

**MINUTES****REGULAR MEETING**

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

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

In the absence of Mr. Rudy Chow, Director of Public Works, Ms. Dale Thompson, Deputy of Public Works, sat and acted on his behalf.

President: "Good morning. The April 8, 2015 meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiency of these hearings, any persons who are disruptive to the hearings will be asked to leave the hearing room immediately.

## MINUTES

I will direct the Board members attention to the memorandum from my office dated April 06, 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: "MOVE approval of all items on the routine agenda."

Comptroller: "Second."

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

\* \* \* \* \*

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

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

Bensky Construction Co., LLC	\$5,364,000.00
CCTV Master, LLC	\$1,500,000.00
DSM Properties, LLC	\$1,500,000.00
KBK Builders, LLC	\$1,500,000.00
Oak Grove Restoration Company	\$8,000,000.00
Santos Construction Company, Inc.	\$4,275,000.00
Simon Development & Construction Corporation	\$6,939,000.00
Strait Steel, Inc.	\$8,000,000.00

2. Prequalification of Architects and Engineers

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

Allen & Shariff Engineering, LLC	Engineer
Buchart Horn, Inc.	Architect Landscape Architect Engineer

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

C.C. Johnson & Malhotra, P.C.	Architect Engineer Land Survey
DM Enterprises of Baltimore, LLC	Engineer
Daniel Consultants, Inc.	Engineer
JRS Architects, Inc.	Architect
KPN Architects, LLC	Architect
MK Consulting Engineers, LLC	Engineer
Mimar McKissick Architects & Engineers, LLC	Architect Engineer
Min Engineering, Inc.	Engineer
Oasis Design Group, Inc.	Landscape Architect
Patton Harris Rust & Associates, P.C.	Engineer
Pennonni Associates, Inc.	Landscape Architect Engineer Land Survey
Schrader Group Architecture, LLC	Architect Engineer
Setty & Associates International, PLLC	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

Department of Planning - Report on Previously  
Approved Transfers of Funds

At previous meetings, the Board of Estimates approved Transfers of Funds subject to receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter. Today, the Board is requested to **NOTE 14** favorable reports by the Planning Commission on March 26, 2015 on Transfers of Funds approved by the Board of Estimates at its meetings on March 18, 2015 and March 25, 2015.

The Board **NOTED 14** favorable Reports on Transfers of Funds approved by the Board of Estimates at its meetings on March 18, 2015 and March 25, 2015.

**MINUTES**

Department of Real Estate - Agreement of Sale

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement of Sale with LIT Company, purchaser, for the sale of the property located at 1905-1915 N. Duncan Street (Block 4169, Lot 80).

**AMOUNT OF MONEY AND SOURCE:**

\$1,000.00 - Assessed Value

**BACKGROUND/EXPLANATION:**

The authority to sell this property was approved by City Council Ordinance No. 477 on December 6, 1973. The property is known as 1905-1915 N. Duncan Street (Block 4169, Lot 80). The purchaser intends to landscape the area and use it as parking for its business which is located at 2100 E. North Avenue. The LIT Company also owns 1911-25 N. Chester Street and the adjacent Lot 81. They have acquired the Tax Sale Certificate on Lot 77 and are in the process of foreclosing.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement of Sale with LIT Company for the sale of the property located at 1905-1915 N. Duncan Street (Block 4169, Lot 80).

MINUTES

EXTRA WORK ORDERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

as listed on the following pages:

1066 - 1067

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>

Department of Transportation

- |    |  |              |                          |     |
|----|--|--------------|--------------------------|-----|
| 1. | EWO #002, \$1.00 - TR 13307, Resurfacing Highways @ Various Locations Southeast-Sector |              |                          |     |
|    | \$3,043,412.09   | \$336,817.20 | P. Flanigan & Sons, Inc. | - - |

This authorization pays for the unforeseen drainage issues encountered at Linwood Ave. and O'Donnell St. The work consists of the manual removal of the ADA ramp on the Chase Street Overpass and the use of an additional 44' mast arm at Calvert and Centre Streets due to unforeseen utility conflicts. The increase in items, the decrease in items, and the new items result in a net cost of \$1.00.

- |    |  |              |                          |      |
|----|--|--------------|--------------------------|------|
| 2. | EWO #005, \$21,692.21 - TR 07309, Rehabilitation of Roadways Around East Baltimore Life Science Park, Phase 1C |              |                          |      |
|    | \$2,333,454.75   | \$292,841.85 | P. Flanigan & Sons, Inc. | 90 - |

The contract completion date is March 30, 2015 with a new completion date of June 28, 2015.



MINUTES

EXTRA WORK ORDERS

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

Department of Public Works/Office of Engineering & Construction

3. EWO #008, \$374,400.00 - S.C. 877, Enhanced Nutrient Removal Process at the Back River Wastewater Treatment Plant  
\$263,558,205.00 \$6,597,451.81 Archer Western - -  
 Contractors, LLC

The contract includes bid items to address unforeseen conditions such as unclassified excavation, select backfill, and soil stabilization. At several locations, upon excavation to specified sub-grade, the sub-grade was found to have insufficient bearing capacity to support the new structures. The contractor was given direction to perform undercut excavation, backfill, and install soil stabilization fabric, with sketches made and quantities recorded by the on-site inspectors. The quantities provided in the contract documents for these items have been overrun.

**MINUTES**

Mayor's Office of Human - Ratify Amendment No. 2 to  
Services (MOHS) Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to Ratify Amendment No. 2 to Grant Agreement with At Jacob's Well, Inc.

**AMOUNT OF MONEY AND SOURCE:**

\$13,865.12 - 4000-496314-3573-591207-603051

**BACKGROUND/EXPLANATION:**

On March 12, 2014, the Board approved an advance in the amount of \$38,601.19 to At Jacobs Well, Inc. On August 13, 2014, the Board approved the original agreement for the period of April 1, 2014 through March 31, 2015.

On January 14, 2015, the Board approved an amendment to increase the award by \$45,100.64. At Jacobs Well, Inc. did not provide a correct estimate for rental assistance required for their project and requires additional resources to meet their rental assistance obligations. The MOHS requests ratification of an additional award amount of \$13,865.12 for rental assistance obligations for the period of April 14, 2014 through March 31, 2015. The ratification will make the total award amount \$191,969.51. All other terms and conditions of the agreement will remain unchanged.

This request is late because of the delay at the administrative level.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

MINUTES

MOHS - cont'd

UPON MOTION duly made and seconded, the Board ratified the Amendment No. 2 to Grant Agreement with the At Jacob's Well, Inc.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- |    |  |                    |                     |
|----|--|--------------------|---------------------|
| 1. | <u>MVS INC.</u>  | <u>\$37,704.30</u> | <u>Low Bid</u>      |
|    | Solicitation No. B50003970 - Network Communication Devices<br>- Department of Public Works - Req. No. R689337  |                    |                     |
| 2. | <u>ABACUS SPORTS INSTALLATIONS LTD</u>   | <u>\$27,250.00</u> | <u>Low Bid</u>      |
|    | Solicitation No. B50003912 - Sports Floor Installation for<br>the Towanda Recreation Center - Department of Recreation<br>and Parks - Req. No. R663059 |                    |                     |
| 3. | <u>PARK HOSPITALITY, LLC</u>   | <u>\$33,478.62</u> | <u>Ratification</u> |
|    | Contract No. 06000 - Hotel Stay for Lead Abatement -<br>Department of Housing and Community Development - Req. No.<br>R689616                          |                    |                     |

Approval is requested to pay outstanding invoices.

- |    |   |                    |                 |
|----|---|--------------------|-----------------|
| 4. | <u>HWC ENTERPRISES, LLC</u>   | <u>\$22,500.00</u> | <u>Increase</u> |
|    | d/b/a HYDRATECH<br>Contract No. B50003823 - Parts and Repair Service for<br>Muncie, Power Take Offs and Valves - Department of General<br>Services - Purchase Order No. P529186 |                    |                 |

On October 24, 2014, the City Purchasing Agent approved the initial award in the amount of \$22,500.00. The award contained two 1-year renewal options. Due to increased usage, an increase in the amount of \$22,500.00 is necessary. This increase in the amount of \$22,500.00 will make the award amount \$45,000.00. The contract expires on October 22, 2017.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- |    |  |                     |                |
|----|--|---------------------|----------------|
| 5. | <u>SAFEWARE, INC.</u>  | <u>\$ 18,000.00</u> | <u>Renewal</u> |
|    | Contract No. B50002929 - USAR R3 Helmets - Baltimore City Fire Department - Purchase Order No. P523227 |                     |                |

On April 19, 2013, the City Purchasing Agent approved the initial award in the amount of \$18,000.00. The award contained one renewal. This sole renewal in the amount of \$18,000.00 is for the period April 20, 2015 through April 19, 2017.

- |    |  |                     |                |
|----|--|---------------------|----------------|
| 6. | <u>SAFETY LEAGUE, INC.</u>   | <u>\$177,000.00</u> | <u>Renewal</u> |
|    | d/b/a ATLANTIC TACTICAL<br>Contract No. B50003446 - Solicitation - Monadnock Flex Cuffs - Police Department - P.O. No. P527412 |                     |                |

On May 28, 2014, the Board approved the initial award in the amount of \$177,000.00. The award contained five 1-year renewal options. This renewal in the amount of \$177,000.00 is for the period June 1, 2015 through May 31, 2016, with four 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

- |    |  |                |                |
|----|--|----------------|----------------|
| 7. | <u>MAJORIE ROGERS d/b/a</u>  | <u>\$ 0.00</u> | <u>Renewal</u> |
|    | ROGERS UNIFORMS<br>Contract No. B50003352 - Turnout Boots - Fire Department - P.O. No. P526941 |                |                |

On April 16, 2014, the Board approved the initial award in the amount of \$95,000.00. The award contained five 1-year renewal options. This renewal in the amount of \$0.00 is for the period April 16, 2015 through April 15, 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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|------------------------------------|--------------|---------|
| 8. SPARKS QUALITY<br>FENCE COMPANY | \$350,000.00 | Renewal |
|------------------------------------|--------------|---------|
- Contract No. B50003210 - Fencing Installation and Repair - Departments of General Services, Public Works, Transportation, Recreation and Parks, Police and Fire and the Baltimore Convention Center - P.O. No. P527150

On April 16, 2014, the Board approved the initial award in the amount of \$394,187.00. The award contained four 1-year renewal options. This renewal in the amount of \$350,000.00 is for the period April 16, 2015 through April 15, 2016, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MWBOO SET GOALS OF 13% MBE AND 0% WBE.**

	<u>Commitment</u>	<u>Performed</u>
<b>MBE:</b> Precision Fence Company	13%	\$44,050.55 13.7%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

- |                      |              |         |
|----------------------|--------------|---------|
| 9. CLIENTTRACK, INC. | \$ 93,600.00 | Renewal |
|----------------------|--------------|---------|
- Contract No. B50002737 - Homeless Management Information System - Mayor's Office of Human Services - P.O. No. P523147

On April 10, 2013, the Board approved the initial award in the amount of \$215,000.00. The award contained five 1-year renewal options. On September 24, 2013, the City Purchasing Agent approved an increase in the amount of \$9,750.00. This renewal in the amount of \$93,600.00 is for the period

## 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

April 10, 2015 through April 9, 2016, with four 1-year renewal options remaining.

**MWBOO GRANTED A WAIVER.**

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|---|--------------|---------|
| 10. NETSMART TECHNOLOGIES,<br>INC.  | \$ 41,704.00 | Renewal |
| Contract No. 08000 - Software Maintenance Support - Health Department - P.O. Nos. P520596 and P520608 |              |         |

On June 20, 2012, the Board approved the initial award in the amount of \$31,050.00. The award contained four 1-year renewal options. Subsequent actions have been approved. This third renewal in the amount of \$41,704.00 is for the period March 21, 2015 through March 20, 2016, with one 1-year renewal option remaining.

- |   |              |         |
|---|--------------|---------|
| 11. AIRGAS USA, LLC   | \$100,500.00 | Renewal |
| Contract No. B50000999 - Medical Grade Oxygen - Fire Department and Department of Public Works - P.O. No. P508324 |              |         |

On May 6, 2009, the Board approved the initial award in the amount of \$50,000.00. The award contained three 2-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$100,500.00 is for the period May 4, 2015 through May 3, 2017. 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

12. ADSYSTECH, INC.	\$ 35,628.33 <u>49,879.67</u> <b>\$ 85,508.00</b>	Ratification and Renewal
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Contract No. B50001513 - Provide Integrator Software and Services for Community Action Partnership - Department of Housing and Community Development - Homeless Services - Req. No. R691127

On August 25, 2010, the Board approved the initial award in the amount of \$165,306.00. The award contained three 1-year renewal options. On May 7, 2014, the Board approved a ratification and renewal in the amount of \$43,804.80. Due to agency delay, a ratification and renewal is necessary to continue to provide maintenance service on software currently in use at Homeless Services. This ratification in the amount of \$35,628.33 is for the period September 8, 2014 through March 17, 2015. The period of the renewal is March 18, 2015 through September 7, 2015, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

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

13. LAAKE ENTERPRISES, INC. d/b/a FESCO EMERGENCY SALES	<u>\$1,134,933.00</u>	Selected Source
Contract No. 06000 - Horton Medic Units - Department of General Services - Req. No. R689105		



## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

The six units requested are being purchased from a cooperative purchasing contract, HGAC #AM10-14 with the Baltimore Regional Cooperative Purchasing Committee (BRCPC) and Houston-Galveston Area Council. These units will replace older equipment in the City's fleet as part of Fleet Management's planned replacement program.

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.**

UPON MOTION duly made and seconded, the Board approved the informal awards, renewals, increases to contracts and extensions.

## MINUTES

Health Department - Agreements

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

1. **THE JOHNS HOPKINS UNIVERSITY SCHOOL OF MEDICINE** **\$12,886.00**

Account: 4000-425615-3023-599605-603051

The organization will provide psychosocial counseling to all women who are enrolled in reproductive health services in the Johns Hopkins HIV Women's Health Program. Counseling will include problem solving by peer outreach, and maintenance or improvement in maternal health. The ultimate goal is prevention of mother to child transmission of HIV.

2. **THE JOHNS HOPKINS UNIVERSITY SCHOOL OF MEDICINE** **\$37,436.00**

Account: 4000-425615-3023-599609-603051

The organization will provide case management to women enrolled in the HIV Women's Health Program. The Nurse Case Manager will provide linkage to care based on the service needs assessment and treatment plan. The plan may include but is not limited to, sub-specialty services, drug treatment, treatment for mental health, and psychosocial services during pregnancy.

3. **THE JOHNS HOPKINS UNIVERSITY SCHOOL OF MEDICINE** **\$45,051.00**

Account: 4000-424515-3023-274451-603051

The organization will provide services of a Care Linkage Investigator. The Care Linkage Investigator works with the Baltimore City Health Department Outreach Team during morning/afternoon hours and counsel HIV positive persons who appear on the Program's Do Not Text list to assess their care status.

## MINUTES

Health Department - cont'd

The Care Linkage Investigator provides education, outreach, referrals, and linkage-to-care services to the HIV-positive clients. The incumbent will report directly to the Community Programs and Projects Coordinator.

4. **SINAI HOSPITAL OF BALTIMORE, INC.                   \$ 30,707.00**

Account: 4000-425615-3023-599615-603051

The HIV Support Service Part D program at Sinai provides wrap around services to both HIV infected and affected women, children, youth and infants. Non-Medical Case Management will be provided to 35 clients who need assistance with referrals and support services coordination to address psychosocial needs.

5. **TOTAL HEALTH CARE, INC.                               \$100,376.00**

Account: 4000-424515-3023-599635-603051

The organization will provide psychosocial counseling services for 80 clients to identify barriers to adherence to maintaining engagement with medical/case management service.

**MWBOO GRANTED A WAIVER.**

The agreements are being presented at this time because the Infectious Disease and Environmental Health Administration programmatically manages Ryan White Part B, D, and State special Funds services. The providers are asked to submit a budget, budget narrative, and scope of services.

**MINUTES**Health Department - cont'd

The Department thoroughly reviews the entire package before preparing a contract and submitting it to the Board. These budgets are many times revised because of inadequate information from the providers. This review process is required to conform to the grant requirements.

6. **THE JOHNS HOPKINS UNIVERSITY** **\$10,733.60**  
**SCHOOL OF NURSING**

Account: 4000-422815-3080-294285-603051

The organization will provide a Maternal Interviewer for Fetal and Infant Mortality Review (FIMR). The FIMR program, operated by the Baltimore City Health Department (BCHD), enhances the health and well-being of women, infants, and families by improving the community resources and service delivery systems available to them in Baltimore City. The FIMR brings together key members of the community to examine individual cases of fetal and infant death to identify factors that contributed to those deaths, determine whether those factors represented system problems that require change, make recommendations for change, and assist in the implementation of recommendations.

The BCHD will work with the organization to obtain maternal interviews for cases that meet FIMR criteria, provide resources to mothers who have experienced a fetal or infant loss, and support graduate students to undertake projects related to FIMR. The FIMR Case Review Team will use this work to improve outreach and utilization of bereavement support and home visiting services.

The Agreement is late because it was mailed to the organization on October 21, 2014, but was misplaced during their review and signature process.

## MINUTES

Health Department - cont'd

7. **UNIVERSITY OF MARYLAND, BALTIMORE COUNTY (UMBC)** **\$74,998.00**

Account: 4000-474814-2023-212600-603051

The Baltimore City Health Department (BCHD) Office of Public Health Preparedness and Response (OPHPR) has worked with the UMBC's Emergency Health Services Program (EHS) through graduate student internships and advising on health hazard vulnerability assessments. The UMBC's EHS program focus on emergency medical and disaster health services matches with the mission of OPHPR to prepare for and respond to public health emergencies.

The UMBC EHS will provide the services of an Emergency Health Planner to assist in advancing the BCHD's public health emergency response capability. The Emergency Health Planner will develop reference information for the City's first responders and update reference information for the Health Department's involvement within health infrastructure in emergencies and other preparedness and response initiatives under the direction of BCHD's OPHPR Director. The period of the agreement is April 1, 2015 through March 31, 2016.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

MINUTES

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Agreements. The President **ABSTAINED** on item nos. 1, 2, 3 and 6.

**MINUTES**

Mayor's Office of Human - Head Start Program Grant Agreement and  
Services (MOHS) Continuum of Care Program Agreements

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

HEAD START PROGRAM GRANT AGREEMENT

1. **METRO DELTA EDUCATIONAL PROGRAMS, INC.** **\$ 53,095.47**

Account: 5000-586815-6051-516300-603051

The organization will use the funding to strengthen their Head Start Early Learning Framework Outcomes focusing on additional support in the areas of math and science. The organization, as necessary, will hire Assistant Teachers, Lead Teachers, Floater Aides, a Literacy Coordinator, a cook, van driver, and a custodian to support their program. The organization will also use their funds to purchase books and other materials for the classroom to enhance and further develop language skills and cognitive development in a variety of content areas. The period of the agreement is June 29, 2015 through August 21, 2015.

CONTINUUM OF CARE PROGRAM AGREEMENTS

2. **ST. AMBROSE HOUSING AID CENTER** **\$117,312.00**

Account: 4000-496315-3573-591231-603051

The organization will provide housing assistance to 6 families. The housing program works to move families to self-sufficiency using a home-based approach that utilizes the building of life skills, employability skills, and connection to community resources, if appropriate. It is a program that assesses client needs to determine appropriate services.

## MINUTES

MOHS - cont'd

Some individuals in this program have been determined to be permanently disabled by the Social Security Administration and are not employable. The program objective remains the same in that it strives to move individuals and families to self-sufficiency. It focuses on establishing the foundation for independence by creating a program addressing financial independence through reducing old debt and through acquiring new skills leading to better employability. The program encourages savings, helps clients resolve old legal issues, and provides regular counseling. The period of the agreement is July 1, 2015 through June 30, 2016.

3. **MOSAIC COMMUNITY SERVICES, INC.** **\$272,462.40**

Account: 4000-496315-3573-591260-603051

The organization will provide housing to homeless adults 18 years and older with serious mental illness and other disabilities. Services provided include access to health care, substance abuse, and mental treatment, case management, housing placement and entitlements. Housing assistance and support services will be provided to 30 families or individual adults. The period of the agreement is April 1, 2015 through March 31, 2016.

4. **DAYSRING PROGRAMS, INC.** **\$819,104.50**

Account: 4000-496315-3573-591236-603051

The organization will provide housing and support services to homeless adults 18 years and older with serious mental illness and other disabilities. Services provided include access to health care, substance abuse, and mental treatment, case management, housing placement and entitlements. Housing assistance and support services will be provided to 45 families or individual adults. The period of the agreement is April 1, 2015 through March 31, 2016.



## MINUTES

MOHS - cont'd

5. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$ 97,369.50**

Account: 4000-496215-3572-591404-603051

The organization will use the funding provided to offset operational costs for the Christopher Place Employment Academy (CPEA). The mission of CPEA is to assist formerly homeless men in becoming independent and self-sufficient. The goal of the CPEA is to teach men the necessary skills to move to permanent housing while maintaining employment. The CPEA is a transitional housing program, paired with an employment component unmatched by any other program in Maryland. The CPEA has 12 transitional housing beds.

In addition to housing, the program provides crisis management and problem solving assistance. The program also provides the men with an employment component which includes a comprehensive spectrum of support services such as a co-active coaching model to ensure clients are focusing on developing job skills and habits leading to sustainable employment and housing. Staff members assess the men to determine their employment skills and experience, as well as their eligibility for mainstream benefits such as Medical Assistance. Throughout his stay, each man receives both an individualized recovery plan and an individualized employment plan.

These plans assist clients in maintaining sobriety, increasing educational and life skills and obtaining and maintaining employment. Staff facilitates interviews with an employer which typically leads to direct placement. Once employed, the men receive job retention services as necessary to assist them in maintaining employment. The period of the agreement is February 1, 2015 through January 31, 2016.

The agreement is late because of a delay in obtaining signature pages.

## MINUTES

MOHS - cont'd

6. **MARIAN HOUSE, INC.** **\$ 286,129.53**

Account: 4000-496315-3573-591219-603051

The organization will provide housing assistance and supportive services to homeless adults 18 years and older with serious mental illness and other disabilities. Services include access to health care, substance abuse and mental treatment, case management, housing placement, and entitlements. Housing assistance and support services will be provided to 15 families or individual adults. The period of the agreement is April 1, 2015 through March 31, 2016.

7. **BEHAVIORAL HEALTH SYSTEM BALTIMORE, INC.** **\$1,123,140.41**

Account: 4000-496315-3573-591236-603051

The organization will provide housing and support services to homeless adults 18 years and older with serious mental illness and other disabilities. Services provided include access to health care, substance abuse and mental treatment, case management, housing placement, and entitlements. Housing assistance and support services will be provided to 112 families or individual adults. The period of the agreement is April 1, 2015 through March 31, 2016.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

## MINUTES

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

The Board is requested to approve and authorize execution of the Community Development Block Grant (CDBG) Agreements.

1.    **BALTIMORE OFFICE OF PROMOTION & THE ARTS**                      **\$75,969.00**

Account: 9996-911333-9593-900003-706047                      \$10,969.00  
             9997-912333-9593-900003-706047                      \$65,000.00

The Baltimore Office of Promotion & the Arts for the Baltimore Community Arts Program will work with artists and neighborhood groups to abate graffiti, revitalize blighted areas, employ local artists, increase exposure to the arts, and unite community residents by engaging them in neighborhood improvement art projects. The art forms are created by professional artists in collaboration with neighborhood residents on a variety of mediums and placed on properties located in low-and moderate-income neighborhoods that are primarily residential. One mural and another art form will be produced under this Agreement. Additionally, a mural entitled Equilibrium by Amy Sherald produced under the previous CDBG Agreement will be installed within the period of this CDBG Agreement. The period of the Agreement is January 1, 2015 through December 31, 2015.

2.    **LIVING CLASSROOMS FOUNDATION, INC.**                              **\$75,000.00**

Account: 2089-208915-5930-424930-603051

The purpose of this Agreement is to provide the CDBG funding to support the operating expenses of the POWER House Community Hub located within the Perkins Homes public development. Services will be provided to youth, ages 5-18 that reside in the development. Youth will receive free after-school, evening, and summer programming that will support in school learning through an academic enrichment curricula and cultural arts education including STEM education, health, and physical education, college/career readiness and service learning. The period of the Agreement is July 1, 2014 through June 30, 2015.

## MINUTES

DHCD - cont'd

On April 30, 2014, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2014 Annual Action Plan for the following formula programs:

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

Upon approval of the resolution, the DHCD's Contracts Section began negotiating and processing the CDBG agreements as outlined in the Plan effective July 1, 2014 and beyond. Consequently, these agreements were delayed due to final negotiations and processing.

**MWBOO GRANTED A WAIVER.**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Community Development Block Grant Agreements. Acting on behalf of the Honorable Mayor, Stephanie Rawlings-Blake, the Director of Finance, Mr. Henry Raymond, **ABSTAINED** on item no. 2. The President **ABSTAINED** on item no. 2

**MINUTES**

Baltimore Development - 2014 Audited Financial Statements  
Corporation (BDC)

**ACTION REQUESTED OF B/E:**

The Board is requested to **NOTE** the December 31, 2014 Audited Financial Statements of the Baltimore Hotel Corporation, pursuant to Ordinance 05-128.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On January 11, 2006, the Board approved and authorized the appropriation of \$305,000,000.00 in tax-exempt revenue bonds for the development and construction of a 757 room Convention Center Hotel, known as: The Hilton Baltimore which is owned by the Baltimore Hotel Corporation (BHC) a non-profit corporation and operated by the Hilton Hotels Corporation (Hilton).

The BHC was formed to assist the City in accomplishing an essential governmental function of enhancing economic development within the City by promoting and expanding the use of the Baltimore Convention Center. The Hotel promotes the health, safety and general welfare of the residents of the City, increases commerce and industry, enhances economic development within the City and advances the efficiency of citizens.

The audit was performed by the accounting firm of CliftonLarson Allen, LLP and was prepared in accordance with auditing standards generally accepted in the United States of America.

At its Board meeting on March 20, 2015, the BHC Board of Directors voted unanimously to accept the December 31, 2014 audited financial statements as presented.

**MBE/WBE PARTICIPATION:**

N/A

**MINUTES**

BDC - cont'd

UPON MOTION duly made and seconded, the Board **NOTED** the December 31, 2014 Audited Financial Statements of the Baltimore Hotel Corporation, pursuant to Ordinance 05-128.

**MINUTES**

Mayor's Office of Employment - Agreement  
Development (MOED)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with SW Design School, LLC. The period of the Agreement is March 1, 2015 through June 30, 2015.

**AMOUNT OF MONEY AND SOURCE:**

\$3,000.00 - 4000-807515-6312-467253-603051  
                  4000-806715-6312-467253-603051

**BACKGROUND/EXPLANATION:**

The SW Design School, LLC will provide on-line training on those areas specified on the Maryland Higher Education Commission list.

The training will consist of the program(s) described in the course or certificate curriculum outline and will include any participant attendance policies, academic benchmarks and the means of measuring achievements, completion standards, and the total hours of each course in a certificate program. The maximum length of time a participant can remain in training is one year. The funds will be drawn from two accounts and the amounts drawn from those accounts cannot be determined until the participants are registered.

The Agreement is late because additional time was necessary to reach a comprehensive understanding that was agreeable by both parties.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**

MOED - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing 1080 Agreement with SW Design School, LLC.



**MINUTES**

Department of Law - Settlement Agreement and Release

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Settlement Agreement and Release among Ms. Wanda King, the Mayor and City Council of Baltimore (City), the Housing Authority of Baltimore City (HABC), and the Department of Housing and Community Development (DHCD).

**AMOUNT OF MONEY AND SOURCE:**

\$67,000.00 - 2044-000000-1450-703800-603070

**BACKGROUND/EXPLANATION:**

This Settlement Agreement and Release is related to a charge of discrimination asserted by Ms. King.

On some date between May 23, 2014 and June 16, 2014, Ms. King filed a charge with the United States Equal Employment Opportunity Commission (EEOC) alleging discrimination and retaliation arising during the course of her employment as one of four employees serving as Ombudsmen. Ms. King alleges gender and disability-based discrimination and retaliation against her for making prior claims, all in violation of State and Federal law.

In lieu of litigation, the parties have reached the proposed settlement. The Settlement Agreement and Release includes a payment of \$67,000.00 to Ms. King in exchange for a full waiver of any and all claims against the City, the HABC, and the DHCD. The HABC and the DHCD agree with the proposed resolution.

The Settlement Committee of the Law Department has reviewed this matter and recommends that the Board of Estimates approve the proposed settlement of this claim.

**APPROVED FOR FUNDS BY FINANCE**

## MINUTES

Department of Law - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement and Release among Ms. Wanda King, the Mayor and City Council of Baltimore, the Housing Authority of Baltimore City, and the Department of Housing and Community Development. The Comptroller **ABSTAINED**.

**MINUTES**

Department of Public Works/ - Task Assignment  
Office of Eng. & Constr.

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 017 to Arcadis-US, Inc., under Project No. 1303, On-Call Project and Construction Management Assistance Inspection Services. The duration of this Task Assignment is approximately for 11 months.

**AMOUNT OF MONEY AND SOURCE:**

\$109,464.26 - 9956-903654-9551-900020-705032

**BACKGROUND/EXPLANATION:**

The Office of Engineering and Construction is in need of assistance from Arcadis-US, Inc. to continue to provide on-site inspection services on S.C. 911, Improvements to Sanitary Sewers, Herring Run Sewershed. The original contract will expire on April 30, 2016.

**APPROVED BY MWBOO****APPROVED FOR FUNDS BY FINANCE****AUDITS REVIEWED AND FOUND THE BASIS FOR COMPENSATION CONSISTENT WITH CITY POLICY.**

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 017 to Arcadis-US, Inc., under Project No. 1303, On-Call Project and Construction Management Assistance Inspection Services.

**MINUTES**

Department of Public Works/ - Task Assignment  
Office of Eng. & Constr.

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 008 to Johnson, Mirmiran & Thompson Inc. (JMT), under Project No. 1401, On-Call Project and Construction Management Assistance Inspection Services. The duration of this Task Assignment is for approximately 28 months.

**AMOUNT OF MONEY AND SOURCE:**

\$307,480.56 - 9960-905659-9557-900020-705032

**BACKGROUND/EXPLANATION:**

The Office of Engineering and Construction is in need of assistance from the JMT to continue to provide on-site inspection services on W.C. 1266R, Mt. Vernon and Seton Hill Area Water Main Replacement for the Bureau of Water and Wastewater, Department of Public Works. The original contract will expire on May 14, 2017.

**APPROVED BY MWBOO**

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 008 to Johnson, Mirmiran & Thompson Inc., under Project No. 1401, On-Call Project and Construction Management Assistance Inspection Services.

**MINUTES**

Department of Public Works/ - Task Assignment  
Office of Eng. & Constr.

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 009 to Whitman Requardt & Associates/Gannett Fleming JV, under Project No. 1403, On-Call Construction Management Assistance Services. The duration of this Task Assignment is approximately 15 months.

**AMOUNT OF MONEY AND SOURCE:**

\$127,821.08 - 9958-905708-9520-900020-705032

**BACKGROUND/EXPLANATION:**

The Office of Engineering and Construction is in need of assistance from Whitman Requardt & Associates/Gannett Fleming JV to provide on-site inspection services on S.W.C. 7762R, Rehabilitation and Replacement of the Highlandtown Stormwater Pump Station for the Bureau of Water and Wastewater, Department of Public Works. The original contract will expire on May 13, 2017.

**APPROVED BY MWBOO**

**APPROVED FOR FUNDS BY FINANCE**

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

## MINUTES

Department of Public Works/ - cont'd  
Office of Eng. & Constr.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 009 to Whitman Requardt & Associates/Gannett Fleming JV, under Project No. 1403, On-Call Construction Management Assistance Services.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 11 to McCormick Taylor, Inc., under Project No. 1162, On-Call Consultant Services for Reconstruction and Resurfacing Projects.

**AMOUNT OF MONEY AND SOURCE:**

\$38,636.13 - 9950-946003-9508-900020-703032

**BACKGROUND/EXPLANATION:**

This authorization provides for design services for the Complete Street Enhancements Project on Eastern Avenue from S. Clinton Street to S. Eaton Street. The scope of services includes engineering support service to include preparation of design documents for advertisement and construction of the Highlandtown Transit Stop Improvements project.

**MBE/WBE PARTICIPATION:**

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

**MBE:** 27%

**WBE:** 9%

**APPROVED BY MWBOO**

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

MINUTES

Department of Transportation - cont'd

**TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
<u>Department of Transportation</u>		
<b>\$42,499.76</b>	9950-920008-9509	9950-946003-9508-2
General Fund	Constr. Reserve	Contingencies
HUR Eligible	Highlandtown	Highlandtown Complete
	Complete Sts.	Street Enhancements II

This transfer will cover the costs associated with Project No. 1162, On-Call Consultant Services for Reconstruction and Resurfacing Projects, Task No. 11 with McCormick Taylor, Inc.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 11 to McCormick Taylor, Inc., under Project No. 1162, On-Call Consultant Services for Reconstruction and Resurfacing Projects. The transfer of funds was approved subject to receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter.



MINUTES

RECOMMENDATIONS FOR AWARDS/REJECTION

\* \* \* \* \*

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

1100

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

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

1. B50003586, Automatic Navman Wireless North \$935,532.00  
Vehicle Location America, LTD

(Mayor's Office of  
Information Technology,  
Dept. of Transportation,  
Dept. of Public Works, &  
Dept. of General Services)

MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

2. B50003895, Provide Patriot Pool Service, \$150,000.00  
Public Swimming LLC  
Pool Maintenance,  
Repair Services & New  
Replacement Parts

(Dept. of Recreation  
& Parks)

MWBOO determined that no goals would be set because of no opportunity to segment the contract.

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

3. B50003924, Surveying Keystone Precision \$ 85,645.20  
Equipment Instruments, Inc.

(Dept. of Transportation)

MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

MINUTES

TRANSFER OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfer of Funds

listed on the following page:

1102

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation</u>		
1. \$ 4,694.75	9910-994001-9600	9910-906105-9601
21 <sup>st</sup> EDF	Constr. Reserve Unallocated Reserve	E. Balto. Ind. & Coml.
125.00	9910-903354-9600	9910-907104-9601
22 <sup>nd</sup> EDF	Constr. Reserve W. Balto. Ind. & Coml.	W. Balto. Ind. & Coml.
213.40	9910-905575-9600	9910-906105-9601
22 <sup>nd</sup> EDF	Constr. Reserve E. Balto. Ind. & Coml.	E. Balto. Ind. & Coml.
41.85	9910-920994-9600	9910-906105-9601
23 <sup>rd</sup> EDF	Constr. Reserve Citywide Ind. Dev.	E. Balto. Ind. & Coml.
410.00	9910-917016-9600	9910-907104-9601
24 <sup>th</sup> EDF	Constr. Reserve Holabird Ind. Pk.	W. Balto. Ind. & Coml.
<b>\$ 5,485.00</b>		

This transfer will provide funds to reimburse Baltimore Development Corporation for eligible capital expenses for the month ending February 28, 2015.

**MINUTES**

Office of the City Council President - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize an expenditure of funds to pay Robert Half Legal for Traffic Camera Review and Final Report.

**AMOUNT OF MONEY AND SOURCE:**

\$7,172.62 - 1001-000000-1220-145900-603021

**BACKGROUND/EXPLANATION:**

The Judiciary and Legislative Investigations Committee were assigned the task of investigating the use of speed cameras used throughout Baltimore City. The Committee was provided with more than 100,000 pages of documents regarding this program.

The Committee selected Robert Half Legal to staff the investigation and requested two paralegals to be hired full-time for 90 days. At the end of 90 days, a significant number of documents had not been reviewed. Mr. William Sherwood agreed to stay on to finish the documents and the final report. He worked for seven more weeks (35 days) at the original rate permitted, \$26.00 an hour. Due to this unforeseen extension, there is an outstanding balance of \$7,172.62.

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

UPON MOTION duly made and seconded, the Board approved and authorized the expenditure of funds to pay Robert Half Legal for Traffic Camera Review and Final Report. The President **ABSTAINED**.

**MINUTES**

Department of General Services - Ratify Task Proposal  
and Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify a Task Proposal, under an On-Call Civil/Structural Engineering Services contract, and approve an Expenditure of Funds to pay Johnson, Mirmiran & Thompson (JMT) for services rendered.

**AMOUNT OF MONEY AND SOURCE:**

\$34,909.88 - 1001-000000-7340-721700-603018

**BACKGROUND/EXPLANATION:**

In late 2013, the JMT, under its On-Call Civil/Structural Engineering Services contract, was directed by the Major Projects Division of the Department of General Services (DGS) to draft contract documents for Indefinite Quantity Contracts (IQCs). The DGS wished to piggy-back off of the Baltimore City Public School's (BCPS) existing IQC, but needed to modify the BCPS's contract for the City's use.

The JMT assisted in drafting those documents. The JMT also assisted in drafting contract documents and processes so that the DGS could ultimately procure its own IQC.

The JMT had an On-Call Agreement with the DGS at the time the work was performed and submitted a proposal to do the work. However, the formal task approval for the JMT to do the work was never obtained.

**MINUTES**

DGS - cont'd

The DGS agreed to pay the JMT \$34,909.88, which was less than the full amount of the proposal. All work was performed in accordance with the rates set forth in the overall agreement with the JMT. Therefore, the DGS is requesting that the services provided by the JMT be ratified and the Board authorize the payment of \$34,909.88 to JMT.

**MBE/WBE PARTICIPATION:**

Not applicable for this task.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board ratified the Task Proposal, under the On-Call Civil/Structural Engineering Services contract, and approved the Expenditure of Funds to pay Johnson, Mirmiran & Thompson for services rendered.

**MINUTES**Department of General Services - Minor Privilege Permit Applications

The Board is requested to approve the following application for a Minor Privilege Permit. The application is 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. 511 S. Central Avenue	511 South Central Avenue, LLC	One single face electric sign 29.51 sq. ft., one double face electric sign 9 sq. ft.
Annual Charge: \$210.90		

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 permit application.



**MINUTES**

Department of Audits - Training for Auditors

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the expenditure of funds for the registration of staff members to attend a one-day seminar, sponsored by the Maryland Association of Certified Public Accountants on April 17, 2015.

**AMOUNT OF MONEY AND SOURCE:**

\$5,040.00 - 1001-000000-1310-157800-603020

**BACKGROUND/EXPLANATION:**

Government Auditing Standards require that each auditor obtain 80 hours of continuing professional education (CPE) every two years. The foregoing program is part of the Department's scheduled training for calendar year 2015 and will provide training for 24 auditors. Each auditor will earn 8 CPE's. The average cost per staff training hours will be about \$26.25, which is well below industry average in relation to other training of this nature.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the expenditure of funds for the registration of staff members to attend a one-day seminar sponsored by the Maryland Association of Certified Public Accountants on April 17, 2015.

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

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development - Option</u>			
1. Zerick P. Jones and Kesia Jones	4751 Park Heights Avenue	F/S	\$27,000.00

Funds are available in account 9910-903183-9588-900000-704040, Park Heights Project.

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

UPON MOTION duly made and seconded, the Board approved the foregoing option.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>Mayor's Office of Information Technology</u>			
1. Lisa Allen	Customer Service Conference Charlotte, NC Apr. 25 - 29, 2015 (Reg. Fee \$99.00)	General Funds	\$1,533.75

The subsistence rate for this location is \$161.00 per night. The cost of the hotel is \$205.00 per night. The hotel taxes are \$14.86 per night, plus lodging taxes of \$16.40 per night. The airfare in the amount of \$269.70 and the registration fee in the amount of \$99.00 were pre-paid on a City-issued credit card assigned to Ms. Allen.

The Department is requesting additional subsistence of \$44.00 per day for the hotel and \$40.00 per day for meals and incidentals. Ms. Allen will be disbursed \$1,165.05.

Department of Public Works/Office of Legislative Affairs

2. Kristyn Oldendorf	Federation of NY Solid Waste Associations FNYSWA 2015 Spring Conf. Bolton Landing, NY May 3 - 6, 2015 (Reg. Fee \$400.00)	General Funds	\$1,448.65
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The subsistence rate for this location is \$172.00 per day. The hotel rate is \$175.00 per night plus \$17.55 hotel taxes. The Department is requesting an additional \$3.00 per day for hotel costs, \$17.55 per day for hotel taxes and \$40.00 per day for three days for food and incidentals. Due to the time the conference ends and the return travel, Ms. Oldendorf is requesting an additional \$20.00 for food and incidentals for the fourth day.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>DPW/Office of Legislative Affairs - cont'd</u>			

The airfare in the amount of \$271.00 and registration fee in the amount of \$400.00 were prepaid using a City-issued credit card assigned to Ms. Lyque O'Connor. The amount to be disbursed to Ms. Oldendorf is \$777.65.

Baltimore Police Department

3. Todd A. Ring	ATF Homemade Explosives Course Huntsville, AL July 12 - 18, 2015		\$ 0.00
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In accordance with AM-240-3, Board of Estimates approval is requested if the City representative's absence will exceed five work days or involves one or both weekend days.

Office of the Labor Commissioner

4. Quinton Herbert	American Arbitra- tion Association Higginbotham Fellows Program New York, NY May 3 - 8, 2015	General Funds	\$2,863.39
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The subsistence rate for this location is \$369.00 per night. The cost of the hotel is \$389.00 per night. The hotel taxes are \$57.38 per night, plus additional taxes of \$2.00 and

MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
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Office of the Labor Commissioner - cont'd

\$1.50 per room per night. The train fare in the amount of \$154.00 was pre-paid on a City-issued credit card assigned to Ms. Deborah Moore-Carter.

The Office of the Labor Commissioner is making this request to allow Mr. Herbert to participate in this program, which will benefit the Office of the Labor Commissioner and the City by enhancing its Alternative Dispute Resolution resources.

The Office of the Labor Commissioner is requesting additional subsistence of \$50.00 per day for the hotel and \$80.00 per day for meals and incidentals because participation in the program requires the attendee to travel to the American Arbitration Association Headquarters each day and participate in meals at certain locations. Attendees are expected to cover all of their travel related expenses. Pursuant to AM 240-8, additional subsistence is requested because of necessary travel while at the event site. Mr. Herbert will be disbursed \$2,709.39.

Health Department

5. Daphne Hicks Stacy Ferguson	National Family Planning and Reproductive Health Association Regional Meeting Tampa, FL Jan. 11 - 13, 2015	State Grant	\$ 145.23
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**MINUTES****TRAVEL REQUESTS**Health Department - cont'd

On January 11-13, 2015, Mses. Hicks and Ferguson traveled to Tampa, FL to attend the National Family Planning and Reproductive Health Association (NFPRHA) Regional Meeting.

The sponsor, the NFPRHA, covered all expenses except for meals. The Department is requesting the Board to approve the travel request and reimbursement to Mses. Hicks and Ferguson.

The travel request is late because the administrative review process did not allow enough time to request the Board's approval prior to travel.

**TRAVEL REIMBURSEMENT**

\$ 65.23 - Ms. Hicks (Food)
80.00 - Ms. Ferguson (Food)
<u>\$145.23</u>

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

**MINUTES**

Department of Housing and - Subordination and Inter-creditor  
Community Development Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Subordination and Inter-creditor Agreement among the Mayor and City Council of Baltimore (City), Baltimore Community Lending, Inc. (BCL), and the WBC Community Development Corporation (borrower). The Board is further requested to authorize the Commissioner of the Department of Housing and Community Development to execute all documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law.

**AMOUNT OF MONEY AND SOURCE:**

No additional City funds are required.

**BACKGROUND/EXPLANATION:**

On June 25, 2014, the Board approved a deferred Community Development Block Grant (CDBG) loan in the amount of \$100,000.00 (CDBG loan) to the WBC Community Development Corporation. The CDBG loan funds are to be used to assist with the acquisition related soft costs and a portion of the hard construction costs for the rehabilitation of 3813 Fairview Avenue (the property) into a for-sale homeownership unit. Upon completion, the buyer of the property (the buyer) may not have an income above 80% of the Area Median Income (AMI).

Consistent with the Board's June 2014 approval, \$10,000.00 of the CDBG loan has been drawn. The remaining balance of the funds will be used to assist with a portion of the rehabilitation costs.

In order to finance construction, the borrower has secured loan funds from the BCL. The BCL has agreed to provide a construction loan in an aggregate principal amount not-to-exceed \$80,000.00, with a term not-to-exceed 12 months and a variable interest rate equal to the prime rate based on the prevailing rate published in the Wall Street Journal (Prime), plus 2%, but no less than 6%.

## MINUTES

DHCD - cont'd

Interest only payments on the BCL loan will be required during the construction phase of the project. As a condition of making its loan, the BCL must have a first priority lien on the property.

To facilitate the transaction, the Department will be required to subordinate its lien position, which will constitute a valid second lien on the property.

The Department's total subsidy amount will be \$100,000.00, of which \$75,000.00 will be a development subsidy (the development subsidy) and \$25,000.00 will be a homebuyer subsidy (the buyer subsidy). The development subsidy for the unit will be a permanent write down to the project and will be forgiven upon the sale of the unit. When the unit is sold to a qualified buyer (the buyer), the buyer will assume the buyer subsidy and the borrower will be released for the corresponding portion of the CDBG loan.

Upon the sale of the unit to the buyer, the buyer subsidy will be evidenced by a Promissory Note and other security instruments and structured as a forgivable loan that will be reduced over a period of five years commencing on the date of purchase of the unit (the buyer's affordability period), if the buyer meets all loan conditions. If the buyer complies with all terms and covenants of the documents evidencing the buyer subsidy during the buyer's affordability period, the payment of any outstanding principal will be forgiven.



## MINUTES

DHCD - cont'd

As previously approved by the Board, the buyer's first mortgage is not-to-exceed approximately \$105,000.00. Subject to the Department's approval and receipt of a cost certification, all excess sales proceeds over the first mortgage amount after payment of the BCL debt must be used for the continued acquisition of vacant properties within the Forest Park and Garrison communities. It is anticipated that construction will commence no later than 30 days after the closing of the BCL loan.

The borrower has agreed to pay the Department a subordination fee of \$1,500.00. All other terms and conditions of the prior approval remain unchanged.

The Department of Finance has reviewed and recommended approval by the Board of Estimates.

UPON MOTION duly made and seconded, the Board approved the Subordination and Inter-creditor Agreement among the Mayor and City Council of Baltimore, Baltimore Community Lending, Inc., and the WBC Community Development Corporation.

**MINUTES**

Fire Department - Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a consultant agreement with Fire & Police Selection, Inc. (FPSI).

**AMOUNT OF MONEY AND SOURCE:**

\$86,260.00 - 1001-000000-2100-225160-603026

**BACKGROUND/EXPLANATION:**

The purpose of this agreement is for the Consultant to provide test, materials via licensed use of the FPSI Entry-level Firefighters test materials for the 2015 examination on EMT-Firefighter.

Previously this contract was done as a formal bid through the City purchasing process. The Board approved the contract on May 20, 2009 for \$80,000.00 annually on solicitation number B50001045. The contract ended May 19, 2012.

The BCFD is preparing to hire entry-level firefighters by selecting them off a list of candidates who have passed a written exam and structured interview process. The last written test was administered in 2009 and a total of 1,495 candidates took the test. The 2009 list was recently exhausted and a new list must be developed. The Department estimates that at least 1,500 candidates will take the new test and participate in the structured interview.

Fire department hiring practices have historically led to legal challenges brought under Title VII of the Civil Rights Act of 1964, which prohibits employers from using tests or other selection criteria that cause a disparate impact based on race, gender, and other protected classes of persons, unless those tests or selection criteria can be shown to be job-related and consistent with business necessity.

## MINUTES

Fire Department - cont'd

In other words, the tests or selection criteria must accurately measure candidates' ability to perform as entry level firefighters.

It is therefore essential that the Department retain professional test validation services in order to ensure that the test and interview accurately assess candidates on their ability to perform as EMT-Firefighters in the BCFD as well as to protect the City in the event of a claim of disparate impact.

Proper test validation requires extensive experience and specialized knowledge of advanced statistics and test validation guidelines published by the Equal Employment Opportunity Commission and the Society for Industrial and Organizational Psychology.

Fire departments in New York and Chicago have both recently been required to pay millions of dollars in damages based on incorrectly validated entry-level firefighter tests. The validation process requires, among many other things, that each test and selection criteria be validated specifically for the EMT-Firefighter position within the BCFD.

There is no state-wide or nation-wide test for entry level firefighters and the Department cannot simply borrow another jurisdiction's test due to the potentially unique nature of the position within the Department.

The FPSI previously developed a written test and structured interview process for the EMT-Firefighter position within the Department. Consequently, the familiarity of FPSI with any unique aspects of the job within the BCFD, as well as FPSI's bank of previously validated entry-level tests and structured interview procedures from other jurisdictions, ensures cost efficiency.

**MINUTES**

Fire Department - cont'd

Additionally, the FPSI personnel responsible for developing the test and interview materials possess the necessary advanced degrees in statistics and/or industrial psychology.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the consultant agreement with Fire & Police Selection, Inc.

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

1. Department of General Services - GS 14826, Waxter Center  
Interior Renovations  
**BIDS TO BE RECV'D: 05/13/2015**  
**BIDS TO BE OPENED: 05/13/2015**
  
2. Department of Transportation - TR 01041, Replacement of  
Edmondson Avenue Bridge  
**BIDS TO BE RECV'D: 06/10/2015**  
**BIDS TO BE OPENED: 06/10/2015**

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

President: "As there is no more business before the Board, the meeting will recess until bid opening at 12 Noon. Thank you."

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

## MINUTES

BIDS, PROPOSALS, AND CONTRACT AWARDS

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

Department of Public Works - SC 942, Assessment & Repairs  
of Small Diameter Sanitary  
Sewer Mains & Laterals  
**BIDS TO BE RECV'D: 04/15/2015**  
**BIDS TO BE OPENED: 04/15/2015**

Department of Public Works - WC 1301, On-Call Large Water  
Repairs  
**BIDS TO BE RECV'D: 04/15/2015**  
**BIDS TO BE OPENED: 04/15/2015**

Department of Public Works - WC 1302, On-Call Carbon Fiber  
Reinforced Polymer Large  
Water Main Repairs  
**BIDS TO BE RECV'D: 05/06/2015**  
**BIDS TO BE OPENED: 05/06/2015**

Bureau of Purchases - B50003917, Unidirectional  
Flushing Systems  
**BIDS TO BE RECV'D: 04/15/2015**  
**BIDS TO BE OPENED: 04/15/2015**

## MINUTES

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

Department of Transportation - TR 15012, Resurfacing Highways at Various Locations, Northwest Sector II

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Manuel Luis Construction Co., Inc.  
P. Flanigan & Sons, Inc.

Department of Public Works - SC 902, Improvements to Sanitary Sewers in the Dundalk Sewershed

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AM-Liner East, Inc.  
Spiniello  
SAK

Department of Public Works - SC 943, Cured In Place Sanitary Sewer Lining

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AM-Liner East, Inc.  
Spiniello  
SAK

Department of Recreation & Parks - RP 14832, Stony Run Pedestrian Bridges

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Allied Contractors, Inc.  
Bensky Construction Co., LLC

MINUTES

Department of General Services - GS 14800, 3<sup>rd</sup> and 4<sup>th</sup> Floor Courtrooms at Mitchell Court-house

Tito Contractors, Inc.  
JA Argetakis Contracting Company, Inc.  
JLN Construction Services, LLC

Bureau of Purchases - B50003996, Pneumatic Tire Forklifts

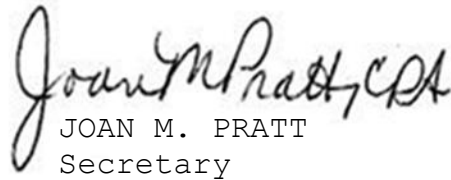
Eastern Lift Truck Co.

Bureau of Purchases - B50004004, Crew Cab Truck with a Stake Body and Lift Gates

Chapman Chevrolet  
Harbor Trucks Sale and Service, Inc.  
Beltway International, LLC

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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, April 15, 2015.

  
JOAN M. PRATT  
Secretary