

**MINUTES****REGULAR MEETING**

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

President: "Good morning. The June 14, 2017, meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiencies of these hearings, persons who are disruptive to the hearing will be asked to leave the hearing room immediately. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing. I will direct the Board members attention to the memorandum from my office dated June 12, 2017, 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 -- entertain a Motion to approve all of the items contained on the routine agenda."

MINUTES

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

Comptroller: "Second."

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

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

In accordance with the Rules for Prequalification of Contractors, as amended by the Board on November 21, 2016, the following contractors are recommended:

Brightfields, Inc.	\$ 8,000,000.00
Cuddy & Associates, LLC	\$ 8,000,000.00
Deca, Inc.	\$ 8,000,000.00
Enterprise Electric Company	\$171,900,000.00
Erosion Control & Landscape Services, Inc.	\$ 1,500,000.00
Flynn Mid-Atlantic, LP	\$ 2,590,000.00
Marine Technologies, Inc.	\$ 8,000,000.00
MGE, Inc.	\$ 1,500,000.00
Milton Electric Company, Inc.	\$ 1,500,000.00
PIM Corporation	\$ 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:

Heath Design Group, Inc.	Architect
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**MINUTES****BOARDS AND COMMISSIONS** - cont'd

Salut-TLB	Engineer
SAMMS Engineering, LLC	Engineer
WATEK Engineering Corporation	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**Mayor's Office of Human Services (MOHS) - Agreements

The Board is requested to approve and authorize execution of the following Continuum of Care Program Agreements:

AGREEMENTS

1. **MARIAN HOUSE, INC.** **\$606,379.50**

Account: 4000-407017-3572-755900-603051

Marian House, Inc. will provide rental assistance to 30 low-income, formerly homeless households as part of their permanent supportive housing program. Client households are composed of formerly homeless, low-income female ex-offenders with a trauma history involving physical and/or sexual abuse or giving birth while incarcerated. Clients enrolled in Marian House's TAMAR project are struggling with serious mental illness and other disabilities. The period of the agreement is August 1, 2017 through July 31, 2018.

2. **MARIAN HOUSE, INC.** **\$ 51,238.50**

Account: 4000-407016-3571-758300-603051

Marian House, Inc. will provide rental assistance to four low-income formerly homeless households as part of their permanent supportive housing program. Clients served in this program are families with a parent in recovery from substance abuse. The period of the agreement is December 1, 2017 through November 30, 2018.

3. **PEOPLE ENCOURAGING PEOPLE, INC.** **\$675,751.00**

Account: 4000-407016-3571-758800-603051

People Encouraging People, Inc. will provide supportive services to 44 homeless individuals. Services include, street

**MINUTES**MOHS - cont'd

outreach and engagement, case management, encouragement to accept services, rapid access to housing, medical, and mental healthcare, life skills courses, and 24-hour crisis intervention and client advocacy. The period of the agreement is October 1, 2017 through September 30, 2018.

**MWBOO GRANTED A WAIVER.****A PROTEST WAS RECEIVED FROM MS. CHRISTINA FLOWERS ON BEHALF OF BELVEDERE REAL CARE PROVIDERS.**

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

4. **THE MARYLAND CENTER FOR VETERANS** **\$ 23,044.50**  
**EDUCATION AND TRAINING, INC.**

Account: 1001-000000-3572-772800-603051

The Maryland Center for Veterans Education and Training, Inc. will utilize the funds to provide emergency overnight shelter for 30 homeless women. Because of the increased need for emergency overnight accommodations the funds will also be utilized to expand the shelter capacity. The period of the agreement is May 15, 2017 through June 30, 2017.

**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 Continuum of Care Program Agreements.

# Belvedere Real Care Providers Network

June 13, 2017

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 by the Mayor of Baltimore City and the various Departments and Agencies that more appropriately should strive to end homelessness, instead of the current goal to make homelessness “rare and brief”, which is absolutely a misguided and flawed strategy.

The following details are provided to initiate this action as required by the Board of Estimates:

1. Whom you represent: Belvedere Real Care Providers Network
2. What the issues are:
  - a. Page 3, Item # 3; Mayor’s Office of Human Services (MOHS) – Agreement with PEOPLE ENCOURAGING PEOPLE, INC., if approved:
    - i. This agreement shows the flawed strategies that have been implemented by the MOHS in past actions that have come before this board;
    - ii. The terms “provide support services” as used in this action is misleading and fails to reflect the ultimate objective to provide the recently adopted philosophy of the Journey Home Board of Directors to implement the ‘Housing First’ protocol;
    - iii. This and all future agreements initiated by the MOHS should explicitly state that funds will be used to pay housing costs/rent for individuals and families;
    - iv. The term “support services” used in this agreement is intentionally misleading the board to believe these funds will be funding housing costs/rent;
    - v. This agreement reflects a weighted allocation of scarce homeless funds to pay administrative costs and salaries instead of direct funding of housing costs/rent that achieve the objective of the “Housing First” model;
    - vi. PEOPLE ENCOURAGING PEOPLE, INC. has a history of questionable business practices in executing services under previous agreements with MOHS which include:
      1. Misleading reporting of the number of completed engagements by outreach workers;

Email: belvedereassistedliving@yahoo.com

2526 N. Charles Street

Baltimore, MD 21218

2. Misuse of client's Independence Card funds by a case manager;
3. Waste, Fraud and Abuse inquiry by Baltimore City Inspector General.
3. How the protestant will be harmed by the proposed Board of Estimates' action: The MOHS continues to demonstrate an inability to administer the City's Homeless Services Program towards ending homelessness in Baltimore City. Based on the BAD outcomes that continue to be produced by this office, this action should NOT be approved. The critical need being filled by this funding demands the utmost scrutiny by this board. Proper administration of city funds allocated to organizations that successfully meet the critical service need to achieve the Housing First" objective to end homelessness is necessary and strict internal management controls must be in place within the MOHS. MOHS has NOT demonstrated proper stewardship of scarce funds and has continued its flawed financial management practices that circumvent more fiscally sound procedures. The provider being funded under this agreement continues questionable business practices and awarding this agreement will only exacerbate this unacceptable outcome.
4. The remedy I seek and respectfully request is: This action MUST be rejected by this board and the MOHS should be directed to identify a provider that will execute the terms of this agreement in a professional manner, with sound business practices and procedures.

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on June 14, 2017.

If you have any questions regarding this request, please telephone me at (410) 365-5567.

Sincerely,  
Christina Flowers, Founder and President

5519 Belleville Ave  
Baltimore, MD 21207

**MINUTES**

Department of Real Estate - Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Lease Agreement with Connexion Point Church, Landlord, and the Mayor and City Council of Baltimore, Tenant, for the rental of a portion of the property located at 3816 Edmondson Avenue. The period of the Lease Agreement is May 1, 2017 through April 30, 2019, with no option to renew.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installments</u>
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\$4,500.00	\$375.00
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Account: 5000-586217-1191-594700-603013

**BACKGROUND/EXPLANATION:**

The leased premises will be used as office space in conjunction with the Mayor's Office of Human Services - Community Action Partnership to provide support for Community Action Center Services to low-income persons and families. The hours of operation will be on Tuesday (only) from 8:30 a.m. - 4:30 p.m.

The Landlord will be responsible for janitorial services, trash removal, electricity, water and snow removal; and providing Human Services Workers with access to the facility and to their wireless network at no additional charge. The Site Manager for the Landlord will be responsible for coordinating the provision of the services with the Designated Community Action Center Manager. The Landlord will also provide access to a photocopy machine, at no additional charge. The Tenant will be provided a code to track the Tenant's copier usage.

**MINUTES**Department of Real Estate - cont'd

The Tenant will be responsible for providing and maintaining its computers and telephone system and notifying the Landlord with two-week notice, if possible, when Tenant is not in operation. The Tenant will provide the Community Action Center Services to low-income clients and refer clients to other agencies for additional help. The Tenant will maintain a strong relationship between the Mayor's Office of Human Services - Community Action Partnership and Connexion Point Church. The Tenant will also provide liability insurance.

The Space Utilization Committee approved this Lease Agreement on May 23, 2017.

The Lease Agreement is late because of the delayed response from the Landlord.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with Connexion Point Church, Landlord, and the Mayor and City Council of Baltimore, Tenant, for the rental of a portion of the property located at 3816 Edmondson Avenue.

**MINUTES**Department of Real Estate - Tax Sale Certificates**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of the Tax Sale Certificates to the Purchaser(s) for an amount that is less than the lien amount for the following properties:

<u>Property Address</u>	<u>Assessed Value</u>	<u>Flat Taxes &amp; Water</u>	<u>Total Liens</u>	<u>Assignment Amount</u>
1. <b>LARRY SMITH</b> , Purchaser				
1859 N. Collington Avenue (Block 1451, Lot 040)	\$3,000.00	\$2,307.61	\$15,824.45	\$3,000.00
2. <b>STINSON FRANKLINTOWN, LLC</b> , Purchaser				
324 Stinson Street	\$3,000.00	\$1,248.05	\$13,308.80	\$3,000.00

**BACKGROUND/EXPLANATION:**

The City acquired the Tax Sale Certificates for the above listed properties May 16, 2016 in the amount of the total liens, respectively. The price of \$3,000.00 will cover the flat taxes, water bills, and assessment. Comparable sales of vacant properties in the neighborhood, for each of the above properties, indicate a value of approximately \$3,000.00.

**MINUTES**

Department of Real Estate - cont'd

The Purchasers have offered to purchase the Tax Sale Certificate for the assignment amount, file the petition to foreclose, acquire title to the property, and return it to productive use. The assignment amount for the Tax Sale Certificates will cover the flat taxes and water bills on each property.

UPON MOTION duly made and seconded, the Board approved and authorized the assignment of the Tax Sale Certificates to the above listed Purchasers for an amount that is less than the lien amount for the foregoing properties.

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfer of Funds

listed on the following page:

2212

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

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Planning</u>		
1. <b>\$150,000.00</b>	9905-914013-9186	9905-922013-9188
General Funds	Capital Improvement Program (Reserve)	Capital Improvement Program (Active)

The transfer will support the development of the annual Capital Improvement Program.

**MINUTES**Department of Transportation (DOT) - Developers' Agreements

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

	<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
1.	<b>RONALD MCDONALD HOUSE CHARITIES OF BALTIMORE, INC.</b>	<b>1435</b>	<b>\$132,413.00</b>

Ronald McDonald House Charities of Baltimore, Inc. would like to install new utilities to their proposed new building located in the vicinity of 1 Asquith Street. This agreement will allow the organization do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$132,413.00 has been issued to Ronald McDonald House Charities of Baltimore, Inc. which assumes 100% of the financial responsibility.

2.	<b>LOYOLA EARLY LEARNING CENTER, INC.</b>	<b>1523</b>	<b>\$ 24,105.00</b>
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Loyola Early Learning Center, Inc. would like to install new water service to its proposed construction located at 801 St. Paul Street. This agreement will allow the organization do its own installation in accordance with Baltimore City Standards.

A Letter of Credit in the amount of \$24,105.00 has been issued to Loyola Early Learning Center, Inc. which assumes 100% of the financial responsibility.

**MINUTES**

DOT - cont'd

**MBE/WBE PARTICIPATION:**

City funds will not be utilized for the projects. Therefore, MBE/WBE participation is not applicable.

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

## MINUTES

Department of Transportation - 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. 2201 N. Charles St.  \$616.92 - Flat Charge	2201 Charles, LLC	Two single face electric signs 19.4 sf. each
2. 1012 Fleet St.  \$492.90 - Flat Charge	Skylar Development, LLC	Double face electric sign 31 sf.
3. 901 N. Milton Ave.  \$278.12 - Annual Charge	901 N. Milton Avenue, LLC	ADA Ramp 53' x 2.5" canopy 24'8" x 5' steps 8'3" X 2'5" landing 18'5" x 6'2.5"

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

UPON MOTION duly made and seconded, the Board approved the Minor Privilege Permits.

**MINUTES**

Parking Authority of - Parking Facility Rate Adjustment  
Baltimore City (PABC)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an adjustment to the transient rate at the City-owned Water Street Garage that is managed by the PABC. The Parking Facility Rate Adjustment is effective upon Board approval.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The PABC is charged with managing the City of Baltimore's parking assets. Proper stewardship of those assets requires that the PABC realize the best possible return on the City's parking investments.

Pursuant to Article 31, §13(f)(2) of the Baltimore City Code, subject to the approval of the Board of Estimates, the PABC may set the rates for any parking project. The PABC believes that a rate adjustment at this parking facility is warranted at this time.

To bring the transient rates charged at the Water Street Garage in line with its surrounding facilities, the PABC staff developed the rate adjustment recommendation submitted hereto. This rate adjustment was unanimously approved by the PABC Board of Directors.

## MINUTES

PABC - cont'd

Location	Proposed Transient Rate Changes				Proposed Monthly Rate Changes
Water Street Garage	<b>Regular Transient Rates</b>				<b>Regular Monthly Rate</b>
		Current Rate	Proposed Rate	Last Rate Change	No Proposed Changes
	Up to 2 hour rate	\$10.00	\$11.00	April 2015	
	Up to 3 hour rate	\$12.00	\$13.00	April 2015	
	4-12 hour rate	\$16.00	\$17.00	April 2015	
13-24 hour rate	\$18.00	\$19.00	April 2015		

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the adjustment to the transient rate at the City-owned Water Street Garage that is managed by the PABC.

**MINUTES**

Parking Authority of - Parking Facility Rate Adjustment  
Baltimore City (PABC)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an adjustment to the transient rate at the City-owned Marina Garage that is managed by the PABC. The Parking Facility Rate Adjustment is effective upon Board approval.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The PABC is charged with managing the City of Baltimore's parking assets. Proper stewardship of those assets requires that the PABC realize the best possible return on the City's parking investments.

Pursuant to Article 31, §13(f)(2) of the Baltimore City Code, subject to the approval of the Board of Estimates, the PABC may set the rates for any parking project. The PABC believes that a rate adjustment at this parking facility is warranted at this time.

To bring the transient rates charged at the Marina Garage in line with its surrounding facilities, the PABC staff developed the rate adjustment recommendation submitted hereto. This rate adjustment was unanimously approved by the PABC Board of Directors.

## MINUTES

PABC - cont'd

Location	Proposed Transient Rate Changes				Proposed Monthly Rate Changes
Marina Garage	<b>Regular Transient Rates</b>				<b>Regular Monthly Rate</b>
		Current Rate	Proposed Rate	Last Rate Change	No Proposed Changes
	Up to 1 hour rate	\$ 7.00	\$ 8.00	October 2014	
	Up to 2 hour rate	\$12.00	\$13.00	October 2014	
	Up to 3 hour rate	\$16.00	\$17.00	October 2014	
4-12 hour rate	\$19.00	\$20.00	October 2014		

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the adjustment to the transient rate at the City-owned Marina Garage that is managed by the PABC.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Law - Payments of Settlements</u>			
1. S. Goldberg Properties, LLC (Prior Owner)	1846 Division St.	G/R Rever- sionary	\$ 135.00
Funds will be drawn from account no. 9910-908044-9588-900000-907079, Upton Planning Project area.			
On July 12, 2016, the Board approved the purchase by condemnation of the reversionary interest (ground rent) in the real property located at 1846 Division Street. The Board previously approved \$360.00 (15% cap rate) to acquire the subject property interest. The Board's approval was based on an independent appraisal report. The property owner argued that the City should pay the statutory redemption value of \$900.00 (6% cap rate). The City maintained the fair market value previously approved by the Board should be sustained. The parties agreed to settle the case for \$495.00 (11% cap rate). Therefore, the Board is requested to approve an additional \$135.00 to settle the case.			
2. Glenn H. Goldberg, The Jared Goldberg Trust, the Cameron Goldberg Trust, the Tyler Goldberg Trust, Ronnie Marc Goldberg, the Rachael Goldberg Trust, and the Lance Goldberg Trust (Prior Owner)	1105 Brentwood Ave.	G/R Rever- sionary	\$ 47.00

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

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
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Department of Law - Payments of Settlements - cont'd

Funds will be drawn from account no. 9910-910715-9588-900000-704040, Johnston Square Ball Fields Project area.

On November 16, 2016, the Board approved the purchase by condemnation of the reversionary interest (ground rent) in the real property located at 1105 Brentwood Avenue. The Board previously approved \$467.00 to acquire the subject property interest based upon the higher of two independent appraisals. The parties agreed to settle the condemnation case for a total of \$514.00 (i.e. 10% above the previously approved value). Therefore, the Board is requested to approve an additional \$47.00 to settle the case.

UPON MOTION duly made and seconded, the Board approved and authorized the foregoing Payment of Settlements.

## 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. INTUITIVE CONTROL SYSTEMS,<br>LLC d/b/a ALL TRAFFIC<br>SOLUTIONS  | \$ 20,700.00 | Renewal |
| Contract No. 08000 - Traffic Suite for Speed Sentry Units -<br>Department of Transportation - P.O. No. P535444 |              |         |

On May 11, 2016, the City Purchasing Agent approved the initial award in the amount of \$21,815.00. The award contained two 1-year renewal options. This first renewal in the amount of \$20,700.00 is for the period June 1, 2017 through May 31, 2018, with one 1-year renewal option remaining.

**MBE/WBE PARTICIPATION:**

Not applicable. Initial award is below MBE/WBE subcontracting threshold of \$50,000.00.

- |   |              |         |
|---|--------------|---------|
| 2. C.N. ROBINSON LIGHTING<br>SUPPLY COMPANY   | \$150,000.00 | Renewal |
| BRCPC Contract No. 15-021 - Lamps and Ballasts, Large and<br>Specialty - Citywide - P.O. No. 531583 |              |         |

On June 3, 2015, the Board approved the initial award in the amount of \$300,000.00. The award contained three 1-year renewal options. On June 8, 2016, the Board approved the first renewal in the amount of \$0.00. This second renewal in the amount of \$150,000.00 is for the period July 1, 2017 through June 30, 2018, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On May 14, 2015, it was determined that no subcontracting goals would be set because of no opportunity to segment the contract.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

This contract is for the purchase of the following commodities: lamps and ballasts, large and specialty. No services are being provided under this contract.

**MWBOO GRANTED A WAIVER.**

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|--|--------------|---------|
| 3. CLEAR IMPACT, LLC   | \$128,275.00 | Renewal |
| Contract No. 06000 - Results Based Accountability Agreement - Department of Finance - Budget Bureau - P.O. No. P531836 |              |         |

On July 23, 2014, the Board approved the initial award in the amount of \$133,400.00. The award contained three renewal options. Subsequent actions have been approved. This final renewal in the amount of \$128,275.00 is for the period July 23, 2017 through July 22, 2018. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On July 14, 2014, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

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| 4. AARON SHAWN BELL<br>d/b/a A.S.B.,   | \$100,000.00 | Renewal |
| Contract No. B50004643 - Carpet, Floor, Drapery and Upholstered Furniture Cleaning - Department of General Services - P.O. No. P536188 |              |         |

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On July 14, 2016, the City Purchasing Agent approved the initial award in the amount of \$24,999.00. The award contained four 1-year renewal options. Four increases have been approved. This first renewal in the amount of \$100,000.00 is for the period July 18, 2017 through July 17, 2018, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On May 6, 2016, it was determined that no goals would be set because of no opportunity to segment the contract. The contractor A.S.B., is a City certified MBE.

- 5. BEST PLUMBING SPECIALTIES, INC.  
BT PLUMBING SUPPLY, INC.

\$ 20,000.00	Renewal
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Contract No. B50004660 - Plumbing Supplies - Department of General Services - P.O. Nos. P527291 and P535976

On June 27, 2016, the City Purchasing Agent approved the initial award in the amount of \$24,900.00. The award contained three 1-year renewal options. This first renewal in the amount of \$20,000.00 is for the period June 28, 2017 through June 27, 2018, with two 1-year renewal options remaining.

**MBE/WBE PARTICIPATION:**

Not applicable. Initial award was below MBE/WBE subcontracting threshold of \$50,000.00. This contract is for the purchase of miscellaneous plumbing parts. No services are being provided for this contract.

## 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

6. COMPLETE FIRE PROTECTION,  
 LLC  
 LEROY HENRY d/b/a FIRE  
 SAFETY CO.

\$150,000.00

Renewal

Contract No. B50003503 - Provide Inspections, Service and Repairs for Fire Extinguishers - Department of General Services, Fire Department - P.O. Nos. P527737 and P527738

On June 25, 2014, the City Purchasing Agent approved the initial award in the amount of \$200,000.00. The award contained three 1-year renewal options. On May 18, 2016, the Board approved the first renewal in the amount of \$150,000.00. This second renewal in the amount of \$150,000.00 is for the period June 25, 2017 through June 24, 2018, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On January 17, 2014, it was determined that no subcontracting goals would be set because of no opportunity to segment the contract. This is a specialized service requirement where the prime contractor is responsible for the warranty of performance. Fire Safety Co. is a certified MBE.

**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

7. ROCKY MOUNTAIN HOLDINGS LLC	\$400,000.00	Renewal
Contract No. 06000 - Non-Emergent Air Transportation Services - Baltimore City Health Department - P.O. No. P535700		

On June 1, 2016, the Board approved the initial award in the amount of \$452,542.00. The award contained three 1-year renewal options. On July 20, 2016, the Board approved an increase in the amount of \$452,542.00.

Non-Emergent Medical Air Transportation services for critical care patients are provided by the Maryland Department of Health and Mental Hygiene (DHMH) through the Transportation Grants program. The DHMH protocol states "All Air Ambulance transport costs for the Maryland Medicaid Recipient will be paid by the Baltimore City Health Department," through the Transportation Grants Program.

The State of Maryland must license all air ambulance service companies. The company named above is licensed by the State of Maryland. The DHMH protocol further states, "This unit (Health Department) will screen all calls as to eligibility and medical necessity, and the appropriate transportation will be arranged when approved." This first renewal is for the period June 1, 2017 through May 31, 2018, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable.

## 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

8. AIR AMBULANCE SPECIALISTS, INC.	\$195,360.00	Renewal
Contract No. 06000 - Non-Emergent Medical Air Transportation Services - Baltimore City Health Department - P.O. No. P535702		

On June 1, 2016, the Board approved the initial award in the amount of \$195,360.00. The award contained three 1-year renewal options.

Non-Emergent Medical Air Transportation services for critical care patients are provided by the Maryland Department of Health and Mental Hygiene (DHMH) through the Transportation Grants program. The DHMH protocol states "All Air Ambulance transport costs for the Maryland Medicaid Recipient will be paid by the Baltimore City Health Department," through the Transportation Grants Program.

The State of Maryland must license all air ambulance service companies. The company named above is licensed by the State of Maryland. The DHMH protocol further states, "This unit (Health Department) will screen all calls as to eligibility and medical necessity, and the appropriate transportation will be arranged when approved." This first renewal is for the period June 1, 2017 through May 31, 2018, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

9. PHI AIR MEDICAL, L.L.C.	\$800,000.00	Renewal
Contract No. 06000 - Non-Emergent Medical Air Transportation Services - Health Department - P.O. No. P535701		

On June 1, 2016, the Board approved the initial award in the amount of \$400,000.00. The award contained three 1-year renewal options.

Non-Emergent Medical Air Transportation services for critical care patients are provided by the Maryland Department of Health and Mental Hygiene (DHMH) through the Transportation Grants program. The DHMH protocol states "All Air Ambulance transport costs for the Maryland Medicaid Recipient will be paid by the Baltimore City Health Department," through the Transportation Grants Program.

The State of Maryland must license all air ambulance service companies. The company named above is licensed by the State of Maryland. The DHMH protocol further states, "This unit (Health Department) will screen all calls as to eligibility and medical necessity, and the appropriate transportation will be arranged when approved." This first renewal is for the period June 1, 2017 through May 31, 2018, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
<u>Bureau of Purchases</u>		
10. PRIORITY HEALTHCARE	\$ 36,400.00	Increase
DISTRIBUTION, INC. d/b/a	<u>303,575.00</u>	and Renewal
CURASCRIP SPECIALTY		
DISTRIBUTION	<u>\$339,975.00</u>	

Contract No. 06000 - Nexplanon Contraceptives - Health Department - P.O. No. P528414

On August 20, 2014, the Board approved the initial award in the amount of \$99,975.00. The award contained three renewal options. Subsequent actions have been approved and two renewals have been exercised. This increase and renewal in the amount of \$399,975.00 is necessary to provide additional funding for the renewal term to allow the contract to be used by the STD Program and School Health. This final renewal is for the period July 16, 2017 through July 15, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On August 1, 2014, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

11. BALTIMORE POWERSPORTS, INC. t/a HARLEY-DAVIDSON OF BALTIMORE	\$ 38,000.00	Increase
Contract No. B50004808, Harley Davidson - O.E.M. Parts Service - Dept. of General Services, Fleet Management - P.O. No. P537904		

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On December 07, 2016, the Board approved the initial award in the amount of \$48,000.00. The Board is requested to approve an increase in the amount of \$38,000.00. The increase will make the total contract amount \$86,000.00.

**MBE/WBE PARTICIPATION:**

MBE/WBE Participation is not applicable. The initial award was below MBE/WBE subcontracting threshold of \$50,000.00. This is an authorized dealer who is required to provide warranty repairs.

12. J.C. EHRLICH CO.	\$ 80,000.00	Increase
Contract No. 06000, Integrated Pest Management - Dept. of General Services - P.O. No. P537501		

On November 09, 2016, the Board approved the initial award in the amount of \$53,978.00. On March 30, 2017, the City Purchasing Agent approved an increase in the amount of \$24,000.00. The Board is requested to approve an increase in the amount of \$80,000.00. The increase will make the total contract amount \$157,978.00.

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.

**MBE/WBE PARTICIPATION:**

MBE/WBE participation is not applicable. The initial contract was awarded as a selected source to cover a bed bug infestation and goals were not set at the time. A new solicitation is currently being development in which MWBOO has set goals of 27% MBE and 0% WBE.



## 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

**MBE/WBE PARTICIPATION:**

MBE/WBE participation is not applicable. This selected source procurement is for license renewals and related support services. These tasks are not segmentable as they are inextricably linked with VFA proprietary software.

## 14. HERTRICH FLEET

SERVICES, NC.	\$281,271.00	Increase
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Contract No. B50004735, One Ton Crew Cab Dump Truck - Dept. of General Services - P.O. No. P537850

On December 07, 2016, the Board approved the initial award in the amount of \$93,757.00. The Board is requested to approve an increase in the amount of \$281,271.00. The increase will make the total contract amount \$375,028.00. The above amount is for three crew cab dump trucks.

**MBE/WBE PARTICIPATION:**

MBE/WBE participation is not applicable. It has been determined that no goals would be set because of no opportunity to segment the contract. This is a commodity purchased from an authorized heavy truck and equipment dealer who is required to provide associated pre-delivery inspection and warranty repairs.

**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

16. <u>THE MILL OF BELAIR</u>	<u>\$ 28,380.10</u>	<u>Low Bid</u>
Contract No. B50005012, Dog Food for the K-9 Unit - Baltimore Police Department - Req. No. R760618		

**MBE/WBE PARTICIPATION:**

MBE/WBE Participation is not applicable. The recommended award is below the MBE/WBE subcontracting threshold of \$50,000.00.

17. <u>BENTLEY MILLS, INC.</u>	<u>\$119,039.00</u>	<u>Selected Source</u>
Contract No. 06000, Replacement of Attic Stock Carpet - Baltimore Convention Center - Req. No. R761323		

**MBE/WBE PARTICIPATION:**

MBE/WBE Participation is not applicable. On May 15, 2017, it was determined that no goals would be set because of no opportunity to segment the contract. This is a selected source for the vendor to provide custom made carpet to the Baltimore Convention Center.

**MWBOO GRANTED A WAIVER.**

UPON MOTION duly made and seconded, the Board approved the foregoing Informal Awards, Renewals, and Increases to Contracts and Extensions.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office</u>			
1. Catherine E. Pugh	U.S. Conference of Mayor's 85th Annual Meeting Miami, FL June 22 - 26, 2017 (Reg. Fee \$800.00)	General Funds	\$2,955.39

The subsistence rate for this location is \$183.00 per day. The cost of the hotel is \$349.00 per night, plus hotel taxes of \$48.86 per night. The Department is requesting additional subsistence of \$166.00 per night for hotel costs, \$48.84 per night for hotel taxes, \$60.00 for ground transportation and \$160.00 for meals and incidentals.

The airfare, hotel costs, and registration were prepaid on a City-issued procurement card assigned to Renee Newton. Therefore, Ms. Pugh will be disbursed \$220.00.

2. Afra Vance-White	U.S. Conference of Mayor's 85th Annual Meeting Miami, FL June 22 - 26, 2017 (Reg. Fee \$800.00)	General Funds	\$2,636.19
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The subsistence rate for this location is \$183.00 per night. The cost of the hotel is \$279.00 per night, plus hotel taxes of \$39.06 per night. The Department is requesting additional subsistence of \$96.00 per night for hotel costs, \$39.06 per night for hotel taxes and \$160.00 for meals and incidentals.

The airfare, hotel costs, and registration were prepaid on a City issued procurement card assigned to Renee Newton. Therefore, Ms. Vance-White will be disbursed \$220.00.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Police Department</u>			
3. Jason Callahan	20 <sup>th</sup> Annual Excel Conf. Examining Conflicts in Employment Laws Chicago, IL June 26 - 29, 2017 Reg. Fee \$1,500.00)	Asset Forfeiture Fund	\$2,910.29

The airfare fee in the amount of \$346.60 and registration fee in the amount of \$1,500.00 were prepaid by a City-issued credit assigned to Mr. Tribhuvan Thacker. Therefore, the amount to be disbursed to the attendee is \$1,063.89.

4. Melissa Hyatt	2017 Annual Peace- Players Interna- tional Mission (Middle East) Israel Aug. 12 - 19, 2017 (Reg. Fee \$0.00)	N/A	\$ 0.00
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Ms. Hyatt will travel to Israel on August 12 - 19, 2017. She has been invited to participate in the 2017 Annual Mission to Israel by PeacePlayers International. The trip travel expenses (meals, accommodations, and travel) will be covered by friends of PeacePlayers International.

Pursuant to AM 240-3 Policy, Board of Estimates approval is required if the travel is outside the continental United States regardless of source of funds, cost of trip, or length of absence.

**MINUTES**

**TRAVEL REQUESTS**

UPON MOTION duly made and seconded, the Board approved the foregoing travel requests. The Mayor **ABSTAINED** on item nos. 1 and 2.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

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

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to the low bidders meeting specifications,  
or reject bids on those as indicated  
for the reasons stated.

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

1. B50004918, Supply of Water Meters \$10,000,000.00

GROUP 1 & 3  
L/B Water Service, Inc.

GROUP 2  
Neptune Technology Group,  
Inc.

GROUP 5  
Mueller Systems, LLC

This award is recommended to the lowest responsive and responsible bidders by item group. The items covered by Group 4 require further review prior to a separate recommendation to the Board.

(Dept. of Public Works)

On March 9, 2017, MWBOO determined that no subcontracting goals would be set because of no opportunity to segment the contract. This contract is for the supply of water meters only, and no services are to be provided.

**MWBOO GRANTED A WAIVER.**

**MINUTES**

Department of Planning - Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Grant Agreement with Baltimore Green Space: A Land Trust for Community Managed Open Space, Inc., dba Baltimore Green Space. The period of the Grant Agreement is effective upon Board approval for one year.

**AMOUNT OF MONEY AND SOURCE:**

\$20,000.00 - 9905-922004-9188-900000-703032

**BACKGROUND/EXPLANATION:**

The funds from 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. Baltimore Green Space (BGS) is a non-profit created in 2007 to preserve and support community-managed open spaces in Baltimore City. Grantees are chosen via an open application process, with the goals of improving water quality by reducing stormwater pollution, conserving, and protecting wildlife habitats, and improving quality of life for the citizens of Baltimore. All grant allocations are pre-approved by the State's Critical Area Commission.

Under this agreement, the BGS will run a program to mentor forest patch stewards, host stewardship events, produce training materials for forest patch stewards, and clear invasive plants, and re-establish healthy understory vegetation in forest patches in Baltimore City.

**MINUTES**

Department of Planning - cont'd

BGS will work with between five and nine community-managed forest patches in Baltimore City, depending on the intensity of work needed at each site, to clear invasive plants and put in place management practices to prevent their return; to educate residents on forest management practices; and to continue to develop and implement their ongoing program to support stewardship and invasive plant management in Baltimore's forest patches. The BGS is uniquely positioned to do this work because of their excellent track record and reputation for fostering citizen stewardship of community-managed green spaces.

**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 Grant Agreement with Baltimore Green Space: A Land Trust for Community Managed Open Space, Inc., dba Baltimore Green Space.

**MINUTES**

Department of Planning - Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Grant Agreement with Civic Works, Inc. The period of the Grant Agreement is effective upon Board approval for one year.

**AMOUNT OF MONEY AND SOURCE:**

\$24,500.00 - 9905-922004-9188-900000-703032

**BACKGROUND/EXPLANATION:**

The funds from 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. Civic Works, Inc. (CW) is a non-profit formed in 1993 to strengthen Baltimore's communities through education, skills development, and community service. Grantees are chosen via an open application process, with the goals of improving water quality by reducing stormwater pollution, conserving, and protecting wildlife habitats, and improving quality of life for the citizens of Baltimore. All grant allocations are pre-approved by the State's Critical Area Commission.

Under this agreement, The CW will run a program to train and employ youth to undertake stormwater management projects on a vacant lot. CW will employ 5 youth workers and team leaders, and will also recruit and train at least 300 volunteers for this program. Outcomes will include the planting of at least 25 fruit trees and 100 plants/grasses, completing 1,500 feet of trail restoration and erosion prevention in Herring Run and Gwynns Falls/Leakin Parks,

**MINUTES**

Department of Planning - cont'd

and educating approximately 36 additional city youth about stormwater management. The CW is uniquely positioned to do this work because of their long history of success in working on community service, green jobs, food issues, stormwater issues, and public engagement.

**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 Grant Agreement with Civic Works, Inc.

**MINUTES**

Department of Planning - Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Grant Agreement with Blue Water Baltimore, Inc. The period of the Grant Agreement is effective upon Board approval for one year.

**AMOUNT OF MONEY AND SOURCE:**

\$25,000.00 - 9905-926005-9188-900000-703032

**BACKGROUND/EXPLANATION:**

The funds from 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. Blue Water Baltimore, Inc. (BWB) is a non-profit comprised of our four former watershed associations plus the Harbor Waterkeeper. Grantees are chosen via an open application process, with the goals of improving water quality by reducing stormwater pollution, conserving, and protecting wildlife habitats, and improving quality of life for the citizens of Baltimore. All grant allocations are pre-approved by the State's Critical Area Commission.

Under this agreement, the BWB will run a program to monitor water quality in Baltimore City's streams and the Inner Harbor, and report the results to the City and the public. The BWB will monitor bacteria levels in Baltimore's streams and Inner Harbor at 49 sites by taking samples and having them analyzed at a State lab. The resultant data will be shared property with DPW. Additionally, The BWB will maintain a website to communicate information about water quality with the public. The BWB is uniquely positioned to do this work because of their long history in the field of water quality

**MINUTES**

Department of Planning - cont'd

in Baltimore City and their trusted status as public educators and ambassadors between residents and government.

**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 Grant Agreement with Blue Water Baltimore, Inc.

**MINUTES**

Department of Planning - Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Grant Agreement with Blue Water Baltimore, Inc. The period of the grant agreement is effective upon Board approval for one year.

**AMOUNT OF MONEY AND SOURCE:**

\$28,490.00 - 9905-922004-9188-900000-703032

**BACKGROUND/EXPLANATION:**

The funds from 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. Blue Water Baltimore, Inc. (BWB) is a non-profit comprised of our 4 former watershed associations plus the Harbor Waterkeeper. Grantees are chosen via an open application process, with the goals of improving water quality by reducing stormwater pollution, conserving, and protecting wildlife habitats, and improving quality of life for the citizens of Baltimore. All grant allocations are pre-approved by the State's Critical Area Commission.

Under this agreement, the BWB will run a program to employ youth to maintain trees previously planted on public land, and will also recruit volunteers to assist with planting new trees. The BWB will employ eight youth workers, three coordinators, and one team leader to water, mulch, and otherwise maintain 1,600 trees planted on public land in the last two years, and will recruit 300 volunteers to assist with planting 200 new trees at Baltimore City Public Schools and parks. The BWB is uniquely positioned to do this work because of their long history working with forests, youth

**MINUTES**

Department of Planning - cont'd

employment, and with water quality in Baltimore City, and their trusted status as public educators and ambassadors between residents and government.

**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 Grant Agreement with Blue Water Baltimore, Inc.

**MINUTES**

Department of Planning - Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Consultant Agreement with Neighborhood Design Center, Inc. The period of the Consultant Agreement is effective upon Board approval for one year.

**AMOUNT OF MONEY AND SOURCE:**

\$48,880.00 - 9910-908132-9588-900000-704032

**BACKGROUND EXPLANATION:**

The purpose of this Consultant Agreement is for the Consultant to help communities envision and design vacant lot greening projects as part of the Growing Green Initiative, under supervision of the Department of Planning. The Consultant will facilitate community stakeholder meetings with the purpose of producing a conceptual design that can be used by Department of Planning and its community partners to apply for implementation funding and raise awareness about these community projects.

**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 Consultant Agreement with Neighborhood Design Center, Inc.

**MINUTES**

Department of Planning - Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Grant Agreement with Your Baltimore Community Development Corporation. The period of the Grant Agreement is effective upon Board approval for one year.

**AMOUNT OF MONEY AND SOURCE:**

\$7,500.00 - 9905-922005-9188-900000-703032

**BACKGROUND/EXPLANATION:**

The funds from 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. Your Baltimore Community Development Corporation (YBCDC) is a non-profit created in 2011 to promote and empower residents to become caretakers of the Oliver community in East Baltimore. Grantees are chosen via an open application process, with the goals of improving water quality by reducing stormwater pollution, conserving, and protecting wildlife habitats, and improving quality of life for the citizens of Baltimore. All grant allocations are pre-approved by the State's Critical Area Commission.

Under this agreement, the YBCDC will run a program to reduce curbside and alley storm inlet and drain pollution. The YBCDC will work with residents to eliminate 25% of trash that penetrates storm grates before and during heavy precipitation events. Additionally, the program will serve as an awareness and outreach campaign to educate residents in flood prone areas about the issues of pollution and clogged inlets.

**MINUTES**

Department of Planning - cont'd

**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 Grant Agreement with Your Baltimore Community Development Corporation.

**MINUTES**

Department of Planning - Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Grant Agreement with Waterfront Partnership of Baltimore, Inc. (Waterfront Partnership). The period of the Grant Agreement is effective upon Board approval for one year.

**AMOUNT OF MONEY AND SOURCE:**

\$13,500.00 - 9905-926005-9188-900000-703032

**BACKGROUND/EXPLANATION:**

The funds from 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. The Waterfront Partnership of Baltimore is a non-profit that was formed to respond to issues related to maintenance and management of Baltimore's Inner Harbor, and which spearheaded crucial environmental efforts related to water quality and environmental awareness. Grantees are chosen via an open application process, with the goals of improving wildlife habitats, and improving quality of life for the citizens of Baltimore. All grant allocations are pre-approved by the State's Critical Area Commission.

Under this agreement, the Waterfront Partnership will run a program to install 360 oyster cages in Baltimore City's Inner Harbor, train at least 500 volunteers to maintain them, transport the mature oysters to the Fort Carroll Oyster Sanctuary, host the Great Baltimore Oyster Festival attended by over 1,500 people, and

**MINUTES**

Department of Planning - cont'd

educate the public about the role of marine life in water quality. The Waterfront Partnership was awarded Critical Area funds in 2014, 2015, and 2016 for a similar oyster stewardship project which was successful.

**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 Grant Agreement with Waterfront Partnership of Baltimore, Inc.

**MINUTES**Health Department - Expenditure of Funds**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the purchase of incentive gift cards from Rite Aid, Walgreens, and CVS for the STD/HIV Prevention Program.

**AMOUNT OF MONEY AND SOURCE:**

	<u>Vendor</u>	<u>Number of Cards</u>	<u>Denomination</u>
\$20,000.00	Rite Aid	4000	\$5.00 each
10,000.00	Walgreens	2000	\$5.00 each
<u>10,000.00</u>	CVS	2000	\$5.00 each

**\$40,000.00** - 4000-499016-3023-513200-604051

**BACKGROUND/EXPLANATION:**

The incentive cards will be distributed in an effort to help reduce the number of new HIV infections and improve the health of persons living with HIV/AIDS and also to enhance staff ability to attract those encountered to receive counseling and testing on the van. Tee Shirts are purchased and provided to the outreach team.

The STD/HIV Prevention Program adheres to all policies associated with the usage of incentives and has sufficient procedures in place to address the safeguarding and accountability of incentives.

The Department has adopted a consolidated policy account for the purchase, distribution, and documentation of all incentive cards. The central tenets of this policy account for: 1) a single means of procuring all incentive cards through the Board of Estimates;

**MINUTES**

Health Department - cont'd

2) the documentation of each incentive card and its recipient; 3) a monthly reconciliation for all purchases that account for all distributed and non-distributed cards, and; 4) periodic internal review of programs' activity vis-à-vis the internal policy which are to be shared with the Department of Audits.

This policy has been reviewed by both the Solicitor's Office and by the Department of Audits. Consistent with the original Board of Estimates approval, all requests for payment for the above incentive cards will be subject to the Department of Audits approval.

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized the purchase of incentive gift cards from Rite Aid, Walgreens, and CVS for the STD/HIV Prevention Program.

**MINUTES**Health Department - Expenditure of Funds**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the purchase of gift cards from Walmart and Target for the clients of the Nurse-Family Partnership Home Visiting program.

**AMOUNT OF MONEY AND SOURCE:**

\$3,455.00 - 4000-498817-3080-284000-604025  
6,540.99 - 4000-499617-3080-294200-600005  
**\$9,995.99**

**BACKGROUND/EXPLANATION:**

The Department will purchase 249 Walmart gift cards in the denomination of \$20.00 and 250 Target gift cards in the denomination of \$20.00 to be used for the purchase of emergency client supplies for Nurse-Family Partnership Home Visiting program and parenting group participants. One \$20.00 Walmart or \$20.00 Target gift card will be given to individuals who successfully complete the Department's 10-week Circle of Security Parenting Training or Mother n' Baby Postpartum Depression courses.

An additional \$20.00 gift card will be available to distribute to first-time adolescent moms enrolled in Nurse-Family Partnership Home Visiting Program who request assistance with purchasing emergent supplies for themselves (i.e. Breastfeeding nursing bras, pads, drapes/shirts, heating packs, etc.) or for their newborns

(i.e. specialized formula, baby food, diapers, wipes, etc.) that would otherwise expire if purchased in bulk and kept onsite or in costly storage rentals.

**MINUTES**Health Department - cont'd

The Department has adopted a consolidated policy for the purchase, distribution, and documentation of all incentive cards. The central tenets of this policy account for: 1) a single means of procuring all incentive cards through the Board of Estimates; 2) the documentation of each incentive card and its recipient; 3) a monthly reconciliation for all purchases that account for all distributed and non-distributed cards, and; 4) periodic internal review of programs' activity vis-à-vis the internal policy which are to be shared with the Department of Audits.

**MBE/WBE PARTICIPATION:**

N/A

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

UPON MOTION duly made and seconded, the Board approved and authorized the purchase of gift cards from Walmart and Target for the clients of the Nurse-Family Partnership Home Visiting program.

**MINUTES**

Health Department - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to pay the National Association of County & City Health Officials (NACCHO) for annual dues.

**AMOUNT OF MONEY AND SOURCE:**

\$10,000.00 - 1001-000000-3001-599000-603022

**BACKGROUND/EXPLANATION:**

The funds will be used to pay Baltimore City Health Department's 2018 annual NACCHO membership dues.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized the expenditure of funds to pay the National Association of County & City Health Officials for annual dues.

**MINUTES**

Health Department - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the agreement with Ms. Armyrn Gazdar. The period of the Agreement is July 1, 2017 through June 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$75,600.00 - 4000-428218-3080-294300-603051

**BACKGROUND/EXPLANATION:**

Ms. Gazdar will perform services in the area of Early Intervention Special Instruction and Evaluations for the Baltimore Infants and Toddlers Program. She will provide educational assessments of assigned children, complete standardized testing and interpret the results, direct special instruction services of the assigned children, and complete and submit written eligibility and progress reports, as required. In addition, Ms. Gazdar will identify children at risk for developmental delays as well as children that present with a high probability for a delay and assist in developing goals, outcomes, and completion of the individualized Family Services Plan.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with Ms. Armyrn Gazdar.

**MINUTES**

Health Department - Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Consultant Agreement with The Canton Group Limited Liability Company. The period of the agreement is April 1, 2017 through March 31, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$ 40,000.00 - 5000-523317-3030-271500-603051  
120,000.00 - 6000-603017-8331-791900-607027  
**\$160,000.00**

**BACKGROUND/EXPLANATION:**

The Department is seeking a new electronic medical record which can cover direct clinical services as well as case management and home visiting operations. The Department is also seeking dedicated project support to collect client-facing workflows, analyzing these documents, and compiling a master requirements document.

The Canton Group Limited Liability Company will provide the services of a full-time experienced Project Manager using a program management office approach. This individual will be proficient in business analysis and project management of highly technical projects and will be familiar with requirements analysis, cost analysis, enterprise architecture analysis, integration analysis, tradeoff analysis, and other miscellaneous project management services.

The Consultant Agreement is late because of delays in the budgetary process.

MINUTES

Health Department - cont'd

**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 Consultant Agreement with The Canton Group Limited Liability Company.

**MINUTES**

Health Department - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with Epic Developmental Services (Epic). The period of the Agreement is July 1, 2016 through June 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$ 79,361.00	-	4000-427117-3080-294300-603051
95,317.00	-	4000-428217-3080-294000-603051
76,188.00	-	1001-000000-3080-288500-603051
<b>\$250,866.00</b>		

**BACKGROUND/EXPLANATION:**

Epic will work with the Department's Baltimore Infants & Toddlers Program (BITP) to provide direct early intervention services according to the child's Individual Family Service Plan. These services may include Special Instruction, Occupational Therapy, Physical Therapy, and Speech Language Pathology. In addition, Epic will provide staff for the BITP's Eligibility Evaluation and Determination sites.

The agreement is late because the grant award as approved late in the fiscal year which caused the delay in receiving the required documentation.

**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 Agreement with Epic Developmental Services.

**MINUTES**Baltimore City Health Department - Employee Expense Reports**ACTION REQUESTED OF B/E:**

The Board is requested to approve the various expense reports for the following employees:

1. **LARONYA FARRAR** **\$ 68.03**

Account: 5000-532817-3254-767200-603002  
August 2016

The Department requests reimbursement to Ms. LaRonya Farrar for mileage expenses. The reimbursement is late because revisions delayed processing.

2. **JULIET SAUNDERS** **\$ 55.85**

Account: 5000-532817-3254-767200-603003  
May 2016

The Department requests reimbursement to Ms. Juliet Saunders for parking expenses.

3. **VALERIE MILLINGS** **\$ 7.19**

Account: 4000-428516-3160-271400-603002  
June 2016

The Department requests reimbursement to Ms. Valerie Millings for local mileage expenses.

4. **JULIET SAUNDERS** **\$ 44.72**

Account: 5000-532817-3254-767200-603003  
July 2016

The Department requests reimbursement to Ms. Juliet Saunders for parking expenses.

## MINUTES

Baltimore City Health Department - cont'd

5. **LARONYA FARRAR** \$ 119.56

Account: 1001-000000-3080-288700-603002  
September 2016

The Department requests reimbursement to Ms. LaRonya Farrar for mileage expenses.

6. **GEORGINA BAEZ** \$ 54.92

Accounts: 5000-520717-3080-288900-603002 \$ 49.77  
5000-520717-3080-288900-603003 \$ 5.15  
September 2016

The Department requests reimbursement to Ms. Georgina Baez for mileage and parking expenses.

7. **EDDIE INGRAM** \$ 43.15

Account: 4000-422516-3030-271500-603002  
September 2016

The Department requests reimbursement to Mr. Eddie Ingram for mileage expenses.

8. **CHARLOTTE HAGER** \$ 11.19

Account: 4000-499617-3080-294200-603002  
September 2016

The Department requests reimbursement to Ms. Charlotte Hager for mileage expenses.

## MINUTES

Baltimore City Health Department - cont'd9. **SANDRA HASKETT** **\$ 283.07**

Account: 4000-499617-3080-294213-603020  
September 2016

The Department requests reimbursement to Ms. Sandra Haskett for mileage expenses.

10. **DENISE PAYNE** **\$ 108.04**

Accounts: 4000-499617-3080-294213-603002	50.11
4000-499617-3080-294213-603020	57.93
September 2016	

On September 13, 2016, Ms. Denise Payne drove her personal vehicle to attend the 2016 Maryland Home Visitors Conference at the WISP Resort in McHenry, Maryland. This was a three-day Conference (9/13/16 - 9/15/16). Breakfast and lunch provided during the conference and the employee purchased evening meals each night. The Department requests reimbursement to Ms. Denise Payne for mileage and meal expenses.

11. **JOANN SMITH** **\$ 26.19**

Account: 4000-423217-3080-294100-603002  
October 2016

The Department requests reimbursement to Ms. Joann Smith for mileage expenses.

## MINUTES

Baltimore City Health Department - cont'd

12. **SHANTERIKA MAURY** \$ 22.00

Account: 1001-000000-3001-262600-603003  
October 2016

The Department requests reimbursement to Ms. Shanterika Maury for parking expenses.

13. **LAKESHA KELLY** \$ 75.74

Account: 5000-570417-3041-605800-603002  
December 2016

The Department requests reimbursement to Ms. LaKesha Kelly for mileage expenses.

14. **STEPHANIE SMILEY** \$ 299.79

Account: 6000-630717-3080-292300-604003  
February 2017

The Department requests reimbursement to Ms. Stephanie Smiley for uniform expenses.

15. **JUDITH YANKELOVE** \$ 96.21

Account: 4000-423217-3080-294100-603002  
February 2017

The Department requests reimbursement to Ms. Judith Yankelove for mileage expenses.

## MINUTES

Baltimore City Health Department - cont'd

16. **JENNIFER PANKEY** \$ 29.63

Account: 1001-000000-3080-288700-603002  
February 2017

The Department requests reimbursement to Ms. Jennifer Pankey for mileage expenses.

17. **GLORIA JULIUS-ASKEW** \$ 44.94

Account: 1000-000000-3080-288700-603002  
February 2017

The Department requests reimbursement to Ms. Gloria Julius-Askew for mileage expenses.

18. **SOPHIA KROME** \$ 63.07

Account: 1001-000000-3080-288700-603002  
February 2017

The Department requests reimbursement to Ms. Sophia Krome for mileage expenses.

These reimbursements (item nos. 2 - 18) are late because the employee expense statements and appropriate back up documents were inadvertently misplaced due to oversight.

Pursuant to Administrative Manual Section 240-11, an Employee Expense Report must be received by the Bureau of Accounting and Payroll Services within 40 work days from the last calendar day of the month in which the expenses were incurred. Expenses submitted after this time limit will not be reimbursed without written approval of the Board of Estimates.

**MINUTES**

Baltimore City Health Department - cont'd

**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 employee expense reports.

**MINUTES**

Office of the President - Governmental/Charitable  
of City Council                      Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse execution of a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City. Mr. Bernard C. "Jack" Young and his staff wish to solicit donations from area leaders in support of the enhancement of recreational and instructional programs offered to Baltimore City youth and seniors through his Productive Lives Active Youth (P.L.A.Y) Campaign. The period of the campaign is effective upon Board approval through June 30, 2018.

**AMOUNT AND SOURCE OF MONEY:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

Donations will be solicited from Baltimore-area business and civic leaders. A potential donor list will be comprised of individuals and corporate entities that contribute to the cultural vitality of Baltimore City such as restaurants, art and music venues, universities, etc. Most of the individual and corporate entities fitting that description are not controlled donors. However, those potential donors who are controlled donors with respect to, the City Council or the Board of Estimates will not be targeted or singled-out in any way and will be solicited, if at all, in the same manner as all other potential donors.

In order to adequately prepare the Baltimore City youth to thrive academically, socially, and emotionally in the future, the City must provide them with a wide range of opportunities to strengthen their self-confidence, develop latent leadership skills, and to learn from positive role models.

## MINUTES

Office of the City Council - cont'd

Due to current budget restraints, the Department of Recreation and Parks and the Health Department are limited in the diversity and scope of services they can provide to the Baltimore City youth and seniors. These constituency groups require social, recreational, and rehabilitative programs that should not be reduced or eliminated because of a limited City budget. So, the Council President's goal is to solicit private donations to increase and enhance the selection of recreational and instructional programs offered to these individuals. The P.L.A.Y campaign seeks to enhance the recreational experience through beautification of centers and the development of program offerings including but not limited to team and individual sports, swimming, movie screenings, cooking classes, talent/variety shows, theatre productions, academic monitoring, issue forums/senior symposiums and arts and crafts activities.

In most instances, the recreational programming supported by the P.L.A.Y campaign is offered by local nonprofit organizations. However, all solicitation campaigns for specific purposes/programs intended to be carried out by either the Department of Recreation & Parks or the Baltimore City Health Department must be first approved in writing by the Director or Acting Directors of the affected Department and coordinated with any other ongoing campaigns in support of the Departments' programs. No donation may be accepted with the conditions as to its use unless that donation and any conditions have been approved in writing by the Director or Acting Directors of the Department of Recreation & Parks or Baltimore City Health Department. The periodic reports required to be filed with the Ethics Commission shall be simultaneously provided to the Director of Recreation & Parks and Baltimore City Health Department when specific fundraising efforts have been approved by the respective Directors.

**MINUTES**

Office of the City Council - cont'd

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. After receiving Board of Estimates approval, the application must be reviewed and endorsed by the Baltimore City Ethics Board.

**MBE/WBE PARTICIPATION:**

MBE/WBE is not applicable to the acceptance of grant awards.

UPON MOTION duly made and seconded, the Board endorsed execution of the Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City. The President **ABSTAINED**.

**MINUTES**

Mayor's Office of Criminal Justice - Grant Adjustment Notice

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Grant Adjustment Notice (GAN) from the U.S. Department of Justice. This GAN will extend the period of the grant award through September 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On November 19, 2014, the Board approved a grant for Baltimore City's Visitation Center (Center) Continuation and Civil Legal Services Expansion Project for the period of October 1, 2014 through September 30, 2016.

On September 14, 2016, the Board approved the GAN extending the period through February 28, 2017.

On March 22, 2017, the Board approved a GAN extending the period through June 30, 2017.

This GAN will extend the period through September 30, 2017, this will allow the Center to continue to serve families while it seeks continued funding from private and federal sources.

The grant is being utilized to improve the response of all aspects of the civil and criminal justice systems to families with a history of domestic violence, dating violence, sexual assault, stalking, or cases involving allegations of child abuse.

**MINUTES**

Mayor's Office of Criminal Justice - cont'd

There is still a balance of unobligated funds to be spent in the grant, and this no-cost extension allows the Center to continue to serve families while it seeks continuation funding from private and federal sources.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS NOTED THE TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Adjustment Notice from the U.S. Department of Justice.

**MINUTES**

Department of Finance/Office - Renewal of FY 2017  
of Risk Management Flood Insurance

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal of flood insurance for 805 S. Caroline Street. This policy is written through Harleysville Mutual and renews on June 22, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$9,158.00 - 2043-000000-1450-162900-603014

**BACKGROUND/EXPLANATION:**

On September 13, 2003, heavy rain from Hurricane Isabel flooded and inundated the Caroline Street Parking Garage with over 3' of flood water. A claim was made with the Federal Emergency Management Agency (FEMA). The Public Assistance reimbursement has been approved. Distribution of FEMA Public Assistance is contingent on securing and maintaining of coverage for flood.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized the renewal of flood insurance for 805 S. Caroline Street.

**MINUTES**

Department of Recreation and Parks - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 10 to GWWO, Inc. under Project 1234, On-Call Architectural Design Services. The period of the task assignment is approximately 6 months.

**AMOUNT OF MONEY AND SOURCE:**

\$9,234.62 - 9938-908049-9474-900000-703032

**BACKGROUND/EXPLANATION:**

This task will include audio-visual design services for the Cahill Community Center/Fitness & Wellness Center.

**MBE/WBE PARTICIPATION:**

Including this task the vendor has achieved:

**MBE:** 18.23%

**WBE:** 19.17%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

Department of Recreation and Parks - cont'd

**TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<b>\$18,000.00</b>	9938-907049-9475	9938-908049-9474
State	Cahill Community	Cahill Community
(Program Open	Center (Reserve)	Center (Active)
Space)		

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1234, Task No. 10 to GWWO, Inc. and reconcile the account's deficit.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 10 to GWWO, Inc. under Project 1234, On-Call Architectural Design Services. The Transfer of Funds was approved, **SUBJECT** to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Department of Public Works/Office - Amendment No. 2 to Agreement of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 2 to Agreement for Project 1124W, Wastewater Engineering Improvements to the Herring Run Sewershed Collection System (Amendment No. 2) with Whitman, Requardt & Associates, LLP, consultant. The Amendment No. 2 will extend the agreement through August 22, 2018.

**BACKGROUND/EXPLANATION:**

The Consultant will continue to provide engineering services for the Improvement to Herring Run Sewershed Collection System in compliance with the Consent Decree.

This Amendment No. 2 will allow the Consultant to continue to provide post award engineering services for SC 911 and SC 937, which includes, but are not limited to attending additional progress meetings, site visits, responding to requests for information, reviewing submittals, technical consultations, review of proposed change orders, review of post-rehabilitation videos, conditional and final acceptance. Presently SC 937 is in construction and SC 911 is in a close out phase and it is imperative at this point for the Consultant to continue their services to complete the construction of SC 937 by December 2017 and close out SC 911 respectively.

The project involves the design of improvements recommended by the Herring Run Sewershed Study and Plan under the City's Wet-Weather Consent Decree Program. The work may include condition assessment, preliminary and final design and providing post-award services for relief sewers, point repairs, rehabilitation, and replacement of sanitary sewers and manholes within the Herring Run Sewershed.

**MINUTES**

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

The Amendment No. 2 is within the original scope of work and has been requested by the agency. The current expiration date is August 22, 2017. This Amendment No. 2 will increase the duration of the contract by one year.

**MBE/WBE PARTICIPATION:**

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

**MBE: 27%**

**WBE: 9%**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS NOTED THE TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 2 to Agreement for Project 1124W, Wastewater Engineering Improvements to the Herring Run Sewershed Collection System with Whitman, Requardt & Associates, LLP, Consultant.

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

1. Department of Public Works - WC 1359, Urgent Need Water Infrastructure Rehabilitation  
**BIDS TO BE RECV'D: 07/12/2017**  
**BIDS TO BE OPENED: 07/12/2017**
  
2. Department of General Services - GS 15830, Central District Police Station Exterior Waterproofing  
**BIDS TO BE RECV'D: 08/09/2017**  
**BIDS TO BE OPENED: 08/09/2017**
  
3. Department of Transportation - TR 13301, Installation of I-83 Median Gate North of Cold Spring Lane and Bridge Joint Repairs  
**BIDS TO BE RECV'D: 08/23/2017**  
**BIDS TO BE OPENED: 08/23/2017**

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

**MINUTES**

Department of Housing and                    - Community Development  
Community Development (DHCD)      Block Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Community Development Block Grant Agreement (CDBG) with Bon Secours of Maryland Foundation, Inc. The period of the CDBG Agreement is January 1, 2017 through December 31, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$118,623.00 - 2089-208917-5930-530403-603051  
61,377.00 - 2089-208917-5930-530434-603051  
**\$180,000.00**

**BACKGROUND/EXPLANATION:**

The Bon Secours of Maryland Foundation, Inc. will implement a Clean and Green Program to implement a community greening strategy by converting blighted vacant lots in low- and moderate-income areas of Southwest Baltimore into green open spaces and side yards. This program will also provide employment training to area residents to develop the necessary job skills in order to become gainfully employed in the "green" industries. The Bon Secours of Maryland Foundation, Inc. will engage the Community Law Center to gain access to privately-owned lots using the Self-help Nuisance Abatement process.

**FOR FY 2017, THE MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$0.00 AS FOLLOWS:**

**MBE: \$0.00**

**WBE: \$0.00**

**MWBOO GRANTED A WAIVER.**

**MINUTES**

DHCD - cont'd

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

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

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

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Community Development Block Grant Agreement with Bon Secours of Maryland Foundation, Inc.

**MINUTES**

Department of Housing and            - Land Disposition Agreement  
Community Development (DHCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Clifton Parrot and Muriel J. Rich, Developer, for the sale of the City-owned property located at 2111 N. Forest Park Avenue.

**AMOUNT OF MONEY AND SOURCE:**

\$5,000.00

**BACKGROUND/EXPLANATION:**

The project will consist of the rehabilitation of one vacant lot. Once rehabbed, the property will be used for a garden.

The City is authorized to dispose of the property by virtue of the provisions of Article II, Section 15 of the Charter of Baltimore City Code (as amended), which established the Department of Housing and Community Development.

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

The property was priced pursuant to the Appraisal Policy of Baltimore City using the approved appraisal dated November 30, 2016, for \$8,100.00 and will be sold for \$5,000.00.

The property is being sold to Clifton Parrot and Muriel J. Rich below the price determined by the appraised value because of the following reasons:

**MINUTES**

DHCD - cont'd

- the sale and the rehabilitation will help to promote a specific benefit to the immediate community,
- the sale and rehabilitation will continue the elimination of blight, and
- the sale and rehabilitation will promote economic development through the placement of the subject property on the City's tax rolls.

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Clifton Parrot and Muriel J. Rich, Developer, for the sale of the City-owned property located at 2111 N. Forest Park Avenue.

**MINUTES**

Department of Housing and      - Land Disposition Agreement  
Community Development (DHCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Park Heights Renaissance, Inc., Developer, for the sale of the City-owned property located at 2623 Loyola Northway.

**AMOUNT OF MONEY AND SOURCE:**

\$1,000.00

**BACKGROUND/EXPLANATION:**

The project will involve the improvements and rehabilitation of the subject property which the Developer plans to improve and rehabilitate for resale. The property is in the Park Heights neighborhood.

The authority to sell the property located at 2623 Loyola Northway comes from the Park Heights Urban Renewal Plan, approved by the Mayor and City Council of Baltimore as Ordinance No. 08-0158, dated December 11, 2008; being periodically updated and approved by the Mayor and City Council of Baltimore most recently as Ordinance No. 14-297, dated October 1, 2014.

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

The property was valued pursuant to the Appraisal Policy of Baltimore City through the Waiver Valuation Process. The Waiver Valuation price for 2623 Loyola Northway is \$2,500.00 and the purchase price is \$1,000.00.

**MINUTES**

DHCD - cont'd

The property is being sold to Park Heights Renaissance, Inc. below the price determined by the Waiver Valuation Process because of the following reasons:

- the sale of this vacant property will be a specific benefit to the immediate community,
- the sale will continue the elimination of blight, and
- the sale will provide economic development.

**MBE/WBE PARTICIPATION:**

The Developer agrees to comply with MBE/WBE requirements.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Park Heights Renaissance, Inc., Developer, for the sale of the City-owned property located at 2623 Loyola Northway.

**MINUTES**

Department of Housing and      - Land Disposition and  
Community Development (DHCD)   Acquisition Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Land Disposition and Acquisition Agreement, which outlines the exchange of one property, located at 1908 Herbert Street, owned by Mr. Charles Robinson acting on behalf of the Estate of William R. Jasper and wife, Developer, for a comparable property, located at 4539 Pimlico Road, owned by the Mayor and City Council (City).

**AMOUNT OF MONEY AND SOURCE:**

The City agrees to pay for all settlement costs associated with the property acquired by the City, not to exceed \$600.00.

Account: 9910-908044-9588-90000-704044

**BACKGROUND/EXPLANATION:**

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

Charles Robinson, on behalf of the Estate of William R. Jasper and wife received notice of the City's intent to demolish the property known as 1908 Herbert Street. Because the owner intended to rehab this property, a property exchange was proposed with a comparable Mayor and City Council owned property that is located in an area better suited for redevelopment. The Developer will deliver good and marketable title and as a condition of the exchange has agreed to rehab the property it is receiving within 12 months from the date of settlement.

## MINUTES

Department of Housing and - cont'd  
Community Development

The City will receive clear and marketable title to the Developer's properties subject to any municipal liens, in exchange for comparable properties.

Determination of comparability is based on a valuation for 1908 Herbert Street and 4539 Pimlico Road, which determined that the property at 1908 Herbert Street is valued at \$10,000.00, while the property located at 4539 Pimlico Road is valued at \$10,000.00. The liens total approximately \$7,820.07, and are itemized as follows:

1908 Herbert Street

Real Property Taxes 2016-2017	\$ 495.60
Real Property Taxes 2015-2016	640.80
Real Property Taxes 2014-2015	768.30
Real Property Taxes 2013-2015	873.12
Real Property Taxes 2012-2013	998.07
Real Property Taxes 2011-2012	1,126.57
Real Property Taxes 2010-2011	1,284.26
Real Property Taxes 2009-2010	963.39
Miscellaneous Bill 7300847	318.45
Miscellaneous Bill 7705494	153.11
Miscellaneous Bill 7729148	198.40
<b>Combined Total of Liens:</b>	<b>\$7,820.07</b>

This exchange will allow the City to more expeditiously demolish the hazardous structure and take title to the property for a redevelopment project. The property exchange is less costly than acquiring the property through tax sale foreclosure or eminent domain. This action will further the City's effort to eliminate

**MINUTES**

Department of Housing and - cont'd  
Community Development

blight and protect the health and safety of its citizens. As such, the City has agreed to pay for all title work and associated settlement costs, on the property the City is receiving, not to exceed \$600.00.

**STATEMENT OF PURPOSE AND RATIONALE FOR TRANSFER OF PROPERTY BY MEANS OF COMPARABLE EXCHANGE:**

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The rationale for the exchange of property was to ensure that the severity of blight at 4539 Pimlico Road would be successfully eliminated, while simultaneously ensuring that a willing and able developer could contribute to the revitalization of Baltimore City in an area better suited and poised for rehabilitation.

By virtue of the power conferred by Article 13, Section 2-7, of the Baltimore City Code (2009 Edition), the Acting Commissioner of the DHCD approved the terms and conditions of the Land Disposition and Acquisition Agreement.

**MBE/WBE PARTICIPATION:**

N/A

## MINUTES

Department of Housing and - cont'd  
Community Development

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition and Acquisition Agreement, which outlines the exchange of one property, located at 1908 Herbert Street, owned by Mr. Charles Robinson acting on behalf of the Estate of William R. Jasper and wife, Developer, for a comparable property, located at 4539 Pimlico Road, owned by the Mayor and City Council.

**MINUTES**

Department of Housing and Community Development (DHCD) - Subordination of HOME Loan for Broadway Overlook Project and the Subordination Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the following:

- (i) a Subordination Agreement, as further described below, by and between the Mayor and City Council of Baltimore acting by and through the Department of Housing and Community Development (the City) and RICHMAC Funding, LLC, as the Federal Home Loan Mortgage Corporation DUS lender and,
- (ii) the modification of a loan made by the City from its HOME Investment Partnerships Program.

The Board is further requested to authorize the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law.

**AMOUNT OF FUNDS AND SOURCE:**

No additional funds are required.

**BACKGROUND/EXPLANATION:**

On April 24, 2002, the Board approved the \$2,100,000.00 HOME Investment Partnerships Program Loan (the HOME Loan) to Broadway II, L.P., a Maryland limited partnership (the Borrower) to support a portion of the hard costs of the new construction and rehabilitation costs associated with the Broadway Overlook Apartments.

Broadway Overlook Apartments is a mixed-income rental community comprised of 132 apartments located at 1501 E. Fayette Street in Baltimore City. The property is situated in the Washington Hill

## MINUTES

DHCD - cont'd

neighborhood of Baltimore City across the street from Johns Hopkins Medical Hospital. The property is ground leased by the Housing Authority of Baltimore City (HABC) to the Borrower and an amended and restated ground lease will be executed by the HABC and the Borrower in connection with the Rental Assistance Demonstration conversion described herein (the Amended and Restated Ground Lease). The property was developed by Landex Corporation and financed using the U.S. Department of Housing and Urban Development's HOPE IV program and Low Income Housing Tax Credits (LIHTC), a first mortgage funded from private activity tax-exempt bonds issued by the Community Development Administration (CDA), a unit of the Division of Development Finance by the Maryland Department of Housing and Community Development (the CDA Bond Loan), as well as subordinate debt from Johns Hopkins Medical/Housing Authority of Baltimore City, the Original HOME Loan, Partnership Rental Housing Production (PRHP) program funds, and a Federal Home Loan Bank Affordable Housing Program (AHP) grant. Originally placed in service in 2004, the property is in its 13th year of the federal LIHTC compliance period.

The property is comprised of two 3-story walk-up buildings (18 units), 58 townhouses, the historic Church Homes Hospital with an attached building (56 units), and a free standing community building. Forty-eight (48) apartments are non-income restricted, and eighty-four (84) apartments are subject to the LIHTC regulations. Forty-two (42) units are set aside for households at or below 50% of the Area Median Income, adjusted for family size (AMI), and 42 units are set aside for households at or below 60% of AMI. The LIHTC compliance period ends on December 31, 2019. In addition, the 84 affordable units currently receive a public housing operating subsidy.

## MINUTES

DHCD - cont'd

The public housing operating subsidy has been insufficient to adequately fund the operations of the 84 public housing units. Therefore, the 48 market rate units have been funding the net operating losses on the public housing units. The operating losses have created deferred maintenance issues as outlined in the physical needs assessment prepared by Dominion Due Diligence Group dated September 19, 2016 (the DDDG Report).

Recently, the Borrower has received a more favorable commitment and loan restructuring to refinance the first-priority CDA Bond Loans. The existing CDA Bond Loan has an unpaid principal balance of \$1,870,000.00, which is currently scheduled to mature May 20, 2020. The Borrower's refinancing request contemplates a new first lien mortgage from RICHMAC Funding, LLC, a Freddie Mac DUS lender (the RICHMAC Loan). The RICHMAC Loan is expected to be in a principal amount of approximately \$6,135,000.00, have a term of 18 years (using a 30-year amortization period), and an interest rate that is 271 basis points over the seven-year US Treasury securities, which is currently estimated to be 4.73%. As such, the Borrower expects to make annual principal and interest payments in the approximate amount of \$395,636.00.

With respect to the refinancing, the proceeds of the refinancing will be used to repay the outstanding CDA First Loan, perform \$2,078,626.00 in needed repairs as set forth in the DDDG Report, and fund a reserve for replacement of \$716,580.00 as recommended by the DDDG Report.

The proceeds of the new financing will not result in cash back to the borrower and therefore is not in violation of the terms of the existing loan documents with respect to the HOME Loan.

**MINUTES**

DHCD - cont'd

In connection with the refinancing, the Borrower is also requesting the following changes made to the terms of the HOME Loan: (i) extend the term of the HOME Loan from 2042 to 2047; (ii) release the existing Guaranty of Completion as the project has been completed for some time; (iii) release HABC as a party from the deed of trust securing the HOME Loan; (iv) revise the term "Surplus Cash" to meet the HUD requirements as applicable to the RAD conversion; and (v) subordinate the HOME Loan to the RAD Use Agreement and the Amended and Restated Ground Lease.

An appraisal prepared by Novogradac and Company, LLP, dated May 15, 2017, determined that the "As Stabilized" value, assuming completion of the projected repairs and meeting the income restrictions, is \$12,900,000.00.

The Law Department will review and approve all documents as to form and sufficiency. It is requested that the Law Department be permitted to make final changes to the documents with the concurrence of the Commissioner of the Department of Housing and Community Development. Because the City is a subordinate lender, RICHMAC Funding, LLC is requiring that the City and all other subordinate lenders execute a subordination agreement which the Department respectfully requests the Board's approval. The Department will collect a subordination fee in the amount of \$2,500.00.

All other terms and conditions of the agreement of the April 2004 approval will remain in full force and effect.

**MBE/WBE PARTICIPATION:**

Article 5, Subtitle 28 of the Baltimore City Code Minority and Women's Business Program is fully applicable and no request for a waiver or exception has been made.

**MINUTES**

DHCD - cont'd

**THE DIRECTOR OF FINANCE RECOMMENDED APPROVAL.**

UPON MOTION duly made and seconded, the Board approved (i) the Subordination Agreement, by and between the Mayor and City Council of Baltimore acting by and through the Department of Housing and Community Development (the City) and RICHMAC Funding, LLC, as the Federal Home Loan Mortgage Corporation DUS lender and, (ii) the modification of the loan made by the City from its HOME Investment Partnerships Program. The Board further authorized the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction SUBJECT to review and approval for form and legal sufficiency by the Department of Law.

**MINUTES**

Department of General Services - First Amendment to Agreement-  
Manns Woodward Studios, Inc.

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the First Amendment to Agreement with Manns Woodward Studios, Inc., Project 1218 On-Call Architectural Design Services Agreement. The First Amendment to Agreement extends the Agreement through July 14, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00

**BACKGROUND/EXPLANATION:**

On July 15, 2015, the Board approved the agreement to provide On-Call Architectural Design Services to the Department of General Services, Design and Construction Division. The initial term is two years with an upset dollar amount of \$2,000,000.00.

The First Amendment to Agreement will allow for the agreement with Manns Woodward Studios, Inc. to continue and complete ongoing services contracted and any additional tasks which may be identified.

**MBE/WBE PARTICIPATION:**

The Consultant will continue to comply with the MBE goal of 17% and the WBE goal of 10% that were approved in the Original Agreement for Project 1218.

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

**MINUTES**

Department of General Services - cont'd]

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment to Agreement with Manns Woodward Studios, Inc., Project 1218 On-Call Architectural Design Services Agreement.

**MINUTES**

Department of General Services - Partial Release of  
Retainage Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement for the Partial Release of Retainage with Restoration East, LLC, Contractor, for GS 15805, Courthouse East Beam Repairs.

**AMOUNT OF MONEY AND SOURCE:**

\$5,275.01 - 9916-910741-9197-900000-200001

**BACKGROUND/EXPLANATION:**

As of August 16, 2016, the Contractor has completed 100% of all work for GS 15805, Courthouse East Beam Repairs. The Contractor has requested a partial release of retainage in the amount of \$5,275.01. Currently, the City is holding \$6,275.01 retainage for the referenced project and the Contractor is requesting to reduce the amount of Retainage to \$1,000.00. The remaining \$1,000.00 is sufficient to protect the interest of the City.

**MWBOO APPROVED THE RELEASES OF RETAINAGE.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement for the Partial Release of Retainage with Restoration East, LLC, Contractor, for GS 15805, Courthouse East Beam Repairs.



**MINUTES**

BBMR - cont'd

**BACKGROUND/EXPLANATION:**

The purpose of this grant award is to allow the Health Department to implement the Health Is Power Campaign Toolkit Project, which is designed to promote sexual health among young heterosexual African American men, ages 18-30, using a positive, empowering, and community-focused approach. Initially, funding was appropriated within an unallocated account in the Fiscal 2017 Ordinance of Estimates. With this Appropriation Adjustment Order, funding will be moved from the unallocated grant source in accordance with the actual Grant Award.

**MBE/WBE PARTICIPATION:**

N/A

This request is late because it was received late from grantor.

**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 acceptance of the Grant Award from The National Association of County and City Health Officials. The Board further approved the Appropriation Adjustment Order No. 71 to transfer unallocated State funds within the Health Department in the amount of \$21,500.00 from Service 715: Administration Health (Fund 5000-500017), to Service 308: Maternal and Child Health (Fund 6000-602017).

**MINUTES**

Bureau of the Budget and Management Research (BBMR) - Grant Award Acceptance and Appropriation Adjustment Order No. 72

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of a Grant Award from the Governor's Office of Crime Control and Prevention for the "Improving Criminal Justice Responses" grant, to provide coordinated and improved responses to victims of domestic violence and teen victims of sexual assault. The period of the grant is from October 1, 2016 through March 31, 2018.

The Board is further requested to approve the Appropriation Adjustment Order (AAO) No. 72 to transfer Federal unallocated funds within the Police Department in the amount of \$140,354.00 from Service 626: Homeland Security - Intelligence, to Service 623: Crime Investigation.

**AMOUNT OF MONEY AND SOURCE:**

\$140,354.00 - Grant Award

**AAO No. 72:**

\$140,354.00 - From: 4000-400017-2023  
Federal unallocated funds in Service 626:  
Homeland Security - Intelligence

To: 5000-503117-2021  
Service 623: Crime Investigation

**BACKGROUND/EXPLANATION:**

The Baltimore City Police Department's Improving Criminal Justice Responses program provides coordinated and improved responses to victims of domestic violence and teen victims of sexual assault.

**MINUTES**

BBMR - cont'd

The program includes the planning, development and establishment of a comprehensive victim service center to support these two unique victim populations in Baltimore City. Grant funds provide operating and travel expenses.

This request is late because it was received late from the grantor.

**MBE/WBE PARTICIPATION:**

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 acceptance of the Grant Award from the Governor's Office of Crime Control and Prevention for the "Improving Criminal Justice Responses" grant, to provide coordinated and improved responses to victims of domestic violence and teen victims of sexual assault. The Board further approved the Appropriation Adjustment Order No. 72 to transfer Federal unallocated funds within the Police Department in the amount of \$140,354.00 from Service 626: Homeland Security - Intelligence, to Service 623: Crime Investigation.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a supplemental general fund operating appropriation for the Fire Department - Service 602: Fire Suppression and Emergency Rescue.

**AMOUNT OF MONEY AND SOURCE:**

\$6,000,000.00 - Transfer Tax

**BACKGROUND/EXPLANATION:**

This action is required to balance the Fire Department's budget for Fiscal 2017. The revenue appropriated by the Ordinance represents funds from the Transfer Tax in excess of the revenue relied upon the Board in determining the tax levy required to balance the budget for Fiscal Year 2017.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the supplemental general fund operating appropriation for the Fire Department - Service 602: Fire Suppression and Emergency Rescue.

**MINUTES**

Bureau of the Budget and      - General Fund Operating  
Management Research (BBMR)   Appropriation Transfer

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a General Fund Operating Appropriation transfer to the Police Department in the amount of \$9,000,000.00 from M-R Debt Service: Service No. 123: General Debt Service, to Service No. 622, Police Patrol.

**AMOUNT OF MONEY AND SOURCE:**

\$9,000,000.00 - From: M-R: Debt Service, Service No. 123:  
General Debt Service

To: Police Department  
Service No. 622 (Police Patrol)

**BACKGROUND/EXPLANATION:**

This action is required to balance the Baltimore Police Department budget for Fiscal Year 2017. This transfer is from one municipal agency to another. The \$9,000,000.00, as appropriated to the M-R: Debt Service (Service 123) is not needed for the purpose for which it was appropriated and is available for transfer to another agency.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

BBMR - cont'd

UPON MOTION duly made and seconded, the Board approved the General Fund Operating Appropriation transfer to the Police Department in the amount of \$9,000,000.00 from M-R Debt Service: Service No. 123: General Debt Service, to Service No. 622, Police Patrol.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a Supplementary General Fund Operating Appropriation in the amount of \$9,000,000.00 to the Police Department Service No. 622, Police Patrol.

**AMOUNT OF MONEY AND SOURCE:**

\$9,000,000.00 - From: The Income Tax

To: Service No. 622, Police Patrol

**BACKGROUND/EXPLANATION:**

This action is required to balance the Baltimore Police Department budget for Fiscal Year 2017. The revenue appropriated by the Ordinance represents funds from the Income tax in excess of the revenue relied upon by the Board in determining the levy required to balance the budget for Fiscal Year 2017.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the Supplementary General Fund Operating Appropriation in the amount of \$9,000,000.00 to the Police Department Service No. 622, Police Patrol.

**MINUTES**

Bureau of the Budget and Management Research (BBMR) - Grant Award Agreement and Appropriation Adjustment Order No. 68

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Grant Award Agreement between the Mayor and City Council of Baltimore, acting through the Mayor's Office of Immigrant and Multicultural Affairs (MIMA), and the Baltimore Alliance for Careers in Healthcare, Inc. (BACH). The period of the Grant Award Agreement is May 1, 2017 through April 30, 2018.

The Board is further requested to approve the Appropriation Adjustment Order No. 68 to transfer unused federal funds within the Mayor's Office from Service 895: Temporary Housing for the Homeless (Fund 4000-407017), to Service 125: Mayoral Direction and Control (4000-404718).

**AMOUNT OF MONEY AND SOURCE:**

\$10,000.00 - From: 4000-407017  
 Service 895: Temporary Housing for the  
 Homeless - Unused Federal funds

To: 4000-404718  
 Service 125: Mayoral Direction and Control

(The cost for the scope of work will be \$2,500.00 per quarter over the period of the grant).

**BACKGROUND/EXPLANATION:**

In 2016, MIMA partnered with BACH to respond to the RFP process for the ApprenticeshipUSA Underrepresented Populations Grant targeting highly skilled immigrants.

**MINUTES**

BBMR - cont'd

BACH's "ApprenticeshipUSA Cap Breaker One Narrative" pilot program proposal seeks to create a pipeline of culturally and linguistically competent experienced workers to fill employers' entry to mid-level positions in the healthcare field. MIMA has been selected to provide technical and recruitment assistance for the Apprenticeship program set forth by BACH.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Award Agreement between the Mayor and City Council of Baltimore, acting through the Mayor's Office of Immigrant and Multicultural Affairs, and the Baltimore Alliance for Careers in Healthcare, Inc. The Board further approved the Appropriation Adjustment Order No. 68 to transfer unused federal funds within the Mayor's Office from Service 895: Temporary Housing for the Homeless (Fund 4000-407017), to Service 125: Mayoral Direction and Control (4000-404718).



**MINUTES**

BBMR - cont'd

These funds will then be passed on to the HABC. The services to be provided under this grant award will be performed by the HABC. These services will consist of rental allowance payments to eligible recipients occupying eligible dwelling units, general for a period of six months. The HABC will perform all services in connection to the program, in compliance with all applicable requirements of the RAP Agreement, Grant Application, and Regulations.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the Appropriation Adjustment Order No. 50 to transfer State funds within the Department of Housing and Community Development from Service 754 to Service 593.

**MINUTES**

Department of Communication Services - Sixth Amendment to the  
Agreement with Verizon MD

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Sixth Amendment to the Agreement with Verizon Maryland, Inc. The Sixth Amendment will extend the service period through June 30, 2018. The Board is also requested to authorize payment by Expenditure Authorization.

**AMOUNT OF MONEY AND SOURCE:**

\$350,000.00 - 2039-000000-1330-158400-603084  
Estimated Monthly Charge

**BACKGROUND/EXPLANATION:**

A request for proposal for improved telephone service for the City of Baltimore to replace current Centrex service was issued and a contract awarded to Arrow Systems Integration, (Arrow SI) on March 30, 2016 for a three year VoIP implementation. The new technology is being phased in over time. Therefore the City needs to continue some Centrex service during this implementation.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Sixth Amendment to the Agreement with Verizon Maryland, Inc. The Board further authorized payment by Expenditure Authorization.

**MINUTES**

Minority and Women's Business - MWBOO Annual Participation Goals  
Opportunity Office

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Annual Participation Goals for the Minority and Women's Business Enterprise Participation Program. The goals, which are authorized by the Disparity Study that was completed in 2014, will be in effect until June 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

In accordance with Article 5, Subtitle 28, Sections 28 - 16 & 17 of the Baltimore City Code, The Minority and Women's Business Opportunity Office is recommending annual MBE and WBE program goals for the Board's approval. These are aspirational goals that will aid the City in its ongoing evaluation of the effectiveness of the MBE/WBE Participation Program. Contract goals will continue to be set for each contract in accordance with a formula that considers the following: (1) the availability of businesses that are willing and able to participate on contracts in various industry classifications and professions; (2) the level of utilization of these firms on past City contracts; (3) the contract specifications; and (4) the adverse effect on non-MBE and non-WBE businesses.

The Minority and Women's Business Opportunity Office recommends the following goals and sub-goals for the MBE/WBE Participation Program:

**MBE:** Annual Goal 27%

**WBE:** Annual Goal 10%

**MINUTES**

Minority and Women's Business - cont'd  
Opportunity Office

The Minority and Women's Business Opportunity Office recommends the following goals and sub-goals for the MBE/WBE Participation Program:

**MBE:** Annual Goal 27%

**SUB-GOALS:** African American 14%  
Asian American 6%  
Hispanic American 6%  
Native American 1%  
WBE Annual Goal 10%

UPON MOTION duly made and seconded, the Board approved the Annual Participation Goals for the Minority and Women's Business Enterprise Participation Program.

**MINUTES**

Minority and Women's Business - Report to the Board on B50004056  
Opportunity Office (MWBOO)      Enterprise Technology Staffing

**ACTION REQUESTED OF B/E:**

The Board is requested to Note the report on the status of MWBOO compliance for B50004056, Enterprise Technology Staffing.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On February 08, 2017, the Board approved an increase of \$10,000,000.00 for B50004056, subject to the vendors providing a plan to come into MWBOO compliance within ten days. On March 01, 2017, the Board received the report on the plan for the vendors to come into compliance with MWBOO. The Board requested a report on the status of compliance with MWBOO.

MWBOO set the goals for B50004056 of MBE 27% and WBE 10%.

Below is the information provided by the Bureau of Purchases regarding contract B50004056 - Enterprise Technology Staffing Support:

As of April 30, 2017

**KONIAG SERVICES, INC.** has performed \$28,890.71

No MBE participation to date

No WBE participation to date

## MINUTES

Minority and Women's Business - cont'd  
Opportunity Office

As of March 2017

**TELECOMMUNICATION SYSTEMS, INC.** has performed \$1,783,563.72

<b>MBE:</b> Bithgroup Technologies, Inc.	\$301,419.28	16.9%
<b>MBE:</b> Serigo, Inc. has performed	209,971.00	11.77%
<b>MBE:</b> N. Scott Philipps	<u>42,640.00</u>	<u>2.39%</u>

Total MBE **\$554,030.28**      **31.06%**

**WBE** Realistic Computing, Inc.      \$132,510.87      7.63%

**TRYGIN TECHNOLOGIES, INC.** has not performed any work to date.

## MINUTES

President: "The first item on the non-routine agenda can be found on pages 101-102, Minority and Women Business Opportunity Office (MWBOO), ah -- report to the Board on B50004056, Enterprise Technology Staffing. Will the parties please come forward? Okay. You can state your name."

Mr. Courtney Billups: "Sure. Good morning, Mr. Chairman, uh -- Honorable Board Members. Courtney Billups, Chief of the Minority and Women's Business Opportunity Office."

President: "Okay. Um -- I just have three questions. Um -- why have the vendors not met their goals? What efforts have they undertaken to meet their goals? And, what efforts has the City undertaken to help them to meet their goals?"

Mr. Billups: "Good. Ah -- you got three firms that were awarded, ah -- contra, this, ah -- this particular contract. Ah -- one -- of."

Comptroller: "Talk into the mic. Talk into the mic."

Interim City Solicitor: "Pull the mic to you."

Mr. Billups: "I'm sorry."

## MINUTES

Interim City Solicitor: "Pull it towards you."

Mr. Billups: "One of the firms -- ah -- has in fact, ah -- achieved its MBE Goal and it's at, ah -- 7.63% of its 10% WBE Goal. Ah -- the other firm, ah -- Koniag Services has only performed \$28,000.00, almost \$29,000.00 to date. Ah -- the third firm, Trygin Technologies has not per -- performed any work to date. Um -- as we discussed before, um -- this is staff augmentation. The agencies make the selection of who the placement will be so the vendor doesn't have control over, ah -- its performance per se. So, um - that's again, ah -- as I said from the beginning this is an ongoing issue and you got to continue to look at the process to make sure that everybody's getting an equal opportunity to supply, uh -- supply individuals for this contract."

Comptroller: "So, let me ask you a question. So, it doesn't appear that there's a first, second or third call. So, how is the staffing distributed? Or, how are -- are these agencies recommended to the agencies because Trygin hasn't performed any work."

## MINUTES

Ms. Erin Sher Smyth: "Good morning, Erin Sher Smyth for Department of Finance, Bureau of Purchases. Each one of these vendors was assigned, um -- the contract and would have to provide resumes upon request of the agencies and that's how this contract has worked. Um -- Trygin has received work, just they haven't received any work during this period for a new assignment. So, the resumes are sent to the agencies. They review them and they select them based on the qualifications of the applicant presented, ah -- by that company and therefore, ah -- it is going to be up to the agencies to see who meets their needs. And, sometimes that resume can be provided by the prime contractors, sometimes by an MBE or WBE, but whether it's selected from one or the other is outside of the control of the contractors. Um -- and Koniag, for instance, actually just received their first assignment in February, that was the first time they had presented a resume that was acceptable to any agency."

## MINUTES

President: "Well, have we, um -- brought in the agencies along with the staffing companies to figure out what it is they're looking for? Because evidently the resumes that they sending are not the resumes that the agencies are looking for and maybe there needs to be a meeting between, you know, the, the vendors to figure out exactly what it is that they're looking for and then, um -- on top of that we should be growing, um -- you know, within our own City Government, um -- these type of qualifications by bringing people on board and getting them trained up so that we won't have to be depending on this kind of stuff as we move forward."

Ms. Sher Smyth: "I agree with that completely and it's actually another factor that sometimes can make it difficult for these vendors. For instance, ah -- TCS had, um -- reported to me that they had achieved their goal and then shortly thereafter, they um -- they lost one of their WBE employees because the City hired her."

Mayor: "May I say something?"

President: "Okay. Madam Mayor."

## MINUTES

Mayor: "First, let me just say: a.) We are reviewing the, um -- process as it relates to purchasing, 2.) When we set goals, goals are just goals, they're not, um -- and what we've heretofore, done, is we set a goal and we think that, that's where we are supposed to stop. A goal means that you, ah -- try to achieve that goal and you can go above. Heretofore, that has not been the process with the Department of Purchasing for a number of years. So, we're, we are reviewing that entire process. You know so that people understand what a goal means. It doesn't mean that you stop at 27% or there and if you notice a lot of the contracts, there's a hard stop at 27. There's a hard stop. And, the other issue for us is we, we begin to continue to look at this process is, how do we expand MBE/WBE participation when diversity continues to increase in our City and we can't keep carving up the small pie as opposed to expanding the pie so that others get to share in this and we don't diminish the participation by other groups. So, I believe that this whole process, well, we're looking at the entire process and how we set goals that are meaningful and encompassing and inclusionary of the entire population. So, I think all of this deserves a review."

## MINUTES

President: "Okay."

Mayor: "Which is what we're doing. Um -- cause at the, as you know, we review all of these contracts prior to -- but, part of it is getting the departments, period, to understand what a goal means. And, and how do we move forward to become more inclusive and more diverse in this contract negotiation. And, the other thing is looking at and, this is the other thing that we've been discussing too, is looking at those who are State certified that are in our purview. Instead of taking people through this longevity process that there be some reciprocity for already have gone through this process and they too be included in our -- our -- our group of folks. Because the selection process, I believe, it leaves a lot to be desired in terms of notification and getting more people included in the MBE/WBE Program and we're looking at all of that."

President: "I -- I agree. Um -- cause I stopped down at your office to talk to you about that and they were saying something about the State's process is totally different from ours. So, if we can make those two merge."

## MINUTES

Mayor: "Yeah -- and -- but, the State process is -- is probably closer to ours than some of our surrounding counties. So, it should not be that difficult --."

President: "Right."

Mayor: "-- to take those and, and we've had that conversation."

President: "Right. Okay."

Mr. Billups: "Just, if, if I may, um --."

President: "That's good news for me."

Mr. Billups: "The City of Baltimore, obviously, has its own Ordinance which requires its own certification. Our market place has been defined as the Baltimore Market Area, Baltimore City and the six round of counties. The State has a national, um -- ah, ah a national --."

Mayor: "Database."

Mr. Billups: "Ah -- ah -- market. Um -- but, we're confined to this market because 70% of our purchases are within the Baltimore Market Area. In other words, we can't redress racial discrimination of public contracting for a Latino firm in Minneapolis."

## MINUTES

Mayor: "But, what we're saying is that there are some folks who've gone through the State process --."

President: "Right."

Mayor: "-- first before even coming to the City. So, they're people who have gone through the State process that we don't have to -- and so we can look at our process and sort of kind of figure out how do we match, even in our surrounding counties so that we can get more people into this process. But, of course, we want to make sure that the people in Baltimore --."

President: "Right."

Mayor: "-- you know, are certified at both levels and in areas around the State. I've had this conversation at the State level, having been a State Legislator. Even with my surrounding jurisdictions, how do we create reciprocity so that you know this process is not so difficult? And, that when we are looking at these contracts, and as you all know, I've said this time and time again that I understand the language now -- no way to segment

## MINUTES

contracts, when we know that they're ways we can segment contracts. So, we're reviewing this entire process and it's just, ah -- I think so that we can be more inclusive."

President: "Great, that's good news. Um -- Madam Comptroller. Oh, you want to respond?"

Mr. Billups: "Just -- per the -- per the Mayor's instruction, we've identified approximately 1,500 firms in the Baltimore Market Area that are certified within the Maryland Department of Transportation that are not certified with Baltimore City. Uh -- we're developing one page, 'No Change Affidavit.' So, if they've been certified by MDOT in the last year, um -- they provide tax returns so we know that they meet their size standards and, ah -- we have requirements, that you have to have an independent operating office in the Baltimore Market Area. We have to verify that, and we also have the requirements you have to be in operation for 12 months. Those are two requirements that the State doesn't have. So, ah -- we believe, um -- we, we plan to notify each one of those firms and provide them with that 'No Change Affidavit,' directions, and instructions and we, we hope to get an influx of certified --."

## MINUTES

President: "Great."

Mr. Billups: "-- certified MBE firms."

President: "Great, that's good news to hear. Madam Comptroller."

Comptroller: "Yes. Erin, do all three vendors submit on each agency request for staffing?"

Ms. Sher Smyth: "That is the requirement of the contract and yesterday we discussed looking into it to make sure that the agencies are following that rule. Ah -- a lot of these, ah -- are not month-to-months. So, it's not like a short-term project. Um -- but they may last 9 months, 18 months. So, once that position is filled, it can be filled by that one contractor for quite some time."

Comptroller: "Okay. Um -- also, I -- I noticed that the calculation was done for the time period, I think it started in February and for -- um -- for TCS -- um -- it was as of through March 2017 and I think for Koniag, it was through April 30, 2017. What I would like to see is -- um -- you report back in July, at the end of our fiscal period June 30<sup>th</sup>, to see where they are and also, if you could make it cumulative because the calculation here is just for that time period. So, could you take it from the whole time of the contract?"

## MINUTES

Ms. Sher Smyth: "Yes. We can do that."

Comptroller: "Okay."

President: "Okay."

Ms. Sher Smyth: "Thank you."

President: "Alright, thank you."

Mr. Billups: "Thank you."

President: "Um -- this has been NOTED because it was just a report."

Deputy Comptroller: "With a report back --."

President: "Um -- there being no more business --."

Comptroller: "What did you say? And, and to report back."

Deputy Comptroller: "To report back in 30 days."

Comptroller: "And to report back in 30 days."

President: "And um -- and report back and um --."

Comptroller: "--after the close of fiscal year."

President: "--30 days."

\* \* \* \* \*

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Breathe4Sure Pharmacy Solutions, LLC, Developer, for the sale of the City-owned property located at 601 N. Calhoun Street.

**AMOUNT OF MONEY AND SOURCE:**

\$5,000.00

**BACKGROUND/EXPLANATION:**

The property will be rehabilitated, once rehabbed the property will be sold for home ownership.

The City is authorized to dispose of the property by virtue of the provisions of Ordinance No. 64-234, the Harlem Park Project II Urban Renewal Plan, approved by the Mayor and City Council of Baltimore on July 6, 1960.

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

The property was valued pursuant to the Appraisal Policy of Baltimore City through the Waiver Valuation Process. The Waiver Valuation price for 601 N. Calhoun Street is \$5,300.00 and the purchase price is \$5,000.00.

The property is being sold to Breathe4Sure Pharmacy Solutions, LLC, below the price determined by the Waiver Valuation Process because of the following reasons:

**MINUTES**

DHCD - cont'd

- the sale and the rehabilitation will help to promote a specific benefit to the immediate community,
- the sale and rehabilitation will continue the elimination of blight, and
- the sale and rehabilitation will promote economic development through placement on the City's tax rolls.

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Breathe4Sure Pharmacy Solutions, LLC, Developer, for the sale of the City-owned property located at 601 N. Calhoun Street.

**MINUTES**

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

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

*Kim A. Trueheart*

June 13, 2017

Board of Estimates  
Attn: Clerk  
City Hall, Room 204  
100 N. Holliday Street,  
Baltimore, Maryland 21202

Dear Ms. Taylor:

Herein is my written protest on behalf of the underserved and disparately treated citizens of the Baltimore City who appear to be victims of questionable management and administration within the various boards, commissions, agencies and departments of the Baltimore City municipal government.

The following details are provided to initiate this action as required by the Board of Estimates:

1. Whom you represent: Self
2. What the issues are:

Pages 1 - 104, City Council President and members of the Board of Estimates, BOE Agenda dated June 14, 2017, if acted upon:

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

Email: [kimtrueheart@gmail.com](mailto:kimtrueheart@gmail.com)

*5519 Belleville Ave  
Baltimore, MD 21207*

- e. In the interest of promoting greater transparency with the public this board should willing begin to include in the weekly agenda more details which it discusses in closed sessions without benefit of public participation.
- f. Lastly this board should explain to the public how, without violating the open meeting act, a consent agenda is published outlining the protocols for each week's meeting prior to the board opening its public meeting.

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

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

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on June 14, 2017.

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

Sincerely,  
Kim Trueheart,  
Voter, Citizen & Resident

*5519 Belleville Ave  
Baltimore, MD 21207*

**MINUTES**

President: "Um -- there be no more business before the Board. We will recess until bid opening at 12 noon. Thank you."

\* \* \* \* \*

**MINUTES**

Clerk: "Good afternoon. The Board of Estimates 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.

Department of Transportation - TR 17020, Utility Locating  
Test Holes and Boring for  
Engineering Projects Citywide  
**BIDS TO BE RECV'D: 06/21/2017**  
**BIDS TO BE OPENED: 06/21/2017**

Bureau of Purchasing - B50004898, Non-Emergency  
Medical Transportation and  
Medicaid Clients  
**BIDS TO BE RECV'D: 06/28/2017**  
**BIDS TO BE OPENED: 06/28/2017**

MINUTES

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

Department of Public Works - WC 1361, AMI/R Urgent Need Metering Infrastructure Repair & Replacement, Various Locations (3"& Larger Water Service)

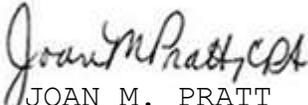
R.E. Harrington  
Metra Industries

Department of Transportation - TR 17009, Cement Concrete Slabs Repairs Citywide III

Santos Construction Co., Inc.  
P. Flanigan & Sons, Inc.  
J. Villa Construction, Inc.  
M. Luis Construction Co., Inc.  
Royale Construction, Inc.

\* \* \* \* \*

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, June 21, 2017.

  
JOAN M. PRATT  
Secretary