/06/2015 - Prepaid)                             |
| (320.00)         | - Hotel (10/07/2015 - Prepaid)                             |
| (247.04)         | - Total hotel taxes (10/04/2015 - 10/07/2015 -<br>Prepaid) |
| (419.00)         | - Registration Fee (Prepaid)                               |
| 134.65           | - Meals  |
| 60.00            | - Parking  |
| <b>\$ 194.65</b> | <b>- Amount to be reimbursed to Mr. Clark</b>              |

**MINUTES****RETROACTIVE TRAVEL APPROVAL** - cont'd

The travel approval request is late because of administrative delays. Therefore, the information was not given in time to process the travel request for Board approval prior to traveling. Therefore, the Department is requesting the Board to ratify this travel request and approve and authorize reimbursement to Mr. Clark for his travel expenses.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

The Board, UPON MOTION duly made and seconded, approved the foregoing requests, retroactive travel approval, and reimbursement. The President **ABSTAINED** on item no. 1. The Comptroller **ABSTAINED** on item no. 4.

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

1. Department of General Services - GS 15813RR, MECU Building  
Envelope Improvements  
**BIDS TO BE RECV'D: 02/24/2016**  
**BIDS TO BE OPENED: 02/24/2016**

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

January 12, 2015

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

Dear Ms. Taylor:

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

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

1. Whom you represent: Self
2. What the issues are:
  - a. Pages 1 - 115, City Council President and members of the Board of Estimates, BOE Agenda dated January 13, 2016, if acted upon:
    - i. The proceedings of this board often renew business agreements without benefit of clear measures of effectiveness to validate the board's decision to continue funding the provider of the city service being procured;
    - ii. The Baltimore City School Board of Commissioners routinely requires submissions for board consideration to include details of the provider's success in meeting the objectives and/or desired outcomes delineated in the previously awarded agreement;
    - iii. The members of this board continue to fail to provide good stewardship of taxpayers' funds as noted by the lack of concrete justification to substantiate approval of actions presented in each weekly agenda;
    - iv. This board should immediately adjust the board's policy to ensure submissions to the board include measures of effectiveness in each instance where taxpayer funds have already been expended for city services;
    - v. In the interest of promoting greater transparency with the public this board should willing begin to include in the weekly agenda more details which it discusses in closed sessions without benefit of public participation.
    - vi. Lastly this board should explain to the public how, without violating the open meeting act, a consent agenda is published outlining the protocols for each week's meeting prior to the board opening its public meeting.

Email: [kimtrueheart@gmail.com](mailto:kimtrueheart@gmail.com)  
**5519 Belleville Ave**  
**Baltimore, MD 21207**

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

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

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on January 13, 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."

\* \* \* \* \*

**MINUTES**

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

**BIDS, PROPOSALS, AND CONTRACT AWARDS**

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

Department of Public Works - SC 930, Clinton Street Sewerage Systems Improvements  
**BIDS TO BE RECV'D: 01/27/2016**  
**BIDS TO BE OPENED: 01/27/2016**

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

Department of Recreation & Parks - RP 15818, Office Trailer Relocation to Gwynns Falls Park Maintenance Yard

**NO BIDS WERE RECEIVED**

Bureau of Purchases - B50004439, Snow Removal Services IX

**NO BIDS WERE RECEIVED**



## MINUTES

Bureau of Purchases

- B50004390, OEM Parts and Service for LTI Ladder Trucks

Fire Line Equipment, LLC

Bureau of Purchases

- B50004405, Refurbishing Services for A Z-73 Flottweg Centrifuge Rotating Assembly

Alfa Laval, Inc.  
 Centrisys Corp.  
 Synagro Central, LLC

Bureau of Purchases

- B50004431, Uniform Jackets for Fire Department

F&F and A. Jacobs & Sons  
 Maryland Fire Equipment Corporation  
 Howard Uniform Company

Bureau of Purchases

- B50004432, Flottweg Z-73 Hydraulic Back Drive Biscotherm Rotodiff Hydraulic Drive Type 1120d/V

Alfa Laval, Inc.  
 Centrisys Corp.  
 Synagro Central, LLC

Bureau of Purchases

- B50004438, Various Type K Copper Tubing

BT Plumbing Supply, Inc.  
 Ferguson Enterprises  
 HD Supply Waterworks LTD

Bureau of Purchases

- B50004453, Rental of Snow Melter

**NO BIDS WERE RECEIVED**

## MINUTES

Bureau of Purchases- B50004440, Crew Cab Dump  
TruckCowles Ford, Inc.  
Hertrich Fleet Services  
Chapman Auto GroupBureau of Purchases- B50004449, Velocity System  
Stop Vest

National Safety Supply, Inc.

Bureau of Purchases- B50004268, 311 Citizen  
Relationship Management (CRM)  
System **(TECHNICAL)**TeleTech Technology Services  
Accela, Inc.  
Motorola Solutions, Inc.  
Verint Systems, Inc.  
Incapsulate, LLC  
RSM U.S. LLP  
Opus Group, LLC  
IBM Corp.  
Planet Technologies  
3Di, Inc.  
Applications Software Technology Corp. (AST)  
Bithgroup Technologies, Inc.

\* \* \* \* \*

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, January 20, 2016.



JOAN M. PRATT  
Secretary