

**MINUTES****REGULAR MEETING**

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

**CLERK ANNOUNCEMENT ON SUBMISSION OF PROTEST**

Deputy Comptroller: "Good morning. It is 8:45 a.m., Wednesday morning and I would like to know if there is anyone here who has an item that they would like to submit a protest for that is not already on the agenda as a protest? Thank you very much."

\* \* \* \* \*

The meeting was called to order by the President.

In the absence of Ms. Joan M. Pratt, Comptroller and Secretary, Ms. Bernice H. Taylor, Deputy Comptroller and Clerk, sat and acted on her behalf.

President: "I will direct the Board members attention to the

## MINUTES

memorandum from my office dated January 18, 2011 identifying matters to be considered as routine item agendas together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a motion to approve all the items contained on the routine agenda."

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

Director of Public Works: "Second."

President: "All those in favor say, 'Aye' --

Deputy Comptroller: "Aye."

City Solicitor: "Aye."

Mayor: "Aye."

President: "All those opposed, 'Nay' the motion carried the routine agenda has been adopted."

## MINUTES

Department of Recreation and Parks - Intergovernmental Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an intergovernmental agreement with the Maryland Transit Administration (MTA). The period of the agreement is effective upon Board approval for three years.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

In order for the Department of Recreation and Parks to satisfy its Forest Conservation Act mitigation requirement for disturbance incurred during the demolition and construction of the West Baltimore MARC station parking expansion, the MTA has agreed to plant a total of 70 trees between Carroll Park and the Carroll Park Golf Course. The MTA will fund the project and has hired a contractor to perform and manage the project.

The execution of this intergovernmental agreement will grant right-of-entry to the MTA and its contractor to complete the planting and to perform maintenance, as required through the warranty period.

UPON MOTION duly made and seconded, the Board approved and authorized execution of an intergovernmental agreement with the Maryland Transit Administration.

## MINUTES

Department of Audits - Audit Reports and Related Audit Digests

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

1. Audit of the Enoch Pratt Free Library - A Component Unit of the City of Baltimore, Maryland Annual Financial Report for the Fiscal Year Ended June 30, 2010.

President: "Okay. Alright, let's go back. The first item on the non-routine agenda can be found on Page 2, Item no. 1, Audit of the Enoch Pratt Free Library, will the parties please come forward?"

Mr. Bob McCarthy: "Good Morning, Mr. President--"

President: "Good Morning."

Mayor: Is there anybody else?"

Clerk: "Yes, I think Mr. Krabbe is coming up."

Mayor: "Okay."

President: Good Morning. Can you hear me okay.

Mr. Bob McCarty: "Yes. Good morning, Mr. President and members of the Board. I am Bob McCarty, City Auditor. The Department of Audits has completed its' Annual Audit of the Financial Statements of the Enoch Pratt Free Library for the fiscal year ending June 30, 2010. We have issued an unqualified opinion which states that their financial statements present fairly in all material respects, the financial position of the Library for the year ending June 30, 2010 in conformity with general

## MINUTES

accepted financial principles. In addition to our audits we prepared a separate report required by both generally accepted auditing standards and Government Auditing Standards which addresses the Library's compliance with certain laws and regulations and the internal controls over financial reporting related to financial statements. The Library had four significant deficiencies in internal control over financial reporting. A significant deficiency is a control efficiency that adversely affects the Library's ability to initiate, authorize, record, process or report financial data reliably in accordance with general accepted accounting principles such that there is a possibility an immaterial misstatement of the financial statements will not be prevented or detected by the Library's internal controls. Three of these four significant deficiencies were for previous years and they were resolved during fiscal year 2010. These three were findings 2007-1, which was resolved by the Library's establishing adequate supervisory review over credit card transactions to ensure that credit card batches were reconciled the bank statements; finding 2009-1, was resolved by the Library adjusting the ending balances of the Endowment Fund accounts to reflect the correctly appropriated amounts as of June 30, 2009; and finding 2009-2, was resolved by the Library

## MINUTES

depositing central circulation and branch cash receipts on a timely basis. The fourth significant deficiency occurred during fiscal year 2010. In finding 2010-1, we found that the Library did not properly allocate changes in market value and investment income to its Endowments Fund Accounts. We recommended adequate internal controls to detect and correct the situation be implemented and that the allocation be corrected for all the months in question. The Library has stated that, 'any needed corrections and the necessary additional controls to resolve this finding will be put place by February 28, 2011.' None of the significant deficiencies previously prescribed are considered to be material weaknesses. A material weakness is a significant deficiency that results in a possibility that a material misstatement of the financial statements will not be prevented or detected by the Library's internal control. As part of obtaining reasonable assurance that whether the Library's financial statements are free and material misstatement, we also performed tests of its compliance with certain provision of laws, regulations, contracts, and grant agreements, non-compliance with which could have a direct and material effect on the determination of financial statements amounts. The result of these tests disclosed no instances of noncompliance or other

## MINUTES

matters that are required to be reported on the Government Auditing Standards."

Gordon Krabbe, Director, Administrative Services: "Hi, my name is Gordon Krabbe. I am with the Pratt Library and we agree with the findings of the Auditor and we will make the corrections by the end of February 2011.

President: "Any questions from the Board?" The audit has been

**NOTED.**

Mr. Krabbe: "Thank you."

President: "Thank you."

\* \* \* \* \*

2. Audit of the Fire and Police Employees' Retirement System - A Component Unit of the City of Baltimore, Maryland Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2010.

The Board **NOTED** receipt of the Audit reports and related digests.

## MINUTES

BOARDS AND COMMISSIONS1. Prequalification of Contractors

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

Absolute Underground, Inc.	\$	1,500,000.00
All About Doors, Inc.	\$	1,107,000.00
American Combustion Industries, Inc.	\$	27,612,000.00
JRCRUZ Corp.	\$	43,236,000.00
Lazzati Construction Company, Inc.	\$	3,798,000.00
National Service Contractors, Inc.	\$	3,663,000.00
PMK Services	\$	216,000.00
Paige Industrial Services, Inc.	\$	14,814,000.00
Pro Energy Electric, LLC.	\$	306,000.00
R & R Electrical Contractors, Inc.	\$	1,500,000.00
Reuter and Hanney, Inc.	\$	6,759,000.00
Romano Concrete Construction, Inc.	\$	7,785,000.00

2. Prequalification of Architects and Engineers

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

EBA Engineering, Inc.	Engineer, Survey
David H. Gleason Associates, Inc.	Architect
Pure Technologies US Inc.	Engineer
Stone Hill Design Associates, Inc.	Landscape Architect
Symbiosis, Inc.	Landscape Architect
Jason Consultants, LLC.	Engineer
McCormick Taylor, Inc.	Landscape Architect
	Engineer

## MINUTES

Boards and Commissions - cont'd

Milan Grace, LLC.	Engineer
Passaro Engineering, LLC.	Engineer
PureService, Inc.	Engineer

There being no objections, the Board, UPON MOTION duly made and seconded, approved the prequalification of contractors and architects and engineers for the listed firms. On behalf of the Comptroller, the Deputy Comptroller **ABSTAINED** on item no. 2.

MINUTES

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 2 under Project 1113, On-call Consultant Services for Federal Aid to Whitman, Requardt & Associates.

**AMOUNT OF MONEY AND SOURCE:**

\$677,279.99 - 9950-910313-9527-900010-703032

**BACKGROUND/EXPLANATION:**

This task assignment authorizes engineering services in connection with the Mount Royal Avenue Streetscape Improvements from North Avenue to Guilford Avenue and traffic signal improvements for the Midtown Streetscape/Traffic Improvement.

The scope of services includes field surveys, base map preparation, roadway design, erosion and sediment control design, drainage design, and storm water management.

DBE SET GOALS AT 25%.

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>
\$475,000.00	9950-904313-9528	
Federal	Constr. Res.	
	Midtown Streetscape	

MINUTES

Department of Transportation - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
121,006.39	9950-902215-9507	
Federal	Constr. Res.	
	B&O Museum Study	
149,001.60	9950-904313-9528	
State Constr.	Constr. Res.	
Loan	Midtown Streetscape	
<b><u>\$745,007.99</u></b>	-----	9950-910313-9527-3
		Design & Studies
		Mt. Royal Streetscape
		Improvements

This transfer will fund costs associated with the award of task No. 2 on Project 1113 to Whitman, Requardt & Associates for engineering design services for the project, "Mount Royal Avenue Streetscape Improvements."

UPON MOTION duly made and seconded, the Board approved and authorized the assignment of Task No. 2 under Project 1113, On-call Consultant Services for Federal Aid to Whitman, Requardt & Associates. 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 - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an assignment of Task No. 1 to Whitman, Requardt & Associates under Project No. 1113, On-Call Consultant Services for Federal Aid Resurfacing and Reconstruction.

**AMOUNT OF MONEY AND SOURCE:**

\$900,047.74 - 9950-905627-9527-900010-703032

**BACKGROUND/EXPLANATION:**

Under this task, the consultant will provide engineering design services in connection with the Park Heights and Reisterstown Road Intersection Roundabout. The services will include the preparation of construction specifications, plans and cost estimates, field surveys, base map preparation, roadway design, design of pavement markings, and maintenance of traffic.

**THE DBE SET GOALS OF 25% FOR THIS CONTRACT.**

**APPROVED FOR FUNDS BY FINANCE**

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

MINUTES

Department of Transportation - cont'd

**TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
\$792,042.01 Federal	9950-901682-9507 Const. Res. Highways	
198,010.50 <u>MVR</u>	9950-902627-9528 Const. Res. Park Circle Roundabout	
<b>\$990,052.51</b>	-----	9950-905627-9527-3 Design & Studies Park Circle Roundabout

This transfer will fund the costs associated with the award of Task No. 1, under Project No. 1113 to Whitman, Requardt & Associates for engineering design services for the Park Circle Roundabout.

UPON MOTION duly made and seconded, the Board approved and authorized the assignment of Task No. 1 to Whitman, Requardt & Associates under Project No. 1113, On-Call Consultant Services for Federal Aid Resurfacing and Reconstruction. 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 - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 13 under Project 1059, On-call Traffic Engineering to Whitman, Requardt & Associates.

**AMOUNT OF MONEY AND SOURCE:**

\$122,841.55 - 9950-904641-9508-900020-703032

**BACKGROUND/EXPLANATION:**

This task assignment authorizes engineering services in connection with transportation improvements to the Frederick Avenue Corridor. This study will identify and evaluate existing traffic patterns and control devices, local access and sidewalk availability/condition, crash history throughout the study corridor, evaluate intersection capacity at eleven signalized intersections and five key un-signalized intersections under both existing and future conditions.

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

**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>
\$116,689.02	9950-902641-9509	
MVR	Constr. Res.	
	Feasibility Studies	
250,000.00	9950-902641-9509	
State Constr.	Constr. Res.	
Loan	Feasibility Studies	
<b><u>\$366,689.02</u></b>	-----	9950-904641-9508-3
		Design & Studies
		Feasibility Studies

## MINUTES

Department of Transportation - cont'd

This transfer will clear the deficit in the account and fund costs associated with Project No. 1059, Task No. 13 with Whitman, Requardt & Associates for engineering services in connection with transportation improvements to the Frederick Avenue corridor.

UPON MOTION duly made and seconded, the Board approved and authorized the assignment of Task No. 13 under Project 1059, On-call Traffic Engineering to Whitman, Requardt & Associates. 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 - Amendment No. 2 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of amendment no. 2 to the agreement with KCI Technologies, Inc. for Project 1074, On-Call Consultant Services for Reconstruction, Rehabilitation, and/or Resurfacing Project. The amendment extends the period of the agreement through April 23, 2012.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On April 23, 2008, the Board approved Project 1074 in the amount of \$2,000,000.00 for KCI Technologies, Inc. to provide engineering and design services for a three-year period. On December 9, 2009, the Board approved amendment no. 1 to increase the upset limit by \$500,000.00 to complete ongoing design work. This additional request for a one-year time extension under amendment no. 2 is needed to permit the completion of various ongoing design tasks. Project 1074 will now have an expiration date of April 23, 2012.

**AUDITS NOTED THE TIME EXTENSION AND WILL REVIEW THE TASK ASSIGNMENTS.**

**MBE/WBE PARTICIPATION:**

KCI Technologies, Inc. will continue to adhere to the established goals of 21% MBE and 7% WBE.

UPON MOTION duly made and seconded, the Board approved and authorized execution of amendment no. 2 to the agreement with

MINUTES

Department of Transportation - cont'd

KCI Technologies, Inc. for Project 1074, On-Call Consultant Services for Reconstruction, Rehabilitation, and/or Resurfacing Project.

## MINUTES

Department of Transportation - Amendment No. 1 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve amendment no. 1 to agreement with STV, Inc. for Project No. 1074, On-call Consultant Services for Reconstruction, Rehabilitation and/or Resurfacing Project. This amendment will extend the agreement through April 30, 2012.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On April 30, 2008, the Board approved the original agreement in the amount of \$2,000,000.00 for the consultant to provide engineering design services for a three-year period. The Department is requesting an additional one-year extension at no cost to the City.

This amendment no. 1 to the agreement will allow the consultant to complete the various on-going design tasks.

**MBE/WBE PARTICIPATION:**

The consultant will continue to adhere to the established goal of 21% MBE and 7% WBE.

**AUDITS NOTED THE TIME EXTENSION AND WILL REVIEW THE TASK ASSIGNMENTS.**

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

## MINUTES

Baltimore Municipal Golf Corporation - Financial Reports

The Board is requested to **NOTE** receipt of the following report from the Baltimore Municipal Golf Corporation:

the audited financial statement for the nine months ended September 30, 2010 and 2009.

The Board **NOTED** receipt of the foregoing report from the Baltimore Municipal Golf Corporation.

## MINUTES

Police Department - Expenditure of Funds

The Board is requested to approve and authorize an expenditure of funds to pay the following vendor for costs associated with the funeral of Thomas R. Portz, Jr.

1. **RUCK TOWSON FUNERAL HOME, INC.** **\$10,290.00**

The vendor provided funeral services that were held from October 25 - 27, 2010.

Account: 1001-000000-2041-196400-603050

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized the expenditure of funds to pay the foregoing vendor for costs associated with the funeral of Thomas R. Portz, Jr.

## MINUTES

CITY COUNCIL BILL

09-0381 - An Ordinance concerning Sale of Property - Quarantine Road Interchange/Truck Check Weigh Station for the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all its interest in a certain parcel of land known as the Quarantine Road Interchange/Truck Check Weigh Station and no longer needed for public use; and providing for a special effective date.

**ALL REPORTS RECEIVED WERE FAVORABLE.**

UPON MOTION duly made and seconded, the Board approved Bill No. 09-0381 and directed that the City Council Bill be returned to the City Council with the recommendation that it also be approved and passed by that Honorable Body. The President

**ABSTAINED.**

## MINUTES

Mayor's Office of - Governmental/Charitable  
Employment Development (MOED) Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a governmental/charitable solicitation application that has been approved by the Board of Ethics of Baltimore City for the Youth Works Program.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

The Board of Ethics of Baltimore City approved the application on January 13, 2011. The MOED will solicit donations for its Youth Works Program.

Baltimore City Code Article 8, Section 6-26, prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations that are for the benefit of an official governmental program or activity, or a City-endorsed charitable function or activity that has been pre-approved by the Ethics Board. Ethics Regulation 96.26B sets out the standards for approval, which includes the requirement that the program, function, or activity to be benefited and the proposed solicitation campaign must be endorsed by the Board of Estimates or its designees.

**(FILE NO. 57133)**

UPON MOTION duly made and seconded, the Board endorsed the governmental/charitable solicitation application that has been approved by the Board of Ethics of Baltimore City for the Youth Works Program.

## MINUTES

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with Civic Works, Inc. (Civic Works) for professional services. The period of the agreement is November 01, 2010 through April 30, 2011.

**AMOUNT OF MONEY AND SOURCE:**

\$25,000.00 - 1001-000000-6331-474805-603051

**BACKGROUND/EXPLANATION:**

This agreement authorizes the Department to engage Civic Works to provide at least five youth, who reside in Baltimore City, with occupational skills training delivered in the Greater Baltimore Community. The youth will be given professional leadership and guidance by Civic Works in one of three job-training areas. The training activities will include landscaping, green jobs, and construction. Civic Works will provide the necessary training, pre-GED education, life skills, and employment services to the participants funded under this agreement. The funding level of this agreement will not exceed \$25,000.00 of City General Funds.

This agreement was delayed in its presentation to the Board because of the late submittal of information by the vendor that was needed to complete the agreement.

**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 Civic Works, Inc.

## MINUTES

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an amendment to agreement with Johnson, Mirmiran & Thompson, P.A. for professional services. The amendment extends the period of the agreement through March 31, 2011.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00 - 4000-805310-6310-522005-603051

**BACKGROUND/EXPLANATION:**

On November 03, 2010, the Board approved the original agreement with Johnson, Mirmiran & Thompson, P.A. (JMT) to provide 488 hours of training for 15 incumbent employees of the JMT through an initiative known as Maryland Business Works. The purpose of this amendment is to extend the date of this agreement through March 31, 2011 at no cost to the City. This will allow additional time to complete the training. The amount of this agreement will not exceed \$16,337.00 of Federal funds.

**APPROVED FOR FUNDS BY FINANCE****AUDITS NOTED THE TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the amendment to agreement with Johnson, Mirmiran & Thompson, P. A. for professional services.

## MINUTES

Law Department - Claim Settlements

The Board is requested to approve and authorize execution of a claim settlement agreement and mutual release for the following claim. The settlement has been reviewed and approved by the Settlement Committee of the Law Department.

1. Joan Bourne v. Enoch Pratt Free Library \$100,000.00

Account: 1001-000000-4501-339200-603026

UPON MOTION duly made and seconded, the Board approved and authorized execution of the claim settlement agreement and mutual release for the foregoing claim.

## MINUTES

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

The Board is requested to approve a refund of real property taxes for Mr. Ronald L. Howard, Sr., claimant, for his property located at 1501 Sherwood Avenue.

It is the opinion of the Law Department that Mr. Howard meets the qualifications for a real property tax exemption for a 100% disabled veteran and that he is eligible to receive a refund of taxes paid since he met the status of a 100% disabled veteran and resided in a dwelling occupied by not more than two families during the period in question. It has been determined that Mr. Howard is entitled to a refund of real property taxes, which were paid as follows:

<u>Claimant/s</u>	<u>Property</u>	<u>Taxable Year</u>	<u>Amount</u>
<b>RONALD L. HOWARD, SR.</b>	1501 Sherwood Avenue	2009/2010	\$2,677.38
		2008/2009	2,566.94
		2007/2008	<u>2,837.14</u>
		<b>Total Refund</b>	<b>\$8,081.46</b>

Pursuant to the Tax Property Article, Section 208(h)(2), if the refund is not made within 60 days of the application, it is required that interest be paid at the rate the county or municipal corporation charges on overdue taxes and that the interest will accrue from the date the application is filed with the county or municipal corporation.

Mr. Howard filed his application on December 17, 2010.

In order to avoid interest being paid, the refund must be made within 60 days of the application.

UPON MOTION duly made and seconded, the Board approved the refund of real property taxes for Mr. Ronald L. Howard, Sr., claimant, for his property located at 1501 Sherwood Avenue.

## 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>			
1. USA Mortgage Wholesalers, LLC (previous owner)	119 N. Carrollton Avenue	F/S	\$ 8,000.00

On January 27, 2010, the Board approved the acquisition of the fee simple interest, by condemnation, in 119 N. Carrollton Avenue for the amount of \$17,000.00. The City intended to rely at trial upon the City's independent appraiser to establish the value of the subject property at \$14,000.00. The owner's appraiser valued the property value at \$44,000.00. At the pre-trial conference, the parties agreed to settle the condemnation suit for \$25,000.00. Therefore, the Board is requested to approve a payment of settlement for the balance in the amount of \$8,000.00 to the previous owner of the fee simple interest, USA Mortgage Wholesalers, LLC in settlement of this case.

Funds are available in Account No. 9910-901780-9588-900000-704040.

**(FILE NO. 57069)**

UPON MOTION duly made and seconded, the Board approved the settlement payment.

MINUTES

EXTRA WORK ORDERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

listed on the following pages:

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All of the EWOs had been reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

The President **ABSTAINED** on item nos 3-6.

## BOARD OF ESTIMATES

1/19/2011

## MINUTES

EXTRA WORK ORDERS

Contract Awd. Amt.	Prev. Apprvd. Extra Work	Contractor	Time Ext.	% Compl.
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Department of Transportation

- |    |  |                   |    |   |
|----|--|-------------------|----|---|
| 1. | EWO #001, \$0.00 - TR 10306, Resurfacing Highways at Various Locations, Southwest - Sector III |                   |    |   |
|    | \$ 757,850.82 -  | M. Luis Construc- | 90 | - |
|    |  | tion Co., Inc.    |    |   |

Department of General Services

- |    |  |                   |   |    |
|----|--|-------------------|---|----|
| 2. | EWO #018, \$35,830.00 - PB 08820R, Fallsway Housing and Service Center |                   |   |    |
|    | \$6,937,000.00 \$730,969.38  | Roy Kirby & Sons, | - | 75 |
|    |  | Inc.              |   |    |

Bureau of Water and Wastewater

- |    |  |                     |   |      |
|----|--|---------------------|---|------|
| 3. | EWO #006, \$29,949.38 - WC 1163, Waverly/Cedarcroft Areas Infrastructure Rehabilitation                  |                     |   |      |
|    | \$8,192,356.73 \$946,633.09  | J. Fletcher         | 0 | 90   |
|    |  | Creamer & Son, Inc. |   |      |
| 4. | EWO #071, \$105,699.00 - SC 873, Repair and Replacement of Existing Sanitary Sewers at Various Locations |                     |   |      |
|    | \$2,834,852.00 \$2,269,430.59  | R & F Construc-     | 0 | 99.9 |
|    |  | tion, Ltd.          |   |      |
| 5. | EWO #072, \$125,705.08 - SC 873, Repair and Replacement of Existing Sanitary Sewers at Various Locations |                     |   |      |
|    | \$2,834,852.00 \$2,375,129.59  | R & F Construc-     | 0 | 99   |
|    |  | tion, Ltd.          |   |      |
| 6. | EWO #073, \$50,279.25 - SC 873, Repair and Replacement of Existing Sanitary Sewers at Various Locations  |                     |   |      |
|    | \$2,834,852.00 \$2,501,034.67  | R & F Construc-     | 0 | 99.9 |
|    |  | tion, Ltd.          |   |      |

**THE BOARD APPROVED THE TRANSFER OF FUNDS FOR SC 873, REPAIR/REPLACEMENT OF EXISTING SANITARY SEWERS AT VARIOUS LOCATIONS ON DECEMBER 8, 2010.**

## MINUTES

Department of General Services - Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a grant agreement with the Mercy Health Services, Inc. (Mercy). The period of the agreement is effective upon Board approval for five years with an option to renew for up to three additional terms of five years.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

In connection with Mercy Medical Center's new hospital building, Mercy has requested to place directional signs in the vicinity of its facilities along Calvert Street and Saint Paul Place. The directional signs will be donated to the City. Mercy will pay the costs for the signs and will be responsible for maintenance of the signs.

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of a grant agreement with the Mercy Health Services, Inc.

## MINUTES

Department of General Services - Minor Privilege Permit Application

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

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 27 E. North Ave.	27 E. North Ave., LLC	Retain (1) awning w/signage 19' x 2', four fluorescent tubes

Annual Charge: \$290.90

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

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

## MINUTES

Bureau of Water and Wastewater (BW&WW) - Amendment No. 4  
to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of amendment no. 4 to agreement with KCI Technologies, Inc. for Project No. 1015, Engineering and Technical Services for Consent Decree (CD) Wet Weather Program. The amendment no. 4 extends the period of the agreement through January 8, 2012, or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$563,731.56 - Wastewater Revenue Bonds  
284,112.57 - Baltimore County  
**\$847,844.13** - 9956-902639-9551-90020-703032 (Upset Limit)

**BACKGROUND/EXPLANATION:**

On August 9, 2006, the Board approved the original agreement with KCI Technologies, Inc. to provide engineering services under Project No. 1015 to address the requirements of a CD with the Environmental Protection Agency and the Maryland Department of the Environment, relative to improvements to the City's Wastewater Collection System.

Under the terms of amendment no. 4, KCI Technologies, Inc. will continue to provide engineering and technical services, which include implementation of the flow monitoring plan, development and validation of the Citywide sewer model, coordination and implementation of operation and maintenance enhancements, and coordination and management of sewershed studies and data associated with sewershed studies. In addition, KCI Technologies, Inc. will attend meetings with regulatory agencies and communities. This amendment no. 4 will extend the period of the agreement through January 8, 2012.

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

MINUTES

BW&WW - cont'd

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$284,835.00	9956-933001-9549	
Counties	Const. Res.	
	Unallocated	
565,165.00	9956-903627-9549	
Wastewater Rev.	Const. Res.	
Bonds	Wet Weather Program	
<hr/>	<hr/>	
<b>\$850,000.00</b>	-----	9956-902639-9551-3 Engineering

The funds are needed to cover the cost of amendment no. 4 to agreement for Project 1015, Engineering and Technical Services for Consent Decree Wet Weather Program.

**(FILE NO. 55986A)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of amendment no. 4 to agreement with KCI Technologies, Inc. for Project No. 1015, Engineering and Technical Services for Consent Decree Wet Weather Program. 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. The President **ABSTAINED.**

## MINUTES

Bureau of Water and Wastewater (BW&WW) - Amendment No. 5  
to Agreement

**ACTION REQUESTED TO B/E:**

The Board is requested to approve and authorize execution of the amendment no. 5 to agreement with EA Engineering, Science and Technology under Project No. 1014, Program Management Services for the Consent Decree (CD) Wet Weather Program. The amendment extends the period of the agreement through December 23, 2011 or until the upset limit is reached.

**AMOUNT OF MONEY AND SOURCE:**

\$ 742,728.52 - Wastewater Revenue Bonds  
373,149.67 - Baltimore County  
**\$1,115,878.19** - 9956-905638-9551-900020-703032

**BACKGROUND/EXPLANATION:**

On May 24, 2006, EA Engineering, Science and Technology was awarded the agreement to provide program management services to address the requirement of a CD with the Environmental Protection Agency and Maryland Department of the Environment relative to Improvements to the City's Wastewater Collection System.

The amendment will allow the consultant to continue to provide program management services which include: program management, attend meetings with regulatory agencies and communities, coordinate CD progress meetings, water quality sampling, and coordinate management of data. Services will also include preparation of compliance reports for regulatory agencies, and coordination of consultants involved with CD issues. This amendment increases the upset limit to \$6,530,775.77. The consultant was approved by the Architectural and Engineering Awards Commission.

**MBE/WBE PARTICIPATION:**

<b>MBE:</b>	EBA Engineering, Inc.	\$109,256.43	9.8%
	Tech International Corp.	\$125,087.40	11.2%

MINUTES

BW&WW - cont'd

**WBE:** Peer Consultant \$ 80,584.65 7.2%

**APPROVED FOR FUNDS BY FINANCE**

**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>
\$ 831,250.00	9956-903627-9549	
Wastewater	Constr. Reserve	
Revenue Bonds	Wet Weather Program	
418,750.00	9956-933001-9549	
Balto. County	Constr. Reserve	
	Unallocated	
<u>\$1,250,000.00</u>	-----	9956-905638-9551-3
		Design

The funds are needed to award Project 1014, Program Management for the Consent Decree Wet Weather Program.

**(FILE NO. 55986A)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the amendment no. 5 to agreement with EA Engineering, Science and Technology under Project No. 1014, Program Management Services for the Consent Decree Wet Weather Program. The Transfer of Funds was approved, SUBJECT to the

## MINUTES

BW&WW - cont'd

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. The President **ABSTAINED**. On behalf of the Comptroller, the Deputy Comptroller **ABSTAINED**.

## MINUTES

Bureau of Water and Wastewater (BW&WW) - Agreement

**ACTION REQUESTED TO B/E:**

The Board is requested to approve and authorize execution of an agreement with Rummel, Klepper & Kahl, LLP (RKK), for Project No. 1128R, Urgent Need Water Design and Engineering Services. The period of the agreement is effective upon Board approval for two years, or until the upset limit is reached whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$627,909.23 - Baltimore City  
121,028.31 - Baltimore County  
**\$748,937.54** - 9960-908714-9557-900020-703032

**BACKGROUND/EXPLANATION:**

The RKK will provide urgent need water design and engineering services including engineering studies, design, bid and construction phase services on an as-needed basis, relating to replacement/rehabilitation of existing water mains and all incidental work relating to these tasks. The scope of work includes preparation of contract documents, plans, specifications, cost estimates, permit applications, right-of-ways, easements, geo-technical services, and test holes to locate utilities, etc.

**BACKGROUND/EXPLANATION:**

<b>MBE:</b>	Dhillon Engineering, Inc.	\$ 89,439.93	11.94%
	Transviron, Inc.	\$ 60,888.67	8.13%
	EBA Engineering, Inc.	\$ 52,635.66	7.03%

MINUTES

BW&WW - cont'd

<b>WBE:</b>	Phoenix Engineering, Inc.	\$32,841.45	4.38%
	Foundation Test Group, Inc.	\$34,758.56	4.64%

**APPROVED FOR FUNDS BY FINANCE**

**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>
\$137,360.00	9960-904689-9558	
County	Constr. Reserve	
Appropriations	Water Urgent Needs	
712,640.00	" "	
Water Revenue		
Bonds		
<b>\$850,000.00</b>	-----	9960-908714-9557- 900020-3 Engineering

The funds are required to cover the cost of Project No. 1128R, Urgent Need Water Design and Engineering Services.

**(FILE NO. 55986A)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with Rummel, Klepper & Kahl, LLP, for Project No. 1128R, Urgent Need Water Design and Engineering Services. The Transfer of Funds was approved,

## MINUTES

BW&WW - cont'd

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.

The President **ABSTAINED.**

MINUTES

Bureau of Water and Wastewater (BW&WW) - Agreement

**ACTION REQUESTED TO B/E:**

The Board is requested to approve and authorize execution of an agreement with Dewberry & Davis, LLC, for Project No. 1141D, Design of Improvements to the High Level Sewershed Collection System. The period of the agreement is effective upon Board approval for five years, or until the upset limit is reached whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$1,500,000.00 - 9956-905620-9551-900220-706063

**BACKGROUND/EXPLANATION:**

Dewberry and Davis, LLC will provide engineering services to rehabilitate and replace approximately 22,892 feet of sanitary sewer ranging from 15" to 30" in diameter and rehabilitate and repair 198 manholes. The scope of services include certain engineering services such as preparing a design memorandum, developing contract documents, pre-construction meetings, review and tracking of shop drawings/and submittals, technical consultations, coordination, Request for Information, change order reviews, and conditional and final acceptance reviews. These improvements were identified in the High Level Collection System Evaluation and Sewershed Plan - Project No. 1028, dated November 2009. The Consultant was approved by the Architectural and Engineering Awards Commission.

**MBE/WBE PARTICIPATION:**

<b>MBE:</b>	AB Consultants, Inc.	\$195,000.00	13.00%
	Savin Engineers, P.C.	\$210,000.00	14.00%

MINUTES

BW&WW - cont'd

<b>WBE:</b> Carroll Engineering, Inc.	\$ 60,000.00	4.00%
Phoenix Engineering	\$ 75,000.00	5.00%

**APPROVED FOR FUNDS BY FINANCE**

**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>
<b>\$2,000,000.00</b>	9956-904620-9549	
Wastewater	Constr. Res.	
Revenue Bonds	Sewer-System Rehab.	
	High Level	
\$1,500,000.00	-----	9956-905620-9551-3
		Design
<u>500,000.00</u>	-----	9956-905620-9551-9
<b>\$2,000,000.00</b>		Administration

The funds are needed to award Project No. 1141D, Design of Improvements to the High Level Sewershed Collection System.

**(FILE NO. 55986A)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of an agreement with Dewberry & Davis, LLC, for Project No. 1141D, Design of Improvements to the High Level

## MINUTES

BW&WW - cont'd

Sewershed Collection System. 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. The President **ABSTAINED**.

## MINUTES

Bureau of Water and Wastewater (BW&WW) - Agreement

**ACTION REQUESTED TO B/E:**

The Board is requested to approve and authorize execution of an agreement with Johnson, Mirmiran and Thompson, Inc. (JMT), for Project No. 1141J, Design of Improvements to the High Level Sewershed Collection System. The period of the agreement is effective upon Board approval for five years, or until the upset limit is reached whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$1,499,998.07 - 9956-905620-9551-900220-706063

**BACKGROUND/EXPLANATION:**

The JMT will provide engineering services necessary to design a 450,000 gallon underground storage facility, rehabilitate and replace approximately 18,240 feet of sanitary sewer ranging from 12" to 18" in diameter and rehabilitate and repair 80 manholes. The scope of services include certain engineering services such as preparing a design memorandum, developing contract documents, re-inspecting sewers and manholes, pre-construction meetings, review and tracking of shop drawings/and submittals. Services will also include technical consultations, coordination, Request for Information and change order reviews, conditional and final acceptance reviews and as-built and record drawing reviews. These improvements were identified in the High Level Collection System Evaluation and Sewershed Plan - Project No. 1028, dated December 2009. The Consultant was approved by the Architectural and Engineering Awards Commission.

MINUTES

B&WW - cont'd

**MBE/WBE PARTICIPATION:**

<b>MBE:</b>	E2CR, Inc.	\$ 56,404.13	3.76%
	Savin Engineers, P.C.	\$134,945.05	9.00%
	CC Johnson & Malhotra, P.C.	\$ 74,765.39	4.98%
	Rosborough Communications, Inc.	\$ 53,279.10	3.55%
	Chester Engineers, Inc.	\$ 85,606.34	5.70%
<b>WBE:</b>	Albrecht Engineering, Inc.	\$135,000.00	9.00%

**APPROVED FOR FUNDS BY FINANCE**

**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>
<b>\$2,000,000.00</b>	9956-904620-9549	
Wastewater	Constr. Res.	
Revenue Bonds	Sewer-System Rehab.	
	High Level	
\$1,499,998.07	-----	9956-905620-9551-3
		Design
<u>500,001.93</u>	-----	9956-905620-9551-9
<b>\$2,000,000.00</b>		Administration

The funds are needed to award Project No. 1141J, Design of Improvements to the High Level Sewershed Collection System.

**(FILE NO. 55986A)**

## MINUTES

UPON MOTION duly made and seconded, the Board approved and authorized execution of an agreement with Johnson, Mirmiran and

BW&WW - cont'd

Thompson, Inc. (JMT), for Project No. 1141J, Design of Improvements to the High Level Sewershed Collection System. 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. The President **ABSTAINED**.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

On the recommendations of the City agencies  
hereinafter named, the Board,  
UPON MOTION duly made and seconded,  
awarded the formally advertised contracts  
listed on the following page:

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

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS:Bureau of Purchases

1. B50001702, Hazmat Response Vehicle	Winner Ford	\$ 90,794.00
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**MWBOO GRANTED A WAIVER.**

2. B50001725, Supply and Deliver Latex and Nitrile Gloves	FirstLine Gloves	\$260,000.00
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**MWBOO GRANTED A WAIVER.**

3. B50001730, OEM Parts and Service for LTI Trucks	Fire Line Equipment, LLC	\$200,000.00
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**MWBOO GRANTED A WAIVER.**

4. B50001739, Skid Steer Loader	Finch Services, Inc.	\$ 74,350.29
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**MWBOO GRANTED A WAIVER.**

## MINUTES

Office of the Labor Commissioner - Memoranda of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to **NOTE** the Memoranda of Understanding (MOU) for FY 2011 with the Baltimore City Police Department as follows:

1. **BALTIMORE CITY LODGE NO. 3, FRATERNAL ORDER OF POLICE, INC., UNIT I**
2. **BALTIMORE CITY LODGE NO. 3, FRATERNAL ORDER OF POLICE, INC., UNIT II**

**AMOUNT OF MONEY AND SOURCE**

No wage increases will be provided in FY 2011.

**BACKGROUND/EXPLANATION:**

Collective bargaining did not begin in early January, 2010 with the Baltimore City Fraternal Order of Police (FOP), Lodge No. 3 as required. In accordance with Article 12, Municipal Labor Relations Code Section 5-5, impasse was declared by the City of Baltimore (City). On September 27, 2010, during the first day of impasse hearing, the parties (City and FOP) reached a tentative agreement which was to be ratified by the FOP's membership. The tentative agreement was rejected by the membership and, as a result, the City requested a second hearing.

A second hearing was conducted on December 11, 2010 with the City representatives and the arbitrator in attendance. The FOP declined to attend the second hearing and did not provide another proposal for consideration. The arbitrator accepted the City's proposal. The City's proposal and other language changes are reflected in the submitted MOU.

UPON MOTION duly made and seconded, the Board **NOTED** receipt of the Memoranda of Understanding for FY 2011 with the Baltimore City Police Department.

## MINUTES

Health Department - Expenditure of Funds

The Board is requested to approve the following expenditure of funds.

1. **MARYLAND ASSOCIATION OF COUNTY HEALTH OFFICERS (MACHO)** **\$7,278.00**

Account: 1001-000000-3001-262200-603022

The funds are required to cover the 2011 MACHO membership dues for Oxiris Barbot, MD, Health Commissioner.

2. **GREENWALD & CO., t/a ARROW PARKING** **\$7,809.00**

Account: 5000-518611-3160-308000-603003

The funds are required to pay for 19 parking spaces at a cost of \$137.00 per parking space per month. Due to an oversight, the Department requested renewal of the parking agreement with the vendor late. Requisition No. R559981 was processed through the Bureau of Purchases and approved on December 15, 2010.

The invoice covers a three month period (September, October and November 2010). During the three month period the Safe Kids program used the 19 parking spaces at the Saratoga Garage located at 229 West Saratoga Street.

3. **ANGEL'S COVE ASSISTED LIVING FACILITY, INC.** **\$1,516.66**

Account: 5000-534010-3250-319902-607001

## MINUTES

Health Department - cont'd

The provider was assigned additional housing subsidy clients. The funds will cover the costs associated with the additional services.

The invoices are late because they were misplaced during the transition between the Department and the Commission on Aging and Retirement Education.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the foregoing expenditure of funds.

## MINUTES

Health Department - Agreements and Amendment to Agreement

The Board is requested to approve and authorize execution of the various agreements and an amendment to agreement. The period of the agreement is July 1, 2010 through June 30, 2011, unless otherwise indicated.

AGREEMENTS

1. **THE JOHNS HOPKINS UNIVERSITY** **\$ 42,000.00**

Account 4000-424511-3023-274420-603051

The organization will provide 180 unduplicated clients with client advocacy services, 100 unduplicated clients with transportation assistance and provide 20 patients with food assistance vouchers. Services will also include documentation of 300 face to face encounters to assess the needs of all patients during every encounter including verification of Ryan White eligibility.

**MWBOO GRANTED A WAIVER.**

2. **THE JOHNS HOPKINS UNIVERSITY** **\$141,964.00**

Account: 4000-424511-3023-274424-603051

The organization will provide intensive medical case management and collaborative treatment planning for HIV-infected children and youth to promote adherence to care and treatment regimen, coordination of care and tracking milestones for HIV-infected youth in the transitions program, psychosocial assessment and supportive counseling.

**MWBOO GRANTED A WAIVER.**

## MINUTES

Health Dept. - cont'd

3. **THE JOHNS HOPKINS UNIVERSITY** **\$227,639.00**

Account: 4000-427611-3042-273301-603051

The Johns Hopkins Pediatric and Adolescent HIV/AIDS Program will provide comprehensive, culturally sensitive, state-of-the art, youth centered HIV medical care and support services including HIV primary care, teen mother-baby care, outreach, risk reduction education and HIV counseling, testing and referral services.

4. **THE JOHNS HOPKINS UNIVERSITY** **\$245,000.00**

Account: 4000-425611-3023-274405-603051

The Johns Hopkins Pediatric and Adolescent HIV/AIDS Program addresses the needs of the Women, Infant, Children and Youth population and provides a full range of HIV services directly through linkages with other providers. The organization will also provide comprehensive, culturally sensitive, state-of-the art HIV medical care and support services.

**MWBOO GRANTED A WAIVER.**

5. **THE JOHNS HOPKINS UNIVERSITY** **\$200,000.00**

Account: 4000-424511-3023-274408-603051

The organization will provide psychiatric multidisciplinary evaluations assessment, psychosocial history and substance abuse comprehensive history for all new patients and provide 2,005 follow-up encounters to a total of 215 patients.

**MWBOO GRANTED A WAIVER.**

## MINUTES

Health Department - cont'd

6. **THE JOHNS HOPKINS UNIVERSITY** **\$231,775.00**

Account: 4000-424511-3023-274456-603051

The organization will provide case management support to 150 clients, conduct 1,500 nurse-based education sessions, provide peer advocate visits, conduct 24 group sessions and collect existing outcome measures for 150 clients and conduct four training sessions (one per quarter) in the fiscal year.

**MWBOO GRANTED A WAIVER.**

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

7. **CHESAPEAKE SQUARES, INC.** **\$ 3,307.50**

Account: 6000-633011-3024-268400-406001

Under the terms of this license agreement, Chesapeake Squares, Inc., a social club, will be allowed to use the Mason F. Lord Room in the Waxter Senior Center on Tuesday and Thursday from 6:30 - 10:30 p.m. This agreement will establish a modest source of revenue for the Department. The period of the agreement is September 1, 2010 through August 31, 2011.

The agreement is late because of the delays caused by the transition between the Department and the Commission on Aging & Retirement Education, which caused a delay in the signatory process.

## MINUTES

Health Department - cont'd

8. **CENTRO DE LA COMUNIDAD, INC.** **\$ 7,500.00**

Account: 4000-424211-3030-513201-603051

The organization will provide Health Education and Risk Reduction under the program - Educating "La Familia". The services will include HIV counseling, testing and referral for 13,000 clients in the Eastern/Druid Sexually Transmitted Diseases Clinics of the Department. These clients are at-risk for HIV infection or are in various stages of HIV infection.

The agreement is late because of the delay in receiving an acceptable scope of service.

9. **SINAI HOSPITAL OF BALTIMORE, INC.** **\$120,452.00**  
**(SINAI)**

Account: 4000-425611-3023-274406-603051

Sinai will provide non-medical case management services for the Ryan White Part D Program. The Women, Children and Youth HIV Program at Sinai provides wrap-around services to both HIV infected and affected women, children, youth, and infants. This program is part of the Women's and Children's Services Department at Sinai and is a Title IV funded program. A total of 30 unduplicated clients will receive medical case management services.

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

**MWBOO GRANTED A WAIVER.**

## MINUTES

Department of Health - cont'd

10. **UNIVERSITY OF MARYLAND, BALTIMORE** **\$109,000.00**  
**(UMB)**

Account: 4000-493511-3041-606200-603051

The Church/Community Health Awareness & Monitoring Program (CHAMP) at the UMB, Department of Family Medicine, will work with the Department to identify and recruit 15 faith-based institutions as project participant sites. CHAMP will provide services to reduce disease, disability, and death related to risk factors associated with cardiovascular disease among minority adult residents in Baltimore City.

Under this program, CHAMP will recruit, hire and train four staff members to perform community-based outreach to promote health education, physical fitness, nutrition, and client recruitment.

The agreement is late because of the delays in the signatory process.

**MWBOO GRANTED A WAIVER.**

11. **TOTAL HEALTH CARE, INC.** **\$ 73,850.00**

Account 4000-424511-3023-274410-603051

The organization will conduct site specific outreach to identify 75 men and women currently not receiving HIV Primary Care services. Outreach will be provided through a variety of site based collaborations that include but are not limited to the Department of Corrections and Public Safety, Total Health Care's Primary Health Care Centers, and Substance Abuse and Mental Health providers.

## MINUTES

Health Department - cont'd

An outreach worker and outreach coordinator will work to link clients to primary medical care, pharmacy assistance programs and to transitional and regular case management, HIV prevention Education and Treatment Readiness Services. The primary goal of all services is to successfully link clients to pharmacy assistance programs as a way to improve adherence with medication.

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

**MWBOO GRANTED A WAIVER.**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

AMENDMENT TO AGREEMENT

12. **TIFFANY M. GRAY, R.N.** **\$ 13,500.00**

Account: 4000-426211-3022-268600-603018

On August 25, 2010, the Board approved the original agreement in the amount of \$40,500.00 for Ms. Gray to work as a case monitor. The rate was \$45.00 per case per month.

## MINUTES

Health Department - cont'd

Due to an increase in the volume of Medical Assistance Personal Care client referrals, Ms. Gray has requested a waiver to increase her caseload from 75 cases per month to 100 cases. This amendment to agreement, in the amount of \$13,500.00, increases the contract amount to \$54,000.00 for Case Monitoring services. All other terms and conditions of the original agreement remain unchanged.

**APPROVED FOR FUNDS BY FINANCE****AUDITS REVIEWED (EXCEPT ITEM NO. 7) AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing agreements and an amendment to agreement. The President **ABSTAINED** on item nos. 1-6.

## MINUTES

Health Department - Revised Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of a revised grant award from the Maryland Department of Aging (MDoA) State Allocations for FY'10.

**AMOUNT OF MONEY AND SOURCE:**

\$23,305.00 - 5000-534010-3250-319900-600000

**BACKGROUND/EXPLANATION:**

On September 30, 2009, the Board approved the original and revised grant award from the MDoA for State Allocations for FY'10 for the period July 1, 2009 through June 30, 2010.

The Department was notified by the MDoA on November 23, 2010 that the Senior Assisted Living Subsidy Program has received additional funding for FY'10, in the amount of \$23,305.00.

Under the original grant award, \$184,906.00 was received for subsidy. This increase in the subsidy from the MDoA, in the amount of \$23,305.00, will make the total subsidy amount \$208,211.00.

The total grant award for FY'10 was \$2,916,968.00, with this increase in the subsidy the total grant award will be \$2,940,273.00.

This request is late because notification of the award was recently received from the 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

Health Department - cont'd

acceptance of a revised grant award from the Maryland Department of Aging (MDoA) State Allocations for FY'10.

MINUTES

PERSONNEL MATTERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

170 - 175

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

The Mayor **ABSTAINED** on item no. 11.

On behalf of the Comptroller, the

Deputy Comptroller **ABSTAINED** on item no. 15.

## MINUTES

PERSONNELHealth Department

	<u>Hourly Rate</u>	<u>Amount</u>
1. <b>LOURDES P. MENDOZA</b>	<b>\$27.69</b>	<b>\$24,367.00</b>

Account: 4000-433511-3023-273300-601009

Ms. Mendoza, retiree, will work as an Accountant II. Her duties will include but are not limited to leading a staff of employees in accounting and accounting clerical work. She will assign and review such work and train employees in work methods and procedures. In addition Ms. Mendoza will prepare reports on various phases of fiscal activities by compiling, computing and comparing figures of various accounts and prepare detailed financial reports for submission to funding sources. The period of the agreement is effective upon Board approval for twenty-four weeks.

2. <b>DELLA YVONNE DUNCAN</b>	\$13.00	<b>\$ 6,760.00</b>
3. <b>CHIQUETTA M. JONES</b>	\$12.00	<b>\$ 6,240.00</b>
4. <b>JOANN HUNTER</b>	\$12.00	<b>\$ 6,240.00</b>
5. <b>CINA LATRICE MORRIS</b>	\$12.00	<b>\$ 6,240.00</b>

Account: 4000-422511-3030-273090-601009

These individuals will continue to work as Outreach Workers/Special Populations for the STD/HIV Prevention Program. Their duties will include but are not be limited to recruiting clients for STD/HIV testing in communities with high incidence of syphilis and/or HIV infection identifying venues and community stakeholders to reach priority populations such as youth and Men Who Have Sex with Men. They will also be responsible for providing counseling, completing intake forms, client logs and other paper work associated with the outreach testing program. Ms. Morris was initially hired in a trainee

MINUTES

PERSONNEL

Health Department - cont'd

capacity at \$10.00 per hour. She has been trained and will perform the full range of duties as an Outreach Worker/Special Populations. Therefore she will be paid the same as the other outreach workers. The period of the agreement is effective upon Board approval through June 11, 2011.

6. Reclassify the following position:

From: 33212 - Office Assistant II  
Grade 075 (\$25,800.00 - \$29,326.00)  
Job No. 3080-14512

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

Cost: \$0.00

Department of Transportation (DOT)

	<u>Hourly Rate</u>	<u>Amount</u>
7. <b>ANDIE MURTHA</b>	\$30.00	<b>\$39,000.00</b>
Account: 3001-000000-2303-605100-601009		

Ms. Murtha will work as a Special Bicycle Pedestrian Planner. She will be responsible for performing feasibility studies for bicycle pedestrian infrastructure, including evaluating pavement conditions, vehicular traffic data, active transportation traffic data and existing roadway design, provide support, and assist the engineering staff in identifying and resolving design problems at construction sites. She will also prepare engineering plan specifications and cost estimates. The period of the agreement is effective upon Board approval for one year.

## MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>DOT - cont'd</u>		
8. <b>GRISHAE BLACKETT'E</b>	\$20.73	<b>\$18,243.00</b>

Account: 3001-000000-2300-249000-601009

Ms. Blackett'e will continue to work as a Special Community Liaison. Her duties will include but are not limited to, coordinating, organizing and leading efforts to represent the Department of Transportation, fostering relationships with community leaders, actively seeking opportunities to promote the agency and the City of Baltimore to the community. She will also be responsible for maintaining reports and providing written and verbal reports on routine and special projects. The period of the agreement is effective upon Board approval for five months.

Department of Law

9.	<b>MICHAEL RICHARDSON</b>	\$37.50
	<b>\$22,500.00</b>	

Account: 2036-000000-1759-175200-601009

Mr. Richardson, retiree will work as a Special Assistant City Solicitor. Mr. Richardson will be responsible for handling litigation proceedings for the City. The period of the agreement is effective upon Board approval through June 30, 2011.

Office of the State's Attorney

10. Create the following one position:

01944 - Victim Specialist II, SAO  
Grade 083 (\$31,681.00 - \$37,677.00)  
Job No. To be assigned by BBMR

Cost: \$41,185.00 - 5000-584311-1150-137200-601001

## MINUTES

PERSONNELMayor's Office of Human Services11. Reclassify the following one position:

From: 00411 - Homeless Program Administrator  
Grade 632 (\$61,200.00 - \$70,900.00)

To: 01908 - Fiscal Administrator  
Grade 119 (\$61,900.00 - \$87,500.00)

Cost: \$31,243.00 - 6000-685211-3571-591400-601001

Department of Public Works12. Reclassify the following two positions:

Job Nos. 5181-22072 and 5181-22720

From: 52943 - Laborer Crew Leader II  
Grade 429 (\$29,662.00 - \$32,683.00)

To: 52932 - Laborer Crew Leader I  
Grade 486 (\$28,205.00 - \$29,515.00)

There are no costs associated with this action.

Department of General Services13. Reclassify the following filled position:

Job No. 1981-34151

From: 72112 - Engineer II  
Grade 113 (\$46,700.00 - \$65,500.00)

To: 72113 - Engineer III  
Grade 116 (\$53,900.00 - \$76,000.00)

Cost: \$ 10,760.00 - 2051-000000-1981-194600-601001

## MINUTES

PERSONNELBaltimore City Fire Department14. Change Budget Account Number:a. Job No. 3191-13748

41210 - Fire Fighter/Paramedic  
Grade 312 (\$34,459.00 - \$54,994.00)

From: 1001-000000-3191-308700-601061

To: 1001-000000-2142-229600-601061

b. Job No. 3191-13380

41210 - Fire Fighter/Paramedic  
Grade 312 (\$34,459.00 - \$54,994.00)

From: 1001-000000-3191-308700-601061

To: 1001-000000-2142-229400-601061

c. Job No. 3191-13619

41210 - Fire Fighter/Paramedic  
Grade 312 (\$34,459.00 - \$54,994.00)

From: 1001-000000-3191-308700-601061

To: 1001-000000-2111-229400-601061

There are no costs associated with these actions.

## MINUTES

PERSONNELOffice of the Comptroller - Department of Communications Services15. Create the following class:

34286 - Communications Services Billing Supervisor  
Grade 091 (\$43,220.00 - \$52,586.00)

Change the following class title:

From: 33315 - Communications Services Supervisor II  
Grade 089 (\$39,745.00 - \$48,257.00)

To: 33315 - Communications Services Supervisor  
Grade 089 (\$39,745.00 - \$48,257.00)

Reclassify the following positions:Job number: 1330-10174

From: 33315 - Communications Services Supervisor II  
Grade 089 (\$39,745.00 - \$48,257.00)

To: 34286 - Communications Services Billing Supervisor  
Grade 091 (\$43,220.00 - \$52,586.00)

Job number: 1330-10175

From: 33313 - Communications Services Supervisor I  
Grade 084 (\$32,853.00 - \$39,210.00)

To: 33315 - Communications Services Supervisor  
Grade 089 (\$39,745.00 - \$48,257.00)

Costs: \$15,000.00 - 2039-000000-1330-158400-601001

## MINUTES

Department of Finance - Baltimore Efficiency and Economy  
Foundation

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize a grant match to the Baltimore Efficiency and Economy Foundation.

**AMOUNT OF MONEY AND SOURCE:**

\$12,500.00 - 1001-000000-1210-145300-607007

**BACKGROUND/EXPLANATION:**

The funds will be used for a special study related to non-profits.

The Baltimore Efficiency and Economy Foundation received a \$12,500.00 from the Abell Foundation to undertake a study of a variety of issues regarding the relationship between local governments and their non-profit/tax exempt organizations.

The objective of the study will include, but not necessarily be limited to the following:

- a. best practices generally in cities that have confronted the issue of non-profits' support of governments and potential resolutions, particular collaborative solutions (versus adversarial) to the problem;
- b. options for dealing with property being sold by taxpayers to entities exempt from taxation;
- c. revenue generating properties owned by tax-exempt organizations and whether they are appropriately assessed and taxed and other similar issues;
- d. ways to recognize and fairly value special "contributions" of non-profit organizations; and
- e. identify creative solutions to other broad issues.

## MINUTES

Department of Finance - cont'd

In accordance with Article VI, Section 5(b) of the Rev. 1996 City Charter - Contingent funds - copy of this request was forwarded to the City Council.

UPON MOTION duly made and seconded, the Board approved and authorized a grant match to the Baltimore Efficiency and Economy Foundation.

## MINUTES

Bureau of Budget - Fee Changes and Fee Policy  
Management & Research (BBMR)

**ACTION REQUEST OF BOARD OF ESTIMATES:**

The Board is requested to approve and authorize a change to fees charged by various City departments. The fee changes will be effective February 1, 2011. The Board is also requested to recommend that a comprehensive fee policy be established for the City.

**AMOUNT OF MONEY:**

N/A

**BACKGROUND/EXPLANATION:**

In an effort to implement a transparent fee policy, the City contracted with Public Financial Management (PFM) in 2008 to perform a cost analysis of City fees. The PFM developed a fee inventory of over 2,000 fees utilized by the City. They examined in depth 300 fees in the areas of development, public safety, health and environmental protection. The analysis utilized Activity Based Costing (ABC) to determine the cost of fees in eight City agencies. The ABC is a costing technique that identifies both the direct and indirect costs of a specific task or activity. For example, a Fire Department inspection of a sprinkler protection system includes not only the cost associated with the inspector performing the inspection, but also costs associated with travel, equipment, supervision, clerical support and other overhead, and employee fringe benefits. The ABC identifies these costs and allocates them to the specific performance of a given task, resulting in a per unit cost for the task or activity.

Additionally, the PFM collected data on comparable fees in the jurisdictions of Anne Arundel, Baltimore and Howard counties and the cities of Austin, Indianapolis, Memphis, Minneapolis and Portland. A steering committee of senior City officials reviewed the data and made final recommendations.

On March 18, 2010, the Board approved fee changes for the EMS services and the Board of Municipal and Zoning Appeals, which came out of the fee study.

## MINUTES

BBMR - cont'd

The steering committee's recommendations include the following changes proposed for Board approval:

- 5 of the 55 fees are recommended new fees,
- 43 of the 55 fees are recommended to be increased,
- 7 of the 55 fees are recommended to be decreased, and
- establish the *City of Baltimore User Fee Policy*.

It is important to have a transparent approach to fees for the City. In reviewing these fees, the BBMR has found instances where fees have not been changed since 1985, while others were changed just recently. Failing to regularly adjust all fees for changes in cost creates inconsistency in the manner in which fees are administered. Under the proposed fee policy, all fee rates will be kept current and tied to the cost of providing the service.

**Fee Change Summary**

Following is a summary at the departmental level of the recommended fee changes. Some fees do not require Board approval but are included to ensure that the fee process is transparent to both the Board and the citizens of Baltimore.

ENVIRONMENTAL CONTROL BOARD (ECB)

The study recommends instituting a new fee of \$15 for the initial environmental citation hearing. The ECB recently eliminated the transcript fee of \$37.00 and raised the appeal fee from \$37.00 to \$175.00. The new appeal fee includes the transcript cost. The estimated net additional annual revenue from these fee adjustments is \$227,020.00.

FIRE DEPARTMENT

There are 27 fees in the Fire Department that are recommended for adjustment and three new fees. Most of the adjusted fees

## MINUTES

BBMR - cont'd

for the Fire Department are for inspections of protection systems such as foam, halon, sprinkler, dry chemical and carbon dioxide. Other fees are for buildings inspections or for fire or incident reports. Three new fees consist of commercial kitchen inspection, high rise fire drills and fire watch. The fire watch is currently combined with crowd management, a special events fee. Fire watch is a function the department performs for private entities to safeguard against fire. The net increase in annual revenue from these fee adjustments is \$424,161.00.

GENERAL SERVICES

It is recommended that two fees be increased. The permit inspection fee and the zoning appeal plat preparation fees are both very low volume. The permit inspection fee is used for special inspection requests. The zoning appeal plat preparation fee is charged when zoning plats are prepared. Citizens may now perform this task themselves using online services provided by the City. This fee is charged only when General Services is requested to generate a plat. The estimated net additional annual revenue from these fee adjustments is \$4,355.00.

PUBLIC WORKS

The Department of Public Works has five fees in this package, all of which have been recommended for increases. These fees are primarily for storm water and sediment control reviews. The net increase in annual revenue from these fee adjustments is \$16,400.00.

HEALTH DEPARTMENT

The Health Department has ten fees related to food merchants, well permits and swimming pools included in this recommendation. Two new fees are being recommended. The first is to cover new health plan reviews. Food vendors must submit health plans both before they sell food and then periodically thereafter. Plans that are resubmitted are less costly to review than the initial plan, however the Department is currently charging the same price for both situations. It is recommended that new vendors

MINUTES

pay an additional \$75.00 to cover the City's cost. The second new fee recommended is for hazard analysis critical control BBMR - cont'd

point plans (HACCP). The HACCP is a USDA approved process that looks at the critical components and critical points that contribute to food hazards. Currently the City performs this service free for food vendors, while consultants in the area are charging for the same services. Food dealer permits are also recommended for adjustment, with the high risk category permits increasing and the moderate and low risk category permit fees decreasing. Well and catering permits are recommended for increases to help cover costs, as are food manager certification, swimming pool inspection and re-inspection fees. The re-inspection and food dealer permits require City Council approval. The net increase in annual revenue from these fee adjustments is \$46,995.00.

PLANNING DEPARTMENT

There are nine proposed fee changes for the Planning Department. Included in the recommendations are adjustments to two "notice to proceed" fees and tax credit application fees. The net increase in annual revenue from these fee adjustments is \$114,350.00.

The total estimated change in annual revenue is listed below by fund and by department. As the tables illustrate, it is estimated that the General Fund will receive an additional \$816,931.00 in annual revenue and the Motor Vehicle Fund an additional \$16,400.00 in annual revenue.

<b>Fee Increase by Department</b>			
<b>Department</b>	<b>General Fund</b>	<b>MV Fund</b>	<b>Total</b>
ECB	\$227,070.00		\$227,070.00
Fire Department	424,161.00		424,161.00
General Services	4,355.00		4,355.00
Public Works		\$16,400.00	16,400.00
Health	46,995.00		46,995.00
Planning	114,350.00		114,350.00
<b>Total</b>	<b>\$816,931.00</b>	<b>\$16,400.00</b>	<b>\$833,331.00</b>

## MINUTES

BBMR - cont'd

**City of Baltimore Fee Policy**

The Steering Committee also recommended the establishment of a fee policy for the City. Based on best practices from other jurisdictions, the policy will provide guidelines for department heads for adjusting their fees. The proposed policy is submitted. It outlines the following principles for setting fee levels:

- Fees should not exceed the reasonable cost of providing the service.
- Cost recovery of the service should be based on the full cost of the service.
- Cost recovery should consider the nature of the service and the population receiving the service in setting fee levels.
- Comparable jurisdictions' fees should be considered in setting fees.
- Cost recovery levels should be consistent across similar programs.

The policy also:

- Requires all fees to be adjusted annually for inflation or deflation based on a consumer price index.
- Requires all fees to undergo a comprehensive five year review to establish the base cost of providing the service.
- Requires the Finance Department to publish guidance on how agencies are to determine ongoing fee adjustments.

**PROPOSED CITY OF BALTIMORE USER FEE POLICY****A. Objective**

The goal of this written policy on fees is to provide guidelines for setting and reviewing user fees and charges by the City of Baltimore (forthwith referred to as City).

## MINUTES

BBMR - cont'd

DEFERRED

This user fee policy is intended to be used as a guide to department heads in order to assist in the determination of the appropriate level for fees. Department heads are encouraged to use their best judgment in determining fair and reasonable fee levels in order to promote current public policy goals.

**B. Transparency**

Integral to the establishment of this fee policy is the intent to make fee administration more transparent. Transparency includes the adoption, administration, compliance and payment of fees. This policy is designed to ensure that the adoption of fees is done in an open process. To preserve contract integrity, fees are not retroactive but implemented with advance notice of the change. Administration of City fees are based on objective criteria such as the cost of the goods or service. The policy further ensures that fees are not subject to negotiation and payment is based on a uniform application of the law. Citizens should be able to understand how the fee is charged, the unit of the charges and have an understanding of what will be expected in the terms of payment. They will know that fees are not revenue raising opportunities, but rather tied to the cost of the goods or service that is being provided and that there is a logical basis for the price of the fee.

**C. User Fee Principles**

The following principles will be applied in developing and implementing service charges:

1. Revenues should generally not exceed the reasonable cost of providing service.

## MINUTES

2. Cost recovery goals should be based on the total cost of delivering the service, including direct costs, departmental administration costs, and organization-wide support costs such as accounting, personnel, data processing, vehicle maintenance and insurance.
3. The City should take into account, and possibly charge for, the incremental costs driven by negative externalities created by the activities for which a license or permit is provided (e.g., additional police service costs at establishments with liquor licenses).
4. The City should take into account what comparable jurisdictions charge for similar services.
5. The method of assessing and collecting fees should be simple in order to reduce the administrative cost of collection.
6. Cost recovery goals will depend on the nature of the service provided and be consistent with policy goals. Generally, fees should reflect full cost recovery. However, the City will seek low cost recovery for services intended to be widely accessible, when charging the full cost of service would prohibit access to citizens based on their ability to pay. The City will seek high cost recovery for services that are regulatory in nature and provided to for-profit entities. The Department of Finance will issue detailed guidance to agencies on how to set cost-recovery goals.
7. A consistent approach should be used in determining cost recovery levels for various programs based on the factors discussed above.

## MINUTES

**D. Ongoing Review**

DEFERRED

Fees will be reviewed and updated on an ongoing basis to ensure that they keep pace with changes in the cost-of-living as well as changes in methods or levels of cost recovery. In implementing this goal, a comprehensive analysis of City costs and fees should be made at least every five (5) years. In the interim, fees will be adjusted by annual changes in the Chained Consumer Price Index for All Urban Consumers (C-CPI-U). Fees may be adjusted during this interim period based on supplemental analysis whenever there have been significant changes in the method, level or cost of service delivery.

The City will compile and maintain a master fee schedule, which will make implementing a comprehensive user fee review and setting a systematic process for periodic adjustments of fees more manageable.

This item is **DEFERRED** until January 26, 2011.

## MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Recreation and Parks</u>			
1. Joseph Burch	Park and	Permits	\$4,149.84
David Carter	Recreation	Section	
Bennie Foreman	Mgmt. School	Funds	
Ronnie Daniels	Wheeling, W. Va. (Reg. Fee \$1,037.46 ea.)		

The registration fee includes meals and lodging. The attendees will be using a City vehicle for transportation.

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |  |         |         |
|--|---------|---------|
| 1. M&T BANK  | \$ 0.00 | Renewal |
| Solicitation No. B50000011 - Provide Credit Card Services - Department of Finance - Req. No. N/A |         |         |

On January 9, 2008, the Board approved the initial award. The Board is requested to approve a renewal for the period of February 1, 2011 through January 31, 2012. The contractor is compensated by charging customers a convenience fee for each credit card transaction. This is the first of three one-year renewal options.

**MWBOO GRANTED A WAIVER.**

- |   |                     |          |
|---|---------------------|----------|
| 2. HD SUPPLY WATERWORKS,<br>LIMITED PARTNERSHIP |                     |          |
| d/b/a HD SUPPLY                                 | \$ 40,000.00        |          |
| SMITH-BLAIR, INC.                               | 20,000.00           |          |
|   | <u>\$ 60,000.00</u> | Increase |

Solicitation No. B50000514 - Repair and Service Seal Clamps - Departments: Various - P.O. Nos. P503734 and P503735

On June 25, 2008, the Board approved the initial award in the amount of \$150,000.00. On March 31, 2010, the Board approved the first renewal in the amount of \$75,000.00. The Board is requested to approval an increase in the amount of \$60,000.00. The total contract amount will total \$285,000.00 with this increase.

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- |   |              |                   |
|---|--------------|-------------------|
| 3. GOVERNMENTJOBS.COM, INC.<br>d/b/a NEOGOV | \$198,100.00 | Award & Agreement |
|---|--------------|-------------------|
- Contract No. B50001787 from State of Oregon Contract No. 107-1815-09 - E-Recruitment Management Systems - Department of Human Resources - Req. No. R561739

The Board is requested to approve and authorize execution of a service agreement with GovernmentJobs.com, Inc. The period of the service agreement is effective upon Board approval for 12 months.

The State of Oregon Contract 107-1815-09 was competitively bid and awarded to the highest evaluated proposer on June 26, 2009. No advantage would be gained by the City in replicating the State of Oregon's considerable efforts in establishing this contract.

**MWBOO GRANTED A WAIVER.****(FILE NO. 57210)**

- |                          |         |                        |
|--------------------------|---------|------------------------|
| 4. HARRIS & HARRIS, LTD. | \$ 0.00 | Amendment to Agreement |
|--------------------------|---------|------------------------|
- Solicitation No. B50001674 - Collection: Delinquent Parking Fines, Fees and Penalties - Department of Finance - Req. No. R559500

On December 8, 2010, the Board approved the initial award and agreement. This is a revenue contract with the potential collected revenues unknown at this time.

The Board is requested to approve and authorize execution of this amendment to agreement to increase the commission fee to 12.73% of funds collected in exchange for opening a

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

local office in the City, which was not required by the solicitation. The revised rate of 12.73% remains lower than the next lowest bid. The current period covered is December 8, 2010 through December 7, 2013.

**MBE:** HR Strategies & Solutions 3%  
**WBE:** Kennedy Personnel Services 3%

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

Clerk: "For page 64, item no. 4, which is Harris & Harris, Ltd. A protest has been received from the Maryland Minority Contractors Association. Is there anyone here this morning to represent on behalf of the Maryland Minority Contractors Association? That item then will still remain on the routine agenda."

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**(FILE NO. 57210)**

5.	<u>DUNCAN TECHNOLOGIES</u>	\$ 0.00	Renewal
	Solicitation No. 08000 - Duncan Parking Meter Repair Parts - Department of Transportation - Req. Nos. Various		

On May 7, 2008, the Board approved the initial award in the amount of \$30,000.00. On April 28, 2010, the Board approved the first renewal in the amount of \$30,000.00. The Board is requested to approve the final no-cost one-year renewal option, making the total award \$60,000.00. The period of the award is May 1, 2011 through April 30, 2012.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

6. MARYLAND INDUSTRIAL		
TRUCKS	\$1,000,000.00	Increase
Solicitation No. 08000 - OEM Parts and Service for Elgin Sweepers and Vactor Sewer Vacs - Department of General Services - PO No. P504159		

On October 1, 2008, the Board approved the initial award in the amount of \$1,400,000.00. On June 9, 2010, the Board approved an increase in the amount of \$700,000.00. This increase, in the amount of \$1,000,000.00 is needed due to the higher than anticipated demand for parts and service under this contract. This makes the total contract award \$3,100,000.00. The contract expires on November 29, 2011, with two 1-year renewal options remaining.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking nor would it be practical to obtain competitive bids. Therefore, pursuant to Article VI, Section 11 (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

7. PROGRESSIVE MEDICAL INTERNATIONAL	\$ 43,750.00	
SOUTHEASTERN EMERGENCY EQUIPMENT	43,750.00	
BOUND TREE MEDICAL, LLC	43,750.00	
EVER READY FIRST AID	43,750.00	
HENRY SCHEIN/MATRX MEDICAL, INC.	43,750.00	
ALLIANCE MEDICAL	43,750.00	
CARDIO QUICK SYS, LLC	43,750.00	
FIRST LINE, LLC	43,750.00	
	<u>\$ 350,000.00</u>	Extension & Increase

Solicitation No. BP 07079 - Medical Supplies and Equipment  
 - Fire Department - Req. Nos. Various

On January 24, 2007, the Board approved the initial award to the above listed vendors. Subsequent actions have been approved. This increase to the listed vendors in the amount of \$350,000.00 (\$43,750.00 each), is requested to allow the use of additional grant funding that has recently become available. In addition, this action extends the period of the award through March 31, 2011 to provide time for the Department to revise its specifications for the new solicitation and provide for a sufficient transition period, if required.

**MWBOO GRANTED A WAIVER.**

**(FILE NO. 57210)**

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |  |              |           |
|--|--------------|-----------|
| 8. MARYLAND INDUSTRIAL   |              |           |
| TRUCKS, INC.   | \$742,960.00 | Agreement |
| Solicitation No. 06000 - Elgin Street Sweepers - Department of General Services and Department of Public Works - Req. Nos. R555882 and R561412 |              |           |

The Board is requested to approve and authorize execution of an agreement with Maryland Industrial Trucks, Inc. The period of the agreement is effective upon Board approval for one-year.

The vendor is the sole authorized dealer for Elgin street sweepers in Maryland. Elgin sweepers comprise the entire inventory of street sweepers in the City's fleet.

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.**

**(FILE NO. 57210)**

- |   |                 |                    |
|---|-----------------|--------------------|
| 9. MCGARD,<br>PRODUCTS DIVISION   | LLC,<br>\$ 0.00 | SPECIAL<br>Renewal |
| Solicitation No. 08000 - Hydrant Locks - Department of Public Works, Bureau of Water and Wastewater - Req. Nos. Various |                 |                    |

On March 11, 2009 the Board approved the initial award in the amount of \$50,000.00. The award contained two 1-year renewal options at the sole discretion of the City. Subsequent actions have been approved. This is the final renewal for the period March 23, 2011 through March 22, 2012.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

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

- |   |  |          |
|---|--|----------|
| 10.   | <u>PETE'S CYCLE CO., INC. \$ 30,000.00</u> | Increase |
| Solicitation No. 06000 - O.E.M. Parts and Service for Dirt Bikes & ATV's - Police Department - Req. No. R530764 |  |          |

On January 20, 2010, the Board approved the initial award in the amount of \$30,000.00. This increase in the amount of \$30,000.00 is necessary to meet the increased demand for these parts and services and will make the total award amount \$60,000.00.

**MWBOO GRANTED A WAIVER.**

- |  |  |          |
|--|--|----------|
| 11.  | <u>SHANNON-BAUM SIGNS, INC. \$ 38,000.00</u> | Increase |
| Solicitation No. 06000 - Decals and Striping - Police Department - Res. Nos. Various |  |          |

On November 25, 2009, the Board approved the initial award in the amount of \$8,000.00. Subsequent actions have been approved. Due to the higher than anticipated demand for these items an increase in the amount of \$38,000.00 is necessary, making the total award amount \$91,000.00.

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

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

12. CONNECTED BITS, LLC	\$ 70,000.00	Sole Source
Solicitation No. 08000 - Spot 311 Software Integration - Mayor's Office of Information Technology - Req. No. R558528		

The Board is requested to approve and authorize execution of an agreement with Connected Bits, LLC. The period of the agreement is effective upon Board approval for five-years.

The vendor will provide Spot 311 mobile reporting software licensing and integration with the City's Customer Service Request (CSR) system. The vendor is the sole provider of the proprietary Spot 311 software licensing and related scope of work.

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

**(FILE NO. 57210)**

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>		
13. TOTAL ENVIRONMENTAL	\$110,000.00	Ratification
CONCEPTS, INC.	<u>160,000.00</u>	Term Order
	<b>\$270,000.00</b>	

Solicitation Number 06000 Requirements for UST Testing, Calibration, Reporting and Other Related Work - Various Agencies - Req. Nos. Various

Contract number B50000062, UST Testing, Calibration, Reporting and Other Related Work expired on October 31, 2010. However, the vendor continued to supply services to meet the City's on-going needs. The Board is requested to ratify expenditures made from November 1, 2010 through January 18, 2011 and approve a term order for the period of January 19, 2011 through May 30, 2011. This term order will allow time for this requirement to be re-bid.

**MWBOO SET MBE GOALS AT 6% AND WBE 2%**

**MBE:** Page Technologies, Inc. 0.00%  
**WBE:** Bay Associates Environmental, Inc. 0.02%

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

UPON MOTION duly made and seconded, the Board approved the foregoing informal awards and increases and Extensions to Contracts. The Board also approved and authorized execution of the agreement with the GovernmentalJobs.com, Inc. d/b/a Neogov,

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

(item no. 3), the amendment to agreement with Harris & Harris, Ltd, (item no. 4), the agreement with the Maryland Industrial Trucks, Inc. (item no. 8), and the agreement with the Connected Bits, LLC. (item no. 12). The President

**ABSTAINED** on item nos. 9 and 12.

\* \* \* \* \*

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:

Bureau of Water & Wastewater - SC 894, Cleaning of Outfall Sewer shed 99-Inch and Outfall interceptor (From N. Bond Street to 6300 block of E. Lombard Street)

Video Pipe Services, Inc.  
Metra Industries  
Carp-Seca

Bureau of Purchases - B50001701, Pest Control Services

Regional Pest Management  
Terminix International Co. LP  
Priority Termite Pest Services  
A.B. & B. Termite and Pest Control  
Home Paramount Pest Control

Bureau of Purchases - B50001765 , Furnish and Install Carpet

Total Contracting, Inc.  
"Allstate Floors and Construction  
CB Flooring, LLC

## MINUTES

There being no objections, the Board UPON MOTION duly made and seconded, the Board adjourned until its next regularly scheduled meeting on Wednesday, January 26, 2011.

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