

**MINUTES****REGULAR MEETING**

Bernard C. "Jack" Young, President  
 Stephanie Rawlings-Blake, Mayor  
 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.

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

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

Brandenburg Industrial Service Company	\$177,669,000.00
Construction Trades Services, Inc.	\$ 1,500,000.00
E. Pikounis Construction Co., Inc.	\$ 22,140,000.00
Herbert Electric Company, Inc.	\$ 765,000.00
Hercules Fence of Md., LLC	\$ 1,500,000.00
Horton Mechanical Contractors, Inc.	\$ 8,000,000.00
Schnabel Foundation Company	\$197,298,000.00
TRW Price Construction, LLC	\$ 324,000.00
Wilmot Modular Structures, Inc.	\$ 1,500,000.00

**MINUTES****BOARDS AND COMMISSIONS**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:

Bohler Engineering	Landscape Architect Engineer Survey
Brown & Craig, Inc.	Architect
CTI Consultants, Inc.	Engineer
Datta Consultants, Inc.	Engineer
Gershman, Brickner & Bratton, Inc.	Engineer
HyroQual, Inc.	Engineer
Jacobs Engineering Group, Inc.	Architect Engineer
NCS Engineering	Engineer
Spears/Votta & Associates, Inc.	Engineer
TranSystems	Architect Engineer Survey
Vanasse Hangen Brustlin, 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 Comptroller **ABSTAINED** on Item No. 1.

**MINUTES**

Department of Real Estate - Renewal of Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal of the lease agreement with Wachs Valve and Hydrant Services, LLC (Wachs Utility Services), lessee, for a portion of the property located at 219 Burke Avenue, containing approximately 34,271 square feet. The period of the renewal is September 1, 2010 through August 31, 2011.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Equal Monthly Installments</u>
\$3,156.00	\$263.00

**BACKGROUND/EXPLANATION:**

On October 15, 2008, the Board approved the initial lease for the period September 1, 2008 through August 31, 2010 with one 1-year renewal option. This is the final renewal option.

All other terms and conditions of the original agreement will remain in full force and effect.

The Space Utilization Committee approved this lease agreement on September 14, 2010.

**(FILE NO. 56648)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the renewal of the lease agreement with Wachs Valve and Hydrant Services, LLC (Wachs Utility Services), lessee, for a portion of the property located at 219 Burke Avenue, containing approximately 34,271 square feet.

**MINUTES**

Space Utilization Committee - License Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution a license agreement with New Cingular Wireless PCS, LLC, a Delaware limited liability company, licensee, for the rental of a portion of the tower and storage space located at 4001 Clifton Avenue. The period of the agreement will be for ten years effective upon the last to occur either approval by the Board or the licensee's receipt of the building permit, with two 5-year renewal options.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly</u>	<u>Year</u>
\$15,000.00	\$ 1,250.00	2010
\$15,600.00	\$ 1,300.00	2011
\$16,224.00	\$ 1,352.00	2012
\$16,872.96	\$ 1,406.08	2013
\$17,547.88	\$ 1,462.32	2014
\$18,249.79	\$ 1,520.82	2015
\$18,979.79	\$ 1,581.65	2016
\$19,738.98	\$ 1,644.91	2017
\$20,528.54	\$ 1,710.71	2018
\$21,349.68	\$ 1,779.14	2019

**BACKGROUND/EXPLANATION:**

The demised premises will be used for cellular telephone communication. The licensee will construct the tower for an estimated cost of approximately \$240,000.00. The City will own the tower and receive any and all rents from any future co-locators at the tower. In return for building the tower and relinquishing ownership to the City, licensee will receive a rent abatement of approximately \$160,000.00 over the course of the initial rental term.

The rent for the first renewal term will begin at \$50,000 annually. The rent will continue to escalate annually by an amount equal to 4% over the amount of the rental payments for the preceding year.

## MINUTES

Space Utilization Committee - cont'd

The licensor will be responsible for the maintenance of the tower. The licensee will be responsible for liability insurance, utilities, maintenance of its area and repairs to their equipment and compliance with all FCC and FAA rules and regulations.

The Space Utilization Committee approved this license agreement on September 14, 2010.

**(FILE NO. 56649)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the license agreement with New Cingular Wireless PCS, LLC, a Delaware limited liability company, licensee, for the rental of a portion of the tower and storage space located at 4001 Clifton Avenue.

**MINUTES**

Department of - Second Extension and Amendment  
Real Estate      to Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a second extension and amendment to lease agreement with Orion Properties, LLC, landlord, for a portion of the property known as 231 E. Baltimore Street, being on the 2<sup>nd</sup> and 3<sup>rd</sup> floors, consisting of approximately 12,402 square feet. This second extension and amendment to lease agreement extends the period of the agreement for two years through September 30, 2012.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly</u>
\$124,020.00	\$10,335.00

**BACKGROUND/EXPLANATION:**

The premises will continue to be used for municipal purposes for the Bureau of Purchases. On April 28, 1999, the Board approved the original lease agreement. On June 30, 2010, the Board approved the first extension and amendment to lease to extend the lease for three months through September 30, 2010.

This second extension and amendment to the lease agreement will extend the term for an additional two-year period, through September 30, 2012. All other terms and conditions of the original lease will remain in full force and effect.

**MINUTES**

DHCD - cont'd

The Space Utilization Committee approved this second extension and amendment to lease Agreement on September 14, 2010.

**APPROVED FOR FUNDS BY FINANCE**

**(FILE NO. 55526)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the second extension and amendment to lease agreement with Orion Properties, LLC, landlord, for a portion of the property known as 231 E. Baltimore Street, being on the 2<sup>nd</sup> and 3<sup>rd</sup> floors, consisting of approximately 12,402 square feet.

**MINUTES**

Department of Real Estate - Agreement of Sale

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the agreement of sale with 1117 Nanticoke Street, LLC for the property located at 1114 Dexter Street, Parcel A (Block 801, Lot 106).

**AMOUNT OF MONEY AND SOURCE:**

\$1,000.00 - Appraised Value

**BACKGROUND/EXPLANATION:**

The authority to sell this property was approved by the City Council Ordinance No. 477 on December 6, 1973. The property is known as Parcel A, containing 600 square feet, which is part of 1114 Dexter Street (Block 801, Lot 106). The property (1114 Dexter Street) was subdivided into three parcels A, B, and C. The parcels will be sold to owners whose property adjoins the City-owned lot on the front side.

**(FILE NO. 57094)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement of sale with 1117 Nanticoke Street, LLC for the property located at 1114 Dexter Street, Parcel A (Block 801, Lot 106).



**MINUTES**

Mayor's Office of - Inter-governmental Agreement  
Criminal Justice (MOCJ)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an inter-governmental agreement with the Maryland Department of Juvenile Services. The period of the inter-governmental agreement is July 1, 2010 through July 30, 2011.

**AMOUNT OF MONEY AND SOURCE:**

\$122,000.00 - 4000-497411-2252-692900-607001

**BACKGROUND/EXPLANATION:**

The MOCJ is the local administrative entity acting on behalf of the City to the Department of Juvenile Services (DJS) for the Continuum of Opportunity Reentry Program & Services (CORPS) initiative. The CORPS initiative is a comprehensive program designed to provide services and support to youth returning to the City from out-of-home residential placements and on probation to the DJS. The project received a State/Local Juvenile Offender Implementation Grant from the United States Department of Labor. The DJS is the lead agency for purposes of the grant.

**MINUTES**

MOCJ - cont'd

As a sub-recipient to the DJS, the MOCJ has agreed to administer two portions of the grant that require significant local participation; a small grants program for local restorative justice projects in the amount of \$107,000.00 and a small grants program for local community engagement projects in the amount of \$15,000.00. This inter-governmental agreement between the DJS and the MOCJ will further cooperation between the State and the City so that Baltimore City youth returning from out-of-home residential placements and on probation to the DJS to Baltimore City communities are better served by state, local and private resources.

**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 inter-governmental agreement with the Maryland Department of Juvenile Services.

## MINUTES

Department of Planning - Report on Previously  
Approved Transfers of Funds

At previous meetings, the Board of Estimates approved Transfers of Funds 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. Today, the Board is requested to **NOTE 58** favorable reports on Transfers of Funds approved by the Board of Estimates at its meetings on August 11, 18, 25, and September 1, 2010.

The Board **NOTED 58** favorable reports on Transfers of Funds approved by the Board of Estimates at its meetings on August 11, 18, 25, and September 1, 2010.

## MINUTES

Mayor's Office of Employment Development - Agreements

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

1. **SINAI HOSPITAL OF BALTIMORE, INC.** **\$ 24,647.00**

Account: 1001-000000-6331-475205-603051

The organization will provide a comprehensive range of counseling and advocacy services to approximately 10 individuals in establishing and maintaining long-term goals by regular contact, peer support groups, on-site support, skills groups, and topical lectures. The program is designed to provide the necessary services to assure successful transition from youth to adult life.

It is the intent of all activities funded through this agreement to establish programs and services to assist youth in overcoming barriers to employment, reduce welfare dependency, and provide education and/or occupational skills training. The period of the agreement is September 1, 2010 through April 30, 2011.

2. **VSP AT SINAI HOSPITAL OF BALTIMORE** **\$395,565.00**

Account: 4000-806411-6313-497805-603051

The organization will recruit at least 60 Baltimore City youth and young adults ages 16 to 21 years old who are eligible under the Workforce Investment Act to prepare and/or transition them to employment and/or post secondary training in the Healthcare industry career path. Job placement and job retention services will also be provided. The period of the agreement is July 1, 2010 through June 30, 2011.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

3247 - 3248

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
1. \$ 87,930.22	9950-917001-9507	
Federal	Constr. Res.	
	Federal Hway Aid.	
21,982.56	9950-902437-9507	
State Rev.	Constr. Res.	
	Digital Harbor	
	Bulkhead	
<u>\$ 109,912.78</u>	-----	9950-905818-9506-5
		Inspections
		Downtown
		Infrastructure
		Development

This transfer will fund the costs associated with Task No. 28 on project 1074 B/D#08043, Downtown Infrastructure Development assigned to McCormick, Taylor & Associates.

2. \$ 19,077.38	9952-907044-9511	9952-906044-9510-3
MVR	Constr. Res.	Design & Studies
	Historic District	Historic District
	Street Lighting	Street Lighting

This transfer will clear the deficit in the account and fund the costs associated with Task No. 19 on Project 01074, B/D #08042, Historic District Street Lighting assigned to Century Engineering, Inc.

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

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of General Services - cont'd</u>		
3. \$ 236,470.25	9916-902158-9194	9916-903158-9197
MVR	City Hall/Abel	City Hall/Abel
	Wolman Pedestrian	Wolman Pedestrian
	Tunnel	Tunnel
	Reserve	Active

This transfer of funds is necessary to charge costs associated with upgrades and automation of the right-of-way permit review process.

This work is necessary because the City wishes to improve service delivery to the construction community. The proposed service update will enable a Web-based permit review process by all reviewing agencies. Additionally, all right-of-way permits will be electronically captured geographically so that conflicts between all activities within the public right of way can be identified quickly and resolved between all parties. All construction projects, street cuts, and special events within the right of way will be on the system. These capabilities are currently not available.

## MINUTES

Health Department - Grant Agreements and Agreements and  
Declarations of Covenants and Restrictions

The Board is requested to approve and authorize execution of the grant agreements and the agreements and declarations of covenants and restrictions for the lead abatement action project with the listed homeowners:

1. **HOLABIRD INVESTMENTS, LLC** **\$ 6,820.00**

The property is located at 1116 Washington Boulevard.

2. **HOLABIRD INVESTMENTS, LLC** **\$ 6,295.00**

The property is located at 2124 Druid Park Drive.

3. **DOUBLE EAGLE PROPERTIES, LLC** **\$15,602.00**

The property is located at 741 N. Patterson Park Avenue.

4. **DOUBLE EAGLE PROPERTIES, LLC** **\$13,956.00**

The property is located at 1302 McHenry Street.

Account: 4000-428008-3050-282900-603026

The City has received grant funds from the Department of Housing and Urban Development for certain lead hazard reduction activities, as outlined in the regulations for the Federal Lead Hazard Reduction Program.

The grantees have applied to the City for a grant to undertake the lead hazard reduction work on the above listed properties. The grantee's contribution of 20% of the total project cost will be deposited into a non-interest bearing account of the City, and disbursed by the City to the Certified Contractor or other parties due payment, in accordance with the construction contract and the agreement.



**MINUTES**Health Department - cont'd

The grantee or its certified contractor will perform the services and provide materials for the project on the properties and agrees that the project will be subject to occupancy and rental covenants and restrictions in the form required by the City for a three-year period from the time the lead hazard reduction work is completed.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Board is requested to **NOTE 58** favorable reports on Transfers of Funds approved by the Board of Estimates at its meetings on August 11, 18, 25, and September 1, 2010.

**MINUTES**

Health Department - FY 2011 Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a FY 2011 agreement with the Maryland Department of the Environment (MDE). The period of the agreement is July 1, 2010 through June 30, 2011.

**AMOUNT OF MONEY AND SOURCE:**

\$148,000.00 - 5000-521511-3031-513200-600000

**BACKGROUND/EXPLANATION:**

Under the terms of this agreement, the Department will use the funds to conduct community outreach for lead poisoning prevention, provide notice of elevated lead for lead poisoning prevention, and provide case management of lead poisoned children.

The FY 2011 agreement is late because it is prepared by the MDE.

**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 FY 2011 agreement with the Maryland Department of the Environment.

**MINUTES**

Health Department - Catering Contract

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a catering contract with the Forum Caterers.

**AMOUNT OF MONEY AND SOURCE:**

\$5,085.00 - 4000-423410-3110-569000-604014  
(\$16.95/per person x 300 guests)

**BACKGROUND/EXPLANATION:**

The Department will host a luncheon for the Retired and Senior Volunteer Program (RSVP) on Thursday, September 23, 2010 at the Forum Caterers.

The RSVP is mandated by the grantor, the Corporation for National and Community Services, to recognize annually its volunteers in an official public capacity.

The RSVP is one of the outreach programs under the Bureau of Adult and geriatric Health Services and will mark 34 years as a Baltimore City Health Department program, which touches the lives of more than 2,000 senior citizens annually.

**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 catering contract with the Forum Caterers.

**MINUTES**

Health Department - Grant Award Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a grant award agreement with the Corporation for National and Community Service (CNCS). The period of the grant award agreement is July 1, 2010 through June 30, 2011.

**AMOUNT OF MONEY AND SOURCE:**

\$308,366.00 - 4000-423511-3041-268900-600000

**BACKGROUND/EXPLANATION:**

The Department's Senior Companion Program has received a grant award from the CNCS. This program brings together volunteers 57 - 88 years of age. These volunteers are a vital resource to their communities. Senior Companions work one-on-one with clients to build and maintain independent living skills.

The grant award agreement is late because the Department was recently notified of the award through the eGrants system, because it was overlooked.

**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 grant award agreement with the Corporation for National and Community Service.

## 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, 2010 through June 30, 2011, unless otherwise indicated.

1. **LIGHT HEALTH AND WELLNESS COMPREHENSIVE SERVICES, INC.** **\$ 42,000.00**

Account: 4000-424511-3023-274406-603051

The organization will provide Non-Medical Case Management (client advocacy) services to 25 low-income individuals infected with HIV/AIDS related illnesses. Client Advocacy services will consist of providing advice and assistance to People Living with HIV/AIDS in obtaining medical, social community, legal, financial and other needed support services. The client advocacy services will also ensure that individuals have access to special HIV resources not offered by other service providers.

**MWBOO GRANTED A WAIVER.**

2. **LIGHT HEALTH AND WELLNESS COMPREHENSIVE SERVICES, INC.** **\$ 22,500.00**

Account: 4000-425611-3023-274402-603051

The organization will provide psychosocial support services to 15 HIV/AIDS infected individuals. Psychosocial support services will include individual and/or group counseling activities such as support group services, caregiver support/pastoral care, bereavement counseling, and nutritional education.

The agreements are late because Ryan White Part D services are programmatically managed by the State AIDS Administration. The Department is responsible for processing contracts and making payments to the provider after the State selects the provider through the Request for Proposal process.

## MINUTES

Health Department - cont'd

3. **TRAINING RESOURCES NETWORK, INC.** \$ 245,275.00  
**(TRN)**

Account: 4000-427710-3040-278115-603051

The TRN will work in conjunction with the Baltimore City Health Department Clinical Quality Management staff to effectively manage and implement an Eligible Metropolitan Area (EMA) wide clinical quality management program to enhance the development, delivery, and availability of HIV services throughout the EMA. The period of the agreement is March 1, 2010 through February 28, 2011.

The agreement is late because budget revisions delayed processing.

**MWBOO GRANTED A WAIVER.**

4. **UNIVERSITY OF MARYLAND MEDICAL CENTER -** \$ 42,427.00  
**HARAMBEE TREATMENT CENTER**

Account: 4000-432510-3100-546015-603051

The University of Maryland Treatment Center has been a partner with the Harambee Treatment Center for over eight years. The Harambee Treatment Center has provided comprehensive school-based health substance abuse counseling and supervision for students at the Northwestern School-Based Health Center.

Under the terms of this agreement, the University of Maryland Treatment Center and the Harambee Treatment Center will focus on drug, alcohol, and tobacco use as specific substances to be targeted for avoidance. The period of the agreement is March 1, 2010 through February 28, 2011.

The agreement is late because budget revisions delayed its processing.

**MWBOO GRANTED A WAIVER.**

## MINUTES

Health Department - cont'd

5. **BALTIMORE HEALTHCARE ACCESS, INC.** **\$2,826,813.00**  
**(BHCA)**

Account: 4000-421011-3080-294600-603051

The BHCA provides services to assist Baltimore City residents in accessing comprehensive health care services. Under the terms of this agreement, the BHCA will provide outreach to high-risk and hard-to-reach clients; complaint resolution, consumer education, assistance with applications for Medical Assistance programs, and client linkage to relevant community programs and services.

The agreement is late because budget revisions delayed its processing.

**MWBOO GRANTED A WAIVER.**

6. **LIGHT HEALTH AND WELLNESS COMPREHENSIVE** **\$ 64,500.00**  
**SERVICES, INC.**

Account: 4000-425611-3023-274408-603051

The organization will provide childcare services, under the Ryan White Part D program, to 20 unduplicated children, 2 - 5 years of age, who are infected/affected by HIV/AIDS. These services will allow the primary caregivers to attend primary medical care, Ryan White Title-related meetings, HIV support services, and training and Planning Council activities, and/or to provide respite for the primary caregiver.

**MINUTES**Health Department - cont'd

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

**MWBOO GRANTED A WAIVER.**

**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.



**MINUTES**

Health Department - Renewal of Operating Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve renewal of the operating agreement with the Baltimore Animal Rescue and Care Shelter, Inc. (BARCS). The period of the renewal is July 1, 2010 through June 30, 2011. This is the first of four 1-year renewal options.

**AMOUNT OF MONEY AND SOURCE:**

\$1,149,898.00 - 1001-000000-2400-258300-603051

**BACKGROUND/EXPLANATION:**

On August 12, 2009, the Board approved the initial agreement for the period of July 1, 2009 through June 30, 2010 in the amount of \$1,073,530.00. There were four 1-year renewal options.

The Department is exercising the first renewal option for the period July 1, 2010 through June 30, 2011. All other terms and conditions of the original agreement will remain in full force and effect.

The renewal of the operating agreement is late because of revisions to the budget.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**(FILE NO. 57043)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the operating agreement with the Baltimore Animal Rescue and Care Shelter, Inc.

**MINUTES**

Circuit Court - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with the Family League of Baltimore City, Inc. The period of the agreement is July 1, 2010 through June 30, 2011.

**AMOUNT OF MONEY AND SOURCE:**

\$97,000.00 - 5000-539210-1100-668100-405001

**BACKGROUND/EXPLANATION:**

The Circuit Court received a grant award from the Administrative Office of the Courts, Office of Problem Solving Courts to pay for two staff positions in the Family League's Family Recovery Program (FRP), in the family dependency treatment court. The agreement is for the sum of \$97,000.00 for the salary and benefits of two full-time staff positions; the FRP Court Coordinator at \$73,000.00 and the FRP Reengagement Specialist at \$24,000.00.

**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 agreement with the Family League of Baltimore City, Inc.

**MINUTES**

Mayor's Office of - Professional Services Agreement  
Government Relations

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a professional services agreement with Washington Linkage Group, Inc. The period of the agreement is effective upon Board approval for one year.

**AMOUNT OF MONEY AND SOURCE:**

\$66,000.00 - 1001-000000-1220-145900-603021  
(Not to exceed)

**BACKGROUND/EXPLANATION:**

This agreement provides for federal advocacy services. The federal advocate will continue to assist the City in enhancing its position in a broad range of matters before the federal government including, but not limited to tax issues, federal funding appropriations, urban affairs, education reform, municipal finance, infrastructure, transportation, housing, public health and public safety.

**APPROVED FOR FUNDS BY FINANCE**

**(FILE NO. 56063)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the professional services agreement with Washington Linkage Group, Inc. The Mayor **ABSTAINED**.

## MINUTES

Police Department - Employment Agreement

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

<u>Name</u>	<u>Hourly Rate</u>	<u>Amount</u>
<b>PATRICIA N. COCHRANE</b>	\$14.42	<b>\$30,000.00</b>

Account: 1001-000000-2042-198100-601009

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

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

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

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the employment agreement with Patricia N. Cochrane.

**MINUTES**

Department of Recreation and Parks - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a memorandum of understanding (MOU) with the Canton Community Association, Inc. (CCA). The period of the MOU is effective upon Board approval for three years.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The CCA developed the City's first dog park. The CCA desires and intends to continue to work cooperatively to maintain the dog park at the Joseph Bonvenga Field in Canton and the immediate and surrounding area as a recreational resource for dog owners and their dogs. CCA will continue to raise funds to support their efforts in maintaining and improving the dog park. The MOU may be renewed for three additional one-year periods at the sole option of the City.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the memorandum of understanding with the Canton Community Association, Inc.

**MINUTES**

Department of                      - Grant Award  
Recreation and Parks

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of a grant award from the National Recreation and Park Association (NRPA).

**AMOUNT OF MONEY AND SOURCE:**

\$4,000.00 - 2096-796697-7960-869700-600000

**BACKGROUND/EXPLANATION:**

The Department has sponsored fishing programs at the Patterson Park Boat Lake and Middle Branch Park for several years. The "Take Me Fishing" program grant will support and provide for the expansion of programs to other locations such as; Canton Waterfront Park and Lake Roland. The grant will also be utilized to purchase fishing gear and to provide a fishing program for summer camp participants.

**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 grant award from the National Recreation and Park Association.

**MINUTES**

Department of Recreation and Parks - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a memorandum of understanding (MOU) with the Maryland Ornithological Society through its chapter affiliate, the Baltimore Bird Club (BBC). The period of the MOU is effective upon Board approval for two years.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Maryland Ornithological Society, the BBC, maintains an office and manages a nature museum on the grounds of the Cylburn Arboretum.

Through the execution of this MOU, the BBC will install a kiosk at the Vollmer Center that will house an electronic bird tracking system that may be utilized by the public to record bird sightings on the grounds. The purpose of the MOU is to grant the Baltimore Bird Club a right-of-entry for the installation of the tracker and set forth the obligations of the parties with regard to the operation and maintenance of the tracker. The BBC will pay all costs associated with acquiring and maintaining the system.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the memorandum of understanding with the Maryland Ornithological Society through its chapter affiliate, the Baltimore Bird Club.

**MINUTES**

Department of Transportation - License Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a license agreement with the Baltimore City Board of School Commissioners, Licensor. The period of the agreement is September 1, 2010 through April 30, 2011.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Department desires to secure parking for nearby residents during Phase II and III snow emergency. The property consists of the premises listed in Exhibit A, which is submitted and part of this agreement and will be utilized by residents of the areas until the snow emergency has been down graded to the Phase I.

**(FILE NO. 55427)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the license agreement with the Baltimore City Board of School Commissioners, Licensor.



**MINUTES**

Department of Transportation (DOT) - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a memorandum of understanding (MOU) with the Maryland State Department of Transportation.

**AMOUNT OF MONEY AND SOURCE:**

\$328,300.00 - 9950-903543-9506-000000-490360

**BACKGROUND/EXPLANATION:**

The Department of Transportation desires to construct a multi-purpose trail in the Westport section of the City of Baltimore. The project will consist of a ten-foot wide paved hiker/biker trail, 0.4 miles in length with lighting, benches and bike racks for hiking and biking. The proposed scope of work includes a trail constructed of porous asphalt, trail regulatory, advisory signage, erosion and sediment control devices, ADA access and ramps.

The DOT applied for funding in the amount of \$335,000.00, however, approval was granted for \$328,300.00. These funds were provided through Section 129 of the FFY 2008 Consolidated Appropriations Bill. The funds are earmark funds from SAFETEA-LU in connection with the Gwynns Falls Trail/CSX Bridge.

**APPROVED FOR FUNDS BY FINANCE**

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

**(FILE NO. 57190)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the memorandum of understanding with the Maryland State Department of Transportation.

**MINUTES**

Department of Transportation - On-Call Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an on-call consultant agreement with Wallace Montgomery & Associates, LLP, (consultant), for Project No. 1132, On-Call Consultant Engineering Design Review and Evaluation Services. The period of the agreement is effective upon Board approval for two years or until the upset limit is reached whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$1,000,000.00 - to be determined with each individual task

**BACKGROUND/EXPLANATION:**

The Department of Transportation has negotiated and procured the consulting agreement. The cost of services rendered will be on actual payroll rates not including overhead and burden times a set multiplier. The payroll rates and multiplier have been reviewed by the Department of Audits. The work will consist of, but not be limited to manhole design, conduit and manhole evaluation, maintenance of traffic design and preparation of cost estimates, specifications and plans.

**MBE/WBE PARTICIPATION:**

The requirement of Article 5, Subtitle 28 of the Baltimore City Code will be adhered to on the aggregate amount of this consultant's overall contract. The following firms will be used to fulfill the 27% MBE and the 9% WBE requirements:

## MINUTES

Department of Transportation - cont'd

<b>MBE:</b> Sabra Wang Associates, Inc.	\$0-\$380,000.00	38%
	(In the aggregate)	
<b>WBE:</b> Carroll Engineering, Inc.	\$0-\$ 90,000.00	9%
	(In the aggregate)	

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**AUDITS NOTED THIS ON-CALL AGREEMENT AND WILL REVIEW THE TASK ASSIGNMENTS.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the on-call consultant agreement with Wallace Montgomery & Associates, LLP, (consultant), for Project No. 1132, On-Call Consultant Engineering Design Review and Evaluation Services.

**MINUTES**

Department of Transportation - Partial Release of Retainage Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a partial release of retainage agreement with P. Flanigan & Sons, Inc. for Contract No. TR 09015, JOC GG.

**AMOUNT OF MONEY AND SOURCE:**

\$101,285.39 - 9950-901782-9514-000000-200001

**BACKGROUND/EXPLANATION:**

All work on Contract No. TR 09015 is substantially completed. All punch list items are complete. The contractor has requested a partial release of retainage in the amount of \$101,285.39. The City holds \$103,285.39 in retainage. The remaining \$2,000.00 is sufficient to protect the interests of the City.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**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 P. Flanigan & Sons, Inc. for Contract No. TR 09015, JOC GG.

## MINUTES

Department of Housing and - Head Start Agreements  
Community Development

The Board is requested to approve and authorize execution of the Head Start agreements for the following delegate agencies. The period of the agreement is July 1, 2010 through June 30, 2011, unless otherwise indicated.

1. **METRO DELTA EDUCATIONAL PROGRAMS, INC./YUBI HEAD START PROGRAM** **\$ 540,870.00**

Account: 4000-486311-6051-517100-603051

Under the terms of this agreement, the organization will provide Head Start services to 102 children and their families in Baltimore City. The funds will be used for the organization's operating expenses. A three-month advance of funds, in the amount of \$180,290.00, was approved by the Board on June 16, 2010. With the advance, the total contract amount is \$721,160.00.

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

<b>MBE:</b> E. Jackson & Son, Inc.	\$ 1,000.00	0.14%
Genesis Office Systems, Inc.	1,020.00	0.14%
Rufus Ingram, P.A.	11,400.00	1.58%
Time Printers, Inc.	400.00	0.06%
<b>Total</b>	<b>\$13,820.00</b>	<b>1.92%</b>
<b>WBE:</b> Sue-Ann Office Supply	\$ 2,000.00	0.28%
Tomco Insurance		*See Note Below
Hinton Webb & Associates, LLC	7,000.00	0.97%
<b>Total</b>	<b>\$ 9,000.00</b>	<b>1.25%</b>

\* Tomco Insurance is not certified as a WBE with Baltimore City.

## MINUTES

DHCD - cont'd

MWBOO FOUND VENDOR IN COMPLIANCE.

MWBOO GRANTED A WAIVER OF THE BALANCE OF THE MBE/WBE GOALS. OF THE TOTAL CONTRACT AMOUNT OF \$721,160.00, \$655,042.00 IS FOR ITEMS THAT ARE PROPRIETARY AND NON-SEGMENTABLE.

2. METRO DELTA EDUCATIONAL PROGRAMS, \$1,111,482.00  
INC./METRO DELTA HEAD START PROGRAM

Account: 4000-486311-6051-516300-603051

Under the terms of this agreement, the organization will provide Head Start services to 210 children and their families in Baltimore City. The funds will be used for the organization's operating expenses. A three-month advance of funds, in the amount of \$370,494.00, was approved by the Board on June 16, 2010. With the advance, the total contract amount is \$1,481,976.00.

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

MBE: Genesis Office Systems, Inc.	\$12,511.00	0.84%
E. Jackson & Son, Inc.	4,100.00	0.28%
Rufus Ingram, P.A.	<u>13,200.00</u>	<u>0.89%</u>
<b>Total</b>	<b>\$29,811.00</b>	<b>2.01%</b>

WBE: Tomco Insurance		*See Note Below
Hinton Webb & Associates, LLC	8,000.00	0.54%

\* Tomco Insurance is not certified as a WBE with Baltimore City.

MINUTES

DHCD - cont'd

MWBOO FOUND VENDOR IN COMPLIANCE.

MWBOO GRANTED A WAIVER OF THE BALANCE OF THE MBE/WBE GOALS. OF THE TOTAL CONTRACT AMOUNT OF \$1,481,976.00, \$1,360,730.00 IS FOR ITEMS THAT ARE PROPRIETARY AND NON-SEGMENTABLE.

- 3.    **DAYSPRING PROGRAMS, INC./**   **\$ 575,798.00**  
       **DAYSPRING HEAD START PROGRAM**

Account: 4000-486311-6051-515600-603051

Under the terms of this agreement, the organization will provide Head Start services to 102 children and their families in Baltimore City. The funds will be used for the organization's operating expenses. A three-month advance of funds, in the amount of \$191,933.00, was approved by the Board on June 16, 2010. With the advance, the total contract amount is \$767,731.00.

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

MBE: Sue-Ann's Office Supply	\$ 2,000.00	0.26%
Charm City Caterers, Inc.	<u>40,000.00</u>	<u>5.21%</u>
<b>Total</b>	<b><u>\$42,000.00</u></b>	<b><u>5.47%</u></b>

WBE: None

MWBOO FOUND VENDOR IN COMPLIANCE.

MWBOO GRANTED A WAIVER OF THE BALANCE OF THE MBE/WBE GOALS. OF THE TOTAL CONTRACT AMOUNT OF \$767,731.00, \$681,779.00 IS FOR ITEMS THAT ARE PROPRIETARY AND NON-SEGMENTABLE.

## MINUTES

DHCD - cont'd

4. **MARYLAND FAMILY NETWORK, INC./** **\$ 878,459.00**  
**BALTIMORE CITY CHILD CARE RESOURCE**  
**CENTER HEAD START PROGRAM**

Account: 4000-486311-6051-516900-603051

Under the terms of this agreement, the organization will provide Head Start services to 166 children and their families in Baltimore City. The funds will be used for the organization's operating expenses. A three-month advance of funds, in the amount of \$292,820.00, was approved by the Board on June 16, 2010. With the advance, the total contract amount is \$1,171,279.00.

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

<b>MBE:</b> Charm City Caterers, Inc.	\$5,000.00	0.43%
Boyd's Professional Carpet & Uphtry Cleaning	<u>1,500.00</u>	<u>0.13%</u>
<b>Total</b>	<b>\$6,500.00</b>	<b>0.56%</b>
<b>WBE:</b> Catalpha Advertising & Design, Inc.	\$2,000.00	0.17%
Sue-Ann's Office Supply Inc.	<u>1,000.00</u>	<u>0.09%</u>
<b>Total</b>	<b>\$3,000.00</b>	<b>0.26%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**MWBOO GRANTED A WAIVER OF THE BALANCE OF THE MBE/WBE GOALS. OF THE TOTAL CONTRACT AMOUNT OF \$1,171,279.00, \$1,104,950.00 IS FOR ITEMS THAT ARE PROPRIETARY AND NON-SEGMENTABLE.**



## MINUTES

DHCD - cont'd

5. **ST. PAUL COMMUNITY OUTREACH CENTER, INC./ ST. PAUL COMMUNITY HEAD START PROGRAM** **\$1,078,693.00**

Account: 4000-486311-6051-515899-603051

Under the terms of this agreement, the organization will provide Head Start services to 202 children and their families in Baltimore City. The funds will be used for the organization's operating expenses. A three-month advance of funds, in the amount of \$359,564.00, was approved by the Board on June 16, 2010. With the advance, the total contract amount is \$1,438,257.00.

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

<b>MBE:</b> Rufus Ingram, P.A.	\$15,000.00	1.04%
Citywide Bus Company		*See Note Below
Solomon's Termite & Pest	<u>1,800.00</u>	<u>0.13%</u>
<b>Total</b>	<b>\$16,800.00</b>	<b>1.17%</b>
<b>WBE:</b> BFPE International, Inc.	\$ 250.00	0.02%
Nicole Harrell, CPA, LLC	<u>5,700.00</u>	<u>0.40%</u>
<b>Total</b>	<b>\$ 5,950.00</b>	<b>0.42%</b>

\* Citywide Bus Company is no longer certified as a MBE with the City of Baltimore.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**MWBOO GRANTED A WAIVER OF THE BALANCE OF THE MBE/WBE GOALS. OF THE TOTAL CONTRACT AMOUNT OF \$1,438,257.00, \$1,290,159.00 IS FOR ITEMS THAT ARE PROPRIETARY AND NON-SEGMENTABLE.**

## MINUTES

DHCD - cont'd

6. **ST. VERONICA'S ROMAN CATHOLIC CONGREGATION, INC./ST. VERONICA HEAD START PROGRAM** **\$1,549,902.00**

Account: 4000-486311-6051-515900-603051

Under the terms of this agreement, the organization will provide Head Start services to 289 children and their families in Baltimore City. The funds will be used for the organization's operating expenses. A three-month advance of funds, in the amount of \$516,634.00, was approved by the Board on June 16, 2010. With the advance, the total contract amount is \$2,066,536.00.

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

<b>MBE:</b> DSQ Solutions, LLC	\$15,000.00	0.73%
Rufus Ingram, P.A.	7,124.00	0.34%
Missouri Landscaping	1,500.00	0.07%
C&T Transportation, Inc.	<u>1,000.00</u>	<u>0.05%</u>
<b>Total</b>	<b>\$24,624.00</b>	<b>1.19%</b>

**WBE:** None

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**MWBOO GRANTED A WAIVER OF THE BALANCE OF THE MBE/WBE GOALS. OF THE TOTAL CONTRACT AMOUNT OF \$2,066,536.00, \$1,851,842.00 IS FOR ITEMS THAT ARE PROPRIETARY AND NON-SEGMENTABLE.**

## MINUTES

DHCD - cont'd

7. **ST. VINCENT DE PAUL OF BALTIMORE, \$1,203,720.00**  
**INC./ST. VINCENT DE PAUL NORTHWEST**  
**HEAD START PROGRAM**

Account: 4000-486311-6051-516500-603051

Under the terms of this agreement, the organization will provide Head Start services to 229 children and their families in Baltimore City. The funds will be used for the organization's operating expenses. A three-month advance of funds, in the amount of \$401,240.00, was approved by the Board on June 16, 2010. With the advance, the total contract amount is \$1,604,960.00.

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

**MBE:** None

**WBE:** V&L Enterprises \$5,200.00 0.32%  
 (Dr. Lurline Whittaker)

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**MWBOO GRANTED A WAIVER OF THE BALANCE OF THE MBE/WBE GOALS. OF THE TOTAL CONTRACT AMOUNT OF \$1,604,960.00, \$1,533,163.00 IS FOR ITEMS THAT ARE PROPRIETARY AND NON-SEGMENTABLE.**

8. **ST. VINCENT DE PAUL OF BALTIMORE, \$1,418,233.00**  
**INC./ST. VINCENT DE PAUL SOUTHEAST**  
**HEAD START PROGRAM**

Account: 4000-486311-6051-516700-603051

Under the terms of this agreement, the organization will provide Head Start services to 270 children and their families in Baltimore City. The funds will be used for the organization's operating expenses. A three-month advance of funds, in the amount of \$472,744.00, was approved by the Board on June 16, 2010. With the advance, the total contract amount is \$1,890,977.00.

## MINUTES

DHCD - cont'd

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

<b>MBE:</b> C&T Transportation, Inc.	\$3,000.00	0.16%
<b>WBE:</b> Sue-Ann's Office Supply Inc.	\$5,000.00	0.26%
B&B Lighting Supply, Inc.	1,500.00	0.08%
Expressly Yours, Gloria Inc.	<u>2,000.00</u>	<u>0.11%</u>
<b>Total</b>	<b>\$8,500.00</b>	<b>0.45%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**MWBOO GRANTED A WAIVER OF THE BALANCE OF THE MBE/WBE GOALS. OF THE TOTAL CONTRACT AMOUNT OF \$1,890,977.00, \$1,699,105.00 IS FOR ITEMS THAT ARE PROPRIETARY AND NON-SEGMENTABLE.**

9. UNION BAPTIST CHURCH-SCHOOL, INC./ \$1,129,823.00  
UNION BAPTIST/HARVEY JOHNSON HEAD  
START PROGRAM

Account: 4000-486311-6051-516000-603051

Under the terms of this agreement, the organization will provide Head Start services to 214 children and their families in Baltimore City. The funds will be used for the organization's operating expenses. A three-month advance of funds, in the amount of \$376,608.00, was approved by the Board on June 16, 2010. With the advance, the total contract amount is \$1,506,431.00.

## MINUTES

DHCD - cont'd

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

<b>MBE:</b> Time Printers, Inc.	\$ 2,000.00	0.13%
Rufus Ingram, P.A.	14,000.00	0.93%
Fleming Transportation Corp.	2,000.00	0.13%
B&B Lighting Supply, Inc.	2,500.00	0.16%
Sue-Ann's Office Supply Inc.	<u>14,000.00</u>	<u>0.93%</u>
<b>Total</b>	<b>\$34,500.00</b>	<b>2.28%</b>
<b>WBE:</b> Expressly Yours, Gloria Inc.	\$ 2,000.00	0.13%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**MWBOO GRANTED A WAIVER OF THE BALANCE OF THE MBE/WBE GOALS. OF THE TOTAL CONTRACT AMOUNT OF \$1,506,431.00, \$1,341,371.00 IS FOR ITEMS THAT ARE PROPRIETARY AND NON-SEGMENTABLE.**

10. **DAYSPRING PROGRAMS, INC./** **\$ 811,942.00**  
**HERRING RUN HEAD START PROGRAM**

Account: 4000-486311-6051-515600-603051

Under the terms of this agreement, the organization will provide Head Start services to 153 children and their families in Baltimore City. The funds will be used for the organization's operating expenses. A three-month advance of funds, in the amount of \$270,648.00, was approved by the Board on June 16, 2010. With the advance, the total contract amount is \$1,082,590.00.

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

<b>MBE:</b> Charm City Caterers, Inc.	\$85,000.00	7.85%
Sue-Ann's Office Supply Inc.	<u>3,000.00</u>	<u>0.28%</u>
<b>Total</b>	<b>\$88,000.00</b>	<b>8.13%</b>

## MINUTES

DHCD - cont'd

<b>WBE:</b> McEnroe Voice & Data Corp.	\$ 1,440.00	0.13%
Expressly Yours, Gloria Inc.	<u>1,000.00</u>	<u>0.09%</u>
<b>Total</b>	<b>\$ 2,440.00</b>	<b>0.22%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**MWBOO GRANTED A WAIVER OF THE BALANCE OF THE MBE/WBE GOALS. OF THE TOTAL CONTRACT AMOUNT OF \$1,082,590.00, \$1,035,642.00 IS FOR ITEMS THAT ARE PROPRIETARY AND NON-SEGMENTABLE.**

11. **UNITY METHODIST CHURCH/UMOJA HEAD START PROGRAM** **\$ 987,996.00**

Account: 4000-486311-6051-517000-603051

Under the terms of this agreement, the organization will provide Head Start services to 187 children and their families in Baltimore City. The funds will be used for the organization's operating expenses. A three-month advance of funds, in the amount of \$329,332.00, was approved by the Board on June 16, 2010. With the advance, the total contract amount is \$1,317,328.00.

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

<b>MBE:</b> DSQ Solutions, LLC	\$ 17,220.00	1.31%
Genesis Office Systems, Inc.	5,730.00	0.43%
Black Tie Caterers, LLC	<u>135,456.00</u>	<u>10.28%</u>
<b>Total</b>	<b>\$158,406.00</b>	<b>12.02%</b>

**WBE:** Naiman & Associates, P.A. \$ 11,400.00 0.87%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

## MINUTES

DHCD - cont'd

MWBOO GRANTED A WAIVER OF THE BALANCE OF THE MBE/WBE GOALS. OF THE TOTAL CONTRACT AMOUNT OF \$1,317,328.00, \$1,206,750.00 IS FOR ITEMS THAT ARE PROPRIETARY AND NON-SEGMENTABLE.

The Head Start agreements are late because of delays in the administrative review process.

**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 Mayor

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

No. 9

**MINUTES**

Department of Housing and - Head Start Consultant Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Head Start consultant agreement with Ms. Edith Meyers. The period of the agreement is July 1, 2010 through June 30, 2011.

**AMOUNT OF MONEY AND SOURCE:**

\$18,810.00 - 4000-486311-6051-452200-603018

**BACKGROUND/EXPLANATION:**

Ms. Meyers will work as a Special Education consultant. Under the terms of this agreement, she will implement some of the requirements of the Head Start Federal performance standards for services to children with suspected and documented disabilities and their families. Ms. Meyers will place emphasis upon the use of community resources, early identification, and intervention services. In addition, she will collaborate with the Department to ensure that all children are appropriately identified and assessed, in accordance with the Statewide Early Childhood Special Education accountability system.

The agreement is late because of delays in the administrative review process.

**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 Head Start consultant agreement with Ms. Edith Meyers.



## MINUTES

Department of Housing and Community - Agreements  
Development/Homeless Services

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

1. **MARYLAND CENTER FOR VETERANS EDUCATION AND TRAINING (MCVET) \$ 21,059.00**

Account: 5000-525111-3570-333721-603051

The organization will hire the services of a Case Manager to provide services to approximately 80 residents of MCVET, at 301 N. High Street. Services will include, but not be limited to assisting residents in making a successful transition from homelessness through life skills training, provision of basic needs and employment services and providing a linkage to health, mental health and addiction services.

2. **ST. VINCENT DEPAUL OF BALTIMORE, INC. \$ 53,744.00**  
(SVDP)

Account: 5000-529110-3570-333729-603051

The SVDP will hire the services of a Case Manager to provide outreach services to homeless men, women and families at the Beans and Bread Center located at 400 South Bond Street. The SVDP will ensure that all clients are formerly homeless and low income.

**MWBOO GRANTED A WAIVER.**

## MINUTES

DHCD/BHS - cont'd

3. **WOMEN'S HOUSING COALITION, INC.** \$ 7,512.00  
(WHC)

Account: 5000-525111-3570-333735-603051

The WHC will provide services to approximately 26 homeless, low income women of the Margaret Jenkins House, located at 2226 Maryland Avenue. Services will include, but not be limited to providing each woman with a clean, safe and supportive environment in which to live for as long as she needs this type of housing.

4. **ST. VINCENT DEPAUL OF BALTIMORE, INC.** \$ 16,928.00  
(SVDP)

Account: 5000-525111-3570-333729-603051

The SVDP will provide outreach services to approximately 28 chronically homeless men and women. Services will include assisting individuals with accessing and maintaining housing and supportive services. The funds will be utilized to provide emergency services, counseling, crisis-intervention, housing placement and eviction prevention and service linkages to health services.

5. **MOVEABLE FEAST, INC.** \$113,465.00

Account: 4000-490811-3573-333670-603051

The organization will operate an HIV/AIDS Drop-in Center Food and Nutrition Services Program. The program will supply hot nutritious meals daily to four community resource centers operated by a local organization for homeless people with HIV/AIDS. The program will achieve two objectives: 1) provide hot nutritious meals to HIV/AIDS individuals who suffer from malnutrition and 2) encourage clients to access the many available services at the community resource centers.

**MWBOO GRANTED A WAIVER.**

**MINUTES**

DHCD/BHS - cont'd

The agreements are late because of a delay at the administrative level.

**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.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the award of a grant to the Parent Activity Fund, for the Baltimore City Head Start Policy Council. The period of the grant award is July 1, 2010 through June 30, 2011.

**AMOUNT OF MONEY AND SOURCE:**

\$24,988.00 - 4000-486311-6051-452210-603020

**BACKGROUND/EXPLANATION:**

The Parent Activity Fund is money set aside in the program budget to provide parents the opportunity and experience in planning, developing and implementing their own projects to support the Baltimore City Head Start Program (BCHS).

This amount is the BCHS estimated requirement for the period of one year based on the 3,604 children served by the program.

**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 to the Parent Activity Fund, for the Baltimore City Head Start Policy Council.

**MINUTES**

Department of Housing and Community Development (DHCD) - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a memorandum of understanding (MOU) with the Bon Secours Urban Medical Institute (UMI) and the Bon Secours Baltimore Health Corporation (Bon Secours).

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

**AMOUNT OF MONEY AND SOURCE:**

No additional City Funds are required

**BACKGROUND/EXPLANATION:**

On August 3, 1995, the Board approved a loan of \$2,000,000.00 to the UMI, a subsidiary of Liberty Medical Center, Inc. (Liberty) (City Loan). At that time, Liberty Hospital owned and operated an acute care hospital (Liberty Hospital) located at 2600 Liberty Heights Avenue (Liberty Campus). Between 1993 and 1995, Liberty Hospital raised a total of \$6,000,000.00 through \$3,000,000.00 in State grants, the \$2,000,000.00 City Loan and \$1,000,000.00 of its own reserves for design, construction and equipping of a 40,000 square foot building to house a comprehensive health-care institute to serve a chronically poor population suffering from an ever widening disparity in its health status. Construction of the building by the UMI was completed in 1996.

The City's investment consisted of a \$370,000.00 Community Development Block Grant Loan and a \$1,630,000.00 Community Development Bond Loan. Under the terms of the City Loan, the rate of interest was zero percent per annum and repayment of principal and interest, if any, is deferred as outlined below:

## MINUTES

DHCD - cont'd

"Notwithstanding any other provision herein contained to the contrary, payment of the principal amount of the Loan, all interest and all other sums due hereunder either shall be (a) deferred until Maker (i) sells or refinances (without Lender's approval) the property which comprises the Project, or (ii) significant (in Lender's sole judgment) changes in the use or purposes of the Project from that described in the Memorandum of Approval of the Loan by Lender's Board of Estimates, dated August 2, 1995, (iii) failure to comply with the Regulatory Requirements to the extent applicable, or (iv) if repayment of the Loan is accelerated pursuant to the terms of the Loan Documents, the principal amount of the Loan and all accrued and unpaid interest and other sums shall immediately become due and payable; or (b) forgiven upon the expiration of twenty (20) years from the date of issuance of a certificate of occupancy following completion of construction of the Project."

In 1996, Bon Secours Baltimore Health Corporation (Bon Secours), which owns and operates Bon Secours Hospital acquired and assumed operation of the Liberty Hospital and the UMI. In 1999 Bon Secours closed the Liberty Hospital facility. While Bon Secours has continued to operate outpatient healthcare services on the Liberty campus, it has incurred significant financial losses and has made a decision to sell the Liberty property and consolidate its healthcare operations in its other West Baltimore sites. Accordingly, Bon Secours has entered into a Letter of Intent with Baltimore City Community College (BCCC) to sell 18.929 acres of the Liberty Campus, including the UMI site to the BCCC. The sale of the property will assist Bon Secours in stabilizing and strengthening its operations in West Baltimore. The programs operated by Bon Secours and the UMI will be consolidated with programs in other Bon Secours facilities.

The MOU will waive the repayment obligations and forgive the debt for a deferred \$370,000.00 Community Development Block Grant Loan and a deferred \$1,630,000.00 Community Development Bond Fund loan to the UMI.

## MINUTES

DHCD - cont'd

Under the terms of the City Loan, the sale of the UMI after the expiration of only 14 of the 20 years would require repayment. Bon Secours has requested that the City agree to waive any repayment obligation upon the sale of the UMI property to the BCCC for the following reasons:

1. In recent years, Bon Secours has experienced significant financial losses, including deficits in nine of the last ten years. The cumulative loss for the five years that ended August 31, 2009 exceeded \$42,000,000.00. Over 68% of that \$42,000,000.00 loss was recorded in the last two years of the five year-periods, with losses of \$19,500,000.00 in FY2008 and \$9,500,000.00 million in FY 2009. Bon Secours has had serious concerns that continued losses at this level would jeopardize its ability to sustain its operations in West Baltimore. Thus, in an effort to stabilize its operations, Bon Secours developed a plan to achieve long-term financial sustainability while serving the health-care needs of the people in the communities it serves. In order to help maintain its operations while it implements its plan, Bon Secours requested a one-time \$5,000,000.00 operating grant from the State of Maryland. In its 2009 session, the General Assembly agreed to give Bon Secours \$5,000,000.00 of operating support because it recognized the importance of Bon Secours as a health-care provider in the West Baltimore community.
2. While the \$5,000,000.00 operating grant from the State was enormously helpful in stabilizing operations, Bon Secours must find every way possible to improve the efficiency of its operations. The sale of the Liberty campus will provide Bon Secours with another one-time infusion of operating capital through payment of the \$6,800,000.00 purchase price. Additionally, with the consolidation of the programs from UMI into other facilities already owned and operated by Bon Secours, the system will achieve significant operating savings without compromising the services provided to the residents of West Baltimore.

## MINUTES

DHCD - cont'd

3. Bon Secours is a major provider of charity health care in one of Baltimore's most underserved communities, with an average of \$6,600,000.00 in charity care annually over the past four fiscal years, as well as an average of \$13,200,000.00 annually in other direct community benefit services (community health improvement services, community building activities, financial and in-kind contributions, etc.) over the past two fiscal years.
4. In addition to providing health-care services to some of Baltimore's most vulnerable residents, Bon Secours is an important anchor in a community that has few strong institutions. Bon Secours is a major employer in its community, employing approximately 1,000 people in full-time, part-time or contractual jobs at the Hospital and through its wide-ranging community-based services. Bon Secours has also built much of the affordable housing in its community, with 558 units of affordable housing for families and seniors throughout West Baltimore.

An appraisal was prepared by Colliers Pinkard and indicates an estimated market value of the property to be \$8,300,000.00

With the full support from its corporate parent, Bon Secours Health System, Inc., Bon Secours has committed that all of the proceeds from the sale of the UMI will be retained within the Bon Secours Baltimore Health System. The sale proceeds will allow Bon Secours to maintain and expand its critically needed health-care services in the West Baltimore community, especially those focused on primary and preventative care, chronic disease management, mental health and substance abuse. Through its own serious and sustained efforts, and with the very important \$5,000,000.00 grant from the State, Bon Secours has made great progress toward its goal of financial sustainability. If Bon Secours were required to repay a portion of the City Loan, the payment would further jeopardize Bon Secours' financial sustainability as an institution and would be a significant setback to the progress Bon Secours has made.



## MINUTES

DHCD - cont'd

Bon Secours has also committed that it will continue to provide the services that have been provided at the UMI for the balance of the original 20-year period. These services will be provided from other Bon Secours' facilities as outlined in the MOU. If Bon Secours were forced to close all of its operations in Baltimore for any reason before the end of the 20-year period, it will repay a pro rata portion of the City Loan based on the unexpired portion of the 20-year period.

Because of the changes that have been realized in and around the neighborhood, and in light of the financial circumstances associated with Bon Secours, the Department believes it is in the best interests of the City to waive the obligation to repay the loan upon the sale of the Liberty Campus despite the fact that the loan obligation still has six years to run. The waiver of the repayment provisions in connection with the loan upon the sale of the project will further ensure Bon Secours ability to maintain and expand the critical programs and services needed in the West Baltimore community.

**MINUTES**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

N/A

**THE DIRECTOR OF FINANCE REVIEWED AND RECOMMENDED APPROVAL.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the memorandum of understanding with the Bon Secours Urban Medical Institute and the Bon Secours Baltimore Health Corporation.

The Board further authorized the Commissioner of the Department of Housing and Community Development to execute any and all legal documents to effectuate the terms and conditions in the memorandum of understanding, subject to review and approval for form and legal sufficiency by the Department of Law.

## MINUTES

Department of Housing and - Local Government Resolutions  
Community Development

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

The following organizations are applying to the State of Maryland's Community Legacy Program (CLP). A local government resolution of support is required by the State for all applications to this program for funding.

<u>Organization</u>	<u>Amount</u>
1. <b>COPPIN HEIGHTS COMMUNITY DEVELOPMENT CORPORATION</b>	<b>\$250,000.00</b> CLP

The organization will renovate three vacant properties in the 2700 block of West North Avenue as affordable housing and undertake a development plan for the vacant Hebrew Orphan Asylum.

2. <b>SEVENTH METRO CHURCH</b>	<b>\$100,000.00</b> CLP
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The Seventh Metro Church will renovate The Heritage Building and provide retrofitting to be compatible with accessibility requirements. The Church will also open a café. The Heritage Building is one of four buildings located on the Seventh Metro Church's campus at the corner of St. Paul Street and North Avenue.

3. <b>MARYLAND INSTITUTE COLLEGE OF ART'S STUDIO CENTER (MICA)</b>	<b>\$150,000.00</b> CLP
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The MICA is undertaking \$17,500,000.00 in the Studio Center renovation efforts, which includes \$308,000.00 in streetscaping. MICA's Studio Center, the former Jos. A. Bank factory, serves as both studio space for M.F.A. students and office space for the community, including the Greater Baltimore Cultural Alliance. MICA's request to the CLP will offset streetscape costs as part of a larger renovation of MICA's Studio Center. In addition to the funds requested through the CLP, the MICA is contributing \$158,000.00 of its own funds.

## MINUTES

DHCD - cont'd

4. **THE REINVESTMENT FUND (TRF)** **\$500,000.00**  
CLP

The TRF is seeking funding to seed two revolving loan funds designed to support sustainable projects that reconnect low-income city residents to the regional economy and to reinvest in the Baltimore's core neighborhoods.

While available for projects that benefit low-income communities across Baltimore, the project will focus on projects in East Baltimore. Together these funds will target projects in communities that share a set of characteristics: 1) they are places where the TRF has done extensive data analysis and supported planning efforts, 2) they have great demand for affordable housing and high quality amenities, 3) they have strong anchor institutions that can serve as community assets, and 4) they are also places where the TRF has a strong track record of activity and deep community relationships.

The first is a loan pool to support housing development priorities. The second is a loan pool targeting projects that further strengthen neighborhoods by supporting the development of community amenities such as quality charter schools, community facilities, food markets and businesses. Combining these varied investments, the TRF aims to stabilize and diversify neighborhood real estate markets.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing local government resolutions. The Comptroller **ABSTAINED** on Item No. 1.

MINUTES

PERSONNEL MATTERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

3295 - 3307

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

The President **ABSTAINED** on Item Nos. 27, 28, and 34.

MINUTES

PERSONNEL

Health Department

	<u>Hourly Rate</u>	<u>Amount</u>
1. <b>AJA SAGE HARRIS</b>	\$ 25.00	<b>\$ 1,200.00</b>

Account: 1001-000000-2400-258300-601009

The period of the agreement is effective upon Board approval through June 30, 2011.

2. <b>RONALD S. SAVAGE</b>	\$ 25.00	<b>\$ 5,000.00</b>
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Account: 1001-000000-2400-258300-601009

The period of the agreement is effective upon Board approval through June 30, 2011.

Ms. Harris and Mr. Savage will work as Vicious Dog Hearing Board (Board) members. Mr. Savage will serve as the Chairperson of the Board. They will.

provide resolution to disputes arising from the enforcement of the Baltimore City Code, Health Code, Sections 10-701 through 10-715, referred to the Board by the Bureau of Animal Control.

3. Create the following classified position:

81113 - Social Worker II  
Grade 092 (\$45,090.00 - \$54,906.00)  
Job No. to be assigned by BBMR

Costs: \$64,824.00 - 4000-421710-3030-273000-601001

MINUTES

PERSONNEL

Health Department

4. Reclassify the following position:

From: 00015 - Administrative Assistant  
Grade 940 (\$48,900.00 - \$67,000.00)  
Job No. 3020-47309

To: 00142 - Executive Level I  
Grade 948 (\$55,200.00 - \$99,200.00)

There are no additional costs with this action.

Department of Recreation and Parks

	<u>Hourly Rate</u>	<u>Amount</u>
5. <b>CYNTHIA MUHAMMAD</b>	\$16.60	<b>\$ 5,180.00</b>

Ms. Muhammad, retiree, will work as a Senior Group Leader for the Golden Age Club in the Senior Citizen's Division. Her duties will include but are not limited to, planning and arranging special programs, speakers, trips and events as requested by club membership. Attending all club business meetings, providing assistance and support to club officers and providing guidance and structure where needed. The period of the agreement is effective upon Board approval for six months.

6. <b>ADAM BOARMAN</b>	\$ 30.00	<b>\$54,600.00</b>
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Account: 5000-578711-4711-361800-601009

Mr. Boarman will work as a Landscape Architect in the Capital Development Division. He will be responsible for preparing contract drawings and specifications for the renovation or development of City parks and playgrounds, preparing a comprehensive Master Plan for community parks and preparing detailed cost estimates for various projects. The period of the agreement is effective upon Board approval for one year.

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

7.	<b>WILLIAM MERRITT</b>	\$ 50.00	<b>\$95,000.00</b>
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Account: 9916-913900-9197-910098-703009

Mr. Merritt will continue to work as a Grants Procurement Specialist. His duties will include but are not limited to identifying various types of funding sources and determining what sources will best fund Department's needs, submitting a Weekly Progress Report, and overseeing, coordinating and providing technical assistance to the City's grant project groups. The period of the agreement is effective upon Board approval for one-year.

Baltimore City Police Department

	<u>Hourly Rate</u>	<u>Amount</u>	
8.	<b>GINO M. INOCENTES</b>	\$ 19.23	<b>\$40,000.00</b>

Account: 4000-435210-2250-670002-601009

Mr. Inocentes will continue to work as a Forensic Video Analyst/Video Producer for the Baltimore Police Department Education and Training Section. He will be responsible for providing forensic video analysis and producing promotional, training, special events and critical incident videos. The period of the agreement is September 30, 2010 through September 29, 2011.



**MINUTES****PERSONNEL**Baltimore City Police Department

9. **DARLENE A. TYSON-HILL**           \$14.42                               **\$30,000.00**

Ms. Tyson-Hill, retiree, will work as a Contract Service Specialist. She will be working as a liaison for the Baltimore Police Department and the State's Attorney's Office for CD's burned to evidence, ensuring videos for evidence are processed/handled accordingly, tracking shooting/murder cases captured by CCTV of updates database of videos required by subpoena for release and working with districts to ensure proper paperwork is filed by officer. The period of the agreement is effective upon Board approval for one year.

10. **SHARON F. ALSTON**               \$14.42                               **\$30,000.00**

Ms. Alston, retiree, will work as a Contract Service Specialist. She will be responsible for investigating applicants for 911 operators, cadets, and rehires as full-duty officers. She will be responsible for conducting local, state and national records and warrant checks. She will investigate references submitted by applicants, conducting neighborhood canvasses and conducting interviews of applicants. The period of the agreement is effective upon Board approval for one year.

## MINUTES

PERSONNELPolice Dept. - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
11. DOROTHIA PARKER-JOHNSON	\$14.42	\$30,000.00

Account: 1001-000000-2042-198100-601009

Ms. Parker-Johnson, retiree, will work as a Contract Service Specialist. She will be responsible for contacting officers for court as needed, checking lists of defendants who may have open warrants, making arrests and locating drug analysis reports, as needed. The period of the agreement is effective upon Board approval for one-year.

12. JOSEPH I. MCMAHON, JR.	\$14.42	\$30,000.00
13. KIM T. KOERBER	\$14.42	\$30,000.00
14. LAVERN D. HICKS	\$14.42	\$30,000.00
15. SYLVIA M. FORRESTER	\$14.42	\$30,000.00
16. BARBARA A. DIAS	\$14.42	\$30,000.00
17. THERESA A. ANDERSON	\$14.42	\$30,000.00

Account: 1001-000000-2042-198100-601009

These retirees will work as Contract Service Specialists. They will be responsible for receiving evidence and property at the evidence control counter, ensuring accuracy/completeness of paperwork and entering into the tracking system, and releasing property for court and the public and documents in the computer. The period of the agreement is effective upon Board approval for one-year.

**MINUTES****PERSONNEL**Police Dept. - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
18. EARL W. MAISEL, JR.		\$35,000.00
19. ROSE M. BROCK		\$35,000.00
20. BRIAN J. HORTON		\$35,000.00

Account: 1001-000000-2003-195500-603206

These individuals will work as a Polygraph Examiner to conduct pre-employment screening. They will be paid at a rate of \$200.00 per scheduled examination, and \$100.00 for each that does not occur because of no show. The period of the agreement is effective upon Board approval through June 30, 2011.

21. Create the following class:

- a. 71117 - Forensic Artist  
Grade 088 (\$38,175.00 - \$46,251.00)  
Job No. To be assigned

Reclassify the following position:

- b. From: 71121 - Crime Laboratory Photographer  
Grade 088 (\$38,175.00 - \$46,251.00)  
Job No. 2024-19555

To: 71117 - Forensic Artist  
Grade 088 (\$38,175.00 - \$46,251.00)

Costs: \$0.00 - 1001-000000-2024-212600-601001

**MINUTES****PERSONNEL**Law Department

	<u>Hourly Rate</u>	<u>Amount</u>
22. <b>ADINA AMITH</b>	\$44.95	<b>\$46,750.00</b>

Account: 1001-000000-1750-175200-601009

Ms. Amith will continue to work as a Special Assistant Solicitor in which she will be responsible for providing legal services for the Department. The period of the agreement is effective upon Board approval for one year.

Department of Human Resources

23. <b>THOMAS PETER BERNIER</b>	\$75.00	<b>\$ 7,000.00</b>
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Account: 1001-000000-1603-172500-603026

Mr. Bernier will continue to work as a Hearing Officer and as Chief Hearing Officer. Mr. Bernier will be paid at a rate of \$200.00 for the first session, \$170.00 for each succeeding session and \$325.00 for each written report. The City Charter permits an investigation for employees discharged, reduced or suspended for more than 30 days after completion of the probationary period. The Hearing Officer presides over these investigations and submits a recommendation to the Civil Service Commission for approval. In addition, the Chief Hearing Officer will review each written report submitted and handle administrative situations as they arise. The period of the agreement is effective upon Board approval for one year.

**MINUTES****PERSONNEL**Department of Recreation and Parks24. Reclassify the following positions:

From: 93232 - Secretary II  
Grade 078 (\$27,410.00 - \$31,609.00)  
Job number: 4710-24043

To: 33232 - Secretary II  
Grade 078 (\$27,410.00 - \$31,609.00)

From: 93213 - Office Assistant III  
Grade 078 (\$27,410.00 - \$31,609.00)  
Job number: 4781-24068

To: 33213 - Office Assistant III  
Grade 078 (\$27,410.00 - \$31,609.00)

From: 93258 - Word Processing Operator III  
Grade 078 (\$27,410.00 - \$31,609.00)  
Job number: 4711-24069

To: 33258 - Word Processing Operator III  
Grade 078 (\$27,410.00 - \$31,609.00)

From: 93213 - Office Assistant III  
Grade 078 (\$27,410.00 - \$31,609.00)  
Job number: 4803-24559

TO: 33213 - Office Assistant III  
Grade 078 (\$27,410.00 - \$31,609.00)

Health Department25. Reclassify the following position:

From: 91172 - Senior Social Services Coordinator  
Grade 086 (\$35,242.00 - \$42,511.00)  
Job No. 3044-47602

To: 81172 - Senior Social Services Coordinator  
Grade 086 (\$35,242.00 - \$42,511.00)

**MINUTES****PERSONNEL**Law Department26. Reclassify the following position:

From: 93213 - Office Assistant III  
Grade 078 (\$27,410.00 - \$31,609.00)  
Job No. 1759-15561

To: 33213 - Office Assistant III  
Grade 078 (\$27,410.000 - \$31,609.00)

Mayor's Office of Information Technology27. Reclassify the following positions:

From: 93132 - Computer Operator III  
Grade 086 (\$35,242.00 - \$42,511.00)  
Job No. 1472-43521

To: 33132 - Computer Operator III  
Grade 086 (\$35,242.00 - \$42,511.00)

From: 93192 - Network Engineer  
Grade 115 (\$51,000.00 - \$72,200.00)  
Job No. 1474-47378

To: 33192 - Network Engineer  
Grade 115 (\$51,000.00 - \$72,200.00)

Council Services28. Reclassify the following position:

From: 93212 - Office Assistant II  
Grade 075 (\$25,800.00 - \$29,326.00)  
Job No. 1100-10266

To: 33212 - Office Assistant II  
Grade 075 (\$25,800.00 - \$29,326.00)

**MINUTES****PERSONNEL**Department of Public Works - Water and Wastewater29. Reclassify the following position:

From: 94145 - Accountant Supervisor  
Grade 114 (\$48,600.00 - \$68,600.00)  
Job No. 5531-47914

To: 34145 - Accountant Supervisor  
Grade 114 (\$48,600.00 - \$68,600.00)

Department of Human Resources30. Change the title of the following class:

a. From: 31342 - Fiscal Research Analyst II  
Grade 118 (\$58,800.00 - \$83,800.00)

To: 31342 - Fiscal Research Analyst  
Grade 118 (\$58,800.00 - \$83,800.00)

Abolish the following classes:

b. 93174 - EDP Communications Coordinator II  
Grade 092 (\$45,090.00 - \$54,906.00)

94145 - Accountant Supervisor  
Grade 114 (\$48,600.00 - \$68,600.00)

There are no additional costs associated with these personnel actions.

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

	<u>Hourly Rate</u>	<u>Amount</u>
31. ALICE Y. GOODMAN	\$25.88	<b>\$44,788.00</b>

Account: 1001-000000-1150-118400-601009

Ms. Goodman, retiree, will work as an Investigator for all General Felony Cases that are being prepared for prosecution. Her duties will include, but are not limited to reviewing the statement of charges and all corresponding documents, going out to interview witnesses and other individuals involved with the cases, researching the whereabouts and location of parties relevant to prosecution cases, providing location information to attorneys, and forwarding information to the Warrant Apprehension Task Force so that arrests can be made. The period of the agreement is effective upon Board approval for one year.

Department of Housing and Community Development32. Transfer the following two vacant positions:

From: 33212 - Office Assistant II  
 Grade 075 (\$25,800.00 - \$29,326.00)  
 Job No. 5832-43451  
 1000-000000-5832-412800-601001

To: Job No. 6051-43451  
 4000-486311-6051-452210-601001

From: 33252 - Typist II  
 Grade 075 (\$25,800.00 - \$29,326.00)  
 Job No. 6051-15450  
 4000-486311-6051-452210-601001

To: Job No. 5832-15450  
 1001-000000-5832-412800-601001

There are no costs associated with these actions.



MINUTES

PERSONNEL

Fire Department

33. Create the following two positions:

10217 - Grant Services Specialist III  
Grade 941 (\$49,400.00 - \$84,800.00)  
Job Nos. to be assigned by BBMR

Cost: 160,700.00 - 4000-435810-2010-683902-601001

Department of Public Works - Bureau of Water and Wastewater

34. Create the following class:

a. 31140 - Utility Policy Analyst  
Grade 114 (\$48,600.00 - \$68,600.00)

Hourly Rate Amount

Create the following position:

b. 31140 - Utility Policy Analyst  
Grade 114 (\$48,600.00 - \$68,600.00)  
1 position  
Job No. to be assigned by BBMR

Cost: \$68,974.00 - 2071-000000-5541-399300-601001

Circuit Court

35. **DELIA N. CROMARTIE** \$16.26 **\$31,005.20**

Account: 4000-487006-1100-114903-601002

Ms. Cromartie will work as a Community Service Site Coordinator. Her duties will include but are not limited to developing written training materials and providing education, training and technical assistance on the development of community service sites and the community program to communities and other residents and staff. The period of the agreement is October 1, 2010 through September 30, 2011.



## MINUTES

Dept. 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. 6105 Harford Rd.	6105 Harford, LLC Trust Company	One double face electric sign 12' x 4'
\$254.40 Annual Charge		
2. 1510 Fleet St.	Branch Banking and Trust Company	Retain one single face electric sign 3' x 8', nine goosenecks
\$274.44 Annual Charge		
3. 2840 O'Donnell St.	Anastasia Vasilakopoulos	Retain one balcony @ 75' x 5' Retain one balcony @ 20' x 5'
\$3,710.00 Annual Charge		

DEFERRED

## MINUTES

DGS - Minor Privilege Permit Applications - cont'd

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
4. Wolfe and Jefferson Sts.-NWC Caroline and McElderry St.-NEC Wolfe and Jefferson Sts.-NEC Monument St. and Broadway-SEC Caroline and Jefferson Sts.-SEC Rutland Ave. and Jefferson St.-SWC	Carry Out Menu, Inc.	Six newspaper boxes
\$140.40 Annual Charge		

There are no objections, since no protests were received.

There being no objections, the Board, UPON MOTION duly made and seconded, approved the minor privilege permits. Item No. 3 was deferred for 1 week.

## MINUTES

Department of General Services (DGS) - Developers' Agreements

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

	<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
1.	CJB QUAD, LLC	1180	\$ 35,000.00

CJB Quad, LLC would like to install a new storm drain to its proposed project located in the vicinity of 6631 Quad Avenue. This agreement will allow the organization to perform its own installation in accordance with Baltimore City Standards.

An Irrevocable Letter of Credit in the amount of \$35,000.00 has been issued to CJB Quad, LLC, which assumes 100% of the financial responsibility.

2.	MARYLAND INSTITUTE COLLEGE OF ART	1209	\$124,353.60
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The Maryland Institute College of Art would like to install new water service and electrical duct banks to its proposed construction located in the vicinity of 806 North Collington Avenue. This agreement will allow the developer to perform the needed improvements.

A Performance Bond in the amount of \$124,353.60 has been issued to the Maryland Institute College of Art, which assumes 100% of the financial responsibility.

3.	MARYLAND SPCA, INC.	1200	\$ 35,350.00
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The Maryland SPCA, Inc. would like to install new water service to its proposed construction located in the vicinity of 3300 Falls Road. This agreement will allow the organization to perform its own installation in accordance with Baltimore City Standards.

An Irrevocable Letter of Credit in the amount of \$35,000.00 has been issued to the Maryland SPCA, Inc., which assumes 100% of the financial responsibility.

**MINUTES**

DGS - cont'd

**MBE/WBE PARTICIPATION:**

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

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

## MINUTES

Department of General Services - Right-of-Entry Agreements

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

1. **6008 CLOVER ROAD/BRYAN KEITH ALSTON** **\$ 0.00**

The Department of Public Works, Bureau of Water and Wastewater is proposing to make necessary repairs and replacement of an existing sanitary sewer pipe serving 6008 Clover Road. The repair is necessary to prevent future sewage backups. The work will be performed under SC 873, Repair and Replacement of Existing Sanitary Sewers at Various Locations.

2. **2212 MAYFIELD AVENUE/WALTER J. BROLL, JR. AND LORETTA J. BROLL** **\$ 0.00**

The Department of Public Works, Bureau of Water and Wastewater is proposing to make necessary repairs and replacement of an existing sanitary sewer pipe serving 2212 Mayfield Avenue. The repair is necessary to prevent future sewage backups. This work will be performed under Sanitary Contract SC 873, Repair and Replacement of Existing Sanitary Sewers at Various Locations.

3. **2204 MAYFIELD AVENUE/EDEN KOREAN UNITED METHODIST CHURCH, INC.** **\$ 0.00**

The Department of Public Works, Bureau of Water and Wastewater is proposing to make necessary repairs and replacement of an existing sanitary sewer pipe serving 2204 Mayfield Avenue. The repair is necessary to prevent future sewage backups. This work will be performed under Sanitary Contract SC 873, Repair and Replacement of Existing Sanitary Sewers at Various Locations.

## MINUTES

Department of General Services - cont'd

4.    **2214 MAYFIELD AVENUE/ANDREW BUKOVITZ**                    **\$    0.00**  
      **AND PENELOPE M. LUCAS**

The Department of Public Works, Bureau of Water and Wastewater is proposing to make necessary repairs and replacement of an existing sanitary sewer pipe serving 2214 Mayfield Avenue. The repair is necessary to prevent future sewage backups. This work will be performed under Sanitary Contract SC 873, Repair and Replacement of Existing Sanitary Sewers at Various Locations.

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



**MINUTES**

Department of General Services - Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a grant agreement with the Maryland Energy Administration (MEA). The period of the agreement is effective upon signature of the Director of the MEA through June 15, 2011.

**AMOUNT OF MONEY AND SOURCE:**

\$134,366.00 - 9916-903866-9194

**BACKGROUND/EXPLANATION:**

The grant funds will be used to begin the Electric Vehicle Infrastructure Program (EVIP). The Department will work with the Parking Authority and Baltimore Gas and Electric to install at least nine electric vehicle charging units in City garages. The lessons learned from this pilot program will provide the City with the basic information about construction, installation, operation, promotion and the management necessary to build a smart and successful electric vehicle infrastructure.

**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 grant agreement with the Maryland Energy Administration.

**MINUTES**

Department of General Services (DGS) - Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a grant agreement with the Maryland Energy Administration (MEA). The period of the agreement is May 27, 2010 through December 30, 2010.

**AMOUNT OF MONEY AND SOURCE:**

\$177,000.00 - 9916-901865-9194

**BACKGROUND/EXPLANATION:**

This grant from the MEA "EmPower" Clean Energy Communities Program will be used to support energy efficiency and conservation programs serving low-to-moderate income residents. The funds will be used to replace inefficient furnaces and provide building shell improvements, as a complement to the BGE, City weatherization, and Department of Energy, Energy Efficiency and Conservation Block Grant programs. These funds will enable the City to provide energy conservation and efficiency services to families that are ineligible for other programs due to their family income level or use of an oil-based furnace.

The Department of Housing and Community Development's Office of Weatherization will assist the DGS in providing these services, using on-call contractors already procured.

**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 grant agreement with the Maryland Energy Administration.

**MINUTES**

Department of General Services - Post Award Services Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a post award services agreement with Hillis-Carnes Engineering Associates, Inc., (Hillis-Carnes) for PB 09812, Westside Demolition-Disposition of Lot No. 28. The period of the agreement is effective upon Board approval for one year.

**AMOUNT OF MONEY AND SOURCE:**

\$66,250.95 - 9910-905825-9603-900000-703001

**BACKGROUND/EXPLANATION:**

The Baltimore Development Corporation (BDC) contracted with Hillis-Carnes to provide contract documents for the Westside Demolition-Disposition Lot No. 28. Therefore, the BDC requested the Department of General Services to provide supervision for the bidding and demolition phase. In order to have a legal working relationship, it was determined that an agreement with Hillis-Carnes and the Bureau of General Services would be required.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the post award services agreement with Hillis-Carnes Engineering Associates, Inc., for PB 09812, Westside Demolition-Disposition of Lot No. 28.

**MINUTES**

Department of - Agreement for Energy Performance  
General Services Contracting Phase II - City Fire Facilities

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement for the Energy Performance Contracting - Phase II with Johnson Controls, Inc. (JCI).

**AMOUNT OF MONEY AND SOURCE:**

\$4,618,678.00 - City Master Lease for Energy Performance  
Contracting Project and BGE rebates

**BACKGROUND/EXPLANATION:**

On February 10, 2010, the Board approved the Phase I - Energy Performance Contract with JCI to provide a detailed energy audit and guaranteed savings program to reduce the City's energy consumption and maintenance costs at the buildings mentioned above. This agreement will provide for the implementation of energy savings measures, guarantee the resulting savings, and provide maintenance for all installed equipment for the life of the contract.

The funds required to cover the cost of the project will be financed by the City through the City's Master Lease for Energy Performance Contracting Projects, provided through the City's Office of Treasury Management.

The amount to be financed by the Master Lease is \$4,582,770.00. The City is including \$235,908.00, in addition to the financed amount, in BGE rebates being paid to JCI for this project. The capital costs for work performed by JCI is \$4,618,678.00 and \$200,000.00 for the Energy Office of the Department to manage performance and inspect quality of work during the period of construction. Annual loan payments will be made by the City utilizing funds that will be saved by the reduction of energy consumption through implementing the scope of work proposed by JCI.

**MINUTES**Department of General Services - cont'd

In addition, the energy and operational savings will fund a fifteen-year maintenance and services agreement for \$449,445.00 and a fifteen-year monitoring and verification agreement for \$96,536.00. The amount of energy savings as related to each implemented ECM is guaranteed by this contract for the life of the contract, which is 15 years after the completion of construction, which will be documented by a certificate of completion.

The scope of work will be at the City's Fire Department Buildings, including all the City's Fire Stations. The JCI will also provide monitoring services to verify the resulting energy savings, and system and equipment maintenance services.

**MBE/WBE PARTICIPATION:**

<b>MBE:</b>	Horton Mechanical	\$ 937,211.00	20.29%
	T&T Glass Co.	238,000.00	5.15%
	<b>Total</b>	<b>\$ 1,175,211.00</b>	<b>25.44%</b>
<b>WBE:</b>	USA Energy Co., Inc.	\$ 346,755.00	7.50%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**AUDITS REVIEWED AND HAD NO OBJECTION, SUBJECT TO THE REQUIREMENT THAT AN AUDIT BE PERFORMED BY AN INDEPENDENT CPA OR ENERGY AUDITORS AT THE CONCLUSION OF THE FIRST YEAR.**

**(FILE NO. 56030)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement for the Energy Performance Contracting - Phase II with Johnson Controls, Inc. The Comptroller **ABSTAINED**.

**MINUTES**

Dept. of General Services - Agreement for Energy Performance Contracting Phase II - Downtown City Buildings

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement for the Energy Performance Contracting - Phase II with Johnson Controls, Inc. (JCI).

**AMOUNT OF MONEY AND SOURCE:**

\$6,854,457.00 - ARRA Qualified Energy Bonds (QECB) and BGE rebates

**BACKGROUND/EXPLANATION:**

On April 28, 2010, the Board approved a Phase I - Energy Performance Contract with JCI to provide a detailed energy audit and guaranteed savings program to reduce the City's energy consumption and maintenance costs at the buildings mentioned above. This agreement will provide for the implementation for such energy savings measures, guarantee the resulting savings, and provide maintenance for all installed equipment for the life of the contract.

The funds required to cover the cost of the project will be financed by the City through ARRA Qualified Energy Conservation Bonds (QECB) provided through the City's Office of Treasury Management.

The ARRA stimulus funding has strict time sensitive guidelines, which must be met by the City in order to have access to this funding. The amount to be financed by QECB is \$6,463,105.00. This includes \$6,213,105.00 of capital costs for work performed by JCI and \$250,000.00 for the Energy Office of the Department to manage performance and inspect quality of work during the

## MINUTES

Depart. of General Services - cont'd

period of construction. The City is including, in addition to the financed amount, \$233,000.00 in EECEBG funds and \$408,352.00 in BGE rebates that will be paid to JCI for this project. Annual loan payments will be made by the City utilizing funds that will be saved by the reduction of energy consumption through implementing the scope of work as proposed by JCI. The energy and operational savings will also fund a fifteen-year maintenance and services agreement for \$351,519.00 and a fifteen

year monitoring and verification agreement for \$515,982.00. The amount of energy savings as related to each implemented ECM is guaranteed by this contract for the life of the contract, which is 15 years after the completion of construction as documented by a certificate of completion.

The scope of work will be at the following City buildings: the Abel Wolman Building; the Clarence Mitchell Courthouse; the Baltimore Animal Rescue and Care Shelter; the Central District Police; The Benton Building; The Courthouse East Building; City Hall; the War Memorial Museum; the People's Court; the Police Annex; Police Headquarters; and, Signet-Guilford Building. The JCI will also provide monitoring services to verify the resulting energy savings in addition to system and equipment maintenance services. The implementation of this project will allow the City to reduce its utility usage, maintenance cost, improve indoor environment and enhance tenants' comfort level at these buildings.

## MINUTES

Department of General Services - cont'd

**MBE/WBE PARTICIPATION:**

<b>MBE:</b>	Trinmar Mechanical	91,000.00	1.32%
	Hunt Consulting	878,000.00	12.81%
	<b>Total</b>	<b>\$ 969,000.00</b>	<b>14.13%</b>

<b>WBE:</b>	Caigeann Mechanical	\$ 275,000.00	4.01%
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**MWBOO FOUND VENDOR IN COMPLIANCE.**

**AUDITS REVIEWED AND HAD NO OBJECTION, SUBJECT TO THE REQUIREMENT THAT AN AUDIT BE PERFORMED BY AN INDEPENDENT CPA OR ENERGY AUDITORS AT THE CONCLUSION OF THE FIRST YEAR.**

**(FILE NO. 56030)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement for the Energy Performance Contracting - Phase II with Johnson Controls, Inc.



**MINUTES**

Department of Law - Settlement Agreement, Release,  
and Covenant Not to Sue

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Settlement Agreement, Release, and Covenant Not to Sue with Lowestfare.com, LLC, Travelweb, LLC, and priceline.com Incorporated.

**AMOUNT OF MONEY AND SOURCE:**

(\$390,000.00)

**BACKGROUND/EXPLANATION:**

The Law Department recommends a settlement of the claim asserted by the City against Priceline.com and related companies in its internet booking hotel tax litigation that has been pending in U.S. District Court for several years. Under the terms of the settlement, the City would receive \$390,000.00 from these defendants to settle their past and estimated future liability up to and including September 15, 2014. The settlement amount represents a compromise on estimated liability, which reflects various considerations involving the risks of litigation and the benefits of early payments of amounts that would be due in the future. From the 2014 date forward, the settling defendants and the City would either resume their litigation disputes over the applicability and validity of the hotel tax law as applied to them, or reach a final settlement and accord.

## MINUTES

Law Department - cont'd

Outside counsel will be entitled to a contingent fee out of these settlement proceeds in accordance with the City's retainer agreement with them and a portion will be payable to the Baltimore Area Convention and Visitors Association as in the case of other hotel tax proceeds. Settlement discussions are either pending or awaiting resumption with three other defendant groups.

**(FILE NO. 57184)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement, Release, and Covenant Not to Sue with Lowestfare.com, LLC, Travelweb, LLC, and priceline.com Incorporated. The Mayor **ABSTAINED**.

**MINUTES**

Department of Law - Contract for Legal Services

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a contract for legal services with Ballard Spahr, LLP. (Ballard). The period of the agreement is effective upon Board approval through December 31, 2011.

**AMOUNT OF MONEY AND SOURCE:**

\$55,000.00 - 9916-913900-9197-910025-703032

The \$55,000.00 is the initial amount. The total amount cannot be estimated at this time.

**BACKGROUND/EXPLANATION:**

The Department desires to retain the Law firm of Ballard to assist the Department of General Services (DGS) in its evaluation of strategies to promote energy conservation and efficiency for the City, City residents, and commercial and industrial concerns.

The total amount to be expended for the engagement cannot be estimated at this time. The initial part of the work is at a set price of \$55,000.00. Any additional work will be done on an hourly basis at a discount rate of 17% for partners, and 13% for associates, or a blended rate for partners and associates, whichever the City deems appropriate. The funds for these services are a Block Grant from the Federal U.S. Department of Energy Conservation.

The Maryland Department of Energy estimates of power supply requirements for the next decade show a need for additional energy sources. The DGS is using funds from the Federal Energy Efficiency and Conservation Block Grant to evaluate strategies to address this projected deficit and to ensure an energy supply for City operations. The legal services under this agreement will assist DGS in evaluating these strategies.

**MINUTES**Department of Law - cont'd

The Law Department issued an RFP to seven law firms, with responses due in three weeks. After reviewing the responses, the Law Department and the DGS recommend selection of Ballard. Ballard has the required expertise and experience to assist the DGS in this matter. Its proposal has the best combination of price and expertise.

Ballard will provide all legal services necessary for the City to explore and evaluate energy efficiency and conservation for itself, its residents, and commercial and industrial concerns located in the City. The services will include review of the legal feasibility of having an entity that can facilitate public and private financing of energy efficiency, conservation, and alternative energy production facilities. Depending upon the results of the legal feasibility study, the service may include legal work associated with implementing such strategies or creating such entities as the City determines are appropriate. There are four phases to the work: permissibility of a Baltimore City Energy Utility, implantation of utility recommendations, feasibility of a property assessed clean energy or other loan guarantee option, and implementation of such an option. The City has the right to decide whether it wishes to continue with Ballard for any phase after the first phase, and determine the permissibility of a Baltimore City Energy Utility.

**APPROVED FOR FUNDS BY FINANCE****(FILE NO. 57167)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the contract for legal services with Ballard Spahr, LLP.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with KCI Technologies, Inc., for Project 1118, Improvements to the Wastewater Collection System for Consent Decree Wet Weather Compliance. The period of the agreement is effective upon Board approval for three years, or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$1,716,711.24 - Wastewater Revenue Bonds (57.23%)  
1,282,958.93 - Baltimore County (42.77%)  
**\$2,999,670.17** - 9956-902588-9551-900020-703032

**BACKGROUND/EXPLANATION:**

Under this agreement, the consultant will provide engineering services to improve the City's wastewater collection system and assist the City to meet the requirement of the Consent Decree. These services include but are not limited to development and implementation of capacity, management, operation and maintain programs, staff development, GIS and data management, SSO reporting, and asset management. The Consultant was approved by the Architectural and Engineering Awards Commission.

**MBE/WBE PARTICIPATION:**

<b>MBE:</b>	Reviera Enterprises, Inc. (Rei/Drayco)	\$810,658.56	27.00%
<b>WBE:</b>	Peer Consultants, PC	211,186.52	7.00%
	Ross Technical Services, Inc.	60,330.95	2.00%
		<u>\$271,517.47</u>	<u>9.00%</u>

**MWBOO FOUND THE VENDOR IN COMPLIANCE.**

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

MINUTES

BW&WW - cont'd

TRANSFER OF FUND

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$1,888,212.85	9956-903627-9549	
Wastewater	Constr. Reserve	
Revenue Bonds	Wet Weather Program	
1,411,128.15	" "	
County Appro-		
priations		
<u>\$3,299,341.00</u>		
\$2,999,670.17	-----	9956-902588-9551-3
		Design
299,670.83	-----	9956-902588-9551-9
<u>\$3,299,341.00</u>		Administrative

This transfer will provide funds to cover the costs associated with Project 1118, Improvements to the Wastewater Collection System for Consent Wet Weather Decree Compliance.

**(FILE NO. 57079)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with KCI Technologies, Inc., for Project 1118, Improvements to the Wastewater Collection System for Consent Decree Wet Weather Compliance. 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 EBA Engineering, Inc., for Project 1129E, Urgent Need Wastewater Engineering Services. The period of the agreement is effective upon Board approval for three years.

**AMOUNT OF MONEY AND SOURCE:**

\$1,000,000.00 - 9956-903551-9551-900020-703032

**BACKGROUND/EXPLANATION:**

The EBA Engineering, Inc. will provide urgent need wastewater engineering and design services related to evaluation, assessment, and design of rehabilitation, repairs, maintenance and new constructions to improve the City's sanitary sewer systems. The scope of work includes preparation of contract documents including construction costs estimates, permit applications, right-of-ways, surveys and alignment, borings, flow monitoring, shop drawing review, and consultation during construction.

Additional services will include project management, contract administration, investigation, emergency services, geo-technical and GIS support, and developing and implementing public information and educational programs designed to maintain public awareness.

**THE CONSULTANT WAS APPROVED BY THE ARCHITECTURAL AND ENGINEERING AWARDS COMMISSION.**

<b>MBE:</b>	C.C. Johnson and Malhotra, PC	\$140,000.00	14.00%
	AB Consultants	30,000.00	3.00%
	REI/Drayco	<u>100,000.00</u>	<u>10.00%</u>
		<b>\$270,000.00</b>	<b>27.00%</b>

MINUTES

Bureau of Water and Wastewater - cont'd

MBE/WBE PARTICIPATION:

WBE:	J.A. Rice, Inc.	\$ 60,000.00	6.00%
	Phoenix Engineering, Inc.	<u>30,000.00</u>	<u>3.00%</u>
		\$ 90,000.00	9.00%

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$1,100,000.00	9956-903569-9549	
Wastewater	Constr. Res.	
Revenue Bonds	O/C Sanitary	
\$1,000,000.00	-----	9956-903551-9551-3
		Design
<u>100,000.00</u>	-----	9956-903551-9551-9
\$1,100,000.00		Administrative

This transfer will provide funds to cover costs associated with Project 1129E, Urgent Need Wastewater Engineering Services.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with EBA Engineering, Inc., for Project 1129E, Urgent Need Wastewater 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 - Amendment No. 1 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of amendment no. 1 to agreement with Dewberry/Brown and Caldwell, a joint venture, for Project 1039, Outfall Collection System Evaluation and Sewershed Plan. The amendment no. 1 extends the agreement through August 8, 2011.

**AMOUNT OF MONEY AND SOURCE:**

No additional funds are requested.

**BACKGROUND/EXPLANATION:**

On August 8, 2007, Dewberry/Brown and Caldwell, a joint venture, was awarded a contract to provide engineering services for the Outfall Sewershed Collection System Evaluation and Development of a Sewershed Plan to comply with Paragraph 9 of the Consent Decree for a period of 36 months until August 8, 2010. In order to continue providing these services, the Bureau is requesting a time extension of the existing agreement from August 8, 2010 to August 8, 2011 at no additional costs to the City.

**MBE/WBE PARTICIPATION:**

The consultant will comply with all terms and conditions of the MBE AND WBE programs in accordance with Baltimore City Code, Article 5, Subtitle 28.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of amendment no. 1 to agreement with Dewberry/Brown and Caldwell, a joint venture, for Project 1039, Outfall Collection System Evaluation and Sewershed Plan. The President **ABSTAINED**.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Fire Department</u>			
1. John Kobell Glenn Garber John Cain Michael Bowen	Structural Collapse Technician Training Virginia Beach, VA Oct. 8 - 16, 2010 (Reg. Fee \$1,395.00 ea)	USAR Task Force	\$10,220.00
2. Reginald Sessions Stephen Weigman Ernest Trimper Paul W. Moore, III Jeffrey Segal Laura Shiloh Alex Perricone Teresa Harp Charles Cheelsman Scott Brillman	Hazard Zone Manage- ment Conference South Bend, IN Oct. 17 - 20, 2010 (Reg. Fee \$460.00 ea.)	FY 08 MMRS Grant	\$12,313.00

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

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

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

3333

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

## MINUTES

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS:**Bureau of Purchases

- |    |  |                                |              |
|----|--|--------------------------------|--------------|
| 1. | B50001505, Provide Pickup & Payment for Unclean Brass Water Meters | Always Recycling, LLC          | Revenue      |
|    | <b>MWBOO GRANTED A WAIVER.</b>                                     |                                |              |
| 2. | B50001513, Online Public Access to Police Accident Reports         | PoliceReports.US, LLC          | Revenue      |
|    | <b>MWBOO GRANTED A WAIVER.</b>                                     |                                |              |
| 3. | B50001571, Breast Pumps  | Medela, Inc.                   | \$ 43,400.00 |
|    | <b>MWBOO GRANTED A WAIVER.</b>                                     |                                |              |
| 4. | B50001571, Pack 'N' Play Cribs                                     | SIDS of PA/<br>Cribs for Kids. | \$ 97,612.50 |
|    | <b>MWBOO GRANTED A WAIVER.</b>                                     |                                |              |

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- |   |             |          |
|---|-------------|----------|
| 1. STATIONERS, INC.   | \$ 6,199.20 | Low Bid  |
| Solicitation No. 07000 - Official Police Notebooks -<br>Department of Recreation and Parks - Req. No. R557318             |             |          |
| 2. FESCO EMERGENCY SALES  | \$24,300.00 | Low Bid  |
| Solicitation No. 07000 - Automatic O2 Bottle Lift - Police<br>Department - Req. No. R556390                               |             |          |
| 3. KHALL SOLUTIONS  | \$ 9,600.00 | Only Bid |
| Solicitation No. B50001627 - Preventative Maintenance of<br>Photographic Equipment - Police Department - Req. No. R556802 |             |          |

The price is considered fair and reasonable. The award is for the period November 30, 2010 through November 29, 2011.

- |   |             |          |
|---|-------------|----------|
| 4. TOWN & COUNTRY PET SUPPLY, INC.  | \$14,000.00 | Only Bid |
| Solicitation No. B50001618 - Dog Food and Supplies for the K-9<br>Unit - Police Department - Req. No. R553716 |             |          |

The price is considered fair and reasonable. The period of the award is September 22, 2010 through September 21, 2011.

- |   |             |         |
|---|-------------|---------|
| 5. SIRCHIE ACQUISITION<br>COMPANY, LLC  | \$16,000.00 | Low Bid |
| Solicitation No. B50001635 - Forensic Supplies for Mobile<br>Crime Lab - Police Department - Req. No. R552799 |             |         |

The period of the award is September 29, 2010 through September 28, 2011 with five one-year renewals.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

## 6. COLLABORATIVE TESTING

SERVICES, INC.	\$18,085.00	Sole Source
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Solicitation No. 06000 - Crime Lab Accreditation,  
Collaborative Testing Services - Police Department - Req. No.  
R557735

The vendor is the only one approved by the National Lab Testing Board and the FBI to administer mandatory accreditation and proficiency testing for the Police Department Crime Labs.

## 7. FORENSIC SCIENCE

CONSULTANTS, INC.	\$ 6,707.00	Sole Source
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Solicitation No. 08000 - Crime Lab Accreditation, Forensic  
Testing Services - Police Department - Req. No. R557689

The vendor is the only one approved by the National Lab Testing Board and the FBI to administer mandatory accreditation and proficiency testing for the Police Department Crime Labs.

8. LEXISNEXIS RISK &  
INFORMATION ANALYTICS

GROUP, INC.	\$ 9,700.00	Sole Source
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Solicitation No. 08000 - On-Line Subscription - Department of  
Housing and Community Development - Req. No. R556398

The vendor is the sole supplier of this proprietary software.

## 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

## 9. ALTY CLEANING

SERVICE, INC.	\$ 6,480.00	Renewal
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Solicitation No. B50000686 - Janitorial Services - Enoch Pratt Free Library - Req. No. R555237

On October 15, 2008 the Board approved the initial award in the amount of \$6,480.00. The award contained an option to renew at the sole discretion of the City. Subsequent actions have been approved. This renewal in the amount of \$6,480.00 is for the period October 20, 2010 through October 19, 2011, with one 1-year renewal remaining.

## 10. FINCH SERVICES, INC. \$13,400.00 Only Bid

Solicitation No. B50001623 - John Deere Gator - Police Department - Req. No. R539316		
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The price is considered fair and reasonable. The period of the award is September 22, 2010 through September 21, 2011.

## 11. MARTEL

LABORATORIES, INC.	\$ 0.00	Renewal
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Solicitation No. B500000839 - Analytical Services for Wastewater Treatments Plants and Environmental Programs - Department of Public Works, Bureau of Water and Wastewater - P.O. No. P505605

On November 26, 2008, the Board approved the initial award in the amount of \$529,932.55. The award contained an option to renew at the sole discretion of the City. The period of the renewal is December 2, 2010 through December 1, 2011, with two 1-year renewals options remaining.

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

## 12. DUKE'S ROOT

CONTROL, INC.	\$210,000.00	Renewal
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Solicitation No. BP 08003 - Sewer Line Chemical Root Control  
Application - Department of Public Works, Bureau of Water and  
Wastewater - Req. No. Various

On October 24, 2007, the Board approved the initial award in the amount of \$210,000.00. The award contained one 2-year renewal at the sole discretion of the City. Subsequent actions have been approved. This renewal in the amount of \$210,000.00 is for the final renewal for the period November 1, 2010 through October 31, 2012.

**MWBOO GRANTED A WAIVER.**

## 13. MODERN EQUIPMENT SALES

AND RENTALS	\$139,947.84	Increase
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Solicitation No. B50001296 - AIRMAN PDS 185S Portable Air  
Compressor - Department of Public Works - Req. No. R548629

On February 3, 2010, the Board approved the initial award in the amount of \$46,649.28. This increase in the amount of \$139,947.84 will be used to purchase 14 additional compressors, making the total award amount \$186,597.12.

**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

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|---|--------------|----------|
| 14. E.J. WARD, INC.   | \$ 25,520.00 | Increase |
| Solicitation No. 08000 - Automated Fuel Control System Turnkey Maintenance Service Agreement - Department of General Services, Fleet Management Division - P.O. P502817 |              |          |

On May 9, 2007, the Board approved the initial award in the amount of \$27,840.00. On May 28, 2008, the Board approved a ratification in the amount of \$27,840.00. On June 25, 2008, the Board approved a revised agreement in the amount of \$95,000.00. This increase in the amount of \$25,520.00 is necessary to meet the increased demand for these services, making the award amount \$176,200.00. The contract expires on June 30, 2011.

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

- |   |              |             |
|---|--------------|-------------|
| 15. PRO-FIX MEDICAL   | \$ 65,000.00 | Sole Source |
| REPAIR AND SALES, LLC<br>Solicitation No. 08000 - Stretcher Repair - Fire Department - Req. No. R558011 |              |             |

The vendor is the manufacturer's sole authorized repair and service provider in this area for the stretchers currently in use by the Fire Department.

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

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

## 16. NATIONAL CAPITAL

INDUSTRIES	\$ 0.00	Renewal
Solicitation No. B50001180 - Revolution Traffic Cones - Department of Public Works, Bureau of Water and Wastewater - Req. No. R527262		

On September 16, 2009, the Board approved the initial award in the amount of \$46,400.00. The award contained the option to renew at the sole discretion of the City. This renewal is for the period September 29, 2010 through September 28, 2011, with two 1-year renewals remaining.

**MWBOO GRANTED A WAIVER.**

## 17. RUDOLPH'S OFFICE AND

COMPUTER SUPPLY, INC.	\$1,424,000.00	Increase
Solicitation No. B50001027 - J.I.T. Office Supplies - Agencies - Various Req. Nos. Various		

On July 1, 2009, the Board approved the initial award in the amount of \$1,423,280.00. The award contained an option to renew at the sole discretion of the City. On July 13, 2010, the Bureau of Purchases approved an increase in the amount of \$50,000.00. This increase in the amount of \$1,424,000.00 will fund the second year of the contract term, making the award amount \$2,897,280.00. The contract expires on July 31, 2014, with one 1-year renewal option remaining.

<b>MBE:</b> Sutherland Data Products	4%
Sym, Inc.	1%

**MWBOO SET GOALS OF 5% MBE AND 0% WBE. ON AUGUST 13, 2010, THE VENDOR WAS FOUND NON-COMPLIANT, HOWEVER, THE VENDOR HAS SUBMITTED A PLAN FOR CURING THE DEFICIT AND ACHIEVING THE GOALS GOING FORWARD.**

## 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 - Solicitation B50001027

President: "The first item on the non-routine agenda is located on Page 94 #17, Solicitation No. B50001027. Will the parties please come forward?"

Mr. Joe Mazza, City Purchasing Agent: "Good morning. The Bureau of Purchases recommends that the Board approve an increase for Solicitation No. B50001027 for Office Supplies to Rudolph's Office and Computer Supply, Inc. in the amount of \$1,424,000.00. This increase is in accordance with the additional award which states that the vendor will meet the City's requirement more or less, and this is an increase to meet the requirement for the remaining year."

Mr. Arnold Jolivet, Maryland Minority Contractors, Association, Inc.: "Thank you. I sent your Honorable Board a letter this morning and I am not going to rehash anything that was put in the letter. I think I made my position somewhat clear. I have since early this morning talked to Mr. Mazza and I think that

## 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 - Solicitation B50001027 - cont'd

with a few exceptions I would like to withdraw the protest on this particular item. Mr. Mazza and I did talk and I don't agree with the terms and conditions of these types of contracts, because it allows an indefinite amount of money to be put into it, but that is perhaps is a moot issue. I am not going to rehash that here. When these contracts come out again, I think that the public ought to have a right or the opportunity to see what is the contract is being structured because they tend to perpetuate themselves and they tend to favor one or two vendors. But, that is an issue that I think would be unfair to ask this Board to address this morning. I will, of course, take it up with Mr. Mazza and the Purchasing Bureau at a later date, and I don't want to as I said I don't think it would be appropriate for me to address the Board on that. So, if I can, I would like to respectfully withdraw just that protest on that item."

## 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 - Solicitation B50001027 - cont'd

President: "Okay. What about Page 95 #18?"

Mr. Jolivet: "Well, I did talk to Mr. Mazza on that also. I am not -- I am not necessarily in agreement with what the Board has proposed. But, in the real world, I understand that the Board has -- the City has to continue with these services. On the other hand, I would ask this Board to be sensitive to the fact that we are not following the tenor and letter of the Charter. The Charter says that these types of contracts have as a manner of mandatory requirements, have to be bid. I have said this repeatedly before this Board, I don't want to rehash that. But, I think Mr. Nilson understands that. He knows this law as well as anybody in the whole world, and all I'm saying, I have clients who have asked me to appear before this Board this morning to try to impress upon this Board the need to have the - - to be fair in the procurement, and when you allow an agency to award a contract to the same entity where the contract has

## 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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<u>Bureau of Purchases</u> - <u>Solicitation B50001027</u> - cont'd		
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officially expired that is a clear violation. I think I made it clear in my correspondence to the Board what the law is on that. I don't want to rehash that. There is no need. So, I am asking the Board just to be sensitive to what the requirements are. That is all I am asking. I am not asking the Board to do anything other than being in conformity with the clear dictates of the law, and Mr. Nilson, can't argue with that. I find it difficult for anyone to argue with that. One last thing I want to point out and I'll stop. There is a yearning need; some small minority firms and not necessarily minority firms, but there are firms out there who want to compete with the City, for City business. But, they feel constrained and left out or excluded largely because the process sometimes is and I don't think it is intentional. I have been here in the City probably as long as anyone, and I have watched it and I have observed it, it can be intentional, of course, at times, but many of it is not necessarily intentional. But, nonetheless, the effect is same,

## 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 - Solicitation B50001027 - cont'd

and what I am saying is, the system tends to perpetuate itself and favors persons who already doing business with the City. We need to urgently open this system up to other people, because the private market now is not that good. There are a lot of people who are depending on business opportunities with the City, and I am hoping that the City would be sensitive that we ought to be fair and open to everybody."

President: "We hear you loud and clear and I did meet with Mr. Mazza with the same concerns that you just raised. So, thank you for withdrawing your protest and I am quite sure that Mr. Mazza heard exactly what you said and the Board heard what you said and we will be paying attention to what is going on with the bidding."

Mr. Jolivet: "Thank you. Now, let me clear the record though. I did not withdraw the --."

## 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 - Solicitation B50001027 - cont'd

President: "Protest."

Mr. Jolivet: "The protest on the second item. I did --."

President: "Oh you want to go on the second item?"

Mr. Jolivet: "No, no. I am just saying that the Board can decide what it wants. But, I would like the record to show that there is nonetheless a protest on that item. Now, the Board can of course decide whatever they want."

President: "Well, if you are withdrawing your protest, we are not even going to deal with it."

City Solicitor: "He is not on the second item. He is on the first item."

President: "Not on the second, on the first one, right?"

Mr. Jolivet: "The second item."

City Solicitor: "He is withdrawing it on the first item. We are going to act on both."

Mr. Jolivet: "I think I made it clear that on the first item it is pretty clear."



## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- |  |              |            |
|--|--------------|------------|
| 18. RUDOLPH'S OFFICE &<br>COMPUTER SUPPLY, INC.  | \$700,000.00 | Term Order |
| Solicitation No. B50000100 - OEM and Remanufacture Toner and Ink Cartridges - Various Agencies - Req. Nos. Various |              |            |

On June 11, 2008, the Board approved the initial award in the amount of \$200,000.00. Subsequent approvals have been made.

This contract expired on September 01, 2010 with a one-year renewal option remaining, because it took longer than usual to gather the data necessary to determine the Minority Business Enterprise/Women's Business Enterprise compliance. Therefore, a term purchase order is requested under the same terms and conditions as B50000100 for the period of September 23, 2010 through December 22, 2011.

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

**MWBO SET MBE GOALS AT 5% AND WBE GOALS AT 0%.**

**MBE:** Sutherland Data      5%      \$25,979.90

**MWBO FOUND VENDOR IN COMPLIANCE.**

President: "Alright, we passed that one. So we are going to go ahead and hear on the second item."

## 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 - Solicitation B50000100 - cont'd

Mr. Jolivet: "I would like my protest to remain on the record with regard to the second item, largely because I don't agree with what the Board is doing. I understand that there may be a need for it, but nonetheless when the Board puts its stamp of approval on a contract that has not been bid, no matter what the reason, it nonetheless gives official sanction to what I would consider an illegal procurement."

President: "Okay."

Mr. Jolivet: "That is all I am saying. And I don't want to ever be on record as supporting an illegal procurement."

President: "Okay."

Mr. Jolivet: "That is my position."

President: "Alright."

City Solicitor: "Did you want separate motions on the two items?"

President: "Right."

## 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 - Solicitation B50000100 - cont'd

City Solicitor: "Okay. I would MOVE with the withdrawal of the protest approval of the item as submitted by Purchasing on Page 94, item no. 17."

President: "All those in favor say AYE."

Comptroller: "Second."

President: "I mean, second by Comptroller Pratt. All in favor say AYE. All Opposed NAY. Motion carries."

City Solicitor: "With regard to Page 95 item 18, at the risk of earning a footnote to Mr. Jolivet's grand statements about the extent of my knowledge about the Charter. I would move approval of item 18, page 95, notwithstanding the protest and as revised by the way in response to the concerns articulated by Mr. Jolivet revised from a one year contract to a 90 day contract which of course will come before the Board for competitive bidding at the end of this calendar year."

Comptroller: "Second."

President: "All those in favor say AYE. All Opposed NAY. Motions carries. Thank you Mr. Jolivet."

## 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 - Solicitation B50000100 - cont'd

Mr. Jolivet: "Thank you. I appreciate it."

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

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19. GRAVES UNIFORMS CO.	\$ 50,000.00	
HOWARD UNIFORM CO.	150,000.00	
F&F AND A JACOBS & SONS	600,000.00	
	<u>\$800,000.00</u>	Increase

Solicitation No. B50001072, Police Uniforms - Police Department - P.O. No. P512851

On September 23, 2009, the initial award was approved in the amount of \$800,000.00. An increase in the amount of \$800,000.00 is required to meet the increased requirements for new and current officers.

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
<u>Bureau of Purchases -</u>		
20. Service Photo Supply	\$ 90,000.00	Renewal
Camera Boutique	90,000.00	Renewal
Focus Camera, Inc.	90,000.00	Renewal
HPI International, Inc.	90,000.00	Renewal
B&H Photo Supply, Inc.	90,000.00	Renewal
	<u>\$450,000.00</u>	

Solicitation NO. B50000609, Film, Cameras, and Supplies for the Police Department's Photography Unit - Req. No. Various

On October 22, 2008, the initial award was approved in the amount of \$305,000.00, with two 2-year renewal options. This request is to authorize the first renewal option for the period October 1, 2010 through September 30, 2012.

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

21. COLDSRING CO., INC.	\$ 0.00	<b>CORRECTION</b>
Solicitation No. B50000874 - Baltimore City Weatherization Assistance Program - HVAC 2009 - Department of Housing and Community Development - Req. Nos. Various		

On January 14, 2009, the Board approved the initial award in the amount of \$400,000.00 for an initial term of two years. However, the solicitation was for a three year term. The Board is therefore requested to change the expiration date to January 13, 2012, with two 1-year renewal options remaining.

**MBE:** Bey Refrigeration & Heating,  
 Inc. 11%  
 BMC Services, LLC 11%  
 Noah's Plumbing 5%

**WBE:** K & S Environmental Solutions 7%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the informal awards, renewals, increases to contracts, extensions, and the correction to the award. The Mayor **ABSTAINED** on Item No. 21. The President **ABSTAINED** on Item Nos. 12 and 16. The protest from the Maryland Minority Contractors Association for Item No. 17 was **WITHDRAWN**.

**MINUTES**

Department of Human Resource (DHR) - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to pay for the Battalion Fire Chief Oral Examination Expenses for 2010. The event is scheduled for October 3 - 8, 2010.

**AMOUNT OF MONEY AND SOURCE:**

\$ 750.00 - Meals (3 overnight examiners x 5 nights @ \$50.00 per night per examiner)  
 400.00 - Meals (4 commuting examiners x 4 days @ \$25.00 per day per examiner)  
 655.00 - Travel expenses for roundtrip from various counties and states via car is estimated @ 1,310 x \$ .50 per mile. Some participants cannot secure a government vehicle and must use personal vehicle  
 375.00 - Parking (3 overnight examiners x 5 days @ \$25.00 per day)  
 400.00 - Parking (4 commuting examiners x 4 days @ \$25.00 per day)  
 400.00 - Parking (4 DHR staff x 4 days @ \$25.00 per day)  
 200.00 - Tolls (est.)  
300.00 - Miscellaneous (Emergency charges, etc.)

**\$3,480.00** - 1001-000000-1603-172500-604014

**BACKGROUND/EXPLANATION:**

The DHR will administer the Battalion Fire Chief Oral Examination to 34 candidates who qualify to take the examination. There will be a total of seven examiners who have been recruited from seven fire jurisdictions.

The training for the examiners will be administered on Monday morning, October 4, 2010. Each candidate will take a one-hour written component and a one-hour oral examination at Baltimore's Tremonts Historic Venue and All-Suite Hotel. Two panels of

MINUTES

DHR - cont'd

three examiners in addition to a required alternate will be testing candidates through Thursday afternoon, October 7, 2010.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION, SUBJECT TO REVIEW OF THE INVOICES PRIOR TO PAYMENT.**

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to pay for the Battalion Fire Chief Oral Examination Expenses for 2010.

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**PROPOSALS AND SPECIFICATIONS**

**THERE WERE NO PROPOSALS AND SPECIFICATIONS.**



**MINUTES**

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

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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 addenda extending the dates for receipt and opening of bids on the following contract. There were no objections.

**NO ADDENDA WERE RECEIVED.**

## MINUTES

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

Bureau of Purchases - B50001577, Tree & Stump Removal - Group  
VII

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Lewis Tree Service, Inc.  
HF Huber's Son  
Asplundh  
Forest Valley Tree and Turf, LLC

Bureau of Purchases - B50001610, Supply and Deliver Lockers to  
the Callowhill Aquatic Center

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Vulcan Furniture, Inc.  
Shiffler Equipment Sales, Inc.  
PJ & Company, LLC  
Steel Products, Inc.

Bureau of Purchases - B50001612, Hydrofluosilicic Acid

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Lucier Chemical Industries, Ltd  
d/b/a LCI, Ltd  
Solvay North America LLC  
Key Chemical, Inc.  
Pencco

MINUTES

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There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, September 29, 2010.



JOAN M. PRATT  
Secretary