

MINUTES**REGULAR MEETING**

Honorable Bernard C. "Jack" Young, President
Honorable Stephanie Rawlings-Blake, Mayor - **ABSENT**
Honorable Joan M. Pratt, Comptroller and Secretary
George A. Nilson, City Solicitor
Rudolph S. Chow, Director of Public Works
David E. Ralph, Deputy City Solicitor
S. Dale Thompson, Deputy Director of Public Works
Henry Raymond, Director of Finance
Bernice H. Taylor, Deputy Comptroller and Clerk - **ABSENT**

Pursuant to Article VI, Section 1(c) of the revised City Charter effective July 1, 1996, the Honorable Mayor, Stephanie Rawlings-Blake, in her absence during the meeting, designated Mr. Henry Raymond, Director of Finance, to represent the Mayor and exercise her power at this Board meeting.

President: "Good Morning, the April 13, 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 hearings will be asked to leave the hearing room immediately. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing."

MINUTES

Comptroller: "Pages 61 through 64 are being **DEFERRED** for three weeks and we are requesting that the Office of Human Services meet with the Department of Audits to present a plan towards resolution of this item."

President: "Thank you. I will direct the Board members attention to the memorandum from my office dated April 11, 2016, identifying matters to be considered--"

Comptroller: "Please note also that there were no press -- protest received and there is a correction on page 15, item 6 [sic] and it should read, 'To the Account 9916-909094-9194, Surplus Schools Stabilization', please change the amount from \$500,000.00 to \$300,000.00. Thank you."

President: "Thank you. I will direct the Board members attention to the memorandum from my office dated April 11, 2016, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda."

MINUTES

City Solicitor: "MOVE approval of all items on the routine agenda."

Comptroller: "Second."

President: "All those in favor say AYE. All opposed, NAY. The Motion carries. The routine agenda has been adopted. You have something else?"

Comptroller: "Yes, please note um -- I've been told I said that -- let me just read the correction again -- page 15 item 6 [sic], To the Account 9916-909094-9194, Surplus Schools Stabilization, please change the amount from \$500,000.00 to \$325,000.00. Thank you."

President: "Let me do the Motion--"

City Solicitor: "--\$325,000.00?"

Comptroller: "Yes."

City Solicitor: "Okay."

President: "Let me do the Motion over. I will direct the Board members attention to the memorandum from my office dated April 11, 2016, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda."

MINUTES

City Solicitor: "MOVE approval of all items on the routine agenda, including the corrected correction just noted by the Comptroller, for the record."

Comptroller: "Second."

President: "All those in favor say AYE. All opposed, NAY. The Motion carries, the routine agenda has been adopted."

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

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

Abel Recon, LLC	\$ 6,489,000.00
American Contracting & Environmental Services, Inc.	\$ 44,829,000.00
Concrete Protection & Restoration, Inc.	\$ 8,000,000.00
DN Tanks, Inc.	\$398,673,000.00
Edwin A. & John O. Crandell, Inc.	\$ 12,699,000.00
HGS, LLC. d/b/a Angler Environmental	\$ 35,325,000.00
Long Fence Company, Inc.	\$118,143,000.00
Meadville Land Service, Inc.	\$ 8,000,000.00
MGE, Inc.	\$ 6,678,000.00
Oakmont Contracting, LLC	\$ 1,422,000.00
Trenton Contracting Co., Inc.	\$ 5,409,000.00

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:

AB Consultants, Inc.	Landscape Architect Engineer Land Survey
Delon Hampton & Associates, Chartered	Engineer

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

Dewberry Consultants, LLC	Land Survey Architect Landscape Architect Engineer
Human and Rohde, Inc.	Landscape Architect
Leo Matanguihan Architect	Engineer
Marine Solutions, Inc.	Engineer
Modjeski and Masters, Inc.	Engineer
Schrader Group Architecture, LLC	Engineer Architect

There being no objection, the Board, UPON MOTION duly made and seconded, approved the Prequalification of Contractors and the Prequalification of Architects and Engineers for the listed firms.

MINUTES

Space Utilization Committee - Sub-Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Sub-Lease Agreement with the Roland Park Baseball League, Inc., Sub-lessee, for the rental of a portion of the property known as Enslow Field, Northwest Park, located on a portion of 2101 W. Rogers Avenue. The period of the Sub-Lease Agreement is effective upon Board approval for one year, with the option to extend the Sub-lease for two additional 25-year terms.

AMOUNT OF MONEY AND SOURCE:

\$1.00 - If demanded

BACKGROUND/EXPLANATION:

The sub-leased premises will be used for the Roland Park Baseball and Softball Leagues. The Sub-lessee is subject to paying the Department of Recreation and Parks its standard team registration fees for little league baseball.

During the initial term the Sub-lessee will have access to the sub-leased premises in order to build, in accordance with plans and specifications approved by the Sub-lessor and pursuant to Paragraph 3.B.1 of the Sub-Lease Agreement, a 90' little league baseball diamond which will be convertible to a 70' diamond mound for younger players, together with associated grading, sodding and woodline clearing, and additional improvements. These improvements will include, but will not be limited to fencing, and team benches, as determined by the Sub-lessee and approved by the Sub-lessor during the initial term.

MINUTES

Space Utilization Committee - cont'd

The anticipated cost is not less than \$130,000.00.

The Space Utilization Committee approved this Sub-Lease Agreement on April 5, 2016.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Sub-Lease Agreement with the Roland Park Baseball League, Inc., Sub-lessee, for the rental of a portion of the property known as Enslow Field, Northwest Park, located on a portion of 2101 W. Rogers Avenue.

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

The Board is requested to approve and authorize execution of a Lease Agreement with Lineal Industries, Inc., Tenant, for the rental of a portion of the property known as ES S. Hanover Street, 113'2 S W Wells Street (Block 1036, Lot 9/11) containing 0.284 acres. The period of the Lease Agreement is March 1, 2016 through February 28, 2017, with the option to renew for one additional 1-year term.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Installation</u>
\$15,450.00	\$1,287.50

BACKGROUND/EXPLANATION:

The space is being used as storage for the Landlord's trailer and the Tenant's construction equipment. The Landlord will be responsible for giving the Tenant five business days' notice, in writing or verbally, for any purpose of constructing or servicing its utilities. Any paving material dug up or disturbed will be replaced by the Landlord at its expense. The Landlord retains the right to utilize said premises for maintaining or repairing any utilities or proposed utilities that may be installed in the future.

The Tenant will be responsible for snow removal, liability insurance, erecting a fence around the premises, if applicable. The tenant may not erect a permanent storage building or shed on the premises. The Tenant will not use the leased premises to store gasoline or other flammable ignitable or explosive substances, repair vehicles or equipment, or for any illegal or unlawful purposes.

MINUTES

Space Utilization Committee - cont'd

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

The Space Utilization Committee approved this Lease Agreement on April 5, 2016.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with Lineal Industries, Inc., Tenant, for the rental of a portion of the property known as ES S. Hanover Street, 113'2 S W Wells Street (Block 1036, Lot 9/11) containing 0.284 acres.

MINUTES

Department of Real Estate - Expenditure Authorization

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the Department of Health's Women, Infant and Children (WIC) Program, Tenant, to continue to pay by Expenditure Authorization, month-to-month rent and additional rental fees to Bon Secours Baltimore Health Systems, Inc., Landlord, for the property located at 26 N. Fulton Avenue. The period of the month-to-month rent is January 1, 2016 to May 31, 2016.

AMOUNT OF MONEY AND SOURCE:

\$422.55 - Monthly Rent

The additional rent will be \$200.00 per month for the two telephones lines and \$29.63 per month for shared copier and paper.

Account No. - 4000-423216-3080-294100-603013

BACKGROUND/EXPLANATION:

The Lease Agreement expired December 31, 2015.

The Landlord and Tenant are negotiating a new lease agreement for the Tenant's WIC Program to remain at the site. The Department of Health will continue to pay rent on a month-to-month basis until a lease agreement has been approved and executed by the Board. It is expected that the negotiations will be concluded on or before May 31, 2016.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized the Department of Health's Women, Infant and Children

MINUTES

Department of Real Estate - cont'd

Program, Tenant, to continue to pay by Expenditure Authoriza-
tion, month-to-month rent and additional rental fees to Bon
Secours Baltimore Health Systems, Inc., Landlord, for the
property located at 26 N. Fulton Avenue.

MINUTES

Space Utilization Committee - Transfer of Jurisdiction

ACTION REQUESTED OF B/E:

The Board is requested to approve the transfer of a portion of the property known as 823-825 N. Mount Street (Block 86, to be known as Lot 001) from the inventory of the Department of Recreation and Parks to the inventory of the Department of Public Works.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

This property is being subdivided by the Bureau of Surveys and Records. The property will be known as Lot 1 and Lot 2. Lot 1 is being transferred to the Department of Public Works, which needs to keep Lot 1 for the construction of a bio-retention facility (ER4097 W263 Lanvale Bio-Retention). Lot 2 will be assigned to the Department of Real Estate for disposition.

The Space Utilization Committee approved this Transfer of Jurisdiction on April 5, 2016.

UPON MOTION duly made and seconded, the Board approved the transfer of a portion of the property known as 823-825 N. Mount Street (Block 86, to be known as Lot 001) from the inventory of the Department of Recreation and Parks to the inventory of the Department of Public Works.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development (DHCD) - Condemnations</u>			

1. Walter Y. Goodwich	1719 Brunt St.	Sub-G/R	\$ 160.00
		\$60.00	

Funds are available in account 9910-908044-9588-900000-704040, Tax Sale Ground Rents Project.

2. Ilene H. Powers	1510 N. Port St.	G/R	\$ 520.00
		\$78.00	

Funds are available in account 9910-908044-9588-900000-704040, Miscellaneous Project.

The fair market value was substantiated in appraisals made by independent appraisers contracted by the City. This will permit the City to have title to, and if necessary immediate possession of, the subject property interest.

DHCD - Condemnation Settlement

3. Anthony Wagstaff	4673 Park Heights Ave.	L/H	\$6,000.00
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On July 1, 2015, the Board approved the acquisition of the leasehold interest in the property located at 4673 Park Heights Avenue for the fair market value of \$24,000.00, based upon an independent appraisal report. The owner produced a report valuing the property at \$36,000.00. After negotiations the parties agreed to settle the case for \$30,000.00. Therefore, the Board is requested to approve an additional \$6,000.00.

Funds are available in account 9910-903183-9588-900000-704040.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnation Settlement - cont'd</u>			

UPON MOTION duly made and seconded, the Board approved the condemnations and the condemnation settlement.

MINUTES

Office of the Labor Commissioner - Transition Health and
Prescription Drug Plan
Agreement

ACTION REQUESTED OF B/E:

The Board is requested to authorize the execution of the negotiated Transition Health and Prescription Drug Plan between the Mayor and City of Baltimore, the Office of the Labor Commissioner, Fraternal Order of Police, IAFF Local 734 Fire Fighters, IAFF Local 964 Fire Officers, City Union of Baltimore and AFSCME Council 67 Locals 44, 558, and 2202.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

A Transition Health and Prescription Drug Plan Agreement was negotiated to replace the original agreement approved by the Board of Estimates on November 7, 2012. The submitted successor agreement, which was drafted by attorneys representing the City of Baltimore and the Unions, reflects agreed upon terms and conditions. The successor agreement will remain in effect through December 31, 2017.

The City's obligation to the Managerial and Professional Society (MAPS) is to "meet and confer," but MAPS was invited to participate in the discussions regarding the new agreement.

UPON MOTION duly made and seconded, the Board authorized the execution of the negotiated Transition Health and Prescription Drug Plan between the Mayor and City of Baltimore,

MINUTES

Office of the Labor Commissioner - cont'd

the Office of the Labor Commissioner, Fraternal Order of Police, IAFF Local 734 Fire Fighters, IAFF Local 964 Fire Officers, City Union of Baltimore and AFSCME Council 67 Locals 44, 558, and 2202.

MINUTES

Department of Planning - Report on Previously
Approved Transfers of Funds

At previous meetings, the Board of Estimates approved Transfers of Funds subject to receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter. Today, the Board is requested to **NOTE 17** favorable reports by the Planning Commission on March 31, 2016, on Transfers of Funds approved by the Board of Estimates at its meetings on March 2, March 23, and March 30, 2016.

The Board **NOTED 17** favorable reports by the Planning Commission on March 31, 2016, on Transfers of Funds approved by the Board of Estimates at its meetings on March 2, March 23, and March 30, 2016.

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:

1241 - 1244

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 Recreation and Parks</u>		
1. \$15,000.00 General Fund	9938-915052-9474 (Active) Druid Hill Park Community Service Center	9938-901719-9474 (Active) Druid Hill Park Neighborhood Access

This transfer will provide funds to cover the costs associated with construction administration services for Druid Hill Park Neighborhood Access and to reconcile the account's deficit.

Baltimore Development Corporation (BDC)

2. \$20,000.00 20 th EDF	9910-994001-9600 Constr. Reserve Unallocated Reserve	9910-907104-9601 W. Balto. Ind. & Coml.
6,000.00 23 rd EDF	9910-913990-9600 Constr. Reserve Commercial Revitalization	9910-921101-9601 Commercial Revitalization
758.00 24 th EDF \$26,758.00	9910-908018-9600 Constr. Reserve Seton, Cross Rds., Park Circle	9910-907104-9601 W. Balto. Ind. & Coml.

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

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Planning</u>		
3. \$581,000.00	9904-920027-9129	9904-923026-9127
Mayor and City Council Revenue	Property Acquisition Mayor and City Council Revenue	BCPD Aviation Unit

This transfer is for capital improvements per the lease with the Maryland Aviation Association for repairs and upgrades to the Aviation Hanger located at 701 Wilson Pt. Road, Middle River, MD 21220.

Department of Housing and Community Development

4. \$225,000.00	9910-904968-9587	
31 st Comm. Dev. Bonds	Red Line Comm. Dev. (Res.)	
\$ 75,000.00	-----	9910-910427-9588 HCD-EBDI-Soft Cost
<u>150,000.00</u>	-----	9910-908428-9588 EBDI - Relocation Cost
\$225,000.00		

This transfer will provide appropriation to support acquisition, relocation, and legal costs associated with the East Baltimore Development Initiative Project.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
5. \$100,000.00 23 rd Econ. Dev.	9950-934003-9507 Constr. Reserve Russell & Monroe Bridges	9950-907850-9514-3 Design - Replace Russell/Monroe Street Bridge Ramp

This transfer is to cover the deficit and to meet the costs of the project TR 11316, Replace Russell/Monroe Street Bridge Ramp in the amount of \$100,000.00.

Department of General Services

FROM ACCOUNT

6. 9916-922080-9194	MOIT New Call Center	\$500,000.00	General Funds
9916-909094-9194	Surplus Schools Stabilization	\$325,000.00	General Funds
9916-916016-9197	Sarah's Hope Shelter	\$825,000.00	6th Public Building Loan

TO ACCOUNT

9916-922080-9194	MOIT New Call Center	\$500,000.00	6th Public Building Loan
9916-909094-9194	Surplus Schools Stabilization	\$325,000.00	6th Public Building Loan
9916-916016-9197	Sarah's Hope Shelter	\$825,000.00	General Funds

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of General Services - cont'd</u>		

The Department of General Services is required to perform site work as part of the lease obligations with St. Vincent de Paul. St. Vincent de Paul is planning to exercise their right to purchase the property. St. Vincent de Paul would like to use the allocated money alongside other donated funds to perform the work themselves and complete the project with an expanded scope. The Department of General Services is in favor of this plan. The changeover of funds will switch the funding source from bond funding to general funding, allowing for more flexibility in this public-private partnership.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition by gift of the leasehold interest in 1706 Crystal Avenue from Mr. Michael Brown, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

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

BACKGROUND/EXPLANATION:

Mr. Brown is donating the subject vacant lot to the City of Baltimore. The property is in an area scheduled for redevelopment, and accepting the donation will save acquisition expense and time.

Pursuant to the provisions of Article 13, § 2-7 of the Baltimore City Code (2000 Edition) and subject to the prior approval of the Board of Estimates, the DHCD may acquire, for and on behalf of the Mayor and City Council of Baltimore, by gift, any single-family or multiple-family dwelling unit or other structure or lot within the City, for development and redevelopment. The Commissioner of the DHCD has made the required determination with regard to this property. This property will be redeveloped.

The DHCD will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through March 14, 2016, other than water bills, is as follows:

MINUTES

DHCD - cont'd

	<u>Tax Year</u>	<u>Amount</u>	
Real Property Taxes	2013/2014	\$ 112.20	
Real Property Taxes	2014/2015	106.98	
Real Property Taxes	2015/2016	79.08	
	Total Real Property Taxes	\$ 298.26	
Tax Sale	Tax sale dated 10/21/2015	\$1,472.46	
	<u>Bill No.</u>	<u>Date</u>	<u>Amount</u>
Miscellaneous Bill	7469695	10/06/14	\$ 161.49
Miscellaneous Bill	7478845	10/14/14	161.49
Miscellaneous Bill	7726813	08/03/15	233.64
Miscellaneous Bill	7816788	11/18/15	208.35
	Total Miscellaneous Bills		\$ 764.97
Prop. Registration	Reg. No. 829441 dated 3/10/2016		<u>\$ 322.40</u>
	Total		\$2,858.09

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved the acquisition by gift of the leasehold interest in 1706 Crystal Avenue from Mr. Michael Brown, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition by gift of the leasehold interest in the property located at 2510 Emerson Street from Emerson Street Property Trust, owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

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

BACKGROUND/EXPLANATION:

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

Emerson Street Property Trust has offered to donate to the City, title to the property located at 2510 Emerson Street. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The DHCD will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through February 22, 2016, other than water bills, is as follows:

MINUTES

DHCD - cont'd

Tax Sale Cert #296509	Date 05/18/15	\$ 87,832.48
Real Property Taxes	2015-2016	\$ 25.44
Real Property Taxes	2014-2015	\$ 82.30
Real Property Taxes	2013-2014	\$ 109.44
Real Property Taxes	2012-2013	\$ 127.00
Real Property Taxes	2011-2012	\$ 194.94
Real Property Taxes	2010-2011	\$ 160.36
Real Property Taxes	2009-2010	\$ 228.64
Real Property Taxes	2008-2009	\$ 324.04
Real Property Taxes	2007-2008	\$ 404.33
Real Property Taxes	2006-2007	\$ 383.20
Miscellaneous Bills	#4287926	\$ 155.41
Miscellaneous Bills	#4657185	\$ 294.59
Miscellaneous Bills	#4673695	\$ 134.42
Miscellaneous Bills	#4823167	\$ 135.82
Miscellaneous Bills	#4904884	\$ 80.54
Miscellaneous Bills	#5092462	\$ 170.74
Miscellaneous Bills	#5109814	\$ 138.26
Miscellaneous Bills	#5397807	\$ 256.12
Miscellaneous Bills	#5780424	\$ 331.09
Miscellaneous Bills	#6013882	\$ 203.37
Miscellaneous Bills	#6163794	\$ 238.18
Miscellaneous Bills	#6451884	\$ 401.44
Miscellaneous Bills	#6662076	\$ 11,915.76
Environmental Fine	#03140944	\$ 150.00
Environmental Fine	#51746865	\$ 1,500.00
Footway Paving Bill	G950-504-396-10-135	\$ 159.12
Property Registration	Reg #302589	\$ 1,408.00
Total Owed:		\$107,545.03

MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved the acquisition by gift of the leasehold interest in the property located at 2510 Emerson Street from Emerson Street Property Trust, owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition by gift of the fee simple interest in the property located at 2623 Boone Street (Block 4070A Lot 071) from Federal National Mortgage Association, owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

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

BACKGROUND/EXPLANATION:

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

Federal National Mortgage Association has offered to donate to the City, title to the property located at 2623 Boone Street (Block 4070A Lot 071). With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The DHCD will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through March 23, 2016, other than water bills, is as follows:

MINUTES

DHCD - cont'd

Real Property Taxes	2015/2016	\$0.00
Miscellaneous Bills		\$0.00

UPON MOTION duly made and seconded, the Board approved the acquisition by gift of the fee simple interest in the property located at 2623 Boone Street (Block 4070A Lot 071) from Federal National Mortgage Association, owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

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 Timothy Baptist Church, Developer, for the sale of the City-owned property located at 301 N. Carey Street.

AMOUNT OF MONEY AND SOURCE:

\$500.00

BACKGROUND/EXPLANATION:

The Developer intends to use the lot as green space. It currently owns the adjacent property located at 1212 W. Saratoga Street.

The lot was journalized and approved for sale on December 7, 2012.

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 301 N. Carey Street is \$1,887.00 and the purchase price is \$500.00.

MINUTES

DHCD - cont'd

The property is being sold to Timothy Baptist Church 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.

MBE/WBE PARTICIPATION:

The developer will purchase the property for a price that is less than \$50,000.00 and will receive no City funds or incentives for the purchase or rehabilitation, therefore MBE/WBE is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Timothy Baptist Church, Developer, for the sale of the City-owned property located at 301 N. Carey Street.

MINUTESHealth Department - Agreements and an Amendment to Agreement

The Board is requested to approve and authorize execution of the various Agreements and an Amendment to Agreement. The period of the Agreement is July 1, 2015 through June 30, 2016, unless otherwise indicated.

AGREEMENTS

1. **BALTIMORE MEDICAL SYSTEM, INC. (BMS)** **\$406,297.00**

Account: 1001-000000-3100-295900-603051

The BMS will work with the Department to provide School Health services which consist of School Health Suite Coverage and School Based Health Centers (SBHC). The BMS will provide services at Tench Tilghman Elementary/Middle School, Harford Heights Elementary, William C. March School, Collington Square Elementary/Middle School, Northwestern High School, Patterson High School, Mergenthaler Vocational Technical High School, Paul Lawrence Dunbar High School, Maritime Industries Academy High, and Vanguard Collegiate Middle School.

The BMS will maintain approval from the Maryland Medical Assistance Program for designation of the school-based clinics at Collington Square Elementary/Middle School, Maritime Industries Academy High School, Harford Heights Elementary School, Paul Lawrence Dunbar High School, and Patterson High School as the SBHC's. The BMS will provide the Department with documentation of such approval. Should either of these sites lose its designation as a SBHC for any reason, the BMS will notify the Department in writing within 15 days of the loss of such designation.

The agreement is late because of a delay in finalizing the budget and scope of services.

MINUTES

Health Department - cont'd

2. **EDUCATION BASED LATINO OUTREACH, INC.** **\$ 25,000.00**

Account: 4000-494416-3030-279200-603051

Education Based Latino Outreach, Inc. will recruit, organize, facilitate, and evaluate 50 youth for the Making Proud Choices! Or Be Proud, Be Responsible! Curricula. The organization will recruit Hispanic youth age 10 - 19 for participation in the Making Proud Choices initiative which will provide information in regards to teen pregnancy prevention. The youth will attend the Department's monthly meetings. The period of the agreement is October 1, 2015 through June 30, 2016.

The agreement is late because of a delay during the administrative review process.

3. **HOPE SPRINGS, INC.** **\$ 83,540.00**

Account: 4000-484816-3023-513200-603051

The organization will hire a recruiter who will be responsible for visiting faith communities, explaining the Open Table concept, and recruiting volunteers. Open Table is an anti-poverty program that has been working in at least 40 cities in the United States with a variety of people, such as homeless people, people aging out of foster care, and persons with HIV. The Open Table model surrounds a single client with 10 - 12 members of a faith based community. The clients meet weekly with the Open Table team and they work together to develop a plan for the client to be more self-sufficient and self-sustaining. The period of the agreement is September 30, 2015 through September 29, 2016.

MINUTES

Health Dept. - cont'd

The agreement is late because this is a new grant from the Department of Health and Human Services, Centers for Disease Control and Prevention which was approved by the

Board on November 4, 2015. Awards to sub-grantees were made in late November of 2015. The sub-grantees were asked to submit a budget narrative, and scope of services. The Department thoroughly reviews the entire package before preparing a contract and submitting it to the Board. These budgets are many times revised because of inadequate information from the providers. The review process is required to comply with the grant requirements.

MWBOO GRANTED A WAIVER.

- 4. **THE HEARING AND SPEECH AGENCY OF METROPOLITAN BALTIMORE, INC. \$80,557.00**

Account: 4000-427116-3080-294300-603051	\$24,637.00
4000-427116-3080-294301-603051	\$12,843.00
4000-428216-3080-294300-603051	\$43,077.00

The organization will provide a speech-language pathologist to staff the Baltimore Infants and Toddlers program's eligibility center, and provide occupational therapy evaluations, speech/language evaluations, audio logical evaluations, and speech/language or occupational therapy as needed.

The agreement is late due to receiving the grant award late in the fiscal year.

MWBOO GRANTED A WAIVER.

MINUTES

Health Dept. - cont'd

5. **THE JOHNS HOPKINS UNIVERSITY** **\$30,606.00**

Account: 5000-569716-3023-274425-603051

The Johns Hopkins University will continue to provide psychosocial support services to accommodate the increasing number of uninsured and underinsured HIV infected clients, from childhood to age 24 years, to access needed health and supportive services.

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

6. **PROJECT PLASE, INC.** **\$29,407.00**

Account: 5000-569716-3023-274428-603051

Project PLASE, Inc. will provide counseling to HIV positive persons. Clients will be selected from the at-risk population (African American women, male youth, Men who have sex with Males, Gay, Bi-Sexual, Lesbian, Transgendered) considering additional factors such as lack of medical assistance, those who are newly diagnosed and currently not in care, and those who have multiple needs including mental health or substance abuse.

MINUTES

Health Dept. - cont'd

The Agreement is late because the State of Maryland Department of Health and Mental Hygiene's Prevention and Health Promotion Administration programmatically manages Ryan White State Special services. The providers are asked to submit a budget, budget narrative, and scope of services. The BCHD thoroughly reviews the entire package before preparing a contract and submitting it to the Board.

These budgets are many times revised because of inadequate information from the providers. This review process is required to comply with the grant requirements.

AMENDMENT TO AGREEMENT

7. **MARYLAND ASSOCIATION OF
NONPROFIT ORGANIZATIONS, INC.** **\$0.00**

On June 17, 2015, the Board approved the original agreement in the amount of \$142,850.00 for the period of June 1, 2015 through March 30, 2016.

The Department did not have a dedicated staff person to oversee the consultant's work; consequently, the hours in the scope of work were not utilized at the volume anticipated. This Amendment to Agreement will extend the agreement through June 30, 2016, to allow for completion of services. All other terms and conditions of the agreement will remain unchanged.

AUDITS NOTED THE TIME EXTENSION.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Health Dept. - cont'd

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

MINUTES

Department of Finance/Office - Renewal of FY16 Flood
of Risk Management Insurance

ACTION REQUESTED OF B/E:

The Board is requested to approve the renewal of flood insurance for the Baltimore City Police Headquarter and Annex Buildings. This policy is written through the National Flood Services and renews April 22, 2016.

AMOUNT OF MONEY AND SOURCE:

\$56,890.00 - 2043-000000-1450-162900-603014

BACKGROUND/EXPLANATION:

On September 13, 2003, storm surge and heavy rain from Hurricane Isabel flooded the basement of the Police Headquarters to a depth of 22". A claim was made with the Federal Emergency Management Agency (FEMA). The Public Assistance reimbursement has been approved. Since the facility is located in a 100 year floodplain, distribution of FEMA Public Assistance is contingent on securing and maintaining of coverage for flood.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the renewal of flood insurance for the Baltimore City Police Headquarter and Annex Buildings.

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. 1 Light Street	Mirecourt Assoc., LLC	Tiebacks 2370 linear ft.
Annual Charge: \$8,295.00		
2. a. 205 S. Collington Avenue	Donovan Development Group, LLC	One set of steps 4'8" x 5'
b. 207 S. Collington Avenue	Donovan Development Group, LLC	One set of steps 4'8" x 5'
Flat Charge: \$ 70.40		
3. a. 901 S. Eaton Street	Merchant Hill, LLC	One set of steps 3'8" x 6'1"
b. 903 S. Eaton Street	Merchant Hill, LLC	One set of steps 3'8" x 5'4"
c. 905 S. Eaton Street	Merchant Hill, LLC	One set of steps 3'8" x 4'6"
Flat Charge: \$ 105.60		

MINUTES

Department of Transportation - cont'd

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

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

MINUTES

Department of Transportation - Traffic Mitigation Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Traffic Mitigation Agreement with 514 Park Avenue Investments Fund, LLC. The period of the agreement will commence upon Board approval and termination will be deemed in writing by the Department of Transportation.

AMOUNT OF MONEY AND SOURCE:

\$12,538.86 - 9950-906082-9512-000000-490375

BACKGROUND/EXPLANATION:

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Impact Study was required for the development. The Developer proposes to perform the Scope of Work for 500 Park Avenue at 200 and 220 West Franklin Street constructing a 115,500 sq. ft. residential apartment building with 153 units and 4,500 sq. ft. of retail. The Developer agrees to make a one-time contribution in the amount of \$12,538.86 to fund the City's multimodal transportation improvements in the project's vicinity.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Traffic Mitigation Agreement with 514 Park Avenue Investments Fund, LLC.

MINUTES

Department of Transportation - Amendment One to the Memorandum
of Understanding _____

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Amendment One to the Memorandum of Understanding (MOU) with the Maryland Department of Transportation acting for and on behalf of the State of Maryland by and through the State Highway Administration (SHA) for the Baltimore Downtown Bicycle Network.

AMOUNT OF MONEY AND SOURCE:

\$1,683,728.00 - 9950-905190-9527-000000-490360

BACKGROUND/EXPLANATION:

On Wednesday, June 11, 2014, the Board approved a MOU for the Baltimore Downtown Bicycle Network to define the responsibilities of the Department of Transportation and the SHA to provide funding for alternatives to the transportation system in connection with the Baltimore Downtown Bicycle Network. The MOU for the Downtown Bicycle Network Project is amended to add scope and associated funding to the project. In addition to the original scope of work, the MOU includes Phase I of the Potomac Street Cycle Track and staining the Jones Falls Trail around the Inner Harbor green. The MOU also includes incorporating Appendices A&E (SHA's Standard Title VI Non-Discrimination Assurances).

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment One to the Memorandum of Understanding with the Maryland Department of Transportation acting for and on behalf of the State of Maryland by and through the State Highway Administration for the Baltimore Downtown Bicycle Network.

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

- | | | |
|---------------------------------|--------------|---------|
| MARYLAND ENVIRONMENTAL SERVICES | \$ 15,000.00 | Renewal |
|---------------------------------|--------------|---------|

Contract No. 06000 - Chlorofluorocarbon (CFC) Removal - BOP - Req. No. R523769

On June 17, 2013, the City Purchasing Agent approved the initial award in the amount of \$25,000.00. The award contained an annual year to year renewal option. Subsequent actions have been approved. This third renewal in the amount of \$15,000.00 is for the period June 16, 2016 through June 15, 2017.

- | | | |
|-------------|--------------|-------------|
| BRP US INC. | \$ 30,212.00 | Sole Source |
|-------------|--------------|-------------|

Contract No. 08000 - Marine Outboard Engines - Baltimore City Police Department - Req. No. R726543

BRP US Inc. is the sole manufacturer of the Evinrude E-Tech Engine. The Baltimore City Police Department has been trained to maintain these engines. The City receives government pricing and huge discounts when purchasing their products.

- | | | |
|-----------------------------------|--------------|---------|
| CPR SAVERS & FIRST AID SUPPLY LLC | \$ 35,380.00 | Low Bid |
|-----------------------------------|--------------|---------|

Solicitation No. B50004543 - AED Packages - Baltimore City Police Department - Req. No. R724308

- | | | |
|----------------------------|--------------|---------|
| SERVICE PHOTO SUPPLY, INC. | \$ 45,634.90 | Low Bid |
|----------------------------|--------------|---------|

Solicitation No. B50004556 - Nikon D7100 Cameras - Baltimore City Police Department - Req. No. R725216

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

- | | | |
|---|----------------|---------|
| 5. CPR SAVERS & FIRST AID SUPPLY LLC | \$ 35,582.00 | Low Bid |
| Solicitation No. B50004546 - Tourniquet - Baltimore City
Police Department - Req. No. R724323 | | |
| 6. EXCELSIOR BLOWER SYSTEMS, INC. | \$ 30,504.00 | Low Bid |
| Solicitation No. B50004564 - Two Heliflow Gas Compressors -
Department of Public Works Patapsco Wastewater Treatment
Plant - Req. No. R725752 | | |
| 7. MARTIN'S, INC. | \$2,910,000.00 | Renewal |
| Contract No. B50002354 - Provide Meals for the Summer Food
Service Program - Department of Housing and Community
Development - Req. No. R725110 | | |

On May 16, 2012, the Board approved the initial award in the amount of \$2,930,400.00. The award contained four 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$2,910,000.00 is for the period May 16, 2016 through May 15, 2017. The above amount is the City's estimated requirement.

MWBOO SET GOALS OF 15% MBE AND 8% WBE.

		<u>Commitment</u>	<u>Actual</u>
MBE: Class Act Café & Catering, Inc.	15.30%	\$393,960.74	19.60%

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>		<u>AWARD BASIS</u>
<u>Bureau of Purchases</u>			
WBE: Shalom Catering Corp.	8.61%	\$137,335.30	6.83%
MR Enterprise, Inc.	2.00%	73,512.49	2.00%*
	10.61%	\$210,847.79	8.83%

*Maximum expenditures allowed for supplies

MWBOO FOUND VENDOR IN COMPLIANCE.

8. PLAYGROUND SPECIALISTS,
INC. \$ 49,976.00 Renewal
Contract No. B50003362 - Engineered Woodfiber for Various
Playgrounds - Department of Recreation and Parks - P.O. No.
P527096

On April 30, 2014, the Board approved the initial award in the amount of \$49,976.00. The award contained two 1-year renewal options. On May 6, 2015, the Board approved the first renewal in the amount of \$49,976.00. This final renewal in the amount of \$49,976.00 is for the period April 30, 2015 through April 29, 2016. The above amount is the City's estimated requirement.

9. MIDWEST MEDICAL
SUPPLY, L.L.C. \$ 0.00 Renewal
Contract No. B50003256 - Various Medical Supplies - Health
Department - P.O. No. P527105

On April 30, 2014, the Board approved the initial award in the amount of \$63,018.00. The award contained three 1-year renewal options. On May 6, 2015, the Board approved the

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

first renewal in the amount of \$0.00. This second renewal in the amount of \$0.00 is for the period May 1, 2016 through April 30, 2017, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

10. HIGHER GROUND TRANSPORTATION
SERVICES, INC. \$ 100,000.00 Renewal
 Contract No. B50002253 - Provide Van Transportation for
 Infants and Toddlers Program - Health Department - P.O. No.
 P520136

On April 4, 2012, the Board approved the initial award in the amount of \$125,322.78. The award contained four 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$100,000.00 is for the period May 1, 2016 through April 30, 2017. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

11. CENTER FOR EMERGENCY
 MEDICINE OF WESTERN
PENNSYLVANIA, INC. \$1,200,000.00 Renewal
 Contract No. 06000 - Non-Emergent Air Transportation
 Services - Health Department - P.O. No. P531118

On May 6, 2015, the Board approved the initial award in the amount of \$1,238,405.00. The award contained four 1-year 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

This renewal in the amount of \$1,200,000.00 is for the period May 5, 2016 through May 4, 2017, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

- | | | |
|---|---------------|---------|
| 12. LORENZ LAWN & LANDSCAPE,
INC. d/b/a LORENZ, INC. | \$ 186,000.00 | Renewal |
| Contract No. B50002273 - Mowing, Maintenance and
Landscaping - Department of Public Works - P.O. No. P520135 | | |

On May 9, 2012, the Board approved the initial award in the amount of \$156,800.00. The award contained two 2-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$186,000.00 is for the period May 9, 2016 through May 8, 2018. The above amount is the City's estimated requirement.

MWBOO SET GOALS OF 15% MBE AND 5% WBE.

		<u>Commitment</u>	<u>Performed</u>
MBE: 4 Evergreen Lawn Care	15%	\$38,102.84	18.4%
WBE: Fouts Lawn Care Corp., Inc.	5%	\$16,851.04	8.1%

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

UPON MOTION duly made and seconded, the Board approved the informal awards, renewals, increases to contracts and extensions. The Comptroller **ABSTAINED** on item no. 10.

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 002 to Shah & Associates, Inc., under Project 1160.1, On-Call Electrical Engineering Services. The original contract expires on February 26, 2017. The duration of this task is approximately 15 months.

AMOUNT OF MONEY AND SOURCE:

\$	6,620.02	-	2072-000000-5181-390530-603026
	6,620.02	-	2070-000000-5501-397383-603026
	6,620.02	-	2070-000000-5501-397360-603026
	6,620.02	-	2070-000000-5501-397350-603026
	6,620.02	-	2070-000000-5501-397374-603026
	6,620.02	-	2070-000000-5501-397385-603026
	6,620.02	-	2070-000000-5501-397373-603026
	14,000.02	-	2070-000000-5501-397340-603026
	50,902.02	-	2070-000000-5501-397310-603026
	14,000.02	-	2070-000000-5501-397330-603026
	6,620.02	-	2070-000000-5501-397320-603026
	6,620.02	-	2070-000000-5501-397381-603026
	13,365.02	-	2070-000000-5501-397382-603026
	6,620.02	-	2070-000000-5501-397382-603026
	<u>36,525.02</u>	-	2071-000000-5521-632430-603026
	<u>\$194,992.30</u>		

BACKGROUND/EXPLANATION:

The Consultant will provide an arc flash study for the various wastewater, stormwater, and water pumping stations to comply with the requirements of NEC, NFPA, 70E, and OSHA. The Consultant will also provide a safe work place to qualified persons responsible for the operation and maintenance of the facilities.

MINUTES

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

The Scope of Work will include but is not limited to field investigation, short circuit analysis, protective device coordination study, incident energy study to determine arc flash protection boundary, and coordination with BGE for reducing the arc flash category to or below Category 4. The consultant will also provide arc flash training, develop arc flash design standards, recommendations for compliance strategies and associated most probable cost for reducing arc flash categories, and preparation of the final reports summarizing results of the arc flash study.

The Consultant was approved by the Office of Boards and Commissions and the Architectural and Engineering Awards Commission to design this project.

MWBOO GRANTED APPROVAL.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task 002 to Shah & Associates, Inc., under Project 1160.1, On-Call Electrical Engineering Services.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve assignment of Task No. 001 to Dewberry Consultant, LLC, under Project 1211.1 On-Call Design and Engineering Services. The period of the task assignment is approximately 24 months.

AMOUNT OF MONEY AND SOURCE:

\$103,429.48
5,788.58
\$109,218.06 - 9960-905126-9557-900020-703032

BACKGROUND/EXPLANATION:

On February 25, 2015, the Board awarded the Consultant for the Project 1211.1 On-Call Design and Engineering Services for water main and appurtenance projects. Under this task, the Consultant will provide engineering services to redesign the large water mains on Mapleton Avenue Bridge and Fort Avenue Bridge which are currently out of service for leakages. Their services will also include condition assessments, field investigations, reviewing available reports and preparing the contract specification.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$236,750.00	9960-907101-9558	
Water Revenue	(Constr. Res. Small	
Bonds	Water Mains)	
13,250.00	" "	
Baltimore		
County		
<u>\$250,000.00</u>		
\$ 13,250.00	-----	9960-905126-9557-3
		Engineering
236,750.00	-----	9960-905126-9557
<u>\$250,000.00</u>		Administration

The funds are required to cover the cost for Project 1211.1-Task (WC 1344) Water Main Design - Mapleton Avenue.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 001 to Dewberry Consultant, LLC, under Project 1211.1 On-Call Design and Engineering 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. The President Voted **NO**.

MINUTES

Department of Public Works/Office - Task Assignment
of Engineering and Construction (DPW)

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 043 to Rummel, Klepper & Kahl, LLP, under Project No. 1301, On-Call Project and Construction Management Assistance. The original contract will expire on May 1, 2016. The period of the task is approximately six months.

AMOUNT OF MONEY AND SOURCE:

\$236,708.05 - 9956-908614-9551-900020-705032

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction is requesting Rummel, Klepper & Kahl, LLP, to provide on-site inspection services on SC 934, Cleaning of the Outfall Interceptor & Relief Sewer-Phase II for the Bureau of Water and Wastewater, Department of Public Works.

MWBOO GRANTED APPROVAL.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the assignment of Task No. 043 to Rummel, Klepper & Kahl, LLP, under Project No. 1301, On-Call Project and Construction Management Assistance. The President Voted **NO**.

MINUTES

Department of Public Works/Office - Task Assignment
of Engineering and Construction (DPW)

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 021 to Arcadis US, Inc., under Project No. 1303, On-Call Project and Construction Management Assistance. The original contract will expire on April 30, 2016.

AMOUNT OF MONEY AND SOURCE:

(\$ 18,640.05) - 9960-910703-9557-900020-705032, WC 1225, Task 002
(85,936.76) - 9960-905658-9557-900020-705032, WC 1240, Task 006
(113,024.08) - 9956-918616-9551-900020-705032, SC 922, Task 008
(\$217,600.89)

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction is requesting Arcadis US, Inc. to provide a credit of unused funds from various tasks including: Task No. 002 (WC 1225), Task No. 006, (WC 1240), and Task No. 008 (SC 922). This credit will increase the agreement upset limit and allow other tasks to be developed.

MWBOO GRANTED APPROVAL.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 021 to Arcadis US, Inc., under Project No. 1303, On-Call Project and Construction Management Assistance. The President Voted **NO**.

MINUTES

Department of Public Works/Office - Amendment to Agreement
Of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment to Agreement with C.C. Johnson & Malhotra, P.C., under Project No. 1185.2.1, Small Water Main Replacement and Rehabilitation Design at Various Locations FY 2014. This Amendment to Agreement extends the period of the agreement through August 13, 2017 or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$0.00

BACKGROUND/EXPLANATION:

On August 13, 2014, the Board approved a two-year agreement with C.C. Johnson & Malhotra, P.C. for Project No. 1185.2.1, Small Water Main Replacement and Rehabilitation Design at Various Locations. The project was suspended in September 2014 and restarted in 2015. The project is currently at 70% submittal. The original agreement will expire on August 13, 2016. All other terms and conditions of the original agreement remain unchanged.

MBE/WBE PARTICIPATION:

The Consultant will continue to comply with all terms and conditions of the Minority and Women's Business Enterprise Programs in accordance with the Baltimore City Code, Article 5, Subtitle 28.

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE TIME EXTENSION.

MINUTES

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to Agreement with C.C. Johnson & Malhotra, P.C., under Project No. 1185.2.1, Small Water Main Replacement and Rehabilitation Design at Various Locations FY 2014. The President Voted **NO**.

MINUTES

Department of Public Works/Office - Amendment No. 1 to Agreement of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment No. 1 to Agreement with Johnson, Mirmiran & Thompson, Inc., under Project No. 1200, Development and Staffing of Projects Control Office. This Amendment No. 1 to Agreement extends the period of the agreement through November 19, 2017, with the option to renew for two additional 1-year periods or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$ 171,500.00	-	2070-000000-5601-398400-603018
586,000.00	-	2070-000000-5601-398500-603018
212,500.00	-	2071-000000-5601-613800-603018
290,000.00	-	2071-000000-5601-613900-603018
12,000.00	-	2072-000000-5181-390700-603018
11,000.00	-	2071-000000-5181-390700-603018
8,000.00	-	1001-000000-5161-398800-603018
42,000.00	-	2070-000000-5601-730000-603018
42,000.00	-	2071-000000-5601-730000-603018
31,250.00	-	2070-000000-5541-399300-603018
31,250.00	-	2071-000000-5541-398601-603018
62,500.00	-	1001-000000-1901-190900-603018
\$1,500,000.00		

BACKGROUND/EXPLANATION:

On November 19, 2014, Board approved the original two year agreement with Johnson, Mirmiran & Thompson, Inc. for Project No. 1200, Development and Staffing of Projects Control Office.

The Board's approval of Amendment No. 1 in the amount of \$1,500,000.00 is requested to continue the Consultant services required to assist and support the DPW for project management

MINUTES

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

and coordination, monitoring construction schedules, reviewing and updating reports, monitoring progress during design and construction, and attending progress and coordination meetings.

The Consultant will assist with the implementation of the Primavera P6 and CM14 Scheduling and Reporting tools for use by the DPW. The Consultant will coordinate with the Project Managers and field inspection personnel to create and update the baseline schedule for all projects in design and construction, migration to tracking all projects using CM14 project management tools, and create customized reports for DPW Management and help in better tracking schedules and budgets. The consultant will also help in claims review and cost estimating. The original agreement expires November 19, 2016. All other terms and conditions remain unchanged.

MBE/WBE PARTICIPATION:

The Consultant will continue to comply with all terms and conditions of the Minority and Women's Business Enterprise Programs in accordance with the Baltimore City Code, Article 5, Subtitle 28.

APPROVED FOR FUNDS BY FINANCE**AUDITS NOTED THE TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 1 to Agreement with Johnson, Mirmiran & Thompson, Inc., under Project No. 1200, Development and Staffing of Projects Control Office. The President Voted **NO**.

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. Lestine Wilkins-Bailey.

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>
Robert D. Anbinder	2
Dorrell A. Brooks	1
Asenath Brown	2
Gary Gilkey	1
Adam Levine	3
William R. Phelan, Jr.	1
David E. Ralph	5
Michael Redmond	2
Linda L. Shields	1
Sharon A. Snyder	1
Elva E. Tillman	<u>1</u>
Total:	20

Ms. Wilkins-Bailey 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. Wilkins-Bailey to remain in pay status.

THE LABOR COMMISSIONER RECOMMENDED APPROVAL.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Department of Law - cont'd

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. Lestine Wilkins-Bailey.

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. Veronda L. Evans.

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>
Robert D. Anbinder	2
Asenath Brown	5
Gary Gilkey	1
Mary F. Keenan	5
Adam Levine	3
Kyriakos Marudas	4
David E. Ralph	5
Michael Redmond	1
Linda L. Shields	1
Sharon A. Snyder	1
Elva E. Tillman	1
Carmen L. Williams	1
Total:	<u>30</u>

Ms. Evans 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. Evans to remain in pay status.

THE LABOR COMMISSIONER RECOMMENDED APPROVAL.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Department of Law - cont'd

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. Veronda L. Evans.

MINUTES

Law Department - Opinion - Request for Refund
of Real Property Taxes

The Board is requested to approve a refund of real property taxes for Mrs. Joan O. Lee, Surviving Spouse of Mr. James R. Lee, Jr.

It is the opinion of the Law Department that Mrs. Lee has met the qualifications for a real property tax exemption of disabled veterans, and that she is eligible to receive a refund of taxes paid because Mr. Lee was honorably discharged from the armed services, declared by the Veteran's Administration to have a permanent 100% service connected disability, and resided in a single family dwelling during the period in question. It has been determined that Ms. Lee is entitled to a refund of real property taxes, which were paid as follows:

<u>Claimant/s</u>	<u>Property</u>	<u>Taxable Year</u>	<u>Amount</u>
1. JOAN O. LEE	3914 Chesley Ave.	2014/2015	\$4,322.43
Total Refund			\$4,322.43

Ms. Lee filed her application on March 23, 2016.

Pursuant to the Tax Property Article, Section 208(h)(2) it is required that interest shall be paid at the rate the county or municipal corporation charges on overdue taxes and that the interest shall accrue from the date the application is filed with the county or municipal corporation. In order to avoid interest being paid, each claimant's application for a refund must be made within 60 days of the application.

The Board NOTED and CONCURRED in the opinion of the Law Department.

MINUTES

Department of Transportation - Developer's Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Developer's Agreement No. 1417 with 414 Light Street Owner, LLC, Developer.

AMOUNT OF MONEY AND SOURCE:

\$498,182.40

BACKGROUND/EXPLANATION:

414 Light Street Owner, LLC is constructing a new mixed-use development on the site of the former McCormick Spice Company lot. The Developer desires to install various utilities and landscaping in the vicinity of 414 Light Street. This developer's agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

An Irrevocable Letter of Credit in the amount of \$498,182.40 has been issued to 414 Light Street Owner, LLC which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Developer's Agreement No. 1417 with 414 Light Street Owner, LLC, Developer.

MINUTES

Parking Authority of Baltimore City - First Amendment to
Parking Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a First Amendment to Parking Agreement with Skylar Development, LLC (Skylar). The Amendment will extend the term of the Agreement through February 28, 2027. The Board is also requested to provide the PABC the option to move Skylar parkers to the Fleet and Eden Garage during any potential redevelopment of the Little Italy Garage.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The City and Skylar are parties to the Parking and Lease Agreement that was approved by the Board of Estimates on September 9, 1998 and amended with Board of Estimates approval on January 6, 1999 (the Original Parking Lease Agreement). The Original Parking Lease Agreement was essential to the redevelopment of the Bagby Building (Bagby) located at 1000-1006 Fleet Street. The Original Parking Lease Agreement has a term of 20 years, through February 28, 2019.

Skylar requested an extension of their right to the parking for an additional 4 years, which was documented as a new parking agreement executed and approved by the Board of Estimates on March 25, 2015 (the New Parking Agreement). The term of the New Parking Agreement does not begin until March 1, 2019 and currently terminates on February 28, 2023. Skylar has requested the extension of the New Parking Agreement through February 28, 2027 to comply with their lender's requirement that the New Parking Agreement be coterminous with their financing of Bagby.

MINUTES

PABC - cont'd

Pursuant to the terms of the New Parking Agreement, Skylar will be paying the PABC the market rate for all parking passes they utilize during the term, and proposed extended term, of the New Parking Agreement.

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE TIME EXTENSION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment to Parking Agreement with Skylar Development, LLC. The Board also provided the PABC the option to move Skylar parkers to the Fleet and Eden Garage during any potential redevelopment of the Little Italy Garage.

MINUTES

Police Department - Intergovernmental Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Intergovernmental Agreement with the Office of Civil Rights and Wage Enforcement (OCRWE). The period of the Intergovernmental Agreement is effective upon Board approval through June 30, 2016.

AMOUNT OF MONEY AND SOURCE:

\$35,000.00 - 1001-000000-2002-195500-603026

BACKGROUND/EXPLANATION:

The Civilian Review Board Mediation Program is offered as an option so that complainants may participate in an alternative to the traditional complaint investigation process and empower community members and officers to exercise their voice in a safe and productive environment. The Civilian Review Board mediation process is designed to help resolve conflict and build better understanding between the parties.

The Community Mediation of Maryland, Inc. a Maryland Corporation (CMM) that is a charitable organization exempt from income tax under Section 501(c)(3) intends to donate its professional mediation services to the program. The OCRWE estimates that the expected value of the CMM's donated services will be approximately \$35,000.00. The Police Department agrees to provide the OCRWE funds to reimburse certain costs and expenses incurred by the OCRWE for the program. The OCRWE is in the process of establishing the Civilian Review Board Mediation Program.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Police Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Intergovernmental Agreement with the Office of Civil Rights and Wage Enforcement.

MINUTES

Mayor's Office of Human Services - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement with the Homeless Persons Representation Project. The period of the Agreement is January 1, 2016 through December 31, 2016.

AMOUNT OF MONEY AND SOURCE:

\$111,840.50 - 4000-407016-3571-758000-603051

BACKGROUND/EXPLANATION:

The Homeless Persons Representation Project will provide legal assistance to 125 homeless families and individuals when the legal relief will alleviate the client's homelessness.

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

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 Agreement with the Homeless Persons Representation Project.

MINUTES

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

The Board is requested to ratify the following agreements:

1. **MARYLAND CENTER FOR VETERANS EDUCATION AND TRAINING, INC. (MCVET) \$ 64,997.88**

Account: 1001-000000-3572-772800-603051

On February 3, 2016, the Board approved a Supplementary General Fund Operating Appropriation for the MOHS for new homeless services initiatives, which included Service 895, Temporary Housing for the Homeless, in the amount of \$1,652,000.00. Of this amount, the MOHS is requesting the Board to ratify \$64,997.88 to pay MCVET for services provided to 30 homeless men and 30 homeless women at the winter emergency shelter in Baltimore City. The period of the ratification is January 1, 2016 through March 31, 2016.

MWBOO GRANTED A WAIVER.

2. **THE BALTIMORE STATION, INC. \$ 23,321.28**

Account: 1001-000000-3572-772800-603051

On February 3, 2016, the Board approved a Supplementary General Fund Operating Appropriation for the MOHS for new homeless services initiatives, which included Service 895, Temporary Housing for the Homeless, in the amount of \$1,652,000.00. Of this amount, the MOHS is requesting the Board to ratify \$23,321.28 to pay The Baltimore Station, Inc. for services provided to 136 homeless men at the winter overflow shelter in Baltimore City. The period of the ratification is January 1, 2016 through March 31, 2016.

MINUTES

MOHS - cont'd

The requests are late because there was not enough time to process the documentation prior to March 31, 2016.

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**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore Police Department</u>			
1. Kevin Davis Dean Palmere	2016 Major Cities Chiefs Association, FBI National Executive Institute Associates and Police Executive Research Forum New York, NY May 25 - 27, 2016 (Reg. Fee \$0.00)	Asset Forfeiture Funds	\$1,856.04

The subsistence rate for this location is \$344.00 per night. The cost of the hotel for each attendee is \$349.00 per night plus taxes of \$55.01 per night. The Department is requesting additional subsistence for each attendee of \$5.00 for two days to cover the cost of the hotel and \$40.00 per day for meals and incidentals. The Department is also requesting \$40.00 to cover the cost of meals for the 3rd day of the conference on the 27th.

2. Thomas Ryan	Investigations Hazardous Devices School Huntsville, AL April - May 27, 2016	Asset Forfeiture Funds	\$6,458.76
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MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			
3. Catherine Watson	Healthy Teen Network Board of Directors Meeting Austin, TX June 3 - 5, 2016	Family Planning Special Needs Account	\$1,077.70

The subsistence rate for this location is \$194.00 per night. The cost of the hotel is \$211.65 per night plus hotel taxes of \$33.22 per night. The Department is requesting additional subsistence of \$17.65 per night to cover the cost of hotel and \$40.00 per day for meals and incidentals.

UPON MOTION duly made and seconded, item nos. 1 and 3 of the foregoing travel requests were **WITHDRAWN** and item no. 2 was **DEFERRED** for 1 week.

MINUTES

Department of Human Resources - Agreements and Expenditure
 Authorization Request for
 Police Sergeant Promotional
 Assessment Administration
Expenses 2016

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a License Agreement with the Baltimore Convention Center (BCC) for the 2016 Police Sergeant Oral promotional written examination. The event is scheduled for June 18, 2016. The Board is also requested to approved and authorize execution a Group Sales Agreement with the Red Lion Hotels, Inc. d/b/a RL Hotel for the Police Sergeant Oral promotional examination. The event is scheduled for August 15 - 20, 2016. The Board is also requested to approve payment by expenditure authorization for airfare, per diem, and ancillary expenses.

AMOUNT OF MONEY AND SOURCE:

	BCC - JUNE 18, 2016
\$ 5,400.00	Rental of BCC for Multiple Choice Test
520.00	Rental of Audio Visual Equipment at the BCC for Multiple Choice Test
5,200.00	<u>Ancillary Expenses - 52 Examiners X \$100.00 Each</u> Other (reimbursement of travel expenses, luggage fees, cab/shuttle fees, travel to and from the airport, parking)
	Red Lion Hotel: August 15-20 Oral Assessment Overnight Guestrooms August 14 - August 20, 2016
73,250.10	60 Guest suites x 7 nights @ 151.00 + 15.5% tax/night

MINUTES

DHR - cont'd

20,056.58 23 Test rooms x 5 days @ \$151.00 + 15.5% tax/night

0.00 1 Training/Registration Room x 6 days @
Complimentary0.00 1 Hospitality Suite x 60 guests x 5 days @
Complimentary

0.00 LCD Projector (training day) @ Complimentary

0.00 Parking for 60 cars x 7 nights @ Complimentary

2,678.40 Catered Lunch (orientation/training 60
Guests @ \$36.00 +24%)0.00 Coffee Service/Beverage Snack x 5 days
(60 at a time) @ ComplimentaryExaminers' Airfare (Roundtrip):
Traveling from Various Locations

20,800.00 Roundtrip for 52 (examiners) @ \$400.00

Per Diem (Meal Allowance):

Per Diem Rate - \$46.00 per day x 6 days = \$276.00

14,352.00 52 Examiners - \$276.00 x 52**\$142,257.08** - 1001-000000-1603-172500-603026**BACKGROUND/EXPLANATION:**

The Police Sergeant exam occurs once every two years. The assessment includes written and oral exam components and is being scheduled to take place on June 18, 2016 and August 15, 2016 through August 20, 2016 respectively. Eighty three (83) rooms will be necessary to administer the exam.

MINUTES

DHR - cont'd

Sixty (60) rooms will be rented for overnight accommodation for the fifty-two (52) examiners and eight (8) assessment administrators.

Twenty three (23) rooms will be rented for the examiners training/orientation, and administration of the exam.

The number of candidates who will be scheduled for the oral portion of the exam will not be available until after the written, multiple-choice component of the exam has been administered (on June 18, 2016) and scored. Following scoring, a testing schedule for the oral exam will be created and the number of testing days will confirmed. To ensure adequate accommodations are available, room reservations must be arranged well in advance. The submitted quote is based upon the maximum anticipated usage and may be reduced.

Most examiners will arrive in Baltimore on Sunday, August 14, 2016. It is anticipated that the oral examination process will begin on Monday, August 15, 2016 with training/orientation and run through Saturday, August 20, 2016. Some examiners will depart the hotel the morning of August 21, 2016 due to the length of testing on Saturday and the distance back to their respective jurisdictions.

Due to the early start and long working hours, a beverage break will be made available to the examiners each morning. Estimated cost for hotel parking for the examiners at the hotel is also included as some examiners may have vehicles. Audio visual equipment which is required for training at the hotel and for use at the BCC during the multiple-choice assessment is also included.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

DHR - cont'd

UPON MOTION duly made and seconded, the Board **DEFERRED** the Agreements and Expenditure Authorization Request for the Police Sergeant Promotional Assessment Administration Expenses 2016 for 1 week.

MINUTES

Mayor's Office of Human Services - Department of Audits - FY13
Single Audit Findings on Low
Income Home Energy Assistance
Program - Report on
Corrective Actions

ACTION REQUESTED OF B/E:

The Board is requested to approve an extension of the follow-up presentation to the Board of the FY13 Single Audit Findings on Low Income Home Energy Assistance Program - Report on Corrective Actions. The extension is requested until the April 27, 2016.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Mayor's Office of Human Services I Community Action Partnership Center (MOHS-CAP) worked with the Maryland Department of Human Resources to ensure safeguards were put in place to prevent the replication of the negative findings in the FY13 audit cited against the Low Income Home Energy Assistance Program (LIHEAP) while under the direction of Baltimore Housing.

While the FY13 Single Audit findings have been reviewed by the Maryland Department of Human Resources, the Board also requested a response from the U.S. Health and Human Services Department, since the State is the direct awardee of the grant and not the City of Baltimore. The MOHS-CAP is working with the State to make a formal request to the U.S. Department of Health and Human Services and a response has not been provided. It is anticipated that a response will be provided prior to the April 27, 2016 Board of Estimates meeting.

MINUTES

Mayor's Office of Human Services - cont'd

UPON MOTION duly made and seconded, the Board **DEFERRED** the foregoing Department of Audits - FY13 Single Audit Findings on Low Income Home Energy Assistance Program - Report on Corrective Actions for 3 weeks. It was requested that the Office of Human Services meet with the Department of Audits to present a plan towards resolution of this item.

MINUTES

Department of Audits - Department of Audits' Response to the Report of the Mayor's Office of Human Services Related to the Fiscal Year 2013 Single Audit Low Income Home Energy Assistance Program (LIHEAP) Findings

ACTION REQUESTED OF B/E:

The Board is requested to **NOTE** receipt of the Department of Audits' response to the request for an extension to April 27, 2016 by the Mayor's Office of Homeless Services.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

As requested by the Board of Estimates, the Mayor's Office of Homeless Services (MOHS) was to provide an update on the corrective actions taken on the audit findings identified in the Single Audit of the City of Baltimore for fiscal year 2013 for the Low Income Home Energy Assistance Program (CFDA Number 93.568) presented to the Board of Estimates on April 29, 2015. The Department of Audits has reviewed the request for an extension submitted by the MOHS and has provided the following response.

As requested by the Board of Estimates, the MOHS has requested an extension, dated April 6, 2016, on the corrective actions taken on the audit findings identified in the Single Audit of the City of Baltimore for fiscal year 2013 for the Low Income Home Energy Assistance Program (CFDA Number 93.568) presented to the Board of Estimates on April 29, 2015.

Single Audit Finding Number 2013-005 was for the Low Income Home Energy Assistance Program (LIHEAP), CFDA #93.568, and addressed the issues found during our test of program eligibility. LIHEAP

MINUTES

Dept. of Audits - cont'd

was administered by the Department of Housing and Community Development (DHCD) during fiscal year 2013. Starting July 1, 2014, LIHEAP has been administered by the MOHS. LIHEAP is funded by the U.S. Department of Health and Human Services (HHS) through the Maryland Department of Human Resources (MDHR).

To summarize the original finding, the Department of Audits tested client eligibility with a sample of 114 client folders. The amount of benefits paid to these 114 clients totaled \$74,250. Our review of the sample determined that:

- 24 of those folders were not provided to us by the DHCD. The benefit payments represented by those 24 missing folders amounted to \$28,382, which we questioned.
- For the 90 remaining folders that the Department of Audits did review, with benefit payments totaling \$45,868.00, the Department of Audits noted widespread and pervasive errors and omissions in many of them. The Department of Audits found that there were 208 separate instances and documented 20 different types of errors or omissions in these 90 folders. Those with the most occurrences included: (a) 24 instances of agency forms that were not signed by the agency worker; (b) 54 instances of database information that did not agree with the folder data; and (c) 64 instances in which the certification section of the Energy Assistance Application was missing key information and signatures. Based on the foregoing issues, the Department of Audits questioned \$16,227.00 for benefit payments made to clients that included errors or omissions.

Due to the significant number of errors found and the weak controls that existed over recordkeeping, we projected likely questioned costs to the total population of clients. Based on the State of Maryland database of City clients, there were 29,474 clients in the program.

MINUTES

Dept. of Audits - cont'd

The Department of Audits' analysis of the questioned costs, the sample selected, and the total population of clients resulted in a projection of likely questioned costs of \$6,201,821.00. The Department of Audits also noted that the system in place for determining benefits during our audit exhibited material internal control weaknesses which, if not corrected, could lead to future questioned client payments.

The Department of Audits recommended that the DHCD resolve both the known questioned costs of \$44,609.00 and the likely questioned costs of \$6,201,821.00 in accordance with the determination of the grantor, the U.S. Department of Health and Human Services. Based on this recommendation on April 29, 2015, the Comptroller requested that the progress and communications with the HHS in resolving this finding be reported back to the Board of Estimates. When the follow-up was presented by the DHCD to the Board of Estimates on February 24, 2016, the DHCD had not yet communicated with HHS. The Comptroller again asked for this information, and the MOHS stated that it would have the response from the HHS to the Board of Estimates within 30 days.

The MOHS, in a letter dated April 6, 2016, has requested an extension to April 27, 2016, to respond to the Board of Estimates on this matter. In the Background/Explanation of its request, the MOHS stated that the audit findings have been reviewed by the MDHR, but the Department of Audits has not been made aware of any reviews made by the MDHR for this finding (Finding Number 2013-005). The Department of Audits is aware that the MDHR had resolved Finding Number 2013-011 for \$33,953.00 in LIHEAP questions costs due to duplicate payments and for benefits paid for client addresses outside of Baltimore City.

MINUTES

Dept. of Audits - cont'd

UPON MOTION duly made and seconded, the Board **DEFERRED** the foregoing Department of Audits' Response to the Report of the Mayor's Office of Human Services Related to the Fiscal Year 2013 Single Audit Low Income Home Energy Assistance Program Findings for 3 weeks. It was requested that the Office of Human Services meet with the Department of Audits to present a plan towards resolution of this item.

MINUTES

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

* * * * *

MINUTES

Comptroller: "Good afternoon everyone. The Board is now in session for the receiving and opening of bids."

BIDS, PROPOSALS, AND CONTRACT AWARDS

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

Bureau of Purchases - B50004496, Audit Financial
Statements
BIDS TO BE RECV'D: 04/20/2016
BIDS TO BE OPENED: 04/20/2016

MINUTES

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

Department of Public Works - WC 1345, Repaving Utility Cuts and Sidewalk Restoration at Various Locations

Manuel Luis Construction Co., Inc.
 P. Flanigan & Sons, Inc.
 RE Harrington Plumbing and Heating Co., Inc.
 Monumental Paving and Excavating, Inc.
 Machado Construction Co., Inc.
 Civil Construction, LLC

Bureau of Purchases - B50004504, Administer Unemployment Insurance Program

Corporate Cost Control
 One on 1 Accounting & Consulting Services, LLC
 DeGroot Management Services, Inc.
 Renaissance Unemployment Insurance Consultants, Inc. (RUIC)

Bureau of Purchases - B50004505, Periodic Maintenance of Operable Wall

National Airwall Systems

Bureau of Purchases - B50004506, Provide and Deliver Various Trees for Tree Baltimore Initiative

The Native Yard, Inc.
 All Trees and Shrubs Nurseries
 SiteOne Landsape Supply
 Clear Ridge Nursery, Inc.

MINUTES

Bureau of Purchases

- B50004508, Mitigation Shuttle/Peak Period Transit Service
(TECHNICAL OPENING)

Transdev Services, Inc.
D.T.S. WorldWide Transportation

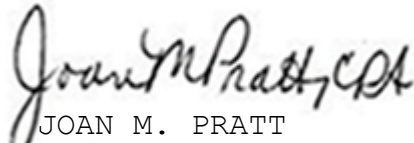
Bureau of Purchases

- B50004534, Scrap Tire Collection, Disposal and Recycling Services

Emanuel Tire, LLC
Auston Transfer & Processing, LLC

* * * * *

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, April 20, 2016.



JOAN M. PRATT
Secretary