

**MINUTES****REGULAR MEETING**

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

President: "Good morning. The February 08, 2017 meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiency of these hearings, persons who are disruptive to the hearing will be asked to leave the hearing room immediately. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room -- room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge -- charge of trespassing. I will direct the Board members attention to the memorandum from my office dated February 6, 2017, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda."

## MINUTES

Interim City Solicitor: "I Move the approval 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****BOARDS AND COMMISSIONS**1. Prequalification of Contractors

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

Asbestos Specialists, Inc.	\$ 8,000,000.00
CAM Construction Co., Inc.	\$65,448,000.00
DRM Associates, Inc.	\$ 1,500,000.00
Hirsch Electric, LLC	\$ 8,000,000.00
JLN Construction Services, LLC	\$ 8,000,000.00
L.S. Lee, Inc.	\$52,695,000.00
SGK Contracting, Inc.	\$ 6,300,000.00
Santos Construction Company, Inc.	\$ 4,482,000.00
Site Work	\$ 270,000.00
The Berg Corporation	\$ 8,000,000.00

2. Prequalification of Architects and Engineers

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

Alvi Associates, Inc.	Engineer
CWD Consulting, LLC	Engineer
E2CR, Inc.	Engineer
George Williams Stephens, Jr. & Assoc., Inc.	Landscape Architect Engineer Land Survey
Whitman, Requardt and Associates, LLP	Land Survey Engineer Landscape Architect 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 the Prequalification of Architects and Engineers for the listed firms.

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

The Board is requested to **NOTE** receipt of the following Audit Report and Related Audit Digest:

1. City of Baltimore Loan and Guarantee Program Fund Financial Statements June 30, 2014.

The Board **NOTED** receipt of the above Audit Report and Related Audit Digest.

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

389 - 391

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

## MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
1. <b>\$25,000.00</b> MVR	9950-902627-9528 Constr. Res. - Park Circle Intersection Improvements	9950-905627-9527 DOT Park Circle Intersection

This transfer will cover the cost of prints and preliminary expenses and other related costs necessary to advertise Project TR 11307, DOT Park Circle Intersection.

2. <b>\$15,000.00</b> State Constr. Rev	9950-956002-9515 Constr. Res. - Resurfacing JOC Urgent Needs	9950-916005-9514 Resurfacing Urgent Needs Citywide
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This transfer will cover the cost of prints and preliminary expenses and other related costs necessary to advertise Project TR 17006, Resurface Urgent Needs Citywide.

3. <b>\$80,000.00</b> MVR	9950-902942-9509 Argonne Drive Bridge over Herring Run	9950-906660-9508-5 Inspection Citywide ADA & Sidewalk
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This transfer will cover the deficit and ongoing State Highway Administration invoices as well as other costs related to Project TR 12319, Citywide ADA & Sidewalk.

## MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation - cont'd</u>		
4. <b>\$40,000.00</b> MVR	9950-902099-9509 Constr. Res. - Preston Street Transit Connectivity	9950-910042-9508-5 Inspection Haven Street Resurfacing/Rehab

This transfer will cover the deficit and ongoing State Highway Administration invoices as well as other costs related to Project TR 14310, Haven Street Resurfacing/Rehab.

5. <b>\$12,000.00</b> MVR	9950-902099-9509 Constr. Res. Preston Street Transit Connectivity	9950-905621-9508-5 Inspection Historic Preservation
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This transfer will cover the deficit and ongoing State Highway Administration invoices as well as other costs related to Project TR 10311, Historic Preservation.

6. <b>\$90,000.00</b> GF (HUR)	9950-924080-9513 Constr. Res. Traffic Safety Improvement Citywide	9950-908023-9512-5 Inspection 33 <sup>rd</sup> & Loch Raven Intersection Improvements
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This transfer will cover the deficit and ongoing State Highway Administration invoices as well as other costs related to Project TR 13302, 33<sup>rd</sup> Street and Loch Raven Boulevard Intersection Improvements.

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

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development</u>		
7. <b>\$     300,000.00</b>	9910-923019-9587	9910-905290-9588
General Funds	Baltimore Homeowner Incentive (Reserve)	Live Near Your Work Program

This transfer will provide funds for the Live Near Your Work Program, one of the Department's Homeownership Incentive Programs.

8. <b>\$1,484,707.15</b>	9910-994001-9600	9910-902148-9588
Other Fund Revenue	Unallocated Res. Account	1315 Division Street Project

This transfer will move funds to be used for the repair and rehabilitation of 1315 Division Street, Public School 103. The Department will coordinate with the Department of General Services to use the same contractor who most recently worked on the building. The roof will be replaced along with some other work to be determined that will include mold remediation and will exhaust the insurance claim funds.

**MINUTES**

Department of Real Estate - Deed

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Deed to Jenstar of Baltimore, LLC for the purpose of authorizing the Mayor and City Council to sell, at either public or private sale, all its interest in a certain parcel of land known as the former bed of a portion of Old Hawkins Point Road, extending from Pennington Avenue to the waters of Curtis Creek, and no longer needed for public use; and providing for a special effective date.

**AMOUNT OF MONEY AND SOURCE:**

\$90,000.00

**BACKGROUND/EXPLANATION:**

Jenstar of Baltimore, LLC will acquire a portion of Old Hawkins Point Road that is no longer needed for public use following the relocation of Hawkins Point Road in the 1970s. This portion of the street terminates at Curtis Creek and is not accessible to through-traffic. Jenstar of Baltimore, LLC proposes to utilize this area for the storage of tractor trailers in connection with the operations of its existing tenant, Hale Trailer Brake & Wheel.

This sale was authorized by means of Sales Ordinance No. 15-362 approved June 5, 2015.

**MINUTES**

Department of Real Estate - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Deed to Jenstar of Baltimore, LLC for the purpose of authorizing the Mayor and City Council to sell, at either public or private sale, all its interest in a certain parcel of land known as the former bed of a portion of Old Hawkins Point Road, extending from Pennington Avenue to the waters of Curtis Creek, and no longer needed for public use; and providing for a special effective date.

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

\* \* \* \* \*

On the recommendations of the City agencies

hereinafter named, the Board,

UPON MOTION duly made and seconded,

awarded the formally advertised contracts

listed on the following page:

395

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Bureau of Purchases

- |    |  |                      |              |
|----|--|----------------------|--------------|
| 1. | B50004727, Transit Van<br>with Camera Inspection<br>System | Bayshore Ford Trucks | \$529,516.00 |
|----|--|----------------------|--------------|

(Dept. of General Services-Fleet Management)

**MWBOO GRANTED A WAIVER.**

On July 13, 2016, it was determined that no goals would be set because of no opportunity to segment the contract. This is a commodity purchase from an authorized dealer who is required to provide associated pre-delivery inspection and warranty repairs.

- |    |   |   |              |
|----|---|---|--------------|
| 2. | B50004839, Gauges,<br>Pressure and Level<br>Measurement<br>Instrumentation<br>and Recorders | Flow Controls, Inc.<br><br>Jobe & Company, Inc. | \$400,000.00 |
|----|---|---|--------------|

(Dept. of Public Works)

**MWBOO GRANTED A WAIVER.**

On December 21, 2016, MWBOO determined that no goals would be set because of no opportunity to segment the contract. This is a purchase of commodities from authorized dealers.

**MINUTES**

Police Department - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to pay The LEADERShip. The funds will cover the tuition costs for Mr. Jason Johnson for the period January 25, 2017 through November 2, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$5,300.00 6000-611217-2013-197500-603020

**BACKGROUND/EXPLANATION:**

The LEADERShip is a training program of the Greater Baltimore Committee.

The training is used to enhance the leadership and competency of members in upper level supervisory roles within the Department. This training provides a focus on accountability and responsibility within the ethical scope of the leading of other members of the Department. Focus is given to community service and improving the relationships with the community through service.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to pay The LEADERShip.

MINUTES

PERSONNEL MATTERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

398 - 421

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

The Comptroller **ABSTAINED** on item

nos. 42 and 46.

**MINUTES****PERSONNEL**Hourly RateAmountOffice of Civil Rights and Wage Enforcement1. a. Create the following Civil Service classification:

Classification: Office Manager

Job Code: 34600

Grade: 906 (\$49,700.00 - \$79,400.00)

b. Reclassify the following filled position:

From: Administrative Coordinator

Job Code: 31100

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

Position No.: 10099

To: Office Manager

Job Code: 34600

Grade: 906 (\$49,700.00 - \$79,400.00)

Cost: \$5,375.00 - 1001-000000-1561-171500-601001

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

Department of General Services2. **EVAN COOK**

\$32.64

**\$62,016.00**

Account: 1001-000000-1981-194700-601009

Mr. Cook will work as a Contract Services Specialist II (Operations Research Analyst). His duties will include, but are not limited to organizing quantitative data to evaluate the effectiveness of operations in meeting established goals and objectives.

**MINUTES****PERSONNEL**Hourly RateAmountDepartment of General Services - cont'd

He will also research and investigate new or improved business and management practices for application to bureau programs or operations, analyze data required for use in management and direction of Department operations, and provide assistance in resolving operational and administrative issues. Mr. Cook will also identify issues and conduct research to find alternative solutions, make and assist in the implementation of recommendations, and assist in the coordination of interdepartmental and Departmental activities with other City departments and divisions and with outside agencies. The agreement is effective upon Board approval for one year.

3. Reclassify the following filled position:

From: Fiscal Technician  
 Job Code: 34421  
 Grade: 088 (\$41,326.00 - \$50,069.00)  
 Position No.: 20048

To: Administrative Analyst II  
 Job Code: 31312  
 Grade: 923 (\$58,300.00 - \$93,500.00)

Cost: \$22,044.00 - 1001-000000-1981-194700-601001

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

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Department of Finance</u>		

4. Reclassify the following vacant position:

From: Budget Management Analyst I  
 Job Code: 31301  
 Grade: 927 (\$62,000.00 - \$99,200.00)  
 Position No.: 12084

To: Finance Project Manager  
 Job Code: 12084  
 Grade: 936 (\$77,600.00 - \$124,100.00)

Cost: \$7,309 - 1001-000000-1411-160400-601001

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

5.	<b>COMMANDER B. JONES</b>	\$19.17	<b>\$29,905.20</b>
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This is a 12% increase from the previous contract period.

6.	<b>JOZETTE SMITH</b>	\$17.17	<b>\$26,785.20</b>
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Account: 1001-000000-1480-166400-601009

Mr. Jones and Ms. Smith will each work as a Contract Services Specialist II (Licensed Inspector). Their duties will include, but are not limited to conducting City-wide on-site inspections of gas stations, pawnbrokers, open-air garages, massage parlors, theaters, skating rinks, bars, club restaurants, movie houses, amusement arcades and other establishments for a variety of business occupational and amusement type licenses required by

**MINUTES****PERSONNEL**Hourly RateAmountDepartment of Finance - cont'd

Article 15 of the Baltimore City Code. They will also prepare reports for inspected establishments noting licenses displayed and violations of Article 15 of the Code, inspect establishments as requested by supervisor based on public complaints and tips of licensing code violations, review inspection reports with supervisor to explain work problems, discrepancies, hazards, and conduct additional inspections of establishments in violation of licensing codes to ensure compliance. The period of the agreement is effective upon Board approval for one year.

Baltimore City Fire Department

7.	<b>KATELYN MCCAULEY</b>	\$24.03	<b>\$50,000.00</b>
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Account: 4000-481216-2023-212609-601009

Ms. McCauley will work as a Contract Services Specialist II (Administrative Policy Analyst/Associate Planner). Her duties will include, but are not limited to participating in the assessment of the Emergency Management Office and planning for any gaps that need to be filled in order to complete the vital steps to accreditation. In addition, she will participate in the planning and revisions to the Emergency Operations Plan including assessment of the current plan. Ms. McCauley will participate in the planning of revising the Baltimore City Mayor's Office of Emergency Management Continuity of Operations and Continuity of Government, assist in the research, networking, information compilation, and use of technical writing skills in Regional Planning efforts. She will also draft reports and the protocols related to their regular and timely

**MINUTES****PERSONNEL**Hourly RateAmountBaltimore City Fire Department - cont'd

completion, create and update Standard Operating Procedures, create training and conduct exercises for the Mayor's Office of Emergency Management Emergency Specialist Program, provide staffing for Special Events Planning, staff Special Events command centers, and develop policies and protocols for special programs. The period of agreement is effective upon Board approval for one year.

8. a. Change Budget Account Number:

From: 1001-000000-2142-226000-601061

To: 1001-000000-2142-225900-601061

Classification: Fire Pump Operator, ALS

Job Code: 41219

Grade: 356 (\$38,471.00 - \$61,180.00)

Position No.: 12592

b. From: 1001-000000-2121-226300-601061

To: 1001-000000-2121-226400-601061

Classification: Fire Lieutenant Suppression, ALS

Job Code: 41278

Grade: 374 (\$62,564.00 - \$75,996.00)

Position No.: 12780

There are no costs associated with this action.

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

**MINUTES****PERSONNEL**Hourly RateAmountHealth Department9. Create the following position:

Classification: System Analyst

Job Code: 33151

Grade: 927 (\$62,000.00 - \$99,200.00)

Position No.: to be assigned by BBMR

Cost: \$91,463.00 - 1001-000000-3001-262400-601001

10. Reclassify the following filled position:

From: Health Program Administrator I

Job Code: 61111

Grade: 923 (\$58,300.00 - \$93,500.00)

Position No.: 3041-14270

To: Health Program Administrator II

Job Code: 61113

Grade: 927 (\$62,000.00 - \$99,200.00)

Cost: \$4,656.00 - 5000-530317-3041-605800-601001

11. Reclassify the following filled position:

From: Legal Assistant II

Job Code: 32933

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

Position No.: 3031-46861

To: Program Compliance Officer I

Job Code: 31501

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

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

Cost: \$0.00 - 1001-000000-3031-271500-601001

These positions (nos. 9-11) are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Department of Housing and Community Development12. Create the following Position:

Classification: Operations Manager II

Job Code: 00091

Grade: 942 (\$87,100.00 - \$143,600.00)

Position No.: to be assigned by BBMR

Cost: \$160,842.05 - 1001-000000-1773-179600-601001

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

Department of Human Resources13. **KARIMA CARRINGTON**

\$35.00

**\$54,600.00**

Account: 1001-000000-1602-172500-603026

Ms. Carrington will work as a Contract Services Specialist II (Program Coordinator/Tobacco Cessation Program Coordinator). Her duties will include but are not limited to coordinating all tobacco inquiries for Human Resources and Key Stakeholders, serving as the tobacco cessation main point of contact for the tobacco cessation campaign. She

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

will collaborate with partners to build and develop a plan for the introduction and sustainment of tobacco screening, brief intervention and referral treatment, develop policy briefs, and conduct policy research on tobacco cessation and tobacco-free health care facilities. Ms. Carrington will also interact with staff, City agencies and external partners on findings, provide reporting documentation for tobacco campaign efforts, provide trainings and workshops on tobacco cessation resources, treatment, and health provider education. Other duties include management of implementation resources, tasks, and tobacco cessation budgets participation in and evaluation of initiatives that embrace the City's "Its Cooler to Crush It" Campaign. The agreement is effective upon Board approval for one year.

14. Reclassify the following vacant position:

From: Operations Manager III  
 Job Code: 00092  
 Grade: 960 (\$92,400.00 - \$152,400.00)  
 Position No.: 50446

To: HR Business Partner  
 Job Code: 33679  
 Grade: 931 (\$71,000.00 - \$113,500.00)

Cost: (\$30,150.00) - 1001-000000-1603-172500-601001

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

**MINUTES****PERSONNEL**

Baltimore City Archives - Research  
and Reference Information Division

15. Reclassify the following filled position:

Position No.: 15576

From: Legislative Reference Assistant  
Job Code: 33824  
Grade: 085 (\$36,681.00 - \$44,199.00)

To: Archives & Records Management Officer  
Job Code: 33825  
Grade: 923 (\$58,300.00 - \$93,500.00)

Costs: \$9,996.00 - 1001-000000-1060-108400-601001

Mayor's Office of Human Services (MOHS)

16. Create the following position:

Position No.: 1000-32833

Classification: Social Program Administrator II  
Job Code: 81152  
Grade: 927 (\$62,000.00 - \$99,200.00)

Cost: \$113,663.00 - 1001-000000-3571-327200-601001

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

MINUTES

PERSONNEL

Hourly Rate

Amount

MOHS - cont'd

17. Reclassify the following filled position:

Position No.: 3571-40148

From: Operations Officer IV  
Job Code: 00088  
Grade: 931 (\$71,000.00 - \$113,500.00)

To: Operations Officer II  
Job Code: 00086  
Grade: 927 (\$62,000.00 - \$99,200.00)

Costs: (\$14,439.00) - 1001-000000-3571-327200-601001

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

Department of Planning

18. **ANDREW COOK** \$33.00 **\$ 57,816.00**

Account: 4000-404817-1875-188500-601009

Mr. Cook will continue to work as a Contract Services Specialist II (City Planner II/Environmental Planner). He will analyze the economic impact of the Baltimore Maker economy and create a report that will examine employment trends, business revenues, tax contributions, real estate leasing and purchasing trends, and other metrics generated by Baltimore's small manufacturers. In addition, Mr. Cook will create a Made In Baltimore certification process that oversees the creation of an online business registry,



**MINUTES****PERSONNEL**Hourly RateAmountDepartment of Planning - cont'd

organizations, assist applicants to envision future green reuses for potential sites, and select contractors to perform site assessment work. The period of the agreement is effective upon Board approval for one year.

Baltimore Police Department

20. **PATRICIA A.D. DAVIS** \$14.42 **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Ms. Davis, retiree, will continue to work as a Contract Services Specialist I (Office Support Specialist II) in the Evidence Control Unit (ECU). She will be responsible for the accurate completion of the ECU's administrative paperwork, filing all departmental submissions, distributing Return to Claimant letters for individuals to claim their property, filing copies of the paperwork from all departmental submissions, all property disposition forms for the ECU, and serving as a substitute for the short staffed ECU counter. This is the same salary as in the previous contract period. The period of the agreement is May 22, 2017 through May 21, 2018.

21. **LAVINIA M. DAVIS** \$14.42 **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Ms. Davis, retiree, will continue to work as a Contract Services Specialist I (Training Assistant) at the Professional Development & Training Academy. She will schedule members of the Police Department for all range-related training, ensure all members meet their annual

**MINUTES****PERSONNEL**Hourly RateAmountBaltimore Police Department - cont'd

qualification requirements by tracking pertinent information recorded in the database, communicate with Command Staff in reference to training obligations within their assigned units, and answer telephones and range-related emails. This is the same salary as in the previous contract period. The period of the agreement is May 22, 2017 through May 21, 2018.

22. **CELIO OLIVERAS, JR.** \$14.42 **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Mr. Oliveras, retiree, will continue to work as a Contract Services Specialist I (Police Information Technician) in the Records Management Section. He will review original National Crime Information Center (NCIC) entries, warrants, and supporting documents. In addition, Mr. Oliveras will contact individuals or sources for follow-up information, access local, state, and federal databases for additional information, update records on local databases and the NCIC to reflect changes, and prepare police supplement reports. This is the same salary as in the previous contract period. The period of the agreement is May 22, 2017 through May 21, 2018.

23. **SHARON M. MARKOV** \$14.42 **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Ms. Markov, retiree, will continue to work as a Contract Services Specialist I (Police Information Technician) in the Validations Unit. She will review original National Crime Information Center (NCIC) entries, reports and support documents, and contact victims, complainants, or

**MINUTES****PERSONNEL**Hourly RateAmountBaltimore Police Department - cont'd

courts for follow-up information. In addition, Ms. Markov will access local, state, and federal databases for additional information, update records on local databases and the NCIC to reflect relevant changes, prepare police supplemental reports and assist the Crime Lab for the NCIC hit confirmations on recovered guns. This is the same salary as in the previous contract period. The period of the agreement is May 22, 2017 through May 21, 2018.

24. **REBECCA HERRINGTON** \$14.42 **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Ms. Herrington, retiree, will continue to work as a Contract Services Specialist I (Recruitment and Talent Acquisition Specialist III) in the Recruitment/Applicant Investigation Unit. She will recruit qualified applicants for Police Officer Trainees, schedule testing appointments, travel cross country for recruitment events, and administer the Civil Service exam. In addition, Ms. Herrington will build relationships with colleges, state and local organizations, and other viable sources to recruit qualified candidates. This is the same salary as in the previous contract period. The period of the agreement is June 27, 2017 through June 26, 2018.

25. **MICHAEL F. BAPTIST** \$14.42 **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Mr. Baptist, retiree, will continue to work as a Contract Services Specialist I (Human Resources Associate) in the Application Investigation Section. He will conduct pre-employment investigations of sworn and civilian applicants,

**MINUTES****PERSONNEL**Hourly RateAmountBaltimore Police Department - cont'd

conduct local, state, national record, and warrant checks, and investigate references. In addition, Mr. Baptist will conduct neighborhood canvasses, interview applicants and obtain all vital information, summarize the investigations into a pre-employment file, process background investigations for promotional candidates, including record checks, gather recommendations, and summarize the previous work history of the candidates. This is the same salary as in the previous contract period. The period of the agreement is April 06, 2017 through April 05, 2018.

26. **STEVEN W. ALLEN** \$14.42 **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Mr. Allen, retiree, will continue to work as a Contract Services Specialist I (Storekeeper II) in the Evidence Control Unit (ECU). He will receive property and evidence submissions from police officers and lab personnel, enter and retain all property information for the Police Department and several surrounding agencies into the evidence tracking system, and ensure the accuracy and completeness of the paperwork. In addition, Mr. Allen will release the property for further examination or as evidence for Court, update the tracking system for chain of custody and document location, and lift, and handle evidence submitted to the ECU. This is the same salary as in the previous contract period. The period of the agreement is May 28, 2017 through May 27, 2018.

27. **WALTER G. HEUER** \$14.42 **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Mr. Heuer, retiree, will continue to work as a Contract

**MINUTES****PERSONNEL**Hourly RateAmountBaltimore Police Department - cont'd

Services Specialist I (Police Report Reviewer) in the Uniform Crime Reporting Section. He will maintain the Uniform Crime Reports (UCR) databases for the agency, conduct daily audits of the Records Management System (RMS), and verify that the information from the incident reports match the RMS input. In addition, Mr. Heuer will complete UCRs and Maryland State Police (MSP) reporting forms on a monthly basis, ensure staff enters the appropriate UCR codes on a quarterly basis, maintain juvenile and adult arrests, monthly clearances, offenses, and completed UCR and MSP reports. This is the same salary as in the previous contract period. The period of the agreement is May 22, 2017 through May 21, 2018.

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

28. Reclassify the following filled position:Position No.: 16635

From: Police Human Resources Associate  
 Job Code: 33682  
 Grade: 085 (\$36,681.00 - \$44,199.00)

To: HR Generalist I  
 Job Code: 33676  
 Grade: 903 (\$41,326.00 - \$50,069.00)

Costs: \$4,645.00 - 1001-000000-2003-195500-601001

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

**MINUTES****PERSONNEL**

Baltimore Police Department - cont'd

29. Reclassify the following filled position:

Position No.: 16729

From: Secretary III  
Job Code: 33233  
Grade: 084 (\$35,564.00 - \$42,446.00)

To: Operations Assistant II  
Job Code: 31105  
Grade: 903 (\$43,400.00 - \$69,400.00)

Costs: \$2,774.00 - 1001-000000-2041-195800-601001

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

30. Abolish the following eight vacant positions:

- a. Classification: Motor Pool Worker I  
Job Code: 54441  
Grade: 423 (\$28,931.00 - \$30,504.00)  
Position Nos.: 19609, 19610
- b. Classification: Office Support Specialist III  
Job Code: 33213  
Grade: 075 (\$29,672.00 - \$34,218.00)  
Position No.: 18566
- c. Classification: Police Human Resources Associate  
Job Code: 33682  
Grade: 085 (\$36,681.00 - \$44,199.00)  
Position No.: 16636

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

- d. Classification: Secretary II  
Job Code: 33232  
Grade: 078 (\$29,672.00 - \$34,218.00)  
Position Nos.: 33500, 33530
- e. Classification: Storekeeper II  
Job Code: 33562  
Grade: 080 (\$31,142.00 - \$36,634.00)  
Position No.: 50034
- f. Classification: Office Support Specialist II  
Job Code: 33212  
Grade: 075 (\$27,929.00 - \$31,746.00)  
Position No.: 19661

Costs: (\$37,085.00) - 1001-000000-2041-198100-601001  
 (\$63,319.00) - 1001-000000-2042-220000-601001  
 (\$39,998.00) - 1001-000000-2043-785901-601001  
 (\$14,000.00) - 1001-000000-2042-220001-601001

31. a. Abolish the following vacant position:

Classification: Police Report Reviewer Supervisor  
 Job Code: 33834  
 Grade: 085 (\$36,681.00 - \$44,199.00)  
 Position No.: 33513

- b. Reclassify the following position:

From: Police Report Reviewer Supervisor  
 Job Code: 33834  
 Grade: 085 (\$36,681.00 - \$44,199.00)  
 Position No.: 19243

To: Central Records Shift Supervisor  
 Job Code: 33839  
 Grade: 089 (\$43,026.00 - \$52,239.00)

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

Costs: \$ 5,257.00 - 1001-000000-2044-219600-601001  
(\$71,799.00) - 1001-000000-2042-220000-601001

32. Create the following position:

Classification: Accountant II  
Job Code: 34142  
Grade: 923 (\$58,300.00 - \$93,500.00)  
Position No.: To be assigned by BBMR

33. Create the following position:

Classification: Operations Officer I  
Job Code: 31109  
Grade: 923 (\$58,300.00 - \$93,500.00)  
Position No.: To be assigned by BBMR

34. Create the following position:

Classification: HR Generalist II  
Job Code: 33677  
Grade: 923 (\$58,300.00 - \$93,500.00)  
Position No.: To be assigned by BBMR

35. Create the following position:

Classification: HR Generalist II  
Job Code: 33677  
Grade: 923 (\$58,300.00 - \$93,500.00)  
Position No.: To be assigned by BBMR

36. a. Abolish the following Vacant Position:

Classification: Motor Pool Worker II  
Job Code: 54442  
Grade: 427 (\$30,781.00 - \$33,231.00)  
Position No.: 19596

**MINUTES****PERSONNEL**Baltimore Police Department - cont'db. Create the following Position:

Classification: Operations Officer I

Job Code: 31109

Grade: 923 (\$58,300.00 - \$93,500.00)

Position No.: To be assigned by BBMR

Cost: \$2,078.00 - 1001-000000-2024-212600-601001

These positions Nos. 31.b - 35 and 36.b are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Department of Public Works37. Reclassify the following Filled Positions:

From: Utility Meter Reader I

Job Code: 34311

Grade: 078 (\$29,672.00 - \$34,218.00)

Position Nos.: 23990, 24002, 23974, 23998, 49302,  
49303, 23975, 23994, 23984, 23986,  
23996, 33719, 23979, 49304, 23989,  
33720

To: Utility Meter Tech I

Job Code: 34310

Grade: 078 (\$29,672.00 - \$34,218.00)

Costs: (\$141,706.00) - 2071-000000-5471-609100-601001  
10 Positions

2071-000000-5471-609200-601001  
6 Positions

**MINUTES****PERSONNEL**

Department of Public Works - cont'd

38. Create the following Position:

Classification: Public Works Inspector II  
Job Code: 42212  
Grade: 087 (\$39,701.00 - \$47,900.00)  
Position No.: 50017

Cost: \$60,151.00 - 2071-000000-5501-399600-601001

39. Reclassify the following Vacant Position:

From: Engineer II  
Job Code: 72113  
Grade: 929 (\$65,900.00 - \$105,300.00)  
Position No.: 49527

To: Administrative Analyst II  
Job Code: 31312  
Grade: 923 (\$58,300.00 - \$99,500.00)  
Position No.: 49527

Cost: (\$9,932.00) - 2072-000000-5121-752100-601001

40. Reclassify the following Filled Position:

From: Laborer  
Job Code: 52931  
Grade: 429 (\$13.61 - \$14.06)  
Position No.: 22701

To: Customer Care Analyst I  
Job Code: 34263  
Grade: 080 (\$31,142.00 - \$36,634.00)

Cost: \$1,469.00 - 2071-000000-5471-609300-601001



**MINUTES****PERSONNEL**State's Attorney Office43. Create the following position:

Classification: Victim/Witness Coordinator SAO  
Job Code: 01967  
Grade: 090 (\$44,858.00 - \$54,520.00)  
Position No.: To be assigned by BBMR

Cost: \$62,353.00 - 1001-000000-1156-117900-601001

44. a. Create the following nine positions:

Classification: Victim/Witness Coordinator SAO  
Job Code: 01967  
Grade: 090 (\$44,858.00 - \$54,520.00)  
Position Nos.: To be assigned by BBMR

b. Create the following one position:

Classification: Investigator SAO  
Job Code: 01966  
Grade: 090 (\$44,858.00 - \$54,520.00)  
Position No.: To be assigned by BBMR

Costs: \$699,469.00 - 5000-580317-1156-117900-601001

45. Create the following position:

Classification: Victim/Witness Coordinator SAO  
Job Code: 01967  
Grade: 090 (\$44,858.00 - \$54,520.00)  
Position No.: To be assigned by BBMR

Costs: \$74,554.00 - 5000-580317-1156-117900-601001

**MINUTES****PERSONNEL**State's Attorney Office - cont'd

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

Office of the Comptroller - Department of Audits46. Overlap in Employment

The Board is requested to approve an overlap of employment for 26 days for the position of Deputy City Auditor from March 6, 2017 through March 31, 2017. The Deputy City Auditor is retiring after 40 years of City government service in the Department of Audits. This position is mission critical to effective City government. The knowledge and experience cannot be easily replicated. To aid in a seamless transition of employment an overlap of employment greater than 20 days is necessary.

**MINUTES**

Department of Housing and - Community Development Block Grant  
Community Development Agreements and Amendment to  
Agreement

The Board is requested to approve and authorize execution of the Community Development Block Grant Agreements and an Amendatory Agreement No. 3 to CDBG Agreement.

AGREEMENTS

1. **HARBEL COMMUNITY ORGANIZATION, INC. (HARBEL)** **\$80,000.00**

Account: 2089-208917-5930-432235-603051 \$48,930.00  
 2089-208917-5930-432291-603051 \$31,070.00

Under the agreement, CDBG funds will be used to provide operating support for crime awareness and prevention efforts carried out by the Northeast Citizens on Patrol, a partnership between Harbel and Northeast District Police. In addition, Harbel will provide homebuyer education and individual housing counseling services to low- and moderate-income persons. The period of the agreement is September 1, 2016 through August 31, 2017.

**MWBOO GRANTED A WAIVER.**

2. **SOUTH BALTIMORE LEARNING CORPORATION, INC. (SBLC)** **\$65,000.00**

Account: 2089-208917-5930-438034-603051

Under the agreement, CDBG funds will be used to subsidize a portion of the SBLC's operating cost. The SBLC will provide Adult Basic Education, Pre-GED, GED, tutoring and career counseling services to City residents. The program will serve low- and moderate-income youth and adults that have dropped out of high school. The period of the agreement is July 1, 2016 through June 30, 2017.

**AUDITS REVIEWED AND HAD NO OBJECTION.**

## MINUTES

DHCD - cont'd

**FOR FY 2017, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$28,847.00, AS FOLLOWS:**

**MBE: \$7,788.69**

**WBE: \$2,884.70**

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

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

Upon approval of the resolution, the DHCD's Contracts Section began negotiating and processing the CDBG Agreements as outlined in the Plan effective July 1, 2016 and beyond. Consequently, these agreements were delayed due to final negotiations and processing.

**AUDITS REVIEWED AND HAD NO OBJECTION.**

AMENDATORY TO AGREEMENT NO. 3 TO CDBG AGREEMENT

3. **CITY OF BALTIMORE DEVELOPMENT CORPORATION (BDC) \$0.00**

On February 26, 2014, the Board approved the original agreement for the period April 1, 2013 through March 31, 2015. On March 25, 2015, the Board approved amendment no. 1 and amendment no. 2 on February 10, 2016.

**MINUTES**

DHCD - cont'd

This Amendment No. 3 is a no-cost time extension to allow the selected architect to complete architectural rendering of pending business façade improvements and approve contractor invoices for completed commercial façade improvements awarded under the BDC's Façade Improvement Program. The no-cost extension to the agreement is through February 1, 2018.

**AUDITS NOTED THIS NO-COST TIME EXTENSION.**

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Community Development Block Grant Agreements and the Amendatory Agreement No. 3 to the CDBG Agreement.

**MINUTES**Department of Transportation - Minor Privilege Permit Applications

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

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 231 E. North Avenue	231 E. North Ave., LLC	Steps and platform 11'8" x 8'6", wheel chair lift
Flat Charge:	\$ 105.50	
2. 1751 S. Hanover Street	Himalia Capital, LLC	Two sets of steps, two window wells, 18 sq. ft. each, two balconies, 2 <sup>nd</sup> floor 13'6" x 4', two balconies, 3 <sup>rd</sup> floor 13'6" x 4'
Annual Charge:	\$1,339.60	

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

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

**MINUTES**

Department of Transportation - Fiscal Year 2017 Ridesharing/  
Commuter Assistance Program  
Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Fiscal Year 2017 Commuter Assistance Program Grant Agreement with the Maryland Department of Transportation. The period of the grant is July 1, 2016 through June 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$81,538.00 - 5000-518317-2303-248800-600000

**BACKGROUND/EXPLANATION:**

This grant will provide for continued operation of the Ridesharing/Commuter Assistance Program to promote the use of alternatives to the single occupant vehicle including mass transit, carpools, and vanpools in Baltimore City.

The grant is late due to obtaining approval from an external agency.

**MBE/WBE PARTICIPATION:**

This grant will establish the framework for roles and responsibilities for the subject project. The future procurement as a result of the outlined funding above will be considered for minority participation.

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Fiscal Year 2017 Commuter Assistance Program Grant Agreement with the Maryland Department of Transportation.

**MINUTES**

Department of Transportation - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Memorandum of Understanding (MOU) with Lawrence and Fort, LLC, Owner. The MOU is effective upon Board approval for 10 years, with an option to renew for an additional 10 years, unless terminated earlier in accordance with this MOU.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

This MOU will establish the framework for the Owner to maintain landscaping for 1430 Lawrence Street in the right-of-way at Harvey Street, Lawrence Street, and Fort Avenue. Additionally, hardscaping for 1430 Lawrence Street at Harvey Street, Lawrence Street, and Hyson Street, will be all at the Owner's sole cost. Subsequently the Owner will perform ongoing maintenance of all aspects of the project during the term of the MOU.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with Lawrence and Fort, LLC, Owner.

## MINUTES

Health Department - Employee Expense Reports

The Board is requested to approve the mileage expense reports for the following employees:

1. **ELLA GREEN** **\$ 66.62**

Ms. Green failed to submit her August 2016 Employee Expense Statement on time. She has been advised to submit statements in time to avoid the process of requesting Board approval. The expense statement is now outside of the guidelines set forth by AM 240-11.

2. **ELLA GREEN** **\$ 80.02**

Ms. Green neglected to submit her September 2016 expense statement on time. She has been advised to submit statements in time to avoid the process of requesting Board approval. The expense statement is now outside of the guidelines set forth by AM 240-11.

Account: 5000-532817-3254-767200-603002

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

The Department apologizes for the lateness of these requests.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**MINUTES**

Health Department - Notice of Award and Cooperative Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance a Notice of Award (NoA) and Cooperative Agreement from Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for HIV, Viral Hepatitis, STDS and TB Prevention. The period of the grant award agreement is January 1, 2017 through December 31, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$292,296.00 - 4000-422517-3030-271500-404001

**BACKGROUND/EXPLANATION:**

The NoA is for the project "Improving Sexually Transmitted Disease Programs through Assessment, Assurance, Policy Development, and Prevention Strategies (STD AAPPS)."

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

The NoA is late because it was received on December 9, 2016, and delayed during the administrative review process.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

## MINUTES

Health Dept. - cont'd

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Notice of Award and Cooperative Agreement from Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for HIV, Viral Hepatitis, STDS, and TB Prevention.

## MINUTES

Health Department - Agreements

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

1. **BALTIMORE CITY BOARD OF SCHOOL COMMISSIONERS/BALTIMORE CITY PUBLIC SCHOOL SYSTEM (BCPSS)** **\$133,000.00**

Account: 4000-484915-3160-308600-404001

Under the terms of this agreement, the BCPSS will administer the Baltimore City Youth State and Community Development - Promoting Behavioral Interventions and Supports Program. The goal of the PBIS is to provide a supportive environment for every student to graduate from high school ready to participate in the community and in a career. To meet the needs of Baltimore City youth who have dropped out of school, the Department will collaborate with the BCPSS Re-engagement Center (REC) to identify and recruit youth, 16 - 24 years of age, who are eligible for REC assistance.

The BCPSS will provide the services of a Mental Health Professional who will provide clinical expertise in the PBIS while serving the schools, develop a life skills and coping strategies curriculum for the REC students, and facilitate trauma-informed professional development for the REC and other BCPSS staff. The period of the agreement is October 1, 2016 through September 30, 2017.

The agreement is late because revisions were necessary that delayed its processing.

2. **THE JOHNS HOPKINS UNIVERSITY/BLOOMBERG SCHOOL OF PUBLIC HEALTH (JHU)** **\$ 28,200.00**

Accounts: 4000-499617-3080-294200-603051 \$ 14,100.00  
6000-626316-3080-513200-603051 \$ 14,100.00

**MINUTES**Health Department - cont'd

Under the terms of this agreement, the JHU will provide Preventive Medicine Fellows (PMF) for the PMF's Program. The PMFs will work with and receive mentoring from the Deputy Commissioner of the Division of Youth Wellness and Community Health and/or the Assistant Commissioner of the Division of Maternal and Child Health. The period of the agreement is July 1, 2016 through June 30, 2017.

The agreement is late because revisions were necessary that delayed its processing.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**MINUTES**

Bureau of the Budget and - Acceptance of Grant Award  
Management Research

**ACTION REQUESTED OF B/E:**

The Board of Estimates is requested to approve acceptance of a grant award from the Behavioral Health Systems in Baltimore to the Circuit Court for Baltimore City for Appropriation Adjustment Order No. 47 to Service 110, Circuit Court. The period of the grant is July 1, 2016 to June 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$23,624.00 - Grant funds

The appropriation will be placed in the State fund, detailed fund 540217. No appropriation adjustment action is required by the BOE.

**BACKGROUND/EXPLANATION:**

The grant funds will be used for the LINKS project of the Baltimore City Juvenile Court Services Office.

The LINKS project is a part of the Circuit Court for Baltimore City - Juvenile Court Services (JCS) Office. The JCS was established in 2004 to address the immediate needs of youth and families involved in the child welfare and delinquency system. The LINKS project serves more than 250 youth and families each year. Referrals are primarily made by the Magistrates and the Judges of the Juvenile Court.

**APPROVED FOR FUNDS BY FINANCE**

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

## MINUTES

Bureau of the Budget and - cont'd  
Management Research

UPON MOTION duly made and seconded, the Board approved acceptance of the grant award from the Behavioral Health Systems in Baltimore to the Circuit Court for Baltimore City for Appropriation Adjustment Order No. 47 to Service 110, Circuit Court.

**MINUTES**

Baltimore City Fire Department - Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Grant Award from the Maryland Emergency Management Agency. The period of this Grant Award is October 1, 2015 through June 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$235,474.00 - Maryland Emergency Management Agency  
235,474.00 - City general fund match amount  
**\$470,948.00** - 1001-000000-1930-262210-401220

**BACKGROUND/EXPLANATION:**

This federal grant must be matched dollar for dollar with local in-kind assistance. It will enhance and strengthen emergency management capabilities at the State and local level.

The agreement is late because of the late receipt of documents.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved acceptance of the Grant Award from the Maryland Emergency Management Agency.

**MINUTES**

Fire Department - Amended and Restated Memorandum of Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Amended and Restated Memorandum of Agreement (MOA) with the Maryland Emergency Management Agency. The period of the amendment is October 1, 2016 through September 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$5,000.00	-	4000-459917-2121-604900-404001
<u>1,250.00</u>	-	1001-000000-2121-226400-603020
<b>\$6,250.00</b>		

**BACKGROUND/EXPLANATION:**

This Amended and Restated Memorandum of Agreement will take the place of the original MOA approved by the Board on November 9, 2016. The original Memorandum of Agreement will be null and void upon approval by the Board of this Amended and Restated Memorandum of Agreement. The reason for entering into the Amended and Restated Memorandum of Agreement is due to changes in the law and required new language from the United States Department of Transportation.

The MOA will cover expenditures for hazardous materials planning, community outreach planning, and or training.

**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 Amended and Restated Memorandum of Agreement with the Maryland Emergency Management Agency.

**MINUTES**

Department of Transportation - Amendment No. One to the  
Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Amendment No. One to the Memorandum of Understanding with the State Highway Administration (SHA).

**AMOUNT OF MONEY AND SOURCE:**

The MOU provides for State reimbursement of project cost.

**BACKGROUND/EXPLANATION:**

On September 18, 2013, the Board approved a MOU to repair and restore a historic highway retaining wall in Preston Gardens and the reconfiguration of St. Paul Place. This will relieve the live load on the wall and create a 700-foot long pedestrian plaza from Saratoga St. to Mulberry St. along the east side of northbound St. Paul Place and various aesthetics.

The Parties now desire to amend the MOU. This amendment will do the following: 1) incorporate and comply with incorporating Appendices A&E (SHA's Standard Title VI Non-Discrimination Assurances), 2) amend the Project Term to begin on the date Amendment One is executed by the SHA and will end on the same month and day three years later, 3) delete the date of the Concurrence In Award, 4) change the retention of project records from 3 years to 7 years, and 5) exchange the names from the former to the current employees.

**MBE/WBE PARTICIPATION:**

This Amendment No. One to the Memorandum of Understanding is to establish the framework for roles and responsibilities for the subject project and the future procurement. The outlined funding above will be considered for MBE/WBE participation.

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. One to the Memorandum of Understanding with the State Highway Administration.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS, SELECTED SOURCE,  
TERMINATION FOR DEFAULT, AND A CORRECTION

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

Bureau of Purchases

- |  |              |         |
|--|--------------|---------|
| 1. H SQUARED INC. d/b/a<br>QUANTICO TACTICAL   | \$ 35,998.34 | Low Bid |
| Contract No. B50004748 - Pepperball Projectiles for<br>Departmental Less Lethal Weapons - Baltimore City Police<br>Department - Req. No. R748365 |              |         |

Vendors were solicited by posting on CitiBuy. Five bids were received and opened on January 24, 2017. The lowest bidder was determined to be non-responsive. The award is recommended to be made to the lowest bidder that is responsive and responsible.

**MBE/WBE PARTICIPATION:**

Not applicable. Award is below MBE/WBE subcontracting threshold of \$50,000.00.

- |   |              |         |
|---|--------------|---------|
| 2. SIEMENS INDUSTRY<br>INC.   | \$ 82,800.00 | Renewal |
| Contract No. 08000 - i2 Central System Maintenance and<br>Support - Department of Transportation - P.O. No. P529771 |              |         |

On December 17, 2014, the Board approved the initial award in the amount of \$73,860.00. The award contained two 1-year renewal options. On January 13, 2016, the Board approved the first renewal in the amount of \$64,815.00. The vendor was the original awardee of the competitively bid contract for installation and maintenance of the traffic maintenance system. The original contract expired and this contract is in place to provide maintenance on the system while the agency drafts the specifications for a new system. This final renewal in the amount of \$82,800.00 is for the period December 17, 2016 through December 16, 2017.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS, SELECTED SOURCE,  
TERMINATION FOR DEFAULT, AND A CORRECTION

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

Bureau of Purchases - cont'd

- |   |         |         |
|---|---------|---------|
| 3. BELAIR ROAD SUPPLY<br>COMPANY, INC.  | \$ 0.00 | Renewal |
| Contract No. B50004415 - Conduit Frames and Covers -<br>Department of Transportation - P.O. No. 0533897 |         |         |

On December 16, 2015, the Board approved the initial award in the amount of \$25,511.85. The award contained two 1-year renewal options. This first renewal in the amount of \$0.00 is for the period December 16, 2016 through December 15, 2017, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

The contract value is below the \$50,000.00 threshold for MWBOO goals.

- |  |         |         |
|--|---------|---------|
| 4. KOLOB INDUSTRIES, LLC   | \$ 0.00 | Renewal |
| Contract No. B50004471 - Construction Roll-up Signs -<br>Department of Transportation - P.O. No. P534443 |         |         |

On February 3, 2016, the Board approved the initial award in the amount of \$43,204.00. The award contained two 1-year renewal options. This first renewal in the amount of \$0.00 is for the period February 3, 2017 through February 2, 2018 with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

Not applicable. Initial award was below MBE/WBE sub-contracting threshold of \$50,000.00. The agency has only spent approximately \$12,000.00 to date.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS, SELECTED SOURCE,  
TERMINATION FOR DEFAULT, AND A CORRECTION

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

Bureau of Purchases - cont'd

- |   |         |         |
|---|---------|---------|
| 5. PATUXENT MATERIALS, INC.   | \$ 0.00 | Renewal |
| Contract No. B50003280 - Pea Gravel - Department of Public Works, Bureau of Water and Wastewater - P.O. No. P526339 |         |         |

On February 12, 2014, the Board approved the initial award in the amount of \$199,500.00. The award contained four 1-year renewal options. Two renewal options have been exercised. This third renewal in the amount of \$0.00 is for the period February 12, 2017 through February 11, 2018, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

On February 26, 2014, it was determined that no goals would be set because of no opportunity to segment the contract. Delivery is the sole service provided under the contract. Additionally, only \$27,000.00 of gravel has been required under this contract during the term, including renewals.

- |   |         |         |
|---|---------|---------|
| 6. TRI COUNTY PETROLEUM, INC.   |         |         |
| d/b/a PETROCHOICE   |         |         |
| PPC LUBRICANTS, INC.  | \$ 0.00 | Renewal |
| Contract No. B50003298 - Various Oils and Lubricants - Department of General Services - P.O. Nos. P526447 and P526446 |         |         |

On February 26, 2014, the Board approved the initial award in the amount of \$2,000,000.00. The award contained three 1-year renewal options. There is a one three-year renewal option available, however, the Bureau is recommending a one-year renewal at this time in order to allow for an assessment

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS, SELECTED SOURCE,  
TERMINATION FOR DEFAULT, AND A CORRECTION

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases - cont'd

of products purchased under the contract to increase participation in the competitive bidding process. This renewal in the amount of \$0.00 is for the period February 27, 2017 through February 26, 2018, with one 2-year renewal option remaining.

**MWBOO GRANTED A WAIVER.**

On December 11, 2013, it was determined that no goals would be set because of no opportunity to segment the contract. This contract is for the purchase of various oils and lubricants. No services are being provided under this contract.

- |  |              |              |
|--|--------------|--------------|
| 7. PRIORITY DISPATCH   |              | Ratification |
| CORP.  | \$ 71,036.00 | and Renewal  |
| Contract No. 08000 - Quality Assurance Service Agreement - Baltimore City Fire Department - P.O. No. P527295 |              |              |

On May 14, 2014, the Board approved the initial award in the amount of \$45,825.00. The award contained four 1-year renewal options. On July 22, 2015, the Board approved the first renewal in the amount of \$45,825.00. On September 9, 2015, the Board approved an amendment in the amount of \$96,495.50. This second renewal in the amount of \$71,036.00 will ensure continuity of the ProQA software application which provides National Q Case Review Quality Assurance for Emergency Medical Dispatch calls. This quality assurance review of the 911 system is required by State regulations. The period of the ratification is September 1, 2016 through January 31, 2016. The period of the renewal is February 1, 2017 through August 31, 2017, with three 1-year renewal options remaining.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS, SELECTED SOURCE,  
TERMINATION FOR DEFAULT, AND A CORRECTION

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases - cont'd

**MBE/WBE PARTICIPATION:**

Not applicable. This meets the requirement for certification as a sole source procurement. This software and support are only available from the vendor, and are not available from subcontractors.

- |  |              |          |
|--|--------------|----------|
| 8. SOUTHERN IONICS   | \$300,000.00 | Increase |
| INCORPORATED   |              |          |
| Contract No. B50002491 - Liquid Sodium Bisulfide - Department of Public Works, Bureau of Water and Wastewater - P.O. No. P521128 |              |          |

On August 15, 2012, the Board approved the initial award in the amount of \$144,000.00. The award contained four renewal options. Four renewal options have been exercised. This increase will facilitate sourcing this important chemical for wastewater treatment through the end of the current term. Previously this product was only used by Back River Wastewater Treatment Plant. However, Patapsco Wastewater Treatment Plant has begun using the product this year in conjunction with their switch over to bleach instead of chlorine. This necessitated switching from sulphur dioxide to sodium bisulfate, which increases the total requirement for sodium bisulfate. This increase will make the award amount \$1,094,000.00. The current term expires on September 2, 2017, with no renewal options remaining. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS, SELECTED SOURCE,TERMINATION FOR DEFAULT, AND A CORRECTIONVENDOR AMOUNT OF AWARD AWARD BASISBureau of Purchases - cont'd

On June 27, 2012, MWBOO determined that no goals would be set because of no opportunity to segment the contract. This contract is for the purchase of the following commodities: liquid sodium bisulfide. No services are being provided under this contract.

9. FREELAND HOIST &  
CRANE, INC. \$ 40,000.01 Increase  
 Contract No. 06000 - Crane Inspection and Repair - Department  
 of Public Works, Bureau of Water and Wastewater - P.O. No.  
 P537509

On November 11, 2016, the Board approved the initial award in the amount of \$24,999.99. The award contained three 1-year renewal options. The agency requires continuing crane inspection and code deficiency repair services on an as-needed basis while the competitively bid Contract No. B50004083 is terminated for default, via a separate Board letter, for material failure to perform and the requirement is rebid. This increase will make the award amount \$65,000.00 and is for the period November 9, 2016 through November 8, 2017, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. Initial urgent award was below MBE/WBE subcontracting threshold of \$50,000.00. This Baltimore City based contractor was selected to provide urgently needed services required to maintain the Department of Public Works equipment based on their availability. There are no MBE/WBE certified crane inspection vendors.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS, SELECTED SOURCE,  
TERMINATION FOR DEFAULT, AND A CORRECTION

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Purchases - cont'd

## 10. TELECOMMUNICATION

SYSTEMS, INC.

TRIGYN TECHNOLOGIES, INC.

KONIAG SERVICES, INC.

	\$10,000,000.00	Increase
--	-----------------	----------

Contract No. B50004056 - Enterprise Technology Staffing Support - Mayor's Office of Information Technology, Department of Transportation, Department of Public Works, Baltimore City Fire Department and others - P.O. Nos. P532842 and P532843		
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On September 9, 2015, the Board approved the initial award in the amount of \$15,000,000.00. The award contained three 1-year renewal options. This increase in the amount of \$10,000,000.00 will make the total contract value \$25,000,000.00 is necessary to meet City agencies' continuing utilization of the IT Staffing support requirements covered by this contract. Failure to increase the contract will result in immediate loss of critical IT staff support in several agencies. In the event the two utilized vendors are not able to correct their MBE/WBE compliance issues, this increase will allow time to rebid the contract. Koniag Services, Inc. has not provided any staff found acceptable by the requesting agencies during the contract period to date. The City has the right of refusal of any proposed contract staff. The current term ends on September 8, 2017 with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS, SELECTED SOURCE, TERMINATION FOR DEFAULT, AND A CORRECTION

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Purchases - cont'd

MBE/WBE PARTICIPATION:

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

On January 26, 2017, both vendors were found in non-compliance and will be given 10 business days from the Board action to provide an acceptable plan to come into compliance to MWBOO. Koniag has provided no staff under the agreement to date. Therefore, no compliance review is required.

Telecommunication Systems, Inc.

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> Bithgroup Technologies, Inc.	27%	\$1,228,448.34	14.1%
<b>WBE:</b> Realistic Computing, Inc.	10%	\$ 821,622.44	9.4%

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

	<u>Commitment</u>	<u>Performed</u>
<u>Trigyn Technologies, Inc.</u>		
<b>MBE:</b> UVS InfoTech, LLC	27%	0
<b>WBE:</b> Reca Technology, LLC	10%	0

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

**THE BOARD REQUESTED THE BUREAU OF PURCHASES TO SUBMIT A REPORT ON COMPLIANCE WITH MWBOO ON THIS ITEM AT THE MARCH 1, 2017 BOARD OF ESTIMATES MEETING.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS, SELECTED SOURCE,TERMINATION FOR DEFAULT AND A CORRECTIONVENDOR AMOUNT OF AWARD AWARD BASISBureau of Purchases - cont'd

11. PROTECTION ONE ALARM  
MONITORING, INC.  
STANLEY SECURITY SOLUTIONS,  
INC.

\$1,000,000.00Increase

Contract No. B50003927 - Maintenance, Repair and Installation Services for Electronic Security Systems - Department of General Services, Department of Public Works, Baltimore Police Department and others - P.O. Nos. P535034 and P530583

On March 25, 2015, the Board approved the initial award to two vendors in the amount of \$1,000,000.00. The award contained one 2-year renewal option. Protection One Alarm Monitoring, Inc. is the first call vendor and has provided the substantial majority of the assigned work. This increase will allow City agencies continued and increased utilization of the critical services covered by this contract. An increase in the amount of \$1,000,000.00 was approved on June 1, 2016. This increase will make the award amount \$3,000,000.00. The current term ends on March 31, 2018 with one 2-year renewal option remaining.

**MWBOO SET GOALS OF 13% MBE AND 3% WBE.**

Protection One Alarm Monitoring, Inc. f/k/a ASG Security was found in compliance on January 19, 2017. Stanley Security Solutions, Inc. has not provided the necessary information required to complete a compliance review. Therefore, no additional funding is requested for their contract until they comply with the information request and MWBOO has determined that the vendor is in compliance.



## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS, SELECTED SOURCE,TERMINATION FOR DEFAULT, AND A CORRECTION

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Purchases - cont'd

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.

**MBE/WBE PARTICIPATION:**

Not applicable. The vendors that are able to provide this service must be licensed by the DHMH. There are no certified MBE/WBE vendors, and the services may not be provided by non-licensed subcontractors. The City contracts with all licensed vendors approved by the DHMH by separate contracts.

13. BIOLYTICAL LABORATORIES,  
INC.

N/A

Correction

Contract No. 08000 - Rapid HIV Test Kits - Health Department  
- Req. No. R742211

On November 9, 2016, the Board approved a contract award for Biolytical Laboratories, Inc. Due to an administrative error, the initial contract period was incorrectly indicated as November 1, 2015 through October 31, 2016. Therefore, the Board is requested to approve the correction of the initial contract term to the period of November 1, 2016 through October 31, 2017, with two, one-year renewal options.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS, SELECTED SOURCE,TERMINATION FOR DEFAULT, AND A CORRECTIONVENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Purchases - cont'd

- |     |  |            |                            |
|-----|--|------------|----------------------------|
| 14. | POLLACK RESEARCH AND DESIGN<br>INC., D/B/A READING CRANE<br>AND ENGINEERING COMPANY  | N/A<br>N/A | Termination of<br>Contract |
|     | Contract No. B50004083 - Crane Inspection and Code<br>Deficiency Repair - Department of Public Works - P.O. No.<br>P531858 |            |                            |

On June 24, 2015 the Board approved an award of Contract B50004083 to Pollock Research and Design, Inc. d/b/a Reading Crane and Engineering Co. (the "Contractor") to provide inspections and code deficiency repairs of cranes and hoists for the various Water and Wastewater facilities throughout the City. The Contractor has repeatedly failed to respond to requests for service, and has failed to return to complete jobs started. The using agency and the Bureau of Purchases have made numerous attempts to resolve these issues but the Contractor has not responded to these attempts. The Board is requested to approve termination of this contract for material default effective immediately upon Board approval, as being in the best interest of the City. This requirement will be rebid.

UPON MOTION duly made and seconded, the Board approved the Informal Awards, Renewals, Increases to Contracts, the Selected Source, the Termination of Contract for Default (item no. 14), and the Correction (item no. 13).

MINUTES

EXTRA WORK ORDER

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Order

listed on the following page:

453

The EWO has been reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

**MINUTES****EXTRA WORK ORDER**

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

Department of Transportation

1. EWO #003, (\$54,479.84) - TR 11313, Kent Street Transit Plaza and Pedestrian Corridor			
\$ 895,000.05	\$ 24,400.55	P. Flanigan & Sons, Inc.	- 100

This authorization provides for payment of overrun items, deductions of amounts not needed due to underrun or items not used to balance out the contract.

## MINUTES

Department of Public Works - TRANSFER OF LIFE-TO-DATE  
SICK LEAVE

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

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

<u>Donors</u>	<u>Days</u>
Pamela Beckham	1
Terri Ayers	2
Vanessa Garrett-Ingram	1
Robert Guye	4
Thomas Pointer	2
Phillip Chery	2
Angela Void	2
Pamela Williams	2
Gary Wagner	2
Gene Milchling	2
Charles McFadden	2
Larry Fisher	2
William Owens	2
Moses Johnson	2
George Harwood	<u>2</u>
<b>Total:</b>	<b>30</b>

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

**THE LABOR COMMISSIONER RECOMMENDED APPROVAL.**

## MINUTES

Department of Public Works - cont'd

UPON MOTION duly made and seconded, the Board approved the foregoing transfer of LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Ms. Victoria T. Green. The Comptroller **ABSTAINED**.

**MINUTES**

Health Department - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to pay the Maryland Association of County Health Officers (MACHO) and the National Association of County and City Health Officials (NACCHO) dues for Ms. Leana S. Wen, Commissioner of Health.

**AMOUNT OF MONEY AND SOURCE:**

\$7,577.00 - Annual Dues - Regular - MACHO 2017  
1,660.00 - Annual Dues - NACCHO 2017  
\$9,237.00 - 1001-000000-3001-568000-603022

**BACKGROUND/EXPLANATION:**

The funds will be used to pay the Health Commissioner's 2017 annual MACHO membership dues and 2017 annual NACCHO membership dues.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to pay the Maryland Association of County Health Officers and the National Association of County and City Health Officials dues for Ms. Leana S. Wen, Commissioner of Health.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Police Department</u>			
1. Rachelle Epstein	American Academy of Forensic Scientific 69 <sup>th</sup> Meeting New Orleans, LA February 13 - 18, 2017 (Reg. Fee \$125.00)	General Fund	\$1,301.44

The subsistence rate for this location is \$220.00 per night.

The rooms at the conference site were filled. As a result, Ms. Epstein had to book two different hotels. The hotel cost is \$429.00 for February 13-16, 2017 and the cost for February 17, 2017 is \$218.00, plus hotel tax of \$29.98. Ms. Epstein paid all costs except registration. The registration fee of \$125.00 was prepaid by a City-issued credit card assigned to Mr. Tribhuvan Thacker. The Department is requesting the additional cost of \$2.00 for the hotel on 2/17/17 and \$40.00 for meals and incidentals. Therefore, the amount to be disbursed to Ms. Epstein is \$1,176.44.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Transportation</u>			
2. Kimberly Summers	2017 Specialized Transportation Symposium Lake Buena, Vista, Florida Feb. 14 - 16, 2017 (Reg. Fee \$200.00)	General Fund	\$ 937.88

The registration fees of \$200.00 were prepaid by a City-issued procurement card assigned to Dharendra Sinha. Therefore, the amount to be disbursed to Ms. Summers is \$737.88.

Department of Recreation and Parks**RETROACTIVE TRAVEL APPROVAL**

3. Charlie Murphy	ACTress Day Nov. 16 - 17, 2015 The Partners in the Community Forestry Conference Nov. 18 - 21, 2015 Denver, CO (Reg. Fees \$564.00)	Acces. Account	\$1,513.45
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On November 17 - 20, 2015, Mr. Murphy traveled to Denver, CO to attend the ACTress Day on November 17, 2015 and the Partners in the Community Forestry Conference on November 18 - 20, 2015. Mr. Murphy paid for the registration fees, airfare, hotel, and shuttle service using his personal credit card. Therefore, the reimbursement to Mr. Murphy is \$1,513.45.

**MINUTES**

Department of Recreation and Parks

**RETROACTIVE TRAVEL APPROVAL** - cont'd

The requests for Retroactive Travel approval and reimbursement are late because of delays in submission of the supporting documentation and additional administrative reviews. The Department requests retroactive travel approval. The requested travel reimbursement is as follows:

**TRAVEL REIMBURSEMENT**

\$	407.69	-	airfare (\$143.10 - 11/16/15 and \$264.59 - 11/21/15)
	60.00	-	Shuttle
	419.84	-	Hotel (\$209.92 x 2)
	61.92	-	Hotel Tax (\$30.96 x 2)
	564.00	-	Registration (\$175.00 - 11/17/15 and \$398.00 11/18/15)
	<u>\$1,513.45</u>		

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

## MINUTES

**A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART FOR ALL ITEMS ON THE AGENDA.**

The Board of Estimates received and reviewed Ms. Trueheart's protest. As Ms. Trueheart does not have a specific interest that is different from that of the general public, the Board will not hear her protest.

*Kim A. Trueheart*

February 7, 2017

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

Dear Ms. Taylor:

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

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

1. Whom you represent: Self
2. What the issues are:

Pages 1 - 69, City Council President and members of the Board of Estimates, BOE Agenda dated February 8, 2017, if acted upon:

- a. The proceedings of this board often renew business agreements without benefit of clear measures of effectiveness to validate the board's decision to continue funding the provider of the city service being procured;
- b. The Baltimore City School Board of Commissioners routinely requires submissions for board consideration to include details of the provider's success in meeting the objectives and/or desired outcomes delineated in the previously awarded agreement;
- c. The members of this board continue to fail to provide good stewardship of taxpayers' funds as noted by the lack of concrete justification to substantiate approval of actions presented in each weekly agenda;
- d. This board should immediately adjust the board's policy to ensure submissions to the board include measures of effectiveness in each instance where taxpayer funds have already been expended for city services;
- e. In the interest of promoting greater transparency with the public this board should willing begin to include in the weekly agenda more details which it discusses in closed sessions without benefit of public participation.

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

*5519 Belleville Ave  
Baltimore, MD 21207*

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

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

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

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on February 8, 2017.

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

Sincerely,  
Kim Trueheart,  
Voter, Citizen & Resident

*5519 Belleville Ave  
Baltimore, MD 21207*

## MINUTES

President: "Uh-- before we close, I'd like to recognize Councilman uh-- Stokes who have joined us and Councilwoman Sneed. Welcome. There being no more business before this Board, we will recess until bid opening at 12 noon."

\* \* \* \* \*

**MINUTES**

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

**BIDS, PROPOSALS, AND CONTRACT AWARDS**

Prior to the reading of bids received today and the opening of bids scheduled for today, the Clerk announced that **THERE WERE NO ADDENDA RECEIVED** extending the dates for receipt and opening of bids. There were no objections.

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

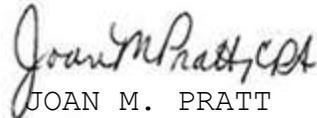
Bureau of Purchases - B50004836, Provide Pre-Employment Case Management Software as a Service (SAAS) System **(TECHNICAL OPENING)**

Miller Mendel, Inc.  
Cornerstone OnDemand, Inc.

## MINUTES

\* \* \* \* \*

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, February 15, 2017.



JOAN M. PRATT  
Secretary