

**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 - **ABSENT**  
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

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 August 24, 2016, meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiency of these hearings, persons who are disruptive to the hearing will be asked to leave the hearing room immediately. 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

Deputy Comptroller: "Mr. David Ralph will be sitting and acting on for the City Solicitor today."

President: "I will direct the Board members attention to the memorandum from my office dated August 22, 2016, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy by the Comptroller. I will entertain a Motion to include all of the items contained on the routine agenda."

Deputy City Solicitor: "I make a Motion to approve the items on the routine agenda."

Comptroller: "Second."

President: "All those in favor say AYE. All those opposed, NAY. The Motion carries. The routine agenda has been adopted. I will now entertain any comments by Mr. Ralph."

Deputy City Solicitor: "I would be remised if I didn't take a moment ah -- just to acknowledge the um -- man that occupied this chair for the last ah -- past nine years as City Solicitor, ah -- Mr. Nilson. I know that I speak on behalf of the entire Law Department by saying that its' been an honor and pleasure ah -- working with George Nilson. He's one of the finest lawyers in the State and still finer human being."

## MINUTES

I have ah -- benefited from his experience in leadership and I wish him the best in his retirement and future endeavors. Thank you."

President: "Thank you, I would also like to um -- thank Mr. Nilson as well. We very seldom um -- you know agreed on much as the President and as the City Solicitor on Bills that um -- came ah -- before the Council. But, I respected him as a professional and um -- um -- you know he was a um -- very -- um you know great person to work with and I enjoyed working with him and you know under the circumstances that he left you know um -- I just want to personally thank him for a very professional working relationship. Like I said, even though we didn't agree on ah --- many points, um -- his professionalism um -- and his integrity on the job was one of um -- you know great admiration from me as Council President."

Comptroller: "Also, I'd like to um -- thank Mr. Nilson for his service um -- like the President we did not always agree um -- but he was a professional and I wish him well."

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

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

C & D Waterproofing Corp.	\$ 8,000,000.00
C & N Associates, LLC	\$ 1,845,000.00
CTG, Inc.	\$ 1,500,000.00
Denver-Elek, Inc.	\$ 66,150,000.00
Dissen & Juhn, LLC	\$ 6,363,000.00
Ligon & Ligon, Inc.	\$ 60,651,000.00
Skanska USA Civil Southeast, Inc.	\$563,688,000.00
Specialty Underwater Services, LLC	\$ 1,500,000.00

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:

Baker, Ingram & Associates	Engineer
Greenman-Pedersen, Inc.	Landscape Architect Engineer Land Survey

**MINUTES****BOARDS AND COMMISSIONS**2. Prequalification of Architects and Engineers - cont'd

HDR Engineering, Inc.

Engineer

Architect

Landscape Architect

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**

Department of Real Estate - Lease Renewal

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the lease renewal between East Baltimore Enterprise, Inc., Landlord, and the Juvenile Division of the Circuit Court of Baltimore City, Tenant. The period of the renewal is July 1, 2016 through June 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Equal Monthly Installment</u>
\$12,325.00	\$1,027.08

Account: 5000-544417-1100-117001-603052

**BACKGROUND/EXPLANATION:**

On September 9, 2015, the Board approved the original lease agreement for one year commencing July 1, 2015 and terminating June 30, 2016, with the option to renew for an additional year.

The Juvenile Division of the Circuit Court of Baltimore City will use a portion of the building known as Chance Center, located at 301 N. Gay Street, being on the 1<sup>st</sup> floor, consisting of approximately 850 sq. ft. for its training classes and general office space. The Juvenile Division of the Circuit Court of Baltimore City will exercise the one year renewal option. All other terms and conditions of the agreement will remain in full force and effect.

The lease renewal is late due to administrative issues.

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Department of Real Estate - cont'd

UPON MOTION duly made and seconded, the Board approved the lease renewal between East Baltimore Enterprise, Inc., Landlord, and the Juvenile Division of the Circuit Court of Baltimore City, Tenant.

MINUTES

PERSONNEL MATTERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

3191 - 3209

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

The President **ABSTAINED** on item no. 2.



**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Department of Audits</u>		
1. <b>BENJAMIN F. MONDELL</b>	\$40.00	<b>\$ 48,000.00</b>

Account: 1001-000000-1310-157800-601009

Mr. Mondell, retiree, will work as a Contract Services Specialist I (Auditor Supervisor/Special Auditor). He will review, evaluate, and recommend items for the Board of Estimates approval, provide staff training, and assist management with quality control. The period of the agreement is effective upon Board approval for one year.

This salary is in compliance with AM 212-1, Part I.

Office of the City Council

2. <b>MICHAEL L. SWIFT</b>	\$90.00	<b>\$ 6,750.00</b>
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Account: 1001-000000-1000-104800-601009

Mr. Swift, will continue to work as a Contract Services Specialist II (Parliamentarian) and report to the President of the City Council. He will attend City Council meetings, provide technical support to the President of the City Council, provide advice on parliamentary procedures, review and comment on questions of parliamentary procedures, and educate the President and City Council on parliamentary procedures. In addition, Mr. Swift will provide analysis of the City Council rules and Robert's Rules of Order, newly revised. This is the same salary as in the previous contract period. The period of the agreement is effective upon Board approval for one year.

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Office of Civil Rights and Wage Enforcement</u>		
3. <b>BAISSOU SISSOKO</b>	\$25.00	<b>\$ 31,200.00</b>

Account: 1001-000000-1562-171500-601009

Mr. Sissoko will work as a Contract Services Specialist II (Mediation Coordinator). He will be responsible for coordinating the mediation process between the Civilian Review Board complainants, Baltimore City Police officers, and the organization providing the mediators. In addition, Mr. Sissoko will conduct initial intakes with complainants and police officers and manage all correspondence from the City to the parties involved. The period of the agreement is effective upon Board approval through June 30, 2017.

Department of Finance

4. <b>THEO WOLDESEMAYAT</b>	\$61.17	<b>\$115,000.00</b>
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Account: 1001-000000-1411-160400-601009

Mr. Woldesemayat will work as a Contract Services Specialist II (Agency IT Manager/Information Systems/Network Specialist). He will act as the technical expert for the Bureau of Budget and Management Research's homegrown budget system, which is used for managing the City's \$2.6 billion operating budget, and manage the transition from phase-to-phase of the budget process from the current level of service to the agency proposal to the Department of Finance's recommended budget, and finally to the Board of Estimates recommended budget. The period of the agreement is effective upon Board approval for one year.

**MINUTES****PERSONNEL**Department of Finance/Retirement Savings Plan of Baltimore City5. Create the following position:

Classification: Operations Officer I  
 Job Code: 31109  
 Grade: 923 (\$58,300.00 - \$93,500.00)  
 Position No.: To be assigned by BBMR

Costs: \$105,886.00 - 1001-000000-1550-784900-601001

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 General Services (DGS)6. Reclassify the following position:

Position No.: 1981-19980

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

To: Classification: Executive Assistant  
 Job Code: 10083  
 Grade: 904 (\$46,000.00 - \$73,600.00)

Costs: \$1,567.00 - 1001-000000-1981-194600-601001

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

	<u>Hourly Rate</u>	<u>Amount</u>
<u>DGS</u> - cont'd		
7. <b>MICHAEL O'CONNOR</b>	\$34.16	<b>\$ 40,992.00</b>

Account: 1001-000000-1981-194700-601009

Mr. O'Connor, retiree, will continue to work as a Contract Services Specialist I (Administrative Analyst II/Financial Assessment Specialist). He will provide review of the Fleet Management Consultant's recommendations and provide oversight of the implementation project that will phase in new operational and financial structures by Mercury Associates. Mr. O'Connor will also develop an internal service fund for the Building Maintenance Division and assist in the implementation of that fund and develop funding structures to support the reorganization of the Department of General Services, including the establishment of the Property Management Bureau and Contract Administration Section. In addition, he will make recommendations regarding the budgetary and fiscal structure with an emphasis on improvements. This is a 2% increase in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.

This salary is in compliance with AM 212-1, Part I.

Health Department/Division of Aging and CARE Services

8. Reclassify the following position:

Position No.: 3254-47720

From: Classification: Social Program Administrator I  
 Job Code: 81151  
 Grade: 088 (\$41,326.00 - \$50,069.00)

**MINUTES****PERSONNEL**Health Department/Division of Aging and CARE Services - cont'd

To: Classification: Social Program Administrator II  
 Job Code: 81152  
 Grade: 927 (\$62,000.00 - \$99,200.00)

Cost: \$26,741.82 - 5000-532816-3254-767200-601001

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

Health Department/Clinical Services Division9. Create the following position:

Classification: Community Health Nurse II  
 Job Code: 62212  
 Grade: 542 (\$59,086.00 - \$67,349.00)  
 Position No.: To be assigned by BBMR

Cost: \$87,693.74 - 4000-427716-3023-599622-601001

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

Health Department

10. **FLORA CALDWELL-DAUGHTRY** \$16.00 **\$ 19,200.00**

Account: 4000-425517-3110-306700-601009

Ms. Caldwell-Daughtry, retiree, will continue to work as a Contract Services Specialist I (Accounting Assistant II) for the Adult Evaluation and Review Services (AERS).

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

In this position, she will provide administrative assistance to the Director of the AERS. Ms. Caldwell-Daughtry will design and maintain the AERS database and the billing information database, track and record incoming revenue, collect and compile data for statistical reports, assist with the identification of funding sources to support program initiatives, and assist with the development of grant applications. This is the same salary as in the previous contract period. The period of the agreement is effective upon Board approval through June 30, 2017.

This salary is in compliance with AM 212-1, Part I.

Department of Human Resources (DHR)

11. a. Create the following two new Civil Service  
Classifications:
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Classification: IT Specialist IV  
Job Code: 33156  
Grade: 931 (\$71,000.00 - \$113,500.00)

Classification: Agency IT Specialist IV  
Job Code: 33154  
Grade: 931 (\$71,000.00 - \$113,500.00)

- b. Create the following two new non-Civil Service  
Classifications:
- 

Classification: IT Specialist IV  
Job Code: 10266  
Grade: 931 (\$71,000.00 - \$113,500.00)

Classification: Agency IT Specialist IV  
Job Code: 10267  
Grade: 931 (\$71,000.00 - \$113,500.00)

MINUTES

PERSONNEL

DHR - cont'd

There are no costs associated with these actions.

On July 27, 2016, the Board approved the creation of IT Classifications. Due to an administrative error, the classification of IT Specialist IV was omitted from the Board of Estimates memo.

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

Department of Law

12.	<b>HERSH STEIN</b>	\$33.00	<b>\$ 39,600.00</b>
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Account: 1000-000000-5824-408970-601009

Mr. Stein, retiree, will continue to work as a Contract Service Specialist I (Assistant Solicitor/Special Assistant City Solicitor). He will review title reports in connection with the City's acquisition of interests in real property, search land records, and other public records to obtain title information, and render legal advice to City agencies concerning acquisition of real property interests and issues of Real Property law. Mr. Stein will also review and approve options, Contracts of Sale, Deeds, and Easements for legal sufficiency. In addition, he will represent the City at settlements of real property acquisitions, review and approve settlement sheets, fees and other charges of title companies, and process post settlement procedures established by the Law Department and City agencies. This is the same salary as in the previous contract period. The period of the agreement is August 26, 2016 through August 25, 2017.

This salary is in compliance with AM 212-1, Part I.

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Baltimore City Police Department</u>		
13. <b>DOROTHIA PARKER-JOHNSON</b>	\$14.42	<b>\$30,000.00</b>

Account: 1001-000000-2042-198100-601009

Ms. Parker-Johnson, retiree, will continue to work as a Contract Services Specialist I (Liaison Officer I) for the Court Liaison Unit. This is the same hourly rate from the previous contract period. Ms. Parker-Johnson's duties will include, but are not limited to ensuring that officers are notified to appear in court, ensuring accuracy, and completeness of all paperwork, entering information in the FTA system, and retrieving police department documents including operation and analysis reports for the state attorneys. She will also advise the State's Attorney's Office regarding police officers' vacation, details, medical or military status, acquire court documents and undeliverable summonses from court buildings, maintain files of undeliverable summonses to assist with possible FTA investigations. Ms. Parker-Johnson will also contact officers requested by the State's Attorney's Office as well as provide contact phone numbers and assist with any officer contact problems. The period of the agreement is September 28, 2016 through September 27, 2017.

14. <b>C. TAMARA HATCHER</b>	\$14.42	<b>\$30,000.00</b>
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Account: 1001-000000-2042-198100-601009

Ms. Hatcher, retiree, will continue to work as a Contract Services Specialist I (Liaison Officer I) for the Administrative Office. This is the same hourly rate from the previous contract period.



**MINUTES****PERSONNEL**Hourly RateAmountBaltimore City Police Department - cont'd

Her duties will include, but are not limited to assisting with the review of cases received from the Internal Affairs Division, the Equal Opportunity Diversity Section, and the Command Investigations Unit to detect any grammar, context, and spelling errors before the transfer to the disciplinary review committee. She will be a liaison between the Legal Affairs Section and outside attorneys to ensure all set deadlines are met, prepare casebooks for administrative hearings to assist with setting the panel members summons for legal and outside attorneys, setting of security personnel and casebook closeout following hearing conclusions. In addition, Ms. Hatcher will assist with other operational duties pertaining to the daily functions of the administrative hearing office. The period of the agreement is September 24, 2016 through September 23, 2017.

15. **JOSEPH B. JOHNSON**                      \$14.42                      **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Mr. Johnson, retiree, will continue to work as a Contract Services Specialist I (Secretary II) for the Overtime Unit. This is the same hourly rate from the previous contract period. His duties will include, but are not limited to scheduling and assigning secondary employment requests (i.e. all baseball and football stadium events, all 5K and 10K races, the Baltimore Marathon, concerts and other stadium events), maintaining and administering records for members in violation of their respective responsibilities. The period of the agreement is October 1, 2016 through September 30, 2017.

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Baltimore City Police Department - cont'd</u>		
16. <b>BARBARA J. MCCLAIRN</b>	\$14.42	<b>\$30,000.00</b>

Account: 1001-000000-2042-198100-601009

Ms. McClairn, retiree, will continue to work as a Contract Services Specialist I (Equal Opportunity Officer). This is the same hourly rate from the previous contract period. Her duties will include, but are not limited to handling all requests from Legal Affairs, the State's Attorney Office, and the U.S. Attorney's Office for copies of casebooks, documents, and reports. Ms. McClairn will also conduct research for various issues which may arise and will handle special projects from the Chief and/or departmental supervisors. She will also transcribe witness statements; assist in administering the shaving profile exemption to the Professional Appearance Standards policy, answer phones, and provide general office administrative support. The period of the agreement is September 24, 2016 through September 23, 2017.

17. <b>SHARON F. ALSTON</b>	\$14.42	<b>\$30,000.00</b>
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Account: 1001-000000-2042-198100-601009

Ms. Alston, retiree, will continue to work as a Contract Services Specialist I (Program Compliance Assistant) for the Grants Unit. This is the same hourly rate from the previous contract period. Her duties will include, but are not limited to preparing and tracking the necessary documentation required for presentation to the Board of Estimates for grant awards, contracts, and memoranda of understanding.

**MINUTES****PERSONNEL**Hourly RateAmountBaltimore City Police Department - cont'd

In addition, she will review award documents for completeness, accuracy, and appropriate approvals and signatures, and update databases and spreadsheets with current grant information. The period of the agreement is September 28, 2016 through September 27, 2017.

18. **THERESA A. ANDERSON**                      \$14.42                      **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Ms. Anderson, retiree, will continue to work as a Contract Services Specialist I (Storekeeper II) for the Evidence Control Unit. This is the same hourly rate from the previous contract period. Her duties will include, but are not limited to accurately entering and retaining all held property by the Department and several surrounding agencies. Ms. Anderson will also release property for further examination/evidence for court, and update the tracking system for chain of custody and document location. The period of the agreement is September 28, 2016 through September 27, 2017.

19. **CLARISSA E. FIELDS**                      \$14.42                      **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Ms. Fields, retiree, will work as a Contract Services Specialist I (Liaison Officer I) for the Court Liaison Unit. This is the same hourly rate from the previous contract period. Her duties will include, but are not limited to maintaining and furthering relationships with the State's Attorney's Office and continuing to reduce failure to appear by the Department's personnel.

**MINUTES****PERSONNEL**Hourly RateAmountBaltimore City Police Department - cont'd

Ms. Fields will also limit court overtime expenditures, ensure proper professionalism and appearance of the Department's personnel, represent the Department, and provide liaison services to the various criminal justice entities. The period of the agreement is September 24, 2016 through September 23, 2017.

On January 3, 1996, the Board approved a waiver to the Administrative Manual policy 212-1, which allowed the Police Department to hire retired police officers on a contractual basis.

20. a. Create the following position:

Classification: Forensic Scientist Supervisor  
 Job Code: 71136  
 Grade: 936 (\$77,600.00 - \$124,100.00)  
 Position No.: To Be Assigned by BBMR

b. Classify the following positions:

From: New Positions  
 Job Code: 90000  
 Grade: 900 (\$1.00 - \$204,000.00)  
 Position Nos.: 2024-51434; 51435; 51437  
 (3 positions)

To: Operations Officer V  
 Job Code: 00089  
 Grade: 936 (\$77,600.00 - \$124,100.00)

From: New Position  
 Job Code: 90000  
 Grade: 900 (\$1.00 - \$204,000.00)  
 Position No.: 2024-51252; 51253; 51433  
 (3 positions)

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

To: Forensic Scientist Supervisor  
 Job Code: 71136  
 Grade: 936 (\$77,600.00 - \$124,100.00)

Cost: \$570,000.00 - 1001-000000-2024-212600-601001

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 Works21. a. Abolish the following positions:

Classification: Office Support Specialist II  
 Job Code: 33212  
 Grade: 075 (\$27,929.00 - \$31,746.00)  
 Position Nos.: 5471-33723; 34281; 24024  
 (3 positions)

b. Create the following position:

Classification: Operations Officer III  
 Job Code: 31111  
 Grade: 929 (\$65,900.00 - \$105,300.00)  
 Position No.: To be assigned by BBMR

Cost: (43,876.00) - 2071-000000-5471-400504-601001

22. a. Abolish the following positions:

Classification: Laborer  
 Job Code: 52931  
 Grade: 482 (\$14.16 - \$14.63)  
 Position Nos.: 5471-22554; 22702; 22703  
 (3 positions)

MINUTES

PERSONNEL

Department of Public Works - cont'd

b. Create the following position:

Classification: Operations Officer I  
Job Code: 31109  
Grade: 923 (\$58,300.00 - \$93,500.00)  
Position No.: To be assigned by BMR

Cost: (46,679.00) - 2071-000000-5471-400504-601001

23. a. Create the following new Civil Service Classification:

Classification: Customer Care Analyst Supervisor II  
Job Code: 34267  
Grade: 090 (\$44,858.00 - \$54,520.00)

b. Classify the following position:

From: New Position  
Job Code: 90000  
Grade: 900 (\$1.00 - \$204,000.00)  
Position No.: 5471-49962

To: Customer Care Analyst Supervisor II  
Job Code: 34267  
Grade: 090 (\$44,858.00 - \$54,520.00)

Cost: \$82,360.00 - 2071-000000-5471-400504-601001

24. a. Abolish the following two positions:

Classification: Water Service Representative  
Job Code: 34321  
Grade: 078 (\$29,672.00 - \$34,218.00)  
Position No.: 5471-49998; 49999  
(2 positions)

**MINUTES****PERSONNEL**Department of Public Works - cont'db. Create the following position:

Classification: Customer Care Analyst Supervisor II

Job Code: 34267

Grade: 090 (\$44,858.00 - \$54,520.00)

Position No.: To be assigned by BBMR

Cost: \$12,483.00 - 2071-000000-5471-400504-601001

25. a. Abolish the following two positions:

Classification: Water Service Representative

Job Code: 34321

Grade: 078 (\$29,672.00 - \$34,218.00)

Position No.: 5471-50006

Classification: Office Support Specialist II

Job Code: 33212

Grade: 075 (\$27,929.00 - \$31,746.00)

Position No.: 5471-49965

b. Create the following position:

Classification: Customer Care Analyst Supervisor II

Job Code: 34267

Grade: 090 (\$44,858.00 - \$54,520.00)

Position No.: To be assigned by BBMR

Cost: (\$10,271.00) - 2071-000000-5471-400504-601001

26. Reclassify the following position:From: Utilities Installer & Repairer  
Supervisor II

Job Code: 53516

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

Position No.: 5471-33655

MINUTES

PERSONNEL

Department of Public Works - cont'd

Hourly Rate

Amount

To: Customer Care Analyst Supervisor II  
Job Code: 34267  
Grade: 090 (\$44,858.00 - \$54,520.00)

Cost: (\$22,210.00) - 2071-000000-5471-609202-601001

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

Department of Recreation and Parks

27. **DESIREE SHELLEY** \$32.82 **\$59,929.32**

Account: 1001-000000-4783-583800-601009

Ms. Shelley will continue to work as a Contract Services Specialist II (Environmental Conservation Analyst). This is a 15% increase in the hourly rate from the previous contract period. Her duties will include, but are not limited to coordinating with the Department, other City agencies, State and Federal government entities, non-profit organizations and community associations in developing and implementing a Citywide invasive vegetation management plan. She will also work with the Department's park maintenance staff to ensure standards of integrated pest management and native flora retention are met. Ms. Shelley will represent the Department's Forestry Division when herbicide application is being considered as part of invasive vegetation management, develop invasive management plans for partners and volunteers working in high priority park woodlands, serve as Urban Forestry's Conservation Education Coordinator for all TreeBaltimore program events, and coordinate the Weed Warriors Training program, etc.



**MINUTES****PERSONNEL**Department of Recreation and Parks - cont'dHourly RateAmount

The period of the agreement is effective upon Board approval for one-year.

State's Attorney's Office (SAO)

28. <b>MICHAEL A. TOWNSEND</b>	\$27.74	<b>\$ 50,857.00</b>
29. <b>YOLANDA V. ROBINSON</b>	\$27.74	<b>\$ 50,857.00</b>

Account: 1001-000000-1150-118000-601009

Mr. Townsend and Ms. Robinson, retirees, will each continue to work as a Contract Services Specialist I (Investigator, SAO/Investigator). They will assist the SAO in expediting cases through Central Booking, assist the Assistant State's Attorney in the movement of cases, inputting of charges, finalizing of charging documents, finding open warrants, and communicating with Public Safety staff and members of the Baltimore City Police Department. These salaries are a 2% increase in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.

30. <b>WILLIAM E. COLE</b>	\$33.19	<b>\$ 60,848.00</b>
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Account: 1001-000000-1150-118000-601009

Mr. Cole, retiree, will continue to work as a Contract Services Specialist I (Investigator, SAO/Investigator). He will be responsible for investigating felony, homicide, and violent crime cases. Mr. Cole will also locate and interview witnesses, and act as a liaison with police agencies. This salary is a 2% increase in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>SAO</u> - cont'd		
31. <b>ROBERT W. BITTINGER</b>	\$32.54	<b>\$ 60,848.00</b>

Account: 1001-000000-1150-118000-601009

Mr. Bittinger, retiree, will continue to work as a Contract Services Specialist I (Investigator, SAO/Investigator). He will act as a liaison with the Police Department Chemistry Laboratory, order the analysis of drugs, obtain lab reports, and ascertain the correct names and/or dates of birth of juveniles being prosecuted in Juvenile Court. In addition, Mr. Bittinger will locate witnesses and interview victims and witnesses. This salary is a 2% increase in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.

On March 3, 1999 the Board of Estimates approved a waiver of the AM 212-1 to allow the hiring of 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.

32. <b>LAURZETTE WILLIAMS</b>	\$21.50	<b>\$ 25,800.00</b>
-------------------------------	---------	---------------------

Account: 1001-000000-1150-118000-601009

Ms. Williams, retiree, will work as a Contract Services Specialist I (Office Services Assistant II/Office Services Assistant). She will assist the SAO with case preparation and data entry into judicial databases, and prepare case folders and legal documents such as petitions, indictments, discoveries, subpoenas, and writs. The period of the agreement is effective upon Board approval for one year.

This salary is in compliance with AM 212-1, Part I.

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>SAO</u> - cont'd		
33. <b>PATRICIA A. SYDNOR</b>	\$20.55	<b>\$ 39,182.00</b>

Account: 1001-000000-1150-118000-601009

Ms. Sydnor will work as a Contract Services Specialist II (Office Services Assistant II/Office Services Assistant). She will assist the SAO with case preparation and data entry into judicial databases, and prepare case folders and legal documents such as petitions, indictments, discoveries, subpoenas, and writs. The period of the agreement is effective upon Board approval for one year.

**Board of Municipal and Zoning Appeals**

34. Reclassify the following position:

Position No.: 1850-25002

From: Classification: Zoning Appeals Advisor  
 Job Code: 42621  
 Grade: 090 (\$44,858.00 - \$54,520.00)

To: Classification: Zoning Appeals Officer  
 Job Code: 10205  
 Grade: 927 (\$62,000.00 - \$99,200.00)

Cost: To be determined - 1001-000000-1850-187000-601001

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

**MINUTES**

Office of the President - Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Consultant Agreement with the Professional Development and Training Center, Inc. d/b/a The Citizenship Law Related Education Program for the Baltimore City Council Page Program for Baltimore City Youth. The period of the agreement is effective upon Board approval through August 31, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$12,370.50 - 1001-000000-1000-104800-603026

**BACKGROUND/EXPLANATION:**

The Professional Development and Training Center, Inc. will recruit, train, and provide stipends for selected candidates and ongoing support for the City Council Page Program. High school students go through a screening process where they are interviewed and selected based on their interest in Baltimore City Government and the legislative process. The Professional Development and Training Center, Inc. will manage the recruiting and training of the students, the training of participating City Council staff, and other necessary program elements. The Office of the City Council President will promote and support the program while inviting two high school students to participate in the Page Program and one high school student to participate in the summer internship program. The intern will go through the Law Links program, which shares the same staff and curriculum as the Page Program. The students will be linked with a single advisor, who will act as the student's primary supervisor and mentor. Program participants will be given the opportunity to learn about City government and interact with significant public officials.

**MINUTES**

Office of the President - cont'd

Baltimore City youth will have a chance to strengthen their self-confidence, develop leadership skills, and learn from positive role models. Programs like the City Council Page Program are essential in taking kids off the streets and getting them involved in productive activities which will enable them to flourish academically, socially, and emotionally.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Consultant Agreement with the Professional Development and Training Center, Inc. d/b/a The Citizenship Law Related Education Program for the Baltimore City Council Page Program for Baltimore City Youth. The President

**ABSTAINED.**

## MINUTES

Mayor's Office of Employment - Grant Awards  
Development (MOED)

The Board is requested to approve the acceptance of the various grant awards. The period of the Grant Award is July 1, 2016 through June 30, 2017, unless otherwise indicated.

1. **MARYLAND DEPARTMENT OF LABOR,** **\$1,130,000.00**  
**LICENSING AND REGULATION**

Account: 5000-506317-6397-483200-405001

This award will be utilized for the Baltimore Youth Works Program for the 2016 Program Year. The costs are associated with providing eligible youth with summer jobs at various approved work sites.

2. **MARYLAND DEPARTMENT OF LABOR,** **\$ 250,000.00**  
**LICENSING AND REGULATION**

Account: 4000-804717-6396-456000-404001

The Northwest One-Stop Career Center, operated by the MOED, offers soft skills training, resume preparation, and follow-up services to inmates located at the Maryland State Division of Corrections, upon release.

The grant funds will support two Career Development facilitator positions at the Northwest One-Stop Career Center. The facilitators will be responsible for providing job readiness workshops, job placements, and referrals to health and mental health services to eligible offenders who are returning to several Baltimore communities. The project is designed to equip participants with the tools necessary to build a positive and productive life after prison.

## MINUTES

MOED - cont'd

3. **MARYLAND STATE DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES,  
DIVISION OF PAROLE AND PROBATION** \$ 500,000.00

Account: 5000-804817-6396-456000-405001

The Baltimore City Re-Entry Center, operated by the MOED, is an innovative program that offers comprehensive services to successful ex-offender re-entry.

The grant funds will support services provided at the Re-entry Center or through its referral network which include: linkages to housing, securing state issued identification cards, assistance with addressing child support arrearages, occupational skills training, education, and job placement.

The Grant Awards were delayed due to the late notification of approval from the Grantor.

**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 acceptance of the foregoing grant awards.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Amendment to Agreement with Second Chance, Inc. The Amendment extends the Agreement through October 31, 2016.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On March 30, 2016, the Board approved the original agreement with the service providers to provide deconstruction worker training for ten eligible Baltimore City residents. Upon successful completion of the training program, participants are to become full-time employees, with health benefits, in the occupation for which they are trained.

The obligation level for the original agreement is \$48,227.50, for the period February 8, 2016 through August 31, 2016. This amendment will extend the end date of the agreement through October 31, 2016.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS NOTED THE TIME EXTENSION.**

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



**MINUTES**

Mayor's Office of Human - Grant Agreements  
Services (MOHS)

The Board is requested to approve and authorize execution of the following grant agreements:

1. **ASSOCIATED CATHOLIC CHARITIES, INC. (ACC)** **\$ 22,241.00**

Account: 5000-529117-3572-767000-603051

The ACC will provide shelter and support services to homeless women and children in their My Sister's Place Lodge Program. The ACC serves an average of 45 clients a year in the program. The period of the Agreement is July 1, 2016 through June 30, 2017.

2. **ASSOCIATED CATHOLIC CHARITIES, INC. (ACC)** **\$ 11,719.00**

Account: 5000-525117-5940-765500-603051

The ACC will use funds to pay a portion of the costs of resident advocates who link low-income residents to permanent housing in the City to services and help them remain in their homes. The ACC will serve at least 14 men per year. The period of the Agreement is July 1, 2016 through June 30, 2017.

The agreements are late due to delays at the administrative level.

3. **GOVANS ECUMENICAL DEVELOPMENT CORPORATION (GEDCO)** **\$ 33,850.50**

Account: 4000-407017-3573-756700-603051

GEDCO will provide permanent housing and supportive services to six families and 24 individuals. GEDCO will also provide case management to homeless clients that are receiving housing assistance from the related rental assistance project. The period of the Agreement is August 1, 2016 through July 31, 2017.

## MINUTES

MOHS - cont'd

4. **JOBS, HOUSING AND RECOVERY,  
INC. (JHR)** **\$101,666.00**

Account: 4000-407017-3573-758100-603051

The JHR will provide permanent housing and supportive services to 16 households. The funds will be used to provide support services to chronically homeless men in Baltimore City. The period of the Agreement is August 1, 2016 through July 31, 2017.

5. **ST. VINCENT DePAUL OF BALTIMORE,  
INC. (SVDB)** **\$121,333.27**

Account: 4000-407017-3573-759200-603051

The SVDB will provide permanent housing and supportive services to 19 individuals. The Housing First project provides housing for 60 individuals at a time while providing supportive services at the Beans and Bread Center. The period of the Agreement is August 1, 2016 through July 31, 2017.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify and approve payment for the services provided with The Family League of Baltimore City, Inc. (FLBC). The period of the agreement was July 1, 2015 through June 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$393,750.00 - 2025-000000-3571-727700-603051

**BACKGROUND/EXPLANATION:**

This ratification is necessary to pay for services that were provided to youth in the Park Heights Community as part of the agreement. The funding for this agreement had been approved but the time of performance had expired.

The FLBC used funding to help create, monitor and evaluate innovative programs to serve youth in the Park Heights Community. The Sub-grantee programs included Boys & Girls Club of Metropolitan Baltimore, Sinai Hospital of Baltimore, Inc., Sisters Saving the City/Strong City Baltimore and Treatment Resources for Youth, Inc.

The delay in submitting this contract is due to a delay at the administrative level.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

MINUTES

MOHS - cont'd

UPON MOTION duly made and seconded, the Board ratified the agreement and approved payment for the services provided with The Family League of Baltimore City, Inc.

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

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development - Option</u>			
1. Marion I. & Henry J. Knott Foundation, Inc.	601 E. Biddle St.	G/R \$90.00	\$ 825.00

Funds are available in account 9990-907714-9593-900001-704040, Johnston Square project.

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

**DHCD - Condemnation/Redemption**

The Board is requested to approve acquisition of the ground rent interest by condemnation, or in the alternative may, SUBJECT to the prior approval of the Board, make application to the Maryland Department of Assessments and Taxation to redeem or extinguish the ground rent interest for the below-listed property. A Redemption Certificate vesting fee simple title in the City will be recorded.

2. Blue Diamond Trading Co.	1709 Brunt St.	Sub-G/R \$84.00	\$ 560.00
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Funds are available in account 9910-908044-9588-900000-704040.

UPON MOTION duly made and seconded, the Board approved the option and the condemnation/redemption.

**MINUTES**

Police Department - Payment of Back Salary

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the payment of back salary for Ms. Alicia White, a Baltimore City Police Officer. The back pay represents the amount of salary that Ms. White would have earned for the period of May 1, 2015 through July 27, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$96,855.46 - 1001-000000-2042-198100-601062

**BACKGROUND/EXPLANATION:**

On May 1, 2015, Ms. White was suspended without pay as a result of being criminally charged with a felony in the State of Maryland.

On July 27, 2016, the State charges were dismissed against Ms. White and she was restored to pay status effective July 28, 2016. Pursuant to Article 16(A)(2) of the Memorandum of Understanding between the Baltimore Police Department and the Fraternal Order of Police Lodge No. 3, Ms. White is entitled to receive back pay for the period she was suspended without pay.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the payment of back salary for Ms. Alicia White, a Baltimore City Police Officer.

**MINUTES**

Police Department - Payment of Back Salary

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the payment of back salary for Mr. William Porter, a Baltimore City Police Officer. The back pay represents the amount of salary that Mr. Porter would have earned for the period of May 1, 2015 through July 27, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$70,523.11 - 1001-000000-2042-198100-601062

**BACKGROUND/EXPLANATION:**

On May 1, 2015, Mr. Porter was suspended without pay as a result of being criminally charged with a felony in the State of Maryland.

On July 27, 2016, the State charges were dismissed against Mr. Porter and he was restored to pay status effective July 28, 2016. Pursuant to Article 16(A)(2) of the Memorandum of Understanding between the Baltimore Police Department and the Fraternal Order of Police Lodge No. 3, Mr. Porter is entitled to receive back pay for the period he was suspended without pay.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the payment of back salary for Mr. William Porter, a Baltimore City Police Officer.

**MINUTES**

Police Department - Grant Adjustment Notice

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a Grant Adjustment Notice (GAN) from the Governor's Office of Crime Control and Prevention (GOCCP). This GAN will extend the period of the grant award through December 31, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00 - 4000-480916-2041-212600-600000

**BACKGROUND/EXPLANATION:**

On January 13, 2016, the Board approved acceptance of a grant award in the amount of \$368,130.00 from the GOCCP for the Technology Innovation for Public Safety Program, Award No. TIPS-2015-001. The period of the grant award was October 1, 2015 through September 30, 2016.

This GAN is a no-cost time extension to extend the period of the grant through December 31, 2016, to allow for the completion of the project.

The project provides technology to receive real-time notifications of gunshot locations in selected parts of Baltimore City. The funds from the grant provide contractual services to install the software.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS NOTED THE NO-COST TIME EXTENSION.**



**MINUTES**

Police Department - cont'd

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

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

3225 -3227

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

## MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of General Services</u>		
1. <b>\$ 80,000.00</b>	9916-908108-9194	9916-907262-9197
1 <sup>st</sup> Parks & Public	Engine 31 Boiler	Engine 42 Boiler
Facilities Loan	Replacement -	Replacement -
	Reserve	Active

The boiler which provides heat to the Fire Station at Engine 42, is old, outdated, and breaks down constantly. The boiler subsequently needs replacing to ensure there is heat at the station.

2. <b>\$100,000.00</b>	9916-909061-9194	9916-904261-9197
1 <sup>st</sup> Parks & Public	Engine 5 Roof &	Engine 5 Boiler
Facilities Loan	Boiler - Reserve	Replacement -
	Active	

The boiler which provides heat to the Fire Station at Engine 5, is old, outdated, and breaks down constantly. The boiler subsequently needs replacing to ensure there is heat at the station.

3. <b>\$550,000.00</b>	9916-905186-9194	9916-906186-9197
1 <sup>st</sup> Parks & Public	Waxter Center	Waxter Center
Facilities Loan	Elevator Upgrades	Elevator Upgrades
	- Reserve	- Active

This transfer will provide funds for the replacement of two elevators at the Waxter Center and all associated in-house costs. The elevators are nearing the end of their useful lifespan as they at times do not travel to the correct floors and are constantly out of service. The elevator replacement would allow the building to function normally and will reduce future maintenance and repairs on the equipment.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of General Services - cont'd</u>		
4. <b>\$100,000.00</b> State Revenue	9916-905001-9194 Constr. Reserve - Unallocated	9916-902966-9197 Mitchell Courthouse Jury Room Renova- tions - Active

This transfer will provide funds for the renovation of a future jury room at the Mitchell Courthouse and all associated in-house costs. These renovations will include remodeling 13 existing offices and a clerical space into a jury assembly room capable of seating approximately 135 jurors. The Mitchell Courthouse is seeing an increase in the number of trials being held. In order to accommodate the additional jurors for these trials, an additional assembly area is needed.

Department of Planning

5. <b>\$100,000.00</b> Other Funds Revenue	9905-924004-9186 Critical Area Buffer Offset - Reserve	9905-922004-9188 Critical Area Buffer Offset - Active
--	---	--

This transfer will provide funds to support and improve water quality, restore habitat and provide environmental education through restoration projects.

6. \$ 50,000.00 Comm. Dev. Funds	9905-901009-9186 Planning Dept. Initiatives - Reserve	
35,763.00 <u>General Funds</u> <b>\$ 85,763.00</b>	-----	9905-903009-9188 Planning Dept. Initiatives - Active

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Planning- cont'd</u>		
<p>This transfer will provide funds to allow the Department of General Services to access funds for the roof replacement and exterior restoration at the Peale Museum and all associated in-house costs.</p>		
<u>Department of Housing and Community Development</u>		
7. \$300,000.00	9910-913015-9587	
General Funds	Plan & Dev. Project	
	Mgmt. (Reserve)	
150,000.00		
31 <sup>st</sup> Comm. Dev.		
Bonds		
<b>\$450,000.00</b>	-----	9910-910138-9588
		Project - Staff
		Cost FY 17

This transfer will move funds in accordance with the FY 2017 Ordinance of Estimates for staff costs directly providing for capital planning and development for the implementation of capital projects.

Department of Recreation and Parks

8. \$ 50,000.00	9938-917059-9475	9938-918059-9474
Casino Local	FY 17	FY 17
Impact Aid	Recreation	Recreation
	Facility	Facility
	Renovation	Renovation
	(Reserve)	(Active)

This transfer will provide funds to cover the costs associated with roof and door work at Lakeland Recreation Center and design services under On-Call Contract No. 1234, Task No. 2 to Murphy & Dittenhafer, Inc.

MINUTES

EXTRA WORK ORDERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

listed on the following pages:

3229 - 3230

All of the EWOs had been reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

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

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

Department of Public Works/Office of Engineering & Construction

1. EWO #009, \$0.00 - SC 845R, Nitrification Filters & Related Work for the Enhanced Nutrient Removal Facilities at the Patapsco Wastewater Treatment Plant (PWWTP)

\$129,750,000.00	\$1,126,301.42	Balfour Beatty Infrastructure, Inc.	-	-
------------------	----------------	---	---	---

Subsequent to the award of this contract, it was discovered that additional quantities Bid Item 411 would be needed to complete the proposed ENR Upgrades to the PWWTP. There are funds available in unused portions of bid items which will be used to offset the cost of this additional work. The work started on June 15, 2013 and the completion date is November 17, 2015.

2. EWO #087, \$0.00 - SC 852R, Denitrification Filters & Related Work for the Enhanced Nutrient Removal Facilities at the Patapsco Wastewater Treatment Plant (PWWTP)

\$115,688,000.00	\$2,054,842.59	Balfour Beatty Infrastructure, Inc.	-	-
------------------	----------------	---	---	---

Subsequent to the award of this contract, it was discovered that additional quantities Bid Item 412 would be needed to complete the proposed ENR Upgrades to the PWWTP. There are funds available in unused portions of bid items which will be used to offset the cost of this additional work.

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

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

Department of Transportation

3. EWO #001, (\$27,831.50) - TR 13302, 33<sup>rd</sup> and Loch Raven Blvd.

Geometric Safety Improvement Project

\$1,127,910.25	-	P. Flanigan &	-	80
		Sons, Inc.		

This authorization provides for the Red Line Revision No. 1 to remove a Micro-Bioretention Facility and add a Bus Pad to the NE corner of the intersection of 33<sup>rd</sup> Street and Loch Raven Boulevard that was requested by the Prime Contractor due to the elimination of the pond.





## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |   |                |         |
|---|----------------|---------|
| 3. TASER INTERNATIONAL,<br>INC.   | \$1,100,000.00 | Renewal |
| Contract No. B50003166 - Tasers and Related Equipment -<br>Police Department - P.O. No. P525657 |                |         |

On November 6, 2013, the Board approved the initial award in the amount of \$1,500,000.00. The award contained four 1-year renewal options. Subsequent actions have been approved. This renewal in the amount of \$1,100,000.00 is for the period October 30, 2016 through October 29, 2017, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

- |  |         |         |
|--|---------|---------|
| 4. GENLYTE THOMAS GROUP,<br>LLC  | \$ 0.00 | Renewal |
| Contract No. B50003071 - Decorative Street Light Fixtures -<br>Department of Transportation - P.O. No. P525014 |         |         |

On September 11, 2013, the Board approved the initial award in the amount of \$1,998,095.00. The award contained two 1-year renewal options. This renewal in the amount of \$0.00 is for the period October 1, 2016 through September 30, 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

- |    |  |                     |                |
|----|--|---------------------|----------------|
| 7. | <u>TANGO HEALTH, INC.</u>  | <u>\$230,000.00</u> | <u>Renewal</u> |
|    | Contract No. 06000 - ACA (Affordable Care Act) Compliance and IRS Reporting - Department of Human Resources - P.O. No. P532543 |                     |                |

On August 26, 2015, the Board approved the initial award in the amount of \$275,000.00. The award contained five 1-year renewal options. Per the Patient Protection and Affordable Care Act (ACA P.L. 111-148, as amended), the vendor will provide services to ensure the City's continued compliance with the ACA through continued monitoring of the City's approximately 15,000 employees, ongoing determinations regarding employee eligibility in accordance with the evolving ACA legal landscape, and preparation of required and necessary IRS reports consistent with current and future regulatory requirements. This renewal is for the period August 26, 2016 through August 25, 2017, with four 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

- |    |   |                     |                 |
|----|---|---------------------|-----------------|
| 8. | <u>SYNAGRO CENTRAL, LLC</u>   | <u>\$167,200.50</u> | <u>Increase</u> |
|    | Contract No. B50004405 - Refurbish Z-73 Flottweg Centrifuge - Department of Public Works, Wastewater Facilities Division Maintenance - Req. No. R737088 |                     |                 |

On February 3, 2016, the Board approved the initial award in the amount of \$70,857.00. The contract includes a provision that allows the agency to order similar services within one year of initial award.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

The agency urgently requires the refurbishment of an additional unit necessary to maintain operations for sludge removal. This increase will make the award amount \$238,057.00. The above amount is the City's estimated requirement.

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

- |             |              |             |
|-------------|--------------|-------------|
| 9. CA, INC. | \$ 79,111.08 | Sole Source |
|-------------|--------------|-------------|
- Contract No. 08000 - Mainframe CA Software - Mayor's Office of Information Technology - Req. No. R736258

The vendor is the sole provider of the required mainframe software licenses, renewal and support and has agreed to extend pricing from the GSA schedule (#GS-35F-0823M) for IT products. The period of the award is July 1, 2016 through June 30, 2019. 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.

- |                               |        |                                  |
|-------------------------------|--------|----------------------------------|
| 10. WGL ENERGY SERVICES, INC. | \$ N/A | Cooperative Purchasing Agreement |
|-------------------------------|--------|----------------------------------|
- Baltimore Regional Cooperative Purchasing Committee (BRCPC) Contract P-146 - Electric Supply Services Agreement - Department of Public Works - Req. No. to be determined.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

The Board is requested to approve and authorize execution of an Agreement with WGL Energy Services, Inc. The period of the agreement is August 24, 2016 through August 23, 2017, with nine 1-year renewal options remaining.

This Agreement will enable a long term hedge purchase of electricity for the BRCPC group as a part of the overall BRCPC electricity plan. Baltimore County Purchasing Division is the lead jurisdiction for this procurement for BRCPC participating jurisdictions.

**MWBOO GRANTED A WAIVER.**

11. VERIZON BUSINESS NETWORK SERVICES, INC. on BEHALF OF VERIZON MARYLAND, LLC, \$262,601.03 Agreement/Extension Contract No. 08000 - E911 Customer Premise Equipment (CPE) Maintenance Agreement - Mayor's Office of Information Technology - Req. No. to be determined.

The Board is requested to approve and authorize execution of an Agreement with Verizon Business Network Services Inc. on behalf of Verizon Maryland LLC. The period of the agreement is October 7, 2016 through October 6, 2017.

On October 17, 2015, the Board approved the initial award in the amount of \$260,444.00. This one-year extension will provide for the continuation of critical maintenance services for the existing E911 (Enhanced 911) Customer Premise Equipment network while new requirements are competitively bid and currently advertised under Bid Solicitation No. B50004585 - 911 Customer Premise Equipment System.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

The period of the extension is October 7, 2016 through October 6, 2017.

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.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the informal awards, renewals, increases to contracts and extensions. In addition, the Board approved and authorized execution of the Cooperative Purchasing Agreement with WGL Energy Services, Inc. (item no. 10) and the Agreement with Verizon Business Network Services, Inc. on Behalf of Verizon Maryland, LLC (item no. 11).

**MINUTES**

Mayor's Office on Criminal Justice - Easement Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Easement Agreement with Baltimore Affordable Housing Development, Inc. (BAHD). The period of the Easement Agreement is effective upon Board approval and will continue while the PVG development exists.

**AMOUNT OF MONEY AND SOURCE:**

No general funds will be expended in this transaction.

**BACKGROUND/EXPLANATION:**

This Easement Agreement will provide continued access to the City's existing CitiWatch CCTV system, at the BAHD's Pleasant View Gardens (PVG) housing complex, following the sale of the PVG to PVG Senior LLC, a private developer (Developer) under the U.S. Department of Housing and Urban Development's Rental Assistance Demonstration Project.

The City operates CitiWatch, a network of closed circuit cameras and devices, including data transmission cables (the Devices) that are part of the City's video surveillance camera system for remote transmission of video images. CitiWatch assists the Baltimore Police Department and others with public safety. The CitiWatch network includes the devices located at the PVG.

The BAHD intends to sell the PVG to the Developer. To ensure continued access to the CitiWatch cameras at the PVG, the BAHD will grant the City an easement to access the Devices.



**MINUTES**

Mayor's Office on Criminal Justice - cont'd

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Easement Agreement with Baltimore Affordable Housing Development, Inc.

**MINUTES**Health Department - Agreement, Ratification of Amendment  
to Agreements and Grant Award

The Board is requested to approve and authorize execution of the Agreement, Ratification of Amendment to Agreements and Grant Award.

AGREEMENT

1. **HEALTHCARE ACCESS MARYLAND, INC. (HCAM) \$2,089,037.00**

Account: 4000-421017-3080-294600-603051

The Maryland Children's Health Program Eligibility Determination Program assists consumers who apply for Medicaid services. The majority of Medicaid recipients are walk-in consumers, but the HCAM also processes mail and fax applications. The HCAM assists persons applying for Medicaid and provides general information regarding Health Choice, the managed care program for pregnant women, children, and families. The Eligibility Determination Program also provides information on Federal Qualified Health Centers, and other resources linked to the Maryland Department of Social Services, WIC, and other government and local support organizations. The period of the agreement is July 1, 2016 through June 30, 2017.

The agreement is late because of delays in the Department's administrative review process.

**MWBOO GRANTED A WAIVER.**

RATIFICATION OF AMENDMENT TO AGREEMENTS

2. **HEALTHY TEEN NETWORK, INC. \$ 9,485.00**

Account: 6000-626616-3080-292302-603051

On March 16, 2016, the Board approved the original agreement for \$124,900.00 for the period of July 1, 2015 through June 30, 2016.

## MINUTES

Health Department - cont'd

The Department is increasing the agreement by \$9,485.00 for additional services, making the total amount \$134,385.00.

**MWBOO GRANTED A WAIVER.**

3. **UNIVERSITY OF MARYLAND, BALTIMORE** **\$10,000.00**

Account: 5000-520116-3030-702900-603051

On October 28, 2015, the Board approved the original agreement for \$35,600.00 for the period of July 1, 2015 through June 30, 2016.

The Department is increasing the agreement by \$10,000.00 for additional services, making the total amount \$45,600.00.

The amendments are late because budget revisions delayed the processing.

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

4. **CAREFIRST BLUECROSS BLUESHIELD** **\$49,000.00**

Account: 6000-615217-3001-568000-406001

This grant award will support the expansion efforts for the Behavioral Health and Substance Abuse programs in the City. The period of the agreement is September 30, 2016 through October 1, 2017.

**MINUTES**

Health Department - cont'd

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

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

Health Department - Revision to the Notification of Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to revise the Notification of Grant Award (NGA) from the Maryland Department of Aging (MDoA). The period of the revised award is July 1, 2015 through June 30, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$68,671.00 - 5000-533616-3024-268400-405001  
24,149.00 - 5000-534116-3044-767900-405001  
**\$92,820.00**

**BACKGROUND/EXPLANATION:**

The original NGA was approved on September 9, 2015 for \$1,129,647.00. The first revised NGA was approved on May 18, 2016, reflecting an increase for \$27,985.00, making the total NGA amount \$1,157,632.00.

This revised NGA will reflect an increase of \$92,820.00, making the total NGA amount \$1,250,452.00.

Approval of this revised NGA will allow the Department to accept and utilize funds received from the MDoA for State funded programs. These funds will provide a variety of services for older adults residing in the City.

This NGA is late because it was recently received from the MDoA.

**APPROVED FOR FUNDS BY FINANCE**

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

## MINUTES

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved acceptance of the Notification of Grant Award from the Maryland Department of Aging.

**MINUTES**

Department of Transportation - Traffic Impact Study Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Traffic Impact Study Agreement with Stadium Place, Inc.

**AMOUNT OF MONEY AND SOURCE:**

\$33,626.49

**BACKGROUND/EXPLANATION:**

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Impact Study was required. This agreement is necessary to perform a traffic impact analysis for Stadium Place, a new development located at 1000 E. 33<sup>rd</sup> Street to include 228 new senior residential dwelling units and 21,810 sq. ft. of retail space.

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

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Traffic Impact Study Agreement with Stadium Place, Inc.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 4 to McCormick Taylor, Inc., under Project 1225 On-Call Design Consultant Services for Resurfacing and Reconstruction. The duration of this task is approximately six months.

**AMOUNT OF MONEY AND SOURCE:**

\$ 31,200.00	-	9950-916051-9527-900010-705032
34,500.00	-	9950-908174-9527-900010-705032
35,726.40	-	9950-905627-9527-900010-703032
<b>\$101,426.40</b>		

**BACKGROUND/EXPLANATION:**

This authorization will provide for the continuation of a full-time project manager for on-site engineer support within the Department of Transportation.

**MBE/WBE PARTICIPATION:**

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

**MBE:** 27.00%

**WBE:** 10.00%

**APPROVED FOR FUNDS BY FINANCE**

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



**MINUTES**

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 4 to McCormick Taylor, Inc., under Project 1225 On-Call Design Consultant Services for Resurfacing and Reconstruction.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 5 to Johnson, Mirmiran & Thompson, Inc., under Project 1217 On-Call Construction Project Management Services. The duration of this task is approximately four months.

**AMOUNT OF MONEY AND SOURCE:**

\$93,300.34 - 9950-902378-9508-900020-703032

**BACKGROUND/EXPLANATION:**

This authorization will provide for assisting the Department of Transportation TEC Division with the adaptation of Oracle-Primavera CM14 modules.

**MBE/WBE PARTICIPATION:**

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

**MBE:** 27.00%

**WBE:** 10.00%

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

**MINUTES**

DOT - cont'd

**TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
<b>\$102,630.37</b>	9950-902376-9509	9950-902378-9508-3
HUR	Capital Program Management Tech Support	Design DOT Archive Inventory

This transfer will fund the costs associated with Task No. 5 on Project No. 1217, On-Call Construction Project Management Services.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 5 to Johnson, Mirmiran & Thompson, Inc., under Project 1217 On-Call Construction Project Management Services. The Transfer of Funds was approved, **SUBJECT** to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Department of Transportation - Amendment No. 3 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 3 to Agreement with EA Engineering Science & Technology Inc. D/B/A Louis Berger Water Services, Inc., for Project No. 1161, On-Call Construction Management Services. The Amendment No. 3 to Agreement extends the agreement through August 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$500,000.00 - to be determined with each individual project

**BACKGROUND/EXPLANATION:**

On August 31, 2011, the Board approved the Agreement for \$2,000,000.00 to assist the Transportation Engineering & Construction Division in managing various capital improvement projects, under Project 1161, On-Call Construction Project Management Services for three years. On September 28, 2011, the Board approved the Consent of Assignment to provide for the change of ownership from EA Engineering, Science & Technology Inc. (EA) to Louis Berger Water Services, Inc.

On June 11, 2014, the City approved Amendment No. 1 to allow a one-year time extension and an increase to the upset limit by \$500,000.00 to complete assigned tasks. On May 27, 2015, the City approved Amendment No. 2 to allow for a one-year time extension and an increase to the upset limit by \$500,000.00 to fully complete ongoing assigned tasks.

The Department is now wishes to approve Amendment No. 3 to allow another one-year time extension and an increase in the upset limit by \$500,000.00 to utilize inspection staff augmentation and Construction project CPM Schedule and Claim review services.

**MINUTES**

Department of Transportation - cont'd

This approval will extend the contract to August 30, 2017 and increase the upset limit to \$3,000,000.00.

**MBE/WBE PARTICIPATION:**

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

**MBE:** 27%

**WBE:** 9%

**AUDITS NOTED THE TIME EXTENSION AND THE INCREASE IN THE UPSET LIMIT AND WILL REVIEW TASK ASSIGNMENTS.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 3 to Agreement with EA Engineering Science & Technology Inc. D/B/A Louis Berger Water Services, Inc., for Project No. 1161, On-Call Construction Management Services.

**MINUTES**

Office of the Mayor - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) with the National Urban League (NUL). The period of the MOU was August 6 - 19, 2016.

**AMOUNT OF MONEY AND SOURCE:**

No City funds were expended.

**BACKGROUND/EXPLANATION:**

The Mayor's 2016 Back to School Rally and Community Day Expo (Initiative) in collaboration with the NUL was held on Saturday, August 6, 2016, at the Baltimore Convention Center. This event has been held for over a decade and features informational booths, educational resources, music, live entertainment, and motivational speeches which invigorates students and provides parents with the tools needed to prepare students for a successful school year.

In order to clarify the personnel, capital, facilities, and/or other resources that each party contributed to the Initiative, the parties executed the MOU. The NUL contributed \$35,000.00 toward the Initiative and the Mayor's Office, through funding from the Baltimore City Foundation, Inc., contributed \$27,361.00 toward the Initiative. If the NUL receives \$10,000.00 from the Kevin Liles for a Better Baltimore Foundation, Inc., the NUL will provide \$5,000.00 of this amount to the Baltimore City Foundation, Inc. so that the City may request the Foundation to expend these funds for any items related to the current Initiative or for a future event in Baltimore City similar to the Initiative. Both parties indemnified each other under the MOU.

**MINUTES**

Office of the Mayor - cont'd

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with the National Urban League.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Community Development Block Grant Agreements (CDBG). The period of the agreement is July 1, 2016 through June 30, 2017, unless otherwise indicated.

1. **COMPREHENSIVE HOUSING ASSISTANCE, INC.                      \$ 46,750.00**  
**(CHAI)**

Account: 2089-208917-5930-437191-603051

CHAI will utilize the funds to assist low and moderate-income households in purchasing a home for owner-occupancy by providing pre-purchase counseling and pre-purchase education workshops. CHAI will also provide mortgage delinquency and default resolution counseling to assist low and moderate-income existing homeowners with foreclosure prevention and in obtaining mortgage modifications.

2. **THE INNOVATIVE HOUSING INSTITUTE, INC.                      \$ 45,000.00**

Account: 2089-208917-5930-427543-603051

Under this agreement, the funds will be utilized to assist 90 non-elderly, disabled low and moderate-income families with one-time subsistence assistance grants through the Enhanced Learning Assistance Program (ELAP), established in accordance with a Consent Decree entered in Bailey vs. The Housing Authority of Baltimore City (HABC) and the U.S. Department of Justice vs. HABC. The Innovative Housing Institute, Inc. is responsible for obtaining funds to cover a portion of the expenses and has requested that DHCD provide CDBG funds to provide one-time subsistence assistance grants to ELAP participants. The expenses include leasing application fees, security deposits and utility, (electricity and telephone) installation fees.



**MINUTES**

DHCD - cont'd

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

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

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

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Community Development Block Grant Agreements.

**MINUTES**

Department of Housing and Community Development (DHCD) - Local Government Resolution

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a Local Government Resolution in support of the Maryland Food Bank, Inc. application to the Maryland Department of Housing and Community Development "Community Investment Tax Credit." A local government resolution of support is required for organizations to participate in the program.

**AMOUNT OF MONEY AND SOURCE:**

\$50,000.00 - State of Maryland - Department of Housing and Community Development - Community Investment Tax Credit Program

**BACKGROUND/EXPLANATION:**

The Maryland Food Bank, Inc. located at 2200 Halethorpe Farms Road, proposes to alleviate hunger and food insecurity across the City by providing millions of pounds of low to no cost food to a network of partner organizations serving City residents who live below the poverty line and are food insecure. Nonprofit organizations, designated a 501 (c)(3) organization by the Internal Revenue Service, are eligible to apply to the Community Investment Tax Credit program to support a project or activity that is either located in, or serving, a community in a Priority Funding Area.

The project, Building a Better Baltimore by Attacking Food Insecurity helps the Maryland Food Bank combat childhood hunger in the City. The organization will encourage parental volunteerism in a School Pantry program and will feed children after school and during the summer through a Supper Club program and Summer Food Service program. The Maryland Food Bank is leading the movement to end childhood hunger in Maryland.

**MINUTES**

DHCD - cont'd

The Maryland Food Bank was founded 34 years ago as the first food bank on the East Coast and only the third in the nation.

UPON MOTION duly made and seconded, the Board approved and adopted of the Local Government Resolution in support of the Maryland Food Bank, Inc. application to the Maryland Department of Housing and Community Development "Community Investment Tax Credit."

**MINUTES**

Department of Housing and - Amendment No. 1 to Memorandum  
Community Development of Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Amendment No. 1 to the Memorandum of Agreement (MOA) between the Maryland Office of the Attorney General (OAG), Baltimore City (City), and the Maryland Historical Trust (MHT).

**AMOUNT OF MONEY AND SOURCE:**

There are no funds involved with this request.

**BACKGROUND/EXPLANATION:**

This Amendment No. 1 to the MOA is regarding the Vacants to Value Demolition Clusters Project.

In 2013, through the Mortgage Servicing Settlement Fund Memorandum of Understanding, the State awarded the City \$10,000,000.00 to spend on acquisition, relocation, demolition, stabilization, and homeowner incentives throughout Baltimore. As some of these activities were deemed to have an adverse effect on historic properties in Baltimore, the City entered into an agreement with the MHT and the OAG to define activities that would be carried out to mitigate these effects. The activities included, but were not limited to recordation of historic assets, salvage of architectural elements for the structures demolished, and stabilization of historic properties.

The demolition and corresponding mitigation efforts under these memoranda have been underway for three years. In July 2016, the City, the OAG, and the Maryland Department of Housing and Community Development approved an amendment to extend the Mortgage Servicing Settlement Fund Memorandum of Understanding until December 31, 2016, in order to allow final demolition efforts to conclude.

**MINUTES**

DHCD - cont'd

The MOA regarding the Vacants to Value Demolition Clusters Project between the City, the OAG, and the MHT has been extended to align with the new expiration date of the Mortgage Servicing Settlement Fund Memorandum of Understanding. All other terms and conditions of the original MOA remain unchanged.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 1 to the Memorandum of Agreement between the Maryland Office of the Attorney General, Baltimore City, and the Maryland Historical Trust.

**MINUTES**

Department of Recreation and Parks - Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Consultant Agreement with Biohabitats, Inc., Consultant. The period of the agreement is effective upon Board approval for 18 months, with one 1-year renewal option at the sole discretion of the City.

**AMOUNT OF MONEY AND SOURCE:**

\$119,325.00 - 9938-911060-9474-900000-706065

**BACKGROUND/EXPLANATION:**

The Consultant will perform an in-depth and thorough analysis of the City's tree inventory in Gwynns Fall Leakin Park. This information is critical in creating a Forest Management Plan in sustaining the City's urban forests. The Forest Management Plan for Gwynns Fall Leakin Park will assess the health of the park's forest and provide recommendations helpful in sustaining its canopy and associated animal habitats and ecology.

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

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

**MINUTES**

Department of Recreation and Parks - Community Partner  
Playground Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Community Partner Playground Agreement with KaBOOM!, Inc. and Target Enterprise, Inc. The agreement is effective upon Board approval and will end upon final acceptance of the project by the City, unless terminated sooner.

**AMOUNT OF MONEY AND SOURCE:**

\$60,000.00 - Value of Donation

**BACKGROUND/EXPLANATION:**

The Department of Recreation and Parks, Belair-Community Association, KaBOOM! and Target Enterprise, Inc., along with the community volunteers, will collaborate to construct and install a state-of-the-art playground in Herring Run Park, located at 3900 Harford Road and spans over 700 acres. The exact location of the playground in Herring Run Park will be at the corner of Shannon Drive and Brehms Lane. Belair-Edison Community Association, KaBOOM!, and Target Enterprise, Inc. agree to donate the entire cost of the project.

The City will accept the new playground, and new playground equipment valued at \$60,000.00.

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Community Partner Playground Agreement with KaBOOM!, Inc. and Target Enterprise, Inc.

**MINUTES**

Department of Public Works/ - Amendment No. 3 to Agreement  
Office of Engineering and  
Construction (DPW)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 3 to Agreement with KCI Technologies, Inc. under Project 1116K, Design of Improvements to the Jones Falls Sewershed Collection System. The Amendment No. 3 extends the Agreement up to August 17, 2017.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The original agreement expires August 17, 2016. KCI Technologies, Inc. was awarded this agreement on August 18, 2010, to provide engineering services for the Improvement to Jones Fall Sewershed Collection System. Amendment Nos. 1 and 2 were approved on February 5, 2014 and April 1, 2015, respectively to allow the consultant to continue to provide engineering services to complete the Post Award phase. The construction duration has extended and therefore Amendment No. 3 will allow the consultant to continue to provide post award engineering services which include but are not limited to attending additional progress meetings, site visits, responding to requests for information and review of post-rehabilitation videos and final acceptance walk-through which is performed one year after construction is completed.



**MINUTES**

DPW - cont'd

The Consultant was approved by the Office of Boards and Commissions and Architectural and Engineering Award Commission.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 3 to Agreement with KCI Technologies, Inc. under Project 1116K, Design of Improvements to the Jones Falls Sewershed Collection System.

**MINUTES**

Department of Recreation and Parks - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Funding Agreement with East Baltimore Development, Inc. (EBDI). The agreement is effective upon Board approval and terminates on the date of final payment for the Construction Contract and acceptance of Eager Park by EBDI.

**AMOUNT OF MONEY AND SOURCE:**

\$4,036,000.00 - 9938-909070-9474

**BACKGROUND/EXPLANATION:**

On July 20, 2016, the Board approved acceptance of the Joint-Use Agreement.

The Department of Recreation and Parks has applied for and received capital improvement funds from the State of Maryland's Department of Natural Resources (Program Open Space) for Eager Park in the amount of \$4,036,000.00. The Department will provide these funds on a reimbursement basis to EBDI for the capital development of Eager Park as a public open-space. The Local Government through the Department of Recreation and Parks will operate and maintain or have operated and maintained (e.g. have the Project operated and maintained by EBDI or the Association), the Project throughout its estimated life of 20 years from the date of conveyance of the Park.

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Department of Recreation and Parks - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Funding Agreement with East Baltimore Development, Inc.

**MINUTES**

Department of Finance - General Fund Appropriation Transfer

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the General Fund Appropriation transfer to the Health Department, Animal Services (Service 716: Animal Services).

**AMOUNT OF MONEY AND SOURCE:**

<u>AMOUNT</u>	<u>FROM/AGENCY</u>
\$ 49,029.00	Health, Clinical Services - Vacant CHE II Position 48246
60,000.00	Health, Health Administration - Xerox Copier - New Contract Savings
43,348.00	Health, School Health Services - Vacant School Health Aide Position 48803
38,585.00	Health, School Health Services - Vacant Medical Office Assistant Position 37123
20,673.00	Health, School Health Services - Medical and Surgical Supplies
<u>37,349.00</u>	Health, Emergency Services - Vacant Data Entry Operator II Position 14276
<b>\$248,984.00</b>	<b>- Total amount of appropriation transfer to animal services</b>

**BACKGROUND/EXPLANATION:**

As Part of the Fiscal 2017 budget process, the Mayor and City Council worked together to find additional funding for animal services. This Board action will initiate a transfer of appropriation for animal services. This funding will be allocated to support the following items: three Animal Enforcement Officer positions (\$174,189.00), one BARCS Veterinarian position (\$54,000.00), and BARCS operating expenses (\$20,795.00).

**MINUTES**

Department of Finance - cont'd

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the General Fund Appropriation transfer to the Health Department, Animal Services (Service 716: Animal Services).

## MINUTES

Bureau of the Budget and  
Management Research

Carryover of Unexpended Fiscal 2016  
Appropriations to Fiscal 2017

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the final recommendations for Carryovers for the General Fund and Other Funds, based upon availability of funds.

**AMOUNT OF MONEY AND SOURCE:**

General Fund Carry-Forward Requests				
Fiscal 2016 Unencumbered Appropriation to Fiscal 2017				
Agency	Account Number	Purpose	Category	Amount
Board of Elections	1001-000000-1801-184300-603029	Preparation of voting machines	A	\$390,000
	<b>Total</b>			<b>\$390,000</b>
Convention Center	1001-000000-5311-391500-605001	New chairs for events	A	\$600,000
	1001-000000-5311-391300-605003	Computer equipment	A	\$25,643
	1001-000000-5311-391300-604009	Website update	A	\$50,000
	1001-000000-5311-391600-603016	Video management system and flooring repair	A	\$87,247
	1001-000000-5311-391500-606007	Convention center flooring equipment	A	\$32,136
	1001-000000-5311-391600-603017	Portable wall painting	A	\$220,000
<b>Total</b>				<b>\$1,015,026</b>
Finance	1001-000000-7100-691400-603026	Tax credit systems creation	A	\$290,085
	<b>Total</b>			<b>\$290,085</b>
Fire	1001-000000-3191-308700-603026	ALS Stipends	A	\$648,000
	1001-000000-8620-175200-603020	EMS medical equipment (Life Pak 15s)	A	\$105,349
	<b>Total</b>			<b>\$753,349</b>
General Services	1001-000000-1981-718100-603098	M.E.C.U. building capital improvements	A	\$2,400,000
	1001-000000-7340-721700-606008	Remote data devices	A	\$35,000
	1001-000000-1982-192500-603016	Capital improvements	A	\$468,769
	<b>Total</b>			<b>\$2,903,769</b>
Health	1001-000000-3030-271500-603051	JHU Contract - Pediatrics	A	\$153,541
	1001-000000-3030-271500-603051	JHU Contract - Clinical Medical Director	A	\$122,312
	1001-000000-3030-271500-603051	JHU Contract - Infectious Disease Clinicians	A	\$390,155
	1001-000000-3030-271700-603051	JHU Contract - Infectious Disease Clinicians	A	\$204,072
	1001-000000-3150-537001-604000	Zika expenditures	A	\$542,120
	1001-000000-3030-279200-603051	Playground equipment - Early Head Start	A	\$69,129
	<b>Total</b>			<b>\$1,481,329</b>
Health and Welfare Grants	1001-000000-3850-336900-607001	Maryland School for the Blind tuition payment	A	\$49,315
	<b>Total</b>			<b>\$49,315</b>
Housing and Community Development	1001-000000-2602-261000-603050	Conversion of microfilm to digital format	A	\$280,000
	<b>Total</b>			<b>\$280,000</b>
Mayor's Office of Criminal Justice	1001-000000-2252-610000-607000	Northwest Baltimore YSB	A	\$41,383
	1001-000000-2252-610100-607000	East Baltimore YSB	A	\$41,383
	<b>Total</b>			<b>\$82,766</b>
Mayor's Office of Employment Development	1001-000000-6311-454215-603034	Internet and networking services	A	\$128,914
	<b>Total</b>			<b>\$128,914</b>
Mayor's Office of Human Services	1001-000000-3572-773100-603051	Hotel vouchers	A	\$42,457
	1001-000000-3572-772800-603051	Winter sheltering	A	\$411,680
	1001-000000-3572-778800-603051	Subgrantees - Transportation Services	A	\$35,588
	1001-000000-3571-780400-603050	Subgrantees - Youth Fellowship Program	A	\$120,542
<b>Total</b>			<b>\$610,267</b>	
Miscellaneous General Expenses	1001-000000-1220-146000-601077	MAPS Pay-for-Performance	A	\$1,000,000
	<b>Total</b>			<b>\$1,000,000</b>
Planning	1001-000000-1875-773300-603050	Greening initiatives	A	\$358,000
	1001-000000-1875-187400-603026	Growing Green Initiative	A	\$16,500
	<b>Total</b>			<b>\$374,500</b>
Public Works	1001-000000-5131-387800-603026	Solid waste enterprise implementation study	A	\$750,000
	<b>Total</b>			<b>\$750,000</b>
Recreation and Parks	1001-000000-4783-363600-603026	Tree inventory and proactive pruning	A	\$337,000
	1001-000000-4711-361900-603026	Electronic time and attendance equipment	A	\$16,913
	<b>Total</b>			<b>\$353,913</b>
Transportation	1001-000000-3191-308700-601029	Other professional services for Bike Share	A	\$150,000
	<b>Total</b>			<b>\$150,000</b>
<b>Grand Total</b>				<b>\$10,613,233</b>

## MINUTES

**Other Funds Carry-Forward Requests  
Fiscal 2016 Unencumbered Appropriation to Fiscal 2017**

Agency	Account Number	Purpose	Category	Amount
Mayor's Office of Human Services	2025-000000-3571-727700-603051	VLT support for community projects	A	\$393,750
	<b>Total</b>			<b>\$393,750</b>
Parking Authority	2076-000000-2321-253300-607001	Pay-by-Plate program	A	\$1,250,000
	<b>Total</b>			<b>\$1,250,000</b>
	<b>Grand Total</b>			<b>\$1,643,750</b>

**2016 FISCAL YEAR  
CONTINGENT FUND**

**RECOMMENDED TRANSFERS**

Fiscal 2016 Appropriation \$1,000,000

Recommended Transfers:

Council Services	\$12,597
Courts: Orphans' Court	\$30,374

Final Balance June 30, 2016 \$957,029

**BACKGROUND/EXPLANATION:**

Unexpended capital project funds and special funds have been carried forward for their original purpose, as is customary. All General Fund appropriations that have been determined to be encumbered have been carried forward, and all General Fund appropriations not recommended for carryover have been reverted to fund balance.

**MINUTES**

BBMR - cont'd

To the extent possible and pursuant to Board's approval, appropriations have been transferred within agency budgets to counteract such deficits in specific budget programs. The recommendation for use of FY 2016 contingent funds is \$42,971.00.

UPON MOTION duly made and seconded, the Board approved the final recommendations for Carryovers for the General Fund and Other Funds, based upon availability of funds. Mr. Henry Raymond, Director of Finance, acting on behalf of the Mayor, **ABSTAINED** on the item for the Mayor's Office of Criminal Justice, Northwest Baltimore YSB (Only).



**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of Civil Rights and Wage Enforcement</u>			
1. Kisha A. Brown	22 <sup>nd</sup> Annual NACOLE Conference Albuquerque, NM Sept. 25 - 29, 2016 (Reg. Fee \$0.00)	General Funds	\$1,088.27

The subsistence rate for this location is \$140.00 per night. The cost of the hotel is \$103.00 per night plus taxes of \$13.58 per night. The Department is requesting additional subsistence of \$3.00 per day for meals and incidentals.

Department of Public Works - Wastewater Treatment

2. John Eskandar	2016 APWPWX Minneapolis, MN Aug. 28 - 31, 2016 (Reg. Fee \$650.00)	Water- Utility	\$1,727.33
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The subsistence rate for this location is \$204.00 per day. The hotel cost is \$185.00 per night, plus taxes of \$24.79 per night.

The Department is requesting additional subsistence in the amount of \$21.00 per day for food and incidentals. The airfare in the amount of \$267.96 and registration fee in the amount of \$650.00 were prepaid using a City-issued credit card assigned to Ms. Tianna Haines. Therefore, the disbursement to Mr. Eskandar is \$809.37.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Public Works - Environmental Police</u>			
3. Luke Brackett	Maryland Chiefs of Police and Maryland Sheriff's Association Annual Training Ocean City, MD Sept. 11 - 15, 2016 (Reg. Fee \$325.00)	Water Utility	\$ 985.90
<p>The registration fee in the amount of \$325.00 was prepaid using a City-issued credit card assigned to Ms. Tianna Haines. Therefore, the disbursement to Mr. Brackett is \$640.90.</p>			
<u>Department of Finance/Bureau of Purchases</u>			
4. Colles Z. Corprew	American Contract Compliance Assoc. 2016 National Training Conference Aug. 30 - Sept. 5, 2016 Chicago, IL (Reg. Fee \$625.00)	General Fund	\$2,403.40
<u>Department of Housing and Community Development (DHCD)</u>			
5. Nicole Hart	Green and Healthy Homes Initiative 2016 GHHI Executive Leadership Institute Aug. 28 - 31, 2016 Austin, TX (Reg. Fee \$675.00)	Weather-ization Customer Investment Fund	\$2,200.55

## MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>DHCD</u> - cont'd			
<p>The subsistence rate for this location is \$194.00 per night. The cost of the hotel is \$159.00 per night plus taxes of \$23.85 per night. The airfare in the amount of \$797.00 was pre-paid on a City-issued credit card assigned to Mr. William Colbert.</p> <p>The Department is requesting additional subsistence of \$5.00 per day for meals and incidentals. Therefore, Ms. Hart will be disbursed \$1,403.55.</p>			
6. Toya Sykes-Coates	Green and Healthy Homes Initiative 2016 GHHI Executive Leadership Institute Aug. 28 - 31, 2016 (Reg. Fee \$0.00)	Weather-ization Customer Investment Fund	\$ 993.96

Ms. Sykes-Coates has received a scholarship from the Green and Healthy Homes Initiative (GHHI), which will cover the costs of the hotel in the amount of \$159.00 per day, hotel taxes in the amount of \$23.85 per night, and registration in the amount of \$675.00. In addition, under the GHHI scholarship, the Department will be reimbursed a \$351.00 travel stipend for airfare.

The airfare in the amount of \$813.96 was pre-paid on a City-issued credit card assigned to Mr. William Colbert. The Department is requesting additional subsistence of \$40.00 per day for meals and incidentals. Therefore, Ms. Sykes will be disbursed \$180.00.

**MINUTES****RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**Mayor's Office of Employment Development (MOED)

7. Rosemary Woren	U.S. Department of Labor Responding Rapidly - A Rapid Response Summit Pool Harrisburg, PA April 18 - 20, 2016 (Reg. Fee \$0.00)	Admin- istrative Cost	\$ 382.03
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Ms. Woren traveled to Harrisburg, PA on April 18 - 20, 2016 to attend the U.S. Department of Labor Responding Rapidly - A Rapid Response Summit.

The subsistence rate for this location was \$175.00 per day. The hotel rate was \$106.00 per night, plus \$11.66 per night for hotel taxes.

Ms. Woren personally incurred the costs of mileage, parking fees, the hotel, hotel taxes, and meals. Therefore, the requested reimbursement amount to Ms. Woren is \$382.03.

**REIMBURSEMENT**

\$ 98.28	- Mileage
20.00	- Parking
212.00	- Hotel (@ \$106.00 x 2)
23.32	- Hotel Tax (@ \$11.66 x 2)
28.43	- Meals
<b>\$ 382.03</b>	<b>- Total Reimbursement</b>

The travel request is late because the proper protocol was not followed for submission of the initial travel request, which did not require Board of Estimates approval as the dollar amount was under \$800.00. Also, it was difficult to obtain actual receipts and additional information.

**MINUTES****TRAVEL REIMBURSEMENTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>MOED</u> - cont'd			

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.

Department of General Services (DGS)

8. Robert Holste	International Aboveground Storage Tank Conference Orlando, FL Apr. 19 - 22, 2016 (Reg. Fee \$550.00)	Internal Service Fund	\$124.15
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On March 9, 2016, the Board approved the travel request, in the amount of \$2,239.34, for Mr. Holste to attend the International Aboveground Storage Tank Conference in Orlando Florida, from April 19 - 22, 2016.

The subsistence rate for this location is \$169.00 per night. The cost of the hotel was \$209.00 per night plus taxes of \$26.13 per night. The Department requested additional subsistence of \$40.00 per day to cover the cost of the hotel. However, additional subsistence of \$40.00 per day was not requested for meals and incidentals. Mr. Holste personally incurred the costs of meals. Therefore, the requested reimbursement amount to Mr. Holste is \$124.15.

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

\$ 11.59
15.94
4.76
51.12
6.37
16.07
8.00
<u>10.30</u>
<b>\$124.15 - Total for meals</b>

UPON MOTION duly made and seconded, the Board approved the travel requests, retroactive travel approvals, and reimbursements.

## MINUTES

PROPOSALS AND SPECIFICATIONS

1. Department of Transportation - TR 17001, Reconstruction of Footways Citywide  
**BIDS TO BE RECV'D: 09/28/2016**  
**BIDS TO BE OPENED: 09/28/2016**
  
2. Department of Transportation - TR 17004, Reconstruction of Alleys Citywide  
**BIDS TO BE RECV'D: 09/28/2016**  
**BIDS TO BE OPENED: 09/28/2016**
  
3. Department of Public Works/  
Office of Engineering and  
Construction - ER 4020, Lower Lower Stony Run Environmental Restoration  
**BIDS TO BE RECV'D: 10/12/2016**  
**BIDS TO BE OPENED: 10/12/2016**

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

## MINUTES

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

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



## Kim A. Trueheart

August 23, 2016

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

Dear Ms. Taylor:

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

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

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

Pages 1 - 77, City Council President and members of the Board of Estimates, BOE Agenda dated August 24, 2016 , if acted upon:

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

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

5519 Belleville Ave  
Baltimore, MD 21207

- f. Lastly this board should explain to the public how, without violating the open meeting act, a consent agenda is published outlining the protocols for each week's meeting prior to the board opening its public meeting.

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

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

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on August 24, 2016.

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

Sincerely,  
Kim Trueheart, Citizen & Resident

5519 Belleville Ave  
Baltimore, MD 21207

**MINUTES**

President: "The Board is in recess until twelve o'clock noon for the opening and receiving of bids."

**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 an addenda extending the dates for receipt and opening of bids on the following contract. There were no objections.

Bureau of Purchases - B50004585, 911 Customer Pre-mise Equipment CPE System  
**BIDS TO BE RECV'D: 08/24/2016**  
**BIDS TO BE OPENED: 08/24/2016**

Bureau of Purchases - B50004606, Janitorial Services for Area D  
**BIDS TO BE RECV'D: 08/24/2016**  
**BIDS TO BE OPENED: 08/24/2016**

## MINUTES

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

Department of Transportation - TR 16007, Material Testing 2017  
Various Projects Citywide

Sabra, Wang + Associates, Inc.  
Froehling & Robertson, Inc.

Department of Transportation - TR 16009, Cement Concrete Slab  
Repairs Citywide

P. Flanigan & Sons, Inc.  
Civil Construction, LLC  
J. Villa Construction, Inc.  
Santos Construction Co., Inc.  
M. Luis Construction Co., Inc.  
Machado Construction Co., Inc.  
R.E. Harrington  
E&R Services, Inc.

Department of Transportation - TR 16021, Cement Concrete Slab  
Repairs Citywide II

P. Flanigan & Sons, Inc.  
Civil Construction, LLC  
J. Villa Construction, Inc.  
Santos Construction Co., Inc.  
M. Luis Construction Co., Inc.  
Machado Construction Co., Inc.  
R.E. Harrington  
E&R Services, Inc.

## MINUTES

Bureau of Purchases

- B50004537, Diversity and Labor  
Compliance System  
**TECHNICAL OPENING**

AskReply, Inc. d/b/a B2Gnow\*  
Early Morning Software, Inc.  
Laisar Management Group, LLC

\*To be determined by the Board of Estimates

Bureau of Purchases

- B50004598, Clinical Dental  
Supplies

Henry Schein, Inc.  
1st Needs Medical  
Dental Health Products, Inc.  
Dentservel/AVCO Enterprises

Bureau of Purchases

- B50004670, Repair and Main-  
tenance Services for Electrical  
Motors up to 300 HP

The Electric Motor Repair Company  
Team Service Corp of New York

## MINUTES

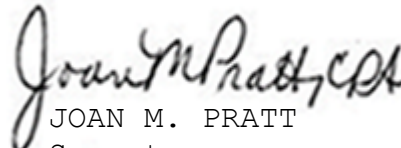
Bureau of Purchases - B50004680, Steel Toe Rubber Hip Boots

Maxon Suplies, LLC  
Masterman's LLP  
Stauffer Glove and Safety  
District Safety Products, Inc.  
A&A Sales Associates, LLC

Bureau of Purchases - B50004698, SWAT Avon FM53 Gas Masks

Business Services  
Atlantic Tactical, Inc.  
Bob Barker Company  
National Safety Supply, Inc.  
Grainger Industrial Supply

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, August 31, 2016.

  
JOAN M. PRATT  
Secretary