

**MINUTES****REGULAR MEETING**

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

## MINUTES

BOARDS AND COMMISSIONS1. Pregualification 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:

A - L Abatement, Inc.	\$ 5,904,000.00
Aastra USA	\$1,755,857,000.00
Alason Electrical Contractors, Inc.	\$ 8,000,000.00
BMW Construction Specialists, Inc.	\$ 8,000,000.00
Caplan Bros, Inc.	\$ 8,000,000.00
Citiroof Corporation	\$ 8,000,000.00
Corinthian Contractors, Inc.	\$ 8,000,000.00
East Coast Concrete Cutting Co., Inc.	\$ 4,000,000.00
East Coast Concrete Specialists, Inc.	\$ 4,000,000.00
Electric Masters Service, Inc.	\$ 3,258,000.00
Iacoboni Site Specialties, Inc.	\$ 53,736,000.00
NLG Insulation, Inc.	\$ 117,000.00
Pioneer Contracting Co., Inc.	\$ 8,000,000.00
Priority Construction, Corp.	\$ 8,000,000.00
Sunrise Safety Services, Inc.	\$ 1,500,000.00
T&D Plumbing & Heating Co., Inc.	\$ 6,102,000.00
Trinmar Contracting Services, Inc.	\$ 2,277,000.00
Wohlsen Construction Company	\$ 260,220,000.00

**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:

Compliance EnviroSystems, LLC.	Engineer
Hydromax USA	Engineer
KHAFRA	Engineer
Kittelson & Associates, Inc.	Engineer
Moody-Nolan	Architect
	Engineer
Piping and Corrosion Specialties, Inc.	Engineer
Site Resources, Inc.	Landscape Architect
	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**Department of Real Estate - Lease Renewal**ACTION REQUESTED OF B/E:**

The Board is requested to approve the first renewal option of the lease agreement with Progressive Property, Inc., Landlord, for the properties located at 905 Harlem Avenue; 911 Harlem Avenue; 925 Bennett Place, Apt. B; 926 Bennett Place, Apt. A; 926 Bennett Place, Apt. B; 5605 The Alameda, Apt. D; 5607 The Alameda, Apt. A, and 5607 The Alameda, Apt. B. The period of the first renewal lease is June 10, 2010 through June 9, 2011.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$108,000.00	\$9,000.00

Accounts: 4000-428008-3050-282900-603026  
5000-518808-3050-282900-603026

**BACKGROUND/EXPLANATION:**

On June 10, 2009, the Board approved the lease agreement with the landlord. The lease agreement contained the option to renew the lease for two additional one year periods. The City will exercise the first renewal option in the amount of \$108,000.00.

The Baltimore City Health Department, Lead Abatement Action Program utilizes the eight apartment units to temporarily relocate families that must leave their residence due to lead paint contamination. The families will reside in the apartment unit while the lead paint is being removed from their residence.

**APPROVED FOR FUNDS BY FINANCE****(FILE NO. 57060)**

UPON MOTION duly made and seconded, the Board approved and authorized the first renewal option of the lease agreement with Progressive Property, Inc., Landlord, for the above listed properties.

**MINUTES**

Department of Real Estate - Contract of Sale

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a contract of sale with Mr. Christian Clifton, purchaser, for the sale of Parcel C containing 495 square feet, which is part of 1114 Dexter Street, Block 801, Lot 106.

**AMOUNT OF MONEY AND SOURCE:**

\$ 800.00 - Sale Price

**BACKGROUND/EXPLANATION:**

The authority to sell this property was approved by City Council Ordinance No. 477 on December 6, 1973. This Parcel is part of Block 801, Lot 106 which is subdivided into three parcels to be sold to adjacent owners on the front side of 1114 Dexter Street. Mr. Clifton owns property in the front of Parcel C of Block 801, Lot 106.

**(FILE NO. 56666)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the contract of sale with Mr. Christian Clifton, purchaser, for the sale of Parcel C containing 495 square feet, which is part of 1114 Dexter Street, Block 801, Lot 106.

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

The Board is requested to approve and authorize execution of a lease agreement with Chase Brexton Health Services, Inc., landlord, for 1000-1002 Morton Street a/k/a 10 W. Eager Street, 2<sup>nd</sup> fl., consisting of approximately 7,372 square feet. The period of the lease agreement is April 1, 2010 through December 31, 2010.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$92,883.33	\$10,320.37

Account: 4000-428110-3080-294300-603013

**BACKGROUND/EXPLANATION:**

The City will use the leased premises for municipal purposes for the Department of Health's Infants and Toddler's Program. The landlord will be responsible for utilities, janitorial services, fire insurance, real estate taxes, maintenance and repairs, and snow removal. The Space Utilization Committee approved this lease at its meeting on March 23, 2010.

**APPROVED FOR FUNDS BY FINANCE**

**(FILE NO. 55037)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the lease agreement with Chase Brexton Health Services, Inc., landlord, for 1000-1002 Morton Street a/k/a 10 W. Eager Street, 2<sup>nd</sup> fl., consisting of approximately 7,372 square feet.

**MINUTES**

Space Utilization Committee - License Agreement and First  
Amendment to License Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a license agreement and the first amendment to the license agreement with Clear Wireless Broadband, LLC, licensee, for placement of antennas on the tower and the use of a portion of the storage space located at 4301 West Bay Avenue. The period of the agreement is five years and will begin on the earlier to occur of a) the date which is the first day following licensee's receipt of the last necessary local, state, and federal approvals, licenses, and permits so as to permit construction and/or installation of equipment on and use of the licensed premises for all the purposes permitted by this license or b) the first day of the calendar month following licensee's commencement of construction pursuant to this license.

**AMOUNT OF MONEY AND SOURCE:**

<u>Year</u>	<u>Annual Rent</u>	<u>Monthly Rent</u>
1	\$30,000.00	\$2,500.00
2	\$31,200.00	\$2,600.00
3	\$32,448.00	\$2,704.00
4	\$33,745.92	\$2,812.16
5	\$35,095.76	\$2,924.65

**BACKGROUND/EXPLANATION:**

The premises will be used for cellular telephone communication. The licensee will be solely responsible for the cost of any remedial work to make the site suitable for its use. The licensee will also be responsible for reinforcing the tower, liability insurance, utilities, maintenance and repairs to its equipment and compliance with all FCC and FAA rules and regulations. The City will be responsible for the maintenance of the site.

**MINUTES**Space Utilization Committee - cont'd

Subsequent to negotiation of the lease it was determined that the licensee's antennas would increase the load bearing capacity close to its limit. The first amendment to the license agreement requires the licensee, at no cost to the City of Baltimore, to reinforce the tower and make its load capacity equal to or less than before the placement of the licensee's antennas.

The Space Utilization Committee approved this lease at its meeting on April 6, 2010.

**(FILE NO. 56649)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the license agreement and the first amendment to the license agreement with Clear Wireless Broadband, LLC, licensee, for placement of antennas on the tower and the use of a portion of the storage space located at 4301 West Bay Avenue.

**MINUTES**

Space Utilization Committee - First Amendatory Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a first amendatory agreement with Merritt-093, LLC, Landlord, for a portion of the property located at 4220 Shannon Drive, Suites A-F, consisting of approximately 17,000 square feet and 20 parking spaces. The amendment will extend the period of the lease through June 30, 2015.

**AMOUNT OF MONEY AND SOURCE:**

The annual rent for the expansion of premises and amended term will be as follows:

	Monthly Rent A-D	Monthly Rent E-F	Total Monthly Rent A-F	Annual
4/1/10-9/30/10	\$5,166.00	\$1,506.75*	\$6,672.75	\$ 40,036.50
10/1/10-6/30/11	\$5,166.00	\$3,013.50**	\$8,179.50	\$ 73,615.50
7/1/11-6/30/12	\$5,319.00	\$3,102.75	\$8,421.75	\$101,061.00
7/1/12-6/30/13	\$5,481.00	\$3,197.25	\$8,678.25	\$104,139.00
7/1/13-6/30/14	\$5,643.00	\$3,291.75	\$8,934.75	\$107,217.00
7/1/14-6/30/15	\$5,814.00	\$3,391.50	\$9,205.50	\$110,466.00

\*Tenant will pay 50% of the rental rate for the first six months for the additional space.

\*\*cost for nine months

**BACKGROUND/EXPLANATION:**

On June 28, 2006, the Board approved the lease agreement with the landlord for Suites A-D. The term of the lease was five years, terminating June 30, 2011. This amendment will extend the current lease term for 48 months and three days, through June 30, 2015.

The landlord and the City agreed to expand the current leased premises to include 6,300 sq. ft. known as Sites E-F, for a period of 63 months beginning April 1, 2010 through June 30, 2015. The current space Suites A-D and the additional space Suites E-F will total 17,000 square feet.

**MINUTES**Space Utilization Committee - cont'd

The property will be utilized for an office/warehouse for the Fire Department's Urban Search and Rescue Unit. The Fire Department has quickly outgrown its space and needs additional space.

The landlord will remove one block section of wall of approximately 30'x 22' in size and provide access to Shannon Drive. The landlord will also assume all costs associated with the new gate access.

The City has the right to terminate the lease with six months written notice to the landlord for the loss of funds. If the City locates to a City-owned space, the City must give the landlord six months written notice to terminate anytime after the first year. All other rentals, provisions, conditions and terms of the original lease will remain in full force and effect.

The Space Utilization Committee approved this first amendatory lease agreement at its meeting of March 23, 2010.

**(FILE NO. 56336)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the first amendatory agreement with Merritt-093, LLC, Landlord, for a portion of the property located at 4220 Shannon Drive, Suites A-F, consisting of approximately 17,000 square feet and 20 parking spaces.

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

1077 - 1083

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

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

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation</u>		
1. \$ 14,000.00 22 <sup>nd</sup> EDF	9910-904115-9600 Constr. Res. West Side Initiative	9910-905825-9603 West Side Downtown
<p>This transfer will provide funds for the structural engineering services for the stabilization of 103 West Lexington Street. A portion of the roof collapsed and a Structural Engineer will develop a plan to rebuild the roof to make this structure safe for occupancy.</p>		
2. \$ 40,970.35 22 <sup>nd</sup> EDF	9910-904115-9600 Constr. Res. West Side Initiative	
33,510.36 22 <sup>nd</sup> EDF	9910-903354-9600 Constr. Res. W. Balto. Ind. & Coml. Dev.	
29,792.24 22 <sup>nd</sup> EDF	9910-902483-9600 Constr. Res. S. Balto. Ind. & Coml. Dev.	
37,252.00 22 <sup>nd</sup> EDF	9910-905575-9600 Constr. Res. E. Balto. Ind. & Coml. Dev.	
52,148.40 22 <sup>nd</sup> EDF	9910-901860-9600 Constr. Res. Ind. & Coml. Financial	

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

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation - cont'd</u>		
7,460.00 22 <sup>nd</sup> EDF	9910-902873-9600 Constr. Res. Brownsfield Incentive Fund	
37,204.65 22 <sup>nd</sup> EDF	9910-904982-9600 Constr. Res. Coml. Revitalization Program	
40,970.00 M&CC	9910-904115-9600 Constr. Res. West Side Initiative	
33,511.00 M&CC	9910-903354-9600 Constr. Res. W. Balto. Ind. & Coml. Dev.	
29,792.00 M&CC	9910-902483-9600 Constr. Res. S. Balto. Ind. & Coml. Dev.	
37,252.00 M&CC	9910-905575-9600 Constr. Res. E. Balto. Ind. & Coml. Dev.	
52,148.40 M&CC	9910-901860-9600 Constr. Res. Ind. & Coml. Dev. Financial Fund	

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation - cont'd</u>		
7,460.00 M&CC	9910-902873-9600 Constr. Res. Brownsfield Incentive	
37,204.60 M&CC	9910-904982-9600 Constr. Res. Coml. Revitalization Program	
<hr/>		
<b>\$ 476,676.00</b>	-----	9910-905852-9601 Economic Dev. Incentives

This Transfer will provide funds to reimburse Baltimore Development Corporation for the eligible capital expenditures in connection with City-wide projects for the third quarter of Fiscal Year 2010.

- 3. \$ 40,970.35  
22<sup>nd</sup> EDF
- 9910-904115-9600  
Constr. Res.  
West Side Initiative
  
- 33,510.36  
22<sup>nd</sup> EDF
- 9910-903354-9600  
Constr. Res.  
W. Balto. Ind.  
& Coml. Dev.
  
- 29,792.24  
22<sup>nd</sup> EDF
- 9910-902483-9600  
Constr. Res.  
S. Balto. Ind.  
& Coml. Dev.
  
- 37,252.00  
22<sup>nd</sup> EDF
- 9910-905575-9600  
Constr. Res.  
E. Balto. Ind.  
& Coml. Dev.

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

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation - cont'd</u>		
52,148.40 22 <sup>nd</sup> EDF	9910-901860-9600 Constr. Res. Ind. & Coml. Dev. Financial	
7,460.00 22 <sup>nd</sup> EDF	9910-902873-9600 Constr. Res. Brownsfield Incentive Fund	
37,204.65 22 <sup>nd</sup> EDF	9910-904982-9600 Constr. Res. Coml. Revitalization Program	
\$ 40,970.00 M&CC	9910-904115-9600 Constr. Res. West Side Initiative	
33,511.00 M&CC	9910-903354-9600 Constr. Res. W. Balto. Ind. & Coml. Dev.	
29,792.00 M&CC	9910-902483-9600 Constr. Res. S. Balto. Ind. & Coml. Dev.	
37,252.00 M&CC	9910-905575-9600 Constr. Res. E. Balto. Ind. & Coml. Dev.	

## MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation - cont'd</u>		
52,148.40 M&CC	9910-901860-9600 Constr. Res. Ind. & Coml. Financial	
7,460.00 M&CC	9910-902873-9600 Constr. Res. Brownsfield Incentive Fund	
37,204.60 M&CC	9910-904982-9600 Constr. Res. Coml. Revitalization Program	
<u>\$ 476,676.00</u>	-----	9910-905852-9601 Economic Dev. Incentives

This transfer will provide funds to reimburse Baltimore Development Corporation for the eligible capital expenditures in connection with City-wide projects for the second quarter of Fiscal Year 2010.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Enoch Pratt Free Library</u>		
4. <b>\$1,110,300.00</b>	9936-908200-9458	
General Funds	Facilities Modernization	
\$ 250,000.00	-----	9936-905058-9457
General Funds		Canton Library
250,000.00	-----	9936-906060-9457
General Funds		Waverly Library
610,300.00	-----	9936-912059-9457
General Funds		Reisterstown Library
<b><u>\$1,110,300.00</u></b>		

The Canton Library was one of the original branch libraries constructed with Enoch Pratt's gift to the City and is in need of disability access improvements and building code and other improvements. The funding will support planning costs associated with the renovation, which is expected to begin in early 2011. The Waverly Library opened in 1971 and is in need of building code and other improvements that will make it a modern library of the 21<sup>st</sup> century. The requested transfer will allow for funding support of preliminary schematic design with renovations expected in 2011. The Reisterstown Road Library which opened in 1967 had a significant structural deficiency requiring its immediate closure and correction. While closed, the library also needed to make disability access and other improvements. This transfer request will allow for the completion of the renovation project and reopening of the branch, which serves approximately 49,000 people. The Facilities Modernization Account was created to support renovations in neighborhood libraries and is a holding account until projects are initiated.

MINUTES

TRANSFERS OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development</u>			
5.	<b>\$400,000.00</b> 28 <sup>th</sup> CDB	9910-907994-9587 Special Capital Projects	9910-993001-9588 Project Staff Cost

This transfer will provide funding for direct project staff cost. Project staff cost are now charged to the individual project accounts limiting the amount of funds available for project cost such as acquisitions and relocations.

6.	\$637,848.00 28 <sup>th</sup> CDB	9910-907994-9587 Special Capital Projects	
	62,152.00 <u>28<sup>th</sup> CDB</u>	9910-902981-9587 Acquisition/Relocation Fund	
	<b>\$700,000.00</b>	-----	9910-903048-9588 Planned Demolition FY 10

The transfer will provide funds for the Department's planned demolition program for fiscal year 2010.

Bureau of Water of Wastewater

7.	<b>\$2,500,000.00</b> Water Utility Funds	9960-910031-9558 Constr. Res. Water Supply Facility Improv.	9960-912901-9557-6 Construction
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The funds are required to cover the cost of the emergency repairs to the 72" water main break in Dundalk (Broening Highway). Work will be performed under WC 1198, Urgent Need Infrastructure Rehabilitation.

**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 14** favorable reports on Transfers of Funds approved by the Board of Estimates at its meetings on March 10, 24, and 31, 2010.

The Board **NOTED** receipt of the 14 reports.

**MINUTES**

Department of Recreation and Parks - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with Stone Foundation, LLC. The period of the agreement is effective upon Board approval through December 31, 2010.

**AMOUNT OF MONEY AND SOURCE:**

\$10,800.00 - 5000-578910-4800-679200-603026

**BACKGROUND/EXPLANATION:**

On January 27, 2010, the Board approved the acceptance of a grant award from the Governor's Office of Crime Control and Prevention, in support of the Department's youth violence prevention initiative. Pursuant to the grant proposal, mental health services will be provided for youth who participate in the program. The program seeks to prevent youth from engaging in violent acts and/or from becoming victims of violent crimes. The Stone Foundation, LLC, is a certified minority provider of such services. Licensed Counselors will provide individual or group counseling to program participants, as needed.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with Stone Foundation, LLC.

**MINUTES**

Fire Department - Letter of Intent

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a letter of intent with Johns Hopkins Medicine, Department of Emergency Medicine. The period of the donation is effective upon Board approval for five years.

**AMOUNT OF MONEY AND SOURCE:**

\$70,020.00 - Donation of equipment and data plans

**BACKGROUND/EXPLANATION:**

The Letter of Intent is on behalf of five Baltimore Area Hospitals: Johns Hopkins Hospital, Johns Hopkins Bayview Medical Center, St. Agnes Hospital, Sinai Hospital, and Union Memorial Hospital. It is the intent of these hospitals to donate to the Department LifeNet Transmitting Subscription and Sprint data plans as necessary to enable the City's EMS units to transmit field EKGs to the hospital. This donation will greatly improve patient quality of care by reducing the time for treatment using this equipment in direct connection with the hospital emergency staff. The hospitals entered into a separate Memorandum of Understanding to implement this donation and participation in the program.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the letter of intent with Johns Hopkins Medicine, Department of Emergency Medicine. The President

**ABSTAINED** on this item.

**MINUTES**

Commission on Aging and                    - Revised Notification of  
Retirement Education (CARE)        Grant Award (NGA)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Revised NGA from the Maryland Department of Aging (MDoA). The allocations are for the period July 1, 2009 through June 30, 2010.

**AMOUNT OF MONEY AND SOURCE:**

(\$21,547.00) - 5000-534110-3250-319900-600000

**BACKGROUND/EXPLANATION:**

The Revised NGA adjusts the amount of funds to be utilized by the Senior Information and Assistance Program for this award period. The initial award for this program has been reduced from \$215,467.00 to \$193,920.00 for a difference of \$21,547.00.

On September 30, 2009 the Board approved the original NGA in the amount of \$2,935,224.00, and the revised NGA in the amount of \$2,916,968.00. The revised NGA reduces the total amount from \$2,916,968.00 to \$2,895,421.00 for FY2010.

The request is being presented at this time due to the late arrival of the NGA from MDoA.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS NOTED THIS AMENDMENT.**

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Revised NGA from the Maryland Department of Aging.

**MINUTES**

Commission on Aging and                    - Revised Notification of  
Retirement Education (CARE)        Grant Award (NGA)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Revised NGA from the Maryland Department of Aging (MDoA) for Title III federally funded programs. The allocations are for the period October 1, 2009 through September 30, 2010.

**AMOUNT OF MONEY AND SOURCE:**

<u>Amount</u>	<u>Account</u>	<u>Program</u>
\$ 38,340.00	4000-433510-3250-319700-600000	Older Americans Act Title III-B
38,502.00	4000-432910-3250-319700-600000	Older Americans Act Title III-C-1
12,518.00	4000-434310-3250-319700-600000	Older Americans Act Title III-C-2
1,159.00	4000-436210-3250-319300-600000	Older Americans Act Title III-D
(1,379.00)	4000-436110-3250-316900-600000	Older Americans Act Title III-E
<u>1,076.00</u>	4000-433910-3250-319400-600000	Older Americans Act Ombudsman /Elder Abuse
<b>\$ 90,216.00</b>	<b>Revised Award Amount</b>	

**BACKGROUND/EXPLANATION:**

The revised NGA adjusts the amount of funds to be utilized by the Title III federally funded program for this award period. On January 10, 2010 the Board approved the initial award in the amount of \$4,694,634.00. The original award has been increased by \$90,216.00 for a final award in the amount of \$4,784,850.00 for FY2010.

**MINUTES**

CARE - cont'd

The request is being presented at this time due to the late arrival of the NGA from MDoA.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Revised NGA from the Maryland Department of Aging for Title III federally funded programs.

**MINUTES**Department of Audits - Board of Liquor License Commissioners  
Status Report

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On September 2, 2009, Board **NOTED** receipt of the Audit of the Board of Liquor License Commissioners for Baltimore City (Liquor Board), for fiscal years ending 2005, 2006 and 2007. The Board requested that the Liquor Board report back with a Status Report on the audit findings and recommendations presented in the Audit. The Liquor Board was to present a Status Report after meeting 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.

On January 13, 2010, the Board received and **NOTED** a Letter of Understanding with the Liquor Board which, when implemented would address the Department of Audits audit findings and recommendations. Per the Letter of Understanding, the Liquor Board needed to meet with the Department of Human Resources (DHR), the Department of Finance, Bureau of Accounting and Payroll Services (BAPS) to finalize the implementation of the understanding.

The Department of Audits and the Labor Commissioner were to report back to the Board in 60 days from January 13, 2010 on the status of reaching an agreement regarding part-time inspectors, appellate counsel and Commissioners on how E-Time has been updated to accommodate the terms of the Letter of Agreement. A three-week extension was requested and approved by the Board on March 17, 2010 to allow the Liquor Board, Department of Human Resources, DHR and BAPS to reach an agreement and complete this process.

The Department of Audits and the Labor Commissioner are reporting to the Board that the Liquor Board has reached an agreement with DHR and BAPS regarding part-time inspectors, appellate counsel and Commissioners and that E-Time has been updated to accommodate the terms of the Letter of Understanding.

**MINUTES**

Department of Audits - cont'd

A Letter of Understanding will be presented to the Board by the Labor Commissioner.

The Board **NOTED** receipt of the Audit report.

**MINUTES**

Office of the Labor Commissioner - Amended Letter of  
Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to **NOTE** the amended Letter of Understanding with the Baltimore City Liquor Board.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Letter of Understanding resolves all of the outstanding personnel and payroll issues set forth in the Auditor's Report.

The Baltimore City Liquor Board will continue to follow Baltimore City rules, policies and procedures.

The Board **NOTED** receipt of the amended Letter of Understanding with the Baltimore City Liquor Board.

**MINUTES**

Baltimore Development - Relocation Payment  
Corporation (BDC)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the relocation payment to Ms. Gina Mitchell, a sole proprietor who leases a booth at the salon at 433 Oldtown Mall.

**AMOUNT OF MONEY AND SOURCE:**

\$27,366.00 - 9910-902879-9601

**BACKGROUND/EXPLANATION:**

The BDC purchased 433 Oldtown Mall to be included in the Disposition Lot 25B land assembly in accordance with the Oldtown Urban Renewal Plan. As a result it is necessary to relocate the business from this property. Ms. Mitchell is a hair stylist who owns her own business and leases space at a salon at 433 Oldtown Mall.

The cost to relocate Ms. Mitchell is \$27,366.00. This figure was provided by Diversified Property Services, the company with whom the BDC contracted to assist in the relocation process.

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

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$27,366.00	9910-904982-9600	9910-902879-9601
22 <sup>nd</sup> EDF	Constr. Res.	Commercial
	Coml. Rev.	Revitalization
	Program	

**MINUTES**

BDC - cont'd

This transfer will provide funds for payment of business relocation expenses to Ms. Gina Mitchell, a hairstylist who owns her own business and leases space at the salon at 433 Oldtown Mall.

**(FILE NO. 57116)**

UPON MOTION duly made and seconded, the Board approved and authorized the relocation payment to Ms. Gina Mitchell, a sole proprietor who leases a booth at the salon at 433 Oldtown Mall. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Baltimore Development - Relocation Payment  
Corporation (BDC)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the relocation payment to Ms. Sharnise Thomas, a sole proprietor who leases a booth at the salon at 433 Oldtown Mall.

**AMOUNT OF MONEY AND SOURCE:**

\$21,340.00 - 9910-902879-9601

**BACKGROUND/EXPLANATION:**

The BDC purchased 433 Oldtown Mall to be included in the Disposition Lot 25B land assembly in accordance with the Oldtown Urban Renewal Plan. As a result it is necessary to relocate the business from this property. Ms. Thomas is a hair stylist who owns her own business and leases space at a salon at 433 Oldtown Mall.

The cost to relocate Ms. Thomas is \$21,340.00. This figure was provided by Diversified Property Services, the company with whom the BDC contracted to assist in the relocation process.

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

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$21,340.00	9910-904982-9600	9910-902879-9601
22 <sup>nd</sup> EDF	Constr. Res.	Commercial
	Coml. Rev.	Revitalization
	Program	

**MINUTES**

BDC - cont'd

This transfer will provide funds for payment of business relocation expenses to Ms. Sharnise Thomas, a hairstylist who owns her own business and leases space at the salon at 433 Oldtown Mall.

**(FILE NO. 57116)**

UPON MOTION duly made and seconded, the Board approved and authorized the relocation payment to Ms. Sharnise Thomas, a sole proprietor who leases a booth at the salon at 433 Oldtown Mall. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

PERSONNEL MATTERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

1097 - 1098

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

The President **ABSTAINED** on item No. 1.

**MINUTES****PERSONNEL**Office of the President

1. Abolish the following two positions:
  - a. 10209 - Council Technician  
Grade 093 (\$47,044.00 - \$57,361.00)  
Job No. 1000-33861
  - b. 01183 - Committee Clerk CC  
Grade 881 (\$2,000.00)  
Non-benefited part-time

Create the following three Non-benefited part-time positions:

- c. 10011 - Council Assistant  
Grade 084 (\$32,853.00 - \$39,210.00)

Costs: \$51,000.00 - 1001-000000-1000-107400-601063

Non-benefited part-time positions are not assigned job numbers.

## Health Department

	<u>Hourly Rate</u>	<u>Amount</u>
2. <b>ESTEFANIA RIVERA</b>		
<b>MUDAFORT</b>	\$15.00	<b>\$ 1,800.00</b>

Account: 6000-625210-3080-294400-6010009

Ms. Mudafort will continue to work as a Youth Development Aide/Tutor for the Carrera Program. Her duties will include; but are not limited to providing homework assistance, tutorial and college preparation assistance, assisting in individual instruction to participants with specific deficits and assisting in instruction of a variety of subjects. The period of the agreement is effective upon Board approval through June 30, 2010.

**MINUTES****PERSONNEL**Department of Human Resources

	<u>Hourly Rate</u>	<u>Amount</u>
3. <b>ANGELA S. SMITH</b>	\$46.22	<b>\$55,464.00</b>

Account: 1001-000000-1600-172600-601009

Ms. Smith, a retiree, will work as an Executive Level II for the Department of Human Resources Executive Division. She will be responsible for acting as a lead worker on special projects, planning, organizing and directing project activities, researching, composing and preparing special reports. The period of the agreement is effective upon Board approval for one year.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the grant agreements and the declaration of covenants and restrictions agreements with the listed grantee. The period of the agreement is effective upon Board approval for three years.

1. **HOLABIRD INVESTMENTS, LLC** **\$ 5,135.00**

The property is located at 1241 Glyndon Avenue.

2. **HOLABIRD INVESTMENTS, LLC** **\$ 4,825.00**

The property is located at 847 Reinhardt Street.

3. **HOLABIRD INVESTMENTS, LLC** **\$ 6,505.00**

The property is located at 8 N. Wheeler Avenue,  
Apartments 1, 2, and 3.

Account: 4000-428008-3050-282900-603026

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

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

**MINUTES**

Health Department - cont'd

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

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the grant agreements and the declaration of covenants and restrictions agreements with the foregoing grantee.

## MINUTES

Health Department - Agreements

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

1. **THE JOHNS HOPKINS UNIVERSITY, SCHOOL OF NURSING** **\$ 8,750.00**

Account: 5000-585210-5750-649896-603051

The organization will provide a Community Action Team Trainer. The trainer will provide training for Fetal and Infant Mortality Review, goals and objectives, roles and responsibilities of the team members, how to use case review findings and strategies for the implementation of recommendations and develop action agendas. The period of the agreement is March 1, 2010 through September 30, 2010.

The agreement is late because funds were just awarded.

2. **PARK WEST HEALTH SYSTEMS, INC.** **\$32,849.00**

Account: 4000-424510-3040-276909-603051

The organization will provide primary care services. Services will include, making sure that 85 clients receive ambulatory outpatient health services in an efficient and effective manner, comprehensive physical examinations, updated labs, care plans, specialty referrals and follow-up in a timely manner for Hidden Garden clients. The period of the agreement is July 1, 2009 through June 30, 2010.

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.**

**MINUTES**

Health Dept. - cont'd

**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 President

**ABSTAINED** on item No. 1

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

The Board is requested to approve and authorize a payment to All Saints Lutheran Church to conduct a faith-based initiative to educate African American residents on tobacco use prevention and cessation programs. The period of the program will be April 1, 2010 through June 30, 2010.

The Board is also requested to approve and authorize an advance in the amount of \$2,000.00 to enable the church to purchase the needed educational materials and supplies to conduct the program.

**AMOUNT OF MONEY AND SOURCE:**

\$1,755.00	-	Coordinator, designer of flyers/brochures, youth distributors
845.00	-	Educational Materials
400.00	-	Equipment
500.00	-	Baltimore Medical System health educators and counselors
600.00	-	food and refreshments
500.00	-	misc. office supplies
400.00	-	printing and duplication
<b>\$5,000.00</b>	-	<b>5000-530310-3040-278902-603051</b>

**BACKGROUND/EXPLANATION:**

The Department's Office of Cigarette Restitution and Chronic Disease Prevention will sponsor the faith-based project at All Saints Lutheran Church. The vendor will develop and implement faith-based educational services that support tobacco use prevention and cessation. The program is intended to make a bold statement to the faith-based community about its commitment to improving the quality of life and improving good health and choices among African Americans.

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

**MINUTES**

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized the payment to All Saints Lutheran Church to conduct a faith-based initiative to educate African American residents on tobacco use prevention and cessation programs. The Board also approved and authorized an advance in the amount of \$2,000.00 to enable the church to purchase the needed educational materials and supplies to conduct the program.

**MINUTES**

Police Department - Grant Adjustment Notice

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize a grant adjustment notice (GAN) for the DNA Backlog Reduction Program from the U.S. Department of Justice, Office of Justice Programs. This GAN extends the period of the grant award to June 30, 2010.

**AMOUNT OF MONEY AND SOURCE:**

No additional funds are requested.

**BACKGROUND/EXPLANATION:**

On October 23, 2008, the Board approved the 2008 DNA Backlog Reduction Program, grant award, in the amount of \$315,404.00, from the U.S. Department of Justice for the period October 1, 2008 through March 31, 2010. This program assists the Baltimore Police Department's Crime Lab to improve its DNA laboratory infrastructure and analysis, so DNA samples can be processed efficiently and cost effectively, as well as to analyze backlogged forensic DNA casework.

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

UPON MOTION duly made and seconded, the Board approved and authorized the grant adjustment notice for the DNA Backlog Reduction Program from the U.S. Department of Justice, Office of Justice Programs.

**MINUTES**

Police Department - Amendment No. 1

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of amendment no. 1 to the FY07 Homeland Security Grant. This GAN extends the period of the grant award through June 1, 2010.

**AMOUNT OF MONEY AND SOURCE:**

No additional funds are requested.

**BACKGROUND/EXPLANATION:**

On December 19, 2007 the Board approved the 2007 Homeland Security Grant to include separate awards for the Urban Area Security Initiatives, State Homeland Security Grant Program, Citizen Corps and Law Enforcement Terrorism Prevention Grants. The grant is provided to enhance the ability of Maryland and its local jurisdiction to prevent, deter, respond to, and recover from threats and incidents of terrorism.

This extension will allow for the complete drawdown of FY07 grants to complete or sustain the projects and programs.

**APPROVED FOR FUNDS BY FINANCE  
AUDITS NOTED THIS NO-COST TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of amendment no. 1 to the FY07 Homeland Security Grant.

**MINUTES**

Police Department - Interagency Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an interagency agreement with the Baltimore City State's Attorney's Office. The period of the interagency agreement is June 1, 2010 through May 31, 2011.

**AMOUNT OF MONEY AND SOURCE:**

\$70,000.00 - 4000-485010-5750-644501-607001

**BACKGROUND/EXPLANATION:**

The interagency agreement will be funded through a grant from the Bureau of Justice Assistance. On September 2, 2009, the Board approved a grant award from the Bureau of Justice Assistance, under Project FY2009 Recovery Act Justice Assistance Grant Program. The award period is from March 1, 2009 to February 28, 2013 in the amount of \$5,275,246.00. The interagency agreement provides for one contractual Gang/Forensics Unit investigator in the amount of \$70,000.00 including fringe benefits.

**APPROVED FOR FUNDS BY FINANCE**

President: "Madam Mayor."

Mayor: "Thank you very much Mr. President. I would like to briefly comment on an interagency agreement on Page 38, of today's agenda. This \$70,000.00 agreement between the City, the State's Attorney's Office, and the Police Department will help

**MINUTES**

build upon our recent gains in violent crime reduction. These funds will provide for an investigator who will work with the gangs and forfeiture forensic unit, sorry. On complex cases and serve as a liaison between the States' Attorney's Office, the Office of Forensics as well as the Baltimore City Crime Lab. This will improve coordination between the Police and the State's Attorney's Office in cases where DNA evidence is utilized. This is an example of the type of partnership that will be necessary to increase agency efficiency. Continue to reduce violent crime and make our streets safer. And I would like to thank all who were involved in making this agreement possible. Thank you."

President: "Thank you."

\* \* \* \* \*

UPON MOTION duly made and seconded, the Board approved and authorized execution of the interagency agreement with the Baltimore City State's Attorney's Office.

**MINUTES**

Mayor's Office of Employment Development - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with Second Chance, Inc. The period of the agreement is January 25, 2010 through October 31, 2010.

**AMOUNT OF MONEY AND SOURCE:**

\$31,030.00 - 4000-807510-6310-465905-603051  
                  4000-806710-6310-465905-603051  
                  4000-806410-6310-465905-603051  
                  6000-601510-6390-465905-603051

The accounts and the amounts drawn from those accounts cannot be determined until the participants are registered.

**BACKGROUND/EXPLANATION:**

The organization will provide deconstruction training for seven participants enrolled in WIA Adult, WIA Dislocated, and Youth Opportunity programs.

This agreement is late because additional time was necessary to reach a comprehensive understanding that was agreeable to both parties.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with Second Chance, Inc.

## MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			
1. Lee Hopkins	The Indoor Environmental Health & Technologies Conf. & The Lead & Healthy Homes Grantee Conf. New Orleans, LA April 26 - 30, 2010 (Reg. Fee \$250.00)	DHMH	\$1,448.56

The registration fee of \$250.00 has been paid for on the Healthy Home and Communities Division City credit card assigned to Madeline Shea which is included in the total.

2. Patricia Bell-McDuffie	Health Literacy in the Real World Irvine, CA May 5 - 8, 2010 (Reg. Fee \$329.00)	Medicaid Reimburse- ment	\$1,363.89
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The registration fee of \$329.00 has been paid for on EA000034543 and the airfare has been paid for on City credit card assigned to S. Ketempi, Assistant Commissioner which is included in the total.

## MINUTES

TRAVEL REQUESTS - cont'd

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Public Works</u>			
3. Phillip Chery	EEOC New Investi- gator Training Washington, DC May 10 - 14, 2010 (Reg. Fee \$975.00)	General Funds	\$975.00

The Board, UPON MOTION duly made and seconded, approved the travel requests. The Director of The Director of Public Works

**ABSTAINED** on item No. 3.

**MINUTES**Parking Authority - Expenditure of Funds**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize an expenditure of funds to increase the Purchase Order for Market Center Garage issued to Republic Parking Systems, Inc. for elevator maintenance and repair and security costs anticipated through June 30, 2010.

**AMOUNT OF MONEY AND SOURCE:**

\$30,000.00 - 2075-000000-5800-407100-603016  
30,000.00 - 2075-000000-5800-407100-603038  
**\$60,000.00 - Total**

**BACKGROUND/EXPLANATION:**

On April 30, 2008 the Board approved an amendment to the Management Contract for the period December 31, 2007 through June 30, 2009. The Board subsequently, on June 17, 2009, approved an extension of the contract, extending the period to June 30, 2010. This increase will allow payments to the vendor for elevator maintenance and repair and security costs through June 30, 2010. The management contracts are for a multi-year term however, the Purchase Orders are issued for a 1-year period based on the fiscal year.

The parking garage operating agreements are setup with a fixed management fee and estimated reimbursable operating expenses. There are a number of expenses that are difficult to estimate. These expenses include elevator repairs, snow removal, security, lighting, etc. The operator is required to provide backup materials to certify that expenses are only for garage operations. The contract also includes a provision for payment of an incentive fee based on revenues generated.

**MINUTES**

Parking Authority - cont'd

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized the expenditure of funds to increase the Purchase Order for Market Center Garage issued to Republic Parking Systems, Inc. for elevator maintenance and repair and security costs anticipated through June 30, 2010.

**MINUTES**Parking Authority - Expenditure of Funds**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize an expenditure of funds to increase the Purchase Order for Arena Street Garage issued to Republic Parking Systems, Inc. for increased security costs anticipated through June 30, 2010.

**AMOUNT OF MONEY AND SOURCE:**

\$100,000.00 - 2075-000000-5800-407200-603038

**BACKGROUND/EXPLANATION:**

On April 30, 2008 the Board approved the management contract for the period October 18, 2004 through June 30, 2009. The Board subsequently on June 17, 2009, approved an extension of the contract extending the period through June 30, 2010. This increase will allow payments to the vendor for increased security costs anticipated through June 30, 2010. The management contracts are for a multi-year term however, the purchase orders are issued for a 1-year period based on the fiscal year.

The parking garage operating agreements are setup with a fixed management fee and estimated reimbursable operating expenses. There are a number of expenses that are difficult to estimate. These expenses include elevator repairs, snow removal, security, lighting, etc. The operator is required to provide backup materials to certify that expenses are only for garage operations. The contract also includes a provision for payment of an incentive fee based on revenues generated. The contract also includes a provision for a payment of an increase incentive fee based on revenues generated.

**MINUTES**

Parking Authority - cont'd

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized the expenditure of funds to increase the Purchase Order for Arena Street Garage issued to Republic Parking Systems, Inc. for increased security costs anticipated through June 30, 2010.

**MINUTES**

Parking Authority (PABC) - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize an expenditure of funds to increase the Purchase Order for the Parking Facility Maintenance Agreement with Corporate Maintenance Group (CMG), Inc. for snow and ice removal costs anticipated through May 31, 2010.

**AMOUNT OF MONEY AND SOURCE:**

\$92,224.70 - 2076-000000-2320-254200-603026

**BACKGROUND/EXPLANATION:**

On July 18, 2007 the Board approved a maintenance contract with CMG for the period June 1, 2007 through May 31, 2008. The agreement was for one year with two one-year renewal options. This increase will allow payments to the vendor for the cost of snow and ice removal for the twenty-four City-owned lots through the current contract year ending on May 31, 2010. The snow removal amount was estimated based on the cost of snow removal in FY 2007 plus 5%. The snow and ice removal during the winter months of this fiscal year exceeded those estimates by \$92,224.70.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized the expenditure of funds to increase the Purchase Order for the Parking Facility Maintenance Agreement with Corporate Maintenance Group, Inc. for snow and ice removal costs anticipated through May 31, 2010.

**MINUTES**Parking Authority - Expenditure of Funds**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize an expenditure of funds to increase the Purchase Order for Baltimore Street Garage issued to Impark/Danas Parking, LLC for increased security costs anticipated through June 30, 2010.

**AMOUNT OF MONEY AND SOURCE:**

\$40,000.00 - 2075-000000-5800-407700-603038

**BACKGROUND/EXPLANATION:**

On June 21, 2006, the Board approved the management contract for the period July 1, 2006 through June 30, 2009. The Board subsequently, on June 17, 2009, approved an extension of the contract extending the period to June 30, 2010. This increase will allow payments to the vendor for increased security costs anticipated through June 30, 2010. The management contracts are for a multi-year term however, the purchase orders are issued for a 1-year period based on the fiscal year.

The parking garage operating agreements are setup with a fixed management fee and estimated reimbursable operating expenses. There are a number of expenses that are difficult to estimate. These expenses include elevator repairs, snow removal, security, lighting, etc. The operator is required to provide backup materials to certify that expenses are only for garage operations. The contract also includes a provision for payment of an incentive fee based on revenues generated. The contract also includes a provision for a payment of an increase incentive fee based on revenues generated.

**MINUTES**

Parking Authority - cont'd

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized the expenditure of funds to increase the Purchase Order for Baltimore Street Garage issued to Impark/Danas Parking, LLC for increased security costs anticipated through June 30, 2010.

**MINUTES**Parking Authority - Expenditure of Funds**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize an expenditure of funds to increase the Purchase Order for Redwood Street Garage issued to Republic Parking Systems, Inc. for increased security costs anticipated through June 30, 2010.

**AMOUNT OF MONEY AND SOURCE:**

\$40,000.00 - 2076-000000-2320-253900-603038

**BACKGROUND/EXPLANATION:**

On June 21, 2006, the Board approved the management contract for the period July 1, 2006 through June 30, 2009. The Board subsequently on June 17, 2009, approved an extension of the contract extending the period through June 30, 2010. This increase will allow payments to the vendor for increased security costs through June 30, 2010. The management contracts are for a multi-year term however, the purchase orders are issued for a 1-year period based on the fiscal year.

The parking garage operating agreements are setup with a fixed management fee and estimated reimbursable operating expenses. There are a number of expenses that are difficult to estimate. These expenses include elevator repairs, snow removal, security, lighting, etc. The operator is required to provide backup materials to certify that expenses are only for garage operations. The contract also includes a provision for payment of an incentive fee based on revenues generated. The contract also includes a provision for a payment of an increase incentive fee based on revenues generated.

**MINUTES**

Parking Authority - cont'd

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized the expenditure of funds to increase the Purchase Order for Redwood Street Garage issued to Republic Parking Systems, Inc. for increased security costs anticipated through June 30, 2010.

**MINUTES**Parking Authority - Expenditure of Funds**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize an expenditure of funds to increase the Purchase Order for Water Street Garage issued to Chesapeake Parking Associates for increased security costs anticipated through June 30, 2010.

**AMOUNT OF MONEY AND SOURCE:**

\$200,000.00 - 2075-000000-5800-407300-603038

**BACKGROUND/EXPLANATION:**

On September 13, 2006, the Board approved the management contract for the period October 1, 2006 through September 30, 2009. The Board on January 27, 2009 subsequently approved an extension of the contract, extending the period to June 30, 2010. This increase will allow payments to the vendor for increased security costs anticipated through June 30, 2010. The management contracts are for a multi-year term however, the Purchase Orders are issued for a 1-year period based on the fiscal year.

The parking garage operating agreements are setup with a fixed management fee and estimated reimbursable operating expenses. There are a number of expenses that are difficult to estimate. These expenses include elevator repairs, snow removal, security, lighting, etc. The operator is required to provide backup materials to certify that expenses are only for garage operations. The contract also includes a provision for payment of an incentive fee based on revenues generated. The contract also includes a provision for a payment of an increase incentive fee based on revenues generated.

**MINUTES**

Parking Authority - cont'd

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized the expenditure of funds to increase the Purchase Order for Water Street Garage issued to Chesapeake Parking Associates for increased security costs anticipated through June 30, 2010.

**MINUTES**Department of General Services - Minor Privilege Permit Applications

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

	<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1.	715 S. Broadway	Benus Properties, LLC	One bracket sign 18" x 32" four lamps
	Annual Charge: \$123.10		
2.	1500 S. Hanover St.	Green Door Properties	Outdoor seating 20'x4'
	Annual Charge: \$337.50		
3.	400 W. 29 <sup>th</sup> St.	Byung C. Hong	Retain cornice sign 23' x 2', two spot reflectors
	Annual Charge: \$105.50		
4.	2110-2118 Barclay St.	Homewood Partnership	Five sets of steps
	Flat Charge: \$176.00		
5.	121-123 N. Eutaw St.	321 West Lexington St., LLC	Retain awning w/signage 36'4 x 6'2"
	Annual Charge: \$1,304.25		

## MINUTES

DGS - cont'd

	<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
6.	1201 Greenmount Ave.	Qing Feng Lin	Handicap ramp 20'x 4'
	Annual Charge: \$ 70.30		
7.	25 Light Street	United Properties, LLC	Canopy w/ stanchions 20'x 4'
	Annual Charge: \$ 351.60		
8.	200 E. Pratt Street	General Growth Properties	One 1" conduit @ 180'
	Annual Charge: \$1,260.00		
9.	12 N. Eutaw Street	Maryland Stadium Authority	Outdoor 20'x4' seating
	Annual Charge: \$ 337.50		
10a.	2014 Belair Road	Eastern Urban, LLC	Retain two cornice signs 4'x 1'6", 7'x 2½', two flat signs 8½' x 4'x 1½'
	b. 2018 Belair Road	Eastern Urban, LLC	Retain one cornice sign 8' x 2½'
	Annual Charge: \$ 214.72		

## MINUTES

DGS - cont'd

	<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
11.	600 Redwood Street 300 W. Pratt Street NE Corner Eutaw/ Pratt Streets 20 W. Pratt Street 1 East Pratt Street 202 East Pratt Street NE Corner Lombard/ Market Place 506 S. Central Ave. 435 S. Broadway 2500 Boston Street 2900 O'Donnell Street 1113 S. Charles Street 601 S. Charles Street NE Corner Lombard/Calvert Streets 31 Light Street SE Corner N. Charles/Baltimore Streets SW Corner N. Charles/Fayette Streets 100 East Pratt Street 111 Market Place SE Corner Charles/Centre Streets 1616 Thames Street 1401 S. Clinton Street	Distributech	25 Newspaper boxes

## MINUTES

DGS - cont'd

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
NW Corner of Broadway/ Aliceanna Street 1100 S. Light Street NE Corner Broadway/Thames Street		

Annual Charge: \$ 585.00

These boxes are to be installed and maintained in accordance with Article 15, Subtitle 19 of the Baltimore City Code.

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

**MINUTES**

Department of General Services - Right-of-Entry Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a right-of-entry agreement with Latrill Bryant.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Department of Public Works, Bureau of Water and Wastewater is proposing to make necessary repairs and replacement of an existing sanitary sewer pipe to prevent future backups serving 3955 Bonner Road.

The repair is necessary as the existing pipe is causing sewage backups in the property owner's basement. The work is being performed under Sanitary Contract SC 873, Repair and Replacement of Existing Sanitary Sewers at Various Locations.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the right-of-entry agreement with Latrill Bryant. The Comptroller **ABSTAINED** on this item.



**MINUTES**

DHCD - cont'd

4. **UNITY UNITED METHODIST CHURCH** **\$ 44,998.00**

The organization will expand its UMOJA Head Start Program services for six weeks during the summer for 34 children. To ensure the effective operation of the summer program and to reinforce learning skills, supplies and materials will be purchased. In addition, nutritional meals will be served and workshops will be offered to parents and family members of those children served.

Account: 5000-586810-6050-449900-603051

The HeadStart Program agreements are late due to the delays in the administrative review process.

**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 with the various delegate agencies for Head Start Programs. The President **ABSTAINED** on item No. 2.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

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

1. **COALITION TO END CHILDHOOD LEAD POISONING, INC.** **\$185,400.00**

Account: 2089-208910-5930-436763-603051

The organization's Safe at Home Baltimore Program will implement a comprehensive approach to reduce childhood lead poisoning, asthma episodes, and other home-based environmental health and safety hazards in Baltimore's older, low and moderate-income communities. The period of the agreement is September 1, 2009 through August 31, 2010.

**FOR THE FY 2010, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$45,000.00, AS FOLLOWS:**

**MBE: \$4,500.00**

**WBE: \$2,250.00**

On May 13, 2009, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2009 Annual Action Plan for the following formula programs:

1. Community Development Block Grant (CDBG)
2. HOME Investment Partnership Act (HOME)
3. American Dream Downpayment Initiative (HOME)
4. Housing Opportunity for People with AIDS (HOPWA)
5. Emergency Shelter Grant Program (ESG)

The DHCD began negotiating and processing the CDBG agreements effective July 1, 2009 and beyond, as outlined

**MINUTES**

DHCD - cont'd

in the plan pending approval of the Resolution. Consequently, the agreements were delayed due to final negotiations and processing.

2. **CIVIC WORKS, INC.** **\$ 86,000.00**

Account: 4000-485710-5750-644500-603051

The organization's 3E Energy Solution Program will provide employment training to low-and moderate-income persons in retrofitting existing residential buildings that are owner occupied by low-moderate income households. The program will create four apprentice jobs. The period of the agreement is October 1, 2009 through September 30, 2010.

**FOR THE FY 2010, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$27,134.00, AS FOLLOWS:**

**MBE: \$2,713.00**

**WBE: \$1,356.00**

On May 27, 2009, the Board approved a Resolution authorizing the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to accept American Recovery and Reinvestment Act of 2009 (ARRA) funds for the Community Development Block Grant (CDBG-R) Program.

**MINUTES**

DHCD - cont'd

Upon receipt of the Housing and Urban Development grant agreement for the CDBG-R funds on July 24, 2009, the DHCD's Contract Section began negotiating and processing CDBG-R agreements as awarded in the Substantial Amendment to the 2008 Annual Action Plan to be effective beginning October 1, 2009 and beyond. Consequently, the agreement was delayed due to final negotiations and processing.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**MINUTES**

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

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

1. **AT JACOBS WELL** **\$223,646.00**

Account: 4000-496311-3570-591207-603051

The organization will provide housing in conjunction with supportive services to 20 homeless clients. Services will include monthly rental assistance payments for monthly rental subsidies, security deposits and/or payments for damage to the property if applicable. The period of the agreement is April 1, 2010 through March 31, 2011.

2. **PRISONER'S AID ASSOCIATION OF MD, INC.** **\$ 32,198.00**

Account: 4000-496211-3570-591425-603051

The organization will employ the services of 1 FTE Case Manager to provide intensive case management and support services to 33 homeless individuals and four families, with a primary history of disability due to substance abuse and/or mental illness as appropriate for Shelter Plus Housing. The period of the agreement is June 1, 2010 through May 31, 2011.

3. **DAYSRING PROGRAMS, INC.** **\$310,360.00**

Account: 4000-496311-3570-591236-603051

The organization will provide housing in conjunction with supportive services to 18 homeless clients. Services will include monthly rental assistance payments for monthly rental subsidies, security deposits and/or payments for damage to the property if applicable. The period of the agreement is March 16, 2010 through March 15, 2011.

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

**MINUTES**

DHCD/BHS - cont'd

4. **PRISONER'S AID ASSOCIATION OF MD, INC. \$519,610.00**

Account: 4000-496311-3570-591225-603051

The organization will provide access to housing for a minimum of 30 female clients newly released from the prison system with a disability. The period of the agreement is July 26, 2010 through July 25, 2011.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the land disposition agreement with the Orchard Street Neighbors, LLC, developer, for the sale of the properties located at 529, 531, and 535 Orchard Street, in the Seton Hill Community.

**AMOUNT OF MONEY AND SOURCE:**

\$1,000.00 - 529 Orchard Street (vacant lot)  
1,000.00 - 531 Orchard Street (vacant lot)  
1,000.00 - 535 Orchard Street (vacant lot)  
**\$3,000.00 - Sale price**

**BACKGROUND/EXPLANATION:**

The developer paid a good faith deposit of \$500.00 for each property. The balance in the amount of \$1,500.00 will be paid at settlement.

The City will convey all its rights, title, and interest in the properties located at 529, 531, and 535 Orchard Street to the developer who will create green space on these lots. Mr. Mico Milanovic is the principal in Orchard Street Neighbors, LLC and owns the property located at 533 Orchard Street.

The project will be financed with private funds. The project's total budget is \$750.00, with hard costs representing \$750.00. The project's total estimated permit, transfer and recording taxes are \$64.00. The project's total estimated annual property taxes are \$83.00.

**MINUTES**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

The properties are not subject to Article 5, Subtitle 28 of the Baltimore City Code because they will be sold at market value.

**(FILE NO. 56666)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the land disposition agreement with the Orchard Street Neighbors, LLC, developer, for the sale of the properties located at 529, 531, and 535 Orchard Street, in the Seton Hill Community.

**MINUTES**

Department of Housing and                    - Agreement  
Community Development (DHCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with Sherwood Amusement for services on Wednesday August 26, 2009 at 200 E. North Ave.

**AMOUNT OF MONEY AND SOURCE:**

\$8,500.00 - 2089-000000-1190-594099-603026

**BACKGROUND/EXPLANATION:**

The DHCD's Office of Community Services held the Mayor's Back to School Rally. This is a yearly event held to help low-income families with back to school supplies. The vendor provided entertainment to youth during the rally. The services consist of four amusement rides, from 1:00 p.m. to 4:00 p.m. The invoices for services rendered were submitted into Citibuy, but were returned by the Bureau of Purchases for Board of Estimates approval.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with Sherwood Amusement for services on Wednesday August 26, 2009 at 200 E. North Ave.

**MINUTES**

Department of Housing and - Loan  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a CDBG-R program loan (CDBG-R loan) to Habitat for Humanity of the Chesapeake (HFHC), developer. The Board is further requested to authorize the Commissioner of the Department of Housing and Community Development to execute any and all legal documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law.

**AMOUNT OF MONEY AND SOURCE:**

<u>Sources</u>	<u>Uses</u>
\$250,000.00 - CDBG-R	\$ 96,500.00 - Acquisition
50,000.00 - Foundation	429,760.00 - Construction
50,000.00 - BGE	3,200.00 - Hard Cost Fees
20,000.00 - France-Merrick	15,000.00 - Other Soft Costs
10,000.00 - MD Energy	<u>\$544,460.00 - Total</u>
43,563.00 - Equity	
20,897.00 - CDBG	
<u>100,000.00 - United Churches</u>	
<b>\$544,460.00 - Total</b>	

**BACKGROUND/EXPLANATION:**

The CDBG-R loan funds will be used to support a portion of the construction costs of the Jefferson Street Project located at 2121, 2129, 2413, and 2417 E. Jefferson Street.

The Jefferson Street Project involves the acquisition, rehabilitation, and the new construction of four affordable for-sale homes. The property located at 2121 E. Jefferson Street was deemed unstable and will be replaced by a newly-constructed residence. The three remaining units will be rehabilitated.

The developer, the HFHC, is a non-profit whose goal is to transform neighborhoods through the development of affordable

**MINUTES**

DHCD - cont'd

housing for homeownership in targeted communities. The HFHC has created a nationwide model that partners volunteers with prospective purchasers and engages both groups in the actual construction process. The HFHC relies upon government grants and other assistance, private financial contributions, in-kind donations for goods and services, and their internal revolving loan program to make their end-product financially feasible for families with incomes at or below 50% of the Area Median Income.

The units have been designed to incorporate energy-efficient appliances and other features to keep long-term cost low. To avoid flipping and other predatory lending practices, the HFHC will sell the properties for the appraised value and place a soft second mortgage on the property. The HFHC will also provide the primary mortgage financing based upon the uniform sales policy criteria and the actual income of the purchaser in order to ensure that the family pays no more than 30% of their annual household income.

The CDBG-R funds will be used to support a portion of the hard construction costs and will be secured in a first-lien position during the construction period.

Individual appraisal reports were prepared on March 5, 2010 by Classic Appraisal Services. The "as complete" value, subject to renovations, was determined to be \$125,000.00, \$126,000.00, and \$128,000.00 for the three properties to be rehabilitated and \$135,000.00 for the new construction unit.

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

The HFHC will be the developer and guarantee construction completion.

**B. General Contractor/Architect**

The HFHC will act as general contractor and architect.

**MINUTES**

DHCD - cont'd

C. Participating Lenders

CDBG-R loan - 1<sup>st</sup> Lien Position (construction phase only): The City's CDBG-R loan will have a construction period of 12 months and an interest rate of 0% per annum on sums advanced. During the construction, the CDBG-R loan will be secured by a first-lien mortgage (the CDBG-R DOT). As each unit is sold to a qualified end-buyer, the City will release the borrower from a pro rata portion of the CDBG-R loan, in this case, \$62,500.00 (the proportionate share).

In order to keep the units affordable, the City will require the end-buyer to assume only a portion of the proportionate share, in this case \$10,000.00 (the buyer's share). The buyer's share will be evidenced by a promissory note and other security instruments. In addition, the buyer's share will be structured as an unsecured deferred loan with a term of seven years and will have an interest rate of 0% percent per annum. During this seven year term (period of affordability), which will commence when the end-buyer purchases each unit, if a conveyance occurs, the end-buyer will immediately repay the Department all or a portion of buyer's share out of net proceeds as defined in the loan documents. If the end-buyer complies with all applicable terms and covenants of the loan documents during the period of affordability, the payment of the outstanding principal will be forgiven.

The CDBG-R loan will be non-recourse debt to the HFHC. The Department will be entitled to a 50% share of any and all excess sales proceeds after the developer (i) earns 10% in profit and overhead based on a cost certification of allowable costs, and (ii) is reimbursed out of the sale proceeds from each house for documented predevelopment overhead on the project for such items, in such amounts and for such periods as are approved by the Department.

**MINUTES**

DHCD - cont'd

Other Sources - Equity investment and unsecured grant funds:

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The HFHC will contribute equity and grant funds during the construction period, as required, to cover hard and soft costs of the Jefferson Street Project.

**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.

**(FILE NO. 57117)**

UPON MOTION duly made and seconded, the Board approved and authorized of the CDBG-R program loan (CDBG-R loan) to Habitat for Humanity of the Chesapeake (HFHC), developer. The Board further authorized the Commissioner of the Department of Housing and Community Development to execute any and all legal documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law.

MINUTES

Department of Housing and Community Development (DHCD) - City Loan

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a Neighborhood Stabilization Program (NSP) loan in an amount not-to-exceed \$662,239.00 to Greater Baltimore AHC (GBAHC), or an affiliate or subsidiary of GBAHC. The Board is also requested to authorize the Commissioner of the DHCD to execute any and all legal documents to effectuate this transaction subject to approval by the Department of Law.

**AMOUNT OF MONEY AND SOURCE:**

<u>Source</u>	<u>Uses</u>
\$662,239.00 - HUD-NSP	\$662,239.00 - Acquisition
<u>99,011.00</u> - GBAHC Equity	62,761.00 - Acquisition
\$761,250.00	<u>36,250.00</u> - Closing Costs
	\$761,250.00

Account: 9910-910099-9588-900000-700000

**BACKGROUND/EXPLANATION:**

The GBAHC will use the loan funds to support a portion of the acquisition and rehabilitation of the Franklin Square Housing Development and to keep the project affordable to households making less than 50% of the area median income.

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

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

DHCD - cont'd

The purpose of the NSP program is to allow the City, acting through qualified non-profits, 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 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.

The GBAHC was the winning bidder at a foreclosure auction held by HUD on February 24, 2010 for Franklin Square Properties. The GBAHC will undertake a renovation and modernization project while not permanently relocating any tenants and using other sources for construction financing.

PARTICIPATING PARTIES:

- A. Developer: GBAHC 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 regulations for a term of 30 years. If the property is sold prior to the end of the affordability period, the City will receive a proportionable 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 Enterprise Program is fully applicable and no request for a waiver or exception has been made.

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

**(FILE NO. 57118)**

UPON MOTION duly made and seconded, the Board approved and authorized the Neighborhood Stabilization Program loan in the amount not-to-exceed \$662,239.00 to Greater Baltimore AHC (GBAHC), or an affiliate or subsidiary of GBAHC. The Board also authorized the Commissioner of the DHCD to execute any and all legal documents to effectuate this transaction subject to approval by the Department of Law.

**MINUTES**Law Department - TRANSFER OF LIFE-TO-DATE  
SICK LEAVE

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

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

<u>NAMES</u>	<u>DAYS</u>
Robert Anbinder	1
Nancy Bavato	1
Charlene Bradley	1
Justin Conroy	2
Wendy Dabney	2
Iris Darby	2
Carolyn Dubose	4
Kurt Heinrich	1
Vicki Johnson	1
Cynthia Moll	3
Akilah Moore	1
Cheryl Simpson Parker	1
Beulah Pittman	1
Suzanne Sangree	3
Rhonda Smith	2
William Stifler	1
Cheryle Wilson	1
Stephen Wright	<u>2</u>
	<b>30</b>

**MINUTES**

Law Department - cont'd

**APPROVED FOR FUNDS BY FINANCE**

**THE LABOR COMMISSIONER RECOMMENDED APPROVAL.**

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

**MINUTES**

Mayors Office of Minority & Women - Expenditure of Funds  
-Owned Business Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize a payment to Class Act Catering, Inc. for catering services for the 9<sup>th</sup> Annual City of Baltimore Procurement and Outreach Fair. The fair was held on March 30, 2010.

**AMOUNT OF MONEY AND SOURCE:**

\$2,900.00 - 1001-000000-1250-152802-604014

**BACKGROUND/EXPLANATION:**

On March 30, 2010 the 9<sup>th</sup> Annual City of Baltimore Procurement and Outreach Fair was held at the Baltimore Polytechnic Institute. The Office hosts this annual event and it is the most comprehensive procurement and outreach fair for business owners. During this fair, business owners have an opportunity to network with City, State, and Federal quasi-public government agencies and corporate companies and to increase procurement opportunities with the City of Baltimore. Continental breakfast was provided for 300 people.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized the payment to Class Act Catering, Inc. for catering services for the 9<sup>th</sup> Annual City of Baltimore Procurement and Outreach Fair.

**MINUTES**

Department of Transportation - Traffic Mitigation Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a traffic mitigation agreement with 1111 Light Street, LLC. The period of the agreement is effective upon Board approval and termination will be deemed in writing by the Department of Transportation.

**AMOUNT OF MONEY AND SOURCE:**

\$5,000.00 - 6000-617410-2340-591800-600000

**BACKGROUND/EXPLANATION:**

1111 Light Street, LLC proposes to redevelop the properties at 1105 - 1115 and 1117 Light Street, 133 - 135 East Cross Street, 124 and 126 Weber Street, and 1108 and 1110 William Street, in order to develop 6,126 sq. ft. of retail space, 22,026 sq. ft. of office space, 93 multi-family residential units, and a 107 space parking garage. The total square footage for this project is 180,998 sq. ft., which includes 43,187 sq. feet of parking garage area.

Under the terms of this agreement, 1111 Light Street, LLC will pay a one-time contribution of \$5,000.00 towards the operation of publicly available shuttle bus service in Downtown Baltimore near the Development.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the traffic mitigation agreement with 1111 Light Street, LLC.

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

The Board is requested to approve an assignment of Task No. 22 to McCormick, Taylor & Associates under Project No. 1074, Reconstruction, Rehabilitation and/or Resurfacing Projects.

**AMOUNT OF MONEY AND SOURCE:**

\$775,150.78 - 9950-905818-9506-900000-703032

**BACKGROUND/EXPLANATION:**

This task provides for the design of roadway engineering improvements associated with the proposed 2011 - 2016 Baltimore Grand Prix. These improvements will both meet City standards as well as those standards required by the race organizers, and provide a long-term improvement to driving conditions in the downtown area.

MWBOO SET GOALS OF 21% MBE AND 7% WBE.

MWBOO FOUND VENDOR IN COMPLIANCE.

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

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$852,665.86	9950-904185-9509	9950-905818-9506-3
MVR	Constr. Res. Central Avenue	Design & Studies JOC-GP

**MINUTES**

Department of Transportation - cont'd

This transfer will fund the cost of the award of Task No. 22 to McCormick, Taylor & Associates under Project No. 1074.

UPON MOTION duly made and seconded, the Board approved and authorized the assignment of Task No. 22 to McCormick, Taylor & Associates under Project No. 1074, Reconstruction, Rehabilitation and/or Resurfacing Projects. 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 Transportation - Supplemental Agreement No. 2

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of supplemental agreement no. 2 with Whitney, Bailey, Cox & Magnani, LLC., for Project 790, Frederick Avenue Bridge over Gwynns Falls and CSX Railroad. The period of the agreement is effective upon Board approval for two years or until the agreement amount is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$256,306.06 - 9950-902412-9506-900010-703032

**BACKGROUND/EXPLANATION:**

Under this supplemental agreement the Consultant has been requested to update the design so that the bridge will meet current City and State Design Requirements and update or renew all necessary permits so that it can be advertised.

**MBE/WBE PARTICIPATION:**

<b>DBE:</b>	Alvi Associates	\$31,197.58	12.00%
	Sidhu Associates, Inc.	\$28,724.56	11.00%
	Straughan Environmental Services, Inc.	\$48,666.04	18.90%

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

MINUTES

Department of Transportation - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$229,119.65 Federal	9950-903412-9507 Constr. Res. Frederick Avenue Bridge	
57,279.91 MVR	" "	
<u>\$286,399.56</u>	-----	9950-902412-9506-3 Design & Studies Frederick Ave. Bridge over Gwynns Falls & CSX Railroad

This transfer will provide funds to cover the costs associated with the supplemental agreement for Project 790 with Whitney, Bailey, Cox & Magnani, LLC. The funds will be used to update the design so that the bridge will meet current City and State design requirements and to update or renew necessary permits.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the supplemental agreement no. 2 with Whitney, Bailey, Cox & Magnani, LLC, for Project 790, Frederick Avenue Bridge over Gwynns Falls and CSX Railroad. The transfer of funds was approved SUBJECT to receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the Provisions of the City Charter.

**MINUTES**

Department of Transportation - Amendment No. 3 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of amendment no. 3 to agreement with Whitman Requardt & Associates, LLP, for Project No. 887, Replacement of Harford Road Bridge over Herring Run. The amendment no. 3 extends the agreement through April 2, 2015, or until the agreement amount of \$1,178,980.37 is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On April 2, 2003, the Board approved the original agreement with the consultant for two years.

On April 20, 2005, the Board approved amendment no. 1 for an additional two years. This amendment extended the expiration date of the agreement from April 2, 2005 to April 2, 2007. On November 23, 2005, the Board approved an Extra Work Order (EWO) in the amount of \$40,675.00. The EWO provided for soil boring and rock cores needed to design the foundation for both the abutments and piers. On April 4, 2007, the Board approved amendment no. 2 to extend the agreement through April 2, 2010.

Under amendment no. 3, the Department is requesting a no cost time extension for five years to allow the consultant to conclude the design and provide post award services.

**MINUTES**

Bureau of Solid Waste - cont'd

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of amendment no. 3 to the agreement with Whitman Requardt & Associates, LLP, for Project No. 887, Replacement of Harford Road Bridge over Herring Run.

## 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. CHALMERS & KUBECK	\$10,679.00	Low Bid
Solicitation No. 07000 - Chlorination/Dechlorination Parts - Department of Public Works - Req. No. R543226		
2. BROWN COMMUNICATION, INC.	\$17,774.57	Low Bid
Solicitation No. 07000 - Replacement of CAD Workstations - Fire Department - Req. No. R544198		
3. MEDIPURPOSE, INC.	\$ 6,150.00	Low Bid
Solicitation No. B50001413 - SurgiLance Safety Lancet - Health Department - Req. No. R542923		
4. MODERN EQUIPMENT SALES & RENTAL CO.	\$ 0.00	Agreement
Solicitation No. 06000 - Reconditioned/Used Forklift - Department of Finance - Req. No. R537404		

The Board is requested to approve and authorize execution of an agreement with Modern Equipment Sales & Rental Company.

On March 17, 2010, the Board approved the procurement in the amount of \$17,900.00. The period of the agreement is effective upon Board approval for one year.

5. GLORIA TAYLOR	\$12,572.90	Low Bid
Solicitation No. 07000 - Meals for PACT Program - Mayor's Office of Employment Development - Req. No. Various		

The period of the award is April 7, 2010 through September 31, 2010.

6. ZOLL MEDICAL CORP.	\$19,429.95	Sole Source
Solicitation No. 08000 - Cardiac Pump - Fire Department - Req. No. R544728		

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

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |   |   |              |                 |
|---|---|--------------|-----------------|
| 7.  | MASIMO CORP.<br>Solicitation No. 08000 - Pulse Oximeters and Warranties -<br>Fire Department - Req. No. R543872                             | \$ 20,000.00 | Sole Source     |
| The vendor is the manufacturer and sole distributor of this item. |   |              |                 |
| 8.  | EXCELSIOR BLOWER<br>SYSTEMS, INC.<br>Solicitation No. 07000 - Cyclo Blower - Department of Public<br>Works - Req. No. R544777               | \$ 14,560.00 | Low Bid         |
| 9.  | GEIGER PUMP &<br>EQUIPMENT COMPANY<br>Solicitation No. 07000 - Parts for Alfa Laval Pump -<br>Department of Public Works - Req. No. R542848 | \$ 5,956.50  | Low Bid         |
| 10.   | FIRST CANDLE<br>Solicitation No. 07000 - Cribs for Infants and Toddlers -<br>Health Department - Req. No. R542976                           | \$ 8,075.00  | Low Bid         |
| 11.   | COURTSMART DIGITAL<br>SYSTEMS, INC.<br>Solicitation No. 06000 - Courtsmart Recording System<br>Expansion - Circuit Court - Req. No. R544146 | \$ 42,920.00 | Selected Source |

Courtsmart is the existing centralized digital recording system in 55 courtrooms. A stand alone non-Courtsmart system would not be practical since it would add complexity and not use the centrally managed system already in place.

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

**MWBOO GRANTED A WAIVER.**

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |   |                 |              |                           |
|---|-----------------|--------------|---------------------------|
| 12.   | QIAGEN,<br>INC. | \$135,737.00 | Agreement/<br>Sole Source |
| Solicitation No. 08000 - QIASymphony DNA Analyzing System -<br>Police Department - Req. No. R540855 |                 |              |                           |

The Board is requested to approve and authorize execution of an agreement with Qiagen, Inc. The period of the agreement is April 14, 2010 through April 13, 2013.

Qiagen, Inc. is the proprietor and the sole provider of the hardware, software licenses, updates and basic support maintenance and training for Qiasymohony DNA sample preparation system currently in use by the Police Department.

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.

- |  |                                  |              |             |
|--|----------------------------------|--------------|-------------|
| 13.  | VERNON LIBRARY<br>SUPPLIES, INC. | \$106,797.00 | Sole Source |
| Solicitation No. 08000 - RFID Apex Xpress Check Self-Checkout System and Software for Enoch Pratt Free Library, (EPFL) Reisterstown and Edmondson Avenue Branches - Enoch Pratt Free Library - Req. Nos. R541344 and R543879 |                                  |              |             |

The vendor is the sole provider of the requested system already in place at other EPFL branches. The products are proprietary and are unavailable from any other vendor.

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

- |  |              |         |
|--|--------------|---------|
| 14. DISTRICT HEALTHCARE<br>AND JANITORIAL SERVICES | \$102,098.00 | Renewal |
|--|--------------|---------|
- Solicitation No. B50000399 - Furnishing and Delivering Incontinent Products and Dressings for the CARE Program - Commission on Aging and Retirement Education - P.O. No. P510344

On April 16, 2008, the Board approved the initial award in the amount of \$90,522.00. The award contained three 1-year renewal options at the sole discretion of the City. Subsequent actions have been approved. Authority is requested to exercise the second 1-year renewal for the period May 1, 2010 through April 30, 2011.

**MWBOO GRANTED A WAIVER.**

- |                                   |              |                           |
|-----------------------------------|--------------|---------------------------|
| 15. LABVANTAGE SOLUTIONS,<br>INC. | \$ 82,175.00 | Sole Source/<br>Agreement |
|-----------------------------------|--------------|---------------------------|
- Solicitation No. 08000 Software Maintenance Agreement - Department of Public Works, Environmental Services Division - Req. No. R538598

The Board is requested to approve and authorize execution of an agreement with LabVantage Solutions, Inc. The period of the agreement is April 22, 2010 through December 21, 2011.

LabVantage Solutions, Inc. is the sole provider of this proprietary software system and its maintenance.

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

- |                                    |              |         |
|------------------------------------|--------------|---------|
| 16. SOUTH RIVER CONSULTING,<br>LLC | \$ 44,256.00 | Renewal |
|------------------------------------|--------------|---------|
- Solicitation No. 06000 - Electricity and Natural Gas Consulting Services through the Baltimore Regional Cooperative Purchasing Committee (BRCPC) - Agencies Various - Req. Nos. Various

On October 25, 2006, the Board approved the initial award in the amount of \$44,256.00. The award contained four 1-year renewal options at the sole discretion of the City. Subsequent actions have been approved. This renewal in the amount of \$44,256.00 is for the period July 1, 2010 through June 30, 2011.

- |                              |              |         |
|------------------------------|--------------|---------|
| 17. ALLIED WASTE<br>SERVICES | \$120,000.00 | Renewal |
|------------------------------|--------------|---------|
- Solicitation No. BP-07192 - Refuse Collection and Disposal for Baltimore Convention Center - Baltimore Convention Center - Req. Nos. Various

On July 11, 2007, the Board approved the initial award in the amount of \$348,198.00. The award contained three 1-year renewal options at the sole discretion of the City. This renewal in the amount of \$120,000.00 is for the period July 1, 2010 through June 30, 2011.

**MBE:** L&J Construction 13%

**WBE:** A2Z Environmental Group 6%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |  |         |           |
|--|---------|-----------|
| 18. HARBOR TRUCK SALES t/a<br>BALTIMORE FREIGHTLINER   | \$ 0.00 | Agreement |
| Solicitation No. 06000 - OEM Parts, Service and Warranty<br>Repairs for Freightliner Heavy Trucks and Equipment -<br>Department of General Services - Req. No. R532090 |         |           |

On September 30, 2009, the Board approved the initial award in the amount of \$450,000.00.

The Board is requested to approve and authorize execution of an agreement with Harbor Truck Sales t/a Baltimore Freightliner which binds the vendor to all terms and conditions of the award. The period of the agreement is October 1, 2009 through September 30, 2012.

**MWBOO GRANTED A WAIVER.**

- |   |         |           |
|---|---------|-----------|
| 19. DRIVE NOW, LLC  | \$ 0.00 | Extension |
| Solicitation No. B50000987 - Classroom and In-Car Driver<br>Education Training - Mayor's Office of Employment Development<br>- Req. No. R519997 |         |           |

On May 27, 2007, the Board approved the initial award in the amount of \$99,251.00. The contract will expire on June 30, 2010, with no renewals remaining. A recently passed Maryland law requires that a person wait nine months after receiving a learner's permit before taking the road test for a driver's license. Because of this change, the agency requests a five month extension to allow time for participants in this program to earn their Maryland driver's license.

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

20.	C&D MUNICIPAL	\$ 31,696.00	Sole Source
	SALES, INC. Solicitation No. 08000 - Submersible Pumps - Department of Public Works, Bureau of Water and Wastewater - Req. No. R539240		

The vendor is the sole authorized distributor of Worthington, Ingersoll-Rand, Ingersoll Dress, and Byron Jackson Flowserve Submersible Pumps for Maryland. These particular pumps are needed to be compatible with the currently installed equipment.

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

UPON MOTION duly made and seconded, the Board approved the foregoing informal awards and increases and extensions to contracts. The Mayor **ABSTAINED** on item No. 17. The Comptroller **ABSTAINED** on item Nos. 17 and 18.

**MINUTES**Department of Audits - Audit Reports and Related Audit Digest

The Board is requested to **NOTE** receipt of the following Audit Report and Related Digests:

Performance Audit of the Low Income Water Assistance Program from May 1, 2008 - April 30, 2009.

President: "The first and only item on the non-routine agenda is Page 80. Performance Audit of the Low Income Water Assistance Program. Will Mr. McCarty, City Auditor and Mr. Henry Raymond, Chief of the Bureau of Revenue Collection please come forward?"

Mr. Bob McCarty, City Auditor: "Good morning Mr. President, members of the Board. The Department of Audits has conducted a Performance Audit of the policies and procedures used by the Department of Housing and Community Development, the Office of Community Services, the Department of Public Works, Bureau of Water and Wastewater and the Department of Finance, Bureau of Collections for the administration for the Low Income Water Assistance Program for the period May 1, 2008 through April 30, 2009. The purpose of our audit was to examine the general administration of the Program in order to determine whether each agency's policies and procedures were adequate to ensure that assistance payments were granted or denied based on the eligibility criteria established by the participating agencies, as set forth by the Board of Estimates on April 16, 2008. The Program provides a \$125.00 grant to eligible water and sewer

**MINUTES**

customers on an annual basis. During this period, the Program issued grants totaling \$244,325.00. Based on the work performed, we determined that the policies and procedures were not sufficient to ensure that applicants were approved or denied for the Program's discount based on established criteria. We noted the following areas where the effectiveness of policies and procedures need to be improved. A Memorandum of Understanding was not in effect for the Program. We recommend that a revised memorandum of understanding that reflects the current duties, obligations and responsibilities of each of the parties responsible for administering the Program be put into place. Our examination of the Program's database of 1,979 grant payments for the period revealed 92 instances of duplicate payments, which totaled \$11,900.00. We recommend that Collections examine these duplicate payments and make the appropriate adjustments to the customer's accounts. For 62% of the accounts tested, records to substantiate the entry of a grant into the Water Billing System were not maintained. We recommend that Collections implement additional procedures to ensure that Program documentation received from the Water Turn-Off Desk is maintained in the Revenue Accounting section, and that appropriate records, such as Batch Logs, be maintained to document entry of Program information into the Water Billing

**MINUTES**

System. For 49% of the records examined, copies of the Notice of Water Assistance Grant and terms were not recorded in the Water Turn-Off Desk Batch Logs. We recommend that Collections implement additional procedures to ensure that copies of the Notice of Water Assistance Grant and Terms are filed and maintained in the Batch Log notebook binders. For 39% of the records examined, copies of the Payment Agreements and copies of the Notice of Water Assistance Grant and Terms could not be located in the Water Turn-Off Desk files. We recommend that Collections implement procedures to ensure that these records are filed and maintained. For 14% of the records examined grants were credited to customers' accounts prior to the signing of a Payment Agreement or the receipt of the required down payment amount. We recommend that Collections implement procedures to ensure that a Payment Agreement is signed by the customer and that the down payment amount is received by the Water Turn-Off Desk before the grant is credited to the customers' accounts. Our examination revealed that for 44% of the records examined, a default of the Payment Agreement occurred. Examination of these records and their corresponding files revealed that monitoring of the customer accounts had not been performed to enforce compliance for cases of default. We recommend that Collections implement procedures to monitor

**MINUTES**

customer accounts for default and procedures be implemented to ensure that cases of default are handled according to the Payment Agreement. 54% of the grant files selected for examination could not be located at the Community Action Centers. We recommend that procedures be implemented to ensure the creation, maintenance and retention of grantee file folders at each Community Action Center. 13% of the grantee files that were available at the Community Action Centers did not contain copies of the required identification and eligibility documents. We recommend that procedures be implemented to ensure that appropriate documentation be maintained in the grantee file folders at each Community Action Center. We also recommend the addition of supervisory approval of customer eligibility documentation as well as at Notice of Water Assistance Grant and terms, prior to submitting the information to the Water Turn-Off Desk. The criteria used to determine eligibility for the Program was not applied consistently at the one of the six Community Action Centers. We recommend that all Community Action Centers use the proper criteria for eligibility. We further recommend that written policies and procedures for Program administration be prepared and distributed to all appropriate personnel at each Community Action Center. The Department of Finance, Bureau of Revenue Collections' and the

**MINUTES**

Community Action Program's response to our findings and recommendations is included as Appendix 1 in our audit report. As background, the Department of Housing and Community Development who is a part of this audit their Office of Community Services was transferred to the Community Action Program effective October 1, 2009. Collections and the Community Action Program have indicated that they agree with and have implemented, or are in the process of implementing our recommendations."

President: "Are there any questions from the Board? The Audit is noted."

\* \* \* \* \*

The Board **NOTED** receipt of the Audit.

**MINUTES****EXTRA WORK ORDERS AND TRANSFERS OF FUNDS**

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders and Transfers of Funds

listed on the following pages:

1168 - 1171

All of the EWOs had been reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

The Transfer of Funds was approved

SUBJECT to receipt of a favorable report

from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

## MINUTES

EXTRA WORK ORDERS

<u>Contract</u>	<u>Prev. Apprvd.</u>	<u>Contractor</u>	<u>Time</u>	<u>%</u>
<u>Awd. Amt.</u>	<u>Extra Work</u>		<u>Ext.</u>	<u>Compl.</u>
<u>Bureau of Water &amp; Wastewater</u>				
1. EWO #002, \$179,471.60 - W.C. 1163, Waverly/Cedarcroft Areas <u>Infrastructure Rehabilitation</u>				
\$8,192,356.73	\$ 70,071.46	J. Fletcher Creamer & Son, Inc.	0	90
2. EWO #010, (\$37,698.00) - S.C. 841, Lighting Upgrade for <u>Access Roads at Back River Wastewater Treatment Plant</u>				
\$3,206,649.00	\$199,460.51	LAI Construction Services, Inc.	0	99
3. EWO #003, \$0.00 - W.C. 1137R, Installation of Anchor System <u>at Prettyboy Dam</u>				
\$5,993,400.00	\$16,590.02	Brayman Construc- tion Corp.	0	-
<b>THE OVERRUNS AND UNDERRUNS CANCEL EACH OTHER OUT.</b>				
4. EWO #026, \$115,000.00 - S.C. 873, Repair and Replacement of <u>Existing Sanitary Sewers at Various Locations</u>				
\$2,834,852.00	\$953,240.52	R & F Construction, LTD	0	90
5. EWO #010, \$58,719.55 - S.W.C. 06010, Construction of Cell 6, Phase II, Stage 3 and Site Improvements at the <u>Quarantine Road Landfill</u>				
\$12,997,777.00	\$3,332,075.98	American Infra- structure, Inc.	-	-

## MINUTES

EXTRA WORK ORDERS

<u>Contract</u>	<u>Prev. Apprvd.</u>	<u>Contractor</u>	<u>Time</u>	<u>%</u>
<u>Awd. Amt.</u>	<u>Extra Work</u>		<u>Ext.</u>	<u>Compl.</u>
<u>Department of Transportation</u>				
6. EWO #002, \$0.00 - TR 06033RR, Utility Test Holes and Soil Borings				
\$897,010.00	\$10,433.00	KCI Technologies, Inc.	730	-
This authorization is for a non-compensatory 730-day time extension. The contract will expire April 30, 2010. Test holes and soil borings are needed for current and upcoming City contracts.				
7. EWO #003, \$97,404.65 - ES 3200 (1)E, S.H.A. No. BC 321-004-815, TR 08301, Resurfacing Frankford Avenue from Moravia Park Drive to Sinclair Lane				
\$1,218,497.00	\$27,058.38	Machado Construction Co., Inc.	-	-
8. EWO #001, \$72,715.00 - TR 09002, Reconstruction of Footways Citywide				
\$831,514.00	\$0.00	M. Luis Construction Co., Inc.	-	-
9. EWO #010, \$265,087.00 - TR 03326, Reconstruction of Calvert Street: Lombard Street to Baltimore Street				
\$2,802,664.27	\$1,008,213.83	LAI Construction Services, Inc.	-	-

MINUTES

EXTRA WORK ORDERS

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

Department of Transportation - cont'd

10. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$212,069.60	9950-919001-9509	
Federal	Constr. Res.	
	Unalloted	
84,749.95	9950-902426-9506	
MVR	Eastern Avenue	
	Underpass	
<u>\$296,819.55</u>	-----	9950-902035-9508-2
		EWO - Calvert St. -
		Lombard St. to
		Baltimore St.

This transfer will clear the existing account deficit and fund the expenses associated with EWO No. 010 to Contract No. TR 03326 with LAI Construction Services, Inc.

**MINUTES**

Bureau of Water and Waste Water - On-Call Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an assignment of Task No. 004 to EA Engineering, Science and Technology, under On-Call Project No. 1084E, Urgent Needs Contract and MS4 Permit Support Services.

**AMOUNT OF MONEY AND SOURCE:**

\$149,626.24 - 9958-907707-9525-900020-703032

**BACKGROUND/EXPLANATION:**

The National Pollution Elimination System Permit for stormwater requires the City to study watersheds and open channels, and to identify opportunities to reduce stormwater pollution using state of the art methods such as stream restoration, wetlands, stream day-lighting, green roofs, and etc. The consultant's staff will provide engineering support for design, construction management and project management related to stream restoration, stormwater BMP projects, and the Watershed Management Program.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized the assignment of Task No. 004 to EA Engineering, Science and Technology, under On-Call Project No. 1084E, Urgent Needs Contract and MS4 Permit Support Services. The Comptroller **ABSTAINED** on this item.

**MINUTES**

Bureau of Water and Waste Water - On-Call Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an assignment of Task No. 001 to Rummel, Klepper & Kahl, LLP, under On-Call Project No. 1084R, Moores Run Stream Channel Assessment and Restoration Design (ER4013).

**AMOUNT OF MONEY AND SOURCE:**

\$268,249.42 - 9958-905661-9525-900020-703032

**BACKGROUND/EXPLANATION:**

The National Pollution Elimination System Permit for stormwater requires the City to study watersheds and open channels, and to identify opportunities to reduce stormwater pollution using state of the art methods such as stream restoration, wetlands, stream day-lighting, green roofs, and etc. The consultant's engineering staff will provide an assessment of the Moore's Run stream channel and prioritize potential restoration areas and prepare conceptual design plans for the stream.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**THE TRANSFER OF FUNDS RELATED TO THIS ACTION WAS APPROVED BY THE BOARD OF ESTIMATES ON JANUARY 13, 2010.**

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

UPON MOTION duly made and seconded, the Board approved and authorized the assignment of Task No. 001 to Rummel, Klepper & Kahl, LLP, under On-Call Project No. 1084R, Moores Run Stream Channel Assessment and Restoration Design (ER4013).

**MINUTES**

Department of General Services - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an assignment of Task No. 005 to OMF Contractors, Inc. (OMF), under On-Call Project No. 07306, Interior Renovations to Engine Company No. 31.

**AMOUNT OF MONEY AND SOURCE:**

\$498,000.00 - 9920-903200-9208-900000-706063

**BACKGROUND/EXPLANATION:**

In accordance with its proposal dated February 17, 2010 and the terms of the Indefinite Quantity Contracts approved by the Board on January 14, 2009, the Department has selected the OMF to perform the Interior Renovations to Engine Company No. 31, out of four IQC contractors requested to price this work. This selection is based on the lowest price received from the OMF for this work assignment.

The Waverly Fire Station No. 31 on Greenmount Avenue was vacated in 2009 in order to complete environmental and overall facility assessments. The renovations have been identified that will permit the return of fire station personnel to this Firehouse in the Spring of 2010.

The renovations will include upgraded electrical service, HVAC systems, renewed plumbing and restrooms, first floor kitchen, multiple-story steel stairway, and renovated second-story rooms to accommodate fire personnel needs.

**MINUTES**

Department of General Services - cont'd

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized an assignment of Task No. 005 to OMF Contractors, Inc., under On-Call Project No. 07306, Interior Renovations to Engine Company No. 31. The Comptroller **ABSTAINED** on this item.

**MINUTES**

Bureau of Water and Wastewater - Sewer Surcharge Adjustment

**ACTION REQUESTED OF B/E:**

The Board is requested to concur with an adjustment of the 2010 Sewer Surcharge assessed to Krafcor Unlimited (Krafcor). The Board is also requested to rescind any interest and penalties accrued since surcharge Invoice # 6001077 was issued in January of 2010.

**AMOUNT OF MONEY AND SOURCE:**

No refund is necessary

**BACKGROUND/EXPLANATION:**

Article 25 of the Baltimore City Code (2000 ed., as amended) grants the City the authority to assess industries a sewer surcharge for industrial waste. Industries are billed in advance each January covering the period of January 1 through December 31 of each billing year. Krafcor was originally assessed \$16,117.41 for Calendar year 2010. In a facsimile dated January 21, 2010, the company requested that the surcharge be reconsidered because the production exemptions for the quarters ending June 17, 2009 and March 27, 2009 had not been credited to the company's account.

The Bureau agreed that reconsideration was warranted and recalculated the surcharge to reflect the additional 71,600 cubic feet of water that was utilized in product in the above stated quarters but not credited to the sewer account. This resulted in a revised assessment of \$8,220.76 and represents a reduction of \$7,896.65. As Krafcor has paid the revised amount, a refund will not be necessary.

**MINUTES**Bureau of Water and Wastewater - cont'd

The Department requests that the Board concur with the decision to assess Krafcor Unlimited \$8,220.76 for Calendar Year 2010 and to rescind any interest and penalties that have accrued since the original surcharge bill (Invoice #6001077) was issued in January 2010.

UPON MOTION duly made and seconded, the Board concurred with the adjustment of the 2010 Sewer Surcharge assessed to Krafcor Unlimited (Krafcor). The Board also rescinded any interest and penalties accrued since surcharge Invoice # 6001077 was issued in January of 2010.

**MINUTES**

Bureau of Water and Wastewater - Sewer Surcharge Adjustment

**ACTION REQUESTED OF B/E:**

The Board is requested to concur with an adjustment of the 2010 Sewer Surcharge assessed to Westway Feed Products, LLC (Westway). The Board is also requested to rescind any interest and penalties accrued since surcharge Invoice # 6001192 was issued in January of 2010.

**AMOUNT OF MONEY AND SOURCE:**

No refund is necessary

**BACKGROUND/EXPLANATION:**

Article 25 of the Baltimore City Code (2000 ed., as amended) grants the City the authority to assess industries a sewer surcharge for industrial waste. Industries are billed in advance each January covering the period of January 1 through December 31 of each billing year. Westway was originally assessed \$11,985.44 for Calendar year 2010. In a letter dated January 26, 2010, the company requested that the surcharge be reconsidered because the production exemptions for the quarters ending October 16, 2009, June 23, 2009, April 2, 2009 and January 8, 2009 had been incorrectly applied to the company's account.

The Bureau agreed that reconsideration was warranted and recalculated the surcharge to reflect the additional 736,500 cubic feet of water that was utilized in product in the above stated quarters but not credited to the sewer account. This resulted in a revised assessment of \$350.58 and represents a reduction of \$11,634.86. As Westway has paid the revised amount, a refund would not be necessary.

**MINUTES**Bureau of Water and Wastewater - cont'd

The Department requests that the Board concur with the decision to assess Westway Feed Products, LLC \$350.58 for Calendar Year 2010 and to rescind any interest and penalties that have accrued since the original surcharge bill (Invoice #6001192) was issued in January 2010.

UPON MOTION duly made and seconded, the Board concurred with the adjustment of the 2010 Sewer Surcharge assessed to Westway Feed Products, LLC. The Board also rescinded any interest and penalties accrued since surcharge Invoice # 6001192 was issued in January of 2010.

**MINUTES**

Bureau of Water and Wastewater - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize a reimbursement to the Howard County Department of Public Works for incurred costs in providing trained inspectors to assist Baltimore City on the recent carbon fiber repairs to the 72 inch Herring Run/Marley Neck Transmission Main.

**AMOUNT OF MONEY AND SOURCE:**

\$20,892.58 - 9960-912901-9557-900020-705032

**BACKGROUND/EXPLANATION:**

The City hired a contractor to repair the 72 inch Herring Run Marley Neck Transmission Main with carbon fiber reinforced composite. The City does not have the expertise to inspect this specialized kind of repair. The City requested Howard County to provide their expertise for this inspection. Howard County responded to the City's request and provided two inspectors to assist the City. This expenditure represents the cost of the two trained inspectors provided by Howard County.

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

UPON MOTION duly made and seconded, the Board approved and authorized the reimbursement to the Howard County Department of Public Works for incurred costs in providing trained inspectors to assist Baltimore City on the recent carbon fiber repairs to the 72 inch Herring Run/Marley Neck Transmission Main.

**MINUTES**

Bureau of Solid Waste - Amendment to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an amendment to agreement with EA Engineering, Science, and Technology, Inc., for Project 1053, On-Call Solid Waste Management Services. The amendment extends the agreement through March 11, 2011.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On March 12, 2008, the Board approved the original agreement in the amount of \$1,397,909.00, for two years with a one-year extension at the City's sole discretion.

As of January 2010, the consultant had only requested and received approval of task orders totaling \$810,078.00 (less than 60% of the contract upset limit). Continued support services will be needed for upcoming projects at the Quarantine Road Landfill, Northwest Transfer Station, and other solid waste facilities. Therefore, the Bureau is requesting a no-cost time extension through March 11, 2011 or until the upset limit is reached, whichever occurs first.

The amendment to agreement is late because of the review in the administrative review process.

**APPROVED FOR FUNDS BY FINANCE****AUDITS NOTED THIS NO-COST TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the amendment to agreement with EA Engineering, Science, and Technology, Inc., for Project 1053, On-Call Solid Waste Management Services. The Comptroller

**ABSTAINED** on this item.

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:

1182 - 1183

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

- |    |  |                                 |              |
|----|--|---------------------------------|--------------|
| 1. | B50001336, Turf<br>& Athletic Field<br>Restoration | Bensky Construction<br>Co., LLC | \$508,000.00 |
|----|--|---------------------------------|--------------|

<b>MBE:</b>	Carter Paving & Excavating, Inc.	\$134,000.00	26.4%
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<b>WBE:</b>	William T. King, Inc.	\$ 52,000.00	10.2%
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**MWBOO FOUND VENDOR IN COMPLIANCE.**

- |    |   |                   |              |
|----|---|-------------------|--------------|
| 2. | B50001354, One-<br>Ton Utility Body<br>Pickup Truck | Cowles Ford, Inc. | \$ 88,806.00 |
|----|---|-------------------|--------------|

**MWBOO GRANTED A WAIVER.**

- |    |   |  |                                  |
|----|---|--|----------------------------------|
| 3. | B50001371, Tire<br>Repair & Main-<br>tenance Supplies | <u>1<sup>st</sup> Call</u><br>The Waters Co. | \$ 70,000.00                     |
|    |   | <u>2<sup>nd</sup> Call</u><br>CRW Parts      | <u>30,000.00</u><br>\$100,000.00 |

- |    |  |   |  |
|----|--|---|--|
| 4. | B50001383, After-<br>market Automotive<br>Rims | <b>REJECTION</b> - Three bids were received<br>and opened on March 10, 2010. It is<br>recommended that all bids be rejected<br>as not being in the best interest of<br>the City. The solicitation asked for<br>a discount from catalogs not available<br>to the vendors. The solicitation will<br>be revised and reissued at a later<br>date. |  |
|----|--|---|--|

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

5. B50001231, Grass Mowing Recreation and Parks Lorenz Inc. \$587,960.00

**MBE:** 4-Evergreen Lawn Care 27.2%

**WBE:** Fouts Lawn Care 13.7%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

## 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 (DHCD) - Options</u>			
1. Julia Tinley and Bruce Lenz	941 N. Collington Ave.	G/R \$36.00	\$ 300.00
2. Marie Grampp	968 N. Collington Ave.	G/R \$48.00	\$ 500.00
3. Leon Mendoza	2048 E. Eager St.	L/H	\$30,500.00
4. Gavin Johnson	1828 E. Chase St.	F/S	\$45,000.00
. Ernest Melvin Bright (deceased) and Mary Ann Coates, the personal representative of Marion Bright Estate	2004 E. Madison St.	F/S	\$52,000.00
6. Paul Jones	1754 E. Preston St.	F/S	\$33,000.00

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Options</u>			
7. Dawn Carr Hatcher	1830 E. Biddle St.	F/S	\$68,000.00
Funds are available in Account No. 9910-904415-9588-900000-704040, EBDI Project, Phase II.			
8. Eugene Spencer	1111 McDonogh St.	F/S	\$17,100.00
Funds are available in Account No. 9910-904415-9588-900000-704040, EBDI 1548 Phase 2G Project.			
<b>(FILE NO. 56017)</b>			
In the event that the option agreement/s fail and settlement cannot be achieved, the Department requests the Board's approval to purchase the interest in the above property/ies by condemnation proceedings for an amount equal to or lesser than the option amount.			
9. Melvin Gerber the personal representative of the Estate of Ellen B. Gerber (deceased)	528 Robert St.	G/R \$96.00	\$ 640.00
10. Fred Nochumowitz	304 E. 25 <sup>th</sup> St.	G/R \$75.00	\$ 625.00

**MINUTES**

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

Dept. of Housing and Community Development (DHCD) - Options

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
11. William S. Rief and Norma T. Rief	726 Brune St.	G/R \$50.00	\$ 333.00

Funds will be transferred prior to settlement into Account No. 9910-907079-9588-900000-704040, Scattered Site Ground Rent Acquisition Project.

The interest in these properties will be consolidated with the current City-owned leasehold interests to form a fee simple interest for future redevelopment of the properties. In the alternative, should there be a failure to fully execute the sales agreements, the Department will cancel the acquisitions.

Baltimore Development Corporation (BDC)

12. Karen Beth Wrightson	509 Oldtown Mall	G/R	\$ 187.50
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13. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$187.50 22 <sup>nd</sup> EDF	9910-904982-9600 Constr. Res. Coml. Rev. Program	9910-902879-9601 Commercial Revitalization

This transfer of funds is required for the acquisition of the ground rent at 509 Oldtown Mall which is part of the land assembly needed for the redevelopment of Oldtown Mall. The BDC awarded a 5-acre site at Oldtown Mall to Continental Realty in 2005 for the development of a full-service grocery store as part of a shopping center or mixed-use development. The BDC is acquiring additional land to make the site larger.

**(FILE NO. 57091)**

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:DHCD - Condemnations

14.	Anshel Konzak and Eva Konzak	906 N. Duncan St.	G/R \$22.00	\$	147.00
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Funds will be transferred prior to settlement into Account No. 9910-904415-9588-900000-704040, EBDI Project, Phase II.

15.	York & Ophelia - I Inc.	906 N. Chester St.	L/H	\$	7,010.00
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16.	Benjamin Buie (deceased) and Elizabeth Buie (deceased)	1222 N. Gay St.	L/H	\$	32,584.00
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Funds are available in Account No. 9910-904415-9588-900000-704040, EBDI Project, Phase II.

The Board is requested to approve acquisition of the ground rent interest by condemnation, or in the alternative may, SUBJECT to the prior approval of the Board, make application to the Maryland Department of Assessments and Taxation to redeem or extinguish the ground rent interest for these properties.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Law - Court Awards</u>			
17. Baltimore Housing Redevelopment Association, Inc. (previous owner)	964 N. Collington Ave.	L/H	\$8,890.00

On October 1, 2008, the Board approved the acquisition of the leasehold interest in 964 N. Collington Ave, by condemnation, in the amount of \$61,950.00. The parties were unable to settle the action, and proceeded to trial. The court returned a verdict in the amount of \$70,000.00, plus interest of \$840.00. Therefore, the Board is requested to approve an additional \$8,890.00 to pay the court award.

Funds are available in Account No. 9910-904415-9588-900000-704040, EBDI Project Phase II Area.

18. Diana, LLC (previous owner)	905 N. Collington Ave.	L/H	\$1,232.62
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On October 22, 2008, the Board approved the acquisition of the leasehold interest in 905 N. Collington Ave, by condemnation, in the amount of \$27,853.00. The parties were unable to settle the action, and proceeded to trial. The court returned a verdict in the amount of \$28,500.00, plus interest of \$585.62. Therefore, the Board is requested to approve an additional \$1,232.62 to pay the court award.

Funds are available in Account No. 9910-904415-9588-900000-704040, EBDI Project Phase II Area.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Law - Payment of Settlement</u>			
19. Evergreen Sun Investments, LLC (previous owner)	1530 East Biddle Street	L/H	\$3,500.00

On December 10, 2008, the Board approved the acquisition of the leasehold interest in 1530 E. Biddle Street, by condemnation, in the amount of \$19,500.00. The first secured creditor relative to the property interest obtained an appraisal that valued the property interest at \$26,500.00. The parties agreed to settle the suit for \$23,000.00, Therefore, the Board is requested to approve an additional \$3,500.00 to cover the cost of the settlement.

Funds are available in Account No. 9910-906460-9588-900000-704040, Oliver Project Area.

20. Skyline 12 Funding, LLC	922 N. Chester Street (previous owner)	L/H	\$10,968.18
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On March 4, 2009, the Board approved the acquisition of the leasehold interest in 922 N. Chester Street, by condemnation, in the amount of \$17,500.00. The parties were unable to settle the action, and proceeded to trial. The court returned a verdict in the amount of \$27,895.00, plus interest of \$573.18. Therefore, the Board is requested to approve an additional \$10,968.18 to cover the cost of the settlement.

Funds are available in Account No. 9910-907420-9588-900000-704040, EBDI Project Phase II Area.

**(FILE NO. 56017)**

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

**MINUTES**

Department of Housing and                    - Acquisition by Gift  
Community Development (DHCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the property leasehold interest in 2438 E. Preston Street and 1207 Ensor Street as a gift from Ms. Betty S. Greenfield, subject to outstanding municipal liens, except for water bills.

**AMOUNT OF MONEY AND SOURCE:**

Ms. Greenfield agrees to pay for any title work and all associated settlement costs, not to exceed \$1,200.00.

**BACKGROUND/EXPLANATION:**

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

Ms. Greenfield has offered to donate to the City title to the property located at 2438 E. Preston Street and 1207 Ensor Street. The City will receive clear and marketable title to the property subject only to certain municipal liens. Ms. Greenfield will pay all current water bills up through the date of settlement. Acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain. The liens for 2438 E. Preston Street and 1207 Ensor Street are itemized as follows:

Cumulative Real Property Taxes 1998-2010  
 2438 E. Preston Street

Total Tax	\$ 1,845.66
Interest/Penalties	659.29
Other	231.48
Tax Sale Interest	5,304.33
Miscellaneous Bills	6,762.62
Metered Water Account	
Tax Sale	788.85
Rental Registration	470.40
Total Municipal Liens	<u>\$16,062.63</u>

## MINUTES

DHCD - cont'd

Cumulative Real Property Taxes 1997-2010  
1207 Ensor Street

Total Tax	\$ 2,124.12
Interest/Penalties	709.92
Other	298.21
Tax Sale Interest	6,377.88
Miscellaneous Bills	3,785.17
Metered Water Account	
Tax Sale	803.55
Rental Registration	470.40
Total Municipal Liens	<u>\$14,569.25</u>

The municipal liens, other than current water bills, will be administratively abated after settlement.

UPON MOTION duly made and seconded, the Board approved and authorized the acquisition of the property leasehold interest in 2438 E. Preston Street and 1207 Ensor Street as a gift from Ms. Betty S. Greenfield, subject to outstanding municipal liens, except for water bills.

**MINUTES**

Department of Audits - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to pay the Association of Government Accountants (AGA) and the Maryland Association of Certified Public Accountants (MACPA). The period of the expenditure is April 21, 2010 (AGA) and April 30, 2010 (MACPA).

**AMOUNT OF MONEY AND SOURCE:**

\$ 4,800.00 - AGA - Fraud Seminar (30 Auditors, 8 Continuing Professional Education (CPE) seminars each)  
7,200.00 - MACPA - Gov't and Not-for-profit Conf. (29 Auditors and 2 employees from the Dept. of Finance, 8 CPE seminars each)  
**\$12,000.00** - 1001-000000-1310-157800-603020

**BACKGROUND/EXPLANATION:**

This expenditure of funds will pay for the registration of staff to attend two, one-day seminars sponsored by the AGA on April 21, 2010 and by the MACPA on April 30, 2010.

Government Audit Standards require that each Auditor obtain 80 hours of CPE every two years. The foregoing program is part of the Department's scheduled training for this year. The average cost per staff per training hour will be approximately \$24.38, which is below industry average in relation to other training of this nature.

**MINUTES**

Department of Audits - cont'd

In order to take advantage of a special group registration for the MACPA training, two members of the Department of Finance are included with this request. The Department of Finance will reimburse the Department of Audits for its attendees.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized an expenditure of funds to pay the Association of Government Accountants (AGA) and the Maryland Association of Certified Public Accountants (MACPA).

## MINUTES

CITY COUNCIL BILLS:

10-0434 - An Ordinance concerning Stormwater Management - For the purpose of modifying the provisions governing stormwater management to comply with new requirements of State law: requiring the development, review, and approval of phased plans for stormwater management; establishing certain minimum control requirements to manage stormwater by using environmental site design to the maximum extent practicable; requiring certain design techniques and certain structural and non-structural practices; requiring certain reports and inspections; providing for certain exemptions, waivers, and variances; imposing certain fees; defining and redefining certain terms; correcting, clarifying, and conforming related language; providing for a special effective date; and generally relating to the protection, maintenance, and enhancement of the public health, safety, and welfare through the management of the stormwater.

THE DEPARTMENTS OF PUBLIC WORKS AND HOUSING AND COMMUNITY DEVELOPMENT SUPPORT THE PASSAGE OF CITY COUNCIL BILL NO. 10-0434, INCLUDING THE AMENDMENTS REQUIRED BY THE MARYLAND DEPARTMENT OF THE ENVIRONMENT (MDE).

THE DEPARTMENTS OF FINANCE AND THE COMMISSION ON SUSTAINABILITY SUPPORT THE PASSAGE OF THE BILL.

THE BALTIMORE POLICE DEPARTMENT DEFERS TO THE DEPARTMENTS OF LAW AND PUBLIC WORKS.

BALTIMORE DEVELOPMENT SUPPORTS PASSAGE PROVIDED THAT APPROPRIATE GRANDFATHERING IS INCLUDED TO ALLOW "SHOVEL READY" PROJECTS TO MOVE FORWARD BASED ON APPROVED MASTER STORMWATER PLANS AND THE CITY MAINTAINS THE COMPLIANCE FLEXIBILITY THAT APPEARS TO BE COMTEMPLATED IN THE BILL AS DRAFTED WITHOUT THE MDE AMENDMENT.

SUBJECT TO REQUIRED AMENDMENTS, THE DEPARTMENT OF LAW APPROVED THE BILL FOR FORM AND LEGAL SUFFICIENCY.

UPON MOTION duly made and seconded, this item was deferred for one week.

**MINUTES****CITY COUNCIL BILLS:**

10-0441 - An Ordinance concerning Sale of Property - Block 7774A, Lot 009A for the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all its interest in certain property known as Block 7774A, Lot 009A and no longer needed for public use; and providing for a special effective date.

**THE DEPARTMENT OF PUBLIC WORKS DOES NOT OBJECT TO THE PASSAGE OF CITY COUNCIL BILL 10-0441, BUT, BASED ON THE RESEARCH CONDUCTED BY THE DEPARTMENT OF GENERAL SERVICES, RECOMMENDS THAT A TITLE REPORT BE OBTAINED FOR THE PROPERTY TO ENSURE THAT THERE ARE NO EXISTING RAILROAD TRACK AGREEMENTS OR OTHER RECORDED AGREEMENTS OR EASEMENTS.**

**ALL REPORTS RECEIVED WERE FAVORABLE.**

UPON MOTION duly made and seconded, the Board approved bills 10-0441 and directed that the bill be returned to the City Council with the recommendation that they also be approved and passed by that Honorable Body. The President **ABSTAINED.**

MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development</u>		
1. \$2,000,000.00	9910-913009-9588	
State FY 2010	Lead Prevention	
Funds	Initiative	
1,000,000.00	9910-905932-9587	
Other Funds	Poppleton	
	Acquisition	
1,000,000.00	9910-906711-9588	
Other Funds	Westover Manor	
	Apartments	
<u>\$4,000,000.00</u>	-----	9910-908987-9588
		Special Needs
		Population

This transfer will provide the funds needed to support the Fallsway Shelter Project.

UPON MOTION duly made and seconded, the Board approved the Transfer of Funds, 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****PROPOSALS AND SPECIFICATIONS**

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

Department of Transportation - TR 10308, Resurfacing Highways at Various Locations Citywide  
**BIDS TO BE RECV'D: 05/05/2010**  
**BIDS TO BE OPENED: 05/05/2010**

Department of Transportation - TR 08318R, Installation of Fiber Optic and Copper Communications System citywide  
**BIDS TO BE RECV'D: 05/05/2010**  
**BIDS TO BE OPENED: 05/05/2010**

\* \* \* \*

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

\* \* \* \* \*

**MINUTES**

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

**BIDS, PROPOSALS AND CONTRACT AWARDS**

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

**THERE WERE NO ADDENDA WERE RECEIVED.**

**MINUTES**

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

Department of Transportation

- TR 09302, Construction of  
Traffic Signals Citywide -  
JOC
- 

Bruce & Merrilees Electric Co.  
Allied Contractors, Inc.  
Midasco, LLC

Bureau of Purchases

- B50001446, Baltimore Harbor  
Connector Vessels
- 

Corinthian Catamarans, LLC  
Evans Boat Repair, Inc.  
SeaArk Marine, Inc.

**MINUTES**

There being no objections, the Board UPON MOTION duly made and seconded, the Board adjourned until its next regularly scheduled meeting on Wednesday, April 21, 2010.

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

JOAN M. PRATT  
Secretary