

MINUTES**REGULAR MEETING**

Honorable Bernard C. "Jack" Young, President
Honorable Stephanie Rawlings-Blake, Mayor - **ABSENT**
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

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

President: "Good Morning, the April 27, 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 hearing -- of the meeting. Failure to comply may result in a charge of trespassing.

MINUTES

I will direct the Board members attention to the memorandum from my office dated April 25, 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."

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."

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

In accordance with the Rules for Prequalification of Contractors, as amended by the Board on October 31, 1991, the following contractors are recommended:

Boyer, Inc.	\$ 47,322,000.00
Brandenburg Industrial Service Company	\$312,183,000.00
Brawner Contracting Company, Inc.	\$ 6,822,000.00
Caplan Bros., Inc.	\$ 8,000,000.00
Commercial Cabling & Sound, Inc.	\$ 234,000.00
Commercial Camera & Security, Inc.	\$ 1,500,000.00
Deca, Inc.	\$ 8,000,000.00

2. Prequalification of Architects and Engineers

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

Albrecht Engineering, Inc.	Engineer
DM Enterprises of Baltimore, LLC	Engineer
Hillis-Carnes Engineering Associates, Inc.	Engineer
Volkert, Inc.	Engineer

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

MINUTES

Space Utilization Committee - First Amendment to Communications
License Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the First Amendment to Communications License Agreement with Cellco Partnership d/b/a Verizon Wireless, Licensee.

AMOUNT OF MONEY AND SOURCE:

Annual Rent

\$45,714.91

BACKGROUND/EXPLANATION:

On October 31, 2012, the Board approved the original License Agreement with Cellco Partnership for an indoor Distributed Antenna System at the Baltimore Convention Center with the option to renew for three additional 5-year terms.

This amendment will allow for the replacement of existing antennas, associated equipment and the addition of up to four remote radio heads at the site. The Licensee will be permitted to add equipment. The current annual rent is \$42,114.91 there will be an increase in the annual rent to \$45,714.91. All other terms and conditions of the original license agreement will remain unchanged.

The Space Utilization Committee approved this License Agreement on April 19, 2016.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment to Communications License Agreement with Cellco Partnership d/b/a Verizon Wireless, Licensee.

MINUTESSpace Utilization Committee - Amendment to Lease Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Lease Agreement with Rosser, LLC, Landlord, for the rental of the property located at 201 E. Baltimore Street known as 1 Calvert Plaza, consisting of approximately 40,332 square feet, being on floors 1, 2, 3, 4, and 5. The amendment will extend the original agreement through April 30, 2018.

AMOUNT OF MONEY AND SOURCE:

	<u>Annual Rent</u>	<u>Monthly Installments</u>
Year 1	\$706,426.50	\$58,868.88
Year 2	\$720,555.03	\$60,046.25

Account: 1001-000000-1601-172500-603013

BACKGROUND/EXPLANATION:

On May 3, 2006, the Board approved the original lease agreement for the period of May 3, 2006 through April 30, 2016. This amendment will extend the original agreement for an additional two-year period.

The Landlord will be responsible for utilities, real estate taxes, maintenance and repairs, janitorial, security and fire insurance, sprinkler system and snow removal. The Baltimore City Department of Human Resources, Tenant, will be responsible for liability insurance under the City's self-insured program, and telephone and computer service to the Demised Premises.

The Space Utilization Committee approved this Amendment to Lease Agreement on April 19, 2016.

MINUTES

Space Utilization Committee - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to Lease Agreement with Rosser, LLC, Landlord, for the rental of the property located at 201 E. Baltimore Street known as 1 Calvert Plaza, consisting of approximately 40,332 square feet, being on floors 1, 2, 3, 4, and 5.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development (DHCD) - Option</u>			
1. John Novak, Jr.	933 N. Madeira St.	G/R \$36.00	\$ 240.00

Funds are available in account 9910-906416-9588-900000-704040, EBDI Phase II Project.

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

DHCD - Condemnations

2. Downtin Consultants Inc. and Delaney Development Group, Inc.	2202 Druid Hill Ave.	L/H	\$7,333.00
3. Medhat Ebeid	2205 Druid Hill Ave.	L/H	\$6,520.00
4. Joel M. White, Timothy Snyder and Katherine Snyder, his wife (as Joint Tenants)	2210 Druid Hill Ave.	L/H	\$6,333.00
5. New Horizon Development, LLC	2211 Druid Hill Ave.	F/S	\$5,220.00

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations</u> - cont'd			
6. Elizabeth Brown	2212 Druid Hill Ave.	L/H	\$6,066.00

Funds are available in account 9910-905788-9588-900000-704040, Druid Hill Project.

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

7. Mid-Atlantic Funding Corp.	942 N. Patterson Park Ave.	\$120.00 Sub-G/R	\$ 367.00
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Funds are available in account 9910-906416-9588-900000-704040, EBDI Phase II Project.

DHCD - Condemnation/Redemption

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

8. The David Siegel Charitable Trust	1825 E. Biddle St.	G/R \$ 42.00	\$ 350.00
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Funds are available in account 9910-906416-9588-900000-704040, EBDI Project.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnation/Redemption - cont'd</u>			
9. Ruth Esther Cooper	405 McAllister St.	G/R \$ 30.00	\$ 250.00

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

UPON MOTION duly made and seconded, the Board approved and authorized the foregoing Option, Condemnations, and Condemnations/Redemptions.

MINUTES

EXTRA WORK ORDER AND TRANSFER OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Order

listed on the following page:

1444

The EWO has been reviewed and approved

by the Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

The Transfer of Funds was approved SUBJECT

to receipt of a favorable report from

the Planning Commission, the Director

of Finance having reported favorably thereon,

as required by the provisions

of the City Charter.

MINUTES

EXTRA WORK ORDER

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

Department of Transportation (DOT)/DOT Eng. and Constr.

1. EWO #002, \$135,153.00 - TR 14018, Material Testing 2014
Various Projects Citywide
 \$108,620.00 \$80,700.00 Sabra Wang & - 85
 Associates,
 Inc.

This authorization was requested by the DOT to pay for assignments with no designed area of work. After bid opening, the City assigned work to the contractor on an as needed basis to help with the design of various engineering projects. These assignments were unknown at the time of advertisement, which included the emergency work on the 26th Street Retaining Wall, vertical construction work on the Greyhound Bus Terminal and the Salt Dome Construction. As a result, the number of field testing hours has exceeded the items that were advertised in this contract and these items are needed to complete the projects. The work under this EWO has been completed. An Engineer's Certificate of Completion of Work has not been issued.

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$172,109.52	9950-904508-9509	9950-907536-9508-2
MVR	Constr. Reserve	Contingencies
	Materials Testing	Material Testing

This transfer will cover the deficit and fund the cost associated with Change Order No. 2 on Project No. TR 14018, Material Testing 2014 Various Projects Citywide, with Sabra Wang & Associates, Inc.

MINUTES

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

1446 - 1449

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.

Acting on behalf of the Honorable

Mayor Stephanie Rawlings-Blake,

the Director of Finance, **ABSTAINED**

on item no. 5.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
1. \$222,374.58	9950-901266-9504	
MVR	Alley Co. # 307	
49,625.42	9950-901283-9504	
<u>MVR</u>	Alley Co. # 98081	
\$272,000.00	-----	9950-905445-9504 Reconstruction Footways Citywide

This transfer will provide funds to cover the deficit on project TR 13002 "Reconstruction Footways Citywide."

2. \$138,001.30	9950-901271-9504	
MVR	Alley Co. # 96053	
9,998.70	9950-901283-9504	
<u>MVR</u>	Alley Co. # 98081	
\$148,000.00	-----	9950-905448-9504 Reconstruction Alleys Citywide

This transfer will provide funds to cover the deficit on project TR 14004 "Reconstruction Alleys Citywide."

3. \$308,106.80	9950-944002-9507	
FED	Constr. Res.	
	Res. for Closeouts	
\$267,918.96	-----	9950-902412-9506-7 Utilities
40,187.84	-----	9950-902412-9506-5 Inspection Fredrick Ave. Bridge Over Gwynns
\$308,106.80		

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation - cont'd</u>		
This transfer is to fund the cost for BGE expenses on project TR 20350 "Replacement of Fredrick Ave. Bridge over Gwynns Falls & CSX RR."		
<u>Department of Planning</u>		
4. \$200,000.00	9904-907787-9129	9904-905777-9127
3 rd Port Discovery Bonds	Port Discovery Children's Museum - Reserve	Port Discovery Children's Museum - Active
This transfer will provide funds to cover various capital costs for renovations at Port Discovery Children's Museum. These include: design of new exhibits, building renovations, architect's fees, construction, and capital project management.		
5. \$150,000.00	9904-914018-9129	9904-916018-9127
1 st Comm. & Eco. Dev. Bonds	MD Science Center IMAX Drum - Reserve	MD Science Center IMAX Drum - Active
This transfer of funds is for the installment of the MD Science Center IMAX Drum Panels.		
6. \$150,000.00	9904-936005-9129	9904-927008-9127
24 th Eco. Dev. Bonds	BSO Modernization - Reserve	BSO Modernization - Active
This transfer will support the redesign of the lighting of the Joseph Meyerhoff Symphony Hall exterior and allow for the reimbursement of the work as performed by the electrical company.		

MINUTES**TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of General Services</u>		
7. \$ 75,000.00	9916-911063-9194	9916-901964-9197
1 st Parks & Public	Engine 36	Old Engine 26
Facilities Loan	Electrical	Renovations -
	Upgrades - Reserve	Active

Engine 26 station is currently closed. This work will include installation of new windows, floors, and a roof restoration. In addition, HVAC, electrical, and restroom upgrades are needed, which will allow the building to reopen as a functioning station.

8. \$125,000.00	9916-911063-9194	9916-909965-9197
1 st Parks & Public	Engine 36 Elec-	Old Engine 6
Facilities Loan	trical Upgrades -	Renovations -
	Reserve	Active

Engine 6 station is currently closed. This work will include installation of new windows, restrooms, interior walls to separate sleeping quarters from living spaces, and a new boiler. In addition, upgrades to the plumbing, which will include a water heater, are needed to allow the building to reopen as a functioning station.

Baltimore Development Corporation

9. \$ 4,112.00	9910-908018-9600	9910-907104-9601
24 th EDF	Constr. Res.	W. Balto. Ind.
	Seton, Cross Rds.,	Coml.
	Park Circle	

This transfer will provide funds to reimburse the Baltimore Development Corporation for eligible capital expenses for the month ending February 29, 2016.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation - cont'd</u>		
10. \$2,700.00 20 th EDF	9910-994001-9600 Constr. Res. Unallocated Res.	9910-908102-9601 S. Balto. Ind. & Coml.
2,600.00 22 nd EDF	9910-902873-9600 Constr. Res. Brownfield Incen- tive Fund	9910-911103-9601 Brownsfield Incentive Fund
11,160.00 23 rd EDF	9910-913990-9600 Constr. Res. Commercial Revitalization	9910-921101-9601 Commercial Revitalization
370.35 24 th EDF	9910-908018-9600 Constr. Res. Seton, Cross Rds. Park Circle	9910-907104-9601 W. Balto. Ind. & Coml.
<u>\$16,830.35</u>		

This transfer will provide funds to reimburse the Baltimore Development Corporation for eligible capital expenses for the month ending March 31, 2016.

MINUTES**CITY COUNCIL BILL:**

16-0620 - A RESOLUTION OF THE MAYOR AND CITY COUNCIL concerning Midtown Community Benefits District and Management Authority - Renewal through June 30, 2020 for the purpose of renewing and continuing the Midtown Community Benefits District and Management Authority; providing for a special effective date; and generally relating to the activities and authority of the Midtown Community Benefits District and Management Authority.

ALL REPORTS RECEIVED WERE FAVORABLE.

UPON MOTION duly made and seconded, the Board approved Bill No. 16-0620 and directed that the bill be returned to the City Council with the recommendation that it also be approved by that Honorable Body. The President **ABSTAINED.**

MINUTES

Health Department - Employee Expense Statements

The Board is requested to approve the various expense statements for the following employees:

1. **SUSAN BORINSKY** **\$ 27.49**

Account: 1001-000000-3100-295900-603003 19.50
August 2015 - Parking

1001-000000-3100-295900-603002 7.99
August 2015 - Mileage

Ms. Borinsky misplaced her original receipt and therefore her expense statement was not processed in a timely manner.

2. **SUSAN BORINSKY** **\$ 14.88**

Account: 1001-000000-3100-295900-603003 12.00
December 2015 - Parking

1001-000000-3100-295900-603002 2.88
December 2015 - Mileage

Ms. Borinsky misplaced her original receipt and therefore her expense statement was not processed in a timely manner.

3. **SUSAN BORINSKY** **\$ 19.50**

Account: 1001-000000-3100-295900-604003
October 2015 - Uniforms

Ms. Borinsky misplaced her paperwork and therefore her expense statement was not processed in a timely manner.

4. **SUSAN BORINSKY** **\$ 53.97**

Account: 1001-000000-3100-295900-604003
November 2015 - Uniforms

Ms. Borinsky held her paperwork until she had all of the

MINUTES

Health Department - cont'd

necessary documents to show payment of items received before submitting her expense statement. Therefore, her expense statement was not processed in a timely manner.

5. **BARBARA KADIN** **\$ 24.99**

Account: 1001-000000-3100-295900-604003
August 2015 - Uniforms

Ms. Kadin misplaced her paperwork and therefore her expense statement was not processed in a timely manner.

6. **SYLVIA JOHNSON** **\$ 19.99**

Account: 1001-000000-3100-295900-604003
September 2015 - Uniforms

Ms. Johnson submitted her paperwork within the required time frame. However, the paperwork became soiled and had to be redone and returned for signatures. Therefore, her expense statement was not processed in a timely manner.

7. **CECELIA WILLIAMS** **\$290.85**

Account: 1001-000000-3100-295900-604003
September 2015 - Uniforms

Ms. Williams submitted her paperwork on time. However, the paperwork was returned for additional information. Therefore, her expense statement was not processed in a timely manner.

8. **STEPHANIE MITCHELL** **\$ 59.93**

Account: 1001-000000-3100-295900-604003
November 2015 - Uniforms

Ms. Mitchell submitted her paperwork within the required timeframe. However, the original form was lost or misplaced.

MINUTES

Health Department - cont'd

The Department apologizes for the lateness of these requests.

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the various expense statements for the foregoing listed employees.

MINUTES

Health Department - Amendment to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment to Agreement with University of Maryland, Baltimore County (UMBC). This Amendment will extend the period of the agreement through August 31, 2016.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On April 8, 2015, the Board approved the original agreement in the amount of \$74,998.00 for the period of April 1, 2015 through March 31, 2016. UMBC is requesting a no-cost time extension because the project did not begin until July 1, 2015.

All other terms and conditions will remain the same.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to Agreement with University of Maryland, Baltimore County.

MINUTES

Health Department - Ratification of Amendment to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify the Amendment to Agreement with The Family League of Baltimore City, Inc. (FLBC) and authorize payment for services rendered through December 31, 2015.

AMOUNT OF MONEY AND SOURCE:

No additional funding is associated with this action.

BACKGROUND/EXPLANATION:

On August 14, 2013, the Board approved the Memorandum of Agreement (MOA) with CareFirst BlueCross BlueShield (BCBS) in the amount of \$1,750,000.00 for the period July 1, 2013 through June 30, 2015.

On February 25, 2015, the Board approved the agreement with the FLBC in the amount of \$810,908.00 for the period July 1, 2014 through June 30, 2015.

On December 16, 2015, the Board approved a No-Cost Extension to the MOA with BCBS. The period of the MOA was extended through December 31, 2015. However, because of an oversight, the agreement with the FLBC was not amended to cover the extended period of the MOA.

This ratification to the Amendment to Agreement with the FLBC will extend the period of the Agreement through December 31, 2015, to coincide with the extended period of the MOA and will allow payment to the FLBC for services rendered.

MBE/WBE PARTICIPATION:

N/A

MINUTES

Health Department - cont'd

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE RATIFICATION AMENDMENT.

UPON MOTION duly made and seconded, the Board ratified the Amendment to Agreement with The Family League of Baltimore City, Inc. and authorized payment for services rendered through December 31, 2015.

MINUTESBaltimore City Police Department - Agreement and Grant Awards

The Board is requested to approve and authorize execution of the Agreement and authorize acceptance of the Grant Awards.

AGREEMENT

- | | | |
|----|---|---------------------|
| 1. | UNIVERSITY OF MARYLAND MEDICAL SYSTEM
CORPORATION, R ADAMS CROWLEY SHOCK
TRAUMA CENTER | \$100,000.00 |
|----|---|---------------------|

Account: 4000-475715-2252-694201-607001

On November 4, 2014, the Board approved a grant award for the "Jag X" grant. A portion of the funds were allocated to the University of Maryland Shock Trauma Unit for its Violence Prevention Program. The program includes three direct service projects including the Violence Intervention Project and Promoting Healthy Alternatives for Teens Project. The period of the agreement is October 1, 2015 through September 30, 2016.

The agreement is late due to the administrative process.

GRANT AWARD

- | | | |
|----|--|---------------------|
| 2. | GOVERNOR'S OFFICE OF CRIME CONTROL
AND PREVENTION | \$ 27,300.00 |
|----|--|---------------------|

Account: 4000-481416-2024-212600-600000

This grant will assist in developing efficiency in the Department's Crime Laboratory. The funding will provide overtime funds to reduce the backlogs in the Firearms and Latent Units. The period of the grant is October 1, 2015 through September 30, 2016.

The grant was delayed due to late receipt of award documents.

MINUTES

Baltimore City Police Department - cont'd

3. **GOVERNOR'S OFFICE OF CRIME CONTROL AND PREVENTION** **\$121,260.00**

Account: 4000-481516-2041-667600-600000

This grant will help the Department capture real time data on the movement and modes of transportation utilized by criminals within the City. The program will also be accessible to other various law enforcement agencies. The period of the grant is April 1, 2016 through August 31, 2016.

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 agreement and acceptance of the foregoing Grant Awards.

MINUTES

Mayor's Office of Employment Development - Assignment Agreement

ACTION REQUESTED OF B/E:

The Board is requested to consent to the Assignment Agreement between the Jane Addams Resources Corporation - Baltimore (JARC - Baltimore) and the Jane Addams Resource Corporation (JARC).

AMOUNT OF MONEY AND SOURCE:

\$30,000.00 - 4000-807516-6312-467253-603051
4000-806716-6312-467253-603051

BACKGROUND/EXPLANATION:

On February 10, 2016, the Board approved the Agreement with the JARC - Baltimore in the amount of \$30,000.00 for the period November 1, 2015 through June 30, 2016. This Assignment to the Agreement authorizes the JARC - Baltimore to assign the rights and responsibilities of the Agreement to the JARC to provide training in those areas specified on the Maryland Higher Education Commission list.

APPROVED FOR FUNDS BY FINANCE**AUDITS NOTED THE ASSIGNMENT.**

UPON MOTION duly made and seconded, the Board consented to the Assignment Agreement between the Jane Addams Resources Corporation - Baltimore and the Jane Addams Resource Corporation.

MINUTES

Mayor's Office of Employment -	TRANSFER OF LIFE-TO-DATE
<u>Development</u>	<u>SICK LEAVE</u>

The Board is requested to approve the transfer of LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Ms. Dion Fleming.

The transfer of sick leave days is necessary in order for the designated employee to remain in pay status with continued health coverage. The City employees have asked permission to donate the sick leave days that will be transferred from their LIFE-TO-DATE sick leave balances as follows:

<u>Donors</u>	<u>Days</u>
Veobia L. Akilo	3
Brice Freeman	1
Patricia Morfe	3
Leslie Ridgeley	3
Joseph Smith	1
Joe Nimely	<u>4</u>
Total	15

Ms. Fleming is not a member of a union sick leave bank and is not eligible for membership in a union sick leave bank. All of her leave has been used. This transfer will allow Ms. Fleming to remain in pay status.

APPROVED FOR FUNDS BY FINANCE

THE LABOR COMMISSIONER RECOMMENDED APPROVAL.

UPON MOTION duly made and seconded, the Board approved the transfer of LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Ms. Dion Fleming.

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. 1043 Baylis Street	Baltimore Redevelopment Associates, LLC	One set of steps 5'6" x 5'
1045 Baylis Street	" "	One set of steps 5'6" x 5'
Flat Charge: \$ 70.40		
2. 3501 O'Donnell Street	Baltimore Redevelopment Associates, LLC	One set of steps 5'6" x 5'
3503 O'Donnell Street	" "	One set of steps 5'6" x 5'
3505 O'Donnell Street	" "	One set of steps 5'6" x 5'
3507 O'Donnell Street	" "	One set of steps 5'6" x 5'
3509 O'Donnell Street	" "	One set of steps 5'6" x 5'
3511 O'Donnell Street	" "	One set of steps 5'6" x 5'
Flat Charge: \$ 211.20		
3. 148 S. East Avenue	LaPrade, LLC	One Handicap ramp 26'10" x 6'10"
Flat Charge: \$ 70.30		

MINUTES

Dept. of Transportation - cont'd

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
4. 711 S. Central Avenue	Central Avenue, LLC	Two canopies, one @ 15.91 sq. ft., one @ 136 sq. ft.

Annual Charge: \$ 355.90

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

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

MINUTES

Department of Transportation - Temporary Construction
Easement Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve the Temporary Construction Easement Agreement with Revach Profit Sharing Plan. The period of the easement is for two years beginning upon the date of physical entry.

AMOUNT OF MONEY AND SOURCE:

\$500.00 - 9950-905627-9527-900010-704040

BACKGROUND/EXPLANATION:

The Department will acquire a Temporary Construction Easement on a portion of a property owned by Revach Profit Sharing Plan located at 3301 Henry G. Parks Jr. Circle. This agreement will allow the City's contractor, when awarded, construction access to perform certain work in conjunction with Park Circle Intersection Improvement project Department of Transportation Contract No. TR 11307.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the Temporary Construction Easement Agreement with Revach Profit Sharing Plan.

MINUTES

Department of Transportation - Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Lease Agreement with the Housing Authority of Baltimore City (HABC). The period of the agreement is effective upon Board approval for 99 years unless terminated upon passage of a Sales Ordinance.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

This lease agreement is related to the leasing of two street beds located in the next phase of development known as the Orchard Ridge Project in East Baltimore. The HABC will enter into a long-term ground lease with Orchard Ridge Rental V, LLC, Developer, to construct 65 rental-housing units comprised of 58 affordable units and 7 market rate units (Current Project).

In the 1950's, the site of the overall project, which has now been developed in 5 phases, including the Current Project was developed for public housing. At the time of construction, a number of street beds were sold by the HABC to the City for dedication as public roads. When the initial phase of the new project was developed in 2007 and 2008, several of the street beds were closed but not transferred to the HABC because it was believed by the City that the HABC owned all necessary street beds. In order for the current phase of the project to be completed, the City has agreed to introduce a Sales Ordinance. This will allow the City to convey portions of Sinclair Lane and Clareway to the HABC.

In order to allow the current project to be completed, the City has agreed to enter into a 99-year lease with the HABC for the street beds pending the adoption of a Sales Ordinance. Upon adoption of the Sales Ordinance, the City will convey a fee simple title to the street beds to the HABC at which time the ground lease will be terminated.

MINUTES

Department of Transportation - cont'd

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

MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 5 to KCI/STV Joint Venture under Project 1190, On-Call Consultant Engineering Design, Review and Evaluation, Services Conduit.

AMOUNT OF MONEY AND SOURCE:

\$783,306.78 - 9962-907066-9562-900020-705032

BACKGROUND/EXPLANATION:

This authorization will provide for professional services to include, but not limited to, a multitude of services: manhole inspection, conduit construction, record research, conduit layer of the City's GIS to reflect recent expansion of the conduit system, research data entry into the City's Conduit Manager software program, coordination with the City information technology and/or GIS representatives, and attend meetings with the Conduit Section staff.

MBE/WBE PARTICIPATION:

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

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

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

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
1. \$860,766.26	9962-903521-9563	9962-907066-9562-5
Other	Constr. Res.	Inspection
	Conduit Manhole	Conduit System
	Reconstruction	Construction
		TR 15018

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 5 to KCI/STV Joint Venture under Project 1190, On-Call Consultant Engineering Design, Review and Evaluation, Services Conduit. The Transfer of Funds was approved **SUBJECT** to receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter.

MINUTES

Department of Transportation - B5000482, Shuttle/Transit
Services - Time Extension

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize a time extension to contract B5000482, Shuttle/Transit Services with Veolia Transportation, Inc. d/b/a Transdev. The period of the extension is July 11, 2016 through January 11, 2018.

AMOUNT OF MONEY AND SOURCE:

\$10,356,561.50 - 6000-617417-2303-248700-603026

BACKGROUND/EXPLANATION:

On February 11, 2009, the Board approved a five-year agreement with Veolia Transportation, Inc. for the operation of the Downtown Circulator scheduled to begin operations in late summer 2009. The original period of coverage was January 11, 2010 through January 11, 2015. The five-year contract with Veolia Transportation, Inc. became effective upon service on the first route of the Charm City Circulator, which began on January 11, 2010.

On February 25, 2015, the Board authorized ratification of the contract term for 18 months to allow the Department to prepare and execute a new Request for Proposal (RFP) for competitive bids, which resulted in an expiration date of July 11, 2016.

This request is necessary in order to extend the term for an additional 18 months to complete the review of the RFP, advertise for bids, and transition from one vendor to another.

MBE/WBE PARTICIPATION:

The vendor will continue to comply with the MBE goals of 17% and WBE goals of 10% established in the original agreement.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized the time extension to contract B5000482, Shuttle/Transit Services with Veolia Transportation, Inc. d/b/a Transdev. The President voted **NO**.

MINUTES

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

The Board is requested to approve and authorize execution of the Community Development Block Grant Agreements (CDBG).

1. **BALTIMORE GREEN SPACE: A LAND TRUST FOR \$ 31,250.00**
 COMMUNITY-MANAGED OPEN SPACE, INC.

Account: 2089-208916-5930-705980-603051

This agreement will provide CDBG funds to subsidize the organization's operating expenses for 15 months. The organization will maintain a database of vacant lots and community-managed open spaces (CMOS) in the City to assist in planning and policy efforts. The organization will also provide technical assistance to an educational workshop for community greeners and organizations that wish to develop and maintain a CMOS. The period of the agreement is October 1, 2015 through December 30, 2016.

2. **GREEN & HEALTHY HOMES INITIATIVE, INC. \$185,400.00**

Account: 2089-208916-5930-436763-603051

The organization through its Safe at Home Green and Healthy Homes program will implement a comprehensive approach to reduce childhood lead poisoning in Baltimore's older low- and moderate-income communities. The period of the agreement is September 1, 2015 through August 31, 2016.

FOR FY 2016, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$39,813.37, AS FOLLOWS:

MBE: \$10,749.60

WBE: \$ 3,981.33

MINUTES

Department of Housing and - cont'd
Community Development

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

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

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Side Yard Land Disposition Agreement with LaShaun and Gerry Herron, for the sale of the City-owned property located at 2512 Harford Road.

AMOUNT OF MONEY AND SOURCE:

\$652.00 - Purchase Price

BACKGROUND/EXPLANATION:

The lot will be sold for the price of \$652.00 of which \$400.00 will be held in escrow by the City for the benefit of the Purchaser to be applied at settlement for closing costs including transfer taxes, recordation fees, taxes and associated title services.

The Purchaser will be using private funds to pay for the acquisition and maintenance of the property.

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

The City has agreed to convey the property known as 2512 Harford Road to the adjacent property owner. As a condition of conveyance, LaShaun and Gerry Herron have agreed to the terms of the Side Yard Land Disposition Agreement, which prohibits development of the parcel for a minimum of ten years.

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

MINUTES

DHCD - cont'd

The property was journalized and approved for sale on June 30, 2010.

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 is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Side Yard Land Disposition Agreement with LaShaun and Gerry Herron, for the sale of the City-owned property located at 2512 Harford Road.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Lease Agreement with Job Opportunities Task Force, Inc. (JOTF), a Maryland Corporation, Developer, for a portion of the building, consisting of 3,470+/- square feet, known as The Baltimore Regional Technical Training Center (Training Center), located at 4910 Park Heights Avenue, in the Park Heights Neighborhood. The period of the Lease Agreement is effective upon Board approval through June 30, 2017.

AMOUNT OF MONEY AND SOURCE:

\$1.00 - Annual Rent

BACKGROUND/EXPLANATION:

The JOTF, since 1996, has functioned as an independent network of service providers, employers, and community members concerned about low-wage, low-skill employment, the insufficient numbers of jobs that pay family-supporting wages, and the impact of these issues on the economic development and revitalization of the Baltimore Region. The JOTF has agreed to lease a portion of the Training Center to operate its JumpStart program (a 14-week construction training program for Baltimore residents with a high school diploma or GED) for job training and skill development education at the site and to provide area citizens with a technical education and skill-set in demand among area construction employers. Local industries will be able to hire employee-graduates of the program.

The Landlord's responsibilities include major repairs and capital costs, elevator permit fees, maintenance, snow removal and lawn maintenance to the parking area and the area immediately in front of the leased premises along Park Heights Avenue extending to W. Garrison Boulevard, as applicable.

MINUTES

DHCD - cont'd

The Tenant's responsibilities include payment for ordinary maintenance and minor repairs or services, and payment when due of its proportionate share of the general building maintenance expenses to the originally placed tenant known as "JARC" Jane Adams Resource Corporation, an Illinois not-for-profit corporation. These proportionate charges include, but are not limited to charges for security during regular business hours, gas, electric, water, sewer, janitorial services and all other utilities used at or in connection with Tenant's portion of the leased premises and common areas.

The Lease Agreement was approved by the Space Utilization Committee on March 22, 2016.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Lease Agreement with Job Opportunities Task Force, Inc., a Maryland Corporation, Developer, for a portion of the building, consisting of 3,470+/- square feet, known as The Baltimore Regional Technical Training Center, located at 4910 Park Heights Avenue, in the Park Heights Neighborhood.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Land Disposition and Acquisition Agreement, which outlines the exchange of one property, located at 1418 Holbrook Street, owned by Mr. Rawle Carrington, Developer, for one comparable property, located at 806 N. Rose Street, owned by the Mayor and City Council (City).

AMOUNT OF MONEY AND SOURCE:

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

Account: 9910-908044-9588-900000-704044

BACKGROUND/EXPLANATION

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

Mr. Carrington received notice of the City's intent to demolish the property located at 1418 Holbrook Street. Because Mr. Carrington intended to rehabilitate the property, a swap was proposed for the property located at 1418 Holbrook Street with a comparable City-owned property located at 806 N. Rose Street, an area better suited for rehabilitation. Mr. Carrington will deliver good and marketable title and as a condition of the exchange, has agreed to rehabilitate the property he is receiving within 12 months from the date of settlement.

MINUTES

DHCD - cont'd

The City will receive clear and marketable title to 1418 Holbrook Street, subject to any municipal liens, in exchange for a comparable property.

The determination of comparability is based on a valuation for both 1418 Holbrook Street and 806 N. Rose Street, which determined that the property at 1418 Holbrook Street is valued at \$4,500.00 and 806 N. Rose Street is valued at \$4,200.00.

The liens for 1418 Holbrook Street total approximately \$8,767.88 and are itemized as follows:

Tax Sale Certificate #304723 (10/21/15)	\$4,821.99
Real Estate Tax	822.65
Real Estate Tax	701.57
Real Estate Tax	454.63
Real Estate Tax	4.80
Miscellaneous Bills	10.39
Miscellaneous Bills	281.94
Miscellaneous Bills	112.37
Miscellaneous Bills	228.17
Miscellaneous Bills	169.95
Miscellaneous Bills	171.28
Miscellaneous Bills	227.02
Miscellaneous Bills	225.72
Property Registration	535.40
Total Municipal Liens	<u>\$8,767.88</u>

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

MINUTES

DHCD - cont'd

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

The rationale for the exchange of properties was to ensure that the severity of blight at 1418 Holbrook Street would be successfully eliminated, while simultaneously ensuring that a willing and able developer could contribute to the revitalization of Baltimore City in an area better suited and poised for rehabilitation.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition and Acquisition Agreement, which outlines the exchange of one property, located at 1418 Holbrook Street, owned by Mr. Rawle Carrington, Developer, for one comparable property, located at 806 N. Rose Street, owned by the Mayor and City Council.

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Justin A. Carpio, Developer, for the sale of the City-owned property located at 909 N. Arlington Avenue.

AMOUNT OF MONEY AND SOURCE:

\$8,000.00 - Purchase Price

BACKGROUND/EXPLANATION:

The project will involve the rehabilitation of the vacant building which the Developer plans to rehabilitate and use as the Developer's primary residence. The property is in the Sandtown-Winchester neighborhood.

The Authority to sell this property is given under Baltimore City Code, Article 13 § 2-7(h).

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

The property was valued pursuant to the Appraisal Policy of Baltimore City through the Waiver Valuation Process. The Waiver Valuation price for 909 N. Arlington Avenue is \$12,500.00 and the purchase price is \$8,000.00.

The sale of this vacant property at a price below the waiver valuation price will be a specific benefit to the immediate community, eliminate blight, create jobs during reconstruction, and the property will be returned to the tax rolls.

MINUTES

DHCD - cont'd

MBE/WBE PARTICIPATION:

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Justin A. Carpio, Developer, for the sale of the City-owned property located at 909 N. Arlington Avenue.

MINUTES

Department of Finance - Vehicle Donation Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Vehicle Donation Agreement with Allstate Insurance Company. The Agreement is effective upon Board approval.

BACKGROUND/EXPLANATION:

N/A

BACKGROUND/EXPLANATION:

Allstate Insurance Company wishes to donate a 2006 Honda Accord to the Baltimore Police Department for use in its police operations. There is no cost to the City other than the cost to obtain a salvage title from the Maryland Motor Vehicle Administration.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Vehicle Donation Agreement with Allstate Insurance Company.

MINUTES

Baltimore City 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 to benefit the Annual Baltimore City Fire Foundation Benefit Golf Tournament Charitable Sponsorship Campaign. The period of the campaign is May 13, 2016 through August 12, 2016.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

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

BACKGROUND/EXPLANATION:

For over 30 years, the Department has assisted in hosting a golf tournament to raise funds to benefit the Baltimore City Fire Foundation, Inc. All funds raised will be used to provide immediate financial support to the families of any Baltimore City Firefighter or Paramedic who suffers a serious injury or death while still an active member of the Department. This year's event will be at the Pine Ridge Golf Course. This is an open event. Sponsorship opportunities will be publicly available to a broad range of potential sponsors.

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

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

MINUTES

Fire Department - cont'd

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

Any sponsorship campaign that does not meet the aforementioned conditions is not entitled to the presumption that adequate consideration is being offered for the sponsor's payments, and must instead be evaluated in the same way as a campaign to solicit charitable donations under Ethics § 6-26 and Ethics Board Regulation R 06.26.

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

UPON MOTION duly made and seconded, the Board endorsed a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to benefit the Annual Baltimore City Fire Foundation Benefit Golf Tournament Charitable Sponsorship Campaign.

MINUTES

PERSONNEL MATTERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Personnel matters

listed on the following pages:

1485 - 1517

The Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

Acting on behalf of the Honorable

Mayor Stephanie Rawlings-Blake,

the Director of Finance, **ABSTAINED** on item no. 21.

MINUTES**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Department of Finance</u>		
1. PRINCE GREEN	\$12.70	\$15,245.11

Account: 1001-000000-1480-166400-601009

Mr. Green, retire, will continue to work as a Contract Services Specialist I (Licensed Inspector). He will conduct City-wide on-site inspections of gas stations, pawnbrokers, open-air garages, massage parlors, theaters, skating rinks, bars, club restaurants, movie houses, amusement arcades, and other establishments for a variety of business occupational and amusement type licenses required by Article 15 of the Baltimore City Code. This salary is a reduction of 1.15% per hour from the previous contract period. The period of the agreement is effective upon Board approval for one year.

Fire Department

2. MARC DESIMONE, SR.	\$38.94	\$80,995.20
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Account: 1001-000000-2131-228200-601009

Mr. DeSimone will continue to work as a Contract Services Specialist II (Training Officer/Coordinator of Training and Education). He will oversee the implementation of the City's homeland security and emergency management training and exercise strategy. In addition, Mr. DeSimone will develop, design and implement training plans and programs for the Baltimore City Fire and Police Academies and collaborate with stakeholders to plan and execute learning/development activities to support Academy growth initiatives and strategic goals. He will also serve as a

MINUTES**PERSONNEL**Hourly RateAmountFire Department - cont'd

liaison to the Department of Human Resources' City of Baltimore University for Police and Fire leadership training accountability and implement and oversee diversity initiatives for the Baltimore City Fire and Police Departments. This is the same hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.

Department of General Services

3. **JANICE BROWN-HYATT** \$21.79 **\$26,148.00**

Account: 1001-000000-1981-194600-601009

Ms. Brown-Hyatt, retiree, will continue to work as a Contract Services Specialist I (Communications Analyst II/Special Communications Coordinator). She will conduct site surveys, review blueprints and floor plans pertaining to the installation of communication equipment and delivery of services. Ms. Brown-Hyatt will serve as liaison with the Office of the Comptroller, Department of Communication Services, d/b/a the Municipal Telephone Exchange, regarding work-site relocations, repairs, installations, disconnections and all routine agency transactions involving the Municipal Telephone system and its agents. In addition, she will initiate, document, and sustain cost containment measures and invoice review targeting over charges or expenditures inappropriately assigned to the Department.

Ms. Brown-Hyatt will also train agency personnel in equipment operations and the functions of other telecommunications systems. This is a 5% increase in the hourly rate from the previous contract period and is in compliance with AM 212-1, Part I. The period of the agreement is effective upon Board approval for one year.

MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Department of General Services - cont'd</u>		
4. MAHWISH MATIH	\$26.31	\$49,989.00

Account: 1001-000000-1981-718100-601009

Ms. Matih will work as a Contract Services Specialist II (Administrative Analyst I/Archibus/Administrative Analyst). She will assist with the deployment and operations of Archibus for building operation, project management, and real estate. Ms. Matih will reconcile, prepare, clean data, and provide analysis and reporting. She will also prepare reports, provide support for training, create user documentation, and assist with presentations and data display. The period of the agreement is effective upon Board approval for one year.

5. Reclassify the following position:

Position No. 1890-33543

From: Office Supervisor
Job Code: 33215
Grade: 084 (\$35,564.00 - \$42,446.00)

To: Operations Officer I
Job Code: 31109
Grade: 923 (\$57,200.00 - \$91,700.00)

Costs: \$11,197.00 - 2030-000000-1890-189500-601001

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

MINUTES

PERSONNEL

Hourly Rate

Amount

Department of General Services - cont'd

6. Upgrade the following classification:

Classification: Fuel Technician Specialist

Job Code: 71263

From Grade: 085 (\$36,681.00 - \$44,199.00)

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

Costs: \$4,030.00 - 2030-000000-1890-189500-601001

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

Health Department - Amendments to Agreements

7. **VICTORIA BAILEY HAINES** \$16.00 **\$ 1,664.00**

8. **MARY MORRISON HERTZMAN** \$16.00 **\$ 1,664.00**

Account: 6000-617816-3044-273300-601009

On October 28, 2015, the Board approved the original agreements in the amount of \$16,640.00 for Ms. Haines and \$12,480.00 for Ms. Hertzman to each work as a Contract Services Specialist II (Social Services Coordinator/Economic Security Initiative Project Liaison). The period of the agreement is effective upon Board approval through September 30, 2016. This position provides client case management screening, data input, assessment review, counseling, referral, and follow-up for the Economic Security Initiative. These Amendments to Agreements increase the amount of the agreements by \$1,664.00 each and increases the number of hours Mses. Haines and Hertzman will work by 104 hours each due to the increase in work. All other terms and conditions of the original agreements remain unchanged.

MINUTES**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Health Department - cont'd</u>		
9. PAULINE HOULIARAS	\$25.00	\$ 1,750.00
10. ORBIE R. SHIVELY	\$25.00	\$ 1,750.00

Account: 1001-000000-2401-258300-601009

Ms. Houliaras will continue to work as a Contract Services Specialist II (Animal Hearing Panel Member) and Mr. Shively will continue to work as a Contract Services Specialist II (Animal Control Investigator/Animal Hearing Panel Member). These positions will provide for the resolution of disputes arising from the enforcement of Title 10 of the Baltimore City Health Code. Any hearing pertaining to the determination of whether an animal is a dangerous or vicious animal requires the presence of three members of the Panel. This is the same salary as in the previous contract period for Ms. Houliaras and the same hourly rate as in the previous contract period for Mr. Shively. The period of the agreement is July 1, 2016 through June 30, 2017.

11. RUTH CANAN	\$25.00	\$ 7,500.00
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Account: 1001-000000-2401-258300-601009

Ms. Canan will continue to work as a Contract Services Specialist II (Animal Control Investigator/Animal Hearing Panel Member). She will coordinate hearings before the Panel with the Department's Office of Animal Control, and administer the activities of the Panel. Ms. Canan will also conduct hearings in an orderly, but informal manner and insure procedural due process, in accordance with Panel Hearing Procedure Regulations. This is the same salary as in the previous contract period. The period of the agreement is July 1, 2016 through June 30, 2017.

MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Health Department - cont'd</u>		
12. RUTH CANAN	\$75.00	\$10,000.00

Account: 1001-000000-3021-267400-603018

Ms. Canan will work as a Contract Services Specialist II (Hearing Officer) for Environmental Health. She will provide for the resolution of disputes arising as a result of licensing, regulation and enforcement of certain activities administered by the Department's Environmental Section, in accordance with the Baltimore City Code and/or Rules and Regulations promulgated there by the City. The period of the agreement is July 1, 2016 through June 30, 2017.

13. Reclassify the following position:

Position No. 3023-50075

From: Social Program Administrator I
Job Code: 81151
Grade: 088 (\$41,326.00 - \$50,069.00)

To: Social Program Administrator II
Job Code: 81152
Grade: 927 (\$60,800.00 - \$97,300.00)

Costs: \$25,189.62 - 5000-536016-3044-295900-601001

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

MINUTES**PERSONNEL**Hourly RateAmountHealth Department - cont'd14. Reclassify the following position:Position No. 3024-16071

From: Liaison Officer I
Job Code: 31420
Grade: 090 (\$44,858.00 - \$54,520.00)

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

Savings: \$19,643.09 - 4000-433516-3024-268400-601001

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

15. Create the following position:

Classification: Program Assistant II
Job Code: 81323
Grade: 084 (\$35,564.00 - \$42,446.00)
Position Nos.: To be assigned by BBMR

Costs: \$55,764.03 - 4000-499016-3023-513200-601001

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

MINUTES

PERSONNEL

Hourly Rate

Amount

Health Department - cont'd

16. Create the following position:

Classification: Program Compliance Officer I
Job Code: 31501
Grade: 087 (\$39,701.00 - \$47,990.00)
Position Nos.: To be assigned by BBMR

Costs: \$61,115.24 - 4000-499016-3023-513200-601001

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

17. Reclassify the following position:

Position No. 3080-47729

From: Health Program Administrator II
Job Code: 61113
Grade: 927 (\$60,800.00 - \$97,300.00)

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

Costs: \$2,791.00 - 4000-499616-3080-294200-601001

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

MINUTES

PERSONNEL

Department of Law

	<u>Hourly Rate</u>	<u>Amount</u>
18. THOMAS P.G. WEBB	\$44.82	\$82,917.00

Account: 2036-000000-1752-175200-601009

Mr. Webb will continue work as a Contract Services Specialist II (Assistant Solicitor/Special Assistant Solicitor). This position will assist the Chief Solicitor in defending City departments and agencies and representing the City. The period of the agreement is effective upon Board approval for one year.

19. M. JENNIFER LANDIS	\$45.00	\$58,500.00
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Account: 1001-000000-8620-175200-601009

Ms. Landis will continue to work as a Contract Services Specialist II (Assistant Solicitor/Special Assistant Solicitor). Her duties will include, but will not be limited to assisting in the drafting of City Council bills and amendments, attending City Council hearings and testifying at committee hearings. She will also assist in reviewing of State legislation referred by the Mayor's Office of Government Relations, draft testimony of State legislation, and respond to requests for advice from the Mayor's Office, City agencies and the City Council. The period of the agreement is effective upon Board approval for one year.

20. MICHAEL CASHMAN	\$21.00	\$19,740.00
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Account: 2036-000000-1752-175200-601009

Mr. Cashman will work as a Contract Services Specialist II (Legal Assistant II/Assistant). This position will provide

MINUTES**PERSONNEL**Department of Law - cont'dHourly RateAmount

litigation support in the office of the Central Bureau of Investigation under the direction of Kurt Heinrich and Matthew Nayden. The period of the agreement is effective upon Board approval for six months.

Mayor's Office

21. **JEANNE DAVIS** \$23.91 **\$28,692.00**

Account: 1001-000000-1250-152800-603018

Ms. Davis, retiree, will continue to work as a Contract Services Specialist I (Museum Curator/Special Curator) for the Mayor's Office. Ms. Davis will approve and oversee any structural changes to the building, such as partitioning of existing spaces in order to create a private office, and approve and oversee any changes to the decor of City Hall. She will also maintain an archive of City-owned artwork, respond to inquiries regarding the history of City Hall or about the history of Baltimore and conduct tours of City Hall. The period of the agreement is effective upon Board approval for one year.

Baltimore City Police Department

22. **LATONYA BROOKS** \$21.63 **\$45,000.00**

Account: 5000-597716-2021-212700-600000

Ms. Brooks will work as a Contract Services Specialist II (Victim/Witness Coordinator/Victim Advocate). She will provide crisis counseling and resource identification to adult victims of domestic violence. She will also serve

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

	<u>Hourly Rate</u>	<u>Amount</u>
as a liaison between victims and law enforcement, and assist victims in obtaining emergency shelter and housing, etc. The period of the agreement is effective upon Board approval for one year.		
23. CELIO OLIVERAS, JR.	\$14.42	\$30,000.00

Account: 1001-000000-2042-198100-601009

Mr. Oliveras, Jr., retiree, will continue to work as a Police Information Technician/Contract Services Specialist I - Records Management Section. His duties will include, but are not limited to reviewing original National Crime Information Center (NCIC) entries, reports and supporting documents. He will also access Local, State and Federal databases for additional information, update records on local databases and the NCIC to reflect changes. The period of the agreement is May 22, 2016 through May 21, 2017.

24. SHARON M. MARKOV	\$14.42	\$30,000.00
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Account: 1001-000000-2042-198100-601009

Ms. Markov, retiree, will continue to work as a Police Information Technician/Contract Services Specialist I - Validations Unit. This position reviews original National Crime Information Center (NCIC) entries, reports and supporting documents. She will also access Local, State and Federal databases for additional information, update records on local databases and the NCIC to reflect relevant changes, prepare police supplemental reports and assist Crime Lab for the NCIC hit confirmations on recovered guns. The period of the agreement is May 22, 2016 through May 21, 2017.

MINUTES

PERSONNELBaltimore City Police Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
25. WALTER G. HEUER	\$14.42	\$30,000.00

Account: 1001-000000-2042-198100-601009

Mr. Heuer, retiree, will continue to work as a Police Report Reviewer/Contract Services Specialist I – Uniform Crime Reporting Section. His duties will include, but will not be limited to maintaining the Uniform Crime Reports databases for the agency, conducting daily audits of the Records Management System and verifying information from incident reports. The period of the agreement is May 22, 2016 through May 21, 2017.

26. LAVINIA M. DAVIS	\$14.42	\$30,000.00
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Account: 1001-000000-2042-198100-601009

Ms. Davis, retiree, will continue to work as a Training Assistant/Contract Services Specialist I – Professional Development & Training Academy. She will scheduling members of the police department for all range related training, and ensuring all members meet their annual qualifications requirements by tracking pertinent information recorded in the database. The period of the agreement is May 22, 2016 through May 21, 2017.

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

Ms. Davis, retiree, will continue to work as Storekeeper II/Contract Services Specialist I – Evidence Control Unit. She will be responsible for the entry and accurate retention of all property that is retained by the Department and several surrounding agencies.

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

	<u>Hourly Rate</u>	<u>Amount</u>
<p>Ms. Davis will also release the property/evidence for further examination for court and update the tracking system for chain of custody. The period of the agreement is May 22, 2016 through May 21, 2017.</p>		
28. STEVEN W. ALLEN	\$14.42	\$30,000.00

Mr. Allen, retiree, will continue to work as Storekeeper II/Contract Services Specialist I – Evidence Control Unit. His duties will include, but are not limited to receiving property/evidence submissions from the police officers and lab personnel, ensuring accuracy of paperwork and enter into tracking system. He will also release the property/evidence for further examination for court and update the tracking system for chain of custody. The period of the Agreement is May 28, 2016 through May 27, 2017.

On January 3, 1996, the Board of Estimates approved a waiver of the Administrative Manual Policy 212-1 (item nos. 23-28). This waiver allowed the Baltimore Police Department to hire retired police officers on a contractual basis.

29. ALLAN D. CARREIRA	\$32.50	\$67,600.00
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Account: 4000-475715-2252-694200-601009

Mr. Carreira will continue to work as a Contract Services Specialist II Police Report Reviewer/Court Operations Specialist. His duties will include, but are not limited to serving as a consultant to the Baltimore City Police Department and the Mayor's Office on Criminal Justice regarding court operations and procedures. Serve as

MINUTES

PERSONNEL

Baltimore City Police Department - cont'd

Hourly Rate

Amount

the Early Resolution Court Coordinator to track and update all felony gun cases for GunStat, and assists the Baltimore police with warrant projects. Mr. Carreira will perform duties for both the Baltimore City Police Department and the Mayor's Office on Criminal Justice and report directly to the Director of the Mayor's Office on Criminal Justice. The period of the agreement is effective upon Board approval through May 31, 2017.

30. **KIM D. TILGHMAN-STEVENSON** \$31.47 **\$60,000.00**

Account: 1001-000000-2041-196500-601009

Ms. Tilghman-Stevenson will continue to work as a Contract Services Specialist II Community Liaison. Her duties will include but will not be limited to advising on and contribute to the development of outreach and engagement materials for the community in conjunction with select partners. She will also assist in planning, coordinating, implementing and monitoring special events, projects, or programs. The period of the agreement is May 18, 2016 through May 31, 2017.

Department of Human Resources

31.I. Create the following Five New Classifications:

Classification: Forensic Scientist I	Classification: Forensic Scientist II
Job Code: 71111	Job Code: 71132
Grade: 091 (\$46,324.00-\$56,363.00)	Grade: 927 (\$60,800.00 - \$97,300.00)
Classification: Forensic Scientist III	Classification: Forensic Scientist IV
Job Code: 71133	Job Code: 71139
Grade: 929 (\$64,600.00-\$103,200.00)	Grade: 931 (\$69,600.00-\$111,300.00)

MINUTES

PERSONNEL

DHR - cont'd

Classification: Forensic Scientist Supervisor
Job Code: 71136
Grade: 936 (\$76,100.00-\$121,700.00)

II. Retitle for the following Two Classifications:

From:

To:

Classification: Criminalist I
Job Code: 71111
Grade: 091 (\$46,324.00-\$56,363.00)

Classification: Forensic Scientist I
Job Code: 71111
Grade: 091 (\$46,324.00-\$56,363.00)

Classification: Crime Lab Quality Officer
Job Code: 71139
Grade: 931 (\$69,600.00-\$111,300.00)

Classification: Forensic Scientist IV
Job Code: 71139
Grade: 931 (\$69,600.00-\$111,300.00)

III. Reclassify the following 59 Positions:

From:

To:

Classification: Criminalist II
Job Code: 71112
Grade: 927 (\$60,800.00-\$97,300.00)

Classification: Forensic Scientist II
Job Code: 71132
Grade: 927 (\$60,800.00-\$97,300.00)

Position #'s: 2024-17012;19491; 19492; 19493; 19495; 19496; 19497; 19498; 19500;
19501;19502; 19503; 19505; 19506; 19507; 33532; 33533; 34121; 47001; 47003;
47150; 47151; 47152; 47153;47154; 47694; 46795; 47696; 47697; 47698; 47699;
4700; 47701; 47702; 47703; 49490; 49491; 49492

Classification: Firearms Examiner
Job Code: 71151
Grade: 927 (\$60,800.00-\$97,300.00)
Position #'s: 2024-19514; 19515; 19516;
19517; 34122; 47692; 47693

Classification: Forensic Scientist II
Job Code: 71132
Grade: 927 (\$60,800.00-\$97,300.00)

Classification: Latent Print Examiner
Job Code: 71142
Grade: 927 (\$60,800.00-\$97,300.00)
Position #'s: 2024-19548; 19549; 19550;
19551; 33536

Classification: Forensic Scientist II
Job Code: 71132
Grade: 927 (\$60,800.00-\$97,300.00)

MINUTES

PERSONNELDHR - cont'd

Classification: Criminalist III (DNA)	Classification: Forensic Scientist III
Job Code: 71113	Job Code: 71133
Grade: 929 (\$64,600.00-\$103,200.00)	Grade: 929 (\$64,600.00-\$103,200.00)
Position #'s: 2024-19508	

Classification: Criminalist III (Trace Analysis)	Classification: Forensic Scientist III
Job Code: 71119	Job Code: 71133
Grade: 929 (\$64,600.00-\$103,200.00)	Grade: 929 (\$64,600.00- \$103,200.00)
Position #'s: N/A	

Classification: Criminalist III (Drug Analysis)	Classification: Forensic Scientist III
Job Code: 71118	Job Code: 71133
Grade: 929 (\$64,600.00-\$103,200.00)	Grade: 929 (\$64,600.00-\$103,200.00)
Position #'s: 2024-19494; 19499; 42835	

Classification: Firearms Examiner Supervisor	Classification: Forensic Scientist Supervisor
Job Code: 71155	Job Code: 71136
Grade: 936 (\$76,100.00-\$121,700.00)	Grade: 936 (\$76,100.00-\$121,700.00)
Position #'s: 2024-19490	

Classification: Latent Print Examiner Supervisor	Classification: Forensic Scientist Supervisor
Job Code: 71145	Job Code: 71136
Grade: 936 (\$76,100.00-\$121,700.00)	Grade: 936 (\$76,100.00-\$121,700.00)
Position #'s: 2024-19513	

Classification: Criminalist Supervisor (Drug Analysis)	Classification: Forensic Scientist Supervisor
Job Code: 71114	Job Code: 71136
Grade: 936 (\$76,100.00-\$121,700.00)	Grade: 936 (\$76,100.00-\$121,700.00)
Position #'s: 2024-19488	

Classification: Criminalist Supervisor (Trace Analysis)	Classification: Forensic Scientist Supervisor
Job Code: 71115	Job Code: 71135
Grade: 936 (\$76,100.00-\$121,700.00)	Grade: 936 (\$76,100.00-\$121,700.00)
Position #'s: 2024-19489	

MINUTES

PERSONNEL

DHR - cont'd

Classification: Crime Lab Quality Officer	Classification: Forensic Scientist IV
Job Code: 71139	Job Code: 71139
Grade: 931 (\$69,600.00-\$111,300.00)	Grade: 931 (\$69,600.00-\$111,300.00)
Position #: 2024-42836	

There are no costs associated with this action.

The Department of Human Resources has reviewed a request from the Baltimore City Police Department Crime Lab to consolidate classes that are functioning as forensic scientist into a single classification. Based on surrounding jurisdictions and other municipalities, DHR found that Crime Labs have geared to a single classification performing different specialties such as DNA, trace analysis, serology analysis and latent print identification, which will also assist the agency in cross training staff to assist in different specialties as needed. Therefore, we found that the request for consolidation has merit.

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

Department of Recreation and Parks

	<u>Hourly Rate</u>	<u>Amount</u>
32. CYNTHIA MUHAMMAD	\$16.53	\$ 9,960.00

Account: 2096-796623-7960-862300-601009

Ms. Muhammad, retiree, will continue to work as a Contract Service Specialist I (Recreation Leader II Elder Activities/Senior Group Leader) for the Golden Age Club in the Senior Citizens Division. She will plan and arrange special programs, speakers, trips and events, maintain attendance records, record volunteer hours and collect and receive funds for special events. This is a seven cents increase in the hourly rate from the previous contract. The period of the Agreement is effective upon Board approval for nine months.

MINUTES

PERSONNEL

Dept. of Recreation and Parks - cont'd

33. Reclassify the following Position:

From: Greenhouse Supervisor
Job Code: 53692
Grade: 084 (\$35,564.00 - \$42,446.00)
Position No.: 24080

To: Park Administrator
Job Code: 71430
Grade: 904 (\$45,100.00 - \$72,200.00)

Cost: \$5,690.00 - 1001-000000-4782-583800-601001

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

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Office of the State's Attorney</u>		
34. ANDREA M. AMPREY	\$35.00	\$64,166.00

Account: 6000-602716-1150-118100-601009

Ms. Amprey will work as a Contract Services Specialist II (Licensed Clinical Social Worker). She will conduct comprehensive psychosocial assessments of program participants. She will develop individualized service plans for defendants, which includes short-term goals for the 90-day diversionary period, which include referrals to various social service, drug treatment and mental health organizations. The period of agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**Department of Public Works

	<u>Hourly Rate</u>	<u>Amount</u>
35. MARK BENSON	\$33.00	\$68,640.00

Account: 2051-000000-1981-718200-601009

Mr. Benson will continue to work as a Contract Services Specialist II (Energy Program Manager I/Energy Projects Manager). He will conduct energy assessments of City buildings to identify economic opportunities for reducing utility use and providing attractive payback for assessment for lighting, HVAC, appliances and renewable or other energy generation applications. Mr. Benson will maximize the utilization of grants and rebate programs as well as other sources of funds to pay for projects or develop new opportunities, and perform assessments for non-City buildings, non-profits, churches, and schools. He will develop designs, cost estimates, payback, ROI, and develop budgets and schedules for projects he has developed and received funds to implement, and perform project management for the smaller projects that are implemented by the Office of Sustainable Energy for both City and non-City buildings. In addition, Mr. Benson will monitor and evaluate technical cost, schedule performance as a team member of the management organization for larger projects, and manage energy efficiency upgrades in City buildings using Master Lease financing. The period of the agreement is effective upon Board approval for one year.

MINUTES

PERSONNEL

Department of Public Works - cont'd

36. Create the following position:

Classification: Operations Officer IV
Job Code: 31112
Grade: 931 (\$69,600.00 - \$111,300.00)
Position No.: To be assigned by BBMR

Cost: \$111,943.00 - 2070-000000-5601-730000-601001

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

37. Create the following position:

Classification: Operations Officer III
Job Code: 31111
Grade: 929 (\$64,600.00 - \$103,200.00)
Position No.: To be assigned by BBMR

Cost: \$111,943.00 - 2072-000000-5181-752400-601001

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

MINUTES

PERSONNEL

Department of Public Works - cont'd

38. Create the following Position:

Classification: GIS Analyst
Job Code: 33187
Grade: 927 (\$60,800.00 - \$97,300.00)
Position No.: To be assigned by BBMR

Cost: \$86,929.00 - 2072-000000-5181-752400-601001

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

39. Classify the following position:

From: New Position
Job Code: 90000
Grade: 900 (\$1.00 - \$204,000.00)
Position No.: 5501-49967

To: GIS Analyst
Job Code: 33187
Grade: 927 (\$60,800.00 - \$97,300.00)
Position No.: 5501-49967

Cost: \$86,929.00 - 2070-000000-5601-728800-601001

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

MINUTES**PERSONNEL**

Department of Public Works - cont'd

40. Classify the following position:

From: New Position
 Job Code: 90000
 Grade: 900 (\$1.00 - \$204,000.00)
 Position No.: 5501-49968

To: GIS Analyst
 Job Code: 33187
 Grade: 927 (\$60,800.00 - \$97,300.00)
 Position No.: 5501-49968

Cost: \$86,929.00 - 2070-000000-5601-728800-601001

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

41. a. Abolish the following position:

Classification: Operations Engineer
 Job Code: 72193
 Grade: 929 (\$64,600.00 - \$103,200.00)
 Position No.: 5601-23503

b. Create the following position:

Classification: GIS Analyst
 Job Code: 33187
 Grade: 927 (\$60,800.00 - \$97,300.00)
 Position No.: To be assigned by BBMR

Cost: \$4,823.00 - 2070-000000-5601-728800-601001

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

MINUTES**PERSONNEL**

Department of Public Works - cont'd

42. Classify the following position:

From: New Position
Job Code: 90000
Grade: 900 (\$1.00 - \$204,000.00)
Position No.: 5501-50012

To: GIS Analyst
Job Code: 33187
Grade: 927 (\$60,800.00 - \$97,300.00)
Position No.: 5501-50012

Cost: \$86,929.00 - 2071-000000-5601-728800-601001

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

43. Create the following position:

Classification: GIS Analyst
Job Code: 33187
Grade: 927 (\$60,000.00 - \$97,300.00)
Position No.: To be assigned by BBMR

Cost: \$86,929.00 - 2072-000000-5181-752400-601001

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

44. Create the following position:

Classification: GIS Analyst
Job Code: 33187
Grade: 927 (\$60,800.00 - \$97,300.00)
Position No.: To be assigned by BBMR

MINUTES

PERSONNEL

Department of Public Works - cont'd

Cost: \$86,929.00 - 2072-000000-5181-752400-601001

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

45. Classify the following position:

From: New Position
Job Code: 90000
Grade: 900 (\$1.00 - \$204,000.00)
Position No.: 5152-50393

To: Operations Officer II
Job Code: 31110
Grade: 927 (\$60,800.00 - \$97,300.00)

Cost: \$0.00 - 1001-000000-5152-386600-601001

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

Office of the Comptroller/Department of Communication Services

46. **KURT V. CROSBY** \$15.00 **\$22,620.00**

Account: 2039-000000-1330-158400-601009

Mr. Crosby will work as a Contract Service Specialist II (Telephone Operator I) for the Municipal Telephone Exchange. He will operate a Centrex telephone console and computer terminal to answer incoming calls, make connections to complete calls, report telephone equipment issues, answer and route calls for assistance from City residents and maintain confidentiality of phone calls between government and legal officials. The period of the agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Mayor's Office of Information Technology</u>		
47. ANTHONY DIGIOVANNI	\$65.58	\$125,000.00

Account: 2042-000000-1474-165700-601009

Mr. DiGiovanni will work as a Contract Services Specialist II (IT Division Manager/Senior Systems Engineer). He will prevent large scale DDoS attacks during civil unrest by implementing global CDN, blocking direct public access to web servers, and patching known vulnerabilities in existing servers. He will serve as a senior technical resource responsible for day-to-day management, reduce SAN storage utilization by over 80TB, reduce duplicated storage, decommissioning legacy systems, and configuring volume deduplication. In addition, Mr. DiGiovanni will perform health checks and baseline assessments on Microsoft Active Directory infrastructure, consolidate three backup environments to one, implementing NetApp SteelStore appliances for deduplication backup data and replicating backup to cloud storage, create documentation and SOPs for all systems and procedures. The period of the agreement is effective upon Board approval for one year.

48. CRYSTAL MABRY	\$23.61	\$ 45,000.66
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Account: 1001-000000-1472-719900-603026

Ms. Mabry will work as a Contract Services Specialist II (IT Specialist/Project Coordinator-Business Analyst). She will coordinate project schedules, project meetings, and assign project tasks, obtain project specific requirements using interviews, document analysis, requirement workshops, surveys, site visits, business process descriptions, and use cases, scenarios, business analysis, tasks and workflow analysis. In addition, Ms. Mabry will conduct client

MINUTES**PERSONNEL**Hourly RateAmountMOIT - cont'd

interviews, evaluate information gathered from multiple sources, reconcile conflicts, decompose high-level information into details, abstract up from low level information to a general understanding, and distinguish user requests, communicate and collaborate with external/internal customers, work independently with users to define concepts and develop requirements specifications according to standard templates. The period of the agreement is effective upon Board approval for one year.

49. **MESFIN ABATE** \$65.00 **\$123,890.00**

Account: 1001-000000-1472-165800-601009

Mr. Abate will work as a Contract Services Specialist II (IT Division Manager/Senior SQL Database Administrator). He will be responsible for SQL server logical and physical database design, implementation, and maintenance, install and configure SQL Server and apply periodic service packs and hot fixes. Mr. Abate will also manage and work across multiple production servers and more than 250 Online Transaction Processing/On-line Analytical Processing databases, perform daily checkups on SQL jobs, replication, hardware diagnostics for hard drives, backups, disk-space, SQL and windows error logs as part of proactive maintenance plan. In addition, Mr. Abate will develop Transact-SQL scripts, create Databases, Tables, Indexes, Stored Procedures, Views, database management policies and Constraints, Defaults, Rules, Functions, Triggers, Cursors and Dynamic SQL queries. The period of the agreement is effective upon Board approval for one year.

MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>MOIT</u> - cont'd		
50. WALTER KOKER	\$65.00	\$123,890.00

Account: 2042-000000-1474-165700-601009

Mr. Koker will work as a Contract Services Specialist II (IT Division Manager/Enterprise System Engineer). He will implement and maintain standalone System Center Configuration Manager 2012, implement Lync/high available Lync 2013 environment, implement and maintain email archiving solution, implement and manage mobile email solution, implement and manage Mobile Security Management platform, manage Citrix XenApp Farm for access to enterprise applications and management utilities, manage the City's Domain Name System configuration, implement and manage fuel management systems, manage Microsoft Exchange 2010 environment and participate in Baltimore Police Department migrations of Novell Group Wise. The period of the agreement is effective upon Board approval for one year.

51. RAPHAEL TAYLOR	\$47.22	\$ 90,000.00
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Account: 1001-000000-1472-165800-601009

Mr. Taylor will work as a Contract Services Specialist II (IT Project Manager/SharePoint Developer/Analyst). He will manage/maintain the creation and development of 11 separate Federal Office of Child Support Enforcement SharePoint projects/sub sites, and convert internal documentation and processes into one centralized solution. In addition, Mr. Taylor will develop SharePoint governance documentation, outline SharePoint purpose for an organization, roles and maintenance procedures, maintain SharePoint user groups and

MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
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MOIT - cont'd

report on the progress of each SharePoint project, organize and conduct monthly OCSE SharePoint workgroup meetings, and provide OSCE divisions with additional demo and updates on SharePoint features and develop SharePoint incident management process for seamless customer support. The period of the agreement is effective upon Board approval for one year.

52.	WESLEY HENSON	\$32.73	\$62,383.38
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Account: 2042-000000-1474-165700-601001

Mr. Henson will work as a Contract Services Specialist II (IT Specialist/LAN Administrator). He will administer and support an ADS (Active Directory Services) network remotely of 5000+ workstations, Servers, and 7000+ clients, assist in the implementation of the network infrastructure, perform user accounts in Active Directory Services, administer e-mails and policy implementation and perform daily assessments for possible virus attacks. Mr. Henson will also research with Senior Network Engineer for solutions for Exchange, SQL, Oracle, and Patchlink, Windows Deployment Services, perform workstation and network assessments, respond to technical support issues for On-Call and Network Security. The period of the agreement is effective upon Board approval for one year.

Mayor's Office of Employment Development

53. Adjust the following grade range:

Grade: 972
 From: (\$8.25 - \$10.75)
 To: (\$8.25 - \$18.00)

MINUTES

PERSONNELHourly RateAmountMOED - cont'd

Cost: \$0.00

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

54. Reclassify the following position:Position No. 6301-37176

From: Classification: Manager Level I

Job Code: 01226

Grade: 927 (\$60,800.00 - \$97,300.00)

To: Classification: Professional Services

Job Code: 01225

Grade: 923 (\$57,200.00 - \$91,700.00)

Costs: \$0.00 - 1001-000000-6301-725900-601001

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

Mayor's Office Human Service55. Create the following position:

Classification: Program Compliance Officer II

Job Code: 00417

Grade: 927 (\$60,800.00 - \$97,300.00)

Position No.: To be determined by BBMR

Costs: \$93,047.00 - 4000-407016-3571-759900-601001

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

MINUTES

PERSONNEL

Hourly Rate

Amount

MOHS - cont'd

56. Create the following position:

Classification: Program Analyst
Job Code: 10247
Grade: 927 (\$60,800.00 - \$97,300.00)
Position No.: To be determined by BBMR

Costs: \$93,047.00 - 4000-407016-3571-759900-601001

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

The Office of Civil Rights and Wage Enforcement

57. Create the following two positions:

Classification: Civilian Review Board Investigator
Job Code: 10132
Grade: 906 (\$48,700.00 - \$77,800.00)
Position No.: To be determined by BBMR

Costs: \$149,494.00 - 1001-000000-1562-171500-601001

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

58. Create the following position:

Classification: Public Information Officer I
Job Code: 33411
Grade: 085 (\$36,681.00 - \$44,199.00)
Position No.: To be determined by BBMR

MINUTES

PERSONNEL

Hourly Rate Amount

Office of Civil Rights and Wage Enforcement - cont'd

Costs: \$58,959.00 - 1001-000000-1562-171500-601001

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

Fire and Police Retirement System

59. Reclassify the following position:

Position No. 1540-47198

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

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

Costs: \$4,332.00 - 6000-604116-1540-171400-601001

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

60. Reclassify the following position:

Position No. 1540-46310

From: Classification: Medical Claims Processor I
Job Code: 33241
Grade: 084 (\$35,564.00 - \$42,446.00)

MINUTES**PERSONNEL**Hourly RateAmountFire and Police Retirement System - cont'd

To: Classification: Medical Claims Processor II
 Job Code: 33242
 Grade: 087 (\$39,701.00 - \$47,990.00)
 Position No.: 1540-46310

Costs: \$7,687.00 - 6000-604116-1540-171400-601001

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

Department of Transportation61. Abolish the following position:

Position No. 2351-44261

Classification: Special Traffic Enforcement Officer
 Job Code: 41613
 Grade: 081 (\$32,076.00 - \$38,001.00)

Create the following position:

Classification: Traffic Enforcement Officer II
 Job Code: 44261
 Grade: 083 (\$34,297.00 - \$40,788.00)
 Position No.: To be determined by BBMR

Costs: \$3,331.50 - 2076-000000-2351-256300-601001

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

MINUTES**PERSONNEL**Baltimore City Sherriff62. Adjust the salary for the following position:

Classification: Sheriff
Job Code: 01410
From Grade: 86E (\$114,050.00)
To Grade: 86E (\$132,600.00)

Costs: \$24,672.00 - 1001-000000-1182-138800-601001

The compensation for the Baltimore City Sheriff is established in part by Maryland Courts & Judiciary Process §2-309(d)(1)(i) which in relevant part requires a minimum salary of the midpoint of Grade 939 in the Baltimore City compensation structure. The Sheriff's salary is continually monitored and adjusted when necessary to avoid conflict with the statutory requirements.

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

MINUTES

Department of Public Works/Office - Partial Release of
of Engineering and Construction Retainages

The Board is requested to approve and authorize execution of the following Partial Release of Retainages:

1. **SPINIELLO COMPANIES** **\$463,193.75**

Account: 9956-905620-9551-000000-200001

Spiniello Companies is requesting a partial release of retainage for Contract No. SC 905, Improvements to Sanitary Sewer in Upper Gwynns Run Region of the High Level Sewershed. As of February 8, 2016, Spiniello Companies completed 100% of the work. The City is holding \$493,193.75 in retainage for the referenced project and the contractor is requesting to reduce the amount of retainage to \$30,000.00. The remaining amount of \$30,000.00 is sufficient to protect the interest of the City.

2. **MONUMENTAL PAVING AND EXCAVATING, INC.** **\$130,689.83**

Account: 9960-905658-9557-000000-200001

Monumental Paving and Excavating, Inc. is requesting a partial release of retainage for Contract No. WC 1234, E. Cold Spring Lane Installation of New 12" Water Main. As of October 13, 2015 Monumental Paving and Excavating, Inc. completed 100% of the work. The City is holding \$145,210.92 in retainage for the referenced project and the contractor is requesting to reduce the amount of retainage to \$14,521.09. The remaining amount of \$14,521.09 is sufficient to protect the interest of the City.

MWBOO APPROVED THE RELEASE

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Partial Release of Retainages.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 013 to Whitman Requardt & Associates/Gannett Fleming JV under Project 1403, On-Call Construction Management Assistance Inspection Services. The original contract will expire on May 13, 2017. The duration of this task is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$314,988.02 - 9956-907689-9551-900020-705032

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction is in need of assistance from Whitman Requardt & Associates/Gannett Fleming JV to provide On-Site Inspection Services on S.C. 918S, Improvements to the Headworks and Wet Weather Flow Equalization at the Back River Wastewater Treatment Plant for the Bureau of Water and Wastewater, Department of Public Works.

MWBOO GRANTED APPROVAL.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 013 to Whitman Requardt & Associates/Gannett Fleming JV under Project 1403, On-Call Construction Management Assistance Inspection Services. The President voted **NO**.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 002 to Whitman Requardt & Associates, LLP, under Project 1227W, On-Call Stormwater Study and Engineering Design Services. The original contract will expire on September 9, 2018. The duration of this task is approximately 16 months.

AMOUNT OF MONEY AND SOURCE:

\$336,513.56 - 9958-925007-9520-900020-703032

BACKGROUND/EXPLANATION:

Storm Drain Contract 7769 - North Point Road Drainage Improvement Project is located along North Point Road between Kane Street and Quad Avenue under the Norfolk Southern/Amtrak Rail Road. The area experiences periodic flooding and closure during intense storm events. Whitman, Requardt & Associates, LLP will provide remediation of flooding and drainage issues, a design for retrofitting of surrounding ponds for water quality and biddable documents. This project is part of the Municipal Stormwater Permit's (MS4) Watershed Implementation Plan. This project will help reduce frequent flooding along North Point Road and help meet the City MS4's pollution reduction goals.

MWBOO GRANTED APPROVAL.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$400,000.00	9958-904099-9522	
GO Bonds	Constr. Res. Small	
	Storm Drain & Inlet	
	Repair	
\$336,513.56	-----	9958-925007-9520-3
		Engineering
63,486.44	-----	9958-925007-9520-9
		Administration
<u>\$400,000.00</u>		

This transfer will provide funding for Project 1227W (SDC 7769), Northpoint Road Drainage Design.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 002 to Whitman Requardt & Associates, LLP, under Project 1227W, On-Call Stormwater Study and Engineering Design Services. The Transfer of Funds was approved **SUBJECT** to receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter. The President voted **NO**.

MINUTES

Department of Public Works/ - Expenditure of Funds
Office of Engineering and
Construction (DPW)

ACTION REQUESTED OF B/E:

The Board is requested to ratify the services and approve the expenditure of funds to pay Rummel, Klepper and Kahl, LLP (RK&K) for services rendered under Project 1110R, On-Call Environmental Restoration Design and Engineering Services.

AMOUNT OF MONEY AND SOURCE:

\$629.66 - 9958-903993-9525-900010-705032

BACKGROUND/EXPLANATION:

On December 8, 2010, the Board approved the original agreement with RK&K. The approved period of the agreement was effective upon Board approval for three years or until the upset limit of \$1,000,000.00 was reached, whichever occurred first.

On November 27, 2013, the Board approved an amendment to the on-call consultant agreement with RK&K for project 1110R to extend the agreement through June 6, 2015.

On July 14, 2011, the Board approved Task No. 1 for RK&K under Project No. 1110R. The RK&K was inadvertently directed to modify construction drawings and specifications for ER4097 Watershed 263, Phase 3 and 4, Slope Repair at Biddison Run and Western Run (WS 263 Portion). RK&K submitted a \$3,506.77 invoice on July 1, 2013, which included \$629.66 for the above work. RK&K was not paid for the work (the City paid \$2,877.11 on November 6, 2013) because a request for an account number for the payment was not processed. This contract expired on June 6, 2015.

MINUTES

DPW - cont'd

All of the submitted invoices are fully supported by timesheets and progress reports for the work performed and are otherwise compliant with the terms of the contract for overhead and profit rates.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board ratified the services and approved the expenditure of funds to pay Rummel, Klepper and Kahl, LLP for services rendered under Project 1110R, On-Call Environmental Restoration Design and Engineering Services.

MINUTES

Department of Public Works/ - Expenditure of Funds
Office of Engineering and
Construction (DPW)

ACTION REQUESTED OF B/E:

The Board is requested to ratify the services and approve the expenditure of funds to pay Rummel, Klepper and Kahl, LLP (RK&K) for services rendered under Project 1110R, On-Call Environmental Restoration Design and Engineering Services.

AMOUNT OF MONEY AND SOURCE:

\$45,878.66 - 2072-000000-5181-390700-603026

BACKGROUND/EXPLANATION:

On December 8, 2010, the Board approved the original agreement with the RK&K. The period of the agreement was effective upon Board approval for three years or until the upset limit of \$1,000,000.00 was reached whichever occurred first.

On November 27, 2013, the Board approved an amendment to extend the agreement until June 6, 2015.

On February 26, 2014, the Board approved Task No. 3 for RK&K, under Project No. 1110R. RK&K submitted a \$45,878.66 invoice on October 14, 2014. This invoice has not been paid because the invoice was lost in interdepartmental mail. The contract expired on June 6, 2015.

All of the submitted invoices are fully supported by timesheets and progress reports for the work performed and are otherwise compliant with the terms of the contract for overhead and profit rates.

This request is late because the necessary documentation required more time than anticipated.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

DPW - cont'd

UPON MOTION duly made and seconded, the Board ratified the services and approved the expenditure of funds to pay Rummel, Klepper and Kahl, LLP for services rendered under Project 1110R, On-Call Environmental Restoration Design and Engineering Services.

MINUTES

Department of Public Works/ - Expenditure of Funds
Office of Engineering and
Construction (DPW)

ACTION REQUESTED OF B/E:

The Board is requested to ratify the services and approve the expenditure of funds to pay Parsons Brinkerhoff (PB) for services rendered under Project 1084P, On-Call Environmental Restoration Design and Engineering Services.

AMOUNT OF MONEY AND SOURCE:

\$3,412.20 - 9958-904995-9525-900020-703032

BACKGROUND/EXPLANATION:

On March 25, 2009, the Board approved the original agreement with PB. The period of the agreement was effective upon Board approval for three years or until the upset limit of \$500,000.00 was reached whichever occurred first.

On August 26, 2009, the Board approved an amendment to increase the upset limit from \$500,000.00 to \$1,000,000.00. On April 4, 2012, the Board approved amendment to extend the agreement until March 24, 2014, or until the upset limit of \$1,000,000.00 was reach whichever occurred first.

On August 19, 2009, the Board approved Task No. 1, ER 4023 Biddison Run Environmental Restoration Project 2 for the PB under Project No. 1084P. The PB was inadvertently directed to prepare Biddison Run at Moravia Road Urgent Repair Plans (ER4097) Watershed 263, Phase 3 and 4, Slope Repair at Biddison Run and Western Run - Slope Portion), although such services were not included in the scope of the contract. The contract expired on March 24, 2014.

MINUTES

DPW - cont'd

All of the submitted invoices are fully supported by timesheets and progress reports for the work performed and are otherwise compliant with the terms of the contract for overhead and profit rates.

This request is late because the necessary documentation required more time than anticipated.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board ratified the services and approved the expenditure of funds to pay Parsons Brinkerhoff for services rendered under Project 1084P, On-Call Environmental Restoration Design and Engineering Services.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment to Agreement with CC Johnson & Maholtra, P.C., under Project No. 1185.2.2, (W.C. 1317), Small Water Main Replacement and Rehabilitation Design at Various Locations FY 2014. The Amendment to Agreement extends the period of the Agreement through June 25, 2017.

AMOUNT OF MONEY AND SOURCE:

\$0.00

BACKGROUND/EXPLANATION:

On June 25, 2014, the Board approved a two-year agreement with CC Johnson & Maholtra, P.C. for Project No. 1185.2.1, Small Water Main Replacement and Rehabilitation Design at Various Locations. The project was suspended September 2014 and restarted in 2015. This Amendment to Agreement extends the period of the Agreement for 12 months through June 25, 2017. The original agreement expires on June 25, 2016. All other terms and conditions of the original agreement remain unchanged.

MBE/WBE PARTICIPATION:

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

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE TIME EXTENSION.

MINUTES

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to Agreement with CC Johnson & Maholtra, P.C., under Project No. 1185.2.2, (W.C. 1317), Small Water Main Replacement and Rehabilitation Design at Various Locations FY 2014. The President voted **NO**.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 001 to Rummel, Klepper & Kahl, LLP Project 1504 (SC 898, 909, 897R, 912, 907, 899, 900, 908), Construction Management Assistance-Various Projects. The original contract will expire on January 12, 2020. The duration of this task is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$ 44,070.64 - 9956-907646-9551-900020-706063
 44,070.64 - 9956-906652-9551-900020-706063
 44,070.64 - 9956-907643-9551-900020-706063
 44,070.64 - 9956-918616-9551-900020-706063
 44,070.64 - 9956-905620-9551-900020-706063
 44,070.64 - 9956-903645-9551-900020-706063
 44,070.64 - 9956-905644-9551-900020-706063
 44,070.64 - 9956-907651-9551-900020-706063

\$352,565.12

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction is in need of assistance from Rummel, Klepper & Kahl, LLP to provide construction management assistance services on various projects including, but not limited to SC 898 Improvements to Sanitary Sewers in the Stony Run Area in the Jones Falls Sewershed, SC 909 Improvements to Sanitary Sewers in the Eastern Portion of Herring Run Sewershed, SC 897R Improvements to Sanitary Sewers in Greenmount, Hampden, and Bolton Hill areas, SC 912 Improvements to the Eastern Portion of the Low Level Sewershed, SC 907 Improvements to Sanitary Sewers in the East Baltimore Region of the High Level Sewershed, SC 899 Improvements to Sanitary Sewers in the Western Area in the Jones Falls Sewershed, SC 900 Improvements to Sanitary Sewers in the Upper

MINUTES

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

Jones Falls and Maryland Avenue Areas, and SC 908 Improvements to Sanitary Sewers, Herring Run Sewershed for the Bureau of Water & Wastewater, Department of Public Works.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 001 to Rummel, Klepper & Kahl, LLP Project 1504 (SC 898, 909, 897R, 912, 907, 899, 900, 908), Construction Management Assistance-VariouS Projects.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- | | | |
|--|-------------|---------|
| 1. BMR, INC | \$ 6,000.00 | Renewal |
| Contract No. B50003603 - O.E.M. Parts and Service for Scag Lawn Mowers - Department of Transportation - Purchase Order No. P528031 | | |

On July 2, 2014, the City Purchasing Agent approved the initial award in the amount of \$15,000.00. The award contained one 1-year renewal option. On June 24, 2015, the Board approved an increase in the amount of \$15,000.00. This sole renewal in the amount of \$6,000.00 is for the period July 1, 2016 to June 30, 2017.

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|--|-------------|-----------|
| 2. CHARLES H. HODGES & SONS INC. | \$42,625.00 | Agreement |
| Contract No. 06000 - Furnish and Install Platform Dock Lift - Department of General Services - R723632 | | |

The Board is requested to approve and authorize execution of an Agreement with Charles H. Hodges & Sons, Inc. The period of the agreement is effective upon Board approval for one year.

At the request of the Department of General Services, a selected source procurement is recommended to refurbish the platform dock lift at Courthouse East. This award will ensure employee faculty and prevent delays in the movement of freight and on-going construction projects in the building.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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| 3. INTERNATIONAL BUSINESS | | Sole Source/ |
| <u>MACHINES CORPORATION</u> | <u>\$86,511.37</u> | <u>Agreement</u> |
| Contract No. 08000 - IBM i2 Software and Maintenance Agreement - Baltimore City Police Department - Req. No. R718878 | | |

The Board is requested to approve and authorize execution of an Agreement with International Business Machines Corporation. The period of the agreement is effective upon Board approval for one year with one 1-year renewal option.

This agreement will allow for the continuation to provide the i2 software used to pinpoint malfeasant activity within logs of operational data as well as provide links between individuals, places and entities for criminal investigations. The vendor is the sole source provider of the software, maintenance and associated network equipment.

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.

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| 4. INTERNATIONAL BUSINESS | | Sole Source/ |
| <u>MACHINES CORPORATION</u> | <u>\$65,196.00</u> | <u>Agreement</u> |
| Contract No. 08000 - IBM i2 Conduct Solution Design Workshop and Support Suggested Configuration Updates - Baltimore City Police Department - Req. No. R718878 | | |

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

The Board is requested to approve and authorize execution of an Agreement with International Business Machines Corporation. The period of the agreement is effective upon Board approval for 18 months.

The i2 software is used by the Baltimore Police Department to pinpoint malfeasant activity within logs of operational data as well as provide links between individuals, places, and entities for criminal investigations. These services will allow the City to improve its current configuration of the iBase system and improve performance. The vendor is the sole provider of the software, maintenance and associated network equipment.

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.

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| 5. ALL HANDS FIRE
EQUIPMENT, LLC | \$ 40,000.00 | Renewal |
| Contract No. B50003612 - Firefighter Hoods - Baltimore City
Fire Department - P.O. No. P528046 | | |

On July 23, 2014, the Board approved the initial award in the amount of \$40,000.00. The award contained four 1-year renewal options. On August 12, 2015, the Board approved the first renewal in the amount of \$40,000.00. This second renewal in the amount of \$40,000.00 is for the period July 23, 2016 through July 22, 2017, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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| 6. CHESAPEAKE FIRE &
RESCUE EQUIPMENT, INC. | \$ 22,500.00 | Renewal |
| Contract No. 08000 - Maintenance & Repair of Holmatro Tools
- Baltimore City Fire Department - P.O. No. P517542 | | |

On June 29, 2011, the Board approved the initial award in the amount of \$30,000.00. The award contained five 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$22,500.00 is for the period July 1, 2016 through June 30, 2017. The above amount is the City's estimated requirement.

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|---|--------------|---------|
| 7. PROMIUM, LLC | \$200,000.00 | Renewal |
| Contract No. B50002679 - Laboratory Information Management System - Department of Public Works - P.O. No. P523392 | | |

On May 1, 2013, the Board approved the initial award in the amount of \$511,684.00. The award contained two 1-year renewal options. This renewal in the amount of \$200,000.00 is for the period May 8, 2016 through May 7, 2017, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

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

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| 8. SICO AMERICA INC. | \$ 40,000.00 | Renewal |
| Contract No. 08000 - Repair OEM Parts for Various SICO Stages - Baltimore Convention Center - P.O. No. P527022 | | |

On April 25, 2014, the City Purchasing Agent approved the initial award in the amount of \$21,458.68. The award contained two 1-year renewal options. Subsequent actions have been approved.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

This final renewal in the amount of \$40,000.00 is for the period May 1, 2016 through April 30, 2017. The above amount is the City's estimated requirement.

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|---|---------|---------|
| 9. DELMARVA PUMP CENTER,
INC. d/b/a DPC EMERGENCY
EQUIPMENT | \$ 0.00 | Renewal |
| Contract No. 06000 - OEM Parts for PL Custom Fire Apparatus and Equipment - Department of General Services - P.O. No. P523951 | | |

On June 5, 2013, the Board approved the initial award in the amount of \$100,000.00. The award contained two 1-year renewal options. This renewal in the amount of \$0.00 is for the period June 5, 2016 through June 4, 2017, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

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|--|---------|---------|
| 10. ELKIN HI-TECH, INC. | \$ 0.00 | Renewal |
| Contract No. 08000 - OEM Parts and Service for Elkin Cement Mixers - Department of General Services, Fleet Management - P.O. No. P524137 | | |

On June 19, 2013, the Board approved the initial award in the amount of \$75,000.00. The award contained two 1-year renewal options. This renewal in the amount of \$0.00 is for the period June 1, 2016, through May 31, 2017, 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

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

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| 11. <u>DANO ENTERPRISES, INC.</u> | <u>\$ 0.00</u> | <u>Renewal</u> |
| Contract No. B50002874 - Paper Lawn & Leaf Bags for all Baltimore City Agencies - Department of Recreation and Parks, etc. - Req. No. Various | | |

On May 8, 2013, the Board approved the initial award in the amount of \$275,000.00. The award contained two 1-year renewal options. This renewal in the amount of \$0.00 is for the period May 8, 2016 through May 7, 2017, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

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|--|----------------|----------------|
| 12. <u>AIRBUS HELICOPTERS, INC. FORMERLY KNOWN AS AMERICAN EUROCOPTER CORPORATION</u> | <u>\$ 0.00</u> | <u>Renewal</u> |
| Contract No. 08000 - Helicopter Parts & Maintenance - Police Department - P.O. No. P520254 | | |

On May 23, 2012, the Board approved the initial award in the amount of \$950,000.00. The award contained five 1-year renewal options. Three renewal options have been exercised. This fourth renewal in the amount of \$0.00 is for the period May 23, 2016 through May 22, 2017, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

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|--|----------------|----------------|
| 13. <u>HD SUPPLY WATERWORKS, LIMITED PARTNERSHIP</u> | <u>\$ 0.00</u> | <u>Renewal</u> |
| Contract No. B50002341 - Multi Sizes Fire Hydrants & Replacement Parts - Department of Public Works, Bureau of Water and Wastewater - P.O. No. P520646 | | |

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

On May 23, 2012, the Board approved the initial award in the amount of \$740,000.00. The award contained three 1-year renewal options. Subsequent actions and renewals have been approved. This final renewal in the amount of \$0.00 is for the period May 23, 2016 through May 22, 2017. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

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|---|---------|------------------------------|
| 14. BALTIMORE CITY BOARD OF SCHOOL COMMISSIONERS | Revenue | First Amendment to Agreement |
| Contract No. 06000 - Printing and Graphics Services - Department of Finance, Bureau of Purchases - P.O. No. N/A | | |

The Board is requested to approve and authorize execution of a First Amendment to Agreement with the Baltimore City Board of School Commissioners.

On June 26, 2013, the Board approved the initial agreement in the amount of \$0.00 for the period June 26, 2013 through June 30, 2016. The agreement contained two additional 1-year renewal options. This renewal and First Amendment to Agreement extends the period of the original agreement through June 30, 2017.

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|---|--------------|----------|
| 15. SEFAC, INC. | \$ 75,000.00 | Increase |
| Contract No. 08000 - OEM Parts and Service for SEFAC Heavy Duty Mobile Lifts - Department of General Services - Fleet Management - P.O. No. P527447 | | |

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On May 28, 2014, the Board approved the initial award in the amount of \$150,000.00. The award contained two 1-year renewal options. SEFAC, Inc. is the sole source provider of the heavy duty mobile lifts at the Fleet Management repair facilities. This increase in the amount of \$75,000.00 is necessary as two additional sets of SEFAC heavy duty mobile lifts were purchased, depleting funds sooner than anticipated. This increase will allow use of the contract until the end of its term. This increase will make the award amount \$225,000.00. The contract expires on June 30, 2017, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

- 16. THE BALTIMORE AUTO
SUPPLY COMPANY
UNI-SELECT USA, INC.
SALVO AUTO PARTS, INC.
PARTS AUTHORITY
SOUTHERN LLC
CRW PARTS INC.
ROK BROTHERS, INC.
QUALITY AUTOMOTIVE
WAREHOUSE, INC.
FLEETPRIDE, INC.
NORRIS PA, LLC

(Blanket Award)

\$1,165,000.00

Increase

Contract No. B50001427 - Aftermarket Parts and Supplies for Cars and Light Trucks - Department of General Services - Fleet Management - P.O. Nos. Various

On June 30, 2010, the Board approved the initial award in the amount of \$1,800,000.00. Subsequent actions were approved.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

The increase is required due to an increase in parts and supplies purchased to repair and maintain the vehicles in the City's Fleet. The increase will allow for continued use of the contract until the end of its term. The contract expires on July 31, 2017.

MWBOO GRANTED A WAIVER.

- | | | |
|--|---------|-----------|
| 17. KEYSTONE AUTOMOTIVE INDUSTRIES, INC. | \$ 0.00 | Extension |
| Contract No. 06000 - Aftermarket Body and Fender Parts - Department of General Services - P.O. No. P517203 | | |

On April 6, 2011, the Board approved the initial award in the amount of \$75,000.00. The award contained two 1-year renewal options. Subsequent actions and both renewals have been exercised. A solicitation B50004552 has been advertised for a new contract, with bids due on May 18, 2016. This extension is necessary to allow time for the bids to be evaluated and a contract awarded. The period of the extension is for the period May 1, 2016 through July 31, 2016. The above amount is the City's estimated requirement.

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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<u>Bureau of Purchases</u>		
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UPON MOTION duly made and seconded, the Board approved the informal awards, renewals, increases to contracts and extensions. The Board also approved and authorized execution of the Agreement with Charles H. Hodges & Sons Inc. (item no. 2), Sole Source/Agreement with International Business Machines Corporation (item no. 3), Sole Source/Agreement with International Business Machines Corporation (item no. 4), and the First Amendment to Agreement with Baltimore City Board of School Commissioners (item no. 14).

MINUTES

RECOMMENDATIONS FOR AWARDS/REJECTION

* * * * *

On the recommendations of the City agency

hereinafter named, the Board,

UPON MOTION duly made and seconded,

awarded the formally advertised contracts

listed on the following pages:

1545 - 1547

to the low bidders meeting the specifications,

and rejected the bid as indicated

for the reasons stated.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Purchases

- 1. MDM Office Systems, Inc.
 d/b/a Standard Office Supply
 Maxon Furniture Inc.
 Quaker Furniture, Inc.
 d/b/a Studio Q Furniture
 Douron, Incorporated
 Glover Furniture and
 Design Group, Inc.
 Steelcase Inc.
 American Design Associates,
 Inc.
 Hann Manufacturing, Inc.
 d/b/a Hann
 Trendway Corporation
 Rudolph's Office and
 Computer Supply, Inc. \$4,000,000.00 Highest
 _____ Discount
 Solicitation No. 2015-42 - Furniture (Office, School, Library,
 etc.) and Equipment - Department of Finance (City-Wide) - Req.
 Nos. Various

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

MDM OFFICE SYSTEMS, INC. D/B/A STANDARD OFFICE SUPPLY

MBE: Perfect Office Installation, LLC 5%

MWBO FOUND VENDOR IN COMPLIANCE.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases - cont'dMAXON FURNITURE INC.

MBE: AJ Stationers, Inc. 5%

MWBOO FOUND VENDOR IN COMPLIANCE.

QUAKER FURNITURE, INC. D/B/A STUDIO Q FURNITURE

MBE: Edward & Hill Office Furniture 5%

MWBOO FOUND VENDOR IN COMPLIANCE.

DOURON, INCORPORATED

MBE: Perfect Office Installation, LLC 5%

MWBOO FOUND VENDOR IN COMPLIANCE.

GLOVER FURNITURE AND DESIGN GROUP, INC.

MBE: Perfect Office Installation, LLC 5%

MWBOO FOUND VENDOR IN COMPLIANCE.

STEELCASE INC.

MBE: Furniture Installation & Service
Technicians, LLC 5%

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases - cont'dAMERICAN DESIGN ASSOCIATES, INC.

MBE: Perfect Office Installation, LLC 5%

MWBO FOUND VENDOR IN COMPLIANCE.

HANN MANUFACTURING, INC. D/B/A HANN

MBE: Edwards & Hill Office Furniture 5%

MWBO FOUND VENDOR IN COMPLIANCE.

TRENDWAY CORPORATION

MBE: Perfect Office Installation, LLC 5%

Edwards & Hill Office Furniture 5%

MWBO FOUND VENDOR IN COMPLIANCE.

RUDOLPH'S OFFICE AND COMPUTER SUPPLY, INC.

MBE: Perfect Office Installation, LLC 5%

MWBO FOUND VENDOR IN COMPLIANCE.

2. B50004467, Supply and Nestle Waters North \$210,194.59
 Deliver Water Dispensers America, Inc.
 & Bottled Water to
 Various City Agencies

(Dept. of Finance, Various Agencies)

MWBO GRANTED A WAIVER.

MINUTES**RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Fire Department</u>			
1. Kevin Cleary* Cliff Addison**	Emergency Prepared- ness & Hazardous Materials Response Conference Valley Forge, PA Oct. 19-23, 2015* Oct. 20-23, 2015** (Reg. Fee \$250.00 each)	Urban Area Security Initiative	\$1,602.83

Messrs. Cleary and Addison traveled to Valley Forge, Pennsylvania on October 19-23, 2015 and October 20-23, 2015, respectively, to attend the Emergency Preparedness & Hazardous Materials Response Conference.

The subsistence rate for this location for each attendee was \$191.00 per day. The hotel rate was \$124.00 per night, plus \$2.48 per night for hotel taxes, and \$7.44 per night for State taxes for each attendee.

The registration fee for each attendee in the amount of \$250.00 was prepaid on a City-issued credit card assigned to Mr. Connor Scott. Messrs. Cleary and Addison personally incurred the costs of the hotel, hotel taxes, State taxes, and meals. Therefore, Mr. Cleary will be reimbursed \$667.88 and Mr. Addison \$434.95.

TRAVEL REIMBURSEMENT - MR. CLEARY

\$ 496.00	- Hotel (@ \$124.00 x 4)
9.92	- Hotel Tax (@ \$2.48 x 4)
29.76	- State Sales Tax (@ \$7.44 x 4)
132.20	- Meals
(250.00)	- Registration (Prepaid)
\$ 667.88	- Total Reimbursement

MINUTES

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENTFire Department - cont'dTRAVEL REIMBURSEMENT - MR. ADDISON

\$ 372.00	- Hotel (@ \$124.00 x 3)
7.44	- Hotel Tax (@ \$2.48 x 3)
22.32	- State Sales Tax (@ \$7.44 x 3)
33.19	- Meals
<u>(250.00)</u>	- Registration (Prepaid)
\$ 434.95	- Total Reimbursement

The retroactive travel approval is late because the necessary receipts were not submitted in a timely manner.

Department of Recreation and Parks

2.	Makponse Yamonche	Certified Government Financial Managers Review Course (CGFM) Alexandria, VA Mar. 2 - 3, 2016 (Reg. Fee \$375.00)	Acces- sory Account	\$ 832.77
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Mr. Yamonche attended the CGFM Intensive Review Course to receive certification.

The registration fee in the amount of \$375.00 was prepaid on a City-issued credit card assigned to Ms. Andrea Rolley. Mr. Yamonche personally incurred the costs of the hotel, hotel taxes, the State taxes, meals, and incidentals. Therefore, the Department request reimbursement in the amount of \$457.77 to Mr. Yamonche.

MINUTES**RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**

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

TRAVEL REIMBURSEMENT

\$ 49.47 - Mileage
 298.00 - Hotel (@ \$149.00 x 2)
 17.88 - Hotel Tax (@ \$8.94 x 2)
 17.88 - State Tax (@ \$8.94 x 2)
 65.54 - Meals
9.00 - Parking
\$457.77 - Total Reimbursement

The retroactive travel approval is late because necessary adjustments were needed and the travel was approved prior to travel.

TRAVEL REQUESTDepartment of Public Works

3. Rudolph S. Chow	Great Water Cities 2016 Conference Chicago, IL May 10 - 11, 2016 (Reg. Fee \$0.00)	Non-City Funds/Water Environment Foundation	\$0.00
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The cost of the travel will be paid by the Water Environment Foundation. City funds will not be expended.

UPON MOTION duly made and seconded, the Board approved the foregoing retroactive travel approval/reimbursement and travel requests. Mr. Chow **ABSTAINED** on item no. 3.

MINUTES

Mayor's Office of Employment - Customized Training Agreement
Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize a Customized Training Agreement with Johns Hopkins Health Systems Corporation. The period of the agreement is March 7, 2016 through August 31, 2016.

AMOUNT OF MONEY AND SOURCE:

\$43,475.60 - 4000-807516-6312-773605-603051
4000-806716-6312-773605-603051
4000-806416-6313-773605-603051
4000-807115-6312-773605-603051
1001-000000-6331-773615-603051

BACKGROUND/EXPLANATION:

This agreement authorizes Johns Hopkins Health Systems Corporation to provide Pharmacy Technician training for 14 eligible City residents enrolled in an on-the-job employer based customized training program. Upon successful completion of the training program, participants are expected to become full-time employees, with health benefits, in the occupation for which they are trained.

The agreement is late because of the greater than normal volume of contracts MOED is producing to secure various services associated with its employment and training initiatives.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Mayor's Office of Employment - cont'd
Development

UPON MOTION duly made and seconded, the Board approved and authorized the Customized Training Agreement with Johns Hopkins Health Systems Corporation.

MINUTES**PROPOSALS AND SPECIFICATIONS**

1. Department of Transportation - TR 15021R, Citywide Signing for Parking Restrictions, JOC A
BIDS TO BE RECV'D: 06/01/2016
BIDS TO BE OPENED: 06/01/2016

There being no objections, the Board, UPON MOTION duly made and seconded, approved the above-listed Proposals 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.

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 Addenda extending the dates for receipt and opening of bids on the following contracts. There were no objections.

Department of Public Works/
Office of Engineering and
Construction - WC 1343, Water Appurtenances
Installations and Small Main
Repairs & Installations at
Various Locations
BIDS TO BE RECV'D: 05/04/2016
BIDS TO BE OPENED: 05/04/2016

Department of Transportation - TR 14306, Highlandtown Transit
Stop Improvements, Eastern Ave.
from Highland Ave. to South
East St.
BIDS TO BE RECV'D: 05/11/2016
BIDS TO BE OPENED: 05/11/2016

MINUTES

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

Department of Public Works - WC 1278, Old York Road and
Vicinity Water Main Replacements

J. Fletcher Creamer & Son, Inc.
Monumental Paving & Excavating
R.E. Harrington
Civil Construction, LLC
Metra Industries
Anchor Construction Corp.
Spiniello

Bureau of Purchases - B50004357, Provide Water Taxi/
Commuter Services in the
Baltimore Harbor

HMS Ferries, Inc.
Harbor Boating, Inc.

Bureau of Purchases - B50004455, Provide Dress and
Work Uniforms for the Sheriff's
Office

F&F and A. Jacobs & Sons

Bureau of Purchases - B50004524, Cold Star Instant
Cold Packs

Amerisochi, Inc.
Bound Tree Medical, LLC
Products Unlimited
1st Needs Medical
Para Scientific Co.
School Nurse Supply, Inc.

MINUTES

Bureau of Purchases - B50004531, Promotional Items

Authentic Promotions
Tray, Inc.
Promotions Unlimited, Inc.
Acclaimed Promotion Specialties, Inc.
World of Promotions

Bureau of Purchases - B50004551, Leasing Passenger
and Cargo Vans

All Car Leasing
Enterprise RAC Company Baltimore, LLC

Bureau of Purchases - B50004553, Mowing, Maintenance &
Landscaping for Cluster Six &
Various Other City Owned Properties

Marathon Resource Management Group
H.F. Huber & Sons, LLC
Evergreen Landscape & Design Corp.
Lorenz, Inc.
Letke Security Contractors, Inc.*
Manuel Landscaping, Inc.

Bureau of Purchases - B50004558, Brush Wood Chipper

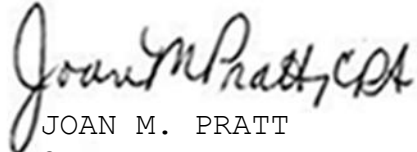
Security Equipment Co.
Altec Environmental Products
Vermeer Mid Atlantic, LLC

*UPON FURTHER MOTION duly made and seconded, the Board declared the bid of Letke Security Contractors, Inc. **NON-RESPONSIVE** due to the company's failure to submit an original complete set of fully executed Bid Documents as required by the Request for Bids.

MINUTES

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There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, May 4, 2016.



JOAN M. PRATT
Secretary