

## MINUTES

REGULAR MEETING

Honorable Bernard C. "Jack" Young, President  
Honorable Stephanie Rawlings-Blake, Mayor  
Honorable Joan M. Pratt, Comptroller and Secretary  
George A. Nilson, City Solicitor  
Alfred H. Foxx, Director of Public Works  
David E. Ralph, Deputy City Solicitor  
Ben Meli, Deputy Director of Public Works  
Bernice H. Taylor, Deputy Comptroller and Clerk

The meeting was called to order by the President.

President: "I will direct the Board members attention to the memorandum from my office dated September 23, 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 is adopted. I would like to um -- recognize Council Vice-President Ed Reisinger, who has joined us. Thank you, Ed."

**MINUTES**

Mayor's Office of Information Technology - Payment of Invoice

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize payment of the April 16, 2013 invoice from Elantech Software Engineering Solutions (Elantech) for the SAGE Broadband Services.

**AMOUNT OF MONEY AND SOURCE:**

\$10,000.00 - 6000-603013-8331-711800-603026

**BACKGROUND/EXPLANATION:**

Elantech provided a software package that tracks, maps and graphs the City's fiber optic resources throughout Baltimore City. The software has additional features as well like the ability to forecast costs associated with installing new fiber. However, its main purpose is to provide an accurate assessment of where the fiber is located within the City. This was a two part project to be closed out in FY13. The first part of the project was approved and paid in FY13. However, the payment request for the second part was missed. Elantech is due \$10,000.00.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized payment of the April 16, 2013 invoice from Elantech Software Engineering Solutions for the SAGE Broadband Services.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a grant agreement with the Governor's Office of Crime Control and Prevention (GOCCP) for professional services. The period of the agreement is July 1, 2013 through June 30, 2014.

**AMOUNT OF MONEY AND SOURCE:**

\$96,974.00 - 4000-809114-6331-456000-404001

**BACKGROUND/EXPLANATION:**

This grant is for MOED to provide services to males who are on electronic monitoring/community detention, or have been released to their parents while awaiting their court hearing. These services are to include gender specific programming with a focus on the needs of young men in the areas of mental health, educational, social and career development.

The funding level payable to MOED under this award will not exceed \$96,974.00 of Federal funds.

This award was delayed in its presentation to the Board due to late notification of approval from the grantor.

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the grant agreement with the Governor's Office of Crime Control and Prevention for professional services.

**MINUTES**

Mayor's Office of - Amendment No. 2 to Agreement  
Employment Development (MOED)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of amendment no. 2 to agreement with Second Chance, Inc. for professional services. The amendment extends the period of the agreement through December 31, 2013.

**AMOUNT OF MONEY AND SOURCE:**

\$44,150.00 - 4000-807513-6312-465905-603051  
4000-806713-6312-465905-603051  
4000-809413-6312-653505-603051  
1001-000000-6331-472715-603051

**BACKGROUND/EXPLANATION:**

On February 27, 2013, the Board approved an agreement between the MOED and Second Chance, Inc. On June 12, 2013, the Board approved amendment no. 1 to the agreement which extended the agreement for three months to September 30, 2013. The purpose of this amendment no. 2 to agreement is to extend the agreement three additional months.

Under the agreement Second Chance, Inc. will provide participants with job search skills that will enable them to obtain employment in the deconstruction, construction and business industry. The training will also include learning safety requirements, deconstruction tool usage, health hazard recognition and prevention, and management of salvaged materials.

**MINUTES**

MOED - cont'd

The funding level of amendment no. 2 to the agreement will not exceed \$44,150.00. The funds will be drawn from four accounts - General Funds, the Department of Labor WIA Adult Funds, the Department of Labor WIA Dislocated Funds, and the Department of Labor Juvenile Justice Corps Funds.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of amendment no. 2 to agreement with Second Chance, Inc. for professional services.

**MINUTES**

Mayor's Office of - Ratification and  
Employment Development (MOED) Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify the services provided, and approve and authorize payment of outstanding invoices to the Maryland Department of Mental Health and Hygiene/Division of Vital Records. The period of the invoices is October 2011 through March 2013.

**AMOUNT OF MONEY AND SOURCE:**

\$5,688.00 - 5000-804813-6396-459405-603055

**BACKGROUND/EXPLANATION:**

The Division of Vital Records provided certified copies of Birth Certificates to MOED for program participants in MOED's Re-Entry Center @ Northwest Career Center. In 2011, the vendor, Division of Vital Records, was informed that all invoices should be sent directly to the Baltimore City Bureau of Accounting and Payroll Services (BAPS). The Division of Vital Records continued to submit invoices directly to MOED in spite of being told that the City policy does not allow payment via submission to the agency.

MOED needs the Certified Birth Certificates to assist the ex-offender population with job readiness and employment.

As a result the Division of Vital Record's failure to properly submit the invoices in a timely manner, Board approval is required. All future invoices from the Division of Vital Records will be submitted to BAPS.

**MINUTES**

MOED - cont'd

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board ratified the services provided, and approved and authorize payment of outstanding invoices to the Maryland Department of Mental Health and Hygiene/Division of Vital Records.

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

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

ARC Services	\$ 1,500,000.00
AM-Liner East, Inc.	\$ 1,500,000.00
Bruce-Merrilees Electric Company	\$154,476,000.00
Chamberlain Contractors, Inc.	\$ 8,000,000.00
Comer Construction, Inc.	\$ 8,000,000.00
Control Roofing & Sheet Metal Corporation	\$ 8,000,000.00
Environmental Quality Resources, LLC	\$ 8,000,000.00
Gray & Son, Inc.	\$105,156,000.00
Harnden Group, LLC	\$ 2,000,000.00
Work Capacity Rating Underwritten by Blanket Guarantee of \$2,000,000.00 from the Parent Corporation Blooming Glen Contractors, Inc.	
JLN Construction Services, LLC	\$ 8,000,000.00
L. E. Blue & Associates, Inc.	\$ 1,500,000.00
Long Fence Company, Inc.	\$109,926,000.00
Pioneer Contracting Co., Inc.	\$ 1,500,000.00
PipeWay Energy Construction, Inc.	\$ 1,500,000.00
Road Safety, LLC	\$ 1,500,000.00
SEH Excavating, Inc.	\$ 8,000,000.00
SGK Contracting, Inc.	\$ 1,500,000.00
SECA Underground Corporation	\$ 1,422,000.00
Simpson of Maryland, Inc.	\$ 8,000,000.00
Skyline Construction Services, Inc.	\$ 324,000.00
Southern Maryland Cable, Inc.	\$ 1,500,000.00
William T. King, Inc.	\$ 1,500,000.00

**A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART FOR LONG FENCE COMPANY, INC..**

The Board of Estimates received and reviewed Ms. Trueheart's protest. As Ms. Trueheart does not have a specific interest



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

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.

2. Prequalification of Architects and Engineers

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

AMEC Environmental & Infrastructure, Inc.	Engineer
Dewberry Engineers, Inc.	Engineer
Hanover Land Services, Inc.	Engineer Land Survey
Koffel Associates, Inc.	Engineer
Soltesz, Inc.	Landscape Architect Engineer Land Survey
Spear/Votta & Associates, 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. The Comptroller **ABSTAINED** on the contractor, L. E. Blue & Associates, Inc. (under Item no. 1)

# Kim A. Trueheart

September 24, 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 a complete failure to provide transparent communications about priorities and outcomes.

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. Page 6, BOARDS AND COMMISSIONS - Prequalification of Contractors Long Fence Company, Inc. \$109,926,000.00, if approved:
    - i. This action demonstrates the clear need for cogent, value-based decision criteria for retaining or disqualifying vendors who fail to satisfactorily conform with the WMBOO administrative policy, procedures and/or the LAW;
    - ii. Last week a contract to this company was NOT renewed because of its failure over the past 10 years to comply with WMBOO administrative policy, procedures and/or the LAW;
    - iii. The sanctions and penalties for noncompliance should NOT be to receive approval for increased contract participation as this action will do;
  - b. This vendor should NOT be approved for Prequalification for at least 6 months to one year.
3. How the protestant will be harmed by the proposed Board of Estimates' action: This action presents an opportunity for the City to provide a fair and equitable competitive opportunity for small and minority business benefit from municipal expenditures; however those responsible continue to fail to make the appropriate decisions to achieve that end. The continued mismanagement of major projects by City agencies is disgracefully wasteful and lacking innovative outcomes that generate equity for small and minority businesses.
4. The remedy I seek and respectfully request is that item be removed from this Prequalification list until appropriate sanctions and/or penalties are instituted for companies that are found in non-compliance with WMBOO administrative policy, procedures and/or the LAW.

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

Sincerely,  
Kim Trueheart, Citizen & Resident

Email: [ktrueheart@whatfits.net](mailto:ktrueheart@whatfits.net)  
5519 Belleville Ave  
Baltimore, MD 21207

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Bureau of Purchases

3. B50003073, Road 1<sup>st</sup> Call

Service for Cars, The Auto Barn, Inc. \$700,000.00 Trucks, & Heavy

Equipment 2<sup>nd</sup> Call Frankford Towing, Inc. \$200,000.00

**\$900,000.00**

(Dept. of General Services, Fleet Management)

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

1<sup>st</sup> Call - The Auto Barn, Inc.

**MBE:** Hopkins Fuel Oil Co., LLC 5%

2<sup>nd</sup> Call - Frankford Towing, Inc.

**MBE:** Hopkins Fuel Oil Co., LLC 5%

**MWBOO FOUND VENDORS IN COMPLIANCE.**

**MINUTES**

Department of General Services - Developer's Agreement No. 1289-A

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of developer's agreement no. 1289-A with My Son Development, LLC, developer.

**AMOUNT OF MONEY AND SOURCE:**

\$112,858.00

**BACKGROUND/EXPLANATION:**

The developer would like to install new conduit duct bank to its proposed construction located at 415 North Washington Avenue. This developer's agreement will allow the organization to do its own installation, in accordance with Baltimore City standards.

An Irrevocable Letter of Credit in the amount of \$112,858.00 has been issued to My Son Development, LLC which assumes 100% of the financial responsibility.

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of developer's agreement no. 1289-A with My Son Development, LLC, developer.

**MINUTES**Department 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. 2501 Foster Ave.	Christopher D. Heaney	Garage extension 15' x 32"

Annual Charge: \$139.65

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 permit.

MINUTES

EXTRA WORK ORDERS AND TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders and Transfers of Funds

listed on the following pages:

3793 - 3795

All of the EWOs had been reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

The Transfer of Funds was approved

SUBJECT to receipt of a favorable report

from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

MINUTES

EXTRA WORK ORDERS

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

Department of Transportation

1. EWO # 003, \$47,241.66 - TR 08310, Rehabilitation of Central Avenue & Storm Drain: Eastern Avenue to E. Madison Street  

<u>\$27,776,125.47</u>	<u>\$97,482.24</u>	Monumental Paving & Excavating, Inc.	-	-
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2. EWO # 021, \$45,669.60 - TR 10005, Uplands Redevelopment: Mass Grading & Infrastructure  

<u>\$18,279,447.78</u>	<u>\$1,644,506.19</u>	Monumental Paving & Excavating, Inc.	-	-
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3. EWO # 001, \$86,732.00 - TR 12007, Demolition of Pratt Street Bridges: Charles & Gay Streets  

<u>\$1,265,282.00</u>	Bensky Construction Co., LLC	30	-	
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4. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<b>\$86,732.00</b>	9950-903338-9509	9950-909632-9527
Other	Constr. Res.	Pedestrian Bridge
	Light Rail System	Hyatt Garage

This transfer will cover the costs associated with Change Order No. 1, Project No. TR 12007, Demolition of Pratt Street Bridges: Charles & Gay Streets, for Bensky Construction Company, LLC.

5. EWO # 006, \$64,983.32 - TR 10319, York Road Rehabilitation from 43rd Street to Glenwood Avenue  

<u>\$2,783,413.10</u>	<u>\$48,459.39</u>	P. Flanigan & Sons, Inc.	-	-
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MINUTES

EXTRA WORK ORDERS

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

Department of Transportation

6. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 27,304.68 GF(HUR)	9950-903550-9509 Constr. Res. Neighborhood Street Reconstruction	
134,618.20 FED	9950-944002-9507 Highway Reserve for Closeouts	
11,730.99 State Constr. Rev.	" "	
<u>\$173,653.87</u>	-----	9950-903460-9508-2 Contingencies York Road Rehabili- tation from 43 <sup>rd</sup> Street to Glenwood Avenue

This transfer will cover the deficit and fund the costs associated with Change Order No. 6 to Project TR 10319, York Road Rehabilitation from 43<sup>rd</sup> Street to Glenwood Avenue for P. Flanigan & Sons, Inc.

Bureau of Water and Wastewater

7. EWO # 049, \$0.00 - W.C. 1164, Towson Finished Water Reservoir Cover and Miscellaneous Repairs			
\$18,393,000.00	\$967,380.49	Whiting-Turner Contracting Co., Inc.	33CCD 74



## MINUTES

EXTRA WORK ORDERS

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

Bureau of Water and Wastewater - cont'd

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|----|---|-----------------|-------|----|
| 8. | EWO # 050, \$0.00 - W.C. 1164, Towson                     | Finished Water  |       |    |
|    | <u>Reservoir Cover and Miscellaneous Repairs</u>          |                 |       |    |
|    | \$18,393,000.00 \$967,380.49                              | Whiting-Turner  | 8CCD  | 74 |
|    |   | Contracting     |       |    |
|    |   | Co., Inc.       |       |    |
| 9. | EWO # 030, \$0.00 - W.C. 1168, Deer Creek Pumping Station |                 |       |    |
|    | <u>Improvements</u>                                       |                 |       |    |
|    | \$23,320,000.00 \$728,353.47                              | Ulliman Schutte | 60CCD | 96 |
|    |   | Construction    |       |    |
|    |   | LLC             |       |    |

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

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

The Board is also requested to grant a waiver/exception from the AM 203-3 policy which allows a maximum of 30 days of sick leave transfer to grant an additional 66 days for a total of 96 days due to the extensive time frame needed for a full recuperation.

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

<u>NAMES</u>	<u>DAYS</u>	<u>NAMES</u>	<u>DAYS</u>
Carolyn Harnick	5	Eunice Anderson	3
Devon Ellis	1	Carolyn Delly	2
Carol McNeill	5	Susan Pluhar	2
Nyilah Covington	3	Sonia Alcantara-Antoine	1
Veronica Young	2	Marilyn Hage	5
Nathaniel Smith	5	Anne Stepney	1
Jack Kinsella	1	Eva Slezak	5
Zandra Campbell	1	Kathleen Fay	3
Elizabeth Williams	2	Judy Cooper	5
Alprescia Rivers	5	Dwayne Armstead	5
Katherine Durner	3	John Richardson	1
Kennard Hopkins	5	Julia Johnson	5
Faith Edmonds	5	Monica Bobbitt	5
Lorraine Godfrey	5	Marilyn Smith-Brown	1
Stuart Ragland	1	<b>TOTAL</b>	<b>96</b>
Ellen Riordan	1		
Yvonne Patillo	2		

**APPROVED FOR FUNDS BY FINANCE.**

**THE LABOR COMMISSIONER RECOMMENDED APPROVAL.**

**MINUTES**Enoch Pratt Free Library - cont'd

UPON MOTION duly made and seconded, the Board approved the transfer of Life-To-Date sick leave days from the listed City employees to the designated employee, Sylvia Coker. The Board also granted a waiver/exception from the AM 203-3 policy which allows a maximum of 30 days of sick leave transfer to grant an additional 66 days for a total of 96 days due to the extensive time frame needed for a full recuperation.

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

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development - Option</u>			
1. Stephen F. Burt	1825 Etting St.	F/S	\$20,400.00

Funds are available in account no. 9910-908044-9588-900000-704040, AG Demolition Project.

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

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

**MINUTES**Baltimore Development Corporation - Lease Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a lease agreement with the Health Department for a portion of the City-owned property located at 7 East Redwood Street consisting of 15,821 total sq. feet (7,760 sq. ft. on the 2<sup>nd</sup> and 3<sup>rd</sup> floors each and 481 sq. ft. in the sub-basement storage area). The period of the lease agreement is November 1, 2013 through December 31, 2018.

**AMOUNT OF MONEY AND SOURCE:**

	<u>Monthly Rent</u>	<u>Annual Rent</u>
Nov. 1 - Dec. 31, 2013	Free	Free
Jan. 1 - Dec. 31, 2014	\$16,738.58	\$200,863.00
Jan. 1 - Dec. 31, 2015	\$17,240.74	\$206,888.89
Jan. 1 - Dec. 31, 2016	\$17,757.96	\$213,095.56
Jan. 1 - Dec. 31, 2017	\$18,290.70	\$219,488.42
Jan. 1 - Dec. 31, 2018	\$18,839.42	\$226,073.08

**BACKGROUND/EXPLANATION:**

The Health Department will use the premises for administrative offices and storage. The landlord will perform no tenant improvements.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the lease agreement with the Health

**MINUTES**

Baltimore Development Corporation - cont'd

Department for a portion of the City-owned property located at 7 East Redwood Street consisting of 15,821 total sq. feet (7,760 sq. ft. on the 2<sup>nd</sup> and 3<sup>rd</sup> floors each and 481 sq. ft. in the sub-basement storage area).

**MINUTES**Baltimore Development Corporation - Office Lease Agreements**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the office lease agreement at Business Center @ Park Circle, located at 2901 Druid Park Drive with the below listed organizations:

	<u>Monthly Rent</u>	<u>Annual Rent</u>
1. <b>TUSKEGEE ENTERPRISES, LLC</b>	\$1,054.44	\$12,653.35

Tuskegee Enterprises, LLC will lease office space consisting of 754 sq. ft. located in Suite 302. The organization is a mortgage banking and financial services company that specializes in Reverse Mortgages. The period of the lease agreement is effective upon Board approval through August 31, 2014, with one 1-year renewal option. The base rent will increase annually by an amount equal to 4% of the base rent of the previous 12 month period.

2. <b>C H FAIRFAX COMPANY</b>	\$ 450.00	\$5,400.00
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The C H Fairfax Company will lease office space consisting of 406 sq. ft. located in Suite 205. The organization is a publishing company and will use the premises for general office purposes. The period of the lease agreement is effective upon Board approval through August 31, 2016, with one 3-year renewal option. The base rent will increase annually by an amount equal to 4% of the base rent of the previous 12 month period.

## MINUTES

BDC - cont'd

	<u>Monthly Rent</u>	<u>Annual Rent</u>
3. <b>CHI ETA PHI SORORITY, INC./ GAMMA CHAPTER</b>	\$ 304.16	\$3,649.90

Chi Eta Phi Sorority, Inc. will lease office space consisting of 173 sq. ft. located in Suite 202E. The organization is a non-profit nursing sorority that was founded in 1944 and will use the premises for offices and for maintaining the organization's historical information for members. The period of the lease agreement is effective upon Board approval through August 31, 2014, with one 1-year renewal option. The base rent will increase annually by an amount equal to 4% of the base rent of the previous 12 month period.

4. <b>CONTROL POWER, INC.</b>	\$ 315.20	\$3,782.40
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Control Power, Inc. will lease office space consisting of 189 sq. ft. located in Suite 202-D. The organization is an electrical contractor. The period of the lease agreement is effective upon Board approval through August 31, 2014, with one 1-year renewal option. The base rent will increase annually by an amount equal to 4% of the base rent of the previous 12 month period.

5. <b>MARYLAND HEALTH CARE RESOURCES, INC.</b>	\$ 1,406.08	\$16,872.96
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Maryland Health Care Resources, Inc. will lease office space and warehouse space consisting of 1,472 sq. ft. The office space will consist of 872 sq. ft. located in Suite A102 and the warehouse space will consist of 600 sq. ft. located in Suite C102B. The organization is a health-based organization that provides health care resources and



**MINUTES**

BDC - cont'd

equipment to individuals, hospitals, nursing homes and other healthcare institutions. The period of the lease agreement is effective upon Board approval through August 31, 2014, with one 2-year renewal option. The base rent will increase annually by an amount equal to 4% of the base rent of the previous 12 month period.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the office lease agreement at Business Center @ Park Circle, located at 2901 Druid Park Drive with the above-below organizations. The Comptroller **ABSTAINED** on item no. 1.

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

3805 - 3806

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

**MINUTES****TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNTS</u>
<u>Department of Housing and Community Development</u>		
1. \$ 200,000.00 31 <sup>st</sup> CDB	9910-930004-9587 Urgent Demolition Reserve	9910-913074-9588 Urgent Demolition
50,000.00 General Funds Revenue	9910-930004-9587 Urgent Demolition Reserve	9910-913074-9588 Urgent Demolition
2,100,000.00 31 <sup>st</sup> CDB	9910-914983-9587 Demolition of Blight Structures Reserve	9910-917983-9588 Demolition of Blight Structures
574,000.00 39 <sup>th</sup> CDB <u>\$2,924,000.00</u>	9994-915983-9587 Demolition of Blight Structures Reserve	9994-916983-9593 Demolition of Blight Structures

This transfer will provide appropriations to the Citywide demolition programs as stated in the FY 2014 Ordinance of Estimates.

Department of Transportation

2. \$ 70,000.00 Federal	9950-902942-9509 Constr. Reserve Argonne Drive Bridge over Herring Run	9950-903942-9506 Argonne Drive Bridge
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This transfer will move the appropriation from the inactive project account to the new account for Project "Rehabilitation of Argonne Drive Bridge over Herring Run", in order to close the project.

**MINUTES****TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNTS</u>
<u>Mayor's Office of Human Services</u>		
3. <b>\$1,000,000.00</b> 30 <sup>th</sup> Comm.	9910-902977-9587 Unallocated Reserve	9910-903977-9588 Service Enriched Temp Housing

This transfer will provide funds to the Department of General Services for design and renovation of a City-owned building located at 4601 E. Monument Street for use as an overflow Homeless Shelter. This project is necessary to provide shelter for the homeless who cannot receive care at 620 Fallsway due to its capacity limits.

**MINUTES**Department of Planning - Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with Moffatt & Nichol. The period of the agreement is effective upon Board approval through September 14, 2014, unless terminated sooner.

**AMOUNT OF MONEY AND SOURCE:**

\$10,000.00	-	9905-922004-9188-900000
25,000.00	-	5000-518412-1871-187400
<b>\$35,000.00</b>		

**BACKGROUND/EXPLANATION:**

The City of Baltimore wishes to address the physical impact of sea level rise and develop mitigation and preparedness procedures to counteract predicted changes by initiating the Disaster Preparedness and Planning Project (DP3). This represents the first step in providing the City with a comprehensive plan to address existing and future impacts of climate change. The DP3 provides a unified strategy for both hazard mitigation and climate adaptation, supports Baltimore's sustainability goals, and focuses on building resilience. Additionally, it will act as a foundation for the City's long-term strategy, which utilizes risk-based decision-making to reduce damage to lives, property, and the economy from future disasters.

Moffatt & Nichol is being retained to provide a more detailed analysis of high risk facilities and one heavily impacted community, to serve as the foundation for specific actions in these areas to improve disaster preparedness as recommended in the Disaster Preparedness Project.

**MINUTES**

Department of Planning - cont'd

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with Moffatt & Nichol.

**MINUTES**

Department of Planning - Pre-Disaster Mitigation Grant Extension

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a one-year, no-cost grant extension. The Pre-Disaster Mitigation Grant Extension extends the period of performance through September 30, 2014.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On April 11, 2012, the Board approved a grant agreement with the Maryland Emergency Management Agency. The grant provided funding so the City can update its All Hazard Mitigation Plan, as required by the Disaster Mitigation Act of 2000. This Plan identifies mitigation measures that must be implemented during the immediate recovery from natural disasters. The grant is set to expire on September 30, 2013. However, this request will extend the grant's period of performance to September 30, 2014.

**AUDITS NOTED THE TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board approved the one-year, no-cost grant extension.

**MINUTES**

Bureau of the Budget and - General Fund Appropriation  
Management Research                      Transfer

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a general fund appropriation transfer to the States Attorney (Service 115: Prosecution of Criminals).

**AMOUNT**

\$160,000.00  
 General Funds

**SOURCE:**

General Services - Service 731,  
 Facilities Management

**BACKGROUND/EXPLANATION:**

This general fund transfer will provide funding for two Assistant State's Attorney positions. These Assistant State's Attorneys will be detailed to the U.S. Attorney's Office to assist in the investigation and federal prosecution of violent criminals. The sum of \$160,000.00 contained in the Fiscal 2014 Ordinance of Estimates to the Department of General Services (Service 731) is not needed for the purpose for which it was appropriated.

UPON MOTION duly made and seconded, the Board approved the general fund appropriation transfer to the States Attorney (Service 115: Prosecution of Criminals). The President

**ABSTAINED.**



**MINUTES**

Bureau of the Budget and - Supplementary General Fund  
Management Research Operations Appropriation

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a supplementary General Fund operation appropriation to the Mayoralty-Related: Art and Culture Grants - Service 824, Events Culture and Film.

**AMOUNT****SOURCE:**

\$250,000.00

Billboard tax revenues  
824 Events Culture & Film

**BACKGROUND/EXPLANATION:**

The Fiscal 2014 billboard tax revenues are expected to exceed the budgeted amount. This surplus revenue could not have been anticipated when the Ordinance of Estimates for Fiscal 2014 was formulated. These funds will be utilized to establish the Creative Baltimore Fund that will provide small grants to local non-profits and artists to provide community-based cultural programming. The Creative Baltimore Fund will be administered and monitored by the Baltimore Office of Promotion and the Arts.

UPON MOTION duly made and seconded, the Board approved the supplementary General Fund operation appropriation to the Mayoralty-Related: Art and Culture Grants - Service 824, Events Culture and Film. The Mayor **ABSTAINED**. The President **ABSTAINED**.

**MINUTES**

Health Department - Notification of Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a grant award from the Department of Health and Human Services, Center for Disease Control and Prevention (CDC), National Center for HIV, Viral Hepatitis, STDs and TB Prevention. The period of the grant award is September 30, 2013 through September 29, 2014.

**AMOUNT OF MONEY AND SOURCE:**

\$160,000.00 - 4000-422614-3030-271500-404001

**BACKGROUND/EXPLANATION:**

This grant will provide funds to assure the Sexually Transmitted Disease (STD) data collections in the Baltimore region meets nationally defined goals. The project's director represents the Department on national network conference calls, during CDC visits, and at all collaborators meetings throughout the year.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the grant award from the Department of Health and Human Services, Center for Disease Control and Prevention, National Center for HIV, Viral Hepatitis, STDs and TB Prevention.

**MINUTES**

Health Department - Employee Expense Statement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the expense statement for Elissa James for the month of June 2013 for mileage.

**AMOUNT OF MONEY AND SOURCE:**

\$128.82 - 5000-533513-3044-273300-603002

**BACKGROUND/EXPLANATION:**

Ms. James submitted her expense statement within the required time frame however, the document was accidently attached to another document and was not submitted to the appropriate parties for signature on time.

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

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the expense statement for Elissa James for the month of June 2013 for mileage.

**MINUTES**

Health Department - Employee Expense Statement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the expense statement for Nichole Pope for the month June 2013 for mileage and tolls.

**AMOUNT OF MONEY AND SOURCE:**

\$81.60 - 5000-532813-3044-273300-603002  
6.00 - 5000-532813-3044-273300-603003  
\$87.60

**BACKGROUND/EXPLANATION:**

Ms. Pope submitted her expense statement within the required time frame however, the document was accidentally attached to another document and was not submitted to the appropriate parties for signature on time.

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

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the expense statement for Nichole Pope for the month June 2013 for mileage and tolls.

**MINUTES**

Health Department - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize an expenditure of funds to purchase gift cards from the Rite Aid Corporation as incentives for the Needle Exchange Program (NEP).

**AMOUNT OF MONEY AND SOURCE:**

\$2,935.00 - 587 Rite Aid gift cards @ \$5.00 each  
3,000.00 - 300 Rite Aid gift cards @ \$10.00 each  
\$5,935.00 - 5000-521114-3023-274000-604051

**BACKGROUND/EXPLANATION:**

One \$5.00 gift card will be given to NEP clients as an incentive for taking the HIV/STD test and a \$10.00 gift card will be given to clients for participating in various surveys conducted by NEP to determine the effectiveness of the Needle Exchange, Staying Alive Program (overdose prevention) and the Wound Care Programs.

The NEP adheres to all policies associated with the usage of incentive cards and has sufficient procedures in place to address the safeguarding and accountability of incentives purchased.

The Department has 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 recipient, 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

**MINUTES**

Health Department - cont'd

internal policy, which will be shared with the Department of Audits. This policy has been reviewed by both the Solicitor's Office and by 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.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized the expenditure of funds to purchase gift cards from the Rite Aid Corporation as incentives for the Needle Exchange Program.

**MINUTES**

Health Department - Three-Month Advance of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize a three-month advance of funds to HealthCare Access Maryland. The period of the agreement is July 1, 2013 through September 30, 2013.

**AMOUNT OF MONEY AND SOURCE:**

\$447,565.00 - 4000-421114-3080-294600-603051  
284,429.00 - 4000-421014-3080-294600-603051  
**\$731,994.00**

**BACKGROUND/EXPLANATION:**

The advance of funds will allow the organization to provide continuity of care for the Administrative Care Coordination (ACC) and Pregnant Women and Children (PWC) Eligibility determination for the Maryland's Children Health Program (MCHP), while scope of services and budgets are being reviewed and approved for the current program year.

On September 4, 2013, the Board approved the 2014 Unified Funding Document from the Department of Health and Mental Hygiene which lists the approved base award to the Department for the month beginning July 1, 2013, for a total of \$41,159,997.00. The amount of the ACC grant is \$3,505,500.00 and the amount for the MCHP grant is \$1,759,327.00.

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

UPON MOTION duly made and seconded, the Board approved and authorized the three-month advance of funds to HealthCare Access Maryland.

**MINUTES**Health Department - Agreements

The Board is requested to approve and authorize execution of the various agreements. The period of the agreement is July 1, 2013 through June 30, 2014.

1. **CHASE BREXTON HEALTH SERVICES, INC.** **\$ 78,000.00**

Account: 4000-424514-3023-599628-603051

The organization will provide HIV Treatment Adherence services for the Ryan White Part B Program. Services will include improving patient adherence to the prescribed treatment regimen by providing education, addressing barriers to care and monitoring patient adherence to appointments and medication regimens.

**MWBOO GRANTED A WAIVER.**

2. **CHASE BREXTON HEALTH SERVICES, INC.** **\$ 67,542.00**

Account: 4000-424514-3023-599618-603051

The organization will provide on-going HIV Medical Case Management services for the Ryan White Part B Program to meet the psychosocial needs of HIV positive patients receiving medical services.

**MWBOO GRANTED A WAIVER.**

3. **CHASE BREXTON HEALTH SERVICES, INC.** **\$320,585.00**

Account: 4000-424514-3023-599603-603051

The organization will provide HIV Ambulatory Primary Care services for the Ryan White Part B Program. Services include providing comprehensive HIV primary medical care to maximize the quality of life for HIV positive residents of Baltimore City.

**MWBOO GRANTED A WAIVER.**



**MINUTES**Health Dept. - cont'd

4. **CHASE BREXTON HEALTH SERVICES, INC.** **\$ 50,508.00**

Account: 4000-424514-3023-599616-603051

The organization will provide Ryan White B-Minority Aids Initiative Outreach and continue to coordinate the care of HIV infected inmates and provide linkage and referral services to HIV medical care, case management, housing and drug treatment services.

**MWBOO GRANTED A WAIVER.**

The agreements are late because the Infectious Disease and Environmental Health Administration (IDEHA) programmatically manages Ryan White Part B services. The IDEHA selects the providers through a competitive Request for Proposal process. The providers are asked to submit a budget, budget narrative, and scope of services. The Health Department thoroughly reviews the entire package before preparing a contract and submitting it to Board. These budgets are often revised because of inadequate information from the providers. This review process is required to comply with the grant agreements.

5. **UNIVERSITY OF MARYLAND, BALTIMORE** **\$ 72,942.00**

Account: 4000-423113-3150-275300-603051

The University will assist the Department with organizing and developing emergency planning capabilities for public health emergencies in Baltimore City as required by the Centers for Disease Control and Prevention, as grantor of the funds.

**MWBOO GRANTED A WAIVER.**

The agreement is late because of a delay in the completion of the required documentation.

**MINUTES**Health Dept. - cont'd

6. **NURSE FAMILY PARTNERSHIP** \$ 21,107.00  
**(NFP)**

Account: 4000-498814-3080-284000-603051

The NFP is an evidenced-based program developed on the basis of randomized controlled trial research to yield certain benefits for low-income, first-time mothers and their children. The NFP will continue to provide support, materials, supervisor training and access to the NFP Efforts to Outcomes (ETO) proprietary software to help the Health Department to implement the NFP program.

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

INTERGOVERNMENTAL AGREEMENT

7. **MARYLAND DEPARTMENT OF JUVENILE SERVICES** \$1,150,000.00

Account: 5000-518614-3160-308000-405001

Under the terms of this agreement the funds will be utilized to support the Operation Safe Kids (OSK) program. The OSK program provides case management to high risk youth and provides some support for their families as appropriate. Case management services include care coordination, individual family visits, education support, crisis intervention, and intensive court supervision.

The intergovernmental agreement is late because it was received on August 2, 2013.

**MINUTES**

Health Dept. - cont'd

RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP)

- |    |   |                |
|----|---|----------------|
| 8. | <b>THE CENTER FOR MORE ABUNDANT LIFE, INC./<br/>ABUNDANT LIFE TOWERS, I</b> | <b>\$ 0.00</b> |
| 9. | <b>HOUSING AUTHORITY OF BALTIMORE CITY</b>                                  | <b>\$ 0.00</b> |

The above-listed organizations will serve as volunteer stations for the RSVP. The RSVP has been funded since 1982 by the federal government. The Baltimore City Health Department was awarded a grant from the Corporation of National and Community Services to pay administrative staff to arrange volunteer work for persons 55 years of age and over.

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

- |     |   |                     |
|-----|---|---------------------|
| 10. | <b>PACT: HELPING CHILDREN WITH SPECIAL<br/>NEEDS, INC. (PACT)</b> | <b>\$ 46,124.00</b> |
|     | Accounts: 4000-427114-3080-294305-603051                          | \$ 24,130.00        |
|     | 4000-428214-3080-294305-603051                                    | \$ 21,994.00        |

PACT will provide Service Coordinators for the Baltimore Infants & Toddlers Program to assist children from birth to three years of age who are suspected of having developmental delay(s). PACT will also assist families in accessing a full range of early intervention services and/or create linkages with community agencies and institutions.

The agreement is late because of delays in the completion of required documentation.

**MINUTES**Health Dept. - cont'd

11. PACT: HELPING CHILDREN WITH SPECIAL NEEDS, INC. (PACT)		\$112,500.00
50 Visits	\$ 500.00 - Initial Case Management	\$ 25,000.00
100 Visits	\$ 275.00 - Individualized Family Service Plan (annual)	\$ 27,500.00
400 Visits	\$150.00 - On-going Case Management (visits)	\$ 60,000.00

Account: 4000-428214-3080-294391-603051

PACT will provide health-related early intervention/case management services for eligible patients in the Baltimore Infants & Toddlers Program, as related to the Maryland Medical Assistance Program.

The agreement is late because it was recently finalized.

**MWBOO GRANTED A WAIVER.**

**MINUTES**

Health Dept. - cont'd

GRANT AWARD AGREEMENT

12. **GOVERNOR'S OFFICE OF CRIME CONTROL AND PREVENTION (GOCCP)** **\$ 55,271.00**

Account: 5000-518714-3160-308000-405001

Under the terms of this grant from the GOCCP, the funds will be used to provide salary support for the Department's Operation Safe Kids Court (OSK Court) Program. This problem-solving court model targets Juvenile Justice System youth who are on probation and at-risk of out-of-home placement.

The OSK Court Program provides accountability and immediate response to the highest-risk youth who continue to exhibit delinquent behavior within the Department of Juvenile Justice Services Violence Prevention Initiative. This is achieved through intensive monitoring, case management, and regular court review hearings on a separate docket within the Baltimore City Juvenile Court.

The grant award agreement is late because it was recently received.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED EXCEPT FOR ITEMS 8 AND 9 AND HAD NO OBJECTION.**

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

MINUTES

PERSONNEL MATTERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

3825 - 3849

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 Comptroller **ABSTAINED** on item nos. 1-4.

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Employees' Retirement Services</u>		
1. <b>DEVEREAUX E. STERRETTE</b>		<b>\$15,000.00</b> (not to exceed)
2. <b>DORENE ROTHMANN</b>		<b>\$15,000.00</b> (not to exceed)
3. <b>DEBRA A. THOMAS</b>		<b>\$15,000.00</b> (not to exceed)
4. <b>EDWARD G. DANIELS</b>		<b>\$15,000.00</b> (not-to-exceed)

Account: 1001-000000-1220-147500-601009

The above-listed individuals will each continue to work as Disability Hearing Examiners for the ERS, the Fire & Police Employees' Retirement System (F&P), or the Elected Officials' Retirement System (EOS). Each of the Hearing Examiners will be responsible for adjudicating Retirement System disability and death benefit cases. The period of the agreement is effective upon Board approval through December 31, 2013.

Each of the Hearing Examiners will be paid at the rate as follows:

- \$75.00 per hour for time spent in meetings with other Hearing Examiners and associated administrative duties,
- a \$350.00 flat rate for all the ERS, the F&P, or the EOS disability and death claims for which a written decision is rendered by the Hearing Examiner,

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>ERS - cont'd</u>		
<ul style="list-style-type: none"> <li>• if a hearing is held to adjudicate the claim, a \$150.00 flat rate for all ERS, F&amp;P, or EOS disability and death claims for which a written decision is rendered by the Hearing Officer, and</li> <li>• if no hearing is held to adjudicate the claim, a \$50.00 flat rate for the execution of (i) forms approving the ERS, the F&amp;P, or the EOS disability and death claims application withdrawals, and (ii) forms ordering the continuance or discontinuance of reexamination of ERS, F&amp;P, or the EOS disability retirees.</li> </ul>		

Department of Planning

5. <b>KRISTIN BAJA</b>	\$30.00 (plus travel expenses in the amount of \$325.00)	<b>\$62,725.00</b>
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Account: 9905-922004-9188-900000-709009

Ms. Baja will work as a Climate Resilience Planner. She will be responsible for serving as the lead planner for prioritization and implementation of the City's Disaster Preparedness and Planning Project (DP3). She will facilitate the process of obtaining Community Rating System Certification, as well as developing new and enhancing existing educational materials to encourage citizen adoption of best management practices and behavioral changes to increase safety and limit personal loss. In addition, Ms. Baja will manage the connection of City Climate activities with initiatives from other international, state, regional, and private hazard and climate initiatives. She will collaborate with staff to develop and implement a combined Climate Action Plan,



**MINUTES****PERSONNEL**Hourly RateAmountDepartment of Planning - cont'd

Disaster Preparedness Plan, Sustainability Plan, community education and outreach campaign, conduct a cost benefit analysis of recommendations by looking at the net benefits, the best scale of response, and timing for implementation. The period of the agreement is October 1, 2013 through September 30, 2014.

Create the following two positions:

6.           74137 - City Planner II  
                   Grade: 113 (\$46,700.00 - \$65,500.00)  
                   Job No.: to be assigned by BBMR

              33683 - HR Assistant II  
                   Grade: 085 (\$34,562.00 - \$41,645.00)  
                   Job No.: to be assigned by BBMR

Cost: \$ 72,463.00 - 1001-000000-1871-187400-601001  
        56,653.00 - 1001-000000-1877-187400-601001  
        \$129,116.00

Police Department

7. **ANTHONY P. ARMETTA**           \$14.42                           **\$ 30,000.00**

Account: 1001-000000-2042-198100-601009

Mr. Armetta, retiree, will continue to work as a Contract Services Specialist I - Gun Offender Registration Unit. He will be responsible for registering convicted gun offenders into the Department's database updating information in the gun offender database using the Criminal Justice Information System (CJIS) and other information systems,

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Police Department</u> - cont'd		
and providing information to the Gun Trace Task Force for enforcement and follow-up. The period of the agreement is September 26, 2013 through September 25, 2014.		
8. JOHN M. SIMMONS	\$14.42	\$ 30,000.00
9. ERNEST M. COPPAGE	\$14.42	\$ 30,000.00

Account: 1001-000000-2042-198100-601009

The above-listed individuals will each work as Contract Services Specialist I's for the Court Liaison Unit. They will be responsible for contacting a list of officers for court who are needed by the Assistant State's Attorney. They will maintain dockets, supplies, coordinate with the State's Attorney Office all police officers court appearances, as well as ensuring and securing evidence from the Crime Lab for court cases. The period of the agreement is September 25, 2013 through September 24, 2014.

10. ROBERT H. ANDERSON JR.	\$14.42	\$ 30,000.00
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Account: 1001-000000-2042-198100-601009

Mr. Anderson will work as a Contract Services Specialist I assigned to the Education and Training Section. He will audit existing training to ensure compliance with current policy, author lesson plans and provide training.

11. DOROTHIA PARKER-JOHNSON	\$14.42	\$ 30,000.00
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Account: 1001-000000-2042-198100-601009

Ms. Parker-Johnson will continue to work as a Contract Specialist I - Court Liaison Unit. She will be responsible for contacting a list of officers for court needed by the

## MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Police Department</u> - cont'd		
<p>Assistant State's Attorney. She will check lists of defendants who may have open warrants and make arrests. She will also locate Drug Analysis reports needed by the Assistant State's Attorney.</p>		
12. SHARON F. ALSTON	\$14.42	\$ 30,000.00
Account: 1001-000000-2042-198100-601009		
<p>Ms. Alston, retiree, will continue to work as a Contract Services Specialist I - Application Investigation Section. She will be responsible for investigating applicants for hire as Police Officers, Cadets, and civilians. She will conduct local, state, and national records and warrant checks. She will investigate applicant references, conduct neighborhood canvases, interview applicants, and complete summary reports.</p>		
13. DARLENE A. TYSON-HILL	\$14.42	\$ 30,000.00
Account: 1001-000000-2042-198100-601009		
<p>Ms. Tyson-Hill will continue to work as a Contract Services Specialist I - Intelligence Section - CitiWatch. She will work as a liaison for the Department and the State's Attorney's Office. She will be responsible for CDs burned to evidence and ensure that videos for evidence are processed and/or handled accordingly. She will track shooting murder cases captured by Closed Circuit Television Video, update database of videos requested by subpoena for release, and work with districts to ensure that proper paperwork is filed by Officers.</p>		
14. THERESA A. ANDERSON	\$14.42	\$ 30,000.00
15. BARBARA A. DIAS	\$14.42	\$ 30,000.00

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Police Department</u> - cont'd		
16. <b>JOSEPH I MCMAHON, JR.</b>	\$14.42	<b>\$ 30,000.00</b>

Account: 1001-000000-2042-198100-601009

The above-listed retirees will work as Contract Services Specialist I's - Evidence Control Unit. They will be responsible for receiving property/evidence submissions from police officers and lab personnel; ensuring accuracy/completeness of paperwork; entering into a tracking system; releasing property for further examination/evidence for court; and updating the tracking system for chain of custody and documenting location.

The period of the agreement listed above (nos. 11 through 16) is September 28, 2012 through September 27, 2013.

17. <b>BENNIE L. BLAIR</b>	\$14.42	<b>\$ 30,000.00</b>
Accounts: 4000-473514-2021-212600-601009		\$ 25,666.66
1001-000000-2021-212600-601009		\$ 4,333.34
18. <b>CHARLES E. MITCHELL, SR.</b>	\$14.42	<b>\$ 30,000.00</b>
19. <b>BENNIE I. CRUMP, JR.</b>	\$14.42	<b>\$ 30,000.00</b>
Accounts: 4000-472213-2021-212600-601009		\$25,666.67 ea.
1001-000000-2012-212600-601009		\$ 4,333.33 ea.

The above-listed retirees will work as Domestic Violence Victim/Witness Liaisons. They will be responsible for providing a coordinated and structured response to reduce occurrence of domestic violence in Baltimore City. The agreement is for the period October 1, 2013 through September 30, 2014.

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Health Department</u>		
20. <b>OTTOLIE McJILTON</b>	\$15.00	<b>\$ 9,360.00</b>

Account: 4000-433514-3024-268400-601009

Ms. McJilton will work as a Program Assistant II at the Hatton Senior Center. Her duties will include assisting in the day-to-day operations of programs in the absence of the Program Director, assisting with gathering of statistical data relative to program operation, collecting, compiling, examining, and reporting data regarding program activities and participants. She will also be responsible for preparing reports in relation to State required reporting, assisting with information and assistance to seniors by telephone or direct person-to-person contact, as well as assisting with the planning and implementation of educational and health, recreational, social and other programs. The agreement is for the period October 1, 2013 through March 31, 2014.

21. <b>MARTHA GADSDEN</b>	\$ 7.40	<b>\$ 7,311.20</b>
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Account: 4000-432914-3025-268400-601009

22. <b>SHIRLEY LOWERY</b>	\$ 7.40	<b>\$ 7,311.20</b>
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Account: 4000-432914-3024-268400-601009

Ms. Gadsden and Ms. Lowery will each continue to work as a Kitchen Aide for the Sandtown Winchester Senior and Waxter Senior Center, respectively. They will be responsible for setting up and breaking down the kitchen and dining room area for breakfast and lunch, serving food, and assisting seniors that cannot seat or serve themselves. In addition, they will assist with warming and heating the food, cleaning the kitchen after breakfast and lunch are served, and restocking the kitchen for the next day. The period of the agreement is October 1, 2013 through September 30, 2014.

**PERSONNEL**

**MINUTES**

<u>Health Dept. - cont'd</u>	<u>Hourly Rate</u>	<u>Amount</u>
23. <b>PAULETTE WILLIS</b>	\$ 8.16	<b>\$ 8,062.08</b>

Account: 4000-432914-3024-268400-601009

Ms. Willis will continue to work as a Food Service Manager. She will ensure receipt and storage of food products, that meals are served, and that the service area and equipment are kept clean and sanitary. In addition, Ms. Willis will prepare and maintain paperwork, the meal count, collect funds, and order supplies. She will maintain supply inventory and participants' records, maintain reservation sheets, document volunteer hours, record project income funds, transfer funds to Eating Together, and supervise aides. The period of the agreement is October 1, 2013 through September 30, 2014.

24. <b>THEODORA BUTLER</b>	\$ 9.45	<b>\$9,336.60</b>
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Account: 4000-433512-3024-268400-601009

Ms. Butler will continue to work as a Receptionist. She will be responsible for answering telephones, directing calls to appropriate staff, providing information and assistance to clients on the phone and in person as well as maintaining records of trips and events. The period of the agreement is October 1, 2013 through September 30, 2014.

25. <b>LUCRETIA SHANNON</b>	\$14.00	<b>\$23,296.00</b>
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Account: 4000-433414-3023-273300-601009

Ms. Shannon will continue to work as a Benefits Counselor. Her duties will include, but are not limited to scheduling and conducting community outreach programs for various programs such as Benefits Checkup and the Senior Health Insurance Program.

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Health Department</u> - cont'd		
<p>She will prepare Benefits Checkup reports for seniors and provide individualized counseling for seniors and their families regarding the Benefits Checkup report. The period of the agreement is October 1, 2013 through September 30, 2014.</p>		
26. <b>DEMETRIA J. RODGERS</b>	\$26.12	<b>\$11,192.42</b>
Account: 4000-422714-3030-279200-601009		
<p>Ms. Rodgers, retiree, will work as a Nursing Coordinator. Her duties will include, but not be limited to assisting with the activities of nursing and support clinical personnel, planning and developing management and mid-level clinical in-service training, evaluating and screening perspective trainers and vendors, evaluating training program objectives, drafting and writing reports, and implementing clinical training programs for sub grantees. The period of the agreement is effective upon Board approval through June 30, 2014.</p>		
27. <b>ANNIE RICKS</b>	\$ 8.16	<b>\$ 8,062.08</b>
Account: 4000-432914-3024-268400-601009		
<p>Ms. Ricks will work as a Food Service Manager for the Zeta Senior Center. She will be responsible for maintaining paperwork, meal counts, collecting funds, ordering supplies and preparing daily reports through the Touch Screen System, as well as supervising food service aides. The period of the agreement is October 1, 2014 through September 30, 2014.</p>		

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

	<u>Hourly Rate</u>	<u>Amount</u>
28. <b>DARLENE KESS</b>	\$ 9.00	<b>\$ 8,892.00</b>

Account: 4000-433514-3024-268400-601009

Ms. Kess will work as an Office Assistant for the Zeta Center. She will provide office support to the Center Manager and act as liaison between the public and the Center Director. She will use basic office equipment such as the telephone, computer, copy and fax machine. She will register participants for membership and classes, maintain membership information, maintain filing system, and collect fees for membership. She will send out brochures and information to the public, including center members. She will enter membership and class information in the UPT System and greet visitors and members. The period of the agreement is October 1, 2013 through September 30, 2014.

29. <b>ELIZABETH MICKLO</b>	\$ 8.16	<b>\$ 8,062.08</b>
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Account: 4000-432914-3024-268400-601009

The period of the agreement is October 1, 2013 through September 30, 2014.

30. <b>KATHLEEN CAMPBELL</b>	\$ 8.42	<b>\$ 6,129.76</b>
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Account: 4000-433514-3024-268400-601009

The period of the agreement is October 1, 2013 through March 31, 2014.

Ms. Micklo and Ms. Campbell will each work as a Care Aide at the Hatton Senior Center. Their duties will include, but are not limited to reviewing mail, screening telephone calls and visitors, and providing information.



**MINUTES****PERSONNEL**Health Dept. - cont'dHourly RateAmount

In addition, Ms. Micklo will work with the Program Manager on specific matters, setup and serve Eating Together Program meals Monday through Thursday, handle inventory supplies, assist seniors, and inform the supervisor on program programs and community resources available for program use and maintain resource files.

31. **KATHY DEAVER** \$ 7.40 \$ 7,311.20

Account: 4000-432914-3024-295900-601009

Ms. Deaver will work as a Kitchen Aide for the Zeta Senior Center. She will be responsible for setting up and breaking down the kitchen and dining area for breakfast and lunch. She will also check food for appropriate temperature and make sure food products are properly stored, and stock the kitchen for the next day. The period of the agreement is October 1, 2013 through September 30, 2014.

32. Create a new position:

Classification: Word Processing Operator III

Job Code: 33258

Grade: 078 (\$27,958.00 - \$32,241.00)

Job number will be assigned by BBMR

Cost: \$17,009.00 - 4000-422414-3031-579200-601001

33. Create a new position:

Classification: Community Health Nurse I

Job Code: 62211

Grade: 537 (\$47,929.00 - \$56,594.00)

Job number will be assigned by BBMR

Cost: \$70,800.14 - 4000-425514-3110-306700-601001

**MINUTES****PERSONNEL**Health Dept. - cont'd34. Create three positions:

Classification: Social Services Coordinator  
Job Code: 81171  
Grade: 084 (\$33,510.00 - \$39,994.00)  
Job numbers will be assigned by BBMR

Cost: \$55,917.00 - 5000-535414-3254-316200-601001

35. Create four positions:

a. Classification: CARE Aide  
Job Code: 81311  
Grade: 901 (\$14,111.00 - \$19,736.00)  
2 Positions

b. Classification: Program Assistant I  
Job Code: 81322  
Grade: 080 (\$29,343.00 - \$34,518.00)  
1 Position

Costs: \$100,872.00 - 4000-433513-3254-316200-601001

c. Classification: Community Health Educator I  
Job Code: 61251  
Grade: 082 (\$31,225.00 - \$36,934.00)  
1 Position

Cost: \$17,968.00 - 4000-436213-3255-316200-601001

Job numbers to be assigned by BBMR.

**MINUTES****PERSONNEL**State's Attorney's Office (SAO)

	<u>Hourly Rate</u>	<u>Amount</u>
36. <b>ELISE GILLESPIE</b>	\$29.53	<b>\$34,400.00</b>

Account: 1001-000000-1151-117900-601009

Ms. Gillespie will work as a Grant/Contract Administrator. She will be responsible for assisting the SAO in programmatic management of grant funding, writing grant applications, and the management of personnel contracts and renewals. The period of the agreement is October 1, 2013 through September 30, 2014.

Mayor's Office of Information Technology

37. <b>VALERIE D. WILLIAMS</b>	\$20.67	<b>\$42,993.00</b>
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Account: 1001-000000-14710-165700-601009

Ms. Williams will work as a Technical Purchaser. Her duties will include, but will not be limited to requesting quotes from vendors and preparing documentation to submit for purchasing. Ms. Williams will maintain awarded vendor lists for contact information and vendor eligibility, perform follow-up approvals for purchasing, distribute all newly cut Purchase Orders, log in all Purchase Orders, and verify shipping schedules for all purchases. In addition, she will check invoices and reconcile receipts on delivered items and submit payment request, investigate and resolve product and service issues between agencies and vendors, and maintain accurate inventory of all purchased hardware and software services. The period of the agreement is effective upon Board approval through June 30, 2014.

38. a. Create the following new classification:

Job Code: 33367 - Call Center Operations Administrator  
Grade: 118 (\$53,800.00 - \$83,800.00)

**MINUTES****PERSONNEL**MOIT - cont'db. Classify Job Number 49938:

From: Job Code: 90000 - New Position  
 Grade: 900 (\$1.00 - \$204,000.00)

To: Job Code: 33367 - Call Center Operations  
 Administrator  
 Grade 118: (\$53,800.00 - \$83,800.00)

Cost: (\$27,718.00) - 1001-000000-1512-167300-601001

Department of Public Works

	<u>Hourly Rate</u>	<u>Amount</u>
39. <b>AMANDA BATES</b>	\$15.00	<b>\$ 7,800.00</b>

Account: 1001-000000-1901-190300-601009

Ms. Bates will work as an Administrative Analyst II. Her duties will include, but will not be limited to developing and implementing agency-wide Standard Operating Procedures to facilitate timely application and submission of reports. The period of the agreement is effective upon Board approval for one year.

Fire Department

40. <b>DANIEL C. RAMOS</b>	\$28.28	<b>\$53,900.00</b>
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Account: 1001-000000-3191-308700-601009

Mr. Ramos will work as an Operations Research Analyst. His duties will include, but will not be limited to performing operational, organizational, managerial and procedural

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

analysis, drafting narratives, performing statistical and graphic reports, and participating in the preparation of group presentations. Mr. Ramos will also participate in CitiStat, detailing analyses, evaluations and recommended courses of action. In addition, he will provide recommendations on Emergency Medical Service policies and strategies, analyze and document study findings, and draft alternate plans for implementation of a new system. The period of the agreement is effective upon Board approval for one year.

41. a. Abolish the following three classifications:

1. Job Code: 41267 - Fire Apparatus Driver Operator  
Grade: 337 (\$38,947.00 - \$59,590.00)
2. Job Code: 41280 - Fire Apparatus Driver Operator, ALS  
Grade: 366 (\$40,437.00 - \$61,116.00)
3. Job Code: 62790 - Firefighter Paramedic Apprentice  
Grade: 91F (\$34,146.00 - \$54,567.00)

b. Create the following 15 new salary grades:

1. Grade 313 (\$34,146.00 - \$54,567.00)
2. Grade 315 (\$35,148.00 - \$56,094.00)
3. Grade 318 (\$34,532.00 - \$55,809.00)
4. Grade 319 (\$40,504.00 - \$62,203.00)
5. Grade 320 (\$33,659.00 - \$54,567.00)
6. Grade 321 (\$34,776.00 - \$56,148.00)

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

- 7. Grade 322 (\$35,990.00 - \$57,883.00)
- 8. Grade 340 (\$51,289.00 - \$62,582.00)
- 9. Grade 342 (\$57,490.00 - \$70,911.00)
- 10. Grade 343 (\$65,446.00 - \$81,767.00)
- 11. Grade 353 (\$36,022.00 - \$57,334.00)
- 12. Grade 356 (\$36,266.00 - \$57,674.00)
- 13. Grade 372 (\$58,978.00 - \$72,437.00)
- 14. Grade 373 (\$52,777.00 - \$64,109.00)
- 15. Grade 384 (\$66,935.00 - \$83,293.00)

c. Revise the salary grade for the following three classifications:

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1. Job Code: 41261 - Marine Engineer Fire Department

FROM: Grade 325 (\$40,504.00 - \$62,203.00)  
 TO: Grade 319 (\$40,504.00 - \$62,203.00)

2. Job Code: 41263 - Marine Pilot

FROM: Grade 325 (\$40,504.00 - \$62,203.00)  
 TO: Grade 319 (\$40,504.00 - \$62,203.00)

3. Job Code: 41230 - Fire Prevention Specialist

FROM: Grade 336 (\$35,990.00 - \$57,883.00)  
 TO: Grade 322 (\$35,990.00 - \$57,883.00)

d. Create the following 14 new classifications:

1. Job Code: 41206 - EMT Firefighter  
 Grade: 313 (\$34,146.00 - \$54,567.00)

2. Job Code: 41207 - Firefighter Paramedic  
 Grade: 315 (\$35,148.00 - \$56,094.00)

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

3. Job Code: 41208 - Fire Emergency Vehicle Driver  
Grade: 318 (\$34,532.00 - \$55,809.00)
4. Job Code: 41215 - Firefighter  
Grade: 320 (\$33,659.00 - \$54,567.00)
5. Job Code: 41216 - Fire Pump Operator  
Grade: 321 (\$34,776.00 - \$56,148.00)
6. Job Code: 41217 - Fire Operations Aide  
Grade: 322 (\$35,990.00 - \$57,883.00)
7. Job Code: 41218 - Fire Emergency Vehicle Driver,  
ALS  
Grade: 353 (\$36,022.00 - \$57,334.00)
8. Job Code: 41219 - Fire Pump Operator, ALS  
Grade: 356 (\$36,266.00 - \$57,674.00)
9. Job Code: 41236 - Battalion Fire Chief  
Grade: 343 (\$65,446.00 - \$81,767.00)
10. Job Code: 41237 - Battalion Fire Chief, ALS  
Grade: 384 (\$66,935.00 - \$83,293.00)
11. Job Code: 41238 - Fire Captain  
Grade: 342 (\$57,490.00 - \$70,911.00)
12. Job Code: 41239 - Fire Captain, ALS  
Grade: 372 (\$58,978.00 - \$72,437.00)

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Fire Department</u> - cont'd		
13. Job Code: 41248 - Fire Lieutenant Grade: 340 (\$51,289.00 - \$62,582.00)		
14. Job Code: 41249 - Fire Lieutenant, ALS Grade: 373 (\$52,777.00 - \$64,109.00)		

There are no costs associated with this action.

These actions are needed in order to implement the new Memorandum of Understanding between the City and the Fire Unions, which provides for a new schedule and salary increases for the Suppression personnel in the Fire Department.

Fire & Police Retirement System42. Create the following new position:

Job Code: 102: 10249 - Information Technology Manager  
Grade 123 (\$74,500.00 - \$105,100.00)  
Job No.: To be assigned by BBMR

This is a position of trust in accordance with AM-237-1.

Cost: (\$29,200.00) - 6000-604114-1540-171400-601001

Department of Recreation and Parks

43. **DESIREE SHELLEY** \$28.58 **\$50,100.00**

Account: 5000-570014-5051-385300-405001

Ms. Shelley will work as Project Coordinator. Her duties will include, but will not be limited to assisting with the recruitment of teachers from target schools for the Student



**MINUTES****PERSONNEL**Hourly RateAmountDepartment of Recreation and Parks - cont'd

Restoring Urban Streams (SRUS) program, facilitating the delivery of professional development activities, and assisting with the development of teachers' instructional resources that are aligned to State Environmental Literacy and National Common Core standards and goals. In addition,

Ms. Shelley will facilitate the development and implementation of School Green Team planting projects at target schools, facilitate information-sharing, develop and disseminate mid-year and final project reports, maintain Green Team-building relationships, and assist with the coordination of Youth Works crews. The period of the agreement is effective upon Board approval for one year.

44. **CYNTHIA MUHAMMAD** \$16.53 **\$ 7,602.80**

Account: 2096-796623-7960-862300-601009

Ms. Muhammad, retiree, will continue to work as a Senior Group Leader for the Golden Age Club in the Senior Citizen's Division. She will be responsible for planning and arranging special programs, speakers, trips, and events, as requested by the Club membership. Ms. Muhammad will also attend all Club business meetings, provide assistance and support to club officers, provide guidance and structure where needed, and report timely and accurate delivery of monthly attendance sheets, volunteer hours, and all ticket monies for special events. The period of the agreement is October 1, 2013 through June 30, 2014.

This hourly rate shows a 1% decrease from the previous contract period and is in compliance with AM 212-1, Part I.

**MINUTES**

**PERSONNEL**

Finance Department

45. Create the following position:

33525 - Procurement Supervisor  
Grade: 119  
Job No.: To be assigned by BBMR

Cost: \$87,867.00 - 1001-000000-1441-161800-601001

46. Reclassify the following two positions:

Job Nos. 1480-12487 and 1480-12486

From: 34241 - Collections Supervisor I  
Grade: 085 (\$34,562.00 - \$41,645.00)

To: 34242 - Collections Supervisor II  
Grade: 087 (\$37,407.00 - \$45,218.00)

These positions are Positions of Trust in accordance with AM-237-1.

Cost: \$4,225.00 - 1001-000000-1480-166400-601001

Department of Human Resources

47. Create the following position:

00142 - Executive Level I  
Grade: 948 (\$55,200.00 - \$99,200.00)  
Job No. To be assigned by BBMR

This position is a Position of Trust in accordance with AM-237-1.

Costs: \$100,000.00 - 1001-000000-1220-146000-603018

**MINUTES****PERSONNEL**

Dept. of Transportation - cont'd

48. Create the following position:

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

To: 33681 - Human Resources Assistant I  
Grade: 081 (\$30,223.00 - \$35,806.00)

Costs: (\$4,273.10) - 1001-000000-2301-248800-601001

49. Reclassify Job No. 6971-20601:

From: Traffic Maintenance Worker I  
Grade: 075 (\$26,316.00 - \$29,913.00)

To: Program Compliance Officer II  
Grade: 110 (\$40,000.00 - \$56,800.00)

Costs: \$17,789.20 - 1001-000000-697138-3700-601001

50. a. Create the following new classification:

31981 - Transit Services Administrator  
Grade: \$114 (\$48,600.00 - \$68,600.00)

b. Reclassify the following vacant position:

Job No. 2302-48951

From: 31192 - Program Coordinator  
Grade: 112 (\$44,300.00 - \$62,600.00)

To: 31981 - Transit Services Administrator  
Grade 114 (\$48,600.00 - \$68,600.00)

Costs: \$5,590.00 - 6000-617214-2303-596200-601001

MINUTES

PERSONNEL

Enoch Pratt Free Library

51. a. Create the following non-civil service classification:

00624 - Project and Planning Coordinator  
Grade: 115 (\$51,000.00 - \$72,200.00)

b. Reclassify the following three positions:

Job No.: 4501-15641

From: 00707 - Office Assistant II  
Grade: 075 (\$26,316.00 - \$29,913.00)

To: 00624 - Project and Planning Coordinator  
Grade: 115 (\$51,000.00 - \$72,200.00)

Job No.: 4501-15802

From: 00659 - Librarian Supervisor II  
Grade: 115 (\$51,000.00 - \$72,200.00)

To: 00670 - State Library Resource Center  
Grade: 117 (\$56,000.00 - \$79,400.00)

Job No.: 4501-15595

From: 00710 - Secretary II  
Grade: 078 (\$27,958.00 - \$32,241.00)

To: 07382 - HR Assistant I  
Grade: 081 (\$30,223.00 - \$35,806.00)

Costs: \$26,659.00 - 1000-000000-4501-338600-601001  
4,900.00 - 1000-000000-4501-349900-601001  
3,770.00 - 1000-000000-4501-338700-601001  
\$35,329.00

**MINUTES****PERSONNEL**Mayor's Office of Human Services52. Reclassify the following position:Job No. 1191-14918

From: 54437 - Driver I  
Grade: 424 (\$27,676.00 - \$29,275.00)

To: 54411 - Motor Vehicle Driver I  
Grade: 487 (\$14.15 - \$14.78)

Costs: \$577.00 - 1001-000000-1191-594700-601001

Law Department53. Classify the following new position:Job No.: 8620-49907

a. Job Code: 90000  
Classification: New Position  
Grade: 900 (\$1.00 - \$204,000.00)

b. Job Code: 10198  
Classification: Assistant Solicitor  
Grade: 937 (\$44,200.00 - \$84,600.00)

Costs: \$109,942.00 - 1001-000000-8620-175200-601001

**MINUTES****PERSONNEL**Department of Communication Services

54. <b>CHARMAINE CALLAHAN</b>	\$27.67	<b>\$17,985.50</b>
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Account: 2039-000000-1330-158400-601009

Ms. Callahan will work as a Communications Services Billing Analyst. Her duties will include but are not limited to directing and coordinating the data entry of billing information into centralized fiscal and administrative data files and the distribution review, verification and correction of bills sent to user agencies. She will also review and analyze existing systems, identify problems and develop and implement training in operations, policies, and procedures. The period of the agreement is effective upon Board approval for six months.

**MINUTES**

Baltimore Police Department - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to purchase United States Postage from Pitney-Bowes for a Pitney-Bowes meter.

**AMOUNT OF MONEY AND SOURCE:**

\$68,000.00 - 1001-000000-2044-219600-603009

**BACKGROUND/EXPLANATION:**

Because the Department has a Pitney-Bowes postal meter, Pitney-Bowes is the sole source of postage for the Police Department's official mailings to courts, private sector citizen, and other local and state agencies. Without these funds, the Police Department's U.S. mail operations will cease.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to purchase United States Postage from Pitney-Bowes for a Pitney-Bowes meter.

**MINUTES**

Baltimore Police Department - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize funding for the Transitional Relocation Incentive Program (TRIP).

**AMOUNT OF MONEY AND SOURCE:**

\$100,000.00 - 1001-000000-2003-195500-603050

**BACKGROUND/EXPLANATION:**

Historically the Police Department has benefited from hiring approximately one-third of all recruits from out-of-state.

On December 13, 2006, the Board approved funding for TRIP in the amount of \$80,000.00 for 80 Police Officer positions. This \$1,000.00 stipend per hire was intended to help defray relocation costs for any person hired as a Police Officer who was relocating from out-of-state to Maryland. All applicants under this program must successfully complete a background investigation and sign documentation requiring a minimum of completion of the academy and field training. If a trainee voluntarily separates from the Department before graduation, the trainee will be required to reimburse the Department the stipend in full.

On August 14, 2013, the Board approved an additional \$100,000.00 for TRIP. The Finance Section has depleted the \$100,000.00 in TRIP approved on August 14, 2013 and is requesting another \$100,000.00 be added to the TRIP account. There were 39 applicants pending when the funds were depleted. The Finance Section has received a total of 39 additional applicants who have been authorized to receive this funding, increasing the



**MINUTES**

Baltimore Police Department - cont'd

total pending number of applicants to 78. The out-of-state participation in this program exceeded expectations causing a funding shortage. The Department is currently hiring for the 2013-14 class and anticipates one to two more classes by the end of 2013.

**MWBOO GRANTED A WAIVER**

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized funding for the Transitional Relocation Incentive Program.

**MINUTES**Police Department - Grant Awards**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the below listed grant awards from the Governor's Office of Crime Control and Prevention (GOCCP). The period of the grant is July 1, 2013 through June 30, 2014.

1. **MARYLAND SAFE STREETS/HIGH-RISK YOUTH PREVENTION ENFORCEMENT** **\$300,284.00**

Account: 5000-598714-2252-690700-600000

The project addresses high incidences of crime in Baltimore City and surrounding areas. The program tracks juvenile offenders by utilizing a security integration model of multi-agency collaboration with state and local law enforcement agencies. The project will include holding high risk juveniles accountable and incorporate preventative measures such as diversion programs.

2. **JUVENILE DIVERSION PROGRAM** **\$ 92,728.00**

Account: 4000-473414-2252-690500-600000

The program will reduce juvenile recidivism by offering diversion services for youth arrested for non-violent offenses in Baltimore City. This award will pay the salary for a part-time Juvenile Diversion Assessor. The assessor will explore opportunities to expand the program and identify juveniles in need of diversion services.

These items are late due to the administrative process.

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Police Department - cont'd

**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 above-listed grant awards from the Governor's Office of Crime Control and Prevention.

**MINUTES**

Police Department - Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a grant award from the Department of Public Safety and Correctional Services. The period of the agreement is August 1, 2013 through June 30, 2014.

**AMOUNT OF MONEY AND SOURCE:**

\$5,355.00 - 5000-596014-2003-195700-600000

**BACKGROUND/EXPLANATION:**

The grant award will fund the Defense Tactical Training class that will heighten the level of training and security for Baltimore's officers and bolster the public's confidence in the Department. The program aims to increase the effectiveness of defense tactical training by providing an innovative, modern, holistic program that is based on true-to-life tactical training.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the grant award from the Department of Public Safety and Correctional Services.

**MINUTES**

Police Department - Interagency Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Interagency Agreement with the Office of the State's Attorney for Baltimore City. The period of the agreement is July 1, 2013 through June 30, 2014.

**AMOUNT OF MONEY AND SOURCE:**

\$85,668.00 - 5000-598714-2252-690700-600000

**BACKGROUND/EXPLANATION:**

The agreement is for the "High-Risk Youth Prevention & Enforcement Program." On July 17, 2013, the Board authorized acceptance of the "High-Risk Youth Prevention & Enforcement" Letter of Intent from the Governor's Office of Crime Control and Prevention. The program addresses high incidences of crime in Baltimore City and surrounding areas, it tracks juvenile offenders by utilizing a security integration model of multi-agency collaboration with state and local law enforcement agencies. The program will include holding high risk juveniles accountable and incorporate preventative measures such as diversion programs.

The interagency agreement is late due to the administrative process.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded the Board approved and authorized execution of the Interagency Agreement with the Office of the State's Attorney for Baltimore City.

**MINUTES**

Police Department - Professional Services Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a professional services agreement with Karen J. Kruger of Funk & Bolton, P.A. (Consultant). The period of the professional services agreement is effective upon Board approval for six months.

**AMOUNT OF MONEY AND SOURCE:**

\$19,000.00 - 6000-611214-2013-197500-603026

**BACKGROUND/EXPLANATION:**

The Consultant will provide a comprehensive evaluation/audit of the Internal Affairs Division and based upon the evaluation the Consultant will develop policies and procedures and implement training.

Subject to the Department's satisfaction, total compensation under this agreement will not exceed \$19,000.00. The Department will pay the Consultant a flat fee at the completion of each of the three phases: Section A, 25 hours \$5,000.00, Section B, 20 hours \$4,000.00, and Section C, 80 hours \$10,000.00.

**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 professional services agreement with Karen J. Kruger of Funk & Bolton, P.A.

**MINUTES**

Department of Public Works - Employee Expense Statement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the expense report from Ms. Evelyn Vargas for expenses incurred during the month of March 2013.

**AMOUNT OF MONEY AND SOURCE:**

\$51.51 - 1001-000000-1901-191200-604002

**BACKGROUND/EXPLANATION:**

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

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

UPON MOTION duly made and seconded, the Board approved the expense report from Ms. Evelyn Vargas for expenses incurred during the month of March 2013.

**MINUTES**

Department of Public Works - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 022 to Rummel, Klepper & Kahl, LLC (RKK), under Project No. 1301, On-Call Project and Construction Management Assistance and Inspection Services. The period of the task assignment is effective upon Board approval for 18 months.

**AMOUNT OF MONEY AND SOURCE:**

\$608,863.53 - 9956-905644-9551-900020-705032

**BACKGROUND/EXPLANATION:**

The RKK will provide inspection services for SC 900, Improvements to Sanitary Sewers in Upper Jones Falls and Maryland Avenue Areas in the Jones Falls Sewershed.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 022 to Rummel, Klepper & Kahl, LLC , under Project No. 1301, On-Call Project and Construction Management Assistance and Inspection Services.



**MINUTES**

Department of Public Works (DPW) - Renewable Energy Credit Sales Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a renewable energy credit sales agreement between the City, Northeast Maryland Waste Disposal Authority, and Aspre Energy, LLC. The agreement is for the reporting period of June 1, 2012 through May 31, 2013.

**AMOUNT OF MONEY AND SOURCE:**

\$27,247.50 - 2071-000000-5520-508104-402351

**BACKGROUND/EXPLANATION:**

The renewable energy credit sales agreement is a contract for a transaction between the City (seller), Aspre Energy, LLC (the buyer), and Northeast Maryland Waste Disposal Authority (the agent for the seller) in which the City will sell 3,633 renewable energy credits to Aspre Energy, LLC at a price of \$7.50 each, for a total contract price of \$27,247.50. The purchase and sale of the credits will occur by September 1, 2013.

**APPROVED FOR FUNDS FOR FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the renewable energy credit sales agreement between the City, Northeast Maryland Waste Disposal Authority, and Aspre Energy, LLC.

**MINUTES**

Department of Transportation - Stop Work Order Fine & Policy

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the fine and policy for the issuance of "Stop Work Orders."

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The fine and policy for the issuance of "Stop Work Orders," is for those working without the proper permit or in conflict with the terms of the permit, in accordance with Baltimore City Code Article 26, subtitle 20.

In accordance with Baltimore City Code, Article 26, Subtitle 20 (Builders: Street Use), the Director of Transportation is directed to establish fines for violations not to exceed \$500.00, with the approval of the Board of Estimates. (See Art. 26, § 20-7). The Department seeks approval of the fine notice and policy outlined below:

**EFFECTIVE DATE:**

Upon adoption by the Board of Estimates, the Department of Transportation will publish this fine notice on the website of the Departments of General Services and Transportation and in other places as appropriate. The fine will apply to all violations of Baltimore City Code Article 26, subtitle 20 resulting in "Stop Work Orders" on or after October 1, 2013 or ten days after Board of Estimates approval, whichever date is earlier.

**MINUTES**

Department of Transportation - cont'd

**FINE NOTICE:**

The following fine will be applied in connection with Article 26, Title 20 (Builders: Street Use).

Offense resulting in "Stop Work Order"                      \$500.00 Fine

**DISTRIBUTION OF FINES:**

All fines shall be deposited into the appropriate account(s) of the Department of Transportation.

UPON MOTION duly made and seconded, the Board approved the fine and policy for the issuance of "Stop Work Orders."

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 017, to Wallace, Montgomery & Associates, under Project 1132, On-Call Consultant Design, Review and Evaluation Services.

**AMOUNT OF MONEY AND SOURCE:**

\$226,751.94 - 2024-000000-5480-395700-603026

**BACKGROUND/EXPLANATION:**

This authorization provides for Engineering Services for Plans and Specifications for Rebuilding Deteriorated Manholes at various Locations City-wide. The scope of work includes, but is not limited to 1) project administration, 2) development of preliminary contract documents, 3) development of final contract documents, 4) bid-ready contract documents, and 5) bidding services.

**MBE/WBE PARTICIPATION:**

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

**MWBOO SET GOALS OF 38% MBE AND 9% WBE.**

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 017, to Wallace, Montgomery & Associates,

**MINUTES**

Department of Transportation - cont'd

under Project 1132, On-Call Consultant Design, Review and Evaluation Services.

**MINUTES**

Office of the Mayor - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Memorandum of Understanding among the City of Baltimore, the Maryland Stadium Authority, the Baltimore City Board of School Commissioners, and the Interagency Committee on Construction.

**AMOUNT OF MONEY AND SOURCE:**

As required by House Bill 860, the City is required to annually deposit the following into the Baltimore City Public School Construction Financing Fund, subject to annual appropriation:

All revenues and receipts from the Beverage Container Tax imposed by City Ordinance No. 12-45 and 10% of the participation rent paid to the City by the operator of the Video Lottery Facility located in Baltimore City.

**BACKGROUND/EXPLANATION:**

This memorandum of understanding, among other things, outlines the roles, rights, and responsibilities of the four aforementioned parties to implement the Baltimore City Public Schools Construction and Revitalization Act of 2013 ("HB 860").

The memorandum of understanding is a requirement of House Bill 860 which was signed into law on May 16, 2013. This act authorizes the Maryland Stadium Authority to issue bonds to finance the construction of or improvements to specified Baltimore City Public School facilities in accordance with a specified 10-year plan for Baltimore City Schools and subject to specified limitations. The memorandum of understanding must be approved on or before October 1, 2013. Further details about the memorandum of understanding may be found in §10-646 of House Bill 860.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION**

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

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

President: Um, I would like to thank the Mayor's Office for keeping me updated as the Memorandum of Understanding for the construction and revitalization of City schools was developed over the Summer. I look forward to continuing to participate in upcoming meetings. Also, I will be introducing in City Council resolution to establish annual reporting to the City Council. Again Madam Mayor, I thank you."

Mayor: "Thank you very much, Mr. President. This is another step towards a once-in-a-lifetime opportunity to bring transformative change to our City schools and the surrounding counties that those schools support. With the help of State leaders, our City Council, uh -- and uh -- many community advocates, we've laid the foundation for this opportunity to come together and provide our children with the facilities that we all know that they deserve. No child deserves to go to school that doesn't live up to their potential. We know Baltimore has so many talented and gifted young people ready to take our City to the next level. But, first we must do our part by providing

**MINUTES**

the services and the facilities that they need to get a good education. This agreement sets the principles that will guide this historic investment into our children's future. Together, we must build state-of-the-art facilities that serve our communities all year round, both during school and after school. I know the City Council President agrees that these buildings should be and must be community assets. If we're serious about helping our children succeed, which I believe everyone here is committed to doing, then that has to be the foundation that guides us toward utilizing these funds to maximize the benefits to Baltimore City's young people. I know that my staff mentioned that uh -- mentioned the many meetings that they've attended since the session ended, and I think Dr. Luber's last count was uh -- 61 meetings that they have attended and I want to thank all of the partners uh -- that have participated in the work uh -- in the work - in their -- work to get us up to this point. And, I also want to thank many other individuals who are here and some of them might not be here. I want to thank um -- Michael Frenz of the Maryland Stadium Authority. Thank you very much for uh -- all of the hours and hours of meetings and follow-up meetings and follow-up phone calls and e-mails. I know that uh -- it's -- it's -- it is a tremendous undertaking. So, I



**MINUTES**

want to thank you and uh -- your team at the Maryland Stadium Authority. Can I have the team of the Maryland Stadium Authority please stand? (Applause) I also want to thank -- uh -- Da -- Dr. David Levy of the State Department of Education on behalf of the IAC. Do we have anyone representing the -- Thank you very much. I appreciate it. Thank you. I want to thank Keith Scroggins and Dawana Sturrett uh -- for all of their hard work. I know I saw Keith somewhere."

President: "Right there."

Mayor: "Oh right -- there you are -- and Dawana. Thank you very much for all of your hard work; and I want to thank my team, as well. I want to thank Kym Nelson. I want to thank Mary Pat Fannon, who thought she was getting a break this Summer, that didn't turn out to be such of a break, but she's such an essential part of the team, I really want to thank her; and I also want to thank Andy Smullian, we had a tremendous uh -- session, uh -- during the last legislative session, and you're a great part of that, so I want to thank you, as well. Uh, the work of everyone that I mentioned and so many others will be celebrated for years to come. So, I want to thank you for your commitment to making sure we get this right uh -- for Baltimore's young people. Thank you very much"

**MINUTES**

President: "Thank you, and Madam Mayor, if I may interject as well, I want to thank Kym Nelson, who have worked very hard with my office to make sure that every question and every concern that I had was addressed, working closely with Carolyn Blakeney of my office. I just want to thank you for keeping those lines of communication open because it's important as we move through this process."

Comptroller: "And also I'd like to thank Kym Nelson for working with the Comptroller's Office early on; answering all of our questions and keeping us abreast of what's been going on the Comptroller's Office and the Real Estate office. Thank you Kym."

City Solicitor: "And if I could "jump in", I'd like to thank Tom Stosur um -- from the Planning Department for his active involvement on the subject of community schools, and Joann Levin, who's over there also next to Tom, who's done all the "heavy lifting" and lawyering on this project."

President: "Okay."

Director of Public Works: "And I won't "jump in"."

President: "There being no more business --"

**MINUTES**

Mayor: "Did he want to "jump in"?"

President: "No, he said he won't."

Mayor: "Oh, okay."

City Solicitor: "The Vote is four to one."

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding among the City of Baltimore, the Maryland Stadium Authority, the Baltimore City Board of School Commissioners, and the Interagency Committee on Construction.

# Kim A. Trueheart

September 24, 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 have been victims of the Baltimore City Public Schools mismanagement of scarce municipal funds which has resulted in producing questionable outcomes for our children on an ever increasing basis.

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. Page 74 – MEMORANDUM OF UNDERSTANDING FOR THE CONSTRUCTION AND REVITALIZATION OF BALTIMORE CITY PUBLIC SCHOOLS, if approved:
    - i. My suggested additions are in “**RED**”:
      1. **Recitals**:
        - a. Top of page 2: **WHEREAS**, the Parties acknowledge that schools are the foundations of communities and neighborhoods and that in implementing the 10-Year Plan, *in a transparent, inclusive and open manner*, the Parties will identify opportunities for students to gain work experience; for graduates of City Schools (as defined herein) to connect to career paths; for local residents, including minority and women-owned businesses, to access employment and other economic opportunities; for sustainable and green building practices to be implemented; and for stakeholders to engage in the planning process as each Renovation and Replacement project commences.
    2. **II. SPECIFIC UNDERSTANDINGS OF THE PARTIES**
      - a. 1. ROLES, RIGHTS, AND RESPONSIBILITIES
        - i. **B. Work-Based Learning and Local Hiring** –
          1. This section implies that both City Schools’ students and City residents will be availed “work-based learning” opportunities, if so, how will City residents be connected to these opportunities?
          2. **The MOED should additionally engage the MOIT and TV25 to incorporate audio, visual and digital technologies to the maximum extent practical in the training and preparation of City residents for employment opportunities created by the Ten-Year Plan Projects.**

5519 Belleville Ave  
Baltimore, MD 21207

- ii. **C. MBE Participation** – This section makes no mention of establishing a reciprocal protocol between the state and city to facilitate using the City’s list of certified locally based minority and women-owned businesses. Will this occur?
- iii. **D. Executive Committee** –
  - 1. The Executive Committee, comprised of at least one (1) representative from each of the Parties and **(1) non-voting member appointed by the President of the Baltimore City Council**, shall meet quarterly (or as frequently as otherwise agreed by the Executive Committee) for the following purposes:
  - 2. The Executive Committee will schedule public forums to provide opportunities for public questions and comments about the 10-Year Plan **and specifically annually, at minimum, to facilitate questions and comments about each annual report.**

**3. EDUCATIONAL SPECIFICATIONS, FEASIBILITY STUDIES, AND DESIGN ELEMENTS**

**a. B. Feasibility Study**

1. During the preliminary phase of each Feasibility Study for each Renovation and Replacement, the following shall occur:

- i. **City Schools will coordinate with stakeholders of respective communities, neighborhoods surrounding each school to obtain community input on community and recreational uses at School Sites, as appropriate.**

**b. 3. TEN-YEAR PLAN AMENDMENTS FOR CHANGES IN PROJECTS**

- i. **F.** City Schools shall take into account any comments by the Mayor’s Office, **Baltimore City Council**, City Planning, the Authority, and the IAC, when City Schools submits proposed amendments to the School Board for review and decision.
- ii. **G.** Before the School Board decision, City Schools will share proposed amendments to the 10-Year Plan with the public in mid-November of any given year and the School Board will convene a public hearing.

- 1. **1. Time limits on the submission of oral or written testimony and data shall be clearly defined in the notification of the School Board’s public hearing, but will NOT be limited to 10 commenters as is the usual for school board meetings to ensure maximum inclusion by the public.**

**c. 4. IAC AND BPW PROCESSES**

**i. B. Educational Facilities Master Plan (“EFMP”)**

- 1. **3. The EFMP shall include community development goals as may be delineated in the community master plan as approved by the Mayor and Department of Planning to maximize the**

Email: [ktrueheart@whatfits.net](mailto:ktrueheart@whatfits.net)

5519 Belleville Ave  
Baltimore, MD 21207

**benefits of the investments in the 10-Year Plan Projects.**

**d. 7. COORDINATING COMMITTEE**

- i. **A.** The Coordinating Committee, comprised of representatives of the City (Mayor’s Office), **Baltimore City Council**, City Schools, the Authority, City Housing, City Parks and Recreation and City Planning, will work, in accordance with the 10-Year Plan, to maximize the mutual benefits of the investments in 10-Year Plan Projects and community revitalization efforts within and across City neighborhoods.

**e. 8. COMMUNITY AND RECREATIONAL SPACE OPPORTUNITIES**

**i. 10. Food Pantries.**

- 3. How the protestant will be harmed by the proposed Board of Estimates’ action: 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 will be exacerbated by this approval which potentially provides scarce municipal funds without establishing oversight protocols by my elected representatives who I’ve vested with this responsibility.

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates of September 24, 2013.

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

Sincerely,  
Kim Trueheart  
Citizen

Email: [ktrueheart@whatfits.net](mailto:ktrueheart@whatfits.net)  
5519 Belleville Ave  
Baltimore, MD 21207

**BOARD OF ESTIMATES 09/25/2013** 74 Office of the Mayor – Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Memorandum of Understanding among the City of Baltimore, the Maryland Stadium Authority, the Baltimore City Board of School Commissioners, and the Interagency Committee on Construction.

**AMOUNT OF MONEY AND SOURCE:**

As required by House Bill 860, the City is required to annually deposit the following into the Baltimore City Public School Construction Financing Fund, subject to annual appropriation:

All revenues and receipts from the Beverage Container Tax imposed by City Ordinance No. 12-45 and 10% of the participation rent paid to the City by the operator of the Video Lottery Facility located in Baltimore City.

**BACKGROUND/EXPLANATION:**

This memorandum of understanding, among other things, outlines the roles, rights, and responsibilities of the four aforementioned parties to implement the Baltimore City Public Schools Construction and Revitalization Act of 2013 ("HB 860").

The memorandum of understanding is a requirement of House Bill 860 which was signed into law on May 16, 2013. This act authorizes the Maryland Stadium Authority to issue bonds to finance the construction of or improvements to specified Baltimore City Public School facilities in accordance with a specified 10-year plan for Baltimore City Schools and subject to specified limitations. The memorandum of understanding must be approved on or before October 1, 2013. Further details about the memorandum of understanding may be found in §10-646 of House Bill 860.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION**

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

Email: [ktrueheart@whatfits.net](mailto:ktrueheart@whatfits.net)

5519 Belleville Ave  
Baltimore, MD 21207

**MINUTES**

Department of Real Estate - Right-of-Entry Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a right-of-entry agreement with LaRhonda Parker, grantee, for access to a vacant lot immediately south of the 4000 block of Edmondson Avenue bounded by the Loudon Avenue, W. Franklin Street, and Wildwood Parkway (Block 2295, Lots 051 to 054).

**AMOUNT OF MONEY AND SOURCE:**

\$1.00

**BACKGROUND/EXPLANATION:**

Ms. Parker intends to use the subject properties on September 28, 2013 or on a "rain date" of October 5, 2013 for a "cookout/birthday celebration." Ms. Parker will be responsible for obtaining all necessary permits and approvals and will submit evidence of these approvals to the Department at least three days prior to the event.

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



**MINUTES**

Fire Department - Assistance to Firefighters Grant

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Federal Emergency Management Agency's (FEMA) Assistance to Firefighters Grant - Agreement No. EMW-2012-FP-00721. The period of the assistance to firefighters grant is August 8, 2013 through August 7, 2014.

**AMOUNT OF MONEY AND SOURCE:**

\$148,018.00	(Federal 80%)	-	4000-400014-2132-537600-404001
<u>37,004.00</u>	(City 20%)	-	1001-000000-2132-228200-605007
<b>\$185,022.00</b>			

**BACKGROUND/EXPLANATION:**

This grant will allow for the purchase of smoke alarms, promotional materials and supplies and an awareness campaign and evaluation team for Fire Prevention.

This assistance to firefighters grant is late because of a request that FEMA change the contact information, after Chief Clack's retirement.

**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 Federal Emergency Management Agency's Assistance to Firefighters Grant - Agreement No. EMW-2012-FP-00721.

**MINUTES**

Department of Finance - Elimination of Lien Certificates  
without Violations

**ACTION REQUESTED OF B/E:**

The Board is requested to approve elimination of the option for customers to purchase a \$25.00 lien certificate (without housing code violations).

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

Currently the City provides two types of lien certificates (with and without code violations). Upon research of the practices of all other jurisdictions in Maryland it was discovered that Baltimore City is the only jurisdiction that offers two types of lien certificates. It is in the best interest of the City to offer one type of lien certificate which includes every possible lien (including housing code violations). This will improve efficiency in our processes as it will ensure that both the buyer and the seller are aware of all violations on the property and can resolve them.

The price of a lien certificate with all violations is currently \$55.00 and will remain at \$55.00. In January 1990, the cost to obtain a lien certificate without violations was increased from \$15.00 to \$20.00 and from \$20.00 to \$33.00 with violations. In the Baltimore City Charter (2010), Article VII, §13, it provides, that the Board of Estimates will fix the charge for the issuance of a lien certificate. The last increase was in May 2000 and remains the same to date (\$25.00 without violations and \$55.00 with violations).

UPON MOTION duly made and seconded, the Board approved elimination of the option for customers to purchase a \$25.00 lien certificate (without housing code violations).

**MINUTES**

Department of Housing and                      - Contract of Sale  
Community Development (DHCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the contract of sale with the Housing Authority of Baltimore City (HABC), Seller, for the fee simple interest in the property located at 2032 E. Federal Street. The Board is also requested to approve the acquisition of the property SUBJECT to all municipal liens except water bills that may accrue before a deed can be recorded is also requested.

**AMOUNT OF MONEY AND SOURCE:**

\$1.00 - 9910-908044-9588-900000-704040

**BACKGROUND/EXPLANATION:**

This contract of sale enables the Mayor and City Council of Baltimore to acquire the fee simple interest in 2032 E. Federal Street, a vacant property, for resale through the planning and development efforts of the DHCD.

Pursuant to the provisions of Article 13, Section 2-7 of the Baltimore City Code and/or the provisions of the Broadway East Urban Renewal Plan established by City Ordinance No. 156 and approved July 6, 1988, along with any and all amendments thereto, and subject to prior approval of the Board of Estimates, the DHCD may acquire, for and on behalf of the Mayor and City Council of Baltimore, any single-family or multiple-family dwelling unit or other structure or lot within the City, for development and redevelopment. The Commissioner of Housing has made the required determination with regard to this property. The property will be redeveloped.

The Board of Commissioners of the HABC has approved the disposition of this vacant property. The U.S. Department of Housing and Urban Development has approved the disposition in accordance with 24 CFR, Part 970.

**MINUTES**

DHCD - cont'd

The HABC is exempt from Real Estate Taxes and currently there are no liens on 2032 E. Federal Street.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the contract of sale with the Housing Authority of Baltimore City (HABC), Seller, for the fee simple interest in the property located at 2032 E. Federal Street. The Board also approved the acquisition of the property SUBJECT to all municipal liens except water bills that may accrue before a deed can be recorded.

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development DHCD

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a land disposition agreement (LDA) with SW Nursing Home, Limited Partnership, developer for the City-owned properties located at 1621 Riggs Avenue and 1623 Riggs Avenue.

**AMOUNT OF MONEY AND SOURCE:**

\$1,000.00 - 1621 Riggs Avenue  
1,000.00 - 1623 Riggs Avenue  
**\$2,000.00** - Purchase Price

**BACKGROUND/EXPLANATION:**

The total purchase price will be paid to the City of Baltimore at the time of settlement. The purchase price and improvements to the site will be financed through private funding.

The project will consist of the vacant lots being converted into paved parking areas for eventual expansion of existing parking for the nursing home. The developer owns the properties located at 1002 N. Vincent Street, 1620-1628 Mosher Street, and 1002 N. Gilmor Street.

Once transferred, the properties will be active on the tax rolls of Baltimore City thereby preventing tax abandonment.

The properties were journalized and approved for sale on September 14, 2011.

**STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE APPRAISED PRICE:**

Both 1621 and 1623 Riggs Avenue are valued at \$1,000.00 each. Pursuant to the Baltimore City Appraisal Policy, properties assessed below \$2,500.00 by the State Department of Assessments and Taxation do not have to be appraised for value. As such, appraisals are not necessary for these properties.

**MINUTES**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the land disposition agreement with SW Nursing Home, Limited Partnership, developer for the City-owned properties located at 1621 Riggs Avenue and 1623 Riggs Avenue.

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development DHCD

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a land disposition agreement with Glen B. Winchester, developer for the sale of the three City-owned properties located at 1610 Clifton Avenue, 1612 Clifton Avenue, and 2017 Clifton Avenue.

**AMOUNT OF MONEY AND SOURCE:**

\$ 6,000.00 - 1610 Clifton Avenue  
6,000.00 - 2017 Clifton Avenue  
2,000.00 - 1612 Clifton Avenue  
**\$14,000.00** - Purchase Price

A good faith deposit in the amount of \$1,400.00 will be paid by the Developer prior to settlement and the remaining balance of \$12,600.00 will be paid in full at closing. The project will be privately funded.

**BACKGROUND/EXPLANATION:**

The three properties being conveyed are vacant 2-story row-houses that are boarded and require extensive rehab work. The Developer plans to strip the interior of each property to its shell, revamp the electrical wiring and install new electrical receptacles. New plumbing systems and fixtures will be installed along with new drywall and trim. Necessary roof repairs will be made on each property to ensure its integrity and the structures will receive interior and exterior coats of paint. Once the work is completed, the Developer plans to provide affordable rental housing to family members.

The aforementioned properties were journalized and approved for sale on July 29, 2011.

The properties were priced pursuant to the appraisal policy by Baltimore City. The Waiver Valuation process was used in lieu of an appraisal to determine their value at \$8,500.00 each for 1610 and 1612 Clifton Avenue and \$5,000.00 for 2017 Clifton Avenue.

**MINUTES**

DHCD - cont'd

Due to the fact that the properties are blighted and require major repairs, they will be sold for the price of \$6,000.00 for 1610 Clifton Avenue and \$6,000.00 for 2017 Clifton Avenue. The property at 1612 Clifton Avenue's deterioration is more extensive; therefore, it will be sold for the price of \$2,000.00. The following factors are present:

1. stabilizing the immediate community,
2. elimination of blight,
3. economic development, real estate and other taxes, and
4. the opportunity to hasten the rehabilitation of the properties.

Comparables used to substantiate the sales price for 1610 Clifton Avenue; 1612 Clifton Avenue and 2017 Clifton Avenue are 2014 Clifton Avenue; 2341 Druid Hill Avenue; 2231 Oren Avenue and 1830 Westwood Avenue.

**MBE/WBE PARTICIPATION:**

The Developer will purchase each property for a price that is less than \$50,000.00, and will receive no City funds or incentives for the purchases or rehabilitation; therefore, MBE/WBE is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the land disposition agreement with Glen B. Winchester, developer for the sale of the three City-owned properties located at 1610 Clifton Avenue, 1612 Clifton Avenue, and 2017 Clifton Avenue.



**MINUTES**

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

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

1. **COLDSTREAM-HOMESTEAD-MONTEBELLO**                      **\$ 64,110.00**  
**COMMUNITY CORPORATION, INC. (CHM)**

Accounts: 2089-208914-5930-432726-603051	\$ 11,120.00
2089-208914-5930-432730-603051	\$ 16,574.00
2089-208914-5930-432735-603051	\$ 8,067.00
2089-208914-5930-432781-603051	\$ 22,423.00
2089-208914-5930-432783-603051	\$ 5,926.00

The CHM will administer activities and coordinate citizen participation in the planning and implementation of community development activities in the CHM Urban Renewal Area. The funds will be used to subsidize the CHM's operating costs for one year.

**MWBOO GRANTED A WAIVER.**

2. **INNOVATIVE HOUSING INSTITUTE,**                      **\$ 69,200.00**  
**INC. (IHI)**

Account: 2089-208914-5930-427543-603051

The IHI will assist 103 non-elderly, disabled low and moderate-income families with one-time subsistence assistance grants provided through the Enhanced Leasing Assistance Program (ELAP), established in accordance with the Consent Decree entered in the Bailey v. the Housing Authority of Baltimore City (HABC) and the U.S. Department of Justice v. HABC. The IHI is responsible for obtaining funds to cover a portion of the expenses and has requested that the DHCD provide Community Development Block Grant funds to provide the one-time subsistence assistance grants to ELAP participants. The expenses include leasing application fees, security deposits and utility, (electricity and telephone) installation fees.

**MWBOO GRANTED A WAIVER.**

**MINUTES**DHCD - cont'd

3. **NEIGHBORHOOD DESIGN CENTER,  
INC. (NDC)** **\$ 81,000.00**

Account: 2089-208914-5930-436080-603051

The NDC will provide design and planning assistance for a minimum of 35 community-based revitalization projects in Baltimore City's low and moderate-income neighborhoods including urban renewal areas. Specifically, the NDC will provide assistance with strategic neighborhood planning, neighborhood block projects, program and open space improvements, and re-use of existing facilities. The funds will be used to subsidize the organization's operating costs for one year.

**MWBOO GRANTED A WAIVER.**

4. **NEWBORN HOLISTIC MINISTRIES,  
INC. (NHM)** **\$ 46,000.00**

Account: 2089-208914-5930-429826-603051

The NHM operates a residential transitional housing recovery facility called Martha's Place, located at 1928 Pennsylvania Avenue. The NHM will also provide permanent housing to program graduates. Under this agreement, the NHM will actively guide 24 women and their families to complete recovery from drug addiction. The objective of the services is to fully rehabilitate residents and prepare them for independent substance free living.

## MINUTES

DHCD - cont'd

5. **ST. AMBROSE HOUSING AID** **\$322,380.00**  
**CENTER, INC.**

Accounts: 2089-208914-5930-436191-603051	\$136,450.00
2089-208914-5930-436191-603051	\$136,490.00
2089-208914-5930-434191-603051	\$ 49,440.00

The organization will provide one-on-one pre-purchase counseling to potential homeowners and one-on-one default housing counseling services to low and moderate-income persons who are in danger of losing their homes. The organization will also provide house counseling, referrals and home assessments to match homeowners with existing space in their homes with tenants seeking affordable housing under the Homesharing Program. The funds will be used to subsidize the organization's operating costs for one year.

**FOR FY 2014, THE MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$13,400.00, AS FOLLOWS:**

**MBE:** \$3,618.00  
**WBE:** \$1,340.00

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 Solution Grant Entitlement (ESG)
4. Housing Opportunity for People with AIDS (HOPWA)

**MINUTES**

DHCD - cont'd

The DHCD began negotiating and processing the CDBG agreements effective July 1, 2013 and beyond, as outlined in the Plan, pending approval of the Resolution. 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 various agreements.

**MINUTES**

Department of Housing and Community Development (DHCD) - Amendment No. 2 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a no-cost time extension to the agreement with the Baltimore Office of Promotion and the Arts. The amendment no. 2 will extend the agreement through October 31, 2013.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00

**BACKGROUND/EXPLANATION:**

On October 24, 2012, the Board approved the original agreement in the amount of \$65,000.00. On July 3, 2013, the Board approved amendment no. 1. This agreement will allow for a no-cost time extension from August 31, 2013 to October 31, 2013. The no-cost time extension allows the artist to complete the remaining murals in a timely manner.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the no-cost time extension to the agreement with the Baltimore Office of Promotion and the Arts.

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a land disposition agreement with Mr. Ibrahim Abou-Taleb, developer, for the sale of the City-owned property located at 716 Lennox Street.

**AMOUNT OF MONEY AND SOURCE:**

\$10,000.00 - Purchase Price

**BACKGROUND/EXPLANATION:**

Mr. Abou-Taleb will purchase the vacant City-owned building known as 716 Lennox Street to rehabilitate and maintain as a rental property or as a single family dwelling which will be sold at market rate. The property is located within the Reservoir Hill neighborhood.

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

The property located at 716 Lennox Street is being sold for \$10,000.00. The waiver valuation process determined the price for the property to be \$10,424.00. The property is being sold to Mr. Abou-Taleb for less than the price determined by the waiver valuation process because of the following reasons:

1. the renovations to the property will be a specific benefit to the immediate community,
2. this transaction will eliminate blight from the block and thus eliminate blight from the neighborhood,
3. this sale and rehabilitation of the property will return a vacant building to the tax rolls, and

**MINUTES**

DHCD - cont'd

4. the property is being sold for less than the value determined by the waiver valuation process because of its condition, which will require extensive and immediate remediation.

**MBE/WBE PARTICIPATION:**

The developer will purchase the property for a price that is less than \$50,000.00 and will receive no City funds or incentives for the purchase or rehabilitation; therefore, MBE/WBE participation is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the land disposition agreement with Mr. Ibrahim Abou-Taleb, developer, for the sale of the City-owned property located at 716 Lennox Street.

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a land disposition agreement with Rent Me Properties, LLC, developer, for the sale of the City-owned properties located at 1101, 1103, 1107, 1109, and 1117 N. Collington Avenue and a vacant lot located at 1111 N. Collington Ave.

**AMOUNT OF MONEY AND SOURCE:**

\$ 3,000.00 - 1101 N. Collington Ave.  
 3,000.00 - 1103 N. Collington Ave.  
 3,000.00 - 1107 N. Collington Ave.  
 3,000.00 - 1109 N. Collington Ave.  
 3,000.00 - 1117 N. Collington Ave.  
 1,000.00 - 1111 N. Collington Ave. (vacant lot)  
\$16,000.00 - Purchase Price

The City will convey all of its rights, title, and interest in these properties. The purchase price will be paid at the time of settlement.

**BACKGROUND/EXPLANATION:**

The Developer will purchase from the City, the five vacant row houses known as 1101, 1103, 1107, 1109, and 1117 N. Collington Avenue for rehabilitation as single family rentals and a vacant lot known as 1111 N. Collington Avenue, for use as a side yard.

The purchase price and improvements to the site will be financed through private funding.

The authority to sell all four properties is Article 13, Section 2-7 (h) (2) (ii) (c).



**MINUTES**

DHCD - cont'd

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

The vacant buildings located at 1101, 1103 1107, 1109, and 1117 N. Collington Avenue are being sold for \$3,000.00 each, and the vacant lot located at 1111 N. Collington Avenue is being sold for \$1,000.00. The waiver valuation process determined the price for the vacant buildings to be \$6,300.00 each and the vacant lot \$1,300.00. The properties are being sold to the Rent Me Properties, LLC for less because of the following reasons:

1. the renovations will be to the specific benefit of the immediate community,
2. this transaction will eliminate blight from the block and the neighborhood,
3. the sale and rehabilitation will return four vacant buildings to the tax rolls, and
4. the properties are being sold less than the waiver determined value because of their conditions, which will require extensive and immediate remediation.

**MBE/WBE PARTICIPATION:**

The properties are valued less than \$49,999.00. Therefore, MBE and WBE participation is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the land disposition agreement with Rent Me Properties, LLC, developer, for the sale of the City-owned properties located at 1101, 1103, 1107, 1109, and 1117 N. Collington Avenue and a vacant lot located at 1111 N. Collington Ave.

**MINUTES**

Department of Housing and Community Development (DHCD) - Local Government Resolution

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the local government resolution in support of the Strategic Demolition and Smart Growth Impact Fund (SD-SGIF) Program of the Maryland Department of Housing and Community Development (MD-DHCD). A local government resolution of support is required for organizations to participate in the program.

**AMOUNT OF MONEY AND SOURCE:**

\$ 3,767,500.00 - SD-SGIF/MD DHCD

No City funds are requested.

**BACKGROUND/EXPLANATION:**

The SD-SGIF seeks to catalyze activities that accelerate economic development, job production and smart growth in existing Maryland communities. In Fiscal Year 2014, up to \$5,000,000.00 will be available to eligible applicants, including local governments and non-profit community development organizations, in the form of grants or loans in the State's capital budget. Since funds are limited, awards will focus on those smart growth projects that have a high economic and revitalization impact in their existing communities.

In order to achieve the desired program goals, funded projects should make a range of economic development and smart growth outcomes in existing communities possible. Funded projects should:

- catalyze development around State-designated Transit-Oriented Development (TOD) sites,
- improve health of local economies in existing communities,

**MINUTES**

DHCD - cont'd

- create local jobs and services,
- facilitate concentrated growth and mixed-use development,
- provide a range of housing choices for people of all economic backgrounds, and
- demonstrate growth and development practices that protect the environment and conserve air, water and energy resources, encourage walkability and recreational opportunities, and where available, create access to transit.

Eligible projects will be capital projects including, but not limited to:

- site acquisition and assembly to create redevelopment size parcels for solicitation or planned development,
- demolition of derelict non-contributing structures to make way for new infill development,
- site development, including public infrastructure improvements, and
- construction-level architectural and engineering designs that integrate "green" approaches to site and building redevelopment and stormwater management strategies.

Projects must be located within the City's Sustainable Community area. In order to be designated a Sustainable Community, Baltimore City submitted a Sustainable Communities Plan and subsequent modifications to the State of Maryland under the Sustainable Communities Act of 2010.

## MINUTES

DHCD - cont'd

The DHCD received requests for local government resolutions of support for six FY 2014 applications to the MD DHCD. These applications include a total of seven separate housing and community development projects. The applicants and projects are as follows:

<u>Organization</u>	<u>Project</u>	<u>SD-SGIF Funds Requested</u>
<b>Baltimore City Department of Housing and Community Development</b>	<b>Demolition of New Psalmist Baptist Church</b>	<b>\$1,025,000.00</b>

The demolition of the long-time vacant New Psalmist Baptist Church, located at 4501 Old Frederick Road is part of the more than 30-acre Uplands redevelopment effort to remove a blighting influence, to enhance existing marketing efforts, and to begin preparing the site for future redevelopment.

<b>Parks &amp; People Foundation, Inc.</b>	<b>Auchentoroly Terrace at Druid Hill Park</b>	<b>\$ 500,000.00</b>
--	--	----------------------

The Parks & People Foundation will accelerate economic development and create jobs and job training opportunities in the Mondawmin community by restoring a 9-acre parcel of abandoned land. The project includes the adaptive reuse of a historic building referred to as the Superintendent's House and constructing offices, educational and community facilities, and public park space.

<b>The National Great Blacks In Wax Museum, Inc.</b>	<b>A Museum Expansion Project for the Demolition of 1613 to 1643 East North Avenue</b>	<b>\$ 150,000.00</b>
--	--	----------------------

The National Great Blacks in Wax Museum, Inc. seeks \$150,000.00 in gap funding which will assist with the cost of demolition, utility disconnection, and fencing of properties from 1613 to 1643 East North Avenue, needed for the Museum's expansion and community revitalization effort.

## MINUTES

DHCD - cont'd

<u>Organization</u>	<u>Project</u>	<u>SD-SGIF Funds Requested</u>
<b>TRF Development Partners, Inc.</b>	<b>East Baltimore Historic - Phase II</b>	<b>\$ 800,000.00</b>

Funds will be used for infrastructure and stabilization improvements to rehabilitate and renovate a 40-unit rental project in East Baltimore's Broadway East neighborhood.

<b>Mary Harvin Transformation Center Community Development Corporation</b>	<b>Mary Harvin Transformation Center Community Development Corporation Demolition Project</b>	<b>\$ 492,500.00</b>
--	---	----------------------

The Mary Harvin Transformation Center Community Development Corporation has strategically acquired vacant properties adjacent to the Southern Baptist Church. The properties will be razed and redeveloped to eliminate blight and build a family life center to facilitate community events, educational services, and employment training to help revitalize the East Baltimore Community.

<b>Coppin Heights Community Development Corporation</b>	<b>The Center for Health Care and Healthy Living - Construction Level Design Phase</b>	<b>\$ 500,000.00</b>
---	--	----------------------

The project will include the preparation of construction-level drawings for the Center for Health Care and Healthy Living at the Hebrew Orphan Asylum. The project is the redevelopment of a 26,000 square foot historic landmark building for a medical and dental clinic, pharmacy, food cooperative, and other medical uses.

**MINUTES**DHCD - cont'd

<u>Organization</u>	<u>Project</u>	<u>SD-SGIF Funds Requested</u>
Mary Harvin Transformation Center Community Development Corporation	Mary Harvin Transformation Center Community Development Corporation	\$ 300,000.00

The Mary Harvin Transformation Center Community Development Corporation project is acquiring vacant properties one block north of the Southern Baptist Church in the 1800 blocks of North Chester and Castle Streets and the 2100 block of East Lafayette Avenue. The properties will be redeveloped into 75 new affordable multi-family dwellings.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the local government resolution in support of the Strategic Demolition and Smart Growth Impact Fund Program of the Maryland Department of Housing and Community Development. The Mayor **ABSTAINED** on the organization Parks & People Foundation, Inc. for the Auchentoroly Terrace at Druid Hill Park Project in the amount of \$500,000.00. The Comptroller **ABSTAINED** on the organization Coppin Heights Community Development Corporation for The Center for Health Care and Healthy Living - Construction Level Design Phase in the amount of \$500,000.00.

**MINUTES**

Department of Housing and Community Development (DHCD) - Employee Expense Report

**ACTION REQUESTED OF B/E:**

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

- |    |   |                |
|----|---|----------------|
| 1. | <b>ELAINE MARTIN JOHNSON</b>  | <b>\$35.00</b> |
|    | Account: 2089-208914-6040-440000-603020<br>April 2013 - Continuing Education        |                |
| 2. | <b>PATRICIA LONG</b>  | <b>\$75.00</b> |
|    | Account: 2089-208914-6040-440000-603020<br>January 2013 - Continuing Education      | \$20.00        |
|    | March 2013 - Continuing Education   | \$20.00        |
|    | April 2013 - Continuing Education   | \$35.00        |
| 3. | <b>TEONA THOMAS</b>   | <b>\$46.00</b> |
|    | Account: 2089-208914-6040-440000-603020<br>April 2013 - Continuing Education Credit |                |

The expense reports are for the cost of continuing education credits required by the Maryland State Child Care Licensing Administration. The request is late because the original expense report submitted for processing was misplaced and there is no record of this submission to accounts payable.

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

**MINUTES**

DHCD - cont'd

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the various expense reports for above-listed employees.



**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:

3896 - 3899

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

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

1. B50002905, Dental Health Maintenance Organization (DHMO) & Dental Preferred Provider Organization (DPPO) Plans	Delta Dental of Pennsylvania	\$ 2,633,284.00 (DHMO) 10,892,665.00 (DPPO) <u>\$13,525,949.00</u> (3-yr. estimates)
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(Dept. of Human Resources)

On July 24, 2013, six bids were received and opened. The vendor, Benefits Services of America, Inc. was deemed non-responsive and rejected with the concurrence of the Law Department. The vendor United Concordia Companies, Inc. was deemed non-responsive and rejected by the Law Department for its DHMO Plan offering. The bids from United Health Care and Metropolitan Life Insurance Company d/b/a MetLife did not meet the minimum technical requirements. The bids from Delta Dental of Pennsylvania, CareFirst Blue Cross Blue Shield (who submitted bids as CareFirst of Maryland, Inc. for the DPPO Plan and The Dental Network, Inc. for the DHMO Plan), and United Concordia (on their DPPO Plan offering only) met the minimum technical requirements and were placed on the offeror short list. The award is recommended to the responsive and responsible offeror receiving the highest score after best and final offers were received. The award is for the period September 25, 2013 through December 31, 2016, with two 1-year renewal options.

**MWBOO SET GOALS OF 10% MBE AND 5% WBE.**

<b>MBE:</b> Time Printers, Inc.*	0%
Sue-Ann's Office Supply	3%
1 <sup>st</sup> Choice Staffing, LLC	<u>4%</u>
	<b>7%</b>

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

**WBE:** The Well Workplace, LLC d/b/a Well Advantage 5%

The bidder did not achieve the MBE goal.

\*Time Printers, Inc. is not certified as MBE with Baltimore City.

**MWBOO FOUND VENDOR IN NON-COMPLIANCE**

The award is recommended contingent on Delta Dental of Pennsylvania coming into compliance within ten days of the award.

MWBOO found all three of the shortlisted vendors in non-compliance.

- |    |                                     |  |              |
|----|-------------------------------------|--|--------------|
| 2. | B50003072, On-Call Seeding Services | Erosion Control & Landscape Services, Inc. | \$468,000.00 |
|----|-------------------------------------|--|--------------|

(Dept. of Public Works,  
Bureau of Solid Waste)

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

**MBE:** Gambino Construction, Inc. \$30,500.00 6.52%<sup>1</sup>

**WBE:** Haines Industries, Inc. See note<sup>2</sup>

<sup>1</sup> Gambino Construction, Inc. is currently not in good standing with the Maryland Department of Assessment and Taxation. If awarded, the bidder will be allowed to substitute an approved MBE if Gambino Construction, Inc. is not in good standing at the time of award.

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

<sup>2</sup> Haines Industries, Inc. is not certified to perform the work/service listed on Part B: Statement of Intent form.

**MWBOO FOUND VENDOR IN NON-COMPLIANCE.**

The Bureau of Purchases recommends award to the sole bidder subject to the vendor coming into compliance with MWBOO within ten days of the award.

3. B50003073, Road Service for Cars, Trucks, & Heavy Equipment	<u>1<sup>st</sup> Call</u>	
	The Auto Barn, Inc.	\$700,000.00
	<u>2<sup>nd</sup> Call</u>	
	Frankford Towing, Inc.	\$200,000.00
		<u>\$900,000.00</u>

(Dept. of General  
Services, Fleet  
Management)

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

1<sup>st</sup> Call - The Auto Barn, Inc.

**MBE:** Hopkins Fuel Oil Co., LLC      5%

2<sup>nd</sup> Call - Frankford Towing, Inc.

**MBE:** Hopkins Fuel Oil Co., LLC      5%

**MWBOO FOUND VENDORS IN COMPLIANCE.**

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

**A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART, AND A PROTEST WAS RECEIVED FROM THE TRANSPORTATION AUTHORITY ASSOCIATION OF BALTIMORE.**

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.

The Transportation Authority Association of Baltimore is not a legal entity; therefore, the Board will not hear the protest. Mr. Lewis' letter will be sent to the Agency to review and respond.

4. B50003077, Super Cab Truck with a Utility Body	Hertrich Fleet Services, Inc.	\$247,081.00
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(Dept. of Transportation)

**MWBOO GRANTED A WAIVER.**

# Kim A. Trueheart

September 24, 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 a complete failure to provide transparent communications about priorities and outcomes.

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. Page 107, Item 3, Purchasing Department – B50003073 – Service for Cars, Trucks, & Heavy Equipment, if approved:
    - i. This action is fundamentally a towing contract but has:
      1. Been advertised and misrepresented as a road service contract, yet it fails to require the bidder to provide a road service vehicle, instead requiring towing capable vehicles only;
      2. Required the bidder to include information on tow truck driver's which introduces an unnecessary barrier restricting inclusion of many minority and women;
      3. Imposed a Bid BOND on this towing contract where NO other towing contract awarded in the past year has done so and thus excludes most minority/women owned towing companies who are unable to obtain a BOND;
    - ii. This action continues to establish the WMBOO goals at an unjustifiably low level: MWE = 5% and WBE = 0%, where other towing contracts awarded in the past year have imposed goals of MWE = 10% an WBE = 5%
    - iii. This action demonstrates the questionable and inequitable business practices of the Purchasing and MWBOO must be reformed, immediately!!!
    - iv. The Bureau of Purchases and the MWBOO have again demonstrated ill-will towards minority and women owned companies by imposing unnecessary barriers that limit their participation
    - v. This action demonstrates the clear need for cogent, value-based decision criteria for retaining or disqualifying vendors who fail to satisfactorily conform with the WMBOO administrative policy and procedures;
  - b. Please provide access to the documentation that provides the rationale explaining the reason this contract was NOT advertised as a towing contract.
3. How the protestant will be harmed by the proposed Board of Estimates' action: This action presents an opportunity for the City to provide a fair and equitable competitive opportunity for small and minority business benefit from municipal expenditures; however those responsible

Email: [ktrueheart@whatfits.net](mailto:ktrueheart@whatfits.net)

5519 Belleville Ave  
Baltimore, MD 21207

continue to fail to make the appropriate decisions to achieve that end. The continued mismanagement of major projects by City agencies is disgracefully wasteful and lacking innovative outcomes that generate equity for small and minority businesses.

4. The remedy I seek and respectfully request is that this action be re-advertised and titled as a towing contract.

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

Sincerely,

Kim Trueheart, Citizen & Resident

5519 Belleville Ave  
Baltimore, MD 21207

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Bureau of Purchases

3. B50003073, Road 1<sup>st</sup> Call

Service for Cars, The Auto Barn, Inc. \$700,000.00 Trucks, & Heavy

Equipment 2<sup>nd</sup> Call Frankford Towing, Inc. \$200,000.00

**\$900,000.00**

(Dept. of General Services, Fleet Management)

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

1<sup>st</sup> Call - The Auto Barn, Inc.

**MBE:** Hopkins Fuel Oil Co., LLC 5%

2<sup>nd</sup> Call - Frankford Towing, Inc.

**MBE:** Hopkins Fuel Oil Co., LLC 5%

**MWBOO FOUND VENDORS IN COMPLIANCE.**



The Transportation Authority Association  
of Baltimore  
443-677-6937

September 24, 2013

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

Dear Ms. Taylor:

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

1. Whom you represent: Self
2. What the issues are:
  - a. Page 107, Item 3, Purchasing Department – B50003073 – Service for Cars, Trucks, & Heavy Equipment, if approved:
    - i. This action is fundamentally a towing contract but has:
      1. Been advertised and misrepresented as a road service contract, yet it fails to require the bidder to provide a road service vehicle, instead requiring towing capable vehicles only;
      2. Required the bidder to include information on tow truck driver's which introduces an unnecessary barrier restricting inclusion of many minority and women;
      3. Imposed a Bid BOND on this towing contract where NO other towing contract awarded in the past year has done so and thus excludes most minority/women owned towing companies who are unable to obtain a BOND;
    - ii. This action continues to establish the WMBOO goals at an unjustifiably low level: MWE = 5% and WBE = 0%, where other towing contracts awarded in the past year have imposed goals of MWE = 10% and WBE = 5%
    - iii. This action demonstrates the questionable and inequitable business practices of the Purchasing and MWBOO must be reformed, immediately!!!
    - iv. The Bureau of Purchases and the MWBOO have again demonstrated ill-will towards minority and women owned companies by imposing unnecessary barriers that limit their participation
    - v. This action demonstrates the clear need for cogent, value-based decision criteria for retaining or disqualifying vendors who fail to satisfactorily conform with the WMBOO administrative policy and procedures;

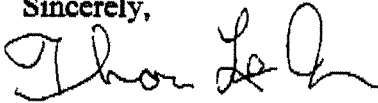
P.O. Box 2687  
Baltimore, MD 21215-2687  
443-677-6937  
[dirt hauler2008@gmail.com](mailto:dirt hauler2008@gmail.com)

- b. Please provide access to the documentation that provides the rationale explaining the reason this contract was NOT advertised as a towing contract.
3. How the protestant will be harmed by the proposed Board of Estimates' action: This action presents an opportunity for the City to provide a fair and equitable competitive opportunity for small and minority business benefit from municipal expenditures; however those responsible continue to fail to make the appropriate decisions to achieve that end. The continued mismanagement of major projects by City agencies is disgracefully wasteful and lacking innovative outcomes that generate equity for small and minority businesses.
4. The remedy I seek and respectfully request is that this action be re-advertised and titled as a towing contract.

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on September 24, 2013.

If you have any questions, please contact me directly at 443-677-6937.

Sincerely,



Thomas Lewis, Jr.  
President

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the technical proposals for B50002877, Advanced Metering Infrastructure and Water Meter System Installation, Water Contract 1223 from the following vendors, and open their packages containing their price proposal and MBE/WBE submittals:

Itron, Inc. and  
DYNIS, LLC.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On July 17, 2013, the Board opened three technical proposals for Advanced Metering Infrastructure and Water Meter System Installation, Water Contract 1223. Vendors were solicited by posting on CitiBuy, eMaryland Marketplace, and in local newspapers. Out of three proposals received, the proposal from Aclara Technologies, LLC was referred to the Law Department and found non-responsive. The remaining two technical proposals were found to be responsive and met the City's technical requirements.

**A PROTEST WAS RECEIVED FROM ACLARA TECHNOLOGIES.**

President: "The first item on the non-routine agenda can be found on Page 103, Bureau of Purchases, Acceptance of Technical Proposals and Opening of Price Proposals. Will the parties please come forward? Anybody here? I will entertain a Motion."

City Solicitor: "Nobody here from Aclara?"

President: "I entertain a Motion."

**MINUTES**

City Solicitor: "I MOVE to approve the agency recommendation and -- and proceed as requested."

Director of Public Works: "Second."

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

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

City Solicitor: "And just to clarify, that's without prejudice to Aclara's right to appeal, if it chooses, um -- when the award comes before the Board."

UPON MOTION duly made and seconded, the Board approved acceptance of the technical proposals for B50002877, Advanced Metering Infrastructure and Water Meter System Installation, Water Contract 1223 from the following vendors: Itron, Inc. and DYNIS, LLC., and open their packages containing their price proposal and MBE/WBE submittals.



30400 Solon Road  
Solon, OH 44139  
www.Aclara.com  
440.528.7200  
440.528.7199 fax

August 6, 2013

Mr. Timothy M. Krus, CPPO  
City Purchasing Agent  
City of Baltimore – Bureau of Purchases  
231 E. Baltimore Street, Suite 300  
Baltimore, MD 21202

Re: B50002877 Advanced Metering Infrastructure & Water Meter System Installation

Dear Mr. Krus:

This letter is written in response to your letter of July 25, 2013, stating the City of Baltimore (City) found Aclara Technologies LLC's bid to be "non-responsive". We've carefully considered the City's reasons for the same and after an in-depth review of the City's Request for Proposal for Advanced Metering Infrastructure and Water Meter System Installation (Proposal) and Aclara's submission; for the reasons noted below, we firmly and sincerely believe that Aclara's bid was indeed responsive. As such, we respectfully request that the City deem Aclara's bid as responsive.

**General Conditions of Offer and Contract**

Aclara read and understood Section GC9 (A) of the Proposal as requiring it to submit any terms, conditions and specifications that it could not accept as written. The Proposal contained no such terms, conditions and specifications and thus, Aclara did not submit any of the aforementioned to the City on or before the ten day submission window.

As a normal course of doing business and as permitted by the Proposal, Aclara did identify and list some items for discussion in anticipation of entering into an agreement with the City. These were submitted in the required method and format as stated in the Proposal in Section B entitled "*Response Requirements, Additional Information:*

*2. ....Attach a list of any/all City approved and/or Offeror generated deviations, exceptions, modifications and/or alterations. Do not make it a 'condition' that the City must accept any deviations, exceptions, modifications and/or alterations not previously approved by the City before the Offeror will accept an award...." (emphasis added)*

Please note: Aclara did not make it a 'condition' that the City accept the items listed in the bid but only that they be taken under consideration. Specifically, on page 92 in Aclara's bid it clearly states that:

*"Aclara has reviewed the documents contained within the Solicitation and offers the following comments for the City's consideration".*



30400 Solon Road  
Solon, OH 44139  
[www.Aclara.com](http://www.Aclara.com)

440.528.7200  
440.528.7199 fax

In other words, with the goal to reach an agreement mutually beneficial to the City and Aclara, these items would be discussed as part of the normal course of business negotiations. This approach has been used successfully in arriving at agreements with many investor and municipal owned utilities.

**Commitment to the City's Project Goals and Objectives**

Aclara and its project team members have invested a significant amount of time, money and resources to earn the City's business. In doing so, Aclara has selected best-in-class partners consisting of local certified MBEs and WBEs with proven expertise, extensive experience and a history of successful Advanced Metering Infrastructure (AMI) and project implementations to ensure a successful turnkey project for the City. Additionally, based on Aclara's proven track record in providing AMI systems similar in size to Baltimore, the Aclara team has provided the City with an approach that meets all project milestones and requirements. Specifically, Aclara understands how AMI projects are developed and executed and is prepared to work with the City to quickly and efficiently execute any and all mutually beneficial agreements.

Mr. Krus, we respectfully request a face to face meeting with you on Friday, August 9, 2013 to further discuss being afforded the opportunity to work with the City. If Friday is unavailable, please let me know which day and time works best for you. Please contact me directly at 781-898-4219 or [nrich@aclara.com](mailto:nrich@aclara.com).

Thank you again for the opportunity to serve the City of Baltimore and its customers. Your business is important to Aclara and we will continue to work hard to earn it.

I look forward to hearing from you soon.

Sincerely,

*Nancy Rich*

Nancy Rich  
Sr. Vice President – Sales and Account Management

Cc: Ms. Joan M. Pratt  
Comptroller and Secretary of the Board

**MINUTES**

Office of the President - Governmental/Charitable  
Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a governmental/charitable solicitation application for submission to the Board of Ethics of Baltimore City for Ms. Cailin Benson to solicit donations from friends, family members and associates to benefit the 501(c)(3) non-profit organization, Soccer Without Borders. The period of the campaign will be effective upon Board approval through June 30, 2014.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

Ms. Benson will offer grant writing assistance to benefit the Soccer Without Borders Baltimore organization. However, she may support the organization's fundraising efforts through a variety of endeavors during the 2013 - 2014 year including selling tickets, soliciting sponsors, auction items and vendors in support of events as yet unplanned. In that instance, friends, family, and colleagues will be solicited directly by Ms. Benson. All other solicitations will be made in person, by telephone, in writing and/or email.

Soccer Without Borders Baltimore is a non-profit organization whose mission is to use soccer as a vehicle for positive change, providing new American youth with tools to overcome obstacles to growth, inclusion, and personal success. This population includes students whose families have immigrated to the United States voluntarily; students whose families arrived in Baltimore as refugees; and those whose families have been granted asylum in the United States.

Baltimore City Code Article 8, Section 6-26, prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations

**MINUTES**Office of the President - cont'd

that are for the benefit of an official governmental program or activity, or a City-endorsed charitable function or activity. Ethics Regulation 96.26B sets out the standards for approval, which includes the requirement that the program, function, or activity to be benefited and the proposed solicitation campaign must be endorsed by the Board of Estimates or its designee.

UPON MOTION duly made and seconded, the Board endorsed the governmental/charitable solicitation application for submission to the Board of Ethics of Baltimore City for Ms. Cailin Benson to solicit donations from friends, family members and associates to benefit the 501(c)(3) non-profit organization, Soccer Without Borders. The President **ABSTAINED**.



**MINUTES**

Office of the President - Governmental/Charitable  
Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a governmental/charitable solicitation application for submission to the Board of Ethics of Baltimore City for Ms. Cailin Benson to solicit donations from friends, family members and associates to benefit the 501(c)(3) non-profit organization, Waverly Main Street. The period of the campaign will be effective upon Board approval through June 30, 2014.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

As a volunteer on the organization's Promotions Committee, Ms. Benson will work with the Executive Director of Waverly Main Street throughout 2013-2014 to identify potential donors to support events and activities in the district. The organization is currently developing an annual fundraising plan but expects that it will entail soliciting sponsors, auction items and vendors. In addition, tickets may be sold to events hosted by the Waverly Main Street. In that instance, friends, family, and colleagues will be solicited directly by Ms. Benson. All other solicitations will be made in person, by telephone, in writing and email.

Waverly Main Street plays an important role in strengthening neighborhoods, by applying the Main Street approach to promote economic development and community revitalization. The volunteer-driven program is facilitated with assistance from Baltimore Development Corporation in efforts to improve safety, sanitation and code enforcement, as well as funding and design services for building renovations in Waverly's commercial district.

**MINUTES**Office of the President - cont'd

Baltimore City Code Article 8, Section 6-26, prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations that are for the benefit of an official governmental program or

activity, or a City-endorsed charitable function or activity. Ethics Regulation 96.26B sets out the standards for approval, which includes the requirement that the program, function, or activity to be benefited and the proposed solicitation campaign must be endorsed by the Board of Estimates or its designee.

UPON MOTION duly made and seconded, the Board endorsed the governmental/charitable solicitation application for submission to the Board of Ethics of Baltimore City for Ms. Cailin Benson to solicit donations from friends, family members and associates to benefit the 501(c)(3) non-profit organization, Waverly Main Street. The President **ABSTAINED**.

**MINUTES**

Office of the President - Governmental/Charitable  
Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a governmental/charitable solicitation application for submission to the Board of Ethics of Baltimore City for Ms. Cailin Benson to solicit donations from friends, family members and associates to benefit the 501(c)(3) non-profit organization, Friends of Wyman Park Dell. The period of the campaign will be effective upon Board approval through June 30, 2014.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

As a member of the Board of Directors of Friends of Wyman Park Dell, Ms. Benson is expected to support the organization's fundraising efforts through a variety of endeavors during the 2013-2014 year including selling tickets, soliciting sponsors, auction items and vendors in support of events as yet unplanned. In that instance, friends, family, and colleagues will be solicited directly by Ms. Benson. All other solicitations will be made in person, by telephone, in writing and email.

The Friends of Wyman Park Dell organizes community-based park enhancement and improvement activities. These efforts include periodic clearing of invasive vegetation and replacing them with more suitable plantings to improve the Dell's appearance and long-term viability. Throughout its history, the Friends of Wyman Park Dell has advocated for major improvements to the Dell's storm water drainage, repair and restoration of its lower lawn and slopes, improved lighting and electrical systems, and improvements to its stone walls, stairs and paths, benches, and playground.

The specific purposes contributions and other receipts will be applied to the long-term revitalization and management of the

**MINUTES**Office of the President - cont'd

Dell and its adjacent green spaces, including but not limited to the following purposes: rehabilitate and preserve the Dell's historic features and design; provide an attractive and safe destination for visitors; enhance the existing landscape; encourage the hosting of programs and events; attract new park users; and address issues of safety.

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

UPON MOTION duly made and seconded, the Board endorsed the governmental/charitable solicitation application for submission to the Board of Ethics of Baltimore City for Ms. Cailin Benson to solicit donations from friends, family members and associates to benefit the 501(c)(3) non-profit organization, Friends of Wyman Park Dell. The President **ABSTAINED**.

**MINUTES**

Office of the President - Governmental/Charitable  
Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a governmental/charitable solicitation application for submission to the Board of Ethics of Baltimore City for Mr. Lester Davis to solicit donations from friends, family members and associates to benefit the 501(c)(3) non-profit organization, Belair-Edison Neighborhoods, Inc. The period of the campaign will be effective upon Board approval through June 30, 2014.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

As a member of the Board of Directors, of Belair-Edison Neighborhoods Inc., Mr. Davis is expected to support the organization's fundraising efforts through a variety of endeavors during the 2013-2014 year. The organization is currently developing an annual fundraising plan but expects that it will entail soliciting sponsors, auction items and vendors. In addition, tickets may be sold to events hosted by the Belair-Edison Neighborhoods, Inc. In that instance, friends, family, and colleagues will be solicited directly by Mr. Davis. All other solicitations will be made in person, by telephone, in writing and email.

Belair-Edison Neighborhoods, Inc. is a non-profit community-based organization that works to foster an environment where residents, business owners, and stakeholders feel confident to invest their time, energy, and money. They are a Healthy Neighborhoods and Baltimore Main Streets partner organization, as well as a HUD- certified comprehensive housing counseling agency.

**MINUTES**Office of the President - cont'd

Belair-Edison Neighborhoods, Inc. is engaged in a variety of endeavors designed to establish and maintain the Belair-Edison community as a healthy mix of sustainable homeownership, business and recreational options. To that end, they offer many services including but not limited to the following: pre-purchase education and one-on-one counseling; foreclosure intervention services; small business development and promotion; community organizing and outreach; and neighborhood marketing. All contributions would be applied to those named or similar programs.

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

UPON MOTION duly made and seconded, the Board endorsed the governmental/charitable solicitation application for submission to the Board of Ethics of Baltimore City for Mr. Lester Davis to solicit donations from friends, family members and associates to benefit the 501(c)(3) non-profit organization, Belair-Edison Neighborhoods, Inc. The President **ABSTAINED**.

**MINUTES**

Office of the President - Governmental/Charitable  
Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a governmental/charitable solicitation application for submission to the Board of Ethics of Baltimore City for Ms. Carolyn Blakeney to solicit donations from friends, family members and associates to benefit the 501(c)(3) non-profit organization, Suited to Succeed. The period of the campaign will be effective upon Board approval through June 30, 2014.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

As a member of the Board of Directors of the organization, Ms. Blakeney is expected to support Suited to Succeed's fundraising efforts through a variety of endeavors during the 2013-2014 year most notably by selling tickets, soliciting sponsors, auction items and vendors in support of the annual "Suit-A-Palooza" and other similar events as yet unplanned. City Agencies, friends, and family will be solicited directly by Ms. Blakeney. Solicitations will be made in person, by telephone, in writing and email.

The mission of Suited to Succeed is to empower Baltimore area women in their efforts to transition from training programs and unemployment to self-sufficiency by providing free professional clothing and workshops. Suited to Succeed collects business clothing through company-sponsored clothing drives, individual donations and community events and offers them to women transitioning from welfare, crises and/or training programs to employment. Since its inception in 1997, Suited to Succeed has helped more than 6,000 women make the transition from unemployment to self-sufficiency.

**MINUTES**Office of the President - cont'd

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

UPON MOTION duly made and seconded, the Board endorsed the governmental/charitable solicitation application for submission to the Board of Ethics of Baltimore City for Ms. Carolyn Blakeney to solicit donations from friends, family members and associates to benefit the 501(c)(3) non-profit organization, Suited to Succeed. The President **ABSTAINED**.



**MINUTES**

Office of the President - Governmental/Charitable  
Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a governmental/charitable solicitation application for submission to the Board of Ethics of Baltimore City for Ms. Regina Boyce to solicit donations from friends, family members and associates to benefit the 501(c)(3) non-profit organization, Waverly Main Street. The period of the campaign will be effective upon Board approval through June 30, 2014.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

As the President of the Board of Directors, Ms. Boyce will work with the Executive Director of *Waverly Main Street* throughout 2013-2014 to identify potential donors to support events and activities in the district. The organization is currently developing an annual fundraising plan but expects that it will entail soliciting sponsors, auction items and vendors. In addition, tickets may be sold to events hosted by the *Waverly Main Street*. In that instance, friends, family, and colleagues will be solicited directly by Ms. Boyce. All other solicitations will be made in person, by telephone, in writing and email.

Waverly Main Street plays an important role in strengthening neighborhoods, by applying the Main Street approach to promote economic development and community revitalization. The volunteer-driven program is facilitated with assistance from Baltimore Development Corporation in efforts to improve safety, sanitation and code enforcement, as well as funding and design services for building renovations in Waverly's commercial district.

**MINUTES**Office of the President - cont'd

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

UPON MOTION duly made and seconded the Board endorsed the governmental/charitable solicitation application for submission to the Board of Ethics of Baltimore City for Ms. Regina Boyce to solicit donations from friends, family members and associates to benefit the 501(c)(3) non-profit organization, Waverly Main Street. The President **ABSTAINED**.

**MINUTES**Law Department - Settlement Agreement and Release

The Board is requested to approve the settlement agreement and releases. The settlement for item no. 2 is submitted on behalf of the Board of School Commissioners.

1. Dillon Brown v. Daniel Salefski, et al. \$95,000.00

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

2. Andrea Jarmon et al v. Baltimore City Board of School Commissioners, et al. \$50,000.00

Funds are available in account no. 2044-000000-1450-164978-603070.

The settlement agreements and releases have been reviewed and approved by the Settlement Committee of the Law Department.

UPON MOTION duly made and seconded, the Board approved and authorized the above settlement agreements and releases.

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

The Board is requested to approve a refund of real property taxes for the below-listed claimants:

It is the opinion of the Law Department that the claimants have met the qualifications for a real property tax exemption and met the status for blindness or disabled veteran.

It has been determined that the claimants are entitled to a refund of real property taxes, which were paid as follows:

	<u>Claimant/s</u>	<u>Property</u>	<u>Taxable Year</u>	<u>Amount</u>
1.	<b>THELMA SMITH</b>	606 N. Montford Ave.	2012/2013	\$ 357.00
2.	<b>ANNETTE BROWN</b>	5718 Greenspring Ave.	2012/2013	\$ 7,424.89
			2011/2012	7,206.97
			2010/2011	6,939.77
				<u>\$21,571.63</u>

Ms. Smith has met the qualification for blindness and her dwelling is not occupied by more than 2 families, as required by Tax Property Article 3 Section 7-207(b).

Ms. Brown is a disabled veteran, honorably discharged from the armed services, and declared by the Veteran's Administration to have a permanent 100% service connected disability. Ms. Brown filed her application on July 10, 2013.

Pursuant to the Tax Property Article, Section 208(h)(2) it is required that interest will be paid at the rate the county or municipal corporation charges on overdue taxes and that the interest shall accrue from the date the application is filed with the county or municipal corporation. In order to avoid interest being paid, each

**MINUTES**

Law Department - cont'd

claimant's application for a refund must be made within 60 days of the application.

UPON MOTION duly made and seconded, the Board approved the refund of real property taxes for the aforementioned claimants.

## 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>L/B WATER SERVICES, INC.</u>   | <u>\$00.00</u> | <u>Renewal</u> |
| Solicitation No. B50002186 - Roadway Valve Boxes - Department of Public Works - Req. No. P518619 |                |                |

On November 7, 2011, the Board approved the initial award in the amount of \$22,000.00. The award contained two 1-year renewal options. On September 19, 2012, the Board approved the first renewal in the amount of \$20,000.00. This final renewal in the amount of \$0.00 is for the period November 9, 2013 through November 8, 2014.

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|---|--------------------|----------------|
| 2. <u>SIEMENS WATER TECHNOLOGIES, LLC</u>   | <u>\$27,100.00</u> | <u>Low Bid</u> |
| Solicitation No. B50003126 - Fiberglass Flights - Department of Public Works - Req. No. R637625 |                    |                |

- |   |                    |                        |
|---|--------------------|------------------------|
| 3. <u>COURTSMART</u>  | <u>\$28,478.00</u> | <u>Selected Source</u> |
| Solicitation No. 06000 - Replacement of Damaged Digital Recording System - Orphan's Courthouse - Req. No. R630345 |                    |                        |

The vendor provided the original recording system and it is the best one to determine what can be repaired or replaced.

- |  |                    |                |
|--|--------------------|----------------|
| 4. <u>MCKESSON MEDICAL-SURGICAL</u>                                      | <u>\$20,000.00</u> | <u>Renewal</u> |
| Solicitation no. 06000 - Naloxone - Health Department - Req. No. P521410 |                    |                |

On September 11, 2012, the Board approved the initial award in the amount of \$8,152.00. The award contained two 1-year renewal options. On January 23, 2013, the Board approved an increase in the amount of \$20,000.00. This renewal in the amount of \$20,000.00 is for the period September 25, 2013 through September 24, 2014, with one 1-year renewal option remaining.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

5. ORASURE TECHNOLOGIES, INC.	\$ 44,500.00	Increase
Contract No. 08000 - HIV Kits - Health Department - P.O. No. P522548		

On January 24, 2013, the City Purchasing Agent approved the initial award in the amount of \$24,450.00. The award contained three 1-year renewal options. Federal grant funds were not available at the time of the previous award. On May 1, 2013, the Board approved an increase in the amount of \$90,000.00. This increase in the amount of \$44,500.00 is necessary due to increased usage. This increase in the amount of \$44,500.00 will make the award amount \$158,950.00. The contract expires on February 5, 2014 with three 1-year renewal options remaining.

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

6. FERGUSON ENTERPRISES, INC. t/a FRISCHKORN	\$250,000.00	Renewal
Contract No. 08000 - Chesterton Mechanical Seals - Department of Public Works, Bureau of Water & Wastewater - P.O. No. P515579		

On November 24, 2010, the Board approved the initial award in the amount of \$100,000.00. Subsequent actions have been approved. On May 29, 2012, the City Purchasing Agent approved an increase in the amount of \$50,000.00. This renewal in the amount of \$250,000.00 is for the period November 24, 2013 through November 23, 2015 with no renewal options remaining.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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.

- |   |              |             |
|---|--------------|-------------|
| 7. GEIGER PUMP AND<br>EQUIPMENT COMPANY | \$500,000.00 | Sole Source |
|---|--------------|-------------|
- Solicitation No. 08000 - OEM Parts and Polychem Systems -  
Department of Public Works - Req. Nos. R635824 and R640129

An intent to waive competition was advertised (B50003136) with no responses received. Geiger Pump and Equipment Company is the manufacturer of Polychem parts and their sole supplier.

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

- |               |             |             |
|---------------|-------------|-------------|
| 8. AMES, INC. | \$69,996.00 | Sole Source |
|---------------|-------------|-------------|
- Solicitation No. 08000 - Fairbanks Morse Pump - Department of  
Public Works, Water and Wastewater - Req. No. R643140

This requirement is to replace two OEM Fairbanks Pumps at Back River Wastewater Treatment Plant, that are critical for operation of the plant. The wearing of the current installed pumps have made them unstable. The vendor is the sole distributor of the manufacturer's OEM pumps and parts.



## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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

## 9. ROBNET, INC.

MIDWEST MOTOR SUPPLY  
COMPANY d/b/a KIMBALL

MIDWEST	\$ 0.00	Renewal
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Contract No. B50001103 - Automotive Hardware: Fasteners, Nuts & Bolts, Etc. - Department of General Services - P.O. Nos. P510825 and P511343

On October 21, 2009, the Board approved an initial award in the amount \$2,500,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This renewal in the amount of \$0.00 is for the period November 1, 2013 through October 31, 2014, with no renewal options remaining.

**MWBOO GRANTED A WAIVER.**10. MULTI-PARTS AND SERVICES,  
INC.

	\$ 0.00	Renewal
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Contract No. B50001170 - Aftermarket Detroit Engine Heavy Truck Parts and Services - Department of General Services - P.O. No. P510932

On October 21, 2009, the Board approved the initial award in the amount of \$325,000.00. The award contained two 1-year renewal options. This final renewal in the amount of \$0.00 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

- |   |         |         |
|---|---------|---------|
| 11. MEIER DIESEL FILTERS,<br>INC., d/b/a WARD DIESEL<br>FILTER SYSTEMS  | \$ 0.00 | Renewal |
| Contract No. 08000 - OEM Parts and Service for Ward Diesel<br>Filters - Department of General Services - P.O. No. P515574 |         |         |

On November 24, 2010, the Board approved the initial award in the amount of \$120,000.00. The award contained two 1-year renewal options. This renewal in the amount of \$0.00 is for the period November 24, 2013 through November 23, 2014, with one 1-year renewal option remaining.

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

- |  |         |         |
|--|---------|---------|
| 12. ACRES AUTOMOTIVE, INC.<br>ANNAPOLIS DISCOUNT TIRES,<br>INC. t/a TRUCK N' STUFF                                 | \$ 0.00 | Renewal |
| Solicitation No. B50001637 - Truck Accessories - Department of<br>General Services - P.O. Nos. P515945 and P515946 |         |         |

On November 10, 2010, the Board approved the initial award in the amount of \$300,000.00. The award contained two 1-year renewal options. This renewal in the amount of \$0.00 is for the period December 1, 2013 through November 30, 2014, with one 1-year renewal option remaining.

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

## 13. THE GOOD SHEPHERD

SEPTIC SERVICES, INC.	\$60,000.00	Renewal
Solicitation No. B50001177 - Sewage Pumping & Disposal Services - Agencies - Various - P.O. Nos. P510349 and P510469		

On September 16, 2009, the Board approved the initial award in the amount of \$45,000.00. The award contained four 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$60,000.00 is for the period September 30, 2013 through September 29, 2014.

**MWBOO GRANTED A WAIVER.**

## 14. AIR LIQUIDE INDUSTRIAL

U.S. LP	\$100,000.00	Increase
Contract No. B50002343 - Liquid Oxygen - Department of Public Works, Bureau of Water and Wastewater - P.O. No. P520756		

On June 27, 2012, the Board approved the initial award in the amount of \$40,035.00. The award contained four 1-year renewal options. On May 1, 2013, the Board approved the first renewal in the amount of \$60,000.00. This increase in the amount of \$100,000.00 is necessary to meet additional demand for Liquid Oxygen caused by the shutdown of Liquid Oxygen Plant #2 at Patapsco Wastewater Treatment plant due to major electric problems. This increase in the amount of \$100,000.00 will make the award amount \$200,035.00. The contract will expire on July 14, 2014 with three 1-year renewal options remaining.

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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|--|---------|-----------|
| 15. SYMAGO, LLC  | \$ 0.00 | Extension |
| Contract No. B50000357 - Interactive Voice Recognition System<br>- Department of Transportation - P.O. No. P504785 |         |           |

On October 8, 2008, the Board approved the initial award in the amount of \$50,000.00. The award contained two renewal options. On December 24, 2008, the City Purchasing Agent approved an increase in the amount of \$25,000.00. Subsequent actions have been approved. This extension is necessary to allow time for a new solicitation (B50003154) to be competitively bid and awarded. The period of the extension is October 4, 2013, through December 31, 2013.

**MWBOO GRANTED A WAIVER.**

- |  |                |          |
|--|----------------|----------|
| 16. HIGHLANDER CONTRACTING<br>COMPANY, LLC   | \$2,000,000.00 | Increase |
| Contract No. B50002414 - Fiber Optic Cable Installation,<br>Maintenance and Repair Services - Mayor's Office of<br>Information Technology - P.O. No. P520882 |                |          |

On July 11, 2012, the Board approved the initial award in the amount of \$190,950.00. The award contained two 1-year renewal options. On March 25, 2013, the City Purchasing Agent approved an increase in the amount of \$49,999.00. The first renewal was approved on May 15, 2013 in the amount of \$300,000.00. Subsequent actions have been approved. This increase in the amount of \$2,000,000.00 is necessary to cover the phased installation of fiber required to complete the Overbuild project connecting Baltimore City to the State Inter-County Broadband Network (ICBN).

**MWBOO SET GOALS OF 17% MBE AND 8% WBE.****MWBOO FOUND VENDOR IN COMPLIANCE.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

## 17. IPT, LLC, d/b/a

PAYLOCK	\$150,000.00	Extension
Contract No. 08000 - Parking Enforcement - Department of Transportation - P.O. No. P511410		

On October 15, 2008, the Board approved the initial award in the amount of \$601,800.00. Subsequent actions have been approved. This extension in the amount of \$150,000.00 is necessary to allow time to execute a new contract.

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.

## 18. SIRCHIE ACQUISITION

COMPANY, LLC	\$16,000.00	Renewal
Contract No. B50001635 - Forensic Supplies for the Mobile Crime Lab - Baltimore City Police Department - P.O. No. P514829		

On September 22, 2010, the City Purchasing Agent approved the initial award in the amount of \$16,000.00. The award contained five 1-year renewal options. On August 10, 2011, the City Purchasing Agent approved the first renewal in the amount of \$16,000.00. On August 29, 2012, the City Purchasing Agent approved the second renewal in the amount of \$16,000.00. This third renewal in the amount of \$16,000.00 is for the period September 29, 2013 through September 28, 2014, with two 1-year renewal options remaining.

**MINUTES****INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS**

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

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| 19. <u>PETE'S CYCLE CO., INC.</u>  | <u>\$45,000.00</u> | <u>Increase</u> |
| Contract No. 06000 - O.E.M. Parts and Service for Dirt Bikes and ATV's - Department of General Services - P.O. No. P511898 |                    |                 |

On January 20, 2010, the Board approved the initial award in the amount of \$30,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. On October 3, 2012, the City Purchasing agent approved an increase in the amount of \$10,000.00. Due to an increase in usage by the Department of General Services, an increase in the amount of \$45,000.00 is necessary. This increase in the amount of \$45,000.00 will make the award amount \$145,000.00.

**MWBOO GRANTED A WAIVER.**

- |  |                    |                        |
|--|--------------------|------------------------|
| 20. <u>ALTEC INDUSTRIES, INC.</u>  | <u>\$97,752.00</u> | <u>Selected Source</u> |
| Solicitation No. 06000 - 37' Aerial Bucket Truck - Department of General Services, Fleet Management - Req. No. R627053 |                    |                        |

An intent to waive competition was posted on CitiBuy B50003134 and no responses were received. The vendor is the only manufacturer for Altec Bucket Trucks in Fleet Management's current inventory and for which its mechanics are fully trained.

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 GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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|---|--------------|-------------------------------|
| 21. LAAKE ENTERPRISES, INC,<br>d/b/a FESCO EMERGENCY<br>SALES   | \$400,000.00 | Selected Source/<br>Agreement |
| Solicitation No. 06000 - O.E.M. Parts and Service for Horton<br>Medics - Department of General Services, Fleet Management -<br>Req. No. R631785 |              |                               |

The Board is requested to approve and authorize execution of an agreement with Laake Enterprises, Inc, d/b/a Fesco Emergency Sales. The period of the agreement is September 3, 2013 through September 2, 2016, with two 1-year renewal options.

An intent to waive competition was posted on CitiBuy B50003083 and no responses were received. The vendor is the manufacturer's only authorized dealer in Maryland.

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 GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

## 22. US FOOD SERVICE

MARTINI FOODS, INC.

d/b/a/ STANLEY FOODS

BKN INTERNATIONAL INC.	\$48,000.00	Renewal
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Contract No. 06000 - Supply and Deliver a Variety of Foods to Four Childcare Centers - Department of Housing and Community Development - P.O. No. P521355

On August 22, 2012, the Board approved the initial award in the amount of \$48,000.00. The award contained two 1-year renewal options. This renewal in the amount of \$48,000.00 is for the period October 10, 2013 through October 9, 2014 with one 1-year renewal option remaining.

**MBE/WBE PARTICIPATION:**

The contract began under the threshold of MWBOO participation.

23. ALBAN TRACTOR CO., INC.	\$ 36,700.00	Ratification
	<u>64,700.00</u>	Term Order
	<b><u>\$101,400.00</u></b>	Selected Source

Solicitation No. 06000 - Landfill Compactor Rental - Department of General Services, Fleet Management - Req. No. R640177

The Caterpillar compactor at the Quarantine Road Landfill caught fire, putting it out of service. A landfill compactor was urgently needed to perform the daily operation of keeping the trash compacted at the landfill. A unit was rented from Alban Tractor Co., Inc., the authorized Caterpillar dealer in Maryland. The contractor is currently under contract for providing OEM parts and repairs for Caterpillar equipment. The contractor is refurbishing the City's compactor and estimates



## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

a three to five month completion time for refurbishment. This action will ratify rental services received to date and provide a term order, not to exceed a five month rental period. The period of the ratification is July 26, 2013 through September 25, 2013. The period of the term order is September 26, 2013 through December 25, 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 GRANTED A WAIVER.**

## 24. SPORT SYSTEMS UNLIMITED

CORPORATION	\$ 94,143.00	Award
Solicitation No. B50003129 - Fabrication, Delivery, and Installation of Dasher Boards and Player Boxes at Clarence H. "Du" Burns Arena - Department of Recreation and Parks - Req. No. R640257		

Vendors were solicited by posting on CitiBuy, eMaryland Marketplace, and local newspapers. The only bid received was opened on September 11, 2013 and was found to be fair and reasonable. Approval to award to the sole bidder is requested. The period of the award is September 25, 2013 through September 24, 2014, with no renewal options.

**MWBOO SET GOALS OF 3% FOR MBE AND 1% FOR WBE.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

**MWBOO FOUND VENDOR IN NON-COMPLIANCE.**

The vendor did not request a waiver. The Bureau of Purchases recommends approval subject to the vendor coming into compliance with MWBOO within 10 days of award.

25. IPS GROUP, INC.	\$2,400,000.00	Sole Source Agreement
Solicitation No. 08000 - Single Spaced Electronic Parking Meters - Parking Authority of Baltimore City - Req. No. R643559		

The Board is requested to approve and authorize execution of an agreement with IPS Group, Inc. The period of the agreement is September 25, 2013 through September 24, 2016, with two 2-year renewal options.

The Parking Authority of Baltimore City requested the equipment and services of IPS Group, Inc. for single space electronic parking meters, training for installation and maintenance, and wireless data and management system support. On April 18, 2013, an Intent to Waive Competition was advertised with the requirement that vendors have all certifications for payment card processing and provide at least three references of entities with at least 100 meters being installed. On April 26, 2013, the Intent to Waive Competition opened with only IPS Group, Inc. responding. The pricing has been deemed fair and reasonable.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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

26. BELTWAY INTERNATIONAL, LLC	\$ 0.00	Ratification
HARBOR TRUCK SALES & SERVICES	\$ 0.00	Ratification
CUMMINS POWER SYSTEMS, LLC	\$70,000.00	Renewal
Contract No. B50001091 - O.E.M. Parts and Service for Cummins Engines - Department of General Services, Fleet Management - P.O. Nos. P509144, P509145 and P509146		

On July 15, 2009, the Board approved the initial award in the amount of \$100,000.00. The award contained two 1-year renewal options. On April 20, 2010, the City Purchasing Agent approved an increase in the amount of \$10,000.00. Subsequent actions have been approved including two additional increases and the first renewal. A Ratification is required due to an administrative error in submitting the board letter. The period of the ratification is August 1, 2013 through September 24, 2013. The period of the renewal is September 25, 2013 through July 31, 2014, with no renewal options remaining.

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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|---|----------------------------|------------------|-------------------------|
| 27.   | MONUMENTAL VENDING<br>INC. | Revenue Contract | Assignment<br>Agreement |
| Contract No. BP 05135 - Coin Operated Cold Beverage Vending<br>Service -Departments: Various - Req. No. N/A |                            |                  |                         |

The Board is requested to approve and authorize execution of the consent to assignment from Aramark Refreshment Services, LLC. to Monumental Vending, Inc. The contract expires May 10, 2015. On May 11, 2005, the Board approved the initial award to

Aramark Refreshment Services, LLC, and the final renewal on May 05, 2010. The contract expires on May 10, 2015. Monumental Vending, Inc. acquired the rights, title, obligations, conditions, assets and interests of several contracts from Aramark Refreshment Services, LLC and is requesting assignment of Contract BP05135. An Assignment Agreement has been signed by Aramark Refreshment Services, LLC and Monumental Vending, Inc.

- |  |                                     |                |          |
|--|-------------------------------------|----------------|----------|
| 28.  | MINNESOTA LIFE<br>INSURANCE COMPANY | \$5,700,000.00 | Increase |
| Solicitation No. B50001893 - Life and Accidental Death and<br>Dismemberment Insurance - Dept of Human Resources - Req. Nos.<br>N/A |                                     |                |          |

On August 10, 2011, the Board approved the initial award for the amount of \$5,478,474.00. On September 26, 2012, the Board

## 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 an increase for the amount of \$5,700,000.00. The Board is requested to approve the annual funding of serviced for calendar year 2014. The contract expires on December 31, 2014 with two 1-year renewal options remaining.

**MWBOO SET GOALS OF 7% MBE AND 2% WBE.**

<b>MBE:</b>	Walker Benefit Services, LLC	4%	\$15,437.50
<b>WBE:</b>	N/A		

The provider has committed to meeting the MBE goal.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

29. DISTRICT HEALTHCARE AND JANITORIAL SUPPLY, INC.                      \$ 125,000.00                      Renewal  
Solicitation No. B50002368 - Furnishing and Delivering  
Incontinent Products & Dressings - Health Department - P.O.  
No. P521580

On September 26, 2012, the Board approved the initial award for the amount of \$82,543.00. On August 05, 2013, the City Purchasing Agent approved an increase for the amount of \$40,000.00. The Board is requested to approve the first of four one-year renewals for the amount of \$125,000.00. The period covered is October 1, 2013 through September 30, 2014 with three 1-year renewal options remaining.

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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|--|----------------|---------|
| 30. EXPRESS SCRIPTS, INC.                                      | \$1,600,000.00 | Renewal |
| Solicitation No. BP 07150 - Prescription Drug Program Services |                |         |
| - Dept. of Human Resources - Req. Nos. N/A                     |                |         |

On September 12, 2007, the Board approved the initial award for the amount of \$3,683,573.00. On June 30, 2010, the Board approved an amendment for the amount of \$1,049,837.00. On September 13, 2011, the Board approved the final renewal for the amount of \$1,615,606.00. On October 03, 2013, the Board approved an extension with a renewal for the amount of \$1,616,000.00. The Board is requested to approve a final one-year renewal option for the amount of \$1,600,000.00.

<b>MBE:</b> A. Thompson & Associates, Inc.		\$11,807.10
Human Capital Consultants*		8,396.85
	6.51%	<b>\$20,203.95</b>
<b>WBE:</b> Curry Printing & Copy Center		\$ 1,858.18
Well Advantage		4,855.13
	2.16%	<b>\$ 6,713.18</b>

\*Human Capital Consultants has not been approved for MBE participation.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

UPON MOTION duly made and seconded, the Board approved the informal awards, renewals, ratifications, increases to contracts and extensions. UPON FURTHER MOTION duly made and seconded, the Board approved and authorized execution of the agreement with LAAKE Enterprises, Inc. d/b/a FESCO Emergency Sales (item NO. 21), IPS Group, Inc. (item no. 25), and approved the assignment agreement with Monumental Vending Inc. (item no. 27). The Comptroller **ABSTAINED** on item no. 26 on Harbor Truck Sales & Services only.

**MINUTES**

Department of Human Resources - Group Sales Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Group Sales Agreement with the Embassy Suites Hotel. The period of the Group Sales Agreement is September 29, 2013 through October 4, 2013.

**AMOUNT OF MONEY AND SOURCE:**

\$18,850.00 - 26 Guest Suites  
@ \$145.00 per night for (5) nights

4,640.00 - 8 Testing Rooms  
@ \$145.00 per night for (4) nights

1,225.00 - 1 Chairman Suite (break room)  
@ \$245.00 per night for (5) nights

244.00 - 1 Training Room  
@200.00 per night for (1) day plus 22%  
service charge

300.00 - 1 Candidate Check-In Room  
@75.00 per night for (4) nights

300.00 - 1 Candidate Report Writing Room  
@ \$75.00 per night for (4) nights

91.50 - 1 Audio Visual Screen  
@ \$75.00 for (1) day plus 22% service charge

547.17 - 1 Majestic Break for 30 guests  
a \$14.95 for (1) day plus 22% service charge

536.80 - Beverage Break for examiners  
@ \$110.00 per night for (4) nights plus 22%  
service charge



**MINUTES**DHR - cont'd

2,600.00 - Parking for 26 cars for examiners  
 @ \$20.00 per night for (5) nights (in/out  
 privileges)

640.00 - Parking for 8 cars for staff  
 @ \$20.00 per night for 4 nights (in/out  
 privileges)

**\$29,974.47 - 1001-000000-1603-172500-603026**

**BACKGROUND/EXPLANATION:**

The Department of Human Resources desires to use the Embassy Suites Hotel Venue to administer the Police Lieutenant oral promotional examination. This exam occurs once every two years. Room rental will be necessary for the training of examiners and administration of the exam, and for overnight accommodations for the examiners. The number of candidates who will be scheduled for the oral exam will not be available until after the written, and multiple choice portion of the examination that was administered on July 20, 2013 is scored by the DHR and the testing vendor. Room reservations for the testing must be arranged many months in advance. A testing schedule for the oral examination will be created after August 21, 2013, and the number of testing days will be confirmed. The agreement is based on the maximum usage requirements and may be reduced.

Travel reimbursements for other expenses such as personal vehicle reimbursement, airfare, and meal allowances for examiners will be submitted at a later date.

Examiners will participate with the assistance of the

**MINUTES**

DHR - cont'd

examination consultant, Mr. Chad Legel and Ms. Patricia Mulligan, Test Development Specialists of DHR.

**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 Group Sales Agreement with the Embassy Suites Hotel. The President voted **"No."**

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Communication Services</u>			
1. Simon Etta	2013 Schools & Libraries (E-Rate) Program Fall Applicant Training Houston, TX Oct. 28 - 30, 2013	Internal Service	\$ 958.10
<u>Police Department</u>			
2. Anthony W. Batts	Major Cities Chiefs Assn. 2013 Meeting & International Assn. Chiefs of Police Conference(IACP) Philadelphia, PA October 17 - 20, 2013 (Reg. Fee \$275.00)	Asset Forfeiture Fund	\$1,119.17

The subsistence rate for this location is \$209.00 per night. The hotel cost is \$209.00 not including hotel tax of \$32.39 per day. The Department is requesting additional subsistence of \$40.00 per day for meals. The registration fee for MCCA is included in the membership fee, however the registration fee for the IACP is not, therefore, Mr. Batts will be required to pay registration for the IACP Conference.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Public Works (DPW)</u>			
3. Blake Bornkessel	Water Environment Federation Technical Exposition and Conference Chicago, IL Oct. 6 - 10, 2013 (Reg. Fee \$725.00)	Waste-water Utility Funds	\$ 2,678.64

The subsistence rate for this location is \$261.00 per night. The hotel rate is \$265.00 per night for a total of \$1,060.00. The occupancy tax is \$43.46 per day for a total of \$173.84. The Department is requesting additional subsistence of \$4.00 per day, for a total of \$16.00 to cover the costs of the hotel, and \$40.00 per day, for a total of \$160.00 to cover the costs of food and incidentals. The registration fee in the amount of \$725.00 was pre-paid on City-issued credit card assigned to Mr. Blake Bornkessel. The total disbursement to Mr. Bornkessel will be \$1,953.64.

## MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Funds Source</u>	<u>Amount</u>
<u>Fire Department</u>			
4. Paul Anthony Steven Burkhart James Butler Marc Cashin Chad Cowles John Dewan Adam Freet Kristopher Gaasch James Goss Eric Johnson Benjamin Lichtenberg Jeffrey McCarthy Gene Price Seth Robbins Joshua Shaffer Charles Snow Darren Sullivan Jeffrey Walsh Stash Wisniewski Richard Wood	15 <sup>th</sup> Annual Struc- tural Collapse Technician School Virginia Beach, VA Oct. 11 - 19, 2013 (Reg. Fee \$1,695.00 each)	General Funds	\$58,660.00

## MINUTES

TRAVEL REQUESTSDepartment of Recreation and Parks (Rec. & Parks)

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
5. Stella Clanton <sup>2</sup> Felecia Doucett <sup>2</sup> William Vondrasek <sup>3</sup> Robert Dallas <sup>1</sup> Robert Wall <sup>4</sup> Jerilyn Saunders <sup>4</sup> Lemuel Thomas <sup>5</sup> Brandi Murphy <sup>4</sup>	NRPA Congress & Expo. 2013 Houston, TX Oct. 6 - 11, 2013 (Reg Fee. - \$598.00 <sup>1</sup> , \$514.00 <sup>2</sup> , \$509.00 <sup>3</sup> , \$449.00 <sup>4</sup> , Free <sup>5</sup> )	Gen. Fund	\$18,705.23

The subsistence rate for this location is \$180.00 per day. The hotel rate for the attendees changes each day and is over the allowable subsistence. The Department is requesting additional subsistence, not including occupancy taxes, as follows:

	<u>Hotel Rate / Date</u>	<u>Additional Subsistence Requested (Hotel/day)</u>	<u>Additional Subsistence Meals/day</u>
Hotel Stay from <u>10/6 - 10/2013:</u> Clanton, and Douchett	\$227.95 - 10/06/2013	\$47.95	\$40.00
	\$236.95 - 10/07/2013	\$56.95	\$40.00
Hotel Stay from <u>10/7 - 10/2013:</u> Vondrasek, Saunders, Thomas, and Murphy,	\$240.95 - 10/08/2013	\$60.95	\$40.00
	\$243.95 - 10/09/2013	\$63.95	\$40.00
	\$251.95 - 10/10/2013	\$71.95	\$40.00

## MINUTES

TRAVEL REQUESTSRec. & Parks - cont'd

	<u>Hotel Rate / Date</u>	<u>Additional Subsistence Requested (Hotel/day)</u>	<u>Additional Subsistence Meals/day</u>
Hotel Stay from <u>10/7 - 10/2013:</u> Mr. Wall	\$266.95 - 10/07/2013	\$86.95	\$40.00
	\$270.95 - 10/08/2013	\$90.95	\$40.00
	\$273.95 - 10/09/2013	\$93.95	\$40.00
	\$281.95 - 10/10/2013	\$101.95	\$40.00
	<u>Hotel Rate / Date</u>	<u>Additional Subsistence Requested (Hotel/day)</u>	<u>Additional Subsistence Meals/day</u>
Hotel Stay from <u>10/7 - 10/2013:</u> Mr. Dallas	\$273.95 - 10/07/2013	\$93.95	\$40.00
	\$267.95 - 10/08/2013	\$87.95	\$40.00
	\$267.95 - 10/09/2013	\$87.95	\$40.00
	\$270.95 - 10/10/2013	\$90.95	\$40.00

The Department has prepaid the airfare on a City-issued credit card assigned to Mr. Kenn L. King. The registration for each attendee was prepaid on various Expenditure Authorizations. The disbursement to Ms. Clanton and Ms.

**MINUTES****TRAVEL REQUESTS**

Rec. & Parks - cont'd

Douchett will be in the amount of \$1,646.04 each and \$1,335.26 to Mr. Vondrasek. The disbursement to Mr. Wall will be in the amount of \$1,479.74 and Mr. Dallas in the amount of \$1,464.53. The disbursement amount to the remaining attendees (Ms. Saunders, Ms. Thomas, and Ms. Murphy), will be in the amount of \$1,339.34 each.

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



**MINUTES**

Office of the Mayor - Governmental/Charitable  
Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a governmental/charitable solicitation application for submission to the Board of Ethics for donations from a wide audience of City residents and employees to promote participation in Taste of the Nation Maryland, an event that will raise funds for Share Our Strengths No Kids Hungry Campaign. The period of the campaign will be effective upon Board approval through October 31, 2013.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

Mayor Stephanie Rawlings-Blake will be serving as Honorary Chair of Taste of the Nation Maryland. In that capacity, she will be encouraging participation in the event from a wide range of potential donors. Funds raised at Taste of the Nation Maryland will go directly to Share Our Strength's No Kid Hungry Campaign.

The Partnership to End Childhood Hunger in Maryland, led by Share our Strength and Governor Martin O'Malley's Office for Children, is working to end childhood hunger in Maryland by connecting kids in need to effective nutrition programs such as school breakfast and summer meals and teaches low-income families to cook healthy, affordable meals through its Cooking Matters program. In Baltimore, the Mayor and the Family League of Baltimore City have partnered with Share Our Strength to support the No Kid Hungry Campaign through the Baltimore Partnership to End Childhood Hunger.

**MINUTES**Office of the Mayor - cont'd

More than 16,000,000 children in America struggle with hunger and more than 250,000 of those kids live right here in Maryland. Since 1988, Taste of the Nation has raised more than \$82,500,000.00, including more than \$1,500,000.00 through Taste of the Nation Maryland, for organizations fighting childhood hunger in the United States, Canada, and abroad.

Controlled donors will not be targeted and will be solicited, if at all, in the same manner as other potential donors. There will be no suggestion that potential donors might receive special access or favored treatment from any City agency or official.

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

UPON MOTION duly made and seconded, the Board endorsed the governmental/charitable solicitation application for submission to the Board of Ethics for donations from a wide audience of City residents and employees to promote participation in Taste of the Nation Maryland, an event that will raise funds for Share Our Strengths No Kids Hungry Campaign. The Mayor **ABSTAINED**.

**MINUTES****PROPOSAL AND SPECIFICATIONS**

- Department of Public Works/  
 1. Department of Recreation & Parks- RP 12819, Druid Hill Park  
 Pavilion Reconstruction  
**BIDS TO BE RECV'D: 10/30/2013**  
**BIDS TO BE OPENED: 10/30/2013**
- Department of Public Works/  
 2. Department of Recreation & Parks- RP 13809R, Federal Hill Play-  
 ground  
**BIDS TO BE RECV'D: 10/23/2013**  
**BIDS TO BE OPENED: 10/23/2013**
3. Department of Transportation - TR 14005, Resurfacing Highways  
 at Various Locations, Northeast,  
 Sector I  
**BIDS TO BE RECV'D: 10/23/2013**  
**BIDS TO BE OPENED: 10/23/2013**
4. Department of Transportation - TR 14008, Resurfacing Highways  
 at Various Locations, Southeast,  
 Sector IV  
**BIDS TO BE RECV'D: 10/23/2013**  
**BIDS TO BE OPENED: 10/23/2013**
5. Department of Transportation - TR 14016, Structural Repairs on  
 Bridges Citywide  
**BIDS TO BE RECV'D: 10/23/2013**  
**BIDS TO BE OPENED: 10/23/2013**

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.

## MINUTES

ACKNOWLEDGEMENT

President: "Um -- Mr. Nilson you wanted to introduce someone."

City Solicitor: "Is -- is um -- James Phillips-Farley with us this morning -- in the room? James Phillips-Farley?"

James Phillips-Farley: "Right here your Honor."

City Solicitor: "Ah -- there we are, okay. I'd like to introduce um -- James, he's a new intern in the Land Use Division of the Law Department. He chose to go to not one, but two law schools, William & Mary and Michigan State; he's graduated Kenyon College. He's worked for the federal government and survived it; he's worked at AmeriCorps and it's timely that he's here with our Land Use group at a time when the Zoning Code is coming to the City Council. Welcome to Baltimore."

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

**MINUTES**

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

**BIDS, PROPOSALS AND CONTRACT AWARDS**

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

Department of Recreation - RP 13811, Baltimore Playground  
and Parks Project - FY'13  
**BIDS TO BE RECV'D: 10/09/2013**  
**BIDS TO BE OPENED: 10/09/2013**

## MINUTES

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

Department of Transportation - TR 13311, Traffic Signal Construction and Rewiring  
Citywide - JOC

Traffic Systems, Inc.

Bureau of Water and Wastewater - SC 911, Improvements to Sanitary Sewers in the  
Herring Run Sewershed

Instituform Technologies, LLC  
SAK Construction, LLC  
Spinello  
AM Liner East, Inc.  
Inland Waters Pollution Control, Inc.  
Anchor Construction Corp.

Bureau of Water and Wastewater - SC 932, Improvements to Lower Gwynns Run Interceptor - Phase II from  
Franklin St. to Baltimore St.

Northeast Remsco Construction, Inc.  
S.J. Louis Construction, Inc.  
Bradshaw Construction Corp.

Bureau of Purchases - B50003068, Community Health Survey - Baltimore  
City Health Department

ICF International

MINUTES

Bureau of Purchases - B50003165, Supply and Deliver Trees, Planting and Maintenance

Aspen Landscape Contractors, Inc.  
Lorenz, Inc.

Bureau of Purchases - B50003164, Trees for Fall 2013 & 2014 Baltimore

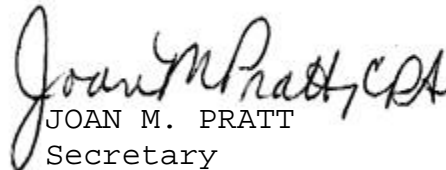
Clear Ridge Nursery, Inc.  
John Deere Landscapes  
Shemin Nurseries

Bureau of Purchases - B50002877, Advanced Metering Infrastructure and Water Meter System Installation Water Contract 1223 (PRICE)

Itron, Inc.  
Dynis, LLC

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There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, October 9, 2013.

  
JOAN M. PRATT  
Secretary