

**MINUTES****REGULAR MEETING**

Honorable Bernard C. "Jack" Young, President  
Honorable Stephanie Rawlings-Blake, Mayor  
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  
Bernice H. Taylor, Deputy Comptroller and Clerk

The meeting was called to order by the President.

President: "Good morning. 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. I would direct the Board members attention to the memorandum from my office dated January 12, 2015, identifying matters to be considered as routine agenda items together with any corrections, additions that have been noted by the Deputy Comptroller. I'll entertain a Motion to approve all of the items contained on the routine agenda."

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."

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## MINUTES

BOARDS AND COMMISSIONS1. Prequalification of Contractors

In accordance with the Rules for Prequalification of Contractors, as amended by the Board on October 31, 1991, the following contractors are recommended:

American Contractors of Baltimore, Inc.	\$1,500,000.00
E & R Services, Inc.	\$7,785,000.00
Fallsway Construction Company, LLC	\$1,638,000.00
Kalyani Environmental Solutions, LLC.	\$6,372,000.00
L & L Enterprises, Inc.	\$1,500,000.00
Maryland Pump & Tank, Inc.	\$1,500,000.00
Overhead Door Company of Baltimore, Inc.	\$7,497,000.00
Progressive Home Improvement, Inc.	\$1,500,000.00
Shade Construction 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:

David H. Gleason Associates, Inc.	Architect
Kimley-Horn and Associates, Inc.	Engineer

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

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development (DHCD) - Options</u>			
1. M & E Investments, LLC	1919 Ridgehill Ave.	G/R \$48.00	\$ 440.00
2. Ground Rents, LLC	1904 Herbert St.	G/R \$36.00	\$ 330.00
3. Delores E. Sewell	1618 Presbury St.	L/H	\$24,700.00

Funds are available in account no. 9910-910634-9588-900000-704040, Whole Block Demo Project.

4. Jeanine Kelly, Personal Representative of the Estate of Jerome Kelly, Jr.	NS E Chase St. 147 FT E N Washington St.	L/H	\$14,900.00
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Funds are available in account no. 9910-906409-9588-900000-704040, EBDI Phase II Project.

5. York Associates	2739 Tivoly Ave.	G/R \$108.00	\$ 990.00
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Funds are available in account no. 9910-904326-9588-900000-704040, Coldstream Homestead Montebello Project.

6. Joy Green	4708 Park Heights Ave.	L/H	\$30,417.00
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Funds are available in account no. 9910-903180-9588-900000-704040, Park Heights Project.

In the event that the option agreement/s fail and settlement cannot be achieved, the Department requests the Board's approval to purchase the interest in the above property/ies by condemnation proceedings for an amount equal to or lesser than the option amounts.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations</u>			
7. Homes Sales, Inc.	4719 Park Heights Ave.	L/H	\$10,200.00
Funds are available in account no. 9910-903180-9588-900000-704040, Park Heights Project.			
8. Dorothy Osei-Kuffuor	4721 Park Heights Ave.	L/H	\$12,750.00
Funds are available in account no. 9910-903180-9588-900000-704040, Park Heights Project.			
9. Taje B. Monbo and Brian A. Levy	4823 Park Heights Ave.	L/H	\$ 7,200.00
Funds are available in account no. 9910-903180-9588-900000-704040, Park Heights Project.			
10. Dorothea Arvin Rawlings, deceased	Rear 6 feet of 833 Harlem Ave.	F/S	\$ 129.00
Funds are available in account no. 9910-907720-9588-900000-704040, Harlem Park Project.			
11. Logos Construction, Inc.	554 Presstman St.	L/H	\$13,000.00
Funds are available in account no. 9910-910634-9588-900000-704040, Whole Block Demo Project.			
12. LienLogic REO F1, LLC	2610 Rosewood Ave.	L/H	\$24,350.00
Funds are available in account no. 9910-903180-9588-900000-704040, Park Heights Project.			

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

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnation or Redemption</u>			
13. William M. Warfield & Helen V. Warfield	1110 E. Hoffman St.	G/R \$44.00	\$ 367.00

Funds are available in account no. 9910-905507-9588-900000-704040, AG Demolition Project.

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

DHCD - Rescission & Approval of Option

14. George Wilbert Barksdale, deceased and Christine M. Barksdale	2131 Herbert St.	F/S	\$15,000.00
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Funds are available in account no. 9910-910634-9588-900000-704040, Whole Block Demo Project.

On December 10, 2014, it was intended that the Board approve the acquisition of the fee simple interest in 2131 Herbert

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Rescission &amp; Approval of Option - cont'd</u>			

Street for the amount of \$15,000.00. The property was erroneously shown on the submitted Board memo as 1032 N. Stricker Street. Therefore, the Board is requested to rescind its prior approval of the acquisition of the fee simple interest in 1032 N. Stricker Street and approve an option to purchase the fee simple interest in 2131 Herbert Street for the amount of \$15,000.00.

In the event that the option agreement fails and settlement cannot be achieved, the Department requests the Board's approval to purchase the interest in the above property by condemnation proceedings for an amount equal to or lesser than the option amount.

DHCD - Rescission & Condemnation

15. Herbert Street Ventures, LLC	2123 Herbert St.	L/H	\$12,600.00
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Funds are available in account no. 9910-910634-9588-900000-704040, Whole Block Demo Project.

On October 8, 2014, the Board approved the acquisition by condemnation of the leasehold interest in 2123 Herbert Street for the amount of \$12,350.00. The fair market value, as determined by appraisal, was erroneously stated as \$12,350.00. A subsequent examination of the appraisal shows that the correct fair market value should be \$12,600.00. Therefore, the Board is requested to rescind its prior approval of the acquisition by condemnation of the leasehold interest in 2123 Herbert Street for the amount of \$12,350.00 and approve the acquisition condemnation of the leasehold interest in 2123 Herbert Street for the amount of \$12,600.00.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Law - Payment of Settlement</u>			
16. Woman's Christian Temperance Union of Maryland of Baltimore City (prior owner)	3323 Woodland Ave.	G/R (Reversionary)	\$ 50.00

Funds are available in account no. 9910-903180-9588-900000-704040, Park Heights Project.

On August 25, 2014, the Board approved the acquisition of the reversionary interest (ground rent), by condemnation, in the real property located at 3323 Woodland Avenue for the fair market value of \$500.00, based upon an independent appraisal report of the property.

The owner thought that the property interest was more valuable. The parties agreed to settle the condemnation suit for an additional \$50.00 for a total of \$550.00 (i.e., an additional 10% more than the approved fair market value). Therefore, the Board is requested to approve an additional \$50.00 in settlement of this case.

UPON MOTION duly made and seconded, the Board approved and authorized the foregoing options, condemnations, rescission & approval of an option, and payment of settlement.

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

9 - 13

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.	<b>\$ 46,318.76</b>	9938-901722-9475 Rec. & Parks 23 <sup>rd</sup> Series	9938-901722-9474 Park and Play- grounds Renovation - Active

This transfer will provide funds to reconcile the account's deficit.

2.	<b>\$100,000.00</b>	9938-916034-9475 Gen. Fund	9938-918034-9474 Herring Run Trail Enhancements - Active
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This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1167, Task #22 to Rummel, Klepper & Kahl, LLP.

3.	<b>\$ 50,000.00</b>	9938-908046-9475 Rec. & Parks 27 <sup>th</sup> Series	9938-910046-9474 FY15 Pool and Bath House Renovation - Active
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This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1164, Task #30 to GWWO, Inc.

4.	\$ 20,000.00	9938-905773-9475 Rec. & Parks 26 <sup>th</sup> Series	9938-908775-9474 Neighborhood Swimming Pool Renovation - Active
	60,000.00	" "	
	<u>State</u>		
	<b>\$ 80,000.00</b>		

MINUTES

TRANSFERS OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Dept. of Rec. and Parks - cont'd</u>			
This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1164, Task No. 29 to GWWO, Inc.			
5.	\$ 50,000.00	9938-904758-9475	
	MVR	Major Park Improv.	
		FY09 - Reserve	
	19,010.52	9938-904811-9474	
	Gen. Fund	Park Master Plan	
		Implementation	
		Active	
	11,017.67	9938-913001-9475	
	M&CC Real	Unallotted	
	<u>Property</u>	Reserve	
	<b>\$ 80,028.19</b>	-----	9938-901758-9474
			Major Park Improv.

This transfer will provide funds to cover the costs associated with Change Order Nos. 6, 7, 8, 9, 10, and 11 for Druid Hill Park Bowl Improvements project under Contract No. RP 09833.

Baltimore Development Corporation (BDC)

6.	\$ 375.00	9910-903354-9600	9910-907104-9601
	22 <sup>nd</sup> EDF	Constr. Res.	W. Balto. Ind. & Coml
		W. Balto. Ind. & Coml.	
	19,940.00	9910-906993-9600	9910-909460-9601
	23 <sup>rd</sup> EDF	Constr. Res.	Inner Harbor
		Inner Harbor Area	

## MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>BDC</u> - cont'd		
7,747.50 23 <sup>rd</sup> EDF	9910-913990-9600 Constr. Res. Coml. Revit.	9910-921101-9601 Coml. Revital.
6,374.85 24 <sup>th</sup> EDF	9910-914022-9600 Constr. Res. W/S Historic Prop. Stab.	9910-903355-9601 W/S Historic Prop Rehab.
7,061.00 <u>24<sup>th</sup> EDF</u>	9910-917016-9600 Constr. Res. Holabird Ind. Park	9910-907104-9601 W. Balto. Ind. & Coml.
<b>\$ 41,498.35</b>		

This transfer will provide funds to reimburse Baltimore Development Corporation for eligible capital expenses for the month ending October 31, 2014.

7. \$ 125.00 22 <sup>nd</sup> EDF	9910-903354-9600 Constr. Res. W. Balto. Ind. & Coml.	9910-907104-9601 W. Balto. Ind. & Coml
9,000.00 23 <sup>rd</sup> EDF	9910-913990-9600 Constr. Res. Coml. Revit.	9910-921101-9601 Coml. Revital.
9,938.60 24 <sup>th</sup> EDF	9910-914022-9600 Constr. Res. W/S Historic Prop. Stab.	9910-903355-9601 W/S Historic Prop Rehab.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
BDC - cont'd		
6,819.00	9910-917016-9600	9910-907104-9601
<u>24<sup>th</sup> EDF</u>	Constr. Res.	W. Balto. Ind. &
	Holabird Ind. Park	Coml.
<b>\$ 25,882.60</b>		

This transfer will provide funds to reimburse Baltimore Development Corporation for eligible capital expenses for the month ending November 30, 2014.

Department of Housing and Community Development

8.	<b>\$ 420,000.00</b>	9910-907109-9588	
	31 <sup>st</sup> CDB	Booster Program V2V	
	\$ 120,000.00	-----	9910-906011-9588
			Employee Homebuying
			Assist.
	<u>300,000.00</u>	-----	9910-905290-9588
	<b>\$ 420,000.00</b>		Live Near Your Work

This transfer will provide funds for Baltimore Housing's Homeownership Incentive Programs for fiscal year 2015.

Department of Public Works/Office. of Eng. & Constr. (DPW)

9.	<b>\$2,490,000.00</b>	9948-908911-9517	9948-915015-9517-4
	Gen. Fund	Constr. Res.	Site
		Quarantine Road	
		Landfill	

The funds are needed to cover the acquisition of a Solid Waste Facility located at 111 Kane Street.

MINUTES

TRANSFERS OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>DPW</u> - cont'd			
10.	\$ 309,426.00	9958-909407-9526	
	State Constr.	Constr. Res.	
		Large Stormwater	
		BMP's	
	275,156.00	9958-909448-9526	
	<u>State Constr.</u>	Constr. Res.	
		Baltimore Harbor	
		Debris Collector	
	<b>\$ 584,582.00</b>	-----	9958-929006-9525-6

The funds will cover the costs for ER 4069, Basin Inserts, utilizing available funding through FY12 County Transportation Bonds.

**MINUTES**Department of General Services - 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.	200 Wyman Park Drive	Johns Hopkins University	Four 5" conduit @ 50 linear ft.
	Annual charge: \$ 700.00		
2.	845 S. Montford Avenue	JDR Group, LLC	Awning w/signage 20' x 3', single face electric sign 11' x 5'
	Annual charge: \$ 315.20		
3.	1624 E. Clement Street	Himalia Capitol, LLC	One areaway 50 sq. ft., one balcony 24 ft., one set of steps
	Annual charge: \$ 824.20		
4.	2700 Remington Avenue	Miller's Square, LLC	One canopy 1,315 sq. ft.
	Annual charge: \$2,761.50		

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

There being no objections the Board, UPON MOTION duly made and seconded, approved the aforementioned minor privilege permits. The President **ABSTAINED** on item no. 1.

**MINUTES**

Department of General Services - 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 Maryland Jockey Club of Baltimore City, Inc.

**AMOUNT OF MONEY AND SOURCE:**

No cost to the City.

**BACKGROUND/EXPLANATION:**

The City, acting by and through the Department of Transportation, is proposing to store snow during the 2014-2015 winter season on the parking lot of a property owned by The Maryland Jockey Club of Baltimore City, Inc., located at 5201 Park Heights Avenue and 5201 and 5203 Maple Avenue. The agreement is necessary should a snow storm require large amounts of snow to be relocated from the City's streets. This agreement will allow the City's contractor to enter onto the property to store the snow.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Right-of-Entry Agreement with The Maryland Jockey Club of Baltimore City, Inc.

**MINUTES**

Department of General Services - Developer's Agreement No. 1364

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Developer's Agreement No. 1364 with West Fort Avenue, LLC.

**AMOUNT OF MONEY AND SOURCE:**

\$103,800.00

**BACKGROUND/EXPLANATION:**

West Fort Avenue, LLC would like to install a new water service, conduit, sewer connection, and sidewalk improvements to its proposed construction located at 127 West Fort Avenue and 1500 Clarkson Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$103,800.00 has been issued to West Fort Avenue, LLC which assumes 100% of the financial responsibility.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of Developer's Agreement No. 1364 with West Fort Avenue, LLC.



**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** 33 favorable reports on Transfers of Funds approved by the Board of Estimates at its meetings on December 10, and December 17, 2014.

UPON MOTION duly made and seconded, the Board **NOTED** receipt of 33 favorable reports on Transfers of Funds approved by the Board of Estimates at its meetings on December 10 and 17, 2014.

**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 a Land Disposition Agreement with KDRB Construction, LLC, Developer, for the sale of the City-owned property located at 1631 N. Caroline Street.

**AMOUNT OF MONEY AND SOURCE:**

\$2,500.00 - Purchase Price, payable at the time of settlement

**BACKGROUND/EXPLANATION:**

The Developer will rehabilitate the vacant property located at 1631 N. Caroline Street. Once rehabilitated, the property will be sold to a homeowner. The developer plans to invest approximately \$162,500.00 into this project. The project will be privately financed.

The City may dispose of the property by virtue of Article II, §15 of the Baltimore City Charter (2010 Edition) and Article 13, 2-7 (h)(2)(ii)(c) of the City Code. All terms and conditions of the agreement have been approved.

**STATEMENT OF PURPOSE AND RATIONALE:**

The statement of purpose and rationale does not apply. The property was priced pursuant to the appraisal policy of Baltimore City at \$2,500.00 and the Waiver Valuation Process was used. The property will be sold to KDRB Construction, LLC for \$2,500.00, which is the same price determined by the Waiver Valuation Process.

**MINUTES**

DHCD - cont'd

**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. Therefore, MBE/WBE participation is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Land Disposition Agreement with KDRB Construction, LLC, Developer, for the sale of the City-owned property located at 1631 N. Caroline Street.

**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 a Land Disposition Agreement with Franklin Square Properties LLC, Developer, for the sale of the City-owned property located at 1728 W. Lexington Street.

**AMOUNT OF MONEY AND SOURCE:**

\$4,000.00 - Purchase Price, payable at the time of settlement

**BACKGROUND/EXPLANATION:**

The City will convey all of its rights, title, and interest for the price of \$4,000.00. The Developer has made a good faith deposit of \$400.00. The balance will be payable at the time of settlement.

The Developer will purchase the vacant building located at 1728 W. Lexington Street and rehabilitate it back to a functional single family home. The rehabilitated property will be offered for rent at market rate. The purchase and improvements to the site will be financed through private sources.

Baltimore City is authorized to dispose of the Property by virtue of Article 13, §2-7(h)(2)(c) of the Baltimore City Code.

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

The property was valued pursuant to the Appraisal Policy of Baltimore City through the Waiver Valuation Process. The value determined by the Waiver Valuation Process was \$5,800.00. The purchase price is \$4,000.00.

The property is being sold below the waiver valuation price because of the following reasons:

- the renovation will be to the specific benefit to the immediate community;

**MINUTES**

DHCD - cont'd

- this transaction will eliminate blight from the block, and eliminate blight from the neighborhood;
- the sale and rehabilitation will return the vacant building to the tax rolls; and,
- the property is being sold less than the waiver valuation price because of its condition, which will require extensive and immediate remediation.

**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. Therefore, MBE/WBE participation is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Land Disposition Agreement with Franklin Square Properties LLC, Developer, for the sale of the City-owned property located at 1728 W. Lexington Street.

**MINUTES**

Department of Housing and - Side Yard Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Side Yard Land Disposition Agreement with Mr. Sean Harrington, Purchaser, for the sale of the City-owned property located at 3535 Everhart Street.

**AMOUNT OF MONEY AND SOURCE:**

\$500.00 - Purchase Price

The lot will be sold for \$500.00 of which \$400.00 will be held in escrow by the City for the benefit of the Purchaser to be applied at settlement for closing costs including transfer taxes, recordation fees, and taxes and associated title services.

**BACKGROUND/EXPLANATION:**

The purchaser will be using private funds to pay for the acquisition and maintenance of the property.

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

The City has agreed to convey the property known as 3535 Everhart Street to the owner of the adjacent owner-occupied property. As a condition of conveyance, Mr. Harrington has agreed to the terms of the Side Yard Land Disposition Agreement, which prohibit development of the parcel for a minimum of ten years.

The City may dispose of the Property virtue of the legal authorities: Article 28, Subtitle 8 of the Baltimore City Code (2011 Edition) and Article II, Section 15 of the Baltimore City Charter, 2011 Edition, and Article 13 of the City Code.

The property was journalized and approved for sale on December 22, 2010.

**MINUTES**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

The developer will purchase this 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 a Side Yard Land Disposition Agreement with Mr. Sean Harrington, Purchaser, for the sale of the City-owned property located at 3535 Everhart Street.

**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 for the sale of the properties located at 2814 Fox Street, 2816 Fox Street, 2818 Fox Street, and 2822 Fox Street to **Baltimore Green Space**, developer.

**AMOUNT OF MONEY AND SOURCE:**

\$1.00 - Purchase Price

**BACKGROUND/EXPLANATION:**

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

In an effort to further the Mayor's Cleaner Greener Initiative, as well as the new Sustainability Plan, which calls on the City to develop and support a land trust to help communities retain control of appropriate open space, upon their commitment to maintain the space. The DHCD is seeking approval for the transfer of the City-owned lots within the community managed open space known as the Fox Street Garden located at 2814 Fox Street, 2816 Fox Street, 2818 Fox Street, and 2822 Fox Street, which has been used by the Remington community for the past six years as a community garden.

The transfer of the above mentioned lots into a land trust, whose sole purpose is to ensure the preservation of the community managed open space, represents a cost-effective way to provide neighborhoods with amenities such as community gardens and other beautification and recreational spaces. Through their own labor and investments, as well as outside funding, the residents increase property values while creating social and environmental benefits.



**MINUTES**

DHCD - cont'd

**STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE APPRAISED VALUE:**

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The assessed value of each of the lots is \$1,400.00. The sale of the properties to a land trust below the assessed value is reflective of the City's understanding that community managed open space serve a specific benefit to the immediate community, eliminate blight, and provide the neighborhoods with amenities such as community gardens and other beautification and recreational spaces.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement for the sale of the properties located at 2814 Fox Street, 2816 Fox Street, 2818 Fox Street, and 2822 Fox Street to Baltimore Green Space, developer.

**MINUTES**

Department of Housing and - Side Yard Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Side Yard Land Disposition Agreement (LDA) with Ms. Bernardine Foster and Mr. Junious Foster, purchaser, for the sale of the City-owned property located at 607 Wyanoke Avenue, Block 3919, Lot 007.

**AMOUNT OF MONEY AND SOURCE:**

\$1,745.00. - Sale price

**BACKGROUND/EXPLANATION:**

The property will be sold under the City's Side Yard Policy approved by the Board on August 17, 2011.

The lot will be sold for \$1,745.00, of which \$400.00 will be held in escrow by the City for the benefit of the purchaser to be applied at settlement for closing costs, including transfer taxes, recordation fees, taxes, and associated title services. The purchaser will be using private funds to pay for the acquisition and maintenance of the property.

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

The City has agreed to convey the property known as 607 Wyanoke Avenue, to the adjacent property owner. As a condition of conveyance, Ms. Foster and Mr. Foster have agreed to the terms of the Side Yard LDA, which prohibit development of the parcel for a minimum of ten years.

**MINUTES**

DHCD - cont'd

The City may dispose of the property by virtue of the following legal authorities: Article 28, Subtitle 8 of the Baltimore City Code (2011 Edition), Article II, Section 15 of the Baltimore City Charter, 2011 Edition; and Article 13 of the City Code.

**STATEMENT OF PURPOSE AND RATIONALE FOR SALE OF PROPERTY:**

The property is being sold for \$1,613.75. The rationale for the conveyance of the property is that the sale will serve a specific benefit to the immediate community and eliminate blight.

**MBE/WBE PARTICIPATION:**

Ms. Foster and Mr. Foster will purchase this 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 Side Yard Land Disposition Agreement with Ms. Bernardine Foster and Mr. Junious Foster, purchaser, for the sale of the City-owned property located at 607 Wyanoke Avenue, Block 3919, Lot 007.

## MINUTES

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

The Board is requested to approve and authorize execution of the various agreements. The period of the agreement is September 1, 2014 through August 31, 2015, unless otherwise indicated.

1. **HARBEL COMMUNITY ORGANIZATION, INC.** **\$75,000.00**  
**(HARBEL)**

Accounts: 2089-208915-5930-432235-603051	\$48,931.00
2089-208915-5930-432291-603051	\$26,069.00

HARBEL will utilize the funds to assist in community efforts to prevent crime and bring safety and stability in the communities of Belair, Edison, Harford, and Coldstream-Homestead-Montebello. HARBEL's crime awareness efforts will be carried out by the North-East Citizens Patrol, a partnership between HARBEL and the Northeast District Police. HARBEL will also provide home-buyer education and housing counseling services to low- and moderate-income persons.

**MWBOO GRANTED A WAIVER.**

2. **CREATIVE ALLIANCE, INC.** **\$70,000.00**

Accounts: 2089-208915-5930-531126-603051	\$25,000.00
2089-208915-5930-531130-603051	\$45,000.00

The funds will be utilized to provide after-school educational activities and provide a summer arts program for youth. The organization will also provide a New Resident Program for immigrant and refugee groups residing in Southeast Baltimore.

**FOR FY 2014, THE MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$405,249.00, AS FOLLOWS:**

**MBE:** \$109,417.23  
**WBE:** \$ 40,524.90

## MINUTES

DHCD - cont'd

3. **BALTIMORE NEIGHBORHOODS, INC.** **\$53,610.00**  
**(BNI)**

Account: 2089-208915-5930-435984-603051

The BNI will continue working toward the maintenance of an open housing market, the improvement of tenant/landlord relations, and the promotion of affirmative fair housing practices in the sale and rental of housing. The BNI will also provide outreach and education to inform the public about tenant/landlord issues, fair housing statutes and other civil rights concerns, refer complaints to the Maryland Commission of Human Relations, and monitor the response of that agency to complaints. The period of the agreement is October 1, 2014 through September 30, 2015.

**MWBOO GRANTED A WAIVER.**

On April 30, 2014, 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 2014 Annual Action Plan for the following formula programs:

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

The DHCD began negotiating and processing the CDBG agreements effective July 1, 2014 and beyond, as outlined in the Plan, pending approval of the Resolution. Consequently, the Agreement was delayed due to final negotiations and processing.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the various CDBG Grant Agreements.

**MINUTES**

Department of Housing and - Expenditure of Funds  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Expenditure of Funds to pay Aire Serv Heating and Air-Conditioning (Aire Serv).

**AMOUNT OF MONEY AND SOURCE:**

<u>Amount</u>	<u>Address</u>	<u>Invoice No.</u>	<u>Service Rendered</u>
\$1,750.00	- 3300 Clifftmont Ave.	3985	07/20/2014
7,855.00	- 320 S. Newkirk St.	3944	07/20/2014
<b>\$9,605.00</b>	- 5000-594015-5971-439510-603051		

**BACKGROUND/EXPLANATION:**

Aire Serv is a sub-contractor for C&O Conservation. The City and State have a contract with C&O for weatherization (C&O). In May, the State found C&O in breach of their contract with the State. All payments to C&O were stopped, but the company could not pay its sub-contractors. After doing due diligence, the State advised Baltimore City to pay C&O's sub-contractor. The Weatherization Department inspected the work by the sub-contractor and it passed quality control measures.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the Expenditure of Funds to pay Aire Serv Heating and Air-Conditioning.

**MINUTES**

Department of Housing and - Expenditure of Funds  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Expenditure of Funds to pay Alternative Roofing, Inc.

**AMOUNT OF MONEY AND SOURCE:**

<u>Amount</u>	<u>Address</u>	<u>Invoice No.</u>	<u>Service Rendered</u>
\$2,975.00	- 3519 Elmley Ave.	1211070714	07/14/2014
500.00	- 3717 E. Pratt St.	1105060414	06/09/2014
1,500.00	- 5515 Cedonia Ave.	1104060214	06/06/2014
1,375.00	- 315 Allendale St.	1103060214	06/06/2014
<b>\$6,350.00</b>	- 5000-594015-5971-439510-603051		

**BACKGROUND/EXPLANATION:**

Alternative Roofing, Inc. is a sub-contractor for C&O Conservation (C&O). The City and State have a contract with C&O for weatherization. In May, the State found C&O in breach of their contract with the State. All payments to C&O were stopped, but the company could not pay its sub-contractors. After doing due diligence, the State advised Baltimore City to pay C&O's sub-contractors. The Weatherization Department inspected the work by the sub-contractor and it passed quality control measures.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the Expenditure of Funds to pay Alternative Roofing, Inc.

**MINUTES**

Mayor's Office for Human - Agreements and Amendments to  
Services (MOHS) Agreements, Grant Agreement and  
Correction to Board Letter

The Board is requested to approve and authorize execution of the following Agreements, Amendments to Agreements and Grant Agreement. The Board is also requested to approve a correction to a Board Letter.

AGREEMENTS

The below listed organizations will provide housing assistance and support services to the indicated number of clients. These services are provided to households or individuals. The period of the Agreement is January 1, 2015 through December 31, 2015, unless otherwise indicated.

<u>Organization</u>	<u>No. of Clients</u>	<u>Amount</u>
1. <b>DAYSPRING PROGRAMS, INC.</b>	18 households	<b>\$304,097.00</b>
Account: 4000-496214-3572-591436-603051		
In addition to providing housing assistance and support services, Dayspring Programs, Inc. will also use funds for case management, education awareness, mental health and substance abuse treatment services, and to offset the cost of electricity for the program.		
2. <b>DAYSPRING PROGRAMS, INC.</b>	63 households	<b>\$287,084.00</b>
Account: 4000-496214-3573-591436-603051		
3. <b>ST. VINCENT DE PAUL OF BALTIMORE, INC.</b>	28 individuals	<b>\$363,941.50</b>
Account: 4000-496214-3573-267829-603051		
4. <b>WOMEN'S HOUSING COALITION, INC.</b>	25 households	<b>\$ 45,575.00</b>
Account: 4000-496214-3573-591435-603051		



## MINUTES

MOHS - cont'd

<u>Organization</u>	<u>No. of Clients</u>	<u>Amount</u>
5. <b>WOMEN'S HOUSING COALITION INC.</b>	8 households	<b>\$ 44,730.00</b>

Account: 4000-496214-3573-591435-603051

6. <b>HOUSE OF RUTH MARYLAND, INC.</b>	19 households	<b>\$248,148.00</b>
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Account: 4000-496214-3572-591418-603051

The period of the Agreement is November 1, 2014 through October 31, 2015.

7. <b>MARIAN HOUSE, INC.</b>	19 households	<b>\$30,692.50</b>
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Account: 4000-496214-3573-591419-603051

The period of the Agreement is December 1, 2014 through November 30, 2015.

8. <b>MARYLAND CENTER FOR VETERANS EDUCATION &amp; TRAINING, INC. (MCVET)</b>	120 individuals	<b>\$1,262,481.50</b>
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Account: 4000-496214-3572-591421-603051

In addition to providing housing assistance and support services, the MCVET will also use funds for education awareness, food, employment assistance, life skills, substance abuse, transportation services, and to offset the operational costs associated with the program. The period of the Agreement is November 1, 2014 through October 31, 2015.

## MINUTES

MOHS - cont'd

	<u>Organization</u>	<u>No. of Clients</u>	<u>Amount</u>
9.	<b>ST. VINCENT DE PAUL OF BALTIMORE, INC.</b>	20 individuals	<b>\$105,586.00</b>
	Account: 4000-496214-3572-591429-603051		
	The period of the Agreement is December 1, 2014 through November 30, 2015.		
10.	<b>ST. VINCENT DE PAUL OF BALTIMORE, INC.</b>	27 individuals	<b>\$ 37,582.50</b>
	Account: 4000-496214-3571-591429-603051		
	The period of the Agreement is December 1, 2014 through November 30, 2015.		
11.	<b>MOVEABLE FEAST, INC.</b>		<b>\$ 121,706.00</b>
	Account: 4000-490915-3573-333670-603051		
	The organization will provide daily nutritious meals to homeless individuals living with HIV/AIDS in Baltimore City. The period of the Agreement is July 1, 2014 through June 30, 2015.		

The Agreements, item nos. 6-11, are late because of the delays at the administrative level.

AMENDMENT TO GRANT AGREEMENTS

12.	<b>AT JACOB'S WELL, INC.</b>		<b>\$ 45,100.64</b>
	Account: 4000-496314-3573-591207-603051		
	On March 12, 2014, the Board approved an advance in the amount of \$38,601.19. On August 13, 2014, the Board approved the award of \$94,402.56. The MOHS requests an additional allocation of \$45,100.64, making the total amount of the award \$178,104.40. The period of performance is April 1, 2014 through March 31, 2015.		

## MINUTES

MOHS - cont'd

13. **BEHAVIORAL HEALTH SYSTEMS** **\$ 127,655.13**  
**BALTIMORE, INC. (BHSB)**

Account: 4000-496314-3573-591236-603051

On March 12, 2014, the Board approved an advance to the BHSB in the amount of \$266,421.48. On July 30, 2014, the Board approved the award of \$678,164.02 in addition to the advance. The MOHS requests an additional \$127,655.13, which will cover the rent for clients participating in the BHSB's homeless services program for the remaining three months of this contract. With this additional funding, the total award under this contract will be \$1,072,240.63. All other terms and conditions of the agreement will remain unchanged.

14. **DAYSPRING PROGRAMS, INC.** **\$ 201,664.97**

Account: 4000-496314-3573-591236-603051

On March 12, 2014, the Board approved an advance to the Dayspring Programs, Inc. in the amount of \$138,790.57. On July 30, 2014, the Board approved the award of \$452,832.68. The MOHS requests an additional allocation of \$201,664.97, making the total amount of the award \$793,288.22. All other terms and conditions of the Agreement will remain unchanged.

15. **MOSAIC COMMUNITY SERVICES,** **\$ 37,422.23**  
**INC. (MCS)**

Account: 4000-496314-3573-591260-603051

On March 12, 2014, the Board approved an advance to the MCS in the amount of \$30,476.95. On September 3, 2014, the Board approved the award of \$192,152.55 in addition to the original advance. The MOHS requests an additional allocation of \$37,422.23, which will cover the rent for clients participating in the MCS's homeless services program for the remaining three months of this contract. With this additional funding, the total award under this contract will be \$260,051.73.

**MINUTES**MOHS - cont'd

All other terms and conditions of the agreement will remain unchanged.

**AUDITS REVIEWED AND HAD NO OBJECTION.**GRANT AGREEMENT

16. **MARYLAND STATE, DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT** **\$ 15,000.00**

Account: 5000-579415-3571-591400-603051

The MOHS will use funds to assist piloting innovative approaches to the upcoming 2015 Point-In-Time survey, with a particular emphasis to expanding the count of unsheltered individuals, families, and veterans. The period of the Award is January 1, 2015 through June 30, 2015.

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

CORRECTION TO MOHS BOARD MEMORANDUM

17. **CARROLL COUNTY HEALTH DEPARTMENT** **\$ 76,112.00**

Account: 4000-490915-3573-333677-603051

On October 22, 2014, the Board approved the agreement with the Carroll County Health Department in the amount of \$67,416.00 for the period July 1, 2014 through June 30, 2017. The MOHS memorandum to the Board had the incorrect amount of \$67,416.00. The correct amount should be \$76,112.00. Therefore, the MOHS requests the Board to approve the correction to the Board memorandum. The MOHS apologizes for this error.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the various Agreements, Amendment to Agreements and a Grant Agreement, and the correction to a Board letter.

**MINUTES**

Department of Transportation - Traffic Impact Study Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Traffic Impact Study Agreement with Hopkins Village, LLC.

**AMOUNT OF MONEY AND SOURCE:**

\$37,223.15 - Project No. 1134 On-Call Agreement, Task No. 13

**BACKGROUND/EXPLANATION:**

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Impact Study was required. This agreement is necessary to perform a traffic impact analysis for 3200 St. Paul Street, where the developer has applied or intends to apply for a Building Permit in Baltimore City to perform the scope of work including 31,500 square feet of retail space and 157 apartment units.

The Traffic Impact Study assesses the development and its relative traffic impacts. The developer will pay for the total cost of the Traffic Impact Study.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Traffic Impact Study Agreement with Hopkins Village, LLC.

**MINUTES**Department of Transportation - On-Call Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Project No. 1208 On-Call Transportation Planning/Policy/Feasibility Studies Agreement with Whitman, Requardt & Associates, LLP. The period of 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:**

\$1,500,000.00 - Upset limit (amount to be determined with each individual project)

**BACKGROUND/EXPLANATION:**

The Department has negotiated and procured the consulting agreement approved by the Office of Boards and Commissions and the Architectural and Engineering Awards Commission and now desires to utilize the services of Whitman, Requardt & Associates, LLP. The cost of services rendered will be on actual payroll rates not including overhead and burdens, times a set multiplier. The payroll rates and multiplier have been reviewed by the Department of Audits.

The Consultant will assist with the scope of services which include strategies to maximize State and Federal funding of transportation projects, identify and capture funding opportunities including grant writing and grant administration, and project specific public participation strategies. Other services will include strategies regarding multi-modal transportation options, transit planning and design, freight movement and logistics, pedestrian and bicycle movement and safety, engineering plans for transportation infrastructure, and specifications and manuals for short-term and long-term transportation infrastructure.

## MINUTES

DOT - cont'd

**MBE/WBE PARTICIPATION:**

<b>MBE:</b> Sabra Wang & Associates, Inc.	\$195,000.00	13%
RJM Engineering, Inc.	150,000.00	10%
	<u>\$345,000.00</u>	<u>23%</u>
 <b>WBE:</b> Chesapeake Environmental Management, Inc.	\$ 45,000.00	03%
Crossroads Transportation, LLC	60,000.00	04%
P.E.L.A. Design, Inc.	45,000.00	03%
	<u>\$150,000.00</u>	<u>10%</u>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Project No. 1208 On-Call Transportation Planning/Policy/ Feasibility Studies Agreement with Whitman, Requardt & Associates, LLP.

**MINUTES**Department of Transportation - On-Call Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Project No. 1209 On-Call Traffic Engineering Services Agreement, with Sabra, Wang & Associates, Inc. The period of 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:**

\$1,500,000.00 - Upset limit (amount to be determined with each individual project)

**BACKGROUND/EXPLANATION:**

The Department has negotiated and procured the consulting agreement approved by the Office of Boards and Commissions and Architectural and Engineering Awards Commission and now desires to utilize the services of Sabra, Wang & Associates, Inc.

The cost of services rendered will be on actual payroll rates not including overhead and burdens times a set multiplier. The payroll rates and multiplier have been reviewed by the Department of Audits.

The Consultant will assist with the scope of services which include traffic impact studies for economic development projects including recommendations for traffic mitigation under adverse conditions; designing traffic control devices including signals, vehicle detection equipment, signs, pavement markings, and traffic calming installations. In addition, the Consultant will provide technical reports, costs estimates and contract documents, signal and traffic engineering studies including warrant, accident investigation analysis, travel time and delay, speed studies, parking studies, intersection capacity, pedestrian safety, bicycle facilities and traffic calming, etc.



## MINUTES

DOT - cont'd

**MBE/WBE PARTICIPATION:**

<b>MBE:</b> SAMMS Engineering, LLC	\$195,000.00	13%
J.K. Datta Consultants, Inc.	<u>210,000.00</u>	<u>14%</u>
	<b>\$405,000.00</b>	<b>27%</b>
 <b>WBE:</b> P.E.L.A. Design, Inc.	 \$ 75,000.00	 5%
Assedo Consulting, LLC.	<u>75,000.00</u>	<u>5%</u>
	<b>\$150,000.00</b>	<b>10%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Project No. 1209 On-Call Traffic Engineering Services Agreement, with Sabra, Wang & Associates, Inc.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 18 to McCormick Taylor, under Project 1123, On-Call Transportation Planning/Policy/Feasibility Studies.

**AMOUNT OF MONEY AND SOURCE:**

\$45,817.57 - 9950-904180-9527-900020-703032

**BACKGROUND/EXPLANATION:**

This authorization provides for the consultant to assist the Department of Transportation with fundraising efforts to provide bicycles to Baltimore City K-8 school students. They will raise awareness and enthusiasm about safe bicycling in Baltimore City by giving away free bicycles to K-8 Baltimore City students. The scope of work will include but is not limited to research, donor outreach and fundraising phases. Prior to any fundraising efforts, the Department will assure compliance with the Ethics Code, rules, and regulations.

**MBE/WBE PARTICIPATION:**

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

**MBE:** 35.00%

**WBE:** 9.00%

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**Department of Transportation - cont'd**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$52,690.21	9950-905175-9528	9950-904180-9527-3
MVR	Constr. Reserve Bicycle Network Strategy	Design and Study Downtown Bicycle Network

This transfer will provide funds associated with expense related to Change Order No. 18, Project No. 1123, On-Call Transportation Planning/Policy/Feasibility Studies, with McCormick Taylor, Inc.

UPON MOTION duly made and seconded, the Board **DEFERRED** the assignment of Task No. 18 to McCormick Taylor, under Project 1123, On-Call Transportation Planning/Policy/Feasibility Studies, and the Transfer of Funds for one week.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 27 to Century Engineering, Inc., under Project 1162, On-Call Consultant Services for Reconstruction and Resurfacing Projects.

**AMOUNT OF MONEY AND SOURCE:**

\$55,945.66 - 9950-908023-9512-900010-705032

**BACKGROUND/EXPLANATION:**

This authorization provides for post award services to include, but not limited to engineering services during the construction phase, attending construction progress meetings, and providing responses to Request for Information.

**MBE/WBE PARTICIPATION:**

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

**MBE:** 27.00%

**WBE:** 9.00%

**APPROVED FOR FUNDS BY FINANCE**

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

MINUTES

Department of Transportation - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$49,232.18 FED	9950-916080-9512 Traffic Safety Improvement Citywide	
12,308.05 GF (HUR)	" "	
<b><u>\$61,540.23</u></b>	-----	9950-908023-9512-5 33 <sup>rd</sup> & Loch Raven Intersection Improvement

This transfer will provide funds associated with Task No. 27, Project No. 1162, for On-Call Consultant Services for Reconstruction and Resurfacing Projects with Century Engineering, Inc.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 27 to Century Engineering, Inc., under Project 1162, On-Call Consultant Services for Reconstruction and Resurfacing Projects. 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 - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 5 to Prime Engineering, Inc./Hardesty & Hanover, LLC (Joint Venture) under Project 1175, On-Call Bridge Design Services.

**AMOUNT OF MONEY AND SOURCE:**

\$764,688.23 - 9960-906629-9557-900000-703032

**BACKGROUND/EXPLANATION:**

This authorization provides for a design for a full design bridge replacement for the existing Phoenix Gunpowder Road over Gunpowder Falls Bridge. The scope of work will include a structural design, approach roadway design, traffic design, environmental permitting, survey services, geotechnical investigation, storm water management and drainage design, utility coordination, and hydrology and hydraulics evaluation.

**MBE/WBE PARTICIPATION:**

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

**MBE:** 27.00%

**WBE:** 10.00%

**APPROVED FOR FUNDS BY FINANCE**

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

MINUTES

Department of Transportation - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$495,969.72	9960-902070-9558	
Rev. Bonds	Constr. Reserve	
	Watershed Road &	
	Bridge Repairs	
345,187.28	" "	
<u>Counties</u>		
<b>\$841,157.00</b>		
\$764,688.23	-----	9960-906629-9557-3
<u>76,468.77</u>		Engineering
<b>\$841,157.00</b>		9960-906629-9557-9
		Administration

The funds are required to cover the cost of the design for the replacement of the Phoenix Road Bridge over Gunpowder Falls.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 5 to Prime Engineering, Inc./Hardesty & Hanover, LLC under Project 1175, On-Call Bridge 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 Transportation - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Memorandum of Understanding with the Maryland Department of Transportation. The period of the Memorandum of Understanding is effective upon Board approval for six years.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Maryland Transit Administration with assistance from the State Highway Administration, Maryland Department of Transportation and Baltimore City Department of Transportation, is currently designing a project known as the Red Line, a proposed 14-mile light rail line extending from Security Boulevard in Baltimore County, MD to the eastern part of Baltimore City, near Johns Hopkins Bayview Medical Center. The Red Line project is intended to provide transit services for people moving in that east-west corridor and to provide a line to MARC railroad lines and local bus service. The submitted MOU outlines the roles and responsibilities of named entities in connection with the Red Line Project. The Department will provide \$86,000,000.00 to fund the project. Funding will be provided through toll credits and federal aid.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with the Maryland Department of Transportation.



**MINUTES**

Department of Transportation - Amendment No. 3 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 3 to Agreement with McCormick Taylor, Inc. This Amendment No. 3 will extend the period of the Agreement through February 22, 2016.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On February 23, 2011, the Board approved the original Agreement in the amount of \$1,500,000.00 with McCormick Taylor, Inc. to perform feasibility analysis and alternative development for highway, bridge, bicycle, and transit projects services for a two-year period. On February 27, 2013, the Board approved the Amendment No. 1 for a one year extension for the completion of an ongoing design task. On March 5, 2014, the Board approved Amendment No. 2 for a one year time extension and an increase to the upset limit by \$400,000.00 for the completion of ongoing design tasks.

This Amendment No. 3 is necessary to allow time to fully complete the assigned task.

**MBE/WBE PARTICIPATION:**

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

**MBE:** 35.00%      **WBE:** 9.00%

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 3 to Agreement with McCormick Taylor, Inc.

**MINUTES**

Department of Transportation - First Amendment to the Memorandum of Understanding (MOU)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the First Amendment to the Memorandum of Understanding (MOU) with the Maryland Department of Transportation, State Highway Administration. The period of the agreement is effective upon Board approval for five years.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On December 19, 2007, the Board approved the MOU to Reconstruct East North Avenue (US Route 1) in Baltimore City.

Under the terms of this First Amendment to the MOU, the project scope will consist of designing and reconstruction of East North Avenue (US Route 1) from Asquith Street to 500 linear feet east of Wolfe Street, Baltimore City. The Project activities include design, engineering, and construction activities within the project limits, including roadway resurfacing, pavement base repairs, repair or replace sidewalks, curbs and gutters, ADA pedestrian ramps, portable water line improvements, and drainage inlet and pipe improvements. The activities will also include utility adjustments as necessary, street, and pedestrian lighting; curb bump outs, sidewalk furniture, new landscaping and landscapes medians, new or upgraded traffic and pedestrian signals, new regulatory signs, and pavement markings.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment to the Memorandum of Understanding with the Maryland Department of Transportation, State Highway Administration.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 002 to Toole Design Group, LLC, under Project 1179, On-Call Livable Streets Planning and Engineering Services.

**AMOUNT OF MONEY AND SOURCE:**

\$114,568.76 - 9950-904180-9527-900013-703032

**BACKGROUND/EXPLANATION:**

This authorization provides for assisting the City with the development to complete design services for on-street bicycle facilities in multiple locations within Baltimore City. The consultant will develop two separate full Project Specification & Estimates for the Department to advertise for construction. The scope of services will include the Maryland Avenue Cycle Track project and five separate bike facilities.

The Maryland Avenue Cycle Track project limits are Cathedral Street from West Pratt Street to West Chase Street and Maryland Avenue from West Chase Street to 29<sup>th</sup> Street; a total of 2.6 miles or 13,728 feet.

The five separate bicycle facilities will be located on the following streets:

1. Center Street; from N. Paca Street to the Fallsway; (Bike Lane Facility with one block of cycle track);
2. Monument Street from Constitution Street to Washington Street (Eastbound Bike Lane);
3. Madison Street from Eutaw Street to Washington Street (Cycle Track Facility that switches to a Bike Lane Facility as it approaches the East)
4. Preston Street from Howard Street to Washington Street (Westbound Bike Lane); and
5. Biddle Street from Park Avenue to Washington Street (Eastbound Bike Lane).

**MINUTES**

Department of Transportation - cont'd

**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 original agreement.

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

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**APPROVED FOR FUNDS BY FINANCE**

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

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$126,025.64	9950-906301-9528	9950-904180-9527-3
State	Construction Reserve	Design & Study
	Broening Highway -	Downtown Bicycle
	Infrastructure	Network

This transfer will fund the costs associated with Task No. 002, Project 1179, On-Call Livable Streets Planning and Engineering Services with Toole Design Group, LLC.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 002 to Toole Design Group, LLC, under Project 1179, On-Call Livable Streets Planning 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.

## MINUTES

EXTRA WORK ORDERS AND TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,  
the Board approved the  
Extra Work Orders and Transfers of Funds  
listed on the following pages:

54 - 56

All of the EWOs had been reviewed and approved  
by the

Department of Audits, CORC,  
and MWBOO, unless otherwise indicated.

The Transfers of Funds were approved  
SUBJECT to receipt of favorable reports  
from the Planning Commission,  
the Director of Finance having reported favorably  
thereon, as required by the provisions  
of the City Charter.

MINUTES

EXTRA WORK ORDERS

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

Department of Transportation

1. EWO #001, \$0.00 - TR 14001, Reconstruction of Footways Citywide  

\$1,240,838.00	-	Machado Con-	180	-
		struction Co.		

This request for additional days is due to adverse weather conditions from December 2013 through April 15, 2014. The new contract completion date will be June 20, 2015.

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$130,102.42	9950-904100-9504	9950-907447-9504-2
GF (HUR)	Constr. Reserve	Contingencies
	Footway Paving	Reconstruction
		Footway-Citywide

This transfer will provide funds to cover the account deficit and costs associated with Change Order No. 1, TR 14001, Reconstruction Footway-Citywide with Machado Construction Company.

3. EWO #002, \$0.00 - TR 14004, Reconstruction of Alleys Citywide  

\$1,019,445.00	\$22,759.00	Santos Con-	180	-
		struction Co.,		
		Inc.		

This request for additional days is due to adverse weather conditions from December 2013 through April 15, 2014. The new contract completion date will be June 20, 2015.

MINUTES

EXTRA WORK ORDERS

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

Department of Transportation

4. EWO #005, \$0.00 - TR 20350, Replacement of Frederick Avenue Bridge over Gwynns Falls & CSX RR
- 
- |                 |             |                       |     |   |
|-----------------|-------------|-----------------------|-----|---|
| \$13,997,381.20 | \$78,175.99 | Joseph B. Fay Company | 260 | - |
|-----------------|-------------|-----------------------|-----|---|

The request for additional days is needed to be in compliance with the submission guidelines and to adhere to project administration for the Replacement of the Frederick Avenue Bridge Project. The new completion date will be September 30, 2015.

5. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$151,574.00	9950-944002-9507	
Federal	Constr. Reserve-	
	Reserve for	
	Closeouts	
16,964.64	9950-901817-9507	
Rental Income	Motor Vehicle Funds	
Revenue		
<u>\$168,538.64</u>	-----	9950-902412-9506-2
		Contingencies -
		Frederick Avenue
		Bridge over Gwynns
		Falls & CSX RR

This transfer will cover the deficit and fund the costs associated with Change Order No. 5 to Project TR 20350, Replacement of Frederick Avenue Bridge over Gwynns Falls & CSX RR with Joseph B. Fay Company.

6. EWO #007, \$46,525.00 - TR 03333, Sinclair Lane Bridge Rehabilitation over CSXT RR
- 
- |                |                |                        |   |   |
|----------------|----------------|------------------------|---|---|
| \$5,694,538.15 | \$2,708,953.94 | Concrete General, Inc. | - | - |
|----------------|----------------|------------------------|---|---|

## MINUTES

EXTRA WORK ORDERS

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

Department of Transportation

7. EWO #023, (\$750,136.33) - TR 03309, Reconstruction of Chesapeake Avenue - Phase 2 from West of Sun Street to Patapsco River			
\$6,627,399.36	\$3,296,113.40	Monumental Paving & Excavating, Inc.	- -

The request is for the payment of overrun items, deduction of amount not needed due to underrun or not used items.



**MINUTES**

Police Department - Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a Grant Award from the Governor's Office of Crime Control and Prevention. The period of this award is October 1, 2014 to September 30, 2015.

**AMOUNT OF MONEY AND SOURCE:**

\$60,000.00 - 4000-477115-2252-248100-600000

**BACKGROUND/EXPLANATION:**

The Lethality Assessment grant supports domestic violence victims and strengthens legal advocacy and other services for victims. The program will help in developing and strengthening effective police, court and prosecution policies and services devoted to preventing, identifying, and responding to violent crimes against women. Grant funds will provide salary support for a full-time Project Coordinator, a part-time Data Entry Assistant, equipment, and operating expenses.

The Grant Award is late because of a departmental oversight.

**MBE/WBE PARTICIPATION:**

N/A

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of a Grant Award from the Governor's Office of Crime Control and Prevention.

**MINUTES**

Mayor's Office on Criminal Justice - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with Turnaround, Inc. The period of the Agreement is October 1, 2014 through September 30, 2015.

**ACTION REQUESTED OF B/E:**

\$51,709.00 - 4000-476015-2252-688000-607001

**BACKGROUND/EXPLANATION:**

On October 29, 2014 the Board approved a Grant Award from the Governor's Office of Crime Control and Prevention for the "SART, Project II" grant. These funds will provide salary support for a Victim's Advocate who will provide ongoing crisis response, support, and advocacy to victims of sexual assault.

**MBE/WBE REQUIREMENT:**

N/A

The Agreement is late because of a delay in the receipt of the award documents.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of an Agreement with Turnaround, Inc.

**MINUTES**

Baltimore Development - Subordination Agreement  
Corporation (BDC)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve: (a) City funding of a \$350,000.00 loan to Saval Pulaski I, LLC, also known as Saval Foods Corporation (Saval) for the expansion of its manufacturing facility located at 4600 Pulaski Highway in Baltimore; and (b) the execution by the Mayor, Director of Finance or the Housing Commissioner of any ancillary documents, letters or certificates that do not change the substance of the terms of the documents. The period of the Agreement is effective upon Board approval and will terminate 16½ years thereafter.

**AMOUNT OF MONEY AND SOURCE:**

\$350,000.00 - 9910-923100-9601

**BACKGROUND/EXPLANATION:**

Saval specializes in manufacturing and distribution of premium meat delicacies. Founded in Baltimore in 1932 by Harry Saval, the company originally started from the back of a grocery store, selling deli products. Today, Saval has three lines of business, which are:

Deli Brands of America: a processor of premium deli meats, entrees, and custom cut steaks and serves grocery stores, food distributors and chain restaurants nationwide.

Saval Foodservice: a full line distributor of food and non-food products to the restaurant trade. It is the largest full line independent distributor based in the Baltimore-Washington metropolitan area serving Mid-Atlantic restaurants from Philadelphia to Roanoke.

Eats Press: a web enterprise providing marketing services to restaurants in Baltimore, Washington and the Delmarva Peninsula through its web vehicles baltimoreeats.com, washingtoneats.com and easternshoreseats.com.

## MINUTES

BDC - cont'd

Saval employs 227 people between its Baltimore manufacturing facility and its Elkridge distribution facility. Currently in Baltimore, the company employs 90 individuals of which 61 or 68% are residents of Baltimore City. The average wage is approximately \$15.00 an hour plus health insurance and a retirement plan. Saval expects employment to increase by 25 in Baltimore after the expansion is completed in the summer of 2015.

The total project is estimated at \$3.9 million. The City is being requested to provide a loan for \$350,000.00 at 3.0% fixed with interest only for 18 months, followed by monthly principal and interest for 15 years. The City's funding will be used for improvements. SunTrust Bank (the Bank) will provide a loan for the real estate improvements in the amount of \$2,071,875.00 based on a 25 year amortization. The financing through the Bank will be provided through New Markets Tax Credits with a rate of 2.8% fixed. The equipment loan from the Bank will be \$945,000.00 for five years fixed at 5.00%. The remaining funds will be provided in the form of equity by Saval.

City Benefits:

- Retention of a family owned business that has been in Baltimore City for 80 years,
- the company currently employs 90 people in Baltimore of which 68% are residents of Baltimore City,
- the company expects to create 25 new jobs at the site after expansion, and is committed to working with the Mayor's Office of Employment Development, and
- property taxes are currently \$17,277.00 and expected to increase to \$28,000.00 after improvements.

**MINUTES**

BDC - cont'd

**MBE/WBE PARTICIPATION:**

The borrower, Saval, agrees to comply with Article 5, Subtitle 28 of the Baltimore City Code regarding participation by Minority Business Enterprises and Women's Business Enterprises in as it relates to the project.

**THE BOARD OF FINANCE RECOMMENDED APPROVAL ON OCTOBER 27, 2014.**

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved: (a) City funding of a \$350,000.00 loan to Saval Pulaski I, LLC, also known as Saval Foods Corporation for the expansion of its manufacturing facility located at 4600 Pulaski Highway in Baltimore; and (b) the execution by the Mayor, Director of Finance or the Housing Commissioner of any ancillary documents, letters or certificates that do not change the substance of the terms of the documents.

**MINUTES**

Baltimore Development - Local Government Resolution Corporation (BDC)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve: a) the Local Government Resolution to Accept Grant Funds from the State of Maryland Department of Business and Economic Development (DBED) to supplement the BDC's existing micro-loan program; and b) approve an additional \$75,000.00 as the required match from the BDC.

**AMOUNT OF MONEY AND SOURCE:**

\$150,000.00 - Funds will be received from DBED  
\$ 75,000.00 - 1001-000000-5851-417400-607001

**BACKGROUND/EXPLANATION:**

The BDC, on behalf of the City, has been operating a micro-loan fund geared to small, minority, and women-owned businesses, Citywide since 2013. On November 21, 2012, the Board approved the initial \$125,000.00 as a match to the DBED's first round of funding.

On March 12, 2014, the Board approved an additional \$125,000.00 as a match to DBED's second round of funding. This request is for approval of the Local Government Resolution required by DBED and for the additional \$75,000.00 City match required by the State.

The primary objective of the fund is to increase and/or create full-time, quality, year-round employment opportunities, as well as stabilize existing employment opportunities in Baltimore City. In addition, it is an objective of the loan fund to aid in the expansion of small businesses and micro-enterprises.

The funding from DBED will be used in the third round of funding received for this program. The fund has the following eligible uses: acquisition of commercial property, rehabilitation of existing commercial buildings, leasehold improvements, acquisition of machinery and equipment, contract mobilization, and other costs associated with operating a small business.

**MINUTES**

BDC - cont'd

The program requires that the City fund a match in the amount of \$75,000.00, which was done in 2013 when the fund commenced operations.

**MBE/WBE PARTICIPATION:**

N/A

**THE DIRECTOR OF FINANCE RECOMMENDED APPROVAL**

UPON MOTION duly made and seconded, the Board approved a) the Local Government Resolution to Accept Grant Funds from the State of Maryland Department of Business and Economic Development to supplement the BDC's existing micro-loan program; and b) approve an additional \$75,000.00 as the required match from the BDC.

**MINUTES**Baltimore Development Corporation - Lease Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Lease Agreement with Senator Catherine E. Pugh of the Maryland General Assembly, tenant, for the rental of 461 sq. ft., Suites 200 A, B, and C for the property known as 2901 Druid Park Drive. The period of the Lease Agreement is four years with one 4-year renewal option.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$9,463.68	\$788.64

**BACKGROUND/EXPLANATION:**

Senator Catherine E. Pugh of the Maryland General Assembly, has been a tenant at the Business Center @ Park Circle since 2005, initially as a State Delegate and currently as the State Senator. She will continue to use the premises as a 40<sup>th</sup> Legislative District Office.

The space will be leased on an "AS IS" basis and does not require the landlord to make any modifications. The tenant will be responsible for any additional improvements or build-out of the premises. In addition, the tenant is obligated to maintain and keep in force general public liability, contractual liability and property damage insurance protection for the premises and name the City as additionally insured under said insurance policies.

**MBE/WBE PARTICIPATION:**

N/A



**MINUTES**

Baltimore Development Corporation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Lease Agreement with Senator Catherine E. Pugh of the Maryland General Assembly, tenant, for the rental of 461 sq. ft., Suites 200 A, B, and C for the property known as 2901 Druid Park Drive. The Comptroller **ABSTAINED.**

**MINUTES**Baltimore Development Corporation - Lease Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Lease Agreement with Delegate Barbara A. Robinson of the Maryland General Assembly, tenant, for the rental of 458 sq. ft., Suite 210 Druid Park Drive. The period of the Lease Agreement is four years with one 4-year renewal option.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$9,101.52	\$758.46

**BACKGROUND/EXPLANATION:**

Delegate Barbara A. Robinson of the Maryland General Assembly, has been a tenant at the Business Center @ Park Circle since 2007. She will continue to use the premises as a 40<sup>th</sup> Legislative District Office.

The space will be leased on an "AS IS" basis and does not require the landlord to make any modifications. The tenant will be responsible for any additional improvements or build-out of the premises. In addition, the tenant is obligated to maintain and keep in force general public liability, contractual liability and property damage insurance protection for the premises and name the City as additionally insured under said insurance policies.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Lease Agreement with Delegate Barbara A. Robinson of the Maryland General Assembly, tenant, for the rental of 458 sq. ft., Suite 210 Druid Park Drive. The Comptroller **ABSTAINED**.

**MINUTES**Mayor's Office of Employment Development - Agreements

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

**AGREEMENT****1. HOUSING AUTHORITY OF BALTIMORE CITY                       \$ 137,325.00**

Account: 4000-806415-6313-688505-603051

The purpose of this Agreement is to secure the services of the HABC, Subcontractor, who shall recruit and enroll at least twenty-five new out-of-school Baltimore City youth and young adults, sixteen to twenty-one years old, who are Workforce Investment Act eligible and to assist with the preparation and/or the transition of those enrolled to employment and/or post-secondary training for Microsoft Office and CompTIA A+ certification. The period of the Agreement is July 1, 2014 through June 30, 2015.

The Agreement is late due to additional time necessary to reach an understanding between the parties.

**GRANT AWARD AGREEMENT****2. URBAN INSTITUTE   \$ 340,000.00**

Account: 4000-807315-6331-456000-404001

The Mayor's Office of Employment Development (MOED) has received a grant from the Urban Institute to develop and administer a pilot program which will provide assistance to Baltimore City disconnected youth as they seek to improve their employment and education outcomes. Under the Agreement MOED will provide skills and job readiness training to eligible, enrolled participants who seek to attain high school diplomas along with certification in a high growth career area. The period of this Agreement is August 1, 2014 through February 13, 2016.

The Grant Award Agreement is late due to additional time necessary to reach an understanding between the parties.

## MINUTES

MOED - cont'd

**3. STATE OF MARYLAND DEPARTMENT OF LABOR, LICENSING AND REGULATION (DLLR) \$ 228,121.00**

Account: 4000-807115-6312-456000-404001

MOED has received a Job Driven National Emergency Grant from DLLR to provide assistance with operating or modifying the current Workforce Investment Act (WIA) title program. MOED will provide job seeking services to eligible participants. These services will include skills assessment, career pathway exploration, job readiness training, employment options, and on-the-job training. The period of the Agreement is October 1, 2014 through December 31, 2016.

The Agreement is late because the Notification of Award was not received in time.

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

**APPROVED FOR FUNDS BY FINANCE.**

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

## MINUTES

Health Department - Agreements and Grant Award Agreement

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

1. **THE JOHNS HOPKINS UNIVERSITY BLOOMBERG SCHOOL OF PUBLIC HEALTH (JHU)** **\$ 85,629.00**

Account: 4000-428515-3160-271400-603051

The JHU, through its Center for Adolescent Health Promotion and Disease Prevention, will provide consultation and support to the Department with the recruitment of the Youth Brand Ambassadors and coordination of its communication campaign activities. This will include the recruitment of high school students from Baltimore City Public High Schools. These youth will serve as role models, leaders, and community mobilizers in support of the Dating Matters Initiative. The period of the Agreement is September 1, 2014 through August 31, 2015.

The Agreement is late because budget revisions delayed its processing.

**MWBOO GRANTED A WAIVER.**

2. **THE JOHNS HOPKINS UNIVERSITY (JHU) SCHOOL OF MEDICINE** **\$ 48,063.00**

Account: 1001-000000-3100-295901-603051

The JHU School of Medicine will provide physician services for the School Health Program. These services will include on-site consultation at a minimum of ten hours per week in addition to patient evaluation at the School-Based Health Centers located at the Augusta Fells Savage Institute No. 430, Reach School Middle/High No. 341, and Digital Harbor High School No. 416. The period of the Agreement is July 1, 2014 through June 30, 2015.

The Agreement is late because the Department was waiting for a budget and scope of work.

**MINUTES**Health Department - cont'd**MBE/WBE PARTICIPATION:**

N/A

3. **HEALTHCARE ACCESS MARYLAND, INC. \$ 60,000.00**  
**(HCAM)**

Account: 5000-569515-3080-294200-603051

The HCAM will provide Safe Sleep Project services. The overall strategy of the Safe Sleep Project is to prepare pregnant women for the arrival of their newborn and the postpartum period providing safe sleep education, newborn and post-partum education-to include family planning and well-woman exams, and the provision of portable crib when needed.

The HCAM will provide the services of a Safe Sleep/Family Planning Coordinator to screen all requests for program eligibility, provide Safe Sleep education and training, and link women to available support services. The period of the Agreement is December 1, 2014 through June 30, 2015.

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

**MWBOO GRANTED A WAIVER.**

4. **PROJECT PLASE, INC. \$ 86,208.00**

Account: 4000-425615-3023-599606-603051

Under the terms of this Agreement, Project PLASE, Inc. will administer services in the area of Non-Medical Case Management for the Ryan White, Part D Program to an estimated 40 HIV infected clients annually.

## MINUTES

Health Department - cont'd

The 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 issues of mental health or substance abuse.

In collaboration with the individual, medical staff, and the psychosocial counselor, the Case Managers will develop and implement an individual treatment care plan with the client. The period of the Agreement is July 1, 2014 through June 30, 2015.

5. **PROJECT PLASE, INC.** **\$ 27,055.00**

Account: 4000-425615-3023-599607-603051

Under the terms of this Agreement, Project PLASE, Inc. will administer Psychological Support for the Ryan White, Part D Program by providing counseling to HIV positive persons. The 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 issues of mental health or substance abuse. The period of the Agreement is July 1, 2014 through June 30, 2015.

The Agreements (item nos. 4 and 5) are late because the Infectious Disease and Environmental Health Administration (IDEHA) programmatically manages Ryan White Part D services. The providers submit a budget, budget narrative, and scope of services. The Health Department thoroughly reviews the entire package before preparing a contract and submitting it to the Board of Estimates. These budgets are often times revised because of inadequate information from the providers. This review process is required to comply with the grant requirements.

## MINUTES

Health Department - cont'd

6. **TODAY'S CARE & FAMILY, INC.** \$ 0.00

The organization will serve as a Volunteer Station for the Senior Companion Program. Through a grant from the Corporation for National and Community Services, the Department sponsors the Senior Companion Program. The grant pays for 100% of the cost for the Senior Companions to volunteer to assist special needs clients who want to remain in their homes. While the senior companions are on duty, the grant provides for their life insurance. The period of the agreement is July 1, 2014 through June 30, 2015.

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

**MBE/WBE PARTICIPATION:**

N/A

7. **THE JOHNS HOPKINS UNIVERSITY/SCHOOL OF MEDICINE, CENTER TO REDUCE CANCER DISPARITIES (JHU)** \$ 0.00

The JHU will serve as a Volunteer Station for the Retired & Senior Volunteer Program (RSVP). Through a grant from the Corporation for National and Community Services, the Department sponsors the RSVP. The grant pays for 100% of the cost of Senior Volunteers to assist special needs clients who want to remain in their homes. While the Senior Volunteers are on duty, the grant provides for their life insurance, transportation, and other benefits. The period of the agreement is January 1, 2015 through June 30, 2015.



**MINUTES**Health Department - cont'd

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

**MBE/WBE PARTICIPATION:**

N/A

**AUDITS REVIEWED (EXCEPT ITEM NOS. 6&7) AND HAD NO OBJECTION.**

GRANT AWARD AGREEMENT

- |    |   |                    |
|----|---|--------------------|
| 8. | <b>UNITED STATES FOOD AND DRUG<br/>ADMINISTRATION/ASSOCIATION OF<br/>FOOD AND DRUG OFFICIALS (AFDO)</b> | <b>\$ 1,600.68</b> |
|----|---|--------------------|

Account: 6000-618015-3021-268601-406001

Under the terms of this Grant Award Agreement, the Department has received a grant from the AFDO to provide funding for two Environmental Health Supervisors to attend the "Managing Retail Food Safety" Training in Richmond, Virginia scheduled for May 11, 2015 through May 14, 2015.

The course is designed to allow participants an opportunity to explore the various ways that risk-based inspections can be applied in retail and food service establishments.

Upon completion of this course, the participants will be able to: 1.) identify possible hazards associated with retail and food service operations and the control measures available to prevent, reduce, or eliminate the risks of these hazards, and 2.) apply the process approach of Hazard Analysis And Critical Control Points (HACCP) Systems to reduce inspections and offer intervention strategies for controlling risks to operators (those with and without HACCP Plans). The period of the Grant Award Agreement is May11, 2015 through May 14, 2015.

## MINUTES

Health Department - cont'd

**MBE/WBE PARTICIPATION:**

N/A

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

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Agreements and Grant Award Agreement. The President **ABSTAINED** on item nos. 1, 2 and item no. 7.

**MINUTES**Health Department - Case Monitor Services Agreement

The Board is requested to approve and authorize execution of a Case Monitor Services Agreement.

The Maryland State Department of Health and Mental Hygiene (DHMH) is designated as the single State agency to administer all aspects of the Maryland Medical Assistance Program. The Health Department has an agreement with the DHMH to participate in the program as the case monitoring agency and to contract with Medical Assistance Personal Care (MAPC) Case Monitors who will supervise personal care services to eligible recipients.

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

The Case Monitor will be responsible for establishing a plan of personal care for each eligible recipient assigned to him/her, unless otherwise indicated. They will make home visits at least once every 90 days, maintain clinical records, and consult with each client's personal physician and other providers in order to develop a care plan.

In addition, the Case Monitor will conduct an InterRAI comprehensive evaluation on each MAPC recipient and inform them about participation in the Community First Choice (CFC) Program, which allows states to offer the option of certain community-based services as a state plan benefit to individuals who meet an institutional level of care. The Case Monitor must offer the CFC option of community services to older adults and people with disabilities to enable them to live in their own homes.

**MINUTES**Health Department - cont'd

<u>Case Monitor Name</u>	<u>Rate of Pay</u>	<u>Amount</u>
1. <b>YOLANDA Y. CARR, R.N.</b>	\$45.00 per case/ 75 cases/month \$37.00 per hr. for CFC Program \$50.00 per com- pleted Inter- RAI Comprehensive Evaluation	<b>\$ 40,250.00</b>
Account:	4000-426215-3110-306800-603018	\$ 30,250.00
	4000-425515-3110-306700-603018	\$ 10,000.00

**MBE/WBE PARTICIPATION:**

N/A

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Case Monitor Agreement.

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTION

\* \* \* \* \*

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

78 - 83

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

The Transfers of Funds were approved  
SUBJECT to receipt of favorable reports  
from the Planning Commission,  
the Director of Finance having reported favorably  
thereon, as required by the provisions  
of the City Charter.

Item No. 3 was **DEFERRED** for one week until January 21, 2015.

The Comptroller **ABSTAINED** on item nos. 9 & 10.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation

1. TR 14310, Haven St. Machado Construction \$996,660.00  
 Resurfacing/Reha- Company, Inc.  
 bilitation from  
 Eastern Avenue

DBE: Machado Construction \$598,896.00 60.09%  
 Company, Inc.

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 229,231.80	9950-908042-9509	
GF (HUR)	Constr. Reserve	
	Haven Street -	
	Eastern Avenue to	
	Boston Street	
916,927.20	" "	
Federal		
<u>\$1,146,159.00</u>		
\$ 996,660.00	-----	9950-910042-9508-6
		Struc. & Improvements
99,666.00	-----	9950-910042-9508-5
		Inspection
49,833.00	-----	9950-910042-9508-2
<u>\$1,146,159.00</u>		Contingencies - Haven
		St. - Eastern Ave. to
		Boston St.

This transfer will cover the costs associated with the award of Project TR 14310 to Machado Construction Co., Inc.

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSDepartment of Transportation

3. TR 13306, Resurfacing Highways SW, Sector 3
- REJECTION** - On February 26, 2014, the Board opened three bids. Bids, ranged from a low of \$3,047,000.00 to a high of \$3,922,708.70. The Department needs to amend the contract specification to enhance requirements for staffing and work hours that will align with resurfacing activities and goals during allowable weather conditions. The contract will be re-advertised in Coming months in preparation for Spring 2015.
4. TR 15008, Urgent Need Contract Citywide
- REJECTION** - On December 17, 2014, the opened three bids. Bids ranged from a low of \$1,992,983.00 to a high of \$3,028,345.00. Subsequent review of the bid documents revealed a technical error which rendered the contract specifications unbeneficial for bidding purposes. The Department recommends that bids be rejected and project be re-advertised in the near future.

Department of Public Works/  
Department of Recreation & Parks

5. RP 14805R, Howards Park Dog Park
- |   |                    |
|---|--------------------|
| JLN Construction Services, Inc.               | \$354,900.00       |
| <b>MBE:</b> Grass Roots Landscaping Co., LLC. | \$81,627.00 23.00% |
| <b>WBE:</b> Franau Enterprises, LLC           | \$14,196.00 4.00%  |
- MWBOO FOUND VENDOR IN COMPLIANCE.**

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

DPW/Dept. of Recreation & Parks - cont'd

6. **TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
<b>\$145,000.00</b>	9938-930013-9475	9938-928006-9474
27 <sup>th</sup> Rec. & Pks. Series	Reserve - Howards Dog Park	Active - Howards Dog Park

This transfer will provide funds to cover costs associated with the award of the RP 14805R, Howards Dog Park, contract No. RP 14805R to JLN Construction Services, LLC.

DPW/Office of Engineering & Construction

7. WC 1245R, Westfield Neighborhood Water Main Replacements	Spiniello Companies	\$5,673,300.00	
<b>MBE:</b> Machado Construction Co.	\$511,000.00		9%
<b>WBE:</b> R & R Contracting Utilities, Inc.	\$114,000.00		2%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

8. **TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
<b>\$7,609,631.00</b>	9960-909100-9558	
Water Revenue Bonds	Constr. Reserve Water Infrastructure Rehab.	



MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

DPW/Office of Engineering & Construction - cont'd

\$ 567,330.00	-----	9960-905136-9557-2 Extra Work
567,330.00	-----	9960-905136-9557-3 Engineering
461,273.00	-----	9960-905136-9557-5 Inspection
5,673,300.00	-----	9960-905136-9557-6 Construction
<u>340,398.00</u>	-----	9960-905136-9557-9 Administration
<b>\$7,609,631.00</b>		

The funds are required to cover the cost of award for WC 1245R, Westfield Neighborhood Water Main Replacement.

9. SWC 7762R, Re-  
habilitation and  
Replacement of  
the Highlandtown  
Storm Water Pump  
Station
- W.M. Schlosser Co.,  
Inc.
- \$1,686,000.00

<b>MBE:</b>	Horton Mechanical Contractors, Inc.	\$ 37,000.00	2.19%
	Roane's Rigging & Transfer Co.	<u>260,000.00</u>	<u>15.41%</u>
		<b>\$297,000.00</b>	<b>17.60%</b>
<b>WBE:</b>	Letke Security Contractors, Inc.	\$ 66,000.00	3.91%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

DPW/Office of Engineering & Construction - cont'd

10. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 145,060.00	9958-906405-9526	
State Constr.	Constr. Reserve	
	Citywide Stream	
	Restoration	
600,460.00	9958-932004-9522	
SW Utility	Constr. Reserve	
Funds	Stormwater Mgmt.	
1,480,000.00	9958-903708-9522	
State Constr.	Constr Reserve	
<b>\$2,225,520.00</b>	Stormwater Pump	
	Station Improv.	
\$ 168,600.00	-----	9958-905708-9520-2
		Extra Work
168,600.00	-----	9958-905708-9520-3
		Engineering
101,160.00	-----	9958-905708-9520-5
		Inspection
1,686,000.00	-----	9958-905708-9520-6
		Construction
101,160.00	-----	9958-905708-9520-9
<b>\$2,225,520.00</b>		Administration

This transfer will fund the award of SWC 7762R, Rehabilitation and Replacement of the Highlandtown Stormwater Pumping Station.

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

11. B50003627, Trans- Baltimore City Community \$ 907,843.29  
 portation Workforce College  
 Development

(Dept. of Transportation)

**MBE/WBE PARTICIPATION:**

Not applicable, funding is provided by a federal grant.

12. B50003674, Conver- **REJECTION** - The sole bid received was  
 sion of Microfilm opened on October 29, 2014. The bid  
 and Microfiche to was determined to be in excess of the  
 Digital Format agency's budget for the services.

(Dept. of Housing &  
 Community Development)

13. B50003820, Nutrition All-Pro Placement \$ 177,000.00  
 and Lactation Aide Service, Inc.

**MBE:** 1<sup>ST</sup> Choice, LLC \$17,660.24 10%

**WBE:** Staff Quest, Inc. 8,830.12 5%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**MINUTES**

Department of Public Works/ - Task Assignment  
Solid Waste

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 007 to KCI Technologies, Inc., under Project 1157, On-Call Solid Waste Facilities Management. The duration of the task is approximately two years.

**AMOUNT OF MONEY AND SOURCE:**

\$149,316.48 - 9948-903047-9517-900020-703331

**BACKGROUND/EXPLANATION:**

KCI Technologies, Inc. will provide hydrogeological investigation of groundwater and landfill gas probes in response to MDE environmental concerns at the Quarantine Road Landfill.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**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. 007 to KCI Technologies, Inc., under Project 1157, On-Call Solid Waste Facilities Management.

**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. 003 to Rummel, Klepper & Kahl, LLP under Project 1402, S.C. 925 On-Call Project and Construction Management Assistance Services Inspection Services. The duration of the task is approximately 15 months.

**AMOUNT OF MONEY AND SOURCE:**

\$220,448.79 - 9956-907335-9551-900020-705032

**BACKGROUND/EXPLANATION:**

Rummel, Klepper, & Kahl, LLP will provide inspection services for S.C. 925 Arc Flash Hazard Improvements at the Back River Wastewater Treatment Plant.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**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. 003 to Rummel, Klepper & Kahl, LLP under Project 1402, S.C. 925 On-Call Project and Construction Management Assistance Services Inspection 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. 008 to Rummel, Klepper & Kahl, LLP under Project 1154.2, On-Call Storm Water Study and Engineering Design Services.

**AMOUNT OF MONEY AND SOURCE:**

\$41,995.00 - 9958-903449-9520-900020-703032

**BACKGROUND/EXPLANATION:**

It was discovered that subsurface petroleum contamination remaining beneath Exxon/Mobil's former terminal facility had been infiltrating into the Janney Run Storm Drain Box Culvert and migrating with the storm water carried by the culvert towards Baltimore Harbor. In accordance with Exxon/Mobil's Consent Decree with the MDE, Exxon/Mobil has investigated remediation alternatives for preventing petroleum migration into the box culvert and has implemented pilot tests on a 100-foot section of the culvert to define success of the test section repairs before the repairs are to be used on the complete culvert is to be implemented. This task of the On-Call 1154.2 is to have Rummel, Klepper & Kahl, LLP provide inspection services for the Janney Run Storm Drain Box Culvert rehabilitation work completed for a 100-foot long section. Rummel, Klepper & Kahl, LLP will inspect the newly applied Warren Environmental epoxy system for any deficiencies that may occur as well as inspect the remaining portion of the box culvert that will be repaired by Exxon/Mobil. Exxon will reimburse the City for all inspection costs per the agreement dated September 23, 2013.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

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

**MINUTES**Office of Engineering & Construction - cont'd**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$100,000.00	9958-905449-9526	9958-903449-9520-2
Other Funds	Construction Reserve Middle Branch Debris Collector	Extra Work

This transfer will fund Exxon's reimbursement of associated costs pertaining to Janney Run for Project 1154.2, Task No. 8.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 008 to Rummel, Klepper & Kahl, LLP under Project 1154.2, On-Call Storm Water 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**

Office of Engineering - Partial Release of Retainage Agreement  
And Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Partial Release of Retainage Agreement for Water Contract No. 1164 Towson Finished Water Reservoir Cover for Whiting-Turner Contracting Company.

**AMOUNT OF MONEY AND SOURCE:**

\$600,000.00 - 9960-903709-9557-000000-200001

**BACKGROUND/EXPLANATION:**

All work on Water Contract No. 1164 Towson Finished Water Reservoir Cover is substantially completed. The City holds funds in the amount of \$967,653.83. The contractor has requested a Partial Release of Retainage in the amount of \$600,000.00. The remaining \$367,653.83 is sufficient to protect the interests of the City.

**MWBOO HAS APPROVED THE RELEASE.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Partial Release of Retainage Agreement for Water Contract No. 1164 Towson Finished Water Reservoir Cover for Whiting-Turner Contracting Company.



**MINUTES**

Department of Public - Partial Release of Retainage Agreement  
Works

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Partial Release of Retainage Agreement in the amount of \$108,665.00 for Spiniello Companies for Water Contract 1255 for Water Meter Settings and Water Main Replacement in East Baltimore.

**AMOUNT OF MONEY AND SOURCE:**

\$108,665.00 - 9960-905658-9557-000000-200001

**BACKGROUND/EXPLANATION:**

Spiniello Companies was granted Conditional Acceptance of Water Contract 1255 on July 23, 2014. The City holds funds in the amount of \$155,665.00. The Contractor has requested a Partial Release of Retainage in the amount of \$108,665.00. The remaining \$47,000.00 is sufficient to protect the interests of the City.

**MWBOO HAS APPROVED THE RELEASE.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Partial Release of Retainage Agreement in the amount of \$108,665.00 for Spiniello Companies for Water Contract 1255 for Water Meter Settings and Water Main Replacement in East Baltimore.

**MINUTES**

Department of Public Works/Office - Amendment No. 4 to Agreement of Engineering & Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 4 to Agreement with MWH Americas, Inc./Louis Berger Water Services, Inc., a Joint Venture, under Project 1112, Wet Weather Consent Decree Compliance and Program Management Services. Amendment No. 4 to the Agreement extends the period of the agreement for one year through March 8, 2016 or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00 - 9956-902587-9551-900020-702064

**BACKGROUND/EXPLANATION:**

On March 9, 2011, the Board approved the original agreement, in the amount of \$11,837,080.95, with MWH Americas, Inc./Louis Berger Water Services, Inc. (formerly EA Engineering Science and Technology), a Joint Venture, under Project 1112, Wet Weather Consent Decree Compliance and Program Management Services for a period of three years, with five optional one-year extensions.

On December 12, 2012, the Board approved Amendment No. 1, in the amount of \$11,800,234.68. On March 5, 2014, the Board approved Amendment No. 2 to extend the period of the agreement for 12 months through March 8, 2015.

On October 8, 2014, the Board approved Amendment No. 3, in the amount of \$6,469,599.67. This makes the total upset limit for this contract \$30,106,915.30.

In order to continue providing these services, the Office of Engineering and Construction is requesting to extend the period of the original agreement for 12 months through March 8, 2016, at no additional cost to the City.

**MINUTES**

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

**MBE/WBE PARTICIPATION:**

The consultant will continue to comply with all of the terms and conditions of the MBE/WBE programs, in accordance with 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 Amendment No. 4 to Agreement with MWH Americas, Inc./Louis Berger Water Services, Inc., a Joint Venture, under Project 1112, Wet Weather Consent Decree Compliance and Program Management Services.

**MINUTES**

Department of Public Works/Office - Amendment No. 4 to Agreement of Engineering & Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 4 to Agreement with Hatch Mott MacDonald, under W.C. 1120, Guilford Pumping Station Rehabilitation Design. Amendment No. 4 to the Agreement extends the period of the agreement for six months through September 4, 2015 or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00 - 9960-901917-9557-900020-702064

**BACKGROUND/EXPLANATION:**

On November 3, 2010, the Board approved the original agreement, in the amount of \$1,004,816.59, with Hatch Mott MacDonald, under W.C. 1120, Guilford Pumping Station Rehabilitation Design for a period of 18 months, through May 3, 2012.

On April 25, 2012, the Board approved Amendment No. 1, in the amount of \$0.00 to extend the period of the agreement for six months through November 3, 2012.

On November 14, 2012, the Board approved Amendment No. 2 in the amount of \$0.00 to extend the period of the agreement for 12 months through November 3, 2013.

On July 17, 2013, the Board approved Amendment No. 3 to increase the amount of the agreement by \$531,556.00 and extend the period of the agreement for 16-months through March 3, 2015.

This Amendment No. 4 to the Agreement in the amount of \$0.00 will extend the period of the agreement for six months through September 2, 2015.

**MINUTES**

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

WC No. 1120 is designed to start construction two months after a complementary project, W.C.1173-GPS receives its Notice to Proceed. The design of W.C.1173 includes the construction of 111 parking spaces to be located on property owned by Loyola University. This phase of work has been negotiated and agreed amongst the City, Loyola University, and its neighboring communities through a Memorandum of Understanding that was approved by the Board on October 8, 2014.

W.C.1173 was advertised, but bids were over the engineer's estimate and must be re-advertised. The Department is in the process of updating bid documents for W.C.1173 to re-advertise at a later date. The agreement needs to be extended to allow time for the bid documents for W.C. 1120 to be updated so that the terms of the MOU can be met.

**MBE/WBE PARTICIPATION:**

The Consultant will continue to comply with all of the terms and conditions of the MBE/WBE programs, in accordance with Baltimore City Code, Article 5, Subtitle 28.

**AUDITS NOTED THE TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 4 to Agreement with Hatch Mott MacDonald, under W.C. 1120, Guilford Pumping Station Rehabilitation Design.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |  |                    |                    |
|--|--------------------|--------------------|
| 1. <u>SICO AMERICA, INC.</u>   | <u>\$44,690.00</u> | <u>Sole Source</u> |
| Solicitation No. 08000 - Replacement of SICO Tri-Height Stage - Baltimore Convention Center - Req. No. R684134 |                    |                    |

SICO America, Inc. is the sole manufacturer, provider, and distributor of SICO stage proprietary equipment and parts.

- |  |                    |                |
|--|--------------------|----------------|
| 2. <u>COMPLETE BOOK &amp; MEDIA SUPPLY, LLC.</u>   | <u>\$25,377.88</u> | <u>Low Bid</u> |
| Solicitation B50003881 - Supply and Deliver a Variety of Books - Mayor's Office of Human Services - Req. No. R681421 |                    |                |

- |  |                    |                    |
|--|--------------------|--------------------|
| 3. <u>HARRIS CORPORATION</u>   | <u>\$30,756.00</u> | <u>Sole Source</u> |
| Solicitation No. 08000 - Hailstorm Cell Phone Tracker Annual Maintenance - Police Department - R685009 |                    |                    |

Annual maintenance includes software upgrades and equipment repair for the current product in use by the Police Department. The period of the award is January 14, 2015 through January 13, 2016.

- |   |               |                |
|---|---------------|----------------|
| 4. <u>MCCLUNG-LOGAN EQUIPMENT COMPANY, INC.</u>   | <u>\$0.00</u> | <u>Renewal</u> |
| Solicitation No. B50002275 - O.E.M. Parts and Service for Volvo Asphalt Compactor/Paver - Department of General Services - Req. No. P519452 |               |                |

On February 7, 2012, the City Purchasing Agent approved the initial award in the amount of \$24,500.00. On June 25, 2014, the Board approved an increase in the amount of \$24,500.00. This renewal in the amount of \$0.00 is for the period February 22, 2015 through February 21, 2016, with one 1-year renewal option remaining.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
--------	-----------------	-------------

Bureau of Purchases

- |   |         |                        |
|---|---------|------------------------|
| 5. C & D MUNICIPAL SALES,<br>INC.   | \$ 0.00 | Sole Source<br>Renewal |
| Solicitation No. 08000 - Provide Submersible Flowserve Pumps<br>- Department of Public Works - Req. No. P526082 |         |                        |

On January 15, 2014, the Board approved the initial award in the amount of \$40,000.00. The award contained two 1-year renewal options. This renewal in the amount of \$0.00 is for the period January 17, 2015 through January 16, 2016, with one 1-year renewal option remaining.

- |   |              |         |
|---|--------------|---------|
| 6. REPUBLIC PARKING SYSTEM,<br>INC.   | \$360,000.00 | Renewal |
| Contract No. B50001251 - Parking Meter Coin Collection<br>Services - Department of Finance - Req. No. R686984 |              |         |

On December 9, 2009, the Board approved the initial award in the amount of \$705,600.00. The award contained eight 1-year renewal options. Subsequent actions have been approved. This renewal in the amount of \$360,000.00 is for the period February 1, 2015 through January 31, 2016, with four 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

- |  |              |         |
|--|--------------|---------|
| 7. AT&T CORP.  | \$150,000.00 | Renewal |
| State of Maryland Contract No. 060B14000058 - Long Distance<br>Calling Services - Department of Communication Services -<br>P.O. No. P524482 |              |         |

On February 13, 2013, the Board approved the initial award in the amount of \$120,000.00. The award contained two 1-year renewal options. On January 22, 2014, the Board approved the first renewal in the amount of \$120,000.00. This final renewal in the amount of \$150,000.00 is for the period February 13, 2015 through February 12, 2016. The above amount is the City's estimated requirement.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
--------	-----------------	-------------

Bureau of Purchases

- |  |              |         |
|--|--------------|---------|
| 8. FERGUSON ENTERPRISES, INC.<br>Contract No. B50001786 - Various Type K Copper Tubing -<br>Department of Public Works, Bureau of Water and Wastewater -<br>P.O. No. P516498 | \$100,000.00 | Renewal |
|--|--------------|---------|

On February 16, 2011, the Board approved the initial award in the amount of \$151,000.00. The award contained four 1-year renewal options. Three renewals have been approved. This final renewal in the amount of \$100,000.00 is for the period February 21, 2015 through February 20, 2016. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

- |   |                  |         |
|---|------------------|---------|
| 9. WM RECYCLE AMERICA,<br>LLC<br>Contract No. B50002210 - Single Stream Recycling - Department<br>of Public Works, Bureau of Solid Waste - P.O. No. P520049 | Revenue Contract | Renewal |
|---|------------------|---------|

On February 15, 2012, the Board approved the initial award. The award contained one 1-year renewal option. This sole renewal is for the period February 23, 2015 through February 22, 2016.

**MWBOO GRANTED A WAIVER.**

- |   |        |         |
|---|--------|---------|
| 10. DENVER-ELEK, INC.<br>R.F. WARDER, INC.<br>J.F. FISCHER, INC.  | \$0.00 | Renewal |
| Contract No. B50003236 - Maintenance & Repair Services for<br>Plumbing and Heating Systems - Departments of General<br>Services, and Public Works, etc. - P.O. Nos. P526182, P526183<br>and P526184 |        |         |



MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

On January 29, 2014, the Board approved the initial award in the amount of \$6,000,000.00. The award contained two 2-year renewal options. This renewal in the amount of \$0.00 is for the period January 29, 2015 through January 28, 2017, with one 2-year renewal option remaining. The above amount is the City's estimated requirement.

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

R.F. WARDER, INC.

Dollar amount performed to date: \$276,896.87

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> AWA Mechanical, Inc.	27%	\$21,971.57	8%

**MWBOO FOUND VENDOR IN NON-COMPLIANCE.**

Renewal is recommended subject to vendor curing the MBE deficit in 30 days.

J.F. FISCHER, INC.

Dollar amount performed to date: \$161,307.00

<b>MBE:</b> Horton Mechanical Contractors, Inc.	30%	\$ 840.91	.52%
---	-----	-----------	------

**MWBOO FOUND VENDOR IN NON-COMPLIANCE.**

Renewal is recommended subject to vendor curing its MBE deficit in 60 days.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

Denver-Elek, Inc.

Dollar amount performed to date: \$5,632.92

**MBE:** Spears Mechanical Contractors, Inc.

MBE goal is not applicable. Vendor has performed less than \$50,000.00.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

11. FRESH AIR COMPANY, INC.

DENVER-ELEK, INC.

J.F. FISCHER, INC.

\$2,000,000.00

Renewal

Contract No. B50003241 - Maintenance & Repair Services for Heating, Ventilation, Air-Conditioning and Refrigeration Systems - Departments of General and Public Works, etc. - P.O. Nos. P526021, P526022 and P526023

On January 8, 2014, the Board approved the initial award in the amount of \$6,000,000.00. The award contained two 2-year renewal options. This renewal in the amount of \$2,000,000.00 is for the period January 25, 2015 through January 24, 2017, with one 2-year renewal option remaining. The above amount is the City's estimated requirement.

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

FRESH AIR CO., INC.

Dollar amount performed to date: \$103,509.37

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> RCS Plumbing, LLC	27%	\$24,016.47	23.2%

Vendor has made a good faith effort to achieve the goal.

**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

DENVER-ELEK, INC.

Dollar amount performed to date: \$55,033.34

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> Spears Mechanical Contractors, Inc.	27%	\$43,364.42	78.8%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

JF Fischer, Inc.

Dollar amount performed to date: \$1,605,180.54

<b>MBE:</b> Horton Mechanical	27%	\$163,762.18	10.2%
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**MWBOO FOUND VENDOR IN NON-COMPLIANCE.**

Renewal is recommended subject to vendor curing the MBE deficit in 60 days.

12. CORPORATE MAINTENANCE

GROUP, LLC	\$500,000.00	Increase
Contract No. B50001658 - Snow Removal Contract - Department of Transportation - P.O. No. P515695		

On December 22, 2010, the Board approved the initial award in the amount of \$500,000.00. The award contained two 1-year renewal options. Subsequent actions including two renewals have been approved. This increase in the amount of \$500,000.00 is necessary to provide sufficient funding for the current snow season. This increase in the amount of \$500,000.00 will make the award amount \$2,300,000.00. The contract expires on June 30, 2015. The above amount is the City's estimated requirement.

**MWBOO SET GOALS OF 20% MBE AND 7% WBE.**

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INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

Dollar amount performed to date: \$685,800.00

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> Couser Supply, Inc.	20%	\$109,740.00	16%
<b>WBE:</b> Comm-Lease, Inc.	7%	10,894.00	1.6%
Sinclair Operating Co. Inc.	0%	45,562.00	6.67%
		<u>\$56,456.00</u>	<u>8.27%</u>

MWBOO found the vendor in non-compliance. Corporate Maintenance Group, Inc. will be given 30 days to come into compliance.

**MWBOO FOUND VENDOR IN NON-COMPLIANCE.**

The increase is recommended subject to vendor coming into compliance in 30 days.

13. LANGUAGE LINE SERVICES, INC. \$ 30,000.00 Increase
- 
- Maryland State Contract No. 050B2400001 - Statewide Foreign Language Interpretation and Translation Services - Department of Public Works, etc.- P521528

On September 27, 2012, the City Purchasing Agent approved the initial award in the amount of \$20,000.00. The award contained four 1-year renewal options. Subsequent actions have been approved. This increase in the amount of \$30,000.00 is necessary due to the usage of the contract by an additional agency and will make the award amount \$85,000.00. The contract will expire on September 30, 2015, with two 1-year renewal options remaining.

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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

14. GERMAIN HOLDINGS, LLC d/b/a OVERLEA CATERERS	\$166,000.00	Increase
Contract No. B50001206 - Food Service for Eating Together in Baltimore Program - Health Department - P.O. No. P511359		

On May 26, 2010, the Board approved the initial award in the amount of \$1,536,150.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This increase in the amount of \$166,000.00 will provide additional funding for the remainder of the contract term and will make the award amount \$6,118,300.00. The contract expires on May 31, 2015, with no renewal options remaining. The above amount is the City's estimated requirement.

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> Britt's Food Transport	12%	\$86,299.38	14.5%
<b>WBE:</b> Shalom Catering Corp.	7%	\$42,013.31	7.1%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

15. COWLES FORD, INC.	\$ 62,645.00	Increase
Contract No. B50003569 - Crew Cab Trucks with a Utility Body - Department of General Services - P.O. No. P528199		

On July 30, 2014, the Board approved the initial award in the amount of \$691,855.00. This increase in the amount of \$62,645.00 is necessary to purchase one additional truck, which will replace older equipment in the City's fleet as part of Fleet Management's planned replacement program. This increase will make the award amount \$754,500.00. The contract expires on July 31, 2015.

**MWBOO GRANTED A WAIVER.**

The above is the City's estimated requirement.

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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

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| 16. F & F AND A. JACOBS<br>& SONS, INC.   | \$ 50,000.00 | Increase |
| Contract No. B50002481 - Uniforms for Sheriff's Office -<br>Sheriff's Office - P.O. No. P520661 |              |          |

On July 25, 2012, the Board approved the initial award in the amount of \$26,714.25. The award contained two 1-year renewal options. This increase in the amount of \$50,000.00 is necessary because the Sheriff's Department will be hiring additional deputies and uniforms will be required for the new hires. This increase will make the award amount \$181,714.25. The contract expires on July 24, 2015. The above amount is the City's estimated requirement.

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|--|---------|-----------|
| 17. TIPCO TECHNOLOGIES, INC.   | \$ 0.00 | Extension |
| Contract No. B50001270 - Hydraulic Hoses and Fittings -<br>Department of General Services - P.O. No. P511897 |         |           |

On January 27, 2010, the Board approved the initial award in the amount of \$1,000,000.00. The award contained two 1-year renewal options. Both renewals have been exercised. An extension is necessary to allow time for a new solicitation to be advertised and awarded. The bid process has been delayed by the need to obtain updated specifications. The period of the extension is February 1, 2015 through April 30, 2015. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

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| 18. AIRGAS USA, LLC  | \$ 0.00 | Extension |
| Contract No. B50001283 - Welding Equipment and Supplies -<br>Departments of General Services and Public Works, etc. - Req.<br>Nos. Various |         |           |

On January 20, 2010, the Board approved the initial award in the amount of \$500,000.00. The award contained two 1-year renewal options. Both renewals have been exercised.

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VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

An extension is necessary to allow for the continuity of supplies while a new contract is advertised and awarded. The period of the extension is February 1, 2015 through April 30, 2015. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

19. COPPERMINE FIELDHOUSE, LLC	Revenue	2 <sup>nd</sup> Amendment to Agreement
Contract No. B50002380 - Operate and Manage the "Du" Burns Soccer Arena - Department of Recreation and Parks - Req. No. N/A		

The Board is requested to approve and authorize execution of the 2<sup>nd</sup> Amendment to Agreement with Coppermine Fieldhouse, LLC. The period covered is November 5, 2014 through January 21, 2038, with no additional renewal options.

On December 19, 2012, the Board approved the initial award. On November 5, 2014, the Board approved the first amendment to agreement. This 2<sup>nd</sup> Amendment to Agreement clarifies language regarding future payment. This clarification is made at the request of the vendor's bank in order to approve funding.

**MBE/WBE PARTICIPATION:**

<b>MBE:</b> Terry's Vending Co.	\$7,544.65	10.5%
<b>WBE:</b> BPE International	\$3,278.44	4.5%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

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VENDOR	AMOUNT OF AWARD	AWARD BASIS
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20. DATA UNLIMITED	Ratification of an	
<u>INTERNATIONAL, INC.</u>	<u>\$600,000.00</u>	Agreement
Contract No. 08000 - Annual System Support - Baltimore Police Department - Req. No. R673830		

The Board is requested to ratify the Agreement with Data Unlimited International, Inc. The period of the Agreement is August 18, 2014 through August 17, 2015, with two 1-year renewal options.

The vendor is the manufacturer and sole distributor of the Starfruit Laboratory Information Management System (LIMS) currently being used by the Baltimore Police Department. The vendor is the only reseller authorized by Starfruit to provide maintenance and support for the Baltimore/Washington Metro area. The above amount is the City's estimated requirement.

The Agreement is late because additional time was necessary to negotiate the final agreement.

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.

21. VIDSYS,	Ratification of	
<u>INC.</u>	<u>\$ 47,566.89</u>	an Agreement
Contract No. 08000 - Maintenance Services for PSIM Software - Police Department, CitiWatch - Req. No. R679483		

The Board is requested to approve of a ratification of the Agreement with VidSys, Inc. The period of the ratification is September 1, 2014 through August 31, 2015.



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INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

The Police Department is a licensee of software owned, developed and maintained by VidSys, Inc. VidSys, Inc. is the sole source provider for maintenance and support services for this software currently in use by the Police Department, which software allows the City of Baltimore to integrate several disparate Closed Circuit Television systems, including CitiWatch, into one common operating platform. The above amount is the City's estimated requirement.

The agreement is late because additional time was necessary to negotiate the final agreement.

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.

22. DEPARTMENT OF AUDITS	\$ 39,210.00	Engagement Letters
	75,000.00	Financial Audit
	<u>\$114,210.00</u>	Performance Audit

Solicitation No. B50003161 - Baltimore City Agency and Miscellaneous Audits - Department of Finance - R642363

On March 19, 2014, the Board approved the award to four auditing firms: 1) CliftonLarsonAllen LLP, 2) McGladrey LLP, 3) SB& Company, LLC, and 4) Hamilton Enterprises, LLC. Agencies have the option of selecting to be audited by the Department of Audits or an approved external auditing firm. Audits are scheduled on an as-needed basis by submitting to the Board individual engagement letters with the selected firm for the particular audits that agencies request to be performed. Engagement letters have been received from the Department of Audits for the financial and performance audits of the Department of Finance.

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INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

The amount is the City's estimated requirement; however, the Department of Audits will supply the City's entire requirement, be it more or less.

23. SB & COMPANY, LLC	\$111,006.00	Engagement Letters
	<u>53,586.00</u>	Financial Audit
	<b>\$164,592.00</b>	Performance Audit

Solicitation No. B50003161 - Baltimore City Agency and Miscellaneous Audits - Department of Finance for the Department of Recreation and Parks - Req. No.: To Be Determined

On March 19, 2014, the Board approved the award to four auditing firms: 1) CliftonLarsonAllen LLP, 2) McGladrey LLP. 3) SB& Company, LLC, and 4) Hamilton Enterprises LLC. Audits are scheduled on an as-needed basis by submitting to the Board individual engagement letters with the selected firm for particular audits that agencies request to be performed under Contract B50003161 with upset amounts based upon the fixed hourly rates awarded. Engagement letters have been received by the selected firm for the financial and performance audit of the Department of Recreation and Parks. The period of the financial and performance audits is June 30, 2010 through June 30, 2013. The Contract expires March 18, 2019, with five 1-year renewal options.

**MWBOO SET GOALS OF 10% MBE AND 5% WBE.**

As this is the initial engagement, no work has been performed by the firm to date, and compliance has not yet been reviewed.

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INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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24. HAMILTON ENTERPRISES, LLC	\$ 83,500.00	Engagement Letters
	55,180.00	Financial Audit
	<u>\$138,680.00</u>	Performance Audit

Solicitation No. B50003161 - Baltimore City Agency and Miscellaneous Audits - Department of Finance for the Department of Transportation - Req. No.: To Be Determined

On March 19, 2014, the Board approved the award to four auditing firms: 1) CliftonLarsonAllen LLP, 2) McGladrey LLP. 3) SB& Company, LLC, and 4) Hamilton Enterprises LLC. Audits are scheduled on an as-needed basis by submitting to the Board individual engagement letters with the selected firm for the particular audits that agencies request to be performed under Contract B50003161 with upset amounts based upon the fixed hourly rates awarded. Engagement letters have been received by the selected firm for the financial and performance audit of the Department of Transportation. The period of the financial and performance audits is June 30, 2010 through June 30, 2013. The Contract expires March 18, 2019, with five 1-year renewal options.

**MWBOO SET GOALS OF 10% MBE AND 5% WBE.**

As this is the initial engagement, no work has been performed by the firm to date, and compliance has not yet been reviewed.

President: "The first item on the non-routine agenda can be found on Page 104, Informal Awards, Renewals, Increases to Contracts and Extensions, Item 23 Solicitation number B50003161, Baltimore City Agency and Miscellaneous Audits, Department of Finance for the Department of Rec. & Parks. Will the parties please come forward?"

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Tim Krus: "Tim Krus, City Purchasing Agent. This is the, this is the approval of an Engagement Letter with SB & Company to perform quadrennial agency audits for the Department of Recreation and Parks for a total of \$164,592.00."

Comptroller: "Um, I continue to have concerns with the use of outside auditors, when Article V, Section 8(a) of the City Charter clearly covers the audit function of the City, if the Department of Audits was given sufficient funding to do so. My review of the Engagement Letters being brought before the Board today reinforce my concerns of independence in the separation of the Administration from the audit process. The 1964 Charter purposely moved the City Auditor from the Administration to the Office of Comptroller to provide effective, independent oversight of the financial operations of the Executive Departments. The Charter amendment of 2013 diminished this independence, and I'm going to ask Bob McCarty, the City Auditor, to address the concerns regarding the Engagement Letter and then Gail Adams, the Deputy City Auditor, to address the concerns of the City Charter."

Robert McCarty: "Good morning, Mr. President, members of the Board, Bob McCarty, City Auditor. Um, we have the following concerns about the Engagement Letters that are being presented, both the ones on Page 104, number 23 and 105, number 24. On the

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Recreation and Parks, um Engagement Letter, um, can we address this with--?"

President: "Um, excuse me, um are you going to address both of these at the same time?"

Mr. McCarty: "Exactly."

Comptroller: "Um hmm."

President: "Okay. Alright. Is that okay with you? Okay, go ahead."

President: "Okay, so um, it would be the second item on the non-routine agenda, and that's on 105, Informal Awards, Renewals, Increases to Contracts and Extensions, Item 24, Solicitation number B50003161, Baltimore City Agency and Miscellaneous Audits, Department of Finance for the Department of Transportation. So both of them, we're doing together."

Mr. McCarty: "Thank you. We had the following concerns with the, with both Engagement Letters being presented today. Um, the first was on Recreation and Parks. Uh, we discussed this with the Director of Finance yesterday, and the Engagement Letter states that the audit will be performed on the Department's carve-out financial statements."

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Uh, we had questions on that; um, does this include both the required financial statements, which um, both the Balance Sheet and the Statement of Revenues and Expenditures and Changes to the Fund Balance are required under Government Auditing to be included? I did receive an e-mail from Mr. Raymond this morning, and he said he has spoken with um, SB & Associates, I'm sorry, SB & Company, and he received assurances that the audit methodology is GAAP, Generally Accepted Accounting Principle and GAGAS, Generally Accepted Government Audit Standards compliant. Our question is um, does the Engagement Letter, as currently written, need to be clarified to include the required financial statements be audited? I can pause there or continue on or. ."

President: "You can go on and answer."

Director of Finance: "Good morning, uh, I'm Henry Raymond, Director of Finance. In reference to Mr. McCarty's concern, we believe that the Engagement Letter does not need to be modified. As indicated, the Engagement Letter and the methodology for the engagement, is in compliance with GAAP and GAGAS, so uh, we believe that this is a non-issue as it relates to uh, the carve-out. Essentially the carve-out relates to the legal entity."

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In this particular case, Baltimore City is the legal entity, Baltimore. The assets are in the name of -- the assets and liabilities are in the name of the City, not in the name of a particular department. As a result of that, this particular methodology, called carve-out, for um, how to break out those -- to assign those assets and liabilities to the department level. So, the assurance is, is that these are full, complete, financial audits in compliance with GAAP and GAGAS, and I do have the contractor in attendance today."

Mr. McCarty: "The carve-out terminology was not used in the Department of Transportation Engagement Letter. It appears they are --."

Mr. Raymond: "I'm sorry --."

Mr. McCarty: "That's okay. It appears that they are doing the full financial statement audit, based on their language."

Mr. Raymond: "The only difference between the two Engagement Letters is that they were written by two different firms. So, both firms did not use the same specific language; but both Engagement Letters will be performed in compliance with GAAP and GAGAS."

City Solicitor: "And -- and both will be on a carve-out basis, relative to the agency that is within Baltimore City, because it's not the entire City, right?"

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Mr. Raymond: "That is correct."

Mr. McCarty: "And just. I guess I need to find a definition of carve-out. I'm not familiar with that terminology."

Mr. Raymond: "We'll provide that to you."

Mr. McCarty: "Okay, and continuing on Rec and Parks, um, we also had an opportunity yesterday to discuss with Mr. Raymond, uh, the fact that the Engagement Letter covers Fiscal Years 2010 to 2013, and that includes a, another financial audit of Fiscal Year 2012. Uh, the Fiscal Year 2012 financial audit has already been performed by the Department of Audits. Um, we felt that it was redundant and not a proper use of taxpayers' money to have Fiscal Year '12 audited again, and, as we discussed yesterday, Fiscal Year 2014 could be used to replace Fiscal Year '12 to provide a fourth year to audited."

Mr. Raymond: "And, and we concur with that. The auditor will still have to perform a, uh, a performance audit on Fiscal '12, because the Department of Audits audit uh -- was only a financial audit. So uh, we will amend the contract so that uh, instead of the contractor performing a audit on Fiscal '12, it will be on Fiscal '14 and the contractor will perform a performance audit on Fiscals '12 and '14."



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Mr. McCarty: "And also not addressed in the um, in the Engagement Letter, was that uh, Recreation and Parks um, was to have annual audits uh, to receive its National Recreation and Parks certification. Um, um, the agency has stated its desire to receive the certification, both for national recognition and for the opportunity to receive additional funding. Um, I, I'm not sure, sure um, what they're doing with this now. They have included that in their response to our findings recently. Uh, the Department of Audits is on record, um, that we've available to perform annual audits of Recreation and Parks."

Mr. Raymond: "By the award of this uh, contract to the vendor, there will be uh, consecutive audits. So, Rec and Parks will still meet the requirements to apply for the certification."

Mr. McCarty: "Will the audits be individual or one audit for the period from '10 to '13, '14?"

Mr. Raymond: "Individual audits for each of the fiscal years."

Mr. McCarty: "Okay, thank you. I'm on to the Department of Transportation um, Engagement Letter. We noticed that the Engagement Letter did not state that the performance audit would be conducted in accordance with Government Auditing Standards, and this is a requirement for all government performance audits."

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Mr. Raymond: "We agree, and as I previously stated, that both of the Engagement Letters, uh, performance audits and financial audits will be completed in accordance with GAAP and GAGAS.

Mr. McCarty: "And will that Engagement Letter be revised to include that?"

Mr. Raymond: "Uh, I don't believe so, but we can have that done just for the record."

Mr. McCarty: "Thank you. In both the performance Engagement Letters, um, they stated 'that the performance audits are solely to assist the agency in evaluating up to five management assertions of performance, which would be determined by the Department of Finance.' Uh, we do not believe that this was the intention of City Council legislation that amended the City Charter. Um, having the Administration "cherry pick" the criteria to be audited, can steer the auditors away from the areas that could be problematical and provide favorable audit results. Uh, this would be a violation of Government Auditing Standards for performance auditing. Uh, this approach appears to be more an 'agreed-upon procedure' method rather than a performance audit. Uh, an example of an 'agreed-upon procedure' audit would be when an agency has a specific concern to be addressed, like um missing revenues, and they would hire an auditor or pay the auditing service for the agency to request

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that the auditor review the procedures and make any recommendations to correct, uh, in this case in my example, the missing revenues issue."

Mr. Raymond: "Uh, I take exception to the, the term 'cherry-pick.' Um, we've had extensive discussion with uh, the City Council President, in terms of uh, what performance issues the Office of the President would like to review in each of the agencies, and compiled a list of all of the uh, performance metrics that the agencies have been subject to in the last several years. This information is contained in the annual budget books. We compiled all of this information and uh, we'll be providing it to the auditors. We believe that when the audits begin, based on the, the discussions that agency has with the external auditor, the decision will be made at that time, which metrics will be looked at. The Finance Department is not dictating which metrics should be reviewed at all. That's not the role of Finance. The Finance Department's role is to administer the contract. So, we will not be "cherry-picking" uh, which measures are reviewed for any of the agencies."

Comptroller: "The Engagement Letter says --."

Mr. McCarty: "Yeah --."

Comptroller: "-- the Engagement Letter says that --."

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Mr. McCarty: "-- that it will be provided by the Department of Finance. We were not aware of the City Council President's um, input in this, based on the Engagement Letter. But, that's basically what it said, that's what we're basing our comments on."

Mr. Raymond: "So, when we have the Engagement Letters amended, we'll have that amended, as well."

Mr. McCarty: "Amended to reflect what you just mentioned, yes?"

Mr. Raymond: "Amended to reflect that the Finance Department is not dictating or "cherry-picking" which metrics will be reviewed."

Mr. McCarty: "Okay, um, on audit fees, um, both Engagements provide, excuse me, both Engagement Letters provide for the possibility of requesting additional fees, if significant additional time is necessary. Um, our engagement letter provided for a fixed fee and we will not exceed our proposed fee. Um, in conclusion, I'd like to state that the Department of Audits, given sufficient funding, is fully capable of performing all required financial and performance audits. Um, this would free the Administration of any potential interference in the audit process. Um, however, Henry has mentioned the change in the Engagement Letter for the performance audits, which would also help in that regard too. Any questions before?"

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President: "Not me. Madam Mayor?"

Madam Mayor: "I just wanted to, and I don't know, Henry, if you've mentioned this in your statement, just reiterate that the Charter amendment allowed for this work. So, this was the intention of the City Council to allow for outside auditors to participate, correct?"

Mr. Raymond: "That is correct. The Charter requirement was that agencies would make their own selection between using the Department of Audits or an external auditor, and that's the way."

Madam Mayor: "And that -- was I'm sorry to interrupt, and that was in the-- the legislation that was passed by the Council and approved by the public?"

Mr. Raymond: "That is correct, Madam Mayor."

Madam Mayor: "And what you're doing is facilitating the uh, administration of, uh, and implementation of that Charter?"

Mr. Raymond: "That's correct. Purely administrative function."

Mr. McCarty: "And, my um, comment on the intention of the City Council legislation was based on the wording in the Engagement Letter that the Department of Finance was picking, uh, the performance criteria to be audited. That was my purpose of that comment."

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Mr. Raymond: "As was indicated, we'll have the Engagement Letters modified and referencing comments regarding uh, resource allocation, uh, those are budget decisions and likely all agencies have requested more funds than they received. As we're all aware, the City has limited financial capacity and we're making the best choices that we can for all of the services to be offered city-wide."

President: "Any more comments? I'll entertain a Motion."

City Solicitor: "There's another presentation I think, on the Charter."

President: "Oh."

Comptroller: "No."

President: "I didn't hear that."

Ms. Gail Adams: "Good morning, my name is Gail Adams, the Deputy City Auditor. I know you mentioned the amended Charter was passed by the City Council, but that does not make it right. The Charter, the City Charter prior to the passing of the amendment, was not broken. Article V, Section 8(a) spells out the general powers and duties of the City Auditor and the Department of Audits which includes that the 'City Auditor shall, be at appropriate intervals, conduct an audit of the financial transactions of every municipal agency, except for the Department of Audits; shall conduct an annual audit of all

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accounts, revenues, and receipts of the City; may audit the expenditures of City-granted funds by any public or private agency that receives such funds; may audit City contracts, grants, sub-grants, and other agreements as required by the terms and conditions of these instruments and when the contracts, grants, sub-grants and other agreements require that the audits be conducted by other auditors, review such audits' we can review them; and 'shall make such other audits any member of the Board of Estimates may request provided, that they do not, in the judgment of the City Auditor, hinder the performance of our regular audits.' This means the City Auditor can audit anything. Every single agency, service, program, activity, etc. can be audited by the City Auditor. But there is a caveat to this, to doing all these duties and responsibilities, which is sufficient funds, shall be included in the Ordinance of Estimates for the Department of Audits to enable the City Auditor to perform the duties that prescribed in the City Charter. The Department's budget has been eroded overtime; positions have been abolished, frozen. We are very good stewards of the funding provided to our Department and have never requested a budget that goes beyond our requirements to fulfill our Charter mandates, duties, and responsibilities. There was no need to amend the Charter to audit City agencies.

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Our forefathers, or the creators of the 1964 City Charter were very wise. They did not take this responsibility lightly and have created an instrument that will withstand the test of time. We can perform the agency audits if sufficient funding is provided to our Department. But, rather than allowing the Department of Audits to carry out its duties and responsibilities as they are prescribed under Article V and fund us sufficiently, the City chose to make an amendment to the City Charter and established it under the Mayor's Executive Departments and to fund outside independent CPA firms. These other CPA firms are profit motivated and only have a duty to the client. We are less costly. We -- I am a civil servant, the City Auditor is a civil servant. We, the Department of Audits have an allegiance to the public trust. We decide what to audit in the best interest of taxpayers' dollars, while carrying out our mandated duties and responsibilities and using the limited resources provided to us. Even the creators of the 1964 City Charter knew the placement of audits should not be placed under the executive branch of government. They knew the importance of independence. Independence means to be free -- free from any and all influences - personal, external, and organizational, in fact and appearance, real or perceived. The placement of the amended charter for agency audits does not meet the test of



## MINUTES

independence. One of the executive departments - Department of Finance, now you've indicated that you're going to change the language, but based on the language of the original uh, contracts that came before the Board today, it was um, the Department of Finance was responsible for carrying out the process of awarding the agency audits to outside firms and then deciding upon what is to be audited, and in doing that, and I just want to emphasize, in doing that, it is just like leaving the fox to guard the hen house. You don't do that; you don't do that. This is a conflict of interest as the executive branch is regulating and reporting on itself. Thank you."

President: "Thank you. Madam Mayor."

Madam Mayor: "I have a question. Is this the testimony that you gave at the City Council hearing on this Charter amendment?"

Ms. Adams: "Um, I can't recall the exact words of what was taking place, but we did protest back then in regards to the placement --"

Madam Mayor: "Because it seems that that would have been the more appropriate time to have --"

Ms. Adams: "I believe, I believe no one was listening."

Comptroller: "That's right."

Ms. Adams: "No one was listening to what we've been trying to say."

## MINUTES

Madam Mayor: "What I would say is, the Council, just like the Comptroller is an independently elected official, so are the Council members and the Council President. A bill that was introduced, there was at least one public hearing the independently elected officials heard from the public, heard from the Comptroller's Office, and after hearing all of that information, um made a decision that they believed best reflected the interests of their uh, constituents. It wasn't something I was supporting, but it was something that uh was done, and it was done in, um, I believe, in -- with a process that represented good government and integrity. Um, not only did that process go forward, but then there was an election, and at the time of the election, the public spoke and overwhelmingly supported it. I didn't support it, but the public did, so I have to take exception with your opening statement that while it was passed by the public, that it's not right. But, that's what we're here to do, to implement and to uh, to uphold the laws, and especially with overwhelming support with the -- of the public and the public was asked and answered and in the answer provided for not only the Comptroller to participate in these audits, these regular, routine audits, but also outside contractors. Um, if there was a legal challenge, which it seems you're making today, to that um, to that Charter amendment, I'm

## MINUTES

sure there are legal remedies. But, to suggest that the Council President and the members of the Council did anything outside of what was clearly -- agree or not agree -- they acted with integrity. While I do not agree with it, I certainly would not stand before the Council President and say what they did was wrong."

Ms. Adams: "I don't believe I said that."

Madam Mayor: "Those were your exact words."

Ms. Adams: "I just said where the placement of the amendment and the Charter as it stands before the amendment was not broken. That's what I said."

Madam Mayor: "I want you to review your testimony."

Comptroller: "Madam Mayor, um, we both talked about the fact that you did not agree or support it, and we would not be here today if the Department of Audits had been sufficiently funded as mandated by the Charter. You didn't agree, I didn't agree, and the problem could have been solved if you had given us the funds that we needed to perform all the audits."

Mr. Raymond: "In reference to that, again I'll state that at the time we were making this decision, resources were very limited. We made the best decision we could at the time, believing that we could have these 13 audits done at less cost than what your proposal was."

## MINUTES

The proposal that you provided was 28 positions for an additional \$2.3 million per year. Due to limited resources, we believe that we could get the audits accomplished for less than that, and again, these types of funding decisions will have to be resolved on the outcome based on the budgeting process."

Mr. McCarty: "May I respond -- is my mic on?"

President: "Yes. It should be on."

Mr. McCarty: "Can you hear me okay? I could not hear myself. The dollar figure Mr. Raymond referred to um, was the initial figure we came up with when the initial bill was proposed to City Council, which -- which proposed an audit of all City agencies, both financial and performance, not the 13 we're talking about right now."

Comptroller: "The 13 would have been?"

Mr. McCarty: "Much less, but I don't have an exact figure."

President: "I'll entertain a Motion."

City Solicitor: "MOVE approval of the two items, 23 and 24, recommended by the Bureau of Purchases, addressed by the Director of Finance, with the expectation that the amendments the Director generally referred to-- to the terms of the Engagement Letters will be incorporated."

President: "All those in favor, say AYE. All opposed NO."

MINUTES

Comptroller: "I vote **NO** because the Department of Audits, as mandated by the City Charter should be funded sufficiently and the Charter amendment states that the Department of Audits or an outside auditor can be selected to perform the financial or performance audits. Therefore it is not necessary to hire an outside auditing firm, particularly when it is clear in doing so, that it will affect the integrity of the audit process.

The audit process is required to be independent and without influence whether it is real or perceived, so I vote **NO.**"

President: "Please note the um, Comptroller votes **NO**. The Motion carries.

\* \* \* \* \*

25. TOTAL ENVIRONMENTAL		Correction to
<u>CONCEPTS, INC.</u>	<u>N/A</u>	Board Letter
Correction to previous approved Board Letter for Solicitation B50003609 - Parts and Maintenance for Fuel Dispensing Equipment - Department of General Services - P.O. No. P529506		

On November 19, 2014, the Board approved the initial award in the amount of \$300,000.00. Due to an administrative error, the initial term of the contract was incorrect. The approved term was for two years, with two 1-year renewal options. The correct term is three years, with two 1-year renewal options. The period of the correct term is January 1, 2015 through December 31, 2018.

## 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 foregoing informal awards, renewals, increases to contracts and extensions. The Board further approved and authorized execution of the second Amendment to Agreement with Coppermine Fieldhouse, LLC. (item no. 19). The Board ratified the Agreements with Data Unlimited International, Inc. (item no. 20) and Vidsys, Inc. (item no. 21). The Board also approved the Engagement Letters, Financial Audits and Performance Audits with the Department of Audits (item no. 22), SB & Company, LLC (item no. 23), and Hamilton Enterprises, LLC (item no. 24). The Board approved the correction to the Board Letter with Total Environmental Concepts, Inc. Item no. 3 was **DEFERRED** for one week. The Mayor **ABSTAINED** on item no. 1. The Comptroller **ABSTAINED** on item nos. 10 and 11 for J. F. Fischer only. The President voted **NO** on item nos. 20 and 21. The Comptroller voted **NO** on item nos. 23 and 24.

**MINUTES****PERSONNEL**Department of Recreation and Parks - Employment Agreements

The Board is requested to approve and authorize execution of the following Employment Agreements. The period of the Agreement is effective upon Board approval for one year, unless otherwise terminated.

	<u>Hourly Rate</u>	<u>Amount</u>
1. <b>AMANDA BERTSCH</b>	\$32.00	\$ 6,400.00
2. <b>BRIDGET CARRIG</b>	\$32.00	\$ 6,400.00
3. <b>RACHEL COX</b>	\$32.00	\$ 6,400.00
4. <b>BRIENNE FISKE</b>	\$32.00	\$ 6,400.00
5. <b>JEFFREY NOLT</b>	\$40.00	\$11,000.00

Account: 6000-680514-4792-369900-601009

The above-listed individuals will each continue to serve as a Contract Services Specialist II (Ice Skating Instructor). Their duties will include, but are not limited to providing instruction in figure skating skills for participants in the Learn to Skate and summer camp programs, including skills that are the basis for the U.S. Figure Skating National Proficiency Tests; evaluating student performance to determine mastery of specific skills and advancement to the next level; assisting students in planning an individual presentation program set to music; providing skating instructions to all levels of the Adult Skating Seminar. Mr. Nolt will also serve as the Artistic Director of the Youth and Adult Performance Troupes.

## MINUTES

PERSONNELDept. of Recreation & Parks - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
6. JENNIFER KNIGHTON	\$32.00	\$ 6,400.00

Account: 6000-680514-4792-369900-601009

Ms. Knighton will continue to serve as a Contract Services Specialist II (Ice Skating Instructor). She will provide instruction in the Learn to Skate group skating program for the youngest participants, ages 4-6, including the summer recreation center campers, prepare costumes and setting designs for the Youth Performance Troupe productions; assist with rehearsals and supervise youth activities in conjunction with Performance Troupe; and supervise parent volunteers who assist in costume production.

**THE EXPENDITURE CONTROL COMMITTEE REVIEWED AND RECOMMENDED APPROVAL.**

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



**MINUTES**Mayor's Office - Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Agreement with The Family League of Baltimore City, Inc. The period of the Agreement is July 1, 2014 through June 30, 2015.

**AMOUNT OF MONEY AND SOURCE:**

\$5,963,790.00	-	1001-000000-4460-692000-607001
510,000.00	-	1001-000000-4460-715800-607004
100,000.00	-	1001-000000-1220-146500-607004
<b>\$6,573,790.00</b>		

**BACKGROUND/EXPLANATION:**

The Family League is the City of Baltimore's Local Management Board. It is a quasi-governmental nonprofit organization that works with a range of partners to develop and implement initiatives that improve the well-being of Baltimore's children, youth and families.

Funds will be made to the Family League as follows: the first installment will be in the amount of \$1,643,447.50 after the execution of the agreement and thereafter will be paid \$1,643,447.50 quarterly for the next three quarters. This will be paid to the Family League after the Agreement is fully executed by the Board.

The funding will support the administration of Community and School Engagement partnerships consisting of out-of-school time (OST) and community schools programs operated by community-based organizations. OST programs support academic skills development of youth and provide enrichment activities in areas such as athletics and the arts. Community schools facilitate a network of partnerships between the school and other community resources that promote student achievement and family and community well-being. Programs are expected to have a positive impact on school attendance and reduce incidences of negative behavior for participants. In FY 15, funds will support 46 community schools and 49 out of school time programs.

**MINUTES**

Mayor's Office - cont'd

Funds also support the provision of training and technical assistance to ensure that services are delivered with high quality and with consistency, as well as summer programming. Additional funding allows for a Community Schools planning process in seven additional schools. In addition, this grant will provide direct support to the University of Maryland Extension, Teach for America, and Experience Corps.

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

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTIONS.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with The Family League of Baltimore City, Inc. The Mayor **ABSTAINED.**

**MINUTES**

Mayor's Office of Human Services - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with New Vision House of Hope, Inc. The period of the Agreement is July 1, 2014 through June 30, 2015.

**AMOUNT OF MONEY AND SOURCE:**

\$219,205.00 - 1001-000000-3573-327233-603051

**BACKGROUND/EXPLANATION:**

Under the terms of this Agreement, New Vision House of Hope, Inc. will use the funds to pay for staff and operational costs to provide shelter to 30 homeless women at its shelter facilities.

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 an Agreement with New Vision House of Hope, Inc.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office of Employment Development</u>			
1. Karen Sitnick Ernest Dorsey	The U.S. Conference of Mayors - Workforce Development Council (WDC) Annual Winter Meeting Washington, DC Jan. 21 - 22, 2015 (Reg. Fee \$625.00 ea.)	Admin. Cost Pool/ General Funds	\$2,246.46

The subsistence for this location is \$248.00 per night. The hotel cost is \$305.00 per night plus hotel taxes of \$44.23 per night for each attendee. The Department is requesting additional subsistence for each attendee of \$57.00 to cover the cost of the hotel balance and \$75.00 for each attendee for the WDC Board Dinner. Attendance at this dinner is important to share information about best practices and for networking that benefits the City.

Health Department

2. Catherine Watson	Healthy Teen Network Board of Directors Meeting Panorama City, CA Jan. 30 - Feb. 1, 2015	Family Planning Special Needs	\$ 931.50
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The subsistence for this location is \$204.00 per night. The hotel cost is \$194.65 per night, plus hotel taxes of \$30.40 per night. The Department is requesting additional subsistence of \$21.00 per day for meals and incidentals.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			
3. Michelle Muhammad	Management Concepts Audit Boot Camp Washington, DC. Jan. 25 - 30, 2015 (Reg. Fee \$1,069.00)	Ryan White Part A	\$2,430.00

The registration fee in the amount of \$1,069.00 was prepaid on a City-issued credit card assigned to Ms. Jacquelyn Duval-Harvey. The amount to be disbursed to Ms. Muhammad is \$1,361.00.

4. Phyllis Lee* Tanisha Bomani**	24 <sup>th</sup> Annual Nat'l Health Benefit Conference and Expo Clearwater, FL Jan. 26 - 28, 2015 (Reg. Fee \$325.00* \$300.00**)	General Funds	\$2,078.20
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The subsistence rate for this location is \$167.00 per night. The cost of the hotel is \$185.00 per night plus taxes of \$44.40 per night. The airfare for each attendee in the amount of \$172.00 and the registration fees in the amount of \$325.00 for Ms. Lee and \$300.00 for Ms. Bomani were pre-paid on a City-issued credit card assigned to Ms. Jacquelyn Duval-Harvey.

The Department is requesting additional subsistence of \$18.00 per day to cover the cost of the hotel and \$40.00 per day for meals and incidentals for Ms. Lee and Ms. Bomani. The amount to be disbursed to each attendee is \$554.40.

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

## MINUTES

PROPOSAL AND SPECIFICATIONS

1. Department of General Services - GS 14814R, Water Street  
Garage Repair  
**BIDS TO BE RECV'D: 02/11/2015**  
**BIDS TO BE OPENED: 02/11/2015**

There being no objections, the Board, UPON MOTION duly made and seconded, approved the above-listed Proposal and Specification 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 PAGE NOS. 1 - 113.

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.

January 13, 2015

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:
  - a. Pages 1 - 113, City Council President and members of the Board of Estimates, BOE Agenda dated January 14, 2015, if acted upon:
    - i. 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;
    - ii. 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;
    - iii. 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;
    - iv. 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;
    - v. 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.
    - vi. 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 January 14, 2015.

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

Sincerely,  
Kim Trueheart, Citizen & Resident



## MINUTES

ACKNOWLEDGEMENT

President: "Um, where's Cailin [Benson]? Um, this is Cailin's last Board of Estimates. Cailin works for um, the President's Office and her duties were to um, staff the Board of Estimates and I want to personally thank her for her years of service to the City of Baltimore and to the Office of the Council President, and I wish her well in her new endeavors. 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 addenda extending the dates for receipt and opening of bids on the following contracts. There were no objections.

Bureau of Water and Wastewater - WC 1325, Repaving Utility Cuts at Various Locations

**BIDS TO BE RECV'D: 01/28/2015**

**BIDS TO BE OPENED: 01/28/2015**

Department of Transportation - TR 13302, 33<sup>rd</sup> Street and Loch Raven Boulevard Geometric Safety Improvement Project

**BIDS TO BE RECV'D: 01/28/2015**

**BIDS TO BE OPENED: 01/28/2015**

## 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:

<u>Department of General Services</u>	- <u>GS 148300, Structural Repairs at Engine 57 (IQC GS 13810)</u>
Tito Contractors, Inc.* CAM Construction	
<u>Bureau of Purchases</u>	- <u>B50003868, Conventional Cab Bulk Truck</u>
Baltimore Freightliner Beltway International, LLC	
<u>Bureau of Purchases</u>	- <u>B50003878, Liquid Oxygen Plant #2 at Patapsco Wastewater Treatment Plant</u>
Solutionworks, Inc.	
<u>Bureau of Purchases</u>	- <u>B50003885, Snow Removal Services VII</u>
2 Scotts Lawn Services, LLC SR Schulte Contracting L&J Waste Recycling, LLC Global Environmental Solutions, Inc. Harford Tree Experts & Landscaping	

\*UPON FURTHER MOTION, the Board found the bid of Tito Contractors, Inc. **IRREGULAR** due to the company's failure to provide a consistent and legible bid amount in both word and numerals required by the bidding instructions.

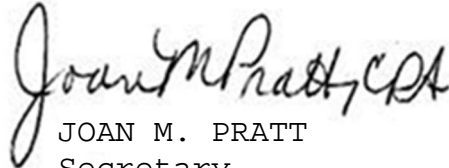
## MINUTES

Bureau of Purchases- B50003897, Supply of Fire Hose

Maryland Fire Equipment Corp.  
North American Fire Hose  
Witmer Public Safety Group, Inc.  
Lewis Goetz

\* \* \* \* \*

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, October 15, 2014.

  
JOAN M. PRATT  
Secretary