

MINUTES

REGULAR MEETING

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

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The meeting was called to order by the President.

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President: "I would direct the Board members attention to the memorandum from my office dated March 21, 2011 identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda."

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

Comptroller: "Second."

President: "All those in favor say AYE. All opposed NAY. Motion carries. The routine agenda has been adopted."

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**MINUTES****BOARDS AND COMMISSIONS**1. 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:

Abel Recon, LLC	\$	6,957,000.00
Cruz Contractors, LLC	\$	51,192,000.00
Gill-Simpson, Inc. and Consolidated Subsidiary	\$	40,518,000.00
Global Substation Services, Inc.	\$	774,000.00
Hendon Services, Inc.	\$	198,000.00
Mermaid Construction Company, Inc.	\$	126,000.00
Nations Contracting Company, Inc.	\$	1,500,000.00
Oak Grove Restoration Company	\$	3,933,000.00
Rand Construction Corporation	\$	17,262,000.00
UrbanBuilt, LLC & Subsidiary	\$	1,008,000.00
L.R. Willson & Sons, Inc.	\$	8,000,000.00

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:

Delcan Corporation	Engineer
Endesco, Inc.	Engineer

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

Schamu Machowski Greco  
Architects, Inc.

Architect

Sidhu Associates, Inc.

Engineer

Tesseract Sites, Inc.

Engineer, Landscape  
Architect

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

**MINUTES**Department of Real Estate - Contract of Sale, SCOPE Project

The Board is requested to approve and authorize execution of the contract of sale for following property.

<u>Purchaser/s</u>	<u>Properties</u>	<u>Sale Price</u>
1. TRF Development Partners Oliver, LLC	1604 E. Preston St.	\$10,000.00

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

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

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

**(FILE NO. 56663)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the contract of sale for foregoing property.

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

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

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

<u>NAMES</u>	<u>DAYS</u>
Teresa Maith	5
Amy Frost	5
Shaborah Wright	3
Adrienne McAuley	3
Jerold Baker	2
Paula Andryszak	2
Kimberly Roberts	2
Betty Yelity	2
Joy Brown	1
Cynthia Jefferson	1
Michael Wells	1
Deborah Harris	1
Tyra Williams	1
	<u>29</u>

**APPROVED FOR FUNDS BY FINANCE**

**THE LABOR COMMISSIONER RECOMMENDED APPROVAL.**

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

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OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development - Condemnation</u>			
1. Baltimore Properties Investments, LLC	1734 E. Preston St.	L/H	\$21,650.00

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

**(FILE NO. 56017)**

Dept. of Housing and Community Development - Option

2. Brown Construction Services, Inc.	2042 E. Eager St.	L/H	\$ 5,260.00
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Funds are available in State Funds, Account No. 9910-906416-9588-900000-704040, EBDI Project, Phase II.

**(FILE NO. 56017)**

DHCD - Rescission and Approval of Option

3. Jack and Harvey, Inc.	922 N. Washington St.	G/R	\$ 300.00
			\$36.00

On October 19, 2005, the Board approved an option to purchase the ground rent interest in the property 922 N. Washington St. for \$240.00. During the acquisition process, the former owner, Ms. Cynthia C. Boyer, sold the ground rent to Jack and Harvey, Inc. The new owner, Jack and Harvey, Inc., has agreed to a voluntary settlement. Therefore, the Board is requested to rescind its prior approval of the option with Ms. Boyer and approve an option with Jack and Harvey, Inc. in the amount of \$300.00 to acquire the property interest.

Funds are available in State Funds, Account No. 9910-906416-9588-900000-704049, EBDI Project.

**(FILE NO. 56017)**

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
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DHCD - Rescission and Approval of Option - cont'd

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

Baltimore Development Corporation (BDC) - Option

4. Fred Zerwitz	428 Oldtown Mall	G/R	\$ 890.00
	Block 1272, Lot 2	\$89.00	

The acquisition is part of the land assembly needed for the Oldtown Mall redevelopment, which will include a full-service grocery store. The City will purchase the ground rent for \$890.00. This figure is based on the November 11, 2008 appraised value by Colliers Pinkard. The site which will become part of the land assembly for the Oldtown Mall redevelopment project, is estimated to contain approximately 1,092+ square feet. There is no building on the property.

(FILE NO. 57116)

5. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$890.00	9910-904982-9600	9910-902879-9601
22 <sup>nd</sup> EDF	Constr. Res.	Coml. Revit.
	Coml. Revit. Prog.	

This transfer will provide funds for the acquisition of the ground rent at 428 Oldtown Mall. The BDC awarded a five-acre site at Oldtown Mall to Continental Realty in 2005 for the development of a full-service grocery store as part of a shopping center or mixed-use development. The BDC is acquiring additional land to make the site larger.

(FILE NO. 57116)

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OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Baltimore Development Corporation (BDC) - Option</u>			
6. Harry A. Baumohl	443 Oldtown Mall Block 1286, Lot 10	G/R \$34.00	\$ 340.00

The acquisition is part of the land assembly needed for the Oldtown Mall redevelopment, which will include a full-service grocery store. The City will purchase the ground rent for \$340.00. This figure is based on the November 11, 2008 appraised value by Colliers Pinkard.

The site will become part of the land assembly for the Oldtown Mall redevelopment project, which is estimated to contain approximately 4,000+ square feet. The building is approximately 11,595+ square feet.

(FILE NO. 57116)

7. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$340.00	9910-904982-9600	9910-902879-9601
22 <sup>nd</sup> EDF	Constr. Res.	Coml. Revit.
	Coml. Revit. Prog.	

This transfer will provide funds for the acquisition of the ground rent at 443 Oldtown Mall. The BDC awarded a five-acre site at Oldtown Mall to Continental Realty in 2005 for the development of a full-service grocery store as part of a shopping center or mixed-use development. The BDC is acquiring additional land to make the site larger.

(FILE NO. 57116)

**MINUTES****OPTIONS/CONDEMNATION/QUICK-TAKES** - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized the foregoing options, condemnations, and quick-takes. 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 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 Comprehensive Annual Financial Report of the Elected Officials' Retirement System Fiscal Year 2010, and
2. Audit of the Comprehensive Annual Financial Report of the Employees' Retirement System Fiscal Year 2010.

President: "The first item on the non-routine agenda can be found on Page 8, #2 Audit of the Comprehensive Annual Financial Report of the Employees' Retirement System Fiscal Year 2010. Mr. McCarty."

Mr. Bob McCarty, City Auditor: "Thank you. Good morning Mr. President, members of the Board. I am Bob McCarty, I am the City Auditor. The Department of Audits has completed its annual audit of the financial statements of the Employees Retirement System for the fiscal year ending June 30 2010. We have issued an unqualified opinion which states that the financial statements present fairly in all material respects the financial position of the system for the year ended June 30, 2010 in conformity with general accepted accounting principles. In addition to our audit, we have prepared a separate report required by both generally accepted auditing standards and Government Auditing Standards, which addresses a System's compliance with certain laws and regulations and the internal

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control over financial reporting relating to the financial statements. The System had two significant deficiencies in internal control over its financial reporting during fiscal year 2010. A significant deficiency is a controlled deficiency that adversely affects the System's ability to initiate, authorize, record, process or report financial data reliably in accordance with generally accepted accounting principles, such that there is a possibility that an immaterial misstatement of the financial statements would not be prevented or detected by the System's internal control. During fiscal year 2010, the System partially resolved our previous finding, which was number 2009-1 that related to a retiree payroll records being centralized, and documents being properly marked as final. However, the Retirement System did not resolve the section that related to differences between the payroll vendor's records and the System's general ledger. While the System revised its procedures during fiscal year 2010 for reconciling these differences, those procedures were not applied consistently and did not provide an adequate audit trail. We recommend that the System establish procedures and consistently apply those procedures to ensure that monthly reconciliations are prepared to explain any differences. The System agrees with the finding and the recommendation and will take the necessary measures to

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document the procedures to reconcile the payroll reports. They stated that the procedures will be revised during fiscal year 2011 to include all processes, which would clarify the payroll reconciliation process. During fiscal year 2010, we found and we stated in the Finding 2010-1, that salary data sent to the actuary by the System for active employees at June 30, 2010 was not accurate. The June 30, 2010 salaries of active employees sent to the actuary were actually that as of June 30, 2009. The correction to this error resulted increasing the employer contribution by \$1,865,000.00. Increasing the active member actuary liability by \$11,844,44.00 and increasing the total unfunded actuary liability by \$11,424,000.00. We recommend that the System implement procedures to verify the accuracial data sent prior to their submission. Again, the System agrees with the finding and recommendation and will take necessary measures to ensure the accuracy of the actuary data. They stated that they are currently developing in-house programs to create active membership data files and expects to launch the new program by July 2012. In the meantime, they will implement procedures to verify that the data sent to the actuary is accurate and will confirm with the actuary that the proper data is being used. This significant deficiency concerning the actuary salary data is considered to be a material weakness. A material weakness is

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a significant deficiency that results in a possibility that a material misstatement of the financial statements will not be prevented or detected by the Systems internal control. As part of obtaining reasonable assurance that whether the System's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements non-compliance with which would have a direct and material effect on the determination of financial statement amounts. The results of our tests disclosed no instances of non-compliance or other matters that are required to be reported under general -- I am sorry -- under Government Auditing Standards. We will follow-up on our findings as part of our fiscal year 2011 audit, and we will review the new payroll procedures with a walk-through in June of 2011."

President: "Thank you. Ms. Spencer do you want to say anything or do you agree?"

Ms. Spencer: "I agree with the --."

President: "You can come up."

Ms. Spencer: "I do agree --."

Comptroller: "State your name."

Ms. Roslyn Spencer, Ex. Dir. for the Employees' Retirement

System: "I do agree with Bob's findings and the actions that

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are being taken. We will be working with Bob to do a walk through in June to ensure that the actions that we said we would put into place are in fact in place and working. So that our next audit will be easily traced."

President: "Okay, madam Mayor."

Mayor: "So, the systems that you are going to be checking in June are they already in place now? Are you in the process of making the corrections?"

Ms. Spencer: "Ah one - they are not in place yet. We are working --."

Mayor: "So, you have a time frame?"

Ms. Spencer: "We do. But we can meet their timeframe."

Mayor: "What is the timeframe for when you think that it is going to be in place?"

Ms. Spencer: "One is an in-house system that we are trying to implement to compare to two payrolls. That should be completed by the end of this month, and the second part to that is to require our actuary to compare this year's data that we give them to the previous year data to see if there is any fall out. So, that is already being implemented. So we should have the in-house comparison procedures done by the end of this month and tested prior to the audit just coming in."

Mayor: "And do you --- another question. Do you think that if

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it is the end of this month, lets just put it into April, do you think June give you enough time to make an assessment?"

City Auditor: "Yes it will."

President: "Thank you. The Audit has been **NOTED.**"

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The Board **NOTED** receipt of the Audit reports and related digests. The Comptroller **ABSTAINED** on item Nos. 1 and 2.

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PROPOSALS AND SPECIFICATIONS

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

- |   |   |   |
|---|---|---|
| 1. Bureau of Water and<br><u>Wastewater</u> | - | WC 1214R, Repaving Utility<br>Cuts at Various Locations<br><b>BIDS TO BE RECV'D: 4/27/2011</b><br><b><u>BIDS TO BE OPENED: 4/27/2011</u></b>                            |
| 2. Bureau of Water and<br><u>Wastewater</u> | - | WC 1218, Hanover Street over<br>Patapsco River 30" Steel<br>Water Main Replacement<br><b>BIDS TO BE RECV'D: 4/27/2011</b><br><b><u>BIDS TO BE OPENED: 4/27/2011</u></b> |

The President **ABSTAINED** on item Nos. 1 and 2.

**MINUTES**

Department of Public Works/ - Developer's Agreement No. 1213  
Bureau of General Services

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of developer's agreement no. 1213 with Hamideh, Inc. developer.

**AMOUNT OF MONEY AND SOURCE:**

\$10,300.00

**BACKGROUND/EXPLANATION:**

The developer would like to install new water service to its proposed construction located in the vicinity of 1226-1228 North Charles Street. This developer's agreement will allow the organization to do its own installation, in accordance with Baltimore City standards.

An Irrevocable Letter of Credit in the amount of \$10,300.00 has been issued to Hamideh, Inc., which assumes 100% of the financial responsibility.

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved and authorized the execution of developer's agreement no. 1213 with Hamideh, Inc. developer.

**MINUTES**

Department of General Services - Right-of-Entry Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a right-of-entry agreement with Mr. James H. Tolliver, grantor. The period of the right-of-entry agreement is effective upon Board approval.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Department of Public Works, Bureau of Water and Wastewater wishes to enter onto the property known as 3206 North Hilton Street to perform work associated with Sanitary Contract 879.

This project consists of replacement and upgrade of an undersized sanitary sewer pipe. If necessary sidewalks steps, and landscaping will be replaced. All of this work will be performed at no cost to the property owner.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized the execution of a right-of-entry agreement with Mr. James H. Tolliver, grantor. The President **ABSTAINED**.

**MINUTES**

Department of General Services - Right-of-Entry Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a right-of-entry agreement with Mr. Eric Cotten, grantor. The period of the right-of-entry agreement is effective upon Board approval.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Department of Public Works, Bureau of Water and Wastewater wishes to enter onto the property known as 3606 North Hilton Street to perform work associated with Sanitary Contract 879.

This project consists of replacement and upgrade of an undersized sanitary sewer pipe. If necessary sidewalks, steps, and landscaping will be replaced. All of this work will be performed at no cost to the property owner.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized the execution of a right-of-entry agreement with Mr. Eric Cotten, grantor. The President **ABSTAINED**.

**MINUTES**Baltimore Development Corporation - Lease Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a lease agreement with BMW Cleaning Solutions, LLC, tenant, for the rental of a portion of the property known as 2901 Druid Park Drive, Suites A7, A11, A13, A48 and B107, at the Business Center @ Park Circle, consisting of approximately 1,938 square feet. The period of the agreement is March 1, 2011 through February 28, 2014.

**AMOUNT OF MONEY AND SOURCE:**

<u>Year</u>	<u>Annual Rent</u>	<u>Monthly Installments</u>
1	\$17,643.19	\$1,470.27

The annual rent will be increased annually by an amount equal to 4% of the annual rent after year one and each year of the term of the lease.

**BACKGROUND/EXPLANATION:**

Upon Board approval of this expansion lease, the previous lease approved by the Board of Estimates dated March 18, 2009, will be terminated.

BMW Cleaning Solutions, LLC is a full-service cleaning company that provides various cleaning services including carpet cleaning and mold remediation primarily to commercial clients. The company located their headquarters to 2901 Druid Park Drive in 2009. The company is now expanding into 141 additional square feet. Upon the expansion, BMW Cleaning Solutions, LLC will lease 850 square feet of office space and 1,088 square feet of warehouse space, for a total of 1,938 square feet. The company has approximately 17 full-time employees and hires part-time staff, as needed.

The annual increase will allow for any increases in building expenses.

The space is leased on an "As Is" basis and does not require the landlord to make any modifications. The tenant will be responsible for any improvements or build-out of the premises.

## MINUTES

BDC - cont'd

All other landlord services such as utilities, limited janitorial services, maintenance and repairs to the premises are included in the base rent.

In addition, the tenant is obligated to maintain and keep in force general public liability, contractual liability and property damage insurance protection for the premises and name the City as additionally insured under the insurance policies.

**(FILE NO. 57010)**

UPON MOTION duly made and seconded, the Board approved and authorized the execution of a lease agreement with BMW Cleaning Solutions, LLC.

**MINUTES**

Baltimore Development Corporation - Loan Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Loan Agreement with Lieber Institute, Inc., also known as The Lieber Institute for Brain Development (LIBD).

It is further requested that the Board authorize the Mayor or Director of Finance to execute any ancillary documents, letters or certificates that do not change the substance of the terms of the documents.

**AMOUNT OF MONEY AND SOURCE:**

\$300,000.00 - 9910-902860-9601

**BACKGROUND/EXPLANATION:**

The loan agreement will provide funds for capital expenditures associated with the LIBD's establishment of a research institute focusing on central issues of brain development and psychiatric malfunction. The institute will be located in the Rangos Research Building, located at 855 N. Wolfe Street, which is part of the East Baltimore Development, Inc. (EBDI) project.

The LIBD is a public-private partnership, born of scientific and financial collaboration between the National Institutes of Health (NIH), private philanthropy, select academic institutions, industry, and biotechnology. It is dedicated to the goal of developing novel treatments, diagnostic tests, and new insights into the etiology of behavioral disorders stemming from abnormalities in human brain development. Its mission is to translate basic genetic and molecular mechanisms of schizophrenia and related developmental behavioral disorders into clinical advances that change the lives of affected individuals.

The LIBD is structured around laboratory-based research programs concentrating on central problems in neurodevelopment related to the mission of the Institute. It will catalyze a new understanding of brain disease by linking advances in the construction and function of the human brain with the development of therapeutic strategies.

**MINUTES**

BDC - cont'd

The LIBD has negotiated a ten-year lease agreement with Forest City Enterprises, developers. The initial lease is for 30,000 square feet of lab and office space on the third floor of the Rangos Research Building. The LIBD will have right of first refusal for additional space on the same floor in subsequent years.

**Financing Request-City of Baltimore:**

As part of the project, the BDC is proposing a conditional loan in an amount equal to \$5,000.00 per eligible full-time employee hired at the Project Site, not to exceed a total amount of \$300,000.00. The loan can be used for capital improvements and training. The loan will be forgiven if the Foundation hires at least 60 eligible permanent, full-time employees at the Project Site as of December 31, 2012 and retains at least 60 eligible permanent, full-time employees at the Project Site through December 31, 2015. If the Foundation does not reach the projected job growth at the Project Site within the above time frame, a pro rata repayment of \$5,000.00 per job for each position less than 60 will be required to be repaid within 90 days of the date of non-performance. Full-time employment will be measured annually on December 31<sup>st</sup> of each required year, with employment reports due to the BDC by January 31<sup>st</sup> of the following year.

**Financing Request-State of Maryland/East Baltimore Development, Inc.:**

The EBDI is the manager of a revitalization project in East Baltimore involving numerous partners, including the City, the State of Maryland, and charitable foundations.

Phase I of the project is the redevelopment of 30-acres, to be primarily developed by Forest City - New East Baltimore Partnership, LLC. The Rangos Research Building is a seven-story, 292,267 square foot facility at 855 N. Wolfe Street.

The Maryland Department of Business and Economic Development made an investment of \$4,000,000.00 with the EBDI on June 16, 2009 under the Economic Development Opportunities Program Fund.

**MINUTES**BDC - cont'd

Up to \$2,000,000.00 of that investment will be used by the EBDI to make a loan to the LIBD. Repayment of the EBDI loan will be made from any tax credit benefit that LIBD becomes eligible for under the One Maryland Tax Credit Program.

The Board of Finance approved this transaction on October 25, 2010.

**MBE/WBE PARTICIPATION:**

The Lieber Institute, Inc. will comply with Article 5, Subtitle 28 of the Baltimore City Code and MBE and WBE goals established in the original agreement.

**APPROVED FOR FUNDS BY FINANCE****TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$300,000.00	9910-901860-9600	9910-902860-9601
22 <sup>nd</sup> EDF	Const. Res.	Industrial & Coml.
	Industrial & Coml.	Financing
	Financing	

This transfer will provide funds to the LIBD a public-private partnership, born of scientific and financial collaboration between the NIH, private philanthropy, select academic institutions, industry, and biotechnology. Its mission is to translate basic genetic and molecular mechanisms of schizophrenia and related developmental behavioral disorders into clinical advances that change the lives of affected individuals. The BDC is proposing a conditional loan in an amount equal to \$5,000.00 per eligible full time employee hired at the Project Site, not to exceed a total amount of \$300,000.00.

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BDC - cont'd

(FILE NO. 56017)

UPON MOTION duly made and seconded, the Board approved and authorized the execution of a loan agreement with Lieber Institute, Inc., also known as The Lieber Institute for Brain Development. 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.

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TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

845 - 848

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks (Rec. &amp; Parks)</u>		
1. \$ 8,497.48	9938-903701-9474	9938-901725-9474
Rec. & Parks	Active	Active
25 <sup>th</sup> Series	Park Master	Roosevelt Park
	Plan	Master Plan

This transfer will provide funds to cover the costs associated with Change Order No. 4 for Roosevelt Park Pool and Bathhouse Renovation under contract RP07826.

2. \$ 1,839.62	9938-901460-9474	
Gen. Fund	Active	
	Park Building	
	Modernization	
4,720.18	9938-901488-9474	
Gen. Fund	Active	
	Leon Day Park	
18,457.72	9938-903701-9474	
Rec. & Parks	Active	
25 <sup>th</sup> Series	Park Master Plan	
<b>\$ 25,017.52</b>	-----	9938-901725-9474
		Active
		Roosevelt Park
		Master Plan

This transfer will provide funds to cover the costs associated with Change Order No. 2 for Roosevelt Park Site Improvements under Contract RP 07825 and to reconcile the account's deficit.

3. \$ 56,000.00	9938-906765-9475	9938-904765-9474
Rec. & Parks	Reserve	Active
24 <sup>th</sup> Series	Courts & Fields	Courts and Fields
	Renovations	Renovations
	FY09	FY09

This transfer will provide funds to cover the costs associated with design services under on-call Contract No. 1065, Task #23 to Mahan Rykiel Associates, Inc.

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TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
Rec. & Parks - cont'd		
4. \$ 130,000.00	9938-901744-9475	9938-904744-9474
Rec. & Parks	Reserve	Active
24 <sup>th</sup> Series	Clifton Park	Clifton Park
	Recreation Center	Recreation Center

The transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1066, Task # 8 to Grieves Worrall Wright & O'Hatnick, Inc.

5. \$ 5,000.00	9938-904746-9475	
Rec. & Parks	Reserve	
24 <sup>th</sup> Series	Park & Playground	
	Renovation FY08	
15,000.00	9938-904746-9475	
State	Reserve	
	Park & Playground	
	Renovation FY08	
<u>\$ 20,000.00</u>	-----	9938-901746-9474
		Active
		Park & Playground
		Renovation FY08

The transfer will provide funds to cover the costs associated with design services under On-Call contract No. 1066, Task #32 to Hord Coplan Macht, Inc.

6. \$ 17,382.00	9938-901696-9474	9938-901646-9474
M&CC	Active	Active
Real Property	Baltimore Playlot	Park Land
	Program	Acquisition

This transfer will provide funds to reconcile the account's deficit.

MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Rec. &amp; Parks - cont'd</u>		
7. \$ 14,262.37	9938-913001-9475	
M&CC	Reserve	
Real Property		
2,183.34	9938-913001-9475	
M&CC	Reserve	
Gen. Fund	Unallotted	
13,255.25	9938-901675-9474	
M&CC	Active	
Real Property	Baltimore Playlot Program	
11,776.46	9938-901696-9474	
M&CC	Active	
<u>Real Property</u>		
<b>\$ 41,477.42</b>	-----	9938-901678-9474
		Active
		John E. Howard/ Upton Recreation Centers

This transfer will provide funds to reconcile the account's deficit.

Department of Housing and Community Development

8. <b>\$4,500,000.00</b>	9910-906730-9588	9910-901933-9587
Federal Upfront	Uplands	Reserve A/C
Grant	Demolition	Uplands
		Redevelopment

This transfer will move HUD Upfront Grant funds for Uplands back into the Uplands HUD Upfront grant fund reserve account.

**(FILE NO. 56376)**

## MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of General Services</u>		
9. <b>\$2,169,337.48</b>	9916-901134-9194	
Gen. Fund	Asbestos Mgmt. Program - Reserve	
\$ 380,902.13	-----	9916-902134-9197 Active Asbestos Removal
588,435.35	-----	9916-903135-9197 Active Asbestos Removal AHERA
420,000.00	-----	9916-910133-9197 Active Asbestos Removal I
<u>780,000.00</u>	-----	9916-906132-9197 Active Asbestos Removal AHERA
<b>\$2,169,337.48</b>		

This transfer will provide funds to cover the cost of various asbestos abatement projects.

## MINUTES

EXTRA WORK ORDERS AND TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders and Transfers of Funds

listed on the following pages:

850 - 851

All of the EWOs had been reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

The Transfer of Funds was approved

SUBJECT to receipt of a favorable report

from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

The President **ABSTAINED** on item Nos. 1 - 4.

## MINUTES

EXTRA WORK ORDERS

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

Bureau of Water and Wastewater

1. EWO #008, \$0.00 - S.C. 852R, Denitrification Filters & Related Work for the Enhanced Nutrient Removal Facilities at Patapsco Wastewater Treatment Plant

\$115,688,000.00	\$585,655.56	Fru-Con Constr. Corporation	9	23
			CCD	

2. EWO #009, \$1,011,110.00 - W.C. 1198, Urgent Need Work Infrastructure Rehabilitation Various Locations

\$10,473,325.00	\$2,534,669.92	Spiniello Companies	0	60
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3. EWO #010, \$560,975.00 - W.C. 1198, Urgent Need Work Infrastructure Rehabilitation Various Locations

\$10,473,325.00	\$3,545,779.92	Spiniello Companies	0	60
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4. EWO #016, \$347,876.69 - W.C. 1198, Urgent Need Work Infrastructure Rehabilitation Various Locations

\$10,473,325.00	\$4,362,939.00	Spiniello Companies	0	63
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Department of Transportation

5. EWO #012, \$34,927.00 - TR 05315, Rehabilitation of Northern Parkway from Park Heights Avenue to Falls Road

\$6,584,427.40	\$1,054,680.29	M. Luis Constr. Co., Inc.	0	12
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Department of General Services (DGS)

6. EWO #001, \$88,819.00 - PB 09826, Water Infrastructure Upgrades for Various City Buildings

\$1,965,000.00	-	Johnson Controls, Inc.	65	90
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**MINUTES****EXTRA WORK ORDERS**

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

DGS - cont'd

7. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/</u>	<u>TO ACCOUNT/S</u>
<b>\$98,500.00</b>	9916-903930-9194	9916-905930-9197
State Stimulus	Water Infrastruc- ture Upgrades for Various City Buildings Reserve	Water Infrastruc- ture Upgrades for Various City Buildings Active

This transfer of funds is necessary to fund the purchase and installation of 225 new sinks by Johnson Controls, Inc. under Project No. PB 09826, Water Infrastructure Upgrades for Various City Buildings.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an assignment of Task No. 3 to KCI/STV Joint Venture under Project No. 1136, On-Call Conduit Occupancy Surveys Citywide and Evaluation Services.

**AMOUNT OF MONEY AND SOURCE:**

\$984,184.63 - 2024-000000-5480-395800-603008

**BACKGROUND/EXPLANATION:**

Under this task, the consultant will provide professional services to include conduit manhole inspection and data entry into the City's Conduit Manager Software Program, coordinate information with the Mayor's Office of Information Technology and vendors, attend meetings, and provide project management.

**MWBOO SET GOALS OF 27% FOR MBE AND 10% FOR WBE.**

**APPROVED FOR FUNDS BY FINANCE**

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

**(FILE NO. 56533)**

UPON MOTION duly made and seconded, the Board approved and authorized the an assignment of Task No. 3 to KCI/STV Joint Venture under Project No. 1136, On-Call Conduit Occupancy Surveys Citywide and Evaluation Services. The President

**ABSTAINED.**

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the property located at 514 N. Carrollton Avenue by gift from Mr. Fred Durst, **SUBJECT** to any outstanding municipal liens other than current water bills.

**AMOUNT OF MONEY AND SOURCE:**

Mr. Durst will pay for any title work and all associated settlement costs, not to exceed \$600.00.

**BACKGROUND/EXPLANATION:**

The DHCD, Land Resources Division, strategically acquires and manages vacant or abandoned properties, which enables these properties to be returned to productive use and improve neighborhoods in Baltimore City.

Mr. Durst has offered to donate his title to the property at 514 N. Carrollton Avenue. The City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain. The liens for 514 N. Carrollton Avenue are itemized as follows:

Cumulative Real Property Taxes 1997 - 2011

Total Taxes	\$ 1,343.90
Interest/Penalties	516.48
Other	279.28
Tax Sale Interest	134,858.65
Miscellaneous Billing	80,240.39
Multi Family Dwelling	252.00
Rental Registration	<u>144.00</u>
 Total Municipal Liens	 <b>\$217,634.70</b>

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

**MINUTES**

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized the acquisition of the property located at 514 N. Carrollton Avenue by gift from Mr. Fred Durst.

**MINUTES**Police Department - Memoranda of Agreements

The Board is requested to approve and authorize execution of the below listed memoranda of agreements. The period of the memoranda of agreement is effective upon Board approval through May 31, 2011.

1. **JEWISH COMMUNITY FEDERATION OF BALTIMORE** **\$ 45,000.00**

2. **SHEARITH ISRAEL CONGREGATION** **\$ 31,258.00**

Account: 4000-435410-2010-682421-607001

On April 21, 2010, the Board approved a grant award agreement from the Maryland Emergency Management Agency (MEMA) for the FY 2009 Urban Area Security Initiative (UASI) grant award in the amount of \$2,237,397.00.

3. **BNOS YISROEL OF BALTIMORE** **\$ 73,425.00**

Account: 4000-434809-2010-657210-607001

4. **CONGREGATION OHR HAMIZRACH** **\$ 25,200.00**

Accounts: 4000-434809-2010-657210-607001 \$ 7,451.00  
4000-435410-2010-682421-607001 \$ 17,749.00

On December 24, 2008, the Board approved a grant award agreement from MEMA for the FY 2008 UASI grant award in the amount of \$130,000.00. On July 21, 2009 the Board approved a supplemental award in the amount of \$2,752,273.00 and another on September 29, 2010 in the amount of \$845,736.70. The total award amount is \$3,728,009.70.

The funding for this grant will be in accordance with the Homeland Security Nonprofit Grant Program, funded under the FY08 and FY09 UASI grant awards from the MEMA. The memoranda of agreement provides funds for the organizations to purchase equipment and conduct planning activities to reduce their vulnerability as potential target sites for terrorist acts.

**MINUTES**

Police Department - cont'd

The FY2008 and FY2009 UASI grant programs were created to improve local, regional, and statewide emergency preparedness as well as the ability to defend against and respond to terrorist acts.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAS NO OBJECTION.**

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

**MINUTES**

Police Department - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with the Center for Urban Families for the Collaborative Supervision and Focused Enforcement - Violence Prevention Initiative (CSAFE-VPI). The period of the agreement is effective upon Board approval through June 30, 2011.

**AMOUNT OF MONEY AND SOURCE:**

\$52,500.00 - 5000-516511-2252-690709-607001

**BACKGROUND/EXPLANATION:**

The CSAFE-VPI program focuses on reducing violent crime through enhanced supervision of violent gun offenders and targeted law enforcement in identified high crime areas within the City. The Center for Urban Families provides assistance to residents with various workforce development and other support services, and links residents to other needed resources. The Center for Urban Families will provide job readiness training, job skills training and job placement services to CSAFE-VPI clients and others residing in the designated CSAFE-VPI communities. These services are being provided in an effort to support ex-offenders as they return to their homes, families and communities.

This item is presented late because the materials were just received.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized the execution of an agreement with the Center for Urban Families for the Collaborative Supervision and Focused Enforcement - Violence Prevention Initiative.

**MINUTES**

Police Department - Grant Award Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a grant award agreement with the Governor's Office of Crime Control and Prevention (GOCCP). The period of the grant agreement is January 1, 2011 through December 31, 2011.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On December 22, 2010 the Board authorized acceptance of the Crime Analysis Expansion Program Grant Award, based on a letter of intent from the GOCCP, in the amount of \$119,600.00. The grant award agreement specifies the terms of the grant award. The Department is awarded funds for the Crime Analysis Expansion-LETR Program to support two Crime Analyst positions. The Crime Analysts assist sworn officers in gathering intelligence information to enhanced prevention of violent crimes.

This item is presented late because the materials were just received.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized the execution of a grant award agreement with the Governor's Office of Crime Control and Prevention.

**MINUTES**

Police Department - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a memorandum of understanding (MOU) with Turnaround, Inc. The period of the MOU is effective upon Board approval through September 30, 2011.

**AMOUNT OF MONEY AND SOURCE:**

\$48,672.00 - 4000-436011-2021-197500-607001

**BACKGROUND/EXPLANATION:**

The MOU will provide funds for victim's advocacy services to be provided in accordance with the Byrne Justice Assistance Grant Program, for the Baltimore City Sexual Assault Response Program.

On December 8, 2010 the Board approved acceptance of a grant award from the Governor's Office of Crime Control and Prevention for Baltimore City's Model for Sexual Assault Response Program, which is intended to improve collaboration between members of the City's Sexual Assault Response Team (SART) and incorporate best practices in investigation and victim support. The goal of the project is to encourage reporting of sexual assaults, improve case investigation protocols and techniques, and provide support and services to victims. In accordance with these goals, the Department will enter into a MOU with Turnaround, Inc. in order to provide a victims advocate to work with the SART Team.

This item is presented late because the materials were recently received.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**MINUTES**Health Department - Agreements and Memorandum of Understanding

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

AGREEMENTS

1. **BALTIMORE MEDICAL SYSTEM, INC.** **\$ 35,000.00**  
**(BMSI)**

Account: 5000-530311-3041-605802-603051

The organization will provide tobacco use prevention education services to African American adults under the community component and cessation services to the general population under the cessation component.

The agreement is late because funding was awarded to BMSI on December 17, 2010.

**MWBOO GRANTED A WAIVER.**

2. **BALTIMORE CITY BOARD OF SCHOOL** **\$ 9,664,683.00**  
**COMMISSIONERS**

Account: 6000-624911-3100-297100-406001

Pursuant to Section 7-401 et seq. of the Education Article of the Annotated Code of Maryland, the Baltimore City Public School System, with the assistance of the Baltimore City Health Department (BCHD), will provide adequate and appropriate School Health Services to students of the Baltimore City Public School System.

The BCHD will provide School Health Suite Coverage, the School Health Assessment Program, and School Based Health Centers.

The agreement is late because it was recently returned.

## MINUTES

Health Department - cont'd

3. **BALTIMORE COUNTY, MARYLAND - BALTIMORE COUNTY DEPARTMENT OF HEALTH** **\$ 50,000.00**

**Account:** 4000-427710-3040-278123-603051

Under the terms of this agreement, Baltimore County, Maryland, acting by and through the Baltimore County Department of Health will provide Ryan White Part A services, technical assistance and capacity building support.

The Baltimore County Department of Health will utilize funds to 1) develop policies and procedures to maximize integration of all Partner Services with the Department; 2) ensure early identification and linkages to care for those clients testing positive for HIV/syphilis; 3) formulate outcome and process objectives, identify key indicators and develop tools to measure the success of this initiative; and 4) develop training to ensure these tools are used to implement a continuous quality assurance and improvement plan throughout the Department. This will include standardizing partner services and linkage to care for newly identified individuals across all Bureaus that are most likely to encounter these individuals. The period of the agreement is September 1, 2010 through February 28, 2011.

The agreement is late because the request was received late in the grant year and there were delays in the administrative process.

MEMORANDUM OF UNDERSTANDING (MOU)

4. **BALTIMORE POLICE DEPARTMENT** **\$ 0.00**

On December 30, 2010, the Health Department was notified by the U.S. Department of Health and Human Services that Ryan White HIV/AIDS program grantees are now eligible to use certain Ryan White HIV/AIDS funds to support Syringe Services Programs (SSPs).

**MINUTES**Health Department - cont'd

The Health Department, the local public health authority, and the Baltimore Police Department, the local law enforcement authority, desire to improve the public health and safety in Baltimore City by supporting the SSPs. The MOU memorializes their collaboration in order to apply for additional funding.

This MOU describes the responsibilities of both parties for their collaboration on SSPs and develops program protocols and guidelines. Each party will be responsible for its own expenses for services provided during the term of this MOU. The period of the MOU is effective upon Board approval through June 30, 2016.

**APPROVED FOR FUNDS BY FINANCE****AUDITS REVIEWED (EXCEPT ITEM NOS. 3-4) AND HAD NO OBJECTION.**

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

**MINUTES**

Mayor's Office of Human Services (MOHS) - Grant Agreements  
Baltimore Homeless Services (BHS)

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

1. **BALTIMORE MENTAL HEALTH SYSTEMS, INC. (BMHS)** **\$ 128,831.00**

Account: 4000-496311-3570-591241-603051

The BMHS will provide housing in conjunction with supportive services to ten homeless clients. The BMHS will also provide monthly rental assistance payments for monthly rental subsidies, security deposits and/or payments for damage to property, if applicable, to the aforementioned ten clients. The period of the grant agreement is April 1, 2011 through March 31, 2012.

2. **BALTIMORE MENTAL HEALTH SYSTEMS, INC. (BMHS)** **\$1,800,447.00**

Account: 4000-496311-3573-591241-603051

The BMHS will provide housing in conjunction with supportive services to 142 homeless clients. The period of the grant agreement is April 1, 2011 through March 31, 2012.

3. **DAYSRING PROGRAMS, INC.** **\$ 332,835.00**

Account: 4000-496311-3573-591236-603051

The organization will provide housing in conjunction with supportive services to 18 homeless clients. The organization will also provide monthly rental assistance payments for monthly rental subsidies, security deposits and/or payments for damage to property, if applicable, the aforementioned 18 clients. The period of the grant agreement is March 16, 2011 through March 15, 2012.

**AUDITS REVIEWED AND HAD NO OBJECTION.**

## MINUTES

MOHS/BHS - cont'd

4. **AIDS INTERFAITH RESIDENTIAL SERVICES, INC. T/A AIRS** **\$ 1,393,741.00**

Account: 4000-496311-3573-591243-603051

The AIRS will provide housing in conjunction with supportive services to 111 homeless clients. AIRS will also provide monthly rental payments for monthly rental subsidies and/or payments for damage to the property, if applicable, for the aforementioned 111 clients. AIRS will meet with the eligible client and conduct a site-visit of the located housing. The period of the grant agreement is February 1, 2011 through January 31, 2012.

**MWBOO GRANTED A WAIVER.**

5. **MARYLAND STATE DEPARTMENT OF HUMAN RESOURCES' (DHR) - BALTIMORE CITY DEPARTMENT OF SOCIAL SERVICES (BCDSS)** **\$ 98,855.00**

Account: 5000-531811-3572-267800-405001

The MOHS is the recipient of a Shelter Beds for Single Adults Grant. The BHS is the local administering agency of funds for this program. The BHS responsibilities, duties, and liabilities are restricted to the distribution of funds received by the City from the DHR. This intergovernmental agreement between the MOHS and the BCDSS specifically approves funds and designates the MOHS to disburse the funds to the Salvation Army, Inc. The funds will be distributed to the Salvation Army through a separate agreement between the Salvation Army and the MOHS. The period of the grant agreement is July 1, 2010 through June 30, 2011.

## MINUTES

MOHS/BHS - cont'd

6. **MARYLAND DEPARTMENT OF HOUSING** **\$3,011,627.00**  
**AND COMMUNITY DEVELOPMENT (MD-DHCD)**

Account: 5000-586211-1191-594700-405001

On November 29, 2010, the MD-DHCD forwarded a grant agreement for a Community Services Block Grant to the MOHR. The grant funds are to provide funding for operating a community anti-poverty program pursuant to the Community Services Block Grant Act, 42 USCS 900 et. seq. to operate the Community Services Block Grant Program which provides financial assistance to Community Action Agencies. The period of the grant agreement is October 1, 2010 through September 30, 2011.

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

MEMORANDUM OF UNDERSTANDING

7. **QUEEN ANNE'S COUNTY** **\$ 23,412.00**

Account: 4000-490911-3572-333674-603051

This City is the grantee for HOPWA funds for the Baltimore Eligible Metropolitan Statistical Area, which includes Queen Anne's County. A portion of the HOPWA funds are provided to Queen Anne's County.

The Queen Anne's County Department of Housing and Community Development provides monthly rental payments in the form of rental subsidies, security deposits and payments for damages through the Housing Opportunities for Persons With AIDS grant. The period the grant agreement is July 1, 2010 through June 30, 2013. The MOU is late because of the administrative delays of the grantee.

**MINUTES**

MOHS/BHS - cont'd

The grant agreements (item nos. 4, 5 and 6) are late because of the delays in receipt from the grantor.

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

Department of Recreation and Parks - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with Ms. Brett Buikema. The period of the agreement is effective upon Board approval for one year.

**AMOUNT OF MONEY AND SOURCE:**

\$24,500.00 - 9938-901706-9474-000000-703032

**BACKGROUND/EXPLANATION:**

Ms. Buikema will serve as an independent contractor for the Office of Sustainability within the Department of Planning. She will provide environmental planning design services. The scope of work will include, but will not be limited to editing and restructuring the Baltimore Critical Area Manual according to state standards, maintaining the Office of Sustainability website, and representing the Office of Sustainability on the Baltimore Green School Network. In addition, Ms. Buikema will coordinate with the Baltimore City Public School System in the development of the Environmental Education Curriculum and conduct research on behalf of the Office of Sustainability.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

## 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:

869

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

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

- |    |   |                               |                |
|----|---|-------------------------------|----------------|
| 1. | B50001831, Rear<br>Loading Refuse<br>Collection Truck | Maryland Industrial<br>Trucks | \$1,388,480.00 |
|----|---|-------------------------------|----------------|

**MWBOO GRANTED A WAIVER.**

- |    |   |  |              |
|----|---|--|--------------|
| 2. | B50001883, Octel<br>Voice Mail<br>Replacement | Altura Communication<br>Solutions, LLC | \$ 70,000.00 |
|----|---|--|--------------|

**MWBOO GRANTED A WAIVER.**

- |    |  |  |
|----|--|--|
| 3. | B50001747, Toner<br>and Inkjet Cart-<br>ridges | <p><b>REJECTION</b> - On January 26, 2011, seven bids were received and opened. Five bids were rejected for bid bond irregularities. The remaining two bids were found to be non-responsive because they offered recycling programs that did not meet bid specifications. This requirement will be re-bid at a later date.</p> |
|----|--|--|

**MINUTES**

Circuit Court for Baltimore City - Case Management Docket Grant Award Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a case management docket grant award agreement with Baltimore Mental Health Systems, Inc. The period of the agreement is March 1, 2011 through June 30, 2011.

**AMOUNT OF MONEY AND SOURCE:**

\$29,748.00 - 6000-601111-1100-333600-406001

**BACKGROUND/EXPLANATION:**

The Case Management Docket Project award agreement establishes a specialty mental health docket in the Circuit Court for Baltimore City by providing funding for a permanent, full-time social worker. In this new program, certain felony defendants with serious mental illness will receive court-ordered community-based treatment and support services as a condition of probation, instead of a jail sentence

Under the terms of this agreement, the Circuit Court Medical Services Division will hire a licensed Clinical Social Worker to assess defendants for eligibility for this new program. This position will link defendants to community mental health and other programs. The social worker will also track the defendant's compliance with treatment and work closely with the presiding judge, attorneys, parole and probation, and others.

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

UPON MOTION duly made and seconded, the Board approved and authorized the execution of a case management docket grant award agreement with Baltimore Mental Health Systems, Inc.

**MINUTES**

Department of Communication Services - First Amendment to  
Service Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the first amendment to a service agreement with Verizon Maryland, Inc. (Verizon). The Board is also requested to authorize payment through expenditure authorization. The amendment extends the period of the agreement through June 30, 2012.

**AMOUNT OF MONEY AND SOURCE:**

\$500,000.00 - 2039-000000-1330-158400-603084

**BACKGROUND/EXPLANATION:**

On July 30, 2008, the Board approved a one-year agreement with Verizon, with the option to renew for two one-year periods. This first amendment will extend the period of the services agreement through June 30, 2012 and will provide Centrex and additional services. A request for proposal for improved telephone service for the City of Baltimore to replace its current Centrex service has been issued and bids are due on May 25, 2011.

Because of the large number of Centrex phone lines the City currently has, the successful vendor would need approximately one year to commence implementation from Centrex service to a new technology. The new technology would be phased in over time. Therefore, the City would need to continue some Centrex services during this implementation.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**(FILE NO. 55899)**

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the first amendment to a service agreement with Verizon Maryland, Inc.

**MINUTES****TRAVEL REQUESTS**Office of City Council President

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
1. Bernard C. "Jack" Young	International Council of Shopping Centers 2011 ICSC RECON Convention Las Vegas, NV May 22 - 24, 2011 (Reg. Fee \$450.00)	Elected Officials Expense Account	\$1,468.40

The subsistence rate for this location is \$164.00 per day. The hotel rate is \$215.00 per night not including occupancy taxes in the amount of \$25.80 per day. Mr. Young is requesting an additional \$51.00 per day to cover the additional hotel costs and \$40.00 per day for meals and incidental expenses. The Office has paid airfare in the amount of \$456.80 and Registration in the amount of \$450.00 on a City issued credit card assigned to Mr. Hosea T. Chew. All expenses are included in the total. The amount to be disbursed is \$561.60.

2. Carolyn Blakeney	International Council of Shopping Centers 2011 ICSC RECON Convention Las Vegas, NV May 22 - 24, 2011 (Reg. Fee \$450.00)	General Funds	\$1,458.40
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The subsistence rate for this location is \$164.00 per day. The hotel rate is \$215.00 per night not including occupancy taxes in the amount of \$25.80 per day. Ms. Blakeney is requesting an additional \$51.00 per day to cover the additional Hotel costs and \$40.00 per day for meals and incidental expenses. The Office has paid airfare in the amount of \$446.80 and Registration in the amount of \$450.00 on a City issued credit card assigned to Mr. Hosea T. Chew. All expenses are included in the total. The amount to be disbursed is \$561.60.

**MINUTES****TRAVEL REQUESTS**Fire Department

	<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
3.	James Clack	Baggers Conference Nashville, TN May 11 -14, 2011	Gen. Funds	\$ 585.84

The attendee will be using a City vehicle for transportation and will pay for gas by using the "Wright Express Fuel Card".

4.	James Clack	Metropolitan Chiefs Conf. Charlotte, NC May 14 -19, 2011 (Reg. Fee \$400.00)	Gen. Funds	\$1,499.19
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The subsistence rate for this location is \$146.00 per day. The hotel rate is \$159.00 per night not including the occupancy taxes of \$25.84 per night. The Department is requesting an additional \$40.00 per day for meals and incidental expenses. The department has paid the Registration on the City issued credit card assigned to the attendee. The attendee will be using a City vehicle for transportation and will pay for gas by using the "Wright Express Fuel Card".

Fire and Police Employees' Retirement System

5.	Thomas P. Tanneyhill Veronica Stull	PRISM Annual Conference Jacksonville, FL April 9 - 13, 2011 (Reg. Fee \$550.00 ea.)	Special Funds	\$2,722.80
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**MINUTES****TRAVEL REQUESTS**Mayor's Office of Human Services Homeless Services Program

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
6. Gloria Townsend Evangeline C. Keita	NHSDC 2011 Spring Conference San Fran., CA April 12 - 15, 2011 (Reg. Fee \$300.00) ea.	Supportive Housing Prgm. - HMIS	\$3,106.80

Mayor's Office of Employment Development

7. Ernest F. Dorsey	Connecting Youth in an Inter- connected World Miami, FL April 6 - 9, 2011 (Reg. Fee \$479.00)	WIA	\$1,483.00
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**TRAVEL REIMBURSEMENTS**Dept. of Recreation and Parks

8. Joseph Burch	Park and Rec- reation Maint. Mgmt. School Wheeling, WV Jan. 30 - Feb. 6, 2011 (Reg. Fee \$1,037.46)	Permits Section funds	\$ 59.42
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On January 19, 2011, the Board approved a travel request for Mr. Burch to attend the Parks and Recreation Maintenance Management School from January 30 - February 4, 2011. The registration fee included breakfast and lunch, but did not include dinner. Therefore, the Board is requested to approve a reimbursement for the cost of dinners during his travel.

Food Expenses:	\$ 5.98
"	6.75
"	3.49
"	15.40
"	<u>27.80</u>
<b>Reimbursement Amount</b>	<b>\$59.42</b>

**MINUTES****TRAVEL REIMBURSEMENTS** - cont'dOffice of the City Council President

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
9. Rochelle "Rikki" Spector	2011 NACo Legislative Conf. Washington, DC March 4 - 6, 2011 (Reg. Fee \$515.00)	Elected Officials Expense Account	\$1,155.46

On March 4 - 6, 2011, Ms. Spector traveled to Washington, DC to attend the 2011 National Association of Counties Legislative Conference. The purpose of this trip was to exchange ideas and information with colleagues from across the region to learn about programs that will benefit the City.

This travel request is late because the staff learned of the conference too late to request prior approval.

The subsistence rate for this location is \$282.00 per day. Ms. Spector is requesting reimbursement for hotel accommodations and taxes, vehicle mileage, meals, and registration.

Hotel	\$ 424.00
Parking	74.00
Room Tax	61.48
Food	32.53
Reg. Fee	515.00
Mileage	<u>48.45</u>
	<b>\$1,155.46</b>

The Board, UPON MOTION duly made and seconded, approved the travel requests and travel reimbursements. The President **ABSTAINED** on items nos. 1, 2 and 9.

**MINUTES**Bureau of Water and Wastewater - Task Assignment**ACTION REQUESTED OF B/E:**

The Board is requested to approve an assignment of Task No. 009 to EMA, Inc. under Project No. 1082, On-Call Process and SCADA Engineering Services-Lims Selection and Implementation.

**AMOUNT OF MONEY AND SOURCE:**

\$196,111.57 - 2070-000000-5501-396610-606008

**BACKGROUND/EXPLANATION:**

Under this task assignment for Project No. 1082, the consultant will document the existing practices of both the Water and Wastewater Laboratory Groups, develop functional requirements for future Lims, pre-workshops for each group, review comments provided by both groups, create functional requirements, develop detailed specifications that include IT requirements, including City technical standards and operational requirements, such as sizing and performance.

The consultant will also develop a request for qualifications (RFQ) for vendors, review qualifications of Lims vendors, shortlist recommendations based on evaluation criteria, assist the lab staff in selection of vendors, recommend award to vendors to provide Lims for both Water and Wastewater lab groups, conduct systems acceptance testing and develop a training plan for all laboratory staff.

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

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Bureau of Water and Wastewater -cont'd

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

UPON MOTION duly made and seconded, the Board approved and authorized the assignment of Task No. 009 to EMA, Inc. under Project No. 1082, On-Call Process and SCADA Engineering Services-Lims Selection and Implementation. The President

**ABSTAINED.**

**MINUTES**Bureau of Water and Wastewater - Task Assignment**ACTION REQUESTED OF B/E:**

The Board is requested to approve an assignment of Task No. 002 to Johnson, Mirmiran & Thompson, Inc. under Project No. 1120J Project Scheduling Services for Water Contract Nos. W.C. 1168, W.C. 1164, W.C. 1160, and W.C. 1154.

**AMOUNT OF MONEY AND SOURCE:**

\$ 60,000.00	-	9960-904727-9557-900020-705032	(W.C. 1168)
50,000.00	-	9960-903709-9557-900020-705032	(W.C. 1164)
50,000.00	-	9960-904694-9557-900020-705032	(W.C. 1160)
<u>53,179.83</u>	-	9960-905915-9557-900020-705032	(W.C. 1154)
<b>\$213,179.83</b>			

**BACKGROUND/EXPLANATION:**

Under this task assignment for Project No. 1120J, the consultant will provide scheduling services for Water Contract Nos. W.C. 1168, W.C. 1164, W.C. 1160, and W.C. 1154.

**APPROVED FOR FUNDS BY FINANCE****AUDITS REVIEWED AND FOUND THE BASIS FOR COMPENSATION CONSISTENT WITH CITY POLICY.**

UPON MOTION duly made and seconded, the Board approved and authorized the assignment of Task No. 002 to Johnson, Mirmiran & Thompson, Inc. under Project No. 1120J Project Scheduling Services for Water Contract Nos. W.C. 1168, W.C. 1164, W.C. 1160, and W.C. 1154. The President **ABSTAINED**.

**MINUTES**

Bureau of Water and Wastewater - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an assignment of Task No. 021 to Johnson, Mirmiran & Thompson, Inc. under Project No. 1076J On-Call Construction Management Services for Contract No. W.C. 1198.

**AMOUNT OF MONEY AND SOURCE:**

\$157,176.04 - 9960-903682-9557-900020-705032

**BACKGROUND/EXPLANATION:**

Under this task assignment for Project No. 1076J, the Consultant will provide construction management services for Contract No. W.C. 1198 - Urgent Need Work Infrastructure Rehabilitation at Various Locations.

**MBE/WBE PARTICIPATION:**

The Consultant will continue to maintain the goals established in the original agreement.

**APPROVED FOR FUNDS BY FINANCE**

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

**(FILE NO. 55986A)**

UPON MOTION duly made and seconded, the Board approved and authorized the assignment of Task No. 021 to Johnson, Mirmiran & Thompson, Inc. under Project No. 1076J On-Call Construction Management Services for Contract No. W.C. 1198. The President **ABSTAINED.**

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an amendment to agreement with E-Bid Systems, Inc., for Public Bidding Process Automation System.

**AMOUNT OF MONEY AND SOURCE:**

\$72,000.00 - 1001-000000-1901-190700-606003

**BACKGROUND/EXPLANATION:**

On November 25, 2009, the Board approved the original agreement in the amount of \$1,137,000.00, for five years. The original Request-for-Proposal and agreement did not include the Minority and Women Business Opportunity Office and State Highway Administration modules. It was subsequently determined that these modules are critical to the full functionality of this software. This amendment will provide funds for the integration of the MWBOO and SHA modules and increase the agreement by \$72,000.00; making the amount \$1,209,000.00.

**MBE/WBE PARTICIPATION:**

The Consultant will continue to maintain the goals established in the original agreement.

**APPROVED FOR FUNDS BY FINANCE**

**(FILE NO. 57088)**

UPON MOTION duly made and seconded, the Board approved and authorized the execution of an amendment to agreement with E-Bid Systems, Inc., for Public Bidding Process Automation System.

The President **ABSTAINED.**

**MINUTES**

Bureau of Water and Wastewater (BW&WW) - Amendment No. 1 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an amendment no. 1 to agreement with the Patton Harris Rust & Associates, for WC 1199, Study of Ashburton Pumping Station Improvements. The amendment extends the period of the agreement through March 16, 2012.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On February 17, 2010, the Board approved the original agreement for engineering services for the Ashburton Pumping Station, in the amount of \$540,358.00, for one year. The initial schedule of this project called for all work to be completed by March 15, 2011. Due to delays beyond the control of the consultant, the schedule has been revised on several occasions to reflect the delays. The delays are attributed to the insufficient time that was allotted in the initial project for the City's review of two memoranda which were significantly more detailed and more voluminous than originally planned. Therefore, the Bureau is requesting a no-cost time extension.

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

UPON MOTION duly made and seconded, the Board approved and authorized the execution of an amendment no. 1 to agreement with the Patton Harris Rust & Associates, for WC 1199, Study of Ashburton Pumping Station Improvements. The President

**ABSTAINED.**

## 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

- |  |             |             |
|--|-------------|-------------|
| 1. MARYLAND FIRE EQUIPMENT CORP.   | \$45,990.00 | Low Bid     |
| Solicitation No. 07000 - Firefighter Turnout Gloves - Fire Department - Req. No. R559827 |             |             |
| 2. CON-SPACE COMMUNICATIONS  | \$35,890.00 | Sole Source |
| Solicitation No. 08000 - Search Cam 3000 - Fire Department - Req. No. R568653            |             |             |

The vendor is the manufacturer and sole distributor of the SearchCam systems currently in use at the Fire Department.

- |   |             |                           |
|---|-------------|---------------------------|
| 3. CCG SYSTEMS, INC.  | \$44,673.00 | Sole Source/<br>Agreement |
| Solicitation No. 08000 - FASTER Maintenance Agreement - Department of General Services - Req. No. R567343 |             |                           |

The Board is requested to approve and authorize execution of an agreement with CCG Systems, Inc. The period of the agreement is May 1, 2011 through April 30, 2012.

FASTER is the operational software in use at Fleet Management. This award is for renewal of the software agreement for one year. The vendor is the sole provider of this proprietary software. The period of the award is May 1, 2011 through April 30, 2012.

**(FILE NO. 57210)**

- |  |              |         |
|--|--------------|---------|
| 4. HERCULES FENCE OF MD, LLC   | \$ 41,600.00 | Low Bid |
| Solicitation No. B50001860 - Fencing Installation at Northwood Field 1 & 3 - Department of Recreation and Parks - Req. No. R568223 |              |         |

Vendors were solicited by posting on CitiBuy. Four bids were received and opened on March 7, 2011.

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

- |   |         |         |
|---|---------|---------|
| 5. AMERICAN TRUCK<br>AND BUS, INC.  | \$ 0.00 | Renewal |
| Solicitation No. 08000 - OEM Parts and Service for the Senior Citizen Bus - Department of General Services - P.O. No. P502447 |         |         |

On June 4, 2008, the Board approved the initial award in the amount of \$100,000.00. The award contained two 1-year renewal options at the sole discretion of the City. This renewal is necessary to maintain a Thomas Saf-T-Liner bus used to transport senior citizens. This renewal is for the period May 15, 2010 through May 14, 2012.

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 equipment and/or service is recommended.

- |  |              |         |
|--|--------------|---------|
| 6. ENERNOC, INC.   | \$ 90,000.00 | Renewal |
| Solicitation No. 06000 - Electricity and Natural Gas Consulting Services through the Baltimore Regional Cooperative Purchasing Committee - Department of General Services - P.O. No. P514097 |              |         |

On October 25, 2006, the Board approved the initial award in the amount of \$44,256.00. The award contained four 1-year renewal options at the sole discretion of the City. Subsequent actions have been approved. This renewal in the amount of \$90,000.00 is for the period July 1, 2011 through June 30, 2012, with no renewal options remaining.

## 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

## 7. SMITH AUTO SERVICE, INC.

ROYAL GLASS COMPANY	\$ 0.00	Renewal
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Solicitation No. BP-07068 - Automotive Glass Installation and Repair - Department of General Services - P.O. Nos. P512649 and P512671

On May 30, 2007, the Board approved the initial award in the amount of \$600,000.00. The award contained two 1-year renewal options at the sole discretion of the City. On March 31, 2010 the Board approved the first renewal. This renewal is for the period June 1, 2011 through May 31, 2012, with no renewal options remaining.

## 8. SECURITY EQUIPMENT

CO.	\$100,000.00	Increase
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Solicitation No. B50000725 - New Holland OEM Parts and Service - Department of General Services - P.O. No. P505767

On December 10, 2008, the Board approved the initial award in the amount of \$120,000.00. On June 16, 2010 the Board approved an increase in the amount of \$60,000.00. Due to an increased need for the parts and service an increase in the amount of \$100,000.00 is necessary, making the total award amount \$280,000.00.

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

9. LIBERTY LUMBER &  
SUPPLY COMPANY, d/b/a  
PIKESVILLE LUMBER COMPANY           \$250,000.00           Increase  
Solicitation No. B50000373 - Lumber - Agencies - Citywide -  
Req. Nos. Various

On September 3, 2008, the Board approved the initial award in the amount of \$500,000.00. On June 9, 2010 the Board approved an increase in the amount of \$250,000.00. This increase in the amount of \$250,000.00 is necessary to meet the City's requirements for the remainder of the initial term and will make the total award amount \$1,000,000.00.

**MWBOO GRANTED A WAIVER.**

10. CIBA SPECIALTY  
CHEMICALS CORPORATION               \$300,000.00           Increase  
Solicitation No. 06000 - Supply Polymeric Flocculant,  
Centrifuge Dewatering for the Back River Wastewater Treatment  
Plant - Department of Public Works, Bureau of Water and  
Wastewater - P.O. No. P510663

On October 10, 2009, the Board approved the initial award in the amount of \$485,385.42. Subsequent actions have been approved. This increase in the amount of \$300,000.00 is necessary due to an increased demand for this chemical, making the total award amount \$920,385.42.

**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

- |                            |              |           |
|----------------------------|--------------|-----------|
| 11. MOTOROLA, INCORPORATED | \$681,532.00 | Agreement |
|----------------------------|--------------|-----------|
- Solicitation No. 08000 - City Works Expansion Agreement -  
Departments of Transportation and Public Works - Req. Nos.  
R562496

The Board is requested to approve and authorize execution of an agreement with Motorola, Incorporated. The period of the agreement is effective upon Board approval for one-year with three one-year renewal options.

This agreement is for the expansion of Citiworks, a GIS (Geographical Information Systems) base work order and inventory management system for the Department of Public Works and the Department of Transportation. Motorola is an exclusive provider of software configuration and implementation for the proprietary Citiworks software.

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 equipment and/or service is recommended.

**(FILE NO. 55919, 57210)**

- |  |              |          |
|--|--------------|----------|
| 12. HARBOR TRUCK SALES<br>AND SERVICE, t/a BALTIMORE<br>FREIGHTLINER | \$300,000.00 | Increase |
|--|--------------|----------|
- Solicitation No. 06000 - OEM Parts, Service and Warranty  
Repairs for Freightliner Heavy Trucks - Department of General  
Services - P.O. No. P510047

On September 30, 2009, the Board approved the initial award in the amount of \$450,000.00. On April 14, 2010 the Board approved an agreement. Due to an increase in demand for parts and service, an increase in the amount of \$300,000.00 is necessary, making the total award amount \$750,000.00.

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
<u>Bureau of Purchases</u>		
13. RSM MCGLADREY, INC.	\$283,702.00	Increase

Solicitation No. BP 07105 - Local Government Integrated Financial Systems - Dept. of Finance - Req. No. R570346

On October 03, 2007, the Board approved the initial award in the amount of \$5,441,471.00. Subsequent approvals were made. This increase is for additional funding for FY 2011 for the continued integration of the City's Dynamics Financial System with the City's Oracle budgeting system and the City's Annual Financial Reports system with on-site City Agency support, training and documentation. This increase makes the total award \$8,396,973.00.

**MWBOO SET MBE GOALS AT 3% AND WBE GOALS AT 2%**

**MBE:** Full Circle Solutions, Inc. 3.0%

**WBE:** Aggarwal d/b/a New Horizon Computer, Inc. 2.0%

**MWBOO FOUND VENDOR IN COMPLIANCE**

14. SHERWIN WILLIAMS CO., d/b/a DURON	\$ 25,000.00	
McCORMICK PAINT WORKS CO.	25,000.00	
	<u>\$ 50,000.00</u>	Multiple Awards

Maryland State Contract No. 001B8900508 - Paint and Chemical Coating - Departments Various - Req. Nos. Various

The City agencies have standardized their painting requirements on particular paint from the above-listed vendors. The State of Maryland competitively bid and awarded a statewide contract for paint and chemical coating to these vendors. The period of the award is March 16, 2011 through April 15, 2011.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

15. INTER ACT 911 MOBILE		
SYSTEMS INC.	\$ 0.00	Correction
Solicitation No. 08000 - Pocket Cop Mobile Data System - Police Department - P.O. No. P512851		

On January 13, 2009, the Board approved the initial award in the amount of \$1,547,875.00. Subsequent actions have been approved. Due to a clerical error, the recommended five-year renewal period approved by the Board on December 8, 2010, was in error. The renewal should have been for one year with four one-year renewal options. The correct renewal period is January 13, 2011 through January 12, 2012, with four one-year renewal options remaining. The Board is requested to approve the correction of the renewal period to January 13, 2011 through January 12, 2012.

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

UPON MOTION duly made and seconded, the Board approved the foregoing informal awards and increases and extensions to Contracts. The President **ABSTAINED** on item No. 10. The Comptroller **ABSTAINED** on item No. 12.

MINUTES

PERSONNEL MATTERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

890 - 908

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

The President **ABSTAINED** on item nos. 30 and 44.

The Comptroller **ABSTAINED** on item no. 37.

**MINUTES****PERSONNEL**Health Department

	<u>Hourly Rate</u>	<u>Amount</u>
1. <b>TANEKA C. SATTERFIELD</b>	\$15.00	<b>\$ 2,400.00</b>

Account: 6000-627811-3080-576500-601009

Ms. Satterfield will work as a Youth Development Aide/Tutor. She will provide homework assistance, tutorial and college preparation assistance, and individual instruction to participants with specific education deficits in high level math and English. In addition Ms. Satterfield will provide assistance in computer skills, assist in the collection of necessary data, and maintain folders/records on individual students to assist in skill building. She will also help to build educational resources, update educational areas quarterly, and participate in workshops. The period of the agreement is effective upon Board approval through June 30, 2011.

2. <b>MYRA A. KNOWLTON</b>	\$36.18	<b>\$56,449.00</b>
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Account: 1001-000000-3031-271500-601009

Ms. Knowlton will work as a Special Assistant Solicitor. She will be responsible for handling lead paint enforcement cases and providing code enforcement legal services to the Department's Division of Community and Environmental Health. She will represent the State in criminal code enforcement actions, and the City in civil code enforcement actions; prepare and try cases of varying complexity as both the Assistant State's Attorney and Assistant City Solicitor in the District and Circuit Courts for Baltimore City. She will also conduct legal research for court cases and write legal memoranda as well as review proposed legislation to determine its effect on the Department and make appropriate recommendations. The period of the agreement is April 1, 2011 through December 31, 2011.

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

	<u>Hourly Rate</u>	<u>Amount</u>
3. <b>JANELL LIDDELOW</b>	\$15.00	<b>\$ 2,400.00</b>

Account: 6000-627811-3080-576500-601009

Ms. Liddelow will work as a Youth Development Aide/Tutor. She be responsible for providing homework assistance, tutorial and college preparation assistance; individual instruction to participants with specific education deficits in high level math and English. In addition she will provide assistance in computer skills, assist in collection of necessary data, and maintain folders/records on individual students to assist in skill building. She will also help to build educational resources, update educational areas quarterly, and participate in workshops. The period of the agreement is effective upon Board approval through June 30, 2011.

4. <b>REBECCA BRADLEY</b>	\$23.07	<b>\$11,246.56</b>
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Account: 5000-536011-3254-316200-601009

Ms. Bradley will continue to work as a Maryland Access Point (MAP) Project Coordinator. She will develop and implement program protocols that will promote awareness, information, access and assistance to MAP targeted populations. She will also devise policies and procedures that coincide with agency guideline consideration; promote benefits and services for MAP targeted populations; and coordinate and establish partnerships or agreements that will deliver services to MAP targeted populations. The period of the agreement is April 1, 2011 through June 30, 2011.

**MINUTES****PERSONNEL**Health Department - cont'd5. Create the following position:

42571 - Public Health Investigator  
 Grade 430 (\$30,464.00 - \$33,854.00)  
 Job Number: To be assigned by BBMR

Cost: \$47,464.00 - 5000-519009-3050-283300-601001

**AMENDMENT**

	<u>Hourly Rate</u>	<u>Amount</u>
6. <b>STEPHANIE REGENOLD</b>	\$37.13	<b>\$28,961.00</b>

Account: 5000-530011-3080-595800-601009

The Department is requesting an amendment to Ms. Regenold's employment contract previously approved by the Board on November 23, 2010 for a period of 28 weeks at an hourly rate of \$36.05 not to exceed \$15,141.00.

The Health Department's amendment to the current contract includes a "correction" to the hourly rate from \$36.05 to \$37.13. Her prior contract, which ended on June 30, 2010 was at the hourly rate of \$37.13. There was a clerical error in the rate in the contract approved on November 23, 2010. The hourly rate should have been \$37.13 and not \$36.05. The Department is also requesting retroactive pay for the period of July 1, 2010 through November 23, 2010.

**THE ECC RECOMMENDS APPROVAL OF THE CORRECTION OF THE HOURLY RATE IN THE CONTRACT APPROVED OF NOVEMBER 23, 2010. THE ECC DEFERS TO THE BOARD ON THE REQUEST FOR RETROACTIVE PAY.**

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

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Police Department</u>		
7. <b>JESSICA JOHNSON</b>	\$20.19	<b>\$21,000.00</b>

Account: 4000-497711-2024-694600-601009

Ms. Johnson will continue to work as a DNA Evidence Technician to help reduce the backlog in the analysis of DNA samples. She will be responsible for conducting computer tracking, evidence transfer and assignment, and case research for cold cases awaiting biological and DNA testing. The period of the agreement is April 1, 2011 through September 30, 2011.

8. <b>DANA Y. PICCO</b>	\$18.26	<b>\$19,000.00</b>
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Account: 4000-497711-2024-694600-601009

Ms. Picco will continue to work as a Casework Manager. She will be responsible for performing administrative functions such as preparation of DNA case files to begin analysis, and finalizing DNA case files for compilation in discovery work product. She will also update and maintain DNA databases, file, assist in the documentation of CODIS eligibility, and confer with professional peers, investigators and attorneys; assisting evidence technicians with evidence handling duties and testifying in courts of law. The period of the agreement is April 1, 2011 through September 30, 2011.

## MINUTES

PERSONNELPolice Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
9. <b>LUCIA MATRICCIANI</b>	\$22.11	<b>\$23,000.00</b>
10. <b>ASHLEY L. WARREN</b>	\$22.11	<b>\$23,000.00</b>
11. <b>RYAN COLEY</b>	\$22.11	<b>\$23,000.00</b>

Account: 4000-497711-2024-694600-601009

These individuals will continue to work as Serologists. They will help to reduce the backlog by conducting scientific screenings and analysis to determine the DNA profile of unidentified suspects, and to optimize the number of samples that will result in a DNA profile. The period of the agreement is April 1, 2011 through September 30, 2011.

12. <b>DARBY M. BONSALL</b>	\$18.26	<b>\$ 19,000.00</b>
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Account: 4000-497711-2024-694600-601009

Ms. Bonsall will continue to work as a Casework Manager. She will be responsible for performing administrative functions such as preparation of DNA case files to begin analysis, and finalizing DNA case files for compilation in the discovery work product. Ms. Bonsall will update and maintain DNA databases, and ensure compliance with the national DNA processing standards. The period of the agreement is April 1, 2011 through September 30, 2011.

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

	<u>Hourly Rate</u>	<u>Amount</u>
13. <b>BENNIE L. BLAIR</b>	\$14.42	<b>\$30,000.00</b>

Account: 5000-516711-2011-694400-601009

Mr. Blair, retiree, will work as a Domestic Violence Victim/Witness Liaison. He will be responsible for providing a coordinated and structured response to victims of domestic violence. The period of the agreement is effective upon Board approval through September 30, 2011.

14. <b>HAYWOOD JOHNSON, JR.</b>	\$14.42	<b>\$30,000.00</b>
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Account: 4000-435911-2013-197500-601009

Mr. Johnson, retiree, will work as a Gun Offender Registry Administrator. His duties will include, but not be limited to collecting court forms identifying gun offenders from court liaisons and entering the information in the gun offender database. Mr. Johnson will maintain and update the gun offender database and obtain all appropriate information from gun offenders, subject to reporting requirements. He will verify and update information in the gun offender database using CJIS, JIS, other criminal justice information systems, and provide timely information to the Gun Trace Task Force for enforcement and follow-up. The period of the agreement is effective upon Board approval for one year.

15. <b>MILTON H. SCHALIZKI, JR.</b>	\$14.42	<b>\$30,000.00</b>
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Account: 1001-000000-2042-198100-601009

Mr. Schalizki, retiree, will continue to work as a Contract Service Specialist I for the Central Records Section, Staff Review Unit. He will be responsible for processing accident reports for dissemination to the public, coding accident reports, and audits for accuracy. Mr. Schalizki will classify reports, scan, and archive accident reports. The period of the agreement is effective upon Board approval for one year.

## MINUTES

PERSONNELPolice Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
16. <b>CELIO OLIVERAS, JR.</b>	\$14.42	<b>\$30,000.00</b>

Account: 1001-000000-2042-198100-601009

Mr. Oliveras, retiree, will continue to work as a Contract Services Specialist I for the Central Records Section, Validations Unit - Wanted Persons File on NCIC. He will be responsible for validating, updating and modifying wanted persons records entered in the NCIC, contacting complainants and authoring supplemental reports. The period of the agreement is May 19, 2011 through May 18, 2012.

17. <b>SHARON M. MARKOV</b>	\$14.42	<b>\$30,000.00</b>
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Account: 1001-000000-2042-198100-601009

Ms. Markov, retiree, will continue to work as a Contract Services Specialist I for the Central Records Section, Validations Unit - Stolen/Lost Gun file on NCIC. She will be responsible for updating and modifying records, contacting complainants and authoring supplemental reports. The period of the agreement is May 19, 2011 through May 18, 2012.

18. <b>WALTER G. HEUER</b>	\$14.42	<b>\$30,000.00</b>
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Account: 1001-000000-2042-198100-601009

Mr. Heuer, retiree, will continue to work as a Contract Services Specialist I for the Planning and Research Section. He will be responsible for compiling required Uniform Crime Report (UCR) Program, LEOKA and Hate-Bias statistics for monthly submission to the FBI. Mr. Heuer will work closely with the State regarding data requests/case information, data entry, report validation, and subsequent filing for the UCR. The period of the agreement is May 19, 2011 through May 18, 2012.

## MINUTES

PERSONNELPolice Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
19. <b>MELODY I. GERST</b>	\$14.42	<b>\$30,000.00</b>

Account: 1001-000000-2042-198100-601009

Ms. Gerst, retiree, will continue to work as a Contract Services Specialist I for the Inspection Section, Court Liaison Program. She will be responsible for contacting her docket, and contacting officers requested by the State's Attorney. Ms. Gerst will assist the Assistant State's Attorney in notifying officers, obtaining LIMS and other reports, and making warrant arrests. The period of the agreement is June 9, 2011 through June 8, 2012.

20. <b>PATRICIA A. D. DAVIS</b>	\$14.42	<b>\$30,000.00</b>
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Account: 1001-000000-2042-198100-601009

Ms. Davis, retiree, will continue to work as a Contract Services Specialist I for the Property Section, Evidence Control Unit. She will be responsible for processing the chain of administrative control of all evidence and organic properties received into police custody and the Department's central depository for storage of all evidence in police custody. The period of the agreement is May 19, 2011 through May 18, 2012.

21. <b>EUGENE J. CASSIDY</b>	\$14.42	<b>\$30,000.00</b>
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Account: 1001-000000-2042-198100-601009

Mr. Cassidy, retiree, will continue to work as a Contract Services Specialist I for the Education and Training Section. He will be responsible for educating, and instructing and coordinating courses in criminal and constitutional law. Mr. Cassidy will supervise, counsel and lead recruit classes in personal and professional matters, and coordinate the Department's intern program. The period of the agreement is May 19, 2011 through May 18, 2012.

**MINUTES****PERSONNEL**Police Department - cont'dHourly RateAmount

On January 3, 1996, the Board of Estimates approved a waiver of the Administrative Manual Policy 212-1. This waiver allowed the Baltimore Police Department to hire retired policed officers on a contractual basis and waived the hourly rate plus the 1200 maximum contract hours retirees may be employed by the City (Item Nos. 13 - 21). The retirees will receive no benefits other than workmen's compensation and F.I.C.A.

AMENDMENT TO AGREEMENT

22. **ANTHONY W. ROBINSON**                      \$26.00                      **\$ 6,364.00**

Account: 5000-515911-2252-225200-601009

On June 23, 2010, the Board approved the original employment agreement in the amount of \$32,448.00 plus \$2,544.00 for travel/mileage for a total of \$34,992.00 with Mr. Robinson to work as a Clinical Case Manager. The period of the agreement is July 1, 2010 through June 30, 2011.

This amendment to agreement will increase the number of hours Mr. Robinson works from 1,248 to 1,492 (244 hours), at the same rate of pay and increase the total contract amount from \$32,448.00 to \$38,812.00, an increase of \$6,364.00. All other terms and conditions of the original agreement remain unchanged.

**MINUTES****PERSONNEL**Department of General Services

	<u>Hourly Rate</u>	<u>Amount</u>
23. <b>SANTO GRILLO, Ph.D.</b>	\$50.00	<b>\$95,000.00</b>

Account: 2051-000000-1981-194600-601009

Mr. Grillo will continue to work as a Bio-Fuels Development Expert for the City Energy Office. His duties will include, but are not limited to researching and developing types of funding sources specific to clean and renewable energy technologies and providing written text for grant submittals. He will conduct analyses for utilization of waste for fuels from algae. He will also analyze the health and safety impacts and costs related to current practices such as street cuts and other areas. He will also submit weekly progress reports and meet to discuss any and all grant submittals for approval prior to submission. The period of the agreement is March 24, 2011 through March 23, 2012.

24. Reclassify the following filled position:

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

To: 72123 - Engineer III PE  
Grade 117 (\$56,000.00 - \$79,400.00)

Costs: \$3,902.00 - 1001-000000-1982-194700-601001

25. Create the following position:

34142 - Accountant II  
Grade 110 (\$40,000.00 - \$56,800.00)  
Job No. To be assigned by BBMR

Costs: \$58,806.00 - 2051-000000-1981-194600-601001

MINUTES

PERSONNEL

Department of Transportation

	<u>Hourly Rate</u>	<u>Amount</u>
26. <b>RICHARD CHEN</b>	\$48.00	<b>\$34,992.00</b>

Account: 3001-000000-5030-384800-601009

Mr. Chen, retiree, will continue to work as a Special Bridge Engineer. He will be responsible for reviewing, commenting, and approving the Developer's Agreements distributed by the Department of Public Works and reviewing, commenting, and approving contracts from the Department of Transportation and the Department of Public Works. In addition, Mr. Chen will work with the Law Department on issues pertaining to ownership of City bridges and other contested matters. He will review, comment, and approve the consultant's cost proposals and invoices. The period of the agreement is March 24, 2011 through March 23, 2012.

27. Create the following one position:

10216 - Grant Services Specialist II  
Grade 919 (\$31,695.00 - \$50,276.00)  
Job No. To be determined

Cost: \$39,290.00 - 3001-000000-2301-249000-601001

Department of Transportation

28. Create the following position:

33128 - PC Support Technician II  
Grade 087 (\$36,674.00 - \$44,331.00)  
Job No. To be assigned by BBMR

Costs: \$47,676.00 - 1001-000000-2301-249800-601001

## MINUTES

PERSONNELDepartment of Planning

	<u>Hourly Rate</u>	<u>Amount</u>
29. <b>AMY GILDER-BUSATTI</b>	\$30.00	<b>\$27,480.00</b>

Account: 9905-922004-9188-900000-703030

Ms. Gilder-Busatti will work as a Special Landscape Architect. Her duties will include but are not limited to coordinating the completion of the Baltimore City Landscape Manual in conjunction with the new zoning ordinance and the new Stormwater Guidelines required by State Law. There is a public process associated with the Landscape Manual that must begin before the Department can move forward with the completion of the draft zoning code. The period of the agreement is April 27, 2011 through October 26, 2011.

30. <b>ROBERT FREEMAN, JR.</b>	\$20.19	<b>\$18,500.00</b>
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Account: 1001-000000-1873-187400-601009

Mr. Freeman will work as a Special GIS Technician. His duties will include but are not limited to developing and producing digital and hardcopy computer-generated GIS data and custom map products. He will utilize GIS software to perform spatial analysis and to design and create accurate cartographic products for the Mayor's Office of Information Technology and City agencies in response to the news media, public events, public safety, and natural disaster emergencies. The period of the agreement is effective upon Board approval for six-months.

**MINUTES****PERSONNEL**Office of the State's Attorney

	<u>Hourly Rate</u>	<u>Amount</u>
31. <b>DWIGHT P. THOMAS</b>	\$26.39	<b>\$ 49,842.00</b>

Account: 1001-000000-1150-122200-601009

Mr. Thomas, retiree, will continue to work as an investigator for the Felony Family Violence Division. He will be responsible for researching and locating parties relevant to the prosecution of cases; providing location information to attorneys and forwarding this information to the Warrant Apprehension Task Force. In addition, Mr. Thomas will communicate with witnesses and victims to provide case status and trial date information. He will prepare subpoenas; verify respondents' legal identity through fingerprint identification documents; and research the prosecution database and the daily newspaper to gain information regarding persons being sought in prosecution cases. The period of the agreement is March 26, 2011 through March 25, 2012.

Baltimore City Law Department

32. <b>STEVEN D. SHATTUCK</b>	\$57.25	<b>\$99,000.00</b>
Account: 1001-000000-1750-175200-601009		\$24,750.00
6000-694007-5850-418600-601009		\$74,250.00

The costs will be shared by the Law Department 25% and the Baltimore Development Corporation 75%.

Mr. Shattuck will continue to work as a Special Chief Solicitor in the Department's Corporate Real Estate Group. He will be responsible for assisting in drafting and reviewing difficult and sophisticated documents for the Baltimore Development Corporation and other City Departments and agencies. This salary is 6% increase from the previous contract period. The period of the agreement is March 28, 2011 through March 27, 2012.

**MINUTES****PERSONNEL**

Baltimore Law Department - cont'd

33. Reclassify the following position:

From: 10198 - Assistant Solicitor  
Grade 937 (\$44,200.00 - \$84,600.00)

To: 10199 - Chief Solicitor  
Grade 958 (\$77,200.00 - \$121,400.00)

Costs: \$91,489.00 - 2036-000000-1763-175200-601001

34. Create the following class:

a. 32937 - E-Discovery Coordinator  
Grade 113 (\$46,700.00 - \$65,500.00)

Create the following two positions:

b. 32937 - E-Discovery Coordinator  
Grade 113 (\$46,700.00 - \$65,500.00)  
Job No. To be assigned by BBMR  
(One Position)

10198 - Assistant Solicitor  
Grade 937 (\$44,200.00 - \$84,600.00)  
Job No. To be assigned by BBMR  
(One Position)

Costs: \$154,310.00 - 1001-000000-1759-175200-601001

**MINUTES****PERSONNEL**Department of Recreation and Parks

	<u>Hourly Rate</u>	<u>Amount</u>
35. <b>GEORGE GHEE</b>	\$10.00	<b>\$20,800.00</b>
Accounts: 2096-796337-7960-833700-601009		\$ 7,200.00
1001-000000-4803-371400-601009		\$13,600.00

Mr. Ghee, retiree, will work as a Motor Vehicle Driver. His duties will include, but are not limited to driving City cars and vans to transport agency administrators and staff to and from scheduled meetings and events. Mr. Ghee will also transport agency participants to and from various events and activity centers/facilities, and deliver vehicles to the repair shop for routine maintenance and repairs. The Department requests that Mr. Ghee be allowed to work 2,080 hours. The period of the agreement is effective upon Board approval for 1-year.

**THE DEPARTMENT OF RECREATION AND PARKS IS REQUESTING A WAIVER OF THE MAXIMUM OF 1,200 HOURS FOR RETIREES STIPULATED IN AM 212-1, PART I, RETIREES OF THE ADMINISTRATIVE MANUAL.**

36. <b>WILLIAM ANDERSEN</b>	\$30.00	<b>\$54,600.00</b>
Account: 5000-578711-4711-361810-601009		

Mr. Andersen will work as a Landscape Architect in the Capital Development Division. He will be responsible for preparing contract drawings and specifications for the renovation or development of City parks and playgrounds. He will also prepare a comprehensive Master Plan for community parks and preparing detailed cost estimates for various projects. He will meet with community groups to explain planning and design projects. The period of the agreement is April 8, 2011 through April 7, 2012.

**MINUTES****PERSONNEL**Office of the Comptroller - Department of Communication Services

	<u>Hourly Rate</u>	<u>Amount</u>
37. <b>SANDRA HOLMES</b>	\$36.78	<b>\$34,904.22</b>

Account: 2039-000000-1330-158400-601009

Ms. Holmes will work as a Special Administrative Assistant in the Office of the Comptroller, Department of Communication Services. Her duties will include but are not limited reviewing and analyzing federal laws, regulations and procedures for receipt of discounts on telecommunications services and United States Postal Service mail. She will also develop procedures to comply with the Domestic Mail Manual, the Mail Processing Performance Requirements and Federal Communications Commission regulations. The period of the agreement is effective upon Board approval for six-months.

Department of Public Works

38. Reclassify the following positions

Job Nos. 5154-21764, 5154-21779, 5154-21803 and 5154-32448

From: 53812 - Solid Waste Driver  
Grade 490 (\$30,805.00 - \$32,822.00)

To: 54432 - Heavy Equipment Operator II  
Grade 433 (\$33,376.00 - \$37,511.00)

Costs: \$11,108.00 - 1001-000000-5154-659000-601001

MINUTES

PERSONNEL

Department of Public Works - cont'd

39. Reclassify the following two vacant positions

Job No. 5152-34660

- a. From: 53155 - Graffiti Removal Supervisor  
Grade 087 (\$36,674.00 - \$44,331.00)
- To: 53815 - Solid Waste Supervisor  
Grade 089 (\$39,745.00 - \$48,257.00)

Job No. 5132-36357

- b. From: 33371 - Radio Dispatcher I  
Grade 078 (\$27,410.00 - \$31,609.00)
- To: 33562 - Storekeeper II  
Grade 080 (\$28,768.00 - \$33,841.00)

Cost: \$3,316.00 - 1001-000000-5152-386500-601001  
1001-000000-5152-387000-601001

Fire Department

	<u>Hourly Rate</u>	<u>Amount</u>
40. <b>DAVID MCMILLAN</b>	\$33.12	<b>\$64,590.00</b>

Account: 4000-435810-2010-683902-601009

Mr. McMillan will work as an Emergency Planner. He will be responsible for collaborating with City agency Continuity of Operations Plan managers and officials to develop and maintain continuity of government plans. He will also maintain the Emergency Operation Plan and associated functional and hazard-specific annexes and the Hazard Mitigation Plan. The period of the agreement is effective upon Board approval for one-year.

**MINUTES****PERSONNEL**Baltimore City Fire Department

41. **CONNER D. SCOTT** \$33.12 **\$64,590.00**

Account: 4000-435810-2010-683902-601009

Mr. Scott will work as an Emergency Planner. He will be responsible for developing and maintaining Baltimore City public school emergency plans. He will also manage short-term projects including seasonal weather functional plan coordination, Citywide Code Red and Code Blue programs, and collaborate with and advise the public and private partners on emergency planning initiative. The period of the agreement is effective upon Board approval for one-year.

42. Downgrade the following position

From: 10212 - Fire Command Staff I  
Grade 964 (\$92,000.00 - \$111,500.00)  
Job No. 2101-47369

To: 41214 - Battalion Fire Chief  
Grade 344 (\$64,163.00 - \$80,164.00)

There are no costs associated with this action.

Department of Human Resources

43. Abolish the following four unpopulated classes:

- a. 75336 - Energy Program Supervisor II  
Grade 88 (\$38,175.00 - \$46,251.00)
- 84222 - Community Liaison  
Grade 91 (\$43,220.00 - \$52,586.00)
- 00067 - Producer/Director I  
Grade 090 (\$41,438.00 - \$50,364.00)
- 00777 - Beneficiary Workmen's Comp  
Grade 90D (\$1.00 - \$40.00 hourly)

**MINUTES****PERSONNEL**

Dept. of Human Resources - cont'd

Change the titles of the following two classes:

- b. From: 74311 - Economic Development Officer I  
Grade 113 (\$46,700.00 - \$65,500.00)
- To: Economic Development Officer  
Grade 113 (\$46,700.00 - \$65,500.00)
- From: 34533 - Legislative Policy Analyst II  
Grade 117 (\$56,000.00 - \$79,400.00)
- To: Legislative Policy Analyst  
Grade 117 (\$56,000.00 \$79,400.00)

There are no costs associated with this action.

Office of Councilman William "Pete" Welch

**44. DRUSILLA BUNCH**

Account: 1001-000000-1000-107100-601009

On March 9, 2011, the Board approved an employment contract for Ms. Bunch to work as a Special Assistant to Councilman William "Pete" Welch. The period of the agreement is effective upon Board approval for one-year.

The Office of Councilman Welch is requesting that Ms. Bunch be paid retroactive from January 24, 2011 through March 7, 2011.

**THE ECC DEFERS TO THE BOARD ON THE REQUEST FOR RETROACTIVE PAY.**

**MINUTES**Office of State's Attorney - Memorandum of Understanding**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a memorandum of understanding (MOU) with the Department of Public Safety and Correctional Services, Maryland Division of Pretrial Detention and Services (DPDS). The period of the MOU is July 1, 2009 through June 30, 2010 and will automatically renew at the beginning of each fiscal year unless terminated by the parties.

**AMOUNT OF MONEY AND SOURCE:**

\$ 708,512.00 - 5000-504510-1150-119800 (FY10 Funds)  
704,512.00 - 5000-504511-1150-119800 (FY11 Funds)  
**\$1,413,024.00**

**BACKGROUND/EXPLANATION:**

The Division of Pretrial Detention Services has awarded the funds to the SAO to provide for the Quality Case Review Program, a front-end review of criminal charges and cases shortly after commitment and intake into the DPDS custody. The program screens pretrial detainee cases and identifies which are destined for dismissal, entrance of a nolle prosequi, a stet, a charge reduction or forwarding to Circuit Court.

The MOU is being submitted late due to extended negotiation of terms and conditions that are deemed acceptable to the parties.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized the execution of a memorandum of understanding (MOU) with the Department of Public Safety and Correctional Services, Maryland Division of Pretrial Detention and Services (DPDS).

**MINUTES**

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

\* \* \* \* \*

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

**BIDS, PROPOSALS AND CONTRACT AWARDS**

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

**THERE WERE NO ADDENDA RECEIVED.**

## MINUTES

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

Department of Transportation

- TR 10001, Replacement of  
Bridge BC 6521-George's  
Creek Rd. Over George's  
Run
- 

Kiewit Infrastructure Co.  
The Six-M Co., Inc.  
Kinsley Construction  
Allied Contractors, Inc.  
John W. Brawner Contracting Co., Inc.  
American Infrastructure-MD, d/b/a  
American Infrastructure, Inc

Department of Recreation and Parks

- RP 09833, Druid Hill  
Park Bowl Improvements
- 

P. Flanigan & Sons, Inc.  
Allied Contractors, Inc.  
The American Asphalt Paving, Co., LLC  
Monumental Paving & Excavating, Inc.  
Potts & Callahan, Inc.  
Facchina Construction Co., Inc.  
P&J Contracting Co., Inc.  
Civil Construction, LLC

Department of Recreation and Parks

- RP 11812, Baltimore  
Playlot Project
- 

Allied Contractors, Inc.

Bureau of Purchases

- B50001760, Management of  
Shake 'N Bake  
Recreational Facility
- 

Kingdom Managed, Inc.

Bureau of Purchases

- B50001768, Concrete,  
Sidewalk, and Other  
Structural Repairs at  
Various Locations
- 

Allied Contractors, Inc.  
P&J Contracting Co.

## MINUTES

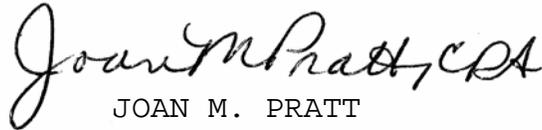
Bureau of Purchases

- B50001865, Emergency  
Medical Supplies

AllMed  
Kentron Health Care, Inc.  
Midwest Medical Supply Co., LLC  
Fritz Medical Supplies  
Samova, Inc.  
Moore Medical, LLC  
Henry Schein EMS  
Southeastern Emergency Equipment  
Amerisochi, Inc.

## MINUTES

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