

## MINUTES

REGULAR MEETING

Honorable Stephanie Rawlings-Blake, President  
 Honorable Sheila Dixon, Mayor  
 Honorable Joan M. Pratt, Comptroller and Secretary  
 George A. Nilson, City Solicitor  
 David E. Scott, Director of Public Works  
 Donald Huskey, 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 COMMISSIONS1. 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:

ARC Construction Services, Inc.	\$	8,000,000.00
Melvin Benhoff Sons, Inc.	\$	25,960,000.00
Bullock's Construction, LLC	\$	252,000.00
Elderlee, Inc.	\$	72,783,000.00
The Final Grade & Pave, LLC	\$	120,000.00
The G-S Company	\$	8,000,000.00
JCM Control Systems, Inc.	\$	1,500,000.00
T.E. Jeff, Inc.	\$	450,000.00
Nationwide Electrical Services, Inc.	\$	4,221,000.00
New Vision Excavating, LLC	\$	1,500,000.00
Partition Plus, Inc.	\$	1,500,000.00
Pickens & Sons, Inc.	\$	2,640,000.00
Precision Contracting & Developing, Inc.	\$	110,000.00
RBCI Corp	\$	1,500,000.00
Tuckman - Barbee Construction Co., Inc.	\$	8,000,000.00
Utilipath, LLC	\$	22,545,000.00

## MINUTES

BOARDS AND COMMISSIONS2. 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:

BLV Engineering Associates, Inc.	Engineer
CMX	Landscape, Architect, Engineer, Survey
SNG Engineering, Inc.	Engineer
Transviron, Inc.	Engineer, Land Survey, Property Line Survey
Wallace Roberts & Todd, LLC	Landscape Architect

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

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EXTRA WORK ORDERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

listed on the following page:

4452

All of the EWOs had been reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

## MINUTES

EXTRA WORK ORDERS

<u>Contract</u>	<u>Prev. Apprvd.</u>	<u>Contractor</u>	<u>Time</u>	<u>%</u>
<u>Awd. Amt.</u>	<u>Extra Work</u>		<u>Ext.</u>	<u>Compl.</u>
<u>Bureau of Water and Wastewater</u>				
1. EWO #005, \$1,000,000.00 - SWC 7755, Storm Drain <u>Improvements at Various Locations</u>				
\$ 1,911,404.50	\$ 213,207.00	V&S Contractors, Inc.	0	99
2. EWO #025, \$ 80,437.95 - SC 847, Lower Stony Run Waste- water Pumping Station and Force Main				
\$15,876,763.00 (\$ 125,272.09)		Whiting-Turner Contracting, Co., Inc.	-	-
3. EWO #080, \$ 474,100.00 - WC 1167R, Urgent Need Work <u>Infrastructure Rehabilitation Various Locations</u>				
\$10,932,235.50	\$4,451,424.40	J. Fletcher Creamer & Son, Inc.	0	99
4. EWO #081 \$252,000.00 - WC 1167R, Urgent Work Need <u>Infrastructure Rehabilitation Various Locations</u>				
\$10,932,235.50	\$4,925,524.40	J. Fletcher Creamer & Son, Inc.	0	99
<u>Department of Transportation</u>				
5. EWO #001, \$ 33,000.00 - TR 09018, Citywide Curb Repairs				
\$ 283,909.50	-	M. Luis Construction Co., Inc.	-	-

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve assignment of task no. 005, to Whitman, Requardt & Associates for Project No. 1074, On-Call Consultant Services - Reconstruction, Rehabilitation and/or Resurfacing.

**AMOUNT OF MONEY AND SOURCE:**

\$ 34,375.00	-	9950-901321-9508-900020-703032
68,750.00	-	9950-908301-9527-900020-703032
68,750.00	-	9950-905326-9527-900020-703032
<u>\$171,875.00</u>		

**BACKGROUND/EXPLANATION:**

Under task no. 5, the consultant will provide a full-time project manager for the Department's Engineering Division.

**MWBOO SET GOALS OF 21% MBE AND 7% WBE.**

**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 assignment of task no. 005, to Whitman, Requardt & Associates for Project No. 1074, On-Call Consultant Services - Reconstruction, Rehabilitation and/or Resurfacing.

**MINUTES**

Department of General Services(DGS) - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve assignment of task no. 004 to John W. Brawner Contracting Co., Inc., Project PB 07306, Indefinite Quantity Contract (IQC) to provide Citywide General Construction Work and Related Services (Piggy-Back on State of Maryland).

**AMOUNT OF MONEY AND SOURCE:**

\$ 52,278.50 - 2070-000000-5540-399000-603016  
 52,278.50 - 2071-000000-5530-398401-603016  
\$104,557.00

**BACKGROUND/EXPLANATION:**

In accordance with the contractor's proposal dated September 1, 2009, and the terms of the IQC contract awarded to John W. Brawner Contracting Co., Inc. on January 14, 2009, by the Board of Estimates, the Department has selected the contractor to perform the renovations to the 2<sup>nd</sup> floor of the Abel Wolman Municipal Building.

**MWBOO SET GOALS OF 15% MBE AND 10% WBE.**

**MWBOO SET SUB-GOALS OF 7% FOR AFRICAN AMERICANS (AA); 0% FOR HISPANIC AMERICANS (HA); 0% FOR ASIAN AMERICANS (AsA); AND 0% FOR NATIVE AMERICANS (NA).**

<b>MBE:</b>	AWA Mechanical, Inc.	\$ 52,500.00	7.29%
	East West Carpentry	\$ 60,000.00	8.00%
<b>WBE:</b>	Eastwood Painting and Contracting, Inc.	\$ 75,000.00	10.00%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

## MINUTES

DGS - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized assignment of task no. 004 to John W. Brawner Contracting Co., Inc., Project PB 07306, Indefinite Quantity Contract (IQC) to provide Citywide General Construction Work and Related Services (Piggy-Back on State of Maryland).

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

4457 - 4460

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.



MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Bureau of Water and Wastewater</u>		
1. \$273,000.00	9960-910300-9558	
Counties	Constr. Res.	
	Water Facilities	
427,000.00	9960-936001-9558	
Water Revenue	Constr. Res.	
Bonds	Unallocated	
<u>\$700,000.00</u>	-----	9960-905729-9557-2
		Extra Work

This transfer will cover the cost of extra work for WC 1143, Asburton Filtration Plant Watershed Lake Rehabilitation (B/D 05643).

2. \$120,000.00	9958-904993-9526	
MVR	Constr. Res.	
	Watershed 263 Phase I	
	Bio Retention	
62,997.00	9958-903991-9526	
MVR	Constr. Res.	
	Maiden Choice Wetland	
	Project I	
<u>\$182,997.00</u>	-----	9958-903993-9525-
		900020-2
		Extra Work

This transfer will cover the cost of extra work for ER 4017R, Urgent Needs Environmental Restoration (BD 08717) and the current account deficit.

Department of Recreation and Parks

3. \$ 35,000.00	9938-903789-9475	9938-902789-9474
Rec. & Parks	Reserve	Active
25 <sup>th</sup> Series	Recreation Facility	Recreation Facility
	Renovation	Renovation

MINUTES

This transfer will provide funds to cover the costs associated with roof replacement at Oliver Recreation Center.

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Recreation &amp; Parks - cont'd</u>		
4. \$ 30,000.00	9938-902747-9475	
State	Reserve	
	Athletic Courts	
	and Fields	
	Renovation FY08	
10,000.00	" "	
Rec. & Parks		
<u>24<sup>th</sup> Series</u>		
<b>\$ 40,000.00</b>	-----	9938-901747-9474
		Active
		Athletic Courts
		and Fields Reno-
		vation FY08

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1064, Task No. 8 to Rummel, Klepper & Kahl, LLP.

Enoch Pratt Free Library

5. \$ 225,000.00	9936-912001-9458	9936-902028-9457
6 <sup>th</sup> EPFL Loan	Facilities	Edmondson Avenue
	Modernization	

This transfer of funds will allow for the awarding of change orders to support the renovation project at the Enoch Pratt Free Library Edmondson Avenue Branch.

Baltimore Development Corporation

6. \$ 64,054.00	9910-902873-9600	9910-903358-9601
21 <sup>st</sup> EDF	Constr. Res.	1448-1458
	(Brownsfield In-	Wicomico Street
	centive Fund)	

MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>BDC - cont'd</u>		
<p>This transfer of funds is for expenses related to the demolition of 1448-1458 Wicomico Street. The Department of Housing and Community Development will perform the work. The buildings are being demolished as a matter of public health and safety.</p>		
<u>Department of Housing and Community Development</u>		
7. <b>\$1,250,000.00</b> 28 <sup>th</sup> CDB	9910-906979-9587- 655700-600000 East Baltimore	9910-904415-9588- 900000-700000 East Baltimore
<p>The transfer will provide funds for costs associated with acquisition/relocation activities for the East Baltimore Development Initiative.</p>		
<u>Baltimore Development Corporation</u>		
8.    \$ 1,606.09 M&CC	9911-904982-9600 Constr. Res. Coml. Revitalization Program	9910-902879-9601 Coml. Revitalization
784.71 M&CC	9910-904115-9600 Constr. Res. Westside Initiative	9910-905825-9603 Westside Downtown
<b>\$ 2,390.80</b>		

## MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
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BDC - cont'd

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

<u>Account No.</u>	<u>Address</u>	<u>Amount</u>
4271006001	418 N. Gay Street	\$ 916.09
6181816007	511-513½ N. Gay Street	435.00
9290492009	515-17 N. Gay Street	255.00
5410692007	210 W. Lexington Street*	188.21
9255644008	210 W. Lexington Street	596.50
		<u>\$2,390.80</u>

\*closing account

**MINUTES**

Baltimore Development Corporation (BDC) - Land Disposition Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a land disposition agreement with Howard Street Lofts, LLC, developer, for the sale of the four properties located at 408-416 N. Howard Street, located in Disposition Lot 12 in the Market Center Urban Renewal Plan (the site).

**AMOUNT OF MONEY AND SOURCE:**

\$100,000.00 - Purchase price to be paid at settlement for the four properties (408 - 416 N. Howard Street have been combined into one property)

**BACKGROUND/EXPLANATION:**

In 2007, the BDC, on behalf of the City of Baltimore, issued a Request for Proposal (RFP) for the redevelopment of four sites in the Market Center Urban Renewal Area, including Site B (408-416 N. Howard Street).

Two responses were received for the properties at 408-416 N. Howard Street, which were reviewed by an Advisory Review Panel. An Exclusive Negotiating Privilege was subsequently awarded to Howard Street Lofts, LLC, a Limited Liability Company owned and managed by Mr. Sean MacCarthy and Mr. Alex Shewchuk.

In 1995, the City acquired the properties located at 408-410 N. Howard Street for \$150,000.00, 414 N. Howard Street for \$85,000.00, and 416 N. Howard Street for \$66,000.00. In 1997, the City acquired the property located at 412 N. Howard Street for \$80,000.00 for a total of \$381,000.00.

The properties were appraised by Concord Appraisal Company and Woodley Appraisal Group in September 2009. The appraisals are as follows: 408-410 N. Howard Street for \$600,000.00; 412 N. Howard Street for \$200,000.00; 414 N. Howard Street for \$230,000.00; and 416 N. Howard Street for \$180,000.00, for a total of \$1,210,000.00.

## MINUTES

BDC - cont'd

The project will consist of the development of the four properties as mixed-use, with 8,165 SF of retail/office space and ten on-site parking spaces on street level and 26 new residences. The total project costs are anticipated to be approximately \$7,721,981.00.

Under the terms of this LDA, the developer will purchase the four properties from the City for a total of \$100,000.00 in "as-is" condition. The City is eligible to recover a portion of the acquisition write-down at sale or refinance, up to \$500,000.00. The City's investment (land write-down) will eliminate blight, attract significant private investment to this project, spur additional private investment and redevelopment of properties on the east side of this immediate area, create new employment opportunities, and create activity on a block that has experienced disinvestment by the private sector.

**STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE APPRAISED VALUE:**

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This project will further stabilize the 400 block of N. Howard Street with street level retail activity and new residential units on the upper floors. The rehabilitation of 408-416 N. Howard Street will further catalyze redevelopment in the northern portion of Market Center.

Economic benefits to the City include increased property taxes from the newly renovated buildings, sales tax from the first floor retail tenants and job creation. The job creation includes nine full-time equivalent (FTE) retail jobs created by 1<sup>st</sup> floor tenants and management of residential units. The created jobs will consist of 7.5 FTE retail jobs and 1.5 FTE property management jobs.

The project is located directly south of the recently completed St. James Place project. The redevelopment of St. James Place represents a City investment of \$2,000,000.00. This project will benefit the immediate community by reinvigorating a largely vacant block of City-owned properties with new residents, and retail tenants and their customers.

## MINUTES

BDC - cont'd

The project will eliminate blighted conditions and encourage private investment in the redevelopment of properties on the east side of the same block.

**MBE/WBE PARTICIPATION:**

The developer has signed the Commitment to Comply with Article 5, Subtitle 28 of the Baltimore City Code (2000 Edition) regarding participation by Minority Business Enterprise and Women's Business Enterprise.

This item was **WITHDRAWN**.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development - Options</u>			
1. Entrust Administration FBO Nathan T. Baker Account No. 29455	1833 E. Biddle St.	F/S	\$45,000.00
Funds are available in Account No. 9910-906416-9588-900000-704040. EBDI Project, Phase II.			
2. Sambor Investments, LLC	931 N. Chester St.	G/R \$34.50	\$ 311.00
The capitalization amount of the ground rent is \$283.00. However, the ground rent owner has agreed to a voluntary settlement that includes an administrative settlement increase of \$28.00 (10%) for a total amount of \$311.00.			
3. Ruth Polakoff, Trustee	961 N. Chester St.	G/R \$48.00	\$ 400.00
Funds are available in Tax Increment Financing Bonds Account No. 9910-907420-9588-900000-704040, EBDI Project, Phase II.			
4. Beth Tfiloh Congregation of Baltimore City	943 N. Chester St.	G/R \$34.50	\$ 288.00
5. Jack and Harvey, Inc.	969 N. Chester St.	G/R \$78.00	\$ 715.00
Funds are available in Account No. 9910-907420-9588-900000-704040, EBDI Project, Phase II.			

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



## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations</u>			
6. Mojtaba Nabavian	924 N. Patterson Park Avenue	F/S	\$46,000.00

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

The Board is requested to approve acquisition by condemnation or make application to the Maryland Department of Assessments and Taxation to redeem or extinguish the ground rent interest for the following property:

7. Unknown	943 N. Washington Street	G/R \$48.00	\$ 320.00
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Funds are available in State Funds account no. 9910-906416-9588-900000-704040, EBDI Project, Phase II.

UPON MOTION duly made and seconded, the Board approved and authorized the foregoing options, condemnations, and quick-takes.

## 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. 3137 Eastern Ave.  Annual Charge: \$896.00	Gladys Fernandez	One dumpster 8' x 8'
2. 1130 Light St.  Annual Charge: \$298.86	1130 Light Street, LLC	Retain three cornice signs 17' x 2' 32' x 6", 7' x 2'
3. 317 W. Franklin St.  Annual Charge: \$239.36	317 West Franklin Street Limited Liability Company	Retain four goosenecks
4. 319 W. Franklin St.  Annual Charge: \$239.02	Toula Kritikos	Retain one flat sign 15' x 2'
5. 1500 Greenmount Ave.  Annual Charge: \$530.60	City Arts Limited Partnership	Steel canopy 379 sq. ft.
6. 827 Linden Ave.  Annual Charge: \$450.50	MD General Hospital Inc.	Four double face electric signs, two @ 25 sq. ft., one @ 20 sq. ft., and one @ 15 sq. ft.

## MINUTES

Minor Privilege Permit Applications - cont'd

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
7. 5535 Harford Rd.	Stanford W. Zinn	Two awnings with signage 6'9" x 2'6"
Annual Charge: \$211.00		
8. 820 E. Baltimore St.	816-822 E. Baltimore Street, LLC	Retain awning with signage 24'3" x 5'2"
Annual Charge: \$572.92		
9. 300 St. Paul Pl. 323 N. Charles St. 301 St. Paul St. Lombard and Penn Sts. Baltimore and Greene Sts. 110 S. Eutaw St. 100 E. Pratt St. 31 Light St. 222 N. Charles St. 1209 N. Charles St. 400 E. Pratt St. Greene and Lombard Sts. Penn and Redwood Sts. 1 E. Pratt St. 750 E. Pratt St.	Carry Out Menu, Inc.	Install 15 newspaper boxes
Annual Charge: \$351.00		

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

**MINUTES**

Department of General Services - Right-of-Entry Agreement

**ACTION REQUESTED OF B/E:**

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

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The City, acting by and through the Department of Transportation (DOT), wishes to enter on to the property known as 5503 Stuart Avenue to replace shrubs and the driveway apron. These items were removed as part of the DOT project to perform improvements along West Northern Parkway from Park Heights Avenue to Falls Road.

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

## MINUTES

Department of General Services - Developer's Agreement

The Board is requested to approve and authorize execution of the following developer's agreement.

<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
1. RWN BREXTON-HOTEL, LLC	1186	\$73,688.00

The RWN Brexton-Hotel, LLC would like to install various utilities to its proposed construction located in the vicinity of 868 Park Avenue. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A performance bond in the amount of \$73,688.00 has been issued to RWN-Brexton Hotel, LLC which assumes 100% of the financial responsibility.

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing developer's agreement.

## MINUTES

Department of Audits - Status Report on the Audit of the Liquor Board for Fiscal Years ending 2005, 2006 and 2007

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On September 2, 2009, the Department of Audits presented its audit of the Board of Liquor License Commissioners for Baltimore City (Liquor Board), for fiscal years ending 2005, 2006 and 2007, to the Board of Estimates. The Board requested then that the Liquor Board report back to the Board on October 7, 2009 for a Status Report on the two audit findings and recommendations presented in the audit report.

The Liquor Board is to provide a Status Report to the Board after it meets with representatives of the Office of the Labor Commissioner, the Department of Law, the Department of Human Resources, and the Department of Finance, Bureau of Accounting and Payroll Services.

The Liquor Board requested two three-week extensions to November 18, 2009, which were approved by the Board on October 7, 2009 and October 28, 2009. On November 18, 2009, the Board deferred the status report to November 25, 2009.

This item was **DEFERRED**.

## MINUTES

Commission on Aging and - Agreements, Reimbursement Agreement  
Retire Education (CARE) Notification of Grant Award

The Board is requested to approve and authorize execution of the agreements. The period of the agreement is October 1, 2009 through September 30, 2010, unless otherwise indicated.

AGREEMENTS

1. **ASSOCIATED CATHOLIC CHARITIES, INC. (ACC)** **\$ 54,600.00**

Account: 4000-436110-3250-319704-607001

The organization will provide a Comprehensive Telephone-Based Family Caregiver Support Program for caregivers who live in Baltimore City. The services are provided through ACC's Answers for the Aging program. This program provides personalized education, assessment and counseling services, and assistance to family caregivers providing care to seniors age 60 and over. The goals of the program include reducing caregiver stress, isolation and depression, increasing caregiver coping and problem-solving skills, and preventing the care recipient's premature institutionalization.

2. **N.M. CARROLL MANOR, INC.** **\$ 32,193.00**

Account: 4000-432910-3250-319700-604014

The organization will provide congregate housing meal services to elderly participants residing at its facility.

The agreements are late because CARE recently received the signed agreements from the providers.

MINUTES

CARE - cont'd

REIMBURSEMENT AGREEMENT

- 3. **MEALS ON WHEELS OF CENTRAL MARYLAND, INC.                   \$ 80,000.00**  
     **(MOW)**

Account No: 6000-633509-3250-319300-604014

The agreement will allow CARE to reimburse MOW for additional meal services to homebound and/or frail elderly residents of the City under the terms of the original agreement for FY'09 which was approved on October 29, 2008. CARE received additional funding from the Nutrition Services Incentive Program and MOW was able to provide services to more homebound senior residents than was previously agreed under the original agreement that expired on September 30, 2009. The period of the agreement is effective upon Board approval for one month.

**AUDITS REVIEWED AND HAD NO OBJECTION.**

NOTIFICATION OF GRANT AWARD (NGA)

- 4. **MARYLAND DEPARTMENT OF AGING                                   \$145,788.00**  
     **(MDoA)**

Account No: 4000-433510-3250-319700-600000	\$ 48,110.00
4000-432910-3250-319700-600000	52,484.00
4000-434310-3250-319700-600000	27,700.00
4000-436110-3250-316900-600000	17,494.00
	<u>\$145,788.00</u>

The NGA will allow CARE to accept the FY'10 State Hold Harmless funds from the MDoA. The funds have been given to CARE by the State to make up, in part, for the reduction of the Title III Older American Act (AAO) funds in FY'10. The funds are to be used with the FY'10 AAO Federal grants for Title III-B, Title III-C-1, Title III C-2 and Title III-E programs only.



## MINUTES

CARE - cont'd

The request is late because it was recently received from the MDoA.

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

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing agreements, reimbursement agreement and notification of grant award.

**MINUTES**

Commission on Aging and - Expenditure of Funds  
Retire Education (CARE)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize an expenditure of funds to subsidize transportation funds to various Senior Centers. The period covered will be July 1, 2009 through June 30, 2010.

**AMOUNT OF MONEY AND SOURCE:**

\$128,457.00 - 3001-000000-3250-316400-603041

**BACKGROUND/EXPLANATION:**

This expenditure of funds will allow CARE to support Senior Centers located in the City, by subsidizing their transportation program services which will enable them to transport their senior participants to and from the Senior Centers and to special events and activities throughout the city. CARE will subsidize transportation funding for the following Senior Centers: Action-In-Maturity, Allen Senior Center, Cherry Hill Senior Life Center, Greenmount Senior Center, Harford Senior Center, and Southwest Senior Center. In addition to the information and assistance, outreach and health services, the Senior Centers provide social, recreational, nutritional and educational services to their participants.

The request is late because CARE was waiting for the budget information from the Senior Centers, and due to funding reductions for FY 2010.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized the expenditure of funds to subsidize transportation funds to various Senior Centers.

## 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 9** favorable reports on Transfers of Funds approved by the Board of Estimates at its meeting on September 30, 2009 and **NOTE 6** favorable reports on Transfers of Funds approved by the Board of Estimates at its meeting on October 7, 2009.

The Board **NOTED** receipt of the Audit reports and related digests.

**MINUTES**

Department of Planning - Mt. Vernon Place Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with Mount Vernon Place Conservancy, Inc. The period of the agreement is effective upon Board approval for one year.

**AMOUNT OF MONEY AND SOURCE:**

\$ 40,000.00 - 9938-906673-9474-900000-703032

**BACKGROUND/EXPLANATION:**

The agreement is to help improve and restore the parks, paths and roads in the Mt. Vernon Place area. This will make this area safer, cleaner, more accessible, and a more inviting area of the City.

The funding provided under this agreement is solely for the matching of funds for payment of the architecture firm performing and providing the Master Plan.

The developer is Olin Partnership (Olin), out of Philadelphia, Pennsylvania. Olin will do site inventory and analysis, plan and perspective graphics, diagrams and recommendations regarding materials, new planning and site furnishings; stone, utilities and tree condition assessment reports, lighting assessments overall maintenance plan, and recommendations for the scale and frequency of park events.

**APPROVED FOR FUNDS BY FINANCE.**

UPON MOTION duly made and seconded, the Board approved and authorized the execution of an agreement with Mount Vernon Place Conservancy, Inc.

**MINUTES**Parking Authority of Baltimore City - Employment Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an employment agreement with Mr. Peter E. Little to serve as the Executive Director of the Parking Authority of Baltimore City (PABC). The period of the agreement is November 01, 2009 through October 31, 2010.

**AMOUNT OF MONEY AND SOURCE:**

\$123,600.00 - 2076-000000-2320-253300-607001

**BACKGROUND/EXPLANATION:**

Mr. Little has been serving as Executive Director under the terms and conditions of the previously approved employment agreement that was executed and approved by the Board of Estimates on November 07, 2007 for two years. The term of that agreement as extended, expired on October 31, 2009.

On October 12, 2009, the PABC Board of Directors approved continuing employment with Mr. Little as Executive Director for one year with an automatic renewal for an additional year. The employment agreement will allow the PABC to retain Mr. Little as Executive Director to conduct and manage the business of the PABC in the interests of the City of Baltimore and the PABC.

Mr. Little was selected as Executive Director by the Parking Authority Board of Directors after an extensive local and national search five years ago, and Mr. Little has served as Executive Director since that time.

**APPROVED FOR FUNDS BY FINANCE.**

**A PROTEST WAS RECEIVED FROM MR. BOB HARCUM AND MR. JASON TYLER.**

**(FILE NO. 57089)**

President: "We have one item where we received a protest that is Page 27, Parking Authority for Baltimore City. So, I would ask whoever is speaking on behalf of the Parking Authority to

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come forward. If you wish to be heard on the protest please come forward as well."

City Solicitor: "Are the protestants here?"

President: "I think Councilman Young and Council Vice President Reisinger wish to be heard."

City Solicitor: "Okay."

Ms. Patricia McGowan: "Good morning."

President: "You have to speak right into the mic."

City Solicitor: "Close to the microphone and identify yourself."

Ms. McGowan: "My name is Patricia McGowan I am the Chair of the Board of the Parking Authority of Baltimore City, and I would like to convey the approval of the Board of the contract for the Executive Director Mr. Peter Little and ask that this Board of Estimates approve such contracts subject to all of the terms and conditions contained therein."

Councilman Bernard C. Jack Young: "Thank you. I am the Council representative to the Board of Parking Authority. We have asked the administration -- we have asked the Board of Estimates for another deferral until such time as most of the outstanding issues that were raised have been addressed. I want to

## MINUTES

preference by saying that Mr. Little is a good man and I believe that he can get most of these issues corrected. However, I am asking for this deferral based on the fact that most of the issues that have been brought up have not been addressed to the satisfaction of the Council."

President: "Was there a time limit? Was there a time certain for the deferral?"

Councilman Young: "There is a timeline that Mr. Frank has spoken about but because I was away on vacation, didn't get to read all of my emails. I am still trying to catch up on emails. I don't know what their timeframe is."

President: "I am asking you for the time for the deferral. Did you --."

Councilman Young: "Just another week to see if most of these issues have been resolved, and I am a member of the Board and I voted no to the renewal of his contract based on the fact that there are outstanding issues that still need to be addressed at the Parking Authority."

City Solicitor: "The one week probably means two weeks, because I think the Board does not meet next Wednesday. So basically you are suggesting a deferral til December 9<sup>th</sup>?"

## MINUTES

Councilman Young: "Absolutely."

City Solicitor: "Okay."

Councilman Young: "Thank you."

President: "Council Vice President."

Vice President Reisinger: "Madam Mayor, Madam President, Madam Comptroller, members of the Board. I am here to protest ---."

President: "You have to give us your name for the record."

Vice President, Edward Reisinger: "I am Edward Reisinger, Vice President of City Council, also Councilman of the 10 Councilmanic District. The reason I am here and the reason I am protesting is because, I have had constantly bombarded phone calls with complaints from my constituents and the liaisons of the RPP in regards to the Parking Authority's Management and the RPP Program. We have never had this many problems. I have emailed Peter Little about this for months, but nothing was done until we contacted the Mayor and Deputy Mayor Andy Frank and it came before the Board of Estimates. Also, the other issue is the 14 employees to sign their name on a petition about personnel issues. I just want to say that these problems cannot be ignored and the issues must be addressed instead of just



## MINUTES

rushing the process. Madam President, Madam Mayor, Comptroller, I ask that it be deferred for one month to see the results of these problems. I know that the Mayor and Deputy Mayor Frank have committed to work on these problems, but you know, this RPP that that is due vendor T-2 started in April 1<sup>st</sup>, 2009, and here we are. We still have problems and I really want to hear from my constituents those RPP volunteers on what is happening. If they tell me that the program is working. That on the screen they can go ahead and apply for the permits or the visitor's pass then I am happy. The Administration asked us, it was introduced to the Council and the Administration asked us to defer the hearing until they are able to resolve remediate these issues."

President: "Did you accommodate the Administration?"

Council Vice President, Reisinger: "Yes we did. Yes I did. This is why I am here today, because the consideration on our side to give us at least a month to see that if T-2 the vendor and Mr. Little is resolving these issues. I just wanted to add that Councilman Cole was here, but his father is ill and he had to leave. Thank you."

President: "Thank you very much. The Chair recognizes the Comptroller."

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Comptroller: "If this contract moves forward today, could you read into the record what the termination clause says for the employment contract?"

Ms. McGowan: "I can. If you would give me a moment. It is a one year term with a voluntary termination prior to the end of the term by either party with at least 30 days notice. There is also a provision for other termination on the following specific events or conditions: a material breach of the agreement; death of the Executive Director, a disability which is defined in the contract; cause which includes, fraud, misappropriation or intentional material damage to the property or business of the Authority, continuance of material failure by the Executive Director to perform his duties in compliance with this agreement, material violation of this agreement, a commission by the Executive Director and act of moral turpitude, insubordination, dishonesty, theft, illegal activity or unethical business conduct that impairs or injures the reputation of or harms the Authority, or the Executive Director's inability to satisfactorily perform the duties and responsibilities of the job as determined by the Board of Director's or any other act of misconduct by the Executive Director."

President: "Do you have any other questions?"

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Comptroller: "Just a comment. If it moves forward since the Administration is putting into place a timeline for these recommended improvements to be made, if it goes forward, I would like to request that this Board that your Board report back to the Board of Estimates quarterly in a written report, a formal report of the progress that has been made."

Ms. McGowan: "A quarterly written report, yes."

President: "There was an Audit that was performed. When will that Audit be available?"

Ms. McGowan: "The draft Audit was presented to the Board yesterday. I expect the final audit to be available within the next month."

City Solicitor: "And will there be any problem with you sharing that Audit with the Board of Estimates when it is finalized?"

Ms. McGowan: "Not at all. It is actually in our Annual Report."

Comptroller: "In the draft audit, were there any findings or recommendations for improvements?"

Ms. McGowan: "There were. There were no findings of fraud or misappropriation or any of those. But there were recommendations that the Board is to consider in connection with some accounting practices in connection with some policies we may want to

## MINUTES

consider going forward for personnel issues and those items such as hires and that process."

President: "Had those recommendations been included in the performance review or the performance accountability standards?"

Ms. McGowan: "With the Executive Directors, some of those were already in the prior accountability standards. We also spoke with the Executive Director after hearing the report and directed him to implement some of those, and to provide some of those for Board approval going forward for us to consider."

President: "I would like to be able to make an informed decision about this contract, I think having -- not having the audit report puts me at a severe disadvantage and I have expressed that to the administration. I would have liked the opportunity prior to today to see what those findings are and to see for myself and with counsel from the council's representative to the Board and other members who have to deal with the Parking Authority, which of the findings should be included in the performance measures. That opportunity to make an informed decision is not been afforded to me today. Additionally, I am concerned because as my colleagues have said and eluded too, the employee's concerns that have been raised at the Parking Authority are unprecedented. I have been on the Council since 1995, and never, ever have I received a letter

## MINUTES

with employees first and last names very clearly stating what their concerns were ever, and because of that, this raised red flags to me. That we should take a more careful look at the accountability standards that need to be put in place. I don't believe as has been suggested several times that these concerns by the employees should be disregarded as the ranting of disgruntled employees, who are attempting to get the Director and I should use the exact language. --"

City Solicitor: "None related by the Board of Estimates."

President: "The Director who is admired by many to be fired. I cannot dismiss them as such, because I have had conversations with the employees, and they have never suggested the contract be terminated, just that they be heard, and that there be accountability in both directions. My colleagues on the Council who have spoken here today and just to renew Councilman Cole could not be here to speak in the public meeting, although he wished he could be, aren't asking for similarity they are not asking for something that is unprecedented. On a routine basis, when there are issues with land deals have been unresolved. There is a deferral. When there are issues with contracts that have been unresolved, there are deferrals. So, this is not -- the request that is being made by the Council members is not unprecedented. Additionally, the Comptroller mentioned that the

## MINUTES

termination clause which suggests that a report be given to the Parking Authority Board and must be acted on, not by this Board that you are before now, but the termination clause for non performance and other things be acted on the Parking Authority Board, which also gives me pause, because many of the issues that were addressed, that have been addressed since the end of October were not known by the Parking Authority. These were issues that my colleagues have been dealing with for months, for months. In email after email, after email since at least April of this year, trying to get these issues resolved and to hear that the Parking Authority Board other than my colleague, Councilman Young, knew of these issues gives me pause. Because, this is the same Board that we are depending on to hold Mr. Little accountable, and you don't have full information. So, you know, the council members who have expressed concerns are accountable to our constituents who vote to put us here. They don't vote on any of the Parking Authority Board members, nor do they vote for Mr. Little. This contract is the only means that we have to get the accountability that our constituents deserve. The council members that have spoken have not asked for Mr. Little's resignation. They have not asked for his termination. They have asked for one month to make sure that the issues that have been raised are moving towards being corrected, and

## MINUTES

considering the level of concern that constituents have raised, I think it is a very reasonable request and I MOVE that Mr. Little be placed on a month-to-month contract and this matter be deferred for one month."

Comptroller: "I seconded it."

President: "All those in favor say AYE. AYE."

Comptroller: "AYE."

President: "OPPOSED?"

Mayor: "OPPOSED."

City Solicitor: "NAY."

Director of Public Works: "No"

President: "Motion fails."

Mayor: "I would like to just ask if you would speak, first of all, we have a Parking Authority Board. It's a volunteer Board that is approved by the City Council the Board members, and if you would just speak about why you move forward on this particular contract Mr. Little's contract before the Parking Authority Board."

Ms. McGowan: "The members of the Board have been on the Board at least with the exception of one who just came onto the Board this year, for several years, and interacted with various employees and members of the Executive managers of the Parking Authority, including Mr. Little. And through our interaction,

## MINUTES

we monitor what we think the Parking Authority is performing, and we generally have been pleased with the way the Parking Authority has been performing in most of its functions. There have been some, where we think there needs to improvement. The contract came up for renewal, to be renewed in November. Some concerns were raised by employees, which the Board did address, well we considered, we are continuing to address those concerns. We then met with Mr. Little before we decided to renew the contract to address some of those concerns with him. Implement things that we wanted to see performed going forward to address those concerns, discussed the contract. The majority of the Board did feel that he was the best person to continue to lead the Parking Authority and had confidence in his leadership and his ability to resolve these problems going forward, and took a vote and approved the contract by vote of four to one."

City Solicitor: "Just with regard to residential parking permit, my understanding is, that there has been one significant external vote in the last year, having to do with the transition to new software and new challenges. Could you just touch on that very briefly and let us know where you think that is right now. It is a problem solved. Is it a problem being solved and just a brief word about that, if you could?"



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Ms. McGowan: "The Board learned in connection with the request for an increase in the funding to the prior software program, that we did not have a Board of Estimates approved contract, and addition, there was hope that we could improve some of the functionality of that program. So we requested an RFP go out. The prior provider did submit a response to that, as did several other providers. An independent panel was convened including a representative from the RPP Advisory Board, a member the then Council President staff and an accounting and permanent person from the Parking Authority. After reviewing the software, their recommendation was for a new product T2 software. That recommendation went to the Board. The Board of the Authority approved that new software. That then went to the Board of Estimates, which approved that contract. There was a transition period where that was put into place. It went live earlier this year. There have been issues with that new software. It has not performed all the functions that we hoped it would. There have been some implementation problems. There have been some problems with transferring the data from the prior software into this and making sure that that data is accurate. The RPP Advisory Board has been very useful in providing some insight, as have the Councilmen and their constituents. The Authority is aware -- we are aware of some of those transition problems. I

## MINUTES

don't think the Board was aware fully of how of all of those transition problems until I think you actually meet with the Advisory Board itself, which we have done now. You realize the passion and how they feel about this problem and how much time and effort they put into it. The Authority has taken steps to implement some resolution to that. I can give you some examples."

City Solicitor: "That is okay."

Ms. McGowan: "That has not been resolved. That is in the process of being resolved. Since I have been taken some of the things have been accomplished, there is a timeline to accomplish the rest."

President: "I still have a question about whether or not Councilman Young had a chance to see the audit."

Ms. McGowan: "Yes."

City Solicitor: "I would MOVE the approval of the item that as submitted on recommendation of the authority based on my confidence that the focus on these issues including the focus of Deputy Mayor Frank and Mr. Little and the Board, the Authority's Board will, I think gives me a great deal of confidence that these problems will be addressed. The Authority's willingness

## MINUTES

to provide audits back to this Board, quarterly reports. I would MOVE that we approve the contract as requested."

Director of Public Works: "Second."

President: "I would like to explain my vote. First I am very concerned again about the audit report. I understand that there were findings in the audit report that you said that you have included in the Mr. Little's performance measures. I think that is significant. To make this decision without that full information I think puts me at a disadvantage and I personally like to make decisions without full information. That is why I made the request to the administration for a one-month deferral on this item and for Mr. Little to be placed on a month-to-month contract. Because Mr. Little has been operating out of contract already, and we could have resolved that issue today with a simple deferral. I think I speak for my colleagues when I say that we have seen progress that has been made with Mr. Little's performance since these issues have been resolved and our hope was that more progress could have been shown in this month. I am disappointed that we will not have that opportunity. Again, I have been on the Council since 1995, and I have never seen the level of employee concern ever, and because it is unprecedented as I said before, it did raise red flags. It did cause me

## MINUTES

concern and it did raise issues. Again, week-to-week on the Board of Estimates, we have items that have issues that are unresolved, that are deferred for one week or two weeks. So, we can resolve these issues, and respectfully that is, all my colleagues and I have requested of the administration. The fact that we have read into the record the language about termination is significant, but then I have to go back to the fact that the Parking Authority Board is not elected. The wishes of the one representative from the Council to the Parking Authority Board have been basically disregarded. He has shared with me that the he has brought many of these issues up before and the administration. Yet we were told that the Parking Authority Board did not know about many of these things until Mr. Little's contract was up. This issue is a basic quality of life issue for our constituents here in the City. Councilman Reisinger, Councilman Cole, Councilman Young have a large proportion of the residential parking permits that are issued in the City, and they have significant concerns. They have concerns that they all have said they think would have been able to be addressed had we just deferred this item for just one month. It is not again; it is not an unreasonable request. It is not an unprecedented request and it would have shown and given me faith in the Parking Authority that the Board, that they heard the

## MINUTES

concerns of our constituents and were willing to address them.  
For that reason my vote is NO."

Comptroller: "I would just like to say that I believe that your Board should have the autonomy, the authority and the oversight to hold the Executive Director accountable, and I am looking forward to the quarterly reports for the recommended improvements. So, I vote for it."

City Solicitor: "Madam Mayor."

Mayor: "AYE."

City Solicitor: "All the votes. Did you want to take the formal vote?"

President: "I didn't hear, take the formal vote. All those in favor say AYE."

Mayor: "AYE."

Comptroller: "AYE."

Director of Public Works: "AYE."

City Solicitor: "AYE."

President: "NAY. Motion carries. If there any other issues for the Board. I think I need to read again the just a reminder

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that the Board of Estimates will be in recess next week December 2<sup>nd</sup>, 2009. The Board of Estimates will not receive or open on December 2<sup>nd</sup>. The City offices will be closed tomorrow in observance of the Thanksgiving Holiday and City holidays will be closed on Friday due to a Furlough day. Have a happy and safe Thanksgiving. The Board of Estimates will reconvene December 9<sup>th</sup>. Thank you."

\* \* \* \* \*

November 24, 2009

Madame President and Members of the Board of Estimates,

Peter Little's contract to remain as Executive Director of the PABC is before you again tomorrow.

I pulled up and reviewed the RFP for the computer systems' proposals to PA. What T-2 submitted, and was suppose to do, does not begin to come close to what we have. Until he can reconcile the product T-2 submitted they could produce and what they supplied, I do not believe his contract should be renewed.

The RPP Program (as Council intended per Law's directives), should be PA's emphasis, a computer system that will not function as it submitted it could do should not be. Area reps, the backbone of the Program since Adm Reg 22 was signed and passed by Council at the beginning of the Program, are running make up for the incompetencies of the Program's administration and the computer program.

Hours of times are wasted on this and on Mr. Little's not following the Law on several items, primarily on using petitions for every aspect of the Program, even though Council determined that petitions were not necessary as they were too time consuming and relatively stupid, if the Program was administered correctly. It is administered by convenience and myth re: "it's always done this way."

The Law, and records I have, including minutes from a meeting with Tony Walnoffer and Leslie Winner re: issues including petitions not being necessary for hour change, have been dismissed by Mr. Little out of hand for what "he" wants (though he submitted hardly any questions to Council when Ordinance came up for review when we added "Enforcement and Penalties" sections, something missing for years, something that should have come from PA, but I and Council and Leg Ref had to write, and now is entirely ignored by them.)

PA and Enforcement should be working together. DC made 67 million dollars in parking fines (mostly RPP) last year. Our Board passed a motion 5 years ago to support integrated systems with PA and DOT and MOIT. NO ONE except me and reps tried to get this to happen. And it didn't. Now even the Pay to Park machines PA contracts for are not working properly and are often out of order. There is no commitment to the City, and City life, something not surprising from almost a total staff, including Mr Little, that, for the most part, do not live in the urban environment they are charged with protecting.

Bob Harkum  
Chair, RPP Advisory Board

**Lima, Babila**

**From:** Parthemos, Kaliope  
**Sent:** Tuesday, November 24, 2009 12:01 PM  
**To:** Quarles, Audrey; Lima, Babila  
**Subject:** Fw: BOE Renewal of Peter Little's Contract - Residential Parking Program

**From:** jason tyler  
**To:** Parthemos, Kaliope  
**Cc:** Cole, William; Reisinger, Edward; BOB HARKUM ; Kraft, James  
**Sent:** Tue Nov 24 11:57:29 2009  
**Subject:** BOE Renewal of Peter Little's Contract - Residential Parking Program

I am writing as the Federal Hill Neighborhood Association Board Member charged with representing the association's interests in respect of Area 9 of the Residential Parking Permit Program. My experience with the Parking Authority of Baltimore City and their administration of the RPP program have become increasingly difficult over the past year.

While PABC may excel in their management of the commercial parking resources that exist within the City, it would seem that they fail to understand, support, and successfully manage the RPP program; a program that is vital to quality of life issues for the tax paying residents of this great city.

The lack of foresight in the PABC's selection and implementation of the new computer system (T2) is, quite frankly, shocking. The new computer system does not meet the needs of the RPP program, frequently placing both the PABC staff and the community representatives in difficult and confrontational situations.

That the PABC did not adequately understand the functions that the new vendor was providing as part of the agreement is indicative of the low value that PABC management apparently places in the RPP program. That the PABC then had to enlist large numbers of its own staff to attempt to correct the immediately evident T2 system deficiencies suggests a mismanagement of its resources.

It is my understanding that no transition plan was agreed with the vendor of the previous system that T2 was purchased to replace. In my experience an effective transition plan is vital to the successful changeover between computer systems and standard practice in the business world. Not having such a transition plan in place appears to have led to the incorrect transfer of data into the new system, rendering it even more difficult to navigate from a community representative's point of view. It would appear that PABC staff were then reassigned to try to correct this data, a process that could have been avoided and which is still being undertaken a full year after the first parking area went live.



Best regards,

) Jason Tyler

Area 9/Federal Hill Neighborhood Association

MINUTES

PERSONNEL MATTERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

4496 - 4502

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 Comptroller **ABSTAINED** on item No. 11.

## MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Department of Public Works</u>		
1. CHESTER D. WILTON	\$19.68	<b>\$23,616.00</b>

Account: 1001-000000-1900-191300-601009

Mr. Wilton, retiree, will serve as a Special Training Coordinator. His duties will include, but not be limited to assisting with scheduling and training of employees in workplace violence issues, and coordinating publication of quarterly safety and training newsletters. He also will assist in teaching driver re-certification, first aid, and CPR. The period of the agreement is effective upon Board approval for 1-year.

Bureau of Water & Wastewater, Utility Maintenance Division2. Reclassify one Position: Job NO. 5460-46855 (Vacant)

From: 31101 - Administrative Officer I  
Grade 111 (\$41,700.00 - \$60,500.00)

To: 33677 - Personnel Generalist II  
Grade 111 (\$41,700.00 - \$60,500.00)

Costs: \$0.00 - 2071-000000-5460-393200-601001

## MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Circuit Court for Baltimore City</u>		
3. <b>DERRICK DIAS</b>	\$22.29	<b>\$28,000.00</b>

Account: 5000-544410-1100-117000-601009

Mr. Dias will work as an IT Specialist for the Circuit Court Information Technology Division. His duties will include, but not be limited to investigating, resolving, documenting and/or coordinating computer, blackberries/cell phones, docket display, telephonic conferencing, software applications, printer/fax and network connectivity issues. He will also be responsible for designing, programming and maintaining databases that serve inventory and documentation purposes for various administrative functions. The period of the agreement is effective upon Board approval through June 30, 2010.

Police Department

4. <b>ANTHONY PAUL ARMETTA</b>	\$14.42	<b>\$30,000.00</b>
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Account: 4000-453510-2020-669800-601009

Mr. Armetta will work as an Administrator for the Baltimore's Gun Offender Registry. He will be responsible for collecting court forms identifying gun offenders from court liaisons, entering information from court forms and gun offenders in the Gun Offenders database. He will also maintain and update the Gun Offenders Database, obtain all appropriate information from gun offenders subject to the reporting requirements, and verify and update information in the Gun Offenders database using CJIS, JIS and other criminal justice information systems and provide timely information to the Gun Trace Task Force for enforcement and follow-up. The period of the agreement is January 1, 2010 through December 31, 2010.

## MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Police Department</u> - cont'd		
5. <b>LUCIA MATRICCIANI</b>	\$20.67	<b>\$15,709.20</b>
6. <b>ASHLEY L. WARREN</b>	\$20.67	<b>\$15,709.20</b>

Account: 4000-449408-2020-217700-601009

Ms. Matricciani and Ms. Warren will each work as a Serologist. They will conduct scientific screenings and analysis to determine the DNA profile of unidentified suspects and optimize the number of samples that will result in a DNA profile. The period of the agreement is effective upon Board approval through March 31, 2010.

Department of Recreation and Parks

7. <b>BRETT BUIKEMA</b>	\$21.87	<b>\$41,700.00</b>
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Account: 6000-679009-4780-369200-601009

Ms. Buikema will work as a Special Critical Area Environmental Planner. Her duties will include, but are not limited to coordinating Critical Area Management Program (CAMP) projects with State, Local and Federal agencies. She will also coordinate public meetings and work with the community, special interest and non-profit groups regarding CAMP issues, track and record development permits related to CAMP, and visit sites. In addition, she will review projects and document project evaluations, and update the City's CAMP to reflect changes strengthening the State Critical Area law. The period of the agreement is November 30, 2009 through November 29, 2010.

MINUTES

PERSONNEL

Recreation and Parks - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
8. <b>JEFFREY NOLT</b>	\$40.00	<b>\$14,000.00</b>

Account: 6000-677910-4790-371307-601009

Mr. Nolt will work as an Ice Skating Instructor at the Mount Pleasant Ice Arena. He will be responsible for providing figure skating skills for participants in the "Learn to Skate" Program, summer camp programs, and spring vacation camp to include skills that are the basis for the US Figure Skating National Proficiency Tests. He will evaluate student performance to determine mastery of specific skills and advancement to the next level. In addition, he will serve as Artistic Director of the Youth and Adult Performance Troupes, including choreography, specialized skill training, direction and production of four annual performances. The period of the agreement is effective upon Board approval for one year.

9. <b>JENNIFER KNIGHTON</b>	\$32.00	<b>\$ 5,120.00</b>
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Account: 6000-677910-4790-371307-601009

Ms. Knighton will work as an Ice Skating Instructor at the Mount Pleasant Ice Arena. Her duties will include, but not be limited to providing basic instruction in the "Learn to Skate" Program for the youngest rink participants ages 4-6 including summer recreation center campers. She will also prepare costumes and set designs for the Youth Performance Troupe production and assist with rehearsals and supervise youth activities in conjunction with the Performance Troupes. The period of the agreement is effective upon Board approval for one year.

## MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Recreation and Parks - cont'd</u>		
10. <b>PHYLLIS FRIELLO</b>	\$32.00	<b>\$ 5,248.00</b>

Account: 6000-677910-4790-371307-601009

Ms. Friello will work as an Ice Skating Instructor at the Mount Pleasant Ice Arena. She will be providing instruction in figure skating for participants in the "Learn to Skate" Program and summer camp programs. The program will include skills that are basic for the US Figure Skating National Proficiency Tests; evaluation of student performance to determine mastery of specific skills and advancement to the next level; assisting students in planning an individual presentation program set to music; and provide skating instruction to members of the Youth and Adult Performance Troupes. She will also provide instruction to all levels of the Adult Skating Seminar. The period of the agreement is effective upon Board approval for one year.

Employees' Retirement System (ERS)

11. <b>JOANNE PASCOE</b>	\$26.38	<b>\$31,666.00</b>
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Account: 6000-604007-1520-171100-601009

Ms. Pascoe, retiree, will work as a Special Benefits Analyst. She will be responsible for assisting in documenting Employees' Retirement System processes, calculations and systems, training entry-level benefit analysts in the processing of applications for ERS service, disability and death benefits. The period of the agreement is January 23, 2010 through December 31, 2010.

**MINUTES****PERSONNEL**Fire Department12. a. Reclassify the following Position:Job No. 2110-33954

From: 41278 - Fire Lieutenant ALS  
 Grade 374 (\$51,742.00 - \$62,852.00)

To: 41241 - Fire Lieutenant EMS EMT-P  
 Grade 376 (\$54,068.00 - \$65,235.00)

b. Transfer the following Position:Job No. 2110-33954

41241 - Fire Lieutenant EMS EMT-P

From: Account 1000-000000-2110-225900-601001

To: Account 1001-000000-3190-308700-601001

Costs: \$66,181.00 - 1001-000000-3190-308700-601061  
 1001-000000-2110-225900-601001

Savings: \$63,763.00

Net Cost: \$ 2,418.00

The Department has completed a study of the Fire Department's request to abolish a position in Training and create a Fire Lieutenant EMS EMT-P position in the Emergency Medical Services Division. This position will supervise at least 12 Paramedic and Firefighter Paramedic personnel; train personnel in new procedures and use of equipment and supplies, and respond to incidents involving three or more Medic Units, Med-E-Vac, mass disasters, hazardous materials or violent patients.



MINUTES

PERSONNEL

Health Department

13. Create the following four Positions:

- a. 81351 - Community Outreach Worker  
Grade 422 (\$26,287.00 - \$27,614.00)
- b. 33174 - EDP Communications Coordinator II  
Grade 092 (\$45,090.00 - \$54,906.00)
- c. 31755 - Resource Development Center Coordinator  
Grade 117 (\$56,000.00 - \$79,400.00)
- d. 61245 - Health Analysis Supervisor  
Grade 114 (\$48,600.00 - \$68,600.00)

Job numbers will be assigned by BBMR.

Cost:	\$ 41,462.00	-	4000-423109-3150-307900-601001
	63,830.00	-	4000-428710-3050-283300-601001
	76,853.00	-	4000-428710-3050-283300-601001
	68,052.00	-	4000-422410-3050-283300-601001
	<u>\$250,197.00</u>		

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a land disposition agreement with Zelda Trusty-Peterson and Thomas Peterson, Jr. (Developer).

**AMOUNT OF MONEY AND SOURCE:**

\$15,100.00 - Purchase Price

**BACKGROUND/EXPLANATION:**

The City will convey all of its rights, title, and interest to the Developer for the property known as 1100 East Biddle Street. A good faith deposit in the amount of \$1,000.00 has already been received from the developer.

The developer will convert this vacant building into a single-family home for homeownership. The developer provided a pre-approval letter for construction in the amount of \$150,000.00.

The sale of this property once developed could generate an estimate of \$519.00 in real estate property taxes to the City of Baltimore. Once transferred and redeveloped the property will be active on the tax rolls of Baltimore City thereby preventing tax abandonment.

**STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE APPRAISED VALUE:**

The statement of purpose and rationale does not apply because the property will be sold above the market value.

MINUTES

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

The developer has filed the commitment to comply with the Minority and Women Business Enterprise Program of the City of Baltimore.

**(FILE NO. 57090)**

UPON MOTION duly made and seconded, the Board approved and authorized the execution of a land disposition agreement with Zelda Trusty-Peterson and Thomas Peterson, Jr.

## MINUTES

Department of Housing and - Agreements  
Community Development

The Board is requested to approve and authorize execution of the various agreements. The period of the agreement is July 1, 2009 through June 30, 2010, unless otherwise indicated.

1. **COMMUNITY HOUSING ASSOCIATES, INC.** **\$ 79,800.00**

Account: 2089-208910-5930-532361-603051

Under the terms of this agreement, the funds will be used to subsidize the staff costs associated with acquiring, rehabilitating, and developing properties to create rental housing opportunities for low and moderate-income non-elderly disabled and homeless persons. The period of the agreement is September 1, 2009 through August 31, 2010.

**FOR THE FY 2010, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$17,241.00, AS FOLLOWS:**

**MBE:** \$2,586.00

**WBE:** \$ 862.00

2. **CAROLINE FRIESS CENTER, INC.** **\$ 95,000.00**

Account: 2089-208910-5930-426934-603051

The organization will provide a 15-week education and career training program for unemployed and under-employed women that reside in Baltimore City. Upon completion of training, the organization will assist women with job placement and support services after job placement. The funds will be used to subsidize the organizations operating costs. The period of the agreement is September 1, 2009 through August 31, 2010.

## MINUTES

DHCD - cont'd

**FOR THE FY 2010, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$5,300.00, AS FOLLOWS:**

**MBE:** \$530.00

**WBE:** \$265.00

**3. WOMEN ENTREPRENEURS OF BALTIMORE, INC. \$ 80,000.00**

Account: 2089-208910-5930-424673-603051

The organization will provide a 15-month comprehensive Micro-enterprise Assistance Program. The program focus is to educate participants on business development and management. This program also will assist predominantly low-and moderate income persons develop their business ideas into viable enterprises. The funds will be used to subsidize the organizations operating costs.

**FOR THE FY 2010, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$40,177.00, AS FOLLOWS:**

**MBE:** \$8,035.00

**WBE:** \$4,018.00

**4. BROOKLYN AND CURTIS BAY COALITION, INC. \$ 41,900.00**

Account:	2089-208910-5930-431226-600000	\$ 9,189.00
	2089-208910-5930-431235-600000	\$ 6,500.00
	2089-208910-5930-431262-600000	\$ 8,380.00
	2089-208910-5930-431272-600000	\$ 13,641.00
	2089-208910-5930-431283-600000	\$ 4,190.00

The purpose of this agreement is to provide funds for staff and operating costs associated with the sale of 3717 2<sup>nd</sup> Street and 3718 2<sup>nd</sup> Street to low-and-moderate income households for first-time ownership occupancy. The organization also will provide homeownership assistance,

MINUTES

DHCD - cont'd

participation in neighborhood clean-ups, publish/distribute a newsletter to the community, and provide technical assistance to businesses located in the Brooklyn and Curtis Bay designated Main Street area.

FOR THE FY 2010, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$12,500.00, AS FOLLOWS:

MBE: \$1,250.00

WBE: \$ 625.00

5. JOHNSTON SQUARE COMMUNITY DEVELOPMENT CORPORATION, INC. \$ 33,500.00

Account:	2089-208910-5930-432926-603051	\$ 18,000.00
	2089-208910-5930-432983-603051	7,500.00
	2089-208910-5930-432981-603051	8,000.00
		<u>\$ 33,500.00</u>

The organization is the authorized Project Area Committee for the Johnston Square Urban Renewal Area and is responsible for providing citizen participation in the planning and implementation of the CDBG activities in the Johnston Square Community. The purpose of the agreement is to subsidize the organization's operating cost. The period of the agreement is August 1, 2009 through July 31, 2010.

MWBOO GRANTED A WAIVER.

On May 14, 2009, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2009 Annual Action Plan for the following formula programs:

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

**MINUTES**

DHCD - cont'd

The DHCD began negotiating and processing the CDBG agreements effective July 1, 2009 and beyond, as outlined in the Plan, pending approval of the Resolution. Consequently, the agreements were delayed due to final negotiations and processing.

DHCD - cont'd

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**MINUTES**

Bureau of Water and Wastewater - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve assignment of task no. 001, to EA Engineering, Science and Technology for Project No. 1084E, On-Call Consultant Services - Powder Mill Environmental Restoration Project 1 Additional Design Services.

**AMOUNT OF MONEY AND SOURCE:**

\$139,270.31 - 9958-905994-9525-900020-703032

**BACKGROUND/EXPLANATION:**

The National Pollutant Discharge Elimination System Permit for stormwater requires that the City improve surface water quality. The Powder Mill Environmental Restoration Project 1 is designed to stabilize the stream, improve water quality, establish a self-sustaining native species riparian wetland system and protect the adjacent water and sanitary infrastructure.

The consultant will provide additional design services to meet the requirements of Baltimore City Recreation and Parks and additional design work.

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



## MINUTES

Bureau of Water and Wastewater - cont'd

TRANSFER OF FUND

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$200,000.00 MVR	9958-526-994 Constr. Reserve Powder Mill Run Stream Restora- tion Ph. 1	9958-905994-9525-900020-3 Engineering

This transfer will provide the necessary funds to cover costs of the design for the restoration of the Powder Mill Run Watershed.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the assignment of task no. 001, to EA Engineering, Science and Technology for Project No. 1084E, On-Call Consultant Services - Powder Mill Environmental Restoration Project 1 Additional Design Services. The Comptroller **ABSTAINED** on item No. 1.

The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Department of Public Works - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with E-Bid Systems, Inc. The period of the agreement is effective upon Board approval for five years.

**AMOUNT OF MONEY AND SOURCE:**

\$1,137,000.00 - 1001-000000-1900-190900-603026

The total project cost will be financed through the City's master lease program administered by the Bureau of Treasury Management.

**BACKGROUND/EXPLANATION:**

The Department is requesting the acquisition of a full featured automated bidding system that will handle all construction bidding functions using a best-of-breed and off-the-shelf Public Bidding Process Automated System. A request for proposals (RFP) was advertised, and three bids were received. Of these three bids, only E-Bid Systems, Inc. was able to meet the experience criteria specified in the RFP. A detailed review of E-Bid Systems, Inc. experience was performed, and each client municipality clearly stated their satisfaction with E-Bid Systems product and support. E-Bid Systems, Inc. will provide, install, train, and maintain their bidding system for a period of five years.

The system will significantly reduce or replace non-compliant and non-responsive bids and otherwise expedite the construction award process while providing a secure bidding environment with detailed results available immediately upon opening on-line. It is anticipated that this system will be used by the Bureau of Water and Wastewater, the Department of General Services, the Bureau of Solid Waste, the Department of Recreation and Parks, and other agencies as applicable to construction bidding. At the sole option of the City, this agreement can be extended for an additional 5 year period.

## MINUTES

Department of Public Works - cont'd

The debt service on the Master Lease will be paid by reimbursement from each agency as contracts are awarded.

**MBE/WBE PARTICIPATION:**

**MWBOO FOUND VENDOR IN COMPLIANCE.**

MBE: IT-CNP, Inc.	\$353,625.00	31.10%
WBE: Catalpha Advertis- ing & Design, Inc.	\$ 12,000.00	1.06%

**APPROVED FOR FUNDS BY FINANCE**

**(FILE NO. 57088)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of an agreement with E-Bid Systems, Inc.

## MINUTES

Law Department - Claim Settlements

The Board is requested to approve the settlement of the following claims. The settlements have been reviewed and approved by the Settlement Committee of the Law Department.

1. Mathew A. Jacobs v. MCCB, et al. \$ 40,000.00

Account: 2036-000000-1750-177787-603070

2. Craig Kemp, et al. v. Mayor & City Council, \$225,000.00  
et al.

Account: 1001-000000-2000-195500-603070

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

## MINUTES

TRAVEL REQUESTSMayors Office of Employment Development

	<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
1.	David Muhammad	Behind the Fence Info. Presentation to Inmates Salisbury, MD (Dec. 16 - 19, 2009)	State DLLR	\$356.70
2.	David Muhammad	Behind the Fence Info. Presentation to Inmates Salisbury, MD (Jan. 20 - 23, 2010)	State DLLR	\$356.70
3.	David Muhammad	Behind the Fence Info. Presentation to Inmates Salisbury, MD (Feb. 17 - 20, 2010)	State DLLR	\$356.70
4.	David Muhammad	Behind the Fence Info. Presentation to Inmates Salisbury, MD (March 17 - 20, 2010)	State DLLR	\$356.70
5.	David Muhammad	Behind the Fence Info. Presentation to Inmates Salisbury, MD (April 21 -24, 2010)	State DLLR	\$365.10

## MINUTES

TRAVEL REQUESTSMOED - cont'd

	<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
6.	David Muhammad	Behind the Fence Info. Presentation to Inmates Salisbury, MD (May 19 - 22, 2010)	State DLLR	\$365.10
7.	David Muhammad	Behind the Fence Info. Presentation to Inmates Salisbury, MD (May 16 - 19, 2010)	State DLLR	\$361.60

Department of Transportation

8.	Inez Houston	Domestic Preparedness Training Anniston, AL Nov. 28 - Dec. 05, 2009		\$ 0.00
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The Board, UPON MOTION duly made and seconded, approved the travel requests.

## MINUTES

Department of Finance - Agreements and Amendments for  
Deferred Compensation Plan

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the Director of Finance to execute the following agreements, amendments and acknowledgements for the Deferred Compensation Plan:

1. Agreement for Recordkeeping and Communication Services between the Mayor and City Council of Baltimore and Great-West Life & Annuity Insurance Company to provide recordkeeping services for the Plan,
2. Section 457(b) Trust Agreement between the Mayor and City Council of Baltimore and Wells Fargo Bank, N.A., to provide custodial services for the Plan assets,
3. Amendment to the Plan Document, which contains the administrative rules and regulations for operating and maintaining the Plan,
4. Reality Investing Advisory Services Agreement between the Mayor and City Council of Baltimore and Advised Assets Group, LLC to provide advisory services to Plan participants,
5. Investment Management Agreement between the Mayor and City Council of Baltimore and State Street Global Advisors to provide for the management of the Stable Value Fund,
6. Amendment to the Investment Management Agreement allowing State Street Global Advisors to add the SSgA Target Retirement 2050 Securities Lending Series Fund Class D to the investment portfolio, and
7. Agreement between the Mayor and City Council of Baltimore, Great-West Life & Annuity Insurance Company, and State Street Global Advisors confirming revenue amounts for the Target Retirement Securities Lending Series Fund Class D.

**AMOUNT OF MONEY AND SOURCE:**

N/A

## MINUTES

Dept. of Finance - cont'd

**BACKGROUND/EXPLANATION:**

On July 15, 2009, the Board approved the initial award to Great-West Life & Annuity Insurance Company to serve as administrator of the Deferred Compensation Plan. Approval of the referenced documents is necessary to complete the documentation to formally implement the Plan with the new administrator. The documents have been reviewed and recommended by the Deferred Compensation Plan's Consultant.

**(FILE NO. 55951)**

UPON MOTION duly made and seconded, the Board approved and authorized the Director of Finance to execute the foregoing agreements, amendments and acknowledgements for the Deferred Compensation Plan.



## MINUTES

Department of Housing and Community - Grant 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, 2009 through June 30, 2010, unless otherwise indicated.

1. **JOSEPH RICHEY HOUSE, INC.** **\$ 58,626.00**

**Account: 4000-490910-3570-333672-603051**

The organization will provide 497 bed days of supportive care at the rate of \$126.66 per diem to qualified end of stage AIDS patients. Services will include but not be limited to, room and board and 24-hour medical support at the Joseph Richey House located at 828 N. Eutaw Street.

**MWBOO GRANTED A WAIVER.**

2. **UNIVERSITY OF MARYLAND** **\$ 73,624.00**

Account: 4000-431310-3570-564057-603051

The University of Maryland through its Office of Substance Abuse Studies will provide an Educator who will provide research and evaluation services for the SAMHSA Homeward Bound Housing First Program. The Evaluator will provide implementation, process and outcome evaluation of the program. The period of the agreement is September 30, 2009 through September 20, 2010.

**MWBOO GRANTED A WAIVER.**

## MINUTES

DHCD/BHS - cont'd

3. **PRISONER'S AID ASSOCIATION** **\$ 54,142.00**  
**OF MD (PAA)**

Account: 4000-492910-3570-333625-603051

The PAA will provide 16 emergency shelter beds to male, homeless ex-offenders newly released from the prison system. The funds will be used to offset the costs of providing services, which will include, but not be limited to case management, GED preparation, substance abuse counseling and job training and placement.

**MWBOO GRANTED A WAIVER.**

4. **TUERK HOUSE, INC.** **\$125,000.00**

Account: 5000-585210-5750-649885-603051

The Tuerk House, Inc. will provide a residential work program for 30 to 40 homeless, unemployed men with a history of substance abuse. The program will include access to General Equivalency Diploma classes, jobs skills training, vocational training, subsidized work experience, and access to additional support services. In conjunction with its residential work program, the Tuerk House, Inc. will provide street clean-up services in three neighborhoods in Baltimore City. The period of the agreement is October 1, 2009 through September 30, 2010.

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

**MWBOO GRANTED A WAIVER.**

## MINUTES

DHCD/BHS - cont'd

5. **PRISONER'S AID ASSOCIATION OF MD, INC.                   \$ 57,377.00**  
**(PAA)**

Account: 4000-496210-3570-591425-603051

Under the terms of this agreement, the funds will be used to pay the costs for staff that provide support services for the residents of the transitional housing units. The PAA will ensure that all clients are low-income, homeless female ex-offenders in Baltimore City. The period of the agreement is March 1, 2009 through February 28, 2010.

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

**MWBOO GRANTED A WAIVER.**

6. **BALTIMORE CITY DEPARTMENT OF                                 \$ 87,600.00**  
**SOCIAL SERVICES (BCDSS)**

Account: 5000-531810-3570-267830-603051

The BCDSS will provide funds for the Salvation Army, Inc. to provide shelter beds for single adults. The period of the agreement is July 1, 2009 through June 30, 2010.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED (EXCEPT NO. 6) AND HAD NO OBJECTION.**

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

**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 Maryland Stadium Authority. The period of the agreement is December 01, 2009 through April 30, 2010.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Departments of Transportation and Public Works request approval to enter into a license agreement with the Maryland Stadium Authority to secure parking for nearby residents during Phase II and III Snow Emergencies. Until a snow emergency has been downgraded to Phase I, 175 unmarked parking spaces located at Lot F of the Oriole Park at Camden Yards located in Baltimore, Maryland 21201 will be utilized by residents in this area.

UPON MOTION duly made and seconded, the Board approved and authorized execution of a license agreement with the Maryland Stadium Authority.

**MINUTES**

Department of Transportation - Termination of Funding Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve termination of the funding agreement with Brighton Development Group, LLC.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On December 5, 2007, the Board approved the funding agreement with Brighton Development Group, LLC (Brighton). Under this agreement, the City agreed to construct certain public infrastructure improvements associated with a planned residential subdivision in the vicinity of Vincennes, Spring, Ridge, Patterson and Parr Avenues. Funds were available in the FY 2007 Capital Improvement Program in the amount of \$1,000,000.00. Under the agreement, Brighton was required to guarantee the payment of all costs of the work in excess of \$1,000,000.00 by way of an irrevocable letter of credit. The agreement also provided that the City may terminate the agreement after one year if Brighton "without adequate justification, which shall not include a change in market conditions, fails to secure financing or other similar economic issues, fail to begin and make significant progress with the project to the City's satisfaction."

Under the terms of the agreement, the letter of credit was to be provided prior to the award of the City contract for the work that was advertised in August 2009 and bids due on September 30, 2009. The Department of Transportation was prepared to recommend an award of the construction contract at the October 21, 2009 Board of Estimates meeting. The contractor's costs plus required contingencies, administrative and inspection fees totaled \$2,385,060.00. Of that amount, the Brighton was required to provide a guarantee of \$1,385,060.00.

**MINUTES**Termination of Funding Agreement - cont'd

In early October, Brighton was provided with an opportunity to review the bids, as provided for in the contract. On October 15, 2009, the City requested that Brighton provide a letter of credit not later than the close of business on November 18, 2009. The letter of credit was not received and Brighton has been unable to provide any assurance that the letter of credit will be received in the near future.

Therefore, it is recommended that Board exercise its right to terminate the contract and consider its provisions to be null and void.

This item was **DEFERRED**.

## MINUTES

Police Department - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to pay Range Maintenance, Inc.

**AMOUNT OF MONEY AND SOURCE:**

\$17,565.00 - 1001-000000-2040-220100-603026

**BACKGROUND/EXPLANATION:**

Between July 28, 2009 and November 2, 2009, Range Maintenance, Inc. cleaned several ranges for the Baltimore City Police Department. The first contract with Page Technologies was terminated because it was determined that the vendor was not performing in the best interest of the City. Presently, the Department is working with the Bureau of Purchases to get a new contract in place. However, the ranges cannot operate without being cleaned. This must be done to keep officers in compliance with Maryland Police Training Certifications.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized the expenditure of funds to pay Range Maintenance, Inc.

**MINUTES**

Police Department - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to pay the Baltimore Child Abuse Center (BCAC), located at 2300 N. Charles Street. The period of the invoice is January 1, 2009 through December 31, 2009.

**AMOUNT OF MONEY AND SOURCE:**

\$15,500.00 - 1001-000000-2020-212800-603015

**BACKGROUND/EXPLANATION:**

On February 2, 2005, the Board approved a Memorandum of Understanding (MOU) with the BCAC. Under the terms of the MOU, the Department's Child Abuse Unit will use 5,500 square feet of office space rent-free at 2300 N. Charles Street, which represents 25% of the building space. The Department has agreed to pay its share of the cost of utilities for the new building each year. The total estimated annual utility cost for the building is \$62,000.00, of which the BCAC is requesting the Department to pay 25%. This expenditure of funds will cover the Department's share of the utilities, which is \$15,500.00.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized expenditure of funds to pay the Baltimore Child Abuse Center (BCAC), located at 2300 N. Charles Street.



**MINUTES**

Police Department - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to pay, by expenditure authorization, outstanding invoices for Broadview Networks f/k/a ATX Communications. The period of the invoices is August 28, 2009 through September 27, 2009.

**AMOUNT OF MONEY AND SOURCE:**

\$10,173.51 - 1001-000000-2040-219800-603004

**BACKGROUND/EXPLANATION:**

This expenditure of funds will pay for essential long distance communication services that are critical to the day-to-day operations of the Department.

Broadview Networks f/k/a ATX Communications, through its long distance service, provides long distance and broad band access for Departmental administration and connectivity for public safety applications to the officers. In addition, this circuit is used to extend the Department's long distance to various locations for business and investigative use.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized the expenditure of funds to pay, by expenditure authorization, outstanding invoices for Broadview Networks f/k/a ATX Communications.

**MINUTES**

Police Department - Grant Award Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a grant award agreement with the Governor's Office of Crime Control and Prevention (GOCCP) JAG. The period of the agreement is October 1, 2009 through September 30, 2010.

**AMOUNT OF MONEY AND SOURCE:**

\$448,143.00 - 5000-585310-5750-650404-60000

**BACKGROUND/EXPLANATION:**

The Department received a grant for the project, "New Hire Equipment and Training - CHSR". Under the terms of this agreement, the grant funds will be used to enhance the Department's capabilities by training and equipping 50 newly hired officers with uniforms, duty gear, body armor, and training gear. In addition, the funds will be used for other costs associated with training at the Baltimore Police Academy.

The grant award agreement is late because notification of the award was recently received.

**APPROVED FOR FUNDS BY FINANCE**

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

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

**MINUTES**

Baltimore Police Department - Back Pay

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize payment of back salary to Mr. Melvin E. Jones, IV, Baltimore City Police Officer.

**AMOUNT OF MONEY AND SOURCE:**

\$3,914.29 - 1001-000000-2010-197600-601062

**BACKGROUND/EXPLANATION:**

Pursuant to Article 16(A)(2) of the Memorandum of Understanding between the Baltimore Police Department and the Fraternal Order of Police Lodge No. 3, the Officer is entitled to receive back pay for the period he was suspended without pay.

The back pay represents the amount of salary that Mr. Jones would have earned for the period November 17, 2008 through June 19, 2009. Mr. Jones was suspended without pay on November 16, 2008.

**APPROVED FOR FUNDS BY FINANCE.**

UPON MOTION duly made and seconded, the Board approved and authorized payment of back salary to Mr. Melvin E. Jones, IV.

MINUTES

Health Department - Agreements, Grant Agreements  
and Amendment to Agreement

The Board is requested to approve and authorize execution of the various agreements, grant agreements, and amendment to agreement. The period of the agreement is July 1, 2009 through June 30, 2010, unless otherwise indicated.

	<u>Rate of Pay</u>	<u>Amount</u>
1. <b>BRUCE SHAPIRO, M.D.</b>	\$46.00 per evaluation	<b>\$11,132.00</b>

Account: 5000-585810-5750-668807-603051

Mr. Shapiro will work as a Developmental Pediatrician for the Baltimore Infants & Toddlers Program. As part of the Baltimore Infants and Toddlers Eligibility Team, he will coordinate and lead the evaluation team; provide medical input on various diagnosed conditions; provide family debriefing as to assessment results; and identify children at risk for developmental delays as well as those children that present with a high probability of delay. Other duties include the review of the health status of referred children; serve as the official signatory for children that present with medical concerns at birth, including low birth weight and substance abuse; and assist in developing goals, outcomes and completion of the Individualized Family Service Plan.

The agreement is late because it was awarded late in the funding year and the agreement was recently received.

2. <b>TRAINING RESOURCES NETWORK, INC.</b>	<b>\$40,710.00</b>
<b>(TRN)</b>	

Account: 6000-621209-3030-656401-603051

The TRN will provide project oversight and quality improvement technical assistance services to the Robert Wood Johnson Foundation-funded project entitled Quality Improvement in the Baltimore City Health Department. The

## MINUTES

period of the agreement is June 15, 2009 through June 14, 2010.

Health Department - cont'd

**MWBOO GRANTED A WAIVER.**

The agreement is late because the funds were recently awarded.

3. **THE JOHNS HOPKINS UNIVERSITY** **\$200,000.00**

Account: 4000-424510-3040-276908-603051

The Johns Hopkins University will provide HIV Mental Health services for the Ryan White Part B Program. Services will include, psychiatric multidisciplinary assessment, psychosocial history and substance abuse comprehensive history and follow-up visits for 95 new patients and existing patients.

**MWBOO GRANTED A WAIVER.**

4. **HEALTH CARE FOR THE HOMELESS, INC.** **\$175,660.00**

Account: 4000-424510-3040-276914-603051

The organization will provide an adherence counselor and a patient advocate to provide HIV Treatment Adherence for the Ryan White Part B Program. These individuals will provide adherence interventions to at least 45 HIV/AIDS homeless persons that have demonstrated difficulty with appointment and/or medication compliance.

**MWBOO GRANTED A WAIVER.**

The agreements are late because the State AIDS Administration programmatically manages Ryan White Part B services. The Department is responsible for processing contracts after receipt of an approved budget and scope of services and making payments to the provider after the State selects the provider through the Request for Proposal process.

## MINUTES

Health Department - cont'd

5. **PROGRESSUS THERAPY, INC.** **\$53,000.00**

Account: 5000-585810-5750-668804-603051

The organization will provide speech language pathology and physical therapy, and assessments at the Baltimore Infants and Toddlers Program (BITP) locations and/or in the homes and natural environments of eligible homes. In addition the organization will coordinate services with the BITP staff in compliance with the local early intervention systems.

The agreement is being presented at this time because it was awarded late in the funding year.

**MWBOO GRANTED A WAIVER.**

6. **JOHNS HOPKINS UNIVERSITY (JHU), SCHOOL OF NURSING FOR FETAL AND INFANT MORTALITY REVIEW PROGRAM (FIMR)** **\$19,000.00**

Account: 4000-422810-3080-294285-603051

The goal of the FIMR program is to enhance the health and wellbeing of women, infants and families by improving the community resources and service delivery systems available to them. The FIMR brings together key members of the community to examine individual cases of fetal and infant death to identify the factors that contribute to those deaths, and determine if those factors represent system problems that require change, create recommendations for change, and assist in the implementation of change. The JHU School of Nursing will provide services of a Medical Chart Reviewer/Data Analyst to review and abstract information from medical records. A Maternal Interview will be conducted to find, contact, and interview the mother or another family member who has experienced the loss of a fetus or infant and gather additional case information as, needed.

The agreement is being presented at this time because it was just finalized.

## MINUTES

Health Department - cont'd

7.	<b>ASSOCIATED BLACK CHARITIES, INC.</b>	<b>\$972,744.00</b>
	Account: 4000-427709-3040-278110-603051	\$740,466.00
	4000-427709-3040-278111-603051	37,100.00
	4000-427709-3040-278118-603051	5,000.00
	4000-427709-3040-278121-603051	90,557.00
	4000-427709-3040-278122-603051	44,584.00
	4000-427709-3040-278117-603051	10,000.00
	4000-427709-3040-278120-603051	45,037.00
		<b>\$972,744.00</b>

Funds are provided by the U.S Department of Health and Human Services, Health Resources and Services Administration. The organization will provide funds to support the Ryan White Part A STD Clinical services for persons living with HIV disease. The period of the agreement is March 1, 2009 through February 28, 2010.

The agreement is being presented at this time because of revisions to the agreement.

8.	<b>BALTIMORE SUBSTANCE ABUSE SYSTEMS, INC. (BSAS)</b>	<b>\$1,649,230.00</b>
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Account: 1001-000000-3070-286400-603051

The organization is responsible for administering and monitoring the TREATMENT: City Grant Initiative, for substance abuse treatment services for residents of the City. BSAS will provide treatment services through various providers; assume primary responsibility for resolving provider's program crisis and assist them in implementing their plans of correction and other program improvements.

This agreement is being presented at this time because it was awarded late in the budget year, and the budget was recently finalized.

**MWBOO GRANTED A WAIVER.**

## MINUTES

Health Department - cont'd

9. **HEALTH CARE FOR THE HOMELESS, INC.** **\$ 59,200.00**

Account: 4000-424510-3040-276960-603051

The organization will provide services for HIV Minority AIDS Initiative for the Ryan White Part B Program. This initiative will provide outreach, engagement services, and entitlement assistance to HIV+ positive individuals experiencing homelessness, who are not in care or who have fallen out of care.

10. **JOHNS HOPKINS UNIVERSITY (JHU)** **\$161,963.00**

Account: 4000-424510-3040-278124-603051

The JHU will provide treatment services adherence for HIV-infected children and youth. The Intensive Primary Care Clinic of the JHU's Pediatric and adolescent HIV/AIDS Program will utilize an interdisciplinary team approach to this challenge. The funds will be used to specifically support activities directed at those clients with very complex or recalcitrant medication non-adherence. The funds will also be used to support a dedicated transition coordinator to promote a smooth and successful transition of youth to adult HIV care providers.

The agreements are late because the State AIDS Administration programmically manages Ryan White Part B Services. The Department is responsible for processing contracts after receipt of an approved budget and scope of services and making payments to the providers after the State selects the providers through the Request for Proposal process.

**MWBOO GRANTED A WAIVER.**



## MINUTES

Health Department - cont'd

11. **REACH OUT AND READ, INC. (ROR)** **\$ 15,000.00**

Account: 6000-622710-3080-294800-000000

The ROR is a national non-profit organization that promotes early literacy in pediatric examination rooms across the nation. The ROR is seeking to make literacy promotion a standard part of pediatric care by giving new books to children and advice to parents about the importance of reading aloud. The funds will be used to support and sustain the ROR's network programs in clinical settings. The period of the agreement is September 17, 2009 through June 30, 2010.

This agreement is late because the Health Department recently received the agreement from the service provider.

12. **U.S. ENVIRONMENTAL PROTECTION AGENCY** **\$250,000.00**

Account: 4000-496610-3050-283300-600000

This agreement will support the Baltimore's Safe Pest Management for Health Initiative. This grant agreement provides funds to support the implementation of integrated pest management (IPM) practices. The purpose of the initiative is to reduce pesticide use and misuse, increase IPM practices in the public and private sectors to improve the health, environment, and quality of life of Baltimore residents. The period of the agreement is October 1, 2009 through September 30, 2011.

This agreement is late because the Health Department recently received the agreement from the grantor.

**APPROVED FOR FUNDS BY FINANCE**

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

## MINUTES

Health Dept.

AMENDMENT TO AGREEMENT

13. **JACQUELINE S. GAUGHAN, R.N.** **\$13,500.00**

Account: 4000-426200-3110-538000-603018

On May 13, 2009 the Board approved the original agreement for the term of July 1, 2009 through June 30, 2010 in the amount of \$40,500.00.

Due to an increase in the volume of Medical Assistance Personal Care client referrals, the Case Monitor requests a waiver to increase her caseload from 75 recipients per month to 100 recipients per month. The amendment will increase the agreement amount to a total of \$54,000.00. All other terms of the agreement will remain in effect and unchanged.

**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 agreements, grant agreements and amendment to the agreement. The President **ABSTAINED** on item No. 8. The Comptroller **ABSTAINED** on item no. 7.

**MINUTES**

Health Department - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance and execution of an agreement with Baltimore Animal Rescue and Care Shelter, Inc. (BARCS). The period of the agreement is July 1, 2009 through June 30, 2012.

**AMOUNT OF MONEY AND SOURCE:**

1001-000000-2400-165300-400590

BARCS will receive:

\$0.50 on each dollar collected from \$0.00 to \$200,000.00  
\$0.66 on each dollar collected from \$200,000.00 to \$400,000.00  
\$0.75 on each dollar collected from \$400,000.00 to \$600,000.00  
\$0.90 on each dollar collected from \$600,001.00 and greater

**BACKGROUND/EXPLANATION:**

The Department wishes to promote the licensure of more dogs and cats within the City and believes the BARCS efforts may increase the numbers.

The Department is designating BARCS as the primary administrator of dog and cat licenses for animal organizations in the City. BARCS will collect applicable license fees in its Animal Shelter; ensure that all dogs and cats approved for licenses are appropriately vaccinated for rabies; and provide reports, as requested by the Commissioner of Health or his designee, about the issuance of dog and cat licenses, the collection of fees, and the services under this agreement.

For each Fiscal Year during the term of the agreement and subject to annual appropriation, the City will provide funding to BARCS as set forth from all fees collected within the City and received by the City. The City will make payment to BARCS within 60 days of the close of each quarter during a Fiscal Year. BARCS will use the funding received from the City under

**MINUTES**

Health Department - cont'd

the agreement to supplement the funding provided for general operating expenses by the annual operating agreement between the City and BARCS. The use of such funding will be in accordance with its non-profit mission as described in its Articles of Incorporation.

The agreement is late because it was just finalized.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |  |             |             |
|--|-------------|-------------|
| 1. KOLS CONTAINERS, INC.   | \$24,500.00 | Low Bid     |
| Solicitation No. 07000 - Sample Containers - Department of Public Works - Req. Nos. R508798 & P504540          |             |             |
| 2. COYNE CHEMICAL CO., INC.  | \$16,699.20 | Low Bid     |
| Solicitation No. 07000 - Sampling Containers - Department of Public Works - Req. No. R535026                   |             |             |
| 3. WALLINGFORD SOFTWARE, INC.  | \$13,786.00 | Sole Source |
| Solicitation No. 08000 - InfoWorks CS Software and Maintenance - Department of Public Works - Req. No. R534995 |             |             |

The vendor is the sole provider of this proprietary software.

- |  |             |             |
|--|-------------|-------------|
| 4. ILLUME COMMUNICATIONS   | \$22,475.00 | Low Bid     |
| Solicitation No. 07000 - Marketing Analyst - Department of Planning - Req. No. R534529                         |             |             |
| 5. WALLINGFORD SOFTWARE, INC.  | \$13,786.00 | Sole Source |
| Solicitation No. 08000 - InfoWorks CS Software and Maintenance - Department of Public Works - Req. No. R535044 |             |             |

The vendor is the sole provider of this proprietary software.

- |   |             |                 |
|---|-------------|-----------------|
| 6. FIRSTLINE, LLC   | \$13,132.00 | Selected Source |
| Solicitation No. 06000 - Textured Latex Gloves - Police Department - Req. No. R536698 |             |                 |

These gloves were tested, compared, and found to be the best suited for use throughout the Police Department.

- |   |             |         |
|---|-------------|---------|
| 7. ISMART   | \$ 7,740.00 | Low Bid |
| Solicitation No. 07000 - Computer Batteries - Police Department - Req. No. R535245  |             |         |
| 8. FASTENAL   | \$ 8,487.50 | Low Bid |
| Solicitation No. 07000 - WAP Compact Fluorescent Light Bulbs - Department of Housing and Community Development - Req. No. R535355 |             |         |

## 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. THE BLOOD PHLEBOTOMY

RESOURCES	\$ 5,520.00	Low Bid
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Solicitation No. 07000 - On-Site Phlebotomy Training - Health Department - Req. No. R534929

## 10. SHANNON-BAUM

SIGNS, INC.	\$38,000.0	Selected Source
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Solicitation No.06000 - Decals and Striping - Baltimore City Police Department - Req. No. R530437

Decals are needed for the Baltimore City Police Department's vehicles. The vendor has the masters, templates and dimensions currently in use and will ensure the continued standardization of vehicle markings.

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

**MWBOO GRANTED A WAIVER.**11. CT TECHNOLOGIES,  
INC.

	\$ 95,400.00	Selected Source
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Solicitation No. 06000 - IAPro Software - Police Department - Req. No. R536077

IAPro internal affairs software, training and licenses will consolidate several current data sources into one as a part of urgent litigation-driven IT improvements at the Police Department. IAPro has been effectively used by the Maryland State Police, Anne Arundel, Howard and Prince George counties, Boston, New York City, Atlanta and other large City and State Police Departments nationwide, and has been determined to be the product best suited to meet the City needs.

## 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

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

**MWBOO GRANTED A WAIVER.**

## 12. HADCO A. PHILIPS

GROUP BRAND	\$ 28,790.00	Sole Source
Solicitation No. 08000 - Sugar Cubed Light Fixtures - Department of Transportation - Req. No. R534155		

A requisition has been received for the purchase of sugar cubed light fixtures. The vendor is the sole source provider of these fixtures, which must match the existing installed equipment. This is a one-time Purchase.

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.

## 13. STRATEGIC DIAGNOSTICS

INCORPORATED	\$ 26,769.50	Sole Source
Solicitation No. 08000 - Microtox Osmotic Chemicals - Department of Public Works, Bureau of Water and Wastewater - Req. No. R536204		

The vendor is the sole provider of chemical products for the specific system used in biological testing. The products must comply with State and Federal permits for the Department of Public Works, Bureau of Water and Wastewater.

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

## 14. MERKLE RESPONSE

SERVICES, INC.	\$850,000.00	Renewal
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Solicitation No. BP 07197 - Provide Loc Box Services -  
Department of Finance - Req. No. R536271

On December 5, 2007 the Board approved the initial award in the amount of \$2,231,380.00. The award contained three 1-year renewal options at the sole discretion of the City. This is the first 1-year renewal in the amount of \$850,000.00 for the period December 5, 2009 through December 4, 2010.

**MWBOO SET GOALS OF 2% MBE AND 1% WBE.**

**MBE:** CMS & Sons, LLC 2%

**WBE:** Sue Ann's Office Supply, Inc. 1%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

## 15. US STANDARD

SIGN	\$ 0.00	Renewal
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Solicitation No. B50000827 - Aluminum Sheets - Department of  
Transportation - Req. No. Various

On December 17, 2008 the Board approved the initial award in the amount of \$83,134.80. The award contained four 1-year renewal options at the sole discretion of the City. Authority is requested to exercise the first 1-year renewal option for the period December 16, 2009 through December 15, 2010.

**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

- |  |                |         |
|--|----------------|---------|
| 16. CARMEUSE LIME, INC.  | \$1,000,000.00 | Renewal |
| Solicitation No. B50000183 - Quick Lime - Department of Public Works - Req. Nos. Various |                |         |

On November 21, 2007 the Board approved the initial award in the amount of \$601,050.00. The award contained two 1-year renewal options at the sole discretion of the City. On November 19, 2008, the Board approved the first 1-year renewal in the amount of \$1,000,000.00. This is the final 1-year renewal in the amount of \$1,000,000.00 for the period January 1, 2010 through December 31, 2010.

**MWBOO GRANTED A WAIVER.**

- |   |                |         |
|---|----------------|---------|
| 17. THE STANDARD LIFE INSURANCE COMPANY   | \$4,000,000.00 | Renewal |
| Solicitation No. BP 07202 - Life Insurance - Department of Human Resources - Req. No. R533793 |                |         |

On September 12, 2007 the Board approved the initial award in the amount of \$8,532,138.00. The award contained two 1-year renewal options at the sole discretion of the City. This is the first renewal option in the amount of \$4,000,000.00 for the period January 1, 2010 through December 31, 2010.

**MWBOO SET GOALS OF 18.8% MBE AND 9.9% WBE.**

<b>MBE:</b>	NJ&C Insurance Services	6.2%
	Time Printers, Inc.	12.6%
<b>WBE:</b>	Dana Insurance Services, Inc.	9.9%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

18. CAREFIRST OF MARYLAND, INC.	\$4,000,000.00	Renewal
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Solicitation No. BP 07138 - Dental Maintenance Organization and Dental Preferred Provider Organization Plan Services - Department of Human Resources - Req. No. R535786

On May 23, 2007 the Board approved the initial award in the amount of \$11,029,911.00. The award contained three 1-year renewal options at the sole discretion of the City. This is the first renewal in the amount of \$4,000,000.00 for the period January 1, 2010 through December 31, 2010.

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

<b>MBE:</b>	Attronica Computers, Inc.	8.5%
	CJ Maintenance, Inc.	3.4%
	RGH Enterprises	3.4%
	Black Classic Press	1.7%
<b>WBE:</b>	Rudolph's Office and Computer Supplies, Inc.	2.25%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**(FILE NO. 57084)**

19. WEST GOVERNMENT SERVICES, LLC	\$ 31,500.00	Ratification
	84,000.00	and Award
	<u>\$ 115,500.00</u>	

Solicitation No. 08000 - Program Usage and Annual Support for Auto Track XP - Police Department - Req. NO. R536034  
Auto Track XP is a system linking the Baltimore Police Department to criminal information throughout the country. The vendor is the sole provider of this proprietary system. The Board is also requested to ratify expenditures for the amount of \$31,500.00. The previous contract for this requirement expired on June 30, 2009, and the agency continued to use the system after that date. The period of the award is November 26, 2009 through November 25, 2010.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases - cont'd

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

20. WASTE	Revenue	MANAGEMENT
RECYCLING AMERICA		Renewal
Solicitation No. B5000103 - Single Stream Recycling - Department of Public Works, Bureau of Solid Waste - Req. No. Various		

On November 7, 2007, the Board approved the initial award for three years with two 1-year renewal options. This is the first one year renewal for the period January 8, 2010 through January 7, 2011.

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

21. P & J CONTRACTING	\$107,770.00	Increase
CO., INC.		
Solicitation No. B50000651 - Uplands Housing Demolition and Recycling of Selected Material - Department of Housing and Community Development - Req. No. R509334		

On October 8, 2008, the Board approved the initial award. Subsequent actions were approved. On April 8, 2009, the Board approved a budget adjustment for the demolition of the Uplands Apartments. The adjustment included funds to fully fund the demolition contract. In addition, \$502,000.00 was approved for contingency for unforeseen items.

This increase will provide funds to close out the job because the actual costs have been calculated for the line items

## 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 - cont'd

previously estimated, as well as contingency expenses associated with additional storm water management plans that had to be created, and the resulting installation of storm water controls that were required by the City and State to bring the site into compliance. With this increase, the total amount spent remains under the \$8,500,000.00 that was budgeted for this phase of the development.

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

<b>MBE:</b> Phipps Construction	26.78%
Hammerhead Trucking	.50%
	<u>27.28%</u>

<b>WBE:</b> Cleo Enterprise	2.51%
D & O Contracting	5.03%
M R Hopkins Transportation	2.50%
	<u>10.04%</u>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**(FILE NO. 55993)**

UPON MOTION duly made and seconded, the Board approved the foregoing informal awards and increases and Extensions to Contracts. The Mayor **ABSTAINED** on item no. 21.

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:

4547

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. | B50001173, Providing<br>Non-Uniformed Armed<br>Security Guards | Amazing Security<br>and Investiga-<br>tions, LLC | \$155,000.00 |
|----|--|--|--------------|

**MWBOO GRANTED A WAIVER.**

- |    |  |                                  |              |
|----|--|----------------------------------|--------------|
| 2. | B50001234, Open Top &<br>Closed Top Steel Body<br>Ejector Trailers | Spector Manufac-<br>turing, Inc. | \$221,399.00 |
|----|--|----------------------------------|--------------|

**MWBOO GRANTED A WAIVER.**

**MINUTES**

Mayor's Office of Employment Development (MOED) - Maryland Business Works Training Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Maryland Business Works Training Agreement with Maritime Applied Physics Corporation. The period of the agreement is November 9, 2009 through January 16, 2010.

**AMOUNT OF MONEY AND SOURCE:**

\$4,235.00 - 4000-805310-6310-677805-603051

**BACKGROUND/EXPLANATION:**

Maritime Applied Physics Corporation will provide 141 hours of training for four incumbent employees through the initiative known as Maryland BusinessWorks.

The incumbent employees will receive instruction in Fundamentals of Welding Certified Training, Intermediate TIG Welding Certified Training, Government Contractors and Indirect Cost Rates: Preparation and Surviving the Government Audit, and Project Management Fast Track - PMP - Prep.

The amount of \$4,235.00 represents 50% of the total cost of the training. Any expenses/costs incurred by Maritime Applied Physics Corporation in excess of this amount will be the sole responsibility of Maritime Applied Physics Corporation.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Maryland Business Works Training Agreement with Maritime Applied Physics Corporation.

## MINUTES

Mayor's Office of - Professional Service  
Employment Development (MOED)      Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a professional service agreement with the Baltimore City Board of School Commissioners/W.E.B DuBois Employment Component. The period of the agreement is July 1, 2009 through June 30, 2010.

**AMOUNT OF MONEY AND SOURCE:**

\$444,430.00 - 5000-501310-6390-667505-601002

**BACKGROUND/EXPLANATION:**

This grant will support the MOED's implementation of Strategies to Improve Academic, Social, and Career Pathway outcomes of 11<sup>th</sup> and 12<sup>th</sup> grade students attending W.E.B. DuBois High School.

The agreement is late because additional time was necessary to reach a comprehensive understanding that was agreeable to both parties.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of a professional service agreement with the Baltimore City Board of School Commissioners/W.E.B DuBois Employment Component.



**MINUTES**

Mayor's Office of Employment Development - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize an expenditure of funds to pay Enterprise Rent-A-Car. The period of the expenditure is November 18, 2009 through June 19, 2010.

**AMOUNT OF MONEY AND SOURCE:**

\$1,012.72 - 4000-804710-6390-459405-603041

**BACKGROUND/EXPLANATION:**

MOED has an agreement with the Maryland State Department of Labor Licensing and Regulation to provide an array of services to current offenders including but not limited to service orientation and information, resume writing and soft skill preparation prior to release. MOED must travel to the Eastern Shore of Maryland monthly to perform the above services at the following facilities: Poplar Hill Pre-Release Unit, Eastern Pre-Release Unit, Eastern Correctional Institution and Eastern Correctional Institution Annex.

The rental car services will be used an average of once each month during November 2009 through June 2010.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution expenditure of funds to pay Enterprise Rent-A-Car.

MINUTES

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

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**MINUTES**

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

**BIDS, PROPOSALS AND CONTRACT AWARDS**

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

**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 Water &  
Wastewater

- SC 849 Locust Point Wastewater  
Pumping Station Force  
Main Replacement

Monumental Paving & Excavating, Inc.  
The Matricciani Company  
Anchor Construction Corp.  
Angelozzi Brothers, Inc.  
Kinsley Construction, Inc.  
American Infrastructure  
Metra Industries  
Flippo Construction Co., Inc.

Department of  
Recreation and Parks

- RP 09830 John Eager Howard  
Improvements

Allied Contractors, Inc.  
Mirabile Construction Co., Inc.  
JLN Construction Services, LLC  
Bensky Construction Co., LLC

Bureau of Purchases

- B50001242 Trail Sweeper

NILFISK-ADVANCE, Inc.  
Tenant Sales and Service Company  
MID Atlantic Waste Systems

Bureau of Purchases

- B50001243 Crew Cab Pickup  
Trucks in Two Configurations

Chesapeake Ford Truck Sales Inc.  
Winner Ford Fleet Department

MINUTES

Bureau of Purchases

- B50001259 Providing Nutrition Aides and Lactation Consultants
- 

All-Pro Placement Services, Inc.  
Kennedy Personnel Services  
Towsend Careers

Bureau of Purchases

- B50001267 FLIR b50 Thermal Imaging Infrared Cameras
- 

Business Services  
W.S. Jenks & Son  
Monroe Infrared Technology

**MINUTES**

There being no objections, the Board UPON MOTION duly made and seconded, the Board adjourned until its next regularly scheduled meeting on Wednesday, December 9, 2009.

JOAN M. PRATT

Secretary