

MINUTES**REGULAR MEETING**

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

President: "Good morning, the February 15, 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 these hearings will be asked to leave the hearing room immediately. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing. I will direct the Board members attention to the memorandum from my office dated February 13, 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 the Motion to approve all of the items contained on the routine agenda."

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

Comptroller: "Second."

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

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

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

In accordance with the Rules for Prequalification of Contractors, as amended by the Board on November 21, 2016, the following contractors are recommended:

3C Drilling, LLC	\$	8,000,000.00
American Combustion Industries, Inc.	\$	8,000,000.00
Broughton Construction Company, LLC	\$	8,000,000.00
Civil Construction, LLC	\$	43,749,000.00
Colt Insulation, Inc.	\$	1,323,000.00
E & R Services, Inc.	\$	8,000,000.00
Flippo Construction Company, Inc.	\$	8,000,000.00
Interlock Steelworkers, Inc.	\$	8,000,000.00
Itron, Inc.	\$	3,214,431,000.00
L. F. Mahoney, Inc.	\$	8,000,000.00
P. Flanigan & Sons, Inc.	\$	135,873,000.00
Powell's Trucking Company, Inc.	\$	1,512,000.00
Union Electric Company, LLC	\$	1,500,000.00

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:

Century Engineering, Inc.	Engineer
	Land Survey
	Landscape Architect

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

CST Engineering, Inc.	Engineer
Development Facilitators, Inc.	Engineer Land Survey
KGP Design Studio, LLC	Architect
Sanders Design, P.A.	Architect
Site Resources, Inc.	Engineer Landscape Architect

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

MINUTES

EXTRA WORK ORDERS

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UPON MOTION duly made and seconded,
the Board approved the
Extra Work Orders on the following pages:
470 - 473
the EWO's have been reviewed and approved
by the
Department of Audits, CORC,
and MWBOO, unless otherwise indicated.

MINUTES**EXTRA WORK ORDERS**

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

Department of Public Works/Office of
Engineering and Construction (DPW/OE&C)

- | | | | | |
|---|--------|-------------------|---|----|
| 1. EWO 001, \$131,000.00 - W.C. 1173R, Guilford Finished Water Reservoir Improvements | | | | |
| \$54,444,777.00 | \$0.00 | Allan Myers, Inc. | - | 10 |

The DPW/OE&C provided responses to contractor's questions in Addendum No. 3 which specified work for the Contractor Office Complex that would be concurrent with work performed for the Loyola University Temporary Parking Area. Inadvertently, the quantity for Bid Item 506 was not increased to accommodate the addendum change to include the Contractor Office Complex. Contract documents "Tab of Bids" for W.C. 1173, Guilford Finished Reservoir Improvements: Item 506 Temp. Parking \$60.00 per SY 5,200.00 equal \$312,000.00, Temporary Parking area 7,734.39 SY is an overrun of Item 506 of 2,534.39 SY X \$60.00 equal \$152,063.40. The contractor submitted a cost of \$131,000.00 which was accepted by the City. The Certificate of Completion will not be completed until a scheduled time after final payment and final completion has been given by the Agency.

The scope of this contract includes the construction of two buried, pre-stressed concrete finished water storage tanks within the footprint of the existing reservoir, including gravity inlet and outlet mains, effluent mains to supply the Guilford Pumping Station, tank overflow and drain pipes.

MINUTES

EXTRA WORK ORDERS

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

DPW/OE&C - cont'd

- | | | | |
|----|--|---------------|-------------------------------|
| 2. | EWO #002, \$0.00 - S.C. 934, Cleaning of the Outfall Interceptor and Relief Sewers, Phase II | | |
| | <u>\$8,961,850.00</u> | <u>\$0.00</u> | <u>Metra Industries, Inc.</u> |
| | | | 60 68
CCD |

This request is for a 60-day time extension that was requested by Metra Industries, Inc. The contract completion date was October 21, 2016, and the new completion date is December 20, 2016, for a total contract duration of 972 days. During the course of regular contractual work, Metra Industries, Inc. encountered various delays due to extreme weather conditions comprising of heavy snowfall as well as several occasions of protracted rainfalls. This 60-day time extension was reviewed by City appointed schedulers. The Certificate of Completion will not be completed until a scheduled time after final payment and final completion has been given by the Agency. The scope of the contract includes sewer cleaning and closed circuit television inspection.

- | | | | |
|----|--|-----------------------|--|
| 3. | EWO #002, \$0.00 - W.C. 1246, Repair and Replacement of Small Diameter Water Mains Various Locations | | |
| | <u>\$7,920,990.00</u> | <u>\$2,838,460.52</u> | <u>J. Fletcher Creamer & Son, Inc.</u> |
| | | | 226 -
days |

This request is for the second time extension and will increase the completion date of the contract by 226 days for a contract duration of 856 days. The new completion date is July 14, 2017. This extra work which is outside of the scope was requested by the contractor.

The request for extra time is due to time lost from temporary suspension of work while Change Order No. 1 was

MINUTES

EXTRA WORK ORDERS

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

DPW/OE&C - cont'd

being processed for additional funding due to different roadway base conditions than anticipated and additional time required due to restoration. The extra time is also necessitated for time lost due to numerous inoperable valves that delayed the water main shutdowns to make tie-ins. This time extension has been reviewed by the Project Controls and has been found to be justified. The current contract expiration date was November 30, 2016. After approval of this change order, the new contract expiration date will be July 14, 2017. The scope of the contract includes the replacement of existing 6-inch, 8-inch, and 10-inch cast iron water pipe with new 8-inch and 10-inch ductile iron pipe, various fittings, valves, and appurtenances, restoration of sidewalks, curb and gutter, roadway paving, sediment and erosion control and maintenance of traffic.

Department of Transportation/Office of
Engineering and Construction (DOT/OE&C)

4. EWO #001, \$36.566.05 - TR 08313, East Baltimore Life Science Park - Phase 1D		
\$1,731,597.35	P. Flanigan & Sons, Inc.	- 30%

The Department of Transportation - TEC Division is needed to do the following work: 1) convert the proposed lights to LED fixtures, 2) add drums for maintenance of traffic and, 3) to repair the existing sanitary house connection in alley A-1. Upon investigation of the removal and replacement of alley A-1, which is in the original

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EXTRA WORK ORDERS

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

DOT/OE&C - cont'd

contract, it was discovered that the sanitary house connections were crushed and completely blocked which caused backups into the residents' homes. The contractor was directed to repair the damaged sanitary house connections to avoid damage to a newly paved alley and the drums were used immediately due to the intense construction activity which became mandatory for pedestrian maintenance of traffic as well as delineating the City's work area from the Developer's work area. All costs were backed checked using direct costs and previous contracts.

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|----|---|---------------------|--------------|
| 5. | EWO #005, (\$97,523.35) - TR 13311R, Traffic Signal Constr. & Rewiring Citywide (JOC) | | |
| | <u>\$3,470,737.50</u> | <u>Midasco, LLC</u> | <u>- 75%</u> |

This authorization is to pay for time compensation and additional work that was added to the project by the Signal Section under Extra Work Order no. 4, which was approved by the Board as part of the City's traffic congestion easement plan for SE Baltimore. This is a Citywide contract and the new locations require new traffic related items that were not included in the original contract. This change order consists of compensation for the prior time extension approval of EWO #4 which includes additional traffic materials and escalation cost for signal heads. The cost is offset by contract items that are not needed to complete the project. The work under this change order has not been completed. An Engineer's Certificate of Completion has not been issued.

MINUTESDepartment of Human Resources - Consulting Agreements

The Board is requested to approve and authorize execution of the following Consulting Agreements:

	<u>Hourly Rate</u>	<u>Amount (not to exceed)</u>
1. JULIE C. JANOFSKY	\$230.00 for the first session and \$192.50 for each succeeding session and \$330.00 for each written report	\$7,000.00
2. JOHN WOODS	\$230.00 for the first session and \$192.50 for each succeeding session and \$330.00 for each written report	\$7,000.00
3. SARAH MILLER ESPINOSAH	\$230.00 for the first session and \$192.50 for each succeeding session, \$330.00 for each written report	\$7,000.00
4. THOMAS PETER BERNIER	\$230.00 for the first session and \$192.50 for each succeeding session and \$330.00 for each written report, and \$75.00 per hour for Chief Hearing Officer services	\$7,000.00

MINUTES

Department of Human Resources - cont'd

5.	ANDREA K. THOMPSON	\$230.00 for the first session and \$192.50 for each succeeding session and \$330.00 for each written report	\$7,000.00
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Account: 1001-000000-1603-172500-603026

The cost incurred for each hearing is charged to the appellant's agency. The above listed individuals will each work as a Hearing Officer.

The Hearing Officers are needed for the appeals process for terminations, demotions, and suspensions. The Baltimore City Charter permits an investigation for employees discharged, reduced, or suspended for more than 30 days after completion of the probationary period. The Hearing Officers will each preside over the investigations and submit a recommendation to the Civil Service Commissioners. Mr. Bernier will also serve as the Chief Hearing Officer on as-needed basis. In this capacity, he will review Reconsideration requests received and assist staff as issues arise out of the hearing process. The period of the agreement is effective upon Board approval for one year.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Circuit Court for Baltimore City - Addictions Assessment Unit
Grant Contract

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Addictions Assessment Unit Grant Contract with Behavioral Health Systems Baltimore, Inc. The period of the Addictions Assessment Unit Grant Contract is July 1, 2016 through June 30, 2017.

AMOUNT OF MONEY AND SOURCE:

\$468,867.00 - 4000-400617-1100-119600-404001

BACKGROUND/EXPLANATION:

Under the terms of the Addictions Assessment Unit Grant Contract, the funds will be used to pay for personnel costs and other operating costs associated with the Addictions Assessment Unit. The program provides substance abuse assessments ordered by the Court for released defendants to determine their substance abuse and educational needs.

The Addictions Assessment Unit Grant Contract is late because it was received from the grantor in November of 2016 and because of delays in the administrative review process.

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 Addictions Assessment Unit Grant Contract with Behavioral Health Systems Baltimore, Inc.

MINUTESHealth Department - Agreements

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

1. **HOPESPRINGS, INC.** **\$83,540.00**

Account: 4000-484817-3023-718000-603051

Under the terms of this agreement, HopeSprings, Inc. will hire a recruiter to increase outreach to more congregations to recruit more tables, under its Open Table Project to connect with enough congregations to implement ten tables (60 to 80 volunteers); and complete the Open Table process with Men who have Sex with Men (MSM) or transgender clients of color.

The Open Table Project is a faith-based model that draws together the community and relationship life of congregations around the country. It provides technical support, training, structure, and process. Each Table is composed of a group of volunteers that make a year-long commitment to act through relationships as a team of life specialists, encouragers, and advocates. Over the course of a year, the Table works together to set goals, foster accountability, and implement a plan to create change. The period of the agreement is September 30, 2016 through September 29, 2017.

2. **UNIVERSITY OF MARYLAND, BALTIMORE** **\$112,850.00**

Account: 4000-484717-3023-718000-603051

Under the terms of this agreement, University of Maryland, Baltimore will perform Pre-Exposure Prophylaxis (PrEP) services and linkage to care services to HIV persons through the JACQUES Initiative. The JACQUES Initiative, a program of the Institute of Human Virology at the

MINUTES

Health Department - cont'd

University of Maryland, School of Medicine. They will engage persons at high risk for HIV in HIV prevention services and provide counseling, support and wrap-around services to this population. The period of the agreement is September 30, 2016 through September 29, 2017.

3. **CHASE BREXTON HEALTH SERVICES, INC.** **\$210,677.00**

Account: 4000-484817-3023-513200-603051

Under the terms of this agreement, Chase Brexton Health Services, Inc. will be one of the primary providers for Pre-Exposure Prophylaxis (PrEP). Chase Brexton Health Services, Inc. will target Men who have Sex with Men (MSM) and the transgender community, and participate with the REACH Institute in providing training on best practices for providing PrEP. The organization will hire peer navigators to assist clients in accessing PrEP when appropriate and ensuring the obstacles to care are overcome; and participate in and contribute to quarterly meetings that elucidate best practices and ensure dissemination of best practices among the members of the collaborative. The period of the agreement is September 30, 2016 through September 29, 2017.

4. **ALLEN CENTER BOARD, INC.** **\$ 53,535.00**

Account: 4000-433517-3024-761401-603051

The Allen Center Board, Inc. operates a senior program, which serves as the community focal point for seniors and their caregivers. The services to be provided will include,

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Health Department - cont'd

but are not limited to social, recreational, and educational programs, information and assistance, outreach, wellness and transportation. The period of the agreement is October 01, 2016 through September 30, 2017.

5. **FAMILY HEALTH CENTERS OF BALTIMORE, INC. \$284,906.00**

Account: 4000-430512-3160-308600-603051

Family Health Centers of Baltimore, Inc. in Cherry Hill is a Safe Street Site that has experienced reductions in shootings/homicides and has been in existence over three years.

Family Health Centers of Baltimore, Inc. will continue to provide services to reduce gun violence by transitioning to the Safe Streets Maintenance Model (SSMM) using the Cure Violence (formerly Ceasefire) technique. The SSMM will transition the Outreach teams of Violence Interrupters to sustain previous efforts to eradicate violence by using the following approach: identifying and detecting potential shooting events; identifying and detecting individuals and groups at highest risk of involvement of shooting or killing, interrupting potential violence by mediating conflicts and preventing retaliations, changing behaviors and norms of those at highest risk of involvement of shooting or killing, and by using data to inform daily efforts and make necessary changes to interruption strategies. The period of the agreement is July 01, 2016 through June 30, 2017.

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

MINUTES

Health Department - cont'd

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.

MINUTESHealth Department - Employee Expense Reports

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

- | | | |
|----|---|-----------------|
| 1. | ISABEL BURGESS | \$117.23 |
| | Account: 1001-000000-3031-271500-603002
June 2016 - Mileage | |
| 2. | DOROTHY ONYEMAH | \$111.90 |
| | Account: 4000-499617-3080-294213-603002
August 2016 - Mileage | |
| 3. | JOANN SMITH | \$ 86.62 |
| | Account: 4000-423217-3080-294100-603002
September 2016 - Mileage | |
| 4. | MARVEL ELLIOTT | \$157.14 |
| | Account: 4000-42117-3100-295900-603002
September 2016 - Mileage | |

The above-listed employees; Ms. Burgess, Ms. Onyemah, and Ms. Smith submitted their employees' expense statement on time, but they were misplaced due to an oversight. Ms. Elliott a new employee was unaware of the time frame for submittal. She has been advised regarding the time frame.

- | | | |
|----|---|-----------------|
| 5. | ANTHONY BRANFORD | \$ 22.50 |
| | Account: 1001-000000-3021-268600-603003
September 2016 - Parking | |

In June 2008, the Department moved to 1001 E. Fayette Street, a location with an adjacent garage managed by the Baltimore City Parking Authority. At the former Department's location, City vehicles were often vandalized

MINUTESHealth Department - cont'd

which directly impacts the program's budget. The Department was able to negotiate a parking fee of \$45.00 for staff assigned to City vehicles during the day. Staff with an assigned City vehicle pay the monthly cost of \$45.00 to the Parking Authority, share the space with their City vehicle, and receive a monthly reimbursement of \$22.50. This arrangement not only saves the program money and is a convenience to employees, but is a more efficient use of employee time. Mr. Branford submitted his expense statement for reimbursement, but it was lost during the review process.

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

The Department apologizes for the lateness.

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 employees.

MINUTES

Health Department - Acceptance of Grant Award and
a Two Month Advance of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of the Notice of Grant Award (NGA) from the U.S. Department of Health and Human Services, Health Resources and Services Administration (HRSA). The period of the grant is March 1, 2017 through February 28, 2018.

The Board is also requested to approve a two-month advance of funds to the Associated Black Charities, Inc. (ABC) and the Gay Family Foundation (GFF). The period of the advance of funds is March 1, 2017 through April 30, 2017.

AMOUNT OF MONEY AND SOURCE:

\$7,001,757.00 - 4000-427717-3023-606100-404001
 655,745.00 - 4000-498717-3023-606100-404001
\$7,657,502.00

The total amount of the two-month advance to the ABC and the GFF is listed below:

<u>AMOUNT</u>	<u>SUB GRANTEE</u>	<u>PROGRAM SERVICES</u>	<u>BUDGET ACCOUNT NO.</u>
\$ 45,000.00	ABC, Inc.	Part A - Administration	4000-427717-3023-273302-603051
\$1,250,100.00	ABC, Inc.	Part A - Providers	4000-427717-3023-273303-603051
\$ 8,263.00	ABC, Inc.	MAI - Administration	4000-498717-3023-606101-603051
\$ 250,125.00	ABC, Inc.	MAI - Providers	4000-498717-3023-606102-603051
\$ 45,125.00	GFF	Subgrantee	4000-427717-3023-273307-603051

MINUTES

Health Department - cont'd

BACKGROUND/EXPLANATION:

Acceptance of this grant award will allow the Department to provide funds for essential HIV/AIDS health care and other services to those who lack or are partially covered by health insurance. Covered services include primary medical care, case management, and assistance in obtaining medications, hospice care, substance abuse treatment, mental health services and other limited services in the areas of housing, transportation, food, legal, childcare, outreach services, and other supportive services to persons infected by HIV/AIDS.

The advance of funds will allow for continuity of Ryan White Part A formula and Minority AIDS Initiative services while scopes of services and budgets are being reviewed and approved for the current program year. Any funds advanced to ABC and GFF, prior to the execution of an agreement are subject to the terms and conditions of said agreement. The subgrantees agree that all expenditures are to be made in accordance with the terms and conditions of the funding source.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved acceptance the Notice of Grant Award from the U.S. Department of Health and Human Services, Health Resources and Services Administration. The Board further approved a two-month advance of funds to the Associated Black Charities, Inc. and the Gay Family Foundation.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>DPW, Customer Support and Services</u>			
1. Maria DeChellis	CS Week Conference Fort Worth, TX May 21 - 26, 2017 (Reg. Fee \$1,095.00)	Water Utility	\$2,912.12

The subsistence rate for this area is \$211.00 per day. The hotel rate is \$199.00, plus \$149.25 in hotel taxes. The Department of Public Works is requesting additional subsistence in the amount of \$28.00 per day for food. The additional subsistence has been added to the total.

The registration fee was purchased using a City-issued credit card assigned to Tianna Haines. Therefore, the disbursement amount to Maria Dechellis will be \$1,817.12.

Baltimore City Council

2. Sharon Middleton	NACo Legislative Conference 2017 Washington, DC Feb. 25 - Mar. 1, 2017 (Reg. Fee \$490.00)	Elected Official Expense Account	\$1,900.80
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The subsistence rate for this location is \$251.00 per night. The cost of the hotel is \$260.00 per night plus taxes of \$37.70 per night. The Department is requesting additional subsistence of \$9.00 per day to cover the cost of the hotel and \$40.00 per day for meals and incidentals. The additional subsistence has been added to the total.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Fire and Police Employees' Retirement System</u>			
3. Robert Haukdal	Investments Institute Phoenix, AZ Mar. 12 - 18, 2017 (Reg. Fee \$1,450.00)	Special Funds - Fire & Police	\$3,320.36

The subsistence rate for this location is \$228.00 per night. The cost of the hotel is \$349.00 per night, plus taxes of \$42.82 per night. The Department is requesting additional subsistence of \$121.00 per day to cover the cost of the hotel and \$40.00 per day for meals and incidentals. The additional subsistence has been added to the total.

Health Department

4. Nancy Jill Kerr Dorothy Onyemah	DANCE Fundamentals Training Greenville, SC March 21 - 24, 2017 (Reg. Fee \$0.00)	Care First Grant for B'More Healthy Babies	\$1,968.68
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The airfare cost of \$465.58 for both Mses. Kerr and Onyemah were prepaid using a City-issued procurement card assigned to Ms. Leana Wen. Therefore, the disbursement to Mses. Kerr and Onyemah is \$518.76.

MINUTES**TRAVEL REQUESTS** - cont'd

UPON MOTION duly made and seconded, the Board approved the foregoing Travel Requests. The President **ABSTAINED** on item no. 2. The Comptroller **ABSTAINED** on item no. 3.

MINUTES

Space Utilization Committee/ - Sublease Agreement
 Mayor's Office of Human
 Services

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Sublease Agreement with The United Way of Central Maryland, Inc., Sublandlord for the rental of a portion of property known as 1800 Washington Boulevard, consisting of approximately 600 sq. ft. The period of the Sublease Agreement is March 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Installation</u>
\$ 3,334.00	\$833.50 - 3/1/17 - 6/30/17
\$10,002.00	\$833.50 - 7/1/17 - 6/30/18

Account: 4000-486313-1772-452200-603013

BACKGROUND/EXPLANATION:

This Sublease Agreement will allow the premises to be used as office space by Baltimore City's Head Start Program under the Mayor's Office of Human Services.

The Sublandlord will provide electric, water, drainage, gas, HVAC, lighting, restrooms and cleaning of restrooms, building security, and trash removal of the subleased premises. The Sublandlord will allow the City the use of the large conference room upon prior scheduling with the Sublandlord and will provide use of the existing desks, chairs, credenzas and filing cabinets in the premises to the City. The Sublandlord will supply security badges for access to the building, the elevator bank leading to the subleases premises, and the premises. The City will have the right during the period of the Sublease Agreement to use eight unreserved parking spaces in the Blue Lot.

MINUTES

Space Utilization Committee/ - cont'd
Mayor's Office of Human
Services

The City will be responsible for the photocopier, computer, and/or telephone services to the subleased premises. The City will also be responsible for liability insurance under the City's self-insured program.

The Sublease Agreement was approved at the Space Utilization Committee on February 7, 2017.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Sublease Agreement with The United Way of Central Maryland, Inc., Sublandlord for the rental of a portion of property known as 1800 Washington Boulevard, consisting of approximately 600 sq. ft.

MINUTES

Mayor's Office of Communications - Governmental/Charitable
Solicitation Application

ACTION REQUESTED OF B/E:

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City for Ms. Marva Williams to solicit businesses, organizations, and donors for donations of goods and services and financial support to assist in paying for the event costs for the 2017 Mayor's Annual Back to School Pep Rally. The period of the campaign will be effective upon Board approval through August 31, 2017.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

The Mayor's Back to School Pep Rally will be held in August 2017. The specific date and location will be determined. This event has been held for over a decade and will feature community resources, health and wellness screenings, exhibitors, music, live entertainment, motivational speeches, and more to invigorate students and their parents with the tools needed to prepare for a successful school year.

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

MBE/WBE PARTICIPATION:

N/A

MINUTES

Mayor's Office of Communications - cont'd

UPON MOTION duly made and seconded, the Board endorsed a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City for Ms. Marva Williams to solicit businesses, organizations, and donors for donations of goods and services and financial support to assist in paying for the event costs for the 2017 Mayor's Annual Back to School Pep Rally. The Mayor **ABSTAINED**.

MINUTES

Mayor's Office of Human Services - Agreements and Ratification
(MOHS) of Amendment No. 1 to Agreement

The Board is requested to approve and authorize execution of the Agreements and to ratify the Amendment No. 1 to Agreement.

1. **HOMELESS PERSONS REPRESENTATION PROJECT, INC.** **\$111,840.50**

Account: 4000-407016-3571-758000-603051

The organization will use funds to provide legal assistance to 125 homeless families and individuals in cases where the legal relief will help to alleviate the client's homelessness. The period of the agreement is January 1, 2017 through December 31, 2017.

The agreement is late because of a delay in receiving signatures from the organization.

2. **DAYSPRING PROGRAMS, INC.** **\$287,084.00**

Account: 4000-407017-3573-757600-603051

The organization will use funds to cover personnel costs for case management services for 63 formerly homeless individuals living in their permanent supportive housing program. The period of the agreement is January 1, 2017 through December 31, 2017.

The agreement is late because of a delay in receiving signatures from the organization.

RATIFICATION OF AMENDMENT NO. 1 TO AGREEMENT

3. **HEALTHCARE ACCESS MARYLAND, INC.** **\$ 0.00**

On May 27, 2015, the Board approved the original agreement with the organization in the amount of \$164,275.00 for the

MINUTES

MOHS - cont'd

period of April 1, 2015 through March 31, 2016. These funds were used to provide permanent housing and supportive services to 105 families or individual adults. In order to allow for the full expenditure of funds, the U.S. Department of Housing and Urban Development approved a no-cost extension on June 2, 2016. The Amendment No. 1 to Agreement extends the period through May 30, 2016.

This ratification will allow for the payment of expenses incurred by the organization through the extended period of May 30, 2016.

4. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$ 96,963.50**
(ACC)

Account: 4000-407017-3573-757200-603051

Under the terms of this Continuum of Care Agreement, the ACC will provide permanent housing and supportive services for five households as part of its Project Fresh Start. The funds will be used to cover case management personnel costs, client job training, and client housing costs. The period of the agreement is December 1, 2016 through November 30, 2017.

The Continuum of Care Agreement is late because of delays in receiving signatures from Associated Catholic Charities, Inc.

MBE/WBE participation is waived because the budget is primarily budget, utility, and personnel costs.

5. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$3,791,600.00**
(ACC)

Account: 1001-000000-3572-779200-603051

Under the terms of this agreement, the ACC will provide shelter and supportive services to the homeless population

MINUTESMOHS - cont'd

of Baltimore at the Housing Resource Center located at 600 Fallsway. The ACC will use the funds to cover salaries and operating costs for managing the shelter and associated programs. The period of the agreement is July 1, 2016 through June 30, 2017.

The agreement is late because of delays in negotiating the terms of the award.

MWBOO GRANTED A WAIVER.

6. **NEW VISION HOUSE OF HOPE, INC.** **\$109,327.55**

Account: 1001-000000-3572-772800-603051

Under the terms of this agreement, New Vision House of Hope, Inc. will use the funds to provide emergency overnight sheltering for up to 100 homeless men and women for up to 30 nights that are declared Winter Emergency nights by the Mayor's Office of Human Services when the outdoor temperature falls below 32 degrees Fahrenheit. The period of the agreement is December 15, 2016 through March 15, 2017.

The agreement is late because of delays in budget negotiations with New Vision House of Hope, Inc.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

MOHS - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreements and ratified the Amendment No. 1 to Agreement.

MINUTES

Parking Authority of - Parking Facility Rate Adjustment
Baltimore City (PABC)

ACTION REQUESTED OF B/E:

The Board is requested to approve an adjustment to the transient rate at the City-owned Arena Garage that is managed by the PABC. The Parking Facility Rate Adjustment is effective upon Board approval.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The PABC is charged with managing the City of Baltimore's parking assets. Proper stewardship of those assets requires that the PABC realize the best possible return on the City's parking investments.

Pursuant to Article 31, §13(f)(2) of the Baltimore City Code, subject to the approval of the Board of Estimates, the PABC may set the rates for any parking project. The PABC believes that a rate adjustment at this parking facility is warranted at this time.

To bring the transient rate charged at the Arena Garage in line with its surrounding facilities, the PABC staff developed the rate adjustment recommendation submitted hereto. This rate adjustment was unanimously approved by the PABC Board of Directors.

MINUTES

PABC - cont'd

Location	Proposed Transient Rate Changes				Proposed Monthly Rate Changes
Arena Garage	Regular Transient Rates				Regular Monthly Rate
		Current Rate	Proposed Rate	Last Rate Change	No Proposed Changes
	2 hour rate	\$10.00	\$11.00	March 2015	

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the adjustment to the transient rate at the City-owned Arena Garage that is managed by the PABC.

MINUTES

Parking Authority of - Parking Facility Rate Adjustment
Baltimore City (PABC)

ACTION REQUESTED OF B/E:

The Board is requested to approve an adjustment to the transient rate at the City-owned Franklin Street Garage that is managed by the PABC. The Parking Facility Rate Adjustment is effective upon Board approval.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The PABC is charged with managing the City of Baltimore's parking assets. Proper stewardship of those assets requires that the PABC realize the best possible return on the City's parking investments.

Pursuant to Article 31, §13(f)(2) of the Baltimore City Code, subject to the approval of the Board of Estimates, the PABC may set the rates for any parking project. The PABC believes that a rate adjustment at this parking facility is warranted at this time.

To bring the transient rate charged at Franklin Street Garage in line with its surrounding facilities, the PABC staff developed the rate adjustment recommendation submitted hereto. This rate adjustment was unanimously approved by the PABC Board of Directors.

MINUTES

PABC - cont'd

Location	Proposed Transient Rate Changes				Proposed Monthly Rate Changes
Franklin Street Garage	Regular Transient Rates				Regular Monthly Rate
		Current Rate	Proposed Rate	Last Rate Change	No Proposed Changes
	2 hour rate	\$6.00	\$7.00	May 2014	

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the adjustment to the transient rate at the City-owned Franklin Street Garage that is managed by the PABC.

MINUTES

Fire Department - Matching Fund Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Matching Fund Grant Agreement with the Maryland Institute for Emergency Medical Services Systems. The Matching Fund Grant Agreement is effective upon Board approval through May 12, 2017.

AMOUNT OF MONEY AND SOURCE:

\$18,198.00 - 5000-582617-3191-308700-405001
18,198.00 - 1001-000000-3191-308700-605007
\$36,396.00

BACKGROUND/EXPLANATION:

The grant will allow the Department to purchase 20 Lifepack 1000 Automatic External Defibrillates with monitor capability.

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 Matching Fund Grant Agreement with the Maryland Institute for Emergency Medical Services Systems.

MINUTES

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

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

- 1. **THE DEVELOPMENT CORPORATION OF NORTHWEST BALTIMORE** **\$40,000.00**

Account: 2089-208917-5930-429591-603051

This agreement will provide CDBG funds to subsidize the operating costs of the subgrantee to provide housing counseling services, housing workshops and other aspects of homeownership to eligible low- and moderate-income persons. The period of the agreement is September 1, 2016 through August 31, 2017.

- 2. **WBC COMMUNITY DEVELOPMENT CORPORATION, INC.** **\$25,000.00**

Account: 2089-208917-5930-728026-603051

This agreement will provide CDBG funds to subsidize the subgrantee's operating expenses. The subgrantee will carry out general public services by referring residents of the Forest Park area to available resources for financial, housing, and health care assistance. The subgrantee will also conduct financial literacy workshops and complete the sale of 3813 Fairview Avenue to a low- and moderate-income household for first-time owner occupancy. The period of the agreement is July 1, 2016 through June 30, 2017.

- 3. **INTERSECTION OF CHANGE, INC.** **\$76,000.00**

Accounts: 2089-208917-5930-429823-603051	\$46,000.00
2089-208917-5930-429826-603051	\$30,000.00

The subgrantee operates Martha's Place, a six-month residential transitional substance abuse recovery facility

MINUTES

Department of Housing and - cont'd
Community Development

and provides permanent housing to recovery program graduates. Services are provided predominately to residents of the Upton and Sandtown Winchester communities. The subgrantee also operates Jubilee Arts, a comprehensive arts program that offers art classes and cultural opportunities to adults and children. The period of the agreement is July 1, 2016 through June 30, 2017.

MBE GOAL: \$19,818.00

WBE GOAL: \$ 7,340.00

4. **BALTIMORE OFFICE OF PROMOTION** **\$52,326.00**
& THE ARTS, INC.

Account: 2089-208917-5930-423230-603051

This agreement will provide CDBG funding for Bright STARTS Workshops for Children Program. The Bright STARTS Program will provide free art instruction to youth ages 3 - 19 with workshops in such areas as visual, literacy and performing arts during out-of-school hours and the summer through established after-school programs, pre-school programs and community-based youth programs throughout Baltimore City. The period of the agreement is July 1, 2016 through June 30, 2017.

MWBOO GRANTED A WAIVER.

MINUTES

Department of Housing and - cont'd
Community Development

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 to be effective July 1, 2016 and beyond. Consequently, these agreements were delayed due to final negotiations and processing.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

Department of Housing and - Amendment to Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Amendment to Agreement with the American Communities Trust, Inc. The Amendment to Agreement will extend the period of the Agreement through July 31, 2017.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On September 28, 2016, the Board approved the Grant Agreement with the American Communities Trust, Inc., in the amount of \$1,594,000.00. Funds are being used for site work and stabilization of existing buildings as part of the Baltimore Food Hub development underway at the former Department of Public Works Pumping Station site.

The Department has requested that the end of the term of the Grant Agreement be extended from March 31, 2017 to July 31, 2017 to accommodate construction sequencing. All other terms and conditions remain in full effect.

MBE/WBE PARTICIPATION:

THE MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$6,412,972.00, AS FOLLOWS:

MBE: \$1,731,502.00

WBE: \$ 641,297.00

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Department of Housing and - cont'd
Community Development

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to Agreement with the American Communities Trust, Inc.

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement with the University System of Maryland on behalf of the University of Maryland, Baltimore, Developer, for the sale of the City-owned property located at 217 N. Pine Street and the abutting bed of Born Court and the abutting four ft. alley.

AMOUNT OF MONEY AND SOURCE:

\$78,000.00

BACKGROUND/EXPLANATION:

The Developer wishes to purchase the vacant lot located at 217 N. Pine Street and the abutting bed of Born Court and the abutting four ft. alley to be used to support the electrical utility service to the Developer's facilities and to provide parking for University of Maryland employees and visitors. This development will be in furtherance of the larger redevelopment plan for the University of Maryland, Baltimore area.

The City may sell the property by virtue of Article II, § 15 of the Baltimore City Charter (2010 Edition); Article 13 of the Baltimore City Code (2010 Edition), which is established by the Department; Ordinance No. 579, the Market Center Urban Renewal Plan, originally approved by the City on November 16, 1977; as amended; and the passage of an ordinance by the City.

MBE/WBE PARTICIPATION:

The Developer is the State of Maryland for the use of the University System of Maryland on behalf of the University of Maryland, Baltimore, and is exempt from the MBE/WBE Participation.

MINUTES

Department of Housing and - cont'd
Community Development

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with the University System of Maryland on behalf of the University of Maryland, Baltimore, Developer, for the sale of the City-owned property located at 217 N. Pine Street and the abutting bed of Born Court and the abutting four ft. alley.

MINUTES

Department of Housing and - Land Disposition and
Community Development Acquisition Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Land Disposition and Acquisition Agreement, which outlines the exchange of two properties, located at 1835 and 1837 Rutland Avenue, owned by AJW, LLC, Developer, for two comparable properties, located at 2108 E. Biddle Street and 502 E. 23rd Street, owned by the Mayor and City Council (City).

AMOUNT OF MONEY AND SOURCE:

The City agrees to pay for all settlement costs associated with the property acquired by the City, not to exceed \$600.00 per property for a total of \$1,200.00.

Account: 9910-908044-9588-900000-704044

BACKGROUND/EXPLANATION:

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

The Developer received notice of the City's intent to demolish the properties located at 1835 and 1837 Rutland Avenue. Because the Developer intended to rehabilitate the properties, a property exchange was proposed for the properties located at 2108 E. Biddle Street and 502 E. 23rd Street, an area better suited for redevelopment. The Developer will deliver good and marketable title and as a condition of the exchange, has agreed to rehabilitate the properties it is receiving within 12 months from the date of settlement.

The City will receive clear and marketable title to the Developer's properties subject to any municipal liens, in exchange for comparable properties.

MINUTES

Department of Housing and - cont'd
Community Development

Determination of comparability is based on a valuation for both 1835 and 1837 Rutland Avenue and 2108 E. Biddle Street and 502 E. 23rd Street, which determined that the property at 1835 and 1837 Rutland Avenue is valued at \$10,000.00, while the property located at 2108 E. Biddle Street and 502 E. 23rd Street is valued at \$11,500.00. The liens total approximately \$4,525.85, and are itemized as follows:

1837 Rutland Avenue

Real Property Taxes 2016 - 2017	\$ 74.94
Real Property Taxes 2015 - 2016	91.50
Miscellaneous Bill	133.72
Miscellaneous Bill	225.91
Property Registration	<u>137.80</u>
Total:	\$ 663.87

1835 Rutland Avenue

Real Property Taxes 2016 - 2017	\$ 74.94
Real Property Taxes 2015 - 2016	91.50
Miscellaneous Bill	1,778.87
Miscellaneous Bill	1,778.87
Property Registration	<u>137.80</u>
Total:	\$3,861.98

Combined Total: \$4,525.85

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

MINUTES

Department of Housing and - cont'd
Community Development

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

The rationale for the exchange of properties was to ensure that the severity of blight at 1835 and 1837 Rutland Avenue would be successfully eliminated, while simultaneously ensuring that a willing and able developer could contribute to the revitalization of Baltimore City in an area better suited and poised for rehabilitation.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition and Acquisition Agreement, which outlines the exchange of two properties, located at 1835 and 1837 Rutland Avenue, owned by AJW, LLC, Developer, for two comparable properties, located at 2108 E. Biddle Street and 502 E. 23rd Street, owned by the Mayor and City Council.

MINUTES

Department of Housing and - Local Government Resolution
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve a Local Resolution in support of the Maryland Department of Housing and Community Development (MD-DHCD) Baltimore Regional Neighborhood Initiative program. A local resolution is required for organizations to participate in and receive funds from the program.

AMOUNT OF MONEY AND SOURCE:

\$2,946,199.00 - MD-DHCD, BRNI

No City funds are requested.

BACKGROUND/EXPLANATION:

The Baltimore Regional Neighborhood Initiative program (BRNI) was established to increase the competitiveness of Baltimore City neighborhoods and inner-beltway communities in Baltimore and Anne Arundel Counties by providing State funds that will leverage additional public and private investment, thereby stimulating interest, strengthening local markets and increasing tax bases. Eligible applicants include community development organizations that are located in a Priority Funding and Sustainable Community area as defined by State law. Examples of eligible projects include homeownership incentives fund, neighborhood spruce-up projects, strategic acquisition, incubator space, and public art.

Fiscal Year 2017 BRNI funds provided up to \$3,000,000.00 to support capital projects and up to \$750,000.00 to support operating costs. The MD-DHCD received applications from 11 community development organizations requesting \$8,697,922.00 to fund 37 projects. The State is awarding a total of \$2,946,199.00, of which \$2,786,199.00 is being awarded to nine organizations for 28 projects in Baltimore City. One Hundred Sixty Thousand Dollars (\$160,000.00) is being awarded to the Dundalk Renaissance Corporation which will use a portion of the funds to support façade improvements and home repairs in the St. Helena neighborhood, which is located in both Baltimore City and Baltimore County.

The applicants and projects are listed in Exhibit A.

MINUTES

DHCD - cont'd

Exhibit A

<u>Applicant</u>	<u>Organization</u>	<u>Project Name</u>	<u>Awarded BRNI Funds</u>
Belair Edison Neighborhoods, Inc.	Belair Edison Main Street	Belair Edison Main Street Program	\$75,000

Funds will support the Belair Edison Main Street program to enhance the Belair Road commercial corridor including incentives to improve business facades, fund security measures, and additional cleaning services.

Belair Edison Neighborhoods, Inc.	Belair Edison Neighborhoods, Inc.	Green Sustainability Initiative	\$100,000
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Funds will support the Belair Edison Green Sustainability Initiative that promotes the area's natural amenities, including proximity to Herring Run Park through public art, community gardens, and tree planting projects and markets the neighborhood as a location that offers opportunities to homeowners and entrepreneurs.

Central Baltimore Partnership, Inc.	Jubilee Baltimore	Greenmount West Barclay Street Park	\$26,199
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Funds will support the construction of a new quarter-acre park in Greenmount West. The Park is part of the City Arts II redevelopment project located at the intersection of Greenmount and Lanvale Avenues.

Central Baltimore Partnership, Inc.	Central Baltimore Partnership, Inc.	Homewood Community Partners Initiative (HCPI) Community Spruce-Up Grant Program	\$80,000
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Funds will support the HCPI Spruce-Up Grant program, which awards grants ranging from \$10,000 to \$25,000 to neighborhood groups for projects that help strengthen the 10 neighborhoods in the HCPI target area surrounding the Johns Hopkins University Homewood campus.

Central Baltimore Partnership, Inc.	Telesis Corporation	North Barclay Green Tenant Improvements	\$80,000
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Funds will support tenant improvements in the affordable rental North Barclay Green apartments and townhomes.

MINUTES

DHCD - cont'd

Baltimore Neighborhood Regional Initiative Resolution
 Exhibit A
 February 6, 2017
 Page 2

<u>Applicant</u>	<u>Organization</u>	<u>Project Name</u>	<u>Awarded BRNI Funds</u>
Central Baltimore Partnership, Inc.	Central Baltimore Partnership, Inc.	Remington Commercial Façade Improvement Program	\$50,000

Funds will provide matching grants to businesses to enhance their exterior facades, including lighting and signage improvements, within Remington's commercial areas.

Central Baltimore Partnership, Inc.	Central Baltimore Partnership, Inc.	Rowhouse Rehab Program	\$150,000
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Funds will support incentives for Central Baltimore homeowners to rehabilitate their properties to build equity and increase property values as a means to build individual wealth-creation and support the City's tax base.

Central Baltimore Partnership, Inc.	Waverly Main Street	Waverly Main Street Streetscape Improvement Project	\$75,000
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Funds will assist the Waverly Main Street organization to advance a redevelopment strategy and improve the physical streetscape environment as part of implementing the 2013 Waverly Main Street Master Plan.

Central Baltimore Partnership, Inc.	Central Baltimore Partnership, Inc.	Operating Support	\$250,000
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General funding for staff and operations of the Central Baltimore Partnership to manage and implement projects that support neighborhood revitalization initiatives in Central Baltimore.

City Life Community Builders	City Life Community Builders	1517 North Broadway Preservation	\$150,000
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Funds will support a pilot program to preserve a historic building utilizing robotic technologies and workforce development trainees.

City Life Community Builders	City Life Community Builders	Clean and Green Clean-up and Security Effort	\$40,000
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Funds will support security and cleaning in the area around the Hoen Building

MINUTES

DHCD - cont'd

Baltimore Neighborhood Regional Initiative Resolution
Exhibit A
February 6, 2017
Page 3

<u>Applicant</u>	<u>Organization</u>	<u>Project Name</u>	<u>Awarded BRNI Funds</u>
Dundalk Renaissance Corporation	Dundalk Renaissance Corporation	Curb Appeal Fund	\$50,000

Funds will support façade and front yard improvements

Dundalk Renaissance Corporation	Dundalk Renaissance Corporation	Homeowner Repair Program	\$110,000
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Funds will provide opportunities for a "contractor on call" partnership with Rebuilding Together to assist low-income seniors with home repairs

East Baltimore Development, Inc.	East Baltimore Development, Inc.	Emerging Developers Rehabilitation Program	\$175,000
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Funds will assist an Emerging Developers Rehabilitation Program in East Baltimore to support a nine property pilot program to create affordable housing and promote the rehabilitation of historic properties.

Southeast Community Development Corporation	Southeast Community Development Corporation	Broadway Services Live Near Your Work Incentive program	\$75,000
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Funds will provide incentives for employees of Broadway Services, a major employer in Baltimore City, to purchase homes using the Live Near Your Work program by assisting with down-payment and closing costs within the Sustainable Communities area.

Southeast Community Development Corporation	Southeast Community Development Corporation	Façade Improvement & Job Training	\$95,000
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Funds will support job training in the construction field and façade improvement grant activities around Library Square near the McEldery Park and Patterson Park neighborhoods.

MINUTES

DHCD - cont'd

Baltimore Neighborhood Regional Initiative Resolution
 Exhibit A
 February 6, 2017
 Page 4

<u>Applicant</u>	<u>Organization</u>	<u>Project Name</u>	<u>Awarded BRNI Funds</u>
Southeast Community Development Corporation	Southeast Community Development Corporation	Homebuyer Incentive Match Program	\$50,000

Funds will provide \$10,000 in matching funds to low or moderate-income homebuyers who use Healthy Neighborhoods or Alternative Credit loans.

Southeast Community Development Corporation	Southeast Community Development Corporation	Neighborhood Spruce-Up Program	\$80,000
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Funds will support a Neighborhood Spruce-Up program to improve public spaces in Southeast Baltimore through a grants program with awards ranging from \$10,000-\$25,000.

Southeast Community Development Corporation	Southeast Community Development Corporation	Operating Support	\$150,000
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General funding for operations and community outreach of the Southeast Community Development Corporation to support neighborhood revitalization initiatives in Southeast Baltimore, including Banner Neighborhoods and Friends of Patterson Park.

Southeast Community Development Corporation	Southeast Community Development Corporation	Station East Vacants-to- Value Project	\$75,000
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Funds will support predevelopment and marketing assistance for the Station East community, a Vacants-to-Value Homeownership project in the Milton-Montford neighborhood.

Southeast Community Development Corporation	Southeast Community Development Corporation	East Baltimore Jobs Hub	\$75,000
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Funds will support job training and recruitment opportunities for the East Baltimore Jobs Hub.

MINUTES

DHCD - cont'd

Baltimore Neighborhood Regional Initiative Resolution
 Exhibit A
 February 6, 2017
 Page 5

<u>Applicant</u>	<u>Organization</u>	<u>Project Name</u>	<u>Awarded BRNI Funds</u>
Southwest Partnership, Inc.	Bon Secours Community Works	Bon Secours Community Farm Pilot Project	\$100,000

Funds will support the establishment of an urban farm to improve blighted properties in surrounding communities and to teach Baltimore City residents farming skills.

Southwest Partnership, Inc.	Southwest Partnership, Inc.	West Baltimore Street Alley Gating Project	\$100,000
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Funds will support alley and footpath gating and security on the 1000-1600 blocks of West Baltimore Street.

Southwest Partnership, Inc.	Southwest Partnership, Inc.	Southwest Baltimore Partnership General Operating Funds	\$120,000
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General funding for staff and operations of the Southwest Partnership to manage and implement projects to support neighborhood revitalization initiatives in seven neighborhoods in Southwest Baltimore.

Southwest Partnership, Inc.	Southwest Partnership, Inc.	West Fayette Street Vacant Property Stabilization Project	\$150,000
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Funds will support the stabilization and renovation of seven to ten vacant properties in the 1000-1100 blocks of West Fayette Street in the Poppleton area.

Strong City Baltimore	Strong City Baltimore	Baybrook Youth Athletic Complex	\$200,000
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Funds will support the construction and operations of a multi-purpose athletic field as part of the implementation of the 2016 Greater Baybrook Vision and Action Plan.

Strong City Baltimore	Strong City Baltimore	Greater Baybrook Operational Support	\$85,000
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Funds will be used towards the establishment of a community development corporation to implement the Greater Baybrook Vision and Action Plan.

MINUTES

DHCD - cont'd

Baltimore Neighborhood Regional Initiative Resolution
 Exhibit A
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 Page 6

<u>Applicant</u>	<u>Organization</u>	<u>Project Name</u>	<u>Awarded BRNI Funds</u>
Strong City Baltimore	Strong City Baltimore	Greater Baybrook Block Improvement Program	\$50,000

Funds will be used to improve towards physical improvements on four blocks in the Greater Baybrook communities to implement the Greater Baybrook Vision and Action Plan.

Strong City Baltimore	Strong City Baltimore	Greater Baybrook Identity and Branding Initiative	\$50,000
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Funds will be used towards the creation of a branding and identity marketing package for the commercial corridor to implement the Greater Baybrook Vision and Action Plan.

The Reinvestment Fund	The Reinvestment Fund	Rebuild Johnston Square Neighborhood Association 2015 Plan Implementation	\$250,000
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Funds will be used towards the implementation of the Rebuild Johnston Square 2015 plan to create new housing and economic opportunities in the Johnston Square community at the site of formerly vacant and blighted properties.

UPON MOTION duly made and seconded, the Board approved a Local Resolution in support of the Maryland Department of Housing and Community Development Baltimore Regional Neighborhood Initiative program. A local resolution is required for organizations to participate in and receive funds from the program.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development (DHCD) - Condemnation</u>			
1. R&C Properties	1418 N. Gay St.	L/H	\$1,380.00
Funds are available in account no. 9910-910634-9588-900000-704040, FY14 Whole Block Demo Project.			
2. Elias Tellez	1104 W. Fayette St.	F/S	\$6,500.00
Funds are available in account no. 9910-914135-9588-900000-704040, Poppleton Project.			

DHCD - Payment of Court Settlement

3. D&F Realty, Inc. (Prior Owner)	9 N. Carrollton Ave.	F/S	\$3,000.00
Funds are available in account no. 9910-914135-9588-900000-704040, Poppleton Project.			

On October 19, 2016, the Board approved the purchase by condemnation of the Fee Simple interest in 9 N. Carrollton Avenue for \$30,000.00. This price was determined by the higher of two appraisals. The surviving directors of the former owner agreed to settle the condemnation suit for \$33,000.00, a value of 10% above the initial amount that was placed in the Court Registry. The surviving directors, Floyd McGeachy and Doris McGeachy, of the former owner, D&F Realty, Inc. are entitled

MINUTES**OPTIONS/CONDEMNATION/QUICK-TAKES:**

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Payment of Court Settlement</u>			

to the balance of \$3,000.00. Therefore, the Board is requested to approve the payment of settlement in the Circuit Court for Baltimore City to the surviving directors, Floyd McGeachy and Doris McGeachy, of the former owner, D&F Realty, Inc.

UPON MOTION duly made and seconded, the Board approved the foregoing Condemnations and Payment of Court Settlement.

MINUTES

Department of Public Works - Assignment and Assumption Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Assignment and Assumption Agreement between MWH Americas, Inc./Louis Berger Water Services, Inc., Joint Venture (Assigning Party) Louis Berger Water Services, Inc. (Assuming Party) and the City (Remaining Party) for Project 1112 - Wet Weather Consent Decree Compliance and Program Management Services.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

MWH Americas, Inc./Louis Berger Water Services, Inc. is a joint venture formed for the purpose of performing Project No. 1112. Project 1112 is the agreement through which the Department of Public Works receives program management, construction management, and related services to assist the City in implementing its obligations under Civil Action No. JFM-02-1524, the City's wet weather Consent Decree to ensure long-term compliance with the federal Clean Water Act. The Joint Venture is being dissolved, and the Joint Venture and the Department of Public Works wish to assign Project 1112 from the Joint Venture to Louis Berger Water Services, Inc. (Louis Berger). Louis Berger is an equal partner in the Joint Venture, and the assignment will allow Louis Berger to continue fulfilling the Joint Venture's obligations under Project 1112 with no interruption in service to the City. The assignment will delegate all rights, duties, and obligations under Project 1112 from the Joint Venture to Louis Berger. The Joint Venture will remain liable for any acts or omissions prior to the effective date of assignment.

MINUTES

Department of Public Works - cont'd

MBE/WBE PARTICIPATION:

The vendor will continue to comply with Article 5 Subtitle 28 with the Baltimore City Code.

MBE: 27.3%

WBE: 9.1%

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Assignment and Assumption Agreement between MWH Americas, Inc./Louis Berger Water Services, Inc., Joint Venture Louis Berger Water Services, Inc. and the City for Project 1112 - Wet Weather Consent Decree Compliance and Program Management 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. 6 to Rummel, Klepper & Kahl, LLP under Project 1504 (WC 1305), Construction Management Assistance Services. The period of the task assignment is approximately 14 months.

AMOUNT OF MONEY AND SOURCE:

\$193,976.90 - 9960-902298-9557-900020-703032

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction is in need of assistance from Rummel, Klepper & Kahl, LLP to provide inspection and construction management assistance services on various projects including, but not limited to W.C. 1305-o/c Environmental Services Ashburton Filtration Plant Standby Generator for the Department of Public Works, Water & Wastewater.

The scope of the construction projects include the furnishing and installation of a standby generator; related site work includes concrete generator pad, electrical ductwork, and site restoration.

The scope of the on-call agreement includes construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review of contract claims and supports, estimating, project engineering, constructability review and submittals reviews and responses.

MINUTES

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

MBE/WBE PARTICIPATION:

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

The vendor will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code.

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. 6 to Rummel, Klepper & Kahl, LLP under Project 1504 (WC 1305), 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. 004 to Hazen & Sawyer, PC under Project No. 1502, On-Call Project and Construction Management Assistance Services. The period of the Task Assignment 004 is approximately 24 months.

AMOUNT OF MONEY AND SOURCE:

\$ 96,008.75 - 9956-909602-9551-900020-703032, SC 902
96,008.75 - 9956-907603-9551-900020-703032, SC 903
96,008.75 - 9956-903654-9551-900020-703032, SC 937
96,008.75 - 9956-918616-9551-900020-703032, SC 914
\$384,035.00

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction is in need of assistance from Hazen & Sawyer, PC to provide on-call technical assistance related to City hydraulic modeling, SSO Consent Decree projects, sewer capacity certifications for major new developments and wastewater system related emergency or urgent needs. Assistance is also needed in technical support on an on-call basis during re-negotiation of the Modified Consent Decree for projects including, but not limited to SC 902 -Improvements to the Sanitary Sewers in Dundalk Sewershed, SC 903 - Improvements to Patapsco Sewershed, SC 937 -Improvements to Sanitary Sewers, and SC 914 -Improvements to Sanitary Sewers in Low Level Collection System.

MINUTES

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

The scope of the original contract includes construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review of contractor's application for payments, preparation of record drawings, and review of contract claims and supports, scheduling, project engineering, and constructability reviews.

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 assignment of Task No. 004 to Hazen & Sawyer, PC under Project No. 1502, On-Call Project and Construction Management Assistance Services.

MINUTES

Department of Transportation - Amendment No. 2 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve Amendment No. 2 to Agreement with Prime AE Group, Inc./Hardesty & Hanover, LLC (Joint Venture), Project No. 1175, On-Call Bridge Design Services. The Amendment No. 2 will extend the Agreement through February 12, 2018.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On February 13, 2013, the Board approved the original agreement in the amount of \$2,000,000.00 with the Joint Venture to assist the Department of Transportation, Engineering & Construction Division by providing bridge design services including but not limited to bridge inspection, attending meetings, developing plans, contract specification and cost estimates.

On December 9, 2015, the Board approved Amendment No. 1 to allow for a one year time extension to fully complete extra work. Under Amendment No. 2, the Department is requesting an additional one-year time extension to complete an ongoing bridge design project involving coordination between Baltimore City Department of Transportation, the Baltimore City Department of Public Works, the Baltimore County Department of Public Works, the Maryland Department of Natural Resources, the United States Army Corps of Engineers, and the Maryland State Highway Administration.

MBE/WBE PARTICIPATION:

The consultant will comply with Article No. 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement.

MINUTES

Department of Transportation - cont'd

MBE: 27.00%

WBE: 10.00%

AUDITS NOTED THE NO-COST TIME EXTENSION.

UPON MOTION duly made and seconded, the Board approved the Amendment No. 2 to Agreement with Prime AE Group, Inc./Hardesty & Hanover, LLC, Project No. 1175, On-Call Bridge Design Services.

MINUTES

Department of Transportation - Amendment to Construction Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Amendment to Construction Agreement with CSX Transportation, Inc. (CSXT).

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On June 11, 2014, the Board approved a construction agreement whereby the Department of Transportation proposed to replace the Edmondson Avenue Bridge over CSXT.

In Section 4.3.1 and Exhibit E of the agreement, it was agreed that the City will deposit with CSXT funds to cover various services, such as but not limited to inspection, engineering reviews, and flagman.

Upon further review, it was determined that it was not in the best interest of the City to proceed this way and it was requested of CSXT and CSXT granted that the City remit payment for services when the services were rendered and invoices submitted.

MBE/WBE PARTICIPATION:

N/A

MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to Construction Agreement with CSX Transportation, Inc.

MINUTES

Department of Transportation - Verizon Utility Force Account Agreement - Central Avenue Streetscape and Harbor Point Connector Bridge, Project 12317

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Verizon Utility Force Account Agreement related to Project 12317, Central Avenue Streetscape and Harbor Point Connector Bridge.

AMOUNT OF MONEY AND SOURCE:

\$41,289.00 - 9950-905023-9508-000000-490375

BACKGROUND/EXPLANATION:

The Department's Design-Builder will install four additional 4-inch fiberglass conduits into the casing pipe that will be installed (jack and bore) underneath the Central Avenue Storm Drain at Aliceanna Street. This will allow Verizon to utilize the jack and bore casing pipe. The work will be separate from the City's conduit system on either side of the casing pipe and Verizon will be the sole owner of said ducts. Verizon will reimburse the City \$41,289.00 for the work.

DBE/WBE PARTICIPATION:

The associated contract (TR 12317) with this request has a DBE goal of 30%.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Verizon Utility Force Account Agreement related to Project 12317, Central Avenue Streetscape and Harbor Point Connector Bridge.

MINUTES

Department of Transportation - Developer's Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Developer's Agreement No. 1445-A with Central Avenue, LLC.

AMOUNT OF MONEY AND SOURCE:

\$514,318.00

BACKGROUND/EXPLANATION:

Central Avenue, LLC would like to install new water service, sanitary sewer, storm drain, conduit, sidewalk, and road improvements to its proposed construction located at 711 South Central Avenue. This Developer's Agreement will allow Central Avenue, LLC to do its own installation in accordance with Baltimore City Standards.

A Letter of Credit in the amount of \$514,318.00 has been issued to Central Avenue, LLC, which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Developer's Agreement No. 1445-A with Central Avenue, LLC.

MINUTES

Department of Transportation - Developer's Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Developer's Agreement No. 1369-A with RC Crittenton, LLC, Developer.

AMOUNT OF MONEY AND SOURCE:

\$104,318.21 - Performance Bond

BACKGROUND/EXPLANATION:

The Developer will install new water utilities to their proposed new building located in the vicinity of West 32nd Street and Elm Avenue. This Developer's Agreement will allow the organization to do their own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$104,318.21 has been issued to RC Crittenton, LLC, which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

City funds will not be utilized for this project, therefore, MBE/WBE participation is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Developer's Agreement No. 1369-A with RC Crittenton, LLC, Developer.

MINUTES

Department of Transportation - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve a Memorandum of Understanding (MOU) I-83 and MD 295 Snow Removal with the State Highway Administration (SHA) of the Maryland Department of Transportation. The MOU is effective upon Board approval for two years.

AMOUNT OF MONEY AND SOURCE:

\$500,000.00 - 1001-000000-5015-382300-604011

BACKGROUND/EXPLANATION:

The MOU is for the removal of snow on the City's maintained portion of Interstate 83 Jones Falls Expressway (JFX) and MD-295.

The MOU outlines the responsibilities between SHA and the Department for snow removal along the JFX from the County/City line to Fayette Street and MD-295 from the County/City line to Annapolis Road. The removal will consist of SHA's efforts to remove snow due to the City experiencing equipment shortage for any winter emergencies. The City will be responsible for all costs incurred by SHA for the removal of snow.

MBE/WBE/DBE PARTICIPATION:

This item is not the result of City procurement and the Department of Transportation is responsible for all cost, therefore, MWDBE goals do not apply.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding I-83 and MD 295 Snow Removal with the State Highway Administration of the Maryland Department of Transportation.

MINUTES

Department of Transportation - Relocation Contract

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Relocation Contract with Baltimore Gas & Electric Company.

AMOUNT OF MONEY AND SOURCE:

\$ 68,644.25 - 9962-907066-9562-900000-707072 (TR 15017)
68,644.25 - 9962-908068-9562-900000-707072 (TR 15018R)
\$137,288.50

BACKGROUND/EXPLANATION:

The Relocation Contract is for support services that BGE will provide for 414 Light Street related to TR 15017 and TR 15018R.

The Department requested that the distribution facility located at 414 Light Street be relocated into the new City duct bank. A survey has been made and plans formulated for BGE Project Number Work Order No. 14074693. BGE estimates the total cost of the project to be \$274,577.00 of which Baltimore City is responsible for 50% of the total actual cost of the job, which is estimated to be \$137,289.00.

MBE/WBE PARTICIPATION:

The associated contract (TR 15017) with this request has a MBE goal of 27% and WBE goal of 9% and the associated contract (TR 15018R) has a MBE goal of 9% and WBE goal of and 2%.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Relocation Contract with Baltimore Gas & Electric Company.

MINUTESDepartment of Transportation - Minor Privilege Permit Application

The Board is requested to approve the following application for a Minor Privilege Permit. The application is 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. 100 S. Charles St.	Carlyle Baltimore Holdings, LLC	Egress Stairway 47 sq. ft.

Annual Charge: \$234.40

UPON MOTION duly made and seconded, the Board approved the foregoing Minor Privilege Permit.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- | | | |
|--|-----|------------|
| 1. ERESOURCE PLANNER,
INC. | N/A | Correction |
| Contract No. B50003752 - Police Human Capital Resource
Management System - Police Department - P.O. No. P529920 | | |

On January 21, 2015, the Board approved the initial award to cover the period of January 21, 2015 through January 20, 2017 with five one-year renewal options. However, the previously approved dates were incorrect. The correct contract period is January 21, 2015 through January 20, 2018 with five one-year renewal options. Therefore, the Board is requested to approve the correct contract period of January 21, 2015 through January 20, 2018 with five one-year renewal options.

MWBOO SET MBE AND WBE GOALS AT 0%.

- | | | |
|--|-----------------|---------|
| 2. CHAPMAN CHEVROLET, LLC
d/b/a CHAPMAN AUTO GROUP
AL PACKER'S WHITE MARSH
FORD, LLC
KING BUICK GMC, LLC
CRISWELL PERFORMANCE CARS,
INC. d/b/a CRISWELL CHRYSLER
JEEP DODGE
CRISWELL CHEVROLET, INC.
APPLE FORD, INC.
HERTRICH FLEET SERVICES,
INC. | \$ 8,500,000.00 | Renewal |
| Contract No. B50002786 - Qualify Dealers for Cars and Trucks
- Department of General Services, Fleet Management - P.O. No.
P522846 | | |

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 - cont'd

On February 27, 2013, the Board approved the initial award in the amount of \$22,000,000.00. On May 08, 2013, the Board approved an additional funding source at no cost. On January 20, 2016, the Board approved an increase for the amount of \$22,000,000.00 and the first renewal. This renewal is to purchase vehicles for round four of Fleet Management's planned replacement program, and is the second of two one-year renewal options. Therefore, the Board is requested to approve the second renewal for the period of March 01, 2017 through February 28, 2018 with no renewal options remaining. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

- | | | |
|---|----------------|---------|
| 3. VALLEY CHEVROLET, LLC t/a
AUTO NATION CHEVROLET
TIMONIUM | \$2,500,000.00 | Renewal |
| Contract No. B50003375 - O.E.M. Parts and Service for General Motors Vehicles - Department of General Services, Fleet Management - P.O. No. P526746 | | |

On March 26, 2014, the Board approved the initial award in the amount of \$4,000,000.00. On May 18, 2016, the Board approved an increase in the amount of \$2,300,000.00. The Board is requested to approve the first renewal in the amount of \$2,500,000.00. The period of the renewal is April 01, 2017 through March 31, 2018.

MWBOO GRANTED A WAIVER.

- | | | |
|--|--------------|----------|
| 4. JAY'S CATERING, LLC | \$ 50,000.00 | Increase |
| Contract No. B50004732 - Dinner for Snow Emergencies - Department of Transportation - P.O. No. P537110 | | |

On September 22, 2016, the City Purchasing Agent approved the initial award in the amount of \$24,000.00. The Board is requested to approve an increase in the amount of \$50,000.00. The contract expires September 19, 2017.

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 - cont'd

MBE/WBE PARTICIPATION:

Not applicable. Initial award was below MBE/WBE subcontracting threshold of \$50,000.00. These short term seasonal contracts are rebid annually to allow for maximum opportunity for participation by small local vendors, including MBEs and WBEs.

5. B&H FOTO & ELECTRONICS

CORP	\$ 38,214.00	Low Bid
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Contract No. B50004820 - Portable Electronic News Gathering Camera and Gear - Mayor's Office of Cable and Communications - Req. No. R742658

The five bids received were opened on November 15, 2016. The award is recommended to the lowest responsive and responsible bidder.

6. CRYE AMERICAN, LLC d/b/a

CRYE PRECISION	\$ 43,259.00	Sole Source
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Contract No. 06000 - SWAT AirFrame ATX Helmets - Baltimore Police Department - Req. No. R743840

Crye Precision is the sole manufacturer of the HLM-AX1-31-LG3 AirFrame ATX Helmet. Baltimore Police Department (BPD SWAT) originally purchased twenty helmets, and would like to buy sixty additional helmets. This helmet is currently being used by the BPD SWAT team and the BPD SWAT team would like to be consistent with what the entire team is using.

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

A PROTEST WAS RECEIVED FROM KIM TRUEHEART.

Kim A. Trueheart

February 14, 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 by the Baltimore City Police Department (BCPD).

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

1. Whom you represent: Self.
2. What the issues are:
 - a. Page 63, Item #6 Bureau of Purchases – Contract No. 06000 – SWAT AirFrame ATX Helmets – BPD, if approved:
 - i. This action does NOT appear to be furthering the protocols of Neighborhood Community Policing Program or any local initiatives that put police officers on foot in neighborhoods;
 - ii. This action appears to promote the continued militarization of police in an environment where the trend is to de-militarize police departments;
 - iii. This action does NOT appear to be furthering the objectives outlined in the pending DOJ Consent Decree;
 - iv. This action appears to be excessively extravagant and is in conflict with concerns raised by Judge James K. Bredar during his Consent Decree hearing held on February 1, 2017.
 - b. Request this action NOT be approved, pending the Police Department's full disclosure explaining why the procurement is for 60 new helmets to add to the 20 helmets currently on-hand, considering the fact that the total number of FTEs for SWAT is only 65 positions.
3. How the protestant will be harmed by the proposed Board of Estimates' action: As a citizen I have witnessed questionable management and stewardship of municipal funds by this Mayoral administration and BCPD. I seek a reasonable amount of results-oriented stewardship of scarce tax-payers funds which currently does not appear to exist. Smart money management seems to elude this municipality and the lack of checks and balances in oversight and auditing of municipal expenditures harms rather than serves the public good.

I look forward to the opportunity to address this matter at your upcoming Board of Estimates on July 1, 2014. If you have any questions regarding this request, please telephone me at (410) 205-5114.

Sincerely,
Kim Trueheart, Citizen & Resident

Email: ktrueheart@whatfits.net
5519 Belleville Ave
Baltimore, MD 21207

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 - cont'd

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.

7. MUNICIPAL EMERGENCY

<u>SERVICES, INC.</u>	<u>\$ 100,000.00</u>	<u>Renewal</u>
Contract No. B50003162 - Fire Hose - Baltimore City Fire Department - P.O. No. P526529		

On February 26, 2014, the Board approved the initial award in the amount of \$150,000.00. On January 28, 2015, the Board approved the first renewal at no cost. On September 09, 2015, the Board approved an increase in the amount of \$241,056.00. On October 21, 2015, the Board approved the second renewal in the amount of \$150,000.00.

The Board is requested to approve the third renewal in the amount of \$100,000.00. The period covered is February 26, 2017 through February 25, 2018 with two, one-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

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

8. GRAPHIC COMPUTER SOLUTIONS, INC.	\$ 75,790.00	First Amendment to Purchase Agreement
Contract No. 08000 - Licenses to the Judicial Dialog Software - State's Attorney's Office - P.O. No. R748784		

The Board is requested to approve and authorize execution of the First Amendment to the Purchase Agreement for additional Judicial Dialog user licenses with Graphic Computer Solutions, Inc. t/a Judicial Dialog Systems. The period covered is February 15, 2017 through February 14, 2018.

On June 29, 2016, the Board approved the initial award in the amount of \$75,790.00. The Board is requested to approve the first Amendment in the amount of \$75,790.00. With the approval of the first amendment, the total contract amount will be \$151,580.00.

Judicial Dialog software is exclusively produced, supported, and distributed by Judicial Dialog Systems and is only available for purchase directly from Judicial Dialog Systems. Judicial Dialog is the provider of the Judicial Dialog Case Management software currently installed and in use by the State's Attorney's Office. The agency is requesting to amend the contract to provide for additional licenses to access the Case Management software.

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

9. MORPHO TRUST USA	\$ 13,604.00	Agreement/
LLC		Increase
Contract No. 08000 - Morpho Trust TouchPrint Live Scan System - Baltimore City Police Department - P.O. No. P536342		

The Board is requested to approve and authorize execution of the End-User Licenses Agreement with Morpho Trust USA, LLC. The period covered is February 15, 2017 through February 14, 2018 with four, one-year renewal options at the sole discretion of the City.

On July 29, 2016, the City Purchasing Agent approved the initial award in the amount of \$23,170.00. The Board is requested to approve an increase in the amount \$13,604.00. With this increase, the total contract amount will be \$36,774.00.

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

10. THE BEST BATTERY	N/A	Renewal
COMPANY		Contract No. B50003292 - Vehicle, Motorcycle, Generator and Lawn & Garden Batteries - Department of General Services - P.O. No. P526328

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONSVENDOR AMOUNT OF AWARD AWARD BASISBureau of Purchases - cont'd

On January 29, 2014, the Board approved the initial award in the amount of \$700,000.00. On June 08, 2016, the Board approved an increase in the amount of \$350,000.00. The Board is requested to approve the first renewal at no cost. The period covered is February 28, 2017 through February 27, 2018 with one, one-year renewal option remaining.

MWBOO GRANTED A WAIVER.

- | | | | |
|-----|--|---------------------|--------------------|
| 11. | <u>ETR ASSOCIATES, INC.</u> | <u>\$ 75,000.00</u> | <u>Sole Source</u> |
| | Contract No. 08000 - ETR Facilitator's Five Year License -
Health Department - Req. No. R750936 | | |

The "It's Your Game...Keep It Real" (IYG) curriculum is a classroom and computer-based health education (HIV, STI, and pregnancy prevention) program for middle school-aged children delivered during 7th and 8th grade. IYG has been in use by the Baltimore City Health Department, Healthy Teens and Young Adults Program for many years and provides materials which have been approved for use under the U-Choose & Teen Pregnancy Prevention Initiative (TPPI) Grants received by the Health Department.

The vendor owns the copyright to these necessary materials, and does not allow other vendors to sell them. These 125 licenses will allow the Health Department to have the full curriculum, materials, and handouts that can be downloaded and printed when needed, and will integrate with personalized journaling and individually tailored computer-based activities.

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 - 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 practicable to obtain, competitive bids. Therefore, pursuant to Article VI, Section 11(e) (i) of the City Charter, the procurement of the goods, equipment, and/or service is recommended.

12. MCKESSON MEDICAL-

SURGICAL	\$ 38,306.58	Selected Source
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Contract No. 06000 - Medications - Health Department - Req. No. R751873

The Baltimore City Health Department's supply of HIV medications is in very short supply. Due to changes in staffing at the Health Department, these critical HIV medications have gone unordered and are needed immediately. The agency has requested that the medications be obtained from the recommended vendor without competitive bidding. Going forward, a solicitation will be issued to obtain a master list of qualified bidders for various medications, with pricing obtained from all qualified vendors when medications are needed.

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

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 - cont'd

13. WATCH SYSTEMS, LLC	\$ 1,750.00	Second Amendment to Agreement
Contract No. 08000 - Annual Subscription for Offender Watch, Booking Alerts and Mobile Application Services - Police Department - Req. No. R748784		

The Board is requested to approve and authorize execution of the Second Amendment to Agreement with Watch Systems, LLC. The period covered is February 01, 2017 through January 31, 2018 so that all services will expire on the same date. There is one, one-year renewal option remaining.

This added feature is a licensed product only available from the vendor, and is not available from subcontractors. On June 23, 2015, the City Purchasing Agent approved the initial award in the amount of \$14,853.33. On December 09, 2015, the Board approved the first renewal in the amount of \$15,750.00. On February 12, 2016, the First Amendment was approved by the City Purchasing Agent in the amount of \$500.00. On January 18, 2017, the Board approved the second renewal in the amount of \$16,250.00. The Board is requested to approve the Second Amendment to Agreement in the amount of \$1,750.00. The Second Amendment to Agreement will make the total contract amount \$49,103.33.

14. STRATIVIA LLC	\$ 9,000.00	Renewal
Contract No. 08000 - Annual Website Maintenance - Office of the City Council President - P.O. No. P530884		

DEFERRED

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 - cont'd

On April 21, 2015, the City Purchasing Agent approved the initial award in the amount of \$9,000.00. On March 08, 2016, the City Purchasing Agent approved the first renewal in the amount of \$9,000.00. The Board is requested to approve the second renewal in the amount of \$9,000.00. With the second renewal, the total contract amount will be \$27,000.00. The period covered is April 22, 2017 through April 21, 2018.

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

- | | | |
|---|------------|----------------|
| 15. <u>SKY RESOURCES, LLC</u> | <u>N/A</u> | <u>Renewal</u> |
| Contract No. B50003315 - Smoke Alarms - Fire Department -
P.O. P526583 | | |

On March 12, 2014, the Board approved the initial award in the amount of \$360,000.00. On February 25, 2015, the Board approved the first renewal at no cost. On January 14, 2016, the City Purchasing Agent approved an increase in the amount of \$10,000.00. On February 03, 2016, the Board approved the second renewal in the amount of \$360,000.00. The Board is requested to approve a third renewal at no cost. With the third renewal, the total contract amount will remain \$730,000.00. The period covered is March 19, 2017 through March 18, 2018, with two, one-year renewal options remaining.

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

16. T.E. BYERLY COMPANY, INC.	\$ 45,915.55	Sole Source
Contract No. 08000 - Merrick Lime Feeder Parts - Dept. of Public Works, Water Analyzer's Office - Req. No. R753790		

T.E. Byerly Company, Inc. is the sole authorized distributor of parts manufactured by Merrick Companies in Maryland. These parts are required for compatibility with currently installed Merrick equipment at the Department of Public Works, Montebello Water Treatment Plant.

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

17. LAWRENCE SCRIBER, JR. d/b/a I GIVE QUALITY NOT QUANTITY FLOOR CLEANING SERVICE	\$ 11,400.00	Renewal
Contract No. B50003279 - Janitorial Services - Animal Control Baltimore Animal Rescue and Care Shelter (BARCS) - P.O. No. P526382		

On February 25, 2014, the Board approved the initial award in the amount of \$11,400.00. On March 02, 2015, the City Purchasing Agent approved the first renewal in the amount of

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases - cont'd

\$11,400.00. On February 12, 2016, the City Purchasing Agent approved the second renewal in the amount of \$11,400.00. The Board is requested to approve the third and final renewal in the amount of \$11,400.00. With the third renewal, the total contract amount will be \$45,600.00. The period covered is March 01, 2017 through February 28, 2018.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the informal awards, renewals, increases to contracts and extensions. The Board further approved and authorized execution of the First Amendment to the Purchase Agreement with Graphic Computer Solutions, Inc. (item no. 8), the Agreement with Morpho Trust USA LLC (item no. 9), and the Second Amendment to Agreement with Watch Systems, LLC (item no. 13). Item no. 14 was **DEFERRED** until March 1, 2017.

MINUTES

Baltimore Development Corporation - Second Amendment to Payment in Lieu of Taxes Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Second Amendment to Payment in Lieu of Taxes (PILOT) Agreement for 701 Aliceanna Street with Harbor East Parcel D - Commercial, LLC, Developer.

AMOUNT OF MONEY AND SOURCE:

\$1,500,000.00 - to be paid to the City by the Developer

BACKGROUND/EXPLANATION:

The City entered into a PILOT Agreement with the Developer in 2009 for two components of a new construction project located at 701 Aliceanna Street: 1) a 24-story office tower, and 2) an underground parking facility. As a condition to receiving the PILOT, the Developer is subject to a profit-sharing agreement under which the City is to receive 25% of excess net proceeds after the Developer achieves a 15% cumulative return on equity. To date, the project returns have not reached the threshold that would trigger City profit sharing.

This amendment will eliminate the Developer's future obligation to pay profit sharing and allow for two additional change-in-control events in exchange for a \$1,500,000.00 lump sum payment to the City, which is greater than the value of future profit sharing revenues the City could expect to receive otherwise.

MINUTES

Baltimore Development Corporation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Second Amendment to Payment in Lieu of Taxes Agreement for 701 Aliceanna Street with Harbor East Parcel D - Commercial, LLC, Developer.

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 of a claim against the Mayor and City Council of Baltimore (Defendant), filed by Mr. Wayne Knepp and Mrs. Mary Ellen Knepp (Plaintiff), arising out of an automobile accident on Friday, May 17, 2013, at the intersection of Chase Street and Fallsway in Baltimore City.

AMOUNT OF MONEY AND SOURCE:

\$50,000.00 - 2036-000000-1752-175200-603070

BACKGROUND/EXPLANATION

On Friday, May 17, 2013, at 10:15 a.m., the Plaintiffs' vehicle collided with a Baltimore City Fire Engine at the intersection of Chase Street and Fallsway in Baltimore City. There is a factual dispute between the parties as to which vehicle had the green light at the intersection.

As a result of the accident, Plaintiff Wayne Knepp suffered injuries, some of which required surgery and extensive rehabilitation. Plaintiff's total medical bills were \$28,260.31. The Plaintiff also had lost wages totaling \$14,421.12.

In order to resolve this matter economically and to avoid the expense, time, and uncertainties of further protracted litigation, the City proposes to settle this matter for a total sum of \$50,000.00 in return for a complete dismissal of the litigation by Plaintiff.

MINUTES

Department of Law - cont'd

Based on a review by the Law Department Settlement Committee of the legal and factual issues specific to this particular claim, the Settlement Committee recommends that the Board of Estimates approve the settlement as set forth above.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement and Release of a claim against the Mayor and City Council of Baltimore, filed by Mr. Wayne Knepp and Mrs. Mary Ellen Knepp, arising out of an automobile accident on Friday, May 17, 2013, at the intersection of Chase Street and Fallsway in Baltimore City.

MINUTES

Law Department - Settlement Agreement and Release

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Settlement Agreement and Release for the action brought by the Estate and statutory wrongful death beneficiaries (Plaintiffs) of Anthony Anderson against the Baltimore City Police Department, the Mayor & City Council of the City of Baltimore, and Officers Todd Strohman, Gregg Boyd, and Michael Vodarick, for alleged battery and state and federal constitutional torts.

AMOUNT OF MONEY AND SOURCE:

\$300,000.00 - 1001-000000-2041-716700-603070

BACKGROUND/EXPLANATION:

On September 21, 2012, officers approached the Plaintiffs' decedent, Anthony Anderson, after observing a suspected narcotics transaction. There are factual accounts in conflict regarding the incident that followed. According to the officers, the Plaintiffs' decedent did not respond to their commands and began ingesting suspected narcotics. One of the officers used a takedown maneuver to effectuate a seizure of the individual. Officers then sat Anderson upright and handcuffed him. At some point, Anderson stated that he had spit out the narcotics. Officers recovered three gel caps from Anderson's immediate vicinity. While officers continued searching the area, Anderson appeared unwell. The medics were called and began performing CPR upon arrival. Anderson was transported to Johns Hopkins Hospital where he expired as a result of internal injuries. The plaintiffs' attribute the death of the plaintiffs' decedent to alleged conduct of the officers. They also allege that the nature of the seizure was excessive under the circumstances.

MINUTESLaw Department - cont'd

As a result of the incident, the Plaintiffs filed suit in federal court seeking \$20,000,000.00 in compensatory and punitive damages and attorneys' fees. Because of conflicting factual issues and given the uncertainties and unpredictability of jury verdicts, the parties propose to settle the matter for a total sum of \$300,000.00 in return for a dismissal of the litigation.

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

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Estate and statutory wrongful death beneficiaries of Anthony Anderson against the Baltimore City Police Department, the Mayor & City Council of the City of Baltimore, and Officers Todd Strohman, Gregg Boyd, and Michael Vodarick, for alleged battery and state and federal constitutional torts.

MINUTES

Department of Audits - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the expenditure of funds for the registration of 37 staff members to attend a two-day seminar, sponsored by the Maryland Chapter of the Association of Certified Fraud Examiners (MD-ACFE) on May 1 and 2, 2017.

AMOUNT OF MONEY AND SOURCE:

\$12,025.00 - 1001-000000-1310-157800-603020

BACKGROUND/EXPLANATION:

Government Auditing Standards require that each auditor obtain 80 hours of continuing professional education every two years. The foregoing program is part of the Department's scheduled training for calendar year 2017. The average cost per staff training hour will be about \$20.31, which is well below industry average in relation to other training of this nature.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized the expenditure of funds for the registration of 37 staff members to attend a two-day seminar, sponsored by the Maryland Chapter of the Association of Certified Fraud Examiners on May 1 and 2, 2017.

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. Performance Audit Report, Baltimore Development Corporation for the period from July 1, 2013 through June 30, 2015.

President: "The first item on the non-routine agenda can be found on page 78, Department of Audits, Audit Reports and Related Audit Digest. Will the parties please come forward?"

Mr. Bob McCarty: "Good morning Mr. President. I'm Bob McCarty um -- City Auditor. And, good morning to the rest of the Board too also. Um -- the Department of Audits has conducted a performance audit of the Baltimore Development Corporation or BDC. As a result of our audit, we noted three areas where the effectiveness of the control procedures could be improved. The first is that ah -- BDC did not meet its target for the number of companies assisted in staying in Baltimore City during fiscal year '14. BDC reported that the number of companies assisted was 89, compared to its target of 123. However, BDC did meet its target for the number of companies assisted during fiscal

MINUTES

year '15, with 542 -- I'm sorry -- 552 reported, compared to its target of 142. Based on our testing of the companies assisted, we found that documentation provided by BDC was dated prior to the fiscal year reported for two sample selections in fiscal year '14, and one sample selection in fiscal year '15. The differences between the number of companies reported and actually assisted was caused by BDC including the companies during the fiscal year that the companies were first contacted. BDC stated that their reporting practice of number of companies assisted have been the same for the past 20 years. We recommend that BDC establish procedures to report the number of companies assisted in staying in Baltimore City in the fiscal year that the companies were actually assisted. BDC stated that it accepts the finding and that several key staff members at the time of the audit period are no longer with BDC, so it could not determine the precise methodologies use -- methodology used at that time. BDC has since changed its internal reporting practices and continues to explore best practices on reporting to the City the number of companies assisted in staying

MINUTES

in Baltimore City. Finding number 2: ah -- BDC met its targets for the number of jobs retained in, or attracted to, Baltimore City for fiscal years '14 and '15. The reported the number of jobs retained or attracted during fiscal year '14 was 23,244, compared to its target of 1,560; and the reported number of jobs retained or attracted during fiscal year '15 -- '15 was 6,347, compared to its target of 1,785. Based on our testing, we found that we were able to validate only 4,100 jobs of our sample of 21,500 for fiscal year '14, and only 668 jobs of our sample of 26 -- 2,632 for fiscal year '15. BDC had documented -- documentation to support the number of jobs reported as retained or attracted. However, the difference -- the differences between the number of jobs reported and the number of jobs actually retained or attracted were caused by including projected jobs over the life of the period rather than for jobs actually retained or attracted for each fiscal year. We recommend that BDC determine the industry's best practices to report the number of jobs retained in, or attracted to, Baltimore City in the fiscal years that the jobs were actually filled.

MINUTES

BDC stated that it accepts the finding, and that will work with the Department of Finance and the City Auditor to find an alternative capturing and reporting method. BDC stated that it will remain open to changing how these numbers are reported and will explore the industry's best practices. Number 3: the Small Business Resource Center or SBRC, which is an affiliate of BDC, met BDC's target of 95 seminars and training sessions for fiscal year '14. The reported number of sessions and training -- I'm sorry the reported number of seminars and training sessions held during fiscal year '15 was 191 compared to the target of 100 sessions, but the actual number of sessions for fiscal year '15 was changed to 95, as was reported by BDC in fiscal year 2014 budget. Therefore, SBRC did not meet BDC's target for the number of seminars and training sessions held in fiscal year '15. The cause -- the change in the fiscal year '15 reported number was that the sessions were kept on a calendar year rather than on a fiscal year basis. And, the target was on a fiscal year basis. Based on our testing of the sessions' rosters for fiscal years '14 and '15, we found no exceptions.

MINUTES

We recommend that BDC review its -- its performance measures included in the Budget Book to ensure that the reported numbers are consistent with established performance measures. And, we also recommend that the inventory for seminars and training sessions be kept on a fiscal year, rather than on a calendar year basis. BDC stated that it accepts the finding and that it will work with SBRC to ensure that it accurately reports all activities, and that it is now requiring SBRC to report quarterly on seminar and training sessions."

President: "Um -- Madam Mayor."

Comptroller: "Okay -- ah --"

President: "I mean, Madam Comptroller."

Comptroller: "Okay, um -- on page um -- you stated that you would um -- be working with the Finance Department and City Auditor to find alternative um -- methods for capturing ah -- and reporting. When do you plan to start this and how long will the process take?"

MINUTES

Mr. William Cole: "Madam Comptroller, we've already started this. Um -- to -- to add a little bit more color to it. BDC reports the number of jobs for a project the day that it goes through the Board of Estimates or the City Council. So, what threw these numbers off were Harbor Pointe. It showed a number of 17,000 jobs and, of course, Harbor Point is going to take a decade or more um -- to get there. We've always from my understanding is BDC has always reported the jobs to Finance in the year in which the project was approved. And, that obviously isn't um -- from an auditor's perspective when you come in and look you're not going to find 17,000 new jobs at Harbor Point on day one; you're going to find them on day 15 or day a -- or year 18. So, we're working to figure out how other municipalities report um -- and other economic development agencies report this. But, this is consistent with the way we've been reporting it to Finance for ah -- decades."

Comptroller: "And, so often times when we -- we do these deals with BDC, we give them um -- there it -- for the number of jobs that are reported if they don't meet that target, they have to pay the City um -- refund the City money. Has -- is that -- has that been a problem?"

MINUTES

Mr. Cole: "That's -- that's tracked and I -- I may have to defer to the Director of Finance because Finance plays a key role in that um -- as well. But, yes, we do track the job creation numbers throughout the life of the project. There's annual reporting for many of them."

Comptroller: "Okay. So, with BDC, often times -- can you -- has there been a problem with BDC reporting that total number of jobs would be created and the City gives them um -- uh -- there, there are um -- how can I explain it um -- often times, the deals that we do it's because BDC says that they're going to create a certain number of jobs. Are we tracking that to make sure that these are active jobs so that BDC doesn't have to refund money back to the -- to the City?"

Mr. Henry Raymond: "Good morning, ah -- I'm Henry Raymond, Director of Finance. Ah -- there have not been any ah -- issues with the -- the projections versus the actuals ah -- that are reported by BDC. Ah -- they do -- ah provide the information ah -- annually."

MINUTES

Comptroller: "Okay."

President: "Madam Mayor."

Mayor: "So when you project these jobs, and you report them annually, are you reporting them um -- say if you say that this project is going to create 17,000 jobs, it's not going to create 17,000 jobs next year. So, is there a projection year by year -- you know, so you're going to -- 2000 are going to come on line here, 3000 are going to come on line here. Is that how we do it?"

Mr. Raymond: "That is correct."

Mayor: "And, so, and -- and we're correcting -- what are we correcting? That we don't do the projection? That we don't count all of the jobs in the year that the project is funded or whatever -- we say that we got 17,000 jobs coming as a result of this project, but those 17,000 may not show up for five years."

Mr. Raymond: "Right, o -- over the term of the project period. So, as Mr. Cole was indicating, what BDC and Finance are going to collaborate on is looking at best practices to determine how to more accurately report those projected numbers versus the actual over the life of the project."

MINUTES

Mayor: "So, um -- Mr. Cole you've already indicated that the process has begun."

Mr. Cole: "Yes."

Mayor: "So, what best practices have we looked at?"

Mr. Cole: "Well, we're -- we're looking um -- we're using our counterparts in other jurisdictions to determine how they report to their -- through their locality and we're look at other cities as well."

Mayor: "Okay."

Mr. Cole: Um -- we started that. We just completed this in the last week. So --"

Mayor: "Okay."

Mr. Cole: "We just started making those calls. The -- the challenge of course is from an auditing perspective um -- they need it reported one way and from Finance's perspective they need it reported another so it may require some type of dual reporting on our part."

Mayor: "Fiscal or annual, we should know that before we do any reporting."

Mr. Raymond: "Yes, ma'am."

MINUTES

Mayor: "Thank you."

President: "Anymore questions? Okay, um -- the audit has been--"

Mr. Cole: "Mr. President, I do need to note that BDC also has an annual financial audit and Mr. Raymond might want to --"

Mr. President: "Okay."

Mr. Raymond: "Uh -- for the audit period uh -- fiscal '11, '12 and '13 uh -- BDC has an external audit firm to perform the financial audits and for each of those years uh -- the financial audits were uh -- unquailif -- uh -- excuse me, unmodified meaning that there were uh -- no findings. So, clean bill of health on the financial audits for this period of time for the quad audits, fiscal '11 through '13."

Comptroller: "Who was the outside auditor?"

Ms. Kim Clark: "T.R. Kline who actually sold --"

Comptroller: "State your name."

Ms. Kim Clark: "Hi, uh -- Kim Clark, I'm the executive vice-president with BDC. Uh -- Tom Kline, T.R. Kline, was the company at the time and Mr. Kline now sold his business, but he was our

MINUTES

auditor in the current years, as well. And, the name of the company alludes me. I'll send that to you."

Comptroller: "Okay, thank you."

Mr. Cole: "I'd like to add that um -- Mr. Raymond provided those audit reports to me and they -- they worked out fine."

Mayor: "Okay."

President: "Alright, thank you."

Mr. McCarty: "No requirements -- thank you."

President: "The audits have been **NOTED.**"

* * * * *

MINUTES

Employees' Retirements System/ - Independent Auditor's Report &
Elected Officials' Retirement Comprehensive Annual Financial
System Report

The Board is requested to **NOTE** receipt of the following Independent Auditor's Report & Comprehensive Annual Financial Report:

1. The Independent Auditor's Report of the Baltimore City Employees' Retirement System ended June 30, 2016.
2. The Independent Auditor's Report of the Baltimore City Elected Officials' Retirement System for Fiscal Year ended June 30, 2016.
3. The Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters as of June 30, 2016.
 - a. Employees' Retirement System and
 - b. Elected Officials' Retirement System
4. FY ended June 30, 2016 Comprehensive Annual Financial Reports for:
 - a. Employees' Retirement System and
 - b. Elected Officials' Retirement System

UPON MOTION duly made and seconded, the Board **NOTED** receipt of the above foregoing Independent Auditor's Report & Comprehensive Annual Financial Report.

MINUTES

RECOMMENDATIONS FOR AWARDS/REJECTION

* * * * *

On the recommendations of the City agency
hereinafter named, the Board,
UPON MOTION duly made and seconded,
awarded the formally advertised contract
listed on the following page:

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to the low bidder meeting the specifications,
and rejected the bid as indicated
for the reasons stated.

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

- | | | | |
|----|--------------------------------------|--|--------------|
| 1. | B50004633, 340B
Contract Pharmacy | The Johns Hopkins
Hospital Outpatient
Pharmacy | \$100,000.00 |
|----|--------------------------------------|--|--------------|

(Health Department)

MBE/WBE PARTICIPATION:

The services being provided consist solely of dispensing medications under Federal 340B program and contracted pharmacies must be registered and approved by the Federal Government. On May 20, 2016, MWBOO determined that no goals would be set because of no opportunity to segment the contract, as there is currently only one certified M/WBE who is an authorized 340B pharmacy.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Public Works/Water and Wastewater</u>			
1. Ryan McByrne	2017 National Homeland Security Conference Buffalo, NY June 5 - 9, 2017 (Reg. Fee \$500.00)	General Fund	\$1,736.14

The airfare in the amount of \$433.89 and registration fee of \$500.00 was prepaid on a City-issued procurement card assigned to Ms. Tianna Haines. Therefore, the amount to be disbursed to Mr. McByrne is \$802.85.

2. Michael Gallagher	Water Environment Federation/ Residuals and Biosolids 2017 Conference Seattle, WA April 8 - 12, 2017 (Reg. Fee \$680.00)	Waste Water Utility	\$2,460.68
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The subsistence rate for this location is \$241.00. The hotel cost is \$224.00 per night plus hotel taxes of \$139.78. The Department is requesting additional subsistence of \$23.00 per day for meals and incidentals. The additional subsistence is included in the total.

The airfare in the amount of \$524.90 and registration fee of \$680.00 was prepaid on a City-issued procurement card assigned to Ms. Tianna Haines. Therefore, the amount to be disbursed to Mr. Gallagher is \$1,255.78.

MINUTES**TRAVEL REQUESTS**

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

MINUTES**PROPOSALS AND SPECIFICATIONS**

1. Department of Public Works/ - RP 17801, FY'16 Playground
Department of Recreation Improvements
and Parks

BIDS TO BE RECV'D: 03/15/2017
BIDS TO BE OPENED: 03/15/2017

2. Department of Public Works/ - WC 1293, Water Infrastructure
Office of Engineering Rehabilitation, Various
and Construction Locations

BIDS TO BE RECV'D: 03/01/2017
BIDS TO BE OPENED: 03/01/2017

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 14, 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 - 83, City Council President and members of the Board of Estimates, BOE Agendā dated February 15, 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

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 15, 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: "There being no more business before this Board, this Board will recess until bid opening at 12 noon. Thank you."

* * * * *

MINUTES

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

BIDS, PROPOSALS, AND CONTRACT AWARDS

Prior to the reading of bids received today and the opening of bids scheduled for today, the Comptroller 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 - SWC 16310R, Northwest Transfer Station Building Renovation and Site Improvements
BIDS TO BE RECV'D: 2/15/2017
BIDS TO BE OPENED: 2/15/2017

Bureau of Purchases - B50004841, Mowing of Grass In Medians, Right of Ways, Specialized Landscaped Flower/Planting Beds and Future Locations
BIDS TO BE RECV'D: 2/15/2017
BIDS TO BE OPENED: 2/15/2017

MINUTES

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

Department of Public Works - WC 1355, Urgent Need Water
Infrastructure Rehabilitation

J. Fletcher Creamer & Son, Inc.
Spiniello
Metra Industries
R.E. Harrington*
Civil Construction, LLC

Department of Public Works - WC 1356, AMI/R Urgent Need
Metering Infrastructure Repair
Various Locations (Up to 2"
Water Service)

Spiniello
Metra Industries
R.E. Harrington
Civil Construction, LLC

Department of Transportation - TR 12311, Replacement of Three
Bridges Over MD 295: Waterview
Ave. Bridge, Annapolis Rd.
Bridge and Maisel St. Pedestrian
Bridge Corridor-Wide Guide Sign
Replacement-Bush St. to
City-County Line

The Lane Construction Corporation

*** THE LAW DEPARTMENT FOUND THAT R.E. HARRINGTON'S BID IS INCOMPLETE AND UNRESPONSIVE AND RECOMMENDED THAT THE BID BE REJECTED BY THE BOARD.**

MINUTES

Bureau of Purchase - B50004830, Mowing & Debris Removal
for Vacant Lots & Abandoned
Properties II

Evergreen Landscape & Design Corp.
Elite Contracting Services Corp. **
First Potomac Env. Corp.
Forest Valley Tree & Turf, LLC
All Mines, LLC
Tote-It Inc.
MAC Landscaping, LLC d/b/a Rooted In Nature
P2 Cleaning Services
Trash Elite DMV, LLC

****THE LAW DEPT. FOUND THAT ELITE'S CLERICAL ERROR IN TOTALING THE PRICE IS MERELY A MINOR DEFECT, AND RECOMMENDED THAT THE BOARD FORWARD THE BID TO THE BUREAU OF PURCHASES FOR CONSIDERATION.**

Bureau of Purchases - B50004833, Mowing & Debris Removal
for Vacant Lots & Abandoned
Properties II

Evergreen Landscape & Design Corp.
First Potomac Env. Corp.
Forest Valley Tree & Turf, LLC
All Mines, LLC
Tote-It Inc.
H.F. Huber and Son, LLC
MAC Landscaping, LLC d/b/a
Rooted In Nature"
P2 Cleaning Services
Trash Elite DMV, LLC
Elite Contracting Services Corp.


MINUTES

Bureau of Purchases- B50004849, Phosphoric Acid-15%

George S. Coyne Chemical Co.
Shannon Chemical
Chemrite, Inc.
Maryland Chemical Co., Inc.

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There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, March 01, 2017.



JOAN M. PRATT
Secretary