

MINUTES**REGULAR MEETING**

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

President: "Good morning, the December 14, 2016, meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiency of these hearings, persons who are disruptive to these hearings will be asked to leave the hearing room immediately. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing."

President: "I will direct the Board members attention to the memorandum from my office dated December 12, 2016, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda."

MINUTES

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

Comptroller: "Second."

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

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

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

Adams-Robinson Enterprises, Inc.	\$ 103,905,000.00
AMS of Skelly and Loy, Inc.	\$ 37,521,000.00
Angelozzi Brothers, Inc.	\$ 8,000,000.00
Barbies Recycling & Hauling, Inc.	\$ 1,080,000.00
Gaines & Company, Inc.	\$ 168,660,000.00
Henry H. Lewis Contractors, LLC d/b/a Lewis Contractors	\$ 8,000,000.00
K & K Adams, Inc.	\$ 6,768,000.00
Kiewit Infrastructure South Co.	\$1,492,425,000.00
McNew Excavating, Inc.	\$ 1,500,000.00
Moisture Proof & Masonry, Inc.	\$ 891,000.00
Norino Properties & Construction, Inc.	\$ 1,500,000.00
Priceless Industries, 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:

EMA, Inc.	Engineer
Encore Sustainable Design, LLC	Architect
STV, Incorporated	Land Survey Landscape Architect Architect Engineer

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

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

MINUTES

Health Department - Agreements

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

1. **FOREST PARK SENIOR CENTER, INCORPORATED** **\$ 50,987.00**

Account: 4000-433517-3024-761403-603051

The organization will operate a senior program and serve as the community focal point for seniors and their caregivers. The services provided will include, but are not limited to social, recreational, and educational programs, information and assistance, outreach, wellness and transportation. The period of the agreement is October 1, 2016 through September 30, 2017.

The Agreement is late because the Department was waiting for finalization of the budget and signatures from the organization.

MWBOO GRANTED A WAIVER.

2. **MEALS ON WHEELS OF CENTRAL MARYLAND, INC.** **\$1,152,827.40**

Account Nos.:	4000-434317-3255-761600-604014	698,082.00
	4000-432917-3255-761200-604014	46,330.00
	6000-633517-3255-771700-604014	330,431.00
	5000-533617-3255-767600-604014	42,284.40
	4000-434317-3255-761600-404099	35,700.00

The organization will provide nutritionally balanced meals to the projected number of homebound and/or frail elderly residents of Baltimore City. The organization will also provide unique professional services in the Maryland area, which are available from no other vendor. The period of the agreement is October 1, 2016 through September 30, 2017.

MINUTES

Health Dept. - cont'd

The Agreement is late because the Department recently completed it.

MWBOO GRANTED A WAIVER.

- 3. **THE JOHNS HOPKINS UNIVERSITY** **\$270,904.00**

Account: 4000-427716-3023-599610-603051

The organization will provide primary medical care services in the Department's clinics Early Intervention Initiative program, preventing the spread of HIV and sexually transmitted diseases. Mid-level clinicians who are experienced and trained to provide HIV medical care and treatment, will perform the services. The period of the agreement is March 1, 2016 through February 28, 2017.

The Agreement is late due to administrative delays.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

Health Department - Consultant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Consultant Agreement with Wakili Olayiwola. The period of the agreement is January 1, 2017 through December 31, 2017.

AMOUNT OF MONEY AND SOURCE:

\$41,605.20 - 6000-624917-3100-295900-603018

BACKGROUND/EXPLANATION:

The Department operates health suites and provides health services to students of Baltimore City Public School System (BCPSS). In partnership with BCPSS, the Department is embarking on an exciting project to implement electronic health records at the City schools. The project is in its final phases of completion and requires continued oversight and direction. This is a unique and exciting opportunity. The Consultant/Project Manager will ensure that all deliverables are met.

The Consultant/Project Manager will provide consultation services at a maximum of 15 hours per week. He will consult with appropriate stakeholders, prepare, and manage the project plan in accordance with Project Management Institute's project management standards, as well as the Project Management Office standards. He will also work with the various Department school health personnel and document, verify and get approved all the project requirements, screens, data fields, variables, descriptions, calculations, reports, workflow, and other development needs of the project.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Health Department - cont'd

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

MINUTES

Health Department - Notice of Award and Cooperative Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Notice of Award (NOA) and Cooperative Agreement with the Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for HIV, Viral Hepatitis, STDs, and TB Prevention. The period of the NOA and Cooperative Agreement is September 30, 2016 through September 29, 2017.

AMOUNT OF MONEY AND SOURCE:

\$2,163,665.00 - 4000-484817-3023-718000-404001

BACKGROUND/EXPLANATION:

This NOA and Cooperative Agreement provides funding to support increased efforts to reduce HIV infections among Men who have Sex with Men (MSM), with an emphasis on MSM of color at risk and living with HIV infection. The Department will collaborate with community partners across the City to provide prevention, education, and essential support services.

The NOA is late because of a delay in the administrative review process.

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

MINUTES

Health Department - Employee Expense Statement

ACTION REQUESTED OF B/E:

The Board is requested to approve an Employee Expense Statement to reimburse Ms. Leana Wen for mileage expenses incurred during the month of August 2016.

AMOUNT OF MONEY AND SOURCE:

\$13.99 - 1001-000000-3001-568000-6030002

BACKGROUND/EXPLANATION:

The employee expense report was not submitted on time. The expense form is now outside of the guidelines set for by the AM-240-11.

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

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

UPON MOTION duly made and seconded, the Board approved the Employee Expense Statement to reimburse Ms. Leana Wen for mileage expenses incurred during the month of August 2016.

MINUTES

Health Department - Employee Expense Statement

ACTION REQUESTED OF B/E:

The Board is requested to approve an Employee Expense Statement to reimburse Ms. Leana Wen for mileage expenses incurred during the month of September 2016.

AMOUNT OF MONEY AND SOURCE:

\$ 8.00	-	1001-000000-3001-568000-603001
<u>23.48</u>	-	1001-000000-3001-568000-603001
\$31.48		

BACKGROUND/EXPLANATION:

The employee expense report was not submitted on time. The expense form is now outside of the guidelines set for by the AM-240-11.

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

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

UPON MOTION duly made and seconded, the Board approved the Employee Expense Statement to reimburse Ms. Leana Wen for mileage expenses incurred during the month of September 2016.

MINUTES

Health Department - Employee Expense Statement

ACTION REQUESTED OF B/E:

The Board is requested to approve an Employee Expense Statement to reimburse Ms. Monique Nkere for mileage and uniform expenses incurred during the month of August 2016.

AMOUNT OF MONEY AND SOURCE:

\$ 30.00 - 1001-000000-3100-295900-603003
99.91 - 1001-000000-3100-295900-604003
\$129.91

BACKGROUND/EXPLANATION:

Ms. Nkere misplaced the receipts for her August expense statement and it could not be processed in a timely manner. The expense statement was returned and further delayed during the administrative review process.

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

The Department apologizes for the lateness.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the Employee Expense Statement to reimburse Ms. Monique Nkere for mileage and uniform expenses incurred during the month of August 2016.

MINUTES

Circuit Court for Baltimore City - TRANSFER OF LIFE-TO-DATE
SICK LEAVE

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

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

<u>Donors</u>	<u>Days</u>
Jan Bowser	2
Skeitha Campbell	2
Antionella Elliott	3
Gwendolyn Henderson	1
Chris McKenziey	5
Dexter Walker	<u>2</u>
Total	15

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

THE LABOR COMMISSIONER RECOMMENDED APPROVAL.

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

MINUTES

Mayor's Office on Criminal Justice (MOCJ) - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Grant Agreement from the Governor's Office of Crime Control and Prevention for the "Baltimore City SART and Human Trafficking Program." The period of the Grant Award is October 1, 2016 through September 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$ 933,064.00	-	4000-484317-2252-688000-600000
42,496.00	-	1001-000000-2252-511000-601001
<u>192,976.00</u>	-	<u>1001-000000-2252-511000-601001</u>
\$1,168,536.00		

BACKGROUND/EXPLANATION:

The MOCJ's Baltimore City SART and Human Trafficking Program assists in developing and implementing strategies specifically intended to provide assistance to victims of crime in the state of Maryland.

The program provides for coordination of the Baltimore SART and Baltimore City Human Trafficking Collaboration to improve collaboration between members and incorporate best practices in investigation, prosecution, forensics, and victim support. The program funds will be used to support personnel, travel, training, and contractual services.

The Grant Award is late because the award documents were recently received.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

MOCJ - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Grant Agreement from the Governor's Office of Crime Control and Prevention for the "Baltimore City SART and Human Trafficking Program."

MINUTES

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

5381 - 5384

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
1. \$50,000.00	9950-910095-9509	9950-911038-9508
Casino Area Local	Constr. Reserve	South Baltimore
Impact Aid	South Baltimore	Gateway
	Gateway	

This transfer will cover the cost of prints and preliminary expenses and other related costs for the South Baltimore Gateway project.

Department of Housing and Community Development (DHCD)

2. \$2,200,000.00	9910-903963-9587	9910-903183-9588
Pimlico Local	Park Heights	Park Heights
Impact Aid -	Redevelopment	Redevelopment
VLT	Reserve	

This transfer will provide funding approved in the FY 2017 Ordinance of Estimates supporting the Park Heights Master Plan, with a focus on assembling land in the major redevelopment area.

3. \$ 600,000.00	9910-903975-9587	9910-905121-9588
General Funds	Capital Administra-	Capital Administra-
	tion - Reserve	tion

This transfer will move funds in accordance with the FY 2017 Ordinance of Estimates for administrative costs associated with the management of the DHCD funded Capital projects and programs.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>DHCD - cont'd</u>		
4. \$3,000,000.00 State Fund Appropriation	9910-924030-9587 CORE Whole Block and Half Block Demolition -	9910-905143-9588 Whole Block and Half Block Demolition -Reserve
This transfer will provide funding for Whole Block and Half Block Demolition as approved in the FY 2017 Ordinance of Estimates. These funds will be used for acquisition and relocation costs associated with Creating Opportunities for Renewal and Enterprise (CORE) Program.		
5. \$ 900,000.00 M&CC Real Property Funds	9910-902985-9587 Housing Develop- ment - Reserve	9910-914202-9588 Blight Elimination M&CC
This transfer will provide funds in accordance with the FY 2017 Ordinance of Estimates to support Blight Elimination efforts performed by the Land Resources Division.		
6. \$522,000.00 Comm. Dev. Block Grant 42	9997-928019-9587 Baltimore Home- ownership Incentive Program (Reserve)	9997-918010-9593 Direct Homeownership
278,000.00 Comm. Dev. Block Grant 41	9996-925019-9587 Homeownership Incentive Program (Reserve)	9996-930011-9593 Direct Homeownership
\$800,000.00		

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>DHCD</u> - cont'd		
<p>This transfer will provide Community Development Block Grant funds for Baltimore Housing's Homeownership Incentive Program.</p>		
7. \$1,200,000.00	9910-922012-9587	
General Funds	Whole Block	
Revenue	(Reserve) -	
	General Funds	
\$ 100,000.00	-----	9910-915631-9588
		Whole Block -
		Demolition -
		General Funds
<u>1,100,000.00</u>	-----	9910-910632-9588
		Whole Block -
		Acquisition/
		Relocation -
		General Funds
\$1,200,000.00		

This transfer will provide funding approved in FY 2017 Ordinance of Estimates to support the Whole Block Demolition Program.

Department of General Services

8. \$ 350,000.00	9916-905001-9194	9916-906186-9197
State Revenue	Constr. Reserve -	Waxter Center
	Unallotted	Elevator Upgrades -
		Active

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of General Services- cont'd</u>		
<p>This transfer will provide funds to the Department for the replacement of two elevators at the Waxter Center and all associated in-house costs. The elevators are nearing the end of their useful life span as they, at times, do not travel to the correct floors, and are constantly out of service. The elevator replacement will allow the building to function normally and will reduce future maintenance and repairs on the equipment. This replacement will include modifications to the elevator machine room, sprinklers, and fire alarm system. The State of Maryland is funding this transfer through a reimbursement to the City from a previously completed Waxter Center renovation project.</p>		
<u>Baltimore Development Corporation</u>		
9. \$125,000.00	9910-906995-9600	9910-923100-9601
23 rd EDF	Constr. Res. Ind.	Ind. & Comm.
	& Comm. Financing	Financing
297,000.00	9910-906995-9600	9910-923100-9601
<u>24th EDF</u>	Constr. Res. Ind.	Ind. & Comm.
	& Comm. Financing	Financing
\$422,000.00		

This transfer will provide business assistance to small and medium size businesses in the City.

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. AIRBUS DS COMMUNICATIONS,
INC. | \$31,300.00 | Extension |
| Contract No. 06000 - Mass Notification System Service Agreement - Baltimore City Fire Department, Baltimore City Police Department, Mayor's Office of Emergency Management and Mayor's Office of Information Technology - P.O. No. P522974 | | |

On March 20, 2013, the Board approved the initial award in the amount of \$187,800.00. The original agreement upgraded the City's Reverse 911 system, which consisted of on-premise End-of-Life hardware, to a more secure and reliable hosted solution. This hosted solution includes a Mass Notification System and associated support, which expired on November 30, 2016. The extension is requested to allow time to complete the award and implementation process for the pending new Contract No. B50004718 - Citywide Mass Notification System.

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

UPON MOTION duly made and seconded, the Board approved the extension.

MINUTES

Mayor's Office of Employment - Agreement and Amendment of
Development Memorandum of Understanding

The Board is requested to approve and authorize execution of the Agreement and to ratify the Amendment of Memorandum of Understanding.

AGREEMENT

- 1. **STRONG CITY BALTIMORE, INC.** **\$49,920.00**

Accounts: 4000-807416-6312-457705-603051
1001-000000-6301-735415-603051

The organization will provide a member of their staff (Baltimore Corps Fellow) to provide a variety of workforce development, management, and analysis services.

The money will be drawn from a "One Baltimore for Jobs" Demonstration Grant from the Maryland Department of Labor, Licensing, and Regulation and Baltimore City General Funds. The period of the agreement is September 26, 2016 through September 25, 2017.

The agreement is late because of additional time necessary to reach a comprehensive understanding between the parties.

RATIFICATION OF AMENDMENT OF MEMORANDUM OF UNDERSTANDING

- 2. **CITY LIFE COMMUNITY BUILDERS, LTD.** **\$ 0.00**

On October 28, 2015, the Board of Estimates approved an Agreement with City Life Community Builders, Ltd. for the period of November 1, 2015 through October 31, 2016. This Agreement authorized City Life Community Builders, Ltd. to provide a Level 1 Construction Training program with a defined curriculum designed for hard-to-serve, low skill, unemployed, or underemployed Baltimore City residents. City Life Community Builders, Ltd. will recruit, screen, and

MINUTESMayor's Office of Employment Development - cont'd

enroll 20 participants in training while providing job readiness, comprehensive case management, employment, and retention services.

The purpose of this amendment is to extend the term of the Agreement through March 31, 2017. The total funding amount remains the same, a maximum of \$118,676.00. The money will be drawn from a federal Department of Labor demonstration grant received through the state of Maryland Department of Labor, Licensing, and Regulation.

The amendment is late because the notification of approval was recently received from the 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 Agreement and ratified the Amendment of Memorandum of Understanding.

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) - Option</u>			
1. Esther T. Johnson	2212 Henneman Avenue	L/H	\$36,450.00

Funds are available in account no. 9910-908636-9588-900000-704040.

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

DHCD - Condemnation or Redemption

2. Robert Andrew Lewis	911 E. Chase Street	G/R \$84.00	\$ 700.00
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Funds are available in City Bond Funds, account no. 9910-910715-9588-900000-704040, Johnston Square Project.

The Board is requested to approve acquisition of the ground rent interest by condemnation, or in the alternative may, SUBJECT to the prior approval of the Board, make application to the Maryland Department of Assessments and Taxation to redeem or extinguish the ground rent interest for this property.

UPON MOTION duly made and seconded, the Board approved the foregoing Option, and the Condemnation or Redemption.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Fourth Amendment to Parking Facility Operations and Management Agreement (Fourth Amendment) with Chesapeake Parking Associates, a general partnership between Central Parking System of Maryland Inc. and Banks Contracting Company Inc. (Chesapeake), for the Water Street Garage. This Fourth Amendment extends the period of the agreement through November 30, 2017.

AMOUNT OF MONEY AND SOURCE:

<u>Fourth Amendment</u>	<u>Original & Amendments</u>	<u>Account Numbers</u>
\$441,292.00	\$2,106,881.00	2075-000000-2321-407300-603016 (Maint. & Repair)
42,000.00	227,500.00	2075-000000-2321-407300-603026 (Mgmt. & Incent.)
<u>240,000.00</u>	<u>1,533,088.00</u>	2075-000000-2321-407300-603038 (Security)
\$723,292.00	\$3,867,469.00	

BACKGROUND/EXPLANATION:

On January 11, 2012, the Board approved the original Agreement for the Water Street Garage for the period July 11, 2011 through November 30, 2013. On November 14, 2012, the Board approved the First Amendment to the Agreement which extended the period of the Agreement through November 30, 2014. On December 24, 2014, the Board approved the Second Amendment to the Agreement which extended the period of the Agreement through November 30, 2015. On February 10, 2016, the Board approved the Third Amendment to the Agreement which extended the period of the Agreement through November 30, 2016. This Fourth Amendment extends the period of

MINUTES

PABC - cont'd

the agreement through November 30, 2017 and provides additional funding to pay for anticipated operating expenses and to compensate Chesapeake during the extended term upon the original compensation structure. This Fourth Amendment makes the total agreement amount \$4,590,761.00 during the life of the agreement.

Under the terms of the original agreement, compensation to Chesapeake was based on a monthly base management fee and a calculation for the incentive fee, with reimbursement for approved operating expenses at the parking facility.

The PABC, through the Bureau of Purchases, solicited bids for the management of several parking facilities in the spring of 2015. The Board rejected all bids on July 1, 2015 because the solicitation did not provide a preference for small local business. The PABC requires approval of the Fourth Amendment to extend the period of the agreement at this facility to allow the City to incorporate the newly developed program that provides preference in solicitations to small local business. Chesapeake has provided adequate management services.

MBE/WBE PARTICIPATION:

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

	<u>Commitment</u>	<u>Performed</u>	
MBE: Watkins Security	17%	\$116,692.00	(50.3%)
WBE: Sue-Ann's Office Supply, Inc.		\$ 1,583.00	(0.68%)
Tote-It-Inc.		2,170.00	(0.94%)
Fitch Dustdown Co., Inc.		2,074.00	(0.89%)
Sign-A-Rama		<u>1,658.00</u>	(0.72%)
Total WBE:	9%	\$ 7,485.00	(3.2%)

MINUTES

PABC - cont'd

Per the contracting agency, the contractor has shown good faith efforts. The WBE did not have the proper equipment for pressure washing.

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Fourth Amendment to Parking Facility Operations and Management Agreement with Chesapeake Parking Associates, a general partnership between Central Parking System of Maryland Inc. and Banks Contracting Company Inc., for the Water Street Garage.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Fifth Amendment to Parking Facility Operations and Management Agreement (Fifth Amendment) with Chesapeake Parking Associates, a general partnership between Central Parking System of Maryland Inc. and Banks Contracting Company Inc. (Chesapeake), for the Lexington Street Garage. This Fifth Amendment extends the period of the agreement through November 30, 2017.

AMOUNT OF MONEY AND SOURCE:

<u>Fifth Amendment</u>	<u>Original & Amendments</u>	<u>Account Numbers</u>
\$206,884.00	\$1,011,033.00	2075-000000-2321-408300-603016 (Maint. & Repair)
<u>36,000.00</u>	<u>195,000.00</u>	2075-000000-2321-408300-603026 (Mgmt. & Incent.)
\$242,884.00	\$1,206,033.00	Total

BACKGROUND/EXPLANATION:

On January 11, 2012, the Board approved the original agreement for the Lexington Street Garage for the period July 11, 2011 through November 30, 2013. On November 14, 2012, the Board approved the First Amendment to the Agreement, which extended the period of the Agreement through November 30, 2013. On December 11, 2013, the Board approved the Second Amendment to the Agreement, which extended the period of the Agreement through December 31, 2014. On December 24, 2014, the Board approved the Third Amendment to the Agreement, which extended the period of the Agreement through November 30, 2015.

MINUTES

PABC - cont'd

On February 10 2016, the Board approved the Fourth Amendment to the Agreement, which extended the period of the Agreement through November 30, 2016.

This Fifth Amendment extends the period of the Agreement through November 30, 2017, and provides additional funding to pay for anticipated operating expenses and to compensate Chesapeake during the extended term upon the original compensation structure. This Fifth Amendment to the Agreement makes the total agreement amount \$1,448,917.00 during the life of the agreement.

Under the terms of the original agreement, compensation to Chesapeake was based on a monthly base management fee and a calculation for the incentive fee, with reimbursement for approved operating expenses at the parking facility.

The PABC, through the Bureau of Purchases, solicited bids for the management of several parking facilities in the spring of 2015. The Board rejected all bids on July 1, 2015 because the solicitation did not provide a preference for small local business. The PABC requires approval of the Fifth Amendment to extend the period of the agreement at this facility to allow the City to incorporate the recently developed program that provides preference in solicitations to small local business. Chesapeake has provided adequate management services.

MBE/WBE PARTICIPATION:

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

	<u>Commitment</u>	<u>Performed</u>
MBE: Tote-It, Inc.		\$ 685.00 (1.2%)
Sign-A-Rama		<u>907.00 (1.6%)</u>
Total MBE:	17%	\$1,592.00 (2.8%)
WBE: Sue-Ann's Office Supply,		\$1,073.00 (1.9%)
Inc.		
Fitch Dustdown Co.,		<u>1,357.00 (2.4%)</u>
Inc.		
Total WBE:	9%	\$2,430.00 (4.3%)

MINUTES

PABC - cont'd

Per the contracting agency, the contractor has shown good faith efforts. The MBE/WBE goals were not met due to constraints. Additionally, some of the services to be performed by the MBEs and WBEs were eliminated by the City due to construction activity. The MBE did not have the proper equipment for pressure washing as required by the City.

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Fifth Amendment to Parking Facility Operations and Management Agreement with Chesapeake Parking Associates, a general partnership between Central Parking System of Maryland Inc. and Banks Contracting Company Inc., for the Lexington Street Garage.

MINUTES

Fire and Police Employees' - Subscription Agreement
Retirement System (F&P)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Subscription Agreement with Aether Real Assets Co-Investment I, L.P., managed by Aether Investment Partners, LLC.

AMOUNT OF MONEY AND SOURCE:

\$8,750,000.00 - approximately of F&P funds

No General Fund monies are involved in this transaction.

BACKGROUND/EXPLANATION:

F&P funds of approximately \$8,750,000.00 will be invested in Aether Real Assets Co-Investment I, L.P., a real asset co-investment fund.

The F&P Board of Trustees conducted a search for a private equity investment manager and as a result of that search selected Aether Investment Partners, LLC to receive a total of \$8,750,000.00 to be invested in Aether Real Assets Co-Investment I, L.P. The search and selection process was conducted with the assistance and advice of the F&P System's investment advisor, Summit Strategies Group.

MWBOO GRANTED A WAIVER.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Subscription Agreement with Aether Real Assets Co-Investment I, L.P., managed by Aether Investment Partners, LLC. The Comptroller **ABSTAINED**.

MINUTES

Fire and Police Employees' - Subscription Agreement
Retirement System (F&P)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Subscription Agreement with DC Capital Partners Fund II, L.P., managed by DC Capital Partners Management, L.P.

AMOUNT OF MONEY AND SOURCE:

\$7,000,000.00 - approximately of F&P funds

No General Fund monies are involved in this transaction.

BACKGROUND/EXPLANATION:

F&P funds of approximately \$7,000,000.00 will be invested in DC Capital Partners Fund II, L.P., a private equity fund.

The F&P Board of Trustees conducted a search for a private equity investment manager and as a result of that search selected DC Capital Partners Management, L.P. to initially receive \$7,000,000.00 to be invested in DC Capital Partners Fund II, L.P. The search and selection process was conducted with the assistance and advice of the F&P System's investment advisor, Summit Strategies Group.

MWBOO GRANTED A WAIVER.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Subscription Agreement with DC Capital Partners Fund II, L.P., managed by DC Capital Partners Management, L.P. The Comptroller **ABSTAINED**.

MINUTES

Fire and Police Employees' - Subscription Agreement Retirement System (F&P)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Subscription Agreement with Centana Growth Partners, L.P., managed by Centana Growth Partners GP, LLC.

AMOUNT OF MONEY AND SOURCE:

\$7,000,000.00 - approximately of F&P funds

No General Fund monies are involved in this transaction.

BACKGROUND/EXPLANATION:

F&P funds of approximately \$7,000,000.00 will be invested in Centana Growth Partners, L.P., a private equity fund.

The F&P Board of Trustees conducted a search for a private equity investment manager and as a result of that search selected Centana Growth Partners GP, LLC to initially receive \$7,000,000.00 to be invested in Centana Growth Partners, L.P. The search and selection process was conducted with the assistance and advice of the F&P System's investment advisor, Summit Strategies Group.

MWBOO GRANTED A WAIVER.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Subscription Agreement with Centana Growth Partners, L.P., managed by Centana Growth Partners GP, LLC. The Comptroller **ABSTAINED**.

MINUTESEmployees' Retirement System - Disability Hearings Services Agreements

The Board is requested to approve and authorize execution of the Disability Hearings Services Agreements with the following individuals:

	<u>Rate of Pay</u>	<u>Amount</u>
1. DEVEREAUX E. STERRETTE	\$500.00 per contested case and \$200.00 per uncontested case	\$20,000.00 (not-to-exceed)
2. DORENE ROTHMANN	\$500.00 per contested case and \$200.00 per uncontested case	\$20,000.00 (not-to-exceed)
3. DEBRA A. THOMAS	\$500.00 per contested case and \$200.00 per uncontested case	\$20,000.00 (not-to-exceed)
4. EDWARD G. DANIELS	\$500.00 per contested case and \$200.00 per uncontested case	\$20,000.00 (not-to-exceed)
5. JUDY G. SMYLIE	\$500.00 per contested case and \$200.00 per uncontested case	\$20,000.00 (not-to-exceed)
6. STANLEY C. ROGOSIN	\$500.00 per contested case and \$200.00 per uncontested case	\$20,000.00 (not-to-exceed)

MINUTES

ERS - cont'd

Account: 1001-000000-1220-147500-603026

The above-listed individuals will each continue to work as a Hearing Examiner for the Employees' Retirement System (ERS), the Fire & Police Employees' Retirement System (F&P), and the Elected Officials' Retirement System (EOS). Each of the Hearing Examiners will be responsible for adjudicating claims for disability retirement and death benefit cases. The period of the agreement is January 1, 2017 through December 31, 2017.

Under the provisions of Baltimore City Code Article 22§ 9(p), there is a panel of hearing examiners to hear and adjudicate ERS disability and death benefit cases. (Under Article, 22 §§21 (b) and 33(1), the panel also hears disability and death benefits cases under the Elected Officials' Retirement System and the Fire and Police Employees' Retirement System). The panel is appointed on a contract basis by the Board of Estimates and is to be paid under terms established by the Board of Estimates. Under §9(p)(2)(iii), the ERS Board of Trustees may submit to the Board of Estimates recommended candidates for the panel. Within this discretion, the ERS Board respectfully recommends that the above listed individuals be appointed as hearing examiners, under the terms of the agreement, on the basis of their experience and expertise in adjudicating disability and death benefit claims.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Disability Hearings Services Agreements with the foregoing individuals. The Comptroller

ABSTAINED.

MINUTES

Mayor's Office of Human Services (MOHS) - Amendment No. 1 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement with New Vision House of Hope, Inc.

AMOUNT OF MONEY AND SOURCE:

\$150,948.00 - 1001-000000-3572-781900-603051

BACKGROUND/EXPLANATION:

On September 14, 2016, the Board approved the original agreement with New Vision House of Hope, Inc. in the amount of \$349,507.00 for the period July 1, 2016 through June 30, 2017, making the total agreement amount \$500,455.00.

Under the terms of Amendment No. 1 to Agreement, in the amount of \$150,948.00, the funds will allow the organization to increase the scope of services provided under the original agreement. In addition to the operation of the women's emergency overnight shelter, New Vision House of Hope, Inc. will use the funding to pay for staff and operational costs to provide a day shelter and transportation for 60 homeless women to their overnight shelter facilities for a portion of the year. All other terms and conditions of the original agreement remain unchanged.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

5401

BOARD OF ESTIMATES

12/14/2016

MINUTES

MOHS - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 1 to Agreement with New Vision House of Hope, Inc.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Inter-Governmental Agreement with the Maryland State Department of Human Resources, Family Investment Administration, Bureau of Homeless Services (MDHR). The period of the Inter-Governmental Agreement is July 1, 2016 through June 30, 2017.

AMOUNT OF MONEY AND SOURCE:

\$36,916.00 - 5000-502816-3572-764500-603051

BACKGROUND/EXPLANATION:

The MOHS has received a Housing Counselor and Aftercare Program (HCAP) grant award from the MDHR. Under the terms of the Inter-Governmental Agreement, the HCAP funds will be used for homeless shelter operations and supportive services, as well as start-up funding for new programs and limited rent or mortgage assistance. The number of persons served per year is estimated to be between 1,400 and 1,450 adults and members of families experiencing homelessness.

The Inter-Governmental Agreement is late because the grant award was recently received from the MDHR.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

MOHS - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Inter-Governmental Agreement with the Maryland State Department of Human Resources, Family Investment Administration, Bureau of Homeless Services.

MINUTESDepartment of General Services - Minor Privilege Permit Application

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

	<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1.	2823 O'Donnell Street	Baltimore Buddies, LLC	One bracket sign 2'6" x 1'7"

Annual Charge: \$158.60

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

MINUTES

Department of Transportation - Developer's Agreement No. 1441

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Developer's Agreement No. 1441 with the Baltimore Gas and Electric Company.

AMOUNT OF MONEY AND SOURCE:

\$227,732.00

BACKGROUND/EXPLANATION:

The Baltimore Gas and Electric Company would like to relocate an existing sewer main, manhole and storm water culvert from its property located at 2000 West Old Cold Spring Lane to property owned by the City known as Ward 27, Section 69, Block 4756A, Lot 1. This Developer's Agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$227,732.00, has been issued to the Baltimore Gas and Electric Company, which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Developer's Agreement No. 1441 with the Baltimore Gas and Electric Company.

MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 5 to STV, Inc. under Project No. 1191, On-Call Design Consultant Services for Federal Aid Resurfacing and Reconstruction Projects. The period of the task assignment is approximately eight months.

AMOUNT OF MONEY AND SOURCE:

\$144,027.84 - 9950-906645-9527-900010-705032

BACKGROUND/EXPLANATION:

This authorization provides for extended post award construction management services in connection with the Greyhound Intermodal Terminal.

DBE PARTICIPATION:

DBE: 25%

The Consultant will comply with Title 49 Code of Federal Regulations parts 26, 49CFR26 and the DBE goal established in the original agreement.

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 5 to STV, Inc. under Project No. 1191, On-Call Design Consultant Services for Federal Aid Resurfacing and Reconstruction Projects.

MINUTES

Department of Transportation - Amendment No. 1 to Grant Agreements

The Board is requested to approve and authorize execution of the Amendment No. 1 to Grant Agreements.

1. **MARYLAND DEPARTMENT OF TRANSPORTATION** **\$0.00**

On April 15, 2015, the Board approved a Grant Agreement in connection with the Bicycle Pavement Markings in which the Maryland Department of Transportation granted the Department \$84,000.00 to install bicycle pavement markings, signs, and bicycle friendly speed humps, mini traffic circles, landscaping, and bicycle lanes along low volume, low-speed residential streets including Hollins Street, Lexington Street, Stricker Street, and Carrollton Avenue.

This amendment will extend the period of the Grant Agreement and will terminate when all payments of the grant have been made or on July 1, 2017, whichever is sooner.

2. **MARYLAND DEPARTMENT OF TRANSPORTATION** **\$0.00**

On April 15, 2015, the Board approved a Grant Agreement with the Maryland Department of Transportation granted to the Department in the amount of \$90,000.00 to install bicycle-friendly storm drain grates to enhance safety and support use of the bicycle infrastructure.

This amendment will extend the period of the Grant Agreement and will terminate when all payments of the grant have been made or on February 1, 2017, whichever is sooner.

3. **MARYLAND DEPARTMENT OF TRANSPORTATION** **\$0.00**

On June 1, 2016, the Board approved a Grant Agreement in connection with the two-way cycle track in which the Maryland Department of Transportation granted the Department

MINUTESDepartment of Transportation - cont'd

\$300,000.00 to design and construct a .75 mile two-way cycle track along West Pratt Street between Martin Luther King, Jr. Blvd. and the Jones Falls Trail on Light Street.

This amendment will change the description of work to be performed. The amendment includes the design and construction of a separated bicycle facility from Martin Luther King, Jr. Blvd. to Sharp St. along the north side of Pratt St. and a cycle track on the south of Pratt St., to install signage and markings on the sidewalk on Pratt St. and a bike crossing and ramps at Charles St. and Light St.

This amendment will extend the period of the Grant Agreement to terminate when all payments of the grant have been made or on September 29, 2018, whichever is sooner.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 1 to Grant Agreements.

MINUTES

Department of General Services - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 1 to EBA Engineering, Inc. under Project No. 1219, 405 W. Lombard Street Parking Garage Repairs Design. The original agreement expires on April 14, 2017. The period of the task assignment is approximately 18 months.

AMOUNT OF MONEY AND SOURCE:

\$112,895.72 - 2075-000000-5800-408600-603016

BACKGROUND/EXPLANATION:

Under this task, the Consultant will provide design, bidding, and post award services for renovations to the 405 West Lombard Street parking garage, in accordance with their proposal dated June 17, 2016.

MBE/WBE PARTICIPATION:

The Consultant has committed to utilize the following firm on this task.

A.S. Architects	\$20,324.90	18.0%
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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 General Services - cont'd

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 1 to EBA Engineering, Inc. under Project No. 1219, 405 W. Lombard Street Parking Garage Repairs Design.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 005 to Louis Berger Water Services, Inc. under Project No. 1503, SC 877, On-Call Project and Construction Management Assistance Services. The original agreement expires on December 15, 2019. The period of the task is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$695,705.32 - 9956-904564-9551-900020-706063

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction is in need of continued assistance from Louis Berger Water Services, Inc. to provide construction management assistance and on-site inspection services on various projects, including but not limited to S.C. 877 Enhanced Nutrient Removal Process.

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 005 to Louis Berger Water Services, Inc. under Project No. 1503, SC 877, On-Call Project and Construction Management Assistance Services.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 001 to EA Engineering, Science and Technology, Inc., under Project No. 1237E, On-Call Environmental Site Design and Engineering Services. The original agreement expires on May 29, 2021. The period of the task is approximately eight months.

AMOUNT OF MONEY AND SOURCE:

\$400,000.00 - 9958-905418-9525-900020-703032 (ER 4042)
200,000.00 - 9958-910430-9525-900020-703032 (ER 4062)
199,876.83 - 9958-907432-9525-900020-703032 (ER 4084)
\$799,876.83

BACKGROUND/EXPLANATION:

On December 27, 2013, the Maryland Department of the Environment reissued a National Pollutant Discharge Elimination System Municipal Separate Storm Sewer System (MS4) Permit to the City of Baltimore. The City prepared and submitted the Baltimore City MS4 and Total Maximum Daily Load Watershed Implementation Plan (WIP) as required by the MS4 Permit. EA Engineering, Science, and Technology, Inc. will evaluate specific sites within Baltimore City for the potential to implement Best Management Practices to meet or exceed a total of 22 acres of impervious area treatment goal and prepare biddable documents for each of the following projects:

- ER 4042 - Environmental Site Design Project
- ER 4062 - Environmental Site Design Project
- ER 4084 - Environmental Site Design Project

The above projects are listed in the WIP and have deadlines and there are stipulated penalties with the projects.

MINUTES

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

MWBOO FOUND VENDOR IN COMPLIANCE.

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

TRANSFERS OF FUNDS

Department of Public Works/Office of Eng. & Constr.

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$450,000.00	9958-936004-9526	
SW Utility	Constr. Res.	
Funds		
\$400,000.00	-----	9958-905418-9525-3
		Engineering
50,000.00	-----	9958-905418-9525-9
<u>\$450,000.00</u>		Administration
\$250,000.00	9958-936004-9526	
SW Utility	Constr. Res.	
Funds		
\$200,000.00	-----	9958-910430-9525-3
		Engineering
50,000.00	-----	9958-910430-9525-9
<u>\$250,000.00</u>		Administration

MINUTES

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

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$250,000.00	9958-936004-9526	
SW Utility Funds	Constr. Res.	
\$199,876.83	-----	9958-907432-9525-3
		Engineering
<u>50,123.17</u>	-----	9958-907432-9525-9
\$250,000.00		Administration

The transfer will cover the costs associated with Project No. 1237E, under Task No. 001, Design of ER 4042, ER 4062, and ER 4084.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 001 to EA Engineering, Science, and Technology, Inc., under Project No. 1237E, On-Call Environmental Site Design, and Engineering Services. The Transfers of Funds were approved, SUBJECT to the receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Department of Public Works/ - Agreement
Office of Eng. & Constr.

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with Whitman, Requardt & Associates, LLP, under W.C. 1204, Post Award Services for Druid Lake Finished Water Tanks. The period of the Agreement is effective upon Board approval for 78 months or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$6,519,613.15 - 9960-907716-9557-900020-703032

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction requires that Whitman, Requardt & Associates, LLP, Consultant provide Post Award Engineering Services to assist the City of Baltimore during the construction of Druid Lake Finished Water Tanks under W.C. 1204. The engineering services include: reviewing shop drawings, responding to request for information, reviewing PCOs, and maintenance of equipment and systems being furnished under the contract. In addition, the Consultant will conduct conditional acceptance, prepare punch list items, and a final acceptance inspection.

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

THE TRANSFER OF FUNDS FOR THIS ITEM, IN THE AMOUNT OF \$164,074,741.00, WAS APPROVED BY THE BOARD ON DECEMBER 7, 2016.

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

MINUTES

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Whitman, Requardt & Associates, LLP, under W.C. 1204, Post Award Services for Druid Lake Finished Water Tanks.

MINUTES

Department of Finance - Revised Administrative Manual Policies -
404-00, 404-01, 404-02, 404-03, 404-04,
404-05, 404-06, 404-07

ACTION REQUESTED OF B/E:

The Board of Estimates is requested to approve the following revised Administrative Manual Policies:

- AM 404-00 Grant Management & Administration
- AM 404-01 Grant Identification
- AM 404-02 Grant Screening & Evaluation
- AM 404-03 Grant Preparation & Application
- AM 404-04 Grant Management Review
- AM 404-05 Grant Award
- AM-404-06 Grant Documentation
- AM 404-07 Grant Closeout

The changes are effective upon Board approval.

AMOUNT OF MONEY AND SOURCE:

There are no costs associated with these actions.

BACKGROUND/EXPLANATION:

The Administrative Manual (AM) communicates official City policies and procedures that affect the City's operations and its employees. By distilling provisions of the City Charter, Board of Estimates policies and rules, Memoranda of Understanding, as well as the decisions and directives of the City Administration, the published policies provide uniform and consistent operating rules. The revisions reflect updates to outdated or obsolete procedures and will provide greater clarity as well as a standardized and centralized approach to grants management operations, functions and requirements.

The revisions are being submitted in groups addressing similar subject matter. This collection of AM revisions pertains to the

MINUTES

Department of Finance - cont'd

City's grants management operations. All policies in this set are in the 404 series and the proposed changes in each are listed below.

AM 404-00 (Grant Management & Administration)

This policy establishes a grants management committee within each agency, organization and/or entity that oversees grant activities and ensures compliance with all grant-related City of Baltimore AM Policies and Office of Management and Budget (OMB) circulars. The revisions to this policy are as follows:

- Establishes an internal grants management committee (GMC) and designates a senior staff member, with authority to make grant(s)-related decisions, to serve as chairperson.
- Committee monitors and ensures agency/entity compliance with all AM and OMB grant management policies.

AM 404-01 (Grant Identification)

This policy uses early identification and proactive planning to forecast opportunities and capture grants. This preplanning process optimizes the opportunity for success when applying for grants.

- Designates an individual to track all germane grant announcements, via the Internet (e.g., Grants.gov or Grantfinder.com), electronic or standard mail, by telephone, through professional contacts, or other sources.
- Identifies and tracks all grant opportunities that align with the organization's long-range strategic plans and/or the agency's mission as far in advance as possible.

AM 404-02 (Grants Screening & Evaluation):

This policy promotes a proactive assessment and determination of each grant's requirements to minimize confusion and maximize

MINUTES

Department of Finance - cont'd

preparation time prior to submitting an application:

- Requires grant management staff to determine all grant application requirements; to include determining whether the grant application requires sustainability or matching funds.

AM 404-03 (Grant Preparation & Application):

The purpose of this policy is to generate a checklist of requirements as detailed in a Scope of Work (SOW), Notice of Funding Availability (NOFA), or Request for Proposal (RFP) and to collaborate with the Bureau of the Budget and Management Research (BBMR) when preparing a grant application's budget proposal, as follows:

- Identifies and designates a grant proposal manager as early as possible;
- Designates a grant writer(s) and/or budget proposal manager; and,
- Identifies key hires as soon as possible.

AM 404-04 (Grant Management Review):

This policy provides management with an opportunity to review all grant applications and ensure the quality and completeness of all required supporting documentation, (e.g., technical and cost proposals) prior to submission, as follows:

- Ensures grant submission meets the requirements detailed in the Scope of Work, in collaboration with the agency/entity's BBMR Budget Analyst, prior to senior management review; then,

MINUTES

Department of Finance - cont'd

- Returns draft document(s) to budget proposal manager for correction, if necessary.

AM 404-05 (Grant Award):

The purpose of this policy is to expedite the award process, obtaining a project number and establishing a budget account number allows an agency/entity to begin grant operations as soon as possible, as follows:

- Upon receipt of grant award updates award information in CRM software;
- Forwards copies of the award letter and sub-recipient agreement(s) to the Law Department for review; and,
- Forwards approved grant award notification and sub-recipient agreement(s) to the Board of Estimates (BOE) for approval.

AM 404-06 (Grant Documentation):

The purpose of this policy is to ensure proper documentation to avoid audit findings, disallowed costs, and/or non-compliance issues, as follows:

- Conducts ongoing monitoring and control of all reimbursement receipts and deposits until grant ends; as well as all program and sub-recipient documentation; and,
- Establishes and maintains a hardcopy desk reference audit file.

MINUTES

Department of Finance - cont'd

AM 404-07 (Grant Closeout):

The purpose of this policy is to ensure a proper and timely closeout of all ending grants and to identify grants that should be renewed, as follows:

- Determines if a grant will be ending or renewed. If the grant is ending, the grant manager pulls together details of the grant's operations: to include financial transactions, program narrative and/or required grantor closeout information; and,
- Completes Internal Closeout Checklist to ensure all activities and transmittals have been completed, documented, and submitted timely.

Mayor: "Can I make note that the uh -- what was that pages 40 through --."

Deputy Comptroller: "44 through 82, Madam Mayor."

Mayor: "44 through 82 are policies that uh -- were submitted that have not been reviewed by my staff and until those policy changes are reviewed ah-- we have held them up for the next two weeks. Thank you."

Deputy Comptroller: "Thank you."

* * * * *

UPON MOTION duly made and seconded, the Board **DEFERRED** the Revised Administrative Manual Policies 404-00, 404-01, 404-02, 404-03, 404-04, 404-05, 404-06, 404-07 until January 11, 2017 (two weeks).

MINUTES


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AM 404-00

*m****Grants Management & Administration*****PURPOSE**

To establish a *grants management committee* within each agency, organization and/or entity (hereafter referred to as agency/entity) that oversees grant activities and ensures compliance with all grant-related city of Baltimore Administrative Manual (AM) policies and relevant (Federal) Office of Management and Budget (OMB), State, foundation and other potential grantor's requirements.

SCOPE

This policy is applicable to all city of Baltimore agencies/entities that use grant funding, as well as any organizations for which the city serves as a grantor or contributes resources. Moreover, this policy supersedes AM 404-1 Financial Grants, AM 404-1-1 Applying for Grants, and AM 404-1-2 Action Upon Receiving Grant Approval.

POLICY STATEMENT

Each agency/entity must maintain a *grants management committee* that meets in the event a grant exceeds its monthly budget by 20%, at least quarterly, or within 60-days of the start/end of a grant – to review potential grant applications and renewals, grant budgets, audit results, requests for an extension, public relations/lobbying efforts and overall compliance with AM and OMB policies.



At a minimum, committee membership must include at least one senior manager with authority to make grant-related decisions for the agency/entity and at least one senior fiscal representative; grant manager(s) and/or responsible supervisory staff. Chairpersons from each agency/entity should be fulltime committee members that comprise a steering committee which meets, at least quarterly or based on need, with the finance department's grants management office staff to foster a healthy, standardized and centralized grants management culture throughout the city.

MINUTES


a

AM 404-00

*m****Grants Management & Administration*****PROCEDURES****NOTE**

- Procedural items preceded by this symbol  are designated as quality issues. Failure to adhere to this requirement can impact the overall quality of this policy.
- Procedural items preceded by this symbol  are designated as risk issues. Failure to monitor this requirement can create an unwarranted risk.

Agency/Organization and/or Entity:

1. Establishes an internal grants management committee (GMC) and designates a senior staff member with authority to make grant-related decisions, to serve as chairperson.

Grants Management Committee (GMC):

2. Monitors and ensures agency/entity compliance with all grant-related city of Baltimore Administrative Manual (AM) policies and relevant (Federal) Office of Management and Budget (OMB), State, foundation and other potential grantor's requirements circulars;
3. Designates a committee member to document and archive the minutes of each GMC meeting (by agency) on the city's grants management SharePoint site, at:
<https://portal.baltimorecity.gov/doi/GM/SharePages/Home.aspx>;

4. Ensures the agency/entity maintains a cadre of trained grant writers and budget proposal managers to prepare and submit grant applications, and retains documented evidence of training(s) on file and in the city's grants management SharePoint site;

5. Maintains an electronic listing of *all* active grants and their corresponding grant managers on the city's grants management Customer Relationship Management (CRM) site, at:
<https://bmore.crm9.dynamics.com/main.aspx>; and,
6. Ensures all audit and grants management office findings are immediately corrected.

MINUTES


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AM 404-00

*m****Grants Management & Administration***

7. Reviews, at a minimum, the following information during each GMC meeting; as prescribed below:

Applications

8. Determines what grant applications are forthcoming, both new and renewals; to include:
- What resources will be needed;
 - Required (key) staff, sub-recipients or consultants; and,
 - To identify the grant application manager and/or budget proposal manager.
9. Requests a copy of reviewer's feedback (debrief) in the event of a non-awarded grant; to learn, in particular, the application's content weaknesses and budget narrative feedback that negatively impacted the submission;
10. Retains all debrief notes on the city's SharePoint site along with original grant applications, so that appropriate adjustments can be made to optimize the agency/entity's chances of future grant awards;
11. Follows the steps detailed in AM policies: **404-01 Grant Identification; 404-02 Grant Screening & Evaluation; 404-03 Grant Application & Preparation; and 404-04 Grant Management Review**, when making a grant application.

Budgets

12. Reviews budget charts/graphs or data to highlight and focus upon areas of concern; e.g., over- or under-spending, in collaboration with fiscal staff and/or the agency/entity's respective Bureau of the Budget and Management Research (BBMR) budget analyst;
13. Ensures *all* grant-related primary accounts and subaccounts are closed within 45-days of the grant's end date and that *all* receipts, invoices or charges received or posted after the grant's closure were incurred within the grant's period of performance.

MINUTES


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AM 404-00

*m****Grants Management & Administration*****Tracking**

14. Maintains a shared calendar to project new and renewal applications, anticipated audits, expiration dates for Grant Services Specialist (GSS) positions (when applicable), grant closeout dates, grant extensions, periodic reports to the grantor, and forecasted GMC meeting dates.

Public Relations

15. Periodically submits success stories generated from their grants management efforts, to the grants management office and Mayor's Director of Communications. Each submission should describe who was involved, what happened, and when and where the activity took place. Submit success stories by clicking the **Send Email Alert** and **Submit Success Story** buttons on the city's grants management SharePoint site;
16. Depending upon the number of grants an agency manages, the committee and/or a designated staff member(s) should submit the following number of public relations articles annually, for:
- 0-10 grants, 1 per year;
 - 11-25 grants, 2 per year;
 - 26-50 grants, 3 per year;
 - 51-75 grants, 4 per year;
 - 76-100 grants, 5 per year; or,
 - 100+ grants, 6 per year.

17. Committees are encouraged to exceed recommended success story submission requirements.

Lobbying

18. Submits a lobbying request to the Deputy Mayor of Government Relations and Labor, in the event the GMC feels that lobbying on the agency/entity's behalf will help ensure a successful application. To submit lobbying requests, click the **Send Email Alert** and **Request Grant Support** buttons in the city's grants management SharePoint site.

MINUTES


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AM 404-00

*m****Grants Management & Administration*****Grants Manager:**

19. Maintains an online archive of all grant applications and all monthly, quarterly, semi-annual and annual (required) operational and financial reports for a minimum of seven years on the grants management' SharePoint website. When necessary, online applications must be printed, scanned, and stored in SharePoint.

20. Stores all documents in SharePoint, using the following folder naming convention:

Budget Series Code - Grant Year - Granting Agency/Grantor - Grant Name.

For example: **4001-16-DOJ-Byrne Justice Grant**

21. Takes corrective actions based on audit results or feedback from grantor;
22. Follows the steps taken in AM Policies **404-05 Grant Award**; **404-06 Grant Documentation**; **404-07 Grant Closeout**; and **404-08 Grant Financial Management**.

Grants Management Office:

23. Monitors each agency/entity's grants management activities, providing database access, guidance, support, and resources as needed;
24. Performs internal control testing in accordance with applicable OMB circulars and the city's grants management policies and procedures;
25. Monitors all grant accounts to ensure drawdowns and expenditures are timely, occur within the grant's period of performance, are appropriately charged, and minimize unspent funds and/or negative budget variances;
26. Conducts annual compliance reviews of the city's agency/entities with grants, to monitor compliance with all grants management AM policies and OMB circulars;
27. As necessary, submits a corresponding compliance report to each agency GMC for corrective action.

MINUTES



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AM 404-00

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Grants Management & Administration

POLICY OWNER

The city of Baltimore grants management office is responsible for all changes and/or updates to this policy.

WORKFLOW PROCESS

A flowchart displays workflow graphically, using some or all of the following process symbols.

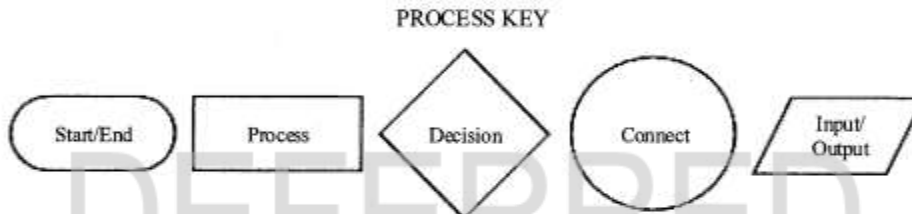


Figure 1, below, graphically displays the primary steps followed in the Grants Management & Administration process.

MINUTES

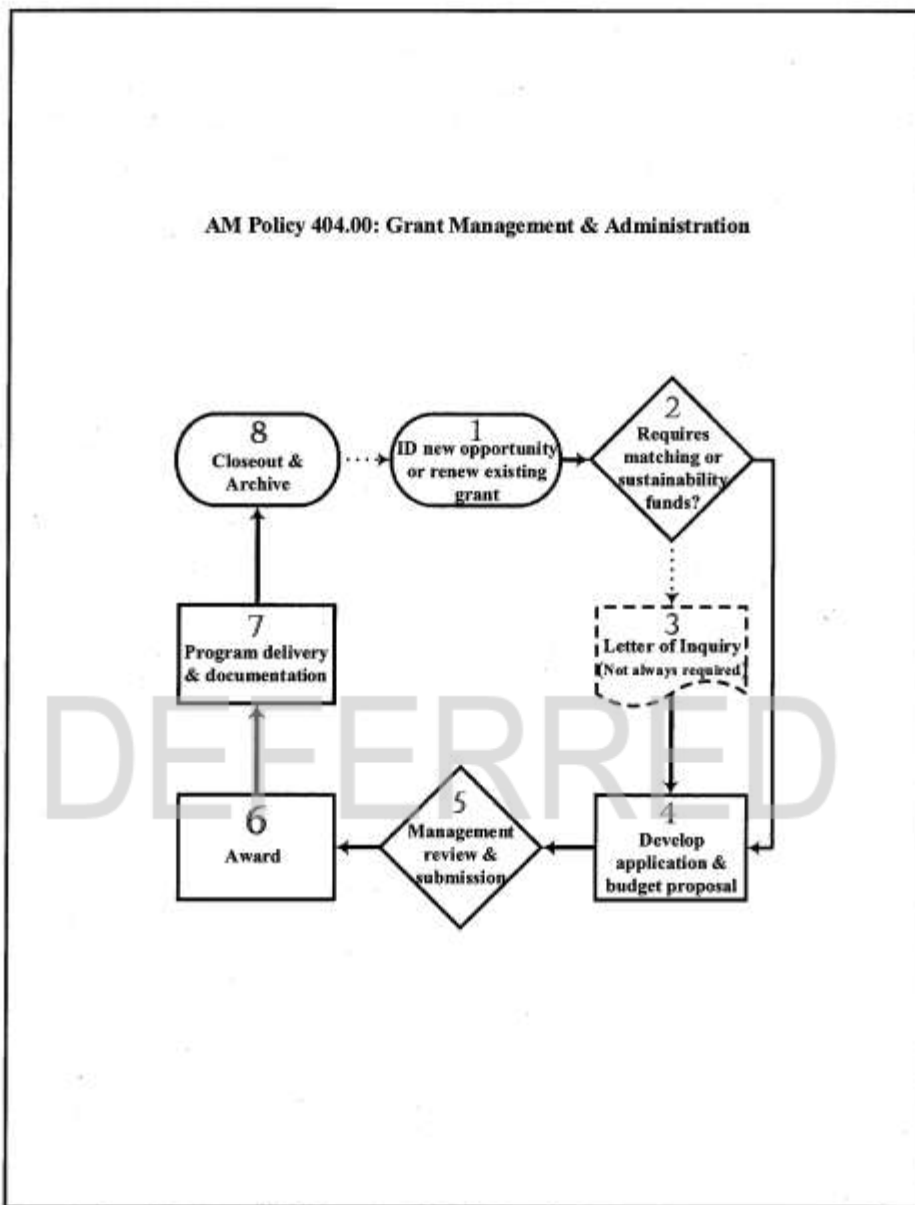


Figure 1: Grant Management & Administration reflects the macro-level steps of the grants management process.

MINUTES


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AM 404-01

*m****Grant Identification*****PURPOSE**

Early identification and proactive planning are key to forecasting opportunities and capturing grants. This policy establishes a preplanning process to optimize the opportunity for success when applying for grants.



SCOPE

This policy is applicable to all city of Baltimore agencies/entities that use grant funding, as well as any other organizations for which the city serves as a grantor or contributes resources. Moreover, this policy supersedes **AM 404-1 Financial Grants**, **AM 404-1-1 Applying for Grants**, and **AM 404-1-2 Action Upon Receiving Grant Approval**.

POLICY STATEMENT

Each city of Baltimore agency/organization/entity that receives grant funding/sources must form a grants management committee to support the early identification and vetting of all relevant grant opportunities. For an explanation of the grant management committees' roles and responsibilities, see **Administrative Manual (AM) Policy 404-0, Grants Management & Administration**.

PROCEDURE**NOTE**

- Procedural items preceded by this symbol  are designated as quality issues. Failure to adhere to this requirement can impact the overall quality of this policy.
- Procedural items preceded by this symbol  are designated as risk issues. Failure to monitor this requirement can create an unwarranted risk.

Grants Management Committee:

1. Must designate at least one individual to track all germane grant announcements, via the Internet (e.g., Grants.gov or Grantfinder.com), electronic or standard mail, by telephone, through professional contacts or other sources. This designee must:


MINUTES



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AM 404-01


*m****Grant Identification***

- a. Be a member of the agency/organization/entity's grants management committee; and,
- b. Create a CRM grant record immediately after identifying the candidate grant. CRM can be accessed at <https://bmore.crm9.dynamics.com/main.aspx>;

 c. Develop, maintain and periodically update a comprehensive listing of agency specific keywords and/or search terms in SharePoint for use when searching for grants;

 d. Negotiate with other agencies/entities in the event two or more entities wish to apply for the same grant. Synergistic alliances that benefit the city are encouraged;

- 2. Determines if the grant opportunity is a *new* or *renewal* application. For renewal applications, skip forward to **AM Policy 404-4, Grant Application & Preparation**;
- 3. Identifies and tracks all grant opportunities that align with the organization's long-range strategic plans and/or the agency's mission as far in advance as possible;
- 4. Determines if the new grant application aligns with the Mayor's Priority Outcomes and/or the agency's mission. If an agency/entity wishes to apply for a grant that does not align with the Mayors' Priority Outcomes and/or the agency's mission, the grants management committee chairperson must obtain a written exemption to this requirement from the appropriate deputy mayor;
- 5. Documents all grant targets in the CRM database and advances to **AM Policy 404-3, Grant Screening and Evaluation**;

 6. In the event the grants management committee feels additional, external support is warranted to ensure a winning application, refer to **AM Policy 404-0, Grants Management & Administration: Lobbying**.

MINUTES



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AM 404-01

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Grant Identification

POLICY OWNER

The grants management office is responsible for all changes and/or updates to this policy.

WORKFLOW PROCESS

A flowchart displays workflow graphically, using some or all of the following process symbols.

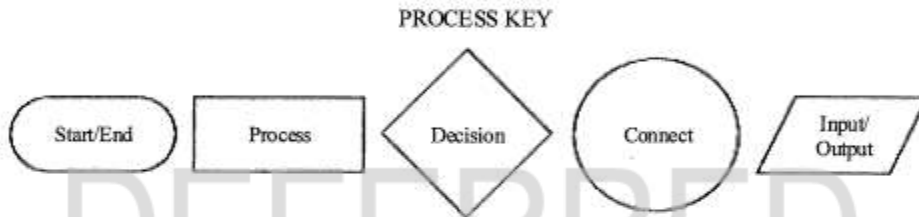


Figure 1, below, graphically displays the primary steps followed in the **Grant Identification** process. As shown, new grant applications follow a dotted line path while renewal applications follow a dashed line path.

MINUTES

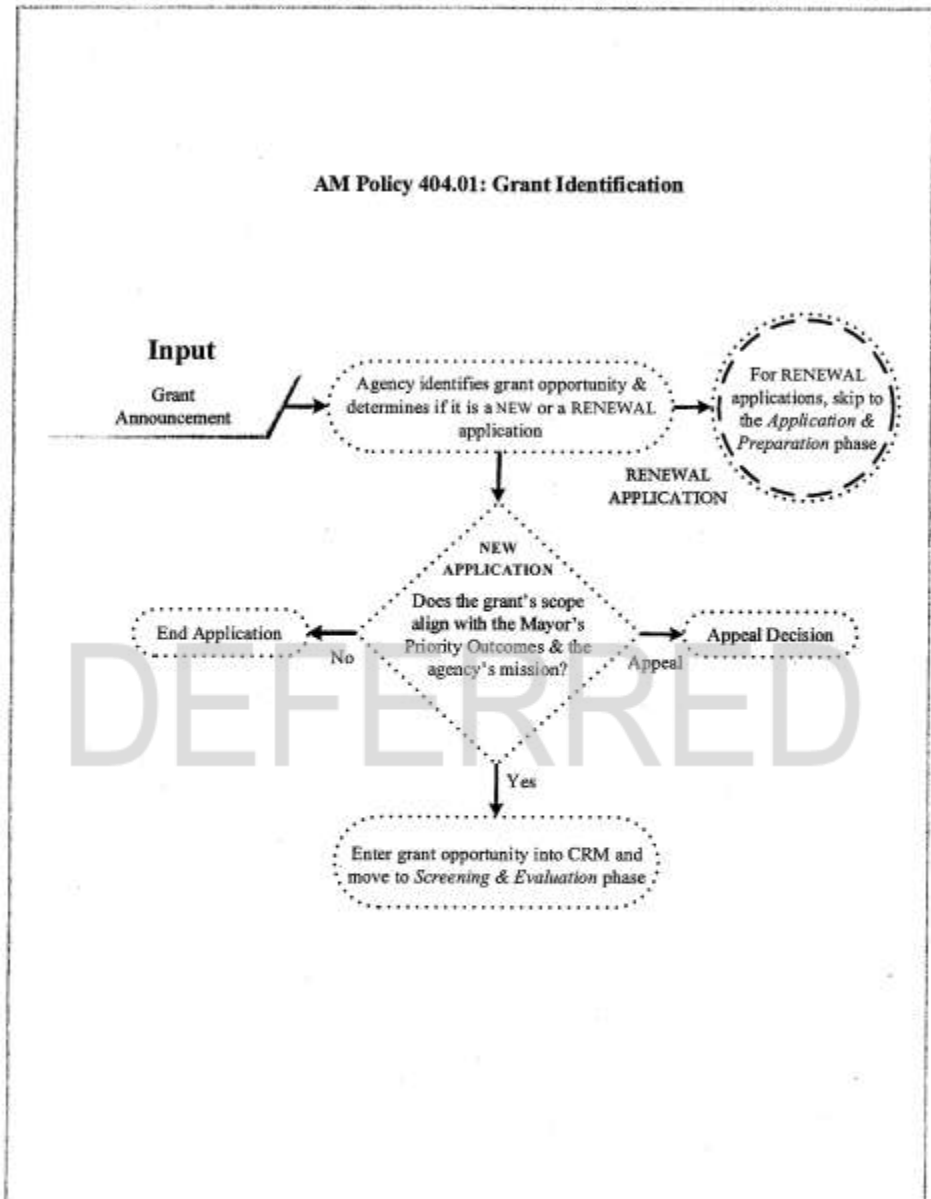


Figure 1: *Grant Identification*, promotes the early identification and proactive planning essential to forecasting grant opportunities and capturing awards.

MINUTES



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AM 404-02

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Grants Screening & Evaluation

PURPOSE

Preplanning and early resource gathering are key to success when screening and evaluating a grant application. This policy promotes a proactive assessment and determination of each grant's requirements to minimize confusion and maximize preparation time prior to submitting an application.

SCOPE

This policy is applicable to all city of Baltimore agencies/entities that use grant funding, as well as any other organizations for which the city serves as a grantor or contributes resources. Moreover, this policy supersedes **AM 404-1 Financial Grants**, **AM 404-1-1 Applying for Grants**, and **AM 404-1-2 Action Upon Receiving Grant Approval**.

POLICY STATEMENT

This policy requires grants management staff to proactively determine all grant application requirements and compile resources when preparing a grant application; to include determining whether the grant application requires *sustainability* or *matching funds*. When questions arise regarding a Notice of Funding Availability (NOFA), Scope of Work (SOW) or a Request for Proposal (RFP) – see **Definitions**, on page 3 – seek clarity from the grantor as early as possible.

PROCEDURE

<p>NOTE</p> <ul style="list-style-type: none"> • Procedural items preceded by this symbol are designated as quality issues. Failure to adhere to this requirement can impact the overall quality of this policy. • Procedural items preceded by this symbol are designated as risk issues. Failure to monitor this requirement can create an unwarranted risk.

MINUTES

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AM 404-02

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Grants Screening & Evaluation**Grants Management Committee:**

1. Assigns a grant proposal manager and/or budget proposal manager to review, compile and submit each grant application. This/these individual(s) must be proactive in identifying any problems or issues that may interfere with a successful grant application;



2. Determines whether a NOFA or RFP has a sustainability or matching funds requirement. **Note:** Both the applying agency/entity and their respective Bureau of the Budget and Management Research (BBMR) Budget Analyst must review and approve the Notice of Funding Availability (NOFA) and corresponding draft budget prior to submitting all grant applications;

3. Determines if agency/entity is eligible to apply and if the funding guidelines meet funding needs, by thoroughly reading the NOFA or RFP. When necessary, identifies a partner to meet the SOW requirements.

Grants Manager/Grant Proposal Manager and/or Budget Proposal Manager:

4. When necessary, seeks clarity on the SOW from the grantor by completing a *Letter of Inquiry* - as early as possible. Draft Letters of Inquiry can be found (or stored) on the SharePoint site; at: <https://portal.baltimorecity.gov/dof/GM/SitePages/Home.aspx>, in the **Forms Library**.

BBMR Budget Analyst:

5. Has two (2) workdays from the receipt of the inquiry to approve or disapprove the submitting agency/entity's draft budget. **Note:** BBMR's draft budget template is on the city's grants management SharePoint site, in the **Forms Library**.

Grant Proposal Manager and/or Budget Proposal Manager:

6. Identifies sub-recipient funding amounts prior to an application submission. **Note:** Pre-award identification and preparation sub-recipient agreements expedites post award startup;

7. Gathers all resources as defined by the NOFA or RFP Scope of Work (SOW) as early as possible, to maximize a grant application's success.

MINUTES



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AM 404-02

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Grants Screening & Evaluation

DEFINITIONS

- **Notice of Funding Availability (NOFA)** - is a publicly available document by which an agency/organization makes known its intentions to award discretionary grants or cooperative agreements, usually as a result of competition for funds; also known as a Funding Opportunity Announcement (FOA).
- **Request for Proposal (RFP)** – is a solicitation to submit business proposals, often made through a bidding process to potential suppliers, by an agency or company interested in procurement of a commodity or service.
- **Scope of Work (SOW)** – is a formal agreement that specifies all the criteria of a contract between a service provider (vendor) and the customer. The SOW documents the project requirements, milestones, and deliverables, i.e., end-products, documents and reports expected to be provided by the vendor/contractor/consultant.

POLICY OWNER

The grants management office is responsible for all changes and/or updates to this policy.

WORKFLOW PROCESS

A flowchart displays workflow graphically, using some or all of the following process symbols.

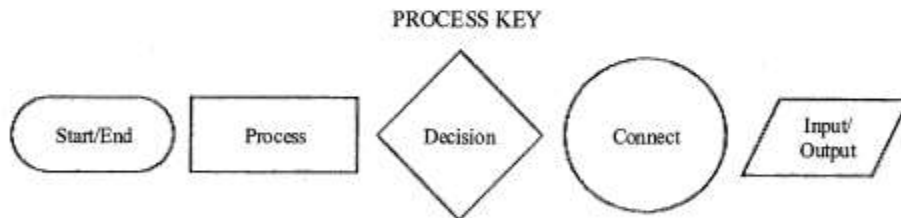


Figure 1, below, graphically displays the primary steps followed in the **Grant Screening & Evaluation** process.

MINUTES

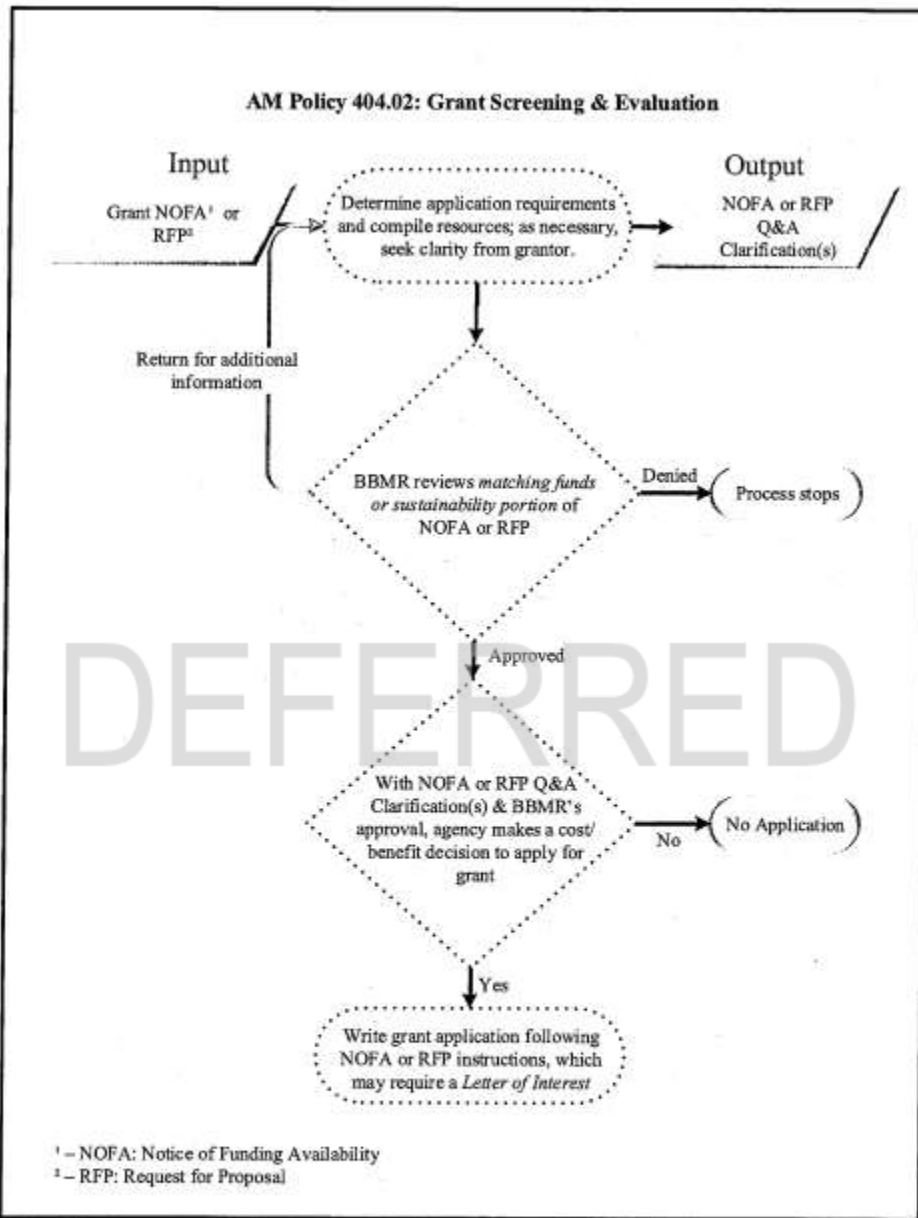


Figure 3: *Grant Screening & Evaluation* requires BBMR's pre-approval of the grant's budget to include matching and/or sustainability funds, if applicable.

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AM 404-03

*m****Grant Preparation & Application*****PURPOSE**

To generate a checklist of requirements as detailed in a Scope of Work (SOW), Notice of Funding Availability (NOFA), or Request for Proposal (RFP) and to collaborate with the Bureau of the Budget and Management Research (BBMR) when preparing a grant application's budget proposals.



SCOPE

This policy is applicable to all city of Baltimore agencies/entities that use grant funding, as well as any other organizations for which the city serves as a grantor or contributes resources. Moreover, this policy supersedes **AM 404-1 Financial Grants**, **AM 404-1-1 Applying for Grants**, and **AM 404-1-2 Action upon Receiving Grant Approval**.

POLICY STATEMENT

Each city of Baltimore agency/entity that receives grant funding must form a Grants Committee to support the grant preparation and application process; see **AM Policy 404-0, Grants Management & Administration** for a more in-depth explanation of the grant committees' role and responsibilities. The committee's leadership ensures that all requirements identified within each NOFA or RFP's Scope of Work are met and BBMR's prior-to-submission approval is obtained on the grant application's corresponding budget.

PROCEDURE**NOTE**

- Procedural items preceded by this symbol  are designated as quality issues. Failure to adhere to this requirement can impact the overall quality of this policy.
- Procedural items preceded by this symbol  are designated as risk issues. Failure to monitor this requirement can create an unwarranted risk.


MINUTES

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AM 404-03

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Grant Preparation & Application**Grants Management Committee:**

- 
1. Identifies and designates a grant proposal manager as early as possible to:
 - Avoid making false assumptions based on grantor feedback;
 - Overcome delays from grantor communications;
 - Avoid delays or errors in the budget approval process as well as the identification of new cost possibilities (efficiencies);
 - Avoid overextending or underestimating grant preparation capability;
 - Create redundant capabilities to ensure continuity of operations; and,
 - Maintain a timeline/calendar to track all grant preparation activity.

Grant Proposal Manager:

2. Determines application requirements as defined within the NOFA or RFP's SOW, or as defined by stakeholders, which at a minimum may include the following requirements:
 - SF-424 (Application for Federal Assistance), or equivalent State of Maryland application form;
 - DUNS/SAM #s;
 - Catalog of Federal Domestic Assistance Number (CFDA #);
 - Project Summary/Abstract;
 - Project Narrative;
 - Budget & Budget Narrative (including match requirements, if applicable);
 - Organization Chart;
 - Organizational Capacity (may require resumes);
 - Key Hires, if applicable;
 - Point of Contact (Project Director/Manager);
 - Signed Certifications, and if applicable; and/or,
 - Sub-recipient MOUs, letters of support, agreements.
3. Designates a grant writer(s) and/or budget proposal manager;
4. Determines grant evaluation method/process;
5. References the **Grant Support & Resources** button on the SharePoint website for additional information on writing and/or budgeting grant applications;
6. Creates checklist of requirements, based on the SOW and/or stakeholder's needs, to generate an application outline and prevent submission omissions;

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AM 404-03


*m****Grant Preparation & Application***

7. Identifies key hires as soon as possible; and,
8. Checks proposal archive on the SharePoint website for previous submissions and/or supporting documentation to expedite the application process.

Grant Writer(s):


9. Drafts technical proposal based on identified requirements.

Grant Proposal Manager:

 10. Determines whether a NOFA or RFP has a sustainability or matching funds requirement.

11. Using BBMR's Budget Template, compiles a draft budget for the grant and forwards it to BBMR for review.

BBMR Budget Analyst:

 12. Has two (2) workdays from the receipt of the inquiry to approve or disapprove the submitting agency/entity's draft budget.

Grants Proposal Manager:

13. Works with grant writer(s) and budget proposal manager to compile the technical and budget proposal; i.e. the grant application;
14. Collaborates with BBMR until the grant's budget is approved or it is decided the grant application will not be pursued.

Grants Committee:

15. Supports the grant proposal manager when preparing the grant application for submission;

MINUTES



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AM 404-03

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Grant Preparation & Application

✓ 16. The quality goal for this process is to give the grant proposal manager ample time to review and approve the grant application prior to submission to the Grants Committee and/or management for review and/or approval.

Grant Proposal Manager:

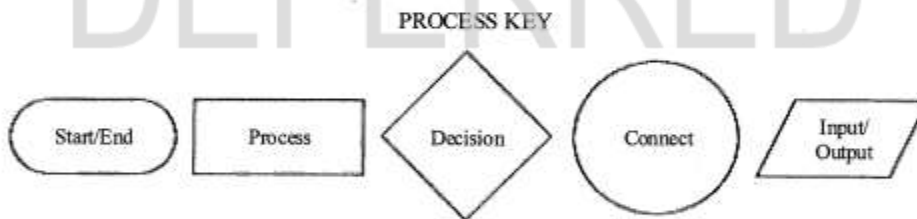
17. Submits the approved grant application to management for review; reference **AM Policy 404-5, Management Review.**

POLICY OWNER

The grants management office is responsible for all changes and/or updates to this policy.

WORKFLOW PROCESS

A flowchart displays workflow graphically, using some or all of the following process symbols.



FLOW PROCESS

Figure 1 below, graphically displays the primary steps followed in the **Grant Preparation & Application** process.

MINUTES

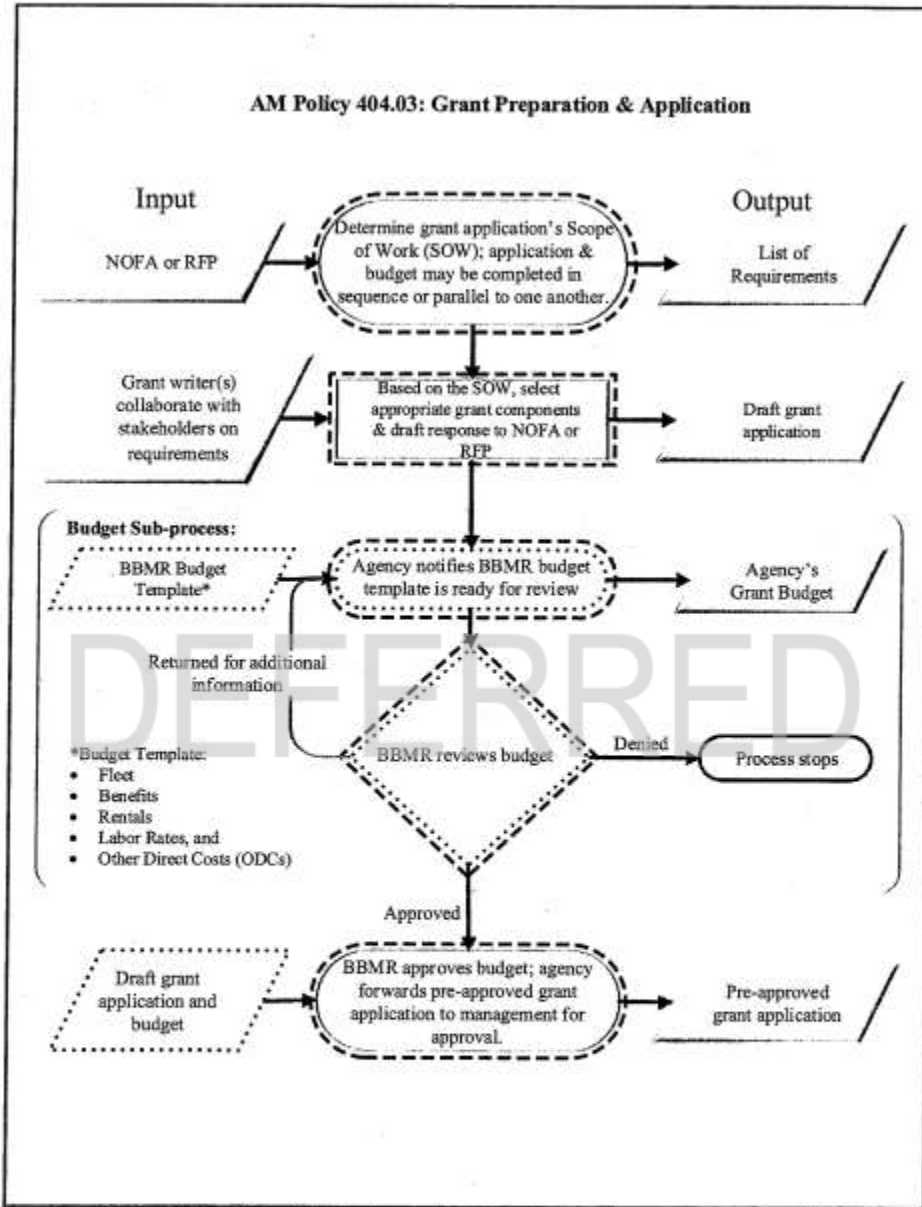


Figure 1: Grant Preparation & Application requires the grant proposal manager to generate and follow a requirements checklist and to collaborate with the BBMR on the grant's budget.

MINUTES

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AM 404-04

m***Grant Management Review*****PURPOSE**

To give management an opportunity to review *all* grant applications and ensure the quality and completeness of all required supporting documentation, (e.g., technical and cost proposals) prior to submission.



SCOPE

This policy is applicable to all city of Baltimore agencies and/or entities that use grant funding, as well as any other organizations for which the city serves as a grantor or contributes resources. Moreover, this policy supersedes **AM 404-1 Financial Grants**, **AM 404-1-1 Applying for Grants**, and **AM 404-1-2 Action Upon Receiving Grant Approval**.

POLICY STATEMENT

An agency/entity's senior management must review and approve all grant applications to ensure the quality and completeness of each application - at a reasonable or specified price - prior to submission.

PROCEDURE**NOTE**

- Procedural items preceded by this symbol  are designated as quality issues. Failure to adhere to this requirement can impact the overall quality of this policy.
- Procedural items preceded by this symbol  are designated as risk issues. Failure to monitor this requirement can create an unwarranted risk.

Grant Proposal Manager:

1. Forwards the draft grant application and budget to agency's internal grants management committee (GMC) for review and approval.

Grants Management Committee (GMC):

2. Ensures the grant application meets the requirements detailed in the NOFA or RFP Scope of Work or as designated by key stakeholders, prior to the agency's fiscal officer review;

MINUTES


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AM 404-04

*m****Grant Management Review***

3. If changes are required, returns draft document(s) with changes noted to the grant proposal manager for revision.

Agency/Entity's Fiscal Officer and Budget Proposal Manager:

4. Reviews grant submission to ensure that it meets the requirements detailed in the Scope of Work, in collaboration with the agency/entity's BBMR Budget Analyst, prior to senior management review; then,
5. Returns draft document(s) to budget proposal manager for correction, if necessary.

Chairperson Grants Management Committee or Designee:

6. Reviews grant submission to ensure it meets the requirements detailed in the Scope of Work and approves the grant application for delivery;
7. Returns draft document(s) to the appropriate staff member for correction(s), if the draft grant application needs to be changed; and,
8. Records the name of the GMC approver and the date approved on the grant application and in CRM site, at: at <https://bmore.crm9.dynamics.com/main.aspx>.

Grant Proposal Manager:

9. Upon receipt of the approved application, delivers/submits grant as detailed in the Notice of Funding Availability (NOFA) or Request for Proposal (RFP).

POLICY OWNER

The grants management office is responsible for all changes and/or updates to this policy.

FLOW PROCESS

Figure 1, below, displays the primary steps followed in the grant management review process.

MINUTES

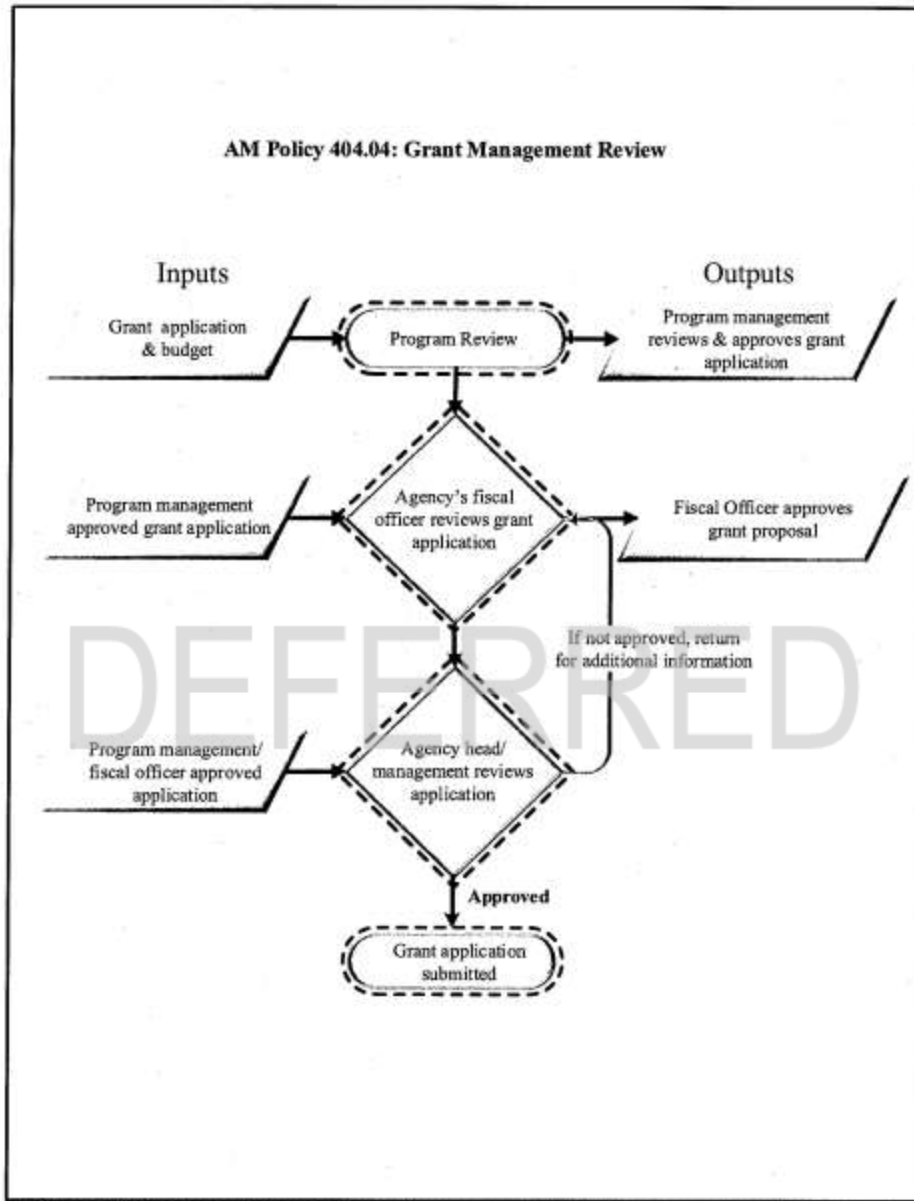


Figure 1: *Grant Management Review* gives management ample opportunity to review all grant submissions to ensure the pre-submission quality of the grant application.

MINUTES



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AM 404-05

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Grant Award

PURPOSE

Expediting the award process, obtaining a project number and establishing a budget account number allows an agency/entity to begin grant operations as soon as possible.

SCOPE



This policy is applicable to all city of Baltimore agencies/entities that use grant funding, as well as any other organizations for which the city serves as a grantor or contributes resources. Moreover, this policy supersedes AM 404-1 Financial Grants, AM 404-1-1 Applying for Grants, and AM 404-1-2 Action Upon Receiving Grant Approval.


POLICY STATEMENT

Per AM 101-1 Request for Board of Estimates Approval, all third party contracts and/or legal documents which bind the city must be reviewed by the law department. Therefore, after an award and prior to beginning a new grant the law department must review the award for *legal form and sufficiency*. In addition, copies of the award and sub-grantee awards must be forwarded to the auditing department for review and approval; finally, prior to beginning operations, the Board of Estimates (BOE) must approve the grant award and corresponding sub-recipient award(s).

PROCEDURE

NOTE

- Procedural items preceded by this symbol  are designated as quality issues. Failure to adhere to this requirement can impact the overall quality of this policy.
- Procedural items preceded by this symbol  are designated as risk issues. Failure to monitor this requirement can create an unwarranted risk.

 1. After award, an expeditious turnaround of documentation is required so that the grant may begin operating as quickly as possible. The primary risk to this policy is a delay in the post-award approval process.

MINUTES


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AM 404-05

*m****Grant Award*****(Agency) Grant Manager:**

2. Upon receipt of grant award updates award information in CRM software. CRM can be accessed at <https://bmore.crm9.dynamics.com/main.aspx>;
3. Forwards copies of the award letter and sub-recipient agreement(s) to the law department and audits for review and approval; with courtesy copies to the BBMR and appropriate deputy mayor;

Law Department/Agency Legal Representative:

4. Reviews the grant award within three (3) working days of receipt for legal form and sufficiency. If an award is lacking information, contacts grant manager for the additional information; and,
5. Returns approved grant award - and when applicable sub-recipient agreements - to the grant manager.

(Agency) Grant Manager:

6. Forwards approved grant award notification and sub-recipient agreement(s) to the Board of Estimates (BOE) for approval.
7. Typically, a scope of work (SOW), award letter, and BOE approval are required to obtain a budget account number and begin work. However, occasionally – especially for grants extended beyond their original period of performance – the grantor may delay updating the scope of work. In these cases, the grant manager may begin operating, sans scope of work, so as not to interfere with the continuity of services. However, it is recommended that grant manager work closely with the grantor to obtain a copy of the SOW, within 90-days of the award, and/or document their efforts to obtain the SOW from the grantor.

Board of Estimates:

8. Upon approval, returns grant award and sub-recipient agreements to grant manager.

(Agency) Grant Manager:

9. Forwards BOE-approved grant award letter to accounting; and,
10. Attaches copy of BOE-approved grant award letter into CRM database.

MINUTES



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AM 404-05

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Grant Award

Accounting:

- 11. Sets up grant account number in CRM and CityDynamics within 24-hours of receipt of award notification.

(Agency) Grant Manager:

- 12. Begins operations upon receipt of BOE approval and a grant account number.

✓ 13. Forwards notification of award to the finance department's grants management office and Chief of Public Affairs – in the mayor's office.

- 14. Works with the grants management committee in the event of a non-award to seek a debrief with the funding entity so that appropriate in-house adjustments can be made to future grant applications, therefore optimizing the agency/organization/entity's chances for future awards: see **Grants Management & Administration, AM Policy 404-0, Applications.**

POLICY OWNER

The grants management office is responsible for all changes and/or updates to this policy.

WORKFLOW PROCESS

A flowchart displays workflow graphically, using some or all of the following process symbols.

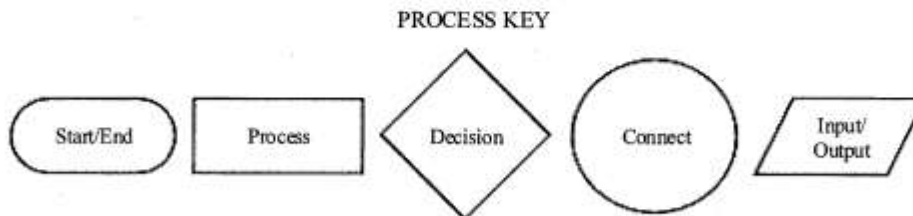


Figure 1, below, graphically displays the primary steps followed in the grant award process.

MINUTES

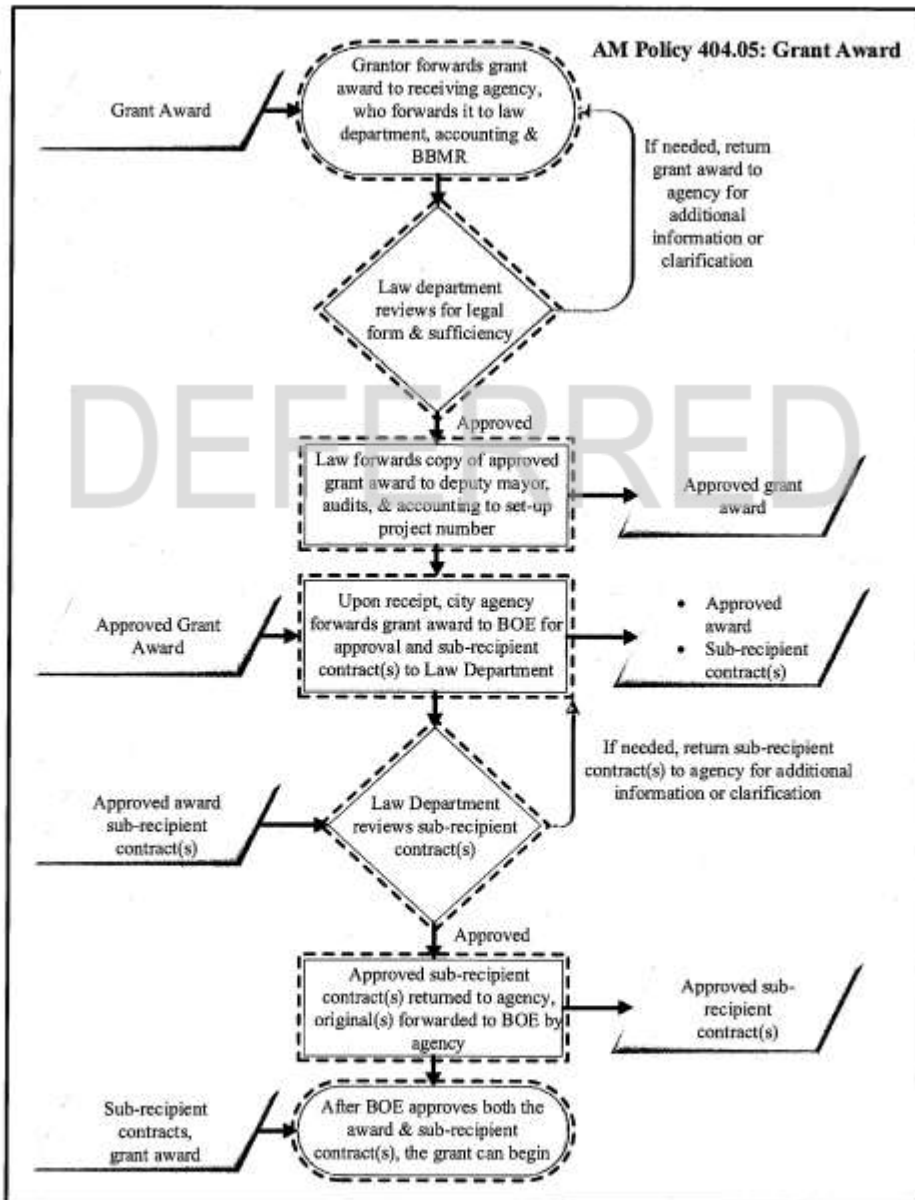


Figure 1: Grant Award details the process an award goes through after initial receipt.

MINUTES

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AM 404-06

*m****Grant Documentation*****PURPOSE**

Proper documentation is imperative to avoid audit findings, disallowed costs and/or non-compliance issues.



SCOPE

This policy is applicable to all city of Baltimore agencies and/or entities that use grant funding, as well as any other organizations for which the city serves as a grantor or contributes resources. Moreover, this policy supersedes **AM 404-1 Financial Grants**, **AM 404-1-1 Applying for Grants**, and **AM 404-1-2 Action Upon Receiving Grant Approval**.

POLICY STATEMENT

Conduct ongoing monitoring and control of all grant activities; to include, timely drawdowns, meeting reporting documentation requirements, and the receipt and appropriate deposit of reimbursements until the grant's period of performance ends.

PROCEDURE**NOTE**

- Procedural items preceded by this symbol  are designated as quality issues. Failure to adhere to this requirement can impact the overall quality of this policy.
- Procedural items preceded by this symbol  are designated as risk issues. Failure to monitor this requirement can create an unwarranted risk.

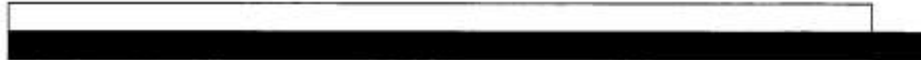
Accounting:

1. Upon receipt of an approved grant award from the grant manager sets-up grant account and enters grant account number into CRM.

Grants Manager:

2. After grant account is established, completes staff hiring process;
3. Completes applicable procurement/purchasing needs;


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AM 404-06


*m***Grant Documentation**

4. Notifies stakeholders (sub-recipients) of start date, expectations, and requirements;

	5. Conducts ongoing monitoring and control of all reimbursement receipts and deposits until grant ends; as well as all program and sub-recipient (when applicable) documentation, to include:
	a. Program documentation
	b. Timesheets
	c. Deliverables
	d. Activities
	e. Vendor payments
	f. Program data/charts/numbers
	g. Financial and compliance reports
6.	

7. Establishes and maintains a hardcopy desk reference audit file. This file should include:

- Federal System Registrations: SAM; DUNS #s, Grants.gov information;
- Federal Financial Accountability and Transparency (FFATA) information;
- FFR Submissions (SF-425 Federal Financial Report);
- Grant Agreements; and,
- Prior Year Single Audits/Monitoring Reports.

	8. Failure to maintain timely documentation or financial submissions can result in audit findings and/or disallowed costs.
---	--

9. Moves to **AM Policy 404-7, Grant Closeout**, once a grant's period-of-performance has concluded; or,

10. Returns to **AM Policy 404-1, Grant Identification**, if the grant is going to be renewed.

POLICY OWNER

The grants management office is responsible for all changes and/or updates to this policy.

FLOW PROCESS

Figure 1, below, graphically displays the primary steps followed in the grant documentation process.

MINUTES

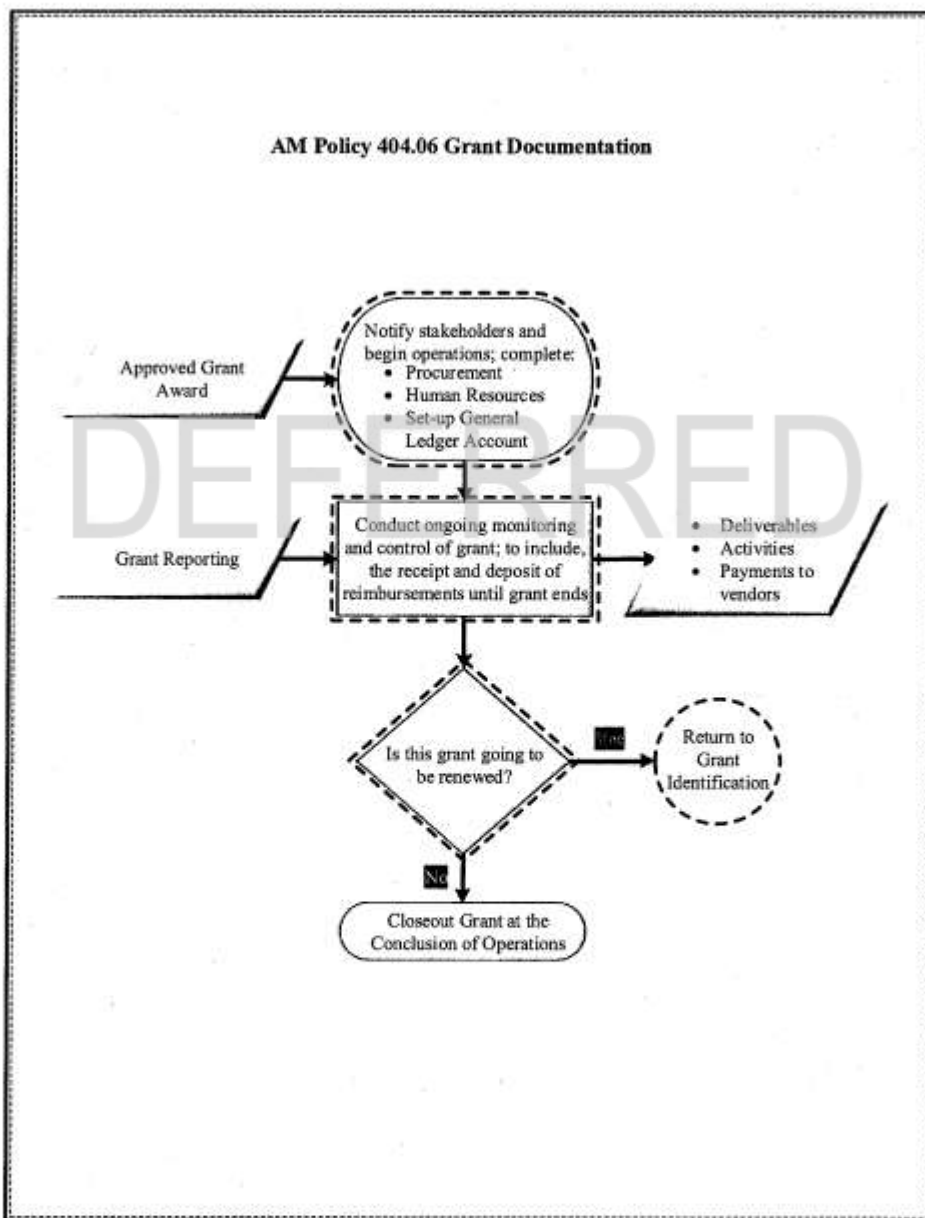


Figure 1 *Grant Documentation*, proper documentation is imperative to avoid audit findings, disallowed costs, and/or non-compliance issues.

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AM 404-07

*m**Grant Closeout***PURPOSE**

To ensure a proper and timely closeout of all grants that will be ending and to identify grants that should be renewed.



SCOPE

This policy is applicable to all city of Baltimore agencies/entities that use grant funding, as well as any other organizations for which the city serves as a grantor or contributes resources. Moreover, this policy supersedes **AM 404-1 Financial Grants**, **AM 404-1-1 Applying for Grants**, and **AM 404-1-2 Action Upon Receiving Grant Approval**.

POLICY STATEMENT

To ensure all primary accounts and subaccounts related to each grant are closed within 45-days following the grant's end-date and that any receipts or invoices received after the grants' ending date occurred within the grant's active period-of-performance.

PROCEDURE**NOTE**

- Procedural items preceded by this symbol  are designated as quality issues. Failure to adhere to this requirement can impact the overall quality of this policy.
- Procedural items preceded by this symbol  are designated as risk issues. Failure to monitor this requirement can create an unwarranted risk.

Grant Manager:

1. Determines if a grant will be ending or renewed. For renewals, refer to **AM Policy 404-1, Grant Identification**;
2. Pulls together detail of the grant's financial transactions, program narrative and/or required grantor closeout information. This checklist should include, at a minimum:
 - a. Approved grant budget;
 - b. Grant fund budget analytics (including General Ledger records);
 - c. Copies of invoices, receipts, canceled checks, and/or purchase orders;
 - d. Approved budget reallocations;
 - e. Print-out of grantee's expenditure/receipt reports;

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AM 404-07

*m****Grant Closeout***

- f. Grant drawdown records;
 - g. Copies of contracts, invoices, receipts, etc. (sub-recipients/consultants); and,
 - h. Relevant Federal, State, foundation and other financial reports
3. Completes Internal Closeout Checklist to ensure all activities and transmittals have been completed, documented, and submitted timely. The Internal Closeout Checklist should include, at a minimum:
- a. Copy of executed grant agreement (grantor's and sub-recipient's);
 - b. Program performance reports;
 - c. Sub-recipient monitoring reports;
 - d. Relevant Federal, State, foundation and other financial reports;
 - e. Environmental Review Records and Clearances; and,
 - f. Davis Bacon documentation and other labor records (if applicable)
4. Prepares final Grant Summary Report based on Internal Closeout Checklist results/findings;
5. Submits Grant Summary Report to grantor.

Grantor:

6. Audits grant (as deemed necessary). Annually, the city prepares and submits a Single Audit Report to the appropriate federal agencies as part of the city's overall audit; to include:
- a. SF-SAC – Federal Audit Clearinghouse Report, as well as,
 - b. All non-Federal grantor's audit requirements.

Grant Manager:

7. May receive notification of grant's ending and/or a final report from the grantor.

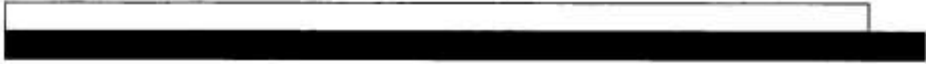
Accounting:

8. Makes sure all primary account and subaccounts related to the grant are closed within 45-days following the grant's end-date. Any receipts or invoices received after the grant's end-date must have been incurred within the grant's period of performance;



9. Maintains ongoing communications between accounting, auditing, and the Bureau of the Budget Management Research (BBMR) to further ensure fiscal integrity;

MINUTES





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AM 404-07

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Grant Closeout

-  10. Deactivates all grant accounts to avoid ongoing charges against a grant that has ended and eliminate the possibility of disallowed costs and/or expenditures; and,
-  11. Archives all grant documentation as well as the grant application in CRM and SharePoint, as appropriate.

POLICY OWNER

The grants management office is responsible for all changes and/or updates to this policy.

FLOW PROCESS

Figure 1, below, graphically displays the primary steps followed in the grant closeout process.

MINUTES

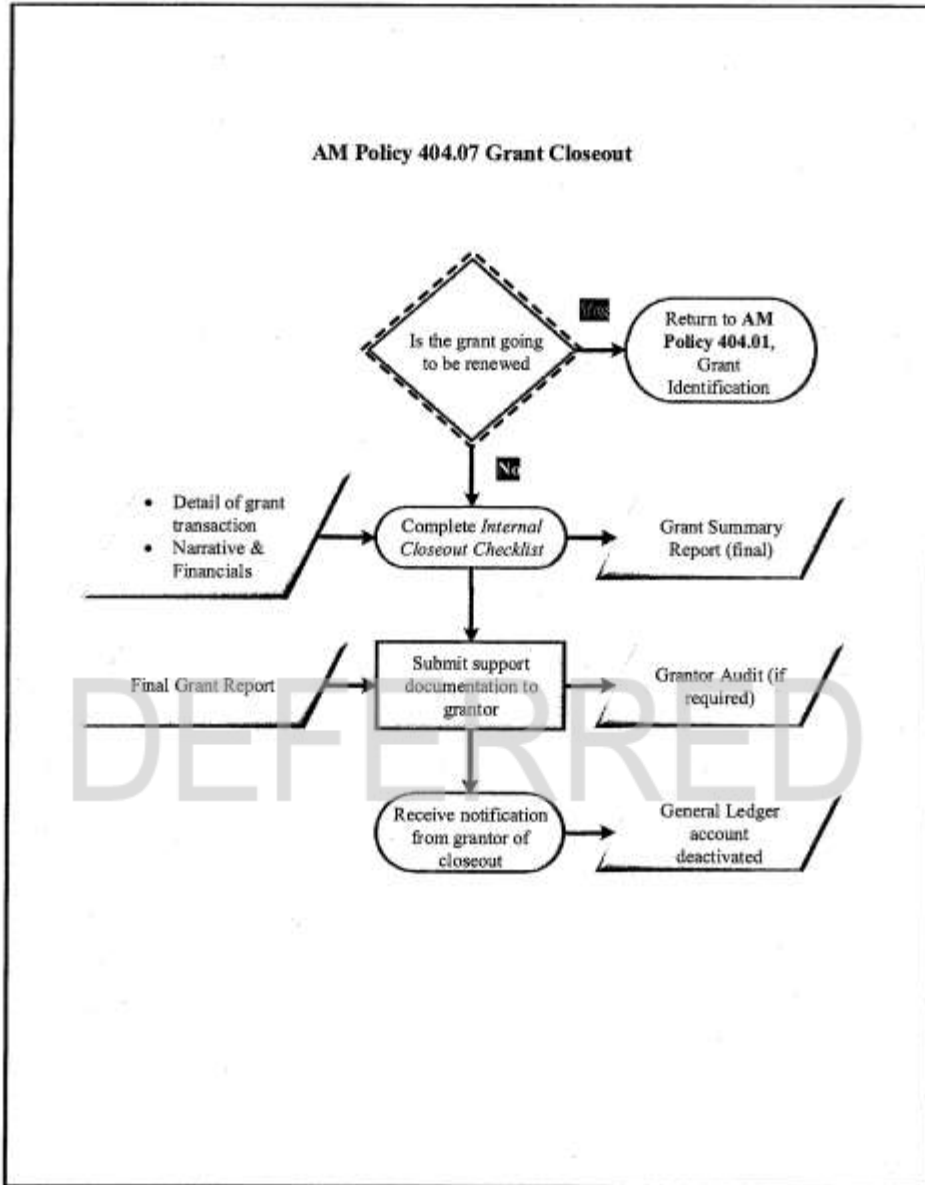


Figure 1: *Grant Closeout*, a timely and thorough closeout of all grants helps to ensure fewer audit findings and better overall compliance.

MINUTES

Department of Finance - Renumbering of Two AM Policies

ACTION REQUESTED OF B/E:

The Board is requested to approve the renumbering of Administrative Manual policies AM-404-4 Outside Audits and AM-404-5 Quadrennial Audits Policy to AM-412-1 and AM-412-2 respectively.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

A number of new grants policies have just been created. Previously, the only grant policies were AM-404-1, AM-404-1-1, and AM-404-1-2. With a number of new grant policies being created, there is a desire to have these policies numbered 404-0 through 404-7.

There are currently policies having nothing to do with grants, but having to do instead with audits that are numbered 404-4 and 404-5. The Department of Finance would like to change the numbering on those policies, as to allow for all of the policies numbered 404 to pertain to grants. Hence, the Department is requesting that the two audit policies be renumbered 412-1 and 412-2.

UPON MOTION duly made and seconded, the Board **DEFERRED** the Renumbering of Two AM Policies until January 11, 2017 (2 weeks).

MINUTES

RECOMMENDATIONS FOR AWARDS/REJECTION

* * * * *

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

5458

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

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of General Services

- 1. GS 16807, The Peale Center Roof- Replacement and Masonry Restoration Ruff Roofers, Inc. \$ 545,122.00

Department of Public Works/Office of Eng. & Construction

- 2. S.W.C. 16310, Northwest Transfer Station Building Renovation and Site Improvements **REJECTION** - On Wednesday, September 28, 2016, the Board opened two bids for the subject project. The bids ranged from \$2,791,256.75 to \$3,633,000.00. The Department of Public Works has determined that it is in the best interest of the City to reject the bids. Permission to re-advertise will be requested at a later date.

MINUTES

Bureau of the Budget and - Grant Award
Management Research

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of a Grant Award from the Maryland Department of Health and Mental Hygiene, Behavioral Health Administration. The period of the Grant Award is July 1, 2016 through June 30, 2017.

The Board is further requested to approve the appropriation adjustment order - grant fund transfer within the Department of Health for \$74,975.00 in unallocated State funds from Service 715: Health Administration, to Service 720: HIV Treatment Services for the Uninsured.

AMOUNT OF MONEY AND SOURCE:

\$74,975.00 - Transfer from unallocated State Funds in Service 715: Health Administration, to Service 720: HIV Treatment Services for the Uninsured.

BACKGROUND/EXPLANATION:

This purpose of this grant award is to maintain and expand the Overdose Response Program, provide overdose education and fund Naloxone distribution programs.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

MINUTES

Bureau of the Budget and - cont'd
Management Research

UPON MOTION duly made and seconded, the Board approved acceptance of the Grant Award from the Maryland Department of Health and Mental Hygiene, Behavioral Health Administration. The Board further approved the appropriation adjustment order - grant fund transfer within the Department of Health for \$74,975.00 in unallocated State funds from Service 715: Health Administration, to Service 720: HIV Treatment Services for the Uninsured.

MINUTES

Bureau of the Budget and - Grant Award
Management Research

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of a Grant Award from the Governor's Office of Crime Control and Prevention. The period of the Grant Award is October 1, 2016 through September 30, 2018.

The Board is further requested to approve the appropriation adjustment order - grant fund transfer within the Department of Health for \$487,116.00 in unallocated State funds from Service 715: Health Administration, to Service 316: Youth Violence Prevention.

AMOUNT OF MONEY AND SOURCE:

\$487,116.00 - Transfer from unallocated State Funds in Service 715: Health Administration, to Service 316: Youth Violence Prevention.

BACKGROUND/EXPLANATION:

This purpose of this grant award is to fund services for victims of crime, including crisis intervention, counseling, emergency transportation, temporary housing, criminal justice support and advocacy.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

MINUTES

Bureau of the Budget and - cont'd
Management Research

UPON MOTION duly made and seconded, the Board approved acceptance of the Grant Award from the Governor's Office of Crime Control and Prevention. The Board further approved the appropriation adjustment order - grant fund transfer within the Department of Health for \$487,116.00 in unallocated State funds from Service 715: Health Administration, to Service 316: Youth Violence Prevention.

MINUTESLaw Department - Payment of Back Salary**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the payment of back salary awarded by the Civil Service Commission in connection with an employment matter involving Mr. Michael Jordan, Emergency Medical Technician/Fire Fighter (EMT/FF), against the Baltimore City Fire Department (BCFD). The back pay represents the amount of salary that Mr. Jordan would have earned for the period of June 2, 2015 through September 6, 2016.

AMOUNT OF MONEY AND SOURCE:

\$80,357.57 - 1001-000000-2121-226400-601061

BACKGROUND/EXPLANATION:

Appellant EMT/FF Michael Jordan was an employee of the Baltimore City Fire Department. Appellant was terminated by the Fire Department for not following BCFD procedures on two occasions between October and November of 2014: appearing out of uniform for a scheduled appointment at the Public Safety Infirmary; and missing a scheduled appointment at the Public Safety Infirmary.

Appellant appealed his termination to the Civil Service Commission. The Civil Service Commission issued a final decision overturning Appellant's termination, remanding the matter for discipline less than termination, and awarding back pay. The reinstated back pay for the applicable period is \$80,357.57.

The Law Department has reviewed the matter and recommends compliance with the Civil Service Commission award of back pay to Mr. Jordan.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTESLaw Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized the payment of back salary awarded by the Civil Service Commission in connection with an employment matter involving Mr. Michael Jordan, Emergency Medical Technician/Fire Fighter, against the Baltimore City Fire Department.

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

December 13, 2016

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

Dear Ms. Taylor:

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

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

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

Pages 1 - 89, City Council President and members of the Board of Estimates, BOE Agenda dated December 14, 2016, if acted upon:

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

Email: kimtrueheart@gmail.com

*5519 Belleville Ave
Baltimore, MD 21207*

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

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

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

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on December 14, 2016.

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

Sincerely,
Kim Trueheart, Citizen & Resident

*5519 Belleville Ave
Baltimore, MD 21207*

MINUTES

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

* * * * *

MINUTES

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

BIDS, PROPOSALS, AND CONTRACT AWARDS

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

Department of Public Works - WC 1345-A, Repaving Utility Cuts and Sidewalk Restoration at Various Locations
BIDS TO BE RECV'D: 12/21/2016
BIDS TO BE OPENED: 12/21/2016

Department of Public Works - WC 1286, Guilford Avenue and Vicinity Water Main Replacements
BIDS TO BE RECV'D: 12/21/2016
BIDS TO BE OPENED: 12/21/2016

MINUTES

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

Bureau of Purchases - B50004813, Interior Renovation, Carpentry, and Associated Trades

Collosal Contractors, Inc.
Tito Contractors, Inc.
C&W Construction
P2 Cleaning Services
Nichols Contracting, Inc.
JLN Construction Services, LLC
Hawkeye Construction, LLC
Micklos Painting and Drywall, LLC
C&N Associates, LLC
Royster Construction, LLC
JB Contracting, Inc.
Total Contracting, Inc.
First Potomac Environmental Corp.
CEEPCO Contracting, LLC
BUILDSOL, LLC

Bureau of Purchases - B50004815, Industrial Bearings, and Seals

Motion Industries
BDI

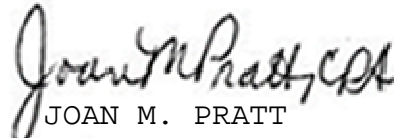
MINUTES

Bureau of Purchases - B50004826, Snow Removal Services for
Police Districts

Premier Trucking, LLC
AB Trucking & Contracting, LLC
P & J Contracting Co.
C&W Construction
P2 Cleaning Services

* * * * *

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, December 21, 2016.


JOAN M. PRATT
Secretary