

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

The meeting was called to order by the President.

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President: "I will direct the Board members attention to the memorandum from my office dated March 12, 2012, identifying matters to be considered as routine agenda items, together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a motion to approve all of the items contained on the routine agenda."

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

Comptroller: "Second."

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

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

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

AJO Concrete Construction, Inc.	\$ 981,000.00
BMW Construction Specialists, Inc.	\$ 8,000,000.00
Erosion Control & Landscape Services, Inc.	\$ 1,500,000.00
Guardrails, Etc., Inc.	\$ 8,000,000.00
Highlander Contracting Company, LLC	\$ 1,500,000.00
TRW Price Construction, LLC	\$ 1,500,000.00
Utilities Unlimited, Inc.	\$ 1,683,000.00

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:

ATCS, P.L.C.	Landscape Architect Engineer Survey
Comprehensive Structural Solutions, LLC	Engineer
Daft-McCune-Walker, Inc.	Landscape Architect Engineer Survey
GWWO, Inc.	Architect

MINUTES**BOARDS AND COMMISSIONS**Prequalification of Contractors - cont'd

Patton Harris Rust & Associates	Landscape Architect Engineer Land Survey Property Line Survey
Rummel, Klepper & Kahl, LLP	Landscape Architect Engineer Survey
SAMMS Engineering, LLC	Engineer
Skarda and Associates, Inc.	Engineer

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

ABSTAINED.

MINUTES

Department of Recreation and Parks - Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a grant agreement with the Parks and People Foundation (Foundation). The period of the grant agreement is effective upon Board approval through June 30, 2014.

AMOUNT OF MONEY AND SOURCE:

\$ 50,000.00 - 5000-577712-4781-363900-607001
50,000.00 - 5000-577712-4803-371500-607001
\$100,000.00 - FY12

BACKGROUND/EXPLANATION:

The Partnership for Parks Program is a joint initiative of the Department of Recreation and Parks and the Foundation, which grew out of the need to revitalize and improve the City's park system. The program is funded and operated under the auspices of the Department's Office of Partnerships, and includes a grant program to be funded by the Department and managed by the Foundation. The agreement provides for funding in the amount of \$100,000.00 for FY 13 and FY 14 contingent upon the availability of funds through the term of the agreement.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the grant agreement with the Parks and People Foundation. The Mayor **ABSTAINED**.

MINUTES

EXTRA WORK ORDERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

listed on the following pages:

914 - 915

All of the EWOs had been reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

The President **ABSTAINED** on items no. 3 - 7.

MINUTES

EXTRA WORK ORDERS

<u>Contract</u>	<u>Prev. Apprvd.</u>	<u>Contractor</u>	<u>Time</u>	<u>%</u>
<u>Awd. Amt.</u>	<u>Extra Work</u>		<u>Ext.</u>	<u>Compl.</u>
<u>Department of Transportation</u>				
1. EWO #001, \$0.00 - TR 11300, Resurfacing Highways at Various Locations N.E. Sector II				
\$ 2,911,762.76	-	M. Luis Construc-	120	-
		tion Co., Inc.		
2. EWO #021, \$45,041.33 - TR 04311, Pennington Avenue Bascule Bridge Rehabilitation				
\$14,530,627.00	\$11,262,127.01	Cianbro Corp.	-	-
<u>Bureau of Water & Wastewater</u>				
3. EWO #005, \$96,012.00 - S.W.C. 7761, Drainage Repairs and Improvements at Various Locations				
\$ 453,076.43	\$2,644,920.00	Monumental Paving	0	65
		& Excavating, Inc.		
4. EWO #008, \$40,254.17 - S.C. 829, Primary Settling Tanks Rehabilitation at the Back River Wastewater Treatment Plant				
\$ 9,720,000.00	\$1,868,610.95	Mid Eastern	0	57
		Builders, Inc.		
5. EWO #030, \$234,521.64 - S.C. 812, Improvements to the Lower Gwynns Run Interceptor				
\$21,206,342.00	\$ 3,491,099.54	Carp Seca Corp.	0	99
6. EWO #033, \$27,514.72 - W.C. 1198, Urgent Need Work Infrastructure Rehabilitation Various Locations				
\$10,473,325.00	\$12,266,327.11	Spiniello Companies	0	88

MINUTES

EXTRA WORK ORDERS

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

Bureau of Water & Wastewater

7.	EWO #039, \$93,841.54 - S.C. 852R, Denitrification Filters & Related Work for the Enhanced Nutrient Removal Facilities at Patapsco Wastewater Treatment Plant			
	\$115,688,000.00	\$1,910,994.58	Fru-Con Construc-	0
			tion, LLC	54

MINUTES

Mayor's Office of Employment - TRANSFER OF LIFE-TO-DATE
Development (MOED) SICK LEAVE

The Board is requested to approve a waiver/exception from the AM 203-3 policy, which allows a maximum of 30 days of transfer of sick leave, and to authorize the transfer of an additional nine days of sick leave for a total of 39 LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Ms. Tiera Dorsey.

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:

Cheryl A. Horton	5
George Mills	5
Gerald Grimes	3
Vanessa F. Rollins	3
Patricia A. Anderson	1
Roslyn D. Speed	5
Gwendolyn J. Johnson	2
William Michael Volk	1
Susan C. Tagliaferro	1
Rosalind Howard	1
Deborah Holland Marx	3
Leslie Saunders	5
Stephanie M. Teagle	1
Sharon Queen	<u>3</u>
	39

MOED is requesting a total of 39 days due to Ms. Dorsey's extensive medical circumstances. The employees listed above have generously donated an additional 9 days to keep Ms. Dorsey in pay status during recovery. The additional donated days will assist MOED's retention efforts for this valued employee.

THE LABOR COMMISSIONER RECOMMENDED APPROVAL

MINUTES

MOED -cont'd

UPON MOTION duly made and seconded, the Board approved and authorized the waiver/exception from the AM 203-3 policy, which allows a maximum of 30 days of transfer of sick leave, and to authorize the transfer of an additional nine days of sick leave for a total of 39 LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Ms. Tiera Dorsey.

MINUTES

Mayor's Office of Human Services - Grant Agreements
Homeless Service Program

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a grant agreement with Project Plase, Inc. The period of the agreement is February 1, 2012 through January 31, 2013.

AMOUNT OF MONEY AND SOURCE:

\$1,416,051.00 - 4000-496312-3573-591226-603051

BACKGROUND/EXPLANATION:

Project Plase, Inc. will provide sponsor-based housing in conjunction with supportive services to 103 homeless clients. Services will include monthly rental assistance payments for monthly rental subsidies, security deposits and/or payment for damage to the property if applicable.

When selecting a new unit for an eligible client, Project Plase, Inc. will select a residential unit based on the quality of the neighborhood, the location, design of the building and local regulatory compliance.

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

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 grant agreement with Project Plase, Inc.

MINUTESSheriff's Office - Cooperative Reimbursement Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a cooperative reimbursement agreement with the State of Maryland Department of Human Resources, Child Support Enforcement Administration (CSEA). The period of the agreement is October 1, 2011 through September 30, 2012.

AMOUNT OF MONEY AND SOURCE:

\$1,225.893.00	-	Federal Operating Costs
614,688.00	-	Local Share Operating Costs
<u>\$1,840,851.00</u>	-	1001-000000-1180-502800-401660

BACKGROUND/EXPLANATION:

The CSEA cooperative reimbursement agreement is for a federally funded program under which the State of Maryland can enter into an agreement with the Sherriff's Office to provide child support enforcement services. This program operates in accordance with the Federal Department of Health and Human Services under Title IV-D of the Social Security Act. Services provided under this agreement include service of process, execution of writs, warrants and body attachments, participation in departmental initiatives, locate services, transportation of prisoners, and courthouse security.

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 cooperative reimbursement agreement with the State of Maryland Department of Human Resources, Child Support Enforcement Administration.

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, unless otherwise indicated.

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM

1.	HOUSING AUTHORITY OF BALTIMORE CITY/ BALTIMORE HOUSING APPLICATION OFFICE	\$	0.00
2.	HOUSING AUTHORITY OF BALTIMORE CITY/ THE BRENTWOOD	\$	0.00
3.	HOUSING AUTHORITY OF BALTIMORE CITY/ CHASE HOUSE	\$	0.00
4.	HOUSING AUTHORITY OF BALTIMORE CITY/ DOUGLASS HOMES	\$	0.00
5.	HOUSING AUTHORITY OF BALTIMORE CITY/ THE ELLERSLIE	\$	0.00
6.	HOUSING AUTHORITY OF BALTIMORE CITY/ GOVANS MANOR	\$	0.00
7.	HOUSING AUTHORITY OF BALTIMORE CITY/ LAKEVIEW TOWERS EXTENSION	\$	0.00
8.	HOUSING AUTHORITY OF BALTIMORE CITY/ MONUMENT EAST APARTMENTS	\$	0.00
9.	HOUSING AUTHORITY OF BALTIMORE CITY/ J. VANSTORY BRANCH SENIOR BUILDING	\$	0.00

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.

MINUTES

Health Dept. - cont'd

The agreements are late because the documents were misplaced at HABC and were returned to the Health Department on February 13, 2012.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized the foregoing agreements. The President **ABSTAINED**.

MINUTES

Health Department - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement with the Family Health Centers of Baltimore, Inc. The period of the agreement is July 1, 2011 through June 30, 2012.

AMOUNT OF MONEY AND SOURCE:

\$247,047.00 - 5000-585310-5750-679995-603051

BACKGROUND/EXPLANATION:

The Family Health Centers of Baltimore, Inc. will implement Safe Streets Cherry Hill services using the CeaseFire Chicago model and all of its components with fidelity. The five components to the model are community mobilization, public education, cooperation with law enforcement, outreach and faith-based involvement.

The agreement is being presented late because of budget revisions and waiting for the signatures from the provider.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized the agreement with the Family Health Centers of Baltimore, Inc.

MINUTES

Health Department - Grant award

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of the grant award from Aetna Foundation for the Virtual Supermarket Program. The period of the grant award is October 1, 2011 through September 30, 2012.

AMOUNT OF MONEY AND SOURCE:

\$50,000.00 - 6000-620112-3001-268400-406001

BACKGROUND/EXPLANATION:

The primary goal of the Department is to improve the health and wellness and decrease the obesity of City residents by increasing access to healthy food options at affordable supermarket prices.

The Department's Virtual Supermarket Program (VSP) helps overcome these barriers to allow low-income residents without a vehicle and limited internet access to place and receive grocery orders at their local library without paying a delivery fee. Residents place orders at any computer and receive their groceries weekly at a designated delivery area. Residents who do not know how to use a computer may come to a designated site to receive help placing their orders. Residents can pay with cash, credit, or an Electronic Benefit Transfer card distributed through the Supplemental Nutrition Assistance Program, formerly the Food Stamp Program.

The grant award is being presented at this time because the Department was awaiting the signed award letter.

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 the grant award from Aetna Foundation for the Virtual Supermarket Program.

MINUTESHealth Department - Employee Expense Statement**ACTION REQUESTED OF B/E:**

The Board is requested to approve the expense statements for Ms. Sarah Ditizio, for mileage expenses during the months of September and October 2011.

AMOUNT OF MONEY AND SOURCE:

\$298.04	-	Sept. 2011	-	5000-518612-3160-308000-603002
19.00	-	Sept. 2011	-	5000-518612-3160-308000-603003
228.66	-	Oct. 2011	-	5000-518612-3160-308000-603002
11.30	-	Oct. 2011	-	5000-518612-3160-308000-603003
<u>\$557.00</u>				

BACKGROUND/EXPLANATION:

The employee submitted her expense statements on time. However they were misplaced during the routing process. The Department apologizes for the lateness.

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 the expense statements for Ms. Sarah Ditizio, for mileage expenses during the months of September and October 2011.

MINUTES

Health Department - Employee Expense Statement

ACTION REQUESTED OF B/E:

The Board is requested to approve the expense statement for Ms. Nikeba Smith, for mileage expenses during the months of October and November 2011.

AMOUNT OF MONEY AND SOURCE:

\$ 56.96 - Oct. 2011 - 5000-532812-3044-273300-603002
88.72 - Nov. 2011 - 5000-532812-3044-273300-603002
\$145.68

BACKGROUND/EXPLANATION:

The employee neglected to submit her expense report on time because of overwhelming case management activities and program expectations. She is making an effort to submit statements timely. The Department apologizes for the lateness.

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 the expense statement for Ms. Nikeba Smith, for mileage expenses during the months of October and November 2011.

MINUTES

Health Department - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve an expenditure of funds to pay the Kennedy Krieger Institute (KKI). The period of the invoices is October 1, 2010 through November 30, 2011.

AMOUNT OF MONEY AND SOURCE:

\$60,673.89 - Invoice 372A-001
8,358.11 - Invoice 372A-002
\$69,032.00 - 4000-428212-3080-294300-603051

BACKGROUND/EXPLANATION:

This expenditure of funds will pay for autism classroom services that were provided for the Baltimore Infants and Toddlers Program. Due to budget concerns regarding the grant funding from the Maryland State Department of Education, the Department overlooked completing an agreement with the KKI for the autism classroom services for the period October 1, 2010 through November 30, 2011.

The Department apologizes for the lateness.

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 the Kennedy Krieger Institute.

MINUTES

Department of Audits - Report and Related Digest

and Related Digest:

1. Enoch Pratt Free Library - A Component Unit of the City of Baltimore, Maryland Comprehensive Annual Financial Report For the Fiscal Year Ended June 30, 2011.

This item was **DEFERRED** for two weeks.

MINUTES

TRANSFERS OF FUNDS

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UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

929 - 930

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. 3.

The Mayor **ABSTAINED** on item no. 4

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. \$ 30,000.00	9938-903777-9475	9938-904777-9474
Rec. & Parks 26 th Series	Reserve - Park Rehabilitation Program FY 12	Active - Park Rehabilitation Program FY 12

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1166, Task #1 to Cloud Gehshan Associates.

Department of Housing and Community Development

2. \$ 97,000.00	9910-904984-9587	9910-911029-9588
29 th CDB	Homeownership Incentive Program	Live Near Your Work

This transfer will provide additional funds for the Department's Homeownership Incentive's Live Near Your Work Program for fiscal year 2012.

Bureau of Water and Wastewater

3. \$100,000.00	9958-905449-9526	9958-903449-9520-3
Other Funds	Constr. Res. Middle Branch Debris Collector	Design

This transfer will cover the cost of work performed at Janney Run.

MINUTES

TRANSFER OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Mayoralty-Related/Department of Planning</u>			
4.	\$ 25,000.00	9904-903001-9129	9904-910981-9127
	Gen. Funds	Construction Unallocated- Reserves	Neighborhood First Initiatives Active

This transfer will provide the Mayor's Office of Neighborhoods funds for the Neighborhoods First Capital Grant Program. This funding will provide a matching grant to Historic East Baltimore Community Action Coalition for improvements. This fulfills the last grant through the Neighborhoods First Capital Grant Program.

Baltimore Development Corporation

5.	\$ 208.95	9910-904115-9600	
	20 th EDF	Construction Reserve Westside Downtown	
	493.78	" "	
	22 nd EDF		
	<u>\$ 702.73</u>	-----	9910-906835-9603 Westside Project Initiative

This transfer will provide funds for the outstanding water meter charges and abandonment fees for the following City-owned property:

<u>Account</u>	<u>Property</u>	
09255653009	215-19 W. Lexington Street	\$520.00 - Abandonment Fee
		<u>182.73</u> - Bill Balances
		\$702.73 - Total

MINUTES

OPTIONS/CONDEMNATIONS/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. Fred Zerwitz	3219 Woodland Ave.	G/R \$75.00	\$ 500.00
2. Montego Bay Properties, LLC	3506 Woodland Ave.	L/H	\$ 6,850.00
3. Toluc, Inc.	3142 Virginia Ave.	L/H	\$ 8,200.00

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

(FILE NO. 57083)

4. A&L LLC	4994 Denmore Ave.	G/R \$120.00	\$ 1,000.00
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Funds are available in City Bond Funds account no. 9910-903180-9588-900000-704040, Park Heights Demo-Woodland/Virginia Corridor.

(FILE NO. 57083)

5. Edith C. McNeil	2234 Etting St.	G/R \$84.00	\$ 330.00
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Funds are available in account no. 9910-905788-9588-900000-704040 Baker/Division Site.

6. Houndswood, LLC	906 N. Patterson Park Ave.	G/R \$90.00	\$ 825.00
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Funds are available in account no. 9990-906416-9588-900000-704040, EBDI Project, Phase II.

(FILE NO. 56017)

MINUTES

OPTIONS/CONDEMNATIONS/QUICK-TAKES:

	<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Rescission and Approval of Option</u>				
7.	Denwood Norris Kelly, Jr., (deceased) and Ellen Gammie Kelly	936 E. Preston St.	G/R \$55.00	\$ 458.00

On February 15, 2012, the Board approved acquisition of the \$55.00 ground rent interest in 936 E. Preston St. for \$367.00 by condemnation. However, since that time, the owner has negotiated an acceptable value and would like to proceed with a voluntary settlement. Therefore, the Board is requested to rescind its prior approval and approve acquisition of the property interest by option.

Funds are available in account no. 9990-907714-9593-900001-704040, Johnston Square Project.

(FILE NO. 57070)

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.

DHCD - Condemnations

8.	Harry A. Baumohl P.A. Profit Sharing Plan	970 N. Collington Avenue	G/R \$36.00	\$ 240.00
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Funds are available in account no. 9910-906416-9588-900000-704040, EBDI Project, Phase II.

(FILE NO. 56017)

9.	Varun Kohli and Somil Desai	927 E. Preston St.	L/H	\$ 20,680.00
10.	Michael Howard Saul	1221 Valley St.	L/H	\$ 5,187.00

MINUTES

OPTIONS/CONDEMNATIONS/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations</u>			
11. Jeffrey Fullard Sr.	701 E. Preston St.	F/S	\$ 9,000.00
12. Tyrone C. DuBose and Tyrone C. DuBose, Jr.	821 E. Chase St.	L/H	\$ 5,400.00
13. Zavia Booth	1046 Valley St.	L/H	\$ 12,940.00

Funds are available in CDBG Funds account no. 9990-907714-9593-00001-704040, Johnston Square Project.

(FILE NO. 57070)

14. Chelsea Properties, LLC	2760 Tivoly Ave.	L/H	\$ 19,250.00
15. Roy C. Redd, Jr.	2702 Tivoly Ave.	F/S	\$ 22,000.00

Funds are available in account no. 9910-904326-9588-900000-704040, Coldstream, Homestead, Montebello Project.

(FILE NO. 57188)

16. Lighthouse Ground Rents, LLC	3419 Woodland Ave.	G/R \$96.00	\$ 640.00
17. M-A Funding, Inc. Ave.	4661 Park Heights \$140.00	G/R	\$ 933.00

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

(FILE NO. 57083)

MINUTES

OPTIONS/CONDEMNATIONS/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Rescissions and Approvals of Condemnations</u>			
18. Darnel Butler and Crystal Butler	4976 Denmore Ave.	L/H	\$ 29,250.00

On February 01, 2012, the Board approved acquisition of the leasehold interest in 4976 Denmore Avenue for \$25,250.00 by condemnation. However, the owners requested an interior inspection, which increased the valuation of the property. The new fair market value of \$29,250.00 was established by independent appraisers contracted by the City. Therefore, the Board is requested to rescind its prior approval and approve acquisition of the property interest by condemnation for the new fair market value of \$29,250.00.

19. 3349 Woodland LLC	3349 Woodland Ave.	F/S	\$ 28,000.00
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On February 01, 2012, the Board approved acquisition of the fee simple interest in 3349 Woodland Avenue for \$25,000.00 by condemnation. However, an interior inspection of the property was conducted, which resulted in a change in the property's value. The new fair market value of \$28,000.00 was established by independent appraisers contracted by the City. Therefore, the Board is requested to rescind its prior approval and approve acquisition of the property's interest by condemnation for the amount of \$28,000.00.

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

(FILE NO. 57083)

20. IV Financial Enterprises, LLC	1708 E. Preston St.	L/H	\$ 8,000.00
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On April 06, 2011, the Board approved acquisition of the leasehold interest in 1708 E. Preston Street for \$7,400.00 by condemnation. However, there was an error in listing the property's interest. Therefore, the Board is requested to rescind its prior approval and approve acquisition of the property's interest by condemnation for the amount of \$8,000.00.

MINUTES

OPTIONS/CONDEMNATIONS/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Law - Payments of Settlement</u>			

Funds are available in account no. 9910-906416-900000-704040, EBDI Project, Phase II.

(FILE NO. 56017)

21. Avid Enterprises-1, 1825 E. Biddle St. Inc.	L/H	\$ 15,450.00
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On March 09, 2011, the Board approved the acquisition of the leasehold interest in 1825 E. Biddle St. for the amount of \$5,050.00, by condemnation. The property owner valued the property interest at \$33,000.00. The parties agreed to settle the action for \$20,500.00. Therefore, the Board is requested to approve payment of an additional \$15,450.00 to settle this action.

Funds are available in State funds, account no. 9910-906416-9588-900000-704040, EBDI Project, Phase II area.

(FILE NO. 56017)

22. Reginald Widgeon	1002 N. Castle St.	L/H	\$ 13,533.00
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On May 11, 2011, the Board approved the acquisition of the leasehold interest in 1002 N. Castle St. for the amount of \$5,467.00, by condemnation based on the City's independent appraiser's fair market valuation. The previous property owner offered an appraisal valuation of \$34,000.00, and claimed damages of \$11,376.00. The parties agreed to settle the condemnation action for \$19,000.00. Therefore, the Board is requested to approve payment of an additional \$13,533.00 to settle this action.

Funds are available in State funds, account no. 9910-906416-9588-900000-704040, EBDI Project, Phase II Area.

(FILE NO. 56017)

MINUTES

UPON MOTION duly made and seconded, the Board approved and authorized the foregoing options, condemnations, and law settlements.

MINUTES

Police Department - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement with the Maryland Coalition Against Sexual Assault. The agreement is for the period August 1, 2011 through March 1, 2012.

AMOUNT OF MONEY AND SOURCE:

\$12,685.00 - 4000-436011-2021-197500-603026

BACKGROUND/EXPLANATION:

On December 8, 2010, the Board approved acceptance of the grant award from the Governor's Office of Crime Control and Prevention for Baltimore City's Model for Sexual Assault Response Program, which is intended to improve collaboration between members of the City's Sexual Assault Response Team and incorporate best practices in investigation and victim support.

The purpose of this agreement is to encourage reporting of sexual assaults, improve case investigation protocols and techniques, and provide support and services to victims. The Department will enter into the agreement with the organization to provide services to accomplish this goal.

The agreement is late because the necessary documents were recently received.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized the agreement with the Maryland Coalition Against Sexual Assault.

MINUTES

Department of Transportation - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize an expenditure of funds to pay Bentley Systems, Inc. for the MicroStation V8 XM Edition Essentials training class. The training class was held on May 31, 2011 through June 3, 2011.

AMOUNT OF MONEY AND SOURCE:

\$2,000.00 - 1001-000000-5034-384500-603020

BACKGROUND/EXPLANATION:

The Transportation Engineering and Construction Division - Surveys Section is now an Enterprise fund unit. During the transition from general funds to Enterprise funds computer software updates and training for one of the technical staff was critical to meet the deadlines of deliverables.

The submission is late because the vendor delayed submitting the corrected invoice.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized the expenditure of funds to pay Bentley Systems, Inc. for the MicroStation V8 XM Edition Essentials training class.

MINUTES

Department of Transportation - Traffic Mitigation Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a traffic mitigation agreement with Greektown, LLC.

AMOUNT OF MONEY AND SOURCE:

\$18,991.00 - 6000-617412-2303-248700-406001

BACKGROUND/EXPLANATION:

Greektown, LLC proposes to construct 121 townhouse residential units, for the Greektown PUD, Phase I, located at 900 Oldham Street.

Under the terms of this agreement, Greektown, LLC will pay a one-time contribution to the City to fund multimodal transportation improvements in the project's vicinity.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Department of - Partial Release of Retainage Agreement
Transportation

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a partial release of retainage agreement with American Infrastructure - MD, Inc. for TR 02057, Prestressed Concrete Girder Bridge No. BC 6513 on Nicodemus Road over Liberty Reservoir.

AMOUNT OF MONEY AND SOURCE:

\$335,053.01 - 9960-903734-9557-000000-200001

BACKGROUND/EXPLANATION:

All work on TR 02057 is substantially completed, all punch list items are complete. The contractor has requested a partial release of retainage in the amount of \$335,053.01. The City holds funds in the amount of \$377,053.01 in retainage. The remaining \$42,000.00 is sufficient to protect the interests of the City.

MWBOO HAS APPROVED THE RELEASE.

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 partial release of retainage agreement with American Infrastructure - MD, Inc. for TR 02057, Prestressed Concrete Girder Bridge No. BC 6513 on Nicodemus Road over Liberty Reservoir.

MINUTES

Mayor's Office of Human Services - Consultant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a consultant agreement with Ms. Shawn M. Flower d/b/a Choice Research Associates. The period of the agreement is effective upon Board for six months.

AMOUNT OF MONEY AND SOURCE:

\$10,000.00 - 1001-000000-3571-327200-603026
(\$75.00/hr.)

BACKGROUND/EXPLANATION:

The Consultant will assist the City in creating and implementing the development of strategies and policies to reduce offender recidivism. This will include identifying programs and strategies to prepare offenders for release from incarceration, collaboration between City agencies, and partnerships with the Department of Public Safety and Correctional Services, and community and faith-based organizations to provide post release services.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the consultant agreement with Ms. Shawn M. Flower d/b/a Choice Research Associates.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize a grant agreement with Baltimore Reads, Inc. (BRI). The period of the agreement is effective upon Board approval through December 31, 2012, and cannot be extended.

AMOUNT OF MONEY AND SOURCE:

\$32,280.00 - 9910-903811-9588

BACKGROUND/EXPLANATION:

In 2007, the Maryland General Assembly passed the Maryland Education Trust Fund - Video Lottery Terminals legislation (Title 9, Section 1A-32), which provides Video Lottery Terminal Revenue (slots) funding to the City for a fifteen year period beginning in Fiscal Year 2012 through Fiscal Year 2027 to support primarily capital community and economic development projects in the Pimlico Community.

State legislation also requires that a local development council be created as an advisory board to review proposed spending plans for slots revenue. The Pimlico Community Development Authority (PCDA) was created for the purpose of reviewing proposed expenditures and providing non-binding recommendations to the Mayor. Final budget approval is made by the Mayor. Throughout the preparation of the budget, the PCDA sought extensive community input, including community-wide forums, individual community association meetings and social service providers.

The Fiscal Year 12 Video Lottery Terminal budget includes \$32,280.00 to provide adult education, GED Prep classes. The BRI will hold classes twice a week, three hours a day over the course of three 11-week sessions. Overall, the goal of the BRI adult education programs is to teach adults literacy skills necessary to function in society, achieve goals, and develop individual knowledge and potential. In the GED Prep Program, students develop critical thinking skills, the ability to infer and estimate, and use a variety of media and research materials. Classes at this level include: Language Arts, Reading & Writing,

MINUTES

DHCD - cont'd

Mathematics Social Studies, Science, Writing & Math Workshops/Tutoring.

The BRI assesses student progress by using both the Comprehensive Adult Student Assessment System (CASAS) Life and Work series (for Language) and Life Skills series (for Math). Through Transition Services, the BRI provides its students with academic, career and life skills support while they pursue their academic goals and for up to one year after graduating from the BRI's program. The BRI was founded in 1988 and charged with shepherding the resources necessary to combat illiteracy in the City. The BRI has a unique niche among literacy providers as a not for profit offering English as a Second Language (ESOL), reading and GED services to students. Also distinctive is the use of Master Teachers to teach students and train, coach or mentor part-time instructors or community-based program volunteers. The BRI also raises awareness of literacy needs through advocacy and offers adult education and family literacy resources to community based organizations and neighborhoods.

This project will be overseen by the Mayor's Office of Human Services.

MBE/WBE PARTICIPATION:

Recipients of City funds are required to comply with Article 5, Subtitle 28-64, of the Baltimore City Code (2000 Edition).

In accordance with the foregoing, the above referenced requirements may be waived by the Department as follows: a) In general - A contracting agency may waive the utilization requirements for a specific contract as provided in this section; (b) Sole Source - The Agency may waive the utilization requirements if, with the advice of the Minority and Women's Business Opportunity Office, it finds that (1) needed goods or services are available only from a sole source; and (2) the prospective contractor is not currently disqualified from doing business with the City. The grant amount is less than \$50,000.00 therefore MBE/WBE participation is not applicable. The grant amount is less than \$50,000.00; therefore, MBE/WBE participation is not applicable.

APPROVED FOR FUNDS BY FINANCE

MINUTES

AUDITS REVIEWED AND HAD NO OBJECTION.

DHCD - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$32,280.00	9910-903963-9587	9910-903811-9588
State	Park Heights	Prop. K Comm.
Revenue	Redevelopment	Based Programs
		Adult Education
		Baltimore Reads
		Program

This transfer will provide funds to Baltimore Reads, Inc. in accordance with the Fiscal Year 2012 Ordinance of Estimates and the approved FY12 Video Lottery Terminal (Slots) Revenue Spending Plan.

(FILE NO. 57012)

UPON MOTION duly made and seconded, the Board approved and authorized the grant agreement with Baltimore Reads, Inc.

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 - Grant Agreement
Community Development (DHCD)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize a grant agreement with Park West Medical Center, Inc. The period of the agreement is effective upon Board approval through December 31, 2012, and cannot be extended.

AMOUNT OF MONEY AND SOURCE:

\$27,378.00 - 9910-903813-9588

BACKGROUND/EXPLANATION:

In 2007, the Maryland General Assembly passed the Maryland Education Trust Fund - Video Lottery Terminals legislation (Title 9, Section 1A-32), which provides Video Lottery Terminal Revenue (slots) funding to the City for a fifteen year period beginning in Fiscal Year 2012 through Fiscal Year 2027 to support primarily capital community and economic development projects in the Pimlico Community.

State legislation also requires that a local development council be created as an advisory board to review proposed spending plans for slots revenue. The Pimlico Community Development Authority (PCDA) was created for the purpose of reviewing proposed expenditures and providing non-binding recommendations to the Mayor. Final budget approval is made by the Mayor.

The Fiscal Year 12 Video Lottery Terminal budget includes \$27,378.00 for the Park West Medical Center to provide a dedicated HIV outreach worker for the Park Heights Community who will provide information regarding HIV treatment and arrange testing, medical services and counseling. The Video Lottery Terminal funds are being leveraged with a \$8,747.00 contribution from Park West Medical Center. The Park Heights community has been identified as having one of the highest rates of HIV in Baltimore City.

The outreach worker, in cooperation with the client, will develop an action plan with problems, goals, interventions, timeframes, and resolutions to be included in the client chart within 30 days after the initial contract date. The outreach

MINUTESDHCD - cont'd

worker will record the progress in the client's chart at least once every three months for clients needing extended services due to treatment compliance.

This project will be overseen by the Department of Health. The grantee is required to submit quarterly reports detailing expenditures and documenting how specific goals and objectives of the program are being met.

MBE/WBE PARTICIPATION:

Recipients of City funds are required to comply with Article 5, Subtitle 28-64, of the Baltimore City Code (2000 Edition). In accordance with the foregoing, the above referenced requirements may be waived by the Department as follows: a) In general - A contracting agency may waive the utilization requirements for a specific contract as provided in this section; (b) Sole Source - The Agency may waive the utilization requirements if, with the advice of the Minority and Women's Business Opportunity Office, it finds that (1) needed goods or services are available only from a sole source; and (2) the prospective contractor is not currently disqualified from doing business with the City. The grant amount is less than \$50,000.00 therefore MBE/WBE participation is not applicable.

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

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$27,378.00	9910-903963-9587	9910-903811-9588
State	Park Heights	Prop. L Comm.
Revenue	Redevelopment	Based Programs HIV Outreach & Case Management

This transfer will provide funds to Park West Medical Center, Inc. in accordance with the Fiscal Year 2012 Ordinance of Estimates and the approved FY12 Video Lottery Terminal (Slots) Revenue Spending Plan.

MINUTES

DHCD - cont'd

(FILE NO. 57012)

UPON MOTION duly made and seconded, the Board approved and authorized the grant agreement with Park West Medical Center, Inc. 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 Community Development (DHCD) - Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a grant agreement with the Living Classrooms Foundation, Inc. The agreement is effective upon Board approval for 108 days.

AMOUNT OF MONEY AND SOURCE:

\$250,000.00 - 9910-907155-9588

BACKGROUND/EXPLANATION:

The Living Classrooms Foundation, Inc. is a nonprofit organization that strengthens communities and inspires young people to achieve their potential through hands-on education and job training, urban, natural, UPON MOTION duly made and seconded, the Board approved and authorized the and maritime resources as "living classrooms."

In July 2011, the Living Classrooms Foundation, Inc. (Foundation) obtained control of a former firehouse located at 316 South Caroline Street and established the Perkins POWER House (POWER = Proving Opportunities to Work, Expand and Rise) which serves as the Foundation's newest educational facility aimed at expanding program and services to children and families living in East Baltimore and in particular Perkins Homes.

The grant agreement will provide funds to reimburse the Living Classroom for costs associated with the redevelopment of 316 S. Caroline Street into the Perkins P.O.W.E.R. House.

The facility features multi-purpose rooms designed for after-school programming, community meetings, financial education, youth mentoring, employment training sessions, health fairs, and other community enrichment-focused events. The center will provide a variety of enriching services and events aimed at fostering an environment that is positive, safe, and that promotes healthy living for all members living in the Perkins community. The P.O.W.E.R. House is outfitted with a state-of-the-art computer lab and technology center with high-speed Internet access for students and community residents. To this end, the P.O.W.E.R. House will foster computer literacy through classroom instruction, and address the technology needs of the

MINUTES

DHCD - cont'd

community by providing access to Internet and productivity software. Moreover, youth and families residing in the Perkins Community will have access to the Sun Trust Financial Education Center providing education and resources, including financial expert volunteers through a partnership with Sun Trust Bank.

AUDITS REVIEWED AND HAD NO OBJECTION.

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$250,000.00	9910-901969-9587	9910-907155-9588
29 th CDB	Westport Affordable Housing	Living Classrooms Perkins Firehouse

This transfer of funds is for the Living Classrooms Foundation, Inc. for reimbursement of construction of 316 S. Caroline Street into the P.O.W.E.R. House for East Baltimore and Perkins residents.

A LETTER OF PROTEST HAS BEEN RECEIVED FROM WESTPORT IMPROVEMENT ASSOCIATION.

UPON MOTION duly made and seconded, this item was

WITHDRAWN.

Westport Improvement Association



2631 Waterview Avenue
Baltimore, Maryland 21230
410-783-7541

March 13, 2012

Honorable President Jack Young
Members of the Baltimore City Board of Estimates
Clerk of the Baltimore City Board of Estimates
100 W. Holliday Street
Baltimore, Maryland 21202

Dear members of the Baltimore City Board of Estimates:

We are writing to you today as the Presidents of the Westport Improvement Association and Project T.O.O.U.R., the umbrella organization for the neighborhoods of Lakeland, Mt. Winans and Westport in protest to the transfer of funds of \$250,000.00 (9910-901969-9587 to 9910-907155-9588) 29th CDB Westport Affordable Housing to the Living Classrooms Foundation, Inc. for reimbursement of construction of 316 S. Caroline Street into the P.O.W.E.R. House for East Baltimore and Perkins residents.

For years we have asked the City for help to renovate buildings for a community service center in Westport and were told by high ranking officials that we would never be able to get any help from the City. This was an action between a developer and politicians and has proven to be true. The City continued to say that there were no funds. Now we find out that there is \$250,000.00 for affordable housing for Westport that will be transferred to East Baltimore for the exact same uses that are needed in Westport.

In the Background/Explanation for the Living Classrooms request for these funds, everything that was mentioned are things that we are doing without a building to work out of. We have buildings that need to be renovated and to send funds to another neighborhood is a slap in the face. If there are funds that were set aside for Westport, they should be used in Westport. What other funds have there been that were scheduled for Westport that have been given to other neighborhoods. If the money was scheduled to come to Westport and is being moved to another neighborhood for the same uses, something is definitely wrong with the City's priorities.

Sincerely
Ruth Sherrill
Ruth Sherrill, President

Contact :
Ruth Sherrill - 410-783-7541
Linda Towe - 410-336-9118 - project_toour@yahoo.com

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development (DHCD)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a land disposition agreement with Union Baptist Church of Baltimore, developer for the sale of the properties located at 1202, 1204, and 1206 McCulloh Street.

AMOUNT OF MONEY AND SOURCE:

\$3, 000.00 - Purchase Price
(\$1,000.00 per property)

BACKGROUND/EXPLANATION:

The purchase price will be paid in full at the time of settlement.

The City will convey all of its rights, title, and interest in 1202, 1204, and 1206 McCulloh Street to the developer. The developer will purchase the vacant lots for parking for the church's day care center and church members.

In accordance with the City's Appraisal policy, the waiver valuation process was used in lieu of an appraisal. The DHCD has determined the fair market value of the property using available real estate data. The vacant lots were valued at \$1,000.00 per lot. The sale price of the vacant lots is \$1,000.00 per lot. The sale of these vacant lots at the price determined by the waiver valuation process will eliminate blight, create jobs, real estate and other taxes.

MBE/WBE PARTICIPATION:

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

(FILE NO. 57211)

MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the land disposition agreement with Union Baptist Church of Baltimore, developer for the sale of the properties located at 1202, 1204, and 1206 McCulloh Street.

MINUTES

Department of Housing and - First Amendment to Land
Community Development Disposition Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the first amendment to land disposition agreement (LDA) with Mi Casa, Inc., developer, for the sale of City-owned properties located at 806, 808, 810, 812, 814, 816, 818, 820, 822, 826, 828, 834 (phase two); 702, 706, 708, 710, 712, 714, 716, 718, 722, 724, 732, 734, 736, 738, 715, 717, 733, and 741 East Preston Street (phase three).

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

This amendment adds environmental review and approval language required by the U.S. Department of Housing and Urban Development (HUD), which is a condition of the Neighborhood Stabilization Program 2 (NSP2) funds provided to Mi Casa, Inc.

On March 16, 2011, the Board approved the LDA with Mi Casa, Inc. for the conveyance of 30 City-owned properties located in the 700 and 800 blocks of East Preston Street for the creation of 30 units for affordable homeownership. Phase two consists of 12 properties in the 800 block of East Preston Street that settled on July 20, 2011, and is currently under construction.

Phase three consists of 18 properties in the 700 block of East Preston Street that are in pre-development and will settle in May 2012. Mi Casa, Inc. has applied for and was awarded \$5,078,000.00 in Federal NSP2 funds to help primarily fund the construction of the homeownership units. HUD has notified Mi Casa, Inc. that as a condition of the NSP2 funding, the LDA needs to include language that the conveyance of phase three be contingent on the completion of an environmental review and HUD approval of a request for release of funds. Since Mi Casa, Inc. is the recipient of the NSP2 funds, it is their responsibility to conduct the environmental review, obtain approval from HUD, and notify the City before settlement of phase three proceeds.

MINUTES

DHCD - cont'd

MBE/WBE PARTICIPATION:

The developer has submitted a Commitment to Comply with Article 5, Subtitle 28 of the Baltimore City Code.

(FILE NO. 56595)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the first amendment to the land disposition agreement with Mi Casa, Inc., developer, for the sale of City-owned properties located at 806, 808, 810, 812, 814, 816, 818, 820, 822, 826, 828, 834 (phase two); 702, 706, 708, 710, 712, 714, 716, 718, 722, 724, 732, 734, 736, 738, 715, 717, 733, and 741 East Preston Street (phase three).

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore Police Department</u>			
1. William S. Davis	Police Executive Research Forum Program Senior Management Institute Boston Logan, MA June 03 - 21, 2012 (Reg. Fee \$8,295.00)	Asset Forfeiture Funds	\$8,562.60
<u>Fire and Police Employees Retirement System</u>			
2. William Ray Hudson	The Pension Defense League 14 th Annual Client Conference Fort Lauderdale, FL March 18 - 21, 2012	Special Funds Fire & Police	\$1,114.60
<u>Baltimore City Fire Department</u>			
3. Richard Williams	National Hurricane Conference Orlando, FL March 25 - 30, 2012 (Reg. Fee \$ 350.00)	FY09 State Homeland Security Program	\$1,927.73

The allowed subsistence for this area is \$167.00 per day. The cost of the hotel is \$149.00 per night, plus taxes in the amount of \$93.13. The Department is requesting an additional \$22.00 per day for food. The additional \$22.00 per day or \$110.00 has been included in the total.

The Department has paid the cost of registration in the amount of \$350.00 with a City issued credit card assigned to Mr. Robert Maloney. The disbursement to Mr. Williams will be in the amount of \$1,577.73.

The Board, UPON MOTION duly made and seconded, approved the travel requests. The Comptroller **ABSTAINED** on item no. 2.

MINUTES

Department of Housing and - Agreements
Community Development (DHCD)

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

1. HOUSING AUTHORITY OF BALTIMORE CITY \$1,192,819.25
(HABC)

Accounts: 9982-914900-9593-900057-706047	\$ 121,014.00
9983-906900-9593-900057-706047	\$ 52,541.00
9985-915900-9593-900057-706047	\$ 371,052.00
9986-916900-9593-900057-706047	\$ 182,073.00
9987-917900-9593-900057-706047	\$ 311,441.00
9988-910900-9593-900057-706047	\$ 63,291.00
9989-911900-9593-900057-706047	\$ 91,407.25

Under the terms of this agreement, the funds will be used to rehabilitate seven long-term vacant scattered-site row homes owned and operated by the HABC. The properties are located in stable neighborhoods or neighborhoods targeted for reinvestment and stabilization. Due to improvements and viability in neighborhood conditions, the properties should remain in the HABC's scattered-site inventory. The period of the agreement is effective upon Board approval for one year.

MWBOO SET GOALS OF 27% MBE AND 10% WBE FOR EACH OF THE SEVEN COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT ADDRESSES:

5330 Beaufort Avenue

DOLLAR AMOUNT SUBJECT TO GOALS - \$210,495.00:

MBE: \$56,834.00	27%
WBE: \$21,049.00	10%

MINUTES

DHCD - cont'd3220 Leeds Street

DOLLAR AMOUNT SUBJECT TO GOALS - \$162,128.00:

MBE: \$43,775.00 27%

WBE: \$16,213.00 10%

2440 Laretta Avenue

DOLLAR AMOUNT SUBJECT TO GOALS - \$190,982.00:

MBE: \$51,565.00 27%

WBE: \$19,098.00 10%

2418 W. Franklin Street

DOLLAR AMOUNT SUBJECT TO GOALS - \$176,001.00:

MBE: \$47,520.00 27%

WBE: \$17,600.00 10%

3709 Beehler Avenue

DOLLAR AMOUNT SUBJECT TO GOALS - \$46,580.00:

MBE: \$12,577.00 27%

WBE: \$ 4,658.00 10%

2650 Park Heights Terrace

DOLLAR AMOUNT SUBJECT TO GOALS - \$45,870.00:

MBE: \$12,385.00 27%

WBE: \$ 4,587.00 10%

1505 E. Chase Street

DOLLAR AMOUNT SUBJECT TO GOALS - \$45,544.00:

MBE: \$12,297.00 27%

WBE: \$ 4,554.00 10%

MINUTES

DHCD - cont'd

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 121,014.00 27 th CDBG	9991-945002-9587 Unallocated Res.	9982-914900-9593 27 th CDBG HABC Public Housing
52,541.00 28 th CDBG	9983-905984-9587 Homeownership	9983-906900-9593 28 th CDBG HABC Scattered Rehab
371,052.00 24 th CDBG	9991-945002-9587 Unallocated Res.	9985-915900-9593 30 th CDBG HABC Public Housing
182,073.00 19 st CDBG	9991-945002-9587 Unallocated Res.	9986-916900-9593 31 st CDBG HABC Public Housing
311,441.00 26 th CDBG	9991-945002-9587 Unallocated Res.	9987-917900-9593 32 nd CDBG HABC Public Housing
63,291.00 33 rd CDBG	9988-912994-9587 Special Capital Pro.	9988-910900-9593 33 rd CDBG HABC Scattered Rehab
91,407.25 <u>22nd CDBG</u>	9991-945002-9587 Unallocated Res.	9989-911900-9593 34 th CDBG HABC Scattered Rehab
\$1,192,819.25		

This transfer will provide funding for the agreement between the DHCD and the HABC to assist with the rehabilitation of seven long-term vacant scattered-site row homes owned and operated by the HABC.

MINUTES

DHCD - cont'd

3. NEIGHBORHOOD HOUSING SERVICES OF BALTIMORE, INC. (NHS) \$365,940.00

Account:	2089-208912-5930-433562-603051	\$177,086.00
	2089-208912-5930-433581-603051	\$ 59,729.00
	2089-208912-5930-433583-603051	\$ 16,265.00
	2089-208912-5930-433591-603051	\$112,860.00

Under the terms of this agreement, the NHS will provide public housing information, housing counseling, and rehabilitation services. These services will include owner-occupancy, rehabilitation loan underwriting, and the development of rehabilitation specifications. The NHS will service each loan and continue the rehabilitation of properties for low and moderate-income owner-occupancy. The funds will subsidize the NHS's operating expenses. 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 \$22,000.00, AS FOLLOWS:

MBE: \$2,200.00

WBE: \$1,100.00

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)

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, this agreement was delayed due to final negotiations and processing.

MINUTES

DHCD - cont'd

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing agreements. The 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** on items nos. 1 and 2.

MINUTES

Department of Housing and Community Development (DHCD) - Supplemental HOME Loan

ACTION REQUESTED OF B/E:

The Board is requested to approve a supplemental HOME Investment Partnership Program loan to Coppin Heights CDC (CHCDC). 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:

\$90,000.00 - 9910-905094-9610

BACKGROUND/EXPLANATION:

On February 7, 2011, the Board approved a HOME Investment Partnerships Program loan to the CHCDC in the amount of \$120,000.00 (the original loan). The CHCDC is a non-profit organization established on February 2, 1995 to assist in the revitalization of the community. The proceeds of the original HOME loan were used to assist the CHCDC with a portion of the construction costs of the Coppin Heights Homeownership project, which consisted of three units: 1) 2777 W. North Avenue, 2) 2779 W. North Avenue, and 3) 2781 W. North Avenue. The project incorporates energy efficient appliances, granite counter tops, and front and rear porches on each 1,300 square foot townhome. All three units are being sold to first-time homebuyers at or below 80% of the Area Median Income. The townhouses were originally to be sold at a price range of \$125,000.00 - \$130,000.00. The proceeds of the original HOME loan were used to support a portion of the hard construction costs and are secured by a second lien during the construction period.

MINUTES

DHCD - cont'd

Appraisals were prepared by Paul Lee and Associates indicating an "as completed" value of:

\$130,000.00 for 2777 W. North Avenue,
\$135,000.00 for 2779 W. North Avenue, and
\$140,000.00 for 2781 W. North Avenue,

As a result of the appraisal, the sales prices were set at the appraised value.

Due to the current financial conditions, the housing market has been substantially depressed; the CHCDC is seeking the supplemental funding to provide a homebuyer subsidy to further write-down the purchase price of the three for-sale townhomes to an affordable price within the CHCDC market area. The new prices for 2777 W. North Avenue, 2779 W. North Avenue, and 2781 W. North Avenue will be sold for \$105,000.00 each.

Participating Parties:

A. Developer - Coppin Heights CDC

B. General Contractor/Architect

Harris Kupfer Architects, Architect

The Michael's Group, General Contractor

The general contractor has posted a 100% Payment and
Performance Bond.

C. Participating Lenders

Coppin Heights CDC Equity (revolving construction loan) -
Construction 1st Lien Position

The developer is contributing cash and HUD grant funds during the construction period as required to cover hard and soft costs of the project; terms and conditions of disbursement will be defined in the HOME loan security instruments and project draw schedule. A Housing and Urban Development Historically Black Colleges and Universities grant has already been disbursed. The CHCDC has established a revolving loan fund, funded by its own equity, in the amount of \$300,000.00 to construct the project (construction lender). The Borrower has borrowed funds from the revolving loan fund to construct

MINUTES

DHCD - cont'd

each house and will pay back such loan upon the sale of each unit from the proceeds of the sale. Due to the current depressed housing market conditions, the proposed purchase prices consistent with the current market would not generate enough funds to repay the CHCDC's revolving loan fund. Therefore, the CHCDC has asked the Department for a supplemental loan in the amount of \$90,000.00 to assist each homebuyer and to write-down the purchase price.

Baltimore City HOME Loan - Construction 2nd Lien Position

The Supplemental HOME Loan will have the same construction period as the original HOME Loan and an interest rate of 0% per annum on sums advanced. As the units are sold to qualified buyers (Buyer), each Buyer will assume a portion of the obligations of the original HOME Loan (the Buyer's Share) and the Borrower will be released from a pro rata portion of the original HOME Loan and Supplemental Loan. The Buyer's Share will be evidenced by a promissory note and other security instruments and structured as a deferred loan. If each Buyer complies with all applicable terms and covenants of the loan documents for a 15-year period of affordability, the payment of the outstanding principal will be forgiven. In the event a conveyance occurs during the period of affordability, such Buyer will repay the Department all or a portion of its loan out of net proceeds. The Supplemental HOME Loan will be non-recourse debt.

The Department will continue to be entitled to a 50% share of any and all excess sales proceeds after the developer (i) earns no more than 10% in profit and overhead based on a cost certification, and (ii) is reimbursed for documented predevelopment overhead on the project for such items, in such amounts and for such periods as approved by the Department.

MINUTES

DHCD - cont'd

MBE/WBE PARTICIPATION:

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

THE DEPARTMENT OF FINANCE REVIEWED AND RECOMMENDED APPROVAL.

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$90,000.00	9910-926010-9609	9910-905094-9610
Federal	HOME FY 2010	Coppin Heights Housing
HOME FY2010	Reserve	

This transfer will provide Federal Home funds to Coppin Heights CDC for a supplemental loan to further subsidize Coppin Heights Housing.

(FILE NO. 56674)

UPON MOTION duly made and seconded, the Board approved the supplemental HOME Investment Partnership Program loan to Coppin Heights CDC. The Board further authorized the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate the transaction **SUBJECT** to review and approval for form and legal sufficiency by the Department of Law. 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 Comptroller **ABSTAINED**.

MINUTES

Office of the Labor - Policy and Procedure Governing
Commissioner Employee Arrest, Charge or Conviction

ACTION REQUESTED OF B/E:

The Board is requested to approve the Policy and Procedures Governing Employee Arrest, Charge or Conviction. The policy will become effective upon Board approval.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

In September 2010, the Mayor signed into action Executive Order 090710 which mandated that City employees notify their agency's Human Resources Office of an arrest or conviction for any criminal offence other than a minor traffic offense. Also mandated was a committee to develop a comprehensive administrative policy in line with the Executive Order. The committee work resulted in the Policy and Procedures Governing Employees Arrest, Charge and Conviction (the Policy).

During the initial drafting of the policy, copies were shared with the unions for review and comment. Many of the unions suggested changes were incorporated in the policy. In accordance with the Executive Order, the Mayor has approved this policy.

A LETTER OF CORRESPONDENCE WAS RECEIVED FROM MS. KIM TRUEHEART.

UPON MOTION duly made and seconded, the Board approved the Policy and Procedures Governing Employee Arrest, Charge or Conviction. As Ms. Trueheart does not have a specific interest that is different from that of the general public, the Board will not hear her questions. Her correspondence has been sent to the appropriate agencies and committee which will respond directly to Ms. Trueheart.

Kim A. Trueheart

March 13, 2012

Board of Estimates
Attn: Clerk
City Hall, Room 204
100 N. Holliday Street,
Baltimore, Maryland 21202

Dear Ms. Taylor:

Herein is my written protest on behalf of the underserved and disparately treated citizens of the Baltimore City who have in the past and continue as evidenced by recent well-publicized incidents, to be victims of unlawful, criminal actions by Baltimore City municipal employees, of which I consider myself a victim.

The following details are provided to initiate this action as required by the Board of Estimates:

1. Whom you represent: Self
2. What the issues are:
 - a. Page 51, Office of the Labor Commissioner “Policy and Procedure Governing Employee Arrest, Charge or Conviction” if approved:
 - i. Failed to afford the general public sufficient opportunity for public comment or questions;
 - ii. Failed to specify whether quasi-government entities and the Baltimore City Public School System (BCPSS) are subject to this policy?
 - iii. Failed to specify whether this policy is being conveyed for adoption by quasi-government entities and/or the BCPSS?
 - iv. Failed to specify by name each entity which is subject to this policy?
 - v. Failed to specify whether there is a safe-harbor program available for employees with substance and/or alcohol abuse problems?
 - vi. Failed to specify whether or when the public be informed of each instance of “self” reporting, if so, how?
3. How the protestant will be harmed by the proposed Board of Estimates’ action: As a citizen I have personally been victim of abusive behavior by Baltimore City government employees and seek a comprehensive policy which clearly delineates the potential legal and administrative consequences of unlawful, criminal acts perpetrated by those employees.

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on March 14, 2012.

If you have any questions regarding this request, please telephone me at (410) 205-5114.

Sincerely,

Kim Trueheart, Citizen & Resident

5519 Belleville Ave
Baltimore, MD 21207

MINUTES**POLICY AND PROCEDURES GOVERNING EMPLOYEE
ARREST, CHARGE OR CONVICTION****PURPOSE**

The citizens of the City of Baltimore rely on Baltimore City employees for a variety of public services and reasonably expect the highest levels of integrity, confidence and safety when interacting with City employees. In addition, the City recognizes that its employees have a right to work in a safe environment. The City has an elevated interest in verifying that City employees have not engaged in behavior that could adversely affect any of its services to the public or otherwise interfere with the workplace.

The mandatory reporting requirements set forth in this policy are intended to provide guidelines for Agency Heads in determining what personnel action, if any, should be taken to protect the interests of the City of Baltimore, not inconsistent with the existing rights of Civil Service employees under Article VII of the City Charter, and under the Municipal Employee Relations Ordinance. The intent of the policy is to ensure that the integrity of the City and the safety of its employees and residents are not compromised. This policy replaces Executive Order 083110, issued by the City on September 7, 2010.

POLICY**SCOPE:**

This policy applies to employees in all positions in the City of Baltimore government, except sworn positions in the Baltimore Police and Fire Departments. The Baltimore Police Department shall adhere to the regulations as set forth in the Law Enforcement Officer's Bill of Rights and such other General Orders lawfully adopted by the Baltimore Police Commissioner. The Baltimore City Fire Department shall adhere to the Manual of Procedures and other regulations promulgated by the Chief of Department.

This policy is subject to federal, state and local laws. To the extent this policy conflicts with any such laws, the federal, state or local law shall prevail.

MINUTES

The City of Baltimore reserves the right at any time to change, modify, add or delete language in this policy based on changes in federal, state or local law.

DEFINITIONS:

Agency Head -- The official or municipal service employee who is charged with authority to make appointments to and removals from positions in a City organizational unit by reason of the provisions of the Baltimore City Charter, or of a statute or ordinance, or by reason of delegation by the Agency Head.

Arrest -- The taking of a person into custody, so that he or she may be held to answer for a criminal charge.

Charge -- A formal accusation of an offense as a preliminary step to prosecution.

Conviction -- A judgment on a verdict or a plea of guilty or nolo contendere, and/or a finding of guilt.

Offense -- Conduct that is classified as a felony or a misdemeanor. For purposes of this policy, the term "offense" also includes any traffic offense that involves either the use of alcohol or drugs or for which incarceration is a potential penalty.

Probation Before Judgment -- For the purposes of this policy, the imposition of Probation Before Judgment ("PBJ") shall be reported in the same manner as a conviction.

Self-Disclosure -- The requirement for a City employee to notify his/her Agency's Human Resources Officer of his/her arrest or conviction for any offense other than a minor traffic offense. For purposes of this policy, any traffic offense that involves the use of alcohol or drugs or for which incarceration is a potential penalty shall not be considered minor.

MINUTES**DISCLOSURE REQUIREMENTS:**

It is the responsibility of all supervisors, managers and Agency Heads to ensure that all employees under his/her supervision receive and sign for a copy of this policy, and that all employees are expected to abide by this policy.

Employee:

City employees who are not detained shall self-disclose the fact of any charge, arrest or conviction for an offense as defined above by providing a copy of the offense/charge report to his/her Agency Human Resources Officer. Self-disclosure shall be on the next business day following the employee's charge, arrest and/or conviction, unless the employee is detained. A detained employee or his/her representative shall notify the employee's Agency Human Resources Officer orally or in writing of his/her charge, arrest or conviction within 72 hours after incarceration, excluding weekends and holidays. An employee who was detained shall also provide a copy of the offense/charge report to his/her Agency Human Resources Officer no later than the first business day following his or her release from detention.

Supervisor:

All supervisors who become aware of information subject to disclosure under this policy, e.g., an employee's charge, arrest and/or conviction, shall immediately notify the Agency Human Resources Officer. Failure to follow these procedures will result in disciplinary action to the Supervisor.

Agency Human Resources Officer:

An Agency Human Resources Officer who receives information regarding an employee's arrest, charge or conviction shall immediately notify both that employee's Agency Head of such employee's activities covered by this policy so that appropriate disciplinary action, if any, may be taken consistent with the policy and procedures set forth in this policy. Failure to follow these procedures will result in disciplinary action to the Agency Human Resources Officer.

MINUTES**Failure To Disclose:**

Any employee who fails to disclose information subject to disclosure in accordance with this policy is subject to disciplinary action up to and including termination of employment. An employee, who is subject to criminal prosecution or to continuing investigation subject to criminal prosecution, shall not be required to make any disclosure beyond providing a copy of the offense/charge report as described above or to otherwise forfeit the right against self-incrimination.

EMPLOYEE STATUS PENDING RESOLUTION OF CHARGES:

An employee who is arrested for a criminal offense or a traffic offense that involves the use of alcohol or drugs or for which incarceration is a potential penalty may, at the discretion of the Agency Head or his/her designee: (1) continue in his/her current position, (2) be temporarily assigned to other duties consistent with his/her classification and in accordance with the applicable Memorandum of Understanding ("MOU"), or (3) be suspended, with or without pay, pursuant to Civil Service Rule 54. The employee shall be notified that at the resolution of his/her charges, he/she may face additional administrative charges.

In deciding an employee's status pending the resolution of charges, the Agency Head or his/her designee shall consider: (1) the nature and seriousness of the arrest/conviction, (2) the employee's prior disciplinary record, (3) the relationship of the offense, if any, to the employee's job duties, and (4) any information supplied by the employee in his or her disclosure. The Agency Head or his/her designee shall also consult with the Baltimore City Solicitor or the Solicitor's designee. The Agency Head or his/her designee may not regard an employee's failure to respond to questions related to the offense, charge, arrest or conviction or failure to disclose facts other than the presentation of a copy of the offense/charge report as a failure to cooperate, or as a reason in itself to suspend the employee pending final disposition of the criminal charges.

MINUTES**EMPLOYEE STATUS UPON CONVICTION:**

An employee who is convicted of a criminal offense or a traffic offense that involves the use of alcohol or drugs or for which incarceration is a potential penalty may face administrative charges pursuant to Civil Service Rules 40, 56 and other City policies, subject, however, to the employee's right to due process under Article VII of the Charter and applicable MOU.

An employee who is convicted of a criminal offense or a traffic offense that involves the use of alcohol or drugs or for which incarceration is a potential penalty where the conduct underlying the offense is likely to have an adverse impact on either the: (a) workplace, (b) employee's ability to perform his or her duties, or (c) public trust, is subject to appropriate disciplinary action, up to and including termination.

In deciding an employee's status upon conviction, the Agency Head or his/her designee shall consider:

- (1) the nature and seriousness of the occurrence and offense for which there was a conviction,
- (2) whether an appeal has been taken and remains pending,
- (3) the employee's prior employment history with the City,
- (4) the employee's length of City service,
- (5) the employee's disciplinary record,
- (6) the relationship of the offense, if any, to the employee's job duties,
- (7) the sentence imposed by the court upon conviction, and
- (8) any factors in mitigation of the offense or the impact of the offense on the employment relationship.

The Agency Head or his/her designee shall also consult with the Baltimore City Solicitor or the Solicitor's designee.

WRITTEN DECISIONS:

An Agency Head's or his or her designee's decision made pursuant to this policy shall be rendered in writing, shall include reasons, shall be permanently maintained in the employee's personnel records, and it shall be subject to the employee's due process rights before and after suspension and/or removal from position under Article VII of the Charter and the applicable MOU.

A copy of such written decision shall be provided to the employee.

MINUTES**CONFIDENTIALITY:**

Due to the sensitive nature of criminal history information, efforts must be taken to ensure confidentiality and security of records, and only employees with a need-to-know will be provided access to this information. All persons receiving criminal information regarding an employee shall maintain the confidentiality of such information in accordance with applicable law.

NO EFFECT ON OTHER POLICIES:

The administrative process set forth in this policy shall have no effect on the requirements of other policies within this Administrative Manual, including, but not limited to, those set forth in AM 237-1 governing Positions of Trust.

CONSISTENT APPLICATION:

This policy and the activities covered by this policy shall be administered in an equitable and consistent manner for all employees.

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:

971 - 972

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

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 Comptroller **ABSTAINED** on item no.3.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Purchases

1.	B50002291, Parts, Service and Maintenance For In-Ground and Above Ground Lifts	C & T Equipment Co., Inc. t/a B & R Associates	\$ 300,000.00
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MWBOO GRANTED A WAIVER.

2.	B50002296, Litter Vacuum Machines	Tennant Sales and Service Co.	\$ 291,407.80
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MWBOO GRANTED A WAIVER.

3.	B50002277, Provide Shuttle Bus/Van Service	Star Associates, Inc.	\$ 71,175.00
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MWBOO GRANTED A WAIVER

4.	B50001944, Propane	Thompson's Gas and Electric Service, Inc.	\$229,280.00
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MWBOO GRANTED A WAIVER.

Department of Transportation

5.	TR 12008, Resurfacing Highways at Various Locations Citywide Emergency JOC-III	P. Flanigan & Sons, Inc.	\$1,429,734.50
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MBE:	AJO Concrete Construction, Inc.	\$ 27,400.00	1.92%
	Priority Construction Corporation	<u>258,700.00</u>	<u>18.09%</u>
		\$286,100.00	20.01%

WBE:	Rowen Concrete, Inc.	\$ 30,000.00	2.10%
	River Transport, Inc.	<u>113,100.00</u>	<u>7.91%</u>
		\$143,100.00	10.01%

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation - cont'd

6. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$1,644,194.68	9950-911032-9528	
MVR	Constr. Reserve	
	Claremont/Freedom	
	Village	
\$1,429,734.50	-----	9950-907793-9414-6
		Structure & Improvements
142,973.45	-----	9950-907793-9414-5
		Inspections
<u>71,486.73</u>	-----	9950-907793-9414-2
		Contingencies
\$1,644,194.68		Resurfacing Highway
		JOC III

This transfer will cover the costs associated with the award of contract no. TR 12008, Resurfacing Highways at Various Locations Citywide Emergency JOC III to P. Flanigan & Sons, Inc.

MINUTES

Bureau of Water and Wastewater - Employee Expense Statement

ACTION REQUESTED OF B/E:

The Board is requested to approve the expense statement for mileage for Mr. Anthony Cianferano for the month of July 2011.

AMOUNT OF MONEY AND SOURCE:

\$421.80 - 9958-906101-9520-900020-705050

BACKGROUND/EXPLANATION:

The request is late because the expense statement that Mr. Cianferano submitted for July 2011 was returned for corrections. The resubmitted request exceeded the 40-day limit for acceptance and approval.

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 the expense statement for mileage for Mr. Anthony Cianferano for the month of July 2011. The President **ABSTAINED**.

MINUTESBureau of Water and Wastewater - Expenditure of Funds**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to pay Baltimore County.

AMOUNT OF MONEY AND SOURCE:

\$52,298.96 - total cost
- 1,765.32 - amount previously paid on 3/31/09
\$50,533.64 - 9960-903689-9557-900020-703032

BACKGROUND/EXPLANATION:

This request is for the City's share of the cost to repair the 54" water main, under Water Contract No. 1080, Southwest Transmission Main. Baltimore County repaired the 54" water transmission main. Baltimore City's total share of the project cost was \$52,298.96. Of that amount, \$1,765.32 was paid to Baltimore County on March 31, 2009. The expenditure of funds is necessary to pay Baltimore County the outstanding balance of \$50,533.64.

Baltimore County sent an invoice to the City on January 16, 2009 which was misplaced. A follow-up invoice was sent to the City on July 18, 2011.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized the expenditure of funds to pay Baltimore County.

The President **ABSTAINED**.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize an amendment no. 1 to agreement with Patton Harris Rust & Associates for Project 1128P, Urgent Need Water Design and Engineering Services. The amendment no. 1 to agreement extends the period of the agreement through July 11, 2013.

AMOUNT OF MONEY AND SOURCE:

\$686,032.18 - 9960-904645-9557-900020-703032

BACKGROUND/EXPLANATION:

On January 12, 2011, the Board approved a two year agreement with Patton Harris Rust & Associates, Inc. for urgent need water design and engineering services. In addition to the original scope of work the consultant will provide water design services related to replacement and rehabilitation of existing water mains at two locations. The locations identified by the City are in the 25th St. vicinity and Edmondson Avenue and Poplar Grove Street vicinity.

The scope of work includes preparation of contract documents including plans, specifications, cost estimates, permit applications, community meetings, right of ways, easements, etc. All other terms and conditions of the original agreement will remain unchanged.

MBE/WBE PARTICIPATION:

MBE: C.C. Johnson & Malhotra, P.C	\$395,735.19	57.68%
WBE: Ruxton Design Corporation	\$ 48,161.72	7.02%
CL Warfield and Associates	<u>13,779.00</u>	<u>2.01%</u>
Total:	\$ 61,940.72	9.03%

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

MINUTESBW&WW - cont'd**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$800,000.00	9960-909100-9558	9960-904645-9557-900020-3
Water Rev.	Constr. Res.	Engineering
Bonds	Water Infra- structure	

The funds are required to cover the cost of Project 1128P-CO No. 1. (BD 10628).

UPON MOTION duly made and seconded, the Board approved and authorized the amendment no. 1 to agreement with Patton Harris Rust & Associates for Project 1128P, Urgent Need Water Design and Engineering Services. 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 - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement with RJN Group, Inc. The period of the agreement is effective upon Board approval for three years, with an option to extend for one 2-year period, or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$3,000,000.00 - 9956-905596-9551-900020-703032

BACKGROUND/EXPLANATION:

RJN Group, Inc. will provide flow and rainfall monitoring services in various watersheds throughout the City. The flow and rainfall monitoring network will be designed, installed, operated, and maintained to provide representative, accurate, and precise data of sufficient quality to use for hydraulic model calibration and verification of the effectiveness of ongoing construction projects. The projects will also include evaluation of the existing network of flumes currently used for billing adjacent jurisdictions. The consultant was approved by the Architectural and Engineering Awards Commission.

MBE: Riviera Resources, Inc.	\$727,725.00	24.26%
EBA Engineering, Inc.	<u>82,293.74</u>	<u>2.74%</u>
Total	\$810,018.74	27.00%
WBE: Phoenix Engineering, Inc.	\$ 68,475.00	2.28%
TFE Resources, Ltd.	<u>201,506.26</u>	<u>6.72%</u>
Total	\$269,981.26	9.00%

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

MINUTES

BW&WW - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$1,556,940.00	9956-903627-9549	
W/W Rev.	Constr. Res.	
Bonds	Wet Weather Prog.	
1,003,000.00	9956-903627-9549	
Counties	Constr. Res.	
	Wet Weather Prog.	
79,726.00	9956-905233-9549	
Counties	Constr. Res.	
	W/W System Annual	
	Improve.	
560,334.00	9956-907622-9549	
Counties	Constr. Res.	
	Sewer Rehab -	
	Gwynns Falls	
90,000.00	9956-903629-9549	
Counties	Constr. Res.	
	SWC 7746 Moore's	
	Run	
10,000.00	9956-906630-9549	
Counties	Constr. Res.	
<u>\$3,300,000.00</u>	Moore's Run Lower	
\$3,000,000.00	-----	9956-904596-9551-3
		Engineering
300,000.00	-----	9956-904596-9551-9
<u>\$3,300,000.00</u>		Administration

The transfer of funds will cover the cost of project No. 1163, Rainfall and Flow Monitoring Services for the Sanitary Sewer System.

(FILE NO. 57296)

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

MINUTES

BW&WW - cont'd

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**.

MINUTESBureau of Solid Waste - Task Assignment**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of task no. 002 to KCI Technologies, Inc. under Project 1157, Quarantine/Millennium Landfill.

AMOUNT OF MONEY AND SOURCE:

\$725,805.49 - 9948-902047-9517-900220-703331

BACKGROUND/EXPLANATION:

On September 28, 2011, the Board awarded On-call contract 1157, Quarantine/Millennium Landfill to KCI Technologies, Inc. The On-call contract requires quarterly and semiannual environmental monitoring and reporting to the Maryland Department of the Environment as stated in the permit.

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

(FILE NO. 57079)

UPON MOTION duly made and seconded, the Board approved the assignment of task no. 002 to KCI Technologies, Inc. under Project 1157, Quarantine/ Millennium Landfill.

MINUTES

Department of Public Works - Back Pay

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize payment of back salary to Mr. Timothy Small.

AMOUNT OF MONEY AND SOURCE:

\$39,294.70 - 1001-000000-5154-388000-601001

BACKGROUND/EXPLANATION:

Mr. Small was terminated from the Department of Public Works, Bureau of Solid Waste effective April 6, 2010. An investigative appeals hearing was held on August 20, 2010 before the Civil Service Commission. The Hearing Officer recommended that the employee serve a 60-day suspension and be returned to work. The Hearing Officer's recommendation was upheld on appeal.

The payment for back pay is for the beginning pay period November 1, 2010 through November 7, 2010 and ending with pay period February 13, 2012 through February 19, 2012, as stipulated by the Civil Service Commission Hearing Officer.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized the payment of back salary to Mr. Timothy Small.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- | | | |
|--|--------------|---------|
| 1. CRISWELL CHEVROLET | \$ 31,389.00 | Low Bid |
| Solicitation No. B50002299 - 2012 Chevy Tahoe Police Package (Watershed Vehicle) - Department of Public Works - Req. No. R590196 | | |
| The period of the award is March 14, 2012 through March 13, 2013. | | |

(FILE NO. 57210)

- | | | |
|---|-------------|---------|
| 2. DAZSER-BAL CORP DBA | \$ 8,340.00 | Renewal |
| JANI-KING OF BALTIMORE
Solicitation No. B50000925 - Janitorial Services - Department of Housing and Community Development - Req. No. P516455 | | |

On February 18, 2009, the Board approved the initial award in the amount of \$8,340.00. The award contained three 1-year renewal options. Subsequent actions have been approved. The period of the renewal is April 6, 2012 through April 15, 2013.

- | | | |
|---|--------------|---------|
| 3. DELTA OMEGA | \$ 12,000.00 | Renewal |
| COMMERCIAL CLEANING, LLC
Solicitation No. 08000 - Janitorial Services - Department of Housing and Community Development - Req. No. R598105 | | |

On March 4, 2009, the Board approved the initial award in the amount of \$11,400.00. The award contained three 1-year renewal options. Subsequent actions have been approved. The period of the renewal is April 1, 2012 through March 31, 2013.

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 (e)(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

- | | | |
|--|--------------|---------|
| 4. LEHIGH OUTFITTERS,
LLC | \$200,000.00 | Renewal |
| Solicitation No. B50000403 - Safety Shoes - Finance Department
- P.O. No. P502695 | | |

On April 30, 2008, the Board approved the initial award in the amount of \$236,429.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$200,000.00 is for the period May 1, 2012 through April 30, 2013.

MWBOO GRANTED A WAIVER.

- | | | |
|--|--------------|-------------|
| 5. SAFEWARE, INC. | \$161,960.56 | Sole Source |
| Solicitation No. 08000 - Zumro Air Shelters - Fire Department
- Req. Nos. R597881 and R597860 | | |

Safeware, Inc. is the sole manufacturer and designated distributor for the State of Maryland of Zumro Air Shelters. These shelters are compatible with existing Zumro Air Shelters currently in use by the City.

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 (e)(i) of the City Charter, the procurement of the equipment and/or service is recommended.

- | | | |
|--|--------------|---------|
| 6. GREENLAWN CEMETERY CO.,
INC. | \$ 84,960.00 | Renewal |
| Solicitation No. B50001806 - Provide Transportation, Cremation
and Disposal of Animal Carcasses - Agencies Various - Health
Department - Req. Nos. Various | | |

On March 2, 2011, the Board approved the initial award in the amount of \$84,960.00. The award contained three 1-year renewal options. This renewal is for the period April 1, 2012 through March 31, 2013, with two 1-year renewal options remaining.

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

7. TYLER TECHNOLOGIES, INC.	\$1,345,550.00	Agreement
Contract No. NJPA013006 - Personal Property Billing System - Finance Department - Req. No. R595241		

The Board is requested to approve and authorize execution of an agreement with Tyler Technologies, Inc. The period of the agreement is effective upon Board approval through March 31, 2015, with one 3-year renewal option.

The National Joint Powers Alliance cooperative awarded the competitively bid Contract NJPA013006 to Tyler Technologies, Inc. for Administrative Software and Related Applications on January 30, 2006.

The agreement allows the City, at its sole option to select other modules offered at the then current contract pricing from Contract NJPA013006. No advantage will be gained by the City in replicating the National Joint Powers Alliance's considerable efforts in establishing this contract.

MWBOO GRANTED A WAIVER.

(FILE NO. 57210)

8. REHRIG PACIFIC COMPANY	\$ 0.00	Extension
Solicitation No. B50000311 - Recycling Containers - Department of Public Works, Bureau of Solid Waste - P.O. No. 501845		

On April 2, 2008, the Board approved the initial award in the amount of \$239,200.00. The award contained two 1-year renewal options. Subsequent actions have been approved. A new solicitation B50002308 was advertised with bids due on March 14, 2012. This extension will allow time to evaluate the bids and award a contract.

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

9. MCGARD LLC	\$100,000.00	Sole Source/ Agreement
Solicitation No. 08000 - Hydrant Locks - Department of Public Works - Req. Nos. Various		

The Board is requested to approve and authorize execution of an agreement with McGard LLC, Special Products Division. The period of the agreement is effective upon Board approval through February 10, 2015.

This requirement is for items which must be compatible with existing installed equipment. The vendor is the sole provider and patent holder 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 (e)(i) of the City Charter, the procurement of the equipment and/or service is recommended.

(FILE NO. 57210)

10. THE TRI-M GROUP, LLC	\$400,000.00	Renewal
Solicitation No. B50000404 - High and Medium Voltage Electric System - Agencies - Various - Req. Nos. Various		

On May 14, 2008, the Board approved the initial award in the amount of \$200,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$400,000.00 is for the period May 14, 2012 through May 13, 2013.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

MBE: AM & Son Electric, LLC 8%

WBE: Ideal Electric Supply, Inc. 3%

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

MWBOO FOUND VENDOR IN COMPLIANCE.

- | | | |
|---|--------------|---------|
| 11. PHYSIO-CONTROL
INC. | \$250,000.00 | Renewal |
| Solicitation No. 08000 - Lifepak Defibrillators and Equipment
- Fire Department - P.O. No. P516657 | | |

On March 30, 2011, the Board approved the initial award in the amount of \$125,000.00. The award contained three 1-year renewal options. On May 11, 2011, the Board approved an increase in the amount of \$150,000.00. This renewal is for the period March 30, 2012 through March 29, 2013, 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 (e)(i) of the City Charter, the procurement of the equipment and/or service is recommended.

- | | | |
|---|--------------|---------|
| 12. C.N. ROBINSON LIGHTING
SUPPLY COMPANY | \$100,000.00 | Renewal |
| Solicitation No. 09-005 Baltimore Regional Cooperative
Purchasing Committee - Lamps and Ballasts, Large and Specialty
- Agencies Various - P.O. NO. P507739 | | |

On April 15, 2009, the Board approved the initial award in the amount of \$300,000.00. The award contained three 1-year renewal options. On March 9, 2011, the Board approved the first renewal in the amount of \$300,000.00. This renewal in

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

On February 16, 2011, the Board approved the initial award to Godwin Pumps of America, Inc. in the amount of \$80,000.00. Xylem Dewatering Solutions, Inc., d/b/a Godwin Pumps of America has acquired the assets and employees of Godwin Pumps of America, Inc. and is requesting assignment of this contract.

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 (e)(i) of the City Charter, the procurement of the equipment and/or service is recommended.

(FILE NO. 57210)

UPON MOTION duly made and seconded, the Board approved the foregoing informal awards, renewals and increases, and extensions to contracts and assignment agreement. The Comptroller **ABSTAINED** on item no. 10.

MINUTES

Department of General Services (DGS) - Energy Efficiency and
Conservation Block
Grant Agreements

The Board is requested to approve and authorize execution of the energy efficiency and conservation block grant agreements with the various community non-profit organizations. The period of the agreement is effective upon Board approval through August 31, 2012.

1. **MARYLAND SOCIETY FOR SIGHT, INC.** **\$1,370.00**

Account: 9916-913900-9197

Under the terms of the sub-grant agreement, this community non-profit will implement energy efficiency upgrades to its facility located at 1313 W. Coldspring Lane. The DGS and the Department of Planning, Office of Sustainability have worked in collaboration to solicit, review, and numerically score "Energy Saver Grant" applications from Baltimore non-profits for use of these funds. This organization received a qualifying score for proposed energy upgrades. The total project cost is \$1,370.00.

2. **THE FIRST UNITARIAN CHURCH OF BALTIMORE** **\$2,118.00**

Account: 9916-913900-9197

Under the terms of the sub-grant agreement, the community non-profit will implement energy efficiency upgrades to its facility located at 1 West Hamilton Street. The DGS and the Department of Planning, Office of Sustainability have worked in collaboration to solicit, review, and numerically score "Energy Saver Grant" applications from Baltimore non-profits for use of these funds. This organization received a qualifying score for proposed energy upgrades. The total project cost is \$10,326.85. The First Unitarian Church of Baltimore is leveraging 79% (\$8,208.85) of the project cost.

MINUTES

DGS - cont'd

3. PRISONERS AID ASSOCIATION OF MARYLAND, INC. \$ 8,500.00

Account: 9916-913900-9197

Under the terms of the sub-grant agreement, the community non-profit will implement energy efficiency upgrades to its facility located at 3237 - 39 East Baltimore Street. The DGS and the Department of Planning, Office of Sustainability have worked in collaboration to solicit, review, and numerically score "Energy Saver Grant" applications from Baltimore non-profits for use of these funds. This organization received a qualifying score for proposed energy upgrades. The total project cost is \$8,500.00.

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 energy efficiency and conservation block grant agreements with the foregoing community non-profit organizations.

MINUTESDepartment of General Services - Minor Privilege Permit Applications

The Board is requested to approve the following applications for a Minor Privilege Permit. The applications are in order as 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. 3040 Greenmount Ave.	Monica Ann Brown	Retain awning w/signage 13' x 2'6", four fluorescent tubes
Annual Charge: \$246.98		
2. 2601 N. Hilton St.	Seung Yong Lee	Handicap ramp 30' x 4'
Annual Charge: \$ 70.30		

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

MINUTES

PERSONNEL MATTERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

994 - 995

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

MINUTES**PERSONNEL**Department of Public Works

	<u>Hourly Rate</u>	<u>Amount</u>
1. COURTNEY HALL	\$15.74	\$30,000.00
2. KUMBA SENNAAR	\$15.74	\$30,000.00
3. MOUHAMADOU BA	\$15.74	\$30,000.00
4. ROBERT WOODS	\$15.74	\$30,000.00

Account: 2071-000000-5471-609400-601009

These individuals will work as Customer Care Correspondents. Their duties will include, but are not limited to the investigating and resolving a variety of difficult customer complaints, pursuant to Baltimore City law and procedures. They will work with account specialists to determine final action to be taken regarding the accounts, and communicate the findings to customers. The Customer Care Correspondents will also investigate and resolve billing inquiries and communicate results to the Revenue Measurement and Billing Division. The period of the agreement is effective upon Board approval for one-year.

5. JENNIFER LUDWIG	\$34.10	\$64,995.00
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Account: 2071-000000-5471-609400-601009

Ms. Ludwig will work as a Special Project Development Manager. Her duties will include but are not limited to coordinating, developing and implementing training and certification programs in conjunction with the Utility Maintenance Division, Safety and Human Resources. She will also assist in ensuring that the Bureau of Water and Wastewater priorities are met, and researching and developing a process improvement program. The period of the agreement is effective upon Board approval for one-year.

MINUTES**PERSONNEL**Department of Recreation and Parks

	<u>Hourly Rate</u>	<u>Amount</u>
6. CHARLES R. MURPHY	\$25.00	\$47,667.00
Accounts: 3001-000000-5051-385300-601009		\$16,000.00
1001-000000-5051-363600-601009		\$31,667.00

Mr. Murphy will continue to work as an Urban Forest Restoration Specialist. He will develop and oversee natural resource restoration projects such as reforestation and restoration of native vegetation. He will implement educational outreach programs, academic internships, and volunteer training in restoration techniques and practices. In addition he will collaborate with Departmental staff to implement projects that enhance the City's schools and parks. The period of the agreement is effective upon Board approval for one year.

Kim A. Trueheart

March 13, 2012

Board of Estimates

Attn: Clerk

City Hall, Room 204

100 N. Holliday Street,

Baltimore, Maryland 21202

Dear Ms. Taylor:

Herein is my written protest on behalf of the underserved and disparately treated citizens of the Baltimore City who appear to be victims of a over abundance of expenditures in 2012 by the Department of Recreation and Parks supporting municipal parks to the detriment of city recreation centers.

The following details are provided to initiate this action as required by the Board of Estimates:

1. Whom you represent: Self
2. What the issues are:
 - a. Page 81, Department of Recreation and Parks - "Personnel" action if approved:
 - i. Does not specify whether this is a government civil service, contract or consultant position;
 - ii. Does not specify whether this personnel action was competitively filled allowing for an open and fair employment opportunity;
 - iii. In reviewing the 10 BOE meetings in calendar year 2012, I've noted only one expenditure that directly supported a municipal recreation center. Please explain this obvious inequity;
 - iv. Does the Department have a similar position supporting recreation projects? If not, does it intend to create one? Otherwise explain.
 - v. What is the FY 2012 budget for the recreation bureau? What is the FY 2012 budget for the parks bureau? What are the staffing levels for each bureau?
3. How the protestant will be harmed by the proposed Board of Estimates' action: As a citizen I have witnessed the continued disinvestment in municipal recreation facilities, programs and services. This action services to highlight what I perceive to be disparate policy and practices within the Department of Recreation and Parks which continue to diminish the quality and availability of recreational programs and services at my personal disposure as a citizen and resident and more importantly for our children!

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on March 14, 2012.

If you have any questions regarding this request, please telephone me at (410) 205-5114.

Sincerely,

Kim Trueheart, Citizen & Resident

5519 Belleville Ave
Baltimore, MD 21207

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PERSONNEL

Department of Recreation and Parks

Hourly Rate Amount

6. **CHARLES R. MURPHY** \$25.00 **\$47,667.00**

Accounts: 3001-000000-5051-385300-601009 \$16,000.00

1001-000000-5051-363600-601009 \$31,667.00

Mr. Murphy will continue to work as an Urban Forest Restoration Specialist. He will develop and oversee natural resource restoration projects such as reforestation and restoration of native vegetation. He will implement educational outreach programs, academic internships, and volunteer training in restoration techniques and practices. In addition he will collaborate with Departmental staff to implement projects that enhance the City's schools and parks. The period of the agreement is effective upon Board approval for one year.

5519 Belleville Ave
Baltimore, MD 21207

MINUTES

PROPOSALS AND SPECIFICATIONS

There being no objections, the Board, UPON MOTION duly made and seconded, approved the following Proposals and Specifications to be advertised for receipt and opening of bids on the dates indicated. The President **ABSTAINED** on items no. 1 and 2.

1. Bureau of Water & Wastewater - WC 1236, Meter Setting Installations and Replacement, North Baltimore
BIDS TO BE RECV'D: 04/04/2012
BIDS TO BE OPENED: 04/04/2012

2. Bureau of Water & Wastewater - WC 1237, Meter Setting Installations and Replacement, North-East Baltimore
BIDS TO BE RECV'D: 04/04/2012
BIDS TO BE OPENED: 04/04/2012

3. Department of Transportation - TR 12301, Resurfacing Highways at Various Locations Northeast -Sector I
BIDS TO BE RECV'D: 04/04/2012
BIDS TO BE OPENED: 04/04/2012

4. Department of Transportation - TR 12304, Resurfacing Highways at Various Locations Southeast -Sector IV
BIDS TO BE RECV'D: 04/18/2012
BIDS TO BE OPENED: 04/18/2012

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

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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.

Bureau of Water and Wastewater - SC 870, Scum/Grease System
Improvements at the Back
River Wastewater Treatment
Plant
BIDS TO BE RECV'D: 03/28/2012
BIDS TO BE OPENED: 03/28/2012

MINUTES

Mayor: "Thank you very much Mr. President. Today I am pleased to announce that Deborah Tillett has been selected as the President and Executive Director of the Emerging Technology Centers, our Business Incubator Program. Deborah if you could please stand? Welcome.

APPLAUSE

Thank you. The ETC which focuses on growing early stage technology and biotechnology companies in Baltimore City consists of two different or separate incubator facilities. The ETC at Canton and the Emerging Technology Center at Johns Hopkins Eastern, providing excuse me -- investors and entrepreneurs inventors -- excuse me and entrepreneurs with supportive incubator programs like ETC is vital to growing Baltimore over the next ten years and Deborah Tillett has experience and the energy needed to support Baltimore's technological innovators. I am really pleased I was very impressed with her background as well as her commitment to the City. We have an increasingly competitive market place and we need someone with her skills to help us grow businesses in

MINUTES

Baltimore. She begins her new position on April 4th. Recently she served as the President and co-founder of Immersive 3D a technology start-up providing Web based 3D computer gaming solutions for K to 20 education. I don't know if you would fit in any one stereotype as a gamer, but you certainly have had some success in that field. She also worked as President of Breakaway Limited a Technology Software Company where she was responsible for the growth and oversight of its Entertainment Division. Anyone who knows me knows how excited I am about technology, innovation and the ETC has accomplished a lot of things over the years, and I know under Deborah's leadership, we are going to continue to grow in that area. For example, we talked about the I talked a bit about why I am excited about the ETC, one of the ETC graduates based in Baltimore, Millennium Media recently announced that it is going public with an IPO on the New York Stock Exchange. I think in a few weeks, and if you don't know that's a big deal to go from the ETC to an IPO. So, I am really pleased about the future under my administration. We increased funding for the program, because I really believe that the ETC is one of the ways that we are going to get

MINUTES

Baltimore growing again, and thriving with start-up technology and bio-tech companies that are creating new jobs right here in Baltimore and hopefully bringing new families right here to Baltimore. So again, I am really excited. Welcome Deborah and I look forward to working with you to grow the ETC. Thank you Mr. President."

* * * * *

MINUTES

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

Department of Transportation

- TR 12013, ADA Ramp
Replacements and Installs

Civil Construction, LLC
DSM Properties, LLC

Department of Transportation

- TR 12312, Pratt Street
Fringe Parking Facility -
1100 James

Potts & Callahan, Inc.
P. Flannigan & Sons, Inc.
DSM Properties LLC
Civil Construction, LLC
Machado Construction
Monumental Paving and
Excavating, Inc.

Department of Recreation & Parks

- RP 11870, Patterson Dog
Park

Monumental Paving and
Excavating, Inc.
Allied Contractors, Inc.
Potts & Callahan, Inc.
K & K Adams
DSM Properties, LLC
P&J Contracting Co., Inc.
Bensky Construction Co., Inc.

Bureau of Purchases

- B50002280, Water Meters &
Components

Metron-Farnier, LLC (1box)
Badger Meter, Inc. (2boxes)
Neptune Technology Group
Inc. (1box)
Master Meter, Inc. (1box)
Elster AMCO Water, Inc.
Mueller Systems
L/B Water Service, Inc.

MINUTESBureau of Purchases

Lorenz, Inc.
 Bartenfelder Landscape
 Services, Inc.

- B50002289, Fall 2011 BCRP -
Tree Planting

Bureau of Purchases

Orbis Canada Limited
 Toter Incorporated
 Rehrig Pacific Company
 Otto Environmental Systems
 (NC), LLC
 Mid-Atlantic Waste Systems

- B50002308, Recycling
Containers

Bureau of Purchases

Kuehne Chemical Co., Inc.
 Univar USA, Inc.
 Amato Industries, Inc.
 Kleen Rite Corporation

- B50002309, 15% Sodium
Hypochlorite

Bureau of Purchases

Chapman Nissan
 Criswell Chevrolet, Inc.

- B50002317, Chevrolet
 Suburban with Lighting
 Configuration for the Fire
Department

Bureau of Purchases

Belair Road Supply Co., Inc.
 National Capital Industries

- B50002318, Cement, Mortars,
& Concrete Mixes

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BOARD OF ESTIMATES

03/14/2012

MINUTES

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There being no objections, the Board UPON MOTION duly made and seconded, the Board adjourned until its next regularly scheduled meeting on Wednesday, March 21, 2012.

JOAN M. PRAT
Secretary