

## MINUTES

REGULAR MEETING

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

Deputy Comptroller: "Good morning. May I have your attention please? As City offices were closed on Monday, the deadline for submission of protests is extended to 8:45 a.m. today. I would like to know if there is anyone present this morning who would like to submit a protest, who has not already done so. No response. Thank you."

In the absence of Mr. George Nilson, City Solicitor, Mr. David E. Ralph, Deputy City Solicitor, sat and acted on his behalf today.

President: "Good morning. The May 27, 2015 meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiency of these hearings, persons who are disruptive to the meeting will be asked to leave the hearing room immediately. Thank you."

## MINUTES

I will direct the Board members attention to the memorandum from my office dated May 26, 2015 identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Comptroller. I will entertain a Motion to approve all the items contained on the routine agenda."

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

Comptroller: "Second."

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

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**MINUTES**

Department of Real Estate - Amendment to Sublease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Amendment to Sublease Agreement with Greibo.K Designs, LLC, Sub-lessee, for the rental of a portion of the property known as 34 Market Place, being on the 2<sup>nd</sup> Floor, consisting of 1,727 square feet.

**AMOUNT OF MONEY AND SOURCE:**

<u>Years 1 - 3</u>	<u>Monthly Rent</u>
\$28,283.39	\$2,356.95

The rent will increase by 3% of the previous year upon each renewal.

**BACKGROUND/EXPLANATION:**

This amendment corrects the annual rent amount for the sublease. On January 28, 2015, the Board approved the Sublease Agreement for annual rental payments in the amount of \$25,926.00. The amount was submitted in error. The correct amount should be \$28,283.39 annually. All other terms and conditions contained in the January 28, 2015 Sublease Agreement remain unchanged.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to Sublease Agreement with Greibo.K Designs, LLC, Sub-lessee, for the rental of a portion of the property known as 34 Market Place, being on the 2<sup>nd</sup> Floor, consisting of 1,727 square feet.

**MINUTES**Space Utilization Committee - Transfer of Jurisdiction**ACTION REQUESTED OF B/E:**

The Board is requested to approve to transfer of the property known as 5800 Ethelbert Avenue (Block 4441B, Lot 11) from the jurisdiction of the Baltimore City Board of School Commissioners to the jurisdiction of the Department of Recreation and Parks.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Department of Recreation and Parks will add the transferred property to the adjacent parcel known as 3500 W. Northern Parkway. This will allow for site improvements to include a renovated baseball diamond, multi-purpose field, and ADA accessible walking loop.

The Space Utilization Committee approved this transfer of jurisdiction on May 12, 2015.

UPON MOTION duly made and seconded, the Board approved the transfer of the property known as 5800 Ethelbert Avenue (Block 4441B, Lot 11) from the jurisdiction of the Baltimore City Board of School Commissioners to the jurisdiction of the Department of Recreation and Parks.

**MINUTES**Space Utilization Committee - License Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a License Agreement with Civic Works, Inc., Licensee, for the rental property known as Hilltop House, also known as 2445 Rose Street, which is located in Clifton Park containing 3,500 sq. ft. and a 900 sq. ft. garage. The period of the agreement is April 3, 2015 through December 31, 2015 with no renewal options.

**AMOUNT OF MONEY AND SOURCE:**

The annual rent will be \$1.00, if demanded.

**BACKGROUND/EXPLANATION:**

The leased premises will be used as office space and storage for the Civic Works Program. This will be temporary occupancy while the Clifton Mansion is being rehabilitated. The Licensor is responsible for any capital improvements, exterior maintenance, and grass cutting. The Licensee accepts the premises "as-is," will keep the premises clean and free of trash and debris and provide utilities, telephone service, security, and shovel the walk to the driveway only. The Licensee will also provide janitorial services, maintenance and repairs, one time painting of the interior, repair the plaster and drywall in the interior, replace damaged pieces of oak flooring, and provide liability insurance.

The License Agreement is late because of the administrative process.

The Space Utilization Committee approved the License Agreement on May 12, 2015.

**MINUTES**

Space Utilization Committee - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the License Agreement with Civic Works, Inc., Licensee, for the rental property known as Hilltop House, also known as 2445 Rose Street, which is located in Clifton Park containing 3,500 sq. ft. and a 900 sq. ft. garage.

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

The Board is requested to approve and authorize execution of a Lease Agreement with 3331 Eastbourne, LLC, landlord, for the rental of the property known as 3311 Eastbourne Avenue consisting of approximately 3,900 sq. ft. for the building and 21,257 sq. ft. of land, 1723 S. Clinton Street (parking lot) consisting 2,508 sq. ft. of land, and a portion of 1715/21 S. Clinton Street (parking lot) consisting of 5,570 sq. ft. of land. The period of the Lease Agreement is June 1, 2015 through May 31, 2020, with the option to renew for one five-year term.

**AMOUNT OF MONEY AND SOURCE:**

	<u>Annual Rent</u>	<u>Monthly Installments</u>
Year 1	\$120,000.00	\$10,000.00
Year 2	\$123,600.00	\$10,300.00
Year 3	\$127,308.00	\$10,609.00
Year 4	\$131,128.04	\$10,927.33
Year 5	\$135,061.88	\$11,255.16

**BACKGROUND/EXPLANATION:**

The Bureau of Solid Waste (BSW) will use the building for office space for the operations of the Skimmer Boats. The parking lots will be used for BSW's vehicles and equipment, and the piers will be used for dockage of the Skimmer Boats. The Landlord will provide an allowance in the amount \$5.00 per sq. ft. for tenant improvements, all necessary repairs to exterior masonry walls and roof, and provide space at 1800 S. Clinton Street to attach the City-owned floating piers currently located at 3201 Boston Street. The BSW is responsible for utilities, janitorial, pest control, and computer services, snow and ice removal, taxes, keeping premises clean and in a sanitary condition, trash removal from the building and parking lots, maintenance and repairs, and liability insurance under the City's self-insurance program.

**MINUTES**Space Utilization Committee - cont'd

The Space Utilization Committee approved this Lease Agreement on May 19, 2015.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with 3331 Eastbourne, LLC, landlord, for the rental of the property known as 3311 Eastbourne Avenue consisting of approximately 3,900 sq. ft. for the building and 21,257 sq. ft. of land, 1723 S. Clinton Street (parking lot) consisting 2,508 sq. ft. of land, and a portion of 1715/21 S. Clinton Street (parking lot) consisting of 5,570 sq. ft. of land.



## MINUTES

BOARDS AND COMMISSIONS1. Prequalification of Contractors

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

ACM Services, Inc.	\$ 1,500,000.00
Caplan Bros., Inc.	\$ 8,000,000.00
Congressional Contracting, Inc.	\$ 4,743,000.00
Deca, Inc.	\$ 8,000,000.00
Kiewit Infrastructure South Co.	\$1,576,260,000.00
L&J Waste Recycling, LLC	\$ 1,500,000.00
Milton Electric Company, Inc.	\$ 1,500,000.00
Shrader Electric Co., Inc.	\$ 1,500,000.00
Sparks Quality Fence Co.	\$ 1,071,000.00

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:

AECOM Technical Services, Inc.	Engineer
CEM Design	Architect
Colimore Architects, Inc.	Architect
JGS Engineering, LLC	Engineer
RMF Engineering, Inc.	Engineer Architect
Stevens Architectural Consulting	Architect

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

There being no objection, the Board, UPON MOTION duly made and seconded, approved the Prequalification of Contractors and Architects and Engineers for the listed firms. The Comptroller **ABSTAINED** on item no. 1, L&J Waste Recycling, LLC only.

MINUTES

PERSONNEL MATTERS

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UPON MOTION duly made and seconded,

the Board approved

the Personnel matters

listed on the following pages:

1620 - 1634

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Fire Department</u>		
1. <b>SHANI BUGGS</b>	\$25.00	<b>\$18,750.00</b>

Account: 4000-471312-2023-212602-601009

Ms. Buggs will work as a Contract Services Specialist II (Policy Analyst). She will be responsible for analyzing and providing recommendations on homeland security policies and strategies, incorporating those that prevent and deter violence, including but not limited to plans for a violent crime reduction plan for final approval by the Director of Emergency Management. The period of the Agreement is effective upon Board approval for one year.

Mayor's Office of Information Technology

2. <b>JOE GLENN</b>	\$46.35	<b>\$28,979.00</b>
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Account: 1001-000000-1472-165800-601009

Mr. Glenn, retiree, will continue to serve as a Senior Systems Analyst. The salary is in compliance with AM 212-1, Part I. He will provide analysis and programming support for the Water and Wastewater billing system, assist with the Legacy Water billing system and daily requests, assist with the extraction of data to facilitate the migration to UMAX and provide historic knowledge involving the water billing system. The period of the agreement is effective upon Board approval for one year.

3. <b>VALERIE D. WILLIAMS</b>	\$18.47	<b>\$20,592.00</b>
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Account: 1001-000000-1471-165700-601009

Ms. Williams will work as a Technical Purchaser. This contract is a 7% increase in the hourly rate from the previous contract period.

**MINUTES****PERSONNEL**Hourly RateAmountMayor's Office of Information Technology - cont'd

Her duties will include, but are not limited to requesting quotes from vendors and preparing appropriate documentation to submit for purchasing.

She will also be responsible for maintaining the awarded vendor list for correct contact information, vendor eligibility, and performing follow-up on approvals for purchasing. She will distribute newly cut PO's, logs all PO's and verify shipping schedules for all purchases, check invoices and reconcile receipts on delivered items, submit payment requests, and maintain accurate inventory of all purchased hardware, software and services. Ms. Williams' additional duties include monitoring purchase requests on PMO (project management office), providing financial reports, monitoring agency invoice approval system, routing items, and preparing/securing agency procurement justifications. The period of the Agreement is effective upon Board approval for six months.

Department of Human Resources

4. **NADINE BROWN-PULLIAM** \$18.24 **\$37,939.00**

Account: 1001-000000-1603-175200-601009

Ms. Brown-Pulliam will work as a Contract Services Specialist II (HR Assistant II). Her duties will include, but are not limited to assisting the Recruitment and Talent Acquisition Division with planning, administering, and monitoring test groups to ensure compliance with direction and guidelines. She will also assist the Test Administrator in securing test materials, preparing the testing area and assigning seating, escorting candidates into specified testing areas during various types of tests, distributing test papers and test instruments, checking identification, observing and monitoring candidates being tested, collecting, and counting and collating (numerical/alpha-betical) of all test materials.

**MINUTES****PERSONNEL**Hourly RateAmountDepartment of Human Resources - cont'd

She will demonstrate the use of test instruments or discuss practice exercises to familiarize individuals with testing material, and timing the test with watch, clock, or other timers. Other duties will include monitoring the test group to insure compliance with directions and notify the Test Administrator of suspicions of dishonesty, or other adverse situations. Ms. Brown-Pulliam will also perform customer service functions by answering employee requests and questions, assisting the supervisor with various research projects and/or special projects, scheduling meetings and interviews, as requested by the supervisor, and various administrative support duties. The period of the Agreement is effective upon Board approval for one year.

Police Department

5. <b>ALLAN D. CARREIRA</b>	\$32.50	<b>\$67,600.00</b>
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Account: 4000-475715-2252-694200-601009

Mr. Carreira will continue to work as a Contract Services Specialist II (Court Operations Specialist). He will be responsible for tracking and updating all felony gun cases for GunStat, overseeing the Civil Citation Pilot Program, and reviewing and analyzing the Criminal Citation program. Mr. Carreira will also be working extensively with Civil and Criminal Citations, assisting the Baltimore Police with warrant projects, tracking FTAs, and conducting court and case disposition research. 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</u>		
6. <b>RONALD CHRISTMAS</b>	\$31.45	<b>\$37,740.00</b>

Account: 2030-000000-1890-189900-601009

Mr. Christmas, retiree, will continue to work as an Information Systems and Network Specialist. The salary is in compliance with AM 212-1 Part II. His duties will include, but are not limited to providing system administration and oversight for implementation and technical support of the Fleet License Plate Recognition System, and for Fleet Management's EJ Ward Fuel System in order to import commercial credit card fuel transactions. He will also provide technical support during implementation of the AVL (Auto Vehicle Locator/Fuel) Conceiver global positioning systems to be installed in all City vehicles, and the implementation of the Archibus software system to support the Department's new Facilities Management System. He will assist in the training and technical support for the Fiscal Section, Executive Staff, Design/Construction Division, and Building Maintenance Division staff who will be utilizing the system. The period of the Agreement is effective upon Board approval for one year.

7. Reclassify the following positions:

Position No. 1981-20085

- a. Classification: Office Assistant II
  - Job Code: 33212
  - Grade: 075 (\$27,652.00 - \$31,432.00)

## MINUTES

PERSONNEL

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

To: Office Assistant III  
33213  
078 (\$29,378.00 - \$33,879.00)

Position No. 1981-20086

b. Classification: Word Processing Operator II  
Job Code: 33257  
Grade: 075 (\$27,652.00 - \$31,432.00)

To: Office Assistant III  
33213  
078 (\$29,378.00 - \$33,879.00)

Cost: \$7,116.00

These positions are considered Positions of Trust in accordance with the policy outlined in AM 237-1.

Board of Liquor License Commission

8. <b>WENDELL WRIGHT</b>	\$15.00	<b>\$3,600.00</b>
9. <b>CLEVELAND BRISTER</b>	\$15.00	<b>\$3,600.00</b>

Account: 1001-000000-2501-259500-601063

The above-listed retirees will each continue to serve as a Liquor Board Inspector. The salary is in compliance with AM 212-1 Part I. Their duties will include, but are not limited to visiting locations that have been issued special or one day licenses, monitoring the sale and service of alcohol at the one day licensed events or extensions of licenses, participating in undercover investigations and completing inspection reports for licensed premises in the City. The period of the Agreement is effective upon Board approval for one year.



**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Department of Public Works</u>		
10. <b>AMANDA BATES</b>	\$31.47	<b>\$65,457.60</b>

Account: 1001-000000-1901-726900-601009

Ms. Bates will continue to work as a Contract Services Specialist II (Operations Research Analyst). Her duties will include, but are not limited to collaborating and coordinating the work of external consultants, professional and support staff engaged in DPW's Strategic Management System managing routine administrative and technical projects dealing with organizational and departmental effectiveness, training others in project management standards and processes, conducting research to identify best practices and comparing performance metrics against internal and external business performance standards. The period of the agreement is effective upon Board approval for one year.

11. <b>JAMES PHILLIPS-FARLEY</b>	\$29.73	<b>\$61,838.40</b>
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Account: 1001-000000-1901-736000-601009

Mr. Phillips-Farley will continue to work as a Contract Services Specialist II (Utility Policy Analyst). He will be responsible for providing integrated legal involvement in the day-to-day operations and regulatory compliance, assist the Department in exceeding sound regulatory practices and responses to avoid penalties, represent the Department in negotiations of current and future interests and provide responses to regulators resulting from required filings, routine inspections and complaint driven injuries. The period of the agreement is effective upon Board approval for one year.

## MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Health Department</u>		
12. <b>ADRIENNE L. BLUMBERG</b>	\$25.00	<b>\$45,500.00</b>

Account: 4000-433516-3024-295900-601009

Ms. Blumberg will work as a Contract Services Specialist II (Program Manager). Her duties will include, but will not be limited to administering the day-to-day operation of a senior center in Baltimore City, including building management, establishing program goals, and planning, coordination, and approving program activities for independent seniors in a senior center setting. Ms. Blumberg will participate in budget planning for program operation, which may include some grant research and writing. She will ensure accurate accountability of payments to vendors and maintain adherence to the City procurement process. In addition, she will assist in policy development relative to program needs and activities and supervise and evaluate program staff. Ms. Blumberg will also interact with the community to establish programming as well as identify community needs, and collect data for related program and/or agency reports. The period of the Agreement is July 1, 2015 through June 30, 2016.

13. <b>DOMONIQUE WILLIAMS</b>	\$20.00	<b>\$20,800.00</b>
14. <b>JAMES L. SCHULER</b>	\$22.00	<b>\$22,800.00</b>

Account: 5000-570316-3041-605800-601009

Messrs. Williams and Schuler, retirees, will each continue to work as a Contract Services Specialist I (Tobacco Control Enforcement Officer). The salary is in compliance with AM 212-1, Part I. They will be responsible for enforcing tobacco control laws for Baltimore City regarding tobacco retailers and project placement, the illegal sale to youth under age 18, and the illegal sale of individual cigarettes.

## MINUTES

PERSONNELHourly RateAmountHealth Department - cont'd

Messrs. Williams and Schuler will issue citations to violators of tobacco control laws, work with vendors and Baltimore City Public School System students to conduct compliance checks for underage purchase of tobacco products. In addition, they will conduct routine field inspections and investigations regarding tobacco control code violations, conduct face-to-face group education for residents, retailers, restaurant owners, police officers, youth and others regarding the City's tobacco control laws and citations for violations. Messrs. Williams and Schuler will also maintain data records and evidence files on field inspections and citations, and testify in adjudicative Environmental Control Board hearings when violators appeal citations. The period of the Agreement is July 1, 2015 through June 30, 2016.

15. **JOHN LAWS NICKENS, JR., DDS**      \$66.00      **\$85,800.00**

Account: 1001-000000-3030-271993-601009

Mr. Nickens will continue to work as a Contract Services Specialist II providing general dentistry procedures i.e., diagnostic, preventive, periodontal, restorative, and fixed prosthodontics, and minor oral surgery treatment. He will also provide on-site supervision over public health hygienist and clinic staff. This is the same salary as in the previous contract period. The period of the Agreement is July 1, 2015 through June 30, 2016.

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Health Department - cont'd</u>		
16. <b>SOPHIA M. KROME, RN</b>	\$30.00	<b>\$27,000.00</b>
17. <b>JENNIFER B. PANKEY, RN</b>	\$30.00	<b>\$27,000.00</b>

Account: 5000-524306-3080-290700-601009

Mses. Krome and Pankey, retirees, will each continue to work as a Contract Services Specialist I (Community Health Nurse II). The salary is in compliance with AM 212-1, Part I. They will be responsible for reviewing, planning, and evaluating patient care in the home, interviewing and assessing the health needs of individuals and families, and analyzing and interpreting assessment findings for health and welfare professionals. Mses. Krome and Pankey will develop nursing care plans for patients receiving skilled and non-skilled nursing services, provide preventive health education and community resources to improve the health status of individuals and families; and collaborate with providers in determining the treatment regime most beneficial for patient care. The period of the Agreement is July 1, 2015 through June 30, 2016.

**AMENDMENT TO AGREEMENT**

18. <b>STEPHANIE S. REGENOLD, MD</b>	\$37.87	<b>\$ 9,013.06</b>
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Account: 5000-530015-3080-595800-601009

Ms. Regenold will continue to work as a Contract Services Specialist I (Senior Infant Health Advisor) for the Bureau of Maternal and Infant Care. On May 28, 2014, the Board approved the original Agreement at a rate of \$37.13 per hour, for 1,161 hours, for the period July 1, 2014 through June 30, 2015, not to exceed the amount of \$43,108.00. The

## MINUTES

PERSONNELHourly RateAmountHealth Department - cont'd

Department is requesting this Amendment to Agreement to increase the total number of hours worked by 238 additional hours and to increase the hourly rate to \$37.87, a 2% increase, and increase the responsibilities. The new amount of the agreement will be \$43,108.00. The additional responsibilities include arranging and coordinating with multiple agencies for monthly FIMR and CFR meetings, corresponding regularly with partnering agencies for monthly reviews, abstracting relevant medical data from hospitals, clinics, and forensic records, following-up on recommendations from monthly reviews, managing, overseeing and conducting analysis on data input into external (national), as well as internal databases. All other terms and conditions of the original agreement remain unchanged.

19. <b>ROBERT L. ANDERSON</b>	\$25.00	<b>\$ 1,750.00</b>
20. <b>ORBIE R. SHIVELY</b>	\$25.00	<b>\$ 1,750.00</b>
21. <b>AJA SAGE BROWN</b>	\$25.00	<b>\$ 1,750.00</b>

Account: 1001-000000-2401-258300-601009

Messrs. Anderson, retiree, Mr. Shively and Ms. Brown will each continue to work as a Contract Services Specialist II (Member of the Animal Hearing Panel). They will be responsible for providing notices of hearings in writing to the aggrieved party, and interested party, and the Office at least 5 days before the hearing and attending hearings as scheduled by the Chairperson of the Panel. They will conduct the hearings in an orderly, but informal manner, and ensure procedural due process in accordance with Panel Hearing Procedure Regulations. They will obtain all relevant evidence pertaining to the issues in question and limit the evidence to that which has bearing on the issues involved at the hearings. The period of the Agreement is July 1, 2015 through June 30, 2016.

## MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Health Department - cont'd</u>		
22. JAMIKA L. YOCHIM, RDH	\$45.00	\$81,900.00

Account: 6000-624010-3030-273200-601009

Ms. Yochim will continue to work as a Contract Services Specialist II (Clinical Dental Hygienist) for the Dental Program. She will be responsible for providing services within the two dental clinics of the BCHD (Eastern and Druid) and at designated outreach facilities and events. Ms. Yochim will provide diagnostic, preventive, and periodontal care and oral health education to clinic patients, outreach participants, participant family members, and facilities staff. She will also serve as a patient referral source for clinic services and monitor outreach and off-site activities and outcomes. The period of the Agreement is July 1, 2015 through June 30, 2016.

23. FRANK FREEMAN	\$ 8.00	\$ 2,736.00
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Account: 4000-432915-3024-295900-601009

Mr. Freeman will work as a Contract Services Specialist II (Kitchen Aide) for the Zeta Senior Center. He will be responsible for setting-up the kitchen and the serving line for breakfast and lunch, serving food on the serving line, assisting seniors that cannot seat or serve themselves, heating/warming food as needed, cleaning-up after breakfast and lunch, and restocking the kitchen for the next day. The period of the Agreement is June 1, 2015 through September 30, 2015.

## MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Health Department - cont'd</u>		
24. GRACIE A. CARR	\$ 8.00	\$ 1,056.00

Account: 5000-533115-3044-273300-601009

The period of the Agreement is June 1, 2015 through June 30, 2015.

25. GRACIE A. CARR	\$ 8.00	\$12,480.00
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Account: 5000-533116-3044-273300-601009

The period of the Agreement is July 1, 2015 through June 30, 2016.

Ms. Carr will work as a Contract Services Specialist II (Guardianship Program Assistant). She will be responsible for escorting clients to medical and community activities, shopping for food and clothes, relocating client's personal items/possessions to alternative living arrangements, monitoring clients in nursing homes, assisted living facilities and their private homes and documenting activities performed.

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

Ms. Canan will work as a Contract Services Specialist II (Chairperson for the Animal Hearing Panel). She will provide for the resolution of disputes arising from the enforcement of Title 10 of the Baltimore City Health Code. She will administer the activities of the Animal Hearings, and conduct hearings and ensure procedural due process in accordance with the Panel Hearing Procedure Regulations. The period of the Agreement is July 1, 2015 through June 30, 2016.

## MINUTES

PERSONNELHourly RateAmountHealth Department - cont'd27. Create the following position:

Classification: Social Program Administrator II  
 Job Code: 81152  
 Grade: 927 (\$59,600.00 - \$95,400.00)  
 Position No.: To be assigned by BBMR

Cost: \$90,615.00 - 5000-533115-3044-273300-601001

28. Reclassify the following position:

Position No.: 3150-48953

From: Community Outreach Worker  
 Job Code: 81351  
 Grade: 422 (\$27,974.00 - \$29,354.00)

To: Community Health Educator I  
 Job Code: 61251  
 Grade: 082 (\$32,812.00 - \$38,811.00)

Cost: \$6,258.00 - 4000-423115-3150-295900-601001

29. Create the following position:

Classification: Hearing and Vision Tester  
 Job Code: To be determined

<u>Hiring Level</u>	<u>Full Performance</u>	<u>Experienced</u>	<u>Senior</u>
\$13.41	\$13.58	\$13.99	N/A

Cost: N/A - No such positions currently exist and any such positions will only be created and filled on an as-needed basis.



## MINUTES

PERSONNELHealth Department - cont'd

This classification of Hearing and Vision Tester will be utilized for temporary positions in the Bureau of School Health within the Division of Youth Wellness & Community Health. The testers will test the hearing and vision of Baltimore City school children during the summer months.

30. Create new hourly rates for temporary classifications:

<u>Class Title</u>	<u>Hiring Level</u>	<u>Full Performance</u>	<u>Experienced</u>	<u>Senior</u>
School Health Aide	\$14.19	\$14.44	\$15.13	N/A
Medical Office Assistant	\$15.40	\$15.77	\$17.46	\$17.73
Licensed Practical Nurse	\$18.15	\$18.79	\$20.72	N/A
Community Health Nurse I	\$24.01	\$27.02	\$27.70	\$28.39
Community Health Nurse II	\$28.27	\$30.91	\$31.68	\$32.47
Nurse Practitioner	\$33.02	\$35.96	\$36.86	\$37.78

Cost: \$0.00 - All such positions are currently vacant and will be filled on an as-needed basis.

The DHR reviewed the request from the Department to adjust the hourly rates for the above classifications. Positions in these classifications perform temporary summer work for the Department in City schools. This change will maintain the pay parity of these classifications with the comparable 10-month regular classifications which received 2% salary adjustments effective July 1, 2014.

## MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Enoch Pratt Free Library</u>		

31. Reclassify the following position:Position No.: 4501-15601

From: Accounting Assistant II Library  
Job Code: 00651  
Grade: 078 (\$29,378.00 - \$33,879.00)

To: Administrative Coordinator  
Job Code: 00702  
Grade: 087 (\$39,308.00 - \$47,515.00)

Cost: \$5,900.00 - 1001-000000-4501-338800-601001

Office of the Comptroller

32. **SAMANTHA M. BROGDEN-DOWELL** \$21.40 **\$20,214.00**

Account: 1001-000000-1300-157300-601009

Ms. Brogden-Dowell will work as a Special Board of Estimates Technician I. Her duties will include, but are not limited to assisting in the preparation of agenda, minutes, and maintenance of records and files for the Board of Estimates. The period of Agreement is effective on June 11, 2015 and ending six months later.

**MINUTES**

Office of the Labor Commissioner - Stipend for Certain  
Automotive Mechanics

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a stipend of \$2,000.00 to certain Automotive Mechanics in the Department of General Services, Fleet Management Division.

**AMOUNT OF MONEY AND SOURCE:**

Account No.: 2030-000000-1890-189300-603026

**BACKGROUND/EXPLANATION:**

The Office of the Labor Commissioner has met with representatives of AFSCME Local 44 and the Department of General Services, Fleet Management to discuss incentives for employees in the class of Automotive Mechanics. Automotive Mechanics who obtain, and as long as they retain a Commercial Driver's License (CDL), will receive an annual stipend of \$2,000.00 to be paid biweekly. By providing this stipend, management of Fleet Services will have less reliance on vendors to move its equipment. The Automotive Mechanics who obtain CDLs will receive the additional compensation for as long as the license is maintained.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the stipend of \$2,000.00 to certain Automotive Mechanics in the Department of General Services, Fleet Management Division.

**MINUTES**

Baltimore Development Corporation - Office Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Office Lease Agreement with BMW Cleaning Solutions, LLC, tenant, for in Suites A13 & A48 with 503 sq. ft. of office space and Suite B107 with 1,088 sq. ft. of warehouse space, at the property known as the Business Center @ Park Circle located at 2901 Druid Park Drive. The period of the Office Lease Agreement is effective upon Board approval for one year, with one additional one year renewal option.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$15,582.00	\$1,298.50

**BACKGROUND/EXPLANATION:**

BMW Cleaning Solutions, LLC is a full-service cleaning company that provides various cleaning services primarily to commercial clients, including carpet cleaning and mold remediation. The company located its headquarters into the building in 2009. The company is now downsizing to 503 square feet vs. 644 square feet of office space. They will retain 1,088 square feet of warehouse space. The company has approximately 17 full-time employees and hires part-time staff as needed.

After year one, the base rent will escalate at a rate of 4% annually in order to allow for any increases in building expenses.

The space is leased on an "as is" basis and does not require the landlord to make any modifications. The tenant will be responsible for any improvements or build-out of the premises.

All other landlord services such as utilities, limited janitorial services, and maintenance and repairs to the premises are included in the initial base rent.

**MINUTES**

BDC - cont'd

In addition, the tenant is obligated to maintain and keep in force general public liability, contractual liability, and property damage insurance protection for the premises and name the City as additionally insured under said insurance policies.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Office Lease Agreement with BMW Cleaning Solutions, LLC, tenant, for in Suites A13 & A48 with 503 sq. ft. of office space and Suite B107 with 1,088 sq. ft. of warehouse space, at the property known as the Business Center @ Park Circle located at 2901 Druid Park Drive.

**MINUTES**

Baltimore Development - Local Government Resolution  
Corporation

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a Local Government Resolution in support of Peabody Heights Brewery, LLC and its application to the State of Maryland's Department of Housing and Community Development's (MDDHCD) Neighborhood BusinessWorks Program. A local resolution of support is required for organizations to participate in the program.

**AMOUNT OF MONEY AND SOURCE:**

\$500,000.00 - MDDHCD - Neighborhood BusinessWorks Program

No City funds are requested at this time.

**BACKGROUND/EXPLANATION:**

Peabody Heights Brewery, LLC (Peabody Heights) began at its current location at 401 E. 30th Street in April 2012. Peabody Heights is one of the first breweries to be opened within the City limits in over 30 years. The site was home of the minor-league Baltimore Orioles franchise from 1916 through 1944 and as a tribute to its rich sports history, the project also includes creating a historic museum in the tap room commemorating the start of the Baltimore Orioles franchise.

The project is a \$2,705,320.00 project that includes the acquisition of the property in which the business currently operates, additional equipment to expand the company's capacity to brew, and the erection of a historic museum. Peabody Heights has received the support of surrounding community associations for their expansion.

This project's economic impact is the creation of 12 new jobs, nearly doubling the workforce, increases in sales taxes, payroll taxes, and property taxes.

**MINUTES**

BDC - cont'd

The addition of new equipment is expected to double production from 11,500 barrels in 2014 to 25,000 barrels in 2015 and again double to 50,000 barrels in 2016. The increase in manufacturing also increases the sales and revenues of the co-op brewers by affording them more product and increased product lines. The co-op brewers of Peabody Heights are all independently owned and managed companies, run by beer experts. By taking the time and considerable expense to build an expandable plant, Peabody Heights has simply enabled these brewers to scale up rapidly and bring their handcrafted products to a wider audience. Peabody Heights currently produces 35 beers and is in negotiations to add several other co-op brewers.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved the Local Government Resolution in support of Peabody Heights Brewery, LLC and its application to the State of Maryland's Department of Housing and Community Development's (MDDHCD) Neighborhood BusinessWorks Program.

**MINUTES**

Department of Law - Settlement Agreement and Release

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Settlement Agreement and Release between Financial Freedom Acquisition, LLC, BBC Asset Management, LLC (BBC), One House at a Time, Inc. (OHAAT), Investors Title Group, Jeffrey Charlow, First American Title Insurance and the City related to a Declaratory Judgment/Lis Pendens action filed in the Circuit Court for Baltimore City, regarding the survival of a prior lien on a property after the completion of a City filed receivership action.

**AMOUNT OF MONEY AND SOURCE:**

\$56,000.00 - 1001-000000-5832-412500-603070

**BACKGROUND/EXPLANATION:**

On July 8, 2012, the City through its Department of Housing and Community Development filed a receivership action requesting the District Court for Baltimore City appoint a third party receiver to sell 3501 W. Forest Park Avenue, property, in order to abate the outstanding vacant building notice. The Court appointed OHAAT as the vacant building receiver and ordered the sale of the property on February 27, 2013. OHAAT sold the property on May 23, 2013 to the BBC. The BBC contracted with Investors Title Group and Jeffrey Charlow to conduct the settlement and transfer of the property from OHAAT. The BBC took title on August 13, 2013 and invested significant amounts of money in the rehabilitation of the property, which was completed on March 27, 2014. On February 10, 2014, Financial Freedom filed the Declaratory Judgment/Lis Pendens action claiming their previously recorded \$345,000.00 lien survived the receivership action and remained in place in priority over all other liens. Financial Freedom argues that even though the City named Financial Freedom's predecessors in interest to the note and Financial Freedom's substitute trustees in its receivership action, failure to specifically name Financial Freedom did not extinguish their prior lien.



## MINUTES

Department of Law - cont'd

In lieu of litigation, the parties have reached a proposed settlement. The agreement includes a payment of \$56,000.00 to Financial Freedom for a release of their lien on the property in exchange for a full waiver of any and all claims against the City by all parties.

The Law Department's Settlement Committee has reviewed this matter, and recommends that the Board approve this settlement in the amount requested.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement and Release between Financial Freedom Acquisition, LLC, BBC Asset Management, LLC, One House at a Time, Inc., Investors Title Group, Jeffrey Charlow, First American Title Insurance and the City related to a Declaratory Judgment/Lis Pendens action filed in the Circuit Court for Baltimore City, regarding the survival of a prior lien on a property after the completion of a City filed receivership action.

**MINUTES**

Department of Law - Settlement Agreement and Release

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Settlement Agreement and Release for a lawsuit filed by Tasha Coleman against Officer Quinton Smith.

**AMOUNT OF MONEY AND SOURCE:**

\$42,500.00 - 1001-000000-2041-716700-603070

**BACKGROUND/EXPLANATION:**

On January 13, 2013, Defendant Officer Smith was on midnight shift when around 2:30 a.m. he went to the area of the 5400 block of York Road in his marked police cruiser. He observed a crowd that was being very loud. Officer Smith then gave the crowd 10 minutes to disperse and cease the noise. At some point Officer Smith and another male individual got into a verbal dispute. When Officer Smith went to arrest the individual a scuffle ensued. Officer Smith contends that others joined in the scuffle and that he was being overpowered by the crowd and that he was going to pass out. In fear for his life, Officer Smith discharged his service weapon at the male who he was struggling with and that bullet struck the male and Plaintiff Tasha Coleman who was leaving the Norma Jeans Club and was not involved in the incident.

As a result of her injuries, Ms. Coleman suffered objective injuries to her thigh and knee and incurred substantial medical bills. Ms. Coleman also lost wages for her inability to work for 11 weeks. Plaintiff filed suit seeking \$1,000,000.00 for gross negligence.

Because of the factual disputes in the case, and in order to resolve this litigation economically and to avoid the expense, time, and uncertainties of protracted litigation, the parties have agreed to resolve the litigation for \$42,500.00 in exchange for a complete settlement of the case.

**MINUTES**

Department of Law - cont'd

Based on a review of facts and legal issues particular to this case, the Settlement Committee of the Law Department makes a recommendation to the Board to approve the settlement of this case as set forth herein.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement and Release for a lawsuit filed by Tasha Coleman against Officer Quinton Smith.

MINUTES

EXTRA WORK ORDERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

listed on the following page:

1645

The EWOs were reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

## MINUTES

EXTRA WORK ORDER

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

Department of Public Works - Office Engineering & Construction

1. EWO #001, \$0.00 - S.C. 931, Rehabilitation and Improvements to  
Sanitary Sewers at Various Locations

\$18,773,104.00	-	Anchor Construction	180	-
		Corp.	CCD	

The Office of Asset Management is requesting a 180-day non-compensable time extension. This approval will change the expiration date from May 7, 2015 to November 7, 2015. The Office of Asset Management is in process of developing a replacement contract for SC 931, Rehabilitation Sanitary Sewers at Various locations in Baltimore City (new contract SC 944), but based on the anticipated advertisement of February 2015, it is unlikely that the new contract will be fully executed by the expiration date of SC 931. Extending the duration of SC 931 will minimize the potential risk of having a gap time between the end of SC 931 and the beginning of SC 944, which are instrumental in addressing urgent need improvements to the sanitary collection system.

2. EWO #029, \$26,366.00 - SC 8526, Sludge Digester Facilities at  
the Back River Wastewater Treatment Plant

\$38,667,000.00	\$497,894.88	Ulliman Schutte	-	-
		Construction, LLC		

3. EWO #030, \$41,934.32 - SC 8526, Sludge Digester Facilities at  
the Back River Wastewater Treatment Plant

\$38,667,000.00	\$524,260.88	Ulliman Schutte	-	-
		Construction, LLC		

**MINUTES**

Mayor's Office on Criminal Justice - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with the House of Ruth Maryland, Inc. (House of Ruth). The period of the Agreement is October 1, 2014 through September 30, 2015.

**AMOUNT OF MONEY AND SOURCE:**

\$60,000.00 - 4000-477115-2252-248100-600000

**BACKGROUND/EXPLANATION:**

On January 14, 2015, the Board approved a grant from the Governor's Office of Crime Control and Prevention for the Lethality Assessment Grant, Award number VAWA-2014-1620. As a sub-recipient, the House of Ruth will utilize the funds to provide salary support for a full-time Project Coordinator, a part-time Data Entry Assistant, equipment, and operating expenses.

The agreement is late due to departmental oversight.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with the House of Ruth Maryland, Inc.

**MINUTES**

Mayor's Office on Criminal Justice - Intergovernmental Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Intergovernmental Agreement with the Housing Authority of Baltimore City (HABC).

**AMOUNT OF MONEY AND SOURCE:**

\$400,000.00 - 1001-000000-2251-247700-603026

**BACKGROUND/EXPLANATION:**

The HABC and the City have entered into intergovernmental agreements since 2009 for the purpose of the City maintaining, repairing, replacing, and upgrading HABC security cameras and associated equipment. Currently, there are 182, HABC cameras in operation and maintained by the City as part of the CitiWatch system. The HABC will provide funding for the maintenance, repair, replacement, and upgrade of the cameras.

The agreement is late because of the administrative process.

**MBE/WBE REQUIREMENT:**

N/A

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

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

1649 - 1651

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

The President **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. <b>\$225,000.00</b>	9950-903516-9507	9950-908516-9506
23 <sup>rd</sup> Eco. Dev.	Construction Res.	Annapolis Road
	Annapolis Bridge	Bridge over
	Over BW Pkwy	BWPKY
This transfer will cover the deficit and fund other costs related to the Annapolis Road Bridge over BW Parkway project.		
2. <b>\$ 71,266.70</b>	9950-907793-9514	9950-904799-9514
MVR	New Construction -	Emerg. JOC IV-
	Major Recon	Citywide
	Emergency JOC III	
	TR-12008	
This transfer will cover the deficit and fund other costs related to the project for TR 13006, "Emerg. JOC IV-Citywide".		
<u>Department of Planning</u>		
3. <b>\$300,000.00</b>	9905-924004-9186	9905-922004-9188
Other Funds	Critical Area Buffer	Critical Area
Revenue	Offset - Reserves	Buffer Offset -
		Active
This transfer will provide appropriations to support and improve water quality, restore habitat and provide environmental education through restoration projects.		

## MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Planning - cont'd</u>		
4. <b>\$150,000.00</b>	9905-914013-9186	9905-922013-9188
General Funds	Capital Improvement	Capital Improvement
	Program - Reserves	Program - Active

This transfer will provide funds for Department of Planning staff to prepare, analyze and recommend a six year Capital Improvement Program (CIP) to guide the City in making necessary physical improvements. Positions will oversee the coordination of the CIP administration of Ecipi system, training, capital transfers, and research along with other assigned duties.

Department of General Services

5. <b>\$200,000.00</b>	9916-925012-9194	9916-912112-9197
Gen. Funds	Council Chambers -	Council Chambers -
	Steps/ADA - Reserve	Steps/ADA - Active

The Baltimore City Council Chambers, under current design, are not accessible to handicapped or wheelchair bound citizens and City employees. This project will alleviate this problem and provide ADA accessibility to the Chambers.

This transfer will provide funds to DGS to redesign and upgrade the balcony seating in the City Council Chambers which will include construction of new steps, carpet, new seating, and a platform providing ADA accessibility and all associated in-house costs.

## MINUTES

TRANSFERS OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Dept. of Rec. &amp; Parks - cont'd</u>			
6.	<b>\$ 25,000.00</b>	9938-918032-9475	9938-919032-9474
	Video Lottery	Reserve - Northwest	Active - Northwest
	Terminal	Park Improvement	Park Improvement
	Revenue		

This transfer will provide funds to cover costs associated with the repair of fencing at Luckman Park and landscaping along the Jones Falls Trail.

**MINUTES**

Department of General Services - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to reimburse Dolphin Associates, Inc. for relocation and reestablishment expenses.

**AMOUNT OF MONEY AND SOURCE:**

\$146,670.00 - 9950-902416-9506-900020-704046

**BACKGROUND/EXPLANATION:**

On May 8, 2013, the Board approved an expenditure of funds in the amount of \$257,615.00 to reimburse Dolphin Associates, Inc., tenant, of 2800 Hawkins Point Road, for relocation and reestablishment expenses. The property was acquired by the City in conjunction with Department of Transportation Project No. TR-00073.

An additional funding request of \$146,670.00 is needed to reimburse Dolphin Associates, Inc., for eligible expenses unknown at the time of the initial request. Unforeseen difficulties and delays in obtaining approved development plans from Anne Arundel County for the replacement site. Diversified Property Services, Inc., has been providing the relocation services, and prepared a breakdown of the additional eligible relocation expenses totaling \$146,670.00.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

MINUTES

Department of General Services - cont'd

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to reimburse Dolphin Associates, Inc. for relocation and reestablishment expenses.

## MINUTES

Department of General Services - 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. 2446 N. Charles Street	North Charles, LLC	Single face electric sign 17.72'
Annual Charge:	\$ 70.30	
2. 519 N. Charles Street	Lovegrove, LLC	One bracket sign 45"x15"
Annual Charge:	\$ 52.70	
3. 3616 S. Hanover Street	Faith Properties, LLC	Single face electric sign 34.52'
Annual Charge:	\$140.60	
4. 1123 S. Charles Street	Muhly's GEM Bakery, Inc.	Handicap ramp 10'x3'
Application Fee:	\$ 25.00	
5. 225 W. 23 <sup>rd</sup> Street	W.C. Harlan Company, LLC	Outdoor seating 13'X6'
Annual Charge:	\$337.50	
6. 3200 Saint Paul Street	Johns Hopkins University	Sheeting & shoring 224 linear ft.
Flat Charge:	\$784.00	

## MINUTES

Department of General Services - cont'd

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
7. 24 W. Franklin Street	MVH Baltimore Hotel, LLC	One double face electric sign 32.3 sq. ft., three single face electric signs, two @ 11.06 sq. ft. each, one @ 1.03 sq. ft., one flat sign 1'x7¼"
Annual Charge: \$ 437.10		
8. 3220 Eastern Avenue	York Land Co., LLC	Cornice sign 26.5 sq. ft.
Annual Charge: \$ 35.20		
9. 211 W. Mulberry Street	Parktons, LLC	12 balconies @ 5'10¼" x 4¾", five cornices, 1 @ 40'6"x1'7¼", 1 @ 21'x1'7¼", 2 @ 15'6"x1'7¼", 1 @ 35'6"x1'7¼", three canopies 1 @ 2¼"x3'9", 1 @ 4¼"x3'9", 1 @ 1'3½"x3'9", six sconce lights @ 8¼"x4"
Annual Charge: \$4,886.97		

## MINUTES

Department of General Services - cont'd

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
10. 900 S. Kenwood Avenue	Sabatino Tiburzi	Outdoor seating 30 sq. ft. on Hudson St., 100 sq. ft. on Kenwood Avenue

Annual Charge: \$955.00

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 Applications.



**MINUTES**

Mayor's Office of Employment - Employee Expense Statement  
Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the expense statement for Mr. Craig Lewis for the months of November and December 2014.

**AMOUNT OF MONEY AND SOURCE:**

\$ 59.21 - 4000-807515-6312-458305-603002  
46.75 - 4000-807515-6312-458305-603003  
79.70 - 4000-805713-6312-458305-603002  
126.11 - 4000-805713-6312-458305-603003  
**\$311.77**

**BACKGROUND/EXPLANATION:**

Mr. Lewis is the Division Director of Workforce Operations which requires travel on a regular basis.

The Expense Statement is late because of both supporting document challenges and administrative errors.

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

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the expense statement for Mr. Craig Lewis for the months of November and December 2014.

**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 a Land Disposition Agreement with BREAD - Baltimore Real Estate and Development, LLC, Developer, for the sale of the City-owned properties located at 1501, 1503, 1507, 1509, 1513, 1515, 1519, 1523, 1525, 1527, 1529, 1522, 1524, 1532, 1412, 1428, 1436, and 1427 N. Broadway, in the Oliver and Broadway East Urban Renewal Areas.

**AMOUNT OF MONEY AND SOURCE:**

\$ 10,000.00	- 1501 N. Broadway
10,000.00	- 1503 N. Broadway
10,000.00	- 1507 N. Broadway
10,000.00	- 1509 N. Broadway
10,000.00	- 1513 N. Broadway
10,000.00	- 1515 N. Broadway
10,000.00	- 1519 N. Broadway
10,000.00	- 1523 N. Broadway
10,000.00	- 1525 N. Broadway
10,000.00	- 1527 N. Broadway
10,000.00	- 1529 N. Broadway
10,000.00	- 1522 N. Broadway
10,000.00	- 1524 N. Broadway
10,000.00	- 1532 N. Broadway
10,150.00	- 1412 N. Broadway
10,150.00	- 1428 N. Broadway
10,150.00	- 1436 N. Broadway
10,150.00	- 1427 N. Broadway
<u>\$180,600.00</u>	- Purchase Price

**BACKGROUND/EXPLANATION:**

The City will convey all of its rights, title, and interest of the properties listed above for the total amount of \$180,600.00 which will be paid at the time of settlement.

## MINUTES

DHCD - cont'd

The Developer wishes to purchase the 18 properties located in the Oliver, and Broadway East Urban Renewal Area for the purpose of rehabilitating the properties back to functional single-family homes. The rehabilitated properties will be offered for sale at market price. The purchase price and improvements to the site will be financed through private sources.

The City of Baltimore is authorized to dispose of the properties through the Broadway East Urban Renewal Plan and the Oliver Urban Renewal Plan.

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

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

<u>Address</u>	<u>Waiver Valuation Value</u>	<u>Purchase Price</u>
1501 N. Broadway	\$13,167.00	\$10,000.00
1503 N. Broadway	\$13,167.00	\$10,000.00
1507 N. Broadway	\$13,167.00	\$10,000.00
1509 N. Broadway	\$13,167.00	\$10,000.00
1513 N. Broadway	\$13,167.00	\$10,000.00
1515 N. Broadway	\$13,167.00	\$10,000.00
1519 N. Broadway	\$13,167.00	\$10,000.00
1523 N. Broadway	\$13,167.00	\$10,000.00
1525 N. Broadway	\$13,167.00	\$10,000.00
1527 N. Broadway	\$13,167.00	\$10,000.00
1529 N. Broadway	\$13,167.00	\$10,000.00
1522 N. Broadway	\$13,167.00	\$10,000.00
1524 N. Broadway	\$13,167.00	\$10,000.00
1532 N. Broadway	\$13,167.00	\$10,000.00

Not applicable to the properties listed below because they are being sold for \$10,150.00 which is above the Waiver Valuation of \$8,540.00.

**MINUTES**DHCD - cont'd

<u>Address</u>	<u>Waiver Valuation Value</u>	<u>Purchase Price</u>
1412 N. Broadway	\$8,540.00	\$10,150.00
1428 N. Broadway	\$8,540.00	\$10,150.00
1436 N. Broadway	\$8,540.00	\$10,150.00
1427 N. Broadway	\$8,540.00	\$10,150.00

The properties are being sold to BREAD - Baltimore Real Estate and Development, LLC for below the waiver valuation because of the following reasons:

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

**MBE/WBE PARTICIPATION:**

The Developer will not receive City funds or incentives for the purchase or rehabilitation, therefore MBE/WBE is not applicable.

**MINUTES**

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with BREAD - Baltimore Real Estate and Development, LLC, Developer, for the sale of the City-owned properties located at 1501, 1503, 1507, 1509, 1513, 1515, 1519, 1523, 1525, 1527, 1529, 1522, 1524, 1532, 1412, 1428, 1436, and 1427 N. Broadway, in the Oliver and Broadway East Urban Renewal Areas.

**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 a Land Disposition Agreement with Mr. Timothy R. Fraser, Developer, for the sale of the City-owned property located at 2105 W. North Avenue.

**AMOUNT OF MONEY AND SOURCE:**

\$8,900.00 - Purchase Price

**BACKGROUND/EXPLANATION:**

The project will consist of the rehabilitation and consolidation of the subject property with 2103 W. North Avenue, which the Developer currently owns and is using as a restaurant. Once rehabilitated, the Developer intends to use the consolidated property as a restaurant, with a banquet hall for live entertainment and dancing. The purchaser has been maintaining the property for the last five years. The property was journalized and approved for sale on December 6, 2012.

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

Not Applicable. The property was priced pursuant to the Appraisal Policy of Baltimore City using the Waiver Valuation Process for \$8,900.00 and it is being sold for that price.

Pursuant to the provision under Baltimore City Code, Article 28 §8-3, all terms and conditions have been approved.

**MINUTES**

Department of Housing and - cont'd  
Community Development

**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 Land Disposition Agreement with Mr. Timothy R. Fraser, Developer, for the sale of the City-owned property located at 2105 W. North Avenue.

**MINUTES**

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

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**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Side Yard Land Disposition Agreement with Mr. George Wylesol and Ms. Mary Wylesol for the sale of the City-owned property located at 1527 Baldwin Street.

**AMOUNT OF MONEY AND SOURCE:**

The lot will be sold for \$1,000.00 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.

**BACKGROUND/EXPLANATION:**

The purchaser will use private funds to pay for the acquisition and maintenance of the property.

The DHCD's Land Resources Division, 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 1527 Baldwin Street to the adjacent property owners. As a condition of conveyance, Mr. Wylesol and Ms. Wylesol 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) (hereinafter, the City Code); Article II, Section 15 of the Baltimore City Charter, 2011 Edition; and Article 13 of the City Code.

The aforementioned property was journalized and approved for sale on December 22, 2010.



**MINUTES**

DHCD - cont'd

The property is being sold for \$1,000.00. The Purchaser does not hold title on the adjacent property as owner-occupied. The rationale for the conveyance is the sale will serve a specific benefit to the immediate community and elimination of blight.

**MBE/WBE PARTICIPATION:**

The Purchaser 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 Mr. George Wylesol and Ms. Mary Wylesol for the sale of the City-owned property located at 1527 Baldwin Street.

**MINUTES**

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

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**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Side Yard Land Disposition Agreement with Mr. Herbert Hunt and Ms. Judy Hunt for the sale of the City-owned property located at 3539 Everhart Street.

**AMOUNT OF MONEY AND SOURCE:**

The lot will be sold for \$500.00 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 use private funds to pay for the acquisition and maintenance of the property.

**BACKGROUND/EXPLANATION:**

The City has agreed to convey the property known as 3539 Everhart Street to the adjacent property owners. As a condition of conveyance, Mr. Hunt and Ms. Hunt 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) (hereinafter, the City Code); Article II, Section 15 of the Baltimore City Charter, 2011 Edition; and Article 13 of the City Code.

The aforementioned property was journalized and approved for sale on December 22, 2010.

**MINUTES**

DHCD - cont'd

The property is being sold for \$500.00. The Purchaser holds title on the adjacent property as owner-occupied. The rationale for the conveyance is the sale will serve a specific benefit to the immediate community and elimination of blight.

**MBE/WBE PARTICIPATION:**

The Purchaser 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 Mr. Herbert Hunt and Ms. Judy Hunt for the sale of the City-owned property located at 3539 Everhart Street.

**MINUTES**

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

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**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Community Development Block Grant Agreement with Baltimore Montessori, Inc. The period of the agreement is for six months upon Board approval.

**AMOUNT OF MONEY AND SOURCE:**

\$49,960.00 - 9983-905350-9593-901003-706047

**BACKGROUND/EXPLANATION:**

The organization will use the funds to install a security system and perimeter lighting upgrades at the elementary and middle schools located in Greenmount West neighborhood. The area has experienced incidents that affect the safety of the children and the community. The school hosts many events and leases meeting space to New Greenmount West Community Association which provides many resources and public services to the community and seeks to improve the safety in and immediately surrounding the school.

**THE TRANSFER OF FUNDS WAS PREVIOUSLY APPROVED BY THE BOARD ON APRIL 22, 2015.**

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Community Development Block Grant Agreement with Baltimore Montessori, Inc.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition by gift of the fee simple interest of the property located at 1903 N. Castle Street (Block 4167, Lot 051) from Ms. Christine Veney, owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

The owner agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00 total.

**BACKGROUND/EXPLANATION:**

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

Ms. Veney has offered to donate title to the property located at 1903 N. Castle Street. The City will receive clear and marketable title to the property, subject only to certain City liens. The listed municipal liens, other than current water bills, will be administratively abated after settlement. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain. The liens for 1903 N. Castle Street are itemized as follows:

Cumulative Real Property Taxes 2014-2015

Total Tax	\$ 0.00
<b>Total Liens</b>	<b>\$ 0.00</b>

## MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved the acquisition by gift of the fee simple interest of the property located at 1903 N. Castle Street (Block 4167, Lot 051) from Ms. Christine Veney, owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition by gift of the fee simple interest of the property located at NES Carswell Street 128 Feet SE of Polk Street (Block 4128 Lot 003) from Lannie Lambert, owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

Lannie Lambert agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00.

**BACKGROUND/EXPLANATION:**

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

Lannie Lambert has offered to donate title to the property located at NES Carswell Street 128 Feet SE of Polk Street. The City will receive clear and marketable title to the property, subject only to certain City liens. The listed municipal liens, other than current water bills, will be administratively abated after settlement. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain. The liens for NES Carswell Street 128 Feet SE of Polk Street are itemized as follows:

<u>Real Property Taxes</u>	<u>Tax Year/s</u>	<u>Amount</u>
Tax Sale Cert. #259311	Tax Sale	\$4,695.30
	Date 05/21/2012	
Rental Registration	Reg. #206084	394.00
" "	2014/2015	38.16
" "	2013/2014	32.34
" "	2012/2013	38.06
" "	2011/2012	94.84
" "	2010/2011	49.10
" "	2009/2010	106.22

## MINUTES

DHCD - cont'd

<u>Real Property Taxes</u>	<u>Tax Year/s</u>	<u>Amount</u>
" "	2008/2009	60.14
" "	2007/2008	117.99
" "	2006/2007	72.41
" "	2005/2006	78.45
Total Real Property Taxes		<u>\$5,777.01</u>

UPON MOTION duly made and seconded, the Board approved the acquisition by gift of the fee simple interest of the property located at NES Carswell Street 128 Feet SE of Polk Street (Block 4128 Lot 003) from Lannie Lambert, owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.



**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition by gift of the leasehold interest of the property located at 52 S. Fulton Avenue (Block 0227 Lot 047) from Tash Investments, LLC owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

Tash Investments, LLC agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00.

**BACKGROUND/EXPLANATION:**

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

Tash Investments, LLC has offered to donate title to the property located at 52 S. Fulton Avenue. The City will receive clear and marketable title to the property, subject only to certain City liens. The listed municipal liens, other than current water bills, will be administratively abated after settlement. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain. The liens for 52 S. Fulton Avenue are itemized as follows:

<u>Real Property Taxes</u>	<u>Tax Year/s</u>	<u>Amount</u>
Tax Sale Cert. #275954	Tax Sale	\$4,644.79
	Date 05/20/2013	
Tax Sale Cert. #252460	Tax Sale	1,924.81
	Date 05/19/2011	
Rental Registration	Reg. #813353	848.70

## MINUTES

DHCD - cont'd

Environmental Citation	Citation #52753563	1,500.00
Real Property Taxes	2014/2015	563.00
" "	2013/2014	679.52
" "	2012/2013	813.95
" "	2011/2012	919.91
Miscellaneous Bills	Bill No. 6368534	205.45
" "	" " 6370589	285.16
" "	" " 6611735	1,794.91
" "	" " 6715874	463.62
" "	" " 6902985	172.61
" "	" " 6964431	199.93
" "	" " 6986814	259.41
" "	" " 7031784	239.46
" "	" " 7093412	234.00
" "	" " 7331861	259.54
" "	" " 7374929	230.21
Total Real Property Taxes		<u>\$16,239.34</u>

UPON MOTION duly made and seconded, the Board approved the acquisition by gift of the leasehold interest of the property located at 52 S. Fulton Avenue (Block 0227 Lot 047) from Tash Investments, LLC owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition by gift of the leasehold interest of the property located at 1203 Edmondson Avenue (Block 0126 Lot 022) from Neftali Benitez and Concepcion Benitez **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

Neftali Benitez and Concepcion Benitez agree to pay for any title work and all associated settlement costs, not to exceed \$600.00.

**BACKGROUND/EXPLANATION:**

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

Neftali Benitez and Concepcion Benitez have offered to donate title to the property located at 1203 Edmondson Avenue. The City will receive clear and marketable title to the property, subject only to certain City liens. The listed municipal liens, other than current water bills, will be administratively abated after settlement. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain. The liens for 1203 Edmondson Avenue are itemized as follows:

<u>Real Property Taxes</u>	<u>Tax Year/s</u>	<u>Amount</u>
Tax Sale Cert. #262643	Tax Sale	\$58,187.39
	Date 05/21/2012	
Rental Registration	Registration #088680	388.80

## MINUTES

DHCD - cont'd

Real Property Taxes	2014/2015	209.85
" "	2013/2014	239.43
" "	2012/2013	282.76
" "	2011/2012	376.68
" "	2010/2011	261.25
" "	2009/2010	224.96
" "	2008/2009	60.14
Miscellaneous Bills	Bill No. 3744588	23,082.60
" "	" " 5279971	310.60
" "	" " 5813688	257.65
" "	" " 6123772	332.91
" "	" " 6297139	246.14
" "	" " 6382717	296.57
" "	" " 6539027	230.61
" "	" " 6905012	297.54
" "	" " 7377153	229.78
" "	" " 7457302	217.20
Total Real Property Taxes		<u>\$85,732.86</u>

UPON MOTION duly made and seconded, the Board approved the acquisition by gift of the leasehold interest of the property located at 1203 Edmondson Avenue (Block 0126 Lot 022) from Neftali Benitez and Concepcion Benitez **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition by gift of the fee simple interest of the property located at 1201 Ensor Street (Block 1158, Lot 001) from Marian Bell and Ronda Bell, owners, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

Marian Bell and Ronda Bell agree to pay for any title work and all associated settlement costs, not to exceed \$600.00 total.

**BACKGROUND/EXPLANATION:**

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

Marian Bell and Ronda Bell have offered to donate title to the property located at 1201 Ensor Street. The City will receive clear and marketable title to the property, subject only to certain City liens. The listed municipal liens, other than current water bills, will be administratively abated after settlement. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain. The liens for 1201 Ensor Street are itemized as follows:

Real Property Taxes	Tax Year 2014/15	\$ 91.80
Miscellaneous Bills	Bill #7355654	146.64
" "	Bill #7407315	<u>219.47</u>
	Taxes Owed	<b>\$ 457.91</b>

## MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved the acquisition by gift of the fee simple interest of the property located at 1201 Ensor Street (Block 1158, Lot 001) from Marian Bell and Ronda Bell, owners, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

## MINUTES

Health Department - Agreements

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

1. **THE FAMILY LEAGUE OF BALTIMORE CITY, INC. (FAMILY LEAGUE)** **\$918,542.00**

Account: 4000-469015-3080-294601-603051

The Department has received competitive Maternal, Infant, and Early Childhood Home Visiting funding to strengthen the overall citywide home visiting system. This will ensure current programs are operating efficiently and with adequate resources to expand slots for an additional 120 families.

The Family League will engage the Healthy Families America paraprofessional home visiting program to improve and oversee the expansion of home visiting slots of FY2015 and the first quarter of 2016. The period of the Agreement is July 1, 2014 through June 30, 2015.

The Agreement is late because of time needed for the Family League to finalize the scope of work and budgets with all partners.

2. **TOTAL HEALTH CARE, INC.** **\$244,382.00**

Account: 5000-569715-3023-274413-603051

The organization will provide individualized case management assessment within 24 hours of initial referral, develop a treatment plan within 3 sessions of the assessment and conduct quarterly face-to-face, or phone contact utilizing the client's treatment plan as a guide. The organization will track and monitor patient's progress on accomplishing the stated client objectives in the treatment plan, for 325 clients in need of non-medical case management. The period of the Agreement is July 1, 2014 through June 30, 2015.

## MINUTES

Health Department - cont'd

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

**MWBOO GRANTED A WAIVER.****3. ASSOCIATED BLACK CHARITIES, INC. (ABC) \$ 82,243.00**

Account: 4000-427714-3023-599604-600000

The Associated Black Charities, Inc. is the Fiscal Agent for Ryan White Part A and provides funding to the BCHD to support underserved minority and hard-to-reach populations.

The Department utilizes these funds to expand the number of HIV positive persons linked to care by addressing the complex social, logistical, and service barriers faced by clients as they attempt to access health care services.

The Department also requests the Board to ratify the Contractual Agreement with ABC. Approval will allow the Department to receive Ryan White Part A funding for services it provided. The period of the Agreement was March 1, 2014 through February 28, 2015.

This Agreement is late because of revisions to the template and because of staffing changes at ABC and at the Department.



## MINUTES

Health Department - cont'd

4. **ASSOCIATED BLACK CHARITIES, INC. (ABC)** **\$142,538.00**

Account: 4000-427714-3023-599614-404001

The Associated Black Charities, Inc. as the Fiscal Agent for Ryan White Part A provides funding to the BCHD to support underserved minority and hard-to-reach populations.

The Baltimore City Health Department utilizes these funds to provide urgent and basic oral health care to new and returning low income, uninsured and underinsured persons with HIV/AIDS referred to the Department's Dental clinics.

The Department requests the Board to ratify this agreement to allow the ABC to provide funding to the BCHD for Ryan White Part A services it provided. The period of the Agreement was March 1, 2014 through February 28, 2015.

The Agreement is late because of revisions to the template and because of staffing changes at the ABC and the Department.

5. **THE JOHNS HOPKINS UNIVERSITY (JHU)** **\$ 85,691.00**  
**BLOOMBERG SCHOOL OF PUBLIC HEALTH**

Account: 1001-000000-3001-262800-603051

The JHU Bloomberg School of Public Health will provide the services of a Chief Epidemiologist to serve as lead for the development of data and analysis for public health at the BCHD. The Chief Epidemiologist's work will include conducting comprehensive analysis, data innovation, community engagement, and academic partnerships among other efforts. The overarching goal of the Chief Epidemiologist is to support BCHD in its vision to improve the health of all Baltimore residents. The period of the Agreement is May 18, 2015 through June 30, 2016.

## MINUTES

Health Department - cont'd

The Agreement is late because budget review and approval delayed processing the agreement.

**MWBOO GRANTED A WAIVER.****6. THE JOHNS HOPKINS UNIVERSITY \$ 41,400.00**

Account: 4000-425615-3023-599604-603051

The organization will provide a full range of diagnostic and therapeutic services for HIV+ women planning for pregnancy, through the course of pregnancy and the postpartum period. Specific activities include the following: 1) preconception counseling and care, 2) comprehensive obstetrical care, 3) HIV primary care including antiretroviral treatment during the pregnancy, and 4) post-partum care. The period of the Agreement is July 1, 2014 through June 30, 2015.

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

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## MINUTES

Health Department - cont'd

7. **THE JOHNS HOPKINS UNIVERSITY, (JHU)** **\$114,671.00**  
**SCHOOL OF MEDICINE**

Account: 1001-000000-3030-271500-603051

The JHU's School of Medicine will provide a physician to serve as Medical Officer of Clinical Services with a variety of public, health, research and clinical expertise, and assistance in the areas of sexually transmitted diseases, HIV, and tuberculosis.

In addition, the Chief Medical Officer will act as a faculty member for the federally funded STD Prevention Training Center and act as liaison between the Department and the JHU's Division of Infectious Disease. The period of the Agreement is July 1, 2014 through June 30, 2015.

The agreement is late because budget revisions delayed processing.

**MWBOO GRANTED A WAIVER.**

8. **PREVENTION INSTITUTE, INC.** **\$76,172.00**

Account: 1001-000000-2252-729100-603026

The organization is a non-profit, national center dedicated to improving community health and well-being by building momentum for effective primary prevention. The Prevention Institute's approach fosters effective practice and knowledge about critical elements of prevention. These include the value of community-level approaches, the importance of non-traditional partners, the promise of shifting norms, and an emphasis on organizational and system change for the broadest and most sustainable impact.

The Prevention Institute will provide consultation and technical support to the Department, and assist with developing a blueprint to prevent youth violence and foster positive youth development. The period of the Agreement is November 1, 2014 through August 31, 2015.

## MINUTES

Health Department - cont'd

The Agreement is late because budget concerns delayed processing.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Agreements. The President **ABSTAINED** on item nos. 5, 6, and 7. The Comptroller **ABSTAINED** on item nos. 3 and 4.

## MINUTES

Mayor's Office of Human Services - Agreements

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

1. **HEALTHCARE ACCESS MARYLAND, INC.** **\$164,275.00**

Account: 4000-496215-3571-591410-603051

The organization will provide permanent housing and supportive services to 105 families or individual adults. The period of the Agreement is April 1, 2015 through March 31, 2016.

2. **AT JACOB'S WELL, INC.** **\$203,740.07**

Account: 4000-496315-3573-591207-603051

The organization will provide permanent housing and supportive services to 20 families or individual adults. The period of the Agreement is April 1, 2015 through March 31, 2016.

**MWBOO GRANTED A WAIVER.**

3. **AMERICAN RESCUE WORKERS, INC.** **\$ 13,487.00**

Account: 4000-480015-3572-333601-603051

The organization will use funds to offset the cost of their emergency shelter located at 1401 South Hanover Street. The shelter provides shelter and services to 30-40 homeless men per night. The period of the Agreement is January 1, 2015 through June 30, 2015.

The Agreements are late because of delays at the administrative level.

**MINUTES**

Mayor's Office of Human Services - cont'd

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

## MINUTES

Mayor's Office of Human - Two-Month Advance - Head  
Services (MOHS) Start Program

The Board is requested to approve a two-month advance of funds for the following service providers:

1. **DAYSPRING PROGRAMS, INC.** **\$444,150.00**  
**HEAD START PROGRAM**

Account: 4000-486316-6051-515600-603051

The MOHS is requesting a two-month advance on the full amount of the contract which is \$2,664,900.00. This advance will allow operations of the Dayspring Programs, Inc. Head Start Program to continue for Fiscal Year 2015-2016.

2. **UNION BAPTIST/HARVEY** **\$236,250.00**  
**HEAD START PROGRAM**

Account: 4000-486316-6051-515600-603051

The MOHS is requesting a two-month advance on the full amount of contract which is \$1,417,500.00. This advance will allow operations of Union Baptist Head Start program to continue for Fiscal Year 2015-2016.

Funding is available from the Department of Health and Human Services (DHHS) to operate the Head Start Program. The program provides educational, social, psychological, health, nutritional and parental education services to children, and their families who live in the target area and meet the DHHS income guidelines.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

MINUTES

Mayor's Office of Human Services - cont'd

UPON MOTION duly made and seconded, the Board approved the two-month advance of funds for the foregoing Head Start Programs.



**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement with Healthcare Access Maryland, Inc.

**AMOUNT OF MONEY AND SOURCE:**

<u>Original Award</u>	<u>Budget Account</u>
\$ 65,000.00	5000-529115-3572-333710-603051
59,300.00	4000-480015-3571-333610-603051
<b><u>\$124,300.00</u></b>	

Amended Award

<b>\$124,300.00</b>	4000-480015-3571-333610-603051
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**BACKGROUND/EXPLANATION:**

On December 24, 2014, the Board approved an award to HealthCare Access of Maryland, Inc. in the amount of \$124,300.00. Of that award, \$65,000.00 was funded by Emergency Transitional Housing Service Grant Program (ETHS). Due to restrictions related to the ETHS program, the MOHS wishes to move the allocation of \$65,000.00 from the EHTS program to the other funding source, which is the Hearth Emergency Solutions Grant (ESG). This award will now be fully funded by the Hearth Emergency Solutions Grant. This request will only affect the funding sources for this project. All other terms and conditions of the agreement will remain the same. The period of the grant is July 1, 2014 to June 30, 2015.

## MINUTES

MOHS - cont'd

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS NOTED THIS AMENDMENT.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 1 to Agreement with Healthcare Access Maryland, Inc.

## 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 - Options</u>			
1. Nancy and Ira Oring	1815 E. Biddle St.	G/R \$42.00	\$ 385.00
2. Sidney and Miriam Schlachman	1809 Henneman Ave.	G/R \$60.00	\$ 550.00
3. Lighthouse Ground Rents, LLC	1807 Henneman Ave.	G/R \$60.00	\$ 500.00
	1810 Henneman Ave.	G/R \$60.00	\$ 500.00
Funds are available in account 9910-906409-9588-900000-704040, EBDI Phase II Project.			
4. Minnie Lee Pack and James E. Pack (deceased)	4667 Park Heights Ave.	F/S	\$33,000.00
5. Terry McCarthy and Kathy Ann McCarthy	4727 Park Heights Ave.	L/H	\$35,200.00
6. Khalid Salah-Eddine	4735 Park Heights Ave.	L/H	\$11,440.00
7. Patricia Ndepnou Njiomegni	4755 Park Heights Ave.	F/S	\$18,000.00
8. Alma J. Bates	4833 Park Heights Ave.	L/H	\$15,000.00

**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 - Options</u>			
9. Madison Bank of Maryland, f/k/a Northeastern Bohemian Saving and Loan Assn., Inc.	4833 Park Heights Ave.	G/R \$120.00	\$ 1,000.00
10. The House of Prayer Restoration	3202 Woodland Ave.	F/S	\$264,000.00

Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Project.

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

**Department of Law - Payment of Settlement**

11. Delores Elizabeth Holland	4654 Park Heights Ave.	L/H	\$ 3,625.00
-------------------------------	------------------------	-----	-------------

On July 30, 2014, the Board approved the acquisition of the leasehold interest in 4654 Park Heights Avenue for the amount of \$36,250.00 based on an independent appraisal report. After negotiations, the parties agreed to settle the case for \$39,875.00, an additional 10% above the Board's prior approval. Therefore, the Board is requested to approve an additional \$3,625.00 in settlement of the case.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

Funds are available in account no. 9910-903183-9588-900000-704040.

UPON MOTION duly made and seconded, the Board approved the options/condemnation/quick-takes and the payment of settlement.

**MINUTES**

Baltimore City Fire Department (BCFD) - Reimbursement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize a reimbursement to Emergency Boat Operator John Lotz and Firefighter Ronald T. Brown.

**AMOUNT OF MONEY AND SOURCE:**

\$1,717.00 - John Lotz  
795.00 - Ronald T. Brown  
**\$2,512.00** - 1001-000000-2121-226500-603020

**BACKGROUND/EXPLANATION:**

The reimbursement is for the cost incurred for the Basic and Advanced Firefighter course required for the marine engineer position. The US Coast Guard requires all marine engineers to obtain a Basic and Advanced Firefighter course. This course is not offered at the BCFD Academy and the core competencies of Firefighter 1 and 2 do not match all the core competencies of the Basic and Advanced courses.

The reimbursement is late because of the review required for submission to the Board for approval.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized the reimbursement to Emergency Boat Operator John Lotz and Firefighter Ronald T. Brown.

## MINUTES

Department of Planning - Report on Previously  
Approved Transfers of Funds

At previous meetings, the Board of Estimates approved Transfers of Funds subject to receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter. Today, the Board is requested to **NOTE 14** favorable reports by the Planning Commission on May 7, 2015 on Transfers of Funds approved by the Board of Estimates at its meetings on April 29, 2015 and May 6, 2015.

The Board **NOTED** receipt of the **14** favorable reports on Transfers of Funds approved by the Board of Estimates on April 29, 2015 and May 6, 2015.

**MINUTES**

Department of Planning - Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Grant Agreement with the State of Maryland Department of Natural Resources Critical Area Commission for the Chesapeake and Atlantic Coastal Bays. The period of the Grant Agreement is July 1, 2015 through June 30, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$11,000.00 - 5000-507416-1875-517600-600000

**BACKGROUND/EXPLANATION:**

This grant will extend the State's support for the City's Critical Area Management Program. The State has provided support for this project since 1988 and there is no local match required. The funds will be utilized to help offset the operating costs incurred by the Department of Planning in ensuring the City's compliance with State Chesapeake Bay Critical Area regulations.

**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 Grant Agreement with the State of Maryland Department of Natural Resources Critical Area Commission for the Chesapeake and Atlantic Coastal Bays.



## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

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:

1698 - 1705

to the low bidders meeting the specifications,

and rejected the bids as indicated

for the reasons stated.

The Transfers of Funds were approved

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

The Comptroller **ABSTAINED** on item nos. 1 and 2.

The Board **DEFERRED** item nos. 5, 6, 7,

8, and 13 for one week.

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSDepartment of Transportation

1. TR 15002, Recon- M. Luis Construction \$1,126,015.30  
 struction of Foot- Co., Inc.  
 ways Citywide

**MBE:** Manuel Luis Construction \$144,500.00 12.83%\*  
 Co., Inc.  
 National Construction d/b/a 160,400.00 14.24%  
 National Concrete, Inc. **\$304,900.00 27.07%**

**WBE:** Ball & Breckenridge \$113,000.00 10.03%  
 Trucking, Inc.

\*Indicates self-performing

**MWBOO FOUND VENDOR IN COMPLIANCE.**

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 455,468.14	9950-904100-9504	
Other Revenue	Constr. Reserve	
	Footways Paving	
895,750.22	9950-903300-9504	
State Constr.	Constr. Reserve	
Revenue	Tree Roots/Foot	
<b>\$1,351,218.36</b>		
\$1,126,015.30	-----	9950-906462-9504-6
		Struc. & Improv.
112,601.53	-----	9950-906462-9504-5
		Inspection
112,601.53	-----	9950-906462-9504-2
<b>\$1,351,218.36</b>		Contingencies - Recon-
		struction of Footways
		Citywide

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSDepartment of Transportation - cont'd

This transfer will fund the costs associated with Award of Project TR 15002, Reconstruction of Footways Citywide with M. Luis Construction Co., Inc.

3. TR 15011, Resur- P. Flanigan & Sons, Inc. \$2,608,485.50  
facing Highways  
Northeast Sector I

<b>MBE:</b>	Priority Construction Corp.	\$512,000.00	19.63%
	Powell's Trucking Co., Inc.	10,000.00	0.38%
		<u>\$522,000.00</u>	<u>20.01%</u>
<b>WBE:</b>	River Transport, Inc.	\$157,700.00	6.0%
	Fallsway Construction Co., LLC	20,000.00	0.8%
	William T. King, Inc.	5,000.00	0.2%
		<u>\$182,700.00</u>	<u>7%</u>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

4. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$2,000,000.00	9950-902846-9514	
State Constr. Revenue	Federal Resur- facing	
608,485.50	9950-944002-9507	
State Constr. Revenue	Reserve for Closeouts	

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSDepartment of Transportation - cont'd

391,272.83	9950-903550-9509	
GF (HUR)	Constr. Reserve	
<u>\$2,999,758.33</u>	Neighborhood St.	
	Reconstruction	
 \$2,608,485.50	 -----	 9950-906221-9514-6
		Struc. & Improv.
 260,848.55	 -----	 9950-906221-9514-5
		Inspection
 130,424.28	 -----	 9950-906221-9514-2
<u>\$2,999,758.33</u>		Contingencies - Re-
		Surfacing Highways at
		Various Locations,
		NE Sector I

This transfer will fund the costs associated with the Award of Project TR 15011, Resurfacing Highways, Northeast, Sector I with P. Flanigan & Sons, Inc.

5. TR 15012, Resurfacing Highways at Various Locations Northwest, Sector II
- REJECTION** - On April 8, 2015, the Board opened two bids for the subject contract. Bids ranged from a low of \$2,075,776.70 to a high of \$2,138,292.00. The bid amounts received greatly exceed the Department's budget. The subject contract will be re-advertised in the near future.

**A PROTEST WAS RECEIVED FROM MS. SENCHAL BARROLLE.**

## MINUTES

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Department of Transportation - cont'd

6. TR 15013, Resurfacing Highways at Various Locations, SW Sector III
- REJECTION** - On April 15, 2015, the Board opened two bids for the subject contract. The bids ranged from a low of \$1,988,807.70 to a high of \$2,972,571.50. Subsequent review of the bid documents, the Minority & Women's Business Opportunity Office found the low bidder to be in non-compliance. Upon moving to the second bidder, it was found that they exceeded the Engineer's estimate beyond the capacity of the Department's budget. The Department of Transportation believes that it is in the best interest of the City to reject all bids and therefore requests the Board's permission to re-advertise this project.
7. TR 15014, Resurfacing Highways at Various Locations, Southeast, Sector IV
- REJECTION** - On April 22, 2015, the Board opened two bids for the subject contract. Bids ranged from a low of \$2,363,000.00 to a high of \$2,549,778.85. The bid amounts received greatly exceed the Department's budget. The subject contract will be readvertised in the near future.

**A PROTEST WAS RECEIVED FROM MS. SENCHAL BARROLLE.**

*Robert Fulton Dashiell, Esquire, P.A.  
1498 Reisterstown Road, Suite 334  
Pikesville, MD 21208-3842  
410-547-8820 – Office \* 443-637-3718 – Fax*

*Robert Fulton Dashiell  
robertdashiell@dashiell-lawoffice.com*

*Senchal D. Barrolle  
sbarrolle@dashiell-lawoffice.com  
(MD, NY and DC)*

May 27, 2015

Honorable Members of Baltimore City Board of Estimates  
C/O Harriett Taylor, Secretary/Deputy Comptroller  
100 Holliday, Suite 204  
Baltimore, Maryland 21202

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

Re: TR. 15012 and 15014

To your Honorable Board:

We appreciate that this matter was deferred to afford my client and other interested parties an opportunity to seek corroboration of the representation that the bids submitted on Tr.15012 and Tr.15014 exceeded by more than 10% the budget allocated for each contract which was arrived at by multiplying the bid quantities times the engineer's estimated unit prices. Our client's bid on Tr.15012 was \$2,075,776.70, and on Tr.15014 its bid was \$2,363,000, both well within the advertised bid range of \$1-\$3 million dollars.

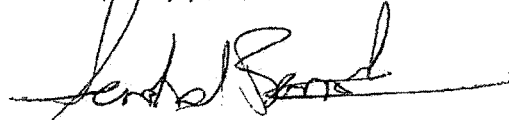
These are street resurfacing contracts that, for the most part, involve asphalt paving. Consequently, the quantity and cost of the asphalt determines the major portion of the bid. If, indeed, the engineers in DOT estimated an asphalt paving unit price lower than that of either of the two lowest bidders, both of which manufacture and supply their own asphalt, it could well be that the engineer's estimates are too low, rather than the bids too high. Rather than speculate, we ask that you direct the Transportation Department to disclose their estimate of this critical component of the work. The bidders' prices have now been made public. If bids are to be rejected as over

budget it is only fair and equitable that the amount in the budget now be disclosed. Without the transparency of disclosure, the public confidence in the integrity of the bidding process itself will be shaken. That is particularly true here with respect to Tr.15012.<sup>1</sup>

In addition to the fact that the totals of both bids are well within the advertised cost range for the work, we show in **Exhibit 2** that the asphalt unit price in both is very close to the amount the city is currently paying, another factor that renders the assertion that the bids are over budget improbable. Indeed, you can see in Exhibit 2 that the unit price in these bids for asphalt paving, the bulk of the work, is lower than that in some contracts awarded years ago. The asphalt unit price in Tr.15012 is \$305.71, and in Tr.15014, \$299.11. In Tr. 13306, awarded in 2013, the asphalt unit price was \$346.92! The question that we have posed that the Department has failed to answer with specificity is how is it that the higher unit price from two years ago was within budget and the two current lower unit prices are not? Again, these questions need to be answered openly with verifiable data.

For the foregoing reasons we urge you to make the deferral of this matter substantive as well as procedural by directing DOT to make the requested data immediately available to all interested parties.


Very truly yours



Senchal D. Barrolle, Esq.

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<sup>1</sup> The bids on that contract were opened on April 8, 2015. On April 17, 2015, Flanagan, the second low bidder, filed a protest. In response did not recommend that all bids be rejected as over budget, it referred the matter to the Law Department for an opinion. On or about April 29, 2015, the Law Department opined that the Flanagan protest should be denied. A copy of the Law Department's memorandum to Transportation is attached. **Exhibit 1** (The date on that memo is obviously in error). Still, the Department did not recognize that all bids were over budget. On May 22, 2015, six weeks after bid opening, DOT finally realized that all bids were over budget. Why did it take six weeks to realize a fact that should have been evident on bid day?

<b>FROM</b>	NAME & TITLE	W. Michael Mullen, Chief Solicitor <i>WMM</i>	CITY OF BALTIMORE  <b>MEMO</b>	
	AGENCY NAME & ADDRESS	Department of Law - 109 City Hall		
	SUBJECT	TR 15012 Resurfacing Highways Sector 2 NW - M. Luis Construction Co., Inc. Work Capacity Statement not attached to Bid		

DATE: March 19, 2015

**TO**

Laetitia Griffin, Chief  
Department of Transportation  
Contract Administration Division  
417 E. Fayette Street, 5<sup>th</sup> Floor

On April 8, 2014 the Baltimore City Board of Estimates ("Board") received bids for TR-15012, Resurfacing Highways Sector 2 NW. Bids from M. Luis Construction Co., Inc. ("M. Luis") and P. Flanigan & Sons, Inc., ("Flanigan") were submitted to the Department of Transportation ("DOT") for processing. Upon receipt of a phone call from Flanigan, DOT confirmed that M. Luis had not attached a work capacity Statement to its Bid. Accordingly, M. Luis' Bid was forwarded to the Law Department for review. This memorandum opinion relates solely to the Bid submitted by M. Luis.

For the reasons stated below, the Law Department finds that the irregularity noted by DOT is merely technical in nature, a slight irregularity not affecting the substantial characteristics of the Bid. Therefore, DOT may continue to process M. Luis' Bid and recommend it to the Board, if it is otherwise eligible for award.

### FACTS

With the Notice of Letting for TR 15012, DOT required bidders to supply specific information showing compliance with DOT's new requirements for staffing and equipment. See Bid Book, Addendum No. 1, page 18 of 20. Required information included the completion of a Manpower and Equipment Affidavit and submission of the minimum staffing, equipment and work capacity. M. Luis submitted a completed and notarized Affidavit but did not provide a work capacity statement. The Bid Book provided to bidders contained a form affidavit to be signed and notarized but did not include a form for work capacity.

### DISCUSSION

The "Notice to Bidders Regarding Mandatory Staffing and Equipment Requirements" included in the Bid Book states that:

At the time of bid, the minimum staffing, equipment and work capacity shall be submitted. Based on the submittal, the City will evaluate staffing, equipment and work capacity base production rates for each contract.

See Bid Book, Addendum 1, page 18 of 20.





Laetitia Griffin, Chief  
Page 2 – TR 15012 M. Luis Construction Co., Inc.  
Work capacity statement not attached to Bid  
April 23, 2015

Incorporated as part of the bid documents are the *Specifications for Material, Highways, Bridges, Utilities and Incidental Structures, 2006*, known as the "Green Book". Section 00 51 00 .08 of the Green Book provides that:

Prior to award, the Bidder must submit a Work capacity statement, under oath. These forms must be fully completed and returned within five (5) days after the date of receipt of those forms by the Contractor. The Work capacity statement shall show the volume of Work actually being performed for the City and for others as of the date Bid. The total dollar volume will be a charge against the Contractor's Work capacity after credit for Work performed has been allowed. (Emphasis added).

The manpower and equipment requirements introduced with TR 15012 were new to DOT's bidding process. The requirement for a work capacity statement to be submitted at bid time is in addition to section 00 51 00 .08 of the Green Book, quoted above. Such a change in practice requires adequate notice to all bidders to explain what bidders must do to comply. Bidders were given no instruction on how to supply the information nor were they given a form to fill out. M. Luis executed the Manpower and Equipment Affidavit, supplied in the Bid Book, and appears to have otherwise completed and executed the remainder of its Bid. It seems clear that M. Luis inadvertently missed the new work capacity requirement. Under these circumstances, to reject M. Luis' Bid would be inappropriate.

Section 00 51 00 .01 of the Green Book provides that the Board of Estimates, "... reserves the right and sole discretion...to waive technical defects, if in its judgment, the interest of the City may so require." At the most, the failure to supply the work capacity statement here is a minor technical defect which may be waived by the Board.

#### CASE LAW/ OPINIONS OF THE CITY SOLICITOR

Since 1911, Baltimore City has gone on record to support the premise that a "bid not in conformity with requirements of the specifications cannot be accepted." 17 *Opinions of the City Solicitor* 4792 (April 22, 1911). In *Fuller v. Elderkin*, 160 Md. 660, 668-669 (1931), the Court held that to invalidate a bid, the variations from specifications must be substantial so as to give the bidder special advantage, to invalidate the contract. Thus, ultimately, in determining whether a bid is non-responsive, the Board has the discretion to determine whether a variation or irregularity in a bid should be waived. See also *Maryland Pavement Co. v. Mahool*, 110 Md. 397, (1909) (slight irregularities in a bid not affecting its substantial characteristics may be disregarded).

It is well settled in Maryland that a body such as the Board, clothed with the statutory authority to award contracts, possesses a large measure of discretion in determining whether to accept or reject bids. *C.N. Robinson Lighting Supply Company v. The Board of Education of Howard County*, 90 Md. App. 515, 520, (1992). "The authorities are uniform in holding that, in

Laetitia Griffin, Chief  
Page 3 – TR 15012 M. Luis Construction Co., Inc.  
Work capacity statement not attached to Bid  
April 23, 2015

determining who is the lowest responsible bidder, the municipal authorities have a wide discretion, [which] will not be controlled by the courts except for arbitrary exercise, collusion, or fraud." *George A. Fuller Co. v. Elderkin*, 160 Md. 660, 669 (1931).

#### CONCLUSION

The lack of a work capacity statement does not affect the Bid price. M. Luis' Bid is irrevocable. *Baltimore City Charter*, Art. VI §11(h)(1)(iv). Submission after bid opening of a work capacity statement, which is a Green Book requirement in any event, would not give M. Luis any advantage over other bidders nor does it disadvantage any bidder that may have complied fully.<sup>1</sup> The failure to submit the form is a minor technical defect which the Board may waive. Therefore, DOT may process M. Luis' Bid and, if it is otherwise eligible for award, recommend it to the Board.

Please do not hesitate to contact me at (410) 396-3249, if I can be of further assistance with this matter.

Cc: Michael D. Schrock, Chief Solicitor

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<sup>1</sup> It is noted that Flanigan did attach a work capacity statement to its Bid.

Contract	Date	Total Asphalt Tons (Surface and Base)	M Luis - Contract Bid Amount	M Luis - Unit Price Per Ton	Flanigan - Contract Bid Amount	Flanigan - Unit Price Per Ton	Awarded to :
TR15011	4/1/2015	11700	\$3,542,186.50	\$302.75	\$2,608,485.50	\$222.95	TBD
TR15012	4/8/2015	6790	\$2,075,776.70	\$305.71	\$2,138,292.00	\$314.92	TBD
TR15013	4/17/2015	5970	\$2,972,571.00	\$497.92	\$1,988,807.00	\$333.13	TBD
TR15014	4/22/2015	7900	\$2,363,000.00	\$299.11	\$2,549,778.85	\$322.76	TBD
TR14005	10/23/2013	8008	\$1,867,821.89	\$233.24	\$2,114,913.82	\$264.10	M Luis
TR14006	5/1/2013	5870	\$1,893,674.00	\$322.60	\$1,959,886.65	\$333.88	M Luis
TR14008	10/23/2013	7418	\$1,578,499.86	\$212.79	\$1,692,856.50	\$228.21	M Luis
TR11301	6/30/2011	9704	\$2,043,094.97	\$210.54	\$2,469,935.76	\$254.53	M Luis
TR12302	4/18/2012	13195	\$3,137,658.51	\$237.79	\$3,276,737.37	\$248.33	M Luis
TR13006	5/1/2013	2750	\$1,841,000.00	\$669.45	\$1,887,953.50	\$686.53	M Luis
TR13304	6/26/2013	9567	\$2,819,492.78	\$294.71	\$3,329,906.59	\$348.06	M Luis
TR13306	6/26/2013	8783	\$3,047,000.00	\$346.92	\$3,436,771.32	\$391.30	M Luis

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSDepartment of Transportation - cont'd

8. TR 15008R, Urgent Need Contract Citywide **REJECTION** - On May 6, 2015, the Board opened one bid. The sole bid of \$2,659,897.50 is 51.07% over the Engineer's Estimate of \$1,760,730.00. Due to the bidder exceeding the Engineer's Estimate beyond the Department's budget capacity, the Department believes that is in the best interest of the City to reject all bids and request the board's permission to re-advertise this project.

Department of Public Works

9. WC 1301, On-Call Large Water Main Repairs **REJECTION** - On April 29, 2015, the Board opened one bid for for the subject Project. The sole bid of \$19,554,330.00 was 147.78% higher than the engineer's estimate of \$7,891,877.00. There are not enough funds available in the budget to fund the contract as bid. It is the Office of Engineering and Construction's recommendation that this bid be rejected and the contract be re-advertised at a later date.

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

10. B50003763, Pharmacy Benefit Management Audit and Consultant Services  
(Dept. of Human Services)
- REJECTION** - Vendors were solicited by posting on CitiBuy, e-Maryland Marketplace and in local newspapers. One proposal was received from Heritage Rx on October 22, 2014. The proposal was found to be non-responsive and materially defective. Therefore, it is recommended to be in the it best interest of the City to reject all bids and readvertise.
11. B50003873, Laboratory Services-Lead Testing  
(Health Dept.)
- Schneider Laboratories      \$52,170.00  
Global, Inc.

**MWBOO GRANTED A WAIVER.**

12. B50003903, Electronic Material Collection & Recycling Services  
(Dept. of Public Works, Bur. of Solid Waste)
- REJECTION** - Vendors were solicited by posting on CitiBuy, e-Maryland Marketplace and in local newspapers. Two bids were received on February 11, 2015 and were determined to be non-responsive. The bid submitted by Vintage Tech, LLC stated that they would not be able to achieve goals; therefore, their bid was deemed non-responsive due to non-compliance with MBE/WBE goal requirements. The bid submitted by L&J Waste Recycling, LLC was deemed to be non-responsive due to failure to meet specifications and included prices that exceeded the agency's anticipated budget.

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

13. B50004014, Paving	<u>Item #2</u>	
Materials (Hot and Cold Patch)	P. Flanigan & Sons, Inc.	\$5,821,750.00
(Dept. of Transportation & Department of Public Works)	<u>Item #1</u> Seaboard Asphalt Product Company	742,500.00 \$6,564,250.00

**MWBOO GRANTED A WAIVER.**

**A PROTEST WAS RECEIVED FROM P. FLANIGAN & SONS, INC.**

Department of Recreation & Parks

14. RP 14825R, Roofing and Related Work at Callowhill Pool and Cherry Hill Bath House	Boulevard Contractors, Corp.	\$ 151,950.00
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<b>MBE:</b> Boulevard Contractors Corp.*	\$10,636.50	7%
Global Roofing & Construction, Inc.	\$10,636.50	7%

<b>WBE:</b> A2Z Environmental Group, LLC	\$ 6,078.00	4%
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**MWBOO FOUND VENDOR IN COMPLIANCE.**

\* Indicated work that will be self-performed



May 26, 2015

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

RE: B50004014 Paving Materials  
(Hot and Cold Patch)

Dear Honorable President and Members of the Board of Estimates:

I am writing to protest the award of Contract #B50004014 "Paving Materials (Hot and Cold Patch) Item #1 to Seaboard Asphalt.

The total price for P. Flanigan and Sons Item #1 was \$750,000.

The total price for Seaboard Asphalt Item #1 was \$1,477,000.

The attached documents clearly demonstrate that P. Flanigan and Sons was the low bidder for this item.

The price quoted on the Board of Estimates Agenda is not the total price that Seaboard Asphalt submitted on their Bid Price Sheet.

The bid documents required the award to be made "on an item by item basis to *the lowest responsive and responsible bidder for each item.*" B5004014 at SW3.A (emphasis added). Section SW3.C then provides how low price is to be determined with respect to concrete cold patch:

C. Permanent concrete cold patch (item #1) shall be awarded on the basis of price per ton delivered and OR picked-up within city limits. Delivery charges will be considered in calculating awards, as shown on bid sheet, page B-4 and B-5.

Bidders were required to complete Page B-4 to provide their unit price for concrete cold patch. **Flanigan** provided the following price:

ITEM #1

7,500 Ton Permanent Concrete Cold Patch

\$ 94.75 Per Ton (Picked Up At Plant) (x) 7500 (=) \$ 710,625.00 Total

Delivery at City yards located within the City (Refer to DS.1 (M) of this Solicitation)

\$ 5.25 Per Ton (Delivery Charge) (x) 7500 (=) \$ 39,375 Total

\*Total Price Item #1 \$ 750,000.00 Total

Seaboard provided the following price:

ITEM #1

7,500 Ton Permanent Concrete Cold Patch

\$ 98.00 Per Ton (Picked Up At Plant) (x) 7500 (=) \$ 735,000.00 Total

Delivery at City yards located within the City (Refer to DS.1 (M) of this Solicitation)

\$ 99.00 Per Ton (Delivery Charge) (x) 7500 (=) \$ 742,500.00 Total

\*Total Price Item #1 \$ 1,477,500.00 Total

Flanigan's price was substantially lower than Seaboard's. Accordingly, Flanigan should be awarded the permanent concrete cold patch contract.

The City apparently reads Seaboard's delivery charge line item as the cost of the concrete plus the delivery charge, but it is impossible to determine this from the face of Seaboard's bid. Indeed, Seaboard provides a total bid per ton for delivered concrete at \$1,477,500. The Board should not accept Seaboard's after-the-fact explanation that it intended its total price to be \$99 per ton for delivered concrete.



Clerk, Board of Estimates  
City of Baltimore  
Page 3

Had Flanigan not bid the item, or quoted a higher delivery charge, Seaboard could have been awarded the item as quoted. Permitting post-bid opening adjustments as the City proposes to do here allows for manipulation by bidders and raises questions about the integrity of the bid process.

Further, even if the City accepts Seaboard's revised price, Flanigan has still offered a lower price for concrete cold patch picked up at its plant -- \$94.75 to \$98. For this reason as well, Flanigan should be selected as the lowest bidder.

Sincerely,

P. Flanigan & Sons, Incorporated

A handwritten signature in cursive script, appearing to read "Pierce J. Flanigan, IV". The signature is written in dark ink and is positioned above the printed name.

Pierce J. Flanigan, IV

President

Enclosure

Bid Price Sheet

Bid submitted by (name of firm) Seaboard Asphalt Products Co

Address 3601 Fairfield Road

City Balt.

State MD Zip Code 21226

Contact Person Shawn Campbell Phone 410-355-0330

Fax 410-355-5864 Phone 800-536-0332

To The Board of Estimates, City of Baltimore

Gentlemen:

The undersigned agree(s) to provide all labor, materials, services, etc., necessary and incidental to the solicitation indicated at the top of this page, as described herein and at the pricing shown below.

ITEM # 1

7,500 Ton Permanent Concrete Cold Patch

\$ 98.00 Per Ton (Picked Up At Plant) (x) 7500 (=) \$ 735,000.00 Total

Delivery at City yards located within the City (Refer to DS.1 (M) of this Solicitation)

\$ 99.00 Per Ton (Delivery Charge) (x) 7500 (=) \$ 742,500.00 Total

\*Total Price Item #1 \$ 1,477,500.00 Total

Mfg. Seaboard Type Bond-X Green

Plant Locations: 3601 Fairfield Rd.

Tel No/Fax/Email/Contact To Place Orders: Sales@seaboardasphalt.com

Terms: Net 30 F.O.B. Destination

(Net 30 Days unless otherwise stated)

ITEM # 2 Bituminous Concrete per Attached Specifications, Picked-Up At Vendor's Plant

A. 50,000 Ton Band Surface

\$ No Bid Ton (x) 50000 (=) \$ No Bid Total

B. 25,000 Ton Band Base

\$ No Bid Ton (x) 25000 (=) \$ No Bid Total

C. 25,000 Ton Band St (Smooth Seal)

\$ No Bid Ton (x) 25000 (=) \$ No Bid Total

\*Total Price Item #2 (A through C) \$ No Bid Total

Plant Locations: \_\_\_\_\_

Bin Types: \_\_\_\_\_

Tel No/Fax/Email/Contact To Place Orders: \_\_\_\_\_

Terms: \_\_\_\_\_ F.O.B. Destination

(Net 30 Days unless otherwise state)

\* BASIS OF AWARD

Bid Price Sheet

Bid submitted by (name of firm) P. Flanigan & Sons, Incorporated

Address 2444 Loch Raven Road

City Baltimore State MD Zip Code 21218

Contact Person Brian Russell Phone 410-467-5900

Fax 410-467-3127 Phone email: brussell@pflanigan.com

To The Board of Estimates, City of Baltimore

Gentlemen:

The undersigned agree(s) to provide all labor, materials, services, etc., necessary and incidental to the solicitation indicated at the top of this page, as described herein and at the pricing shown below.

ITEM # 1

7,500 Ton Permanent Concrete Cold Patch

\$ 94.75 Per Ton (Picked Up At Plant) (x) 7500 (=) \$ 710,625.00 Total

Delivery at City yards located within the City (Refer to DS.1 (M) of this Solicitation)

\$ 5.25 Per Ton (Delivery Charge) (x) 7500 (=) \$ 39,375 Total

\*Total Price Item #1 \$ 750,000.00 Total

Mfg. See Attached Type See Attached

Plant Locations: See Attached Plant Locations

Tel No/Fax/Email/Contact To Place Orders: See Attached Plan Locations

Terms: Net 30 F.O.B. Destination  
(Net 30 Days unless otherwise stated)

B50004014- Paving Materials (Hot & Cold Patch) - Due: 5/06/2015

ITEM #2 Bituminous Concrete per Attached Specifications, Picked-Up At Vendor's Plant

A. 50,000 Ton Band Surface

\$ 60.48 Ton (x) 50000 (=) \$ 3,024,000.00 Total

B. 25,000 Ton Band Base

\$ 48.65 Ton (x) 25000 (=) \$ 1,216,250.00 Total

C. 25,000 Ton Band St (Smooth Seal)

\$ 63.26 Ton (x) 25000 (=) \$ 1,581,500.00 Total

\*Total Price Item #2 (A through C) \$ 5,821,750.00 Total

Plant Locations: See Attached Plant Locations

Bin Types: See Attached Plant Locations

Tel No/Fax/Email/Contact To Place Orders: See Attached Plant Locations

Terms: Net 30 F.O.B. Destination

(Net 30 Days unless otherwise state)

\* BASIS OF AWARD

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS15. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<b>\$160,000.00</b>	9938-908046-9475	9938-910046-9474
Rec. & Parks	FY15 Pool and Bath	FY15 Pool and Bath
27 <sup>th</sup> Series	House Renovation -	House Renovation -
	Reserve	Active

This transfer will provide funds to cover the costs associated with the award of the roof replacement at Callowhill Pool and Cherry Hill Bath House, Contract No. RP 14825R to Boulevard Contractors, Corp.

## MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Police Department</u>			
1. Garnell W. Green Rodney E. Hill	Managing Police Discipline San Antonio, TX May 31 - June 3, 2015 (Reg. Fee. \$465.00 ea.)	Asset For- feiture Fund	\$3,062.57

The registration and transportation for Mr. Green and Mr. Hill were prepaid for the amounts of \$865.00 and \$875.99. The disbursement to Mr. Green is \$1,525.79. The disbursement to Mr. Hill is \$1,536.78.

Department of General Services

2. Donita Stewart	MDGFOA 2015 Summer Conference Ocean City, MD June 17 - 20, 2015 (Reg. Fee. \$250.00)	General Funds	\$1,198.40
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The registration fee will be paid by Expenditure Authorization No. EA000165544. The disbursement to Ms. Stewart will be \$948.40.

UPON MOTION duly made and seconded, the Board approved the foregoing travel requests.

**MINUTES**

Parking Authority of - Renewal of Maintenance Agreement  
Baltimore City

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a renewal of Maintenance Agreement with CALE America, Inc. The period of the renewal is June 1, 2015 through May 31, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$72,232.00 - 2076-000000-2321-252800-607001

**BACKGROUND/EXPLANATION:**

An Agreement for Pay-and-Display Parking Stations with CALE was executed and approved by the Board on July 19, 2006 and amended approval on October 17, 2007, July 30, 2008, April 8, 2009, February 17, 2010, August 25, 2010, April 25, 2012, October 3, 2012, and July 23, 2014.

The Board approved the assignment of the Agreement for Pay and Display Parking Station and the Maintenance Agreement from CALE Parking Systems USA, Inc. to CALE America, Inc. on February 15, 2012. The Agreement for Pay-and-Display Parking Stations allowed the City, through the Parking Authority, to purchase and install 887 multi-space meters (EZ Park Meters) throughout the City. The benefits associated with these meters have been recognized by the City's agencies, citizens, businesses, and visitors.

The Maintenance Agreement for the meters was approved by the Board on May 26, 2010 and amended once with the Board's approval on February 5, 2014. The initial term of Maintenance Agreement is 5 years through May 31, 2015. The Maintenance Agreement allows the PABC to renew the term of the agreement for two 1-year periods by providing notice to CALE and obtaining approval from the Board. This request is to exercise the first 1-year renewal of the Maintenance Agreement.



## MINUTES

Parking Authority of - cont'd  
Baltimore City

This renewal will ensure that the successes of the EZ Park program will continue by requiring regular preventive maintenance on EZ Park meters, tracking repair alarms/complaints, and requiring response times by CALE technicians when meters require repairs. CALE meters are meeting expectations and the Parking Authority believes that this renewal of the Maintenance Agreement is in the best interest of the City. As a result of the EZ Park meter program, parking meter revenues have increased by \$9,000,000.00 annually.

The advantages of EZ Park meters, compared to the old single-space meters, are numerous:

- Expanded payment options-EZ Park meters not only accept coins for payment of parking charges, but they offer the convenience of accepting credit cards for payment as well. Currently, about 55% of revenues collected at EZ Park meters are through credit card transactions, and parking patrons appreciate the payment option,
- Additional Parking Spaces - Because conventional meters must be spaced to accommodate the longest cars, they are separated by more space than necessary for small cars. At unmarked curbs, smaller cars can fit into spaces too small for longer cars, and about 10 to 15 percent more cars can typically fit into the available curb space,
- Enhanced streetscapes - One EZ Park meter can replace up to 15 (or more) single-space meters, and EZ Park meters do not require marking individual curb spaces on the street. EZ Park meters thus reduce street clutter by removing unnecessary hardware and signs,

## MINUTES

Parking Authority of - cont'd  
Baltimore City

Wireless communications - Each of the EZ Park meters communicate continuously in real-time with central computers at Parking Authority offices providing current parking data at our fingertips. EZ Park meters also let the

- Parking Authority, know when they are in need of repair or supplies, and when cash needs to be collected,
- Pricing and duration flexibility - EZ Park meters have the ability to charge different prices by time of day or day of the week, thus responding to variations in parking demand. Price schedules can be remotely reconfigured in any neighborhood through wireless technology,
- Proof of payment provided - the receipt that is printed by EZ Park meters is proof of payment for the parker's business and tax records. Also, parkers who wish to appeal a ticket from parking enforcement will have evidence of payment,
- Reduced meter downtime - EZ Park meters automatically report mechanical failures wirelessly to a central computer. Rapid service response can then make it likely that meters are up and running when motorists try to pay for parking,
- Economical - One EZ Park meter can cost less to purchase and maintain than the eight to fifteen (or more) individual single-space meters that one EZ Park meter replaces;

## MINUTES

Parking Authority of - cont'd  
Baltimore City

- payment by credit and debit cards; and the fact that the EZ Park meters will send a wireless alert when cash needs to be collected, reduces the cost of collecting, transferring and counting coins,
- Superior data collection - EZ Park meters produce records of parking occupancy on each block by time of day, day of the week, for particular months, and for particular seasons. The information can then be utilized to analyze usage patterns and set prices to manage the parking supply, and
- Increased revenue controls - EZ Park meters automatically record how much money is collected from the various payment options. Each meter keeps a running tally of the day's receipts, and that tally is sent wirelessly to the central computer. This allows auditors to detect any discrepancies when the revenue is collected and counted.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the renewal of Maintenance Agreement with CALE America, Inc.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Subscription Agreement with AG Realty Fund IX, L.P., managed by Angelo, Gordon & Co., L.P.

**AMOUNT OF MONEY AND SOURCE:**

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

No General Fund monies are involved in this transaction.

**BACKGROUND/EXPLANATION:**

F&P funds of approximately \$20,000,000.00 will be invested in AG Realty Fund IX, L.P., a real estate commingled fund.

The F&P Board of Trustees conducted a search for value-added real estate investment managers and as a result of that search selected Angelo, Gordon & Co., L.P. to receive a total of \$20,000,000.00 to be invested in its new commingled real estate fund, AG Realty Fund IX, L.P. The search and selection process was conducted with the assistance and advice of the F&P System's investment advisor, Summit Strategies Group.

**MWBOO GRANTED A WAIVER.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Subscription Agreement with AG Realty Fund IX, L.P., managed by Angelo, Gordon & Co., L.P. The Comptroller **ABSTAINED**.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Subscription Agreement with FLAG Private Equity VI, L.P., managed by FLAG Capital Management, LLC.

**AMOUNT OF MONEY AND SOURCE:**

\$15,000,000.00 - approximately of F&P funds

No General Fund monies are involved in this transaction.

**BACKGROUND/EXPLANATION:**

F&P funds of approximately \$15,000,000.00 will be invested in FLAG Private Equity VI, L.P., a venture capital commingled fund.

The F&P Board of Trustees conducted a search for private equity investment managers and as a result of that search selected FLAG Capital Management, LLC to receive and allocate a total of \$15,000,000.00 to be invested in its new private equity fund, FLAG Private Equity VI, L.P. The search and selection process was conducted with the assistance and advice of the F&P System's investment advisor, Summit Strategies Group.

**MWBOO GRANTED A WAIVER.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Subscription Agreement with FLAG Private Equity VI, L.P., managed by FLAG Capital Management, LLC. The Comptroller **ABSTAINED**.

## MINUTES

CITY COUNCIL BILL

14-0427 - An Ordinance concerning Franchise - Private Pedestrian Bridgeway Above and Across and Supporting Structures, and providing for a special effective date. In and Below the 4100 Block of Hillen Road Right-of-Way for the purpose of granting a franchise to Morgan State University to construct, use, and maintain (1) a private pedestrian bridgeway above and across the 4100 block of Hillen Road right-of-way and (2) the bridgeway foundation and supporting columns in and below the Hillen Road right-of-way, subject to certain terms, conditions, and reservations; and providing for a special effective date.

The Planning Commission recommends approval subject to Department of Transportation bridge inspection procedures and agreements by the City Council.

The Department of Housing and Community Development has no objection.

The Department of Transportation (DOT) has no objection to this bill. Provided that the structure maintain a minimum under clearance of 14 feet 9 inches. That is that the distance from the roadway to the lowest overhanging portion of the bridge not be less than 14 feet 9 inches, and that the bridge be designed and constructed in accordance with the American Association of State Highway and Transportation Officials LRFD Guide Specifications for the Design of Pedestrian Bridges, 2<sup>nd</sup> Edition. The foundations of the bridges should also be constructed as not to interfere with all existing utilities within the limits of the structure.

The Fire Department has no objection to City Council Bill 14-0427 as proposed, provided that all applicable fire and life safety codes are adhered to.

## MINUTES

CITY COUNCIL BILL

Also, it needs to be assured that the pedestrian bridge provides sufficient clearance for vehicles of extra height to navigate under; in particular, emergency apparatus.

The Department of General Services supports City Council Bill No. 14-0427, in accordance with the Minor Privilege Schedule of Charges and Regulations as established and set by the Board of Estimates, an annual franchise fee of \$25,660.80 is recommended for this encroachment in the public right-of-way.

UPON MOTION duly made and seconded, the Board **DEFERRED** Bill No. 14-0427 for 2 weeks.

**MINUTES**

Office of the President - Employee Expense Statement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the expense statement for Mr. Robert Curran for the period November 2014 through February 2015.

**AMOUNT OF MONEY AND SOURCE:**

\$ 37.58 (50.10 x 75%) - November 2014  
37.58 (50.10 x 75%) - December 2014  
37.65 (50.20 x 75%) - January 2015  
37.65 (50.20 x 75%) - February 2015  
\$150.46 - 1001-000000-1000-106500-603025

**BACKGROUND/EXPLANATION:**

Mr. Curran did not submit his cellular billing for reimbursement within the 40-day time limit due to late payments. AM 240-11, states that Employee Expense Reports that are submitted more than 40 work days after the last calendar day of the month in which the expenses were incurred require Board of Estimates approval. The submitted T-mobile phone billing statements are for a personal phone used for City business. The phone is billed to Mr. Curran's wife, Ms. Janice Vetter. It is estimated that the phone is used 75% for City business.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the expense statement for Mr. Robert Curran for the period November 2014 through February 2015. The President **ABSTAINED**.



**MINUTES**

Department of Public Works - Employee Expense Statement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expense statement for Brandi Welsh for the month of January 2015.

**AMOUNT OF MONEY AND SOURCE:**

\$64.01 - 1001-000000-1901-191200-603002

**BACKGROUND/EXPLANATION:**

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 the Board's approval.

The Employee Expense Statement is late because it was previously submitted with the wrong mileage rate causing rejection, and needing to be resubmitted with the correct mileage rate.

UPON MOTION duly made and seconded, the Board approved the expense statement for Brandi Welsh for the month of January 2015.

## MINUTES

**PROPOSAL AND SPECIFICATIONS**

- |   |  |
|---|--|
| 1. Department of Public Works/ -<br>Office of Engineering<br>and Construction | WC 1120, Guilford Water<br>Pumping Station<br>Rehabilitation Design<br><b>BIDS TO BE RECV'D: 07/29/2015</b><br><b><u>BIDS TO BE OPENED: 07/29/2015</u></b> |
|---|--|

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

**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. 009 to Johnson, Mirmiran & Thompson, Inc., under Project 1401, WC 1308 On-Call Project and Construction Management Assistance Inspection Services.

**AMOUNT OF MONEY AND SOURCE:**

\$553,644.82 - 9960-910607-9557-900020-706063

**BACKGROUND/EXPLANATION:**

The Consultant will provide on-site inspection services on WC 1308R-AMI/R Urgent Need Metering Infrastructure Repair and Replacement, Various Locations (up to 2-inch Water Services) for the Bureau of Water and Wastewater, Department of Public Works.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 009 to Johnson, Mirmiran & Thompson, Inc., under Project 1401, WC 1308 On-Call Project and Construction Management Assistance Inspection Services.

**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. 010 to Whitman Requardt & Associates/Gannett Fleming JV under Project 1403, WC 1309 On-Call Construction Management Assistance Services.

**AMOUNT OF MONEY AND SOURCE:**

\$411,515.65 - 9960-913612-9557-900020-706032

**BACKGROUND/EXPLANATION:**

The Consultant will provide on-site inspection services on WC 1309R-AMI/R Urgent Need Metering Infrastructure Repair and Replacement, Various Locations (3-inch and larger Water Services) for the Bureau of Water and Wastewater, Department of Public Works.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 010 to Whitman Requardt & Associates/Gannett Fleming JV under Project 1403, WC 1309 On-Call Construction Management Assistance Services.

**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. 011 to Rummel, Klepper & Kahl, LLP under Project 1154.2, On-Call Storm Water Study and Engineering Design Services, SDC 7790-E. Eager Street Storm Drain Rehabilitation.

**AMOUNT OF MONEY AND SOURCE:**

\$330,442.00 - 9958-912103-9520-900020-706032

**BACKGROUND/EXPLANATION:**

The Consultant will provide engineering services for the emergency rehabilitation of the section of the Harris Creek Storm Drain at E. Eager and N. Washington Streets. The Harris Creek Storm Drain at E. Eager and N. Washington Streets is a 10-foot diameter circular section pipe constructed of brick and stone with the invert located approximately 21-feet below grade. The state of entire 8,000+ LF storm drain is being studied by another engineering firm.

However, during this study, a damaged lateral pipe and severe deterioration of the storm drain was observed approximately 100 LF of the storm drain with the most critical section at the intersection of E. Eager and N. Washington Streets. Water infiltration by a leaking water supply pipe was determined to be the cause. The severe deterioration of the storm drain included longitudinal and diagonal cracks and deformations to the cross section above the spring-line, as well as missing brick and mortar in the crown and invert allowing soil infiltration. The cracks and deformations suggest that the timber arch above the brick crown may be bearing directly on the pipe. For this proposal, 100-feet of the storm drain will be rehabilitated to stabilize the drain located at the intersection of E. Eager and N. Washington Streets.

## MINUTES

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

**MWBOO FOUND VENDOR IN COMPLIANCE.**

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

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<b>\$400,000.00</b>	9958-932004-9522	
SW Utility Funds	Const. Res.	
	Stormwater Manage	
	Ment	
\$330,442.00	-----	9958-912103-9520-3
		Engineering
69,558.00	-----	9958-912103-9520-9
<b>\$400,000.00</b>		Administration

This transfer will provide funding for SDC 7790 under Project 1154.2, Task 11.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 011 to Rummel, Klepper & Kahl, LLP under Project 1154.2, On-Call Storm Water Study and Engineering Design Services, SDC 7790-E. Eager Street Storm Drain Rehabilitation. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement with Wachs Water Services, for Project 1188, Valve & Fire Hydrant Exercising Program.

**AMOUNT OF MONEY AND SOURCE:**

\$ 500,000.00 - Wastewater Revenue Bonds  
500,000.00 - Baltimore County  
**\$1,000,000.00** - 9960-905647-9557-900020-703032

**BACKGROUND/EXPLANATION:**

On January 15, 2014, the Board approved the original agreement in the amount of \$6,050,856.25. The original agreement currently expires on January 14, 2016.

This Amendment No. 1 to Agreement will enable the Consultant, Wachs Water Services to provide the City assistance for shutdowns for AMI/AMR water meter replacement throughout the Baltimore Water Utility Distribution Network. This Amendment No. 1 to Agreement will also increase the agreement by \$1,000,000.00, making the total agreement \$7,050,856.25.

**MBE/WBE PARTICIPATION:**

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

**APPROVED FOR FUNDS BY FINANCE**

MINUTES

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

**AUDITS NOTED THE INCREASE IN THE UPSET LIMIT.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 1 to Agreement with Wachs Water Services, for Project 1188, Valve & Fire Hydrant Exercising Program.



**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with Hazen & Sawyer PC, for Project S.C. 941, Wastewater Engineering Services for Sewer Collection System Improvements in the Jones Falls Sewershed. The period of the Agreement is effective upon Board approval for three years or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$635,830.08 - Wastewater Revenue Bonds (86.35%)  
100,510.52 - Baltimore County (13.65%)  
**\$736,340.60** - 9956-905648-9551-900020-703032

**BACKGROUND/EXPLANATION:**

Hazen & Sawyer PC will provide engineering services necessary to further evaluate, prepare design analyses, and develop construction documents, to improve the sewer collection system in the Jones Falls Sewershed. The scope of work includes design of trenchless sewer rehabilitation, two siphons, and new relief sewer. The purpose of this project is to eliminate engineered overflows as required by the Consent Decree. The design will include preparation of contract documents including construction cost estimates, permit applications, right-of-ways acquisitions, survey and geotechnical work. Additional services will include project management, contract administration, investigation, and developing and implementing public information materials. The Consultant was approved by the Architectural and Engineering Awards Commission.

**MINUTES**DPW/Office of Eng. & Constr. - cont'd**MBE/WBE PARTICIPATION:****MWBOO SET GOALS OF 27% MBE AND 10% WBE.**

<b>MBE:</b>	Savin Engineers, PC	\$ 31,291.11	4.25%
	C.C. Johnson & Malhotra, PC	67,548.87	9.17%
	Environ-Civil Engineering, Ltd.	38,297.99	5.20%
	PEER Consultants, PC	37,234.27	5.06%
	Reviera Enterprises, Inc.	31,150.65	4.23%
		<u>\$205,522.89</u>	<u>27.91%</u>
<b>WBE:</b>	The Robert B. Balter Co.	\$ 30,459.74	4.14%
	Phoenix Engineering Inc.	30,390.63	4.13%
	Sahara Communications, Inc.	15,414.50	2.09%
		<u>\$ 76,264.87</u>	<u>10.36%</u>

**MWBOO FOUND VENDOR IN COMPLIANCE.****AUDITS REVIEWED AND FOUND THE BASIS FOR COMPENSATION CONSISTENT WITH CITY POLICY.****TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$116,025.00	9956-933001-9549	
County Ap-	Constr. Reserve	
propriations	Wastewater Division	
733,975.00	" "	
Wastewater		
Revenue Bonds		
<u>\$850,000.00</u>		

## MINUTES

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

\$736,340.79	-----	9995-905648-9551-3 Design
<u>113,659.21</u>	-----	9995-905648-9551-9 Administration
<b>\$850,000.00</b>		

The funds are needed to cover the cost of SC 941, Sewer Collection System Improvements in the Jones Falls Sewershed.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Hazen & Sawyer PC, for Project S.C. 941, Wastewater Engineering Services for Sewer Collection System Improvements in the Jones Falls Sewershed. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Department of Public Works/      - Emergency Procurement  
Office of Eng. and Constr.      (DPW) Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Emergency Procurement Agreement with Spiniello Companies for Storm Drain Contract (SDC) 7790 - E. Eager St. Storm Drain Rehabilitation. The period of the Emergency Procurement Agreement is March 20, 2015 through May 12, 2015.

**AMOUNT OF MONEY AND SOURCE:**

\$2,202,000.00 - 9958-912103-9520-900020-706063

**BACKGROUND/EXPLANATION:**

A planned inspection of the Harris Creek storm drain on December 22, 2014 revealed heavy water infiltration through both walls of the 10 foot diameter brick drain directly under the intersection of E. Eager Street and N. Washington Street. The water source was found to be a leaking water main above the storm drain and was repaired but it was noted that substantial deterioration had already occurred. Numerous follow-up inspections were performed to monitor conditions and it became evident that the condition of the storm drain had worsened to the point where on February 9, 2015 it was determined that the intersection of E. Eager Street and N. Washington Street had to be closed.

The latest investigation, performed on February 20, 2015, determined that the storm drain was experiencing more water leakage and required immediate repair and stabilization to eliminate a potential public safety issue giving rise to the need to obtain supplies, materials, equipment, services, or public works to address the emergency. Had not this emergency work been addressed in a timely manner, the intersection would have collapsed on 2-40" and 1-30" water mains causing pipe failures cutting off water to area residents, patients and employees of Johns Hopkins Hospital and possibly necessitating an area evaluation due to a failed 4" gas main.

**MINUTES**

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

On March 10, 2015, pursuant to the Baltimore City Charter, Article VI, §11(e)(ii), DPW advised of the emergency nature of the situation and requested that the Director of Finance authorize the repairs to commence and the Director of Finance authorized emergency repairs to be made by Spiniello after a solicitation was made and amongst the three respondents, Spiniello provided the best quote.

Spiniello began the work and has worked on the project continuously to date. DPW has reached an agreement with Spiniello as to the total project costs and scope of work.

Article VI, §11(e)(ii) provides "In the event of an emergency of such a nature that the public welfare would be adversely affected by awaiting the approval of the Board of Estimates, the Department of Finance, upon application by the head of the municipal agency involved, may proceed to obtain the supplies, materials, equipment, services, or public works required without reference to the provisions of subsection (c) of this section; a full report of any such action shall be promptly submitted to the Board of Estimates."

**MBE/WBE PARTICIPATION:**

The goals set for this work is MBE 1% and WBE 0%.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

## MINUTES

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

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$2,500,000.00	9958-932004-9522	
SW Utility	Constr. Res. -	
Funds	Stormwater Mgt.	
406,640.00	9958-924008-9522	
SW Utility	Constr. Res. -	
Funds	Stormwater Mitigation	
	Projects	
<b><u>\$2,906,640.00</u></b>		
\$ 220,200.00	-----	9958-912103-9520-2
		Extra Work
220,200.00	-----	9958-912103-9520-3
		Engineering
132,120.00	-----	9958-912103-9520-5
		Inspection
2,202,000.00	-----	9958-912103-9520-6
		Construction
<u>132,120.00</u>	-----	9958-912103-9520-9
		Administration
<b>\$2,906,640.00</b>		

The transfer will provide funding for the award of the Emergency Procurement of SDC 7790.

**MINUTES**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Emergency Procurement Agreement with Spiniello Companies for Storm Drain Contract (SDC) 7790 - E. Eager St. Storm Drain Rehabilitation. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Department of Transportation - Amendment No. 2 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 2 to Agreement with EA Engineering Science & Technology Inc. D/B/A Louis Berger Water Services, Inc., for Project No. 1161, On-Call Construction Management Services. The Amendment No. 2 to Agreement extends the agreement through August 30, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$500,000.00 - to be determined with each individual project

**BACKGROUND/EXPLANATION:**

On August 31, 2011, the Board approved the Agreement in the amount of \$2,000,000.00 to assist the Transportation Engineering & Construction Division in managing various capital improvement projects, under Project 1161, On-Call Construction Project Management Services for three years. On September 28, 2011, the Board approved the Consent of Assignment to provide for the change of ownership from EA Engineering, Science & Technology Inc. (EA) to Louis Berger Water Services, Inc.

On June 11, 2014, the City approved Amendment No. 1 to allow a one-year time extension and an increase to the upset limit by \$500,000.00 to fully complete assigned tasks. The Department now wishes to approve Amendment No. 2 to allow another one-year time extension and an increase in the upset limit by \$500,000.00 to fully complete assigned tasks. This approval will result with an expiration date of August 30, 2016 and an upset limit of \$3,000,000.00.



**MINUTES**

Department of Transportation- cont'd

**MBE/WBE PARTICIPATION:**

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

**MBE:** 27%

**WBE:** 9%

**AUDITS NOTED THE TIME EXTENSION AND THE INCREASE IN THE UPSET LIMIT AND WILL REVIEW TASK ASSIGNMENTS.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 2 to Agreement with EA Engineering Science & Technology Inc. D/B/A Louis Berger Water Services, Inc., for Project No. 1161, On-Call Construction Management Services. The Amendment No. 2 to Agreement extends the agreement through August 30, 2016.

**MINUTES**

Department of Transportation - Consultant Hourly Rate Cap Waiver

**ACTION REQUESTED OF B/E:**

The Board is requested to approve variances for Parsons Brinckerhoff, Inc. for Project No. 1223, On-Call Alternative Delivery Advisory Services and Project 1208, On-Call Engineering Services.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Department has determined that some of the work to be performed on the subject project is of such a nature that an individual with specialized experience with alternative project delivery is required. The Department wishes to consider employing alternative project delivery methods that seek to address aging infrastructure, cost escalation, limited resources, productivity, and meeting critical deadlines. The proposed personnel employed with Parsons Brinckerhoff, Inc. has served in advisory roles on both private and public sides of alternative delivery transactions, negotiating complex transactions as the public owner. The Department seeks a waiver of the \$55.00 hourly rate for technical personnel and pay \$86.55 for the Project Manager, \$74.75 for Senior Advisor, \$68.13 for the Senior Analyst, \$109.03 Senior Planner, \$84.44 Senior Planner and \$86.55 Senior Analyst.

**AUDITS DEFERRED TO THE BOARD OF ESTIMATES ON THE REQUEST FOR A VARIANCE FROM BOARD OF ESTIMATES POLICY FOR CONSULTANTS COMPENSATION. AUDITS REVIEWED DOCUMENTATION THAT SUPPORTS THE RATES REQUESTED.**

## MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved the variances for Parsons Brinckerhoff, Inc. for Project No. 1223, On-Call Alternative Delivery Advisory Services, and Project 1208, On-Call Engineering Services. The President voted **NO**. The Comptroller voted **NO**.

**MINUTES**

Department of Transportation - Consultant Hourly Rate Cap Waiver

**ACTION REQUESTED OF B/E:**

The Board is requested to approve variances for KPMG, LLP for Project No. 1223 On-Call Alternative Delivery Advisory Services.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Department has determined that some of the work to be performed on the subject project is of such a nature that individuals with specialized experience with alternative project delivery are required.

The Department wishes to consider alternative project delivery methods for public projects such as shared service delivery agreements and public private partnership arrangements for highways, bridges, marine facilities, conduits, and other transportation and energy related infrastructure within the City. The resultants methods will be used to address aging infrastructure, cost escalation, limited resources, productivity, and meeting critical deadlines. The proposed personnel employed with KPMG, LLP has served in advisory roles on both private and public sides of alternative delivery transactions, negotiating complex transactions as the public owner. The Department seeks a waiver of the \$55.00 hourly rate for technical personnel and pay \$550.00 for a Managing Director, \$515.00 for a Director, \$430.00 for a Manager and \$325.00 for a Senior Associate.

**AUDITS DEFERRED TO THE BOARD OF ESTIMATES ON THE REQUEST FOR A VARIANCE FROM BOARD OF ESTIMATES POLICY FOR CONSULTANTS COMPENSATION. AUDITS REVIEWED DOCUMENTATION THAT SUPPORTS THE RATES REQUESTED.**

MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved the variances for KPMG, LLP for Project No. 1223 On-Call Alternative Delivery Advisory Services. The President voted **NO**. The Comptroller voted **NO**.

**MINUTES**

Bureau of the Budget and      - Supplementary General Fund  
Management Research (BBMR)      Operating Appropriation

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a Supplementary General Fund Operating Appropriation to the Police Department (service 622: Police Patrol).

**AMOUNT OF MONEY AND SOURCE:**

<u>Amount</u>	<u>Sources</u>
\$16,000,000.00	multiple revenue sources that are projected to exceed the budgeted amount: Transfer Tax (\$8.0 million) and Recordation (\$3.0 million), Miscellaneous Revenue (\$2.0 million), Solid Waste Surcharge (\$1.5 million), and Off-Street Parking (\$1.5 million).

**BACKGROUND/EXPLANATION:**

In Fiscal 2015, a new contract with the Fraternal Order of Police was approved after the budget was finalized. The new agreement included a 5% raise for sworn personnel and longevity adjustments. In addition, projected overtime spending is higher than budgeted due to pay increases and targeted crime reduction initiatives. This supplemental appropriation is needed to balance the Police budget for Fiscal 2015.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

BBMR - cont'd

UPON MOTION duly made and seconded, the Board approved the Supplementary General Fund Operating Appropriation to the Police Department (Service 622: Police Patrol). The President **ABSTAINED.**

**MINUTES**

Bureau of the Budget and - Supplementary General Fund  
Management Research      Operating Appropriation

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a Supplementary General Fund Operating Appropriation to the Department of Transportation (Service 688: Snow and Ice Control).

**AMOUNT OF MONEY AND SOURCE:**

<u>Amount</u>	<u>Source</u>
\$6,500,000.00	Income Tax Revenue which is expected to exceed the budgeted amount

**BACKGROUND/EXPLANATION:**

During Fiscal 2015 the City of Baltimore activated for winter weather events 14 times. The City saw a total accumulation of 28.7 inches of snow, as well as several extended events due to freezing rain or sleet.

In response the Department of Transportation (DOT) realized significant expenses in contractual snow removal, road salting materials, vehicle maintenance, and overtime. The total cost of the winter season is projected to be \$14.1 million. Although these expenses have been partially offset by other savings within the DOT, this action is needed to balance the DOT's Fiscal 2015 budget.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**



## MINUTES

Bureau of the Budget and - cont'd  
Management Research

UPON MOTION duly made and seconded, the Board approved the Supplementary General Fund Operating Appropriation to the Department of Transportation (Service 688: Snow and Ice Control). The President **ABSTAINED**.

**MINUTES**

Bureau of the Budget and - Supplementary General Fund  
Management Research      Operating Appropriation

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a Supplementary General Fund Operating Appropriation to the Miscellaneous General Expenses (Service 122: Miscellaneous General).

**AMOUNT OF MONEY AND SOURCE:**

<u>Amount</u>	<u>Source</u>
\$20,000,000.00	General Fund Budget Stabilization Reserve (Rainy Day Fund)

**BACKGROUND/EXPLANATION:**

The City experienced significant civil unrest between April 25<sup>th</sup> and May 3<sup>rd</sup>. During this time the City mobilized a number of resources to respond to these events, including heightened police presence, fire suppression, waste removal, and cleanup, sheltering, and extended hours of operations at City facilities. The City also received mutual aid from other government agencies. The total estimated response cost is \$20 million. This supplemental appropriation is needed to balance the Fiscal 2015 budget.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the Supplementary General Fund Operating Appropriation to the Miscellaneous General Expenses (Service 122: Miscellaneous General). The President **ABSTAINED**.

**MINUTES**

Bureau of the Budget and      - Use of Budget Stabilization Reserve  
Management Research (BBMR)

**ACTION REQUESTED OF B/E:**

The Board is requested to authorize an estimated use of up to \$20 million of the Budget Stabilization Reserve a/k/a "Rainy Day Fund" to close the Fiscal 2015 budget, and to establish Fiscal 2015 closeout as the replenishment plan requirement.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The BBMR is seeking authorization from the Board of Estimates to use up to \$20 million of the Budget Stabilization Reserve (BSR) as a necessary step to balance the Fiscal 2015 budget. The balance of the BSR as of the end of Fiscal 2014 is \$105 million. As a matter of historical significance, the BSR has been used only twice: in Fiscal 2004 (\$42 million) to provide a loan to the Baltimore City Public Schools, and in Fiscal 2010 (\$17 million) to balance the budget due to a loss of State aid declining revenues, and the cleanup expenses for two historic snowstorms.

The City experienced significant civil unrest between April 25<sup>th</sup> and May 3<sup>rd</sup>. During this time the City mobilized a number of resources to respond to these events, including heightened police presence, fire suppression, waste removal, and cleanup, sheltering, and extended hours of operations at City facilities. The City also received mutual aid from other government agencies. The total estimated response is \$20 million.

Section 4 of the Board of Estimates' policy governs the appropriate use of the BSR:

## MINUTES

BBMR - cont'd

"The Board of Estimates in determining the use of the Budget Stabilization Reserve and coincident with recommending to the City Council that it appropriate for such use, would acknowledge that initially, all reasonable efforts had been made in controlling expenses and secondly, that use of the City's unreserved fund balance had been exhausted in order to minimize the use of the reserve in avoiding a budget deficit."

In response to Section 4, please be advised that due to the timing of the civil unrest so late in the City's fiscal year, any "reasonable efforts" to control expenses (such as a hiring freeze or mid-year budget cuts) would not yield enough savings to offset the costs. Only five weeks remain in the City's current fiscal year, which ends on June 30, 2015. In addition, the City does not have any "unreserved" fund balance as of the end of Fiscal 2014 that can be used to minimize the use of the BSR.

Section 8 of the Board of Estimates' policy governs the required replenishment of the BSR:

"Whenever funds are drawn from the Budget Stabilization Reserve, a Board of Estimates approved reserve replenishment plan must be established and must specify a timetable for full restoration of the reserve, not to exceed five years. The first year of such a restoration plan should be the fiscal year following the reserve fund use, unless the Board of Estimates determined that doing so would create undue budgetary burden."

In response to Section 8, the BBMR plans to replenish the BSR via a transfer during closeout for Fiscal 2015. Based on Fiscal 2015 3<sup>rd</sup> quarter projections, the City expects to realize a significant revenue surplus in property tax revenue, which per the City Charter (Article VI, Section 8) cannot be used as the source for a supplemental appropriation.

## MINUTES

BBMR - cont'd

In addition, the City could potentially be eligible for federal reimbursement for a portion of the costs. At closeout, up to \$20 million from these sources will be transferred to replenish the Budget Stabilization Reserve.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board authorized the estimated use of up to \$20 million of the Budget Stabilization Reserve a/k/a "Rainy Day Fund" to close the Fiscal 2015 budget, and to establish Fiscal 2015 closeout as the replenishment plan requirement. The President **ABSTAINED**.

**MINUTES**

Bureau of the Budget and      - Federal and State Appropriation  
Management Research (BBMR)      Adjustment Order

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**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Appropriation Adjustment Order within the Mayor's Office of Employment Development from Service 793 (Employment Enhancement Services for Baltimore City Residents) to Services 791 (BCPS Alternative Options Academy for Youth), 796 (Workforce Services for Ex-Offenders), 797 (Workforce Services for Out of School Youth-Youth Opportunity) and 798 (Youth Works Summer Job Program).

**AMOUNT OF MONEY AND SOURCE:**

Service 793 has unallocated Federal appropriations available to move to provide sufficient appropriation authority for the following Services and grants:

\$163,261.00      From: 4000-400015-6311-677600-6000000  
Unallocated Federal Appropriation

\$132,765.00      To: 4000-809515-6331-456000-404001  
Dept. of Juvenile Service (DJS) - PACT  
The source of funding is a grant from Maryland State Department of Juvenile Services that was accepted by the Board On October 29, 2014. The award was for Pre-Adjudication and Coordination & Training Center (PACT).

\$ 30,496.00      To: 4000-807815-6397-456000-404001  
The source of funds is a grant award from Maryland Department of Labor, Licensing and Regulation that was accepted by the Board on July 30, 2014. The award was for Summer Youth Connection.

## MINUTES

BBMR - cont'd

Service 793 has unallocated State appropriations available to move to provide sufficient appropriation authority for the following Services and grants:

\$380,189.00	From: 5000-500015-6311-677600-600000 Unallocated State Appropriation
\$ 16,457.00	To: 5000-501215-6391-483200-405001 BCPS Alternative High School The source of funds is a grant award from Baltimore City Board of School Commissioners that was accepted by the Board on October 15, 2014.
\$284,429.00	To: 5000-508815-6392-483200-405001 Inter-Governmental Agreement/ Maryland State Department of Human Services - The source of funds is a grant that was accepted by the Board on February 4, 2015. The grant is for job training for DHR/BCDSS Food Stamp customers.
\$ 1,861.00	To: 5000-804815-6396-456000-405001 The source of funds is a grant from Maryland State Department of Safety and Correctional Services, Division of Parole and Probation that was accepted by the Board on August 13, 2014.
\$ 77,442.00	To: 5000-506315-6397-483200-405001 The source of funds is a grant award from the Maryland Department of Labor, Licensing and Regulation that was accepted by the Board on July 30, 2014. The grant is for the Youth Works Program 2014.

## MINUTES

BBMR - cont'd

**BACKGROUND/EXPLANATION:**

This transfer is necessary to provide appropriation authority for MD State Department of Juvenile Services, MD Department of Labor, Licensing and Regulation, Baltimore City Board of School Commissioners, MD State Department of Human Resources, and MD State Department of Public Safety and Correctional Services grants. Service 793 has unallocated funding available to move to Services 791, 796, 797, and 798 to support these grants.

UPON MOTION duly made and seconded, the Board approved the Appropriation Adjustment Order within the Mayor's Office of Employment Development from Service 793 (Employment Enhancement Services for Baltimore City Residents) to Services 791 (BCPS Alternative Options Academy for Youth), 796 (Workforce Services for Ex-Offenders), 797 (Workforce Services for Out of School Youth-Youth Opportunity), and 798 (Youth Works Summer Job Program).



## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

- |    |  |              |         |
|----|--|--------------|---------|
| 1. | 3M COMPANY   | \$ 44,055.00 | Low Bid |
|    | Contract No. B50004071 - Traffic Marking Tape - Department of Transportation |              |         |

The period of the award is May 27, 2015 through May 26, 2016 with three 1-year renewal options remaining.

- |    |  |              |             |
|----|--|--------------|-------------|
| 2. | CRAIC TECHNOLOGIES   | \$ 31,485.00 | Sole Source |
|    | Contract No. 08000 - Gold Service Plan for service and support for the QDI 1000 Microspectrophotometer - Baltimore City Police Department - Req. No. R695189 |              |             |

Craic Technologies is the only authorized supplier of support and maintenance for their spectrometers which are currently in use by the Baltimore City Police Department Crime Lab. The period of the award is March 15, 2015 through March 14, 2018.

- |    |   |              |         |
|----|---|--------------|---------|
| 3. | AVOLVE SOFTWARE CORPORATION   | \$ 37,080.00 | Renewal |
|    | Contract No. 08000 - Software License and Services Agreement - Department of Housing and Community Development - Req. No. R580372 |              |         |

On September 28, 2011, the Board approved the initial award in the amount of \$257,000.00. The award contained four 1-year renewal options. Subsequent actions have been approved. This software (ProjectDox) provides the ability to review electronic plans and is integrated with the using agency's current permitting system (Accela).

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

This renewal in the amount of \$37,080.00 is for the period June 2, 2015 through June 1, 2016, with one 1-year renewal option remaining.

- |   |              |         |
|---|--------------|---------|
| 4. ALTURA COMMUNICATION SOLUTIONS, LLC  | \$ 20,000.00 | Renewal |
| Contract No. 06000 - Voice Mail Maintenance and Xpress Care Software Services - Department of Communication Services Municipal Telephone Exchange and Office - P.O. No. P520592 |              |         |

On June 13, 2012, the Board approved the initial award in the amount of \$41,742.00. The award contained two 1-year renewal options. This renewal in the amount of \$20,000.00 is for the period June 13, 2015 through June 12, 2016 with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

- |   |         |         |
|---|---------|---------|
| 5. ENVIRONMENTAL QUALITY RESOURCES, INC.  | \$ 0.00 | Renewal |
| Contract No. B50001898 - Debris Cleanup in Middle Branch, Canton and Fells Point - Department of Public Works, Bureau of Solid Waste - P.O. No. P517182 |         |         |

On May 25, 2011, the Board approved the initial award in the amount of \$144,450.00. The award contained four 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$0.00 is for the period June 13, 2015 through June 12, 2016. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

- |    |   |         |         |
|----|---|---------|---------|
| 6. | LEHIGH OUTFITTERS, LLC  | \$ 0.00 | Renewal |
|    | Contract No. B50002893 - Safety Shoes and Boots - Finance Department - Req. No. P523083 |         |         |

On June 12, 2013, the Board approved the initial award in the amount of \$806,074.00. The award contained three 1-year renewal options. This renewal in the amount of \$0.00 is for the period July 1, 2015 through June 30, 2016, with two 1-year renewal options remaining.

**MWBOO GRANTED A WAIVER.**

- |    |   |              |         |
|----|---|--------------|---------|
| 7. | NICUSA, INC.  | \$ 20,000.00 | Renewal |
|    | Contract No. 08000 - Maryland Motor Vehicle Administration Records - Department of Transportation, Finance - P.O. No. P525696 |              |         |

On November 27, 2013, the Board approved the initial award in the amount of \$50,914.81. The award contained two 1-year renewal options. On June 25, 2014, the Board approved the first renewal in the amount of \$40,000.00. The City is required to obtain the Maryland Motor Vehicle Administration Records from NICUSA, Inc. per agreement between the State and the vendor. This second renewal in the amount of \$20,000.00 is for the period July 1, 2015 through June 30, 2016, with additional renewals subject to agreement by the parties. The above amount is the City's estimated requirement.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |  |              |         |
|--|--------------|---------|
| 8. SYSTEMS INTEGRATION, INC.   | \$ 46,127.63 | Renewal |
| Contract No. 08000 - Maintenance and Support for Software Licenses for IVR System - Department of Finance - P.O. No. P527903 |              |         |

On June 26, 2013, the Board approved the initial award in the amount of \$43,203.42. The award contained two 1-year renewal options. On June 25, 2014, the Board approved the first renewal in the amount of \$45,666.72. The support and licenses are for proprietary software that is customized for use by the Bureau of Revenue Collections and is only available from Systems Integration, Inc. This renewal in the amount of \$46,127.63 is for the period July 1, 2015 through June 30, 2016, with additional annual renewals subject to agreement by the parties. The above amount is the City's estimated requirement.

- |  |              |         |
|--|--------------|---------|
| 9. ITRON, INC.   | \$ 25,952.81 | Renewal |
| Contract No. 08000 - Technical Support/Maintenance for the Hardware and Software Updates - Department of Public Works, Bureau of Water and Wastewater - P.O. No. P605752 |              |         |

On December 11, 2013, the Board approved the initial award in the amount of \$74,969.42. The award contained two 1-year renewal options. This renewal in the amount of \$25,952.81 is for the period July 1, 2015 through June 30, 2016, with one 1-year renewal option remaining.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

- |   |              |         |
|---|--------------|---------|
| 10. EASTCOAST EMERGENCY<br>LIGHTING INC.  | \$750,000.00 | Renewal |
| Contract No. B50001903 - Assorted Light Bars and Light Sets<br>- Department of General Services, Fleet Management - P.O.<br>No. P523572 |              |         |

On May 25, 2011, the Board approved the initial award in the amount of \$750,000.00. Subsequent actions have been approved. This final renewal in the amount of \$750,000.00 is for the period July 1, 2015 through June 30, 2016. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

- |   |              |         |
|---|--------------|---------|
| 11. ROLLING DOORS OF<br>MARYLAND, INC.<br>ALL ABOUT DOORS, LLC<br>THE OVERHEAD DOOR COMPANY<br>OF BALTIMORE, INC.   | \$200,000.00 | Renewal |
| Contract No. B50001811 - Repair and Installations Services<br>for Various Overhead Mechanical Door Systems - Department<br>of General Services - P.O. Nos. P517070, P517071, and<br>P517072 |              |         |

On May 11, 2011, the Board approved the initial award in the amount of \$600,000.00. The award contained four 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$200,000.00 is for the period June 3, 2015 through June 2, 2016.

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

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

- |   |              |          |
|---|--------------|----------|
| 12. SHANNON-BAUM SIGNS,<br>INC.   | \$ 50,000.00 | Increase |
| Contract No. B50002690 - Decals for Fire Apparatus -<br>Department of General Services, Police Department - P.O.<br>No. P522309 |              |          |

On December 5, 2010, the Board approved the initial award in the amount of \$48,000.00. The award contained two 1-year renewal options which have been exercised. The contractor also provides decals and striping for police cars as well as other City vehicles. This increase in the amount of \$50,000.00 will provide funding to allow the Department of General Services and Police Department to utilize the contract. This increase in the amount of \$50,000.00 will make the award amount \$98,000.00. The contract expires December 31, 2015. The above amount is the City's estimated requirement.

- |  |              |          |
|--|--------------|----------|
| 13. DAZSER-BAL CORPORATION d/b/a<br>JANI-KING OF BALTIMORE   | \$500,000.00 | Increase |
| Contract No. B50001751 - Janitorial Services for the<br>Department of General Services Area D - Department of<br>General Services - P.O. No. P518313 |              |          |

On July 13, 2011, the Board approved the initial award in the amount of \$464,880.00 to Merit Building Contracting Services. The award contained two 1-year renewal options. On September 21, 2011, the contract was rescinded and re-awarded to Dazser-Bal Corporation d/b/a Jani-King of Baltimore. This increase in the amount of \$500,000.00 is necessary to provide funding for the remainder of the contract.

## MINUTES

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

This increase will make the award amount \$2,302,614.00. The contract expires October 15, 2016, with no renewal options remaining. The above amount is the City's estimated requirement.

**MWBOO SET GOALS OF 20% MBE AND 10% WBE.**

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> Destiny Group, Inc. t/a KMT Contractors	20%	\$174,585.50	18%
<b>WBE:</b> Fitch Dustdown Co., Inc.	10%	\$ 92,363.77	10%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

## 14. ANCHOR BAY EAST

<u>MARINA, LLC</u>	<u>\$150,000.00</u>	<u>Increase</u>
Solicitation No. 06000 - OEM and Aftermarket Parts and Service for Marine Equipment - Department of General Services, Fleet Management - P.O. No. P523055. On March 13, 2013, the Board approved the initial award in the amount of \$150,000.00. The award contained two 1-year renewal options. Due to increased usage an increase in the amount of \$150,000.00 is necessary. This increase will make the award amount \$300,000.00. The contract expires March 31, 2016, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.		

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

- |   |              |          |
|---|--------------|----------|
| 15. J.E. RICHARDS, INC.   | \$ 68,250.00 | Increase |
| Contract No. 07000 - AMI Meter Installations/Disconnect BGE Poles - Department of Public Works - P.O. No. P528308 |              |          |

On August 11, 2014, the City Purchasing Agent approved the initial award in the amount of \$10,125.00. On April 23, 2015, the City Purchasing Agent approved an increase in the amount of \$14,625.00. This unanticipated increase is necessary to allow the Department of Public Works to pay for installation of additional BGE meters to allow for a total of 70 network devices now identified to go on street poles. This increase will make the award amount \$93,000.00.

- |  |              |  |
|--|--------------|--|
| 16. CYBERGENETICS CORP.  | \$ 90,000.00 | 1 <sup>st</sup> Amendment to Agreement |
| Contract No. 08000 - TrueAllele Expansion Module - Police - Crime Lab - Req. No. R694452 |              |  |

The Board is requested to approve and authorize execution of the First Amendment to Agreement with Cybergenetics Corp.

Cybergenetics Corp. is the sole source of the patented TruAllele Technology. This technology is not available from any other distributor or dealer. The 1st Amendment to Agreement will increase the amount by \$90,000.00 in order to expand the scope of work to include the TruAllele Expansion module.

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



## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

17. BALTIMORE CITY COMMUNITY COLLEGE	\$145,000.00	Training Agreement
Contract No. 08000 - Multi-Skilled Medical and Technician Training - Mayor's Office of Employment Development - Req. No. R685307		

The Board is requested to approve and authorize execution of a Training Agreement with Baltimore City Community College. The period of the agreement is January 20, 2015 through January 31, 2016, with no renewal options.

On January 14, 2015, the Board approved a Grant Agreement with the non-profit Urban Institute to develop and administer a PILOT program which will provide assistance to disconnected youth as they seek to improve their employment and education opportunities. The agreement specifically stated "(the City) will execute a Contract with the Baltimore City Community College to provide multi-skills training for one year to 25 participants."

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

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |   |              |                           |
|---|--------------|---------------------------|
| 18. ILLUMINA,<br>INC.   | \$114,615.00 | Sole Source/<br>Agreement |
| Contract No. 08000 - Illumina Next Generation Sequencer -<br>Police Department - Req. No. R681463 |              |                           |

The Board is requested to approve and authorize execution of an Agreement with Illumina, Inc. The period of the agreement is effective upon Board approval for one year, with no renewal options.

A Notice of Intent to Waive B50003888 was posted on CitiBuy with no responses received. Illumina, Inc. is the sole provider of the Illumina Next Generation Sequencer.

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

- |  |              |                           |
|--|--------------|---------------------------|
| 19. SEAL ANALYTICAL<br>INC.  | \$104,836.00 | Sole Source/<br>Agreement |
| Contract No. 08000 - AQ2 Discrete Analyzers - Department of<br>Public Works - Office of Compliance & Laboratories - Req.<br>No. 693641 |              |                           |

The Board is requested to approve and authorize execution of an Agreement with Seal Analytical Inc. The period of agreement is May 27, 2015 through May 26, 2016, with three 1-year renewal options.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

This award is for the purchase of two AQ2 Discrete Analyzers for use in the Patapsco laboratory. This procurement includes hardware, required software, consumables, warranty and maintenance support. Automated testing systems will yield increased laboratory efficiency and decreased cost-per-analysis. Federal requirements mandate regular analysis of wastewater.

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.

Department of General Services

- |     |   |             |         |
|-----|---|-------------|---------|
| 20. | TITO CONTRACTORS,<br>INC.                     | \$37,894.00 | Low Bid |
|     | GS 14853, Kitchen Upgrade Truck 5             |             |         |
| 21. | TITO CONTRACTORS,<br>INC.                     | \$38,227.00 | Low Bid |
|     | GS 14854, Kitchen Upgrade - Engine Company 35 |             |         |
| 22. | TITO CONTRACTORS,<br>INC.                     | \$36,362.00 | Low Bid |
|     | GS 14855, Kitchen Upgrade - Engine Company 50 |             |         |

## 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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Department of General Services - cont'd

23. TITO CONTRACTORS, INC.	\$36,113.00	Low Bid
GS 14856, Kitchen Upgrade - Engine Company 52		

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 1<sup>st</sup> Amendment to Agreement with Cybergenetics Corporation, (item no. 16), Training Agreement with Baltimore City Community College (item no. 17), Sole Source Agreement with Illumina, Inc. (item no. 18), and the Sole Source Agreement with Seal Analytical Inc. (item no. 19)

MINUTES

PERSONNEL MATTERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

1761 - 1762

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

## MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>AMOUNT</u>
<u>Department of Recreation and Parks</u>		
1. <b>MARCIA FROOMER</b>	\$25.00	<b>\$50,000.00</b>

Account: 5000-577715-4781-363900-601009

Ms. Froomer will continue to work as a Contract Service Specialist II (Workforce Development Coordinator. Her duties will include, but are not limited to writing proposals and coordinating placement, work assignments and educational activities for various youth employment programs, including Youthworks, Conservation Job Corps, Tuerk House, Americorps and Montgomery County Conservation Job Corps. She will also conduct skill needs assessments and periodic training for full-time and part-time staff, stewards, and contractual workers. The period of the Agreement is effective upon Board approval for one year.

Department of General Services

2. <b>RYAN P. TROUT</b>	\$27.89	<b>\$52,991.00</b>
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Account: 1001-000000-1981-194600-601009

Mr. Trout will work as a Contract Services Specialist II (Public Information Officer). His duties will include, but are not limited to acting as a liaison between the Department or other City agency and the local news media, other governmental agencies, and/or community organizations to promote agency activities and services, exchange information and counteract unfavorable publicity. He will also plan, organize, and monitor special events and ceremonies such as dedications, award and groundbreakings, and photographing special events for use in promotional material. He will also draft legislation, testify before City Council, and answer questions of constituents. The period of the Agreement is effective upon Board approval for one year.

## MINUTES

PERSONNEL - cont'd

	<u>Hourly Rate</u>	<u>AMOUNT</u>
<u>Office of Civil Rights &amp; Wage Enforcement</u>		
3. <b>JOCELYN ANTHONY</b>	\$23.00	<b>\$12,000.00</b>

Account: 4000-422715-3030-279200-601009

Ms. Anthony will work as a Contract Services Specialist II (Civilian Review Board Investigator). Her duties will include, but are not limited to investigating assigned cases involving complaints from citizens alleging the use of excessive force, harassment, and abusive language by law enforcement personnel of the Baltimore City Police Department, Baltimore City Housing Authority Police, and the Sheriff's Office. She will also conduct field/on-site investigations to determine the nature and scope of complaints, conduct interviews of complainants, witnesses, and law enforcement officials to ascertain the facts and corroborating evidence in the complaint case. In addition, she will research appropriate records and documents to ascertain facts and evidence. She will prepare a written report based on case findings and evidence detailing the nature and extent of complaint, submit the written report to the Civilian Review Board, and establish and maintain a data and report system on behalf of the Civilian Review Board. The period of the Agreement is effective upon Board approval for one year.

**MINUTES****TRAVEL REQUESTS**

	<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office of Information Technology (MOIT)</u>				
1.	Gayle Guilford	2015 NA Security & Risk Management Summit National Harbor, MD June 7 - 11, 2015	General Funds	\$1,497.76

As member of the IT organization, the MOIT receives 2 free registration credits a year. The registration fee was paid using the MOIT's Gartner credit pass.

Law Department

2.	George A. Nilson Suzanne Sangree	International Municipal Lawyers Association Top 50 Meeting Kansas City, MO June 12 - 13, 2015 (Reg. Fee \$100.00 ea.)	General Funds	\$1,517.12
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The allowed subsistence for the area is \$167.00 per day. The hotel cost is \$144.00 per night plus a hotel tax of \$24.56. The Department is requesting an additional \$17.00 to cover the cost of meals and incidental expenses.



## MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			
3. Mary Grace White	2015 Council of State/Territorial Epidemiologists Annual Conference Boston, MA June 14 - 17, 2015 (Reg. Fee \$100.00)	General Funds	\$ 542.20
The airfare costs and hotel accommodations for two nights were paid by the sponsor. The allowed subsistence for the area is \$302.00 per day. The hotel cost for the third day is \$299.00. The Department is requesting an additional \$37.00 for meals and incidental expenses.			
4. Catherine Watson	Healthy Teen Net- Work Board of Directors Meeting Las Vegas, NV June 12 - 13, 2015 (Reg. Fee. \$0.00)	Family Planning Special Needs	\$ 801.54

**MINUTES****TRAVEL REQUESTS**

	<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Fire Department</u>				
5.	Jeremy Dulin Brian Spina	Contoms EMT Tactical Course Washington, DC May 31 - June 5, 2015 (Reg. Fee \$890.00 ea.)	FY'13 Urban Area Security Initiative Grant	\$5,077.70

The registration fee of \$890.00 for each attendee was prepaid by a City Procurement card assigned to Mr. Connor Scott. Therefore, each attendee will be disbursed \$1,648.85.

Office of the State's Attorney

6.	Christine Goo Daniel Kim Joshua Rosenblatt	Intelligence Driven Prosecution Symposium New York, NY June 3 - 5, 2015	General Funds	\$2,565.92
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The subsistence for each representative includes \$457.20 for hotel costs plus hotel taxes of \$74.44 and \$40.00 per day for meals and incidentals. The hotel costs including taxes and the Amtrak train costs for each representative were prepaid using a procurement card assigned to Ms. Robin Haskins. Therefore, the disbursement amount to each representative is \$140.00.

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

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Planning</u>			
7. N. Theo Ngongang	2015 American Planning Assoc. Seattle, WA Apr. 17 - 21, 2015 (Reg. Fee \$1,045.00)	Unified Planning Work Program	\$2,207.55

On April 17, 2015, Mr. Ngongang traveled to Seattle, Washington to attend the 2015 American Planning Association Conference held on April 17 - 21, 2015. The subsistence rate for this location is \$227.00.

The registration fee in the amount of \$1,045.00 was prepaid on a City-issued credit card assigned to Jaime Cramer. Therefore, Mr. Ngongang will be reimbursed \$1,162.55.

The request is late because there was insufficient time to submit the request to the Board for approval before the conference date.

**TRAVEL REIMBURSEMENT**

\$ 632.10	- Hotel (including taxes \$22.24 x 4)
422.45	- Airfare
50.00	- Baggage Fee (\$25.00 x 2)
3.00	- Taxi (to airport)
55.00	- Transportation from airport
<b><u>\$1,162.55</u></b>	

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

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			
8. Shawan Johnson	Present & Future of School Nursing: Cultural & Clinical Competency Conf. Ocean City, MD Mar. 13 - 14, 2015 (Reg. Fee \$109.00)	General Funds	\$ 403.36

On Friday, March 13, 2015, Ms. Johnson attended the Present & Future of School Nursing Cultural & Clinical Competency Conference sponsored by the Maryland Association of School Health Nurses. At the time Ms. Johnson did not know that weekend travel requires Board of Estimates approval. The Department apologizes for this oversight.

The Administrative Manual 240-3, requires that a travel form and approval from the Board of Estimates be completed at least 30 calendar days before travel. The Board also must take action on a Travel Request, if the travel includes a weekend day.

**TRAVEL REIMBURSEMENT**

\$156.86 - mileage (272.74 mi. @ 57.5¢)
6.00 - tolls
119.00 - hotel
12.50 - hotel taxes
109.00 - registration fee
<b><u>\$403.36</u></b>

## MINUTES

TRAVEL REIMBURSEMENT

The Board, UPON MOTION duly made and seconded, approved the travel requests, retroactive travel, and travel reimbursements. The Comptroller **ABSTAINED** on item no. 1. Acting on behalf of Mr. George Nilson, City Solicitor, Mr. David Ralph, Deputy City Solicitor, **ABSTAINED** on item no. 2.

## 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

ACKNOWLEDGMENT

Comptroller: "Alright. Good morning, I would like to ack-- um welcome the Edgewood Elementary 4<sup>th</sup> Graders um to City Hall-- Elementary School and their chaperones, Women Behind the Community, known as WO-BE-CO. Would you young ladies please stand?"

(Applause)

"We are always excited to see students involved in learning and having mentors that are dedicated to their success. Again, welcome to City Hall and the Board of Estimates. We are pleased to have you here today and we hope you enjoy the rest of your time with us, and the Mayor would like to welcome you also."

Mayor: "I'm-- I am very happy to see all of you this morning. I'm sorry this was not as an eventful meeting as we have had in the past. Maybe you can come back when we have a little longer agenda and we can work it out for you, right, Council President?"

President: "That's right."

## MINUTES

Mayor: "Make it, make it, make it interesting. But, I do hope that you've enjoyed uh your time here this morning. I hope you take a look, take a look around in this room at the history uh that we have and I look forward to getting together with you and hopefully-- I know the Comptroller is available maybe we can slide the Council President in for a photograph, as well."

President: "Okay, alright. Thank you all for coming this morning. Make sure you get back to school. Make sure you pay attention to your teachers. Make sure you do your homework. I know school is getting ready to let out, but make sure that you study during the summer so that when you go back to school you are prepared to do what you need to do to get those good grades. Okay? Alright. Thank you. There being no more business before the Board, the meeting will recess until bid opening at twelve 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 - SC 918, Improvements to the Headworks and Wet Weather Flow Equalization at the Back River Wastewater Treatment Plant  
**BIDS TO BE RECV'D: 6/10/2015**  
**BIDS TO BE OPENED: 6/10/2015**

Bureau of Purchases - B50004056, Enterprise Technology Staffing Support  
**BIDS TO BE RECV'D: 6/10/2015**  
**BIDS TO BE OPENED: 6/10/2015**

## 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:

Dept. of Transportation - TR 08308, Reconstruct East North  
(US Route 1) in Baltimore from  
Aisquith Street to Washington Street

Manuel Luis Construction Co., Inc.  
Monumental Paving & Excavating, Inc.  
Daisy Concrete, Inc. of Maryland  
P. Flanigan & Sons, Inc.

Dept. of Transportation - TR 15018, Conduit System New  
Construction at Various Locations  
Citywide (JOC)

Allied Contractors, Inc.  
Highlander Contracting Co., LLC  
Anchor Construction Corp.

Dept. of Public Works - WC 1336, Sidewalk Restoration

Manuel Luis Construction Co., Inc.  
Machado Construction Co., Inc.  
P. Flanigan & Sons, Inc.  
Civil Construction, LLC  
DSM Properties, LLC

Bureau of Purchases - B50004003, Management of Parking  
Garages - Group I

Republic Parking Systems, Inc.  
SP Plus Corporation d/b/a SP + Municipal Services  
LAZ Parking Mid-Atlantic, LLC  
Landmark Parking, Inc.  
PMS Parking, Inc.  
Imperial Parking, LLC

## MINUTES

Bureau of Purchases - B50003992, Management of Parking  
Garages - Group II

SP Plus Corp. d/b/a SP + Municipal Systems  
Republic Parking Systems, Inc.  
LAZ Parking Mid-Atlantic, LLC  
PMS Parking, Inc.  
Imperial Parking, LLC

Bureau of Purchases - B50004026, Management of Parking  
Garages - Group III

SP Plus Corporation d/b/a SP + Municipal Services  
Republic Parking Systems, Inc.  
LAZ Parking Mid-Atlantic, LLC  
PMS Parking, Inc.  
Imperial Parking, LLC

Bureau of Purchases - B50004010, Ash Borer Treatment

The Brickman Group LTD, LLC  
Natures Trees d/b/a SavaTree  
The Davey Tree Expert Co.  
TruGreen  
The F.A. Bartlett Tree Expert Co.  
Ross Tree Expert Co.

Bureau of Purchases - B50004035, Provide Daily Roundtrip  
Transportation for Non-Ambulatory  
and other Children

American Limousines, Inc.  
Reliable Professionals Services, LLC

Bureau of Purchases - B50004068, John Deere Gators Scope

Finch Services, Inc.

## MINUTES

Bureau of Purchases - B50004027, Management of Parking  
Garages - IV

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SP Plus Corporation d/b/a SP + Municipal Services  
Republic Parking Systems, Inc.  
LAZ Parking Mid-Atlantic, LLC  
Imperial Parking, LLC  
PMS Parking, Inc.

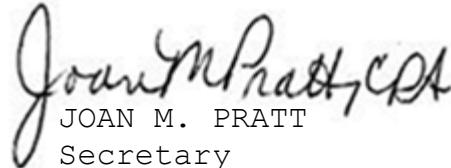
Bureau of Purchases - B50004083, Crane Inspection and  
Code Deficiency Repair

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Reading Crane and Engineering

\* \* \* \* \*

There being no objections, the Board, UPON MOTION duly made  
and seconded, adjourned until its next regularly scheduled  
meeting on Wednesday, June 3, 2015.

  
JOAN M. PRATT  
Secretary