

## MINUTES

REGULAR MEETING

Bernard C. "Jack" Young, President  
Stephanie Rawlings-Blake, Mayor  
Joan M. Pratt, Comptroller and Secretary  
George A. Nilson, City Solicitor - **ABSENT**  
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 - **ABSENT**

The meeting was called to order by the President.

President: "I will direct the Board members attention to the memorandum from my office dated January 30, 2012, identifying matters to be considered as routine agenda items, together with any corrections and additions that have been noted by the Deputy Comptroller [SIC]. I will entertain a motion to approve all of the items contained on the routine agenda."

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

Comptroller: "Second."

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

\* \* \* \* \*

**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:

American Combustion Industries, Inc.	\$ 8,000,000.00
Best Fence, LLC	\$ 1,500,000.00
CB&I, Inc.	\$4,413,726,000.00
C.W. Wright Construction Co., Inc.	\$ 142,227,000.00
Clean Venture, Inc.	\$ 64,134,000.00
Kibler Construction Company, Inc.	\$ 70,362,000.00
L.F. Mahoney, Inc.	\$ 6,210,000.00
Metra Industries, Inc.	\$ 51,183,000.00
Piedmont Hoist and Crane, Inc.	\$ 1,500,000.00
Reuter & Hanney, Inc.	\$ 8,000,000.00
Shade Construction Co., Inc.	\$ 8,000,000.00
The Lane Construction Corporation	\$1,586,160,000.00
X-Treme Painting & General Contracting, LLC	\$ 774,000.00

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:

Arora Engineers, Inc.	Engineer
CH2M Hill Engineers, Inc.	Engineer

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BOARDS AND COMMISSIONS - cont'd

Dewberry & Davis, LLC	Architect Landscape Architect Engineer Land Survey
EA Engineering, Science, Technology, Inc.	Engineer
Gannett Fleming, Inc.	Architect Landscape Architect Engineer
KCE Engineering, Inc.	Engineer Land Survey
KCI Technologies, Inc.	Landscape Architect Engineer Land Survey
Symbiosis, Inc.	Landscape Architect

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

MINUTES

EXTRA WORK ORDERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

listed on the following page:

0338

All of the EWOs have been reviewed and approved

by the Department of Audits, CORC, and MWBOO,

unless otherwise indicated.

The President **ABSTAINED** on item no. 2.

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EXTRA WORK ORDERS

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

Department of Transportation

- |   |   |                           |    |   |
|---|---|---------------------------|----|---|
| 1. EWO #001, \$0.00 - TR 07025R, Mount Auburn Cemetery Perimeter Rehabilitation |   |                           |    |   |
| \$ 609,181.00   | - | P&J Contracting Co., Inc. | 30 | - |

Bureau of Water and Wastewater

- |  |               |                     |   |    |
|--|---------------|---------------------|---|----|
| 2. EWO #005, \$442,858.01 - SC 856, Improvements to Herring Run Interceptors-Phase II from Argonne Drive to City/County Line |               |                     |   |    |
| \$ 6,827,317.50  | \$ 160,750.74 | Spiniello Companies | - | 60 |

**MINUTES**

Police Department - Grant Award, Grant Award Agreements, Agreements, Interagency Agreement and Sub-recipient Agreement

The Board is requested to approve and authorize execution of the grant award, grant award agreements, agreements, interagency agreement and subrecipient agreement.

GRANT AWARD

1. **MARYLAND STATE POLICE/UNITED STATES CONGRESS** **\$ 298,980.00**

Account: 4000-471212-2041-623000-600000

The Maryland State Police, as sub-grantee for an award from the United States Congress titled Gang Elimination Task Force Project, will facilitate networking and collaborations with the Baltimore Police Department by providing financial support to secure the necessary involvement of each agency to share their respective gang intelligence. The goal of this project is to reduce gang violence, prevent and limit recruitment and formation of new gangs. The period of the grant award is January 1, 2012 through December 31, 2013.

This request is late because documentation was recently received by the Department.

GRANT AWARD AGREEMENTS

2. **MARYLAND EMERGENCY MANAGEMENT AGENCY (MEMA)** **\$ 1,200,527.08**

The period of the grant award agreement is September 1, 2011 through May 31, 2014.

Account: 4000-471212-2023-212600-600000

## MINUTES

Police Department - cont'd

3. **MARYLAND EMERGENCY MANAGEMENT AGENCY (MEMA)** \$ 28,200.00

The period of the grant award agreement is September 1, 2011 through May 31, 2014.

Account: 4000-471112-2023-212600-600000

The grant agreements for the FY2011 State Homeland Security Program (SHSP) are funded through a grant from the U.S. Department of Homeland Security. The 2011 SHSP is a core assistance program that provides funds to build capabilities at the State and local levels. Activities implemented under the SHSP must support terrorism preparedness by building or enhancing capabilities that relate to the prevention of, protection from or response to terrorism in order to be considered eligible. Many capabilities which support terrorism preparedness simultaneously support preparedness for other hazards. Eligible activities include planning, organization, training, exercises, equipment, and personnel.

This grant award agreement is late because the award was just received by the Department.

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

AGREEMENTS

4. **TURNAROUND, INC** \$ 49,646.00
5. **MARYLAND COALITION AGAINST SEXUAL ASSAULT, INC.** \$ 3,602.00

Account: 4000-470712-2021-197500-607001

On November 16, 2011, the Board approved acceptance of a grant award agreement with the Governor's Office of Crime Control and



## MINUTES

Police Department - cont'd

SUBRECIPIENT AWARD

7.	<b>MARYLAND EMERGENCY MANAGEMENT AGENCY (MEMA)</b>	<b>\$ 1,402,931.92</b>
Account:	4000-470912-2023-212600-600000	\$ 119,500.00
	4000-470912-2023-212601-600000	\$ 200,000.00
	4000-470912-2023-212602-600000	\$ 128,600.00
	4000-470912-2023-212603-600000	\$ 421,223.72
	4000-470912-2023-212604-600000	\$ 27,500.00
	4000-470912-2023-212605-600000	\$ 93,720.00
	4000-470912-2023-212606-600000	\$ 14,925.00
	4000-470912-2023-212607-600000	\$ 14,058.00
	4000-470912-2023-212608-600000	\$ 14,000.00
	4000-470912-2023-212609-600000	\$ 6,000.00
	4000-470912-2023-212610-600000	\$ 21,000.00
	4000-470912-2023-212611-600000	\$ 588.00
	4000-470912-2023-212612-600000	\$ 210,000.00
	4000-470912-2023-212613-600000	\$ 52,573.00
	4000-470912-2023-212614-600000	\$ 10,500.00
	4000-470912-2023-212615-600000	\$ 68,744.20

The Department is entering into a subrecipient agreement with MEMA for the FY11 Urban Area Security Initiative, funded through a grant from the U.S. Department of Homeland Security. The FY11 Urban Area Security Initiative is intended to help strengthen the nation and Maryland against risks associated with potential terrorist attacks, and focuses on developing integrated systems for prevention, protection, response, and recovery. The period of the subrecipient agreement is September 1, 2011 through May 31, 2014.

The agreement is late because the information was just received.

**MINUTES**

Police Department - cont'd

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the grant award, grant award agreements, agreements, interagency agreement and sub-recipient agreement.

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

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

1. Audit of the Comprehensive Annual Financial Report of the Elected Officials' Retirement System Fiscal Year 2011.
2. Audit of the Comprehensive Annual Financial Report of the Employees' Retirement Systems Fiscal Year 2011.
3. Audit of the Comprehensive Annual Financial Report of the Fire and Police Employees' Retirement System Fiscal Year 2011.

City Auditor: "Good morning Mr. President and members of the Board. I am Bob McCarty, the City Auditor. The Department of Audits has completed its annual audit of the financial statements of the Employees' Retirement System or ERS for the fiscal year ended June 30, 2011. We have issued an unqualified opinion, which states that the financial statements present fairly, in all material respects, the financial position of the System, for the year ended June 30, 2011, in conformity with

## MINUTES

generally accepted accounting principles. The System's net assets totaled \$1,240,000,000.00 at year-end, an increase in net assets of \$156,700,000.00 from fiscal year 2010. Fiscal year 2010 payments to its 8,693 retirees and beneficiaries totaled a hundred--I'm sorry--\$113,300,000.00. The City's contribution to the City --I'm sorry--the System totaled \$62,400,000.00, an increase of \$13,700,000.00 over the previous fiscal year. In addition to our audit, we prepared a separate report, required by both generally accepted auditing standards and Government Auditing Standards, which addresses the System's compliance with certain laws, regulations, and the internal controls over fiscal--financial reporting relating to financial statements. While the ERS did not have any deficiencies in internal control over its financial statements during fiscal year 2010, it did have two significant deficiencies from fiscal year 2011. I'm sorry, back up. There are none in 2010. There were two from--carried forward from 2010. But, during fiscal year 2011, ERS resolved the significant deficiency that related to the differences between the payroll vendors' records and the System's general ledger. ERS resolved this finding by

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establishing procedures and consistently applying these procedures to ensure that monthly reconciliations are prepared to explain any differences between the payroll vendor's and the Retirement System's records. Also, in fiscal year 2010, we had found that salary data sent to the Actuary by the System for active employees at June 30, 2010 was not accurate. During fiscal year 2011, ERS resolved this finding by verifying active membership data sent to the Actuary and by confirming with the Actuary that current year data was being used. As part of obtaining reasonable assurance about whether the System's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards."

President: "The second item on the non-routine agenda can be found on page nine, item number three, Audit of the Comprehensive Annual Financial Report of the Fire and Police Employees' Retirement System, Fiscal Year 2011."

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City Auditor: "Good morning again. This is for Fire and Police. The Department of Audits has completed its annual audit of the financial statements of the Fire and Police Employees' Retirement System for the fiscal year ended 2011. We again have issued an unqualified opinion, which states that their financial statements present fairly, in all material respects, the financial position of the System, for the year ended June 30, 2011, in conformity with generally accepted accounting principles. The System's net assets totaled \$2,400,000,000.00 at year-end, an increase in net assets of \$285,300,000.00 from fiscal year 2010. For fiscal year 2010, payments to its 6,100 retirees and beneficiaries totaled \$203,000,000.00. The City's contribution to the System totaled \$107,500,000.00, an increase of \$13,400,000.00 million over the previous fiscal year. In addition to our audit, we prepared a separate report, required by both generally accepted auditing standards and Government Auditing Standards, which addresses the System's compliance with certain laws, regulations, and the internal control over financial reporting relating to the financial statements. The System had one significant deficiency in internal control over its financial reporting during fiscal year 2011. A significant deficiency is a control deficiency that adversely affects the

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System's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles, such that there is a possibility that an immaterial misstatement of the financial statements will not be prevented or detected by the System's internal control. Based on our testing of the System's policy and procedures for terminations and changes to its benefit payroll during fiscal year 2011, we found that F&P did not timely suspend the pension benefits of three students who had attained the age of 18, but had not provided the proper support for enrollment in an accredited college/university, or a technical, vocational, or trade school. According to F&P's policy governing the receipt of pension benefits for children, over age 18, they must, within 30 days after the end of each academic term, submit an official school transcript as proof of enrollment and successful completion of the school's defined full-time student course load. If enrolled in a technical, vocational, or trade school, a letter from the school must be submitted stating that he or she is enrolled as a full-time student. Failure to submit

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proper documentation was to result in the suspension of the student's benefit until the proper documentation has been received. As part of our testing, we found that three surviving children of a member or retiree were paid benefits totaling \$43,980.00 after their benefits should have been suspended for lack of proper documentation for proof of enrollment as a full-time student. During fiscal year 2011, \$18,976.00 was repaid by one of the surviving children; thereby leaving \$25,004.00 in outstanding overpayments. We recommend the Retirement System implement procedures to timely suspend the pension benefit payments of surviving children of a member or retiree who has attained age 18 and does not provide the proper proof of enrollment as prescribed in the Retirement System's policy. We also recommend the Retirement System recover the \$25,004.00 in outstanding overpayments. The System stated that corrective actions have been taken to initiate earlier contact with the beneficiary prior to the beneficiary attaining age 18. The contact will also include the beneficiary's guardian. F&P also stated that the timelines for the suspension of benefit payments for non-compliant beneficiaries over the age of 18 has been made

## MINUTES

tighter. This significant deficiency is not considered to be a material weakness. A material weakness is a significant deficiency that results in the possibility that a material misstatement of the financial statements will not be prevented or detected by the System's internal control. We will follow-up on this finding as part of our fiscal year 2012 Fire and Police Employees' Retirement System audit. Lastly, as part of obtaining reasonable assurance about whether the System's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards."

President: "What are the performance results?"

**MINUTES**

Comptroller: "Oh, I have that. I am pleased to announce for Fiscal 2011, that the Employees' Retirement System return on investments was 20.1%. For the Elected Officials, it was 23.2%, and for the Fire and Police it was 25.6%.

President: "Ok, these items have been noted."

The Board **NOTED** receipt of the Audit reports and related digests. The Comptroller **ABSTAINED** on item no. 1, item no. 2, and item no. 3.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development (DHCD) - Options</u>			
1. Tridack, LLC	936 E. Biddle St.	G/R \$90.00	\$ 750.00
2. Betsy Rosenthal, Personal Rep. of the Estate of Nina S. Rosenthal	1214 Brentwood Ave.	G/R \$78.00	\$ 520.00
Funds are available in account 9990-907714-9593-900001-704040, Johnston Square Project.			
3. William S. Rief (deceased) and Norma T. Rief	1111 N. Caroline St.	G/R \$90.75	\$ 605.00
Funds are available in account 9910-906460-9588-900000- 704040, Oliver Project.			
4. Olive Sterling	4908 Denmore Ave.	L/H	\$ 6,940.00
5. Chad Newkirk	4992 Denmore Ave.	L/H	\$ 9,400.00
Funds are available in account 9910-903180-9588-900000-704040, Park Heights Demo-Woodland/Virginia Corridor.			
6. Fieldcrest Limited Partnership	4908 Denmore Ave.	G/R \$84.00	\$ 560.00
7. Gertrude E. McGregor, Life Estate, Remainder onto Alexander Beale Dunbar, Jr.	4936 Denmore Ave.	G/R \$90.00	\$ 600.00

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development (DHCD) - Options</u>			
8. Raymond White and Janice White	4980 Denmore Ave.	L/H	\$29,250.00
9. Gail R. Cohn	4677 Park Heights	G/R \$90.00	\$ 600.00
10. John J. Matricciani, Custodian for Guy J. Matricciani, Jr.	3037 Oakley Ave.	G/R \$90.00	\$ 600.00
11. Lorna Kirlew	3343 Woodland Ave.	L/H	\$ 8,690.00

Funds are available in account no. 9910-903187-9588-900000-704040, Park Heights Demo-Woodland/Virginia Corridor.

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 amounts.

Dept. of Housing and Community Development - Condemnations

12. Darnel and Crystal Butler	4976 Denmore Ave.	L/H	\$ 25,250.00
13. John B. Thomas, Jr. and Bennie Thomas	4652 Park Heights Ave.	L/H	\$ 5,400.00

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations</u> - cont'd			
14. Thelma T. Kelsic	4674 Park Heights Ave.	L/H	\$ 3,300.00
15. GRP Realty Corp.	3028 Woodland Ave.	L/H	\$ 9,300.00
16. 3349 Woodland LLC	3349 Woodland Ave.	F/S	\$ 25,000.00
17. Annabell S. Way (deceased)	3510 Woodland Ave.	G/R \$80.00	\$ 533.00

**(FILE NO. 57083)**

Funds are available in account no. 9910-903187-9588-900000-704040, Park Heights Demo-Woodland/Virginia Corridor.

18. Robert Mickey	730 E. Biddle St.	L/H	\$ 5,067.00
19. Jesse Dunn	726 E. Preston St.	F/S	\$ 20,000.00
20. Arline Ramsey	729 E. Preston St.	L/H	\$ 16,127.00
21. Sara Tesfaye	730 E. Preston St.	L/H	\$ 16,200.00
22. William E. and Yoma B. Howard	936 E. Preston St.	L/H	\$ 5,133.34

**(FILE NO. 57070)**

Funds are available in account 9990-907714-9593-900001-704040, Johnston Square Project.

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OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
DHCD - <u>Condemnations</u> - cont'd			
23. Robert N. Scott, Jr.	1303-1305 Proctor St.	F/S	\$100,000.00

Funds are available in account 9910-910715-9588-900000-704040, Johnston Square Project.

24. Catherine F. Capocci	1206 Brentwood Ave.	G/R \$78.00	\$ 520.00
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Funds are available in account 9990-907714-9593-900001-704040, Johnston Square Project.

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

UPON MOTION duly made and seconded, the Board approved the options, and condemnations.

**MINUTES**

Baltimore Development - Land Disposition Agreement  
Corporation (BDC)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a land disposition agreement with My Son Development, LLC, developer, for the sale of the properties located at 411 - 413 North Washington Street.

**AMOUNT OF MONEY AND SOURCE:**

\$50,000.00 - Purchase Price  
(\$25,000.00 per property)

**BACKGROUND/EXPLANATION:**

On June 9, 2010, the properties were awarded to the developer for redevelopment purposes under the Rolling Bid process. At the request of the Department of Housing and Community Development (DHCD), the BDC is facilitating the sale of the properties.

The developer intends to redevelop the vacant properties located at 403 - 427 North Washington Street, including the properties owned by the City, as a 49,000 square foot office building. The office building will capitalize on the growing demand for medical space in the surrounding area. The BDC has obtained City Council approval of a Sales Ordinance granting the City the Authority to sell the properties.

BDC respectfully requests a waiver of the Board of Estimates Appraisal Policy, which states that any agreement must be presented to the Board for approval within twelve months of the date of the appraisal report. Due to an extended negotiation process, BDC was unable to present the Land Disposition Agreement within twelve months of the appraisal report.

**MBE/WBE PARTICIPATION:**

N/A

**MINUTES**

BDC - cont'd

**(FILE NO. 57274)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the land disposition agreement with My Son Development, LLC, developer, for the sale of the properties located at 411 - 413 North Washington Street.

**MINUTES**

Baltimore Development Corporation - Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a lease agreement with Taylor Made Transportation Services, Inc., tenant, for the rental of a portion of the property known as 2901 Druid Hill Park Drive, Suites 206 and 208 A-D, at the Business Center @ Park Circle, consisting of approximately 1,357 square feet. The period of the agreement is February 1, 2012 through January 31, 2013, with one 1-year renewal option.

**AMOUNT OF MONEY AND SOURCE:**

<u>Year</u>	<u>Annual Rent</u>	<u>Monthly Installments</u>
1	\$18,370.88	\$1,530.90

The annual rent will be increased annually by an amount equal to 4% of the annual rent.

**BACKGROUND/EXPLANATION:**

The tenant is a transportation company providing transportation services to hospitals, government and other profit and non-profit organizations. The company was founded in 1988. The company has approximately 20 employees and plans to continue growing. The organization is a long-term tenant that has been a tenant in the building for ten plus years.

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

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

**MINUTES**

BDC - cont'd

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

**(FILE NO. 55875)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the lease agreement with Taylor Made Transportation Services, Inc., tenant, for the rental of a portion of the property known as 2901 Druid Hill Park Drive, Suites 206 and 208 A-D, at the Business Center @ Park Circle.

**MINUTES**

Department of Planning - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with Blue Water Baltimore (BWB). The period of the agreement is effective upon Board approval through April 1, 2012.

**AMOUNT OF MONEY AND SOURCE:**

\$22,400.00 - 9905-926005-9188

**BACKGROUND/EXPLANATION:**

The BWB is the new non-profit comprised of four former watershed associations plus the Harbor Waterkeeper. Under this agreement, BWB will monitor bacteria levels in the Harbor at 30 sites by taking samples and having them analyzed as a State lab. The resultant data will be shared with the Department of Public Works.

In addition, BWB will create and maintain a website to communicate information about water quality with the public and work with the Department of Public Works as necessary to post Water Contract Advisory signs.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with Blue Water Baltimore.

MINUTES

TRANSFER OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved the

transfers of funds

listed on the following pages:

0362 - 0363

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

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

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
1. <b>\$ 15,000.00</b> Other	9962-941002-9563 Constr. Reserve - Conduit Replacement Program	9962-907058-9562-3 Design and Study Conduit System Reconstruction

This transfer will cover the costs associated with TR 12010, Conduit System, Project Reconstruction at Various Locations Citywide for printing, advertisement and other related charges.

Department of Recreation and Parks

2. <b>\$ 30,000.00</b> State	9938-901749-9475 Reserve - Community Parks and Playgrounds	9938-904749-9474 Active - Community Parks and Play- grounds FY 08
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This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1167, Task No. 5 to Greenman-Pedersen, Inc. and to reconcile the account's deficit.

3. <b>\$ 37,126.31</b> MVR	9938-901671-9474 Active Street Tree Program FY05	
122,365.41 MVR	9938-901690-9474 Active Street Tree Program FY06	

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TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks - cont'd</u>		
31,340.27 MVR	9938-901739-9474 Active Street Tree Program FY08	
67,089.83 <u>MVR</u>	9938-904755-9474 Active Street Tree Program FY09	
<b>\$257,921.82</b>	-----	9938-904787-9474 Active Street Tree Program FY10

This transfer will provide funds to cover the costs associated with the Spring Tree Planting for the Spring of 2012.

**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 Moulden Group, Inc. The period of the agreement is effective upon Board approval for six months.

**AMOUNT OF MONEY AND SOURCE:**

\$6,000.00 - 9910-906732-9588-900000-709032

**BACKGROUND/EXPLANATION:**

In 2004, the Mayor and City Council (MCC) purchased the former Uplands Apartments located on Edmondson Avenue from the Department of Housing and Urban Development (HUD). The former residents (Plaintiff Class) filed suit against HUD (later amended to include the Mayor and City Council of Baltimore (City)) claiming that the sale was improper and that the relocation of residents by HUD did not follow Federal guidelines. The lawsuit was resolved in a settlement agreement that was approved by the Board in January 2008, and approved by the court in October 2008.

Under the terms of the settlement agreement, the City must contract with a third-party consultant to provide technical assistance for Former Resident Representatives to allow them the opportunity to make their participation informed, meaningful, and effective. On February 11, 2009, the Board approved an expenditure of up to \$24,000.00 for this technical assistance.

On June 9, 2010, the Board approved a contract with The Moulden Group, Inc. This original agreement to provide the above-referenced technical assistance has expired and the parties still have not completed all the tasks, in accordance with the settlement agreement. The City desires to enter into a second agreement with The Moulden Group, Inc. as a selected source, in

**MINUTES**

DHCD - cont'd

accordance with Article VI, §11 (d) of the Baltimore City Charter, as amended from time to time, for The Moulden Group, Inc. to complete the development consulting and technical assistance tasks under the same terms and conditions as the original agreement and the RFP.

**MBE/WBE PARTICIPATION:**

N/A

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$6,000.00	9910-995001-9587	9910-906732-9588
29 <sup>th</sup> CDB	Unallocated Reserve	Upland Tech Support

This transfer will provide additional funds that are necessary to complete the task of providing technical assistance to the former residents of the Uplands Apartments, pursuant to the settlement agreement.

**(FILE NO. 55993)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with The Moulden Group, Inc. The transfer of funds was approved subject to receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter.

MINUTES

Department of Housing and Community Development (DHCD) - Contract of Sale

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the contract of sale with the Housing Authority of Baltimore City (HABC) for the below listed properties. The Board is also requested to acquire these properties subject to all municipal liens, interest and penalties that may accrue except for water bills before a deed can be recorded.

**AMOUNT OF MONEY AND SOURCE:**

<u>AMOUNT</u>	<u>OWNER</u>	<u>PROPERTY ADDRESS</u>	<u>INT.</u>
\$ 1.00	HABC	2518 Brookfield Ave.	FS
1.00	HABC	617 Lennox St.	FS
1.00	HABC	716 Lennox St.	FS
1.00	HABC	720 Lennox St.	FS
1.00	HABC	722 Lennox St.	FS
<u>1.00</u>	HABC	2430 Linden Ave.	FS

\$ 6.00 - 9910-908087-9588-900000-704040

**BACKGROUND/EXPLANATION:**

This contract of sale enables the Mayor and City Council of Baltimore to acquire six fee simple properties in the Reservoir Hill Urban Renewal Area for resale through the planning and development efforts of the DHCD.

Pursuant to the provisions of Article 13, § 2-7 of the Baltimore City Code (2000 Edition) and subject to the prior approval of the Board of Estimates, the DHCD may acquire, for and on behalf of the Mayor and City Council of Baltimore, any single-family or multiple-family dwelling unit or other structure or lot within the City, for development and redevelopment. The Commissioner of Housing has made the required determination with regard to these properties. These properties will be redeveloped.

## MINUTES

DHCD - cont'd

The Housing Authority of the Baltimore City (HABC) Board of Commissioners has approved the disposition of these vacant properties. The U.S. Department of Housing and Urban Development has approved the disposition in accordance with 24 CFR, Part 970.

The HABC is exempt from real estate taxes; therefore, no taxes are included in the following figures. The properties that are presently free of liens are included, in case a lien is posted before a deed can be recorded.

<u>PROPERTY ADDRESS</u>	<u>BILL NO.</u>	<u>BILL ADDRESS</u>	<u>BALANCE</u>
1. 2518 Brookfield Ave.			
2. 617 Lennox St.			
3. 716 Lennox St.			
4. 720 Lennox St.			
5. 722 Lennox St.			
6. 2430 Linden Ave.	04019		\$453.75

**(FILE NO. 57070)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the contract of sale with the Housing Authority of Baltimore City for the properties at 2518 Brookfield Ave., 617 Lennox St., 716 Lennox St., 720 Lennox St., 722 Lennox St., and 2430 Linden Ave. The Board also approved acquisition of these properties subject to all municipal liens, interest and penalties that may accrue except for water bills before a deed can be recorded. The President **ABSTAINED**.

**MINUTES**

Department of Housing and - Side Yard Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the side yard land disposition agreement (LDA) with Mr. Ronnie Boodoo, purchaser, for the sale of the properties located at 517 and 519 E. 20<sup>th</sup> Street (Block 4000, Lots 033 and 032).

**AMOUNT OF MONEY AND SOURCE:**

\$1,000.00 - Sale price  
(\$500.00 per property)

**BACKGROUND/EXPLANATION:**

The property will be sold under the City's Side Yard Policy approved by the Board on August 17, 2011. The purchaser will be using private funds to pay for the acquisition and maintenance of the property.

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

In accordance with the City's Side Yard Policy, the City has agreed to convey the properties known as 517 and 519 E. 20<sup>th</sup> Street, to the owner of the adjacent owner-occupied property. As a condition of conveyance, Mr. Ronnie Boodoo has agreed to the terms of the LDA, which prohibits development of the parcel for a minimum of ten years.

The City may dispose of the Property by virtue of the following legal authorities: Article 28, Subtitle 8 of the Baltimore City Code (2011 Edition), Article II, Section 15 of the Baltimore City Charter, 2011 Edition; and Article 13 of the City Code.

## MINUTES

DHCD - cont'd

**(FILE NO. 57035)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the side-yard land disposition agreement with Mr. Ronnie Boodoo, purchaser, for the sale of the properties located at 517 and 519 E. 20<sup>th</sup> Street.

## MINUTES

Department of Housing and - Grant Agreements  
Community Development

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

1. **VILLAGE LEARNING PLACE, INC.** **\$ 40,750.00**

Account: 2089-208912-5930-429330-603051

The organization provides free educational and youth programs to low and moderate-income persons in the Greater Charles Village/Barclay area of Baltimore City. The period of the agreement is July 1, 2011 through June 30, 2012.

**FOR FY 2012, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$19,600.00, AS FOLLOWS:**

**MBE: \$1,960.00**

**WBE: \$ 980.00**

2. **SOUTH BALTIMORE LEARNING CORPORATION, INC.** **\$ 47,368.00**

Accounts: 2089-208911-5930-438034-603051 \$ 4,000.00  
 2089-208912-5930-438034-603051 \$ 43,368.00

The organization will provide Adult Basic Education (ABE), Pre-GED and GED instruction, ABE tutoring and career counseling services to low and moderate-income adults that reside in the City that have dropped out of high school. The period of the agreement is July 12, 2011 through June 30, 2012.

**FOR FY 2012, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$10,225.00, AS FOLLOWS:**

**MBE: \$1,023.00**

**WBE: \$ 511.00**

## MINUTES

DHCD - cont'd

3. **REBUILDING TOGETHER BALTIMORE, INC. \$134,691.00**

Accounts: 2089-208911-5930-431155-603051	\$ 75,000.00
2089-208912-5930-431155-603051	\$ 59,691.00

The purpose of this agreement is to provide CDBG funding for Rebuilding Day, which is April 28, 2012. The funds will be used to repair the housing of low and moderate-income owner-occupied households that reside in the Washington Village/Pigtown area of the City. The funds will also be used for the "Fix It Program" to provide urgent and critical repairs for low and moderate-income owner-occupied households that reside outside of the target neighborhood. The period of the agreement is September 1, 2011 through August 31, 2012.

**FOR FY 2012, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$12,000.00, AS FOLLOWS:**

**MBE: \$1,200.00**

**WBE: \$ 600.00**

On June 22, 2011, 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 2011 Annual Action Plan for the following formula programs:

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

**MINUTES**

DHCD - cont'd

The DHCD began negotiating and processing the CDBG agreements effective July 1, 2011 and beyond, as outlined in the Plan, pending approval of the Resolution. Consequently, these agreements were delayed due to final negotiations and processing.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**MINUTES**

Department of Finance - Second Modification Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a second modification agreement between the Municipal Employees Credit Union of Baltimore, Inc. (lender), the Baltimore Municipal Golf Corporation (borrower), and the City (guarantor). This modification extends the period of the loan through October 27, 2031.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On December 12, 2007, the Board approved a Guaranty Agreement between the parties wherein the City guaranteed to the lender, the repayment of a \$1,500,000.00 loan that the lender advanced to the borrower in connection with the borrower's renovation and expansion of the Clubhouse located at the Forest Park Golf Course (project), upon terms and conditions therein set forth.

The original term of the loan was to be eight years from completion of the project and interest was to accrue on the unpaid balance at a rate of 6% per annum. By modification agreement dated October 27, 2011, the repayment terms were modified by lowering the annual rate of interest to 5% and recalculating the monthly payments on a 20-year amortization of the loan, the terms of the loan was not modified.

The borrower has requested the lender to further modify the loan and the lender is willing to extend the term of the loan to October 27, 2031, provided the annual interest rate is increased to 1.75% points over the prime to be adjusted every five years.

**MINUTES**

Department of Finance - cont'd

The lender has requested that the City join in the second modification agreement to evidence its consent to the further modification of the loan and to confirm the guaranty agreement will remain in effect guaranteeing the loan, as modified.

**MBE/WBE PARTICIPATION:**

The borrower will continue to comply with the Minority and Women's Business Enterprise requirement in connection with the project.

**(FILE NO. 54577)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the second modification agreement between the Municipal Employees Credit Union of Baltimore, Inc., the Baltimore Municipal Golf Corporation, and the City.

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

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

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 422 E. Oliver St.	TRF Development Partners-Baltimore, LLC	Two 4" conduits @ 40'

Annual Charge: \$280.00

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

**(FILE NO. 56462)**

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

**MINUTES**Department of General Services - Right-of-Entry Agreements**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the right-of-entry agreements with the property owners, for Project 1197R, Susquehanna Transmission Main Valve Replacements.

<u>Owner/s</u>	<u>Property</u>
1. MR. EDWARD JAMES POUSKA	1415 Calvary Road Abingdon, Maryland
2. RIVERSIDE APARTMENTS II, LLC	a parcel of land along Old Philadelphia Road Abingdon, Maryland
3. MR. & MRS. PHIL GAILIMA	772 Everist Drive Aberdeen Maryland
4. MR. GERALD C. MATTHEWS, JR.	774 Everist Drive Aberdeen, Maryland
5. MR. & MRS. JOHN U. HITTER	4800 Old Philadephia Road Aberdeen, Maryland
6. PLUMMER, LLC	a parcel of land identified as Gilbert Road Aberdeen, Maryland

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Mayor and City Council of Baltimore, through its Department of Public Works, Bureau of Water and Wastewater is proposing a project to locate and replace existing air/vacuum relief valves,

**MINUTES**

Department of General Services - cont'd

surge valves and or drain valves, as part of Water Project WC 1197R, Susquehanna Transmission Main Valve Replacements. The right-of-entry will allow the City access on to the properties to make these improvements.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the right-of-entry agreements with the property owners, for Project 1197R, Susquehanna Transmission Main Valve Replacements. The President **ABSTAINED**.

**MINUTES**

Bureau of the Budget and - Supplementary Motor Vehicle Fund  
Management Research      Operating Appropriation

The Board is requested to approve the supplementary motor vehicle fund operating appropriation.

SUPPLEMENTARY MOTOR VEHICLE FUND OPERATING APPROPRIATION

<u>Amount</u>	<u>Program and/or Account</u>
1. <b>\$ 1,645,000.00</b>	685 (Special Events), Department of Transportation

Source of Funds:      MVR Undesignated Fund Balance

This supplementary appropriation will support the dredging of the Inner Harbor in preparation for the War of 1812 Bicentennial Celebration.

UPON MOTION duly made and seconded, the Board approved the supplementary motor vehicle fund operating appropriation. The President **ABSTAINED**.

**MINUTES**

Bureau of the Budget and - Fee for Special Events  
Management Research      Parking License

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Department of Finance to set the fee for a special events parking license.

**AMOUNT OF MONEY AND SOURCE:**

\$220.00 - Proposed fee

**BACKGROUND/EXPLANATION:**

City Council Bill No. 11-0765 provides for a special events parking district for events at the M&T Stadium and Camden Yards. The bill charges the Department of Finance with implementing the license procedure and collecting a license fee. A cost estimate was performed to determine the cost of the regulation, including application processing, computer processing, and enforcement. Based on the cost estimate, the Department of Finance recommends a fee of \$220.00 per year.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved the Department of Finance to set the fee for a special events parking license.

**MINUTES**

Health Department - Employee Expense Report

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the expense report for Ms. Tammy Smith for mileage for October 2011.

**AMOUNT OF MONEY AND SOURCE:**

\$120.99 - 4000-427112-3080-294300-603002

**BACKGROUND/EXPLANATION:**

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.

The request is late because it was misplaced during the Department's routing process.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the expense report for Ms. Tammy Smith for mileage for October 2011.

**MINUTES**

Health Department - Research Sub-award Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a research sub-award agreement with Pennsylvania State University, Office of Sponsored Programs. The period of the sub-award agreement is November 1, 2011 through May 31, 2012.

**AMOUNT OF MONEY AND SOURCE:**

\$10,000.00 - 6000-620512-3031-579200-406001

**BACKGROUND/EXPLANATION:**

The funds will be for the project titled "Northwestern Integrated Pest Management (IPM) Center". The Department's Healthy Home Bureau, with the Northeastern IPM Center's support, will produce and distribute a low literacy Spanish language IPM booklet with a detachable quick reference tool. This booklet will enable Spanish speaking audiences in the Northeast Region and beyond to practice safe and effective home pest control.

This research sub-award agreement is late because it was just received.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the research sub-award agreement with Pennsylvania State University, Office of Sponsored Programs.

**MINUTES**

Health Department - Notification of Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the notification of grant award (NGA) from the Maryland Department of Aging (MDoA). The period of the grant award is October 1, 2011 through September 30, 2012.

**AMOUNT OF MONEY AND SOURCE:**

\$ 48,110.00	-	4000-433512-3023-273300-404001
52,484.00	-	4000-432912-3252-514300-404001
27,700.00	-	4000-434312-3254-316200-404001
17,494.00	-	4000-436112-3255-316200-404001
<u>\$145,788.00</u>		

**BACKGROUND/EXPLANATION:**

The funds will be used with the FY 11 Older American Act Federal grants for Title IIIB, Title IIIC1, Title IIIC2, and the Title IIIIE programs. The grant provides funds for coordinated and accessible services for seniors in Baltimore City.

The notification of grant award is late because it was just received.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved acceptance of the notification of the grant award from the Maryland Department of Aging.

**MINUTES**

Health Department - Notification of Grant Award and  
Cooperative Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of a notification of grant award (NGA) from the Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for HIV, Viral Hepatitis, STDs and TB Prevention and authorize execution of the cooperative agreement. The period of the cooperative agreement is January 1, 2012 through December 31, 2012.

**AMOUNT OF MONEY AND SOURCE:**

\$333,566.00 - 4000-422112-3030-271400-404001

**BACKGROUND/EXPLANATION:**

The funds will allow the Department's Tuberculosis Prevention Program to use funds to support the City's TB Control efforts, to provide medical care and treatment for active and latent TB patients, and to conduct contact investigations. Funds will be used for staff, radiology services, and clinician salaries.

This cooperative agreement is late because it was just received from the Department of Health and Human Services, Centers for Disease Control and Prevention.

**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 acceptance of the notification of grant award from the

## MINUTES

Health Department - cont'd

Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for HIV, Viral Hepatitis, STDs and TB Prevention and authorized execution of the cooperative agreement.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- |   |         |         |
|---|---------|---------|
| 1. FREEMIRE &<br>ASSOCIATES, INC.   | \$ 0.00 | Renewal |
| Solicitation No. B50001795 - DeZurik Plug Valves and Parts -<br>Department of Public Works - Req. No. P516391 |         |         |

On March 2, 2011, the Board approved the initial award in the amount of \$44,000.00. The award contained two 1-year renewal options. The period of the renewal is February 18, 2012 through February 17, 2013 with one 1-year renewal option remaining.

- |   |             |         |
|---|-------------|---------|
| 2. SCIENTIFIC SPECIALTIES,<br>INC.  | \$25,000.00 | Renewal |
| Solicitation No. B50001823 - Sample Containers - Department<br>of Public Works - Req. No. P516177 |             |         |

On February 2, 2011, the Board approved the initial award in the amount of \$25,000.00. The award contained two 1-year renewal options. This renewal in the amount of \$25,000.00 is for the period February 16, 2012 through February 15, 2013, with one 1-year renewal option remaining.

- |  |             |         |
|--|-------------|---------|
| 3. COASTAL BIOANALYSIS,<br>INC.  | \$20,000.00 | Renewal |
| Solicitation No. B50001759 - Toxicity Testing - Department of<br>Public Works - Req. No. P515896 |             |         |

On January 26, 2011, the Board approved the initial award in the amount of \$16,696.00. The award contained two 1-year renewal options. This renewal in the amount of \$20,000.00 is for the period February 9, 2012 through February 8, 2013, with one 1-year renewal option 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

- |   |             |         |
|---|-------------|---------|
| 4. PHILIP R. WALKER &<br>ASSOCIATES, INC. | \$25,000.00 | Renewal |
|---|-------------|---------|
- Solicitation No. B50001817 - Flow and Level Meters -  
Department of Public Works - Req. No. P516240

On February 23, 2010, the Board approved the initial award in the amount of \$25,000.00. The award contained two 1-year renewal options. This renewal in the amount of \$25,000.00 is for the period February 25, 2012 through February 24, 2013, with one 1-year renewal option.

- |                           |             |         |
|---------------------------|-------------|---------|
| 5. JANI-KING OF BALTIMORE | \$12,924.00 | Renewal |
|---------------------------|-------------|---------|
- Solicitation No. B50001280 - Janitorial Services for Field  
Health Services - Health Department - Req. No. P516056

On February 3, 2010, the Board approved the initial award in the amount of \$12,924.00. The award contained three 1-year renewal options. On January 25, 2011, the Board approved a renewal in the amount of \$12,924.00. This renewal in the amount of \$12,924.00 is for the period February 3, 2012 through February 2, 2013, with one 1-year renewal option remaining.

- |                                   |             |         |
|-----------------------------------|-------------|---------|
| 6. MILLENNIUM AUTO PARTS,<br>INC. | \$12,000.00 | Renewal |
|-----------------------------------|-------------|---------|
- Solicitation No. B50000975 - Used Foreign and Domestic Auto  
Parts - Department of General Services - Req. No. P507524

On April 1, 2009, the Board approved the initial award in the amount of \$24,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This renewal in the amount of \$12,000.00 is for the period April 1, 2012 through April 30, 2013, with no renewal options remaining.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- |                                  |             |         |
|----------------------------------|-------------|---------|
| 7. AMERICAN TEST CENTER,<br>INC. | \$20,000.00 | Renewal |
|----------------------------------|-------------|---------|
- Solicitation No. B50001919 - Annual and Five Year Certification and Inspections for Ladder Trucks - Department of General Services - Req. No. R517252

On April 13, 2011, the City Purchasing Agent approved the initial award in the amount of \$22,650.00. The award contained one 1-year renewal option. This renewal in the amount of \$20,000.00 is for the period April 11, 2012 through April 10, 2013.

- |                                       |             |         |
|---------------------------------------|-------------|---------|
| 8. GARDENS REPRODUCTIVE<br>ARTS, INC. | \$20,000.00 | Renewal |
|---------------------------------------|-------------|---------|
- Solicitation No. B50001856 - Print Jobs - Department of Transportation - Req. No. R566914

On March 2, 2011, the City Purchasing Agent approved the initial award in the amount of \$18,400.00. The award contained one 1-year renewal option. Subsequent actions have been approved. This renewal in the amount of \$20,000.00 is for the period March 1, 2012 through February 28, 2013.

- |              |              |         |
|--------------|--------------|---------|
| 9. HCE, INC. | \$200,000.00 | Renewal |
|--------------|--------------|---------|
- Solicitation No. B50000929 - Portable Chemical Toilets - Agencies - Various - P.O. No. P506804

On February 19, 2009, the Board approved the initial award in the amount of \$200,000.00. The award contained four 1-year renewal options. Subsequent actions have been approved. This renewal in the amount of \$200,000.00 is for the period February 17, 2012 through February 16, 2013, with one 1-year renewal option 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

- |  |         |         |
|--|---------|---------|
| 10. EXCELSIOR BLOWER<br>SYSTEMS, INC.  | \$ 0.00 | Renewal |
| Solicitation No. 08000 - Cycloblower Parts - Department of<br>Public Works, Bureau of Water and Wastewater - P.O. No.<br>P516169 |         |         |

On February 2, 2011, the Board approved the initial award in the amount of \$60,000.00. The award contained two 1-year renewal options. This renewal is for the period February 9, 2012 through February 8, 2013 with one 1-year renewal option remaining.

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

- |  |              |         |
|--|--------------|---------|
| 11. BOBCAT OF BALTIMORE, LLC   | \$ 50,000.00 | Renewal |
| Solicitation No. 06000 - OEM Parts and Service for Bobcat<br>Equipment - Department of General Services, Fleet Management<br>Division - P.O. No. P506244 |              |         |

On February 4, 2009, the Board approved the initial award in the amount of \$100,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This renewal in the amount of \$50,000.00 is for the period February 4, 2012 through February 3, 2013, with one 1-year renewal option remaining.

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

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- |   |              |         |
|---|--------------|---------|
| 12. FERGUSON ENTERPRISES,<br>INC.   | \$150,000.00 | Renewal |
| Solicitation No. B50001786 - Various Type K Copper Tubing<br>Department of Public Works, Bureau of Water and Wastewater -<br>P.O. No. P516498 |              |         |

On February 16, 2011, the Board approved the initial award in the amount of \$151,000.00. The award contained four 1-year renewal options. This renewal in the amount of \$150,000.00 is for the period February 21, 2012 through February 20, 2013, with three 1-year renewal options remaining.

**MWBOO GRANTED A WAIVER.**

- |  |         |           |
|--|---------|-----------|
| 13. WALTERS RELOCATIONS,<br>INC.   | \$ 0.00 | Extension |
| Solicitation No. B50000145 - Requirements for Office Moving<br>and Related Work - Departments - Various - P.O. No. P505137 |         |           |

On February 28, 2008, the Board approved the initial award in the amount of \$300,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. A new solicitation for this requirement B50002236 was advertised and bids were received on January 11, 2012. An extension is needed to allow time to evaluate the bids, award the contract and provide a sufficient transition period if required. The period of the extension is January 31, 2012 through April 30, 2012.

**MWBOO SET GOALS OF 10% MBE AND 4% WBE.**

**MBE:** J&J Moving and Hauling 10%

This is a requirements contract, therefore dollar amounts may vary.

**MWBOO FOUND VENDOR IN COMPLIANCE BASED ON A GOOD FAITH EFFORT.**

## 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 Purchases14. MARYLAND INDUSTRIAL

<u>TRUCKS</u>	<u>\$1,936,032.00</u>	<u>Increase</u>
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Solicitation No. B50001831 - Rear Loading Refuse Collection Trucks - Department of General Services, Fleet Management Division - Req. No. R589543

On March 23, 2011, the Board approved the initial award in the amount of \$1,388,480.00. Subsequent actions have been approved. An increase is necessary to purchase 14 additional trucks. This increase in the amount of \$1,936,032.00 will make the award amount \$3,331,512.00. The contract will expire on March 23, 2012.

**MWBOO GRANTED A WAIVER.**

15. FIRST CALL

TRI COUNTY PETROLEUM  
d/b/a/ PETRO CHOICE

SECOND CALL

<u>US LUBES, LLC</u>	<u>\$ 0.00</u>	<u>Renewal</u>
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Solicitation No. B50000899 - Oils and Lubricants - Department of General Services, Fleet Management - P.O. Nos. P506845 and P506818

On February 18, 2009, the Board approved the initial award in the amount of \$2,000,000.00. The award contained two 1-year renewal options. On December 9, 2010, the City Purchasing Agent approved an increase in the amount of \$50,000.00. This renewal is for the period February 17, 2012 through February 16, 2013, with one 1-year renewal option 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>
<u>Bureau of Purchases</u>		
16. ACCOUNTEMPS	\$ 14,829.36	Ratification
	15,915.04	Term Purchase
	<u>\$ 30,744.40</u>	Order

Solicitation No. 06000 - Provide Temporary, Executive-Level Accountant Services - Department of Finance - P.O. No. P517874

On August 10, 2011, the Board approved the initial award to fulfill the Finance Department's immediate need for temporary, skill accountants in the amount of \$42,369.60. Subsequent actions have been approved. Due to unforeseen delays in recruitment for permanent positions, the agency continues to need temporary accounting services critical to maintaining current operations. It is requested that the expenditures from January 1, 2012 through February 1, 2012 be ratified, and that a term purchase order be approved under the same terms and conditions as P517874 for the period February 2, 2012 through April 30, 2012.

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

Due to an administrative error, this requirement was not submitted to MWBOO asking that no goals be set because there was not an opportunity to segment the contract.

## 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

17. <u>GETINGE USA, INC.</u>	<u>\$ 52,089.00</u>	<u>Increase</u>
Solicitation No. B50001897 - Auto-clave Installation & Removal - Department of Public Works, Bureau of Water and Wastewater - Req. No. R592877		

On April 27, 2011, the Board approved the initial award in the amount of \$40,766.00. Additional funds are required due to increased usage of this contract.

**MWBOO GRANTED A WAIVER.**

18. <u>DYNAMIC INDUSTRIES NY, INC.</u>	<u>\$ 20,000.00</u>	<u>Renewal</u>
Solicitation No. B50001355 - Shop Towels/Wiping Cloths - Department of General Services - P.O. No. P512385		

On March 3, 2010, the Board approved the initial award in the amount \$24,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This renewal in the amount of \$20,000.00 is for the period March 11, 2012 through March 10, 2013, with no renewal options remaining.

**MWBOO GRANTED A WAIVER.**

19. <u>RENOLD, INC.</u>	<u>\$200,000.00</u>	<u>Sole Source/ Agreement</u>
Solicitation No. 08000 - Renold/Carter Drive Parts - Department of Public Works, Bureau of Water and Wastewater - Req. No. R579128		

The Board is requested to approve and authorize execution of an agreement with Renold, Inc. The period of the agreement is February 1, 2012 through January 31, 2015, with one 2-year renewal option.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

This requirement is specific for items which must be compatible with the existing installed equipment. The vendor is the sole manufacturer and supplier of these items.

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

20. COMMONWEALTH CONTROLS	Sole Source/
CORP.	\$ 65,000.00
Agreement	
Solicitation No. 08000 - Programmable Logic Controllers (PLC) Replacement Parts - Department of Public Works, Bureau of Water and Wastewater - Req. No. R581228	

The Board is requested to approve and authorize execution of an agreement with Commonwealth Controls Corp. The period of the agreement is February 1, 2012 through January 31, 2014, with no renewal options.

The requirements for these parts are specific and unique to the existing installed equipment. The vendor is the sole provider of these proprietary parts for our area.

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

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

21. VERIZON SELECT SERVICES, INC.	\$120,039.64	Sole Source/ Agreement
Solicitation No. 08000 - IVR Maintenance Agreement - Mayor's Office of Information Technology - Req. No. R582593		

The Board is requested to approve and authorize execution of an agreement with Verizon Select Services, Inc. The period of the agreement is effective upon Board approval for five years, with three 1-year renewal options.

The vendor is the original equipment manufacturer and sole provider of maintenance for the existing Interactive Voice Response Equipment (IVR) used for the 311 Call Center.

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

**(FILE NO. 55899)**

UPON MOTION duly made and seconded, the Board approved the informal awards, renewals, increases to contracts, agreements, and extensions. The President **ABSTAINED** on item no. 10, item no. 12, item no. 17, item no. 19, item no. 20, and item no. 21.

**MINUTES**

Department of Real Estate - Tax Sale Certificate

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of a Tax Sale Certificate to Mr. Ralph B. Grove, Jr., for an amount that is less than the lien amount for the property located at 230 S. Mount Street.

**AMOUNT OF MONEY AND SOURCE:**

<u>Property Address</u>	<u>Assessed Value</u>	<u>Flat Taxes &amp; Water</u>	<u>Total Liens</u>	<u>Assignment Amount</u>
230 S. Mount Street	\$4,780.00	\$5,119.70	\$62,830.00	\$5,119.70

**BACKGROUND/EXPLANATION:**

The City acquired the Tax Sale Certificate for 230 S. Mount Street for \$48,930.95. Mr. Ralph B. Grove, Jr. has offered to purchase the Tax Sale Certificate for \$5,119.70 cash, file the petition to foreclose, acquire title to the property and return it to productive use. The assignment amount for the Tax Sale Certificate will cover the flat taxes and water bills on that property.

**(FILE NO. 56662)**

UPON MOTION duly made and seconded, the Board approved the assignment of the Tax Sale Certificate to Mr. Ralph B. Grove, Jr., for an amount that is less than the lien amount for the property located at 230 S. Mount Street.

**MINUTES**

Department of Real Estate - Deed

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a deed with Baltimore County, Maryland, grantee for the conveyance of the parcel of land known as Baltimore County Map 100, Parcel 1365, containing approximately 11.0173 acres, more or less.

**AMOUNT OF MONEY AND SOURCE:**

\$1.00

**BACKGROUND/EXPLANATION:**

The parcel of land will be conveyed to Baltimore County, Maryland. The property will remain as open space conservation area in perpetuity, and will not be converted from outdoor recreation and open space without the prior written approval of NeighborSpace of Baltimore County, Inc.

The sale was authorized by means of sales Ordinance No. 10-0266 approved on March 24, 2010.

**(FILE NO. 56664)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the deed with Baltimore County, Maryland, grantee for the conveyance of the parcel of land known as Baltimore County Map 100, Parcel 1365, containing approximately 11.0173 acres, more or less.

**CORRESPONDENCE WAS BEEN RECEIVED FROM BRUCE AND EILEEN LEAMAN.**

Bruce & Eileen Leaman  
 27 Maple Avenue  
 Catonsville, MD 21228  
 410-744-7221  
 evleaman@gmail.com

Honorable President  
 and Members of the Board of Estimates  
 c/o Clerk, Board of Estimates  
 City Hall, Room 204  
 100 N. Holliday Street  
 Baltimore, MD 21202  
 Tel: (410)396-4755 Fax: (410)685-4416

January 28, 2012

Honorable President and Members of the Board of Estimates:

**THIS IS NOT A PROTEST but a REQUEST FOR A MODIFICATION to the proposed deed/action to come before the Baltimore City Board of Estimates on February 1, 2012 regarding the Transfer of 11 acres of City owned land at the end of Maple Avenue in Catonsville, MD 21228 to Baltimore County, MD.**

The residents of Maple Avenue have had to be reactive rather than proactive or included in the discussions and actions concerning the 11 acre City property transfer to Baltimore County. Though Maple Avenue will be most affected by this transfer the only way we have been included in this process has been through our own efforts/initiative. **Neither NeighborSpace nor the Hilltop/Maple Ave. Association represent the residents of Maple Avenue in this matter and our input has not been solicited.**

We recently became aware that the deed for the transfer of land is coming before the Board of Estimates on February 1st. and that there was a deadline for submission of comments which we have missed. We have not seen the deed but have seen a draft of the Resolution which includes the following paragraph:

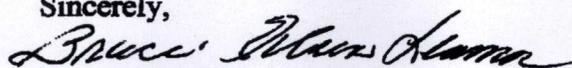
"Whereas, on March 24, 2010, the City passed Ordinance no. 10-266, which authorized the City to dispose of the Property, subject to a restrictive covenant which shall state the Property shall remain as open space conservation area in perpetuity, and shall not be converted from outdoor space without the prior written approval of Neighbor Space of Baltimore County Inc.;

We request that this paragraph be changed to read:

"Whereas, on March 24, 2010, the City passed Ordinance no. 10-266, which authorized the City to dispose of the Property, subject to a restrictive covenant which shall state the Property shall remain as open space conservation area in perpetuity, and shall not be converted from outdoor space without the prior written approval of Neighbor Space of Baltimore County Inc. **IN CONSULTATION WITH THE RESIDENTS OF MAPLE AVENUE, CATONSVILLE, MD.**"  
**Or, that an addendum is added to ensure that the opinions and welfare of the residents of Maple Avenue are represented**

Though we may have missed the timeline for submission we would appreciate all and every effort for our request to be considered. Again, this is not a PROTEST but a request for MODIFICATION.

Sincerely,

  
 Bruce & Eileen Leaman

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve task assignment no. 001 to Rummel, Klepper & Kahl, LLP under On-Call Construction Management Services Project No. 1161.

**AMOUNT OF MONEY AND SOURCE:**

\$148,866.86 - 9950-903176-9527-900010-705032

**BACKGROUND/EXPLANATION:**

This request is for construction project management services. The scope of work includes construction monitoring/inspection services for TR 04318, Jones Falls Trail Phase II.

**MBE/WBE PARTICIPATION:**

The consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE/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 task assignment no. 001 to Rummel, Klepper & Kahl, LLP under On-Call Construction Management Services Project No. 1161.

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

On the recommendations of the City agencies  
hereinafter named, the Board

UPON MOTION duly made and seconded,

awarded the formally advertised contracts

listed on the following page:

0399

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

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

- |    |   |               |               |
|----|---|---------------|---------------|
| 1. | B50002146, Inte-<br>grated Financial<br>Budget System | Neubrain, LLC | \$ 890,552.00 |
|----|---|---------------|---------------|

<b>MBE:</b>	Realistic Computing, Inc.	3%
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<b>WBE:</b>	Girdan Group, Inc.	2%
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**MWBOO FOUND VENDOR IN COMPLIANCE.**

Bureau of Purchases

- |    |   |  |
|----|---|--|
| 2. | B50001850, Handheld<br>Parking Enforcement<br>Units, Management<br>Software and Mainte-<br>nance Services | <p><b>REJECTION</b> - Vendors were solicited by posting on Citi-Buy and in local newspapers. Technical proposals of the six bids received were opened on June 5, 2011 and price proposals opened October 26, 2011. In the process of evaluation, it was discovered that a significant element of the operating cost was omitted in the specifications. The specifications will be reviewed, revised, and re-bid at a later date.</p> |
| 3. | B50002223, 22-Ton x<br>4' Hydraulic Press<br>Brake and 8' x ½"<br>Hydraulic Shear                         | <p><b>REJECTION</b> - Vendors were solicited by posting on Citi-Buy and in local newspapers. The only bid received from Machinery Sales Company, Inc., d/b/a US Industrial Machinery was opened on December 21, 2011 and found to be non-responsive.</p>   |

**MINUTES**

Department of Human Resources - Fire Department

**ACTION REQUESTED OF B/E:**

The Board is requested to approve authorization of an extension of the Overlap in Employment in excess of 20 working days for Mr. Jeffrey Segal.

00143 - Executive Level II  
Grade 959 (\$77,200.00 - \$132,400.00)  
Job No. 2121-12595

**AMOUNT OF MONEY AND SOURCE:**

\$6,522.23 - 1001-000000-2121-226400-601061

**BACKGROUND/EXPLANATION:**

This request for the extension in Overlap in Employment occurred because of the impending retirement of Mr. Donald W. Heinbuck, Executive Level II. On December 21, 2011, the Board of Estimates approved an Overlap of Employment for a period of 40 days, but as a result of mitigating circumstances, the Fire Department is requesting that the Overlap in Employment period be extended by 11 additional days for a total of 51 working days in order to provide the Fire Department with continuous staffing of the commander function.

Therefore, in compliance with the provisions of the Administrative Manual, Section 211-1, "Personnel - Overlap in Employment," the Department of Human Resources respectfully requests the Board to approve an Overlap in Employment for the position of Executive Level II, with Mr. Jeffrey Segal from February 12, 2012 through February 29, 2012.

**APPROVED BY EXPENDITURE CONTROL COMMITTEE**

**MINUTES**

Department of Human Resources - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized the extension of the Overlap in Employment in excess of 20 working days for Mr. Jeffrey Segal.

## MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			
1. Evelyn Bradley	TCB Training of Coaching Basics Tampa, FL Feb. 5 - 10, 2012	Federal Ryan White Part A	\$1,034.44
<p>The subsistence rate for this area is \$163.00 per day. The hotel rate is \$189.00 per night plus taxes in the amount of \$68.04. The Department is requesting an additional \$78.00 to cover the costs for the hotel beyond the allowable subsistence and an additional \$120.00 for food.</p> <p>Ms. Bradley will be responsible for any additional subsistence expenses incurred after the conference ends on February 8, 2012.</p>			
2. Jesse Ungard	Behavioral Health & Addictive Disorders Conf. Clearwater, FL Feb. 12 - 16, 2012 (Reg. Fee - \$399.00)	Federal Ryan White Part A Grant	\$1,787.72
3. Sonney Pelham	Applying for Federal Grants: Cooperative Agreements Atlanta, GA Feb. 12 - 14, 2012 (Reg. Fee - \$749.00)	Federal Ryan White Part A	\$1,492.32

MINUTES

TRAVEL REIMBURSEMENTS/APPROVALS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			
4. Oxiris Barbot		General Funds	\$ 57.46

On August 14 - 18, 2011, Ms. Oxiris Barbot traveled to Atlanta Georgia to attend the 2011 Centers for Disease Control (CDC) and Prevention National HIV Prevention Conference. As part of this invitation, the CDC paid for Ms. Barbot's flight and hotel stay at the Hyatt Regency in Atlanta, Georgia where the conference was held. The Department is requesting reimbursement for taxi transportation and meals.

This request is late because of a delay in the administrative review process prior to Board submission.

Baltimore Police Department

5. Kyle E. Gooden	Executive Protection Chicago, IL Oct. 24 - 25, 2011	General Funds	\$1,211.02
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The allowed subsistence rate for this location at the time of travel was \$244.00 per day. The hotel rate was \$329.00 per night plus a room tax in the amount of \$50.67, and a \$46.00 parking fee, which are included in the total amount. The Department is requesting approval for transportation costs, a car rental, subsistence, and business materials totaling \$1,211.02.

Transportation	\$ 630.40
Car Rental	126.15
Subsistence	452.47
Pub. & Materials	2.00
	<u>\$1,211.02</u>

## MINUTES

TRAVEL APPROVAL AND REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore Police Department - cont'd</u>			

The airfare, hotel accommodations, and other expenditures were paid using a City issued credit card assigned to Mr. Gooden.

This request is late because of unforeseen circumstances with the scheduling of the travel arrangements, which were on short notice and untimely. The Department apologizes to the Board for this late request. Mr. Gooden traveled to Chicago, IL to accompany the Mayor for security purposes. Mr. Gooden rented a car at a cost of \$126.15, which was necessary due to the nature of the travel.

Per AM-240-8, if official City business at the event site will require extensive inspection trips, tours, or other unusual but necessary land travel, the Board of Estimates must approve funds for such expenses in advance of the trip.

6. Warren B. Smith	Executive Protection Travel Boston, MA Nov. 29 - Dec. 1, 2011	General Funds	\$1,125.78
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The allowed subsistence rate for this location is \$229.00 per day. The hotel rate was \$324.00 per night, plus \$46.82 in taxes, which are included in the total amount. The Department is requesting approval and reimbursement for transportation costs, hotel accommodations, a car rental, subsistence, and tolls totaling \$1,125.78.

Transportation	\$ 244.15
Car Rental	117.93
Subsistence	763.70
	<u>\$1,125.78</u>

MINUTES

TRAVEL APPROVAL AND REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore Police Department - cont'd</u>			

The airfare, hotel accommodations, and other expenditures totaling \$1,109.03 were paid using a City issued credit card assigned to Mr. Smith. Therefore, a total amount of \$16.75 will be distributed to Mr. Smith for the cost of tolls.

This request is late because of unforeseen circumstances with the scheduling of the travel arrangements, which were on short notice and untimely. The Department apologizes to the Board for this late request. Mr. Smith traveled to Boston, MA to accompany the Mayor for security purposes. Mr. Smith rented a car at a cost of \$117.93, which was necessary due to the nature of the travel.

Per AM-240-8, if official City business at the event site will require extensive inspection trips, tours, or other unusual but necessary land travel, the Board of Estimates must approve funds for such expenses in advance of the trip.

7. Derrick Mayfield	Executive Protection Travel Aspen, CO Dec. 7 - 12, 2011	General Funds	\$1,604.08
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The allowed subsistence rate for this location is \$278.00 per day. The hotel rate was \$126.00 per night on Dec. 7-8 and Dec. 11, and \$162.00 per night on Dec. 9-10, plus a \$12.54 room tax per night for all five nights, which are included in the total subsistence amount. The department is requesting approval and reimbursement for transportation costs, hotel accommodations, a car rental, and subsistence.

## MINUTES

TRAVEL APPROVAL AND REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore Police Department - cont'd</u>			
Transportation	\$	589.31	
Subsistence		923.96	
Car Rental		90.81	
		<u>\$1,604.08</u>	

The airfare, hotel accommodations, and other expenditures totaling \$1,109.03 were paid using a City issued credit card assigned to Mr. Mayfield.

This request is late because of unforeseen circumstances with the scheduling of the travel arrangements, which were on short notice and untimely. The Department apologizes to the Board for this late request. Mr. Mayfield traveled to Aspen, CO. to accompany the Mayor for security purposes. Mr. Mayfield rented a car at a cost of \$90.81, which was necessary due to the nature of the travel.

Per AM-240-8, if official City business at the event site will require extensive inspection trips, tours, or other unusual but necessary land travel, the Board of Estimates must approve funds for such expenses in advance of the trip.

UPON MOTION duly made and seconded, the Board approved the travel requests, travel approvals, and travel reimbursements. The Mayor **ABSTAINED** on item no. 5, item no. 6, and item no. 7.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify the agreement with Ross Technical Services, Inc. The period of the agreement was September 6, 2011 through September 29, 2011.

**AMOUNT OF MONEY AND SOURCE:**

\$ 5,589.50	-	2070-000000-5501-630004-603020
5,649.50	-	2070-000000-5501-396804-603020
5,649.00	-	2070-000000-5501-397204-603020
<u>\$16,888.00</u>		

**BACKGROUND/EXPLANATION:**

This agreement was for the second year of a three-year Waste Water Treatment Technician training program for the BW&WW for the class of trainees hired as Wastewater Treatment apprentices. The training was conducted on-site using existing equipment and materials on September 6, 2011 through September 29, 2011.

The Baltimore City Joint Apprenticeship Program requires that apprentices assigned to the Wastewater Treatment Plants of Baltimore City be provided with 144 hours of classroom instruction per year for each year of the three years that they are employed to successfully complete the Wastewater Treatment Technician Apprenticeship Program.

Ross Technical Services, Inc. has an extensive background in Wastewater Treatment training and has provided a custom curriculum that enables apprentices to be exposed to the technical requirements of the program, as it relates to the actual work environment of a Water and Wastewater Treatment Plant.

**MINUTES**

BW&WW - cont'd

This request is late because of numerous personnel changes within the Department of Public Works.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board ratified the agreement with Ross Technical Services, Inc. The President

**ABSTAINED.**

**MINUTES**

Bureau of Water and Wastewater - On-Call Environmental  
Restoration Design & Engineering  
Services - 2<sup>nd</sup> Amendment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a second amendment to the agreement with Louis Berger Water Services, Inc. for Project 1084E, On-Call Environmental Restoration Design and Engineering Services. This second amendment extends the period of the agreement through January 27, 2013, or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$ 0.00

**BACKGROUND/EXPLANATION:**

The original contract was approved on January 28, 2009, for a three-year period. However, the Bureau of Water and Wastewater requests a time extension because the tasks under this agreement will not be completed before the expiration date of January 27, 2012.

All of the approved tasks will be completed prior to January 27, 2012 with the exception of Task 005, Engineering Support for Implementation for MS4 Permit, which anticipated completion date is January 26, 2013; and Task 005, Updates to Erosion and Sediment Ordinance and Guidelines, which anticipated completion date is January 26, 2013.

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Bureau of Water and Wastewater - cont'd

**MBE/WBE PARTICIPATION:**

The Consultant will continue to comply with the original MBE and WBE goals of 21% and 7%, respectively, established in the original agreement.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the second amendment to agreement with Louis Berger Water Services, Inc. for Project 1084E, On-Call Environmental Restoration Design and Engineering Services. The President **ABSTAINED**.

## MINUTES

ACKNOWLEDGEMENT

Mayor: "Thank you very much Mr. President. I am pleased to introduce, my appointed but, yet to be confirmed, new Finance Director, Harry Black. He is--even though, I thought you were actually born in Baltimore. I heard you were born in Jersey, so I don't know what that is going to mean for you this weekend with the--."

Mr. Black: "Well, the Ravens are not in it so--"

Mayor: "Ok. But, since you lived there for less than a year, I won't hold that against you. Raised in Baltimore, and has worked in Washington, DC; Richmond, Virginia; as well as the private sector. I am very, very proud to introduce Harry Black as the new Finance Director." (applause)

Mayor: "Thank you. It made me proud of Baltimore, that after a national search, we found someone who was actually from Baltimore to fill the position. So, welcome and thank you."

President: "Thank you. As there is no business before the Board, the meeting will recess until bid openings at twelve noon. Thank you"

**MINUTES**

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

**BIDS, PROPOSALS AND CONTRACT AWARDS**

Prior to the reading of the bids scheduled to be received and opened today, the Secretary to the Board announced that the following Bureau and Department had issued an addendum extending the dates for receipt and opening of bids on the following contracts. There were no objections.

<u>Bureau of Water &amp; Wastewater</u>	- Nitrification Filters and Related Work for the Enhanced Nutrient Removal Facilities at PWWTP <b><u>BIDS TO BE RECV'D: 02/08/12</u></b> <b><u>BIDS TO BE OPENED: 02/08/12</u></b>
<u>Dept. of General Services</u>	- Stabilization of Read's Drugstore <b><u>BIDS TO BE RECV'D: 02/15/12</u></b> <b><u>BIDS TO BE OPENED: 02/15/12</u></b>

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

## MINUTES

Bureau of Water & Wastewater - SWC 7760, Leakin Park Stream  
Restoration at Fairmount  
Storm Drain

Meadville Land Service, Inc.  
Ecotone  
Monumental Paving & Excavating, Inc.  
McDonnell Landscape, Inc.\*  
Environmental Quality Resources, LLC  
Baltimore Pile Driving & Marine Construction

Bureau of Water & Wastewater - WC 1203, Various Location  
Infrastructure

J. Fletcher Creamer & Son, Inc.  
Spiniello  
Monumental Paving & Excavating, Inc.  
Metra Industries  
Civil Construction, LLC  
Anchor Construction Corp.

Bureau of Purchases - B50002267, Parts and  
Maintenance & Repair  
Services for Caterpillar  
Construction

Correlli, Inc.  
Alban Tractor Co., Inc.

Bureau of Purchases - B50002274, Automotive Frame  
Machine & Computerized  
Electronic Laser Measuring

Crashmax Equipment

\*UPON FURTHER MOTION duly made and seconded, the Board declared the bid of McDonnell Landscape, Inc. **NON-RESPONSIVE** due to the company's failure to submit the duplicate bid book as required by the bid specifications.

## MINUTES

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There being no objections, the Board UPON MOTION duly made and seconded, adjourned until its next scheduled meeting on Wednesday, February 08, 2012.

JOAN M. PRATT  
Secretary