

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

President: "Good morning. The January 28, 2015 meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiency of these hearings, persons who are disruptive to the hearing will be asked to leave the hearing room immediately. I will direct the Board members' attention to the Memorandum from my office dated January 27, 2015 identifying matters to be considered as routine agenda items, together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda."

City Solicitor: "I MOVE approval of all items on the entirety of the agenda, each and every one of which is considered to be routine."

MINUTES

Comptroller: "Second."

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

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

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

Broughton Construction Company, LLC	\$ 7,380,000.00
C.F. Masonry Specialists, Inc.	\$ 8,000,000.00
CEEPCO Contracting, LLC	\$ 6,525,000.00
Daisy Concrete, Inc. of Maryland	\$ 35,874,000.00
Donald Excavating, Inc.	\$ 1,500,000.00
Layne Inliner, LLC	\$210,492,000.00
Witmer Masonry, Inc.	\$ 27,198,000.00

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:

Brightfield, Inc.	Engineer
Prime AE Group, Inc.	Architect Engineer Landscape Architect
Sidhu Associates, Inc.	Engineer
The Robert B. Balter Company	Engineer

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

MINUTES

TRANSFERS OF FUNDS

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UPON MOTION duly made and seconded,
the Board approved
the Transfers of Funds
listed on the following page:

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

MINUTES**TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development</u>		
1. \$100,000.00 30 th CDB	9910-906970-9587 Urban Agriculture Matching Grant - Reserve	9910-902972-9588 Hoffman Street Walther Avenue Homegrown Baltimore Site Preparation

This transfer will provide funding for preparing new urban agriculture sites for the Homegrown Baltimore Land Leasing Initiative. These City-owned vacant properties are to be leased to qualified urban farmers for five plus years.

Department of Recreation and Parks

2. \$10,000.00 Rec. & Parks 27 th Series	9938-907049-9475 Cahill Community Center - Reserve	9938-908049-9474 Cahill Community Center - Active
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This transfer will provide funds to cover the costs associated with design services for proposed improvements at Gwynns Falls/Leakin Park.

MINUTESDepartment 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. 505 S. Broadway	Carolina's Restaurant, Inc.	Outdoor seating 12' x 5'
Annual Charge: \$337.50		
2. 3600 Elm Avenue k/a 900 - W. 36 th St.	Vincent R. Cuffari	Outdoor seating 80 sq. ft.
Annual Charge: \$337.50		
3. 418 South Clinton Street	418 South Clinton, LLC	Egress stairway 292" x 36"
Annual Charge: \$234.40		
4. 439 E. Patapsco Avenue	Maco Properties, LLC	Dumpster 4yd. 6' x 4'
Annual Charge: \$336.00		

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 minor privilege permits.

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

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|--|-------------|---------|
| 1. FISHER SCIENTIFIC | \$29,673.38 | Low Bid |
| Solicitation No. B50003908 - Chemical Library for Trace Lab
- Police Department - Req. No. R678804. | | |

This is a one-time purchase.

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| 2. GOVERNMENT SCIENTIFIC
SOURCE, INC. | \$10,000.00 | Renewal |
| Solicitation No. B50003343 - 200 Proof Ethanol - Police
Department - Req. No. R652396 | | |

On February 4, 2014, the City Purchasing Agent approved the initial award in the amount of \$20,000.00. The award contained three 1-year renewal options. This renewal in the amount of \$10,000.00 is for the period February 5, 2015 through February 4, 2016, with two 1-year renewal options remaining.

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| 3. THE GUN SHOP INC. a/k/a
THE GUN SHOP | \$ 0.00 | Renewal |
| Contract No. B50002221 - Force on Force Marker Rounds -
Police Department - P.O. No. P519089 | | |

On January 11, 2012, the Board approved the initial award in the amount of \$43,900.00. The award contained three 1-year renewal options. Three renewals have been exercised. This final renewal in the amount of \$0.00 is for the period January 11, 2015 through January 10, 2016. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

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| 4. MYKA CORP., d/b/a
CHEMDRY ELITE | \$ 40,000.00 | Renewal |
| Contract No. B50001761 - Provide Carpet, Drapery and
Furniture Cleaning Services for Various Baltimore City
Buildings - Department of General Services, etc. - P.O. No.
P516733 | | |

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

On February 16, 2011, the Board approved the initial award in the amount of \$60,000.00. The award contained four 1-year renewal options. Three renewals and an increase have been approved by the Board. This final renewal in the amount of \$40,000.00 is for the period February 16, 2015 through February 15, 2016. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

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| 5. <u>DRAEGER SAFETY, INC.</u> | \$0.00 | Renewal |
| Contract No. B50001868 - SCBA Equipment & Supplies - Fire Department - P.O. No. P519602 | | |

On March 7, 2012, the Board approved the initial award in the amount of \$3,250,000.00. The award contained four 1-year renewal options. The first renewal has been exercised. The SCBA equipment is self-contained breathing apparatus used by the Fire Department. This second renewal in the amount of \$0.00 is for the period February 29, 2015 through February 28, 2016, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

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| 6. <u>MUNICIPAL EMERGENCY SERVICES, INC.</u> | \$ 0.00 | Renewal |
| Contract No. B50003162 - Fire Hose - Fire Department - P.O. No. P526529 | | |

On February 26, 2014, the Board approved the initial award in the amount of \$150,000.00. The award contained five 1-year renewal options. This renewal in the amount of \$0.00 is for the period February 26, 2015 through February 25, 2016, with four 1-year renewal options remaining. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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| 7. PRO-FIX MEDICAL REPAIR
& SALES, LLC | \$ 75,000.00 | Renewal |
| Contract No. 08000 - Stretcher Repair - Fire Department -
P.O. No. P522468 | | |

On January 23, 2013, the Board approved the initial award in the amount of \$75,000.00. The award contained three 1-year renewal options. On January 8, 2014, the Board approved the first renewal in the amount of \$75,000.00. This renewal in the amount of \$75,000.00 is for the period January 22, 2015 through January 22, 2016, with one 1-year renewal option remaining.

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| 8. RANGE MAINTENANCE, INC. | \$100,000.00 | Renewal |
| Contract No. B50001634 - Police Range Maintenance - Police
Department - P.O. No. P516167 | | |

On February 9, 2011, the Board approved the initial award in the amount of \$100,000.00. The award contained five 1-year renewal options. This renewal in the amount of \$100,000.00 is for the period of February 2, 2015 through February 1, 2016, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

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| 9. BLACKBOARD, INC. | \$ 68,465.25 | Renewal |
| Harford County Community College Contract No. 08P-008-E-
Learning Content Management System - Department of Human
Resources - Req. No. R688360 | | |

On February 23, 2011, the Board approved the initial award in the amount of \$298,841.59. The award contained two 1-year renewal options. On February 11, 2013, the City Purchasing Agent approved a decrease in the amount of \$59,708.15. On February 12, 2014, the Board approved the first renewal in the amount of \$65,205.00.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

This final renewal in the amount of \$68,465.25 is for the period February 23, 2015, through February 22, 2016.

MWBOO GRANTED A WAIVER.

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| 10. INTERACT 911 MOBILE SYSTEMS, INC. | \$ 0.00 | Renewal |
| Contract No. 08000 - Pocket Cop Mobile Data Systems - Police Department - P.O. No. P512851 | | |

On January 13, 2010, the Board approved the initial award in the amount of \$1,547,875.20. The award contained five 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$0.00 is for the period January 13, 2015 through January 12, 2016. The above amount is the City's estimated requirement.

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| 11. SMITH MEDICAL PARTNERS, LLC | \$200,000.00 | Selected Source |
| Contract No. 06000 - Provide Ortho Products - Health Department - Req. No. R683624 | | |

The vendor is the selected distributor to provide the Ortho Evra products to the Health Department under the Title X Family Planning provision of the 340B Drug Plan. The 340B Drug Pricing Program requires drug manufacturers to provide outpatient drugs to eligible health care organizations at significantly reduced prices. The above amount is the City's estimated requirement. The period of the award is January 21, 2015 through January 20, 2016, with three 1-year renewal options.

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.

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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| 12. ROY KIRBY & SONS, INC. | \$ 29,981.86 | Increase |
| Contract No. B50003536 - Engine 51 Kitchen Renovations - Fire Department - P.O. No. P527544 | | |

On June 11, 2014, the Board approved the initial award in the amount of \$35,822.00. This increase in the amount of \$29,981.86 is necessary to allow additional work to complete the project, including unanticipated requirements and additional items requested by residents, or required per inspections. This increase in the amount of \$29,981.86 will make the award amount \$65,803.86.

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| 13. ROY KIRBY & SONS, INC. | \$ 41,261.72 | Increase |
| Contract No. B50003539 - Squad 54 Kitchen Renovations - Fire Department - P.O. No. P527543 | | |

On June 11, 2014, the Board approved the initial award in the amount of \$37,100.00. This increase in the amount of \$41,261.72 is necessary to allow additional work to complete the project, including unanticipated requirements and additional items requested by residents, or required per inspections. This increase in the amount of \$41,261.72 will make the award amount \$78,361.72.

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| 14. PHYSIO-CONTROL, INC. | \$ 50,000.00 | Increase |
| Contract No. 08000 - Lifepak Defibrillators and Equipment - Fire Department - P.O. No. P516657 | | |

On March 30, 2011, the Board approved the initial award in the amount of \$125,000.00. The award contained three 1-year renewal options. The third renewal was approved on March 14, 2014. The contract expires March 29, 2015. This increase in the amount of \$50,000.00 is necessary to maintain continuous operation of the Fire Department's Lifepak Defibrillators. This increase in the amount of \$50,000.00 will make the award amount \$3,047,000.00. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

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

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| 15. | <u>THE PUBLIC GROUP, LLC</u>
County of Fairfax Virginia
On-Line Auction Services - Finance Department - P.O. No. P514346 | Revenue
Contract No. RQ10-124129-40A - | Extension |
|-----|--|---|-----------|

On June 16, 2010, the Board approved the initial award. The award contained two 1-year renewal options. An extension is necessary to coincide with the expiration of the County of Fairfax Virginia's contract. The period of the extension is February 1, 2015 through July 31, 2015.

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

Department of General Services

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| 16. | <u>TITO CONTRACTING CO.</u>
GS 14835, Kitchen Upgrade, Engine 5 | \$30,150.00 | Low Bid |
| 17. | <u>TITO CONTRACTING CO.</u>
GS 14837, Kitchen Upgrade, Engine 46 | \$22,022.00 | Low Bid |
| 18. | <u>TITO CONTRACTING CO.</u>
GS 14836, Kitchen Upgrade, Engine 57 | \$33,416.00 | Low bid |

UPON MOTION duly made and seconded, the Board approved the foregoing informal awards and increases and Extensions to Contracts. The President voted **NO** on item nos. 1, 2, 3, 8, and 10.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community (DHCD)- Options</u>			
1. Lee and Joyce, Inc.	4719 Park Heights Avenue	G/R \$120.00	\$ 1,100.00
2. Emma P. Ward & Samuel Abiri Payne-Ward	4732 Park Heights Avenue	L/H	\$22,275.00
3. Emma P. Ward & Samuel Abiri Payne-Ward	4746 Park Heights Avenue	L/H	\$29,975.00
4. Grace C. Steele, Power of Attorney for Lennard Simon	4818 Park Heights Avenue	F/S	\$29,000.00

Funds are available in account 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.

DHCD - Condemnations

5. Annette McKinney	4747 Park Heights Avenue	F/S	\$30,000.00
6. Tilson Realty, Inc.	4823 Park Heights Avenue	G/R \$120.00	\$ 800.00

Funds are available in account 9910-903180-9588-900000-704040,
Park Heights Project.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

DHCD - cont'd

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
7. Denise Clark Keys	1904 Herbert Street	L/H	\$19,700.00

Funds are available in account 9910-910634-9588-900000-704040, Whole Block Demo Project.

Department of Law - Settlement

8. Edward J. Makowski	900-902 N. Chester Street	F/S	\$65,000.00
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On April 12, 2012, the City filed a condemnation to acquire the fee simple interest for the property located at 900-902 N. Chester Street. On April 4, 2012, the Board approved acquisition of the fee simple interest in the amount of \$95,000.00, based upon an independent appraisal. The regular condemnation suit was delayed. The owner wanted to retain the property. As it became imperative for the City to acquire the property for project development, a quick-take condemnation suit was filed on May 29, 2013, more than a year after the initial condemnation suit. A total of \$92,000.00 was paid into the Court Registry. The owner opposed the quick-take condemnation suit. After a hearing, the Circuit Court for Baltimore City awarded the City possession and title on June 28, 2013. Pursuant to the Code of Public Local Laws, the owner appealed the taking of the property to the Maryland Court of Appeals. The Court of Appeals sustained the taking. However, the owner was entitled to a valuation trial. The City updated the value of the property to the date of taking. The City's appraiser offered values that ranged from \$100,000.00 (comparable sales) to \$140,000.00 (income approach). The owner's appraiser offered a value of \$225,000.00. The owner of the property interest demanded \$300,000.00. At the pre-trial conference the owner cut off negotiations.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

Law Department - cont'd

After the pre-trial, the parties negotiated and agreed to settle the condemnation case for \$160,000.00 minus the prior approval of \$95,000.00. Therefore, the Board is requested to approve an additional \$65,000.00.

Funds are available in account 9910-906416-9588-900000-704040.

UPON MOTION duly made and seconded, the Board approved and authorized the foregoing options, condemnations, and settlement.

MINUTES

Department of Transportation - Traffic Mitigation Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Traffic Mitigation Agreement with BJ's Wholesale Club at 4701 O' Donnell Street, LLC. The period of the Traffic Mitigation Agreement is effective upon Board approval until termination is deemed in writing by the Department.

AMOUNT OF MONEY AND SOURCE:

\$153,941.89 - 9950-917089-9512-900000-490375

BACKGROUND/EXPLANATION:

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Impact Study was required for the development. The Developer proposes to perform the Scope of Work for the BJ's Wholesale Club at 4701 O'Donnell Street constructing an approximate 89,277 sq. ft. wholesale club. The Developer agrees to make a one-time contribution in the amount of \$153,941.89 to fund the City's multimodal transportation improvements in the project's vicinity.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Traffic Mitigation Agreement with BJ's Wholesale Club at 4701 O'Donnell Street, LLC.

MINUTES

Department of Transportation - Employee Expense Statement

ACTION REQUESTED OF B/E:

The Board is requested to approve the expense statement for Ms. Shubha Adhikari for the months of June, July, and October 2014.

AMOUNT OF MONEY AND SOURCE:

\$ 19.49 - Mileage (Oct. 11, 2014)
30.51 - Mileage (Oct. 28, 2014)
30.51 - Mileage (Oct. 29, 2014)
3.20 - Parking/Tolls (June 23, 2014)
1.60 - Parking/Tolls (July 14, 2014)
8.00 - Parking/Tolls (Oct. 11, 2014)
4.00 - Parking/Tolls (Oct. 28, 2014)
4.00 - Parking/Tolls (Oct. 29, 2014)
\$101.31 - 1001-000000-2301-249000-603002

BACKGROUND/EXPLANATION:

Ms. Adhikari incurred expenses during the months of June, July, and October 2014 while performing her duties as a Red Line Coordinator. This request is late because the Project ID number and Employee ID number was incorrect and was inadvertently overlooked in the interdepartmental mail.

The Administrative Manual, in Section 240-11, states that Employee Expense Reports that are submitted more than 40 work days after the last calendar day of the month in which the expenses were incurred require Board of Estimates approval.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the expense statement for Ms. Shubha Adhikari for the months of June, July, and October 2014.

MINUTES

EXTRA WORK ORDERS

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UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

listed on the following page:

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All of the EWOs had been reviewed and approved

by the Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

MINUTES**EXTRA WORK ORDERS**

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

Dept. of Transportation

1. EWO #036, (\$3,126.55) - TR 03382, Reconstruction of Key Highway from E. of Lawrence Street to Covington Street

\$7,987,254.00	\$1,893,285.08	Allied Contractors, Inc.	-	100
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This authorization is necessary for payment of overrun items, deduction of amounts not needed due to underrun or not used items, and to balance out the contract.

Dept. of Public Works - Office of Engineering & Construction

2. EWO #056, \$36,612.00 - WC 1164, Towson Finished Water Reservoir Cover and Miscellaneous Repairs

\$18,393,000.00	\$1,067,316.13	Whiting-Turner Contracting Co., Inc.	-	-
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MINUTESDepartment of Planning - Report on Previously
Approved Transfers of Funds

At the meeting on January 14, 2015, the Planning Commission reviewed and approved Transfers of Funds. The same transfers of funds were approved by the Board of Estimates, 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 28** favorable reports on Transfers of Funds approved by the Board of Estimates at the meetings on December 24, 2014 and January 14, 2015.

UPON MOTION duly made and seconded, the Board, the Board **NOTED** receipt of the **28** favorable reports on Transfers of Funds approved by the Planning Commission on January 14, 2015.

MINUTES

Department of Planning - Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the execution of a Grant Agreement with Waverly Main Street, Inc. (WMS). The period of this agreement is effective upon Board approval for one year.

AMOUNT OF MONEY AND SOURCE:

\$16,100.00 - 9905-926005-9188-900000-703032

BACKGROUND/EXPLANATION:

The WMS will run a program to improve water quality and landscaping at the public parking lot at 32nd St. and Barclay St., which is the site of the weekly 32nd Street Farmers' Market. The WMS will contract with a landscape architect and the job training crew of Civic Works to complete this work. Outcomes will include the removal of 430 sq. ft. of pavement, 20 cubic yards of compacted urban soils, and invasive trees and plants; and the installation of rain garden soil mix, a 124 linear ft. rubble masonry wall, 3 trees, 70 shrubs, and 634 perennials. The WMS is uniquely positioned to do this work because of its creation of the 2013 Greenmount Avenue Master Plan, which this agreement will help advance, and because of their strong partnerships with the businesses, local residents, non-profits, and other nearby interests working to improve this particular stretch of Greenmount Avenue.

The funds for this program are drawn from the City's Critical Area Management Program offset fee fund, which developers pay into when they disturb land close to the waterfront and cannot meet mitigation requirements on site. Waverly Main Street, Inc. is a non-profit formed in 2011 to promote the revitalization of the Waverly Business District located on Greenmount Avenue between 28th and 35th Streets. Grantees are chosen via an open application process.

MINUTESDepartment of Planning - cont'd

The goals of the program include improving water quality by reducing stormwater pollution, conserving, and protecting wildlife habitat, and improving quality of life for the citizens of Baltimore. All grant allocations are pre-approved by the State's Critical Area Commission.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the Grant Agreement with Waverly Main Street, Inc.

MINUTES

Fire and Police Employees' - Subscription and Investment
Retirement System (F&P) Management Agreements

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Subscription and Investment Management Agreements for its investment in the Thomas White Emerging Markets Fund, LLC, managed by Thomas White International, LTD (Thomas White).

AMOUNT OF MONEY AND SOURCE:

\$60,000,000.00- F&P Funds

No General Fund monies are involved in this transaction.

BACKGROUND/EXPLANATION:

All funds and expenses will be expended from the F&P. Thomas White will be managing approximately \$60,000,000.00 of F&P funds in the Thomas White Emerging Markets Fund, a commingled fund investing in emerging market securities.

The F&P Board of Trustees conducted a search for emerging market investment managers and, as a result of that search, selected Thomas White as 1 of 2 emerging market investment managers to receive and invest a total of approximately \$120,000,000.00 of F&P funds. The other investment manager, Lee Munder Capital Group, LLC, was selected by the Board in 2014.

The search and selection process was conducted with the assistance and advice of the F&P's investment advisor, Summit Strategies Group.

MWBOO GRANTED A WAIVER.

MINUTES

F&P - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Subscription and Investment Management Agreements for its investment in the Thomas White Emerging Markets Fund, LLC, managed by Thomas White International, LTD. The Comptroller **ABSTAINED**.

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

The Board is requested to approve and authorize execution of a Sub-Lease Agreement with Greibo.K Designs, LLC, sub-tenant, for rental of a portion of the property known as 34 Market Place, being on the 2nd floor, consisting of 1,727 square feet. The period of the Sub-Lease Agreement is December 1, 2014 through November 30, 2017, with one 1-year renewal option.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$25,926.00	\$2,160.50

BACKGROUND/EXPLANATION:

The leased premises will be used for its office by Greibo.K Designs, LLC. The sub-lessee accepts the sublet space in its current condition. The sub-lessee will be responsible for the maintenance of the sublet space at its own expense and cost. The sub-landlord will be responsible for all inclusions such as maintaining the premises in good, clean, and safe repair and condition, ordinary wear and tear expected per the Master Lease with Thirty-Four Market Place, LLC.

Provided the sub-lessee is not in default of any of the terms of this lease, the sub-lessee has the option to renew this sub-lease at a rate of 3% above the previous year.

The Space Utilization Committee approved this Sub-Lease Agreement on January 13, 2015.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Sub-Lease Agreement with Greibo.K Designs, LLC, sub-tenant, for rental of a portion of the property known as 34 Market Place, being on the 2nd floor, consisting of 1,727 square feet.

MINUTES

Department of Public Works/ - Employee Expense Statement
Bureau of Water and Wastewater

ACTION REQUESTED OF B/E:

The Board is requested to approve the Employee Expense Statement for Mr. Travis Minott for September 25, 2014.

AMOUNT OF MONEY AND SOURCE:

\$25.00 - (Water Sampler Certification class fee for
Travis Minott)
25.00 - (Water Sampler Certification class fee paid by
Travis Minotton behalf of Milton Weisenburg)
\$50.00 - 2071-000000-5521-630212-603020

BACKGROUND/EXPLANATION:

The employees attended the Maryland Rural Water Works Sampler Certification class.

The Bureau agrees that the employee is entitled to reimbursement for attending this class. The employee was notified of the pending class on September 25, 2014 and a travel request was submitted for traveling this same date. A check in the amount of \$50.00 was forwarded to Maryland Rural Works (\$25.00 per student, as Mr. Minott also paid the fee for Mr. Milton Weisenburg). The sales receipt was not forwarded to the DPW in a timely manner to submit to the Bureau of Accounting and Payroll Services.

The Administrative Manual, in Section 240-11, states that Employee Expense Reports that are submitted more than 40 work days after the last calendar day of the month in which the expenses were incurred require Board of Estimates approval.

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

UPON MOTION duly made and seconded, the Board approved the Employee Expense Statement for Mr. Travis Minott for September 25, 2014.

MINUTES

Health Department - Ratification of License
and Service Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify the License and Service Agreement with Netsmart Technologies, Inc. The period of the Agreement was to be effective upon Board approval through November 30, 2014.

AMOUNT OF MONEY AND SOURCE:

\$20,000.00 - 5000-520114-3030-702900-603051

BACKGROUND/EXPLANATION:

As per Federal requirements, the Department's Family Planning clinics must install an electronic health record. Several years ago, the Department purchased the Insight Family Planning Module. This module will meet the requirements of an electronic health record and is being adapted for use. For efficiency and in order to provide the best clinical care to clients, the Family Planning historical data in the current data system, Ahlers, must be converted. Netsmart Technologies, Inc. will convert existing family planning data from the Ahlers database to Insight software already used by the Department.

The Insight Family Planning Module is designed for health departments that receive Title X funding under the Public Health Service Act. The Department's Family Planning Clinics are Title X funded.

The License and Service Agreement is late because it was misplaced during the initial administrative review process in October, 2014.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and ratified the License and Service Agreement with Netsmart Technologies, Inc.

MINUTESHealth Department - Agreements and Grant Agreement

The Board is requested to approve and authorize execution of the various agreements. The period of the Agreement is July 1, 2014 through June 30, 2015, unless otherwise indicated.

AGREEMENTS

1. **UNIVERSITY OF MARYLAND, BALTIMORE** **\$ 35,600.00**

Account: 5000-520115-3030-702900-603051

The Adolescent and Young Adult Health Center of the University of Maryland, Baltimore will provide access to reproductive health services to the uninsured and underinsured citizens of Baltimore City. Services include, but are not limited to education, contraception, screening, and referral of reproductive-related cancers and education, and screening of sexually transmitted infections,

The Agreement is late because the Department was waiting for budget revisions.

2. **COMMUNITY CONNECTIONS, INC.** **\$ 12,100.00**

Account: 6000-618714-3080-595600-603018

The agreement is for training and consultation for Creating Cultures of Trauma-informed Care-B'more Fit for Healthy Babies.

A system that is trauma informed has at its center the core principles of safety, trustworthiness, choice collaboration, and empowerment for and with the consumer. The core principles also need to be present for the staff in order for them to be able to provide a trauma-informed system. The period of the Consultant Agreement is January 1, 2015 through December 31, 2015.

The consultant will outline the way support and care for the entire staff is essential, how staff support is an organization obligation as well as a personal and professional concern, how stressed systems can be traumatizing for the staff working in them, and how in these systems we can apply much of what we know about trauma and abuse to the program as a whole.

MINUTESHealth Department - cont'd

The consultant will also address fatigue and burnout, levels of work-related stress, and what a multi-level response to stress in the workplace might look like. Participants will be asked to engage in exercises to develop work plans for creating a psychologically healthy workplace.

The Agreement is late because it was misplaced during the Departments internal review process.

MBE/WBE PARTICIPATION:

N/A

3. **THE JOHNS HOPKINS UNIVERSITY** **\$74,483.00**

Account: 4000-425615-3023-599602-603051

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

This Agreement is late because the Infectious Disease and Environmental Health Administration programmatically manages Ryan White Part D services. The providers are asked to submit a budget, budget narrative, and scope of services. The BCHD thoroughly reviews the entire package before preparing a contract and submitting it to the Board of Estimates. These budgets are many times revised because of inadequate information from the providers. This review process is required to comply with the grant requirements.

MWBOO GRANTED A WAIVER.

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTESHealth Dept. - cont'dGRANT AGREEMENT

4. **UNIVERSITY OF MARYLAND MEDICAL CENTER** **\$11,000.00**
(UMMC)

Account: 6000-619415-3041-688200-406001

The UMMC Cancer Program and the Baltimore City Health Department Cancer Program will work together to manage the Baltimore City Cancer Coalition (Coalition), which is charged with promoting public awareness of cancer screening and treatment services.

The UMMC will contribute \$11,000.00 towards the funding of an administrative agent to coordinate the Coalition activities. The BCHD will also contribute \$11,000.00.

The UMMC Cancer Program will assist the Department in the identification and scoring of grant applications from potential vendors expressing an interest in serving as the administrative agent of the Coalition.

The Agreement is late because revisions delayed the process.

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 various agreements. The President **ABSTAINED** on item no. 3.

MINUTES

Enoch Pratt Free Library - TRANSFER OF LIFE-TO-DATE
SICK LEAVE

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

The Board is also requested to grant a waiver/exception from the policy, AM-203-03, which allows a maximum of 30 days of sick leave transfer, to grant an additional 47 days for a total of 77 sick leave days.

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

<u>Donors</u>	<u>No. of Days</u>	<u>Donors</u>	<u>No. of Days</u>
Shama Brightful	2	Alprescia M. Rivers	5
Barbara B. Collins	2	Susan P. Pluhar	1
Julia C. Johnson	1	Kim Leith	1
Carla Hayden	5	Eva Slezak	2
Glenda Lindenbaum	1	John A. Richardson	2
Gordon Krabbe	5	Richard B. Fisher	1
Katherine A. Durner	5	Sonia Perry	1
Rosemarie Mensuphu-Bey	5	Eric Thorton	2
Faith T. Edmonds	5	Kennard Hopkins	3
Judith Cooper	5	Vivian Fisher	2
Angela Matthews	3	Stuart Ragland	2
Deborah Taylor	3	Devon Ellis	1
Monalisa DeGross	3	Naomi Haftler	1
Shirley Harley	2	Eunice Anderson	1
Clarence B. Mollock	<u>3</u>	Jan Westervelt	<u>2</u>
	50		27

Total Days: **77**

MINUTES

Enoch Pratt Free Library - cont'd

THE LABOR COMMISSIONER RECOMMENDED APPROVAL.

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

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

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

271

to the low bidder meeting the specifications.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

1. B50003871, Auto- motive Hardware and Fasteners	Robnet, Inc.	\$300,000.00
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(Department of General Services)

MWBOO GRANTED A WAIVER.

MINUTES

Mayor's Office of Human -Inter-Governmental Agreement
Services (MOHS)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Inter-Governmental Agreement with the Maryland State Department of Human Resources (MDHR). The period of the Agreement is July 1, 2014 through June 30, 2015.

AMOUNT OF MONEY AND SOURCE:

\$2,337,374.00 - 5000-585915-1191-719000-600000

BACKGROUND/EXPLANATION:

Under the terms of this Inter-Governmental Agreement, the MOHS, through its Baltimore Community Action Partnership Program, will use funding from the MDHR to pay 36 staff members working at its Family Investment Administration, Office of Home Energy Programs.

The Inter-Governmental Agreement is late because of a delay at the administrative level.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Inter-Governmental Agreement with the Maryland State Department of Human Resources.

MINUTESMayor's Office of Human Services - Agreements

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

1. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$ 702,009.00**

Account: 4000-496214-3573-591404-603051

Associated Catholic Charities, Inc. will provide housing assistance and support services to twenty-four households. Services include, but are not limited to case management, education services, employment assistance, life skills training, and substance abuse treatment. The period of the Agreement is January 1, 2015 through December 31, 2015.

MWBOO GRANTED A WAIVER.

2. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$3,391,600.00**
(ACC)

Account: 1001-000000-3572-327206-603051

Associated Catholic Charities, Inc. will operate and provide shelter and supportive services to the homeless population of Baltimore at the Housing Resources Center located at 600 Fallsway. The ACC will use funds to cover salaries and operating costs for managing the shelter and associated programs. By approval of the Board, the award may be renewed for two 1 calendar year periods in the same award amount and with the same terms and conditions. The period of the Agreement is July 1, 2014 through June 30, 2015.

The Agreement is late because of the delays in negotiating the contract terms.

MBE/WBE PARTICIPATION:

FOR FY 2015, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$343,070.00, AS FOLLOWS:

MINUTES

Mayor's Office of Human Services - cont'd

MBE: \$92,628.90

WBE: \$34,307.00

A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.

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. Her correspondence has been sent to the appropriate agency and/or committee which will respond directly to Ms. Trueheart.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

Kim A. Trueheart

January 27, 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 a lack of vision, poor fiscal planning and management and failure to capitalize on strategic investment opportunities in our youth by the Mayor of Baltimore City and the various Departments and Agencies.

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. Page 31, item #2, Mayor's Office of Human Services (MOHS) – Agreements, Associated Catholic Charities, if approved:
 - i. During the period January through December 2013 the Housing Resources Center located at 620 Fallsway as reported by the Baltimore City Police Department generated over 940 calls for service averaging over 2.5 calls per day;
 - ii. Homeless individuals and advocates alike complain that homeless shelters in Baltimore are unsafe and dangerous places thus many homeless prefer to stay at outdoor encampment sites throughout the city;
 - iii. Homeless safety and security at shelters is a systemic problem which has received little or no attention from this administration;
 - iv. This agreement fails to require the shelter operator produce a comprehensive plan to address the perception or reality of unsafe conditions at their charged location;
 - v. The contractual requirements should be amended to require the shelter operator to produce, in conjunction with the Baltimore City Police a safety and security plan that adequately assures the protection of each resident.
3. How the protestant will be harmed by the proposed Board of Estimates' action: ASSOCIATED CATHOLIC CHARITIES, Inc. is receiving millions in municipal funds and should be required to spend a portion of those funds to protect the homeless individuals who are allowed to reside within the shelter(s) they operate. More often than NOT homeless individuals are harmed by the lack of adequate security that provides a safe and secure sheltered environment off the streets of Baltimore City. The growth of encampments throughout the city presents opportunities that result in harmful outcomes for homeowners, businesses, visitors and the homeless which can be adequately

5519 Belleville Ave
Baltimore, MD 21207

mitigated by the development/implementation of comprehensive safety and security plans to make shelters a viable option for the homeless.

4. The remedy I seek and respectfully request is that this action be delayed until the MOHS include a new requirement for a comprehensive safety and security plan for this location and renegotiates the terms and conditions in accordance with the revised requirement.

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on January 28, 2015.

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

Sincerely,

Kim Trueheart, Citizen & Resident

5519 Belleville Ave
Baltimore, MD 21207

2. ASSOCIATED CATHOLIC CHARITIES, INC. \$3,391,600.00 (ACC)
Account: 1001-000000-3572-327206-603051 Associated Catholic Charities, Inc. will operate and provide shelter and supportive services to the homeless population of Baltimore at the Housing Resources Center located at 600 Fallsway. The ACC will use funds to cover salaries and operating costs for managing the shelter and associated programs. By approval of the Board, the award may be renewed for two 1 calendar year periods in the same award amount and with the same terms and conditions. The period of the Agreement is July 1, 2014 through June 30, 2015. The Agreement is late because of the delays in negotiating the contract terms. MBE/WBE PARTICIPATION: FOR FY 2015, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$343,070.00, AS FOLLOWS:
Mayor’s Office of Human Services – cont’d MBE: \$92,628.90 WBE: \$34,307.00 APPROVED FOR FUNDS BY FINANCE AUDITS REVIEWED AND HAD NO OBJECTION. (The Agreements have been approved by the Law Department as to form and legal sufficiency.)

5519 Belleville Ave
Baltimore, MD 21207

MINUTES

Mayor's Office of Employment Development - Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Grant Agreement with Second Chance, Inc. The period of the Grant Agreement is January 5, 2015 through June 30, 2015.

AMOUNT OF MONEY AND SOURCE:

\$48,920.00 - 4000-807515-6312-465905-603051
4000-807115-6312-465905-603051
4000-806715-6312-465905-603051
1001-000000-6331-465915-603051

BACKGROUND/EXPLANATION:

This Grant Agreement authorizes Second Chance, Inc. to provide Deconstruction Worker training for ten eligible participants enrolled in an on-the-job employer based customized training program. Deconstruction Worker training will include learning basics steps to deconstruct a building and to salvage materials. Participants will develop job search skills that will enable them to obtain employment in the deconstruction, construction, and business industry. Training will also include learning safety requirements, deconstruction tool usage, health hazard recognition and prevention, and management of salvaged materials.

The obligation level of this Grant Agreement will not exceed \$48,920.00. The funds will be drawn from four different accounts 4000-807515-6312-465905-603051, 4000-807115-6312-465905-603051, 4000-806715-6312-465905-603051, and 1001-000000-6331-465915-603051. The accounts and the amount drawn from those accounts cannot be determined until the participants are registered.

MINUTESMayor's Office of Employment Development - cont'd

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.

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. Her correspondence has been sent to the appropriate agency and/or committee which will respond directly to Ms. Trueheart.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Agreement with Second Chance, Inc.

Kim A. Trueheart

January 27, 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 a lack of vision, poor fiscal planning and management and failure to capitalize on strategic investment opportunities in our youth by the Mayor of Baltimore City and the various Departments and Agencies.

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. Page 33, Mayor's Office of Employment Development (MOED) – Grant Agreement, if approved:
 - i. Deconstruction of blighted, vacant city-owned properties has recently been reported by the Baltimore Sun to be significantly less costly than previous estimates by the Department of Housing and Community Development for demolition. So why does this item NOT maximize the city's investment capitalizing on this new data by funding more deconstruction?;
 - ii. This administration has committed \$100,000,000.00 over 10 years for demolition of blighted, vacant city-owned properties while the less expensive deconstruction alternative does NOT appear to have been embraced as the preferred, cheaper approach to eliminate blight;
 - iii. The administration's \$100,000,000.00 commitment for demolition should be reduced and the funds should be redirected to deconstruction;
 - iv. This training program should immediately be expanded to fully achieve the obvious cost saving of implementing deconstruction protocols rather than demolition;
 - v. With over 15,000 city owned blighted, vacant properties this training program should be significantly expanded to produce the workforce necessary to eliminate blight in Baltimore.
3. As a citizen I am significantly impacted by poor fiscal administration and management within my home town government. Alternatives to incarceration are critical for many youth of Baltimore. Changing behaviors and attitudes can definitely be achieved when successful models are identified and implemented otherwise the negative behaviors will continue unabated. The screening and vetting of how scarce fiscal will be spent should

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become the highest of priority for each agency and those funds should be restricted to only the most viable programs and services.

4. Remedy I desire: This action should be moved to the non-routine agenda and the MOED should be directed to provide evidence of effectiveness of the proposed training and whether deconstruction is being considered as a replacement or additional method to rid my home town of blighted, vacant properties.

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on January 28, 2015.

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

Sincerely,

Kim Trueheart, Citizen & Resident

5519 Belleville Ave
Baltimore, MD 21207

AGENDA BOARD OF ESTIMATES 01/28/2015 33 Mayor’s Office of Employment Development – Grant Agreement ACTION REQUESTED OF B/E: The Board is requested to approve and authorize execution of a Grant Agreement with Second Chance, Inc. The period of the Grant Agreement is January 5, 2015 through June 30, 2015. AMOUNT OF MONEY AND SOURCE: \$48,920.00 – 4000-807515-6312-465905-603051 4000-807115-6312-465905-603051 4000-806715-6312-465905-603051 1001-000000-6331-465915-603051 BACKGROUND/EXPLANATION: This Grant Agreement authorizes Second Chance, Inc. to provide Deconstruction Worker training for ten eligible participants enrolled in an on-the-job employer based customized training program. Deconstruction Worker training will include learning basics steps to deconstruct a building and to salvage materials. Participants will develop job search skills that will enable them to obtain employment in the deconstruction, construction and business industry. Training will also include learning safety requirements, deconstruction tool usage, health hazard recognition and prevention, and management of salvaged materials. The obligation level of this Grant Agreement will not exceed \$48,920.00. The funds will be drawn from four different accounts 4000-807515-6312-465905-603051, 4000-807115-6312-465905-603051, 4000-806715-6312-465905-603051, and 1001-000000-6331-465915- 603051. The accounts and the amount drawn from those accounts cannot be determined until the participants are registered. The Grant Agreement is late because additional time was necessary to reach a comprehensive understanding between the parties. APPROVED FOR FUNDS BY FINANCE AUDITS REVIEWED AND HAD NO OBJECTION. (The Grant Agreement has been approved by the Law Department as to form and legal sufficiency.)

5519 Belleville Ave
Baltimore, MD 21207

MINUTES

PERSONNEL MATTERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

278 - 293

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

The President **ABSTAINED** on item no. 5.

The Comptroller **ABSTAINED** on item no. 17b.

MINUTES**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Department of Finance</u>		
1. COMMANDER B. JONES	\$17.17	\$26,785.20

Account: 1001-000000-1480-166400-60109

Mr. Jones will continue to work as a Contract Services Specialist II (Licensed Inspector). He will be responsible for conducting City-wide on-site inspections of gas stations, pawnbrokers, open-air garages, massage parlors, theaters, skating rinks, bars, club restaurants, movie houses, amusement arcades, and other establishments for a variety of business occupational and amusement type licenses required by Article 15 of the Baltimore City Code. The period of the Agreement is effective upon Board approval for one year.

Fire Department

2. MARC DeSIMONE	\$38.94	\$40,500.00
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Account: 1001-000000-2131-238200-601009

Mr. DeSimone will work as a Contract Services Specialist II (Director of Training and Education). He will provide oversight and assistance in the implementation of the City's homeland security and emergency management training and exercise strategy. In addition, he will develop, design and implement training plans and programs for the Baltimore City Fire and Police Academies and collaborate with stakeholders to plan and execute learning/development activities to support Academy growth initiatives and strategic goals. He will also serve as a liaison to the Department of Human Resources' City of Baltimore University for Police and Fire leadership training. The period of the Agreement is effective upon Board approval for six months.

MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Mayor's Office</u>		
3. MARY PAT FANNON	\$70.00	\$87,500.00

Account: 1001-000000-1250-152900-603018

Ms. Fannon will continue to work as a Contract Services Specialist II (Senior Advisor) for the Mayor's Office on fiscal policy and legislative matters. She will also provide advice to the Mayor's Office of Governmental Relations in reference to the Maryland General Assembly's consideration and adoption of legislation impacting the interests of Baltimore City. The period of the Agreement is effective upon Board approval for one year.

4. Create the following position:

- a. Classification: Executive Assistant
 - Job Code: 10083
 - Grade: 904 (\$44,200.00 - \$70,800.00)
 - Position No.: To be assigned by BBMR

Abolish the following two positions:

Position Nos.: 1480-48595 and 1480-12557

- b. Classification: Office Assistant II
 - Job Code: 33212
 - Grade: 075 (\$27,652.00 - \$31,432.00)

Reclassify the following positions:

Position No. 1250-15994

- c. From: Executive Secretary
 - Job Code: 00010
 - Grade: 921 (\$36,974.00 - \$62,660.00)
- To: Operations Officer I
 - Job Code: 00085
 - Grade: 923 (\$56,100.00 - \$89,900.00)

MINUTES

PERSONNEL

Mayor's Office - cont'd

Position No. 6301-16448

d. From: Executive Assistant
 Job Code: 10083
 Grade: 904 (\$44,200.00 - \$70,800.00)

 To: HR Business Partner
 Job Code: 07371
 Grade: 931 (\$68,200.00 - \$109,100.00)

Position No. 3540-15982

e. From: Executive Assistant
 Job Code: 10083
 Grade: 904 (\$44,200.00 - \$70,800.00)

 To: Operations Officer I
 Job Code: 00085
 Grade: 923 (\$56,100.00 - \$89,900.00)

Costs: \$82,451.00 - 1001-000000-5721-401300-601001
 (\$30,282.00) - 1001-000000-1250-152800-601001
 \$29,425.00 - 1001-000000-6301-399800-601001
 (\$24,914.00) - 1001-000000-3540-326400-601001

Office of the City Council

5.	ANGELA BROWN	\$16.94	\$20,322.00
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Account: 1001-000000-1000-107100-601009

Ms. Brown, retiree, will work as a Contract Services Specialist I (Secretary I). Her duties will include, but are not limited to maintaining appointment schedules and arranging meetings and conferences, composing correspondence, preparing reports, and making travel arrangements, logging and routing correspondence, and attending meetings, conferences, and similar situations to gather or present information. The period of the Agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Department of Recreation and Parks</u>		
6. JOHN KIRK	\$26.75	\$51,003.16

Account: 6000-680514-4792-369501-406001

Mr. Kirk will work as a Contract Services Specialist II (Sports Facility Director). His duties will include, but are not limited to managing and organizing the activities and functions of the Ice Arena; supervising the performance of part-time personnel; and recommending the hiring, promoting, disciplining and firing of part-time personnel to the Department's Division Chief of Youth and Adult Sports. He will also oversee City-wide and district-wide recreational sports programs at the Ice Arena and develop cost analysis for facility operations at the Ice Arena, and develop and implement sales and marketing programs. He will arrange and schedule special program events, recruit and train personnel and volunteers for the Department's Recreation Division, receive, count and deposit revenue, make nightly bank deposits and maintain records. In addition, he will approve the disbursement of funding for operational expenses of the Ice Arena, prepare, maintain and monitor the facility budget, negotiate the services of individuals, groups and facility rentals, and oversee the maintenance of operating equipment. The period of the Agreement is effective upon Board approval for one year.

7. STEPHANIE HELMS	\$23.00	\$41,860.00
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Account: 1001-000000-4783-583800-603026

Ms. Helms will continue to work as a Contract Specialist II (Environmental Conservation Analyst). Her duties will include, but are not limited to performing daily tasks with the Tree Baltimore Program such as collecting and tracking tree planting data, providing maintenance for the program's

MINUTES**PERSONNEL**Hourly RateAmountDepartment of Recreation and Parks

nursery, assisting with educational and volunteer outreach, providing expertise and labor alongside the Department's non-profit partners during tree planting and maintenance events, coordinating the implementation of forest conservation plans for the Department's representative in the City's efforts to procure and implement a City-wide GIS-based tree inventory system. The period of the Agreement is effective February 1, 2015 for one year.

Department of General Services

8. **GIA MONTGOMERY** \$18.50 **\$17,600.00**

Account: 1001-000000-1911-730900-601009

Ms. Montgomery will continue to work as a Contract Services Specialist II (Program Coordinator). Her duties will include, but are not limited to performing both coordination between applicants and agencies and the data entry work of the right-of-way uses across the City as part of a proposed transfer of food and merchant street vendor and food truck licensing and regulatory activity under the purview of the Right-of-Way Section. The period of the Agreement is effective upon Board approval for six months.

9. **HANIFAH PARKER-MORRISON** \$25.66 **\$48,765.00**

Account: 2030-000000-1890-189300-601009

Ms. Parker-Morrison will work as a Contract Services Specialist II (Research Analyst). Her duties will include, but are not limited to collecting, compiling, verifying, and reviewing data and statistics on DGS, Fleet Management Programs, preparing reports, charts, graphs and statistical tabulation and other documents using various data and statistics.

MINUTES**PERSONNEL**Department of General Services

In addition, she will be responsible for participating in surveys and researching projects and recommending data collection procedures and forms, answering inquiries and corresponding with various officials and agencies, and assisting in the coordination of interdepartmental and departmental activities with other City departments and divisions and with outside agencies. The period of the Agreement is effective upon Board approval for one year.

10. Create the following Position:

- a. Classification: Program Coordinator
 Job No.: 31192
 Grade: 923 (\$56,100.00 - \$89,500.00)
 Position No.: to be assigned by BBMR

Reclassify the following two Positions:b. Position No. 1890-24131:

From: Accounting Assistant I
 Job Code: 34131
 Grade: 075 (\$27,652.00 - \$31,432.00)

To: Accounting Assistant II
 Job Code: 34132
 Grade: 078 (\$29,378.00 - \$33,879.00)

c. Position No. 1982-49289:

From: Building Repairer
 Job Code: 53111
 Grade: 429 (\$30,867.00 - \$34,004.00)

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

To: Public Building Maintenance Coordinator
 Job Code: 53231
 Grade: 432 (\$33,612.00 - \$37,587.00)

Cost: \$81,369.35 - 1001-000000-1981-194600-601001
 (1 Program Coordinator)

2,233.58 - 2030-000000-1890-189500-601001
 (1 Accounting Assistant II)

3,621.80 - 2029-000000-1982-192500-601001
\$87,224.93(1 Public Building Maintenance Coordinator)

Health Department

11. **ROGER RYAN** \$20.00 \$ 960.00

Account: 5000-535715-3024-268400-601009

Mr. Ryan will work as a Contract Services Specialist II (Strength Trainer Instructor). Mr. Ryan will be responsible for coordinating and teaching strength training using weights and elastic tubing, as well as stretching and relaxing muscular range of movements, and hand and finger coordination. He will also be responsible for coordinating classroom set-up and maintaining a roster of class participation and attendance. The period of the Agreement is effective upon Board approval through May 22, 2015.

12. **MARGARITA GABRIELA VARELA HESLIN** \$15.00 \$ 9,750.00

Account: 4000-427815-3030-294500-601009 \$ 1,950.00
 5000-520015-3030-702900-601009 \$ 7,800.00

Ms. Heslin will work as a Contract Services Specialist II (Youth Development Aide). Her duties will include, but are not limited to providing support to clients in need of health insurance, and providing assistance in clinical operations for the Adolescent and Reproductive Health and Immunization Programs.

MINUTES**PERSONNEL**Health Dept. - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
<p>She will also be responsible for assisting in recruitment of youth and young adults and chaperoning program participants while on trips or other program activities. The period of the Agreement is effective upon Board approval through June 30, 2015.</p>		
13. ROSZETTA RYAN	\$20.00	\$ 1,680.00

Account: 5000-535715-3024-268400-601009

Ms. Ryan will continue to work as a Contract Service Specialist II (Aquatic Aerobics Instructor) for the Oliver Senior Center. She will be responsible for coordinating and teaching Aerobic Exercising using weights and elastic tubing, as well as stretching and relaxing, muscular range of movements and hand and finger coordination. She will also teach how to use weights and coordinate classroom set-up and maintain a roster of class participants and attendance. The period of the Agreement is effective upon Board approval through June 30, 2015.

Mayor's Office of Criminal Justice (MOCJ)

14. ERIN CUNNINGHAM	\$26.00	\$29,744.00
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Account: 4000-476515-2252-690500-601009

Ms. Cunningham will continue to work as a Contract Services Specialist II (Visitation Center Supervisor). She will be responsible for overseeing supervised visitation and monitoring exchange services as well as support the operations of the Visitation Center through administrative duties. The period of the Agreement is March 1, 2015 through February 29, 2016.

MINUTES

PERSONNEL

MOCJ - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
15. LYNELL HENRY	\$25.00	\$12,000.00

Account: 1001-000000-2252-729400-603026

Mr. Henry will work as a Contract Services Specialist II (Youth Connector). His duties will include, but are not limited to creating needs assessment tool based on evidence-based models and in consultation with other stakeholders, assessing every youth at the connection center to identify needs, identifying services and making connections for youth and their families, participating in strategic planning for service delivery at the Centers, building relationships to promote the Centers as safe places for youth, collecting data from youth, their families and from participating agencies, delivering and coordinating recreational activities, life skills training and educational opportunities and assisting in supervision and transportation of youth. The period of the Agreement is effective upon Board approval through June 30, 2015.

16. Reclassify Position No. 2252-49575:

From: Criminal Justice Associate
 Job Code: 00111
 Grade: 903 (\$41,700.00 - \$66,700.00)

To: Senior Criminal Justice Associate
 Job Code: 10250
 Grade: 904 (\$44,200.00 - \$70,000.00)

Cost: \$21,903.00 - 1001-000000-2252-729400-603026

MINUTES**PERSONNEL**Baltimore City Orphans' Court17. a. Create the following non-civil service class:

00895 - Retired Chief Judge Orphans' Court
Grade: 996 (\$100.00 - \$42,250.00)

b. Adjust the salary of the following positions:

00831 - Associate Judge Orphans' Court

From: Grade 82E (\$62,500.00)
To: Grade 82E (\$74,000.00)

00832 - Chief Judge Orphans' Court

From: Grade 84E (\$72,500.00)
To: Grade 84E (\$84,500.00)

00894 - Retired Judge Orphans' Court

From: Grade 998 (\$100.00 - \$31,250.00)
To: Grade 998 (\$100.00 - \$37,250.00)

Cost: \$29,500.00 - 1001-000000-1121-117700-601001

The House of Delegates passed House Bill 1206 which amends the compensation for Elected and Retired Judges for Baltimore City Orphans' Court. To ensure that Baltimore City is in compliance with the passing of the House Bill, the DHR is requesting approval from the Board of Estimates to approve the above class actions with an effective date of December 2, 2014 to comply with the beginning of the Judges' term of office.

MINUTES**PERSONNEL**Department of Transportation18. Reclassify Position No. 2301-35715:

From: Program Compliance Officer I
Job Code: 31501
Grade: 087 (\$39,308.00 - \$47,515.00)

To: Program Compliance Officer II
Job Code: 31502
Grade: 927 (\$59,600.00 - \$95,400.00)

Cost: \$24,038.00 - 1001-000000-2301-383700-601001

Dept. of Public Works - Office of Engineering & Construction19. Create the following positions:

- a. Classification: Engineer I
Job Code: 72111
Grade: 927 (\$59,600.00 - \$95,400.00)
(9 Positions)
Position No.: to be assigned by BBMR
- b. Classification: Engineer Associate II
Job Code: 72712
Grade: 089 (\$42,600.00 - \$51,722.00)
(1 Position)
Position No.: to be assigned by BBMR
- c. Classification: Public Works Inspector I
Job Code: 42211
Grade: 084 (\$35,212.00 - \$42,026.00)
(1 Position)
Position No.: to be assigned by BBMR

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

d. Classification: Grants Procurement Officer
 Job Code: 31754
 Grade: 904 (\$44,200.00 - \$70,800.00)
 (1 Position)
 Position No.: to be assigned by BBMR

Costs: \$529,036.00 - 2072-000000-5181-390700-601001
 (Engineer I, 6 positions)

\$210,982.00 - 2072-000000-5181-734400-601001
 (Engineer I, 1 position)
 (Public Works Inspector I, 1 position)
 (Engineer Associate II, 1 position)

\$ 68,253.00 - 2072-000000-5181-389700-601001
 (Grants Procurement Officer, 1 position)

\$176,345.00 - 2072-000000-5601-613800-601001
 (Engineer I, 2 positions)

DPW - Bureau of Water & Wastewater20. Reclassify Position No.5471-22677:

From: Word Processing Operator III
 Job Code: 33258
 Grade: 078 (\$29,378.00 - \$33,879.00)

To: Office Assistant III
 Job Code: 33213
 Grade: 078 (\$29,378 - \$33,879.00)

Cost: \$0.00 - 2071-000000-5471-609300-601001

MINUTES

PERSONNEL

DPW - Bureau of Water & Wastewater

21. Reclassify Position No. 5471-49994:

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

To: Collections Representative I
Job Code: 34253
Grade: 080 (\$30,384.00 - \$36,271.00)

Cost: \$48,688.00 - 2071-000000-5471-609400-601001

Department of Human Resources

22. a. Adjust the salary of the following salary ranges:

Grade 801	FROM: (\$7.96)	TO: (\$8.00)
Grade 851	FROM: (\$7.25)	TO: (\$8.00)
Grade 901	FROM: (\$7.78 - \$10.88)	TO: (\$8.00 - \$10.88)
Grade 905	FROM: (\$7.78 - \$36.38)	TO: (\$8.00 - \$36.38)
Grade 910	FROM: (\$14,819 - \$16,942)	TO: (\$15,255 - \$17,500)
Grade 974	FROM: (\$7.25 - \$8.70)	TO: (\$8.00 - \$9.00)
Grade 975	FROM: (\$7.25 - \$9.35)	TO: (\$8.00 - \$9.35)
Grade 976	FROM: (\$7.25 - \$10.10)	TO: (\$8.00 - \$10.10)
Grade 977	FROM: (\$7.25 - \$15.00)	TO: (\$8.00 - \$18.00)
Grade 979	FROM: (\$7.25 - \$14.18)	TO: (\$8.00 - \$14.18)
Grade 980	FROM: (\$7.25 - \$14.10)	TO: (\$8.00 - \$14.10)
Grade 981	FROM: (\$7.25 - \$17.60)	TO: (\$8.00 - \$17.60)
Grade 982	FROM: (\$7.25 - \$50.00)	TO: (\$8.00 - \$50.00)
Grade 983	FROM: (\$7.25 - \$90.00)	TO: (\$8.00 - \$90.00)
Grade 984	FROM: (\$7.25 - \$10.00)	TO: (\$8.00 - \$10.00)
Grade 985	FROM: (\$7.25 - \$20.00)	TO: (\$8.00 - \$20.00)
Grade 986	FROM: (\$7.25 - \$30.00)	TO: (\$8.00 - \$30.00)

MINUTES**PERSONNEL**

Dept. of Human Resources - cont'd

b. Abolish the following three obsolete classes:

Classification: Special Aide Blue Chip	Leader Blue Chip
Job Code: 07102	07101
Grade: 850 (\$5.15)	973 (\$5.15 - \$9.90)

Classification: Study Student
Job Code: 01039
Grade: 92D (\$7.25 - \$100.00)

AMOUNT OF MONEY AND SOURCE:

It is estimated that the above salary actions will have an annual cost of \$30,562.14 to the General Fund. The annual cost to other funds is estimated at \$21,459.33.

BACKGROUND/EXPLANATION:

Maryland State legislation stipulates a mandated increase to the minimum wage; which raises the minimum wage from \$7.25 per hour to \$8.00 per hour effective January 1, 2015.

At this time, the Department of Human Resources has reviewed the Class File and has identified the above salary ranges, which require adjustment in order to be fully in compliance with the Minimum Wage legislation. Some of the ranges listed above have had salary range maximums increased, as well as minimums in order to preserve the existing span of the range.

The Department of Human Resources has also identified the above three obsolete, unpopulated Job Classifications and Salary Grades for abolishment.

In recommending the above adjustment of the minimum of the salary range for the class of Work Study Student (10112) from a Grade 981 (\$7.25 - \$17.60) to (\$8.00 - \$17.60), the Department of Human Resources is not only complying with the Minimum Wage Legislation, but is also adjusting the salary structure within the range to allow the agencies greater flexibility to recruit and compensate students. The revisions to the internal salary structure are as follows:

MINUTES**PERSONNEL**Dept. of Human Resources - cont'd

	<u>Educational Category</u>	<u>Present Plan</u>	<u>Proposed Plan</u>
(1)	High School Student	\$7.25 - \$10.10	\$8.00 - \$10.10
(2)	First Year of College	\$8.20 - \$11.85	\$9.00 - \$11.85
(3)	Second Year of College	\$9.10 - \$12.85	\$10.00 - \$12.85
(4)	Third Year of College	\$10.10 - \$14.60	\$11.00 - \$14.60
(5)	Fourth Year of College	\$11.50 - \$15.85	\$12.00 - \$15.85
(6)	Graduate School	\$12.10 - \$17.60	\$14.00 - \$17.60

Office of the Inspector General23. Reclassify Position No. 1081-49445:

From: OIG Agent
 Job Code: 10210
 Grade: 927 (\$59,600.00 - \$94,400.00)

To: OIG Lead Agent
 Job Code: 10211
 Grade: 929 (\$63,300.00 - \$101,200.00)

Cost: \$10,516.00 - 1001-000000-1081-109300-601001

Mayor's Office of Employment Development (MOED)24. Reclassify the following Positions:

a. From: New Position
 Job Code: 90000
 Grade: 900 (\$1.00 - \$204,000.00)
 Job No.: 6311-50422

To: Operations Officer I
 Job Code: 00085
 Grade: 923 (\$56,100.00 - \$89,900.00)

MINUTES

PERSONNELMOED - cont'd

- b. From: New Position
Job Code: 90000
Grade: 900 (\$1.00 - \$204,000.00)
Job No.: 6311-50425
- To: Human Services
Job Code: 01223
Grade: 918 (\$32,934.00 - \$57,383.00)
- c. From: New Position
Job Code: 90000
Grade: 900 (\$1.00 - \$204,000.00)
Job No.: 6311-50426
- To: Facilities/Office Services I
Job Code: 01221
Grade: 911 (\$23,663.00 - \$41,277.00)

There are no costs associated with these actions.

MINUTES

Baltimore City Police Department - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Grant Award with the Governor's Office of Crime Control and Prevention (GOCCP). The period of the Grant Award is from October 1, 2014 through June 30, 2015.

AMOUNT OF MONEY AND SOURCE:

\$20,997.00 - 4000-475415-2041-212600-600000

BACKGROUND/EXPLANATION:

The Department received a Grant Award from the GOCCP for the "Learning for Life."

The "Learning for Life Academy" camp will mentor and educate approximately fifty youths from Baltimore City. The Academy will be comprised of physical activity courses, sessions to develop life-skills, character building, and will aid with breaking down stereotypes and barriers in communication that youth may have with police officers. The camp is aimed to foster a positive experience between the City's youth and police officers.

MBE/WBE REQUIREMENT:

N/A

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Award with the Governor's Office of Crime Control and Prevention. The President voted **NO**.

MINUTES

Office of Engineering and Construction - Employee Expense
Statement

ACTION REQUESTED OF B/E:

The Board is requested to approve the Employee Expense Statement for Mr. Anthony Cianferano for mileage for the month of September 2014.

AMOUNT OF MONEY AND SOURCE:

\$199.36 - 9960-907719-9557-900020-705050

BACKGROUND/EXPLANATION:

Mr. Cianferano originally submitted this expense report in November 2014. It was returned because the expense exceeded the deadline for submission.

The Administrative Manual, in Section 240-11, states that Employee Expense Reports that are submitted more than 40 work days after the last calendar day of the month in which the expenses were incurred require Board of Estimates approval.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the Employee Expense Statement for Mr. Anthony Cianferano for mileage for the month of September 2014.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 017 to Moffatt & Nichol, under Project No. 1154.1 On-Call Storm Water Study and Engineering Design Services. This task assignment is approximately eight months.

AMOUNT OF MONEY AND SOURCE:

\$232,943.37 - 9958-913715-9520-900020-703032

BACKGROUND/EXPLANATION:

This task will involve the design of Storm Drain Contract 7770 which will include the installation of approximately 1,800 linear feet of replacement storm drain and the design of an underground pipe storage and pipe attenuation facility in the rear of 4909 Harford Road.

The recommendations were developed in the Northeast Baltimore Drainage Study in which specific drainage improvement alternatives were developed based on the identification of inadequacies in the existing storm drain system. The study area is a 336-acre drainage area with the downstream boundary beginning at the discharge point into a contributing stream of Herring Run, north of the Harford Road Bridge over Herring Run Park and its intersection with Argonne Drive. The drainage area maintains a west boundary along Grindon Avenue, a northern boundary is in the 3100 block of Evergreen Avenue and an eastern boundary with Walther Boulevard.

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

MINUTES

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$300,000.00	9958-932004-9522	9958-913715-9520-3
Stormwater	Constr. Reserve	Engineering
Utility Funds	Storm Water Management	

This transfer will fund Project 1154.1 Task 17, On-Call Stormwater Study.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 017 to Moffatt & Nichol, under Project No. 1154.1 On-Call Storm Water Study and Engineering Design Services. The transfer of funds was approved SUBJECT to receipt of favorable report from the Planning Commission, the Director of a Finance having reported favorably thereon, as required by the Provisions of the City Charter.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 4 to Agreement with Gannett Fleming, Inc., under WC 1164, Towson Finished Water Reservoir Cover Post-Award Services. The original agreement expired January 14, 2015. The Amendment No. 4 will extend the agreement for eight months.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On October 9, 2012, the Board approved Amendment No. 2 with the Consultant to continue design for the Towson Finished Water Reservoir Cover and Miscellaneous Repair for a period of 12 months until January 14, 2015.

The post award services contract needs to be extended past the January 14, 2015 date because the County would only review stormwater management plans pending acceptance of utility agreements by the City. The City has accepted the agreements in principle, and the County's formal review is proceeding. However, the project should not be advertised until the County approval is granted and it was anticipated that this would not take place until early December at the latest. As a result, there was not enough time to advertise, bid, and respond to bid questions by January 14, 2015, based on this County approval date. Therefore, eight months is needed for these engineering services.

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

AUDITS NOTED THE TIME EXTENSION.

MINUTES

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 4 to Agreement with Gannett Fleming, Inc., under WC 1164, Towson Finished Water Reservoir Cover Post-Award Services.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 001 to Whitman, Requardt & Associates, LLP. (WRA), under Project No. 1178W, On-Call Civil/Structural Engineering Services. The original contract will expire July, 20 2017. The duration of this task assignment is approximately 24 months.

AMOUNT OF MONEY AND SOURCE:

\$203,925.91 (Baltimore County)
203,925.91 (Baltimore City Wastewater Revenue Bonds)
\$407,851.82 - 9956-906684-9551-900020-703032

BACKGROUND/EXPLANATION:

The WRA will provide engineering services under this task, including development of technical recommendations, reporting and concept design to the City for near and long-term alternatives for Back River and Sparrows Point (Patapsco River) discharges based on the results of the Virginia Institute of Marine Science (VIMS) work. The WRA will coordinate the services provided by VIMS and also participate in meetings with the City, VIMS and Maryland Department of the Environment (MDE) as needed. The VIMS will provide scientific services for development of the Phase II, Back River Water Quality Model to evaluate the redirection of discharge of Sparrows Point (Patapsco River) flows to Back River. The Phase II Modeling will be based on in-stream water sampling and real-time data collection from Back River. The VIMS will also coordinate the modeling results with the MDE. The VIMS will document the Phase II WQ Modeling and results in a final report.

MWBOO GRANTED APPROVAL.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$250,000.00	9956-923008-9549	
Wastewater	Constr. Reserve	
Revenue	Back River -	
Bonds	Sparrows Point	
	Outfall	
250,000.00	" "	
County		
<u>Appropriation</u>		
\$500,000.00		
\$407,851.82	-----	9995-906684-9551-3
		Design
92,148.18	-----	9995-906684-9551-9
<u>\$500,000.00</u>		Administration

The funds are required to cover the costs of Project 1178, (Task 1), SC 935, Sparrows Point Discharge. Under this task the consultant will evaluate future discharge alternatives for effluent water currently generated at the Back River Wastewater Treatment Plant.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 001 to Whitman, Requardt & Associates, LLP. under Project No. 1178W, On-Call Civil/Structural Engineering Services. The transfer of funds was approved SUBJECT to receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the Provisions of the City Charter.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>Department of Recreation and Parks</u>			
1. Mary Hardcastle Desiree Shelley	2015 MAEOE Environ- mental Education Conference Ocean City, MD Feb. 6-7, 2015 (Reg. Fee \$110.00 ea.)	Permit Account	\$ 532.00

The subsistence rate for this location is \$156.00 per night for each attendee. The cost of the hotel for each attendee is \$97.59 per night. The hotel tax is \$10.25 per night plus a recurring charge of \$1.49 for each attendee. The registration fee in the amount of \$110.00 for Ms. Hardcastle and Ms. Shelley was pre-paid on a City-issued credit card assigned to Ms. Fran Spero. Therefore, each attendee will be disbursed \$156.00.

Ms. Hardcastle and Ms. Shelley will stay at the hotel on Friday night because they are scheduled to be presenters early on Saturday. The attendees will travel together to the conference in a City vehicle.

Department of Public Works

2. Rudy Chow	The Utility Manage- ment Conference Austin, TX Feb. 17 - 20, 2015 (Reg. Fee \$795.00)	General Fund	\$2,036.25
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The subsistence rate for this location is \$210.00 per night. The cost of the hotel is \$189.00 per night plus the hotel tax of \$28.35 per night. The registration fee in the amount of \$795.00 was pre-paid on a City-issued credit card assigned to Ms. Lyque O'Connor.

The Department is requesting additional subsistence in the amount of \$57.00 to cover the cost of meals and incidentals. Therefore, Mr. Chow will be disbursed \$1,241.25.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>Department of General Services</u>			
3. Willem Elsevier	VFA Facility Basic Training Feb. 11 - 13, 2015 Boston, MA (Reg. Fee \$1,300.00)		\$2,310.20
<u>Police Department</u>			
4. Timothy E. Hamilton	2015 Crash Data Retrieval Summit Dallas, TX January 26 - 28, 2015 (Reg. Fee \$799.00)	Asset Forfeiture Fund	\$1,802.20
5. Christine Hurley	20 th Annual Nat'l. CODIS Conference Oklahoma City, OK Nov. 16 - 20, 2014	Fed'l. Grant	\$1,194.42

The subsistence rate for this location is \$153.00 per night. The cost of the hotel is \$83.00 per night plus occupancy taxes of \$44.40. The Department paid an advance of \$200.00 from its Petty Cash for this travel which was included in the total. The Department is requesting a reimbursement to Ms. Hurley of \$944.42.

MINUTES**TRAVEL REIMBURSEMENT:**Police Department - cont'd

Christine Hurley \$ 994.42

	<u>Allowable Expense</u>	<u>Actual Expense</u>
Airfare	\$ 606.20	\$ 606.20
Baggage Fees	50.00	50.00
Subsistence	612.00	482.68
Occupancy Tax	<u>44.00</u>	44.00
Meals		<u>11.54</u>
	\$1,312.20	\$1,194.42
Cash Advanced	200.00	<u>(200.00)</u>
		\$ 994.42

The Department paid an advance of \$200.00 from petty cash funds. In accordance with AM-240-1, Petty Cash funds should not have been utilized for travel. The Department apologizes for this administrative error and will make every effort to prevent this in the future.

Employees' Retirement System

6. Dorothy L. Opal Financial Special \$4,407.30
 Bryant Group, Inc. Funds
 Doris Brightful Public Funds Summit
 Scottsdale, AZ
 Jan. 11 - 15, 2015

On January 11 - 15, 2015, Ms. Bryant and Ms. Brightful travelled to Scottsdale, AZ to attend the Opal Financial Group, Inc. Public Funds Summit.

The subsistence for this location is \$212.00 per day.

The cost of the hotel for Ms. Bryant was \$342.90 per night (including taxes) plus a one-time hotel charge of \$12.00. The cost of the hotel per night for Ms. Brightful was \$410.97 (including taxes) plus a one-time hotel charge of \$12.00.

MINUTES

ERS - cont'd

Ms. Bryant requested additional subsistence of \$130.90 per night for the hotel, the one-time hotel charge of \$12.00 and \$40.00 per day for five days for food and incidentals (including one day for the return travel across the country). The total requested subsistence, ground transportation, and airfare totaled \$2,031.84. However, her actual expenses were \$1,980.01. Therefore, the requested reimbursement for Ms. Bryant is as follows:

Airfare	\$ 338.20	
Hotel	1,371.60	(four nights including taxes)
Hotel charge	12.00	(one-time fee)
Meals	113.21	
Taxi	40.00	(1/11/15 Airport to hotel)
Taxi	40.00	(1/15/15 Hotel to airport)
Parking	40.00	(long-term)
Incidentals	25.00	(\$10.00 tip bell boy, \$15.00 tip to maid)
	<u>\$1,980.01</u>	

Ms. Brightful requested additional subsistence of \$198.97 per night for the hotel and the one-time \$12.00 hotel costs and \$40.00 a day for five days for food and incidentals (including one day for the return travel across the country). The total requested subsistence, ground transportation, and airfare totaled \$2,429.08. Ms. Brightful lost her receipts and therefore submitted an affidavit of the costs she incurred for which she requested reimbursement as follows:

Airfare	\$ 513.20	
Hotel	1,643.88	(four nights including taxes)
Hotel charge	12.00	(one-time fee)
Meals	113.21	
Transportation	60.00	
Tips, Incidentals/other	85.00	
	<u>\$2,427.29</u>	

MINUTES

ERS - cont'd

The Employees' Retirement System is requesting the Board to approve the travel request and reimbursement to Ms. Bryant and Ms. Brightful.

UPON MOTION duly made and seconded, the Board approved the foregoing travel requests, travel approval, and travel reimbursements. The Comptroller **ABSTAINED** on item no. 6.

MINUTES

Police Department - Governmental/Charitable
Solicitation Application

ACTION REQUESTED OF B/E:

The Board is requested to endorse a governmental/charitable solicitation application for submission to the Board of Ethics of Baltimore City for donations from Under Armour for police uniforms for a District to be determined. The period of the solicitation will be effective upon Board approval through May 2015.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

The Project is a collaboration between the Police Department and the private sector to potentially improve the quality and durability of police uniforms and relieve some strain on the Police Department budget. The program is limited to a district to be determined. There will be no suggestion that potential donors might receive special access or favored treatment from any City agency or official.

Baltimore City Code Article 8, Section 6-26, prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations that are for the benefit of an official governmental program or activity, or a City-endorsed charitable function or activity. Ethics Regulation 96.26B sets out the standards for approval, which includes the requirement that the program, function, or activity to be benefited and the proposed solicitation campaign must be endorsed by the Board of Estimates or its designee.

UPON MOTION duly made and seconded, the Board endorsed the governmental/charitable solicitation application for submission to the Board of Ethics of Baltimore City for donations from Under Armour for police uniforms for a District to be determined. The Comptroller **ABSTAINED**.

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THERE WERE NO PROPOSALS AND SPECIFICATIONS.

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

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

January 27, 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 - 64, City Council President and members of the Board of Estimates, BOE Agenda dated January 28, 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 28, 2015.

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

Sincerely,
Kim Trueheart, Citizen & Resident

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ACKNOWLEDGEMENT

President: "Mr. Nilson."

City Solicitor: "So, one item um -- that had been specially requested to appear on the non-routine agenda by Miss Trueheart, is um -- our discussion and commentary on the retirement of Tom Corey as the head of the MWBOO um -- Office for the City of Baltimore. So, Tom, Tom has um -- served in that position for the significant majority of this century, having -- it's -- it's his last day Miss Trueheart. There's more about you coming. Um -- so he, he has served -- he has served with distinction in that office for the majority of this century. With that service only interrupted when he chose to retire from City service and go into private practice in the middle of the great recession. Um, that was a decision which he re-evaluated and, and after, after emerging from the great recession and after the um -- distinguished service of Shirl -- Shirley Williams, Tom came back and resumed service at the MWBOO Office. He has, notwithstanding the occasional views to the contrary of the audience, served with distinction in an unruffled, professional manner, negotiating through the shoals, the difficult shoals of that office. He's been a pleasure to have with us. We consider him to be largely irreplaceable, although we're working hard on finding the new Director. Um -- we um -- I'm happy to be able to

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tell you that uh -- we've evaluated Tom's security needs um -- as he is about to be a retired City official, and we've decided that he is entitled to security protection wherever he may live or work after this Friday, and we've assigned Kim Trueheart --

Kim Trueheart: "Oh, no --."

Mr. Nilson: "-- to be his one and only security protector to keep - to keep him safe for the rest of his time on the planet now that he's out of this job and has no fears in the world. So, I -- and I, I um, I traditionally, traditionally, offer certificates to retiring members of the Law Department that are unfortunately more in the nature of roasts than in the traditional kind of certificate. Tom asked me not to give him one. So, I'm honoring that request. But, some of my fellow panel members may have a few things to say about Tom. But Tom, we wish you all the best, and we will try very hard to replace you, but it will be difficult."

President: "Madam Mayor."

Mayor: "We only half-honored your request. The - the request was not to have this long, drawn-out presentation and - and fortunately, like your many other requests, uh, it will go un-honored. Ah -- I want to take a moment to thank you ah -- Tom, for your years of service. Ah -- during your 13 years of service, you've been an integral part of ah -- my team, and I

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just appreciate your professionalism and ah -- the fact that you know, that you take what you do very seriously, and yourself not too seriously, and you have to have that attitude, ah -- working with the people that you have to deal with ah -- on a day-to-day ah -- basis. Um, you have worked tirelessly, and ah I know that you have, you -- out of the things that you will not miss, I know that you will not miss the uh, ro-- robust ah discussions uh, that you've had up here uh, with um, many ah of the people who have come to protest, past and present, and again it's been an honor ah -- to serve with you, and I wish you all the best in your next chapter, and ah I want you to know that I am designating January 28th as Tom Corey Day in Baltimore."

Mr. Corey: "Oh, thank you."

Mayor: "You will truly be missed."

President: "You finished?"

Mayor: "Yes."

President: "Joan."

Mr. Corey: "Thank you very much."

Comptroller: "Hi Tom. Ah, in view of your efforts to promote equal business opportunity for minority and women, I would like to present this citation to you from my office and it reads, 'Be it be known that this citation is awarded to Thomas Corey in recognition of 13 years of service to the City of Baltimore. I

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am pleased to join the citizens of Baltimore in acknowledging your dedication as Chief of the Minority and Women's Business Opportunity Office. We commend your hard work and devotion to excellence and your determination to level the playing field for minority vendors. The quality and performance of your duties has contributed much to Baltimore City government contract process. Continued good health, peace, happiness, and prosperity are extended to you, and enjoy your retirement. 'And it was a pleasure working with you."

Mr. Corey: "Thank you very much."

President: "Um Tom, um, I want to echo the sentiments of the Mayor, and of um, Nilson, and George Nilson and the Comptroller. It has been a pleasure working with you. Um -- you know, I used to um -- joke you all the time about the Jolivet-Corey show. You know, Jolivet is no longer here and he used to often-times tell you to level the playing field. You know you've got to level the playing field. So uh, I'll miss seeing you here. Uh, you know, I used to call you when I got complaints about certain things and you would call the uh -- people and try to work things out. I appreciate your dedication and I have a Resolution - a Resolution too, thanking you for your 13 years of exemplary services to the City of Baltimore, and um, we're hoping that you'll consider coming back."

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Comptroller: "Again."

Mr. Corey: "Again?"

President: "That would be funny. And again, congratulations. Would you like to have a few words?"

Mr. Corey: "Just a few words - ah --"

Mayor: "Please identify yourself."

President: "Yes, identify yourself."

Mr. Corey: "Thomas Corey, Chief of the Minority and Women's Business Opportunity Office. I'd like to take my few minutes or comments to thank my staff. They are a hard-working and dedicated group of people. Ah -- if the Office has accomplished anything during my tenure, it's because of them. They're there every day, and as you can see, Miss Peng, I think she's sitting there in the back of the room, she's here at 7:30 every morning, uh, to get it started to get me organized to come up here and make the presentations or defend the actions of the uh -- Office. So, it's -- I'm just pointing to them, anything that has happened good with that office, they deserve the credit, and I thank you all for these kind, ah -- statements you made about me. Thank you very much. I enjoyed my stay."

President: "Thank you. And good luck with your security detail. There being -- oh Madam Mayor."

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Mayor: "I also want to acknowledge um -- the last day of another, uh well not last day, last Board of Estimates meeting for another of our team members. I was very pleased to uh -- to have Director Chow on my team, but I didn't know he would start poaching my good people. Ah, you know I guess it's, it's uh -- collateral damage of uh, uh Mr. Chow as my Director, because he has poached -- where is Darin? -- Darin Bayley from uh my team. I guess he had, I guess you had too much access to him in the Board of Estimates meeting."

Director of Public Works: "He is now in my --"

Mayor: "-- and Darin, I just want to say, you can stand up, Darin, I want to thank you for all of your hard work. He will be uh going to the uh, Office of Strategy and Performance and I know that the uh training and experience that you've gotten here, uh working in this office and working in your capacity for the Board of Estimates, has laid a great foundation for you, and I wish you all the best."

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

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

BIDS, PROPOSALS, AND CONTRACT AWARDS

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

Dept. of Transportation - TR 13302 - 33rd Street and
Loch Raven Boulevard
Geometric Safety Improvement
Project
BIDS TO BE RECV'D: 02/11/2015
BIDS TO BE OPENED: 02/11/2015

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

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

Monumental Paving & Excavating, Inc.
Civil Construction, LLC
Manuel Luis Construction Co., Inc.

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Dept. of General Services - GS 13815, Abel Wolman Municipal Elevator Upgrade 200 Holliday Street

Tito Contractors, Inc.
Nichols Contracting, Inc.

Dept. of General Services - GS 14828, Structural Repairs at Engine 29(IQ CGS 13810)

Plano Coudon - NO BID
J.A.K. Construction Co., Inc.

Bureau of Purchases - B50003924, Surveying Equipment

Keystones Precision Instruments

Bureau of Purchases - B50003901, Maintenance Services for Clarifiers and Related Equipment

American Contracting & Environmental Services, Inc.
EMH Environmental, Inc.

Clerk: "Please forgive me for the delay. We will start again in just a few minutes. We are checking information on the last bid to get the correct bid number."

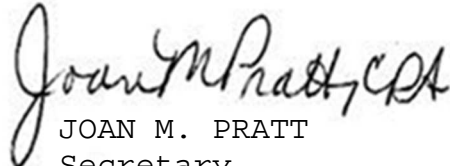
(PAUSE)

Clerk: "This is B50003901, Maintenance Services for Clarifiers and Related Equipment. There is a typographical error in header of the bid, it reads B50003878 but the actual bid number is B50003901. There being no further business, we are adjourned and thank you very much for your patience today."

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There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, February 4, 2015.


JOAN M. PRATT
Secretary