

**MINUTES****REGULAR MEETING**

Honorable Bernard C. "Jack" Young, President  
Honorable Stephanie Rawlings-Blake, Mayor  
Honorable 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

The meeting was called to order by the President.

President: "Thank you. I will direct the Board members attention to the memorandum from my office dated July 29, 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 approval of all items on the routine agenda."

Comptroller: "Second."

President: "All those in favor, say "Aye."

President: "All opposed, "Nay." The Motion carries. The routine agenda has been adopted."

**MINUTES**

Mayor's Office of Human Services - Charitable Solicitation

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a governmental/charitable solicitation application to be submitted to the Board of Ethics of Baltimore City for donations to Baltimore City Head Start to close the nearly \$900,000.00 funding gap due to the Congressional Sequestration action. The period of the solicitation is August 12, 2013 through December 31, 2013.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

The Mayor's Office of Human Services will solicit a broad range of potential donors and will not specifically target controlled donors, as required by Baltimore City Ethics Regulation 96.26B. Baltimore City Head Start is a federally funded pre-school and family development program providing quality, comprehensive early intervention services to low-income children and families since 1965. Baltimore City Head Start provides educational, health, nutritional, social/emotional, and other services to enrolled children and actively engages parents in their children's learning and development by supporting parents' pursuit of their own goals toward self sufficiency. Baltimore City Head Start, in partnership with 11 agencies, serves over 3,400 Head Start children 3-5 years of age, 170 Early Head Start children 0-3 years of age, and 6 pregnant women throughout Baltimore City in ten Head Start programs and one Early Head Start program for a total of 57 locations around the City. Baltimore City Code Article 8, Section 6-26, prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations that are for the benefit of an official governmental program or activity, or a City-endorsed charitable function or activity. Ethics Regulation 96.26B sets out the standards for approval, which includes the requirement that the program, function, or activity to be benefited and the proposed solicitation campaign must be endorsed by the Board of Estimates or its designee.

UPON MOTION duly made and seconded, the Board endorsed the foregoing solicitation. The Mayor **ABSTAINED**.

## MINUTES

Department of Planning - Report on Previously  
Approved Transfers of Funds

At previous meetings, the Board of Estimates approved Transfers of Funds subject to receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter. Today, the Board is requested to **NOTE 24** favorable reports on Transfers of Funds approved by the Board of Estimates at its meetings on June 12, 19, 26, and July 3, 2013.

The Board **NOTED 24** favorable reports on Transfers of Funds approved by the Board of Estimates at its meetings on June 12, 19, 26, and July 3, 2013.

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

2964 - 2966

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

The Mayor **ABSTAINED** on item nos. 2 and 3.

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

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Planning</u>		
1. <b>\$ 94,000.00</b>	9905-901009-9186	9905-903009-9188
22 <sup>nd</sup> Economic Dev.	Planning Dept.	Planning Dept.
Loan	Initiatives	Initiatives
	Reserve	Active

This transfer will provide funds to cover the deficit in the Department of Planning account and for the consultant contract work related zoning.

Mayorality-Related/Department of Planning

2. <b>\$100,000.00</b>	9904-927013-9129	9904-929013-9127
24 <sup>th</sup> Economic Dev.	MD Science Center	MD Science Center
Loan	Elevator Modern-	Elevator Modern-
	ization	ization
	Reserve	Active

This transfer will provide funds to Maryland Science Center at 601 Light Street to modernize and upgrade the elevators used by visitors and staff. The upgrade of the aging elevators will bring them up to current code compliance.

3. <b>\$ 50,000.00</b>	9904-903001-9129	9904-906104-9127
Other Funds	Constr. Res.	PS 103 Thurgood
	Unallocated	Marshall - Active

This transfer will move appropriations to PS 103 Thurgood Marshall project, for matching funds received from Mercy Hospital to close the funding gap due to costs overrun on the project.

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

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks</u>		
4. \$ 30,000.00	9938-916022-9475	9938-917022-9474
General Fund	Community Center	Community Center
	Master Plan	Master Plan
	Reserve	Active

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1164, Task No. 12 to GWWO, Inc.

Department of Housing and Community Development

5. \$1,000,000.00	9994-921986-9587	9994-942003-9593
39 <sup>th</sup> CDBG	Housing Repair	Deferred Loan
	Assistance - Res.	Program
400,000.00	9990-915986-9587	9990-934004-9593
35 <sup>th</sup> CDBG	Housing Repair	Deferred Loan
	Assistance - Res.	Program
<u>\$1,400,000.00</u>		

This transfer will provide funding for the Housing Repair Assistance Deferred Loan Program for fiscal year 2014.

Department of Transportation

6. \$ 15,000.00	9950-904100-9504	9950-909446-9504
Gen. Fund	Constr. Res-	Recon Footway
(HUR Eligible)	Footway Paving	Citywide TR13003

This transfer will cover the cost of prints and preliminary expenses necessary to advertise the construction project TR13003.

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

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
7. \$ 15,000.00	9950-904100-9504	9950-907447-9504
General Fund	Constr. Res.	Recon Footway -
(HUR Eligible)	Footway Paving	Citywide TR 14001

This transfer will cover the cost of prints and preliminary expenses necessary to advertise the construction project TR14001.

8. \$ 15,000.00	9950-909200-9504	9950-905448-9504
General Fund	Constr. Res. -	Recon Alleys
(HUR Eligible)	Unallotted Alley	Citywide TR 14004
	& Footway Paving	

This transfer will cover the cost of prints and preliminary expenses necessary to advertise the construction project TR14004.

9. \$ 48,800.00	9950-944002-9507	9950-911852-9514
Federal	Constr. Reserve	Redline Project
	Highway Reserve	Development
	for Closeouts	

This transfer will provide funds to cover costs associated with the grant to hire a consultant to develop a Market & Economic Feasibility Analysis of the area near the West Baltimore MARC station.

## MINUTES

OPTIONS/CONDEMNATIONS/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development - Options</u>			
1. Carroll N. Warner, Personal Rep. of the Estate of William S. Lucas, Jr.	1723 Barclay St.	G/R \$70.00	\$ 467.00
Funds are available in account 9910-902487-9588-900000-704040, Greenmount West Project.			
2. John Warren (Deceased)	2018 E. Chase St.	F/S	\$ 7,260.00
3. Harry A. Baumohl, Trustee for Harry A. Baumohl P.S. Profit Sharing Plan	2119 E. Eager St.	G/R \$30.00	\$ 200.00
Funds are available in account 9910-906416-9588-900000-704040, EBDI Phase II Project, Middle East Renewal Plan.			
4. Henderson West & Pauline West	1957 N. Patterson Park Avenue	F/S	\$40,000.00
Funds are available in account 9910-908044-9588-900000-704040, South Clifton Park Project.			



## MINUTES

OPTIONS/CONDEMNATIONS/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Options</u> cont'd			
5. Ground Rents, LLC	906 N. Port St.	G/R \$60.00	\$ 550.00

Funds are available in account 9910-908044-9588-900000-704040, Milton-Montford Project.

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

DHCD - Condemnations

6. Eric L. White & Daliah L. White as tenants by the entirety	4704 Delaware Ave.	L/H	\$ 7,860.00
7. Compound Yield Play, LLC	4710 Delaware Ave.	L/H	\$ 7,500.00
8. Donald Scherr & Carole Scherr (both Deceased)	4710 Delaware Ave.	G/R \$90.00	\$ 600.00

Funds are available in account 9910-903187-9588-900000-704040, Park Heights Project.

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

**MINUTES**Baltimore Golf Corporation - Audit of the Financial Statements

The Board is requested to **NOTE** receipt of the report on the Audits of Financial Statements for the Baltimore Municipal Golf Corporation for years ended December 31, 2012 and 2011.

The Board **NOTED** receipt of the report on the Audits of Financial Statements for the Baltimore Municipal Golf Corporation for years ended December 31, 2012 and 2011.

**MINUTES**Health Department - Agreements

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

CASE MONITOR AGREEMENTS

The Maryland State Department of Health and Mental Hygiene (DHMH) is designated as the single State agency to administer all aspects of the Maryland Medical Assistance Program. The Health Department has an agreement with the DHMH to participate in the program as the case monitoring agency and to contract with Case Monitors who will supervise personal care services to eligible recipients. Since 1994, the Health Department has also been authorized to manage the Montgomery County Personal Care Program and is reimbursed by the DHMH per case for every client in Montgomery County. The maximum number of assigned cases per individual case monitor at anytime is 75, unless a waiver is granted.

The Case Monitors will exercise independent professional judgment and carry professional liability insurance. Each case monitor will be an independent contractor and not an employee of the City. The period of the case monitoring agreement is July 1, 2013 through June 30, 2014.

The Case Monitors will continue to be responsible for establishing a plan of personal care for each eligible recipient assigned to them in Montgomery County or Baltimore City, unless otherwise indicated. The Case Monitors will make home visits at least once every 90 days, maintain clinical records, consult with each client's personal physician and other providers in order to develop a care plan, and perform other related duties.

<u>Case Monitor Name</u>	<u>Rate of Pay</u>	<u>Amount</u>
1. <b>ELAINE POMPEI, R.N.</b>	\$55.00/case for 116 cases/ month	<b>\$76,560.00</b>

## MINUTES

Health Department - cont'd

<u>Case Monitor Name</u>	<u>Rate of Pay</u>	<u>Amount</u>
2. <b>DYNAMIC MEDICAL       SUPPORT SERVICES,       INC.</b>	\$55.00/case for 265 cases/ month	<b>\$174,900.00</b>
3. <b>THE AGAPE HEALTH       GROUP, INC.</b>	\$55.00/case for 100 cases/ month	<b>\$ 66,000.00</b>
4. <b>WELLTRUST COMPANY,       INC.</b>	\$55.00/case for 150 cases/ month	<b>\$ 99,000.00</b>
5. <b>KARIB SERVICES, INC.</b>	\$55.00/case for 220 cases/ month	<b>\$145,200.00</b>

Account: 4000-426214-3110-306801-603018

**MWBOO GRANTED A WAIVER.**

The Case Monitors will render personal care case monitoring services in Montgomery County.

## MINUTES

Health Department - cont'd

<u>Case Monitor Name</u>	<u>Rate of Pay</u>	<u>Amount</u>
6. LOUISE REED, R.N.	\$45.00/case for 75 cases/ month	\$ 40,500.00
7. WELLTRUST COMPANY, INC.	\$45.00/case for 185 cases/ Month	\$ 99,900.00
MWBOO GRANTED A WAIVER.		
8. TRULIFE HEALTH SERVICES, LLC	\$45.00/case for 225 cases/ month	\$121,500.00

MWBOO GRANTED A WAIVER.

Account: 4000-426214-3110-306800-603018

The Case Monitors will render personal care case monitoring services in Baltimore City.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTIONS.**

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

**MINUTES**Health Department - Agreements**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with the following organizations to serve as Volunteer Stations for the Retired and Senior Volunteers Program (RSVP). The period of the agreement is July 1, 2013 through June 30, 2014, unless otherwise noted.

- |    |  |               |
|----|--|---------------|
| 1. | <b>THE AMERICAN NATIONAL RED CROSS/THE GREATER<br/>CHESAPEAKE AND POTOMAC BLOOD SERVICE REGION</b> | <b>\$0.00</b> |
| 2. | <b>FOREST PARK SENIOR CENTER, INC.</b>   | <b>\$0.00</b> |

A grant from the Corporation for National and Community Service (CNCS) funds the RSVP. The grant pays 100% of the cost for the RSVP to volunteer and assist special needs clients who want to remain in their homes. While the Senior Volunteers are on duty, the grant provides for their life insurance, transportation and other benefits.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

Health Department - Revised Notice of Award and Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of a revised notice of award and authorize execution of an agreement with the U.S. Department of Health and Human Services, Health Resources and Services Administration (HRSA). The period of the agreement is March 1, 2013 through February 28, 2014.

**AMOUNT OF MONEY AND SOURCE:**

\$ 9,206,450.00 - 4000-427713-3023-606100-404001  
825,140.00 - 4000-498713-3023-606100-404001  
**\$10,031,590.00**

**BACKGROUND/EXPLANATION:**

On June 26, 2013, the Board approved the original award. This award supersedes the previously approved award. The revised Notice of Award provides the balance of FY 2013 funding based on final FY13 HRSA appropriations. Approval for this grant award will allow the Department to provide funds for essential HIV/AIDS health care and other support services to those who lack or are only partially covered by health insurance. Covered services include primary medical care, case management, assistance in obtaining medications, hospice care, substance abuse treatment, mental health services, and limited supported services in the areas of housing, transportation, food, legal, childcare, outreach services, and other supportive services to persons infected by HIV/AIDS.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved acceptance of a revised notice of award and authorized execution of an agreement with the HRSA.

**MINUTES**

Health Department - Ratification of Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify an agreement with the Baltimore City Community College. The period of the agreement was March 1, 2013 through June 30, 2013.

**AMOUNT OF MONEY AND SOURCE:**

\$5,365.00 - 6000-633012-3024-268500-603026

**BACKGROUND/EXPLANATION:**

This ratification will allow the Department to reimburse the Baltimore City Community College for actual services provided from March 1, 2013 through June 30, 2013 for the FY13 contract period.

Classes were held at the Waxter Senior Center. These classes were offered to members and non-members 55 years of age and older in the area of Business and Continuing Education Division, Workforce Development and Community Education.

The agreement is late because the Department was waiting for signatures from the provider which were received too late to process before the agreement ended.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board ratified the agreement with the Baltimore City Community College.



**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with Community Services of Central Maryland, Inc. The period of the agreement is July 1, 2013 through June 30, 2014.

**AMOUNT OF MONEY AND SOURCE:**

\$399,712.50 - 4000-807514-6312-459505-603051  
133,237.50 - 4000-806714-6312-459505-603051  
**\$532,950.00**

**BACKGROUND/EXPLANATION:**

Under the terms of this agreement, Community Services of Central Maryland, Inc. will manage a "Career Center" which will be a part of the MOED's delivery system to assist individuals in obtaining and retaining employment. The services will include, but will not be limited to assessments, job readiness workshops, job placement assistance, occupational skills training or referrals to occupational skills training, and tutorial assistance.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**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 agreement with Community Services of Central Maryland, Inc.

**MINUTES**

Fire and Police Employees' - Audit and Accounting Consulting  
Retirement System (F&P) Services Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an audit and accounting consulting services agreement with CliftonLarsonAllen, LLP (CLA). The period of the agreement is for Fiscal Years 2013 - 2017, with three 1-year renewal options.

**AMOUNT OF MONEY AND SOURCE:**

No general funds involved in this transaction.

\$250,000.00 - in total fees over 5 years (FY 2013-2017)  
(not to exceed)

\$400,000.00 - over an 8 year period (including renewal  
(not to exceed) options)

Account: 6000-604114-1540-171400-603026

**BACKGROUND/EXPLANATION:**

All audit and accounting consulting fees and charges will be expended from F&P trust funds. During the course of a comprehensive RFP search and interview process conducted by the Board of Trustees of the Fire and Police Employees' Retirement System, CLA demonstrated its ability to provide competent audit and accounting consulting services for public pension plans. The F&P Board recommends the Board approve the selection of CLA to serve as the F&P's independent auditor and consult with the F&P on related accounting matters. Pursuant to Article V, §10(b) of the City Charter, the Board is authorized to retain an independent CPA firm to audit the books and records of F&P.

**MBE/WBE PARTICIPATION:**

The fixed fee portion of the contract is less than \$50,000.00 annually, and, consequently, MBE/WBE subcontracting requirements do not apply.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the audit and accounting consulting services agreement with CLA. The Comptroller **ABSTAINED**.

**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 Metra Realty, LLC, developer for sale of four vacant City-owned buildings located at 500, 511, 513 & 515 N. Collington Avenue in the Middle East Neighborhood.

**AMOUNT OF MONEY AND SOURCE:**

\$10,000.00 - total purchase price  
(\$2,500.00 per property)

**BACKGROUND/EXPLANATION:**

The properties will be purchased and renovated with private funds.

The project will consist of totally rehabilitating the four vacant buildings and returning them to residential use as single family dwellings. When completed, the properties will be either sold to homeowners or rented at market rate.

The aforementioned properties have been journalized and approved for sale on May 4, 2011.

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

The properties were priced at \$13,233.00 each using the Waiver Valuation process in lieu of an appraisal. The properties are being sold for \$2,500.00 each, which is below the price determined by the waiver valuation process. The properties are subject to vacant building notices and were slated for demolition.

## MINUTES

DHCD - cont'd

The subject properties are being sold below the price determined in accordance with the Appraisal Policy of Baltimore City for the following reasons:

- i. the City would save a significant amount of money (between \$60,000 - \$90,000) by not having to demolish these buildings,
- ii. elimination of blight and neighborhood stabilization,
- iii. economic development, as well as returning the four properties to productive use and to the active tax rolls of the City of Baltimore, and
- iv. specific benefit of revitalization to the immediate community through residential occupancy and or home-ownership.

The buyer proposes to spend approximately \$260,000.00, inclusive of acquisition and associated costs to complete the project.

**MBE/WBE PARTICIPATION:**

It should be noted that MBE/WBE participation is not required for this project because the property is being sold below \$49,999.99.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the land disposition agreement with Metra Realty, LLC.

**MINUTES**

Department of Housing and Community Development (DHCD) - Memorandum of Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a memorandum of agreement (MOA) among the Mayor and City Council of Baltimore, the Housing Authority of Baltimore City (HABC), the Woda Group, and the Maryland State Historic Preservation Officer (MD SHPO) pursuant to 36 CFR 800 regarding the Mary Harvin Transformation Center. The period of the MOA is effective upon Board approval for five years.

**AMOUNT OF MONEY AND SOURCE:**

There are no funds required in connection with this MOA.

**BACKGROUND/EXPLANATION:**

The Woda Group proposes to demolish two row houses as part of the Mary Harvin Transformation Center Project, located at 1600 North Chester Street. The MD SHPO determined that consultation was necessary in order to be in compliance with Federal and State historic review requirements. This MOA is a result of the historic consultation process between the DHCD, the HABC, the Woda Group, and the MD SHPO. This MOA requires the Woda Group to carry out the following stipulations:

- salvage historic architectural features from the row house structures before demolition,
- install public interpretation panels inside the building, explaining the local history, and
- build the approved design that has been determined to be compatible with the historic district.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the memorandum of agreement among the Mayor & City Council of Baltimore, the HABC, the Woda Group, and the MD SHPO pursuant to 36 CFR 800 regarding the Mary Harvin Transformation Center.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a community development block grant agreement with the Housing Authority of Baltimore City (HABC). The period of the agreement is effective upon Board approval for one year.

**AMOUNT OF MONEY AND SOURCE:**

\$1,179,420.47 - 9997-915901-9593-900057-706047  
265,251.41 - 9998-916901-9593-900057-706047  
**\$1,444,671.88**

**BACKGROUND/EXPLANATION:**

Under the terms of this agreement, the funds will be used to rehabilitate four long-term vacant scattered site row homes owned and operated by the HABC. The properties are located at 1222, 1255, 1257, and 1240 N. Broadway. The funds will also be used to replace roofs at the Somerset Extension and Monument East Developments.

**MBE/WBE PARTICIPATION:**

**MBE:** 15%

**WBE:** 5%

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the community development block grant agreement with the Housing Authority of Baltimore City.

**MINUTES**

Department of Housing and - Expenditure of Funds  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize an expenditure of funds to pay for expenses for the Ruth M. Kirk 19<sup>th</sup> Annual Family Fun Festival (Festival). The Festival will be held on August 10, 2013 through August 11, 2013.

**AMOUNT OF MONEY AND SOURCE:**

\$15,000.00 - 1001-000000-1773-179600-607001

**BACKGROUND/EXPLANATION:**

The Family Fun Festival is being held by the Citizens United for the 44<sup>th</sup> District. The Ruth M. Kirk Family Fun Festival was established as part of the Office of Community Services of the DHCD. This event is held in the Franklin Square community and it is a day of fun and learning activities for low-income children. The festival will provide arts and crafts, music, and educational activities.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized the expenditure of funds to pay for expenses for the Ruth M. Kirk 19<sup>th</sup> Annual Family Fun Festival.

**MINUTES**

Bureau of the Budget and           - Carryover of Unexpended  
Management Research (BBMR)      Appropriations for 2013

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the carryover of unexpended appropriations for Fiscal Year 2013 for various City agencies.

**BACKGROUND/EXPLANATION:**

On June 26, 2013, the BBMR submitted to the Board a schedule of requests relative to carrying forward unexpended appropriations by various City agencies. The final recommendations for carryovers are submitted based upon the availability of funds.

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

To the extent possible and pursuant to the Board's approval, appropriations have been transferred within agency budgets to counteract such deficits in specific budget programs. In those instances where agencies have incurred deficits, these deficits will need to be covered from the Contingent Fund. The schedule of Contingent Fund transfers is submitted. After giving effect to the above carryovers, reserves and transfers, there remains an estimated unassigned General Fund balance of \$6,000,000.00. These are unaudited figures and subject to change.



## MINUTES

BBMR - cont'd

Agency	Account Number	Purpose	Request	Recommend	Category
Enoch Pratt Free Library	1001-778-040-00-5-40	Materials	\$300,000	\$0	B
	1001-788-022-00-5-40	Materials	\$300,000	\$0	B
	1001-788-068-00-5-03	Computers	\$250,000	\$250,000	A
	<b>Total</b>		<b>\$850,000</b>	<b>\$250,000</b>	
Fire	1001-602-002-00-5-15	Disaster room equipment	\$150,000	\$0	B
	1001-613-002-00-3-16	Repairs and upgrades to facilities to meet code	\$200,000	\$200,000	A
	1001-613-002-00-3-26	Repairs, renovation, and concrete work	\$150,000	\$0	B
	<b>Total</b>		<b>\$500,000</b>	<b>\$200,000</b>	
General Services	1001-731-001-00-3-80	MECU Building renovation	\$723,434	\$723,434	A
	1001-731-001-00-3-80	MECU Building renovation	\$900,000	\$900,000	A
	1001-731-001-00-9-36	Asbestos Remediation	\$427,109	\$0	B
	<b>Total</b>		<b>\$2,050,543</b>	<b>\$1,623,434</b>	
Health	1001-310-001-00-3-51	Electronic Health Records	\$75,099	\$75,099	A
	1001-310-001-00-3-51	Electronic Health Records	\$225,000	\$0	B
	1001-316-023-00-3-51	Safe Streets - Cherry Hill - Maintenance 2014	\$85,065	\$0	B
	1001-316-023-00-3-51	Safe Streets - McEdlerry Park - Maintenance 2014	\$99,354	\$0	B
	1001-724-001-00-3-41	Meals on Wheels	\$220,218	\$0	B
	<b>Total</b>		<b>\$704,736</b>	<b>\$75,099</b>	
DHCD	1001-737-002-00-5-03	Computer Upgrade	\$150,000	\$0	B
	1001-742-003-00-3-26	V2V Booster Program	\$250,000	\$0	B
	1001-745-001-00-3-16	Data Switches -	\$75,000	\$0	B

## MINUTES

BBMR - cont'd

Agency	Account Number	Purpose	Request	Recommend	Category
		Benton Building			
DHCD - cont'd	1001-745-002-00-3-16	Scan return mail "Green Cards"	\$50,000	\$0	B
	1001-749-001-00-3-26	Demolition & Marketing for V2V	\$250,000	\$0	B
	1001-749-001-00-3-50	Water Bills	\$350,000	\$350,000	A
	1001-751-004-00-3-51	Permit Re- engineering project	\$246,715	\$246,715	A
	1001-751-005-00-3-35	E-Plans Maintenance Fee	\$42,500	\$0	B
	<b>Total</b>		<b>\$1,414,215</b>	<b>\$596,715</b>	
Human Resources	1001-770-001-00-3-05	Municipal Telephone Exchange	\$100	\$0	A
	1001-770-001-00-3-10	Municipal Post Office	\$5,049	\$0	A
	1001-770-001-00-3-23	Subscriptions	\$3,348	\$0	A
	1001-770-001-00-3-25	Rental of Operating Equipment	\$664	\$0	A
	1001-770-001-00-3-35	Maintenance	\$9,056	\$0	A
	1001-770-001-00-3-68	Custodial Services	\$37,135	\$0	A
	1001-770-001-00-4-02	Office Supplies	\$2,879	\$0	A
	1001-770-001-00-4-06	Business Machines	\$2,932	\$0	A
	1001-770-001-00-5-03	Data/Word	\$14,508	\$0	A
	1001-771-001-00-3-05	Municipal Telephone Exchange	\$17,610	\$0	A
	1001-771-001-00-3-10	Municipal Post Office	\$8,833	\$0	A
	1001-771-001-00-3-26	Other Professional Services	\$703,392	\$0	A
	1001-771-001-00-4-06	Business Machines	\$2,032	\$0	A
	1001-772-001-00-3-05	Municipal Telephone Exchange	\$7,390	\$0	A
	1001-772-001-00-3-10	Municipal Post Office	\$15,539	\$0	A
	1001-772-001-00-4-06	Business Machines	\$5,080	\$0	A
	1001-772-001-00-6-03	Data/Word	\$15,145	\$0	A

## MINUTES

BBMR - cont'd

Agency	Account Number	Purpose	Request	Recommend	Category
	1001-773-001-00-3-05	Municipal Telephone Exchange	\$703	\$0	A
	1001-773-001-00-3-22	Dues	\$178	\$0	A
	1001-773-001-00-4-02	Office Supplies	\$6,544	\$0	A
Human Resources - cont'd	1001-773-001-00-4-05	Photographic Supplies	\$9,244	\$0	A
	1001-773-001-00-4-06	Business Machines	\$5,040	\$0	A
	1001-773-001-00-4-08	Books and Periodicals	\$3,552	\$0	A
	<b>Total</b>		<b>\$875,953</b>	<b>\$0</b>	
Law	1001-860-001-00-3-20	Training	\$10,000	\$0	B
	1001-860-001-00-3-26	Archives move to City space	\$10,000	\$0	B
	1001-860-001-00-3-26	Archives removal and contract closure	\$35,000	\$0	B
	1001-860-001-00-5-01	Desk chairs	\$8,000	\$0	B
	1001-860-001-00-5-01	DGS carpentry work to reorganize library shelves	\$6,000	\$0	B
	1001-860-001-00-5-01	Public Area prints	\$2,000	\$0	B
	1001-860-001-00-5-01	Tables and chairs for newly available library space	\$3,000	\$0	B
	1001-860-001-00-5-03	Teleconference digital video recording software and equipment	\$5,000	\$0	B
	1001-860-001-00-5-03	Witness digital video recording software and equipment	\$3,000	\$0	B
	<b>Total</b>		<b>\$82,000</b>	<b>\$0</b>	
Mayoralty	1001-125-001-00-5-01	Office Furniture	\$20,000	\$0	B
	1001-125-001-00-5-03	Computer Hardware	\$60,000	\$0	B
	1001-125-001-00-5-08	Computer Software	\$20,000	\$0	B
	1001-347-001-00-5-01	Office Furniture	\$20,000	\$0	B
	1001-347-001-00-5-03	Computer Hardware	\$60,000	\$0	B

## MINUTES

BBMR - cont'd

Agency	Account Number	Purpose	Request	Recommend	Category
	1001-347-001-00-5-08	Computer Software	\$20,000	\$0	B
	<b>Total</b>		<b>\$200,000</b>	<b>\$0</b>	
M-R: Educational Grants (Family League of Baltimore City)	1001-446-013-00-7-01	Read to Succeed Summer Camp Program	\$100,000	\$100,000	A
	<b>Total</b>		<b>\$100,000</b>	<b>\$100,000</b>	
M-R: Mayor's Office of Cable & Communications (MOCC)	1001-876-001-00-3-13	Rent	\$100,000	\$0	B
	<b>Total</b>		<b>\$100,000</b>	<b>\$0</b>	
M-R: Mayor's Office of Employment Development (MOED)	1001-793-010-15-3-07	Marketing efforts for the CJH sites.	\$1,500	\$0	B
	1001-793-010-15-3-26	Enhancements to MOED Website	\$8,000	\$0	A
	1001-793-010-15-3-26	Orientation video and Web-based Instructional Tools	\$20,700	\$0	A
	1001-793-010-15-4-02	CJH initiative program materials	\$2,325	\$0	A
	1001-793-010-15-5-03	Printer for CJH Coordinator	\$165	\$0	B
	1001-793-010-15-5-03	Webcam and scanners for CJH sites.	\$2,649	\$0	B
	1001-793-010-15-5-03	Website content update equipment	\$1,528	\$0	B
	<b>Total</b>		<b>\$36,867</b>	<b>\$0</b>	
M-R: Mayor's Office of Human Services (MOHS)	1001-895-001-00-3-50	Transition to new facility	\$269,000	\$269,000	A
	1001-895-001-00-3-51	Sub-Contractors payments for	\$42,461	\$42,461	A

## MINUTES

BBMR - cont'd

Agency	Account Number	Purpose	Request	Recommend	Category
		shelters			
	<b>Total</b>		<b>\$311,461</b>	<b>\$311,461</b>	
M-R: Office of Civil Rights	1001-846-001-00-3-26	Annual Civil Rights Breakfast Meeting	\$8,000	\$0	B
	<b>Total</b>		<b>\$8,000</b>	<b>\$0</b>	
M-R: Office of the Inspector General	1001-836-001-00-3-01	Travel	\$1,016	\$0	A
M-R: Office of the Inspector General cont'd	1001-836-001-00-3-07	Printing	\$1,470	\$0	A
	1001-836-001-00-3-11	Rental of Business Machines	\$1,666	\$0	A
	1001-836-001-00-3-20	In-Service Training	\$2,032	\$0	A
	1001-836-001-00-3-26	Other Professional Services	\$15,048	\$0	A
	1001-836-001-00-3-47	Confidential Fund Expenditure	\$53,150	\$0	A
	1001-836-001-00-4-01	Motor Vehicle Fuels and Lubricants	\$1,954	\$0	A
	1001-836-001-00-4-02	Office Supplies	\$3,256	\$0	A
	1001-836-001-00-4-14	Food for Human Consumption	\$1,425	\$0	A
	1001-836-001-00-6-01	Data Analytics System	\$75,000	\$75,000	A
	<b>Total</b>		<b>\$156,017</b>	<b>\$75,000</b>	
Orphans' Court	1001-817-001-00-5-01	Office furniture and creation of a court website	\$16,000	\$0	B
	<b>Total</b>		<b>\$16,000</b>	<b>\$0</b>	
Public Works	1001-660-001-00-3-18	Internal Control Assessment and Monitoring Projects	\$250,000	\$0	B
	1001-660-001-00-3-26	Command Center Construction/ Security Cameras centralization	\$75,000	\$0	B
	1001-663-006-00-3-16	Upgrade of citizen drop-off center	\$1,500,000	\$0	B

## MINUTES

BBMR - cont'd

Agency	Account Number	Purpose	Request	Recommend	Category
	1001-676-006-00-3-26	Moving expenses - Office of Boards and Commissions	\$25,000	\$0	B
	<b>Total</b>		<b>\$1,850,000</b>	<b>\$0</b>	
Recreation and Parks	1001-648-005-00-3-26	Support for Private Operators	\$293,000	\$0	B
	1001-648-005-00-7-01	Support for Scholarships Program	\$200,000	\$200,000	A
	1001-648-017-00-3-16	Maintenance and Repair of Real Property	\$210,000	\$0	A
Recreation and Parks - cont'd	1001-648-017-00-3-16	Maintenance and Repair of Real Property	\$270,000	\$0	A
	1001-654-002-00-3-26	Tree survival program	\$200,000	\$0	B
	<b>Total</b>		<b>\$1,173,000</b>	<b>\$200,000</b>	
State's Attorney	1001-115-001-00-1-01	Grant Supplement	\$150,000	\$0	B
	1001-781-001-00-3-26	Filing Modernization	\$150,000	\$0	B
	1001-781-002-00-5-01	IT Equipment	\$200,000	\$0	B
	<b>Total</b>		<b>\$500,000</b>	<b>\$0</b>	
Sheriff's Office	1001-882-001-00-6-03	GPS Technology	\$30,000	\$0	B
	1001-882-001-00-6-03	Technology Upgrade	\$15,000	\$0	B
	1001-882-001-00-6-04	Mobile Command Center	\$140,000	\$0	B
	1001-882-001-00-6-07	Training Equipment	\$15,000	\$0	B
	1001-882-001-00-6-08	Security Enhancement	\$30,000	\$0	B
	<b>Total</b>		<b>\$230,000</b>	<b>\$0</b>	
<b>Grand Total</b>			<b>\$11,158,792</b>	<b>\$3,431,709</b>	

Category A = Funds originally appropriated for such a purpose.

Category B = Funds **NOT** originally appropriated for such a purpose.

## MINUTES

BBMR - cont'd

2013 FISCAL YEAR  
CONTINGENT FUND

## RECOMMENDED TRANSFERS

Fiscal 2013 Appropriation	\$508,000.00
<u>Recommended Transfers:</u>	
Liquor License Board	\$189,995.00
Office of Civil Rights	\$2,852.00
Final Balance June 30, 2013	\$315,153.00

**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 **DEFERRED** the foregoing carryover of unexpended appropriations for Fiscal Year 2013 for various City agencies for two weeks.

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

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

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 1701 N. Charles St. Development Partners, LLC	Station North	Outdoor seating 37' x 5'8"
Annual Charge: \$2,149.38		
2. 3000 Brendan Ave.	Yvonne Pigatt	Retain awning w/signage 9.33' x 2'
Annual Charge: \$ 105.50		
3. 600 - 1100 Blocks of W. 36 <sup>th</sup> Street	Hampden Village Merchants Assoc.	Two day sidewalk sale, 8/4/13 and 8/11/13
Flat Charge: \$ 28.00		

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

UPON MOTION duly made and seconded, the Board approved the foregoing minor privilege permits.



## MINUTES

Department of General Services - Developers' Agreements

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

	<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
1.	<b>DUKE BALTIMORE, LLC</b>	<b>1156</b>	<b>\$198,563.00</b>

Duke Baltimore, LLC would like to install a new water service to its proposed construction located at 1500 Broening Highway. This agreement will allow the developer to do its own installation in accordance with Baltimore City Standards.

A performance bond in the amount of \$198,563.00 has been issued to Duke Baltimore, LLC which assumes 100% of the financial responsibility.

2.	<b>511 SOUTH CENTRAL AVENUE, LLC</b>	<b>1313</b>	<b>\$ 39,583.00</b>
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511 South Central Avenue, LLC is demolishing an old warehouse and abandoning City services as the first step in building a new Hyatt Hotel in Harbor East. This agreement allows for the abandonment and/or installation of water, storm drain and sanitary sewer services.

An Irrevocable Standby Letter of Credit in the amount of \$39,583.00 has been issued to 511 South Central Avenue, LLC which assumes 100% of the financial responsibility.

3.	<b>PICKLES VENTURES, INC.</b>	<b>1303</b>	<b>\$ 14,818.00</b>
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Pickles Ventures, Inc. would like to install new water service to its proposed construction located at 520 Washington Boulevard. This agreement will allow the organization to perform its own installation in accordance with Baltimore City Standards.

## MINUTES

DGS - cont'd

<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
An Irrevocable Standby Letter of Credit in the amount of \$14,818.00 has been issued to Pickles Ventures, Inc. which assumes 100% of the financial responsibility.		
4. 513 Park Avenue, LLC	1309	\$ 16,600.00

513 Park Avenue, LLC would like to install new water service to its proposed construction located at 513 Park Avenue. This agreement will allow the organization to perform its own installation in accordance with Baltimore City Standards.

An Irrevocable Standby Letter of Credit in the amount of \$16,600.00 has been issued to 513 Park Avenue, LLC, which assumes 100% of the financial responsibility.

**MBE/WBE PARTICIPATION:**

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

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

**MINUTES**

Department of General Services - Temporary Right-of-Entry Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a temporary right-of-entry agreement with CSX Transportation, Inc. The temporary right-of-entry agreement is effective upon Board approval and by approval by CSX Transportation, Inc. and will terminate upon completion of the work or midnight October 11, 2013, whichever comes first.

**AMOUNT OF MONEY AND SOURCE:**

\$500.00 - 9950-907850-9514-900010-703001

**BACKGROUND/EXPLANATION:**

The City, acting by and through the Department of Transportation, is proposing to obtain a topo survey needed for preliminary planning for improvements to the Russell and Monroe Street ramp. The agreement will allow the Department of Transportation's survey crew to access the CSX right-of-way to perform survey work.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the temporary right-of-entry agreement with CSX Transportation, Inc.

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:

2996 - 2997

All of the EWOs had been reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

The Transfers of Funds were approved

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

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, \$ 0.00 - TR 20350, Replacement of Frederick Avenue Bridge over Gwynns Falls & CSX Railroad  


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\$13,997,381.20	-	Joseph B. Fay Company	-	-
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2. EWO #009, \$57,719.04 - Project 1055, Rehabilitate Roadways Around East Baltimore Life Science Park  


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\$ 584,894.71	\$ 794,711.66	Whitman, Requardt & Associates	-	-
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3. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$127,687.00	9950-903293-9528	9950-902335-9527-5
MVR	Construction Reserve	Inspection
	East Baltimore	EBDI Life Sciences
	Development, Inc.	

This transfer will cover the deficit and fund the costs associated with Project No. 1055, Rehabilitate Roadways around East Baltimore Life Science Park to Whitman, Requardt & Associates in the amount of \$127,687.00.

4. EWO #010, \$35,869.51 - Project 1055, Rehabilitate Roadways Around East Baltimore Life Science Park  


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\$ 584,894.71	\$ 852,430.70	Whitman, Requardt & Associates	-	-
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MINUTES

EXTRA WORK ORDERS

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

Department of Transportation - cont'd

5. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 35,869.51	9950-903293-9528	9950-902335-9527-3
MVR	Construction Reserve	Design and Studies
	East Baltimore	EBDI Life Sciences
	Development, Inc.	

This transfer will cover the costs associated with Change Order No. 10, Project No. 1055, Rehabilitate Roadways around East Baltimore Life Science Park 1C to Whitman, Requardt & Associates in the amount of \$35,869.51.

- |    |  |               |                          |     |
|----|--|---------------|--------------------------|-----|
| 6. | EWO #005, \$73,873.75 - TR 08046, Rehabilitation of Broening Highway from Holabird Avenue to Colgate Creek |               |                          |     |
|    | \$14,700,000.00  | \$ 108,349.44 | American Infra-          | 8 - |
|    |  |               | structure-MD, Inc.       |     |
| 7. | EWO #002, \$553,064.39 - TR 12301, Resurfacing Highways @ Various Locations - NE Sector I                  |               |                          |     |
|    | \$ 3,352,325.13  | \$ 0.00       | P. Flanigan & Sons, Inc. | - - |

Bureau of Water & Wastewater

- |    |   |                 |                          |      |
|----|---|-----------------|--------------------------|------|
| 8. | EWO #030, (\$50.00) - WC 1212, Water Appurtenance Installations |                 |                          |      |
|    | \$ 4,997,010.40   | \$ 1,987,145.71 | R.E. Harrington          | 0 84 |
|    |   |                 | Plumbing & Heating, Inc. |      |

**MINUTES**

Department of Transportation - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a memorandum of understanding (MOU) by and between the City acting through the Department of Transportation and the Hamilton-Lauraville Main Street, Inc. (Association). The memorandum of understanding is effective upon Board approval for five years, with an option to renew for another five years.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The purpose of this MOU is to establish a framework for the Association to install intersection art in the intersection of Harford Road and Hamilton Avenue at the sole cost of the Association. The Association will subsequently perform ongoing maintenance of all aspects of the Project.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the memorandum of understanding by and between the City acting through the Department of Transportation and the Hamilton-Lauraville Main Street, Inc.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task no. 1, to Rummel, Klepper & Kahl, LLP/Johnson, Mirmiran & Thompson, Inc., a Joint Venture, under Project 1175, On-Call Bridge Design Services.

**AMOUNT OF MONEY AND SOURCE:**

\$250,362.39 - 9950-901882-9508-900020-703032

**BACKGROUND/EXPLANATION:**

This task assignment provides authorization for the redesign of the east abutment of the Waterview Avenue Bridge over MD 295. The scope of work includes, but is not limited to traffic analysis, transportation management plan update, maintenance of traffic/detour plans, modify storm drain design, modify tree preservation & landscaping design, geotechnical engineering, and project management.

**MBE/WBE PARTICIPATION:**

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

**MWBOO SET MBE GOALS AT 27.00% AND WBE GOALS AT 10.00%.**

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



**MINUTES**

Department of Transportation - cont'd

**TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
<b>\$250,362.39</b>	9950-903516-9507	9950-901882-9508-3
23 <sup>rd</sup> Economic	Construction Reserve	Design & Study
Development	Annapolis Bridge over	Annapolis Road
Loan	Baltimore/Washington	Bridge
	Parkway	

This transfer will cover the cost associated with Task No. 1, Project No. 1175, On-Call Bridge Design Services with Rummel Klepper & Kahl, LLP/Johnson, Mirmiran & Thompson, Inc., Joint Venture.

UPON MOTION duly made and seconded, the Board approved the assignment of Task no. 1, to Rummel, Klepper & Kahl, LLP/Johnson, Mirmiran & Thompson, Inc., a Joint Venture, under Project 1175, On-Call Bridge Design Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |                          |             |         |
|--------------------------|-------------|---------|
| 1. R.B. FULTON CO., INC. | \$36,395.00 | Low Bid |
|--------------------------|-------------|---------|
- Solicitation No. B50003037 - Replacement Restoration of Restroom Partitions - Department of Recreation and Parks - Req. No. R634540

The period of the award is July 31, 2013 through July 30, 2014.

- |                            |         |         |
|----------------------------|---------|---------|
| 2. EMH ENVIRONMENTAL, INC. | \$ 0.00 | Renewal |
|----------------------------|---------|---------|
- Solicitation No. B50001110 - Provide Clarifier Repairs Services for Wastewater Treatment Plants - Department of Public Works, Bureau of Water and Wastewater - P.O. No. P510074

On August 26, 2009, the Board approved the initial award in the amount of \$538,950.00. The award contained two 1-year renewal options. On August 8, 2012, the Board approved a renewal in the amount of \$0.00. This final renewal is for the period September 2, 2013 through September 1, 2014.

**MWBOO GRANTED A WAIVER.**

- |   |                |         |
|---|----------------|---------|
| 3. HARBOR TRUCK SALES & SERVICE, INC. d/b/a BALTIMORE<br>FREIGHTLINER | \$1,000,000.00 | Renewal |
|---|----------------|---------|
- Solicitation No. 06000 - O.E.M. Parts, Service and Warranty Repairs for Freightliner Heavy Trucks - Department of General Services - P.O. No. P510047

On September 30, 2009, the Board approved the initial award in the amount of \$450,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$1,000,000.00 is for the period October 1, 2013 through September 30, 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

- |  |              |          |
|--|--------------|----------|
| 4. POTTS & CALLAHAN, INC.  | \$350,000.00 | Increase |
| Solicitation No. BP-07005 - Construction Equipment Rental Services - Agencies - Various - P.O. No. P507700 |              |          |

On May 23, 2007, the Board approved the initial award in the amount of \$270,000.00. The award contained two renewal options. Subsequent actions have been approved. This increase in the amount of \$350,000.00 is necessary in order to provide equipment to complete the dredging work at the Quarantine Road Landfill and to address site complaints issued by the Maryland Department of the Environment. This increase will make the award amount \$1,260,000.00. The contract expires November 14, 2013.

**MWBOO GRANTED A WAIVER.**

- |  |              |         |
|--|--------------|---------|
| 5. SEGAL ADVISORS, INC.  | \$ 87,000.00 | Renewal |
| Solicitation No. B50000455 - Provide 457 Deferred Compensation Consultant Services - Finance Department - Req. No. R638998 |              |         |

On July 16, 2008, the Board approved the initial award in the amount of \$328,000.00. The award contained three 1-year renewal options. Subsequent actions have been approved. On July 5, 2013, the City Purchasing Agent approved an increase in the amount of \$24,500.00. This final renewal in the amount of \$87,000.00 is for the period September 1, 2013 through August 31, 2014.

- |  |              |          |
|--|--------------|----------|
| 6. MICROGUARD LLC  | \$110,500.00 | Increase |
| Solicitation No. B50002685 - Floor Tile Cleaning and Related Services for BCC - Baltimore Convention Center - P.O. No. P522652 |              |          |

On February 6, 2013, the Board approved the initial award in the amount of \$159,737.00. Due to increased usage, an increase in the amount of \$110,500.00 is necessary. This increase in the amount of \$110,500.00 will make the total award amount \$270,237.00. The contract expires on February 5, 2014, with no renewal options.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases**MWBOO SET GOALS OF 5% MBE AND 0% WBE.**

<b>MBE:</b> Preferred Cleaning Janitorial Services	\$5,271.75	4.4%
--	------------	------

**MWBOO FOUND VENDOR IN COMPLIANCE.**

- |    |  |              |         |
|----|--|--------------|---------|
| 7. | WASTE EQUIPMENT SALES AND SERVICE, LLC | \$750,000.00 | Renewal |
|----|--|--------------|---------|
- Solicitation No. B50001524 - OEM Parts and Service for FUSO Mitsubishi Trucks - Department of General Services, Fleet Management - P.O. No. P514834

On August 18, 2010, the Board approved the initial award in the amount of \$225,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This renewal in the amount of \$750,000.00 is for the period October 1, 2013 through September 30, 2014, with one 1-year renewal option remaining.

**MWBOO GRANTED A WAIVER.**

- |    |                        |         |           |
|----|------------------------|---------|-----------|
| 8. | ALTEC INDUSTRIES, INC. | \$ 0.00 | Extension |
|----|------------------------|---------|-----------|
- Solicitation No. 08000 - OEM Parts and Service for Altec Bucket Trucks - Department of General Services - P.O. No. P503392

On August 13, 2008, the Board approved the initial award in the amount of \$1,000,000.00. The award contained two renewal options. The second and final renewal was approved by the Board on July 11, 2012. This extension in the amount of \$0.00 is necessary to allow for uninterrupted service while a new contract is prepared with Altec Industries, Inc. who is the manufacturer and sole provider of OEM parts and repair services for the Altec Bucket Trucks. This extension is for the period August 13, 2013 through November 30, 2013.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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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. ATLANTIC EMERGENCY SOLUTIONS, INC.  | \$750,000.00 | Renewal |
| Solicitation No. 08000 - OEM Parts and Service for Pierce Fire Apparatus - Department of General Services - P.O. No. P515061 |              |         |

On October 6, 2010, the Board approved the initial award in the amount of \$1,000,000.00. The award contained two 1-year renewal options. This renewal in the amount of \$750,000.00 is for the period October 6, 2013 through October 5, 2014, with one 1-year renewal option 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 is recommended.

- |   |         |         |
|---|---------|---------|
| 10. TRI BMS, LLC, d/b/a R & M EQUIPMENT COMPANY   | \$ 0.00 | Renewal |
| Solicitation No. 08000 - OEM Parts and Repairs to Muncie Pumps, Power Take Off Units and Valves - Department of General Services - P.O. No. P514856 |         |         |

On September 15, 2010, the Board approved the initial award in the amount of \$210,000.00. The award contained two 1-year renewal options. This renewal in the amount of \$0.00 is for the period September 16, 2013 through September 15, 2014, with one 1-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>
---------------	------------------------	--------------------

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.

11. First Call

EQ NORTHEAST, INC.	\$1,000,000.00	
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Second Call

TOTAL ENVIROMENTAL	<u>0.00</u>	
--------------------	-------------	--

CONCEPTS, INC.		
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	<u>\$1,000,000.00</u>	
--	-----------------------	--

		Increase
--	--	----------

Solicitation No. B50002228 - Environmental Remediation Service - Department of Housing and Community Development - P.O. No. P520056

On March 21, 2012, the Board approved the initial award in the amount of \$800,000.00. The award contained two 1-year renewal options. Due to increased usage, an increase in the amount of \$1,000,000.00 is necessary. This increase in the amount of \$1,000,000.00 will make the award amount \$1,800,000.00. The contract expires on April 7, 2015, with two 1-year renewal options remaining.

**MWBOO SET GOALS OF 5% MBE AND 2% WBE.**

<b>MBE:</b> K&K Environmental Services, LLC	\$33,927.22	5%
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<b>WBE:</b> A2Z Environmental Group, LLC*	\$ 0.00	2%
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\*Per contracting agency, there has not been enough work for WBE utilization. Contractor has committed to using the WBE on future tasks.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

12. COWLES FORD, INC.	\$1,500,000.00	
BELTWAY INTERNATIONAL, LLC	1,500,000.00	
MARYLAND INDUSTRIAL TRUCKS, INC.	<u>1,500,000.00</u>	
	<b>\$4,500,000.00</b>	Increase
Solicitation No. B50002897 - Heavy Trucks - Various Cab & Chassis and Body Styles - Department of General Services - P.O. Nos. P523755, P523756, and P523757		

On June 5, 2013, the Board approved the initial award in the amount of \$3,413,052.00. This increase in the amount of \$4,500,000.00 is necessary to purchase additional trucks as required for the Fleet Management Replacement Program.

**MWBOO GRANTED A WAIVER.**

13. NATHAN ADAMS, JR. D/B/A		
NATE'S TOWING SERVICE	\$ 0.00	Rescission
Solicitation No. B50002251 - Citywide Police Requested Towing Service - Department of Transportation - Req. No. R592015		

On April 10, 2013, the Board approved the initial award to various vendors, including Nathan Adams, Jr. d/b/a Nate's Towing Service. Mr. Adams has informed the Department of Transportation, the Bureau of Purchases, and the Office of the Inspector General that he did not authorize the bid submitted on behalf of Nathan Adams, Jr. d/b/a Nate's Towing Service and did not authorize any person to submit bids or sign documents on behalf of Nate's Towing Service. Therefore, Mr. Adams has requested that the City rescind the award made to him on April 10, 2013.

On April 10, 2013, Nathan Adams, Jr. d/b/a Nate's Towing Service was given 10 days to come into compliance with MBE/WBE participation requirements. However, as Mr. Adams informed the City that he did not authorize the bid submission, he took no action to come into compliance.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |  |              |                           |
|--|--------------|---------------------------|
| 14. RHYTHM ENGINEERING,<br>LLC   | \$246,700.00 | Sole Source/<br>Agreement |
| Solicitation No. 08000 - InSync Adaptive Signal Control<br>Technology Service - Department of Transportation - Req. No.<br>R633759 |              |                           |

The Board is requested to approve and authorize execution of an agreement with Rhythm Engineering, LLC. The period of the agreement is effective upon Board approval for one year. An intent to waive competition was advertised (B50003029) with no responses received. Rhythm Engineering, LLC is the sole provider of the InSync Adaptive Signal Control System which is the only Active Signal Control Technology that can optimize signal timing parameters without user intervention.

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.

- |  |              |         |
|--|--------------|---------|
| 15. LIFE FITNESS   | \$ 32,920.63 | Low Bid |
| Solicitation No. B50003031 - Fitness Equipment for Rita Church<br>Community Recreation Center - Department of Recreation and<br>Parks - Req. No. R634540 |              |         |

The period of the award is July 31, 2013 through July 30, 2014.

UPON MOTION duly made and seconded, the Board approved the informal awards, renewals, increases to contracts and the rescission. The Board also approved and authorized execution of item no. 14, the agreement with Rhythm Engineering, LLC. The Mayor **ABSTAINED** on item no. 6. The Comptroller **ABSTAINED** on item no. 3.



**MINUTES**

Bureau of Water and Wastewater - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with Whitman, Requardt & Associates, LLP, for Project WC 1190, Montebello Filtration Plant I Improvements. The period of the agreement is effective upon Board approval for thirty months, or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$1,517,455.10 - Baltimore County  
1,932,451.24 - Water Revenue Bonds  
**\$3,449,906.34** - 9960-905622-9557-900020-706032

**BACKGROUND/EXPLANATION:**

The Consultant will provide engineering services for the design of the improvements of the Montebello Water Filtration Plant 1. The consultant will provide designs for improvements to raw water processing, chemical, electrical, and mechanical systems of the Montebello Filtration Plant I. The consultant was approved by the Office of Boards and Commissions and Architectural and Engineering Award Commissions on June 18, 2008.

**MBE/WBE PARTICIPATION:**

<b>MBE:</b>	EBA Engineering, Inc.	\$ 42,114.95	1.22%
	Shah & Associates, Inc.	<u>929,016.33</u>	<u>26.93%</u>
		<b>\$971,131.28</b>	<b>28.15%</b>
<b>WBE:</b>	Carroll Engineering, Inc.	\$341,757.02	9.91%
	Phoenix Engineering, Inc.	316,557.22	9.17%
	Robert B. Balter Co.	<u>46,263.00</u>	<u>1.34%</u>
		<b>\$704,577.24</b>	<b>20.42%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

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

MINUTES

Bureau of Water and Wastewater - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$2,139,757.72	9960-909312-9558	
Revenue Bonds	Constr. Reserve	
	Montebello Water	
	Treatment Plant	
	Filter Renovation	
1,680,242.28	" "	
<u>Counties</u>		
<b>\$3,820,000.00</b>		
\$3,466,603.54	-----	9960-908504-9557-3
		Engineering
353,396.46	-----	9960-908504-9557-9
<u>353,396.46</u>		Administration
<b>\$3,820,000.00</b>		

The funds are required to cover the cost associated with WC 1190, Design of Montebello Filtration Plant I Improvements.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with Whitman, Requardt & Associates, LLP, for Project WC 1190, Montebello Filtration Plant I Improvements. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Bureau of Water and Wastewater - Amendment No. 1 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of amendment no. 1 to agreement with Gannett, Fleming, Inc., for Project 1129G, Urgent Need Wastewater Engineering Services. The amendment no. 1 extends the agreement for one year through August 31, 2014 or until the funds are expended.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00

**BACKGROUND/EXPLANATION:**

On September 1, 2010, the Board approved the original agreement for three years ending August 31, 2013. The total upset for this contract is \$1,000,000.00. In order to continue providing the services, the Bureau of Water and Wastewater is requesting a no-cost time extension for one year or until the upset limit is reached.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the amendment no. 1 to agreement with Gannett, Fleming, Inc., for Project 1129G, Urgent Need Wastewater Engineering Services.

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

The Board is requested to approve the assignment of task no. 001, to Malcolm Pirnie, Inc. under Project 1303, On-Call Project and Construction Management Assistance SC 829, SC 8526, SC 870, and SC 845.

**AMOUNT OF MONEY AND SOURCE:**

\$	528,515.10	-	9956-904561-9551-900020-705032
	528,515.09	-	9956-907526-9551-900020-705032
	528,515.09	-	9956-902685-9551-900020-705032
	528,515.09	-	9956-905527-9551-900020-705032
	<u>\$2,114,060.37</u>		

**BACKGROUND/EXPLANATION:**

This task assignment provides authorization for Malcolm Pirnie, Inc. to provide construction management assistance to SC 829, Primary Settling Tanks at the Back River Wastewater Treatment Plant, SC 8526, Sludge Digester Facilities at the Back River Wastewater Treatment Plant, SC 870, Scum/Grease System Improvements at the Back River Wastewater Treatment Plant and SC 845, Nitrification at Patapsco Wastewater Treatment Plant.

**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 task no. 001, to Malcolm Pirnie, Inc. under Project 1303, On-Call Project and Construction Management Assistance SC 829, SC 8526, SC 870, and SC 845.

**MINUTES**

Bureau of Water and Wastewater - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with Rummel, Klepper & Kahl, LLC, for WC 1207, Replacement of Liberty Dam Environmental Operations Facility, Phase 2 - Design and Bid Phase. The period of the agreement is effective upon Board approval for 2 years or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$534,699.88 - Water Revenue Bonds  
419,872.47 - Baltimore County  
**\$954,572.35** - 9960-905919-9557-900020-703032

**BACKGROUND/EXPLANATION:**

Rummel, Klepper & Kahl, LLC will provide engineering services for the design of improvements to the Liberty Dam Environmental Operations Facilities. The consultant will 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.

<b>MBE:</b> AS Architects, Inc.	\$ 235,602.81	24.68%
Dhillon Engineering, Inc.	214,145.09	22.43%
Thomas L. Brown, Assocs. PC	<u>22,908.94</u>	<u>2.40%</u>
Total	<b>\$ 472,656.84</b>	<b>49.51%</b>
 <b>WBE:</b> Phoenix Engineering, Inc.	 \$ 41,248.28	 4.32%
Floura Teeter Landscape Architects	29,047.22	3.04%
Carroll Engineering, Inc.	<u>51,884.62</u>	<u>5.44%</u>
Total	<b>\$ 122,180.12</b>	<b>12.80%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

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

MINUTES

BW&WW - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 483,839.40 County Approp.	9960-906921-9558 Constr. Reserve Building Improv. Liberty Dam	
616,160.60 <u>Water Rev. Bonds</u> <b>\$1,100,000.00</b>	" "	
\$ 961,763.75	-----	9960-905919-9557- 900020-3 Engineering
<u>138,236.25</u>	-----	9960-905519-9557- 900020-9 Administration
<b>\$1,100,000.00</b>		

The funds are required to cover the cost of WC 1207, Design of the Replacement of the Liberty Dam Operational Facility.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with Rummel, Klepper & Kahl, LLC, for WC 1207, Replacement of Liberty Dam Environmental Operations Facility, Phase 2 - Design and Bid Phase. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Department of Public Works/Bureau - Amendment No. 4 to Agreement of Water and Wastewater (BW&WW)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of amendment no. 4 to agreement with Dewberry/Brown and Caldwell, A Joint Venture (JV) for Project No. 1039, Outfall Collection System Evaluation and Sewershed Plan. The amendment extends the period of the agreement for a total of eight years through August 7, 2015 or until the upset limit is reached, whichever comes first.

**AMOUNT OF MONEY AND SOURCE:**

\$100,879.61 - Baltimore City WW Revenue Bonds  
14,781.48 - Baltimore County  
**\$115,661.09** - 9956-906694-9551-900020-702064

**BACKGROUND/EXPLANATION:**

On August 8, 2007, the Board approved the original agreement with Dewberry/Brown and Caldwell, JV to provide engineering services for the Outfall Collection System Evaluation and development of a Sewershed Plan to comply with Paragraph 9 of the Wet Weather Consent Decree for a period of 36 months. The Board approved amendment no. 1 on September 22, 2010 to extend the period of the agreement for 12 months. On April 6, 2011, the Board approved amendment no. 2 to extend the period of the agreement for 12 additional months. On July 11, 2012, the Board approved amendment no. 3 to extend the period of the agreement for 12 additional months for a total of six years through August 7, 2013.

Under the terms of amendment no. 4, the consultant will provide engineering services which will include post award services such as additional technical consultation, additional RFI and PCO review and approval, and site visits and inspection.

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

**MINUTES**

BW&WW - cont'd

**MBE/WBE PARTICIPATION:**

The consultant will continue to comply with all terms and conditions of the MBE/WBE programs, in accordance with the Baltimore City Code, Article 5, Subtitle 28.

**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 and authorized execution of the amendment no. 4 to agreement with Dewberry/Brown and Caldwell, A Joint Venture (JV) for Project No. 1039, Outfall Collection System Evaluation and Sewershed Plan.



## MINUTES

Law Department - Opinion - Request for Refund of Real  
Property Taxes

The Board is requested to approve a refund of real property taxes for Mr. Frank Williams, Jr.

It is the opinion of the Law Department that Mr. Williams has met the qualifications for a real property tax exemption as a disabled veteran, and that Mr. Williams is eligible to receive a refund of taxes paid because he was honorably discharged from the armed services, declared by the Veteran's Administration to have a permanent 100% service connected disability, and resided in a single family dwelling during the period in question. The dwelling house is owned by the claimant and the claimant continues to reside in the dwelling place. It has been determined that Mr. Williams is entitled to a refund of real property taxes, which was paid as follows:

<u>Claimant/s</u>	<u>Property</u>	<u>Taxable Year</u>	<u>Amount</u>
FRANK WILLIAMS, JR.	2705 Wegworth Lane	2012/2013	\$1,656.29
		2011/2012	1,605.84
		2010/2011	<u>1,539.22</u>
			<b>\$4,801.35</b>

Mr. Williams filed his application on June 4, 2013.

Pursuant to the Tax Property Article, Section 208(h)(2), if the refund is not paid within 60 days, interest shall be paid at the rate the county or municipal corporation charges on overdue taxes and interest shall accrue from the date the application is filed with the county or municipal corporation. In order to avoid interest being paid, each claimant's application for a refund must be made within 60 days of the application.

The Board NOTED and CONCURRED in the opinion of the Law Department.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTION

\* \* \* \* \*

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

3018 - 3020

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

The Transfers of Funds were approved  
SUBJECT to receipt of favorable reports  
from the Planning Commission,  
the Director of Finance having reported favorably  
thereon, as required by the provisions  
of the City Charter.

The Comptroller **ABSTAINED** on item nos. 1 - 5.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation

1. TR 13008, Citywide Slab Repair                      Machado Construction Co., Inc.                      \$ 806,102.00

**MBE:** M&F Contracting Co.                      \$129,500.00                      16.06%  
**WBE:** S&L Trucking, LLC                      \$ 65,000.00                      8.06%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$427,017.30 GF (HUR)	9950-903550-9509 Constr. Reserve Neighborhood Street Reconstruction	
500,000.00 State-Constr. Loan <u>\$927,017.30</u>	9950-902465-9509 Constr. Reserve Curb Repair Job Order Contract	
\$806,102.00	-----	9950-903669-9508-6 Structure & Improv.
80,610.20	-----	9950-903669-9508-5 Inspection
40,305.10 <u>\$927,017.30</u>	-----	9950-903669-9508-2 Contingencies City- wide Slab Repair

This transfer will provide funds to cover costs associated with the award for TR 13008, Citywide Curb Repair to Machado Construction Co., Inc.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation

3.	TR 13307, Resurfacing Highways at Various Locations, Southeast Sector IV	P. Flanigan & Sons, Inc.	\$3,043,412.09
	DBE: Priority Construction Corp.	\$541,001.25	17.78%
	L&J Construction Services, Inc.	80,010.00	2.63%
	Powell's Trucking Co. Inc.	120,064.00	3.94%
	William T. King, Inc.	20,000.00	.66%
		<u>\$761,075.25</u>	<u>25.01%</u>

4. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 699,984.78	9950-904216-9514	
GF (HUR)	Local Resurfacing Southeast	
2,000,000.00	9950-904216-9514	
FED	Local Resurfacing Southeast	
799,939.12	9950-944002-9507	
FED	Constr. Reserve -	
<u>\$3,499,923.90</u>	Reserve for Closeout	
\$3,043,412.09	-----	9950-900854-9514-6
		Struc. & Improv.
304,341.21	-----	9950-900854-9514-5
		Inspection
152,170.60	-----	9950-900854-9514-2
<u>\$3,499,923.90</u>		Contingencies -
		Federal Resurfacing
		Hwys at Various
		Locations SE - IV

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

This transfer will provide funds to cover the costs associated with award of TR 13307, Resurfacing Highways at Various Locations Southeast Sector IV to P. Flanigan & Sons, Inc.

- |    |  |                          |                    |
|----|--|--------------------------|--------------------|
| 5. | B50002931, Furnish & Deliver Aggregate Materials | P. Flanigan & Sons, Inc. | \$431,500.00       |
|    | <b>MBE:</b> L & J Construction Service, Inc.     | \$37,800.00              | 8.76%              |
|    | <b>WBE:</b> Morgan Construction, Services, Inc.  | \$14,000.00              | 3.24% <sup>1</sup> |

<sup>1</sup> Morgan Construction Services, Inc. is not in good standing with the Maryland State Department of Assessments and Taxation. If awarded, the bidder will be allowed to substitute an approved WBE if Morgan Construction Services, Inc. is not in good standing at the time of award.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

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

In accordance with the Rules for Prequalification of Contractors, as amended by the Board on October 31, 1991, the following contractors are recommended:

Berkel & Company Contractors, Inc.	\$ 419,184,000.00
Centennial Contractors Enterprises, Inc.	\$ 128,318,000.00
Cherry Hill Construction, Inc.	\$ 104,040,000.00
Cole Roofing Co., Inc.	\$ 8,000,000.00
Cotten Construction Company	\$ 1,500,000.00
Delta Electrical Contractors, Inc.	\$ 1,500,000.00
Driscoll Construction Co., Inc.	\$ 205,812,000.00
E. Pikounis Construction Co., Inc.	\$ 26,451,000.00
Finishes, Inc.	\$ 8,000,000.00
High Steel Structures, Inc.	\$ 114,282,000.00
Homewood General Contractors, Inc.	\$ 8,000,000.00
Humanim, Inc.	\$ 83,601,000.00
LVI Environmental Services, Inc.	\$ 421,686,000.00
Skanska USA Civil Southeast, Inc.	\$ 142,920,000.00
Whiting-Turner Contracting Company	\$4,651,632,000.00

2. Prequalification of Architects and Engineers

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

Becht Engineering BT, Inc.	Engineer
Brinjac Engineering, Inc.	Engineer
Gershman, Brickner & Bratton, Inc.	Engineer
Ross Technical Services, Inc.	Engineer

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

**MINUTES**Space Utilization Committee - Amendment to Lease Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an amendment to a lease agreement, with the State of Maryland, acting by and through the Department of Transportation, State Highway Administration, lessee, for of the rental of two parcels of land located under the Jones Falls Expressway (JFX) (I-83). The period of the agreement is January 1, 2014 through December 31, 2018 with an option to renew for one additional four-year term.

**AMOUNT OF MONEY AND SOURCE:**

	<u>Period</u>	<u>Annual</u>	<u>Monthly</u>
Year 1	1/1/2014 - 12/31/2015	\$266,253.75	\$22,187.81
Year 2	1/1/2015 - 12/31/2016	\$266,253.75	\$22,187.81
Year 3	1/1/2016 - 12/31/2017	\$272,910.09	\$22,742.51
Year 4	1/1/2017 - 12/31/2018	\$272,910.09	\$22,742.51
<u>Renewal Term</u>	<u>Period</u>	<u>Annual</u>	<u>Monthly</u>
Year 1	1/1/2018 - 12/31/2019	\$279,732.85	\$23,311.07
Year 2	1/1/2019 - 12/31/2020	\$279,732.85	\$23,311.07
Year 3	1/1/2020 - 12/31/2021	\$286,726.17	\$23,893.85
Year 4	1/1/2021 - 12/31/2022	\$286,726.17	\$23,893.85

**BACKGROUND/EXPLANATION:**

Parcel One (JFC) is located under the JFX in the vicinity of Guilford Avenue, Centre Street, Madison Street and the Fallsway. Parcel Two (JFD) is located under the JFX in the vicinity of Guilford Avenue, Eager Street, Madison Street and the Fallsway. The leased premises are used for the surface parking in order to accommodate employees, guests, and invitees of the State Highway Administration. The Space Utilization Committee approved this lease at its meeting on July 23, 2013.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the amendment to a lease agreement with the State of Maryland, acting by and through the Department of Transportation, State Highway Administration.

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

The Board is requested to approve and authorize execution of a lease agreement with Joseph S. McNeal, tenant, for the rental property known as 4601 Bucks Schoolhouse Road, Baltimore County, consisting of approximately 165 acres of farmland along with a one story dwelling, and other buildings which are situated at the site known as Fullerton Reservoir. The period of the agreement is August 1, 2013 through July 31, 2014 with an option to renew for five additional one year terms at a negotiated rate.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$10,197.00	\$849.75

**BACKGROUND/EXPLANATION:**

The leased premises are used primarily for agricultural use. The tenant will be responsible for maintenance and repairs, payment of utilities, trash and snow removal, real estate taxes and liability insurance.

The Space Utilization Committee approved this lease at its meeting on July 23, 2013.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the lease agreement with Joseph S. McNeal, tenant, for the rental property known as 4601 Bucks Schoolhouse Road, Baltimore County, consisting of approximately 165 acres of farmland along with a one story dwelling, and other buildings which are situated at the site known as Fullerton Reservoir.



**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of Civil Rights &amp; Wage Enforcement</u>			
1. Alesha N. Bell	Annual EEOC/FEPA National Training Conf. Denver, CO Aug. 26 - 29, 2013	Gen. Fund	\$1,091.74

Office of the City Council

2. Sharon Middleton	MACO 2013 Annual Summer Conference Ocean City, MD Aug. 14 - 17, 2013 (Reg. Fee \$335.00)	Elected Official Expense Account	\$1,487.81
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The subsistence rate for this location is \$266.00 per day. The hotel rate is \$250.51 per night for August 14<sup>th</sup> and 15<sup>th</sup>, plus occupancy taxes in the amount of \$26.14 per night and \$300.51 for August 16<sup>th</sup>, plus occupancy taxes in the amount of \$31.40. The Department is requesting additional subsistence of \$24.51 per day to cover the costs of meals and incidental expenses on August 14, and 15, as well as, \$34.51 to cover the cost of the hotel and \$40.00 for meals and incidental expenses on Aug. 16<sup>th</sup> for a total of \$123.53.

Fire Department

3. Jeffrey Segal William Brewer Mark Wagner	Int'l Assoc. of Fire Chiefs Conf. & EXPO Chicago, IL Aug. 15 - 17, 2013 (Reg. Fee \$45.00 ea.)	Gen. Fund	\$3,152.61
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The subsistence rate for this location is \$226.00 per day. The hotel rate is \$229.00 per person, per night not including occupancy taxes in the amount of \$37.53 per person, per night. The Department is requesting additional subsistence of \$3.00 per day to cover the costs of the hotel, as well as, \$40.00 per person, per day for meals and incidental expenses.

**MINUTES****TRAVEL REQUESTS**

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

The Department has prepaid the airfare and the Globetrotter Travel Service fee of \$20.00 for the total of \$362.80 and registration in the amount of \$45.00 for each representative on the City issued credit card assigned to Mr. Jim Fischer. The disbursement to Messrs Segal, Brewer and Wagner will be in the amount of \$643.07 each.

**TRAVEL APPROVAL AND REIMBURSEMENT**

Mayor's Office of Information Technology (MOIT)

4. Jerome Mullen	Gen.	\$1,372.50
	Fund	

Mr. Mullen traveled to Orlando, Florida to attend the Cisco Live Conference from June 22 - 28, 2013. MOIT is requesting retroactive approval of this travel for Mr. Mullen for the costs of transportation, parking, lodging, and food expenses totaling \$1,372.50. The allowed subsistence rate for this location is \$153.00 per day for a total of \$918.00.

Transportation	\$	503.80
Parking		57.00
Lodging		702.00
Hotel Taxes		87.72
Food		21.98
		<u>\$1,372.50</u>

The airfare was paid using a City issued credit card assigned to Mr. Jerome Mullen. Therefore, the Board is requested to approve reimbursement in the amount of \$868.70 to Mr. Mullen. The travel request was late because of the administrative process and a delay in conference verification.

**MINUTES****TRAVEL APPROVAL AND REIMBURSEMENT**

<u>Name</u>	<u>Fund Source</u>	<u>Amount</u>
<u>MOIT</u> - cont'd		
5. Christopher Tonjes	Gen. Fund	\$1,353.37

Mr. Tonjes traveled to Orlando, Florida to attend the Cisco Live Conference from June 24 - 27, 2013. MOIT is requesting retroactive approval of this travel for Mr. Tonjes totaling \$1,353.37.

Transportation	\$ 398.69
Parking	42.00
Hotel	717.00
Hotel Taxes	97.68
Food	98.00
	<u>\$1,353.37</u>

The allowed subsistence rate for this location is \$153.00 per day for a total of \$459.00. The hotel rate is \$239.00 per night for a total of \$717.00 not including taxes in the amount of \$97.68. MOIT is requesting additional subsistence of \$258.00 to cover the hotel costs and \$98.00 for food. The additional funds are included in the total.

The airfare was paid using a City issued credit card assigned to Ms. Charmane Baker. Therefore, the Board is requested to approve the reimbursement in the amount of \$954.68 to Mr. Tonjes. The travel request was late because of the administrative process and a delay in conference verification.

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

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

**MINUTES**

Department of Housing and - Grant Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a grant agreement with the Park Heights Renaissance, Inc. (PHR). The period of the grant agreement is effective upon Board approval through November 30, 2013.

**AMOUNT OF MONEY AND SOURCE:**

\$442,059.00 - 9910-907191-9588-900000-709032

**BACKGROUND/EXPLANATION:**

This agreement will provide funds to the PHR on a reimbursement basis only. The PHR incurred the expenses in FY13 that will be submitted for approval and reimbursement.

The PHR is a nonprofit organization established in 2007 to implement the Park Heights Master Plan. The PHR provides a variety of community services in addition to undertaking development initiatives that reflect the Master Plan's recommendations.

Funds will be used to fund personnel, activities pertaining to neighborhood marketing and community engagement as well as human service activities.

The following positions will be funded through this grant agreement: CEO (92% of time), Vice President for Community and Economic Development (100% of time), Coordinator (13% of time), and, Office Manager (67% of time). Funds are also being provided to enable the PHR to engage the following professional services - accounting, legal and website development.

The community development activities include the installation of neighborhood banners along the 3500-4700 blocks of Greenspring Avenue, the 2800 to 4100 blocks of West Belvedere Avenue and the 2600 to 3100 blocks of West Coldspring Lane that promote the Park Heights community. In addition, activities include the publication and distribution of a biannual newsletter and, maintenance of the Kids' Piazza located at 4329 Park Heights Avenue.

**MINUTES**DHCD - cont'd

Human Service activities are comprised of four categories: community engagement, Towanda Community Center, Youth Leadership, and an Annual Report. The PHR supports a variety of community festivals and events intended to engage resident participation, increase awareness of activities underway within the Master Plan area and support community organizations. Grant funds will be used to support the following community activities and events: Park Heights Revitalization Day, Christmas in Park Heights, National Night Out, The PHR Awards Dinner, Vacants to Value Tour, Personnel Recruitment, and Zeta Center Sponsorship.

Funds will provide equipment for the maintenance of the Towanda Community Center, which is being operated by the PHR through an agreement with the City's Department of Recreation and Parks. Funds will also support up to 52 youth who reside in the 21215 zip code, who will undergo leadership training by participating in a variety of community projects.

The grant agreement will also allow the PHR to use funds to support its ongoing operating expenses such as rent, utilities and communications.

**MBE/WBE PARTICIPATION:**

The organization has signed a commitment to comply with Article 5, Subtitle 28 of the Baltimore City Code regarding Minority Business Enterprises and Women's Owned Business Enterprises.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION TO BOARD APPROVAL, SUBJECT TO ITS REVIEW OF THE INVOICES PRIOR TO PAYMENT.**

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$382,100.00	9910-918300-9588	9910-907191-9588
General Fund	Park Heights Apqt Blocks (PH Acq Owner Occupant Relocation)	Park Heights - PHR

## MINUTES

DHCD - cont'd

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
60,000.00 General Fund	9910-907205-9588 Park Heights Renaissance	9910-907191-9588 Park Heights - PHR
382,100.00 30 <sup>th</sup> CDB	9910-903963-9587 Park Heights Redevelopment Development Reserve	9910-918300-9588 Park Heights Apqt (PH Acq Owner Occupant Relocation)
<u><u>\$824,200.00</u></u>		

This transfer will provide appropriations to support the agreement between the City and Park Heights Renaissance, Inc. The agreement will provide neighborhood engagement and marketing activities, small capital projects, and staff to carry-out those activities.

**A PROTEST WAS RECEIVED FROM MS. RHONDA WIMBUSH AND FROM THE NEW PARK HEIGHTS COMMUNITY DEVELOPMENT CORP.**

The Board of Estimates received and reviewed Ms. Wimbush's and the New Park Height Community Development Corp.'s protest. As Ms. Wimbush and the New Park Height Community Development Corp. do not have a specific interest that is different from that of the general public, the Board will not hear their protest. Their correspondence has been sent to the appropriate agency and/or committee which will respond directly to Ms. Wimbush and the New Park Height Community Development Corp.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the grant agreement with the Park Heights Renaissance, Inc. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

## MINUTES

DHCD - Park Height Renaissance - cont'd

President: "The first item on the non-routine agenda can be found on Pages 68-70, Department of Housing and Community Development Grant Agreement. Will the parties please come forward? Are you going to start first? Are you going to talk?"

Ms. Stacy Freed: "Good morning, I'm Stacy Freed, representing the Department of Housing and Community Development. Uh, we received a protest yesterday from the New Park Heights CDC. The original signed copy is in the mail, here's a carbon for you for your records. Uh, the New Park Heights CDC uh -- raised a number of issues, two of which we feel are germane to this agreement. Their first concern is, was regarding the source of funds. The source of funds for this agreement is general funds that are, that were part of a supplemental appropriation approved by the Mayor and City Council in 2007 that provided somewhere in the ballpark of \$4 million dollars to help launch the overall Park Heights Master Plan. Um, these are you know, funds that were not spent that we are using for this agreement. Um, they are not capital bond funds; they are not funds received from the proceeds of video lottery terminal or slots revenue; they are not funds from -- funds that the City may or may not have received from Racetrack Impact funds; um, these are general funds um -- that we're using because we are providing PHR with

## MINUTES

funds for personnel and operating expenses and therefore they would not be funds that are um -- appropriate for us to be using our capital bond funds on. Um -- Mr. Hanna also had a question about the amount of the transfer, which was \$824,000.00. Um, the funds for this agreement reflect \$60,000.00 that were unspent um -- from PHR's FY12 Agreement. The funds were unspent because some of the funds originally allocated um -- to personnel, the person left, there was some unspent money; the balance of the funds are from these general funds um -- which are in a relocation account; we used the general funds, we moved them to this PHR grant agreement, we replaced the general funds with FY13 capital funds that the Council approved and which are approved to be used for relocation. So, it's just because of the way the transfer is set up and the money going in and the money going out, that it says \$824,000.00. The amount of the grant agreement and the amount of funds the PHR will receive is \$442,059.00. Mr. Hanna also questioned the reimbursement requirements in the grant. It is you know, City policy, at least as long as I've worked here, that the City provide um -- funds to organizations on a reimbursement basis. We not only require this of Park Heights Renaissance, this is a requirement of, you know, every single recipient who receives funds from our agency."



## MINUTES

President: "Okay. Mr. Hanna?"

Ms. Freed: "Any questions I may, I might answer for you?"

President: "Mr. Hanna."

Mr. Will J. Hanna: "Good morning. My name is Will Hanna and I'm President and CEO of the New Park Heights Community Development Corporation uh -- and the Chair of the Presidential Council Organization uh -- representing 23 community associations in Park Heights, established to provide fiscal oversight in the Park Heights community. The issue of the reimbursement, and I don't know if it's just the wording or is it just that this is an actual reimbursement that this money came from one pot of money from PHR that they're being reimbursed for? I think that was part of our initial question."

Ms. Freed: "PHR is being reimbursed um, for certain personnel and operating expenses. PHR has already paid, they've paid the salaries, they've paid the invoices, um, Mr. Colon if you would -- Mr. Colon can tell you what source of funds he used for that; he submits us with a series of invoices and backup documentation, we review those, based on our review and approval and that the documentation complies with the grant agreement, we then approve those funds for reimbursement. We use the general funds in this grant agreement to reimburse Mr. Colon for the money that he's put out to initially cover these expenses."

## MINUTES

Mr. Hanna: "So, is the amount that has been reimbursed \$442,000.00 or \$824,000.00?"

Ms. Freed: "It's \$442,059.00."

City Solicitor: "And I just would note just from looking at the agenda item that the actual disbursement of the funds is subject to audit review I think before they're actually dispersed."

Mr. Hanna: "That was our next question. Thank you. Um --"

President: "Mr. Hanna, you have to direct the questions to us, not to them. She can answer though."

Mr. Hanna: "I'm sorry. Yes. Um -- The question that, that, the reason, the reasoning for the line of questioning is that we've seen funding come through Park Heights for years, and we've questioned it for years. Um, I think our only concern is understanding the validity of the reimbursement and where that original -- because I don't think, I don't think, I've still heard where the source of that funds would come for the reimbursement."

President: "Mr. Colon, would you want to respond to that?"

Mr. Julius Colon: "My name is Julius Colon. I'm the President and CEO of Park Heights Renaissance. When you say the 'source,' you mean how did we uh -- pay out the funds?"

President: "Yes."

## MINUTES

Mr. Colon: "Yes, we have lines of credit, that's uh, with a couple of banks, and that's how we, uh, how we've been able to manage our cash flow."

President: "Okay. And then the funding come from the general fund to reimburse him?"

Mr. Colon: "Right."

Mr. Hanna: "Would that be atypical of any other organization that has the same right to do the same thing?"

President: "I don't get that."

Mr. Hanna: "Would any -- Okay, my question would be to you all -- is -- is any other organization, in the City, that does work in the community, that pays their own salaries, that does the work of the City or has the interest of the citizens of - of -- the City -- would they be qualified for the same type of reimbursement?"

President: "If -- if -- I have a contract with the City and I used it to pay salaries, I buy supplies, I submit my receipts with all of my details and you guys approve it. His question is do any other organizations do that? Is it typical that they do that?"

Ms. Freed: "This is actually -- this is typical -- this is, as I've said before, as long as I've worked for the City, it's been a City policy that we provide funds on a reimbursement basis."

## MINUTES

So, whether that's the Park Heights Renaissance or any other grant agreement, that this Honorable Board has approved, the organization receiving the funds, you know, puts the money out first, um -- and then provides us with you know invoices, proof of payment, um photographs if it's an event, agendas if it's a meeting, so on and so forth. We review that information; based on the review, we approve the invoice; we may request additional information before approving an invoice, and there are some instances where we may say, 'Based on the review' -- Based on the terms of the grant agreement -- you know, a certain expense may not be eligible. It's a very, you know, it's a very thorough review, it's all done based on the requirements of the grant agreement."

President: "Madam Comptroller?"

Comptroller: "I have a question. Um, could you state for the record why the reimbursement's taking so long, because you said that you're using a line of credit, which means that you're having a cash flow problem and it seems like a waste of money to pay to pay interest when the City is holding \$442.00, \$442,000.00, why wasn't the reimbursement submitted on a more timely basis? Could you state that for the record?"

Mr. Colon: "Yeah, it has to do with um -- uh -- preparing the invoices and the contract. Um -- It took longer in the -- from

## MINUTES

the management end to do that."

Comptroller: "Okay. Going forward would there be a more timely submission of invoices so that we can --?"

Mr. Colon: "Yes. I've been um, I'm on it much ah -- better today it is a much better management system that I have in place to be able to do the reimbursements, and the City has a monthly reimbursement process that they've put in place for us so that we don't have to do this again."

Mr. Hanna: "Um -- I have a follow-up question to the Comptroller's question. Um -- most of us that work in Park Heights understand, um, and I've worked closely with Julius in the past, um, that there is someone that sits in your office and does nothing but your accounting, that does nothing but the accounting at PHR -- daily, um -- Kevin. So, and he operates out of QuickBooks, so I guess the follow-up question would be if that is being done, and that's done on a daily basis, and he's there all day, every day, doing nothing but accounting, why would there be a delay when he could, he could -- I'm familiar with QuickBooks, and I think a lot of us are, that he could just print out a report?"

Ms. Freed: "It's actually, it's actually -- it's more than just printing out a report. In order to be reimbursed, Park Heights Renaissance has to provide us with copies of all the receipts,

## MINUTES

all the invoices, all the contracts that may go into a particular expense. Um -- it takes time, you know, in particular when you have programs that you know -- sometimes have 15 or 20 different sets of expenditures associated with them. I mean it's not uncommon for us to receive a request for reimbursement from the Park Heights Renaissance or other grantees that may have, you know, 25 pages, to go through and review, of individual invoices from different stores, of contracts with vendors; um, we then also have to go through and approve all of the expenditures. You know, so it's not just always as easy as printing out a report. They actually have to provide us with, you know, copies of the check that have come back with the bank; If it's you know, on a credit card, it's on an electronic statement, they have to provide us with a copies of the statements; it's, it's a little bit more involved than printing out um -- a report from ah - ah -- an accounting program."

Mr. Hanna: "Is it fair, I guess it would be fair to say, that most of the funds were primarily for salaries? Of the \$442,000.00?"

Ms. Freed: "Yes. That's correct."

Mr. Hanna: "So, is there not an accounting of what the salaries are that is readily available?"

Ms. Freed: "DHR provides us with cop -- with two sets of

## MINUTES

information when it comes to being reimbursed for personnel expenses. The first is a copy of the um -- records from the payroll company, where it shows the salary, that the FICA was paid, the benefits were taken out, the taxes were paid, and so on and so forth. DHR is also required to provide us with documentation showing how those employees were reimbursed with -- through this grant, or through other City grants, um -- spend their time and how it is allocated to the different activities and programs that are also reimbursed as part of this grant."

President: "Okay."

Mr. Hanna: "One final question. Have the invoices and the receipts been submitted to your -- to Housing uh -- at this point, and what would be the primary delay in those, if it's -- if it's primarily from payroll?"

Ms. Freed: "Actually, we have not received any invoices. Um -- we would not receive any invoices until after the Board has approved the agreement, and there is a schedule, um -- there is actually this agreement includes a schedule for, -- by which PHR will be submitting its invoices. The first of the invoices to be submitted are actually the personnel and operating expenses, and if memory serves me correctly, it's somewhere with not later than 10 days following the approval of the agreement by your Honorable Board."

## MINUTES

City Solicitor: "And that's submitted for the positions and for the services that are described on Page 68 of the agenda?"

Ms. Freed: "Yes. The first invoice that is due to us is for the personnel and operating expenses. Um -- once we've approved that, that's followed by community development activities and followed by human service activities. And it's all -- You know, and there's a - there's a -- schedule within the agreement, um, that very clearly lays out the time frame."

President: "Okay."

Mr. Hanna: "Would these, with approval of this funding, be an addition to the 500 or the -- what's in Housing's FY, CFY14/15 budget of \$1 million from the education trust fund for slots revenue? Would that be an addition to the funding from slots?"

Ms. Freed: "Um, first if I may, one correction. The money is not coming from Maryland Education Trust Fund; the money is from - from proceeds of the Video Lottery Terminal revenue that the City receives from the legislation, the Planning Department which establishes the nomenclature for the source of funds. It is my understanding we'll be making that change. Second, the one million dollars, to which Mr. Hanna alludes, is strictly for capital purposes and will be used to support capital activities within the Master Plan area. It is not the one million dollars that is in our FY14 budget; it is not being used to support PHR



MINUTES

salaries, operations, or programs."

President: "I'll entertain a Motion."

City Solicitor: "I MOVE approval of the um -- items contained on Pages 68-70 and deny the bid protest ah - the protest."

Director of Public Works: "Second."

President: "All those in favor, say "Aye. AYE."

President: "All opposed, "Nay". The Motion carries.

Mr. Hanna: "Thank you."

\* \* \* \* \*

## MINUTES

PROPOSALS AND SPECIFICATIONS

1. Dept. of General Services - GS 13807, MECU Building  
Window Replacement  
**BIDS TO BE RECV'D: 08/28/2013**  
**BIDS TO BE OPENED: 08/28/2013**
  
2. Dept. of Transportation - TR 14006, Resurfacing Highways  
at Various Locations, Sector II  
**BIDS TO BE RECV'D: 08/28/2013**  
**BIDS TO BE OPENED: 08/28/2013**
  
3. Dept. of Transportation - TR 14007, Resurfacing Highways  
at Various Locations, Sector III  
**BIDS TO BE RECV'D: 08/28/2013**  
**BIDS TO BE OPENED: 08/28/2013**
  
4. Dept. of Transportation - TR 14009, Conduit System  
Reconstruction at Various  
Locations Citywide (JOC)  
**BIDS TO BE RECV'D: 08/28/2013**  
**BIDS TO BE OPENED: 08/28/2013**
  
5. Dept. of Transportation - TR 14010, Conduit System  
Reconstruction for Urgent  
Needs at Various Locations  
City (JOC)  
**BIDS TO BE RECV'D: 08/28/2013**  
**BIDS TO BE OPENED: 08/28/2013**

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

President: "There being no more business before this Board, the meeting will recess until bid opening at 12 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 an Addendum extending the dates for receipt and opening of bids on the following contract. There were no objections.

**THERE WERE NO ADDENDA RECEIVED.**

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 11313, Kent Street Transit Plaza and Pedestrian Corridor

Civil Construction, LLC  
 M. Luis Construction Co., Inc.  
 P. Flanigan & Sons, Inc.  
 Bensky Construction Co., LLC

## MINUTES

Department of General Services - GS 11804, Renovations to Engine House 53

JAK Construction Co., Inc.  
 JLN Construction Services, LLC  
 TITO Contractors, Inc.  
 J A Argetakis Contracting Company, Inc.  
 Trionfo Builders, Inc.

Bureau of Water and Wasterwater - WC 1251R, Repaving Utilities Cuts at Various Locations

Monumental Paving & Excavation, Inc.  
 M. Luis Construction Co., Inc.  
 Machado Construction Co., Inc.

Bureau of Purchases - B50003063, General Charter Bus Transportation Services

Woodlawn Motor Coach  
 Access Limousine Service  
 American Limousine

Bureau of Purchases - B50002883, Fire Tools, Equipment & Repairs

Dräger Safety, Inc. - NO BID  
 Maryland Fire Equipment Corp.  
 F. L. Anderson Company  
 Witmer Public Safety Group, Inc.  
 d/b/a Mason-Dixon Fire  
 Safeware, Inc.  
 Municipal Emergency Services, Inc. (MES)  
 All Hands Fire Equipment

Bureau of Purchases - B50003067, Chlorine Cylinder Truck

Beltway International, LLC

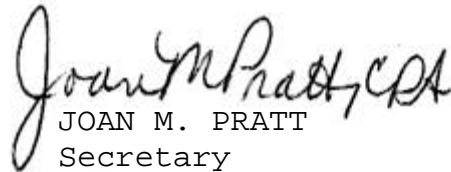
## MINUTES

ANNOUNCEMENT

Clerk: "The Board of Estimates will be in recess on August 7, 2013. The Board will reconvene on August 14, 2013."

\* \* \* \* \*

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, August 14, 2013.

  
JOAN M. PRATT  
Secretary