

**MINUTES****REGULAR MEETING**

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

President: "Good morning. The March 01, 2017 meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiency of these hearings, persons who are disruptive to the hearing will be asked to leave the hearing room immediately. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room 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 27, 2017, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda."

## MINUTES

President: "I will entertain the Motion to approve all the items contained on the routine agenda."

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

Comptroller: "Second."

President: "All in favor say Aye, all opposed Nay. The Motion carries. The routine agenda has been adopted. Before we go any further I would like to recognize Councilwoman um -- Mary Pat Clarke who has joined us."

Councilwoman Clarke: "Thank you."

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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:

A/C Power, Inc.	\$ 8,000,000.00
American Paving Fabrics, Inc.	\$ 8,000,000.00
CCTV Master, LLC	\$ 1,602,000.00
E2CR, Inc.	\$ 1,500,000.00
Fallsway Construction Company, LLC	\$ 1,500,000.00
J.A. Argetakis Contracting Company, Inc.	\$ 8,000,000.00
Kimball Construction Co., Inc.	\$ 8,000,000.00
King Construction, Inc.	\$ 1,500,000.00
L.R. Willson & Sons, Inc.	\$ 8,000,000.00
Payton Contracting, LLC	\$ 342,000.00
The Witmer Group, LLC	\$ 8,000,000.00
Wagman Heavy Civil, Inc.	\$550,620,000.00

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:

A. Morton Thomas & Associates, Inc.	Landscape Architect Engineer Land Survey Property Line Survey
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**MINUTES****BOARDS AND COMMISSIONS** - cont'd

HAKS Engineers, Inc.	Engineer
Jacobs Engineering Group, Inc.	Engineer Architect
JRS Architects, Inc.	Architect
KCI Technologies, Inc.	Engineer Landscape Architect Property Line Survey
Kittelson & Associates, Inc.	Engineer
Sidhu Associates, Inc.	Engineer

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

MINUTES

PERSONNEL MATTERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

587 - 601

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

The President **ABSTAINED** on item no. 4.

**MINUTES****PERSONNEL**Circuit Court for Baltimore City1. Create the following Position:

Classification: Court Secretary I

Job Code: 00812

Grade: 091 (\$46,787.00 - \$56,927.00)

Position No.: To be assigned by BBMR

Cost: \$69,526.00 - 1001-000000-1100-109400-601001

2. Reclassify the following Vacant Position:

From: Court Secretary II

Job Code: 00813

Grade: 089 (\$43,026.00 - \$52,239.00)

Position No.: 51968

To: Human Resources Assistant I

Job Code: 07382

Grade: 081 (\$32,076.00 - \$38,001.00)

Cost: (\$16,597.00) - 1001-000000-1100-109400-601001

3. a. Create the following Non-Civil Classification:

Classification: Construction Project Supervisor I Courts

Job Code: 00872

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

b. Reclassify the following Vacant Position:

From: Master (Magistrate)

Job Code: 00834

Grade: 251 (\$90,656.00 - \$140,118.00)

Position No.: 10269

**MINUTES****PERSONNEL**Circuit Court for Baltimore City - cont'd

To: Construction Project Supervisor I Courts  
 Job Code: 00872  
 Grade: 923 (\$58,300.00 - \$93,500.00)

Cost: \$105,498.00 - 1001-000000-1100-109400-601001

Office of the City Council4. Reclassify the following Filled Position:

From: Staff Assistant (City Council)  
 Job Code: 00138  
 Grade: 903 (\$43,400.00 - \$69,400.00)  
 Position No.: 1000-40113

To: Operations Specialist II  
 Job Code: 00084  
 Grade: 907 (\$54,200.00 - \$86,800.00)

Cost: \$8,718.00 - 1001-000000-1100-104800-601001

These positions (item nos. 1, 2, 3.b., and 4) are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Office of Civil Rights & Wage Enforcement

	<u>Hourly/Rate</u>	<u>Amount</u>
5. <b>SAMANTHA JEFFREY</b>	<b>\$20.00</b>	<b>\$11,520.00</b>

Account: 1001-000000-1562-171500-601009

Ms. Jeffrey will work as a Contract Services Specialist II (Civilian Review Board Investigator/Civilian Review Board Investigator). She will perform a wide variety of investigative work including conducting interviews and

**MINUTES****PERSONNEL**Office of Civil Rights & Wage Enforcement - cont'd

investigations, taking statements from complainants, witnesses and law enforcement officials, and writing reports. The period of the agreement is effective upon Board approval or March 28, 2017, whichever date comes later.

Fire Department6. a. Create the following Classification:

Classification: Fire Lieutenant Investigation and  
Prevention Services, Advanced Life  
Support Certification (ALS)

Job Code: 41222

Grade: 373 (\$57,110.00 - \$69,372.00)

b. Reclassify the following Filled Position:

From: Fire Lieutenant Investigation and  
Prevention Services

Job Code: 41221

Grade: 340 (\$55,500.00 - \$67,720.00)

Position No.: 2132-13912

To: Fire Lieutenant Investigation and  
Prevention Services, ALS

Job Code: 41222

Grade: 373 (\$57,110.00 - \$69,372.00)

Cost: \$2,630.00 - 1001-000000-2132-228200-601061

7. a. Create the following Classification:

Classification: Chief, Risk Program Planning and  
Development, ALS

Job Code: 41289

Grade: 384 (\$72,430.00 - \$90,130.00)



**MINUTES****PERSONNEL**Fire Department - cont'db. Reclassify the following Filled Position:

From: Chief, Risk Program Planning and  
Development  
Job Code: 41288  
Grade: 343 (\$70,818.00 - \$88,479.00)  
Position No.: 2121-12609

To: Chief, Risk Program Planning and  
Development, ALS  
Job Code: 41289  
Grade: 384 (\$72,430.00 - \$90,130.00)

Cost: \$2,628.80 - 1001-000000-2121-226400-601061

Department of Housing and Community Development8. Reclassify the following Filled Position:

From: Permits and Records Supervisor  
Job Code: 33293  
Grade: 087 (\$39,701.00 - \$47,990.00)  
Position No.: 2602-46976

To: Operations Officer I  
Job Code: 31109  
Grade: 923 (\$58,300.00 - \$93,500.00)

Cost: \$6,702.59 - 1001-000000-2602-261000-601001

9. Create the following Position:

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

Cost: \$86,733.21 - 1001-000000-5832-412800-601001

**MINUTES****PERSONNEL**MOHS - cont'd

These positions (item nos. 6.b., 7.b., 8, and 9) are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Mayor's Office of Criminal Justice (MOCJ)

	<u>Rate of Pay</u>	<u>Amount</u>
10. <b>CHRISTINA TERRANOVA</b>	\$25.00	<b>\$ 1,971.00</b>

Account: 4000-476515-2252-690500-603018

On September 28, 2016, the Board approved the original agreement effective upon Board approval through February 28, 2017. Ms. Terranova will continue to work as a Contract Services Specialist II (Visitation Center Supervisor/ Visitation Center Supervisor). She will oversee the operation of the Visitation Center, prepare documents, space, and staff for shifts, and check in with clients over the phone in preparation for visitations/exchanges during shifts to ensure safe service provision. She will also supervise part-time staff during shifts and outside hours; perform client intakes, create client service agreements; create and maintain files and records of client contacts and any safety concerns that come up during a visitation or exchange; create staff and client schedules; track and implement budgeting plans and facilitate quarterly meetings, etc.

On November 19, 2014, the Board approved the grant award for the Supervised Visitation grant. The term of the grant was extended by a Grant Adjustment Notice approved by the Board on September 14, 2016. The grant funds the Baltimore Visitation Center, which creates a safe haven for families affected by domestic violence. Ms. Terranova works as a Staff Supervisor at the Center providing supervision during the

**MINUTES****PERSONNEL**MOCJ - cont'd

	<u>Rate of Pay</u>	<u>Amount</u>
visitations and monitored exchange sessions. Ms. Terranova will take on additional duties to ensure the Center's compliance with grant requirements and the completion of administrative activities. The additional time and duties are necessary due to vacancies at the Center.		
11. <b>DeROND RICKS</b>	\$27.50	<b>\$38,000.00</b>

Account: 4000-479616-2252-694200-601009

Mr. Ricks will work as a Contract Services Specialist II (Fiscal Technician/Fiscal Technician). He will manage the portfolio of grants for financial fidelity and ensure timely processing of all accounting on the grants. This agreement is a 10% increase from the previous contract period.

The justification for the 10% increase is that Mr. Ricks is fully paid from grant funds specifically allocated for the financial management and administration of that award. The increase in his salary is commensurate with his workload. Mr. Ricks is a part-time employee and will work 24 hours per week. The portfolio of grants for which Mr. Ricks is financially responsible is equivalent to that of a 0.75 (or more) employee. The City has zero financial obligation for this position. The period of the agreement is March 23, 2017 through March 22, 2018.

Mayor's Office of Human Services

12. <b>TONIQUE HARRIS</b>	\$16.65	<b>\$34,632.00</b>
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Account: 4000-407016-3571-754600-601001

Ms. Harris will continue to work as a Contract Services Specialist II (Office Support Specialist II), Finance Office

**MINUTES****PERSONNEL**MOHS - cont'dRate of PayAmount

Assistant). She will compile monthly financial reports, update related fiscal trackers, and provide other related finance support tasks. The period of the agreement is March 18, 2017 through March 28, 2018.

Department of Public Works13. Reclassify the following filled position:

From: Billing Section Supervisor  
 Job Code: 34285  
 Grade: 923 (\$58,300.00 - \$93,500.00)  
 Position No.: 46141

To: Operations Officer IV  
 Job Code: 31112  
 Grade: 931 (\$71,000.00 - \$113,500.00)

Cost: \$16,683.00 - 2071-000000-5471-400504-601001

14. Reclassify the following vacant position:

From: Operations Officer II  
 Job Code: 31110  
 Grade: 927 (\$62,000.00 - \$99,200.00)  
 Position No.: 50393

To: Operations Manager I  
 Job Code: 31114  
 Grade: 939 (\$82,100.00 - \$135,300.00)

Cost: \$26,403.00 - 1001-000000-5152-386600-601001

**MINUTES****PERSONNEL**

DPW - cont'd

15. Reclassify the following vacant position:

From: Analyst/Programmer II  
Job Code: 33144  
Grade: 092 (\$48,812.00 - \$59,437.00)  
Position No.: 23513

To: PC Support Tech II  
Job Code: 33128  
Grade: 087 (\$39,701.00 - \$47,990.00)

Cost: (\$11,563.00) - 2070-000000-5501-600300-601001

16. Reclassify the following filled position:

From: Environmental Inspection Supervisor  
Job Code: 42255  
Grade: 090 (\$44,858.00 - \$54,520.00)  
Position No.: 5181-34140

To: Construction Project Supervisor I  
Job Code: 42221  
Grade: 923 (\$58,300.00 - \$93,500.00)

Cost: There is no cost associated with this position.

17. a. Create the following fifteen positions:

Classification: Customer Care Analyst I  
Job Code: 34263  
Grade: 080 (\$31,142.00 - \$36,634.00)  
Positions Nos.: TBD by BBMR

**MINUTES****PERSONNEL**

DPW - cont'd

b. Abolish the following fifteen vacant positions:

Classification: Construction Contract Administrator  
Job Code: 72494  
Grade: 927 (\$62,000.00 - \$99,200.00)  
Position No.: 23882

Classification: Motor Vehicle Driver II  
Job Code: 54412  
Grade: 490 (\$33,342.00 - \$35,547.00)  
Position No.: 21167

Classification: Laborer (2 positions)  
Job Code: 52931  
Grade: 482 (\$29,453.00 - \$30,430.00)  
Position Nos.: 23650, 23651

Classification: Laborer Crew Leader I (2 positions)  
Job Code: 52932  
Grade: 486 (\$30,576.00 - \$31,970.00)  
Position Nos.: 23344, 23646

Classification: Office Support Specialist II  
Job Code: 33212  
Grade: 075 (\$27,929.00 - \$31,746.00)  
Position No.: 23342

Classification: Painter II  
Job Code: 52272  
Grade: 429 (\$32,114.00 - \$35,378.00)  
Position No.: 23310

Classification: Pipe Fitter I  
Job Code: 52281  
Grade: 426 (\$30,411.00 - \$32,584.00)  
Position No.: 23332

**MINUTES****PERSONNEL**DPW - cont'd

Classification: Pipe Fitter II  
 Job Code: 52282  
 Grade: 429 (\$32,114.00 - \$35,378.00)  
 Position No.: 23447

Classification: Pollution Control Analyst II  
 Job Code: 71212  
 Grade: 089 (\$43,026.00 - \$52,239.00)  
 Position No.: 22920

Classification: Radio Dispatcher II  
 Job Code: 33372  
 Grade: 082 (\$33,140.00 - \$39,199.00)  
 Position No.: 21710

Classification: Mechanical Maintenance Tech III  
 Job Code: 54364  
 Grade: 435 (\$38,381.00 - \$43,829.00)  
 Position No.: 23671

Classification: Office Support Specialist III  
 Job Code: 33213  
 Grade: 078 (\$29,672.00 - \$34,218.00)  
 Position No.: 23963

Classification: Motor Vehicle Driver I  
 Job Code: 54411  
 Grade: 487 (\$31,221.00 - \$32,635.00)  
 Position No.: 22267

Cost: (\$60,791.00) - 2071-000000-5601-400100-601001  
 2071-000000-5521-632000-601001  
 2071-000000-5521-608600-601001  
 2071-000000-5521-393700-601001  
 2071-000000-5521-784500-601001  
 2071-000000-5521-630200-601001

**MINUTES****PERSONNEL**DPW - cont'd

2071-000000-5471-400500-601001  
 2070-000000-5501-393000-601001  
 2070-000000-5501-396900-601001  
 2070-000000-5501-393100-601001  
 2070-000000-5501-604300-601001

18. Reclassify the following three vacant positions:

From: Customer Care Analyst Supervisor  
 Job Code: 34266  
 Grade: 087 (\$39,701.00 - \$47,990.00)  
 Position Nos.: 51765, 51767, 51769

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

Cost: (\$33,729.00) - 2071-000000-5471-609400-601001

19. Reclassify the following filled position:

From: Laborer (Hourly)  
 Job Code: 52931  
 Grade: 482 (\$14.70 - \$15.37)  
 Position No.: 32512

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

Cost: (\$935.00) - 2071-000000-5471-609200-601001



**MINUTES****PERSONNEL**DPW - cont'd

These positions (except item no. 17.b.) are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Department of Recreation and Parks

	<u>Rate of Pay</u>	<u>Amount</u>
20. <b>ROBYN J. EDWARDS</b>	\$30.00	<b>\$54,600.00</b>

Account: 9938-917022-9474-000000-703001

Ms. Edwards will work as a Contract Services Specialist II (Design Planner I). Her duties will include, but are not limited to providing general overall project coordination and management of time lines, budgets, and status reports, overseeing data collection efforts, writing, examining, reviewing, and recommending edits of planning documents, landscape, and architectural conceptual designs. Ms. Edwards will also assist with the preparation of work scopes, RFPs, evaluations, proposals, and invoices, assist with liaison and presentations to the City of Baltimore Urban Design and Architectural Review Panel, the City Planning Commission, and the Commission on Historical and Architectural Preservation. She will further assist with preparing project costs estimates and descriptions for Capital Improvement Program and grant submissions for future architectural projects. The period of the agreement is effective upon Board approval for one year.

Department of Transportation

21. a. Reclassify the following vacant position:

From: New Position  
 Job Code: 90000  
 Grade: 900 (\$1.00 - \$204,000.00)  
 Position No.: 51445

**MINUTES****PERSONNEL**Department of Transportation - cont'd

To: Operations Manager I  
Job Code: 00090  
Grade: 939 (\$82,100.00 - \$135,300.00)

b. Reclassify the following two vacant positions:

From: New Position  
Job Code: 90000  
Grade: 900 (\$1.00 - \$204,000.00)  
Position Nos.: 51439, 51440

To: GIS Analyst  
Job Code: 33187  
Grade: 927 (\$62,000.00 - \$99,200.00)

c. Reclassify the following two vacant positions:

From: New Position  
Job Code: 90000  
Grade: 900 (\$1.00 - \$204,000.00)  
Position Nos.: 51442, 51444

To: Construction Project Supervisor II  
Job Code: 42222  
Grade: 927 (\$62,000.00 - \$99,200.00)

d. Reclassify the following vacant position:

From: New Position  
Job Code: 90000  
Grade: 900 (\$1.00 - \$204,000.00)  
Position No.: 51443

To: Construction Project Supervisor I  
Job Code: 42221  
Grade: 923 (\$58,300.00 - \$93,500.00)

**MINUTES****PERSONNEL**Department of Transportation - cont'de. Reclassify the following nine vacant positions:

From: New Position  
Job Code: 90000  
Grade: 900 (\$1.00 - \$204,000.00)  
Position Nos.: 51454, 51455, 51456, 51457, 51458, 51459  
51460, 51461 and 51462

To: Public Works Inspector II  
Job Code: 42213  
Grade: 087 (\$39,701.00 - \$47,990.00)

f. Reclassify the following two vacant positions:

From: New Position  
Job Code: 90000  
Grade: 900 (\$1.00 - \$204,000.00)  
Position Nos.: 51465, 51466

To: Public Works Inspector III  
Job Code: 42213  
Grade: 092 (\$48,812.00 - \$59,437.00)

g. Reclassify the following one vacant position:

From: New Position  
Job Code: 90000  
Grade: 900 (\$1.00 - \$204,000.00)  
Position No.: 51441

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

**MINUTES****PERSONNEL**

Department of Transportation - cont'd

h. Reclassify the following two vacant positions:

From: New Position  
Job Code: 90000  
Grade: 900 (\$1.00 - \$204,000.00)  
Position Nos.: 51467 and 51468

To: Engineer II  
Job Code: 72113  
Grade: 929 (\$65,900.00 - \$105,300.00)

Cost: \$655,019.00 - 2024-000000-5480-395600-601001  
\$997,143.00 - 2024-000000-5480-395700-601001

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

**MINUTES**Enoch Pratt Free Library - TRANSFER OF LIFE-TO-DATE SICK  
LEAVE - WAIVER OF MAXIMUM DAYS

The Board is requested to approve a waiver/exception from the AM 203-3 policy, which allows a maximum of 30 days of sick leave transfer, and grant an additional 5 days for a total of 35 LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Ms. Tashima Miller.

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

Faith Blair-Edmonds	5
Angela Matthews	5
Deborah D. Taylor	5
John Jewitt	5
Michelle Sutton	5
Gordon Krabbe	5
Christopher Lewis	<u>5</u>
<b>Total:</b>	<b>35</b>

The requirements of AM-203-3, Sick Leave Donation Program, have been followed. Ms. Miller is not a member of a union sick leave bank and is not eligible for membership in a union sick leave bank. All her leave has been used.

The Library is requesting a total of 35 days due to Ms. Miller's extensive medical circumstances. The employees listed above have generously donated an additional 5 days to keep Ms. Miller's in pay status during recovery. The additional donated days will assist the Library's retention efforts for this valued employee. Ms. Miller is expected to return to work by May 1, 2017.

**MINUTES**

Enoch Pratt Free Library - cont'd

**APPROVED FOR FUNDS BY FINANCE**

**THE LABOR COMMISSIONER RECOMMENDED APPROVAL.**

UPON MOTION duly made and seconded, the Board approved the waiver/exception from the AM 203-3 policy, which allows a maximum of 30 days of sick leave transfer, and granted an additional 5 days for a total of 35 LIFE-TO-DATE sick leave days from the foregoing listed City employees to the designated employee, Ms. Tashima Miller.

## MINUTES

Health Department - Agreements

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

1. **BEHAVIORAL HEALTH SYSTEM** **\$ 42,944.00**  
**BALTIMORE, INC. (BHSB)**

Account: 1001-000000-3023-274002-603051

The BHSB is responsible for assisting the (Community Risk Reduction - Needle Exchange Program) clients with insurance applications within seven days of intake. The BHSB will subcontract with drug treatment providers to provide medicated assisted treatment. The period of the Agreement is July 1, 2016 through June 30, 2017.

This Agreement is late because of a delay in the administrative review process.

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

Account: 4000-428217-3080-294300-603051

Mr. Shapiro, Consultant, will provide guidance in the area of Developmental Pediatrician services for the Baltimore Infants & Toddlers Program. He will coordinate and lead the evaluation team of professionals from varied backgrounds, provide medical input, provide family debriefing, identify children at risk for developmental delays, review health status of referred children, serve as the official signatory for children that present with medical concerns at birth and assist in developing goals, outcomes and completion of the Individualized Family Services Plan. The period of the Agreement is July 1, 2016 through June 30, 2017.

The Agreement is late because of the State Fiscal 2016 Grant Award from the Maryland Department of Education was received in November 2016.

## MINUTES

Health Department - cont'd

3. **JOHN HOPKINS UNIVERSITY (JHU),** **\$ 25,000.00**  
**BLOOMBERG SCHOOL OF PUBLIC HEALTH,**  
**CENTER FOR COMMUNICATION PROGRAMS (CCP)**

Account: 4000-480617-3080-279200-603051

The JHU's CCP will continue to support the Health Department's U Choose sexual health education project through the development of print materials for teens, school and clinic staff, and parents/caregivers that provide education, tips for behavior change, and referral information. As part of the overall effort, the CCP will launch the revitalized U Choose website for teens that supplements the information presented in the evidence-based curricula taught in schools and clinics. The period of the Agreement is July 1, 2016 through June 30, 2017.

This Agreement is being presented at this time because of the delay in receiving required documentation.

4. **ROBERTA'S HOUSE, INC.** **\$ 6,072.00**

Account: 4000-483517-3080-294600-603051

Roberta's House, Inc. will provide at least one grief and loss group consultation in the Resiliency in Communities After Stress and Trauma (ReCAST) Central West Baltimore communities. On October 12, 2016, the Board approved acceptance of the ReCAST Notice of Award. The purpose of the ReCAST Central West Baltimore Project is to reduce the impact of trauma and build resilience in the Central West Baltimore Communities so that young people can complete school and engage in the workforce. Loss of life is a common occurrence in Central West Baltimore and its impact is far reaching. Roberta's House has been providing support to youth and families coping with grief and loss for decades. The period of the Agreement is January 1, 2017 through June 30, 2017.

The Agreement is late because the Department had to review and approve sub-grantee budgets.



## MINUTES

Health Department - cont'd

5. **N.M. CARROLL MANOR, INC.** **\$ 49,275.00**

Account: 4000-432917-3255-761200-604014

The organization will provide Title III C-1 Congregate Housing Meal Services. Under this agreement, the organization will serve 30 seniors one meal/day at the facility located at 701 N. Arlington Avenue, Baltimore, MD 21217.

All meals will be reviewed by a licensed dietitian or licensed nutritionist and/or the Maryland Department on Aging, allowing periodic menu conferences between a representative of the organization and the Department as requested by either party. The period of the Agreement is October 1, 2016 through September 30, 2017.

The Agreement is late because it was recently completed by the Department.

6. **FUSION PARTNERSHIPS, INC.** **\$ 10,000.00**

7. **UNIVERSITY OF MARYLAND MEDICAL CENTER** **\$ 20,000.00**

Account: 5000-530317-3041-605800-603051

The Fusion Partnerships, Inc. and the University of Maryland Medical Center will work with the Health Department to provide tobacco use prevention services. The Fusion Partnerships, Inc. will provide services to youth and the University of Maryland Medical Center will provide services to adults. The period of the Agreement is November 1, 2016 through June 30, 2017.

These Agreements are being presented at this time because of a delay in the administrative review process.

## MINUTES

Health Department - cont'd**8. PARK WEST HEALTH SYSTEMS, INC. (PWS)** **\$614,994.00**

Account: 4000-424517-3023-274411-603051

The PWS will provide core medical services and/or HIV support services to HIV positive individuals seeking medical care at its facility located 4151 Park Heights Avenue, Baltimore, MD 21215.

The PWS will offer routine HIV testing to all patients ages 15-65 and link known positives to internal HIV treatment and care. The PWS will also partner with the Department of Public Safety and Correctional Services to assist HIV positive inmates with connecting to outpatient health and support services; and attend Exit interviews with other returning citizens that may or may not know their HIV positive status. The PWS will also assist the Health Department, Disease Intervention Specialist, to provide same day linkage to care of newly diagnosed and those individuals that were previously lost to care to receive HIV services. The Agreement period is July 1, 2016 through June 30, 2017.

This Agreement is late because the Department of Health and Mental Hygiene, Prevention and Health Promotion Administration programmatically manages HIV/AIDS Ryan White Part B services. The providers are asked to submit a budget, budget narrative, and scope of services. The BCHD thoroughly reviews the entire package before preparing a contract and submitting it to the Board. These budgets are many times revised because of inadequate information from the providers. This review is required to comply with grant requirements.

**9. LIGHT HEALTH AND WELLNESS** **\$ 91,180.00**  
**COMPREHENSIVE SERVICES, INC.**

Account: 4000-499017-3023-513200-603051

The organization will provide HIV/AIDS education and risk reduction strategies using the Seeking, Evolving, and Looking Forward (SELF) Education/Support curriculum and the Healthy

## MINUTES

Health Department - cont'd

Relationships curriculum to prevent new HIV infections among Men who have Sex with Men in Baltimore City. Participants will also receive referrals, as needed, to health and human services as indicated, and the intervention specialists will actively assist clients in accessing these services. The period of the Agreement is January 1, 2017 through December 31, 2017.

This Agreement is being presented at this time due to the delay in receiving an acceptable budget and scope of services.

**MWBOO GRANTED A WAIVER.**

10. **FAMILY HEALTH CENTERS OF BALTIMORE, INC. (FHCB)** **\$35,000.00**

Account: 5000-520116-3080-702900-603051

The FHCB will provide access to reproductive health services to the uninsured and underinsured citizens of Baltimore City. The services will include but are not limited to education contraception, screening, and referral of reproductive-related cancers and education awareness and screening of sexually transmitted infections. The period of the Agreement is July 1, 2016 through June 30, 2017.

The Agreement is late because the program plan and budget were submitted late by the service provider.

11. **JOHNS HOPKINS UNIVERSITY, (JHU) CENTER FOR CHILD AND COMMUNITY HEALTH RESEARCH (CCCHR)** **\$142,988.00**

Account: 5000-522317-3030-271500-603051

The JHU's CCCHR will provide effective clinical management to patients with treatable sexually transmitted infections which require treatment of the patient's current sex partner to prevent reinfection and curtail further transmission. The

**MINUTES**Health Department - cont'd

CCCHR will design the evaluation and coordinate the project as well as conduct its analyses, in collaboration with experts at the Maryland Department of Health and Mental Hygiene. The period of the Agreement is July 1, 2016 through June 30, 2017.

The Agreement is late because of the delays at the administrative level.

12. **PACT: HELPING CHILDREN WITH SPECIAL NEEDS** **\$58,419.00**

Account: 4000-427117-3080-294300-603051

PACT will serve four children with Autism in a comprehensive, integrated childcare setting. The children with Autism Spectrum Disorder will spend two hours of their day, three times per week, in an intensive classroom that utilizes a mixed methods teaching approach incorporating Picture Exchange Communication Systems.

PACT will provide the services of a Speech Language Therapist to act as the lead teacher for the classroom. In addition, PACT will provide training and consultation for the Childcare staff; an Occupational Therapist to assist in classroom activities, and a Classroom Aide to participate in the classroom, helping with planning and preparation of classroom materials and activities. The period of the Agreement is July 1, 2016 through June 30, 2017.

The Agreement is late because the Consolidated Local Implementation Grant from Maryland State Department of Education was approved late in the Fiscal Year, November 23, 2016.

**MWBOO GRANTED A WAIVER.**

## MINUTES

Health Department - cont'd

13. **HEALTH CARE FOR THE HOMELESS, INC. (HCH)** **\$705,193.00**

Account: 5000-569717-3023-274404-603051

The HCH will continue to provide primary care, behavioral health, outreach, case management, dental, occupational therapy, supportive housing, and additional support services to assist individuals who are vulnerable and experiencing homelessness. The Agreement period is July 1, 2016 through June 30, 2017.

This agreement is late because the Department of Health and Mental Hygiene, Office of Prevention and Health Promotion Administration programmatically manages HIV/AIDS State Special services. The providers are asked to submit a budget, budget narrative, and scope of services. The BCHD thoroughly reviews the entire package before preparing a contract and submitting it to the Board. These budgets are revised many times due to inadequate information from the providers. This review is required in order to comply with grant requirements.

**MWBOO GRANTED A WAIVER.**

14. **PARK HEIGHTS RENAISSANCE, INC. (PHR)** **\$201,514.00**

Account: 1001-000000-3160-308000-603051

The PHR will provide services to reduce gun violence by transitioning to the Safe Streets Maintenance Model (SSMM) using the Cure Violence (formerly Ceasefire) techniques. The SSMM focuses on what has been shown through mediations to be the most effective method in reducing shootings and homicides in Baltimore. 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

## MINUTES

Health Department - cont'd

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 in 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 1, 2016 through June 30, 2017.

This Agreement is late because budget review and revisions delayed its processing.

**MWBOO GRANTED A WAIVER.****AUDITS REVIEWED AND HAD NO OBJECTION.**

15.	<b>LIBERTY SENIOR HOUSING</b>	<b>\$0.00</b>
16.	<b>METROPOLITAN BALTIMORE, INC.</b>	<b>\$0.00</b>
17.	<b>PROJECT PLASE, INC.</b>	<b>\$0.00</b>

The organizations (item nos. 15-17) will serve as a volunteer station for the Retired & Senior Volunteer Program (RSVP).

The City Health Department was awarded a grant from the Corporation for National and Community Services (CNCS) to develop and/or operate volunteer services programs, specifically the Retired and Senior Volunteer Program (RSVP) where services are performed by persons fifty-five years of age and over. No City funds are involved. Each senior volunteer is a volunteer who does not receive compensation for his/her services.

**MINUTES**

Health Department - cont'd

RSVP volunteers serve in a diverse range of nonprofit private organizations, public agencies, faith-based groups, or an eligible proprietary health care agency. Assignments include but are not limited to: health and other education, assisting seniors to live independently, mentoring and tutoring children, visiting nursing home residents, disaster preparedness, and response, delivery of health services, food collection and distribution and assisting organizations with capacity building through planning, organizing, and grant writing. The period of the Agreement is July 1, 2016 through June 30, 2019.

These Agreements are late because of a delay in the administrative review process.

**APPROVED FOR FUNDS BY FINANCE**

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

**ABSTAINED** on item no. 4.

**MINUTES**

Health Department - Third Revision to the Notice of Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the third revision to the Notice of Award (NOA) from the Department of Health and Human Services (HHS), Centers for Disease Control and Prevention (CDC). The third revision will extend the NOA through December 31, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$1,372,339.00 - 4000-499016-3023-513200-404001

**BACKGROUND/EXPLANATION:**

The NOA is for the project titled Comprehensive HIV Prevention Project for Health Departments.

On January 20, 2016, the Board approved the initial NOA in the amount of \$768,068.00, for the period of January 1, 2016 through December 31, 2016.

On November 9, 2016, the Board approved the first revised NOA for additional funding in the amount of \$3,630,166.00, for the period January 1, 2016 through December 31, 2016, for a total amount of \$4,398,234.00.

On November 23, 2016, the Board approved the second revised NOA for final funding in the amount of \$1,099,557.00 for the period of January 1, 2016 through December 31, 2016, making the total amount \$5,497,791.00.

The purpose of the third revision to the NoA is to extend the budget and project period for 12 months, from December 31, 2016 to December 31, 2017, and provides \$1,372,339.00 in additional funding for the extended budget period, making the total amount \$6,870,130.00.



**MINUTES**

Health Department - cont'd

All other terms and conditions of the original NOA will remain in effect throughout the budget period unless otherwise changed, in writing, by the Grants Management Officer.

The revised NOA is late because it was issued on August 5, 2016, and emailed to a Department employee who is no longer with the agency. The Department had to request another copy.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved acceptance of the third revision to the Notice of Award from the Department of Health and Human Services Centers for Disease Control and Prevention.

## MINUTES

Health Department - Employee Expense Reports

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

- |    |  |                 |
|----|--|-----------------|
| 1. | <b>LORETTA BRADSHAW</b>  | <b>\$ 43.58</b> |
|    | Account: 4000-475917-3080-2946000-603002<br>August, 2016 - Mileage   |                 |
| 2. | <b>AISHA BURGESS</b>   | <b>\$ 81.21</b> |
|    | Account: 4000-428516-3160-271400-603002<br>June, 2016 - Mileage      | \$ 77.21        |
|    | 4000-428516-3160-271400-603003<br>June, 2016 - Toll                  | \$ 4.00         |
| 3. | <b>JUDITH BURLOCK</b>  | <b>\$ 36.50</b> |
|    | Account: 1001-000000-3100-295900-603003<br>August, 2016 - Parking    |                 |
| 4. | <b>ADRIENNE EDWARDS</b>  | <b>\$419.85</b> |
|    | Account: 4000-499617-3080-294213-603020<br>September, 2016 - Mileage |                 |
| 5. | <b>NANCY JILL KERR</b>   | <b>\$407.74</b> |
|    | Account: 4000-499617-3080-294213-603002<br>September, 2016 - Mileage | \$264.78        |
|    | 1001-000000-3080-288700-604003<br>September, 2016 - Uniform          | \$142.96        |

## MINUTES

Health Department - cont'd

6.	<b>SOPHIA KROME</b>	<b>\$262.44</b>
	Account: 1001-000000-3080-288700-604002 September, 2016 - Mileage	
7.	<b>DOROTHY ONYEMAH</b>	<b>\$313.77</b>
	Account: 4000-499617-3080-294213-603002 July, 2016 - Mileage	\$ 58.31
	4000-499617-3080-249213-603002 September, 2016 - Mileage	\$255.46
8.	<b>RENEE PARKER</b>	<b>\$279.99</b>
	Account: 4000-499617-3080-294213-603020 September, 2016 - Mileage	
9.	<b>MEAGAN SHIPLEY</b>	<b>\$ 11.31</b>
	Account: 5001-520117-3080-288900-603003 July, 2016 - Parking	\$ 5.00
	5001-520117-3080-288900-603002 July, 2016 - Mileage	\$ 6.31
10.	<b>MEAGAN SHIPLEY</b>	<b>\$147.81</b>
	Account: 6000-630717-3080-292300-603003 August, 2016 - Uniforms	

## MINUTES

Health Department - cont'd

- |     |  |                 |
|-----|--|-----------------|
| 11. | <b>STEPHANIE SMILEY</b>  | <b>\$108.94</b> |
|     | Account: 5000-520117-3080-288900-603002<br>October, 2016 - Mileage   |                 |
| 12. | <b>BRITTANI STEWARD</b>  | <b>\$143.22</b> |
|     | Account: 5000-570416-3041-605800-603002<br>June, 2016 - Mileage      |                 |
| 13. | <b>DANIELLE TARVER</b>   | <b>\$ 53.08</b> |
|     | Account: 4000-480617-3080-279200-603002<br>July, 2016 - Mileage      |                 |
| 14. | <b>LATARSHA HENDERSON</b>  | <b>\$270.32</b> |
|     | Account: 4000-499617-3080-294213-603002<br>September, 2016 - Mileage |                 |

The above-listed employees; Ms. Bradshaw, Ms. Burgess, Ms. Burlock, Ms. Edwards, Ms. Kerr, Ms. Krome, Ms. Onyemah, Ms. Parker, Ms. Shipley, Ms. Smiley, Ms. Steward, Ms. Tarver, and Ms. Henderson submitted their employee expense statement and appropriate back up documents on time, but they were inadvertently misplaced as a result of an oversight.

- |     |   |                 |
|-----|---|-----------------|
| 15. | <b>SEAN SPENCER</b>   | <b>\$ 47.41</b> |
|     | Account: 5000-532817-3044-273300-603002<br>August, 2016 - Mileage |                 |

Mr. Spencer neglected to submit his expense statement on time because of overwhelming unit responsibilities and not making timely submission of expense statements a priority. He has been advised that he must make an effort to submit statements timely to avoid this process.

## MINUTES

Health Department - cont'd

16. **CASSANDRA CARY** **\$ 45.00**

Account: 1001-000000-3021-268600-603003

August, 2016 - Parking \$22.50

September, 2016 - Parking \$22.50

17. **MICHAEL CROOK** **\$ 45.00**

Account: 1001-000000-3021-268600-603003

August, 2016 - Parking \$22.50

September, 2016 - Parking \$22.50

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 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. Ms. Curry and Mr. Crook timely submitted their expense statement for reimbursement, but they were 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 the foregoing expense reports for the above listed employees.

**MINUTES****CITY COUNCIL BILLS:**

- 16-0001 - An Ordinance concerning the Sale of Property - 823-825 North Mount Street For the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all its interest in certain property located at 823-825 North Mount Street (to be known as Block 86, Lot 048E) and no longer needed for public use; and providing for a special effective date.
- 17-0012 - An Ordinance concerning the Sale of Property - 217 North Pine Street For the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all its interest in certain property known as 217 North Pine Street (Block 0589, Lot 017) and no longer needed for public use; and providing for a special effective date.
- 17-0013 - An Ordinance concerning the Sale of Property - Sale of Property - 907½ North Fremont Avenue For the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all its interest in certain property known as 907½ North Fremont Avenue (Block 0372, Lot 020A) and no longer needed for public use; and providing for a special effective date.
- 17-0014 - An Ordinance concerning the Sale of Property - WS Scott Street 94' N Carroll Street (Block 851, Lot 010) For the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all its interest in certain property known as WS Scott Street 94' N Carroll Street (Block 851, Lot 010) and no longer needed for public use; and providing for a special effective date.

**ALL REPORTS RECEIVED WERE FAVORABLE.**

**MINUTES****CITY COUNCIL BILLS:** - cont'd

UPON MOTION duly made and seconded, the Board approved Bill nos. 16-0001, 17-0012, 17-0013, and 17-0014 and directed that the Bills be returned to the City Council with the recommendation that they also be approved and passed by that Honorable Body. The President **ABSTAINED**.

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

622 - 626

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.



MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development</u>		
1. <b>\$ 323.34</b>	9910-901933-9587	9910-901790-9588
Mayor and	Uplands Redevelop-	Uplands Triangle
City Council	ment	Acquisition &
Revenue		Development
<p>This transfer will move appropriations to cover the expenditure deficit currently in the Uplands Triangle Acquisition and Development account. Once this transfer is recorded, the account will be in preparation of being closed.</p>		
2. <b>\$8,354.69</b>	9910-995001-9587	
28 <sup>th</sup> Community	Unallocated Reserve	
Development	HCD	
Bond Funds		
(CDB)		
 \$ 244.35	-----	9910-904418-9588
		EBDI Demolition - 28 <sup>th</sup>
		CDB Funds
 1,388.00	-----	9910-903977-9588
		Permanent Supportive
		Housing - 28 <sup>th</sup>
		CDB Funds
 <u>6,722.34</u>	-----	9910-908087-9588
<b>\$8,354.69</b>		Acquisition/Relocation
		28 <sup>th</sup> CDB Funds

This transfer will move appropriations to cover the expenditure deficits currently in the East Baltimore Development - Demolition, Permanent Supportive Housing and Acquisition/Relocation accounts. Once this transfer is recorded, the accounts will be in preparation of being closed.

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

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>DHCD</u> - cont'd		
3. <b>\$300,000.00</b>	9910-923019-9587 28 <sup>th</sup> Community Development Baltimore Homeowner Incentive - Reserve	9910-907109-9588 Booster Program 2V2

This transfer will provide funds for the Booster Program for Vacants to Value, one of Baltimore Housing's Homeownership Program.

4. <b>\$ 6,120.00</b>	9910-909824-9588 Pimlico Local Impact Aid - VLT Park Heights Acquisition Owner Occupant Relocation	9910-906823-9588 Park Heights Acquisition Tenant Moving
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This transfer will provide funds to eliminate the deficit in the Park Heights Acquisition Tenant Moving Account.

Department of Transportation

5. <b>\$ 45,000.00</b>	9950-904523-9507 MVR Construction Reserve Fulton Ave. Streetscape	9950-907673-9508 Contingencies Slab Repair
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This transfer will cover the deficit on project TR 15020 Concrete Cement Slab Repairs Citywide.

Baltimore Development Corporation

6. \$ 350.00	9910-914022-9600 1 <sup>st</sup> Com. EDF Constr. Reserve WS Historic Prop. Stabilization	9910-903355-9601 W/S Historic Prop. Rehab.
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## MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>BDC</u> - cont'd		
31,470.91 23 <sup>rd</sup> EDF	9910-913990-9600 Constr. Reserve Commercial Re- vitalization	9910-921101-9601 Commercial Re- vitalization
4,800.00 23 <sup>rd</sup> EDF	9910-994001-9600 Constr. Reserve Unallocated Reserve	9910-921101-9601 Commercial Re- vitalization
2,776.00 24 <sup>th</sup> EDF	9910-908018-9600 Constr. Reserve Seton, Cross Rds., Park Circle	9910-907104-9601 W. Baltimore Ind. & Coml.
<u>\$ 39,396.91</u>		

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

7. \$ 10,186.43 1 <sup>st</sup> Com. EDF	9910-907068-9600 Constr. Reserve E. North Ave. Corridor Plan	9910-906105-9601 E. Baltimore Ind. & Coml.
31,993.10 23 <sup>rd</sup> EDF	9910-906993-9600 Constr. Reserve Inner Harbor Area	9910-909460-9601 Inner Harbor
750.00 23 <sup>rd</sup> EDF	9910-913900-9600 Constr. Reserve Commercial Re- Vitalization	9910-921101-9601 Commercial Re- vitalization

## MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>BDC - cont'd</u>		
1,800.00	9910-994001-9600	9910-906835-9601
23 <sup>rd</sup> EDF	Constr. Reserve	Westside Project
	Unallocated Reserve	Initiative
976.00	9910-908018-9600	9910-907104-9601
24 <sup>th</sup> EDF	Constr. Reserve	W. Baltimore
<b>\$ 45,705.53</b>	Seton, Cross Rds., Park Circle	Ind. & Coml.

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

Department of Planning

8.	\$ 30,000.00	9904-906788-9129	
	6 <sup>th</sup> Walters	Walters Art Gallery	
	Art Gallery	Reserve	
	Loan		
	300,000.00	9904-905791-9129	
	7 <sup>th</sup> Walters	Walters Art - Domino	
	Art Museum	Project - Reserve	
	Loan		
	400,000.00	9904-905791-9129	
	8 <sup>th</sup> Walters	Walters Art - Domino	
	Art Museum	Project - Reserve	
	Loan		
	<b>\$730,000.00</b>	-----	9904-909788-9127
			Walters Art Gallery
			Active

## MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Dept. of Planning - cont'd</u>		

This transfer is for many capital improvements associated with Hackerman House at One West Mount Vernon Place including fire protection and fire suppression; electrical and mechanical systems; stonework and building envelope repairs; roof repairs; windows; and other capital related work on this historical building. It will open with a new interceptive strategy for the Walters collections of art and also tell the history of the building, its owners, residents, and those who worked in or on the building, tying this capital project to broader Baltimore heritage.

**MINUTES**

Office of the State's Attorney - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) with the Baltimore Child Abuse Center. The period of the Memorandum of Understanding is October 1, 2016 through September 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$274,000.00 - 5000-500017-1150-117900-607004

**BACKGROUND/EXPLANATION:**

The Baltimore Child Abuse Center and the Baltimore City State's Attorney's Office formed a partnership to serve the unique needs of child witnesses to homicide. The partnership serves to not only effectively prosecute criminals, but to serve the child witnesses and their non-offending caretakers with a goal of preventing further trauma. Grant funds will provide salary support and related expenses.

The MOU is late because the award letter was recently received from the State.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with the Baltimore Child Abuse Center.

**MINUTES**

Board of Trustees of the Employees' Retirement System - Investment Advisory Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Investment Advisory Agreement with Pension Consulting Alliance, LLC for the Employees' Retirement System (ERS), the Elected Officials Retirement System (EOS), and the City's Retirement Benefit Trust (OPEB). The period of the agreement is March 15, 2017 through March 14, 2022, with the option to renew for two successive 1-year periods.

**AMOUNT OF MONEY AND SOURCE:**

No general fund monies are involved in this transaction. All fees (an average of \$270,000.00 annually) will be expended from the ERS, the EOS, and the OPEB Trust.

**BACKGROUND/EXPLANATION:**

The ERS, the EOS, and the OPEB Trust portfolios total approximately \$1,600,000.00, \$23,000,000.00, and \$457,000,000.00, respectively, and alternative investments play an increasingly important role within those portfolios.

The ERS Board of Trustees conducted a search for an investment advisor to provide specialized consulting services with respect to alternative investments. The ERS Board narrowed the Request for Proposals responses to three finalists, each of whom was interviewed by the ERS Board. Following those interviews, the Board unanimously selected Pension Consulting Alliance, LLC.

**MWBOO GRANTED A WAIVER.**

## MINUTES

Board of Trustees of the - cont'd  
Employees' Retirement System

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Investment Advisory Agreement with Pension Consulting Alliance, LLC for the Employees' Retirement System, the Elected Officials Retirement System, and the City's Retirement Benefit Trust. The Comptroller **ABSTAINED**.





**MINUTES**

BBMR - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Grant Award from the Annie E. Casey Foundation. The Board further approved the Appropriation Adjustment Order No. 45 to transfer unallocated federal funds within the Health Department from Service 715 (Administration - Health) to Service 308 (Maternal and Child Health).

**MINUTES**

Mayor's Office of                    - Ratification of an Intergovernmental  
Employment Development        Agreement

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**ACTION REQUESTED OF B/E:**

The Board is requested to ratify the Intergovernmental Agreement with the Maryland State Department of Human Resources and the Baltimore City Department of Social Services. The period of the Intergovernmental Agreement was June 27, 2016 through August 12, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$1,000,000.00 - 4000-809616-6397-456000-404001

**BACKGROUND/EXPLANATION:**

This agreement provided funding for the 2016 YouthWorks Summer Jobs Program. The program provided summer employment and training opportunities to eligible City residents between the ages of 14 and 21. These opportunities included work experiences with private sector, non-profit, City and State government employers throughout Baltimore.

This Intergovernmental Agreement is late because additional time was necessary to reach a comprehensive understanding between the parties.

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

UPON MOTION duly made and seconded, the Board ratified the Intergovernmental Agreement with the Maryland State Department of Human Resources and the Baltimore City Department of Social Services.

**MINUTES**

Mayor's Office of Employment Development - Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a Grant Award from the Maryland State Department of Labor, Licensing, and Regulation. The period of the Grant Award is January 1, 2017 through September 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$142,669.00 - 4000-809917-6312-456000-404001

**BACKGROUND/EXPLANATION:**

The grant will provide funding to the Mayor's Office of Employment Development (MOED) to administer highway or capital transit related training and a workplace - life skills program for low skilled, unemployed or underemployed Baltimore City residents. The training program will consist of hands on, project-based highway and capital transit construction related occupational training, job readiness, comprehensive case management, and employment services.

The Grant Award is late because of the late notification of approval from the grantor.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Grant Award from the Maryland State Department of Labor, Licensing and Regulation.

**MINUTES**

Department of General Services - Amendment No. 1 to On-Call Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Amendment No. 1 to On-Call Agreement with EBA Engineering, Inc. for Project No. 1219, Engineering Services. The Amendment No. 1 will extend the period of the agreement through April 14, 2019.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On April 15, 2015, the Board approved the original agreement for a two-year period with an upset amount of \$2,000,000.00. This Amendment No. 1 will allow EBA Engineering, Inc. continue and complete ongoing services and any additional tasks which may be identified. The current agreement will expire on April 14, 2017.

**MBE/WBE PARTICIPATION:**

The Consultant will comply with the MBE goal of 27% and WBE goal of 10% established in the original agreement.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 1 to On-Call Agreement with EBA Engineering, Inc. for Project No. 1219, Engineering Services.

**MINUTES**

Department of General Services - Amendment No. 1 to On-Call Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Amendment No. 1 to On-Call Agreement with Gannett Fleming, Inc. for Project No. 1218, Engineering Services. The Amendment No. 1 will extend the period of the agreement through March 24, 2019.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On March 25, 2015, the Board approved the original agreement for a two-year period with an upset amount of \$2,000,000.00. Gannett Fleming, Inc. is currently providing services on task which will exceed the current agreement expiration date. This Amendment No. 1 will allow this task to continue should additional services be required and additional tasks which may be identified. The current agreement will expire on March 24, 2017.

**MBE/WBE PARTICIPATION:**

The Consultant will comply with the MBE goal of 27% and WBE goal of 10% established in the original agreement.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 1 to On-Call Agreement with Gannett Fleming, Inc. for Project No. 1218, Engineering Services.

**MINUTES**

Department of General Services - Amendment No. 1 to On-Call Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Amendment No. 1 to On-Call Agreement with Gant Brunnett Architects, Inc. for Project No. 1218, Architectural Design Services. The Amendment No. 1 will extend the period of the agreement through March 31, 2019.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On April 1, 2015, the Board approved the original agreement for a two year period with an upset amount of \$2,000,000.00. Gant Brunnett Architects, Inc. is currently providing services on several tasks which will exceed the current agreement expiration date. This Amendment No. 1 will allow these tasks to continue should additional services be required and additional tasks which may be identified. The current agreement will expire on March 31, 2017.

**MBE/WBE PARTICIPATION:**

The Consultant will comply with the MBE goal of 17% and WBE goal of 10% established in the original agreement.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 1 to On-Call Agreement with Gant Brunnett Architects, Inc. for Project No. 1218, Architectural Design Services.

## 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) - Options</u>			
1. Clarence A. Brown	305 N. Carrollton Ave.	F/S	\$ 7,000.00
2. Rose M. Black	1113 W. Lexington St.	F/S	\$49,500.00
3. Laura Ann Jacobs	1201 W. Lexington St.	G/R \$114.00	\$ 1,045.00
Funds are available in account 9910-914135-9588-900000-704040, Poppleton Project.			
4. Richard Holley and Sarah Holley	1119 Forrest St.	F/S	\$ 2,000.00
5. Ayisha Gary-Okoli	1120 Greenmount Ave.	F/S	\$ 5,115.00
6. Ayisha Gary-Okoli	1122 - 1130 Greenmount Ave.	F/S	\$14,300.00
Funds are available in account 9910-910715-9588-900000-704040, Johnston Square Project.			
7. Masada Enterprises, LLC	4311 Park Heights Ave.	F/S	\$ 8,000.00
Funds are available in account 9910-903183-9588-900000-704040.			



## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Options</u>			
In the event that the option agreement/s fail/s and settlement cannot be achieved, the Department requests the Board's approval to purchase the interest in the above property/ies by condemnation proceedings for an amount equal to or lesser than the option amounts.			
<u>DHCD - Condemnations</u>			
8. Masoud Mardi	911 E. Chase St.	L/H	\$49,300.00
9. Excell One, Inc.	1115 Forrest St.	L/H	\$ 1,400.00
10. Robert Holmes, Barry Chapman, and Leon Purnell	1023 - 1025 Valley St.	F/S	\$26,700.00
Funds are available in account 9910-910715-9588-900000-704040, Johnston Square Project.			
11. Rose Perrin, Surviving, Joint Tenant	2622 Loyola Northway	L/H	\$21,200.00
12. Odell Roy, LLC	4719 Park Heights Ave.	L/H	\$ 2,200.00
13. TTT Rentals, LLC	3118 Virginia Ave.	F/S	\$14,360.00
Funds are available in account 9910-903183-9588-900000-704040, Park Heights Project.			

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

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations</u>			
14. Gregory A. Slate	1424 N. Gay St.	L/H	\$ 3,700.00

Funds are available in account 9910-910634-9588-900000-704004, FY'14 Whole Block Demolition Project.

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

Condemnation or Redemption

15. Leon Crane	1205 W. Lexington St.	G/R \$96.00	\$ 800.00
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Funds are available in account 9910-914135-9588-900000-704040, Poppleton Project.

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

UPON MOTION duly made and seconded, the Board approved and authorized the foregoing Options, Condemnations, and Condemnation or Redemption.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the leasehold interest in the property located at 4914 Alhambra Avenue, (Block 5180, Lot 023) by gift from Herbert and Marcia Shields, Owners, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

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

**BACKGROUND/EXPLANATION:**

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

The Owners have offered to donate to the City, title to the property located at 4914 Alhambra Avenue. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The DHCD will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through January 18, 2017, other than water bills, is as follows:

## MINUTES

DHCD - cont'd4914 Alhambra Avenue

Tax Sale Cert. #293093	Date: 05/18/15	\$15,168.06
Tax Sale Cert #269837	Date: 10/24/12	\$ 8,489.67
Real Property Tax	2016 - 2017	\$ 516.52
Real Property Tax	2015 - 2016	\$ 1,248.20
Real Property Tax	2014 - 2015	\$ 1,522.38
Real Property Tax	2013 - 2014	\$ 1,693.88
Real Property Tax	2011 - 2012	\$ 2,339.53
Real Property Tax	2010 - 2011	\$ 2,557.19
Real Property Tax	2009 - 2010	\$ 2,835.95
Partial Assessment	1213	\$ 76.01
Miscellaneous Bill	#5782115	\$ 288.47
Miscellaneous Bill	#6299960	\$ 350.22
Miscellaneous Bill	#6311575	\$ 207.11
Miscellaneous Bill	#6333736	\$ 252.20
Miscellaneous Bill	#6334593	\$ 322.74
Miscellaneous Bill	#6564090	\$ 309.37
Miscellaneous Bill	#6628259	\$ 199.21
Miscellaneous Bill	#6663371	\$ 197.29
Miscellaneous Bill	#6664916	\$ 297.77
Miscellaneous Bill	#6690572	\$ 546.70
Miscellaneous Bill	#6867444	\$ 280.37

## MINUTES

DHCD - cont'd

Miscellaneous Bill	#6877849	\$ 280.37
Miscellaneous Bill	#6941363	\$ 9,151.28
Miscellaneous Bill	#7122070	\$ 248.47
Miscellaneous Bill	#7466766	\$ 179.20
Miscellaneous Bill	#7596125	\$ 266.64
Miscellaneous Bill	#7719750	\$ 227.91
Miscellaneous Bill	#7778905	\$ 198.40
Miscellaneous Bill	#8026585	\$ 202.32
Miscellaneous Bill	#8086266	\$ 232.39
Miscellaneous Bill	#8134058	\$ 209.56
Environmental Citation	52507514	\$ 1,500.00
Property Registration	Reg. # 015962	\$ 1,141.60

**Total Taxes Owed: \$53,536.98**

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 4914 Alhambra Avenue, (Block 5180, Lot 023) by gift from Herbert and Marcia Shields, Owners, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the leasehold simple interest in the property located at 2129 McHenry Street, (Block 0272, Lot 015) by gift from Matthew Bull, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

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

**BACKGROUND/EXPLANATION:**

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

The Owner has offered to donate to the City, title to the property located at 2129 McHenry Street. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The DHCD will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through January 31, 2017, other than water bills, is as follows:

Real Property Tax		\$70.46
	<b>Total Taxes Owed:</b>	<b>\$70.46</b>

**MINUTES**

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold simple interest in the property located at 2129 McHenry Street, (Block 0272, Lot 015) by gift from Matthew Bull, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

Department of Housing and - Lien Release  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the release of liens, plus all accrued interest and/or penalties on the vacant property located at 3641 Cottage Avenue, for the buyer/developer, S.G. Group, LLC.

**AMOUNT OF MONEY AND SOURCE:**

\$45,395.93, plus all accrued interest and/or penalties

**BACKGROUND/EXPLANATION:**

Pursuant to the Annotated Code of Maryland, Tax Property 14-806, the Board has the authority to release liens against real property under certain circumstances. In this case, the property in question complies with all requirements under the lien release law:

- the property is a vacant building,
- the liens exceed the assessed value of the property, and
- the buyer/developer will rehab the property and return it to use as a residential single family home, which will be returned to productive use within a reasonable time and eliminate blighting conditions.

S.G. Group, LLC will pay the City the amount of \$3,385.67, which is a combination of the flat tax and water charges. The appraised value of the property is \$3,000.00. The amount paid will be applied to satisfy the water bill, real estate taxes, and flat tax first, then any other liens that have accrued prior to the date of this lien release.



**MINUTES**

DHCD - cont'd

Any additional property tax assessments, water charges, and liens that accrue from the date of this lien release will be the responsibility of the transferee to pay prior to settlement. Failure to record the deed and pay the assessed value of \$3,385.67, within 120 days from the date of approval by the Board, will void this release.

UPON MOTION duly made and seconded, the Board approved the release of liens, plus all accrued interest and/or penalties on the vacant property located at 3641 Cottage Avenue, for the buyer/developer, S.G. Group, LLC.



**MINUTES**

Department of Housing and - cont'd  
Community Development

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

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

**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. The President **ABSTAINED** on item no. 2.

**MINUTES**

Mayor's Office of Human Services - Agreements and Amendment  
to Agreement \_\_\_\_\_

The Board is requested to approve and authorize execution of the following Agreements and Amendment to Agreement.

AGREEMENTS

1. **ST. VINCENT DE PAUL OF BALTIMORE, INC.** **\$451,933.50**

Account: 4000-407016-3571-759400-603051

The organization will provide permanent housing and support services to 28 homeless households. The period of the agreement is January 1, 2017 through December 31, 2017.

The agreement is late due to a delay in receiving signatures from the organization.

2. **THE FAMILY LEAGUE OF BALTIMORE CITY, INC.** **\$537,500.00**

Account: 2025-000000-3574-782800-603051

The organization will use funding to help create, monitor, and evaluate innovative programs to serve youth in the Park Heights Community. The organization's program includes the Boys & Girls Club of Metropolitan Baltimore, Sinai Hospital of Baltimore, Inc., Sisters Saving the City/Strong City Baltimore, and Treatment Resources for Youth, Inc. The period of the agreement is July 1, 2016 through June 30, 2017.

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

**MWBOO GRANTED A WAIVER.**

**MINUTES**

Mayor's Office of Human Services - cont'd

AMENDMENT TO AGREEMENT

3. **THE BALTIMORE STATION, INC.** **\$84,974.40**

Account: 1001-000000-3572-781800-603051

On October 19, 2016, the Board approved the original agreement in the amount of \$1,050,000.00 for the period of July 1, 2016 through June 30, 2017. This amendment will expand the nightly emergency shelter capacity of the organizations' homeless men's overflow shelter by 14 beds per night, bringing the approximate capacity range from 114 to 139 emergency shelter beds available through this program on a nightly basis. This amendment will also increase funds by \$84,974.40, making the new total \$1,134,974.040.

**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 and an Amendment to Agreement.

**MINUTES**

Mayor's Office of Human Services - Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of a grant from the Maryland State Department of Housing and Community Development. The period of the Grant Agreement is July 22, 2015 through June 22, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$75,721.00 - 5000-583617-3572-792700-405001

**BACKGROUND/EXPLANATION:**

The grant will provide funding for homeless shelter operations rapid re-housing for homeless youth. The number served under this grant is estimated to be 10 homeless youth.

The Grant Agreement is late due to a delay in obtaining the grant award from the Maryland State Department of Housing and Community Development.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved acceptance of a grant from the Maryland State Department of Housing and Community Development.

**MINUTES**Department of Planning - Report on Previously  
Approved Transfers of Funds

At previous meetings, the Board of Estimates approved Transfers of Funds subject to receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter. Today, the Board is requested to **NOTE 5** favorable reports by the Planning Commission on January 12, 2017, on Transfers of Funds approved by the Board of Estimates at its meeting on January 11, 2017.

UPON MOTION duly made and seconded, the Board to **NOTED 5** favorable reports by the Planning Commission on January 12, 2017, on Transfers of Funds approved by the Board of Estimates at its meeting on January 11, 2017.

**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 Redwood 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 Redwood 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.

Location	Proposed Transient Rate Changes				Proposed Monthly Rate Changes
Redwood Garage	<b>Regular Transient Rates</b>				<b>Regular Monthly Rate</b>
		Current Rate	Proposed Rate	Last Rate Change	No Proposed Changes
4-12 hour rate	\$15.00	\$16.00	June 2015		



**MINUTES**

PABC - cont'd

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**MINUTES**

Department of Recreation and Parks - Donation Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Donation Agreement with Strong City Baltimore, Inc. and Playground Specialists, Inc. The period of the Donation Agreement is effective upon Board approval and will end upon final approval and acceptance of the Project.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

Strong City Baltimore has contracted Playground Specialists to hold and supervise a community build of the new 26<sup>th</sup> Street Playground to be located at 26<sup>th</sup> and Calvert Streets.

Strong City Baltimore, Inc. anticipates the cost of the work to be approximately \$40,884.00 which is being donated in its entirety to the City.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Donation Agreement with Strong City Baltimore, Inc. and Playground Specialists, Inc.

**MINUTES**

Department of Recreation and Parks - Donation Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Donation Agreement with Strong City Baltimore, Inc. and C.I.P. Concrete, LLC. The period of the Donation Agreement is effective upon Board approval and will end upon final approval and acceptance of the Project.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

Strong City Baltimore has contracted C.I.P. Concrete, LLC to remove aged impervious surfaces and install new walkways and make site preparations for the future 26<sup>th</sup> Street Playground to be located at 26<sup>th</sup> and Calvert Streets.

Strong City Baltimore, Inc. anticipates the cost of the work to be approximately \$70,145.00 which is being donated in its entirety to the City.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Donation Agreement with Strong City Baltimore, Inc. and C.I.P. Concrete, LLC.

**MINUTES**

Department of Recreation and Parks - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 3 to Mahan Rykiel Associates, Inc. under Project 1233, On-Call Design Services. The period of the task assignment is approximately 2 years.

**AMOUNT OF MONEY AND SOURCE:**

\$53,012.16 - 9938-908082-9474-900000-703032

**BACKGROUND/EXPLANATION:**

This task will include design services for the Roosevelt Park Skatepark Phase III.

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

**TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$57,000.00	9938-907078-9475	9938-908082-9474

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1233, Task #3 to Mahan Rykiel Associates, Inc.

**MINUTES**

Department of Recreation and Parks - cont'd

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 3 to Mahan Rykiel Associates, Inc. under Project 1233, On-Call Design Services. The Transfer of Funds was approved **SUBJECT** to receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter.

**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. 1464 with Green Acres Apartments, LLC, Developer.

**AMOUNT OF MONEY AND SOURCE:**

\$27,395.00

**BACKGROUND/EXPLANATION:**

Green Acres Apartments, LLC would like to install new utilities to their proposed new building located in the vicinity of 3607 Fallstaff Road, Baltimore, MD 21215. This agreement will allow the organization to do its own installation in accordance with Baltimore City standards.

A Letter of Credit in the amount of \$27,395.00 has been issued to Green Acres Apartments, 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 Developer's Agreement No. 1464 with Green Acres Apartments, LLC, Developer.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 9 to Johnson, Mirmiran & Thompson, Inc. under Project 1217, On-Call Construction Project Management Services. The period of the task assignment is approximately 1 year.

**AMOUNT OF MONEY AND SOURCE:**

\$168,288.71 - 2024-000000-5480-395700-603018

**BACKGROUND/EXPLANATION:**

This task will provide for a senior construction inspector for various projects TR 10318 and TR 14306 of TEC Division.

**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. 9 to Johnson, Mirmiran & Thompson, Inc. under Project 1217, On-Call Construction Project Management Services.

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

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

	<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1.	223 W. Saratoga Street	223 West Saratoga Street, LLC	Landing and three stairs
	Flat Charge: \$ 70.30		
2.	501 N. Calvert St.	MD-North Calvert Street, LLC	Retain existing steps 60' x 11'
	Flat Charge: \$210.90		
3.	3301 Eastern Avenue	Brocar Properties Seya, LLC	ADA ramp 28' x 4'
	Flat Charge: \$ 70.30		
4.	1602 Barclay Street	Explore Creation, LLC	One set of steps 14' x 5'
	1604 Barclay Street	Explore Creation, LLC	One set of steps 14' x 5'
	1606 Barclay Street	Explore Creation, LLC	One set of steps 14' x 5'
	1608 Barclay Street	Explore Creation, LLC	One set of steps 14' x 5'
	Flat Charge: \$140.80		



## MINUTES

Department of Transportation - cont'd

LOCATIONAPPLICANTPRIVILEGE/SIZE

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

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

**MINUTES**

Department of Transportation - Baltimore Gas & Electric  
Relocation Contract

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Relocation Contract with the Baltimore Gas & Electric Company (BGE), under Contract No. TR 03333, Sinclair Lane Bridge Rehabilitation over CSXT RR.

**AMOUNT OF MONEY AND SOURCE:**

\$144,361.17 - 9950-901363-9508-900010-707072

**BACKGROUND/EXPLANATION:**

On December 7, 2011, the Board approved Contract No. TR 03333, Sinclair Lane Bridge Rehabilitation over CSXT Railroad (BGE Reference No. CEGD04392 Job No. 10904653).

The purpose of this contract is to allow the BGE's assistance in relocating the electric distribution facilities and to provide clearance for highway improvements. The BGE estimates the total cost of the project to be \$288,722.34, of which Baltimore City is responsible for 50% of the actual cost of the job, which is estimates to be \$144,361.17.

**DBE PARTICIPATION:**

The Contract TR 03333, associated with this request has a DBE goal of 30%.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Relocation Contract with the Baltimore Gas & Electric Company, under Contract No. TR 03333, Sinclair Lane Bridge Rehabilitation over CSXT RR.

**MINUTES**

Department of Transportation - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) with Pitchfork Urban Farm, LLC. The period of the MOU is effective upon Board approval for a ten-year period with an additional renewal period of ten years.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The MOU establishes the framework for the owner to implement and maintain landscaping and fencing in the street bed of unimproved Todd Avenue that is adjacent to 5217 Todd Avenue, Lot 4 Block 6051.

Subsequently the owner will perform ongoing maintenance of all aspects of the Project during the term of the MOU, all such work and maintenance is at the cost of the owner.

**MBE/WBE/DBE PARTICIPATION:**

Not a competitive procurement item.

**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 Memorandum of Understanding with Pitchfork Urban Farm, LLC.

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

\* \* \* \* \*

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

UPON MOTION duly made and seconded,

awarded the formally advertised contracts

listed on the following pages:

666 - 669

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

The Transfers of Funds were approved

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

MINUTES

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Department of Public Works (DPW)/Office of  
Construction and Engineering (OC&E)

1.	W.C. 1286, Guilford Avenue and Vicinity Water Main Replacements	Monumental Paving & Excavating Inc.	\$8,779,238.95
	<b>MBE:</b>	Justdrafting & Construction Support Services, Inc.	\$ 37,950.00 0.43%
		P&J Contracting Co., Inc.	375,350.00 4.28%
		T E Jeff, Inc.	464,700.00 5.29%
			<b>\$878,000.00 10.00%</b>
	<b>WBE:</b>	S&L Trucking, LLC	\$124,700.00 1.42%
		Janis Rettaliata	18,525.00 0.21%
		American Tennis Courts, Inc.	32,415.00 0.37%
			<b>\$175,640.00 2.00%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

2. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$11,774,841.00	9960-909100-9558	
Water Revenue Bonds	Constr. Reserve	
\$ 877,924.00	-----	9960-915617-9557-900020-2, Extra Work
877,924.00	-----	9960-915617-9557-900020-3, Engineering

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

DPW/OE&C - cont'd

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
713,000.00	-----	9960-915617-9557- 900020-5, Inspection
8,779,238.95	-----	9960-915617-9557- 900020-6, Construction
<u>526,754.05</u>	-----	9960-915617-9557- 900020-9, Administration
<b>\$11,774,841.00</b>		

This transfer will provide funds to cover costs associated with award of WC 1286, Guilford Avenue Water Main Replacement.

Department of Transportation/Department of Recreation and Parks (R&P)

3. TR 11319, Jones Falls Trail, Phase V	Allied Contractors, Inc.	\$9,442,752.00
<b>DBE:</b>	Priority Construction Corp.	\$ 735,000.00 7.78%
	Charles Tillman Paving, Inc.	434,575.08 4.60%
	Priceless Industries, Inc.	50,054.00 .53%
	S&L Trucking, LLC	252,000.00 2.67%
	M&F Contracting, Co.	384,890.00 4.08%
	Guardrail, Etc., Inc.	27,020.00 .29%
	JM Murphy Enterprises, Inc.	560,017.60 5.93%
	William T. King, Inc.	210,830.00 2.23%
		<u>\$2,654,386.68 28.11%</u>

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

DPW/R&amp;P - cont'd

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
4. \$1,189,999.91	9938-902740-9475	
State Constr.	Reserve - Jones	
Revenue - MDOT	Falls Greenway	
	Phase V	
2,030,000.00	" "	
Federal		
80,145.61	" "	
MVR		
2,600,000.00	9938-901761-9475	
25 <sup>th</sup> R&P Series	Reserve - Patterson	
	Park Recreation	
	Center Expansion	
579,854.48	9938-907081-9475	
1 <sup>st</sup> Parks &	Reserve - Park	
Public Facility	Trail Network	
269,000.00	9938-907788-9475	
<u>25<sup>th</sup> R&amp;P Series</u>	Reserve - Jones Falls	
	Trail Enhancement	
<b>\$6,749,000.00</b>	-----	9938-907740-9474
		Active - Jones
		Falls Greenway
		Phase V

This transfer will provide funds to cover costs associated with the award of TR 11319, Jones Falls Trail Phase V to Allied Contractors, Inc.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
5. \$2,400,000.00 Federal	9950-906077-9509 Constr. Reserve - Jones Falls Greenway Phase V	
600,000.00 GF (HUR)	" "	
<u>\$3,000,000.00</u>	-----	9950-909077-9508-6 Structure & Im- provements, Jones Falls Trail - Phase V

This transfer will partially fund the costs associated with the award of TR 11319, Jones Falls Trail, Phase V to Allied Contractors, Inc. in the amount of \$9,442,752.00

Bureau of Purchases

6. B50004499, ADA Comfort Station Renovations	Boulevard Contractors Corp.	\$ 156,200.00
(Dept. of Recreation and Parks)		
<b>MBE:</b> BMC Services, LLC	\$64,979.20	41.6%
<b>WBE:</b> A2Z Environmental Group, LLC	\$10,934.00	7%
<b>MWBOO FOUND VENDOR IN COMPLIANCE.</b>		



**MINUTES**

Baltimore Police Department - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with the University of Maryland, University College for the Criminal Justice Leadership Program. The period of the Agreement is January 1, 2017 through December 31, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$125,000.00 - 6000-611217-2013-197500-603026

**BACKGROUND/EXPLANATION:**

The Police Department of Baltimore City desires to increase the leadership skills of selected police officers by having them participate in an undergraduate Criminal Justice Leadership Development Program at the University of Maryland, University College.

The Agreement is late because of delays in the administrative process.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with the University of Maryland, University College for the Criminal Justice Leadership Program.

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

The Board is requested to approve and authorize execution of the Interdepartmental Lease between the Department of General Services, Landlord and the Health Department, Tenant, for the rental of the property known as the Waxter Center, 861 Park Avenue, consisting of 42,054 sq. ft. The period of the Interdepartmental Lease is July 1, 2016 through June 30, 2017, with 5 one-year renewal options.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$422,831.35	\$35,235.95

Account: 1001-000000-3024-268600-603013

**BACKGROUND/EXPLANATION:**

The Landlord is responsible for maintaining the interior and exterior of the building, including the foundations, roof, walls, gutters, downspouts, HVAC system, and individual window ventilation systems. The Landlord is also responsible for janitorial services, pest control two times a month, cleaning the floors, and ice and snow removal. The cost of interior lighting and exterior lighting, bulb replacement, sewer/plumbing and electric repair, and replacing air filters once every 6 months. The Landlord will further maintain and provide HVAC system providing heat and a/c, utilities. Provide security in main lobby Monday and Wednesday 6:00 a.m. to 9:00 p.m., Tuesday and Thursday from 6:00 a.m. to 10:00 p.m. and Friday 10:00 a.m. to 6:00 p.m.

The Tenant will accept the premises in its "as-is" condition. The Tenant will not make any alterations without written approval from the Landlord, must provide all equipment including refrigerators or any other kitchen appliances, telephones and computers.

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

The Tenant will also place debris into trash receptacle and the Landlord will be responsible for removing the trash receptacle liner. Keep the common break room area free of debris that can cause infestation of insects and/or rodents, keep entrances, passageway, and areas adjoining or appurtenant to the building in a clean and orderly condition, and free of the Tenant's equipment and furniture which will not impede ingress and egress.

The Space Utilization Committee approved this Lease Agreement on January 10, 2017.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Interdepartmental Lease between the Department of General Services, Landlord and the Health Department, Tenant, for the rental of the property known as the Waxter Center, 861 Park Avenue, consisting of 42,054 sq. ft.

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

The Board is requested to approve and authorize execution of a Lease Agreement with Amber Eve Anderson, Lessee, for the rental of property located at 1427 Light Street known as School 33, Studio #105, 1<sup>st</sup> floor. The period of the Lease Agreement is March 1, 2017 through February 28, 2020 with the option to renew for 2 one-year terms.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installation</u>
\$3,900.00	\$325.00
\$4,200.00	\$350.00 - renewal option

**BACKGROUND/EXPLANATION:**

The demised premises will be used as an artist's studio for the Lessee. The Lessor may terminate the lease during the original term and renewal terms by giving a 60-day notice to the Lessee. The Lessor is responsible for heat, electricity, and water. The Lessee is responsible for content insurance, janitorial, trash receptacles, and security.

The Space Utilization Committee approved this Lease Agreement on February 7, 2017.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with Amber Eve Anderson, Lessee, for the rental of property located at 1427 Light Street known as School 33, Studio #105, 1<sup>st</sup> floor.

**MINUTES**

Space Utilization Committee - Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Lease Agreement with Rachel Guardiola, Lessee, for the rental of property located at 1427 Light Street known as School 33, Studio #106, 1<sup>st</sup> floor. The period of the Lease Agreement is March 1, 2017 through February 28, 2020 with the option to renew for 2 one-year terms.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installation</u>
\$4,800.00	\$400.00

**BACKGROUND/EXPLANATION:**

The demised premises will be used as an artist's studio for the Lessee. The Lessor may terminate the lease during the original term and renewal terms by giving a 60-day notice to the Lessee. The Lessor is responsible for heat, electricity, and water. The Lessee is responsible for content insurance, janitorial, trash receptacles, and security.

The Space Utilization Committee approved this Lease Agreement on February 7, 2017.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with Rachel Guardiola, Lessee, for the rental of property located at 1427 Light Street known as School 33, Studio #106, 1<sup>st</sup> floor.

**MINUTES**

Department of Real Estate - Lease Agreement Renewal

**ACTION REQUESTED OF B/E:**

The Board is requested to approve Lease Agreement Renewal with Washington 784, LLC and Baltic Gold, LLC, Landlord, for the rental of the two properties known as 782 Washington Blvd., consisting of approximately 1,600 sq. ft. and the parking lot known as 760 Eislén Street, consisting of approximately 2,100 sq. ft. The period of the Lease Agreement Renewal is March 1, 2017 through August 31, 2017.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installment</u>
--------------------	----------------------------

\$7,200.00	\$1,200.00
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Account: 2026-000000-2042-733000-603013

**BACKGROUND/EXPLANATION:**

The Board approved the original lease agreement on September 9, 2015 for the period of September 1, 2015 through February 29, 2016 with three option to renew, the Board then approved the 1<sup>st</sup> renewal option on March 16, 2016 for the period of March 1, 2016 through August 31, 2016, the Board also approved the 2<sup>nd</sup> renewal on August 10, 2016 for the period of September 2, 2016 through February 28, 2017. This is the third and final renewal option.

The leased premises, 782 Washington Blvd., will be used as a Police Substation for the Casino Mini District to conduct administrative duties and 760 Eislén Street will be used as a parking lot for the tenant's vehicles. All other rental conditions and provisions of the Lease Agreement dated August 10, 2016 will remain in full force and effect.

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Department of Real Estate - cont'd

UPON MOTION duly made and seconded, the Board approved the Lease Agreement Renewal with Washington 784, LLC and Baltic Gold, LLC, Landlord, for the rental of the two properties known as 782 Washington Blvd., consisting of approximately 1,600 sq. ft. and the parking lot known as 760 Eislen Street, consisting of approximately 2,100 sq. ft.

**MINUTES**

Department of Public Works/Bureau - Third and Fourth Year  
of Water and Wastewater Funding under the License  
 Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the third and fourth year funding under the License Agreement with Sparrows Point Terminal, LLC. The funding will cover the License Agreement period from January 1, 2017 through December 31, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$1,204,170.55 - Total cost for 2017  
1,204,170.55 - Estimated total cost for 2018  
**\$2,408,341.10** - 2070-000000-5501-630040-603026

**BACKGROUND/EXPLANATION:**

On December 23, 2015, the Board approved the License Agreement between the City and Sparrows Point Terminal, LLC, for the continued acceptance and discharge of treated effluent from the Back River Wastewater Treatment Plant, through December 31, 2018. The terms of the agreement include options to extend the agreement beyond the 2018 end date should the parties mutually agree, or to terminate the agreement should a resolution for the discharge of the effluent be realized sooner.

The City's payments for the first year of the agreement were \$101,099.22 per month, based on estimated monthly electrical costs and monthly personnel and other costs. The terms of the agreement provide for the monthly payment amount to be adjusted on the anniversary date of the effective date, based on the year-over-year change in the Consumer Price Index (CPI) for the Washington D.C. - Baltimore region and on a true-up for electrical costs. The CPI has been reported as 0.7 for the last 12 months.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**



**MINUTES**

Department of Public Works/Bureau - cont'd  
of Water and Wastewater

UPON MOTION duly made and seconded, the Board approved the third and fourth year funding under the License Agreement with Sparrows Point Terminal, LLC.

**MINUTES**

Department of Public Works/ Office of - Report to the Board  
Construction and Engineering (OC&E) and Emergency Procure-  
ment Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to **NOTE** the Report on the Emergency on the 500 Block of West Mulberry Street and to approve and authorize execution of an agreement with Spiniello Companies under S.C. 971, Mulberry Street Sewer Rehabilitation. The period of the agreement is effective upon Board approval for six months, or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$4,000,000.00 - 9956-907855-9551-900020-706063

**BACKGROUND/EXPLANATION:**

On July 4, 2016, a large Sink hole (40' x 40' x 30' deep) has taken up the entire three lane roadway of West Mulberry Street at 500 block. Investigation discovered an 80-inch sanitary line had collapsed and caused sink hole and choked the downstream line. This section is up stream of the Centre Street sink hole which occurred earlier and that repair work was completed. Sanitary sewage overflow occurred upstream on W. Saratoga Street near intersection with Martin Luther King Jr. Boulevard shortly after the sinkhole collapsed. The sewage over flow and roadway collapse is a major public safety issue. As a result, the sink hole was immediately closed and secured. All utilities were shut down and temporary bypass connections were made to nearby businesses and residents. Spiniello Company was directed by the City to stabilize the area and do the repair on July 5, 2016. The 80-inch brick and concrete sanitary transmission main serves a large area and cannot be rerouted for a long-term solution. Installation of bypass pumping is required prior to actual repair. The scope of work includes but not limited to installation of sewage bypass pumping, cleaning, and rehabilitation of approximately 3000 feet of sanitary line through the cured-in-place pipe (CIPP) method. Restored utilities were damaged by from the collapse due to the nature and gravity of the incident.

**MINUTES**OC&E - cont'd

A written notice requesting approval was given to the Director of Finance on August 10, 2016 pursuant to Article VI, Section II of Baltimore City Charter to proceed with Mulberry Street Emergency Sewer Rehabilitation and on August 10, 2016, the Director of Finance gave approval authorizing the Department of Public Works to proceed with emergency procurement. At the time of the emergency, the Spiniello Companies was performing work under SC 943, On-Call Cured in Place Sanitary Sewer.

Due to the emergency nature of this procurement, the City waives the MBE/WBE requirements for this Contract pursuant to Article 5, Subtitle 28-64 of the Baltimore City Code.

Due to the emergency of this procurement, the requirements of Article 5, Subtitle 27 of the Baltimore City Code are not applicable.

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

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<b>\$4,800,000.00</b>	9956-905410-9549	
Wastewater	Constr. Reserve	
Revenue Bonds	Herring Run Inter-	
	Captor	
\$4,000,000.00	-----	9956-907855-9551-6
		Construction
800,000.00	-----	9956-907855-9551-9
<u>\$4,800,000.00</u>		Administration

This transfer will provide funds to cover the costs associated with S.C. 971, Mulberry Street Emergency Sewer Rehabilitation.

**A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART ON BEHALF OF THE DOWNTOWN CULTURAL ART CENTER.**



401 N. Howard Street,  
Baltimore, MD 21201  
(410) 837-ARTS [2787]

[www.downtownculturalartcenter.org](http://www.downtownculturalartcenter.org)

February 28, 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 my nonprofit organization and the underserved and disparately treated citizens of the Baltimore City who appear to be victims of questionable management and administration by the Baltimore City Department of Public Works (DPW).

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

1. Whom you represent: Downtown Cultural Arts Center and Banquet Hall, Inc.
2. What the issues are:
  - a. Pages 89 – 94; DPW – Report to the Board and Emergency Procurement Agreements, if approved:
    - i. The harm caused by these actions are outline in the attached memorandum which describes major issues with contractor abuse and over-reach on the part of the city's contractor, Spiniello Companies;
3. How the protestant will be harmed by the proposed Board of Estimates' action:

As the Executive Director we have witnessed questionable management and stewardship of municipal funds by this and prior Mayoral administrations. We 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. We seek restitution for the damages caused by this contractor.

Request this action NOT be approved, pending the Department of Public Works' full disclosure explaining the unacceptable outcomes outlined in the attached memorandum and that proper and immediate incremental restitution be included in any expenditures associated with the ongoing work being performed by DPW and its contractors.

I look forward to the opportunity to address this matter at your upcoming Board of Estimates on March 1, 2017.



401 N. Howard Street,  
Baltimore, MD 21201  
(410) 837-ARTS [2787]

[www.downtownculturalartcenter.org](http://www.downtownculturalartcenter.org)

If you have any questions regarding this request, please telephone me at (443) 255-9413.

Sincerely,  
Kim Trueheart  
Executive Director



401 N. Howard Street,  
Baltimore, MD 21201  
(410) 837-ARTS [2787]

[www.downtownculturalartcenter.org](http://www.downtownculturalartcenter.org)

I am Executive Director of the Downtown Cultural Arts Center and Banquet Hall, Inc. (“DCAC”), a Maryland based non-profit organization, the exclusive tenant of the building at 401 N. Howard Street, Baltimore, MD which is owned by Gaston Bass Enterprises LLC. As the exclusive tenant of this building I am herein notifying the Mayor and City Council of the City of Baltimore of the damages (physical, financial and compensatory) resulting from the trespassing onto this property by your contractor, Spiniello, Companies, Inc.

As you are aware, Spiniello Companies, Inc. (“Spiniello”) is performing emergency sewer system repair work for the City of Baltimore along Mulberry Street between Howard Street and Park Avenue. Since May 7, 2016, without the consent or authorization of either Gaston Bass Enterprises LLC or DCAC, Spiniello has taken over the Property’s parking lot for the performance of its contractual obligations to the City by placing four large pumps, fencing, and vehicles on the lot. For your reference, I have enclosed a photograph of the pumps occupying the Property’s parking lot.

The placement of the pumps on the DCAC’s parking lot since May 7, 2016 constitutes a trespass and has precluded my nonprofit from using the parking lot for numerous events scheduled at the DCAC over the past months. Without the use of the parking lot for caterers, security, DJs, and other personnel required to put on events at the DCAC, numerous customers seeking to rent the DCAC’s banquet halls have cancelled their contracts or requested rate reductions for events at DCAC, causing DCAC to sustain significant revenue losses. The placement of the pumps has additionally caused our clients, patrons and employees to have to walk in the roadway putting them at significant risk from vehicular activity on the highly traveled Mulberry Street thoroughfare.

Lastly, the extensive sewage work being performed by Spiniello has resulted in multiple sewage overflows into the basement of the DCAC building causing the cancellation of events and multiple repair efforts to restore the affected area to its intended use for rentals. These untenable outcomes have been exacerbated by the foul odors emanating from the work site and the increasingly present mechanical roar of the pumps.

Spiniello’s actions have had a profound and detrimental effect on DCAC’s reputation and have caused long-term damage to the fiscal health of the organization.









## MINUTES

OC&E - cont'd

UPON MOTION duly made and seconded, the Board **NOTED** receipt of the Report on the Emergency on the 500 Block of West Mulberry Street and to approve and authorize execution of an agreement with Spiniello Companies under S.C. 971, Mulberry Street Sewer Rehabilitation. The Transfer of Funds was approved, **SUBJECT** to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

Clerks Note: The Protestant was not present during the Board meeting.

**MINUTES**

Department of Public Works/ Office of - Report to the Board  
Construction and Engineering (OC&E) and Emergency Procure-  
ment Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to **NOTE** the Report on the Emergency on the 700 Block of Cathedral Street and to approve and authorize execution of an agreement with Spiniello Companies under S.C. 972, Cathedral Street Emergency Sewer Rehabilitation. The period of the agreement is effective upon Board approval for six months, or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$4,500,000.00 - 9956-907855-9551-900020-706063

**BACKGROUND/EXPLANATION:**

On. October 17, 2016, a large sink hole opened the underneath roadway at 700 block of Cathedral Street. Investigation discovered 30-inch sanitary line has collapsed and causes sink hole and choke the line.

This section is down stream of the Centre Street sink hole which occurred earlier and that repair work was completed. Sanitary sewage surcharge occurred upstream at the 600 block of Cathedral Street and Centre Street where the 72-inch sewer main rehabilitation had just been completed shortly prior to the incident. The sinkhole area was immediately closed and secured. All utilities were shut down and temporary bypass connections were made to nearby businesses and residents. Spiniello Companies was directed by the City to stabilize the area and do the repairs on October 19, 2016. The 80-inch brick and concrete sanitary transmission main serves a large area and cannot be rerouted as a long-term solution. Installation of bypass pumping is required prior to actual repair. The scope of work includes but not limited to installation of sewage bypass pumping, cleaning, and rehabilitation of approximately 1600 feet of sanitary line through cured-in-place pipe (CIFF) method. Restored utilities damage

**MINUTES**OC&E - cont'd

caused from the collapse, due to the nature and gravity of the incident. A written notice requesting approval was given to the Director of Finance on October 25, 2016 pursuant to Article VI, Section II of Baltimore City Charter to proceed with Cathedral Street Emergency Sewer Rehabilitation. At the time of the emergency, the Spiniello Companies was performing work under SC 943 On-Call Cured in Place Sanitary Sewer Lining and SC 942.

On October 29, 2016, the Director of Finance gave approval authorizing the Department of Public Works to proceed with emergency procurement. The consultant was approved by the Office of Boards and Commissions and Architectural and Engineering Award Commission.

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

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$2,407,632.00	9956-904440-9549	
Wastewater	Constr. Reserve	
Revenue Bonds	Hawkins Point Sewer	
2,000,000.00	9956-904404-9549	
Wastewater	Constr. Reserve	
Revenue Bonds	Inflow/Infiltration	
892,368.00	9956-904401-9549	
Wastewater	Constr. Reserve	
<u>Revenue Bonds</u>	Sewer Replacement	
<b>\$5,300,000.00</b>	Projects	

MINUTES

OC&E - cont'd

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$4,500,000.00	-----	9956-907855-9551-6 Construction
<u>800,000.00</u>	-----	9956-907855-9551-9 Administration
<b><u>\$5,300,000.00</u></b>		

This transfer will provide funds to cover the costs associated with S.C. 972, Cathedral Street Emergency Sewer Rehabilitation.

**A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART ON BEHALF OF THE DOWNTOWN CULTURAL ART CENTER.**

UPON MOTION duly made and seconded, the Board **NOTED** receipt of the Report on the Emergency on the 700 Block of Cathedral Street and approved and authorized execution of the agreement with Spiniello Companies under S.C. 972, Cathedral Street Emergency Sewer Rehabilitation. The Transfer of Funds was approved, **SUBJECT** to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

Clerks Note: The Protestant was not present during the Board meeting.



401 N. Howard Street,  
Baltimore, MD 21201  
(410) 837-ARTS [2787]

www.downtownculturalartcenter.org

February 28, 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 my nonprofit organization and the underserved and disparately treated citizens of the Baltimore City who appear to be victims of questionable management and administration by the Baltimore City Department of Public Works (DPW).

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

1. Whom you represent: Downtown Cultural Arts Center and Banquet Hall, Inc.
2. What the issues are:
  - a. Pages 89 – 94; DPW – Report to the Board and Emergency Procurement Agreements, if approved:
    - i. The harm caused by these actions are outline in the attached memorandum which describes major issues with contractor abuse and over-reach on the part of the city's contractor, Spiniello Companies;
3. How the protestant will be harmed by the proposed Board of Estimates' action:  
As the Executive Director we have witnessed questionable management and stewardship of municipal funds by this and prior Mayoral administrations. We 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. We seek restitution for the damages caused by this contractor.

Request this action NOT be approved, pending the Department of Public Works' full disclosure explaining the unacceptable outcomes outlined in the attached memorandum and that proper and immediate incremental restitution be included in any expenditures associated with the ongoing work being performed by DPW and its contractors.

I look forward to the opportunity to address this matter at your upcoming Board of Estimates on March 1, 2017.



401 N. Howard Street,  
Baltimore, MD 21201  
(410) 837-ARTS [2787]

[www.downtownculturalartcenter.org](http://www.downtownculturalartcenter.org)

If you have any questions regarding this request, please telephone me at (443) 255-9413.

Sincerely,  
Kim Trueheart  
Executive Director



401 N. Howard Street,  
Baltimore, MD 21201  
(410) 837-ARTS [2787]

[www.downtownculturalartcenter.org](http://www.downtownculturalartcenter.org)

I am Executive Director of the Downtown Cultural Arts Center and Banquet Hall, Inc. ("DCAC"), a Maryland based non-profit organization, the exclusive tenant of the building at 401 N. Howard Street, Baltimore, MD which is owned by Gaston Bass Enterprises LLC. As the exclusive tenant of this building I am herein notifying the Mayor and City Council of the City of Baltimore of the damages (physical, financial and compensatory) resulting from the trespassing onto this property by your contractor, Spiniello, Companies, Inc.

As you are aware, Spiniello Companies, Inc. ("Spiniello") is performing emergency sewer system repair work for the City of Baltimore along Mulberry Street between Howard Street and Park Avenue. Since May 7, 2016, without the consent or authorization of either Gaston Bass Enterprises LLC or DCAC, Spiniello has taken over the Property's parking lot for the performance of its contractual obligations to the City by placing four large pumps, fencing, and vehicles on the lot. For your reference, I have enclosed a photograph of the pumps occupying the Property's parking lot.

The placement of the pumps on the DCAC's parking lot since May 7, 2016 constitutes a trespass and has precluded my nonprofit from using the parking lot for numerous events scheduled at the DCAC over the past months. Without the use of the parking lot for caterers, security, DJs, and other personnel required to put on events at the DCAC, numerous customers seeking to rent the DCAC's banquet halls have cancelled their contracts or requested rate reductions for events at DCAC, causing DCAC to sustain significant revenue losses. The placement of the pumps has additionally caused our clients, patrons and employees to have to walk in the roadway putting them at significant risk from vehicular activity on the highly traveled Mulberry Street thoroughfare.

Lastly, the extensive sewage work being performed by Spiniello has resulted in multiple sewage overflows into the basement of the DCAC building causing the cancellation of events and multiple repair efforts to restore the affected area to its intended use for rentals. These untenable outcomes have been exacerbated by the foul odors emanating from the work site and the increasingly present mechanical roar of the pumps.

Spiniello's actions have had a profound and detrimental effect on DCAC's reputation and have caused long-term damage to the fiscal health of the organization.







**MINUTES**

Bureau of Water and Wastewater - Ratification of Services  
and Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify services rendered and approve and authorize an expenditure of funds to pay Ross Technical Services, Inc.

**AMOUNT OF MONEY AND SOURCE:**

\$13,021.98	-	2070-000000-5501-396404-603020
<u>6,511.00</u>	-	2070-000000-5501-396904-603020
<b>\$19,532.98</b>		

**BACKGROUND/EXPLANATION:**

On December 10, 2015, the Board of Estimates approved the agreement between the City and Ross Technical Services Inc., to provide second year related instruction training for Wastewater Treatment Operator Apprentices. The Baltimore City Joint Apprenticeship Program requires that apprentices assigned to the Wastewater Treatment Plants of Baltimore City be provided with 144 hours of classroom instruction for each of the three years that they are employed to successfully complete the Wastewater Treatment Technician Apprenticeship Program, which was the purpose of the agreement.

The agreement included two sessions: the first one was held between November 9, 2015 and December 18, 2015 and the second session was held between January 4, 2016 and February 12, 2016. Between 2015 and 2016, the Bureau of Water and Wastewater hired 31 Wastewater Treatment Technician Apprentices. With such a large number of hires, Ross Technical Services Inc. split the group into two sessions so that all apprentices could participate in the required sessions.

**MINUTES**Bureau of Water and Wastewater - cont'd

The maximum class size in the program is 15 participants, and the Department has followed that model since the beginning of the program. By having such a large group, what would normally take three months to complete (one month for each year of instruction), took six months to complete. This is the reason Ross Technical Services, Inc. continued to perform the services on an expired agreement. The Baltimore City Joint Apprenticeship is registered with the Department of Labor, Licensing, and Regulation, Maryland Apprenticeship and Training Council. Under the Maryland Apprenticeship and Training Law and Regulation, COMAR 09.12.43.05, related instruction must be: a minimum of 144 hours of instruction for each year of apprenticeship or the numbers of hours necessary to cover related courses required by the program sponsor is required. Payment has not been made to the vendor for this work.

Ross Technical Services, Inc. has extensive background in Wastewater Operations training and has provided a custom curriculum that enables the apprentices to be exposed to the technical requirements of the program as they relate to the actual work environment of a Wastewater Treatment Plant.

**MBE/WBE PARTICIPATION:**

Although goals were not assigned to this contract, Ross Technical Services, Inc. is a Certified Women's Business Enterprise registered in Baltimore City.

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

UPON MOTION duly made and seconded, the Board ratified the services rendered and approved and authorized the expenditure of funds to pay Ross Technical Services, Inc.

**MINUTES**

Department of Public Works/Office - Change Order No. 1 and  
of Engineering and Construction      Reimbursement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve Change Order No. 1 and authorize reimbursement to Baltimore County for the City's Share of the Fullerton Reservoir Project.

**AMOUNT OF MONEY AND SOURCE:**

\$266,735.74 - 9960-905722-9557-900020-703032

**BACKGROUND/EXPLANATION:**

Baltimore County awarded a design project to replace the Fullerton Reservoir utilizing tanks. Recently, the County notified Baltimore City that the design work required by the consultant exceeded the original projections and additional City contributions are needed.

The original cost estimate was \$1,184,929.77 and the new cost estimate for design is \$1,451,665.51. This is an increase of \$266,735.74 over the original estimate. The County will be submitting final invoices for design upon Board approval of the increase.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved Change Order No. 1 and authorized reimbursement to Baltimore County for the City's Share of the Fullerton Reservoir Project.

**MINUTES**

Mayor's Office on Criminal Justice - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Agreement with the House of Ruth Maryland, Inc. The period of the Agreement is July 1, 2016 through June 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$500,000.00 - 6000-613117-2252-247800-600000

**BACKGROUND/EXPLANATION:**

Under Baltimore City Code, Article 5, § 48-1 requires the Circuit Clerk of the City Court to collect an additional \$75.00 for the issuance of marriage licenses in Baltimore City and to transmit the proceeds from the additional fee to the City on a monthly basis into a special fund. Monies collected benefit domestic violence shelter programs and are distributed to the House of Ruth Maryland, Inc. proportionate to the number of domestic violence victims it serves.

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

Mayor's Office on Criminal Justice - Memorandum of Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Memorandum of Agreement (MOA) with Forest Park Action Council, Inc. (FPA) The period of the MOA is effective upon Board approval for one-year.

**AMOUNT OF MONEY AND SOURCE:**

\$26,886.00 - 1001-000000-2251-247700-603026

**BACKGROUND/EXPLANATION:**

The MOA documents a public private partnership between the City and FPA for the purchase, installation, and operation of two CitiWatch CCTV cameras at the corners of North Forest Park Avenue and Windsor Mills Boulevard. The FPA is a community non-profit comprised of over 15 public and private groups including, but not limited to, UMM/Kernan, Carroll Independent Fuel, three Community Associations, five apartment complexes, two churches, and schools.

The FPA has raised and delivered a check to the City for \$24,000.00 of the estimated costs for the two CitiWatch CCTV cameras. The City has received quotes to perform the work for a total amount of \$26,886.00. The City will contribute the remainder of \$2,886.00 toward the installation of the cameras. The CCTV cameras are located on a corner with long standing public safety issues. The Baltimore Police Department closed a business in July 2016 due to public safety concerns. The business reopened and the community is unified in supporting the City, BPD and the neighbors in improving public safety in this part of the City. The CitiWatch cameras will significantly improve police presence in this location.

**MINUTES**

Mayor's Office on Criminal Justice - cont'd

**MBE/WBE PARTICIPATION:**

This project uses existing City contractors and the underlying contracts have MBE/WBE participation.

**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 Memorandum of Agreement with Forest Park Action Council, Inc.

**MINUTES**

Mayor's Office on Criminal Justice - Amendment to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Amendment to Agreement with Safe and Sound: Baltimore's Campaign for Children and Youth, Incorporated (Safe and Sound). This amendment will extend the period of the agreement through March 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00

**BACKGROUND/EXPLANATION:**

On January 20, 2016, the Board approved a grant award from the Governor's Office of Crime Control and Prevention in the amount of \$140,000.00 for the period of October 1, 2015 through September 30, 2016.

On May 18, 2016, the Board approved an agreement with Safe and Sound, a sub-recipient of the grant for the period of October 1, 2015 through December 31, 2016.

This amendment will allow Safe and Sound to continue performing contractual services funded by the grant through March 30, 2017.

**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 Amendment to Agreement with Safe and Sound: Baltimore's Campaign for Children and Youth, Incorporated.



**MINUTES**

Mayor's Office on Criminal Justice - Ratification of the Grant  
Adjustment Notice

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify the Grant Adjustment Notice (GAN) from the Governor's Office of Crime Control and Prevention (GOCCP). This GAN extended the grant through December 31, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00

**BACKGROUND/EXPLANATION:**

On January 20, 2016, the Board approved a grant from the Governor's Office of Crime Control and Prevention in the amount of \$140,000.00, for the period of October 1, 2015 through September 30, 2016

This extension allowed the Department to fully expend monies allocated for an employment agreement for one year that was funded by the grant.

This ratification is late due to late receipt of the approved GAN from the GOCCP.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board ratified the Grant Adjustment Notice from the Governor's Office of Crime Control and Prevention.

**MINUTES**

Mayor's Office on Criminal Justice - Ratification of the Grant  
Adjustment Notice

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify the Grant Adjustment Notice (GAN) from the Governor's Office of Crime Control and Prevention (GOCCP). This ratification extended the grant through March 31, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00

**BACKGROUND/EXPLANATION:**

On January 20, 2016, the Board approved a grant from the Governor's Office of Crime Control and Prevention in the amount of \$140,000.00, for the period of October 1, 2015 through December 31, 2016

This ratification will allowed the sub-recipient of the grant to continue to spend the remaining monies allocated to them from the award.

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

UPON MOTION duly made and seconded, the Board ratified the Grant Adjustment Notice from the Governor's Office of Crime Control and Prevention.

## 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. PRIME SAFERY INC.   | \$ 31,785.15 | Low bid |
| Solicitation No. B50004889 - Portable Gas Monitors and Accessories - Department of Public Works, Water Analyzer's Office - Req. Nos. R750217 and R751356 |              |         |

Vendors were solicited via posting on CitiBuy. The only bid was opened on February 9, 2017. The award is recommended to the sole bidders whose price was determined to be reasonable. The above amount is the City's estimated requirement.

- |  |              |         |
|--|--------------|---------|
| 2. READYCLEAN SERVICES GROUP, INC.   | \$ 52,180.00 | Renewal |
| Contract No. B50003842 - Repair Services for BARCS - Department of General Services - P.O. No. P530249 |              |         |

On December 17, 2014, the Board approved the initial award in the amount of \$38,984.40. The award contained two 1-year renewal options. On March 23, 2016, the Board approved an increase and renewal in the amount of \$64,974.00. This final renewal is for the period March 23, 2017 through February 28, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. Initial award was below MBE/WBE subcontracting threshold of \$50,000.00.

- |   |         |         |
|---|---------|---------|
| 3. DANO ENTERPRISES, INC.   | \$ 0.00 | Renewal |
| Contract No. B50002874 - Paper Lawn & Leaf Bags for all Baltimore City Agencies - Recreation and Parks, etc. Req. No. Various |         |         |

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On May 8, 2013, the Board approved the initial award in the amount of \$275,000.00. The award contained two 1-year renewal options. On April 27, 2016, the Board approved the first renewal in the amount of \$0.00. This final renewal is for the period May 8, 2017 through May 7, 2018. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On March 13, 2013, it was determined that no goals would be set because of no opportunity to segment the contract. This is for the purchase of commodities, paper bags. No services are being provided under this contract.

**MWBOO GRANTED A WAIVER.**

## 4. ONE CALL CONCEPTS

<u>LOCATING SERVICES, INC.</u>	<u>\$2,000,000.00</u>	<u>Renewal</u>
Contract No. B50002768 - Underground Utility Locating Services - Department of Public Works - P.O. No. P522936		

On March 20, 2013, the Board approved the initial award in the amount of \$989,500.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$2,000,000.00 is for the period April 8, 2017 through April 7, 2018. The above amount is the City's estimated requirement.

**MWBOO SET GOALS OF 10% MBE AND 3% WBE.**



## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On February 27, 2013, the Board approved the initial award in the amount of \$247,186.00. The award contained two 1-year renewal options. On February 10, 2016, the Board approved the first renewal in the amount of \$0.00. This final renewal in the amount of \$50,000.00 is for the period April 1, 2017 through March 31, 2018. The above amount is the City's estimated requirement.

**MWBOO SET GOALS OF 14% MBE AND 0% WBE.**

**MWBOO FOUND VENDOR IN COMPLIANCE.**

## 6. HUSKY ENVELOPE

PRODUCT, INC.	\$ 66,090.00	Renewal
Contract No. B50003259 - Water Bill Envelopes - Department of Public Works, Bureau of Water and Wastewater - Req. No. R649065		

On April 2, 2014, the Board approved the initial award in the amount of \$50,045.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This third renewal is for the period May 1, 2017 through April 30, 2018, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On November 14, 2013, it was determined that no goals would be set because of no opportunity to segment this contract. This contract is for a commodity with no services being provided.

**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

- |  |               |         |
|--|---------------|---------|
| 7. GREENLAWN CEMETERY OF<br>CAMBRIDGE, MARYLAND LLC. | \$ 126,960.00 | Renewal |
|--|---------------|---------|
- Contract No. B50003950 - Provide Transportation, Cremation and Disposal of Animal Carcasses - Baltimore City Health Department - P.O. No. P530695

On April 1, 2015, the Board approved the initial award in the amount of \$99,360.00. The award contained three 1-year renewal options. On January 5, 2017, the City Purchasing Agent approved an increase in the amount of \$27,600.00. This renewal in the amount of \$126,960.00 is for the period April 1, 2017 through March 31, 2018, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On January 14, 2015 it was determined that no goals would be set because of no opportunity to segment the contract. Transportation of the carcasses must be done by the crematorium.

**MWBOO GRANTED A WAIVER.**

- |                                    |             |         |
|------------------------------------|-------------|---------|
| 8. ECLIPSE TINTING<br>SERVICE LLC. | \$ 6,000.00 | Renewal |
|------------------------------------|-------------|---------|
- Contract No. B50003911 - Automotive Window Tinting - Department of General Services and Baltimore City Police Department - P.O. No. P529937

On January 22, 2015, the Board approved the initial award in the amount of \$12,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$6,000.00 is for the period March 8, 2017 and March 7, 2018. The above amount is the City's estimated requirement.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

**MBE/WBE PARTICIPATION:**

Not applicable. The contract is below MBE/WBE subcontracting threshold of \$50,000.00. Vendor is a certified MBE.

9. ACRES AUTOMOTIVE  
INC. \$ 0.00 Renewal  
Contract No. B50002789 - Spray In Bedliners - Department of  
General Services - P.O. No. P522966

On February 27, 2013, the Board approved the initial award in the amount of \$30,000.00. The award contained two 1-year renewal options. On January 27, 2016, the Board approved the first renewal in the amount of \$0.00. This final renewal in the amount of \$0.00 is for the period March 1, 2017 through February 28, 2018. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

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

10. **FIRST CALL**  
P & J CONTRACTING CO.,  
INC.  
**SECOND CALL**  
K & K ADAMS, INC. \$ 0.00 Renewal  
Contract No. B50003217 - Whole Block Building Demolition -  
Department of Housing and Community Development - P.O. Nos.  
P527553 and P527554



## MINUTES

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

On February 4, 2014, the Board approved the initial award in the amount of \$15,000,000.00. The award contained two 1-year renewal options. This first renewal in the amount of \$0.00 is for the period February 5, 2017 through February 4, 2018, with one 1-year renewal option remaining.

**MBE/WBE PARTICIPATION:**

MWBOO set goals of 27% MBE and 10% WBE.

P & J Contracting Co. Inc.

	<u>COMMITMENT</u>	<u>PERFORMED</u>	
<b>MBE:</b> Hammerhead Trucking, LLC	18%	\$ 891,378.00	18.9%
Sparks Quality Fence Co,	9%	426,882.39	9.1%
	<b>27%</b>	<b>\$1,318,260.39</b>	<b>28%</b>
<b>WBE:</b> Valentine Transportation	3%	\$ 144,820.00	3.1%
Hopkins Fuel Oil Co.	7%	413,451.89	8.8%
	<b>10%</b>	<b>\$ 558,271.89</b>	<b>11.9%</b>

K & K Adams, Inc.

	<u>COMMITMENT</u>	<u>PERFORMED</u>
<b>MBE:</b> N/A		See note below
<b>WBE:</b> N/A		See note below

Vendor has not performed any work on this contract.

**MWBOO FOUND VENDORS IN COMPLIANCE.**

## 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

11. ITEM 1

L/B WATER SERVICE, INC.

ITEM 2

HD SUPPLY WATERWORKS,  
LIMITED PARTNERSHIP

\$150,000.00

Renewal

Contract No. B50002577 - Bass Fittings - Department of Public Works, Bureau of Water and Wastewater - P.O. Nos. P521765 and P521766

On October 10, 2012, the Board approved the initial award. Subsequent actions were approved. The increase will permit the agency to continue to purchase the required parts for repairs to infrastructure and retain an ample supply in stock to ensure minimal disruption in service. The contract will expire on October 9, 2017.

On July 8, 2012, MWBOO determined that no goals would be set because of no opportunity to segment the contract. This is for the purchase of commodities, brass fittings. No services are being provided under this contract.

## 12. METROPOLITAN PROTECTIVE

SERVICE, INC.

\$250,000.00

Renewal

Contract No. B50004352 - Armed Security Guards - Health Department - PO No. P534694

On March 02, 2016, the Board approved the initial award for the amount of \$150,000.00. On November 23, 2016, the Board approved an increase for the amount of \$60,000.00.

## 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 December 13, 2016, the City Purchasing Agent approved an increase for the amount of \$25,000.00. The Board is requested to approve the first renewal for the amount of \$250,000.00. The renewal will make the total contract amount \$485,000.00. The period covered is March 02, 2017 through March 01, 2018.

On October 26, 2015, it was determined that no goals would be set because of no opportunity to segment the contract. The solicitation required that the armed security guards be retired or off-duty police officers, and there were no certified MBE/WBE firms able to comply with this requirement.

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

## 13. SECURITY EQUIPMENT

CO

TURF EQUIPMENT AND

SUPPLY COMPANY, INC.

N/A

Renewal

Contract No. B50003397 - O.E.M. Parts and Service for Toro Equipment - Dept. of General Services, Fleet Management - PO Nos. P526887, and P528564

On April 09, 2014, the Board approved the initial award for the amount of \$1,000,000.00. On August 27, 2014, the Board approved an additional vendor \$100,000.00. The Board is requested to approve the first renewal at no additional cost. With this renewal, the total contract amount will remain \$1,100,000.00.

## MINUTES

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

On January 24, 2014, MWBOO determined that no goals would be set because of no opportunity to segment the contract, as there are currently no certified MBEs or WBEs who are authorized Toro parts or service providers.

**MWBOO GRANTED A WAIVER.**

14. GOEL SERVICES, INC.  
COLOSSAL CONTRACTORS, INC.  
JLN CONSTRUCTION SERVICES,  
L.L.C.

\$ 0.00 Renewal

Contract No. B50003223 - Building Façade Improvements -  
Department of Housing Community Development - P.O. Nos.  
P526238, P526239 and P530199

On February 5, 2014, the Board approved the initial award in the amount of \$450,000.00. The award contained three 1-year renewal options. On June 1, 2016, the Board approved a ratification and renewal in the amount of \$0.00. This second renewal in the amount of \$0.00 is for the period February 5, 2017 through February 4, 2018, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

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

MWBOO found JLN Construction Services, L.L.C. and Colossal Contractors, Inc. in compliance. Goel Services, Inc. was found in non-compliance. The agency requires additional vendors on this contract, due to the high volume of work necessary. Therefore, the vendor will be given 10 business days from the Board action to provide an acceptable plan to come in compliance to MWBOO.



## 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

**WBE:** Franqui Enterprise, LLC      10%      See note below

Vendor has performed less than \$50,000.00. MBE/WBE not applicable.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

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

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.

16. <u>HEYWARD INCORPORATED</u>	<u>\$200,000.00</u>	<u>Increase</u>
<u>OF VIRGINIA</u>		
Contract No. 08000 - Restock Vaughn Pump and Parts - Department of Public Works, Bureau of Water & Wastewater - Req. No. R754215 and R749789		

## 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 November 30, 2016, the Board approved the initial award for the amount of \$78,294.00. The Board is requested to approve an increase for the amount of \$200,000.00 on a sole source basis, as these items are only available from the distributor, and are not available from subcontractors. The increase will make the total contract amount \$278,294.00. The period covered is March 02, 2017 through February 28, 2019.

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, §11 (e) (i) of the City Charter, the procurement of the goods, equipment and/or service is recommended.

17. HIGHLANDER CONTRACTING  
COMPANY, LLC  
BLUESTAR TECHNOLOGIES,  
INC.

	\$1,000,000.00	Increase
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Contract No. B50004145 - Fiber Optic Cable Installation  
Maintenance and Repair - MOIT, DOT, DPW, BCPD and others - PO  
No. P532919, and P532927

On August 26, 2015, the Board approved the initial award for the amount of \$1,000,000.00. The Board is requested to approve an increase for the amount of \$1,000,000.00. The increase will make the total contract amount \$2,000,000.00.





## 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

## 18. WASH TECH/MID ATLANTIC CAR

WASH TECHNOLOGY, INC.	\$ 45,000.00	Selected Source
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Contract No. 06000 - O.E.M. Parts and Service for Car Wash  
(The Tandem Rite Touch) at Fallsway Substation - Req. No.  
R747506

Vendors were solicited by posting Solicitation B50004835 on CitiBuy with no bids received. A second request for bids was posted as Solicitation B50004872 with no bids received. The incumbent contractor was contacted and provided a quote that is considered fair and reasonable. Therefore, the Board is recommended to award the contract to the selected vendor on a selected source basis.

The above amount is the City's estimated requirement; however, the vendor shall supply the City's entire requirement, be it more or less.

## 19. W.W. GRAINGER, INC. \$1,000,000.00 Extension

Maryland State Contract #BPO-001B400635, Maintenance, Repair, and Operating Supplies - City-Wide - PO No. P519531

On February 29, 2012, the Board approved the initial award for the amount of \$1,500,000.00. On November 08, 2012, the City Purchasing Agent approved an increase for the amount of \$40,000.00. On November 26, 2012, the City Purchasing Agent approved an increase for the amount of \$10,000.00. On December 19, 2012, the Board approved an increase for the amount of \$1,500,000.00. On July 24, 2013, the Board approved an increase for the amount of \$2,000,000.00. On February 26, 2014, the Board approved the first renewal for the amount of \$5,050,000.00. On May 04, 2016, the Board approved an increase for the amount of \$2,600,000.00.

## 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 is requested to approve an extension for the amount of \$1,000,000.00. The increase will make the total contract amount \$13,700,000.00. The period covered is March 01, 2017 through June 30, 2017.

The requested action is an extension of a cooperative contract while negotiations for the award of the Maryland State contract are settled. The above amount is the City's estimated requirement. However, the vendor shall supply the City's entire requirement, be it more or less.

**MWBOO SET MBE GOALS AT 5% AND WBE GOALS AT 0%.**

**MBE:** Marathon, Inc. 5.00%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

UPON MOTION duly made and seconded, the Board approved the foregoing Informal Awards, Renewals, Increases to Contracts and Extensions. The President **ABSTAINED** on item no. 15.

## MINUTES

Bureau of Purchases - Report on Compliance - B50004056

The Bureau of Purchases and the Minority and Women Business Opportunity Office (MWBOO) will report on the MBE/WBE compliance status on Contract Number B50004056, Enterprise Technology Staffing Support for the vendors TeleCommunication Systems, Inc. and Trigyn Technologies, Inc.

On September 09, 2015, the Board approved the initial award to three vendors, Koniag Services, Inc., TeleCommunication Systems, Inc., and Trigyn Technologies, Inc. and approved an increase on February 08, 2017 with ten days to come into compliance with MBE/WBE subcontracting goals. The Board requested a report on compliance on the March 01, 2017 agenda.

On April 20, 2015, MWBOO set goals of 27% MBE and 10% WBE. Both vendors, TeleCommunication Systems, Inc. and Trigyn Technologies, Inc. were found non-compliant by MWBOO on January 26, 2017 and were instructed to provide an acceptable plan to MWBOO by February 24, 2017 to come into compliance. The third vendor, Koniag Services, Inc., had provided no staff under the agreement to date; therefore no compliance review was required.

President: "Um -- the first item on the non-routine agenda can be found on page 119 um -- Contract Number B50004056, Enterprise Technology Staffing Support for the Vending Technology Systems, Inc."

Ms. Erin Sher Smyth: "Good morning Madam Mayor, Honorable Members of the Board, Erin Sher Smyth, for the Department of Finance Bureau of Purchases. On February 8 of this year, we will requested an increase of funding on Contract B50004056, the Enterprise Technology Staffing Support.

## MINUTES

This contract with re-staffing vendors provides key technology staffing personnel to all agencies and the increase was necessary to have sufficient funding for the personnel for the remainder of the contract term through September 8, 2017. MWBOO found two of the three vendors, Telecommunications Systems and Trigyn Technology non-compliant with MBE/WBE commitments. The third vendor had not yet provided any staff to the City so no compliance review was necessary. The Board approved the request for the increase but requested that we submit for today's agenda, report back on the vendors' efforts to submit acceptable plans to come into compliance with the MBE/WBE goals. And, ah -- MWBOO has informed the Bureau of Purchases by copy of the letters that the plans submitted by the both vendors has been deemed acceptable, and MWBOO will report on the details of these plans."

President: "When you say acceptable, have they ah -- met their MBE/WBE requirement?"

## MINUTES

Ms. Smyth: "They have not yet met these -- but the plans was deemed acceptable as a way to come into compliance. Ah -- we will monitor the actual performance going forward."

President: "Um -- any other questions? Um -- and you going to present? Um -- ok who is presenting the plan? Okay, because I'm, I'm going to be a no vote on that."

Mr. Courtney Billups: "Understood. Ah -- Good morning Madam Mayor."

Mayor: "Thank you."

Mr. Billups: "Ah -- the Honorable Board ah -- we received ah -- corrective action plans from the two vendors we found non-compliant. Ah -- their plan was to add additional, an additional MBE subcontract, an additional WBE subcontractor. Um -- at this time we find that plan acceptable, but obviously it's going to have to be monitored, monitored on a what we've decided ah, ah -- every 30 days to see the impact of these plans and we have to ah -- decide whether or not they will ah, ah -- they will ah, will ah -- assist in having them achieve the goals."

President: "Madam Mayor."

## MINUTES

Mayor: "Yeah, can you tell us what the total contract is and what you consider to be an acceptable plan?"

Mr. Billups: "I'm sorry, the total contract?"

Mayor: "Yes and what, and what an acceptable plan is?"

Mr. Billups: "Well, the -- we don't know, obviously we don't know what the result of this plan is going to be. They've added ah -- both vendors have added an MBE and WBE sub to increase participation, hopefully that will increase participation. One of the -- I guess one of the issues with this type of contract is the prime contractor and the subcontractor are both performing the exact same services, its staff augmentation. So, they are essentially competing against each other. So, ah -- what I have, at least, suggested to Bureau of Purchases is not only do we have to monitor this, but we may have to consider um -- the selection process. We may have to consider are there other things we can do to assist the primes in meeting the goals because the City actually selects the individuals for performance. So the prime contractors do not have control over whether or not ah -- the MBE submitted employees are accepted or their employees are accepted.

## MINUTES

So, we may have to ah -- from an ah -- agency standpoint administrative standpoint look at the process and determine whether or not that is going to limit the prime from meeting the goals. So, this is going to be an ongoing monitoring process."

Mayor: "Thank you."

President: "Um --"

Comptroller: "So, the primes selected the subs right and so, they knew what services they could offer?"

Mr. Billups: "Correct."

Comptroller: "So, I have a problem with them not meeting their goals also."

Mr. Billups: "Well, again, they selected their subs, but again they're both, they're both performing the same services, they've both supplying --"

Comptroller: "Right."

Mr. Billups: "individuals for selection and a prime doesn't select who the individuals are. The City agencies determine based on the resumes what's the fit and who they are. So, the prime is limited in terms of their impact on participation. So, that's why I said we may have to re-visit the issue from an agency standpoint --."

## MINUTES

Comptroller: "Right."

Mr. Billups: "Ah -- to assist them in meeting their goals."

President: "Ah -- what agencies are we talking about?"

Ms. Smyth: "This contract is utilized by all City agencies."

President: "Okay. Alright. Well, um -- we already took a vote on this right? We did. Alright, I entertain a Motion. Oh, the report has been Noted. Okay, the, the ah -- the report has been Noted, but I want the um -- Deputy Comptroller to um -- change my vote, cause I don't know whether I voted yes or not, to a No vote."

Comptroller: "So, how often are you going to monitor this?"

Mr. Billups: "Ah -- I expect a report every 30 days."

Comptroller: "Every 30 days?"

Mr. Billups: "Correct."

Comptroller: "Okay, so, could you report back to us, you know, within 60 days --"

Mr. Billups: "Absolutely --."



## MINUTES

Comptroller: "their utilization of it, okay."

Interim City Solicitor: "Just for the record. I don't think you identified yourself on the record."

Comptroller: "That's true."

Mr. Billups: "Sorry. Courtney Billups, Chief of Minority Women's Business Opportunity Office."

President: "Madam Comptroller you was, ah -- Deputy Comptroller you was saying something to me."

Deputy Comptroller: "Yes, good morning um -- Mr. President. I was going to state that the um -- previously the Board approved that subject to them coming into compliance within 10 days and this is the report. So, the determination is whether or not you are accepting that report for them being in compliance."

President: "Well, um -- so then that means we have to take a vote then."

Deputy Comptroller: "If you determine -- if you determine whether they're in compliance."

Comptroller: "And, they're not in compliance."

## MINUTES

Deputy Comptroller: "Mr. Ralph you have --"

President: "Um -- Mr. Ralph."

Interim City Solicitor: "So, yeah, I mean, if there's a Motion it's, it's going to be whether to accept the plan or not."

President: "Okay. Well, I enter -- entertain a Motion um -- whether we're going to accept the plan presented by um -- Ms. Sher."

Interim City Solicitor: "I move that we accept the ah -- that the Board accept the plan as recommended by the Bureau of Purchases and the Minority and Women Business ac -- um -- Office."

Mr. Rudolph Chow: "Second."

President: "All those in favor, say Aye. All opposed, Nay. Please note Councilman President Young enters No."

Comptroller: "And, the Comptroller votes No."

\* \* \* \* \*

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Public Works</u>			
1. Gregory Scheiling	CS Week Executive Summit Fort Worth, TX May 21 - 26, 2017 (Reg. Fee \$995.00)	Water Utility Fund	\$2,812.12

The subsistence rate for this location is \$211.00 per night. The hotel cost is \$199.00 per night, plus hotel taxes of \$29.85 per night. The Department is requesting an additional \$140.00 for meals and incidentals. The registration fee of \$995.00 and airfare of \$412.87 were prepaid by a City-issued credit card assigned to Ms. Tianna Haines. Therefore, the amount to be disbursed to Mr. Scheiling is \$1,404.25.

Department of Public Works/Office of  
Compliance and Laboratories

2. Rosanna LaPlante	ASCE 2017 EWRI World Environmental and Water Resources (EWRI) Congress Sacramento, CA May 20 - 29, 2017 (Reg. Fee \$375.00)	Storm water Utility	\$2,255.00
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The subsistence rate for this location is \$183.00 per night. The hotel cost is \$189.00 per night plus hotel taxes of \$28.80 per night. The Department is requesting \$30.00 to cover the hotel costs and \$200.00 for meals and incidentals. The registration fee of \$375.00 and airfare of \$531.90 were prepaid on a City-issued credit card assigned to Tianna Haines. Therefore, the disbursement to Ms. LaPlante is \$1,349.00.

The conference ends on May 25, 2017, Ms. LaPlante will stay May 26 - 29, 2017 at her own expense.

**MINUTES****TRAVEL REQUESTS**Health Department

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
3. Charlotte Hager	National Family Planning & Reproductive Health Association Washington, D.C. March 5 - 8, 2017 (Reg. Fee \$440.00)	Family Planning Special Needs Account	\$642.91

Pursuant to AM-240-3, the Board of Estimates must take action on a Travel Request if the travel will involve one or both weekend days. Ms. Hager will be in travel status starting March 5, 2017, which is a Sunday.

The hotel cost of \$510.00 will be paid by the National Family Planning & Reproductive Health Association. Therefore, the disbursement to Ms. Hager is \$642.91.

Mayor's Office

4. Colin Tarbert	Maryland China Center EB-5 Investment Seminar Shanghai, China Feb. 23 - 28, 2017	Private Funds - Madison Marquette	\$0.00
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City funds will not be used for this request. All expenses for this travel is paid by the by the private sector.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the trip will require travel outside the continental United States regardless of the source of funds, cost of trip, or length of absence.

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

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office</u>			
5. Catherine E. Pugh	National Basketball Association (NBA) and Total Health Forum Los Angeles, CA Jan. 25 - 27, 2017	NBA	\$ 0.00

Ms. Pugh served on a panel for the NBA and Total Health Forum and shared her experiences, perspectives, and challenges on cultivating healthy environments. The City did not incur any expenses.

Health Department

6. Tyra Pierce Alexis Alsup Yolanda Wilton Camille Burke	NEHA 2016 AEC & HUD Healthy Homes Conference San Antonio, TX June 12 - 17, 2016	Healthy Homes	\$ 753.16
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On May 4, 2016, the Board approved the travel requests, in the total amount of \$9,601.00, for Meses. Pierce, Alsup, Wilton, and Burke to attend the NEHA 2016 AEC & HUD Healthy Homes Conference in San Antonio, Texas from June 12 - 17, 2016.

The Board approved \$1,363.29 to be disbursed to each attendee. However, Meses. Pierce, Alsup, Wilton, and Burke were each disbursed checks in the amount of \$1,145.00. Each attendee personally incurred the costs of taxi fare to the hotel and to the airport, in addition to the hotel taxes. Therefore, Meses. Pierce, Alsup, Wilton, and Burke are requesting reimbursement in the amount of \$188.29 each.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
\$ 60.00	- Taxi to Hotel (\$15.00 x 4)		
60.00	- Taxi to Airport (\$15.00 x 4)		
<u>633.16</u>	- Hotel Taxes (\$158.29 x 4)		
<b>\$753.16</b>	<b>- Total Reimbursement for all attendees</b>		

Because of staffing changes in the fiscal administration office, and the documents were misplaced during the administrative review process, the attendees' expense statements were not processed within the time limit and in accordance with the AM guidelines in Section 240.11. The Department apologizes for the lateness.

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.

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

UPON MOTION duly made and seconded, the Board approved the foregoing travel requests and the retroactive travel approval. The Mayor **ABSTAINED** on item nos. 4 and 5.

**MINUTES**

Baltimore Police Department - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement among the City, the Baltimore Police Department (BPD), and the Charles Village Community Benefits District (CVCBD), a District created under Article 14, Section 6-1 of the Public and Local Laws.

**AMOUNT OF MONEY AND SOURCE:**

No general funds will be expended under this agreement.

**BACKGROUND/EXPLANATION:**

The CVCBD will reimburse the City at the rate of \$45.00 per hour per police officer plus an administrative fee of \$1.00 per hour. This is the rate the police officers will be compensated for this deployment. An official marked vehicle use fee of \$50.00 per day for each day an official marked BPD vehicle is used for this program will be assessed and reimbursed by the CVCBD.

The City has experienced an increase in crime within the boundaries of roughly from Howard Street to Greenmount Avenue, and from 20<sup>th</sup> Street to 33<sup>rd</sup> Street. The CVCBD and the BPD agree that a deployment of visible BPD police officers in the Designated Patrol Area may be helpful. The BPD's current staffing levels and budget are not sufficient to deploy additional dedicated officers in this area, at the times such measures may be helpful.

Recognizing that public safety is a shared responsibility of the entire community, the CVCBD has agreed to reimburse the City for certain costs associated with the deployment of its officers at this location. It is expected that the BPD officers will be deployed in this area on foot patrol approximately eight hours per day, seven days per week.

**MINUTES**

Baltimore Police Department - cont'd

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement among the City, the Baltimore Police Department, and the Charles Village Community Benefits District.



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

1. Department of General Services - GS 14817, Engine 44 Firehouse Firehouse Roof Replacement  
**BIDS TO BE RECV'D: 4/12/2017**  
**BIDS TO BE OPENED: 4/12/2017**
  
2. Department of General Services - GS 16808, Roof Replacement & Repairs at Enoch Pratt Free Library Branch No. 13  
**BIDS TO BE RECV'D: 4/12/2017**  
**BIDS TO BE OPENED: 4/12/2017**

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

**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 28, 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 - 126, City Council President and members of the Board of Estimates, BOE Agenda dated March 1, 2017, if acted upon:

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

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

*5519 Belleville Ave  
Baltimore, MD 21207*

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

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

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

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on March 1, 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'll be no more business before this Board. The meeting will recess until bid opening at noon. Thank you."

\* \* \* \* \*

**MINUTES**

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

**BIDS, PROPOSALS, AND CONTRACT AWARDS**

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

- Department of Transportation - TR 11318, Key Highway at  
Light Street Intersection  
Improvements  
**BIDS TO BE RECV'D: 03/15/2017**  
**BIDS TO BE OPENED: 03/15/2017**
- Department of Public Works - WC 1293, Water Infrastructure  
Rehabilitation, Various  
Locations  
**BIDS TO BE RECV'D: 03/15/2017**  
**BIDS TO BE OPENED: 03/15/2017**

## 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 - SWC 16310R, Northwest Transfer Station Building Renovation and Site Improvements

W.M. Schlosser Co., Inc.  
Nichols Contracting, Inc.  
Kimbal Construction Co., Inc.\*

Bureau of Purchases - B50004841, Mowing of the Grass in Medians

Lorenz, Inc.

Bureau of Purchases - B50004854, Copper Cable Installation, Maintenance and Repair

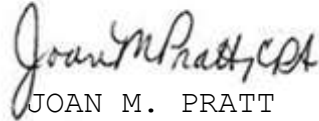
Femedel, LLC  
Soft-Con Enterprises, Inc.  
Highlander Contracting Company, LLC  
Technical Specialties, Inc.  
SCD Information Technology  
IceTech  
Skyline Technology Solutions  
BlueStar Technologies Inc.

\*UPON MOTION duly made and seconded, the Board considered the bid of Kimbal Construction Co., Inc. **NON-RESPONSIVE** due to the company's failure to submit an original bid book and bid duplicate as required by the bid instructions.

## MINUTES

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There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday March 08, 2017.



JOAN M. PRATT  
Secretary