

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.

President: "I would direct the Board members attention to the memorandum from my office dated August 8, 2011 identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the 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 items have been adopted."

\* \* \* \* \*

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

The Board is requested to approve and authorize execution of a lease agreement with David & Dad's, LLC, tenant, for the rental of a portion of the property known as 3601 Eastern Avenue, being the Café on the 1<sup>st</sup> level. The period of the agreement is September 01, 2011 through August 31, 2014 with an option to renew for two additional one-year terms.

**AMOUNT OF MONEY AND SOURCE:**

	<u>Annual Rent</u>	<u>Monthly Rent</u>
Year 1	\$13,968.00	\$1,164.00
Year 2	\$14,387.00	\$1,199.00
Year 3	\$14,819.00	\$1,235.00

After year three the rent will increase at a rate of 3% above the previous year.

**BACKGROUND/EXPLANATION:**

The tenant will use the leased premises as a Café.

The demised premises will be used as a Café. The term will be for three years, beginning September 1, 2011, and terminating August 31, 2014, with the option to renew for another two 1-year periods, at the rate of 3% above previous year.

The Landlord agrees to provide, at its own expense electricity, including light fixtures and outlets, heating and air conditioning, water, telephone infrastructure, alarm system, rodent and pest control services, wi-fi availability, equipment to be used by the Tenant at the premises, and provide a minimum of \$10,000.00 not to exceed \$15,000.00 for minor remodeling, painting, and signage. The Tenant will be responsible for providing up to \$30,000.00 for equipment, supplies, and opening

## MINUTES

Space Utilization Committee - cont'd

capital, operating its food and non-alcoholic beverage concession facility in a safe and first class manner, conduct quarterly surveys to the patrons of the Café, and provide janitorial/custodial services for the Café area.

The Space Utilization Committee approved this lease at its meeting on July 26, 2011.

**(FILE NO. 56004)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the lease agreement with David & Dad's, LLC, tenant, for the rental of a portion of the property known as 3601 Eastern Avenue, being the Café on the 1<sup>st</sup> level.

**MINUTES**

Department of Real Estate - Assignment of Tax Sale  
Certificates

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Tax Sale Certificates to Mr. Jeremy Yoder for amounts that are less than the lien amount for the properties located at 3033, 3043, and 3049 Stafford Street.

**AMOUNT OF MONEY AND SOURCE:**

<u>Property</u> <u>Address</u>	<u>Assessed</u> <u>Value</u>	<u>Flat Taxes</u> <u>&amp; Water</u>	<u>Total</u> <u>Liens</u>	<u>Assignment</u> <u>Amount</u>
3033 Stafford Street	\$10,480.00	\$3,889.33	\$37,175.81	\$10,480.00
3043 Stafford Street	\$5,560.00	\$3,846.27	\$93,087.65	5,560.00
3049 Stafford Street	\$5,710.00	\$ 271.80	\$25,124.39	<u>5,710.00</u>
				<b>\$21,750.00</b>

**BACKGROUND/EXPLANATION:**

The City acquired the Tax Sale Certificates for the above listed properties on Stafford Street, for the lien amounts at the May 17, 2010 Tax Sale. Mr. Yoder has offered to purchase the Tax Sale Certificates for the assignment amounts, file petitions to foreclose, acquire title to the properties and return them to productive use. The assignment amounts for these properties for the Tax Sale Certificates will cover the flat taxes and water bills on the properties.

**(FILE NO. 56662)**

UPON MOTION duly made and seconded, the Board approved the assignment of Tax Sale Certificates to Mr. Jeremy Yoder for amounts that are less than the lien amount for the properties located at 3033, 3043, and 3049 Stafford Street.

**MINUTES**Space Utilization Committee - Lease Agreement

The Board is requested to approve and authorize execution of a lease agreement with RWN-200 East Lexington Street, LLC, Landlord, for the rental of a portion of the property known as 200 East Lexington Street, consisting of approximately 3,000 square feet known as suites 100 and 101. The period of the lease agreement is three years and will commence on the earlier of a) the first date on which the leased premises improvements are completed, or b) the date on which the tenant actually moves into the leased premises and conducts business therein.

**AMOUNT OF MONEY AND SOURCE:**

<u>Year</u>	<u>Annual Rent</u>	<u>Monthly Installments</u>
1	\$30,000.00	\$2,500.00
2	\$30,000.00	\$2,500.00
3	\$30,000.00	\$2,500.00

Account: 1001-000000-1170-138600-603013

\$57,680.00 for one-time payment for improvements to be completed by Landlord and reimbursed by the City.

Account: 9916-903845-9197-910035-706063

**BACKGROUND/EXPLANATION:**

The leased premises will be used by the Environmental Control Board (ECB) for offices. City-owned space in the Downtown area was not available to fit the ECB program's needs. Office space at 200 E. Lexington Street was found and a lease was negotiated for a three-year term.

## MINUTES

Space Utilization Committee - cont'd

Improvements to the leased premises are needed to accommodate the ECB's occupancy. The Department of General Services reviewed the needs of the ECB and determined it would be best for the Landlord to perform the improvements and the City would reimburse the Landlord. The Department of General Services reviewed the estimate for the improvements and found the estimate to be reasonable. Reimbursement is not-to-exceed \$57,680.00 for improvements.

The Landlord will be responsible for utilities, janitorial services, trash removal, maintenance and repairs, structural maintenance, fire insurance, real estate taxes, security and snow removal. Prior to occupancy, the Landlord will paint, clean the carpet, and repair/replace any damaged ceiling tiles.

The tenant will be responsible for liability insurance under the City's self-insured program, telephone, and computer services to the leased premises.

The Space Utilization Committee approved the lease on August 01, 2011.

**(FILE NO. 57238)**

UPON MOTION duly made and seconded, the Board approved and authorized the lease agreement with RWN-200 East Lexington Street, LLC, Landlord, for the rental of a portion of the property known as 200 East Lexington Street, consisting of approximately 3,000 square feet known as suites 100 and 101.

**MINUTES**Circuit Court - Grant Award Agreements**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the grant award agreements with the Baltimore Mental Health Systems, Inc., (BMHS). The period of the grant award agreement is July 1, 2011 through June 30, 2012 with three additional 1-year renewal options.

1. **CASE MANAGEMENT DOCKET GRANT** **\$ 76,620.00**

Account: 6000-601112-1100-333600-406001

The grant funds will be used for the Case Management Docket Project which will establish a specialty mental health docket in the Circuit Court 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. Through this contract, the Circuit Court Medical Services Division will hire a licensed clinical social worker to assess defendants for eligibility for this new program. The new social work position will link defendants to community mental health and other programs. The social worker will also track the defendant's compliance with treatment, working closely with the presiding judge, attorneys, parole and probation, and others.

2. **COURT MEDICAL EVALUATION** **\$341,341.00**  
**TEAM GRANT (CMET)**

Account: 5000-544512-1100-116800-405001

The CMET grant agreement provides for the Circuit Court Medical Services Division to provide certain post-adjudicatory mental health evaluation of children and youth who are under the supervision of the DJS. These

**MINUTES**Circuit Court - cont'd

evaluations provide information to assist the Juvenile Court Judiciary in making decisions on mental health and other treatment needs. This information is also essential to the DJS case managers for planning purposes. All evaluations are court ordered or requested by the DJS case managers, and will take place on site at the Juvenile Justice Center. All evaluations will be performed by licensed mental health professionals hired for this purpose by the Circuit Court for Baltimore City, Medical Services Division. The Medical Services Division staff will provide administration and clinical supervision of the CMET staff. These evaluations will meet the needs of the DJS and the Juvenile Courts in terms of professional quality, timeliness, and usefulness.

3. **COMPETENCY AND RESPONSIBILITY** **\$270,000.00**  
**EVALUATION GRANT**

Account: 5000-500712-1100-117400-405001

The Competency and Responsibility Evaluation grant agreement provides for all court ordered competency and responsibility evaluations that occur as a result of actions before the Circuit and District Courts in Baltimore City. These evaluations are conducted by the Medical Services Division of the Circuit Court. A principal function of this program is to divert those who would normally be hospitalized in either Clifton T. Perkins Hospital Center or the various regional facilities within the state. In approximately 80% of all referrals, defendants who would be hospitalized from 30-60 days are diverted into either community resources or resources within the local detention centers. The Pre-Sentence evaluation portion of the grant agreement provides for evaluations after verdicts that provide proper use of outpatient facilities.

## MINUTES

Circuit Court - cont'd

4. **FORENSIC ALTERNATIVE SERVICES** **\$424,425.00**  
**CONTRACT**

Account: 4000-400512-1100-117300-404001

This program provides mental health evaluation of seriously mentally ill citizens in Baltimore who have been arrested for minor crimes and are either placed in the Baltimore City Detention Center or the Central Booking Facility. When indicated, the Program arranges with the court to have the defendant transferred to either a mental health facility as an in-patient or directed to an appropriate outpatient facility. Follow-up over a six-month period by the program is mandatory. As in prior years, the program will continue to divert this population from incarceration and the criminal justice system to the appropriate mental health treatment resource. By providing such a service, the population of mentally ill that are incarcerated has decreased. In addition, approximately 72% of the individuals who are evaluated and referred by the program do not return to the criminal justice system within a two-year period. This program directly contributes to a reduction in trial dockets along with the more humane placement and treatment of the mentally ill.

5. **COURT MEDICAL EVALUATION TEAM** **\$128,450.00**

Account: 5000-544512-1100-116800-405001

This grant will fund the operation of the program for FY 2012 pursuant to a Memorandum of Understanding with the Maryland State Department of Juvenile Services. The Court Medical Evaluation Team (CMET) contract provides for the Circuit Court, Medical Services Division, to provide certain post-adjudicatory mental health evaluation of children and youth who are under the supervision of the Maryland Department of Juvenile Services (DJS). These evaluations provide information to assist the Juvenile Court judiciary in making decisions on mental health and

**MINUTES**Circuit Court -cont'd

other treatment needs. This information is also essential to the DJS case managers for planning purposes. All evaluations are court ordered or requested by the DJS case managers, and will take place on site at the Juvenile Justice Center. All evaluations will be performed by licensed mental health professionals hired for this purpose by the Circuit Court, Medical Services Division. The Medical Services Division staff will provide administration and clinical supervision of the CMET staff.

**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 the grant award agreements with the Baltimore Mental Health Systems, Inc.

**MINUTES**

Circuit Court - Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of a grant award from the Maryland Judiciary Office of the Problem Solving Courts. The period of the grant agreement is July 1, 2011 through June 30, 2012.

**AMOUNT OF MONEY AND SOURCE:**

\$233,122.00 - 5000-540311-1100-109400-405001  
55,301.00 - 5000-540011-1100-109400-405001  
153,577.00 - 5000-539210-1100-668000-405001  
**\$442,000.00**

**BACKGROUND/EXPLANATION:**

This grant will provide funds for personnel and other related costs to operate the Circuit Court Adult Drug Court and Juvenile Drug Court Programs. The grant will also fund related personnel costs for the Family League of Baltimore City, Inc. via pass through funding.

**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 the acceptance of a grant award from the Maryland Judiciary Office of the Problem Solving Courts.

**MINUTES**Health Department - Employee Expense Reports

The Board is requested to approve the expense reports for the months indicated for the following employees:

<u>NAME</u>	<u>MONTH</u>	<u>AMOUNT</u>
1. <b>WILLIAM WASSON</b>	August 2010	\$ 25.20
	September 2010	\$ 27.35
	October 2010	\$ 8.80
	November 2010	\$ 42.80
	December 2010	\$ 20.00
		<u>\$ 124.15</u>

Mr. Wasson neglected to submit an expense report on time because he was not aware of the process for reimbursement of City business travel in his personal vehicle.

2. <b>NATHAN FIELDS</b>	November 2010	<b>\$ 124.50</b>
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Mr. Fields submitted his expense report to his supervisor on time however, the supervisor failed to forward them for payment.

Account: 4000-497311-3041-688202-603002

3. <b>ALBERTA LIN FERRARI</b>	January 2011	\$ 23.46
	January 2011	\$ 5.00
	February 2011	\$ 28.48
		<u>\$ 56.94</u>

Account: 4000-497311-3041-688202-603003

Account: 4000-497311-3041-688202-603002

4. <b>CINDY CARR</b>	January 2011	\$ 87.21
	February 2011	\$ 41.31
	April 2011*	\$ 103.53
		<u>\$ 232.05</u>

\*Submitted on separate employee expense report.

## MINUTES

Health Department - cont'd

<u>NAME</u>	<u>MONTH</u>	<u>AMOUNT</u>
5. MICHELLE CRAWFORD- JONES	February 2011	\$ 14.28
Account: 4000-422511-3030-271522-603002		
6. PAMELA WHITTLE	February 2011	\$ 4.59
Account: 4000-422511-3030-271515-603002		
7. RALPH BRISUENO	March 2011	\$ 54.57
Account: 4000-427711-3023-273301-603002		
8. MARIE BIZZELL	February 2011	\$ 35.70
	April 2011	\$ 34.17
	April 2011*	\$ 10.00
		<u>\$ 79.87</u>
Account: 4000-422511-3030-271590-603002		

\*Submitted on separate employee expense report.

The foregoing employees neglected to submit their expense reports because they were unable to complete the forms in time to stay within the guidelines.

The Administrative Manual, in Section 240-11, states that Employee Expense Reports that are submitted more than 40 work days after the last calendar day of the month in which the expenses were incurred require Board of Estimates approval.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized the expense reports for the months indicated for the foregoing employees.

**MINUTES**Health Department - Agreement and Intergovernmental Agreement

The Board is requested to approve and authorize execution of the various agreements. The period of the agreement is July 1, 2011 through June 30, 2012.

AGREEMENT

1. **THE LEAGUE OF PEOPLE WITH DISABILITIES/THE LEAGUE FOR ADULT DAY SERVICES FOR SENIORS** \$ 18,316.00

Account: 4000-433311-3254-312000-603051

The organization will provide medical day care services to ill, frail or disabled elderly persons who are eligible to receive Office of Health Services grant funding. The organization will develop an appropriate care plan for each recipient.

The agreement is late because the Department was waiting for the grant award from the Maryland Department of Aging.

**AUDITS REVIEWED AND HAD NO OBJECTION.**

INTERGOVERNMENTAL AGREEMENT RENEWAL

2. **MARYLAND DEPARTMENT OF JUVENILE JUSTICE (DJS)** \$1,150,000.00

Account: 5000-518612-3160-308000-405001

This is the first renewal of the intergovernmental agreement with the DJS for Operation Safe Kids. The original intergovernmental agreement contained two 1-year renewal options. All other terms and conditions of the Intergovernmental Agreement will remain in full force and effect.

This item is being presented late because the Department was just notified.

MINUTES

Health Department - cont'd

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

APPROVED FOR FUNDS BY FINANCE

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

**MINUTES**Health Department - Agreements

The Board is requested to approve and authorize execution of the various agreements. The period of the agreement is July 1, 2011 through June 30, 2012.

CASE MONITOR AGREEMENTS

The Maryland State Department of Health and Mental Hygiene (DHMH) is designated as the single State agency to administer all aspects of the Maryland Medical Assistance Program. The Health Department has an agreement with the DHMH to participate in the program as the case monitoring agency and to contract with Case Monitors who will supervise personal care services to eligible recipients.

The Case Monitors will exercise independent professional judgment and carry professional liability insurance. Each case monitor will be an independent contractor and not an employee of the City.

The Case Monitors will be responsible for establishing a plan of personal care for each eligible recipient assigned to him/her in Baltimore City. They will make home visits at least once every 90 days, unless otherwise indicated, maintain clinical records, consult with each client's personal physician and other providers in order to develop a care plan, and perform other related duties.

The maximum number of cases per individual case monitor at any time is 75, unless a waiver is received.

<u>Case Monitor Name</u>	<u>Rate of Pay</u>	<u>Amount</u>
1. <b>SANDRA NURSING SERVICES, LLC.</b>	\$55.00 per case per month	<b>\$ 66,000.00</b>

Sandra Nursing Services, LLC has received a waiver to increase its caseload to 100 cases.

Services will be provided in Montgomery County. The case monitor will review and/or revise the plan at least every 60 days or more often if necessary, and supervise personal care providers.

## MINUTES

Health Dept. - cont'd

<u>Case Monitor Name</u>	<u>Rate of Pay</u>	<u>Amount</u>
2. <b>NATHAN NETWORKS, INC.</b>	\$45.00 per case	<b>\$81,000.00</b>

Nathan Networks, Inc. has received a waiver to increase its caseload to 150 cases.

The agreement is late because the Department just received the FY 12 budget account numbers for this program.

Account: 4000-426212-3110-306800-603018

AGREEMENTS

3. <b>VICTOR A. FERRANS, M.D.</b>	\$200.00/ comprehensive psychological evaluation and \$50.00/ review of a psychological evaluation	<b>\$20,000.00</b>
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Account: 4000-425512-3110-306700-603018

The consultant will perform on-site Pre-Admission Screening and Resident Reviews for Baltimore City residents referred for nursing home placements and on-site psychological evaluations of clients in nursing homes. In addition, he will submit a written evaluation report to the Department's Adult Evaluation and Review Services Program (AERS), delineating the treatment plan for each AERS client/patient.

The agreement is late because the Department just received the FY 12 budget account numbers for this program.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

## MINUTES

Health Department - cont'd

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM AGREEMENTS

- |    |  |         |
|----|--|---------|
| 4. | JOHNSTON SQUARE COMMUNITY DEVELOPMENT CORPORATION                          | \$ 0.00 |
| 5. | PEOPLE'S COMMUNITY HEALTH CENTER, INC./<br>JACK BARTH FAMILY HEALTH CENTER | \$ 0.00 |

The agreements are late because of the delay in obtaining signatures.

- |    |   |         |
|----|---|---------|
| 6. | COPPIN STATE UNIVERSITY/REHABILITATION COUNSELING PROGRAM | \$ 0.00 |
| 7. | DEPARTMENT OF HUMAN RESOURCES/TRAINING DIVISION           | \$ 0.00 |

The agreements are late because they were just finalized.

The above-listed organizations will serve as host agencies for the Senior Community Service Employment Program. This program provides part-time work experience or volunteer service opportunities for persons, aged 55 years or older, with no upper age limitation. The placement of Senior Citizen Aides in non-profit or governmental agencies will allow those agencies to provide services that would otherwise not be available because of the lack of funds. The period of the agreement is July 1, 2011 through June 30, 2012.

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES****BOARDS AND COMMISSIONS**1. Prequalification of Contractors

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

A&M Electric LLC.	\$	1,500,000.00
Cardinale Construction, Inc.	\$	436,500.00
Case Foundation Company	\$	141,615,000.00
Cole Roofing Company, Inc.	\$	8,000,000.00
Finishes, Inc.	\$	8,000,000.00
HP Electronics, Inc.	\$	1,500,000.00
Homewood General Contractors, Inc.	\$	8,000,000.00
Klicos Painting Company, Inc.	\$	17,802,000.00
Lee Foundation Co., Inc.	\$	8,000,000.00
Lighting Maintenance, Inc.	\$	8,000,000.00
McLean Contracting Company	\$	193,203,000.00
Michael F. Ronca & Sons, Inc.	\$	175,248,000.00
Mid Atlantic Fountain Design & Mfg. Co.	\$	702,000.00
Mirabile Construction Company	\$	864,000.00
Northeast Remsco Construction, Inc.	\$	86,391,000.00
Potts & Callahan, Inc.	\$	141,075,000.00
Reviera Enterprises, Inc. t/a REI/Drayco	\$	8,000,000.00
Universal Painting Corp.	\$	8,000,000.00
Warwick Supply & Equipment Co., Inc.	\$	3,744,000.00
The Whiting-Turner Contracting Co.	\$	3,780,360,000.00

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:

Allen & Shariff Corporation	Engineer
American Consulting, Inc. d/b/a	Architect
American Structurepoint, Inc.	Landscape Architect
	Engineer
	Survey

## MINUTES

BOARDS AND COMMISSIONS - cont'd

Beyer Blinder Belle Architects & Planners, LLP.	Architect
Gilbert Architects, Inc.	Architect
Gipe Associates, Inc.	Engineer
Gower Thompson, Inc.	Landscape Architect
	Engineer
	Survey
Hanover Land Services, Inc.	Engineer
	Survey
The Louis Berger Group, Inc.	Architect
	Landscape Architect
	Engineer
	Survey
URS Corporation	Architect
	Landscape Architect
	Engineer
	Survey

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

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:

2511 - 2512

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 no. 1.

The Mayor **ABSTAINED** on item no. 5.

MINUTES

EXTRA WORK ORDERS

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

Bureau of Water and Wastewater

1. EWO #013, \$85,654.09 - WC 1198, Urgent Need Work Infrastructure Rehabilitation, Various Locations				
\$10,473,325.00	\$ 4,154,189.00	Spiniello Companies	0	60

Department of Transportation

2. EWO #004, (\$3,103.44) - TR 08312, Replacement of Water Taxi Dock at Fells Point				
\$ 1,059,110.00	\$ 41,968.07	Corman Marine Construction, Inc.	-	-

(FILE NO. 56553)

3. EWO #009, \$134,205.38 - Project 1003, Rehabilitation of Sinclair Lane Bridge Over CSXT Railroad				
\$ 505,057.62	\$ 421,198.59	AECOM Technical Services, Inc.	-	-

(FILE NO. 57150)

4. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$110,752.36 Federal	9950-919001-9509 Constr. Reserve	
387,893.04 <u>Others</u>	9950-902363-9509 Constr. Reserve - Sinclair Lane Over CSX	
<b>\$498,645.40</b>	-----	9950-901363-9508-3 Design & Studies Rehabilitation of Sinclair Lane Bridge Over CSXT

This transfer will make the appropriation available for CSXT's share on design of the project and fund costs associated with Change Order No. 9, Project No. 1003 with AECOM Technical Services, Inc.

(FILE NO. 57150)

MINUTES

EXTRA WORK ORDERS

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

Department of General Services

5. EWO #015, \$65,597.55 - PB 06816, Convention Center Roof Terrace Renovation

\$ 1,969,247.00	\$ 350,442.28	National Roofing	0	99
		Co., Inc.		

**MINUTES**

Mayor's Office of Human Services/ - Ratification of Agreement  
Homeless Services Program

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify a grant award agreement with Women Accepting Responsibility, Inc. (WAR). The period of the agreement was April 4, 2011 through July 31, 2011.

**AMOUNT OF MONEY AND SOURCE:**

\$45,329.00 - 4000-496211-3570-591447-603051

**BACKGROUND/EXPLANATION:**

WAR hired a licensed social worker and provided supportive services to a total of approximately six women and their children, who are disabled due to substance abuse and/or HIV/AIDS. The clients served were recently released from incarceration and may have been engaged in the sex industry. WAR provided intensive case management as well as intermediate or periodic care.

The grant agreement is late because of a delay in awarding these funds.

**MWBOO GRANTED A WAIVER**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board ratified a grant award agreement with Women Accepting Responsibility, Inc.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development - Options</u>			
1. Nancy Lapidus Oring	715 N. Mount St.	G/R \$71.50	\$ 595.83
2. Ronald M. Carr and Marilyn Carr	713 N. Mount St.	G/R \$71.50	\$ 786.50

Funds are available in Account No. 9910-907079-9588-90000-704040, Wylie Funeral Home.

3. Fred Nochumowitz	2032 E. Biddle St.	G/R \$42.00	\$ 385.00
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Funds are available in Account No. 9910-907079-9588-900000-704040, Broadway East Project.

**(FILE NO. 57259)**

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

Dept. of Housing and Community Development - Condemnations

4. Virginia Rogers	2026 E. Biddle St.	G/R \$46.25	\$ 308.33
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Funds are available in, Account No. 9910-907079-9588-900000-704040, Broadway East Project.

**(FILE NO. 57259)**

5. Beatrice Hawkins	1723 E. Preston St.	F/S	\$4,800.00
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Funds are available in, Account No. 9910-906416-9588-900000-704040, EDBI Project, Phase II.

**(FILE NO. 56017)**

**MINUTES**

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

UPON MOTION duly made and seconded, the Board approved and authorized the foregoing options and condemnations. The Comptroller **ABSTAINED** on item nos. 1 and 2.

**MINUTES**

Employees' Retirement System - Election Administration  
Services Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Election Administration Services Agreement with the American Arbitration Association (AAA).

**AMOUNT OF MONEY AND SOURCE:**

\$48,200.00 (\$2.55 per ballot)

No General Funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

The AAA will prepare and execute the elections for the active member and retired member representatives on the ERS Board of Trustees. Eligible employees will be able to cast ballots by mail, telephone and Internet.

The terms of the active member representatives on the ERS Board of Trustees expires at the end of 2011. The AAA is one of the oldest and most prestigious election services firms. Additionally, the AAA has successfully administered elections for ERS in the past and will continue to provide wholly impartial, unbiased and independent services to the Board.

**MBE/WBE PARTICIPATION:**

The Minority and Women's Business Opportunity Office has placed a goal of 0% participation for this professional service contract. However, the AAA has nonetheless agreed to hire Time Printers, Inc., a company certified by the City MWBOO for the printing of the election ballots. Printing amounts to approximately 13% of the contract cost.

UPON MOTION duly made and seconded, the Board approved and authorized the execution of an Election Administration Services Agreement with the American Arbitration Association. The Comptroller **ABSTAINED**.

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

2518 - 2523

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. The President **ABSTAINED** on item no. 13. The

Mayor **ABSTAINED** on item no. 17.

## MINUTES

TRANSFER OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks</u>			
1.	<b>\$ 8,998.42</b>	9938-905793-9475	9938-903795-9474
	25 <sup>th</sup> Series	Reserve - Citywide	Active - Community
	Rec. & Parks	Park Maintenance	Parks and Playgrounds
			FY 10

This transfer will provide funds to cover building permit and Administration costs associated with Baltimore Playlot Project FY10, Contract No. RP11812.

2.	<b>\$50,000.00</b>	9938-902742-9475	9938-903695-9474
	24 <sup>th</sup> Series	Reserve - Park &	Active - Lyndhurst/
	Rec. & Parks	Recreation	Edgewood Recreation
		Facilities Improv.	Center Gymnasium
		FY 10	

This transfer will provide funds to cover the costs associated with the upgrade of the electrical service at Edgewood Recreation Center and to reconcile the account's deficit.

3.	<b>\$30,000.00</b>	9938-913001-9475	9938-901758-9474
	State	Reserve - Unallot.	Active - Major Park
			Improvements FY 09

This transfer will provide funds to cover the costs associated with the furnishing and installing of park signs in Druid Hill Park.

4.	<b>\$18,217.48</b>	9938-905793-9475	9938-901725-9474
	25 <sup>th</sup> Series	Reserve - Citywide	Active - Roosevelt
	Rec. & Parks	Park Maintenance	Park Master Plan

This transfer will provide funds to cover the costs associated with Change Order No. 6 for Roosevelt Park Site Improvements under Contract No. RP 07825 and to reconcile the account's deficit.

## MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks</u>		
5. <b>\$ 7,000.00</b> MVR	9938-902651-9475 Reserve - Druid Hill Park Pedestrian Entr.	9938-901651-9474 Active - Druid Hill Park Pedestrian Entrance

This transfer will provide funds to cover the costs associated with Change Order No. 6 for Druid Hill Park Entrance Improvements, Contact No. RP 09011.

6. <b>\$100,000.00</b> 25 <sup>th</sup> Series Rec. & Parks	9938-905793-9475 Reserve - Citywide Park Maintenance	9938-904793-9474 Active - Citywide Park Maintenance
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This transfer will provide funds to cover the costs associated with the renovation of the park lighting at Wyman Park Dell and athletic fields at City Spring and Morrell Park.

7. <b>\$ 50,000.00</b> 26 <sup>th</sup> Series Rec. & Parks	9938-903777-9475 Reserve - Park Rehab. Program FY12	9938-9047777-9474 Active - Park Rehab. Program FY12
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This transfer will provide funds to cover the costs associated with the renovation of the Leakin Park tennis courts.

8. <b>\$ 24,000.00</b> 24 <sup>th</sup> Rec. & Parks Bonds	9938-902742-9475 Reserve Park & Recreation Facility Renovation	9938-901721-9474 Active Recreation Facility Renovation
--	---	---

This transfer of funds will provide funds to cover the costs associated with Change Order No. 8 for the James Gross Recreation Center HVAC Upgrade Project under contract PB07813 and to reconcile the account's deficit.

MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks</u>		
9. \$ 35,390.85	9938-903701-9475	
General Fund	Active	
	Park Master Plans	
\$ 7,125.80	-----	9938-901680-9474
		Active
8,968.94	-----	9938-901694-9474
		Active
2,850.80	-----	9938-901724-9474
		Active
14,231.18	-----	9938-901748-9474
		Active
<u>2,214.13</u>	-----	9938-902763-9474
<b>\$ 35,390.85</b>		Active

This transfer will provide funds to reconcile the account deficit on various completed park capital projects.

10. \$ 42,050.57	9938-905793-9475	
Rec. & Parks	Reserve	
25 <sup>th</sup> Series	Citywide Park Maint.	
\$ 5,007.03	-----	9938-901704-9474
		Active
3,643.54	-----	9938-901728-9474
	Active	
<u>33,400.00</u>	-----	9938-901745-9474
<b>\$ 42,050.57</b>		Active

This transfer will provide funds to reconcile the account deficit on various completed park capital projects.

MINUTES

TRANSFER OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation (BDC)</u>			
11.	\$ 933,471.00	9910-994001-9600	9910-902879-9601
	Other Fund	Constr. Res.	Coml.
		Unallocated Res.	Revitalization
	96,815.13	9910-994001-9600	9910-902879-9601
	18 <sup>th</sup> EDF	Constr. Res.	Coml.
		Unallocated Res.	Revitalization
	<u>\$1,030,286.13</u>		

This transfer will provide funds towards the demolition expenses associated with the land for the Howard Park Grocery store project. This project calls for the development of a 67,000 sq. ft. full-service supermarket to service this stable but underserved community in Northwest Baltimore.

(FILE NO. 57236)

Department of Housing and Community Development

12.	\$1,000,000.00	9910-902996-9587	9910-903058-9588
	30 <sup>th</sup> CDB FY 2012	Stabilization	Stabilization
	Program Reserve		

The transfer will provide funds for the Department's Stabilization Program for FY2012. Stabilizations are performed when a property poses a public safety threat.

Bureau of Water and Wastewater

13.	\$ 136,000.00	9956-905533-9549	
	County	Const. Res.	
	Appropriations	Annual Facilities	
	Improvements		
	64,000.00	" "	
	Water Revenue		
	Bonds		
	<u>\$ 200,000.00</u>	-----	9956-904544-9551-2
			Engineering

## MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
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Bureau of Water and Wastewater - cont'd

The funds are required to cover the cost of the study and design of SC 901, Storage Facility near the Screen House at the Patapsco Waste Water Treatment Plant.

Department of Transportation

14. \$ 800,000.00	9950-903550-9509	9950-904981-9508-2
MVR	Const. Res.	Contingencies
	Highway User	Resurfacing
	Revenue	In-House

This transfer will fund costs associated with the purchase of a Thermo Plastic Pavement Marking Vehicle and application unit as per requisition number R579920.

15. \$1,500,000.00	9962-941002-9563	9962-904056-9562-2
Conduit	Constr. Res.	Contingencies
Appropriations	Annual Facilities	Conduit Occupancy
	Improvements	

This transfer will fund costs associated with maintaining compliance with the existing memorandum of understanding between BGE and the City of Baltimore.

16. \$ 41,884.61	9950-905533-9509	9950-904791-9514-2
MVR	Const. Res.	Contingencies
	Highway	On-Call Project
	Neighborhood	1097, Task # 31

This transfer will fund costs associated with task #31 on project 1097 B/D #08064 with Johnson, Mirmiran & Thompson, Inc. for a Roadway inspector.

(FILE NO. 57080)

## MINUTES

TRANSFER OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Convention Center</u>			
17.	\$1,800,000.00	9953-912015-9535	9953-908015-9534
	Other Funds	Convention Ctr.	East Side Renov.
		East Side	
		Renov.	

This transfer will provide funds to cover the costs associated with the East Side Renovations Project.

**MINUTES**

Department of Law - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with Dr. Charles F. Wellford. The period of the agreement is June 29, 2011 through the conclusion of the audit.

**AMOUNT OF MONEY AND SOURCE:**

\$240,000.00 - 1001-000000-2041-195500-603026

**BACKGROUND/EXPLANATION:**

The agreement is in connection with the Maryland State Conference of NAACP Branches, et al. v. Baltimore Police Department, et al. litigation, Civil Action No. 06-CV-1863.

As part of the settlement between the City and The National Association for the Advancement of Colored People (NAACP) in connection with the NAACP litigation on "Zero Tolerance" for Quality of Life Offenses, the City and NAACP jointly selected Dr. Wellford to serve as the police compliance auditor. He will perform the duties set forth in the settlement agreement effective June 29, 2010 and as further outlined in the Work Plan and Budget for Audit of the Stipulation of Settlement between the Maryland State Conference of NAACP branches and the Baltimore Police Department dated, December 2, 2010.

**APPROVED FOR FUNDS BY FINANCE**

**(FILE NO. 57185)**

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the agreement with Dr. Charles F. Wellford.

## MINUTES

Law Department - Claim Settlement Agreement and Release

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

1. Christensen Threatt v. \$30,000.00  
Lawrence J. Smith, Jr.

Account: 1001-000000-2041-195550-603070

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

**MINUTES**Department of Law - 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, Loretta McKinnon.

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>
C. Patrick Bowers	1
Aseneth Brown	5
Wendy Dabney	5
Carolyn Dubose	5
Mary F. Keenan	5
John Clark Mayden	4
Cynthia Moll	5
	<u>30</u>

**APPROVED FOR FUNDS BY FINANCE**

**THE LABOR COMMISSIONER RECOMMENDED APPROVAL.**

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

**MINUTES**Department of Law - 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, Erin Sher Smyth.

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

<u>NAMES</u>	<u>DAYS</u>
Robert Anbinder	1
Nancy Bavato	2
Kurt Heinrich	1
Vicki Johnson	1
Joann Levin	1
Adam Levine	5
Elizabeth Ryan Martinez	5
George Nilson	2
Shirl Randall	3
Elva Tillman	1
Gwen B. Tromley	1
Aaron Whitcomb	<u>2</u>
	<b>25</b>

**APPROVED FOR FUNDS BY FINANCE**

**THE LABOR COMMISSIONER RECOMMENDED APPROVAL.**

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



**MINUTES**

Mayor's Office of Employment Development (MOED) - Agreements, an Amendment to Agreement, and an Intergovernmental Agreement

The Board is requested to approve and authorize execution of the various agreements, an amendment to agreement, and an inter-governmental agreement.

AGREEMENTS

1. **SINAI HOSPITAL OF BALTIMORE, INC.** **\$ 20,000.00**

Account: 1001-000000-6331-475205-603051

The organization will provide a comprehensive range of counseling and advocacy services to assist at least six individuals in establishing and maintaining long-term goals. The program is designed to provide the necessary services to assure successful transition from youth to adult life. It is the intent of all activities funded through this agreement to establish programs and services to youth in overcoming barriers to employment, reduce welfare dependency, provide education and/or occupational skills training. The period of the agreement is October 1, 2011 through June 30, 2012.

2. **SINAI HOSPITAL OF BALTIMORE, INC.** **\$ 69,474.00**

Account: 4000-894109-6330-497805-603051

This organization will provide occupational skills training, adult education, employment support and follow-up services for Park Heights residents under MOED's Park Heights Partnership for Job Initiative. Occupational skills training will focus on Baltimore's Healthcare industry targeting five demand-driven occupational areas in the areas of environmental services, patient transport, food services, mailing services, and print service delivery. The period of the agreement is July 1, 2011 through October 31, 2011.

The agreement is late because of the extended negotiation process.

## MINUTES

MOED - cont'd

3. **TOWSON UNIVERSITY - DIVISION OF ECONOMIC AND COMMUNITY OUTREACH** \$ 15,000.00

Accounts: 4000-807512-6312-467253-603051  
4000-806712-6312-467253-603051

Towson University will provide training only in those areas specified on the Maryland Higher Education Commission list. The period of the agreement is July 1, 2011 through June 30, 2012.

The agreement is late because additional time was necessary to reach a comprehensive understanding between the parties.

AMENDMENT TO AGREEMENT

4. **THE FAMILY LEAGUE OF BALTIMORE CITY** \$ 7,185.00

Account: 4000-809111-6331-466705-603051

On December 22, 2010, the Board approved the original agreement with The Family League of Baltimore to provide professional services.

This amendment to agreement will extend the period of the agreement through August 5, 2011.

**AUDITS REVIEWED AND HAD NO OBJECTION.**

## MINUTES

MOED - cont'd

INTERGOVERNMENTAL AGREEMENT

5. **MARYLAND STATE DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES, DIVISION OF PAROLE AND PROBATION.** **\$500,000.00**

Account: 4000-804812-6396-454501-603040

The MOED will provide ex-offenders with various services through an innovative pilot program that provides comprehensive support services essential to ex-offenders at its Northwest Re-Entry Center. The period of the intergovernmental agreement is July 1, 2011 through June 30, 2012.

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

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized the foregoing agreements, an amendment to agreement, and an inter-governmental agreement.

## MINUTES

Office of the State's Attorney (SAO) - Grant Award Agreements

The Board is requested to approve and authorize execution of the various grant award agreements with the Governor's Office of Crime Control and Prevention (GOCCP). The period of the agreement is July 1, 2011 through June 30, 2012.

1. **COMPREHENSIVE VIOLENCE PROSECUTION** **\$1,959,195.00**

Account: 5000-501512-1150-118000-600000

The SAO received a grant from the GOCCP for the Firearms Investigation Violence Enforcement (F.I.V.E.) Unit which prosecutes non-fatal shootings and recidivist handgun offenders in Circuit Court. The Division works actively with the cold case squad to solve old homicides and supervises complex investigations into police shootings. The program ensures that the same prosecutor is involved in both the investigation and prosecution of gun violation cases.

2. **PROJECT EXILE** **\$ 98,280.00**

Account: 5000-504812-1150-118000-600000

The SAO received a grant from the GOCCP for the Project Exile Program. The Funding will be used to reduce gun cases and gun violence in Baltimore City. To accomplish this goal, a cross-designated Assistant District Attorney to the U.S. Attorney's Office will intensify the maximum effectiveness of the efforts in prosecution. In some instances, cases will be forwarded to the U.S. Attorney's office for consideration of prosecution.

## MINUTES

Office of the State's Attorney - cont'd

3. **THE INTER-AGENCY WAR ROOM COORDINATION PROJECT (A)** \$ 605,152.00

Account: 5000-504912-1150-117900-600000

4. **THE INTER-AGENCY WAR ROOM COORDINATION PROJECT (B)** \$ 187,230.00

Account: 4000-400112-1150-117900-600000

The Department has received a grant from the GOCCP in two parts to provide electronic information sharing that will indentify violent offenders, determine probation and parole status, and apprehension and service of warrants. Funding also provides judicial prioritization and reform of criminal case flow management via cooperation of local and State agencies.

5. **WAR ROOM TECHNOLOGY ENHANCEMENT** \$ 20,210.00

Account: 5000-501711-1151-702800-600000

The SAO received a grant from the GOCCP to provide electronic information sharing that will identify violent offenders, determine probation and parole status, and apprehension and service of warrants. Funding also provides judicial prioritization and reform of criminal case flow management via cooperation of local and State agencies. This will enhance the technology available to program participants.

The grant awards are late because notification of the awards was recently received from the GOCCP.

**MINUTES**

Office of the State's Attorney - cont'd

**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 the various grant award agreements with the Governor's Office of Crime Control and Prevention.

**MINUTES**

Office of the State's Attorney - Grant Award

**ACTION REQUESTED OF THE B/E:**

The Board is requested to approve and authorize acceptance of a grant award from the State of Maryland Vehicle Theft Prevention Council. The period of the agreement is July 1, 2011 through June 30, 2012.

**AMOUNT OF MONEY AND SOURCE:**

\$ 30,000.00 - 5000-501612-1150-118300-600000  
79,340.00 - 1001-000000-1150-118300-600000 (in-kind)  
\$109,340.00

**BACKGROUND/EXPLANATION:**

The SAO received a grant from the State of Maryland Vehicle Theft Prevention Council to assist the Office with the screening, case preparation, and enhanced prosecution of juvenile vehicle theft cases. Specifically, the focus will be on carjacking, repeat offenders, violence and out-of-state victims. This funding pays for a law clerk that will maintain a vehicle theft database and assist the in-kind prosecutor with case preparation. The in-kind contribution represents the salary and other personnel cost for one Juvenile Division attorney.

**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 acceptance of a grant award from the State of Maryland Vehicle Theft Prevention Council.

**MINUTES**

Office of the State's Attorney - Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a grant agreement with the Baltimore Substance Abuse Systems, Inc. (BSAS). The period of the agreement is April 1, 2011 through September 30, 2011, with two 1-year renewal options.

**AMOUNT OF MONEY AND SOURCE:**

\$7,350.00 - 4000-445112-1150-118100-600000

**BACKGROUND/EXPLANATION:**

The BSAS desires to expand and enhance the District Drug Court of Maryland for Baltimore City by allocating these funds to improve the technology available to court personnel, and sponsoring staff to attend a Drug Court Conference. The technology enhancements will include computers, printers and a facsimile machine. The Office of the State's Attorney will participate in Drug Court project evaluation, planning, and implementation.

This grant agreement is late because it was just received by the Office of the State's Attorney.

**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 agreement with the Baltimore Substance Abuse Systems, Inc. The Mayor **ABSTAINED**.

**MINUTES**

Office of the 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 Community Mediation, Inc. The period of the agreement is July 1, 2011 through June 30, 2012.

**AMOUNT OF MONEY AND SOURCE:**

\$40,000.00 - 6000-602511-1150-118400-603026

**BACKGROUND/EXPLANATION:**

The mission of the Community Mediation Program, Inc. is to reduce interpersonal conflict, community violence and animosity by increasing the use of non-violent conflict resolution strategies and by making mediation more accessible in the City.

The State's Attorney's Office has been in partnership with the Community Mediation Program, Inc. for over six years.

**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 with Community Mediation, Inc.

**MINUTES**

Baltimore Development Corporation - First Amendment to  
Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the first amendment to memorandum of understanding (MOU) for the development of a Video Lottery Terminal Facility in Baltimore City.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

In November 2008, Maryland voters approved a State of Maryland law approving the constitutional amendment that authorized a maximum of 15,000 video lottery terminals (VLTs) at a maximum of five locations (facilities).

In December 2008, The State of Maryland Video Lottery Facility Location Commission (Location Commission) solicited proposals from qualified applicants seeking to be awarded one of the five Video Lottery Operation Licenses (Operation License). A Facility was authorized in Baltimore City if located within one-half mile of Interstate 95 and Interstate 295, on property owned by the City and not adjacent to or within one-quarter mile of residential property.

In February of 2009, the Location Commission received only one application for the City site. Over the next several months, the Location Commission evaluated the proposal and ultimately denied the application in December 2009.

On April 28, 2011, the Location Commission issued a new Request for Proposal (RFP) for the City site. On April 27, 2011, the Board approved a MOU which set forth the City's minimum acceptable revenue requirements. Bidders are expected to execute the MOU, acknowledging acceptance of the minimum requirements as part of their bid package for the Facility.

**MINUTES**

BDC - cont'd

Since the issuance of the RFP representatives from the Location Commission, Maryland Lottery, and the City have met with several different potential bidders and received numerous questions. While many of the questions were addressed through posting on the website slots.mdlottery.com, some require an amendment to the RFP. Amendments to the MOU are necessary and desirable in order to (1) clarify the number of sites the applicant must purchase, and allow the applicant to purchase either immediately or within two years after the VLT first opens for business the sites not needed for the VLT Facility and the garage, (2) provide reimbursement for related infrastructure costs as approved by the City of Baltimore, (3) replace the Baltimore City Residents First criteria with the recently adopted Employ Baltimore criteria, and (4) expressly require compliance with the MBE/WBE requirements of the RFP.

The MOU and Amendment will be signed by the applicants responding to the RFP for the Video Lottery Terminal Facility, acknowledging the City's minimum acceptable revenue requirements. After the successful applicant is awarded a VLT License by the State Lottery Commission, additional documents such as the ground lease will be completed and submitted to the Board for approval.

**MBE/WBE PARTICIPATION:**

N/A

**(FILE NO. 57012)**

UPON MOTION duly made and seconded, the Board approved and authorized the first amendment to memorandum of understanding for the development of a Video Lottery Terminal Facility in Baltimore City. The Comptroller voted **NO**.

**MINUTES**

Baltimore Development Corporation (BDC) - Loan

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a loan to the Senator Theatre, LLC, for the purpose of capital improvements at 5904-06 York Road. The Board is further requested to authorize the Mayor or Director of Finance to execute any and all documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law.

The Board is also requested to approve an amendment to the original lease agreement which was approved on August 25, 2010.

**AMOUNT OF MONEY AND SOURCE:**

\$700,000.00 - 9910-906983-9600

**BACKGROUND/EXPLANATION:**

In May 2002, the Board approved a \$600,000.00 loan guarantee for the Senator Theatre. With the threat of foreclosure imminent, and facing the loss of its \$600,000.00 guarantee, the City purchased the promissory note and mortgage on the Senator Theatre from First Mariner Bank in May 2009, the City's acquisition and settlement costs were \$965,757.00.

Through a Request for Proposals (RFP) issued on September 21, 2009, the BDC offered for sale or rent the Senator Theatre for use as a movie theatre and/or performing arts venue. The BDC received four proposals in response to the RFP. After a review and analysis process which included a public meeting and multiple meetings of an Advisory Panel (comprised of business, residential, and theatre advocacy groups and City staff), the panel recommended that the City enter into an Exclusive Negotiating Privilege agreement with the Senator Theatre, LLC. The Senator Theatre, LLC, is comprised of Mr. James Cusack and his daughter, Ms. Kathleen Cusack, the owners of the Charles Theatre.

## MINUTES

BDC - cont'd

On August 25, 2010, the Board approved the Senator Theatre, LLC, lease of the Senator Theatre. Since the August 2010 approval of the lease, the Senator Theatre, LLC, proposal has evolved from one or possibly two movie theatres, a crepe shop, and a restaurant to four movie theatres and a crepe shop. The main auditorium will continue to be used as a movie theatre, and the Senator Theatre, LLC, proposes to add a crepe shop and three theatres through a combination of new construction and renovations to the existing retail space on the north side of the building.

Capital improvements include replacement of seats, carpet, wall coverings, and curtains, and painting of ceilings and walls in the auditorium. The improvements will also include repairs to the exterior, some reconfiguration of space, new or upgraded building systems including electrical service, sprinklers, boiler, and roof, as well as construction of three new theatres and a crepe shop.

The total cost of the project is \$2,150,000.00. The Senator Theatre, LLC, is requesting a \$700,000.00 loan to assist with the cost of renovations. In addition to the loan from the City, the Senator Theatre, LLC, is contributing \$400,000.00 in equity and applying for \$450,000.00 in federal and state historic tax credits, a \$500,000.00 State loan, and a \$100,000.00 State Community Legacy grant.

The City will hold a second lien on Mr. James Cusack's personal residence. The structure for the loan will be interest only for the first nine months, and then monthly principal and interest payments for 20 years at 2% fixed interest. If the Senator Theatre, LLC, spends \$1,978,000.00 on capital improvements to the Senator Theatre within 18 months, \$100,000.00 of the loan would convert to a grant. The payment of principal and interest on \$100,000 will be deferred. If the company does not meet the required target, the deferred amount will amortize over the remaining term of the note.

**MINUTES**BDC - cont'd

The BDC conducted a City Return Analysis on the project using the total City investment of \$1,665,757.00, which includes \$965,757.00 in acquisition and settlement costs and the requested loan. The Net Present Value (NPV) is calculated for a 20 year period using a 6% discount rate. Based on this analysis, the projected returns to the City are revenues of \$917,425.00 NPV over 20 years. The City's 20 year Internal Rate of Return (IRR) is projected to be 12%. The developer's twenty 20 year IRR is projected to be 28%.

There is one proposed change to the original lease agreement. The lease payments would change from \$1.00 to \$750.00 per month until a Certificate of Occupancy is issued for the new theatres and \$3,000.00 per month thereafter, with a 1% yearly increase.

**APPROVED FOR FUNDS BY FINANCE****(FILE NO. 55561)****TRANSFER OF FUNDS**

\$700,000.00	9910-906983-9600	9910-902879-9601
20 <sup>th</sup> EDF	Const. Res.	Commercial
	Arts and	Revitalization
	Entertainment	
	Init.	

This transfer will provide funds for a loan to the Senator Theatre, LLC for the purpose of capital improvements at 5904 - 06 York Road and amendments to the original lease agreement dated August 25, 2010.

**(FILE NO. 55561)**

## MINUTES

BDC - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized the execution of a loan to the Senator Theatre, LLC, for the purpose of capital improvements at 5904-06 York Road. The Board further authorized the Mayor or Director of Finance to execute any and all documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law. The Board also approved an amendment to the original lease agreement which was approved on August 25, 2010. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**Baltimore Development Corporation - Relocation Expenses**ACTION REQUESTED OF B/E:**

The Board is requested to approve the first claim for payment of relocation expenses to the Sportsman's Lounge for the firm's move from 4723 Gwynn Oak Avenue.

**AMOUNT OF MONEY AND SOURCE:**

\$134,875.00 - 9910-902879-9601  
22<sup>nd</sup> EDF

**BACKGROUND/EXPLANATION:**

On June 08, 2008, the Board approved the acquisition of 4713-35 Gwynn Oak Avenue by option agreements. The properties will be included in the Disposition Lot I Land Assembly in accordance with the Howard Park Business Area Urban Renewal Plan.

As a result, it is necessary to relocate the Sportsman's Lounge, the existing tenant of 4723 Gwynn Oak Avenue. The owners of the Sportsman's Lounge will move their furnishings and supplies into a storage facility until they identify a new location to re-establish their business.

Accordingly, the Board is requested to approve this first claim in the amount of \$134,875.00 for a negotiated self-move and reimbursable search costs. This figure was provided by Diversified Property Services. Diversified Property Services is the company contracted to assist the Baltimore Development Corporation in this relocation process.

The relocation of the Sportsman's Lounge is essential to the land assembly needed for the development of the Howard Park Grocery Project. This project calls for the development of a 67,000 sq. ft. full-service supermarket to service the community in Northwest Baltimore.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION**

**(FILE NO. 57236)**

**MINUTES**Baltimore Development Corporation - cont'd**TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
<b>\$134,875.00</b>	9910-904982-9600	9910-902879-9601
22 <sup>nd</sup> EDF	Constr. Res.	Commercial
	Coml. Revitalization	Revitalization
	Program	

This transfer will provide funds for business relocation expenses for the Sportsman's Lounge move from 4723 Gwynn Oak Avenue. The relocation of this business is a necessary part of the land assembly needed for the development of the Howard Park Grocery project. This project, awarded to the team of Vanguard/ROC in August of 2006, proposes the construction of a 67,000 sq. ft. grocery store to service this stable but underserved community in Northwest Baltimore.

**(FILE NO. 57236)**

UPON MOTION duly made and seconded, the Board approved the first claim for payment of relocation expenses to the Sportsman's Lounge for the firm's move from 4723 Gwynn Oak Avenue. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Department of Housing and - Local Government Resolution  
Community Development

The Board is requested to approve and authorize execution of the following local government resolution.

The following organization is applying to the State of Maryland's Low Income Housing Tax Credit (LIHTC) Program. A local government resolution of support is required by the State for all applications to this program for funding.

<u>Organization</u>	<u>Amount</u>
1. <b>LILLIAN JONES APARTMENTS</b>	\$14,513,249.00
	<b>(LIHTC)</b>
	5,500,000.00
	<b><u>(Bank of America)</u></b>
	<b>\$20,013,249.00</b>

The Lillian Jones Apartments will involve the new construction of 74 Rental units. The property is located at 1303 - 1327 (odd only) Greenmount Avenue, 1300 - 1331 Wirton Street, and descriptive lots (Block 1142A, Lot 1 and 42, and Block 1142B, Lot 1). All of the Units will be affordable to persons with incomes at or below 60% of the area median income or less.

**(FILE NO. 57241)**

UPON MOTION duly made and seconded, the Board approved and adopted the local government resolution.

**MINUTES**

Department of Housing and - Modification to Supplemental HOME  
Community Development(DHCD) Investment Partnerships Program Loan

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a modification to a supplemental HOME Investment Partnerships Program loan to Orchard Ridge Homeownership I, Inc.

The Board is further requested to authorize the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law.

**AMOUNT OF MONEY AND SOURCE:**

<u>SOURCES*</u>		<u>USES</u>	
HABC Loan	\$ 1,176,418.00	Acquisition	\$ 695,509.00
HOME Loan	690,000.00	Construction	7,545,890.00
New Supplemental Loan	180,000.00	Construction Related Costs	815,654.00
Closing Proceeds**	6,957,105.00	Soft Costs	1,051,550.00
Habitat Lot Sales	900,000.00	Developer's Fee	--
Loss Deposits /Miscellaneous	29,939.00	Seller Assistance	254,784.00
Developer Contribution	1,214,617.00	Marketing and Sales Expenses	777,072.00
		Soft Costs Con- tingency	7,620.00
<hr/>		<hr/>	
<b>TOTAL</b>	<b>\$ 11,148,079.00</b>	<b>TOTAL</b>	<b>\$ 11,148,079.00</b>

\*The Original sources included a \$6,927,919.00 construction loan from The Reinvestment Fund; this loan has since been repaid in full.

\*\* Costs paid from closing proceeds at the settlement of each unit

Account: 9910-610879-0063-2

**MINUTES**

DHCD - cont'd

**BACKGROUND/EXPLANATION:**

On December 12, 2007 the Board approved a HOME loan in the amount of \$690,000.00 (Original HOME Loan) to the Borrower to support a portion of the costs of new construction of 23 residential units (Original HOME Project) within the first homeownership phase of Orchard Ridge, which was planned to consist of 72 units (Orchard Ridge Homeownership Phase I).

On June 16, 2010 the Board approved a supplemental HOME loan in the amount of \$360,000.00 (the Original Supplemental Loan) to the Borrower. At that time, the Borrower had built 42 of the projected 72 units within Orchard Ridge Homeownership Phase I and had sold 29 units, which consisted of the 23 units within the Original HOME Project plus 6 other units. The Original Supplemental Loan was to support the sale of 13 additional residential units (the Additional Units), of which 12 units were to be sold to residents whose incomes did not exceed 80% AMI, as required by the HOME Program.

However, the Borrower was able to sell many of the additional Units to residents whose incomes were slightly greater than that required by the HOME requirements making such units ineligible for HOME funds. All additional units either have been sold or are under contract.

As such, the Board is asked to amend the approval for the Original Supplemental Loan by (i) reducing the loan amount to \$180,000.00 (New Supplemental Loan) and (ii) allowing the New Supplemental Loan be used to write down a portion of substantial cost overruns incurred by the Borrower in connection with the Original HOME Project.

**Participating Parties:****A. Developer**

Orchard Ridge Homeownership I, Inc. (the Borrower) is the developer of the Orchard Ridge Homeownership Phase I and will be the Borrower under the New Supplemental Loan.

**MINUTES**

DHCD - cont'd

B. General Contractor/Architect

Harkins Builders, Inc. is the general contractor. Architectural services were provided by Wallace, Roberts & Todd, LLC.

C. Marketing Agent

McWilliams/Ballard, Inc. is the marketing agent for the Project.

D. Participating Lenders Baltimore City Supplemental HOME Loan

The Original HOME Loan was structured so that as each unit within the Original HOME Project was sold to a buyer eligible under the terms of the HOME program (HOME Qualified Buyer), such HOME Qualified Buyer assumed a pro rata portion of the Original HOME Loan and the Borrower's obligations under the Original HOME Loan were released by an equal amount. The Borrower is also required to pay 50% of any excess profits on the Original HOME Project back to the City.

The New Supplemental Loan will be a deferred loan that will accrue interest at an interest rate of 0% per annum on sums advanced and have a term of five years. Payment of the New Supplemental Loan will be guaranteed by Pennrose Properties, LLC or a related entity. The New Supplemental Loan will be cross-defaulted with the Original HOME Loan. At the end of the five-year term, all amounts due and owing under the New Supplemental Loan by the Borrower shall be forgiven. The New Supplemental Loan will be non-recourse debt.

**MBE/WBE PARTICIPATION:**

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

**MINUTES**

DHCD - cont'd

**(FILE NO. 56294)**

UPON MOTION duly made and seconded, the Board approved and authorized the execution of a modification to a supplemental HOME Investment Partnerships Program loan to Orchard Ridge Homeownership I, Inc. The Board further authorized the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Dept. of Communication Services</u>			
1. Simon Etta	2011 AVST OASIS User Conference Anaheim, CA Oct. 5 - 8, 2011 (Reg. Fee \$299.00)	Internal Service	\$1,376.64
<u>Dept. of Public Works</u>			
2. Azam Ahmad* Larisa Feldsher Ed Mueva Art Shapiro* Marshall Phillips** Don T. Lambro*	2011 CSAWWA/CWEA/ WVOA Tri-Assoc. Conf. Ocean City, MD Aug. 30 - Sept. 2, 2011 (Reg. Fee \$300.00*) (Reg. Fee \$250.00) (Reg. Fee \$200.00**)	MVR	\$5,812.00
3. Leo Broznowicz	iFIX 154 - iFix Training Fundamentals Exton, PA Aug. 16 - 19, 2011 (Reg. Fee \$2,495.00)	Water Facility	\$3,101.00
4. Alfred H. Foxx	International Public Works Congress & Expo. Denver, CO Sept. 18 - 21, 2011 (Reg. Fee \$675.00)	General	\$1,772.14

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>		<u>Amount</u>
<u>Fire Department</u>			
5. James Clack	Fire Rescue Int'l 2011 Conf. Atlanta, GA Aug. 25 - 28, 2011) (Reg. Fee \$85.00)	General Funds	\$973.65
<b>(FILE NO. 56628)</b>			
<u>Police Department</u>			
6. Eric L. Russell Sabrina V. Tapp-Harper	39 <sup>th</sup> Annual National Black Police Assoc. Conf. Chicago, IL Aug. 14 - 21, 2011 (Reg. Fee \$475.00)	Asset Forfeiture Fund	\$4,688.00
<u>Department of Transportation</u>			
7. Barbara Zektick	MACO 2011 Annual Conference Ocean City, MD Aug. 17 - 20, 2011 (Reg. Fee \$315.00)	Special Funds	\$1,164.00
<u>Department of Recreation and Parks</u>			
8. Kenn L. King	Government Finance Officers Assoc. Budget Presentation Training Workshop August 14, - 16, 2011 San Francisco, CA (Reg. Fee \$580.00)	Accessory Account	\$1,587.00

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>		<u>Amount</u>
<u>Mayor's Office of Government Relations</u>			
9. Janelle Mummey	MACO 2011 Annual Conference Ocean City, MD Aug. 17 - 20, 2011 (Reg. Fee \$50.00)	General	\$1,002.17

**TRAVEL REIMBURSEMENT/APPROVAL**Baltimore City Fire Department

10. Jeffrey McCarty Scott Parrott	21 <sup>st</sup> Annual International Police Mountain Bike Association Conf. Richmond, VA April 08 - 16, 2011		\$4,228.74
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	<u>Jeffrey McCarty</u>	<u>Scott Parrott</u>
Mileage	\$ 160.91	\$ 184.01
Food	144.51	29.74
Hotel	695.00	794.00
Hotel Tax	90.35	103.22
Parking/Taxi	67.00	85.00
	<b>\$1,157.77</b>	<b>\$1,195.97</b>
Registration	\$ 925.00	\$ 950.00

Messrs. McCarthy and Parrott traveled to Richmond, VA to attend the 21<sup>st</sup> Annual International Police Mountain Bike Association Conference from April 08 - 16, 2011. Their registration was paid with a City credit card issued to Mr.

**MINUTES**

Frank Narvell. Messers. McCarthy and Parrott each used their own vehicles to transport equipment, including a bike. The Department is requesting a reimbursement for food, hotel expenses, mileage, and parking for both representatives.

The representatives will not be reimbursed for the cost of registration because those fees were previously paid.

The Board, UPON MOTION duly made and seconded, approved the travel requests and travel reimbursement/approval. The Comptroller **ABSTAINED**. The Director of the Department of Public Works **ABSTAINED** on item no. 4.

**MINUTES**

Department of Housing and - Lien Release  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the release of liens, plus all accrued interest and/or penalties on the vacant property located at 505 S. Vincent Street, for the transferee, Mr. Anuja Kurichh.

**AMOUNT OF MONEY AND SOURCE:**

\$61,621.87, plus all accrued interest and/or penalties

**BACKGROUND/EXPLANATION:**

Pursuant to the Annotated Code of Maryland, Tax Property 14-806, the Board has the authority to release liens against real property under certain circumstances. In this case, the property in question complies with all requirements under the lien release law:

- the property is a vacant house,
- the liens exceed the assessed value of the property, and
- the transferee will redevelop the property and return it to productive use within a reasonable time and eliminate blighting conditions.

The transferee, will redevelop the vacant property, return it to productive use within a reasonable time, and eliminate blighting conditions. Mr. Kurichh will rehabilitate the vacant house into a single-family home for rent. The release of liens on the property will make it financially feasible for redevelopment and prevent tax abandonment.

**MINUTES**

DHCD - cont'd

Prior to settlement, transferee will pay the flat tax and water of the property in the amount of \$3,706.57. This amount exceeds the assessed value of the property, which totals \$3,000.00. The amount paid will be applied to satisfy the water bill, real estate taxes, flat tax first, and other liens that have accrued prior to the date of this lien release.

Any additional property tax assessments, water charges, and liens that accrue from the date of this lien release will be the responsibility of the transferee to pay prior to settlement. Failure to record the deed and pay the assessed value of \$3,706.57, within 120 days from the date of approval by the Board, will void this release.

UPON MOTION duly made and seconded, the Board approved the release of liens, plus all accrued interest and/or penalties on the vacant property located at 505 S. Vincent Street, for the transferee, Mr. Anuja Kurichh.

**MINUTES**

Department of Housing and - Lien Release  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the release of liens, plus all accrued interest and/or penalties on the vacant property located at 308 S. Norris Street, for the transferee, Mr. Anuja Kurichh.

**AMOUNT OF MONEY AND SOURCE:**

\$14,799.32, plus all accrued interest and/or penalties

**BACKGROUND/EXPLANATION:**

Pursuant to the Annotated Code of Maryland, Tax Property 14-806, the Board has the authority to release liens against real property under certain circumstances. In this case, the property in question complies with all requirements under the lien release law:

- the property is a vacant house,
- the liens exceed the assessed value of the property, and
- the transferee will redevelop the property and return it to productive use within a reasonable time and eliminate blighting conditions.

The transferee, will redevelop the vacant property, return it to productive use within a reasonable time, and eliminate blighting conditions. Mr. Kurichh will rehabilitate the vacant house into a single-family home for rent. The release of liens on the property will make it financially feasible for redevelopment and prevent tax abandonment.

## MINUTES

DHCD - cont'd

Prior to settlement, transferee will pay the assessed value of the property in the amount of \$9,000.00. This amount exceeds the flat tax and water of the property in the amount of \$2,997.13. The amount paid will be applied to satisfy the water bill, real estate taxes, flat tax first, and other liens that have accrued prior to the date of this lien release.

Any additional property tax assessments, water charges, and liens that accrue from the date of this lien release will be the responsibility of the transferee to pay prior to settlement. Failure to record the deed and pay the assessed value of \$9,000.00, within 120 days from the date of approval by the Board, will void this release.

UPON MOTION duly made and seconded, the Board approved the release of liens, plus all accrued interest and/or penalties on the vacant property located at 308 S. Norris Street, for the transferee, Mr. Anuja Kurichh.

**MINUTES**

Department of Housing and - Lien Release  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the release of liens, plus all accrued interest and/or penalties on the vacant property located at 324 S. Bruce Street, for the transferee, Mr. Anuja Kurichh.

**AMOUNT OF MONEY AND SOURCE:**

\$25,472.80, plus all accrued interest and/or penalties

**BACKGROUND/EXPLANATION:**

Pursuant to the Annotated Code of Maryland, Tax Property 14-806, the Board has the authority to release liens against real property under certain circumstances. In this case, the property in question complies with all requirements under the lien release law:

- the property is a vacant house,
- the liens exceed the assessed value of the property, and
- the transferee will redevelop the property and return it to productive use within a reasonable time and eliminate blighting conditions.

The transferee, will redevelop the vacant property, return it to productive use within a reasonable time, and eliminate blighting conditions. Mr. Kurichh will rehabilitate the vacant house into a single-family home for rent. The release of liens on the property will make it financially feasible for redevelopment and prevent tax abandonment.

**MINUTES**

DHCD - cont'd

Prior to settlement, transferee will pay the assessed value of the property in the amount of \$9,000.00. This amount exceeds the flat tax and water of the property in the amount of \$2,448.41. The amount paid will be applied to satisfy the water bill, real estate taxes, flat tax first, and other liens that have accrued prior to the date of this lien release.

Any additional property tax assessments, water charges, and liens that accrue from the date of this lien release will be the responsibility of the transferee to pay prior to settlement. Failure to record the deed and pay the assessed value of \$9,000.00, within 120 days from the date of approval by the Board, will void this release.

UPON MOTION duly made and seconded, the Board approved the release of liens, plus all accrued interest and/or penalties on the vacant property located at 324 S. Bruce Street, for the transferee, Mr. Anuja Kurichh.

## MINUTES

Department of Housing and - Agreements  
Community Development

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

1. **BON SECOURS OF MARYLAND FOUNDATION, Inc.** **\$200,000.00**

Account:	2089-208911-5930-530403-603051	\$134,000.00
	2089-208911-5930-530434-603051	\$ 66,000.00

The organization will implement a Clean and Green Program to manage land and implement a community greening strategy. The program's strategy is to eliminate blighted vacant lots in low and moderate income areas of Southwest Baltimore by converting the lots into green open spaces and side yards. In partnership with Goodwill Staffing Services, this program will also provide employment training to area residents, to develop the necessary job skills in order to become gainfully employed in the "green industries". The participants will receive classroom instruction and on-the-job training, which will include maintenance of previously improved lots. The period the agreement is January 1, 2011 through December 31, 2011.

2. **CITY OF BALTIMORE DEVELOPMENT CORPORATION** **\$ 23,489.18**

Account: 4000-485710-5750-642300-603051

The funding will support the Commercial Façade Improvement Grant Program (FIG). The funds will be used for architectural services provided in support of awards to businesses within six designated commercial districts in low and moderate income areas of the City. The goal of the FIG Program is to 1) stimulate business recruitment and retention, 2) create economic and visual impacts, 3) reduce commercial vacancy rates, and 4) encourage job growth and creation. The period of the agreement is October 1, 2010 through September 30, 2011.

**MWBOO GRANTED A WAIVER.**

## MINUTES

DHCD - cont'd

On June 30, 2010, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2010 Annual Action Plan for the following formula programs:

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

The DHCD began negotiating and processing the CDBG agreements effective July 1, 2010 and beyond, as outlined in the Plan, pending approval of the Resolution. Consequently, the agreements were delayed due to final negotiations and processing.

3. **WYMAN PARK CENTER COUNCIL, INC.** **\$ 14,250.00**

Account: 2089-208912-5930-426030-603051

The organization will operate the Wyman Park Tutorial Program. The program will serve as a support system for students who are potential dropouts, discouraged with schoolwork, and who require remedial educational assistance to maintain grade level standards. The period of the agreement is September 1, 2011 through June 30, 2012.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED (EXCEPT ITEM NO. 1) AND HAD NO OBJECTION.**

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

**MINUTES**

Department of Housing and - Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with The Johns Hopkins Hospital (JHU). The period of the agreement is October 1, 2010 through September 30, 2011.

**AMOUNT OF MONEY AND SOURCE:**

\$30,814.00 - 5000-586811-6051-452499-603051

**BACKGROUND/EXPLANATION:**

The JHU will provide funds for the Martin Luther King Jr. /Early Head Start Program. The program will provide Child Development Training from March 2011 to August 2011 for 10 participants. These trainings will build on the skills and competencies of those students who are enrolled in the Vocational Tech Child Development programs at Baltimore City Public Schools and are assisting in the Extended High School classrooms through a co-op/intern program.

Funding will also be used to acquire substitute teachers for coverage during the period staff is on leave, attending workshops or classes. The program will also hire a trainer to provide training to Family Services Staff and Supervisors to enhance skills in developing Family Partnership Agreements. Training will also be provided in Medication Administration to meet the Maryland State Department of Education mandated requirement.

**MWBOO GRANTED A WAIVER**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the agreement with The Johns Hopkins Hospital. The President **ABSTAINED**.

**MINUTES**

Department of General Services - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve task assignment no. 1, with Citiroof Corporation (Citiroof) for Project No. 10867, Montessori School Roof Replacement Phase III.

**AMOUNT OF MONEY AND SOURCE:**

\$185,600.00 - 9910-913616-9588-900000-700000

**BACKGROUND/EXPLANATION:**

In accordance with Citiroof's proposal dated November 22, 2010, and the Board approval dated June 23, 2010 to use the Maryland State Indefinite Quantity "Roofing" Contract, the Department has selected Citiroof to perform the Montessori School Roof Replacement Phase III, based on the low price received to complete this project task assignment.

**APPROVED FOR FUNDS BY FINANCE.**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**(FILE NO. 00000)**

UPON MOTION duly made and seconded, the Board approved and authorized the task assignment no. 1, with Citiroof Corporation for Project No. 10867, Montessori School Roof Replacement Phase III.

**MINUTES**Department of General Services - Developers' Agreements

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

	<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
1.	<b>CRP SOUTH CHARLES OP, LLC</b>	<b>1143</b>	<b>\$431,769.00</b>

CRP South Charles OP, LLC is renovating its building and needs upgraded fire-suppression and domestic water services.

An irrevocable letter of credit in the amount of \$431,769.00 has been issued to CRP South Charles OP, LLC which assumes 100% of the financial responsibility.

2.	<b>1201 N. CHARLES STREET ASSOCIATES II, LLC</b>	<b>1237</b>	<b>\$ 15,855.00</b>
----	--	-------------	---------------------

1201 N. Charles Street Associates, II, LLC would like to abandon an existing water service and install new water service to its proposed construction located in the vicinity of 1201 North Charles Street.

An irrevocable letter of credit in the amount of \$15,855.00 has been issued to 1201 N. Charles Street Associates II, LLC which assumes 100% of the financial responsibility.

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved and authorized the foregoing developers' agreements.

**MINUTES**

Department of General Services - Right-of-Entry Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the right-of-entry agreement with Dietz & Watson, Inc. The period of the agreement is 90 days.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Department of Transportation is proposing to perform soil testing boring on property owned by Dietz & Watson, Inc., located at 3301 Towanda Avenue.

This right-of-entry agreement will allow the City's contractor to perform the soil test borings in conjunction with the Department of Transportation, Project No. TR 11307, Park Circle Roundabout.

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the right-of-entry agreement with Dietz & Watson, Inc.

**MINUTES**Department of General Services - Sub-grant Agreements

The Board is requested to approve and authorize execution of the sub-grant agreements with the various community non-profit organizations. The period of the agreement is effective upon Board approval for one year.

- |    |  |                     |
|----|--|---------------------|
| 1. | <b>COALITION TO END CHILDHOOD LEAD<br/>POISONING</b> | <b>\$ 2,150.00</b>  |
| 2. | <b>LUTHERAN CENTER CORPORATION</b>                   | <b>\$ 10,995.00</b> |

Account: 9916-913900-9197-910013-703032

The Department has received an award under the Energy Efficient and Conservation Block Grant Program from the U.S. Department of Energy.

Under the terms of the grant award agreements the community non-profits will conduct energy audits at its facilities. The non-profits will hire professional auditors to study, evaluate and prioritize energy savings upgrades and retrofits on their buildings. These recommendations can then be used as documentation in subsequent grant applications for the funds to implement such improvements.

**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 the sub-grant agreements with the foregoing community non-profit organizations.

**MINUTES**Department of General Services - Renewable Energy Credits  
Sales Agreements

The Board is requested to approve and authorize the listed renewable energy credits sales agreements.

1. **NOBLE AMERICAS ENERGY SOLUTIONS, LLC** (\$15,000.00)
2. **CALPINE ENERGY SERVICES, LP** (\$ 1,790.10)

Account: 2051-000000-1890-654801-402630

These contracts will provide revenue to the City.

The production of electric power from the renewable resource of the digest gas produced at the Back River Wastewater Treatment Plant qualifies for sale of Renewable Energy Credits. The Northeast Maryland Waste Disposal Authority is handling the sale on behalf of the City.

UPON MOTION duly made and seconded, the Board approved and authorized the foregoing renewable energy credits sales agreements.

**MINUTES**

Department of General Services - Limited Right of Entry and License Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a limited right of entry and license agreement.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Bureau of Water and Wastewater is proposing a project to replace the Locust Point Pump Station and Force Main (SC 849).

In the design of this project it was determined that access would be needed on Maryland Port Administration (MPA) property to perform this work. The right of entry is being granted at no cost to the City so the project may stay on schedule, and becomes effective upon approval by the Board and the MPA.

**(FILE NO. 57019)**

UPON MOTION duly made and seconded, the Board approved and authorized the execution of a limited right of entry and license agreement. The President **ABSTAINED**.

**MINUTES**

Department of General Services - Energy Efficiency and Conservation Block Grant

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize an energy efficiency and conservation block grant (EECBG) agreement with the Historic East Baltimore Community Action Coalition (HEBCAC).

**AMOUNT OF MONEY AND SOURCE:**

\$10,750.00 - BGE Rebates  
49,426.00 - 9916-913900-9197-910007-706063 (EECBG)  
**\$60,176.00**

**BACKGROUND/EXPLANATION:**

This project will use EECBG funds to support energy efficiency improvements to the light fixtures and bulbs in the Northeast Market, part of the Baltimore Public Markets Corporation. HEBCAC is the primary community organization covering the area in which the Northeast Market is located and it supports improvement to the Market. The project will take advantage of BGE energy conservation rebates, which entails using BGE's contractor for the work.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized the energy efficiency and conservation block grant agreement with the Historic East Baltimore Community Action Coalition.

## MINUTES

Department of - Minor Privilege Permit Applications  
General Services

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

	<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1.	340 N. Charles St.	Yusang Chung	Dumpster 6' x 3'6"
	Annual Charge: \$294.00		
2.	330 N. Charles St.	330 Associates	Dumpster 6' x 3'6"
	Annual Charge \$294.00		
3.	2031 E. Fairmount Ave.	2031 Fairmount, LLC	Outdoor Seating 13' x 6'
	Annual Charge: \$337.50		
4.	344 N. Charles St.	Carrollton Bank	Dumpster 6' x 3'6"
	Annual Charge: \$294.00		
5.	3001 E. Monument St.	Nancy Eshenbaugh	Handicap Ramp 30' x 4½'
	Annual Charge: \$70.30		
6.	3428 Eastern Ave.	Allan Qadir	One cornice sign 10' x 3'
	Annual Charge: 70.30		

## MINUTES

DGS - Minor Privilege Permit Applications - cont'd

	<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
7.	238-44 S. Patter- son Park Ave.	St. Vincent de Paul	Handicap ramp 30' x 4'
	Annual Charge: \$70.30		
8.	1810 Bank St.	Kenneth J. Vieth	Outdoor seating 13' x 5' 7"
	Annual Charge: \$337.50		
9.	2101 Maryland Ave.	SBK Properties, LLC	Retain awning 27' x 2' three spot reflectors, four fluorescent tubes, one exhaust vent, one stack vent, one single face electric sign 6' x 2', one dumpster 6'4" x 3'8"
	Annual Charge: \$842.25		
10.	NEC 25 <sup>th</sup> St. and St. Paul St. NEC Charles and E. Preston St. NWC Linwood Ave. and O'Donnell St. SEC Thames St. and Broadway SWC Albermarle St. and Fawn St.	Coffee News of Baltimore	Newspaper Boxes

## MINUTES

DGS - cont'd

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

Annual Charge: \$117.00

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

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

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

On the recommendations of the City agencies

hereinafter named, the Board,

UPON MOTION duly made and seconded,

awarded the formally advertised contracts

listed on the following pages:

2575 - 2581

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

The Transfers of Funds were approved

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter. Item Nos. 3 through 8 were

**DEFERRED** for one week. The Comptroller

**ABSTAINED** on item no. 16.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS:

Department of Transportation

1. TR 11300, Resurfacing Highways at Various Locations, N.E. Sector II M. Luis Construction Co., Inc. \$2,911,762.76

**DBE:** Fallsway Construction Co., LLC \$506,000.00 17.38%  
 Rowen Concrete, Inc. 168,000.00 5.77%  
 P&J Contracting, Inc. 200,000.00 6.87%  
\$874,000.00 30.02%

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$3,348,527.17	9950-902769-9514	
Federal	Federal Resurfacing	
	SE-Sector IV	
\$2,911,762.76	-----	9950-905841-9514-6
		Structures & Improvements
291,176.28	-----	9950-905841-9514-5
		Inspections
145,588.14	-----	9950-905841-9514-2
<u>\$3,348,527.18</u>		Contingencies

This transfer will cover the costs associated with the award of contract no. TR 11300 to M. Luis Construction Co.

3. TR 11302, Resurfacing Highways at Various Locations, Southwest Sector III M. Luis Construction Co., Inc. \$2,566,617.03

**DBE:** Fallsway Construction Co., LLC \$220,800.00 8.60%  
 Rowen Concrete, Inc. 189,901.00 7.40%  
\$410,701.00 16.00%

DEFERRED

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS:

Department of Transportation

4. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$2,951,609.57	9950-903768-9514	
Federal	Federal Resurfacing	
	Sector III	
\$2,566,617.03	-----	9950-901843-9514-6
		Structures & Improvements
256,661.70	-----	9950-901843-9514-5
		Inspections
128,330.84	-----	9950-901843-9514-2
<u>\$2,951,609.58</u>		Contingencies

This transfer will cover the costs associated with the award of contract no. TR 11302 to M. Luis Construction Co.

5. TR 11303, Resurfacing Highways at Various Locations, Southeast Sector IV M. Luis Construction Co., Inc. \$2,446,715.13

<b>DBE:</b> Rowen Concrete, Inc.	\$155,800.00	6.37%
Fallsway Construction Co., LLC	<u>186,800.00</u>	<u>7.63%</u>
	<b>\$342,600.00</b>	<b>14.00%</b>

6. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$2,391,664.04	9950-901767-9514	
Federal	Resurfacing NW	
	Sector II	
422,058.36	9950-904223-9528	
MVR	Frederick Ave	
<u>\$2,813,722.40</u>		

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS:

Department of Transportation

\$2,446,715.13	-----	9950-903844-9514-6
		Structures & Improvements
244,671.51	-----	9950-903844-9514-5
		Inspections
<u>122,335.76</u>	-----	9950-903844-9514-2
<b>\$2,813,722.40</b>		Contingencies

This transfer will cover the costs associated with the award of contract no. TR 11303 to M. Luis Construction Co.

- 7. TR 10015, Reconstruction M. Luis Construction \$ 920,439.85  
of Footways Citywide Co., Inc.
- MBE:** Fallsway Construction \$250,000.00 27.16%  
Co., LLC
- WBE:** Rowen Concrete, Inc. 95,000.00 10.32%

**MWBOO FOUND THE VENDOR IN COMPLIANCE**

8. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 529,252.91	9950-904100-9504	
MVR	Contr. Reserve	
	Footway	
529,252.91	9950-904100-9504	
Other	Contr. Reserve	
<u>\$1,058,505.82</u>	Tree Roots	
\$ 920,439.85	-----	9950-908440-9504-6
		Structures & Improvements
92,043.99	-----	9950-908440-9504-5
		Inspections
<u>46,021.98</u>	-----	9950-908440-9504-2
<b>\$1,058,505.82</b>		Contingencies

This transfer will cover the costs associated with the award of contract no. TR 10015 to M. Luis Construction Co.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS:

Department of Transportation

9. TR 11018, Resurfacing Highways at Various Locations Citywide  
Emergency JOC II M. Luis Construction Co., Inc. \$1,272,057.55

**MBE:** Fallsway Construction Co., LLC \$254,000.00 20.20%

**WBE:** Rowen Concrete, Inc. 130,000.00 10.34%

10. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$1,399,263.31	9950-903550-9509	
MVR	Contr. Reserve	
	Neighborhood St.	
	Reconstruction	
\$1,272,057.55	-----	9950-904791-9514-6
		Structures & Improvements
63,602.88	-----	9950-904791-9514-5
		Inspections
63,602.88	-----	9950-904791-9514-2
<u>\$1,399,263.31</u>		Contingencies

This transfer will cover the costs associated with the award of contract no. TR 11018 to M. Luis Construction Co.

Bureau of Purchases

11. B50002009, Front Load Packer Maryland Industrial Trucks \$ 216,705.00

**MWBOO GRANTED A WAIVER.**

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS:Bureau of Purchases

12. B50001972, Provide Floor Affordable Carpet \$ 67,500.00  
 Stripping and Waxing Cleaning Corporation  
 Services for Various  
 City of Baltimore  
 Agencies

**MBE:** Loving Touch Janitorial, Inc.\* 10%

**WBE:** Trustworthy Staffing Solutions, Inc. 5%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

\*Loving Touch Janitorial is not in good standing with the Maryland Department of Assessment and Taxation. The contractor will be allowed to substitute an approved MBE if Loving Touch Janitorial, Inc. is not in good standing at the time of the contract award.

13. B50001977, Bio-Medical Biomedical Waste \$ 34,425.00  
 Waste Pickup and Services, Inc.  
 Disposal

**MWBOO GRANTED A WAIVER.**

14. B50001954, Emergency **REJECTION** - On June 08, 2011,  
 Medical Supplies 11 proposals were received and  
 opened. Of the 11 bids submitted  
 one bid was rejected for bond  
 irregularities, and two more were  
 rejected after being referred to  
 the Law Department. The remaining  
 bidders' submission were non-  
 responsive because of a failure to  
 meet bonding and/or insurance  
 requirements. The requirement  
 will be revised and re-bid.
15. B50001876, Bureau of **REJECTION** - On June 08, 2011,  
 School Health Temporary 13 proposals were received and  
 Nursing Services opened. Rejection is recommended  
 due to a flaw in the solicitation.

**A PROTEST WAS RECEIVED FROM CARE RESOURCES, INC.**



July 26, 2011

Baltimore City Board of Estimates  
Office of the Comptroller  
Room 204 City Hall  
100 North Holiday Street  
Baltimore, MD 21202

Re: Solicitation Number B50001876  
Bureau of School Health Temporary Nursing Services  
Buyer: Sue Ziegler

Dear Members of the Board of Estimates:

Arbor E & T, LLC dba Care Resources respectfully protests the award of Solicitation Number B 50001876 to Nursing and Health Services Training Consultants, and Delta T Group.

Requirements are listed in the solicitation request (B50001876) that we believe have not been met by the proposed awardees. Specifically, Item number B-5 (additional required information) "Provide acceptable reference information regarding other government contracts and a minimum of 3 current clients of similar scope of services which is defined on page 4, statement of work, SW1". The Scope of Work states "Nurses may be assigned to school health suite management, medication administration or the supervision of school health aides for the School Health Program". Based on a review of the public access copies, we believe that the scope of service has not been met by Delta T and Nursing and Health Services Training Consultants nor has either awardee met the requirement of three current references from clients of similar scope of service. In the past 15 years since school health has been mandated by COMAR, school nursing has become a specialized field. Private duty, or a nurse's responsibility for one student, although performed in a school, does not prepare awardees with the skills required for school health suite management nor does it meet the specified scope of work. We also believe that 2 of the awardees cannot demonstrate a successful history of supplying temporary nurses on an on-going basis who are skilled in the school health environment.

1026 Cromwell Bridge Road ■ Baltimore, Maryland 21286  
410-583-1515 ■ 1-877-ASK-CARE ■ Fax: 410-583-2491

[www.careresourcesinc.com](http://www.careresourcesinc.com)  
*A member of the ResCare family*

COMPT/BOE JUL 26 '11 6M11:52

Throughout the Solicitation Request, reference is made of the “agency’s employees”. Nursing and Health Services Training Consultants specify in their proposal that they use independent contractors to perform nursing duties. The nature of the work identified in the Scope of Work requires that supervision, training and support be provided by the agency to their employees. By definition, (IRS Individual Contractor Defined ) independent contractors are not employees. Thus, the requirement for worker’s compensation insurance and liability insurance with The Mayor and City Council of Baltimore named as an additionally insured would not be met by this awardee. Furthermore, each independent contractor would be responsible for their own worker’s compensation insurance and liability insurance would need to be overseen by Baltimore City Government so that the financial limits of the liability insurance as well as naming the Mayor and City Council of Baltimore City as additionally insured. Permitting companies to use independent contractors does not provide a level playing field for all vendors, particularly those who employ, supervise and support their employees as required. (GC 6: Fair Competition Item C – page 23)

Within the Solicitation Request, Baltimore City Government has the right to negotiate a Best and Final Offer. (SW 19: Additional Awards Consideration) Care Resources has been and continues to be open to negotiation of rates. With a proven history of providing quality school health services (17 years), Care Resources believes that Item D within SW19 that states “Each bidder’s submission will be evaluated for how well it appears the bidder can successfully fulfill the requirements of this solicitation” has not received a knowledgeable detailed review.

In every respect, Care Resources submitted a bid which complied with and affirmed its obligations to meet stipulated qualifications and levels of anticipated performance in the contract. In its bid proposal, the Care Resources reiterated both its qualifications and capabilities and identified how its bid is responsible and responsive. Care Resources respectfully requests that it be named by the Board of Estimates as a successful vendor on Solicitation Number B50001876.

Respectfully Submitted,



Sharon Guertler, Executive Director  
Care Resources  
*A member of the ResCare family*

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS:Bureau of Purchases

16. B50001986, Repair and Maintenance Services for Electric Motors up to 300 H.P.	<u>1<sup>st</sup> Call</u> TEAM Service Corp. of NY	\$ 924,000.00
	<u>2<sup>nd</sup> Call</u> Electric Motor Repair Company	<u>500,000.00</u>
		<b>\$1,424,000.00</b>

TEAM Services

**MBE:** Universal Electric Service 4.00%

**WBE:** Electric Master Services, Inc. 1.75%  
Baltimore Electric Service, Inc. 0.25%  
**2.00%**

Electric Motor Repair Company

**MBE:** A.M. & Son Electric, LLC 1.00%  
Calmi Electrical Company 1.00%  
Roane's Rigging & Transfer 2.00%  
**4.00%**

**WBE:** The Dexter Company 2.00%

**MWBOO FOUND VENDORS IN COMPLIANCE.**

17. B50002027, 2011 Air Compressors by Airman	Correlli Incorporated	\$ 193,592.00
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**MWBOO GRANTED A WAIVER.**

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS:Bureau of Purchases

18. B50001966, Locksmith Services	<u>1<sup>st</sup> Call</u> Baltimore Lock & Hardware, Inc.	\$ 190,500.00
	<u>2<sup>nd</sup> Call</u> Easter's Lock and Access Systems, Inc.	<u>100,000.00</u>
		<b>\$ 290,500.00</b>

All bids were found non-compliant. The Bureau of Purchases recommends this award with the condition that the awardees come into compliance within ten days of the award.

**MWBOO FOUND VENDORS IN NON-COMPLIANCE**

19. B50001893, Life and Accidental Death and Dismemberment Insurance- Employees and Retirees	Minnesota Life Insurance Company	\$5,478,474.00 (estimated annual amount)
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**MBE:** Walker Benefit Services, LLC 7.25%

**WBE:** Alpha Graphics, Inc. 2.08%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**MINUTES**

Bureau of Purchases - Acceptance of Technical Proposal  
and Opening of Price Proposal

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the technical proposal and open the price proposals of Sahara Communications, Inc. for solicitation B50001745, On-Call Marketing and Public Relations Services. Furthermore, the Board is also requested to return the price proposals of Regent Development Consulting and Illume Communications, LLC, unopened.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On April 13, 2011, the Board received three technical and price proposals for solicitation B50001745. Vendors were solicited nationwide by posting on CitiBuy and in local newspapers. Three technical proposals were opened, reviewed, and evaluated. Sahara Communications, Inc. met the minimum technical requirements. Therefore, it is recommended that the technical portion from Sahara Communications, Inc. be accepted, and its price proposal and MBE/WBE package be opened.

The Evaluation Committee also determined that the bids of Regent Development Consulting and Illume Communications, LLC did not meet the qualification requirements and is recommending that the firm's price proposal be returned unopened.

This item was **WITHDRAWN**.

**MINUTES**

Bureau of Purchases - Settlement and Release Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a settlement and release agreement with RK Hydro-Vac, Inc. for solicitation number B50001680, Filter Sand Replacement at Montebello Water Treatment Plants.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On February 02, 2011, the Board approved the initial award for the amount of \$348,938.00. The settlement and release agreement is to compensate the contractor for un-reimbursed fixed costs associated with the overage of filter sand requested by the City. No additional funds are needed.

**MWBOO GRANTED A WAIVER**

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the settlement and release agreement with RK Hydro-Vac, Inc. for solicitation number B50001680, Filter Sand Replacement at Montebello Water Treatment Plants.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |   |             |          |
|---|-------------|----------|
| 1. SECURITY EQUIPMENT CO.   | \$37,590.00 | Only Bid |
| Solicitation No. B50002031 - Stump Cutter - Department of General Services - Req. No. R575850                 |             |          |
| 2. APPLE FORD, INC.   | \$36,737.00 | Low Bid  |
| Solicitation No. 574517 - Stake Body Truck with Lift Gate - Department of General Services - Req. No. R574517 |             |          |
| 3. ATLANTIC MACHINERY, INC.   | \$20,000.00 | Increase |
| Solicitation No. 08000 - CUES Camera Repair - Department of Public Works - Req. No. P515578                   |             |          |

On November 24, 2010, the Board approved the initial award in the amount of \$20,000.00. The award contained two 1-year renewal options. This increase in the amount of \$20,000.00 is necessary due to increased use of this contract and will make the total award amount \$40,000.00.

- |   |             |          |
|---|-------------|----------|
| 4. CELLESTIS, INC.  | \$20,757.00 | Increase |
| Solicitation No. 08000 - Laboratory Test Kits - Health Department - Req. Nos. R579093 and R575469 |             |          |

On December 22, 2010, the Board approved the initial award in the amount of \$8,653.00. The award contained two 1-year renewal options. This increase in the amount of \$20,757.00 due to the lab increasing the number of tests being done. This increase in the amount of \$20,757.00 will make the total award amount \$29,410.00.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |  |             |         |
|--|-------------|---------|
| 5. FUTURE CARE HOMEWOOD<br>PROPERTIES, LLC | \$10,000.00 | Renewal |
|--|-------------|---------|
- Solicitation No. 08000 - Security Services for 2700 N. Charles St. - Department of Housing and Community Development (DHCD) - Req. No. R581390

On June 18, 2007, the Board approved the initial award in the amount of \$12,000.00. The award contained four 1-year renewal options. Subsequent actions have been approved. The Department of Housing and Community Development has a five-year lease agreement and as part of the agreement. The DHCD must contribute \$1,000.00/month towards the cost of security services for the building.

- |                 |             |             |
|-----------------|-------------|-------------|
| 6. SKALAR, INC. | \$48,472.50 | Sole Source |
|-----------------|-------------|-------------|
- Solicitation No. 08000 - Skalar Consumable Parts - Department of Public Works - Req. No. R578643

These parts are specific and unique in order to be compatible and interchangeable with existing equipment, and the vendor is the sole source provider. The period of the award is August 18, 2011 through August 17, 2012, with two 1-year renewal options.

- |               |             |             |
|---------------|-------------|-------------|
| 7. R.P. ADAMS | \$39,236.00 | Sole Source |
|---------------|-------------|-------------|
- Solicitation No. 08000 - Strainers - Department of Public Works - Req. No. R579857

The vendor is the only manufacturer/supplier of this item.

- |                                       |             |         |
|---------------------------------------|-------------|---------|
| 8. GREEN CONTRACTING<br>COMPANY, INC. | \$27,700.00 | Low Bid |
|---------------------------------------|-------------|---------|
- Solicitation No. 07000 - Service Oil Skids at Lox Plant - Department of Housing and Community Development - Req. No. R575213

- |                                  |             |             |
|----------------------------------|-------------|-------------|
| 9. SHAFER, TROXELL, & HOWE, INC. | \$49,960.00 | Sole Source |
|----------------------------------|-------------|-------------|
- Solicitation No. 08000 - Yeoman 6150 Pump - Department of Public Works - Req. No. R578463

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

The vendor is the only one capable of supplying pumps of the same footprint and that will fit into existing piping.

- |   |             |             |
|---|-------------|-------------|
| 10. ANNE CLEWELL<br>GRAPHIC DESIGN, LLC   | \$48,306.00 | Low Bid     |
| Solicitation No. B50002010 - Typeset City Comprehensive Annual Financial Report - Department of Finance - Req. No.R577262 |             |             |
| 11. IDEXX DISTRIBUTION, INC.  | \$28,906.00 | Sole Source |
| Solicitation No. 08000 - Master Blanket for IDEXX Products - Department of Public Works - Req. No. R578211                |             |             |

The vendor is the only supplier of this media which is approved for the analysis of drinking water by the State of Maryland. The period of the award is September 9, 2011 through September 8, 2012, with two 1-year renewal options.

- |   |             |                 |
|---|-------------|-----------------|
| 12. ACCOUNTEMPS   | \$42,369.00 | Selected Source |
| Solicitation No. 06000 - Temporary Executive-Level Accountant Services - Department of Finance - Req. No. R579932 |             |                 |

This purchase continues the provision of temporary accountant services to the Bureau of Revenue Collections. The incumbents have been trained in departmental processes and are necessary to ensure the quality and continuity of service. The period of the award is August 10, 2011 through February 28, 2012.

- |  |             |         |
|--|-------------|---------|
| 13. SIRCHIE FINGER PRINT<br>LABORATORIES, INC.   | \$16,000.00 | Renewal |
| Solicitation No. B50001635 - Forensic Supplies for the Mobile Crime Lab - Police Department - Req. No. R552799 |             |         |

On September 22, 2010, the Board approved the initial award in the amount of \$16,000.00. The award contained five 1-year renewal options. This renewal in the amount of \$16,000.00 is for the period September 29, 2011 through September 28, 2012 with four 1-year renewal options remaining.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |  |             |         |
|--|-------------|---------|
| 14. AGILENT TECHNOLOGIES   | \$15,112.09 | Renewal |
| Solicitation No. 08000 - Instrument Maintenance Items - Police Department - Req. No. R555101 |             |         |

On September 22, 2010, the Board approved the initial award in the amount of \$15,112.19. The award contained five 1-year renewal options. This renewal in the amount of \$15,112.09 is for the period September 1, 2011 through August 31, 2012, with four one-year renewal options.

- |   |              |          |
|---|--------------|----------|
| 15. DIALOGIC COMMUNICATION  | \$125,000.00 | Increase |
| CORPORATION<br>Solicitation No. 08000 - Mass Notification System Upgrade - Agencies Various - Req. Nos. Various |              |          |

On March 5, 2008, the Board approved the initial award in the amount of \$98,752.00. This increase in the amount of \$125,000.00 is necessary to maintain the annual software and technical support services as outlined in the awarded agreement. This increase in the amount of \$125,000.00 will make the award amount \$223,752.00.

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

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

- |   |              |                 |
|---|--------------|-----------------|
| 16. R&S NORTHEAST   | \$ 30,000.00 | Selected Source |
| Solicitation No. 06000 - Contraceptives - Health Department -<br>Req. No. To be determined later. |              |                 |

Under the U.S. Department of Health and Human Services, Health Resources, and Services Administration, the Health Department is an entity that receives the lowest price available under the 340B Drug Pricing Program for the purchase of contraceptives. R&S Northeast is the supplier for the 340B Drug Pricing Program during this time.

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.

**MWBOO GRANTED A WAIVER.**

- |   |         |           |
|---|---------|-----------|
| 17. PITNEY BOWES, INC.  | \$ 0.00 | Agreement |
| Solicitation No. 06000 - Mailing Equipment for the Municipal<br>Post Office - Comptroller's Office - P.O. Nos. P502582 and<br>P502604 |         |           |

The Board is requested to approve and authorize execution of an agreement with Pitney Bowes, Inc.

On March 18, 2008, the Board approved the purchase of mailing equipment needed for United States Post Office (USPS) discount mailing. This agreement is a requirement of the USPS with the end user and sets forth the terms for the Software License and Maintenance Agreement.

**(FILE NO. 57040)**

## 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

## 18. KONGSBERG MESOTECH

Ltd.	\$ 55,830.00	Sole Source
Solicitation No. B50002064 - Mesotech Sonar System - Fire Department - Req. No. R580056		

The Kongsberg Mesotech Sonar System is currently the regional standardized system which will allow for interoperability with surrounding jurisdictions and the FBI. This equipment is only available through the sole manufacturer Kongsberg Mesotech Ltd.

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.

## 19. WEST GOVERNMENT

SERVICES LLC	\$ 48,000.00	Increase
Solicitation No. 08000 - CLEAR Lead Evaluation Software Licenses - Police Department - P.O. No. P514600		

On September 1, 2010, the Board approved the initial award in the amount of \$450,000.00. This increase in the amount of \$48,000.00 is necessary due to increased use of this contract. This increase in the amount of \$48,000.00 will make the total award amount \$498,000.00.

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

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

- |   |              |         |
|---|--------------|---------|
| 20. DATA UNLIMITED INTERNATIONAL  | \$600,000.00 | Renewal |
| INC.<br>Solicitation No. 08000 - Annual System Support - Police<br>Departments - P.O. No. P514480 |              |         |

On August 18, 2010, the Board approved the initial award in the amount of \$382,747.98. The award contained three 1-year renewal options. This renewal in the amount of \$600,000.00 is for the period August 17, 2011 through August 18, 2012, with two 1-year renewal options remaining.

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

- |  |              |             |
|--|--------------|-------------|
| 21. APPLIED BIOSYSTEMS   | \$199,259.40 | Sole Source |
| Solicitation No. B50002057 - Lab Daily Use Consumables -<br>Police Department - Req. No. R580856 |              |             |

The vendor is the manufacturer and sole provider of maintenance and specific reagents which must be compatible with the equipment currently in use by the Police Department's DNA Unit.

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.

## 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

## 22. OXYGEN GENERATING

SYSTEMS INTERNATIONAL	\$117,574.50	Sole Source
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Solicitation No. B50002074 - Oxygen Generating Systems  
International - Fire Department - Req. No. R581604

The vendor is the sole manufacturer of the requested system, which must be compatible with equipment currently in place with surrounding emergency response agencies.

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.

## 23. M&amp;T BANK

	\$370,000.00	Increase
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Solicitation No. B50000362 - Banking/Safekeeping Services, Payroll Services and Online Payment Transfer Services - Finance Department and Bureau of Revenue Collections - Req. Nos. R578500 and R578773

On May 21, 2008, the Board approved the initial award in the amount of \$1,061,673.82. On October 20, 2008, the Board approved an amendment. This increase in the amount of \$370,000.00 is necessary to meet the City's anticipated demand for these services and will make the total award amount \$1,431,673.82.

**MWBOO GRANTED A WAIVER.**

## 24. SEGAL ADVISORS

	\$ 87,000.00	Renewal
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Solicitation No. B50000455 - Provide 457 Deferred Compensation Consultant Services - Finance Department - Req. Nos. R581991

On July 10, 2008, the Board approved the initial award in the amount of \$328,000.00. The award contained three 1-year renewal options. This renewal in the amount of \$87,000.00 is for the period of September 1, 2011 through August 31, 2012 with two 1-year 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

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|--|---------|---------|
| 25. HD SUPPLY WATERWORKS,<br>LTD.  | \$ 0.00 | Renewal |
| Solicitation No. B5000573 - Water Meter Expansion Connectors -<br>Department of Public Works, Bureau of Water and Wastewater -<br>P.O. P503909 |         |         |

On September 3, 2008, the Board approved the initial award in the amount of \$500,000.00. The award contained renewal options. This is the final renewal for the period September 3, 2011 through September 2, 2012.

**MWBOO GRANTED A WAIVER.**

- |  |         |         |
|--|---------|---------|
| 26. BADGER METER, INC.   | \$ 0.00 | Renewal |
| Solicitation No. B50000337 - Magnetic Water Meters -<br>Department of Public Works, Bureau of Water and Wastewater -<br>P.O. No. P509825 |         |         |

On September 10, 2008, the Board approved the initial award in the amount of \$417,813.25. The award contained four 1-year renewal options. Subsequent actions have been approved. The period of the renewal is September 15, 2011 through September 14, 2012, with one 1-year renewal option remaining.

**MWBOO GRANTED A WAIVER.**

- |  |              |         |
|--|--------------|---------|
| 27. KEMIRA WATER SOLUTIONS   | \$100,000.00 | Renewal |
| Solicitation No. B50001140 - Ferric Chloride - Department of<br>Public Works, Bureau of Water and Wastewater - P.O. No.<br>P510045 |              |         |

On August 26, 2009, the Board approved the initial award in the amount of \$77,825.00. The award contained renewal options. This is the final renewal in the amount of \$100,000.00 and is for the period October 1, 2011 through September 30, 2013.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

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

**MWBOO GRANTED A WAIVER.**

- |  |                     |                             |
|--|---------------------|-----------------------------|
| 28. <u>LION TOTALCARE</u><br>Baltimore County Contract Number 923 - Firefighter Turnout Gear Cleaning - Fire Department - Req. No. N/A | <u>\$300,000.00</u> | <u>Cooperative Contract</u> |
|--|---------------------|-----------------------------|

The service required is only available from vendors designated by the manufacturer and was competitively bid and is widely used by Fire Departments in Maryland. The contract was recently renewed by Baltimore County and this request is to continue the City's participation through the contract's expiration.

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.

- |   |                     |                |
|---|---------------------|----------------|
| 29. <u>GOOD SHEPHERD SEPTIC SERVICES, INC.</u><br>Solicitation No. B50001177 - Sewage Pumping and Disposal Services - Agencies Various - P.O. Nos. P510349, P510469 and P510350 | <u>\$ 55,000.00</u> | <u>Renewal</u> |
|---|---------------------|----------------|

On September 16, 2009, the Board approved the initial award in the amount of \$45,000.00. The award contained four 1-year renewal options. This renewal in the amount of \$55,000.00 is for the period September 30, 2011 through September 29, 2012, with two 1-year renewal options remaining.

**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

- |   |              |         |
|---|--------------|---------|
| 30. METTLER-TOLEDO, INC.  | \$ 20,000.00 | Renewal |
| Solicitation No. B50001543 - Automated Titration System and Accessories - Department of Public Works, Bureau of Water and Wastewater - P.O. Box No. P514906 |              |         |

On August 11, 2010, the Board approved the initial award in the amount of \$29,618.10. The award contained three 1-year renewal options. This renewal in the amount of \$20,000.00 is for the period August 31, 2011 through August 30, 2012, with two 1-year renewal options remaining.

**MWBOO GRANTED A WAIVER.**

- |  |              |         |
|--|--------------|---------|
| 31. FULL CIRCLE SOLUTIONS, INC.  | \$ 60,000.00 | Renewal |
| Solicitation No. B50000683 - Provide a Fully Functional Dedicated Training and Testing Facility - Department of Finance - P.O. No. P504495 |              |         |

On October 1, 2008, the Board approved the initial award in the amount of \$285,750.82. The award contained three 1-year renewal options. This renewal in the amount of \$60,000.00 is for the period October 1, 2011 through September 30, 2012, with two 1-year renewal options remaining.

**MWBOO SET GOALS OF 14% MBE AND 5% WBE.**

<b>MBE:</b> Plexus Installations, Inc.	18.12%
Neo Technologies, Inc.	2.85%
<b>WBE:</b> Sue-Ann's Office Supply	13.04%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

- |   |                |          |
|---|----------------|----------|
| 32. DIGICON CORPORATION   | \$4,000,000.00 | Increase |
| Solicitation No. BP 06162 - Citywide Network and Systems Support - Mayor's Office of Information Technology - Req. Nos. Various |                |          |

On November 15, 2006, the Board approved the initial award in the amount of \$7,561,033.30. The award contained two 1-year renewal options. Subsequent actions have been approved. This increase in the amount of \$4,000,000.00 is necessary to meet the increased use of this contract and will make the award amount \$15,561,033.30.

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

**MBE:** Early Morning Software 17%

**WBE:** Applied Technology Services 9%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

- |  |               |          |
|--|---------------|----------|
| 33. COLDSRING COMPANY, INC.  | \$ 500,000.00 | Increase |
| Solicitation No. B50000874 - Baltimore City Weatherization Assistance Program - HVAC 2009 - Department of Housing and Community Development - P.O. No. P506282 |               |          |

On January 14, 2009, the Board approved the initial award in the amount of \$500,000.00. The award contained two 1-year renewal options. Additional funds are required due to increased usage of the contract. This increase in the amount of \$500,000.00 will make the award amount \$3,200,000.00, with two 1-year renewal options remaining.

**MWBOO SET GOALS OF 27% MBE AND 7% WBE.**

## 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

<b>MBE:</b> DW Plumbing	11%
BMC Services, LLC	11%
Noah's Plumbing	5%

<b>WBE:</b> Cleo Enterprises	7%
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**MWBOO FOUND VENDOR IN COMPLIANCE.**

34. ROLLING DOORS OF  
MARYLAND, INC. \$ 100,000.00 Increase  
Solicitation No. 06000 - Various Doors System  
Repair/Installation - Agencies - Various - P.O. No. P500012

On March 14, 2007, the Board approved the initial award in the amount of \$176,750.00. Subsequent actions have been approved. This increase in the amount of \$100,000.00 is necessary due to increased use of the contract. This increase in the amount of \$100,000.00 will make the total award amount \$1,126,750.00.

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

<b>MBE:</b> Spear Mechanical	0.5%
Calmi Electric Co.	0.5%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

35. VALLEY CHEVROLET \$ 800,000.00  
APPLE FORD 0.00  
HERITAGE AUTOMOTIVE 1,120,000.00  
PACKER NORRIS PARTS 0.00  
AL PACKER'S WHITE MARSH 0.00  
FORD, LLC 0.00  
**\$1,920,000.00** Increase  
Solicitation No. B50000665 - Automotive OEM Parts and Service  
- Department of General Services - P.O. No. P505766

On December 10, 2008, the Board approved the initial award in the amount of \$2,000,000.00 to multiple vendors. Due to

## 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

increased usage of parts and service additional funds are required for Valley Chevrolet in the amount of \$800,000.00 and Heritage Automotive in the amount of \$1,120,000.00 making the award amount \$3,920,000.00, with two 1-year renewal options remaining.

**MWBOO GRANTED A WAIVER.**

36. BALTIMORE AUTO SUPPLY	\$ 0.00	
SALVO LIMITED PARTNERSHIP	0.00	
ROK BROTHERS, INC.	136,000.00	
UNI-SELECT USA, INC.	0.00	
QUALITY AUTOMOTIVE WAREHOUSE	290,000.00	
SERVICE PARTS dba PAPA	0.00	
AUTO PARTS		
PARTS AUTHORITY SOUTHERN	0.00	
CRW PARTS	0.00	
FLEETPRIDE, INC.	0.00	
GLOBE ELECTRIC	0.00	
	<u>\$ 426,000.00</u>	Increase

Solicitation NO. B50001427 - Aftermarket Parts and Supplies for Cars and Light Trucks - Department of General Services - P.O. Nos. P514299 and P514303

On June 30, 2010, the Board approved the initial award in the amount of \$1,800,000.00 to multiple vendors. Additional funds are required for ROK Brothers, Inc. in the amount of \$136,000.00 and Quality Automotive Warehouse in the amount of \$290,000.00 due to an increase in use of aftermarket parts and supplies. This increase in the amount of \$426,000.00 will make the award amount \$2,226,000.00, with two 1-year renewal options remaining.

**MWBOO GRANTED A WAIVER.**

37. WALTERS RELOCATIONS, INC.	\$8,500.00	Extension
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Solicitation No. B50001094 - Moving Services for Lead Abatement Program - Health Department - P.O. No. P509951

On August 12, 2009, the Board approved the initial award in

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

the amount of \$133,929.00. On August 18, 2010, the Board approved a renewal in the amount of \$25,000.00. This extension in the amount of \$8,500.00 is necessary to provide continuity of service while the MBE/WBE compliance review is completed.

**MWBOO SET GOALS OF 10% MBE AND 0% WBE AND FOUND VENDOR IN COMPLIANCE. A CURRENT COMPLIANCE REVIEW IS IN PROGRESS.**

38. BIBLIOTHECA ITG, LLC	\$ 0.00	Assignment Agreement
Solicitation No. 08000 - RF-ID Apex Check Self-Checkout System and Software for Enoch Pratt Free Libraries - Enoch Pratt Free Library - P.O. Nos. P512943 and P512944		

On April 14, 2010, the Board approved the initial award to Vernon Library Supplies, Incorporated in the amount of \$106,797.00. Bibliotheca ITG, LLC, has acquired their rights, title, interest and tangible personal property and is requesting Assignment of Contract 08000. Consent to Assignment has been signed by Vernon Library Supplies, Incorporated and Bibliotheca ITG, LLC.

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.

## 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

39. PSR, INC.	N/A	Termination for Convenience
Solicitation No. 06000 - IBM z10 Mainframe Agreement - Police Department - Req. No. N/A		

On February 16, 2011, the Board approved the initial award in the amount of \$550,401.00. The Mayor's Office of Information Technology has determined that there is no longer a need for this contract. The Board is requested to terminate this contract for convenience effective August 10, 2011 as being in the best interest of the City.

UPON MOTION duly made and seconded, the Board approved the foregoing informal awards, renewals, increases, extensions and termination to contracts. The President **ABSTAINED** on item nos. 25, 25, 27, 30, 32, and 39. The Mayor **ABSTAINED** on item no. 33.

**MINUTES**

Department of Transportation - Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a grant agreement with the Baltimore Neighborhood Collaborative and the Association of Baltimore Area Grantmakers. The period of the agreement is July 1, 2011 through June 30, 2012.

**AMOUNT OF MONEY AND SOURCE:**

\$45,000.00 - 6000-617512-2303-248700-406002

**BACKGROUND/EXPLANATION:**

Baltimore Neighborhood Collaborative will grant \$45,000.00 to the Department of Transportation to support the City of Baltimore's Red Line Project Office. The funds will be used to strengthen engagement of City residents through the preliminary engineering phase of the Red Line planning process and to research and develop policies and programs that prepare the Red Line corridor residents to win jobs in the construction of the project and other job opportunities.

**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 the grant agreement with the Baltimore Neighborhood Collaborative and the Association of Baltimore Area Grantmakers.

**MINUTES**

Department of Transportation - Amendment No. 2 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an amendment no. 2 to 2005 Wharfage License agreement with Harbor Boating, Inc. (HBI) and Living Classrooms Foundation.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On March 30, 2005, the Board approved the original Wharfage agreement with Harbor Boating, Inc. for Water Taxi and Water Shuttle service in the Inner Harbor. On April 22, 2009, the Board approved amendment no. 1 with the HBI to set the terms and pricing structure for two Harbor Connectors water shuttle routes. Since amendment no. 1 was approved, the Department has received funding under the American Recovery and Reinvestment Act (ARRA) from the Federal Highway Administration's (FHWA) Ferry Boat Discretionary Grant program to purchase two new vessels and make improvements at several docks and piers around the Inner Harbor.

Amendment No. 2 provides for the terms of service on a third route for the Harbor Connector, made possible with the purchase of vessels from the ARRA grant. As the Department does not have expertise in the maintenance of vessels, after consultation with FWHA it was determined that the best course of action would be to enter into a lease agreement with the HBI; a maritime vessel lease is known as a Bareboat Charter Agreement (BCA). Under the BCA, the HBI is responsible for all routine and preventative maintenance of the vessels, insurance and US Coast Guard operating certifications. The vessels will be returned to the Department on demand or at the end of the Wharfage agreement.

**MINUTES**

DOT - cont'd

Amendment No. 2 also makes minor adjustments to the agreements which reflects the experience of two years' operating the Harbor Connector service. Such adjustments include the policy for allowing bicycles onboard, notification of service delays during inclement weather, signage and marketing responsibilities, and ridership data collection. All other terms and conditions will remain the same.

**(FILE NO. 55511)**

UPON MOTION duly made and seconded, the Board approved and authorized the execution of amendment no. 2 to 2005 Wharfage License agreement with Harbor Boating, Inc. and Living Classrooms Foundation. The Mayor **ABSTAINED**.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve task assignment no. 3 with Wallace, Montgomery and Associates, for Project No. 1132, On-Call Engineering Design Review and Evaluation Services.

**AMOUNT OF MONEY AND SOURCE:**

\$201,128.27 - 2024-000000-5480-395900-603018

**BACKGROUND/EXPLANATION:**

This authorization provides for engineering services for developing plans and specifications to rebuild deteriorated manholes at various locations citywide - Phase I.

**MBE/WBE PARTICIPATION:**

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

**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 the task assignment no. 3 with Wallace, Montgomery and Associates, for Project No. 1132, On-Call Engineering Design Review and Evaluation Services.

**MINUTES**

Department of Transportation - Amendment No. 3 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of amendment no. 3 to agreement with Sabra, Wang & Associates, Inc., for Project No. 1074, On-Call Consultant Services for Reconstruction, Rehabilitation and/or Resurfacing.

**AMOUNT OF MONEY AND SOURCE:**

\$500,000.00 - account will be determined by each individual task

**BACKGROUND/EXPLANATION:**

On April 30, 2008, the Board approved the original agreement with the Consultant to provide engineering design services, in the amount of \$2,000,000.00, for three years.

On November 18, 2009, the Board approved amendment no. 1 to increase the upset limit by \$500,000.00 to permit continuing design services. On January 26, 2011, the Board approved amendment no. 2 for a one-year time extension, to permit the completion of various design tasks.

The Department is requesting an increase to the upset limit by \$500,000.00 under amendment no. 3, to permit completion of various ongoing design tasks. This approval will increase the upset limit to \$3,000,000.00.

**MBE/WBE PARTICIPATION:**

The Consultant will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement.

## MINUTES

DOT - cont'd

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

(FILE NO. 56533)

UPON MOTION duly made and seconded, the Board approved and authorized the execution of amendment no. 3 to agreement with Sabra, Wang & Associates, Inc., for Project No. 1074, On-Call Consultant Services for Reconstruction, Rehabilitation and/or Resurfacing.

**MINUTES**

Department of Transportation - Amendment No. 3 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of amendment no. 3 to agreement with KCI Technologies, Inc., for Project No. 1074, On-Call Consultant Services for Reconstruction, Rehabilitation and/or Resurfacing.

**AMOUNT OF MONEY AND SOURCE:**

\$500,000.00 - account will be determined by each individual task

**BACKGROUND/EXPLANATION:**

On April 23, 2008, the Board approved the original agreement with the Consultant to provide engineering design services, in the amount of \$2,000,000.00, for three years.

On December 9, 2009, the Board approved amendment no. 1 to increase the upset limit by \$500,000.00 to complete ongoing design work. On January 19, 2011, the Board approved amendment no. 2 for a one-year time extension to permit the completion of ongoing design tasks.

The Department is requesting an increase to the upset limit by \$500,000.00 under amendment no. 2. This approval will increase the upset limit to \$3,000,000.00.

**MBE/WBE PARTICIPATION:**

The Consultant will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement.

## MINUTES

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

(FILE NO. 56533)

UPON MOTION duly made and seconded, the Board approved and authorized the execution of amendment no. 3 to agreement with KCI Technologies, Inc., for Project No. 1074, On-Call Consultant Services for Reconstruction, Rehabilitation and/or Resurfacing.

**MINUTES**

Department of Transportation - Amendment No. 4 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of amendment no. 4 to agreement with McCormick Taylor, Inc., for Project No. 1074, On-Call Consultant Services for Reconstruction, Rehabilitation and/or Resurfacing.

**AMOUNT OF MONEY AND SOURCE:**

\$500,000.00 - account will be determined by each individual task

**BACKGROUND/EXPLANATION:**

On April 30, 2008, the Board approved the original agreement to provide engineering design services, in the amount of \$2,000,000.00, for three years.

On December 9, 2009, the Board approved amendment no. 1 to increase the upset limit by \$500,000.00, to permit continuing design services. On June 16, 2010, the Board approved amendment no. 2 to increase the upset limit by \$500,000.00 to address design scope changes for various projects. On February 23, 2011, the Board approved amendment no 3 to allow for a one-year extension to complete extra work for the scope of services.

The Department is requesting an increase to the upset limit by \$500,000.00 under amendment no. 4 to permit the completion of various ongoing design tasks. This approval will result to a total upset limit of \$3,500,000.00.

**MBE/WBE PARTICIPATION:**

The Consultant will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE goals of 21% and WBE goals of 7% established in the original agreement.

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

**MINUTES**

DOT - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized the execution of amendment no. 4 to agreement with McCormick Taylor, Inc., for Project No. 1074, On-Call Consultant Services for Reconstruction, Rehabilitation and/or Resurfacing.

**MINUTES**

Department of Transportation - 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 Maryland Port Administration (MPA) for Jones Falls Outlet Dredging for War of 1812 Bicentennial Celebration.

**AMOUNT OF MONEY AND SOURCE:**

\$400,000.00 - 3001-600000-1952-194200-603066  
(not to exceed)

**BACKGROUND/EXPLANATION:**

In order to accommodate tall ships and Naval vessels from around the world participating in the three-year celebration of the War of 1812, portions of the Inner Harbor channels near the Jones Falls outlet must be dredged by approximately five to seven feet. This work was last performed in 2004 and is considered by the Army Corps of Engineers to be routine maintenance activity. In order to perform this work, the Department proposes to enter into a partnership with the MPA whereby the MPA performs all engineering, permitting and inspection activities, while the Department actually lets the dredging contract in conformance with the usual City standards and processes.

Under the agreement, the City will reimburse the MPA for its costs up to \$400,000.00. The MPA will waive costs (estimated at \$700,000.00) associated with depositing dredged material at an appropriate containment facility to be identified by the MPA. The City also agrees to identify the MPA as a sponsor of activities related to the War of 1812 bicentennial, where the City has control to do so.

**(FILE NO. 55304)**

UPON MOTION duly made and seconded, the Board approved and authorized the execution of a memorandum of understanding with the Maryland Port Administration for Jones Falls Outlet Dredging for War of 1812 Bicentennial Celebration.

**MINUTES**

Personnel Matters - Department of General Services

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with Mr. Kenneth R. Altrell. The period of the agreement is effective upon Board approval for one-year.

**AMOUNT OF MONEY AND SOURCE:**

\$73,320.00 - 2030-000000-1890-189900-601009  
(\$40.00/hr)

**BACKGROUND/EXPLANATION:**

Mr. Altrell, will work as a Financial Project Manager. He will be responsible for assisting the Division Chief in Fleet Management with the financial restructuring with the City's Fleet Operations and improving various types of fleet asset acquisitions. He will also be responsible for performing economic analysis of building and space management needs of City agencies rental and City-owned properties. This contract includes an increase of 633 additional hours of work for a total of 1,833 hours.

**APPROVED FOR FUNDS BY FINANCE****THE EXPENDITURE CONTROL COMMITTEE APPROVED THIS AGREEMENT.**

UPON MOTION duly made and seconded, the Board approved and authorized the execution of an agreement with Mr. Kenneth R. Altrell.

**MINUTES**

Bureau of the Budget and - Carryover of Unexpected  
Management Research (BBMR) Appropriations for 2011

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the carryover of unexpended appropriations for Fiscal Year 2011 for various City agencies.

**BACKGROUND/EXPLANATION:**

On June 29, 2011, the BBMR submitted to the Board a schedule of requests relative to carrying forward unexpended appropriations by various City agencies. The final recommendations for carryovers are submitted based upon the availability of funds.

Unexpended capital project funds and special funds have been carried forward for their original purpose, as is customary. All General Fund appropriations that have been encumbered have been carried forward, and all General Fund appropriations not recommended for carryover have been reverted to fund balance.

To the extent possible and pursuant to the Board's approval, appropriations have been transferred within agency budgets to counteract such deficits in specific budget programs. In those instances where agencies have incurred deficits, these deficits will need to be covered from the Contingent Fund. The schedule of Contingent Fund transfers is submitted. After giving effect to the above carryovers, reserves and transfers, there remains an estimated undesignated General Fund balance of \$5,200,000.00. These are un-audited figures and subject to change.

## MINUTES

BBMR - cont'd

Agency	Account Number	Purpose	Request	Reco	Category
Board of Elections	1001-899-001-00-1-02	Temporary Salaries / Wages	\$300,000	\$300,000	A
	1001-899-001-00-3-08	Advertising	\$30,000	\$30,000	A
	1001-899-001-00-3-09	Postage	\$20,000	\$20,000	A
	1001-899-001-00-3-11	Rental of Business Machines	\$17,000	\$17,000	A
	1001-899-001-00-3-12	Data Word Services	\$20,000	\$20,000	A
	1001-899-001-00-6-03	Data Work Processing	\$250,000	\$250,000	A
	1001-899-002-00-3-26	Other Professional Services	\$120,000	\$120,000	A
	1001-899-003-00-3-13	Rental of Real Property	\$16,600	\$16,600	A
	1001-899-003-00-3-50	Not Otherwise Classified	\$800,000	\$781,955	A
	<b>Total</b>		<b>\$1,573,600</b>	<b>\$1,555,555</b>	
Comptroller	1001-131-001-00-1-01	Auditors	\$200,000	\$0	A
	1001-131-001-00-3-20	Training	\$20,000	\$0	B
	1001-131-001-00-5-08	Computer Software	\$25,000	\$0	B
		<b>Total</b>		<b>\$245,000</b>	<b>\$0</b>
Convention Center	1001-855-014-00-3-16	Ballroom Audio System Replacement	\$120,000	\$0	B
	1001-855-014-00-3-16	East Building skylights	\$300,000	\$0	B
	1001-855-014-00-3-16	Conway and Howard Street Terraces	\$80,000	\$0	B
	1001-855-014-00-3-16	Howard Street Planters	\$15,000	\$0	B
	1001-855-014-00-3-16	Conduit repairs	\$15,000	\$0	B
	1001-855-014-00-3-16	Conduit repairs	\$16,000	\$0	B
	1001-855-014-00-3-16	Charles Street Lobby	\$12,000	\$0	B
	1001-855-014-00-3-16	Roofing	\$56,000	\$0	B
	1001-855-013-00-6-07	Handicap Lift	\$25,000	\$25,000	B
	<b>Total</b>		<b>\$639,000</b>	<b>\$25,000</b>	
Finance	1001-704-001-00-x-xx	Replacement Billing System	\$250,000	\$0	B
	1001-148-001-00-6-03	Computer Processing Equipment	\$105,000	\$0	B
	1001-150-001-006-03	Computer Processing Equipment	\$35,000	\$0	B
		<b>Total</b>		<b>\$390,000</b>	<b>\$0</b>
HCD	1001-812-001-00-7-01	BDC Small Business Resource Center	\$34,000	\$0	B
	1001-740-001-00-3-26	Dawson House Rehabilitation	\$250,000	\$250,000	A
	1001-745-004-00-6-02	Mail Processing Machine	\$50,000	\$0	B
	1001-745-005-00-5-03	Tough Book Computer Replacement	\$20,000	\$20,000	B
	1001-751-004-00-6-02	Ticket Machine for One Stop shop	\$20,000	\$0	B
	1001-745-001-00-6-03	Computer Switch for Code Enforcement	\$15,000	\$0	B
	1001-751-005-00-3-16	Plans Examining Counter	\$10,000	\$10,000	B
	9910-588-047-00-4-45	Demolition	\$440,875	\$0	B
	9910-588-058-00-6-47	Stabilization	\$440,875	\$0	B
	1001-745-002-00-5-03	computer replacement	\$353,250	\$353,250	B
	1001-357-001-00-3-51	Homeless Shelter Beds	\$300,000	\$0	A
	<b>Total</b>		<b>\$1,934,000</b>	<b>\$633,250</b>	

## MINUTES

BBMR - cont'd

Health	1001-716-001-00-3-51	BARCS contract	\$91,000	\$91,000	B
	<b>Total</b>		<b>\$91,000</b>	<b>\$91,000</b>	
Law	1001-871-001-00-x-xx	Computers	\$43,009	\$43,009	B
	1001-864-001-00-x-xx	Computer Desks	\$10,590	\$0	B
	1001-865-001-00-x-xx	Computer Desks	\$4,916	\$0	B
	1001-869-003-00-3-12	Program Software	\$73,651	\$73,651	A
	1001-863-003-00-x-xx	Flooring, Art, and Furniture	\$3,000	\$0	B
	1001-864-003-00-3-20	Flooring, Art, and Furniture	\$23,500	\$0	B
	1001-866-004-00-x-xx	Flooring, Art, and Furniture	\$620	\$0	B
	1001-870-001-00-x-xx	Flooring, Art, and Furniture	\$47,610	\$0	B
	1001-865-005-00-x-xx	Flooring, Art, and Furniture	\$10,600	\$0	B
	1001-863-001-00-x-xx	Flooring, Art, and Furniture	\$8,002	\$0	B
	1001-866-001-00-x-xx	Flooring, Art, and Furniture	\$10,217	\$0	B
	1001-861-001-00-x-xx	Flooring, Art, and Furniture	\$4,065	\$0	B
	1001-868-001-00-x-xx	Flooring, Art, and Furniture	\$102,500	\$0	B
	1001-870-001-00-x-xx	Flooring, Art, and Furniture	\$7,000	\$0	B
	<b>Total</b>		<b>\$349,280</b>	<b>\$116,660</b>	
Legislative Reference	1001-107-001-00-3-26	computer replacement	\$44,457	\$8,000	B
	<b>Total</b>		<b>\$44,457</b>	<b>\$8,000</b>	
Library	1001-788-068-00-5-03	Public Computer Replacement	\$250,000	\$250,000	B
	1001-788-040-00-5-40	Books and Materials - Central	\$300,000	\$0	B
	1001-788-022-00-5-40	Books and Materials - Branches	\$300,000	\$0	B
	<b>Total</b>		<b>\$850,000</b>	<b>\$250,000</b>	
Mayoralty	1001-353-001-00-3-50	Language Access Service	\$35,000	\$35,000	A
	<b>Total</b>		<b>\$35,000</b>	<b>\$35,000</b>	
MOED MOED (cont.)	1001-798-014-00-x-xx	Youth Works	\$50,000	\$50,000	B
	<b>Total</b>		<b>\$50,000</b>	<b>\$50,000</b>	
MOIT	1001-804-001-00-1-01	Extend 311 Call Center Hours	\$500,000	\$500,000	B
	<b>Total</b>		<b>\$500,000</b>	<b>\$500,000</b>	
M-R: Art and Culture	1001-824-001-00-7-01	BOPA	\$32,000	\$0	A
	1001-493-010-00-x-xx	Walters OPCs	\$152,300	\$0	A
	1001-493-014-00-x-xx	Baltimore Museum of Art OPCs	\$110,000	\$0	A
	<b>Total</b>		<b>\$294,300</b>	<b>\$0</b>	
M-R: Civic Promotion	1001-820-002-00-x-xx	Sail Baltimore	\$10,000	\$0	A
	<b>Total</b>		<b>\$10,000</b>	<b>\$0</b>	
M-R: Educational Grants	1001-446-013-00-x-xx	Family League	\$2,669,756	\$2,669,756	A
	1001-446-015-00-x-xx	Experience Corps	\$58,192	\$0	A
	1001-446-006-00-x-xx	U of M Cooperative Extension	\$47,803	\$0	A
	<b>Total</b>		<b>\$2,775,751</b>	<b>\$2,669,756</b>	

## MINUTES

BBMR - cont'd

M-R: Miscellaneous General	1001-122-018-00-1-09	Analysis of 2010 Census Data	\$36,000	\$36,000	A
	<b>Total</b>		<b>\$36,000</b>	<b>\$36,000</b>	
Neighborhoods	1001-354-001-00-3-26	Community Outreach Festival Supplies	\$3,358	\$0	B
	1001-354-001-00-3-26	Language Access Service	\$13,958	\$13,958	A
	<b>Total</b>		<b>\$17,316</b>	<b>\$13,958</b>	
Office of Civil Rights	1001-656-001-00-3-26	Labor Compliance Reporting System	\$35,000	\$0	B
	<b>Total</b>		<b>\$35,000</b>	<b>\$0</b>	
Orphans Court	1001-817-001-00-x-xx	Digital Court Recording System	\$50,000	\$0	B
	<b>Total</b>		<b>\$50,000</b>	<b>\$0</b>	
Planning	1001-763-001-00-x-xx	Transform Baltimore Zoning Code Rewrite	\$123,000	\$123,000	A
	<b>Total</b>		<b>\$123,000</b>	<b>\$123,000</b>	
Public Works	1001-676-005-00-5-03	Computers	\$115,500	\$115,500	A
	1001-662-001-00-x-xx	Restore Grass Cutting and Pest Control	\$469,000	\$0	B
	1001-663-006-00-3-16	Sisson Street Dropoff Center	\$1,000,000	\$0	B
	1001-663-006-00-3-16	New Hazardous Waste Dropoff Center	\$200,000	\$0	B
	1001-663-006-00-3-26	Disposal Services	\$200,000	\$0	B
	1001-661-014-00-3-16	Mechanical Sweeping Facility	\$500,000	\$0	B
	1001-664-007-61-6-04	Quarantine Road Bulldozers	\$1,000,000	\$0	B
	1001-662-001-00-5-01	Furniture and Office Equipment	\$50,000	\$0	B
	1001-674-005-00-6-04	Jeeps	\$168,000	\$0	B
	3001-674-007-00-5-08	Upgrade to CCTV	\$42,000	\$42,000	B
	3001-674-007-00-3-35	Flood Alert System	\$15,000	\$15,000	B
	3001-674-004-00-3-26	Stormwater Utility Communication Services	\$380,000	\$0	B
	3001-674-001-00-3-26	Inlet Debris Collection Pilot	\$850,000	\$0	B
	3001-674-005-00-3-26	Plans Review	\$200,000	\$0	B
	3001-674-004-00-5-06	Scanning Plans Equipment	\$150,000	\$0	B
	3001-674-005-00-5-01	Office Furniture and Workstations	\$415,155	\$0	B
	3001-674-005-00-3-26	Renovations	\$73,172	\$0	B
	<b>Total</b>		<b>\$5,827,827</b>	<b>\$172,500</b>	
Recreation and Parks	1001-644-003-00-5-03	Data Processing Equipment	\$25,000	\$0	A
	1001-644-003-00-5-08	Security Equipment	\$20,000	\$0	A
	1001-644-007-00-3-07	Printing	\$25,000	\$0	A
	1001-644-007-00-3-08	Advertising	\$20,000	\$0	A
	1001-648-017-00-3-16	Maintenance of Recreation Centers	\$80,661	\$0	A
	1001-648-005-00-5-02	Office Machines	\$66,000	\$0	A
	1001-648-005-00-5-01	Furniture and Equipment	\$15,000	\$0	A
	<b>Total</b>		<b>\$251,661</b>	<b>\$0</b>	

MINUTES

BBMR - cont'd

Sheriff	1001-882-001-00-3-26	Metal Detector Upgrade	\$40,000	\$40,000	B
	1001-882-001-00-3-26	Data Terminals	\$50,000	\$0	B
	1001-882-001-00-3-16	Training Room	\$70,000	\$0	B
	<b>Total</b>		<b>\$160,000</b>	<b>\$40,000</b>	
<b>Grand Total</b>			<b>\$16,282,192</b>	<b>\$6,319,679</b>	

Category A = Funds originally appropriated for such a purpose.

Category B = Funds **NOT** originally appropriated for such a purpose.

2011 FISCAL YEAR  
CONTINGENT FUND

RECOMMENDED TRANSFERS

Fiscal 2011 Appropriation \$500,000.00

Recommended Transfers:

Council Services \$ 24,959.00  
 War Memorial \$ 5,682.00  
 Circuit Court \$ 9,330.00  
 Office of Civil Rights \$ 6,200.00

Final Balance June 30, 2011 \$453,829.00

UPON MOTION duly made and seconded, the Board approved and authorized the carryover of unexpended appropriations for Fiscal Year 2011 for various City agencies. The President **ABSTAINED** on all items associated with MOIT on Page 2614.

**MINUTES**

Department of Finance - Revised Procurement Policy AM-308-1

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the revised Administrative Manual Policy AM-308-1 Purchase Orders For Goods And Services - Agency Responsibilities. The revised policy is effective upon Board approval.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The revised policy will replace the present policy, which was last revised on August 20, 1974. AM-308-1-1 will be retained in its current revision.

This revision, while it does not change the roles and responsibilities of those involved in the procurement process, explains that these roles are now carried out electronically in CitiBuy, City's automated procurement system.

UPON MOTION duly made and seconded, the Board approved and authorized the revised Administrative Manual Policy AM-308-1 Purchase Orders for Goods and Services - Agency Responsibilities.

**MINUTES**

Department of Finance - Revised Procurement Policy AM-303-1

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the revised Administrative Manual Policy AM-303-1 Expenditure Authorizations. The revised policy is effective upon Board approval.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The revised policy will replace the present policy, which was last revised on July 1, 2009.

This revision reflects the current process for acquisition of an payment for goods and services less than \$5,000.00 as well as specific other payments above \$5,000.00 that are allowed to be paid using the expenditure authorization process.

UPON MOTION duly made and seconded, the Board approved and authorized the revised Administrative Manual Policy AM-303-1 Expenditure Authorizations.

**MINUTES**

Department of Finance - Revised Procurement Policy AM-301-1

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the revised Administrative Manual policy AM-301-1- PURCHASING, and the removal of AM-301-1-1, AM-301-1-2 and AM-301-1-3 which contain supporting forms and procedures that are no longer applicable. The revised Administrative Policy is effective upon Board approval.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The revised policy will replace the current policy, which was last revised on February 5, 1988.

This revision, while it does not change the roles and responsibilities of those involved in the procurement process, explains that these roles are now carried out electronically in Citibuy, the City's automated procurement system, which also eliminates the need for the previous supporting forms and procedures AM-301-1-1, AM-301-1-2 and AM-301-1-3. This policy also provides the using agencies with the average turnaround times for various types of procurements as a guide as to the required lead time for the Bureau of Purchases to process their requisitions.

UPON MOTION duly made and seconded, the Board approved and authorized the revised Administrative Manual policy AM-301-1- PURCHASING, and the removal of AM-301-1-1, AM-301-1-2 and AM-301-1-3 which contain supporting forms and procedures that are no longer applicable.

**MINUTES**Department of Finance - Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with the United Way of Central Maryland, Inc. The period of the agreement is effective upon Board approval through November 13, 2013, the date of completion of the final audit and accounting for Campaign year 2011.

**AMOUNT OF MONEY AND SOURCE:**

\$281,148.00

**BACKGROUND/EXPLANATION:**

On December 12, 2007, the Board approved and authorized the Department of Finance to negotiate annually with the United Way to continue serving as the operating agency of the Combined Charity Campaign for Baltimore City (Campaign). The Department of Finance requests approval of this agreement for United Way to manage the 2011 Campaign.

**MBE/WBE PARTICIPATION:**

<b>MBE:</b> Black Tie Caterers, LLC	\$ 8,445.00
Silver back d/b/a Kwik Copy, Inc.	<u>15,528.00</u>
	<b>\$23,973.00</b>
<b>WBE:</b> Promotions Unlimited	\$16,955.00
Jones Networking Assocs., LLC	<u>6,363.00</u>
	<b>\$23,318.00</b>

**MWBOO FOUND VENDOR IN COMPLIANCE**

UPON MOTION duly made and seconded, the Board approved and authorized the execution of an agreement with the United Way of Central Maryland, Inc.

**MINUTES**

Department of Finance - Reallocation of City  
Special Obligation Bonds

**ACTION REQUESTED OF B/E:**

The Board is requested to **NOTE** the approval by the Board of Finance of a change in the allocation of a portion of the proceeds of the City's Special Obligation Bonds (East Baltimore Research Project) Series 2008A.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On August 3, 2011, the Board of Finance, at a scheduled meeting with a quorum present throughout, approved a reallocation of \$10,081,337.00 of the proceeds of the City's Special Obligation Bonds (East Baltimore Research Park Project) Series 2008A. This item does not require any action by the Board of Estimates, and is being provided to the Board as a matter of general information at the request of the Board of Finance.

In May, 2008, the City issued \$39,705,000.00 Special Obligation Bonds (East Baltimore Research Park Project) Series 2008A to be used for demolition and site preparation, relocation and acquisition costs in connection with the development of a Public School site within the East Baltimore Development Incorporated (EBDI) development district. Currently, approximately \$10,081,337.00 in excess proceeds remains available because costs were less than anticipated.

The EBDI requested that the excess proceeds be reallocated to finance construction of what the EBDI describes as "Shared Learning Spaces" consisting of a public gymnasium, auditorium, library and recreational fields which will complement the privately financed K-8 East Baltimore Community School. According to the EBDI construction of the school and the Shared Learning Spaces is vital to the success of the entire community. The use of bond proceeds to finance costs associated with the Shared Learning Space is generally authorized by Ordinance 07-538 adopted by the City Council on October 29, 2007, and approved by the Mayor on November 8, 2007, and will not adversely impact the tax-exemption on the Series 2008A Bonds.

## MINUTES

Department of Finance - cont'd

The Board of Finance voted to reallocate the excess funds approving, with certain conditions, an amendment to the Series 2008A Bonds Funding Agreement between the City and the EBDI.

1. Property Acquisition - \$408,463.00;
2. Modular Units at Temporary School - \$1,672,874.00; and
3. East Baltimore Community School Shared Learning Space - \$8,000,000.00.

As part of the approval, the Board of Finance further conditioned item 3 above with: (1) approval of a Department of Health and Mental Hygiene building lease with MEDCO by the State Board of Public Works, (2) firm commitments for all sources of funding for the East Baltimore Community School, and (3) negotiation of a draw schedule which is satisfactory to the City for requisition of the reallocated Series 2008A Bonds proceeds.

President: "The first item on the non-routine agenda can be found on page 119 - 120, Department of Finance, Reallocation of City Special Obligation Bonds. Will the agency's representative please come forward?"

Steve Kraus: "Good Morning."

President: "Good Morning."

Steve Kraus: "My name is Steve Kraus and I am the Chief of the Bureau of Treasury Management and Clerk to the Board of Finance. This letter is presented to this Board for informational purposes at the request of the Board of Finance. The letter notifies this Board that on August 3<sup>rd</sup>, at the request of the East Baltimore Development, Inc. (EBDI), the Board of Finance authorized reallocation of approximately \$10,000,000.00 of

## MINUTES

unspent tax increment financing bond proceeds issued for the East Baltimore Research Park. The reallocation be dolled out in the following categories: Property acquisition will be increased about \$408,000.00, Modular Units at the temporary school of approximately \$1,600,000.00, and for the East Baltimore Community School shared learning space that includes the library, the gym, athletic fields of \$8,000,000.00. As part of the approval, the Board of Finance further conditioned the School proceeds, that's just the \$8,000,000.00 for the shared space, have the following three conditions: One; is the approval of a Department of Health and Mental Hygiene building lease with Medco, by the State Board of Public Works, and my understanding is that is going to happen today. Second, is a commitment for all sources of funding for the Community school, not just the shared learning space but the entire school development area and negotiation of a draw schedule that is satisfactory to the City for the reallocation of that \$8,000,000.00 for the shared space. As part of the request the EBDI notified the Board that the development of the school is critical to the entire development in the area of East Baltimore and it was very important that we reallocate these monies for this purpose. The Board concurred. That's all I have."

President: "Any questions?"

## MINUTES

City Solicitor: "I **MOVE** the acceptance of the Report of the Board of Finance and the action taken by that entity."

President: "The item has been **NOTED**, Thank You."

UPON MOTION duly made and seconded, the Board **NOTED** the approval by the Board of Finance of a change in the allocation of a portion of the proceeds of the City's Special Obligation Bonds (East Baltimore Research Project) Series 2008A.

**MINUTES**

Office of Risk Management - FY 2012 Renewal for Aircraft  
Hull and Liability Insurance

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal of the Baltimore City Aircraft Hull and Liability Insurance Policy. The Policy renewed on 07/01/2011.

**AMOUNT OF MONEY AND SOURCE:**

\$118,157.00 - 1001-000000-2010-197800-603014

**BACKGROUND/EXPLANATION:**

The insurance policy provides both liability and hull coverage for the Police Department's fleet of helicopters. The coverage will be renewed with the incumbent carrier, Global Aerospace at no change in rate.

This request is late because of problems obtaining updated renewal information because of staff changes.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized the renewal of the Baltimore City Aircraft Hull and Liability Insurance Policy which renewed on 07/01/2011.

**MINUTES**

Mayor's Office of Neighborhoods - Second Renewal Option to  
Inter-governmental Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the second renewal option of an inter-governmental agreement with the Maryland State Department of Human Resources. This period of the agreement is October 1, 2011 through September 30, 2012.

**AMOUNT OF MONEY AND SOURCE:**

\$321,789.00 - 5000-535909-3530-326300-603026

**BACKGROUND/EXPLANATION:**

In June, 2009, the City issued a RFP process for the Targeted Assistance Grant (TAG) through the Bureau of Purchases. On September 16, 2009 the Board approved the award of the bid to Lutheran Social Services of the National Capital Area.

The contract was signed in October 1, 2009 for one year with two 1-year renewals. This renewal will be the second 1-year option, pending receipt of funds from the Federal Office of Refugee Resettlement (ORR).

The funds for the agreement originate from the ORR for the TAG program, and are designated for vocational training and employment services for hard-to-place refugees/asylees in the Baltimore metropolitan area. The Mayor's Office of Neighborhoods administers the funds allocated for the Baltimore metropolitan area on behalf of the Maryland Department of Human Resources.

**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 the second renewal option of an inter-governmental agreement with the Maryland State Department of Human Resources.

**MINUTES**Department of Public Works - Increase to Purchase Orders**ACTION REQUESTED OF B/E:**

The Board is requested to approve an increase for four existing master blanket purchase orders for Synagro Technologies, which provides sludge heat drying services to the Back River and Patapsco Wastewater Treatment Plants.

**AMOUNT OF MONEY AND SOURCE:**

<u>Funding</u>	<u>PO#</u>
\$ 3,295,956.00 - 2070-000000-5501-630065-603053 Base Tipping Fee	P502277
8,012,376.00 - 2070-000000-5501-630064-603053 Service Tipping Fee	P502276
3,199,188.00 - 2070-000000-5501-396865-603053 Base Tipping Fee	P502273
<u>9,627,663.00</u> - 2070-000000-5501-396864-603053 Service Tipping Fee	P502275
<b>\$24,135,183.00</b>	

**BACKGROUND/EXPLANATION:**

The Department of Public Works requires change orders for additional funds for FY 2012 for Master Blanket Purchase Orders P502277, P502276, P502273, and P502275. These purchase orders authorize sludge heat drying services to the Back River and Patapsco Wastewater Treatment Plants. The agreements between the City and Synagro Technologies (Synagro) set the fees and contract specifications.

On June 12, 1996, the Board approved the agreements with Synagro for the sludge heat drying services. The Master Blanket Purchase Orders expire on June 12, 2012, but must be funded each fiscal year. This increase is needed to cover the Fiscal Year 2012 cost of these services, which is provided by Synagro.

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

UPON MOTION duly made and seconded, the Board approved and authorized the increase for four existing master blanket purchase orders for Synagro Technologies, which provides sludge heat drying services to the Back River and Patapsco Wastewater Treatment Plants.

**MINUTES**

Department of Public Works - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a memorandum of understanding (MOU) with Thirty-Four Marketplace, LLC. The period of the MOU is effective upon Board approval and will remain in full force and effect, until such time as the pavilion is removed.

**AMOUNT OF MONEY AND SOURCE:**

A performance bond or letter of credit in the of \$50,000.00 will be presented to the DPW and will remain in full force and effect for a period of three years, which will cover the period of construction and maintenance.

**BACKGROUND/EXPLANATION:**

The developers Market Place Holdings, LLC and Thirty-Four Market Place, LLC, desire to construct a pavilion for the Power Plant, in the vicinity of Market Place and Water Street.

In the course of the design it was determined that the proposed pavilion was to be constructed over reinforced concrete elliptical pipe and two-cell reinforced concrete box culvert.

In order to facilitate the construction, the City and the developers have agreed to enter into this MOU to clearly define each of their responsibilities.

**(FILE NO. 55304)**

UPON MOTION duly made and seconded, the Board approved and authorized the execution of a memorandum of understanding with Thirty-Four Marketplace, LLC.

**MINUTES**

Bureau of Water & - Employee Expense Reports  
Waste Water (BW&WW)

The Board is requested to approve the expense reports for the indicated months for the following employees:

	<u>NAME</u>	<u>MONTH</u>	<u>AMOUNT</u>
1.	<b>EDWARD PERRY, SR.</b>	February 2011	\$ 116.79
2.	<b>JAMES MONTAGUE</b>	March 2011	\$ 70.89
3.	<b>BRUCE A. WORLEY</b>	March 2011	\$ 269.79
4.	<b>STEPHANIE STEWART</b>	March 2011	\$ 195.33

Account: 2071-000000-5471-609100-603002

5.	<b>BRANDON L. ADAMS</b>	March 2011	\$ 214.20
6.	<b>ERIC DIGGS</b>	March 2011	\$ 104.04

Account: 2071-000000-5471-609200-603002

The Administrative Manual, in Section 240-11, states that Employee Expense Reports that are submitted more than 40 work days after the last calendar day of the month in which the expenses were incurred require Board of Estimates approval.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized the expense reports for the indicated months for the foregoing employees. The President **ABSTAINED**.

**MINUTES**

Bureau of Water and Wastewater - Amendment No. 2 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of amendment no. 2 to agreement with Whitman, Requardt and Associates for Project 1041, Patapsco Collection System Evaluation and Sewershed Plan. The amendment no. 2 to agreement extends the agreement through August 7, 2012.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On August 8, 2007, the Board approved the original agreement to provide engineering services for the Patapsco Sewershed Collection System Evaluation and development of a Sewershed Plan to comply with Paragraph 9 of the Consent Decree, in the amount of \$4,092,775.16, for three years.

On August 7, 2010, the Board approved amendment no. 1 to extend the agreement for one year. Under amendment no. 2, the consultant will continue to provide engineering services to address the comments from the Environmental Protection Agency and the Maryland Department of the Environment on the Sewershed Study Plan until the final approval of the same at no additional cost to the City.

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

**MBE/WBE PARTICIPATION:**

The consultant will continue to comply with the MBE and WBE goals established in the original agreement.

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

BW&WW - cont'd

**AUDITS NOTED THE TIME EXTENSION.**

**(FILE NO. 55725)**

UPON MOTION duly made and seconded, the Board approved and authorized the execution of amendment no. 2 to agreement with Whitman, Requardt and Associates for Project 1041, Patapsco Collection System Evaluation and Sewershed Plan. The President **ABSTAINED.**

**MINUTES**

Bureau of Water and Wastewater - Amendment No. 2 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of amendment No. 2 to on-call agreement with Transviron, Inc. for Project No. 1095T, Civil/Structural Engineering Services. The amendment extends the period of the agreement through February 11, 2013.

**AMOUNT OF MONEY AND SOURCE:**

No additional funds are required.

**BACKGROUND/EXPLANATION:**

On February 11, 2009, the Board approved an agreement with Transviron, Inc., to provide engineering services. On November 3, 2010, the Board approved an amendment for a fee increase and to extend the period of the agreement to three years.

This amendment no. 2 to agreement will allow the consultant to continue to provide Civil/Structural Engineering Services for various tasks assigned by the Water and Wastewater Division and Facilities including treatment plants and pumping stations.

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

**MBE/WBE PARTICIPATION:**

The consultant will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code and MBE and WBE goals established in the original agreement.

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

UPON MOTION duly made and seconded, the Board approved and authorized the execution of amendment No. 2 to on-call agreement with Transviron, Inc. for Project No. 1095T, Civil/Structural Engineering Services. The President **ABSTAINED**.

**MINUTES**

Bureau of Water and Wastewater - Amendment No. 2 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an amendment no. 2 to agreement with RJN Group, Inc. for Project No. 1047, Dundalk Collection System Evaluation and Sewershed Plan. The amendment no. 2 to agreement extends the agreement through August 21, 2012.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On August 22, 2007, the Board approved the original agreement with the consultant to provide engineering services for the Dundalk Sewershed Collection System Evaluation and Sewershed Plan to comply with Paragraph 9 of the Consent Decree through August 21, 2010.

On July 21, 2010, the Board approved amendment no. 1 to extend the agreement for one year. Under amendment no. 2 to agreement, the consultant will continue to address the comments from the Environmental Protection Agency and the Maryland Department of the Environment on the Sewershed Study and Plan until the final approval of the same, at no additional cost to the City.

The consultant was approved by the Office of Board and Commissions and Architectural and Engineering Award Commission on October 6, 2006.

**MBE/WBE PARTICIPATION:**

The consultant will continue to comply with the MBE/WBE goals established under the original agreement.

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

BW&WW - cont'd

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

UPON MOTION duly made and seconded, the Board approved and authorized the execution of an amendment no. 2 to agreement with RJN Group, Inc. for Project No. 1047, Dundalk Collection System Evaluation and Sewershed Plan. The President **ABSTAINED.**

**MINUTES**

Bureau of Water and Wastewater - Amendment No. 1 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of amendment no. 1 to agreement with KCI Technologies, Inc. for Project 1108, Water System Audit and Condition Assessment of Water Infrastructure. The amendment no. 1 extends the agreement through March 3, 2013.

**AMOUNT OF MONEY AND SOURCE:**

\$142,355.08 - 9960-908646-9557-900020-703032

**BACKGROUND/EXPLANATION:**

On March 3, 2010, the Board approved the original agreement in the amount of \$3,499,980.87, for two years. The agreement expires March 3, 2012.

Under amendment no. 1 to agreement, the consultant will continue assessment and water infrastructure and provide emergency design and construction phase services for improvements to the east and west metering facilities at RG Steel Plant in Baltimore County. This emergency task is beyond the scope of the original project.

The amendment no. 1 will provide additional funds in the amount of \$142,355.08 and extend the agreement through March 3, 2013. All other terms and conditions of the agreement will remain unchanged.

**MBE/WBE PARTICIPATION:**

The consultant will continue to comply with all terms and conditions of the MBE/WBE goals established in the original agreement.

## MINUTES

BW&WW - cont'd

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

(FILE NO. 57079)

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$300,000.00	9960-908400-9558	9960-908646-9557-
Counties	Constr. Reserve	900020-3
	Valve and Hydrant	Engineering

The funds are required to cover the cost for emergency design and construction phase services for improvements to the east and west metering facilities at the RG Steel Plant in Baltimore County.

(FILE NO. 57079)

UPON MOTION duly made and seconded, the Board approved and authorized the execution of amendment no. 1 to agreement with KCI Technologies, Inc. for Project 1108, Water System Audit and Condition Assessment of Water Infrastructure. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter. The President **ABSTAINED**.

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

The Board is requested to approve task assignment no. 006, with Rummel, Klepper & Kahl, LLP for Project No. 1101R, S.C. 878, 871, 894, WC 1218, Project Management Assistance.

**AMOUNT OF MONEY AND SOURCE:**

\$ 31,405.89	-	9956-903341-9551-900020-705032	(S.C. 878)
59,322.23	-	9956-901858-9551-900020-705032	(S.C. 881)
59,322.23	-	9960-905697-9557-900020-705032	(W.C. 1218)
59,322.24	-	9960-908714-9557-900020-705032	(Proj. 1108/ W.C. 1218)
<u>\$209,372.59</u>			

**BACKGROUND/EXPLANATION:**

The consultant will provide project management services including but not limited to schedule review, change order, claim review, tracking, oversight of inspections, correspondence generation, and record keeping.

**MBE/WBE PARTICIPATION:**

The consultant will continue to comply with all terms and conditions of the MBE/WBE goals established in the original agreement.

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

**MINUTES**

BW&WW - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized the task assignment no. 006, with Rummel, Klepper & Kahl, LLP for Project No. 1101R, S.C. 878, 871, 894, WC 1218, Project Management Assistance. The President **ABSTAINED**.

**MINUTES**

Bureau of Water and Wastewater - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve task assignment no. 008, with Rummel, Klepper & Kahl, LLP for Project No. 1120R, On-Call Instrumentation and Controls, Inspection Services.

**AMOUNT OF MONEY AND SOURCE:**

\$ 67,425.66 - 9960-904694-9557-900010-702064  
67,425.66 - 9960-904727-9557-900020-702064  
**\$134,851.32**

**BACKGROUND/EXPLANATION:**

The consultant will provide instrumentation and controls inspection on Water Contracts 1160R and 1168.

**MBE/WBE PARTICIPATION:**

The consultant will continue to comply with all terms and conditions of the MBE/WBE goals established in the original agreement.

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

UPON MOTION duly made and seconded, the Board approved and authorized the task assignment no. 008, with Rummel, Klepper & Kahl, LLP for Project No. 1120R, On-Call Instrumentation and Controls, Inspection Services. The President **ABSTAINED**.

**MINUTES**

Parking Authority (PABC) - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to pay Chamberlin Contractors, Inc. for emergency repairs at the parking deck located at the corner of Park Avenue and Mulberry Street.

**AMOUNT OF MONEY AND SOURCE:**

\$12,990.00 - 2075-000000-2321-408600-603016

**BACKGROUND/EXPLANATION:**

This facility was acquired through the Baltimore Development Corporation (BDC) in 2008 as part of a larger footprint for future development. The BDC asked the PABC to manage the facility and obtain revenue for the City while the project develops. There have been no capital improvements to the facility, and certain parts of the structure have become unsafe for customers. The repairs associated with this request will greatly improve the safety of the facility while allowing the PABC to obtain maximum revenue from the facility.

The PABC requested bids for this work, received three bids in response to the request, and found Chamberlin Contractors, Inc. to have the lowest qualified bid.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to pay Chamberlin Contractors, Inc. for emergency repairs at the parking deck located at the corner of Park Avenue and Mulberry Street.

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

The Board is requested to approve an expenditure of funds to pay the Baltimore City Community College (BCCC). The invoice no. AA110127 is dated April 8, 2011.

**AMOUNT OF MONEY AND SOURCE:**

\$5,490.00 - 1001-000000-2112-226000-603020

**BACKGROUND/EXPLANATION:**

On March 21, 2007, the Board approved the firefighter/paramedic training agreement with BCCC, effective November 1, 2006 for one year with an automatic one year renewals on the anniversary date of the agreement. The BCCC provided training for firefighters and paramedics.

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

UPON MOTION duly made and seconded, the Board approved the an expenditure of funds to pay the Baltimore City Community College.

**MINUTES**Personnel Matters - Police Department

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

	<u>Name</u>	<u>Hourly Rate</u>	<u>Amount</u>
1.	<b>ALBERT M. DIGGS</b>	<b>\$14.42</b>	<b>\$30,000.00</b>
2.	<b>DAVID M. WERNER</b>	<b>\$14.42</b>	<b>\$30,000.00</b>
3.	<b>DOUGLAS W. KERR</b>	<b>\$14.42</b>	<b>\$30,000.00</b>

Account: 1001-000000-2042-198100-601009

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

The retirees will serve as Contract Specialists and will perform a variety of tasks, previously performed by full-duty police officers, which are supportive in nature. This will allow the Department to continue to assign active police officers to crime fighting duties.

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

**APPROVED FOR FUNDS BY FINANCE**

**THE EXPENDITURE CONTROL COMMITTEE APPROVED THESE CONTRACTS.**

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

**MINUTES**

Department of Transportation - First Amendment to Motorsports  
Development Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a first amendment to motorsports development agreement with Baltimore Racing Development, LLC.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On May 05, 2010, the Board approved the original Motorsports Development Agreement for a three-day motorsports festival to be held in Baltimore City. After the agreement was executed by the parties, changes were made to the layout and location of the Race Track, Pit Lane, dates of the race, and other sundry matters for the 2011 race. The parties have memorialized these changes, additions and deletions in this first amendment to the motorsports development agreement.

**MBE/WBE PARTICIPATION:**

The Motorsports Development Agreement requires Baltimore Racing Development, LLC to comply with the Minority and Women's Business Enterprise Program of the City of Baltimore.

**(FILE NO. 57125)**

President: "The next item on the non-routine agenda can be found on page 136, First Amendment to Motorsports Development Agreement. Will the agency's representative please come forward?"

Jamie Kendrick: "Good Morning. Mr. President and members of the Board --"

President: "Good Morning."

## MINUTES

Jamie Kendrick: "Jamie Kendrick, Department of Transportation. The item before you is three amendments, primarily three amendments to the motorsports agreement. There are a number of technical and conforming amendments relating to dates of the agreement. The three primary amendments then are changes to the roadways that were requested by the Grand Prix in order to comply with requirements of the Indy Car Series, the first of which relates to the removal of approximately 70 feet of median along Conway Street between Sharp and Howard. The second is changes to the sidewalk - -"

Mayor: "Excuse me. Removal and Replacement."

Jamie Kendrick: "I'm sorry removal and replacement of that median. Second, is the removal of a portion of sidewalk along Howard Street, actually along Pratt Street at Howard Street and, the third relates to restriping of the City Streets following the Race and again in the beginning of the Spring season because of a different material requested by the Indy Car Series. The VRD will be responsible for within 10 days of the completion of the race, replacing all of the work I described a moment ago in accordance with City standards. We have already reviewed and approved the design of the median and ah - - we believe all of the requested changes are reasonable and in the best interest of keeping the race moving forward."

## MINUTES

President: "Any questions? Let's entertain a motion"

City Solicitor: "MOVE approval of the item as submitted by the Department of Transportation."

Director of Public Works: "Second."

Comptroller: "Hold on one second, Shirley Williams is going to come up and clarify the MBE/WBE requirements."

Shirley Williams: "Shirley Williams with the Minority and Women's Business Opportunity Office. As a courtesy to the Mayor's Office we have been working with the Grand Prix in terms of developing their Minority and Women Business participation program. We assisted them with some advertising, notifying the MBE's of available opportunities, they have been encouraging MBE's and non-MBE's to work together to perform certain contracts where the MBE's did not have capacity and they are coming along. We are monitoring them as they go right now, we don't have any firm numbers because of the nature of the agreement but the organization understands that it has to exercise good faith-effort to comply with the MBE program."

Mayor: "If I may, you said as a courtesy that you are working, but it is at a courtesy they are working with us."

Shirley Williams: "Right"

City Solicitor: "They have come forward; this is on their private contract work. This is separate and apart from the work"

## MINUTES

the City is doing to ready the streets for the race course, correct?"

Shirley Williams: "Right".

City Solicitor: "The City's work is clearly subject to the MBE Ordinance and this is their coming forward and voluntarily working with your office on their own private work."

Shirley Williams: "On the work that they are performing."

Comptroller: "And they are in compliance with the City portion?"

Shirley Williams: "Right, the Agency is fine."

President: "We were already in the middle of a motion, there was a motion by Mr. Neilson, to get a Second."

Comptroller: "There was already a Second."

Director of Public Works: "I Second."

President: "All those in favor say "AYE". "AYE", all those opposed "NAY", the motion carries."

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the first amendment to motorsports development agreement with Baltimore Racing Development, LLC. The Comptroller **ABSTAINED**.

**MINUTES****PROPOSAL AND SPECIFICATIONS**

- |  |   |
|--|---|
| 1. <u>Department of Recreation and Parks</u>                                     | - RP 11810, Gwynns Falls<br>Park Parking Lot<br><b>BIDS TO BE RECV'D: 9/14/2011</b><br><b><u>BIDS TO BE OPENED: 9/14/2011</u></b>   |
| 2. <u>Department of Public Works/<br/>Department of Recreation<br/>and Parks</u> | - RP 09816, Morrell Park<br>Recreation Center<br><b>BIDS TO BE RECV'D: 9/14/2011</b><br><b><u>BIDS TO BE OPENED: 9/14/2011</u></b>  |
| 3. <u>Bureau of Water and<br/>Wastewater</u>                                     | - SWC 7763, Drainage Repairs<br>and Improvements at Various<br>Locations<br><b>BIDS TO BE RECV'D: 09/14/2011</b><br><b><u>BIDS TO BE OPENED: 09/14/2011</u></b>           |
| 4. <u>Bureau of Water and<br/>Wastewater</u>                                     | - WC 1217, Urgent Need Work<br>Infrastructure Rehabilitation,<br>Various locations<br><b>BIDS TO BE RECV'D: 09/21/2011</b><br><b><u>BIDS TO BE OPENED: 09/21/2011</u></b> |

There being no objections, the Board, UPON MOTION duly made and seconded, approved the foregoing Proposals and Specifications to be advertised for receipt and opening of bids on the dates indicated. The President **ABSTAINED** on item nos. 3 and 4.

## MINUTES

President: "There being no more business before the Board, the Board is in recess until twelve o'clock noon for the opening and receiving of bids."

\* \* \* \* \*

**MINUTES**

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

**BIDS, PROPOSALS AND CONTRACT AWARDS**

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

<u>Bureau of Purchases</u>	- B50002024, Install & Maintain CCTV Cameras in the Northeast District <b>BIDS TO BE RECV'D: 08/24/2011</b> <b><u>BIDS TO BE OPENED: 08/24/2011</u></b>
<u>Bureau of Water &amp; Waste Water</u>	- ER 4019, East Stony Run Stream Restoration <b>BIDS TO BE RECV'D: 08/17/2011</b> <b><u>BIDS TO BE OPENED: 08/17/2011</u></b>

## 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  
Recreation and Parks

- RP 11833, Latrobe Park  
Athletic Court

Allied Contractors, Inc.  
The American Asphalt Paving  
Co., LLC  
P. Flanigan & Sons, Inc.

Department of  
Recreation and Parks

- RP 10812, Union Square Park  
Renovations

Allied Contractors, Inc.  
Bensky Construction Co., LLC  
J.A. Argetakis Contracting Co.

Bureau of Water &  
Wastewater

- SC 845, Nitrification  
Filters and Related Work  
for the Enhanced Nutrient  
Removal Facilities at the  
Patapsco Wastewater  
Treatment Plant

Archer Western  
PC Construction Company  
Fru-Con Construction, LLC  
The Whiting-Turner Contracting Co.

Bureau of Purchases

- B50001989, Sheetrock  
Drywall

**NO BIDS RECEIVED**

Bureau of Purchases

- B50002003, Transit Shelters

Enseicom, Inc.

## MINUTES

Bureau of Purchases

- B50002025, OEM & Remanufactured Toner & Inkjet Cartridges

CVR Computer Supplies  
 Rudolph Information Systems  
 and Equipment, Inc.  
 Rudolph's Office & Computer  
 Supply, Inc.  
 My Office Products  
 Neo Technologies, Inc.  
 Cartridge Depot

Bureau of Purchases

- B50002038, Tractor with PTO

J. David Mullinix & Sons, Inc.  
 Eastern Shore Tractor Co.  
 Gaithersburg Equipment Co.  
 Security Equipment Co.

Bureau of Purchases

- B50002045, Liquid Hydrogen Peroxide

Siemens Water Technologies  
 Kemira Water Solutions Inc.  
 US Peroxide, LLC  
 Coyne Chemical

Bureau of Purchases

- B50002062, Fun Mover Recreation Vehicle

**NO BIDS RECEIVED**

**MINUTES**

There being no objections, the Board UPON MOTION duly made and seconded, the Board adjourned until its next regularly scheduled meeting on Wednesday, August 17, 2011.

JOAN M. PRATT  
Secretary