

**MINUTES****REGULAR MEETING**

Honorable Bernard C. "Jack" Young, President  
Honorable Stephanie Rawlings-Blake, Mayor  
Honorable Joan M. Pratt, Comptroller and Secretary  
George A. Nilson, City Solicitor  
Alfred H. Foxx, Director of Public Works  
David E. Ralph, Deputy City Solicitor  
Ben Meli, Deputy Director of Public Works  
Bernice H. Taylor, Deputy Comptroller and Clerk

The meeting was called to order by the President.

President: "I will direct the Board members attention to the memorandum from my office dated March 26, 2012, identifying matters to be considered as routine agenda items, together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a motion to approve all of the items contained on the routine agenda."

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

Comptroller: "Second."

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

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

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

Alason Electrical Contractors, Inc.	\$ 8,000,000.00
Corinthian Contractors, Inc.	\$ 8,000,000.00
Cruz Contractors, LLC.	\$ 56,241,000.00
MMB Services, Corp.	\$ 288,000.00
Oscar Renda Contracting, Inc.	\$428,013,000.00
R & F Construction, Ltd.	\$ 8,000,000.00
UrbanBuilt, LLC.	\$ 261,000.00

2. Prequalification of Architects and Engineers

In accordance with the Resolution Relating to Architectural and Engineering Services, as amended by the Board on June 29, 1994, the Office of Boards and Commissions recommends the approval of the prequalification for the following firms:

Carroll Engineering, Inc.	Landscape Architect Engineer
Design Story, Inc.	Architect
Engineering & Software Consultants, Inc.	Engineer
Gaudreau, Inc.	Architect

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

G.E. Fielder & Associates,	Landscape Architect Chartered
Melville Thomas Architects, Inc.	Architect
Skelly and Loy, Inc.	Landscape Architect Engineer Land Survey
The Adams Design Group, LLC.	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.

## MINUTES

Health Department - Agreements

The Board is requested to approve and authorize execution of the various agreements. The period of the agreement is April 1, 2012 through June 30, 2013.

RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP)

1.	UNITY PROPERTIES, INC./LIBERTY SENIOR HOUSING	\$0.00
2.	BON SECOURS SMALLWOOD SUMMIT LIMITED PARTNERSHIP	\$0.00
3.	ALZHEIMER'S DISEASE AND RELATED DISORDERS ASSOCIATION, INC., GREATER MARYLAND CHAPTER	\$0.00
4.	PIMLICO ROAD YOUTH PROGRAM, INC.	\$0.00
5.	FOREST PARK SENIOR CENTER, INC.	\$0.00
6.	THE AMERICAN NATIONAL RED CROSS/THE GREATER CHESAPEAKE AND POTOMAC BLOOD SERVICES REGION	\$0.00
7.	CANTON HARBOR HEALTHCARE CENTER, INC.	\$0.00
8.	EMPOWER U, INC./WESTSIDE ELEMENTARY SCHOOL	\$0.00
9.	N.M. CARROLL MANOR, INC.	\$0.00
10.	ST. JAMES' TERRACE APARTMENTS, INC.	\$0.00

The above-listed organizations will serve as volunteer stations for the RSVP. The RSVP has been funded since 1982 by the federal government. The Baltimore City Health Department was awarded a grant from the Corporation of National and Community Services to pay administrative staff to arrange volunteer work for persons 55 years of age and over.

APPROVED FOR FUNDS BY FINANCE

**MINUTES**

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the various agreements. The Comptroller **ABSTAINED** on item no. 8.

## MINUTES

Health Department - Agreements

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

1. **HEALTH CARE FOR THE HOMELESS, INC.** **\$ 53,245.00**

Account: 4000-424212-3030-513216-603051

The organization will provide services to reduce high-risk behaviors related to the transmission of HIV/AIDS in Baltimore City for homeless seropositive men and women engaged in HIV primary care at Health Care for the Homeless.

The agreement is late because of an oversight by the Department and the delay in receiving an acceptable budget. The Department apologizes for the oversight.

**MWBOO GRANTED A WAIVER.**

2. **HEALTH CARE FOR THE HOMELESS, INC.** **\$ 42,479.00**  
**(HCH)**

Account: 5000-521112-3041-606110-603051

The organization will be collaborating with the Health Department's Needle Exchange Program (NEP) to provide a HCH outreach worker to complete interdisciplinary assessments to the NEP consumers with the goal of engaging them into care at the HCH. The HCH staff will also provide counseling, testing and referral services as needed on the needle exchange van. The staff will routinely meet with the needle exchange van teams to facilitate a smooth collaboration between the HCH and the NEP. The period of the agreement is October 1, 2011 through June 30, 2012.

The agreement is late because an acceptable budget was not received until December 1, 2011.

**MWBOO GRANTED A WAIVER.**

## MINUTES

Health Dept. - cont'd

3. **BALTIMORE SUBSTANCE ABUSE SYSTEMS, INC.** **\$231,189.00**

Account: 4000-421912-3041-268400-603051

The organization outreach team members will partner within existing outreach sites such as homeless encampments, homeless shelters, Power Inside and drug-free community partners to provide education, counseling, testing and referral. Services will include sexual health presentations to accompany HIV testing and presentations on topics tailored to the needs of a specific audience or community.

The agreement is late because of an oversight in processing by the Health Department. The Department apologizes for this oversight.

**MWBOO GRANTED A WAIVER.**

4. **PLANNED PARENTHOOD OF MARYLAND, INC.** **\$ 40,000.00**  
**(PPM)**

Account: 4000-423812-3080-294000-603051

The PPM will integrate HIV services into their existing Title X services by providing Rapid HIV testing and counseling to a least 500 individuals. The PPM will also provide HIV post-test counseling to at least 45% of the clients that were tested for HIV. The PPM will establish a formal process for clients who are HIV positive to receive HIV treatment services. The period of the agreement is October 1, 2011 through September 30, 2012.

The agreement is late because it was just completed.

**MWBOO GRANTED A WAIVER.**

**MINUTES**

Health Department - cont'd

5. **CHASE BREXTON HEALTH SERVICES, INC.**      **\$ 10,000.00**

Account: 5000-530312-3041-605800-603051

The organization will work with the Health Department to provide information and education services on tobacco use prevention and cessation to young adults ages, 18-24.

The agreement is late because of a delay in receiving a suitable scope of work and budget.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing agreements. The Mayor **ABSTAINED** on item no. 3. The President **ABSTAINED** on item no. 3.



**MINUTES**

Health Department - Ratification

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify Modification No. 1 and Modification No. 2 to the subaward agreement with the Johns Hopkins University (JHU) for the "Intervention Trial to Reduce Indoor Nitrogen dioxide and Carbon Monoxide Concentrations in Baltimore City Homes." Modification No. 1 extended the period of the agreement through July 14, 2010 and Modification No. 2 extended the period of the award through December 14, 2011.

**AMOUNT OF MONEY AND SOURCE:**

\$30,093.00 - Modification No. 1  
22,132.00 - Modification No. 2  
**\$52,225.00** - 4000-496709-3050-283300-600000

**BACKGROUND/EXPLANATION:**

On December 9, 2009, the Board approved the original subaward agreement for the period December 15, 2008 through December 15, 2009 in the amount of \$29,349.00.

On August 6, 2010, the Department received Modification No. 1, extending the period of the agreement through July 14, 2010 with an increase in the amount of \$30,093.00 making the total award amount \$59,442.00.

On October 11, 2011, the Department received Modification No. 2, extending the period through December 14, 2011 with an increase of \$22,132.00 for a total award amount of \$81,574.00.

Due to an oversight the modifications were not processed for approval. The Department apologizes for the lateness in submitting the modifications to the Board.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**

Health Department - cont'd

UPON MOTION duly made and seconded, the Board ratified Modification No. 1 and Modification No. 2 to the subaward agreement with the Johns Hopkins University for the "Intervention Trial to Reduce Indoor Nitrogen dioxide and Carbon Monoxide Concentrations in Baltimore City Homes." The President **ABSTAINED.**

**MINUTES**

Health Department - Notice of Grant Award and a  
Two-Month Advance of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of a notice of grant award from the U.S. Department of Health and Human Services, Health Resources and Services Administration (HRSA). The period of the grant award is March 1, 2012 through February 28, 2013.

The Board is also requested to approve a two-month advance of funds to reimburse Associated Black Charities, Inc. (ABC) and the Gay Family Foundation, LLC (GFF), subgrantees, for the period of March 01, 2012 through April 30, 2013.

**AMOUNT OF MONEY AND SOURCE:**

\$18,975,935.00 - 4000-427712-3023-606100-404001  
2,044,355.00 - 4000-498712-3023-606100-404001  
**\$21,020,290.00 - Total grant award**

\$ 79,066.00 - 4000-427712-3023-273302-603051 (ABC - Part A -  
Administration)  
 2,694,994.00 - 4000-427712-3023-273303-603051 (ABC - Part A -  
Providers)  
 17,036.00 - 4000-498712-3023-606101-603051 (MAI - Admin.)  
 289,617.00 - 4000-498712-3023-606102-603051 (MAI - Provider)  
31,627.00 - 4000-427712-3023-274407-603051 (GFF - Sub-  
grantee)

**\$ 3,112,340.00 - Advance of Funds**

**BACKGROUND/EXPLANATION:**

This notice of grant award is for the HIV Emergency Relief Project Grants Part A Formula, Part A Supplemental, Part A Minority AIDS Initiative (MAI), FY 2010 Formula Offset, FY 2010 Supplemental Offset, and FY 2010 MAI Offset.

**MINUTES**Health Department - cont'd

Acceptance of this notice grant award will allow the Department to provide funds for essential HIV/AIDS health care and other supportive services to those who lack or are only partially covered by health insurance. The covered services will include

primary medical care, case management, assistance in obtaining medications, hospice care, substance abuse treatment, and mental health services. The funds will also allow limited supportive services in the areas of housing, transportation, food, legal, childcare, outreach services, and other supportive services to persons infected with HIV/AIDS.

The advance of funds to the ABC and the GFF will allow for the continuity of Ryan White Part A services while the scopes of services and budgets are being reviewed and approved for the current program year. The agreement for the ABC and the GFF will be submitted to the Board at a later date.

**APPROVED FOR FUNDS BY FINANCE**

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

**AUDITS REVIEWED THE ADVANCE OF FUNDS TO ASSOCIATED BLACK CHARITIES, INC. AND THE GAY FAMILY FOUNDATION AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved acceptance of the notice of grant award from the U.S. Department of Health and Human Services, Health Resources and Services Administration. The Board also approved a two-month advance of funds to reimburse Associated Black Charities, Inc.

**MINUTES**

Health Department - cont'd

and the Gay Family Foundation, LLC, subgrantees, for the period of March 01, 2012 through April 30, 2013. The Comptroller

**ABSTAINED.**

**MINUTES**

Department of Recreation and Parks - Adopt-A-Park Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an adopt-a-park agreement with the Living Classrooms Foundation. The period of the agreement is effective upon Board approval for one year.

**AMOUNT OF MONEY AND SOURCE:**

\$10,000.00 - 5000-577712-4781-363900-607001

**BACKGROUND/EXPLANATION:**

The Living Classrooms Foundation raised \$100,000.00 from the NFL grassroots program. The funds will be used to renovate the football field at City Springs Park. The Department of Recreation and Parks contributed \$150,000.00 to the project and oversaw the construction. This agreement allows the partnership to continue.

The Living Classrooms Foundation will help the Department program the field, and maintain all aspects of the entire park. The continuation of the program is contingent upon the availability of funds throughout the term of the agreement.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**(FILE NO. 55550)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the adopt-a-park agreement with the Living Classrooms Foundation. The Mayor **ABSTAINED**. The President **ABSTAINED**.

**MINUTES**

Department of Communication Services - MICTA Member Participation Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a member participation agreement with Verizon Business Network Services, Inc. (Verizon). The Board is also requested to authorize payment by Expenditure Authorization. The Board is further requested to authorize the Department of Communication Services to add services under this agreement, as required by City agencies. The member participation agreement is effective upon Board approval for one year, after which services will be extended on a month-to-month basis, and may be terminated upon notice to Verizon.

**AMOUNT OF MONEY AND SOURCE:**

The costs for services were projected in the Centrex contract with Verizon. The costs will be charged to agency accounts, subject to budget approval.

**BACKGROUND/EXPLANATION:**

As a result of the merger between MCI Communication Services, Inc (MCI) and Verizon, some services and or upgrades to services which were in the past provided under the City's contract with Verizon for Centrex, now must be procured through Verizon on behalf of MCI. This agreement will allow the City to maintain existing services, upgrade existing services, or add services as needed by the City that are provided through the MCI division of Verizon. This agreement shall replace and supersede the MICTA Participation Contract previously entered into by and between Verizon and the City (designated as Contract ID No. 189111 and 238918).

**(FILE NO. 55899)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the member participation agreement with

**MINUTES**

Department of Communication Services - cont'd

Verizon Business Network Services, Inc. The Board also authorized payment by Expenditure Authorization. The Board is further authorized the Department of Communication Services to add services under this agreement, as required by City agencies.



## MINUTES

Department of Audits - Report and Related Digest

The Board is requested to **NOTE** receipt of the following Report and Related Digest:

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

President: "The first item on the non-routine agenda can be found on Page 12, Audit Report on the Enoch Pratt Free Library and Related Digest. Will the parties please come forward?"

Mr. McCarty: "Good morning Mr. President."

President: "Good morning."

Mr. McCarty: "Members of the Board. I am Bob McCarty, City Auditor. The Department of Audits has completed its annual audit of the financial statements of the Enoch Pratt Free Library for the fiscal year ended June 30, 2011. We have issued an unqualified opinion, which states that its financial statements present fairly, in all material respects, the financial position of the Library, for the year ended June 30, 2011, in conformity with generally accepted accounting principles. In addition to our audit, we prepared a separate report, required by both generally accepted auditing standards and *Government Auditing Standards*, which addresses the Library's compliance with certain laws and regulations, and the internal control over financial reporting related to financial

## MINUTES

statements. The Library had five deficiencies in internal control over financial reporting for fiscal year 2011. A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. Two of these deficiencies were significant deficiencies and three were considered material weaknesses. A material weakness is a deficiency or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider Findings 2011-1, 2011-2 and 2011-3 described below to be material weaknesses in the Library's internal control.

(cough -- Excuse me,

Finding 2011-1: The Library's Business Office, due to various staffing factors, did not have a sufficient number of accounting staff for the timely preparation of its annual financial report. We recommend that the Library dedicate adequate staffing resources to financial statement preparation to ensure that trained accounting staff has sufficient time to prepare its annual financial report. The Library stated that they are hopeful the unprecedented

## MINUTES

health and personal issues that occurred last year will not happen again, and they will develop contingency plans for the fiscal year 2012 -- for the fiscal year 2012 financial report to ensure it is completed on time.

Finding 2011-2: We examined journal entries recorded in the Library's general ledger and found that the Library was unable to provide documentation for the majority of the journal entries tested. Journal entries are used by the Library to adjust its accounting records for various reasons, such as posting transactions and allocations, transferring funds and making the necessary corrections. We recommend that all journal entries have adequate documentation to ensure that journal entries are authorized, proper, and correct in amount, and that the proper accounts numbers were charged. The Library stated that they disagree with this finding since a majority of their journal entries have been both documented and authorized. The Library will, however, provide a letter of instruction to accounting personnel that provides guidance on journal entry processing, authorization and documentation. (cough) - excuse me.

Finding 2011-3: The bank reconciliation for the Book Imprest Fund was not properly reconciled to the accounting

## MINUTES

records at June 30, 2011. The reconciling items consisted of deposits-in-transit, outstanding checks, and outstanding suspense items, most of which were over one year old. We recommend that the Library develop reconciliation procedures that include resolving suspense items in a timely manner. All reconciling - all reconciling adjustments and corrections should be approved by the employee's supervisor and/or management. The Library stated that these problems cited are a direct result of the manpower issues addressed in their response to Finding 2011-1 on staffing. A significant deficiency is a deficiency or a combination of deficiencies in internal control that is less severe than a material weakness. But it is important enough to merit attention by those charged with governance. We consider Findings 2011-4 and 2011-5 described below to be significant deficiencies.

Finding 2011-4: The Library did not remit \$29,213.00 in Library fines and fees to the City. In our testing of revenue, we found that the amount in fines and fees posted to the Library's general ledger was \$29,213.00 more than the amount of fines and fees remitted to the City. We recommend that, unless the City can -- I'm sorry unless the Library can provide proper support for reducing the amount

## MINUTES

of Library fines and fees recorded in its general ledger, that the Library remit \$29,213.00 to the City. The Library has stated that it disagrees with this finding and does not believe the \$29,213.00 relates to fines and fees.

Finding 2011-5: The Library's Business Office did not have adequate controls in place to properly safeguard the key to the check signing machine. During our audit we observed that the key for operating the check signing machine was kept in a safe that was accessible to staff that also generated checks for Library documentation -- I'm sorry, Library disbursement transactions. We recommend that the Library secure the key to the check signing machine in a locked safe that is not accessible to those who have ability for the check writing functions. The Library stated that the check signing machine key was moved to another secure location inaccessible to the persons who have check writing responsibilities on the date that the auditors brought this to their attention. Additionally, the Library resolved Finding 2010-1 for fiscal year 2010 audit by recalculating the Endowment Fund apportionment of market value appreciation for fiscal year 2010, and completing the fiscal year 2011 apportionments on a month-by-month basis. As part of obtaining reasonable assurance about whether the

## MINUTES

Library's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards.*"

President: "Thank you."

Mr. Gordon Krabbe: "Representing the Library and we accept the report and the findings of the City Auditor, and are -- have no changes to what has been written in the document and are committed to making the improvements needed."

President: "Okay. Any questions? Okay. This item has been NOTED. Thank you."

Mayor: "Thank you."

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

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## MINUTES

OPTIONS/CONDEMNATIONS/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development (DHCD) - Options</u>			
1. Fraser Bishop	712 McCabe Ave.	L/H	\$ 9,000.00
Funds are available in account no. 9910-908087-9588-900000-704040, Scattered Site Acquisition Project.			
2. Fred Nochumowitz	920 N. Patterson Ave.	G/R \$55.00	\$ 503.00
Funds are available in State Funds account no. 9910-906416-9588-900000-704040, EBDI Phase II Project.			
<b>(FILE NO. 56017)</b>			
3. Ground Rents, LLC.	912 N. Patterson Ave.	G/R \$78.00	\$ 650.00
Funds are available in account no. 9910-906416-9588-900000-704040, EBDI Phase II Project.			
<b>(FILE NO. 56017)</b>			
4. Lighthouse Ground Rents, LLC	3419 Woodland Ave.	G/R \$90.00	\$ 800.00
Funds will be transferred prior to condemnation into account no. 9910-903187-9588-900000-704040, Park Heights Demo-Woodland/Virginia Corridor.			
<b>(FILE NO. 57083)</b>			

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

## MINUTES

OPTIONS/CONDEMNATIONS/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development - Condemnations</u>			
5. William F. Lewis and Bessie Lewis and Edward I. Lewis and Sylvia Lewis	4900 Denmore Ave.	G/R \$90.00	\$ 600.00

6. Kenneth Boyd Mumaw	4900 Denmore Ave.	L/H	\$6,000.00
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7. Tamika N. Williams	4994 Denmore Ave.	L/H	\$ 7,000.00
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Funds are available in account no. 9910-903187-9588-900000-704040, Park Heights Demo-Woodland/Virginia Corridor.

**(FILE NO. 57083)**

8. Bonnie L. Wade, Trustee for Lauren L. Buckler and Taylor M. Buckler	915 N. Maderia St.	G/R \$60.00	\$ 500.00
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Funds are available in City Bond Funds account no. 9910-906416-9588-90000-704040, EBDI Phase II Project.

**(FILE NO. 56017)**Department of Law - Payment of Settlement

9. York & Ophelia-I, Inc.	906 N. Chester St.	L/H	\$ 11,990.00
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On April 14, 2010, the Board approved by condemnation the acquisition of the leasehold interest in 906 N. Chester Street for the amount of \$7,010.00. The prior owner valued the property interest at \$30,200.00. The parties agreed to settle



**MINUTES****OPTIONS/CONDEMNATIONS/QUICK-TAKES:**Department of Law - Payment of Settlement

the action for \$19,000.00. Therefore, the Board is requested to approve payment of the settlement balance in the amount of \$11,990.00 into the Circuit Court for Baltimore City in settlement of this case.

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

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a land disposition agreement (LDA) with Mr. Moses Green, Developer for the sale of the property located at 619 E. Chase Street.

**AMOUNT OF MONEY AND SOURCE:**

\$6,000.00 - Purchase Price

**BACKGROUND/EXPLANATION:**

The City may dispose of the property by virtue of Article II, Section 15, of the Baltimore City Charter and one or more of the following: (i) Article 13, Section 2-7(h)(ii)(c) of the City Code.

The improvements will consist of the total rehabilitation of 619 E. Chase Street into a single family affordable rental unit, in accordance with final approved plans. The property has been vacant for at least three years. The cost to rehabilitate the property has been estimated to be \$50,000.00.

**STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE PRICE DETERMINED BY THE WAIVER VALUATION PROCESS:**

In accordance with the City's Appraisal Policy, the waiver valuation process was used in lieu of an appraisal. The DHCD determined the fair market value of the property using available real estate data. The vacant building was valued at \$6,600.00. The property will be sold for \$6,000.00.

The property will be sold to Mr. Green below the price determined by the waiver valuation because of the following factors:

1. The sale and rehabilitation promotes a specific benefit to the immediate community,

## MINUTES

DHCD - cont'd

2. the sale and rehabilitation will eliminate blight,
3. the sale and rehabilitation will promote economic development and return the property to the City's tax roll, and
4. the condition of the property requires remediation because of structured deterioration.

**MBE/WBE PARTICIPATION:**

The properties are not subject to Article 5, Subtitle 28 of the Baltimore City Code.

**(FILE NO. 57211)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the land disposition agreement with Mr. Moses Green, Developer for the sale of the property located at 619 E. Chase Street.

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a land disposition agreement (LDA) with DJA, LLC, Developer, for the sale of the property located at 1842 E. 28<sup>th</sup> Street.

**AMOUNT OF MONEY AND SOURCE:**

\$4,000.00 - Purchase Price

**BACKGROUND/EXPLANATION:**

The City may dispose of the property by virtue of Article II, Section 15, of the Baltimore City Charter, and one or more of the following: Article 13, Section 2-6(e) of the City Code; Article 13, Section 2-7(f) and Article 13, Section 2-7(h) of the City Code (2010 Edition); and Article 13, Section 2-7(h) of the City Code.

The Developer proposes to spend \$60,000.00 to rehabilitate the property into a single-family affordable for-sale housing unit. The developer intends to sell the property to a home-owner possibly a first-time homebuyer.

**STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE PRICE DETERMINED BY THE WAIVER VALUATION PROCESS:**

In accordance with the City's Appraisal Policy, the waiver valuation process was used in lieu of an appraisal. The DHCD determined the fair market value of the property using available real estate data. The property building was valued at \$6,000.00 and will be sold to the developer for \$4,000.00.

The property will sold to the developer below the price determined by the waiver valuation because of the following factors:

1. The sale and rehabilitation promotes a specific benefit to the immediate community,

**MINUTES**

DHCD - cont'd

2. the sale and rehabilitation will eliminate blight, and
3. the sale and rehabilitation will promote economic development and return the property to the City's tax roll.

**MBE/WBE PARTICIPATION:**

The properties are not subject to Article 5, Subtitle 28 of the Baltimore City Code because they it be sold for less than \$25,000.00.

**(FILE NO. 57211)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the land disposition agreement with DJA, LLC, Developer, for the sale of the property located at 1842 E. 28<sup>th</sup> Street.

**MINUTES**

Department of Housing and - Agreement  
Community Development

The Board is requested to approve and authorize execution of the various agreements. The agreement is for the period October 1, 2011 through September 30, 2012, unless otherwise indicated.

HEAD START AGREEMENTS

1. **CATHOLIC CHARITIES OF BALTIMORE/  
ST. JEROME HEAD START PROGRAM** **\$ 79,776.00**

Account: 5000-586812-6051-516800-603051

The agreement will provide funds for the St. Jerome Head Start Program to provide Head Start services to 72 children and their families from June to August, 2012 for five days, per week. The staff will focus on school readiness in the areas of math and language literacy, and provide field trips.

2. **DAYSPRING PROGRAMS, INC.** **\$110,800.00**

Account: 5000-5868812-6051-516800-603051

The organization will provide Head Start services to 100 children and their families from June to August 2012, for five days, per week. The agency will hire staff to focus on school readiness, Maryland Department of Education accreditation at two sites, and staff Maryland Module School Readiness training.

3. **METRO DELTA EDUCATIONAL PROGRAMS, INC.** **\$ 61,632.00**

Account: 5000-586812-6051-516300-603051

The organization will provide Head Start services to 54 children and their families from June to July, 2012 for five days, per week. The program will focus on school readiness in the areas of math and science. The children will attend field trips and additional staff will be hired to support the program operations.

## MINUTES

DHCD - cont'd

4. **UNION BAPTIST CHURCH-SCHOOL, INC./** **\$ 52,697.45**  
**HARVEY JOHNSON HEAD START PROGRAM**

Account: 5000-586812-6051-516000-603051

The organization will provide Head Start services to 48 children and their families from June to August, 2012 for five days, per week. The staff will focus on school readiness, creative activities, and field trips.

**MWBOO GRANTED A WAIVER.**

COMMUNITY DEVELOPMENT BLOCK GRANT AGREEMNT

5. **THE FAMILY TREE, INC.** **\$ 26,415.00**

Account: 2089-208912-5930-666826-603051

The funds will be used to subsidize the agency's operating costs. The organization's Family Clearinghouse-Parenting for Success Initiative will provide a triage model of support services along a continuum of need to low-to-moderate-income families. The initiative will provide services to prevent child abuse and neglect within the following communities: Greater Rosemont, Greater Mondawmin, Penn-North, Reservoir Hill, Greater Charles Village/Barclay, Waverly, Medfield/Hampden, Greenmount West, Belair-Edison, Midway, Coldstream - Homestead-Montebello, Perkins/Middle East and Remington. The agreement is for the period January 1, 2012 through December 31, 2012.

## MINUTES

DHCD - cont'd

On June 22, 2011, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2011 Annual Action Plan for the following formula programs:

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

Upon approval of the resolution, the DHCD's Contract Section began negotiating and processing the CDBG agreements as outlined in the Plan effective July 1, 2011 and beyond. Consequently, this agreement was delayed due to final negotiations and processing.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and made and seconded, the Board approved and authorized execution of the various agreements. The President **ABSTAINED** on items nos. 1 - 4.



**MINUTES**

Department of Housing and Community Development - Release of Deed Covenant and Declaration of Restrictive Use and Other Covenants (Mosher Court Rental Replacement Units)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a release of deed covenant and declaration of restrictive use and other covenants for the Mosher Court Rental Replacement Units. The Board is further requested to authorize the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The City purchased Mosher Court Apartments (2950 Mosher Street) from HUD on September, 2008, for the purchase price of \$10.00. The property formerly housed 64-affordable units receiving Section 8 subsidy. HUD foreclosed on the property due to a loan default and the troubled condition of the property. The contract of sale with the City included deed covenants requiring that the 64-units be demolished and that 64 replacement units be constructed on the site.

The DHCD examined redevelopment options for the site and consulted with the surrounding Franklinton Road community. The determination was made that redevelopment of 64-affordable units on the Site was undesirable due to several factors. First, the property is enclosed on three sides, resulting in an isolated site with only one point of access to the street. Second, the construction of 64 units on the 1.37 acre site would produce a density out of line with the surrounding two-story single-family homes. Finally, the site is too small and not in an appropriate location to include any amenities typically found in new affordable rental developments.

## MINUTES

DHCD - cont'd

The DHCD obtained approval of HUD to transfer the restrictions in the deed covenant to off-site replacement units. The North Avenue Gateway Project was identified as a suitable site for the replacement units. The North Avenue Gateway Project is an affordable rental development that will be constructed on the 3000 block of West North Avenue on the property currently owned by the City. The project was identified as an appropriate location for replacement units due to its close proximity to the site, its development program which already included 64 rental units with long-term affordability restrictions, and its inclusion of amenities such as an on-site health clinic, community center, and computer room. The developer of the project, the Woda Group, LLC agreed to the transfer of the restrictions and to record a declaration of restrictive use and other covenants on the project. The property for the project will be conveyed to the developer from the City. A land disposition agreement was approved on September 29, 2010.

This request will: 1) release requirements included in a deed covenant on the former Mosher Court Apartments site (the Site), located at 2950 Mosher Street, purchased by the City from the United States Department of Housing and Community Development (HUD); and 2) Record a declaration of restrictive use and other covenants for 64-affordable rental units in the North Avenue Gateway Project (the Project), located at 3000 block of West North Avenue. The restrictions in the deed covenants will be effectively transferred from the Mosher Court Site to North Avenue Gateway Project.

The DHCD will consult with the Franklinton Road community and elected officials to formulate an appropriate redevelopment plan for the site, once the deed covenants are released.

**MINUTES**

DHCD - Cont'd

**MBE/WBE PARTICIPATION:**

The Developer has agreed to comply with Article 5, Subtitle 28 of the Baltimore City Code Minority and Women's Business Program under its land disposition agreement and no request for a waiver or exception has been made.

**(FILE NO. 57085)**

UPON MOTION duly made and seconded, the Board approved the release of deed covenant and declaration of restrictive use and other covenants for the Mosher Court Rental Replacement Units. The Board also authorized the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law.

## MINUTES

Department of Housing and - Local Government Resolutions  
Community Development

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

The following Projects are applying to the State of Maryland's Rental Housing Fund Loan (RHFL) or the Low Income Housing Tax Credits (LIHTC) or the State of Maryland's Neighborhood BusinessWorks Program (NBWP). A local government resolution of support is required by the State for all applications to these programs for funding.

<u>Projects</u>	<u>Amount</u>
1. NORTH AVENUE GATEWAY PROJECT	<b>\$13,789,399.00</b>
	\$ 2,557,130.00 (RHFL)
	\$11,232,269.00 (LIHTC)

On September 29, 2010, the Board approved the land disposition agreement with the Hilton-North Avenue Gateway Project for certain parcels located on the south side of the 3000 block of W. North Avenue.

Hilton-North Avenue Limited Partnership will construct a rental housing complex known as the North Avenue Gateway Project. The project will contain 63 rental units, which will be affordable to persons with incomes at or below 60 percent of the area median income and one non-income producing unit, for a total of 64 units.

**(FILE NO. 57170)**

## MINUTES

DHCD - cont'd

2. **BRAGANZA HOLDINGS, LLC.** **\$450,000.00**  
**(NBWP)**

Braganza Holdings, LLC. is requesting funding from the State program for the acquisition and rehabilitation of 5307-5317 Belair Road. The property sits along a commercial corridor in the mature neighborhood of northeast Baltimore City known as Gardenville. The structure built in 1925 consists of one and two stories and is a mixed-use building that is zoned B-2-2. The property consists of six retail units on the first floor and six one bedroom, one bath apartments on the second floor that total about 5,621 sq. ft. There are another four tenants that rent space on the rooftop, two billboards and a multi-antenna cell tower. The six storefront retail units total about 11,100 sq. ft. with basements. Bank America is the anchor tenant.

The internal improvements include upgrades to the HVAC, plumbing and electrical systems. The total project now includes plans and funding for the exterior improvements which will include but are not limited to cleaning and repointing the masonry and brick, removing all miscellaneous wiring and electrical devices, new storefront windows, and doors. The improvements to the exterior of the building project will impact the appearance and appeal of the area. The interior improvements will sustain the property for the future.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing local government resolutions.

**MINUTES**

Department of Housing and - Loan  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a non-amortizing Bond funded loan to Roberta's House, Inc. The Board is further requested to authorize the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law.

**AMOUNT OF MONEY AND SOURCE:**

\$148,000.00 - 9910-903480-9588

**BACKGROUND/EXPLANATION:**

Roberta's House, Inc. (borrower), a Baltimore-based non-profit center, currently runs Roberta's House, a grief and bereavement center that offers counseling services to children and their families within the City. Working through the necessary grief stages and understanding the essential needs of a child's grief allow families to support each other and communicate more effectively. Children work in small, age-appropriate groups utilizing creative activities to identify feelings and needs, and adults share in groups and are given resources to support them as well in their journey.

Roberta's House is currently located at 1900 North Broadway Street and has outgrown its space. The Borrower has proposed to construct a new facility (the Project) on the properties currently known as 922-928 E. North Avenue (the Site). Using a combination of public and private resources, the Project will consist of the new construction of a three-story steel-framed facility with approximately 14,500 gross square feet. After moving into its new facility, Roberta's House is intended to serve at least 500 urban families annually who are seeking bereavement support and/or are referred by other agencies and will be staffed by approximately eight members and a volunteer

## MINUTES

DHCD - cont'd

team of at least 50-100 members. When complete, the project is anticipated to represent a total investment of \$3,200,000.00. Of this amount, the State has committed \$200,000.00 to this project through its capital budget.

The City is requesting approval of a Bond-funded loan in an amount not to exceed \$148,000.00 (the City Loan). Proceeds of the City Loan will be used to demolish four abandoned rowhouse structures that constitute a long-term blighting influence and detract from efforts to attract new investment. Demolition will be undertaken, at the Borrower's request, using the City's existing demolition contract.

The City loan will be provided as a no-interest loan that will be forgiven provided the facility is constructed and has received its Use and Occupancy Permit within three years following demolition and is used for the purposes stated for 15 years following completion of construction. In the event these conditions are not met, Roberta's House will be responsible for repaying the City the full amount of the City loan.

The City loan will be evidenced by a note, which will be secured by a deed of trust and regulatory agreement (the Deed of Trust), or equivalent documents, ensuring that the Owner complies with the requirement set forth herein. Any Deed of Trust will be recorded in Land Records. Following the completion of construction, the City may require that the Borrower further secure the City loan by placing an additional lien on real property or other collateral whose appraised value is not less than the amount of the City loan. In order to assist Roberta's House with its fundraising efforts and efforts to secure a permanent loan, the City agrees to subordinate the City loan to a loan made by a permanent lender so long as the City is able to negotiate a mutually-agreeable subordination or inter-creditor agreement with such permanent lender.

**MBE/WBE PARTICIPATION:**

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

## MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
\$148,000.00	9910-902985-9587	9910-903480-9588
29 <sup>th</sup> CDB	Housing Development Reserve	East North Avenue 900 Blk. Demolition

This transfer will provide funds for the demolition of properties that are structurally unsound and have created blight that has discouraged investment in the surrounding community.

**(FILE NO. 57294)**

UPON MOTION duly made and seconded, the Board approved the non-amortizing Bond funded loan to Roberta's House, Inc. The Board also authorized the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law. The transfer of funds was approved SUBJECT to receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the Provisions of the City Charter. The Comptroller **ABSTAINED**.



**MINUTES**

Department of Transportation - Traffic Impact Study Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a traffic impact study (TIS) agreement with Liberty Heights Shopping Center LLC (applicant). The period of the agreement is effective upon Board approval and termination will be deemed in writing by the Department of Transportation.

**AMOUNT OF MONEY AND SOURCE:**

\$32,195.54 - Anticipated Cost for the TIS

**BACKGROUND/EXPLANATION:**

The anticipated cost of the Traffic Impact Study will be covered under Project No. 1134, On-Call Agreement, Task No. 1, with McCormick, Taylor, Inc.

Baltimore City Ordinance 06-345, approved on November 11, 2006, requires a TIS before permits may be approved for projects, as determined by the Director of the Department of Transportation.

This traffic impact analysis for the applicant is for the Shoprite Grocery Store. The applicant has applied or intends to apply for a Building Permit in Baltimore City to perform the Scope of Work for a 68,484 square foot grocery store. The Traffic Impact Study assesses the development and its relative traffic impacts. The developer will pay for the total cost of the Traffic Impact Study.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the traffic impact study agreement with Liberty Heights Shopping Center LLC.

**MINUTES**

Department of General Services - Amendment No. 3 to Agreement  
for Project 1099J

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 3 to the agreement with Johnson Mirmiran & Thompson for Project 1099J. The amendment no. 3 to the agreement extends the period of the agreement through February 22, 2013.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On February 25, 2009, the Board approved the original agreement for two years with an upset amount of \$750,000.00. On February 3, 2010, the Board approved amendment no. 1, which increased the upset amount to \$1,000,000.00. On March 9, 2011, the Board approved Amendment No. 2 to increase the upset amount from \$1,000,000.00 to \$2,000,000.00, and extended the contract time from two years to three years. Because of delays in processing the new on-call contracts under Project 1126, the Department of General Services would like to extend the time limit of the existing contract from three years to four years.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 3 to the agreement with Johnson Mirmiran & Thompson for Project 1099J.

**MINUTES**

Department of Housing and - HOME Investment Partnership Loan  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a HOME Investment Partnership Loan to TRF Development Partners-Baltimore, LLC, (TRF) or its affiliate of TRF DP8, LLC.

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

**AMOUNT OF MONEY AND SOURCE:**

<u>Source</u>		<u>Uses</u>	
TRF-Baltimore, LLC	\$1,246,500.00	Acquisition	\$ 15,490.00
HOME Funds*	450,000.00	Construction	1,357,361.00
Community Legacy	<u>150,000.00</u>	Professional fee	157,337.00
		Financing fees	39,550.00
		Soft costs	232,932.00
		Proj. contingency	<u>43,830.00</u>
<b>TOTAL</b>	<b>\$1,846,500.00</b>	<b>TOTAL</b>	<b>\$1,846,500.00</b>

Account: 9910-902289-9610\*

**BACKGROUND/EXPLANATION:**

The HOME loan will be used to support a portion of the construction related costs for seven homeownership units on East Oliver Street.

The TRF, a non-profit Delaware limited liability company and a certified Baltimore City Community Development Housing Organization (CHDO), was established by The Reinvestment Fund, in partnership with B.U.I.L.D., in an attempt to revitalize distressed neighborhoods in Baltimore. For the last several years, TRF has focused on the Greenmount West community of Baltimore by seeking to create high quality new and rehabilitated affordable single-family and multi-family housing.

## MINUTES

DHCD - cont'd

On June 15, 2009, the Board of Estimates approved a sale of a vacant lot (approximately 1.22 acres) at the southwest corner of Greenmount Cemetery (and East Oliver Street) to TRF and its partners for residential redevelopment. The parcel was purchased from the City for \$203,000.00 and subdivided to accommodate both multi-family and single-family development. The multi-family phase of development is the 69-unit City Arts Apartment building (City Arts Apartments), which was specifically designed to create quality affordable housing for artists and, now that it is completed, serves as a vital residential investment in the Station North Arts and Entertainment District.

The developer of the City Arts Apartments, TRF Development, Homes for America and Jubilee Baltimore, secured \$13,500,000.00 of permanent financing to construct the project. The financing structure required no subsidy from the City of Baltimore. City Arts Apartments is now fully occupied.

In addition, the TRF worked closely with the City to acquire nine vacant properties located at 406-422 E. Oliver Street to the immediate west of the City Arts Apartments. TRF invested \$1,500,000.00 of State and private funds to acquire and rehabilitate these properties, now known as City Arts Historic Townhomes. These nine units are currently being leased at rates affordable to moderate income households.

The last investment needed to completely reoccupy this three block area is City Arts Lofts. City Arts Lofts will be constructed on the single-family homeownership lots, located next to City Arts Apartments at 426 through 438 E. Oliver Street, that were transferred to TRF DP8, LLC, a subsidiary of TRF. In keeping with the intent of the 2009 Board approval, TRF and TRF DP8 will develop seven for-sale townhomes that will continue the revitalization for the neighborhood and ensure a long-term supply of affordably priced owner-occupied housing in this promising neighborhood market.

## MINUTES

DHCD - cont'd

City Arts Lofts will be an additional \$1,800,000.00 investment into the neighborhood and the units are expected to be sold to homeowners who will finance the purchase with first mortgages of approximately \$154,500.00 per unit (this does not include any other subsidies or soft subordinate financing). TRF Development is investing \$1,246,499.00 of its own capital and \$150,000.00 of MD-DHCD Community Legacy Funds. The HOME Loan will be made to TRF, or an affiliate of the TRF such as TRF DP8. The proceeds of the HOME Loan are needed to fill the gap in the financing and will be utilized to lower the purchase price and make all homes affordable to families earning less than 80 percent of area median income. Once City Arts Lofts is complete, the parcel will be fully redeveloped and the new building housing will act as a catalyst for additional neighborhood investment.

Upon completion of the City Arts Lofts, the TRF and its partners will have invested almost \$17,000,000.00 into the City Arts redevelopment area, thus leveraging the City's financial commitment of \$37.00 to \$1.00 in this area.

The HOME Loan will have an interest rate of zero percent per annum on sums advanced. As the units are sold to qualified buyers (each, a Buyer), each buyer will assume a portion of the obligation of the HOME Loan (the Buyer Share) and the borrower will be released from a pro rata portion of the HOME Loan. The per unit subsidy for each of the units will be \$64,285.71. The Buyer's share will be evidenced by a promissory note and other security instruments and structured as a deferred loan. The proposed buyer will assume \$30,000.00 as a homebuyer subsidy (the Buyer HOME Loan). The remaining \$34,285.71 in HOME funds will be a development subsidy and permanent write down to the unit. If each Buyer complies with all applicable terms and covenants of the loan documents for a 15 year period of affordability, the payment of the outstanding principal will be forgiven. In the event a conveyance occurs during the period of affordability, such Buyer will repay the Department all or a portion of its loan out of net proceeds. The HOME loan will be non-recourse debt.

**MINUTES**

DHCD - cont'd

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

**MBE/WBE PARTICIPATION:**

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

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$450,000.00	9910-921012-9609	9910-902289-9610
Federal HOME	HOME FY 2012	TRF - Artist
FY 2012	Reserve	Homeownership

This transfer will provide Federal HOME funds to TRF DP8, LLC to support a portion of the construction costs of City Arts townhomes.

**(FILE NO. 54665)**

UPON MOTION duly made and seconded, the Board approved the HOME Investment Partnership Loan to TRF Development Partners-Baltimore, LLC, or its affiliate of TRF DP8, LLC. The Board also authorized the Commissioner of the Department of Housing and Community Development to execute any and all documents to

## MINUTES

DHCD - cont'd

effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law. The transfer of funds was approved SUBJECT to receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the Provisions of the City Charter.

## MINUTES

Department of 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.	3200 Pulaski Highway	Juan Ortiz	Awning w/signage 27'11" x 2'6"
	Annual charge: \$222.80		
2.	1000 Lancaster St. k/a 710 S. Central Avenue	Harbor East - Office, LLC	One canopy 500 sq. ft.
	Annual charge: \$1,050.00		
3.	3240 Greenmount Ave. k/a 419 E. 33 <sup>rd</sup> St.	Greenmount Ave. Limited Partner- ship	Retain awning 17' x 3', one single face electric sign 16' x 2'
	Annual charge: \$247.70		
4.	2210 E. Monument St.	Anthony Marmaras	Retain two awnings w/signage 12' x 3'6'
	Annual charge: \$140.80		
5.	903 W. 36 <sup>th</sup> St.	Five & Dime, LLC	Retain single face electric sign 12.27'
	Annual charge: \$70.30		



## MINUTES

DGS - cont'd

	<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
6.	2324 E. Monument St.	Hung T. Neuyen	Retain flat sign 11' x 2', six spot reflectors
	Annual charge: \$140.80		
7.	701 S. Eden St.	701 South Eden St.	12 awnings, one double face electric sign 17.16' x 3.5'
	Annual charge: \$1,161.90		
8.	3240 Greenmount Ave. k/a 421 E. 33 <sup>rd</sup> St.	Greenmount Avenue Limited Partner- ship	Retain awning w/ signage 31' x 1½', one handicap ramp 20' x 5'x6"
	Annual charge: \$238.25		
9.	1519 S. Clinton St.	COPT CC D1, LLC	Footings 329.84 linear ft.
	Annual charge: \$775.13		

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

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

**MINUTES**Department of General Services - Right-of-Entry Agreement and a  
Developer's Agreement

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

RIGHT-OF-ENTRY AGREEMENT1. **SEVEN SPRING FARM, HOME FARM, LLC** \$ 0.00

The Department of Public Works, Bureau of Water and Wastewater is proposing a project to locate and replace existing air/vacuum relief valves, surge valves and/or drain valves as part of water project no. WC-1197R, Susquehanna Transmission Main Valve Replacements. This right-of-entry agreement will allow the City access on to the property known as 337 Fox Road, Havre De Grace, MD 21078, owned by Seven Spring Farm, Home Farm, LLC. All of the work will be performed at no cost to the property owner.

DEVELOPER'S AGREEMENT NO. 12482. **B'NAI JACOB SHAAREI ZION CONGREGATION, INC.** \$32,000.00

The organization would like to install new water service to its new construction located in the vicinity of 6600 Park Heights, Baltimore, MD 21215. This developer's agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A letter of credit in the amount of \$32,000.00 has been issued to B'Nai Jacob Shaarei Zion Congregation, Inc., which assumes 100% of the financial responsibility.

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

**MINUTES**

Department of General Services - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the right-of-entry agreement and the developer's agreement. The President **ABSTAINED** on item no. 1.

## MINUTES

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

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

1. **GOVANS ECUMENICAL DEVELOPMENT CORPORATION (GEDCO)** **\$18,350.00**

Account: 9916-913900-9197

Under the terms of the grant agreement, GEDCO will implement upgrades that will significantly improve energy efficiency upgrades to its facility located at 5610 York Road. The DGS and the Department of Planning, Office of Sustainability have worked in collaboration to solicit and review "Energy Saver Grant" applications from Baltimore non-profits for use of these funds. GEDCO's application was approved by the review committee for proposed energy efficiency upgrades. The total project cost is \$36,889.00. GEDCO is leveraging 50% (\$18,539.00) of the project cost.

2. **YOUR PUBLIC RADIO CORPORATION (WYPR)** **\$27,000.00**

Account: 9916-913900-9197

Under the terms of the grant agreement, The WYPR will implement upgrades that will significantly improve energy efficiency upgrades to its facility located at 2216 N. Charles Street. The DGS and the Department of Planning, Office of Sustainability have worked in collaboration to solicit and review "Energy Saver Grant" applications from Baltimore non-profits for use of these funds. The WYPR's application was approved by the review committee for proposed energy efficiency upgrades. The total project cost is \$104,800.00. The WYPR is leveraging 74% (\$77,800.00) of the project cost.

## MINUTES

DGS - cont'd

3. **FULL GOSPEL FELLOWSHIP CHURCH OF DELIVERANCE, INC.** **\$ 6,606.67**

Account: 9916-913900-9197

Under the terms of the grant agreement, The Full Gospel Fellowship Church of Deliverance, Inc. will implement upgrades that will significantly improve energy efficiency upgrades to its facility located at 5011 Park Heights Avenue. The DGS and the Department of Planning, Office of Sustainability have worked in collaboration to solicit and review "Energy Saver Grant" applications from Baltimore non-profits for use of these funds. The Full Gospel Fellowship Church of Deliverance, Inc.'s application was approved by the review committee for proposed energy efficiency upgrades. The total project cost is \$29,429.17. The Full Gospel Fellowship Church of Deliverance, Inc. is leveraging 78% (\$22,822.50) of the project cost.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the energy efficiency and conservation block grant agreements with the foregoing community non-profit organizations.

**MINUTES**

Department of General Services (DGS) - Capital Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a capital grant agreement with the State of Maryland. The period of the capital grant agreement is effective upon Board approval through December 1, 2012.

**AMOUNT OF MONEY AND SOURCE:**

\$110,000.00

**BACKGROUND/EXPLANATION:**

The agreement is contingent upon the State's acceptance of the grant application and the commitment of \$20,000.00 in matching funds from the City, which are being provided by the Fire Department.

The Baltimore City Fire Department (BCFD) applied for a Bond Bill from the State of Maryland for the renovation of the Roland Park Fire Station Engine 44, located at 2 Upland Road, Baltimore, MD, to improve the overall interior conditions of the fire house. The Bond Bill was approved in 2009. The DGS is required to submit this capital grant agreement to the State of Maryland's Board of Public Works.

This 2-story, double bay firehouse was originally built in 1895 as a Baltimore County Station. It was transferred to Baltimore City in 1918 and houses Engine 44, Truck 25. It is in service 24-hours a day with a total of approximately 45 members. The renovation will provide for the installation of a ductless split system for the second floor, reconfiguration of the existing bathroom into two unisex bathrooms, reconfiguration of the existing bunk room, and electrical work including lighting and receptacles. The total estimated project cost is \$150,000.00. The State grant will provide 73.33% (\$110,000.00) of the project cost.

## MINUTES

DGS - cont'd

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the capital grant agreement with the 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:

1154 - 1156

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

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

The President **ABSTAINED** on item nos. 4 and 6.



**MINUTES****TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
1. \$ 26,000.00	9962-941002-9563	9962-909052-9562-2
Other	Constr. Res. -	Contingencies
	Conduit Replace-	Washington Blvd. -
	ment Program	I-95 to Monroe St.

This transfer will fund the cost related to TR 03313, Change Order 10, Renovation of Washington Blvd: Monroe St. to I-95 by Civil Construction, LLC.

Department of General Services

2. \$ 65,000.00	9916-904845-9194	9916-913026-9197
	5 <sup>th</sup> Public Bldg.	Oliver Multi-
	Loan GO Bonds	Purpose Center

This transfer will provide funds to cover the cost of the Oliver Multi-Purpose Center fire alarm and any in-house costs associated with the project. This program will address numerous building improvements which are needed to enhance the efficiency and safety of the affected agencies.

Department of Housing and Community Development

3. \$ 80,000.00	9910-904979-9587	9910-904418-9588
28 <sup>th</sup> CDB	East Baltimore	EBDI Demolition
	Redevelopment	

This transfer will provide funds for Baltimore Housing's planned demolition activities for the East Baltimore Development Initiative.

## MINUTES

TRANSFER OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>DHCD</u> - cont'd			
4.	\$250,000.00	9910-904921-9587	9910-907155-9588
	Charter Schools	American Brewery	Living Classrooms
	for Living Class-	29 <sup>th</sup> CDB Reserve	29 <sup>th</sup> CDB
	rooms at Perkins		
	Firehouse		

This transfer of appropriations to Living Classrooms Inc. is for the reimbursement of construction of 316 S. Caroline Street into the P.O.W.E.R.H.O.U.S.E. for East Baltimore and Perkins residents.

**A PROTEST HAS BEEN RECEIVED FROM WESTPORT IMPROVEMENT ASSOCIATION. THE PROTEST WAS WITHDRAWN.**

5.	\$ 30,000.00	9910-901961-9587	9910-902961-9588
	30 <sup>th</sup> Comm. Dev.	30 <sup>th</sup> Comm. Dev.	30 <sup>th</sup> Comm. Dev.
	Bonds	Bonds - Green Open	Bonds - Duncan
		Space - Reserve	Street Green Open
			Space

This transfer is to move appropriations in line with approved funding amounts to support the creation of community green space in the 200 block of Duncan Street. The green space will be an amenity and will support marketing efforts for the renovation of the vacant homes across from the proposed green space.

Bureau of Water and Wastewater

6.	\$ 25,054.73	9958-926001-9522	
	Other funds	Unallotted	
	100,000.00	9958-901996-9526	
	Other funds	Green School Phase III	
	900,000.00	9958-905702-9526	
	Other funds	Maidens Choice	
		Environmental	

# Westport Improvement Association



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

March 27, 2012

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

Dear members of the Baltimore City Board of Estimates:

The Westport Improvement association and Project T.O.O.U.R. withdraw our protest of the transfer of funds of \$250,000.00 (9910-901969-9587 to 9910-907155-9588) 29<sup>th</sup> CDB Westport Affordable Housing to the Living Classrooms Foundation, Inc. for reimbursement of construction of 316 S. Caroline Street into the P.O.W.E.R. House for East Baltimore and Perkins residents.

We met with Ms. Freed and Mr. Engles to look at options for using the funds of \$250,000.00 (9910-901969-9587) in Westport. Thank you for your commitment to helping the Westport neighborhood move forward.

Sincerely

*Ruth Sherrill*

Ruth Sherrill, President

Contact :

Ruth Sherrill – 410-783-7541

Linda Towe – 410-336-9118 – [project\\_toour@yahoo.com](mailto:project_toour@yahoo.com)

Cc:

Mr. Engle

Ms. Freed

Mr. Conway

President Jack Young

Councilman Reisinger

Mr. James Alston

MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>BW&amp;WW</u> - cont'd		
100,000.00 Other funds	9958-906708-9526 Harris Creek Watershed Restoration	
100,000.00 <u>Other funds</u>	9958-909402-9526 Study Impacts of Pending NPDES	
<b>\$1,225,054.73</b>	-----	9958-906090-9522 SWM Mitigation

This transfer will cover the cost of creating capital stormwater reserve account SWM mitigation.

**MINUTES**

Mayor's Office of Employment Development (MOED) - Grant Award Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a grant award agreement with The Family League of Baltimore City, Inc. The period of the agreement is September 1, 2011 through June 30, 2012.

**AMOUNT OF MONEY AND SOURCE:**

\$110,527.00 - 4000-809212-6331-466705-603051

**BACKGROUND/EXPLANATION:**

The MOED has received a grant from The Family League of Baltimore City, Inc. to serve youth referred by the Department of Juvenile Services at the Westside Youth Opportunity Center. The youth will be provided with an Individual Service Plan, intensive case management, educational/vocational support, transportation, crisis intervention, dinner meals, and recreational activities.

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

**APPROVED FOR FUNDS BY FINANCE**

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

**(FILE NO. 55358)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the grant award agreement with The Family League of Baltimore City, Inc.

**MINUTES**

Mayor's Office of Employment - Amendment No. 2 to Agreement  
Development (MOED)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of amendment no. 2 to agreement with the State of Maryland Department of Labor, Licensing and Regulation (DLLR). The amendment no. 2 to agreement extends the period of the agreement through June 30, 2012.

**AMOUNT OF MONEY AND SOURCE:**

\$3,535.00 - 4000-806711-6312-458505-603013

**BACKGROUND/EXPLANATION:**

On July 13, 2011, the Board approved the original agreement, in the amount of \$11,783.00, with the DLLR for professional services for the period March 1, 2011 through December 30, 2011. On December 21, 2011, the Board approved amendment no. 1 to agreement, in the amount of \$3,535.00, to extend the period of the original agreement through March 31, 2012.

This amendment no. 2 to agreement will increase the funding in the amount of \$3,535.00 and extend the period of the agreement through June 30, 2012. All other terms and conditions of the original agreement remain unchanged.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS NOTED THIS AMENDMENT.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of amendment no. 2 to agreement with the State of Maryland Department of Labor, Licensing and Regulation.

**MINUTES**

Office of the President - Governmental/Charitable  
Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a governmental/charitable solicitation application to the Board of Ethics of Baltimore City to benefit the organization, Suited to Succeed. The proposed period of the solicitation efforts is effective upon Board approval through June 30, 2012.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

Ms. Carolyn Blakeney, of the Office of the City Council President, will solicit donations from friends, family members and associates to benefit the Suited to Succeed organization, a 501(c)(3) non-profit organization. Most immediately, Ms. Blakeney intends to support Suited to Succeed's annual fundraiser, Suit-A-Palooza, which will be held on May 24, 2012. Ms. Blakeney is a board member and as such has been asked to solicit sponsors, vendors and sell tickets in support of the event. The Honorable Governor Martin O'Malley is the Honorary Chairperson of this event. The mission of Suited to Succeed is to empower Baltimore area women in their efforts to transition from training programs and unemployment to self-sufficiency by providing free professional clothing and workshops. Suited to Succeed collects business clothing through company-sponsored clothing drives, individual donations, and community events and offers them to women transitioning from welfare, crises, and/or training programs to employment. Since its inception in 1997, Suited to Succeed has helped more than 6,000 women make the transition from unemployment to self-sufficiency.

**MINUTES**Office of the President - cont'd

Baltimore City Code Article 8, Section 6-26, prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations that are for the benefit of an official governmental program or activity, or a City-endorsed charitable function or activity that has been pre-approved by the Ethics Board. Ethics Regulation 96.26B sets out the standards for approval, which includes the requirement that the program, function, or activity to be benefited and the proposed solicitation campaign must be endorsed by the Board of Estimates or its designees.

**(FILE NO. 57133)**

UPON MOTION duly made and seconded, the Board approved the governmental/charitable solicitation application to the Board of Ethics of Baltimore City to benefit the organization, Suited to Succeed. The President **ABSTAINED**.



## 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. APPLE FORD, INC.   | \$31,290.00 | Low Bid     |
| Solicitation No. B50002329 - 3/4 Ton Truck with Animal Transport Body - Department of General Services - Req. No. R597330 |             |             |
| 2. DIGITAL INTELLIGENCE, INC.   | \$63,050.00 | Sole Source |
| Solicitation No. 08000 - Forensic Recovery of Evidence Data Center (FREDC) System - Police Department - Req. No. R596778  |             |             |

Digital Intelligence, Inc. is the sole developer and distributor for the FRED family of forensic hardware and software. This system must be compatible with existing FRED forensic equipment currently in use.

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

- |   |              |         |
|---|--------------|---------|
| 3. LORENZ LAWN AND LANDSCAPE, INC.  | \$800,000.00 | Renewal |
| Solicitation No. B50001231 - Moving Services for Recreation and Parks - Department of Recreation and Parks - P.O. No. P512903 |              |         |

On April 14, 2010, the Board approved the initial award in the amount of \$578,960.00. The award contained four 1-year renewal options. Subsequent actions have been approved. This renewal in the amount of \$800,000.00 is for the period April 14, 2012 through April 13, 2013, with two 1-year renewal options remaining.

This is a requirements contract, therefore amounts will vary.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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

**MBE:** 4-Evergreen Lawn Care 27.0%

**WBE:** Fouts Lawn Care Corp., Inc. 13.7%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

- |   |             |             |
|---|-------------|-------------|
| 4. RGA, LLC.  | \$93,000.00 | Sole Source |
| Solicitation No. 08000 - Traffic Signal Components -<br>Department of Transportation - Req. No. R597275 |             |             |

The vendor is the sole authorized representative of the manufacturer of these products in the mid-Atlantic region. These are the only components compatible with currently installed equipment.

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

- |  |              |                           |
|--|--------------|---------------------------|
| 5. KERSHNER ENVIRONMENTAL TECHNOLOGIES, LLC  | \$200,000.00 | Sole Source/<br>Agreement |
| Solicitation No. 08000 - Furnish and Deliver Chlorination and De-Chlorination Parts - Department of Public Works, Bureau of Water and Wastewater - Req. Nos. Various |              |                           |

The Board is requested to approve and authorize execution of an agreement with Kershner Environmental Technologies, LLC. The period of the agreement is April 8, 2012 through April 7, 2014, with two 1-year renewal options.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

This requirement is for parts which must be compatible with existing installed equipment. The vendor is the manufacturer and holder of the proprietary designs for required parts.

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

(FILE NO. 57210)

6. WILLIAMS SCOTSMAN,  
 INC. \$134,212.68 Cooperative Purchase  
 Baltimore City Public School System (BCPSS) Contract No. BCS-09039 - Modular Classroom Buildings Installation Services - Department of Transportation - Req. No. R598451

The Department of Transportation, in partnership with the Parking Authority of Baltimore City is developing a tour bus parking facility to serve the hundreds of tour buses expected for the War of 1812 Fort McHenry events, OpSail 2012, and other visitor events. The BCPSS competitively bid this contract.

UPON MOTION duly made and seconded, the Board approved the informal awards, renewals, increases to contracts and extensions. The Board also approved and authorized execution of the agreement (item no. 5) with Kerhner Environmental Technologies, Inc. The President **ABSTAINED** on item no. 5.

**MINUTES**Parking Authority of Baltimore City (PABC) - Lease Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a lease agreement with the Southeast Professional Center Condominium, Inc. The period of the lease agreement is April 1, 2012 through March 31, 2062.

**AMOUNT OF MONEY AND SOURCE:**

\$56,640.00 - 2076-000000-2321-707700-603016

**BACKGROUND/EXPLANATION:**

On May 21, 2008, the Board approved a land disposition agreement for the sale of a City-owned parcel of land, located at 3700 Fleet Street, to Baltimore Medical System and Highlandtown Development, LLC (developers) for the purpose of constructing the Southeast Professional Center. A condition of the sale of 3700 Fleet Street to developers was that the City would have the right to lease the entire lower level of the proposed two-level parking facility for a term of 50 years for \$1.00 per year. The Professional Center has since been constructed and the 72-space facility is ready for the City and the PABC to operate.

After the facility was constructed, the developers created a condominium regime within the Southeast Professional Center and the governance of the regime is through the Southeast Professional Center Condominium Association, which will act as landlord under the agreement. There are annual operating expenses associated with the agreement that include electricity, security, cleaning and fire prevention, among other expenses that the PABC will be required to pay to the Condominium Association. The PABC expects that parking revenue will offset these expenses while providing the needed public parking in the area. The PABC will manage parking at the facility through multi-space pay-and-display (EZ Park) parking meters. The PABC believes that this agreement will be beneficial to the City, particularly the neighborhood surrounding the facility.

MINUTES

PABC - cont'd

MBE/WBE PARTICIPATION:

N/A

**APPROVED FOR FUNDS BY FINANCE**

**(FILE NO. 55987A)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the lease agreement with the Southeast Professional Center Condominium, Inc.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

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

UPON MOTION duly made and seconded,

awarded the formally advertised contracts

listed on the following pages:

1166 - 1170

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

The Transfers of Funds were approved

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

Item no. 6 was **DEFERRED** for one week.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Recreation and Parks

1. RP 10854RR, Luckman Park      JLN Construction,      \$ 877,100.00  
 Site Improvements                      Inc.

**MBE:** Harvey Harris Contractors, Inc.                      \$149,447.00      17.04%  
**WBE:** Adapt Home Improvement Company LLC\*

\*Part B: MBE/WBE Statement of Intent form for Adapt Home Improvement Company does not list a subcontract amount or a subcontract percentage.

**MWBOO FOUND VENDOR IN NON-COMPLIANCE**

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 208,000.00	9938-904746-9475 Reserve-Rec. & Parks 24 <sup>th</sup> Series	
399,000.00	9938-904746-9475 Reserve-State Park & Playgrounds Renovation FY08	
<u>293,000.00</u>	9938-902811-9475	
<b>\$ 900,000.00</b>	Reserve-Rec. & Parks 25 <sup>th</sup> Series Park Master Plan Implementation	
<b>\$ 900,000.00</b>	-----	9938-901746-9474 Park & Playground Renovation FY08

This transfer will cover the costs associated with the award of the Luckman Park Site Improvements, Contract No. RP 10845RR.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation

3. TR 12312, Pratt Street                      Civil Construction,    \$ 841,474.95  
 Fringe Parking Facility                      LLC  
 1100 James Street

DBE: JM Murphy Enterprises, Inc.                      14.02%

4. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$1,082,696.20	9950-917001-9507	
FED	Constr. Reserve	
	Highways Federal	
\$ 941,474.95	-----	9950-905760-9508-6
		Structure & Improvements
94,147.50	-----	9950-905760-9508-5
		Inspection
47,073.75	-----	Contingencies
<u>\$1,082,696.20</u>		Pratt Street Fringe Parking Facility

This transfer will cover the costs associated with the award of contract no. TR 12312, Pratt Street Fringe Parking Facility, 1100 James Street to Civil Construction, LLC.



## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSDepartment of Transportation - cont'd

5. TR 12013, ADA Ramp Replacements and Installs **REJECTION** - On March 14, 2012, the Board opened two bids for TR 12013. Due to a technical error, the Department of Transportation believes that it is in the best interest of the City to re-advertise this project.

Bureau of Purchases

6. B50002151, EMS Billing Service Digitch Computer, Inc. \$5,000,000.00

**MBE:** 1<sup>st</sup> Choice Staffing, LLC 15.00%  
**WBE:** Mary Kraft Staffing & Associates, Inc. 5.00%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**A PROTEST WAS RECEIVED FROM ACS, A XEROX COMPANY.**

7. B50002318, Cements, Mortars, & Concrete Mixers **\$ 150,000.00**
- a. National Capital Industries, Inc. (First call) **\$ 125,000.00**
- b. Belair Road Supply Company, Inc. (Second call) **\$ 25,000.00**

**MWBOO GRANTED A WAIVER.**



A **xerox** Company

**Chris R. Carlson, Ph.D.**  
Vice President  
EMS Operations

ACS, A Xerox Company  
2907 Shelter Island Drive  
Suite 105-331  
San Diego, California 92106

chris.carlson@acs-inc.com  
tel 571-241-9927

March 26, 2012

Office of the Comptroller  
Room 204 City Hall  
100 North Holliday Street  
Baltimore, Maryland 21202

Re: Notice of Protest to the Board of Estimates regarding Solicitation Number B50002151

Dear Board of Estimates:

Please allow this letter to serve as Notice of Protest of the Purchasing Agent recommendation related to award of Solicitation Number B50002151, Request for Proposals for EMS Billing Services. The following details apply:

Protesting entity: ACS, State and Local Government Solutions  
2907 Shelter Island Drive, Suite 105-331  
San Diego, California 92106

Contract number: Solicitation Number B50002151 Request for Proposals for  
EMS Billing Services

City agency for whom the contract is being solicited: Baltimore City Fire Department

Bureau of Purchases' Buyer: Joseph D. Mazza, CPPO, City Purchasing Agent

The factual grounds of the protest are based in mis-statement of facts by two of the selection committee members during the presentation of our proposal, that created an inaccurate representation of ACS/Xerox and were outside of the factors to be considered in the procurement.

As relief, ACS requests a stay of the award of this bid pending further investigation by the City and ACS.

Thank you for your consideration and efforts in this matter.

Respectfully,

Chris R. Carlson, Ph.D.  
Vice President Operations

cc: City Purchasing Agent

COMPT/BOE MAR 27 '12 AM 11:23

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases - cont'd

8. B50002237, Weatherization Program-HVAC \$1,300,000.00

a. BMC Services, LLC \$ 500,000.00  
(First Call for emergencies)

<b>MBE:</b> TRA Preventive Maintenance	13.5%
King Mechanical Company, Inc.	<u>13.5%</u>
	<b>27.0%</b>

<b>WBE:</b> Colt Insulation, Inc.	4.0%
Inc.	

**MWBOO FOUND VENDOR IN COMPLIANCE**

b. Hawkeye Construction LLC. \$ 400,000.00

<b>MBE:</b> TRA Preventive Maintenance	27%
<b>WBE:</b> Fleet Electric	4%

**MWBOO FOUND VENDOR IN COMPLIANCE**

c. Coldspring Company, Inc. \$ 400,000.00

<b>MBE:</b> DW Plumbing	27%
Noah's Plumbing*	0%
<b>WBE:</b> Absolute Supply & Services, LLC	4%

\*Noah's Plumbing is not certified as an MBE with Baltimore City.

**MWBOO FOUND VENDOR IN COMPLIANCE**

MINUTES

PERSONNEL MATTERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

1172 - 1190

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 Mayor **ABSTAINED** on item no. 39.

The President **ABSTAINED** on item no. 7.

Item no. 32 was **WITHDRAWN**.

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Health Department</u>		
1. <b>RONALD S. SAVAGE</b>	\$25.00	<b>\$ 7,500.00</b>
2. <b>ROBERT L. ANDERSON</b>	\$25.00	<b>\$ 1,750.00</b>
3. <b>AJA SAGE HARRIS</b>	\$25.00	<b>\$ 1,750.00</b>
4. <b>JOY I. FREEDMAN</b>	\$25.00	<b>\$ 2,000.00</b>

Account: 1001-000000-2401-258300-601009

Mr. Ronald S. Savage will serve as a Chairman for the Animal Hearing Panel. Mr. Anderson, Ms. Harris, and Ms. Freedman will serve as Animal Hearing Panel Members. They will provide notice of hearings in writing to the aggrieved party, any interested party, and the Office at least five days before the hearing in an orderly, but informal manner, insuring procedural due process in accordance with Panel Hearing Procedure Regulations, which are incorporated by reference. They will obtain all relevant evidence pertaining to the issues in question and limit the evidence to that which has bearings on the issues involved at the hearing. The period of the agreement is effective upon Board approval through June 30, 2012.

On June 22, 2011, the Board approved agreements for Mr. Ronald S. Savage to serve as Chairperson of the Vicious Dog Hearing Board and for Mr. Robert L. Anderson, Ms. Aja Sage Harris, and Ms. Joy I. Freedman to serve as Vicious Dog Hearing Board members.

On December 5, 2011 City Council passed into law a reconstituted ordinance concerning Animal Control and Protection, of the Baltimore City Health Code §10-101 - 1007 which established an Animal Hearing Board in place of the Vicious Dog Hearing Board. Therefore, the Baltimore City Health Department is requesting to rescind the original agreements and approve new agreements for these individuals to serve as Animal Hearing Panel Members to provide for the resolution of disputes arising from the enforcement of Title 10 of the Baltimore City Health Code.

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Health Department</u>		
5. <b>ANITA HORWATH</b>	\$21.00	<b>\$10,920.00</b>

Account: 4000-436112-3255-316200-601009

Ms. Horwath will serve as an Artistic Director. Her duties will include but will not be limited to coordinating and implementing the "Ages on Stages" Program for the Office of Aging and Care Services; forming an improvisational acting ensemble with students from the Baltimore School for the Arts and senior adults in the community. She will create scenes from life experiences that address critical social issues germane to caregivers and coordinate transportation and scheduled performances that are provided through the School of the Arts. She will also provide accurate records on performance and maintain monthly records of audience attendance. She will produce and conduct approximately 90 performances that will reach 20-25 individuals at 90 sites. The period of the agreement is April 1, 2012 through September 30, 2012.

6. Create two Positions:

74136 - City Planner I  
Grade 111 (\$41,700.00 - \$60,500.00)  
One Position

61291 - Epidemiologist  
Grade 113 (\$46,700.00 - \$65,500.00)  
One Position

Cost: \$129,138.00 - 4000-423112-3150-607900-601001

The Bureau of Budget and Management Research will assign job numbers for the new positions.

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Office of the President - City Council</u>		
7. <b>THOMAS A. PHILLIPS, III</b>	\$20.98	<b>\$27,274.00</b>

Account: 1001-000000-1000-104800-601009

Mr. Phillips will work as a Special Community Liaison. His duties will include, but are not limited to informing the Director of the Office of Neighborhood Relations of hot issues and concerns among communities. He will promote the Council President's initiatives serve as a point of contact for neighborhood referrals; develop ideas for legislation and attend regular meetings and special events. In addition, he will represent the City Council President at events or meetings, distribute relevant information from the various City agencies and Boards and monitor legislative bills relevant to communities. The period of the agreement is effective upon Board approval for one year.

Department of Human Resources

8. <b>ANGELA S. SMITH</b>	\$44.81	<b>\$53,777.00</b>
---------------------------	---------	--------------------

Account: 1001-000000-1601-172500-601009

Ms. Smith, retiree, will serve as an Executive Level II. She will be responsible for acting as a lead worker on special projects; planning, organizing and directing project activity; researching, composing, and preparing special reports, correspondence and other written communication and acting as a human resource consultant to agencies. The period of the agreement is effective upon Board approval for one year.

**MINUTES****PERSONNEL**Hourly RateAmountDHR - cont'd9. Reclassify the following Position:Job No. 1604-20455From: 33672 - Training Officer I  
Grade 111 (\$41,700.00 - \$60,500.00)To: 33684 - Training Officer II  
Grade 114 (\$48,600.00 - \$68,600.00)

Cost: \$6,900.00 - 1001-000000-1604-172500-601001

Enoch Pratt Free Library10. Title change the following non-civil service class:a. From: 00627 - Sailor Project Manager Library  
Grade 117 (\$56,000.00 - \$68,500.00)To: 00627 - Library Computer Systems Supervisor  
Grade 117 (\$56,000.00 - \$68,500.00)Reclassify the following position:b. From: 00641 - Library Wide Area Network Administrator  
Grade 115 (\$51,000.00 - \$62,200.00)To: 00627 - Library Computer Systems Supervisor  
Grade 117 (\$56,000.00 - \$68,500.00)

Cost: \$6,900.00 - 5000-575412-4501-605900-601001



## MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Department of Recreation and Parks - cont'd</u>		
11. <b>WILLIAM H. ANDERSEN</b>	\$30.00	<b>\$54,600.00</b>

Account: 5000-578711-4711-361810-601009

Mr. Andersen will serve as a Landscape Architect in the Capital Development Division. He will be responsible for preparing contract drawings and specifications for the renovation or development of City parks and playgrounds; preparing comprehensive Master Plan for community parks; preparing detailed cost estimates for various projects and meeting with community groups to explain planning and design projects. The period of the agreement is April 8, 2012 through April 7, 2013.

12. <b>JESSICA GRUBER</b>	\$18.00	<b>\$18,000.00</b>
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Account: 1001-000000-4781-363900-601009

Ms. Gruber will serve as an Administrative Assistant in the Bureau of Parks. Her duties will include but are not limited to creating and tracking Service Requests for building maintenance; monitoring, follow-up, and tracking performance of repair work and expenditures. Her salary shows a 13% increase from the previous period. Her salary will be increased because of additional duties that involve handling emergency requests, to include security and safety issues as well as emergencies related to trades groups. Other new duties include gathering information and making appropriate contacts prior to creating service requests; coordinating directly with contractors and DGS supervisors; devising schedules for services provided to facilities i.e., pest control, trash pick-up and recycling and for general access to facilities. She will be responsible for tracking and monitoring trends in work performance through

## MINUTES

PERSONNELDepartment of Recreation and Parks - cont'd

the rate of abated service request, and interaction with facility staff on the level of work performed and working with the CitiStat Analyst on recording and correcting administrative and work performance issues. The period of the agreement is effective upon Board approval for six months.

13. a. Create the following two Civil Service Classes:

83115 - Aquatic Center Leader  
Grade 080 (\$29,343.00 - \$34,518.00)

83215 - Aquatic Center Director  
Grade 085 (\$34,562.00 - \$41,645.00)

b. Create the following six positions:

83115 - Aquatic Center Leader  
Grade 080 (\$29,343.00 - \$34,518.00)

c. Reclassify the following three vacant positions

Job Nos.: 4801-44597, 4801-44615 & 4801-44616

From: 83212 - Recreation Center Director II  
Grade 084 (\$33,510.00 - \$39,994.00)

To: 83215 - Aquatic Center Director  
Grade 085 (\$34,562.00 - \$41,645.00)

Costs: \$295,563.00 - 1001-000000-4801-371400-601001

## MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Police Department</u>		
14. HAYWOOD JOHNSON, JR.	\$14.42	<b>\$30,000.00</b>

Account: 4000-468211-2022-693700-601009

Mr. Johnson, retiree, will work as a Gun Offender Registry Administrator. His duties will include, but not be limited to collecting court forms identifying gun offenders from court liaisons and entering the information in the Gun Offender Database. Mr. Johnson will maintain and update the Gun Offender Database and obtain all appropriate information from gun offenders subject to reporting requirements. He will verify and update information in the Gun Offender Database using CJIS, JIS, 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 effective upon Board approval for one year.

15. EUGENE J. CASSIDY	\$14.42	<b>\$30,000.00</b>
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Account: 1001-000000-2042-198100-601009

Mr. Cassidy, retiree, will continue to work as a Contract Services Specialist I for the Education and Training Section. He will be responsible for educating, and instructing and coordinating courses in criminal and constitutional law. Mr. Cassidy will supervise, counsel and lead recruit classes in personal and professional matters, and coordinate the Department's intern program. The period of the agreement is May 19, 2012 through May 18, 2013.

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Police Department</u> - cont'd		
16. <b>PATRICIA A. D. DAVIS</b>	\$14.42	<b>\$30,000.00</b>

Account: 1001-000000-2042-198100-601009

Ms. Davis, retiree, will continue to work as a Contract Services Specialist I for the Property Section, Evidence Control Unit. She will be responsible for the timely releasing of property to citizens and accurate entries of all evidence and properties that are retained by the Department. She will also be responsible for transferring property to officers for court or investigations. The period of the agreement is May 19, 2012 through May 18, 2013.

17. <b>SHARON M. MARKOV</b>	\$14.42	<b>\$30,000.00</b>
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Account: 1001-000000-2042-198100-601009

Ms. Markov, retiree, will continue to work as a Contract Services Specialist I for the Central Records Section, Validations Unit. She will be responsible for reviewing original National Crime Information Center (NCIC) entries, reports and documents, contacting victims, complainants and courts for follow-up information. She will also update databases and the NCIC to reflect changes, and prepare reports. The period of the agreement is May 19, 2012 through May 18, 2013.

18. <b>CELIO OLIVERAS, JR.</b>	\$14.42	<b>\$30,000.00</b>
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Account: 1001-000000-2042-198100-601009

Mr. Oliveras, retiree, will continue to work as a Contract Services Specialist I for the Central Records Section, Validations Unit - Wanted Persons. He will be responsible for reviewing the NCIC warrants, validating, updating and modifying wanted persons records entered in the NCIC, contacting complainants and preparing supplemental reports. The period of the agreement is May 19, 2012 through May 18, 2013.

## MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Police Department</u> - cont'd		
19. <b>MILTON H. SCHALIZKI, JR.</b>	\$14.42	<b>\$30,000.00</b>

Account: 1001-000000-2042-198100-601009

Mr. Schalizki, retiree, will continue to work as a Contract Service Specialist I for the Central Records Section, Staff Review Unit. He will be responsible for processing accident reports for dissemination to the public and coding accident reports for dissemination to various agencies, and audits for accuracy. Mr. Schalizki will classify reports, scan, and archive accident reports. The period of the agreement is May 19, 2012 through May 18, 2013.

20. <b>WALTER G. HEUER</b>	\$14.42	<b>\$30,000.00</b>
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Account: 1001-000000-2042-198100-601009

Mr. Heuer, retiree, will continue to work as a Contract Services Specialist I for the Central Records Section. He will be responsible for maintaining the Uniform Crime Report Database (UCR), and auditing the RMS daily and verifying information on reports to assure it matches the RMS Database. He will also maintain records of juvenile and adult arrests/monthly clearances/offenses and respond to the Maryland State Police monthly with the Uniform Crime Reports Book. The period of the agreement is May 19, 2012 through May 18, 2013.

21. <b>DARBY M. BONSALL</b>	\$18.26	<b>\$ 19,000.00</b>
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Account: 4000-469812-2024-212605-601009

Ms. Bonsall will continue to work as a Casework Manager. She will be responsible for performing administrative functions such as preparation of DNA case files to begin analysis, and finalizing DNA case files for compilation in the discovery work product. Ms. Bonsall will update and maintain DNA databases, and ensure compliance with the national DNA processing standards. The period of the agreement is April 1, 2012 through September 30, 2012.

## MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Police Department</u> - cont'd		
22. <b>LAVINIA M. DAVIS</b>	\$14.42	<b>\$30,000.00</b>

Account: 1001-000000-2042-198100-601009

Ms. Davis, retiree, will work as a Contract Service Specialist I for the Education and Training Section of the Department. Her duties will include but not be limited to scheduling sworn members for range related training to include yearly qualification; shotgun, less lethal and taser training. In addition, she will assist in insuring that members meet annual firearms qualification requirements and maintain a thorough database that is updated on a regular basis. The period of the agreement is May 19, 2012 through May 18, 2013.

23. <b>BARBARA A SLOAN</b>	\$14.42	<b>\$30,000.00</b>
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Account: 1001-000000-2042-198100-601009

Ms. Sloan will work as a Contract Service Specialist I for the Assignment Inspection Section. Her duties will include but not be limited to meeting with Assistant State's Attorneys (ASA) daily for the preparation/execution of caseloads, providing contract information to officers, making warrant arrests and requesting post car to process arrest, and assisting ASAs in obtaining laboratory information management system and other reports. The period of the agreement is effective upon Board approval for one year.

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Police Department</u> - cont'd		
24. <b>HARRY G. HARCUM</b>	\$14.42	<b>\$30,000.00</b>

Account: 1001-000000-2042-198100-601009

Mr. Harcum will work as a Contract Services Specialist I for the Evidence Control Unit. His duties will include but are not limited to receiving property/evidence submissions from police officers/lab personnel, ensuring accuracy/completeness of paperwork and entries into a tracking system. He will release property for further examination/evidence for court and update the tracking system for chain of custody and documents location. The period of the agreement is effective upon Board approval for one year.

On January 3, 1996, the Board of Estimates approved a waiver of the Administrative Manual Policy 212-1. This waiver allowed the Baltimore Police Department to hire retired police officers on a contractual basis. The retirees will receive no benefits other than workmen's compensation and F.I.C.A.

Fire Department

25. <b>CONNER D. SCOTT</b>	\$33.12	<b>\$68,890.00</b>
26. <b>DAVID B. MCMILLAN</b>	\$33.12	<b>\$68,890.00</b>

Account: 4000-470912-2023-212612-601009

Messrs. Scott and McMillan will each continue to work as Emergency Planners. Mr. Scott will be responsible for developing and maintaining Baltimore City Public School emergency plans. He will also manage short-term projects, including seasonal weather functional plan coordination (City-wide Code Red and Code Blue Programs). Mr. McMillan will collaborate with City agency operations plan and continuity of operations Plan Managers and maintain the emergency operations plan. They both will coordinate emergency planning and attend local and regional meetings. The period of the agreement is effective upon Board approval for one-year.

MINUTES

PERSONNEL

Fire Department - cont'd

27. Abolish the following two unpopulated classes:

41231 - Fire Lieutenant (Communications)  
Grade 338 (\$51,289.00 - \$62,582.00)

41232 - Fire Captain (Communications)  
Grade 341 (\$57,490.00 - \$70,911.00)

There are no costs associated with these actions.

Law Department

28. **STEVEN D. SHATTUCK** \$57.25 **\$99,000.00**

Account: 1001-000000-1750-175200-601009 \$24,750.00  
6000-694007-5850-418600-601009 \$74,250.00

Mr. Shattuck will continue to work as a Special Chief Solicitor in the Department and Corporate Real Estate Group. He will be responsible for assisting in drafting and reviewing difficult and sophisticated documents for the Baltimore Development Corporation and other City Departments and agencies. The period of the agreement is March 28, 2012 through March 27, 2013.

Department of Housing and Community Development

29. Create the following classification and grade:

10244 - Summer Food Program Worker  
Grade 986 (\$7.25 - \$30.00 hourly)



**MINUTES****PERSONNEL**Department of Public Works30. Reclassify the following filled position:

From: 52162 - Fleet Quality Control Analyst  
 Grade 089 (\$40,540.00 - \$49,222.00)  
 Job No. 5541-47827

To: 74137 - City Planner II  
 Grade 113 (\$46,700.00 - \$65,500.000)

Costs: \$4,001.00 - 2071-000000-5541-398600-601001

Department of General Services31. Create the following position:

34122 - Accountant II  
 Grade 110 (\$40,000.00 - \$56,800.00)  
 Job No. to be assigned by BBMR

Costs: \$61,536.00 - 1001-000000-1982-194700-601001

32. Waiver of Administrative Manual Section 235-1, Promotions Promotional Grade/Salary Placement to allow higher salary placement:

From: Engineer III - Class No. 31304  
 Grade 119 (\$61,900.00 - \$87,500.00)

To: Engineer Supervisor - Class No. 72115  
 Grade 120 (\$64,800.00 - \$91,100.00)

Cost: \$17,700.00 - 2051-000000-1981-194600-601001

The Department of Human Resources received a request from the Department of General Services requesting to waive the

## MINUTES

PERSONNELDept. of General Services - cont'd

City's promotion rule as defined in the Administrative Manual, Section 235-1. The purpose of this request is to allow the salary placement of a current employee to be promoted to Grade 119, Merit level 4, at a salary of \$83,300.00, rather than the Experience level at a salary of \$75,500.00, as indicated by the promotion rule. This position is located in the Energy Division of the Department of General Services.

The Office of the Mayor recommends approval of this request for the following reasons:

The Department of General Services has reported that the employee "...was the only candidate within the Department to apply and be approved for the position. In reviewing the other candidates, none had the comparable Energy background and experience."

Additionally, the Department of General Services reported that "...He continues to be recruited by private sector companies, such as the JCI Company offering him \$90K plus free benefits, for an Engineer Supervisor with a specialty such as Energy. He has routinely turned down offers above \$90,000 with full benefits from private energy companies and consultants".

Furthermore, the Department of General Services states that it has difficulty in recruiting and retaining qualified candidates in this specialty field (Energy Engineering), and lacks the competitive salary that the private sector uses to lure the City's top talent away.

**MINUTES****PERSONNEL**Department of Finance, Bureau of Collections33. Upgrade the following classes:

- a.               34293 - Tax Transfer Clerk I  
           From:               Grade 080 (\$29,343.00 - \$34,518.00)  
                               To:               Grade 082 (\$31,225.00 - \$36,934.00)
- b.               34294 - Tax Transfer Clerk II  
           From:               Grade 083 (\$32,315.00 - \$38,431.00)  
                               To:               Grade 085 (\$34,562.00 - \$41,645.00)
- c.               34259 - Property Transfer Supervisor  
           From:               Grade 087 (\$37,407.00 - \$45,218.00)  
                               To:               Grade 089 (\$40,540.00 - \$49,222.00)

Costs: \$39,052.00 - 1001-000000-1480-166400-601001

Department of Finance, Bureau of Collections - cont'd34. Reclassify the following two positions

- From: 33212 - Office Assistant II  
                                   Grade 075 (\$26,316.00 - \$29,913.00)  
                                   Job Nos. 1480-12528 and 1480-49242
- To: 33213 - Office Assistant III  
                                   Grade 078 (\$27,958.00 - \$32,241.00)

Costs: \$3,677.86 - 1001-000000-1480-166400-601001

**MINUTES****PERSONNEL**Department of Transportation35. a. Abolish the following two vacant positions:

53111 - Building Repairer  
 Grade 429 (\$30,262.00 - \$33,337.00)  
 Job. No. 5011-21497

53121 - Custodial Worker I  
 Grade 420 (\$26,214.00 - \$27,328.00)  
 Job. No. 5011-21508

b. Re-create the following class:

52995 - Events Manager  
 Grade 087 (\$37,407.00 - \$45,218.00)

c. Create the following position:

52995 - Events Manager  
 Grade 087 (\$37,407.00 - \$45,218.00)  
 Job No. to be assigned by BBMR

Costs: (\$24,789.70) - 1001-000000-5011-383000-601001

36. Create the following position:

31137 - Environmental Policy Analyst  
 Grade 114 (\$48,600.00 - \$68,600.00)  
 Job No. to be assigned by BBMR

Costs: \$63,180.00 - 6000-617212-2303-596000-601001

**MINUTES****PERSONNEL**Department of Transportation - cont'd37. a. Create the following class:

72724 - Plans & Inspections Supervisor  
Grade 091 (\$44,084.00 - \$53,638.00)  
Job No. to be assigned by BBMR

b. Create the following five positions:

72724 - Plans & Inspections Supervisor  
Grade 091 (\$44,084.00 - \$53,638.00)  
Job Nos. to be assigned by BBMR  
4 positions

33215 - Office Supervisor  
Grade 084 (\$33,510.00 - \$39,994.00)  
Job No. to be assigned by BBMR  
1 position

c. Abolish the following seven vacant positions:

42413 - Traffic Investigator III  
Grade 083 (\$32,315.00 - \$38,431.00)  
Job No. 2391-20485  
1 position

42412 - Traffic Investigator II  
Grade 079 (\$28,528.00 - \$33,306.00)  
Job Nos. 2391-20494 and 2391-33569  
2 positions

**MINUTES****PERSONNEL**Department of Transportation - cont'd

33258 - Word Processing Operator III  
 Grade 078 (\$27,958.00 - \$32,241.00)  
 Job No. 5011-33622  
 1 position

53411 - Traffic Signal Installer I  
 Grade 078 (\$27,958.00 - \$32,241.00)  
 Job No. 2391-35837  
 1 position

53321 - Traffic Maintenance Worker I  
 Grade 075 (\$26,316.00 - \$29,913.00)  
 Job No. 2391-34777  
 1 position

72722 - Transportation Associate II  
 Grade 089 (\$40,540.00 - \$49,222.00)  
 Job No. 5011-20506  
 1 position

Costs: (\$7,904.00) - 3001-000000-2391-248900-601001

38. Upgrade the following Civil Service class:

53427 - Superintendent Street Lighting  
 From: Grade 110 (\$40,000.00 - \$56,800.00)

To: Grade 112 (\$44,300.00 - \$62,600.00)

Costs: \$3,380.00 - 3001-000000-5000-381500-601001

**MINUTES****PERSONNEL**Board of Liquor License Commission

39. **WENDELL WRIGHT** \$15.00 \$ 3,600.00

Account: 1001-000000-2501-259500-601063

Mr. Wright, retiree, will work as a Liquor Board Inspector. His duties will include but are not limited to visiting locations that have been issued special or one day licenses, monitoring the sale and service of alcohol at the one day licensed events or extensions of licenses. He will also participate in undercover investigations. The period of the agreement is effective upon Board approval for one year.

Department of Audits

40. **CHRISTIAN C. YOTHER** \$50.00 \$45,000.00

Account: 1001-000000-1310-157800-601009

Mr. Yother will work as a Special Auditor. His duties will include but are not limited to performing various assigned tasks on the audit of the City's Comprehensive Annual Financial Audit, the related Enterprise Audit Reports and other audits or assignments as necessary. The period of the agreement is April 2, 2012 through September 30, 2012.

**MINUTES**

Department of Real Estate - Tax Sale Certificate

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of a Tax Sale Certificate to Mr. Ronald Jackson for an amount that is less than the lien amount for the property located at 4708 Garrison Boulevard.

**AMOUNT OF MONEY AND SOURCE:**

<u>Property Address</u>	<u>Assessed Value</u>	<u>Flat Taxes &amp; Water</u>	<u>Total Liens</u>	<u>Assignment Amount</u>
4708 Garrison Blvd.	\$20,000.00	\$10,660.03	\$460,643.88	\$20,000.00

**BACKGROUND/EXPLANATION:**

The City acquired the Tax Sale Certificate for 4708 Garrison Boulevard. Mr. Jackson has offered to purchase the Tax Sale Certificate for 4708 Garrison Boulevard, file the petition to foreclose, acquire title to the property, and return it to productive use. The assignment amount of \$20,000.00 for the Tax Sale Certificate will cover the flat taxes and water bills on that property.

**(FILE NO. 56662)**

UPON MOTION duly made and seconded, the Board approved the assignment of a Tax Sale Certificate to Mr. Ronald Jackson for an amount that is less than the lien amount for the property located at 4708 Garrison Boulevard.



**MINUTES**

Department of Real Estate - Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a lease agreement with Allen & Son Moving and Storage, Inc. tenant, for the rental of approximately 13,730 square feet of space located at 3000 Druid Park Drive. The period of the agreement is effective upon Board approval for five years with an option to renew for two additional 2-year terms.

**AMOUNT OF MONEY AND SOURCE:**

	<u>Annual Rent</u>	<u>Monthly Rent</u>
1 <sup>st</sup> & 2 <sup>nd</sup> Year	\$44,551.20	\$3,712.60
3 <sup>rd</sup> Year	\$45,887.74	\$3,823.98
4 <sup>th</sup> Year	\$47,264.37	\$3,938.70
5 <sup>th</sup> Year	\$48,682.30	\$4,056.86

**BACKGROUND/EXPLANATION:**

Allen & Son Moving and Storage was incorporated in 2005 and has been a tenant at 3000 Druid Park Drive since 2006. The company's primary business is moving and storage and it has approximately 15 employees.

The tenant will use the leased premises for its moving and storage business. The tenant will pay their own utilities, janitorial, and prorata share of real estate taxes. The tenant will also be responsible for any improvements to the premises, only upon receiving landlord's approval. The tenant is obligated to maintain and keep in force general public liability, contractual liability and property damage insurance protection for the premises and name the City as additionally insured under said insurance policies. The space is being leased to the tenant "as is".

**(FILE NO. 56277)**

**MINUTES**

Department of Real Estate - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution the lease agreement with Allen & Son Moving and Storage, Inc. tenant, for the rental of approximately 13,730 square feet of space located at 3000 Druid Park Drive. The Comptroller **ABSTAINED**.

**MINUTES**

Department of Real Estate - Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a lease agreement with Black Tie Caterers, LLC, tenant for the rental of approximately 1,305 sq. ft. of space located on the second floor of the property known 111 N. Calvert Street, Room 235. The period of the lease agreement is April 1, 2012 through September 30, 2013, with an option to renew for an additional one 1-year period.

**AMOUNT OF MONEY AND SOURCE:**

\$543.75 - monthly rent

**BACKGROUND/EXPLANATION:**

The lease premises will be used as a snack bar. The City will provide electric, water, drainage, gas, HVAC, lighting, cleaning of restrooms, building security, and trash removal. The City will surrender the snack bar facility to the tenant in its "As-Is" condition. The City has the right to approve all changes in selling prices, hours of operation which impact on public access, all signage, equipment replacement and capital improvements.

The tenant will manage and operate a snack bar and be able to serve the public Monday through Friday, from 7:30 am to 3:00 pm, except on all Courthouse observed holidays. The tenant will not be permitted to sell cigarettes or alcoholic beverages. The tenant will provide reasonably priced menu assortment. No cooking, frying, or baking on-site is permitted. Toasting and warming with microwave will be permitted on-site. The tenant will provide dishes, utensils, condiments, paper products and

## MINUTES

Space Utilization Committee - cont'd

any other product needed to operate the snack bar.

The tenant will supply other beverage and food preparation equipment not already supplied by the City. The tenant will be responsible for maintenance. All refuse must be in covered containers and all trash must be moved by the end of the day to the outside dumpster. The tenant also must provide a clean environment for the snack bar, supervision and actions of its employees, agents and/or volunteers. The tenant will provide and pay for telephone services. The tenant will provide to the Department of Real Estate on a quarterly basis, bank statements, cancelled checks, and other documents confirming all expenditures for the snack bar operation.

The tenant will submit by March 15, 2013, a comprehensive reconciliation report showing the amount of gross receipts and all other documents confirming all expenditures for snack bar operation, since commencement of lease agreement.

The Space Utilization Committee approved this lease on March 13, 2012.

**(FILE NO. 57295)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the lease agreement with Black Tie Caterers, LLC, tenant for the rental of approximately 1,305 sq. ft. of space located on the second floor of the property known 111 N. Calvert Street, Room 235.

**MINUTES****TRAVEL REQUEST**Mayor's Office of Human Services

	<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
1.	Gladys Apolonio Susan Olubi	NHSDC 2012 Spring Conference Chicago, Il April 24 - 27, 2012 (Reg. Fee \$375.00 ea.)	Supportive Housing Program - HMIS Grant	\$3,315.64

**TRAVEL APPROVAL/REIMBURSEMENTS**APPROVAL

2.	Michelle Spencer Sarah Morris- Compton	Health Impact Assessment Grantee Training Atlanta, GA Nov. 29 - Dec. 1, 2011	HIA Grant	\$1,964.81
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On November 4, 2011, the Department was notified by e-mail of a mandatory training in Atlanta, Georgia. On November 4, 2011, airline reservations were made for Michelle Spencer and Sarah Morris-Compton for one-day of travel. However, when the conference information arrived from the CDC, it was discovered that since the Department was a new grantee, mandatory training was for two days.

After several unsuccessful attempts to change the airline reservations to two days, a second return flight ticket was purchased.

The subsistence rate for this area is \$189.00 per day. The hotel cost was \$133.00 per night, not including occupancy taxes in the amount of \$31.92.

## MINUTES

TRAVEL APPROVAL/REIMBURSEMENTS - cont'dReimbursement

The airline reservations were adjusted; the airfare was charged twice, on November 2, 2011 for a total of \$541.80 and on November 21, 2011 a charge of \$633.40 for a total of \$1,175.20 (\$587.60 each) on the City issued card assigned to Dourakine Rosarion. Therefore, Ms. Spencer is requesting a reimbursement of \$414.46. Ms. Compton is requesting a reimbursement of \$375.15.

This travel approval and reimbursement is late because the notification of the mandatory two-day meeting was received too late for the Department to request the Board's approval in advance.

Total Expenditures**Michelle Spencer:**

Airfare	\$ 587.60
Airport Parking	39.50
Hotel	266.00
Occupancy Taxes	31.92
Meals Inc. Exp.	77.04
Less Adv. Amt.	<u>(\$ 587.60)</u>
<b>Amt Due Ms. Spencer</b>	<b>\$ 414.46</b>

## MINUTES

TRAVEL APPROVAL/REIMBURSEMENTS - cont'd**Sarah Morris-Compton:**

Airfare	\$ 587.60
Airport Parking	28.50
Hotel	266.00
Occupancy Taxes	31.92
Food	48.73
Less Adv. Amt.	(\$ 587.60)
<b>Amt Due Ms. Morris-Compton</b>	<b>\$ 375.15</b>

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

\* \* \* \* \*

President: "There being no more business before the Board, the meeting will recess until bid opening at 12:00 noon. Thank you."

**MINUTES**

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

**BIDS, PROPOSALS AND CONTRACT AWARDS**

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

<u>Bureau of Water and Wastewater</u>	- WC 1231, Meter Setting Installation and Replacement, South-East Baltimore <b><u>BIDS TO BE RECV'D: 04/04/2012</u></b> <b><u>BIDS TO BE OPENED: 04/04/2012</u></b>
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<u>Bureau of Water and Wastewater</u>	- WC 1235, Meter Setting Installation and Replacement, South-West Baltimore <b><u>BIDS TO BE RECV'D: 04/04/2012</u></b> <b><u>BIDS TO BE OPENED: 04/04/2012</u></b>
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MINUTES

- Bureau of Water and Wastewater - SC 870, Scum/Grease System Improvements at the Back River Wastewater Treatment Plant  
**BIDS TO BE RECV'D: 04/11/2012**  
**BIDS TO BE OPENED: 04/11/2012**
  
- Bureau of Purchases - B50002251, Citywide Towing Services  
**BIDS TO BE RECV'D: 04/25/2012**  
**BIDS TO BE OPENED: 04/25/2012**

## 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:

Dept. of Transportation - TR 12303, Resurfacing Highways  
at Various Locations, Southwest-  
Sector III

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P. Flanigan & Sons, Inc

Bureau of Purchases - B50002303, Sewer TV Unit Cameras  
and Equipment

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RS Technical Services Inc.

Bureau of Purchases - B50002314, On-Call Roofing  
Services

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Roofing and Sustainable  
Systems, Inc.

\*Top Roofing, Inc.

\*Tecta America East, LLC

\*CitiRoof Corp.

National Roofing Co., Inc.

Simpson of Maryland, Inc.

\*Forbes Home Improvement &  
Construction, Inc.

\*UPON FURTHER MOTION, the Board found the bids of Top Roofing, Inc., Tecta America East, LLC, Citi Roof Corp., and Forbes Home Improvement & Construction, Inc. **NON-RESPONSIVE** since the bids were not accompanied by bid deposit checks or an annual bid bond, as required by the provisions of the City Charter and as set forth in the specifications.

## MINUTES

Bureau of Purchases - B50002316, Pumps Repair Services

American Contracting &  
Environmental Services, Inc.  
EESCO Pump and Valve, Inc.  
DSI, Inc.\*

Bureau of Purchases - B50002320, Personal Ballistic  
Soft Body Armor

Galls  
Lawmen Supply Co. of  
New Jersey, Inc.  
Atlantic Tactical  
Diamondback Tactical, LLLP

Bureau of Purchases - B50002338, Crawler Dozer,  
Crawler Tractor and Multi-Terrain  
Loader

Alban Tractor Co. Inc.  
Valley Supply & Equipment  
Jesco, Inc.  
Correlli, Inc.

\*UPON FURTHER MOTION, the Board found the bid DSI, Inc. **NON-RESPONSIVE** since the bid was not accompanied by bid deposit checks or an annual bid bond, as required by the provisions of the City Charter and as set forth in the specifications.

**MINUTES**

There being no objections, the Board UPON MOTION duly made and seconded, the Board adjourned until its next regularly scheduled meeting on Wednesday, April 4, 2012.

JOAN M. PRATT  
Secretary