

2018

BOARD OF ESTIMATES

JUNE 05, 2013

MINUTES

REGULAR MEETING

Honorable Bernard C. "Jack" Young, President  
Honorable Stephanie Rawlings-Blake, Mayor - **ABSENT**  
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  
Harry Black, Director of Finance

The meeting was called to order by the President.

Pursuant to Article VI, Section 1(c) of the revised City Charter effective July 1, 1996, the Honorable Mayor, Stephanie Rawlings-Blake, in her absence during the meeting, designated Mr. Harry Black, Director of Finance, to represent the Mayor and exercise her power at this Board meeting.

President: "I will direct the Board members attention to the memorandum from my office dated June 3, 2012, 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."

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

Comptroller: "Second."

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

## MINUTES

BOARDS AND COMMISSIONS1. Prequalification of Contractors

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

Barco Enterprises, Inc.	\$ 8,000,000.00
Bay Town Painting, Inc.	\$ 387,000.00
Bluestar Technologies, Inc.	\$ 1,500,000.00
C&W Construction Company	\$ 1,500,000.00
Carl M. Weber Steel Services, Inc.	\$ 3,726,000.00
Edwin A. & John O. Crandell, Inc.	\$ 11,241,000.00
Hunt Consulting, LLC	\$ 4,383,000.00
Independence Excavating, Inc.	\$ 254,448,000.00
J&K Contracting, Inc.	\$ 1,500,000.00
Kiewit Infrastructure Co.	\$3,397,500,000.00
Kiewit Infrastructure South Co.	\$ 168,759,000.00
MEB General Contractors, Inc.	\$ 182,403,000.00
Midlantic Piling Incorporated	\$ 8,000,000.00
Moore's Systems Maintenance, LLC	\$ 1,071,000.00
NLP Enterprises, Inc.	\$ 8,000,000.00
Penhall Company	\$ 283,689,000.00
Precision Concrete Construction Co., Inc.	\$ 8,000,000.00
Priority Construction Corporation	\$ 20,250,000.00
Santos Construction Company, Inc.	\$ 2,331,000.00
Shaney Construction Co., Inc.	\$ 20,961,000.00
Solara Flooring Group, Inc.	\$ 8,000,000.00
T&D Plumbing & Heating Co., Inc.	\$ 8,000,000.00
Utility Services Group, Inc.	\$ 1,500,000.00
Vanguard Utility Service, Inc.	\$ 9,990,000.00

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

Allen & Shariff Engineering, LLC	Engineer
BAI Group, Inc.	Engineer
Brudis & Associates, Inc.	Engineer
Cambridge Systematics, Inc.	Engineer
CDM Smith, Inc. (CDM Smith)	Architect Landscape Architect Engineer
George William Stephens, Jr. & Associates, Inc.	Landscape Architect Engineer Land Survey
Gipe Associates, Inc.	Engineer
Hord Coplan Macht	Architect Landscape Architect
Modjeski and Masters, Inc.	Engineer
Navarro & Wright Consulting Engineers, Inc.	Engineer Land Survey
NMP Engineering Consultants, Inc.	Engineer
Rubeling & Associates, Inc.	Architect

## MINUTES

BOARDS AND COMMISSIONS - cont'd

Seth Harry & Associates, Inc.	Architect
T3 Design Corporation	Engineer
Wachs Valve and Hydrant Services, LLC	Engineer
Whitman, Requardt and Associates, LLP	Architect Landscape Architect Engineer Land Survey

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.

2022

BOARD OF ESTIMATES

06/05/2013

MINUTES

Law Department - Claim Settlement Agreement and Release

The Department of Law on behalf of the Office of Legal Counsel for the Baltimore City Board of School Commissioners, requests the Board to approve the claim settlement agreement and release for the following claim.

1. Bessie Pearson, et al. v. \$45,000.00  
Baltimore City Board of  
School Commissioners, et al.

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

Funds are available in account no. 2036-000000-1752-175200-603070.

UPON MOTION duly made and seconded, the Board approved the settlement as requested by the Law Department.

2023

BOARD OF ESTIMATES

06/05/2013

**MINUTES**

Department of Law - 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, Lestine Wilkins-Bailey.

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>
Robert Anbinder	4
Nancy Bavato	1
Asenath Brown	1
Thomas Corey	1
Carolyn DuBose	1
Mark Grimes	2
Janet Henderson	1
Charles Jenkins	1
Richard Johnson	1
Adam Levine	1
Christopher Lundy	2
Kyriakos Marudas	1
David E. Ralph	1
Jeannette Randall	5
Shirl Randall	1
Michael Redmond	1
Suzanne Sangree	1
Robert Seward	1
Patrick Sheridan	1
Aaron Whitcomb	1
Sabrina Willis	1
<b>TOTAL</b>	<b>30</b>

APPROVED FOR FUNDS BY FINANCE

THE LABOR COMMISSIONER RECOMMENDED APPROVAL.

MINUTES

Dept. of Law - 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, Lestine Wilkins-Bailey.

## MINUTES

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

The Board is requested to approve a refund of real property taxes for Mr. Robert J. Wiggins.

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

<u>Claimant</u>	<u>Property</u>	<u>Taxable Year</u>	<u>Amount</u>
ROBERT J. WIGGINS	1911 Swansea Road	2012/2013	\$2,147.46
		2011/2012	<u>2,084.10</u>
		<b>Total Refund</b>	<b>\$4,231.56</b>

Mr. Wiggins filed his application on April 26, 2013.

Pursuant to the Tax Property Article, Section 208(h)(2) it is required that interest shall 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 claimant's application for a refund must be made within 60 days of the application.

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the refund of real property taxes for Mr. Robert J. Wiggins.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify purchases and approve an expenditure of funds to pay Douron Commercial Interiors.

**AMOUNT OF MONEY AND SOURCE:**

\$ 2,808.84	Invoice No. 228317
13,297.53	Invoice No. 228428
699.87	Invoice No. 229272
17,880.46	Invoice No. 229479
8,268.03	Invoice No. 229703
722.16	Invoice No. 229712
<b>\$43,676.89</b>	- 1001-000000-1512-167700-605001

**BACKGROUND/EXPLANATION:**

MOIT had a FY12 Purchase Order (PO) with Douron Commercial Interiors that was not totally spent down. As such, the previous administration believed that they could use the remaining funds to make new purchases. However, the items for the new purchase did not match the items on the FY12 PO. As a result, the invoices were not paid. MOIT is not able to amend the FY12 PO as it is now closed. Douron Commercial Interiors is owed \$43,676.89.

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

UPON MOTION duly made and seconded, the Board ratified the purchases and approved the expenditure of funds to pay Douron Commercial Interiors.

## MINUTES

Department of Planning - Report on Previously  
Approved Transfers of Funds

At previous meetings, the Board of Estimates approved Transfers of Funds subject to receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter. Today, the Board is requested to **NOTE 29** favorable reports on Transfers of Funds approved by the Board of Estimates at its meetings on April 24, May 1, May 8, and May 15, 2013.

The Board **NOTED** the **29** favorable reports on Transfers of Funds approved by the Board of Estimates at its meetings on April 24, May 1, May 8, and May 15, 2013.

**MINUTES**

Police Department - Payment of Back Salary

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize payment of back salary for Mr. Kevin L. Rowland. The back pay represents the amount of salary that Mr. Rowland would have earned for the period of March 23, 2011 through January 11, 2012.

**AMOUNT OF MONEY AND SOURCE:**

\$39,203.30 - 1001-000000-2041-195500-601062

**BACKGROUND/EXPLANATION:**

On March 23, 2011, Mr. Rowland was suspended without pay.

Pursuant to Article 16(A)(2) of the Memorandum of Understanding between the Baltimore Police Department and the Fraternal Order of Police Lodge No. 3, Mr. Rowland is entitled to receive back pay for the period he was suspended without pay.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized the payment of back salary for Mr. Kevin L. Rowland.

## MINUTES

OPTIONS/CONDEMNATIONS/QUICK-TAKES:Department of Law - Payment of Settlements

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
1. Dominique Howard, Personal Represent- ative of the estate of Clarence Howard, deceased	924 N. Chester St.	L/H	\$ 2,526.00

On August 18, 2010, the Board approved the acquisition by condemnation of the leasehold interest in 924 N. Chester Street for the amount of \$25,260.00, based upon an independent appraisal. The previous owner of the property interest agreed to settle the condemnation case for \$27,786.00, an additional 10% above the previously approved valuation. Therefore, the Board is requested to approve payment for the additional amount of \$2,526.00 in settlement of this case.

2. Harry C. Goodman and Lawrence H. Goodman	840 N. Chester St.	L/H	\$28,583.00
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On October 12, 2011, the Board approved the acquisition by condemnation of the leasehold interest in 840 N. Chester Street for the amount of \$31,417.00, based upon an independent appraisal. However, the previous owner provided an appraisal and initially demanded \$135,000.00, but has agreed to settle the condemnation case for \$60,000.00. Therefore, the Board is requested to approve payment for an additional amount of \$28,583.00 in settlement of this case.

Funds are available in State Funds, account no. 9910-906416-9588-900000-704040.

UPON MOTION duly made and seconded, the Board approved and authorized the foregoing payment of settlements.

MINUTES

EXTRA WORK ORDERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders and Transfer of Funds

listed on the following pages:

2031 - 2032

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

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

Bureau of Water & Wastewater

1. EWO #003, \$256,264.88 - WC 1217, Urgent Need Work -  
Infrastructure Rehabilitation-Various Locations  
\$ 5,373,325.00    \$ 94,436.70 Spiniello Companies    -    -

Department of Transportation

2. EWO #002, \$ 89,082.24 - TR 08310, Rehabilitation of Central  
Avenue & Storm Drain: Eastern Avenue to Madison Street  
\$27,776,125.47    \$ 8,400.00 Monumental Paving    -    -  
& Excavating, Inc.
3. EWO #006, \$274,376.06 - TR 12008, Resurfacing Highways at  
Various Locations Citywide Emergency JOC - III  
\$ 1,429,734.50    \$ 187,133.44 P. Flanigan & Sons,    -    -  
Inc.
4. EWO #003, \$ 0.00 - TR 12301, Resurfacing Highways at  
Various Locations - NE Sector I  
\$ 3,352,325.13    \$ 553,064.39 P. Flanigan &    120    -  
Sons, Inc.
5. EWO #004, \$984,419.00 - TR 12010, Conduit System  
Reconstruction at Locations Citywide JOC  
\$ 2,211,048.00    \$ 64,600.00 Allied Contractors,    -    -  
Inc.

## MINUTES

EXTRA WORK ORDERSDepartment of Transportation - cont'dTRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
6. \$984,419.00	9962-903521-9563	9962-907058-9562
Other	Construction Reserve	Conduit System
	Conduit Manhole	Reconstruction
	Reconstruction	

This transfer will cover the cost related to Change Order No. 4 under contract TR 12010, Conduit System Reconstruction at Locations Citywide.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an intergovernmental agreement with the Maryland State Department of Human Resources. The period of the intergovernmental agreement is June 1, 2013 through August 31, 2013.

**AMOUNT OF MONEY AND SOURCE:**

\$1,000,000.00 - 4000-809613-6397-456000-404001

**BACKGROUND/EXPLANATION:**

This intergovernmental agreement will benefit the City's Youth Works 2013 Summer Jobs Program.

For more than 30 years, Baltimore City has provided summer work opportunities for local teens through this Youth Works Summer Jobs Program, administered by MOED. The City continues to recognize the critical importance of summer youth employment and is determined to create solid work and educational experiences for youth for the summer of 2013. The Baltimore City Department of Social Services will fund activities for approximately 912 eligible youth in a six week summer work experience.

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

**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 the execution of the intergovernmental agreement with the Maryland State Department of Human Resources.

**MINUTES**Circuit Court for Baltimore City - Consultant Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a consultant agreement with Mr. Andre Cherry. The period of the consultant agreement is July 1, 2013 through June 30, 2014.

**AMOUNT OF MONEY AND SOURCE:**

\$ 30,000.00	-	1001-000000-1100-109501-603026
61,500.00	-	4000-401512-1100-116802-603026
13,500.00	-	5000-500713-1100-117400-603026
<b>\$105,000.00</b>		<b>(\$60.00/per hour)</b>

**BACKGROUND/EXPLANATION:**

Mr. Cherry will work as the Fiscal Administrator and Grant Accountant. He will manage the Circuit Court for Baltimore City (CCBC) general fund appropriation and grants on a daily basis to ensure fiscal accuracy and proper reporting. Under the direction of the Administrative Judge, this position is the first point of contact on all fiscal matters related to the CCBC general fund appropriations and grants received from external organizations.

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

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the consultant agreement with Mr. Andre Cherry.

**MINUTES**

Fire Department - 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 the solicitation of donations for the annual Metro Fire Chiefs Conference. The period of the solicitation is May 31, 2014 through June 6, 2014.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

Baltimore City was selected as the 2014 conference site. The purpose of this annual conference is to bring together the highest-ranking officer from every eligible metropolitan fire department to share information on issues of common interest, drawing upon available knowledge, varied experiences, and innovative practices in order to enhance metropolitan fire chiefs' roles in fire protection and all-hazards initiatives.

The solicitation will be conducted by mail and will be for the exclusive benefit of this educational program. Potential donors will be identified based on past participation in the conference and prior solicitations made by other cities hosting the conference, which has been held annually for over 15 years. The solicitation will be directed at a broad range of potential donors and will not specifically target controlled donors or suggest that contributors might receive special access or favored treatment from the BCFD or any of its members. The solicitation will be administered with the oversight of the Fire Department's legal counsel and only after approval of the City's Ethics Board.

## MINUTES

Fire Department - 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 that has been pre-approved by the Ethics Board. Ethics Regulation 96.26B sets out the standards for approval, which includes the requirement that the program, function, or activity to be benefited and the proposed solicitation campaign must be endorsed by the Board of Estimates or its 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 the solicitation of donations for the annual Metro Fire Chiefs Conference.

**MINUTES**

Department of Transportation (DOT) - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize an expenditure of funds to pay Airband Communications, Inc.

**AMOUNT OF MONEY AND SOURCE:**

\$580.65 - 1001-000000-5011-694700-603026

**BACKGROUND/EXPLANATION:**

The DOT seeks to pay Airband Communications, Inc. for wireless internet services provided to three DOT maintenance facilities. This vendor was not procured according to City standards. However, the vendor acted in good faith and has provided services to the maintenance facilities.

When the DOT terminated the services with this vendor in August 2012, there was still an open invoice along with a credit which resulted in \$580.65 that still needs to be paid.

The DOT regrets the error and has taken the appropriate steps to ensure that future purchases are properly processed.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**MINUTES**Department of Transportation - Task Assignment**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 11 under Project 1134, On-Call Traffic Engineering Studies to McCormick Taylor, Inc.

**AMOUNT OF MONEY AND SOURCE:**

\$148,238.38 - 9950-916080-9512-900020-03032

**BACKGROUND/EXPLANATION:**

This authorization provides for on-site traffic engineering support for the Traffic Division as needed for maintenance of traffic plans, traffic impact studies, and additional traffic engineering support.

**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 27.00% MBE AND 9.00% 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. 11 under Project 1134, On-Call Traffic Engineering Studies to McCormick Taylor, Inc.

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

The Board is requested to approve and authorize execution of a lease agreement with Olivia Robinson, lessee, for the rental of a portion of the property known as School 33 Art Center located at 1427 Light Street, Studio #206. The period of the lease agreement is April 01, 2013 through March 31, 2014, with an automatic renewal for one additional year upon expiration of the original term.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$3,900.00	\$ 325.00

**BACKGROUND/EXPLANATION:**

The demised premises will be used as an artist's studio for Ms. Robinson. The City is responsible for heat, electricity, and water. Ms. Robinson is responsible for content insurance, janitorial services, trash receptacles, and security.

The City has renovated an unused primary school located at 1427 Light Street, known as School 33 Art Center, and has converted the school into an art center which is used as an exhibition gallery for artists to exhibit their paintings and other artistic work. The art center also provides a place where local artists may rent studio space to work at reasonable rates, and where art workshops may be conducted for the general public, all to the end that School 33 may become a center for the development of local artists within the City of Baltimore.

The Space Utilization Committee approved the lease agreement on May 21, 2013.

The lease agreement is late because of the delay of getting Ms. Robinson's execution of the lease.

**MINUTES**

Space Utilization Committee - cont'd

**(FILE NO. 56338)**

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the lease agreement with Olivia Robinson, lessee, for the rental of a portion of the property known as School 33 Art Center located at 1427 Light Street, Studio #206.

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

2042 - 2046

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

## MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development</u>		
1. \$ 569,000.00	9910-902985-9587	9910-9939001-9588
30 <sup>th</sup> CDB	Housing Develop. Reserve	Project Staff Costs

This transfer will provide appropriations to support costs related to the administration of capital projects during fiscal years 2012 and 2013.

2. \$ 20,386.07	9910-909315-9588	
26 <sup>th</sup> CDB	Freedom Village Demolition	
\$ 9,500.00	-----	9910-907351-9588
		3411 Bank Street Roof Repair
10,886.07	-----	9910-995001-9587
\$ 20,386.07		Unallocated Reserve

This transfer will provide funding for the emergency roof repairs that are needed at 3411 Bank Street. This building contains offices of HCD and the Office of Human Services. In order to prevent any negative impact on operations, these repairs must be made as soon as possible. The Department of General Services will oversee the repairs.

3. \$150,000.00	9991-945002-9587	9988-907325-9593
33 <sup>rd</sup> CDBG	Unallocated Reserve	Govans Ecumenical Develop. Corp.

This transfer will provide funds to Govans Ecumenical Development Corporation to replace the aging infrastructure at the senior citizens apartment buildings located at the Stadium Place retirement community.

## MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
4. \$400,000.00	9950-903785-9514	9950-904796-9514-2
FED	Construction Reserve	Federal Highways
	Federal Highway	Sector I
	Sector I	

This transfer will move the appropriation from the inactive project account to the new account for project TR 10304, Resurfacing Highways Sector I in order to close the project.

5. \$520,000.00	9950-903705-9514	
FED	Construction Reserve	
	Federal Resurfacing	
	North East	
130,000.00	9950-903705-9514	
<u>MVR</u>	Construction Reserve	
	Federal Resurfacing	
	North East	
\$650,000.00	-----	9950-911711-9514-2
		Federal Resurfacing
		North East

This transfer will move the appropriation from the inactive project account to the new account for project TR04303, Resurfacing Harford from North Avenue to Chesterfield Avenue in order to close the project.

## MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
6. \$ 96,000.00	9950-944002-9507	
FED	Constr. Reserve	
	Reserve for Closeout	
24,000.00	9950-916020-9509	
<u>HUR</u>	Constr. Reserve	
	York Road 33 <sup>rd</sup> St.	
 <b>\$120,000.00</b>	 -----	 9950-903460-9508-2
		York Road
		Woodbourne-33 <sup>rd</sup>

This transfer will cover the deficit in the account and fund the costs associated with TR 10319, Change Order No. 5, York Road: 43<sup>rd</sup> Street to Glenwood, for work assigned to P. Flanigan and Sons, Inc.

7. \$ 44,000.00	9950-905175-9528	9950-904175-9527
Federal	Constr. Res.	Bicycle Network
	Bicycle Network	Strategy
	Strategy	

This transfer will fund the cost associated with the Federal Aid Project, "Procurement of Bicycle Parking Racks-Citywide", Project No. 0003(289); (BC430001).

8. \$382,000.00	9950-903550-9509	9950-906312-9527
MVR	Constr. Res.	Inner Harbor Infra-
	Neighborhood	structure/UT
	Street Recons.	

This transfer will cover the costs associated with the various repairs to the Pratt Street Pier 4/5 Connector Bridge by McLean Contracting Company.

**MINUTES****TRANSFERS OF FUNDS**Department of Transportation

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
9. \$ 62,000.00	9938-925004-9475	9938-928004-9474
State	Reserve	Active
	Stony Run Trail	Stony Run Trail

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1167, Task No. 12 assigned to Rummel, Klepper & Kahl, LLP.

10. \$ 30,000.00	9938-907779-9475	9938-901759-9474
Rec. & Parks	Reserve	Active
25 <sup>th</sup> Series	Pool & Bathhouse	Parks & Recreation
	Renovation	Facilities Renovation
		FY 09

This transfer will provide funds to cover the costs associated with Change Order Nos. 3 and 4 for Morrell Park Recreation Center, Contract No. RP09816.

Baltimore Development Corporation (BDC)

11. \$ 101.21	9910-994001-9600	9910-902879-9601
20 <sup>th</sup> EDF	Constr. Res.	Coml. Rev.
	Unallocated Res.	
1,636.00	9910-902483-9600	9910-903483-9601
21 <sup>st</sup> EDF	Constr. Res.	S. Balto. Ind. &
	S. Balto. Ind.	Coml. Dev.
	& Coml. Dev.	
250.00	9910-903354-9600	9910-904354-9601
22 <sup>nd</sup> EDF	Constr. Res.	W. Balto. Ind. &
	W. Balto. Ind.	Coml. Dev.
	& Coml. Dev.	
3,000.00	9910-904115-9600	9910-906835-9603
22 <sup>nd</sup> EDF	Constr. Res.	Westside Project
	Westside Down-	Initiative
	town	

## MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>BDC - cont'd</u>		
18,542.86	9910-906993-9600	9910-909460-9601
23 <sup>rd</sup> EDF	Constr. Res.	Inner Harbor
	Inner Harbor Area	
2,954.00	9910-913990-9600	9910-902879-9601
23 <sup>rd</sup> EDF	Constr. Res.	Coml. Rev
<u>\$ 26,484.07</u>	Coml. Rev.	

This transfer will provide funds to reimburse the BDC for eligible capital expenses for the month ending April 30, 2013.

Department of Recreation and Parks

12. \$ 20,000.00	9938-901744-9475	9938-904744-9474
Rec. & Parks	Reserve	Active
25 <sup>th</sup> Series.	Clifton Park	Clifton Park
	Recreation Center	Recreation Center

This transfer will provide funds to cover the costs associated with the construction administration services and Change Orders No. 17 and No. 18 for Clifton Park Recreation Center, Contract RP10811.

**MINUTES**

Department of General Services - Developer's Agreement No. 1300

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of developer's agreement no. 1300 with Key Highway Associates, LLC, developer.

**AMOUNT OF MONEY AND SOURCE:**

\$65,740.00 - Irrevocable Letter of Credit

**BACKGROUND/EXPLANATION:**

The developer would like to install new water service, conduit, and street lighting improvements to its proposed construction located at 1420 Key Highway. 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 \$65,740.00 has been issued to Key Highway Associates, 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 the execution of the developer's agreement no. 1300 with Key Highway Associates, LLC.

**MINUTES**

Department of General Services - Right-of-Entry Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the right-of-entry agreement with The Johns Hopkins Hospital. The period of the right-of-entry agreement is effective upon Board approval for one year.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Mayor and City Council of Baltimore, acting through the Department of Public Works, Bureau of Water and Wastewater, is proposing to make a necessary repair to a storm drain line running through property owned by The Johns Hopkins Hospital identified as the former bed of Jefferson Street, Block 1290, Lot 1/10. This repair is being performed under the Department of Public Works On-Call Maintenance Contract.

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the right-of-entry agreement with The Johns Hopkins Hospital. The President **ABSTAINED**.

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

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

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 2600 N. Howard St.	2600 North Howard Street, LLC	4 metal canopies 1 @ 11'8" x 4'4" 1 @ 15' x 4'4" 1 @ 10' x 4'4" 1 @ 21' x 4'4"
Annual Charge: \$ 527.30		
2. 643 S. Potomac St.	Janet Constantino	Retain garage extension 9' x 3½'
Annual Charge: \$ 113.40		
3. 1700 Ridgely St.	S C Property, LLC	Service connection two 4" conduits @ 16 linear feet each
Annual Charge: \$ 112.00		
4. 1701 N. Charles St.	Station North Development Partners, LLC	1 single face electric sign 13' x 3'7", 1 double face electric sign 3' x 4'
Annual Charge: \$ 421.80		

## MINUTES

Dept. of General Services - cont'd

5. 2944 E. Preston St. Kurt Kennedy

Awning with signage  
12.5' x 3'

Annual Charge: \$ 113.95

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

## MINUTES

Health Department - Agreements, Grant Award,  
and Grant Award Agreement

The Board is requested to approve and authorize execution of the various agreements and approve and authorize acceptance of a grant award and approve and authorize execution of the grant award agreement.

AGREEMENTS

1. **THE AFTER-SCHOOL INSTITUTE, INC.** **\$ 25,000.00**  
**(TASI)**

Account: 4000-499013-3023-513200-603051

The TASI will provide services in the area of an annual Youth Summit to increase awareness, knowledge, risk-reduction measures, and changes in behavior that lead to the prevention of new HIV infections among African American youth in Baltimore City.

The TASI will recruit 150 participants to the Youth Summit, primarily representing youth ages 14 - 22, youth services providers, parents and/or teachers in the Baltimore Metropolitan area. The period of the agreement is January 1, 2013 through December 31, 2013.

The agreement is late because the grant was awarded at the end of January 2013 and there were delays in receiving an acceptable scope of work from the provider.

2. **GOOD SAMARITAN NURSING CENTER, INC.** **\$ 0.00**

The organization will serve as a volunteer station for the Retired Senior Volunteer Program (RSVP). The RSVP has been funded since 1982 by the federal government. The Baltimore City Health Department was awarded a grant from the Corpor-

**MINUTES**Health Department - cont'd

ation of National and Community Services to pay administrative staff to arrange volunteer work for persons 55 years of age and over. The period of the agreement is April 1, 2012 through June 30, 2013. The agreement is late because it was requested late in the fiscal year and it was recently returned to the Department.

**MBE/WBE PARTICIPATION:**

N/A

3. **INTERGROUP SERVICES, INC. (IGS)** **\$282,396.00**

Account: 4000-427713-3023-274404-603051

The IGS will provide technical, research, and administrative support services for the Greater Baltimore HIV Health Services Planning Council. The period of the agreement is March 1, 2013 through August 31, 2013.

The agreement is late because the FY'13 Notice of Award was approved by the Board on March 13, 2013 and the Department was waiting for the scope of work and budget from the IGS.

**MWBOO GRANTED A WAIVER.**

4. **THE JOHNS HOPKINS UNIVERSITY** **\$ 81,943.00**  
**(JHU)**

Account: 5000-522313-3030-272500-603051

The JHU, School of Medicine STD/HIV Prevention Training Center will provide an Infertility Prevention Project (IPP) Coordinator to work with State Family Planning and State Laboratory Administration regarding Chlamydia and Gonorrhea test prioritization and targeted testing.

The IPP Coordinator will also assist in the on-going monitoring and analysis of Chlamydia and Gonorrhea testing

## MINUTES

Health Department - cont'd

volume, and coordinate and conduct quarterly Maryland IPP Work Group meetings with State Family Planning and State Lab partners. The period of the agreement is July 1, 2012 through June 30, 2013.

The agreement is late because revisions to the budget delayed processing of the agreement.

**MWBOO GRANTED A WAIVER.**

5. **HEALTH CARE FOR THE HOMELESS, INC.** **\$101,432.00**

Account: 4000-499013-3023-513200-603051

The organization will identify HIV positive homeless individuals and engage them in comprehensive primary care and provide HIV prevention education to those who test HIV negative. Program participants will be connected to HIV primary care if they test HIV positive and to regular primary care if they test negative. The period of the agreement is January 1, 2013 through December 31, 2013.

The agreement is late because the grant was awarded at the end of December 2012 and there were delays in receiving an acceptable budget and scope of services from the provider.

**MWBOO GRANTED A WAIVER.**

6. **BALTIMORE MEDICAL SYSTEM, INC.** **\$ 25,000.00**  
**(BMSI)**

Account: 4000-422713-3030-279200-603051

The BMSI will provide services in the area of the Title X Family Planning Pilot Program. Under the supervision of the Director of Adolescent & Reproductive Health (ARH) and in consultation with the ARH Medical Director, the BMSI will provide clinical services for family planning to the unin-

**MINUTES**Health Department - cont'd

sured and underinsured citizens of Baltimore City. These reproductive health services include education, contraception, screening, and referral of reproductive-related cancers, and education and screening of sexually transmitted infections. The period of the agreement is January 1, 2013 through June 30, 2013.

The agreement is late because the Department was waiting for the provider to submit the program plan and budget.

**MBE/WBE PARTICIPATION:**

N/A

GRANT AWARD AND AGREEMENT**7. THE ABELL FOUNDATION \$100,000.00**

Account: 6000-619514-3160-308600-406001

The Department has received a grant from The Abell Foundation in support of Safe Streets East and Safe Streets Cherry Hill in an effort to reduce gun-related violence in Baltimore City. The period of the grant award is July 1, 2013 through June 30, 2014.

**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 execution of the foregoing agreements, approved and authorized acceptance of the grant award, and approved and authorized execution of the grant award agreement. The President **ABSTAINED** on item no. 4.

**MINUTES**

Health Department - Correction and Amendment to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a correction to the agreement and approve and authorize execution of the amendment to agreement with Ms. Naveed Raoof.

**AMOUNT OF MONEY AND SOURCE:**

\$17,046.07 - 4000-436213-3255-316200-603018

**BACKGROUND/EXPLANATION:**

On October 3, 2012 the Board approved the original agreement in the amount of \$2,062.28 for the period of October 1, 2012 through September 30, 2013 for Ms. Raoof to work as a Master Trainer for the Diabetes Self Management Program. However, the dollar amount was incorrect. The correct amount is \$2,063.00.

Under the terms of the amendment to the agreement, Ms. Raoof will provide additional services. As a Guided Care Case Manager, Ms. Raoof will make in-home assessments, develop a comprehensive plan of care, and identify available resources to address needs identified by the patient, caregiver, and Guided Care nurse. The total amount of this contract for FY 2013 is \$19,109.07. All other terms and conditions of the original agreement remain unchanged.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved the correction to the agreement and approved and authorized execution of the amendment to agreement with Ms. Naveed Raoof.

**MINUTES**

Health Department - Amendment to Agreement and  
Amendment to Grant Agreements

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the amendment to agreements with the listed organizations.

**AMENDMENT TO AGREEMENT**

1. **LIGHT HEALTH AND WELLNESS COMPREHENSIVE SERVICES, INC.** **\$6,000.00**

Account: 4000-424513-3023-599606-603051

On November 21, 2012, the Board approved the original agreement in the amount of \$ 61,000.00 for the period of July 1, 2012 through June 30, 2013. This amendment to agreement increases the total award by \$6,000.00, making the total award \$67,000.00.

This amendment to agreement will provide 20 clients with utilities and/or rental financial assistance. The case manager will ensure these funds are used as payer of last resort by referring clients to other resource agencies to obtain financial assistance, until all known resources are fully exhausted. Documentation on client and financial assistance eligibility will be maintained for each client serviced through this program.

The amendment is late because supplemental awards were received by the Department of Health and Mental Hygiene on April 22, 2013.

**AMENDMENTS TO GRANT AGREEMENTS**

2. **BALTIMORE CITY BOARD OF SCHOOL COMMISSIONERS/BALTIMORE CITY PUBLIC SCHOOL SYSTEM** **\$ 0.00**

On July 11, 2012, the Board approved the original grant agreement in the amount of \$591,894.00 for the period May 1, 2012 through August 31, 2013. The grant agreement provides for the implementation of a school health electronic health records system at the school health suites, as part of health services provided to the Public Schools' 83,800 students.

## MINUTES

Health Department - cont'd

Because of delays and scheduling constraints, the completion of the project is not expected until 2014. This amendment to the grant agreement extends the period through August 31, 2014.

**3. ANNIE E. CASEY FOUNDATION****\$0.00**

On May 9, 2012, the Board approved the original grant agreement in the amount of \$40,212.00 for the period January 1, 2012 through December 31, 2012. The grant provides for the evaluation of the Home Nurse Visiting Program for multiparous mothers. Due to the delay in processing the original grant agreement, the Department was unable to complete the project within the original grant period. This amendment modifies the grant period to January 1, 2013 through June 30, 2013.

The amendment to grant agreement is late because it was received on March 6, 2013.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION ON ITEM NO. 1 AND NOTED THE TIME EXTENSION ON ITEM NO. 3.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing amendment to agreements with the listed organizations.

**MINUTES**

Health Department - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with Victor A. Ferrans, MD, Consultant. The period of the agreement is July 1, 2013 through June 30, 2014.

**AMOUNT OF MONEY AND SOURCE:**

\$20,000.00 - 4000-425514-3110-306700-603018  
(\$200.00 per evaluation and \$50.00 per evaluation review)

**BACKGROUND/EXPLANATION:**

The Consultant will perform Pre-Admission Screening and Resident Reviews (PASRR) for Baltimore City residents. He will provide comprehensive reviews and complete PASRR Certification on each evaluation conducted by the Adult Evaluation and Review Services (AERS) multi-disciplinary team. On an as needed basis, he will consult with the AERS multi-disciplinary team and/or the client's private physician and/or nursing home professional staff for clarification of mental health treatment plans and needs. At the request of the AERS team the consultant will provide an on-site psychiatric evaluation of nursing home residents.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with Victor A. Ferrans, MD, Consultant.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

- |   |             |             |
|---|-------------|-------------|
| 1. C AND D MUNICIPAL SALES, INC.  | \$33,640.70 | Sole Source |
| Solicitation No. 08000 - Quarterly PM of Lox Plant -<br>Department of Public Works - Req. No. R631502 |             |             |

This requirement is for parts for installed equipment. The vendor is the sole representative of the manufacturer of OEM parts in this area. Therefore, sole source award is recommended.

- |  |             |             |
|--|-------------|-------------|
| 2. KRONOS SYSTEMS INC.   | \$26,469.46 | Sole Source |
| Solicitation No. 08000 - Telestaff Support - Fire Department -<br>Req. No. R631732 |             |             |

Kronos Systems, Inc. is the developer and sole distributor of the Telestaff system currently in use by the Fire department.

- |  |             |             |
|--|-------------|-------------|
| 3. N. HARRIS COMPUTER CORP.<br>DBA SYSTEM INNOVATORS   | \$45,198.00 | Sole Source |
| Solicitation No. 08000 - Cashier Windows Software Support -<br>Finance Department - Req. No. R628918 |             |             |

This support and maintenance is for proprietary software that is customized for use by the Bureau of Revenue Collections and is only available from Systems Innovators. It has been determined that pricing is fair and reasonable. The period of the award is July 1, 2013 through June 30, 2014.

- |  |             |         |
|--|-------------|---------|
| 4. 1 <sup>ST</sup> RUN COMPUTER SERVICES,<br>INC.  | \$33,845.00 | Low Bid |
| Solicitation No. 07000 - Canon DR-G1100 High Speed Scanner -<br>State's Attorney's Office - Req. No. R631685 |             |         |

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

- |   |             |         |
|---|-------------|---------|
| 5. BALTIMORE MACK TRUCKS, INC.  | \$85,000.00 | Renewal |
| Solicitation No. 06000 - O.E.M. Parts and Service for Mack Trucks - Department of General Services - P.O. No. P509847 |             |         |

On August 12, 2009, the Board approved the initial award in the amount of \$85,000.00. The award contained two 1-year renewal options. On June 6, 2012, the Board approved the first renewal. This final renewal in the amount of \$85,000.00 is for the period August 1, 2013 through July 31, 2014.

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

**MWBOO GRANTED A WAIVER.**

- |   |             |             |
|---|-------------|-------------|
| 6. COMMITTEE FOR CHILDREN   | \$59,450.40 | Sole Source |
| Solicitation No. 08000 - Second Step Early Learning Kits - Mayor's Office of Human Services - Head Start - Req. No. R629715 |             |             |

Committee for Children is the sole provider of the required published materials and related components. These materials will be used solely by instructors to teach and promote emotional skills at 184 Baltimore City Head Start Centers.

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

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

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|--|--------------|---------|
| 7. SMITH MEDICAL PARTNERS,<br>LLC  | \$ 36,000.00 | Renewal |
| Solicitation No. B50001982 - Ortho Contraceptives - Health<br>Department - P.O No. P517250 |              |         |

On June 9, 2011, the Board approved the initial award in the amount of \$9,272.20. The award contained three 1-year renewal options. On May 17, 2012, the Board approved the first renewal in the amount of \$9,272.20. This final renewal in the amount of \$36,000.00 is indicative of the City's anticipation that it will achieve higher participation rates, due to a merger of two City health programs. The period of the renewal is June 13, 2013 through June 12, 2014.

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

- |  |                |         |
|--|----------------|---------|
| 8. BALTIMORE GAS AND ELECTRIC<br>COMPANY   | \$1,000,000.00 | Renewal |
| Solicitation No. 08000 - Requirements for Street Lights<br>Rehabilitation - Department of Transportation - P.O. No.<br>P517775 |                |         |

On April 13, 2011, the Board approved the initial award in the amount of \$2,100,000.00. The award contained four 1-year renewal options. On September 12, 2012, the Board approved a Ratification and Term Order in the amount of \$0.00. This renewal in the amount of \$1,000,000.00 is for the period August 1, 2013 through July 31, 2014, with two 1-year renewal options remaining.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

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

- |  |              |           |
|--|--------------|-----------|
| 9. KONE INC.   | \$500,000.00 | Extension |
| Solicitation No. B50000469 - Provide Maintenance Services for Elevators - Department of General Services, Department of Public Works, Department of Transportation, Department of Recreation and Parks, Baltimore Convention Center - P.O. No. P502698 |              |           |

On July 2, 2008, the Board approved the initial award in the amount of \$4,053,105.00. On May 11, 2011, the Board approved a renewal. On February 2, 2013, the Board approved an increase in the amount of \$800,000.00. This extension in the amount of \$500,000.00 is requested to allow time to execute a new contract. The period of the extension is July 1, 2013 through October 31, 2013, with no renewal 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.

**MWBOO SET GOALS OF 27% MBE AND 0% WBE.**

**MBE:** Admiral Elevators 27%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

- |  |         |                      |
|--|---------|----------------------|
| 10. UNITED SITE SERVICES OF MARYLAND, INC.   | \$ 0.00 | Assignment Agreement |
| Solicitation No. B50000929 - Portable Chemical Toilets - Recreation and Parks - P.O. No. P506804 |         |                      |

The Board is requested to approve and authorize execution of an assignment agreement with United Site Services of Maryland, Inc. The contract expires on February 16, 2014.

On February 18, 2009, the Board approved an award to HCE, Inc. United Site Service of Maryland, Inc. has acquired the rights, title and interest in HCE, Inc., and is requesting assignment of Contract B50000929.

- |   |              |         |
|---|--------------|---------|
| 11. VIP SPECIAL SERVICES LLC  | \$190,000.00 | Renewal |
| Solicitation No. B50001905 - Services for Windows and Trusses Cleaning - Baltimore Convention Center - P.O. No. P517667 |              |         |

On June 22, 2011, the Board approved the initial award in the amount of \$54,530.00. The award contained two 1-year renewal options. On May 9, 2012, the Board approved an increase in the amount of \$255,470.00. This renewal in the amount of \$190,000.00 is for the period July 13, 2013 through July 12, 2014, with one 1-year renewal option remaining.

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

**THE BIDDER REQUESTED A WAIVER AND MWBOO GRANTED A WAIVER BASED ON A GOOD FAITH EFFORT.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

- |   |              |          |
|---|--------------|----------|
| 12. KPMG, LLP   | \$184,000.00 | Increase |
| Solicitation No. B50001847 - Audit Financial Statements for the City of Baltimore - Finance Department - P.O. No. P520462 |              |          |

On April 27, 2011, the Board approved the initial award in the amount of \$779,745.00. Subsequent increases have been approved. The increase is requested for unanticipated additional projects for completion of the Fiscal Year 2012 Financial Audit Statements. This increase in the amount of \$184,000.00 will make the total award amount \$1,410,145.00. The contract expires on April 26, 2016, with no renewal options.

This is a requirements contract, therefore dollar amounts will vary.

**MWBOO SET GOALS OF 10% MBE AND 6% WBE AND GRANTED A WAIVER APPLICABLE TO THIS INCREASE.**

**MWBOO FOUND VENDOR IN COMPLIANCE.**

- |  |                |          |
|--|----------------|----------|
| 13. PHYSIO-CONTROL, INC.   | \$1,812,000.00 | Increase |
| Solicitation No. 08000 - Lifepak Defibrillators and Equipment - Fire Department - P.O. No. P516657 |                |          |

On March 30, 2011, the Board approved the initial award in the amount of \$125,000.00. The award contained three 1-year renewal options. Subsequent actions have been approved. An increase in the amount of \$1,812,000.00 is necessary to trade-in and upgrade existing Lifepak 12 Defibrillators to Lifepak 15 models. This increase will be funded by a federal grant accepted and approved by the Board of Estimates on May 8, 2013. This increase in the amount of \$1,812,000.00 will make the award amount \$2,587,000.00. The contract expires on March 29, 2014, with one 1-year renewal option remaining.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

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

- |   |              |                               |
|---|--------------|-------------------------------|
| 14. DELMARVA PUMP CENTER,<br>INC., d/b/a DPC EMERGENCY<br>EQUIPMENT   | \$100,000.00 | Selected Source/<br>Agreement |
| Solicitation No. 06000 - OEM Parts for PL Custom Fire<br>Apparatus and Equipment - Department of General Services -<br>Req. No. R615347 |              |                               |

The Board is requested to approve and authorize execution of an agreement with Delmarva Pump Center, Inc., d/b/a DPC Emergency Equipment. The period of the agreement is June 5, 2013 through June 4, 2015, with two 1-year renewal options.

Vendors were solicited by posting on CitiBuy, eMaryland Marketplace, and in local newspapers as Solicitation B50002750 with no bids received. Vendors were again solicited by posting on CitiBuy, eMaryland Marketplace and in local newspapers as Solicitation B50002796 with one bid received from DPC Emergency Equipment. The sole bid was deemed non-responsive due to vendor's failure to submit a bid guarantee. The recommended vendor is the manufacturer's authorized dealer for the State of Maryland. The vendor's price is considered fair and reasonable.

It is hereby certified, that the above procurement of 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

- |  |              |                               |
|--|--------------|-------------------------------|
| 15. SOCRATA,<br>INC.   | \$175,659.00 | Selected Source/<br>Agreement |
| Solicitation No. 06000 - Open Data Portal Hosting Agreement -<br>MOIT - Req. No. R629414 |              |                               |

The Board is requested to approve and authorize execution of an agreement with Socrata, Inc. The period of the agreement is effective upon Board approval for one year with four 1-year renewal options.

The Board is requested to approve the award for web based software application services to host the OpenBaltimore website (<http://data.baltimorecity.gov>). The user agency, Mayor's Office of Information Technology (MOIT) developed a customized data sync engine that is compatible only with the vendor's proprietary data hosted platform software application and services outlined in the submitted agreement.

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

16. HARBOR TRUCK SALES &  
SERVICE, INC. t/a BALTIMORE  
FREIGHTLINER  
NORRIS CHESAPEAKE TRUCK  
SALES, LLC

JOHNSON & TOWERS, INC.	\$ 0.00	Renewal
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Solicitation No. B50001098 O.E.M. Parts & Service for Detroit  
Engines and Allison Transmissions - Department of General  
Services - P.O. Nos. P509141, P509142 and P522191

On July 15, 2009, the Board approved the initial award to Harbor Truck Sales & Services, Inc. in the amount of \$100,000.00, Norris Chesapeake Truck Sales, Inc. in the amount of \$70,000.00 and Johnson & Towers, Inc. in the amount of \$30,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This final renewal is for the period August 1, 2013 through July 31, 2014.

**MWBBO GRANTED A WAIVER.**

UPON MOTION duly made and seconded, the Board approved the foregoing informal awards, increases, renewals and extensions to contracts. Mr. Harry Black, acting on behalf of the Mayor **ABSTAINED** on item nos. 9 and 11. The Board further approved and authorized execution of the assignment agreement with United Site Services of Maryland, Inc. (item no. 10), the agreement with Delmarva Pump Center, Inc. d/b/a DPC Emergency Equipment (item no. 14), and the agreement with Socrata. The Comptroller **ABSTAINED** on item no. 16.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a CDBG agreement with the City of Baltimore Development Corporation (BDC). The period of the agreement is April 1, 2013 through March 31, 2015.

**AMOUNT OF MONEY AND SOURCE:**

\$501,200.00 - 9991-906982-9593-900059-706047

**BACKGROUND/EXPLANATION:**

The BDC will use the funds to support the commercial Façade Improvement Grant Program (FIG). The FIG will provide matching grants to complete commercial building façade improvements to properties located in 20 low and moderate-income area commercial districts. No FIG matching grant will exceed \$20,000.00.

On May 2, 2012, the Board approved the Resolution authorizing the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2012 Annual Action Plan for the following formula programs:

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

The DHCD began negotiating and processing the CDBG agreements effective July 1, 2012 and beyond, as outlined in the Plan, pending approval of the Resolution. Consequently, this agreement was delayed due to final negotiations and processing.

**MWBOO GRANTED A WAIVER.**

**THE TRANSFER OF FUNDS WAS APPROVED ON MAY 22, 2013 .**

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the CDBG agreement with the City of Baltimore Development Corporation.

**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 Mr. Kevin Butler, developer, for the property known as 1418 Madison Avenue.

**AMOUNT OF MONEY AND SOURCE:**

\$3,500.00 - Purchase Price

**BACKGROUND/EXPLANATION:**

The City will convey all of its rights, title and interest in the property located at 1418 Madison Avenue. The purchase price and improvements to the site will be financed through private funding.

The project will consist of rehabilitating the vacant building for residential use for homeownership. The property will be sold as a single family dwelling at market price. The property is located within the Madison Park Community.

The property was journalized for sale on December 22, 2010.

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

The property is being sold for \$3,500.00. The proposed price determined by the waiver valuation process in lieu of an appraisal is \$4,800.00. The property is being sold for less than the price determined by the waiver valuation process for the following reasons:

1. the renovation will be to the 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 will return a vacant building to the tax rolls, and

**MINUTES**

DHCD - cont'd

4. the property is being sold below the price determined by the waiver valuation price because of its condition, which will require extensive and immediate remediation.

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the land disposition agreement with Mr. Kevin Butler, developer, for the property known as 1418 Madison Avenue. The Comptroller **ABSTAINED**.

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a land disposition agreement with Fozan Ghannam, for the sale of the City-owned property located at 1816 Pennsylvania Avenue.

**AMOUNT OF MONEY AND SOURCE:**

\$4,000.00 - Purchase Price

**BACKGROUND/EXPLANATION:**

The City will convey all of its rights, title, and interest in 1816 Pennsylvania Avenue to Fozan Ghannam. A good faith deposit of \$400.00 has been paid by the developer. The balance will be paid at settlement.

Fozan Ghannam will purchase a vacant, store-front row house known as 1816 Pennsylvania Avenue from the City for rehabilitation as a store-front and an apartment. The property is located within Upton Urban Renewal Area and will be redeveloped in accordance with the Upton Urban Renewal Plan. The purchase price and improvements to the site will be financed through private sources.

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

In accordance with the City's appraisal policy, the waiver valuation process was used in lieu of an appraisal to determine the proposed price of \$8,500.00 for the property. The sale of this vacant property at a price below the proposed price will be a specific benefit to the immediate community, eliminate blight, create jobs during reconstruction and the property will be reoccupied and returned to the tax rolls.

## MINUTES

DHCD - cont'd

**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 is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the land disposition agreement with Fozan Ghannam, for the sale of the City-owned property located at 1816 Pennsylvania Avenue.

**MINUTES**

Mayor's Office of Human Services - Ratification of Amendment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a ratification of amendment no. 1 to agreement with Municipal Information Systems, Inc. (MISI). The ratification extends the agreement from April 1, 2013 to August 31, 2013.

**AMOUNT OF MONEY AND SOURCE:**

\$42,000.00 - 4000-496212-3571-591495-603051

**BACKGROUND/EXPLANATION:**

The ratification will allow the MOHS to amend contract no. 35271 to extend the agreement through August 31, 2013 and increase the contract amount by \$42,000.00 for a new agreement total of \$136,950.00. The additional funds will cover the costs during the extension. The bidding process for the renewal of this work took longer than expected, and the MOHS requires the MISI to continue to provide support while the new provider is selected.

The amendment is late because of a delay at the administrative level.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the ratification of amendment no. 1 to agreement with Municipal Information Systems, Inc.

**MINUTES**

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

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

GRANT AGREEMENTS

1. **UNIVERSITY OF BALTIMORE,** **\$19,723.00**  
**OFFICE OF SPONSORED RESEARCH,**  
**JACOB FRANCE INSTITUTE (JFI)**

Account: 5000-569013-1191-594700-603051

This grant agreement will fund an evaluation of the Baltimore City Weatherization Program - Light REACH Project. The organization through the JFI will evaluate the Residential Energy Assistance Challenge Program to access the health and safety of low income home energy assistance (LIHEAP) households.

The JHI will review data to be collected by Baltimore Housing and Community Development and the Baltimore Community Action Partnership from surveys of program participants and through inspection and related reports, as well as utility bills. Indicators used to measure achievement of performance goals will be in the areas of Health and Safety, Energy Bill Analysis, and Energy Efficiency Education Services. The period of the grant agreement is January 1, 2013 through December 31, 2014.

2. **ST. VINCENT DE PAUL SOCIETY OF** **\$54,556.00**  
**BALTIMORE, INC.**

Account: 4000-496212-3572-591429-603051

The organization will provide 15 homeless families with transitional housing and supportive services to help them transition from emergency shelters to permanent housing. The period of the grant agreement is March 1, 2013 through February 28, 2014.

**MINUTES**MOHS - cont'd

The delay in submitting this grant agreement for approval is due to a delay in the receipt of funding.

**MWBOO GRANTED A WAIVER.**

3. **UNION BAPTIST CHURCH-SCHOOL, INC.** **\$ 9,800.00**

Account: 4000-486313-6051-516000-603051

The organization is the delegate for the Union Baptist/Harvey Johnson Head Start Program and is requesting funds to address health and safety issues at their main site. The water heater at the Union Baptist/Harvey Johnson Head Start program on Druid Hill Avenue will be repaired. The total amount of the delegate award is \$1,497,267.00. A two month advance was approved by the Board in the amount of \$247,655.00 on June 27, 2012. The balance of the award in the amount of \$1,249,612.00 was approved on August 22, 2012. The increase for additional Health and Safety repairs in the amount of \$9,800.00 for a new water heater increases the total award to \$ 1,507,067.00.

HEAD START SPECIAL EDUCATION CONSULTANT AGREEMENTS

4. <b>LACY BRYN, INC.</b>	<b>\$ 71,820.00</b>
5. <b>DIANE BROOKE</b>	<b>\$ 26,334.00</b>
6. <b>SANDY APPEL</b>	<b>\$ 26,334.00</b>
7. <b>SANDY HARRIS</b>	<b>\$ 58,140.00</b>
8. <b>MARY WANDA MAYNOR-KEARSE</b>	<b>\$ 44,460.00</b>
9. <b>EDITH MYERS</b>	<b>\$ 18,810.00</b>

## MINUTES

MOHS - cont'd

10. ROBERT SOLOMON \$ 21,318.00

11. D'LISA WORTHY \$ 55,556.00

Account: 4000-486314-6051-452200-603018

The purpose of the agreements is to secure Special Education Consultants for the Baltimore City Head Start Program. The period of the grant agreements is July 1, 2013 through June 30, 2014.

The Consultants will implement the requirements of the Head Start Federal performance standards for services to children with suspected and documented disabilities and their families.

The Consultants will place emphasis on the use of community resources, early identification, and intervention services. The consultants will also collaborate with the Baltimore City Public School System to ensure all children are appropriately identified and assessed in accordance with the Statewide Early Childhood Special Education accountability system. The funding is available under the DHHS/Head Start Program. All activities will be monitored by MOHS.

12. LINDA WICKLEIN \$ 60,000.00

Account: 4000-486314-6051-425500-603051

Ms. Wicklein, an Education Mentor Coach Consultant, will provide additional classroom support and training to teaching staff at various Baltimore City Head Start locations. Ms. Wicklein will use high quality, sustained and intensive activities to comply with the Head Start mandate that all programs meet a proficiency level of "3"

**MINUTES**

MOHS - cont'd

or higher in the rating level set by the Reauthorization Act using the Classroom Assessment Scoring System as an observation tool.

**MWBOO GRANTED A WAIVER FOR ITEM NOS. 4, 7, 11, AND 12.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the foregoing grant agreements and consultant agreements. The President **ABSTAINED** on item no. 2.

## MINUTES

Mayor's Office of Human Services - Head Start Program Agreements

The Board is requested to approve and authorize execution of the various Head Start Program agreements:

1. **UNITY METHODIST CHURCH/UMOJA** **\$ 37,939.00**  
**HEAD START PROGRAM**

Account: 5000-586813-6051-517000-603051

The Unity Methodist Church is the delegate for the UMOJA Head Start Program. The program will provide services to 40 children and their families during the summer, for five days per week. The funds will be used to expand one classroom to an extended day class, and to provide activities and field trip opportunities to enhance children's cognitive and social development. The period of the agreement is effective upon Board approval through September 30, 2013.

2. **ST. VINCENT DE PAUL OF BALTIMORE, INC.** **\$190,642.00**

Account: 5000-586813-6051-516700-603051

The organization provides services to 201 children and their families. The program will use funds to extend academic and social learning activities into the summer months, provide enrichment and real life experiences to enhance learning, strengthening skills in the areas of math, science, language and literacy. The program will also employ current Head Start Staff to collaborate with one of their partners, hire education and administrative staff, purchase classroom materials and plan field trips to

**MINUTES**

MOHS - cont'd

enhance classroom experiences. The period of the agreement is effective upon Board approval through September 30, 2013.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board **DEFERRED** item no. 1 and approved and authorized execution of the Head Start Program Agreement (item no. 2). The President **ABSTAINED** on item no. 2. for one week.

## MINUTES

Mayor's Office of Human Services - Head Start Programs  
Two Month Advance

The Board is requested to approve a two-month advance of funds to the below-listed organizations:

The organizations provide Head Start services. The services includes educational, social, psychological, health, nutritional, and parenting services to children and their families who live in the target area and meet the DHHS income guidelines. The two-month advance will allow continuation of the Head Start Program in FY 14 until the agreements are completed.

1. **ASSOCIATED CATHOLIC CHARITIES, INC./** **\$ 318,223.00**  
**ST. JEROME'S HEAD START PROGRAM**

Account: 4000-486314-6051-516600-603051

The organization provides services for 276 children and their families. This request is a two-month advance in the amount of \$318,223.00. The full amount of the contract will be \$1,909,337.00.

2. **DAYSPRING PROGRAMS, INC.** **\$ 596,596.00**

Account: 4000-486314-6051-515600-603051

The organization provides services for 500 children and their families. This request is a two-month advance in the amount of \$596,596.00. The full amount of the contract will be \$3,579,575.00.

3. **METRO DELTA EDUCATIONAL PROGRAMS,** **\$ 356,210.00**  
**INC./METRO DELTA HEAD START PROGRAM**

Account: 4000-486314-6051-516300-603051

The organization provides services for 312 children and their families. This request is a two-month advance in the amount of \$356,210.00. The full amount of the contract will be \$2,137,261.00.

## MINUTES

MOHS - cont'd

4. SAINT BERNADINE'S ROMAN CATHOLIC CONGREGATION, INC./ ST. BERNADINE'S HEAD START PROGRAM \$ 220,566.00

Account: 4000-486314-6051-516410-603051

The organization provides services for 191 children and their families. This request is a two-month advance in the amount of \$220,566.00. The full amount of the contract will be \$1,323,394.00.

5. SAINT VEROINICA'S ROMAN CATHOLIC CONGREGATION, INC./ ST. VERONICA HEAD START PROGRAM \$ 335,304.00

Account: 4000-486314-6051-515900-603051

The organization provides services for 289 children and their families. This request is a two-month advance in the amount of \$335,304.00. The full amount of the contract will be \$2,011,823.00.

6. ST. VINCENT DE PAUL OF BALTIMORE INC./ST. VINCENT DE PAUL HEAD START PROGRAM \$1,002,653.00

Account: 4000-486314-6051-516700-603051

The organization provides services for 860 children and their families. This request is a two-month advance in the amount of \$1,002,653.00. The full amount of the contract will be \$6,015,915.00.

## MINUTES

MOHS - cont'd

7. **UNITY METHODIST CHURCH/UMOJA** **\$ 213,024.00**  
**HEAD START PROGRAM**

Account: 4000-486314-6051-517000-603051

The organization provides services for 187 children and their families. This request is a two-month advance in the amount of \$213,024.00. The full amount of the contract will be \$1,278,144.00.

8. **UNION BAPTIST CHURCH-SCHOOL, INC./** **\$ 243,657.00**  
**HARVEY JOHNSON HEAD START PROGRAM**

Account: 4000-486314-6051-516000-603051

The organization provides services for 214 children and their families. This request is a two-month advance in the amount of \$243,657.00. The full amount of the contract will be \$1,461,941.00.

9. **YMCA OF CENTRAL MARYLAND, INC./EMILY** **\$ 393,609.00**  
**PRICE JONES HEAD START PROGRAM**

Account: 4000-486314-6051-516100-603051

The organization provides services for 338 children and their families. This request is a two-month advance in the amount of \$393,609.00. The full amount of the contract will be \$2,361,654.00.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the two-month advance of funds for the foregoing organizations.

**MINUTES**Department of Finance - Master Custody Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a master custody agreement with The Bank of New York Mellon (BNY Mellon) for custodian services for assets of the Fire & Police Employees' Retirement System (F&P). The period of the master custody agreement is July 1, 2013 through June 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction. Custody fees, fees for related services and related expenses will be expended from F&P assets. The annual fee for basic custody services is \$150,000.00.

**BACKGROUND/EXPLANATION:**

The BNY Mellon currently serves as custodian of Employees' Retirement System (ERS), Fire & Police, Elected Officials' Retirement System (EOS), and Retiree Benefits Trust assets. On March 1, 2006, the Board approved the current Retirement Systems' custody agreements with BNY Mellon. On June 27, 2007, the Board approved the current custody agreement for the Retiree Benefits Trust.

Over the last several months, the F&P Board, with the assistance of its investment consultant, conducted a nationwide search for a firm to provide global custodial services for F&P assets. The ERS Board of Trustees, with the assistance of its investment consultants, conducted a similar, independent search for a global custodian of ERS, EOS, and Retiree Benefits Trust assets. The ERS and the F&P Boards have each independently recommended that the City retain BNY Mellon.

The Director of Finance is the proper signatory for the custody agreements in his capacity as custodian of all moneys and securities of the Retirement Systems and Retiree Benefits Trust under Article VII, Section 18(a) of the Baltimore City Charter, which authorizes the Director of Finance to contract with banks to perform his custodial responsibilities.

## MINUTES

Department of Finance - cont'd

**MWBOO GRANTED A WAIVER.**

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the master custody agreement with The Bank of New York Mellon (BNY Mellon) for custodian services for assets of the Fire & Police Employees' Retirement System. The Comptroller **ABSTAINED**.

**MINUTES**Department of Finance - Master Custody Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a master custody agreement with The Bank of New York Mellon (BNY Mellon) for custodian services for assets of the Retiree Benefits Trust (RBT). The period of the master custody agreement is July 1, 2013 through June 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction. Custody fees, fees for related services and related expenses will be expended from Retiree Benefits Trust assets. An annual flat fee of \$125,000.00 covers basic custody services for the Employees' Retirement System (ERS), the Elected Officials' Retirement System (EOS), and the RBT.

**BACKGROUND/EXPLANATION:**

The BNY Mellon currently serves as custodian of ERS, Fire & Police Employees' Retirement System (F&P), EOS, and the RBT assets. On March 1, 2006, the Board approved the current Retirement Systems' custody agreements with BNY Mellon. On June 27, 2007, the Board approved the current custody agreement for the RBT.

Over the last several months, the ERS Board, with the assistance of its investment consultant, conducted a nationwide search for a firm to provide global custodial services for ERS, EOS, and the RBT assets. The F&P Board of Trustees, with the assistance of its investment consultants, conducted a similar, independent search for a global custodian of its assets. The ERS and the F&P Boards have each independently recommended that the City retain BNY Mellon.

The Director of Finance is the proper signatory for the custody agreements in his capacity as custodian of all moneys and securities of the Retirement Systems and Retiree Benefits Trust under Article VII, Section 18(a) of the Baltimore City Charter, which authorizes the Director of Finance to contract with banks to perform his custodial responsibilities.

**MINUTES**

Department of Finance - cont'd

**MWBOO GRANTED A WAIVER.**

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the master custody agreement with The Bank of New York Mellon (BNY Mellon) for custodian services for assets of the Retiree Benefits Trust. The Comptroller **ABSTAINED.**

**MINUTES**

Department of Finance - Master Custody Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a master custody agreement with The Bank of New York Mellon (BNY Mellon) for custodian services for assets of the Elected Officials' Retirement System (EOS). The period of the master custody agreement is July 1, 2013 through June 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction. Custody fees, fees for related services and related expenses will be expended from EOS assets. An annual flat fee of \$125,000.00 covers basic custody services for the EOS, the Employees' Retirement System (ERS), and the Retiree Benefits Trust (RBT).

**BACKGROUND/EXPLANATION:**

The BNY Mellon currently serves as custodian of the ERS, Fire & Police Employees' Retirement System (F&P), the EOS, and the RBT assets. On March 1, 2006, the Board approved the current Retirement Systems' custody agreements with BNY Mellon. On June 27, 2007, the Board approved the current custody agreement for the Retiree Benefits Trust.

Over the last several months, the ERS Board, with the assistance of its investment consultant, conducted a nationwide search for a firm to provide global custodial services for ERS, EOS, and Retiree Benefits Trust assets. The F&P Board of Trustees, with the assistance of its investment consultants, conducted a similar, independent search for a global custodian of its assets. The ERS and the F&P Boards have each independently recommended that the City retain BNY Mellon.

The Director of Finance is the proper signatory for the custody agreements in his capacity as custodian of all moneys and securities of the Retirement Systems and Retiree Benefits Trust under Article VII, Section 18(a) of the Baltimore City Charter, which authorizes the Director of Finance to contract with banks to perform his custodial responsibilities.

## MINUTES

Department of Finance - cont'd

**MWBOO GRANTED A WAIVER.**

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the master custody agreement with The Bank of New York Mellon for custodian services for assets of the Elected Officials' Retirement System. The President **ABSTAINED**. The Comptroller **ABSTAINED**.

**MINUTES**Department of Finance - Master Custody Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a master custody agreement with The Bank of New York Mellon (BNY Mellon) for custodian services for assets of the Employees' Retirement System (ERS). The period of the master custody agreement is July 1, 2013 through June 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

No general funds monies are involved in this transaction. Custody fees, fees for related services and related expenses will be expended from ERS assets. An annual flat fee of \$125,000.00 covers basic custodial services for the ERS, Elected Officials' Retirement System (EOS), and the Retiree Benefits Trust (RBT).

**BACKGROUND/EXPLANATION:**

The BNY Mellon currently serves as custodian of ERS, Fire & Police Retirement System (F&P), the EOS, and the RBT assets. On March 1, 2006, the Board approved the current Retirement Systems' custody agreements with BNY Mellon. On June 27, 2007, the Board approved the current custody agreement for the Retiree Benefits Trust.

Over the last several months, the ERS Board, with the assistance of its investment consultant, conducted a nationwide search for a firm to provide global custodial services for ERS, EOS, and Retiree Benefits Trust assets. The F&P Board of Trustees, with the assistance of its investment consultants, conducted a similar, independent search for a global custodian of its assets. The ERS and the F&P Boards have each independently recommended that the City retain BNY Mellon.

The Director of Finance is the proper signatory for the custody agreements in his capacity as custodian of all moneys and securities of the Retirement Systems and Retiree Benefits Trust under Article VII, Section 18(a) of the Baltimore City Charter, which authorizes the Director of Finance to contract with banks to perform his custodial responsibilities.

**MINUTES**

Department of Finance - cont'd

**MWBOO GRANTED A WAIVER.**

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the master custody agreement with The Bank of New York Mellon for custodian services for assets of the Employees' Retirement System. The Comptroller **ABSTAINED**.

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:

2092 - 2093

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

Item no. 1 was deferred for 1 week.

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

1. B50002831, Providing TeleCommunication \$20,000,000.00  
Enterprise Technology Systems, Inc.  
Staffing Support

(MOIT, BCPD, HCD, DOT, DPW, etc.)

**MWBOO SET MBE GOALS AT 24% AND WBE GOALS AT 9%.**

**MBE SUBGOALS:** African American: 17%  
Asian American: 3%  
Hispanic American: 4%

**MBE:** African American: Bith Technologies, Inc. 24%  
Asian American: \* Serigor, Inc. (see note below) 0%  
Hispanic American: Precision Task Group 4%

**WBE:** \*\*See note below 0%

\* Serigor, Inc. is not certified with Baltimore City.

\*\* Bidder did not achieve the WBE goal. Bidder did not specify whether Realistic Computing, Inc. will be used as MBE or WBE to satisfy the goals.

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

The Board is requested to approve an award to the highest scoring proposer, who will be given the opportunity to come into compliance with MWBOO goals within ten days of the award.

Eight bids were received and opened on May 01, 2013. On May 22, 2013, the Board accepted the technical proposals that met minimum requirements, and opened the associated price proposals submitted by Digicon Corporation; ICS Nett, Inc.; and TeleCommunication Systems, Inc. All three proposals were found non-compliant by MWBOO.

**A PROTEST WAS RECEIVED FROM THE MARYLAND MINORITY CONTRACTORS ASSOCIATION.**

**MMCA- Maryland Minority Contractors Association, Inc.**  
A Chapter of the American Minority Contractors and Businesses Association, Inc.-AMCBA  
Baltimore, Maryland 21210  
443-413-3011 Phone  
410-323-0932 Fax

June 4, 2013

Via Facsimile 410-685-4416

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

Dear Mr. President:

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

We wish to protest item No. 1, page 68 of Your Honorable Board's 06/05/2013 public meeting Agenda, which is a proposed contract award of Bureau of Purchases Solicitation No.. B50002831- Providing Enterprise Technology Staffing Support for the City's MOIT, BCPD, HCD DOT, PW, etc.

Our complaint is that the proposed contract award evidences all of the relevant factors which the City's competitive bidding process was designed to prevent, i.e., (1) favoritism; (2) extravagance; and (3) collusion. The facts show that the Bureau of Purchases possessed a pre-bid desire to award the subject contract to Telecommunication Systems, Inc., and the relevant bid proposal evaluation criteria were "massaged" and manipulated" to arbitrarily make Telecommunication Systems, Inc. the "highest scoring responsive and responsible bidder," within the meaning of Article VI, § 11 (h0 (1) (ii), of the City charter,

More disturbing is the fact that the bid notice of the subject contract was never sent to the various M-WBE trade associations as was required by the City's M-WBE Ordinance. Additionally, there is no evidence that the subject contract was ever publicly advertised in two (2) local daily newspapers as specifically required by Article VI, § 11 et seq., of the City Charter.

The City's MWBOO specifically found the proposed awardee to be in non-compliance with the contract set WBE goal. This fact would ordinarily render the proposed awardee ineligible for contract award based upon past decisions of this Honorable Board.

### **CONCLUSION**

Accordingly, for the above stated reasons, we respectfully request that Your Honorable Board reject the Bureau of Purchases recommendation to award the contract to Telecommunication Systems, Inc. Having not complied with the contract set WBE goal at bid time, the proposed awardee is clearly ineligible for the contract award based on many past decisions of this Honorable Board.

Respectfully Submitted,

*Arnold M. Jolivet*

Arnold M. Jolivet  
Managing Director

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

2. B50002823, Prescription  
Drug Program for Active  
Employees and Retirees  
(Pharmacy Benefit Manager)

**REJECTION:** On March 27, 2013, the Board opened five proposals for B50002823. The proposals submitted by Aetna Life Insurance Company, Caremark PCS Health, LLC; Express Scripts, Inc. and Catamaran PBM of Illinois, Inc., were each deemed non-responsive by MWBOO. In addition, the proposal submitted by Caremark PCS Health, LLC was deemed non-responsive by the Law Department for exceptions materially modifying the terms of the solicitation. The proposal by OptumRx, Inc. was deemed non-responsive by the Law Department for failure to include the required bid guarantee. The proposal by Express Scripts, Inc. was deemed non-responsive by the Bureau of Purchases for failure to provide clear pricing. Therefore, it is recommended to be in the best interest of the City to reject all proposals. The Bureau of Purchases will shortly recommend exercising the last renewal period for the current contract. The Department of Human Resources concurs in this recommendation.

3. B50002897, Heavy Trucks- **\$ 3,413,052.00**  
Various Cab & Chassis and  
Body Styles

(Items 1 - 5)  
Cowles Ford, Inc. \$ 1,443,162.00

(Items 6 - 8)  
Beltway International, \$ 1,515,076.00  
LLC

(Item 9)  
Maryland Industrial \$ 454,814.00  
Trucks Incorporated

(Dept. of General Services, Fleet Management)

**MWBOO GRANTED A WAIVER.**

APPROVED FOR FUNDS BY FINANCE

## MINUTES

Rec. & Parks/Finance - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the acceptance of a grant award and an appropriation adjustment order.

**MINUTES**Department of Recreation & Parks - 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 the Cylburn Arboretum Association (CAA). The period of the agreement is effective upon Board approval for four months.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The CAA is a non-profit 501(c)(3) that was organized under the laws of Maryland in 1954 to work cooperatively and collaboratively with the City to preserve, improve, and promote the Cylburn Arboretum. The CAA raised funds in the amount of \$18,969.00 and hired a contractor, Blue Water Baltimore, Inc., to install five rain infiltration areas at the Cylburn Arboretum. This agreement will grant the right-of-entry to the CAA and its contractor to perform the improvements.

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the right-of-entry agreement with the Cylburn Arboretum Association

**MINUTES**

Bureau of Water and Wastewater - Amendment No. 3 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of amendment no. 3 for SC 875, Rehabilitation of Southwest Diversion Pressure Sewer, Phase III with Rummel, Klepper & Kahl, LLP. The amendment no. 3 to agreement extends the period of the agreement through July 28, 2014.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On January 28, 2009, the Board approved an agreement with Rummel, Klepper & Kahl, LLP in the amount of \$865,287.45 to provide engineering services for the Rehabilitation/Replacement of the Southwest Diversion Pressure/Gravity Sewer-Phase III for a period of 24 months through January 28, 2011. On January 12, 2011 the Board approved amendment no. 1 extending the period of the agreement for an additional 18 months. On May 2, 2012, the Board approved amendment no. 2 extending the period of the agreement through July 28, 2013.

In order to continue providing these services, the Bureau is requesting a no-cost time extension of the agreement through July 28, 2014.

**MBE/WBE PARTICIPATION:**

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

**AUDITS NOTED THE TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the amendment no. 3 for SC 875, Rehabilitation of Southwest Diversion Pressure Sewer, Phase III with Rummel, Klepper & Kahl, LLP.

**MINUTES**

Bureau of Water - Agreement for Partial Reduction of Retainage  
& Wastewater

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with Spiniello Companies for a partial reduction of retainage for Sanitary Contract 856, Improvements to Herring Run Interceptor Phase II.

**AMOUNT OF MONEY AND SOURCE:**

\$221,546.31 - 9956-906410-9551-900020-200001

**BACKGROUND/EXPLANATION:**

The work on Water Contract 856 was completed as of March 02, 2012. The contractor has accordingly requested a partial reduction of retainage in the amount of \$221,546.31. The City holds \$371,546.31 in retainage. The remaining \$150,000.00 is sufficient to protect the interests of the City.

**MWBOO APPROVED THE RELEASE.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the agreement with Spiniello Companies for a partial reduction of retainage for Sanitary Contract 856, Improvements to Herring Run Interceptor Phase II.

**MINUTES**

Bureau of Water & Wastewater - Amendment to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an amendment to agreement with Louis Berger Water Services, Inc. for Water Contract, Project No. 1172.1, Distribution Water Main Replacement and Rehabilitation Design at Various Locations.

**AMOUNT OF MONEY AND SOURCE:**

\$235,932.38 - 9960-905659-9557-900020-703032  
235,932.37 - 9960-905136-9557-900020-703032  
**\$471,864.75**

**BACKGROUND/EXPLANATION:**

On December 12, 2012, the Board approved a two-year agreement with Louis Berger Water Services, Inc. to provide water main design and engineering services related to the existing water infrastructure that has been identified by the City at various locations for replacement and/or rehabilitation.

Under the proposed amendment, Louis Berger Water Services, Inc. will provide additional engineering services. The scope of additional work includes review of engineering design plans, specifications, review, and development of design standards. All other terms and condition, of the original agreement will remain unchanged.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

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

**MINUTES**Bureau of Water & Wastewater - cont'd**TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
<b>\$500,000.00</b>	9960-909100-9558	9960-905136-9557-900020-3
Water Revenue	Construction Reserve	Engineering
Bonds	Water Infrastructure	

The funds are required to cover the cost of project 1172.1-amendment #1, Distribution Water Main Replacement and Rehabilitation Design at Various Locations.

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the amendment to agreement with Louis Berger Water Services, Inc. for Water Contract, Project No. 1172.1, Distribution Water Main Replacement and Rehabilitation Design at Various Locations. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Bureau of Water and     - Amendment No. 2 to Agreement  
Wastewater (BW&WW)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an amendment no. 2 to agreement with KCI Technologies, Inc. (KCI), for Project 1118, Improvements to the Wastewater Collection System for Consent Decree Wet Weather Compliance. The amendment no. 2 to agreement extends the period of the agreement through September 22, 2014.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On September 22, 2010, the Board entered into an agreement with the KCI to provide engineering and technology support for Project 1118, Improvements to the Wastewater Collection System for Consent Decree Wet Weather Compliance. On December 12, 2012, the Board approved amendment no. 1 to the agreement in the amount of \$2,687,998.71 making the total award \$5,678,668.88.

This amendment no. 2 provides a time extension of the existing term of the agreement through September 22, 2013 to September 22, 2014 at no additional cost to the city.

**MBE/WBE PARTICIPATION:**

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

**AUDITS NOTED THE TIME EXTENSION.**

**MINUTES**

BW&WW - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the amendment no. 2 to agreement with KCI Technologies, Inc., for Project 1118, Improvements to the Wastewater Collection System for Consent Decree Wet Weather Compliance.

**MINUTES**

Bureau of Water and - Amendment No. 2 to Agreement  
Wastewater (BW&WW)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an amendment no. 2 to agreement with Patton Harris Rust & Associates, Inc. (PHRA) for Project No. 1128P, Urgent Need Water Design Engineering Services. This amendment no. 2 to agreement extends the period of the agreement to April 11, 2014.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The PHRA will provide urgent need water design and engineering services. These services will include engineering studies, design, bid and construction-phase services on an as-needed basis, relating to the replacement/rehabilitation of existing water mains and all incidental work relating to these tasks. On March 14, 2012, the Board approved amendment no. 1 to agreement which extended the contract for six months through July 11, 2013 as well as increased the upset limit of \$686,032.18.

This amendment no. 2 provides a time extension of the existing agreement for nine months from July 11, 2013 to April 11, 2014 at no additional cost to the City.

**MBE/WBE PARTICIPATION:**

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

**AUDITS NOTED THE TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the amendment no. 2 to agreement with Patton Harris Rust & Associates, Inc. for Project No. 1128P, Urgent Need Water Design Engineering Services.

**MINUTES**

Bureau of Water & Wastewater - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with KCI Technologies, Inc. (KCI). The period of the agreement is June 15, 2013 through September 15, 2013.

**AMOUNT OF MONEY AND SOURCE:**

\$37,575.70 - 2071-000000-5521-274401-603020

**BACKGROUND/EXPLANATION:**

The KCI will train up to 25 of the Water Utility Maintenance staff in the use of the Cityworks work order system. The KCI and its sub-consultant REI Drayco will provide technical support and training services related to the transition of water maintenance service requests from the 311 System to the Cityworks work order system. The Cityworks work order system will provide a more efficient way to track work, material, and equipment used.

**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 the execution of the with KCI Technologies, Inc.

**MINUTES**

Bureau of Accounting and - Revised Rental Schedules FY 2014  
Payroll Services

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the revised schedule of Payment in Lieu of Taxes (PILOT) payments for FY 2014.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

Whenever there is a change in the rental schedule of an apartment house built under Section 202, National Housing, or any subsequent section which accomplishes the same purpose of Section 202, the owners of such property will furnish the revised schedules of rents to the Department of Finance.

The actual amount of change of PILOT payments for the fiscal year 2013-2014 will be as follows:

	<u>Increase (Decrease)</u>	<u>New Pilot</u>
Advent Senior Housing	\$ 288.00	\$ 31,416.00
Belleveu Manchester	\$ 6,830.28	\$ 31,216.34
Bon Secours, Benet House	\$ 1,152.00	\$122,779.20
Bradford St. Development Corp.	\$ 1,435.20	\$ 17,336.40
NM Carroll Manor, Inc.	\$ 8,312.40	\$129,121.20
Christ Church Harbor Apartments	\$ 512.64	\$138,831.12

## MINUTES

Bureau of Accounting & Payroll Services - cont'd

	<u>Increase (Decrease)</u>	<u>New Pilot</u>
Daniels Housing	\$ 336.00	\$ 30,081.60
Epiphany	\$ 498.36	\$ 23,958.36
Greater New Hope Towers	\$ 1,368.00	\$129,168.00
Homes for Arundel	\$ 381.60	\$ 3,094.80
Memorial Apartments	\$ 1,153.44	\$110,287.44
Micah House	\$ 867.12	\$ 22,734.72
O'Donnell Square	\$ 536.40	\$ 11,025.60
St. James Terrace	\$ 1,043.28	\$ 86,419.44
St. Mary's (East & West)	\$ 1,986.48	\$136,097.28
Westminster House Apts.	\$ 2,475.24	\$124,868.16

UPON MOTION duly made and seconded, the Board approved the revised schedule of Payment in Lieu of Taxes (PILOT) payments for FY 2014.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the State's Attorney</u>			
1. Gregg L. Bernstein	78 <sup>th</sup> Judicial Conf. of the Fourth Circuit White Sulphur Springs, WV June 27 - 29, 2013 (Reg. Fee \$240.00)	Gen. Funds	\$1,539.38

The subsistence rate for this location is \$123.00 per day for a total of \$246.00. The hotel cost is \$561.00 per night for a total of \$1,122.00 plus taxes of \$97.38. The Department is requesting an additional \$876.00 to cover the balance of Mr. Bernstein's hotel accommodations, and an additional \$40.00 per night for meals and incidental expenses. The additional amounts have been included in the total.

Mayor's Office of Information Technology

2. Christopher Tonjes	Mid Tech Market IT Summit Chicago, IL June 02 - 04, 2013	Gen. Funds	\$1,155.80
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Department of Public Works

3. Bob Suri	American Water Works Association Annual Conference & Expo. Denver, CO. June 09 - 13, 2013 (Reg. Fee \$1,020.00)	Water Utility Fund	\$2,513.80
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The Department has paid the cost of transportation in the amount of \$573.80 with a City issued credit card assigned to Mr. Bob Suri. Therefore, the disbursement to Mr. Suri will be in the amount of \$1,940.00.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Public Works</u>			
4. Art Shapiro	WEF Collection System 2013 Conference Sacramento, CA June 8 - 12, 2013 (Reg. Fee \$620.00)	Water	\$2,149.50

The subsistence rate for this location is \$160.00 per day. The hotel cost is \$165.00 per night including hotel taxes in the amount of \$99.60. The Department is requesting an additional \$5.00 per night for a total of \$20.00 to cover the hotel cost and \$40.00 per day for food. The airfare in the amount of \$550.10 was prepaid using a City issued credit card assigned to Mr. Art Shapiro. Therefore, the disbursement to Mr. Shapiro will be \$1,599.60.

5. Rudolph S. Chow	Water Environment Federation (WEF) Collection System 2013 Conference Sacramento, CA June 8 - 12, 2013 (Reg. Fee \$620.00)	Water Utility Fund	\$ 220.00
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Mr. Chow is the Co-Chairman for the conference, the transportation, subsistence, and registration fees were by the WEF Conference. The City is requested to pay for airport parking in the amount of \$60.00 and \$40.00 per day for food.

6. Rudolph S. Chow	Third Annual Meeting of CGI America Clinton Global Initiatives Chicago, IL June 12 - 14, 2013	Water Utility Fund	\$1,316.64
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The subsistence rate for this location is \$242.00 per day. The hotel cost is \$309.00 per night excluding hotel tax of \$101.34. The Department is requesting an additional \$134.00 to cover the hotel cost and \$40.00 per day for food.

## MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			
7. Maria Martins-Evora Nicketta Paige	2013 National TB Controlllers Conference Atlanta, GA June 9 - 13, 2013 (Reg. Fee \$550.00 ea.)	TB Federal Funds	\$3,359.28

The Department has prepaid the airfare for each attendee in the amount of \$249.80 for a total of \$499.60 on a City issued credit card assigned to Jacquelyn Duval-Harvey. The registration has been prepaid for each attendee in the amount of \$550.00 under EA000118579 for a total of \$1,100.00. The disbursements to each of the attendees will be \$879.84.

8. Shawan A. Johnson	NASN 2013 Annual Conference Lake Buena Vista, FL June 25 - 30, 2013 (Reg. Fee \$665.00)	School Federal Funds	\$2,014.70
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The subsistence rate for this location is \$153.00 per day. The hotel rate is \$190.00 not including occupancy taxes in the amount of \$23.75 per night. The Department is requesting an additional subsistence of \$37.00 per night for a total of \$148.00 to cover the cost of the hotel and \$40.00 per day for a total of \$160.00 for meals and incidental expenses.

The Department has prepaid the registration in the amount of \$665.00 using a City issued credit card assigned to Jacquelyn Duval-Harvey. The pre-conference registration fee of \$100.00 and one day of hotel accommodations have been paid for by the National Association of School Nurses. The disbursement to Ms. Johnson will be in the amount of \$1,349.70.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u> - cont'd			
9. Vincent Marsiglia	Shipping Dangerous Goods by Air Dallas, TX June 23 - 26, 2013 (Reg. Fee \$610.00)	Federal Funds	\$1,629.38

The Department has prepaid the registration in the amount of \$610.00 on EA000118942. The disbursement to Mr. Marsiglia will be in the amount of \$1,019.38.

10. Samantha Gardiner	N4A Answers on Aging Annual Conference Louisville, KY July 27 - 31, 2013 (Reg. Fee \$550.00)	General Funds	\$1,575.45
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The Department has prepaid the registration in the amount of \$550.00 on EA000117332. The disbursement to Ms. Gardiner will be in the amount of \$1,025.45.

**Department of General Services**

11. Marwan Alkarajat*	Comprehensive	D.O.E.	\$7,481.60
William Merritt**	Training Program for Energy Managers Chicago, IL Jul. 28 - Aug. 2, 2013 (Reg. Fee \$2,095.00)* (Reg. Fee \$1,695.00)**	EECBG	

The subsistence rate for this location is \$226.00 per day for a total of \$1,130.00 for each participant. The registration fees for Mr. Alkarajat and Mr. Merritt have been prepaid by EA No. 000119611. The amount to be disbursed to Mr. Alkarajat and Mr. Merritt each is \$1,758.20.

## MINUTES

TRAVEL APPROVAL/REIMBURSEMENT/

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Recreation and Parks</u>			

APPROVAL

12. Scott Meyers	Society of Municipal Arborists Sacramento, CA Nov 11 - 13, 2012 (Reg. Fee \$159.00)	Prog. Open Space	\$1,294.54
	Part. In the Conference Sacramento, CA Nov 13- 16, 2012 (Reg. Fee \$309.00)		

The subsistence rate for Sacramento, CA is \$160.00 per night. Mr. Myers received verbal approval from his Acting Director to attend the two conferences. Mr. Myers was not aware that additional approvals were required prior to the travel and proceeded to travel and attend the conferences. He used his frequent flyer miles to secure his airfare and is not seeking reimbursement for the costs of the airfare. Mr. Myers is seeking reimbursement for the following expenses:

REIMBURSEMENT

Ground Transportation	\$ 50.00
Hotel - Best Western	124.99
Occ. Taxes - Best Western	18.75
Hotel - Residence Inn	516.00
Occ. Taxes - Residence Inn	77.80
Registration Fees	507.00
<b>TOTAL REIMBURSEMENT:</b>	<b>\$1,294.54</b>

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

**MINUTES**

Bureau of the Budget and Management Research (BBMR)	- FY 2014 Budget and Property Tax Surcharge Rate - Downtown Manage- ment District
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**ACTION REQUESTED OF B/E:**

The Board is requested to approve the FY 2014 budget and property tax surcharge rate for the Downtown Management District (DMD).

**AMOUNT OF MONEY AND SOURCE:**

\$6,636,119.00 - Estimated Revenue

The proposed FY 2014 property tax surcharge rate is \$0.2139 per \$100.00 of assessed property value. The surcharge rate is exactly the same as it was for FY 2013. The surcharge rate was changed in Fiscal 2011 to 0.2139 per \$100 of assessed value and remains the same for Fiscal 2014.

**BACKGROUND/EXPLANATION:**

The DMD submitted its request for FY 2014 to the Bureau of the Budget and Management Research.

The total Fiscal 2014 revenues decreased 2.13% or \$144,544.00 to \$6,636,119.00. The property tax surcharge estimated revenue decreased by \$142,173.00 or 2.31% to \$6,000,107.00. This decrease is due to lower property assessments. Other Grants and Fees revenue has decreased by \$2,371.00 or 0.371% to \$636,012.00 due primarily to decreased contribution from tax exempt properties and from State agencies. The budget for FY 2014 includes the following personnel changes: FTE allocation change, the reduction of 5.5 downtown Baltimore Guide positions, the reduction of 3 Clean Sweep Ambassador positions, and the addition of six (3 part-time and 3 full-time) from the Civic Works Team in the Beautification Department. The budget includes new funds for the Work Downtown Campaign, and the Live Downtown Campaign.

## MINUTES

BBMR - cont'd

The DMD is continuing the reorganization of its Operations Department to increase productivity and reduce overhead expenses. Routes have changed, special detail crews have been created, and the addition of a trash compactor enables the crews to remove garbage more efficiently. As a result of these improvements, the DMD will be able to operate with the above-mentioned reduction of 5.5 Downtown Management Guide positions and 3 Clean Sweep Ambassador positions with little-to-no negative impact on service.

As of the June 2012 audit report, the DMD had \$1,536,633.00 in reserve. The budget reserve represents a total value of 23% of its annual budget. The BBMR encourages the District to work towards building a reserve fund at a minimum of at least 25% of its annual budget or approximately three months of its annual budget.

The DMD's fiscal management has been sound and it has been a positive force in the Downtown area since it began its operations. The Finance Department recommends that the Board approve this budget and surcharge tax rate.

<u>Revenue</u>		<u>Expenses</u>	
Property Tax Surcharge	\$6,000,107.00	Hospitality	\$1,859,165.00
DPW Grant	340,000.00	Public Space	1,890,798.00
		Maintenance	
Tax Exempt Properties	70,000.00	Beautification	682,003.00
State Agency Contrib.	50,000.00	Marketing	688,506.00
Federal GSA Contract	44,769.00	Administration	777,292.00
Interest	5,000.00	Special Projects	738,356.00
Center Plaza		<b>Total</b>	<b>\$6,636,119.00*</b>
Marketing	30,000.00		
Late Payment Fees	30,000.00		
Parks Activation	26,464.00		
Wilkes Lane	39,243.00		
Supplemental Services			
General	1,000.00		
<b>Total</b>	<b>6,636,119.00</b>		

\*Rounded

**THE BUREAU OF THE BUDGET AND MANAGEMENT RESEARCH REVIEWED AND RECOMMENDED APPROVAL OF THE BUDGET AND THE SURCHARGE TAX RATE.**

## MINUTES

BBMR - cont'd

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

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

UPON MOTION duly made and seconded, the Board approved the FY 2014 budget and property tax surcharge rate for the Downtown Management District. Mr. Harry Black, acting on behalf of the Mayor **ABSTAINED.**

## Kim A. Trueheart

June 4, 2013

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

Dear Ms. Taylor:

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

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

1. Whom you represent: Self
2. What the issues are:
  - a. Pages 86, Bureau of the Budget and Management Research - FY 2014 Budget and Property Tax Surcharge Rate – Downtown Management District, if approved:
    - i. Fails to follow the precedent of propping up budgets of entities that have been traditionally funded with general funds, as in the case of the BDC during slow economic times;
    - ii. Inexplicably eliminates low skilled, low burden jobs, when our Mayor and City Council have declared that job creation is one of their TOP priorities;
    - iii. Fails to disclose whether municipal officials undertook efforts to challenge/contest the lower property assessments that contributed to the reduced revenue projections for FY 2014;
    - iv. Discloses what appears to be an inequitable and disparate budget item that includes new funds for the Work Downtown Campaign and the Live Downtown Campaign neither of which have been employed in neighborhoods.
    - v. Fails to outline the steps municipal officials undertook to recoup funds from tax exempt properties and/or state agencies.  
“Other Grants and Fees revenue has decreased by \$2,371.00 or 0.371% to \$636,012.00 due primarily to decreased contribution from tax exempt properties and from State agencies.”
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 onerous burden can only be relieved when the cost saving business practices are consistently applied to all budgetary actions. Poor business policy and practices have resulted in workforce reductions in several agencies across the City including, Health, Mayor’s Office of Employment Development

5519 Belleville Ave  
Baltimore, MD 21207

and the Downtown Management District without any official announcements or communications.

4. The Remedy I Seek: This Property Tax Rate ***Change*** should NOT be approved until the barriers and inconsistencies discussed herein have been re-assessed.

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on June 5, 2013.

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

# downtown partnership of baltimore

## 2012 ANNUAL REPORT

photo: Leslie Furlong  
vantage: looking north into Center Plaza





## keeping up with demand

Currently, more than two-thirds of the U.S. population lives in urban areas, and that number is increasing. In this region, Downtown Baltimore is leading the way with the fastest-growing residential neighborhoods and a stable employment base that ranks 15<sup>th</sup> in the nation for job density.

We know from surveys that Downtown residents are here because they want to live in diverse, transit-connected communities. They want to be able to roll out of bed and hit the gym before walking to work. They want cool architecture, bustling sidewalks, retail choices, and lots to do on the weekends. And, they want to have plenty of dining options when they meet up with friends after work.

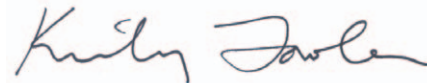
Interestingly, companies that could do business anywhere in the world locate Downtown for the same reasons. Blue chip financial houses, cutting edge biotech labs, marketing creatives, and law firms all tell us that this is where they have to be if they want the best and brightest employees.

Strong demand for Downtown living has sent the apartment occupancy rate to 97% , and Downtown Partnership's recently-released housing demand study, *Outlook 2017*, shows the marketplace can absorb an additional 5,800 new residential units over the next five years. Such a large influx of residents will increase demand for retail and entertainment businesses, for public transit, and for high quality public spaces. Having more residents will also mean more activity on the streets at all hours, not to mention a stronger tax base for the city.

Downtown Partnership is working hard on the kinds of projects that make Downtown Baltimore better for residents, employees, and visitors. As you'll see in this report, the depth and breadth of our initiatives is large because a community as dynamic as ours deserves nothing but the best.



**John B. Frisch, Esq.**  
**Chair, Board of Directors**



**J. Kirby Fowler, Jr.**  
**President**  
[@downtownkirby](#)



HOPKINS PLAZA: Over the past year we've been significantly remaking Hopkins Plaza with changes (rendering, inset) that demolished the skywalk, will improve entrances to the garage underneath, and add to the landscaping we've already put in place. We also commissioned a sculpture by the artist Wendy Ross that sits inside the fountain and creates a focal point even when the water isn't running.

fountain sculpture: Flora, by Wendy Ross

# DOWNTOWN PARTNERSHIP

photo: Leslie Furlong



**DOWNTOWN PARTNERSHIP EMPLOYEES OF THE YEAR:** Downtown Baltimore Guide, Patricia Pittman, and Clean Sweep Ambassador, Arvel Williams, are part of the hard-working teams of men and women who make Downtown Baltimore cleaner and friendlier every day.

## about downtown partnership

**BUSINESS & ECONOMIC DEVELOPMENT** - Downtown Partnership of Baltimore markets Downtown Baltimore to existing and potential businesses, engages public and private institutions on Downtown’s behalf, and conducts small and minority business outreach. We also create transportation and parking improvement strategies, public arts initiatives, and a variety of reports, including: the *State of Downtown Report* – an annual economic analysis of Downtown Baltimore; the *Downtown Baltimore Development Report*; and timely monthly business development and investment updates.

**MARKETING, COMMUNICATIONS & EVENTS** - The Partnership promotes Downtown as the region’s top business, residential, cultural, and entertainment destination through business networking events, marketing and informational publications, media relations, and retention programs. We reach out to individual consumers with advertising and public relations campaigns, and through special events and promotions like *First Thursdays in Hopkins Plaza*, *Kids Month*, and *Baltimore’s Summer and Winter Restaurant Weeks*. We support these efforts with websites, such as **GoDowntownBaltimore.com** and **GetAroundDowntown.com**, an active social media presence, and traditional advertising.

**HOSPITALITY & OUTREACH** - Within the 106-block Downtown Management Authority (DMA) district, we provide a range of services that create a more comfortable and inviting environment for Downtown employees, visitors, and residents. Our efforts include deployment of Downtown Baltimore Guides, Courtesy Escorts, the Video Patrol network, the Public Safety Coalition, the Street Smart awareness campaign, outreach to the homeless, and panhandling deterrence. These services were just renewed by Downtown property owners for another five years.

**IMPROVING THE EXTERIOR ENVIRONMENT** - We also provide cleaning, maintenance, and landscaping services within the DMA with the goal of keeping Downtown clean, attractive, and well-maintained. Our Clean Sweep Ambassadors remove litter and graffiti on a daily basis, and provide jobs to formerly homeless individuals who need workforce training and a solid start to a new life. The Green Team deploys Park Stewards who landscape Downtown’s parks and plazas and maintain the almost 400 flower pots we’ve placed throughout the area. We also make capital improvements to Downtown’s open spaces through our Streetscape and Facade Improvement Programs, and, with the help of our partners, we’ve deployed a wayfinding signage system to help everyone navigate Downtown’s diverse neighborhoods.

To learn more, visit **GoDowntownBaltimore.com**, or call us at 410.244.1030.

## about downtown baltimore

Downtown Baltimore is known for its iconic skyline and Inner Harbor, but it's much more than that. It's the economic center of Greater Baltimore and home to the city's fastest-growing neighborhoods. Within a one-mile radius of Pratt and Light streets, there are 103,000 jobs, 42,000 residents, and 18,000 students. This area ranks 8<sup>th</sup> in the country for residential density — ahead of cities like Atlanta, Denver, Miami, and Washington, DC — and 15<sup>th</sup> in the country for employment density.

Within Baltimore, Downtown makes up just 3.8% of the city's total land mass, but provides 17% of all businesses and 27% of all jobs. Downtown businesses generate \$17 billion in direct economic output (30% of Baltimore's total) and pay approximately \$7.7 billion in wages. Combined, Downtown commercial and residential property owners pay \$106 million in property taxes (13.5% of Baltimore's entire tax yield) while Downtown residents pay \$64 million in income taxes (24% of Baltimore's total). Relative to its size, Downtown pays 3.7 times its weight in property taxes and more than six times its weight in income taxes – money that supports families and municipal services for neighborhoods across Baltimore.

But Downtown is more than just businesses. It's the top residential destination in the region with entirely new neighborhoods and historic communities that are in high demand. Census Tract 401, which includes City Center skyscrapers and the Lexington Market area, is now the fastest-growing neighborhood in Baltimore. Residents are attracted by diverse, walkable communities with distinct architecture and easy access to jobs, shopping, restaurants, and cultural destinations.

Downtown is also the gathering spot for holiday celebrations, sporting events, when friends visit, or just a night on the town. That's why, no matter where you live, Downtown Baltimore is your neighborhood, too.

## business outreach

Every penny counts in a tough economy, whether you're a family shopping for groceries or a business shopping for the best location. It's no wonder Downtown Baltimore ranks 15<sup>th</sup> in the nation for employment density. Companies, large and small, are moving and expanding here and, in each instance, they are attracted by Downtown's strategic assets. They recognize that Downtown is the premier business location in the region with a talented workforce, central location, transit access, and amenities like shops, restaurants, sports venues, and cultural attractions that you won't find anywhere else.

This past year, Downtown Partnership launched a business attraction and retention campaign, called **Downtown Baltimore: The Center of My Universe**, to spread the word about Downtown Baltimore's many strategic advantages. A joint collaboration with the Mayor's Office, Baltimore Development Corporation, and the Economic Alliance of Greater Baltimore, the initiative features market data, broker contacts, and CEOs explaining, in their own words, why they wouldn't do business anywhere else.

Shelonda Stokes  
Greibo Entertainment  
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Downtown is the **CENTER** of my universe.  
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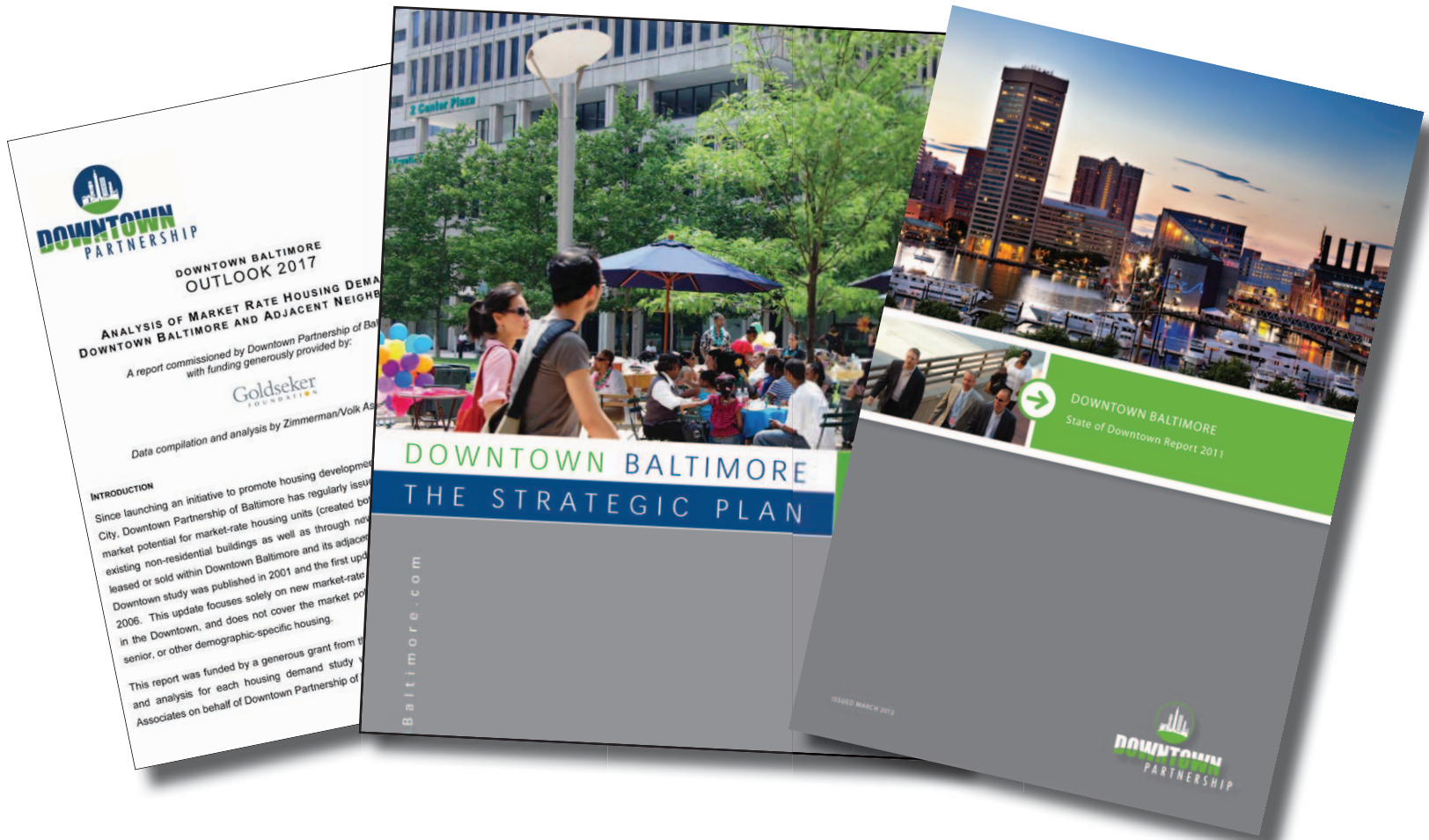
Easy international access. Prime office space. A growing economy. These are just some of the many reasons Downtown Baltimore is the best place in the region to own a business. Ask any local business owner and they'll tell you that being here isn't just about work; it's about the quality of life that working in Downtown Baltimore has to offer—world-class cuisine and upscale shopping, deluxe living space, a vibrant nightlife and an energy found nowhere else.

For more reasons why Downtown Baltimore is the best place to have a business, visit [WorkDowntownBaltimore.com](http://WorkDowntownBaltimore.com).

## information you need

Our economic data, trend analyses, and area maps are invaluable tools used regularly by commercial real estate professionals, urban planners, visitors, and the news media. In the past two years we have released a *Strategic Plan* and *Open Space Master Plan* to guide Downtown development, we updated our annual *State of Downtown* and *Downtown Development* reports, and unveiled *Outlook 2017*, a housing demand study that predicts strong growth in the number of Downtown residents. We also contribute to key external reports, such as a study about how to improve Lexington Market that will be released by Mayor Stephanie Rawlings Blake through her Westside Task Force.

You can download all our reports online at [GoDowntownBaltimore.com](http://GoDowntownBaltimore.com). Or, call us at 410.244.1030.





**WILKES LANE:** After installing new planters, tables, chairs, and hundreds of plants last year, The Partnership continued with planned improvements to Wilkes Lane by hiring a Park Steward to keep this important transit and business corridor at the Charles Center metro stop looking its best.

e 39 West Lexington  
 efits of adapting old  
 ort reuse to meet the  
 n living and retail  
 ible, as with the former  
 dvocate for a fresh

photo: Leslie Furlong

photo: Leslie Furlong

**HOWARD STREET STREET:** Our Strategic Plan for Downtown highlights the importance of Howard Street and the area known as the Superblock that sits between Downtown's east and west sides. The Partnership has worked hard to move forward Howard Street improvements, to support the Lexington Square portion of the Superblock, and to maintain properties until redevelopment can begin. We have stabilized facades, and added grass, trees, and streetscaping. And, we support commemoration of the historic sit-in that occurred at the former Read's Drugstore — in conjunction with the Mayor, City Council, BDC, MTA, and a host of community partners.



**OPERATION:STOREFRONT** Since we began Operation:Storefront two years ago, we have helped more than a dozen entrepreneurs and arts groups move into available street-level retail spaces, bringing new life and investment. Pictured is Royal Razor, which opened in the Summer of 2012.

**MONUMENT LIGHTING:** Along with our partners in City government and organizations like Visit Baltimore and the Baltimore Office of Promotion and the Arts, The Partnership creates some of the region's most popular events, including Baltimore Restaurant Week and the holiday lighting of the Washington Monument.



photo: Leslie Furlong

**RESIDENTIAL OUTREACH:** Downtown has more than 42,000 residents and, in the area known as THE401, the fastest-growing neighborhoods in Baltimore. Residents are diverse and include families with children, young professionals, and empty-nesters from a wide variety of backgrounds.

pictured: Yappy Hour for Downtown dog owners

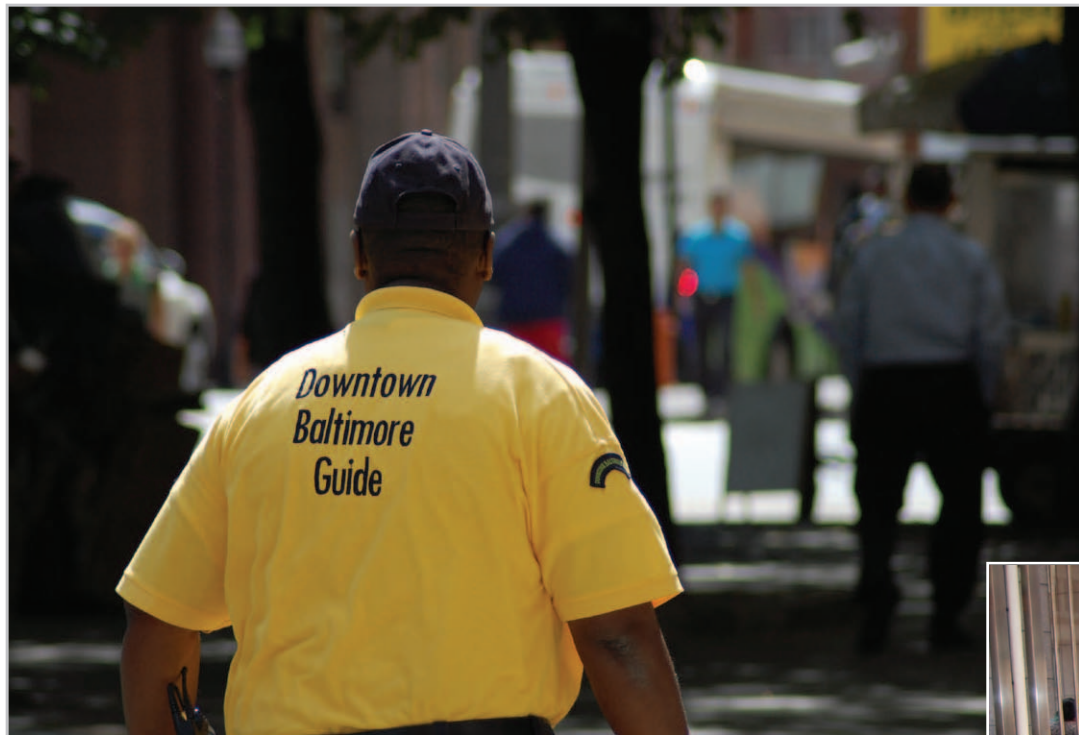




**OUTDOOR EVENTS:** This year, we dramatically increased our schedule of events from a few each month to several each week. Through the changing seasons, people spent their lunch and evening hours practicing yoga, listening to music, taking dance lessons, attending poetry readings, learning how to fix their bicycles, and enjoying cocktail hours. We gave away food and threw a party with 39 W. Lexington just for dogs. We commissioned a chalk mural on Pratt Street and continued our lunchtime and evening concerts in Hopkins and Center Plazas. We also added seasonal craft fairs at Center Plaza for the holidays and early spring.



**A NEW HOLIDAY TRADITION:** Our first holiday craft market was such a hit we held a similar fair this past spring. They provided residents and employees the opportunity to buy unique gifts and are sure to become favorite annual events.



OPERATIONS TEAMS OPERATIONS TEAMS OPERATIONS TEAMS OPERATIONS TEAMS  
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## hospitality and outreach

**downtown management authority**

Downtown Partnership's operations programs include all our uniformed staff: the Downtown Baltimore Guides, Clean Sweep Ambassadors, and Green Team.

The operations teams work in the 106-block Downtown Management Authority (DMA) district and are funded by a surcharge on assessed property value within the DMA.

Since the DMA was created in 1992, property owners continuously reaffirm its value by reauthorizing its services every five years, including 2012 when our reauthorization received the total support of our stakeholders.

## downtown baltimore guides

You'll find Downtown Baltimore Guides throughout the DMA helping pedestrians, checking in on businesses, providing homeless outreach, and assisting the police. Last year, the Guides helped approximately 360,000 people and interacted with businesses 400,000 times.

## outreach programs that work

The Partnership has an outreach worker dedicated to helping the homeless find permanent living space, and all Downtown Baltimore Guides receive special training from Baltimore Homeless Services and the Police Department through the Hands in Partnership program.

**a success worth replicating**

Downtown Partnership was one of the first organizations in the country to create a management authority district. Our programs have been studied and replicated by similar programs here in Baltimore and around the world.

## clean sweep ambassadors

Downtown Partnership's Clean Sweep Ambassadors have a challenging job. Every day they're out on the streets from before dawn until well after most people have gone to bed, picking up litter, removing graffiti, emptying Downtown's public trash cans, and power washing sidewalks.

In the past year, the team has been more effective than ever, adding its own garbage truck and collecting more than 290 tons of garbage. The team also scrubbed graffiti and fielded a special unit to tackle jobs like refurbishing Downtown's decorative trash cans.

### special operations

In addition to their daily responsibilities, the Clean Sweep Ambassadors target problem areas or places that could use a little extra attention.

Each spring, *Operation Check-In* helps hotels prepare the areas around their buildings for the influx of seasonal tourists. The aptly named *Up Your Alley* initiative focuses on areas that are seldom seen but important to Downtown's overall sanitation and appearance.

The CSAs also perform special clean-ups on the grounds of St. Vincent de Paul. The church allows the homeless to stay there but the area had, in the past, been unsightly and unsanitary. Our crews performed the initial clean-up and, under a special arrangement with the church, keep it clean and well-groomed on a daily basis.

- provided constant care and water to Downtown street trees and more than 385 flower pots;
- added a Park Steward for Wilkes Lane and Courthouse Plaza to improve and maintain these important public spaces;
- mowed, mulched, leafed, weeded, cleared trash, and removed snow at Downtown public spaces;
- winterized parks and flower beds, and installed holiday lights;
- continued improvements and maintenance to the Downtown Dog Run;
- added landscaping and cobblestone edging to Centre Street and Upper St. Paul, turning an empty traffic median into a striking Downtown gateway.



**Special thanks to the 100 women and men who wear a Downtown Partnership uniform and work each day making Downtown Baltimore cleaner, friendlier, and more prosperous.**

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[ Downtown Partnership ]

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**MINUTES**

Bureau of the Budget and  
Management Research (BBMR)

- FY 2014 Budget and Property Tax  
Surcharge Rate - Midtown  
Community Benefits District

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the FY 2014 budget and property tax surcharge rate for the Midtown Community Benefits District (Midtown).

**AMOUNT OF MONEY AND SOURCE:**

\$1,230,544.00 - Estimated Revenue

The proposed FY 2014 property tax surcharge rate is \$0.132 per \$100.00 of assessed property value. The surcharge rate is exactly the same as it was for FY 2013.

**BACKGROUND/EXPLANATION:**

The Midtown submitted its request for FY 2014 to the Bureau of the Budget and Management Research.

FY 2014 estimated revenues are up 3.3% or \$39,376.00 to \$1,230,544.00. The budget includes a \$123,054.00 allowance of non-collected surtax and therefore, a net income of \$1,107,489.00. The revenue from the tax surcharge represents 93% of the District's Fiscal 2014 budget. Revenue from the nonprofit groups will increase from \$60,000.00 in Fiscal 2013 to \$75,000.00 Fiscal Year 2014.

The total unrestricted net assets (budget reserve) were \$368,000.00, as of June 30, 2012, which represents a total value of three months of its annual budget.

The Midtown team has been a positive force in the Midtown area since it began its operations. It is recommended that the Board approve their budget plan and surcharge tax rate.

## MINUTES

BMMR - cont'd

<u>Estimated Income</u>		<u>Estimated Expenses</u>	
Property Tax Surcharge	\$1,230,543.68	Clean	\$ 617,036.00
Allowance for non-	(123,054.00)	Green	161,990.00
Collected surtax		Safety	253,294.00
<b>Net Income:</b>	\$1,107,489.00	Admin.	161,719.00
Contributions	75,000.00	<b>Total</b>	<b>\$1,194,039.00</b>
Interest Earned	1,550.00		
Miscellaneous	10,000.00		
<b>Total</b>	<b>\$1,194,039.00</b>		

THE BUREAU OF THE BUDGET AND MANAGEMENT RESEARCH REVIEWED AND RECOMMENDED APPROVAL OF THE BUDGET AND THE PROPERTY TAX SURCHARGE RATE.

UPON MOTION duly made and seconded, the Board approved the FY 2014 budget and property tax surcharge rate for the Midtown Community Benefits District (Midtown).

**MINUTES**

Bureau of the Budget and - <u>Management Research (BBMR)</u>	FY 2014 Budget and Property Tax Surcharge Rate - Waterfront <u>Management District</u>
---	--

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the FY 2014 budget and property tax surcharge rate for the Waterfront Management District (District).

**AMOUNT OF MONEY AND SOURCE:**

\$1,642,096.00 - Estimated Revenue from Surcharge

The proposed FY 2014 property tax surcharge rate is \$0.17 per \$100.00 of assessable value.

**BACKGROUND/EXPLANATION:**

The Board has the authority to approve the annual financial plans and surcharge tax rate for the Waterfront Management District. The District has submitted its plan for FY 2014. Property owners in the District will pay the same surcharge rate on their property taxes in FY 2014 as in FY 2013. The rate is set at \$0.17 per \$100.00 of assessable value. Surcharge fee revenues have decreased from \$1,710,000.00 in FY 2013 to \$1,642,096.28 in FY 2014, which represents a decrease of 3.97% or \$67,903.20 from FY 2013. Surcharge revenue continues to reflect the lowered assessments of the current assessment cycle.

Revenue from the surcharge represents 70.1% of the total budget. Other revenue decreased by \$1,622,049.00 from FY 2013 primarily due to the expiration of a one-time grant from Constellation Energy. Currently, the District has \$600,000.00 in reserve funding, which represents a total value of three months of its annual budget.

The District's fiscal management has been sound and it has been a positive force in the Waterfront area since its inception.

It is recommended that the Board approve their budget plan and surcharge tax rate.

## MINUTES

BBMR - cont'dFinal Budget FY 2014 - UnrestrictedRevenue and Support

Private Taxable Owners	\$1,642,096.28
Baltimore City Contract	425,000.00
Tax Exempt Property Owners	66,000.00
Corporate Partners	50,000.00
Event Sponsorships	20,000.00
Contributions - Others	31,800.00
Contract Services	5,000.00
Other Income	3,200.00
Event Income	<u>75,050.00</u>

<b>Total Revenue and Support</b>	<b>\$2,318,146.28</b>
----------------------------------	-----------------------

Expenses

Hospitality & Safety	\$ 834,508.32
Maintenance	465,067.00
Landscaping	395,569.92
Marketing	79,988.00
Events	172,360.00
Healthy Harbor	108,055.28
Inner Harbor Plan	90,237.33
Transportation	0.00
Other Programs	0.00
Administration	162,579.95
Fundraising	<u>7,000.00</u>

<b>Total Expenses</b>	<b>\$2,315,365.80</b>
-----------------------	-----------------------

<b>Changes in Net Assets</b>	<b>\$ 2,780.48</b>
------------------------------	--------------------

## MINUTES

BBMR - cont'dFinal Budget FY 2014 - RestrictedRevenue and Support

Corporate Partners	\$	0.00
Event Sponsorships		0.00
Contributions - Other		0.00
Grants		695,000.00
Contract Services		0.00
Other Income		0.00
Transfers		0.00
Events		0.00

<b>Total Revenue and Support</b>	<b>\$</b>	<b>695,000.00</b>
----------------------------------	-----------	-------------------

Expenses by Program

Healthy Harbor	\$	395,000.00
Transportation		35,000.00
Inner Harbor Plan		53,333.34
Other Programs		0.00

<b>Total Expenses by Program</b>	<b>\$</b>	<b>483,333.34</b>
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Change in Net Assets	<b>\$</b>	<b>211,666.66</b>
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THE BUREAU OF THE BUDGET AND MANAGEMENT RESEARCH REVIEWED AND RECOMMENDED APPROVAL OF THE BUDGET AND THE PROPERTY TAX SURCHARGE RATES.

UPON MOTION duly made and seconded, the Board approved the FY 2014 budget and property tax surcharge rate for the Waterfront Management District. Mr. Harry Black, acting on behalf of the Mayor **ABSTAINED**. The Comptroller **ABSTAINED**.

## MINUTES

PROPOSALS AND SPECIFICATIONS

1. Dept. of Public Works/Bureau  
Water and Wastewater - WC 1265, Sidewalk Restoration  
**BIDS TO BE RECV'D: 07/03/2013**  
**BIDS TO BE OPENED: 07/03/2013**
2. Department of General Services - GS 11805, Renovations to  
Engine House 45  
**BIDS TO BE RECV'D: 07/17/2013**  
**BIDS TO BE OPENED: 07/17/2013**
3. Department of Transportation - TR 13008, Citywide Slab Repair  
**BIDS TO BE RECV'D: 07/03/2013**  
**BIDS TO BE OPENED: 07/03/2013**
4. Department of Transportation - TR 13007, Citywide Curb Repair  
**BIDS TO BE RECV'D: 07/03/2013**  
**BIDS TO BE OPENED: 07/03/2013**
5. Bureau of Water & Wastewater - SC 875, Rehabilitation of  
Southwest Diversion Pressure/  
Gravity Sewer-Phase III  
**BIDS TO BE RECV'D: 07/24/2013**  
**BIDS TO BE OPENED: 07/24/2013**

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

President: "The Board is in recess until twelve o'clock noon for the receiving and opening of bids."

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## 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 agencies had issued addenda extending the dates for receipt and opening of bids on the following contracts. There were no objections.

<u>Bureau of Water &amp; Wastewater</u> -	SC 877, Enhanced Nutrient Removal Process at the Back River Wastewater Treatment Plant <b>BIDS TO BE RECV'D: 06-12-2013</b> <b><u>BIDS TO BE OPENED: 06-12-2013</u></b>
<u>Bureau of Water &amp; Wastewater</u> -	SC 915, Improvements to Primary Settling Tank No. 11 at Back River Wastewater Treatment Plant <b>BIDS TO BE RECV'D: 06-19-2013</b> <b><u>BIDS TO BE OPENED: 06-19-2013</u></b>
<u>Bureau of Water &amp; Wastewater</u> -	SWC 7762, Rehabilitation and Replacement of Highlandtown Stormwater Pump Station <b>BIDS TO BE RECV'D: 06-26-2013</b> <b><u>BIDS TO BE OPENED: 06-26-2013</u></b>
<u>Bureau of Purchases</u> -	B50002960, Water Jet Sign Cutting Machine <b>BIDS TO BE RECV'D: 06-12-2013</b> <b><u>BIDS TO BE OPENED: 06-12-2013</u></b>

## 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:

<u>Department of Recreation &amp; Parks</u>	- <u>RP 12811, Joseph Lee Site Improvements</u>
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Allied Contractors, Inc.  
P. Flanigan & Sons, Inc.  
JLN Construction Services  
Bensky Construction Co., LLC

<u>Department of General Services</u>	- <u>GS 13804, Waxter Senior Center - Exercise &amp; Rest Rooms Renovations</u>
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JAK Construction Co., Inc.  
Bensky Construction Co., LLC  
E. Pikounis Co., Inc.

<u>Bureau of Purchases</u>	- <u>B50002962, On Call Seeding Services</u>
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NO BIDS RECEIVED

<u>Bureau of Purchases</u>	- <u>B50002980, Articulated Aerial Work Platform Truck</u>
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Valley Supply and Equipment Co., Inc.  
OER Services, LLC

## MINUTES

Bureau of Purchases- B50002981, Ladder Backhoe

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Correlli, Inc.


Jesco, Inc.

Valley Supply and Equipment Co., Inc.

Security Equipment Co.

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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, June 12, 2013.



JOAN M. PRATT  
Secretary