

**MINUTES****REGULAR MEETING**

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

President: "Good morning, the March 29, 2017, meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiencies 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 March 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."

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Interim City Solicitor: "I move to approve all of the items on the routine agenda."

Comptroller: "Second."

President: "All those in favor, say Aye. All opposed, Nay. The Motion carried. The routine agenda has been adopted."

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BOARD OF ESTIMATES

1010

03/29/2017

MINUTES

THE DEPARTMENT OF FINANCE  
PRESENTED THE  
PRELIMINARY BUDGET RECOMMENDATIONS FOR FY 2018  
TO THE BOARD OF ESTIMATES

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President: "The first item on the non-routine agenda can be found on page one. At this time, Andrew Kleine, the City Budget Director will present the Preliminary Budget Recommendations for FY 2018 to the Board of Estimates. Thank you."

Mr. Andrew Kleine: "Good Morning, Mr. President."

President: "Morning."

Mr. Kleine: "Madam Mayor, Madam Comptroller, members of the Board of Estimates. I'm here today to present the -- to the Board the Finance Department's Fiscal 2018 Preliminary Budget Plan. You have received the budget document electronically and it is posted on line at [Budget.BaltimoreCity.gov](http://Budget.BaltimoreCity.gov). The Preliminary Plan includes \$2.8 billion for operating expenses, an increase of \$140.8 million or 5.3% above the Fiscal 2017 Adopted Budget. The General Fund Operating Budget is \$1.8 billion, \$61 million, or 3.8% above the Fiscal 2017 level. The plan includes \$1.1 billion for capital expenses, including \$21.4 million in General Fund paygo Capital and \$65 billion in general -- General Obligation Bond borrowing. The Fiscal 2018 plan includes \$22.4 million of bridge funding for City schools. The

## MINUTES

first installment of a three-year \$90 million commitment to prevent mass layoffs and other cuts that would hurt children. Overall, support for City schools in the plan totals \$353 million. Across all funds, this budget spends more on education and youth development than police. In addition to direct support for schools, the budget invests over \$150 million in services that benefit children and youth from recreation to out-of-school time to dental services and immunizations. These investments include \$11.9 million for the new voter approved children and youth fund which represents 3 cents per \$100.00 of assessed property value and will be used for programming above and beyond the Fiscal 2017 Ordinance of Estimates or to make up for lost grant funding. While the plan includes \$10 million for implementation of recommendations from DOJ's review of the Police Department, it continues a shift of baseline funding from police to longer term crime reduction strategies. Overall, the plan maintains or enhances current services funding levels across City services. For example, the plan extends library hours, promotes economic growth through workforce development,

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small business assistance and tourism, assists Baltimore's most vulnerable citizens through maternal and child health and homeless services, and an expanded virtual supermarket program, maintains one-plus-one trash and recycling collections, street and alley cleaning, and graffiti removal, and extends proactive street tree maintenance to more neighborhoods, supports one of the nation's busiest Fire and EMS services, which is working with the Health Department to address the City's growing opioid abuse problem, and operates the Charm City Circulator, and adds eight miles of bike infrastructure to encourage sustainable transportation. The plan also reflects Mayor Pugh's priorities to make the City cleaner and safer and extend economic opportunity to all residents. This includes expansion of big belly receptacles to curb corner can overflow in our business districts; a small hauler's initiative to combat illegal dumping; B-More Bright, a partnership with BGE, which will accelerate LED installation citywide and adds 6,000 lights where darkness invites crimes; and, new mobile workforce units will bring job placement services directly to underserved

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neighborhoods. The general property tax rate for Fiscal 2018 will remain at \$2.248 per \$100.00 of assessed value. The effective rate for owner-occupied properties will average \$2.10 per \$100.00 under the 20 cents by 20/20 targeted home-owners tax credit program, which is on track. The effective rate is down 7% since Fiscal 2012. Highlights of the capital budget include \$244 million for sewer system replacement and rehabilitation, \$7 million for home -- whole block demolition, \$22 million for street resurfacing, \$48 million for stream restoration, \$17 million for school construction, \$9.5 million for new recreation centers, and \$6.5 million for home-ownership incentives and the New Affordable Housing Trust Fund. Funded full-time permanent positions in this Preliminary Plan total 13,311. General Fund positions are 9,389 about the same as Fiscal 2017. The Board of Estimates Taxpayer's Night is scheduled for April 12<sup>th</sup> from 6:00 - 8:00 at the War Memorial Building and the Board will vote on the ah -- Ordinance of Estimates on May 3<sup>rd</sup>. That concludes my presentation. I'd be happy to answer any questions."

President: "Any questions? 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 October 30, 1991, the following contractors are recommended:

Afram, Inc.	\$ 1,500,000.00
Living Classrooms Foundation	\$ 45,738,000.00
Metra Industries, Inc.	\$ 53,649,000.00
Midas Utilities, Inc.	\$ 8,000,000.00
Mona Electric Group, Inc.	\$157,536,000.00
Norair Engineering Corp.	\$ 8,000,000.00
Plano-Coudon, LLC	\$ 8,000,000.00
Richard E. Pierson Construction Co., Inc.	\$ 8,000,000.00
Structural Restoration Services, Inc.	\$ 6,246,000.00

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:

Alpha Construction and Engineering Corp.	Engineer
AULtec, Inc.	Engineer Land Survey
Crabtree, Rohrbaugh & Associates, Architects	Architect
iCivil, Inc.	Engineer

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

There being no objections the Board, UPON MOTION duly made and seconded, approved the prequalification of contractors and architects and engineers for the listed firms. The President **ABSTAINED** on item no. 1 for Living Classrooms Foundation only.

**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 Fleet & Eden Garage that is managed by the PABC. The Parking Facility Rate Adjustment is effective upon Board approval.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

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

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

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

MINUTES

PABC - cont'd

Location	Proposed Transient Rate Changes				Proposed Monthly Rate Changes
Fleet & Eden Garage	Regular Transient Rates				Regular Monthly Rate
		Current Rate	Proposed Rate	Last Rate Change	No Proposed Changes
13-24 hour rate	\$14.00	\$15.00	February 2015		

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the adjustment to the transient rate at the City-owned Fleet & Eden Garage.

**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 Lexington Street Garage that is managed by the PABC. The Parking Facility Rate Adjustment is effective upon Board approval.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

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

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

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

## MINUTES

PABC - cont'd

Location	Proposed Transient Rate Changes				Proposed Monthly Rate Changes
Lexington Street Garage	Regular Transient Rates				Regular Monthly Rate
		Current Rate	Proposed Rate	Last Rate Change	No Proposed Changes
	2 hour rate	\$8.00	\$ 9.00	May 2011	
3 hour rate	\$9.00	\$10.00	May 2011		

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the adjustment to the transient rate at the City-owned Lexington Street Garage.

**MINUTES**

Parking Authority of - Expenditure of Funds  
Baltimore City (PABC)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to pay Cale Parking Systems USA, Inc. (CALE) for the upgrade of 53 EZ Park multi-space meters to the most recent Americans with Disabilities Act standards in support of the Parking Meter Accessibility Program (Project SPACE).

**AMOUNT OF MONEY AND SOURCE:**

\$30,475.00 - 5800-2075-000000-408700-603026 (@\$575.00 x 53 Multi-space Meters)

**BACKGROUND/EXPLANATION:**

On May 26, 2010, the Board approved a Meter Maintenance Agreement. An amendment to the Maintenance Agreement was approved on February 5, 2014, that allowed for these ADA upgrades and set the cost and extensions of the Maintenance Agreement on May 27, 2015 and June 1, 2016, which extended the Agreement through May 30, 2017. The Board of Estimates also approved a prior expenditure of funds to upgrade 95 meters on July 27, 2016.

CALE has provided and installed the EZ Park Meters since 2004, and the meters were ADA compliant until new ADA standards were issued. Cale must provide the required parts and services to upgrade the meters because the equipment is proprietary.

The Parking Authority worked for a number of years with the Mayor's Commission on Disabilities to improve the parking situation in Baltimore for people with disabilities. With the Mayor's Commission on Disabilities, we developed a program called Project SPACE to address this problem.

The goal of Project SPACE is to make all meters ADA compliant and provide hundreds of reserved on-street parking spaces for people with disabilities while requiring all parkers to pay for metered parking, including those displaying a disability placard or license plate.

**MINUTES**

PABC - cont'd

Phase 1 of Project SPACE launched in the Central Business District (Franklin Street to the North, President Street to the East, Pratt Street/Key Highway to the South and Martin Luther King, Jr. Boulevard to the West) on July 13, 2014. Persons that had been abusing disability placards for the free parking that the placards previously provided, no longer had the incentive to park all day at meters, resulting in more turnover and availability of metered parking spaces. Phase 1 of Project Space exceeded expectations and led to Phase 2 which began on September 27, 2016, in the Fells Point and Harbor East areas of the City producing similar benefits.

This expenditure will allow for ADA upgrades to 53 of the existing EZ Park Meters allowing PABC to begin Phase 3 of Project SPACE in the Federal Hill area of the City.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to pay Cale Parking Systems USA, Inc. for the upgrade of 53 EZ Park multi-space meters to the most recent Americans with Disabilities Act standards in support of the Parking Meter Accessibility Program.

## MINUTES

Mayor's Office of Human Services - Continuum of Care Agreements

The Board is requested to approve and authorize execution of the Continuum of Care Program Agreements.

1. **ST. AMBROSE HOUSING AID CENTER, INC.** **\$ 34,838.00**

Account: 4000-407016-3571-759140-603051

St. Ambrose Housing Aid Center, Inc. will provide supportive services to 14 formerly homeless households. The period of the Agreement is April 1, 2017 through March 31, 2018.

2. **ST. AMBROSE HOUSING AID CENTER, INC.** **\$ 40,803.51**

Account: 4000-407016-3571-759101-603051

St. Ambrose Housing Aid Center, Inc. will provide case management support services to four formerly homeless households. The period of the Agreement is February 1, 2017 through January 31, 2018.

The Agreement is late because of a delay in receiving contract approval from the Department of Law.

3. **ST. AMBROSE HOUSING AID CENTER, INC.** **\$144,837.00**

Account: 4000-407016-3571-759110-603051

St. Ambrose Housing Aid Center, Inc. will provide rental assistance to nine formerly homeless households. The period of the Agreement is April 1, 2017 through March 31, 2018.

**MWBOO GRANTED A WAIVER.**

**MINUTES**

Mayor's Office of Human Services - cont'd

4. **THE WOMEN'S HOUSING COALITION, INC.** **\$862,016.50**

Account: 4000-407016-3573-759011-603051

The Women's Housing Coalition, Inc. will provide rental assistance and supportive services to 95 households comprised of homeless, very low income, physically and/or mentally (some dually diagnosed), challenged women. The period of the Agreement is May 1, 2017 through April 30, 2018.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the listed Continuum of Care Program Agreements.

**MINUTES**

Baltimore Development Corporation - Office Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Office Lease Agreement with Barbara A. Robinson, Tenant, for the rental of property known as Suite 200 D & E at the Business Center @ Park Circle located at 2901 Druid Park Drive. The period of Agreement is one year and ten-months with one additional 4-year renewal option.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$5,778.00	\$481.50

**BACKGROUND/EXPLANATION:**

Senator Barbara A. Robinson of the Maryland General Assembly, previously Ms. Robinson has been a tenant at the Business Center @ Park Circle since 2007. The space will be used for her 40<sup>th</sup> Senatorial Legislative District Office.

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

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

**MINUTES**

BDC - cont'd

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

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of an Office Lease Agreement with Barbara A. Robinson, Tenant, for the rental of property known as Suite 200 D & E at the Business Center @ Park Circle located at 2901 Druid Park Drive.

**MINUTES**

Baltimore Development Corporation - Office Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Office Lease Agreement with the Baltimore Adolescent Treatment and Guidance Organization, Inc. (BATGO) Tenant, for the rental of 3,033 square feet of space for the property located at the Business Center @ Park Circle located at 2901 Druid Park Drive. The period of Agreement is five years with one additional 5-year renewal option.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$42,462.00	\$3,538.50

**BACKGROUND/EXPLANATION:**

The previous BATGO lease dated March 20, 2013 for Suites A201, A22, A1 & A3 with 2,877 square feet will be terminated upon approval of this new lease.

BATGO formerly known as Baltimore Academy and Trade Guilds, Inc. is a community based intervention treatment program for youth. BATGO has been a tenant since 2004 and is relocating to the first floor for better accessibility.

The base rent will increase annually at a rate of 4% in order to allow for any increases in building expenses.

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

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

**MINUTES**

BDC - cont'd

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

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of an Office Lease Agreement with the Baltimore Adolescent Treatment and Guidance Organization, Inc. Tenant, for the rental of 3,033 square feet of space for the property located at the Business Center @ Park Circle located at 2901 Druid Park Drive.

MINUTES

PERSONNEL MATTERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel Matters

listed on the following pages:

1030 - 1056

All of the Personnel Matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

**MINUTES****PERSONNEL**Circuit Court1. a. Create the following Non-Civil Classification:

Classification: Office Support Specialist I  
Job Code: 02419  
Grade: 071 (\$26,221.00 - \$29,311.00)

b. Create the following Position:

From: Office Support Specialist I  
Job Code: 02419  
Grade: 071 (\$26,221.00 - \$29,311.00)  
Position No.: To Be Determined

Cost: \$44,967.00 - 1001-000000-1100-109400-601001

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

Classification: Administrative Analyst II  
Job Code: 02420  
Grade: 923 (\$58,300.00 - \$93,500.00)

b. Reclassify the following Vacant Civil Service Position to Non-Civil:

From: Administrative Analyst II  
Job Code: 31312  
Grade: 923 (\$58,300.00 - \$93,500.00)  
Position No.: 1100-10288

To: Administrative Analyst II  
Job Code: 02420  
Grade: 923 (\$58,300.00 - \$93,500.00)

There are no costs associated with this action.

**MINUTES****PERSONNEL**Circuit Court - cont'd

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

Department of Communication Services/Municipal Post Office3. Reclassify One Vacant Position:

From: Office Support Specialist II  
 Job Code: 33212  
 Grade: 075 (\$27,929.00 - \$31,746.00)  
 Position No.: 1360-10200

To: Driver I  
 Job Code: 54437  
 Grade: 424 (\$29,371.00 - \$31,173.00)

Cost: \$1,442.00 - 2032-000000-1360-159100-601001

Department of Communication Services/Municipal Telephone Exchange4. Reclassify Two Vacant Positions:

From: Telephone Operator II  
 Job Code: 33312  
 Grade: 080 (\$31,142.00 - \$36,634.00)  
 Position Nos.: 1330-10182, 1330-10178

To: Communications Assistant  
 Job Code: 33319  
 Grade: 081 (\$32,076.00 - \$38,001.00)

Cost: \$1,868.00 - 2039-000000-1330-158400-601001

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

**MINUTES****PERSONNEL**Department of Finance5. Reclassify the following Two Filled Positions:

From: Senior Program Assessment Analyst  
Job Code: 10183  
Grade: 927 (\$62,000.00 - \$99,200.00)  
Position Nos.: 7100-50476, 7100-49073

To: Principal Program Assessment Analyst  
Job Code: 10140  
Grade: 929 (\$65,900.00 - \$105,300.00)

Cost: \$22,157.00 - 1001-000000-7100-691400-601001

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

Department of General Services6. Reclassify One Vacant Position:

From: Automotive Mechanic  
Job Code: 52110  
Grade: 434 (\$37,348.00 - \$42,182.00)  
Position No.: 1890-19770

To: Building Maintenance Gen. Sup.  
Job Code: 42222  
Grade: 087 (\$39,701.00 - \$47,990.00)

Cost: \$2,458.00 - 2030-000000-1890-189400-601001

**MINUTES****PERSONNEL**7. Reclassify One Vacant Position:

From: Construction Mechanical Insp. I  
Job Code: 42881  
Grade: 085 (\$36,681.00 - \$44,199.00)  
Position No.: 7340-50601

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

Cost: \$56,438.00 - 1001-000000-7340-721700-601001

8. a. Create the following New Civil Service Classifications:

Classification: Holding Class I  
Job Code: 91110  
Grade: 085 (\$36,681.00 - \$44,199.00)

Classification: Holding Class II  
Job Code: 91111  
Grade: 090 (\$44,858.00 - \$54,520.00)

b. Reclassify the following Four Filled Positions:

From: Construction Building Inspector I  
Job Code: 42261  
Grade: 085 (\$36,681.00 - \$44,199.00)  
Position No.: 7340-50603

To: Holding Class I  
Job Code: 91110  
Grade: 085 (\$36,681.00 - \$44,199.00)

**MINUTES****PERSONNEL**Department of General Services - cont'd

From: Construction Building Inspector II  
Job Code: 42262  
Grade: 090 (\$44,858.00 - \$54,520.00)  
Position No.: 7340-20433

To: Holding Class II  
Job Code: 91111  
Grade: 090 (\$44,858.00 - \$54,250.00)

From: Construction Electrical Inspector II  
Job Code: 42272  
Grade: 090 (\$44,858.00 - \$54,520.00)  
Position No.: 7340-20429

To: Holding Class II  
Job Code: 91111  
Grade: 090 (\$44,858.00 - \$54,520.00)

From: Construction Mechanical Inspector II  
Job Code: 42282  
Grade: 090 (\$44,858.00 - \$54,520.00)  
Position No.: 7340-20437

To: Holding Class II  
Job Code: 91111  
Grade: 090 (\$44,858.00 - \$54,520.00)

**MINUTES****PERSONNEL**

Department of General Services - cont'd

c. Reclassify the following Vacant Position:

From: Construction Electrical Inspector II  
 Job Code: 42272  
 Grade: 090 (\$44,858.00 - \$54,520.00)  
 Position No.: 7340-20429

To: Holding Class II  
 Job Code: 91111  
 Grade: 090 (\$44,858.00 - \$54,520.00)

There are no costs associated with this action.

The Department of Human Resources is creating two new classifications to use as temporary holding classes as placement holders for positions that will not be included in the upgrade of the Construction Building, Mechanical and Electrical Inspectors action for the Department of Housing and Community Development which appear as item no. 18 on pages 26-28.

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

9.    **HOWARD P. BURGEE**                               \$37.90                               **\$45,480.00**

Account: 2029-000000-1982-192500-601009

Mr. Burgee, retiree, will work as a Contract Services Specialist I (Building Project Coordinator/Small Project Coordinator).

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

His duties will include, but are not limited to evaluating requests for and making recommendations on the repair, alteration and maintenance of City-owned buildings and grounds including internal utilities, reviewing contract drawings, plans and specifications, preparing cost estimates and determining length of time necessary to complete projects, inspecting the work of contractors to ensure compliance with plans and specifications, and conducting progress meetings and determine corrective action necessary to solve problems.

Mr. Burgee will also expedite the completion of contract work and recommend payment to contractors, maintain records and submit periodic status reports, inspect fire and storm damaged buildings for insurance estimates of damages and may oversee the work of maintenance personnel. The period of the agreement is effective upon Board approval for one year.

Health Department10. Upgrade the following Classification:

Classification: Public Health Physician

Job Code: 10109

From Grade: 929 (\$65,900.00 - \$105,300.00)

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

Cost: \$72,052.00 - 4000-422516-3030-271500-601001

**MINUTES****PERSONNEL**Health Department11. Create the following Position:

Classification: Community Health Nurse II  
 Job Code: 62212  
 Grade: 542 (\$61,473.00 - \$70,070.00)  
 Position No.: To be assigned by BBMR

Savings: \$90,781.33 - 4000-484717-3030-513200-604051

12. Create the following Position:

Classification: Community Health Educator III  
 Job Code: 61253  
 Grade: 088 (\$41,326.00 - \$50,069.00)  
 Position No.: To be assigned by BBMR

Savings: \$63,504.12 - 4000-483317-3160-308000-601001

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

13. **ARIANA JACKSON** \$16.50 **\$8,052.00**

Account: 5000-534117-3044-767900-601009

Ms. Jackson will work as a Contract Services Specialist II (Information & Referral Worker). Her duties will include, but are not limited to screening clients and representatives requesting information to determine the nature of social, medical, economic, and other issues, providing information to clients, client representatives,

MINUTES

PERSONNEL

Health Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
<p>and agency personnel both in person and by telephone and assisting clients to complete applications for various assistant-related programs (Medicaid, Medicare, Food Stamps, Social Security, etc.).</p>		

Ms. Jackson will also receive referrals from other agencies and programs, assess identified needs and provide appropriate information and referral, and maintain daily log, and document information and referral work. The period of the agreement is effective upon Board approval through June 30, 2017.

14.	<b>CHARLENE FITCH</b>	\$19.57	<b>\$13,409.75</b>
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Accounts:	4000-425517-3110-306700-601009		\$ 6,704.88
	5000-532817-3023-273300-601009		\$ 6,704.87

Ms. Fitch will work as a Contract Services Specialist II (Long Term Care Ombudsman/Long Term Care Ombudsman Advocate). Her duties will include, but are not limited to traveling to nursing homes and assisted living facilities in Baltimore City, identifying, investigating, and resolving complaints on behalf of residents in long term care facilities, monitoring facilities as it relates to quality of care and resident rights, participating in resident and family council meetings.

She will also promote awareness of long term care issues and the Long Term Care Ombudsman Program, document accurately, and record case notes and details in the Ombudsman data system. The period of the agreement is effective upon Board approval through June 30, 2017.

**MINUTES****PERSONNEL**Health Department - cont'dHourly RateAmountDepartment of Housing and Community Development (DHCD)15. a. Create the following Civil Service Classification:

Classification: Permits and Records Technician I  
 Job Code: 33294  
 Grade: 080 (\$31,142.00 - \$36,634.00)

b. Reclassify the following two Vacant Positions:

From: Office Support Specialist II  
 Job Code: 33212  
 Grade: 075 (\$27,929.00 - \$31,746.00)  
 Positions Nos.: 15484, 48485

To: Permits and Records Technician I  
 Job Code: 33294  
 Grade: 080 (\$31,142.00 - \$36,634.00)

c. Reclassify the following nine Filled Positions:

From: Office Support Specialist III  
 Job Code: 33213  
 Grade: 078 (\$29,672.00 - \$34,218.00)  
 Position Nos.: 47613, 48263, 15078, 15081,  
 15085, 15313, 48264, 48338,  
 48486

**MINUTES****PERSONNEL**DHCD - cont'd

To: Permits and Records Technician I  
 Job Code: 33294  
 Grade: 080 (\$31,142.00 - \$36,634.00)

Costs: \$31,790.88 - 1001-000000-2602-261000-601001  
 \$ 6,279.21 - 1001-000000-5833-412400-601001

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

16. Reclassify the following Vacant Position:

From: HR Generalist  
 Job Code: 33676  
 Grade: 088 (\$41,326.00 - \$50,069.00)  
 Position No.: 1773-14920

To: HR Generalist II  
 Job Code: 33677  
 Grade: 923 (\$58,300.00 - \$93,500.00)

Cost: \$9,637.65 - 1001-000000-1773-180000-601001

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

**MINUTES****PERSONNEL**

DHCD - cont'd

17. Upgrade the following six Civil Service Classifications:

Classification: Construction Building Inspector I

Job Code: 42261

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

To: 088 (\$41,326.00 - \$50,069.00)

Classification: Construction Building Inspector II

Job Code: 42262

From: 090 (\$44,858.00 - \$54,520.00)

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

Classification: Construction Electrical Inspector I

Job Code: 42271

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

To: 088 (\$41,326.00 - \$50,069.00)

Classification: Construction Electrical Inspector II

Job Code: 42272

From: 090 (\$44,858.00 - \$54,520.00)

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

Classification: Construction Mechanical Inspector I

Job Code: 42281

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

To: 088 (\$41,326.00 - \$50,069.00)

Classification: Construction Mechanical Inspector II

Job Code: 42282

From: 090 (\$44,858.00 - \$54,520.00)

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

## MINUTES

PERSONNELDHCD - cont'd

Costs: \$194,406.30 - 1001-000000-2602-260700-601001  
 \$ 7,623.97 - 1001-000000-1776-179300-601001  
 \$ 2,642.85 - 1001-000000-5832-653400-601001  
 \$ 14,529.86 - 1001-000000-2602-619500-601001

\$ 7,623.37 - 2089-208917-5825-608463-601001  
 \$ 6,032.46 - 2089-208917-5825-179400-601001  
 \$ 6,032.46 - 2089-208917-5825-608400-601001

\$ 11,153.24 - 5000-594417-5971-439504-601001  
 \$ 3,110.39 - 5000-594017-5971-439543-601001  
 \$ 13,548.04 - 5000-594417-5971-771100-601001

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

Office of the Mayor18. Reclassify the following filled Position:

From: Operations Manager II  
 Job Code: 00091  
 Grade: 942 (\$87,100.00 - \$143,600.00)  
 Position No.: 1250-16032

To: Operations Director II  
 Job Code: 00094  
 Grade: 969 (\$108,800.00 - \$179,600.00)

Cost: \$12,226.00 - 1001-000000-1250-775200-601001

**MINUTES****PERSONNEL**DHCD - cont'd19. Reclassify the following filled Position:

From: Executive Director IV  
 Job Code: 00098  
 Grade: 993 (\$142,300.00 - \$234,900.00)  
 Position No.: 1250-15961

To: Operations Director II  
 Job Code: 00094  
 Grade: 969 (\$108,800.00 - \$179,600.00)

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

The Enoch Pratt Library20.a. Create the following Non-Civil Service Classification:

Classification: Office Support Specialist III  
 Job Code: 00704  
 Grade: 078 (\$29,672.00 - \$34,218.00)

b. Reclassify the following nine Positions:

From: Data Entry Operator II Library  
 Job Code: 00604  
 Grade: 078 (\$29,672.00 - \$34,218.00)  
 Position Nos.: 4501-15851, 4501-15644, 4501-15642  
 4501-32864, 4501-34072, 4501-15913  
 4501-15791, 4501-15852, 4501-15792

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

MINUTES

PERSONNEL

To: Office Support Specialist III (NCS)  
Job Code: 00704  
Grade: 078 (\$29,672.00 - \$34,218.00)

c. Abolish the following Classification:

Classification: Data Entry Operator II Library  
Job Code: 00604  
Grade: 078 (\$29,672.00 - \$34,218.00)

Police Department

	<u>Hourly Rate</u>	<u>Amount</u>
21. <b>EDNA M. PRICE</b>	\$14.42	<b>\$30,000.00</b>

Account: 1001-000000-2042-198100-601009

Ms. Price, retiree, will continue to work as a Contract Service Specialist I (Storekeeper I) for the Evidence Control Unit, Drug Vault. She will be responsible for all four of the Evidence Control Unit's Drug Vaults and will track and transfer various amounts of controlled dangerous substances (CDS) submitted to the unit on a daily basis. Ms. Price will organize the various Evidence Control Unit drug vaults, and organize the various types and amounts of the CDS which have been submitted to the unit to be prepared for drug burn disposal. This is the same salary as in the previous contract period. The period of the agreement is July 14, 2017 through July 13, 2018.

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

	<u>Hourly Rate</u>	<u>Amount</u>
22. <b>KATHY L. KLINE</b>	\$14.42	<b>\$30,000.00</b>

Account: 1001-000000-2042-198100-601009

Ms. Kline, retiree, will continue to work as a Contract Services Specialist I (Civilian Review Board Investigator) for the Internal Affairs Division (IAD). She will be responsible for the initial intake of complaints to the IAD from Department members and/or citizens regarding police misconduct or concerns. Ms. Kline will ensure that proper notifications are made through channels and complaints are forwarded to the appropriate area supervisors for assignment to an IAD Investigator. In addition, she will conduct preliminary investigations of complaints received from City Hall and the Office of the Police Commissioner, review all new case entries from the Command Investigation Unit with Blue team (initial electronic compliant system), and assign a case number for tracking and forward it to the proper area for investigation. Ms. Kline will also be responsible for all requests from Legal Affairs, the State's Attorney's Office, and the U.S. Attorney's Office for copies of the case book, IAD documents and reports, assisting with training new detectives on the IAPro system, conducting research for various issues and special projects assigned by the Chief of the Office of Professional Responsibility, and assisting IAD Detectives with reviewing body worn camera program footage. This is the same salary as in the previous contract period. The period of the agreement is August 28, 2017 through August 27, 2018.

MINUTES

PERSONNEL

Police Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
23. <b>ALBERT M. DIGGS</b>	\$14.42	<b>\$30,000.00</b>

Account: 1001-000000-2042-198100-601009

Mr. Diggs, retiree, will continue to work as a Contract Services Specialist I (Secretary II) for the Overtime/Secondary Employment Unit. He will coordinate, schedule, and oversee the billing associated with multiple vendors including Major League Baseball (Orioles), the Marriott Inner Harbor, Marriott Hotel Waterfront, Marshall's Department Store, Shopper's Food Market, the Quarantine Road Landfill, and Target Department Store. In addition, Mr. Diggs prepares all invoices and billing necessary to secure accurate and timely agency reimbursement of costs and expenditures associated with the hours worked by the Department's members within a secondary employment capacity. This is the same salary as in the previous contract period. The period of the agreement is August 28, 2017 through August 27, 2018.

24. <b>FRED D. WRIGHT</b>	\$14.42	<b>\$30,000.00</b>
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Account: 1001-000000-2042-198100-601009

Mr. Wright, retiree, will continue to work as a Contract Service Specialist I (Office Support Specialist II) for the Forensic Services Division. He will process Investigative Notices from the Maryland State Police Lab/Convicted Offender Labs, participate in the National DNA Index System, and perform case tracking data entry. In addition, Mr. Wright will serve as a liaison for the Criminal Investigation Division and Laboratory Section, provide

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

	<u>Hourly Rate</u>	<u>Amount</u>
lectures for Police Officer Trainee classes on the crime lab and CODIS, and process all MPIA requests for the Laboratory Section. This is the same salary as in the previous contract period. The period of the agreement is July 14, 2017 through July 13, 2018.		
25. <b>SHONDA D. WILLIAMS</b>	\$14.42	<b>\$30,000.00</b>
Account: 1001-000000-2042-198100-601009		
Ms. Williams, retiree, will continue to work as a Contract Service Specialist I (Police Report Reviewer) for the Records Management Section. She will approve Part One offense reports in the In pursuit database system and verify information from the Part One offense reports to ensure that the data coincides with the In pursuit database. In addition, Ms. Williams will input and/or update data in the In pursuit database and places approval after information is verified. This is the same salary as in the previous contract period. The period of the agreement is July 14, 2017 through July 13, 2018.		
26. <b>ERNESTINE RUFFIN</b>	\$14.42	<b>\$30,000.00</b>
Account: 1001-000000-2042-198100-601009		
Ms. Ruffin, retiree, will continue to work as a Contract Services Specialist I (Recruitment and Talent Acquisition Specialist I) for the Human Resources Section - Applicant Investigation Unit. She will conduct pre-employment investigations of sworn and civilian applicants, and		

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

	<u>Hourly Rate</u>	<u>Amount</u>
<p>conduct local, state, and national records and warrants checks. In addition, Ms. Ruffin will investigate references, conduct neighborhood canvasses, interview applicants, gather all vital documents and summarize into pre-employment files, and conduct background investigation processing for promotional candidates. This is the same salary as in the previous contract period. The period of the agreement is August 28, 2017 through August 27, 2018.</p>		

27.	<b>DOUGLAS W. KERR</b>	\$14.42	<b>\$30,000.00</b>
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Account: 1001-000000-2042-198100-601009

Mr. Kerr, retiree, will continue to work as a Contract Services Specialist I (Storekeeper) in the Asset Management - Facilities Unit. He will be responsible the inventory and accountability of all Department equipment, maintaining the work order system, inventory control, material requisitions, solid waste disposal, and facility reservations. In addition, Mr. Kerr will identify and label all non-expendable property and enter it into the database. This is the same salary as in the previous contract period. The period of the agreement is August 28, 2017 through August 27, 2018.

28.	<b>DAVID M. WERNER</b>	\$14.42	<b>\$30,000.00</b>
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Account: 1001-000000-2042-198100-601009

Mr. Werner, retiree, will continue to work as a Contract Services Specialist I (Police Information Technician) for the Central Records - Validation Unit. He will review

MINUTES

PERSONNEL

Police Department - cont'd

Hourly Rate

Amount

original National Crime Information Center (NCIC) entries, police reports, and supporting documentation. In addition, Mr. Werner will contact the victims, complainants, court and any other appropriate source or individual for follow-up information. He will access local, state, and federal databases for additional information, update records on the local databases and the NCIC to reflect changes, and prepare police supplemental reports. This is the same salary as in the previous contract period. The period of the agreement is August 28, 2017 through August 27, 2018.

29. **DONALD F. KRAMER**                      \$14.42                      **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Mr. Kramer, retiree, will continue to work as a Contract Service Specialist I (Firearms Examiner) for the Professional Development and Training Academy, Firearms Training Unit. He will serve as a Glock Armorer, servicing and diagnosing issues related to this weapon system and serve as a Remington Armorer, servicing shotguns, including street and less lethal weapons. Mr. Kramer will possess Armorer certifications for the numerous specialty weapons used by the SWAT team, assist with any issues which may arise, detail strips and clean weapons which would typically require a trip to the Armory, stock the Armory at Gunpowder Range with thousands of dollars of tools and equipment, and possess the ability to make repairs to weapon systems on site saving, the Department on shipping and repair costs. This is the same salary as in the previous contract period. The period of the agreement is July 14, 2017 through July 13, 2018.

MINUTES

PERSONNEL

Police Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
30. <b>LAWRENCE A. BANKS, SR.</b>	\$14.42	<b>\$30,000.00</b>

Account: 1001-000000-2042-198100-601009

Mr. Banks, retiree, will continue to work as a Contract Service Specialist I (HR Generalist I) for the Human Resources Section - Applicant Investigation Section. He will conduct pre-employment investigations of sworn and civilian applicants, conduct local, state, and national record/warrant checks, investigate references, perform neighborhood canvasses, interview applicants, gather vital information, and summarize the investigation into a pre-employment file. This is the same salary as in the previous contract period. The period of the agreement is July 21, 2017 through July 20, 2018.

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

Department of Public Works

31. Reclassify the following eight filled positions:

Position Nos. 23970, 23971, 23972, 23973, 49977,  
 49978, 49979, 49980

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From: Classification: Customer Care Account Specialist  
 Adjuster I

Job Code: 34260

Grade: 082 (\$33,140.00- \$39,199.00)

**MINUTES****PERSONNEL**

Department of Public Works - cont'd

To: Classification: Customer Care Analyst II  
 Job Code: 34264  
 Grade: 082 (\$33,140.00 - \$39,199.00)

There are no costs associated with this action.

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

32. Reclassify the following two filled positions:

From: Collections Representative II  
 Job Code: 34254  
 Grade: 082 (\$33,140.00 - \$39,199.00)  
 Position Nos.: 49992, 50003

To: Customer Care Analyst III  
 Job Code: 34265  
 Grade: 084 (\$35,564.00 - \$42,446.00)

Cost: \$19,218.00 - 2071-000000-5471-609100-601001

33. Reclassify the following eight filled positions:

From: Collections Representative I  
 Job Code: 34253  
 Grade: 080 (\$31,142.00 - \$36,634.00)  
 Position Nos.: 23962, 24023, 24026, 49976, 49984,  
 49986, 49990, 49994

To: Customer Care Analyst II  
 Job Code: 34264  
 Grade: 082 (\$33,140.00 - \$39,199.00)

Cost: \$24,328.00 - 2071-000000-5471-400500-601001

MINUTES

PERSONNEL

Department of Public Works - cont'd

34. Reclassify the following filled position:

From: Customer Care Account Specialist  
 Adjuster II  
 Job Code: 34261  
 Grade: 084 (\$35,564.00 - \$42,446.00)  
 Position No.: 23969

To: Customer Care Analyst III  
 Job Code: 34254  
 Grade: 084 (\$35,564.00 - \$42,446.00)

There are no costs associated with this action.

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

Department of Recreation and Parks

	<u>Hourly Rate</u>	<u>Amount</u>
35. <b>NYDJA D. JOHNSON</b>	\$32.00 per hour	<b>\$4,992.00</b>

Account: 6000-680517-4792-369500-601009

Ms. Johnson, non-retiree, will work as a Contract Service Specialist II (Ice Skating Coach) at the Dominic "Mimi" DiPietro, Inc. Rink. Her duties will include, but are not limited to figure skating instructions for the Learn to Skate Program and summer camp, including instruction on skills that are basic for the U.S. Figure Skating National Proficiency Tests, evaluating student performance, assisting students in planning an individual presentation

MINUTES

PERSONNEL

Department of Recreation and Parks - cont'd

to music, and providing skating instructions to all levels of the Adult Skating Seminar. The period of the agreement is effective upon Board approval for one year.

State's Attorney's Office

36. Create the following position:

Classification: Assistant State's Attorney  
Job Code: 01962  
Grade: 929 (\$65,900.00 - \$105,300.00)  
Position Nos.: To be determined by BBMR

Costs: \$110,400.00 - 5000-501517-1150-118000-601001

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

	<u>Hourly Rate</u>	<u>Amount</u>
37. <b>DWIGHT P. THOMAS</b>	\$28.05	<b>\$53,482.00</b>

The period of the agreement is April 9, 2017 through April 8, 2018.

38. <b>KELVIN SEWELL</b>	\$32.86	<b>\$62,661.00</b>
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The period of the agreement is March 29, 2017 through March 28, 2018.

Account: 1001-000000-1150-118000-601009

**MINUTES****PERSONNEL**State's Attorney's Office (SAO) - cont'd

Messrs. Thomas and Sewell, retirees, will each continue to work as a Contract Services Specialist I (Investigator, SAO Investigator). Messrs. Thomas and Sewell duties will include, but are not limited to investigating felony, domestic violence, and violent crime cases, locating and interviewing witnesses, and acting as a liaison with police agencies, researching the whereabouts of and locating parties relevant to prosecution of cases. They will provide location information to attorneys and forward it to the Warrant Apprehension Task Force so that arrests can be effected, communicate with witnesses and victims to provide case status and trial date information. Messrs. Thomas and Sewell will prepare subpoenas, ascertain and verifies respondents' legal identity through fingerprint identification and verify such documents as birth certificates, marriage licenses and divorce decrees, testify as to findings before the Grand Jury in presentation of cases for indictment and in Circuit Court trial, and document investigative activities and findings. This is a 2% increase in the hourly rate from the previous contract period.

In March 1999, the Board of Estimates approved a waiver of the AM 212-1 to hire retired Police Officers as Investigators for the Office of State's Attorney with no restrictions on the number of work hours and rate of pay.

Department of Transportation39. Classify the following two vacant positions:

From: New Position  
Job Code: 90000  
Grade: 900 (\$1.00 - \$204,000.00)  
Position Nos.: 51463, 51464

MINUTES

PERSONNEL

Department of Transportation - cont'd

To: Public Works Inspector II  
Job Code: 42212  
Grade: 087 (\$39,701.00 - \$47,990.00)

Costs: \$119,103.00 - 2020-000000-5480-395700-601001

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

	<u>Hourly Rate</u>	<u>Amount</u>
40. <b>RICHARD CHEN</b>	\$48.00 per hour	\$32,223.16

Account: 1001-000000-5033-384400-601009

Mr. Chen, retiree, will continue to work as a Contract Services Specialist I (Bridge Project Engineer/Special Bridge Engineer). His duties will include, but are not limited to reviewing, commenting, and approving the Developer's Agreements distributed by the Department of Public Works; reviewing, commenting and approving the Department of Transportation and the Department of Public Work's Contracts; reviewing, commenting, and approving the draft letters prepared for the Division Chief, the Director, and the Mayor. In addition, Mr. Chen will review, comment, and approve contract documents prepared by the consultants; work with the Law Department on issues pertaining to ownership of City bridges and other contested matters, and work with Construction Management for issues related to project construction.

**MINUTES****PERSONNEL**Dept. of Transportation - cont'd

He will also review, comment and approve the consultants' cost proposal and sign off on the consultants' invoices, as well as work with Bridge Maintenance for emergency repairs; prepares CIPs for bridge projects and attend meetings with the State Highway Administration for all of the Federal-Aid Bridge Projects. This is the same hourly rate as in the previous contract period. The period of the agreement is effective upon Board approval for one year.

The Department is requesting a waiver of the Administrative Manual 212-1, Part 1, to exceed the hourly rate according to the retiree's contractual agreement.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Law Department - Payment of Settlement</u>			
1. Skyline Residen- tial 2, LLP (Prior owner)	2041 E. Biddle St.	L/H	\$86,761.64

Funds will be drawn from account no. 9910-910634-9588-900000-704040.

On March 8, 2016, the Board approved acquisition of the Leasehold interest, by condemnation, in the property located at 2041 E. Biddle Street. The Board previously approved the fair market value in the amount of \$20,600.00, based upon the higher of two independent appraisal reports. The mortgage interest holder and the property owner contested the City's right to take the property at \$81,000.00. They also filed a counter-claim for reverse condemnation damages totaling \$225,000.00, a total demand of \$306,000.00. Negotiations failed and a jury trial was held. The City successfully argued both (1) the City's right to take the property and (2) to exclude testimony in the Defendant's \$225,000.00 counter-claim regarding \$120,000.00 in rehabilitation costs and a \$49,000.00 mortgage payoff. The jury returned a verdict awarding them \$24,200.00 for their counter-claim and determined the value of the property to be \$81,000.00. The total jury award is \$105,200.00 plus interest of \$2,161.64, which equals \$107,361.64. Thus, the Board is requested to approve an additional \$86,761.64 (i.e. the jury verdict of \$105,200.00, minus the original appraisal of \$20,600.00, plus \$2,164.64, the interest required under Maryland Real Property Code Annotated Section 12-1-6(C)). The total of \$107,361.64 will be deposited into the Circuit Court for Baltimore City Court Registry to satisfy the jury verdict.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES: - cont'd

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development (DHCD)</u>			

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<b>\$210,000.00</b>	9910-922012-9587	9910-910634-9588
General Funds	Whole Block Demoli-	Whole Block Acq./
Revenue	tion - Reserve	Reloc.

This transfer will provide appropriations approved in the FY 2014 Ordinance of Estimates supporting the Whole Block Demolition Program.

DHCD - Condemnations

3. George W. Brown      2710 Fenwick Avenue      F/S      \$ 2,050.00

Funds will be transferred prior to settlement into account no. 9910-904326-9588-900000-704040, Fenwick CHM Project.

4. Myer D. Wise      2712 Fenwick Avenue      L/H      \$ 1,431.00

Funds will be transferred prior to settlement into account no. 9910-904326-9588-900000-704040, Fenwick CHM Project.

5. 819 North Curley LLC      2714 Fenwick Avenue      F/S      \$ 2,050.00

Funds will be transferred prior to settlement into account no. 9910-904326-9588-900000-704040, Fenwick CHM Project.

**MINUTES****OPTIONS/CONDEMNATION/QUICK-TAKES:** - cont'dDHCD - Condemnations

UPON MOTION duly made and seconded, the Board approved and authorized the Payment of Settlement and Condemnations. The President **ABSTAINED** on item nos. 1 and 2. The Transfer of Funds was approved, **SUBJECT** to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

TRANSFERS OF FUNDS

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UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

1061 - 1063

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 General Services</u>		
1. \$ 500,000.00	9916-910084-9194	9916-904184-9197
1 <sup>st</sup> Parks & Public Facilities Loan	Bromo Seltzer Tower Façade Renovations - Reserve	Bromo Seltzer Tower Façade Renovations - Active

This transfer will provide funds to the Department of General Services for renovations of the façade at the Bromo Seltzer Tower and all associated in-house costs. These renovations will include removal of neon sign framing, new roof installation, temporary weatherization, clock reinstallation, replacement clock glass, and improvements to the clock dials.

Baltimore Development Corporation

2. \$ 2,984.00	9910-904115-9600	9910-906835-9603
19 <sup>th</sup> EDF	Constr. Reserve Westside Initiative	Westside Project Initiative
582.90	9910-913990-9600	9910-921101-9601
23 <sup>rd</sup> EDF	Constr. Reserve Commercial Revitalization	Commercial Revitalization
12,150.00	9910-908040-9600	9910-903361-9601
24 <sup>th</sup> EDF	Constr. Reserve Business Park Maint./Upgrades	Business Park Upgrades
<b>\$ 15,716.90</b>		

This transfer will provide funds to reimburse Baltimore Development Corporation for eligible capital expenses for the month ending February 28, 2017.

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

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Mayor's Office of Information Technology (MOIT)</u>		
3. <b>\$1,600,000.00</b> General Funds	9903-928008-9117 311 Citizen Service Request - Reserve	9903-930008-9116 311 Citizen Service Request Project - Active

The current 3-1-1 Customer Relationship Management (CRM) System continues to have increasing performance/support issues and significant inabilities to leverage citizen-preferred communications channels such as the web, mobile and social networks, along with a premium cost associated with keeping the old technology alive. As a result of a Request for Proposal issued by MOIT, this transfer will provide funds for a modern 3-1-1 CRM System that includes over 700 technical and functional requirements collected and vetted by City agencies.

Department of Housing and Community Development (DHCD)

4. <b>\$ 650,000.00</b> 19 <sup>th</sup> Economic Dev. Bonds	9910-926002-9608 Downtown Streetscape Improv. Reserve	9910-915030-9607 Downtown Streetscape Improv.
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This transfer will provide funds for the construction of Downtown Streetscape Improvements to support rental apartments and the development of new retail space that includes outdoor dining. In conjunction with the Department of Transportation and the City Planning Department, the improvements include streetscape and right-of-way improvements for Baltimore Street, Redwood Street, Light Street, and Grant Street.

## MINUTES

TRANSFERS OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>DHCD</u> - cont'd			
5.	<b>\$ 745,000.00</b>	9910-902985-9587	9910-909120-9588
	M&CC Real Pro-	Housing Develop-	Hoen Building
	perty Funds	ment	

These appropriations are being moved to the Hoen Building project to cover currently incurred, as well as upcoming costs associated with the project.

**MINUTES**

Department of Real Estate/ - Lease Agreement Second Renewal  
Health Department

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the second renewal of the Lease Agreement with Leader Realty Company, Lessor, for the rental of the property known as 211 E. 25<sup>th</sup> Street, consisting of approximately 4,468 square feet. The period of the second renewal option is May 1, 2017 through April 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installment</u>
\$62,998.66	\$5,249.89

Funds are available in account no. 5000-524017-3150-271300-603013 from May 1, 2017 through June 30, 2017 and in account no. 5000-524018-3150-271300-603013 from July 1, 2017 through April 30, 2018.

**BACKGROUND/EXPLANATION:**

On March 2, 2011, the Board approved the Lease Agreement for the period April 15, 2008 through April 30, 2011 with option to renew for a three-year period. On April 16, 2014, the Board approved the amendment to the Lease Agreement to extend the period of the Lease for two years, with three 1-year renewal options effective May 1, 2014 through April 30, 2016.

On March 16, 2016, the Board approved the first renewal option for the period May 1, 2016 through April 30, 2017. The second renewal option has been exercised for the period May 1, 2017 through April 30, 2018.

The property will be used by the Health Department as a field health service office.

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Department of Real Estate/ - cont'd  
Health Department

UPON MOTION duly made and seconded, the Board approved the second renewal of the Lease Agreement with Leader Realty Company, Lessor, for the rental of the property known as 211 E. 25<sup>th</sup> Street, consisting of approximately 4,468 square feet.





## 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

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

**MWBOO GRANTED A WAIVER.**

4. BIG BOSS CONSTRUCTION LLC	\$ 0.00	
CITIROOF CORPORATION	250,000.00	
SIMPSON OF MARYLAND, INC.	400,000.00	
AUTUMN CONTRACTING, INC.	150,000.00	
	<u>\$800,000.00</u>	Increase

Contract No. B50003575, On-Call Roofing Services - Dept. of General Services - P.O. Nos. P529221, P529222, & P529224

On October 08, 2014, the Board approved the initial award in the amount of \$2,000,000.00. On May 11, 2016, the Board approved an increase in the amount of \$400,000.00.

The Board is requested to approve an increase in the amount of \$800,000.00. This increase is requested because of high usage and will make the total contract value \$3,200,000.00. The increase is the City's estimated requirement; however, the vendor shall supply the City's entire requirement, be it more or less.

**MWBOO GRANTED A WAIVER.**

5. 3M COMPANY	\$ 28,035.00	Low Bid
Contract No. B50004914, Electric Sign Making Film - Dept. of Transportation - Req. No. R754789		

6. SWARCO INDUSTRIES, INC.	\$ 29,374.20	Low Bid
Contract No. B50004915, Preformed Thermoplastic Pavement Markings - Dept. of Transportation - Req. No. R754764		

## 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. AMERICAN TEST CENTER,<br>INC.  | \$ 38,000.00 | Low Bid |
| Solicitation No. B50004929 - Annual and Five Year<br>Certifications and Inspections for ladders Trucks -<br>Department of General Services - Req. No. R756164 |              |         |

Vendors were solicited by posting on CitiBuy. On March 8, 2017, the two bids received were opened. The period of the award is April 1, 2017 through March 31, 2018 with one 1-year renewal option. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

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

- |  |              |             |
|--|--------------|-------------|
| 8. THE SHERMAN ENGINEERING<br>COMPANY  | \$ 35,000.00 | Sole Source |
| Contract No. 08000 - Restock Vacuum Pumps - Department of<br>Public Works, Water and Wastewater - Req. R754198 |              |             |

The Sherman Engineering Company is the authorized distributor of Gardner Denver Nash products in the region. These Vacuum Pumps are required for compatibility with installed equipment at the Department of Public Works operating plants. This is a one-time procurement.

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

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

**MBE/WBE PARTICIPATION:**

Not applicable. This meets the requirement for certification as a sole source procurement as these commodities are only available from the distributor, and are not available from subcontractors. Additionally, this procurement is below the MBE/WBE subcontracting threshold of \$50,000.00.

## 9. NATIONAL SAFETY

SUPPLY, INC.	\$ 43,400.00	Low Bid
Solicitation No. B50004904 - SWAT Long Distance Observer Systems - Baltimore City Police Department - Req. No. R754746		

Vendors were solicited by posting on CitiBuy. On March 2, 2017, five bids were received and opened. The first and second lowest bidders offered an alternate item that did not meet the specifications. The award is recommended to be made to the third lowest bidder who was found responsive and responsible. This is a one-time procurement.

**MBE/WBE PARTICIPATION:**

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

## 10. ARMS UNLIMITED

	\$ 43,676.80	Low Bid
Solicitation No. B50004903 - SWAT L-3 BNVD Night Vision Kits - Baltimore City Police Department - Req. No. R753823		

Vendors were solicited by posting on CitiBuy. On March 2, 2017, ten bids were received and opened. The first and second lowest bidders offered an alternate item that did not meet the specifications. The award is recommended to the lowest responsive and responsible bidder. This is a one-time procurement.

## 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. Award is below MBE/WBE subcontracting threshold of \$50,000.00.

- |   |                     |                        |
|---|---------------------|------------------------|
| 11. <u>TRIONFO BUILDERS, INC.</u>   | <u>\$673,000.00</u> | <u>Selected Source</u> |
| <u>Solicitation No. 06000 - Emergency Stabilization of PS 103 Henry Highland Garnet School - Department of Housing and Community Development - Req. No. R756954</u> |                     |                        |

The vendor worked on the stabilization of this historic building in 2008, prior to a large fire this past year that caused substantial damage. Stabilization is urgently required to make the site safe, to stop the continuing deterioration, and to allow for future development. The vendor is familiar with the property and the complexity involved in stabilizing historically designated buildings. The PS 103 Henry Highland Garnet School is significant to the nation for its role in the education of Thurgood Marshall. The PS 103 Commission, with assistance from the Baltimore National Heritage Area, began working toward the development of an interpretive facility that could contribute to education and heritage tourism in the City. The above amount is the City's estimated requirement.

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

Goals are not applicable, as this is an emergency procurement. However, the vendor has made a commitment to use New Century Construction, Inc. a Baltimore City certified MBE/WBE for roofing services.

12. OFFICIAL PAYMENTS	Amendment to
CORPORATION	Agreement
\$ 0.00	
Contract No. 06000 - Payment Gateway Services - Department of Finance - P.O. No. P528600	

The Board is requested to approve and authorize execution of an Amendment to Agreement with Official Payments Corporation. The period of the Amendment to Agreement is through September 30, 2018 with four 2-year renewal options.

The Bureau of Revenue Collections has engaged Official Payments Corporation to provide confidential and proprietary software licenses and services to allow for electronic bill payment services to the City for a suite of services including, internet, phone, credit card, debit card, etc. for payment and transfer of funds for various fees and other obligations.

This amendment replaces the current fee schedule with an updated schedule that reflects more accurately current usage patterns at no overall increase projected for the City.

It is hereby certified, that the above procurement is of such a nature that no advantage will result in seeking nor would it be practical to obtain competitive bids. Therefore,

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

pursuant to Article VI, Section 11(e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

13. AIRGAS, USA	\$ 0.00	Assignment
LLC		Agreement
Contract No. B50002343 - Liquid Oxygen - Department of Public Works, Water and Wastewater Patapsco - P.O. No. P520756		

The Board is requested to approve and authorize execution of an Assignment Agreement with Airgas, USA LLC.

On June 27, 2012, the Board approved an award of Contract B500002343 to Air Liquide Industrial U.S. LP. Airgas, USA LLC has acquired the rights, title, and interest in Air Liquide Industrial U.S. LP and is requesting assignment of Contract B500002343.

MBE/WBE PARTICIPATION:

Not applicable.

UPON MOTION duly made and seconded, the Board approved the Informal Awards, Renewals, and Increases to Contracts and Extensions. The Board also approved and authorized execution of the Amendment to the Agreement with Official Payments Corporation (item no. 12) and the Assignment Agreement with Airgas, USA LLC (item no. 13).

## 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. 824 E. Fort Avenue	Harry V. Nguyen	Single face electric sign 8' x 2'
Flat Charge: \$ 254.40		
<b>A PROTEST WAS RECEIVED FROM BRIAN PERRONE AND KELLIE MECH.</b>		
2. 111 Water Street	The Morris Weinman Company, Inc.	One 2yd. dumpster 6.5' x 3.5'
Annual Charge: \$ 318.50		
3. 500 Park Avenue	500 Park Avenue, LLC	Single face electric sign 20.3 sq. ft.
Flat Charge: \$ 426.30		
4. 3232 Eastern Avenue	Highland Haus, LLC	Double face electric sign 100 sq. ft.
Flat Charge: \$1,590.00		

**MINUTES**

Department of Transportation - cont'd

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
5. 145 Ostend Street	Stadium Square III, LLC	One canopy 21.62' x 4.3' One single face electric sign 16.214 sq. ft.
Annual Charge: \$ 518.10		

There being no objections, the Board, UPON MOTION duly made and seconded, approved the Minor Privilege Permits. Item no. 1 was **DEFERRED** for one week.

March 24, 2017

Attn: Clerk  
Board of Estimates  
Room 204, City Hall  
101 N. Holiday Street  
Baltimore, MD 21202

Clerk:

I, as the owner of the property at 826 E. Fort Avenue, am writing this letter to formally protest and object to the Minor Privilege granted to the property owner at 824 E. Fort Avenue for a single face electric sign.

The application for the minor privilege is attached.

I feel that this minor privilege is inappropriate for the block on which it is located and will directly affect the home values of my property and others surrounding 824 E. Fort Avenue. 824 E. Fort Avenue is in the middle of a residential block that has not had a non-end unit store front in over 13 years. The decision to allow one now is not consistent with the nature of the block.

The adjacent houses to 824 E. Fort Avenue will now have a storefront interrupting the continuous façade of residential properties and the potential additional light pollution of light emanating from the sign. The sign itself will be obscured by a tree in front of both of our properties, and I would strongly object to altering the tree so that a commercial sign can gain visibility.

Please consider my concerns in denying this minor privilege.

Thank you,



Brian Perrone  
Owner: 826 E. Fort Avenue  
Baltimore, MD 21230  
410-727-8941

ATTACHMENTS: 1. REQUIREMENTS OF PROTEST  
2. PICTURES OF PROPERTY  
3. PROTEST FROM 828 E. FORT AVENUE  
4. MINOR PRIVILEGE APPLICATION

Attachment 1:

Requirements of the written protest:

- 1) I am representing myself as the owner of 826 E. Fort Avenue, directly next door to the property at 824 E. Fort Avenue seeking a Minor Privilege.
- 2) At issue is the permitting of a 2 x 8-foot lighted sign on a residential block, and directly next to my property.
- 3) The harm to me from this sign would be the potential for light emanating into the window and breaking up the general aesthetics of the entire residential 800 block.

Further harm will likely be the lower property and rental value of my property due to it being next to a commercial property. 826 E. Fort Avenue has been in my family for 13 years and the property at 824 E. Fort Avenue has been residential for that entire time. This change and the sign that would come along with it is completely changing the make-up of the block I bought into, have lived and invested.

Finally, there is a tree that obstructs the view of the proposed sign. I fear the next request will be the removal of the tree to provide the sign more visibility, further changing the aesthetics of the block.

Attachment 2:

No Commercial properties in the middle of this block. The former Rallo's is at the corner of Lawrence and E. Fort. All non-end properties are residential with no signage.



Tree blocking the sign's proposed location. A sign would have no visibility and the tree should not have to be removed to provide visibility.



Attn: Clerk  
Board of Estimates  
Room 204, City Hall  
101 N. Holiday Street  
Baltimore, MD 21202

Clerk:

I, as the owner of the property on the same block as 824 E. Fort Avenue, am writing to object to the Minor Privilege granted to the property for a single face electric sign.

I feel that this minor privilege is inappropriate for the block on which it is located and will directly affect the home values of my property and others surrounding 824 E. Fort Avenue. 824 E. Fort Avenue is in the middle of a residential block that has not had a non-end unit store front in over 13 years. The decision to allow one now is not consistent with the nature of the block.

Please consider my concerns in denying this minor privilege.

Thank you,

Name: Kellie Mech  
Signature: Kellie Mech  
Address: 828 East Fort Ave.  
Balto. Md. 21230  
Phone #: ~~410-418-1011~~ 410-385-0273



STEPHANIE  
RAWLINGS-BLAKE  
MAYOR

APPLICATION FOR MINOR PRIVILEGE

DEPARTMENT OF TRANSPORTATION  
MINOR PRIVILEGE SECTION  
200 Holliday Street, Room 204  
Baltimore, Maryland 21202

410-396-3346 • minorprivilege@baltimorecity.gov



Date: \_\_\_\_\_

To the Board of Estimates:

Application is hereby made for a permit to:

✓ SINGLE FACE ELECTRIC SIGN

Location	824 E. FORT AVE.	Property Owner	HARRY NGUYEN
Address	824 E. FORT Baltimore MD 21230	Phone Number	301-792-6652
Size	8' x 2'		
Projection from Property Line	6"	Width of Sidewalk	8'
Purpose			

I hereby agree to the granting of this permit, under the provisions of the Baltimore City Charter, Article VIII, Section 9. I understand and agree that all charges arising by reason of the granting of this permit will constitute liens upon the above property. I further agree that if the above application is granted, the permit shall at all times be subject to revocation and change of rate by the Board of Estimates.

Witness	Jenise Woolsey	Owner	HARRY NGUYEN
Address	200 Holliday St.	Address	824 E. FORT AVE - Baltimore MD 21230

I hereby certify that copies of this application have been served upon the adjoining property owners:

Name	TD DEVELOPMENT LLC	Address	3500 BOSTON ST. BALTO, MD. 21234
Name	JOHN W. PERRONE	Address	508 NORWICH RD. SEVERNA PARK, MD.

Consideration of the granting of the permit applied for, the applicant hereby agrees to pay, indemnify, and save harmless the Mayor and City Council of Baltimore, its officers, agents, and employees, from any and all suits, actions, demands, damages, expenses, and costs of every kind and description for which said municipality, its officers, agents, or employees may be liable as a result of, or in connection with, the issuance of said permit or any work or operation done or performed in connection with the erection, construction, installation, existence, maintenance or removal of the subject matter of said permit.

It is further understood that the Board of Estimates reserves the right, in its discretion, to terminate the privilege at any time or to increase the charges for the privilege granted on thirty days' notice.

Witness	Jenise Woolsey	Owner	HARRY NGUYEN
Address	200 Holliday St.	Address	824 E. FORT Baltimore MD 21230

Any objection to the issuance of this permit must be filed in writing with the Board of Estimates within three (3) days from the date of delivery on "return receipt," which shows receipt of this application by certified mail.

First Year Charge	Annual Charge	Flat Charge
-------------------	---------------	-------------

Approved by the Board of Estimates upon payment of charge indicated above and subject to revocation at all times by the Board of Estimates. Adjustments and cancellations of minor privilege charges will be made only from the date of written request.

Approved	Permit Number	<input type="checkbox"/> Temporary <input type="checkbox"/> Permanent
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STEPHANIE  
RAWLINGS-BLAKE  
MAYOR

**APPLICATION FOR MINOR PRIVILEGE**

DEPARTMENT OF TRANSPORTATION  
MINOR PRIVILEGE SECTION  
200 Holliday Street, Room 204  
Baltimore, Maryland 21202

410-396-3346 • minorprivilege@baltimorecity.gov



Date: \_\_\_\_\_

**To the Board of Estimates:**

Application is hereby made for a permit to:

Location	Property Owner
Address	Phone Number
Size	
Projection from Property Line	Width of Sidewalk
Purpose	

I hereby agree to the granting of this permit, under the provisions of the Baltimore City Charter, Article VIII, Section 9. I understand and agree that all charges arising by reason of the granting of this permit will constitute liens upon the above property. I further agree that if the above application is granted, the permit shall at all times be subject to revocation and change of rate by the Board of Estimates.

Witness	Owner
Address	Address

I hereby certify that copies of this application have been served upon the adjoining property owners:

Name	Address
Name	Address

Consideration of the granting of the permit applied for, the applicant hereby agrees to pay, indemnify, and save harmless the Mayor and City Council of Baltimore, its officers, agents, and employees, from any and all suits, actions, demands, damages, expenses, and costs of every kind and description for which said municipality, its officers, agents, or employees may be liable as a result of, or in connection with, the issuance of said permit or any work or operation done or performed in connection with the erection, construction, installation, existence, maintenance or removal of the subject matter of said permit.

It is further understood that the Board of Estimates reserves the right, in its discretion, to terminate the privilege at any time or to increase the charges for the privilege granted on thirty days' notice.

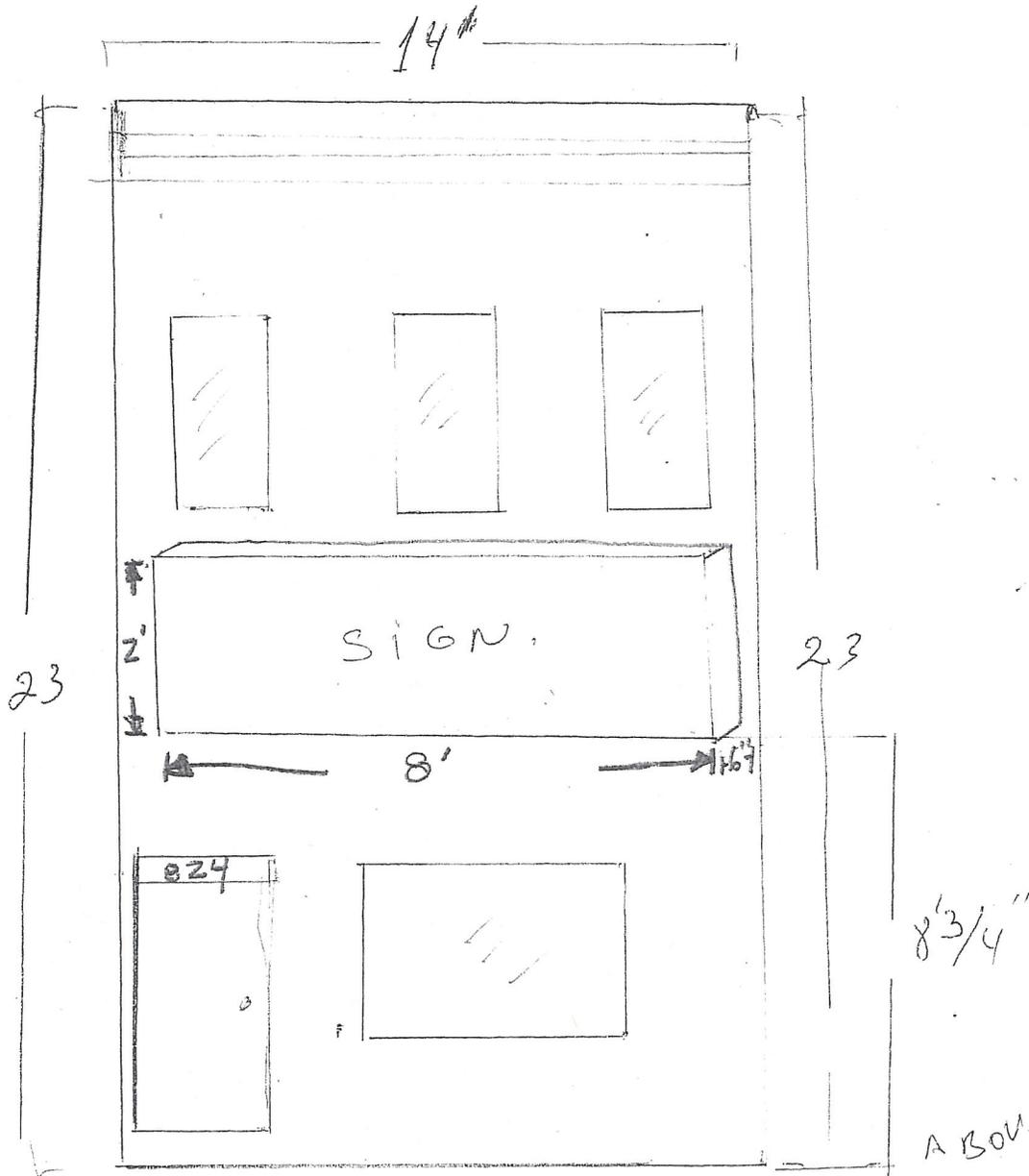
Witness	Owner
Address	Address

Any objection to the issuance of this permit must be filed in writing with the Board of Estimates within three (3) days from the date of delivery on "return receipt," which shows receipt of this application by certified mail.

First Year Charge	Annual Charge	Flat Charge
-------------------	---------------	-------------

Approved by the Board of Estimates upon payment of charge indicated above and subject to revocation at all times by the Board of Estimates. Adjustments and cancellations of minor privilege charges will be made only from the date of written request.

Approved	Permit Number	<input type="checkbox"/> Temporary <input type="checkbox"/> Permanent
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ELECTRIC WALL MOUNT  
SIGNAGE

FOR 824 E. FORT AVE  
BALTO., MD, 21230

**AGENDA**

**BOARD OF ESTIMATES**

**03/29/2017**

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. 824 E. Fort Avenue	Harry V. Nguyen	Single face electric sign 8' x 2'
Flat Charge:	\$ 254.40	
2. 111 Water Street	The Morris Weinman Company, Inc.	One 2yd dumpster 6.5' x 3.5'
Annual Charge:	\$ 318.50	
3. 500 Park Avenue	500 Park Avenue, LLC	Single face electric sign 20.3 sq. ft.
Flat Charge:	\$ 426.30	
4. 3232 Eastern Avenue	Highland Haus, LLC	Double face electric sign 100 sq. ft.
Flat Charge:	\$1,590.00	
5. 145 Ostend Street	Stadium Square III, LLC	One canopy 21.62' x 4.3' One single face electric sign 16.214 sq. ft.
Annual Charge:	\$ 518.10	

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

**MINUTES**

Department of Transportation - Lease Agreement for Alley Gating

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Lease Agreement for Alley Gating with the Historic East Baltimore Community Action Coalition (HEBCAC), Inc. The period of the Lease Agreement is effective upon Board approval for five years with the option to renew for four additional five-year terms.

**AMOUNT OF MONEY AND SOURCE:**

HEBCAC will be solely responsible for all costs and fees for this project.

**BACKGROUND/EXPLANATION:**

This Lease Agreement is for an Alley Gating Project with HEBCAC for AG No. 162, Block 1592. HEBCAC wishes to gate certain alleys in Block 1592 in order to safeguard its property. A public hearing was held after the required notice was posted. After the conclusion of the hearing, the application was approved.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement for Alley Gating with the Historic East Baltimore Community Action Coalition, Inc.

**MINUTES**Department of Transportation (DOT) - Developers' Agreements

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

<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
1. <b>THE MARYLAND INSTITUTE</b>	<b>1471</b>	<b>\$ 78,689.00</b>

The Maryland Institute would like to install water, conduit, street lighting, storm drain, sanitary sewer, and streetscape improvements to its proposed construction located at 100-116 Dolphin Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

An Irrevocable Standby Letter of Credit in the amount of \$78,689.00 has been issued to the Maryland Institute which assumes 100% of the financial responsibility.

2. <b>LAWRENCE AND FORT, LLC</b>	<b>1361-A</b>	<b>\$433,383.00</b>
----------------------------------	---------------	---------------------

Lawrence and Fort, LLC would like to install water, conduit, street lighting, storm drain, sanitary sewer, and streetscape improvements to its proposed construction located at 1430-1444 Lawrence Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$433,383.00 has been issued to Lawrence and Fort, LLC, which assumes 100% of the financial responsibility.

**MBE/WBE PARTICIPATION:**

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

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

**MINUTES**

Department of Transportation - Partial Release of  
Retainage Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement for the partial release of retainage to Manuel Luis Construction Company, Inc. for TR 15001, Reconstruction of Footways Citywide.

**AMOUNT OF MONEY AND SOURCE:**

\$ 58,649.27 - 9950-904461-9504-000000-200001

**BACKGROUND/EXPLANATION:**

All work on Contract No. TR 15001 was substantially completed and all punch list items complete as of June 29, 2016. Subsequently, Manuel Luis Construction Company, Inc. has requested a partial release of retainage in the amount of \$58,649.27. The City holds \$60,649.27 in retainage. The remaining \$2,000.00 is sufficient to protect the interests of the City.

**MBE/WBE PARTICIPATION:**

Manuel Luis Construction Company, Inc. has demonstrated a good faith effort towards achieving both the MBE and WBE goals.

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

UPON MOTION duly and seconded, the Board approved and authorized execution of the agreement for the partial release of retainage to Manuel Luis Construction Company, Inc. for TR 15001, Reconstruction of Footways Citywide.

**MINUTES**

Department of Transportation - Traffic Mitigation Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Traffic Mitigation Agreement with 300 St. Paul Place Associates, LLC, Developer. The period of the agreement is effective upon Board approval and termination will be deemed in writing by the Department of Transportation.

**AMOUNT OF MONEY AND SOURCE:**

\$11,789.23 (Revenue) - 9950-906082-9512-000000-490375

**BACKGROUND/EXPLANATION:**

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Impact Study was required for the development. The Developer proposes to perform the Scope of Work for 300 Saint Paul Place (Ward 4, Section 01, Block 0603, Lot: 001) constructing interior renovation of an existing building from office use (192,000 sq. ft. total) to residential apartments with 173 units (192,000 sq. ft. total). The Developer agrees to make a one-time contribution in the amount of \$11,789.23 to fund the City's multimodal transportation improvements in the development's vicinity.

UPON MOTION duly and seconded, the Board approved and authorized execution of the Traffic Mitigation Agreement with 300 St. Paul Place Associates, LLC, Developer.

**MINUTES**

Department of Transportation - Traffic Mitigation Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Traffic Mitigation Agreement with Duke Baltimore, LLC, Developer. The period of the agreement is effective upon Board approval and termination will be deemed in writing by the Department of Transportation.

**AMOUNT OF MONEY AND SOURCE:**

\$21,840.00 - 9950-917089-9512-000000-490375  
(Revenue)

**BACKGROUND/EXPLANATION:**

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Impact Study was required for the development. The Developer proposes to perform the Scope of Work for the 6000 Holabird Building A182 (Ward 26, Section 010, Block 6871C, Lot: 001) at 6000 Holabird Avenue constructing a warehouse with a total of 182,000 sq. ft. The Developer agrees to make a one-time contribution in the amount of \$21,840.00 to fund the City's multimodal transportation improvements in the development's vicinity.

UPON MOTION duly and seconded, the Board approved and authorized execution of the Traffic Mitigation Agreement with Duke Baltimore, LLC, Developer.

**MINUTES**

Department of Transportation - Traffic Impact Study Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Traffic Impact Study Agreement with Blue Ocean Realty, LLC, Developer. The agreement is effective upon Board approval and termination will be deemed in writing by the Department of Transportation.

**AMOUNT OF MONEY AND SOURCE:**

(\$20,952.52) - The anticipated cost of the Traffic Impact Study was covered under Project No. 1209, On-Call Traffic Engineering Services, Task No. 9 with Sabra, Wang & Associates, Inc.

**BACKGROUND/EXPLANATION:**

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Impact Study was required. This agreement is necessary to perform a traffic impact analysis for 1190 W. Northern Parkway Apartments located at 1190 W. Northern Parkway. The Developer has applied or intends to apply for a building permit in Baltimore City to perform the scope of work including a new apartment building with 140 units and 200,000 square feet of development. The Traffic Impact Study assesses the development and its relative traffic impacts.

UPON MOTION duly and seconded, the Board approved and authorized execution of the Traffic Impact Study Agreement with Blue Ocean Realty, LLC, Developer.

**MINUTES**

Department of Transportation - Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Grant Agreement with the Maryland Department of Transportation (MDOT). The period of the Grant Agreement is effective upon Board approval and will terminate when all payments of the Grant have been made or on December 31, 2018, whichever is sooner.

**AMOUNT OF MONEY AND SOURCE:**

\$99,600.00 - 9950-905182-9527-000000-490358

**BACKGROUND/EXPLANATION:**

The Maryland Bikeways Program was established and approved by the General Assembly to provide state transportation funding to support and expedite projects that improve bicycle transportation in the State.

The Maryland Department of Transportation has granted \$99,600.00 to the Department of Transportation for the Melrose Avenue Bike Boulevard between Bellona Avenue and Roland Avenue, including construction of a 5-foot sidewalk and repaving of the block between Roland Avenue and the West Melrose Avenue pedestrian/bicycle bridge; and improved crossing of Melrose Avenue at North Charles Street in Baltimore, Maryland.

The project will enhance bicyclist safety and access, promote biking and walking in the neighborhood, and connect to Bryn Mawr School and Long Green (Hospital) Center. The project's scope of work will include, but is not limited to preparation of draft and final design plans, public involvement in finalizing design plans, submittal of draft design plans to MDOT for review and comment, installation of a bicycle boulevard, signage and sharrows along Melrose Avenue between Bellona Avenue and Roland Avenue. The scope of work will also include construction of a 5-foot sidewalk and repaving on the block between Roland Avenue and the West Melrose Avenue pedestrian/bicycle bridge, installation of a crossing treatment on Melrose Avenue at North

**MINUTES**

Dept. of Transportation - cont'd

Charles Street, preparation of quarterly status reports, as requested by the Department, and monitoring and supervising the compliance of all provisions in this agreement.

**MBE/WBE PARTICIPATION:**

This Grant Agreement is to establish the frame work for roles and responsibilities for the subject project and the future procurement. As a result, the outlined funding above will be considered for minority participation.

UPON MOTION duly and seconded, the Board approved and authorized execution of the Grant Agreement with the Maryland Department of Transportation.

**MINUTES**

Department of Transportation - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to pay Southeastern Emergency Equipment.

**AMOUNT OF MONEY AND SOURCE:**

\$13,688.20 - 1001-000000-5013-194200-604009

**BACKGROUND/EXPLANATION:**

The Department of Transportation is requesting to pay Southeastern Emergency Equipment for a duplicate order of tents. Southeastern Emergency Equipment had sent a duplicate order of tents on Purchase Order P536463 and before the Special Events and Street Vendors Section noticed, it had used the tents for some other events. This is the final payment. The Purchase Order had been closed out since September 2016. The Department is requesting payment to the vendor for the order of tents that were kept and used. This is the final payment.

The request is late because it was inadvertently sent to the incorrect contact person.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to pay Southeastern Emergency Equipment.

**MINUTES**

Department of Public Works/Office - Amendment No. 2 to Agreement of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 2 with Hazen & Sawyer, PC under Project 1212, Program Management Services for Water Utilities Program. The current expiration date is September 9, 2017. This Amendment No. 2 will extend the period of the agreement through September 8, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$ 292,300.00	-	9960-911613-9557-900020-703032
305,500.00	-	9960-908604-9557-900020-703032
345,500.00	-	9960-909614-9557-900020-703032
561,409.30	-	9960-905668-9557-900020-703032
<b>\$1,504,709.30</b>		

**BACKGROUND/EXPLANATION:**

The Office of Engineering and Construction is requesting a one-year time extension and additional funds to Hazen & Sawyer, PC under Project 1212 for providing staff augmentation to work with City staff for the AMI/AMR Urgent Need program and the water main rehabilitation program.

The services include, field inspections for AMI/R contracts for both small and large meters, in-house design specifications, cost estimating, preparation of contract drawings, design reviews coordination with the City meter shop for RU work, etc. These services are necessary due to the need for augmenting the City staff, as a number of trained City staff have left City service.

The scope of the project includes program management/staff augmentation services to consist of program oversight, program controls, staff augmentation for the WEO, status reporting and monthly meetings, document management, community outreach support, interagency coordination, planning phase management services, design phase management services, design review, management of A/E consultants, permitting assistance, limited construction phase management support, and post-award services for the AMI/R Urgent Needs contracts.

**MINUTES**

DPW/OE&C - cont'd

**MBE/WBE PARTICIPATION:**

The vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code and the 27% MBE and WBE 9% goals established in the original agreement.

**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 and authorized execution of Amendment No. 2 with Hazen & Sawyer, PC under Project 1212, Program Management Services for Water Utilities Program.

**MINUTES**

Department of Public Works/ - Partial Release of  
Office of Engineering & Retainage Agreement  
Construction

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**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement for the partial release of retainage to Enterprise Electric Company for Sanitary Contract No. 924, Arch Flash Hazard Improvement at the Patapsco Wastewater Treatment Plant.

**AMOUNT OF MONEY AND SOURCE:**

\$ 44,976.70 - 9956-905334-9551-000000-200001

**BACKGROUND/EXPLANATION:**

All work on Sanitary Contract No. 924 was completed as of August 07, 2016. Subsequently, Enterprise Electric Company has requested a partial release of retainage in the amount of \$44,976.70. The City holds \$49,973.70 in retainage. The remaining \$4,997.00 is sufficient to protect the interests of the City.

**MWBOO HAS APPROVED THE RELEASE.**

**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 for the partial release of retainage to Enterprise Electric Company for Sanitary Contract No. 924, Arch Flash Hazard Improvement at the Patapsco Wastewater Treatment Plant.

**MINUTES**

Department of Public Works/Office - Amendment No. 2  
of Engineering and Construction for Project 1303

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 2 for Project 1303, On-Call Project and Construction Management Assistance with Arcadis U.S., Inc. The Amendment No. 2 will extend the period of the agreement through April 30, 2018, or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

To be determined with each individual project. No funds are required at this time.

**BACKGROUND/EXPLANATION:**

The original agreement in the amount of \$9,000,000.00 was for the period May 1, 2013 through April 30, 2016. On May 4, 2016, the Board approved Amendment No. 1 extending the agreement for one year through April 30, 2017. There is currently \$150,330.31 remaining in funds that have not been assigned in tasks.

Amendment No. 2 will allow the Department to assign more tasks to Arcadis U.S., Inc. to continue to provide On-Call Project and Construction Management Assistance for upcoming and ongoing construction projects for an additional year without an increase in the agreement upset limit. Arcadis U.S., Inc. has committed to meet the terms and conditions established in the original agreement.

**MINUTES**

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

The services to be provided include, but are not limited to assisting the City Construction Management Division with construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review of contractor's application for payment, attendance at progress meetings, preparation of record drawings, and review of contract claims and supports, estimating, scheduling, project engineering, constructability reviews, and construction contract administrative support. Depending on the nature of other work and City staff requirements, personnel representing the selected firm will be available on an as needed basis.

**MBE/WBE PARTICIPATION:**

Arcadis U.S., Inc. will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement which are MBE: 27% and WBE: 10%.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 2 for Project 1303, On-Call Project and Construction Management Assistance with Arcadis U.S., Inc.

**MINUTES**

Department of Public Works/Office - Amendment No. 1  
of Engineering and Construction for Project 1406

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 1 for Project 1406, On-Call Project and Construction Management Assistance Services with Hazen & Sawyer, PC. The Amendment No. 1 for Project 1406 extends the period of the agreement through June 3, 2018 or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

To be determined with each individual project. No funds are required at this time.

**BACKGROUND/EXPLANATION:**

On June 04, 2014, the Board approved the original agreement with Hazen & Sawyer, PC for On-Call Consultant Services for the Department of Public Works/Bureau of Water & Wastewater which expires on June 03, 2017. The Department is requesting a no-cost time extension for one year through June 03, 2018.

The original scope of services to be provided per the agreement may include, but not limited to, assisting the City Construction Management Division (CMD) with construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review and processing of the contractor's application for payment, attendance at progress meetings, preparation of record drawings, review of contract claims and supports, estimating, scheduling, project engineering, constructability reviews, construction contract administration, and MBE/WBE and wage regulation compliance reporting.

Currently, the Consultant has 18 tasks providing inspection and Construction Management Assistance Services on several Department of Public Works projects. This Amendment No. 1 will allow the Consultant to continue services on these projects without any disruption in services. The time extension will also allow the projects to continue with the existing staff.

**MINUTES**

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

**MBE/WBE PARTICIPATION:**

The vendor will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement which are MBE: 27% and WBE: 9%.

**AUDITS NOTED THE TIME EXTENSION AND WILL REVIEW EACH TASK ASSIGNMENT.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 1 for Project 1406, On-Call Project and Construction Management Assistance Services with Hazen & Sawyer, PC.

## MINUTES

Department of Audits - Audit Report and Related Audit Digest

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

1. Performance Audit Report Department of Human Resources for the period July 1, 2013 through June 30, 2015.

President: "Second item on the non-routine agenda can be found on page 73, Department of Audits, Audit Reports and Related Audit Digest. Parties please come forward."

Mr. Robert McCarty: "I'm sorry, Good Morning Mr. President --"

President: "Good Morning."

Mr. McCarty: "Members of the Board. I'm Bob McCarty, the City Auditor. Ah -- the Depart -- the Department of Audits has conducted a Performance Audit of the internal controls and related policies, and procedures for selected performance measures within the service areas of the Department of Human

## MINUTES

Resources. The purpose of our audit was to determine whether DHR met its targets with selected performance measures and to assess whether the internal controls and the related policies and procedures to monitor, control and report activities related to those performance measures produce valid and reliable information. As a result of our audit, we noted two areas where the effectiveness of the internal control procedures could be improved. Number 1, DHR reported that it did not meet its targets, excuse me, it did not meet its targets for Fiscal Years '14 and '15 for the average number of working days to fill Civil Service vacancies. According to the budget books, the target for each of those Fiscal Years was 60 working days, but the average, I'm sorry, but the reported average number of working days to fill vacancies was 87 for Fiscal Year '14 and 81 for Fiscal Year '15. Because of personnel changes, DHR was not sure how the actual amounts were previously calculated and it recalculated the actual amounts as 74 days for Fiscal Year '14 and 79 for Fiscal Year '15. In either case, the actual amounts exceeded the performance measure targets. DHR generates Life Cycle Reports,

## MINUTES

based on information contained in NEOGOV, which is the City's on-line applicant tracking system, to compile the results for the average number of working days to fill vacancies. Although DHR did not meet its targets for Fiscal Years '14 and '15, we could not determine whether DHR's calculations for reporting the average number of working days to fill vacancies resulted in accurate and reliable results. Some factors, for example, were ah -- in Fiscal Year '14, the Life Cycle Report contained um -- 942 requisitions, but only 410 of those requisitions included start dates for the job positions, and were used in DHR's calculation. Two hundred seventy three of those 410 requisitions were classified as filled and 137 were classified as canceled, even though 137 of those ah -- also included start dates. Also, 12 requisitions for Fiscal Year '14 Life Cycle Reports and 13 requisitions on Fiscal Year fif -- ah -- '15 reports showed employees' start dates, but were not included in DHR's calculation because the number of working days to fill those positions resulted in negative amounts. That is the requisition dates were after the employees' reported start dates. A referral

## MINUTES

list of prospective candidates is created -- created for the hiring agency. After 60 days, however, the applicable requisition for the referred list expires, but it can be replaced with a new requisition. However, the number of days the original requisition was open --"

President: "Sorry."

Mr. McCarty: "However, the number of days the original requisition was open and not filled was not included as part of the calculation to determine the number of working days to fill the vacancies. The requisition list is included -- the requisition list that's used by DHR are based on information from NEOGOV to calculate the number of working days to fill a vacancy. However, we tested 80 re -- requisitions, 40 from each year and found that for 26 of those requisitions, the employees' start date included on a listing differed from the employees' start date reported on the City's Human Resources Information Systems or HRIS. We recommend that, in addi -- in a -- in accordance with the City's Administrative Manual, DHR continue to establish and improve its policies and procedures to adequately remain -- maintain records."

## MINUTES

We also recommend that DHR continue to establish written policies and procedures to document the methodologies used for development -- developing the performance measures target -- targets and reporting actual results. We also recommend that DHR review the Life Cycle Report for completeness and accuracy. We further recommend that DHR meet with the Department of Finance to discuss possibly modifying the performance measures to address only the DHR's responsibilities, rather than incorporating requesting agencies' responsibility over -- responsibilities over which DHR has no control. We also recommend that DHR pursue the possibility of enhancing its systems and automation capabilities by assessing its needs and determining potential software solutions. Ah -- a summary of DHR response is that they stated that it accepts the finding and notes that key staff members during the audit period are no longer with them, so it could not determine the precise methodology used at that time. DHR stated that it has since changed its internal practices, is pursuing the possibility of enhancing its systems and automation capabilities, and has begun assessing the eRecruit System needs to accommodate -- to fully accommodate -- to fully

## MINUTES

accommodate the -- the City. Number 2, DHR reported that it did not meet its targets included for Fiscal Years '14 and '15 for the percent of classification and compensation projects meeting the Service Level Agreement deadlines. Service Level Agreement deadlines refer to measuring criteria for the types of classification and compensation project requests. For example, the deadline for a small project request is three to four days, the deadline for a medium project is one to four weeks, and the deadline for large projects is two to four months. For Fiscal Year '14, the target was 95%, but the actual amount was reported as 88%. For Fiscal Year '15, the target was again 95%, but the actual amount reported was 86%. Although DHR did not meet its targets, we could not determine whether DHR's calculation for reporting the percent of classification and compensation projects completed resulted in accurate and reliable results because of the following factors. The first is that the actual percent of classification and compensation projects completed within the deadlines reported in the budget books differed from the percent of those projects completed within the

## MINUTES

deadlines on DHR's reports that it furnished to us. According to DHR, there was significant staff turnover during Fiscal Years '14 and '15, and not all of the data requested, including the comprehensive project log and the methodology used to determine the actual percentages, was located. Therefore, DHR -- DHR had to recreate its reports for our audit testing. According to the report that DHR provided for Fiscal Year '15, 895 of the 1,188 projects were completed within the deadlines. However, that included 162 projects that were completed in a negative number of days. Also for Fiscal Year '14 there was 1,138 of the 1,346 projects completed within the deadlines. However, that included 20 projects that were also completed within a negative amount of days. The determination of whether the projects were completed within the established deadline was based on the type of projects that which again were small, medium, or large. Ah -- the Fiscal Year '14 report stated that DHR -- the Fiscal '14 report that DHR furnished us, however, included 69 projects that were counted as meeting its deadlines and 14 projects that were counted as not meeting the deadlines, but the types of the 83

## MINUTES

projects were left blank on the report. We recommend, that again, in accordance with the Administrative Manual, DHR continue to establish and improve its policies and procedures ah -- to adequately maintain its records. We also recommend that DHR continue to establish policies and procedures to document the -- the methodologies for development, the project measures target, and reporting actual results. Additionally, we recommend that DHR review its -- the projects -- reports generated to show actual performance results, especially projects that reported -- reported completed in a negative amount of days. We also recommend that DHR pursue the possibility of enhancing its systems and automation capabilities by assessing its needs and determining project software solutions. We further recommend that DHR develop more precise criteria for determining whether the classification and compensation project targets were met for small, medium, and large projects. Ah -- a summary of DHR's response was that it stated that it accepts the finding and notes that there was significant staff turnover during the audit period so it could not locate the project log or determine the

## MINUTES

precise methodology used at that time. DHR stated that it's in the process of developing key performance indicators and metrics to identify, track, and monitor its established in -- outcomes, and is pursuing the possibility of enhancing its systems and automation capabilities."

President: "Thank you. Madam Mayor."

Mayor: "Ah -- you note ah -- that this was one of the agencies that ah -- when I had a conversation with ah -- the Director, talked about the lack of innovation and technology in that department and if we're going to get things done on time um -- I hope that those procedures -- I know that -- that was one of the things that you were looking at?"

Ms. Mary Talley: "Yes."

Mayor: "-- in terms of automation and because we got to move these, um --"

Ms. Talley: "Absolutely."

Mayor: "-- move these much quicker."

## MINUTES

Ms. Talley: "And we've already started developing the scope of work um -- for competitive bidding."

Comptroller: "State your name."

Ms. Talley: "I'm sorry?"

Comptroller: "State your name."

Mr. President: "State you name for the record."

Comptroller: "State your name."

Ms. Talley: "Mary Talley, Director and Chief, Human Capital Officer. Um -- so we have developed or started to develop our scope of work. Um -- we also have a um -- a Chief of HRIS Systems who is highly skilled and highly qualified um -- to make those assessments, along with us and make the appropriate recommendations because we do have many, many manual processes that need to be eliminated."

Mayor: "Yeah, I remember her telling me that ah -- even on some of their systems, I mean, you probably wouldn't even know how to operate those today, they're so old. And so, we've got a -- you know -- we talk about technology platforms and how we need to improve ah -- the system throughout --"

## MINUTES

Ms. Talley: "Absolutely."

Mayor: "-- in the Department of Human Resources, that's really important."

Ms. Talley: "And, also, we're -- we're actually looking for ah - enterprise-wide solutions, not just for DHR, but that can accommodate all of the Human Resources needs across all City agencies."

Mayor: "Yeah, because I think that if we were assessing under platforms and technology platforms across ah -- all of the agencies we would find there would be a deficiency in terms of technology. I know we just worked on trying to upgrade the Law Department. So --"

President: "Okay, um -- my question Ms. Talley is um -- why does it takes 60 days to fill a Civil Service position? I mean what goes into that? Can you tell me the steps and what's all entailed in that?"

Ms. Talley: "Sure. Um -- there are two main players involved in um -- recruiting and filling Civil Service positions, one are the requisitioning agencies and the other is the Department of

## MINUTES

Human Resources. The -- the process begins um -- for filling a Civil Service position when the -- when the requesting agency submits a requisition through the NEOGOV System. After they submit the requisition, the Department of Human Resources um -- produces the position announcement, ensures that the position is posted. It has to be posted for a minimum of 14 days and after that, we start -- we begin receiving the resumes and we evaluate the resumes for minimum qualifications. The things you absolutely have to be able to do in order to make the list, so to speak. Um -- if it's a non-test driven position, we develop the list and we send the list to the agency and that list req -- includes everybody that met the minimum qualifications. If a test is involved in the position um -- it takes a little longer or actually a lot longer to go through the testing procedures, not only sitting for the exam and again, that's another manual process. We are moving toward computer-based testing. Right now, we're using pencil and paper. Um -- it take --"

Mayor: "Outdated, outmoded -- needs to change. I'm sorry."

President: "I know."

## MINUTES

Mayor: "Reality check. Go ahead."

Ms. Talley: "Um -- so after the test is scored. Um -- it -- we then develop the list and that list um -- the eligibles list as it's called or the referral list then goes to the requisitioning agency. Once those lists go to the agency, it's up to the agencies to act on the recruitment, meaning to ca -- to select, to screen the folks, to select the applicants to make the hires."

President: "Okay. So, it's no long ah -- I mean it's no way that process can be shortened?"

Mayor: "Sure, I'm sorry. Yeah, sure."

President: "That, that, because --"

Mayor: "Sure, Mr. President, first of all --"

President: "Because by the time you know we go through --"

Mayor: "You may have gotten another job."

President: "Yeah."

Mayor: "But the -- the issue and you may lose -- some of your best people."

President: "-- your best people."

## MINUTES

Mayor: "-- some of your best people."

President: "Yeah."

Mayor: "The issue here is um -- would should be online testing and we've had that discussion. You know, for people to have to come in, sit down, pen -- pen, pencil, and paper. Then, get graded that's a whole another process. Everybody's testing on-line today. That is just not that difficult."

Ms. Talley: "Absolutely."

Mayor: "-- and we need to put that process in place."

Ms. Talley: "Absolutely and -- and we have already started pursuing that um -- as a viable option. One of the -- the challenges for manual testing is that in many cases, particularly for public safety tests, police, and fire. We can get up to 6,000 applicants. So, imagine trying to screen through all of that and administer the test for hundreds of people, simultaneously. So, it absolutely is an ineffective process."

Mayor: "So, what you, what you need to do is develop a timeline and a cost of putting this on-line. It just makes no sense in today's age of technology that we're still doing pencil and

## MINUTES

paper and trying to get people in and taking up folks' time to sit down and --"

Ms. Talley: "Agreed."

Mayor: "Can you -- can you get us that?"

Ms. Talley: "Yes and we've already started the conversations with fire and police. Um -- so, we're, we're aggressively pursuing it."

Mayor: "Alright."

President: "Madam Comptroller?"

Comptroller: "Yeah, I have a couple questions. Um -- you said that you were assessing ah -- your software solutions. How far along are you and when will it be completed and ah -- yeah, how far along and when will it be completed?"

Ms. Talley: "Um -- so we have, we're developing the scope of work now um -- I'm sorry. Latonya can you come up and talk about the timeline for that. Ms. Bryant is the Deputy Director of HR Administration."

Ms. Latonya Bryant: "Hi."

Comptroller: "Hi."

## MINUTES

Ms. Bryant: "Um -- our existing --"

Mayor: "State your name, Ms. Bryant."

Interim City Solicitor: "Your name, Latonya."

Ms. Bryant: "I'm sorry, Latonya Bryant."

Mayor: "Title."

Ms. Bryant: "Deputy Director, HR Administration. Um -- the contract that we have right now it um -- does not expire until January of next year. So, we're developing the scope of work now."

Comptroller: "Okay. Um -- another question I had. You were developing -- developing policies and procedures that adequately address your record maintenance, when will this be completed?"

Ms. Talley: "We're right now working on every single division within the Department of Human -- Human Resources establishing key performance indicators by which they will be evaluated. So, it will give us a measurement tool. Um -- so, I anticipate that before the end of the fiscal year those um -- KPIs will be in place."

## MINUTES

Comptroller: "Okay. And, my last question, you stated that you plan to ah -- pilot an electronic classification and compensation requests, submission and reporting. When will this pilot be initiated and when will it be in place?"

Ms. Talley: "Before the end of this fiscal year."

Comptroller: "Okay. So, is it possible for you all to report back to the Board at the beginning of the fiscal year to see how far along you are with --"

Ms. Talley: "Absolutely."

Comptroller: "-- these recommendations?"

Ms. Talley: "And -- and I also want to circle back to your question um -- President Young, about the duration of Civil Service. So, one of the things that we have done um -- and we are prepared to launch today um -- is revamping the Civil Service roles. Um -- so we have already revamped the recruitment selection and testing process rules. They have already been adopted by the Civil Service Commission. Um -- we plan to, within the next weeks -- several weeks, have information

## MINUTES

sessions with the agent -- the impacted agencies to let them know what the -- the changes are. Um -- so that they can properly administer the new rules and I think that -- that will give some relief in terms of time to fill too."

President: "Okay. Um -- ah, I would like to um -- have that information sent over to my office so we can see it, as well."

Ms. Talley: "Sure."

President: "Any further questions? Thank you."

Ms. Talley: "Thank you."

President: "The Audit has been **NOTED.**"

\* \* \* \* \*

**MINUTES**

Department of Communication Services - Amendment to  
Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Amendment to the Consultant Agreement with The Battles Group, LLC. The Board is also requested to approve and authorize payment by Expenditure Authorization. The Amendment to the Consultant Agreement extends the period of the Consultant Agreement through March 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$99,750.00 - 2039-000000-1330-158400-603018  
(Estimated Charge)

**BACKGROUND/EXPLANATION:**

On March 25, 2015, the Board approved the Consultant Agreement with The Battles Group, LLC, in the amount of \$204,750.00, for 2 years upon completion of all project phases, whichever comes latest, but in no case longer than 3 years.

The Battles Group, LLC will assist the Department of Communication Services, Municipal Telephone Exchange, the Mayor's Office of Information Technology, and the City in providing telecommunication consulting services for upgrading the City-wide legacy telephone systems to VoIP.

The Amendment to the Consultant Agreement will increase the amount of the Consultant Agreement by \$99,750.00 and extends the period of the Consultant Agreement through March 2018.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

## MINUTES

Department of Communication Services - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to the Consultant Agreement with the Battles Group, LLC and approved and authorized payment by Expenditure Authorization. The Comptroller **ABSTAINED**.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

On the recommendations of the City agency

Hereinafter named, the Board,

UPON MOTION duly made and seconded,

awarded the formally advertised contract

listed on the following page:

1113

to the low bidder meeting the specifications.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Purchases

1. B50004849, Phosphoric Acid-15% Chemrite, Inc. \$ 100,000.00

(Dept. of Public Works/Water & Wastewater)

**MWBOO GRANTED A WAIVER.**

**MINUTES**

Department of Housing and - Community Development Block  
Community Development Grant Agreement (CDBG)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Community Development Block Grant (CDBG) Agreement with Baltimore Neighborhoods, Inc. The period of the agreement is October 1, 2016 through September 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$53,610.00 - 2089-208917-5930-435984-603051

**BACKGROUND/EXPLANATION:**

The CDBG Agreement will provide funding to subsidize Baltimore Neighborhoods, Inc. (BNI) operating expenses. The organization will continue working toward the maintenance of an open housing market, the improvement of tenant/landlord relations, and the promotion of affirmative fair housing practices in the sale and rental of housing. The BNI will also provide outreach and education to inform the public about tenant/landlord issues, fair housing statutes and other civil rights concerns and will refer complaints to the Maryland Commission of Human Relations and monitor their response to complaints.

**FOR FY 2017, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$16,400.00.**

**MBE: \$ 4,428.00**

**WBE: \$ 1,640.00**

**MINUTES**

Department of Housing and - cont'd  
Community Development

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

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

Upon approval of the resolution, the DHCD's Contracts Section began negotiating and processing the CDBG Agreements as outlined in the Plan effective July 1, 2016 and beyond. Consequently, this agreement was 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 Community Development Block Grant Agreement with Baltimore Neighborhoods, Inc.

MINUTES

Health Department - TRANSFER OF LIFE-TO-DATE SICK  
LEAVE WAIVER OF MAXIMUM DAYS

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

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:

Juliet Saunders	1
Joan M. Johnson	3
Dana Senior	3
Gloria Bolodeoku	5
Angelisa Morton	5
Komisha McCullum	5
<b>Total:</b>	<b>22</b>

Ms. Alderman-McCauley 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. These transfers will allow Ms. Alderman-McCauley to remain in pay status.

**APPROVED FOR FUNDS BY FINANCE**

**THE LABOR COMMISSIONER RECOMMENDED APPROVAL.**

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

**MINUTES**

Health Department - License Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a License Agreement with Aids Action Baltimore, Inc. The period of the agreement is April 1, 2017 - March 31, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$3,300.00 - 6000-633017-3024-295900-406001

**BACKGROUND/EXPLANATION:**

The License Agreement will allow the Aids Action Baltimore, Inc. to use the Mason F. Lord Room at the Waxter Senior Center for programmatic meetings on the first and last Wednesday evenings from 6:00 - 8:00 p.m.

The Arts and Crafts Room at the Waxter Senior Center will be used on the following Wednesdays: May 10, July 12, September 13, October 18 and November 15, 2017 for Art Therapy.

**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 License Agreement with Aids Action Baltimore, Inc.

## MINUTES

Health Department - Agreements

The Board is requested to approve and authorize execution of the various Agreements. The period of the agreement is July 1, 2016 through June 30, 2017.

**1. SOLID ROCK HEALTH EDUCATORS, LLC** **\$60,500.00**

The agreement is late because revisions delayed processing.

**2. OLUBUKOLA AKINYELE, R.N.** **\$60,500.00**

The agreement is late because it was requested late in the Fiscal Year.

Account: 4000-426217-3110-306800-603018

The Maryland State Department of Health and Mental Hygiene (DHMH) is designated as the single State agency to administer all aspects of the Community First Choice (CFC) and the Community Personal Assistance Services (CPAS), formerly known as Maryland Medical Assistance Personal Program. The CFC and the CPAS will provide services and support to enable older adults and people with disabilities to live in their homes.

The Department has an agreement with the DHMH to participate in the program as the case monitoring agency and to contract with Nurse Monitors who will supervise the provision of services to eligible recipients.

The Nurse Monitor will exercise independent professional judgment and carry professional liability insurance. Each Nurse Monitor will be an independent contractor and not an employee of the City.

The Nurse Monitor will be responsible for providing oversight and quality monitoring of the participant health status and the outcomes of personal assistance for the CFC and the CPAS participants. They will make home visits, maintain clinical records, and utilize the Long Term Support Maryland Tracking System as required.

**MINUTES**

Health Department - cont'd

**MWBOO GRANTED A WAIVER.**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

Bureau of the Budget and                    - Grant Award and Appropriation  
Management Research (BBMR)            Adjustment Order No. 57

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a Grant Award to the Baltimore City Police Department, Service 642 (Crime Laboratory) from the Governor's Office of Crime Control and Prevention. The period of the Grant Award is January 1, 2017 through October 31, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$27,300.00 - These funds are from the Governor's Office of Crime Control and Prevention. The appropriation will be placed in a State grant fund, detailed fund 588917.

No appropriation adjustment action is required by the Board of Estimates.

**BACKGROUND/EXPLANATION:**

This award for forensic enhancements assists in developing and implementing strategies specifically intended to increase efficiency in the Police Department's Crime Laboratory. The grant funds will be used to purchase various pieces of equipment designed to increase productivity in the Crime Laboratory.

**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 to the Baltimore City Police Department, Service 642 (Crime Laboratory) from the Governor's Office of Crime Control and Prevention.



**MINUTES**

BBMR - cont'd

**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 a Grant Award from the Governor's Office of Crime Control and Prevention. The Board further approved the Appropriation Adjustment Order No. 60 to transfer unallocated federal funds within the Police Department from Service 626 (Homeland Security-Intelligence) to Service 634 (Crowd, Traffic, and Special Events Management).

**MINUTES**

Bureau of the Budget and                    - Grant Award and Appropriation  
Management Research (BBMR)            Adjustment Order No. 56

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a Grant Award from the Foundation to Promote Open Society (FPOS). The period of the grant Award is November 1, 2016 through October 31, 2017.

The Board is further requested to approve the Appropriation Adjustment Order No. 56 (AAO) to transfer unallocated federal funds within the Police Department from Service 626 (Homeland Security - Intelligence) to Service 621 (Administration).

**AMOUNT OF MONEY AND SOURCE:**

\$300,000.00 - From: 4000-400017-2023  
Unallocated Federal funds

To: 6000-616617-2014  
Administration

**BACKGROUND/EXPLANATION:**

The purpose of this grant award is to hire and train staff needed to achieve the mandates from the U.S. Department of Justice Consent Decree and bring about equitable policing in Baltimore City. The grant will be expended according to the project proposal and budget approved by the FPOS

**MBE/WBE PARTICIPATION:**

N/A

## MINUTES

BBMR - cont'd

**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 Foundation to Promote Open Society. The Board further approved the Appropriation Adjustment Order No. 56 to transfer unallocated federal funds within the Police Department from Service 626 (Homeland Security - Intelligence) to Service 621 (Administration).

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

1. Department of Public Works - WC 1345-AR, Repaving Utility Cuts and Sidewalk Restoration at Various Locations  
**BIDS TO BE RECV'D: 04/12/2017**  
**BIDS TO BE OPENED: 04/12/2017**
  
2. Department of Public Works - SC 953, Sanitary Sewer Collection System Improvements in the Level Sewershed  
**BIDS TO BE RECV'D: 04/26/2017**  
**BIDS TO BE OPENED: 04/26/2017**
  
3. Department of Transportation - TR 17015, Resurfacing Highway at Various Locations, Northeast, Sector - I  
**BIDS TO BE RECV'D: 04/26/2017**  
**BIDS TO BE OPENED: 04/26/2017**
  
4. Department of Transportation - TR 17016, Resurfacing Highways at Various Locations, Northwest, Sector - II  
**BIDS TO BE RECV'D: 04/26/2017**  
**BIDS TO BE OPENED: 04/26/2017**
  
5. Department of Transportation - TR 17017, Resurfacing Highways at Various Locations, Southwest, Sector - III  
**BIDS TO BE RECV'D: 04/26/2017**  
**BIDS TO BE OPENED: 04/26/2017**
  
6. Department of Transportation - TR 17018, Resurfacing Highways at Various Locations, Southeast Sector - IV  
**BIDS TO BE RECV'D: 04/26/2017**  
**BIDS TO BE OPENED: 04/26/2017**

**MINUTES****PROPOSALS AND SPECIFICATIONS** - cont'd

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

\* \* \* \* \*

**MINUTES**

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

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

*Kim A. Trueheart*

March 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 - 88, City Council President and members of the Board of Estimates, BOE Agenda dated March 29, 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;

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

*5519 Belleville Ave  
Baltimore, MD 21207*

- 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.
- 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 29, 2017.

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

Sincerely,  
Kim Trueheart,  
Voter, Citizen & Resident

*5519 Belleville Ave  
Baltimore, MD 21207*

MINUTES

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

\* \* \* \* \*

**MINUTES**

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

**BIDS, PROPOSALS, AND CONTRACT AWARDS**

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

Department of Transportation - TR 11307, Park Circle  
Intersection Improvements  
**BIDS TO BE RECV'D: 04/12/2017**  
**BIDS TO BE OPENED: 04/12/2017**

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 Transportation - TR 11318, Key Highway at Light  
Street Intersection Improvements

Monumental Paving & Excavating, Inc.  
M. Luis Construction Co., Inc.  
P. Flanigan & Sons, Inc.  
Civil Construction LLC

MINUTES

Bureau of Purchases - B50004917, Boiler Repair Related Services

Power & Combustion, Inc.  
Chasney and Company, Inc.  
Flo-Tron Contracting, Inc.  
East Coast Welding and Construction Co., Inc.

Bureau of Purchases - B50004831, Courier Services

Falcon Express Transportation, Inc.  
Runners, Inc.

Bureau of Purchases - B50004828, Incontinent Supplies & Durable Equipment

Old Court Pharmacy, Inc.  
District Health Care & Janitorial Supply, Inc.  
Resplife Medical Solutions, Inc.  
Bio-Medic  
Technoformers  
Westnet, Inc.  
1st Needs Medical  
M&M Merchandisers Medical Supply and Equipment, LLC

\* \* \* \* \*

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, April 5, 2017.

  
JOAN M. PRATT  
Secretary