

**MINUTES****REGULAR MEETING**

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

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

President: "Good Morning. The July 27, 2016, 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 hearings will be asked to leave the hearing room immediately. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing."

## MINUTES

President: "I will direct the Board members attention to the memorandum from my office dated July 25, 2016, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda."

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

Comptroller: "Second."

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

\* \* \* \* \*

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

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

Alpha Painting & Construction Co., Inc.	\$100,332,000.00
American Tennis Courts, Inc.	\$ 1,500,000.00
Cole Roofing Company, Inc.	\$ 8,000,000.00
Cossentino Contracting Company, Inc.	\$ 8,000,000.00
J. Vinton Schafer & Sons, Inc.	\$ 92,898,000.00
Matos Builders, LLC	\$ 3,330,000.00
Sunrise Safety Services, Inc.	\$ 1,500,000.00
T.E.A.M. Service Corporation of New York	\$ 3,933,000.00
Talley Interior Exterior Painting	\$ 180,000.00

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:

Gilbert Architects, Inc.	Architect
Infrastructure Technologies, LLC	Engineer
Itenology Corporation	Engineer
Pure Engineering Services, Inc.	Engineer
Sheladia Associates, Inc.	Engineer Architect
Spears/Votta & Associates, Inc.	Engineer
The Wilson T. Ballard Company	Engineer

**MINUTES**

**BOARDS AND COMMISSIONS** - cont'd

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

**MINUTES**

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

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

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

<u>Donor</u>	<u>Days</u>
Stanley Butler	5

Ms. Ballard is not a member of a union sick leave bank and is not eligible for membership in a union sick leave bank. All of her leave has been used. This transfer will allow Ms. Ballard to remain in pay status.

**APPROVED FOR FUNDS BY FINANCE**

**THE LABOR COMMISSIONER RECOMMENDED APPROVAL.**

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

MINUTES

EXTRA WORK ORDERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

listed on the following pages:

2753 - 2754

All of the EWOs had been reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

MINUTES

EXTRA WORK ORDERS

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

Department of Transportation/Engineering & Construction

- |    |   |              |              |     |     |
|----|---|--------------|--------------|-----|-----|
| 1. | EWO #004, \$0.00 - TR 13311R, Traffic Signal Construction & Rewiring Citywide (JOC) |              |              |     |     |
|    | \$3,470,737.50  | \$553,417.49 | Midasco, LLC | 365 | 68% |

This authorization is for a 365-day non-compensable time extension. The additional time is needed for additional traffic signal work, which is part of the City's traffic congestion easement plan for SE Baltimore. The Notice to Proceed was issued on June 23, 2014, with a completion date of June 12, 2016. The additional time will extend the completion date to June 11, 2017. An Engineer's Certificate of Completion has not been issued on this contract.

Department of Public Works/Office of Eng. & Construction

- |    |   |        |                                  |   |   |
|----|---|--------|----------------------------------|---|---|
| 2. | EWO #001, (\$106,564.00) - S.C. 924, ARC Flash Hazard System Improvement at the Patapsco Wastewater Treatment Plant |        |                                  |   |   |
|    | \$999,474.00  | \$0.00 | Enterprise Elec-<br>tric Company | - | - |

The length of time required for the electrical outage needed for the installation of three new replacement main breakers in DC-8, electrical switchgear will cause an undue hardship on the Plant. The design engineer, together with the Plant, decided to move this work from the S.C. 924 scope of work as the replacement of the entire switchgear is slated for the pending S.C. 926 project. The credit offered has been evaluated by the design engineer and found to be reasonable for the deletion of work. This work started on May 11, 2015 and the current completion date is August 7, 2016.

**MINUTES****EXTRA WORK ORDERS**

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

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

3.	EWO #001, \$0.00	- S.W.C. 7762R, Rehabilitation and Re-		
		<u>placement of the Highlandtown Storm Water Pump Station</u>		
	\$1,686,000.00	\$0.00	W.M. Schlosser	84 70%
			Co., Inc.	Days

The Environmental Engineering Project Delivery System is requesting that a change order for the additional non-compensatory time be granted due to the following: PCO 06 By-Pass planning delay from December 9, 2015 to January 5, 2016 equals 26 days. PCO 14 Wetwell unforeseen conditions and weather delays from January 6, 2016 to February 19, 2016 equals 44 days. Taking concrete core samples to locate structural steel and chemical testing of existing concrete wall equals 14 days.

This request is for the 1<sup>st</sup> time extension and will increase the completion date and duration of the contract by 84 days. The new completion date of the contract was June 29, 2016.



**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 Oak Pointe Associates, LLC, Developer, for the sale of the City-owned properties located at 501 and 503 Laurens Street.

**AMOUNT OF MONEY AND SOURCE:**

\$6,930.00

**BACKGROUND/EXPLANATION:**

The Developer will rehabilitate the vacant buildings which will be used as residential housing, to be sold to homeowners. The properties are in the Upton neighborhood.

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

The properties were valued pursuant to the Appraisal Policy of Baltimore City through the Waiver Valuation Process. The Waiver Valuation Price for 501 and 503 Laurens Street is \$6,125.00 each and the purchase price is \$3,465.00 each for a total of \$6,930.00.

Sale of these vacant properties at a price below the waiver valuation value will be a specific benefit to the immediate community, eliminate blight, create jobs during reconstruction and the properties will be returned to the tax rolls.

**MINUTES**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

The Developer will purchase the property for a price that is less than \$50,000.00 and will receive no City funds or incentives for the purchase 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 Oak Pointe Associates, LLC, Developer, for the sale of the City-owned properties located at 501 and 503 Laurens Street.

## MINUTES

State's Attorney Office (SAO) - Grant Awards

The Board is requested to approve acceptance of the Grant Awards from the State of Maryland, Governor's Office of Crime Control and Prevention (GOCCP) and the State of Maryland, Maryland State Police. The period of the Grant Awards is July 1, 2016 through June 30, 2017.

GOCCP

1. **COMPREHENSIVE VIOLENCE PROSECUTION** **\$1,955,951.00**

Account: 5000-501517-1150-118000-601001

This grant will support the prosecution of non-fatal shootings, recidivist gun offenders, gun trafficking cases, and homicides in Circuit Court. The grant funds will cover the salary and benefits of 17 full-time employees.

2. **FAMILY BEREAVEMENT CENTER - SURVIVORS OF HOMICIDE** **\$ 75,400.00**

Account: 5000-580117-1156-117900-601001

The program address the needs of homicide survivors by providing individual counseling, support groups, court accompaniment, and other related services. The grant funds provide salary support.

3. **GUN VIOLENCE REDUCTION INITIATIVE** **\$ 108,202.00**

Account: 5000-504817-1150-118000-601001

This grant will support the salary of one cross-designated Assistant State's Attorney to the U.S. Attorney's Office assigned to handle the prosecution of gun cases as a part of the Citywide effort to reduce gun violence.

## MINUTES

SAO - cont'd

4. **LEGAL SERVICES FOR CRIME VICTIMS** **\$ 30,000.00**

Account: 5000-579817-1150-118000-601001

This grant will provide funds to assist in developing and implementing strategies specifically intended to provide legal assistance to crime victims in the State of Maryland. The program includes review by an Assistant State's Attorney of every criminal complaint a victim files with a Baltimore City Court Commissioner.

5. **CITY CORRECTIONS INVESTIGATIVE UNIT (CCIU)** **\$ 115,000.00**

Account: 5000-505717-1150-118000-601001

This grant will support the CCIU Prosecutor program, which consists of a team of experienced correctional investigators and intelligence officers, state troopers and prosecutors that will build upon recent investigations and initiate new ones. The grant funds will provide for the salary and benefits of one prosecutor.

6. **JUNIOR STATE'S ATTORNEY** **\$ 3,951.00**

Account: 5000-580017-1150-118000-601001

This grant supports the Baltimore City's Junior State's Attorney Program. The six-week summer enrichment program exposes rising eighth grade students to careers in the criminal justice and law enforcement fields, building trust and faith in the criminal justice system. The grant funds provide operating expenses.

## MINUTES

SAO - cont'd

7. **INTER-AGENCY WAR ROOM COORDINATION** **\$ 603,451.00**

Account: 5000-504917-1152-137200-601001

This Inter-agency project will provide coordination for a focused response to violent offenders in the City through a comprehensive program of electronic information sharing that identifies the most violent offenders in Baltimore City upon arrest. Currently the program determines and tracks probation and parole status, apprehension and service of search warrants, judicial prioritization, and criminal case flow management. The grant funds will be used to provide personnel.

MARYLAND STATE POLICE

8. **VEHICLE THEFT PREVENTION** **\$ 50,000.00**

Account: 5000-501617-1150-118300-600000

The State's Attorney Office for Baltimore City will provide screening, case preparation and prosecution of juvenile vehicle theft cases. The grant funds will provide for one full-time law clerk that will maintain a vehicle theft database and assist prosecutors with case preparation.

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

SAO - cont'd

UPON MOTION duly made and seconded, the Board approved acceptance of the foregoing Grant Awards from the State of Maryland, Governor's Office of Crime Control and Prevention and the State of Maryland, Maryland State Police.

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

2762 - 2765

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

Acting on behalf of the Mayor, the Director

of Finance **ABSTAINED** on item no. 1.

The President **ABSTAINED** on item no. 1.

**MINUTES****TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Planning</u>		
1. <b>\$145,108.38</b>	9904-908212-9127	9904-907213-9127
23 <sup>rd</sup> Eco. Dev. Bonds	Pier 1 & Inner Harbor Promenade	Floating Pier - Inner Harbor

This transfer will fund the Promenade Improvement Project to support the construction of a new floating dock for the Electric Boat concession operated by Living Classrooms Foundation. This Promenade Improvement Project will take place alongside the Inner Harbor Promenade between the World Trade Center and the National Aquarium at Pier 3.

Department of Recreation and Parks

2. <b>\$205,000.00</b>	9938-913051-9475	9938-915051-9474
State (Program Open Space)	(Reserve) Winans Meadow Nature Center	(Active) Winans Meadow Nature Center

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1234, Task #6 to GWWO, Inc.

3. <b>\$ 15,000.00</b>	9938-910065-9475	9938-906165-9474
1 <sup>st</sup> Public Facilities	(Reserve) Druid Hill Park: Rawlings Conservatory Garden ADA	(Active) Druid Hill Park: Rawlings Conservatory Garden ADA

This transfer will provide funds to cover the costs associated with design and administrative services for the Rawlings Conservatory Garden ADA improvements.



MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development</u>		
4. <b>\$ 520,000.00</b> 1 <sup>st</sup> Comm. & Eco. Dev.	9910-909932-9587 Poppleton Acquisition, Demolition, Relocation - 1 <sup>st</sup> Comm. & Eco. Dev. (Reserve)	9910-914135-9588 Poppleton CW Ph 2-4 Acquisition, Demolition, Relocation - 1 <sup>st</sup> Comm. & Eco. Dev.

This transfer will provide funds for the acquisition of remaining properties, relocation of residents and demolition of structures to complete site control of Phases 2 through 4 of the 13.5 acre Poppleton Center/West redevelopment area for future redevelopment as mixed-income housing projects. Phase 1 site area has been acquired and cleared. This is part of the FY 2017 CIP.

5. <b>\$2,687,000.00</b> Comm. Dev. Block Grant 42	9997-930989-9587 Loan Repayment (Reserve)	
\$ 921,286.50	-----	9997-928080-9593 Public Housing 108
<u>1,765,713.50</u> <b>\$2,687,000.00</b>	-----	9997-925410-9593 East Baltimore Dev. Initiative 108

This transfer will provide appropriation authority for repayment on HUD Section 108 loans for fiscal year 2017.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development</u>		
6. <b>\$372,300.00</b>	9910-922012-9587	
General Funds	Whole Block Demo. (Reserve)	
 \$ 85,500.00	-----	9910-913133-9588
		Whole Block - Operating Cost Planning Dept. FY16 - General Funds
 286,800.00	-----	9910-908132-9588
		Whole Block - Planning Dept. FY16 - General Funds
<hr/> <b>\$372,300.00</b>		

This transfer will provide funds approved in the FY16 Ordinance of Estimates supporting the Planning Department's efforts on Greening within the Whole Block Demolition Program.

7. \$ 70,000.00	9910-903990-9587 Neighborhood Planning & Revitalization (Reserve)
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MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development - cont'd</u>		
276,250.00	9910-995001-9587 Unallocated Reserve DHCD (Reserve)	
<u>153,750.00</u>	9910-924010-9588 Dallas Street Demo	
<b>\$500,000.00</b> State Funds	-----	9910-904193-9588 Gilmore Community Center

The appropriations for this transfer will be used for renovations to the Gilmore Community Center. Funds are being provided to the Department of Housing and Community Development, which will be acting as the fiscal agent.

**MINUTES**

Department of Real Estate - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an Expenditure of Funds to authorize the Department of Health's Women, Infant and Children (WIC) program, Tenant, to continue to pay month-to-month rental expenses, by Expenditure Authorization, to Bon Secours Baltimore Health Systems, Inc., Landlord, for the property located at 26 N. Fulton Avenue. The period of the Expenditure of Funds is June 1, 2016 through August 31, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$422.55 - Monthly Rent

The rental expense for the use of two additional phone lines will be \$200.00 per month and \$29.63 per month for shared copier and paper.

Account: 4000-423216-3080-294100-603013 (June rent)  
4000-423217-3080-294100-603013 (July and August rent)

**BACKGROUND/EXPLANATION:**

The Lease Agreement for the above property expired December 31, 2015.

The Landlord and Tenant are negotiating a new lease agreement for the Tenant's WIC program to remain at the site. Negotiations have taken longer than anticipated. The Department of Health's WIC program will continue to pay rent on a month-to-month basis until a lease agreement has been approved and executed by the

**MINUTES**

Department of Real Estate - cont'd

Board of Estimates. It is expected that the negotiations will be concluded on or before August 31, 2016.

The request is late due to protracted negotiations with new administrative personnel for the Landlord.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the Expenditure of Funds to authorize the Department of Health's Women, Infant and Children program, Tenant, to continue to pay month-to-month rental expenses, by Expenditure Authorization from June 1, 2016 through August 31, 2016 to Bon Secours Baltimore Health Systems, Inc., Landlord, for the property located at 26 N. Fulton Avenue.

**MINUTES**

Bureau of the Budget and - State Fund Appropriation  
Management Research      Adjustment Order Transfer

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an Appropriation Adjustment Order (AAO) grant transfer within the Baltimore City Health Department from Service 715, (Health Administration) to Service 721 (Senior Centers). The transfer is based upon the supplemental grant award received from the Maryland Department of Aging.

**AMOUNT OF MONEY AND SOURCE:**

\$9,000.00 - From Account: 5000-500017-3001-568000-405001  
Service 715, Health Admin.

To Account: 5000-570516-3024-268400-405001  
Service 721, Senior Centers

**BACKGROUND/EXPLANATION:**

The Board approved the Supplemental Grant Award on June 1, 2016.

The transfer is necessary in order to provide supplemental funding for senior health promotion activities. Initially, special funding was appropriated within an unallocated special fund 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.

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Bureau of the Budget and - cont'd  
Management Research

UPON MOTION duly made and seconded, the Board approved the Appropriation Adjustment Order grant transfer within the Baltimore City Health Department from Service 715, (Health Administration) to Service 721 (Senior Centers).

**MINUTES**

Department of Recreation and Parks - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 1 to Murphy & Dittenhafer, Inc. under Project No. 1234, On-Call Architectural Design Services. The period of the Task Assignment is approximately 6 months.

**AMOUNT OF MONEY AND SOURCE:**

\$20,645.55 - 9938-912039-9474-000000-703032

**BACKGROUND/EXPLANATION:**

This task will include schematic design services for Gwynn Falls Division Management Yard.

**MBE/WBE PARTICIPATION:**

**THE CONTRACTOR HAS ACHIEVED THE FOLLOWING PERCENTAGES:**

**MBE:** 23.91%

**WBE:** 9.54%

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 1 to Murphy & Dittenhafer, Inc. under Project No. 1234, On-Call Architectural Design Services.



**MINUTES**

Department of Recreation and Parks - Donation Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Donation Agreement with the Parks and People Foundation, Inc. (PPF) and the D&A Dunlevy Landscapers, Inc. The period of the Donation Agreement is effective upon Board approval through Final Acceptance of the Project by the City.

**AMOUNT OF MONEY AND SOURCE:**

No City funds are required.

**BACKGROUND/EXPLANATION:**

The PPF received funding for this project through the Maryland Department of Natural Resources. The PPF will pay the D&A Dunlevy Landscapers, Inc., the Contractor, for all necessary work and expenses associated with this project. This will include the removal of existing impervious surfaces and the beautification of Harlem and Dennison Park, improving the water quality of the Chesapeake Bay watershed in the City.

**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 Donation Agreement with the Parks and People Foundation, Inc. and the D&A Dunlevy Landscapers, Inc. Acting on behalf of the Mayor, the Director of Finance

**ABSTAINED.**

**MINUTES**

Mayor's Office of Human Services (MOHS) - Notice of Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the Notice of Award (NOA) from the Department of Health and Human Services acting through the Office of Head Start. The period of the award is July 1, 2016 through June 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$7,211,078.00 - 4000-486317-1772-180300-603051

**BACKGROUND/EXPLANATION:**

The NOA provides funding to the City to continue to operate the Head Start program of Baltimore City. The Head Start program will serve approximately 759 children in the City.

Under the terms of the grant renewal, the related sub-contracts will be renewed with various organizations throughout the City.

**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 Notice of Award from the Department of Health and Human Services acting through the Office of Head Start.

**MINUTES**

Mayor's Office of Human Services - Housing Opportunity for  
Persons with Aids Program  
Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the agreement with Baltimore County. The period of the agreement is July 1, 2015 through June 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$1,325,351.00 - 4000-490816-3571-763202-603051

**BACKGROUND/EXPLANATION:**

The City is the Grantee for the Baltimore Eligible Metropolitan Statistical Area (EMSA), which includes Baltimore County. The City desires to utilize a portion of the grant funds from the U.S. Department of Housing and Urban Development to assist Baltimore County in providing intensive case management services and short-term rental assistance to eligible HIV/AIDS clients in the EMSA.

Baltimore County will use the funds to provide housing assistance and supportive services to individuals or to families who have a family member with AIDS. Baltimore County will serve 85 clients.

**MINUTES**

Mayor's Office of Human Services - cont'd

The agreement is late due to a delay at the administrative level.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with Baltimore County.

**MINUTES**

Dept. of Communication Services, - Expenditure of Funds  
Municipal Post Office

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize payment by Expenditure Authorization, to renew the NCOALink Mail Processing License from the United States Postal Service (USPS).

**AMOUNT OF MONEY AND SOURCE:**

\$8,675.00 - 2032-000000-1360-159100-605008

**BACKGROUND AND EXPLANATION:**

The Department of Communication Services, Municipal Post Office (MPO) requires renewal of the NCOA Link license from the USPS to continue to provide updated and accurate address information for mail prepared by the MPO on behalf of the City. With accurate addresses on mail and mail addressed in conformance with USPS regulations, the City can reduce mailing costs. The data used to update addresses is the exclusive property of the USPS and can only be obtained through their licensed products.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized payment by Expenditure Authorization, to renew the NCOALink Mail Processing License from the United States Postal Service.

**MINUTES**

Health Department - Agreement, Ratification of an Agreement  
and an Amendment to Agreement

The Board is requested to approve and authorize execution of an agreement, and to ratify the agreement, and the amendment to agreement.

AGREEMENT

1. **BALTIMORE CITY PUBLIC SCHOOLS/BALTIMORE CITY BOARD OF SCHOOL COMMISSIONERS (BCPSS)** **\$12,629,926.00**

Account: 6000-624917-3100-295900-406001

The BCPSS, with the assistance of the Health Department, will continue to provide School Health Suite services to students. The period of the agreement is July 1, 2016 through June 30, 2017.

RATIFICATION OF AGREEMENT

2. **THE JOHNS HOPKINS UNIVERSITY/SCHOOL OF MEDICINE (JHUSOM)** **\$ 37,341.00**

Account: 4000-480316-3150-736901-603051

The JHUSOM provided an epidemiologist to direct the coordination of efforts to expand and enhance Hepatitis C (HCV) surveillance. The epidemiologist managed and analyzed HCV surveillance data to measure HCV testing and diagnosis, and clinical outcomes at the population level among clients served by clinical partners in Baltimore City. This individual also supported data integration efforts. The period of the agreement was July 1, 2015 through June 30, 2016.

The agreement is late because budget revisions delayed its processing.

**MINUTES**

Health Department - cont'd

RATIFICATION OF AMENDMENT TO AGREEMENT

3. **HEALTHY TEEN NETWORK, INC. (HTN)** \$ 10,000.00

Account: 4000-494416-3030-279200-603051

On March 2, 2016, the Board approved the original agreement in the amount of \$15,000.00 for the period of July 1, 2015 through June 30, 2016.

The Department received supplemental funds in the amount of \$10,000.00 for the HTN to provide a one-day training for the Maryland State Personal Responsibility Education Program grantees. This made the total contract award \$25,000.00. All other terms and conditions of the original agreement remain unchanged.

The amendment to agreement is late because the Department was waiting for signatures.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED (EXCEPT ITEM NO. 1) AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement, and ratified the agreement, and the amendment to agreement.

**MINUTES**

Health Department - Revised Notice of Award  
and Cooperative Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Revised Notice of Award (NoA) and Cooperative Agreement with the Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for HIV, Viral Hepatitis, STDs and TB Prevention.

**AMOUNT OF MONEY AND SOURCE:**

\$139,793.00 - 4000-422116-3030-271400-404001

**BACKGROUND/EXPLANATION:**

On January 13, 2016, the Board approved the initial NoA and Cooperative Agreement in the amount of \$46,598.00 for the period January 1, 2016 through December 31, 2016.

The revised NoA in the amount of \$139,793.00 is for partial funding to support the TB clinical services. This makes the total award \$186,391.00. All other terms and conditions remain in effect throughout the budget period, unless changed in writing by the Grants Management Officer.

The Revised NoA is late because it was delayed during the Department's administrative review process.

**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 Revised Notice of Award and Cooperative Agreement with the Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for HIV, Viral Hepatitis, STDs and TB Prevention.

**MINUTES**

Health Department - Employee Expense Statement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Employee Expense Statement for Mr. Elmer Carmon for mileage for the month of December 2015.

**AMOUNT OF MONEY AND SOURCE:**

\$369.75 - 1001-000000-3030-271600-603002

**BACKGROUND/EXPLANATION:**

Mr. Carmon failed to submit the expense form for December 2015. He did submit the expense form in February, however it was lost. The expense form is now outside of the guidelines set forth by AM 240-11. The Department apologizes for the lateness of this request.

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

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

UPON MOTION duly made and seconded, the Board approved the Employee Expense Statement for Mr. Elmer Carmon for mileage for the month of December 2015.

**MINUTES**

Mayor's Office On Criminal Justice - Grant Adjustment Notice

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a Grant Adjustment Notice (GAN) from Governor's Office of Crime Control and Prevention. The GAN extends the period of the grant through February 28, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00 - 4000-472813-2252-690700-600000

**BACKGROUND/EXPLANATION:**

The GAN changes the date of the agreement from October 1, 2012 through August 31, 2016 to October 1, 2012 through February 28, 2017, allowing for additional time to continue programming and fully expend the funding. This is a no-cost extension. There are no other changes to the terms of the grant agreement.

On February 6, 2013, the Board approved a Grant for the "McElderry Park Revitalization Coalition" in the amount of \$938,773.00. This program aims to improve community safety by designing and implementing effective, comprehensive approaches to addressing crime within targeted neighborhoods.

On July 29, 2015, the Board approved the GAN changing the term of the original agreement from October 1, 2012 through September 30, 2015 to October 1, 2012 through August 31, 2016.

**MBE/WBE PARTICIPATION:**

N/A

**MINUTES**

Mayor's Office On Criminal Justice - cont'd

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS NOTED THE TIME EXTENSION.**

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

**MINUTES**Department of Planning - Report on Previously  
Approved Transfers of Funds

At previous meetings, the Board of Estimates approved Transfers of Funds subject to receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter. Today, the Board is requested to **NOTE 29** favorable reports by the Planning Commission at its meeting on July 14, 2016, on Transfers of Funds approved by the Board of Estimates at its meetings on June 29 and July 13, 2016.

The Board **NOTED 29** favorable reports by the Planning Commission at its meeting on July 14, 2016, on Transfers of Funds approved by the Board of Estimates at its meetings on June 29 and July 13, 2016.

## MINUTES

Department of Planning - Grant Agreements

The Board is requested to approve and authorize execution of the various Grant Agreements for the Bacterial Monitoring Program. The period of the agreement is effective upon Board approval for one year.

1. **BLUE WATER BALTIMORE, INC. (BWB)** **\$ 40,000.00**

Account: 9905-926005-9188-900000-703032

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. 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 habitat, 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. 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 the Department of Public Works. Additionally, BWB will maintain a website to communicate information about water quality with the public. BWB is uniquely positioned to do this work because of their long history in the field of water quality in Baltimore City, and their trusted status as public educators and ambassadors between residents and government.

## MINUTES

Department of Planning - cont'd

2. **BALTIMORE GREEN SPACE: A LAND TRUST** **\$20,000.00**  
**FOR COMMUNITY-MANAGED OPEN SPACE, INC.**  
**D/B/A BALTIMORE GREEN SPACE (BGS)**

Account: 9905-922004-9188-900000-703032

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 onsite. The 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 habitat, 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. The 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. In order 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.

## MINUTES

Department of Planning - cont'd

The BGS is uniquely positioned to do this work because of their excellent record of accomplishments and reputation at fostering citizen stewardship of community-managed green spaces.

3. **PARKS AND PEOPLE FOUNDATION, INC. (PPF) \$11,427.24**

Account: 9905-922004-9188-900000-703032

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 PPF is a non-profit formed in 1984 to improve the physical and social environment 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 habitat, 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 PPF in collaboration with the Westport Neighborhood Association will remove approximately 2.79 acres of invasive species to create a riparian buffer of native species. The project site is located directly adjacent to the Gwynns Falls waterway. Approximately 50 volunteers will remove 2,000 lbs. of trash from three vacant lots. The projected amount of nutrients and solids that will be captured by the newly planted native species are as follows: 232.44 lbs./yr. of Total Suspended Solids, 0.74 lbs./yr. of Phosphorus, and 10.52 lbs./yr. of Nitrogen.



## MINUTES

Department of Planning - cont'd

4. **WATERFRONT PARTNERSHIP OF BALTIMORE, INC. (WATERFRONT PARTNERSHIP)** **\$15,500.00**

Account: 9905-926005-9188-900000-703032

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.

Waterfront Partnership 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 habitat, 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 200 volunteers to maintain them, and transport the mature oysters to the Fort Carroll Oyster Sanctuary. The Waterfront Partnership will also host the Great Baltimore Oyster Festival attended by over 1,500 people, and educate the public about the role of marine life in water quality. The Waterfront Partnership was awarded Critical Area funds in 2014 and 2015 for a similar oyster stewardship project, which was successful.

**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 foregoing Grant Agreements for the Bacterial Monitoring Program. Acting on behalf of the Mayor, the Director of Finance **ABSTAINED** on item no. 3.

**MINUTES**

Department of Planning (DoP) - Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Grant Agreement with Poe Baltimore, Inc. The period of the Grant Agreement is effective upon Board approval.

**AMOUNT OF MONEY AND SOURCE:**

\$21,345.29 - 1001-000000-0000-000000-125011

**BACKGROUND/EXPLANATION:**

On August 24, 2011, the Board approved a consultant agreement between the DoP and Cultural Resources Management Group (CRMG) in which the CRMG created a strategic and operational plan for insuring the financial sustainability of the Edgar Allen Poe House Museum. The CRMG recommended the creation of a new entity, Poe Baltimore, Inc., to provide oversight of the Museum's daily operations.

On October 3, 2012, the City engaged the Baltimore & Ohio Railroad Museum (B&O) to provide professional support to Poe Baltimore, Inc. with its incorporation as a 501(c)(3) organization; provided administrative and financial oversight; recruited board members, developed a fundraising plan and membership database; and physically prepared the Museum for new interpretation and re-opening on October 5, 2013.

This grant agreement will allow the City to issue a one-time payment of funds that were generated from many years of fundraising and charitable donations for the Museum. These funds will help with the daily operations of the Museum, which is open for visitors at least two days a week between April and December.

MINUTES

DoP - 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 Poe Baltimore, Inc.

MINUTES

Parking Authority of - Second Amendment to Parking Facility  
 Baltimore City (PABC) Operations and Management Agreement

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The Board is requested to approve and authorize execution of the Second Amendment to the Parking Facility Operations and Management Agreement with Impark/Danas Parking LLC for the following four parking garages:

<u>Facility</u>		<u>Location</u>
a. <b><u>Arena Garage:</u></b>		99 Howard Street
	Original Agreement + <u>1<sup>st</sup> Amendment</u>	<u>Account Number</u>
Second <u>Amendment</u>		
\$443,333.00	\$ 827,204.00	2075-000000-2321-407200-603016 Maintenance & Repair
3,600.00	7,200.00	2075-000000-2321-407200-603026 Management & Incentive
<u>108,000.00</u>	<u>204,000.00</u>	2075-000000-2321-407200-603038
<b><u>\$554,933.00</u></b>	<b><u>\$1,038,404.00</u></b>	Security
b. <b><u>Marriott Garage:</u></b>		405 W. Lombard Street
	Original Agreement + <u>1<sup>st</sup> Amendment</u>	<u>Account Number</u>
Second <u>Amendment</u>		
\$426,079.00	\$763,804.00	2075-000000-2321-407000-603016 Maintenance & Repair
3,600.00	7,200.00	2075-000000-2321-407000-603026 Management & Incentive

## MINUTES

PABC - cont'd

<u>Facility</u>		<u>Location</u>
60,000.00	120,000.00	2075-000000-2321-407000-603038
<b>\$489,679.00</b>	<b>\$891,004.00</b>	Security
c. <b><u>Penn Station Garage:</u></b> 1511 N. Charles Street		
<u>Second Amendment</u>	<u>Original Agreement + 1<sup>st</sup> Amendment</u>	<u>Account Number</u>
\$511,065.00	\$ 927,391.00	2075-000000-2321-407600-603016
		Maintenance & Repair
3,600.00	7,200.00	2075-000000-2321-407600-60302
		Management & Incentive
75,000.00	159,000.00	2075-000000-2321-407600-603038
<b>\$589,665.00</b>	<b>\$1,093,591.00</b>	Security
d. <b><u>Redwood Street Garage:</u></b> 11 S. Eutaw Street		
<u>Second Amendment</u>	<u>Original Agreement + 1<sup>st</sup> Amendment</u>	<u>Account Number</u>
\$ 391,859.00	\$ 741,084.00	2076-000000-2321-253900-603016
		Maintenance & Repair
3,600.00	7,200.00	2076-000000-2321-253900-603026
		Management & Incentive
60,000.00	120,000.00	2076-000000-2321-253900-603038
<b>\$ 455,459.00</b>	<b>\$ 868,284.00</b>	Security

## MINUTES

PABC - cont'd

Under the original agreement, compensation to Impark/Danas LLC was based on a monthly base management fee, and a calculation for the incentive fee with reimbursement for approved operating expenses at the parking facilities. The second amendment, authorizes required additional funding to pay for anticipated operating expenses and to compensate the Impark/Danas LLC during the extended term upon the original compensation structure.

The term of the Original Agreement was twelve months, from August 1, 2013 to July 31, 2014 with a PABC option to extend for an additional 12 months, that was exercised in 2014. The First Amendment extended the term through July 31, 2016. This Second Amendment will extend the term for twelve months through July 31, 2017.

In addition, this second amendment will allow the Bureau of Purchases to incorporate the recently developed local, small, minority, and women-owned business initiatives into the solicitation for management services at this facility.

**MBE/WBE PARTICIPATION:**

Management Services for Arena, Penn, Marriott, and Redwood Garages with Impark/Danas Parking, LLC:

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> Xecutive Security Investigation, Inc.	27%	\$130,650.00	42.4%
<b>WBE:</b> AJ Stationers, Inc.		\$ 9,429.00	3.1%
Tote-It, Inc.		2,135.00	.7%
Jan Ferguson, Inc.		22,866.03	7.4%
Sign Solutions, Inc.		<u>1,654.00</u>	<u>.5%</u>
d/b/a Sign-A-Rama	10%	<b>\$ 36,084.03</b>	<b>11.7%</b>

**MINUTES**

PABC - cont'd

**MWBOO FOUND VENDORS IN COMPLIANCE.**

**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 Second Amendment to the Parking Facility Operations and Management Agreement with Impark/Danas Parking LLC for the foregoing four parking garages.



**MINUTES**

Parking Authority of - Expenditure of Funds  
Baltimore City (PABC)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the expenditure of funds to pay Cale America, Inc. (Cale).

**AMOUNT OF MONEY AND SOURCE:**

\$54,625.00 - 5800-2075-000000-408700-603026

**BACKGROUND/EXPLANATION:**

The Board approved the Meter Maintenance Agreement on May 26, 2010, and an amendment to the Maintenance Agreement on February 5, 2014 that allowed for ADA upgrades and set the cost of the upgrade, and one-year extensions of the Maintenance Agreement on May 27, 2015 and June 1, 2016.

Cale has provided and installed the EZ Park Meters since 2004, and the meters were ADA compliant until new ADA standards were issued. Cale must provide the required parts and services to upgrade the meters because the equipment is proprietary.

The PABC worked for a number of years with the Mayor's Commission on Disabilities to improve the parking situation in Baltimore for people with disabilities. With the Mayor's Commission on Disabilities, the PABC has developed a program called Project SPACE to address this problem.

The goal of Project SPACE is to make all parking meters ADA compliant and provide hundreds of reserved on-street parking spaces for people with disabilities while requiring all parkers to pay for metered parking, including those displaying a disability placard or license plate.

**MINUTES**

PABC - cont'd

Phase 1 of Project SPACE was launched in the Central Business District (Franklin Street to the north, President Street to the East, Pratt Street/Key Highway to the South and Martin Luther King, Jr. Boulevard to the West) on July 13, 2014. Persons that had been abusing disability placards for the free parking that the placards previously provided, no longer have the incentive to park all day at meters, resulting in more turnover and availability of metered parking spaces. Phase 1 of Project SPACE also provided a steep decline in thefts of disability placards in the City from 23 per month prior to Phase 1, to fewer than 3 per month after commencement of Phase 1. Phase 1 of Project SPACE has exceeded expectations, leading to Phase 2 in Harbor East and Fells Point.

This expenditure of funds will allow for upgrades to 95 of the existing EZ Park meters so that the PABC may begin Phase 2 of Project SPACE.

**MBE/WBE PARTICIPATION:**

The MBE/WBE participation goals were waived under the original agreement because of the sole source nature of work.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to pay Cale America, Inc.

**MINUTES**

Office of the President - Governmental/Charitable  
Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to permit Mr. Bernard C. "Jack" Young, City Council President and staff, to solicit donations from area leaders to fund the enhancement of recreational and instructional programs offered to Baltimore City youth and seniors through the Productive Lives Active Youth (P.L.A.Y) Campaign. The period of the campaign is effective upon Board approval through June 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

The 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.

## MINUTES

Office of the President - cont'd

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

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 youth and senior citizens.

These constituency groups require social, recreational, and rehabilitative programs that should not be reduced or eliminated because of a limited City budget. Therefore, 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 the beautification of centers and the development of program offerings including, but not limited to team and individual sports, swimming, movie screenings, cooking classes, talent and 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 and programs intended to be carried out by either the Department of Recreation & Parks or the Baltimore City Health Department must first be approved, in writing, by the Director or Acting

## MINUTES

Office of the President - cont'd

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 the Baltimore City Health Department.

The periodic reports required to be filed with the Ethics Commission will be simultaneously provided to the Director of Recreation & Parks and the Baltimore City Health Department when specific fundraising efforts have been approved by the respective Directors.

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.

**MINUTES**

Office of the President - cont'd

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to permit Mr. Bernard C. "Jack" Young, City Council President and staff, to solicit donations from area leaders to fund the enhancement of recreational and instructional programs offered to Baltimore City youth and seniors through the Productive Lives Active Youth Campaign. The President **ABSTAINED**.

**MINUTES**

Department of Transportation - Developer's Agreement No. 1458

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Developer's Agreement No. 1458 with 3244 Eastern, L.L.C., Developer.

**AMOUNT OF MONEY AND SOURCE:**

\$184,400.00

**BACKGROUND/EXPLANATION:**

The developer will install new storm drain connection to its proposed new building located in the vicinity of 3232 Eastern Avenue. This agreement will allow the organization to do its own installation in accordance with Baltimore City standards.

A Performance Bond in the amount of \$184,400.00 has been issued to 3244 Eastern, L.L.C., which assumes 100% of the financial responsibility.

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Developer's Agreement No. 1458 with 3244 Eastern, L.L.C., Developer.

**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. 3023 Elliott St.	James A. Baker	Retain two flat signs 7' x 3' ea., one planter 3'5" x 6'9", and one egress stairway
Annual Charge: \$385.36		
2. 1010 Morton St.	1010 Morton Street, Flat sign 304" x 24" LLC	
Flat Charge: \$425.54		
3. 2112 E. Monument St.	Ulman Cancer Fund For Young Adults, Inc.	ADA Ramp 26' x 5'
Flat Charge: \$70.30		
4. 3200 Saint Paul St.	The Johns Hopkins University	Two bracket signs 9 sf. each, one single face electric sign 18.7 sf., and two flat signs, one @ 31 sf., one @ 35 sf.
Annual Charge: \$558.70		



**MINUTES**

Department of Transportation - cont'd

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

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

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Assignment of Task No. 2 to Whitman, Requardt & Associates, LLP, under Project No. 1225, On-Call Design Services for Resurfacing and Reconstruction. The duration of the Task is two months.

**AMOUNT OF MONEY AND SOURCE:**

\$104,560.00 - 1001-000000-5015-382300-603026

**BACKGROUND/EXPLANATION:**

This authorization will allow the Consultant to continue to provide technical assistance in connection with FEMA documentation preparation.

**MBE/WBE PARTICIPATION:**

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

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

**MWBOO FOUND VENDOR IN COMPLIANCE.**

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

**MINUTES**

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved the Assignment of Task No. 2 to Whitman, Requardt & Associates, LLP, under Project No. 1225, On-Call Design Services for Resurfacing and Reconstruction. The President voted **NO**.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Assignment of Task No. 4 to STV, Incorporated, under Project No. 1191, On-Call Design Consultant Services for Federal Aid Resurfacing and Reconstruction Projects. The duration of the Task is approximately 540 days.

**AMOUNT OF MONEY AND SOURCE:**

\$239,480.50 - 9950-929004-9508-900010-703032

**BACKGROUND/EXPLANATION:**

This authorization provides for the Consultant to provide engineering service for the design of Belair Road and Frankford Avenue. Node improvements from Cook Avenue to LaSalle Avenue; traffic signals improvement to Belair Road and Frankford Avenue intersection and preparation of contract documents for construction work.

The scope of services includes roadway resurfacing, significant base repairs, new signing and pavement marking, landscaping, roadway and pedestrian lighting, traffic signals improvements, bumpouts, ADA ramps, conduit, sidewalks and utility works. The design will also include stormwater management, erosion and sediment control measures and maintenance of traffic.

**DBE PARTICIPATION:**

The Consultant will comply with Title 39 Code of Federal Regulations parts 26 (49CRF26) and the DBE goals established in the original agreement.

**DBE 25%**

MINUTES

Department of Transportation - cont'd

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$220,322.06 FED	9950-926004-9509 Construction Reserve Belair Road Complete Streets	
55,080.52 GF HUR	" "	
<u>\$275,402.58</u>	-----	9950-929004-9508-3 Design Belair Road Complete Streets

This transfer will fund the costs associated with Task No. 4, Project 1191, On-Call Design Consultant Services for Federal Aid Resurfacing and Reconstruction with STV, Inc.

UPON MOTION duly made and seconded, the Board approved the Assignment of Task No. 4 to STV, Incorporated, under Project No. 1191, On-Call Design Consultant Services for Federal Aid Resurfacing and Reconstruction Projects. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from

## MINUTES

Department of Transportation - cont'd

the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter. The President voted **NO**.

**MINUTES**

Department of Transportation - Partial Release of Retainage

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Partial Release of Retainage Agreement with Santos Construction Company, Inc. for TR 15004, Reconstruction of Alleys Citywide.

**AMOUNT OF MONEY AND SOURCE:**

\$47,411.60 - 9950-907463-9504-000000-200001

**BACKGROUND/EXPLANATION:**

All work on Contract No. TR 15004, Reconstruction of Alleys Citywide, is substantially completed and all punch list items complete, and the contractor has requested a partial release of retainage in the amount of \$47,411.60. Currently, the City is holding \$49,411.60 in retainage for the referenced project. The remaining \$2,000.00 is sufficient to protect the interests of the City. Pursuant to Section 10.04-81 of the Specifications, a Conditional Inspection for the Contract was held on October 21, 2015.

**MWBOO HAS APPROVED THE RELEASE.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Partial Release of Retainage Agreement with Santos Construction Company, Inc. for TR 15004, Reconstruction of Alleys Citywide.

**MINUTES**

Department of General Services - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Assignment of Task No. 003 to Manns Woodward Studios, Inc. under Project GS 1218, Hampden Library #7 Renovations. The period of the task assignment is approximately 24 months.

**AMOUNT OF MONEY AND SOURCE:**

\$207,134.45 - 9936-919037-9457-900000-703032

**BACKGROUND/EXPLANATION:**

Under this task assignment, Manns Woodward Studios, Inc. will provide the design of renovations to the Hampden Library #7, bid analysis services, and post award services during the construction of this project.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved the Assignment of Task No. 003 to Manns Woodward Studios, Inc. under Project GS 1218, Hampden Library #7 Renovations.



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 contracts

listed on the following pages:

2812 - 2820

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

The Transfer of Funds was approved

SUBJECT to receipt of a favorable report

from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation

- 1. TR 14306, Highlandtown                      Machado Construction    \$ 473,094.97  
    Transit Stop Improvements                Co. Inc.  
    from Highland Avenue  
    to South Eaton Street

DBE: Machado Construction Co. Inc.                      \$260,202.23    55%

**A PROTEST WAS RECEIVED FROM C & N ASSOCIATES, LLC.**

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 411,500.00	9950-920008-9509	
Federal	Construction Reserve	
	Highlandtown Complete	
	Sts	
132,559.22	"        "        "	
GF (HUR)		
<hr/>		
<b>\$ 544,059.22</b>		
\$ 473,094.97	-----	9950-946003-9508-6
		Structural & Improvements
47,309.50	-----	9950-946003-9508-5
		Inspection
23,654.75	-----	9950-946003-9508-2
<hr/>		
<b>\$ 544,059.22</b>		Contingencies
		Highlandtown Complete Sts

This transfer will fund the costs associated with the award of Project TR 14306, Highlandtown Transit Stop Improvements from Highland Avenue to South Eaton Street with Machado Construction Company, Inc.

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation - TR 14306 - cont'd

President: "The first item on the non-routine agenda can be found on page 50, items 1 and 2, Department of Transportation, Recommendations for Contract Awards and Rejections, TR 14306. Will the parties please come forward? Are the protesters here?"

Mr. Raymond Iheghe: "Yes."

President: "Okay. Come forward."

Mr. Bimal Devkota: "I'm Bimal Devkota, Chief of Transportation, Engineering and Construction. The Department of Transportation recommends the Board of Estimates to award this contract to the lowest responsive and responsible bidder, Machado Construction."

Mr. Iheghe: "Raymond Iheghe with C & N Associates. Um -- we're protesting um -- the award of um -- the bid that it should be awarded to us because we are the lowest responsible bidder. Um - - the bids results -- should I go on or --?"

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation - TR 14306 - cont'd

President: "Yeah, you can talk into the mic."

Comptroller: "Can you talk into the mic?"

President: "Talk into the mic."

Comptroller: "Pull it down for him."

Mr. Iheghe: "Um -- Thank you. We submitted the lowest um -- responsible bidder. I can submit um -- this as um -- these um -- the bid that we submitted -- the reason why we were indicated--"

President: "Go ahead, I'm listening."

Mr. Iheghe: "The reason why we were, you know, told that um -- we are non-responsive was that um -- we did not attach amendment one and two to our bid. But, um -- we did acknowledge those amendments as, you know, in what I have given to you. They were attached. They were acknowledged and um -- these are amendments number one and two, which revised the bid sheet. Number two revised the bid sheet, which we used the correct bid sheet to tabulate our price."

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation - TR 14306 - cont'd

So, and the bid never -- the document never indicated that you must have to attach those adden-- amendments with your bid. It says um -- you know, um -- attach it with the contract documents, which we did have it and attached it with the contract documents. Addendums, you know, were, you know, um -- supposed to be acknowledged, which we acknowledged. So, I'm in person -- that um -- I'm asking the Board that um -- we are the lowest responsible bidder and that we should -- be awarded um -- the contract."

President: "Uh -- Can you -- because you see we had a similar situation on last week where um -- a contractor did not um -- follow the rules of the uh -- bid. Where they have to sign all documents and send everything as a package and uh -- we had the same thing last week. But, I'll -- I'll listen to you."

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

Department of Transportation - TR 14306 - cont'd

Ms. Lara Simon: "Lara Simon from the Law Department. Uh -- There are at least five instances where the bidders were directed by the City to attach the addendum to their contract. On page one, the Notice to the Bidders, which was stapled to the bid package uh -- in which C & N checked off as a req -- required action and said they would attach the addendum. Uh -- In Notice to Bidders, which is page one of the bid package, 'failure to follow these instructions will cause your bid to be declared unresponsive and rejected by the Board of Estimates.' Uh -- on each of the addendums in the highlighted language it is required that you must actually attach the addenda; that's addenda two, addenda one. And in the e-mail to uh - C & N, in the bold, hi -- red language, it says, 'you must attach your addenda,' and these were both acknowledged by C & N."

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

Department of Transportation - TR 14306 - cont'd

Mr. Iheghe: "Can I ask a question? Did um -- the red marked um -  
- items, did you have to attach it with the bid package you're  
submitting or you have to attach it with the contract documents?  
What specifically did that say?"

Ms. Simon: "It's -- 'Note: the attached addendum must be  
attached and or included with your original bid book when  
submitting your bid to the Comptroller's Office. You must also  
acknowledge receipt of all addendums. Failure to do so may cause  
your bid to be deemed non-responsive'."

Mr. Iheghe: "Well, it says um -- bid book um -- where we, you  
know um -- understood it is that um -- you know, attach it with  
the contract documents. Which it says that in the um -- addendum  
itself. It did not um -- say that um -- you have to attach it  
with the um -- you know, um -- bid documents that you are  
submitting. But, most importantly also is that um -- attaching  
it does not um -- affect, you know, um -- the bid result or  
change any price with regard to the um -- you know, unit prices  
that we are providing with the bid."

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation - TR 14306 - cont'd

The addendum number two changed the, you know, um -- unit price sheet which we did, you know, um -- attach, you know, to our bid because it impacted the bid result. So, altogether, you know, even if you attach all those to the bid documents that you have submitted, it does not um -- impact your overall bid price."

President: "That might be true. But, um -- it's stated that you must have these addendums attached. Um -- therefore, you know, we cannot award the uh -- contract to um -- C & N."

Ms. Simon: "C & N did attach some of their uh -- the attach -- of the addendum --"

President: "We had the same situation last week and for us to reverse that and award it to you, even though you are the lowest bidder, would be very contradictory on the part of the Board. So I entertain a Motion."

City Solicitor: "I Move to deny the bid protest and approve the recommendation of the Department of Transportation."

Comptroller: "Second."

President: "All those in favor say Aye. All opposed Nay. Thank you."

\* \* \* \* \*



## MINUTES

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

3. TR 15021R, Citywide Signing for Parking Restrictions, JOC A Allied Contractors, Inc. \$1,805,080.00

**MBE:** J.M. Murphy Enterprises, Inc. \$91,000.00 5.04%

**WBE:** Sunrise Safety Services, Inc. \$36,500.00 2.02%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

Bureau of Purchases

4. B50004505, Periodic Maintenance of Operable Walls National Airwall Systems LLC \$ 161,165.00

**MBE:** L&J Waste Recycling, LLC \$ 8,058.25 5%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

5. B50004268, 311 Customer Resource Management System Incapsulate, LLC \$2,656,455.95

**MWBOO SET MBE GOALS AT 3% AND WBE GOALS AT 1%**

Bidder did not list any MBE or WBE participation on this contract. Bidder did request a waiver; however they did not exercise a good faith effort in meeting the goal.

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

On December 01, 2015, MWBOO set goals of 3% MBE and 1% WBE. Incapsulate, LLC was found non-compliant on June 15, 2016. The award is recommended subject to the vendor coming into compliance within 10 days of the award.

MINUTES

Baltimore City Police Department - Grant Awards and  
Intergovernmental Agreement

The Board is requested to approve acceptance of the Grant Awards and approve and authorize execution of the Intergovernmental Agreement. The period of the Grant Awards is July 1, 2016 through June 30, 2017, unless otherwise indicated.

1. **GOVERNOR'S OFFICE OF CRIME** **\$50,165.00**  
**CONTROL AND PREVENTION**

Account: 5000-588017-2013-212900-600000

This grant will provide funding for the services of a contractual administrative assistant who will provide data entry and coordination of the overall operation of the program, while police officers work on an overtime basis to increase the number of orders served.

This program is designed to increase the efficiency and effectiveness of ex parte/protective order data entry services and to reduce the high occurrence of domestic violence in the City.

2. **GOVERNOR'S OFFICE OF CRIME** **\$28,080.00**  
**CONTROL AND PREVENTION**

Accounts: 5000-588317-2041-195800-600000 \$14,040.00  
          1001-000000-2042-220100-604003 \$14,040.00

The "New/Replacement Body Armor" grant will provide funding to replace 14 vests with imminent expiration dates for sworn officers and 14 new vests for anticipated new hires.

**MINUTES**Baltimore City Police Department - cont'd

The City is required to provide a 50% cash match and has appropriated \$14,040.00 in the Department's Fiscal Year 2016 operating budget as the City's local matching cash fund.

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

INTERGOVERNMENTAL AGREEMENT

3. **STATE'S ATTORNEY OFFICE** **\$50,000.00**

Account: 4000-479617-2252-694202-600000

On November 18, 2015, the Board approved a grant award in the amount of \$693,488.00. A portion of the funds were allocated to the State's Attorney Office. Funded by this grant, the State's Attorney Office will utilize the funds to purchase equipment and for the installation of a projector in their training room. The period of the agreement is July 1, 2016 through June 30, 2018.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved acceptance of the foregoing Grant Awards and approved and authorized execution of the Intergovernmental Agreement.

**MINUTES**

Police Department - Grant Adjustment Notices

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of Grant Adjustment Notices No. 1, No. 2, No. 3, No. 4, and No. 5 with the Maryland Emergency Management Agency (MEMA). GAN No. 5 extends the period of the Memorandum of Agreement (MOA) through July 31, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$1,641,449.00	- MOA original approval amount
( 52,000.00)	- GAN No. 1
( 12,000.00)	- GAN No. 2
( 15,000.00)	- GAN No. 3
0.00	- GAN No. 4 - Time extension
0.00	- GAN No. 5 - Time extension
<u>\$1,562,449.00</u>	- <b>Revised MOA Award</b>

**BACKGROUND/EXPLANATION:**

On February 4, 2015, the Board approved the original Memorandum of Agreement (MOA) with MEMA in the amount of \$1,641,449.00 for the FY14 Urban Area Security Initiative (UASI), Award No. EMW-2014-SS-00007-S01.

The FY14 UASI is intended to facilitate and strengthen the nation and Maryland against risks associated with potential terrorist attacks while concentrating on developing integrated systems for prevention, protection, response, and recovery.

GAN No. 1 decreases the amount of the MOA by \$52,000.00, GAN No. 2 by \$12,000.00, and GAN No. 3 by \$15,000.00. GAN No. 4 changes the period of the MOA from September 1, 2014 through May 31, 2016 to September 1, 2014 through June 30, 2016. GAN No. 5 extends the period of the MOA through July 31, 2016.

**MINUTES**

Police Department - cont'd

GAN Nos. 1 - 3 make the revised MOA award amount \$1,562,449.00.

The Grant Adjustment Notices are late because the grant award documents were recently received.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of Grant Adjustment Notices No. 1, No. 2, No. 3, No. 4, and No. 5 with the Maryland Emergency Management Agency.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |                                       |             |                 |
|---------------------------------------|-------------|-----------------|
| 1. INTERNATIONAL<br>PARKING INSTITUTE | \$42,500.00 | Selected Source |
|---------------------------------------|-------------|-----------------|
- Contract No. 06000 - Parking Enforcement Training by IPI - Department of Transportation - Req. No. R735318. Period covered is July 27, 2016 through July 26, 2017.

The International Parking Institute is the world's largest and preeminent association of professionals in parking enforcement.

- |                                   |        |         |
|-----------------------------------|--------|---------|
| 2. FORTE PAYMENT<br>SYSTEMS, INC. | \$0.00 | Renewal |
|-----------------------------------|--------|---------|
- Contract No. 06000 - Credit and Debit Transaction System - Department of Recreation and Parks - P.O. No. P524275.

On July 17, 2013, the Board approved the initial award in the amount of \$49,000.00. On June 17, 2015, the Board approved the first renewal in the amount of \$0.00. This second renewal in the amount of \$0.00 is for the period July 17, 2016 through July 16, 2017, with annual renewals subject to agreement by the parties.

- |                                |             |             |
|--------------------------------|-------------|-------------|
| 3. GWAVA TECHNOLOGIES,<br>INC. | \$28,000.00 | Sole Source |
|--------------------------------|-------------|-------------|
- Solicitation No. 08000 - GroupWise Retain Server Maintenance - Baltimore City Police Department (BCPD) - Req. 734748.

GWAVA is the manufacturer and sole source for support and maintenance for the software for the Retain Server for Government, which is currently used by the BCPD. The period award is June 5, 2016 through June 4, 2017.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- |    |  |            |         |
|----|--|------------|---------|
| 4. | O'DONNELL CLEANERS   | \$9,000.00 | Renewal |
|    | Solicitation No. 07000 - Clean and Press/Laundry Service - Baltimore City Police Department - Purchasing No. P528371 |            |         |

On August 14, 2014, the City Purchasing Agent approved the initial award in the amount of \$8,352.50. The award contained two renewal options. Subsequent actions have been approved. This final renewal in the amount of \$9,000.00 is for the period August 18, 2016 through August 17, 2017.

- |    |   |                |                 |
|----|---|----------------|-----------------|
| 5. | LAAKE ENTERPRISES, INC.   |                |                 |
|    | t/a FESCO EMERGENCY SALES   | \$1,720,696.00 | Selected Source |
|    | Contract No. AM10-14 - Horton Medic Units - Department of General Services - Fleet - Req. No. R730413 |                |                 |

The eight units will be purchased from a competitively bid, cooperative inter-local contract agreement #07-1835 with the Baltimore Regional Cooperative Purchasing Committee and Houston-Galveston Area Council. The medic units will replace older equipment in the City's fleet, as part of Fleet Management's planned replacement program.

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

**MWBOO GRANTED A WAIVER.**

## 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. BALTIMORE GAS AND<br>ELECTRIC COMPANY   | \$2,100,000.00 | Sole Source |
| Contract No. 08000 - Requirements for Street Lights<br>Rehabilitation - Department of Transportation - Req. No.<br>R735695 |                |             |

The Board is requested to approve an award for the rehabilitation and maintenance of Baltimore street lights and related work. Baltimore Gas and Electric Company has a proprietary obligation to provide designated services and no other company is able to provide them at this time. The prices are set in accordance with the Retail Electric Service Tariff approved by the Maryland Public Services Commission. The above amount is the City's estimated requirement.

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

- |   |              |                           |
|---|--------------|---------------------------|
| 7. GRAPHIC COMPUTER SOLUTIONS<br>INC. t/a JUDICIAL DIALOG<br>SYSTEMS  | \$ 57,560.00 | Sole Source/<br>Agreement |
| Contract No. 08000 - MDEC District Court Data Integration &<br>Maryland Traffic Module, Merging of Court Databases and<br>Annual Maintenance and Support - State's Attorney Office -<br>Req. Nos. R728690 and R728688 |              |                           |



## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

The Board is requested to approve and authorize execution of an Agreement with Graphic Computer Solutions Inc. t/a Judicial Dialog Systems. The period of the agreement is effective upon Board approval for one year with five 1-year renewal options remaining.

The vendor is the manufacturer and sole provider of its Judicial/Dialog case management software currently being used by the State's Attorney's Office, and is the sole vendor authorized to provide any consulting or training services related to Judicial/Dialog software, including but not limited to modifications to the source code or database, maintenance and support. The above amount is the City's estimated requirement.

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

- |    |  |                      |                 |
|----|--|----------------------|-----------------|
| 8. | <u>CIANBRO CORPORATION</u>   | <u>\$ 290,000.00</u> | <u>Increase</u> |
|    | Contract No. B50003108 - Drawbridge Operations - Department of Transportation - P.O. No. P519471 |                      |                 |

## 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 January 18, 2012, the Board approved the initial award in the amount of \$2,447,640.00. The award contained one 2-year renewal option. Due to cost overruns and non-routine maintenance an increase in the amount of \$290,000.00 is necessary. This increase will make the award amount \$2,737,640.00. The contract expires on January 31, 2017, with one 2-year renewal option remaining. The above amount is the City's estimated requirement.

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

9. ANCHOR BAY "EAST" MARINA  
 LLC \$ 100,000.00 Increase  
 Contract No. 06000 - OEM and Aftermarket Parts and Service  
 for Marine Equipment - Department of General Services -  
 P.O. No. P523055

On March 13, 2013, the Board approved the initial award in the amount of \$150,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. The funds on this contract have been depleted due to extensive repair work required on the Fire Department boats. This increase is necessary to continue use of the contract. This increase will make the award amount \$515,000.00. The contract expires on March 31, 2017, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |   |              |          |
|---|--------------|----------|
| 10. INTERDYNAMICS,<br>INCORPORATED  | \$ 25,000.00 | Increase |
| Solicitation No. 06000 - Psychology Services - Baltimore<br>City Police Department - P.O. No. P533984 |              |          |

On December 28, 2015, the City Purchasing Agent approved the initial award in the amount of \$25,000.00. This increase in the amount of \$25,000.00 is necessary to cover ongoing services as needed. The above amount is the City's estimated requirement.

- |   |              |          |
|---|--------------|----------|
| 11. MCAFEE ELECTION SERVICES,<br>INC.   | \$800,000.00 | Increase |
| Contract No. 06000 - Election Services - Board of Elections<br>- P.O. No. P531956 |              |          |

On February 5, 2014, the Board approved the initial award in the amount of \$1,079,530.00. The award contained two 2-year renewal options. Subsequent actions have been approved. The State of Maryland has implemented new voting machines with respective new procedures for the 2016 primary and general elections that have required additional setup work and training. The State mandated changes have not yet all been determined. However, when they do occur they must be done within a specified period of time. This increase includes \$77,420.36 additional for the primary elections and the estimated amount for the general elections including early voting. This increase will make the award amount \$2,314,899.00. The contract expires on February 4, 2018, with one 2-year renewal option remaining.

**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>
---------------	------------------------	--------------------

Bureau of Purchases

12. FIRST CALL

HOLABIRD DEVELOPMENT  
CORPORATION d/b/a PORT  
CITY EQUIPMENT CO.

SECOND CALL

GAMBRILLS EQUIPMENT  
COMPANY, INC.

\$ 36,000.00

Increase

Contract No. B50004520 - Parts and Repairs for Lawn Mowers and Landscaping Equipment - General Services, Public Works - P.O. Nos. P534824 and P534825

On March 13, 2013, the City Purchasing Agent approved the initial award in the amount of \$24,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. The agency underestimated the value of this contract. This increase in the amount of \$36,000.00 is necessary to allow for continued use of the contract for the remainder of its term. A formal solicitation will be advertised for a new contract in lieu of exercising the available renewals. This increase will make the award amount \$72,000.00. The contract expires on March 17, 2017, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

13. GARTNER, INC.

\$120,800.00

Renewal

Contract No. 08000 - Garner for IT Executives and Leaders Agreement - Mayor's Office of Information Technology - P.O. No. P528566

## 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 August 14, 2013, the Board approved the initial award in the amount of \$33,800.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This renewal is for the continuation of access to Gartner's unique research database, which will enhance the Mayor's Office of Information Technology in areas including enterprise architecture, applications, network security, and risk management for key initiatives that will improve the stability and further advance the City's network infrastructure. This renewal is for the period August 1, 2016 through July 31, 2017, with one-year renewals at the sole discretion of the City.

- |     |   |                |                |
|-----|---|----------------|----------------|
| 14. | <u>WEX BANK</u>   | <u>\$ 0.00</u> | <u>Renewal</u> |
|     | Contract No. B50002878 - Fleet Fuel Credit Card Service - Department of General Services - P.O. No. P523988 |                |                |

On June 26, 2013, the Board approved the initial award in the amount of \$1,500,000.00. The award contained two 1-year renewal options. This first renewal in the amount of \$0.00 is for the period July 1, 2016 through June 30, 2017, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

- |     |  |                     |                |
|-----|--|---------------------|----------------|
| 15. | <u>DUNBAR ARMORED d/b/a</u>  |                     |                |
|     | <u>DUNBAR ARMORED, INC.</u>  | <u>\$ 30,000.00</u> | <u>Renewal</u> |
|     | Contract No. B50003386 - Armored Transport Services - Department of Finance, Transportation, etc. - P.O. No. P528141 |                     |                |

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 23, 2014, the Board approved the initial award in the amount of \$41,255.59. The award contained three 1-year renewal options. Subsequent actions have been approved. This first renewal in the amount of \$30,000.00 is for the period August 1, 2016 through July 31, 2017, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

- 16. COMPREHENSIVE HOUSING ASSISTANCE, INC.
- GREEN AND HEALTHY HOMES INITIATIVE, INC. d/b/a
- COALITION TO END CHILDHOOD LEAD POISONING

	\$ 0.00	Renewal
--	---------	---------

Contract No. B50002978 - Comprehensive Residential Energy Conservation Program - Department of Housing and Community Development - P.O. Nos. 524817 and 524815

On August 14, 2013, the Board approved the initial award in the amount of \$40,000,000.00. The award contained two 1-year renewal options. Out of six awardees, C & O Conservation, Inc. was debarred by the federal government. The City then awarded a new contract B50004279 to Hawkeye Construction, LLC, Civic Works, Inc. and Northeast Energy Services, LLC. This renewal in the amount of \$0.00 is for the two contractors that are not covered by B50004279. The period of the renewal is August 14, 2016 through August 13, 2017, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

## 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

**MWBOO SET GOALS OF 15% MBE AND 5% WBE.**COALITION TO END CHILDHOOD LEAD POISONING

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> BMC Services, LLC		\$341,460.00	34.2%
MCR Electric		26,752.61	2.7%
Lewis Construction		18,330.30	1.8%
Worldwide Corporation		14,383.00	1.4%
	<b>15%</b>	<b>\$400,925.91</b>	<b>40.01%</b>
<b>WBE:</b> Baltimore Window Factory, Inc.		\$ 143.00	0.1%
New Century Construction, Inc.		89,665.00	8.9%
USA Energy Co., Inc.		18,631.20	1.9%
	<b>5%</b>	<b>\$108,439.20</b>	<b>10.9%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**COMPREHENSIVE HOUSING ASSISTANCE, INC.

<b>MBE:</b> Personal Electric, LLC	5%	0
Ironshore Contracting	2.3%	0
Nisell Plumbing & Heating, Inc.	5%	0
Sykes Restoration	<u>2.5%</u>	<u>0</u>
	<b>15%</b>	<b>0</b>





## 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 PurchasesFRANKFORD TOWING, INC.Commitment Performed

<b>MBE:</b> Chaudry Towing, Co. Inc.	\$ 3,550.00	8.5%
JJ Adams Fuel Oil Co., LLC.	<u>1,080.11</u>	<u>2.6%</u>
	<b>10.00% \$ 4,630.11</b>	<b>11.1%</b>
<b>WBE:</b> CC Press Net, Inc.	\$ 952.62	2.3%
Baltimore Auto Supply Co., Inc.	<u>199.89</u>	<u>0.5%</u>
	<b>3% \$ 1,152.51</b>	<b>2.8%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**FRANKFORD TOWING, LLC.

<b>MBE:</b> Chaudry Towing, Co. Inc.	\$47,337.00	9.5%
JJ Adams Fuel Oil Co., LLC	<u>12,518.17</u>	<u>2.5%</u>
	<b>10% \$59,855.17</b>	<b>12%</b>
<b>WBE:</b> CC Press Net, Inc.	\$ 1,074.44	0.2%
Baltimore Auto Supply Co., Inc.	<u>3,720.94</u>	<u>0.8%</u>
	<b>3% \$ 4,795.38</b>	<b>1%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**FRANKFORD TOWING ASSOCIATES, LLC

<b>MBE:</b> Chaudry Towing, Co. Inc.	\$ 9,934.00	8.8%
JJ Adams Fuel Oil Co., LLC	<u>2,883.09</u>	<u>2.6%</u>
	<b>10% \$12,817.09</b>	<b>11.4%</b>





MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Purchases

	<u>Commitment</u>	<u>Performed</u>	
<u>LILITH, INC. d/b/a JIM ELLIOTT'S TOWING</u>			
<b>MBE:</b> McDel Enterprises, Inc.	10%	\$ 6,997.00	12.1%
<b>WBE:</b> Doug's Auto Recycling, Inc.	2.75%	\$ 1,800.00	3.1%
Baltimore Auto Supply Co.	<u>0.25%</u>	<u>300.00</u>	<u>0.5%</u>
	<b>3.00%</b>	<b>\$ 2,100.00</b>	<b>3.6%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

18. COST PLANS PLUS,  
 LLC \$ 95,000.00 Extension  
 Contract No. 06000 - Cost Allocation Accounting Plans -  
 Departments of Finance and Housing and Community  
 Development - P.O. No. Various

On July 21, 2010, the Board approved the initial award in the amount of \$28,500.00. The award contained one 1-year renewal option. Subsequent actions have been approved. The Contractor has proprietary software and all historical data to provide cost allocation plans in accordance with Federal Office of Managements and Budget Circular OMB-A87. The pricing is firm for five years at no increase from prior periods. The period of the extension is July 21, 2016 through July 20, 2021, with no renewals.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

UPON MOTION duly made and seconded, the Board approved the informal awards, renewals, increases to contracts and extensions. The Board further approved and authorized execution of the Agreement with Graphic Computer Solutions Inc. t/a Judicial Dialog Systems (item no. 7).

**MINUTES****CITY COUNCIL BILLS:**

16-0649 - An Ordinance concerning City Property - Grant of Easements for the purpose of authorizing the Mayor and City Council of Baltimore to grant 3 perpetual easements to the Maryland State Highway Administration for the maintenance of 3 storm water drainage inlets along Dulaney Valley Road, through the property of the Loch Raven Reservoir, in Baltimore County, Maryland, as shown on Plats 60060 and 60061 filed in the State Highway Administration State Roads Commission; and providing for a special effective date.

**ALL REPORTS RECEIVED WERE FAVORABLE.**

16-0650 - An Ordinance concerning Sale of Property - 111 South Hanover Street for the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all its interest in certain property known as 111 South Hanover Street (Ward 04, Section 10, Block 0670, Lot 002) and no longer needed for public use; and providing for a special effective date.

**THE DEPARTMENT OF TRANSPORTATION DEFERRED TO THE BALTIMORE DEVELOPMENT CORPORATION.****ALL OTHER REPORTS RECEIVED WERE FAVORABLE.**

16-0682 - An Ordinance concerning Sale of Property - The Former Bed of a Portion of West Franklin Street For the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all its interest in a certain parcel of land known as the former bed of a portion of West Franklin Street, extending from Allendale Street easterly 105 feet to the east side of a 15-foot alley, and no longer needed for public use; and providing for a special effective date.

**MINUTES****CITY COUNCIL BILLS** - cont'd

The Department of Public Works has no objection to 16-0682 provided that the companion legislation 16-0681 granting closure of the right-of-way is approved.

**ALL OTHER REPORTS WERE FAVORABLE.**

16-0685 - An Ordinance concerning Sale of Property - The Former Beds of Henneman Avenue, a 10-Foot Alley, and a 20-Foot Alley for the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all its interest in certain parcels of land known as the former beds of Henneman Avenue, of a 10-foot alley, and of a 20-foot alley, bounded by East Biddle Street, North Wolfe Street, East Chase Street, and Rutland Avenue, and no longer needed for public use; and providing for a special effective date.

The Department of Public Works has no objection to 16-0685 provided that the City Council Bills 16-0683 and 16-0684 companion legislation granting closure of the right-of-way is approved and that accommodation for any public utilities remaining in these areas are protected under full width perpetual easements.

**ALL OTHER REPORTS WERE FAVORABLE.**

UPON MOTION duly made and seconded, the Board approved Bill Nos. 16-0649, 16-0650, 16-0682, and 16-0685 and directed that the bills be returned to the City Council with the recommendation that they also be approved by that Honorable Body. The President **ABSTAINED.**

**MINUTES****CITY COUNCIL BILL:**

16-0694 - An Ordinance concerning South Baltimore Gateway Community Impact District - Establishment - For the purpose of creating a Community Impact District, to be known as the South Baltimore Gateway Community Impact District; specifying the boundaries of the District; creating an Authority and providing for its rights, duties, powers, and funding; providing for the selection and composition of the Authority's Board of Directors; providing for an Administrator for the Authority; mandating the financial responsibilities of the Authority and the City in conjunction with the operation of the District; specifying the City's role in maintaining and enhancing existing services; designating the Board of Estimates as the agency charged with reviewing and approving various matters relating to the District and the Authority; providing for the renewal, expiration, and termination of the District and the Authority; including the Authority, its Board of Directors, and its staff within the purview of the City Public Ethics Law; providing for a special effective date; and generally relating to the existence, operation, and control of the South Baltimore Gateway Community Impact District and Authority.

**THE LAW DEPARTMENT AND THE DEPARTMENT OF PLANNING ARE FAVORABLE WITH THE FOLLOWING COMMENTS AND AMENDMENTS:**Law Department

1. On page 3, after line 20, insert "*Considerations*."

In adopting an Ordinance, the City Council has:

(1) given consideration to the views of the property owners, the retail merchants, the property tenants, and the other members of the business and residential communities within the South Baltimore Gateway Community Impact District; and



## MINUTES

CITY COUNCIL BILL: 16-0694 - cont'd

(2) made a determination that the South Baltimore Gateway Community Impact District will reflect:

(i) a diverse mix of business and residential properties; and

(ii) a diverse economic, social, and racial mix."

This language is required by Art. II, §69(f) of the Charter.

2. On page 6, line 13, the bill grants power to the Authority to create criteria and procedures for determining which community grants it intends to distribute. This is not entirely consistent with State Gov. Art. §9-1A-31. The Law Department suggests amending this provision on page 6, line 10 to insert "Subject to the requirements of Md. Ann. Code, State Gov. Art. §9-1A-31."
3. On page 7, line 1 after "goods" insert "and services."
4. On page 8, line 24, strike "or, if more restrictive,"  
Inclusion of this phrase does not make sense. If a power is specifically withheld by the Charter provision, it is not a power exercisable by the Authority whether more restrictive or not.
5. On page 8 after line 25, insert "(10) may not employ individuals who reside outside the City" This is required by the Charter §69(e)(1)(.ix).
6. In Section 19-6(c), the phrase "or otherwise inhabited" is vague making it impossible to determine if the law is being complied with. On page 9, line 5 strike beginning with "irrespective" through the end of line 6.

## MINUTES

CITY COUNCIL BILL: 16-0694 - cont'd

7. On page 10, strike beginning with "these" on line 14 through line 16. This language is inconsistent with §69(c)(v) and (vi).
8. On page 12, line 24, after "plan" insert "and making recommendations to the City." This is the language from §69(d)(2) for consistency.
9. It is not clear what funds this section is referring to. §9-1A-31(A)(1)(I) refers to the entire pot of local impact grant funds for all local jurisdictions and §9-1A-31(b)(3) gives 50% of that pot of money to the Authority. This allocation is repeated in §19-3(c)(2) of this bill. The State law however does not say 50% of the funds "distributed to the City." It says "50% of the local impact grants provided under subsection (a)(1)(i)," which the entire pot of money available to all local jurisdictions. This may not have been the intent but that is what it says.

This bill assumes that the State law intends to give 50% of the amount allocated to the City under (a)(1)(i) to the Authority. The State law should be amended in the next General Assembly session to reflect the intent. This section of the bill mandates that the City agree in its MOU with the Authority to report to the Authority how it intends to expend the rest of the City's allocation of local impact grant funds. If the City would rather negotiate this matter when the MOU is drafted, §19-10 (B) should be stricken from the bill.

10. On page 13, line 15 after "subtitle" insert "and State Gov. Art. §9-1A-31(b)(3)."
11. On page 14, strike lines 9-10 and substitute "Local impact grant funds shall be distributed to the City pursuant to State Gov. Art., §9-1A-31(A)(1)(i). Funds will be distributed to the Authority as provided in §9-1A-31(b)(3) through the City's budget and appropriation process."

**MINUTES****CITY COUNCIL BILL: 16-0694** - cont'd

12. On page 14, strike lines 11-17, State law provides for funds to be distributed to the City and appropriated to the appropriate entity for projects in the impact area.
13. On page 15, line 5, after "functions," insert, "subject to §19-5(B)(10) of this subtitle".
14. On page 16, after line 6 insert "(3) arrange for the disposition of all real and personal property owned by the Authority and remit all proceeds to the City."

Provided the bill is amended as proposed above, Law Department can approve City Council Bill 16-0694 for form and legal sufficiency.

Department of Planning

The Department of Planning recommends the following amendment:

- Modify Section 19-3(B)(4) to add the following purpose for the CID: (4) Implement the recommendations outlined in the South Baltimore Gateway Master Plan, adopted by the Planning Commission in 2015, or any updates or new plans that supersede the 2015 plan that are formally adopted by the Planning Commission.
- Re-number Section 19-3(B)(4) to be Section 19-3(B)(5).

**ALL OTHER REPORTS RECEIVED WERE FAVORABLE.**

UPON MOTION duly made and seconded, the Board approved Bill No. 16-0694 and directed that the bill be returned to the City Council with the recommendation that it also be approved by that Honorable Body. The President **ABSTAINED**.

MINUTES

PERSONNEL MATTERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

2848 - 2872

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>The Office of Civil Rights and Wage Commission</u>		
1. <b>SALLIE PRESSLEY</b>	\$11.00	<b>\$16,588.00</b>

Account: 1001-000000-1561-171500-601009

Ms. Pressley will continue to work as a Contract Services Specialist II (Office Support Specialist I). This is a 10% increase in the hourly rate from the previous contract period. Ms. Pressley's duties will include, but are not limited to performing administrative duties such as filing, covering the reception desk, typing, organizing, and answering complaints and questions related to departmental procedures. She will assist the three agencies (Community Relations Commission, Wage Commission and Civilian Review Board) within the Office of Civil Rights and Wage Enforcement and will create board material for each. Ms. Pressley will also maintain numerous types of files manually, operate a range of office machinery, transcribe testimonies from investigator interviews, maintain certified payroll files, and assist in the preparation of documents. She will review all certified payrolls mailed and/or faxed to the Wage Commission, assist the Program Compliance Officer, handle all FOIA request pertaining to certified payrolls, including pulling, redacting and providing those copies to the Law Department. The period of the agreement is effective upon Board approval through June 30, 2017.

Office of the Comptroller

2. <b>DESTINY WILLIAMS</b>	\$15.00	<b>\$22,620.00</b>
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Account: 2039-000000-1330-158400-601009

Ms. Williams will work as a Contract Services Specialist II (Telephone Operator I) for the Municipal Telephone Exchange. Her duties will include, but are not limited to

MINUTES

PERSONNEL

Office of the Comptroller - cont'd

operating a Centrex telephone console and computer terminal to answer incoming calls, making connections to complete calls, and reporting telephone equipment issues. She will also answer and route calls for assistance from City residents and maintain confidentiality of phone calls between government and legal officials. The period of the agreement is effective upon Board approval for one year.

Employees' & Elected Officials' Retirement System

3. Reclassify the following position:

From: Medical Claims Processor I  
Job Code: 33241  
Grade: 084 (\$35,564.00 - \$42,446.00)  
Position No.: 1520-12066

To: Medical Claims Processor II  
Job Code: 33242  
Grade: 087 (\$39,701.00 - \$47,990.00)

Cost: \$3,422.00 - 6000-604016-1520-168600-601001

Environmental Control Board

4.	<b>BELINDA MATLOCK</b>	\$90.00	<b>\$76,950.00</b>
5.	<b>KURT NACHTMAN</b>	\$90.00	<b>\$76,950.00</b>
6.	<b>JEREMY ELDRIDGE</b>	\$90.00	<b>\$76,950.00</b>

Account: 1001-000000-1170-138600-601009

Ms. Matlock, Mr. Nachtman, and Mr. Eldridge will each work as a Contract Services Specialist II (Hearing Officer).

**MINUTES****PERSONNEL**Hourly RateAmountEnvironmental Control Board - cont'd

The hourly rate is \$90.00 for a maximum of 855 hours, not to exceed \$76,950.00. Their duties will include, but are not limited to conducting hearings to make preliminary determinations as to whether citations issued by City Enforcement Officers comply with the Code, the ECB rules, and relevant court decisions. The Hearing Officers will also record all hearings, complete a disposition sheet, and submit written findings to the Executive Director of the ECB at the end of each day for each hearing that was conducted. The period of the agreements is effective August 10, 2016 for one year.

7. Reclassify the following position:

From: Paralegal  
 Job Code: 84241  
 Grade: 090 (\$44,858.00 - \$54,520.00)  
 Position No.: 1170-49549

To: Liaison Officer I  
 Job Code: 31420  
 Grade: 090 (\$44,858.00 - \$54,520.00)

Cost: \$0.00

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Baltimore City Fire Department</u>		
8. <b>KELLY KING</b>	\$33.71	<b>\$70,117.00</b>

Account: 1001-000000-3191-308700-601061

Ms. King will continue to work as Contract Service Specialist II (Research Analyst II) for the EMS Division. Ms. King's duties will include, but are not limited to developing a detailed 3-5 year strategic plan, including timelines of key events, developing an evaluation plan to track the efficacy of a community paramedicine pilot program and pursue outside grant funding. She will also provide the Department with regular progress reports, foster cross agency collaborations, disseminate key findings and recommendations through inter-agency and national conference presentations and peer-review article submission. The period of the agreement is effective upon Board approval for one year.

9. <b>SHARON NEELY</b>	\$22.70	<b>\$41,332.20</b>
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Account: 1001-000000-3191-308700-601061

Ms. Neely will work as a Contract Services Specialist II (Research Analyst I). Her duties will include, but are not limited to conducting management operational and organization studies in the Emergency Medical Services Division (EMS) to identify and resolve operating problems. Ms. Neely will also evaluate the effectiveness of the EMS and provide resources for strategic, fiscal, and operational planning. The period of the agreement is effective upon Board approval for one year.



**MINUTES****PERSONNEL**

Baltimore City Fire Department - cont'd

10. a. Abolish the following position:

From: Fire Prevention Specialist  
Job Code: 41230  
Grade: 322 (\$38,178.00 - \$61,403.00)  
Position No.: 2132-13927

b. Reclassify the following two positions:

From: Fire Lieutenant Suppression, ALS  
Job Code: 41278  
Grade: 374 (\$61,639.00 - \$74,873.00)  
Position No.: 2112-12590

To: Battalion Fire Chief, ALS Suppression  
Job Code: 41282  
Grade: 381 (\$78,174.00 - \$97,278.00)

From: Fire Lieutenant Special Operations Dive  
Job Code: 41250  
Grade: 340 (\$54,408.00 - \$66,387.00)  
Position No.: 2112-12273

To: Battalion Fire Chief, ALS  
Job Code: 41237  
Grade: 384 (\$71,005.00 - \$88,357.00)

Costs: \$50,896.00 - 1001-000000-2101-225900-601061  
\$27,795.00 - 1001-000000-2132-228200-601061

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

**MINUTES****PERSONNEL**Department of Recreation and Parks

	<u>Hourly Rate</u>	<u>Amount</u>
11. <b>LARRY WASHINGTON</b>	\$12.00	<b>\$22,880.00</b>

Account: 6000-680817-4782-717100-601009

Mr. Washington will work as a Contract Services Specialist II (Event Personnel/Visitor Services Associate). His duties will include, but will not be limited to locking all facilities at prescribed times including setting electronic alarms, and closing greenhouse facilities, including exterior vents. Mr. Washington will also provide supplemental heating support, unlock and lock facilities for user groups and clients, provide assistance to user groups, including table and chair set-up, and patrol grounds during open hours. He will also interact with visitors, provide visitor information and ensure appropriate use of grounds and facilities, remove trash and recycling from common interior areas, check special event area for trash and remove it, as needed, and provide parking assistance. This is the same salary as in the previous contract period. The period of the agreement is July 29, 2016 through July 28, 2017.

Department of Housing and Community Development (DHCD)12. Reclassify the following position:

From: Secretary II  
 Job Code: 33232  
 Grade: 078 (\$29,672.00 - \$34,218.00)  
 Position No.: 5824-15104

To: Special Assistant  
 Job Code: 10063  
 Grade: 089 (\$43,026.00 - \$52,239.00)

MINUTES

PERSONNEL

DHCD - cont'd

Cost: \$11,756.04 - 1001-000000-5824-408900-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Baltimore City Liquor Board

13. Create the following position:

Classification: Liquor Board Office Assistant II  
Job Code: 33202  
Grade: 082 (\$33,140.00 - \$39,199.00)  
Position No.: To be assigned by BBMR

Cost: \$44,804.00 - 1001-000000-2501-259500-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Department of Planning

	<u>Hourly Rate</u>	<u>Amount</u>
14. <b>ANDREW COOK</b>	\$25.12	<b>\$13,000.00</b>

Account: 9905-903009-9188-000000-703001

Mr. Cook will continue to work as a Contract Services Specialist II (City Planner/Environmental Planner). His duties will include, but will not be limited to analyzing the economic impact of the Baltimore maker economy and creating a report that will examine employment trends, business revenues, tax contributions, real estate leasing and purchasing trends, and other metrics generated by Baltimore's small manufacturers.

**MINUTES****PERSONNEL**Dept. of Planning - cont'd

Mr. Cook will also maximize and quantify the Growing Green Initiative's economic development potential, analyze the economic impact of building deconstruction materials and coordinate workforce development programs around native plant landscaping, and storm water management. This is the same hourly rate as in the previous contract period. The period of the agreement is August 1, 2016 through November 30, 2016.

15. Classify the following position:

From: New Position  
Job Code: 90000  
Grade: 900 (\$1.00 - \$204,000.00)  
Position No.: 1952-51505

To: City Planner II  
Job Code: 74137  
Grade: 927 (\$62,016.00 - \$99,246.00)

Cost: \$84,432.00 - 1001-000000-1875-187400-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

16. Classify the following position:

From: New Position  
Job Code: 90000  
Grade: 900 (\$1.00 - \$204,000.00)  
Position No.: 1952-51507

To: City Planner II  
Job Code: 74137  
Grade: 927 (\$62,016.00 - \$99,246.00)

MINUTES

PERSONNEL

Dept. of Planning - cont'd

Cost: \$84,432.00 - 1001-000000-1875-187400-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Office of the State's Attorney

	<u>Hourly Rate</u>	<u>Amount</u>
17. <b>MARIA KEITH</b>	\$26.93	<b>\$50,846.00</b>

Account: 1001-000000-1150-118000-601009

Ms. Keith, retiree, will continue to work as a Contract Services Specialist I (Investigator, SAO/Investigator). This is a 2% increase in the hourly rate from the previous contract period. Her duties will include, but will not be limited to investigating felony, homicide, and violent crime cases, locating and interviewing witnesses, and acting as a liaison with police agencies. Ms. Keith will also assist in preparing prosecution cases by locating persons of interest, researching pertinent documents, and verifying information. The period of the agreement is effective upon Board approval for one year.

In March 1999, the Board of Estimates approved a waiver of the AM 212-1 to hire retired Police Officers as Investigators for the Office of the State's Attorney with no restrictions on the number of work hours and rate of pay.

MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Health Department</u>		
18. <b>DONDRA HARPER</b>	\$18.90	<b>\$24,570.00</b>
19. <b>DAVID ZHITNITSKY</b>	\$18.90	<b>\$24,570.00</b>

Account: 1001-000000-3023-274000-601009

Ms. Harper and Mr. Zhitnitsky will each work as a Contract Services Specialist II (Community Health Educator I/Peer Educator). Their duties will include, but will not be limited to facilitating overdose prevention and response training, training, making referrals to drug treatment for participants, and providing risk reduction counseling to program participants. They will also conduct health and harm reduction education and counseling, conduct HIV, Hepatitis C, and STD Prevention Education with program participants and other community members, conduct pre/post HIV and Hepatitis C testing and counseling and conduct syringe exchanges and Phlebotomy duties. The period of the agreement is July 28, 2016 through June 30, 2017.

20. Create the following two positions:

Classification: Medical Office Assistant  
 Job Code: 61391  
 Grade: 078 (\$29,672.00 - \$34,218.00)  
 Position Nos.: To be assigned by BBMR

Costs: \$99,293.46 - 5000-524016-3150-271300-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

**MINUTES****PERSONNEL**

Health Department - cont'd

21. Create the following position:

Classification: Accounting Manager

Job Code: 34146

Grade: 931 (\$71,000.00 - \$113,500.00)

Position No.: To be assigned by BBMR

Cost: \$102,661.56 - 1001-000000-3100-262400-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

22. a. Create the following new non-Civil Service classification:

From: Chief Medical Director

Job Code: 10283

Grade: 960

b. Reclassify the following position:

From: Operations Manager II

Job Code: 00091

Grade: 942 (\$87,100.00 - \$143,600.00)

Position No.: 3030-14772

To: Chief Medical Director

Job Code: 10283

Grade: 960 (\$92,400.00 - \$152,400.00)

Cost: \$20,088.60 - 1001-000000-3030-271200-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

MINUTES

PERSONNEL

Health Department

23. Reclassify the following ten Positions:

From:

Classification: Community Health Nurse II (10 months)

Job Code: 62222

Grade: 507 (\$49,844.00 - \$57,241.00)

Position Nos.: 3100-14673, 3100-14748, 3100-14640,  
3100-48761, 3100-32585, 3100-43323,  
3100-43325, 3100-48762, 3100-14805,  
3100-48754

To:

Classification: Community Health Nurse Trainee (10 months)

Job Code: 62220

Grade: 501 (\$37,815.00 - \$43,582.00)

Costs: (\$155,191.00) - 6000-624917-3100-295900-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Department of Public Works

	<u>Hourly Rate</u>	<u>Amount</u>
24. <b>VICTORIA PUNG</b>	\$30.00	<b>\$62,400.00</b>

Account: 1001-000000-1901-190400-601009

Ms. Pung will continue to work as a Contract Services Specialist II (Administrative Analyst II). She will plan, design and implement new systems to meet the department's goals for increased productivity or efficient operations, conduct special studies and investigations to devise systems and program policy strategies to meet current needs. She will analyze problems and devise new systems including cost accounting and economic models, metrics analyzes of statistical data and workforce analysis. This is a 9% increase from the previous contract. The period the Agreement is effective upon Board approval for one year.



**MINUTES****PERSONNEL**DPW - cont'd25. Create the following ten new classes:

Classification: Customer Care Analyst I Job Code: 34263 Grade: 080 (\$31,142.00 - \$36,634.00)	Meter Reader Technician I 34310 078 (\$29,672.00 - \$34,218.00)
Classification: Customer Care Analyst II Job Code: 34264 Grade: 082 (\$3,140.00 - \$39,199.00)	Meter Reader Technician II 34313 080 (\$31,142.00 - \$36,634.00)
Classification: Customer Care Analyst III Job Code: 34265 Grade: 084 (\$35,564.00 - \$42,446.00)	Meter Reader Technician III 34314 081 (\$32,076.00 - \$38,001.00)
Classification: Customer Care Supervisor Job Code: 34266 Grade: 087 (\$39,701.00 - \$47,990.00)	Meter Reader Technician Supervisor 34319 084 (\$35,564.00 - \$42,446.00)
Classification: Utility Meter Technician Supt I Job Code: 34320 Grade: 087 (\$39,701.00 - \$47,990.00)	Utility Meter Technician Supt. II 34322 923 (\$58,300.00 - \$93,500.00)

Cost: \$0.00

The Department of Human Resources has completed its reclassification study from the Department of Public Works. This submission is part of the Baltimore Meter Project.

26. Create the following Position:

Classification: Engineer II  
Job Code: 72113  
Grade: 929 (\$65,900.00 - \$105,300.00)  
Position No.: To be assigned by BBMR

Cost: \$91,752.00 - 2071-000000-5601-730200-601001

The above-listed positions are to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

**MINUTES****PERSONNEL**DPW - cont'd27. Create the following three Positions:

Classification: Engineer I

Job Code: 72111

Grade: 927 (\$62,000.00 - \$99,200.00)

Position Nos.: To be assigned by BBMR

Costs: \$260,788.00 - 2071-000000-5601-730200-601001

28. Create the following two Positions:

From:

Classification: New Position

Job Code: 90000

Grade: 900 (\$1.00 - \$204,000.00)

Position Nos.: 5601-50018 and 5601-49966

To:

Classification: Engineer I

Job Code: 72111

Grade: 927 (\$62,000.00 - \$99,200.00)

Costs: \$173,859.00 - 2071-000000-5601-730200-601001

The above-listed positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

29. Create the following Position:

From:

Classification: New Position

Job Code: 90000

Grade: 900 (\$1.00 - \$204,000.00)

Position No.: 5601-49975

**MINUTES****PERSONNEL**DPW - cont'd

To:

Classification: Engineer II

Job Code: 72113

Grade: 929 (\$65,900.00 - \$105,300.00)

Cost: \$91,752.00 - 2071-000000-5601-730200-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

30. Create the following 12 Positions:

Classification: Customer Care Analyst II

Job Code: 34260

Grade: 082 (\$33,140.00 - \$39,199.00)

Position Nos.: To be assigned by BBMR

Cost: \$19,717.00 - 2071-000000-5471-400504-601001

The DHR has completed its reorganizational study from The Department of Public Works. The abolishment of 10 positions to help offset the costs for the creation of these 12 positions has been previously approved by the Board of Estimates on June 29, 2016. This submission is part of the Balti-Meter Project.

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

31. Create the following seven Positions:

Classification: Customer Care Analyst Supervisor

Job Code: 34262

Grade: 087 (\$39,701.00 - \$47,990.00)

Position Nos.: To be assigned by BBMR

**MINUTES****PERSONNEL**

DPW - cont'd

Costs: (\$31,107.00) - 2071-000000-5471-400504-601001

The DHR has completed its reorganizational study from the Department of Public Works. The abolishment of eight positions to help offset the costs for the creation of seven positions has been previously approved by the Board of Estimates on June 29, 2016. This submission is part of the Balti-Meter Project.

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

32. Create the following 13 Positions:

Classification: Customer Care Analyst I

Job Code: 34263

Grade: 080 (\$31,142.00 - \$36,634.00)

Position Nos.: To be assigned by BBMR

Costs: (\$17,397.00) - 2071-000000-5471-400504-601001

The DHR has completed its reorganizational study from The Department of Public Works. The abolishment of 14 positions to help offset the costs for the creation of these 13 positions has been previously approved by the Board of Estimates on June 29, 2016. This submission is part of the Balti-Meter Project.

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

## MINUTES

PERSONNEL

Department of Human Resources - cont'd

33. Administrative Correction

Due to an administrative error, the original job codes that were approved by the Board of Estimates on June 29, 2016, were inadvertently transposed. Therefore, the Department of Human Resources is requesting the Board to approve the corrected job codes, as follows:

I. Change the following eight classifications job code:

Classification: IT Associate Job Code: FROM: 31106 TO: 33106	IT Specialist I Job Code: FROM: 31107 TO: 33107
Classification: IT Specialist II Job Code: FROM: 31109 TO: 33109	IT Specialist III Job Code: FROM: 31110 TO: 33110
Classification: IT Supervisor Job Code: FROM: 31111 TO: 33111	IT Manager Job Code: FROM: 31112 TO: 33112
Classification: IT Division Manager Job Code: FROM: 31115 TO: 33115	IT Director Job Code: FROM: 31116 TO: 33116

II. Downgrade the following Class and Change the Job Code:

<u>From:</u>	<u>To:</u>
Classification: IT Project Manager Job Code: 31114 Grade: 942 (\$87,100.00 – \$143,600.00)	Classification: IT Project Manager Job Code: 33114 Grade: 939 (\$82,100.00 – \$135,300.00)

## MINUTES

PERSONNELDHR - cont'd

Cost: \$0.00

These classes are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

34. Administrative Correction:

Due to an administrative error, the original job codes that were approved by the Board of Estimates on June 29, 2016, were inadvertently transposed. Therefore, the Department of Human Resources is requesting the Board to approve the corrected job codes, as follows:

Reclassify the following Positions:From:To:

Classification: System Supervisor

IT Manager

Job Code: 33155

33112

Grade: 931 (\$69,600.00- \$111,300.0)

942 (\$85,400.00- 140,800.00)

Position #: 12355

Classification: System Supervisor

IT Project Manager

Job Code: 33155

33114

Grade: 931 (\$69,600- \$111,300)

939 (\$80,500.00- \$132,600.00)

Position #: 12326

Classification: Network System Admin.

IT Project Manager

Job Code: 33193

33114

Grade: 936 (\$76,100.00- \$121,700.00)

939 (\$80,500.00- \$132,600.00)

Position #: 33944

Classification: GIS Supervisor

IT Supervisor

Job Code: 33190

33111

Grade: 927 (\$60,800.00- \$97,300.00)

936 (\$76,100.00- \$121,700.00)

Position #: 48038

**MINUTES****PERSONNEL**DHR - cont'd

Classification: IT Specialist	IT Supervisor
Job Code: 33159	33111
Grade: 902 (\$69,600.00- \$111,300.00)	936 (\$76,100.00- \$121,700.00)
Positions #: 49636, 49657	
Classification: System Analyst	IT Specialist II
Job Code: 33151	33109
Grade: 927 (\$60,800.00- \$97,300.00)	927 (\$60,800.00- \$97,300.00)
Positions #: 12330, 12331, 12337, 12357, 12336, 12340	
Classification: IT Specialist	IT Specialist II
Job Code: 33159	33109
Grade: 902 (\$40,100.00- \$64,100.00)	927 (\$60,800.00- \$97,300.00)
Positions #: 50708, 50720, 50707, 50711, 50706, 47719, 50717, 47258, 50719, 47378	
Classification: IT Specialist	IT Specialist I
Job Code: 33159	33107
Grade: 902 (\$40,100.00-\$64,100.00)	923 (\$57,200.00-\$91,700.00)
Positions #: 47495, 50718, 50715, 50713	

Cost: \$0.00

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

35. I. Create the following new seven Civil Service Classifications:

Classification: Agency IT Associate  
 Job Code: 33146  
 Grade: 907 (\$54,200.00 - \$86,800.00)

**MINUTES****PERSONNEL**DHR - cont'd

Classification: Agency IT Specialist I  
 Job Code: 33147  
 Grade: 923 (\$58,300.00 - \$93,500.00)

Classification: Agency IT Specialist II  
 Job Code: 33148  
 Grade: 927 (\$62,000.00 - \$99,200.00)

Classification: Agency IT Specialist III  
 Job Code: 33149  
 Grade: 929 (\$65,900.00 - \$105,300.00)

Classification: Agency IT Supervisor/Project Manager  
 Job Code: 33150  
 Grade: 936 (\$77,600.00 - \$124,100.00)

Classification: Agency IT Manager  
 Job Code: 33152  
 Grade: 939 (\$82,100.00-\$135,300.00)

Classification: Agency IT Manager  
 Job Code: 33153  
 Grade: 942 (\$87,100.00-\$143,600.00)

II. Create the following seven Non-Civil Service Classifications

Classification: Agency IT Associate  
 Job Code: 10257  
 Grade: 907 (\$54,200.00 - \$86,800.00)

Classification: Agency IT Specialist I  
 Job Code: 10258  
 Grade: 923 (\$58,300.00 - \$93,500.00)

Classification: Agency IT Specialist II  
 Job Code: 10259  
 Grade: 927 (\$62,000.00 - \$99,200.00)



**MINUTES****PERSONNEL**

DHR - cont'd

Classification: Agency IT Specialist III  
Job Code: 10260  
Grade: 929 (\$65,900.00 - \$105,300.00)

Classification: Agency IT Supervisor/Project Manager  
Job Code: 10261  
Grade: 936 (\$77,600.00 - \$124,100.00)

Classification: Agency IT Manager I  
Job Code: 10262  
Grade: 939 (\$82,100.00 - \$135,300.00)

Classification: Agency IT Manager II  
Job Code: 10263  
Grade: 942 (\$87,100.00-\$143,600.00)

Costs: \$0.00

At the request of the Mayor's Office of Information Technology, the Department of Human Resources conducted a compensation study that included direct municipal/state governments, and industry. The results of the study confirm and identify the major challenge, i.e., availability/unavailability of IT talent fluctuates. Current trends confirm limited supply, high demand for knowledgeable and experienced talent.

These classes are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

**MINUTES****PERSONNEL**

DHR - cont'd

36. Administrative Correction

Due to an administrative error, the original grades and salaries that were approved by the Board of Estimates on June 1, 2016, were not calculated with the correct percentages, therefore the Department of Human Resources is requesting the Board to approve the corrected salary scale for the below personnel request, as follows:

I. Change the following Grades/Salary:

	GRADE	HIRING	FULL PEF	EXP	SENIOR	Long 1-5	Long 6
FROM	76S	\$29,009.00	\$29,733.00	\$32,525.00	\$33,025.00	\$ 991.00	\$661.00
TO	039	\$29,009.00	\$29,733.00	\$32,525.00	\$33,025.00	\$ 991.00	\$661.00
FROM	84S	\$36,275.00	\$37,583.00	\$42,602.00	\$43,295.00	\$1,299.00	\$866.00
TO	040	\$36,275.00	\$37,583.00	\$42,602.00	\$43,295.00	\$1,299.00	\$866.00
FROM	85S	\$37,415.00	\$39,098.00	\$44,358.00	\$45,083.00	\$1,352.00	\$902.00
TO	041	\$37,415.00	\$39,098.00	\$44,358.00	\$45,083.00	\$1,352.00	\$902.00
FROM	86S	\$38,915.00	\$40,685.00	\$46,179.00	\$46,939.00	\$1,408.00	\$939.00
TO	042	\$40,441.00	\$42,280.00	\$47,990.00	\$48,780.00	\$1,463.00	\$976.00
FROM	87S	\$40,495.00	\$42,350.00	\$48,158.00	\$48,950.00	\$1,469.00	\$979.00
TO	043	\$40,495.00	\$42,350.00	\$48,158.00	\$48,950.00	\$1,469.00	\$979.00
FROM	89S	\$43,887.00	\$45,970.00	\$52,424.00	\$53,284.00	\$1,599.00	\$1,066.00
TO	044	\$43,887.00	\$45,970.00	\$52,424.00	\$53,284.00	\$1,599.00	\$1,066.00
FROM	91S	\$47,723.00	\$50,023.00	\$57,121.00	\$58,066.00	\$1,742.00	\$1,161.00
TO	045	\$47,723.00	\$50,023.00	\$57,121.00	\$58,066.00	\$1,742.00	\$1,161.00
FROM	93S	\$51,946.00	\$54,486.00	\$62,306.00	\$63,338.00	\$1,900.00	\$1,267.00
TO	046	\$51,946.00	\$54,486.00	\$62,306.00	\$63,338.00	\$1,900.00	\$1,267.00
FROM	94S	\$54,230.00	\$56,881.00	\$65,084.00	\$66,160.00	\$1,985.00	\$1,323.00
TO	047	\$56,357.00	\$59,112.00	\$67,636.00	\$68,755.00	\$2063.00	\$1375.00

**MINUTES****PERSONNEL**

DHR - cont'd

II. Create the following two new grades:

Grade	Hiring	Full Perf	Exp	Senior	Long 1-5	Long 6
048	\$38,882.00	\$40,631.00	\$46,097.00	\$46,851.00	\$1,406.00	\$ 937.00
049	\$45,608.00	\$47,773.00	\$54,480.00	\$55,373.00	\$1,661.00	\$1,107.00

III. Change the following Grades:

Classification: Investigator, Sheriff

Job Code: 00073

From Grade: 87S (\$40,495.00 - \$48,950.00)

To Grade: 043 (\$40,495.00- \$48,950.00)

Classification: Secretary I, Sheriff

Job Code: 00074

From Grade: 91S (\$47,723.00 - \$58,066.00)

To Grade: 045 (\$47,723.00 - \$58,066.00)

Classification: Secretary II, Sheriff

Job Code: 00075

From Grade: 89s (\$43,887.00 - \$53,284.00)

To Grade: 044 (\$43,887.00 - \$53,284.00)

Classification: Fiscal Technician, Sheriff

Job Code: 00076

From Grade: 93s (\$51,946.00 - \$63,338.00)

To Grade: 046 (\$51,946.00 - \$63,338.00)

Classification: Accounting Assistant III,  
Sheriff

Job Code: 00077

From Grade: 84S (\$36,275.00 - \$43,295.00)

To Grade: 040 (\$36,275.00 - \$43,295.00)

Classification: Clerical Assistant,  
Sheriff

Job Code: 00078

From Grade: 76S (\$29,009.00 - \$33,025.00)

To Grade: 039 (\$29,009.00 - \$33,025.00)

Classification: Chief Court Security

Job Code: 00824

From grade: 94S (\$54,230.00 - \$66,160.00)

To Grade: 047 (\$56,357.00 - \$68,755.00)

Classification: Radio Dispatcher, Sheriff

Job Code: 01420

From Grade: 84S (\$36,275 .00- \$43,295.00)

To Grade: 040 (\$36,275.00 - \$43,295.00)

Classification: Officer Court Security

Job Code: 00826

From Grade: 85S (\$37,415.00 - \$45,083.00)

To Grade: 048 (\$38,882.00 - \$46,851.00)

Classification: Lieutenant, Court Security

Job Code: 00829

From Grade: 86S (\$38,915.00 - \$46,939.00)

To Grade: 042 (\$40,441.00 - \$48,780.00)

## MINUTES

PERSONNELDHR - cont'd

Classification: Assistant Chief Court Security

Job Code: 00825

From Grade: 89S (\$43,887.00 - \$53,284.00)

To Grade: 049 (\$45,608.00 - \$55,373.00)

IV. Change the following Classification Titles and Grades:

<u>From</u>	<u>To</u>
Classification: Administrative Aide Job Code: 00068 Grade: 85S (\$37,415.00 - \$45,083.00)	Administrative Aide, Sheriff 00068 041 (\$37,415.00 - \$45,083.00)
Classification: Process Server Job Code: 01425 Grade: 85S (\$37,415.00 - \$45,083.00)	Process Server, Sheriff 01425 041(\$37,415 - \$45,083)

V. Reclassify the following eight Positions:

<u>From:</u>	<u>To:</u>
Classification: Investigator Job Code: 00820 Grade: 87S (\$40,495.00 - \$48,950.00) Position #: 1183-43861	Investigator, Sheriff 00073 043 (\$40,495.00 - \$48,950.00)
Classification: Court Secretary I Job Code: 00812 Grade: 91s (\$47,723.00 - \$58,066.00) Position #'s: 1182-24720; 1181-24724	Secretary I, Sheriff 00074 045 (\$47,723.00 - \$58,066.00)
Classification: Court Secretary II Job Code: 00813 Grade: 89S (\$43,887.00 - \$53,284.00) Position #'s: 1183-44776; 1181-46738	Secretary II, Sheriff 00075 044 (\$43,887.00 - \$53,284.00)

**MINUTES****PERSONNEL**DHR - cont'd

Classification: Fiscal Technician Job Code: 00800 Grade: 93S (\$51,946.00 - \$63,338.00) Position #: 1182-24721	Fiscal Technician, Sheriff 00076 046 (\$51,946.00 - \$63,338.00)
Classification: Accounting Assistant III Job Code: 00789 Grade: 84S (\$36,275.00 - \$43,295.00) Position #: 1181-24731	Accounting Assistant III, Sheriff 00077 040 (\$36,275.00 - \$43,295.00)
Classification: Clerical Assistant II, Courts Job Code: 00810 Grade: 76S (\$29,009.00 - \$33,025.00) Position #: 1182-24722	Clerical Assistant, Sheriff 00078 039 (\$29,009.00 - \$33,025.00)

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

**MINUTES**

Department of Public Works - Partial Release of Retainage Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Partial Release of Retainage Agreement in the amount of \$129,079.62 for Monumental Paving & Excavating, Inc. for Water Contract No. 1269 Northwest Community Action Neighborhood Water Main Replacements.

**AMOUNT OF MONEY AND SOURCE:**

\$129,079.62 - 9960-905136-9557-000000-200001

**BACKGROUND/EXPLANATION:**

As of December 9, 2015, Monumental Paving & Excavating, Inc. has completed 100% of all work for WC 1269, Northwest Community Action Neighborhood Water Main Replacements. The contractor has requested a partial release of retainage in the amount of \$129,079.62. Currently, the City is holding \$143,421.80 in retainage for the referenced project and the contractor is requesting to reduce the amount of retainage to \$14,342.18. The remaining \$14,342.18 is sufficient to protect the interest of the City.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Partial Release of Retainage Agreement in the amount of \$129,079.62 for Monumental Paving & Excavating, Inc. for Water Contract No. 1269 Northwest Community Action Neighborhood Water Main Replacements.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 15 to Whitman, Requardt & Associates, LLP/Gannett Fleming JV under Project 1403, Construction Management Assistance Services. The period of the task assignment is approximately 12 months.

**AMOUNT OF MONEY AND SOURCE:**

\$ 79,979.41 - 9956-905653-9551-900020-703032 SC 910  
79,979.41 - 9956-907336-9551-900020-703032 SC 926  
79,979.41 - 9956-917337-9551-900020-703032 SC 927  
**\$239,938.23**

**BACKGROUND/EXPLANATION:**

The Office of Engineering is in need of assistance from Whitman, Requardt & Associates, LLP/Gannett Fleming JV to provide construction management assistance services on various projects. These projects will include but are not limited to SC 910 Improvements to the Sanitary Sewer Collection System in the Herring Run Sewershed Part 2-Chinquapin Run, SC 926 Electrical Distribution System Reliability Improvements at the Back River Wastewater Treatment Plant for the Department of Public Works, Office of Engineering and Construction.

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

MINUTES

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 364,000.00 (County Appropriations)	9956-907624-9549 (Constr. Res. Rehab Program Herring Run)	
336,000.00 (Wastewater <u>Rev. Bonds)</u>	" "	
<b>\$ 700,000.00</b>	-----	9956-905653-9551-3 (Design)

The funds will cover the cost of Task 15 No. under Project 1403, Construction Management Assistance.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 15 to Whitman, Requardt & Associates, LLP/Gannett Fleming JV under Project 1403, Construction Management Assistance Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter. The President voted **NO**.



**MINUTES**

Department of Public Works - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 002 to Johnson, Mirmiran & Thompson, Inc. under Project 1227J, On-Call Stormwater Study and Engineering Design Services. The period of the task assignment is approximately one year.

**AMOUNT OF MONEY AND SOURCE:**

\$149,966.96 - 2072-000000-5181-734400-603026

**BACKGROUND/EXPLANATION:**

The Plans Review and Inspection Section workload has increased recently for the review of plans for the City and private projects for stormwater management, erosion and sediment control. The plans must be evaluated properly and thoroughly for compliance with federal, state and local laws and regulations. It is essential that the plans be reviewed in a timely manner to avoid delay of construction projects. Johnson, Mirmiran & Thompson, Inc. and its MBE sub-consultant, Spartan Engineering, LLC and WBE sub-consultant, Stormwater Consulting, Inc. will assist the section in expediting the review of these plans.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 002 to Johnson, Mirmiran & Thompson, Inc. under Project 1227J, On-Call Stormwater Study and Engineering Design Services. The President voted **NO**.

MINUTES

Department of Public Works/Office - Cost Sharing Reimbursement  
of Construction and Engineering and Transfer of Funds

The Board is requested to approve reimbursement of the City's Share of the Prettyboy Reservoir Road Resurfacing Project.

- 1. **BALTIMORE COUNTY** **\$2,210,000.00**

Account: 9960-905746-9557-3

Baltimore County will resurface roads in the Prettyboy Reservoir and has requested the City's reimbursement of the City's share of the costs. The County will invoice the City as costs are incurred and paid for this project.

**APPROVED FOR FUNDS BY FINANCE**

- 2. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<b>\$2,210,000.00</b>	9960-906068-9558	9960-905746-9557-6
Revenue Bonds	Constr. Reserve	Construction

This transfer will provide the funds to cover costs for the Prettyboy Reservoir Road Resurfacing.

UPON MOTION duly made and seconded, the Board approved reimbursement of the City's Share of the Prettyboy Reservoir Road Resurfacing Project to Baltimore County. 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/ - Scheduling of Public Hearing on  
Department of Finance Proposed Water and Sewer Rate  
Increases and Miscellaneous Fee  
Increases

**ACTION REQUESTED OF B/E:**

The Board is requested to schedule a hearing for the proposed water and sewer rate increases. Notice of the proposed rates will be published as required. A hearing on August 31, 2016, at 9 a.m. is suggested.

**BACKGROUND/ EXPLANATION:**

Pursuant to Ordinance 941 which implements the City Charter Amendment, approved by the voters in 1978, the water and wastewater utilities must be maintained as self-sustaining operations. Under this Ordinance, it is the duty of the Director of Finance and the Director of Public Works to recommend to the Board of Estimates rates and charges to make the utilities self-sustaining.

The City is finalizing the replacement of all residential and commercial water meters in both Baltimore City and Baltimore County. The new meters are being outfitted with the Automatic Metering Infrastructure (AMI) technology in the City and Automatic Metering Reading (AMR) and AMI technology in the county. This upgrade will provide greater accuracy in meter reading and improve the timeliness of billing, reduce the number of estimated bills resulting from limited access to meters, improve customer service by providing detailed and timely responses to customer inquiries, and reduce water loss through continuous monitoring and enhanced operational efficiencies.

In addition, the City is replacing the water and sewer customer information and billing system. We have begun testing this system and have started training our employees on its use. Along with this change, we will be transitioning from quarterly to monthly billing. The new billing system is expected to go-live for Baltimore City customers on October 11, 2016.

## MINUTES

DPW/Finance - cont'd

Compliance with Federal and State mandates, protecting public health and environment, as well as investing in our aging underground water and sewer systems will require the City to continue to allocate revenues to fund multimillion dollar capital projects. The Water Capital Improvement Plan over the next six years is estimated to be \$1.3 billion in appropriations. This includes water main rehabilitation and replacement, the covering of finished open water reservoirs, the rehabilitation of the Vernon, Cromwell, Pikesville, Towson and Ashburton pumping stations, improvements to the Montebello Water Filtration Plant, and the design and construction of the new Fullerton Water Filtration Plant. The Wastewater Capital Improvement Plan over the next six years is estimated to be \$701.1 million in appropriations. This includes regulatory-driven enhanced nutrient removal upgrades at the Back River Wastewater Treatment Plant, the headworks improvements at Back River and Consent Decree corrective action improvements.

To be able to maintain the utilities as self-sustaining, we are requesting a hearing to propose changes to our existing charge structure, a modified water and sewer rate structure, a forecast for three-year rate increases, and proposed increases to the utilities' miscellaneous fees.

Proposed Rate Structure:

The implementation of the new billing system is complemented by an enhancement of the existing rate structure. The proposed rate structure will eliminate the current use of minimum billing charges and will provide transparency by breaking down the bill to show customers exactly what costs are included in their bills. The proposed new rate structure eliminates the current declining block water rates, which results in large volume water users paying a lower rate per unit of water. Instead, by switching to a more equitable rate structure, the same volumetric rates will apply to all customers. This change will encourage conservation of water and will promote conscientious water usage practices.

## MINUTES

DPW/Finance - cont'd

The proposed rate structure includes two fixed components and a volumetric component. The fixed components are:

1. An Account Management Fee intended to recover the cost of billing and related support services to our customers and their accounts. This will be charged as a flat monthly fee per bill.
2. An Infrastructure Charge intended to recover a portion of capital costs for investing in our pipes, plants, and other assets that benefit all customers. The infrastructure charge will have separate water and sewer rate components charged by meter size.

The water and sewer systems budgets are primarily fixed costs that are independent of the volume of water used and treated. With the proposed rate structure, the fixed components recover a portion of these expenses that benefit all customers so the utility is less dependent on volumetric consumption. The volumetric component of the proposed rate structure applies to each unit of water and sewer in a billing period. One unit equals 100 cubic feet (Ccf), or approximately 748 gallons. The volumetric rates will be applied with the first unit of consumption. The following table details the proposed monthly rate structure and the rates over the upcoming three-year period.

## MINUTES

DPW/Finance - cont'd

<b>Fixed Components</b>						
	<b>Proposed October 11, 2016</b>		<b>Proposed July 1, 2017</b>		<b>Proposed July 1, 2018</b>	
<b>Account Management Fee</b>	\$2.720		\$2.979		\$3.263	
<b>Infrastructure Charge</b>	<b>Proposed October 11, 2016</b>		<b>Proposed July 1, 2017</b>		<b>Proposed July 1, 2018</b>	
<b>Meter Size</b>	<b>Water</b>	<b>Sewer</b>	<b>Water</b>	<b>Sewer</b>	<b>Water</b>	<b>Sewer</b>
5/8"	\$8.150	\$7.070	\$8.957	\$7.706	\$9.844	\$8.400
3/4"	\$14.670	\$12.726	\$16.122	\$13.871	\$17.718	\$15.119
1"	\$32.600	\$28.280	\$35.827	\$30.825	\$39.374	\$33.599
1-1/2"	\$57.050	\$49.490	\$62.698	\$53.944	\$68.905	\$58.799
2"	\$130.400	\$113.120	\$143.310	\$123.301	\$157.498	\$134.398
3"	\$228.200	\$197.960	\$250.792	\$215.776	\$275.620	\$235.196
4"	\$521.600	\$452.480	\$573.238	\$493.203	\$629.989	\$537.591
6"	\$937.250	\$813.050	\$1,030.038	\$886.225	\$1,132.012	\$965.985
8"	\$1,467.000	\$1,272.600	\$1,612.233	\$1,387.134	\$1,771.844	\$1,511.976
10"	\$2,078.250	\$1,802.850	\$2,283.997	\$1,965.107	\$2,510.113	\$2,141.967
12"	\$3,708.250	\$3,216.850	\$4,075.367	\$3,506.367	\$4,478.828	\$3,821.940
<b>Variable Component</b>						
	<b>Proposed October 11, 2016</b>		<b>Proposed July 1, 2017</b>		<b>Proposed July 1, 2018</b>	
	<b>Water</b>	<b>Sewer</b>	<b>Water</b>	<b>Sewer</b>	<b>Water</b>	<b>Sewer</b>
<b>Volumetric Rate (all Units)</b>	\$2.260	\$6.160	\$2.484	\$6.714	\$2.730	\$7.318

If adopted, the proposed rates will be effective on the dates of October 11, 2016, July 1, 2017, and July 1, 2018, with the existing rates remaining in place until then.

Required Rate Increases/Proposed Rate Structure:

The required rate increases and proposed rate structure are necessary to ensure fiscal sustainability and to keep the utilities self-sustaining. The proposed rate structure has been

## MINUTES

DPW/Finance - cont'd

designed on the basis of a "revenue neutral" concept. The proposed rate structure and required rate increases have been designed to generate the same level of revenue that the current rates would have generated with across-the-board rate increases of 9.9% and 9.0% for water and sewer, respectively.

The following table shows the proposed rate increases for the current and the next two fiscal years (the fiscal year starts on July 1<sup>st</sup> and ends on June 30<sup>th</sup>). For Fiscal 2017, the proposed rate increases will not be effective for a full year and will start October 11, 2016.

<b>Proposed Rate Increases</b>		
	<b>Water</b>	<b>Wastewater</b>
October 11, 2016	9.9%	9.0%
July 1, 2017	9.9%	9.0%
July 1, 2018	9.9%	9.0%

Due to the elimination of the quarterly minimum allowance and other revisions to the charge structure, the impacts of the proposed rate structure on customer bills will vary by meter size and consumption level. In other words, if the City chose not to change the existing rate structure, all customers, assuming no change in their consumption patterns, would have experienced a 9.9% increase in their water and 9% increase in their sewer bills; however, under the proposed rate structure, some customers will pay more but others will pay less while the City generates the same amount of revenue.

For example, without changing the rate structure, the proposed rate increases would result in a Fiscal 2017 total water and sewer bill increase of 9.4% per year for a typical Baltimore City residential customer with a 5/8" meter consuming 21 ccf per quarter (or 7 ccf per month). This represents a monthly increase of \$6.99 or \$20.96 per quarter; however, under the proposed change to the rate structure, the same customer would see an increase of approximately 3.4% in Fiscal 2017, which equates to \$2.50 per month or \$7.52 per quarter.

MINUTES

DPW/Finance - cont'd

<b>Proposed Customer Bill Impacts</b>					
<i>Quarterly Charges for 5/8" Meter and 21 Ccf</i>					
	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>
	<i>Existing Structure</i>		<i>Proposed Structure</i>		
Account Management Fee			\$8.16	\$8.94	\$9.79
Infrastructure Charge			\$45.66	\$49.99	\$54.73
Water Bill	\$ 95.19	\$ 104.62	\$ 47.46	\$ 52.16	\$ 57.33
Sewer Bill	\$ 127.93	\$ 139.46	\$ 129.36	\$ 140.99	\$ 153.68
<b>Total Bill</b>	<b>\$ 223.12</b>	<b>\$ 244.08</b>	<b>\$ 230.64</b>	<b>\$ 252.09</b>	<b>\$ 275.53</b>

As an example of what the "revenue neutral" concept is, the following table shows a hypothetical example of 10 water customers with different consumption patterns (it is assumed that all customers have the same water meter size). The example shows a hypothetical rate structure for explanation of the concept, this is not the proposed rate structure.

Scenario Comparison - Revenue Neutral Concept														
Scenario 1				Scenario 2 - Rate Increase				Scenario 3 - Hypothetical New Rate Structure						
Customer	Units Consumed	Rate / Unit	Water Bill	Rate Increase	New Rate / Unit	New Water Bill	% Bill Increase (1)	Fixed Charge	Required Revenue	Variable Rate / Unit	Variable Charge	New Water Bill	% Bill Increase (2)	Net Bill Increase
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)
		(C)=(A)×(B)		(E)=(B)×(1+(D))	(F)=(A)×(E)	(G)=(F)/(C)-1		(I)=(F)-(H)	(J)=Σ(I)/Σ(A)	(K)=(A)×(J)	(L)=(H)+(K)	(M)=(L)/(C)-1	(N)=(M)-(G)	
1	110	\$5	\$550	5.0%	\$5.25	\$578	5.0%	\$10	\$568	\$5.19	\$570.40	\$580.40	5.5%	0.5%
2	120	\$5	\$600	5.0%	\$5.25	\$630	5.0%	\$10	\$620	\$5.19	\$622.26	\$632.26	5.4%	0.4%
3	130	\$5	\$650	5.0%	\$5.25	\$683	5.0%	\$10	\$673	\$5.19	\$674.11	\$684.11	5.2%	0.2%
4	140	\$5	\$700	5.0%	\$5.25	\$735	5.0%	\$10	\$725	\$5.19	\$725.97	\$735.97	5.1%	0.1%
5	150	\$5	\$750	5.0%	\$5.25	\$788	5.0%	\$10	\$778	\$5.19	\$777.82	\$787.82	5.0%	0.0%
6	160	\$5	\$800	5.0%	\$5.25	\$840	5.0%	\$10	\$830	\$5.19	\$829.68	\$839.68	5.0%	0.0%
7	170	\$5	\$850	5.0%	\$5.25	\$893	5.0%	\$10	\$883	\$5.19	\$881.53	\$891.53	4.9%	-0.1%
8	180	\$5	\$900	5.0%	\$5.25	\$945	5.0%	\$10	\$935	\$5.19	\$933.39	\$943.39	4.8%	-0.2%
9	190	\$5	\$950	5.0%	\$5.25	\$998	5.0%	\$10	\$988	\$5.19	\$985.24	\$995.24	4.8%	-0.2%
10	200	\$5	\$1,000	5.0%	\$5.25	\$1,050	5.0%	\$10	\$1,040	\$5.19	\$1,037.10	\$1,047.10	4.7%	-0.3%
Total	1,550		\$7,750			\$8,138		\$100	\$8,038		\$8,038	\$8,138		

Scenario 1: Customers Pay per unit consumed

Scenario 2: Customers subject to 5% increase in rate, but continue paying per unit consumed

Scenario 3: Hypothetical new rate structure. Fixed component and volumetric charge



## MINUTES

DPW/Finance - cont'd

- Scenario 1 represents what these customers currently pay without rate increases. The total consumption is 1,550 units while the total revenue is \$7,750.00 (Column C).
- Under Scenario 2, all these customers are subject to a 5% increase in their water rates; therefore, at the same level of consumption, Customer 1 pays \$28.00 more while customer 10 pays \$50.00 more, both values equivalent to 5% more than their prior water bills. The total amount of revenue generated after the rate increase is \$8,138.00 (Column F).
- Scenario 3 shows the incorporation of a hypothetical new rate structure that includes a fixed component of \$10 per customer. Since all customers are subject to this fixed charge, there is \$100.00 of revenue generated even if consumption is zero; however, in order to be "revenue neutral" there is \$8,038.00 that needs to be recovered by the variable rate.
- Assuming that all 10 customers do not change their consumption patterns, it is determined that the variable rate per unit that would generate the required amount of revenue is \$5.19 (Column J).
- The new water bill is determined by applying the variable rate to each customer's consumption and adding the fixed component. By doing so, the "revenue neutral" concept is achieved (Column F equals Column L with a total of \$8,138.00 in revenue). As detailed in Column M, customer 1 is now paying 5.5% more while customer 10 will be paying 4.7% more, or as detailed in Column N, customer 1 is now paying 0.5% more while customer 10 will be paying 0.3% less than what they would have been paying under the current structure after a rate increase.

## MINUTES

DPW/Finance - cont'd

In order to facilitate the understanding of the proposed changes, the City has made available online an interactive tool for customers to assess the impact of the required rate increases and the proposed rate structure at any given meter size and consumption level. This tool can be found at: <http://publicworks.baltimorecity.gov/water-billing-calculator>

County Rates:

It is proposed that the Howard, Anne Arundel, and Carroll counties wholesale rates be increased as follows:

<b>Proposed Water County Rates</b>			
<b>Howard County</b>	<b>Fiscal 2017</b>	<b>Fiscal 2018</b>	<b>Fiscal 2019</b>
Wholesale Service (all Units)	\$2.147	\$2.360	\$2.594
<b>Anne Arundel County</b>			
Wholesale Service (all Units)	\$2.147	\$2.360	\$2.594
<b>Carroll County</b>			
Raw Water (all Units)	\$0.761	\$0.836	\$0.919

It is also proposed that Anne Arundel County water retail rates be increased as follows:

<b>Anne Arundel County - Water Retail Service</b>				
<b>Quarterly Use Block</b>	<b>Current Rate</b>	<b>Fiscal 2017</b>	<b>Fiscal 2018</b>	<b>Fiscal 2019</b>
First 50 Units	\$4.775	\$5.248	\$5.768	\$6.339
Next 450 Units	\$2.789	\$3.065	\$3.368	\$3.701
Over 500 Units	\$1.915	\$2.105	\$2.313	\$2.542

If adopted, the proposed rates will be effective on October 11, 2016, July 1, 2017, and July 1, 2018. Increased cost of water and sewer service will be passed on to Baltimore County through the City-County Agreements. Baltimore County establishes its own water rates with City concurrence.

**MINUTES**

DPW/Finance - cont'd

Senior Citizen Discount:

It is recommended that eligible senior citizen consumers 65 and older in Baltimore City who apply and whose annual household income does not exceed \$30,000.00 receive a 43% discount on the total water and sewer volumetric charges. The annual household income threshold will be annually adjusted for inflation by using the Consumer Price Index (CPI) for the Washington-Baltimore area as published by the Bureau of Labor statistics as of May of each year. This is a continuation of the program already provided by the City.

Low Income Water Assistance Program:

It is recommended that the annual credit amount of the Low Income Assistance Program be increased from \$179.00 to \$197.00 for eligible citizens meeting the low income criteria. This is an enhancement of the program already provided by the City.

Miscellaneous Fees:

In addition to the changes to the water and sewer user charges, the City has evaluated the charges for miscellaneous services and it is recommended that miscellaneous water fees be updated and approved as follows (list of miscellaneous charges and current and proposed are shown on the next page). If adopted, the proposed miscellaneous fees will be effective on October 11, 2016, July 1, 2017, and July 1, 2018.

## MINUTES

DPW/Finance - cont'd

<b>Miscellaneous Fees</b>				
<b>Fee Type</b>	<b>Current Fees</b>	<b>Proposed October 11, 2016</b>	<b>Proposed July 1, 2017</b>	<b>Proposed July 1, 2018</b>
Fire Hydrant Permit	\$175	\$180	\$185	\$191
Fire Flow Test	\$750	\$773	\$796	\$820
Fire Protection Fee	\$150	\$156	\$162	\$168
Meter Testing - 2" and Below	\$100	\$103	\$106	\$109
Meter Testing - Above 2"	\$100	\$103	\$106	\$109
Delinquent Turn-Off	\$95	\$98	\$101	\$104
Turn-Off - Request by Owner (small meter)	\$95	\$98	\$101	\$104
Turn-On - Request by Owner (small meter)	\$95	\$98	\$101	\$104
Turn-Off - Large Meter - Above 2"	\$150	\$155	\$160	\$165
Turn-On - Large Meter - Above 2"	\$150	\$155	\$160	\$165
Abandonment - 1" and Below	\$380	\$391	\$403	\$415
Abandonment - 1 1/2" and 2"	\$655	\$675	\$695	\$716
Reduce 3/4" meter to 5/8" meter	\$175	\$180	\$185	\$191
Reduce 1" meter to 3/4" meter	\$240	\$247	\$254	\$262
Reduce 1" meter to 5/8" meter	\$240	\$247	\$254	\$262
Reduce 2" meter to 1 1/2" meter	\$1,140	\$1,174	\$1,209	\$1,245
Tampering Fee (1st Offense)	N/A	\$100	\$103	\$106
Tampering Fee ( After 1st Offense)	N/A	\$500	\$515	\$530
Access to Asset	N/A	\$100	\$103	\$106

UPON MOTION duly made and seconded, the Board scheduled the hearing for the proposed water and sewer rate increases, as suggested, for August 31, 2016 at 9 a.m.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			
1. Tonya Johnson	Going Beyond the Acronym: Meaningful Inclusion of Lesbian, Gay, Bisexual and Transgender, and Questioning (LGBTQ) Youth LaJolla, CA Aug. 22 - 25, 2016 (Reg. Fee \$0.00)	Family Planning Special Needs	\$1,299.96

The transportation costs of \$573.96 were prepaid using a City issued procurement card assigned to Ryan Hemminger. Therefore, the disbursement to Ms. Johnson is \$726.00.

Baltimore City Police Department

2. Carleton D. Forsling	Certification Training on the EC-120 Helicopter Grand Prairie, TX Aug. 7 - 12, 2016 (Reg. Fee \$10,545.00)	Eastern District	\$11,997.97
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The transportation costs of \$447.97 were prepaid using a City issued credit card assigned to Tribhuvan Thacker. Therefore, the disbursement to Mr. Forsling is \$11,550.00.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Fire Department</u>			
3. Crystal Bright	OEM Next Generation Training Summit Washington, DC Aug. 1 - 2, 2016 (Reg. Fee \$935.00)	General Fund	\$1,086.15

The registration was prepaid by a Purchasing Card issued to Mr. David McMillian. The amount to be disbursed to Ms. Bright is \$151.15.

**RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**Fire Department

4. Neal Garith	Maryland Emergency Management Associ- ation Conference Ocean City, MD May 31-June 3, 2016 (Reg. Fee \$175.00)	Urban Area Security Initiative Grant	\$ 591.90
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Mr. Garith traveled to Ocean City, Maryland on May 31, 2016 - June 3, 2016 to the Maryland Emergency Management Association Conference.

The subsistence rate for this location was \$153.00 for May 31, 2016 and \$276.00 per day for June 1-2, 2016. The hotel rate was \$118.00 per night, plus \$5.31 per night for hotel taxes, and \$7.08 per night for State tax.

**MINUTES****TRAVEL REIMBURSEMENT** - cont'd

The registration fee and the membership fee totaling \$175.00 were prepaid on a City-issued credit card assigned to Mr. David McMillan. Mr. Garith personally incurred the costs of the hotel, hotel taxes, State taxes, and meals. Therefore, Mr. Garith requests reimbursement in the amount of \$416.90.

\$ 354.00	- Hotel (@ \$118.00 x 3)
15.93	- Hotel Tax (@ \$5.31 x 3)
21.24	- State Sales Tax (@ \$7.08 x 3)
25.73	- Meals
<u>(175.00)</u>	- Registration (Prepaid)
<b>\$ 416.90</b>	<b>- Total Reimbursement</b>

The travel request is late because the Department did not plan its submission prior to the Board's recess on May 25, 2016.

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

## MINUTES

PROPOSALS AND SPECIFICATIONS

1. Department of Transportation - TR 16009, Cement Concrete Slab Repairs Citywide  
**BIDS TO BE RECV'D: 08/24/2016**  
**BIDS TO BE OPENED: 08/24/2016**
2. Department of Transportation - TR 16021, Cement Concrete Slab Repairs Citywide II  
**BIDS TO BE RECV'D: 08/24/2016**  
**BIDS TO BE OPENED: 08/24/2016**
3. Department of Transportation - TR 11013, Loch Raven Water Shed Culvert Repair, Replacement and Resurfacing  
**BIDS TO BE RECV'D: 08/31/2016**  
**BIDS TO BE OPENED: 08/31/2016**
4. Department of Transportation - TR 14308, Cherry Hill Light Rail Station Area Enhancements  
**BIDS TO BE RECV'D: 09/14/2016**  
**BIDS TO BE OPENED: 09/14/2016**
5. Department of Transportation/  
Department of Recreation and  
Parks - TR 11319, Jones Falls Trail - Phase V  
**BIDS TO BE RECV'D: 09/21/2016**  
**BIDS TO BE OPENED: 09/21/2016**
6. Department of Public Works/  
Department of Recreation and  
Parks - RP 15802, Latrobe Park Field House  
**BIDS TO BE RECV'D: 08/31/2016**  
**BIDS TO BE OPENED: 08/31/2016**



**MINUTES****PROPOSALS AND SPECIFICATIONS** - cont'd

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

**MINUTES****A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.**

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

**MINUTES**

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

\* \* \* \* \*

**MINUTES**

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

**BIDS, PROPOSALS, AND CONTRACT AWARDS**

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

Department of Public Works - WC 1305, Ashburton Filtration Plant Standby Generator  
**BIDS TO BE RECV'D: 8/10/2016**  
**BIDS TO BE OPENED: 8/10/2016**

Department of Public Works - SC 892, Structural Rehabilitation of Chlorine Contact Chambers at Patapsco Wastewater Treatment Plant  
**BIDS TO BE RECV'D: 8/10/2016**  
**BIDS TO BE OPENED: 8/10/2016**

Bureau of Purchases - B50004618, Master Snow Removal Services  
**BIDS TO BE RECV'D: 8/17/2016**  
**BIDS TO BE OPENED: 8/17/2016**

Bureau of Purchases - B50004557, Mass Notification System  
**CANCELLED**

## 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 1204, Druid Lake Finished Water Tanks

Oscar Renda contracting  
Ulliman Schutte Construction, LLC  
Cianbro Corporation\*  
Allan Myers

Department of Recreation & Parks - RP 16806, Canton Parking Lot Resurfacing

Allied Contractors, Inc.  
Machado Construction Co., Inc.  
Monumental Paving & Excavating  
Potts & Callahan, Inc.  
P. Flanigan & Son, Inc.  
M. Luis Construction Co., Inc.  
DSM Properties, LLC

Bureau of Purchases - B50004664, Pipe Repair Clamps

Total Piping Solutions, Inc.  
Smith-Blair, Inc.  
HD Supply Waterworks LTD  
Ferguson Enterprises

\*UPON FURTHER MOTION duly made and seconded, the Board declared the bid of Cianbro Corporation **NON-RESPONSIVE** due to the company's failure to submit the complete original bid book and duplicate bid book as required by the bidding instructions.

MINUTES

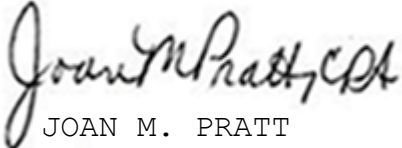
Bureau of Purchases

- B50004370, Maintenance and Cleaning for Sports and Multi-Purpose Floors

Tito Contractors, Inc.  
 P2 Cleaning Services  
 Young's Floor Services &  
 Remodeling Co., Inc.

\* \* \* \* \*

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, August 10, 2016.



JOAN M. PRATT  
 Secretary