

MINUTES**REGULAR MEETING**

Honorable Bernard C. "Jack" Young, President
Honorable Stephanie Rawlings-Blake, Mayor - **ABSENT**
Honorable Joan M. Pratt, Comptroller and Secretary
George A. Nilson, City Solicitor
Rudolph S. Chow, Director of Public Works
David E. Ralph, Deputy City Solicitor
Henry Raymond, Director of Finance
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 November 18, 2015 meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiencies of these hearings, persons who are disruptive to the hearing will be asked to leave the hearing room. 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

I will direct the Board members attention to the memorandum from my office dated November 16, 2015, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda."

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

Comptroller: "Second."

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

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

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

Concrete Services, Inc.	\$ 8,000,000.00
CPP Construction Company, Inc.	\$ 22,995,000.00
Eastern Gunitite Co., Inc.	\$ 4,158,000.00
K&K Adams, Inc.	\$ 8,000,000.00
Milton Electric Company, Inc.	\$ 1,500,000.00
R.E. Harrington Plumbing & Heating Company, Inc.	\$ 8,000,000.00
Road Safety, LLC	\$ 1,500,000.00
Seaboard Foundations, Inc.	\$113,328,000.00
Structural Restoration Services, Inc.	\$ 8,000,000.00

2. Prequalification of Architects and Engineers

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

Architectona Inc.	Architect
Techno Consult, Inc. (DBA Techno)	Engineer

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

MINUTES

Space Utilization Committee - Inter-Departmental Lease
Agreements

The Board is requested to approve and authorize execution of the Inter-Departmental Lease Agreements between the Department of General Services, Landlord and the Baltimore City Police Department, Tenant. The period of the Inter-Departmental Lease Agreement is July 1, 2015 through June 30, 2016, with an option to renew for five 1-year terms.

The Police Department will use the leased premises for administrative offices.

The annual rent for the renewal term will be determined on projected operating costs and expenses for the upcoming renewal term. Based on this determined rental rate, the rental payment will increase or decrease each year during the renewal terms.

<u>Facility & Location</u>	<u>Monthly Rent</u>	<u>Annual Rent</u>
1. Police Headquarters Building 601 E. Fayette Street	\$235,178.36 for 319,857 sq. ft.	\$2,822,140.43
Account: 1001-000000-2041-716600-603096		
2. Police Headquarters Annex Building 601 E. Fayette Street	\$46,786.40 for 95,298 sq. ft.	\$ 561,436.90
Account: 1001-000000-2041-716600-603096		
3. Eastern District 1620 Edison Highway	\$11,795.90 for 23,353 sq. ft.	\$ 141,550.75
Account: 1001-000000-2042-198100-603096		
4. Northeastern District 1900 Argonne Drive	\$14,195.38 for 29,463 sq. ft.	\$ 170,344.57
Account: 1001-000000-2042-198100-603096		

MINUTES

Space Utilization Committee - cont'd

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|-----|--|-----------------------------------|---------------|
| 5. | Northern District
2201 W. Cold Spring
Lane | \$23,213.63 for
25,914 sq. ft. | \$ 278,563.60 |
| | Account: 1001-000000-2042-198100-603096 | | |
| 6. | Northwestern District
5271 Reisterstown Road | \$12,016.96 for
28,723 sq. ft. | \$ 144,203.50 |
| | Account: 1001-000000-2042-198100-603096 | | |
| 7. | Southeastern District
5710 Eastern Avenue | \$11,239.41 for
26,124 sq. ft. | \$ 134,872.88 |
| | Account: 1001-000000-2042-198100-603096 | | |
| 8. | Southern District
10 Cherry Hill Road | \$11,802.79 for
20,286 sq. ft. | \$ 141,633.46 |
| | Account: 1001-000000-2042-198100-603096 | | |
| 9. | Southwestern District
424 Fonthill Avenue | \$10,936.63 for
21,132 sq. ft. | \$ 131,239.54 |
| | Account: 1001-000000-2042-198100-603096 | | |
| 10. | Western District
1034 N. Mount St. | \$12,334.45 for
28,723 sq. ft. | \$ 148,013.42 |
| | Account: 1001-000000-2042-198100-603096 | | |
| 11. | K-9 Unit
3101 Swann Drive | \$ 769.48 for
2,866 sq. ft. | \$ 9,233.76 |
| | Account: 1001-000000-2016-197500-603096 | | |

MINUTES

Space Utilization Committee - cont'd

12. Police Department \$ 3,518.58 for \$ 42,222.99
 Joint Marine Unit 7,342 sq. ft.
 3201 Boston Street
 1st and 2nd floors

Account: 1001-000000-2617-197500-603096

13. Baltimore City Mounted \$ 4,013.52 for \$ 48,162.27
 Police Unit 10,467 sq. ft.
 411 Holliday Street

Account: 1001-000000-2016-199200-603096

14. Warrant Task Force \$13,521.56 for \$162,258.76
 242 W. 29th Street 33,932 sq. ft.

Account: 1001-000000-2042-198100-603096

The Landlord will be responsible for the interior and exterior of the buildings, including foundations, roof, walls, gutters, downspouts, maintenance & repairs of HVAC Systems, heat and air-conditioning (not individual window ventilation systems), trash removal, janitorial services, pest control, cleaning floors, snow and ice removal, interior and exterior lighting, sewer/plumbing, electrical repairs, replacing air filters for HVAC systems, and utilities.

The Tenant accepts the premises in its existing condition and will not make any alterations, additions, or improvements without Landlord's written consent, provide all equipment including refrigerators or any other kitchen appliances, telephone and computer services, place debris into trash receptacles, keep common break room free of debris that can cause infestation of insects and/or rodents, keep entrances, passageways and areas clean and in an orderly condition, free of Tenant's equipment and furniture.

MINUTESSpace Utilization Committee - cont'd

The Space Utilization Committee approved the lease agreements at its meeting of November 3, 2015.

The Inter-Departmental Lease Agreements are late due to administrative delays.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Inter-Departmental Lease Agreements between the Department of General Services, Landlord, and the Baltimore City Police Department, Tenant.

MINUTES

Space Utilization Committee - Inter-Departmental Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Inter-Departmental Lease Agreement between the Department of General Services, Landlord, and the Department of Public Works, Tenant, for the rental of a portion of the property known as 4 S. Frederick Street, consisting of approximately 9,621 square feet on the 2nd, 3rd, and 4th floors. The period of the Inter-Departmental Lease Agreement is October 1, 2015 through September 30, 2016, with an option to renew for five 1-year terms.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Installment</u>
\$70,040.36	\$5,836.70

Accounts: 1001-000000-1901-191300-603096
 1001-000000-1901-190800-603096
 1001-000000-1901-190300-603096

BACKGROUND/EXPLANATION:

The leased premises will be used for offices for Safety and Training, Boards and Commissions, and the Director. The Landlord will be responsible for the maintenance of the interior and exterior of the building, cleaning the floors, providing janitorial services, and utilities, trash removal, pest control, and keeping the sidewalks adjacent to the premises and the entrances thereof clear of ice, snow, and debris.

The Tenant will accept the leased premises in its existing condition. The Tenant will provide all equipment if applicable, necessary for the operation of the Tenant's programs, including but not limited to telephone and computer services to the leased premises.

MINUTESSpace Utilization Committee - cont'd

The Tenant will be responsible for placing debris from the leased premises into trash receptacles. The Tenant will keep the entrance, passageways, and areas adjoining or appurtenant to the leased premises in a clean and orderly condition, free of rubbish and obstruction.

The Inter-departmental Lease Agreement is late because of administrative issues.

The Space Utilization Committee approved the lease agreement at its meeting of November 3, 2015.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Inter-Departmental Lease Agreement between the Department of General Services, Landlord, and the Department of Public Works, Tenant, for the rental of a portion of the property known as 4 S. Frederick Street, consisting of approximately 9,621 square feet on the 2nd, 3rd, and 4th floors.

MINUTES

Space Utilization Committee - Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Lease Agreement with the Mayor's Office of Human Services, Landlord, and Dayspring Programs Inc., Dayspring Head Start, Tenant, for the rental of a portion of the building known as 621 N. Eden Street consisting of approximately 6,350 square feet. The period of the Lease Agreement is October 1, 2015 through September 30, 2017.

AMOUNT OF MONEY AND SOURCE:

\$1.00 - Annual rent, if demanded.

BACKGROUND/EXPLANATION:

The leased premises will be used for the Dayspring Head Start operations to provide education, health, social services, and parent-community involvement opportunities to low-income children ages 3 to 5 and their families.

The Tenant accepts the premises in its current condition and will be responsible for maintenance, utilities, repairs, minor improvements, janitorial, security, and pest control. The Tenant will keep the sidewalk and entrances free of ice, snow, and debris. The tenant will maintain the necessary licenses for business operation.

The Space Utilization Committee approved this Lease Agreement on November 3, 2015.

This Lease Agreement is late because of administrative delays.

MINUTES

Space Utilization Committee - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with the Mayor's Office of Human Services, Landlord, and Dayspring Programs Inc., Dayspring Head Start, Tenant, for the rental of a portion of the building known as 621 N. Eden Street consisting of approximately 6,350 square feet.

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

The Board is requested to approve and authorize execution of a Lease Agreement with Tessea Antonis-Parr, Lessee, for the rental of property located at 1427 Light Street, known as School 33, Studio #202 (2nd floor). The period of the Lease Agreement is November 1, 2015 through October 31, 2018, with an option to renew for two 1-year terms.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$4,800.00	\$400.00

BACKGROUND/EXPLANATION:

The demised premises will be used as an artist's studio for the Lessee. The lease may be terminated by the Lessor during the original term by giving a 60-day notice to the Lessee. The Lessor is responsible for heat, electricity, and water. The Lessee is responsible for content insurance, janitorial, trash receptacles, and security.

The Space Utilization Committee approved this Lease Agreement on November 3, 2015.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with Tessea Antonis-Parr, Lessee, for the rental of property located at 1427 Light Street, known as School 33, Studio #202 (2nd floor).

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

The Board is requested to approve and authorize execution of the Sublease Agreement between the Light Health and Wellness Comprehensive Services, Inc., Sub-Lessor, and the Baltimore City Health Department, Sub-Lessee, for the rental of property known as 2200 N. Monroe St., consisting of approximately 2,103 interior and 1,050 exterior sq. ft. The period of the Sublease Agreement is September 1, 2015 through June 30, 2020, with the option to renew for one 5-year term.

AMOUNT OF MONEY AND SOURCE:

	<u>Annual Rent</u>	<u>Monthly Rent</u>
Year 1	\$30,009.84	\$2,500.82
Year 2	\$30,910.10	\$2,575.84
Year 3	\$31,837.41	\$2,653.12
Year 4	\$33,429.28	\$2,785.77
Year 5	\$29,250.60	\$2,925.06

Account: 4000-475916-3080-294600-603013

BACKGROUND/EXPLANATION:

The leased premises will be used by the Baltimore City Health Department for the Head Start Program. The Landlord will be responsible for utilities, janitorial services, trash removal, maintenance, repairs, plumbing and electrical. They will also maintain interior and exterior lighting, air filter replacement, pest control, and snow removal.

MINUTESSpace Utilization Committee - cont'd

The Tenant will be responsible for providing telephone and computer services to the leased premises and alterations including installing two sinks in each classroom, two doorways cut and installed, and an exterior playground suitable for infants and toddlers.

The Sublease Agreement is late due to administrative delays.

The Space Utilization Committee approved this Sub-lease Agreement at its meeting on November 3, 2015.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Sublease Agreement with Light Health and Wellness Comprehensive Services, Inc., Sub-Lessor, and the Baltimore City Health Department, Sub-Lessee, for the rental of property known as 2200 N. Monroe St., consisting of approximately 2,103 interior and 1,050 exterior sq. ft.

MINUTES

Space Utilization Committee - Second Amendment
to Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Second Amendment to Lease Agreement by and between 2655 Matthews, LLC, Landlord, and the City, Tenant, for the rental of a portion of the property known as 601 E. 27th Street, consisting of approximately 37,200 square feet. This Second Amendment to Lease Agreement will extend the period of the lease agreement for an additional five years effective November 1, 2018 through October 31, 2023, with a renewal option for an additional five-year period.

AMOUNT OF MONEY AND SOURCE:

	<u>Annual Rent</u>	<u>Monthly Rent</u>
11/01/2015	\$210,954.45	\$17,579.54
11/01/2016	\$217,199.50	\$18,099.96
11/01/2017	\$223,631.91	\$18,635.99
11/01/2018	\$227,471.29	\$18,955.94
11/01/2019	\$234,295.43	\$19,524.62
11/01/2020	\$241,324.29	\$20,110.36
11/01/2021	\$248,564.02	\$20,713.67
11/01/2022	\$256,020.94	\$21,335.08

Account: 1001-000000-1070-109200-603013

BACKGROUND/EXPLANATION:

The leased premises are used for archive storage and office space by Legislative Reference. On July 30, 2008, the Board approved the original Lease Agreement for the period November 1, 2008 through October 31, 2018, with an option to renew for an additional five-year period.

The current lighting in the main storage area is obstructed with the archive shelving.

MINUTESSpace Utilization Committee - cont'd

The Landlord, at its expense, will install all new energy saving lighting to be aligned over the aisles between the shelving units. In return for this installation, the Tenant has agreed to extend the initial term of the lease for an additional five years effective November 1, 2018 through October 31, 2023, with a renewal option for an additional five-year period.

As a result of the lighting installation, the Tenant will be entitled to a BGE rebate of approximately \$9,200.00 and will benefit from an annual energy savings of approximately \$7,776.00 per year.

The Landlord will maintain normal wear and tear of 700 units of steel shelving, maintain structural defects, be responsible for fire insurance, real estate taxes, and snow removal. The Tenant will be responsible for utilities, janitorial services, installation, and payment for the security system, if applicable, telephone and computer services, the maintenance of the agreement for the HVAC system throughout the initial term and any renewal term of the agreement, and liability insurance under the City's self-insured program.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Second Amendment to Lease Agreement by and between 2655 Matthews, LLC, Landlord, and the City, Tenant, for the rental of a portion of the property known as 601 E. 27th Street, consisting of approximately 37,200 square feet.

MINUTES

Department of Real Estate - Land Disposition Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Land Disposition Agreement with DMS PONCA, LLC for the sale of the property known as E/S Ponca Street (Block 6840, Lot 001).

AMOUNT OF MONEY AND SOURCE:

\$46,000.00 - Purchase price

BACKGROUND/EXPLANATION:

On January 25, 2012, the Board approved the sale of the property located at 4901 Boston Street to DMS PONCA, LLC. E/S Ponca Street is a lot adjacent to 4901 Boston Street and is needed by the developer, DMS PONCA, LLC for the completion of its project.

The Department of Transportation confirmed on October 23, 2013, that the property was no longer needed for public purpose and that the Department of Real Estate could proceed with the sale.

The authority to sell this property by City Council Ordinance No. 14-0334 was approved by the Board on August 18, 2014. The vacant, unimproved lot was appraised on June 23, 2014 for the amount of \$46,000.00.

DMS PONCA, LLC paid a down payment in the amount of \$4,600.00.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with DMS PONCA, LLC for the sale of the property known as E/S Ponca Street (Block 6840, Lot 001).

MINUTES

Department of Real Estate - Special Warranty Deed

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Special Warranty Deed with MD-Sun Park, LLC to convey the East Bed of Dickman Street, designated as Lot 7, which has been legally closed.

AMOUNT OF MONEY AND SOURCE:

\$0.00

BACKGROUND/EXPLANATION:

The East Bed of Dickman Street, or Lot 7, as shown on the plan of subdivision entitled "Port Covington, Baltimore, Maryland" prepared by Century Engineering, Inc. (being a resubdivision of lot 1 as shown on the plan of the subdivision entitled, "Final Subdivision Plan Property of WESTERN MARYLAND RAILWAY COMPANY" recorded among the Land Records of Baltimore City, Maryland on May 4, 1988 in Pocket Folder S.E.B. 3203), said resubdivision plat recorded among the aforesaid Land Records on January 29, 1996 in Pocket Folder S.E.B. 3511, was condemned and closed by Ordinance No. 162, a street closing Ordinance approved on July 11, 1988.

The closing and sale of the street bed was required in accordance with the terms and conditions of Paragraph 5(h)(i) of an Amended, Consolidated and Restated Development Agreement dated April 4, 1988 between CSX Transportation, Inc., The Baltimore Sun Company (MD-Sun Park, LLC being a successor entity of the Baltimore Sun Company) and the Mayor and City Council of Baltimore (the "Agreement"). The Agreement was negotiated at the time when the Baltimore Sun Company was building its production facility in Port Covington.

MINUTESReal Estate - cont'd

In a recent sale of the property, a search of the title revealed that although the street closing occurred, the sale of the East Bed of Dickman Street was never completed. The sale was recently authorized by means of Sales Ordinance No. 15-421 approved on October 29, 2015. Since the closing and the sale were part of a larger swap of various parcels of property, the Agreement provides that upon the closing of the street, the sale is to be for no consideration.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Special Warranty Deed with MD-Sun Park, LLC to convey the East Bed of Dickman Street, designated as Lot 7, which has been legally closed.

MINUTES**CITY COUNCIL BILLS**

No. 15-0549 - An Ordinance concerning Release of Right-of-Way - a 20-foot wide right-of-way through the Former Bed of Tyson Street for the purpose of authorizing the release and surrender by the Mayor and City Council of Baltimore all of its interests in and to the 20-foot wide right-of-way heretofore granted the City of Baltimore through the former bed of Tyson Street, extending from West Franklin Street northerly 380 feet, more or less, to West Centre Street, in the vicinity of North Howard Street and Park Avenue, the location and course of the 20-foot wide right-of-way to be released being shown on a plat numbered RW 20-36387 in the Office of the Department of Transportation; and providing for a special effective date.

No. 15-0563 - An Ordinance concerning Sale of Property - a Portion of the Former Bed of Cardiff Avenue for the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all its interest in a certain parcel of land located in Block 6840 adjacent to Lot 1/22 that is part of the former bed of Cardiff Avenue and no longer needed for public use; and providing for a special effective date.

ALL REPORTS RECEIVED WERE FAVORABLE.

UPON MOTION duly made and seconded, the Board approved Bill No. 15-0549 and No. 15-0563 and directed that the Bills be returned to the City Council with recommendation that they also be approved and passed by that Honorable Body. The President

ABSTAINED.

MINUTES

Parking Authority of Baltimore - Maintenance Agreement
City (PABC)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Maintenance Agreement with Scheidt & Bachmann USA Inc. (S&B). The period of the Maintenance Agreement is November 1, 2015 for two years.

AMOUNT OF MONEY AND SOURCE:

<u>Year 1</u>	<u>Year 2</u>	<u>Account Number and Facility</u>
\$ 25,274.80	\$ 25,274.80	2075-000000-2321-407200-603016 (Arena)
25,274.80	25,274.80	2075-000000-2321-407700-603016 (Baltimore)
25,274.80	25,274.80	2075-000000-2321-408200-603016 (Caroline)
25,274.80	25,274.80	2075-000000-2321-408750-603016 (Fayette)
25,274.80	25,274.80	2075-000000-2321-408300-603016 (Fleet & Eden)
25,274.80	25,274.80	2075-000000-2321-407400-603016 (Franklin)
10,635.20	10,635.20	2076-000000-2321-612900-603016 (JFB Lot)
25,274.80	25,274.80	2075-000000-2321-407500-603016 (Lexington)
25,274.80	25,274.80	2075-000000-2321-407900-603016 (Little Italy)
25,274.80	25,274.80	2076-000000-2321-612500-603016 (Marina)
25,274.80	25,274.80	2075-000000-2321-407100-603016 (Market)
25,274.80	25,274.80	2075-000000-2321-407000-603016 (Marriott)
25,274.80	25,274.80	2075-000000-2321-407600-603016 (Penn Sta.)
25,274.80	25,274.80	2076-000000-2321-253900-603016 (Redwood)
25,274.80	25,274.80	2075-000000-2321-408100-603016 (St. Paul)
25,274.80	25,274.80	2075-000000-2321-407300-603016 (Water)
<u>25,274.80</u>	<u>25,274.80</u>	2076-000000-2321-254000-603016 (West)
\$415,032.00	\$415,032.00	

BACKGROUND/EXPLANATION:

The Board approved a maintenance agreement with S&B on November 10, 2004 that was in effect for three years and covered the revenue control equipment that was installed at the time at nine facilities. The Board approved a second maintenance agreement with S&B on May 28, 2008 that was in effect for three years and covered the revenue control equipment that was installed at the time at 15 facilities.

MINUTES

PABC - cont'd

The Board approved a third maintenance agreement with S&B on November 9, 2011 that was in effect for two years and covered the revenue control equipment that was installed at the time at 16 facilities. The Board approved a fourth maintenance agreement with S&B on October 30, 2013 and covered the revenue control equipment installed at 17 facilities for two years, terminating October 30, 2015. The PABC now requests approval of a two-year maintenance agreement with S&B for the equipment installed at 17 facilities.

The above-listed breakdown takes the annual cost of the Maintenance Agreement and distributes that cost over the 17 facilities. The distribution is equal at 16 facilities; the JFB Lot has much less equipment to maintain so its contribution is reduced.

This equipment has made a significant contribution to the substantial increases in revenue that the PABC has experienced during the past nine years. The PABC is pleased with the functioning of the equipment and the service provided by S&B to date. This Maintenance Agreement will ensure the continued functioning of the equipment.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Maintenance Agreement with Scheidt & Bachmann USA Inc. The President voted **NO**.

MINUTES

Department of Law - Settlement Agreement and Release

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Settlement Agreement and Release brought by Keondre Boykins against Officers Ian Smith and Jose Guerrero, Jr. for alleged violations of the Maryland Declaration of Rights, unlawful search and seizure, false arrest, false imprisonment, battery, and assault.

AMOUNT OF MONEY AND SOURCE:

\$75,000.00 - 1001-000000-2041-716700-603070

BACKGROUND/EXPLANATION:

On December 21, 2013, Officers Smith and Guerrero were on an unrelated vehicle stop in the 4800 block of Litchfield Avenue. The Plaintiff Boykins, who was at the time a minor, was walking southbound on the 4800 block of Litchfield Avenue when Officer Smith illuminated the Plaintiff with his flashlight because street lights were not on. Officer Smith instructed the Plaintiff to stop. The Plaintiff responded by yelling at the officers not to shine the light in his face and that he was not going to stop walking. Officer Smith approached the Plaintiff and advised him again to stop and to sit on the ground. When Officer Smith attempted to guide the Plaintiff Boykins towards the curb to sit down, the Plaintiff began to pull away and flail his arms. An altercation then ensued between the Plaintiff and Officer Smith in which Boykins struck Officer Smith and Officer Smith struck the Plaintiff in the mouth. When Officer Guerrero then told the Plaintiff he would be maced if he continued to fight, to which the Plaintiff complied.

Officer Smith was treated at the scene by a medic and the Plaintiff was transported to Sinai Hospital for treatment. As a result of the incident, the Plaintiff filed suit seeking \$1,000,000.00 in compensatory damages and \$1,000,000.00 in punitive damages.

MINUTES

Department of Law - cont'd

Because of conflicting factual and legal issues involved, questions regarding the reason for the stop, and given the uncertainties and unpredictability of jury verdicts, the parties propose to settle the matter for a total sum of \$75,000.00 in return for a dismissal of the litigation.

Based on a review of the facts specific to this case, the Settlement Committee of the Law Department recommends that the Board of Estimates approve the settlement of this claim as set forth herein.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement and Release brought by Keondre Boykins against Officers Ian Smith and Jose Guerrero, Jr. for alleged violations of the Maryland Declaration of Rights, unlawful search and seizure, false arrest, false imprisonment, battery, and assault.

MINUTES

Department of Law - Settlement Agreement and Release

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Settlement Agreement and Release brought by Tavon Sherman against Officers Steven Dorn, Kenneth Howard and Wesley Cagle for alleged violations of the Maryland Declaration of Rights, unlawful search and seizure, false arrest, false imprisonment, battery and assault.

AMOUNT OF MONEY AND SOURCE:

\$35,000.00 - 1001-000000-2041-716700-603070

BACKGROUND/EXPLANATION:

On October 6, 2013, Officers Dorn and Howard were on Rose Street when they ran the tags of a vehicle that was stopped on Rose Street. Officer Dorn stated that the Pocket Cop device returned a report that a co-owner of the vehicle could be wanted on a warrant. As Officer Howard was calling in to confirm the warrant, the driver of the vehicle began to pull off up Rose Street and made a left onto Madison Street. Officer Dorn followed the vehicle and then activated the police cruiser's emergency lights and proceeded to pull the vehicle over. Officer Dorn asked for the driver's license and registration. When the driver asked why she was being pulled over, Officer Dorn indicated that he was conducting an investigation. As the driver handed Officer Dorn the documents, the Plaintiff Sherman, who was a passenger in the vehicle, yelled obscenities at the Officer and told the driver that she did not have to provide anything. Officer Dorn then asked for the Plaintiff Sherman's ID to which he refused. Plaintiff Sherman continued to yell profanities to which Officer Dorn asked him to step out of the vehicle. The Plaintiff Sherman responded by stating that he was not getting out of the vehicle and that the officers would have to get him out. Officer Dorn then asked the driver to turn off the ignition and step out of the vehicle, but the Plaintiff Sherman grabbed the keys out of the ignition.

MINUTESDepartment of Law - cont'd

At this point, Officer Dorn called for additional units. He reached into the car, unlocked the door, unblocked the driver, then removed her from the vehicle and escorted her to the sidewalk. The Plaintiff then got out of the car and yelled for Officer Dorn not to touch the driver. When Officer Dorn approached the Plaintiff Sherman he asked the Plaintiff to sit down on the curb, which he refused to do. When Officer Cagle arrived on the scene, Officer Dorn stated that if the Plaintiff did not sit on the curb he would be tased. The Plaintiff eventually complied and sat on the curb, but Officer Cagle tased the Plaintiff when he continued to flail.

The Plaintiff was transported to Johns Hopkins Hospital where he was treated for his injuries. As a result of the incident, the Plaintiff filed suit seeking \$200,000.00 in compensatory damages and \$200,000.00 in punitive damages for each count of the complaint.

Because of conflicting factual and legal issues involved, questions regarding the detention and arrest, and given the uncertainties and unpredictability of jury verdicts, the parties propose to settle the matter for a total sum of \$35,000.00 in return for a dismissal of the litigation.

Based on a review of the facts specific to this case, the Settlement Committee of the Law Department recommends that the Board of Estimates approve the settlement of this claim as set forth herein.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement and Release brought by Tavon Sherman against Officers Steven Dorn, Kenneth Howard and Wesley Cagle for alleged violations of the Maryland Declaration of Rights, unlawful search and seizure, false arrest, false imprisonment, battery and assault.

MINUTES

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

4188 - 4190

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.

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

Item no. 6 was **DEFERRED** for 1 week.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
1. \$ 5,000.00 FED	9950-944002-9507 Constr. Reserve Reserve for Close- outs	9950-902412-9506-5 Inspection Fredrick Ave. Bridge Over Gwynns
This transfer is to meet the costs of the project TR 20350 "Replacement of Frederick Ave., Bridge over Gwynns Falls & CSX RR" in the amount of \$5,000.00.		
2. \$57,149.05 FED	9950-944002-9507 Constr. Reserve Reserve for Close- Outs	9950-903880-9508-5 Inspection National Aquarium CALC
This transfer is to cover the deficit and to meet the costs of the project TR 09307 "National Aquarium - CALC" in the amount of \$57,149.05.		
3. \$64,000.00 FED	9950-944002-9507 Constr. Reserve Reserve for Close- outs	
16,000.00 <u>GF (HUR)</u>	9950-904214-9514 Local Resurfacing Northwest	
\$80,000.00	-----	9950-906855-9514-5 Inspection Federal Res Highway NE I
This transfer is to cover the deficit and to meet the costs of the project TR 13304 "Federal Res Highways NE I" in the amount of \$80,000.00.		

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
4. \$156,284.40 FED	9950-903335-9528 Constr. Reserve EBDI Life Science Park Phase I	
39,071.10 <u>GF (HUR)</u>	9950-903335-9528 EBDI Life Science Park Phase I	
\$195,355.50	-----	9950-902335-9527-5 Inspection EBDI Life Sciences

This transfer is to cover the deficit and to meet the costs of the project TR 07309 "EBDI Life Sciences" in the amount of \$195,355.50.

5. \$ 56,000.00 FED	9950-944002-9507 Constr. Reserve - Reserve for Close- outs	
14,000.00 <u>GF (HUR)</u>	9950-904214-9514 Local Resurfacing Northwest	
\$ 70,000.00	-----	9950-905621-9508-5 Inspection Historic Preservation

This transfer is to cover the deficit and to meet the costs of the project TR 10311 "Historic Preservation" in the amount of \$70,000.00.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of General Services</u>		
6. \$1,200,000.00	9916-911028-9194	9916-905942-9197
6 th Pubic Building Loan	Mitchell Courtroom/ Chambers #2 - Reserve	Mitchell Courtroom/ Chambers - Active
<p>The court system has been allocated another judge and therefore needs another courtroom. The court system does not have enough larger courtrooms and the new courtroom will be of the larger variety.</p>		
7. \$ 25,000.00	9938-908046-9475	9938-910046-9474
Rec. & Parks 27 th Series	(Reserve) FY15 Pool and Bath House Renovation	(Active) FY15 Pool and Bath House Renovation

This transfer will provide funds to cover the costs for roof decking at Callowhill Indoor Pool.

MINUTES

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

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

1. **AT JACOB'S WELL, INC. (AJW)** **\$ 23,184.00**

Account: 4000-407016-3571-757400-603051

Under the terms of the agreement, the AJW will use the funds to offset a portion of the cost of two case manager staff salaries. As part of their work at the AJW, the staff will provide case management services to 20 individuals who are transitioning from the AJW Transitional Housing program to the AJW Permanent Housing program. The period of the agreement is September 1, 2015 through August 31, 2016.

The agreement is late because of delays at the administrative level.

2. **THE WOMEN'S HOUSING COALITION, INC.** **\$ 44,730.00**

Account: 4000-407016-3571-759800-603051

Under the terms of the agreement, the organization will use the funds to offset staffing costs and minor operating and supply costs for its Family Permanent Housing Program. The program provides permanent housing and supportive services to eight households. The period of the agreement is January 1, 2016 through December 31, 2016.

3. **HOUSE OF RUTH MARYLAND, INC.** **\$248,148.00**

Account: 4000-407016-3572-755700-603051

Under the terms of the agreement, the organization will use the funds to provide supportive services to 19 homeless households.

MINUTES

MOHS - cont'd

The period of the agreement is November 1, 2015 through October 31, 2016.

MWBOO GRANTED A WAIVER.

4. **HEALTH CARE FOR THE HOMELESS, INC. \$216,837.00**

Account: 1000-000000-3571-591400-603051

Under the terms of the agreement, the organization will use the funds to manage and provide case management services to formerly homeless individuals housed in the housing first model to ensure stability. The case managers will develop individualized service plans, facilitate access to public benefits, and effectively link clients with health-related services, and educational and employment opportunities. A portion of the funding is set aside for assisting homeless clients into permanent housing. The period of the agreement is July 1, 2015 through June 30, 2016.

The agreement is late because of delays in obtaining signatures from the organization.

MWBOO GRANTED A WAIVER.

5. **VOLUNTEERS OF AMERICA CHESAPEAKE, INC. \$ 85,889.50**

Account: 4000-407016-3572-756500-603051

Under the terms of the agreement, the organization will use the funds to provide transitional housing and supportive services to 35 households. The period of the agreement is January 1, 2016 through December 31, 2016.

MWBOO GRANTED A WAIVER.

MINUTES

MOHS - cont'd

6. **MARY GISRIEL HENN** **\$ 49,556.34**

Account: 1001-000000-1772-512700-603050

Under the terms of the Consultant Agreement, Ms. Henn will conduct classroom observations, mentor and coach Head Start teaching staff, and provide other technical assistance and training for the Head Start programs of the City. The period of the Consultant Agreement is July 1, 2015 through June 30, 2016.

The Consultant Agreement is late because of delays at the administrative level.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

Mayor's Office of Human Services - Ratification of Amendments
No. 1 to Contracts

The Board is requested to ratify the Amendments No. 1 to Contracts with the following organizations:

1. **BALTIMORE STATION, INC.** **\$ 0.00**

On October 22, 2014, the Board approved the contract with Baltimore Station, Inc. to provide emergency shelter beds at its overflow shelter for homeless men. The Amendment No. 1 to contract extended the period of the Agreement through September 1, 2015. All other terms and conditions of the original remain unchanged.

The Amendment No. 1 to Contract is late because of delays at the administrative level.

AUDITS NOTED THE TIME EXTENSION.

2. **BALTIMORE STATION, INC.** **\$158,000.00**

Account: 4000-480015-3572-333628-603051

On April 22, 2015, the Board approved the contract with Baltimore Station, Inc., in the amount of \$86,000.00, to provide treatment services and supplies at its overflow shelter for homeless men. The Amendment No. 1 to contract provided additional funding, in the amount of \$158,000.00, making the amount of the total award \$244,000.00 to offset the operating costs of the overflow shelter and extended the period of the Agreement through September 1, 2015. All other terms and conditions of the original remain unchanged.

The Amendment No. 1 to Contract is late because of delays at the administrative level.

AUDITS REVIEWED AND HAD NO OBJECTION.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Mayor's Office of Human Services - cont'd

UPON MOTION duly made and seconded, the Board approved the ratification of Amendments No. 1 to Contracts with the foregoing organizations.

MINUTES

Baltimore Development Corporation - Office Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Office Lease Agreement with Sarah's House, Inc., Tenant for Suite A110, at the Business Center @ Park Circle located at 2901 Druid Park Drive. The period of the Lease Agreement is effective upon Board approval for two years with an option to renew for one 2-year term.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$13,680.00	\$1,140.00

BACKGROUND/EXPLANATION:

Sarah's House, Inc. is a community-based non-profit organization that provides housing, counseling and development opportunities for youth. Sarah's House, Inc. also operates youth group homes and has been a tenant in the building since 2005. The organization is expanding its program and needs additional office space.

The Space is leased on an "As-Is" basis and does not require the Landlord to make any modifications. The Tenant will be responsible for any improvements or build-out of the premises. In addition, the Tenant is obligated to maintain and keep in force general public liability, contractual liability and property damage insurance protection for the premises and name the City as additionally insured under said insurance policies.

All other Landlord services such as utilities, limited janitorial services, maintenance and repairs to the premises are included in the initial base rent.

MBE/WBE PARTICIPATION:

N/A

MINUTES

Baltimore Development Corporation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Office Lease Agreement with Sarah's House, Inc., Tenant for Suite A110, at the Business Center @ Park Circle located at 2901 Druid Park Drive.

MINUTES

Baltimore Development Corporation - Land Disposition Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Poverni Sheikh Group, LLC, Developer, for the purchase of the City-owned property located at 612 N. Howard Street (Block 530, Lot 33).

AMOUNT OF MONEY AND SOURCE:

\$71,500.00 - Purchase Price, payable at settlement

BACKGROUND/EXPLANATION:

The property is in the 11th City Council District and is within the boundaries of the State-designated Bromo Arts & Entertainment District, located in the downtown's west side. The property is a temporary grass lot that currently generates no revenue.

The Baltimore Development Corporation issued the 612 N. Howard Street Request for Proposal (RFP) on March 10, 2015, with closing on April 14, 2015, and received a single response. The intent of the RFP was to promote re-use of the property as a facilitator of pedestrian-oriented, active ground floor uses to complement the dog park under construction at the opposite end of 600 North Howard Street.

The Developer wishes to redevelop the Property as seven surface parking spaces to support a mixed-use project at 602-610 North Howard Street, including an 82,000 square foot self-storage facility and 7,000 square feet of ground floor retail. The project will be delivered in one phase. The surface parking will be tastefully landscaped along Howard and Monument Streets and highly visible from the street.

MINUTES

Baltimore Development Corporation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Poverni Sheikh Group, LLC, Developer, for the purchase of the City-owned property located at 612 N. Howard Street (Block 530, Lot 33).

MINUTES

Department of Housing and - cont'd
Community Development

The agreement will provide funds to subsidize the organization's operating costs associated with the rehabilitation of vacant properties for sale to low and moderate-income households. The organization will also conduct public meetings to deliver specific neighborhood information that will directly support the housing development projects within the Greenmount-Barclay-Midway areas. The period of the agreement is July 1, 2015 through June 30, 2016.

MWBOO GRANTED A WAIVER.

4. **UPTON PLANNING COMMITTEE (UPC) \$50,000.00**

Account: 2089-208916-5930-594026-603051	\$10,000.00
2089-208916-5930-594081-603051	\$20,000.00
2089-208916-5930-594083-603051	\$20,000.00

The agreement will provide fund to subsidize the operating costs of the UPC. The UPC will carry out eligible public information and public services activities to support neighborhood revitalization and other CDGB eligible activities in the Upton community. The period of the agreement is July 1, 2015 through June 30, 2016.

5. **COMMUNITY HOUSING ASSOCIATES, INC. \$68,230.00**

Account: 2089-208916-5930-532361-603051

This agreement will subsidize the staff costs associated with acquiring, rehabilitating and developing properties to create rental housing opportunities for low and moderate income non-elderly disabled and homeless persons. The period of the agreement is September 1, 2015 through August 31, 2016.

MWBOO GRANTED A WAIVER.

MINUTES

Department of Housing and - cont'd
Community Development

On June 17, 2015, 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 2015 Annual Action Plan for the following formula programs:

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

Upon approval of the resolution, the DHCD's Contracts Section began negotiating and processing the CDBG Agreements as outlined in the Plan effective July 1, 2015 and beyond. Consequently, this agreement was delayed due to final negotiations and processing.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Community Development Block Grant Agreements. The Mayor **ABSTAINED** on item no. 2.

MINUTES

Department of Housing and - Employee Expense Report
and Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve the Employee Expense Report for Ms. Cheryle Kendall for mileage for the month of July 2015.

AMOUNT OF MONEY AND SOURCE:

\$123.09 - 1001-000000-5832-412899-603002

BACKGROUND/EXPLANATION:

This request was delayed because of an investigation into the submission of the report from Ms. Kendall. After the investigation and meeting with the Department and the Department of Human Resources, the Department was instructed to submit the Employee's Expense Report.

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Employee Expense Report for Ms. Cheryle Kendall for mileage for the month of July 2015.

MINUTES

EXTRA WORK ORDERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

as listed on the following page:

4205

All of the EWOs had been reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

MINUTES**EXTRA WORK ORDERS**

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

Department of General Service

1. EWO #001, \$251,166.50 - GS 14814R, Water Street Garage
Repairs

\$ 999,998.00	-	Restoration East, LLC.	56	-
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This extra work was needed because additional areas of concrete repairs were identified during the demolition process. Repair costs are based on a square foot contract unit cost of \$55.25 for an additional 4,546 square feet of concrete slab repair. It is suspected that the increased amount of repairs was caused by additional deterioration due to the extremely hard winters encountered in 2013 and 2014. This extra work order includes a non-compensable time extension of 56 days to complete the repairs.

Department of Public Works,
Office of Engineering & Construction

2. EWO #002, \$ 0.00 - SC 933, High Level Interceptor
Cleaning

\$ 3,894,473.00	\$ 122,226.00	Proven Management, Inc.	16	-
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During regular contractual work, while cleaning Segments No. 3 and No. 5 of the sanitary interceptor, Proven Management, Inc. encountered various delays especially for lower than normal temperatures resulting in icy conditions and for an unsafe condition generated by a motor vehicle collision on the project site. The 16-day compensable time extension was reviewed by City appointed schedulers. The contract completion date was July 29, 2015.

MINUTES

Department of Planning - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) between the Department of Planning, the Department of Public Works and the Chesapeake Bay Trust. The period of the MOU is effective upon Board approval for 18 months.

AMOUNT OF MONEY AND SOURCE:

\$ 50,000.00 - 9910-910635-9588-900000-704047
100,000.00 - 2072-000000-5181-389700-603026
100,000.00 - Chesapeake Bay Trust Contribution

\$250,000.00 - Total

BACKGROUND/EXPLANATION:

The Chesapeake Bay Trust is a non-profit, grant-making organization created in 1985 by the Maryland General Assembly as an independent state agency. The Department of Planning and the Department of Public Works (DPW) are partnering with the Chesapeake Bay Trust to provide funding through the Chesapeake Bay Trust's 2015 Outreach and Restoration Grant Program for restoration projects that can include vacant lot greening projects, as well as outreach and education projects.

The Department of Planning will contribute \$50,000.00 towards Restoration Projects for vacant lot greening, and the DPW will contribute \$100,000.00 towards Outreach and Education for awareness and behavior change around reducing stormwater runoff, as well as other types of restoration projects (public right-of-way, schools, faith-based groups, etc.). The Chesapeake Bay Trust will contribute an additional \$100,000.00 for a total of \$250,000.00 to be used solely for funding Baltimore City specific projects.

MINUTES

Department of Planning - cont'd

Upon execution of the MOU, the Chesapeake Bay Trust will compile the total \$250,000.00 into one Baltimore City specific account, organize a technical review committee, execute contracts and issue funding directly to winning community organizations.

MBE/WBE PARTICIPATION:

This is a community oriented grant program, it is expected that the education, outreach and restoration work will be performed by non-profits, community members and volunteers. If applicable, the Trust will use its best efforts to comply with the MBE/WBE requirement.

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 Memorandum of Understanding between the Department of Planning, the Department of Public Works and the Chesapeake Bay Trust.

MINUTES

Department of Planning - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Memorandum of Understanding with the National Resource Network (NRN). The period of the Memorandum of Understanding (MOU) is effective upon Board approval through June 30, 2016.

AMOUNT OF MONEY AND SOURCE:

\$65,210.09 - 1001-000000-1877-187400-603026

BACKGROUND/EXPLANATION:

The NRN is a consortium comprised of five non-profit and for-profit organizations, managed by Enterprise Community Partners, Inc., that came together, competed for, and were chosen to manage a federal program. It provides assistance to cities in developing and implementing cross-cutting strategies designed to promote economic recovery.

A team of NRN representatives analyzed data and met with City officials and other local stakeholders to assess the City's economic recovery challenges and subsequently developed a plan to assist the City with implementation of its Investing in Neighborhoods and Schools to Promote Improvement, Revitalization and Excellence (INSPIRE) planning program around 21st Century School sites in the following ways:

- Public school redevelopment support - Support in developing meaningful and sustainable anchor institution partnerships in the selected INSPIRE neighborhood planning efforts around new and revitalized public school sites through both physical neighborhood improvements and enhanced health and human development enrichment programs and services, targeted to the needs of the residential population and the particular attributes and strengths of the anchors nearby, provided in the neighborhoods, at anchor institution locations and/or at the school itself.

MINUTESDepartment of Planning - cont'd

Anchors include hospitals, universities, faith-based institutions, businesses or corporations, and other strategic partnerships, and the Network will support these efforts through research on best practices, proposals for implementation, facilitation of a City-ABAG-Anchor partnership development process, and assistance with finding viable fund sources and leveraging other partnership opportunities.

- School closure and reuse plans - To help ensure proper utilization of more than two dozen Baltimore school sites that will be closing over the next several years and to support neighborhoods that might otherwise lose a significant anchor, the Network will support the City in planning strategic reuse of these schools sites for local services, disposition, or other strategies. This work will include support in developing a school closure and reuse plan under a Citywide context and piloting the school closure and reuse plan in two to three sites.

The value of the assistance provided by the NRN is \$260,840.35. The NRN will fund 75% (\$195,630.26) and the City's share will not exceed the remaining 25% (\$65,210.09). The NRN is in communications with organizations that have expressed interest in possibly sponsoring some of the City's share.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION

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

MINUTESDepartment of Planning - Report on Previously
Approved Transfers of Funds

At previous meetings, the Board of Estimates approved Transfers of Funds subject to receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter. Today, the Board is requested to **NOTE 15** favorable reports by the Planning Commission on October 29, 2015 on Transfers of Funds approved by the Board of Estimates at its meetings on October 14, 21, and 28, 2015.

UPON MOTION duly made and seconded, the Board **NOTED** receipt of 15 favorable Reports on Transfers of Funds approved by the Board of Estimates at its meetings on October 14, 21 and 28, 2015.

MINUTES

Health Department - Agreements and Grant Awards

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

AGREEMENTS

1. **PLANNED PARENTHOOD OF MARYLAND, INC.** **\$200,000.00**

Account: 5000-530016-3080-595800-603051

The organization will continue to participate and promote the B'More for Healthy Babies (BHB) Program initiatives. The overall goal of the BHB is to ensure that babies of City residents are born healthy and have the support needed for a successful and healthy first year of life, and a strong foundation for later school success. The period of the agreement is July 1, 2015 through June 30, 2016.

The Agreement is late because revisions delayed the process.

MWBOO GRANTED A WAIVER.

2. **PLANNED PARENTHOOD OF MARYLAND, INC.** **\$ 45,000.00**

Account: 4000-494416-3030-295900-603051

The organization will assist the Department with the development and implementation of a health education curriculum for child welfare workers and foster care providers. The goals of this initiative are to educate significant adults working with out-of-home youth on pregnancy prevention and to develop a curriculum for integration within in-service programs for professionals and providers. The period of the Agreement is July 1, 2015 through June 30, 2016.

The Agreement is late because of revisions delayed the process.

MINUTES

Health Department - cont'd

3. **HEAVENLY GRACE ASSISTANT LIVING FACILITY, INC.** **\$23,400.00**

Account: 5000-534016-3044-273300-603051

The Department will disburse State Subsidized Assisted Housing Funds to low income residents at Heavenly Grace Assistant Living Facility, Inc.

The Facility is enrolled in the Senior Assisted Living Group Subsidy Program and will provide subsidized senior assisted housing services for individuals age 62 and over, who have temporary or periodic difficulties with the activities of daily living. The Senior Assisted Housing residents receive shelter, meals, housekeeping, personal care service, and 24 hour on-site supervision. The period of the agreement is July 1, 2015 through June 30, 2016.

The agreement is late because this is a new Provider and the Department was waiting on information and signature from the Provider.

4. **BEHAVIORAL HEALTH SYSTEM BALTIMORE, INC.** **\$50,000.00**

Account: 4000-480616-3030-294500-404001

The organization will assist the Department with building the sexual health and youth-friendly community based substance use disorder treatment and mental health capacity of school and Title X providers. The period of the agreement is July 1, 2015 through June 30, 2016.

The agreement is late because revisions delayed the processing.

MWBOO GRANTED A WAIVER.

MINUTES

Health Department - cont'd

5. **NETSMART TECHNOLOGIES, INC. (NETSMART)** **\$100,000.00**

Account: 4000-406815-3080-435600-603026

The Department has been operating separate instances of the Insight database for the Sexually Transmitted Disease and the Maternal and Child Health programs. It is the objective of the Department to merge these databases and moving forward to add new Department programs to the combined Insight database. The advantage of a single database is to provide centralized access of patient demographic and clinical information to all programs areas.

Netsmart will map the data provided by the Department to the Insight data tables, and provide the Department with a trial-run data conversion. The organization will be responsible for insuring that all reports supplied with Insight that were purchased by the City, continue to function subject to documentation on the existing databases being available. The period of the agreement is effective upon Board approval through May 31, 2016.

MWBOO GRANTED A WAIVER.

6. **JOHNS HOPKINS UNIVERSITY** **\$ 50,000.00**

Account: 5000-520116-3080-702900-603051

The organization will provide access to reproductive health services to the uninsured and underinsured citizens of the City. Services include, but are not limited to education, contraception, screening, and referral of reproductive-related cancers and education and screening of sexual transmitted infection. The period of the Agreement is July 1, 2015 through June 30, 2016.

MINUTES

Health Department - cont'd

The Agreement is late because it was just completed.

MWBOO GRANTED A WAIVER.

AUDITS REVIEWED AND HAD NO OBJECTION.

GRANT AWARDS

7. **THE DAVID AND BARBARA B. HIRSCHHORN** **\$30,000.00**
FOUNDATION, INC.

Account: 6000-626616-3080-292303-406001

This grant award provides funds to support the Teen Pregnancy Prevention Initiative. The Department will use the grant for training programs, the Know What U Want marketing campaign, and the Youth Advisory Council. The period of the grant award is July 1, 2015 through June 30, 2016.

The Grant Award is late because it was delayed due to the Department's administrative review process.

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

8. **DEPARTMENT OF JUSTICE, OFFICE OF** **\$70,000.00**
JUVENILE JUSTICE AND DELINQUENCY
PREVENTION

Account: 4000-430512-3160-308600-404001

The Department will use the FY15 State and Community Development Invited funds to increase Baltimore's SafeStreet Initiative from four to five community sites working to reduce the incidence of violent crime, change community norms, provide alternatives to violence, and reduce exposures to community violence in the City.

MINUTES

Health Department - cont'd

The period of the Grant Award is October 1, 2011 through September 30, 2017.

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

9. **DEPARTMENT OF JUSTICE, OFFICE OF** **\$278,000.00**
JUVENILE JUSTICE AND DELINQUENCY
PREVENTION

Account: 4000-484915-3160-308600-404001

The FY15 State and Community Development Invited Award program was established to provide grants and Cooperative Agreements to organizations that the DOJ has selected for funds from prior years. The Department will use the funds to increase Baltimore's Safe Street Initiative from four to five community sites; working to reduce the incidence of violent crime, change community norms, provide alternatives to violence, and reduce exposure to community violence in the City of Baltimore. The period of the Grant Award is October 1, 2014 through September 30, 2016.

The Grant Award is late because it was delayed during the Department's internal review process.

10. **DEPARTMENT OF JUSTICE, OFFICE OF** **\$999,564.00**
JUSTICE PROGRAMS AND OFFICE
FOR VICTIMS OF CRIME (DOJ)

Account: 4000-484516-3160-308600-404001

Under the terms of this Cooperative Grant Award Agreement, the funds will be used for the project titled, "Safe Streets Supporting Male Survivors of Violence."

MINUTESHealth Department - cont'd

The Safe Streets program will work in partnership with the Baltimore Chaplaincy Program, the University of Maryland's School of Social Work, a training consultant, and community representatives to expand existing services to more effectively reach male survivors of violence and their families. The period of the Cooperative Grant Award Agreement is October 1, 2015 through September 30, 2018.

The Grant Award is late because staff shortages delayed processing of the grant.

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

11. **DEPARTMENT OF HEALTH AND HUMAN SERVICES, \$2,333,333.00**
CENTERS FOR DISEASE CONTROL AND
PREVENTION

Account: 4000-484816-3023-513200-404001

The grant provides funding to support increased efforts to reduce HIV infections among Men Who Have Sex with Men (MSM), of Color at Risk for and Living with HIV Infection. The Department will collaborate with community partners across the City to provide prevention, education, and essential support services.

The award is late because the Department was waiting for a budget account number to be established.

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

MINUTES

Health Department - cont'd

RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP)

12. **GOOD SAMARITAN NURSING CENTER, INC.** **\$0.00**

The organization will serve as volunteer station for the RSVP. The RSVP has been funded since 1982 by the federal government. The Baltimore City Health Department was awarded a grant from the Corporation of National and Community Services to pay administrative staff to arrange volunteer work for persons 55 years of age and over. The period of the agreement is July 1, 2015 through June 30, 2016.

The Agreement is late because revisions delayed the processing.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing agreements and approved and authorized acceptance of the Grant Awards. The President **ABSTAINED** on item no. 6.

MINUTES

Health Department - Agreements

The Board is requested to approve and authorize execution of the Agreements with the service providers listed below. The period of the Agreement is July 1, 2015 through June 30, 2016.

	<u>Amount</u>
Medical Assistance	
<u>Personal Care Monitors</u>	
1. VICTORIA AKPAN	\$ 60,500.00
2. RODNARA ALLEN	\$ 60,500.00
3. AIMEE CAMPBELL	\$ 60,500.00
4. DESIREE COLEMAN	\$ 60,500.00
5. PIERRA R. DUNHAM	\$ 60,500.00
6. JACQUELINE S. GAUGHAN	\$ 60,500.00
7. TIFFANY GRAY	\$ 60,500.00
8. MALIK HABEEBULLAH, II	\$ 60,500.00
9. TRULIFE HEALTH SERVICES, LLC	\$ 60,500.00

Account: 4000-426216-3110-306800-603018

The Maryland State Department of Health and Mental Hygiene (DHMH) is the designated as the single State agency to administer all aspects of the Maryland Medical Assistance Program (MMAP). The Health Department has an agreement with the DHMH to participate in the MMAP as the local health department coordinating nurse monitoring services to eligible participants of the Medical Assistance Personal Care (MAPC), the Community Personal Assistance Services (CPAS), and Community First Choice (CFC) Nurse Monitors.

MINUTES

Health Department - cont'd

Each Nurse Monitor will be responsible for providing personal assistant services for MAPC participants and providing oversight and quality monitoring of personal care services for CFC/CPAS participants through the full term of agreement. They will make home visits, maintain clinical records, and utilize the Long-Term Services and Support (LTSS) Maryland Tracking System, as required.

The Nurse Monitors will exercise independent professional judgment and carry professional liability insurance. Each Nurse Monitor or entity will be an independent contractor and not an employee of the City.

The Agreements are late because changes made to the MAPC program. The template was revised to include the new billing procedure codes and reimbursement rates for personal medical assistance services. These revisions delayed the processing of the Agreements.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

Health Department - Amendment to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment to Agreement with Behavioral Health System Baltimore, Inc. The Amendment to Agreement extends the period of the agreement through June 30, 2016.

AMOUNT OF MONEY AND SOURCE:

No additional funding is associated with this action.

BACKGROUND/EXPLANATION:

On April 29, 2015, the Board approved the initial agreement with Behavioral Health System Baltimore, Inc. in the amount of \$134,589.00 for the period July 1, 2014 through June 30, 2015.

Due to various circumstances, this Amendment to Agreement will extend the period of the agreement through June 30, 2016 and replace the scope of work and deliverables for Methadone Home Delivery.

The Amendment to Agreement is late because of delays in the administrative review process.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE**AUDITS NOTED THE TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to Agreement with Behavioral Health System Baltimore, Inc.

MINUTES

Health Department - Ratification of Revised Notification
of Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to ratify the revised Notification of Grant Award (NGA) from the Maryland Department of Aging (MDoA). The period of the NGA was October 1, 2014 through September 30, 2015.

AMOUNT OF MONEY AND SOURCE:

\$ 4,688.00	-	4000-433515-3024-268400-404001
		Access to Senior Services
9,358.00	-	4000-432915-3024-268400-404001
		Congregate Meals
3,014.00	-	4000-434315-3254-316200-404001
		Home Delivered Meals
184.00	-	4000-436215-3252-715700-404001
		Health Promotion & Education
1,960.00	-	4000-436115-3255-316200-404001
		National Family Caregivers
316.00	-	4000-433915-3023-273300-404001
		Ombudsman
<u>(-2,741.00)</u>	-	4000-433915-3023-273300-404001
		Elder Abuse

\$ 16,779.00 - Total

BACKGROUND/EXPLANATION:

The original NGA was approved on February 25, 2015, in the amount of \$709,515.00. This grant is contingent upon approval of the FY15 Federal Appropriation of funds for the Administration of the Older Americans Act.

The second revision in the amount of \$2,939,592.00 was approved on April 22, 2015, which made the total NGA amount \$3,649,107.00.

MINUTES

Health Department - cont'd

This third revision is in the amount of \$16,779.00, which made the total amount of this FY15 NGA \$3,665,886.00. Ratification of this NGA will allow the Department to provide coordinated and accessible services for seniors in the City.

The revised 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.

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

MINUTESHealth Department - Employee Expense Reports**ACTION REQUESTED OF B/E:**

The Board is requested to approve the various expense reports for the listed employees.

1. **WILMA JEWEL BROWN** **\$ 79.17**

Account: 5000-532815-3044-273300-603002
May 2015 - Mileage

Ms. Brown submitted her expense statement on time for processing but the expense statement was inadvertently misplaced and overlooked.

2. **LUVENIA SIMMONS** **\$ 44.85**

Account: 5000-532815-3044-273300-603002
June 2015 - Mileage

Ms. Simmons neglected to submit her expense statements on time due to work schedule demands for multiple programs that require field visits and follow-up with written or computer documentation. Ms. Simmons has been advised that she must make an effort to submit statements timely to avoid this process.

3. **TETE KPONMASSI** **\$125.00**

Account: 1001-000000-3021-268000-603022
April 2015 - License Fees and Exam

Mr. Kponmassi, a new employee, was not aware that this expense qualified for reimbursement. Mr. Kponmassi's position requires him to possess a current license issued by the State of Maryland as a Registered Environmental Sanitarian.

The Department apologizes for the lateness of these requests.

MINUTES

Health Department - 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.

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 various expense reports for the listed employees.

MINUTES

Health Department - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve an expenditure of funds to subsidize the transportation costs for various Senior Centers in Baltimore City. The period of the expenditure is July 1, 2015 through June 30, 2016.

AMOUNT OF MONEY AND SOURCE:

\$247,344.00 - 1001-000000-3255-750700-603041

BACKGROUND/EXPLANATION:

This expenditure of funds will allow the Department to support Senior Centers by subsidizing their transportation program services, which enables the centers to transport senior participants to and from the centers and to special events and activities throughout the City.

The Department will subsidize transportation funding for the following Senior Centers: Action-in-Maturity, the Department of Recreation and Parks, the Forest Park Senior Center, Inc., Govans Ecumenical Development Corporation (GEDCO), Govans Center for Retired Persons, Inc., and the Greenmount Senior Center, Inc.

This request is late because the Department recently received the funding.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to subsidize the transportation costs for various Senior Centers in Baltimore City.

MINUTES

Office of the State's Attorney - Grant Award Renewal

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Grant Award Renewal from the Governor's Office of Crime Control and Prevention (GOCCP). The period of the Grant Award Renewal is October 1, 2015 through September 30, 2016.

AMOUNT OF MONEY AND SOURCE:

\$223,837.00 - 4000-402316-1156-117900-601001

BACKGROUND/EXPLANATION:

The GOCCP has awarded this grant renewal for the City's Family Bereavement Center to address the needs of homicide survivors. The program assists with grief and loss and provides grief counseling to family members. The program also provides for a variety of services and liaisons, service providers, and criminal justice agencies. Grant funds provide salary support.

The award is late because it was recently received.

APPROVED FOR FUNDS BY FINANCE

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

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

MINUTES

Office of the State's Attorney - Grant Award Renewal

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Grant Award Renewal from the Governor's Office of Crime Control and Prevention. The period of the award is October 1, 2015 through September 30, 2016.

AMOUNT OF MONEY AND SOURCE:

\$47,966.00 - 4000-405716-1150-118300-601001

BACKGROUND/EXPLANATION:

The Office of the State's Attorney Juvenile Courts Division tries all Baltimore City juveniles charged with committing delinquent acts. The Grant funds provide salary support for the Victim Specialist. The Victim Specialist maintains victim case files in addition to assisting with victim notification forms, and impact statements, interpreters, referrals, accompaniment to court, restitution forms, and the return of seized property.

The Grant Award Renewal is late because it was recently received from the Grantor.

APPROVED FOR FUNDS BY FINANCE

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

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

MINUTES

Office of the State's Attorney - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Grant Award from the State of Maryland - Governor's Office of Crime Control and Prevention (GOCCP) entitled, "Pre-Trial Diversion." The period of the Grant Award is October 1, 2015 through September 30, 2016.

AMOUNT OF MONEY AND SOURCE:

\$146,834.00 - 6000-602716-1150-118100-601003

BACKGROUND/EXPLANATION:

The grant will help reduce existing gaps in services and foster collaboration and cooperation between the Office of the State's Attorney, the Office of the Public Defender, and the Pretrial Services Division within the Department of Public Safety and Correctional Services and aims to drive down the recidivism rate of people charged with prostitution in Baltimore. Grant funds will provide funds for personnel support.

The grant award is late because it was recently received from the grantor.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of a Grant Award from the State of Maryland - Governor's Office of Crime Control and Prevention entitled, "Pre-Trial Diversion."

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development (DHCD) - Options</u>			
1. Betty Lou Bilzer	1922 N. Chester Street	G/R \$54.00	\$ 360.00
Funds are available in account 9910-907079-9588-900000-704040.			
2. Jeffrey H. Dunn and Herbert I. Dunn	2704 Reisterstown Road	G/R \$120.00	\$ 800.00
3. Mo Rents, LLC	2716 Reisterstown Road	G/R \$120.00	\$1,000.00

Funds are available in account 9910-908044-9588-900000-704040, Enterprise Reisterstown Road Project.

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

DHCD - Condemnations

4. Mark R. Jasper	4801 Park Heights Avenue	F/S	\$8,000.00
5. Robert I. Benny, LLC	4803 Park Heights Avenue	F/S	\$5,000.00

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

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

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations - cont'd</u>			
6. Hugh S. Thompson and Charles F. Stein, Trustees	2722 Reisterstown Road	G/R \$120.00	\$ 800.00
7. Ira and Kiara Bonner	2722 Reisterstown Road	L/H	\$12,220.00

Funds are available in account 9910-908044-9588-900000-704040,
Enterprise Reisterstown Road Project.

The fair market value was substantiated in appraisals made by independent appraisers contracted by the City. This will permit the City to have title to, and if necessary immediate possession of, the subject property interest in conformity with the requirements of the applicable law.

Department of Law - Payment of Settlement

8. Lienlogic REO F1, LLC	2610 Rosewood Avenue	L/H	\$ 650.00
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On January 14, 2015, the Board approved the acquisition of the leasehold interest in the property located at 2610 Rosewood Avenue for the fair market value of \$24,350.00, based upon an independent appraisal report. The owner produced an independent appraisal report valuing the property at \$25,000.00. The parties agreed to settle the condemnation case for \$25,000.00. Therefore, the Board is requested to approve an additional \$650.00.

Funds are available in account 9910-903183-9588-900000-704040.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Law - Payment of Settlement - cont'd</u>			
9. Lienlogic REO, F1, LLC.	1380 N. Calhoun St.	F/S	\$ 7,400.00

On August 27, 2014, the Board approved the acquisition of the leasehold interest in the property located at 1380 N. Calhoun Street for the fair market value of \$32,600.00, based on an independent appraisal report of the property to acquire the subject property interest. The previous owner's appraisal report valued the property at \$50,000.00. After negotiations, the parties agreed to settle the case for \$40,000.00. Therefore, the Board is requested to approve an additional \$7,400.00.

Funds are available in account 9910-910634-9588-900000-704040.

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

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Sub-Grant Agreement with Humanim, Inc. The period of the agreement is January 1, 2016 through December 31, 2016.

AMOUNT OF MONEY AND SOURCE:

\$249,695.00 - 4000-807416-6312-672005-603051

BACKGROUND/EXPLANATION:

Humanim, Inc., will provide training for Microsoft Office, Administrative Assistant and Certified Medical Administrative Assistant for low-skilled, unemployed or underemployed Baltimore City residents. Humanim, Inc., will recruit, screen, and enroll at least 55 City residents in training and provide job readiness, comprehensive case management, and employment and retention services.

The obligation level of this agreement will not exceed \$249,695.00. The funds will be drawn from Federal funding received through the Maryland State Department of Labor Licensing and Regulation.

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 Sub-Grant Agreement with Humanim, Inc.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Grant Agreement with the Baltimore City Board of School Commissioners. The period of the Grant Agreement is July 1, 2015 through June 30, 2016.

AMOUNT OF MONEY AND SOURCE:

\$178,215.00 - 2094-000000-0000-000000-222682

BACKGROUND/EXPLANATION:

YouthWorks Summer Jobs Program, operated by MOED, has been operating successfully for more than 30 years. The program supports thousands of youth each year between the ages of 14-21 to secure their first work experience. The funds will provide support to approximately 160 YouthWorks supervisor worksite positions slated for Baltimore City Public Schools. YouthWorks worksite supervisors will provide training and supervision to participants, conduct orientation sessions, execute daily work schedules, assign tasks and duties, and create a supportive environment to host regular meetings and discussions.

The Grant Agreement is late because of the late notification of approval from grantor.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Agreement with the Baltimore City Board of School Commissioners.

MINUTES

Fire Department - Amendment to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Amendment to Agreement with Fire & Police Selection, Inc. (FPSI).

AMOUNT OF MONEY AND SOURCE:

\$24,995.00 - 1001-000000-2101-619460-603026

BACKGROUND/EXPLANATION:

The Baltimore City Fire Department (BCFD) is preparing to hire entry-level firefighters. The BCFD, like many other fire departments, will hire entry-level firefighters by selecting them off a list of candidates who have passed a written examination and structured interview process. The last written test was administered in 2009, and a total of 1,495 candidates took the test. The 2009 list was recently exhausted. Accordingly, a new list must be developed. The Fire Department expects over 1,500 candidates to take the new test and participate in the structured interview.

In addition to the structured interview process, fire departments must ensure that they hire persons who are physically able to perform the duties of a firefighter. In the past, the Fire Department used the Candidate Physical Ability Test (CPAT) developed by the International Association of Fire Fighters. It is important for the BCFD to develop a test that is specific to the BCFD as possible so that it can accurately measure applicant's abilities to perform as a firefighter in the BCFD. An accurate Physical Activity Test (PAT) not only helps to ensure that the BCFD hire the best candidates, but that other qualified candidates are not unfairly excluded, which in turn will protect the City for claims of discrimination based on disability or gender.

The original agreement was approved by the Board on April 8, 2015. The Fire Department requests the right to use the FPSI's Entry-level Firefighter Test materials for the 2015 examination on EMT-Firefighter. The amendment adds the service of developing a PAT for entry-level fighters.

MINUTESFire Department - cont'd

This is an amendment to a professional services contract because of the special knowledge and particular skill, knowledge and expertise possessed by the FPSI staff as to the requirement under federal anti-discrimination law, industry psychology, advanced statistics, advanced human resource principles, as well as the requirements of the job of entry-level firefighter within the BCFD. Proper test validation requires extensive experience and specialized knowledge of advance statistics and test validation guidelines published by the Equal Employment Opportunity Commission and the Society for Industrial Organizational Psychology.

The FPSI is currently developing a written test and structured interview consistent with the previously approved professional services agreement. Consequently, efficiencies will be realized in that the FPSI will already be on-site and be familiar with the BCFD operations.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Baltimore Police Department - Grant Awards

The Board is requested to approve and authorize acceptance of the following Grant Awards:

1. **MARYLAND HIGHWAY SAFETY OFFICE** **\$135,000.00**
MARYLAND MOTOR VEHICLE ADMINISTRATION

Account: 4000-479816-2032-619300-600000

This grant provides funding to the Department to conduct traffic enforcement initiatives which will aid in decreasing DUI related offenses and crashes. The Department will also utilize funding to educate the public about the dangers associated with violating traffic laws through literature distributions at checkpoints. The period of the Grant Award is October 1, 2015 through September 30, 2016.

The Grant Award is late because of the late receipt of grant award documents.

2. **DEPARTMENT OF JUSTICE** **\$693,488.00**
OFFICE OF JUSTICE PROGRAMS

Account: 4000-479616-2252-694200-600000

The City will utilize the funding to continue supporting crime reduction and prevention strategies. Additionally grant funding will enable the Department to aim to reduce violent crime while continuing the commitment to community-based crime prevention programs. The period of the Grant Award is October 1, 2014 through September 30, 2018.

The Grant Award is late because of a delay in the receipt of the documents.

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

MINUTES

Baltimore Police Department - cont'd

3. **MARYLAND DEPARTMENT OF PUBLIC SAFETY** **\$285,400.00**
AND CORRECTIONAL SERVICES

Account: 5000-597716-2021-212700-600000

The Maryland Department of Public Safety and Correctional Services is mandated under the Criminal Procedure Article Subsection 11-713 (3) and (4), and under COMAR 12.06.01.17 to reimburse each local law enforcement unit annually for processing registration statements, fingerprints, photographs and for performing community notification requirements. The rate for reimbursement is \$200.00 per sexual offender registration. There are 1,427 active registrants for this reimbursement period. The total reimbursement for FY2015 will be \$285,400.00. The period of the Grant Award is July 1, 2015 through June 30, 2016.

The Grant Award is late because of the late receipt of the award.

AUDITS REVIEWED AND HAD NO OBJECTION.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Police Department - Ratification of Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify the Agreement with the University of Maryland Medical System - R Adams Cowley Shock Trauma Center/University of Maryland Medical System Corporation. The period of the Agreement was October 1, 2014 through September 30, 2015.

AMOUNT OF MONEY AND SOURCE:

\$100,000.00 - 4000-474014-2252-694204-607001

BACKGROUND/EXPLANATION:

On October 9, 2013, the Board approved acceptance of a grant award from the U.S. Department of Justice for the "JAG IX" grant, Award No. 2013-DJ-BX-0498. The Agreement provided funding to the Violence Prevention Program whose mission is to prevent violent personal injury among Baltimore City's most at-risk population.

The Agreement is late because the documents were recently received.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board ratified the Agreement with the University of Maryland Medical System - R Adams Cowley Shock Trauma Center/University of Maryland Medical System Corporation.

MINUTESDepartment of Transportation - Minor Privilege Permit Applications

The Board is requested to approve the following applications for a Minor Privilege Permit. The applications are in order as to the Minor Privilege Regulations of the Board and the Building Regulations of Baltimore City.

	<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1.	4 E. Preston Street	Jeffrey H. Silver	Retain single face electric sign 19'x2'
	Annual Charge:	\$ 281.20	
2.	2261 Reisterstown Road	Charles Allen	Retain one cornice sign 14'x4', one flat sign 13'x6'
	Annual Charge:	\$ 309.75	
3.	4601 Pennington Street	Daud Realty, LLC	Retain cornice sign 27'x3', one handicap ramp 21'x3'3", eight spot reflectors
	Annual Charge:	\$ 414.10	
4.	7 E. Lexington Street	Chiabuotu F. Chikwere	Retain awning 20'x2', single face electric sign 18' x2'
	Annual Charge:	\$ 373.00	

MINUTES

DOT - cont'd

	<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
5.	407 E. Saratoga Street	Holliday-Saratoga 1, LLC	Retain six awnings, one canopy w/ signage, two exhaust vents
	Annual Charge:	\$ 755.76	
6.	2912 O'Donnell Street	2912 O'Donnell, LLC	Retain two cornice signs 12'x1 ½' ea., one double face non-illuminated sign 5'x4'
	Annual Charge:	\$ 140.80	
7.	1501 Covington Street	Saam, LLC	Retain one planter mansard cornice w/ 23 spots, egress stairway
	Annual Charge:	\$ 1511.43	
8.	2700 Remington Avenue	Miller's Square, LLC	Service connection four ducts @ 50' each, two ducts @ 41' each, two ducts @ 31' ea.
	Annual Charge:	\$ 854.00	
9.	3000 Brendan Avenue k/a 3503 Belair Road	Yvonne Pigatt	Two awnings 7'3"x2' each
	Annual Charge:	\$ 140.60	

MINUTES

DOT - cont'd

	<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
10.	2442 E. Monument Street	B G Company, LLC	Retain two single face electric signs 8'x3', mansard cornice w/10 fluorescent tubes, three spot reflectors
	Annual Charge:	\$ 747.00	
11.	201 N. Broadway	Broadway Acquisition and Development Series	Sheeting and shoring 117 linear feet
	Annual Charge:	\$ 409.50	
12.	4711 ½ Harford Road	DLA Associates, LLC	Flat sign 27.27 sq. ft.
	Annual Charge:	\$ 38.32	
13.	415 S. Central Avenue	Fallsway Spring, LLC	Outdoor seating 20'x3'6"
	Annual Charge:	\$ 337.50	
14.	511 S. Central Avenue	511 South Central Avenue, LLC	Outdoor seating 115 sq. ft.
	Annual Charge	\$ 827.50	
15.	207 Key Highway	Harbor Quay, LLC	Two single face electric signs one @19.2 sq. ft. @ 8.5 sq. ft.
	Annual Charge	\$ 210.90	

MINUTES

DOT - cont'd

	<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
16.	1414 Key Highway	Goodier Baker Commercial Properties	One canopy 32'11" x5'4", one handicap ramp 25'4" x5'
	Annual Charge:	\$ 393.36	
17.	756 Washington Boulevard	Steven Hellschien	Retain awning 34' x3 ½'
	Annual Charge:	\$ 157.50	
18.	1101 Washington Boulevard	Dilvir Singh	Retain one stack vent, one exhaust vent
	Annual Charge:	\$ 140.60	

UPON MOTION duly made and seconded, the Board approved the foregoing applications for a Minor Privilege Permit.

MINUTES

Department of Transportation - Developers' Agreements

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

	<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
1.	BROADWAY ACQUISITION AND DEVELOPMENT SERIES	1382	\$536,733.00

Broadway Acquisition and Development Series would like to install new water, sewer, storm drain, roadway and lighting to its proposed construction located in the vicinity of 201 North Broadway. This agreement will allow the organization to perform its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$536,733.00 has been issued to Broadway Acquisition and Development Series, which assumes 100% of the financial responsibility.

2.	ACCELERATOR, LLC	1414	\$ 18,240.00
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Accelerator, LLC would like to install new water service to their proposed new building located in the vicinity of 5604 York Road. This agreement will allow the organization to perform its own installation in accordance with Baltimore City Standards.

A Letter of Credit in the amount of \$18,240.00 has been issued to Accelerator LLC, which assumes 100% of the financial responsibility.

MINUTES

DOT - cont'd

	<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
3.	SAGE PARK HEIGHTS, LLC	1398	\$ 30,724.00

Sage Park Heights, LLC would like to install new water service to their proposed new building located in the vicinity of 7211 Park Heights Avenue. This agreement will allow the organization to perform its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$30,724.00 has been issued to Sage Park Heights LLC, which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the various Developers' Agreements. The President **ABSTAINED** on item no. 1.

MINUTES

Department of Transportation - Traffic Mitigation Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Traffic Mitigation Agreement with Stadium Square III, LLC.

AMOUNT OF MONEY AND SOURCE:

\$32,378.08 - 9950-909084-9512-000000-490375

BACKGROUND/EXPLANATION:

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Impact Study was required for the development. The Developer proposes to perform the scope of work for Stadium Square, Phase III at 145 West Ostend Street, constructing 73,110 sq. ft. of office space. The Developer agrees to make a one-time contribution in the amount of \$32,378.08 to fund the City's multimodal transportation improvements in the development's vicinity.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Traffic Mitigation Agreement with Stadium Square III, LLC.

MINUTES

Department of Transportation - Traffic Mitigation Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Traffic Mitigation Agreement with Johns Hopkins Health System.

AMOUNT OF MONEY AND SOURCE:

\$181,566.00 - 9950-912087-9512-000000-490375

BACKGROUND/EXPLANATION:

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Impact Study was required for the development. The Developer proposes to perform the scope of work for the Viragh Building at 201 N. Broadway, constructing a new building consisting of 113,932 sq. ft. of clinic, 19,917 sq. ft. of medical office space, and 50,000 sq. ft. of general office space. The Developer agrees to make a one-time contribution in the amount of \$181,566.00 to fund the City's multimodal transportation improvements in the development's vicinity.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Traffic Mitigation Agreement with Johns Hopkins Health System. The President **ABSTAINED**.

MINUTES

Department of Transportation - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) between the Department of Transportation and Broadway Acquisition and Development Series. The period of the MOU is effective upon Board approval for 25 years, with an option to renew for an additional 25 years.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The MOU establishes the framework for the owner to maintain storm water management facilities in the right-of-way for Johns Hopkins Viragh Outpatient Building at 201 N. Broadway. The maintenance will be at the sole cost and expense of the owner during the term of the agreement.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding between the Department of Transportation and Broadway Acquisition and Development Series. The President **ABSTAINED**.

MINUTES

Department of Transportation - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) between the Department of Transportation and Sinai Hospital of Baltimore, Inc. The period of the MOU is effective upon Board approval for 10 years, with an option to renew for an additional 10 years.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The MOU establishes the framework for the owner to maintain landscaping in the right-of-way for Sinai Hospital of Baltimore, Inc., at Lanier and Cylburn Avenues adjacent to Sinai Hospital. The ongoing maintenance will be at the sole cost and expense of the owner during the term of the agreement.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding between the Department of Transportation and Sinai Hospital of Baltimore, Inc.

MINUTES

Department of Transportation - Amendment No. 4 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 4 to Agreement with HAKS Engineering, Inc., for Project 1162, On-Call Consultant Services for Reconstruction and Resurfacing Projects, DOT Projects.

AMOUNT OF MONEY AND SOURCE:

No funds are required at this time.

BACKGROUND/EXPLANATION:

On December 14, 2011, the Board approved the agreement in the amount of \$1,000,000.00 to assist the Transportation, Engineering & Construction Division in engineering design services to include, but not limited to: site project support, GIS support, and tasks for various Capital Improvement Projects for Project No. 1162.

On November 20, 2013, the Board approved Amendment No. 1 for a one-year time extension to continue on-going task. On March 12, 2014, the Board approved Amendment No. 2, for an increase in the upset limit of \$500,000.00 to fully complete extra work. On December 24, 2014, the Board approved Amendment No. 3, for a one-year time extension to continue on-going tasks. Under Amendment No. 4, the Department is now requesting an additional one-year time extension to cover the services being provided for Citywide Street Lighting upgrades to LED.

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE goal of 27% and the WBE goal of 9% established in the original agreement.

MINUTES

Department of Transportation - cont'd

AUDITS NOTED THE TIME EXTENSION AND WILL REVIEW TASK ASSIGNMENTS.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 4 to Agreement with HAKS Engineering, Inc., for Project 1162, On-Call Consultant Services for Reconstruction and Resurfacing Projects, DOT Projects. The President voted **NO**.

MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 3 to Rummel, Klepper & Kahl, LLP (RK&K) under Project No. 1217, On-Call Construction Project Management Services.

AMOUNT OF MONEY AND SOURCE:

\$121,968.31 - 9950-916051-9527-900010-705032
121,968.31 - 9950-908174-9527-900010-705032
\$243,936.62

BACKGROUND/EXPLANATION:

This authorization provides for Construction Manager service to the Baltimore City Department of Transportation in connection with Contracts TR 08046, Broening Highway, TR 12308, St. Paul Place, and TR 10318, EBDI Phase 2 (East Baltimore Development Improvements).

MBE/WBE PARTICIPATION:

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

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

TRANSFER OF FUNDS

a.	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
	\$180,873.94	9950-909174-9528	9950-908174-9527-5
	Federal	Constr. Reserve Preston Gardens Infrastructure	Inspection - Preston Gardens Infrastruc- ture

MINUTES

Department of Transportation - cont'd

b.	\$175,131.38	9950-903335-9528	
	Federal	EDBI Life Science	
		Park, Phase 1	
	43,782.85	" "	
	<u>GF (HUR)</u>		
	\$218,914.23	-----	9950-916051-9527-5
			Inspection - East
			Baltimore Life
			Science Park 2A

The transfers (a & b) will partially fund the costs associated with Task No. 3, Project 1217, On-Call Construction Project Management Services with the RK&K.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 3 to Rummel, Klepper & Kahl, LLP under Project No. 1217, On-Call Construction Project Management Services. The Transfers of Funds were approved 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. The President voted **NO**.

MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 4 to Whitman, Requardt & Associates, LLP, under Project 1217, On-Call Construction Project Management Services.

AMOUNT OF MONEY AND SOURCE:

\$32,481.67 - 9962-909063-9562-900000-705032
32,481.67 - 9962-907066-9562-900000-705032
32,481.66 - 9962-911067-9562-900000-705032
\$97,445.00

BACKGROUND/EXPLANATION:

This authorization provides for Construction Management services for TR 14009, Conduit System Reconstruction at Various Locations, Citywide JOC, TR 15018R - Conduit Systems new construction at various locations. TR 15019, Conduit System Repairs at Various Locations, Citywide JOC.

MBE/WBE PARTICIPATION:

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

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Department of Transportation - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$37,353.92	9962-941002-9563	9962-909063-9562-5
Other	Constr. Reserve - Conduit Replace- ment Program	Inspection - Conduit System Reconstruction

This transfer will partially fund the costs associated with Task No. 4 on Project 1217, On-Call Construction Project Management Services with Whitman, Requardt & Associates, LLP.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the assignment of Task No. 4 to Whitman, Requardt & Associates, LLP under Project No. 1217, On-Call Construction Project Management Services. The Transfer of Funds was approved SUBJECT to receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter. The President voted **NO**.

MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 12 to McCormick Taylor, Inc., under Project 1162, On-Call Consultant Services for Reconstruction and Resurfacing Projects.

AMOUNT OF MONEY AND SOURCE:

\$ 68,391.89	-	9950-905627-9527-900010-705032
68,391.89	-	9950-902323-9527-900010-705032
68,391.88	-	9950-916051-9527-900010-705032
\$205,175.66		

BACKGROUND/EXPLANATION:

This task provides for on-site engineering support for the Transportation Engineering and Construction Division of the City of Baltimore Department of Transportation in connection with TR 11307, Park Circle Intersection Improvements Project, TR 11318, Key Highway/Light Street Intersection Improvements, TR 10318, Roadway Reconstruction in EBDI Phase 2A, TR 08313, Roadway Reconstruction in EBDI Phase 1D, TR 08308, North Avenue Streetscape - Aisquith Street to Washington Street, and TR 12308, St. Paul Place and Preston Gardens.

MBE/WBE PARTICIPATION:

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

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Department of Transportation - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 88,166.60 Federal	9950-903323-9528 Constr. Reserve Key Highway/Inner Harbor Intersect	
22,041.65	" "	
MVR <u>\$110,208.25</u>	-----	9950-902323-9527-5 Inspection - Key Highway

This transfer will cover the deficit and partially fund the costs associated with Task No. 12 on Project No. 1162, On-Call Consultant Services for Reconstruction and Resurfacing Projects with McCormick Taylor, Inc.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 12 to McCormick Taylor, Inc., under Project 1162, On-Call Consultant Services for Reconstruction and Resurfacing Projects. The Transfer of Funds was approved SUBJECT to receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter. The President voted **NO**.

MINUTES

RECOMMENDATIONS FOR AWARDS/REJECTION

* * * * *

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

4259 - 4264

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

The Transfer of Funds was approved
SUBJECT to receipt of a favorable report
from the Planning Commission,
the Director of Finance having
reported favorably thereon,
as required by the provisions of the
City Charter.

The President voted **NO** on item
nos. 5, 6, and 7.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation

1. TR 15020, Concrete Machado Construction \$399,463.00
 Cement Slab Repairs Co.
 Citywide

MBE: Machado Construction Company, Inc.* \$150,000.00 37.55%

WBE: S&L Trucking, LLC \$ 15,400.00 3.86%
 Priceless Industries, Inc. 9,100.00 2.28%
\$ 24,500.00 6.14%

*Indicates Self-Performing

MWBOO FOUND VENDOR IN COMPLIANCE.

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$323,181.90	9950-917001-9507	
State Const. Rev.	Construction Reserve	
	Highways Federal Reserve for Closeouts	
156,173.70	9950-944002-9507	
State Const. Rev	Construction Reserve for Closeouts	
\$479,355.60		
\$399,463.00	-----	9950-907673-9508-6
		Structure & Improvements
39,946.30	-----	9950-907673-9508-5
		Inspection
39,946.30	-----	9950-907673-9508-2
\$479,355.60		Contingencies
		Slab Repair

This Transfer will fund the costs associated with the award of Project TR 15020, Concrete Cement Slab Repairs Citywide with Machado Construction Company, Inc.

MINUTES**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Department of Transportation

3. TR 15021, Street Cleaning
Parking Restriction Signing
Program Region I
- REJECTION** - On September 09, 2015, the Board opened one bid for Project TR 15021. The Department has determined that the bid is not in the best interest of the City. The disparity between the engineer's estimate and the bid amounts for the majority of the bid line items cannot be justified. The Department will request permission to re-advertise at a later date.

Bureau of Purchases

4. B50003969, Juniper
Port Switches
- CABLExpress
Corporation d/b/a
CXtec
- \$ 247,158.00

Four bids were received and opened on October 07, 2015. The apparent low bidder was determined to be not responsible due to a failure to provide evidence that the items would be supplied from a manufacturer-approved source, and failed to provide evidence that the manufacturer will be able to validate the network hardware serial numbers, which are required for support. Therefore, the offer was deemed non-responsive for the annual hardware support needs of the end-user agency. The award is recommended to be made to the lowest responsive and responsible bidder.

(Enoch Pratt Free Library)

MWBOO GRANTED A WAIVER.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

- | | | | |
|----|--|---|----------------|
| 5. | B50003904, Health
Care Consultant and
Actuarial Services | The Segal Company,
Co. (Eastern States),
Inc. | \$1,652,655.00 |
|----|--|---|----------------|

Four technical proposals were received and opened on August 19, 2015. An evaluation committee determined that the technical proposals submitted by The Segal Company (Eastern States), Inc. and AON Consulting, Inc. met the minimum technical score required to open the financial proposals. The two financial proposals were opened on October 14, 2015. AON Consulting, Inc.'s financial proposal was found to be non-responsive due to their failure to include any MWBOO forms. The award is recommended to the responsive and responsible vendor, which vendor also scored the highest in both categories.

MWBOO SET MBE GOALS AT 15% AND WBE GOALS AT 5%.

MBE:	Financial and Realty Services, LLC	See note below	0%
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WBE:	Elizabeth Cooney Insurance Service, Inc.	See note below	0%
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(Dept. of Human Resources)

MWBOO FOUND VENDOR IN NON-COMPLIANCE.

Bidder failed to properly execute the Statement of Intent Forms for his named MBE and WBE. The services to be performed by the MBE and the WBE are not stated.

The award is recommended and that the vendor be given 10 days to come into compliance.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

6. B50004069, Collection of Delinquent Parking Fines Penn Credit Corporation Revenue Contract Commission Rate 8.7%

MBE: Proper Staffing, Inc. 3%

WBE: Righthand-Admin, LLC 3%

(Dept. of Finance)

MWBOO FOUND VENDOR IN COMPLIANCE.

7. B50004332, Ferric Chloride for Wastewater Treatment Plants PVS Technologies, Inc. \$4,000,000.00

(DPW, Bureau of Water & Wastewater)

MWBOO GRANTED A WAIVER.

8. B50004301, Repairs and Maintenance of Electronic Fire Alarm Systems Alarm Security Group, LLC Fireline Corporation \$ 300,000.00

(Dept. of General Services, Etc.)

MWBOO GRANTED A WAIVER.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

9. B50004235, Polomyx
Application to
Operable Walls

(Baltimore Convention
Center)
- REJECTION** - On October 07, 2015, the Board opened two bids for Solicitation Number B50004235. In the process of evaluation, the Department determined that the bids received were more than the engineer's estimate and award would not be in the best interest of the City. This requirement will be revised and rebid at a later date.
10. B50004259, Supply Liberty Lumber & \$ 250,000.00
and Deliver Lumber Supply Co., Inc.
to Various City d/b/a Pikesville
Agencies Lumber Company
- (Dept. of Public Works, Dept. of Transportation, Balto. City Fire Department, Balto. City Police Department, Dept. of General Services, Dept. of Recreation & Parks, etc.)
- MWBOO GRANTED A WAIVER.**
11. B50004094, Providing Premier Staffing \$4,000,000.00
Temporary Administra- Source, Inc.
tive Personnel Services
- MBE:** Proper Staffing, Inc. 10%
- WBE:** Kennedy Personnel Services, Inc. 5%
- (Agency: Citywide)

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases - cont'd

Sixteen bids were received on October 07, 2015. Award is recommended to the lowest responsive and responsible bidder. The apparent low bid from Goodwill Works of the Chesapeake, Inc. was found non-responsive due to failure to bid all positions, and the second low bid from Little Dimples II Corporation was found non-compliant by MWBOO. The next apparent low bid from Kemper System Group, LLC was found non-responsive due to failure to provide required information.

12. B50004117, Conversion of Microfilm & Microfiche to Digital Format	Court Record & Data Management Services, Inc.	\$ 169,256.00
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MWBOO SET MBE GOALS AT 0% AND WBE GOALS AT 7%

WBE: Kennedy Personnel Services, Inc. 7%

(Dept. of Housing & Community Development)

MWBOO FOUND VENDOR IN COMPLIANCE.

13. B50004113, Food Service for Eating Together in Baltimore Program	Germain Holdings, LLC d/b/a Overlea Caterers	\$1,768,830.00
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MWBOO SET MBE GOALS AT 10% AND WBE GOALS AT 6%.

MBE: Britt Food Transport 10%

WBE: Shalom Catering Corp. 6%

(Health Department)

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- | | | |
|-------------------------------|---------|---------|
| 1. THOMAS SCIENTIFIC,
INC. | \$ 0.00 | Renewal |
|-------------------------------|---------|---------|
- Contract No. B50003750 - Various Needles and Syringes -
Req. No. P529150

On November 5, 2014, the Board approved the initial award in the amount of \$34,039.00. The award contained three 1-year renewal options. This renewal is for the period November 5, 2015 through November 4, 2016 with two 1-year renewal options remaining.

- | | | |
|-----------------|--------------|---------|
| 2. SEQGEN, INC. | \$ 27,200.00 | Low Bid |
|-----------------|--------------|---------|
- Solicitation No. B50004342 - Repair and Maintenance Plan for
DNA Instruments (AB1 3130xl) - Baltimore Police Department -
Req. No. R710728

The period of the award is January 1, 2016 through December 31, 2016 with no renewal options remaining.

- | | | |
|------------------------------------|-------------|----------|
| 3. BELAIR ROAD SUPPLY
CO., INC. | \$ 8,000.00 | Increase |
|------------------------------------|-------------|----------|
- Solicitation No. B50003844 - Universal Curb Boxes Valve
Kits Etc. (Blanket) - Department of Public Works - Bureau
of Water and Wastewater - Maintenance Division Req. No.
R674645

On January 23, 2015, the City Purchasing Agent approved the initial award in the amount of \$12,000.00. On May 12, 2015, the City Purchasing Agent approved an increase in the amount of \$4,000.00. On August 19, 2015, the Board approved an increase in the amount of \$16,000.00. Due to an increase in unanticipated water main breaks an increase in the amount of \$8,000.00 is necessary. This increase will make the award amount \$40,000.00. The contract expires on January 22, 2016 with three 1-year renewal options remaining.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- | | | |
|--|---------------|----------|
| 9. MISSION MEDIA, LLC | \$ 121,347.60 | Increase |
| Contract No. B50003825 - Develop and Design a Communications Campaign - Health Department - Req. No. R707467 | | |

On May 6, 2015, the Board approved the initial award in the amount of \$43,448.00. On August 14, 2015, the City Purchasing Agent approved an increase in the amount of \$7,700.00. The vendor was previously awarded the contract to develop and design a Communication Campaign for the B'More Healthy Babies and Teen Pregnancy Prevention Initiative Campaigns. The State Department of Health and Mental Hygiene has allocated additional funds to increase media spots for the Safe Sleep Campaign to address a recent dramatic increase in infant mortality. This increase in the amount of \$121,347.60 will make the award amount \$172,495.60.

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

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|---|--------------|------------------------|
| 10. EMD MILLIPORE CORPORATION | \$ 21,085.17 | Increase/
Agreement |
| Contract No. 08000 - EMD Millipore Service Maintenance - Department of Public Works - Water and Wastewater - P.O. Nos. P53322 and P531839 - Req. No. 713144 | | |

The Board is requested to approve and authorize execution of an Agreement with EMD Millipore Corporation.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On June 30, 2015, the City Purchasing Agent approved the initial award in the amount of \$6,167.24. On October 21, 2015, the Board approved an increase in the amount of \$40,226.44. The City's Patapsco and Back River Wastewater Treatment Plants, Ashburton and Montebello Water Quality Laboratories, all use EMD Millipore Laboratory Water Systems which require periodic service and maintenance with parts exclusively available from the original equipment manufacturer, EMD Millipore Corporation. In order to obtain favorable pricing and avoid service gaps, include additional equipment and remain compliant with Federal, State and local water quality standards, an increase in the amount of \$21,085.17 is necessary to include all of the distilled water laboratory systems. At that time, an assessment of the remaining useful life of the equipment will be made. This increase will make the award amount \$67,478.85. The contract expires on October 31, 2018.

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

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|---|---------------|---------|
| 11. J.F. FISCHER, INC. | \$ 100,000.00 | Renewal |
| Contract No. B50002684 - Testing and Repair of Backflow Preventer Devices - Department of Public Works, Bureau of Water and Wastewater - P.O. No. P522300 | | |

On December 12, 2012, the Board approved the initial award in the amount of \$150,000.00.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

This sole two-year renewal is for the period January 1, 2016 through December 31, 2017. The above amount is the City's estimated requirement.

MWBOO SET GOALS OF 10% MBE AND 0% WBE.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Horton Mechanical Contracting, Inc.	10%	\$21,775.98	48.5%
WBE:	N/A		

MWBOO FOUND VENDOR IN COMPLIANCE.

12. WITMER PUBLIC SAFETY

GROUP, INC.	\$ 75,000.00	Renewal
Contract No. B50002695 - Survivor LED Flashlights - Fire Department - P.O. No. 522389		

On January 9, 2013, the Board approved the initial award in the amount of \$65,000.00. The award contained four 1-year renewal options. Subsequent renewals have been approved. This renewal in the amount of \$75,000.00 is for the period January 9, 2016 through January 8, 2017 with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

13. ATLANTIC MACHINERY,

INC.	\$ 65,000.00	Renewal
Contract No. 08000 - Video Pipeline Inspection System - Cues Camera - Department of Public Works - Bureau of Water Wastewater - P.O. No. P526053		

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On January 8, 2014, the Board approved the initial award in the amount of \$30,000.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This renewal in the amount of \$65,000.00 is for the period January 8, 2016 through January 7, 2017, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

14. THE GOOD SHEPHERD

SEPTIC SERVICE, INC.	\$ 60,000.00	Renewal
Contract No. B50003835 - Septic Tank Pumping and Disposal Services - Department of Public Works, Bureau of Solid Waste - P.O. No. P529406		

On December 10, 2014, the Board approved the initial award in the amount of \$60,000.00. The award contained three 1-year renewal options. This renewal is for the period January 1, 2016 through December 31, 2016, with two 1-year renewal options remaining.

MWBOO GRANTED A WAIVER.

15. GEIGER PUMP AND

EQUIPMENT COMPANY	\$ 60,000.00	Renewal
Contract No. 08000 - OEM Pulsafeeder and Eclipse Metering Pumps and Parts - Department of Public Works, Bureau of Water and Wastewater - P.O. No. P525910		

On December 18, 2013, the Board approved the initial award in the amount of \$50,000.00. The award contained two 1-year renewal options. On December 17, 2014, the Board approved the first renewal in the amount of \$60,000.00. This final renewal in the amount of \$60,000.00 is for the period December 18, 2015 through December 17, 2016. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

16. DIGICON CORPORATION	\$ 36,020.48	Amendment to Agreement
Contract No. 06000 - Youthworks System Software Enhancements and Hosting Agreement - Mayor's Office of Employment Development - P.O. No. P527034		

The Board is requested to approve and authorize execution of an Amendment to Agreement with Digicon Corporation. The period of the Amendment to Agreement is December 1, 2015 through November 30, 2017, with four 2-year renewal options.

On August 13, 2015, the Board approved the initial award in the amount of \$41,214.10. The award contained five 2-year renewal options. The Amendment to Agreement will revise the renewal options and the annual contract period to coincide with the software hosting period. This renewal will provide continuity of software system hosting and training required to process applicants for the YouthWorks Program. The above amount is the City's estimated requirement.

17. RAYTHEON PROFESSIONAL SERVICES, LLC	\$ 68,000.00	Selected Source
Contract No. 06000 - General Motors Product Training Classes - Department of General Services - Fleet Management - Req. No. R699030		

The vendor is General Motor's authorized partner responsible for training. The training is product specific designed for the technicians of Fleet Management. The period of the award is November 18, 2015 through November 17, 2016. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

18. CITIZENS PHARMACY

SERVICES, INC.	\$ 150,000.00	Extension
Contract No. B50001659 - Pharmaceuticals for the Fire Department - Baltimore City Fire Department - P.O. No. P515473		

On November 24, 2010, the Board approved the initial award in the amount of \$300,000.00. The award contained four 1-year renewal options. All renewals have been exercised. An extension is necessary to cover the required pharmaceuticals until a new contract is in place. The period of the extension is December 1, 2015 through February 28, 2016. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

19. ASSOCIATED BUILDING

MAINTENANCE CO., INC.	\$1,300,000.00	Extension
Contract No. B50001547 - Provide Janitorial Services for Area B - Police Department and Department of General Services - P.O. No. P515603		

On November 24, 2010, the Board approved the initial award in the amount of \$388,032.00. The award contained two renewal options. Subsequent actions and the final renewal was exercised on October 30, 2015. This extension is necessary to allow time for the Department of General Services to revise the specifications prior to advertising the new solicitation. The period of the extension is November 2, 2015 through April 30, 2016. The above amount is the City's estimated requirement.

MWBOO SET GOALS OF 17% MBE AND 9% WBE.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>		<u>AWARD BASIS</u>
<u>Bureau of Purchases</u>			
	<u>Commitment</u>	<u>Performed</u>	
MBE: Sue-Ann's Office Supply	0.40%	\$ 8,146.70	1.4%
WBE: Curry Printing and Copy Center	0.30%	5,373.14	0.9%
Jodi M. Stappler	2.00%	3,000.00	0.5%
Staff Quest, Inc.		7,552.05	1.3%
	2.30%	\$15,925.19	2.7%

MWBOO FOUND VENDOR IN COMPLIANCE.21. TASER INTERNATIONAL,
INC.

\$ 0.00

Correction

Contract No. B50003166 - Tasers and Related Equipment -
Police Department - P.O. No. P525657

On November 6, 2013, the Board approved the initial award to one vendor in the amount of \$1,500,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. On October 21, 2015, the Board approved the second renewal in the amount of \$0.00. Due to an administrative error, the renewal term of the contract was incorrectly indicated as October 30, 2014 through October 29, 2015. Therefore, the Board is requested to approve correction of the contract term to the period of October 30, 2015 through October 29, 2016, with two 1-year renewal options remaining.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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<u>Bureau of Purchases</u>		
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UPON MOTION duly made and seconded, the Board approved the informal awards, renewals, increases to contracts and extensions. The Board also approved and authorized execution of the Agreement with EMD Millipore Corporation (item no. 10). The Board further approved and authorized execution of the Amendment to Agreement with Digicon Corporation (item no. 16). The Comptroller **ABSTAINED** on item no. 11.

MINUTES

Bureau of Purchases - Waiver of Bid Bond Requirement

ACTION REQUESTED OF B/E:

The Board is requested to waive the bid guarantee requirement for B50004211, Bike Sharing for the City of Baltimore, and to forward to the Bureau of Purchases all proposals that were found non-responsive solely due to failure to submit a bid guarantee.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

Six proposals were submitted in response to solicitation B50004211 and were opened on October 21, 2015. The solicitation required a bid guarantee amount of 2% of the total bid amount. As the solicitation requested a revenue sharing percentage and direct user fees, there is no way to determine a dollar value that can be considered the "bid amount" in these proposals. Five of the six vendors did not submit any bid guarantee and the sixth only responded with the amount of 2%, but no bid amount was evident to calculate the amount that the surety was bound to pay in the event the vendor refused to enter into an agreement after a contract was awarded.

Per the Baltimore City Charter Art. VI, Section 11 (h)(2), the Director of Finance has the authority to implement policies and procedures regarding bid bonds for contracts other than public works contracts, and did implement such a policy, effective February 25, 2015. The Department of Finance's policy is to only require a bid guarantee where necessary, in order to increase competition, and remove barriers to contracting with the City. Additionally, it is the Department of Finance's policy to accept good faith efforts to comply with any bid guarantee requirement.

It has been determined that the failure to submit any bid guarantee is a reasonable interpretation of the Solicitation requirements and that this interpretation was made in good faith by the vendors.

MINUTES

Bureau of Purchases - cont'd

UPON MOTION duly made and seconded, the Board waived the bid guarantee requirement for B50004211, Bike Sharing for the City of Baltimore because it was determined that the failure to submit any bid guarantee is a reasonable interpretation of the Solicitation requirements and that this interpretation was made in good faith by the vendors. The President voted **NO**.

MINUTES

Department of Public Works/Office of - Full Release of
Engineering & Construction Retainage

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Full Release of Retainage agreement to Whiting-Turner, for SC No. 851, Painting Rehabilitation of Elevated Water Tank, and LOX Tanks at Patapsco Wastewater Treatment Plant.

AMOUNT OF MONEY AND SOURCE:

\$51,926.39 - 9956-904529-9551-000000-200001

BACKGROUND/EXPLANATION:

As of February 13, 2014, Whiting-Turner has completed 100% of all work for SC No. 851. The contractor has requested a Release of Retainage in the amount of \$51,926.39. Currently, the City is holding \$51,926.39 in retainage for the referenced project and the contractor is requesting to reduce the amount of retainage to \$0.00.

MWBOO HAS APPROVED THE RELEASE.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Full Release of Retainage agreement to Whiting-Turner, for SC No. 851, Painting Rehabilitation of Elevated Water Tank and LOX Tanks at Patapsco Wastewater Treatment Plant.

MINUTES

Department of Public Works/Office - On-Call Consultant Agreement
of Engineering & Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an On-Call Consultant Agreement with Alpha Corporation, under Project 1501, On-Call Project and Construction Management Assistance Services. The period of the Agreement is effective upon Board approval for four years, or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$4,000,000.00 - Upset Limit

BACKGROUND/EXPLANATION:

The Consultant will provide construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review of contractor's application for payment, attendance at progress meetings, preparation of record drawings, and review of contract claims and support, estimating, scheduling, project engineering, constructability reviews, submittal reviews and responses, request for information reviews and responses, and construction contract administrative support under this on-call agreement.

This On-Call Contract is necessary to provide services related to the Consent Decree projects and other infrastructure related projects and will allow great latitude in staffing and funding availability to ensure that the requirements and deadlines for those projects are met.

MBE/WBE PARTICIPATION:

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

MINUTES

Department of Public Works/ - cont'd
Engineering & Construction

MBE:	Glyndon Engineering & Technology Co.	\$0-1,080,000.00	0-27%
	Kumi Construction Management Corporation	\$0-1,080,000.00	0-27%
	Mima Architects & Engineering Inc.	<u>\$0-1,080,000.00</u>	<u>0-27%</u>
	Total:	(\$0-400,000.00 in Aggregate)	0-10%
WBE:	Constellation Design Group, Inc.	\$0-400,000.00	0-10%
	The Robert B. Balter Co.	<u>\$0-400,000.00</u>	<u>0-10%</u>
	Total:	(\$0-400,000.00 in Aggregate)	0-10%

MWBOO FOUND VENDOR IN COMPLIANCE.

AUDITS NOTED THE ON-CALL AGREEMENT AND WILL REVIEW TASK ASSIGNMENTS.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the On-Call Consultant Agreement with Alpha Corporation, under Project 1501, On-Call Project and Construction Management Assistance Services. The President voted **NO.**

MINUTES

Department of Human Resources (DHR) - License Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the License Agreement with the Baltimore City Convention Center.

AMOUNT OF MONEY AND SOURCE:

Rental of Baltimore City Convention Center

\$21,600.00	-	Space Reservation Expenses
33,425.00	-	Temporary Staff Expenses
3,000.00	-	Parking Expenses
1,120.00	-	Audiovisual Equipment
300.00	-	Supplies
1,000.00	-	Misc. Expenses
\$60,445.00	-	1001-000000-1603-172500-603026

BACKGROUND/EXPLANATION:

The Department of Human Resources will facilitate and administer the Fire Fighter entry level examination, EMT/Fire Fighter on November 20 and 21, 2015.

The rental space at the Convention Center has been reserved. The DHR plans to administer the assessment twice daily on November 20 and 21, 2015. The reserved space will allow for 800 persons per session per day for a total of 3,200 persons. America on Demand of Maryland, Inc. will provide temporary staff to aid in the administration of the first phase of the EMT/Fire Fighter assessment (Written Multiple Choice Exam). If the final number of persons eligible to participate in the assessment exceeds 3,200, another 1 or 2 days of rental space and temporary support will be necessary to facilitate and accommodate such a large pool of assessment eligible applicants.

MINUTES

DHR - cont'd

This exam has not occurred since 2009. Rental of multiple rooms at the Baltimore Convention Center will be necessary to accommodate the large number of assessment eligible applicants. The position was posted on September 28, 2015 through October 12, 2015. 6,547 applications were submitted to the DHR. Screening of the applications is still in process. The DHR will use its test monitors, internal staff, and the Fire Department will also provide a pool of staff to assist with the facilitation and administration of the EMT Fire Fighter assessment.

Test monitors, DHR staff, Fire Department staff, and temporary test monitors will be required to participate in a one-day "Test Monitoring Training" which will be conducted by the DHR Assessment Administrator Brandi Richmond (Recruitment & Talent Acquisition Specialist III) to ensure everyone is appropriately educated and prepared to assist in the administration of such a large and significant assessment.

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 License Agreement with the Baltimore City Convention Center.

MINUTES

Finance Department - Emergency Fund/Petty
Cash Checking Account

ACTION REQUESTED OF THE B/E:

The Board is requested to ratify the opening of the Emergency Fund/Petty Cash Checking Account and its past use for travel expenses. The Board is also requested to authorize the continued use of the checking account and to waive the provisions of AM 240-1 (Travel) and AM 404-1 (Petty Cash) which prohibit the use of petty cash funds for travel expenses.

Finally, the Board is requested to waive the provisions of AM 240-3 (Board of Estimates Approval) which requires approval of travel by the Board if the travel costs exceed \$800.00, or the absence will exceed five workdays or involves one or both of the weekend days, or a rental vehicle is required at the travel site.

AMOUNT OF MONEY AND SOURCE:

Not applicable - no funds are requested at this time

BACKGROUND/EXPLANATION:

Since December 1980, the Baltimore City Police Department has maintained a checking account used for emergency travel. The opening of checking accounts by City agencies requires a resolution by the Board of Estimates. The checking account was opened with the approval of the then Director of Finance, Charles L. Benton, which is also a requirement. However, after a diligent search, neither a resolution of the Board authorizing the opening of the checking account nor a waiver of the above referenced sections of the Administrative Manual could be located in the agency or the Board's records. The original account was opened at the Union Trust Company of Maryland in the amount of \$17,000.00.

MINUTES

Department of Finance - cont'd

The current checking account is with Wells Fargo Bank, and the authorized signatories are: Ms. Caroline Sturgis, Lt. Delphine Smith, Ms. Angela Alston, and Mr. Tribhuvan Thacker of the Baltimore Police Department, Financial Services Division.

The amount of the account is \$30,000.00. The amount was increased on October 1, 2008, with the Board's approval.

The Emergency Fund/Petty Cash checking account is used for small non-routine expenses and all emergency travels and situations that have been approved by the Police Commissioner or his designee. Travel includes investigative travel and executive protection that occurs on short notice. The nature of this travel requires the ability of the Department to immediately make the arrangements and to travel. Therefore, usually it is not possible to make the request to the Board of Estimates for approval in advance of the travel.

Other uses of the Imprest funds include food for unplanned events (such as natural disasters, protests, etc.), reimbursements for parking, mileage, and participation from community events expenses; legal fees, transcript charges, drug burn charges, and per diem expenses to outside non-contractual consultants who travel to Baltimore for consulting or training.

The use of the checking account is monitored by the Bureau of Accounting and Payroll Services, Finance Department through the replenishment process.

UPON MOTION duly made and seconded, the Board ratified the opening of the Emergency Fund/Petty Cash Checking Account and its past use for travel expenses. The Board also authorized the continued use of the checking account and waived the provisions of AM 240-1 (Travel) and AM 404-1 (Petty Cash) which prohibit the use of petty cash funds for travel expenses.

MINUTES

The Board further waived the provisions of AM 240-3 (Board of Estimates Approval) which requires approval of travel by the Board if the travel costs exceed \$800.00, or the absence will exceed five workdays or involves one or both of the weekend days, or a rental vehicle is required at the travel site.

MINUTES

Mayor's Office on Criminal Justice - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the agreement with House of Ruth Maryland, Inc. The period of the agreement is July 1, 2015 through June 30, 2016.

AMOUNT OF MONEY AND SOURCE:

\$500,000.00 - 6000-613116-2252-247800-600000

BACKGROUND/EXPLANATION:

Baltimore City Code, Article 5, Section 48-1 (2014 Edition) requires the Clerk of the Circuit Court for Baltimore City to collect an additional \$75.00 for the issuance of marriage licenses in the City and to transmit the proceeds from this additional fee to the City on a monthly basis into a special fund (up to maximum of \$500,000.00). Monies collected benefit domestic violence shelter programs and are distributed to the organization in proportion to the number of domestic violence victims served. The Baltimore Police Department is the City agency designated to administer and disburse the funds.

The agreement is late due to the administrative process.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with House of Ruth Maryland, Inc.

MINUTES

Department of Human Resources - Personnel Matter

The Board is requested to approve the Personnel matter below:

Office of Civil Rights & Wage Enforcement

	<u>Hourly Rate</u>	<u>Amount</u>
1. EVANGULA BROWN	\$32.85	\$40,734.00

Account: 1001-000000-1562-171500-601009

Ms. Brown will work as a Contract Services Specialist II, Civilian Review Board Investigator. She will be responsible for conducting field/on-site investigations to determine the nature and scope of complaints, interviewing, and taking statements from complainants. She will also witness law enforcement officials to ascertain the facts and corroborating evidence in the complaint cases, research appropriate records and documents to ascertain the facts and corroborating evidence in the complaint case. The period of the Agreement is effective upon Board approval through June 30, 2016.

THE PERSONNEL MATTER HAS BEEN APPROVED BY THE EXPENDITURE CONTROL COMMITTEE.

UPON MOTION duly made and seconded, the Board approved the Personnel Matter.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>Police Department</u>			
1. Sheree Briscoe	Police "Scotland's Leadership for Outcomes" Program Tulliallan, Scotland Nov. 7 - 13, 2015	Scotland Police	\$ 0.00

Ms. Briscoe was invited as a guest speaker for one of the sessions at the event. All expenses for this travel request are paid by the Police Scotland, Scotland. No City funds will be expended.

The Board of Estimates' approval is required, in accordance with AM-240-3, if the City representative's absence will exceed five work days or involves one or both weekend days.

This travel is late because there were unforeseen circumstances with the scheduling of travel arrangements, which were short notice and untimely. The Department regrets the late submission of this request and asks the Boards indulgence.

Health Department

2. Hilda Ndirangu Tanya Myers	2015 National HIV Prevention Conf. Atlanta, GA Dec. 6 - 10, 2015 (Reg. Fee \$325.00 ea.)	Federal	\$2,970.64
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The subsistence rate for this location is \$191.00 per day. The hotel cost is \$138.00 per night, plus hotel tax of \$22.08 per night, and room tax of \$5.00 per night per person. The airfare of \$228.00 and registration fee of \$325.00 per person were prepaid on a City-issued procurement card assigned to Ms. Whitney Tantleff. The amount to be disbursed to each attendee is \$932.32.

MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>Health Department</u> - cont'd			
3. Keith Holt	2015 National HIV Prevention Conf. Atlanta, GA Dec. 6 - 9, 2015 (Reg. Fee \$325.00)	Federal	\$1,259.24

The subsistence rate for this location is \$191.00 per day. The hotel cost is \$138.00 per night, plus hotel tax of \$22.08 per night, and room tax of \$5.00 per night. The airfare fee of \$220.00 and registration fee of \$325.00 were prepaid on a City-issued procurement card assigned to Ms. Whitney Tantleff. The amount to be disbursed to the attendee is \$714.25.

4. Rodrique Sumpter	National Quality Center Training- of-Trainers Program Las Vegas, NV Dec. 14 - 19, 2015	Federal Funds	\$1,305.97
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The airfare for Mr. Sumpter, in the amount of \$389.20, was prepaid on a City issued credit card assigned to Ms. Lori Partin. Mr. Sumpter will be disbursed \$916.77.

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

MINUTES

Department of Transportation - Travel Reimbursement

ACTION REQUESTED OF B/E:

The Board is requested to approve the travel reimbursement for Mr. Manmohan Singh for mileage for the month of September 2015.

AMOUNT OF MONEY AND SOURCE:

\$182.87 - 1001-000000-5011-382800-603001

BACKGROUND/EXPLANATION:

On September 16, 2015, the Board approved the travel request for Mr. Singh to attend the 2015 County Engineers Association of Maryland Fall Conference. The conference was held in Ocean City, Maryland from September 23 - 26, 2015. At that time, it was shown on the travel request that Mr. Singh would be driving a City issued vehicle. After the travel request was approved, Mr. Singh decided to drive his personal vehicle instead of the City vehicle.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the travel reimbursement for Mr. Manmohan Singh for mileage for the month of September 2015.

MINUTES

Police Department - Expenditure Authorization

ACTION REQUESTED OF B/E:

The Board is requested to approve an Expenditure Authorization for AEC/Helicopters.

AMOUNT OF MONEY AND SOURCE:

\$13,800.00 - 1001-000000-2003-195700-603020

BACKGROUND/EXPLANATION:

The expenditure authorization is for the training of seven Flight Officers.

All portions of the requested training are mandatory to meet risk management requirements and to uphold and improve the Police Department's high safety standards. Seven Flight Officers will receive annual EC-120 recurrent training. The training will greatly reduce the risk of injury, death, and liability to the Department and the civilian population.

The recurrent pilot training for Flight Officers, Cory Grochowski, Floyd S. Werner, Arnold P. Russo, David J. Muller, Mick Greene, Thomas P. Davis, and Sgt. Renonzo L. Belcher will be conducted at Martin State Airport, utilizing the Aviation Unit facility. The training is scheduled for November 17 - 20, 2015.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the Expenditure Authorization for AEC/Helicopters.

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

November 17, 2015

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

Dear Ms. Taylor:

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

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

1. Whom you represent: Self
2. What the issues are:
 - a. Pages 1 - 123, City Council President and members of the Board of Estimates, BOE Agenda dated November 18, 2015, if acted upon:
 - b. 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;
 - c. 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;
 - d. 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;
 - e. 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;
 - f. 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

5519 Belleville Ave
Baltimore, MD 21207

- g. 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 November 18, 2015.

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

Sincerely,
Kim Trueheart, Citizen & Resident

5519 Belleville Ave
Baltimore, MD 21207

MINUTES

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

* * * * *

MINUTES

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

BIDS, PROPOSALS, AND CONTRACT AWARDS

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

Department of Transportation - TR 12308, Saint Paul Place and
Preston Gardens
BIDS TO BE RECV'D: 11/25/2015
BIDS TO BE OPENED: 11/25/2015

MINUTES

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

Department of Transportation - TR 10318, Rehabilitation of Roadways Around East Baltimore Life Science Park, Phase 2A

Monumental Paving & Excavating, Inc.
Manuel Luis Construction Co., Inc.
P. Flanigan & Sons, Inc.
Civil Construction, LLC
Machado Construction Co., Inc.

Department of Transportation - GS 15807R, Structural Repairs to Four Firehouses

Trionfo Builders, Inc.
Brawner Builders, Inc.
C&N Associates, LLC
JLN Construction Services, LLC
Restoration East, LLC

Department of Transportation - GS 15805, Courthouse East Beam Repairs

Trionfo Builders, Inc.
Structural Preservation Systems, LLC
JLN Construction Services, LLC
Brawner Builders, Inc.
Bob Andrews Construction, Inc.
Restoration East, LLC

MINUTES

Bureau of Purchases - B50004200, Providing Temporary
Accounting Personnel Services

Call Inc. d/b/a Smith Staffing
ONJO Financial Services Corp.
American on Demand of Maryland, Inc.
Integrative Staffing Group, LLC
Kennedy Business Services
Excel Staffing & Personnel Services, Inc.
1st Choice, LLC
Vtech Solutions, Inc.
BizSolutions 360 Inc.

Bureau of Purchases - B50004202, Providing Temporary
Medical Personnel Services

ATC Healthcare Services, Inc.
Myriddian, LLC
Delta-T Group Maryland, Inc.
Excel Staffing & Personnel Services, Inc.
Trustworthy Staffing Solutions
Crownhills Enterprises, Inc.
Dependable Services Group, LLC
Call Inc. d/b/a Smith Staffing

Bureau of Purchases - B50004326, Turnout Gloves For
Baltimore City Fire Department

Emergency Responder Products
Municipal Emergency Services, Inc.
Maryland Fire Equipment Corp.

MINUTES

Bureau of Purchases

- B50004335, Furnish & Deliver Authentic Korean Meals for the Greenmount Senior Center
-

NO BIDS RECEIVED

Bureau of Purchases

- B50004346, Repairs & Maintenance Services for Automatic Sprinkler Systems
-

Fireline Corporation
National Fire Protection, LLC

Bureau of Purchases

- B50004356, Leasing 4x4 Sport Utility Vehicles
-

All Car Leasing

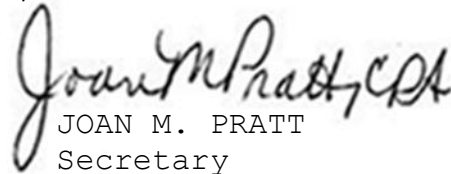
Bureau of Purchases -

- B50004366, Relocation Services Hotel/Motel
-

NO BIDS RECEIVED

* * * * *

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, November 25, 2015.



JOAN M. PRATT
Secretary