

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 - **ABSENT**
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: "I will direct the Board members attention to the memorandum from my office dated August 19, 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'. All opposed 'NAY'."

The Motion carries. The routine agenda has been adopted."

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MINUTES

BOARDS AND COMMISSIONS1. 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:

Bay City Construction, Inc.	\$	1,500,000.00
Cuddy & Associates, LLC	\$	4,662,000.00
Cruz Contractors, LLC	\$	71,514,000.00
Denver-Elek, Inc.	\$	64,107,000.00
Houck Services, Inc.	\$	27,270,000.00
James W. Ancel, Inc.	\$	25,200,000.00
M. Davis & Sons, Inc.	\$	8,000,000.00
R & R Contracting Utilities, Inc.	\$	1,500,000.00
SOJAM, LLC dba Martin J. Braun Company	\$	8,000,000.00
Warwick Supply & Equipment Co., Inc.	\$	2,502,000.00

MINUTES**BOARDS AND COMMISSIONS** - cont'd2. 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:

Heery International, Inc.	Architect Engineer Landscape Architect
Kumi Construction Management Corporation	Engineer
Russell Corrosion Consultants, Inc.	Engineer

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

MINUTES

Employees' Retirement System (ERS) - Amendment to Hosting
Services Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment to the Hosting Services Agreement with Pension Technology Group, Inc. (PTG).

AMOUNT OF MONEY AND SOURCE:

\$170,650.00 - ERS and EOS Assets
No General Funds

BACKGROUND/EXPLANATION:

The ERS published a request for proposal for installation and maintenance of a benefits administration system. The PTG was one of five firms responding to the RFP, and was ultimately selected. The PTG began performing services under the original agreement in September 2012 and has performed services under the original agreement in a satisfactory manner. With the passage of Ordinance 13-144, requiring ERS members to begin making employee contributions to the ERS, the PTG is required to perform additional services in connection with the benefits administration system, including but not limited to revising software and drafting additional software components.

The Board of Trustees of the Employees' Retirement System desires to retain PTG to perform additional services in connection with the installation of a benefits administration system for the ERS and the Elected Officials' Retirement System (EOS).

No general fund monies are involved in this transaction. All funds and expenses will be expended from ERS and EOS assets. The PTG will be paid an additional implementation fee of \$170,650.00 to perform the additional services.

MINUTES

Employees' Retirement System - cont'd

MWBOO GRANTED A WAIVER

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to the Hosting Services Agreement with Pension Technology Group, Inc. The President **ABSTAINED**. The Comptroller **ABSTAINED**.

MINUTESDepartment of Audits - Audit Report and Related Audit Digest

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

Audit of the Baltimore City Police Department Death Relief Fund Calendar Years Ended 2012 and 2011.

The Board **NOTED** receipt of the audit report and related audit digest.

MINUTES

Baltimore Development - Payment of Relocation Expenses
Corporation (BDC)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize a payment of relocation expenses for the claim for loss of tangible personal property suffered in relocating Fashion Gallery (Successor to Valu-Plus, Inc.) from 223 West Lexington Street.

AMOUNT OF MONEY AND SOURCE:

\$220,940.50 - 9910-905826-9603

BACKGROUND/EXPLANATION:

On February 14, 2008, a Notice Of Relocation Eligibility Assistance was sent to Valu-Plus, Inc. subsequent to the January 29, 2008 City offer to purchase the 223 West Lexington Street property which, Valu-Plus was a tenant, in accordance with the Market Center Urban Renewal Plan. This is a first and final claim.

AUDITS REVIEWED AND HAD NO OBJECTION

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$221,240.00	9910-904115-9600	9910-905826-9603
22 nd Economic	Construction Reserve	West Side Relocation
Development Funds	West Side Initiative	

UPON MOTION duly made and seconded, the Board approved and authorized payment of relocation expenses for the claim for loss of tangible personal property suffered in relocating Fashion

MINUTES

BDC - cont'd

Gallery (Successor to Valu-Plus, Inc.) from 223 West Lexington Street. 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.

MINUTESLaw Department - Settlement Agreement and Release

The Board is requested to approve the Settlement Agreement and Release for the following claim:

1. Anthony Brown v. Baltimore Police Dept., et. Al. \$60,000.00

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

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement and Release, as requested by the Law Department.

MINUTES

TRANSFERS OF FUNDS

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UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

3356 - 3357

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES**TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation - (BDC)</u>		
1. \$ 3,750.00 20 th EDF	9910-903354-9600 Constr. Res. W. Balto. Ind. & Coml. Dev.	9910-902879-9601 Coml. Revit.
51.89 20 th EDF	9910-994001-9600 Constr. Res. Unallocated Res.	9910-902879-9601 Coml. Revit.
11,351.00 21 st EDF	9910-902483-9600 Constr. Res. S. Balto. Ind. & Coml. Dev.	9910-903483-9601 S. Balto. Ind. & Coml. Dev.
2,200.00 22 nd EDF	9910-902873-9600 Constr. Res. Brownfield Incen- tive Fund	9910-902879-9601 Coml. Revit.
3,839.00 22 nd EDF	9910-903354-9600 Constr. Res. W. Balto. Ind. & Coml. Dev.	9910-904354-9601 W. Balto. Ind. & Coml. Dev.
2,987.00 22 nd EDF	9910-905575-9600 Constr. Res. E. Balto. Ind. & Coml. Dev.	9910-906575-9601 E. Balto. Ind. & Coml. Dev.
54,340.42 23 rd EDF	9910-906993-9600 Constr. Res. Inner Harbor Area	9910-909460-9601 Inner Harbor
\$ 78,519.31		

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
BDC - cont'd		

This transfer will provide funds to reimburse Baltimore Development Corporation for eligible capital expenses for the month ending June 30, 2013.

Department of Recreation and Parks

2. \$ 40,000.00	9938-920026-9475	9938-921026-9474
Rec. & Parks 27 th Series	CC Jackson Pool and Park Improve- ments Reserve	CC Jackson Pool and Park Improvements Active

This transfer will provide funds to cover the costs associated with the construction of concrete walks at CC Jackson Park.

3. \$ 30,000.00	9938-904758-9475	9938-901758-9474
MVR	Major Park Im- provements FY09 Reserve	Major Park Im- provements FY09 Active

This transfer will provide funds to cover the costs associated with the final design services of park signs in Druid Hill Park.

Department of Housing and Community Development

4. \$642,700.00	9910-922012-9587	9910-910635-9587
Gen. Funds Revenue	Whole Block Demo. General Funds - Reserve	Whole Block Planning Dept. General Funds Revenue

This transfer will provide appropriations approved in the Ordinance of Estimates supporting Planning Department's efforts on Greening on the Whole Block Demolition Program.

MINUTES

Police Department - Grant Agreement, Grant Adjustment Notice

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the various Grant Awards and the Grant Adjustment Notice (GAN) from the Governor's Office of Crime Control and Prevention (GOCCP). The period of the grant award is July 1, 2013 through June 30, 2014, unless otherwise noted.

GRANT AWARDS

1. **SEX OFFENSE VICTIM ADVOCACY** **\$16,890.00**

Account: 5000-598014-2252-688000-600000

The Mayor's Office on Criminal Justice "Sex Offense Victim Advocacy" project provides victim support services in the City. This project provides TurnAround, Inc. the ability to hire Victim Advocates. The advocates accompany detectives to conduct outreach to victims of current sexual assault cases and cold case notification in the City. The grant funds will provide salary support.

2. **GUN VIOLENCE REDUCTION (GVR)** **\$65,000.00**

Account: 5000-598314-2013-212900-600000

The GVR grant assists in developing and implementing strategies specifically intended to reduce gun related crime in the State of Maryland. The goal is to reduce firearm related crimes by supporting the multi-jurisdictional Gun Trace Task Force and Baltimore's Gun Offender Registry. This grant will fund a data entry operator position

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

MINUTES

Police Dept. - cont'd

GRANT ADJUSTMENT NOTICE

3. **COOPERATIVE AGREEMENT FOR SUPERVISED VISITATION CENTER PLANNING** **\$0.00**

Account: 5000-516411-2252-690500-600000

On July 28, 2010 the Board approved a grant award for the Cooperative Agreement for Supervised Visitation Center Planning in the amount of \$350,000.00. The period of the grant award is April 01, 2010 through August 31, 2013. This GAN extends the period of the grant award through August 31, 2014. This grant provides funds for the creation of a fully functional Supervised Visitation Center in the jurisdiction. The House of Ruth will provide training and technical assistance to Visitation Center staff.

AUDITS NOTED THE TIME EXTENSION.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Police Department - Memoranda of Understanding (MOU)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the listed Memoranda of Understanding (MOU).

1. **CITIZENS PLANNING AND HOUSING ASSOCIATION, INC. (CPHA)** **\$15,000.00**

Account: 4000-472813-2252-690700-607001

On February 6, 2013, the Board approved a grant award from the Department of Justice for the McElderry Park Revitalization Project. The goal of this grant project is to build upon leadership and community partnership with Johns Hopkins University solidifying a process of neighborhood revitalization. A sub-award is being given to the CPHA. The CPHA will fund workshops, briefings, and day-long University events as well as facilitate training sessions on specific community and leadership issues aiming to reduce incidences of juvenile crime in the community. The period of the agreement is August 15, 2013 through October 15, 2013.

2. **THE BALTIMORE CHILD ABUSE CENTER, INC.(BCAC)** **\$0.00**

Account: 1001-000000-2021-212800-603015

This MOU is an extension of the 2005 MOU with the BCAC. Under this MOU BCAC will provide the Department's Child Abuse Unit, Missing Persons Unit and Sex Offenders Registry Unit 5,500 square feet of office space rent-free at 2300 North Charles Street, which represents 25% of the building space. Additionally furnishings and parking will be provided. The Department has agreed to pay 25% of the utilities for the building. Utilities as defined by this MOU include electricity, water, janitorial service, trash removal and telephone service costs. The estimated annual utility cost for the building is \$91,484.00, making the Department's share of the cost \$22,871.00. Phone service is \$10,284.00 annually. The BCAC and the Department have enjoyed an outstanding partnership since 1987, and together

MINUTES

Police Dept. - cont'd

have served over 20,000 sexually abused children. Co-location of child abuse investigating agencies is the state of the art practice for child abuse investigations. The period of the MOU is effective upon Board approval through the duration of the Police Department's residency at 2300 N. Charles Street.

3. **CENTER FOR GRACE-FULL LIVING** **\$ 6,400.00**

Account: 4000-472813-2252-690700-607001

On February 6, 2013, the Board approved a grant award from the Department of Justice for the McElderry Park Revitalization Project. The goal of this grant project is to advance the process of neighborhood revitalization and to bring wholeness and wellness to the community. A sub-award is being given to the Center for Grace-Full Living Center to fund four Community Organizers, locate volunteers for leadership programs within the community, and assist with the reduction of incidences of juvenile crime. The period of the memoranda of understanding is August 15, 2013 through January 15, 2014.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED (EXCEPT ITEM NO. 2) AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the listed Memoranda of Understanding.

MINUTESPolice Department - Settlement Agreement & Release**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize a Settlement Agreement and Release with Mr. David T. MacNeill.

AMOUNT OF MONEY AND SOURCE:

\$8,188.29 - 1001-000000-2041-195500-601062

BACKGROUND/EXPLANATION:

Mr. MacNeill filed a grievance pertaining to receipt of credit for his previous employment. The payment represents the salary amount Mr. MacNeill would have earned between December 21, 2009 and December 20, 2010 as he was not given full salary credit for his previous years of experience at the time of hire. The period represents Mr. MacNeill's first year of service with the Baltimore City Police Department.

The payment due to Mr. MacNeill will be made within 90 days of the effective date of this agreement or the latter of when all authority is obtained to consummate the settlement.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized the Settlement Agreement and Release with Mr. David T. MacNeill.

MINUTESDepartment of General Services - Minor Privilege Permit Application

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

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 1201 S. Charles St.	Charles Street Land, LLC	One canopy 232 sq. ft., one canopy 60 sq. ft.

Annual Charge: \$613.20

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

There being no objections the Board, UPON MOTION duly made and seconded, approved the Minor Privilege Permits.

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

The Board is requested to approve and authorize execution of a Lease Agreement with Loyola University Maryland, Inc., tenant, for the rental of approximately 1,220 square feet of space located at 3301 Waterview Avenue, (Block 7610, Lot 15) on the lower level. The period of the agreement is July 1, 2013 through December 31, 2013 with an option to renew for an additional 6 months.

AMOUNT OF MONEY AND SOURCE:

Annual Rent

\$757.05

BACKGROUND/EXPLANATION:

The tenant will use the leased premises for storage space for the tenant's boats.

The landlord will be responsible for fire insurance. The tenant must obtain approval from the facility administrator prior to making any improvements to the storage space. The tenant must keep the storage area in a good and orderly manner. The use of the weight room is also at the facility administrator's discretion. The tenant will also be responsible for liability insurance.

The Space Utilization Committee approved this lease at its meeting on August 13, 2013.

Upon MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with Loyola

MINUTESSpace Utilization Committee - cont'd

University Maryland, Inc., tenant, for the rental of approximately 1,220 square feet of space located at 3301 Waterview Avenue, (Block 7610, Lot 15) on the lower level.

MINUTES

PERSONNEL MATTERS

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UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

3367 - 3390

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

The Mayor **ABSTAINED** on item no. 23.

The President **ABSTAINED** on item nos. 42, 43, and 53.

The Comptroller **ABSTAINED** on item no. 52.

A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART FOR ITEMS 1-55.

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.

Kim A. Trueheart

August 27, 2013

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

Dear Ms. Taylor:

Herein is my written protest on behalf of the underserved and disparately treated citizens of the Baltimore City who appear to be victims of a lack of vision, poor fiscal planning and management and failure to capitalize on strategic investment opportunities in our youth by the Mayor of Baltimore City.

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

1. Whom you represent: Self
2. What the issues are:
 - a. Pages 19 – 42, Items 1 - 55, Personnel, various organizations, various jobs - if approved:
 - i. These actions reflect a flawed hiring policy that fails to further the Mayor's 10-Year Plan which states: "Overall, streamline the number of full-time City positions by at least 10% over the Plan period — using approaches such as the technology investments outlined above, business process redesign, expanded community partnerships, and managed competition to reach this target by attrition."
 - ii. These actions fail to advance the City Council President's legislative agenda on local hiring to increase the number of Baltimore residents hired when municipal funds and/or subsidies are conveyed to contractors and/or developers.
 - (a) While the legislation does not go into force until after the new calendar year, precedent has been set where at least one developer has voluntarily adopted the goals.
 - (b) The City should like-wise adopt the spirit and intent of this progressive legislation within its own hiring policy and procedures.
1. How the protestant will be harmed by the proposed Board of Estimates' action: The continued mismanagement of municipal funds by City agencies is disgracefully wasteful. A complete top to bottom business process reengineering initiative must be undertaken of the City's hiring and retention policy and procedures. Requiring new employees to be residents could be a significant workforce improvement strategy and could produce workforce multiplier effects that greatly enhance employee output and productivity. As a citizen I am experiencing a significant financial burden with annual tax increases, sewer and water service increases, user fee increases, parking meter rate increases and significantly reduce services as a resident. This already onerous burden could be exacerbated by the continued hiring and retention of non-city residents by city agencies and departments.

Email: ktrueheart@whatfits.net
5519 Belleville Ave
Baltimore, MD 21207

2. Remedy I desire: The remedy I seek and respectfully request is that this action be delayed until the HR Department presents for public review an assessment of the current year hiring outcomes against the legislative hiring goals and then ultimately develops procedures to achieve those goals and presents them for public review annually.

If all or any part of this request is denied, I request that I be provided with a written statement of the grounds for the denial. If you determine that some portions of the requested records are exempt from disclosure, please provide me with the portions that can be disclosed.

I also anticipate that I will want copies of some or all of the records sought. Therefore, please advise me as to the cost, if any, for obtaining a copy of the records and the total cost, if any, for all the records described above. If you have adopted a fee schedule for obtaining copies of records and other rules or regulations implementing the Act, please send me a copy. Electronic copies are acceptable.

I look forward to reviewing disclosable records promptly and, in any event, to a decision about all of the requested records within 30 days. Thank you for your cooperation.

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

Sincerely,
Kim Trueheart, Citizen

5519 Belleville Ave
Baltimore, MD 21207

MINUTES**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Department of Public Works (DPW)</u>		
1. TERRENCE BROWN	\$15.74	\$30,000.00

Account: 2071-000000-5471-609400-601009

Mr. Brown will work as a Customer Care Correspondent. His duties will include but are not limited to investigating and resolving a variety of customer complaints pursuant to Baltimore City laws and procedures, working with account specialists to determine final action to be taken regarding accounts, communicating findings to customers, investigating and resolving billing inquiries and communicating results to the Chief of Staff. In addition, he will investigate account information, prepare case histories, and draft written reports on complex issues. The period of the agreement is effective upon Board approval for one year.

2. Reclassify the following position:

From: 72115 - Engineer Supervisor
 Grade: 119 (\$61,900.00 - \$87,500.00)
 Job No. 5601-23897

To: 72113 - Engineer III
 Grade: 116 (\$53,900.00 - \$76,000.00)

Cost: (\$10,348.00) - 2070-000000-5601-399100-601001

MINUTES**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Health Department</u>		
3. JENNIFER B. PANKEY, R.N.	\$30.00	\$26,624.40
4. SOPHIA M. KROME, R.N.	\$30.00	\$26,624.40

Account: 5000-524306-3080-290700-601009

Mses. Pankey and Krome, retirees, will work as Community Health Nurse II's. They will be responsible for assessing, planning, and evaluating patient care in the home, interviewing and assessing health needs of individuals and families, and analyzing and interpreting assessment findings for health and welfare professionals. In addition, they will develop nursing care plans for patients receiving skilled and non-skilled nursing care and provide preventive health education and community resources to improve the health status of individuals and families. The period of the agreement is effective upon Board approval through June 30, 2014.

5. MARGARETTE J. REIDER, R.N.	\$30.44	\$36,528.00
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Account: 6000-624914-3100-297101-601009

Ms. Reider, retiree, will continue to work as a Community Health Nurse II for the School Health Program. She will be responsible for coordinating the BreathMobile meetings, gathering updated literature on asthma to prepare for the staff to keep them updated; preparing asthma presentation lesson plans for schools; ordering the materials to fulfill grant requirements, implementing the activities of the grant, and other related services. The period of the agreement is effective upon Board approval through June 30, 2014.

MINUTES**PERSONNEL**Health Department6. Reclassify the following filled position:

From: 33211 - Office Assistant I
Grade: 071 (\$24,706.00 - \$27,618.00)
Job No. 3044-40861

To: 33212 - Office Assistant II
Grade: 075 (\$26,316.00 - \$29,913.00)

Cost: \$0.00

7. Create the following position:

1 Position: 61114 - Health Program Bureau Administrator
Grade: 117 (\$56,000.00 - \$79,400.00)
Job number to be assigned by BBMR

Cost: \$78,528.00 - 4000-499013-3030-269901-601001

8. Reclassify the following vacant position:

From: 61125 - Director, Bureau of Disease Control
Grade: 119 (\$61,900.00 - \$87,500.00)
Job number to be assigned by BBMR

To: 61112 - Health Program Administrator II
Grade: 113 (\$46,700.00 - \$65,500.00)

Costs: (\$17,782.00) - 5000-530313-3041-605800-601001

MINUTES**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Department of Recreation and Parks</u>		
9. GEORGE CANNOLES	\$ 8.50	\$10,200.00

Account: 6000-680814-4782-361870-601009

Mr. Cannoles, retiree, will continue to serve as a Curator in the Horticultural Division. He will serve as Curator of the orchid exhibit at the Howard P. Rawlings Conservatory and provide gardening work in and around the grounds of the Conservatory. The period of the agreement is August 29, 2013 through August 28, 2014.

10. EARL L. SAVAGE	\$24.76	\$29,712.00
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Account: 5000-577713-4781-363960-601009

Mr. Savage, retiree, will continue to work as an Architect/Engineer for the Department of Recreation and Parks. His duties will include but not be limited to preparing contract drawings and specifications for the renovation of recreation centers and park buildings, feasibility studies, field investigation reports, and detailed cost estimates. The period of the agreement is effective upon Board approval for one year.

11. DAVID KNOWLTON	\$40.00	\$72,800.00
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Account: 5000-578713-4711-361880-601009

Mr. Knowlton will work as an Architect for the Capital Development Division. He will be responsible for managing the design and construction phases associated with the renovation of various recreation facilities. His duties will include but not be limited to preparing architectural plans and specifications for various improvements and upgrades at existing recreation facilities, conferring with consulting architects, contractors, municipal agencies and

MINUTES**PERSONNEL**Hourly RateAmountDept. of Rec. & Parks - cont'd

in-house staff on various projects. Mr. Knowlton's additional duties include monitoring construction projects and reviewing Baltimore City Green Building Standards for projects over 10,000 square feet, and designing and reviewing security systems for all new Baltimore City Recreation and Parks buildings. The period of the agreement is effective upon Board approval for one year.

Police Department

12. KATHY L. KLINE	\$14.42	\$30,000.00
13. ERNESTINE RUFFIN	\$14.42	\$30,000.00

Account: 1001-000000-2042-198100-601009

Mses. Kline and Ruffin, retirees, will work as a Contract Services Specialists for the Human Resources Section - Applicant Investigation Unit. They will be responsible for reviewing applications and documents submitted by police officers, re-hires, cadets, special police officers, and civilian applicants. They will also conduct interviews, criminal record checks, neighborhood investigations, all components of the hiring process, and prepare background packages and recommendations. The period of the agreement is August 28, 2013 through August 27, 2014.

14. NANCY P. BYERS	\$14.42	\$30,000.00
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Account: 1001-000000-2042-198100-601009

Ms. Byers, retiree, will work as a Contract Services Specialist for the Communications Unit. She will be responsible for researching and preparation of audio recordings of 911 and dispatching calls for use in investigations in civil and criminal court proceedings. The period of the agreement is August 28, 2013 through August 27, 2014.

MINUTESPolice Department

	<u>Hourly Rate</u>	<u>Amount</u>
15. GARCIA GILMORE	\$14.42	\$30,000.00

Account: 1001-000000-2042-198100-601009

Mr. Gilmore, retiree, will work as a Contract Services Specialist for the Detective Unit. He will be responsible for querying the Records Management System daily to ensure missing reports are accounted for and entering those reports in the District Detective Unit's database and lotus notes. In addition, Mr. Gilmore will be responsible for contacting victims of property crimes to obtain follow-up information, checking daily calls for service information that will assist detectives, and preparing the weekly Comstat package. The period of the agreement is August 28, 2013 through August 27, 2014.

16. DOUGLAS W. KERR	\$14.42	\$30,000.00
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Account: 1001-000000-2042-198100-601009

Mr. Kerr, retiree, will continue to work as a Contract Services Specialist for the Property Section - Inventory Control Unit. He will be responsible for inventory and accountability of all Department equipment and assisting all other units in the Property Section, as needed. In addition, Mr. Kerr will identify and label all non-expendable property and enter it into the Consolidated Management Receipt database. The period of the agreement is August 28, 2013 through August 27, 2014.

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

	<u>Hourly Rate</u>	<u>Amount</u>
17. ALBERT M. DIGGS	\$14.42	\$30,000.00

Account: 1001-000000-2042-198100-601009

Mr. Diggs, retiree, will continue to work as a Contract Services Specialist for the Finance Section - Overtime Unit. He will be responsible for coordinating, scheduling, oversight and billing associated with permanent and/or ongoing sites and events. He will also maintain and administer the record of members who are determined to have failed to appear at a scheduled assignment, review administrative reports, and record and issue findings. The period of the agreement is August 28, 2013 through August 27, 2014.

18. DAVID M. WERNER	\$14.42	\$30,000.00
19. SHEILA T. THOMPSON	\$14.42	\$30,000.00

Account: 1001-000000-2042-198100-601009

Mr. Werner and Ms. Thompson, retirees, will continue to work as a Contract Services Specialists for the Records Management Section. They will be responsible for reviewing original National Crime Information Center (NCIC) entries, police reports and supporting documentation. In addition, they will access local, state, and federal databases for additional information, update records on the NCIC, and prepare supplemental reports. The period of the agreement is August 28, 2013 through August 27, 2014.

MINUTES

PERSONNELPolice Dept. - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
20. JOSEPH B. JOHNSON	\$14.42	\$30,000.00

Account: 1001-000000-2042-198100-601009

Mr. Johnson, retiree, will continue to work as a Contract Services Specialist for the Finance Section - Overtime Unit. He will be responsible for coordinating, scheduling, oversight and billing associated with permanent and/or ongoing sites and events. In addition, Mr. Johnson will be responsible for accounting operations to include the preparation of all invoices and billing to secure accurate and timely reimbursement of expenditures and costs associated with secondary employment capacity. The period of the agreement is August 28, 2013 through August 27, 2014.

ON JANUARY 3, 1996, THE BOARD OF ESTIMATES APPROVED A WAIVER OF THE ADMINISTRATIVE MANUAL POLICY 212-1, PART I. THIS WAIVER ALLOWED THE BALTIMORE POLICE DEPARTMENT TO HIRE RETIRED POLICE OFFICERS ON A CONTRACTUAL BASIS.

21. ASHLEY RUSH	\$19.63	\$40,000.00
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Account: 4000-470112-2024-212600-601009

Ms. Rush will work as a Latent Print Technician. She will be responsible for retrieval and processing of physical evidence for the presence of partial latent prints utilizing conventional methods, preparing reports for their examinations, and testifying in a court of law. The period of the agreement is September 1, 2013 through August 31, 2014.

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

22. a. Abolish the following two vacant positions:

33212 - Office Assistant II
 Grade: 075 (\$26,316.00 - \$29,913.00)
 Job Nos.: 2044-19276, 2044-19305
 (2 positions)

- b. Create the following position:

33672 - Training Officer I
 Grade: 111 (\$41,700.00 - \$60,500.00)
 Job No.: To be assigned by BBMR

Costs: (\$10,676.00) 1001-000000-2044-219600-601001

Department of General Services (DGS)

23. **BABILA LIMA** \$34.42 **\$65,400.00**

Account: 1001-000000-1911-192100-601009

Mr. Lima will work as a Project Manager. His duties will include, but will not be limited to developing a proposal for an improved and unified permitting mechanism pertaining to Special Events for the City of Baltimore. The proposed framework for deliverables must include: (1) a new section responsible for Special Event permitting reporting to the Chief of Staff of the DGS, (2) a process roadmap and work justification that streamlines the internal application review process for City agencies by identifying personnel and functions to be eliminated, temporarily transferred or permanently co-located to a new division responsible for Special Event permitting, and (3) an organizational structure to fully absorb and centralize the current, disparate Special Event responsibilities. The period of the agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**

DGS - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
24. MICHAEL E. O'CONNOR	\$33.33	\$40,000.00

Account: 2030-000000-1890-189900-601009

Mr. O'Connor, retiree, will continue to work as a Financial Assessment Specialist. His duties will include, but will not be limited to reviewing the Fleet Management Consultant's recommendations and providing oversight of the implementation project that will phase in new operational and financial structures, developing an internal service fund for the Building Maintenance Division, and assisting in the implementation of that fund so that structure is in place when the DGS prepares for the FY15 budget. This is a 22% increase in the hourly rate from the previous contract period.

In addition, Mr. O'Connor will develop funding structures to support the reorganization of the DGS, including the establishment of the Property Management Bureau and the Contract Administration Section, assist in the assimilation of the DGS's Chief Financial Officer (CFO), and the development of a defined procedure to capture capital funding. He will also track and report expenditures, attend meetings within the DGS and other agencies on behalf of the CFO such as CitiStat statistical prep, outcome budget assessments and reviews, and other budget related meetings. He will make recommendations regarding the budgetary and fiscal structure, with an emphasis on improvements. The period of the agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**

DGS - cont'd

25. Classify the following new position:

From: 9000 - New Position
Grade: 900 (\$1.00 - \$204,000.00)
Job No.: 7340-49933

To: 72492 - Building Project Coordinator
Grade: 093 (\$47,985.00 - \$58,508.00)

Cost: \$74,078.00 - 1001-000000-7340-721700-601001

26. Classify the following new positions:

From: 9000 - New Position
Grade: 900 (\$1.00 - \$204,000.00)
Job Nos.: 7340-49931 & 7340-49932

To: 74148 - Design Planner III
Grade: 115 (\$51,000.00 - \$72,200.00)

Cost: \$74,234.00 - 1001-000000-7340-721700-601001

27. Classify the following new position:

From: 90000 - New Position
Grade: 900 (\$1.00 - \$204,000.00)
Job No.: 1911-49919

To: 33295 - Permits and Records Technician
Grade: 083 (\$32,315.00 - \$38,431.00)

Cost: \$50,603.00 - 1001-000000-1911-192100-601001

MINUTES**PERSONNEL**Law Department

28. **JOHN P. MACHEN** \$60.00 **\$103,704.00**

Accounts: 1001-000000-8620-175200-601009	\$ 41,481.60
6000-694007-5850-418600-601009	\$ 62,222.40

Mr. Machen will continue to work as a Special Chief Solicitor. His duties will include, but are not limited to drafting and reviewing documents for the Baltimore Development Corporation and other City departments and agencies. This is a 5% increase in the hourly rate from the previous contract period. The period of the agreement is October 1, 2013 through September 30, 2014.

29. Classify the following new positions:

- a. From: 90000 - New Position
Grade: 900 (\$1.00 - \$204,000.00)
Job No.: 1763-49928
- To: 10199 - Chief Solicitor
Grade: 958 (\$77,200.00 - \$121,400.00)
- b. From: 90000 - New Position
Grade: 900 (\$1.00 - \$204,000.00)
Job No.: 1763-49925
- To: 10198 - Assistant Solicitor
Grade: 937 (\$44,200.00 - \$84,600.00)

Cost: \$267,743.00 - 1001-000000-1763-175200-601001

MINUTES**PERSONNEL**Department of Transportation

30. **D'JUAN HOPEWELL** \$32.69 \$ 68,000.00

Account: 1001-000000-2303-659100-601009

Mr. Hopewell will work as a Special Community Outreach Liaison. He will be responsible for mobilizing community members and other stakeholders to fulfill organizing goals. Mr. Hopewell will cultivate meaningful collaborations with community leaders, local politicians, and community based organizations as well as coordinate collaborate and strategize with the City Red Line Coordinator. In addition, Mr. Hopewell will develop and evaluate organizing strategies as well as build partnerships with the community businesses and anchor institutions regarding the Red Line Project. The period of the agreement is effective upon Board approval for one year.

31. Reclassify the following vacant position:

From: 33258 - Word Processing Operator III
Grade: 078 (\$27,958.00 - \$32,241.00)
Job No.: 5011-34194

To: 33213 - Office Assistant III
Grade: 078 (\$27,958.00 - \$32,241.00)

Cost: \$0.00

32. Abolish the following three vacant positions:

a. 41611 - Parking Control Agent I
Grade: 076 (\$26,797.00 - \$30,506.00)
Job Nos.: 2351-49349; 2351-49350; 2351-49351

MINUTES**PERSONNEL**Hourly RateAmountDepartment of Transportation - cont'db. Create the following two positions:

41612 - Parking Control Agent II
 Grade: 078 (\$27,958.00 - \$32,241.00)
 Job Nos. TBD
 Two Positions

41616 - Parking Control Supervisor II
 Grade: 078 (\$37,407.00 - \$45,218.00)
 Job Nos. TBD
 One Position

Cost: \$16,811.60 - 2076-000000-2351-256300-601001

Circuit Court of Baltimore City33. **ANGELA LOWRY**

\$36.85

\$ 67,626.00

Account: 5000-540314-1100-109400-601009

Ms. Lowry will continue to work as a Drug Court Coordinator/Associate Administrator. She will be responsible for Her duties will include, but are not limited to the management liaison for the Drug Court team, which will include the Circuit Court, State's Attorney's Office, Office of the Public Defender, Department of Public Safety and Correctional Services as well as the Baltimore Substance Abuse Systems. She will consult with both administrative and Drug Court judges on organizational and managerial issues including internal and external quality control of program implementation. Ms. Lowry will provide supervision to Drug Court staff, coordinate staff training and work with employees to correct deficiencies. In addition, she will maintain the Drug Court Policy and Procedure Manual to ensure processes and operations are efficient and in accordance with the Administrative Office

MINUTES**PERSONNEL**Circuit Court of Baltimore City - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
of the Courts - Office of Problem Solving Courts. Additional responsibilities will include writing grants, budgets and preparing financial reports, reviewing existing grants and initiate allocation modifications, and provide both quarterly and annual reports of program statistics to federal and state agencies as well as develop and participate in conferences, meetings, committees, boards and/or task forces. She will coordinate expenditures and approve invoices for Drug Court activities, etc. This is an 8% increase in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval or August 28, 2013 through August 27, 2014.		
34. BEVERLY WISE	\$42.23	\$ 77,500.00

Account: 1001-000000-1100-109700-601009

Ms. Wise will continue to work as an Administrative Director of the Medical Services Division. Her duties will include, but will not be limited to long-term planning both clinically and fiscally, establishment of policy and protocol for staff and student staff, preparation of grants and memoranda of understanding for programs exceeding \$1,000,000.00, and assisting in the annual preparation of the Bench Budget. In addition, Ms. Wise will provide liaison and direct contact between the Division and the Judges, Masters, and Court administrative staff, and ensure that all matters referred by the Courts to the Medical Services Division are managed in a timely and efficient manner. The period of the agreement is August 28, 2013 through August 27, 2014.

MINUTES**PERSONNEL**Circuit Court - cont'd

- | | <u>Hourly Rate</u> | <u>Amount</u> |
|--|--------------------|---------------|
| 35. <u>Create the following one position:</u> | | |
| 10074 - Assistant Counsel | | |
| Grade: 116 (\$53,900.00 - \$76,000.00) | | |
| Job Nos.: TBD | | |
| 36. <u>Upgrade the following class:</u> | | |
| 00877 - Chief Medical Officer, Courts | | |
| From: Grade: 118 (\$58,800.00 - \$83,800.00) | | |
| To: Grade: 955 (\$74,100.00 - \$102,300.00) | | |
| Cost: \$16,476.00 - 1001-000000-1100-109700-601003 | | |

State's Attorney's Office (SAO)

- | | | |
|------------------------|---------|--------------------|
| 37. BRIAN WANDA | \$50.00 | \$45,000.00 |
|------------------------|---------|--------------------|

Account: 1001-000000-1150-120900-601009

Mr. Wanda will continue to work as a Database Administrator. He will be responsible for creating, modifying and analyzing custom database views and Crystal reports. He will also perform Judicial Dialog administration including user group security, charge language and drop down list maintenance as well as data cleanup, creation of exception reports and analysis queries to find errors and duplications, and the creation of scripts to correct issues. Mr. Wanda will also perform database administration to include maintaining databases, index tuning, checking scheduled jobs and working on the server. The period of the agreement is effective upon Board approval or September 28, 2013 through September 27, 2014, whichever comes first.

MINUTES**PERSONNEL**SAO - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
38. REGINALD LUCKETT	\$22.61	\$44,283.00

Account: 1001-000000-1150-120900-601009

Mr. Lockett will continue to work as a Paralegal. He will be responsible for assisting prosecuting attorneys in case preparation by reviewing, assessing and summarizing defendants' charges and prior criminal histories. In addition he will conduct legal research. The period of the agreement is September 29, 2013 through September 28, 2014.

Mayor's Office of Information Technology

39. DANIEL ATZMON	\$22.70	\$41,609.00
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Account: 1001-000000-1471-165700-601009

Mr. Atzmon will work as a IT Policy Analyst. His duties will include, but will not be limited to conducting research and analysis of IT issues that may impede development and deployment of IT strategic plan activities and researching IT issues and emerging technology for consideration of possible inclusion or revision of plans, policies and standards. Mr. Atzmon will prepare draft plans, policies, and standards, meet and discuss IT requirements with subject matter experts, stakeholders, and program staff, and assist in documenting and designing metrics for new policies, processes, plans, and standards. He will draft responses to surveys about the use of technology and prepare recommendations for enhancements to existing policies, standard processes and systems. He will also work in the Project Management Office where he will assist in providing oversight to all the projects that come in from City agencies, social media where he provides service in the transparency to the community for the Mayor's Office in regards to IT. This salary is a 4% increase in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**Finance Department40. Classify the following two positions:

From: 90000 - New Position
 Grade: 900 (\$1.00 - \$204,000.00)
 Job Nos.: 1423-49855 and 1423-49856

To: 34152 - Accounting Systems Analyst II
 Grade: 116 (\$53,900.00 - \$76,000.00)

Costs: \$149,924.00 - 1001-000000-1423-160800-601001

41. Transfer the following filled positions:

From: Programs 2142 and 2121

a. Job No. 2142-13950

41296 - Fire Pump Operator
 Grade: 334 (\$33,659.00 - \$54,567.00)
 One position

b. Job No. 2142-47237

41284 - Fire Respiratory Apparatus Officer
 Grade: 338 (\$51,289.00 - \$62,582.00)
 One position

c. Job No. 2142-41277

41277 - Fire Emergency Vehicle Drive, ALS
 Grade: 354 (\$36,022.00 - \$57,334.00)
 One position

d. Job Nos. 2142-13023, 2142-13034, 2142-13076, 2142-13090
 2142-13148, 2142-13157 and 2142-13170

41297 - Fire Emergency Vehicle Driver
 Grade: 324 (\$34,532.00 - \$55,809.00)
 Seven positions

MINUTES**PERSONNEL**Finance Department - cont'de. Job Nos. 2142-13366 and 2121-43256

41211 - Firefighter
 Grade: 334 (\$33,659.00 - \$54,567.00)
 Two positions

To: Program 2112

Costs: (\$ 54,567.00) - 1001-000000-2121-226400-601061
 54,567.00 - 1001-000000-2112-226000-601061
 (\$ 56,800.00) - 1001-000000-2142-229500-601001
 56,800.00 - 1001-000000-2112-226000-601001
 (\$390,663.00) - 1001-000000-2142-658600-601061
 390,663.00 - 1001-000000-2112-226000-601061

Office of the City Council42. Create the following position:

10209 - Council Technician
 Grade: 093
 Job No. to be assigned by BBMR

Costs: \$74,136.00 - 1001-000000-1000-106500-601001

43. **MICHAEL SWIFT** \$90.00 **\$ 6,750.00**

Account: 1001-000000-1000-104800-601009

Mr. Swift will serve as a Parliamentarian and report to the President of the City Council. His duties will include but are not limited to attending City Council meetings, providing technical support to the President of City Council, providing advice on parliamentary procedures and reviewing and commenting on questions of parliamentary procedures. The period of the agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**Department of Housing and Community Development (DHCD)44. Reclassify the following filled position:

From: 72411 - Contract Administrator I
Grade: 085 (\$34,562.00 - \$41,645.00)
Job No.: 5930-14874

To: 72412 - Contract Administrator II
Grade: 089 (\$40,540.00 - \$49,222.00)

Cost: \$10,245.81 - 2089-208914-5930-599600-601001

45. Reclassify the following two vacant positions:

From: 90000 - New Position
Grade: 900 (\$1.00 - \$204,000.00)
Job Nos.: 5824-49863 and 5824-49864

To: 42931 - Code Enforcement Investigator I
Grade: 087 (\$37,407.00 - \$45,218.00)

There are no costs associated with this action.

46. Classify the following two vacant positions:

a. From: 90000 - New Position
Grade: 900 (\$1.00 - \$204,000.00)
Job No.: 5824-49861

To: 10121 - Executive Assistant to Deputy Commissioner
Grade: 115 (\$51,000.00 - \$72,200.00)

b. From: 90000 - New Position
Grade: 900 (\$1.00 - \$204,000.00)
Job No.: 5824-49862

To: 33711 - Real Estate Agent I
Grade: 089 (\$40,540.00 - \$49,222.00)

There are no costs associated with this action.

MINUTES**PERSONNEL**

DHCD - cont'd

47. Reclassify the following filled position:

From: 33155 - Systems Supervisor
Grade: 120 (\$64,800.00 - \$91,100.00)
Job No.: 5832-48475

To: 10249 - Information Technology Manager
Grade: 123 (\$74,500.00 - \$105,100.00)

Costs: \$10,458.15 - 1001-000000-5832-179900-601001

48. Create the following 15 New Positions:

- a. 10160 - Director, Public Program
Grade: 964 (\$92,000.00 - \$111,500.00)
Job No.: to be assigned by BBMR
One Position
- b. 42221 - Construction Project Supervisor I
Grade: 115 (\$51,000.00 - \$72,200.00)
Job No.: to be assigned by BBMR
One Position
- c. 10216 - Grant Services Specialist II
Grade: 919 (\$32,329.00 - \$51,282.00)
Job Nos.: to be assigned by BBMR
13 Positions

Reclassify the following position:

d. From: 81172 - Senior Social Services Coordinator
Grade: 086 (\$35,947.00 - \$43,361.00)
Job No.: 5971-49698

To: 81175 - Social Services Coordinator Supervisor
Grade: 111 (\$41,700.00 - \$60,500.00)

MINUTES**PERSONNEL**DHCD - cont'd

Costs: \$ 48,422.00 - 1001-000000-5971-439591-601001
 327,977.00 - 5000-594014-5971-439513-601001
 58,073.00 - 5000-594014-5971-439523-601001
 90,493.00 - 5000-594014-5971-439553-601001
 127,572.00 - 5000-594014-5971-439563-601001
 145,266.00 - 5000-594014-5970-714600-601001
 96,844.00 - 5000-594014-5970-714700-601001
\$894,647.00

Mayor's Office of Human Services49. Reclassify and downgrade the following position:

From: 81381 - Volunteer Service Coordinator
 Grade: 111 (\$41,700.00 - \$60,500.00)
 Job No.: 1191-46624

To: 33413 - Public Information Officer III
 Grade: 110 (\$40,000.00 - \$56,800.00)

Cost: \$8,675.00 - 1001-000000-1191-594700-601001

Enoch Pratt Free Library (EPFL)50. Create the following non-civil service classification:

a. Job Code: 00643 - Media Producer/Director I
 Grade 090 (\$42,267.00 - \$51,371.00)

Reclassify the following filled position:

b. From: 00789 - Accounting Assistant III
 Grade: 084 (\$33,510.00 - \$39,994.00)
 Job No.: 4501-15600

To: 00800 - Fiscal Technician
 Grade: 093 (\$47,985.00 - \$58,508.00)

MINUTES**PERSONNEL**EPFL - cont'd

c. From: 00681 - Library AV Technologist
 Grade: 077 (\$27,343.00 - \$31,340.00)
 Job No.: 4501-15919

To: 00643 - Media Producer/Director I
 Grade: 090 \$42,267.00 - \$51,371.00)

Costs: \$ 9,000.00 - 1001-000000-4501-338800-601001
11,800.00 - 5000-575414-4501-593100-601001
\$20,800.00

Department of Human Resources51. Upgrade the Employee Benefits Supervisor:Job No.: 33690

From: Grade: 114 (\$48,600.00 - \$68,600.00)

To: Grade: 943 (\$51,200.00 - \$79,600.00)

Costs: \$0.00 - 1001-000000-1602-172500-601001

Comptroller's Office

52. **MARY PATRICIA TURCHI** \$21.40 **\$20,365.00**

Account: 1001-000000-1300-157300-601009

Ms. Turchi will work as a Special Board of Estimates Technician I. Her duties will include but will not be limited to assisting in the preparation of the agenda, minutes, and maintenance of records and files for the Board of Estimates. The period of the agreement is effective upon Board approval for six months.

MINUTES**PERSONNEL**City Council53. Create the following position:

- a. Job Code: 01190 - Staff Associate, President
 City Council
 Grade: 933 (\$34,100.00 - \$62,600.00)

Cost: \$65,525.00 - 1001-000000-1000-104800-601001

Mayor's Office of Cable and Communications54. Reclassify the following:

From: 10063 - Special Assistant
 Grade: 089
 Job No.: 5721-46832

To: 01426 - Administrative Officer
 Grade: 111

Cost: \$3,628.00 - 1001-000000-5721-401300-601001

Department of Finance

55. **KENNETH HALES** \$13.00 **\$ 4,745.00**

Account: 1001-000000-1401-159700-601009

Mr. Hales will work as an Intern. He will be responsible for assisting in the management of the Deferred Compensation Program contract, the Combined Charity Campaign contract and the weekly Board of Estimates submission process. The period of the agreement is effective upon Board approval through October 31, 2013.

MINUTES

Department of Transportation - UC-5 Contract Assignment Form

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a UC-5 Contract Assignment Form with Baltimore Gas & Electric (BGE) for costs associated with the Department of Transportation's construction contract TR 10302, Replacement of the Fort Avenue Bridge over CSXT Railroad.

AMOUNT OF MONEY AND SOURCE:

\$315,492.00 - 9950-904545-9506-900010-707072

BACKGROUND/EXPLANATION:

As part of the Department of Transportation's Replacement of Fort Avenue Bridge over CSXT Railroad construction project, BGE had to relocate their electric distribution facilities from the existing duct system on the old bridge into the new duct system on the newly constructed bridge.

As per the 1903 Duct Lease Agreement between BGE and the City, the BGE can bill the City for 50% of the total \$630,984.00 cost to relocate their facilities. The estimated cost of reimbursement by the City is \$315,492.00.

MINUTES

Department of Transportation - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$192,000.00 FED	9950-944002-9507 Construction Reserve Reserve for Closeouts	
768,000.00 <u>Other</u>	9950-902436-9507 Construction Reserve Locust Point Access Rd.	
\$960,000.00	-----	9950-904545-9506-2 Contingency

This transfer will cover the deficit in the account and fund the cost associated with the relocation of Baltimore Gas & Electric's distribution facilities located on project TR 10302, Fort Avenue CSX Transportation Bridge Replacement to provide clearance for highway improvements.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the UC-5 Contract Assignment Form with Baltimore Gas & Electric for costs associated with the Department of Transportation's construction contract TR 10302, Replacement of the Fort Avenue Bridge over CSXT Railroad. The Transfer of Funds was approved, SUBJECT to the receipt of a

MINUTES

Department of Transportation - cont'd

favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Department of Transportation - UC-5 Contract Assignment Form

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a UC-5 Contract Assignment Form with Baltimore Gas & Electric (BGE) for costs associated with TR 08046, Rehabilitation of Broening Highway from Holabird Avenue to Colgate Creek.

AMOUNT OF MONEY AND SOURCE:

\$1,353,256.00 - 9950-908301-9527-900010-707072
339,314.00 - 9962-907060-9562-900000-707072
\$1,692,570.00

BACKGROUND/EXPLANATION:

On June 27, 2012, the Board approved the award of TR 08046, Broening Highway from Holabird Avenue to Colgate Creek. This project involves the rehabilitation of Broening Highway and the reconstruction and restriping the Keith Avenue ramp.

This request authorizes funds for BGE's (BGE Project Numbers WMS #1922977, WMS #2104488 & WMS #2116981) effort to relocate their distribution facilities located on Broening Highway in order to provide clearance for highway improvements in connection with project TR 08046. The BGE estimates the total cost of the project to be \$3,385,139.00 of which the City is responsible for 50% of the total actual cost of the job, per the 1903 Duct Lease Agreement which is estimated to be \$1,692,570.00.

MINUTESDepartment of Transportation - cont'd**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$1,353,256.00	9950-944002-9507	9950-908301-9527
Federal	Construction Reserve	Broening Highway
	Reserve for Closeouts	Infrastruture/UT

This transfer will cover the cost associated with relocating the BGE distribution facilities located on Broening Highway from Holabird Avenue to Colgate Creek.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the UC-5 Contract Assignment Form with Baltimore Gas & Electric for costs associated with TR 08046, Rehabilitation of Broening Highway from Holabird Avenue to Colgate Creek. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Department of Transportation - Partial Release of
Retainage Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Partial Release of Retainage Agreement to McLean Contracting Company for TR 12009.

AMOUNT OF MONEY AND SOURCE:

\$ 4,808.89 - 1001-000000-0000-000000-240880
79,277.68 - 3001-000000-0000-000000-200001
\$84,086.57

BACKGROUND/EXPLANATION:

All work on Contract No. TR 12009 is substantially completed and all punch list items are complete. The contractor has requested a partial release of retainage in the amount of \$84,086.57. The City holds funds in the amount of \$86,086.57 in retainage. The remaining \$2,000.00 is sufficient to protect the interests of the City.

Pursuant to Section 10.04-81 of Specifications, a "Conditional Inspection" for Contract No. TR 12009 - Dredging the Inner Harbor Water Channels was held on May 31, 2012.

MBE/WBE PARTICIPATION:

McLean Contracting Company has demonstrated a good faith effort towards achieving both the MBE and WBE goals.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Partial Release of Retainage Agreement to McLean Contracting Company for TR 12009.

MINUTES

Department of Transportation - Amendment No. 1 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 1 to the Agreement with Greenhorne & O'Mara, Inc. The amendment no. 1 to the agreement extends the period of the agreement through August 10, 2014.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On August 11, 2010, the Board approved a supplemental agreement for the replacement of Edmonson Avenue Bridge over Gwynns Falls & CSXT Railroad, Project 889 with Greenhorne & O'Mara, Inc., in the amount of \$1,068,231.15. The original supplemental agreement expired on August 10, 2013 and provided authorization for design engineering services for the replacement of the bridge.

This additional request for a one year time extension is needed to complete design work. Project 889 will now have an expiration of August 10, 2014.

MBE/WBE PARTICIPATION:

The consultant will continue to comply with Title 49 Code of Federal Regulations Part 26 and the DBE goal established in the original agreement.

DBE: 23.00%

AUDITS NOTED THE TIME EXTENSION

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 1 to the Agreement with Greenhorne & O'Mara, Inc.

MINUTES

Department of Housing and - Community Development Block
Community Development Grant (CDBG) Agreements

The Board is requested to approve and authorize execution of the CDBG Agreements. The period of the agreement is July 1, 2013 through June 30, 2014, unless otherwise indicated.

1. **GOVANS ECUMENICAL DEVELOPMENT CORPORATION** **\$150,000.00**

Account: 9988-907325-9593-900056-706047

Under the terms of this agreement, the funds will be used to remove and install 154 hot water heaters, circulating pumps, temperature limiting valves, and two Hydro-Guard automatic hydrant flushing systems. The systems will serve the senior citizen apartment buildings within the Stadium Place retirement community, Venable I and II Apartments, located at 1020 and 1030 E. 33rd Street. The period of the agreement is effective upon Board approval for one year.

FOR FY 2013, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$202,211.00 AS FOLLOWS:

MBE: \$54,596.00

WBE: \$ 0.00

2. **PEOPLE'S HOMESTEADING GROUP, INC. (PHG)** **\$145,000.00**

Account:	2089-208914-5930-512662-603051	\$ 92,800.00
	2089-208914-5930-512681-603051	\$ 26,100.00
	2089-208914-5930-512683-603051	\$ 26,100.00

Under the terms of this agreement, the funds will be used to subsidize the PHG's operating costs associated with the rehabilitation of vacant properties for sale to low and moderate-income households. The PHG will also conduct public meetings to deliver specific neighborhood informa-

MINUTES

DHCD - cont'd

tion that will directly support the housing development projects within the Greenmount-Barclay-Midway areas.

3. **COMMUNITY LAW CENTER, INC. (CLC)** **\$ 81,300.00**

Account: 2089-208914-5930-423629-603051

Under the terms of this agreement, the CLC will provide direct legal services and technical assistance to community-based organizations in Baltimore City regarding drug nuisance abatement, illegal dumping, and the elimination of vacant blighting properties.

MWBOO GRANTED A WAIVER.

4. **BALTIMORE OFFICE OF PROMOTION & THE ARTS, INC.** **\$ 51,300.00**

Account: 2089-208914-5930-423230-603051

Under the terms of this agreement, the funds will be used for the Bright StARTS Workshop for Children Program. The Bright StARTS Program will provide free art instruction to children ages 6-19, with workshops in such areas as visual literacy and performing arts. Forty workshops will be held from October 2013 to May 2014 and five summer workshops at locations throughout Baltimore City. Professional artists who are experienced teachers will conduct the workshops.

Since 1996, the focus of the program has included literacy. It has become a model arts educational program in Baltimore City, introducing under-served children to their rich heritage and their own potential.

MWBOO GRANTED A WAIVER.

MINUTES

DHCD - cont'd

On June 26, 2013, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2013 Annual Action Plan for the following formula programs:

1. Community Development Block Grant (CDBG)
2. HOME Investment Partnership Act (HOME)
3. Emergency Shelter Grant Program (ESG)
4. Housing Opportunity for People with AIDS (HOPWA)

Upon approval of the resolution, the DHCD's Contract Section began negotiating and processing the CDBG agreements as outlined in the Plan effective July 1, 2013 and beyond. Consequently, the agreements were delayed due to final negotiations and processing.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

Department of Housing and - HOME Loan
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve a HOME Investment Partnerships Program Loan to Shannon House, Inc., for the Harry and Jeanette Weinberg Family Center at Park Heights Project located at 4613 Park Heights Avenue. The Board is further requested to authorize the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law.

AMOUNT OF MONEY AND SOURCE:

<u>Sources</u>		<u>Uses</u>	
MD DHCD/STHGP	\$1,400,000.00	Constr. Costs (includes contingency)	\$5,048,871.00
HOME Loan	1,000,000.00	Design-Related Fees	604,300.00
State Bond Bills	275,000.00	Financing Costs	10,575.00
HUD/SHP	361,425.00	Developer Fee	93,254.00
Borrower's Equity	388,575.00	Soft Costs	<u>18,000.00</u>
The Weinberg Foundation	1,200,000.00	Contingency	
Other Foundations	<u>1,150,000.00</u>		
	\$5,775,000.00		\$5,775,000.00

Account: 9910-904256-9610

BACKGROUND/EXPLANATION:

Proceeds of the HOME loan will be restricted to support a portion of the hard construction costs of the new construction of 18 residential units of rental housing to be known as the Harry and Jeanette Weinberg Family Center at Park Heights Project located at 4613 Park Heights Avenue.

MINUTES

DHCD - cont'd

Shannon House, Inc. (the Borrower or Shannon House) is a 501(c)(3) organization and a recently certified "Community Housing Development Organization (CHDO) based in the Park Heights neighborhood in Northwest Baltimore. Shannon House is affiliated with the Gaudenzia Foundation, Inc. (Gaudenzia), which is a 501(c)(3) organization and one of the oldest non-hospital treatment providers in Baltimore City having more than 40 years of experience serving individuals and families suffering from substance abuse and after co-occurring disorders. Currently, Gaudenzia operates 123 programs at 76 facilities throughout Pennsylvania, Maryland, and Delaware, including 14 community-based treatment programs throughout Maryland. System-wide last year, 7,458 clients successfully completed treatment, including 561 pregnant/parenting women and 942 children who experienced treatment in residential settings. Gaudenzia's facilities include 58 transitional housing units and 49 permanent housing units with nearly 1,500 beds. Combined, Gaudenzia has more than 1,000 full-time employees and an annual budget of more than \$53,000,000.00.

As an experienced provider of both housing and treatment, Gaudenzia is proposing a comprehensive approach to family stabilization that combines affordable housing with vitally needed on-site services and resources designed to promote independence. The Harry and Jeanette Weinberg Family Center at Park Heights will consist of the new construction of an approximately 38,000 square foot facility located at 4613 Park Heights Avenue (the Property). The purpose of the center will be to assist recovering families with the transition from treatment to self-sufficiency through the provision of supportive housing. The first floor will consist of a day care, a continuum of care facility and related supportive service offices that are to include long-term residential treatment. The second and third floors will include 18 two- and three-bedroom apartments rented to families with incomes at or below 60% or less of Area Median Income. HOME funds will be restricted to the construction of the

MINUTES

DHCD - cont'd

residential units on the upper floors of the facility. As a comprehensive multi-family supportive housing project, the project will leverage \$4,500,000.00 in non-City funds. The site is adjacent to Gaudenzia's successful Park Heights facility and represents an expansion of the services Gaudenzia provides to families in recovery.

The construction of this facility will address a vacant lot on a major thoroughfare; will provide the lives of homeless families through the provision of affordable housing, supportive services, and childcare; and will provide a visible, major development in an area of Park Heights between areas that have been identified in the Park Heights Master Plan as a Major Site Residential Redevelopment Area, Cluster-Site Residential Redevelopment Area; and Neighborhood Commercial Centers.

An appraisal was prepared on May 27, 2013, by Kern Realty & Appraising, Inc. The future prospective investment value, "As If Completed" was determined to be \$2,625,000.00. Receiving an appraisal value below the total costs of the completed project is common in transactions involving production of affordable housing such as this one. Without the foundation and grant funds raised for construction, projects with restricted rents could not be financed. Since the reduced rents decrease the appraised value, the combined debt is well under the appraised value. The DHCD is comfortable recommending the HOME Loan under these circumstances.

The appraisal has been submitted to the Real Estate Department.

Participating Parties:

A. Developer/Owner/Project Manager

Development and ownership entities will be Shannon House, Gaudenzia, or affiliated entities in accordance with the requirement of the HOME program. Sherick Project Management Inc. will provide project management and other consultation services.

MINUTES

DHCD - cont'd

B. General Contractor/Architect

Southway Builders, Inc. will act as the general contractor and will post a 100% payment and performance bond. Shull Architects, Inc. will provide architectural services.

C. Participating Lenders

MD/DHCD - STHFGP - 1st Lien Position

The Department of Housing and Community Development, a principal department of the State of Maryland (The State), is making a secured grant to Gaudenzia in an approximate amount of \$1,400,000.00 (the STHFGP Grant) from its Shelter and Transitional Housing Facilities Grant program. The construction phase will be for a period not-to-exceed 15 months from the date of closing, which includes time permitted for cost certification, and the STHFGP Grant will have a term of 15 years following construction completion. The STHFGP Grant will be secured by a first-lien mortgage on the property but it is intended that if the borrower complies with all applicable terms and covenants, the STHFGP Grant will not have to be repaid at the end of the 15 year term and will be forgiven. The entire principal and any interest will be due and payable in the event of any refinancing, sale, transfer, conveyance, or other encumbrance of the Project or portion thereof without the prior written consent of the State; if Gaudenzia terminates the project as a shelter, transitional, or other facility for homeless households.

Baltimore City HOME Program - 2nd Lien Position

During the construction loan period, interest will be at zero percent per annum on sums advanced. During the permanent loan period the interest rate charged will be at zero percent per annum for a term not-to-exceed 20 years.

MINUTESDHCD - cont'd

The construction phase will be for a period not-to-exceed 15 months from the date of closing which includes time permitted for cost certification. The permanent loan period will be no less than 20 years commencing at conversion of the construction loan period (the permanent loan period). It is intended that if the Borrower complies with all applicable terms and covenants of the loan documents for 20 years, the payment of the outstanding principal will be forgiven. The entire principal and any interest will be due and payable in the event of a refinancing, sale, transfer, conveyance or any encumbrance of the project or portion thereof without the prior written consent of DHCD. Should an event of default occur, interest will accrue from the date of the default at the prime rate of interest plus four percent. The date of the final principal payment during the permanent loan period will constitute the maturity date. The City's HOME Loan will be long-term, subordinate, non-recourse debt.

EQUITY AND OTHER GRANTS

In addition to the owner's equity, the Harry and Jeanette Weinberg Foundation, the Abell Foundation, Inc., the France-Merrick Foundation, the Maryland Affordable Housing Trust (MAHT), the Federal Home Loan Bank of Atlanta (FHLB), Bond Bills from the State of Maryland, and a HUD Supportive Housing Program grant have each provided grant funds which will cover the total development costs of the project.

The operating funds for the 18 apartments are supported by tenant rent and an operating subsidy from HUD's Supportive Housing Program. The supportive services and related facilities on the first floor will be funded by on-going contracts with state and city agencies.

MINUTESDHCD - cont'd**MBE/WBE PARTICIPATION:**

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

THE DEPARTMENT OF FINANCE RECOMMENDED APPROVAL.

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$1,000,000.00	9910-921012-9609	9910-904256-9610
Federal Home FY 2012	Home FY 2012 Reserve	Shannon House

This transfer will provide Federal HOME funds to Shannon House, Inc. for the new construction of The Harry & Jeanette Weinberg Family Center three-story facility.

UPON MOTION duly made and seconded, the Board approved the HOME Investment Partnerships Program Loan to Shannon House, Inc., for the Harry and Jeanette Weinberg Family Center at Park Heights Project located at 4613 Park Heights Avenue. The Board further authorized the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to review and approval for

MINUTES

DHCD - cont'd

form and legal sufficiency by the Department of Law. 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 Housing - Subordination Agreement
and Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve as to form the Subordination Agreement with Capital Funds Services, Inc. (a Fannie Mae underwriter) for the entity known as TRF DP Oliver, LLC. The Board is further requested to authorize the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

TRF Development Partners, Inc. (TRF Development), a Pennsylvania non-profit corporation established by The Reinvestment Fund (TRF) has partnered with B.U.I.L.D in an attempt to revitalize the Oliver community of East Baltimore by seeking to create over 120 units of newly-constructed and rehabilitated affordable single-family housing in the community (the Development).

On July 23, 2008, the Board approved a HOME Investment Partnerships Program loan (the Original HOME Loan) in an amount not to exceed \$1,150,000.00 to TRF Development Partners-Oliver, LLC (TRF Oliver) to assist with the new construction of 30 for-sale homeownership units (the Original Phase IA Project) within the Development.

On September 2, 2009, the Board approved two technical amendments to the 2008 Memorandum (2009 Memorandum). The amendments first approved changing the borrowing entity with respect to the Original HOME Loan from TRF Oliver to TRF Development Partners - Baltimore, LLC (TRF Baltimore) in order to satisfy the certified community housing development organization (CHDO) rules under the HOME program.

MINUTES

DHCD - cont'd

The 2009 Memorandum then authorized TRF Development to select the final 30 units that would make up the Original Phase IA Project from a list of approximately 45 addresses rather than be limited to the 30 specific addresses set forth in the 2008 Memorandum.

On November 19, 2010, the Board approved two further amendments (2010 Memorandum). The 2010 Memorandum first approved the reduction in the scope of the approved project from 30 to 20 units. The 2010 Memorandum also approved supplemental funding in the amount of \$150,000.00 (HOME Supplemental Loan) for 15 of the 20 units and approved a reduction in the base price of the 15 units receiving the supplemental funds.

On August 16, 2011, the Board authorized the reduction of the period of affordability from 20 to 15 years, as permitted by the HOME Program regulations, to allow for greater access to permanent market financing (2011 Memorandum).

On November 7, 2012, the Board approved the conversion of the New Oliver Phase IA project into two separate projects: (i) a homeownership project containing 9 for-sale units, to be sold to first-time buyers and (ii) an eleven-unit rental project.

Following the reconfiguration, HOME funds in an approximate amount of \$487,000.00 were allocated to the Oliver Phase IA Homeownership Project (HOME Homeownership Loan) and HOME funds in the approximate amount of \$813,000.00, were allocated to the Oliver Phase IA Rental Project (HOME Rental Loan). The aggregate principal amount of the HOME Homeownership Loan and the HOME Rental Loan will equal the \$1,300.00 previously authorized.

TRF DP Oliver, LLC has been working to take out their investor notes and close on a permanent loan with Capital Fund Services, Inc. The loan will cover 50 rehabs that TRF DP has completed over the past year. 11 of the 50 units were HOME funded units and are located at: 1325 North Caroline Street, 1604 East Preston Street, 1225, 1227, 1229, 1233 and 1237 North Bond

MINUTES

DHCD - cont'd

Street, and 1516, 1518, 1520 and 1522 East Biddle Street. TRF DP Baltimore, LLC is the current lender on the HOME units. The Capital Funds Services loan will take out the TRF DP Baltimore loan which totals approximately \$1,280,000.00

Capital Fund Services has agreed to provide a first mortgage loan in the amount of \$4,200,000.00 at the fixed interest rate to the borrower of 5.75% per annum. The term of the loan will be for a period of 10 years with fixed principal and interest payments.

Because the financing from Capital Funds Services is important to the Borrower, and because Capital Fund Services will not make its loans without having a priority lien position, the Department has agreed to subordinate the HOME Loans.

THE DIRECTOR OF FINANCE RECOMMENDS APPROVAL.

UPON MOTION duly made and seconded, the Board approved as to form the Subordination Agreement with Capital Funds Services, Inc. (a Fannie Mae underwriter) for the entity known as TRF DP Oliver, LLC. The Board further authorized the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law.

MINUTES

Department of Housing - Land Disposition Agreement
and Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Land Disposition Agreement with The Community Builders, Inc. (TCB) for the listed properties:

<u>Property Address</u>		<u>Property Address</u>		<u>Property Address</u>	
510	BLOOM	ST	1914	ETTING	ST
512	BLOOM	ST	1916	ETTING	ST
520	BLOOM	ST	1918	ETTING	ST
1903	DIVISION	ST	1919	ETTING	ST
2103	DIVISION	ST	1920	ETTING	ST
2123	DIVISION	ST	1920.5	ETTING	ST
2129	DIVISION	ST	1922	ETTING	ST
2131	DIVISION	ST	1924	ETTING	ST
2135	DIVISION	ST	1925	ETTING	ST
2139	DIVISION	ST	1926	ETTING	ST
2141	DIVISION	ST	1928	ETTING	ST
2145	DIVISION	ST	2102	ETTING	ST
2147	DIVISION	ST	2103	ETTING	ST
2149	DIVISION	ST	2104	ETTING	ST
1836	DRUID HILL	AVE	2106	ETTING	ST
1838	DRUID HILL	AVE	2107	ETTING	ST
1840	DRUID HILL	AVE	2108	ETTING	ST
1842	DRUID HILL	AVE	2110	ETTING	ST
1900	DRUID HILL	AVE	2111	ETTING	ST
1942	DRUID HILL	AVE	2112	ETTING	ST
1801	ETTING	ST	2113	ETTING	ST
1803	ETTING	ST	2114	ETTING	ST
1804	ETTING	ST	2115	ETTING	ST
1805	ETTING	ST	2116	ETTING	ST
1806	ETTING	ST	2118	ETTING	ST
1808	ETTING	ST	2119	ETTING	ST
1809	ETTING	ST	2120	ETTING	ST
1810	ETTING	ST	2121	ETTING	ST
1812	ETTING	ST	2122	ETTING	ST
1813	ETTING	ST	2123	ETTING	ST
1814	ETTING	ST	2124	ETTING	ST
1815	ETTING	ST	2125	ETTING	ST
1817	ETTING	ST	2126	ETTING	ST
1820	ETTING	ST	2127	ETTING	ST
1822	ETTING	ST	2128	ETTING	ST
531	GOLD	ST	531	GOLD	ST
533	GOLD	ST	533	GOLD	ST
514	LAURENS	ST	514	LAURENS	ST
516	LAURENS	ST	516	LAURENS	ST
518	LAURENS	ST	518	LAURENS	ST
522	LAURENS	ST	522	LAURENS	ST
524	LAURENS	ST	524	LAURENS	ST
538	LAURENS	ST	538	LAURENS	ST
517	PRESSTMAN	ST	517	PRESSTMAN	ST
519	PRESSTMAN	ST	519	PRESSTMAN	ST
521	PRESSTMAN	ST	521	PRESSTMAN	ST
523	PRESSTMAN	ST	523	PRESSTMAN	ST
527	PRESSTMAN	ST	527	PRESSTMAN	ST
529	PRESSTMAN	ST	529	PRESSTMAN	ST
531	PRESSTMAN	ST	531	PRESSTMAN	ST
533	PRESSTMAN	ST	533	PRESSTMAN	ST
535	PRESSTMAN	ST	535	PRESSTMAN	ST
537	PRESSTMAN	ST	537	PRESSTMAN	ST
502	ROBERT	ST	502	ROBERT	ST
504	ROBERT	ST	504	ROBERT	ST
505	ROBERT	ST	505	ROBERT	ST
506	ROBERT	ST	506	ROBERT	ST
507	ROBERT	ST	507	ROBERT	ST
508	ROBERT	ST	508	ROBERT	ST
509	ROBERT	ST	509	ROBERT	ST
510	ROBERT	ST	510	ROBERT	ST
511	ROBERT	ST	511	ROBERT	ST
513	ROBERT	ST	513	ROBERT	ST
515	ROBERT	ST	515	ROBERT	ST
517	ROBERT	ST	517	ROBERT	ST
521	ROBERT	ST	521	ROBERT	ST
522	ROBERT	ST	522	ROBERT	ST
523	ROBERT	ST	523	ROBERT	ST
525	ROBERT	ST	525	ROBERT	ST
527	ROBERT	ST	527	ROBERT	ST

MINUTES

<u>Property Address</u>			<u>Property Address</u>			<u>Property Address</u>		
1824	ETTING	ST	2129	ETTING	ST	528	ROBERT	ST
1828	ETTING	ST	503	GOLD	ST	529	ROBERT	ST
1829	ETTING	ST	505	GOLD	ST	530	ROBERT	ST
1901	ETTING	ST	509	GOLD	ST	531	ROBERT	ST
1903	ETTING	ST	513	GOLD	ST	532	ROBERT	ST
1904	ETTING	ST	515	GOLD	ST	534	ROBERT	ST
1905	ETTING	ST	517	GOLD	ST	537	ROBERT	ST
1908	ETTING	ST	519	GOLD	ST	541	ROBERT	ST
1911	ETTING	ST	521	GOLD	ST			
1913	ETTING	ST	527	GOLD	ST			

AMOUNT OF MONEY AND SOURCE:

\$ 47.00 (47 vacant building @ \$1.00 per building)
86.00 (86 vacant lots @ \$1.00 per lot)
\$133.00 - Purchase Price

BACKGROUND/EXPLANATION:

The proposed property conveyance is conditional and predicated upon the developer demonstrating receipt of a Choice Neighborhoods Implementation Grant (Implementation Grant) from the U.S. Department of Housing and Urban Development (HUD). Choice Neighborhoods is HUD's major place-based program designed to address struggling neighborhoods with distressed public housing or HUD-assisted housing through a comprehensive approach to neighborhood transformation that links housing improvements with appropriate services, schools, public assets, transportation, and access to jobs. HUD anticipates awarding four grants nationwide, with an average award amount of \$30,000,000.00.

In 2010, Jubilee Baltimore was awarded a Choice Neighborhoods Planning Grant in the amount of \$213,000.00 from HUD to prepare the Central West Baltimore Choice Neighborhood Transformation Plan (the Transformation Plan). The Transformation Plan was prepared and focused on an area known as Central West Baltimore, which includes all or part of the neighborhoods of Druid Heights, Madison Park, Reservoir Hill, Bolton Hill and Upton. The Board approved additional funds in the amount of \$115,000.00 to ensure that the plan would be comprehensive in nature.

MINUTES

DHCD - cont'd

The focus of the Transformation Plan, as a result of extensive community and stakeholder involvement, was the Pedestal Garden Apartments located at 325 McMechen Street, 1613 Eutaw Place as well as 1213 and 1715 Madison Avenue. The Transformation Plan, which is a requirement to seeking an Implementation Grant, specifically recommended replacing the current 203-unit physically obsolete and unsafe apartment community with development of mixed-income housing units. The Transformation Plan also provided strategies to improve scattered housing in close proximity to Pedestal Garden Apartments. Conveyance of the above listed properties located in the Druid Heights Community will further this approach and address scattered housing units in a strategic fashion. The properties conveyed will be developed as a mixture of affordable new construction, and rehabilitated rental units consistent with the Transformation Plan.

Recently, TCB executed a purchase contract to buy Pedestal Garden Apartments and will submit a Choice Neighborhoods Implementation Grant application to HUD in September 2013. TCB is one of the nation's largest and most respected non-profit affordable housing developers. Founded in 1964, TCB has developed over 25,000 units of affordable housing representing a total investment of approximately \$2,400,000,000.00 as well as over 400,000 square feet of commercial space. Additionally, TCB also manages over 8,000 units of housing at over 100 communities in 12 states. TCB is headquartered in Boston, Massachusetts and has 11 offices including one in Washington, D.C. In 2012 HUD awarded TCB a \$29,500,000.00 Choice Neighborhoods Implementation Grant for Cincinnati's Avondale neighborhood and was the only grant awarded to a non-profit applicant.

The properties that TCB will purchase through this LDA will directly support and increase the developer's likelihood of receiving a Choice Neighborhood Implementation Grant and ensuring that the Central West Baltimore Implementation Plan is executed properly.

MINUTES

DHCD - cont'd

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

In accordance with the City's appraisal policy, the waiver valuation process was used in lieu of an appraisal. The Department has determined the fair market value of the 47 vacant buildings to be \$6,880.00 per property and the 86 vacant lots to be \$1,000.00 per property. The cumulative fair market value for all vacant buildings and lots combined is \$409,360.00. Sale of the 133 vacant buildings and lots for \$1.00 each, which is below the price determined by the waiver valuation process, will be a specific benefit to the immediate community, eliminate blight, create jobs during reconstruction and the property will be reoccupied and returned to the tax rolls.

Additionally, the sales price is less than fair market value because the Department would like the property value to be considered a portion of the City's grant matching/in kind donation responsibility. According to the grant application instructions, the Developer is required to demonstrate that matching funds in the amount of five percent of the requested grant amount, in cash or in-kind donations, were contributed and leveraged by the local government municipality, and non-profit partners.

MBE/ WBE PARTICIPATION:

In consideration for receiving fiscal assistance from or through the City of Baltimore, the Developer covenants and agrees to comply with Article 5, Subtitle 28 of the Baltimore City Code (2007 Edition) regarding participation by MBE and WBE in its development of the project known as Pedestal Garden Apartments - Choice Neighborhoods Implementation Grant. The Developer

MINUTES

DHCD - cont'd

covenants and agrees to use all reasonable good faith efforts to meet the following MBE and WBE participation goals for this project:

MBE: 27%
WBE: 10%

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with The Community Builders, Inc. for the aforementioned listed properties.

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 Community Builders, Inc. (TCB). The period of the agreement is effective upon Board approval through December 31, 2013.

AMOUNT OF MONEY AND SOURCE:

\$46,000.00 - 9910-907040-9588-900000-704432

BACKGROUND/EXPLANATION:

In May, the Department of Housing and Urban Development (HUD) released a Notice of Funding Availability (NOFA) for the Choice Neighborhoods Initiative - Implementation Grant (Implementation Grant). Choice Neighborhoods is HUD's major place-based program designed to address struggling neighborhoods with distressed public housing or HUD-assisted housing through a comprehensive approach to neighborhood transformation that links housing improvements with appropriate services, schools, public assets, transportation, and access to jobs. HUD anticipates awarding four grants nationwide, with an average award amount of \$30,000,000.00.

In 2010, Jubilee Baltimore was awarded a Choice Neighborhoods Planning grant in the amount \$213,000.00 from HUD to prepare the Central West Baltimore Choice Neighborhood Transformation Plan (the Transformation Plan). The Transformation Plan focused on an area known as Central West Baltimore, which includes all or part of the neighborhoods of Bolton Hill, Druid Heights, Madison Park, Reservoir Hill, and Upton. The Board approved additional funds in the amount of \$115,000.00 to ensure that the Plan would be comprehensive in nature.

The focus of the Transformation Plan, as a result of extensive community and stakeholder involvement, was the Pedestal Garden

MINUTES

DHCD - cont'd

Apartments located at 325 McMechen Street, 1613 Eutaw Place, and 1213 and 1715 Madison Avenue. The Transformation Plan, which is a requirement to seeking an Implementation Grant, specifically recommended replacing the current 203-unit physically obsolete and unsafe apartment community with mixed-income housing units. The Transformation Plan also provided strategies to improve scattered housing in close proximity to Pedestal Garden Apartments as well as strategies to improve health and wellness, enhance supportive services for school aged children and their families, and improve education opportunities.

Recently the TCB executed a purchase contract to buy Pedestal Garden Apartments and will submit a Choice Neighborhoods Implementation Grant application to HUD in September 2013. The TCB is one of the nation's largest and most respected non-profit affordable housing developers. The TCB was founded in 1964, and has developed over 25,000 units of affordable housing representing a total investment of approximately \$2,400,000,000.00 as well as over 400,000 square feet of commercial space. Additionally, TCB also manages over 8,000 units of housing at over 100 communities in twelve states. The TCB is headquartered in Boston, Massachusetts and has 11 offices including one in Washington, D.C. In 2012, HUD awarded the TCB a \$29,500,000.00 Choice Neighborhoods Implementation Grant for Cincinnati's Avondale neighborhood and was the only grant awarded to a non-profit applicant.

Preparing and submitting the Implementation Grant can cost as much as \$250,000.00 due to the NOFA's submission requirements, such as comprehensive site plans, renderings and floor plans of proposed new housing and a detailed physical assessment of the development proposed for redevelopment and a site plan for the overall Transformation area. The TCB has requested \$46,000.00 from the City to help offset these costs and as a way of demonstrating to HUD its commitment to winning an award. The TCB anticipates spending over \$200,000.00 of its own funds to ensure a highly competitive application.

MINUTESDHCD - cont'd

The requested funds will be used to offset costs associated with preparing architectural drawings, conducting a physical needs assessment, preparing materials for the public meetings and for producing and packaging the final submission. Funds will be provided on a reimbursement basis subject to documentation that the grant was submitted by the application deadline.

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

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 46,000.00	9910-995001-9587	9910-907040-9588
4 th Residential	Unallocated Res.	Choice Neighborhood
Financing		Program -
Serial		Implementation
		Grant

This transfer will provide appropriations that will be used to offset costs associated with the preparation of the Choice Neighborhood Program - Implementation Grant.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Agreement with The Community Builders, Inc. The Transfer of Funds was approved, SUBJECT to

MINUTES

DHCD - cont'd

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 Housing and - Intercreditor and Subordination
Community Development Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve as to form an Intercreditor and Subordination Agreement with Susquehanna Bank with respect to a certain loan to The League for People with Disabilities, Inc. The Board is further requested to authorize the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On June 4, 2002, the City made a deferred loan in the aggregate principal amount of \$194,482.00 under the Community Development Block Grant (CDBG) Program to The League for People with Disabilities, Inc. f/k/a The Baltimore League for Crippled Children and Adults, Inc. (the League) to finance in part the rehabilitation of a portion of the building at 1111 E. Cold Spring Lane (the facility) in Baltimore in order to provide services and a meeting facility.

On October 6, 2004, the City made a second deferred loan in the aggregate principal amount of \$150,000.00 also under the CDBG Program to the League to finance in part the rehabilitation of another portion of the facility. The City loans are also secured by various instruments, including a Deed of Trust, Assignment of Rents, Regulatory Agreement and Security Agreement that are recorded in the land records of Baltimore City.

The 2002 City Loan and the 2004 City Loan each have a term of 15 years and both loans accrue interest at a rate of zero percent per annum. After the 15th year, no repayment will be required if there has been no event of default.

MINUTES

DHCD - cont'd

In December 2004, PNC Bank (as successor-in-interest to Mercantile-Safe Deposit & Trust Company) (PNC) made two loans to the League: a term loan in the original principal amount of \$2,000,000.00 (the PNC Bank Loan) and a revolving line of credit that was made (after amendments) in the aggregate principal sum of \$700,000.00 (the PNC Line of Credit, and together with the PNC Bank Loan, the PNC Loans). The PNC Loans were secured by various instruments, including two Deed of Trust, Assignment and Security Agreements.

As a condition precedent to making its loans, PNC required the subordination of the City loans. While the City agreed to the subordination in principle, a document evidencing such subordination was not executed at that time.

In 2010, PNC realized that the subordination never occurred. At this time, the outstanding aggregate balance of the PNC Loans was approximately \$1,525,000.00. In order to complete the subordination, PNC agreed that only the first \$2,200,000.00 (an amount designed to allow for any potential charges and protective advances in the case of default) of the PNC Loans will have a priority interest over the City loans. On June 23, 2010, the Board approved the subordination between the City and PNC.

As of July 31, 2013, the outstanding balances on the PNC Loans totaled approximately \$1,350,000.00. As the PNC Loans were due to mature in August 2013, the League explored alternative financing. Within the last three weeks, the League paid off the PNC Loans and has submitted a request to Susquehanna Bank (Susquehanna) for financing that is structured similarly to the original PNC financing. While Susquehanna has agreed to extend credit to the League, they will do so only if the City agrees to subordinate the City loans to the new Susquehanna financing.

MINUTES

DHCD - cont'd

Susquehanna is proposing to make the following two loans to the League: a term in an aggregate principal amount not-to-exceed \$2,000,000.00 (the Susquehanna Term Loan) and a revolving loan in an aggregate principal amount not-to-exceed \$300,000.00 (the Susquehanna Revolving Loan, and together with the Susquehanna Term Loan, the Susquehanna Loans). The Susquehanna Term Loan will have a term not-to-exceed seven years from the date of execution, an interest rate of approximately 5.00 percent, and will require monthly payments of interest and principal to be paid on a 25-year amortization schedule with a balloon payment at maturity. The Susquehanna Revolving Loan will require the League to make monthly interest payments on sums advanced at a rate not-to-exceed the bank's prime rate plus 25 basis points, and any principal amounts outstanding on the Susquehanna Revolving Loan is payable on demand by Susquehanna. The Susquehanna Loans will be secured by various instruments, including a Deed of Trust, Assignment of Leases and Rents, and Security Agreement and Fixture Filing, which will be recorded in the Land Records of Baltimore City.

Because the financing is important to the League, and because Susquehanna will not make its loans without having a priority lien position, the Department has agreed to subordinate the City loans. However, the Department was willing to subordinate its position only to a fixed amount. According to the terms negotiated, if the Bank forecloses on and sells the security, it will be allowed to recover no more than \$2,300,000.00. Amounts collected in excess of \$2,300,000.00 will then be applied to the City's outstanding obligations. Additional amounts remaining once the City's obligations are paid in full will be applied to the remainder, if any, of the League's obligations to Susquehanna. Since the facility is currently assessed by the State of Maryland's Department of Assessment and Taxation for \$5,056,000.00, the Department believes that the City Loans have adequate protection.

MINUTES

DHCD - cont'd

MBE/WBE PARTICIPATION:

Article 5, Subtitle 28 of the Baltimore City Code Minority and Women's Business Program is not applicable.

THE DEPARTMENT OF FINANCE RECOMMENDED APPROVAL.

UPON MOTION duly made and seconded, the Board approved as to form an Intercreditor and Subordination Agreement with Susquehanna Bank with respect to a certain loan to The League for People with Disabilities, Inc. The Board further authorized the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law.

MINUTESMayor's Office of Human Services (MOHS) - Grant Agreement

The Board is requested to approve and authorize execution of the listed Grant Agreements. The period of the agreement is July 1, 2013 through June 30, 2014 unless otherwise indicated.

<u>Grantee</u>	<u>No. of Clients</u>	<u>Amount</u>
1. AMERICAN RESCUE WORKERS, INC.	500	\$ 84,480.00
Account: 4000-480014-3572-333601-603051		
2. HEALTHCARE ACCESS MARYLAND, INC.	100	\$ 280,240.00
Account: 4000-480014-3571-333610-603051		
3. HEALTH CARE FOR THE HOMELESS, INC.	200	\$ 188,570.00
Account: 4000-480014-3571-333634-603051		
4. HOUSE OF RUTH MARYLAND, INC.	200	\$ 279,740.00
Accounts: 4000-480014-3571-333618-603051		\$ 179,740.00
4000-480014-3571-333618-603051		\$ 100,000.00
5. MERCY MEDICAL CENTER, INC.	80	\$ 86,870.00
Account: 4000-480014-3571-333665-603051		

MINUTES

MOHS - cont'd

	<u>Grantee</u>	<u>No. of Clients</u>	<u>Amount</u>
6.	ST. VINCENT DE PAUL SOCIETY OF BALTIMORE	60	\$ 102,310.00

Account: 4000-480014-3572-333629-603051

The above-listed organizations will provide to the indicated number of clients one or more of the following services: emergency shelters, street outreach for the homeless, homelessness prevention and rapid re-housing assistance.

The agreements are late because of a delay at the administrative level.

MWBOO GRANTED A WAIVER.

7.	AT JACOB'S WELL, INC. (AJW)	21	\$ 23,184.00
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Account: 4000-496213-3573-267807-603051

The AJW will provide case management services to homeless individuals, who are low-income and who suffer from chronic mental illness. The clients will be selected from the AJW's transitional housing program. The period of the agreement is September 1, 2013 through August 31, 2014.

8.	JOBS, HOUSING AND RECOVERY, INC. (JHR)	16	\$ 98,815.00
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Account: 4000-496213-3573-591458-603051

The JHR will provide supportive services to 16 homeless men with a history of chronic substance abuse. The services will include but not be limited to case management, addiction recovery support, and life skill mentoring. The period of the agreement is August 1, 2013 through July 31, 2014.

MWBOO GRANTED A WAIVER

MINUTES

MOHS - cont'd

	<u>Grantee</u>	<u>No. of Clients</u>	<u>Amount</u>
9.	MANNA HOUSE, INC.	50	\$ 89,736.00

Account: 1001-000000-3572-333220-603051

The organization will provide breakfast and case management services to 50 homeless men per day. The services will be provided in the City. The period of the agreement is July 1, 2013 through June 30, 2014. The agreement is late because of a delay at the administrative level.

MWBOO GRANTED A WAIVER

10.	UNIVERSITY OF MARYLAND, BALTIMORE (UMB)	520	\$ 326,125.00
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Account: 4000-490914-3573-333657-603051

The UMB will provide housing assistance and supportive services to individuals and families who have a family member with AIDS.

MWBOO GRANTED A WAIVER

The agreements are late because of a delay at the administrative level.

11.	WOMEN ACCEPTING RESPONSIBILITY, INC.	9	\$ 62,116.00
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Account: 4000-496313-3573-591247-603051

The organization will provide housing to six families and three individuals who have experienced homelessness, HIV/

MINUTES

MOHS - cont'd

AIDS, and recidivism. The period of the agreement is August 1, 2013 through July 31, 2014.

MWBOO GRANTED A WAIVER

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

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

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

The purpose of the agreements is to provide funding for the operation of the Head Start Programs with the below-listed organizations. The services are provided in Baltimore City. The period of the agreement is July 1, 2013 through June 30, 2014.

1. **ASSOCIATED CATHOLIC CHARITIES, INC./** **\$1,591,114.00**
ST. JEROME HEAD START PROGRAM

Account: 4000-486314-6051-516600-603051

The program will serve 276 children and their families. A two-month advance of \$318,223.00 was approved by the Board on June 5, 2013, which makes the total contract amount \$1,909,337.00.

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

MBE: Charm City Caterers, Inc.	\$15,000.00	0.79%
Sue Ann's Office Supplies	2,500.00	0.13%
Total	\$17,500.00	0.92%

WBE: The Fitch Dustdown Co., Inc. \$ 7,000.00 0.37%

MWBOO FOUND VENDOR IN COMPLIANCE.**MWBOO GRANTED A WAIVER OF THE BALANCE OF THE MBE/WBE GOALS.**

OF THE TOTAL CONTRACT AMOUNT OF \$1,909,337.00, \$1,879,337.00 IS FOR ITEMS THAT ARE PROPRIETARY AND NON-SEGMENTABLE. THE GOALS WERE SET UPON THE NON-EXEMPT AMOUNT OF \$30,000.00.

2. **METRO DELTA EDUCATIONAL PROGRAMS, INC./** **\$1,781,051.00**
METRO DELTA HEAD START PROGRAM

Account: 4000-486314-6051-516300-603051

MINUTES

MOHS - cont'd

The program will serve 312 children and their families. A two-month advance of \$356,210.00 was approved by the Board on June 5, 2013, which makes the total contract amount \$2,137,261.00.

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

MBE: Genesis Office Systems, Inc.	See note below*		
E. Jackson & Son, Inc.	\$ 6,000.00	0.28%	
Rufus Ingram, P.A.	18,000.00	0.84%	
Abrams, Foster, Nole & Williams, P.A.	<u>16,236.00</u>	<u>0.76%</u>	
Total	\$40,236.00	1.88%	

WBE: None listed

*Genesis Office Systems, Inc. is not certified as a MBE with Baltimore City.

MWBOO FOUND VENDOR IN COMPLIANCE.

MWBOO GRANTED A WAIVER OF THE BALANCE OF THE MBE/WBE GOALS.

OF THE TOTAL CONTRACT AMOUNT OF \$2,137,261.00, \$1,974,445.00 IS FOR ITEMS THAT ARE PROPRIETARY AND NON-SEGMENTABLE. THE GOALS WERE SET UPON THE NON-EXEMPT AMOUNT OF \$162,816.00.

3. **ST. BERNARDINE'S ROMAN CATHOLIC CONGREGATION, INC./ST. BERNARDINE'S HEAD START PROGRAM** **\$1,102,828.00**

Account: 4000-486314-6051-516410-603051

The program will serve 191 children and their families. A two-month advance of \$220,566.00 was approved by the Board on June 5, 2013, which makes the total contract amount \$1,323,394.00.

MINUTES

MOHS - cont'd

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

MBE: Rufus Ingram, P.A.	\$12,000.00	0.90%
DSQ Solutions, LLC	500.00	0.04%
Time Printers, Inc.	500.00	0.04%
Total	\$13,000.00	0.98%

WBE: None listed

MWBOO FOUND VENDOR IN COMPLIANCE.

MWBOO GRANTED A WAIVER OF THE BALANCE OF THE MBE/WBE GOALS.

OF THE TOTAL CONTRACT AMOUNT OF \$1,323,394.00, \$1,213,788.00 IS FOR ITEMS THAT ARE PROPRIETARY AND NON-SEGMENTABLE. THE GOALS WERE SET UPON THE NON-EXEMPT AMOUNT OF \$109,606.00.

4. **ST. VERONICA'S ROMAN CATHOLIC CONGREGATION, INC./ST. VERONICA'S HEAD START PROGRAM** **\$1,676,519.00**

Account: 4000-486314-6051-515900-603051

The program will serve 289 children and their families. A two-month advance of \$335,304.00 was approved by the Board on June 5, 2013, which makes the total contract amount \$2,011,823.00.

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

MBE: Rufus Ingram, P.A.	\$16,800.00	0.84%
DSQ Solutions, LLC	22,800.00	1.13%
Total	\$39,600.00	1.97%

WBE: None listed

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

MOHS - cont'd

MWBOO GRANTED A WAIVER OF THE BALANCE OF THE MBE/WBE GOALS.

OF THE TOTAL CONTRACT AMOUNT OF \$2,011,823.00, \$1,769,882.00 IS FOR ITEMS THAT ARE PROPRIETARY AND NON-SEGMENTABLE. THE GOALS WERE SET UPON THE NON-EXEMPT AMOUNT OF \$241,941.00.

5. ST. VINCENT DE PAUL OF BALTIMORE, \$5,013,262.00
 INC./ST. VINCENT DE PAUL HEAD
 START PROGRAM

Account: 4000-486314-6051-516700-603051

The program will serve 860 children and their families. A two-month advance of \$1,002,653.00 was approved by the Board on June 5, 2013, which makes the total contract amount \$6,015,915.00.

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

MBE: Calmi Electric Co.	\$ 3,000.00	0.05%
Time Printers, Inc.	2,544.00	0.04%
C&T Transportation, Inc.	<u>825.00</u>	<u>0.01%</u>
Total	\$ 6,369.00	0.10%
WBE: V & L Enterprises	\$ 8,400.00	0.14%
Global Nutrition Net- work	*See note below	

*Global Nutrition Network is not certified as a MBE/WBE with Baltimore City.

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

MOHS - cont'd

MWBOO GRANTED A WAIVER OF THE BALANCE OF THE MBE/WBE GOALS.

OF THE TOTAL CONTRACT AMOUNT OF \$6,015,915.00, \$5,720,474.00 IS FOR ITEMS THAT ARE PROPRIETARY AND NON-SEGMENTABLE. THE GOALS WERE SET UPON THE NON-EXEMPT AMOUNT OF \$295,441.00.

6. UNITY METHODIST CHURCH/UMOJA \$1,065,120.00
 HEAD START PROGRAM

Account: 4000-486314-6051-517000-603051

The program will serve 187 children and their families. A two-month advance of \$213,024.00 was approved by the Board on June 5, 2013, which makes the total contract amount \$1,278,144.00.

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

MBE: Charm City Caterers, Inc.	\$135,456.00	10.60%
Genesis Office Systems, Inc.		*See note below
DSQ Solutions, LLC	17,220.00	1.35%
Total	\$152,676.00	11.95%

WBE: None listed

*Genesis Office Systems, Inc. is not certified as a MBE with Baltimore City.

MWBOO FOUND VENDOR IN COMPLIANCE.

MWBOO GRANTED A WAIVER OF THE BALANCE OF THE MBE/WBE GOALS.

OF THE TOTAL CONTRACT AMOUNT OF \$1,278,144.00, \$1,226,544.00 IS FOR ITEMS THAT ARE PROPRIETARY AND NON-SEGMENTABLE. THE GOALS WERE SET UPON THE NON-EXEMPT AMOUNT OF \$51,600.00.

MINUTES

MOHS - cont'd

The agreements are late because of delays in the administrative review process.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTESHealth Department - Agreements, Renewal Agreement
and Notice of Grant Award

The Board is requested to approve and authorize execution of the various Agreements and to approve exercising the option to Renew Agreement and acceptance of a NGA and conditions. The period of the agreement is July 1, 2013 through June 30, 2014, unless otherwise indicated.

AGREEMENTS

1. **THE JOHNS HOPKINS UNIVERSITY (JHU)** **\$ 22,044.00**

Account: 5000-521114-3023-000000-603051

The JHU will provide a certified Midwife to oversee the implementation of the wound care program/study on the Needle Exchange Program mobile units which will include collecting and analyzing data, and writing various grant proposals to sustain the project indefinitely. Services will include vaccine services and providing reproductive health services. In addition, the Midwife will coordinate special activities and events, present community risk-reduction services focusing on human trafficking in Baltimore, attend team meetings, and assist in the quantitative evaluation of the expanded Reproductive Health Program.

2. **HEALTHCARE ACCESS MARYLAND, INC.** **\$ 10,216.00**
(HCAM)

Account: 1001-000000-3023-274000-603051

The HCAM will collaborate with the Department's Needle Exchange Program entitled "The Block Project". The HCAM will provide one Outreach Worker to assist clients with applying for health insurance benefits, birth certificates and/or identification for purposes of entering drug treatment, and assist insured clients and/or those who obtain insurance through intervention with navigating the system. The Outreach Worker will refer pregnant clients to the Maternal and Child Health program for long-term case management services and provide connection to wrap-around

MINUTES

Health Department - cont'd

services, such as housing assistance, food stamps, and job training, as applicable.

The agreement is late because budget revisions delayed its processing.

3. **ALZHEIMER'S DISEASE AND RELATED DISORDERS ASSOCIATION, INC.** \$ 0.00

The organization will serve as a volunteer station for the Retired and Senior Volunteer Program. The Department was awarded a grant from the Corporation of National and Community Services to pay 100% of the cost for the Senior Volunteers to 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 needs.

The agreement is late because the Department was waiting for signatures.

4. **MEDSTAR HEALTH, INC. (MEDSTAR)** \$ 25,000.00

Account: 6000-629013-3100-295900-406001

Medstar Health, Inc. will donate physician services and also provide funding for a part-time Nurse Practitioner as part of its community service. The Medstar Pediatrician will provide on-site consultation and patient evaluation at the School-based Health Centers at a minimum of one-half day per week. The period of the agreement is September 1, 2013 through August 31, 2014.

5. **BALTIMORE HEALTHY START, INC. (BHS)** \$ 80,000.00

Account: 4000-422813-3080-294286-603051

The BHS will provide a Nurse Practitioner to conduct home and center-based reproductive health services. The intended goal of the services is to reduce unintended pregnancies and lengthen inter-pregnancy intervals. The activities of the Nurse Practitioner complement existing outreach, case management and care coordination of services.

MINUTES

Health Department - cont'd

The agreement is late because the Department was waiting for an acceptable scope of work and budget.

MWBOO GRANTED A WAIVER.

6. **BALTIMORE HEALTHY START, INC. (BHS)** **\$337,000.00**

Account: 5000-530014-3080-595800-603051

The BHS will continue to provide home visiting and case management services using the Partners for a Healthy Baby Home Visiting Curriculum for Families excerpts from the manuals, under the B'More Healthy Babies Initiative - Healthy Families Program. Also, parenting groups, child development activities, breast-feeding support, and immunization education will be provided to all enrolled clients.

The agreement is late because the Department was waiting for an acceptable scope of work and budget.

MWBOO GRANTED A WAIVER.

7. **RONA MARTIYAN** \$48.50/hour **\$ 39,479.00**

Account: 4000-432914-3024-268400-603018

Ms. Martiyan, a registered Dietitian, will provide consultation services, nutrition monitoring, training, and related administrative services for the Department. These services will be provided to over 4,000 seniors in 60+ congregate nutrition sites in Baltimore City and other Department services. Ms. Martiyan's duties will include follow-up and referral services associated with nutritional screenings of clients and analyzing and evaluating nutritional educational materials. The period of the agreement is October 1, 2013 through September 30, 2014.

MINUTES

Health Department - cont'd

RENEWAL OF AGREEMENT

8. **BALTIMORE ANIMAL RESCUE AND CARE** **\$1,159,083.00**
SHELTER, INC.

Account: 1001-000000-2401-271300-603051

On August 12, 2009, the Board approved the initial agreement in the amount of \$1,073,530.00 for the operation of the animal shelter for the period July 1, 2009 through June 30, 2010. The agreement contained the option to extend the period for four additional 1-year periods under the same terms.

On September 22, 2010, the Board approved the first renewal for the period July 1, 2010 through June 30, 2011 in the amount of \$1,149,898.00. On July 20, 2011, the Board approved an amendment in the amount of \$62,358.00 for a total amount of \$1,212,256.00 for FY 2011.

On August 24, 2011, the Board approved the second renewal for the period July 1, 2011 through June 30, 2012 in the amount of \$1,170,679.00.

On August 8, 2012, the Board approved the third renewal for the period July 1, 2012 through June 30, 2013 in the amount of \$1,139,083.00.

This is the fourth and final renewal for the period July 1, 2013 through June 30, 2014, in the amount of \$1,159,083.00, with no renewal options remaining. All other terms and conditions of the original agreement remain unchanged.

This renewal is late because the Department was waiting for the budget.

MWBOO GRANTED A WAIVER.

MINUTES

Health Department - cont'd

NOTICE OF GRANT AWARD (NGA)

9. CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS) \$296,031.00

Account: 4000-423514-3110-306500-404001

This NGA and agreement from the CNCS will assist the Department in carrying out a national service program as authorized by the Domestic Volunteer Service Act of 1973, as amended (42 U.S.C., Chapter 22).

The Department's Senior Companion Program contracts with various City agencies to employ low-income person's 60 years of age and over to assist homebound persons in Baltimore City with everyday tasks.

The NGA and agreement is late because it was recently received from the CNCS.

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED (EXCEPT ITEM NO. 3) AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the various Agreements and to approve exercising the option to Renew Agreement and acceptance of the NGA and conditions. The President **ABSTAINED** on item no. 1.

MINUTES

Health Department - Notification of Grant Award
State Allocations for FY14

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Notification of Grant Award (NGA) State Allocations for FY14 from the Maryland Department of Aging (MDoA). The period of the grant award is June 1, 2013 through May 31, 2014.

AMOUNT OF MONEY AND SOURCE:

\$ 10,463.00 - 4000-436414-3255-316200-404001

BACKGROUND/EXPLANATION:

Under the terms of this NGA, the funds from the MDoA will allow the Department to provide funding for the Senior Medicare Patrol Program. The Department will also abide by the Older Americans Act, as amended, and all applicable Federal and State policies, rules, and procedures.

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

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Notification of Grant Award State Allocations for FY14 from the Maryland Department of Aging.

MINUTESHealth Department - Expenditure of Funds**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize an expenditure of funds to purchase gifts cards as incentives for the Operation Safe Kids Program.

AMOUNT OF MONEY AND SOURCE:

\$ 500.00	- 50 Burger King Corporation gift cards @ \$10.00 each
1,125.00	- 45 Downtown Locker Room, Inc. gift cards @ \$25.00 each
1,125.00	- 45 Target Corporation gift cards @ \$25.00 each
1,125.00	- 45 Family Dollar Stores of Maryland, Inc. gift cards @ \$25.00 each
1,125.00	- 45 Wal-Mart Stores, Inc. gift cards @ \$25.00 each
\$5,000.00	- 4000-497210-3160-308600-604051

BACKGROUND/EXPLANATION:

The incentive cards will be distributed to youth in the Office of Youth Violence Prevention/Operation Safe Street Program as a way of rewarding them for achievements such as progress in school, compliance with court-ordered mandates, etc. They will also be given to youth to help with their living situations such as the purchase of hygiene products, clothing, etc. as needed.

The Health Department adopted a consolidated policy for the purchase, distribution, and documentation of all incentive cards. The central tenets of this policy account for 1) a single means of procuring all incentive cards through the Board of Estimates, 2) the documentation of each incentive card and its recipients, 3) a monthly reconciliation for all purchases that account for all distributed and non-distributed cards, and 4) periodic internal reviews of programs' activity vis-à-vis the internal policy, which are to be shared with the Department of Audits. This policy has been reviewed by both the Solicitor's

MINUTESHealth Department - cont'd

Office and the Department of Audits. Consistent with the original Board of Estimates' approval, all requests for payment for the above incentive cards will be subject to the Department of Audits' approval.

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 purchase gifts cards as incentives for the Operation Safe Kids Program.

MINUTES

Health Department - Employee Expense Statement

ACTION REQUESTED OF B/E:

The Board is requested to approve the expense statement for Ms. Darlene Black for the month of April 2013 for uniforms.

AMOUNT OF MONEY AND SOURCE:

\$37.96 - 1001-000000-3100-295900-603002

BACKGROUND/EXPLANATION:

Ms. Black submitted her expense statement within the required timeframe. However, the staff person responsible for processing the expense statement did not submit it in a timely manner. The employee has been advised regarding timely submission of statements.

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

The Department apologizes for the lateness.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the expense statement for Ms. Darlene Black for the month of April 2013 for uniforms.

MINUTES

Health Department - Revised Notification of Award

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of the Revised Notice of Grant Award (NoA) from the U.S. Department of Centers for Disease Control and Prevention. The period of the revised NoA is January 1, 2013 through December 31 2013.

AMOUNT OF MONEY AND SOURCE:

\$54,266.00 - 4000-422113-3030-271400-404001

BACKGROUND/EXPLANATION:

On January 23, 2013, the Board approved the original NoA in the amount of \$207,628.00 for the budget period of January 1, 2013 through December 31, 2013.

The revised NoA reflects an increase in the amount of \$54,266.00 to support the City's TB control efforts to provide medical care and treatment for active and latent TB patents, and to conduct contact investigations. The total award for FY13 is \$261,894.00. All other terms and conditions of the grant will remain unchanged.

The revised NoA is late because it was recently received from the grantor.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved acceptance of the Revised Notice of Grant Award from the U.S. Department of Centers for Disease Control and Prevention.

MINUTES

Department of Finance/ - Renewal of Insurance Policy
Office of Risk Management

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the renewal of the All Sports Interscholastic Accident and All Sports Activity Insurance Policy for the Baltimore City Public School System for the 2013-2014 school year. The renewal was effective August 15, 2013.

AMOUNT OF MONEY AND SOURCE:

\$69,045.00 - 2043-000000-1450-162900-603014

BACKGROUND/EXPLANATION:

This policy provides accident injury coverage to all students participating in any sponsored interscholastic sports activity, further reducing the School System's exposure. Markets for this exposure are limited. The policy renewed with the incumbent carriers; Markel Insurance through AIG.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized the renewal of the All Sports Interscholastic Accident and All Sports Activity Insurance Policy for the Baltimore City Public School System for the 2013-2014 school year.

MINUTES

Department of Public Works/Bureau - Agreement
of Water and Wastewater (BW&WW)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement with Johnson, Mirmiran & Thompson, Inc., (JMT) for SC 918, Improvements to the Headworks and Wet Weather Flow Equalization at the Back River Wastewater Treatment Plant. The period of the agreement is effective upon Board approval for three years or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$ 6,219,827.96 - Baltimore County
6,219,827.96 - Baltimore City
\$12,439,655.92 - 9956-907689-9551-900020-703032

BACKGROUND/EXPLANATION:

On December 21, 2011, the Board approved the original agreement with the JMT to conduct a study and preliminary design for Headworks Improvements which provided in Phase D that at the option of the City, the consultant may be retained for final design of the improvements. The BW&WW wishes to exercise the option so that the consultant will design and prepare contract documents for Headworks Improvements.

The scope of work includes design of influent pumping station, fine screen facility, grit removal facility, emergency power generation facility, and wet weather storage and dewatering facility. The consultant will also assist the City in obtaining the required permits for the construction, prepare final contract documents, construction cost estimates, and provide assistance during the bidding phase.

MINUTES

BW&WW - cont'd

The completion of this project will help comply with the Wet Weather Program Consent Decree goal to eliminate sanitary sewer overflows in the Outfall Sewershed and improve wastewater quality and stabilize flows into the Biological Nutrient Removal and Enhanced Nutrient Removal Process Facility to meet the Chesapeake Restoration Goals.

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

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 5,025,000.00	9956-906689-9549	
County Appropriations	Constr. Res.	
	BR WWTP Primary and	
	Influent Fac.	
5,025,000.00	" "	
WW Revenue Bonds		
1,844,243.00	9956-933001-9549	
County Appropriations	Constr. Res.	
	Unallocated	
1,844,243.00	" "	
<u>WW Revenue Bonds</u>		
\$13,738,486.00		
\$12,489,532.18	-----	9956-907689-9551-3
		Engineering
1,248,953.82	-----	9956-907689-9551-9
<u>\$13,738,486.00</u>		Administration

The funds are required to cover the cost associated with the cost of the design for SC 918, Improvements to the Headworks and Wet Weather Flow Equalization at the Back River Wastewater Treatment Plant.

MINUTES

BW&WW - cont'd

UPON MOTION duly made and seconded, the Board **DEFERRED** the
aforementioned item for one week.

MINUTES

Department of Public Works/Bureau - Amendment No. 1 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. 1 to Agreement with Johnson, Mirmiran & Thompson, Inc., under SC 855, ENR Modifications to Existing Facilities at the Patapsco Wastewater Treatment Plant.

AMOUNT OF MONEY AND SOURCE:

\$ 38,094.98	-	2070-000000-5601-398400-603018
38,094.98	-	2070-000000-5601-613600-603018
38,094.98	-	2070-000000-5601-398500-603018
38,094.98	-	2070-000000-5601-398600-603018
38,094.98	-	2071-000000-5601-613800-603018
38,094.98	-	2071-000000-5601-613900-603018
38,094.98	-	2071-000000-5601-614000-603018
38,094.98	-	2071-000000-5601-398500-603018
\$304,759.84		

BACKGROUND/EXPLANTION:

The Construction Management Division requires the services of a Construction Scheduler for the Enhanced Nutrient Removal Projects and other projects under construction at the Patapsco and Back River Wastewater Treatment Plants to review and update reports and monitor progress. The Consultant will also assist with the implementation of the Primavera P6 Scheduling and Reporting tool for use by the Water & Wastewater Engineering Division, coordinate with the project managers to update reports on projects under construction and design, monitor the budget, and schedules. The Bureau personnel will take over these activities after training.

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

MINUTES

DPW/BW&WW - cont'd

MBE/WBE PARTICIPATION:

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

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 Amendment No. 1 to Agreement with Johnson, Mirmiran & Thompson, Inc., under SC 855, ENR Modifications to Existing Facilities at the Patapsco Wastewater Treatment Plant.

MINUTES

Bureau of Water & Wastewater - Amendment No. 2 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 2 to the Agreement for Project No. 1127, Valve and Fire Hydrant Exercising Program with Wachs Water Services. The amendment extends the period of the agreement through January 19, 2014.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On October 20, 2010, the Board approved a two-year agreement and on September 26, 2012, the Board approved a one-year extension agreement with Wachs Water Services for water infrastructure related engineering services. Under the proposed amendment no. 2, the agreement will be extended to January 19, 2014 and the consultant will continue to provide water infrastructure engineering services including valve and fire hydrant exercising, valve operations for planned and emergency shutoffs, mapping, data collections, information analysis, repair services, and resolution of water related field issues such as dirty/rusty water problems and leak detection.

MBE/WBE PARTICIPATION:

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

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE TIME EXTENSION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 2 to the Agreement for

MINUTES

Bureau of Water & Wastewater - cont'd

Project No. 1127, Valve and Fire Hydrant Exercising Program with
Wachs Water Services.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

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

3454 - 3463

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

The Mayor **ABSTAINED** on item no. 1.

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

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS:Bureau of Purchases

1. B50002985, Elevator Maintenance Services Kone, Inc. \$2,412,590.00

(DGS, DPW, DOT, R&P, Convention Ctr., etc.)

MWBOO SET MBE GOALS AT 25% AND WBE GOALS AT 0%.

MBE: Admiral Elevator Company, Inc. 25.00%

MWBOO FOUND VENDOR IN COMPLIANCE.

2. B50002774, Provide Administrative and Operational Support for the Ryan White Part A Planning Council Inter-Group Synergy and Planning Collaborative, Inc. \$ 322,838.00

(Health Department)

MWBOO SET MBE GOALS AT 10% AND WBE GOALS AT 5%.

MBE: Abrams, Foster, Nole & Williams, P.A. Inc. \$ 6,000.00 1.86%
Intergroup Services, Inc.* *See note 0%

WBE: Expressly Yours, Gloria, Inc. \$14,500.00 4.49%
Star Associates, Inc. *See note 0%

MWBOO FOUND VENDOR IN NON-COMPLIANCE.

Bidder did not achieve the MBE and WBE goals and did not request a waiver. *Intergroup Services, Inc. was not certified at the time of bid opening. Star Assoc., Inc. named for WBE participation, is not certified with Baltimore City.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS:

In addition, "a prime contractor is precluded from utilizing an MBE or WBE subcontractor...if the said prime contractor has a financial or ownership interest, serves as an officer or director or is otherwise significantly involved in the operation of the MBE/WBE subcontractor". Ms. Cyd Lacanientes is both Chair and CEO of IGS (M/WBE) and also Executive Director of IGS & PC.

The Bureau of Purchases requests that the InterGroup Synergy and Planning Collaborative, Inc. be given 10 days from Board approval to come into compliance. The second highest scoring vendor was also found in non-compliance.

A PROTEST WAS RECEIVED FROM THE MARYLAND MINORITY CONTRACTORS ASSOCIATION.

President: "The first item on the non-routine agenda can be found on pages 98-99 item #2 B500024774, Provide Administrative and Operational Support for the Ryan White Part A Planning Council. Will the parties please come forward?"

Mr. Tim Krus, City Purchasing Agent: "Tim Krus, City Purchasing Agent. This is the award of Administrative and Operational Support for the Ryan White Part A Planning Council. There were two (2) bidders. Um -- neither bidder was fully compliant with MWBOO goals. Purchasing is recommending the award to the highest scoring proposer, with 10 days to come into compliance with MWBOO goals."

MINUTES

President: "Mr. Jolivet."

Mr. Arnold M. Jolivet: "Good morning. Uh -- Arnold M. Jolivet. Um -- Mr. President, I sent you a letter, uh -- well I sent the Board a letter and I -- I think that in view of the fact that I've articulated this argument of this concern several times before, so I -- I would hope that I would not have to uh -- spend a considerable amount of time on it, but I want to make the point uh -- I want to make the point and uh -- put some ideas down, so if you will just allow me to retrieve them. I just want to make the point and I made the argument last week, and I'm not sure the Board, well I am sure the Board did not hear me, um -- but I do want to make the point that within the last two months, an African-American prime contractor has lost, well maybe not lost, but has been denied three contracts uh -- totaling \$12.+ million dollars for the same identical issue that this contractor is being given a 10-day window to come into compliance. I -- I've yet, contrary to what the Law Department says, Mr. President, in all due respect, I have yet to perceive and to fully understand the logic uh -- and the common sense of having a policy where, some bidders can get a 10-day window to

MINUTES

come into compliance while at the same time, other bidders without any real rational basis for that, and the other bidders who do not get a 10-day compliance, 10-day window to come into compliance, are absolutely, completely disqualified. So, I'm just here today and to continue uh -- my position that this is wrong. Uh -- This policy is totally wrong and no matter what Mr. Nilson says, or Mr. Corey says, uh -- to justify the support, Mr. President, it is just totally wrong. It's wrong. So, I, I was just hoping that I can impress upon you this morning, I -- I was actually hoping that I could impress upon you this morning, uh -- to find a plausible way to bring the awarding of minority contracting, uh -- actually the enforcement and administration of the minority contracting Ordinance, in such a fair, reasonable way, where no one, no bidder, is arbitrarily and capriciously disqualified for not meeting the goal at bid time. Uh -- I talked about this last week so again I don't think it would be smart for me to go into that. But I think the point I'm making, I think the point I'm making, is logical, it's reasonable and it saves the City taxpayer money. Now, I, I actually cannot request this Board, this morning, to

MINUTES

deny this contract. I, I know my protest was predicated on that basis, and I said that in my communications to the Board but I would ask the Board to allow me to withdraw that argument because it is an argument that perhaps goes against my general argument that the Board has the authority to, the Board has the authority to allow, if there are any infirmities in the bid, the generally prevailing Board of Contract Appeals are rulings, Federal Administrative uh -- Boards rulings, the General Accounting Office rulings, all hold stand for the proposition that if there is a MBE/WBE violation, it can be cured after the bid, so I,I,I don't want to make that argument this morning because it is a good argument that is should be cured but, I want to ask the Board, to, uh -- in future contracts, that this Board adopt a policy which does not disqualify any contractor, I'm here today on behalf of an African-American contractor, but the policy should apply to any contractor who puts a bid in and I just want to also elaborate that the underlying reason for my argument is that Article VI, Section 11 (h), clearly says, that the Board, notwithstanding a minority business goal, the Board, this Board is duly obligated to award the contract to the lowest

MINUTES

responsive responsible bidder, as stated in Article VI, Section 11 and, and I don't know how, I'm, I'm, I'm, I'm actually puzzled how we got away from that because we used to do it very, across the board very consistently and bidders are shying away from City contracts now because they don't feel they're going to get a fair deal, and as a result when bidders begin to shy away, and not bid on City contracts, the City as a whole is hurt because we don't have the robust competition that we need in order to get a fair and equal price. So, that's all I want to say. And another thing, I wanted to remind Mr. Nilson, I think he would probably disagree with me on this, but that's alright, he disagrees with a lot of things that I say. Uh - Let me -- under the Charter, uh, the Charter says Article VI, Section 11 'The Board of Estimates shall award the resulting contract after being awarded-- advertised and submitted to the Board, the Board of Estimates shall award the contract in its entirety to the lowest responsive responsible bidder.' Now, when you have a situation where an Ordinance provision, we're talking about the inter-relationship, between an Ordinance which is what the MBE program is, and the Charter, and I wonder if Mr. Nilson knows

MINUTES

that the Ordinance cannot trump the Charter; that the Charter must trump the Ordinance. So, it should really be a very simple problem for us to resolve, but nonetheless, I just appreciate the opportunity to be here this morning and give you my, and give you my, uh -- uh -- and give you my take on this because I think it's real important, Mr. President. It, it, it goes to the integrity of the minority program, it goes to the integrity of the minority women's program, because if our contractors are not perceived to be getting a fair, equitable opportunity, on the one hand, one contractor is, disqualified uh -- for uh -- a violation, on the other hand another contractor from the very same identical violation is being given 10 days to comply, uh -- you know Mr. President, they call that unequal treatment. So, I just I wanted to say that I appreciate you uh -- giving me the opportunity, I know far beyond what you normally would do, for me to say this, because uh -- it needed to be said, and I hope, I, I just hope that the "powers to be" here will not allow an African-American contractor to lose, to be denied any contracts for failure to meet the WBE/MBE goal."

MINUTES

President: "Thank you Mr. Jolivet. We, we understand. Um -- Comptroller Pratt."

Comptroller: "I do have some concerns also, because it has been the practice of this Board, that unless there is one (1) bidder that they would be able to cure, and it does seem like we're moving away from that, and it does seem unfair because, maybe Mr. Nilson, you can put on the record, why are we moving towards, if more than one bidder is not in compliance, that we're -- Wait a minute. That we are awarding these contracts and is one non-compliance factor more important than the other?"

City Solicitor: "Well, our policy has been, and it's embodied and reflected here, um -- that when all bidders, are non-compliant, the prevailing bidder, the lowest or the highest scoring responsible and responsive bidder is given a 10-day opportunity to cure. That is the policy that we have consistently followed, right or wrong, that is our policy that we have followed for at least a half a dozen years, if not longer, to give the prevailing bidder an opportunity to come into compliance and if the Board wishes to change that policy, of course it's free to do so, but it's been a pretty long-standing policy."

MINUTES

Comptroller: "So -- with"

City Solicitor: "And I think that's why Mr. Jolivet, if I understand correctly, has withdrawn the protest, or appears to have withdrawn it."

Comptroller: "And so, for the record again, could you state with R.E. Harrington out of compliance, why was he not able to have 10 days to cure?"

City Solicitor: "I'm sorry --"

Pam Schevitz: "Pam Schevitz, with the Minority Women's Business Opportunity Office and I'm not exactly, I believe in that case there were uh - there was also a low bidder that was also compliant."

City Solicitor: "Right."

Mrs. Schevitz: "And, and I, I think the difference in this, in that situation is you have a compliant bidder versus a non-compliant bidder."

Comptroller: "Okay."

Mrs. Schevitz: "In this situation we reviewed two (2) bids, both bids were determined non-compliant, and it has always been the standard policy that the Board has the discretion to award

MINUTES

it contingent upon compliance. If both -- all bidders being equal had been determined non-compliant by our office."

President: "Okay."

Mr. Jolivet: "Mr. President, I just wanted -- I would like to ask Mr. Nilson if, if he can remember any deviation from that policy, before this Board, because I think that I can."

City Solicitor: "Well I'd say your memory is superb because I can't but that's alright."

Mr. Jolivet: "Well thank you. Appreciate that."

City Solicitor: "So, would a Motion be in order?"

President: "I'd entertain a Motion."

City Solicitor: "Uh, I would move consistently --"

Mr. Jolivet: "Let me put on the record, that, uh -- contrary to what Miss Pam has just asserted, that there are numerous occasions where the Board has awarded a contract, has denied the award to a contractor that failed to meet the MBE when there were not other bidders who were in compliance. I need to put that on the record because it's going to be an issue at some point."

President: "Is there a second to the Motion?"

MINUTES

City Solicitor: "Yes, let me articulate the Motion. While Mr. Jolivet appears to have withdrawn the protest, I would move that we deny the protest and approve uh - approve awarding to the highest scoring bidder provided they come into compliance within 10 days, consistent with our policy and practice."

Mayor: "Second"

President: "All in favor say 'aye'."

"Aye".

President: "All opposed say 'nay.'" The Motion carries. And um -- I - ask Purchasing to make sure that they bring that report back to the Board that they met compliance. Thank you."

* * * * *

MMCA- Maryland Minority Contractors Association, Inc.

A Chapter of the American Minority Contractors and Businesses Association, Inc.-AMCBA

Baltimore, Maryland 21210

443-413-3011 Phone

410-323-0932 Fax

August 27, 2013

Via Facsimile 410-685-4416

Honorable Bernard "Jack" Young
President, Baltimore City Board of Estimates
City Hall-Room 204
Baltimore, MD 21202
ATTN: Ms. Bernice Taylor, Esquire, Clerk to the Board

Dear Mr. President:

I represent the Maryland Minority Contractors Association ("MMCA"), its members, clients, and constituents.

We wish to formally protest your Honorable Board's approving item No. 2, pages 98-99, of your Honorable Board's 08/28/2013 public meeting agenda, which is a request to award Bureau of Purchases' Solicitation No. B50002774, to "provide Administrative and Operational support for the Ryan White Part A Planning Council," to Inter-Group Synergy and Planning collaborative, Inc.

The City's MWBOO found and determined the proposed contract awardee to be in "non-compliance" with both the contract's established 10% MBE goal and the 5% WBE goal. Notwithstanding this very important fact, the Bureau of Purchases has recommended that Your Honorable Board approve the contract and grant the bidder a ten (10) day period in which to come into full compliance with the contract established M-WBE goals.

In recent months, Your Honorable Board has consistently voted to deny bidders that failed to meet the contract established M-WBE goals at bid time. This contract should not be an exception. City water contracts 1240, 1255, 1256 and SC 907, on which an African-American contractor was the lowest responsive and responsible dollar bidder, are good examples of this double policy. Thus, MMCA's members would suffer harm if this contract is approved as presented, completely without M-WBE compliance.

Respectfully Submitted,

Arnold M. Jolivet

Arnold M. Jolivet
Managing Director

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. <u>ROBERTS OXYGEN CO., INC.</u> | <u>\$37,347.41</u> | <u>Renewal</u> |
| Solicitation No. B50002802 - Compressed Air and Gases - Police Department - Req. No. R580736 | | |

On August 24, 2011, the City Purchasing Agent approved the initial award in the amount of \$14,106.70. The award contained two 1-year renewal options. On July 5, 2012, the City Purchasing Agent approved the first renewal in the amount of \$3,715.30. This final renewal in the amount of \$19,525.41 will make the award amount \$37,347.41 and is for the period September 1, 2013 through August 31, 2014.

- | | | |
|--|--------------------|-----------------|
| 2. <u>F.L. ANDERSON COMPANY</u> | <u>\$48,670.50</u> | <u>Increase</u> |
| Solicitation No. B50002757 - White Nomex Turn Out Coats - Fire Department - Req. No. R619640 | | |

On January 23, 2013, the Board approved the initial award in the amount of \$29,202.30. This increase in the amount of \$19,468.20 is needed for ten year turnout replacements and will make the award amount \$48,670.50. The contract will expire on January 15, 2016.

- | | | |
|--|--------------------|-----------------|
| 3. <u>MARTIN SUPPLY COMPANY, INC.</u> | <u>\$39,598.00</u> | <u>Only Bid</u> |
| Solicitation No. B50003054 - Seiko ColorPainter W-64s Solvent Printers - Department of Public Works - Req. No. R637511 | | |

- | | | |
|--|---------------------|-----------------|
| 4. <u>PHYSIO-CONTROL, INC.</u> | <u>\$110,000.00</u> | <u>Increase</u> |
| Solicitation No. 08000 - Lifepak Defibrillators and Equipment - Fire Department - P.O. No. P516657 | | |

On March 30, 2011, the Board approved the initial award in the amount of \$125,000.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This increase is necessary to procure additional Lifepak 15 model defibrillators. The contract expires on March 29, 2014, with one 1-year renewal option remaining.

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 equipment and/or service is recommended.

- | | | |
|--|--------------|---------|
| 5. UNIVAR USA, INC. | \$200,000.00 | Renewal |
| Solicitation No. B50001573 - Sulfur Dioxide Liquid in One-Ton Containers - Department of Public Works, Bureau of Water and Wastewater - P.O. No. P514910 | | |

On August 25, 2010, the Board approved the initial award in the amount of \$189,000.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$200,000.00 will make the award amount \$1,089,000.00 and is for the period October 15, 2013 through October 14, 2014.

MWBOO GRANTED A WAIVER.

- | | | |
|--|--------------|----------|
| 6. MITCHELL PLUMBING & HEATING, INC. | \$200,000.00 | Increase |
| Solicitation No. B50002088 - Drain Cleaning Services - Department of General Services - P.O. No. P518386 | | |

On September 14, 2011, the Board approved the initial award in the amount of \$138,230.00. The contract expires on September 13, 2014 with one 2-year renewal option. Due to increased usage an increase in the amount of \$100,000.00 is necessary. This increase in the amount of \$200,000.00 will make the award amount \$438,230.00.

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- | | | |
|--|--------------|---------|
| 7. J. GILBERT, INC. d/b/a | | |
| LAMB AWARDS & ENGRAVING | \$ 42,000.00 | Renewal |
| Solicitation No. B50002393 - Various Trophies and Awards - Agencies -Various - Req. No. 521411 | | |

On August 29, 2012, the Board approved the initial award in the amount of \$41,472.42. The award contained two 1-year renewal options. This renewal in the amount of \$42,000.00 is for the period August 29, 2013 through August 28, 2014, with one 1-year renewal option remaining.

MWBOO GRANTED A WAIVER.

- | | | |
|---|-----------------------|---------|
| 8. <u>FIRST CALL</u> | | |
| KUEHNE CHEMICAL CO., INC. | \$1,000,000.00 | |
| <u>SECOND CALL</u> | | |
| UNIVAR USA, INC. | \$ 0.00 | |
| | <u>\$1,000,000.00</u> | Renewal |
| Solicitation No. B50001638 - Liquid Chlorine - Department of Public Works - P.O. Nos. P515085 and P515086 | | |

On October 13, 2010, the Board approved the initial award in the amount of \$1,204,250.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This final renewal for Kuehne Chemical Co., Inc. in the amount of \$1,000,000.00 will make the award amount \$3,704,250.00 and is for the period November 1, 2013 through October 31, 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

9. SERVICE TIRE TRUCK
 CENTER, INC.
 DONALD B. RICE TIRE
 CO., INC.
 McCARTHY TIRE SERVICE
 CO. OF MARYLAND, INC. \$ 0.00 Extension
- Solicitation No. B50000620 - New Tires, Retreads, and Roadside Services for Cars and Trucks - Department of General Services, Fleet Management - P.O. Nos. P507169, P503979, and P503978

On September 3, 2008, the Board approved the initial award in the amount of \$22,000,000.00. Subsequent actions have been approved. The final renewal period expires September 1, 2013. The Board is requested to approve a one-month extension for the above three vendors to allow time for evaluation and award of a new solicitation. A forth vendor listed on the original award, Holabird Tire Company, Inc., declined to participate in the extension period. The period of this extension is September 2, 2013 through October 1, 2013.

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

MWBOO SET GOALS OF 5% MBE AND 2% WBE FOR ROADSIDE SERVICE AND RETREADS AND 0% MBE AND 0% WBE FOR NEW TIRES.

Service Tire Truck Center

MBE: Millennium Auto Service 5%

The contractor has provided only new tires and retreads. Road service has not been required by the City.

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of PurchasesDonald B. Rice Tire Center

MBE: Pulaski Towing* See note below

Contractor stated it spent \$5,734.00 (6%) with Pulaski Towing. However, Pulaski Towing is not certified with Baltimore City. The Contractor did not make a good faith effort to achieve the goals.

MWBOO FOUND VENDOR IN NON-COMPLIANCE.

The Bureau of Purchases requests a waiver of non-compliance due to the brief nature of the extension period.

McCARTHY TIRE SERVICE COMPANY OF MARYLAND, INC.

MBE: Millennium Auto Service 5%

The contractor has provided only new tires and retreads. Road service has not been required by the City.

MWBOO FOUND VENDOR IN COMPLIANCE.

10. EDGEWATER TIRE CENTER,
INC. d/b/a ADMIRAL TIRE
DONALD B. RICE TIRE
CO., INC.

McCARTHY TIRE SERVICE CO., OF MARYLAND, INC.	\$ 0.00	Extension
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Solicitation No. B50000621 - New Tires, Retreads, and Roadside Services for Heavy Equipment - Department of General Services, Fleet Management - P.O. Nos. P503981, P503982, and P503951

On September 3, 2008, the Board approved the initial award in the amount of \$4,000,000.00. Subsequent renewals have been

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

approved. The final renewal period expires September 1, 2013. The Board is requested to approve a one-month extension for the above three vendors to allow time for evaluation and award of a new solicitation. The period of this extension is September 2, 2013 through October 1, 2013.

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

MWBOO SET GOALS OF 5% MBE AND 2% WBE FOR ROADSIDE SERVICE AND RETREADS AND 0% MBE AND 0% WBE FOR TIRES.

Edgewater Tire Center d/b/a Admiral Tire

Per the contracting agency, the contractor has not been required to perform road services.

MWBOO FOUND VENDOR IN COMPLIANCE.

Donald B. Rice Tire Co., Inc.

Per the agency, the contractor has not been required to perform road services.

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			
1. Tonya Johnson	Select Media TOT in BPBR/MPC Curricula Newark, DE Sept. 9 - 13, 2013 (Reg. Fee \$1,435.00)	Fam. Planning Special Needs	\$2,246.80

The Department has prepaid the Registration in the amount of \$1,435.00 on EA000124316. The disbursement to Ms. Johnson will be in the amount of \$811.80.

2. Cathy Costa Stacey Tuck	2013 CityMatch Urban Maternal & Child Health Leadership Sept. 22 - 25, 2013 (Reg. Fee \$542.00 ea.)	Federal/ *Care- first Grant	\$2,722.25
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The subsistence rate for this location is \$151.00 per day. The hotel cost is \$148.00 per night for the first two nights, and \$209.00 for the third night not including occupancy taxes in the amount of \$ \$68.65. The Department is requesting additional subsistence in the amount of \$52.00 to cover the cost of the hotel and \$40.00 per day for meals and incidental expenses. The airfare and registration for Ms. Costa has been paid on a City-issued procurement card assigned to Ms. Jacqueline Duval-Harvey. The amount to be disbursed to Ms. Costa is \$753.65.

*The registration in the amount of \$542.00 has been pre paid on a City-issued procurement card assigned to Ms. Jacqueline Duval-Harvey. All other expenses for Ms. Tuck are being paid by The Family League of Baltimore City.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Dept. of General Services</u>			
3. William Doane, Jr.	Archibus Custom Reporting Training Boston, MA Sept. 17 - 18, 2013 (\$995.00 Reg. Fee)	General Funds	\$1,980.99

The subsistence rate for this location is \$292.00 per night. The hotel rate is \$339.00 per night not including taxes of \$48.99 per night. The Department is requesting an additional \$47.00 to cover the cost of balance of the hotel and \$40.00 per day for meals.

Mayor's Office of Emergency Management

4. Chi-Poe Hsia Shawn Riddell	WebECO Administra- tor, & Basic Board Building Training Atlanta, GA Sept. 16 - 18 2013 (Reg. Fee \$1,000.00 ea.)	FY11 MMRS Grant	\$3,359.72
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Registration and airfare was prepaid on a City issued credit care assigned to Robert Maloney. The disbursement to each representative is \$442.06.

Dept. of Public Works, Bureau of Water & Water

5. James Price	Tri-Association Conference Ocean City, MD Aug. 27 - 30, 2013 (Reg. Fee \$210.00)	Water Utility Fund	\$1,008.00
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MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Dept. of Public Works, Bureau of Solid Waste</u>			
6. Tonya R. Simmons Valentina I. Ukwuoma	Solid Waste Assoc. of North America Long Beach, CA Sept. 16 - 20, 2013 (Reg. Fee \$799.00) (Reg. Fee \$999.00)	Gen. Fund	\$4,956.20

The hotel cost \$215.00 per night for each representative. The allowed subsistence is \$196.00 per day. The Bureau is requesting an additional subsistence of \$76.00 for each representative to cover the hotel cost, and an additional subsistence of \$40.00 per day, for each representative for food.

The Bureau of Solid Waste has paid the cost of airfare in the amount of \$369.60 for each representative and the registration fees in the amount of \$799.00 and \$999.00 for Ms. Simmons and Ms. Ukwuoma, respectively with a City issued credit card assigned to Ms. Patricia Murphy. Therefore, the disbursement amount to Ms. Simmons will be \$1,209.40; and the disbursement amount to Ms. Ukwuoma will be \$1,209.60.

Office of City Council President

7. Sharon Middleton	2013 NACo County Solutions & Market Place Ft. Worth, TX July 19 - 22, 2013 (Reg. Fee \$515.00)	Elected Officials Expense	\$ 60.00
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Ms. Middleton submitted a travel request and received an advance in the amount of \$1,796.20. Ms. Middleton is requesting \$60.00 to cover the cost of ground transportation (taxi and parking) for which she did not receive an advance.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the Mayor</u>			
8. Kaliope Parthemos Renee Samuels	Xiamen's 17 th China International Fair for Investment & Trade, 10 th China International Forum for Mayor's of Friendship Cities - Baltimore - China Business Mission 2013 Xiamen, China Sept. 3 - 12, 2013	None	\$ 0.00

The representatives will travel with the Baltimore-China Business Mission, 2013 (Mission). The Mission's chief goal is to promote business and trade opportunities for participating businesses in a range of sectors. The Mission includes a series of business meetings, networking and one-on-one matchmaking sessions. The Mission participants gain exposure to the world's fastest growing economy, build meaningful relationships and alliances, and position themselves to succeed in doing business with Chinese counterparts.

AM 240-3 requires Board approval if, "the trip will require travel outside the continental United States regardless of source of funds, cost of trip, or length of absence."

MINUTES**TRAVEL REQUESTS**

The Board, UPON MOTION duly made and seconded, approved the aforementioned travel requests. The Mayor **ABSTAINED** on item no.8. The President **ABSTAINED** on item no. 7.

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PROPOSAL AND SPECIFICATIONS

1. Dept. of Public Works/ - RP 13811, Baltimore
Dept. of Recreation & Parks Playground Project FY'13
BIDS TO BE RECV'D: 10/02/2013
BIDS TO BE OPENED: 10/02/2013

2. Dept. of Public Works/ RP 12811R, Joseph Lee Site
Dept. of Recreation & Parks Improvements
BIDS TO BE RECV'D: 10/02/2013
BIDS TO BE OPENED: 10/02/2013

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

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MINUTES

ANNOUNCEMENT

President: "Uh -- Madam Mayor."

Mayor Rawlings-Blake: "Thank you very much Mr. President. We have some special guests with us today, not the least of which is the Vice-President of the Council, who you may have recognized."

President: "Oh, no. Thank you."

Mayor Rawlings-Blake: "He's come to supervise your, your, your work just, just in case, he needs to jump in. So, um -- so uh - - not the least of which is Vice-President of the Council, uh -- Councilman Ed Reisinger. I would also like to introduce two participants who worked this summer, who worked this summer through our Youth Works Program. Jourdan Brown is a ninth grade student at ACE Academy, the Academy for College and Career Exploration, who worked at Johns Hopkins School of Medicine as an Administrative uh -- Clinical Assistant in the Department of Surgery and Ranisha Coppage, who just started her senior year at the Augusta Fells Savage Institute of Visual Art and spent the Summer working as a Park Maintenance Technician trainee with the Forestry Division in Baltimore City Recreation and Parks. If

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you could both stand? (Applause) Thank you very much. I'm going to bring you back up in a second, but you can have a seat. They are both here today because they excelled in the financial literacy education compo -- component that is a key component for each Youth Works participant, uh -- Summer -- for each of our Summer youth worker's Summer employment experience we stress financial literacy, and this year, thanks to a \$15,000.00 grant from the U.S. Conference of Mayors, DollarWise Campaign, and the partnership that we have with Wells Fargo, Bank of America and several other local banks, we are able to conduct special financial literacy contest just for our youth workers. The dual goal of the contest, which is branded Dollarwise Baltimore would uh -- test youth workers financial literacy knowledge and encourage them to open bank accounts to save their Summer earnings. Now, did you save your Summer earnings? Part of it, some of it? The U.S. Conference of Mayors is a strong supporter of financial education, including sponsoring national financial literacy competitions for youth engaged in Summer work opportunities. We've all been there um -- having your first, second, third Summer job, and there's one thing you know not to know and we also know that with information is -- is the power

MINUTES

for these young people to uh -- set themselves on the right course. I am proud to announce that Jourdan is the winner of the National Dollarwise raffle. She successfully completed a series of online models testing her financial literacy knowledge. To be entered um -- in the contest, she had to fill out the uh - do the online portion of the test and I'm equally pleased to announce that Ranisha is the winner of our Dollarwise Baltimore End of Summer drawing. Ranisha's dra -- name was selected randomly from 255 youth workers who entered the drawing by showing proof of having opened a bank account. And I'm happy to present to both of them uh -- their prizes. If you could stand up, Ranisha and Jourdan, you will receive, come on up here. Ranisha, Ranisha now you looked down when I asked you if you had saved anything. We're gonna work on this for next Summer, but uh -- as a prize for your participation and winning, you receive not only this beautiful lime green backpack, but it contains an iPad mini. So, enjoy, and Jourdan, here's your certificate and I also, for winning the drawing, have uh -- the same gift for you. Congratulations. You should be both very

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proud of yourself for a job well done. I know I'm very proud of you and I know your families are as well. I'd like to acknowledge the Mayor's Office of Employment Development, stand up Mr. Dorsey. Thank you very much. Thank you very much. I am uh -- proud because we have a Youth Works Program that has received national acclaim, and it's because of your hard work and the caliber of students that we're able to bring to the table for our Youth Works Program every year, so thank you very much. Youth Works has been one of the most successful Summer Jobs Programs in the nation and that is due to creativity and innovation. This year more than 5,200 youth and uh -- young adults were offered Youth Works Summer jobs with the private sector, not-for-profit, City and State government employers across the city, and some of the placements were even outside of the city. Uh -- Three hundred and eighty of those youth workers were employed as a direct result of our Hire One Youth Initiative, which I launched last year with -- and continued this year with the help of the Greater Baltimore Committee's, President, Don Frye, and a team of business leaders who understood their role as business leaders is to help form uh -- the next generation workforce and take that very seriously. Uh

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-- they encourage businesses to hire um -- job-ready Youth Works participants, and I'm very pleased to announce that 100 young people uh -- hired this Summer through the Hire One Youth performed so well that their work assignments were extended beyond the six-week program, and 37 of those 100 employees have been hired as regular uh -- employees of the companies. I think that's something to be proud of. I want to thank all of our local employers and the business leaders who supported Hire One this year; Don Frye, I want to thank him for his collaboration and his leadership and uh, his efforts to encourage businesses to help us prepare the next generation workforce. Stay tuned this Fall when we work on our Hire One uh -- Youth Campaign for next Summer. Thank you very much."

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

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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.

Department of Transportation - TR 14007, Resurfacing
Highways at Various
Locations, Sector III
BIDS TO BE RECV'D: 09/04/13
BIDS TO BE OPENED: 09/04/13

Department of Transportation - TR 14009, Conduit System
Reconstruction at Various
Locations, Citywide (JOC)
BIDS TO BE RECV'D: 09/04/13
BIDS TO BE OPENED: 09/04/13

Department of Transportation - TR 14010, Conduit System
Reconstruction for Urgent
Needs at Various Locations
City (JOC)
BIDS TO BE RECV'D: 09/18/13
BIDS TO BE OPENED: 09/18/13

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Bureau of Water and
Wastewater

- SC 932, Improvements to Lower Gwynns Run Interceptor - Phase II from Franklin Street To Baltimore Street

BIDS TO BE RECV'D: 09/11/13

BIDS TO BE OPENED: 09/11/13

Bureau of Water and
Wastewater

- SC 934, High Level Interceptor Cleaning

BIDS TO BE RECV'D: 09/18/13

BIDS TO BE OPENED: 09/18/13

Bureau of Purchases

- B50003100, Hook Lift Trucks

CANCELLED

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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 14006, Resurfacing
Highways at Various
Locations, Sector II

M. Luis Construction Co., Inc.
P. Flanigan & Sons, Inc.

Bureau of Water and - SC 875, Rehab of Southwest
Wastewater Diversion Pressure/
Gravity Sewer-Phase III

Instituform Technologies, LLC
Spiniello Infrastructure Worldwide

Department of General - GS 13807, MECU Building
Services Window Replacement
Replacement

JAK Construction Co., Inc.
JLN Construction Services, LLC

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Department of Recreation and Parks - RP 13809, Federal Hill Playground

Allied Contractor's, Inc.
Bensky Construction Co., Inc.
P. Flanigan & Sons, Inc.
Hawkeye Construction
DSM Properties, LLC

Bureau of Purchases - B50003032, Rollout Containers with RFID

Cascade Engineering, Inc.
IPL
Toter, LLC
Rehrig Company
Otto Environmental Systems
(NC), LLC

Bureau of Purchases - B50003047, Smoke Alarms

Universal Security Instruments,
Inc.
Business Services
HD Supply
eAccess Solutions
Fastenal
Oil Field Components, Inc.
W.W. Grainger

Bureau of Purchases - B50003073, Road Service for Cars, Trucks & Heavy Equipment

Frankford Towing
TLC Auto Barn, Inc.

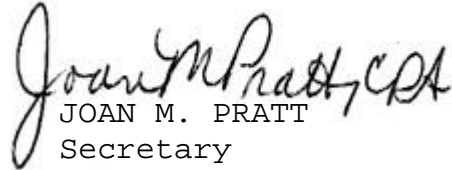
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- Bureau of Purchases - B50003094, STIHIL
Landscaping Equipment
and Replacement
- BMR, Inc.
Liberty Discount Lawn
Equipment & Appliances, Inc.
Security Equipment Company
- Bureau of Purchases - B50003094, Pavement
Restoration for Patterson
Park
- Civil Construction
P. Flanigan & Sons, Inc.
M&F Construction
- Bureau of Purchases - B50003097, Moving
Services for the Lead
Abatement Program
- Allen & Son Moving
Storage, Inc.
Walters Relocation, Inc.
Xpress Movers, LLC
- Bureau of Purchases - B50003108, Revolution
Traffic Cones
- Custom Products Corporation
Safeware, Inc.
Mill Supply Company
National Capitol Industries
MGA Emblem Co.
District Safety Products, Inc.

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There being no objections, the Board UPON MOTION duly made and seconded, the Board adjourned until its next regularly scheduled meeting on Wednesday, September 4, 2013.


JOAN M. PRATT
Secretary