

MINUTES**REGULAR MEETING**

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

President: "Good morning, the December 21, 2016, meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiency of these hearings, persons who are disruptive to the hearing will be asked to leave the hearing room immediately. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing. Before I recognize the Deputy Comptroller, I want to recognize uh -- where did he go? Councilman Dorsey who has joined us. Any other elected officials? I will direct the Board members attention to the memorandum from my office dated December 19, 2016, identifying matters to be considered as routine agenda items with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a Motion to approve all items contained on the routine agenda."

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

Comptroller: "Second."

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

The Motion carries. The routine agenda has been adopted.

Before - Oh, I want to recognize Eric Costello, Councilman

Costello, who has joined us as well."

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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:

ACM Services, Inc.	\$ 1,500,000.00
Doughboy Hauling	\$ 1,500,000.00
JCM Control Systems, Inc.	\$ 1,500,000.00
Mayer Pollock Steel Corporation	\$ 8,000,000.00
McLean Contracting Company	\$253,044,000.00
Milani Construction, LLC	\$ 8,000,000.00
Schemm Electric Co., Inc.	\$ 8,000,000.00

2. Prequalification of Architects and Engineers

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

John Milner Associates Preservation	Architect
Moffatt & Nichol	Engineer

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

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

The Board is requested to approve and authorize execution of a Lease Agreement with TierPoint Maryland, LLC, Tenant, for the rental of the property known as a portion of the paved Baltimore City public area directly adjacent to 1401 Russell Street, under the Russell Street Viaduct, consisting of 1,960 sq. ft. The period of the Lease Agreement is October 15, 2016 through October 14, 2021, with the option to renew for two 5-year terms.

AMOUNT OF MONEY AND SOURCE:

The rent will be as follows:

<u>Year</u>	<u>Annual Rent</u>	<u>Monthly Rent</u>
October 15, 2016	\$13,086.84	\$1,090.57
October 15, 2017	\$13,479.45	\$1,123.29
October 15, 2018	\$13,883.83	\$1,156.99
October 15, 2019	\$14,300.34	\$1,191.70
October 15, 2020	\$14,729.35	\$1,227.45

1st Renewal:

October 15, 2021	\$15,171.23	\$1,264.27
October 15, 2022	\$15,626.37	\$1,302.20
October 15, 2023	\$16,095.16	\$1,341.26
October 15, 2024	\$16,578.02	\$1,381.50
October 15, 2025	\$17,075.36	\$1,422.95

2nd Renewal:

October 15, 2026	\$17,587.62	\$1,465.64
October 15, 2027	\$18,115.25	\$1,509.60
October 15, 2028	\$18,658.70	\$1,554.89
October 15, 2029	\$19,218.47	\$1,601.54
October 15, 2030	\$19,795.02	\$1,649.59

MINUTESSpace Utilization Committee - cont'd

The property will be used as a motor vehicle parking lot exclusively by TierPoint Maryland LLC, its tenants, employees, and guests to park their privately-owned automobile and commercial vehicles.

BACKGROUND/EXPLANATION:

The Tenant accepts the property in its existing condition. The Tenant will not use the property for any illegal, unlawful, or improper purposes, or for any activity which will constitute a nuisance to adjacent properties. The Tenant will maintain liability insurance that names the City as additional insured.

The Tenant will also keep sidewalks clear of ice, snow, and debris. Any improvements must be approved by the Department of Transportation. The Tenant will accommodate and allow any City, State, Federal or public service utility authority access for maintenance or repair of any public structure or system, including any bridge, underground public structure or any railroad right-of-ways.

Upon termination of Lease, the City will retain ownership of the installed fence surrounding the leased premises, or if the City desires upon termination, have the Tenant remove the fence and return the Leased Premises to its previous condition, reasonable wear and tear accepted. The Tenant will maintain at its cost and expense the Leased Premises to assure the piers, columns, utilities, and other related Russell Street Viaduct facilities are not damaged or impaired. If the Tenant causes damage to the Russell Street Viaduct piers, columns, utilities, and other related Russell Street Viaduct facilities, the Tenant will be responsible for repairs and inform the City within 24 hours.

The Space Utilization Committee approved this Lease Agreement on December 13, 2016.

This Lease Agreement is late due to the administrative process.

MINUTES

Space Utilization Committee - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Lease Agreement with TierPoint Maryland, LLC, Tenant, for the rental of the property known as a portion of the paved Baltimore City public area directly adjacent to 1401 Russell Street, under the Russell Street Viaduct, consisting of 1,960 sq. ft.

MINUTES

Space Utilization Committee - Transfer of Jurisdiction

ACTION REQUESTED OF B/E:

The Board is requested to approve transfer of jurisdiction of the properties known as 579 and 581 Baker Street (Block 302, Lots 24 and 23) from the inventory of the Department of Real Estate to the inventory of the Department of Housing and Community Development.

BACKGROUND/EXPLANATION:

The properties are being transferred from Tax Sales to the Department of Housing and Community Development for the next phase of the Baker's View Development project with Druid Heights CDC.

The Space Utilization Committee approved this transfer of jurisdiction on December 13, 2016.

UPON MOTION duly made and seconded, the Board approved the transfer of jurisdiction of the properties known as 579 and 581 Baker Street (Block 302, Lots 24 and 23) from the inventory of the Department of Real Estate to the inventory of the Department of Housing and Community Development.

MINUTES

Department of Real Estate - Node Relocation Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Node Relocation Agreement with ExteNet Systems, Inc., Licensee, for the relocation of a pole from the northeast to the southeast corner of Baltimore and Chester Streets.

AMOUNT OF MONEY AND SOURCE:

\$14,059.91 - annual attachment fee

BACKGROUND/EXPLANATION:

On July 1, 2015, the Board approved a Franchise Agreement with the Licensee. On August 19, 2015, the Board approved an Attachment Agreement, which permitted the Licensee to construct, install and operate communication facilities and attach them to City-owned streetlight poles. Although the Licensee submitted an application to the Commission for Historical and Architectural Preservation (CHAP), CHAP did not approve the pole. The Licensee was unaware that the pole had not been approved when it was installed. In the interest of resolving this matter, the Licensee has agreed to move the pole from in front of 2101 E. Baltimore Street. However, the Licensee did request an abatement of the attachment fee for five years to recoup a portion of the cost of the relocation.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Node Relocation Agreement with ExteNet Systems, Inc., Licensee, for the relocation of a pole from the northeast to the southeast corner of Baltimore and Chester Streets.

MINUTES

Space Utilization Committee - Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Lease Agreement with Citizens United for the 44th District, Inc., Tenant, for the rental of a portion of property known as 122 N. Vincent Street, former Martin Luther King Recreation Center, consisting of approximately 0.474 acres. The Lease Agreement is effective upon Board approval for five years, with an option to renew for one five-year term.

AMOUNT OF MONEY AND SOURCE:

The rent will be \$1.00, if demanded.

BACKGROUND/EXPLANATION:

The leased premises will be used as a community center. The hours of operation will be Monday through Friday, 3:30 pm to 8:30 pm, and Saturday, 9:00 am to 2:30 pm. The Tenant is responsible for utilities, removal of ice, snow and debris, mowing of the surrounding area, janitorial, security, and maintaining the interior and exterior of the building including foundations, roof, walls, gutter, downspouts, ventilating and heating system, and all water and electrical supply lines. The Tenant will accept the property in its "as is" condition.

The Tenant must procure and maintain liability insurance and name the City as additionally insured.

The Space Utilization Committee approved this Lease Agreement on December 13, 2016.

MINUTES

Space Utilization Committee - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with Citizens United for the 44th District, Inc., Tenant, for the rental of a portion of property known as 122 N. Vincent Street, former Martin Luther King Recreation Center, consisting of approximately 0.474 acres.

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:

5481 - 5482

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 (DGS)</u>		
1. \$ 274,043.99 General Funds	9916-901830-9194 68 th Street Dump Site Environmen- tal - Reserve	9916-916313-9197 Mitchell Court- house Elevators - Active
<p>The elevators at the Mitchell Courthouse are outdated, unreliable, and in continuous need of repair. They have outlived their useful life and need to be replaced. This transfer will provide funds to the DGS to upgrade the elevators and all associated in-house costs. The upgrades will include the freight elevator, prisoner elevator, and the Law Library dumbwaiter, in addition to providing a new passenger elevator in the existing shaft.</p>		
2. \$ 125,000.00 1 st Parks & Public Facilities Loan	9916-910203-9194 Northwest District Police Station Bathroom Reno- vations - Reserve	9916-910303-9197 Northwest District Police Station Bath- room Renovations - Active
<p>The restrooms at the Northwest Police Station are original to the building and are in need of updating in order to accommodate the users. In addition, a women's restroom will also be reconstructed. This transfer will provide funds to the DGS for the restroom renovations and all associated in-house costs. These renovations will include both removal and installation of hand sinks, toilet partitions, and flush valves along with floor and wall resurfacing on the first floor male, female, and prisoner restrooms.</p>		

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks</u>		
3. \$ 3,000.00	9938-909064-9475	
1 st Parks & Public Facilities	FY16 Athletic Field Renovation - Reserve	
9,000.00	9938-909064-9475	
<u>State</u>	Program Open Space FY16 Athletic Field Renovation - Reserve	
\$ 12,000.00	-----	9938-910064-9474 FY16 Athletic Field Renovation - Active

This transfer will provide funds to cover costs associated with Phase I Environmental Site Assessment and soils sampling for the proposed Riverside Park expansion currently owned by CSX.

Mayoralty-Related/Department of Planning

4. \$ 580,000.00	9904-921021-9129	
1 st Community and Economic Development Bond	INSPIRE Plan Implementation Reserve	
\$ 500,000.00	-----	9904-910023-9127 INSPIRE Area Side- walks and Tree Pits Active
<u>80,000.00</u>	-----	9904-907024-9127 INSPIRE Area Street Trees - Active
\$ 580,000.00		

This transfer will fund improvements to sidewalks and street trees along the primary routes for the INSPIRE planning areas around schools being renovated through the 21st Century Building Initiative.

MINUTES

Department of Recreation & Parks - Right-of-Entry Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Right-of-Entry Agreement with the Baltimore City Public School System (BCPSS). The period of the agreement is effective upon Board approval through January 31, 2017.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

This Right-of-Entry Agreement will grant permission to the Department to have fiber optic cables installed on the property of Lakeland Elementary School #12 located at 2921 Stranden Road, by an outside contractor. This will provide updated internet connectivity at Lakeland Recreation Center located on the property of the school. This agreement may not extend past six-months from the date of approval by the BCPSS, unless agreed to and amended in writing by the parties.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Right-of-Entry Agreement with the Baltimore City Public School System.

MINUTES

Department of Recreation and Parks - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 3 to Gannett Fleming, Inc. under Project No. 1232, On-Call Design Service. The period of the task assignment is approximately two years.

AMOUNT OF MONEY AND SOURCE:

\$68,395.49 - 9938-910064-9474-900000-703032

BACKGROUND/EXPLANATION:

This task will include design development services for Gwynns Falls/Leakin Park Athletic Fields.

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

MBE/WBE PARTICIPATION:

The contractor has achieved the following percentages:

MBE: 3.40%

WBE: 0.00%

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

Department of Recreation and Parks - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$14,000.00 1 st Parks & Public Facilities	9938-909064-9475 FY 16 Athletic Field Renovation Reserve	
42,000.00 <u>State</u>	9938-909064-9475 Program Open Space - FY 16 Athletic Field Renovation Reserve	
\$56,000.00	-----	9938-910064-9474 FY 16 Athletic Field Renovation Active

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1232 Task #3 to Gannett Fleming, Inc.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 3 to Gannett Fleming, Inc. under Project No. 1232, On-Call Design Service. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Department of General Services - Final Release of Retainage Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Final Release of Retainage Agreement with Restoration East, LLC, under GS 14814R, Water Street Garage Repairs.

AMOUNT OF MONEY AND SOURCE:

\$25,000.00 - 2075-000000-5800-408500-200001

BACKGROUND/EXPLANATION:

As of November 4, 2015, Restoration East, LLC, has completed 100% of all work for GS 14814R, Water Street Garage Repairs. The Contractor has requested a Final Release of Retainage in the amount of \$25,000.00 and the City has determined that its interests are fully protected. Currently, the City is holding \$25,000.00 in retainage for the referenced project.

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 Final Release of Retainage Agreement with Restoration East, LLC, under GS 14814R, Water Street Garage Repairs.

MINUTESElected Officials' Retirement System - Subscription Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Subscription Agreement with Neuberger Berman U.S. Equity Index Putwrite Fund LLC, managed by Neuberger Berman Investment Advisers LLC.

AMOUNT OF MONEY AND SOURCE:

\$1,000,000.00 - approximately of Elected Officials' System (EOS) funds

No General Fund monies are involved in this transaction.

BACKGROUND/EXPLANATION:

The EOS funds of approximately \$1,000,000.00 will be invested in Neuberger Berman U.S. Equity Index Putwrite Fund LLC a defensive equity commingled fund.

The EOS Board of Trustees conducted a search for a private equity investment manager and as a result of that search selected Neuberger Berman Investment Advisers LLC to initially receive \$1,000,000.00 to be invested in Neuberger Berman U.S. Equity Index Putwrite Fund LLC. The search and selection process was conducted with the assistance and advice of the EOS investment advisor, Marquette Associates.

MWBOO GRANTED A WAIVER.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Subscription Agreement with Neuberger Berman U.S. Equity Index Putwrite Fund LLC, managed by Neuberger Berman Investment Advisers LLC. The Comptroller

ABSTAINED.

MINUTES

Employees' Retirement System (ERS) - Subscription Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Subscription Agreement with Neuberger Berman U.S. Equity Index Putwrite Fund LLC, managed by Neuberger Berman Investment Advisers LLC.

AMOUNT OF MONEY AND SOURCE:

\$37,000,000.00 - approximately of Employees' Retirement System funds

No General Fund monies are involved in this transaction.

BACKGROUND/EXPLANATION:

The ERS funds of approximately \$37,000,000.00 will be invested in Neuberger Berman U.S. Equity Index Putwrite Fund LLC a defensive equity commingled fund.

The ERS Board of Trustees conducted a search for a private equity investment manager and as a result of that search selected Neuberger Berman Investment Advisers LLC to initially receive \$37,000,000.00 to be invested in Neuberger Berman U.S. Equity Index Putwrite Fund LLC. The search and selection process was conducted with the assistance and advice of the ERS investment advisor, Marquette Associates.

MWBOO GRANTED A WAIVER.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Subscription Agreement with Neuberger Berman U.S. Equity Index Putwrite Fund LLC, managed by Neuberger Berman Investment Advisers LLC. The Comptroller

ABSTAINED.

MINUTES

Employees' Retirement System (ERS) - Subscription Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Subscription Agreement with Neuberger Berman U.S. Equity Index Putwrite Fund LLC, managed by Neuberger Berman Investment Advisers LLC.

AMOUNT OF MONEY AND SOURCE:

\$23,000,000.00 - approximately of OPEB Trust assets

No General Fund monies are involved in this transaction.

BACKGROUND/EXPLANATION:

The ERS funds of approximately \$23,000,000.00 will be invested in Neuberger Berman U.S. Equity Index Putwrite Fund LLC a defensive equity commingled fund.

The ERS Board of Trustees conducted a search for a private equity investment manager and as a result of that search selected Neuberger Berman Investment Advisers LLC to initially receive \$23,000,000.00 to be invested in Neuberger Berman U.S. Equity Index Putwrite Fund LLC. The search and selection process was conducted with the assistance and advice of the OPEB Trust's investment advisor, Marquette Associates.

MWBOO GRANTED A WAIVER.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Subscription Agreement with Neuberger Berman U.S. Equity Index Putwrite Fund LLC, managed by Neuberger Berman Investment Advisers LLC. The Comptroller

ABSTAINED.

MINUTES

Mayor's Office of Human Services (MOHS) - Agreements

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

1. **BEHAVIORAL HEALTH SYSTEM BALTIMORE, INC.** **\$174,000.00**

Account: 1001-000000-5940-781900-603051

Under the terms of this agreement, the organization will use the funds to cover four full-time outreach workers to provide street outreach services to homeless individuals and families. The period of the agreement is October 1, 2016 through June 30, 2017.

The agreement is late because of a delay in budget negotiations.

2. **READING PARTNERS, INC.** **\$ 70,000.00**

Account: 2026-000000-1772-751600-603051

Under the terms of this agreement, Reading Partners, Inc. will use the funds to offset the costs of hiring three AmeriCorps members to staff the expansion of its literary support projects at elementary schools in the South Baltimore Local Impact Grant area. In addition, the funds will be used to support the five-week summer literacy programming for 50 students in partnership with Building Educated Leaders for Life.

The period of the agreement is July 1, 2016 through June 30, 2017.

MINUTES

MOHS - cont'd

The agreement is late because of a delay in receiving signatures from Reading Partners, Inc.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the Expenditure of Funds for emergency waterproofing repairs to the Arena Garage. The Expenditure of Funds is effective upon Board approval for 8 weeks.

AMOUNT OF MONEY AND SOURCE:

\$54,480.00 - 2075-000000-5800-408500-603016

BACKGROUND/EXPLANATION:

The Arena Garage, located at 99 S. Howard Street, requires emergency repair and replacement of the expansion joints located on the Howard Street ramp (the sole vehicle entrance and exit for the Garage). The eight-week period of performance includes two weeks for scheduling the repair job and addressing logistics, four weeks for the contractor to complete the work, and two weeks for other contingencies, such as delays from weather or shipping the expansion joints from the manufacturer.

Built in 1987, this "open-air and unconditioned" parking structure was constructed as a series of concrete slabs elevated over ground-level occupied space. The Howard Street ramp is located directly over the Royal Farms Arena (Arena) loading dock and back-of-house areas.

The elevated concrete slabs are joined by a system of engineered expansion joints. Like concrete, these expansion joints begin to fail as they age. Deteriorating expansion joints not only affect the structural integrity of the Garage, but result in water from rainfall or melting snow leaking to Arena's operations below. These water leaks have not only caused damage to materials and equipment owned by the Arena, but risk damage to the theatrical

MINUTES

PABC - cont'd

sets, materials, or equipment, owned by production companies or Arena clients, putting the City at liability for significant damage claims. The water leaks have also affected the PABC garage operations as well. The PABC is unable to power wash or hose down any area of the garage for fear of causing water to leak into the Arena's loading dock and back of house areas.

To stop the water leaks and to ensure against further damage to the Arena's operations, the PABC will undertake full replacement of 370 linear feet of the perimeter wall-to-slab expansion joints, 38 linear feet of the slab-to-slab expansion joint (where the elevated ramp meets the slab-on-grade), and other miscellaneous repairs. The repairs will be done using the specifications and methods prepared by PABC's engineer in previous expansion joint replacement work in the Garage. The repair will utilize the "Thermaflex" expansion joint system manufactured by EMSEAL. This repair method has been very effective in stopping water leaks.

Structural Restoration Services, Inc. (SRS) will perform the repairs. The PABC has used SRS since 2014 for urgent structural repairs at its garages after a competitive bid process. The company has handled urgent repairs, to the PABC's satisfaction, at four of its garages, including the Arena, Little Italy, Market Center, and the Marriott Garage. The PABC believes that the SRS proposal represents the best value to the PABC and the City in completing this emergency repair.

Completing these repairs will stop more than 99% of the leaks into the Arena's loading dock area under the sloped Howard Street ramp. Completing this work now in December 2016, before winter storms hit the Baltimore area, is of the utmost importance, requiring approval of these emergency funds.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

PABC - cont'd

UPON MOTION duly made and seconded, the Board approved the Expenditure of Funds for emergency waterproofing repairs to the Arena Garage.

MINUTESDepartment 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. 1000 Wills Street	Harbor Point Parcel 1 Holdings	Single face electric sign 1'6" x 10'9.75" Bracket sign 2'4 x 2'4"
Annual Charge: \$228.90		
2. 222 S. High Street	Paul Caruso	Egress Stairway
Annual Charge: \$234.40		
3. 1935 W. Pratt Street	1935-1937 West Pratt Street, LLC	One awning 16' x 3'
Flat Charge: \$302.40		
4. 25 S. Calvert Street	All Star Hotels, LLC	One set of stairs 11' x 5', one ADA ramp 40' x 5', one canopy 61' x 9', one vestibule 7'x4', three planters, two @ 32 sf. each, One @ 24 sf.
Annual Charge: \$3,045.50		

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

MINUTES

Department of Transportation - cont'd

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

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.	INDEPENDENCE ENTERPRISES I, LLC	1436	\$20,060.00

Independence Enterprises I, LLC would like to install new water service to its proposed construction located at 4101 Old York Road. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Letter of Credit in the amount of \$20,060.00 has been issued to Independence Enterprises I, LLC, which assumes 100% of the financial responsibility.

2.	HAMPDEN FAMILY CENTER, INC.	1440	\$24,763.00
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Hampden Family Center, Inc., would like to install new utilities to its proposed new building located in the vicinity of 1104 West 36th Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Letter of Credit in the amount of \$24,763.00 has been issued to Hampden Family Center, Inc., which assumes 100% of the financial responsibility.

MINUTES

DOT - cont'd

MBE/WBE PARTICIPATION:

City funds will not be utilized for the 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 - Traffic Mitigation Agreement

ACTION REQUESTED OF B/E:

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

AMOUNT OF MONEY AND SOURCE:

\$1,222.35 - 9950-905088-9512-000000-490375

BACKGROUND/EXPLANATION:

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Impact Study was required. The Developer proposes to perform the Scope of Work for Brewers Green, LLC at 1207 South Highland Avenue, constructing 12 single family attached dwelling units with a total of 30,600 sq. ft. The Developer agrees to make a one-time contribution in the amount of \$1,222.35 to fund the City's multimodal transportation improvements in the projects vicinity.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Traffic Mitigation Agreement with Brewers Green, LLC.

MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 5 to McCormick Taylor, Inc. under Project 1225, On-Call Design Consultant Services for Resurfacing and Reconstructions. In connection with TR 10318 - East Baltimore Development, Inc. Phase 2. The period of the task assignment is approximately 6 months.

AMOUNT OF MONEY AND SOURCE:

\$25,000.00 - 9960-908500-9557-900000-705032
25,000.00 - 9950-905627-9527-900010-705032
49,912.01 - 9950-902323-9527-900010-705032
\$99,912.01

BACKGROUND/EXPLANATION:

This authorization provides for the continuation of on-site engineering support for the Transportation, Engineering and Construction Division of the Department of Transportation.

MBE/WBE PARTICIPATION:

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

MBE: 27%

WBE: 10%

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Department of Transportation- cont'd

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$64,000.00 FED	9950-903323-9528 Constr. Res. - Key Highway/Inner Harbor Intersect	
16,000.00 <u>MVR</u>	9950-903323-9528 Constr. Res. - Key Highway/Inner Harbor Intersect	
\$80,000.00	-----	9950-902323-9527-5 Inspection Key Highway

This transfer will partially fund the costs associated with Task #5 on Project #1225 "On-Call Design Consultant Services for Resurfacing & Reconstruction: with McCormick Taylor, Inc.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 5 to McCormick Taylor, Inc. under Project 1225, On-Call Design Consultant Services for Resurfacing and Reconstructions. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Department of Transportation (DOT) - Conduit Lease Fee Revision

ACTION REQUESTED OF B/E:

The Board is requested to approve the City annual charges for conduit lease fees to be set at \$2.00 per linear foot. The proposed fees will apply to all users and occupants of the system. The fees shall be effective upon Board approval, or January 01, 2017, whichever occurs later through June 30, 2019.

Annual Conduit Lease Fee (1/01/2017 - 6/30/2019): \$2.00 per occupied liner foot

In addition to the rates defined above, the Board is requested to authorize a monthly late fee of 1.5% upon users of the system who fail to remit payment in full within 60 days of invoice for their annually audited occupied linear feet.

AMOUNT OF MONEY AND SOURCE:

This action does not involve the expenditure of any City funds.

BACKGROUND/EXPLANATION:

Under Article 26, § 23-5 of the Baltimore City Code, the Board of Estimates may set and, from time-to-time, modify the annual charges imposed for the use of the conduits.

The City owns and maintains a system of underground conduits which contain electric, telephone, fiber optic and other types of wires and cables. The entities that own these wires and cables pay the City semi-annual fees for use of the conduit system. Development of the conduit system dates back to 1898, when the City, implementing authority granted by the General Assembly, enacted ordinances that provided for construction of the conduits and required corporations owning or operating overhead wires in Baltimore to place their wires in the conduits and pay conduit rental fees to the City.

MINUTES

DOT - cont'd

Currently, the fees for conduit use are set by the Board of Estimates, which also has authority to direct how the conduit fees are billed and paid. The Baltimore City Department of Transportation (DOT) maintains the conduits. Revenues generated from conduit lease payments are separately accounted for in the City's Conduit Enterprise Fund. At its September 23, 2015 meeting, the Board of Estimates considered and approved a request from the DOT to set the conduit lease fee at \$3.33 per linear foot per year, with an annual adjustment based on the increase in the Consumer Price Index.

Subsequent to this rate increase, several conduit occupants including Baltimore Gas and Electric Company (BGE) and a group of thirteen telecommunication providers (the Communication Providers) brought actions in both State and Federal court, challenging the validity of the City's conduit lease fee increase from \$0.9875 to \$3.33 per linear foot of occupied conduit duct per year. Taken together, BGE and the Communication Providers account for approximately 14.96 million out of a total of 15.61 million linear feet of occupied conduit, or around 93.65% of the total occupancy of the City's conduit system by non-City entities.

To resolve those litigations, the City entered into separate settlement agreements with BGE approved on November 30, 2016 and the Communication Providers (submitted for approval on page 54 of the December 21, 2016 Board of Estimates Agenda), which were subsequently approved by the Board of Estimates. These agreements, among other things, established a conduit lease fee rate structure for the litigants for City Fiscal Year 2017 through City Fiscal Year 2022. This conduit lease fee rate structure is identical to the one that is currently being proposed and recommended by the DOT.

Uniform Rate Structure

The conduit lease fee rate structure currently recommended by the DOT will provide a uniform rate structure for all non-City occupants of the City's conduit system. Such uniformity will ensure that all users of the City's conduit system are on an

MINUTES

DOT - cont'd

equal and level playing field. This, in turn, will likely reduce the City's risk of exposure to claims alleging preferential treatment of one occupant (or a group of occupants) to the detriment of others that currently occupy conduit with the City's conduit system. A uniform rate structure will also allow the City to efficiently and effectively manage billing and other operational procedures associated with its management and maintenance of the conduit system.

Service and System Improvements

The proposed modification of the annual conduit lease fee will still provide additional funding to allow the DOT to transition from the historic reactive maintenance practices to a more preventative and proactive maintenance program to establish a good state of repair for the City's conduit system. In particular, the additional funding provided by this conduit lease rate structure will allow the DOT to reduce the 20,000 annual street light outages that occur leaving our neighborhoods without lights. This is a major service and public safety concern for the City. Finally, the system will be secured with locking lids, restricting access to unauthorized users.

UPON MOTION duly made and seconded, the Board approved the foregoing City annual charges for conduit lease fees to be set at \$2.00 per linear foot. The Board further authorized a monthly late fee of 1.5% upon users of the system who fail to remit payment in full within 60 days of invoice for their annually audited occupied linear feet.

MINUTES

DHCD - cont'd

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

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

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Leonard and Dorothy Wigglesworth, Developers, for the sale of the City-owned property located at 24 N. High Street.

AMOUNT OF MONEY AND SOURCE:

\$50,000.00

BACKGROUND/EXPLANATION:

The project will involve the rehabilitation of the vacant building, which the Developers plan to turn into a music production space. The property is in the Jonestown neighborhood.

The Developers will be using private funds to purchase and rehab the property.

The City will convey all of its rights, title, and interest in 24 N. High Street to the Developers and will be paid at the time of the settlement.

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

The property was valued pursuant to the Appraisal Policy of Baltimore City through the Waiver Valuation Process. The Waiver Valuation Price for 24 N. High Street is \$110,000.00 and the purchase price is \$50,000.00.

MINUTES

DHCD - cont'd

The property is being sold to Leonard and Dorothy Wigglesworth below the price determined by the Waiver Valuation Process because of the following reasons:

- the sale and the rehabilitation will help to promote a specific benefit to the immediate community, and
- the sale and rehabilitation will continue the elimination of blight, create jobs during reconstruction, bring value to the property, to the youth and small businesses of the community, and the property will be returned to the tax rolls.

MBE/WBE PARTICIPATION:

It should be noted that the Developer has agreed to comply with the Minority and Women's Business Enterprise Program of Baltimore City.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Land Disposition Agreement with Leonard and Dorothy Wigglesworth, Developers, for the sale of the City-owned property located at 24 N. High Street.

MINUTES

Department of Housing and - Subordination Agreement
Community Development (DHCD)

ACTION REQUESTED OF B/E:

The Board is requested to approve a Subordination Agreement with TD Bank, N.A. and the Department of Housing and Community Development. The Board is further requested to authorize the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction SUBJECT to review and approval for form and legal sufficiency by the Department of Law.

AMOUNT OF MONEY AND SOURCE:

No additional funds are required.

BACKGROUND/EXPLANATION:

On July 16, 2008, the Board approved a \$750,000.00 loan from the City's Inclusionary Housing Fund (the City Loan) to Small Point Borrower LLC (the Borrower). The proceeds of the City Loan (the City Loan Proceeds) were used to support a portion of the hard costs of the new construction and rehabilitation costs of 40 one, two, and three bedroom, loft style residential rental units targeted to new teachers in the Baltimore City school system (the City Project), which was part of a larger development known as Cannery Square Apartments, also known as Miller's Court Apartments.

The year 2015 marked the end of the Recapture Period for the New Market Tax Credits and the owner was required to refinance the existing first mortgage held by the senior lender, Sun Trust Bank. In order to meet the Refinancing Covenant, the Board approved on December 23, 2015, the replacement of the guarantees provided by Donald Manekin, Thibault Manekin, J. Edward Hamel and Phillip W. Gibbs with a replacement of a new guaranty from Seawall Development Company LLC (Seawall Development) and the refinance of the Sun Trust Bank loan.

MINUTES

DHCD - cont'd

TD Bank N.A. provided a new first mortgage loan in the amount of \$6,200,000.00 that is secured by a first priority lien on the project. The term of the TD Bank loan is for 10 years with an interest rate equal to the 10-year Treasury Rate plus 175 Basis Points.

As a result of the structure of the State Historic Tax Credits, Seawall Development will incur an increased tax liability in 2016. TD Bank N.A. has approved an additional loan to Seawall Development in the amount of \$450,000.00 to assist with the tax obligation. The interest rate on the loan will be approximately 4.5% and the maturity date is October, 2025.

An appraisal prepared by Valbridge Property Advisors Lipman Frizzell & Mitchell LLC determined the "As Is At Market" value of the property to be \$11,520,000.00. With the additional borrowing, the Loan to Value remains below 70%.

Because the City and State are subordinate lenders, TD Bank N.A. is requiring that the City and State execute an updated subordination agreement which the Department respectfully requests the Board's approval. The Department will collect a subordination fee in the amount of \$5,000.00. All other terms and conditions of the Board's July, 2002 and December, 2015 approvals remain in full force and effect.

MBE/WBE PARTICIPATION:

Not applicable.

THE DIRECTOR OF FINANCE REVIEWED AND RECOMMENDED APPROVAL.

MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved the Subordination Agreement with TD Bank, N.A. and the Department of Housing and Community Development. The Board also authorized the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction SUBJECT to review and approval for form and legal sufficiency by the Department of Law.

MINUTES

Department of Housing and - Seventh Amendatory Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Seventh Amendatory Agreement with Healthy Neighborhoods Inc. (HNI).

AMOUNT OF MONEY AND SOURCE:

\$200,000.00 - 9910-916037-9588

BACKGROUND/EXPLANATION:

Matching Grant Funds are provided to homeowners that use the HNI's Home Improvement Loan Products to acquire, improve, or refinance their homes. The Matching Grant is structured as a second or third deed of trust against the property and is forgiven by 20% for each year the owner occupant remains in the property. The borrower is responsible for paying all closing costs, including points.

On April 23, 2008, the Board approved the original agreement, in the amount of \$1,000,000.00, through Ordinance 07-513 to provide matching loans to qualified homeowners. In April 2010, the Board approved the First Amendment to Agreement, in the amount of \$250,000.00. In September 2011, the Board approved the Second Amendment to the Agreement to increase the contract by \$300,000.00. In December 2011, the Board approved the Third Amendment to the Agreement to extend the period provided to make loans.

In July 2012, the Board approved the Fourth Amendment to Agreement in the amount of \$150,000.00, to add to the Matching Grants fund. In October 2014, the Board approved the Fifth Amendment to Agreement to increase the contract amount by \$290,000.00. In April 2016, the Board approved the Sixth Amendment to Agreement to increase the contract amount by \$450,000.00.

MINUTES

DHCD - cont'd

This Seventh Amendatory Agreement will increase the award for the Matching Grants by \$200,000.00, for a total contract amount of \$2,640,000.00. All other terms and conditions of the original agreement remain unchanged.

The Matching Grant Fund is one of HNI's most effective tools for building value in stable, but underpriced communities. Since the fund's inception, Healthy Neighborhoods has provided over 300 Matching Grants.

MBE/WBE PARTICIPATION:

The HNI has signed the Commitment to Comply with the Minority and Women's Business Enterprise Program of the City of Baltimore.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTESDHCD - cont'd**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$200,000.00 28 th CDB	9910-902935-9587 Healthy Neighborhoods, Inc. - Reserve	9910-916037-9588 Healthy Neighbor- hoods Matching Grant

This transfer will provide funding to support Healthy Neighborhoods Inc.'s Matching Grant Program. This program provides funding to owner occupants in designated Healthy Neighborhoods to make improvements to their property.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Seventh Amendatory Agreement with Healthy Neighborhoods Inc. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Department of Public Works/Office - Task Assignment
of Engineering & Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 004 to Louis Berger Water Services, Inc. under Project No. 1503, SC 882, SC 877 and SC 845R, On-Call Project and Construction Management Assistance Services. The original agreement expires on December 15, 2019. The period of the task is approximately 16 months.

AMOUNT OF MONEY AND SOURCE:

\$ 69,878.02 - 9956-905565-9551-900020-706063 - SC 882
 69,878.02 - 9956-904564-9551-900020-706063 - SC 877
69,878.02 - 9956-905527-9551-900020-706063 - SC 845R
\$209,634.06

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction is in need of continued assistance from Louis Berger Water Services, Inc. to provide construction management assistance and on-site inspection services on various projects, including but not limited to SC 882 Enhanced Nutrient Removal at Back River Wastewater Treatment Plant Project 2 - Activated Sludge Plant No. 4, SC 877, Enhanced Nutrient Removal Process and SC 845R - ENR Nitrification Facilities Patapsco Wastewater Treatment Plant for the Department of Public Works, Office of Engineering and Construction.

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 004 to Louis Berger Water Services, Inc. under Project No. 1503, SC 882, SC 877 and SC 845R, On-Call Project and Construction Management Assistance Services.

MINUTES

Department of Public Works/Office - Task Assignment
of Engineering & Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 004 to Rummel, Klepper & Kahl, LLP, under Project No. 1236R, On-Call Stormwater Management Study and Engineering Design Services. The period of the task is approximately 18 months.

AMOUNT OF MONEY AND SOURCE:

\$357,966.79 - 9958-909444-9525-900020-703032

BACKGROUND/EXPLANATION:

On December 27, 2013, The Maryland Department of the Environment (MDE) reissued a National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer (MS4) permit to the City of Baltimore.

The City prepared and submitted Watershed Implementation Plan (WIP) as required by the MS4 Permit. Rummel, Klepper & Kahl, LLP will prepare biddable documents for ER 4046 - Herring Run Pond/Wetland at Perring Parkway and Cloville. The projects are listed in the WIP and they have deadlines and there are stipulated penalties associated with these projects.

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Department of Public Works/Office
of Engineering & Construction

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$400,000.00	9958-909407-9526	9958-909444-9525-3
SW Utility	Constr. Reserve	Design
	Large Stormwater	
	BMP's	

This transfer will cover the costs of Project 1236R, Stormwater Study - ER 4046.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 004 to Rummel, Klepper & Kahl, LLP, under Project No. 1236R, On-Call Stormwater Management Study and Engineering Design Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement with EA Engineering, Science, and Technology, Inc. PBC, Consultant, under Project 1239, On-Call Environmental Services for Hazardous Waste Handling. The Agreement is effective upon Board approval for three years or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$1,000,000.00 - Upset Fee

BACKGROUND/EXPLANATION:

The Consultant will provide environmental services, which includes studies, design, post award services, and related services for hazardous waste handling at Patapsco Wastewater Treatment Plant. The request for any engineering services will be made on an as needed basis.

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

MBE: Batta Environmental Associates, Inc.	\$ 60,000.00	6%
Dhillon Engineering, Inc.	60,000.00	6%
Environ-Civil Engineering, Inc.	90,000.00	9%
Findling, Inc.	60,000.00	6%
	\$270,000.00	27%
WBE: Phoenix Engineering, Inc.	\$ 40,000.00	4%
Urban Green Environmental, LLC	60,000.00	6%
	\$100,000.00	10%

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

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

AUDITS NOTED THE ON-CALL AGREEMENT AND WILL REVIEW TASK ASSIGNMENTS.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Agreement with EA Engineering, Science, and Technology, Inc. PBC, Consultant, under Project 1239, On-Call Environmental Services for Hazardous Waste Handling.

MINUTES

Health Department - Memorandum of Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Memorandum of Agreement with Strong City Baltimore, Inc. The period of the agreement is July 22, 2016 through June 21, 2017.

AMOUNT OF MONEY AND SOURCE:

\$7,500.00 - 6000-616717-3001-268499-603051

BACKGROUND/EXPLANATION:

The organization is the fiscal and administrative sponsor for AmeriCorps VISTA Project, and will provide the services of a Neighborhood Food Advocate Coordinator to assist the Department's Virtual Supermarket Program.

The Neighborhood Food Advocate Coordinator will train 15 Neighborhood Food Advocates on operation of the Virtual Supermarket Program and principles of coalition building, community organizing, food justice, and other related topics using a "Train-the-Trainer" model in targeted food desert communities. The organization will also assist the Community Organizer with organizing the annual Baltimore Food Justice Forum, targeting 125 community leaders, organizers and other residents working on or interested in community-based interventions in Baltimore neighborhoods, including Neighborhood Food Advocates in communities where the Virtual Supermarket Program operates in order to create a sustainable food security network. The organization will further and assist the Community Organizer with organizing three follow-up workshops, meetings, or events through the annual Baltimore Food Justice Forum.

The agreement is late because revision delayed processing.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Health Department - cont'd

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

MINUTES

Health Department (BCHD) - Agreements, Sub-Award, and Grant Agreement

The Board is requested to approve and authorize execution of the following agreements and a Sub-Award/Agreement.

1. **GOVANS CENTER FOR RETIRED PERSONS, INC.** **\$ 49,353.00**

Account: 4000-433517-3024-761404-603051

Govans Center for Retired Persons, Inc. operates a senior program, which serves as the community focal point for seniors and their caregivers. Services to be provided include, but are not be limited to, social, recreational, and educational programs, information and assistance, outreach, wellness and transportation. The period of the agreement is October 1, 2016 through September 30, 2017.

2. **GOVANS ECUMENICAL DEVELOPMENT CORPORATION (GEDCO)** **\$ 62,748.00**

Account: 4000-433517-3024-761418-603051

GEDCO operates a senior program which serves as the community focal point for seniors and their caregivers. Services to be provided include, but are not limited to, social, recreational, and educational programs, information and assistance, outreach, wellness and transportation. The agreement period is October 1, 2016 through September 30, 2017.

MWBOO GRANTED A WAIVER.

These agreements are being submitted at this time because the Department was waiting on finalization of budget and signatures from the provider.

MINUTES

Health Department - cont'd

3. **LIVING CLASSROOMS FOUNDATION, INC.** **\$264,769.00**

Account: 4000-430512-3160-308600-603051

As a Safe Streets site that has experienced reductions in shootings/homicides and has been in existence over three years, Living Classrooms Foundation, Inc. asserts that the elimination of violence in part or all of its written mission statement and to that end agrees to transition to the Safe Streets Maintenance Model (SSMM), using the Cure Violence (formerly CeaseFire) techniques with fidelity. The SSMM focuses on mediation as shown to be most effective in reducing shootings and homicides in Baltimore.

The SSMM will transition the Outreach Teams to teams of Violence Interrupters to sustain previous efforts to eradicate violence by focusing on using the following approach: identifying and detecting potential shooting events, identifying and detecting individuals and groups at highest risk of involvement of shooting or killing, interrupting potential violence by mediating conflicts and preventing retaliation, changing behaviors and norms of those at highest risk of involvement in shooting or killings, and by using data to inform daily efforts and make necessary changes to interruption strategies. The period of the agreement is July 1, 2016 through June 30, 2017.

This agreement is late because of delays in the administrative review process.

MWBOO GRANTED A WAIVER.

MINUTES

Health Department - cont'd

SUB-AWARD AND GRANT AGREEMENT

4. **NATIONAL ASSOCIATIONS OF COUNTY AND CITY HEALTH OFFICIALS (NACCHO)** **\$145,000.00**

Account: 6000-606417-3160-308600-404001

The NACCHO was awarded a grant titled "Expansion of Safe Streets to at-risk Neighborhoods" to increase implementation of evidence-based violence prevention interventions in high-risk communities for shootings and homicides.

The NACCHO will achieve this goal through two primary activities: (1) provide funding support to the BCHD to implement the Safe Streets Campaign in one high-risk community and, (2) monitor BCHD's work plan for Safe Streets implementation.

The BCHD will be funded to support implementation of the Safe Streets Campaign in Sandtown-Winchester. The period of agreement is July 1, 2016 through June 30, 2017.

This Sub-award Agreement is late because revisions delayed processing.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION dully made and seconded, the Board approved and authorized execution of the foregoing Agreements, Sub-Award and Grant Agreement. The President **ABSTAINED** on item no. 3.

MINUTES

Health Department - Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Grant Agreement from the Maryland Department of Transportation (MDoT), and the Maryland Transit Administration (MTA), for the FY 17 Statewide Special Transportation Assistance Program (SSTAP). The period of the Grant Agreement is July 1, 2016 to June 30, 2017.

AMOUNT OF MONEY AND SOURCE:

\$379,335.00 - 5000-532717-3255-767200-405001

BACKGROUND/EXPLANATION:

This Grant Agreement is provided by the MDoT, MTA to BCHD to provide subsidy assistance for taxi rides for elderly persons and/or persons with disabilities in Baltimore City.

The Grant Agreement is presented at this time because it was just received from the MDoT.

APPROVED FOR FUNDS BY FINANCE.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Agreement from the Maryland Department of Transportation, and the Maryland Transit Administration, for the FY 17 Statewide Special Transportation Assistance Program.

MINUTES

Office of the State's Attorney - Service Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Service Agreement between the Office of the State's Attorney for Baltimore City and the Washington/Baltimore High Intensity Drug Trafficking Area (W/B HIDTA)- Mercyhurst University. The period of the Service Agreement is January 1, 2017 through December 31, 2017.

AMOUNT OF MONEY AND SOURCE:

\$161,602.00 - 4000-404317-1150-118100-600000

BACKGROUND/EXPLANATION:

The W/B HIDTA will reimburse the Office of the State's Attorney for the salary and benefits for two prosecutors to support initiatives in targeting the most violent drug gangs in the City.

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 Service Agreement between the Office of the State's Attorney for Baltimore City and the Washington/Baltimore High Intensity Drug Trafficking Area Mercyhurst University.

MINUTES

Department of Law - TRANSFER OF LIFE-TO-DATE
SICK LEAVE

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

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

<u>Donors</u>	<u>Days</u>
Mark Dewire	1
Janet Henderson	2
Adam Levine	3
Michael Mullen	3
Beulah E. Pittman	1
Michael Redmon	2
Suzanne Sangree	1
Michael D. Schrock	1
Linda L. Shields	1
Victor Tervalva	1
Elva E. Tilman	5
Gwen B. Tromley	2
Total	23

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

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. Gloria Evans Miles.

MINUTESDepartment of Law - TRANSFER OF LIFE-TO-DATE
SICK LEAVE

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

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

<u>Donors</u>	<u>Days</u>
Asenath Brown	5
Michael Mullen	2
Michael Redmond	2
Suzanne Sangree	5
Michael D. Schrock	1
Linda L. Shields	1
Elva E. Tilman	5
Gwen B. Tromley	<u>1</u>
Total	22

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

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. Elizabeth Martinez.

MINUTES

Law Department - Settlement Agreement and Release

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Settlement Agreement and Release for the action brought by Kelly Warner Jeffra, Plaintiff against the Baltimore City Police Department, the Mayor & City Council of the City of Baltimore, Scott Dickson, and Conard Hendrichs for alleged battery, false imprisonment, false arrest, malicious prosecution and violations of a provision of the Maryland Declaration of Rights arising out of an incident in which the Plaintiff was arrested.

AMOUNT OF MONEY AND SOURCE:

\$40,000.00 - 1001-000000-2041-716700-603070

BACKGROUND/EXPLANATION:

On October 28, 2012, Officers responded to the 3500 block of Falls Road for a report of people refusing to pay a cab fare. Officers met with the cab driver, who stated that the passengers entered the residence at 3527 Falls Road without paying for the fare. Police responded to the residence and where police allege that the Plaintiff slammed the door on the hand of an officer. Plaintiff alleges the police busted through the front door knocking Plaintiff and her son to the ground and then used excessive force in effectuating her arrest. There are conflicting accounts regarding the incident.

As a result of the arrest the Plaintiff alleges medical injuries. The Plaintiff also claims emotional distress damages as a result of being arrested. As a result of the incident, Plaintiff filed suit seeking compensatory damages in excess of \$450,000.00 and punitive damages in excess of \$450,000.00. Because of conflicting factual issues and given the uncertainties and unpredictability of jury verdicts, the parties propose to settle the matter for a total sum of \$40,000.00 in return for a dismissal of the litigation.

MINUTES

Law Department - cont'd

Based on a review of the facts and legal issues specific to this case, the Settlement Committee of the Law Department recommends that the Board of Estimates approve the settlement of this case as set forth herein in order to resolve' this litigation and to avoid the expense, time, and uncertainties of further protracted litigation.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement and Release for the action brought by Kelly Warner Jeffra, Plaintiff against the Baltimore City Police Department, the Mayor & City Council of the City of Baltimore, Scott Dickson, and Conard Hendrichs for alleged battery, false imprisonment, false arrest, malicious prosecution and violations of a provision of the Maryland Declaration of Rights arising out of an incident in which the Plaintiff was arrested.

MINUTES

Law Department - Settlement Agreement and Release

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the Settlement Agreement and Release for the negligence lawsuit against the Mayor and City Council of Baltimore filed by Robert Graulich, Plaintiff, arising out of a fall that occurred at 2401 Washington Boulevard, Baltimore, Maryland, on December 13, 2012.

AMOUNT OF MONEY AND SOURCE:

\$80,000.00 - 2036-000000-1752-175200-603070

BACKGROUND/EXPLANATION:

Plaintiff, Mr. Robert Graulich, on December 13, 2012, at approximately 5:00 p.m. travelled by car to 2405 Washington Boulevard. Plaintiff alleges that upon exiting the vehicle he walked towards his home with his groceries where he ventured into the grass to avoid a large group that was waiting for the MTA bus and blocking the sidewalk. After taking a few steps into the grassy area owned by the City, Plaintiff fell into an uncovered manhole up to his chest where he sustained injuries to both legs.

As a result of his injuries, Plaintiff was forced to undergo surgery and rehabilitation. Plaintiff's medical bills amounted to \$45,114.18. Plaintiff's experts would testify to his injuries, residual pain, and permanent impairment as the result of the injuries he sustained in the fall of December 13, 2012.

As a result of the incident, Plaintiff sought damages in excess of \$150,000.00. In light of the legal issues and injuries suffered by the Plaintiff, and to avoid the risks and expense of further litigation and trial, the parties propose to settle this matter for a total sum of \$80,000.00, in return for a complete dismissal of the litigation by Plaintiff.

MINUTES

Law Department - cont'd

Based on a review by the Settlement Committee of the Law Department of the legal and factual issues specific to this particular claim, a recommendation to the Board of Estimates is made to approve the settlement of this claim.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized the Settlement Agreement and Release for the negligence lawsuit against the Mayor and City Council of Baltimore filed by Robert Graulich, Plaintiff, arising out of a fall that occurred at 2401 Washington Boulevard, Baltimore, Maryland, on December 13, 2012.

MINUTES

Department of Law - Settlement Agreement

ACTION REQUESTED OF B/E:

On behalf of the Department of Transportation (DOT), the Board is requested to approve and authorize execution of a Settlement Agreement between Zayo Group, LLC, CenturyLink Communications, LLC, Comcast of Baltimore City, LLC, Crown Castle NG Atlantic, LLC, and its subsidiary 24/7 Mid-Atlantic Networks, LLC, FiberLight, LLC, Level 3 Communications, LLC, and its affiliates Broadwing, LLC, WilTel Communications, LLC, TelCove Operations, LLC, and Level 3 Telecom of Maryland, LLC, Lightower Fiber Networks II, LLC, and Quantum Telecommunications, Inc. (collectively, the Communication Providers) and the Mayor and City Council of Baltimore (City) concerning the Communication Providers' occupancy of the City's conduit system. Specifically, the parties wish to resolve all outstanding disputes concerning the conduit rental fees charged for the Communication Providers' use of the City's conduit system and adopt, among other things, an agreed-upon conduit rental fee rate structure for the City Fiscal Year 2017 through the City Fiscal Year 2022.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The City owns and maintains a system of underground conduits which contain electric, telephone, fiber optic, and other types of wires and cables. The entities that own these wires and cables, including the Communication Providers, pay the City semi-annual fees for use of the conduit system. Development of the conduit system dates back to 1898, when the City, implementing authority granted by the General Assembly, enacted Ordinances that provided for construction of the conduits and required corporations owning or operating overhead wires in Baltimore to place their wires in the conduits and pay conduit

MINUTES

Department of Law - cont'd

rental fees to the City. The City and the Communication Providers have entered into a series of agreements to govern the Communication Providers' use of the City's conduit system. Together, the Communication Providers utilize approximately 2.4 million linear feet of conduit duct space.

The DOT maintains the conduits. Revenues generated from conduit lease payments are separately accounted for in the City's Conduit Enterprise Fund. At its September 23, 2015 meeting, the Board of Estimates considered and approved a request from the DOT to raise the conduit lease fee. Subsequent to this rate increase, the Communication Providers brought an action in Federal Court (Zaya Group, LLC, et al. v. Mayor and City Council of Baltimore, Case No. 1-16-cv-00592) (the Federal Lawsuit), challenging the City's ability to enforce the new conduit lease rate. At present, the Federal Lawsuit has progressed to discovery, and the parties are currently exchanging information and preparing to conduct depositions of relevant fact witnesses. Trial in this particular matter is scheduled to occur after a June 2017 settlement conference.

Based on the risks and expense attendant to continued litigation, the Communication Providers and the City have continued their efforts to reach a resolution regarding the Communication Providers' occupancy of the City's conduit system. The Settlement Agreement currently before the Board for approval provides certainty in the rates the City is entitled to charge the Communication Providers for City Fiscal Years 2017 through City Fiscal Year 2022. It further reduces the risk of the Communication Providers' re-litigating issues related to the City's conduit lease rate until at least City Fiscal Year 2023.

Moreover, this Settlement Agreement would resolve all remaining active litigation surrounding the City's conduit system. The City has previously reached a similar agreement with the Baltimore Gas and Electric Company (BGE) regarding its occupancy

MINUTES

Department of Law - cont'd

of the City's conduit system after the BGE filed a lawsuit in State Court and later intervened in the Federal Lawsuit. The approval of this Settlement Agreement would provide consistency and closure to the dispute concerning the conduit rental rates charged to organizations that have challenged the same in State and Federal Courts.

The Settlement Committee of the Law Department has reviewed this matter, and recommends to the Board of Estimates that settlement of this matter be approved as set forth in the Settlement Agreement.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement between Zayo Group, LLC, CenturyLink Communications, LLC, Comcast of Baltimore City, LLC, Crown Castle NG Atlantic, LLC, and its subsidiary 24/7 Mid-Atlantic Networks, LLC, FiberLight, LLC, Level 3 Communications, LLC, and its affiliates Broadwing, LLC, WilTel Communications, LLC, TelCove Operations, LLC, and Level 3 Telecom of Maryland, LLC, Lightower Fiber Networks II, LLC, and Quantum Telecommunications, Inc. (collectively, the Communication Providers) and the Mayor and City Council of

MINUTES

Department of Law - cont'd

Baltimore concerning the Communication Providers' occupancy of the City's conduit system. Specifically, the parties resolved all outstanding disputes concerning the conduit rental fees charged for the Communication Providers' use of the City's conduit system and adopted, among other things, an agreed-upon conduit rental fee rate structure for the City Fiscal Year 2017 through the City Fiscal Year 2022.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- | | | |
|--|------------|----------|
| 1. COSTAR GROUP | \$8,778.00 | Increase |
| Contract No. B50003505 - Commercial Real Estate Database Service - Department of Finance-BBMR - Req. No. R746803 - P532687 | | |

On May 29, 2014, the City Purchasing Agent approved the initial award in the amount of \$10,944.00. The award contained two 1-year renewal options. On September 15, 2015, the City Purchasing Agent approved the first renewal in the amount of \$10,050.43. On September 28, 2016, the City Purchasing Agent approved the second and final renewal in the amount of \$11,250.43. This increase in the amount of \$8,778.00 is necessary to add the Real Estate Department to the current Master Blanket, P532687 to process outstanding invoices. This increase will make the award amount \$41,022.86. The contract expires on September 14, 2017.

- | | | |
|--|-------------|---------|
| 2. LEGAL FILES SOFTWARE, INC. | \$15,295.00 | Renewal |
| Contract No. 06000 - Maintenance and Support for OIG Case Management System - Office of Inspector General - P.O. No. P535598 | | |

On May 25, 2016, the City Purchasing Agent approved the initial award in the amount of \$15,295.00. The award contained three 1-year renewal options. This first renewal in the amount of \$15,295.00 is for the period February 9, 2017 through February 8, 2018, with two 1-year renewal options remaining.

- | | | |
|--|---------|---------|
| 3. POLYDYNE INC. | \$ 0.00 | Renewal |
| Contract No. B50003258 - Polymeric Flocculent for Patapsco Wastewater Treatment Plants - Department of Public Works, Water and Wastewater - P.O. No. P526024 | | |

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**MWBOO SET GOALS OF 27% MBE AND 0% WBE.**Fresh Air Company, Inc.CommitmentPerformed**MBE:** RCS Plumbing, LLC

27%

\$40,533.00

26%

WBE: N/A**MWBOO FOUND VENDOR IN COMPLIANCE.**Denver-Elek, Inc.CommitmentPerformed**MBE:** Spears Mechanical
Contractors, Inc.

27%

\$100,386.19

58.6%

WBE: N/A**MWBOO FOUND VENDOR IN COMPLIANCE.**J.F. Fischer, Inc.CommitmentPerformed**MBE:** Horton Mechanical
Contractors, Inc.

27%

\$1,211,702.21

31.4%

WBE: N/A**MWBOO FOUND VENDOR IN COMPLIANCE.**

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- 9. DENVER-ELEK, INC.
- R.F. WARDER, INC.
- J.F. FISCHER, INC.

\$3,000,000.00	Renewal
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Contract No. B50003236 - Maintenance & Repair Services for Plumbing and Heating Systems - Departments of General Services and Public Works, etc. - P.O. Nos. P526182, P526183 and P526184

On January 8, 2014, the Board approved the initial award in the amount of \$6,000,000.00. The award contained two renewal options. On January 14, 2015, the Board approved the first renewal in the amount of \$0.00. This final renewal in the amount of \$3,000,000.0 is for the period January 29, 2017 through January 28, 2019. The above amount is the City's estimated requirement. On December 01, 2016, R.F. Warder, Inc. was found in non-compliance. Renewal is recommended SUBJECT to R.F. Warder coming into compliance within 30-days.

MWBOO SET GOALS OF 27% MBE AND 0% WBE.

Denver-Elek, Inc.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Spears Mechanical Contractors, Inc.	27%	\$75,030.89	67.8%

WBE: N/A

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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.

- | | | |
|--|----------------------|-----------------|
| 13. <u>INTERDYNAMICS INCORPORATED</u> | <u>\$ 100,000.00</u> | <u>Increase</u> |
| Contract No. 06000 - Psychology Services - Police Department
- P.O. No. P533984 | | |

On December 28, 2015, the City Purchasing Agent approved the initial award in the amount of \$25,000.00. An increase in the amount of \$12,500.00 was approved by the City Purchasing Agent on June 08, 2016 and an increase in the amount of \$25,000.00 was approved by the Board on July 27, 2016.

This increase in the amount of \$100,000.00 is necessary to cover outstanding invoices and ongoing services, as needed prior to the award of a new competitively bid contract. This increase will make the award amount \$162,500.00. The above amount is the City's estimated requirement.

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|--|----------------------|--------------------|
| 14. <u>ORASURE TECHNOLOGIES, INC.</u> | <u>\$ 700,000.00</u> | <u>Sole Source</u> |
| Solicitation No. 08000 - OraQuick Advance HIV Test Kits -
Baltimore City Health Department - Req. No. R747542 | | |

Orasure Technologies, Inc. is the manufacturer and sole supplier of their rapid HIV test kits which have been certified by the US Food and Drug Administration as the only rapid test kits available in the United States that provide results within 20 minutes with an accuracy of 99% when testing oral fluid.

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

Additionally, these test kits are CLIA (Clinical Laboratory Improvement Amendments) waived, which means they can be administered by non-laboratory personnel, thereby allowing City health clinic staff to administer these tests in a non-laboratory setting and begin treatment on patients as quickly as possible, without having to wait for laboratory test results. The period of the award is February 16, 2017 through February 15, 2020, with two 1-year renewal options remaining. 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.

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|---|----------------|-------------|
| 15. ALERE NORTH AMERICA,
LLC | \$1,000,000.00 | Sole Source |
| Solicitation No. 08000 - Alere Determine and Clearview Complete HIV Test Kits - Baltimore City Health Department - Req. No. R747547 | | |

Alere North America, LLC is the sole manufacturer and distributor of their Determine and Clearview Complete Rapid HIV test kits which have been certified by the U.S. Food and Drug Administration as the only rapid test kits available in the United States that provide results within 20 minutes with an accuracy of 99% when testing whole blood. Additionally,

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

these test kits are CLIA (Clinical Laboratory Improvement Amendments) waived, which means they can be administered by non-laboratory personnel, thereby allowing City health clinic staff to administer these tests in a non-laboratory setting and begin treatment on patients as quickly as possible, without having to wait for laboratory test results. The period of the award is January 16, 2017 through January 15, 2020 with two 1-year renewal options remaining. 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.

16. ROCKY MOUNTAIN HOLDINGS

LLC t/a HEALTHNET
AEROMEDICAL SERVICES, INC.

\$ 55,502.00	Selected Source
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Contract No. 06000 Non-Emergent Medical Air Transportation Services - Baltimore City Health Department - Req. No. R743613

Non-Emergent Medical Air Transportation services for critical care patients are provided by the Maryland Department of Health and Mental Hygiene (DHMH) through the Transportation Grants Program. The DHMH protocol states "All Air Ambulance transport costs for Maryland Medicaid Recipient will be paid by the Baltimore City Health Department," through the Transportation Grants Program. Invoices are currently being received for Fiscal year 2016 and a path is needed to allow for processing, review, and payment of these invoices.

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

The State of Maryland must license all air ambulance service companies. The company named above is licensed by the State of Maryland. The DHMH protocol further states, "This unit (City Health Department) will screen all calls as to eligibility and medical necessity, and the appropriate transportation will be arranged when approved." The period of the award is July 1, 2015 through June 30, 2016. 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.

17. SEGAL ADVISORS, INC.

d/b/a SEGAL ROGERSCASEY,
THE SEGAL COMPANY EASTERN
STATES, INC. d/b/a SEGAL
CONSULTING

Second Amendment
Agreement

\$ 307,500.00

Contract No. B50000455 - Provide 457(b) and 401(a) Deferred
Compensation Consultant Services - Finance Department - P.O.
No. P528346

The Board is requested to approve and authorize execution of the Second Amendment to Agreement with Segal Advisors, Inc. d/b/a Segal Rogerscasey and The Segal Company (Eastern States), Inc. d/b/a Segal Consulting. The period covered is September 1, 2016 through December 31, 2017, with no renewal options.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On July 16, 2008, the Board approved the initial award in the amount of \$328,000.00. The award contained two renewal options. All renewal options have been exercised and subsequent actions have been approved. On August 13, 2014, the Board approved the 1st Extension in the amount of \$307,500.00 to allow for the implementation, investment, and benefits consulting for the new 401(a) defined contribution retirement plan in coordination with Great-West Life & Annuity Insurance Company, the Deferred Compensation Plan Administrator and the overall City systems.

This 2nd Extension in the amount of \$307,500.00 will allow for the completion of the implementation process with the Plan Administrator and have both contracts expire at the end of the same calendar year. With renewals, increases, and extensions the total contract value is \$1,253,000.00. The period of the award is September 1, 2016 through December 31, 2017.

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

18. SIRCHIE ACQUISITION

COMPANY, LLC	\$ 0.00	Extension
Contract No. B50001635 - Forensic Supplies for the Mobile Crime Lab - Baltimore Police Department - Crime Lab - P.O. No. P514829		

On September 22, 2010, the City Purchasing Agent approved the initial award in the amount of \$16,000.00. The award contained four renewal options. All renewals have been exercised and subsequent actions have been approved. This extension is necessary to allow the services of the necessary

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

forensic supplies for the Police Department's Mobile Crime Lab to continue until a new contract has been awarded. The period of the extension is December 28, 2016 through April 28, 2017. The above amount is the City's estimated requirement.

19. HARBOR BOATING, INC.	\$ N/A	Wharfage Agreement
<hr/>		
Contract No. B50004357 - Provide Water Taxi and Commuter Services in Baltimore Harbor - Department of Transportation - P.O. No. P537049		

The Board is requested to approve and authorize execution of a Wharfage Agreement with Harbor Boating, Inc. The period of the agreement is October 1, 2016 through September 30, 2036, with two 5-year renewal options.

On August 17, 2016, the Board approved the initial award in the amount of \$3,058,664.00.

20. <u>ITEMS #1 & 2</u> INTERBORO PACKAGING CORPORATION	\$150,000.00	
<u>ITEM #3</u> MIDWEST MEDICAL SUPPLY	150,000.00	
<u>ITEMS #4 & 5</u> VERITIV OPERATING COMPANY	150,000.00	
<u>ITEMS #6, 7 & 8</u> FASTENAL COMPANY	150,000.00	
	<u>\$600,000.00</u>	Award
<hr/>		
Solicitation No. B50004600 - Various Gloves - Agencies Various - Req. Nos. Various		

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Vendors were solicited by posting on CitiBuy, eMaryland Marketplace and in local newspapers. The six bids received were opened on November 9, 2016. The award is recommended to be made to the lowest responsive and responsible bidders for each glove type. The period of the award is December 21, 2016 through December 20, 2019, with two 1-year renewal options. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

UPON MOTION duly made and seconded, the Board approved the informal awards, renewals, increases to contracts and extension. UPON FURTHER MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment and Renewal with Mercy Medical Center, Inc. (item No. 10), the Second Amendment Agreement with Segal Advisors, Inc. d/b/a Segal Rogerscasey, The Segal Company Eastern States, Inc. d/b/a Segal Consulting (item no. 17), and the Wharfage Agreement with Harbor Boating, Inc. (item no. 19). The Comptroller **ABSTAINED** on item no. 9.

MINUTES

PERSONNEL MATTERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

5556 - 5586

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

The Mayor **ABSTAINED** on Item No. 47a.

The President **ABSTAINED** on Item No. 47b, 47d, and 47e only.

The Comptroller **ABSTAINED** on Item No. 47c only.

MINUTES**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Baltimore City Circuit Court</u>		
1. LAUREN DIDOMENICO- HUTCHINSON	\$32.85	\$35,000.00

Account: 5000-544416-1100-117001-601009

Ms. Didomenico-Hutchinson will work as a Contract Services Specialist II (Assistant Counsel). Her duties will include, but are not limited to reviewing motions and making recommendations in a wide variety of civil non-domestic cases, performing legal research as requested by either the masters or judges and drafting opinions and orders. The period of the agreement is December 21, 2016 through June 30, 2017.

Department of General Services2. Reclassify the following filled position:

From: Utility Aide
Job Code: 52921
Grade: 422 (\$28,533.00 - \$29,941.00)
Position No.: 20119

To: Storekeeper I
Job Code: 33561
Grade: 077 (\$29,019.00 - \$33,262.00)

Cost: \$3,749.00 - 2029-000000-1982-192500-601001

MINUTES

PERSONNEL

Hourly Rate

Amount

Department of General Services - cont'd

3. Reclassify the following vacant position:

From: New Position
Job Code: 90000
Grade: 900 (\$1.00 - \$204,000.00)
Position No.: 51226

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

Cost: (\$13,808.00) - 2029-000000-1982-192500-601001

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

4. **CONOR SNOW** \$18.00 **\$34,200.00**

Account: 1001-000000-1982-750800-601009

Mr. Snow will work as a Contract Services Specialist II, (Museum Curator/Special Properties Associate). His duties will include, but are not limited to assisting with the management of special, miscellaneous, or typical properties operated by the Department of General Services that are historic in nature, administering rental of the War Memorial Building by scheduling, recording, and processing space rental requests. He will also process War Memorial records requests from the general public and manage, maintain, and oversee the valuation of artifacts and archiving the collection of historic documents on the

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

repository, assist the Historic Properties Program Coordinator with curating the public museum exhibits housed in the War Memorial Building, maintain the security of the exhibits and revitalize and interpret such exhibits on a regular basis to ensure accurate assessment and relevancy to the general public. Mr. Snow will further develop and engage event programming for the veteran's community and educational institutions, provide community outreach and support to veterans and veteran's organizations, and provide administrative support to an interagency work group aimed at evaluating the future of City-owned historic properties. The period of the agreement is effective upon Board approval for one year.

5. **FRANKLIN JENKINS** \$32.31 **\$38,775.00**

Account: 2030-000000-1890-189300-601009

Mr. Jenkins, retiree, will continue to work as a Contract Services Specialist I (Safety Enforcement Officer III). His duties will include, but are not limited to assisting Fleet Management Division with investigating and reporting on serious occupational injuries, conducting major investigations as a result of employee incident reports, reporting safety hazards, vehicle related safety problems or request from City agencies, maintaining all Safety Data Sheets for all Fleet Management locations. He will also update and maintain the Chemical Information List and send it to the Division of Occupational Safety for submittal to the State. He will also be responsible for enforcing safety

MINUTES**PERSONNEL**Department of General Services - cont'dHourly RateAmount

rules and regulations within Fleet Management and keeping personnel informed, inspect locations regularly for fire extinguishers, eye-wash bottles (in supply and not expired) and oil drums debris and tripping hazards. Mr. Jenkins will further oversee storm water pollution prevention initiatives, perform inspections of agency vehicles yards and create reports and spreadsheets documenting inspections, and coordinate seasonal focus on snow vehicles, mowing equipment, and milling/pavement equipment. The Department of Human Resources recommends granting this employment contract renewal. This salary is in compliance with AM 212-1, Part I. The agreement is effective upon Board approval for one year.

6. **VERDELL MAYNOR** \$32.63 **\$61,997.00**

Account: 2029-000000-1982-192500-601009

Ms. Maynor will work as a Contract Services Specialist II (Assistant Superintendent of Public Building Maintenance/Custodial Quality Control Manager). Her duties will include, but are not limited to monitoring and making recommendations for poor performance on any custodial contractor performing services for all buildings, performing periodic inspections of buildings and provide reports and feedback to vendors as well as management. Ms. Maynor will also monitor and address custodial needs, materials, and deliveries for buildings and vendors, intake and address complaints made by building staff and provide follow-up on actions taken with said staff, maintain and update a running log of complaints and compliments of building staff and provide a monthly report to management.

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

Ms. Maynor will further schedule and follow-up on periodic floor maintenance schedule and work with General Services and building staff to work out logistics, solicit feedback from building occupants on conditions and what can be improved upon, act as a liaison between City and cleaning contractors and writes and follow through on vendor performance reports. The agreement is effective upon Board approval for one year.

Department of Public Works7. Reclassify the following vacant positions:

- a. From: Utility Meter Reader II
 Job Code: 34312
 Grade: 081 (\$32,076.00 - \$38,001.00)
 Position No.: 33717

 To: Utility Meter Tech. III
 Job Code: 34314
 Grade: 083 (\$34,297.00 - \$40,788.00)

- b. From: Utility Meter Reader I
 Job Code: 34311
 Grade: 078 (\$29,672.00 - \$34,218.00)
 Position Nos.: 24001, 24013

 To: Utility Meter Tech. III
 Job Code: 34314
 Grade: 083 (\$34,297.00 - \$40,788.00)

MINUTES**PERSONNEL**Department of Public Works - cont'd

c. From: Laborer Crew Leader I
 Job Code: 52932
 Grade: 486 (\$14.13 - \$14.77)
 Position No.: 21166

 To: Utility Meter Tech. III
 Job Code: 34314
 Grade: 083 (\$34,297.00 - \$40,788.00)

d. From: Heavy Equipment Operator II
 Job Code: 54432
 Grade: 433 (\$34,725.00 - \$39,026.00)
 Position No.: 21161

 To: Utility Meter Tech. III
 Job Code: 34314
 Grade: 083 (\$34,297.00 - \$40,788.00)

Cost: (\$23,462.00) - 2071-000000-5471-609100-601001
 (3 positions)
 2071-000000-5471-609200-601001
 (2 positions)

8. Reclassify the following filled positions:

 From: Water Service Inspectors
 Job Code: 42330
 Grade: 078 (\$29,672.00 - \$34,218.00)
 Position Nos.: 24012, 24016, 24014, 24015

 To: Utility Meter Tech. I
 Job Code: 34310
 Grade: 078 (\$29,672.00 - \$34,218.00)

Cost: (\$34,679.00) - 2071-000000-5471-609100-601001

MINUTES

PERSONNEL

Department of Public Works - cont'd

Hourly Rate

Amount

9. Reclassify the following filled positions:

From: Utility Meter Reader I
Job Code: 34311
Grade: 078 (\$29,672.00 - \$34,218.00)
Position Nos.: 34280, 23977, 23988, 24011, 24000, 23987

To: Utility Meter Tech. I
Job Code: 34310
Grade: 078 (\$29,672.00 - \$34,218.00)

Cost: (\$66,421.00) - 2071-000000-5471-609100-601001

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

Department of Recreation and Parks

10. **WANDA JOHNSON** \$15.00 **\$17,940.00**

Account: 1001-000000-4803-746800-601009

Ms. Johnson, retiree, will continue to work as a Contract Services Specialist I (Recreation Leader II/Recreation Center Aide). Her duties will include, but are not limited to planning, organizing, and participating in the evaluation of center-wide recreational activities on a seasonal basis, meeting with community groups to answer inquiries, discussing interests, and gaining support for activities. She will also discipline and counsels center participants, complete and maintain attendance records,

MINUTES**PERSONNEL**Department of Recreation and Parks - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
<p>participate with the Center Director in the assignment, review and evaluation of programs and offerings at the center, plan district and City-wide events, designs flyers and posters to publicize center events, and orders supplies and equipment. This is a 15% increase from the previous contract period. This salary is in compliance with AM 212-1, Part I. The period of the agreement is effective upon Board approval for one year.</p>		
11. FRANK D. LIPSCOMB	\$31.62	\$37,438.08
Account: 5000-578716-4711-361850-601009		
<p>Mr. Lipscomb will continue to work as a Contract Services Specialist II (Construction Project Supervisor I). His duties will include, but are not limited to oversight of the administration and management of all Department Federal Aid contracts for trail and other construction projects. He will also ensure adequate field inspections and materials testing, monitor schedules and conduct progress meetings. In addition, Mr. Lipscomb will perform delay and claims analyses, coordinate with utility companies for problem solving of urgent or emergency issues. This is a 2% increase in the hourly rate from the previous contract period. The period of the agreement is December 23, 2016 for one year.</p>		
12. IJEOMA S. NWATU	\$32.00	\$49,200.00
Account: 1001-000000-4711-362100-601009		
<p>Mr. Nwatu will work as a Contract Services Specialist II (Information Technology Specialist/ Digital Media Specialist). His duties will include, but are not limited</p>		

MINUTES**PERSONNEL**Department of Recreation and Parks - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
to composing content for multiple platforms, including blogs, promotional material, websites, articles, Twitter, Facebook and staying abreast of social media enhancements. He will also develop and update social media guides, facilitate and monitor social media conversations, gather information and analyze the success of social media platforms capturing photographs and videos, and maintain a full understanding of agency policies and initiatives. The agreement is effective upon Board approval for one year.		
13. SHAUN M. PRESTON	\$35.12	\$66,962.13
Account: 1001-000000-4783-583800-601009		
Mr. Preston will continue to work as a Contract Services Specialist II (Superintendent of Operations/Yard Master). His duties will include, but are not limited to sorting wood products, operating heavy equipment and log trucks, working with BGE on land swap agreements, managing and marketing the sale of products, creating contact lists, coordinating transportation of logs and developing purchase and sale system. The agreement is effective upon Board approval for one year.		
14. NATHAN R. RANDOLPH	\$35.68	\$68,029.86
Account: 1001-000000-4783-36300-601009		
Mr. Randolph will continue to work as a Contract Services Specialist II (GIS Analyst/GIS Specialist). His duties will include, but are not limited to participating in the planning and designing process of the Forestry tree		

MINUTES**PERSONNEL**Department of Recreation and Parks - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
inventory GIS database structure, serving as expert and point of contact for CityWorks software and ArcGIS. He will also lead ongoing training efforts and ensure that data is properly entered, produce reports and maps of tree inventory, perform related analysis and distribute data. In addition, Mr. Randolph will collect GIS and other data using mobile devices and professional GPS units, map forestry projects, invasive management and prioritization, and reforestation, and management of the current tree canopy. This is a 5% increase from the previous contract period. The agreement is effective January 13, 2016 for one year.		
15. MALLORY ANN RICHARDS	\$32.00	\$33,280.00
Account: 6000-680517-4792-369500-601009		
Ms. Richards will continue to work as a Contract Services Specialist II (Ice Skating Instructor). Her duties will include, but are not limited to assisting management in the hiring of professional skate staff, preparing ice arena usage schedules, monitoring and evaluating Learn to Skate participants performance, developing weekly ice-skating schedules, instructing and leading choreography, and assuring the efficient and professional operation of the Learn to Skate Program. The agreement is effective upon Board approval for one year.		
16. ANGELITA P. SCALES	\$17.90	\$34,129.33
Account: 1001-000000-4783-583800-601009		
Ms. Scales will work as a Contract Services Specialist II (Office Support Specialist III). Her duties will include		

MINUTES**PERSONNEL**Department of Recreation and Parks - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
<p>but are not limited to operating and maintaining office machines and equipment, composing and preparing automated forms, memos, letters and reports, entering, retrieving and updating information, drafting, proofreading and editing documents prior to supervisor review. She will also compile reports, forms and summarize reports for the forestry chief, develop and maintain manual and electronic files and record system. Ms. Scales will further provide information, guidance, and customer service to the public, internal and external callers and visitors, order and maintain office supplies and materials, respond to unusual and complicated inquiries and complaints in writing and over the phone regarding division procedures, and receive, sort, open and distribute mail. The agreement is effective upon Board approval for one year.</p>		
17. NATALIE A. SMITH	\$40.00	\$83,200.00

Account: 5000-578716-4711-361880-601009

Ms. Smith will work as a Contract Services Specialist II (Architect II/Architect II). She will provide overall project management to include preparation and maintenance of project time lines, budgets, status reports and presentations, follow the project through the bidding, award and contract execution phases, assist with liaison and presentation to Urban Design and Architecture Review Panel (UDARP) and Commission for Historical and Architectural Preservation (CHAP) on architectural and preservation requirements, assist with master plan and design program

MINUTES**PERSONNEL**Department of Recreation and Parks - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
<p>development. This position will take on the responsibility of project manager for various building projects in support of the 2015 Recreation and Aquatics Facilities Plan, including two centers in excess of 30K square feet Cherry Hill (preparing for public bid) and Cahill (in design) with budgets over \$11M – as well as other smaller architectural projects collaborating with project management, establishing and communicating metering and billing project goals, objectives, strategies, and priorities; conducting an assessment of meter installations, meter infrastructure, and water billing system project needs, and analyzing availability and coordinating the utilization of City resources to address project needs and protect City metering equipment. The period of the Agreement is effective upon Board approval for one year.</p>		

Environmental Control Board

18. TYLER MANN	\$90.00 Not- to-exceed 855 hours	\$76,950.00
19. LAYLA SAID	\$90.00 not-to-exceed 855 hours	\$76,950.00
20. DEBYN W. PURDIE	\$90.00 not-to-exceed 855 hours	\$76,950.00

Account: 1001-000000-1170-138600-601009

Mr. Mann, Messes Said and Purdie each will work as Contract Services Specialist IIs (Hearing Officer/Hearing Officer) for Environmental Control Board. Each Hearing Officers will conduct hearings to make preliminary determinations as to

MINUTES**PERSONNEL**ECB - cont'd

whether citations issued by City Enforcement Officers comply with the Code, the ECB rules, and relevant court decisions. The Hearing Officers will also record all hearings, complete a Disposition Sheet, and submit written findings to the Executive Director of the ECB at the end of each day for each hearing that was conducted. The period of the Agreement is effective upon Board approval for one year.

Department of Finance21. Classify the following vacant Position

From:
 Classification: New Position
 Job Code: 90000
 Grade: 900 (\$1.00 - \$204,000.00)
 Position No.: 1441-50760

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

Cost: \$0.00 - 1001-000000-1441-161800-601001

22. Classify the following filled Position

From:
 Classification: Principal Program Assessment Analyst
 Job Code: 10140
 Grade: 929 (\$65,900.00 - \$105,300.00)
 Position No.: 1401-34807

To:
 Classification: Operations Manager II
 Job Code: 00091
 Grade: 942 (\$87,100.00 - \$143,600.00)

Cost: \$13,761.00 - 1001-000000-1401-159700-601001

MINUTES**PERSONNEL**Department of Finance23. Classify the following filled Position

From:

Classification: New Position

Job Code: 90000

Grade: 900 (\$1.00 - \$204,000.00)

Position No.: 1423-51508 and 51514

To:

Classification: Accounting Systems Analyst

Job Code: 34151

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

Cost: \$62,960.00 - 1001-000000-1423-160800-601001

Fire Department24. **KEITH SWINDLE** \$30.05 **\$50,000.00**

Account: 1001-000000-3191-308700-601009

Mr. Swindle will work as a Contract Services Specialist II (Quality Assurance Analyst/Quality Assurance/Improvement Specialist). Mr. Swindle will review electronic Patient Care Reports for quality and completion, and provide appropriate feedback to improve provider's reports, report Protocol violations, poor patient care and areas of concern to QA Officer. He will also assist the QA Captain with patient care data interpretation and analysis for overall system improvement, assist in the implementation of the EMS quality assurance plan and keep abreast of current Maryland Medical Protocols and Basic and Advances Life Support. The period of the Agreement is effective upon Board approval for one year.

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

25.	NEAL P. GARITH	\$30.29	\$63,000.00
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Account: 4000-477015-2023-212609-601009

Mr. Garith will continue to work as a Contract Services Specialist II (Management Support Technician/Emergency Management Analyst). He will write and revise emergency management policies and procedures, assist with Urban Area Security Initiative regional planning efforts on Recovery and Evacuation, and coordinate emergency preparedness projects in collaboration with other agencies. He will also develop and implement public outreach and communication strategies, write action reports and improvement plan for major incident and special events. The period of the Agreement is effective upon Board approval for one year.

26. Reclassify the following filled Position:

From: Fire Captain Suppression
 Job Code: 41213
 Grade: 341 (\$68,150.00 - \$84,059.00)
 Position No.: 2121-12669

To: Fire Captain ALS Suppression
 Job Code: 41279
 Grade: 378 (\$69,914.00 - \$85,868.00)

Cost: \$2,894.00 - 1001-000000-2121-226400-601061

MINUTES**PERSONNEL**

Fire Department - cont'd

27. Reclassify the following filled Position

From: Fire Captain Suppression
Job Code: 41213
Grade: 341 (\$68,150.00 - \$84,059.00)
Position No.: 2121-12638

To: Fire Captain ALS Suppression
Job Code: 41279
Grade: 378 (\$69,914.00 - \$85,868.00)

Cost: \$2,894.00 - 1001-000000-2121-226400-601061

28. Reclassify the following filled Position

From: Emergency Vehicle Driver Suppression
Job Code: 41297
Grade: 324 (\$40,330.00 - \$65,179.00)
Position No.: 2121-13036

To: Emergency Vehicle Driver Suppression, ALS
Job Code: 41277
Grade: 354 (\$42,070.00 - \$66,961.00)

Cost: \$0.00

MINUTES**PERSONNEL**Fire Department - cont'd29. Reclassify the following filled Position

From: Fire Captain Suppression
 Job Code: 41213
 Grade: 341 (\$68,150.00 - \$84,059.00)
 Position No.: 2121-12672

To: Fire Captain ALS Suppression
 Job Code: 41279
 Grade: 378 (\$69,914.00 - \$85,868.00)

Cost: \$2,894.00 - 1001-000000-2121-226400-601061

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

Department Housing and Community Development

	<u>Hourly Rate</u>	<u>Amount</u>
30. ALEXANDER HAWORTH	\$28.00	\$26,880.00

Account: 5000-594117-5971-439504-601001

Mr. Haworth will work as a Contract Services Specialist II (Construction Building Inspector I). He will perform energy audits and quality control inspections in order to maintain production levels as required by the State. The period of the Agreement is effective upon Board approval for six months.

MINUTES**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Health Department</u>		
31. KIMBERLY LAGREE	\$29.32	\$30,500.00

Account: 4000-430512-3160-308600-601009

On June 29, 2016, the Board approved the original agreement for the period July 1, 2016 through June 30, 2017, at the rate of \$29.32 per hour, for 20 hours per week, not to exceed \$30,500.00.

However, on November 22, 2016, the Department is requesting an amendment to the original agreement due to a position vacancy which increased the number of hours from 20 hours, to 40 hours per week, for a maximum amount of \$16,412.00 beginning December 21, 2016 through June 30, 2017.

Ms. Lagree will work as a Contract Services Specialist II (Senior Youth Development Technician/Faith-Based Coordinator). She will assist with the B'More for Youth Collaborative to integrate the faith community into the implementation of the Baltimore City Plan to address violence affecting youth, coordinate and align efforts and resources with other existing youth serving strategies, provide planning and coordination between the faith-based community, the City Health Department, and other City agencies engaged in youth violence prevention efforts.

MINUTES**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Health Department</u>		
32. THERESE CLAVEY	\$15.00	\$11,880.00

Account: 5000-535417-3044-768000-601009

Ms. Clavey will work as a Contract Services Specialist II (Program Assistant I). She will process Senior Care Universal Intake Referrals, track Senior Care Waiting Lists, track In-Kind Case Management documents, assist with the invoice process, and assist with scheduling and organizing program meetings. The period of the Agreement is February 1, 2017 through June 30, 2017.

33. Create the following Position

Classification: Program Assistant I

Job Code: 81322

Grade: 080 (\$36,681.00 - \$44,240.00)

Position No.: to be assigned by BBMR

Cost: \$57,268.03 - 4000-433517-3024-268400-601001

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

Department of Law

34. HANNA MARIE C. SHEEHAN	\$36.17	\$ 63,297.50
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Account: 2036-000000-1752-175200-601009

Ms. Sheehan will continue to work as a Contract Services Specialist II (Assistant Solicitor). She will assist the Chief Solicitor of the Litigation Practice Group in

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

advising and representing the City. Ms. Sheehan's additional duties include assisting in the voluminous e-discovery and privileged document reviews required by the Affirmative Litigation initiative, as well as the defense of complex litigation. In addition, she will provide support for the Law Department's Affirmative Litigation initiative, which has consistently recovered several million dollars annually over the last five-years. This is 22% increase from the previous contract period. The period of the Agreement is effective upon Board approval for one year.

35. **THOMAS P.G. WEBB** \$44.82 **\$ 82,917.00**

Account: 2036-000000-1752-175200-601009

Mr. Webb will continue to work as a Contract Services Specialist II (Assistant Solicitor/Special Assistant Solicitor). He will assist the Chief Solicitor in defending City departments and agencies and representing the City, as assigned. This is the same hourly rate as in the previous contract period. The period of the Non-Retiree Contractual Employee Agreement is effective January 13, 2017 for one year.

Mayor's Office of Criminal Justice

36. **WANDA CARTER** \$25.00 **\$ 500.00**

Account: 4000-476515-2252-690500-603018

Ms. Carter will continue to work as a Contract Services Specialist II (Staff Supervisor). She will oversee the coordination of operations while at the Visitation Center,

MINUTES**PERSONNEL**Hourly RateAmountMayor's Office of Criminal Justice - cont'd

including the supervision of the Visitation and Exchange Monitors, ensure the completion of the safety assessment at the Visitation Center before services are rendered each day, and document the daily schedule of families served and pertinent information regarding visitation and exchange circumstances for that day. Ms. Carter will also prepare the monitors for the daily visitations and exchanges providing all information regarding the specific services that day, facilitate the arrivals and departures of all clients, and ensure proper coverage at entrances, waiting areas, and visitation areas. She will also communicate with on-site police, monitors and volunteers, make decisions regarding any concerns about or changes in the provision of services as they arise, keep accurate and complete records of any safety concerns or potential problems that come up during a visitation session, and act as the Custodian of Records while at the Visitation Center. In addition, Ms. Carter will prepare spaces for use by the Center, and restore the space for use by others, attend preliminary trainings once hired, as well as some continued trainings, maintain any records or documents pertaining to work covered under the agreement in his/her possession, and solely retain and store them at the Visitation Center, and comply with the Visitation Center's policies and procedures. This is a 67% increase from the previous contract period. The period of the Non-Retiree Contractual Employee Agreement is effective upon Board approval for three months.

MINUTES**PERSONNEL**Mayor's Office of Employment Development37. Reclassify the following new position:Position No.: 6396-50754

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

To: Professional Services
 Job Code: 01225
 Grade: 923 (\$58,300.00 - \$93,500.00)

Costs: \$69,544.00 - 2026-000000-6311-733900-601002

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

Mayor's Office of Information Technology (MOIT)

	<u>Hourly Rate</u>	<u>Amount</u>
38. SAMARA SINGLETARY	\$18.60	\$ 35,451.00

Account: 1001-000000-1471-165700-601009

Ms. Singletary will work as Contract Services Specialist II (Purchasing Assistant/Jr. Operational Purchaser). She will review all requests to purchase forms for the administrative section of MOIT, prepare requisitions and

MINUTES**PERSONNEL**MOIT - cont'd

Expenditure Authorization requests in the City's procurement systems, CitiBuy, and City Dynamics, and prepare and submit Telephone Service Requests for the Municipal Telephone Exchange (MTE) purchases. Ms. Singletary will also prepare all receipts and invoices in the City's procurement systems, act as purchasing liaison between MOIT and the MTE, purchase all required items for agency travel, to include registrations, flight/train/bus tickets, training materials, and car rentals, and monitor payment schedules for the fire suppression system and the electronic security system. The period of the Non-Retiree Employee Agreement is effective upon Board approval for one year.

Police Department

	<u>Hourly Rate</u>	<u>Amount</u>
39. LORETTA S. BOLLING	\$14.42	\$ 30,000.00

Account: 1001-000000-2042-198100-601009

Ms. Bolling, retiree, will continue to work as a Contract Services Specialist I (Recruitment and Talent Acquisition Specialist I) in the Human Resources Section. She will be responsible for conducting final processing and hiring for new applicants, scheduling applicant testing appointments, conducting applicants' fingerprinting, and gathering all vital documents for the hire date of the applicants. Ms. Bolling will review case folders to determine the validity of required documents for local, state, and national records, inform applicants of all position requirements for

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

which they applied, and conduct applicant interviews. In addition, she will work collaboratively with outside agencies to apply for employment certification and conduct all aspects of the hiring process, including finalization of legal documents, reviewing of the benefits package, and assisting out-of-state applicants with information regarding relocation to Maryland and acquiring housing. The period of the Employment Agreement is March 27, 2017 through March 26, 2018.

40. **HARRY G. HARCUM** \$14.42 **\$ 30,000.00**

Account: 1001-000000-2042-198100-601009

Mr. Harcum, retiree, will continue to work as a Contract Services Specialist I (Storekeeper II) in the Evidence Control Unit. Mr. Harcum will continue to work as a (Storekeeper II/Contract Services Specialist I (Evidence Control Unit)). He will responsible for the entry and accurate retention of all property retained by the Police Department and several surrounding agencies, receiving property and evidence submissions from police officers and lab personnel, and ensuring the accuracy and completeness of paperwork. Mr. Harcum will ensure the accuracy and completeness of all information entered into the evidence tracking system, release property for further examination and evidence for court, update the tracking system for chain of custody and document locations, and lift and handle evidence submitted to the Evidence Control Unit. This is the same salary as in the previous contract period. The period of the Employment Agreement is March 28, 2017 through March 27, 2018.

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

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

41. Classify the following vacant positions:Position No.: 51229

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

To: Program Coordinator
 Job Code: 31192
 Grade: 923 (\$58,300.00 - \$93,500.00)

Position No.: 51230

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

To: Program Analyst
 Job Code: 31511
 Grade: 927 (\$63,000.00 - \$99,200.00)

Costs: \$140,000.00 - 1001-000000-2041-776700-601001

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

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

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

42. a. Abolish the following two vacant positions:

Position No.: 2017-17893

Classification: Community Service Officer

Job Code: 41179

Grade: 080 (\$31,142.00 - \$36,634.00)

Classification: Support Specialist II

Job Code: 33212

Grade: 075 (\$27,929.00 - \$31,746.00)

b. Create following position:

Classification: Operations Officer I

Job Code: 00085

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

Costs: (\$56,983.00) - 1001-000000-2017-197500-601001

(37,753.00) - 1001-000000-2042-220000-601001

86,129.00 - 1001-000000-2041-716600-601001

(\$ 8,607.00)

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**State's Attorney's Office (SAO)43. Create the following position:

Classification: Assistant State's Attorney
Job No.: 01962
Grade: 929 (\$65,900.00 - \$105,300.00)
Position: To be assigned.

Cost: \$111,200.00 - 5000-504817-1150-118000-601001

44. Create the following position:

Classification: Assistant State's Attorney
Job No.: 01962
Grade: 929 (\$65,900.00 - \$105,300.00)
Position: To be assigned.

Cost: \$118,150.00 - 5000-504817-1150-118000-601001

45. Reclassify the following vacant position:

From: Secretary, SAO
Job Code: 01970
Grade: 082 (\$33,140.00 - \$39,199.00)
Position No.: 46662

To: Paralegal, SAO
Job Code: 01978
Grade: 090 (\$44,858.00 - \$54,520.00)

Costs: \$15,393.00 - 10010-000000-1150-118000-601001

46. Reclassify the following vacant position:

From: Investigator, SAO
Job Code: 01966
Grade: 090 (\$44,858.00 - \$54,520.00)
Position: 32925

MINUTES**PERSONNEL**

SAO - cont'd

To: Media Producer/Director I
Job Code: 83342
Grade: 090 (\$44,858.00 - \$54,520.00)

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 Administration Manual, Section 237-1.

47. Adjust the salary of the following classifications, effective January 1, 2017:

- a. Classification: Mayor
Job Code: 00100
From: Grade 88E (\$171,635.00)
To: Grade 88E (\$175,926.00)
- b. Classification: President City Council
Job Code: 01165
From: Grade 87E (\$113,649.00)
To: Grade 87E (\$116,490.00)
- c. Classification: Comptroller
Job Code: 00740
From: Grade 87E (\$113,649.00)
To: Grade 87E (\$116,490.00)
- d. Classification: Vice President City Council
Job Code: 01167
From: Grade 83E (\$73,061.00)
To: Grade 83E (\$74,888.00)
- e. Classification: Council Member
Job Code: 01166
From: Grade 81E (\$66,103.00)
To: Grade 81E (\$67,756.00)

MINUTES**PERSONNEL**

DHR - cont'd

f. Classification: Chairman Liquor Board
Job Code: 00290
From: Grade 89A (\$29,725.00) Flat
To: Grade 89A (\$30,648.00) Flat

g. Classification: Commissioner Liquor Board
Job Code: 00286
From: Grade 88A (\$29,213.00) Flat
To: Grade 88A (\$29,943.00) Flat

Costs: To be determined.

BACKGROUND/EXPLANATION:

Council Bill 04-0007, established the Compensation Commission for Elected Officials. The Commission's recommendation concerning the compensation of elected officials was codified in Council Bill 07-0612. This bill passed the Baltimore City Council in December 2007 and authorizes pay increases for the Mayor, Comptroller, President City Council, Vice President City Council, and Council members. The terms of the legislation stipulate that elected officials are entitled to receive an annual salary increase equal to 2.5% of their respective salaries only if at least one of the following employee groups, i.e. AFSCME, CUB, FOP, IAFF, or MAPS receive an increase in compensation during the fiscal year that began the preceding July. AFSCME, CUB, IAFF, and MAPS received 2% cost of living adjustments effective July 1, 2016.

The Senate Bill 846 and House Bill 831 stipulates adjustments to salaries of the classes of Chairman and Commissioner of the Liquor Board based on the cost of living increases available to members of City Council.

MINUTES**PERSONNEL**

DHR - cont'd

Therefore, the Board is requested to note that the adjustments of the above classes that are in compliance with the law and are effective January 1, 2017. Although not required by Council Bill 07-0612, the Department of Human Resources, in an effort to be fully transparent, has presented the salary increases to the Board of Estimates.

48. Mayor's Office of Information Technology

Reclassify the following IT positions:

From: Various-Non-IT specific
Job Code: Various
Grade: 902-969
Position No.: Various

To: Various-IT/Agency IT specific
Job Code: Various
Grade: 907-969

The Department of Human Resources Classification and Compensation Division recently concluded the 2016 MAPS IT Market Study (the Study). The Study reviewed the City's competitive standing within Maryland municipalities and the general marketplace for IT talent.

On June 29, 2016, the Board of Estimates approved the new MAPS Information Technology IT and Agency IT classifications. The submitted chart lists the crosswalk for placement of employees from current classifications to the new IT specific classifications.

MINUTES

Bureau of the Budget and - General Fund Appropriation Transfer
Management Research

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a General Fund Appropriation Transfer to the Fire Department, (Service 600, Administration - Fire).

AMOUNT OF MONEY AND SOURCE:

\$4,109,177.00 - FROM: M-R: Employees Retirement Contribution
(Service 355, Employees' Retirement
Contribution)

TO: Fire Department (Service 600, Administra-
tion - Fire)

BACKGROUND/EXPLANATION:

The City and Local 734 and 964 Unions have settled on a package that will cost the City approximately \$4,100,000.00 in Fiscal 2017. The Fiscal 2017 budget included no assumed costs for this contract, which is why a transfer is required to cover the costs. Funding budgeted for the F&P pension enhancements is instead being used as a contingency for union negotiations.

Primary costs in the agreed upon package include one fewer impact day; \$500.00 bonuses per filled position; and 1% salary increases retro to July 1, 2016, with an additional 1% increase effective January 1, 2017 for non-suppression personnel.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized the General Fund Appropriation Transfer to the Fire Department, Service 600, Administration - Fire.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve a Supplemental General Fund Operating Appropriation for the purchase of computer processing equipment by the Law Department Service 861, Controversies.

AMOUNT OF MONEY AND SOURCE:

\$570,000.00 - From: Legal Settlement Proceeds revenue fund
Service 150: Treasury and Debt Management

BACKGROUND/EXPLANATION:

The City received \$1.2 million as part of a settlement in connection with anti-trust litigation relating to bid-rigging by the municipal derivatives industry.

This funding will support technological purchases by the Central Bureau of Investigation in Controversies allowing remote data collection and migration to a paperless office. The investment will improve information governance, reduce existing costs and risks for the City, and improve operational efficiency.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the Supplemental General Fund Operating Appropriation for the purchase of computer processing equipment by the Law Department Service 861, Controversies. The President **ABSTAINED**.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

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

UPON MOTION duly made and seconded,

awarded the formally advertised contracts

listed on the following pages:

5590 - 5592

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

The Transfer of Funds was approved

SUBJECT to receipt of a favorable report

from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

1. B50004801, Waste Equipment Sales \$ 262,500.00
 OEM Parts and and Service, LLC
 Service for Stellar
 Truck Bodies

(Department of General Services)

MWBOO GRANTED A WAIVER.

2. B50004747, 40 Cubic Custom Container \$ 139,290.00
 Yard Roll-Off Open Solutions, LLC
 Top Container

(Department of Public Works,
 Bureau of Solid Waste)

MWBOO GRANTED A WAIVER.

3. B50004770, O.E.M. \$299,500.00
 and Aftermarket
 Parts and Repair
 for Lawn Mowers
 and Landscape
 Equipment

First Call

Holabird Development
 Corporation t/a Port
 City Equipment Co.

Second Call

Gambrills Equipment
 Co., Inc.

(Dept. of General
 Services - Fleet Mgmt.)

MWBOO GRANTED A WAIVER.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Purchases

4. B50004804, Inner Harbor Light Poles Dominion Electric Supply, Inc. \$424,034.86
 (Dept. of Transportation)

MWBOO GRANTED A WAIVER.

Department of Public Works (DPW)

5. W.C 1351, Urgent Needs Infrastructure Rehabilitation Spiniello Companies \$4,583,300.00
- | | | | |
|-------------|---------------------------------|---------------------|--------------|
| MBE: | Shekinah Group, LLC | \$ 12,500.00 | 0.27% |
| | Machado Construction, Co., Inc. | 400,000.00 | 8.73% |
| | | <u>\$412,500.00</u> | <u>9.00%</u> |
| WBE: | R & R Contracting | \$ 92,000.00 | 2.00% |

MWBOO FOUND VENDOR IN COMPLIANCE.

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
6. \$ 298,815.63	9960-904689-9558	
County Appropriations	Constr. Res.	
	Urgent Needs	
6,416,142.37	"	"
Water Rev.		
Bonds		
<u>\$6,714,958.00</u>		

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSDPW - cont'd

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 458,330.00	-----	9960-905747-9557-900020-2 Extra Work
458,330.00	-----	9960-905747-9557-900020-3 Engineering
940,000.00	-----	9960-905747-9557-900020-5 Inspection
4,583,300.00	-----	9960-905747-9557-900020-6 Construction
274,998.00	-----	9960-905747-9557-900020-9 Administration
<u>\$6,714,958.00</u>		

This transfer will cover the costs associated with the award for W.C. 1351, Urgent Needs Infrastructure Rehabilitation.

MINUTES

Bureau of the Budget and - Special Fund Appropriation Transfer
Management Research

ACTION REQUESTED OF B/E:

The Board is requested to approve the special fund Appropriation Adjustment Order (AAO) to transfer funds within the Baltimore City Health Department from Service 715 (Health Administration) to Service 316 (Youth Violence Prevention).

AMOUNT OF MONEY AND SOURCE:

\$140,000.00 - From: 4000-400017-3001-568000-404001
Unallocated Federal funds
(Service 715)

To: 6000-606416-3160-308600-406001
(Service 316)

BACKGROUND/EXPLANATION:

The source of the special funds is a grant award, in the amount of \$140,000.00, from the National Association of County and City Health Officials (NACCHO). On December 23, 2015, the Board approved acceptance of the grant award for the project entitled "Expansion of Safe Streets" Program. Because this grant exceeds the available unallocated special funds in Fiscal 2017, Federal unallocated funds will be used for this transfer.

The transfer is necessary to provide funding for the expansion and mobilization of the Safe Streets Program in Sandtown-Winchester. Initially, funding was appropriated within an unallocated account in the Fiscal 2017 Ordinance of Estimates. With this AAO, funding will be moved from the unallocated grant source, in accordance with the actual grant award.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

MINUTES

BBMR - cont'd

UPON MOTION duly made and seconded, the Board approved the special fund Appropriation Adjustment Order to transfer funds within the Baltimore City Health Department from Service 715 (Health Administration) to Service 316 (Youth Violence Prevention).

MINUTES

Bureau of the Budget and - Special Fund Appropriation Transfer
Management Research

ACTION REQUESTED OF B/E:

The Board is requested to approve the special fund Appropriation Adjustment Order (AAO) to transfer funds within the Baltimore City Health Department from Service 715 (Health Administration) to Service 316 (Youth Violence Prevention).

AMOUNT OF MONEY AND SOURCE:

\$50,000.00 - From: 4000-400017-3001-568000-404001
Unallocated Federal funds
(Service 715)

To: 6000-616316-3160-308600-406001
(Service 316)

BACKGROUND/EXPLANATION:

The source of the special funds is a grant award, in the amount of \$50,000.00, from the Annie E. Casey Foundation. On June 28, 2016, the Board approved acceptance of the grant award for the expansion of the Safe Streets Program. Because this grant exceeds the available unallocated special funds in Fiscal 2017, Federal unallocated funds will be used for this transfer.

The transfer is necessary to provide funding for the expansion and mobilization of the Safe Streets Program in Sandtown-Winchester. Initially, funding was appropriated within an unallocated account in the Fiscal 2017 Ordinance of Estimates. With this AAO, funding will be moved from the unallocated grant source, in accordance with the actual grant award.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

MINUTES

BBMR - cont'd

ACTION REQUESTED OF B/E:

UPON MOTION duly made and seconded, the Board approved the special fund Appropriation Adjustment Order to transfer funds within the Baltimore City Health Department from Service 715 (Health Administration) to Service 316 (Youth Violence Prevention).

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Sheriff's Office</u>			
1. Eness Brown	CVSA II Advanced Examiner Certification Conference Orlando, FL Jan. 8 - 13, 2017 (Reg. Fee \$545.00)	General Fund	\$1,909.85

The registration cost of \$545.00 was prepaid using EA000193703 and the transportation cost of \$246.70 was prepaid using a City-issued credit card assigned to Edna Taylor. Therefore, the disbursement to Ms. Brown is \$1,117.88.

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

MINUTES

Bureau of the Budget and - General Fund Appropriation Transfer
Management Research

ACTION REQUESTED OF B/E:

The Board is requested to approve a General Fund Appropriation Adjustment Order transfer within the Mayor's Office of Human Services from Service 896, Permanent Housing for the Homeless, to Service 895, Temporary Housing for the Homeless.

AMOUNT OF MONEY AND SOURCE:

\$88,309.00 - From: 1001-000000-3573-591400-603051
Permanent Housing for the Homeless

To: 1001-000000-3572-778800-603051
Temporary Housing for the Homeless

BACKGROUND/EXPLANATION:

The transfer is necessary to utilize uncommitted funding in Permanent Housing for the Homeless to fund the Transportation HUB project in Temporary Housing for the Homeless, which will transport women from various pick-up points in the City to temporary shelters. The appropriation that will be debited within Permanent Housing for the Homeless was approved as part of the Fiscal 2017 Ordinance of Estimates. With this appropriation adjustment order, funding will be moved from Permanent Housing for the Homeless to Temporary Housing for the Homeless.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

MINUTES

BBMR - cont'd

UPON MOTION duly made and seconded, the Board approved the General Fund Appropriation Adjustment Order transfer within the Mayor's Office of Human Services from Service 896, Permanent Housing for the Homeless, to Service 895, Temporary Housing for the Homeless.

MINUTES**PROPOSALS AND SPECIFICATIONS**

1. Department of Transportation - TR 11013R, Loch Raven
Watershed Culvert Repair,
Replacement and Resurfacing
BIDS TO BE RECV'D: 01/25/2017
BIDS TO BE OPENED: 01/25/2017

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

December 20, 2016

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 - 113, City Council President and members of the Board of Estimates, BOE Agenda dated December 21, 2016, if acted upon:

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

Email: kimtrueheart@gmail.com

*5519 Belleville Ave
Baltimore, MD 21207*

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

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

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

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on December 21, 2016.

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

Sincerely,
Kim Trueheart, Citizen & Resident

*5519 Belleville Ave
Baltimore, MD 21207*

MINUTES

ACKNOWLEDGEMENT

President: "Before we adjourn the meeting, the Mayor would like to have some comments."

Mayor: "Um -- we have among us some National Champions and so I wanted them to come up uh -- because -- because this is rare that we have national champions. National Champions in football but of course, we have had National Champions with the Ravens, but this is a local community team, Park Heights Secret Society Saints Football Team. Their coach is here uh -- the Reverend Garrett Williams and these young people -- come on up. I was going to -- don't worry we will - we will announce everybody, Steve Ashford, Raymond Queen, William Brown, and Denise Stevens. Can you all come on up? And uh -- we will have the team -- we will -- uh, if you'll don't mind, I'd love for them to take a picture with the President --"

President: "Right and we will adjourn the meeting after right after we finish that."

Mayor: "And we will adjourn the meeting following. And, can we bring the trophy up? Uh -- you can come up behind us."

MINUTES

President: "You can come up behind us, yes."

Mayor: "You can come up behind us, yeah. We need the team, yes."

Interim City Solicitor: "Oh wow. You've got a couple of trophies."

Mayor: "Set the trophies up here you all. Set the trophies up here. You want this one Mr. President? Do you want this one?"

President: "Anyone."

Interim City Solicitor: "This is the Championship one."

Comptroller: "In the middle. It's pretty."

Mayor: "The uh -- head coach is uh -- Robert Johnson. But, I just want to say this is an example of after-school programs that work in our communities. Uh -- these individuals never come to the City for a nickel or dime. Um -- this is headed by young men in our community who decided that the young people in the neighborhoods are important and so -- what is -- there are some girls up here too."

President: "and they're still coming."

MINUTES

Mayor: "-- And what they also do is community service, which is what I love about this group and I've watched them as they continue to grow and as I said to them earlier today, we expect great things from them because what we understand is that when we have activities going on in our communities that it helps our young people. It helps them to become team players uh -- to understand what's going on in their neighborhoods and their communities and after school these young men and women work with them every day. And so, we just want to take a moment to say that we are so proud of you and we look forward to your continued success. Maybe we will get another trophy uh -- next year. As you can see, they've gotten several trophies along the way. This is the National Championship Trophy right here. So congratulations Coaches and congratulations young people. Uh -- having said that Mr. President, I turn the meeting back over to you."

* * * * *

President: "Thank you. There being no more business before the Board, the meeting 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 agencies had issued an Addendum extending the dates for receipt and opening of bids on the following contract. There were no objections.

Dept. of Public Works - WC 1211, Asburton Reservoir
Zone 2 Tanks
BIDS TO BE RECV'D: 01/11/2017
BIDS TO BE OPENED: 01/11/2017

Dept. of Public Works - WC 1345-A, Repaving Utility
Cuts and Sidewalk Restoration
at Various Locations
BIDS TO BE RECV'D: 01/11/2017
BIDS TO BE OPENED: 01/11/2017

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

MINUTES

Department of Public Works - WC 1286, Guilford Avenue
and Vicinity Water Main
Replacements

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

Clerk: "The Board of Estimates will be in recess until January 11, 2017."

* * * * *

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, January 11, 2017.


JOAN M. PRATT
Secretary