

**MINUTES****REGULAR MEETING**

Stephanie Rawlings-Blake, President  
 Sheila Dixon, Mayor  
 Joan M. Pratt, Comptroller and Secretary  
 George A. Nilson, City Solicitor  
 David E. Scott, Director of Public Works  
 Donald Huskey, 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.

**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:

|   |                  |
|---|------------------|
| Burgmeister-Bell, Inc.                  | \$ 8,000,000.00  |
| S.E. Fields, Inc.                       | \$ 144,000.00    |
| Herring Run Watershed Association, Inc. | \$ 2,040,000.00  |
| Kor-Ko, LTD                             | \$ 1,332,000.00  |
| Long Fence Company, Inc.                | \$168,192,000.00 |
| L.F. Mahoney, Inc.                      | \$ 7,090,000.00  |
| Clyde McHenry, Inc.                     | \$ 8,000,000.00  |
| Shaney Construction Company, Inc.       | \$ 34,452,000.00 |

## MINUTES

BOARDS AND COMMISSIONS2. 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:

|  |           |
|--|-----------|
| ATI, Inc.                                  | Architect |
| F&H Consultants, P.C.                      | Engineer  |
| Tourgee & Associates, Inc.                 | Engineer  |
| Hillier Group Architects, New Jersey, Inc. | Engineer  |

There being no objections, the Board, UPON MOTION duly made and seconded, approved the prequalification of Contractors and Architect and Engineers for the aforementioned firms.

**MINUTES**Department of General Services (DGS) - Minor Privilege Permit  
Application

The Board is requested to approve the following application for a Minor Privilege Permit. The application is 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. 509 S. Exeter St. | Skylar Development<br>LLC | One single face<br>electric sign<br>27 sq. ft.,<br>one double face<br>non-illuminated<br>sign 34 sq. ft. |

Annual Charge: \$281.60

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

**MINUTES**

Department of Planning - Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a grant agreement with the State of Maryland Critical Area Commission for the Chesapeake and Atlantic Coastal Bays. The period of the agreement is July 01, 2009 through June 30, 2010.

**AMOUNT OF MONEY AND SOURCE:**

\$31,000.00 - #E/5000-507410-1870-517600-600000

**BACKGROUND/EXPLANATION:**

This grant agreement will provide funding for the administration of the City's Critical Area Management Program for fiscal year 2010. The City will receive \$31,000.00 in State funds from the Maryland Department of Natural Resources. These funds will help offset the operating costs incurred by the Department of Planning in ensuring the City's compliance with the State Chesapeake Bay Critical Area Protection Law.

There is no local match required, but the Department of Planning will provide staff services, that are funded under the Department of Planning's current operating budget. This grant agreement will extend the State's support of the City's Critical Area Management Program, which has been provided since 1988, for another year.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the grant agreement with the State of Maryland Critical Area Commission for the Chesapeake and Atlantic Coastal Bays.

**MINUTES**

Department of Planning - Amendment No. 1 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of amendment no. 1 to agreement with Camiros Ltd.

**AMOUNT OF MONEY AND SOURCE:**

\$170,000.00 - 9905-903009-9188-000000-703032

**BACKGROUND/EXPLANATION:**

On July 16, 2008, the Board approved the agreement with Camiros Ltd. to assist the City with planning and zoning services necessary to rewrite the Zoning Code of Baltimore City, which was written in 1971. The Mayor's initiative was to replace this Code with one that will support and guide development and growth in Baltimore City. Further evaluations and studies are required to provide the best rewrite for Baltimore City and its citizens.

The amendment no. 1 will provide additional funding to complete the rewrite of the Zoning Code. All other terms and conditions of the agreement remain unchanged.

**MBE/WBE PARTICIPATION:**

Camiros Ltd. will continue to adhere to the established goals of 22% MBE and 8% WBE.

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

**(FILE NO. 57074)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the amendment no. 1 to agreement with Camiros Ltd.

**MINUTES**

Department of Recreation and Parks - Right-of-Entry Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a right-of-entry agreement with M. Luis Construction Company, Inc. The period of the agreement is effective upon Board approval for fourteen months, unless terminated sooner.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On April 29, 2009, the Board approved the award of contract TR 05315 to M. Luis Construction Company, Inc., for the rehabilitation of Northern Parkway from Falls Road to Park Heights Avenue. The Department has agreed to allow the contractor to utilize a portion of Northwest Park as a staging area for the project. The contractor has agreed to perform a community greening project in the park upon completion.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the right-of-way agreement with M. Luis Construction Company, Inc.

**MINUTES**

Department of Recreation and Parks - Acceptance of Donation

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the acceptance of a donation from Johns Hopkins Medicine, Corporate and Community Services.

**AMOUNT OF MONEY AND SOURCE:**

\$20,207.75 - 6000-680310-4800-667900-406001

**BACKGROUND/EXPLANATION:**

The Johns Hopkins Medicine, Corporate and Community Services made a donation to the Department in support of the Craig Cromwell Boys and Girls Summer Basketball League. The League typically operates for an 8-week period each summer, out of the Madison Square Recreation Center Dome. Funds are used to purchase uniforms, compensate officials, purchase awards, and provide administrative support for the program.

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the donation from Johns Hopkins Medicine, Corporate and Community Services.

**MINUTES**

Department of Housing and Community - Grant Agreements  
Development/Baltimore Homeless Services

The Board is requested to approve and authorize execution of the various grant agreements. The period of the agreement is July 1, 2009 through June 30, 2010.

1. **FAMILY AND CHILDREN'S SERVICES** **\$ 71,390.00**  
**OF CENTRAL MARYLAND, INC.**

Account: 4000-490910-3570-333668-603051

The organization will operate a Home Based Services program and provide comprehensive case management services for families dealing with HIV/AIDS related illnesses. The services will include, but are not limited to: counseling, advocacy, skill development, conflict resolution, navigating the system, and financial assistance for emergency housing and utilities, transportation, emergency food, and clothing.

2. **COLLINGTON SQUARE NON-PROFIT** **\$325,299.00**  
**CORPORATION**

Account: 5000-529110-3570-333765-603051  
5000-525610-3570-333765-603051

The organization will provide ten convalescent care beds to medically fragile homeless women of Baltimore City and 44 emergency shelter beds to homeless women, children and families of Baltimore City.

3. **AIDS INTERFAITH RESIDENTIAL** **\$309,335.00**  
**SERVICES, INC.**

Account: 4000-490910-3570-333643-603051

The organization will provide direct services to the ten low-income residents of the Don Miller House, a certified adult residential care facility.

## MINUTES

DHCD/Baltimore Homeless Services - cont'd

4. **PRISONERS' AID ASSOCIATION OF MARYLAND** **\$ 21,905.00**

Account: 5000-529110-3570-333725-603051

The Prisoners' Aid Association of Maryland will use the grant funds to support the operation of a female emergency shelter. The shelter is designed for single women seeking a safe and stable environment and for those seeking to make a positive behavioral change.

5. **BALTIMORE OUTREACH SERVICES, INC.** **\$100,186.00**

Account: 5000-529110-3570-333764-603051  
4000-492910-3570-333664-603051

Baltimore Outreach Services, Inc. will provide 40 emergency shelter beds to homeless women, and women with children at the Christ Lutheran emergency shelter located at 701 South Charles Street in Baltimore City.

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

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a grant agreement with the Maryland Department of Housing and Community Development. The period of the grant agreement is effective upon Board approval through June 30, 2013.

**AMOUNT OF MONEY AND SOURCE:**

\$1,675,000.00 - From the Maryland Department of Housing and  
Community Development

No City funds are required for this initiative.

**BACKGROUND/EXPLANATION:**

As part of a national effort to address abandoned and foreclosed homes in neighborhoods that have been impacted by high rates of foreclosures and sub-prime loans, the Department of Housing and Urban Development (HUD) awarded funds to the State of Maryland to be distributed on a competitive basis. In November 2008, the State released an application for these funds. In March 2009, the City was notified that it would be awarded \$1,675,000.00 in Neighborhood Conservation funds.

The DHCD anticipates providing 33 new units of rental housing and assisting the City to meet the goals established in the Mayor's Ten Year Plan to End Homelessness. As per State and Federal requirements, all properties will be located in areas previously identified by HUD as high-risk and will be vacant and foreclosed upon.

The funds will be spent by non-profit partners that will operate under agreements and targets of assistance, comparable to those used by agencies that receive Community Development Bond funds. The DHCD's non-profit partners include Empire Homes, Community Housing Associates, and People Encouraging People. These partners were identified based on their past experience in

## MINUTES

DHCD - cont'd

developing affordable rental housing and in managing rental housing for special needs populations. All participating agencies will be required to follow MBE/WBE standards and to follow competitive procurement procedures.

Prior to receiving the funds, the DHCD is required to enter into a grant agreement with the Maryland Department of Housing and Community Development. The grant establishes the use and expenditure of funds, reporting requirements and disbursement of grant funds.

The State grant funds will complement \$4,100,000.00 in HUD NSP funds allocated to the City that are also designated for the acquisition and rehabilitation of foreclosed and abandoned properties located in neighborhoods with high rates of foreclosure. The funds awarded directly from HUD will be used primarily to acquire and rehabilitate vacant and foreclosed properties for homeownership opportunities.

**MBE/WBE PARTICIPATION:**

The requirements of Article 5, Subtitle 28 of the Baltimore City Code (2000 Edition) will be applicable to all recipients of funds.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the grant agreement with the Maryland Department of Housing and Community Development.

**MINUTES**

Department of Housing and                    - Land Disposition Agreement  
Community Development (DHCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the land disposition agreement with Mr. George S. Wiggan, developer, for the sale of the properties located at 1346, 1358, 1360, 1362, 1364, 1366, 1368, 1370, 1372, and 1376 N. Calhoun Street; 1001, 1021, 1029 and 1035 N. Mount Street; 1304, 1312, 1322, and 1327 Mosher Street.

**AMOUNT OF MONEY AND SOURCE:**

|                           |                          |
|---------------------------|--------------------------|
| \$ 1,000.00               | - 1346 N. Calhoun Street |
| 1,000.00                  | - 1358 N. Calhoun Street |
| 1,000.00                  | - 1360 N. Calhoun Street |
| 1,000.00                  | - 1362 N. Calhoun Street |
| 1,000.00                  | - 1364 N. Calhoun Street |
| 1,000.00                  | - 1366 N. Calhoun Street |
| 1,000.00                  | - 1368 N. Calhoun Street |
| 1,000.00                  | - 1370 N. Calhoun Street |
| 1,000.00                  | - 1372 N. Calhoun Street |
| 7,000.00                  | - 1376 N. Calhoun Street |
| 1,000.00                  | - 1001 N. Mount Street   |
| 7,000.00                  | - 1021 N. Mount Street   |
| 7,000.00                  | - 1029 N. Mount Street   |
| 7,000.00                  | - 1035 N. Mount Street   |
| 4,000.00                  | - 1304 Mosher Street     |
| 4,000.00                  | - 1312 Mosher Street     |
| 4,000.00                  | - 1322 Mosher Street     |
| 4,000.00                  | - 1327 Mosher Street     |
| <b><u>\$54,000.00</u></b> | - Purchase price         |

**BACKGROUND/EXPLANATION:**

A good faith deposit of \$18,000.00 has been paid to the City.

The developer has previous experience working with condemned primary structures. The developer purchased 1352 N. Calhoun Street and 1356 N. Calhoun Street, which were coded as condemned structures. These properties were fully rehabilitated into two single-family residences. The developer wants to continue to purchase properties within the Sandtown-Winchester Urban Renewal Area.

## MINUTES

DHCD - cont'd

The developer will purchase three bundles of properties located on N. Calhoun, N. Mount and Mosher Streets. The properties contained in the bundles have been coded as condemned primary structures by DHCD's Housing Enforcement Division, which indicates that each main portion of these buildings needs to be made safe before occupancy or use.

The three bundles that consist of eight vacant boarded structures and ten vacant lots were offered to the buyer. The eight vacant structures are located at 1376 N. Calhoun Street; 1304, 1312, 1322, 1327 Mosher Street; and 1021, 1029, 1035 N. Mount Street. The ten vacant lots are located at 1358, 1346, 1360, 1362, 1364, 1366, 1368, 1370, 1372 N. Calhoun Street; and 1001 Mount Street.

The first bundle of properties is located on N. Calhoun Street which consists of nine vacant lots and one vacant building. The vacant lots are located at 1358, 1360, 1362, 1364, 1366, 1368, 1370, 1372, 1346 N. Calhoun Street, and one vacant building located at 1376 N. Calhoun Street. These lots have been assessed at \$1,000.00 per lot and will be sold for \$1,000.00 per lot. The vacant building is located at 1376 N. Calhoun Street, appraised at \$15,000.00 and will be sold for \$7,000.00.

The second bundle of properties located at 1304, 1312, 1322 and 1327 Mosher Street consists of four vacant buildings appraised at \$10,000.00 per building and will be sold for \$4,000.00 each.

The third bundle consists of the three vacant buildings located at 1021, 1029, 1035 N. Mount Street, and one vacant lot located at 1001 N. Mount Street. The three buildings appraised at \$14,000.00 each and will be sold for \$7,000.00 each. The vacant lot included in the third bundle assessed at \$1,000.00 and will be sold for \$1,000.00.

The development plan consists of the conversion of the vacant lots into ten newly constructed three-story, three-bedroom and 2½ baths attached single-family townhouses. The eight vacant structures will be rehabilitated into three bedroom homes, which will be completely furnished with new plumbing, heating, electrical system and efficiency appliances.

## MINUTES

DHCD - cont'd

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

---

The eight vacant boarded structures located at 1376 N. Calhoun Street, 1304, 1312, 1322; 1327 Mosher; and 1021, 1029 and 1035 N. Mount Street will be sold below the appraised value.

The vacant building located at 1376 N. Calhoun Street appraised at \$15,000.00 and will be sold for \$7,000.00.

The second bundle of vacant buildings located at 1304, 1312, 1322 and 1327 Mosher Street appraised at \$10,000.00 each and will be sold for \$4,000.00 each.

The third bundle located at 1021, 1029, and 1035 N. Mount Street appraised at \$14,000.00 each and will be sold for \$7,000.00 each.

These buildings are coded as condemned primary structures by the DHCD's Housing Enforcement Division. The front façades of these buildings have structural damage. Also, the rear of some of these buildings structures have collapsed, which the developer is willing to stabilize at his own expense. Selling these properties below the appraised value eliminates the stabilization cost to the City. In addition, selling the properties in bundles has significantly reduced the expense to the City for any structural damage to the adjacent buildings. Further, the reductions are due to the deteriorated buildings in need of significant repair. The properties were appraised on March 6, 2009 and found to be in poor condition. These properties are in need of scraping and painting of all the exterior brick surfaces. The rears of some of these properties have attached porches that have collapsed and bricks are falling into the back yards. The roofs are severely water damaged, which indicates flooring and foundation damage. An interior inspection could not be conducted due to concern for the safety of the appraiser and the apparent instability of the structure.

**MINUTES**

DHCD - cont'd

The economic development benefits offered by completion of this project include:

- elimination of long-term blighting factors;
- reducing the stabilization cost to the City at the developer's expense;
- producing construction job opportunities; and
- a substantial increase in property taxes.

**MBE/WBE PARTICIPATION:**

The developer has signed the Commitment to Comply with the Minority and Women's Business Enterprise Program of the City of Baltimore.

**(FILE NO. 57073)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the land disposition agreement with Mr. George S. Wiggan, developer, for the sale of the properties located at 1346, 1358, 1360, 1362, 1364, 1366, 1368, 1370, 1372 and 1376 N. Calhoun Street, 1001, 1021, 1029 and 1035 N. Mount Street, 1304, 1312, 1322, and 1327 Mosher Street.

MINUTES

Department of Housing and - Acquisition of Property  
Community Department (DHCD)

The Board is requested to approve the acquisition of the below listed property without an appraisal in accordance with the U.S. Housing and Urban Development Uniform Relocation Assistance Section 24.102 (c) (2) and the City's Appraisal Policy, which includes this exemption. The exemption requires that when an appraisal is determined to be unnecessary, because available data supports a proposed value of \$10,000.00 or less, the Agency shall prepare a waiver valuation.

The DHCD completed and submitted the Waiver Valuation Form, which supports the proposed acquisition is estimated at \$9,800.00 or less. The owner of the property has agreed to waive her rights to an independent appraisal and convey the property to the City for \$9,800.00.

The DHCD's Land Resources Division strategically acquires and manages vacant or abandoned properties, ultimately enabling the property to be returned to productive use, and improve Baltimore's neighborhoods.

| <u>Owner/s</u>     | <u>Property</u>                           | <u>Amount</u> |
|--------------------|---|---------------|
| Gloria Dean Darden | 1955 Perlman Place<br>Block 4171, Lot 090 | \$9,800.00    |

Account: 9910-908087-9588-900000-704044

The subject property is condemned and located on a block that is scheduled for demolition within the next 45 days, (demolition of the 1900 block of Perlman Place).

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the acquisition of 1955 Perlman Place without an appraisal in accordance with the U.S. Housing and Urban Development Uniform Relocation Assistance Section 24.102 (c)(2) and the City's Appraisal Policy, which includes this exemption.

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

| <u>Owner/s</u>  | <u>Property</u>                            | <u>Interest</u> | <u>Amount</u> |
|---|--|-----------------|---------------|
| <u>Department of Housing and Community Development - Option</u>             |  |                 |               |
| 1. Evelyn Stokes<br>Life Tenant<br>with remainder<br>to Miriam M.<br>Stokes | 2796 Tivoly Ave.<br>Block 3935,<br>Lot 133 | F/S             | \$60,000.00   |

Account: 9990-908326-9593-900001-704040

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 and quick-take proceedings for an amount equal to or lesser than the option amount.

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

**MINUTES**Baltimore City Health Department - Agreements

The Board is requested to approve and authorize execution of the agreements with members of the Vicious Dog Hearing Board (VDHB). The period of the agreement is July 01, 2009 through June 30, 2010.

- |    |                         |                   |
|----|-------------------------|-------------------|
| 1. | <b>PAUL N. DESANTIS</b> | <b>\$1,400.00</b> |
| 2. | <b>JOY I. FREEDMAN</b>  | <b>\$1,200.00</b> |

Account: 1001-000000-2400-258300-603018

**BACKGROUND/EXPLANATION:**

Mr. DeSantis and Ms. Freedman will serve as members of the VDHB to provide for the resolution of disputes arising from the enforcement of the Baltimore City Code, Health Code, Sections 10-701 through 10-715, referred to the VDHB by the Bureau of Animal Control. At least three members will sit at each hearing, and two members will act as alternates.

The agreements are late because they were just finalized.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreements with the members of the Vicious Dog Hearing Board.

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

The Board is requested to approve and authorize execution of the following employment agreements with the retirees. The period of the agreements are effective upon Board approval for one year.

| <u>Name</u>        | <u>Hourly Rate</u> | <u>Amount</u> |
|--------------------|--------------------|---------------|
| 1. ALBERT M. DIGGS | \$14.42            | \$30,000.00   |
| 2. DOUGLAS W. KERR | \$14.42            | \$30,000.00   |

Account: 1001-000000-2010-197600-601009

**BACKGROUND/EXPLANATION:**

On January 3, 1996, the Board approved a waiver of Administrative Manual Policy AM 212-1, which allowed the Baltimore Police Department to hire retired Police Officers as contract employees.

The retirees will perform a variety of tasks, previously performed by full-duty Police Officers, which are supportive in nature. This will allow the Department to continue to assign active Police Officers to crime fighting duties.

The retirees will receive no benefits other than workmen's compensation and F.I.C.A.

**APPROVED FOR FUNDS BY FINANCE**

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

MINUTES

EXTRA WORK ORDERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

listed on the following page:

3226

All of the EWOs had been reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

**MINUTES****EXTRA WORK ORDERS**

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

Bureau of Water & Wastewater

1. EWO #014, \$34,455.00 - WC 1156, Locust Point Area Infrastructure Rehabilitation  


---

\$ 7,883,300.00 \$3,022,952.29 Spinello Companies 6 80%
2. EWO #064, \$0.00 - WC 1167R, Urgent Need Work Infrastructure Rehabilitation Various Locations  


---

\$10,932,235.50 \$2,663,500.00 J. Fletcher Creamer 180 -  
& Son, Inc. Days

**MINUTES**

Department General Services - Developer's Agreement No. 1043G

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of developer's agreement no. 1043G with Mercy Medical Center, Inc., developer.

**AMOUNT OF MONEY AND SOURCE:**

\$16,073.00

**BACKGROUND/EXPLANATION:**

The developer is constructing a new clinical tower at 333 Saint Paul Place. This project requires substantial improvements to the public right-of-way. This agreement allows for the improvements needed to complete the work in the public right-of-way for the Pleasant Street tunnel. This developer's agreement will allow the organization to do its own installation, in accordance with Baltimore City standards.

A standby letter of credit in the amount of \$16,073.00 has been issued to Mercy Medical Center, Inc. which assumes 100% of the financial responsibility.

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the developer's agreement no. 1043G with Mercy Medical Center, Inc., developer.

**MINUTES**

Department of General Services - On-Call Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an on-call agreement with Kibart, Inc., for Project 1100, On-Call Mechanical and/or Electrical Design Services. The period of the agreement is effective upon Board approval for two years or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$750,000.00, Upset Limit - Accounts assigned per tasks

**BACKGROUND/EXPLANATION:**

Various City agencies, on a continuing basis, require architectural design services to modify, upgrade or repair their facilities. Typically, the work involved is limited in scope or of an urgent nature, which in either case, should not be postponed until customary mechanical/electrical design selection process can be executed. To accommodate this type of work the Department of General Services wishes to establish an on-call mechanical/electrical contract with Kibart, Inc. The cost of services rendered will be negotiated for a not-to-exceed price for each task assigned. Fees will be based on actual payroll rates, not including overhead and burden, times a set multiplier.

## MINUTES

Dept. General Services - cont'd

The consultant has been approved by the Architectural and Engineering Awards Commission.

**MBE/WBE PARTICIPATION:**

**MWBOO SET GOALS OF 27% MBE AND 9% WBE.**

**MBE:** SPArch, Inc.  
Faisant Architects, Inc.

(in the aggregate amount)      \$0 - \$217,500.00      0 - 29%

**WBE:** Carroll Engineering, Inc.  
Phoenix Engineering, Inc.

(in the aggregate amount)      \$0 - \$ 67,500.00      0 - 9%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS NOTED THIS ON-CALL AGREEMENT AND WILL REVIEW TASK ASSIGNMENTS.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the on-call agreement with Kibart, Inc. for Project 1100, On-Call Mechanical and/or Electrical Design Services.

**MINUTES**

Department of Real Estate - Contract of Sale, SCOPE Project

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the contract of sale for the property at 847 Boyd Street to Boyd Street, LLC.

**AMOUNT OF MONEY AND SOURCE:**

\$5,000.00 - Fair market value

**BACKGROUND/EXPLANATION:**

The purchaser agrees to complete the renovation of the property and obtain a Certificate of Occupancy no later than 18 months from the date of settlement.

On May 28, 2003, the Board approved an agreement with the Baltimore Economy and Efficiency Foundation, Inc. and the Greater Baltimore Board of Realtors, Inc. to allow the sale of City-owned properties under the SCOPE Project, which is an acronym for Selling City Owned Properties Efficiently.

Under this project, real estate brokers are responsible for marketing the properties and providing the City with sale contracts. Upon closing, they will be paid 8% of the sale proceeds, with a \$2,500.00 minimum fee.

**(FILE NO. 56663)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the contract of sale for the property at 847 Boyd Street to Boyd Street, LLC.

**MINUTES**

Department of Finance - Release and Settlement Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a release and settlement agreement with ADP, Inc.

**AMOUNT OF MONEY AND SOURCE:**

\$262,157.00 - Credit Amount

**BACKGROUND/EXPLANATION:**

The City and ADP, Inc. have settled a dispute regarding certain charges to the City with respect to certain per paycheck costs. The release and settlement agreement resulted in ADP, Inc. crediting \$262,157.00 to the City's account for fees for services. The terms of the agreement are confidential.

**(FILE NO. 57053)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the release and settlement agreement with ADP, Inc.

**MINUTES****PERSONNEL MATTERS**

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

3233 - 3239

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.

**MINUTES****PERSONNEL**Law Department

|                          | <u>Hourly Rate</u> | <u>Amount</u>      |
|--------------------------|--------------------|--------------------|
| 1. <b>ADINA N. AMITH</b> | \$44.95            | <b>\$46,750.00</b> |

Account: 1001-000000-1750-175200-601009

Ms. Amith's previous contract was with the Police Department as an Assistant Trial Board Counsel. She will renew her contract with the Law Department as a Special Assistant Solicitor in which she will be responsible for providing legal services for the Department. The period of the agreement is effective upon Board approval for one year.

Health Department

2.   **NIIAMAH J. STEPHENS**

Account: 1001-000000-3030-2712-601009

On June 24, 2009 the Board approved an employment agreement with Ms. Stephens at the rate of \$24.03 per hour for a total of \$43,213.15 for the period of June 29, 2009 through June 4, 2010 to perform the duties of an Assistant for Special Projects. The Department is requesting that the original period of the agreement be amended to July 1, 2009 through June 30, 2010 at the same hourly rate but up to 1,798.3 hours at the maximum amount of \$43,213.15. No other elements of the original agreement will be amended and will remain in effect.

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

|                           | <u>Hourly Rate</u> | <u>Amount</u>      |
|---------------------------|--------------------|--------------------|
| 3. <b>ARIMENTA RAMSEY</b> | \$17.51            | <b>\$12,047.00</b> |

Account: 4000-422710-3080-294000-601009

Ms. Ramsey, retiree, will 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. She will also examine invoices, contact vendors to obtain information on the correction of discrepancies on invoices, prepare bills and obtain quotes from vendors and prepare requisitions. The period of the agreement is September 1, 2009 through June 30, 2010.

4. Create the following position:

00143 - Executive Level II  
 Grade 959 (\$77,200.00 - \$132,400.00)  
 Job No. to be assigned by BBMR  
 1 Position

Costs: \$102,031.00 - 1001-000000-3030-271500-601001

5. Reclassify the following position:

From: 10182 - Director of Homeless Services  
 Grade 650 (\$87,000.00 - \$100,900.00)  
 Job No. 3000-46972

To: 00180 - Administrative Assistant  
 Grade 941 (\$49,400.00 - \$84,800.00)

Costs: \$0.00 - 1001-000000-3000-262200-601001

**MINUTES****PERSONNEL**Department of Human Resources (DHR)

|                                | <u>Rate of Pay</u>   | <u>Amount</u>      |
|--------------------------------|--|--------------------|
| 6. <b>JEFFREY G. COMEN</b>     | \$200.00 for<br>the first<br>session<br>\$170.00 for<br>ea. succeeding<br>session<br>\$325.00 for ea.<br>written report  | <b>\$ 7,000.00</b> |
| 7. <b>THOMAS PETER BERNIER</b> | \$200.00 for<br>the first<br>session<br>\$170.00 for<br>ea. succeeding<br>session<br>\$325.00 for ea.<br>written report<br>\$75.00 per hour<br>for supervisory<br>review | <b>\$ 7,000.00</b> |

**MINUTES****PERSONNEL**

DHR - cont'd

Account: 1001-000000-1600-172500-601009

Mr. Comen and Mr. Bernier will work as Hearing Officers. The Baltimore Charter permits an investigation for employees discharged, reduced, or suspended for more than 30 days after completion of the probationary period. The Hearing Officer presides over this investigation and submits a recommendation to the Civil Service Commissioners for approval. In addition to his Hearing Officer duties, Mr. Bernier will work as a Chief Hearing Officer. He will review each written report submitted and handle administrative situations as they arise. The cost incurred for each hearing is charged to the appellant's agency. The period of the agreement is effective upon Board approval for one year.

8. Create the following five positions:
  - a. 33258 - Human Resources Specialist I  
Grade 090 (\$41,438.00 - \$40,364.00)  
Job Nos. to be assigned by BBMR  
(3 positions)
  - b. 33213 - Office Assistant III  
Grade 078 (\$27,410.00 - \$31,609.00)  
Job Nos. to be assigned by BBMR  
(2 positions)

Costs: \$260,960.00 - 1001-000000-1600-173100-601001

**MINUTES****PERSONNEL**Commission on Aging and Retirement Education (CARE)

|  | <u>Hourly Rate</u> | <u>Amount</u>      |
|--|--------------------|--------------------|
| 9. <b>CHRISTINE YARBOUGH</b>             | \$ 7.25            | <b>\$ 7,540.00</b> |
| Accounts: 4000-433310-3250-316900-601009 |                    | \$ 1,885.00        |
| 4000-493410-3250-656900-601009           |                    | \$ 5,655.00        |

Ms. Yarbough will work as a Care Aide. She will be responsible for setting up the kitchen before breakfast, lunch, and other meals. In addition, Ms. Yarbough will clean the kitchen after meals, ensure that the food is properly heated and that food is properly stored. The period of the agreement is September 1, 2009 through August 31, 2010.

|                           |         |                    |
|---------------------------|---------|--------------------|
| 10. <b>KIMBERLY JONES</b> | \$15.00 | <b>\$24,750.00</b> |
|---------------------------|---------|--------------------|

Account: 5000-535410-3250-319800-601009

Ms. Jones will work as a Program Assistant. She will be responsible for preparing and reconciling bills and preparing forms and other documents for the Adult Evaluation Review Services. In addition, Ms. Jones will provide clerical support such as filing, sorting incoming and outgoing mail, and data entry. The period of the agreement is September 1, 2009 through June 30, 2010.

Department of Transportation11. Create the following Positions:

- a.    10215 - Grant Services Specialist I  
       Grade 913 (\$25,356.00 - \$31,695.00)  
       1 Position

**MINUTES****PERSONNEL**Dept. of Transportation - cont'd

- b. 10216 - Grant Services Specialist II  
Grade 919 (\$31,695.00 - \$50,276.00)  
1 Position
- c. 10217 - Grant Services Specialist III  
Grade 941 (\$49,400.00 - \$84,800.00)  
2 Positions

The job numbers will be assigned by BBMR.

Costs: \$106,991.00 - 4000-418000-2390-257900-601001  
114,127.00 - 6000-617200-2300-249000-601001  
**\$221,118.00**

Office of the State's Attorney's12. Create the following unclassified Position:

01975 - Law Clerk SAO  
Grade 085 (\$33,884.00 - \$46,953.00)  
Job number to be assigned by BBMR  
1 Position

Costs: \$44,050.00 - 4000-404410-1150-662000-601001

Office of the Comptroller - Communication Services

|                                | <u>Hourly Rate</u> | <u>Amount</u>      |
|--------------------------------|--------------------|--------------------|
| 13. <b>GWENDOLYN C. HARDIN</b> | \$14.09            | <b>\$21,981.00</b> |

Account: 2039-000000-1330-158400-601009

Ms. Hardin will continue to work as a Telephone Operator I for the Municipal Telephone Exchange. Her duties will include, but are not limited to operating a City agency telephone console and computer terminal, placing outgoing and accepting incoming toll and long distance calls following specific procedures and receiving telephone calls for assistance from the general public. The period of the agreement is August 29, 2009 through August 28, 2010.

**MINUTES****PERSONNEL**Department of Finance

14. **THOMAS T. KALLIO** \$58.00 **\$52,200.00**

Account: 2043-000000-1530-170100-603018

Mr. Kallio will work as an Industrial Hygienist Consultant for the Office of Risk Management Division of Safety within the Department of Finance. He will be responsible for conducting field health hazard evaluations to assess work conditions and illness reports for health implication and prepare written reports of findings and recommendations. The period of the agreement is effective upon Board approval for one year.

Department of Housing and Community Development

15. Create the following two positions:

81193 - Community Resource Coordinator  
 Grade 088 (\$38,175.00 - \$46,251.00)  
 Job Nos. to be assigned by BBMR  
 (2 Positions)

Costs: \$111,229.00 - 4000-485610-1190-557000-601001

**MINUTES**

Department of Transportation (DOT) - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the expenditure of funds to pay Harbor Boating Inc. (HBI). The submitted invoice no. 0011 is dated August 4, 2009.

**AMOUNT OF MONEY AND SOURCE:**

\$12,088.00 - 9950-902661-9508-900010-706099

**BACKGROUND/EXPLANATION:**

In January 2009, the DOT initiated renovations to the Broadway Pier to correct failure of the floating dock, wall, pilings, and the dry dock wall. The renovations incorporated the demolition and replacement of the floating pier, the gangway, portions of the dock wall, several of the pilings, the dock fencing as well as electrical and water upgrades, and bringing the dock into ADA compliance. Notice to Proceed was given to the contractor in January, and it was anticipated that construction would be completed in April 2009.

However, construction was not initiated until February 2009. The construction delays were caused by the State Highway Administration's initial rejection of the concrete mix used by the contractor for the dock repairs and the receipt of fabricated sections for the dock. The completion date was extended to June 2009. These setbacks prevented the HBI from utilizing the Broadway Pier following winter storage; subsequently, they had to keep the boats on land, in dry-dock. Similarly, other boats of the Water Taxi fleet that would have stayed in the water at the Broadway Pier had to be relocated due to the extended construction period.

**MINUTES**

DOT - cont'd

As stipulated in the Wharfage Agreement, the City gave HBI ample notification of the loss of the Broadway Pier as well as a target date for the HBI to return. However, continued delays in the construction process caused the completion date to be extended on numerous occasions. In that regard, the DOT agreed to reimburse HBI for the costs that they incurred for boat storage beyond the date that the construction was to be completed.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**MINUTES**

Department of Transportation - Pipeline Crossing Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Pipeline Crossing Agreement with Canton Railroad Company, licensor. The period of the agreement is effective upon Board approval for 25 years at which time the City may renew the agreement for an additional 25 years.

**AMOUNT OF MONEY AND SOURCE:**

\$25,000.00 - 9950-903453-9508-900020-704043

**BACKGROUND/EXPLANATION:**

The Department is proposing a project to install a streetscape on Dundalk Avenue, also known as TR-05308. In the design of the project, it has been determined that the City's contractor will need to install conduit under the existing Canton Railroad Company railroad tracks.

**APPROVED FOR FUNDS BY FINANCE**

(FILE NO. 55492)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Pipeline Crossing Agreement with Canton Railroad Company.

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 page:

3244

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

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS:Bureau of Purchases

1. B50001140, Ferric Chloride Kemira Water Solutions \$ 77,825.00

**MWBOO GRANTED A WAIVER.**

2. B50001110, Provide Clarifier Repair Services For Wastewater Treatment Plants EMH Environmental, Inc. \$538,950.00

**MWBOO GRANTED A WAIVER.**

3. B50001142, Street Lighting Pedestal Bases Shannon-Baum Signs, Inc. \$154,500.00

**MWBOO GRANTED A WAIVER.**

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

3246 - 3250

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

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

| <u>AMOUNT</u>                            | <u>FROM ACCOUNT/S</u>   | <u>TO ACCOUNT/S</u>                                 |
|--|---|---|
| <u>Baltimore Development Corporation</u> |   |   |
| 1. \$ 25,464.11<br>M&CC                  | 9911-903859-9600<br>Const. Res.<br>BDC Economic Dev.                  | 9910-905852-9601<br>Economic Dev.<br>Incentives     |
| 1,685.00<br>M&CC                         | 9910-902483-9600<br>Const. Res.<br>S. Balto. Ind.<br>& Coml. Dev.     | 9910-903483-9601<br>S. Balto. Ind. & Coml.<br>Dev.  |
| 3,494.29<br>M&CC                         | 9910-903354-9600<br>Const. Res.<br>W. Balto. Ind.<br>& Coml. Dev.     | 9910-904354-9601<br>W. Balto. Ind. &<br>Coml. Dev.  |
| 1,544.78<br>M&CC                         | 9910-904115-9600<br>Const. Res.<br>West Side<br>Initiative            | 9910-905825-9601<br>West Side Downtown              |
| 3,920.00<br>M&CC                         | 9910-904982-9600<br>Const. Res.<br>Coml.<br>Revitalization<br>Program | 9910-902879-9601<br>Coml. Revitalization<br>Program |
| 1,042.32<br>M&CC                         | 9910-905575-9600<br>Const. Res.<br>E. Balto. Ind.<br>& Coml. Dev.     | 9910-906575-9601<br>E. Balto. Ind. & Coml.<br>Dev.  |
| 466.50<br>19 <sup>th</sup> EDF           | 9910-904573-9600<br>Const. Res.<br>W. Balto. Ind.<br>& Coml. Dev.     | 9910-904354-9601<br>W. Balto. Ind. & Coml.<br>Dev.  |

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

| <u>AMOUNT</u>                                     | <u>FROM ACCOUNT/S</u>   | <u>TO ACCOUNT/S</u>                                |
|---|---|--|
| <u>Baltimore Development Corporation - cont'd</u> |   |  |
| 1,307.74<br>19 <sup>th</sup> EDF                  | 9910-904982-9600<br>Const. Res.<br>Coml.<br>Revitalization<br>Program | 9910-902879-9601<br>Coml. Revitalization           |
| 3,000.00<br>20 <sup>th</sup> EDF                  | 9910-901880-9600<br>Const. Res.<br>Open Public Space                  | 9910-903824-9601<br>Downtown Public/Open<br>Space  |
| 2,190.63<br>20 <sup>th</sup> EDF                  | 9910-904982-9600<br>Const. Res.<br>Coml.<br>Revitalization<br>Program | 9910-902879-9601<br>Coml. Revitalization           |
| 8,187.00<br>20 <sup>th</sup> EDF                  | 9910-905575-9600<br>Const. Res.<br>E. Balto. Ind.<br>& Coml. Dev.     | 9910-906575-9601<br>E. Balto. Ind. & Coml.<br>Dev. |
| 15,222.90<br>21 <sup>st</sup> EDF                 | 9910-902483-9600<br>Const. Res.<br>S. Balto. Ind.<br>& Coml. Dev.     | 9910-902879-9601<br>Coml. Revitalization           |
| 16,450.00<br>21 <sup>st</sup> EDF                 | 9910-902483-9600<br>Const. Res.<br>S. Balto. Ind.<br>& Coml. Dev.     | 9910-903483-9601<br>S. Balto. Ind. & Coml.<br>Dev. |
| 7,386.00<br>21 <sup>st</sup> EDF                  | 9910-902483-9600<br>Const. Res.<br>S. Balto. Ind.<br>& Coml. Dev.     | 9910-904354-9601<br>W. Balto. Ind. & Coml.<br>Dev. |

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

| <u>AMOUNT</u>                                     | <u>FROM ACCOUNT/S</u>   | <u>TO ACCOUNT/S</u>                                |
|---|---|--|
| <u>Baltimore Development Corporation - cont'd</u> |   |  |
| 16,760.00<br>21 <sup>st</sup> EDF                 | 9910-902873-9600<br>Const. Res.<br>Brownsfield<br>Incentive Fund      | 9910-906575-9601<br>E. Balto. Ind. & Coml.<br>Dev. |
| 3,880.79<br>21 <sup>st</sup> EDF                  | 9910-902873-9600<br>Const. Res.<br>Brownsfield<br>Incentive Fund      | 9910-904354-9601<br>W. Balto. Ind. & Coml.<br>Dev. |
| 19,221.50<br>21 <sup>st</sup> EDF                 | 9910-904115-9600<br>Const. Res.<br>West Side<br>Initiative            | 9910-905825-9601<br>West Side Downtown             |
| 8,698.05<br>21 <sup>st</sup> EDF                  | 9910-904982-9600<br>Const. Res.<br>Coml.<br>Revitalization<br>Program | 9910-902879-9601<br>Coml. Revitalization           |
| <u>\$ 139,921.29</u>                              |   |  |

This transfer will provide funds to reimburse Baltimore Development Corporation for eligible capital expenses for the month ending June 30, 2009.

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

| <u>AMOUNT</u>                                     | <u>FROM ACCOUNT/S</u>  | <u>TO ACCOUNT/S</u>   |
|---|--|---|
| <u>Department of Recreation and Parks</u>         |  |   |
| 2. <b>\$ 25,000.00</b><br>25 <sup>th</sup> Series | 9938-902789-9475<br>Recreation Facility<br>Renovation -<br>Reserve | 9938-902789-9474<br>Recreation Facility<br>Renovation -<br>Active |

This transfer will cover the costs associated with design services for the HVAC upgrade at the Chick Webb Recreation Center Gymnasium under on-call contract no. 1100M, task #1 assigned to Min Engineering, Inc.

|   |  |   |
|---|--|---|
| 3. <b>\$ 61,000.00</b><br>25 <sup>th</sup> Series | 9938-902793-9475<br>City Parks<br>Maintenance<br>Reserve | 9938-904793-9474<br>City Parks<br>Maintenance<br>Active |
|---|--|---|

This transfer will cover the costs associated with the reconstruction of the Fox Street Park under Contract BP-06049.

|   |   |  |
|---|---|--|
| 4. <b>\$ 10,000.00</b><br>25 <sup>th</sup> Series | 9938-901788-9475<br>Jones Falls Trail<br>Enhancement<br>Reserve | 9938-901788-9474<br>Jones Falls Trail<br>Enhancement<br>Active |
|---|---|--|

This transfer will cover the costs associated with design services under on-call contract no. 1065, Task no. 16 assigned to Rykiel Associates, Inc.

## MINUTES

TRANSFERS OF FUNDS

| <u>AMOUNT</u>                                      | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u> |
|--|-----------------------|---------------------|
| <u>Department of Recreation and Parks - cont'd</u> |                       |                     |
| 5. \$ 34,000.00                                    | 9938-901693-9475      |                     |
| MVR  | Gwynns Falls Trail    |                     |
|  | Enhancement           |                     |
|  | Reserve               |                     |
| 14,000.00  | 9938-901632-9475      |                     |
| Other  | Baltimore Playlot     |                     |
|  | Program               |                     |
|  | Reserve               |                     |
| <u>\$ 48,000.00</u>                                | -----                 | 9938-904693-9474    |
|  |                       | Gwynns Falls Trail  |
|  |                       | Enhancement         |
|  |                       | Active              |

This transfer will cover the costs associated with the restoration of the historic bridge railing at the Crimea Estate in Leakin Park.

**MINUTES**

Parking Authority (PABC) - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a memorandum of understanding with the Baltimore Office of Promotion & The Arts, Inc. (BOPA). The period of the agreement is September 1, 2009 through August 31, 2010, with an automatic renewal of two additional one-year terms.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

In FY 10, the BOPA faced a 30% reduction in grants from the City for Artscape and the Creative Baltimore Fund over and above the 12.9% to the BOPA's general operating grant.

The BOPA's expertise in administering advertising programs is needed and the proceeds from the program will help to offset some of the funding lost in the budget reductions. At the end of the first year BOPA will submit an accounting of revenue, generated from this MOU. If the revenue received by BOPA is \$200,000.00 or more, then the City has a right to re-examine the MOU.

By entering into this agreement with the PABC, the BOPA assumes responsibility for the advertising services and will work directly with the service to secure interior garage advertising services while meeting specific facility guidelines as required by the PABC.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the memorandum of understanding with the Baltimore Office of Promotion & The Arts, Inc.

**MINUTES**

Office of the Mayor - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a memorandum of understanding (MOU) with the Housing Authority of Baltimore City (HABC). The period of the MOU is effective upon execution by all parties and will remain in effect unless terminated by either party.

**AMOUNT OF MONEY AND SOURCE:**

No funds will be transferred.

**BACKGROUND/EXPLANATION:**

The HABC has set aside 200 Housing Choice vouchers for ex-offenders participating in the Ex-Offender Program (EOP).

The Mayor's Office on Criminal Justice (MOCJ) has agreed to be responsible for referring to the HABC individuals appropriate for housing assistance pursuant to this set aside, and ensuring that the individuals referred receive supportive services from an appropriate service provider. The supportive service will be provided through the Housing First Program, administered by the Baltimore Homeless Services (BHS) and the programs awarded case management grants through the Public Safety Compact, as described below.

The EOP Housing First model links permanent housing with supportive services to help chronically homeless individuals and families obtain quick access to permanent housing and the supportive services needed to live independently and successfully. In collaboration with the MOCJ, the BHS will identify individuals that may be eligible for the Housing First component of the EOP. The BHS will determine whether an individual 1) is chronically homeless, 2) is eligible for Housing First services, and 3) has been determined ineligible for the regular Housing First Program because of a felony or misdemeanor conviction due to crime other than the crimes subject to the federally mandated prohibitions. The MOCJ will

## MINUTES

Office of the Mayor - cont'd

refer to the HABC the individuals certified by the BHS as meeting the eligibility criteria. The BHS will provide eligible individuals with assistance in finding housing acceptable under the Housing Choice Voucher Program.

The Public Safety Compact (PSC), one of several Maryland Opportunity Compacts, seeks to safely restore ex-prisoners from Baltimore City to their families and communities through effective in prison substance abuse treatment followed by community-based re-entry supports and services and proactive community supervision. Through the PSC, the initial cohort of Baltimore clients eligible for discretionary parole will be provided with programming in three phases "Behind the Walls" substance abuse treatment; pre-release re-entry planning and transition, and post release community-based drug treatment, case management and supportive services along with proactive community supervision. Individuals who are in the second or third phase of the program and who have been unable to identify a place to live will be eligible for a voucher under the EOP. A service provider selected for a contract to provide services through the PSC will provide housing search assistance to the individuals referred and approved by the HABC for a voucher under the Housing Choice Voucher Program.

Federally Mandated Exclusions:

Any individual convicted of the manufacture or production of methamphetamine on the premises of federally assisted housing or any individual who is subject to a lifetime registration requirement under Maryland's Sex Offender Registration Program will not be eligible to receive housing assistance from the HABC under the EOP.

## MINUTES

Office of the Mayor - cont'd

The MOCJ will track the progress of all participants in the EOP for a period of two years from the date each EOP participant is referred to the HABC.

**NOTED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the memorandum of understanding with the Housing Authority of Baltimore City. The Mayor **ABSTAINED**.

**MINUTES**

Baltimore Development Corporation (BDC) - Relocation Expenses

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the relocation expenses for Mr. Brad Turner for his move from 407 Ensor Street (a/k/a 418 Oldtown Mall).

**AMOUNT OF MONEY AND SOURCE:**

\$34,046.00 - 9910-902879-9601

**BACKGROUND/EXPLANATION:**

The BDC has purchased 407 Ensor Street (a/k/a 418 Oldtown Mall), to be included in the disposition Lot 25B land assembly in accordance with the Oldtown Urban Renewal Plan. As a result it is necessary to relocate the residents from this property.

The moving cost for Mr. Turner is \$34,046.00. This figure was provided to the BDC by Diversified Property Services, the company with whom the BDC has contracted to assist in the relocation process.

The relocation of the residents at 407 Ensor Street (aka 418 Oldtown Mall) is essential to the land assembly needed for the Oldtown Mall Redevelopment Project. This project will include a full service grocery store, additional retail, and some residential.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

| <u>AMOUNT</u>        | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u> |
|----------------------|-----------------------|---------------------|
| \$34,946.00          | 9910-905575-9600      | 9910-902879-9601    |
| 22 <sup>nd</sup> EDF | Const. Res.           | Commercial          |
|                      | E. Balto. Ind.        | Revitalization      |
|                      | & Coml. Dev.          |                     |

This transfer will provide funds for the expenses for the relocation of Mr. Brad Turner from 407 Ensor Street (a/k/a 418 Oldtown Mall). This relocation is necessary because the City has acquired this property as part of the land assembly needed for the redevelopment of Oldtown Mall.

**(FILE NO. 57116)**

UPON MOTION duly made and seconded, the Board approved the relocation expenses for Mr. Brad Turner for his move from 407 Ensor Street a/k/a 418 Oldtown Mall. 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**

Baltimore Development Corporation (BDC) - Relocation Expenses

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the relocation expenses for Flair Hair for its move from 433 Oldtown Mall.

**AMOUNT OF MONEY AND SOURCE:**

\$103,450.00 - 9910-902879-9601

**BACKGROUND/EXPLANATION:**

On September 11, 2008, a Notice of Relocation Eligibility Assistance was sent to Flair Hair. The BDC has purchased 433 Oldtown Mall, to be included in the disposition Lot 25B land assembly in accordance with the Oldtown Urban Renewal Plan. As a result it is necessary to relocate the business from this property.

The moving cost for Flair Hair is \$103,450.00. This figure was provided to the BDC by Diversified Property Services, the company with whom the BDC has contracted to assist in the relocation process.

The relocation of the business at 433 Oldtown Mall is essential to the land assembly needed for the Oldtown Mall Redevelopment Project. This project will include a full service grocery store, additional retail, and some residential.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**BDC - cont'd**TRANSFER OF FUNDS**

| <u>AMOUNT</u>        | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u> |
|----------------------|-----------------------|---------------------|
| \$103,450.00         | 9910-905575-9600      | 9910-902879-9601    |
| 22 <sup>nd</sup> EDF | Const. Res.           | Commercial          |
|                      | E. Balto. Ind.        | Revitalization      |
|                      | & Coml. Dev           |                     |

This transfer will provide funds for the expenses for the relocation of Flair Hair from 433 Oldtown Mall. This relocation is necessary because the City has acquired this property as part of the land assembly needed for the redevelopment of Oldtown Mall.

**(FILE NO. 57116)**

UPON MOTION duly made and seconded, the Board approved the relocation expenses for Flair Hair for its move from 433 Oldtown Mall. 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**

Baltimore Development Corporation (BDC) - Relocation Expenses

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the relocation expenses for Mr. Kevin Robbins for his move from 447 Oldtown Mall.

**AMOUNT OF MONEY AND SOURCE:**

\$17,880.00 - 9910-902879-9601

**BACKGROUND/EXPLANATION:**

The BDC has purchased 447 Oldtown Mall, to be included in the disposition Lot 25B land assembly in accordance with the Oldtown Urban Renewal Plan. As a result it is necessary to relocate the residents from this property.

The total amount required to relocate Mr. Robbins is \$25,850.00. On December 10, 2008, the Board of Estimates approved a payment in the amount of \$7,970.00. The payment included one year of rent (\$600.00/month x 12 months); moving costs of \$650.00; and \$120.00 in error. The total amount which is subject to this request represents the remaining 30 months' rent, less the \$120.00 error. This figure was provided to the BDC by Diversified Property Services, the company with whom the BDC has contracted to assist in the relocation process.

The relocation of the residents at 447 Oldtown Mall is essential to the land assembly needed for the Oldtown Mall Redevelopment Project. This project will include a full service grocery store, additional retail, and some residential.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**BDC - cont'd**TRANSFER OF FUNDS**

| <u>AMOUNT</u>        | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u> |
|----------------------|-----------------------|---------------------|
| \$17,880.00          | 9910-905575-9600      | 9910-902879-9601    |
| 22 <sup>nd</sup> EDF | Const. Res.           | Commercial          |
|                      | E. Balto. Ind.        | Revitalization      |
|                      | & Coml. Dev.          |                     |

This transfer will provide funds for the expenses for the relocation of Mr. Kevin Robbins from 447 Oldtown Mall. This relocation is necessary because the City has acquired this property as part of the land assembly needed for the redevelopment of Oldtown Mall.

**(FILE NO. 57116)**

UPON MOTION duly made and seconded, the Board approved the relocation expenses for Mr. Kevin Robbins for his move from 447 Oldtown Mall. 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**

Baltimore Development Corporation (BDC) - Relocation Expenses

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the relocation expenses for Leo's Car Wash for its move from 447 Oldtown Mall.

**AMOUNT OF MONEY AND SOURCE:**

\$9,925.00 - 9910-902879-9601

**BACKGROUND/EXPLANATION:**

BDC has purchased 447 Oldtown Mall, to be included in the disposition Lot 25B land assembly in accordance with the Oldtown Urban Renewal Plan. As a result it is necessary to relocate the business from this property.

The moving cost for Leo's Car Wash is \$9,925.00. This figure was provided to the BDC by Diversified Property Services, the company with whom the BDC has contracted to assist in the relocation process.

The relocation of the business at 447 Oldtown Mall is essential to the land assembly needed for the Oldtown Mall Redevelopment Project. This project will include a full service grocery store, additional retail, and some residential.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**BDC - cont'd**TRANSFER OF FUNDS**

| <u>AMOUNT</u>        | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u> |
|----------------------|-----------------------|---------------------|
| \$ 9,925.00          | 9910-905575-9600      | 9910-902879-9601    |
| 22 <sup>nd</sup> EDF | Const. Res.           | Commercial          |
|                      | E. Balto. Ind.        | Revitalization      |
|                      | & Coml. Dev.          |                     |

This transfer will provide funds for the expenses for the relocation of Leo's Car Wash from 447 Oldtown Mall. This relocation is necessary because the City has acquired this property as part of the land assembly needed for the redevelopment of Oldtown Mall.

**(FILE NO. 57116)**

UPON MOTION duly made and seconded, the Board approved the relocation expenses for Leo's Car Wash from 447 Oldtown Mall. 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**

Baltimore Development Corporation (BDC) - Relocation Expenses

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the relocation expenses for Model Clothes, Co. for its move from 437 Oldtown Mall.

**AMOUNT OF MONEY AND SOURCE:**

\$36,350.00 - 9910-902879-9601

**BACKGROUND/EXPLANATION:**

The BDC has purchased 437 Oldtown Mall, to be included in the disposition Lot 25B land assembly in accordance with the Oldtown Urban Renewal Plan. As a result it is necessary to relocate the business from this property.

The moving cost for Model Clothes, Co. is \$36,350.00. This figure was provided to the BDC by Diversified Property Services, the company with whom the BDC has contracted to assist in the relocation process.

The relocation of the business at 437 Oldtown Mall is essential to the land assembly needed for the Oldtown Mall Redevelopment Project. This project will include a full service grocery store, additional retail, and some residential.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**BDC - cont'd**TRANSFER OF FUNDS**

| <u>AMOUNT</u>        | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u> |
|----------------------|-----------------------|---------------------|
| \$36,350.00          | 9910-905575-9600      | 9910-902879-9601    |
| 22 <sup>nd</sup> EDF | Const. Res.           | Commercial          |
|                      | E. Balto. Ind.        | Revitalization      |
|                      | & Coml. Dev.          |                     |

This transfer will provide funds for the expenses for the relocation of Model Clothes, Co. from 437 Oldtown Mall. This relocation is necessary because the City has acquired this property as part of the land assembly needed for the redevelopment of Oldtown Mall.

**(FILE NO. 57116)**

UPON MOTION duly made and seconded, the Board approved the relocation expenses from Model Clothes, Co. for its move from 437 Oldtown Mall. 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**

Baltimore Development Corporation (BDC) - Relocation Expenses

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the relocation expenses for Oldtown Tailors One for its move from 418 Oldtown Mall.

**AMOUNT OF MONEY AND SOURCE:**

\$30,100.00 - 9910-902879-9601

**BACKGROUND/EXPLANATION:**

The BDC has purchased 418 Oldtown Mall, to be included in the disposition Lot 25B land assembly in accordance with the Oldtown Urban Renewal Plan. As a result it is necessary to relocate the business from this property.

The moving cost for Oldtown Tailors One is \$30,100.00. This figure was provided to the BDC by Diversified Property Services, the company with whom the BDC has contracted to assist in the relocation process.

The relocation of the business at 418 Oldtown Mall is essential to the land assembly needed for the Oldtown Mall Redevelopment Project. This project will include a full service grocery store, additional retail, and some residential.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**BDC - cont'd**TRANSFER OF FUNDS**

| <u>AMOUNT</u>        | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u> |
|----------------------|-----------------------|---------------------|
| \$ 30,100.00         | 9910-905575-9600      | 9910-902879-9601    |
| 22 <sup>nd</sup> EDF | Const. Res.           | Commercial          |
|                      | E. Balto. Ind.        | Revitalization      |
|                      | & Coml. Dev.          |                     |

This transfer will provide funds for the expenses for the relocation of Oldtown Tailors One from 418 Oldtown Mall. This relocation is necessary because the City has acquired this property as part of the land assembly needed for the redevelopment of Oldtown Mall.

**(FILE NO. 57116)**

UPON MOTION duly made and seconded, the Board approved the relocation expenses for Oldtown Tailors One for its move from 418 Oldtown Mall. 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**

Baltimore Development Corporation (BDC) - Relocation Expenses

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the relocation expenses for Virgo II for its move from 447 Oldtown Mall.

**AMOUNT OF MONEY AND SOURCE:**

\$33,025.00 - 9910-902879-9601

**BACKGROUND/EXPLANATION:**

The BDC has purchased 447 Oldtown Mall, to be included in the disposition Lot 25B land assembly in accordance with the Oldtown Urban Renewal Plan. As a result it is necessary to relocate the business from this property.

The moving cost for Virgo II is \$33,025.00. This figure was provided to the BDC by Diversified Property Services, the company with whom the BDC has contracted to assist us in the relocation process.

The relocation of the business at 447 Oldtown Mall is essential to the land assembly needed for the Oldtown Mall Redevelopment Project. This project will include a full service grocery store, additional retail, and some residential.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**

BDC - cont'd

**TRANSFER OF FUNDS**

| <u>AMOUNT</u>        | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u> |
|----------------------|-----------------------|---------------------|
| \$ 33,025.00         | 9910-905575-9600      | 9910-902879-9601    |
| 22 <sup>nd</sup> EDF | Const. Res.           | Commercial          |
|                      | E. Balto. Ind.        | Revitalization      |
|                      | & Coml. Dev.          |                     |

This transfer will provide funds for the expenses for the relocation of Virgo II from 447 Oldtown Mall. This relocation is necessary because the City has acquired this property as part of the land assembly needed for the redevelopment of Oldtown Mall.

**(FILE NO. 57116)**

UPON MOTION duly made and seconded, the Board approved the relocation expenses for Virgo II for its move from 447 Oldtown Mall. 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****TRAVEL REQUESTS**

| <u>Name</u>  | <u>To Attend</u>  | <u>Amount</u> |
|--|---|---------------|
| <u>Mayor's Office of Employment Development</u>  |   |               |
| 1. Karen Sitnick   | U.S. Conference of Mayors<br>21 <sup>st</sup> Annual Congressional<br>Forum<br>Washington, DC<br>September 21 - 22, 2009<br>(Reg. Fee \$350.00) | \$ 812.00     |
| <p>The allowed subsistence for this area is \$297.00 per day. The hotel cost is \$269.00 per night plus a \$39.01 per night tax. Therefore, the Department is requesting an additional \$40.00 per day for food and \$11.00 to cover the cost of lodging for a total of \$91.00. The additional amount has been included in the total.</p> |   |               |
| <u>Baltimore Police Department</u>   |   |               |
| 2. Pamela K. Shaw  | Hands On Technology Transfer<br>Hands On IT Training<br>Columbia, MD<br>September 21 - 25, 2009<br>(Reg. Fee \$2,495.00)                        | \$2,588.50    |
| 3. Brian M. George<br>Michael G. Hansen<br>Chawntay Turner<br>Megan N. Curry   | Reid Interview & Interrogation<br>Techniques<br>Ellicott City, MD<br>October 06 - 09, 2009<br>(Reg. Fee \$2,320.00)                             | \$2,320.00    |
| 4. Shirley A. Disney<br>Michael E. Dressel   | Communications Exploit Training<br>Boca Raton, FL<br>October 21 - 23, 2009<br>(Reg. Fee \$249.00 ea.)   | \$1,910.00    |

**MINUTES****TRAVEL REQUESTS**

| <u>Name</u>                             | <u>To Attend</u>  | <u>Amount</u> |
|---|---|---------------|
| <u>Baltimore City Sheriff's Office</u>  |   |               |
| 5. John W. Anderson<br>Henry A. Martin  | Maryland Sheriff's Association<br>Ocean City, MD<br>September 9 - 13, 2009<br>(Reg. Fee \$110.00 ea.)   | \$2,180.00    |
| <u>Circuit Court for Baltimore City</u> |   |               |
| 6. Kristin Peacock<br>Dawn Jones        | National Council of Juvenile<br>and Family Court Judges-<br>"The Role of the Judge"<br>Training and Conf.<br>Reno, NV<br>September 18 - 25, 2009<br>(Reg. Fee \$655.00 ea.) | \$3,846.80    |

The Board, UPON MOTION duly made and seconded, approved the foregoing travel requests.

**MINUTES**

Baltimore Community Relations - Amendment/Modification No. 2  
Commission (BCRC) to Contract

---

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an amendment/modification no. 2 to the contract with the Equal Employment Opportunity Commission (EEOC). The amendment/modification extends the period of the contract from October 1, 2008 through September 30, 2009.

**AMOUNT OF MONEY AND SOURCE:**

\$31,600.00 - 4000-405109-1560-172400-601001

**BACKGROUND/EXPLANATION:**

This amendment/modification no. 2 to a contract is a continuation of a contractual relationship that the BCRC has had with the EEOC since 1975. It covers the Federal Fiscal Year of October 1, 2008 through September 30, 2009, and contains no language that would alter the BCRC's past relationship with the EEOC.

This proposed contract requires the BCRC, which is a 706 Federal deferral agency, to complete 55 Title VII, Age Discrimination and Employment Act and the Americans with Disabilities Act charges at the price of \$550.00 per charge; provide intake services for seven charges, with affidavits at a rate of \$50.00 per intake; and supply travel and other costs related to attendance at the EEOC's Equal Employment Opportunity Commission /Fair Employment Practice Agency Annual Conference and the EEOC sponsored training in the amount of \$1,000.00.

**MINUTES**

Bureau of Water and Wastewater - cont'd

This amendment/modification no. 2 to the contract is late because it was just received on May 21, 2009.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the amendment/modification no. 2 to the contract with Equal Employment Opportunity Commission.

**MINUTES**

Bureau of Water and Wastewater - Amendment to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an amendment to agreement with PB Americas, Inc., for Project No. 1084P, On-Call Restoration Design and Engineering Services.

**AMOUNT OF MONEY AND SOURCE:**

\$500,000.00 - various accounts depending on individual tasks

**BACKGROUND/EXPLANATION:**

On March 25, 2009, the Board approved the initial agreement with an upset limit of \$500,000.00. The consultant has exhausted those funds. Additional support services will be needed to assist the City in implementing the new requirements of its next Stormwater Permit that will triple the number of restoration projects over the five-year permit term. The additional work will include providing post award services for Biddison Run Environmental Restoration Project No. 2, stream restoration design review and emergency stream assessments. As in the original agreement, the cost of services rendered will be based on a not-to-exceed negotiated price for each task. This amendment increases the upset limit by \$500,000.00 for a total upset amount of \$1,000,000.00.

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

**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.

UPON MOTION duly made and seconded, the amendment to agreement with PB Americas, Inc., for Project No. 1084P, On-Call Restoration Design and Engineering Services.

## MINUTES

1. Department of Audits - Audit Report and Related Audit Digest

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

Department of Public Works Bureau of Water and Wastewater Revenue Measurement and Billing Division – Audit of the Water and Sewer Low Income Senior Citizens Discount Program.

President: "We have one item that is on the non-routine agenda today and that is the Department of Audits, Audit Report Department of Public Works, Bureau of Water and Wastewater Revenue Measurement and Billing."

Mr. Bob McCarty, City Auditor: "The Department of Audits has conducted a performance audit of the policies and procedures used by the Department of Public Works, Bureau of Water and Wastewater, Revenue Measurement and Billing Division for the administration of the Water and Sewer Low Income Senior Citizens Discount Program for the period from May 1, 2008 through March 31, 2009. The purpose of our audit was to examine the general administration of the program in order to determine whether Water and Wastewater's policies and procedures were adequate to ensure that the discounts were granted or denied based on the eligibility criteria established by Water and Wastewater and as approved by the Board of Estimates on April 16, 2008. The Program started on May 1, 2008 and through March 31, 2008 has granted discounts totaling \$90,025.00 to eligible senior

## MINUTES

citizens. Based on the work performed, we determined that the policies and procedures used by Water and Wastewater was sufficient to ensure that applicants were approved or denied discounts based on the established eligibility criteria. However, we noted certain areas where the effectiveness of policies and procedures could be improved and recommend that Waste and Wastewater;

1. Implement procedures to reconcile the biweekly report prepared by the Mayor's Office of Information Technology to the Water and Wastewater's database of senior discounts granted in order to detect and resolve any differences between the two databases;
2. Implement additional procedures to ensure that rate codes are appropriately adjusted and dates are entered into the proper fields for applicants who have been approved to receive the discount. For four applicants examined, the rate code had not been changed and they were still billed for the full amount without any discount received. As a result, discounts totaling \$279.00 were not received, so we additionally recommend that the discount be applied to these four applicants beginning with the period for which they were approved.
3. maintain files for every participant and reconcile these files to the statistical reports of discounts granted. Finally,
4. Obtain adequate documentation to support the participant's eligibility. The Department of Public Works, Bureau of Water

## MINUTES

and Wastewater, Revenue Measurement and Billing Division's response to our findings and recommendations is included as appendix one in our Audit Report. In their response, Water and Wastewater has indicated that they agree with and have implemented our recommendations."

President: "Thank you."

Mr. John Brewer, Division Chief Revenue and Measurement and

Billing: "Good morning. During this period, this is a new program. We started the program, at the request of the Board of Estimates and the Mayor's last year on May 1<sup>st</sup>. Since then we have sent out 8,015 applications to senior citizens. We have granted -- we have 2,211 accounts that qualify currently for the program, and up to August 21<sup>st</sup>, of this year, we have granted \$187,365.96 in discounts. Which means 30% -- we take off 30% for a senior citizen that qualifies for both water and sewer. Last year, at the beginning of the program, I requested the Audit team to come in and sit and review the process with us that we were going to implement. At that time, I also requested that same team come back in a year and look at our records and they did, and we appreciate what they recommended."

President: "Do we have any questions? None? The Audit is accepted. Thank you."

MINUTES

The Board NOTED receipt of the Audit Report and Related  
Audit Digest.

\* \* \* \* \*

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

The Board is requested to approve a refund of real property taxes for Mr. Tommy L. Tyson for his property at 5608 Elderon Avenue.

It is the opinion of the Law Department that Mr. Tyson meets the qualifications for a real property tax exemption for being a disabled veteran, and that he is eligible to receive a refund of taxes paid since he meets the status of a disabled veteran and resided in a dwelling occupied by not more than two families during the period in question. It has been determined that Mr. Tyson is entitled to a refund of real property taxes, for the portion of the 2008/2009 taxable year from August 28, 2008 to June 30, 2009 which were paid as follows:

| <u>Property</u>     | <u>Amount</u> | <u>Taxable Year</u> |
|---------------------|---------------|---------------------|
| 5608 Elderon Avenue | \$1,708.13    | 2008/2009           |

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

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

The Board is requested to approve a refund of real property taxes for Mr. Wallace Evans for his property at 515 N. Curley Street.

It is the opinion of the Law Department that Mr. Evans meets the qualifications for a real property tax exemption for being a disabled veteran, and that he is eligible to receive a refund of taxes paid since he meets the status of a disabled veteran and resided in a dwelling occupied by not more than two families during the period in question. It has been determined that Mr. Evans is entitled to a refund of real property taxes, for 2006/2007, 2007/2008 and 2008/2009 taxable years which were paid as follows:

| <u>Property</u>      | <u>Amount</u>     | <u>Taxable Year</u> |
|----------------------|-------------------|---------------------|
| 515 N. Curley Street | \$ 949.02         | 2008/2009           |
|                      | 589.36            | 2007/2008           |
|                      | 595.00            | 2006/2007           |
|                      | <u>\$2,133.38</u> |                     |

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

**MINUTES**Law Department - Claim Settlement

The Board is requested to approve the settlement of the following claim. The settlement has been reviewed and approved by the Settlement Committee of the Law Department.

1. **RODNEY L. PARKER, JR.** \$ 45,000.00

Account: 1001-000000-2000-195500-603070

UPON MOTION duly made and seconded, the Board approved the settlement on the foregoing claim.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |   |                    |                    |
|---|--------------------|--------------------|
| 1. <u>ARROWHEAD FORENSICS</u>   | <u>\$20,430.10</u> | <u>Sole Source</u> |
| Solicitation No. 08000 - Forensic Lab Supplies - Police Department - Req. No. R530430 |                    |                    |

These items are manufactured specifically for the Police Department and are available only from this vendor.

- |   |                    |                    |
|---|--------------------|--------------------|
| 2. <u>WM. W. HARRIS &amp; ASSOC.</u>  | <u>\$ 6,435.07</u> | <u>Sole Source</u> |
| Solicitation No. 08000 - Bar Code Labels - Police Department - Req. No. R530604 |                    |                    |

The vendor is the manufacturer and sole distributor of the required barcode labels.

- |  |                    |                    |
|--|--------------------|--------------------|
| 3. <u>APPLIED BIOSYSTEMS</u>   | <u>\$16,420.00</u> | <u>Sole Source</u> |
| Solicitation No. 08000 - DNA Silver Well BCR System - Police Department - Req. No. R530101 |                    |                    |

The vendor is the sole supplier of this equipment already in use at the Police Department and on which the technicians are currently trained.

- |  |                    |                    |
|--|--------------------|--------------------|
| 4. <u>HIGHER GROUND, INC.</u>  | <u>\$ 7,406.00</u> | <u>Sole Source</u> |
| Solicitation No. 08000 - Annual Software/Equipment Support - Mayor's Office of Information Technology - Req. No. R528309 |                    |                    |

The vendor is the sole provider of this proprietary software.

- |   |                    |                |
|---|--------------------|----------------|
| 5. <u>ATLANTIC TACTICAL</u>   | <u>\$ 8,099.00</u> | <u>Low Bid</u> |
| Solicitation No. 07000 - Batteries for Police Lights - Police Department - Req. No. R528605 |                    |                |

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

|  |                    |                |
|--|--------------------|----------------|
| 6. <u>USC CANTERBERRY</u>  | <u>\$15,745.74</u> | <u>Low Bid</u> |
| Solicitation No. 07000 - Computer Maintenance Supplies -<br>Police Department - Req. No. R530150 |                    |                |

|   |                    |                    |
|---|--------------------|--------------------|
| 7. <u>DIALOGIC COMMUNICATIONS</u><br><u>CORPORATION</u>   | <u>\$11,812.00</u> | <u>Sole Source</u> |
| Solicitation No. 08000 - Annual Hosting Services for Citizen<br>Alert Backup - Mayor's Office of Information Technology - Req.<br>No. R529759 |                    |                    |

The vendor is the sole source provider of the required hosting service.

|   |                    |                |
|---|--------------------|----------------|
| 8. <u>ADVANCED THERMAL</u><br><u>SOLUTION, LLC</u>  | <u>\$11,168.00</u> | <u>Low Bid</u> |
| Solicitation No. B50001166 - Equipment for Retro Fit ACH500<br>Bypass VFDS - Baltimore Convention Center - Req. No. R529030 |                    |                |

|  |                    |                        |
|--|--------------------|------------------------|
| 9. <u>BIOMEDICAL WASTE</u>   | <u>\$13,440.00</u> | <u>Selected Source</u> |
| Solicitation No. 06000 - Waste Disposal-Evidence - Police<br>Department - Req. No. R529870 |                    |                        |

The vendor is the only one locally that disposes of evidential waste.

|  |                    |                |
|--|--------------------|----------------|
| 10. <u>THE TARGET SHOP</u>   | <u>\$15,600.00</u> | <u>Low Bid</u> |
| Solicitation No. 07000 - Targets - Police Department - Req.<br>No. R530290 |                    |                |

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

| <u>VENDOR</u>   | <u>AMOUNT OF AWARD</u> | <u>AWARD BASIS</u>     |
|---|------------------------|------------------------|
| <u>Bureau of Purchases</u>  |                        |                        |
| 11. <u>HAPPY SOFTWARE, INC.</u>   | <u>\$16,398.00</u>     | <u>Sole Source</u>     |
| Solicitation No. 08000 - Software Upgrades and Support -<br>Department of Housing and Community Development - Req. No.<br>R529612   |                        |                        |
| The vendor is the sole provider of these software upgrades and<br>support.  |                        |                        |
| 12. <u>G.E. RICHARDS</u>  |                        |                        |
| <u>GRAPHIC SUPPLY</u>   | <u>\$10,000.00</u>     | <u>Selected Source</u> |
| Solicitation No. 06000 - Replacement Parts and Supplies for<br>Bindery Presses - Department of Finance, Bureau of Purchases -<br>Req. No. R528201   |                        |                        |
| G.E. Richards Graphic Supply is the only local vendor that<br>performs maintenance service on bindery machines and is the<br>supplier for replacement parts, which must be compatible with<br>existing equipment. |                        |                        |
| 13. <u>UNITED SANITARY</u>  | <u>\$ 5,805.00</u>     | <u>Low Bid</u>         |
| Solicitation No. 07000 - Commercial Upright Vacuums - Health<br>Department - Req. No. R528875   |                        |                        |
| 14. <u>TIPCO</u>  | <u>\$19,227.00</u>     | <u>Low Bid</u>         |
| Solicitation No. 07000 - Fire Hose - Fire Department - Req.<br>No. R530775  |                        |                        |
| 15. <u>FIRST CANDLE</u>   | <u>\$11,097.34</u>     | <u>Low Bid</u>         |
| Solicitation No. B50001154 - Pack N Plays - Health Department<br>- Req. No. R526393   |                        |                        |
| 16. <u>CCS PRESENTATION SYSTEMS</u>   | <u>\$ 6,316.97</u>     | <u>Only Bid</u>        |
| Solicitation No. B50001160 - Television and Recording<br>Equipment - Circuit Court - Req. No. R528310   |                        |                        |

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

| <u>VENDOR</u>   | <u>AMOUNT OF AWARD</u> | <u>AWARD BASIS</u>     |
|---|------------------------|------------------------|
| <u>Bureau of Purchases</u>  |                        |                        |
| 17. <u>AGILENT</u>  | <u>\$ 7,056.00</u>     | <u>Sole Source</u>     |
| Solicitation No. 08000 - Repair and Maintenance of Drug Lab Equipment - Req. No. R531223  |                        |                        |
| The vendor is the manufacturer and sole provider of the maintenance for the drug testing equipment currently used by the Police Department drug labs. |                        |                        |
| 18. <u>FISHER SCIENTIFIC</u>  | <u>\$10,189.31</u>     | <u>Low Bid</u>         |
| Solicitation No. B50001168 - Microbiological Supplies - Department of Public Works - Req. No. R529440   |                        |                        |
| 19. <u>VOLVO CONSTRUCTION EQUIPMENT &amp; SERVICES</u>  | <u>\$15,974.00</u>     | <u>Low Bid</u>         |
| Solicitation No. 07000 - Rental of Four Light Towers - Department of Transportation - Req. No. R529981  |                        |                        |
| 20. <u>BENKSY CONSTRUCTION, LLC</u>   | <u>\$19,845.00</u>     | <u>Low Bid</u>         |
| Solicitation No. B50001169 - Replace Solenoid Manifolds - Department of General Services - Req. No. R529087/R529091                                   |                        |                        |
| 21. <u>MCLAUGHLIN ELECTRIC</u>  | <u>\$ 8,168.50</u>     | <u>Low Bid</u>         |
| Solicitation No. B50001179 - Material to Mount Three Fiberglass Poles for Cameras - Baltimore Convention Center - Req. No. R529399                    |                        |                        |
| 22. <u>HAY GROUP, INC.</u>  | <u>\$ 6,280.00</u>     | <u>Selected Source</u> |
| Solicitation No. 06000 - Actuarial Services-Post Employment Benefits - Department of Finance - Req. No. R531907                                       |                        |                        |

To assure timeliness of City Annual Financial Reports, it is considered to be in the best interest of the City to award this requirement to Hay Group, Inc., the incumbent vendor. The award will be made at the same price rates, terms, and conditions of Contract BP-06002 for actuarial services for post-employment benefits as required by the Government Accounting Standards Board. A solicitation to replace Contract BP-06002 is currently being prepared for the required services in future years.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |             |              |             |
|-------------|--------------|-------------|
| 23. ENVISTA | \$ 45,000.00 | Sole Source |
|-------------|--------------|-------------|
- Solicitation No. 08000 - Construction Contract Planning and Coordination Services Software - Department of General Services - Req. Nos. R529291

This web-based software is needed to monitor construction related activities by the City's various agencies to enhance coordination among work projects and prevent duplicate or counter-productive efforts. The vendor is the sole provider of this proprietary software package that has unique capabilities that best meet the needs of the agency.

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.

- |                                 |              |             |
|---------------------------------|--------------|-------------|
| 24. PRESIDIO NETWORKED SOLUTION | \$ 33,167.70 | Sole Source |
|---------------------------------|--------------|-------------|
- Solicitation No. 08000 - Maintenance and Software Support on Nortel Parts - Enoch Pratt Free Library - Req. No. R529614

The vendor is the sole provider of software support and maintenance for Nortel equipment installed at the Enoch Pratt Free Libraries.

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>        |
|--|------------------------|---------------------------|
| <u>Bureau of Purchases</u>   |                        |                           |
| 25. ISMART,<br>LLC   | \$ 66,160.00           | Agreement/<br>Sole Source |
| Solicitation No. 06000 - Warranty for HP Hardware - Mayor's<br>Office of Information Technology - Req. No. R52639  |                        |                           |
| <p>The Board is requested to approve and authorize execution of an agreement with Ismart, LLC. The period of the agreement is effective upon Board approval through August 31, 2010.</p> <p>The vendor is the original supplier of the hardware and this request is to extend the basic warranty period provided by the vendor.</p> <p>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.</p> |                        |                           |
| 26. BELL TECHLOGIX   | \$ 28,447.65           | Sole Source               |
| Solicitation No. 08000 - Annual Software License Renewal -<br>Enoch Pratt Free Library - Req. No. R529614  |                        |                           |

The vendor is the sole provider of software license renewals for the computers installed at the Enoch Pratt Free Libraries.

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> |
|---------------|------------------------|--------------------|
|---------------|------------------------|--------------------|

Bureau of Purchases

- |                   |              |             |
|-------------------|--------------|-------------|
| 27. MOTOROLA INC. | \$239,722.00 | Sole Source |
|-------------------|--------------|-------------|
- Solicitation No. 08000 - PremiereOne CSR Upgrade - Mayor's Office of Information Technology - Req. No. R529609

The vendor is the sole source provider of the needed upgrade to the installed Customer Relationship Management tool used by the One Call Center 311 for tracking citizens' requests for service.

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.

**(FILE NO. 55919)**

- |                        |              |             |
|------------------------|--------------|-------------|
| 28. SYTECH CORPORATION | \$ 30,170.00 | Sole Source |
|------------------------|--------------|-------------|
- Solicitation No. 08000 - Telephone Investigation System Maintenance - Police Department - Req. No. R530611

The vendor is the manufacturer and sole provider of this proprietary software system.

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> |
|---------------|------------------------|--------------------|
|---------------|------------------------|--------------------|

Bureau of Purchases

- |                                     |              |             |
|-------------------------------------|--------------|-------------|
| 29. DUKE'S SALES &<br>SERVICE, INC. | \$ 48,000.00 | Sole Source |
|-------------------------------------|--------------|-------------|
- Solicitation No. 08000 - Jet Power II Cleaning Solution -  
Department of Public Works, Bureau of Water and Wastewater -  
Req. No. R526452

The vendor is the sole provider of Jet Power II cleaning solution. The use of any other solution will void the warranty on the installed equipment.

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.

- |                                   |                |          |
|-----------------------------------|----------------|----------|
| 30. DELTA CHEMICAL<br>CORPORATION | \$1,000,000.00 | Increase |
|-----------------------------------|----------------|----------|
- Solicitation No. B50000204 - Aluminum Sulfate - Agencies -  
Various - Req. Nos. Various

On November 21, 2007, the Board approved the initial award in the amount of \$1,404,850.00. Subsequent actions were approved. This increase in the amount of \$1,000,000.00 is necessary due to increased usage, making the award amount \$4,404,850.00.

**MWBOO GRANTED A WAIVER.**

- |  |               |          |
|--|---------------|----------|
| 31. ROLLING DOORS OF<br>MARYLAND, INC. | \$ 200,000.00 | Increase |
|--|---------------|----------|
- Solicitation No. BP-07104 - Various Doors System  
Repair/Installation - Agencies - Various Req. Nos. Various

On March 14, 2007, the Board approved the initial award in the amount of \$176,750.00. Subsequent actions were approved. This increase in the amount of \$200,000.00 is necessary due to increased usage, making the award amount \$826,750.00.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

**MWBOO SET GOALS OF 1% MBE AND 0% WBE.**

|                              |      |
|------------------------------|------|
| <b>MBE:</b> Spear Mechanical | 0.5% |
| Calmi Electrical Co.         | 0.5% |

**MWBOO FOUND VENDOR IN COMPLIANCE.**

## 32. ALBAN TRACTOR

|   |                     |                |
|---|---------------------|----------------|
| <u>COMPANY</u>  | <u>\$200,000.00</u> | <u>Renewal</u> |
| Solicitation No. B50000562 - Caterpillar Maintenance and Repair - Department of Public Works, Bureau of Solid Waste - Req. Nos. Various |                     |                |

On August 20, 2008, the Board approved the initial award in the amount of \$200,000.00. The award contained one 2-year renewal options at the sole discretion of the City. This is the first and final renewal for the period August 31, 2009 through August 30, 2011, in the amount of \$200,000.00, making the award amount \$400,000.00.

**MWBOO GRANTED A WAIVER.**

## 33. GONE SWIMMING POOLS

|   |            |                                      |
|---|------------|--------------------------------------|
| <u>INC.</u>   | <u>N/A</u> | <u>Performance<br/>Bond Revision</u> |
| B50000824 - Provide Swimming Pool Maintenance and Repair Services - Department of General Services - Req. No. R511995 |            |                                      |

On December 17, 2008, the Board approved the initial award for the amount of \$771,750.00 for a three-year period with the requirement for a performance bond in the full amount of the award. Per City Charter, Article VI, §11(g)(3)(ii) 2, authority is requested to reduce the annual performance bond amount to \$257,250.00, which is the estimated contract price for each year.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

| VENDOR | AMOUNT OF AWARD | AWARD BASIS |
|--------|-----------------|-------------|
|--------|-----------------|-------------|

Bureau of Purchases

- |  |              |                      |
|--|--------------|----------------------|
| 34. STANLEY ACCESS   | \$ 30,000.00 | Extension & Increase |
| TECHNOLOGY<br>Solicitation No. 08000 - Door Rehabilitation/Installation at<br>Baltimore Convention Center - Baltimore Convention Center -<br>Req. Nos. Various |              |                      |

On June 20, 2007, the Board approved an initial award for the amount of \$16,100.00. On September 12, 2007, the Board approved an increase in the amount of \$42,400.00. On July 30, 2008, the Board approved an increase in the amount of \$30,000.00. The Board is requested to approve an increase in the amount of \$30,000.00 and an extension for the period of September 21, 2009 through September 20, 2010. The additional funds are required because of an increase in usage.

The vendor is the manufacturer's only authorized source for providing these specialized services.

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.

- |   |              |         |
|---|--------------|---------|
| 35. UNIVAR USA, INC.  | \$250,000.00 | Renewal |
| Solicitation No. B50000104 - Sulfur Dioxide Liquid in One-Ton<br>Containers - Department of Public Works, Bureau of Water and<br>Wastewater - Req. Nos. Various |              |         |

On October 24, 2007, the Board approved the initial award in the amount of \$209,400.69. On October 1, 2008, the Board approved the first renewal in the amount of \$250,000.00. The Board is requested to approve the final renewal for the amount of \$250,000.00 to cover the period of October 15, 2009 through October 14, 2010.

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

|                                 |              |         |
|---------------------------------|--------------|---------|
| 36. METRO METER SERVICE<br>INC. | \$500,000.00 | Renewal |
|---------------------------------|--------------|---------|

Solicitation No. B50000039 - Large Water Meter Testing, Repair and Replacement - Department of Public Works, Bureau of Water and Wastewater - Req. No. R531417

On October 10, 2007, the Board approved an initial award in the amount of \$472,125.00. On August 20, 2008, the Board approved the first renewal in the amount of \$500,000.00. The Board is requested to approve the second renewal in the amount of \$500,000.00 for the period of October 15, 2009 through October 14, 2010.

**MWBOO GRANTED A WAIVER.**

|                            |              |          |
|----------------------------|--------------|----------|
| 37. MOTOROLA, INCORPORATED | \$250,701.00 | Increase |
|----------------------------|--------------|----------|

Solicitation No. BP 10695 - Provide Annual 800 MHz System Maintenance - Mayor's Office of Information Technology - Req. Nos. Various

On July 12, 1995, the Board approved Phase One of the initial award, in the amount of \$16,563,735.00. Subsequent actions were approved. This increase, in the amount of \$250,701.00, is needed to meet the increased demand for this service. This increase would make the total contract amount \$83,728,697.96. The contract expires June 30, 2010.

**MWBOO SET GOALS OF 17.82% MBE AND 0% WBE.**

**MBE:** Brown's Communication 17.82%

**WBE:** 0.00%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

(FILE NO. 55919)

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

| <u>VENDOR</u>   | <u>AMOUNT OF AWARD</u>                                       | <u>AWARD BASIS</u>                 |
|---|--|------------------------------------|
| <u>Bureau of Purchases</u>  |  |                                    |
| 38. PETER'S SPRING &<br>ALIGNMENT<br>MIDDLETON & MEADS<br>CO., INC. | \$ 58,144.50<br><br><u>566,666.68</u><br><b>\$624,811.18</b> | Ratification<br><br><br>Term Order |

Solicitation No. 06000 - Spring and Suspension Repair Services - Department of General Services - Req. Nos. Various

On June 30, 2009, due to an administrative error contract no. BP 06087, Spring and Suspension Services expired with two 1-year renewals remaining. However, the vendor continued to supply the services to meet the City's needs. It is requested that the expenditures from July 1, 2009 through August 26, 2009 be ratified, and that a term purchase order be approved under the same terms and conditions as BP 06087, including the remaining one-year renewal.

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.

**MWBOO SET GOALS OF 2% MBE AND 1% WBE.**Peter's Spring & Alignment

|             |                       |      |
|-------------|-----------------------|------|
| <b>MBE:</b> | B & B Lighting Supply | .33% |
|             | Universal Towing, LLC | .33% |
|             | Fire Safety Equipment | .33% |
| <b>WBE:</b> | Robnet, Inc.          | .25% |

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases - cont'd

Middleton & Meads Co., Inc.

**MBE:** Cherry Hill Towing 2.00%

**WBE:** Chesapeake Wiper &  
Supply, Inc. .25%

## 39. ENVIRONMENTAL SYSTEMS

|                                 |                     |                    |
|---------------------------------|---------------------|--------------------|
| <u>RESEARCH INSTITUTE, INC.</u> | <u>\$ 49,480.00</u> | <u>Sole Source</u> |
|---------------------------------|---------------------|--------------------|

Solicitation No. 08000 - Arc-GIS System - Fire Department -  
Req. No. R528281

The vendor is the sole source provider of the proprietary system currently in use by the City.

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.

## 40. CITIZENS PHARMACY

|                 |                     |                |
|-----------------|---------------------|----------------|
| <u>SERVICES</u> | <u>\$290,017.30</u> | <u>Renewal</u> |
|-----------------|---------------------|----------------|

Solicitation No. BP 06024 - Furnish and Deliver  
Pharmaceuticals - Commission on Aging and Retirement  
Education - Req. No. Various

On September 14, 2005, the Board approved the initial award in the amount of \$217,527.45. Subsequent actions have been approved. This is the final renewal for the period September 1, 2009 through August 31, 2010 in the amount of \$290,017.30, making the award amount \$1,405,979.57.

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of General Services

|  |             |          |
|--|-------------|----------|
| 41. OPAZ CONSTRUCTION<br>CO., Inc.                     | \$ 7,000.00 | Only Bid |
| IC-514 - Building Waterproofing at People's Courthouse |             |          |

|  |             |          |
|--|-------------|----------|
| 42. EVERYTHING & NEAT<br>PAINTING CO., INC.              | \$11,300.00 | Only Bid |
| IC 515 - Interior Painting at Fire Engine Company No. 55 |             |          |

UPON MOTION duly made and seconded, the Board approved the informal awards, renewals, increases to contracts and extensions. The President **ABSTAINED** on item no. 8, item no. 21 and item no. 34.

**MINUTES**

Department of Transportation - Task Assignment No. 2

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the assignment of task no. 2, Project No. 1058, to EA Engineering, Science and Technology, Inc. under On-Call Construction Management Services for the Conduit Division.

**AMOUNT OF MONEY AND SOURCE:**

\$144,311.09 - 2024-000000-5480-395900-603018

**BACKGROUND/EXPLANATION:**

The consultant will assist the Department with on-site construction management services for various projects that are under the Department's jurisdiction. The consultant was requested to submit a cost proposal to perform task no. 2 for project no. 1058, which has reviewed and approved by the Conduit Division, in the amount of \$144,311.09.

**MWBOO SET GOALS AT 21% FOR MBE AND 7% FOR WBE.**

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized the assignment of task no. 2, for Project No. 1058, to EA Engineering, Science and Technology, Inc., under On-Call Construction Management Services for the Conduit Division. The Comptroller **ABSTAINED.**

## MINUTES

ANNOUNCEMENT

Mayor: "Madam President, before we recess I would like to maybe have a moment of silence for the life of Senator Edward Kennedy, who really had an impact not only in the State that he represented but in the country. Not only with the life history of his family, but what he did in fighting for equality and justice, as well as for health care. I think about the CHIP Program for our children to provide and expand that effort, and he really took the leadership in that, and he will be missed. Our prayers are with he and his family, and I hope that the Congress sees the need to create a health care system -- because he was really in the lead in this -- that will benefit all of the citizen's of this great country."

President: "Thank you. I would ask for a moment of silence before we close.

(Moment of silence)

"As there is no more business before the Board, the meeting will recess until bid opening at twelve o'clock noon.

**MINUTES**

Clerk: "The Board is now in session for the receiving and opening of bids."

**BIDS, PROPOSALS AND CONTRACT AWARDS**

Prior to the reading of bids received today and the opening of bids scheduled for today, the Clerk announced that the following agencies had issued an Addendum extending the dates for receipt and opening of bids on the following contract. There were no objections.

**THERE WERE NO ADDENDA RECEIVED.**

Thereafter, UPON MOTION duly made and seconded, the Board received, opened, and referred the following bids to the respective Departments for tabulation and report:

Department of Transportation - TR 07306, Resurfacing Edison Street to Erdman Avenue

M. Luis Construction Co., Inc.  
Machado Construction  
P. Flanigan & Sons, Inc.  
Monumental Paving & Excavating,  
Inc.

MINUTES

Bureau of Purchases

- B50001164, Crew Cab Pickup  
Truck with Liftgates

Apple Ford L/M, Inc.  
Chapman AutoGroup (Chevrolet)  
Chapman AutoGroup (Ford)  
Chesapeake Ford Trucks Sales,  
Inc.  
Chas Winner dba/ Winner Ford  
Bob Bell Chevrolet of Belair

Bureau of Purchases

- B50001177, Sewage Pumping and  
Disposal Services

The Good Shepherd Septic  
Service, Inc.  
Robert F. Beall & Sons  
Don's Johns, Inc.

Bureau of Purchases

- B50001180, Traffic Cones

Fastenal Company  
Safeware, Inc.  
Comade, Inc.  
National Capital Industries  
Custom Products Corp.

\* \* \* \* \*

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, September 2, 2009.

JOAN M. PRATT  
Secretary