

MINUTES**REGULAR MEETING**

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

The meeting was called to order by the President.

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

In accordance with the Rules for Qualification of Contractors, as amended by the Board on October 30, 1991, the following contractors are recommended:

Aaron's Concrete Pumping, Inc.	\$	1,500,000.00
A.W.A. Mechanical, Inc.	\$	4,122,000.00
Calmi Electrical Company	\$	7,128,000.00
Chesapeake Electrical Systems, Inc.	\$	8,000,000.00
Cotten Construction Company	\$	3,978,000.00
EQ Northeast, Inc.	\$	28,179,000.00
Livingston Fire Protection, Inc.	\$	8,000,000.00
Mark-Lang, Inc.	\$	1,500,000.00
Pizzagalli Construction Company	\$	537,111,000.00
Solara Flooring Group, Inc.	\$	5,283,000.00
Spiniello Companies	\$	91,935,000.00
Total Contracting, Inc.	\$	8,000,000.00
US Modular Group East, Inc.	\$	3,825,000.00
Warwick Supply & Equipment Co., Inc.	\$	5,202,000.00
Waverly Construction & Management Company, Inc.	\$	8,000,000.00
WSI, Inc.	\$	1,071,000.00

2. Prequalification of Architects and Engineers

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

Albrecht Engineering, Inc.	Engineer
Beyer Blinder Belle Architects & Planners, LLP	Architect
Bhargava International, Inc.	Engineer

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

CECA, LLC.	Architect
	Engineer
Columbia Engineering, Inc.	Engineer
Costcon Construction Cost Services, Inc.	Architect
Daly, Leo A.	Architect
Faisant Associates, Inc.	Engineer
Fentress Architects	Architect
Hanover Land Services, Inc.	Engineer
Herbst/Benson & Associates, Inc.	Engineer
JP2 Architects, LLC.	Architect
Koffel Associates, Inc.	Engineer
K. Lechleiter Architect, LLC	Architect
Morabito Consultants, Inc.	Engineer
Structural Engineering Group, Inc.	Engineer
TerraLogos: eco architecture, p.c.	Architect
Wallace, Montgomery & Associates, LLP	Engineer
	Land Survey
	Property Line 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.

MINUTES**CITY COUNCIL BILL**

10-0454 - An Ordinance concerning Sale of Irredeemable Ground Rent - Issuing out of 23 E. Cross Street (Block 950, Lot 63) for the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all its interest in \$26.32 irredeemable ground rent issuing out of 23 East Cross Street (Block 950, Lot 63) and no longer needed for public use; and providing for a special effective date.

ALL REPORTS RECEIVED WERE FAVORABLE.

UPON MOTION duly made and seconded, the Board approved bill 10-0454 and directed that the bill be returned to the City Council with the recommendation that it also be approved and passed by that Honorable Body. The President **ABSTAINED.**

MINUTES

Fire Department - Donation of Health Rider

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of a donation from Mr. Harold Downs.

AMOUNT OF MONEY AND SOURCE:

\$300.00

BACKGROUND/EXPLANATION:

Mr. Downs is donating a Health Rider exercise bike to the Department. The bike was originally purchased for \$599.00 and is now valued at \$300.00. The Health Rider exercise bike will be placed in service at one of the Fire Houses and used by our members for health and fitness purposes.

The Department would like to thank Mr. Downs for his donation.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved acceptance of a donation from Mr. Harold Downs.

MINUTES

Fire Department - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement with the Maryland Department of Transportation (MDOT) for the FY2011 Marine Fire Suppression Grant.

AMOUNT OF MONEY AND SOURCE:

\$1,399,940.00 - 1001-000000-2120-502000-401590

BACKGROUND/EXPLANATION:

This agreement provides for payment by the MDOT to the City during FY2011 as reimbursement for providing waterborne fire protection and related emergency services within the Port of Baltimore. This agreement is similar to those executed in previous years dating back to FY1983.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of an agreement with the Maryland Department of Transportation for the FY2011 Marine Fire Suppression Grant.

MINUTES

Fire Department - FY2011 Waterway Improvement Grant

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of the FY2011 Waterway Improvement Grant.

AMOUNT OF MONEY AND SOURCE:

\$25,000.00 - 5000-558511-2120-557400 - State Funds
25,000.00 - 1001-000000-2121-226400 - City Match
\$50,000.00

BACKGROUND/EXPLANATION:

This is a State grant administered through the Department of Natural Resources Program Open Space. The grant will provide for the purchase of new equipment for the fire/rescue boats and new equipment for the dive team.

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 acceptance of the FY2011 Waterway Improvement Grant.

MINUTES

TRANSFERS OF FUNDS

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UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

2081 - 2082

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

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

MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Convention Center</u>		
1. \$ 750,000.00 General Funds	1001-00000-5310- 391600-603016	9953-908015-9534- 000000-706063 Water Infiltration - Hall E Leak

The Convention Center has experienced leaks in Exhibit Hall E since the completion of the expansion in 1996. Many remedies have failed. This transfer will provide the additional money to cover the costs to repair a leak in Exhibit Hall E with the assistance of the Bureau of General Services and an engineering contractor.

Department of Transportation

2. \$ 58,155.77 Federal	9950-904176-9528 Const. Res. Jones Falls Trail Phase II	
131,988.91 MVR	9950-904176-9528 Const. Res. Jones Falls Trail Phase II	
<u>\$ 190,144.68</u>	-----	9950-903176-9527-3 Design & Studies Jones Falls Trail Phase II

This transfer will clear up the existing deficit and fund costs associated with change order nos. 8 & 9 on Project No. 971 (B/D # 07031) with Greenman-Pederson, Inc. for additional ADA compliant ramps on the opposite side of the trail and post award design services related to the project in connection with Jones Falls Trail Phase II.

MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
3. \$ 43,339.23 Federal	9950-903313-9507 Const. Res. ISTEA Enhancement	9950-901530-9506-2 Contingencies Resurfacing North Point Blvd. from Kane St. to Pulaski Highway

This transfer will clear the existing deficit and fund the change order #2 on project TR 05301 to P. Flanigan and Sons, Inc. for the removal of concrete base, installation of concrete duct bank, new electrical hand box and backfill to facilitate the continuity between the existing street lights.

MINUTESPolice Department - Grant Awards

The Board is requested to approve acceptance of the following grant awards:

1. **GOVERNOR'S OFFICE OF CRIME** **\$ 34,325.00**
CONTROL AND PREVENTION

Account: 5000-516011-2013-201300-600000

The grant funds will be used for the Domestic Violence Unit Pilot Program for the Police Department's Domestic Violence Ex Parte/Protective Order Entry and Service program. This program is designed to increase the efficiency and effectiveness of ex parte/protective order data entry service and reduce the intolerably high occurrence of domestic violence. This will be achieved through services provided by contractual administrative assistants who provide data entry and coordinate the overall operation of the program, while police officers work on an overtime basis to increase the number of orders served. This program services all victims of domestic violence in Baltimore City who have sought an ex parte/protective order. The period of the agreement is July 1, 2010 through June 30, 2011.

2. **GOVERNOR'S OFFICE OF CRIME** **\$ 34,922.00**
CONTROL AND PREVENTION

Account: 5000-515911-2252-225200-600000

The GOCCP has awarded to the Department grant funds under the Maryland Victims of Crime grant FY 2011. The grant funds are for the project "Clinical Case Manager".

The grant funds will pay the salary and mileage for a part-time licensed Social Worker (Case Manager) who will perform psychosocial assessments of crime victims and witnesses who are temporarily relocated to a safe house by the Police Department in coordination with the Department of Housing and Community Development. The Case Manager will connect

MINUTES

Police Department - cont'd

victims and witnesses to services and programs and help them with developing a permanent housing plan. The period of the grant is July 1, 2010 through June 30, 2011.

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 foregoing grant awards.

MINUTES

Department of Recreation and Parks - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a memorandum of understanding (MOU) with the Locust Point Civic Association, Inc. (Association). The period of the MOU is effective upon Board approval for one year.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

In September 2009, the Department completed construction of the City's first fenced dog run in Latrobe Park, with the support and assistance of the Association. Under the terms of this MOU, the Association will provide routine maintenance of the dog run, assist with raising funds for required maintenance and monitor community adherence to the posted rules and regulations of the dog run.

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the memorandum of understanding with the Locust Point Civic Association, Inc.

MINUTES

Department of Recreation and Parks - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a memorandum of understanding (MOU) with Baltimore County, Maryland. The period of the agreement is effective upon Board approval for one year.

AMOUNT OF MONEY AND SOURCE:

\$24,995.00 - 9958-904091-9520-000000-703044

BACKGROUND/EXPLANATION:

The Growing Home Campaign is a market-based approach developed by Baltimore County to expand the urban tree canopy on private residential properties. The City and County have been working together on this project for the past two years in their respective jurisdictions.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized the memorandum of understanding with Baltimore County, Maryland.

MINUTES

Mayor's Office of Employment - Agreements and a Memorandum
Development (MOED) of Understanding

The Board is requested to approve and authorize execution of the various agreements and a memorandum of understanding.

AGREEMENTS

1. **THE GOOD SAMARITAN HOSPITAL** **\$ 15,097.00**
OF MARYLAND, INC.

Account: 4000-805310-6310-483205-603051

The organization will provide 252 hours of training for 28 of its incumbent employees through an initiative known as Maryland Business Works. These incumbent employees will receive Baltimore Educational Enrichment (Math Essentials I, Math Enrichment II, Transition Math/Reading/Writing) and Unit Secretary Course training. The period of the agreement is June 15, 2010 through August 10, 2010.

AUDITS REVIEWED AND HAD NO OBJECTION.

2. **BALTIMORE CITY BOARD OF SCHOOL**
COMMISSIONERS (BCPSS) **\$191,000.00**

Account: 5000-501210-6390-497905-603051

The BCPSS operates an alternative school for high school students in a portion of the Youth Opportunity Westside Center, located at 1500 W. Lafayette Avenue. The City will complement the BCPSS academic programs by providing wrap-around support services, such as Youth Development Services, Cultural Enrichment, and Job Readiness Training to no more than 120 students of the high school. These efforts are designed to help increase school attendance and decrease the drop-out rate of students who attend alternative high schools. The period of the agreement is July 1, 2009 through June 30, 2010.

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

MINUTESMOED - cont'dMEMORANDUM OF UNDERSTANDING

3. **BALTIMORE CITY DEPARTMENT OF SOCIAL SERVICES (BCDSS)** **\$1,888,500.00**

Account: 4000-808310-6390-456000-404001

MOED will make available up to 500 Wage Supplementation opportunities for customers who enroll in MOED's Temporary Assistance to Needy Families Work Opportunities Program during the period July 1, 2009 through June 30, 2011. The BCDSS will reimburse MOED for payroll costs associated with all persons that were approved by the BCDSS to enter Wage Supplementation under this agreement. This agreement expires December 31, 2011, to accommodate the MOED's need to invoice and receive reimbursement from the BCDSS for the payroll of applicable participants placed in Wage Supplementation on June 30, 2011.

This agreement is 100 percent State funded for the period July 1, 2009 through December 31, 2011.

4. **HAWKEYE CONSTRUCTION, L.L.C.** **\$ 797.50**

Account: 4000-805310-6310-680005-603051

Hawkeye Construction, L.L.C. will provide 24-hours of training for one incumbent employee through an initiative known as Maryland Business Works. The incumbent employee will receive BPI Building Analyst Course training. The period of the agreement was June 14, 2010 through June 18, 2010.

APPROVED FOR FUNDS BY FINANCE

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

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

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development - Options</u>			
1. Denise Thompson and Kenneth Coleman	922 N. Patterson Park Avenue	L/H	\$29,600.00
2. Antonio Carter	1252 N. Gay St.	L/H	\$31,667.00
3. Antonio Carter	1254 N. Gay St.	L/H	\$46,667.00

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

(FILE NO. 56017)

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

<u>Dept. of Housing and Community Development - Condemnations</u>			
4. Esther Gilbert	925 N. Castle St.	L/H	\$ 8,040.00
5. Earlynda Williams, Junette Collins and Janelle Williams	954 N. Chester St.	F/S	\$ 35,000.00
6. Brown Foss, LLC	945 N. Castle St.	L/H	\$ 8,080.00

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development - Condemnations</u>			
7. Muriel DeBosse and Randy Philip	933 N. Castle St.	L/H	\$ 8,400.00
Funds are available in account 9910-906416-9588-900000-704040, EBDI Phase 2 Project.			

(FILE NO. 56017)Recision and Re-Approval

8. R-One Development, LLC	934 N. Castle St.,	L/H	\$ 7,300.00
Funds are available in Account No. 9910-904415-9588-900000-704040, EBDI Project, Phase II.			

(FILE NO. 56017)

On February 3, 2010, the Board approved the acquisition by condemnation and quick-take of the leasehold interest in 934 N. Castle St. in the amount of \$7,300.00. R-One Development, LLC has agreed to a voluntary settlement. The Board is requested to rescind its prior approval and approve the purchase of the leasehold interest in 934 N. Castle St. in the amount of \$7,300.00.

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

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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| 1. NATIONAL CAPITAL INDUSTRIES, INC. | \$11,022.40 | Low Bid |
| Solicitation No. 07000 - Glare Shields - Department of Transportation - Req. No. R547823 | | |
| 2. EDWIN ELLIOTT & CO., INC. | \$19,197.00 | Sole Source |
| Solicitation No. 08000 - Rotork Parts - Department of Public Works - Req. No. R547241 | | |

The vendor is the sole distributor of these parts for Maryland.

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| 3. SMITH GLAXO KLEIN | \$16,389.50 | Sole Source |
| Solicitation No. 08000 - Twinrix Hepatitis Vaccine for Adults - Health Department - Req. No. R549518 | | |

The vendor is the manufacturer and sole distributor of this product.

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| 4. A/C SERVICE AND REPAIR, INC. | \$12,320.00 | Low Bid |
| Solicitation No. B50001510 - Cylinder - Department of Public Works - Req. No. R540501 | | |
| 5. ALLEGANY DIGITAL SECURITY | \$5,664.80 | Low Bid |
| Solicitation No. 07000 - Dome Cameras - Baltimore Convention Center - Req. No. R549578 | | |
| 6. DIALOGIC COMMUNICATIONS CORPORATION | \$20,696.00 | Sole Source |
| Solicitation No. 08000 - Plant CML Software - Department of Public Works - Req. No. R548064 | | |

The vendor is the developer and sole provider of this software.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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| 7. | ENFORCEMENT TECHNOLOGY, INC.
DIVISION OF DUNCAN SOLUTIONS | \$10,482.00 | Only Bid |
| Solicitation No. 06000 - Citation Papers - Department of Transportation - Req. No. R550562 | | | |

The bid price is considered fair and reasonable.

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| 8. | DIGICON | \$9,566.19 | Low Bid |
| Solicitation No. 07000 - Cisco Support FY2010 SmartNet - Mayor's Office of Information Technology - Req. No. R550458 | | | |

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|--|---------------------------------|-------------|-------------|
| 9. | EXCALIBUR COMPUTER SYSTEMS, LLC | \$50,000.00 | Sole Source |
| Solicitation No. 08000 - Maintenance and Enhancement for IVIC Software - Department of Transportation - Req. No. Req. R54393 | | | |

The Board is requested to approve and authorize execution of an agreement with Excalibur Computer Systems, LLC. The period of the agreement is July 15, 2010 through July 14, 2011.

The vendor is the sole provider of the proprietary software maintenance and enhancement required by the Department of Transportation.

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 (d)(i) of the City Charter, the procurement of the equipment and/or service is recommended.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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| 10. | HANSON PRESSURE
PIPE | \$0.00 | Renewal |
| | Solicitation No. B50000534 - Concrete Pipe Adaptors - Agencies
- Various - Req. Nos. Various | | |

On July 13, 2008, the Board approved the initial award in the amount of \$230,230.00. The award contained one 2-year renewal option at the sole discretion of the City. The period of the renewal is July 21, 2010 through July 20, 2012.

MWBOO GRANTED A WAIVER.

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| 11. | TEAM SERVICES
CORPORATION | \$1,000,000.00 | Renewal |
| | Solicitation No. BP-07193 - Provide Annual Maintenance Service,
Testing and Repairs For AC & DC Electrical Motors and Related
Equipment Less than 300 H.P. for Various Baltimore City
Agencies - Agencies Various - Req. Nos. Various | | |

On July 11, 2007, the Board approved the initial award in the amount of \$2,382,500.00. The award contained one 1-year renewal option at the sole discretion of the City. The period of the renewal is August 7, 2010 through August 6, 2011.

MBE: Universal Electrical Services, Inc. 17%

WBE: Baltimore Electric Services, Inc. 2%
Staff Quest, Inc. 7%

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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| 12. | TURF EQUIPMENT AND
SUPPLY COMPANY | \$120,000.00 | Increase |
| | Solicitation No. 08000 - O.E.M. Parts and Service for Toro
Equipment - Department of General Services - Req. No. R516970 | | |

On April 1, 2009, the Board approved the initial award in the amount of \$120,000.00. The award contained two 1-year renewal options at the sole discretion of the City. An increase is needed due to the higher than anticipated demand for parts and services. This increase in the amount of \$120,000.00 will make the total award \$240,000.00.

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| 13. | CHESAPEAKE FORD TRUCK
SALES, INC. | \$70,000.00 | Increase |
| | Solicitation No. B50001098 - O.E.M. Parts and Service for
Detroit Engines and Allison Transmissions - Department of
General Services - P.O. No. P509140 | | |

On July 15, 2009, the Board approved the initial award in the amount of \$100,000.00 to Harbor Truck, \$70,000.00 to Chesapeake Ford Truck Sales, Inc. and \$30,000.00 to Johnson & Towers. An increase in the amount \$70,000.00 to Chesapeake Ford Truck Sales, Inc. is necessary due to the higher than anticipated demand for parts and services. This increase in the amount of \$70,000.00 will make the total award amount for Chesapeake Ford Truck Sales, Inc. \$140,000.00.

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

14. MIXING AND MASS TRANSFER		Extension and
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TECHNOLOGIES, LLC	\$200,000.00	Increase
Solicitation No. BP 05091 - Technical Service Contract for Two Oxygen Plants - Department of Public Works, Bureau of Water and Wastewater - Req. Nos. Various		

On January 19, 2005, the Board approved the initial award in the amount of \$2,065,000.00. Subsequent actions have been approved. An extension is needed to allow time for the contractor to complete urgent repairs resulting from a recent failure at the Patapsco Wastewater Treatment Plant #1. This increase in the amount of \$200,000.00 will make the total award amount \$3,900,000.00. The period of the award is July 1, 2010 through October 31, 2010.

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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| 15. UNDER CAR SPECIALIST,
INC. d/b/a MEINEKE CARE
CARE
DEER AUTOMOTIVE GROUP
LLC, t/a LIBERTY FORD | \$0.00 | Renewal |
| Solicitation No. BP 07017 - Motor Vehicle Exhaust System
Repairs - Department of General Services - Req. No. R140465 | | |

On August 8, 2007, the Board approved the initial award in the amount of \$165,000.00. The award contained one 1-year renewal option at the sole discretion of the City. The period of the renewal is July 1, 2010 through June 30, 2011.

MWBOO GRANTED A WAIVER.

UPON MOTION duly made and seconded, the Board approved the foregoing informal awards and increases and Extensions to Contracts. The Mayor **ABSTAINED** on item no.5, and the President **ABSTAINED** on item no. 8 and no. 14.

MINUTES

Department of General Services - Alley Gating Lease

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an alley gating lease with the Midtown Benefits District. The period of the agreement is effective upon Board approval for five years with four 5-year renewal options.

AMOUNT OF MONEY AND SOURCE:

The Midtown Benefits District will be solely responsible for all costs and fees for this project.

BACKGROUND/EXPLANATION:

The Midtown Benefits District is proposing to gate the alley in line with a proposed fence on the north side of Maple Leaf Park along North Avenue in accordance with the Alley Gating Ordinance and procedures, Baltimore City Code, Article 26, §8A. The gates will provide a safer and more secure environment for the neighbors. A public hearing was held. The owners of ninety percent of the affected lots affirmatively consented to the proposed alley gating.

The Police and Fire Departments affirmatively supported the project and after the conclusion of the hearing, the application was approved. A lease is required under the Alley Gating Ordinance.

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the alley gating lease with the Midtown Benefits District. The Comptroller **ABSTAINED**.

MINUTES

Department of General Services - Maryland State Indefinite
Quantity Contract for Roofing
Repairs/Replacement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the use of the Maryland State Indefinite Quantity Contract (IQC) for Roofing Repairs/Replacement.

AMOUNT OF MONEY AND SOURCE:

Funds will be identified as urgent needs arise.

BACKGROUND/EXPLANATION:

The State of Maryland Department of General Services (MdDGS) has established Indefinite Quantity Contracts (IQC's) to be utilized by State and local agencies to perform work on an expedited basis. The Law Department has determined that the City can "piggy back" on the contract. The Department believes that utilizing the State contracts for a limited time is in the best interest of the City.

The use of this IQC is for Roofing Repairs and or Replacement on an as-needed basis to construct projects of urgent need, until the Department can develop its own City contracts for such work.

Currently, the City is limited to two procedures for executing construction contracts, formal bid and informal bid. The formal bid method requires 1) detailed contract documents, including a contract book and design of specifications and drawings; 2) a public advertisement process; 3) submittal by contractors of extensive bidding documents; 4) review and approval by the City of responsive and responsible bids; 5) execution of contract documents by the City and the Contractor; 6) award of contract by the Board; and 7) issuance of a Notice-to-Proceed by the Department's Director before construction can proceed.

The informal bid process was established to allow competitive bidding on an expedited basis for projects under \$25,000.00. It involves a meeting with prospective bidders at the location of the problem, submission of limited contract documents, award by

MINUTES

DGS - cont'd

the Board, and immediate issuance of a Notice-to-Proceed by the project manager; all of which can be completed in about one month's time. The \$25,000.00 limit was established in 1986. Due to inflation, the amount of work which can be performed for \$25,000.00 has continually diminished since 1986. Construction projects greater than \$25,000.00, unless deemed an emergency by the Director of Public Works and the Director of Finance must be formally bid.

For even small projects, the formal bidding process takes at least 22 weeks to complete, allowing for 12 weeks for development of the Contract Documents. Costs include the Contract Documents for each project and advertisement for each project, which alone is about \$10,000.00. Use of the MdDGS IQC Contracts will require the development of only one Contract Book, to be utilized for urgent need roofing projects until the Department can establish its own contracts. No advertisements are necessary, because the State has already procured contractors through a public advertisement and competitive selection process. For each project, at least three contractors will submit bids, with the work awarded to the lowest bidder. Work can begin within approximately one month of the initial meeting at the work site with the contractors - similar to the time frame of the informal bidding process.

Work will be limited to that of an urgent nature. The Contract Books will be modeled after the State's Contract Book; however, the Maryland State requirements will be replaced by the Baltimore City requirements, including, but not limited to, contractor pre-qualification, bonding, minimum wage rates and MBE/WBE participation Requirements.

The Department is currently working to develop a City IQC Program.

MINUTES

Department of General Services - cont'd

MBE/WBE PARTICIPATION:

Article 5, Subtitle 28 of the Baltimore City Code, Minority and Women's Business Enterprise Program is fully applicable.

UPON MOTION duly made and seconded, the Board approved and authorized the use of the Maryland State Indefinite Quantity Contract for Roofing Repairs/Replacement.

MINUTES

Department of General Services - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a memorandum of understanding (MOU) with the State of Maryland, Maryland Energy Administration (MEA). The period of the memorandum of understanding is effective upon Board approval through December 31, 2011.

AMOUNT OF MONEY AND SOURCE:

\$500,000.00

BACKGROUND/EXPLANATION:

The MOU will provide grant funds from the MEA to assist the City to install 500 kW Photovoltaic Energy Systems (solar) on selected City properties to promote green energy sources, reduction of greenhouse gas emission and to reduce dependence on fossil fuels. The Department has been successful in obtaining a grant from the MEA to create new green collar jobs, reduce long term electricity bills, and protect the environment by implementing and installing Photovoltaic Energy Systems on City public buildings.

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 memorandum of understanding with the State of Maryland, Maryland Energy Administration.

MINUTES

Department 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 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. 222 Albemarle Street	Dominic Vaccaro	Retain trash enclosure 16' x 4'
Annual Charge: \$224.00		
2. 912 Washington Boulevard	Excell Ministries International	Flat sign 2' x 4'
Annual Charge: \$17.60		
3. 1007 E. Pratt Street	Sunchaser, LLC	Retain two metal canopies
Annual Charge: \$144.14		
4. 906 S. Linwood Avenue	902 S. Linwood, LLC	One 4" Conduit @ 35'
Annual Charge \$122.50		

MINUTES

Department of General Services - cont'd

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
5.10 - 14 E. 2 nd Street	22 nd Village, LLC	Three sets of steps - 3'4" x 4'6", 3'4" x 3'8", 3'4" x 7'10"

Annual Charge: \$105.60

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

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

MINUTES

Department of General Services - Amendment No. 1 for
Project 1098W

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of amendment no. 1 with Whitney, Bailey, Cox, & Magnani, LLC for Project No. 1098W, On-Call Architectural Design Services.

AMOUNT OF MONEY AND SOURCE:

\$250,000.00 - Upset Limit

BACKGROUND/EXPLANATION:

On April 29, 2009, the Board approved the original two-year agreement in the upset limit amount of \$750,000.00. Due to extra work that needs to be assigned to Whitney, Bailey, Cox, & Magnani, LLC, an increase in the amount of \$250,000.00 is needed, making the total upset limit amount \$1,000,000.00. All other terms and conditions of the original agreement remain unchanged.

AUDITS NOTED THE INCREASE IN THE UPSET LIMIT AND WILL REVIEW TASK ASSIGNMENTS.

UPON MOTION duly made and seconded, the Board approved and authorized the execution of amendment no. 1 with Whitney, Bailey, Cox, & Magnani, LLC for Project No. 1098W, On-Call Architectural Design Services.

MINUTES

Department of General Services - Amendment to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the amendment to agreement with EA Engineering, Science and Technology, Inc. for Project No. 1103, Facilities Management Services at Various City Buildings. This amendment will extend the period of the agreement through June 2, 2011 or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$191,526.51 (upset limit) - 9916-903845-9197-900000-703032

BACKGROUND/EXPLANATION:

On June 3, 2009, the Board approved a one-year agreement in the amount of \$835,459.49. This amendment to agreement will provide an increase in the amount of \$191,526.51 and extend the period of the agreement through June 2, 2011 to allow for additional work that will be performed on this contract by EA Engineering, Science and Technology, Inc. for Project No. 1103, Facilities Management Services at Various City Buildings. The total contract amount will be \$1,026,986.00. All other terms and conditions of the original agreement remain unchanged.

MINUTESDepartment of General Services - cont'd

MBE: Tech International	\$ 38,614.86	20.16%
Dhillion Engineering	13,678.57	7.14%
Total	\$ 52,293.43	27.30%
 WBE: Ross Technical Services, Inc.	 \$ 17,537.18	 9.16%

APPROVED FOR FUNDS BY FINANCE**AUDITS NOTED THE INCREASE IN THE UPSET LIMIT.**

UPON MOTION, duly made and seconded, the Board approved and authorized the execution of the amendment to agreement with EA Engineering, Science and Technology, Inc. for Project No. 1103, Facilities Management Services at Various City Buildings. The Comptroller **ABSTAINED** on this item.

MINUTES

Circuit Court for Baltimore City- 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, Paula Shrader.

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>
Gregory Fey	3
Brenda Harriel	2
Connie Alexander-Hazel	4
Beverly Wise	1
Deborah Farmer	4
Jay Levinson	4
Larry Heller	4
Harriet S. Miller	4
Shelly Scruggs	2
Tonya Tuggle	<u>2</u>
TOTAL	30

APPROVED FOR FUNDS BY FINANCE

THE LABOR COMMISSIONER RECOMMENDED APPROVAL.

Upon MOTION, duly made and seconded the Board approved the transfer of LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Paula Shrader.

MINUTESLaw Department - Claim Settlements

The Board is requested to approve the settlements of the following claims. The settlements have been reviewed and approved by the Settlement Committee of the Law Department.

1. The Maryland State Conference of the NAACP Branches et al. v. Baltimore City Police Department et al. - Stipulation of Settlement \$870,000.00

Account: 1001-000000-1220-145900-603070

2. Terese Fields-Richardson v. the Mayor and City Council of Baltimore City \$ 29,000.00

Account: 2036-000000-1750-177755-603070

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

MINUTES

Department of Finance - Office - FY 2011 Insurance Renewal -
of Risk Management Master Property

ACTION REQUESTED OF B/E:

The Board is requested to approve the renewal of the FY 2011 master property insurance policy through the incumbent carrier, Lexington Insurance Company. The period of the renewal is July 1, 2010 through June 30, 2011.

AMOUNT OF MONEY AND SOURCE:

\$1,800,055.00 - 2043-000000-1450-162900-603014

BACKGROUND/EXPLANATION:

This master property insurance policy will cover the real and personal property of the City and the Baltimore City Public School System.

The Office of Risk Management (ORM) anticipated a challenging renewal process for this very important insurance placement because of the double snow storms this past winter. As a result of the storms, the City incurred \$4,007,350.00 in losses to real property. Last year, 13 markets were approached and declined based on target pricing and limited capacity for this class of business. With these obstacles to face, the ORM felt it best to work with the incumbent carrier only, to obtain the most competitive pricing and comprehensive plan. The renewal price reflects a 3% increase, which is attributed to the increase in the liability limit from \$500,000,000.00 to \$550,000,000.00. In addition, the rate remains at less than \$.03 per \$100.00 of coverage.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION, duly made and seconded the Board approved approve the renewal of the FY 2011 master property insurance policy through the incumbent carrier, Lexington Insurance Company.

MINUTES

Department of Finance - Office - FY 2011 Insurance Renewal -
of Risk Management Fine Arts

ACTION REQUESTED OF B/E:

The Board is requested to approve the renewal of the FY 2011 Fine Arts insurance policy through the incumbent broker, Aon Hunting T. Block Fine Arts Insurance. The period of the renewal is July 1, 2010 through June 30, 2011.

AMOUNT OF MONEY AND SOURCE:

\$248,728.00 - 2043-000000-1450-162900-603014

BACKGROUND/EXPLANATION:

This policy is unique and superior to the standard fine arts insurance policy. It provides fine arts replacement cost and transit coverage to the Baltimore Museum of Art, the Walters Art Museum, and any location owned, occupied, or controlled by the City. The coverage is being renewed per expiring rates with the incumbent broker, Aon Hunting T. Block Fine Arts Insurance.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded to approve the renewal of the FY 2011 Fine Arts insurance policy through the incumbent broker, Aon Hunting T. Block Fine Arts Insurance. The Mayor **ABSTAINED** on this item.

MINUTESHealth Department - Agreements and Amendment to Agreement

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

AGREEMENTS

1. **THE JOHNS HOPKINS UNIVERSITY (JHU)** **\$ 70,338.00**

Account: 4000-424510-3040-276913-603051

The JHU will provide counseling and testing services to clients at the following three inner-City Department of Social Services sites: the Outpatient Prenatal Clinic; Baltimore Behavioral Health Center; and the Broadway 911 Drug Treatment facility. In addition, the JHU will offer and provide HIV counseling and testing to women registered in the Johns Hopkins Obstetrical Clinic. The JHU will refer all persons identified with HIV infection for primary care and case management through Minority AIDS Initiative Outreach programs. The period of the agreement is November 1, 2009 through June 30, 2010.

The agreement is late because the State AIDS Administration programmatically manages all Ryan White Part B services. Providers are selected through the Request for Proposal process. The Department prepares the agreements after receipt of an approved budget and scope of services and processes payments following approval.

MWBOO GRANTED A WAIVER.

SENIOR COMPANION PROGRAM

2. **AMERICAN INDIAN CENTER, INC.** **\$ 0.00**

The above-listed organization will serve as a Volunteer Station for the Senior Companion Program. Through a grant from the Corporation for National and Community Services, the Department sponsors the Senior Companion Program. The grant pays for 100% of the cost of Senior Companions to

MINUTESHealth Department - cont'd

volunteer to assist special needs clients who want to remain in their homes. While the senior companions are on duty, the grant provides for their life insurance, transportation and other benefits. The period of the agreement is July 1, 2010 through June 30, 2011.

3. **CHASE BREXTON HEALTH SERVICES, INC.** **\$100,000.00**

Account: 4000-424510-3040-276950-603051

The organization will provide HIV Prevention services for the Ryan White Part B Program. These services will include counseling access and space, testing and referral counselors, and collection of specimens for HIV testing using the OraQuick finger stick and oral swab testing method. The clients who are HIV positive will be asked whether or not their sexual partners know their serostatus. The period of the agreement is July 1, 2009 through June 30, 2010.

The agreement is late because the State AIDS Administration programmatically manages all Ryan White Part B services. Providers are selected through the Request for Proposal process. The Department prepares the agreements after receipt of an approved budget and scope of services and processes payments following approval.

MWBOO GRANTED A WAIVER.

4. **LIGHT HEALTH AND WELLNESS COMPREHENSIVE SERVICES, INC.** **\$ 50,000.00**

Account: 4000-425610-3040-278103-603051

The organization will provide child care services to 20 unduplicated children 2 to 5 years of age who are infected/affected by HIV/AIDS. These services will allow the primary caregiver to attend primary medical care, Ryan White Title related meetings, HIV support services,

MINUTES

Health Department - cont'd

6. **THE JOHNS HOPKINS UNIVERSITY (JHU)** **\$486,952.00**
BLOOMBERG SCHOOL OF PUBLIC HEALTH

Account:	4000-424809-3040-276901-603051	\$164,656.00
	4000-424810-3040-276901-603051	\$322,296.00

The JHU's Bloomberg School of Public Health will provide HIV Behavioral Surveillance Project (BESURE) services. The JHU will be responsible for preparation of HIV data collection, data cleaning, analysis, and reporting and communicating with AIDS Administration and Centers for Disease project officers, as necessary. The period of the agreement is July 1, 2008 through June 30, 2010.

This agreement is late because the Department received it late in the funding year and because of a Department oversight the agreement was never processed.

7. **UNIVERSITY OF MARYLAND MEDICAL CENTER,** **\$ 16,875.00**
MARLENE AND STEWARD GREENBUM
CANCER CENTER

Account: 6000-621110-3040-656300-600000

This Collaborative Services Agreement sets forth the services that the City's Health Department will provide in its role as the coordinating entity for the Baltimore City Cancer Coalition as related to the Baltimore City Cancer Plan. The Health Department will serve as the coordinator and liaison between the academic medical centers, the University of Maryland, The Johns Hopkins University, specific community groups, and other stakeholders. The services to be provided are pursuant to a grant issued by the State of Maryland, Department of Health and Mental Hygiene entitled "Baltimore City Public Health Grant, No. CH 657 CRF, through the Maryland Cancer Education, Prevention, Screening, Diagnosis, and Treatment Program". The period of the agreement is July 1, 2009 through June 30, 2010.

The agreement is late because contract revisions delayed the processing.

MINUTESHealth Department - cont'd

8. **STATE OF MARYLAND, DEPARTMENT OF EDUCATION (MSDE)** **\$ 148,581.00**

Account: 5000-524711-7017-271000-405001

The Health Department's Environmental Health Division, as contractor will be reimbursed for 100% of salary and fringe benefits, based on applicable Baltimore City salary schedules, for the two Environmental Sanitarians and one part-time Office Assistant to support inspection requests of routine and compliant inspections.

Environmental Sanitarians assigned, under this agreement to the Office of Child Care will perform inspections, which include, but are not limited to safety and environmental inspection of child care centers and family child care facilities in Baltimore City that are subject to MSDE licensing or approval. The Sanitarians will also perform Lead Paint screening through independent review of independent inspection reports of new child care centers and review of independent inspection reports for family child care facilities as required in Baltimore City. The Office Assistant will maintain and update databases and provide other related services for child care centers and family care facilities. The period of the agreement is July 1, 2010 through June 30, 2011.

The agreement is late because it was recently received from the provider.

AMENDMENT TO AGREEMENT

9. **JOHNS HOPKINS UNIVERSITY (JHU)** **\$ 25,000.00**

Account: 4000-422010-3030-273150-603051

On March 3, 2010, the Board approved the original agreement, in the amount of \$66,666.00, for the period November 1, 2009 through June 30, 2010 to expand HIV testing services. The Department has received supplemental

MINUTESHealth Department - cont'd

funding for additional HIV testing. This amendment to agreement, in the amount of \$25,000.00, increases the award and extends the period of the agreement through September 30, 2010, for a total contract award of \$91,666.00. All other terms and conditions of the original agreement remain unchanged.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION, duly made and seconded approved and authorize execution of the various agreements and the amendment to agreement. The President **ABSTAINED** on items no. 1, 5, 6, and 9.

MINUTES

Health Department - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement with Ms. Margaret Dietrich. The period of the agreement is effective upon Board approval through June 30, 2011.

AMOUNT OF MONEY AND SOURCE:

\$10,000.00 - 1001-000000-3020-268400-603018

BACKGROUND/EXPLANATION:

Ms. Dietrich, independent contractor, will function as a Hearing Officer for Environmental Health. Her hourly rate is \$65.00. She will provide for the resolution of disputes arising as a result of licensing, regulation, and enforcement of certain activities administered by the Department's Environmental Health section, and in accordance with the Baltimore City Code and/or Rules and Regulations promulgated by the City.

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

UPON MOTION, duly made and seconded, the Board approved and authorized execution of an agreement with Ms. Margaret Dietrich.

MINUTES

Health Department - Grant Agreement and Declaration of
Covenants and Restrictions Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the grant agreement and the declaration of covenants and restrictions agreement with Holabird Investments, LLC for the property located at 1261 Carroll Street. The period of the agreement is effective upon Board approval for three years.

AMOUNT OF MONEY AND SOURCE:

\$7,250.00 - 4000-428008-3050-282900-603026

BACKGROUND/EXPLANATION:

The City has received grant funds from the Department of Housing and Urban Development for certain lead hazard reduction activities.

The grantee has applied to the City for a grant to undertake the lead hazard reduction work on the above listed property. The grantee's contribution of 20% of the total project cost will be deposited into a non-interest bearing account of the City, and disbursed by the City to the Certified Contractor or other parties due payment, in accordance with the construction contract and the agreement.

The grantee or its certified contractor will perform the services and provide materials for the project on the property and agrees that the project will be subject to occupancy and rental covenants and restrictions in the form required by the City for a three year period from the time the lead hazard reduction work is completed.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION, duly made and seconded the Board approved and authorized execution of the grant agreement and the declaration of covenants and restrictions agreement with Holabird Investments, LLC for the property located at 1261 Carroll Street.

MINUTES

Health Department - American Recovery and Reinvestment
Act of 2009 (ARRA) Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of an ARRA grant award from the State of Maryland, Department of Health and Mental Hygiene, Office of Epidemiology and Disease Control Programs. The period of the grant award is for the 2009-10 and 2010-11 influenza seasons.

AMOUNT OF MONEY AND SOURCE:

\$154,700.00 - 5000-587610-5750-679100-000000

BACKGROUND/EXPLANATION:

The Department received the Maryland ARRA operations funding in the amount of \$154,700.00 for Immunization Activities - School-Age Influenza Campaign for Baltimore City for the 2009-10 and 2010-11 influenza seasons. The funds will be used to implement several strategies to increase the number of children vaccinated against vaccine-preventable diseases through an intense public health campaign and enhance coordination with pediatric health care providers and the Baltimore City Public Schools.

The ARRA grant award is late because notification of the award was recently received.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION, duly made and seconded approved acceptance of an ARRA grant award from the State of Maryland, Department of Health and Mental Hygiene, Office of Epidemiology and Disease Control Programs.

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

The Board is requested to approve an expenditure of funds to pay for the Annual Senior Companion Program Recognition Luncheon that was held on Friday, June 11, 2010, at the Forum Caterers.

AMOUNT OF MONEY AND SOURCE:

\$ 124.30 - ProForma Performance Inc.
 1,200.00 - The Kuumba Ensemble
 350.00 - Wells Transportation, LLC
 185.99 - Flowers by Chris
2,030.43 - Lee Wayne Corporation
\$3,890.72 - 4000-423509-3110-306500-604014

BACKGROUND/EXPLANATION:

This event is held to recognize the volunteers of the Senior Companion Program and is funded by the Corporation for National and Community Service.

The Senior Companion Program is part of Senior Corps., a network of national service programs that provides older Americans with the opportunity to apply their life experiences to meeting community needs.

The Department's Senior Companion Program brings together volunteers and homebound individuals in Baltimore City who have difficulty with simple everyday tasks. The senior companions assist with shopping, running errands, and light chores in addition to providing companionship.

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

UPON MOTION, duly made and seconded the Board approved an expenditure of funds to pay for the Annual Senior Companion Program Recognition Luncheon that was held on Friday, June 11, 2010, at the Forum Caterers.

MINUTES

Baltimore Development Corporation (BDC) - Funding Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a funding agreement with Dayspring, Inc. The period of the agreement is effective upon Board approval.

AMOUNT OF MONEY AND SOURCE:

\$150,000.00 - 9910-906575-9601

BACKGROUND/EXPLANATION:

Dayspring Square (project) includes the redevelopment of 1125 N. Patterson Park Avenue to house the operations of Dayspring, Inc. (developer), a key East Baltimore community services provider. The plans include the rehabilitation of an existing 20,000 square foot historic structure, and the construction of a new 25,000 square foot addition. The new facilities will be used to house the developer's administrative and program staff, consolidate Head Start program sites currently scattered throughout the City, and to provide 28 apartment units for clients of its substance abuse and supportive services program. The completed structure will be LEED Silver certified.

To facilitate the project, the BDC is proposing to provide \$150,000.00 in economic development funds to assist the developer in the construction. Along with the BDC's assistance, the project will involve the use of various sources of funds including tax credits, foundation support, private debt, and additional City funds to be provided by the Department of Housing and Community Development. The total project costs are estimated to be \$8,028,759.00 and the project will generate approximately 45 construction and 30 permanent jobs.

MINUTES

BDC - cont'd

Under the agreement, the funds will be used for construction costs related to renovating and constructing the project. The funds will be disbursed to the developer upon the developer obtaining all required permits to commence construction and receipt of a requisition from the developer as to the specific use of the funding.

MBE/WBE PARTICIPATION:

The developer has signed the Commitment to Comply with Article 5, Subtitle 28 of the Baltimore City Code (2007 Edition) Minority and Women's Business Enterprise Program of the City of Baltimore.

THE DIRECTOR OF FINANCE REVIEWED AND RECOMMENDED APPROVAL.

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$150,000.00	9910-901860-9600	9910-906575-9601
22 nd EDF	Constr. Res.	E. Baltimore Ind.
	Ind. & Coml.	& Coml. Dev.
	Financing	

This transfer of funds will provide assistance pursuant to the funding agreement with Dayspring, Inc. for the construction of a 45,000 square foot facility located at 1125 N. Patterson Park Avenue. The funds will also be used to house the operations of the Dayspring, Inc.

UPON MOTION, duly made and seconded, the Board approve and authorize execution of a funding agreement with Dayspring, Inc. The transfer of funds was approved SUBJECT to receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the Provisions of the City Charter.

MINUTES

Baltimore Development Corp. (BDC) - Land Disposition Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a land disposition agreement with Baltic Gold, LLC., developer, for the sale of the properties located at 761, 763, 765, 767 Washington Boulevard and 760 Eislens Street.

AMOUNT OF MONEY AND SOURCE:

\$122,500.00 - Purchase Price

BACKGROUND/EXPLANATION:

The developer will pay the purchase price in full within ten days of execution of the agreement. In February of 2006, the BDC issued a Request for Proposal for a creative mixed-use development on the 700 Block of Washington Boulevard. The properties are located in the Pigtown/Washington Village Business District which has been designated a Baltimore Main Street since 2000. Three proposals were received, and the proposal of New City Partners and Magnum Construction was selected. In October of 2008, the BDC was notified by both, New City Partners and Magnum Construction that their partnership had dissolved. The BDC re-released the Request for Proposal, and received one proposal from New City Partners and a second proposal from Magnum Construction for the project. The BDC awarded the properties to Magnum Construction. In March 2010, the principals of Magnum Construction created Baltic Gold, LLC for the purposes of this project.

Baltic Gold, LLC proposes to purchase the properties from the City in fee simple to construct a mixed-use retail/residential development. The development will be approximately 10,650 square feet at an approximate cost of \$1,149,870.00. The buildings

MINUTES

BDC - cont'd

located at 761 and 763 Washington Boulevard will remain with front facades restored per the Washington Village/Pigtown Urban Renewal Plan. The development plan includes first floor retail and the expansion of the footprint of 765 and 767 Washington Boulevard to include second and third floors. The project also include six residential rental apartments on the upper floors, which include four two-bedroom units and two one-bedroom units with eight parking spaces.

STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE APPRAISED VALUE:

In January 2008, the City acquired through condemnation 763, 765, 767 Washington Boulevard and 760 Eisten Street at a total cost of \$290,000.00. The remaining property, 761 Washington Street was purchased from the owner in 2006 for \$100,000.00.

Baltic Gold, LLC will purchase the site from the City for \$122,500.00. The appraisal is dated December 16, 2005 and the appraised value is \$305,000.00. The Baltimore Development Corporation requested an exception to the appraisal policy because of the following:

- the properties have significantly deteriorated since 2005, are no longer safe to enter, and lack roofing and floors;
- the cost of new appraisals to the City is not warranted due to the poor condition of the properties;
- new appraisals would further delay this project; and
- the developer has project financing and is ready to begin construction with seven days of settlement.

The sale of the property for less than the appraised value is justified because the project will:

- generate new tax revenue for the City that will equal approximately \$523,600.00 over 20 years in the form of real estate, payroll, and utility taxes;
- create eight FTE construction jobs and ten permanent jobs;

MINUTES

BDC - cont'd

- create six new residential units and 3,350 square feet of retail that will bring new residents and businesses to Pigtown Main Street and surrounding residential communities;
- provide a specific benefit to the community by creating a more pedestrian-friendly environment, enhancing the physical connectivity between the eastern and western gateways of the Pigtown Main Street; and
- the other offer received in response to the RFP from New City Partners was \$100,000.00, therefore, the \$122,500.00 offer from Magnum Construction is the highest proposed amount for the properties. The developer, Mr. Marc Smith paid \$44,700.00 to secure and maintain the buildings during the time the City possessed ownership. The properties were vacant and/or blighted for over 25 years and presented on-going safety concerns and environmental hazards. It is located in a prominent spot in the heart of the Pigtown/Washington Boulevard business district from the health of surrounding neighborhoods.

MBE/WBE PARTICIPATION:

Baltic Gold, LLC has signed a Commitment to Comply with the Minority and Women's Business Enterprise Program of the City of Baltimore.

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the land disposition agreement with Baltic Gold, LLC., developer, for the sale of the properties located at 761, 763, 765, 767 Washington Boulevard and 760 Eislen Street.

MINUTES

Parking Authority of - Memorandum of Understanding
Baltimore City(PABC)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a memorandum of understanding (MOU) with Zipcar, Inc.(Zipcar). The period of the MOU is effective upon Board approval for three years, with the option to renew for two successive 1-year periods.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

In May 2009, the PABC issued an RFP for a car sharing organization to provide a network of vehicles available throughout the City, using both on-street and off-street parking spaces. Five proposals were received and after evaluating each proposal and interviewing two car sharing organizations, a four member panel recommended that the PABC negotiate a contract with Zipcar.

Surveys have shown that one car sharing vehicle can replace 15 privately owned vehicles. Having independent access to a conveniently located car sharing vehicle allows some resident to reduce their reliance on a personal vehicle and walk, bicycle and use public transit most of the time and reserve a car sharing vehicle like Zipcar, for when they really need to drive.

With no car payment, insurance premiums, maintenance costs, gas and parking costs, residents who use alternative transportation and become Zipcar members can save hundreds of dollars a month. Zipcar members report that they walk, bicycle and use public transportation more than they did before joining Zipcar.

MINUTESPABC - cont'd

Many Baltimore residents do not have access to a vehicle. Without access to a vehicle, these residents are limited to what they can purchase by what they can buy within walking distance, by how much they can carry with them on the bus, or they rely on expensive cabs or take a risk by flagging down an illegal hack. Many residents who cannot afford the expense of car ownership will find a Zipcar membership and occasional use within reach, making trips to stores with lower prices, grocery stores with fresh produce and the health care professional of their choice a possibility.

This car sharing MOU will require Zipcar to place 40 vehicles within the City on the launch date including 18 vehicles on the Johns Hopkins Homewood campus, and up to 70 vehicles by the end of the first year. These vehicles will be primarily parked in designated on-street spaces, but some may be placed in City-owned garages or lots. All costs associated with the placement of these vehicles will be paid for by Zipcar.

The PABC will help to identify suitable parking spaces, educate the public about the benefits of car sharing and identifying speaking and other opportunities and City-sponsored marketing venues. It will also introduce Zipcar representatives to and attend meetings with businesses, neighborhood organizations, residential communities, and schools that have expressed interest in car sharing.

MBE:	Kiongozi Enterprises, Inc.	\$15,000.00	1.52%
WBE:	Rudolph Office & Computer Supply, Inc.	\$ 5,000.00	0.51%

MWBOO FOUND VENDOR IN COMPLIANCE.

UPON MOTION duly made and seconded, the Board approved and authorized the execution of a memorandum of understanding (MOU) with Zipcar, Inc.

MINUTES

Mayor: Thank you very much Mr. President. I want to call your attention to the MOU, Page 50 and 51, Parking Authority and ZipCar. It is a wonderful new service that is about to be launched in Baltimore. I am very excited about it and this is something that people have been buzzing about and clamoring to get into Baltimore since the creation of ZipCar and I am glad that the countries largest car sharing service is coming to Baltimore, in a larger way through this MOU. The model...the ZipCar model saves money for the residents, for Businesses and the government. Hundreds of dollars a month by relieving the need for car ownership and the high cost associated with a personal car including the purchase price, gas, maintenance, insurance, parking....did I say that already, no I did not say parking. This is also beneficial for the environment. It is a financial benefit, a convenience, and the added benefit of the MOU is that it does not involve any cost to the City. So I am excited about ZipCar, I hope those who have been interested in a larger presence for ZipCar are as excited as I am and we will be talking about this with an actual ZipCar later this week. Thank You.

* * * * *

MINUTES

Office of the Comptroller/
Dept. of Communication Services - Contract Renewal

ACTION REQUESTED OF B/E:

The Board is requested to approve a one-year contract renewal with Millennium Technologies, LLC (Millennium). The Board is also requested to authorize payment by Expenditure Authorization. The period of the agreement is July 1, 2010 through June 30, 2011.

AMOUNT OF MONEY AND SOURCE:

\$ 407,904.00 - (\$33,992.00 per month) maintenance services
7,000.00 - monthly estimated equipment services charged
to various agencies accounts

Account No. 2039-000000-1330-158400-603084

BACKGROUND/EXPLANATION:

On July 22, 2009, the Board approved an agreement with Millennium for one year with a one year renewal option at the discretion of the City. Millennium has been providing installation of equipment, and changes to equipment, as needed. The City's voice infrastructure is in poor condition in many locations. Millennium has extensive knowledge and experience with the City's voice infrastructure and existing equipment. Continued maintenance and service by this vendor is necessary because of the age of the City's voice infrastructure and existing equipment. A consultant has been engaged to assist with the telecommunication needs of the City. A Request for Proposal was issued in March 2010 and an award is expected in the fall. However, Millennium services will be needed during the early phase of the transition. Maintenance will be included in the implementation of new technologies.

MWBOO GRANTED A WAIVER.

(FILE NO. 56613)

UPON MOTION duly made and seconded, the Board approved and authorized the one-year contract renewal with Millennium Technologies, LLC.

MINUTES

Department of Housing and Community - Grant Agreements
Development (DHCD)/Homeless Services

The Board is requested to approve and authorize execution of the following grant agreements:

1. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$ 688,355.00**

Account: 4000-496211-3570-591404-603051

The organization will provide, through its Christopher Place Permanent Housing/REACH program, permanent housing to 43 individuals and 10 families in Baltimore City. In addition to housing, clients will receive case management services and financial assistance from the sponsor. The funds under the terms of this agreement will reimburse the sponsor for a portion of its staff costs, supportive services, and the costs of leasing the housing. The period of the agreement is January 1, 2011 through December 31, 2011.

2. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$ 95,082.00**

Account: 4000-496211-3570-591466-603051

The organization will provide permanent housing and supportive services to five homeless families whose head of household meets the U.S. Department of Housing and Urban Development definition of eligibility for the supportive housing program permanent housing programs. The sponsor will ensure that the clients enrolled in the program are homeless families identified through a variety of sources including, but not limited to family shelter, local schools, and the Department of Social Services. The sponsor will ensure that the housing meets Baltimore City housing codes, are lead free, accessible to public transportation, social services, schools, stores, and other community resources. The period of the agreement is December 1, 2010 through November 30, 2011.

MINUTESDHCD/Homeless Services - cont'd**3. SALVATION ARMY, A GEORGIA CORPORATION \$ 151,845.090**

Account: 4000-496210-3570-591430-603051

The organization will operate a 19 bed transitional housing program, to service six families, at the Booth House located at 1114 N. Calvert Street. The program is designed to provide a safe, caring environment where homeless women with children may learn the life skills needed to become self-sufficient, productive members of society. The period of the agreement is October 1, 2009 through September 30, 2010.

This grant is late because of the delays at the sub-recipient level.

MWBOO GRANTED A WAIVER.**4. JOBS, HOUSING AND RECOVERY, INC. \$2,687,756.00
(JHR)**

Account: 1001-000000-3570-327259-603051

The JHR will manage and operate a 24 hour, seven day a week emergency shelter for homeless men and women at the 210 Guilford Avenue Shelter. The JHR will provide approximately 350 emergency shelter beds for the months of July through October and 275 emergency beds to homeless men and women for the months of November through June. The period of the agreement is July 1, 2010 through June 30, 2011.

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

Department of Housing and

- Intercreditor and

Community Development (DHCD)Subordination Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve an intercreditor and subordination agreement with Mercantile-Safe Deposit and Trust Company, now known as PNC Bank, N.A. with respect to certain loans to The League for People with Disabilities, Inc.

The Board is also requested to approve the form of a subordination and intercreditor agreement and authorize the Commissioner of the Department of Housing and Community Development to execute the subordination and inter-creditor agreement and any and all legal documents to effectuate this transaction subject to review and approval by the Department of Law.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On June 4, 2002, the City made a loan in the aggregate principal amount of \$194,482.00 (the 2002 City Loan) under the Community Development Block Grant Program (the CDBG Program) to The League for People with Disabilities, Inc. f/k/a The Baltimore League for Crippled Children and Adults, Inc. (the Borrower) to finance in part the rehabilitation of a portion of the building at 1111 E. Cold Spring Lane (the facility) in Baltimore in order to provide services and a meeting facility. The 2002 City Loan is secured by various instruments, including a Deed of Trust, Assignment of Rents, Regulatory Agreement and Security Agreement, that are recorded in the land records of Baltimore City (collectively, the City 2002 Security Investments).

MINUTES

DHCD - cont'd

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

PNC Bank, N.A. is the successor-in-interest to Mercantile Safe Deposit & Trust Company (the Bank). On December 17, 2004, the Bank agreed to make to the Borrower a secured term loan in the aggregate principal amount of \$2,000,000.00 (the Bank Loan) and a line of credit loan in the aggregate principal amount of \$500,000.00 which was later increased to \$700,000.00 (Bank Line of Credit). The Bank Loan and the Bank Line of Credit are secured by various instruments, including a First Deed of Trust, Assignment and Security Agreement securing the Bank Loan and a Second Deed of Trust, Assignment and Security Agreement securing the Bank Line of Credit, that are recorded in the land records of Baltimore City (collectively, the Bank Security Instruments).

The Bank had previously agreed to make the Bank Loan and the Bank Line of Credit under the condition the City 2002 Security Investments and the City 2004 Security Investments be subordinated to the Bank Security Instruments. The Bank and the City have discussed this subordination over the past five years, and the City has previously agreed in principle to such subordination, a document evidencing such subordination has never been executed.

Because the Bank Security Instruments are in a subordinate position to the City, the Borrower is technically in default of the Bank Loan and the Bank Line of Credit. As an accommodation to the Borrower, the Department has agreed to the subordination. However, the Department is willing to subordinate its position only to a portion of the Bank Loan and the Bank Line of Credit.

MINUTES

DHCD - cont'd

According to the terms negotiated, if the Bank forecloses on and sells the security, it would be allowed to recover no more than \$2,200,000.00. Amounts collected in excess of \$2,200,000.00 would then be applied to the City's outstanding obligations. Any additional amounts remaining once the City's obligations are paid in full would be applied to the remainder of the Bank debt if any.

The land and the improvements that make up the property are currently assessed by the State of Maryland's Department of Assessments and Taxation for \$5,056,000.00.

MBE/WBE PARTICIPATION:

Not applicable.

THE DIRECTOR OF FINANCE REVIEWED AND RECOMMENDED APPROVAL.

(FILE NO. 56435)

UPON MOTION duly made and seconded, the Board approved and authorized the intercreditor and subordination agreement with Mercantile-Safe Deposit and Trust Company, now known as PNC Bank, N.A. with respect to certain loans to The League for People with Disabilities, Inc.

The Board is also approved the form of a subordination and intercreditor agreement and authorized the Commissioner of the Department of Housing and Community Development to execute the subordination and inter-creditor agreement and any and all legal documents to effectuate this transaction subject to review and approval by the Department of Law.

MINUTES

Department of Housing and - Supplemental HOME Loan
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve a supplemental HOME Investment Partnerships Program loan in an amount not to exceed \$90,000.00 (the supplemental loan) to People's Homesteading Group, Inc. (borrower), in its capacity as the developer of the Anchors of Hope III, Phase I Homeownership Project.

The Board is further requested to authorize the Commissioner of the Department of Housing and Community Development to execute any and all legal documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law.

AMOUNT OF MONEY AND SOURCE:

<u>Source</u>	<u>Uses</u>
\$90,000.00 - HOME Loan	\$90,000.00 - Hard Construction Costs

Account: 9910-904062-9610-900000-706032

BACKGROUND/EXPLANATION:

On December 21, 2005, the Board approved the expenditure of \$320,000.00 (original HOME loan) in HOME Investment Partnership Program funds to the borrower to help finance, in part, the historic renovation and eight vacant single-family townhomes known as "Anchors of Hope III, Phase I Homeownership Project" (the project). The units within the project were originally to be located at 406, 408, 410, 414, 418, 421, 422, and 443 E. 22nd Street.

MINUTES

DHCD - cont'd

On October 15, 2008, the Board approved the expenditure of an additional \$150,000.00 in HOME funds for a total loan amount of \$470,000.00 (the revised HOME loan). The funds were used to cover unanticipated cost overruns associated with the historic renovation as the units required significant demolition and complete renovation so as to conform to historic standards upon completion. In addition, the Board approved the revision of the project to exclude 421 E. 22nd Street and include 417 E. 22nd Street instead.

Sales of each unit will be to families with household incomes at or below 80% of the Area Median Income.

The current status of the project is as follows:

- to date, the borrower has successfully sold and settled three units: 408, 414, and 418 E. 22nd Street;
- three additional units are under a sales contract with settlement expected within the next 30 days: 406, 410, and 422 E. 22nd Street. The prospective buyers have entered into sales contracts in order to take advantage of the expanded homebuyer tax credit (expanded homebuyer tax credit); and
- the remaining two units located at 417 and 443 E. 22nd Street will be completed using private funds.

Due to the recent financial turmoil, the borrower has requested, the City to provide the supplemental HOME loan in order to help support the purchase price of 406, 410, and 422 E. 22nd Street (supplemental HOME project) within the project scope.

Time is of the essence as the prospective buyers will no longer be eligible for the expanded homebuyer tax credit unless a binding sale contract is executed on or before April 30, 2010 and settlement on the purchase occurs on or before June 30, 2010.

MINUTES

DHCD - cont'd

Participating Parties:**A. Developer**

People's Homesteading Group, Inc. (borrower) is the developer of the project and will be the borrower under the supplemental HOME loan.

B. General Contractor/Architect

New City Construction, LLC is the general contractor.

C. Participating Lenders

Baltimore City supplemental HOME loan

The supplemental HOME loan will be made to the borrower, have an interest rate of 0% per annum on sums advanced, and have a maturity date of 60 days (the maturity date) from Board approval.

DHCD - cont'd

Upon the sale of each unit to a buyer that meets the criteria of the HOME Program (each, a HOME qualified buyer) the buyer will enter into documents satisfactory to the City to indicate that the buyer is assuming a "pro rata" portion of the revised HOME loan (the buyer's HOME loan), which is to be evidenced by a promissory note and structured as an unsecured loan with a term not to exceed 15 years commencing from the date of purchase (the period of affordability) and an interest rate of 0% per annum. The HOME qualified buyer is also required to execute and record a regulatory agreement (the buyers' regulatory agreement) continuing certain affordability and other restrictions required by the HOME Program.

MINUTES

DHCD - cont'd

Under the terms of the buyer's regulatory agreement, if the HOME qualified buyer complies with all applicable terms and covenants of the buyer's HOME loan through the period of affordability the buyer's HOME loan is forgiven in its entirety, but, in the event a conveyance or a refinance occurs during the period of affordability, the HOME qualified buyer is required to repay the City all or a portion of the buyer's HOME loan out of net proceeds, depending on how long the HOME qualified buyer has lived in such unit.

Because each HOME qualified buyer of the units within the supplemental HOME project is already entering into a substantial soft second loan that relates to the revised HOME loan, the Department has agreed that it would not require such HOME qualified buyer to assume any additional debt relating to the HOME Program. This decision is abased primarily on the difficulties that most prospective homebuyers are having in regards to obtaining financing for their homes. Time is of the essence as the prospective buyers will no longer be eligible for the expanded Homebuyer Tax Credit unless a Binding Sales Contract is executed on or before April 30, 2010, and settlement on the purchase occurs on or before June 30, 2010.

The supplemental HOME loan will act as a write-down to the supplemental HOME project rather than as a subsidy to the buyer.

As each unit within the supplemental HOME project is sold to a HOME qualified buyer, the borrower's obligation under the supplemental HOME loan will be released by an amount of \$30,000.00 per unit. After the sale of all three units within the supplemental HOME project, the principal amount of the supplemental HOME loan due and owed by the borrower will be forgiven.

MINUTESDHCD - cont'd

The City is requiring the borrower to pay 50% of any and all sales proceeds in excess of (i) construction costs, as determined by a cost certification of allowable costs, plus (ii) any developer fee of the borrower that is approved by the City (the profit sharing requirement). This profit sharing requirement will be addressed through provisions in the documents evidencing the revised HOME loan. It is anticipated, however, that even with the support provided by the revised HOME loan and the supplemental HOME loan, the sales price of the units making up the supplemental HOME project will be less than the costs of construction.

The total amount of HOME funds allocated to the project will now be \$560,000.00. All other terms and conditions of the original HOME loan remain unchanged.

MBE/WBE PARTICIPATION:

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

THE DIRECTOR OF FINANCE REVIEWED AND RECOMMENDED APPROVAL.

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/</u>
\$90,000.00	9910-926010-9609	9910-904062-9610
Fed. HOME	Reserve	Anchor of Hope III
FY 2010		

This transfer will provide HOME funds for the renovation of Anchors of Hope III, Phase I Homeownership Project for FY 2010.

MINUTES

DHCD - cont'd

(FILE NO. 56258)

UPON MOTION duly made and seconded, the Board approved and authorized the supplemental HOME Investment Partnerships Program loan in an amount not to exceed \$90,000.00 to People's Homesteading Group, Inc.

The Board further authorized the Commissioner of the Department of Housing and Community Development to execute any and all legal documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve a CDBG-R loan to the St. Stephen's Court, LLC, borrower. The Board is requested to authorize the Commissioner of the Department of Housing and Community Development to execution any and all legal documents to effectuate this transaction subject to review and approval by the Law Department.

AMOUNT OF MONEY AND SOURCE:

	<u>Sources</u>	<u>Uses</u>	
\$	390,000.00, PNC First Loan	Rehab. Costs	\$ 5,276,716.00
	850,000.00, CDBG-R Funds*	Soft Costs & Fees Charge	1,157,589.00
	1,123,267.00, 1602 Exchange Funds	Acquisition	2,787,000.00
	6,082,381.00, Equity Bridge Loan	Devel. Fees	1,154,372.00
	2,168,000.00, Seller Acquisition Financing	Guarantees & Reserves	435,152.00
			<u>\$10,810,829.00</u>
	197,181.00, Deferred Developers Fees		
	<u>\$10,810,829.00</u>		

*Account: 4000-485710-5750-645200-603051

BACKGROUND/EXPLANATION:

The proceeds of the CDBG-R loan will be used to support a portion of the costs of the acquisition and rehabilitation of 72 affordable rental housing known as the "St. Stephen's Court Apartments Project", located at 2401 St. Stephen's Court.

MINUTES

DHCD - cont'd

The St. Stephen's Court Apartments (development) is an affordable housing project of 72 rental units and consists of 42 one-bedroom units, 24 two-bedroom units and 6 three-bedroom units. Originally built in 1969, the initial financing came from the U.S. Department of Housing and Urban Development's Section 236 interest subsidy program for development of new multi-family rental projects.

In order to keep the development as long-term affordable housing, Episcopal Housing Corporation (EHC), a non-profit developer, has obtained commitment from various funding sources that would allow St. Stephen's Court, LLC (borrower) to purchase and rehabilitate all of the units of the Development. The EHC will create a subsidiary to act as the sole general partner of the Borrower.

After rehabilitation, rents for the development generally will be affordable to persons with incomes at or below 60% of the area median income (AMI), adjusted for family size. The Development will also provide deeper targeting by setting aside approximately 20 units to be affordable to households at or below 30% AMI and approximately 15 units to be affordable to households at or below 50% AMI. In addition, approximately 8 units will be created for persons with disabilities and approximately 11 units will be set aside for individuals or households that meet the Bailey Consent Decree requirements.

Amenities will include a new management building with community space for the residents and laundry rooms. The structures will be equipped with fire sprinklers and individual HVAC systems and the borrower will install new fixtures and appliances, as well.

An appraisal was prepared on April 22, 2010 by the Real Estate Research Corporation. The future market value, based on the restricted rents that will be required as part of this transaction will be \$2,980,000.00. The market value of the low-income housing tax credits, assuming compliance with all federal

MINUTES

DHCD - cont'd

requirements, is \$6,210,000.00.

The appraisal value is below the cost of the project. This is common in transactions involving Low Income Housing Tax Credit (LIHTC) and affordable housing. The LIHTC provides equity, which achieves its return through a federal tax credit rather than through the value of the property. Without the above stated value financing, projects with restricted rents could not be financed, since the reduced rents decrease the appraised value. The combined debt is well under the appraised value, leaving only the equity exposed, which, as noted above, is relying on tax incentives, rather than the property. DHCD is comfortable recommending the City loan under these circumstances.

PARTICIPATING PARTIES:A. Developer

The EHC will act as developer. A subsidiary of EHC will be the general partner of the LLC to facilitate the sale of the low-income housing tax credits.

B. Guarantors

Guarantees to complete construction will be provided by the EHC and the Woda Group, LLC (The Woda Group, LLC and together with the EHC, the Guarantors). The Woda Group, LLC is a developer of over 140 affordable housing developments and has offices in Maryland, Ohio, and West Virginia.

C. General Contractor/Architect

The Michael Group, Inc. will act as the general contractor. Architects services will be provided by Marks Thomas Architects.

MINUTES

DHCD - cont'd

D. Participating Lenders

PNC Construction Loan - 1st Mortgage

PNC Bank, National Association (PNC), will provide a first-lien construction loan in the approximate amount of \$390,000.00 (The PNC First Loan). The PNC First Loan will have a construction term up to 24 months, with one six-month extension (the PNC Construction Period). After completion of the PNC Construction Period, the PNC First Loan will covert to a permanent loan with a term of 15 years (the PNC Permanent Period) to match the LIHTC compliance period. The interest rate on the PNC First Loan will be locked prior to closing and is currently estimated to be a fixed rate of 8.5%. During the PNC Construction Period, interest is payable monthly, and during the PNC Permanent Period, interest and principal are payable monthly. The PNC First Loan will also include a 50 basis point servicing fee. The PNC First Loan will be guaranteed by the guarantors.

Baltimore City CDBG-R Loan - 2nd Mortgage

The City will provide a second-lien loan from its CDBG-R Program in the approximate amount of \$850,000.00 (CDBG-R Loan). The CDBG-R Loan will have a construction term not to exceed 15 months, which includes three months for cost certification (CDBG-R Construction Period). After completion of the CDBG-R Construction Period, the CDBG-R Loan will convert to a permanent loan with a term of 20 years (CDBG-R Permanent Period). The interest rate on the CDBG-R Loan will be set at 0.0% for the life of the CDBG-R Loan. During the CDBG-R Construction Period and the CDBG-R Permanent Period, payment of principal and interest will be deferred. The outstanding principal balance and any deferred and accrued interest will be due and payable upon the expiration of the CDBG-R Permanent Period. The CDBG-R Loan will be long-term subordinate debt.

MINUTES

DHCD - cont'd

MD CDA 1602 Exchange Funds - 3rd Mortgage

The State's Community Development Administration (CDA) will provide a third-lien loan in the approximate amount of \$1,123,267.00 (1602 Exchange Loan), the funding for such loan being obtained by CDA pursuant to Section 1602 of the American Recovery and Reinvestment Act of 2009, as amended. The 1602 Exchange Loan will have a construction term not to exceed 15 months, which includes three months for cost certification (1602 Construction Period). After completion of the 1602 Construction Period, the 1602 Exchange Loan will convert to a permanent loan with a term of 15 years (1602 Permanent Period). The interest rate on the 1602 Exchange Loan will be set at 0.0% for the life of the 1602 Exchange Loan. No payments on the 1602 Exchange Loan will be required during the 1602 Construction Period. During the 1602 Permanent Period, payments of principal and interest payments will be deferred. Assuming no event of default occurs, the 1602 Exchange Loan will be forgiven upon the expiration of the 1602 Permanent Period. The 1602 Exchange Loan will be guaranteed during construction by the guarantors.

PNC Tax Credit Bridge Loan - 4th Mortgage

The PNC will provide a revolving fourth-lien construction bridge loan in the approximate amount of \$4,600,000.00 (PNC Fourth Loan). The PNC Fourth Loan will have a term up to 18 months with one six-month extension. The interest rate on the PNC Fourth Loan will be at a rate equal to the prime rate of PNC plus 150 basis points, which is currently estimated to be 4.75%. Interest on the PNC Fourth Loan is payable monthly, and all amounts due and owing on the PNC Fourth Loan will be due at the end of its term or upon the funding of certain equity installments. The PNC Fourth Loan will be guaranteed by the guarantors.

MINUTES

DHCD - cont'd

Seller Financing - 5th Mortgage

St. Stephen's Court Apartments, Inc. (Seller) will provide seller take-back financing in an initial principal amount of approximately \$2,168,000.00 (Seller Loan). The interest rate on the Seller Loan will be the applicable federal rate and the Seller Loan will be co-terminus with the PNC First Loan. Payments of principal of and interest on the Seller Loan will be deferred and accruing and will be due upon the maturity of the Seller Loan.

MBE/WBE PARTICIPATION:

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

THE DIRECTOR OF FINANCE REVIEWED AND RECOMMENDED APPROVAL.

(FILE NO. 56488)

UPON MOTION duly made and seconded, the Board approved and authorized the CDBG-R loan to the St. Stephen's Court, LLC. The Board also authorized the Commissioner of the Department of Housing and Community Development to execute any and all legal documents to effectuate this transaction subject to review and approval by the Law Department.

MINUTES

Department of Housing and - Expenditure of Funds
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve an expenditure of funds to pay the WIN Team. The services were rendered March 17, 2010 through June 30, 2010.

AMOUNT OF MONEY AND SOURCE:

\$6,800.00 - 2089-208910-141126-603026

BACKGROUND/EXPLANATION:

The Win Team provided training and certification for the Family Development/Strengthening Training for the Community Action Partnership staff.

The training was designed to enhance the case management skills of Community Action Staff. The training is a 68-hour program with 36 hours of theory, and 32 hours of clinical education. The purpose of the training is to provide Community Action staff an array of skills that will enable staff to improve communication and analysis skills with families who participate in the long-term Family Development Program. The Family Development Program is a vehicle of the Community Action Partnership that engages families in long-term strategies to move the families to self-sufficiency.

This submission is late because during the transition from the Department of Housing to Homeless Services, Community Action Partnerships the fiscal procedures were not fully engaged with the Citibuy process.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

Department of Housing and
Community Development (DHCD)

- Acknowledgement of and
Subordination to the
Consolidated, Amended
and Modified First Lien
Deed of Trust

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the acknowledgement of and subordination to the consolidated, amended and modified first lien deed of trust for the benefit of Wells Fargo Bank, National Association, and the U. S. Secretary of Housing and Urban Development for the Dickey Hill Forest Apartments (Dickey Hill) located at 2301 Wheatley Drive.

The Board is also requested to authorize the Commissioner of the Department of Housing and Community Development to execute any and all legal documents to effectuate this transaction subject to review and approval by the Department of Law.

AMOUNT OF MONEY AND SOURCE:

No additional City funding is required.

BACKGROUND/EXPLANATION:

On August 20, 1987, the Board approved the financing for the new construction of the Dickey Hill Forest Apartments, which are located at 2301 Wheatley Drive in the southwest section of Baltimore City. The project consisted of the development of 17 residential buildings with 204 units of affordable rental housing. As part of the original financing, the owner, Two Associates Limited Partnership, entered into an Owner Grantee Agreement with the City of Baltimore borrowing an aggregate sum of \$4,972,600.00 comprised of \$3,719,710.00 in Housing Development Grant (HDG) Funds, specifically awarded to Dickey Hill through a National Federal Competition; \$1,002,890.00 as an Assisted Rental Payments Grant; and an additional \$250,000.00 of City Funds. The City's HDG Grant is secured by a second lien on

MINUTES

DHCD - cont'd

the real estate. The amount outstanding as of December 2009 is approximately \$3,969,710.00 (principal) plus \$2,774,798.00 (accrued interest). Additional financing was provided by the State of Maryland's Community Development Administration (CDA) in the amount of \$630,000.00. The outstanding balance to the CDA as of December 2009 is \$630,000.00 (principal) plus \$541,800.00 (accrued interest) and is secured by a third lien on the real estate.

The primary source of funds for the construction of the project in 1985 was a HUD-insured loan which was refinanced and approved by the Board on March 25, 1998 in the outstanding principal amount of \$5,465,300.00. The outstanding indebtedness as of December 2009 is approximately \$4,501,831.00. The Board's 1998 approval of the subordination agreement allowed Two Associates Limited Partnership to refinance the HUD first mortgage to obtain a lower mortgage interest rate. The prior monthly payment on the first mortgage was \$42,193.24.

The Two Associates Limited Partnership has again received a firm commitment for FHA mortgage financing pursuant to Section 223 (f) of the National Housing Act. The amount of the refinanced first mortgage will be \$8,800,000.00 with a reduced interest rate of 4.60% per annum and a final maturity date of July, 2045. The monthly first mortgage payment will now be reduced to \$35,848.37. Proceeds of the refinanced first mortgage will be used to make substantial repairs (including installation of energy efficient windows and appliances) to the project. Any funds not used during construction must, per HUD, be placed into the reserve for replacements. Pursuant to the FHA commitment the critical repairs that must be completed prior to loan closing totals \$14,315.00. The 12 month repair items total approximately \$2,663,361.00. The FHA requires a cash escrow in an amount equal to 1.2 times the estimated cost of the repairs, which totals \$3,196,033.00. The FHA requires that all funds left over be

MINUTES

DHCD - cont'd

deposited into the reserve for replacements. Therefore, no funds are being taken out of the project.

Upon completion of the renovations, not only will the quality of the housing stock be greatly enhanced and its useful life prolonged, but the value of the project will be enhanced and the tenants will be able to reside in a modern and updated unit.

An appraisal was prepared on September 1, 2009 by Metzbower, Watts & Hulting, L.C. that estimates the market value to be \$11,000,000.00. The appraised value is below the total debt of the project. This is common in transactions involving affordable housing projects. Without such above value financing, projects with restricted rents could not be financed, since the reduced rents decrease the appraised value. Subordinate debt is structured with cash flow only payments. The DHCD is comfortable recommending approval of the subordination agreement under these circumstances.

For the betterment of the community and the preservation of the affordable units, the Department strongly is in agreement with subordinating to the additional debt. In consideration for this subordination, the City will collect a subordination fee in the amount of \$4,500.00.00. Time is of the essence. If the HUD closing does not occur by the end of June, followed by a timely delivery to Government National Mortgage Association, the Borrower will be required to pay a 3/8th of 1% extension fee on \$8,800,000.00, which fee equals \$33,000.00.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved and authorized the acknowledgement of and subordination to the consolidated, amended and modified first lien deed of trust for the benefit of Wells Fargo Bank, National Association, and the U.

MINUTES

S. Secretary of Housing and Urban Development for the Dickey Hill Forest Apartments located at 2301 Wheatley Drive.

The Board also authorized the Commissioner of the Department of Housing and Community Development to execute any and all legal documents to effectuate this transaction subject to review and approval by the Department of Law.

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:

2054 - 2055

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

The Transfers of Funds were approved

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS:

Department of Transportation

1.	TR 10010, Lowering of Monument Street Bridge under Amtrak No. MP92.61	Monumental Paving & Excavating, Inc.	\$ 675,767.22
	MBE: Priority Construction Corp.	\$81,092.07	12.00%
	WBE: Haines Industries, Inc.	\$15,735.00	2.33%
	William T. King, Inc.	3,240.00	.48%
	McCall Trucking	14,820.00	2.19%
		<u>\$33,795.00</u>	<u>5.00%</u>

MWBOO FOUND VENDOR IN COMPLIANCE.

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 777,055.58	9950-903313-9507	
Others	Constr. Res.	
	ISTEA Enhancement	
50,000.00	9950-905757-9507	
State Constr.	Constr. Res.	
Loan	Monument St. Bridge	
17,576.72	9950-902942-9509	
<u>MVR</u>	Constr. Res.	
\$ 844,632.30	Argonne Dr. Bridge	
\$ 675,767.22	-----	9950-907757-9506-6
		Struc. & Improv.
67,576.72	-----	9950-907757-9506-5
		Inspection
33,788.36	-----	9950-907757-9506-2
		Contingencies
67,500.00	-----	9950-907757-9506-7
<u>\$ 844,632.30</u>		Utilities - Lower-
		ing of Monument St.
		Bridge under Amtrak

MINUTES**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Bureau of Purchases

This transfer will provide funds to cover the costs associated with the award of TR 10010 to Monumental Paving & Excavating, Inc.

3. B50001217, Fiber Optic Cabling Facilities Rehabilitation KCI Technologies, Inc. \$ 498,790.00

MBE: Network Management Resources 6.11%

WBE: Herbert Electric 6.11%

This is a requirements contract and dollar amounts will vary.

MWBOO FOUND VENDOR IN COMPLIANCE.

4. B50001473, Lumen- sion Patch and Remediation Software PC Mall Gov \$ 113,398.77

MWBOO GRANTED A WAIVER.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			
1. Jean Miller	Tuberculosis Education Conference Atlanta, GA August 9 - 12, 2010	Federal TB Funds	\$ 992.20

The Department has paid for the airfare in the amount of \$235.40, on the City issued Procurement Card assigned to Sherry Ketemepi, which is included in the total.

TRAVEL REIMBURSEMENTPolice Department

2. Kyle Gooden	International Council of Shopping Centers Las Vegas, NV May 21 - 30, 2010	General Funds	\$1,239.98
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Detective Gooden, traveled to Las Vegas, NV to accompany the Mayor, who attended the International Council of Shopping Centers meeting. The subsistence rate for this location is \$180.00 per day, the Hotel rate is \$85.50 per night. Occupancy taxes were \$9.94

At the conclusion of the Mayor's business trip on May 26 2010, Mr. Gooden stayed in Las Vegas, NV from the May 27 - 30, 2010 using his own personnel leave. The Department has paid for the airfare, airline baggage handling fees, hotel accommodations, occupancy taxes, rental car, and a large portion of the meals and incidental expenses for the attendee on a City issued Credit Card assigned to Mr. Kyle Gooden. Since the Department has already paid \$1,191.29 on the City procurement card, \$48.69 is requested to be reimbursed to Mr. Gooden.

The Police Department was unable to meet the requirements of travel procedures outlined in the Administrative Manuel, Section 240 and regrets the late submission of this request.

MINUTES

TRAVEL REIMBURSEMENT

Police Department - cont'd

<u>Attendee</u>	<u>Amt. Charged to City Credit Card</u>		<u>Actual Expenditure</u>	
Kyle Gooden	\$574.80	Airfare	\$574.80	Airfare
	120.00	Baggage	120.00	Baggage
		Handling Fees		Handling Fees
	85.50	Hotel	85.50	Hotel
	9.94	Occup. Taxes	9.94	Occup. Taxes
	102.15	MI&E	130.84	MI&E
	<u>298.90</u>	Rental Car	298.90	Rental Car
			20.00	Parking
Totals	\$1,191.29		\$1,239.98	
	Amount Due Mr. Gooden		\$ 48.69	

NOTATION OF TRAVELEmployees' Retirement Systems (ERS)

The Board is requested to NOTE the below education related travel of ERS Trustees and Staff.

<u>Conference</u>	<u>Dates</u>	<u>Total</u>	<u>Fund Source</u>
1. Mid-Atlantic Plan Sponsors (MAPS) Cambridge, MD (1 person)	June 10-11, 2010	\$ 832.36	Special Fund -ERS
2. NASP Chicago, IL (3 people)	June 15-18, 2010	\$5,068.44	" "
3. National Association of Public Pension Attorneys (NAPPA) Asheville, NC (2 people)	June 22-25, 2010	\$4,410.14	" "
4. Program for Advanced Trustee Studies (NCPERS) Boston, MA (1 person)	July 26-28, 2010	\$1,098.93	" "

On March 18, 2010, the Board Trustees of the ERS voted to submit the conference and due diligence related travel of the ERS to the Board of Estimates for notation. The educational sessions

MINUTES**TRAVEL REIMBURSEMENT**

ERS - cont'd

are necessary to fulfill fiduciary education requirements and provide updated knowledge about pension related topics, legal matters regarding pension regulations, the financial markets, investment products, and options.

On a semiannual basis, the ERS will provide the Board a report of all education/due diligence related travel for the prior six months.

The Board, UPON MOTION duly made and seconded, approved the travel request, travel reimbursement and **NOTED** the ERS Travel.

The Comptroller **ABSTAINED** on the ERS Travel.

MINUTES

Department of Public Works/ - Baltimore County Water Rates
Department of Finance

ACTION REQUESTED OF B/E:

The Board is requested to concur with the new metered water and fire service rates for Baltimore County residents, as proposed by Baltimore County.

The proposed rates represent approximately a 10% increase over the current rates for Baltimore County residents, which became effective July 1, 2009.

Metered Water Rate Schedule Applicable to
Baltimore County

Minimum Quarterly Charges

<u>Meter Size</u>	<u>Consumption Allowed</u>	<u>Minimum Charge</u>
5/8"	1,000 Cubic Feet	\$ 14.55
3/4"	1,800 Cubic Feet	\$ 26.19
1"	4,000 Cubic Feet	\$ 58.21
1-1/2"	7,000 Cubic Feet	\$ 101.87
2"	16,000 Cubic Feet	\$ 232.85
3"	28,000 Cubic Feet	\$ 407.48
4"	64,000 Cubic Feet	\$ 931.39
6"	115,000 Cubic Feet	\$ 1,673.60
8"	180,000 Cubic Feet	\$ 2,619.54
10"	255,000 Cubic Feet	\$ 3,711.02
12" and larger	455,000 Cubic Feet	\$ 6,621.62

Quarterly Consumption Charges

First 1,000,000 cubic feet per quarter or fraction thereof - \$14.55 per 1,000 cubic feet.

Over 1,000,000 cubic feet per quarter or fraction thereof - \$9.67 per 1,000 cubic feet.

The following changes to the various Rate Codes for Baltimore County are to be made effective on July 1, 2010:

MINUTES

Department of Public Works/ - cont'd
Department of Finance

<u>Rate Code - Description</u>	<u>Change</u>
51 - Regular Accounts	Apply new metered water rate schedule
53 - Metered Fire Services	Increase annual service charge to \$221.25 and apply the new quarterly consumption charges
58 - Special Customers	All consumption to be charged at \$9.67 per 1,000 cubic feet
97 - City Property in the County	Apply new metered water rate schedule

Metered Fire Services should be billed at the new rate effective July 1, 2010.

BACKGROUND/EXPLANATION:

The proposed rates are submitted for concurrence in accordance with the terms of the Metropolitan District Act of 1924, as amended. Under the Act, the City is obligated to provide water to Baltimore County at cost. Revenue from these proposed rates will be used to fund Baltimore County's share of expenditures in the Baltimore City Water Utility operation. If revenues from the billings to County customers exceed the cost, the City will remit the excess to the County; if there is a shortfall, the County must pay the difference.

MINUTES

Department of Public Works/ - cont'd
Department of Finance

If agreed to, the new rates will be applied to all Baltimore County water bills issued on or after July 1, 2010. The proposed rates represent a 10% increase over the current rates for Baltimore County residents, which become effective on July 1, 2009.

UPON MOTION duly made and seconded, the Board concurred with the new metered water and fire service rates for Baltimore County residents, as proposed by Baltimore County.

MINUTES

Bureau of Water and Wastewater (BW&WW) - Amendment No. 3 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of amendment no. 3 to agreement with PHR&A/Hazen and Sawyer, a Joint Venture, for Contract No. 1131, Design of Water Recycling Facilities at the Montebello Filtration Plant. Amendment no. 3 to agreement will extend the period of the agreement through June 11, 2011 or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

No additional funds are required.

BACKGROUND/EXPLANATION:

On April 12, 2006, the Board approved an agreement with PHR&A/Hazen and Sawyer, a Joint Venture, for Contract No. 1131, Design of Water Recycling Facilities at the Montebello Filtration Plant. The period of the agreement was through April 12, 2008.

On March 21, 2007, the Board approved amendment no. 1 to extend the agreement through April 11, 2009.

On May 20, 2009, the Board approved amendment no. 2 to extend the agreement through June 11, 2010.

During the design phase, a number of unforeseen events occurred, which resulted in additional engineering services. These events include: identifying all 8-inch and above in diameter trees within the limits of disturbance (LOD) and 100 feet beyond the LOD where the proposed future stormwater management pond will be built, which falls under the jurisdiction of the Department of Recreation and Parks; providing critical root zone (CRZ) in the Forest Stand Delineation Plan; preparing narratives on rare threatened or endangered species, culture and/or historical resources; revising invasive species and their health in the Forest Stand Delineation Plan; meeting the Americans with Disabilities Act Standards for the trail; scheduling a community meeting, and presenting this project to the community at-large.

MINUTES

BW&WW - cont'd

The amendment no. 3 to the agreement is needed to allow time to complete the additional Forest Stand Delineations, establish and prepare contract documents for a forest mitigation or reforestation plan, allow for the resumption of contract document preparation and completion of these documents, and to allow for the approval of a change order to complete the additional work.

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

MBE/WBE PARTICIPATION:

There are no changes in MBE/WBE participation.

AUDITS NOTED THE TIME EXTENSION.

UPON MOTION duly made and seconded, the Board approved and authorized the amendment no. 3 to agreement with PHR&A/Hazen and Sawyer, a Joint Venture, for Contract No. 1131, Design of Water Recycling Facilities at the Montebello Filtration Plant. The President **ABSTAINED** on this item.

MINUTES

Bureau of Water & Wastewater (BW&WW) - Administrative Order for Compliance on Consent

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an administrative order on consent for the Open Finished Water Reservoirs under the Long Term 2 Rule with the United States Environmental Protection Agency (EPA).

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Environmental Protection Agency promulgated the Long Term 2 Enhanced Surface Water Treatment Rule (LT2 Rule) in January 2006 requiring systems using open finished water storage facilities to: 1) cover the facilities, 2) provide treatment of the discharge from those facilities, or, 3) enter into a State-approved schedule to meet the conditions of 1) or 2) by April 1, 2009.

On September 2, 2009, the Board approved a Settlement Agreement with the Maryland Department of the Environment establishing a schedule for covering the Montebello Plant 2, the Towson, and the Guilford Reservoirs and to provide ultraviolet post-treatment facilities at the Druid Lake and Ashburton Lake facilities with a final completion date of December 31, 2018.

In order to meet the requirements under the federal 40 CFR 141.714, the LT2 Rule, the City must consent to the issuance of this Administrative Order on Consent (AOC) issued by the EPA. The AOC includes the compliance schedule, requirements for

MINUTES

BW&WW - cont'd

public notification, quarterly reporting requirements, and provisions for civil penalties of up to \$37,500.00 per day if the City violates the terms of the AOC.

The combined project costs to bring the five open finished water reservoirs into compliance with the LT2 Rule requirements is estimated at \$206,000,000.00.

(FILE NO. 55986A)

UPON MOTION duly made and seconded, the Board approved and authorized the administrative order on consent for the Open Finished Water Reservoirs under the Long Term 2 Rule with the United States Environmental Protection Agency (EPA). The President **ABSTAINED** on this item.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an amendment no. 2 to agreement with Rummel, Klepper & Kahl, LLP for Project No. 994. The amendment No. 2 to agreement extends the period of the agreement through May 24, 2011 or until the upset limit is reached whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

No additional funds are requested.

BACKGROUND/EXPLANATION:

On May 24, 2006, the Board approved the agreement with the Consultant for 36 months. The Board approved a time extension on June 3, 2009 extending the period for one year to June 3, 2010. To continue providing engineering services for the Jones Falls Sewershed Collection System and development of a sewershed plan to comply with paragraph 9 of the consent decree, the Bureau is recommending the extension of the agreement to May 24, 2011.

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.

AUDITS NOTED THIS TIME EXTENSION.

UPON MOTION duly made and seconded, the Board approved and authorized the amendment no. 2 to agreement with Rummel, Klepper & Kahl, LLP for Project No. 994. The President **ABSTAINED** on this item.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an amendment no. 2 to agreement with EBA Engineering, Inc. for Project No. 1042E, Urgent Need Wastewater Engineering Services. The amendment No. 2 to agreement extends the period of the agreement through June 20, 2011.

AMOUNT OF MONEY AND SOURCE:

No additional funds are requested.

BACKGROUND/EXPLANATION:

On June 20, 2007, the Board approved the agreement with the Consultant for 24 months with the option of extending the time period to three years. The Board approved a time extension on July 15, 2009 extending the period for one year to June 19, 2010. To continue providing engineering services to rehabilitate and improve the City's sanitary sewer system, the Bureau is recommending the extension of the agreement to June 20, 2011.

MBE/WBE PARTICIPATION:

The consultant will comply with all terms and conditions of the MBE/WBE programs in accordance with Baltimore City Code.

AUDITS NOTED THIS TIME EXTENSION.

UPON MOTION duly made and seconded, the Board approved and authorized the amendment no. 2 to agreement with EBA Engineering, Inc. for Project No. 1042E, Urgent Need Wastewater Engineering Services. The President **ABSTAINED** on this item.

MINUTES**PERSONNEL MATTERS**

* * * * *

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

2170 - 2212

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

The Mayor **ABSTAINED** on item no. 39. The President **ABSTAINED** on

item no. 13.

MINUTES**PERSONNEL**Health Department

	<u>Hourly Rate</u>	<u>Amount</u>
1. SHARLEA WITHERSPOON	\$11.00	\$20,964.00

Account: 4000-426210-3110-306901-601009

Ms. Witherspoon will work as an Office Assistant II for the Montgomery County Personal Care Program. Her duties will include, but are not limited to verifying information accuracy and completeness, checking the provider's eligibility status for electronic billing with Medical Assistance recipient's records, check for complete and accurate client information, filing completed and signed copies of billing agreements, and inputting pay request information submitted on invoice. In addition Ms. Witherspoon will initiate a detailed summary checklist prior to transmittal, and file invoices and provider records when transmittal is completed. The period of the agreement is July 1, 2010 through June 30, 2011.

2. MYESHA R. JORDAN	\$15.00	\$ 7,800.00
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Account: 6000-627811-3080-294400-601009

Ms. Jordan will continue to work as a Youth Development Aide/Tutor for the Carrera Young After-School Program. Her duties will include, but are not limited to providing homework assistance, tutorial and college preparation assistance, and assisting in providing individual instruction to participants with specific education deficits. In addition she will collect data that will be helpful in developing academic profiles, maintain folders/records on individual students to assist in skill building, assist in monthly reports, and create lessons for

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

	<u>Hourly Rate</u>	<u>Amount</u>
students who do not have homework. Ms. Jordan will help students improve their performance in school and in the center, provide creative educational ideas that will help student attendance and participation in the program, help build educational resources and update educational area quarterly and providing additional assistance on Saturdays, as needed. The period of the agreement is July 1, 2010 through June 30, 2011.		
3. LEONA L. TRUELOVE	\$35.00	\$24,500.00

Account: 4000-519911-3040-589800-601009

Ms. Truelove, retiree, will continue to work as a Health Program Administrator III for the Health Disparities, Cardiovascular Disease and Diabetes Program. Her duties will include, but are not limited to assisting the Director to resolve administrative functions, designing and maintaining the Excel database for the Cardiovascular Disease Initiative, generating reports for the Director, assisting the Director to identify funds to support this initiative and writing grant applications. In addition, Ms. Truelove will serve on the grant committee for the Tobacco Use Prevention and Cessation Program, reviewing and scoring grant applications. The period of the agreement is July 1, 2010 through June 30, 2011.

MINUTES

PERSONNELHealth Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
4. ADA V. MOORE, R.N.	\$26.84	\$32,208.00

Account: 4000-424611-3080-294500-601009

Ms. Moore, retiree will continue to serve as a Community Health Nurse II for the Bureau of Child Health and Immunization. She will provide immunizations in the child and adult immunization clinics, health education, and complete data summaries and other reports. She will also assist with investigations of reported vaccine-preventable disease outbreaks and assist with other administrative duties. The period of the agreement is July 1, 2010 through June 30, 2011.

5. HENRY R. WILLIAMS, JR. DDS	\$80.00	\$ 16,640.00
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Account: 1001-000000-3030-271991-601009

Mr. Williams will continue to provide services as an Oral Surgeon for children and youth up to the age of 21 years and medically compromised adults. In addition, he will be responsible for performing complicated oral surgery procedures on patients treated in the Health Department's clinics located in the Druid and Eastern Health Centers. The period of the agreement is July 1, 2010 through June 30, 2011.

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

	<u>Hourly Rate</u>	<u>Amount</u>
6. DREW SANDBERG	\$25.00	\$ 1,200.00

Account: 1001-000000-2400-258300-601009

Mr. Sandberg will continue to work as a Vicious Dog Hearing Board (VDHB) Member. His duties will include, but not be limited to providing resolution of disputes arising from the enforcement of the Baltimore City Code, Health Code, Sections 10-701 through 10-706, referred to the Board by the Bureau of Animal Control. At least three members will sit at each hearing in which they will act as alternates. The period of the agreement is effective upon Board approval through June 30, 2011.

7. CARL J. JOHNSON	\$20.00	\$ 23,000.00
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Account: 5000-530311-3040-278900-601009

Mr. Johnson, retiree, will continue to work as a Tobacco Control Enforcement Officer. He will be responsible for enforcing tobacco control laws for Baltimore City regarding tobacco retailers and product placement, illegal sales to youth under age 18, illegal sales of individual cigarettes, and issuing citations to violators of tobacco control laws. He will work with the student transport vendor and public school students to conduct compliance checks (under-age purchase of tobacco products). In addition, Mr. Johnson will conduct routine field inspections and investigations regarding tobacco control code violations; prepare reports received on complaints, investigations, and inspections; and conduct face-to-face group education for residents, retailers, restaurant owners, police officers, youth and others regarding the City's tobacco control laws. He will

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

	<u>Hourly Rate</u>	<u>Amount</u>
<p>also maintain data records and evidence files on inspections and citations; testify in adjudicative Environmental Control Board hearings when violators appeal citations; complete other tobacco enforcement activities, and maintain time-and-effort activities for payroll documentation. The period of the agreement is effective upon Board approval through June 30, 2011.</p>		
8. ARIMENTA RAMSEY	\$17.51	\$ 7,284.16
Account: 4000-422711-3080-294000-601009		
<p>Ms. Ramsey, retiree, will continue to work as a Purchasing Assistant for the Bureau of Adolescent and Reproductive Health. Her duties will include, but are not limited to recording data in logs and record books, examining invoices, contracting vendors to obtain information and correcting discrepancies on invoices. The period of the agreement is effective upon Board approval through December 31, 2010.</p>		
9. CHARLOTTE A. PATTERSON	\$14.24	\$ 8,544.00
Account: 4000-422711-3080-294000-601009		
<p>Ms. Patterson, a retiree, will continue to work as a Billing Assistant for the Bureau of Adolescent and Reproductive Health. Her duties will include, but are not limited to preparing, reviewing, correcting, verifying and processing insurance claims and recording data in logs and record books. The period of the agreement is effective upon Board approval through December 31, 2010.</p>		

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

	<u>Hourly Rate</u>	<u>Amount</u>
10. LINETTE BENNETT	\$10.30	\$ 9,815.00

Account: 4000-426210-3110-306901-601009

Ms. Bennett will continue to work as an Office Assistant I for the Adult and Geriatric Health Services. She will be responsible for answering the telephone and directing calls to the appropriate staff, processing incoming/outgoing mail and verifying invoices and Personal Care Provider information for accuracy and completeness. The period of the agreement is effective upon Board approval through December 31, 2010.

11. PRECIOUS ANN VENTURA FORTES	\$15.00	\$ 3,900.00
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Account: 6000-625211-3080-289400-601009

Ms. Fortes will continue to work as a Youth Development Aide/Tutor for the Carrera Program. She will be responsible for providing homework assistance, tutorial and college preparation assistance. She will also assist with providing individual instruction to participants with specific deficits and help with instruction of a variety of classes, leisure games and educational activities. The period of the agreement is effective upon Board approval through December 31, 2010.

MINUTES**PERSONNEL**12. Create the following three positions:

42261 - Construction Building Inspector I
 3 positions
 Grade 085 (\$33,884.00 - \$40,828.00)
 Job No. to be assigned by BBMR

Cost: \$151,494.00 - 4000-422410-3050-283300-601001

	<u>Hourly Rate</u>	<u>Amount</u>
13. ELLA J. TURNER	\$13.00	\$ 7,800.00

Account: 4000-426210-3110-306700-601009

Ms. Turner, retiree, will continue to work as an Office Assistant II for the Senior Community Service Employment Program. She will maintain files and prepare materials for in-service meetings and re-certifications and solicit senior citizens by making presentations and/or distributing program information and enrollee requirements at various locations and venues. In addition, Ms. Turner will solicit non-profit businesses and agencies to become host agencies for the purpose of training Senior Aides to acquire skills to help them obtain subsidized employment. The period of the agreement is effective upon Board approval through December 31, 2010.

14. JESSICA MARIA LESCANO	\$15.00	\$ 3,900.00
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Account: 6000-625211-3080-289400-601009

Ms. Lescano will continue to work as a Youth Development Aide/Tutor for the Carrera Program. She will be responsible for providing homework assistance, tutorial and college preparation assistance and assisting with individual instruction to participants with specific deficits. In addition, Ms. Lescano will help with the instruction of a variety of classes, leisure games and educational activities, and participate in workshops. The period of the agreement is effective upon Board approval through December 31, 2010.

MINUTES**PERSONNEL**Health Department

	<u>Hourly Rate</u>	<u>Amount</u>
15. ADELLE DIGGS	\$12.25	\$ 6,370.00

Account: 4000-424611-3080-294500-601009

Ms. Diggs will continue to work as an Immunization Compliance Assistant for the Bureau of Child Health and Immunization Program. She will be responsible for maintaining documentation and data entry of immunization records and field encounter forms and assisting with the registry information line and immunization disclosures. In addition, Ms. Diggs will evaluate the immunization compliance of selected day care centers, schools, WIC and related agencies; make site review recommendations that ensure mandated compliance; and follow-up of immunization-delayed children and lead testing. She will also assist with education about the Baltimore Immunization Registry Program for parents, providers, and related agencies. The period of the agreement is July 1, 2010 through December 31, 2010.

16. JOAN M. JOHNSON	\$12.56	\$ 9,144.00
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Account: 4000-426210-3110-306700-601009

Ms. Johnson will continue to work as an Office Assistant for the Personal Care Provider Relations Unit. Her duties will include assisting and maintaining a database of providers and applicants; assisting with telephone coverage; and maintaining a log of inquiries and potential applicants. In addition, Ms. Johnson will assist with the provider application process by reviewing information submitted by provider applicants for accuracy and completeness, assign dates for orientation, fingerprinting, criminal background checks, and schedule appointments. The period of the agreement is effective upon Board approval through December 31, 2010.

MINUTES**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Health Department - cont'd</u>		
17. RENEE B. JOHNSON	\$10.93	\$10,415.20

Account: 4000-426211-3110-306700-601009

Ms. Johnson will continue to work as an Office Assistant for the Personal Care Program. She will be responsible for processing incoming calls, preparing personal care provider/client termination, client changes, verifying the information, and distributing copies of this information to appropriate staff. In addition, Ms. Johnson will check eligibility status, and file completed signed copies of billing agreements and invoices. The period of the agreement is effective upon Board approval through December 31, 2010.

18. BETTY L. BUTLER	\$10.00	\$ 6,500.00
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Account: 4000-426211-3110-306700-601009

Ms. Butler will continue to work as an Office Assistant II for the Adult Geriatric Health Services. Her duties will include, but will not be limited to processing incoming intake calls; checking the computer for complete and accurate EVS client information; distributing copies of information to designated staff; filing invoices and client records; and maintaining the active and terminated client files. The period of the agreement is effective upon Board approval through December 31, 2010.

MINUTES**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Circuit Court for Baltimore City</u>		
19. PATSY CUNNINGHAM	\$21.16	\$ 40,355.00
20. VALERIE McKEIVER	\$21.16	\$ 40,355.00

Account: 5000-540310-1100-116800-601009

These individuals will serve as Drug Court Case Managers. They will be responsible for overseeing the ancillary service component of the program and developing case plans, facilitating access to services, and providing reports to the Judiciary. The period of the agreement is July 1, 2010 through June 30, 2011.

21. RYAN E. SMITH	\$38.44	\$ 73,300.00
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Account: 5000-540310-1100-116800-601009

Mr. Smith will serve as a Drug Court Coordinator. He will be responsible for developing, implementing, and evaluating components of the Drug Treatment Court program (DTC). He will act as the contact person with the drug treatment system as well as other agencies to ensure effective coordination of resources and activities. He will also be responsible for ensuring implementation and compliance with local and statewide management information systems for reporting performance measures and standard data elements to monitor and evaluate the DTC and its impact. He will research available grant funding, legislative funding, or other annual funding, and develop grant proposals. The period of the agreement is July 1, 2010 through June 30, 2011.

MINUTES**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Circuit Court for Baltimore City</u>		
22. DERRICK DIAS	\$22.29	\$ 42,500.00
Account: 5000-544410-1100-117000-601009		
<p>Mr. Dias will serve as an IT Specialist for the Circuit Court Information Technology Division. He will be responsible for investigating, resolving, documenting and/or coordinating computer, telephone, blackberries/cell phones, docket display, telephonic conferencing, software applications, printer/fax, and network connectivity issues. He will design, program, and maintain databases that serve inventory and documentation purposes of various administrative functions. He will also provide support services for potentially new and deployed court technology projects. He will provide other support services such as training, print shop and coordination of computer supplies. The period of the agreement is July 1, 2010 through June 30, 2011.</p>		
<u>Commission on Aging and Retirement Education (CARE)</u>		
23. KENNETH J. HAMLIN	\$10.50 plus parking and tolls (not-to-exceed \$800.00)	\$11,720.00
24. ELAINE RAY	\$10.50 plus parking and tolls (not-to- exceed \$800.00)	\$17,180.00

MINUTES**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
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CARE - cont'd

Account: 5000-533111-3250-319800-601009

Mr. Hamlin and Ms. Ray will serve as a Paraprofessional. They will assist with scheduling medical and community appointments for clients and escort and transport clients to medical and community activities. They will also shop for food and clothes for clients and relocate clients personal items/possessions to alternative living arrangements. The period of the agreement is July 1, 2010 through June 30, 2011.

Department of Recreation and Parks

25. FRANK LIPSCOMB	\$26.00	\$21,632.00
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Account: 5000-578709-4710-687400-601009

Mr. Lipscomb will serve as a Construction Inspector for the Capital Development Division. His duties will include, but not be limited to the inspection of the construction activities at the Gwynns Fall Trail and Jones Falls projects and inspection of the capital projects under construction, including court resurfacing and utility projects. The period of the agreement is July 9, 2010 through December 31, 2010.

Law Department

26. HERSH STEIN	\$33.00	\$39,600.00
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Account: 2089-208911-5820-408900-601009

Mr. Stein, retiree, will continue to work as a Special Assistant City Solicitor. His duties will include, but will not be limited to reviewing title reports in connection with the City's acquisition of interests in real property, searching the Land Records and other public

MINUTES**PERSONNEL**Department of Human Resources (DHR)28. Reclassify the following positions:

From: 93213 - Office Assistant III
Grade 078 (\$27,410.00 - \$31,609.00)
Job Number: 1600-48921

To: 33213 - Office Assistant III
Grade 078 (\$27,410.00 - \$31,609.00)
Job Number: 1600-48921

From: 93213 - Office Assistant III
Grade 078 (\$27,410.00 - \$31,609.00)
Job Number: 1600-48922

To: 33213 - Office Assistant III
Grade 078 (\$27,410.00 - \$31,609.00)
Job Number: 1600-48922

From: 93258 - Word Processing Operator III
Grade 078 (\$27,410.00 - \$31,609.00)
Job Number: 1600-10048

To: 33258 - Word Processing Operator III
Grade 078 (\$27,410.00 - \$31,609.00)
Job Number: 1600-10048

From: 93213 - Office Assistant III
Grade 078 (\$27,410.00 - \$31,609.00)
Job Number: 1600-33851

To: 33213 - Office Assistant III
Grade 078 (\$27,410.00 - \$31,609.00)
Job Number: 1600-33851

From: 93213 - Office Assistant III
Grade 078 (\$27,410.00 - \$31,609.00)
Job Number: 1600-10023

To: 33213 - Office Assistant III
Grade 078 (\$27,410.00 - \$31,609.00)
Job Number: 1600-10023

MINUTES**PERSONNEL**DHR - cont'd

From: 93258 - Word Processing Operator III
Grade 078 (\$27,410.00 - \$31,609.00)
Job Number: 1600-44774

To: 33258 - Word Processing Operator III
Grade 078 (\$27,410.00 - \$31,609.00)
Job Number: 1600-44774

From: 93192 - Network Engineer
Grade 115 (\$51,000.00 - \$72,200.00)
Job Number: 1600-47819

To: 33192 - Network Engineer
Grade 115 (\$51,000.00 - \$72,200.00)
Job Number: 1600-47819

From: 94142 - Accountant II
Grade 110 (\$40,000.00 - \$56,800.00)
Job Number: 1600-10044

To: 34142 - Accountant II
Grade 110 (\$40,000.00 - \$56,800.00)
Job Number: 1600-10044

From: 93257 - Word Processing Operator II
Grade 075 (\$25,800.00 - \$29,326.00)
Job Number: 1600-10054

To: 33257 - Word Processing Operator II
Grade 075 (\$25,800.00 - \$29,326.00)
Job Number: 1600-10054

From: 93253 - Typist III
Grade 078 (\$27,410.00 - \$31,609.00)
Job Number: 1600-33293

To: 33253 - Typist III
Grade 078 (\$27,410.00 - \$31,609.00)
Job Number: 1600-33293

MINUTES**PERSONNEL**DHR - cont'd

From: 93213 - Office Assistant III
Grade 078 (\$27,410.00 - \$31,609.00)
Job Number: 1600-33852

To: 33213 - Office Assistant III
Grade 078 (\$27,410.00 - \$31,609.00)
Job Number: 1600-33852

From: 93258 - Word Processing Operator III
Grade 078 (\$27,410.00 - \$31,609.00)
Job Number: 1600-47221

To: 33258 - Word Processing Operator III
Grade 078 (\$27,410.00 - \$31,609.00)
Job Number: 1600-47221

From: 94133 - Accounting Assistant III
Grade 084 (\$32,853.00 - \$39,210.00)
Job Number: 1600-48396

To: 34133 - Accounting Assistant III
Grade 084 (\$32,853.00 - \$39,210.00)
Job Number: 1600-48396

Law Department29. Reclassify the following positions:

From: 93215 - Office Supervisor
Grade 084 (\$32,853.00 - \$39,210.00)
Job Number: 1750-15459

To: 33215 - Office Supervisor
Grade 084 (\$32,853.00 - \$39,210.00)
Job Number: 1750-15459

From: 93232 - Secretary II
Grade 078 (\$27,410.00 - \$31,609.00)
Job Number: 1750-15497

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

To: 33232 - Secretary II
Grade 078 (\$27,410.00 - \$31,609.00)
Job Number: 1750-15497

From: 94132 - Accounting Assistant II
Grade 078 (\$27,410.00 - \$31,609.00)
Job Number: 1750-15551

To: 34132 - Accounting Assistant II
Grade 078 (\$27,410.00 - \$31,609.00)
Job Number: 1750-15551

From: 93215 - Office Supervisor
Grade 084 (\$32,853.00 - \$39,210.00)
Job Number: 1750-33482

To: 33215 - Office Supervisor
Grade 084 (\$32,853.00 - \$39,210.00)
Job Number: 1750-33482

From: 93212 - Office Assistant II
Grade 075 (\$25,800.00 - \$29,326.00)
Job Number: 1750-44869

To: 33212 - Office Assistant II
Grade 075 (\$25,800.00 - \$29,326.00)
Job Number: 1750-44869

From: 93173 - EDP Communications Coordinator
Grade 089 (\$39,745.00 - \$48,257.00)
Job Number: 1750-15457

To: 33173 - EDP Communications Coordinator
Grade 089 (\$39,745.00 - \$48,257.00)
Job Number: 1750-15457

From: 93222 - Legal Stenographer II
Grade 080 (\$28,768.00 - \$33,841.00)
Job Number: 1750-15548

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

To: 33222 - Legal Stenographer II
 Grade 080 (\$28,768.00 - \$33,841.00)
 Job Number: 1750-15548

Commission on Aging and Retirement (CARE)Reclassify the following positions:

From: 94132 - Accounting Assistant II
 Grade 078 (\$27,410.00 - \$31,609.00)
 Job Number: 3250-16098

To: 34132 - Accounting Assistant II
 Grade 078 (\$27,410.00 - \$31,609.00)
 Job Number: 3250-16098

From: 93211 - Office Assistant I
 Grade 071 (\$24,222.00 - \$27,076.00)
 Job Number: 3250-33490

To: 33211 - Office Assistant I
 Grade 071 (\$24,222.00 - \$27,076.00)
 Job Number: 3250-33490

From: 91322 - Program Assistant I
 Grade 080 (\$28,768.00 - \$33,841.00)
 Job Number: 3250-37166

To: 81322 - Program Assistant I
 Grade 080 (\$28,768.00 - \$33,841.00)
 Job Number: 3250-37166

From: 91322 - Program Assistant I
 Grade 080 (\$28,768.00 - \$33,841.00)
 Job Number: 3250-47311

To: 81322 - Program Assistant I
 Grade 080 (\$28,768.00 - \$33,841.00)
 Job Number: 3250-47311

MINUTES**PERSONNEL**CARE - cont'd

From: 92496 - Contract Officer
Grade 112 (\$44,300.00 - \$62,600.00)
Job Number: 3250-16057

To: 72496 - Contract Officer
Grade 112 (\$44,300.00 - \$62,600.00)
Job Number: 3250-16057

From: 91113 - Social Worker II
Grade 092 (\$45,090.00 - \$54,906.00)
Job Number: 3250-16060

To: 81113 - Social Worker II
Grade 092 (\$45,090.00 - \$54,906.00)
Job Number: 3250-16060

From: 91113 - Social Worker II
Grade 092 (\$45,090.00 - \$54,906.00)
Job Number: 3250-16061

To: 81113 - Social Worker II
Grade 092 (\$45,090.00 - \$54,906.00)
Job Number: 3250-16061

From: 91172 - Senior Social Services Coordinator
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 3250-16069

To: 81172 - Senior Social Services Coordinator
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 3250-16069

MINUTES**PERSONNEL**CARE - cont'd

From: 91420 - Liaison Officer
Grade 090 (\$41,438.00 - \$50,364.00)
Job Number: 3250-16071

To: 31420 - Liaison Officer
Grade 090 (\$41,438.00 - \$50,364.00)
Job Number: 3250-16071

From: 91111 - Social Work Associate II
Grade 089 (\$39,745.00 - \$48,257.00)
Job Number: 3250-16073

To: 81111 - Social Work Associate II
Grade 089 (\$39,745.00 - \$48,257.00)
Job Number: 3250-16073

From: 91152 - Social Program Administrator II
Grade 112 (\$44,300.00 - \$62,600.00)
Job Number: 3250-16074

To: 81152 - Social Program Administrator II
Grade 112 (\$44,300.00 - \$62,600.00)
Job Number: 3250-16074

From: 95112 - Recreation Leader II
Grade 079 (\$27,969.00 - \$32,653.00)
Job Number: 3250-16076

To: 83112 - Recreation Leader II
Grade 079 (\$27,969.00 - \$32,653.00)
Job Number: 3250-16076

MINUTES**PERSONNEL**CARE - cont'd

From: 93212 - Office Assistant II
Grade 075 (\$25,800.00 - \$29,326.00)
Job Number: 3250-16077

To: 33212 - Office Assistant II
Grade 075 (\$25,800.00 - \$29,326.00)
Job Number: 3250-16077

From: 91172 - Senior Social Services Coordinator
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 3250-16086

To: 81172 - Senior Social Services Coordinator
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 3250-16086

From: 91151 - Social Program Administrator I
Grade 088 (\$38,175.00 - \$46,251.00)
Job Number: 3250-16087

To: 81151 - Social Program Administrator I
Grade 088 (\$38,175.00 - \$46,251.00)
Job Number: 3250-16087

From: 91152 - Social Program Administrator II
Grade 112 (\$44,300.00 - \$62,600.00)
Job Number: 3250-16091

To: 81152 - Social Program Administrator II
Grade 112 (\$44,300.00 - \$62,600.00)
Job Number: 3250-16091

From: 91111 - Social Work Associate II
Grade 089 (\$39,745.00 - \$48,257.00)
Job Number: 3250-16092

MINUTES**PERSONNEL**CARE - cont'd

To: 81111 - Social Work Associate II
Grade 089 (\$39,745.00 - \$48,257.00)
Job Number: 3250-16092

From: 91111 - Social Work Associate II
Grade 089 (\$39,745.00 - \$48,257.00)
Job Number: 3250-16093

To: 81111 - Social Work Associate II
Grade 089 (\$39,745.00 - \$48,257.00)
Job Number: 3250-16093

From: 91111 - Social Work Associate II
Grade 089 (\$39,745.00 - \$48,257.00)
Job Number: 3250-16094

To: 81111 - Social Work Associate II
Grade 089 (\$39,745.00 - \$48,257.00)
Job Number: 3250-16094

From: 91172 - Senior Social Services Coordinator
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 3250-16095

To: 81172 - Senior Social Services Coordinator
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 3250-16095

From: 91172 - Senior Social Services Coordinator
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 3250-16096

To: 81172 - Senior Social Services Coordinator
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 3250-16096

MINUTES**PERSONNEL**CARE - cont'd

From: 91381 - Volunteer Service Coordinator
Grade 111 (\$41,700.00 - \$60,500.00)
Job Number: 3250-16100

To: 81381 - Volunteer Service Coordinator
Grade 111 (\$41,700.00 - \$60,500.00)
Job Number: 3250-16100

From: 94133 - Accounting Assistant III
Grade 084 (\$32,853.00 - \$39,210.00)
Job Number: 3250-16101

To: 34133 - Accounting Assistant III
Grade 084 (\$32,853.00 - \$39,210.00)
Job Number: 3250-16101

From: 92411 - Contract Administrator I
Grade 085 (\$33,884.00 - \$40,828.00)
Job Number: 3250-16102

To: 72411 - Contract Administrator I
Grade 085 (\$33,884.00 - \$40,828.00)
Job Number: 3250-16102

From: 91323 - Program Assistant II
Grade 084 (\$32,853.00 - \$39,210.00)
Job Number: 3250-16105

To: 81323 - Program Assistant II
Grade 084 (\$32,853.00 - \$39,210.00)
Job Number: 3250-16105

MINUTES**PERSONNEL**CARE - cont'd

From: 91172 - Senior Social Services Coordinator
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 3250-16107

To: 81172 - Senior Social Services Coordinator
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 3250-16107

From: 91172 - Senior Social Services Coordinator
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 3250-16111

To: 81172 - Senior Social Services Coordinator
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 3250-16111

From: 91152 - Social Program Administrator II
Grade 112 (\$44,300.00 - \$62,600.00)
Job Number: 3250-16112

To: 81152 - Social Program Administrator II
Grade 112 (\$44,300.00 - \$62,600.00)
Job Number: 3250-16112

From: 91151 - Social Program Administrator I
Grade 088 (\$38,175.00 - \$46,251.00)
Job Number: 3250-16113

To: 81151 - Social Program Administrator I
Grade 088 (\$38,175.00 - \$46,251.00)
Job Number: 3250-16113

From: 95112 - Recreation Leader II
Grade 079 (\$27,969.00 - \$32,653.00)
Job Number: 3250-16116

To: 83112 - Recreation Leader II
Grade 079 (\$27,969.00 - \$32,653.00)
Job Number: 3250-16116

MINUTES**PERSONNEL**CARE - cont'd

From: 91323 - Program Assistant II
Grade 084 (\$32,853.00 - \$39,210.00)
Job Number: 3250-16117

To: 81323 - Program Assistant II
Grade 084 (\$32,853.00 - \$39,210.00)
Job Number: 3250-16117

From: 91172 - Senior Social Services Coordinator
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 3250-16118

To: 81172 - Senior Social Services Coordinator
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 3250-16118

From: 91111 - Social Work Associate II
Grade 089 (\$39,745.00 - \$48,257.00)
Job Number: 3250-16122

To: 81111 - Social Work Associate II
Grade 089 (\$39,745.00 - \$48,257.00)
Job Number: 3250-16122

From: 93174 - EDP Communications Coordinator II
Grade 092 (\$45,090.00 - \$54,906.00)
Job Number: 3250-33492

To: 33174 - EDP Communications Coordinator II
Grade 092 (\$45,090.00 - \$54,906.00)
Job Number: 3250-33492

From: 95112 - Recreation Leader II
Grade 079 (\$27,969.00 - \$32,653.00)
Job Number: 3250-33494

To: 83112 - Recreation Leader II
Grade 079 (\$27,969.00 - \$32,653.00)
Job Number: 3250-33494

MINUTES**PERSONNEL**CARE - cont'd

From: 91323 - Program Assistant II
Grade 084 (\$32,853.00 - \$39,210.00)
Job Number: 3250-34088

To: 81323 - Program Assistant II
Grade 084 (\$32,853.00 - \$39,210.00)
Job Number: 3250-34088

From: 94142 - Accountant II
Grade 110 (\$40,000.00 - \$56,800.00)
Job Number: 3250-37160

To: 34142 - Accountant II
Grade 110 (\$40,000.00 - \$56,800.00)
Job Number: 3250-37160

From: 91172 - Senior Social Services Coordinator
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 3250-37164

To: 81172 - Senior Social Services Coordinator
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 3250-37164

From: 91111 - Social Work Associate II
Grade 089 (\$39,745.00 - \$48,257.00)
Job Number: 3250-40312

To: 81111 - Social Work Associate II
Grade 089 (\$39,745.00 - \$48,257.00)
Job Number: 3250-40312

From: 91112 - Social Worker I
Grade 089 (\$39,745.00 - \$48,257.00)
Job Number: 3250-40342

To: 81112 - Social Worker I
Grade 089 (\$39,745.00 - \$48,257.00)
Job Number: 3250-40342

MINUTES**PERSONNEL**CARE - cont'd

From: 93211 - Office Assistant I
Grade 071 (\$24,222.00 - \$27,076.00)
Job Number: 3250-40861

To: 33211 - Office Assistant I
Grade 071 (\$24,222.00 - \$27,076.00)
Job Number: 3250-40861

From: 91111 - Social Work Associate II
Grade 089 (\$39,745.00 - \$48,257.00)
Job Number: 3250-46101

To: 81111 - Social Work Associate II
Grade 089 (\$39,745.00 - \$48,257.00)
Job Number: 3250-46101

From: 91312 - Administrative Analyst II
Grade 110 (\$40,000.00 - \$56,800.00)
Job Number: 3250-46103

To: 31312 - Administrative Analyst II
Grade 110 (\$40,000.00 - \$56,800.00)
Job Number: 3250-46103

From: 91151 - Social Program Administrator I
Grade 088 (\$38,175.00 - \$46,251.00)
Job Number: 3250-47389

To: 81151 - Social Program Administrator I
Grade 088 (\$38,175.00 - \$46,251.00)
Job Number: 3250-47389

From: 91322 - Program Assistant I
Grade 080 (\$28,768.00 - \$48,257.00)
Job Number: 3250-47403

To: 81322 - Program Assistant I
Grade 080 (\$28,768.00 - \$48,257.00)
Job Number: 3250-47403

MINUTES**PERSONNEL**CARE - cont'd

From: 91172 - Senior Social Services Coordinator
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 3250-47470

To: 81172 - Senior Social Services Coordinator
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 3250-47470

From: 91113 - Social Worker II
Grade 092 (\$45,090.00 - \$54,906.00)
Job Number: 3250-47602

To: 81113 - Social Worker II
Grade 092 (\$45,090.00 - \$54,906.00)
Job Number: 3250-47602

From: 91172 - Senior Social Services Coordinator
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 3250-47603

To: 81172 - Senior Social Services Coordinator
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 3250-47603

From: 91172 - Senior Social Services Coordinator
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 3250-47604

To: 81172 - Senior Social Services Coordinator
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 3250-47604

From: 91172 - Senior Social Services Coordinator
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 3250-47605

To: 81172 - Senior Social Services Coordinator
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 3250-47605

MINUTES**PERSONNEL**CARE - cont'd

From: 91113 - Social Worker II
Grade 092 (\$45,090.00 - \$54,906.00)
Job Number: 3250-47640

To: 81113 - Social Worker II
Grade 092 (\$45,090.00 - \$54,906.00)
Job Number: 3250-47640

From: 91152 - Social Program Administrator II
Grade 112 (\$44,300.00 - \$62,600.00)
Job Number: 3250-47652

To: 81152 - Social Program Administrator II
Grade 112 (\$44,300.00 - \$62,600.00)
Job Number: 3250-47652

From: 91151 - Social Program Administrator I
Grade 088 (\$38,175.00 - \$46,251.00)
Job Number: 3250-47720

To: 81151 - Social Program Administrator I
Grade 088 (\$38,175.00 - \$46,251.00)
Job Number: 3250-47720

From: 91172 - Senior Social Services Coordinator
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 3250-47959

To: 81172 - Senior Social Services Coordinator
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 3250-47959

From: 91172 - Senior Social Services Coordinator
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 3250-47960

To: 81172 - Senior Social Services Coordinator
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 3250-47960

MINUTES**PERSONNEL**CARE - cont'd

From: 95111 - Recreation Leader I
Grade 075 (\$25,800.00 - \$29,326.00)
Job Number: 3250-48977

To: 83111 - Recreation Leader I
Grade 075 (\$25,800.00 - \$29,326.00)
Job Number: 3250-48977

From: 91151 - Social Program Administrator I
Grade 088 (\$38,175.00 - \$46,251.00)
Job Number: 3250-48978

To: 81151 - Social Program Administrator I
Grade 088 (\$38,175.00 - \$46,251.00)
Job Number: 3250-48978

Mayor's Office of Information Technology (MOIT)30. Reclassify the following positions:

From: 93144 - Analyst Programmer II
Grade 092 (\$45,090.00 - \$54,906.00)
Job Number: 1470-12291

To: 33144 - Analyst Programmer II
Grade 092 (\$45,090.00 - \$54,906.00)
Job Number: 1470-12291

From: 93144 - Analyst Programmer II
Grade 092 (\$45,090.00 - \$54,906.00)
Job Number: 1470-12296

To: 33144 - Analyst Programmer II
Grade 092 (\$45,090.00 - \$54,906.00)
Job Number: 1470-12296

MINUTES**PERSONNEL**MOIT - cont'd

From: 93164 - Systems Programmer III
Grade 120 (\$64,800.00 - \$91,100.00)
Job Number: 1470-12311

To: 33164 - Systems Programmer III
Grade 120 (\$64,800.00 - \$91,100.00)
Job Number: 1470-12311

From: 93152 - Systems Analyst II
Grade 117 (\$56,000.00 - \$79,400.00)
Job Number: 1470-12330

To: 33152 - Systems Analyst II
Grade 117 (\$56,000.00 - \$79,400.00)
Job Number: 1470-12330

From: 93152 - Systems Analyst II
Grade 117 (\$56,000.00 - \$79,400.00)
Job Number: 1470-12331

To: 33152 - Systems Analyst II
Grade 117 (\$56,000.00 - \$79,400.00)
Job Number: 1470-12331

From: 93164 - Systems Programmer III
Grade 120 (\$64,800.00 - \$91,100.00)
Job Number: 1470-43517

To: 33164 - Systems Programmer III
Grade 120 (\$64,800.00 - \$91,100.00)
Job Number: 1470-43517

MINUTES**PERSONNEL**MOIT - cont'd

From: 93164 - Systems Programmer III
Grade 120 (\$64,800.00 - \$91,100.00)
Job Number: 1470-43518

To: 33164 - Systems Programmer III
Grade 120 (\$64,800.00 - \$91,100.00)
Job Number: 1470-43518

From: 93213 - Office Assistant III
Grade 078 (\$27,410.00 - \$31,609.00)
Job Number: 1510-47528

To: 33213 - Office Assistant III
Grade 078 (\$27,410.00 - \$31,609.00)
Job Number: 1510-47528

From: 94421 - Fiscal Technician
Grade 088 (\$38,175.00 - \$46,251.00)
Job Number: 1470-12287

To: 34421 - Fiscal Technician
Grade 088 (\$38,175.00 - \$46,251.00)
Job Number: 1470-12287

From: 93151 - Systems Analyst I
Grade 114 (\$48,600.00 - \$68,600.00)
Job Number: 1470-12290

To: 33151 - Systems Analyst I
Grade 114 (\$48,600.00 - \$68,600.00)
Job Number: 1470-12290

From: 93144 - Analyst Programmer II
Grade 092 (\$45,090.00 - \$54,906.00)
Job Number: 1470-12292

To: 33144 - Analyst Programmer II
Grade 092 (\$45,090.00 - \$54,906.00)
Job Number: 1470-12292

MINUTES**PERSONNEL**MOIT - cont'd

From: 93164 - Systems Programmer III
Grade 120 (\$64,800.00 - \$91,100.00)
Job Number: 1470-12313

To: 33164 - Systems Programmer III
Grade 120 (\$64,800.00 - \$91,100.00)
Job Number: 1470-12313

From: 93174 - EDP Communications Coordinator II
Grade 092 (\$45,090.00 - \$54,906.00)
Job Number: 1470-12318

To: 33174 - EDP Communications Coordinator II
Grade 092 (\$45,090.00 - \$54,906.00)
Job Number: 1470-12318

From: 93133 - Computer Operator IV
Grade 088 (\$38,175.00 - \$46,251.00)
Job Number: 1470-12320

To: 33133 - Computer Operator IV
Grade 088 (\$38,175.00 - \$46,251.00)
Job Number: 1470-12320

From: 93133 - Computer Operator IV
Grade 088 (\$38,175.00 - \$46,251.00)
Job Number: 1470-12321

To: 33133 - Computer Operator IV
Grade 088 (\$38,175.00 - \$46,251.00)
Job Number: 1470-12321

From: 93133 - Computer Operator IV
Grade 088 (\$38,175.00 - \$46,251.00)
Job Number: 1470-12322

To: 33133 - Computer Operator IV
Grade 088 (\$38,175.00 - \$46,251.00)
Job Number: 1470-12322

MINUTES**PERSONNEL**MOIT - cont'd

From: 93132 - Computer Operator III
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 1470-12323

To: 33132 - Computer Operator III
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 1470-12323

From: 93155 - Systems Supervisor
Grade 120 (\$64,800.00 - \$91,100.00)
Job Number: 1470-12326

To: 33155 - Systems Supervisor
Grade 120 (\$64,800.00 - \$91,100.00)
Job Number: 1470-12326

From: 93152 - Systems Analyst II
Grade 117 (\$56,000.00 - \$79,400.00)
Job Number: 1470-12332

To: 33152 - Systems Analyst II
Grade 117 (\$56,000.00 - \$79,400.00)
Job Number: 1470-12332

From: 93152 - Systems Analyst II
Grade 117 (\$56,000.00 - \$79,400.00)
Job Number: 1470-12333

To: 33152 - Systems Analyst II
Grade 117 (\$56,000.00 - \$79,400.00)
Job Number: 1470-12333

From: 93152 - Systems Analyst II
Grade 117 (\$56,000.00 - \$79,400.00)
Job Number: 1470-12334

To: 33152 - Systems Analyst II
Grade 117 (\$56,000.00 - \$79,400.00)
Job Number: 1470-12334

MINUTES**PERSONNEL**MOIT - cont'd

From: 93152 - Systems Analyst II
Grade 117 (\$56,000.00 - \$79,400.00)
Job Number: 1470-12335

To: 33152 - Systems Analyst II
Grade 117 (\$56,000.00 - \$79,400.00)
Job Number: 1470-12335

From: 93152 - Systems Analyst II
Grade 117 (\$56,000.00 - \$79,400.00)
Job Number: 1470-12336

To: 33152 - Systems Analyst II
Grade 117 (\$56,000.00 - \$79,400.00)
Job Number: 1470-12336

From: 93152 - Systems Analyst II
Grade 117 (\$56,000.00 - \$79,400.00)
Job Number: 1470-12337

To: 33152 - Systems Analyst II
Grade 117 (\$56,000.00 - \$79,400.00)
Job Number: 1470-12337

From: 93152 - Systems Analyst II
Grade 117 (\$56,000.00 - \$79,400.00)
Job Number: 1470-12338

To: 33152 - Systems Analyst II
Grade 117 (\$56,000.00 - \$79,400.00)
Job Number: 1470-12338

From: 93152 - Systems Analyst II
Grade 117 (\$56,000.00 - \$79,400.00)
Job Number: 1470-12340

To: 33152 - Systems Analyst II
Grade 117 (\$56,000.00 - \$79,400.00)
Job Number: 1470-12340

MINUTES**PERSONNEL**MOIT - cont'd

From: 93151 - Systems Analyst I
Grade 114 (\$48,600.00 - \$68,600.00)
Job Number: 1470-12341

To: 33151 - Systems Analyst I
Grade 114 (\$48,600.00 - \$68,600.00)
Job Number: 1470-12341

From: 93185 - EDP Data Technician Supervisor
Grade 111 (\$41,700.00 - \$60,500.00)
Job Number: 1470-12343

To: 33185 - EDP Data Technician Supervisor
Grade 111 (\$41,700.00 - \$60,500.00)
Job Number: 1470-12343

From: 93185 - EDP Data Technician Supervisor
Grade 111 (\$41,700.00 - \$60,500.00)
Job Number: 1470-12344

To: 33185 - EDP Data Technician Supervisor
Grade 111 (\$41,700.00 - \$60,500.00)
Job Number: 1470-12344

From: 93183 - EDP Data Technician III
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 1470-12345

To: 33183 - EDP Data Technician III
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 1470-12345

From: 93183 - EDP Data Technician III
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 1470-12346

To: 33183 - EDP Data Technician III
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 1470-12346

MINUTES**PERSONNEL**MOIT - cont'd

From: 93183 - EDP Data Technician III
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 1470-12347

To: 33183 - EDP Data Technician III
Grade 086 (\$35,242.00 - \$42,511.00)
Job Number: 1470-12347

From: 93155 - Systems Supervisor
Grade 120 (\$64,800.00 - \$91,100.00)
Job Number: 1470-12355

To: 33155 - Systems Supervisor
Grade 120 (\$64,800.00 - \$91,100.00)
Job Number: 1470-12355

From: 93152 - Systems Analyst II
Grade 117 (\$56,000.00 - \$79,400.00)
Job Number: 1470-12357

To: 33152 - Systems Analyst II
Grade 117 (\$56,000.00 - \$79,400.00)
Job Number: 1470-12357

From: 93213 - Office Assistant III
Grade 078 (\$27,410.00 - \$31,609.00)
Job Number: 1470-12413

To: 33213 - Office Assistant III
Grade 078 (\$27,410.00 - \$31,609.00)
Job Number: 1470-12413

From: 93182 - EDP Data Technician II
Grade 083 (\$31,681.00 - \$37,677.00)
Job Number: 1470-33371

To: 33182 - EDP Data Technician II
Grade 083 (\$31,681.00 - \$37,677.00)
Job Number: 1470-33371

MINUTES**PERSONNEL**MOIT - cont'd

From: 93151 - Systems Analyst I
Grade 114 (\$48,600.00 - \$68,600.00)
Job Number: 1470-33945

To: 33151 - Systems Analyst I
Grade 114 (\$48,600.00 - \$68,600.00)
Job Number: 1470-33945

From: 93155 - Systems Supervisor
Grade 120 (\$64,800.00 - \$91,100.00)
Job Number: 1470-34808

To: 33155 - Systems Supervisor
Grade 120 (\$64,800.00 - \$91,100.00)
Job Number: 1470-34808

From: 93133 - Computer Operator IV
Grade 088 (\$38,175.00 - \$46,251.00)
Job Number: 1470-43519

To: 33133 - Computer Operator IV
Grade 088 (\$38,175.00 - \$46,251.00)
Job Number: 1470-43519

The Department of Human Resources' Classification and Compensation Division is reviewing Civil Service and non-Civil Service classifications with the goal of consolidating and eliminating classes and grades that are not being used. During this review process, it was determined that the duplicate 90000 parallel Classifications are no longer necessary to identify an employee's un-represented status. An employee's un-represented status can now be designated in the Human Resources Information System (HRIS) with the proper union code to distinguish between

MINUTES**PERSONNEL**

MOIT - cont'd

un-represented and represented employees in the same classification. Under the former Legacy data system, we were required to create parallel classifications with the proper union codes to distinguish between represented and un-represented employees in the same classification. Therefore, the Department of Human Resources respectfully requests the Board's approval of the above-listed position reclassification actions. Additionally, as these are filled positions, we are also requesting the application of Bulletin 1, which will permit the employee to remain in the reclassified position. Some of the above referenced positions are considered Positions of Trust in accordance with policy outlined in the Administrative Manual, Section 237-1.

Department of Human Resources

31. Abolish the following ten classes:

- 00669 - Library Research Assistant
Grade 080 (\$28,768.00 - \$33,841.00)
- 33221 - Legal Stenographer I
Grade 078 (\$27,410.00 - \$31,609.00)
- 33689 - Employee Benefits Coordinator
Grade 084 (\$32,853.00 - \$39,210.00)
- 34217 - Cash Processing Manager
Grade 114 (\$48,600.00 - \$68,600.00)
- 34243 - Collections Processing Manager
Grade 113 (\$46,700.00 - \$65,500.00)
- 34256 - Customer Service Supervisor
Grade 110 (\$40,000.00 - \$56,800.00)
- 41222 - Fire Captain (Investigative Service)
Grade 341 (\$56,363.00 - \$69,521.00)

MINUTES**PERSONNEL**

DHR - cont'd

41223 - Battalion Fire Chief (Investigative Service)
Grade 344 (64,163.00 - \$80,164.00)

83294 - Curator (Public Works Museum)
Grade 088 (\$38,175.00 - \$46,251.00)

83296 - Assistant Curator, (Public Works Museum)
Grade 085 (\$33,884.00 - \$40,828.00)

Abolish the following vacant positions:

Job Number: 5830-14896 Incumbent: Vacant

33221 - Legal Stenographer I
Grade 078 (\$27,410.00 - \$31,609.00)

Job Number: 1900-23817 Incumbent: Vacant

83294 - Curator (Public Works Museum)
Grade 088 (\$38,175.00 - \$46,251.00)

Job Number: 1900-23818 Incumbent: Vacant

83296 - Assistant Curator, (Public Works Museum)
Grade 085 (\$33,884.00 - \$40,828.00)

There are no costs associated with these personnel actions.

BACKGROUND/EXPLANATION:

The Department of Human Resources has reviewed some of the current City classifications and we have identified the above-listed ten unpopulated and/or obsolete classes that can be abolished. We have also determined to abolish the above-listed three vacant positions because they are no longer needed to support their respective agency programs. Therefore, the Department of Human Resources respectfully requests the Board's approval of the above class and position actions.

MINUTES**PERSONNEL**Department of Housing and Community Development

32. Correction to the budget account number for the following vacant position:
-

Job Number 5820-49069

31100 - Administrative Coordinator
Grade 087 (\$36,674.00 - \$44,331.00)

From: 5000-585110-5750-648700-601001

To: 1001-000000-5820-411000-601001

Costs: \$53,977.00 - 1001-000000-5820-411000-601001

Department of Human Resources

33. Upgrade the following non-Civil Service class:

00203 - Appeals Counsel Liquor Board

From: Grade 075 (\$25,800.00 - \$29,326.00)

To: Grade 082 (\$30,613.00 - \$36,210.00)

Cost: \$12,277.00 - 1001-000000-2500-259500-601001

Department of Finance

34. Create the following position:

10183 - Senior Program Assessment Analyst
Grade 119 (\$61,900.00 - \$87,500.00)
To be determined by BBMR

Cost: \$85,000.00 - 1001-000000-1400-159700-601001

MINUTES**PERSONNEL**Fire Department35. Create the following new class:

41282 - Battalion Fire Chief, ALS
Grade 381 (\$65,623.00 - \$81,660.00)

There are no costs associated with this personnel action at this time.

Department of Finance

	<u>Hourly Rate</u>	<u>Amount</u>
36. KATHLEEN IGREC LIMA	\$30.00	\$24,900.00

Account: 9916-913900-9197-910013-705009

Ms. Lima will work as a Special Planning Assistant for the Community Energy Saver's Grant Initiative. Her duties will include, but are not limited to developing the program application and supporting materials, conducting outreach to non-profit communities to solicit program applicants, fielding questions from potential program applicants and referring inquiries to appropriate resources. The period of the agreement is effective upon Board approval for one year.

Police Department

37. NAWSATH BEGUM ASHARAFF	\$30.00	\$30,000.00
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Account: 5000-516011-2013-201300-601009

Ms. Asharaff will work as a Contract Services Specialist I. She will be responsible for performing data entry duties for the Ex-Parte/Protective Order Entry and Service Initiative. The period of the agreement is July 1, 2010 through June 30, 2011.

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

	<u>Hourly Rate</u>	<u>Amount</u>
38. ANTHONY W. ROBINSON	\$26.00 (plus \$2,544.00 for travel/ mileage)	\$34,992.00

Account: 5000-515911-2252-225200-601009

Mr. Robinson will work as a Clinical Case Manager. He will be responsible for performing psychosocial assessments of crime victims and witnesses who are temporarily relocated to a safe housing via the Baltimore City Police Department. The period of the agreement is July 1, 2010 through June 30, 2011.

Mayor's Office

39. MARY PAT FANNON	\$57.00 (plus \$5,000.00 for parking, lodging, food and conf. registration)	\$76,250.00
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Account: 11001-000000-1270-154100-601009

Ms. Fannon will continue to work as a Senior Advisor for the Mayor's Office of Government Relations. She will be responsible for advising and providing analysis to the Mayor on State legislation, fiscal initiatives and other matters that impact the City during the months of the Maryland General Assembly. The period of the agreement is July 10, 2010 through July 9, 2011.

MINUTES

EXTRA WORK ORDERS AND TRANSFER OF FUNDS

* * * * *

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

2214 - 2217

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>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
4,400,000.00	9950-902133-9507	
Federal	Penn St. Plaza	
413,136.33	9950-903426-9507	
Federal	Constr. Reserve	
	Eastern Ave.	
1,400,000.00	9950-917001-9507	
<u>MVR</u>	Constr. Reserve	
	Highways Federal	
\$10,013,136.33	-----	9950-902332-9508-2
		Contingencies -
		Pennington Ave.
		Bascule Bridge
		Rehabilitation

This transfer will provide funds to cover the costs associated with Change Order No. 9 to Cianbro Corporation.

This authorization request is a result of an inspection of the existing Girders/Stringers/Floor Beams & Grid Deck System by DOT and H&H Engineering for the Pennington Avenue Bascule Bridge. During the inspection of the bascule spans, the following deficiencies were found:

there were heavy areas of corrosion with moderate section loss at the primary grid deck bars,

an increase in the number of steel plates cover failed portions of the grid deck,

the purlins (steel beams) in both the flanges and web exhibited heavy corrosion with large areas of rust pack and isolated areas of 100% section loss,

cracked or broken welds was a typical condition throughout most of the purlins,

MINUTES**EXTRA WORK ORDERS**

isolated areas of 100% section loss to the stringers and floor beams was noted,

The paint system has failed on the top of the stringers and floor beams with rusted areas present throughout the steel parapet, and

the walkway platform at the fender systems needs to be replaced.

Given the overall complexity of the repairs and emergency nature of the work, the DOT believes that a change order to the existing contract is the most efficient approach in implementing these repairs without further delay.

NEW ITEMS

ITEM NO.	UM	QTY	PRICE	TOTAL
129	LS	1	\$31,500.00	\$31,500.00
130	LS	1	\$35,000.00	35,000.00
131	UD	400	\$22.00	8,800.00
132	EA	50	\$79.00	3,950.00
133	UD	200	\$176.00	35,200.00
134	LS	1	\$604,886.00	604,886.00
136	EA	60	\$6,000.00	360,000.00
137	HR	8,800	\$35.45	311,960.00
138	HR	4,000	\$.80	3,200.00
139	LS	1	\$13,400.00	13,400.00
436	SF	13,500	\$86.00	1,161,000.00
437	LS	1	\$588,750.00	588,750.00
438	LB	190,000	\$2.25	427,500.00
439	LS	1	\$250,000.00	250,000.00
440	LS	1	\$4,500.00	4,500.00
441	LS	50,800	\$11.50	584,200.00
442	LB	175,000	\$3.60	630,000.00
443	LB	18,800	\$7.50	141,000.00

MINUTES

EXTRA WORK ORDERS

444	LB	10,700	\$10.50	112,350.00
445	LF	66	\$1,900.00	125,400.00
446	SF	50	\$1,200.00	60,000.00
447	LF	30	\$1,300.00	39,000.00
448	LF	20	\$900.00	18,000.00
449	LF	20	\$1,250.00	25,000.00
450	EA	2	\$45,000.00	90,000.00
451	LF	30	\$1,200.00	36,000.00
452	LS	1	\$45,000.00	45,000.00
453	LS	1	\$36,000.00	36,000.00
454	LS	1	\$94,650.00	94,650.00
455	LS	1	\$2,669,000.00	2,669,000.00
456	LS	1	\$180,000.00	180,000.00
457	EA	4	\$2,100.00	8,400.00
458	LS	1	\$200,000.00	200,000.00
459	BF	3	\$14,683.09	44,049.27
460	LF	200	\$23.00	4,600.00
461	EA	16	\$10,278.16	164,450.56
829	LS	1	\$50,000.00	50,000.00

\$9,196,745.83

MINUTES

Department of General Services - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to authorize Task No. 007 to Johnson, Mirmiran & Thompson, Inc. under Project 1099J, Program Management.

AMOUNT OF MONEY AND SOURCE:

\$128,759.19 - 2093-793240-7930-72401-603018

BACKGROUND/EXPLANATION:

The Department would like to use the services of Johnson, Mirmiran & Thompson, Inc. to furnish a project manager to assess the Convention Center located at 1 W. Pratt Street. This assessment would review facility building and infrastructure and develop estimates for future construction projects for the Baltimore Convention Center.

MWBOO FINDS VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized the Task No. 007 to Johnson, Mirmiran & Thompson, Inc. under Project 1099J. The Mayor **ABSTAINED** on this item.

MINUTES

Department of Finance - Budget Stabilization Reserve

ACTION REQUESTED OF B/E:

The Board is requested to approve the estimated use of up to \$49,500,000.00 of the Budget Stabilization Reserve (BSR) to close the projected Fiscal 2010 budget deficit and to establish fiscal 2012 as the first year of the restoration plan requirement.

AMOUNT OF MONEY AND SOURCE:

\$49,500,000.00

BACKGROUND/EXPLANATION:

The Department is requesting approval to use up to \$49,500,000.00 of the BSR as a necessary step to balance out the Fiscal 2010 budget. As a matter of historical significance, the Board has never been requested to nor has proposed the use of the BSR since its inception in fiscal 1993.

Fiscal 2009 was a very difficult budget year and through the use of a very effective budget freeze and the cooperation of City agencies in doing everything to control expenses, the City prevailed in overcoming the revenue shortfall in that year without accessing the BSR.

Fiscal 2010 became a budget dilemma of historical proportion in terms of its post adoption impact which included a continuation of shrinking local revenues, mid-year State aid cuts and the most expensive snowstorm in memory. Again, with the cooperation of the City agencies, this year's budget freeze yielded a significant \$51,500,000.00 in expenditure savings in the General Fund alone. However, the total combined revenue shortfall in the General and Motor Vehicle Funds, including a mid-year \$31,500,000.00 State aid cut in Highway User Revenues, is projected to be about \$83,000,000.00. This revenue deficit, combined with a net expenditure deficit in the Motor Vehicle Fund of over \$20,000,000.00 related to the snow storm, left the City budget for those two funds with an unprecedented, over-all \$51,700,000.00 deficit.

MINUTESDepartment of Finance - cont'd

Section 4 of the Board's policy regarding the use and maintenance of the BSR is as follows:

"The Board of Estimates in determining the use of the Budget Stabilization Reserve and coincident with recommending to the City Council that it appropriate for such use, would acknowledge that initially, all reasonable efforts had been made in controlling expenses and secondly, that use of the City's unreserved fund balance has been exhausted in order to minimize the use of the reserve in avoiding a budget deficit."

In response to section 4, please be advised that the deficit resolution plan for Fiscal 2010 first employed application of the budget freeze, which was extremely successful, followed by the use of Fiscal 2009 unreserved and undedicated fund balances of both the General Fund and the Motor Vehicle Fund before turning to the recommended use of up to \$49,500,000.00 from the BSR.

The estimated use of the \$49,500,000.00 of the BSR to close out the Fiscal 2010 budget is based upon both revenue and appropriation projections as of April 30, 2010. As such, it is the Department's best conservative estimate of how much of the BSR will be needed. However, if all of the \$49,500,000.00 is not needed to close the budget for Fiscal 2010, then such unused portion will be returned to the BSR.

Section 8 of the Board's policy regarding the use and maintenance of the BSR requires the following:

"Whenever funds are drawn from the Budget Stabilization Reserve, a Board of Estimates approved reserve replenishment plan must be established and must specify a timetable for full restoration of the reserve, not to exceed five years. The first year of such a restoration plan should be the fiscal year following the reserve fund use, unless the Board of Estimates determined that doing so would create an undue budgetary burden."

MINUTES

Department of Finance - cont'd

Following the closing of the books for Fiscal 2010, when it is clear exactly how much of the \$49,500,000.00 from the BSR was used, the Department will return to the Board with the five year replenishment plan. Since the Fiscal 2011 budget has already been approved by the City Council, the Department is requesting that the first year of the required replenishment plan be Fiscal 2012.

MBE/WBE PARTICIPATION:

N/A

(FILE NO. 56653)

UPON MOTION duly made and seconded, the Board approved and authorized the estimated use of up to \$49,500,000.00 of the Budget Stabilization Reserve (BSR) to close the projected Fiscal 2010 budget deficit and to establish fiscal 2012 as the first year of the restoration plan requirement.

MINUTES**PROPOSALS AND SPECIFICATIONS**

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

Department of Recreation
and Parks/Department of
Public Works

- RP 10813, St. Mary's Park
Renovation
BIDS TO BE RECV'D: 08/11/2010
BIDS TO BE OPENED: 08/11/2010

Department of Transportation

- TR 09029, Wyman Park Dell
Improvements
BIDS TO BE RECV'D: 07/28/2010
BIDS TO BE OPENED: 07/28/2010

Department of Transportation

- TR 10002, Replacement of Bridge
BC-6525 on Loch Raven Drive
over Dulaney Valley Branch
BIDS TO BE RECV'D: 07/21/2010
BIDS TO BE OPENED: 07/21/2010

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 an Addendum extending the dates for receipt and opening of bids on the following contract. There were no objections.

Bureau of Water & Wastewater - WC 1212, Water Appurtenance
Installations
BIDS TO BE RECV'D: 06/30/2010
BIDS TO BE OPENED: 06/30/2010

Bureau of Purchases - B50001491, Baltimore City Street
Lighting Maintenance
BIDS TO BE RECV'D: 07/14/2010
BIDS TO BE OPENED: 07/14/2010

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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:

Bureau of Purchases

- B50001384, Telecommunications Improvement & Procurement Project (TECHNICAL)
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AT&T, Inc., ShoreTel, Inc.
and TelephoNet Corp.
IBM
Broadview Networks
NEC Unified Solutions, Inc.
Verizon Business

Bureau of Purchases

- B50001509 Snack Bar Management & Operation
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MINUTES

There being no objections, the Board UPON MOTION duly made and seconded, the Board adjourned until its next regularly scheduled meeting on Wednesday, June 30, 2010.

A handwritten signature in black ink that reads "Joan M. Pratt, CPA". The signature is written in a cursive style with a large initial 'J'.

JOAN M. PRATT
Secretary