

## MINUTES

REGULAR MEETING

Bernard C. "Jack" Young, President - **ABSENT**  
Stephanie Rawlings-Blake, Mayor - **ABSENT**  
Joan M. Pratt, Comptroller and Secretary  
George A. Nilson, City Solicitor  
Alfred H. Foxx, Director of Public Works  
David E. Ralph, Deputy City Solicitor  
Ben Meli, Deputy Director of Public Works  
Bernice H. Taylor, Deputy Comptroller and Clerk  
Harry Black, Director of Finance  
Edward L. Reisinger, Vice-President, City Council

The meeting was called to order by the Vice-President.

Vice-President: "I will direct the Board members attention to the memorandum from the President's Office dated May 20, 2013, identifying matters to be considered as routine agenda items, together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a motion to approve all of the items contained on the routine agenda."

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

Comptroller: "Second."

Vice-President: "All those in favor say AYE. All opposed NAY. The motion carries. The routine agenda items have been adopted."

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**MINUTES**

Department of Finance - Amendment to Deferred Compensation Plan

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the amendment to the deferred compensation plan to allow a Roth 457(b) option.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Deferred Compensation Committee has chosen to further diversify the deferred compensation plan by adding a Roth 457(b) option. With the assistance of a consultant and the Law Department, an amendment to the plan was finalized. The Roth 457(b) option offers participants the opportunity to contribute to the plan post-tax, resulting in qualified withdrawals (including earnings) to be distributed to the participant tax-free after five years.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the amendment to the deferred compensation plan to allow a Roth 457(b) option.

**MINUTES**

Department of Finance - Targeted Homeowners' Tax Credit Rate

**ACTION REQUESTED OF B/E:**

The Board is requested, pursuant to Article 28 § 10-16 of the Baltimore City Code, to set the Targeted Homeowners' Tax Credit rate at \$0.00142 per \$100.00 of improved assessed value.

**AMOUNT OF MONEY AND SOURCE:**

The Targeted Homeowners' Tax Credit will result in a reduction of an estimated \$16,000,000.00 from the City's property tax collections.

**BACKGROUND/EXPLANATION:**

The Targeted Homeowners' Tax Credit is limited to offsets to City tax liability, excluding Special Benefit Districts.

The Targeted Homeowners' Tax Credit is available to all owner-occupied homes in Baltimore City who qualify for the Homestead Exemptions under State Property-Tax Article § 9-105.

The credit is calculated by multiplying the Targeted Homeowners' Tax Credit rate by the eligible property's improved assessment. The credit when taken singularly or with other credits will be limited to the City tax liability and will not cause a refund to any taxpayer.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved the Targeted Homeowners' Tax Credit rate at \$0.00142 per \$100.00 of improved assessed value.

**MINUTES**

Mayor's Office of Information - Expenditure of Funds  
Technology (MOIT)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to pay TimeIPS.

**AMOUNT OF MONEY AND SOURCE:**

\$ 31.33 - Invoice No. 36302  
2,999.99 - Invoice No. 36057  
2,599.97 - Invoice No. 36055  
22.49 - Invoice No. 36301  
\$5,653.78 - 1001-000000-1512-16700-605007

**BACKGROUND/EXPLANATION:**

MOIT submitted several expenditure authorization requests to cover payment to TimeIPs for purchase of time clock services and equipment for the One Call Center. As the request totals over the \$5,000.00 maximum allowance, the Bureau of Accounting and Payroll Services rejected the payment request.

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

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

**MINUTES**

Office of the Labor Commissioner - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to **NOTE** a memorandum of understanding (MOU) with AFSCME Council 67 & Local 558 for FY 2013.

**AMOUNT OF MONEY AND SOURCE:**

For FY 2013, the FY 2012 wage rates will remain in effect. Employees will continue to be eligible for step and longevity increases.

**BACKGROUND/EXPLANATION:**

In accordance with the Municipal Employees Relations Ordinance, the Office of the Labor Commissioner has concluded negotiations with AFSCME Local 558 for FY 2013. The results of the negotiations have been reduced to writing in the form of the submitted MOU.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board **NOTED** the memorandum of understanding with AFSCME Council 67 & Local 558 for FY 2013.

**MINUTES**

Employees' Retirement - Investment Management Agreement  
System (ERS)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an investment management agreement with Manulife Asset Management (US) LLC (Manulife) to serve as investment manager of a portion of ERS Trust assets.

**AMOUNT OF MONEY AND SOURCE:**

\$ 65,000,000.00 - approximately of ERS trust assets  
\$ 240,000.00 - approximately for management fee each year

No General Fund monies are involved in this transaction.

**BACKGROUND/EXPLANATION:**

Pursuant to the Agreement, Manulife will serve as an investment manager for ERS, responsible for investing approximately \$65,000,000.00 of ERS Trust assets in fixed income securities, with a management fee to Manulife of approximately \$240,000.00 per year.

The ERS Board conducted a nationwide search for a fixed income investment manager for a mandate of approximately \$65,000,000.00. The Board narrowed the eligible firms to three finalists and conducted interviews. With the recommendation of the ERS investment consultant, Manulife was selected.

**MWBOO GRANTED A WAIVER**

UPON MOTION duly made and seconded, the Board approved and authorized execution of an investment management agreement with Manulife Asset Management LLC to serve as investment manager of a portion of ERS Trust assets. The Comptroller **ABSTAINED**.

## MINUTES

Mayor's Office of Human Services - Grant Agreements

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

1. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$2,711,205.00**  
**(ACC)**

Account: 1001-000000-3572-327206-603051

The ACC will operate and provide shelter and supportive services to the homeless population of Baltimore at the Housing Resource Center (HRC) located at 600 Fallsway. The ACC will use the funds to cover the salaries and operating costs for managing the shelter and associated programs. The period of the agreement is July 1, 2013 through June 30, 2014.

**MWBOO GRANTED A WAIVER.**

2. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$ 963,315.00**  
**(ACC)**

Account: 4000-496313-3573-591225-603051

The ACC will operate a permanent housing program to provide housing and supportive services to 76 homeless or chronically homeless persons. The period of the agreement is April 1, 2013 through March 31, 2014.

The agreement is late because of a delay in the receipt of funding.

**MWBOO GRANTED A WAIVER.**

**MINUTES**

MOHS - cont'd

3. **WOMEN'S HOUSING COALITION, INC.** **\$ 310,762.50**

Account: 4000-496313-3573-591235-603051

The Women's Housing Coalition, Inc. will operate a permanent housing program to provide housing and supportive services to 26 homeless or chronically homeless persons. The period of the agreement is May 1, 2013 through April 30, 2014.

The agreement is late because of a delay in the receipt of funding.

**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 various grant agreements.



**MINUTES**

Police Department - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with TurnAround, Inc. The period of the agreement is April 1, 2013 through June 30, 2013.

**AMOUNT OF MONEY AND SOURCE:**

\$6,680.00 - 4000-470712-2021-197500-600000

**BACKGROUND/EXPLANATION:**

On November 16, 2011, the Board approved acceptance of the award from the Governor's Office of Crime Control and Prevention for the SART Advocate Project. This award will fund a Victim's Advocate who will provide vertical advocacy for victims of sexual assault. The Advocate will be employed by TurnAround, Inc. and will collaborate with the Police Department's Sex Offense Unit to improve case investigation protocols.

The agreement is late because the information was recently received.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MBE/WBE PARTICIPATION:**

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

**MINUTES**

Police Department - Ratification of Services  
and Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify services received and approve an expenditure of funds to pay Race Pace Baltimore (RPB) for services rendered from August 2012 through January 2013.

**AMOUNT OF MONEY AND SOURCE:**

\$ 238.97	- August 2, 2012
605.92	- August 2, 2012
20.00	- October 9, 2012
130.94	- October 10, 2012
296.91	- November 30, 2012
278.97	- December 7, 2012
328.95	- December 7, 2012
172.99	- January 4, 2013
<b>\$2,073.65</b>	- 1001-000000-2042-220000-603080

**BACKGROUND/EXPLANATION:**

Members of the Police Department's Bicycle Unit, unbeknownst to the Department, took bicycles to the RPB for repairs without a Purchase Order.

In order to keep the Unit running, the RPB acted in good faith and is in need of payment for services rendered to the Police Department. The Department has advised all parties of the proper procurement procedures to prevent this situation from happening again.

The RPB's services allowed the Department to continue to provide maximum maneuverable and highly-visible police protection to the community. In a continuing effort to foster a strong relationship with the Vendor, the Department is requesting approval of this payment.

**MINUTES**

Police Department - cont'd

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board ratified the services received and approved the expenditure of funds to pay Race Pace Baltimore for services rendered from August 2012 through January 2013.

**MINUTES**

Department of General Services (DGS) - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to pay Brasher Design (Brasher) for outstanding invoices under Project No. 997 for the period December 1, 2009 through January 31, 2010 and October 16, 2012 through January 31, 2012.

**AMOUNT OF MONEY AND SOURCE:**

\$2,553.84 - 9916-914933-9197-900000-703032  
2,452.79 - 9920-903200-9208-900000-703032  
**\$5,006.63**

**BACKGROUND/EXPLANATION:**

Brasher's contract expired on August 29, 2010. A courtroom that Brasher designed was being constructed when unforeseen field conditions caused the DGS to direct Brasher to make some changes to allow the construction to proceed. The DGS did not obtain approval to direct Brasher to do this work.

Brasher completed the design and construction had begun on Engine 31 Roof Replacement. During construction, complex and unusual roof conditions were discovered. This occurred after Brasher's contract expired, but Brasher was directed to provide additional design assistance during construction to allow the project to proceed.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved an expenditure of funds to pay Brasher Design for outstanding invoices under Project No. 997 for the period December 1, 2009 through January 31, 2010 and October 16, 2012 through January 31, 2012.

**MINUTES**

Department of General Services - Energy Efficiency Community  
Block Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an energy efficiency community block grant (EECBG) agreement with the Historic East Baltimore Community Action Coalition (HEBCAC). The period of the agreement is May 2, 2013 through June 31, 2013.

**AMOUNT OF MONEY AND SOURCE:**

\$49,426.00 - Energy Efficiency Community Block Grant  
ARRA stimulus Fund  
10,750.00 - BGE Rebates  
**\$60,176.00** - 9916-913900-9197

The project will use EECBG funds to support energy efficiency improvements to the light fixtures and bulbs in the Northeast Market, part of the Baltimore Public Markets Corporation. HEBCAC is the primary community organization covering the area in which Northeast Market is located and it supports improvements in the Market. The project will take advantage of BGE energy conservation rebates, which entails using BGE's contractor for the work.

This agreement is a continuation of a previous agreement which expired on May 1, 2013. The Department was not forewarned of the project continuing after expiration of the contract, so a new agreement is needed.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**

Department of General Services - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the energy efficiency community block grant agreement with the Historic East Baltimore Community Action Coalition.

**MINUTES****TRAVEL REQUESTS**Department of Transportation

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
1. Adrienne Barnes Richard Hooper	COMTO 42 <sup>nd</sup> Annual National Meeting Conference of Minority Trans- portation Officials Jacksonville, FL July 12 - 17, 2013 (Reg. Fee \$735.00 ea.)	General Funds	\$4,525.40

The subsistence rate for this location is \$131.00 per day. The cost of the hotel is \$169.00 per night, not including occupancy taxes in the amount of \$23.88 per night. The Department is requesting an additional subsistence in the amount \$38.00 per night, per person, to cover the cost of the hotel as well as \$40.00 per day per person for meals and incidental expenses.

Department of Public Works

2. Opinder Singh	American Society of Civil Engineers 2013 Conference Fort Worth, TX June 23 - 26, 2013 (Reg. Fee \$645.00)	Water Utility	\$1,890.60
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The Department has prepaid the registration fee in the amount of \$645.00 on City issued credit card assigned to Mr. Art Shapiro. The disbursement to Mr. Singh is \$1,245.60.

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

## MINUTES

PROPOSAL AND SPECIFICATIONS

1. Dept. of General Services - GS 12808, Waverly Library  
Branch #9 Renovations  
**BIDS TO BE RECV'D: 07/10/2013**  
**BIDS TO BE OPENED: 07/10/2013**
  
2. Dept. of Transportation - TR 13304, Resurfacing  
Highways at Various  
Locations, Northeast - Sector I  
**BIDS TO BE RECV'D: 06/26/2013**  
**BIDS TO BE OPENED: 06/26/2013**

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



**MINUTES**Dept. of General Services - Minor Privilege Permit Applications

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

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 706 S. Broadway	Theo, LLC	Retain flat sign 10' x 1'
Annual Charge: \$ 35.20		
2. 2304 Boston St.	Twenty Three Zero Four Boston Street, LLC	Awning 12' x 3', one double face electric sign 10.75' x 2'
Annual Charge: \$261.10		
3. 3624 Falls Rd.	Brisan, LLC	Retain flat sign 5' x 5½'
Annual Charge: \$ 39.20		
4. 3626 Falls Rd.	Brisan, LLC	One double flat electric sign 12.33 sq. ft.
Annual Charge: \$ 70.30		
5. 1521 E. Fort Ave.	Steamship Clerks Weighers & Time- keepers Local 953, International Longshoreman Assoc.	Handicap ramp 14'8" x 5'
Annual Charge: \$ 70.30		

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Department of General Services - cont'd

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
6. 5515 Harford Rd.	Howard Fine	One single face electric sign 3.45' x 15.69'
Annual Charge: \$151.57		
7. 2426 Pennsylvania Ave.	Arch Social Club, Inc.	Single face electric sign 16' x 6"
Annual Charge: \$ 70.30		
8. 231 E. Redwood St.	Vickers Buildings, LLC	Awning w/signage 8'9" x 4', handicap ramp 15'10" x 4'2"
Annual Charge: \$238.70		

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

There being no objections the Board, UPON MOTION duly made and seconded, approved the minor privilege permits.

**MINUTES**

Department of General Services - Developer's Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a developer's agreement no. 1282 with Canton East, LLC.

**AMOUNT OF MONEY AND SOURCE:**

\$117,815.00 - Performance Bond

**BACKGROUND/EXPLANATION:**

Canton East, LLC would like to install new water, storm drain, and road improvements to its proposed construction located at 1212 South East Avenue. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A performance bond in the amount of \$117,815.00 has been issued to Canton East, LLC which assumes 100% financial responsibility.

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of developer's agreement no. 1282 with Canton East, LLC.

**MINUTES**

Mayor's Office of Employment - Corrections to Account Numbers  
Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a correction to two account numbers for the agreement with Hedwin Corporation, which was approved by the Board on September 12, 2012.

**AMOUNT OF MONEY AND SOURCE:**

<u>Previously Approved Account No.</u>	<u>Corrected Account No.</u>
4000-837513-6312-712205-603051	4000-807513-6312-712205-603051
4000-836713-6312-712205-603051	4000-806713-6312-712205-603051
1001-000000-6331-712205-603051	

**BACKGROUND/EXPLANATION:**

On September 12, 2012, the Board approved the initial agreement with the Hedwin Corporation, in the amount of \$43,720.00, for the period September 17, 2012 through June 30, 2013. The approved agreement provided for funds to be drawn from the three account numbers which were 4000-837513-6312-712205-603051, 4000-836713-6312-712205-603051, and 1001-000000-6331-712205-603051. The first two account numbers were incorrect. The correct account numbers are referenced above under the amount of money and source. All other terms and conditions of the agreement will remain unchanged.

The purpose of the agreement is to provide customized on-the-job operator training. A customized training plan will be developed for each participant prior to start of training. Operator training will include the safe assembly and finish of cubitainer products in a reasonable time period that meets the qualifications of the customer. The training will also include the safe assemble of boxes and the performance of housekeeping duties for the immediate work area.

**MINUTES**

MOED - cont'd

**APPROVED FOR FUNDS BY FINANCE.**

UPON MOTION duly made and seconded, the Board approved the correction the two account numbers for the agreement with Hedwin Corporation, which was approved by the Board on September 12, 2012.

## 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 - Condemnations</u>			
1. FPD Acquisition Corp.	902 N. Port St.	F/S	\$18,500.00
2. Daniel J. Tracy and Karin Tracy	908 N. Bradford St.	F/S	\$ 9,100.00

Funds are available in account no. 9910-908044-9588-900000-704040, Milton-Montford Project.

Dept. of Housing and Community Development - Options

3. Timothy Hackerman, as Custodian for Jenna Hackerman under Maryland Uniform Transfer to Minors Act	930 N. Bradford St.	G/R \$90.00	\$ 825.00
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Funds are available in account no. 9910-908044-9588-900000-704040, Milton-Montford Project.

4. Marguerite Z. Schwiebert	2114 E. Madison St.	G/R \$40.00	\$ 267.00
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Funds are available in account no. 9910-906416-9588-900000-704040, EBDI Phase II Project.

5. Irving I. Feldman, and Phyllis L. Feldman, his wife	2009 Ashland Avenue	G/R \$90.00	\$ 750.00
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Funds are available in account no. 9910-906416-9588-900000-704040, EBDI Phase II Project.

## MINUTES

DHCD - cont'd

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development - Options</u>			
6. Ground Rents LLC	817 N. Chester St.	G/R \$72.00	\$ 660.00
7. Ground Rents LLC	842 N. Patterson Park Avenue	G/R \$90.00	<u>825.00</u> <b>\$ 1,485.00</b>

Funds are available in account no. 9910-906416-9588-900000-704040, EBDI Phase II Project.

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

UPON MOTION duly made and seconded, the Board approved and authorized the foregoing options, and condemnations.

**MINUTES**Health Department - Agreements and Amendment to Agreement

The Board is requested to approve and authorize execution of the various agreements and amendment to agreement.

AGREEMENTS

1. **MOSAIC COMMUNITY SERVICES, INC.** **\$ 10,000.00**

Account: 5000-530313-3041-605800-603051

Mosaic Community Services, Inc. a comprehensive behavioral health service provider will provide information and education services on tobacco use prevention and cessation to clients with mental health issues. The target audiences for these services are: 1) individuals with severe mental and/or substance use issues, 2) African-American males, and 3) low-income Baltimore City residents. The period of the agreement is July 1, 2012 through June 30, 2013.

The agreement is late because the Department awarded funding to the provider late in the fiscal year and the Department was waiting for the budget and scope of work.

2. **THE JOHNS HOPKINS UNIVERSITY** **\$ 80,190.00**  
**(JHU)**

Account: 4000-422513-3030-271515-603051

The JHU will provide a laboratory technician to process, label and inspect all gonorrhea/chlamydia specimen samples at the Baltimore City Health Department Disease Control Laboratory. The period of the agreement is January 1, 2013 through December 31, 2013.

The agreement is late because the request was received on February 8, 2013 and there was a delay in receiving an acceptable scope and budget.

**MWBOO GRANTED A WAIVER.**



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Health Dept. - cont'd

3. **THE JOHNS HOPKINS UNIVERSITY** **\$ 274,613.00**  
**(JHU)**

Account: 4000-499013-3023-513202-603051

Under this agreement, The JHU will support project development, project implementation, and day-to-day management of the Targeted HIV Control Testing and Linkage to Care project. The project is for expanded HIV testing for disproportionately affected populations. The period of the agreement is January 1, 2013 through December 31, 2013.

The agreement is late because the grant award was awarded on December 15, 2012, and there was a delay in receiving an acceptable budget and scope of services.

**MWBOO GRANTED A WAIVER.**

4. **THE JOHNS HOPKINS UNIVERSITY BLOOMBERG** **\$ 62,948.00**  
**SCHOOL OF PUBLIC HEALTH (JHU)**

Account: 4000-428512-3160-304800-603051

The JHU, Center for Adolescent Health Promotion and Disease Prevention will provide consultation and support to the Baltimore City Health Department during the recruitment and interview process of student and parent curricula implementers for the health education component of the Dating Matters Initiative. In addition, the JHU Center for Adolescent Health will recruit Youth Brand Ambassadors to coordinate their communication campaign activities. The period of the agreement is October 1, 2012 through September 30, 2013.

The agreement is late because budget revisions delayed processing.

**MWBOO GRANTED A WAIVER.**

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Health Dept. - cont'd

5. **ASSOCIATED BLACK CHARITIES, INC.** **\$362,161.00**  
**(ABC)**

Account: 4000-427713-3023-599613-603051

The ABC as the Administrative Fiscal Agent for the Ryan White Part A Program provides funding to the Baltimore City Health Department for primary health care, medical transportation, outreach and case management services to persons living with HIV/AIDS in the Baltimore Metropolitan Area. The period of the agreement is March 1, 2013 through August 31, 2013.

The agreement is late because the Notice of the Grant Award was approved on March 13, 2013.

AMENDMENT TO AGREEMENT

6. **ARBOR E & T, LLC d/b/a CARE** **\$109,907.00**  
**RESOURCES, INC.**

Account: 4000-428213-3080-294300-603051

On February 13, 2013, the Board approved the original agreement in the amount of \$596,113.00 for the period July 1, 2012 through June 30, 2013. Due to additional services, the Department is increasing the agreement by \$109,907.00, making the total amount of the agreement \$706,020.00. All other terms and conditions of the original agreement remain unchanged.

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BOARD OF ESTIMATES

05/22/2013

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Health Dept. - cont'd

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the aforementioned agreements and amendment to agreement. Acting on behalf of the President, the Vice-President **ABSTAINED** on item nos. 2 and 4. The Comptroller **ABSTAINED** on item no. 5.

**MINUTES**

Health Department - Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a grant award from the Walmart Foundation. The period of the agreement is January 1, 2013 through June 30, 2014.

**AMOUNT OF MONEY AND SOURCE:**

\$100,000.00 - 6000-626813-3001-268400-406001

**BACKGROUND/EXPLANATION:**

The grant provides funds to continue the Virtual Supermarket Program and expand into other underserved neighborhoods.

The Virtual Supermarket is an innovative partnership that will allow low-income residents to place grocery orders at their local library, senior/disabled housing, public housing, or from any computer and pick up their order at their community site for no delivery cost.

The grant award is presented at this time because it was received on April 11, 2013.

**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 execution of the grant award from the Walmart Foundation.

## MINUTES

Department of Audits - Audit Report and Related Audit Digest

The Board is requested to **NOTE** receipt of the following Audit Report and Related Audit Digest:

1. Audit of the City of Baltimore Single Audit for the Fiscal Year Ended June 30, 2011.

The Board **NOTED** receipt of the Audit reports and related digests.

Vice President Reisinger: "The first item on the non routine agenda can be found on Page 25 Item #1, the Department of Audits. It's the Audit Report and Related Audit Digest, Mr. Robert McCarty from the Department of Audits will read the Audit Report. Good morning."

Mr. McCarty: "Good morning Mr. Vice President and members. I'm Bob McCarty, Deputy, I'm sorry I'm Bob McCarty, City Auditor, I have Deputy in my mind today. The Department of Audits has completed its annual single audit of the City of Baltimore for the fiscal year ended June 30, 2011. Our report excludes the Baltimore City Public School System and the Enoch Pratt Free Library which are subject to separate audits as required by State law. The Audit report includes the previously issued CAFR

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the Comprehensive Annual Financial Report and the related report on compliance and internal control over financial report reporting and both are issued jointly by the Department of Audits and KPMG. The City had five significant deficiencies and internal control over financial reporting for fiscal year 2011. A deficiency in internal control exist when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control such that there's a reasonable possibility that a material misstatement on the entity's financial statements will not be prevented or detected and corrected on a timely basis. We consider all five of our significant deficiencies in the City's internal controls to be material weaknesses. The first 2011-01 Lack of Controls over Financial Statement Preparation. During our review of the City's draft financial statements for the year ended June 30, 2011, we noted numerous material errors and misclassifications in

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financial statement balances and the related notes to the draft financial statements, as follows: Generation of Transaction Detail Underlying Financial Statement Balances: During our audit, we requested certain transaction detail to select our sample items for audit. While the City was ultimately able to provide this information, the generation of such information was difficult to obtain at times and did not always agree to related financial statement balance without material revisions.

Lack of Controls over Accounting for Leases: Several revisions for fiscal year 2011 capital lease lead schedule were required by Treasury Management to ensure its mathematical accuracy.

Lack of Controls over Cash: Treasury Management supervisory personnel do not formally review bank reconciliations, including significant un-reconciled differences and the related adjusting journal entries prepared by its staff.

Lack of Controls over Grant Receivables: At year-end, BAPS calculates deferred grant revenue recognized in its grant funds by comparing cash collections to the outstanding grant receivables. Based on our testing, we noted that the cumulative

## MINUTES

revenue in the calculation for one project was understated by approximately \$1.2 million. This error was corrected in the financial statements.

Improper Revenue Recognition for Property Taxes: In accordance with generally accepted accounting principles, the City revenue recognition policy for property tax revenue considers all revenues reported in the governmental funds to be available if the revenues are collected within 60 days after year-end. During our audit, we noted that the City improperly recognized property tax revenue of approximately \$10.7 million dollars on a payment received on the 72nd day after year-end. This amount was corrected in the financial statements.

Lack of Controls over Accounting for Capital Assets: Although the City began establishing new policies and procedures for properly identifying and capitalizing assets during fiscal year 2011, we noted several instances where the City was still not properly accounting for its capital assets: The City purchased a building for \$2.6 million dollars during fiscal year 2011, but the City did not properly capitalize the building. The City purchased a parking garage for \$15.9 million dollars which was subsequently sold for \$20.9 million dollars resulting in a gain of \$5.0 million. However, the asset was not removed from the



## MINUTES

general ledger nor was the gain properly recorded. Lastly, we noted \$796.5 million dollars of assets for which construction had been completed that were not properly transferred from the construction-work-in-progress to the appropriate asset account. These errors were corrected in the financial statements.

Lack of Controls over Accounting for Transactions in the Other Postemployment Benefits (OPEB) Trust Fund also called the OPEB Trust Fund: During our audit of the OPEB Trust Fund, we noted that the City erroneously netted approximately \$45 million dollars of member contributions against expenses on the draft financial statements. This error was corrected in the financial statements.

Lack of Controls over Fleet Management Transactions: During our audit, we noted that the City placed reliance on reports generated from Fleet Management's FASTER system without ensuring that the data was accurate. We noted an un-reconciled difference of \$1.3 million dollars between the amounts in FASTER and the City's general ledger; and uh -- we noted an unsupported adjustment of approximately \$18.0 million dollars to the City's

## MINUTES

general ledger based on FASTER system data. The amounts were corrected in the financial statements.

Lack of Proper Reconciliation of Deposits Subject to Refund in the Drug Confiscation Account: BAPS did not properly reconcile the drug confiscation account subsidiary ledger to the general ledger during fiscal year 2011. Specifically, BAPS had not performed a reconciliation of this account since January 2010 and the subsidiary ledger reflected a liability balance approximately \$3 million dollars higher than the general ledger. This error was corrected in the financial statements.

Lack of Proper Reconciliation of Retainages Payable: BAPS did not reconcile the City-wide retainages payable subsidiary ledger to the related general ledger accounts during fiscal year 2011. Specifically, individual retainages payable ledgers maintained by each department were not presented to BAPS for reconciliation with the City-wide retainages payable ledger. We noted \$1.6 million in retainages payable balances that were caused by posting errors. These errors were corrected in the financial statement.

## MINUTES

Lack of Controls over Investments: During our audit of the City's investments, we noted that there were eight active investment accounts totaling \$200,000.00 for which bank confirmations could not be obtained. Upon investigation, we found that the banks were unwilling to confirm these accounts because no current member of Treasury Management was authorized on these accounts.

Lack of Controls over Hedged Derivative Instruments: The City invests in deri -- the City invests in derivative cash flow hedges also called swap agreements in order to limit its exposure to the variability of cash flows. During our audit, we noted that the City had not performed a re-evaluation of its swap agreement effective for fiscal year 2011. Instead, the City relied on an analysis performed by a third-party trustee in fiscal year 2010. During our audit, we noted several material immaterial errors in the presentation of derivative-related balances on both the balance sheet and in the related notes to the financial statements. When determining the value of the swap in the Parking Facilities Fund, the City calculated the deferred

## MINUTES

outflows based on the swap's association with the 2002 revenue bonds. However, the 2002 revenue bonds were refunded in 2008 and the swaps were reassigned to the 2008 refunding revenue bonds. As a result, the City had not reported the third outflow in the amount of \$24.9 million and a derivative liability in the amount of the Parking Fund's 2010 balance sheet. The errors were corrected in the financial statements. We recommend that the management refine the process used to complete the City-wide financial statements, notes to the financial statements, all significant adjustments, conversion to accrual adjustments, and prepare all necessary account reconciliations. The Department of Finance agrees that it should continue to refine the process by which the CAFR is prepared and reviewed. However, there were three areas that the Department of Finance disagreed with: The first was Improper Revenue Recognition of Property Tax Revenue: The Department of Finance stated that in determining eligibility for accruals, generally accepted accounting principles or GAAP does limit property taxes receivables to the revenue collected

## MINUTES

60 days after year end. However, GAAP also they say however also that GAAP suggests that entities can establish other periods of eligibility for different types of revenue. Our response to that was that the City's established revenue policy, as disclosed in note 1 to the City's basic financial statements states that "The City considers all revenues reported in the governmental funds to be available if the revenues are collected within 60 days after year-end, except for grant and entitlement revenue which have a 90 day availability period. Therefore, we feel that the City did not adhere to its established policy for revenue recognition. The second one is, Lack of Controls over Accounting for Transactions in the Other Postemployment Benefits (OPEB) Trust: This is the OPEB again. The Department of Finance stated that for FY 2011, the City initially changed its method of reporting expenses in the OPEB Trust Fund to netting retiree contributions against expenses and that this issue is purely a report format issue and no adjustments were needed to the underlying accounting records. Our response to that is that the above accounting treatment of netting contributions against

## MINUTES

expenses is not in accordance with GAAP General Accepted Accounting Principles and it was corrected and it was subsequently corrected by BAPS in the financial statements.

Lack of Controls over Hedge Derivative Instruments: The Department of Finance stated the City implemented GASB No. 53 in 2010. As part of that implementation, the City hired an outside consultant to assist the City in making some of the more technical calculations required by the GASB. During FY 2011, the City again contacted the consultant to perform the required calculations and the City was told by the consultant that the only changes that needed to be reflected were the market values of the SWAPS. The City believes this inquiry met the requirements of the GASB for annual analysis. Our response to that is that the City's management is responsible for preparing its financial statements in accordance with generally accepted accounting principles GAAP and that the errors were corrected by BAPS in the financial statements. The next finding number two 2011-02. Lack of Controls over Journal Entries During our review of manual journal entries recorded into the City's general ledger system, which is CityDynamics. We noted material differences in the preparation, review and approval of the journal entries. Specifically, we noted that the City posted \$13.9 billion dollars in manual journal entries during fiscal

## MINUTES

year 2011. During our testing we noted that four journal entries totaling \$107.2 million were not properly approved or supported. As proper controls do exist over journal entries, excuse me, as proper controls do not exist over journal entries it is possible for management to override other management, other manual controls through the use of journal entries. We recommend that the City take appropriate action to ensure that journal entries are appropriately prepared, reviewed, and approved prior to posting the City's general ledger system, to the City's general ledger system, CityDynamics. The Department of Finance disagreed with the finding and stated that one of the features of CityDynamics is that no journal entry can be posted unless it is approved by BAPS personnel, and all four of the journal entries mentioned above were approved by BAPS. Our response to that is as noted above when proper controls do not exist over journal entries, it is possible for management to override other manual controls through the use of journal entries.

2011-03. Lack of Controls over Water and Waste Water Billing

Process: Based on a review of allegations regarding Water and Wastewater Billing procedures performed by the Department of Audits, material errors were detected during the -- related to Water and Wastewater billings due to information system deficiencies. Material adjustments were necessary to properly

## MINUTES

state accrual accounts which required large adjustments at year-end. Delays in issuance were realized as well because of labor intensive efforts to perform manual account reconciliations. We recommend that the City take appropriate action to ensure that meter readers are properly - I'm sorry -- that meter readings are properly performed in the field and that estimated versus actual billings are properly reviewed and approved prior to posting in the MOIT system, the general ledger, and the financial statements. The Bureau of Water and Wastewater stated that it acknowledges limitations of the legacy system which provides billing controls for the customers for the utility's customers. The Bureau stated it has revised internal procedures and its archival methods of capturing historical billing records.

2011-04. Lack of Controls over Grants Receivable and Deferred

Revenue: During the review of the deferred revenue balance and the related fund balance deficit, we noted that grants revenues for particular grants were being recorded in one grant project while corresponding grant expenditures were recorded in multiple grant projects under a single grant. The grant analysis did not appropriately consider the grouping of grant projects under specific grants and therefore the accrual adjustment was miscalculated. At our request, an additional analysis was



## MINUTES

performed by BAPS which resulted in approximately \$56.5 million dollars of adjustments in grants receivable and \$57.6 million dollars in grants deferred revenue. We recommend that the City take appropriate action to ensure that grant revenue and expenses are properly matched and recorded in the general ledger and other accounting records to avoid inconsistencies. We also recommend that the accrual adjustment captures appropriate information, and is properly reviewed and approved prior to posting to the general ledger and financial statements. The Finance Department stated that it recognized that there are problems with the decentralized nature of grants management. The Department is currently evaluating how grants are managed and expects to make enhancements to its grants oversight responsibilities during fiscal -- I'm sorry during calendar year 2013.

2011-05. Non-compliance with the Investment Policy: The City did not comply with investment policy procedures during 2011. Specifically, noted that:

- Cash investments in the Maryland Local Government Investment Pool (MLGIP) exceeded the allowable ceiling of 40% by 3% for \$10.8 million dollars in total short-term, idle cash balances.

## MINUTES

- Treasury Management purchased two and redeemed three investments that each exceeded the allowable non-repurchase agreement ceiling of \$25 million. The total amount in excess I'm sorry, the total amount in excess of the allowable non-repurchase agreement ceiling was \$68.4 million dollars.
- Documentation maintained by Treasury Management demonstrating investee companies' eligibility to do business with the City was not sufficiently maintained.
- We noted that the Treasury Management lead accountant is permitted to authorize and approve financial transactions when supervisors are unavailable, but there is no formal follow-up supervisory review of such transactions. We recommend that the City establish appropriate processes to ensure that monitoring procedures and controls are in place and operating effectively to ensure compliance with the City's investment policies. The Finance Department disagreed with each of the findings cited. It was very detailed so I'm just keeping it general for this one and ump. Our response to that is that we have reviewed management's responses to our findings and continue to believe that there is no auditable evidence to substantiate that the City was in compliance with the investment policy in place at the time of our audit. The balance of our Single Audit report is issued by the Department of Audits and represents mandated

## MINUTES

coverage of federal financial assistance. The report includes the Supplementary Schedule of Expenditures of Federal Awards totaling \$279.0 million dollars, which excludes approximately \$255 million dollars received by the Baltimore City Public School System sorry -- it excludes approximately \$254.4, I'm sorry I'll start again. This number excludes approximately \$255 million dollars received from the Baltimore City Public School System and the Enoch Pratt Free Library. The audit report also includes the Report of Compliance with Requirements Applicable to each major program and on Internal Control Over Compliance. We audited 20 major programs for fiscal year 2011, which totaled \$235 million dollars. The report -- our report contains 18 findings, plus two other matters for fiscal year 2011, and some programs continue to have problems in reconciling grant financial reports to the City's accounting records, submitting grant financial reports in a timely manner, and monitoring subrecipients. There are two findings and one other matter that need to be brought to

## MINUTES

the Board's attention. The first is Finding 11-11. The Weatherization Assistance for Low-Income Persons program, administered by the Department of Housing and Community Development, incurred expenditures of approximately \$1.8 million dollars that were determined unallowable in accordance with Federal regulations. We determined that unsupported program costs of up to \$100 -- of up to \$1,500.00 were added to the 1,464 weatherization projects performed by the City during 2011. These unsupported costs were added in accordance with State guidelines, however. Unrelated to our audit efforts, the U.S. Department of Energy, Office of Inspector General the OIG performed an audit of the State of Maryland and Baltimore City's Weatherization Program. The audit was issued January 17, 2013, and it covered the period October 2009 through December 3, 2011, and they reported questioned costs of over \$9.5 million dollars in unsupported program costs for the State of Maryland for the same reasons as we have questioned above. The OIG's questioned costs of \$9 million included \$2.3 million related to Baltimore City

## MINUTES

projects. Based on the additional reconcili -- reconciliation of Weatherization expenditures that the City provided to the State and a return of funds of over \$680,000,00 the City and State have concluded that the City has resolved its finding. However, the OIG audit was issued subsequent to and with the knowledge of these additional steps taken by the City, and their report still includes the questioned costs with the same reasons as our audit finding. Therefore, until the OIG clears its findings, our finding our report finding will remain.

Finding 11-14: The City received a Community Services Block Grant Program award in the amount of \$4,606,217.00 which is funded through the American Recovery and Reinvestment Act, ARRA for the period July 1, 2009 through September 30, 2010. The award was passed through the Maryland Department of Housing and Community Development to the Mayor's Office of Human Services. The federal funding came from the U.S. Department of Health and Human Services. The City received the full amount of the award the \$4,606,217.00. However, expenditures of only \$3,000 -- \$3,958,851.00 were incurred. The grant agreement stated that grant funds must be obligated as of September 30, 2010.

## MINUTES

At December 31, 2010, expenditures were \$3,958,851.00 which results in excess ARRA funds received over funds expended of \$647,366.00. The 90-day difference is because the City has 90 days to liquidate its liabilities. Therefore, in accordance with the grant agreement, we recommend that unexpended grant funds of \$647,366.00 be returned to the Maryland State Department of Housing and Community Development. We also had the other matters. We are required to report other known audits that are related to the City's federal financial assistance. In November 2012, the U.S. Department of Housing and Urban Development or (HUD) released an audit on the Homeless Prevention and Rapid Re-Housing Program for the period September 1, 2009 through December 31, 2011. This program is administered by the Mayor's Office of Human Services. The audit determined that the City did not properly obligate and expend grant funds, and generally did not monitor activities for compliance with the American Recovery and Reinvestment Act requirements. The audit questioned approximately \$9.5 million dollars in unsupported costs. We did

## MINUTES

have - uh -- one of the Findings we brought to your attention last year, last audit resolution of our finding. We had Finding 10-10 from the fiscal year 2010 Single Audit which concerned non-compliance with the City's procurement procedures related to the Head Start program. The finding was resolved by immediately ceasing similar purchasing procedures and revising a 1985 agreement between the Housing Authority of Baltimore City and the Department of Housing and Community Development that had been relied upon as a guide for procurement issues related to HABC/DHCD inter-agency projects. The agreement revision, approved in February 2013, now provides the Board of Estimates with oversight and review of certain purchases related to joint HABC/DHCD projects. As required by the Office of Management and Budget Circular A-133, the City's Summary Schedule of Prior Audit Findings and corrective action plans for both current and prior findings are included in our report. As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations,

## MINUTES

contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. The results of our tests disclosed one instance of noncompliance with the City's investment policy, which we mentioned as previously discussed it was in Finding 2011-05, which we are required to report under Government Auditing Standards."

Vice President: "Good job."

Mr. McCarty: "Thank you."

Vice President: "Thank you. Ah, the Audit has been **NOTED.**"

\* \* \* \* \*



MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,  
the Board approved  
the Transfers of Funds  
listed on the following pages:

1923 - 1924

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
1. \$ 87,152.46	9950-908301-9527	9950-906645-9527-3
Federal	Broening Highway Infrastructure/UT	Design & Study Intercity/Inter- modal Terminal
<p>This transfer will provide funds to cover the costs associated with Project 1113, Task 12, On-Call Services for Federal Aid Projects for work assigned to STV, Inc. related with Project Greyhound Bus Terminal at 2110 Haines Street.</p>		
2. \$ 640,000.00	9950-904087-9509	
Federal	Constr. Reserve Harford Road Over Herring Run	
160,000.00	" "	
MVR		
<u>\$800,000.00</u>	-----	9950-904097-9508-2 Harford Road Over Herring Run

This transfer will fund the costs associated with Change Order No. 2 Harford Road Bridge over Herring Run for work assigned to Whitman, Requardt & Associates.

## MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development</u>		
3. \$ 501,200.00 36 <sup>th</sup> CDBG	9991-945002-9587 Unallocated Reserve	9991-906982-9593 BDC - Façade Im- provement Grant Program

This transfer will provide funds to Baltimore Development Corporation to support the commercial Façade Improvement Grant Program.

**MINUTES**Enoch Pratt Free Library - Transfer Of Life-To-Date Sick Leave

The Board is requested to approve the transfer of Life-To-Date sick leave days from the listed City employees to the designated employee, Bayda Jackson.

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>NAMES</u>	<u>DAYS</u>
Rhoda Ruggs	5
Devon Ellis	1
Eunice Anderson	3
Florence Daughton	1
Veronica Young	2
Rose Anne Ullrich	2
Davetta Parker	2
Ann Marie Lalmansingh	3
Vanessa Williams	2
Vivian Cheatham	2
Nathaniel Smith	5
Katherine Durner	<u>2</u>
<b>TOTAL:</b>	<b>30</b>

**APPROVED FOR FUNDS BY FINANCE**

**THE LABOR COMMISSIONER RECOMMENDED APPROVAL.**

UPON MOTION duly made and seconded, the Board approved the transfer of Life-To-Date sick leave days from the listed City employees to the designated employee, Bayda Jackson.

**MINUTES**Enoch Pratt Free Library - Transfer Of Life-To-Date Sick Leave

The Board is requested to approve the transfer of Life-To-Date sick leave days from the listed City employees to the designated employee, Cheryle Moore.

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>NAMES</u>	<u>DAYS</u>
Michelle Sutton	2
Nathaniel Smith	5
Eric Thornton	3
Chantel Logan-Bell	3
Jerome Teagle	3
Alice Gamble	2
Teresa Lecato	2
Derek Fautleroy	2
Fran Smith	2
Samuel Griffin	1
Kennard Hopkins	<u>5</u>
<b>TOTAL:</b>	<b>30</b>

**APPROVED FOR FUNDS BY FINANCE**

**THE LABOR COMMISSIONER RECOMMENDED APPROVAL.**

UPON MOTION duly made and seconded, the Board approved the transfer of Life-To-Date sick leave days from the listed City employees to the designated employee, Cheryle Moore.

MINUTES

EXTRA WORK ORDERS AND TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders and Transfers of Funds

listed on the following pages:

1928 - 1929

All of the EWOs had been reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

The Transfer of Funds was approved

SUBJECT to receipt of a favorable report

from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

MINUTES

EXTRA WORK ORDERS

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

Department of Transportation

1. EWO #001, \$131,099.38 - Project 1107 Reconstruction of East North Avenue from Asquith Street to Wolfe Street

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\$ 410,847.47	-	Gannett Fleming, Inc.	-	-
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TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
---------------	-----------------------	---------------------

Department of Transportation

2. \$ 73,786.26	9950-902608-9509	
FED	Construction Reserve	
	North Avenue (US 1)	
85,000.00	9950-903550-9509	
MVR	Construction Reserve	
	Neighborhood Street	
	Reconstruction	
9,500.00	9950-902217-9508-3	
Other	Construction Reserve	
<u>Harris Creek</u>		
<b>\$168,286.26</b>	-----	9950-909608-9508-3
		Design and Study
		North Ave. Streetscape

This transfer will cover the deficit and fund the cost for Project 1107, Change Order No. 1, Reconstruction of East North Avenue from Asquith Street to Wolfe Street awarded to Gannett Fleming, Inc.

3. EWO #002, \$ 0.00 - TR 10301 N. Charles Street Reconstruction from 25<sup>th</sup> Street to University Parkway

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\$23,255,202.10	\$ 4,329.00	Concrete General, Inc.	-	-
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**THE UNDERRUNS AND OVERRUNS CANCEL EACH OTHER OUT.**

MINUTES

EXTRA WORK ORDERS

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

Department of Transportation

4.	EWO #008, \$	0.00	- TR 09302, Construction of Traffic Signals Citywide-JOC	
	\$ 3,372,645.00	\$ 288,101.51	Midasco, LLC	- -

**THE UNDERRUNS AND OVERRUNS CANCEL EACH OTHER OUT.**

Bureau of Water & Wastewater

5.	EWO #006, \$151,061.98	-	WC 1217, Urgent Need Work-Infrastructure Rehabilitation - Various Locations	
	\$ 5,373,325.00	\$ 786,247.36	Spiniello Companies	0 50



**MINUTES**

Mayor's Commission - Charitable Solicitation Application  
on Disabilities (MCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a governmental/charitable solicitation application for submission to the Board of Ethics of Baltimore City for the benefit of the 2013 Annual Mayor's Commission on Disabilities Accomplishments and Awards Event on July 24, 2013 at the Baltimore Hilton Hotel. The period of solicitation efforts is effective upon Board of Estimates approval through July, 2013.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

The MCD has an end of the year meeting with the Mayor to present the accomplishments of the MCD in view of the City and Commission goals, discuss disability issues and innovations, and potential new goals for the upcoming year. This is a vehicle for the volunteers, disability service providers, and City agencies to also review current state of the art issues. In the past the MCD had as presenters at the meeting Mr. Kareem Dale, Disability Advisor, White House; Ms. Zarifa Roberson, Editor and Publisher of i.d.e.a.l. magazine (Individuals with Disabilities Express About Life); and Mr. George Williams, Director, Program Compliance and Disability Rights Division, Office of Fair Housing and Equal Opportunity, U.S. Department of Housing and Urban Development.

The Baltimore City Ethics Board requires that the Charitable Solicitation Application be reviewed and approved by the Board. This is the third time that this is being requested in compliance with this directive. The Baltimore City Ethics Board has approved this application, subject to the following conditions:

## MINUTES

MCD - cont'd

1. Before any "controlled donor" may be solicited (i.e., any person who does or seeks to do business with *any agency of the City*, or whose activities are regulated or controlled by *any agency of the City*, or who otherwise falls within the scope of the City Code Article 8, Section 6-26 (a) (1) through (5)), the proposed campaign must be endorsed by the Board Estimates (or its designee).
2. The event must be conducted in accordance with the standards, terms, and conditions set forth in Board Regulation 06.26 and the attached application.
3. Public servants must only solicit potential donors who have been identified as likely sponsors by the Mayor's Commission on Disabilities.
4. A Final Report (within 30 days after all solicitations and anticipated donations have been made) must be filed with the Baltimore City Board of Ethics Form 627.

This approval is limited to the campaign year ending July 31, 2013. After that date, a new Application will be required for any additional solicitation efforts.

Baltimore City Code Article 8, Section 6-26, prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations that are for the benefit of an official governmental program or activity, or a City-endorsed charitable function or activity that has been pre-approved by the Ethics Board. Ethics Regulation 96.26B sets out the standards for approval, which includes the requirement that the program, function, or activity to be benefited and the proposed solicitation campaign must be endorsed by the Board of Estimates or its designees.

**MINUTES**

MCD - cont'd

UPON MOTION duly made and seconded, the Board approved endorsement of the governmental/charitable solicitation applications for submission to the Board of Ethics of Baltimore City for the benefit of the 2013 Annual Mayor's Commission on Disabilities Accomplishments and Awards Event on July 24, 2013 at the Baltimore Hilton Hotel.

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a land disposition agreement with Unlimited Solutions, LLC, developer, for the sale of the City-owned properties located at 931 and 932 N. Stricker Street.

**AMOUNT OF MONEY AND SOURCE:**

\$ 4,000.00 - 931 N. Stricker Street  
7,300.00 - 932 N. Stricker Street  
\$11,300.00 - Purchase Price

**BACKGROUND/EXPLANATION:**

The two City-owned vacant buildings will be completely renovated for residential use. The property located at 931 N. Stricker will be converted into three 1-bedroom rental units for non-elderly disabled persons. The property located at 932 N. Stricker Street will be renovated and sold to a disabled home owner, who has already been identified. The subject properties were journalized and approved for sale on June 23, 2009 and June 16, 2008, respectively.

Pursuant to the City's Appraisal Policy, the properties were priced using the Waiver Valuation method.

The property located at 931 N. Stricker Street was priced at \$3,598.00 and will be sold for \$4,000.00. The property located at 932 N. Stricker Street was priced at \$7,300.00 and will be sold at \$7,300.00 which is the Waiver Valuation price.

**MINUTES**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

The properties are valued at less than \$49,999.99; therefore, MBE/WBE is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the land disposition agreement with Unlimited Solutions, LLC, for the sale of the City-owned properties located at 931 and 932 N. Stricker Street.

**MINUTES**

Department of Housing and - Amended and Restated Land  
Community Development Disposition Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a land disposition agreement with Eager Street Development 28, LLC, developer, for the sale of the City-owned properties located at 2321, 2325, 2327, 2329, 2401, 2403, 2405, 2415, 2417, 2421, 2423, 2425, 2431, 2433, 2435, 2439, 2441, 2445, and 2447 E. Eager Street; 900, 906 N. Milton Avenue; 906 and 926 N. Montford Avenue; 900, 901, 903, 904, 907, 910 N. Port Street and 2316 and 2422 Ashland Avenue.

**AMOUNT OF MONEY AND SOURCE:**

\$ 1,000.00	- 2321 E. Eager Street	(Blk 1590, Lot 045)	Lot
1,000.00	- 2325 E. Eager Street	(Blk 1590, Lot 043)	Lot
1,000.00	- 2327 E. Eager Street	(Blk 1590, Lot 042)	Lot
1,000.00	- 2329 E. Eager Street	(Blk 1590, Lot 041)	Lot
1,000.00	- 2401 E. Eager Street	(Blk 1591, Lot 052)	Lot
1,000.00	- 2403 E. Eager Street	(Blk 1591, Lot 051)	House
1,000.00	- 2405 E. Eager Street	(Blk 1591, Lot 050)	House
1,000.00	- 2415 E. Eager Street	(Blk 1591, Lot 045)	House
1,000.00	- 2417 E. Eager Street	(Blk 1591, Lot 044)	House
1,000.00	- 2421 E. Eager Street	(Blk 1591, Lot 042)	House
1,000.00	- 2423 E. Eager Street	(Blk 1591, Lot 041)	House
1,000.00	- 2425 E. Eager Street	(Blk 1591, Lot 040)	Lot
1,000.00	- 2431 E. Eager Street	(Blk 1591, Lot 037)	Lot
1,000.00	- 2433 E. Eager Street	(Blk 1591, Lot 036)	Lot
1,000.00	- 2435 E. Eager Street	(Blk 1591, Lot 035)	Lot
1,000.00	- 2439 E. Eager Street	(Blk 1591, Lot 033)	Lot
1,000.00	- 2441 E. Eager Street	(Blk 1591, Lot 032)	Lot
1,000.00	- 2445 E. Eager Street	(Blk 1591, Lot 030)	Lot
1,000.00	- 2447 E. Eager Street	(Blk 1591, Lot 029)	Lot
1,000.00	- 900 N. Milton Avenue	(Blk 1591, Lot 083)	House
1,000.00	- 906 N. Milton Avenue	(Blk 1590, Lot 086)	House
1,000.00	- 906 N. Montford Avenue	(Blk 1590, Lot 056)	House
1,000.00	- 926 N. Montford Avenue	(Blk 1590, Lot 046)	House
1,000.00	- 900 N. Port Street	(Blk 1591, Lot 101)	House
1,000.00	- 901 N. Port Street	(Blk 1591, Lot 100)	House

**MINUTES**DHCD - cont'd

1,000.00	-	903 N. Port Street	(Blk 1591, Lot 099)	House
1,000.00	-	904 N. Port Street	(Blk 1591, Lot 103)	House
1,000.00	-	907 N. Port Street	(Blk 1591, Lot 097)	House
1,000.00	-	910 N. Port Street	(Blk 1591, Lot 106)	House
1,000.00	-	2316 Ashland Avenue	(Blk 1590, Lot 061)	House
1,000.00	-	2422 Ashland Avenue	(Blk 1591, Lot 072)	House
<b>\$31,000.00</b>	-	<b>Purchase Price</b>		

**BACKGROUND/EXPLANATION:**

The properties are comprised of 18 vacant properties and 13 vacant lots. The Developer proposes to rehabilitate 31 single-family homes, with the size of the properties ranging from 793 square feet to 1,105 square feet. The properties will be for homeownership. The estimated total rehabilitation costs of the 31 vacant properties and lots will be \$4,500,000.00. The total investment is expected to be approximately \$150,000.00 per unit. The developer requested to have some of the previously approved properties removed from this agreement because of the environmental impact (they were too close to the railroad tracks) and new ones were substituted for them. Therefore, the Board is requested to approve the amended and restated land disposition agreement. Some parking will be in the rear, with parking pads included and the rest will be off-street parking. The project will be privately and publicly funded. The developer has applied for subsidies from several lenders, including the Maryland State Community, the Maryland State Community Legacy Program, Chesapeake Bay Trust and Gensler (On Pro Bono Basis of \$25,000.00 plus). Johns Hopkins' "Live Near Where You Work" Program also agreed to assist with low interest loans to the buyers. The aforementioned properties were journalized and approved for sale on July 19, 2011.

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

There are 31 properties in this project and two representative appraisals were completed on April 9, 2009. The appraised value for the 13 vacant lots is \$10,000.00 and the appraised value for the houses is \$12,200.00.

**MINUTES**

DHCD - cont'd

The properties will be sold for \$1,000.00 each, to the developer, which is below the appraised values of the \$10,000.00 and \$12,200.00 because of the following factors:

1. the sale and rehabilitation of these properties and lots will help promote specific benefit to this neighborhood and the surrounding communities,
2. the sale and rehabilitation will continue the elimination of blight. Several of these properties are in dire need of repair and have stood vacant for decades,
3. the sale and rehabilitation will promote economic development through the placement of the subject properties on City's tax rolls, and
4. purchasing the properties below the appraised value will enable the developer to make them affordable to the prospective buyers.

**MBE/WBE PARTICIPATION:**

The properties are valued at less than \$49,999.99; therefore, MBE/WBE is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the land disposition agreement with Eager Street Development 28, LLC.



**MINUTES**

Department of Housing and - HOME Loan  
Community Development (DHCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a HOME Loan with the Manor South Limited Partnership, borrower to support a portion of the hard construction costs of 90 elderly rental units to be located at 3617 Fords Lane. The Board is also requested to authorize the Commissioner of the Department of Housing and Community Development to execute any and all legal documents to effectuate this transaction subject to approval for form and legal sufficiency by the Law Department.

**AMOUNT OF MONEY AND SOURCE:**

<u>Sources</u>		<u>Uses</u>	
\$ 1,932,600.00	Bank Loan	\$12,090,750.00	Const.
945,000.00	HOME Loan	1,253,600.00	Const. Fees
*700,000.00	Weinberg Foundation	963,326.00	Financing Fees
13,706,006.00	LIHTC	615,000.00	Acquisition
155,054.00	Deferred Fee	1,928,193.00	Dev. Fee
75,000.00	Developer Equity	73,220.00	Syn. Costs
		589,571.00	Reserves
<u>\$17,513,660.00</u>		<u>\$17,513,660.00</u>	

Account: 9910-906250-9610

**BACKGROUND/EXPLANATION:**

Incorporated in 1970, Comprehensive Housing Associates, Inc. (CHAI) is the neighborhood and housing development agency of The Associated Jewish Community Federation of Baltimore. CHAI currently provides services in three basic areas: elderly housing planning and development, residential housing services, and neighborhood organization and development. CHAI is committed to and provides a range of services that promote fair housing and improved opportunities for low-income groups, minorities, the disabled, and the elderly.

## MINUTES

DHCD - cont'd

CHAI submitted a proposal for the new construction of a four-story residential building on a two-acre site that will contain 90 affordable elderly rental units. The 2 acre site was previously part of a larger 9 plus acre site located at 6300 Park Heights Avenue, and was sold to CHAI by Bnos Yisroel, a school which purchased the larger parcel. The area of the proposed senior project is currently being used as a parking lot which has been subdivided into 2 lots. HOME funds will be restricted to the construction expenses for the building, infrastructure, and a 44-space parking lot. Of the 90 rental units, there will be 50 one-bedroom units, 3 one-bedroom units with a den, and 37 two-bedroom units (collectively, the Project). The units will range in size from 650 to 1,000 square feet. The Project will be designed to enable older adults to live independently for a far longer period than they would be able to in a conventional apartment building or in their own homes. Nonetheless, the building will have the feel of an independent building and be designed to be a welcome, friendly environment to people of all ages that will visit the building and participate in a variety of senior and intergenerational activities.

All of the units will be affordable for persons with incomes at or below 60% of the AMI. 18 of the 90 units will be affordable for persons with incomes at or below 30% of the AMI, provided, however, in the event the Housing Assistance Payment (HAP) Contract is no longer funded, only four units will remain affordable for persons with incomes at or below 30% of the AMI while the remaining 14 HAP units will be affordable to persons with incomes at or below 60% of the AMI.

CHAI will designate 14 units for Non-Elderly Persons with Disabilities (the NED Units). The term Non-Elderly Persons With Disabilities is defined as a household, that meets the following criteria: (i) whose sole member, head of household, or head of household's spouse has a disability and is under age 62; (ii) which is eligible for a one bedroom public housing unit or for a two bedroom public housing unit because a second bedroom is needed for disability-related reasons; and (iii) which is on the HABC waiting list for public or Housing Choice Voucher subsidized housing.

## MINUTES

DHCD - cont'd

Pursuant to the Bailey Consent Decree, HABC will provide a Housing Assistance Payment (HAP) Contract for Housing Choice Project Based Voucher rent subsidy for 14 units that will be Long Term Affordable (LTA). Long Term Affordable units are those units that are reserved and leased upon initial occupancy for individuals from HABC's public housing waiting list and will remain affordable for a period of 40 years in accordance with the Bailey Consent Decree.

The HOME Loan will cover a portion of the hard construction costs for the 90 rental units, which units will be fixed during the 20 year period of affordability (the term of rent and income restrictions required by the HOME program).

Novogradac & Company LLP prepared an appraisal dated April 11, 2013 for the private bank lender. The estimated market value of the property as completed and stabilized with income restricted rents with consideration to the tax credits, favorable financing and a Payment in Lieu of Taxes (PILOT) is \$15,200,000.00. The appraised value is below the total development cost of the Project, which is common for transactions involving LIHTC, subsidized rents and subordinate governmental financing. The LIHTC provides equity and is not considered as long-term debt to the property. The rents are considered "restricted" because they are supported with financing that requires long-term income and rent restrictions. As a result, the rent levels are set below the market rate thereby decreasing the property's appraised value. Gap financing such as the HOME loan and other governmental sources are in place in order to allow for continuing affordability. The appraised value meets the underwriting standards for the must pay permanent superior mortgage. The Department is comfortable with recommending the HOME Loan as described under these circumstances. In addition, on April 24, 2013, the Board approved a PILOT agreement and this has been considered in determining the as-built valuation.

**MINUTES**

DHCD - cont'd

**PARTICIPATING PARTIES:****A. Owner/Developer**

Manor South Limited Partnership (the "Borrower") will be the borrower of record. The Borrower will be an affiliate of CHAI.

**B. General Contractor/Architect**

Whiting Turner Construction will act as general contractor. The contractor will post a 100% Payment and Performance Bond. Kann and Partners Architects will provide architectural services.

**C. Participating Lenders:**

Wells Fargo Bank, NA - Construction 1st Lien Position  
Boston Capital Finance LLC - Permanent 1<sup>st</sup> Lien position

Wells Fargo Bank, NA will provide a construction loan in the approximate principal amount of \$10,000,000.00 (the "Wells Fargo First Loan"). The Wells Fargo First Loan will have a term of 28 months (with one six-month extension), with an interest rate of the 30-day Libor plus 225 basis points and require payments of interest only until maturity. A first-lien mortgage on the Project will initially secure the Wells Fargo First Loan. At maturity, the Wells Fargo First Loan is expected to be repaid primarily from amounts generated from the syndication of tax credits but also from the proceeds of a permanent first loan in an approximate principal amount of \$2,000,000.00. At this time, the permanent first lender is expected to be Boston Capital, LLC (or an affiliate thereof); however, the permanent first loan will not be finalized until after construction is completed.

## MINUTES

DHCD - cont'd

HOME Loan

During the construction loan period, interest will be at the rate of zero percent (0%) per annum on sums advanced. During the permanent loan period, the interest rate charged will be at the rate of two percent (2%) per annum for a term not to exceed 40 years. The construction phase will be for a period not to exceed 24 months from the date of closing which includes time permitted for cost certification. The permanent loan period will be 40 years commencing at conversion of the Construction Loan Period. The Borrower will provide a valid second lien mortgage on the Project to secure the HOME Loan. The City's loan will be long-term, non-recourse debt.

The entire principal and any interest will be due and payable in the event of a refinancing, sale, transfer, conveyance or any encumbrance of the project or portions thereof without the prior written consent of the Department. Should an event of default occur under the loan documents, interest will accrue from the date of the default at the prime rate of interest declared by the Wall Street Journal from time to time, plus four percent (P+4%).

\*Weinberg Grant/Third Loan/Deferred Developer Fee

The Project expects to include a subordinate loan in the approximate amount of \$700,000.00 (the "Third Loan").

The Third Loan will be made from the proceeds of a grant from the Weinberg Foundation, will bear interest at a rate approved by the Department, and will mature no earlier than the HOME Loan. The Third Loan will be secured by a subordinate mortgage on the Project. However, if for some reason, funds to make the Third Loan are not available at the time of project closing, these funds will be replaced by an increase in the deferred developer's fee.

**MINUTES**DHCD - cont'd**MBE/WBE PARTICIPATION:**

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

**THE DIRECTOR OF FINANCE RECOMMENDED APPROVAL****TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<b>\$945,000.00</b>	9910-921012-9609	9910-906250-9610
Federal Home	Home FY2012	Manor South
FY2012	Reserve A/C	Senior Apartments

This transfer will provide Federal HOME funds to the Manor South Limited Partnership for the construction of ninety units of rental housing.

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

The Board of Estimates received and reviewed Ms. Trueheart's protest. As Ms. Trueheart does not have a specific interest that is different from that of the general public, the Board will not hear her protest. Her correspondence has been sent to the appropriate agency and/or committee which will respond directly to Ms. Trueheart.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the HOME Loan with the Manor South Limited Partnership to support a portion of the hard construction costs of 90 elderly rental units to be located at 3617 Fords Lane. The Board is also requested to authorize the

## MINUTES

DHCD - cont'd

Commissioner of the Department of Housing and Community Development to execute any and all legal documents to effectuate this transaction subject to approval for form and legal sufficiency by the Law Department. The transfer of funds was approved subject to receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter.

MINUTES

Department of Housing and Community Development (DHCD) - Acquisition by Gift

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the leasehold interest of the property located at 117 S. Monroe Street by gift from Mr. Michael A. Sharp, owner, **SUBJECT** to any outstanding municipal liens other than current water bills.

**AMOUNT OF MONEY AND SOURCE:**

Mr. Sharp agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00 total.

**BACKGROUND/EXPLANATION:**

The DHCD, Land Resources Division, strategically acquires and manages vacant or abandoned properties, which enables these properties to be returned to productive use and improve neighborhoods in Baltimore City.

Mr. Sharp has offered to donate title to his property located at 117 S. Monroe Street. The City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain. The liens for 117 S. Monroe Street are itemized as follows:

Cumulative Real Property Taxes 2012-2013

Total Tax	\$ 178.02
Interest/Penalties	33.25
Other	10.94
Tax Sale Interest	0.00
Miscellaneous Bills	0.00
Metered Water (Tax Sale)	0.00
Environmental Citation	0.00
Alley Paving Bill	0.00
Rental Registration	0.00
<b>Total Municipal Liens</b>	<b>\$ 222.21</b>



1946

BOARD OF ESTIMATES

05/22/2013

**MINUTES**

DHCD - cont'd

The listed municipal liens, other than the current water bills, will be administratively abated after settlement.

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest of the property located at 117 S. Monroe Street by gift from Mr. Michael A. Sharp, owner, **SUBJECT** to any outstanding municipal liens other than current water bills.

**MINUTES**

Department of Housing and - Acquisition by Gift  
Community Development (DHCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the leasehold interest of the property located at 317 E. 24<sup>th</sup> Street by gift from Seaboard Management, LLC, owner, **SUBJECT** to any outstanding municipal liens other than current water bills.

**AMOUNT OF MONEY AND SOURCE:**

Seaboard Management, LLC agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00 total.

**BACKGROUND/EXPLANATION:**

The DHCD, Land Resources Division, strategically acquires and manages vacant or abandoned properties, which enables the property to be returned to productive use and improve neighborhoods in Baltimore City.

Seaboard Management, LLC has offered to donate title to its property located at 317 E. 24<sup>th</sup> Street. The City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain. The liens for 317 E. 24<sup>th</sup> Street are itemized as follows:

Cumulative Real Property Taxes 2009-2012

Total Tax	\$ 128.32
Interest/Penalties	0.00
Other	0.00
Tax Sale Interest	0.00
Miscellaneous Bills	83.62
Metered Water (Tax Sale)	0.00
Environmental Citation	1,500.00
Alley Paving Bill	0.00
Rental Registration	<u>512.20</u>
<b>Total Municipal Liens</b>	<b>\$2,224.14</b>

## MINUTES

DHCD - cont'd

The listed municipal liens, other than the current water bills, will be administratively abated after settlement.

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest of the property located at 317 E. 24<sup>th</sup> Street by gift from Seaboard Management, LLC, **SUBJECT** to any outstanding municipal liens other than current water bills.

**MINUTES**

Department of Housing and                    - Acquisition by Gift  
Community Development (DHCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the fee simple interest of the property located at 512 N. Fremont Avenue by gift from Mr. Louis Kaplan, owner, **SUBJECT** to any outstanding municipal liens other than current water bills.

**AMOUNT OF MONEY AND SOURCE:**

Mr. Kaplan agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00 total.

**BACKGROUND/EXPLANATION:**

The DHCD, Land Resources Division, strategically acquires and manages vacant or abandoned properties, which enables the property to be returned to productive use and improve neighborhoods in Baltimore City.

Mr. Kaplan has offered to donate title to his property located at 512 N. Fremont Avenue. The City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain. The liens for 512 N. Fremont Avenue are itemized as follows:

<u>Cumulative Real Property Taxes 2012-2013</u>	
Total Tax	\$ 0.00
Interest/Penalties	0.00
Other	0.00
Tax Sale Interest	0.00
Miscellaneous Bills	6,012.08
Metered Water (Tax Sale)	0.00
Environmental Citation	0.00
Alley Paving Bill	0.00
Rental Registration	0.00
<b>Total Municipal Liens</b>	<b>\$6,012.08</b>

1950

BOARD OF ESTIMATES

05/22/2013

**MINUTES**

DHCD - cont'd

The listed municipal liens, other than the current water bills, will be administratively abated after settlement.

UPON MOTION duly made and seconded, the Board approved the acquisition of the fee simple interest of the property located at 512 N. Fremont Avenue by gift from Mr. Louis Kaplan **SUBJECT** to any outstanding municipal liens other than current water bills.

MINUTES

Department of Housing and - Acquisition by Gift  
Community Development (DHCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the leasehold interest of the property located at 1722 Lemmon Street by gift from Mr. James A. Wolff, Sr. owner, **SUBJECT** to any outstanding municipal liens other than current water bills.

**AMOUNT OF MONEY AND SOURCE:**

Mr. Wolff agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00 total.

**BACKGROUND/EXPLANATION:**

The DHCD, Land Resources Division, strategically acquires and manages vacant or abandoned properties, which enables this property to be returned to productive use and improve neighborhoods in Baltimore City.

Mr. Wolff, Sr. has offered to donate title to his property located at 1722 Lemmon Street. The City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain. The liens for 1722 Lemmon Street are itemized as follows:

Cumulative Real Property Taxes 2012-2013

Total Tax	\$2,027.73
Interest/Penalties	277.20
Other	11.28
Tax Sale Interest	0.00
Miscellaneous Bills	524.26
Metered Water (Tax Sale)	0.00
Environmental Citation	0.00
Alley Paving Bill	0.00
Rental Registration	34.20
<b>Total Municipal Liens</b>	<b>\$2,874.67</b>

1952

BOARD OF ESTIMATES

05/22/2013

MINUTES

DHCD - cont'd

The listed municipal liens, other than the current water bills, will be administratively abated after settlement.

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest of the property located at 1722 Lemmon Street by gift from Mr. James A. Wolff, Sr. **SUBJECT** to any outstanding municipal liens other than current water bills.

MINUTES

Department of Housing and - Acquisition by Gift  
Community Development (DHCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the leasehold interest of the property located at 1724 Lemmon Street by gift from Mr. James Wolff, Sr. owner, **SUBJECT** to any outstanding municipal liens other than current water bills.

**AMOUNT OF MONEY AND SOURCE:**

Mr. Wolff, agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00 total.

**BACKGROUND/EXPLANATION:**

The DHCD, Land Resources Division, strategically acquires and manages vacant or abandoned properties, which enables the property to be returned to productive use and improve neighborhoods in Baltimore City.

Mr. Wolff, Sr. has offered to donate title to his property located at 1724 Lemmon Street. The City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain. The liens for 1724 Lemmon Street are itemized as follows:

Cumulative Real Property Taxes 2012-2013

Total Tax	\$856.80
Interest/Penalties	117.11
Other	11.28
Tax Sale Interest	0.00
Miscellaneous Bills	604.77
Metered Water (Tax Sale)	0.00
Environmental Citation	0.00
Alley Paving Bill	0.00
Rental Registration	148.20
<b>Total Municipal Liens</b>	<b>\$1,738.16</b>



1954

BOARD OF ESTIMATES

05/22/2013

MINUTES

DHCD - cont'd

The listed municipal liens, other than the current water bills, will be administratively abated after settlement.

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest of the property located at 1724 Lemmon Street by gift from Mr. James Wolff, Sr. **SUBJECT** to any outstanding municipal liens other than current water bills.

**MINUTES**

Department of Housing and - Acquisition by Gift  
Community Development (DHCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the leasehold interest of the property located at 4031 Oskamp Street gift from Mr. Harvey Richeson, owner, **SUBJECT** to any outstanding municipal liens other than current water bills.

**AMOUNT OF MONEY AND SOURCE:**

Mr. Richeson agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00 total.

**BACKGROUND/EXPLANATION:**

The DHCD, Land Resources Division, strategically acquires and manages vacant or abandoned properties, which enables the property to be returned to productive use and improve neighborhoods in Baltimore City.

Mr. Richeson has offered to donate title to his property located at 4031 Oskamp Street. The City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain. The liens for 4031 Oskamp Street are itemized as follows:

Cumulative Real Property Taxes 2012-2013

Total Tax	\$ 16.64
Interest/Penalties	10.16
Other	13.00
Tax Sale Interest	0.00
Miscellaneous Bills	476.48
Metered Water (Tax Sale)	0.00
Environmental Citation	0.00
Alley Paving Bill	0.00
Rental Registration	259.00
<b>Total Municipal Liens</b>	<b>\$775.28</b>

1956

BOARD OF ESTIMATES

05/22/2013

MINUTES

DHCD - cont'd

The listed municipal liens, other than the current water bills, will be administratively abated after settlement.

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest of the property located at 4031 Oskamp Street gift from Mr. Harvey Richeson, owner, **SUBJECT** to any outstanding municipal liens other than current water bills.

MINUTES

Department of Housing and - Acquisition by Gift  
Community Development (DHCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the leasehold interest of the property located at 1603 Ruxton Avenue gift from Mr. Bradley Stovall, owner, **SUBJECT** to any outstanding municipal liens other than current water bills.

**AMOUNT OF MONEY AND SOURCE:**

Mr. Stovall agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00 total.

**BACKGROUND/EXPLANATION:**

The DHCD, Land Resources Division, strategically acquires and manages vacant or abandoned properties, which enables the property to be returned to productive use and improve neighborhoods in Baltimore City.

Mr. Stovall has offered to donate title to his property located at 1603 Ruxton Avenue. The City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain. The liens for 1603 Ruxton Avenue are itemized as follows:

Cumulative Real Property Taxes 2012-2013

Total Tax	\$1,094.80
Interest/Penalties	0.00
Other	0.00
Tax Sale Interest	0.00
Miscellaneous Bills	0.00
Metered Water (Tax Sale)	0.00
Environmental Citation	0.00
Alley Paving Bill	0.00
Rental Registration	<u>0.00</u>
<b>Total Municipal Liens</b>	<b>\$1,094.80</b>

1958

BOARD OF ESTIMATES

05/22/2013

**MINUTES**

DHCD - cont'd

The listed municipal liens, other than the current water bills, will be administratively abated after settlement.

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest of the property located at 1603 Ruxton Avenue gift from Mr. Bradley Stovall, **SUBJECT** to any outstanding municipal liens other than current water bills.

**MINUTES**

Department of Housing and                    - Acquisition by Gift  
Community Development (DHCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the leasehold interest of the property located at 2256 Cedley Street from Brown Shah Advisory, LLC owner, **SUBJECT** to any outstanding municipal liens other than current water bills.

**AMOUNT OF MONEY AND SOURCE:**

Brown Shah Advisory, LLC agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00 total.

**BACKGROUND/EXPLANATION:**

The DHCD, Land Resources Division, strategically acquires and manages vacant or abandoned properties, which enables the property to be returned to productive use and improve neighborhoods in Baltimore City.

Brown Shah Advisory, LLC has offered to donate title to its property located at 2256 Cedley Street. The City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain. The liens for 2256 Cedley Street are itemized as follows:

Cumulative Real Property Taxes 2012-2013

Total Tax	\$1,906.38
Interest/Penalties	260.61
Other	11.28
Tax Sale Interest	0.00
Miscellaneous Bills	214.30
Metered Water (Tax Sale)	0.00
Environmental Citation	1,500.00
Alley Paving Bill	0.00
Rental Registration	<u>148.20</u>
<b>Total Municipal Liens</b>	<b>\$4,040.77</b>

1960

BOARD OF ESTIMATES

05/22/2013

**MINUTES**

DHCD - cont'd

The listed municipal liens, other than the current water bills, will be administratively abated after settlement.

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest of the property located at 2256 Cedley Street, **SUBJECT** to any outstanding municipal liens other than current water bills.

MINUTES

Department of Housing and - Acquisition by Gift  
Community Development (DHCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the leasehold interest of the property located at 2258 Cedley Street from Brown Shah Advisory, LLC owner, **SUBJECT** to any outstanding municipal liens other than current water bills.

**AMOUNT OF MONEY AND SOURCE:**

Brown Shah Advisory, LLC agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00 total.

**BACKGROUND/EXPLANATION:**

The DHCD, Land Resources Division, strategically acquires and manages vacant or abandoned properties, which enables the property to be returned to productive use and improve neighborhoods in Baltimore City.

Brown Shah Advisory, LLC has offered to donate title to its property located at 2258 Cedley Street. The City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain. The liens for 2258 Cedley Street are itemized as follows:

Cumulative Real Property Taxes 2012-2013

Total Tax	\$1,549.38
Interest/Penalties	211.82
Other	11.28
Tax Sale Interest	0.00
Miscellaneous Bills	0.00
Metered Water (Tax Sale)	0.00
Environmental Citation	0.00
Alley Paving Bill	0.00
Rental Registration	<u>34.20</u>
<b>Total Municipal Liens</b>	<b>\$1,806.68</b>



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BOARD OF ESTIMATES

05/22/2013

**MINUTES**

DHCD - cont'd

The listed municipal liens, other than the current water bills, will be administratively abated after settlement.

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest of the property located at 2258 Cedley Street, **SUBJECT** to any outstanding municipal liens other than current water bills.

**MINUTES**

Department of Housing - First Amendment to Deeds of Trust,  
and Community Development Assignment of Rents, Regulatory  
Agreements and Security Agreements

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a first amendment to the deeds of trust, assignment of rents, regulatory agreements, and security agreements (first amendment) for various HOME Loans. The Board is further requested to authorize the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate these transactions subject to review and approval for form and legal sufficiency by the Department of Law.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The first amendment will amend the period of affordability to comply with the statutory requirements of the HOME Investment Partnership Program.

Consistent with the statutory requirements of the HOME Investment Partnerships Program, each HOME unit must meet the affordability requirements for not less than the applicable period specified by regulation. The Period of Affordability (POA) as defined by the HOME Investment Partnerships Program regulation affects the period of time over which certain covenants and restrictions as set forth in the Deed of Trust are to be effective and the period for which the City of Baltimore must monitor compliance with various regulations required by the HOME program.

In 2012, a review of all HOME agreements was undertaken to assure that the Period of Affordability was correct in each of the agreements. In the early years of the Program, the Period of Affordability was often inflated to match the State of Maryland's Low Income Housing Tax Credit Period of Affordability which is significantly greater than that required by the HOME Program. These excessive periods in past HOME agreements present

## MINUTES

DHCD - cont'd

an obstacle to the refinancing for these real estate developments and add unnecessary administrative burden and cost to the City.

The developments for which an amendment is necessary to substitute the HOME Program required Periods of Affordability (POA) are as follows:

<u>Name of Project</u>	<u>Regulatory Agreement number of years</u>	<u>HOME Regulations number of years</u>
------------------------	---	---

I. HOME Regulatory Agreements with POAs of 41 - 45 years with shorter HOME regulations requirements:

Reservoir Hill X	41	5
Reservoir Hill XII	45	10
Park Heights Place	41	20

II. HOME Regulatory Agreements with POAs of 40 years with shorter HOME regulations requirements:

Royalton Arms	40	15
Gallagher Mansion	40	20
Montpelier Choice	40	15
Parkview @ Coldspring	40	20
Bennett House	40	5
CR Uncles	40	10
Bon Secours Smallwood	40	20
Broadway Overlook	40	20
The Chateau	40	10
Harford House	40	10
Bon Secours Chesapeake	40	20
Ednor Apartments	40	20
Printers Square	40	15
Weinberg West	40	10
John Manley House	40	10
Lanvale Transitional Housing	40	5

## MINUTES

DHCD - cont'd

<u>Name of Project</u>	<u>Regulatory Agreement number of years</u>	<u>HOME Regulations number of years</u>
III. HOME Regulatory Agreements with POAs of 30 years with shorter HOME regulations requirements:		
Everall Gardens	30	20
Bowley's Garden Vila	30	20
Bon Secours at Liberty	30	20
Hanover Park	30	10
West Hills Square	30	10
Woodbourne Woods	30	20
Lakewood Berea	30	10
Dolfield/Burleigh	30	10
IV. HOME Regulatory Agreements with POAs of 25 years with shorter HOME regulations requirements:		
Carrington House	25	20
V. HOME Regulatory Agreements with POAs of 21 years or less with shorter HOME regulations requirements:		
Refuge Housing	21	20
VI. HOME Regulatory Agreements with POAs of 20 years with shorter HOME regulations requirements:		
Weinberg East	20	10
Temple Gardens	20	10
VOA Pratt Street	20	10
Walker Avenue	20	10
VII. HOME Regulatory Agreements with POAs of 10 years or less with longer HOME regulations requirements:		
Holly Lane	10	15
Barclay Greenmount	5	10

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BOARD OF ESTIMATES

05/22/2013

**MINUTES**

DHCD - cont'd

The proposed changes have been discussed with the local HUD office and they have expressed no objections and in fact encourage this action.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the first amendment to the deeds of trust, assignment of rents, regulatory agreements, and security agreements for various HOME Loans. The Board also authorized the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate these transactions **SUBJECT** to review and approval for form and legal sufficiency by the Department of Law.

**MINUTES**Parking Authority of Baltimore City - Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with Desman, Inc. (Desman). The period of the agreement is effective upon Board approval for 180 days.

**AMOUNT OF MONEY AND SOURCE:**

\$87,208.00 - 2075-000000-5800-408600-603016

**BACKGROUND/EXPLANATION:**

The Water Street Garage requires immediate structural repairs. The floor surfaces need protection through a waterproof membrane due to the advanced level of contamination and corrosion to the concrete and steel reinforcing structure. Further, the facility has cracked and deteriorated mortar joints in the walls throughout the entire structure. Deteriorated concrete is present, and concrete slabs require repair. There are a number of leaking cracks and joints within these slabs that also require repair. Overall, the garage is in need of repair to ensure that further and more costly repairs are avoided in the future.

Desman was retained by the Parking Authority of Baltimore City to provide a condition analysis and a capital repair and maintenance plan. Desman will be responsible for the preparation of contract documents for the repairs, assisting in getting pricing for the repairs, and engineering oversight during the construction.

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BOARD OF ESTIMATES

05/22/2013

MINUTES

Parking Authority of Baltimore City - cont'd

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
--------	-----------------	-------------

Bureau of Purchases

- |   |              |         |
|---|--------------|---------|
| 1. ALL HANDS FIRE EQUIPMENT,<br>LLC   | \$ 20,000.00 | Renewal |
| Solicitation No. B50001968 - Partner Rescue Saws - Baltimore<br>City Fire Department - P.O. No. P517174 |              |         |

On June 8, 2011, the Board approved the initial award in the amount of \$45,000.00. The award contained two 1-year renewal options. On May 16, 2012, the Board approved the first renewal in the amount of \$45,000.00. This final renewal in the amount of \$20,000.00 is for the period June 7, 2013 through June 6, 2014, and will make the total award amount \$110,000.00.

- |  |              |         |
|--|--------------|---------|
| 2. SEFAC, INC.   | \$100,000.00 | Renewal |
| Solicitation No. 08000 - O.E.M. Parts and Service for Sefac<br>Mobile Vehicle Lifts - Department of General Services - P.O.<br>No. P509845 |              |         |

On July 1, 2009, the Board approved the initial award in the amount of \$150,000.00. The award contained two 1-year renewal options. On March 7, 2013, the Board approved the first renewal. This final renewal in the amount of \$100,000.00 is for the period July 1, 2013 through June 30, 2014.

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.



## 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

- |   |              |         |
|---|--------------|---------|
| 3. JADIAN ENTERPRISES, INC.   | \$ 66,000.00 | Renewal |
| Solicitation No. B50002202 - Quality Management Software (QMS) System for Environmental Health - Health Department - Req. No. R582054 |              |         |

On May 23, 2012, the Board approved the initial award in the amount of \$90,169.00. The award contained four 1-year renewal options. This renewal is for the period May 23, 2013 through May 22, 2014, with three 1-year renewal options remaining.

**MWBOO GRANTED A WAIVER.**

- |   |              |         |
|---|--------------|---------|
| 4. SANOFI PATEUR, INC.  | \$ 27,576.00 | Renewal |
| Solicitation No. 08000 - Fluzone Vaccine - Health Department - P.O. No. P520423 |              |         |

On June 6, 2012, the Board approved the initial award in the amount of \$27,576.00. The award contained three 1-year renewal options. This renewal in the amount of \$27,576.00 is for the period June 13, 2013 through June 12, 2014, with two 1-year renewal options remaining.

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.

## 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

- |   |         |         |
|---|---------|---------|
| 5. TYRRELLTECH, INC.  | \$ 0.00 | Renewal |
| Solicitation No. B50001500 - Materials Used for Signs, Banners, Posters, Etc. - Department of Public Works - P.O. No. P513929 |         |         |

On June 30, 2010, the Board approved the initial award in the amount of \$52,581.50. The award contained four 1-year renewal options. Subsequent actions have been approved. This renewal is for the period July 14, 2013 through July 13, 2014, with one 1-year renewal option remaining.

**MWBOO GRANTED A WAIVER.**

- |  |              |         |
|--|--------------|---------|
| 6. TIPCO TECHNOLOGIES, INC.  | \$100,000.00 | Renewal |
| Solicitation No. B50001058 - Various Hoses and Accessories - Department of Public Works - P.O. No. P508818 |              |         |

On June 24, 2009, the Board approved the initial award in the amount of \$100,000.00. The award contained two 1-year renewal options. On September 21, 2011, the Board approved an increase in the amount of \$50,000.00. On April 25, 2012, the Board approved an increase in the amount of \$100,000.00. This final renewal in the amount of \$100,000.00 is for the period July 17, 2013 through July 16, 2014.

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |                                  |              |         |
|----------------------------------|--------------|---------|
| 7. R.S. TECHNICAL SERVICES, INC. | \$ 20,000.00 | Renewal |
|----------------------------------|--------------|---------|
- Solicitation No. 08000 - Video Pipeline Inspection System -  
Department of Public Works, Bureau of Water and Wastewater -  
P.O. No. P517666

On July 7, 2011, the City Purchasing Agent approved the initial award in the amount of \$10,000.00. The award contained two 1-year renewal options. On February 29, 2012, the City Purchasing Agent approved an increase in the amount of \$5,000.00. On April 11, 2012, the Board approved a renewal in the amount of \$25,000.00. This final renewal in the amount of \$20,000.00 is for the period July 29, 2013 through July 28, 2014.

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

- |  |              |          |
|--|--------------|----------|
| 8. ENVIRONMENTAL SERVICE & EQUIPMENT COMPANY, INC. | \$100,000.00 | Increase |
|--|--------------|----------|
- Solicitation No. 08000 - Wallace & Tiernan Water Technologies' Parts - Department of Public Works, Bureau of Water & Wastewater - P.O. No. P519196

On January 25, 2012, the Board approved the initial award in the amount of \$50,000.00. The award contained one 2-year renewal option. The requested funds will be used to replace parts that are too old to repair. This increase in the amount of \$100,000.00 will make the award amount \$250,000.00. The current term expires on January 24, 2014 with one 2-year renewal option remaining.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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.

## 9. C.N. ROBINSON LIGHTING

<u>SUPPLY COMPANY</u>	<u>\$200,000.00</u>	<u>Increase</u>
Baltimore Regional Cooperative Purchasing Committee (BRCPC) Solicitation No. 09-005-Lamps and Ballasts, Large and Specialty - Agencies Various - P.O. No. P507739		

On April 15, 2009, the Board approved the initial award in the amount of \$300,000.00. The award contained three 1-year renewal options. The final renewal was approved by the Board on February 13, 2013 in the amount of \$100,000.00. Due to increased usage of lamps and ballasts, an increase in the amount of \$200,000.00 is necessary. This increase in the amount of \$200,000.00 will make the total award amount \$900,000.00. The contract expires on April 21, 2014, with no renewal option remaining.

**MWBOO GRANTED A WAIVER.**10. TELE-TECTOR OF MARYLAND,  
INC.

<u>INC.</u>	<u>\$356,844.00</u>	<u>Increase</u>
Solicitation No. B50001080 - CCTV Maintenance & Platform Integration - Mayor's Office on Criminal Justice - P.O. No. P508992		

On July 1, 2009, the Board approved the initial award in the amount of \$2,800,000.00. The award contained two 2-year renewal options. Subsequent actions have been approved. On April 2, 2012, the City Purchasing Agent approved an increase in the amount of \$50,000.00. Due to expanded usage an

## 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

increase is necessary. This increase in the amount of \$356,844.00 will make the total award amount \$7,487,126.00. The contract expires on June 30, 2014, with two 2-year renewal options remaining.

**MWBOO SET GOALS OF 7% MBE AND 3% WBE.**

**MWBOO FOUND VENDOR IN COMPLIANCE.**

- |  |        |           |
|--|--------|-----------|
| 11. NIGHTMARE GRAPHICS, INC.   | \$0.00 | Extension |
| Solicitation No. B50000972 - T-Shirts and Other Active Wear - Department of Recreation and Parks - P.O. 514789 |        |           |

On June 17, 2009, the Board approved the initial award. Subsequent actions were approved. The award contained three 1-year renewal options. On March 30, 2011 and November 9, 2011, the City Purchasing Agent approved increases in the amount of \$20,000.00 each. The Board approved an increase on December 14, 2011 and January 9, 2013 in the amounts of \$60,000.00, and \$120,000.00 respectively.

A three-month extension is requested to supply the agencies with these commodities throughout the summer and to ensure that the spring and summer uniforms are consistent in size and color, and to give the City time to advertise a new solicitation. This extension is for the period June 17, 2013 through October 1, 2013 with no renewal options remaining.

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Purchases12. 1<sup>st</sup> Call

HD Supply, Inc.	0.00	Renewal
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2<sup>nd</sup> Call

L/B Water Service, Inc.	0.00	Renewal
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Solicitation No. B50001403 - Various Waterworks Repair Parts - Department of Public Works, Bureau of Water & Wastewater - P.O. Nos. P51467 and P514168

On May 19, 2012, the Board approved the initial award in the amount of \$25,000.00. The award contained four 1-year renewal options. Subsequent actions have been approved. This renewal is for the period July 1, 2013 through June 30, 2014, with one 1-year renewal remaining.

**MWBOO GRANTED A WAIVER.**13. 1<sup>st</sup> Call

THE AUTO BARN, INC.	0.00	Term Order
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2<sup>nd</sup> Call

FRANKFORD TOWING	0.00	Term Order
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Solicitation No. B50000888 - Towing and Road Service for Cars and Light Trucks - Department of General Services - P.O. Nos. P507386 and P507387

On March 25, 2009, the Board approved the initial award in the amount of \$1,000,000.00. The award contained two 1-year renewal options. The first renewal was approved by the Board on April 18, 2012 in the amount of \$0.00. The final request for renewal was inadvertently not submitted to the Board in sufficient time to renew prior expiration. Therefore, the Bureau of Purchases is requesting the final renewal option term because there is an urgent need for services and the original contract was competitively bid. The term order is for the period May 1, 2013 through April 30, 2014.

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BOARD OF ESTIMATES

05/22/2013

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

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

**MWBOO FOUND VENDOR IN COMPLIANCE.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the informal awards, renewals, increases to Contracts, and extensions.

MINUTES

PERSONNEL MATTERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

1978 - 1996

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

Acting on behalf of the President,

the Vice-President of City Council,

Edward L. Reisinger **ABSTAINED** on

item nos. 38, 39, 40, 41, 42 and 43.



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BOARD OF ESTIMATES

05/22/2013

**MINUTES**

**PERSONNEL**

Health Department

	<u>Hourly Rate</u>	<u>Amount</u>
1. <b>RONALD S. SAVAGE</b>	\$25.00	\$ 7,500.00
2. <b>ROBERT L. ANDERSON</b>	\$25.00	\$ 1,750.00
3. <b>AJA SAGE BROWN</b>	\$25.00	\$ 1,750.00
4. <b>JOY I. FREEDMAN</b>	\$25.00	\$ 2,000.00

Account: 1001-000000-2401-258300-601009

Mr. Ronald S. Savage will serve as a Chairman for the Animal Hearing Panel and administer the activities of the panel. Mr. Anderson, Ms. Brown, and Ms. Freedman will serve as Animal Hearing Panel Members. They will be responsible for providing notices of hearings in writing to the aggrieved party and interested party and the Office at least five days before the hearing. They will attend meetings as scheduled by the Chairperson of the panel and conduct hearings to assure procedural due process in accordance with Panel Hearing Procedure Regulations. In addition, the individuals will obtain all relevant evidence pertaining to the issues in question and limit the evidence to that which has bearings on the issue involved at the hearings. The period of the agreement is July 1, 2013 through June 30, 2014.

AMENDMENT TO AGREEMENT

5. <b>MARGARET A. DIETRICH</b>	\$25.00	\$ 3,250.00
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Account: 1001-000000-2401-258300-601009

On June 27, 2012, the Board approved the original contractual agreement for Ms. Dietrich to function as a member of the Animal Hearing Panel in the amount of \$1,750.00 for the period July 1, 2012 through June 30, 2013 at a rate of \$25.00 per hour, not to exceed \$1,750.00 for a maximum of 70 hours. This amendment increases the number of hours by an additional 130 hours at the current rate of \$25.00 per hour.

## MINUTES

PERSONNELHealth Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
<p>The maximum hours are 200 and increases the contract amount by \$3,250.00, making the total contract amount \$5,000.00. Ms. Dietrich will continue to work as an Animal Hearing Panel Member. She will be responsible for providing the resolution of disputes arising from the enforcement of Title 10 of the Baltimore City Code.</p>		
6. <b>ROEH BEN ISRA-EL</b> <b>FORMERLY BERNARD L.</b> <b>CONAWAY</b>	\$16.16	<b>\$29,411.20</b>

Account: 6000-624010-3030-273296-601009

Mr. Isra-El, formerly named Bernard L. Conaway, will continue to serve as a Patient Care Coordinator. He will monitor and provide follow-up assistance for students referral and registration assistance for older adults seeking dental assistance within the Giving Retired Adults Mighty Smiles (GRAMS\*) Program. He will provide dental program linkages to agencies that refer to the dental clinic and provide program information and referral assistance to community groups and organizations. The period of the agreement is July 1, 2013 through June 30, 2014.

7. <b>JOHN LAWS NICKENS, JR.,</b> <b>D.D.S.</b>	\$66.00	<b>\$85,800.00</b>
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Account: 1001-000000-3030-271993-601009

Mr. Nickens will continue to provide general dentistry procedures i.e., diagnostic, preventive, periodontal, restorative and fixed prosthodontics, and minor oral surgery treatment and provide on-site supervision over public health hygienist and clinic staff. The hourly rate is a 10% increase from the prior contract period. The period of the agreement is July 1, 2013 through June 30, 2014.

## MINUTES

PERSONNELHealth Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
8. <b>ESTEFANIA R. MUDAFORT</b>	\$15.00	<b>\$ 7,800.00</b>

Account: 5000-520113-3030-702900-601009

Ms. Mudafort will work as a Youth Development Aide/Tutor in the Healthy Teen and Young Adult (HTYA) Program. She will be responsible for providing homework assistance, tutorial and college preparation assistance, individual instruction to participants with specific deficits, and instruction of a variety of subjects. In addition, Ms. Mudafort will correct program participants' work, assist in the development of educational materials, chaperone program participants while on trips or other program activities, participate in trainings, workshops, and attend staff meetings. The period of the agreement is July 1, 2013 through June 30, 2014.

9. <b>LEONA L. TRUELOVE</b>	\$35.00	<b>\$42,000.00</b>
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Account: 4000-497314-3041-688201-601009

Ms. Truelove, retiree, will continue to work as a Health Program Administrator III. She will be responsible for responding to requests from the Deputy Commissioner of Health Promotion and Disease Prevention to provide administrative action on two community-based projects in the Cardiovascular Initiative by writing monthly and quarterly reports, the annual grant application and conducting periodic site visits. Ms. Truelove will work with these vendors and the Department Fiscal Officer to process monthly requests for payment, assist vendor staff with explanations of fiscal and programmatic contract requirements and providing quarterly data reports for the Commissioner's Division-Stat meetings. The period of the agreement is July 1, 2013 through June 30, 2014.

## MINUTES

PERSONNELHealth Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
10. <b>WILMA J. BROWN</b>	\$19.00	<b>\$36,210.20</b>

Account: 5000-533814-3044-273300-601009

Ms. Brown will serve as a Program Assistant II for the Money Follows the Person Program. Her duties will include, but are not limited to receiving referrals through the tracking system, entering data in the tracking system, and participating in monthly meetings. Ms. Brown will also be responsible for providing placement counseling for residents that are not eligible, meeting with nursing home residents and/or family who are interested in transitioning to the community; providing education regarding the various waiver and Medical Assistance services programs, non-state programs and other community resources, and application assistance. The period of the agreement is July 1, 2013 through June 30, 2014.

11. <b>JENNIFER B. PANKEY, R.N.</b>	\$30.00	<b>\$ 3,702.00</b>
12. <b>SOPHIA M. KROME, R.N.</b>	\$30.00	<b>\$ 3,702.00</b>

Account: 4000-422813-3080-294286-601009

On June 27, 2012, the Board approved the original contractual agreements for Ms. Pankey and Ms. Krome to function as Community Health Nurse IIs for the period July 1, 2012 through June 30, 2013 at a rate of \$30.00 per hour not to exceed \$23,940.00 for a maximum of 798 hours. The amendment to each contract increases the number of hours by an additional 123.4 hours for a maximum of 921.4 hours at the current rate of \$30.00 per hour not to exceed an additional \$3,702.00. This increase makes the total contract amount \$27,642.00. Ms. Pankey and Ms. Krome, retirees, will continue to work as Community Health Nurse IIs. They will be responsible for assessing, planning, and evaluating patient care in the home, interviewing and assessing health needs of individuals,

MINUTES

PERSONNEL

Health Department - cont'd

Hourly Rate

Amount

families, and analyzing and interpreting assessment findings for health and welfare professionals. In addition, they will develop nursing care plans for patients receiving skilled and non-skilled nursing care and provide preventive health education and community resources to improve the health status of individuals and families.

13. Reclassify the following filled position:

Job Number 3021-14226

From: Job Code: 33233 - Secretary III  
Grade 084 (\$33,510.00 - \$39,994.00)

To: Job Code: 33215 - Office Supervisor  
Grade 084 (\$33,510.00 - \$39,994.00)

Cost: There are no costs associated with this action.  
1001-000000-3021-268400-601001

Environmental Control Board (ECB)

14. <b>GARY M. BROOKS</b>	\$65.00	<b>\$39,000.00</b>
15. <b>JAMES MOTSAI</b>	\$60.00	<b>\$30,000.00</b>
16. <b>PATRICIA D. WELCH</b>	\$65.00	<b>\$39,000.00</b>

Account: 1001-000000-1170-138600-601009

These individuals will each continue to work as Hearing Officers. Their duties will include but are not limited to conducting hearings to make preliminary determinations as to

MINUTES

PERSONNEL

ECB - cont'd

Hourly Rate

Amount

whether citations issued by City enforcement officers comply with the Code, the ECB rules, and relevant court decisions. The Hearing Officers will also record all hearings, complete a Disposition Sheet, and submit written findings to the Executive Director of the ECB at the end of each day for each hearing that was conducted. The period of the agreement is May 24, 2013 through May 23, 2014.

Department of Communication Services

17. <b>PATRICIA ELLERBE</b>	\$14.34	<b>\$22,370.40</b>
18. <b>HARRIET HIPPI</b>	\$14.34	<b>\$22,370.40</b>

Account: 2039-000000-1330-158400-601009

These individuals will each work as a Telephone Operator I in the Department of Communication Services, Municipal Telephone Exchange. Their duties will include, but will not be limited to operating a Centrex telephone console and computer terminal to answer incoming calls and making connections to complete incoming, outgoing, and extension to extension calls. Each Telephone Operator I will report telephone equipment that is out of order, answer calls for assistance from City residents, route such calls to proper authorities, and maintain confidentiality of phone calls. The period of the agreement is effective upon Board approval for one year.

Department of Public Works (DPW)

19. Create the following position:

Job Code: 71532 - Microbiologist II  
 Grade 089 (\$40,540.00 - \$49,222.00)  
 Job No.: To be assigned by BBMR

Cost: \$64,439.00 - 2071-000000-5521-632500-601001

MINUTES

PERSONNEL

DPW - cont'd

Hourly Rate

Amount

20. Reclassify the following position:

Job Number 5601-48318

FROM: Job Code: 33258 - Word Processing Operator III  
Grade 078 (\$27,958.00 - \$32,241.00)

TO: Job Code: 33232 - Secretary II  
Grade 078 (\$27,958.00 - \$32,241.00)

Cost: There are no costs associated with this action.  
2071-000000-5601-400200-601001

Police Department

21. **ERIN CUNNINGHAM** \$26.00 \$ 31,096.00

Account: 4000-470212-2021-212600-601009 \$ 18,000.00  
4000-470012-2252-694201-601009 \$ 13,096.00

Ms. Cunningham will continue to work as a Domestic Violence Coordinator. She will be responsible for assisting the City's coordinated effort to reduce domestic violence and overseeing and implementing the Supervised Visitation Program. The period of the agreement is June 1, 2013 through May 31, 2014.

22. **LAVINIA M. DAVIS** \$14.42 \$30,000.00

Account: 1001-000000-2042-198100-601009

Ms. Davis, retiree, will continue to work as a Contract Services Specialist I - Education and Training Section. She will be responsible for scheduling sworn members for range related training to include yearly qualification, shotgun

MINUTES

PERSONNEL

Police Dept - cont'd

Hourly Rate

Amount

qualification and taser training. She will assist in ensuring members meet annual firearms qualification and maintain a thorough updated database. The agreement is for the period May 19, 2013 through May 18, 2014

23. **SHARON M. MARKOV** \$14.42 \$ 30,000.00

Account: 1001-000000-2042-198100-601009

Ms. Markov, retiree, will continue to work as a Contract Services Specialist I - Validations Unit. She will be responsible for reviewing original National Crime Information Center (NCIC) entries, reports and documents. She will also contact victims, complainants and the court for follow-up information; accessing local, state, and federal databases for additional information; update databases and NCI to reflect changes. In addition, she will prepare supplemental reports and assist the Crime lab for NCIC hit confirmations on recovered guns. The agreement is for the period May 19, 2013 through May 18, 2014.

24. **EUGENE J. CASSIDY** \$14.42 \$ 30,000.00

Account: 1001-000000-2042-198100-601009

Mr. Cassidy, retiree, will continue to work as a Contract Services Specialist I - Education and Training Section. He will be responsible for educating, instructing, and coordinating courses in criminal and constitutional law, victimology, post-shooting trauma and learning techniques. He will also be responsible for advising and supervising



MINUTES

PERSONNEL

Police Department - cont'd

Hourly Rate

Amount

recruit classes in professional and personal matters and also serve as the BPD intern liaison with other colleges and places and evaluate interns in BPD. The period of the agreement is May 19, 2013 through May 18, 2014.

25. **MILTON H. SCHALIZKI**                      \$14.42                                      **\$ 30,000.00**

Account: 1001-000000-2042-198100-601009

Mr. Schalizki, retiree, will continue to work as a Contract Services Specialist I - Record Management Section. He will be responsible for reviewing and coding accident reports, disseminating reports to various agencies, redacting private information for city/state employees; scanning reports to ensure availability and sending back reports for corrections and processing delinquent reports. The period of the agreement is May 19, 2013 through May 18, 2014.

26. **WALTER G. HEUER**                              \$14.42                                      **\$ 30,000.00**

Account: 1001-000000-2042-198100-601009

Mr. Heuer, retiree, will continue to work as a Contract Services Specialist I - Uniform Crime Reporting Unit. He will be responsible for verifying information on Offense Reports to ensure it matches RMS database; conducting quarterly audits to ensure that Staff Review are coding reports correctly; and maintaining records for juvenile/adult arrestees. He will also complete the Uniform

MINUTES

PERSONNEL

Police Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
<p>Crime Reporting Statistical Crime &amp; Arrest Data Book and deliver the monthly UCR Statistical Crime &amp; Arrest Book. The agreement is for the period May 19, 2013 through May 18, 2014.</p>		
27. <b>PATRICIA A. D. DAVIS</b>	\$14.42	<b>\$ 30,000.00</b>

Account: 1001-000000-2042-198100-601009

Ms. Davis, retiree, will continue to work as a Contract Services Specialist I - Evidence Control Section. She will be responsible for timely and accurate entry of all evidence and property that is retained by the department; releasing property back to citizens and transferring property to officers for court or investigations and the department's central repository for storage of all evidence in police custody. The agreement is for the period May 19, 2013 through May 18, 2014.

28. <b>CELIO OLIVERAS, JR.</b>	\$14.42	<b>\$ 30,000.00</b>
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Account: 1001-000000-2042-198100-601009

Mr. Oliveras, retiree, will continue to work as a Contract Services Specialist I - Validations Unit. He will be responsible for reviewing original National Crime Information Center (NCIC) entries, warrants and supporting documents; contacting appropriate sources for follow-up information; accessing local, state, and federal databases for additional information and updating database and NCIC to reflect changes, and preparing reports. The agreement is for the period May 19, 2013 through May 18, 2014.

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MINUTES

PERSONNEL

Department of Recreation and Parks

	<u>Hourly Rate</u>	<u>Amount</u>
29. <b>MARCIA FROOMER</b>	\$20.00	<b>\$ 40,000.00</b>

Account: 5000-577713-4781-363900-601009

Ms. Froomer will work as a Workforce Development Coordinator. Her duties will include, but are not limited to organizing and training non-traditional workforces (Youthworks, Civic Justice Corps, Tuerk House, residents and Park Stewards) to maintain park assets. The period of the agreement is May 24, 2013 through May 23, 2014.

30. <b>ERIC BARLIPP</b>	\$15.00	<b>\$ 30,000.00</b>
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Account: 5000-577713-4781-363900-601009

Mr. Barlipp will continue to serve as a Dog Park Administrative Coordinator. He will be responsible for negotiating terms and conditions of Memoranda of Understanding between the City and support groups for dog parks; identifying perspective sites; and facilitating construction designs for dog parks. The period of the agreement is May 23, 2013 through May 22, 2014.

31. <b>SARAH HOPE</b>	\$25.00	<b>\$ 50,000.00</b>
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Account: 5000-577713-4781-363900-601009

Ms. Hope will work as a Playground Safety Coordinator. Her duties will include, but are not limited to inspection of all 128 playgrounds twice each year to assess deficiencies. She will note needed repairs and bring them into compliance with all safety standards. In addition, Ms. Hope will develop a maintenance and repair regimen to include a maintenance tracking system, and develop an efficient system for the procurement of replacement parts for playground equipment. The period of the agreement is June 8, 2013 through June 7, 2014.

## MINUTES

PERSONNELDept. of Rec. & Parks - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
32. <b>JENNIFER KULLGREN</b>	\$23.00	<b>\$ 16,560.00</b>

Account: 1001-000000-4783-583800-601009

Ms. Kullgren will work as an Environmental Conservation Analyst. Her duties will include, but are not be limited to performing daily tasks with the TreeBaltimore Program such as collecting and tracking tree planting data, providing maintenance for the program's nursery, assisting with educational and volunteer outreach and providing expertise and labor alongside the Department's non-profit partners during tree planting and maintenance events. The period of the agreement is effective upon Board approval for 20 weeks.

Mayor's Office of Economic and Neighborhood Development

33. <b>BRIAN GREENAN</b>	\$49.09	<b>\$90,000.00</b>
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Account: 9904-907795-9127-900000-703032

Mr. Greenan will continue to work as the Westside Coordinator. His duties will include coordinating the efforts of the UniverCity Partnership (formerly the Westside Strategic Committee). He is responsible for developing a plan for the implementation of significant capital investment and real estate development projects and coordinating various short-term and long-term revitalization efforts. He will actively engage a broad coalition of residents, businesses, and stakeholders to develop and implement a comprehensive development plan, as well as represent the Mayor's Office at all Westside meetings and field all community concerns. The period of the agreement is June 1, 2013 through May 31, 2014.

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

**MINUTES****PERSONNEL**Mayor's Office of Economic and Neighborhood Development - cont'd

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. Her correspondence has been sent to the appropriate agency and/or committee which will respond directly to Ms. Trueheart.

Office of Council Services34. Create the following classification

- a. 34534 - Senior Legislative Policy Analyst  
Grade 119

Reclassify the following position:

Job No. 1030-10264

- b. From: 34533 - Legislative Policy Analyst  
Grade: 117 (\$56,000.00 - \$79,400.00)
- To: 34534 - Senior Legislative Policy Analyst  
Grade 119 (\$61,900.00 - \$87,500.00)

Costs: \$3,900.00 - 1001-000000-1030-108200-601001

**MINUTES****PERSONNEL**Law Department's Office of the Inspector General35. Upgrade the following classifications:

- a. From: 10210 - OIG Agent  
Grade 115 (\$51,000.00 - \$72,200.00)  
To: Grade 941 (\$49,400.00 - \$84,800.00)
- b. From: 10211 - OIG Lead Agent  
Grade 115 (\$51,000.000 - \$72,200.00)  
To: Grade 955 (\$74,100.00 - \$102,300.00)

Costs: There are no costs associated with this action.

36. Increase the maximum salary for the following grades:

- a. Grade 932  
From: \$27,000.00 - \$54,100.00  
To: \$27,000.00 - \$59,500.00

Department of Human Resources (DHR)

- b. Grade 933  
From: \$34,100.00 - \$62,600.00  
To: \$34,100.00 - \$68,900.00
- c. Grade 935  
From: \$40,300.00 - \$55,700.00  
To: \$40,300.00 - \$61,300.00
- d. Grade 979  
From: \$15,080.00 - \$26,832.00  
To: \$15,080.00 - \$29,500.00

The DHR completed a review of the salary range assigned to each of the above referenced salary grades. It was determined that

## MINUTES

PERSONNEL

DHR - cont'd

the maximum salary for each salary grade should be increased in order to properly align these salary grades within the overall compensation structure.

Costs: There are no costs associated with this action.

37. Create the following new classification:

- a. 33626 - HRIS Analyst  
Grade 116 (\$53,900.00 - \$76,000.00)
- b. 33627 - HRIS Specialist  
Grade 117 (\$56,000.00 - \$79,400.00)

Reclassify the following positions:

Job No. 1604-23786

- c. From: 33684 - Training Officer II  
Grade 114 (\$48,600.00 - \$68,600.00)
- To: 33626 - HRIS Analyst  
Grade 116 (\$53,900.00 - \$76,000.00)

Job No. 1601-47819

- d. From: 33192 - Network Engineer  
Grade 115 (\$51,000.00 - \$72,200.00)
- To: 33627 - HRIS Specialist  
Grade 117 (\$56,000.00 - \$79,400.00)

Costs: \$ 4,290.00 - 1001-000000-1601-172500-601001  
 4,550.00 - 1001-000000-1604-172500-601001  
\$ 8,840.00

## MINUTES

PERSONNELOffice of the President38. Reclassify the following four filled positions:Job No. 1000-10222

- a. From: 01190 - Staff Associate, President  
City Council  
Grade 933 (\$34,100.00 - \$62,600.00)
- To: 00015 - Administrative Assistant  
Grade 940 (\$48,900.00 - \$67,000.00)

Job Nos. 1000-40104 and 1000-47659

- b. From: 01190 - Staff Associate, President  
City Council  
Grade 933 (\$34,100.00 - \$62,600.00)
- To: 00142 - Executive Level I  
Grade 948 (\$55,200.00 - \$99,200.00)

Job No. 1000-47554

- c. From: 00142 - Executive Level I  
Grade 948 (\$55,200.00 - \$99,200.00)
- To: 00180 - Administrative Assistant  
Grade 941 (\$49,400.00 - \$84,800.00)

Costs: \$16,533.00 - 1001-000000-1000-104800-601001



MINUTES

PERSONNEL

Department of Finance

39. Upgrade the following classification:

Job Code: 4441 - Treasury Technician  
 From: Grade 116 (\$53,900.00 - \$65,600.00)  
 To: Grade 119 (\$61,900.00 - \$75,500.00)

Costs: \$17,200.00 - 1001-000000-1500-166800-601001

Circuit Court

	<u>Hourly Rate</u>	<u>Amount</u>
40. <b>ALLYSON K. SMITH</b>	\$21.54	<b>\$40,800.00</b>

Account: 5000-540313-1100-109400-601009

Ms. Smith will serve as a Drug Court Case Manager. She will be responsible for overseeing the ancillary service component of the program and developing case plans, facilitating access to services and providing reports for the Judiciary. The proposed hourly rate is 2% above the hourly rate for the prior contract hourly rate of \$21.16. The period of the agreement is June 11, 2013 through June 10, 2014.

Department of Planning

41. <b>MELISSA OGUAMANAM</b>	\$23.45	<b>\$43,000.00</b>
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Account: 9905-903009-9188-000000-709009

Ms. Oguamanam will serve as a Special GIS Analyst. She will be responsible for developing and producing digital and hardcopy computer-generated GIS data layers, developing and converting complex geo-databases, designing and creating accurate cartographic products in response to the news media, public events, public safety and natural disaster emergencies. The period of the agreement is May 28, 2013 through May 27, 2014.

MINUTES

PERSONNEL

Mayor's Office of Human Services

Create the following position:

- 42. a. Job Code: 00180 - Administrative Assistant  
Grade 941 (\$49,400.00 - \$84,800.00)  
(Job No. to be assigned by BBMR)

Reclassify the following position:

Job No. 3571-14253

- b. From: 10172 - Division Chief II  
Grade 952 (\$62,700.00 - \$90,900.00)
- To: 10173 - Division Chief III  
Grade 955 (\$74,100.00 - \$102,300.00)

Costs: \$126,082.40 - 6000-685213-3573-591400-601001

Health Department - Amendment

- 43. **STEPHANIE S. REGENOLD** **\$4,369.46**

Account: 4000-422813-3080-294200-601009

On June 27, 2012, the Board approved the original agreement for the period July 1, 2012 through June 30, 2013, at the rate of \$37.13 per hour for 15 hours per week, not to exceed 780, for 52 weeks in the amount of \$28,961.40.

The Health Department is requesting an amendment to the original agreement to increase the number of hours worked by 117.68 at the same hourly rate of \$37.13, increasing the contract by \$4,369.46 for a total amount of \$33,331.00. Ms. Regenold will continue to work as a Senior Health Advisor by analyzing epidemiologic data related to birth outcomes

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BOARD OF ESTIMATES

05/22/2013

**MINUTES**

**PERSONNEL**

Health Department - cont'd

to recommend improvements, participate in strategic planning activities for the Healthy Babies Steering Committee and conducting presentations on pre-conception, pregnancy, post-pregnancy and infant care. All other terms and conditions remain unchanged.

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05/22/2013

MINUTES

Law Department - Settlement Agreement and Release

The Board is requested to approve the settlement agreement and release for the following claim:

1. Reyes, et al. v. Sanders et al. \$72,000.00

The settlement agreement and release has been reviewed and approved by the Settlement Committee of the Law Department.

Funds are available in account no. 1001-000000-2041-195500-603070.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the settlement agreement and release.

Acting on behalf of the President the Vice-President **ABSTAINED**.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

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:

1999 - 2000

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

Acting on behalf of the President,  
the Vice-President **ABSTAINED** on items 1, and 2.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of General Services

1. GS 11836, Baltimore City Fire Academy Structural Fire Fighting Prop & Rehab. Station	Roy Kirby & Sons, Inc.	\$1,357,000.00
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<b>MBE:</b> Roane's Rigging & Transfer Company Inc.		\$81,420.00	6.00%
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**WBE:** Waived

**MWBOO FOUND VENDOR IN COMPLIANCE**

2. GS 12817, Guilford Avenue Garage Repairs	Mid-Atlantic General Contractors, Inc.	\$ 898,000.25
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<b>MBE:</b> KMT Contractors, Inc. Roger 1 <sup>st</sup> , LLC		\$ 62,860.02	7.00%
		<u>179,600.05</u>	<u>20.00%</u>
		<b>\$242,460.07</b>	<b>27.00%</b>

<b>WBE:</b> Franqui Enterprises, LLC		\$ 71,840.02	8.00%
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\*Roger 1<sup>st</sup>, LLC is not in good standing with the Maryland Department of Assessment & Taxation. The bidder will be allowed to substitute an approved MBE if Roger 1<sup>st</sup>, LLC is not in good standing at the time of the award.

**MWBOO FOUND VENDOR IN COMPLIANCE**

**A PROTEST WAS RECEIVED FROM CONCRETE PROTECTION & RESTORATION, INC.**

MINUTES

Vice President: "The second item on the non routine agenda can be found on Page 97, item two Guilford Avenue Garage Repairs. Will the parties please come forward?"

Deputy Comptroller: "Is there anyone here from Concrete Protection Restoration Inc.?"

Vice President: "Do I have a Motion?"

City Solicitor: "MOVE to deny the protest and in the absence of the protestant to address its merits and approve the recommendation being protested."

Vice President: "Do I have a second?"

Director of Public Works: "Second."

Vice President: "All those in favor say AYE. All those Opposed say NAY? The AYE's have it. Motion carries."

\* \* \* \* \*

**MINUTES**

Bureau of Purchases - Acceptance of Technical Proposals  
and Opening of Price Proposals

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the technical proposals for B50002831, Providing Enterprise Technology Staffing Support from the following vendors, and authorize opening of their "B" packages containing their price proposal and MBE/WBE submittals:

Digicon Corporation;  
ICS Nett, Inc.; and  
TeleCommunication Systems, Inc.

The Board is further requested to return the remaining price proposals of the remaining vendors as they have not achieved the minimum technical score requirements.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On May 1, 2013, the Board opened the technical proposals for B50002831. Out of eight proposals received, proposals from EMECO Consulting and Technology, Inc. and MOISAIC Technology Group, Inc. were referred to the Law Department and found non-responsive. The proposals from Investment Management Enterprise, A.P. Ventures, LLC, and Compass Solutions, LLC did not receive the minimum technical score required for opening their price proposals.

UPON MOTION duly made and seconded, the Board approved the acceptance of the technical proposals for B50002831, Providing Enterprise Technology Staffing Support from Digicon Corporation, ICS Nett, Inc., and TeleCommunication Systems, Inc., and



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BOARD OF ESTIMATES

05/22/2013

MINUTES

Bureau of Purchases - cont'd

authorized the opening of their "B" packages containing their price proposal and MBE/WBE submittals. The Board further authorized the return the remaining price proposals of the remaining vendors as they have not achieved the minimum technical score requirements. Acting on behalf of the President, the Vice-President **ABSTAINED.**

**MINUTES**

Bureau of Purchases - Acceptance of Technical Proposals  
and Opening of Price Proposals

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the technical proposals for B50002878, Fleet Fuel Credit Card Service from the following vendors, and authorize opening of their "B" packages containing their price proposal:

James River Solutions  
WEX Bank.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On April 24, 2013, the Board opened the technical proposal for contract B50002878, Fleet Fuel Credit Card Service. Technical proposals were received from two vendors, James River Solutions and WEX Bank. The proposals were scored by an evaluation committee and all of the proposals achieved the minimum technical score.

UPON MOTION duly made and seconded, the Board approved acceptance of the technical proposals for B50002878, Fleet Fuel Credit Card Service from James River Solutions, and WEX Bank and authorized the opening of their "B" packages containing their price proposal.

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BOARD OF ESTIMATES

05/22/2013

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 10, to McCormick Taylor, Inc., under Project No. 1123, On-Call Transportation Planning/Policy/Feasibility Studies.

**AMOUNT OF MONEY AND SOURCE:**

\$43,627.16 - 9950-902179-9527-900020-703032

**BACKGROUND/EXPLANATION:**

McCormick Taylor, Inc. will evaluate existing conditions along the Waterfront Promenade and compare them with similar conditions nationwide to support or amend the bicycle access policy.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**APPROVED FOR FUNDS BY FINANCE**

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

MINUTES

Dept. of Transportation - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
1. \$ 25,000.00 MVR	9950-905175-9528 Constr. Reserve Bicycle Network Strategy	
25,000.00 <u>State</u>	9950-906301-9528 Constr. Reserve Broening Highway Infrastructure	
<b>\$ 50,000.00</b>	-----	9950-902179-9527-3 Design & Study Bicycle Network Strategy

This transfer will fund costs associated with Project No. 1123, Task No. 10, Planning/Policy/Feasibility Studies in connection with the evaluation of existing conditions for the Bicycle Access Policy, by McCormick Taylor, Inc.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 10, to McCormick Taylor, Inc., under Project No. 1123, On-Call Transportation Planning/Policy/Feasibility Studies. The transfer of funds was approved subject to receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter.

**MINUTES**Bureau of Water and Wastewater - Task Assignment**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 023, to Rummel, Klepper & Kahl, LLC, under Project No. 1143R, On-Call Construction Inspection, Engineering and Scheduling Services (SC 900).

**AMOUNT OF MONEY AND SOURCE:**

\$125,220.77 - 9956-905644-9551-900020-705032

**BACKGROUND/EXPLANATION:**

Rummel, Klepper & Kahl, LLC will provide inspection services on SC 900, improvement to sanitary sewers in the Upper Jones Falls and Maryland Avenues areas in the Jones Falls.

**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. 023, to Rummel, Klepper & Kahl, LLC, under Project No. 1143R, On-Call Construction Inspection, Engineering and Scheduling Services (SC 900).

**MINUTES**Bureau of Water & Wastewater - Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with Whitney, Bailey, Cox & Magnani, LLC for design services as part of WC 1183, Replacement of Loch Raven Dam Environmental Operations Facility. The period of the agreement is effective upon Board approval for 30 months, or until the upset limit is reached whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$857,684.82 - 9960-901916-9557-900020-703032

**BACKGROUND/EXPLANATION:**

The consultant, Whitney, Bailey, Cox & Magnani, LLC will provide engineering services in developing a design for a new maintenance facility at the Loch Raven Dam. The current maintenance facility is a converted farmhouse and has proved to be inadequate for the level of work being done on the site under this water contract. Whitney, Bailey, Cox & Magnani, LLC will evaluate an additional site for the new maintenance facility, and also design new buildings for vehicle storage and miscellaneous activities along with facilities for office and personnel functions, new well and septic system for the new buildings, and improve the overall site drainage.

Whitney, Bailey, Cox & Magnani, LLC was approved by the Office of Boards and Commissions and AEAC on March 28, 2007.

<b>MBE:</b> EBA Engineering, Inc.	\$ 44,421.10	5.18%
Sidhu & Associates, Inc.	124,332.04	14.49%
T.L.B. Associates, Inc.	45,863.25	5.35%
NMP Engineering Consultants, Inc.	6,416.78	0.75%
	<b>\$221,033.17</b>	<b>25.77%</b>
 <b>WBE:</b> Aria Environmental, Inc.	 \$ 5,443.05	 0.63%
Floura Teeter Landscape Architects, Inc.	36,173.37	4.22%
Phoenix Engineering, Inc.	51,848.45	6.04%
SP Arch, Inc.	93,036.14	10.85%
	<b>\$186,501.01</b>	<b>21.74%</b>

MINUTES

Bureau of Water & Wastewater - cont'd

**MWBOO FOUND VENDOR IN COMPLIANCE.**

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

(The agreement has been approved by the Law Department as to form and legal sufficiency.)

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
\$ 439,854.00	9960-905920-9558	
County Approp.	Construction Res.	
	BLDG Improvements	
	Loch Raven Dam	
560,146.00	" " "	
Water Revenue		
Bonds		
<u>\$1,000,000.00</u>	-----	9960-901916-9557-900020-3
		Engineering

This transfer of funds is required to cover the cost of WC 1183, Replacement of Loch Raven Dam Environmental Facility.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with Whitney, Bailey, Cox & Magnani, LLC for design services as part of WC 1183, Replacement of Loch Raven Dam Environmental Operations Facility.

**MINUTES**

Department of Public Works/ - Scheduling of Public Hearing on  
Department of Finance Proposed Water & Sewer Rate  
Increases and Misc. Fee Increases

**ACTION REQUESTED OF B/E:**

The Board is requested to schedule a public hearing for the proposed water and sewer rate increases. Notice of the proposed rates will be published, as required. The recommended public hearing date is June 26, 2013, at 9:00 A.M.

**BACKGROUND/EXPLANATION:**

Pursuant to Ordinance 941 which implements the City Charter Amendment, approved by the voters in 1978, the water and wastewater utilities must be maintained as self-sustaining operations. Under this Ordinance, it is the duty of the Director of Finance and the Director of Public Works to recommend to the Board of Estimates rates and charges to make each utility financially self-sustaining. It is recommended that water and sewer rates for consumers in Baltimore City be increased over a three-year period at approximately 15% in FY-14, 11% in FY-15, and 11% in FY-16. Eligible senior citizen consumers age 65 and older in Baltimore City who apply and whose annual household income does not exceed \$25,000.00 will receive a 30% discount on water and sewer rates. Also, water rate increases for consumers in Howard, Anne Arundel and Carroll Counties of 15% in FY-14, 11% in FY-15, and 11% in FY-16 is recommended. Increased cost of water and sewer service will be passed on to Baltimore County through the City-County agreements. Baltimore County establishes its own rates with City concurrence.

Baltimore City Water

<u>Quarterly Use Block</u>	<u>Current Rate</u>	<u>Proposed Rate 7/1/2013</u>	<u>Proposed Rate 7/1/2014</u>	<u>Proposed Rate 7/1/2015</u>
First 50 Units	\$ 3.197 per Unit	\$ 3.677 per Unit	\$ 4.082 per Unit	\$ 4.532 per Unit
Next 450 Units	1.967 per Unit	2.263 per Unit	2.512 per Unit	2.789 per Unit
Over 500 Units	1.351 per Unit	1.554 per Unit	1.725 per Unit	1.915 per Unit



## MINUTES

DPW/Finance - cont'dBaltimore City Sewer

	<u>Current Rate</u>	<u>Proposed Rate</u> 7/1/2013	<u>Proposed Rate</u> 7/1/2014	<u>Proposed Rate</u> 7/1/2015
All Units	\$ 4.299 per Unit	\$ 4.944 per Unit	\$ 5.488 per Unit	\$ 6.092 per Unit

Howard County Water

<u>Wholesale Service</u>	<u>Current Rate</u>	<u>Proposed Rate</u> 7/1/2013	<u>Proposed Rate</u> 7/1/2014	<u>Proposed Rate</u> 7/1/2015
	\$ 1.378 per Unit	\$ 1.585 per Unit	\$ 1.76 per Unit	\$ 1.954 per Unit

Anne Arundel County WaterQuarterly Use  
Block

	<u>Current Rate</u>	<u>Proposed Rate</u> 7/1/2013	<u>Proposed Rate</u> 7/1/2014	<u>Proposed Rate</u> 7/1/2015
First 50 Units	\$ 3.368 per Unit	\$ 3.874 per Unit	\$ 4.301 per Unit	\$ 4.775 per Unit
Next 450 Units	1.967 per Unit	2.263 per Unit	2.512 per Unit	2.789 per Unit
Over 500 Units	1.351 per Unit	1.554 per Unit	1.725 per Unit	1.915 per Unit

Carroll County Water

<u>Raw Water</u>	<u>Current Rate</u>	<u>Proposed Rate</u> 7/1/2013	<u>Proposed Rate</u> 7/1/2014	<u>Proposed Rate</u> 7/1/2015
	\$ 0.487 per Unit	\$ 0.561 per Unit	\$ 0.623 per Unit	\$ 0.692 per Unit

If adopted, the proposed rates will be effective on the date of July 1 of 2013, July 1 of 2014, and July 1 of 2015. Any consumption up to and including June 30 of the respective year prior to the proposed increase will be billed at the rates outlined above.

## MINUTES

DPW/Finance - cont'd

For the typical Baltimore City consumer (21 ccf per quarter) the current and proposed quarterly bill would be as follows:

	<u>Current Rate</u> <u>Quarterly Bill</u>	<u>Proposed Rate</u> <u>Quarterly Bill</u> 7/1/2013	<u>Proposed Rate</u> <u>Quarterly Bill</u> 7/1/2014	<u>Proposed Rate</u> <u>Quarterly Bill</u> 7/1/2015
Water	\$ 67.14	\$ 77.22	\$ 85.72	\$ 95.17
Sewer	<u>90.28</u>	<u>103.82</u>	<u>115.25</u>	<u>127.93</u>
Total	\$ 157.42	\$ 181.04	\$ 200.97	\$ 223.10

The last rate increase was effective June 28, 2012.

A new chart of minimum quarterly charges will be prepared.

It is also recommended that miscellaneous water fees be increased as follows:

Miscellaneous Fees

	<u>Current Rate</u>	<u>Proposed</u> <u>Rate</u> 7/1/2013	<u>Proposed</u> <u>Rate</u> 7/1/2014	<u>Proposed</u> <u>Rate</u> 7/1/2015
<u>Abandonment of Water Supply Service</u>				
¾" Water Service	\$330	\$350	\$365	\$380
1" Water Service	\$330	\$350	\$365	\$380
1 ½" Water Service	\$565	\$595	\$625	\$655
2" Water Service	\$565	\$595	\$625	\$655
Reduce ¾" meter to 5/8" meter	\$150	\$160	\$165	\$175
Reduce 1" meter to ¾" meter	\$205	\$215	\$225	\$240
Reduce 1" meter to 5/8" meter	\$205	\$215	\$225	\$240
Reduce 2" meter to 1 ½" meter	\$985	\$1,035	\$1,085	\$1,140
Testing of City-owned meter (at Owner's request) 5/8", ¾", 1"	\$85	\$90	\$95	\$100
Private Fire Protection Fee	\$130/Yr.	\$140/Yr.	\$145/Yr.	\$150/Yr.
<u>Turn-off/Turn-on Charges</u>				
5/8" – 1" meters	\$80	\$85	\$90	\$95
1 ½" - Up	\$130	\$140	\$145	\$150

## MINUTES

DPW/Finance - cont'd

Miscellaneous Fees – cont'd

Official Vacancy Fee	\$245	\$260	\$270	\$285
Fire Flow Test	\$650	\$680	\$720	\$750
Fire Hydrant Permit	\$150	\$160	\$165	\$175

If adopted, the proposed rates will be effective on the date of July 1 of 2013, July 1 of 2014, and July 1 of 2015.

**PROTESTS WERE RECEIVED FROM MR. PATRICK HENDERSON, MS. RHONDA WIMBISH, AND MS. CYNTHIA ROGERS-SWANN.**

Clerk:

The request before the Board today is to schedule the public hearing on June 26, 2013. Therefore, the protests of the proposed rates will not be heard today. The individuals will have an opportunity to present their protests at the public hearing.

UPON MOTION duly made and seconded, the Board scheduled the public hearing for the proposed water and sewer rate increases on the recommended public hearing date of June 26, 2013, at 9:00 A.M. Acting on behalf of the President, the Vice-President of City Council, Edward L. Reisinger voted **NO**.

**MINUTES**

Baltimore Development - First Amendment to Master  
Corporation (BDC) Development Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a first amendment to master development agreement with Baltimore Public Markets Corporation (BPMC), South Broadway Properties, LLC, and Broadway Markets, LLC for the lease and operation of the Broadway Markets and adjoining parking lots and associated capital and tenant improvements.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The first amendment to development agreement will

1. modify Residual Rent to include net proceeds from future sale or refinance as "cash flow" from which percentage rent will be paid;
2. modify calculation of percentage rent paid to BPMC by developer: (a)50% of net cash flow in excess of \$175,000.00, and (b)fixed percentage of 3% of net cash flow, escalating one percentage point every 10 years;
3. BPMC legal fees, incurred in conjunction with amending the Master Developer Agreement to be paid by the developer;
4. BMPC loan to developer in amount of \$800,000.00 with interest accruing at 5% per annum towards construction of improvements, loan to be retired with proceeds from the developer's permanent financing.

On January 21, 2010, the BMPC and the City entered into the Master Development Agreement with South Broadway Properties, LLC. On April 21, 2010, the Board approved the Master Development Agreement.

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**MINUTES**

BDC - cont'd

The original developer, South Broadway Properties, LLC seeks to assign their development rights to Broadway Markets, LLC, the assignee.

Broadway Markets, LLC will redevelop two existing market sheds and construct a third shed, south of existing sheds, pursuant to the terms of the master development agreement.

**MBE/WBE PARTICIPATION:**

The Developer has signed the Commitment to Comply with the Minority and Women's Business Enterprise Program of the City of Baltimore.

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

The Board of Estimates received and reviewed Ms. Trueheart's protests. As Ms. Trueheart does not have a specific interest that is different from that of the general public, the Board will not hear her protests. Her correspondence has been sent to the appropriate agency and/or committee which will respond directly to Ms. Trueheart.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the first amendment to master development agreement with Baltimore Public Markets Corporation, South Broadway Properties, LLC, and Broadway Markets, LLC for the lease and operation of the Broadway Markets and adjoining parking lots and associated capital and tenant improvements.

MINUTES

Vice President: "As there is no more business before the Board the meeting will recess until Bid opening at twelve noon. Thank you."

\* \* \* \* \*

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

**BIDS, PROPOSALS AND CONTRACT AWARDS**

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

- 1. Bureau of Water & Wastewater - SC 877, Enhanced Nutrient Removal Process at the Back River Wastewater Treatment Plant  
**BIDS TO BE RECV'D: 06/05/2013**  
**BIDS TO BE OPENED: 06/05/2013**
- 2. Bureau of Water & Wastewater - SC 915, Improvements to Primary Settling Tank No. 11 at Back River Wastewater Treatment Plant  
**BIDS TO BE RECV'D: 06/05/2013**  
**BIDS TO BE OPENED: 06/05/2013**
- 3. Bureau of Water & Wastewater - SWC 7762, Rehabilitation and Replacement of Highlandtown Storm water Pump Station  
**BIDS TO BE RECV'D: 06/05/2013**  
**BIDS TO BE OPENED: 06/05/2013**

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Bureau of Purchases

- B5002968, Solar Power Video Surveillance System  
**BIDS TO BE RECV'D: 06/12/2013**  
**BIDS TO BE OPENED: 06/12/2013**

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

Department of Transportation - TR 12015RR, Reconstruct Deteriorated Manholes at Various Locations Citywide

Allied Contractors, Inc.  
Civil Construction, LLC  
Cuddy & Associates LLC

Bureau of Purchases

- B50002934, Consulting Services for Broadband Public Infrastructure Strategic Planning

Design Nine, Inc.  
Mid-State Consultants\*  
ICF International  
CTC Technology & Energy  
Magellan Advisors, LLC

\*UPON FURTHER MOTION duly made and seconded, the Board declared the bid of Mid-State Consultants NON-RESPONSIVE due to the company's failure to submit an acceptable bid price.

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Bureau of Purchases

- B50002952, Tow Chains, Tow Cables, Assemblies and Related Items

NO BIDS WERE RECEIVED.

Bureau of Purchases

- B50002958, Provide Bus-Van Transportation for Children with Disabilities

American Limousines, Inc.

Bureau of Purchases

- B50002831, Providing Enterprise Technology Staffing Support (PRICE)

Digicon Corporation  
ICS Nett, Inc.  
TeleCommunication Systems, Inc.

Bureau of Purchases

- B50002878, Fleet Fuel Credit Card Service (PRICE)

James River Solutions  
WEX Bank

\* \* \* \* \*

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, May 29, 2013.

  
JOAN M. PRATT  
Secretary