

**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:

American Combustion Industries, Inc.	\$ 8,000,000.00
CPP Construction	\$ 3,717,000.00
Dynamic Corporation	\$ 26,330,000.00
Independence Excavating, Inc.	\$ 279,234,000.00
Masterpiece Home Remodeling	\$ 135,000.00
Simon Development & Construction Corporation	\$ 6,912,000.00
Nichols Contracting, Inc.	\$ 8,000,000.00
M.P. Zink Construction, Inc.	\$ 1,404,000.00

## MINUTES

BOARDS AND COMMISSIONS - cont'd2. Prequalification of Architects and Engineers

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

AKRF, Inc.	Engineer
Dynamic Corporation	Landscape Architect Engineer Land Survey
G.E. Fielder & Associates	Landscape Architect
MCS Consulting, Inc.	Engineer
Salut, Inc.	Engineer
Sam Schwartz Engineering	Engineer
Simpson Gumpertz & Heger, Inc.	Engineer

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

**MINUTES**

Fire and Police Employees' - Limited Partnership and  
Retirement System (F&P) Subscription Agreements

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the limited partnership and subscription agreements with Drum Special Situation Partners III LP.

**AMOUNT OF MONEY AND SOURCE:**

\$5,000,000.00 - F&P assets  
No General Funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

Drum Capital Management, LLC will be the investment manager to invest F&P assets in limited partnership interests of Drum Special Situation Partners III LP. This closed-ended fund-of-funds will invest in a diversified portfolio of distressed securities.

Drum Special Situation Partners III LP, managed by Drum Capital Management, LLC, is a fund-of-funds investment vehicle designed to invest F&P funds earmarked for distressed securities. The firm was recommended to the F&P Board by its investment consultant, Summit Strategies, after an extensive search and selection process.

**MWBOO GRANTED A WAIVER.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the limited partnership and subscription agreements with Drum Special Situation Partners III LP. The Comptroller **ABSTAINED**.

## MINUTES

Department of Audits - Status Report on the Audit of the Liquor Board for Fiscal Years ending 2005, 2006, and 2007

---

On September 2, 2009, the Department of Audits presented its audit of the Board of Liquor License Commissioners for Baltimore City (Liquor Board), for fiscal years ending 2005, 2006 and 2007, to the Board of Estimates. The Board requested then that the Liquor Board report back to the Board on October 7, 2009 for a Status Report on the two audit findings and recommendations presented in the audit report.

The Liquor Board is to provide a Status Report to the Board after it meets with representatives of the Office of the Labor Commissioner, the Department of Law, the Department of Human Resources, and the Department of Finance, Bureau of Accounting and Payroll Services.

The Liquor Board requested two three-week extensions to November 18, 2009, which were approved by the Board on October 7, 2009 and October 28, 2009. On November 18, 2009, the Board deferred the status report to November 25, 2009. On November 25, 2009, the Board deferred the status report to December 9, 2009.

The Department of Law, Audits, and the Labor Commissioner met on December 1, 2009. However, the Labor Commissioner recommended that there be subsequent meetings and that the report to the Board be deferred until January 13, 2010. The Department of Audits concurs with this recommendation.

The Board NOTED the Status Report on the Audit of the Liquor Board for Fiscal Years ending 2005, 2006, and 2007.

## MINUTES

Health Department - Agreements

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

1. **FLORIDA STATE UNIVERSITY** **\$ 30,000.00**

Account: 6000-621010-3080-294200-603051

Florida State University Center for Prevention and Early Intervention Policy (FSU) will work with Baltimore-based experts to adapt specific handouts and pages from its "Partners for a Healthy Baby" home visiting curricular series, Before Baby Arrives. The revisions will include integration of state-of-the-art research in six key areas: drug and alcohol treatment; domestic violence; mental health care; smoking cessation; family planning; and safe sleep education.

The agreement is late because the grant agreement from the Quality Health Foundation, which provided funding for this particular curriculum, was approved by the Board on August 12, 2009 and the agreement with the FSU was recently finalized.

**MWBOO GRANTED A WAIVER.**

2. **SISTERS TOGETHER AND REACHING** **\$ 29,764.00**  
**(STAR)**

Account: 4000-424510-3040-276915-603051

STAR will provide psychosocial support services through the Ryan White Part B Program to a minimum of 40 HIV+ women through a closed group intervention entitled, "Supporting Positive Attitudes". STAR will conduct two concurrent groups twice a year, with a maximum of 12 women per group that will meet on a bi-weekly basis for 20 weeks for three hours each session. The goals of the groups are to increase the self esteem of HIV+ women by assisting them in

## MINUTES

Health Department - cont'd

being proactive in addressing their physical and mental health needs; equipping them with the mechanisms to build healthy relationships in society; and increasing the individual's support system, thereby assisting each individual in becoming a productive member of society.

The agreement is late because the State AIDS Administration programmatically manages Ryan White Part B services. The Department is responsible for processing contracts after receipt of an approved budget and scope of services and making payments to the provider after the State selects the provider through the Request for Proposal process.

**MWBOO GRANTED A WAIVER.**

3. **ASSOCIATED BLACK CHARITIES, INC.** **\$106,625.00**  
**(ABC)**

Account: 4000-427709-3040-278134-603051

The organization will provide funds to support HIV/STD Prevention-Non-Traditional Outreach Services. The goal is to expand the number of HIV positive individuals that the organization has successfully linked to care by better addressing the complex social, logistical and service barriers faced by the clients as they attempt to access health care services. The period of the agreement is March 1, 2009 through February 28, 2010.

4. **ASSOCIATED BLACK CHARITIES, INC.** **\$118,812.00**  
**(ABC)**

Account: 4000-427709-3040-278114-400000

The organization will provide funding to support the Ryan White Part A dental services to new and returning persons with HIV/AIDS related illnesses. The period of the agreement is March 1, 2009 through February 28, 2010.

The agreements are late because of revisions to the agreements.

## MINUTES

Health Dept. - cont'd

5. **THE JOHNS HOPKINS UNIVERSITY (JHU)** **\$ 44,258.00**

Account: 1001-000000-3100-295900-603051

The JHU will provide physician services to the schools located on the former Lake Clifton campus. The schools are Heritage High, Doris Johnson High, The Reach Middle/High School, Dunbar, Digital Harbor and Patterson Senior High School-Based Health Centers.

The agreement is late because funding for these services was awarded late in the grant year.

**MWBOO GRANTED A WAIVER.**

6. **CENTER FOR A HEALTHY MARYLAND, INC.** **\$ 30,000.00**

Account: 4000-422310-3030-273130-603051

The organization will hire a part-time Health Educator to conduct professional education and consultation regarding two important topics. The first will be establishing and maintaining rapid HIV testing programs in labor and delivery settings in Maryland hospitals. The second will be to assist physicians in transitioning to name-based HIV reporting.

The agreement is late because of delays of the provider and the necessity to obtain a certificate of good standing from the State of Maryland.

**MWBOO GRANTED A WAIVER.**

## MINUTES

Health Dept. - cont'd

7. **ARBOR E & T, LLC d/b/a CARE RESOURCES, INC.** **\$573,802.00**

Account: 4000-427110-3080-294395-603051

The organization will provide service in the area of a Speech Therapist and a Physical Therapist to staff the Baltimore Infants & Toddlers Eligibility Center, two days a week to cover assessment documentation and provide year round individual therapy sessions as needed.

The agreement is late because funding was awarded late in the fiscal year and it was just finalized.

**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 agreements. The Comptroller **ABSTAINED** on Item Nos. 3 and 4.

**MINUTES**

Baltimore City Health Department - Sub-award Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a sub-award agreement with The Johns Hopkins University. The period of the agreement is December 15, 2008 through December 14, 2009.

**AMOUNT OF MONEY AND SOURCE:**

\$ 29,349.00 - 4000-496709-3050-283300-600000

**BACKGROUND/EXPLANATION:**

The Department will conduct research in support of the "Intervention Trial to reduce indoor nitrogen dioxide and carbon monoxide concentrations in Baltimore City Homes" study. The Department's Healthy Homes & Communities Division (Healthy Homes) will take a leadership role on recruitment, community participation, and provision of implementation advice on carbon monoxide surveillance.

Healthy Homes will recruit 100 willing participants by screening their client base of approximately 1,500 families in order to identify families interested in participating in the study. Healthy Homes will offer the program to clients at Baltimore Health Care Access, the City's single point of entry for maternal home visiting services and the Maryland Children's Home Insurance Program.

In addition, Healthy Homes will lead community participation for the study, and liaise with community partners, Civic Works and the Job Opportunities Task Force to provide Baltimore residents with the opportunity to receive on-the-job training during the study.

**MINUTES**

Health Department - cont'd

This agreement is being presented at this time because it was just received.

**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 sub-award agreement with The Johns Hopkins University.

**MINUTES**

Health Department - Unified Funding Document

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the unified funding document for the period ending September 30, 2009.

**AMOUNT OF MONEY AND SOURCE:**

<b><u>GRANT DESCRIPTION</u></b>	<b><u>TYPE OF ACTION</u></b>	<b><u>AMOUNT OF ACTION</u></b>	<b><u>TOTAL AWARD</u></b>
AD431-WICKY RW-D 4000-425610-3040- 278100-600000	Reduction	(\$ 47,773.00)	\$ 668,114.00
AD656EHT Expanded HIV Testing 4000-422010-3030- 273150-603051	Supplement	\$ 66,666.00	\$ 771,766.00
CH560CFT - Core Public Health Ser. 1001-000000-3000- 337600-401260	Reduction	(\$3,594,258.00)	\$7,472,078.00
FHAB07FVR-Fluoride Varnish Registry 5000-587310-3000- 262200-405001	New	\$ 20,000.00	\$ 20,000.00

**BACKGROUND/EXPLANATION:**

As the fiscal year progresses, supplements, modifications, and/or reductions will be processed through the granting administrations with revised unified funding awards being issued. The most current unified funding document will be the official award of record.

**MINUTES**

Health Department - cont'd

The unified funding document is late because this item was just recently received by the Department.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved acceptance of the unified funding document for the period ending September 30, 2009.

**MINUTES**Police Department - Employment Agreements

The Board is requested to approve and authorize execution of a renewal of employment agreements. The period of the agreement is effective upon Board approval for one year.

	<u>Name</u>	<u>Hourly Rate</u>	<u>Amount</u>
1.	<b>ESSEX R. WEAVER</b>	\$14.42	<b>\$30,000.00</b>
2.	<b>DUANE A. JEFFERSON</b>	\$14.42	<b>\$30,000.00</b>

Account: 1001-000000-2010-197600-601009

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 above renewal of employment agreements.

**MINUTES**Police Department - Grant Award Agreement

The Board is requested to approve and authorize execution of the grant award agreement with the Governor's Office of Crime Control and Prevention (GOCCP). The period of the agreement is December 1, 2009 through December 31, 2010.

1. **SEROLOGY ENHANCEMENT - DBRA** **\$ 375,000.00**

Account: 5000-585310-5750-650405-600000

The Department has received a grant from the GOCCP for the Serology Enhancement Program. The funds will be used to assist in developing and implementing strategies specifically intended to reduce DNA backlogs in the State of Maryland. The program increases laboratory efficiency through the hiring of additional personnel and the outsourcing of other backlogged samples. The program funds provide personnel and contractual services.

**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 award agreement with the Governor's Office of Crime Control and Prevention.

## MINUTES

Mayor's Office of Employment - Agreements  
Development (MOED)

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

1. **MARYLAND CENTER FOR ARTS** **\$ 12,000.00**  
**AND TECHNOLOGY, INC.**

Accounts: 4000-806710-6310-467253-603051  
4000-807510-6310-467253-603051

The organization will provide training on those areas specified on the Maryland Higher Education Commission list. The training will consist of programs described in the course or certificate curriculum outline. The training will include any participant attendance policies, academic benchmarks, the means of measuring achievements, completion standards, and the total hours of each course in a certificate program. The period of the agreement is November 18, 2009 through June 30, 2010.

2. **LVI, LCC** **\$ 1,000.00**

Account: 4000-805310-6310-656805-603051

The organization will provide 16 hours of training for ten incumbent employees through an initiative known as Maryland Business Works. The incumbent employees will receive training in ServSafe Essentials Training. The period of the agreement is December 15, 2009 through January 22, 2010.

## MINUTES

MOED - cont'd

3. **DEPARTMENT OF RECREATION AND PARKS (DRP)** **\$ 2,500.00**

Account: 1001-000000-6390-485915-601002

The DRP will provide a framework for a series of workshops that will be provided to MOED by the DPR in conjunction with the After School Matters II Program. The DRP Division of Youth and Adult Sports will provide instructional support by promoting the concept and practice of youth development through classroom instruction for the Sports Management cluster. The period of the agreement is December 14, 2009 through February 19, 2010.

4. **TOWSON UNIVERSITY, DIVISION OF ECONOMIC AND COMMUNITY OUTREACH** **\$ 12,000.00**

Accounts: 4000-806710-6310-467253-603051  
4000-807510-6310-467253-603051

The organization will provide training on those areas specified on the Maryland Higher Education Commission list. The training will consist of the program(s) described in the course or certificate curriculum outline and will include any participant attendance policies, academic benchmarks and the means of measuring achievements, completion standards, and the total hours of each course in a certificate program. The maximum length of time a participant can remain in training is one year. The period of the agreement is November 18, 2009 through June 30, 2010.

**APPROVED FOR FUNDS BY FINANCE**

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

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

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the expenditure of funds to pay C & A Sportswear.

**AMOUNT OF MONEY AND SOURCE:**

\$ 5,500.00 - 4000-806410-6310-466505-607050

**BACKGROUND/EXPLANATION:**

On July 2, 2009, MOED received notice of an unexpected visit by the U.S. Secretary of Labor and a Congressional delegation to see the City's Green Jobs Youth Corps Program (U.S. Department of Labor funded program) in operation. The visit was set for July 10, 2009. The MOED directly procured hats and T-shirts for the youth participants from C & A Sportswear.

**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 C & A Sportswear.

**MINUTES**

Mayor's Office of Employment - Correction of Account Number  
Development (MOED)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve correction of the account number for an agreement with Globaltech Bilingual Institute (GI-TECH, Inc.) and the Credit Union Foundation of Maryland and District of Columbia, Inc.

**AMOUNT OF MONEY AND SOURCE:**

4000-807510-6310-590705-603051 - correct account number

**BACKGROUND/EXPLANATION:**

On July 29, 2009, the Board approved the initial agreement with GITECH, Inc. and the Credit Union Foundation of Maryland and District of Columbia, Inc. The approved account no. was 4000-807510-6310-459505-603051. The correct account no. is 4000-807510-6310-590705-603051. All other terms and conditions of the agreement will remain unchanged.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved correction of the account number for an agreement with Globaltech Bilingual Institute (GI-TECH, Inc.) and the Credit Union Foundation of Maryland and District of Columbia, Inc.

## MINUTES

Mayor's Office of Employment - TRANSFER OF LIFE-TO-DATE  
Development SICK LEAVE

The Board is requested to approve the transfer of LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Stephanie Teagle.

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

<u>NAME</u>	<u>DAYS</u>
Kahlila Nicols	5
Lucy Herring Feagins	5
Raymond Holmes	5
Sharon S. Queen	4
Michael T. Wells	2
Charles G. Makell	2
Joy Carol Brown	1
Cynthia Jefferson	1
Mark Hooper	1
Grayling Johnson	<u>1</u>
<b>TOTAL</b>	<b>27</b>

**APPROVED FOR FUNDS BY FINANCE**

**THE LABOR COMMISSIONER RECOMMENDED APPROVAL.**

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

**MINUTES**

Mayor's Office of Employment Development - Funding Revision

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a revision to the budget under the agreement with the Historic East Baltimore Community Action Coalition (HEBCAC).

**AMOUNT OF MONEY AND SOURCE:**

(\$ 19,476.000) - 1001-000000-6330-475905-603051

**BACKGROUND/EXPLANATION:**

On July 01, 2009, the Board approved the agreement with HEBCAC to secure the services of subcontractors that would provide comprehensive integrated services that would include job readiness preparation, career skills training, employment connections, and other services. Under the agreement, the funding level will not exceed \$695,911.00.

However, the General Funds for this project were decreased in the amount of \$63,000.00. Therefore, a second funding source, the Weinberg Foundation, was added to cover part of the reduction of the City General Funds in the amount of \$43,524.00. The new funding level now totals \$676,435.00 for a difference of \$19,476.00 from the original amount.

Original	\$695,911.00
Decrease	(63,000.00)
Increase	<u>43,524.00</u>
New Total	<b>\$676,435.00</b>

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of revision to the budget under the agreement with the Historic East Baltimore Community Action Coalition.

**MINUTES**

Commission on Aging &  
Retirement Education (CARE)

- Standard Memorandum of  
Understanding Intra-Agency/  
Intergovernmental Agreement  
(MOU) and Funding Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the standard memorandum of understanding intra-agency/intergovernmental agreement (MOU) and funding award.

MOU

- |  |                     |
|--|---------------------|
| 1. <b>MARYLAND DEPARTMENT OF HEALTH<br/>AND MENTAL HYGIENE (DHMH), OFFICE<br/>OF HEALTH SERVICES (OHS)</b> | <b>\$143,404.00</b> |
|--|---------------------|

Account: 4000-433310-3250-319700-607001

The MOU will allow CARE to accept a grant award from the DHMH/OHS to provide adult day care services to participants at the Eleanor E. Hooper Adult Day Care Center. CARE will also pay for adult day care services for the OHS participants in private adult day care centers and perform specific services as outlined in the agreement and in accordance to the Conditions of Award as specified in the OHS FY 2010 Funding Requirements and Proposal Guidelines. The adult day care OHS funds are targeted toward the care of Maryland's population of functionally impaired adults in the community who are at risk of deterioration or institutionalization if their health and social needs are not met. The period of the agreement is July 1, 2009 through June 30, 2010.

The agreement is late because of a processing oversight at CARE.

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

**MINUTES**

CARE - cont'd

FUNDING AWARD

2. **MYRTLE TYLER FAITHFUL FUND, INC.** **\$16,472.00**

Account: 6000-635609-3250-319900-603026

The Myrtle Tyler Faithful Fund, Inc. funding award will be utilized for the purchase and installation of computer and office equipment at the Zeta Senior Center. The Zeta Senior Center will provide services to the older adult population by offering health, social, nutrition, education and recreational services. More specialized services are offered based on each individual's need. The computer and office equipment will be purchased from qualified CitiBuy vendors.

**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 memorandum of understanding intra-agency/intergovernmental agreement and funding award. The Comptroller **ABSTAINED** on Item No. 2.

**MINUTES**

Department of Planning - Report on Previously  
Approved Transfers of Funds

At previous meetings, the Board of Estimates approved Transfers of Funds subject to receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter. Today, the Board is requested to **NOTE 26** favorable reports on Transfers of Funds approved by the Board of Estimates at its meeting on November 18, 2009.

The Board **NOTED 26** favorable reports on Transfers of Funds approved by the Board of Estimates at its meeting on November 18, 2009.

**MINUTES**

Department of Planning - 2010 Loan Authorization Program  
FY 2012 & FY 2013 General Obligation  
(G.O.) Bond Issues

---

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the 2010 loan authorization program, which includes \$50,000,000.00 for appropriation in FY 2012 and \$50,000,000.00 for appropriation in FY 2013.

**AMOUNT OF MONEY AND SOURCE:**

\$100,000,000.00

**BACKGROUND/EXPLANATION:**

The 2010 loan authorization program will enable the City to issue \$100,000,000.00 in G.O. bonds.

The G.O. bonds are borrowed funds that must be approved by the Planning Commission, the Board of Finance, the Board of Estimates, the City Delegation to the Maryland General Assembly, the City Council, and the voters of Baltimore City. This loan package will go to referendum in November 2010 and must be approved by a majority of the voters before the funds can be appropriated and expended. This fund source is secured by the full faith and credit of the City and, therefore, comprises a portion of the City's annual debt.

## MINUTES

Department of Planning - cont'd

This year, agencies requested \$182,000,000.00 for FY 2012 and \$134,000,000.00 for FY 2013. After careful review and consideration of each request, the Planning Commission approved a loan program that totals \$100,000,000.00, which includes \$50,000,000.00 for appropriation in FY 2012 and \$50,000,000.00 for appropriation in FY 2013. The Planning Commission approved the 2010 loan authorization program on November 19, 2009. The Board of Finance approved the program on November 23, 2009.

UPON MOTION duly made and seconded, the Board approved the 2010 loan authorization program, which includes \$50,000,000.00 for appropriation in FY 2012 and \$50,000,000.00 for appropriation in FY 2013.

**MINUTES**

Bureau of Treasury Management - 2010 Loan Authorization Program

**ACTION REQUESTED OF B/E:**

The Board is requested to **NOTE** receipt of the Board of Finance endorsement, without amendments of the Planning Commission's 2010 loan authorization program.

**BACKGROUND/EXPLANATION:**

The Baltimore City Charter requires that the Board of Finance provide recommendations to the Board of Estimates on the Mayor and City Council of Baltimore Loan Authorization Program. The Planning Commission has recommended an authorization of \$50,000,000.00 in General Obligation Bonds in FY 2012 and \$50,000,000.00 in FY 2013 for a total of \$100,000,000.00. Once the proper authorizations have been obtained, this program will be placed on the November 2010 general election ballot for voter approval.

The majority of the funding is allocated to Build Strong and Educated Families (\$45,025,000.00), Strengthen Baltimore's Economy (\$19,575,000.00), and Create Stable, Vibrant, Livable, Neighborhoods (\$17,050,000.00).

The Board of Finance approved the 2010 loan authorization program on November 23, 2009.

## MINUTES

Bureau of Treasury Management - cont'd

**Baltimore City Board of Finance  
Endorsed 2010 Loan Authorization Program**

**Bond Fund Distribution**

	<u>FY 2012</u>	<u>FY 2013</u>	<u>TOTAL</u>
1. Make Baltimore a Safer City	3,775,000.00	1,500,000.00	5,275,000.00
2. Make Baltimore a Cleaner Greener, More Sustainable City	2,725,000.00	4,350,000.00	7,075,000.00
3. Build Strong, Healthy, and Educated Families	22,534,000.00	22,491,000.00	45,025,000.00
4. Strengthen Baltimore's Economy and Promote Economic and Cultural Opportunities for All Residents	8,650,000.00	10,925,000.00	19,575,000.00
5. Create Stable and Vibrant, Livable Neighborhoods	9,316,000.00	7,734,000.00	17,050,000.00
6. Make Baltimore's Government More Innovative Efficient and Customer Friendly	3,000,000.00	3,000,000.00	6,000,000.00
<b>Total</b>	<b>50,000,000.00</b>	<b>50,000,000.00</b>	<b>100,000,000.00</b>

The Board **NOTED** receipt of the foregoing Board of Finance endorsement, without amendments of the Planning Commission's 2010 loan authorization program.

**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. Edgrenia Campbell et. al. \$137,500.00

Account: 1001-000000-2000-195500-603070

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

**MINUTES**

Baltimore Development - Note Modification Agreement  
Corporation

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a note modification agreement with Catalyst IT Services (Catalyst).

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On October 19, 2005, the Board approved a \$70,000.00 loan related to the relocation of Catalyst from 201 N. Charles Street to 1501 Mount Royal Avenue to retain its presence in the City.

The original loan was structured so that, the Catalyst made monthly payments of interest only with a balloon payment at maturity. Due to the recent downturn in the economy, the Catalyst has realized a reduction in revenues and profits, to the point where making a one-time balloon payment to the City in the amount of \$70,000.00 would be a financial burden on the Company.

The Catalyst has requested that the City to convert its balloon payment to a 36-month amortizing loan with monthly principal and interest payments. At the end of the 36 months, the loan will be paid in full with no payments being forgiven.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the note modification agreement with Catalyst IT Services.

MINUTES

PERSONNEL MATTERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Personnel matter

listed on the following page:

4586

The Personnel matter has been approved

by the EXPENDITURE CONTROL COMMITTEE.

The contract has been approved

by the Law Department

as to form and legal sufficiency.

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

	<u>Hourly Rate</u>	<u>Amount</u>
1. <b>KATHLEEN CAMPBELL</b>	\$8.25	<b>\$10,164.00</b>

Account: 4000-432910-3250-319700-601009

Ms. Campbell will work as an Office Assistant for the Hatton Senior Center. She will be responsible for assisting with planning and implementing social health, educational, recreational and other program services for program participants. She will also collect, compile, examine, and report data regarding participants and activities, advise her supervisor of problematic situations and available community resources for program use. The period of the agreement is effective upon Board approval through September 30, 2010.

**MINUTES**

Mayor's Office on - Memorandum of Understanding (MOU)  
Criminal Justice (MOCJ)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a MOU with the Police Department and the Baltimore City Public School System School Police. The period of the MOU is December 1, 2009 through December 31, 2012.

**AMOUNT OF MONEY AND SOURCE:**

\$70,000.00 - 5000-560110-2250-248213-601065

**BACKGROUND/EXPLANATION:**

The Baltimore Police Department and the MOCJ, subject to the availability of funding, agree to reimburse the Baltimore City Public School System Police at the standard daily overtime rate for each occurrence of deployment worked by the voluntary police officers on certain deployments. Deployments may include staffing the Baltimore City Curfew Center, juvenile warrant service, providing security at City pools and other deployments mutually agreed upon by the parties to this agreement. The MOU outlines the agreed upon procedures for reimbursement.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the memorandum of understanding with the Police Department and the Baltimore City Public School System School Police. The Mayor **ABSTAINED**.

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

4589 - 4590

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

**MINUTES****TRANSFER OF FUNDS**Department of Recreation and Parks

1.	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
	<b>\$ 5,000.00</b>	9938-901460-0474	9938-901699-9474
	Gen Funds	Active - Park Building Modernization	Active - Cylburn Arboretum

This transfer will provide funds to cover the costs associated with Change Order No. 5 for Cylburn Arboretum Greenhouse Addition project under Contract PB 07808.

2.	<b>\$ 40,000.00</b>	9938-901673-9475	9938-906673-9474
	MVR	Reserve Mt. Vernon Park Master Plan	Active Mt. Vernon Park Master Plan

This transfer will provide funds to cover costs associated with the grant agreement for restoration and management master plan between the Department of Planning and the Mt. Vernon Place Conservancy, Inc. The agreement was approved by the Board November 25, 2009.

Department of Housing and Community Development

3.	<b>\$380,000.00</b>	9910-904941-9587-	9910-901770-9588-
	29 <sup>th</sup> CDB FY 2010	900000-600000	900000-600000
		West Baltimore Transit	West Baltimore Transit

This transfer will provide funds for the acquisition of vacant properties in anticipation of future development to support the Red Line.

## MINUTES

DHCD - cont'd

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
4.	<b>100,000.00</b>	9910-903916-9587-	9910-907079-9588-
	29th CDB FY 2010	900000-700000	900000-700000
		Ground Rent	Ground Rent
		Acquisition	Acquisition

This transfer will provide funds for the Department's citywide acquisitions of ground rent interest owned by the City for fiscal year 2010.

**MINUTES**Baltimore City Fire Department - Retroactive Payments**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize retroactive payments to the various Paramedics and Firefighters. These retroactive payments are the result of a decision by the Worker's Compensation Commission, Civil Service Commission, or the Labor Commissioner.

1. **MARK S. ZINN** **\$13,857.22**

Account No. 1001-000000-2110-658600-601061

Mr. Zinn is back on the Department's payroll effective September 30, 2009. This payment is for payroll periods ending August 4, 2009 through September 29, 2009.

2. **RONALD HUDGINS, JR.** **\$71,665.86**

Account No. 1001-000000-2120-226300-601061

Mr. Hudgins was restored to the Department's payroll effective September 15, 2009. This payment is for payroll periods ending September 18, 2007 through September 15, 2009.

3. **STEVEN G. JENKINS** **\$ 7,938.17**

Account No. 1001-000000-2120-226300-601061

Mr. Jenkins' grievance was upheld and he is entitled full payment of lost wages for 29 days.

## MINUTES

Baltimore City Fire Department - cont'd

4. **MARIA KARAGIANNIS** **\$ 9,498.69**

Account No. 1001-000000-3190-3008700-601061

The Department member was at the incorrect salary step in HRIS. Ms. Karagiannis did not move from Salary step 2 to salary 3 at the correct time. The error has been corrected in HRIS and her pay rate is now correct.

5. **JARRETT A. STAFFORD** **\$ 8,374.62**

Account No. 1001-000000-2120-226300-601061

Mr. Stafford's grievance was upheld and he is entitled to full payment of lost wages for 29 days.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized retroactive payments to the foregoing Paramedics and Firefighters.

**MINUTES****TRAVEL REIMBURSEMENTS**Health Department

Johnnie Phipps

\$864.89

Account: 4000-422810-3080-294286-603001 - State

On September 21-26, 2009 Mr. Phipps attended the "Partners for a Healthy Baby Curriculum Workshop" in Orlando, Florida. The subsistence rate for this location is \$158.00 per day. The Department is requesting reimbursement for airfare, accommodations and meals which are included in the total.

The reimbursement request is being presented at this time because program staff learned about the conference too late to request prior approval.

Airfare	\$139.20
Food	111.45
Hotel and Taxes	<u>614.24</u>
<b>Total</b>	<b>\$864.89</b>

UPON MOTION duly made and seconded, the Board approved the travel reimbursement for Mr. Johnnie Phipps.

**MINUTES**

Department of Recreation and Parks - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the agreement with the Herring Run Watershed Association (HRWA). The period of the agreement is effective upon Board approval through November 30, 2010.

**AMOUNT OF MONEY AND SOURCE:**

\$25,000.00 - 9938-904806-9474-900000-709099

**BACKGROUND/EXPLANATION:**

The HRWA is a non-profit organization that is committed to improving the environmental quality of the Herring Run Watershed. This agreement will provide funding from the Department of Planning's Critical Area Management Program to support administrative, training and operating costs for a summer "green" jobs program for YouthWorks participants. The City's watersheds and parks will benefit from this initiative.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**

Department of Recreation and Parks - cont'd

**TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
<b>\$25,000.00</b>	9938-902457-9475	9938-904806-9474
Other	Reserve	Active
	Critical Area	Herring Run
	Mitigation	Watershed

This transfer will provide funds to cover the costs associated with the agreement between the Department of Recreation and Parks and the Herring Run Watershed Association.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with the Herring Run Watershed Association. 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

Dept. of General Services - Minor Privilege Permit Applications

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

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 29 E. Cross Street	Leroy Harwitz, et al	Awning w/signage 15' x 3 ½' two fluorescent tubes
Annual Charge: \$215.85		
2. 2101 E. North Ave.	Donna Fizer	Retain two awnings w/signage 37'x 4', 5½'x 3 ½', one handicap ramp, six tubes
Annual Charge: \$1,320.05		
3. 1102 W. 36 <sup>th</sup> St.	R.H.H.L.L.C.	Retain one sculpture type sign irregular size - triangle 225 sq. ft.
Annual Charge: \$393.75		
4. 401 E. Patapsco Ave.	Churchill Assocs. LLC	Handicap ramp 22' x 4'
Annual Charge: \$ 70.30		
5. 246 S. Broadway	L&B Properties, Inc.	Retain awning w/ signage 14'x 2'9", four tubes
Annual Charge: \$ 246.30		

## MINUTES

DGS - cont'd

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
6. 100 E. Pleasant St.	Mercy Hospital, Inc.	One single face electric sign 15' x 15'6, one single face electric sign 23'3" x 1'5"
Annual Charge: \$ 1,442.60		

There are no objections, since no protests were received.

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

MINUTES

EXTRA WORK ORDERS AND TRANSFER OF FUNDS

\* \* \* \* \*

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

4599 - 4600

All of the EWOs had been reviewed and approved

by the

Department of Audits, CORC,  
and MWBOO, unless otherwise indicated.

The Transfer of Funds was approved  
SUBJECT to receipt of a favorable report  
from the Planning Commission,  
the Director of Finance having reported favorably  
thereon, as required by the provisions  
of the City Charter.

The Comptroller **ABSTAINED**

On Item No. 3.

## 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.</u>	<u>Compl.</u>

Bureau of Water and Wastewater

- |    |   |                |                                 |      |
|----|---|----------------|---------------------------------|------|
| 1. | EWO #005, \$28,030.39 - S.C. 843, Improvements to Lower Portion of Moore's Run Interceptor - Phase II |                |                                 |      |
|    | \$16,974,770.00   | \$ 96,458.88   | Corman Constr. Co., Inc.        | 0 98 |
| 2. | EWO #013, \$53,774.18 - S.C. 843, Improvements to Lower Portion of Moore's Run Interceptor - Phase II |                |                                 |      |
|    | \$16,974,770.00   | \$684,694.01   | Corman Constr. Co., Inc.        | 0 99 |
| 3. | EWO #003, \$99,414.71 - Proj. 1046, Provide Construction Engineering and Inspection Services          |                |                                 |      |
|    | \$1,457,725.00  | \$1,597,962.91 | EA Engineering, Science & Tech. | 0 10 |

Department of General Services

- |    |  |                 |                                      |     |
|----|--|-----------------|--------------------------------------|-----|
| 4. | EWO #074, \$83,446.00 - PB 05801R, Baltimore City Central Garage |                 |                                      |     |
|    | \$17,950,000.00  | \$12,562,333.16 | Whiting-Turner Contracting Co., Inc. | 0 0 |

Department of Public Works

- |    |  |                |                       |      |
|----|--|----------------|-----------------------|------|
| 5. | EWO #006, \$249,401.47 - S.C. 839RR, Lower Stony Run Interceptor |                |                       |      |
|    | \$40,440,440.40  | \$2,853,858.47 | Carp Seca Corporation | 0 56 |

**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.</u>	<u>Compl.</u>

Department of Transportation

- |    |   |                |                           |     |
|----|---|----------------|---------------------------|-----|
| 6. | EWO #074, (\$54,263.39) - TR 95320, Reconstruction of Boston Street: Chester Street to 700' East of Conkling Street |                |                           |     |
|    | \$13,885,152.05   | \$2,228,369.90 | P. Flanigan & Sons, Inc.  | 0 0 |
| 7. | EWO #001, \$148,385.80 - TR 09019, Citywide Slab Repairs  |                |                           |     |
|    | \$563,265.17  | \$ 0.00        | M. Luis Constr. Co., Inc. | 0 0 |

8. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<b>\$148,385.80</b>	9950-902496-9509	9950-901597-9508-2
MVR	Constr. Res. Slab Repairs	Contingencies Citywide Slab Repairs

This transfer will cover the costs associated with Change Order No. 1, on Contract No. TR 09019, with M. Luis Construction Company, Inc.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

	<u>Owner/s</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development - Options</u>				
1.	Jeffrey I. Silberman	313 N. Schroeder St.	G/R \$30.00	\$ 275.00
	Funds are available in account 9910-901780-9588-900000-704040, Poppleton Project. <b>(FILE NO. 57069)</b>			
2.	RMN Ground Rents, LLC	2116 E. Federal St.	G/R \$78.00	\$ 715.00
	Funds are available in account 9910-904488-9588-900000-704040, American Brewery Project. <b>(FILE NO. 57092)</b>			
3.	Galen Hayman	110 N. Carrollton Ave.	L/H	\$22,734.00
	Funds are available in account no. 9910-901780-9588-900000-704040, Poppleton Project. <b>(FILE NO. 57069)</b>			
4.	Kevin Bell, II	944 N. Chester St.	L/H	\$25,700.00
	Funds are available in account no. 9910-906416-9588-900000-704040, EBDI Project, Phase II. <b>(FILE NO. 56017)</b>			
5.	Dana Vaughn Bowman	1006 N. Chester St.	L/H	\$45,667.00
	Funds are available in account 9910-906416-9588-900000-704040, EBDI Ph 1568 2F Project. <b>(FILE NO. 56017)</b>			
6.	William Spencer	1756 E. Preston St.	L/H	\$13,720.00
	Funds are available in account 9910-906416-9588-900000-704040, EBDI Project, Phase II. <b>(FILE NO. 56017)</b>			

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner/s</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development - Options</u>			
7. Thomas E. Garey, Jr.	2005 E. Eager St.	L/H	\$28,760.00
Funds are available in account 9910-906416-9588-900000-704040, EBDI Project, Phase II. <b>(FILE NO. 56017)</b>			
8. Timothy Robert Lanier	1225 N. Gay St.	L/H	\$19,567.00
Funds are available in account 9910-906416-9588-900000-704040, EBDI Project, Phase II. <b>(FILE NO. 56017)</b>			
9. Gregory Tucker	1227 N. Gay St.	L/H	\$11,367.00
Funds are available in account 9910-906416-9588-900000-704040, EBDI Project, Phase II. <b>(FILE NO. 56017)</b>			
10. Larry T. Cooper and Reuben E. Cooper	1731 E. Preston St.	F/S	\$48,000.00
Funds are available in account 9910-906416-9588-900000-704040, EBDI Project, Phase II. <b>(FILE NO. 56017)</b>			

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner/s</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Rescission and Re-award</u>			
11. Albert Kearney, Personal Rep. of the Estate of Mary Hassell	432 E. 20 <sup>th</sup> St.	L/H	\$43,958.00

On October 21, 2009, the Board approved the acquisition by condemnation and quick-take of the leasehold interest in 432 E. 20<sup>th</sup> Street in the amount of \$43,958.00. Since the original Board approval, an estate has been opened and the Personal Representative has agreed to the City's offer price and would like to proceed with a voluntary settlement. As a result, the Board is requested to rescind its prior approval and approve an option in the amount of \$43,958.00 for the property interest.

Funds are available in UDAG Funds account 9912-910713-9591-900000-704040, Barclay Project. **(FILE NO. 57066)**

12. Bay Vanguard Federal Savings Bank	1603 N. Gay St.	G/R \$60.00	\$ 400.00
--	-----------------	----------------	-----------

On December 19, 2007, the Board approved the acquisition by condemnation and quick take of the ground rent interest in 1603 N. Gay Street in the amount of \$400.00. Since the original approval the owner has agreed to the City's offer price and would like to proceed with a voluntary settlement. As a result, the Board is requested to rescind its prior approval and approve an option in the amount of \$400.00 for the property interest.

Funds are available in City Bond Funds account 9910-904488-9588-900000-704040, American Brewery Project. **(FILE NO. 57092)**

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

<u>Owner/s</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Rescission and Re-award - cont'd</u>			
13. S.A.B. Construction Remodeling, Inc.	418 E. 20 <sup>th</sup> St.	L/H	\$112,400.00

On July 1, 2009, the Board approved the acquisition by condemnation of the leasehold interest in 418 E. 20<sup>th</sup> Street in the amount of \$54,600.00. However, the City has been able to negotiate a new price based on an interior inspection of the property. As a result, the Board is requested to rescind its prior approval and approve an option in the amount of \$112,400.00 for the property interest.

Funds are available in UDAG Funds account 9912-910713-9591-900000-704040, Barclay Project. **(FILE NO. 57066)**

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

**DHCD - Condemnations**

14. Myer Gabis, Deceased	417 E. 24 <sup>th</sup> St.	G/R	\$ 400.00
			\$60.00

Funds are available in UDAG Funds account 9912-910713-9591-900000-704040, Barclay Project. **(FILE NO. 57066)**

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

	<u>Owner/s</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations</u>				
15.	South City Investments, LLC	435 E. 23 <sup>rd</sup> St.	F/S	\$20,000.00

Funds are available in UDAG Funds account 9912-910713-9591-900000-704040, Barclay Project. **(FILE NO. 57066)**

The Board is requested to approve the acquisition by condemnation or make application to the Maryland Department of Assessments and Taxation to extinguish the ground rent interest for the following property:

16.	Stanley Block	941 N. Chester St.	G/R	\$ 288.00
				\$34.50

Funds are available in State Funds account no. 9910-907420-9588-900000-704049, EBDI Project, Phase II. **(FILE NO. 56017)**

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

**MINUTES**

Bureau of Water and Wastewater - Amendment to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the amendment to agreement with Buchart Horn, Inc. for Project 1002 B, On-call Civil/Structural Engineering Services.

**AMOUNT OF MONEY AND SOURCE:**

\$500,000.00 - various

**BACKGROUND/EXPLANATION:**

On February 01, 2006, Buchart Horn, Inc. was awarded a contract to provide On-Call Civil/Structural Engineering Services with an upset limit of \$500,000.00. On February 20, 2009, a time extension was granted, which will expire January 31, 2010. Since the Consultant has used almost all the upset limit under previous tasks, an increase in upset limit is needed. The City requires additional services for tasks required by the Bureau of Water and Wastewater including site improvements at the Back River Waste Water Treatment Plant. This upset limit will remain in effect until the contract expires or until the upset fee is reached, whichever comes first. Buchart Horn, Inc. has been approved by the Office of Boards and Commissions.

**MBE/WBE PARTICIPATION:**

Buchart Horn, Inc. will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the agreement.

<b>MBE:</b>	EBA Engineering	\$130,000.00
	Sidhu Associates, Inc.	<u>70,000.00</u>
		<b>\$200,000.00</b>
 <b>WBE:</b>	 Ross Technical Services, Inc.	 \$ 35,000.00
	Carroll Engineering, Inc.	<u>35,000.00</u>
		<b>\$ 70,000.00</b>

## MINUTES

BW&WW - cont'd

MBE GOALS WERE SET AT 21% AND WBE GOALS AT 7%.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the amendment to agreement with Buchart Horn, Inc. for Project 1002 B, On-call Civil/Structural Engineering Services.

**MINUTES**

Charles Village Community Benefits - Revised Bylaws  
District Management Authority

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the revised bylaws for the Charles Village Community Benefits District Management Authority (CVCBD).

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The CVCBD has submitted its revised bylaws with a cover letter from Mr. Ron Griffin, President of the CVCBD Board of Directors. At its meeting on November 10, 2009, the CVCBD Board unanimously approved these revised bylaws. However, in order to be official, the Baltimore City Code requires that the revised bylaws be approved by the Board of Estimates (Subtitle 6, Section 6-4(13), Baltimore City Code, Article 14).

The CVCBD Board of Directors worked for over three years revising its bylaws, examining every section, paragraph and word, editing the original in order to achieve greater clarity and improve the governance process. The CVCBD's legal counsel (Mr. John McCauley of the Venable law firm) and a parliamentarian (Ms. Colette Trohan of A Great Meeting, Inc.) have also reviewed and commented on the revision of the bylaws.

Lastly, and most importantly, residents of the CVCBD had many opportunities to comment, in person, throughout this three year process of revising the bylaws. All Board and Governance Committee meetings have been advertised in advance and were open to the public. On two occasions, the Board scheduled special meetings specifically to hear and discuss public comments on the proposed revised bylaws. The first was at the CVCBD Fall Meeting on October 23, 2007 and the second was at the Fall Meeting on October 13, 2009. The CVCBD advertised both meetings in community newsletters and City newspapers in the months prior

## MINUTES

CVCBD - cont'd

to them; and also in direct mailings to all 3,800 surcharge, tax paying residents. In addition, the proposed bylaws have been regularly posted on the CVCBD's website, www.charlesvillage.org, along with an invitation for public comment.

**PROTESTS HAVE BEEN RECEIVED FROM MS. JOAN FLOYD AND MR. STEPHEN J. GEWIRTZ.**

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

# JOAN L. FLOYD

2828 N. Howard Street – Baltimore, Maryland 21218  
410-662-9104 (home) 410-662-8480 (fax) [joanlfloyd@hotmail.com](mailto:joanlfloyd@hotmail.com) (e-mail)

8 December 2009

The Hon. Joan Pratt, Secretary  
Baltimore City Board of Estimates  
100 N. Holliday Street  
Baltimore, MD 21202

## **Re: Opposition to proposed CVCBD Bylaws (December 9 agenda, page 49)**

Dear Madame Secretary:

Absolute power over taxpayers and their money, with absolutely no accountability, is the theme of the proposed new CVCBD Bylaws.

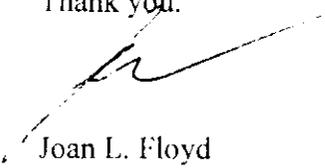
With these new Bylaws, the small group that now runs the CVCBD and wants to control all the surtax money is attempting to turn lemons into lemonade: Reformers being elected to the Board? No problem – we'll just boot them out for no cause. Organizations named in the City Code don't send representatives to serve on the Board? No problem – we'll just hand-pick people to fill those places. Can't get a quorum of 10 Board members to show up? No problem – we'll just run this thing through the Executive Committee. The community doesn't support us? No problem – *we don't need anyone's support but our own.*

A non-elected, self-selecting Board, with members accountable to no one but each other, must not be allowed to collect and spend half a million dollars of surtax money. It might not even be the way to run a private corporation; it is most certainly not the way to run an entity that controls taxpayers' dollars.

By approving these Bylaws, you will be sending a strong message to Benefits District taxpayers, many of whom -- like myself -- are longtime critics of this marginal, poorly run, wasteful and historically unaccountable entity and who wish to get out from under its thumb. You will be endorsing the Benefits District's long-time message to dissenters: "Pay up and shut up."

You have the opportunity to turn this around and send a message to the people now in power at the Benefits District. You can demand more accountability from them, not less. You can reject these Bylaws and elevate the needs of the taxpayers over those who run the CVCBD.

Thank you.



Joan L. Floyd

3007 Guilford Avenue,  
Baltimore, MD 21218-3926.  
410-243-1850 (home),  
443-226-3214 (cell)  
gewirtz@bellatlantic.net  
December 7, 2009.

Board of Estimates,  
c/o Clerk to the Board of Estimates,  
Room 204, City Hall,  
100 North Holliday Street,  
Baltimore, Maryland 21202.

In re: Protest of the proposed new bylaws of the Charles Village Community Benefits District

Dear Board of Estimates:

As I will outline below, the proposed bylaws submitted to you by the Charles Village Community Benefits District (CVCBD) have not been submitted properly in accordance with the current bylaws, make it far too easy for a small minority of the Board of Directors to submit a proposed supplemental tax rate to you, and otherwise are undemocratic. Therefore, I urge you to reject the proposed new bylaws, and I request that I be heard by the Board of Estimates when the proposed new CVCBD bylaws come before it.

First of all, Article VII Section 7.03 of the current CVCBD bylaws reads:

**Amendments. These By-Laws may be amended from time to time as deemed appropriate or necessary by a vote of the majority of all members of the Board of Directors upon thirty (30) days written notice to Directors, which notice to Directors shall contain the proposed amendment(s) and the date, time and place of the meeting to consider such amendments. Any amendments shall be approved by the Board of Estimates.**

One version of new bylaws was presented to the public on October 13, 2009 at the Fall Public Meeting of CVCBD, and then a different set of proposed bylaws was adopted by the Board of Directors at its regular November 10, 2009 meeting (and I was told in an email from David Hill that the changes were made to incorporate some of the suggestions made by members of the public and by Board members). Since there are only 28 days between October 13 and November 10, the Board received at most 28 days notice of the bylaws to be voted on. In short, the requirements of the current bylaws were not met for the Board of Directors to be able to submit the proposed new bylaws to the Board of Estimates.

Moreover, before the proposed new bylaws were adopted by the Board of Directors, no notice to the public was given of the proposed bylaws in their final form. In fact, when I checked the CVCBD website, I found neither the earlier set nor the final set of proposed new bylaws. And while timely notice to the public is not a legal requirement, the failure to provide such timely notice is bad practice and shows contempt for the public.

Hence, I urge the Board of Estimates to reject the proposed new bylaws at this time because they have not properly been submitted for approval by the Board of Estimates.

I will now proceed to discuss why the proposed new bylaws should be rejected based on what is in them because they deny the public basic protections, especially with respect to the adoption of the supplemental tax rate.

The proposed bylaws properly increase the quorum for the Board of Directors from 9 to 10 voting members. At the Fall Public Meeting, it was explained that the lawyer for the Board had concluded, based on the recent decision of the Maryland Court of Appeals, that the quorum has to be 10.

The proposed bylaws then eliminate a number of protections for the public, especially concerning the adoption of the supplemental tax rate:

- Under the present bylaws, passage of the supplemental tax rate requires the affirmative vote of a majority of the membership of the Board. And under the present bylaws, passage of any motion requires the affirmative vote of a majority of the voting members present at the meeting. But under the proposed bylaws, both of these provisions are eliminated. Hence, to give an extreme example, the supplemental tax rate can be passed by a vote of 1 yes, 0 no, and 9 abstaining. In contrast, passage of the Baltimore City property tax rate by the Baltimore City Council requires the affirmative vote of a majority of the authorized membership, i.e. the affirmative vote of 8 of the 15 authorized members.
- If the Board cannot pass the supplemental tax rate by getting the affirmative votes of a majority of those present and voting at a meeting attended by a quorum of the Board, Article IV Section 8 B of the proposed bylaws will allow the 5 member Executive Committee to pass the supplemental tax rate. Indeed, with a quorum of 3, that committee can pass the supplemental tax rate with only two affirmative votes.
  - In fact, any time the Board does not have a quorum, the Executive Committee is empowered to act on behalf of the Board on any matter. This is not the democracy that the public is entitled to expect, especially with respect to the adoption of a supplemental tax rate.

- Under the City enabling legislation for CVCBD (i.e. under Article 14 Section 6-8 (c) (1) of the Baltimore City Code): “Any increase in the rate of the Supplemental Tax must be approved by a majority of the voting Board Members.” But under Article VII Section 3 of the proposed bylaws, the affirmative votes of only a majority of the voting Board members “excluding vacancies” would be required to increase the supplemental tax rate. In this instance, the proposed bylaws are being used to alter or at least to impose an interpretation of the City enabling legislation.

The major reason the Board is attempting to change the bylaws in order to make it easier to pass motions is that the Board has often had difficulty assembling a quorum of 9, and the quorum is to increase to 10. But in recent times, the Board has not had a problem getting attendance most of the time from the mayor’s representative, the representatives of the four community organizations, and the representatives of the four quadrants.

- Most of the problem comes from the three the business organizations, at least two of which are of questionable validity. Each of the two questionable organizations has a handful of members, never holds meetings, and has not opened itself up to being joined by any business people not specifically invited by those who control those organizations.
- In the case of the Greenmount Avenue corridor, there is another organization that would like to be substituted for one that should not be represented on the Board. The proper solution is for the City Council to amend the enabling legislation. But instead, the Board of Directors is asking to be given the power to pick people from other organizations represented on the Board to replace those in the named organizations. Thus, if there is no representation from the businesses in the Greenmount Avenue corridor, instead of asking the City Council to substitute another organization that is open to all businesses in the area and that wants to be represented on the Board, the Board proposes Article IV Section 2 A (c) to allow it to substitute additional representation from another segment of the district.

**Power to remove any dissenting Board members:** Article IV Section 9 of the proposed CVCBD bylaws provides that: “A director may be removed with or without cause by a vote of 2/3 of the voting membership of the Board.” What this section will do is to make it far too easy to remove any duly elected member of the Board simply because that member disagrees with the majority of the Board on some matter.

The present bylaws provide that submission of a proposed bylaws amendment to the Board of Estimates requires the affirmative votes of a majority of the Board of Directors. Article X of the proposed bylaws requires only the affirmative votes of a majority of the voting members of the Board present at a meeting plus one. It should be difficult to submit an amendment to the CVCBD bylaws to the Board of Estimates.

For the reasons that I have mentioned and others that I have not discussed, the proposed bylaws should be rejected by the Board of Estimates. They represent a grab for power by the leadership of CVCBD, make it far too easy for the leadership (the Executive Committee) to act in the absence of the entire Board, make it far too easy to remove any dissenting Board member, and make the bylaws far too easy to amend.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen J. Gewirtz". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Stephen J. Gewirtz,  
Homeowner and CVCBD taxpayer since the inception of CVCBD

83-84

3007 Guilford Avenue,  
Baltimore, MD 21218-3926.  
410-243-1850 (home),  
443-226-3214 (cell)  
[gewirtz@bellatlantic.net](mailto:gewirtz@bellatlantic.net)  
December 9, 2009.

Board of Estimates,  
c/o Clerk to the Board of Estimates,  
Room 204, City Hall,  
100 North Holliday Street,  
Baltimore, Maryland 21202.

In re: Addendum to protest of the proposed new bylaws of the Charles Village  
Community Benefits District

Dear Board of Estimates:

This afternoon, I was able to obtain the minutes of the November 10, 2009 meeting of the Board of Directors of the Charles Village Community Benefits District Management Authority. Those minutes were approved at a Board meeting last night. According to those minutes, quoted here as copied electronically from the CVCBD web site:

**Governance Committee:**

Jeff Millard reported that the committee reviewed the proposed by-laws after considering the public input received on October 13, 2009. Mr. Millard reviewed the changes in Article 1, Section 1 (E), Article IV Section 6(B) (C) and Article X (1). A motion was made, seconded and unanimously approved to accept the recommendations. Another motion was made to submit to the proposed by laws to the Board of Estimates. The motion was seconded and unanimously approved.

In short, according to the minutes of the CVCBD Board of Directors, changes were made to the proposed bylaws on November 10 based on public input received on October 13. The Board has thus stated unequivocally that the Board did not receive at least 30 days written notice of the proposed bylaws in their final form before they were voted on. As I stated in my original protest, this violates Article VII Section 7.03 of the current CVCBD bylaws, and it also would violate Article X 1 of the proposed new bylaws.

Sincerely,



Stephen J. Gewirtz,  
Homeowner and CVCBD taxpayer since the inception of CVCBD

Attachment: Minutes of the November 10, 2009 CVCBD Board meeting, as copied from CVCBD web site.

**Charles Village Community Benefits District Management Authority**

**Board Meeting**

**Minutes**

**November 10, 2009**

**2434 St. Paul Street, Baltimore, Maryland 21218**

**Present:**

Rob Books	Dawna Cobb
Jay Orr	Gary Letteron
Jason Pyeron	Rebecca LaFleur
Kirsch Jones	Robin Truiett-Theodorson
Jeff Millard	Jennifer Burdick
Bowen Nelson	Ron Griffin
Jennifer Erickson	

**Also Present:**

David Hill

**Special Guest:**

Salem Reiner

**Call to Order:**

The meeting was called to order with a quorum present at 7:08 p.m.

**Agenda:**

The agenda with one change to the order was approved by unanimous consent.

**Minutes:**

Minutes for August, September and October 2009 were reviewed, minor corrections made and approved by unanimous consent.

**Governance Committee:**

Jeff Millard reported that the committee reviewed the proposed by-laws after considering the public input received on October 13, 2009. Mr. Millard reviewed the changes in Article 1. Section 1 (E), Article IV Section 6(B) (C) and Article X (1). A motion was made, seconded and unanimously approved to accept the recommendations. Another motion was made to submit to the proposed by laws to the Board of Estimates. The motion was seconded and unanimously approved.

**Executive Director's report:**

Mr. Hill reported that in October the CVCBDMA received \$45,509 of the 2009 surtax. The total received to date is \$380,372 of \$621,860.

The audit for 2009 is underway by HCFL.

Five temporary workers have been hired for leaf removal. 4,155 bags of trash and leaves have been collected in the District.

The Mayor's walk with the Neighborhood Walkers occurred on October 30. Mary Pat Clarke also joined the walk and the event was capture on video.

**Committee reports:**

**Executive Committee:**

The Executive Committee met on October 15, 2009 and discussed taking the lead on reauthorization.

**Finance committee:**

Jeff Millard reported that there is \$69,000 more in savings more than last year at this time. Total liabilities are down by \$51,000 because we paid back the line of credit. The profit and loss statement was reviewed, which indicated that the CVCBDMA is "in good shape" from a cash perspective. Mr. Hill noted that budgeting for insurance occurs in March, but actual costs aren't known until the summer. This explains the difference between budgeted amount and actual expense for this item.

**Program Committee:**

Rob Books reported that the program committee met on November 9, 2009. The new CVCBDMA website is up and running. Browser problems should be reported to Mr. Hill so they can be addressed. A copy of a "Statement of Baseline services for the Community" for July 1, 2009-June 30, 2010 was distributed. The document is on the CVCBDMA website but Mr. Books would like the Board to ratify it at the next meeting. This document is the District's commitment to the community not the City's agreement to the community.

**Announcements:**

There were no announcements.

A motion to adjourn was approved by unanimous consent at 7:38 p.m.

1 CHARLES VILLAGE COMMUNITY BENEFITS DISTRICT MANAGEMENT AUTHORITY  
2 BYLAWS

3  
4 Article I. Name

5  
6 Section 1. Name and Powers.

7 The name of this organization is the Charles Village Community Benefits District Management  
8 Authority, (the "Authority") organized pursuant to the Baltimore City Code, Article 14, Subtitle 6.  
9 (The "Code")

10  
11 A. In cases where these bylaws conflict with the Code, these bylaws shall be interpreted to be  
12 consistent with the Code.

13  
14 B. The Authority shall comply with the requirements of City ordinances and City policies  
15 requiring the achievement of goals regarding participation of minority and women's business  
16 enterprises.

17  
18 C. The Board is a public body under the "Open Meetings Act," Title 10, Subtitle 5 of the  
19 State Government Article of Md. Ann. Code (1984, 1991Cum Supp.). The business and affairs  
20 of the Authority shall be managed under the direction of its Board. All powers of the Authority  
21 may be exercised by or under authority of the Board.

22  
23 E. The Board shall not discriminate on any basis prohibited by applicable federal, state, or  
24 Baltimore City laws or ordinances.

25  
26 F. If an organization from which Board members are to be drawn ceases to exist, the Board  
27 shall petition the City Council to amend the Code to reflect the change.

28  
29 G. The board has the sole power to determine whether any representative of a neighborhood  
30 organization, business association, or individual, is qualified to serve on the Board.

31  
32 Section 2. Location of Offices.

33  
34 The principal office of the Authority shall be located at such location as the Board may  
35 designate within the District.

36  
37 ARTICLE II. Mission

38  
39 The mission of the Authority is to promote and market the Charles Village Community Benefits  
40 District, which boundaries are defined in the Code, (the "District") provide supplemental security  
41 and maintenance services, provide amenities in public areas, provide park and recreational  
42 programs and functions, and other services and functions as requested by the Authority and  
43 approved by the Mayor and City Council.  
44

45 **ARTICLE III. Officers**

46  
47 **Section 1. Officers.**

48 The Board shall select from among its members individuals to serve as President, Vice  
49 President, Treasurer and Secretary of the Authority.  
50

- 51 A. President. The President may sign and execute, in the name of the Authority, all  
52 instruments related to the Authority's affairs, except in cases in which the signing and  
53 execution thereof shall have been expressly delegated to some other officer or agent of the  
54 Authority. The President shall perform other duties incident to the office of President  
55 assigned by the Board..  
56
- 57 B. Vice President. The Vice President shall assist the President as requested, shall preside at  
58 meetings of the Board in the absence of the President, and shall perform other duties  
59 incident to the office of Vice President assigned by the Board..  
60
- 61 C. Treasurer. The Treasurer shall have charge of and be responsible for all funds, securities,  
62 receipts and disbursements of the Authority, and shall deposit or cause to be deposited, in  
63 the name of the Authority, all moneys or other valuable effects in such banks, trust  
64 companies or other depositories selected by the Board; shall render to the President and to  
65 the Board, whenever requested by the Board, an account of the financial condition of the  
66 Authority; and, in general, shall perform all the duties incident to the office of a Treasurer  
67 and such other duties as are assigned by the Board .  
68
- 69 D. Secretary. The Secretary shall keep the minutes of the meetings of the Board, shall see  
70 that all notices are duly given in accordance with the provisions of the bylaws or as required  
71 by law; shall be custodian of the records of the Authority; may witness any document of  
72 behalf of the Authority, the execution of which is duly authorized; and, in general, shall  
73 perform all duties incident to the office of a Secretary and such other duties as assigned by  
74 the Board.  
75
- 76 E. Any or all of the duties of the Secretary or Treasurer may be delegated by the Board to the  
77 Executive Director.  
78  
79

80 **Section 2. Term of Office.**

81 The term of office shall be for one year, beginning January 1. If an office becomes vacant, the  
82 board may elect a member to serve the remainder of the term.  
83

84 **Section 3. Execution of Documents.**

85 A person who holds more than one office in the Authority may not act in more than one capacity  
86 to execute, acknowledge, or verify an instrument required by law to be executed,  
87 acknowledged, or verified by more than one officer.  
88

89 **Section 4. Executive Director.**

90 The Board shall employ as its Administrator an executive director to perform the duties and  
91 functions directed by the board.  
92

93 **ARTICLE IV Board of Directors**

94  
95 **Section 1. Composition of the Board.**

- 96 A. The Board shall consist of at least 14 and no more than 27 persons. The board may  
97 decrease or increase the number of directors within these limits.  
98  
99 B. A voting member of the board must be:  
100 1. An owner of property within the district subject to the tax; or  
101 2. A voter registered in the district; or  
102 3. An individual designated to represent and vote on behalf of an owner (individual,  
103 corporation, or other legal entity) of a property used for commercial purposes if the  
104 individual is a tenant of the owner, a corporate officer or partner of such tenant, or a  
105 business representative, agent, or employee of the owner (individual, corporation, or  
106 other legal entity) of the property, provided that the owner submits written authorization  
107 naming the individual.  
108  
109 C. The board shall endeavor to maintain representation on the board from practicing  
110 professionals, retail merchants, tenants of properties in the district, and property owners  
111 exempt from the tax.  
112

113 **Section 2. Representation on Board.**

114 The following representation shall be present on the board, except for temporary vacancies:

- 115 A. Nineteen voting members, apportioned as follows:  
116  
117 1. One member appointed by the Mayor;  
118 2. (a) The President or his or her designee and one other representative appointed by each  
119 of the following organizations: The Abell Improvement Association, The Charles Village  
120 Civic Association, the Old Goucher Community Association and the Harwood  
121 Community Association;  
122 (b) Two members appointed from each of the following organizations within the district:  
123 The Better Greenmount Alliance, The Old Goucher Business Alliance, and the North  
124 Charles Village Business Association, appointed by the organization;  
125 (c) In the event any of the organizations listed in 2(a) and (b) above, fails to appoint a  
126 member or ceases to exist, the Board in its discretion may appoint that organization's  
127 allocated members from the membership of the remaining organizations.  
128  
129  
130 3. Four quadrant representatives, elected in accordance with Section 5 of this Article who  
131 meet the following criteria:  
132  
133 a. Is a resident of the Quad that the person seeks to represent and is registered to  
134 vote in that Quad; or  
135 b. Owns a property in the Quad that the person seeks to represent, which property  
136 is subject to the tax surcharge; or  
137

- 138 c. Is representative of an owner of property subject to the tax surcharge that is used  
139 for commercial purposes if the individual is a tenant of the owner, a corporate  
140 officer or partner of the tenant of the owner, or a business representative or  
141 agent of the owner, and the owner authorizes and designates in writing the  
142 individual to represent the owner on the Board.  
143

144 B. Non-voting members:

- 145 1. Shall include two members of the City Council appointed by the President of the City  
146 Council;  
147 2. May include up to four members, appointed by the board, one each from Neighborhood  
148 Associations bordering the District; and  
149 3. May include up to two members, appointed by the board, from non-profit organizations  
150 within the District.  
151

152 Section 3. Appointment of Directors to the Board.

153 Each year the executive director shall contact each appointing organization, requesting that  
154 their directors appointments for service during the following calendar year be submitted no later  
155 than the Fall Public Meeting date. If an organization neglects to name a representative, the  
156 incumbent shall remain on the Board until the appointment is made, subject to Section 5 © of  
157 this Article.  
158

159 Section 4. Election of Quadrant Representatives to the Board.

- 160 A. Four quadrant representatives to the Board shall be elected each year at the Fall Public  
161 Meeting.  
162  
163 B. Not later than September 15 of each year, the Board shall solicit written nominations for the  
164 four quadrant representatives to the Board. Nominations shall be made in writing by any  
165 resident or business owner within the District and submitted to the Chair of the Governance  
166 Committee or his/her designee no later than three business days prior to the election.  
167  
168 C. One quadrant representative to the Board shall be elected by a majority of the eligible voters  
169 of that quadrant in attendance at the Fall Board Meeting. The quadrants shall be defined as  
170 an appendix to these bylaws. Any person at least 18 years of age who resides in the district,  
171 owns property in the district, or is a representative of a business owing property within the  
172 District shall be eligible to vote for quadrant representative at the meeting. The nominee  
173 from each quadrant receiving the highest number of votes shall be elected.  
174

175 Section 5. Term of Office.

- 176 A. The term of a director shall begin on January 1 of the year following appointment or election.  
177  
178 B. A director shall serve a term of two years except quadrant representatives shall serve for  
179 one year.  
180  
181 C. Directors shall be eligible for reappointment or re-election provided that no individual shall  
182 serve as a director for more than six consecutive years.  
183

184 Section 6. Vacancies.

185 A. A vacancy shall be created whenever a director resigns, dies, is removed, or otherwise  
186 leaves the Board before the end of his or her term. Except as provided below, vacancies shall  
187 be filled by a majority of the remaining directors, whether or not sufficient to constitute a  
188 quorum,

189  
190  
191 B. Vacancies in positions selected by elected officials and associations shall be filled by such  
192 officials or associations. In the event an association does not fill their open position within  
193 45 days from the date of the opening then the opening shall be filled by a majority of the  
194 remaining directors, whether or not sufficient to constitute a quorum. In the case of an  
195 association the Board will make its best effort to select someone who generally meets the  
196 eligibility requirements of that association.

197  
198 C. A vacancy in the Quad representative director shall be filled by a vote of a majority of the  
199 Board.

200  
201 Section 7. Compensation.

202 Unless otherwise specified by resolution of the Board, no compensation shall be paid to any  
203 directors. A director who serves the Authority in any capacity other than as a director may  
204 receive compensation for such services, pursuant to a resolution of the directors.

205  
206 Section 8. Executive Committee.

207 A. There shall be an executive committee composed of the President, Vice President,  
208 Secretary and Treasurer and shall include the executive director as a non-voting member.  
209 In addition, the incoming Board shall select a member from the incoming Board to serve for  
210 one year beginning on January 1.

211  
212 B. The Executive Committee shall have all of the authority of the Board between Board  
213 meetings, subject to policies and previous decisions of the Board. The Executive Committee  
214 may not counteract Board decisions, and shall report to the Board fully and promptly on all  
215 actions taken.

216  
217 Section 9. Removal of a Director

218 A director may be removed with or without cause by a vote of 2/3 of the voting membership of  
219 the Board. Such director and the appointing organization or officials, if any, that nominated the  
220 director, shall be given no less than ten day's notice of the meeting at which his or her removal  
221 is to be considered, and shall have the right to appear and speak on his or her behalf.

222  
223 **ARTICLE V Meetings**

224  
225 Section 1. Regular Meetings.

226 The Board shall schedule at least ten meetings each calendar year to include the Spring and  
227 Fall Public Meetings. The initial meeting of the Board in any calendar year may be chaired by  
228 the previous president or the executive director.

230 Section 2. Spring and Fall Meetings.

231 The Board shall hold the following public meetings each year:

- 232 1. The Spring Public Meeting shall be held in the spring on or before April 30 and shall
- 233 include the presentation of the financial plan.
- 234 2. The Fall Public Meeting shall be held in the fall on or before October 31 and shall include
- 235 the election of the quadrant representatives.

236  
237 Section 3. Special Meetings.

238 Special meetings of the Board may be called upon reasonable notice by the President and shall  
239 be called on request of five voting members of the board. The time and place of such meetings  
240 shall be determined by the President, or, in the case of a meeting called by members of the  
241 Board, the time and place shall be determined by the President and those members calling the  
242 meeting.

243  
244 Section 4. Quorum and Voting.

245 The presence of at least ten voting members shall constitute a quorum for all meetings of the  
246 Board. Each voting member of the Board shall have one vote.

247  
248 Section 5. Notice of Meetings of Board of Directors.

- 249 A. The Secretary shall ensure that reasonable notice is given to the public and each director
- 250 stating the time, and place of each meeting.
- 251
- 252
- 253 B. The Board shall give notice of the Spring and Fall Public Meetings by publishing notice of
- 254 the date, time, and place in a newspaper of general circulation in Baltimore City at least
- 255 once a week for three consecutive weeks prior to the date of the public meeting and by any
- 256 other means of notice that the Board may deem appropriate. The notice for the Spring
- 257 Public Meeting shall also state that the financial plan for the upcoming fiscal year will be
- 258 presented. The notice for the Fall Public Meeting shall also state that elections for four
- 259 quadrant representatives to the Board will take place at the meeting, shall solicit written
- 260 nominations for election, and shall otherwise provide information concerning the nomination
- 261 and election process.

262  
263 Section 6. Meetings by Conference Telephone.

264 Subject to Maryland State law, members of the Board may participate in a meeting by means of  
265 a conference telephone or similar communication equipment if all persons participating in the  
266 meeting can hear each other at the same time. Participation in a meeting by these means shall  
267 constitute presence in person at a meeting.

268  
269 **ARTICLE VI Committees**

270  
271 Section 1. Standing Committees.

- 272 A. There shall be the following standing committees: Governance, Finance, and Program.
- 273 Membership of each committee shall be determined by the Board, and all committees shall
- 274 be chaired by a Board member.
- 275

- 276 B. Committees may not set policy or act on behalf of the Board without specific authorization  
277 from the Board.  
278  
279 C. Committees shall keep minutes of their meetings and make them available to the Board  
280 upon request. All committees shall comply with the Open Meetings Act.  
281

282 Section 2. Governance Committee.

283 The Governance Committee shall ensure the Board runs effectively and efficiently by ensuring  
284 that all members are aware of their respective roles and responsibilities. The committee shall  
285 periodically review and make recommendations with regard to Board operations and policies.  
286

287 Section 3. Finance.

288 The Finance Committee shall recommend and review activities and initiatives related to the  
289 financial condition, operations, and status of the Authority to ensure good fiscal health. This  
290 committee will be chaired by the Treasurer.  
291

292 Section 4. Program

293 The Program Committee shall recommend and review the activities of the Authority, related to  
294 promotional and safety and sanitation programs, and any other programs approved by the  
295 Board  
296

297 **ARTICLE VII Taxing District Provisions**

298  
299 Section 1. Fiscal Year.

300 The fiscal year of the Authority shall begin on July 1 and shall end on June 30.  
301

302 Section 2. The Financial Plan.

- 303 A. Each year the executive director shall develop a proposed financial plan in accordance with  
304 §6.13 of the Code. Such plan shall consist of at minimum a proposed annual budget for the  
305 ensuing fiscal year and a proposed rate for supplemental taxes to be imposed throughout  
306 the District.  
307 B. After the hearing on the financial plan and with due consideration for the community input  
308 received at the meeting, the Board shall finalize and adopt the financial plan and submit it to  
309 the Board of Estimates for approval prior to April 30.  
310

311 Section 3. Supplemental Tax.

312 The Board shall recommend to the Board of Estimates the supplemental tax rate each year.  
313 The rate of the supplemental tax may be adjusted to yield revenues which are no more than five  
314 percent (5%) greater than in the prior year. A majority of all of the voting Board members,  
315 excluding vacancies, shall be required to change the supplemental tax rate.  
316

317 Section 4. Annual Audit.

318 The Board shall, no later than ninety (90) days following the end of the Authority's fiscal year,  
319 contract with an independent certified public accountant not affiliated with the Board to prepare  
320 an audit of all funds of the Authority. A copy of the audit report shall be furnished to the Board  
321 and to the City's Department of Finance and Board of Estimates.

322  
323  
324  
325  
326  
327  
328  
329  
330  
331  
332  
333  
334  
335  
336  
337  
338  
339  
340  
341  
342  
343  
344  
345  
346  
347  
348  
349  
350  
351  
352  
353  
354  
355  
356  
357  
358  
359  
360  
361  
362  
363  
364  
365  
366

**ARTICLE VIII Parliamentary Authority**

The rules contained in the tenth edition of *Robert's Rules of Order Newly Revised* shall govern the meetings of the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Board may adopt.

**ARTICLE IX Indemnification**

Section 1. Director Indemnification.

The Authority shall fully indemnify any director made a party to any proceeding by reason of service in that capacity unless it is established that:

- A. The act or omission of the director was material to the matter giving rise the proceeding; and
  - i. Was committed in bad faith; or
  - ii. Was the result of active and deliberate dishonesty; or
  - iii. The director actually received an improper personal benefit in money, property, or services; or

iv. In the case of any criminal proceedings, the director had reasonable cause to believe that the act or omission was unlawful

Section 2. Allowable Recompense.

Indemnification shall be against judgments, penalties, fines, settlements, and reasonable expenses actually incurred by the director in connection with the proceeding.

A. Reasonable expenses incurred by the director who is a party to a proceeding may be paid or reimbursed by the Authority in advance of the final disposition of the proceeding upon receipt by the Authority of:

- 1. A written affirmation by the director of the director's good faith belief that the standard of conduct necessary for indemnification by the Authority has been met; and
- 2. A written undertaking by or on behalf of the director to repay the amount if it shall ultimately be determined that the standard of conduct has not been met.

**ARTICLE X Amendments**

These bylaws may be amended by the Board provided that all of the following conditions are met:

- 1. Written notice of the exact text of the amendment is sent to all directors at least thirty days before the meeting at which the amendment is to be considered;
- 2. The notice contains the date, time and place of the meeting at which the amendment is to be considered;
- 3. The amendment is adopted by a majority plus 1 of the voting Board members present; and
- 4. The amendment is approved by the Board of Estimates.

367 **CHARLES VILLAGE COMMUNITY BENEFITS DISTRICT MANAGEMENT AUTHORITY**  
368 **BYLAWS**

369  
370 **APPENDIX A**

371 The four quadrants within the Charles Village Community Benefits District are as described  
372 below and shown on the map on the last page of this Appendix A.  
373

374 *Note: The exterior boundaries of each of the four quads (that is those boundaries that*  
375 *correspond to the Charles Village Community Benefits District boundaries) shall include*  
376 *properties binding on either side of a street or of the CSX Railroad tracks that constitute part of*  
377 *the boundaries established by this section. This provision does NOT apply to the interior*  
378 *boundaries of these quads.*  
379

380 **1st Quadrant**

- 381 a) On the south, a line beginning at the intersection of the centerlines of 20th Street and St.  
382 Paul Street, running north along the centerline of St. Paul Street to the centerline of 27th  
383 Street; then  
384 b) Running east along the centerline of 27th Street to the centerline of Greenmount Avenue;  
385 then  
386 c) Running south along the centerline of Greenmount Avenue to the centerline of CSX railroad  
387 tracks; then  
388 d) Running east along the centerline of the CSX railroad tracks to the centerline of Loch Raven  
389 Boulevard; then running southwest along the centerline of Loch Raven Boulevard to the  
390 centerline of 25th Street (approximately 500 feet south of the CSX railroad tracks); then  
391 e) Running west along the centerline of 25th Street to the centerline of Guilford Avenue; then  
392 f) Running south along the centerline of Guilford Avenue to the centerline of 20th Street; then  
393 g) Running west along the centerline of 20th Street to the centerline of St. Paul Street (Point of  
394 Origin).  
395

396 **2nd Quadrant**

- 397 a) On the south, a line beginning at the intersection of the centerlines of 20th Street and St.  
398 Paul Street, running west along the centerline of 20th Street to the centerline of Howard  
399 Street; then  
400 b) Running north along the centerline of Howard Street to the centerline of 21st Street; then  
401 c) Running west along the centerline of 21st Street to the centerline of Huntingdon Avenue;  
402 then  
403 d) Running north along the centerline of Huntingdon Avenue to the centerline of 23rd Street;  
404 then  
405 e) Running east along the centerline of 23rd Street to the centerline of Huntingdon Avenue;  
406 then  
407 f) Running north along the centerline of Huntingdon Avenue to the centerline of 24th Street;  
408 then  
409 g) Running east along the centerline of 24th Street to the centerline of Howard Street; then  
410 h) Running north along the centerline of Howard Street to the centerline of 25th Street; then  
411 i) Running west along the centerline of 25th Street to the centerline of Huntingdon Avenue;  
412 then

- 413 j) Running north along the centerline of Huntingdon Avenue to the centerline of 26th Street;  
414 then  
415 k) Running east along the centerline of 26th Street to the centerline of Howard Street; then  
416 l) Running north along the centerline of Howard Street then to the centerline of 27th Street;  
417 then  
418 m) Running east along the centerline of 27th Street to the centerline of St. Paul Street; then  
419 n) Running south along the centerline of St. Paul Street to the centerline of 20th Street (Point  
420 of Origin)  
421

422 3rd Quadrant

- 423 a) On the south, line beginning at the intersection of the centerlines of 27th Street and Calvert  
424 Street, running west along the centerline of 27th Street to the centerline Howard Street; then  
425 b) Running north along the centerline of Howard Street to the centerline of 29th Street; then  
426 c) Running east along the centerline of 29th Street to the centerline of Charles Street; then  
427 d) Running north along the centerline of Charles Street to the centerline of 33rd Street; then  
428 e) Running east along the centerline of 33rd Street the centerline of Calvert Street; then  
429 f) Running south along the centerline of Calvert Street to the centerline of 27th Street (Point of  
430 Origin)  
431

432 4th Quadrant

- 433 a) On the south, a line beginning at the intersections of the centerline of 27th Street and  
434 Calvert Street, running north along the centerline of Calvert Street to 33rd Street; then  
435 b) Running east along the centerline of 33rd Street to the centerline of Greenmount Avenue;  
436 then  
437 c) Running north along the centerline of Greenmount Avenue to the centerline of 35th Street;  
438 then  
439 d) Running east along the centerline of 35th Street to the centerline of Old York Road; then  
440 e) Running south along the centerline of Old York Road to the centerline of Greenmount  
441 Avenue; then  
442 f) Running south along the centerline of Greenmount to the centerline of 27th Street; then  
443 g) Running west along the centerline of 27th Street to the centerline of Calvert Street (Point if  
444 Origin)  
445

446 *The following properties located in the 4<sup>th</sup> Quadrant are excluded from the District:*

- 447 *(1) 3336 Old York Road.*  
448 *(2) 3338 Old York Road.*  
449 *(3) 3340 Old York Road.*  
450 *(4) 3342 Old York Road.*  
451 *(5) 3344 Old York Road.*  
452 *(6) 3346 Old York Road.*  
453 *(7) 3400 Old York Road.*  
454 *(8) 3402 Old York Road.*  
455 *(9) 3404 Old York Road.*  
456 *(10) 3406 Old York Road.*

- 457 (11) 3408 Old York Road.
- 458 (12) 3410 Old York Road.
- 459 (13) 3412 Old York Road.
- 460 (14) 3414 Old York Road.
- 461 (15) 3424 Old York Road.
- 462 (16) 3426 Old York Road.
- 463 (17) 3428-30 Old York Road.
- 464 (17a) Lot on East side of Old York Road at Southeast corner of Venable Avenue.
- 465 (17b) 600 Venable Avenue.
- 466 (17c) 600 E. 33rd Street.
- 467 (18) 500 E. 34th Street.
- 468 (19) 501 E. 34th Street.
- 469 (20) 502 E. 34th Street.
- 470 (21) 504 E. 34th Street.
- 471 (22) 601 E. 34th Street.
- 472 (23) 500 E. 35th Street.
- 473 (24) 501 E. 35th Street.
- 474 (25) 502 E. 35th Street.
- 475 (26) 503 E. 35th Street.
- 476 (27) 504 E. 35th Street.
- 477 (28) 505 E. 35th Street.
- 478 (29) 506 E. 35th Street.
- 479 (30) 507 E. 35th Street.
- 480 (31) 508 E. 35th Street.
- 481 (32) 509 E. 35th Street.
- 482 (33) 510 E. 35th Street.
- 483 (34) 511 E. 35th Street.
- 484 (35) 512 E. 35th Street.
- 485 (36) 513 E. 35th Street.
- 486 (37) 514 E. 35th Street.
- 487 (38) 515 E. 35th Street.
- 488 (39) 516 E. 35th Street.
- 489 (40) 517 E. 35th Street.
- 490 (41) 518 E. 35th Street.
- 491 (42) 520 E. 35th Street.
- 492 (43) 522 E. 35th Street.
- 493 (44) 524 E. 35th Street.
- 494 (45) 526 E. 35th Street.
- 495 (46) 528 E. 35th Street.
- 496 (47) 530 E. 35th Street.
- 497 (48) 532 E. 35th Street.

## MINUTES

Department of Housing and Community - Agreements  
Development/Homeless Services

The Board is requested to approve and authorize execution of the various agreements. The period of the agreement is October 1, 2009 through September 30, 2010, unless otherwise indicated.

1. **METROPOLITAN BALTIMORE QUADEL CONSULTING/** **\$253,490.00**  
**QUADEL CONSULTING CORPORATION**

Account: 4000-490910-3570-333600-603051

The organization will provide two full-time equivalent FTE inspectors to complete housing inspection work in accordance with 24 CFR 982.401 inspection work. The organization will be responsible for providing appropriate training, supervision and management for all inspectors.

2. **BALTIMORE STATION, INC.** **\$ 51,162.00**

Account: 5000-529110-3570-333729-603051

The organization will provide shelter and support services to homeless individuals in Baltimore City. The organization will also ensure that the shelter/facilities funded under this agreement are safe, sanitary and adequately maintained. The period of the agreement is July 1, 2009 through June 30, 2010.

3. **THE WOMEN'S HOUSING COALITION, INC.** **\$ 45,000.00**

Account: 9000-585210-5750-649835-603051

The organization will provide seven of its clients with training through the Red Cross CNA certification program. The organization will also provide five of its clients with training through the Civic Works B'More Program.

## MINUTES

DHCD/BHS - cont'd

4. **ACTION IN MATURITY, INC.** **\$ 54,360.00**

Account: 5000-585210-5750-64987-603051

The organization will provide transportation services to low-income senior citizens living in public senior housing buildings and HUD-financed private senior apartments in Baltimore City.

5. **HARBOR CITY SERVICES, INC.** **\$120,000.00**

Account: 5000-585210-5750-649853-603051

The organization will establish the Business Growth and Equipment Upgrade to increase Employment and Training of Target Workforce. Services will include training in furniture repair to five new hires and 15 existing employees. All individuals hired will employ individuals in recovery from serious mental illness and/or substance abuse. The period of the agreement is July 1, 2009 through June 30, 2010.

6. **GOVANS ECUMENICAL DEVELOPMENT CORPORATION, INC.** **\$242,163.00**

Account: 4000-496209-3010-267959-603051

The organization provides stable housing and supportive services to approximately 59 men and women at the Harford House Single Room Occupancy (SRO) located at 1517 E. North Avenue and the Micah House SRO located at 5207 York Road. The period of the agreement is April 1, 2009 through March 31, 2010.

## MINUTES

DHCD/BHS - cont'd

7. **COALITION TO END CHILDHOOD LEAD POISONING, INC.** **\$125,000.00**

Account: 5000-585210-5750-649891-603051

The organization will provide resident education and environmental assessments of properties for 75 clients, who are at or below 200% of the poverty level. The organization will also provide a combination of energy efficiency, weatherization, Healthy Homes and lead hazard reduction interventions in the homes of 75 clients. The period of the agreement is August 1, 2009 through July 30, 2010.

8. **JOB OPPORTUNITY TASK FORCE** **\$120,000.00**

Account: 5000-585210-5750-649863-603051

The organization will provide on-the-job training to JumpStart pre-apprenticeship trainees in the complete renovation of the Rose Street Community Center. JumpStart will target low-skill, low-income and unemployed and under-employed Baltimore City residents. The organization will also provide social services to residents of East Baltimore and housing to ex-offenders transitioning back into the community.

9. **CAROLINE FRIESS CENTER** **\$120,000.00**

Account: 5000-585210-5750-649873-603051

The Center will provide occupational skills to approximately 100 women who are Baltimore City residents, unemployed and living below 200 percent of the poverty level. The occupational skills will be in one of the following areas: 1) Pharmacy Technician, 2) Certified Nursing Assistant, and 3) Culinary Arts/Food Service.

## MINUTES

DHCD/BHS - cont'd

10. **PEOPLE ENCOURAGING PEOPLE (PEP)** **\$290,000.00**

Account: 5000-585210-5750-649800-603051

PEP will deploy one outreach worker from its Outreach Services Program for each of the six community action centers (CAC). The outreach workers will provide services to make the CACs more accessible, available, appropriate and effective in meeting the needs of the low-income families for self-determination, self-sufficiency, and housing opportunities.

The 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 agreements.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a services agreement with Downtown Partnership of Baltimore, Inc. (DPOB). The period of the agreement is effective upon Board approval through December 31, 2010.

**AMOUNT OF MONEY AND SOURCE:**

\$25,000.00 - 9910-607-009

**BACKGROUND/EXPLANATION:**

The services agreement will provide the DPOB the authority to manage the implementation of the remaining planned design improvements to Preston Gardens. In addition, the DPOB will coordinate the bidding and coordinate efforts between the DHCD, the Department of Transportation, the Department of Recreation and Parks, and area stakeholders.

At the request of the DPOB, a total of \$50,000.00 in general obligation bond funds has been authorized to the DHCD through the Capital Improvement Program for Preston Gardens. The fee of 5% of the available bond funds, or \$25,000.00 to cover a portion of the DPOB staff time is required to accomplish these tasks.

Preston Gardens is a lineal park located between St. Paul Place and St. Paul Street between Centre and Lexington Streets. It serves as one of the few open spaces for residents, visitors, and employees in the Mount Vernon and City Center neighborhoods. For the past eight years, the DPOB has programmed events in Preston Gardens to build awareness of the park's attributes. For the past five years, the DPOB, through the Downtown Management Authority, has contracted with the Department of Public Works for cleaning, trash pick-up, and minor maintenance of Preston Gardens. Over the past year, the DPOB has completed twice daily routine maintenance in the park. Additionally, the DPOB had 50 employees and Youth Works students participate in a

## MINUTES

DHCD - cont'd

two-day deep-cleaning of the park. In 2005, the DPOB raised \$30,000.00 from area stakeholders that funded a conceptual design for capital improvements to Preston Gardens. All of the private funds were used to compensate the Baltimore-based architectural firm of Hord, Coplan, Macht for its conceptual plans. All of the DPOB staff time for the conceptual design process was donated.

As use and awareness of the park have increased, so has the need for more substantial improvements. The planned improvements include repairs to the existing fountains (currently inoperable), repairs to the ornamental masonry and staircase, new trees and planting beds, installation of a sprinkler system, new park furniture and fixtures, lighting improvements, and sidewalk repairs. To date, the City's Department of Transportation, Department of Recreation and Parks, and the DPOB have instituted the following improvements: cleared all dead and obtrusive plant material along the walls and upper median; installed uplighting along ornamental walls to increase visibility; planted 31 new trees and sod, purchased, planted, and maintained 14 large plant containers; and utilized private donations to complete both a soil analysis as it relates to the structural stability of the retaining wall and necessary lawn care and improvements.

**ECONOMIC BENEFITS TO THE CITY:**

The improvements to Preston Gardens will make the surrounding areas more desirable for area residents, visitors, and employees. An improved park assists in: maintaining high office occupancy rates, creating and enhancing experience for visitors to Mercy Hospital (and its expanding patient base) and Tremont Hotels, and improving an improved amenity for the growing number of residents in Mount Vernon and City Center.

**MINUTES**

DCHD - cont'd

**MBE/WBE PARTICIPATION:**

The actual construction and procurement will be handled by City Departments and standard MBE/WBE participation goals will apply.

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$25,000.00	9910-911004-9608-	9910-914009-9607-
20 <sup>th</sup> EDB	900000-700000	900000-706047
	Preston Gardens	Downtown Preston Gardens

This transfer will provide funds to manage the implementation of designed improvements to Preston Gardens in coordinated efforts between the Department of Housing and Community Development, the Department of Transportation, and the Department of Recreation and Parks.

**(FILE NO. 56682)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the services agreement with Downtown Partnership of Baltimore, Inc. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Department of Housing and - Grant Award  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the grant award from the U.S. Department of Health and Human Services. The period of the agreement is July 1, 2009 through September 30, 2010.

**AMOUNT OF MONEY AND SOURCE:**

\$1,914,720.00 - 4000-485810-5750-642400-603051

**BACKGROUND/EXPLANATION:**

This grant award is part the American Recovery and Reinvestment Act (ARRA) funds for cost of living adjustment (COLA) and a quality improvement increase of 1.84 percent in the amount of \$476,463.00 for the Head Start and \$46,684.00 for the Early Head Start Program in Baltimore City.

This action also awards the quality improvement fund in the amount of \$1,292,136.00 for Head Start and \$99,437.00 for Early Head Start. These funds are available for obligation over the entire project of the grant, which ends September 30, 2010.

**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 award from the U.S. Department of Health and Human Services.

**MINUTES**

Department of Housing and - Amendatory Agreement No. 4  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the amendatory agreement no. 4 with Comprehensive Housing Assistance, Incorporated (CHAI). This amendatory agreement no. 4 will extend the period of the agreement through December 31, 2010.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00

**BACKGROUND/EXPLANATION:**

On March 31, 2004, the Board approved the original agreement in the amount of \$320,000.00, with CHAI to offer deferred loans to low and moderate-income households to rehabilitate homes purchased in the Upper Park Heights Area of the City for owner occupancy. Amendment nos. two and three to the agreement provided no cost time extensions. This amendatory agreement no. 4 will extend the period of the agreement through December 31, 2010 to allow CHAI to process two pending loans and provide additional loans to eligible low and moderate-income households. All other terms and conditions of the agreement will remain unchanged.

**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 amendatory agreement no. 4 with Comprehensive Housing Assistance, Incorporated.

**MINUTES**

Department of Housing and            - Loan  
Community Development (DHCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize a Neighborhood Stabilization Program Loan (NSP) to Empire Homes. The Board is also requested to approve and authorize the Commissioner of the Department of Housing and Community Development to execute any and all legal documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law.

**AMOUNT OF MONEY AND SOURCE:**

\$ 537,500.00 - 9910-919100-9588-900000-700000 - State  
600,000.00 - 9910-910099-9588-900001-700000 - Federal  
**\$1,137,500.00 - HUD-NSP**

**BACKGROUND/EXPLANATION:**

Empire Homes will use the grant funds to support a portion of the acquisition and rehabilitation of 20 (to be determined) foreclosed, multi-family properties to be developed for rental units. The City has agreed to make up to \$1,137,500.00 of NSP funds available to the organization.

In 2009, the City acting by and through the DHCD received \$4,112,239.00 from the NSP of the U.S. Department of Housing and Urban Development (HUD) and an additional \$1,675,000.00 in NSP funds through the State.

The purpose of the NSP is to allow the City, acting through qualified nonprofits to purchase and rehabilitate properties that meet the federal definition of abandoned or foreclosed. The federal regulations state that "A home is abandoned when mortgage or tax foreclosure proceedings have been initiated for that property, no mortgage or tax payments have been made by the

**MINUTES**

DHCD - cont'd

property owner for at least 90 days, and that the property has been vacant for at least 90 days" and that "A property 'has been foreclosed upon' at the point that, under State or local law, the mortgage or tax foreclosure is complete. HUD generally will not consider a foreclosure to be complete until after the title for the property has been transferred from the former homeowner under some type of foreclosure, in accordance with State or local law."

Empire Homes will use the funds to acquire the properties from local banks and use its line of credit to finance the renovations. Empire Homes will rent the dwelling units to families whose incomes are no greater than 50% of Area Median Income.

**PARTICIPATING PARTIES:****A. Developer**

Empire Homes will act as developer for the project.

**B. General Contractor/Architect**

To be determined.

**C. Loan Terms**

Grant funds, forgiven as long as property is operated in accordance with program regulations for a term of years ranging from 10 years to 25 years, depending on the grant amount. If the property is sold prior to the end of the affordability period, the City will receive a proportionate share of its grant.

**MINUTES**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

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

**THE DIRECTOR OF FINANCE REVIEWED AND RECOMMENDED APPROVAL.**

**THE TRANSFER OF FUNDS FOR THIS ITEM WAS APPROVED BY THE BOARD OF ESTIMATES ON NOVEMBER 18, 2009.**

**(FILE NO. 56279)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Neighborhood Stabilization Program Loan to Empire Homes.

**MINUTES**

Department of Housing and            - Loan  
Community Development (DHCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a Neighborhood Stabilization Program Loan (NSP) to Habitat for Humanity of the Chesapeake (Habitat). The Board is requested to approve and authorize the Commissioner of the Department of Housing and Community Development to execute any and all legal documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law.

**AMOUNT OF MONEY AND SOURCE:**

\$1,000,000.00 - 9910-910099-9588-900000-700000 - Federal  
Acquisition and Rehabilitation

**BACKGROUND/EXPLANATION:**

Habitat will use the loan funds to support a portion of the acquisition and rehabilitation of 20 (to be determined) foreclosed, single-family properties to be developed for homeownership. The City has agreed to make up to \$1,000,000.00 of NSP funds available to the organization.

In 2009, the City acting by and through the DHCD received \$4,112,239.00 from the NSP of the U.S. Department of Housing and Urban Development (HUD) and an additional \$1,675,000.00 in NSP funds through the State.

The purpose of the NSP is to allow the City, acting through qualified nonprofits to purchase and rehabilitate properties that meet the federal definition of abandoned or foreclosed. The federal regulations state that "A home is abandoned when mortgage or tax foreclosure proceedings have been initiated for that property, no mortgage or tax payments have been made by the property owner for at least 90 days, and that the property has been vacant for at least 90 days" and that "A property 'has been foreclosed upon' at the point that, under State or local law, the mortgage or tax foreclosure is complete. HUD generally will

**MINUTES**

DHCD - cont'd

not consider a foreclosure to be complete until after the title for the property has been transferred from the former homeowner under some type of foreclosure, in accordance with State or local law."

Habitat will use the funds to acquire the properties from local banks and use its line of credit to finance the renovations. Habitat will then sell the single-family properties to families whose incomes are no greater than 50% of Area Median Income. The first mortgage amounts will depend on each buyer's financial status.

**PARTICIPATING PARTIES:**A. Developer

Habitat for Humanity of Chesapeake will act as developer for the project.

B. General Contractor/Architect

To be determined.

C. Loan Terms

Deferred loan, forgiven as long as property is operated in accordance with program regulations for a term of years ranging from 10 years to 25 years, depending on the loan amount. If the property is sold prior to the end of the affordability period, the City will receive a proportionate share of its loan.

**MINUTES**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

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

**THE DIRECTOR OF FINANCE REVIEWED AND RECOMMENDED APPROVAL.**

**THE TRANSFER OF FUNDS FOR THIS ITEM WAS APPROVED BY THE BOARD OF ESTIMATES ON NOVEMBER 18, 2009.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Neighborhood Stabilization Program Loan to Habitat for Humanity of the Chesapeake.

**MINUTES**

Department of Housing and                    - Loan  
Community Development (DHCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize a Neighborhood Stabilization Program Loan (NSP) to People Encouraging People (PEP). The Board is requested to approve and authorize the Commissioner of the Department of Housing and Community Development to execute any and all legal documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law.

**AMOUNT OF MONEY AND SOURCE:**

\$1,137,500.00 - 9910-919100-9588-900000-700000 - State  
Acquisition and Rehabilitation

**BACKGROUND/EXPLANATION:**

PEP will use the grant funds to support a portion of the acquisition and rehabilitation of 20 (to be determined) foreclosed, multi-family properties to be developed for rental units. The City has agreed to make up to \$1,137,500.00 of NSP funds available to the organization.

In 2009, the City acting by and through the DHCD received \$4,112,239.00 from the NSP of the federal Department of Housing and Urban Development (HUD) and an additional \$1,675,000.00 in NSP funds through the State.

The purpose of the NSP is to allow the City, acting through qualified nonprofits to purchase and rehabilitate properties that meet the federal definition of abandoned or foreclosed. The federal regulations state that "A home is abandoned when mortgage or tax foreclosure proceedings have been initiated for

## MINUTES

DHCD - cont'd

that property, no mortgage or tax payments have been made by the property owner for at least 90 days, and that the property has been vacant for at least 90 days" and that "A property 'has been foreclosed upon' at the point that, under State or local law, the mortgage or tax foreclosure is complete. HUD generally will not consider a foreclosure to be complete until after the title for the property has been transferred from the former homeowner under some type of foreclosure, in accordance with State or local law."

PEP will use the funds to acquire the properties from local banks and use its line of credit to finance the renovations. PEP will then rent the dwelling units to families whose incomes are no greater than 50% of Area Median Income.

**PARTICIPATING PARTIES:**

A. Developer

People Encouraging People will act as developer for the project.

B. General Contractor/Architect

To be determined.

C. Loan Terms

Grant funds, forgiven as long as property is operated in accordance with program regulations for a term of years ranging from 10 years to 25 years, depending on the grant amount. If the property is sold prior to the end of the affordability period, the City will receive a proportionate share of its grant.

**MINUTES**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

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

**THE DIRECTOR OF FINANCE REVIEWED AND RECOMMENDED APPROVAL.**

**THE TRANSFER OF FUNDS FOR THIS ITEM WAS APPROVED BY THE BOARD OF ESTIMATES ON NOVEMBER 18, 2009.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Neighborhood Stabilization Program Loan to People Encouraging People.

**MINUTES**

Department of Housing and            - Loan  
Community Development (DHCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize a Neighborhood Stabilization Program Loan (NSP) to St. Ambrose Housing Aid Center, Inc. (St. Ambrose). The Board is requested to approve and authorize the Commissioner of the Department of Housing and Community Development to execute any and all legal documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law.

**AMOUNT OF MONEY AND SOURCE:**

\$1,650,000.00 - 9910-910099-9588-900000-700000 - Federal

**BACKGROUND/EXPLANATION:**

St. Ambrose will use the loan funds to support a portion of the acquisition and rehabilitation of 32 (to be determined) foreclosed, single-family properties to be developed for sell. The City has agreed to make up to \$1,650,000.00 of NSP funds available to the organization.

In 2009, the City acting by and through the DHCD received \$4,112,239.00 from the NSP of the federal Department of Housing and Urban Development (HUD) and an additional \$1,675,000.00 in NSP funds through the State.

The purpose of the NSP is to allow the City, acting through qualified nonprofits to purchase and rehabilitate properties that meet the federal definition of abandoned or foreclosed. The federal regulations state that "A home is abandoned when mortgage or tax foreclosure proceedings have been initiated for that property, no mortgage or tax payments have been made by the property owner for at least 90 days, and that the property has been vacant for at least 90 days" and that "A property 'has been foreclosed upon' at the point that, under State or local law, the mortgage or tax foreclosure is complete. HUD generally will

## MINUTES

DHCD - cont'd

not consider a foreclosure to be complete until after the title for the property has been transferred from the former homeowner under some type of foreclosure, in accordance with State or local law."

St. Ambrose will use the funds to acquire the properties from local banks and use its line of credit to finance the renovations. St. Ambrose will then sell the single-family properties to families whose incomes are no greater than 50% of Area Median Income. The first mortgage amounts will depend on each buyer's financial status.

**PARTICIPATING PARTIES:**

A. Developer

St. Ambrose Housing Aid Center, Inc.

B. General Contractor/Architect

To be determined.

C. Loan Terms

Deferred loan, forgiven as long as property is operated in accordance with program regulations for a term of years ranging from 10 years to 25 years, depending on the loan amount. If the property is sold prior to the end of the affordability period, the City will receive a proportionate share of its loan.

**MINUTES**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

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

**THE DIRECTOR OF FINANCE REVIEWED AND RECOMMENDED APPROVAL.**

**THE TRANSFER OF FUNDS FOR THIS ITEM WAS APPROVED BY THE BOARD OF ESTIMATES ON NOVEMBER 18, 2009.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Neighborhood Stabilization Program Loan to St. Ambrose Housing Aid Center, Inc.

**MINUTES**

Department of Finance - License Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a license agreement with the Municipal Employees Credit Union of Baltimore, Inc. The period of the license agreement is December 15, 2009 through December 14, 2011.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

This licensing agreement will allow the Municipal Employees Credit Union of Baltimore, Inc. to place Automated Teller Machines (ATM) at two of the Department of Transportation Impound Lots. A machine will be placed at 410 Fallsway and at 6700 Pulaski Highway.

The Department recommends that ATM machines be installed for the convenience of the customers at the two impoundment lots of the Department of Transportation. The Municipal Employees Credit Union has agreed to install, operate, and maintain the two ATM machines. The agreement will commence on or about December 15, 2009 for a period of two years and may be extended for an additional two-year term through December 14, 2013.

**(FILE NO. 56177)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of license agreement with the Municipal Employees Credit Union of Baltimore, Inc.

**MINUTES**

Department of Transportation - Amendment No. 1 to Agreement for  
On-Call Project No. 1074

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of amendment no. 1 to agreement for Project No. 1074, On-Call Consultant Services, Reconstruction, Rehabilitation and/or Resurfacing Projects with McCormick, Taylor, Inc.

**AMOUNT OF MONEY AND SOURCE:**

\$500,000.00

**BACKGROUND/EXPLANATION:**

On April 30, 2008, the Board approved Project No. 1074, On-Call Consultant Services, Reconstruction, Rehabilitation and/or Resurfacing Projects with McCormick, Taylor, Inc. in the amount of \$2,000,000.00, for a three year period. The amendment no. 1 increases the upset limit by \$500,000.00 for a total amount of \$2,500,000.00. All other terms and conditions of the agreement remain unchanged.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of amendment no. 1 to agreement for Project No. 1074, On-Call Consultant Services, Reconstruction, Rehabilitation and/or Resurfacing Projects with McCormick, Taylor, Inc.

**MINUTES**

Department of Transportation - Amendment No. 1 to Agreement for  
On-Call Project No. 1074

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of amendment no. 1 to agreement for Project No. 1074, On-Call Consultant Services, Reconstruction, Rehabilitation and/or Resurfacing Projects with KCI Technologies, Inc.

**AMOUNT OF MONEY AND SOURCE:**

\$500,000.00

**BACKGROUND/EXPLANATION:**

On April 23, 2008, the Board approved Project No. 1074, On-Call Consultant Services, Reconstruction, Rehabilitation and/or Resurfacing Projects with KCI Technologies, Inc. in the amount of \$2,000,000.00, for a three year period. The amendment no. 1 increases the upset limit by \$500,000.00 for a total amount of \$2,500,000.00. All other terms and conditions of the agreement remain unchanged.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of amendment no. 1 to agreement for Project No. 1074, On-Call Consultant Services, Reconstruction, Rehabilitation and/or Resurfacing Projects with KCI Technologies, Inc.

**MINUTES**

Department of Transportation - Funding Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a funding agreement with Parks and People Foundation, Inc.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On August 13, 2008, the Board approved a Memorandum of Understanding with the Maryland Department of Transportation for the use of earmark funds from the SAFETEA-LU Section 1702 in connection with Liberty Heights Avenue and Druid Hill Park improvements.

The purpose of this funding agreement is to provide a funding framework for site improvements, including an upgrade to the pedestrian connection along Liberty Heights Avenue between Reisterstown Road and Auchentoroly Terrace. These improvements throughout the eight-acre parcel of land owned by the City within Druid Hill Park consists of restoration of the existing historic house and construction of a LEED-certified program, administrative, research, and training facility.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the funding agreement with Parks and People Foundation, Inc. The President **ABSTAINED**.

**MINUTES**

Department of Transportation - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to pay the Baltimore Office of Promotion and The Arts.

**AMOUNT OF MONEY AND SOURCE:**

\$10,000.00 - 9950-906312-9527-900020-706067

**BACKGROUND/EXPLANATION:**

This request is for the Pratt Street temporary sculptures that were installed as part of the temporary renovations along Pratt Street between Hanover and Charles Streets.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved of the expenditure of funds to pay the Baltimore Office of Promotion and The Arts.

**MINUTES**

Department of Transportation - Retroactive Payment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize back pay to Mr. Aaron Beason. The payment is for pay periods ending February 20, 2009 through November 4, 2009.

**AMOUNT OF MONEY AND SOURCE:**

\$20,434.38  
- 8,138.00 - Unemployment Benefits paid to employee  
\$12,296.38 - 3001-00000-1950-194300-601001

**BACKGROUND/EXPLANATION:**

On August 25, 2009 an Arbitration Hearing was held with regard to the termination of Mr. Aaron Beason, pursuant to the Memorandum of Understanding between the City Union of Baltimore and the City. The Arbitrator's decision requires the Department to reinstate Mr. Beason with back pay from the date of termination until his return to full duty status on November 5, 2009.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized back pay to Mr. Aaron Beason.

**MINUTES**

Department of Transportation - Project Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a project agreement with the State Highway Administration, Maryland Highway Safety Office (MHSO).

**AMOUNT OF MONEY AND SOURCE:**

\$264,600.00 - 4000-418210-2390-258000-405001

**BACKGROUND/EXPLANATION:**

The MHSO oversees a highway safety program in which federal traffic safety funds provided by the National Highway Traffic Safety Administration, along with State funds, are provided to State, local and other organizations to implement statewide traffic safety programs. The Department will receive grant funds from the MHSO to implement a traffic safety program. This program will involve (but not be limited to) monitoring trends in roadway traffic safety and identifying existing and emerging traffic safety problems, assess and monitor local and statewide efforts to enhance roadway safety and facilitate a variety of educational, press, and acknowledgement activities.

The project agreement is late because the original agreement was lost and because of the delay in obtaining outside agency approval.

**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 a project agreement with the State Highway Administration, Maryland Highway Safety Office.

## 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>		
1. F.L. ANDERSON	\$17,337.00	Low Bid
Solicitation No. 07000 - Fire Boots - Fire Department - Req. No. R536606		
2. CDW GOVERNMENT, INC.	\$ 5,912.00	Low Bid
Solicitation No. 07000 - Antivirus Program - Mayor's Office of Employment Development - Req. No. R533640		
3. GUARDRAILS, INC.	\$ 5,215.00	Only Bid
Solicitation No. B50001273 - Galvanized Radius Panels /Guardrails - Department of Transportation - Req. No. R535658		
4. CITIZENS PHARMACY SERVICES	\$12,754.80	Low Bid
Solicitation No. 06000 - Rabies Vaccine - Health Department - Req. No. R535159		
5. DAS SOLUTION, LLC	\$14,154.00	Only Bid
Solicitation No. B50001264 - Hitachi Variable Frequency Drives - Department of Public Works - Req. No. R535862		
6. MAYER BROS, INC.	\$14,100.00	Low Bid
Solicitation No. 07000 - Inlet Heads - Department of Public Works - Req. No. R534948		
7. DISTINCTIVE PROMOTIONS	\$24,000.00	Low Bid
Solicitation No. 07000 - Uniforms for 311 Center - Mayor's Office of Information Technology - Req. No. R536927		
8. EAST COAST INDUSTRIAL SUPPLY, INC.	\$24,000.00	Low Bid
Solicitation No. 07000 - Magnesium Chloride Flake - Various - Req. No. R536693		
9. COBURN CHEMICALS, INC.	\$19,577.50	Only Bid
Solicitation No. 07000 - Liquid Magnesium Chloride - Department of Transportation - Req. No. R535502		

## 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

10. CANON BUSINESS SOLUTIONS-EAST, INC.	\$ 6,300.00	Only Bid
Solicitation No. B50001229 - Canon Scanners Support and Maintenance - Police Department - Req. No. R530066		

11. TANEN AND CO.	\$ 9,520.00	Low Bid
Solicitation No. 07000 - Fire Hats - Fire Department - Req. No. R536070		

12. MEDTRONICS PHYSIO	\$ 8,640.00	Sole Source
Solicitation No. 08000 - Electrodes - Fire Department - Req. No. R536241		

The vendor is the manufacturer and sole source distributor of the required defibrillator pads.

13. CRAIC TECHNOLOGIES	\$10,618.76	Sole Source
Solicitation No. 08000 - Photometer Maintenance - Police Department - Req. No. R535225		

The vendor is the manufacturer and sole provider of maintenance for these photometers.

14. AMERICAN RED CROSS	\$ 6,067.00	Sole Source
Solicitation No. 08000 - Life Guard Training Equipment - Department of Recreation and Parks - Req. No. R536851		

Materials used for this course can only be purchased through the American Red Cross in order to certify the participants.

15. WILLIAM CARUSO & ASSOCIATES	\$12,000.00	Low Bid
Solicitation No. B50000866 - Provide Food Service Consulting - Baltimore Convention Center - Req. No. R513508		

## 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 - cont'd</u>		
16. <u>CROWNHILL ENTERPRISES, INC.</u>	<u>\$21,960.00</u>	<u>Low Bid</u>
Solicitation No. 07000 - Sony HDV 1080i Camcorders - Mayor's Office of Cable and Communications - Req. No. R535639		
17. <u>PARAGARD DIRECT</u>	<u>\$17,777.67</u>	<u>Sole Source</u>
Solicitation No. 08000 - Birth Control (Paragard IUDs) - Health Department - Req. No. R534034		
The vendor is the sole authorized distributor and supplier of this required birth control device and gives the City discount pricing under the federally mandated 340b drug pricing program.		
18. <u>CORRECT RX PHARMACY SERVICES, INC.</u>	<u>\$ 8,817.48</u>	<u>Low Bid</u>
Solicitation No. 07000 - Smoking Cessation Products - Health Department - Req. No. R532780		
19. <u>SHAFER, TROXWELL, &amp; HOWE</u>	<u>\$24,582.46</u>	<u>Sole Source</u>
Solicitation No. 08000 - Replacement Parts for the Yeoman Pumps - Department of Public Works - Req. No. R534149		
The vendor is the sole source provider of these required parts.		
20. <u>MAXIM HEALTH SYSTEMS, LLC</u>	<u>\$300,000.00</u>	<u>Increase</u>
Solicitation No. 06000 - Emergency Influenza Vaccine Immunization Services - Baltimore City Health Department - P.O. No. P510846		

On October 14, 2009, the Board approved the initial award in the amount of \$70,000.00 for a period of one year. The Maryland Department of Health and Mental Hygiene, Office of Preparedness and Response has provided additional funds in the amount of \$300,000.00 to be used to continue to provide influenza vaccinations. This increase in the amount of \$300,000.00 makes the award amount \$370,000.00.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases - cont'd

## 21. THOMAS INDUSTRIAL

PRODUCTS/TIPCO	\$ 0.00	Extension
Solicitation No. BP 06014 - Hydraulic Hoses and Fittings - Department of General Services - Req. No. R507448		

On February 22, 2006, the Board approved the initial contract in the amount of \$225,000.00. On October 14, 2009 the Board approved an increase in the amount of \$50,000.00. A new solicitation for this requirement was issued on November 23, 2009 with bids due on December 23, 2009. An extension of the current contract for the period December 31, 2009 through February 28, 2010 is required to accommodate the agency's needs until a new contract is awarded.

**MWBOO GRANTED A WAIVER.**

## 22. FAMILY INN BAKERY

& DELI	Revenue	Extension
Solicitation No. 06000 - Concession Services - Department of Recreation and Parks - Req. No. To Be Determined		

On June 24, 2009, the Board approved a term purchase order with this vendor to manage the concessions at the Shake and Bake Family Fun Center through December 15, 2009. An extension is necessary to accommodate revisions to the solicitation to add the Mt. Pleasant recreation facility.

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 - cont'd

- |   |                |          |
|---|----------------|----------|
| 23. IPT, LLC,<br>d.b.a. PAYLOCK   | \$1,300,000.00 | Increase |
| Solicitation No. 08000 - Parking Enforcement - Department of<br>Transportation - Req. No. R511113 |                |          |

On October 15, 2008, the Board approved the initial award in the amount of \$601,800.00 for the period of one year. The award contained two 1-year renewals at the sole discretion of the City. This increase in the amount of \$1,300,000.00 is necessary for the final two years of the initial term of the contract, and makes the total award amount \$1,901,800.00.

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. INTERNATIONAL SALT<br>CO., LLC  | \$ 5,000,000.00 | Renewal |
| Solicitation No. 06000 - Furnish and Deliver Salt - Agencies -<br>Various - Req. Nos. Various |                 |         |

On February 6, 2008, the Board approved the initial award in the amount of \$1,000,000.00 for a period of two years. The award contained two 1-year renewal options at the sole discretion of the City. Subsequent actions have been approved. Authority is requested to exercise the first 1-year renewal in the amount of \$5,000,000.00, making the award amount \$10,000,000.00.

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 - cont'd

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

**MBE:** L&J Construction Services, Inc. 5%

**WBE:** Morgan Construction Services, Inc. 2%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

25. MOTOROLA, INC.	\$ 511,086.24	Increase
Solicitation BP 05164 - Central Maryland Area Regional Communication Radio Interoperability System - Police Department - Req. No. R195388		

On January 18, 2006 the Board approved the initial award in the amount of \$981,786.00. Subsequent actions have been approved. Due to an increase in the requirement for these radios and the availability of federal funds, an increase in the amount of \$511,086.24 is necessary, making the award amount \$2,564,972.95. **(FILE NO. 55919)**

**MWBOO FOUND VENDOR IN COMPLIANCE.**

26. LIFESTAR RESPONSE OF MARYLAND, INC.	\$ 7,916.67 <u>87,083.33</u> <b>\$ 95,000.00</b>	Ratification and Term Order
Solicitation No. 06000 - Emergency Medical Technicians - Baltimore City Health Department - Req. No. R532477		

On November 5, 2008 the Board approved the initial award in the amount of \$95,000.00. The award contained four 1-year renewal options at the sole discretion of the City. Due to an administrative error, contract number 06000 for emergency medical technicians expired on November 4, 2009 with four 1-year renewals remaining. However, the vendor continued to supply services to meet the City's needs. It is requested

## 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

that the expenditures from November 5, 2009 through December 9, 2009 be ratified and that a term purchase order be approved under the same terms and conditions, including the remaining three 1-year renewals, making the award amount \$190,000.00. The period of the ratification is November 5, 2009 through December 9, 2009. The period of the term order is December 10, 2009 through November 9, 2010, with three 1-year renewal options at the sole discretion of 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 Article VI, Section 11 (d)(i) of the City Charter, the procurement of the equipment and/or service is recommended.

**MWBOO GRANTED A WAIVER.**

27. CAREFIRST OF	\$ 7,552,113.00	Ratification
MARYLAND,	7,906,333.00	and Increase
INC.	<u>\$15,458,446.00</u>	

Solicitation No. BP 07194 - PPO Medical Insurance for City Employees - Department of Human Resources - Req. No. R535795

On September 12, 2007, the Board approved the initial award in the amount of \$7,053,710.67. Due to administrative errors, the second year of funding for the administrative costs of this contract was not requested of the Board. It is requested that the ratification for calendar year 2009 and the third year of funding for the administrative costs be approved. The ratification is for the period January 1, 2009 through December 9, 2009. The increase in the amount of \$7,906,333.00 is for the period December 10, 2009 through December 31, 2010, with two 1-year renewal options.

**MWBOO SET GOALS OF 17% MBE AND 9% WBE.**

## 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>		
<b>MBE:</b> Attronica Computers, Inc.	8.5%	
CJ Maintenance, Inc.	3.4%	
RGH Enterprises	3.4%	
Black Classic Press	<u>1.7%</u>	
	<b>17.0%</b>	
<b>WBE:</b> Rudolph's Office and Computer Supplies, Inc.	2.3%	
IQ Business Solutions	<u>6.7%</u>	
	<b>9.0%</b>	

**MWBOO FOUND VENDOR IN COMPLIANCE.**

28. ALLIED	\$ 10,000.00	Ratification
CONTRACTORS,	500,000.00	and Term Order
INC.	<u>\$510,000.00</u>	

Solicitation No. 06000 Concrete, Sidewalk and other Structural Repairs at Various Locations - Agencies Various - Req. Nos. Various

On November 9, 2005, the Board approved the initial award contract no. BP 06049 in the amount of \$208,000.00. Due to an administrative error the contract expired on November 8, 2009 with one 1-year renewal option remaining. However, the vendor continued to supply services to meet the City's needs. Subsequent actions have been approved. It is requested that the expenditures be ratified and a term purchase order be approved under the same terms and conditions as BP 06049. The period of the ratification is November 9, 2009 through December 8, 2009. The term order is for the period December 9, 2009 through November 8, 2010, making the award amount \$1,828,000.00. There will be no remaining renewal options.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

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

<b>MBE:</b> Priority Construction Co.	22%
JM Murphy	4.8%

<b>WBE:</b> McCall Trucking	8%
-----------------------------	----

**MWBOO FOUND VENDOR IN COMPLIANCE.**

## 29. SERCO MANAGEMENT

SERVICES, INC.	\$ 25,000.00	Extension and Increase
----------------	--------------	------------------------

Solicitation No. BP 00036 - Parking Meter Coin Collection  
Services - Department of Finance - Req. No. P505494

On October 27, 1999, the Board approved the initial award in the amount of \$438,681.60. Subsequent renewals and an increase have been approved. On November 18, 2009, a replacement contract B50001251 was opened with four responses and is before the Board for approval on December 9, 2009. Authority is requested to approve an extension for the period January 1, 2010 through January 31, 2010 to allow for an orderly transition to the new vendor. This increase in the amount of \$25,000.00 will make the total award amount \$2,495,000.00.

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

30. JOHN WARE & SONS,		
AROUND TOWN REPAIRS	\$ 20,000.00	Ratification and
AND RESTORATIONS	400,000.00	Term Order
CJS CONSTRUCTION	<u>\$420,000.00</u>	

Solicitation No. 06000 - Lead Abatement at Low Income Residences - Agencies Various - Req. No. Various

On November 7, 2007, the Board approved the initial award in the amount of \$300,000.00. Subsequent actions have been approved. Due to an administrative error contract no. B50000099 for Lead Abatement at Low Income Residences expired on November 6, 2009, with two 1-year renewals remaining. It is requested that a term purchase order be approved for the initial renewal period under the same terms and conditions as B50000099, including the remaining one-year renewal option. The period of the ratification in the amount of \$20,000.00 is November 7, 2009 through December 9, 2009. The period of the term order in the amount of \$400,000.00 is December 10, 2009 through November 6, 2010, making the award amount \$1,620,000.00.

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.

31. CS STARS, LLC	\$ 87,750.00	Amendment to Agreement
Solicitation No. 08000 - Software Updates and Support - Department of Finance - Req. No. R537553		

On September 27, 2006, the Board approved a sole agreement with CS Stars, LLC for the period September 26, 2007 through September 30, 2010. The agreement is for a risk claims management information system that is utilized by various City agencies. Subsequent actions have been approved.

## 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

This amendment in the amount of \$87,750.00 is necessary to add a comprehensive reporting system for the Department of Law as required by the State MMSEA Act of 2007, making the award amount \$716,750.00. All other terms and conditions remain unchanged.

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.

Bureau of General Services

- |   |             |         |
|---|-------------|---------|
| 32. CITIROOF CORPORATION  | \$14,325.00 | Low Bid |
| IC 521 - Roof Replacement and related work at the Oliver Recreation Center located at 1600 N. Spring Street             |             |         |
| 33. CITIROOF CORPORATION  | \$17,497.00 | Low Bid |
| IC 522 - Roof Replacement and related work at the Oliver Recreation Center's Gymnasium located at 1600 N. Spring Street |             |         |

UPON MOTION duly made and seconded, the Board approved the informal awards, renewals, increases to contracts, and extensions. The Board also approved and authorized execution of the amendment to agreement with CS Stars, LLC. The President **ABSTAINED** on Item No. 15. The Comptroller **ABSTAINED** on Item No.

24.

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

On the recommendations of the City agencies

hereinafter named, the Board,

UPON MOTION duly made and seconded,

awarded the formally advertised contracts

listed on the following pages:

4650 - 4653

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

The Transfers of Funds were approved

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

MINUTES

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Department of General Services

- 1. PB 09826, Water Infrastructure Upgrades for Various City Buildings Johnson Controls, Inc. \$1,965,000.00

**MBE:** Trinmar Mechanical Services \$303,000.00 15.41%

**WBE:** First Class Plumbing \$101,000.00 5.13%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

Under the federal economic stimulus program, known as the American Recovery and Reinvestment Act, the Maryland Department of the Environment (MDE) awarded the Baltimore City Department of General Services \$2,527,897.20. The funds will be used to improve water conservation in City Buildings. However, due to the limited time to begin construction, the MDE concurred with the Energy Division's plan to obtain proposals from Energy Services Companies currently under contract with the Maryland Department of General Services for performance contracting.

2. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$1,965,000.00	9916-903930-9194	9916-905930-9197
State Stimulus	Reserve	Active
	Water Infra-structure	Water Infra-structure
	Upgrades for Various City Buildings	Upgrades for Various City Buildings

This transfer will fund the award of PB 09826 to Johnson Controls, Inc.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation

- 3. TR 02398, Re- American Infrastructure \$5,676,777.00  
 habilitation of  
 Argonne Drive  
 Bridge over  
 Herring Run

**THE VENDOR COMPLIED WITH THE DISADVANTAGED BUSINESS ENTERPRISE GOALS.**

<b>DBE:</b>	Priceless Industries, Inc.	\$ 60,000.00	1.06%
	Interlock Steelworks, Inc.	1,460,000.00	25.72%
	Sunrise Safety Services, Inc.	50,000.00	.88%
	AR-CE Enterprise, Inc.	20,000.00	.36%
	Keys Materials & Utilities, Inc.	145,200.00	2.56%
		<u>\$1,735,200.00</u>	<u>30.58%</u>

4. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$4,721,800.02	9950-902942-9509	
Federal	Constr. Res.	
	Argonne Drive	
	Bridge	
1,806,493.53	9950-919001-9509	
Federal	Constr. Res.	
<u>\$6,528,293.55</u>	Unallocatd	
\$5,676,777.00	-----	9950-901942-9508-6
		Struc. & Improv.
567,677.70	-----	9950-901942-9508-5
		Inspection
283,838.85	-----	9950-901942-9508-2
<u>\$6,528,293.55</u>		Contingencies

This transfer will provide funds to cover the cost associated with the award of TR 02398, Rehabilitation of Argonne Driver Bridge over Herring Run, to American Infrastructure.

## MINUTES

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS:**Department of Finance

5.	B50001251, Parking Meter Coin Collec- tion Services	Republic Parking Systems, Inc.	\$	705,600.00
----	---	-----------------------------------	----	------------

**MWBOO GRANTED A WAIVER.**Department of Recreation and Parks

6.	B50001227, Street Tree and Stump Removal: Group IV	Lorenz, Inc.	\$	98,715.00
----	--	--------------	----	-----------

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

<b>MBE:</b>	Evergreen Lawn Care	\$26,653.05	27%
-------------	---------------------	-------------	-----

<b>WBE:</b>			0%
-------------	--	--	----

**MWBOO FOUND VENDOR IN COMPLIANCE.**

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

7. B50001249, Qualification for Printing Services	Katon Printing Corporation Worth Higgins & Assoc., Inc. Mount Vernon Printing Co. The Standard Register Co. Omniuniform, Inc. Printing Matters, LLC Ridge Printing Corp. Mount Royal Printing Co. H & N Printing & Graphics Uptown Press, Inc.	\$2,500,000.00
---	---	----------------

## MINUTES

Department of Real Estate - Contracts of Sale, SCOPE Project

The Board is requested to approve and authorize execution of the contracts of sale for various properties.

<u>Purchaser/s</u>	<u>Properties</u>	<u>Sale Price</u>
1. Bessie L. Casey	828 Broadway	\$15,000.00
<b>(FILE NO. 56663)</b>		
2. Zakauddin Mahmood	946 W. Lombard St.	\$ 7,000.00
<b>(FILE NO. 56663)</b>		
3. Norman Folkes	1506 Madison St.	\$12,000.00
<b>(FILE NO. 56663)</b>		

The purchaser(s) agree to complete the renovation of the properties 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.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the above the contracts of sale for listed properties.

**MINUTES**

Department of Real Estate - Renewal of Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal of the lease agreement with the State of Maryland, tenant, for the rental of two parcels of land located under the JFX (I-83). The period of the lease agreement is January 1, 2010 through December 31, 2011.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Equal Monthly Installments</u>
\$266,253.75	\$22,187.81

**BACKGROUND/EXPLANATION:**

The State of Maryland will rent two parcels of land located under I-83. Parcel one (JFC) is located under I-83 in the vicinity of Guilford Avenue, Centre Street, Madison Street, and the Fallsway. Parcel Two (JFD) is located under I-83 in the vicinity of Guilford Avenue, Eager Street, Madison Street, and the Fallsway.

On November 7, 2007, the Board approved the initial lease agreement with the tenant for the period January 1, 2008 through December 31, 2009, with the option to renew for an additional two year period. The tenant wishes to exercise its first renewal option. All other terms and conditions of the original lease agreement remain unchanged.

**(FILE NO. 55788)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the lease agreement with the State of Maryland, tenant, for the rental of two parcels of land located under the JFX (I-83).

**MINUTES**

Department of Real Estate - Deed

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a deed with the Printer's Square Apartments Limited Partnership.

**AMOUNT OF MONEY AND SOURCE:**

\$7,700.00 - appraised value

**BACKGROUND/EXPLANATION:**

On November 17, 2008, the City entered into a closing agreement with Printer's Square Apartments Limited Partnership, for the closing and conveyance of Hunter Street between a seven foot alley and a ten foot alley. Printers Square Apartment LP will consolidate the street into its existing properties and use the street for a private courtyard. In the closing agreement the Printer's Square Apartments Limited Partnership agreed to pay the fair market value for the property.

**(FILE NO. 56664)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the deed with the Printer's Square Apartments Limited Partnership.

**MINUTES****PROPOSALS AND SPECIFICATIONS**

Bureau of Water &  
Wastewater

- SC 871, Improvements to Herring Run Interceptors Phase I  
**BIDS TO BE RECV'D: 1/13/2010**  
**BIDS TO BE OPENED: 1/13/2010**

Department of Transportation

- TR09026, Rebuild Deteriorated Manholes at various locations Citywide  
**BIDS TO BE RECV'D: 1/20/2010**  
**BIDS TO BE OPENED: 1/20/2010**

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

PRESIDENT: "If there is no more business, the Board is in recess until twelve o'clock noon for the opening and receiving of bids."

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

## MINUTES

BIDS, PROPOSALS AND CONTRACT AWARDS

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

Department of Transportation - TR 09301, Installation of  
Variable Message Signs and  
Supports Citywide  
**BIDS TO BE RECV'D: 1/13/2010**  
**BIDS TO BE OPENED: 1/13/2010**

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 08314, Installation of  
Vehicle Detection Devices  
Citywide

Allied Contractors, Inc.  
Bruce & Merrilees Electric Co.  
Midasco, LLC  
LAI Construction Services, Inc.  
MC Dean, Inc.

## MINUTES

Bureau of Water and Wastewater - WC 1154, Pretty Boy Dam  
Maintenance

---

James W. Ancel, Inc.  
Tech Contracting Co., Inc.  
The Whiting-Turner Contracting Co.  
Facchina Construction Co., Inc.  
E. Pikounis Construction Co., Inc.  
Kinsley Construction, Inc.

Bureau of Water and Wastewater - WC 1194, Montebello Plant  
Chemical Feed

---

JF Fisher, Inc.  
Layne Christensen Co.  
Coianbro Corporation  
Allied Contractors, Inc.  
JJID, Inc.

P J & Company, LLC  
Alliance Suppliers, Inc.  
Advanced Equipment  
Steel Products, Inc.

Bureau of Purchases - B50001285, Provide Tree Care  
Supplies

---

Suburban Sales & Rental  
AM Leonard  
Pinehurst Landscape Co., Inc.  
Aquarius Supply, Inc.

MINUTES

\*\*\*\*\*

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, December 16, 2009.

JOAN M. PRATT  
Secretary